

MINUTES OF REGULAR VILLAGE OF BELLEVILLE BOARD MEETING
HELD MONDAY, **APRIL 21, 2008** AT
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

1. Call to order - The meeting was called to order by Village President Paul Ziehli at 7:00 PM.
2. Roll call by Clerk – Trustees present were: Deb Kazmar, Kevin Porter, Gary Ziegler, Janet Hardyman, Bonnie Wilcox, Terry Kringle and Village President Paul Ziehli.

Also present: Mike Dorl, Keith Lehnerr, Rick Francois, Jim Olson, Michael Parkin, Kevin Lord, Brad Peterson, Greg Johnson of Ehlers, Matt Dregne, Heather Acker of Virchow Krause; Jerry Butts, Roger Hillenbrand and April Little, staff.

3. Posting of Open Meeting Notice - The Clerk stated that the meeting has been noticed as required by law
4. **Visitors Who Would Like to Speak Now** – John Sayles, Land Use Chair for the Town of Montrose: Town of Montrose has taken a unanimous position in opposition to the TIF District. They feel it moves funds from Montrose to Belleville. Trustee Kringle asked about the nature of the opposition. Sayles said the town is not in opposition to growth of Belleville; they are in opposition to the financing mechanism. Trustee Kringle said that if there were no previous TIFs, there would be no grocery store or other businesses in terms of providing jobs and tax base that will decrease Montrose's share of the tax base in terms of the school. Only the TIF participants will pay for the sewer line. The residential building offsets the magnitude of the cost. Full build out could take 20-25 years. A \$44 million build out will create 41 students. Sayles said the expansion will be felt across the community and the development should carry its freight. Trustee Kringle said that TIF 2 will close, which will balance out tax dollars going back to the school. Furthermore, a clinic may locate out there and it will create jobs and services that are important to the community as whole.

Sayles asked about the 12% value rule for a TID as this TID expands as it is projected to \$40 million dollars plus how that fits into the 12%. President Ziehli said the land value is frozen at the base value. Greg Johnson stated that there can be only one TID that would be subject to that limit. Presently the 12% of current equalized value is \$178,351,000 and the estimated base value on TID #3 is \$50,000, which is below the estimated 12% of current equalized values.

Mike Dorl, Town of Exeter: He feels the town supports the Village thru patronage of Belleville schools and services. He had concerns regarding who will be paying for the sewers and streets and was concerned that the expanding residential areas will be at the expense of Montrose and Exeter as the tax base increases in the Village. He was concerned about who was paying for school costs and wanted more data.

5. Visitors Who Would Like to Speak On an Agenda Item - none
6. **Approval of Minutes for April 7, 2008** – Trustee Ziegler made a motion to approve the minutes; seconded by Trustee Hardyman. Motion passed unanimously.

7. **Approval of Bills** – Trustee Wilcox made a motion to approve the treasurer’s report with bills for February and March; seconded by Trustee Hardyman Motion passed unanimously.
8. **Treasurer’s Report** – March Treasurer’s and February/March Utility 2008 – Trustee Ziegler made a motion to approve all; seconded by Trustee Wilcox. Motion passed unanimously.
9. **Committee Reports** – Police Committee meeting minutes from April 8 were handed out last meeting. Paul stated that committee minutes need to be more precise.
10. **President’s Report** – President Ziehli reported that time sheets have been used for a month and need to be revisited by the Finance & Personnel. WE Energies came to the Village to see where a gas line could come into the Village Hall if the furnaces are changed to gas. The line can be brought in from Green Street, which will be easier and cheaper. Unique Heating will be at the next Board meeting to give a presentation on the upgrade for the furnaces.
11. **Administrator/Clerk/Treasurer’s Report** – A snow emergency claim was submitted to FEMA in the amount of \$6,492.

[5 minute recess at 7:28 PM]

