

VILLAGE OF BELLEVILLE  
SPECIAL / ORGANIZATIONAL MEETING of the VILLAGE BOARD  
**Tuesday, April 16, 2013 at 7:00 P.M.**  
Village Hall - 24 West Main Street

**AGENDA**

1. Call Meeting to Order
2. Roll call by Clerk
3. Posting of Open Meeting Notice
4. Visitors Who Would Like to Speak Now
5. Visitors Who Would Like to Speak On an Agenda Item
6. **Consent Agenda:**
  - a. Approval of Minutes - April 1, 2013 Village Board Special Meeting
  - b. Approval of Bills for April 2013 to Date
  - c. Approval of March Treasurer's Reports
  - d. Approval of Park Use Applications:
    - i. Sugar River Park, Community Club – Community Picnic, August 7-12, 2013
    - ii. Community Park, Community Club – Community Picnic, August 8 -11, 2013
    - iii. Library Park, Community Club – Car Show, August 10 - 11, 2013
    - iv. Community Park, Community Club – Wednesday Night Softball, April 24 – August 7, 2013
  - e. Approval of "Class B"/Class "B" Temporary Retailer's License for Community Picnic
7. Committee Reports
8. President's Report –
9. Administrator/Clerk/Treasurer's Report –

**ACTION REQUIRING A VOTE MAY BE TAKEN ON  
ANY OF THE FOLLOWING ITEMS**

10. **Organizational Items:**
  - a. **Standing Committee member appointments and Chairperson confirmation - Annually: (Chapter 160-5)**
    - i. Public Works and Parks - 3
    - ii. Finance and Personnel - 3
    - iii. Police - 3
  - b. **Special Committees, and Commissions Chairperson and member appointment confirmation - Annually:**
    - i. Senior Citizen Board – 1 trustee and 4 citizens

- ii. Economic Development Committee (Chapter 20-8)
- iii. License Advisory Commission – 2 trustees and 1 citizen (Chapter 20-7)
- c. Plan Commission confirmations - 3 year terms:** (Chapter 20-3) (7 members)
  - i. Trustee members
  - ii. Citizen members (2 until 2015 for a total of 4)
- d. Library Board - 3 year terms, May 1st - Library Board elects President** (Chapter 20-4)
  - i. Trustee member (1) - annually
  - ii. Citizen members (2 until 2015 for a total of 3)
- e. Emergency Management – Volunteer 3 year terms, others annually:** (Chapter 57-1) (11 members)
  - i. Trustee Members (1) appointed annually
  - ii. Citizen Members (1 until 2015)
  - iii. Representative Members - Police, Public Works, Fire, EMS, School, Chamber/Business
- f. ADA Compliance Committee confirmations - annually:** (Chapter 20-6)
  - i. Clerk, Public Works Director, Librarian, Police Chief
  - ii. Trustee
  - iii. Citizen members
  - iv. Chairperson
- g. Board of Appeals confirmations - 3 year terms:** (Chapter 20-2)
  - i. Citizen Members (2 until 2016 for a total of 5)
  - ii. Alternate members (1 until 2016 for a total of 2)
  - iii. Chairperson
- h. Fire & EMS Association** (Chapter 74-1)
  - i. Trustees (2)
- i. Community Development Authority** (7 members) (Chapter 20-9)
  - i. Trustees – 2
  - ii. Citizen – 2 until 2015 for a total 5
- j. Miscellaneous Committees**
  - i. Intergovernmental Agreement Committee – Subcommittee of Plan Commission
  - ii. Joint Village/Town of Montrose Planning Committee
  - iii. Fundraising Committee
  - iv. Historic Preservation (Chapter 304-3)
  - v. Police Discipline Committee (Chapter 20-10)
- k. Election of President Pro Tem:** (Chapter 20-13)
- l. Organizational discussion**
- m. Goals for next 2 years**
- n. Board meetings and committees**
- o. Other pertinent organizational discussion**
- p. Board Members to sign Confidentiality Agreement**

**11. Unfinished Business:**

- a. Lake / Pedestrian Bridge Projects Update & Issues
  - i. Lakefest 2013

- b. Hiring Process for Police Department Officers
- c. Proposal for Land Donation in Downtown District
- d. Parking along Federal Avenue

12. **New Business:**

- a. Proposal for Water Tower Inspection
- b. Public Works Director Job Description and Hiring Process

13. **Adjourn to Closed Session** for Discussion of Police Committee Recommendations Regarding Hiring of Police Officers, per 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

14. **RECONVENE TO OPEN SESSION** for possible action on items discussed in closed session

15. **Other Business:**

- a. Correspondence
- b. Announcements –
- c. Future Meeting Dates
- d. Questions and Items for Referral

16. Adjournment

*-By Howard Ward, Village President*

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**The Village of Belleville complies with the Americans with Disabilities Act (ADA):**

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please contact the person below at least two business days prior to the meeting.