12. **Old Business:** NONE

13. **New Business:**

- a. **Discussion of Financial Status of TIF 2 District (by Virchow Krause)** – Heather Acker was present. The district is ready to close from the financial aspect. Excess recovered costs total \$458,266. If costs are completed, the district could close. May 1 is the deadline to close the district so that no increment will be certified in 2009. If it is missed, the tax increment stays on an additional year, which could create problems with the new district. About \$20.8 million dollars would go back on to the tax roll. Can debt service be prepaid? Call dates for 2007 notes are 2014. Debt service fund can hold funds until the date the notes can be paid off. It assumes that funds could be put in a place to generate interest. Acker said to assume May 1 is a binding date unless discussed with Department of Revenue.
- b. **Engagement with Virchow Krause for Preparation of TIF 2 Final Audit** – The district cannot be closed without an audit, which takes a while to check for proper procedures and to submit DOR paperwork. It is due six months after DOR notification (early fall). There is a cushion of administration expenses built in. Trustee Ziegler made a motion to engage Virchow Krause to perform the TIF 2 audit, contingent upon the TIF 2 closing by May 1; seconded by Trustee Kringle. Motion passed unanimously.
- c. **2007 Audit (by Virchow Krause)** – Acker gave Financial Statement highlights. The audit is unqualified except for not including joint equity in Fire and EMS; the Village has decided to not have annual audits although it has some ownership. There is no change from the past. Trustee Ziegler thought that there were some funds that were supposed to have been set aside for these audits. Management Discussion and

Analysis was included; it is a high level audit summary required by GASB. Internal Control report includes new risk assessment standards. There are “material weaknesses” reported, which is typical of smaller governments. It is because all accounting is not segregated, which is not possible because of the size of staff. Acker recommended looking at segregating functions where possible with new staff. Trustee Kringle suggested during the management study Virchow Krause look at audit findings and prioritize what should be examined more closely, such as a formal risk assessment process. Acker said she will convey this comment to the other consultant. Trustee Kringle asked about fund balance. Acker said fund balance is difference between projections and actual results. Questions and discussion of various accounts. General Fund balance – undesignated was \$396,466. This was due to interest earned, land sale and under-budgeted categories. This is 33 percent, which is higher than recommended range (15-25 percent). She said a targeted fund balance policy could be created. Waste Management every year carries a deficit balance; this is put on the tax roll the subsequent year. G.O. Debt capacity is 16.49 percent. Debt is \$1.4 million, which includes TIF 2 debt but not wastewater treatment plant revenue bonds. Fund balances are highest they’ve been in five years. Taxes are 46 percent of revenues, which is very typical (and slightly lower) than other communities. Revenues have been stable. General government is 21 percent of all expenditures; debt service is 25 percent; public safety is 30 percent. Capital projects is not included. Debt service has declined to lowest it has been in five years. Public safety is highest percent, which is typical. Gap between debt limit and outstanding debt has increased over five years. President Ziehli asked about sewer rate study update. Acker will follow up with utility partner. Trustee Ziegler made a motion to accept the 2007 financial statements; seconded by Trustee Porter. Motion passed unanimously.

- d. **Revised Cost Sharing Estimate for Stormwater Work at new St. Mary’s Church**
Kevin Lord: The original cost estimate for stormwater work was \$60,000, split in half between the Village and the Church. The Village is paying for upsizing to handle additional stormwater (beyond the church’s) from Frederick Street. The church agreed to a new split, as estimates from Angus-Young (Church) and MSA had discrepancies on what each included in the project estimates. Project costs went down overall, but comparisons used changed. Trustee Kringle made a motion to accept the decrease in the total project with revised splits as shown on proposal revision (13-D) for St. Mary’s Project #372716; seconded by Trustee Wilcox. Motion carried with three abstentions from Hardyman, Ziegler, and Ziehli.
- e. **Schedule for Bidding of Far West Side Sanitary Sewer Interceptor – Attorney**
Matt Dregne talked about how the Urban Service Area Amendment (USA) schedule affects the sewer interceptor bid process. It appears the parties want a decision from the CARPC and Department of Natural Resources on whether the USA will be approved before the bid is set. The CARPC makes a recommendation to the DNR. It is expected to have a decision by June 12 at the latest (but not guaranteed). Cameron Mesbah (CARPC) promised to send the materials to DNR immediately, which should result in a decision around July 7 or 28 but it could be later than that.

Current plan is to approve bidding April 28, and start construction June 23. Thus a

contract would need to be awarded before DNR's decision. He has had discussions with the developers. If awaiting the USA decision, it would defer construction to 2009. The project could be broken apart into phases. One problem is that we would need an escape clause in the case that the costs rise. Don't want to pay for part of a pipe. Dregne would rather see it bid all at once to see where it stands from a price perspective, unless someone is willing to take a risk by waiting. Lord said to keep in mind that Highway 92 will be constructed next year as well but could be delayed. Could bid in winter for the entire package, as undeveloped area is not designed, to begin work in winter and lock prices into spring. Trustee Kringle asked about splitting Village part into two parts (to avoid having closed down streets); the more that can be bid out, the better the pricing typically. It could be done yet this year, but weather is uncertain.