Si necesita un interprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuniquese al numero de telefono que figura a continuacion dos dias habiles como minimo antes de la reunion.

**Contact:** April Little, Village Administrator, 24 W. Main Street  
608.424.3341  
alittle@villageofbelleville.com

**Final agenda will be posted by 4 p.m. Friday preceding the meeting at these locations:**  
Union Bank & Trust Co (UB&T), Sugar River Bank, Village Hall, Library, Village of Belleville Web site.

MINUTES OF REGULAR VILLAGE OF BELLEVILLE BOARD MEETING  
HELD MONDAY, APRIL 1, 2013 AT  
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

1. Call to order - The meeting was called to order by Village President Howard Ward at 7: PM.
2. Roll call by Clerk – Trustees present were: Tyler Kattre, Ben O'Brien, Howard Ward, Gary Ziegler, Daniel Rung, and Deb Kazmar. Excused: Bonnie Wilcox.  
  
Visitors: Michael Parkin, Richard Miller, Brad Peterson (Recorder), and Terry Kringle
3. The Clerk stated that the meeting has been noticed as required by law.
4. Visitors Who Would Like to Speak Now
5. Visitors Who Would Like to Speak On an Agenda Item – Terry Kringle: Intergovernmental Agreement, water rate increase and fire charges.
6. **Consent Agenda:** *Trustee Kazmar made a motion to approve the consent agenda as presented; seconded by Trustee Rung. Motion carried.*
  - a. Approval of Minutes - March 18, 2013 Village Board Special Meeting
  - b. Approval of Bills for March 2013
7. Committee Reports – No discussion.
8. President's Report – No discussion.
9. **Administrator/Clerk/Treasurer's Report** – Distributed a report from the Village attorney regarding various issues related to possible platting of Baker's Woods and refinancing of Build America Bonds.
10. **Unfinished Business:**
  - a. **Proposed Adoption of Intergovernmental Agreement with Town of Montrose** – Terry Kringle: the agreement is ready to be adopted; there was no discussion or objections at the last discussion with Montrose. Appendix A would be replaced with a color map and land use chart. There would be minor revisions only, as indicated. *Trustee Kattre made a motion to approve the intergovernmental agreement with Town of Montrose, with the current appendix to include updated map and land use description; seconded by Trustee O'Brien. Motion carried.*
  - b. **Lake / Pedestrian Bridge Projects Update & Issues** -
    - i. **Lakefest 2013** – Next meeting is April 10 at 5:30 PM. JEM grant was submitted.
  - c. **Hiring Process for Police Department Officers** – The candidate is undergoing final testing before final offer to hire.

- d. **Proposal for Land Donation in Downtown District** – Conference call was held with the DNR. They are not requiring an environmental phase 1 study to be done; however it might be necessary later. The Village is still trying to gather more information. Plan Commission will consider the issue at its April meeting.

**11. New Business:**

- a. **Parking along Federal Avenue** – President Ward has a meeting set up with Tom Jelle, Chief Eichelkraut and management at Federal Industries. They are trying to prevent icing up and flooding in the neighborhood caused by on-street parking. They will discuss how to prevent future problems. Tabled to next meeting.
- b. **Proposal for Fire Call Payments** – President Ward said the Fire Association has been talking about payment for runs and future purchase of a very expensive fire truck. He would like to know whether the Village Board is interested in investigating the issue further. Charges vary by departments (may be set by department, by vehicle, flat fee, water usage, highway accidents, etc.). EMS now charges for most calls; 2/3 of their budget is from run money. Other considerations: false alarms and controlled burns. There were 100+ fire runs last year. Home owners and auto insurance would help offset costs for the consumer. Trustee Kattre said there seemed no reason not to investigate the issue; no objections from Village Board members were heard.
- c. **Proposal for Water Rate Increase** – A draft simplified rate case with a three percent increase was presented. It would raise about an additional \$9345 per year. The question was raised whether it was necessary to raise rates if the utility ended in the black in 2012. Highway 92 will involve new water main work in 2016. There are also new phosphorus regulations coming that may raise costs. These will affect the sewer utility, not the stormwater utility. May consider a study of wastewater treatment plant rates, as there is a much greater need to raise revenue for that utility. Terry Kringle: the auditors always want a higher “profit” margin. He said his own bill for sewer went up 70 percent since about 2006. But sewer is the problem, so concentrate on that instead of water. Fund figures are already known so a study may not be needed. He said reaching 5000 in population is the point needed to not negatively impact ratepayers. Referred to Public Works Committee.
- d. **Proposed Updates for Policy Manual** – Policy change suggestions were primarily to clarify language related to holiday pay, vacation time, and on-call pay. *Trustee Ziegler made a motion to approve policy changes as presented; seconded by Trustee Kattre. Motion carried.*

**12. Adjourn to Closed Session** for Discussion of Police Committee Recommendations Regarding Hiring of Police Officers, per 19.85(1)(c) – Not held.

**13. Other Business:**

- a. Announcements – EMS open house is May 22; garage sale breakfast is May 4; fundraiser is April 13.
- b. Future meeting dates were noted.

c. Questions and Items for Referral – Bronna Lehmann was appointed new library director, effective April 1. Tyler Kattre was thanked for service to Village Board.

14. **Adjournment** – *Trustee Kattre made a motion to adjourn; seconded by Trustee Kazmar. Motion passed unanimously. The meeting was adjourned by President Ward at 8:05 PM.*

*By April Little, Administrator/Clerk/Treasurer*

*These minutes are not official until approved by the Belleville Board of Trustees.*

## GENERAL FUND CHECKING

## ALL Checks

Posted From: 4/01/2013 From Account:  
Thru: 4/11/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
V933	4/03/2013	ANDERSON, DONNA	916.40
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V934	4/03/2013	BEIERSDORF, VICTORIA L.	1,020.43
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V935	4/03/2013	BIGLER, JULIE L.	221.31
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V936	4/03/2013	EICHELKRAUT, WILLIAM B.	1,314.19
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V937	4/03/2013	FREEMAN, DEBRA	567.47
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V938	4/03/2013	HENDRICKSON, DARLENE M.	926.75
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V939	4/03/2013	LEHMANN, BRONNA B.	1,322.90
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V940	4/03/2013	LIEN, TRACY	360.41
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V941	4/03/2013	LITTLE, APRIL A. W.	1,502.41
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V942	4/03/2013	MARTIN, JEREMY A	1,144.52
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
V943	4/03/2013	VEENEMAN, MICHELLE	468.33
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15385	4/03/2013	BUTTS, JERRY D.	1,243.89
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15386	4/03/2013	DIEDERICH, FREDERICK H.	921.89
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15387	4/03/2013	HELLER, MOLLY K	233.95
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15388	4/03/2013	HULTINE, MOLLY M.	1,610.48
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15389	4/03/2013	O'CONNOR, THOMAS P.	1,290.74
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15390	4/03/2013	PAULI, DAVID J.	1,019.30
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15391	4/03/2013	PELTON, TERESA A.	685.21
	Manual Check	Pay period 03/18/2013 to 03/31/2013	
15393	4/03/2013	SOLBERG, SHEREE	200.58
	Manual Check	Pay period 03/18/2013 to 03/31/2013	

## GENERAL FUND CHECKING

## ALL Checks

Posted From: 4/01/2013 From Account:  
Thru: 4/11/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
15394	4/03/2013	YOUNG, TERESA M Manual Check Pay period 03/18/2013 to 03/31/2013	186.02
20141	4/03/2013	*** Test Check *** Test Check *** VOID *** VOID *** VOID *** VOID ***	0.00
20142	4/03/2013	ALLIANT ENERGY/WP&L ACCT # 366426-010	4,687.60
20143	4/03/2013	ALLIANT ENERGY/WP&L (2) ACCT # 393374-010	309.72
20144	4/03/2013	ASSOCIATED APPRAISAL CONSULTANTS, INC. INV # 14707	962.85
20145	4/03/2013	AT&T ACCT # 030 491 1230 001	33.20
20146	4/03/2013	B J ELECTRIC SUPPLY, INC. ACCT # 1850	4.68
20147	4/03/2013	BAKER & TAYLOR INV # 2028002442	259.93
20148	4/03/2013	BAKER TILLY VIRCHOW KRAUSE LLP INV # BT646908	4,038.00
20149	4/03/2013	BELLEVILLE AREA SENIOR CITIZENS ELECTION DAY BAKE GOODS	5.75
20150	4/03/2013	BELLEVILLE MUNICIPAL WATER DEPT ACCT # 049-0101-00	1,047.53
20151	4/03/2013	BELLEVILLE MUNICIPAL WATER DEPT (2)	91.54
20152	4/03/2013	BELLEVILLE PRINTING COMPANY, INC. INV # 29676	511.00
20153	4/03/2013	BILL PREBOSKI INV #1	558.80
20154	4/03/2013	BRENDA'S BLUMENLADEN INV # 2866 JEAN C RETIREMENT	190.00
20155	4/03/2013	BRONNA LEHMANN MILEAGE REIMBURSEMENT	77.12
20156	4/03/2013	BUSINESS CARD ACCT # 5472 0690 0015 2275 (UPS)	721.64
20157	4/03/2013	BUSINESS CARD (2) ACCT# 5472-0681-5737-1969	60.02
20158	4/03/2013	CAPITAL CITY TREE EXPERTS, INC. INV # 2728	10,000.00