Rick Francois: He wants a guarantee that their progress is contingent on gaining all approvals. Lord: the project could be coordinated with Highway 92 construction to minimize impact. Dregne said the problem is we need to give bidders a firm date for awarding project. Lord said waiting to July will not allow the project to finish in 2008. Francois suggested letting prospective bidders know of problem.

Dregne said what might be needed is a new schedule with a recommendation from the engineer. Certainties are to continue with USA process and close TIF 2 before May 1, 2008. Need to also revisit guarantee and borrowing schedules. Lord is recommending waiting to bid the entire thing in January 2009 for start of spring construction. Village wanted to improve water main along School Street; other small improvements could be done as well if the TIF is created.

Johnson – could possibly wait for TIF 2 closing until 2009. Francois said he'd like to keep process moving; Jim Olson agreed. **Trustee Ziegler made a motion to delay sewer interceptor bidding; seconded by Trustee Porter.** It is still doable to do some other work on village projects. Undeveloped area design is also on hold. A problem with 2008 construction is that asphalt plants close mid-November. There is no reason developers couldn't coordinate their work with 2009 construction. Developers have many other issues that can be worked out during this time. **Motion carried with Wilcox abstaining.** Process will be to clarify TIF 2 for next week and revise the schedule for finalizing agreements and TIF 3 creation process. May 19 will be next closed session.

- f. **Auction/Sale of Heat Radiators from Village Hall and Miscellaneous Surplus Property** – Proposal is to put surplus items out to auction or for department swap or salvage on May 2. Trustee Wilcox made a motion to put surplus items out to bid; seconded by Trustee Ziegler. Motion passed unanimously.
- g. **Permit Application for Park Use for Blaser Park, Monday nights, June 16 – August 4, 2008 for T-Ball/Baseball** – Trustee Ziegler made a motion to approve the park use permit application; seconded by Trustee Wilcox. Motion passed unanimously.

- h. **Application for Temporary “Class B”/Class “B” Retailer’s License for Belleville Fire Department, for May 17, 2008** – Trustee Ziegler made a motion to approve Temporary Class B for May 17; seconded by Trustee Porter. Motion passed unanimously.

[5 minute recess at 9:12 PM. Resumed 9:17 PM.]

- i. **Village President’s Committee/Commission Appointment Recommendations and Organizational Issues** – A list of committee nominations was presented by President Ziehli.

- Trustee Kringle made a motion to accept Public Works/Parks Committee nominations; seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Kringle made a motion to approve Finance/Personnel Committee nominations; seconded by Trustee Ziegler. Motion passed unanimously.
- Trustee Ziegler made a motion to approve Police Committee nominations; seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Wilcox made a motion to approve approval of Senior Board nominations; seconded by Trustee Ziegler. Motion passed unanimously.
- Trustee Ziegler made a motion to accept the Economic Development Committee nominations; seconded by Trustee Hardyman. Motion passed unanimously.
- Trustee Kringle made a motion to approve Music Festival Ad-Hoc Committee nominations; seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Wilcox made a motion to accept Plan Commission nominations; seconded by Trustee Porter. Motion passed unanimously.
- Trustee Ziegler made a motion to accept the Library Board appointments; seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Kringle made a motion to accept Emergency Management nominations; seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Wilcox made a motion to accept Fire and EMS Association nominations; seconded by Trustee Hardyman. Motion passed unanimously.
- Trustee Ziegler made a motion to approve Board of Appeals appointments; seconded by Trustee Porter. Motion passed unanimously.
- ADA Compliance Coordinator – Trustee Ziegler made a motion to approve nominations seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Kringle made a motion to accept Lake Ad-hoc Committee nominations – seconded by Trustee Wilcox. Motion passed unanimously.
- Trustee Wilcox made a motion to accept Community Development Authority nominations; seconded by Trustee Ziegler. Motion passed unanimously.

Green County Development Corp. – Jerry Jansen will take over for morning meetings; Kevin Porter will attend evening meetings.

- j. **Village Of Belleville Resolution 2008-04-01: A Resolution Regarding Creation Of A Special Lake Committee And Pursuance Of Project Cooperation Agreement**

14. **Other Business:** Future Meeting Dates: Special Village Board/Plan Commission April 28; Economic Development May 8; CDA May 12; Library Board May 14.
15. **ADJOURN TO CLOSED SESSION** - For discussion of Negotiations of TIF-Related Development Agreements, per WI Stats 19.85(1)(e): Not held.
16. Adjournment – Trustee Porter made a motion to adjourn; seconded by Trustee Wilcox. Motion passed unanimously. Adjourned 9:37 PM.

Approved by the Belleville Board of Trustees on May 5, 2008.