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## ALL Checks

Posted From: 4/01/2013 From Account:  
Thru: 4/11/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
20159	4/03/2013	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0001982	273.58
20160	4/03/2013	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0015586	133.61
20161	4/03/2013	CITGO FLEET # 131801342	1,774.35
20162	4/03/2013	CITGO (2) FLEET # 132004243	1,128.70
20163	4/03/2013	CITY TREASURER INV # 31108 FEB 2013 INSERVICE	100.00
20164	4/03/2013	CNA SURETY BOND/POLICY # 0601 61326232 T PELTON	100.00
20165	4/03/2013	CONNIE JAMESON FEBRUARY CLEANINGS	75.00
20166	4/03/2013	DANE COUNTY TREASURER MARCH COURT	142.81
20167	4/03/2013	DAVID ZIEGLER INV # 032213 REFINISH TABLES AND CHAIRS	1,600.00
20168	4/03/2013	DEBRA FREEMAN MILEAGE REIMBURSEMENT	7.12
20169	4/03/2013	GORDON FLESCH COMPANY, INC. INV # 10327513 BASE CHARGE/COPIES	142.00
20170	4/03/2013	GRAINGER ACCT # 837616846	43.02
20171	4/03/2013	INGRAM LIBRARY SERVICES ACCT# 20N5944	15.65
20172	4/03/2013	JERRY BUTTS REIMBURSEMENT	44.95
20173	4/03/2013	LAMBEAU TELECOM INV # 21294843	32.55
20174	4/03/2013	MENARDS INV # 24819	648.28
20175	4/03/2013	MID-AMERICAN RESEARCH CHEMICAL INV # 0492479-IN GREASE	245.88
20176	4/03/2013	MIDWEST TAPE INV # 90835630	363.88
20177	4/03/2013	MSA PROFESSIONAL SERVICES, INC. R00372052.0 B'VILLE GEN ENGINEERING 2013	3,003.97

## GENERAL FUND CHECKING

ALL Checks

Posted From: 4/01/2013 From Account:  
Thru: 4/11/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
20178	4/03/2013	NORTH SHORE BANK,FSB APRIL 3RD PAYROLL	250.00
20179	4/03/2013	NORTHERN LAKE SERVICE, INC. INV # 230031	166.80
20180	4/03/2013	PURE WATERS, LLC INV # 90882	29.00
20181	4/03/2013	SHADOW FAX INV # 124517 TONER	172.90
20182	4/03/2013	STAFFORD ROSENBAUM LLP GENERAL MUNICIPAL ADVICE	264.50
20183	4/03/2013	STATE OF WISCONSIN MARCH COURT	638.50
20184	4/03/2013	SUGAR RIVER BANK BUTTS	200.00
20185	4/03/2013	SUGAR RIVER EXTERIORS LLC REPLACE WINDOWS	2,000.00
20186	4/03/2013	SWEET STREET BAKERY INV # 4058 CAKE	38.00
20187	4/03/2013	THE MINNESOTA LIFE INSURANCE COMPANY MAY 2013 PREMIUM	362.90
20188	4/03/2013	VIPDUBS, INC. INV73028S CD-R	3.70
20189	4/03/2013	WE ENERGIES ACCT # 4623-106-234	1,500.01
20190	4/03/2013	WE ENERGIES (3) ACCT # 6227-305-139	144.16
20191	4/03/2013	WEAVER AUTO PARTS - NEW GLARUS INV # 526884	19.20
20192	4/03/2013	WI STATE LABORATORY OF HYGIENE INV # 264108-1	20.00
20193	4/03/2013	WISCONSIN PROFESSIONAL POLICE ASSOCIATION,INC APRIL DUES # 243	79.50
20194	4/03/2013	WJZ CLEANING, LLC INV # 6245 MARCH CLEANINGS	240.00
20195	4/03/2013	WOLF PAVING & EXC., CO., INC. INV # 79031 COLD MIX	814.95
20196	4/05/2013	WE ENERGIES (3) ACCT # 4663-287-263	14.44

4/11/2013 4:20 PM

Reprint Check Register - Quick Report - ALL

Page: 5  
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 4/01/2013 From Account:  
Thru: 4/11/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
20197	4/10/2013	SUGAR RIVER BANK INTEREST DUE ON LOAN # 86386	2,228.82
TIDADMFE	4/10/2013	WISCONSIN DEPT OF REVENUE Manual Check TID ANNUAL ADMINISTRATIVE FEE	450.00
REFUNDFEES	4/10/2013	VISA ANNUAL FEES Manual Check UB&T REFUND OF VISA ANNUAL FEES	-75.00
ACHAPRDENTAL	4/01/2013	DENTAL INSURANCE Manual Check ACH DENTAL INS - APRIL PREMIUM	1,588.14
Grand Total			61,742.43

## GENERAL FUND CHECKING

ALL Checks

Posted From: 4/01/2013 From Account:  
Thru: 4/11/2013 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	38,470.14
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	2,228.82
Total Expenditure from Fund # 510 - TIF 3 / FAR WEST SIDE DEV	150.00
Total Expenditure from Fund # 520 - TIF 4 - INDUSTRIAL	150.00
Total Expenditure from Fund # 530 - TIF 5 - DOWNTOWN / RR CORRIDOR	150.00
Total Expenditure from Fund # 550 - WASTE MANAGEMENT	42.37
Total Expenditure from Fund # 600 - WATER & SEWER	11,554.87
Total Expenditure from Fund # 650 - STORM WATER UTILITY	1,390.37
Total Expenditure from Fund # 900 - LIBRARY	7,589.35
Total Expenditure from Fund # 950 - CEMETERY FUND	16.51
Total Expenditure from all Funds	61,742.43

**MARCH 2013 TREASURER'S REPORT**

<b>Account Balances:</b>	<b>CHECKING</b>	<b>SAVINGS</b>	<b>CD ACCOUNTS</b>	<b>TOTALS</b>
General Fund (100)	\$314,261.51	\$283,363.58		\$597,625.09
Debt Services (300)	\$335,989.91	\$0.00		\$335,989.91
Debt Service Reserve Funds	\$186,636.54			\$186,636.54
Capital Projects (500)	-\$101,245.25	\$0.00		(\$101,245.25)
TIF 3 (510)	-\$234,661.84	\$50,726.64		(\$183,935.20)
TIF 4 (520)	-\$15,216.50	\$0.00		(\$15,216.50)
TIF 5 (530)	-\$16,140.44	\$0.00		(\$16,140.44)
Waste Management (550)	\$52,504.91	\$0.00		\$52,504.91
Water/Sewer (600)	\$1,010,192.70	\$443,243.31		\$1,453,436.01
Stormwater (650)	-\$34,234.68	\$0.00		(\$34,234.68)
CDA (720)	\$11,742.20	\$363,211.42		\$374,953.62
Lake Restoration (800)	\$10,598.16	\$0.00		\$10,598.16
Library (900)	\$217,983.06	\$0.00	\$99,397.00	\$317,380.06
Cemetery (950)	\$27,169.27	\$24,834.18		\$52,003.45
	<b>\$1,765,579.55</b>	<b>\$1,165,379.13</b>	<b>\$99,397.00</b>	<b>\$3,030,355.68</b>
<b>Prior Month End Balance</b>	<b>\$1,975,643.49</b>	<b>Debits</b>	<b>Credits</b>	
<b>Expenditures:</b>		\$356,376.73		
Payroll		\$58,331.06		
<b>Receipts:</b>			\$235,807.51	
February Interest			\$263.34	
Transfer Lib Funds to CD				
Month End Balance	<b>\$1,765,579.55</b>			

March 31, 2013

**Treasurer's Report for Fund 600 - Water and Sewer**

Acct #	Acct Name	Previous Balance	Current Transactions	Running Balance
600-00-11101-000-000	<b>CASH</b>	114,634.79	-776.00	113,858.79
600-00-21200-000-232	Vouchers Payable from 2012	-8,415.72	0.00	-8,415.72
	<b>TOTAL CASH</b>	106,219.07	-776.00	105,443.07

<b>WATER</b>				
600-00-11109-005-000	Water Projected Projects	0.00		0.00
600-00-11110-007-000	Savings Water - Undesignated	29,532.30		29,532.30
600-00-11110-008-000	Savings Water - Reserve	34,885.43		34,885.43
	Water Receipts + Private Fire Prot Receipts	31,511.81	21,745.31	53,257.12
	Public Fire Protection Receipts	16,716.70	9,193.42	25,910.12
	Misc Rcpts (Bulk water, NSF, Meter Reconn, Tower)	5,167.33	1,212.50	6,379.83
	Interest Earned	246.93	107.72	354.65
	Expense	-25,224.24	-18,972.27	-44,196.51
	Prepaid Expenses	0	0	0
	<b>TOTAL WATER CASH ACCOUNTS</b>	92,836.26	13,286.68	106,122.94

<b>SEWER</b>				
600-00-11103-000-000	Current Sewer Connection Fee	0.00	776.00	776.00
600-00-11104-000-000	Wastewater Plant Repair & Replacement Cash	257,163.58	0.00	257,163.58
600-00-11109-000-000	Clean Water Redemption Acc (Tx in from Cash)	564,222.18	55,000.00	619,222.18
600-00-11101-000-000	Clean Water TX from Cash to Redemption Acct	-110,000.00	-55,000.00	-165,000.00
600-00-11109-000-000	Less Clean Water Debt Pd (April & Oct)		0.00	0.00
600-00-11110-002-000	Savings Prior R&R Fund	105,339.00		105,339.00
600-00-11110-003-000	Savings Set Aside Connection Fee	168,041.78		168,041.78
600-00-11110-006-000	Savings Sewer Reserve	105,444.80		105,444.80
	Sewer Receipts	126,270.34	75,925.19	202,195.53
	Deduct Meter Receipts	0.00		0.00
	Misc Rcpts (NSF, Meter Reconn)	20.00	12.50	32.50
	Interest Earned	370.41	161.58	531.99
	Expense	-32,041.89	-19,566.17	-51,608.06
	Misc Exp (Sewer Use Adj Refund, NSF back to AR)		0.00	0.00
	Prepaid Expenses	0.00	0.00	0.00
				0.00
	<b>TOTAL SEWER CASH ACCOUNTS</b>	1,184,830.20	57,309.10	1,242,139.30

600-00-11800-000-000	<b>Petty Cash (Jerry)</b>	25.00	0.00	25.00
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**Total Cash and Marketable Securities** 1,383,910.53 1,453,730.31

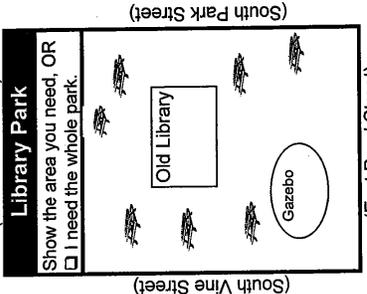
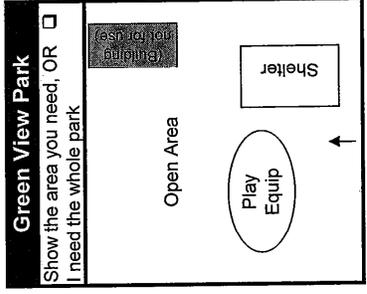
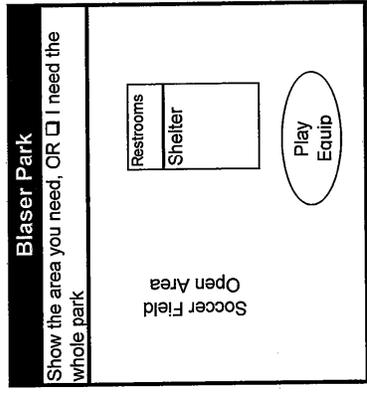
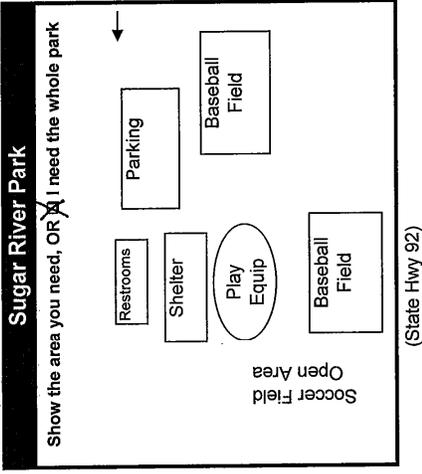
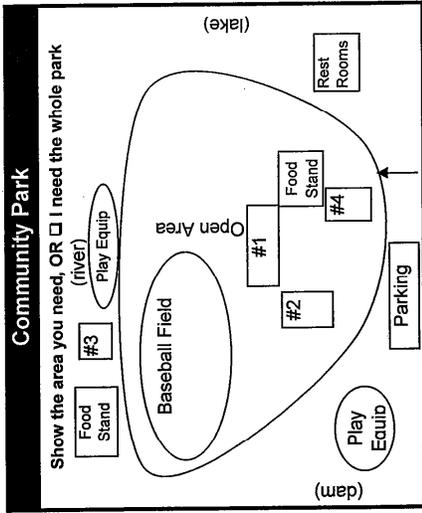
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Belleville Permit for Park or Shelter or Building Use

APPLICATION	
Address P.O. Box 16	Company or Group Name (if Applicable) BELLEVILLE COMMUNITY CLUB FOR COMMUNITARIANISM
City / State / Zip Belleville, WI 53508	Work Phone 280.2667
Home or Cell Phone 225.2857	Email bigzig@chorus.net
Dates and times you need the park, shelter or building: 8/7-12/13 (8/7/13 Noon - 8/12/13 6:00 PM)	Best way to reach me is: <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email
How many people will use the park? up to 1500	Signature: <i>[Signature]</i>
Rental of portable toilets may be required depending on group size and duration of event. (determined by Public Works)	Date: 4/5/13
BOX 2 - APPLICATION	
<b>A. PARK USE</b> Mark Area of use on Map	<b>FEES:</b>
<input type="checkbox"/> Community Park <input type="checkbox"/> Blaser Park <input checked="" type="checkbox"/> Sugar River Park <input type="checkbox"/> Green View Park <input type="checkbox"/> Library Park	Park Use security deposit = \$100, to be returned assuming area is clean and damage free after use. Rental of portable toilets may be required depending on size and duration of event. (determined by Public Works)
<b>B. SHELTER USE</b> Circle Shelter #	<b>FEES:</b>
<input type="checkbox"/> Community Park #1 #2 #3 #4 <input type="checkbox"/> Blaser Park #1 <input checked="" type="checkbox"/> Sugar River Park #1 <input type="checkbox"/> Green View Park #1	Shelter Use fee = \$40 resident, \$50 non-resident Shelter security deposit = \$100 separate check, to be returned assuming area is clean and damage free after use.
<b>C. BUILDING USE</b>	<b>FEES: No Charge</b>
<input type="checkbox"/> Old Library Ground Floor Only <input type="checkbox"/> Village Hall Back Meeting Room	
BOX 3 - RETURN THIS FORM TO:	
<b>Mail:</b> 24 W. Main Street, P.O. Box 79, Belleville WI 53508 <b>Fax:</b> 608-424-3423 <b>Email:</b> info@villageofbelleville.com <b>Drop Box At 24 W. Main Street, 24 hours / day</b> <b>Questions:</b> 608-424-3341	
BOX 4 - APPROVALS	
Your request has been:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved with these Conditions:	
Permit issued by:	Approval date:
BOX 5 - OFFICE USE ONLY	
Date Received: 4/11/13	By: <i>[Signature]</i>
Approved by:	Fee \$ <input type="checkbox"/> Paid <input type="checkbox"/> Check #
Public Works: _____	
Police: _____	
Village Board: _____	<i>If whole park is reserved</i>
Action / Recommendations / Instructions:	
Reference: Ch. 390	

(Park size and objects not to scale)

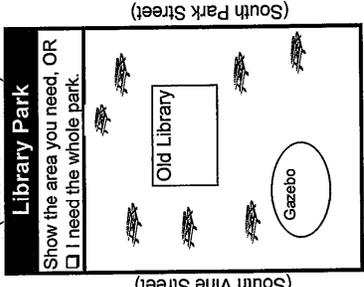
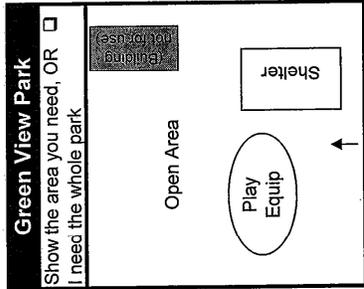
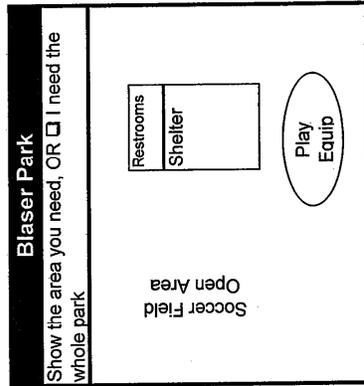
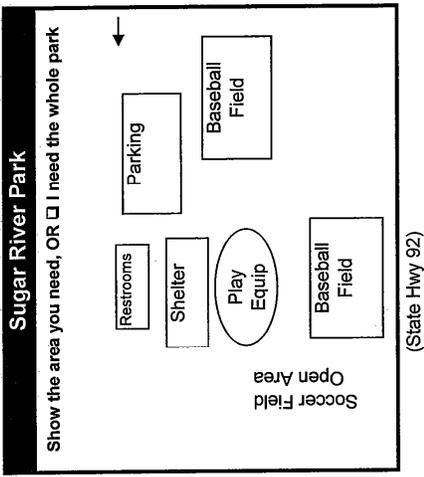
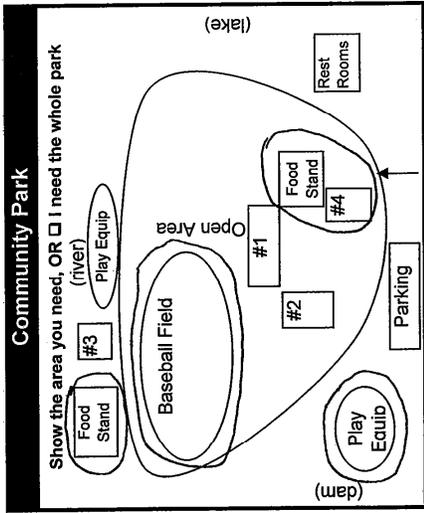




Village of Belleville Permit for Park or Shelter or Building Use

BOX 1 - CONTACT INFORMATION	
Name <u>Grant Ziegler</u>	Company or Group Name (if Applicable) <u>Belleville Community Club for Community Park</u>
Address <u>P.O. Box 16</u>	City/State/Zip <u>Belleville, WI 53508</u>
Work Phone <u>350-2667</u>	Home or Cell Phone <u>225-2357</u>
Email <u>big21g@charter.net</u>	Dates and times you need the park, shelter or building: <u>6/6 - 11/12 (8:00 AM - 8:00 PM) - 8/11/13 10:00 PM</u>
Best way to reach me is: <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email	How many people will use the park? <u>up to 300</u>
Signature: <u>[Signature]</u>	Rental of portable toilets may be required depending on group size and duration of event. (determined by Public Works)
	Date: <u>4/5/13</u>
BOX 2 - APPLICATION	
<b>A. PARK USE</b> Mark Area of use on Map	<b>FEES:</b>
<input checked="" type="checkbox"/> Community Park <input type="checkbox"/> Blaser Park <input type="checkbox"/> Sugar River Park <input type="checkbox"/> Green View Park <input type="checkbox"/> Library Park	Park Use security deposit = \$100, to be returned assuming area is clean and damage free after use. Rental of portable toilets may be required depending on size and duration of event. (determined by Public Works)
<b>B. SHELTER USE</b> Circle Shelter #	<b>FEES:</b>
<input checked="" type="checkbox"/> Community Park #1 #2 #3 <u>#4</u> <input type="checkbox"/> Blaser Park #1 <input type="checkbox"/> Sugar River Park #1 <input type="checkbox"/> Green View Park #1	Shelter Use fee = \$40 resident, \$50 non-resident Shelter security deposit = \$100 separate check, to be returned assuming area is clean and damage free after use.
<b>C. BUILDING USE</b>	<b>FEES: No Charge</b>
<input type="checkbox"/> Old Library Ground Floor Only <input type="checkbox"/> Village Hall Back Meeting Room	
BOX 3 - RETURN THIS FORM TO:	
<b>Mail:</b> 24 W. Main Street, P.O. Box 79, Belleville WI 53508	
<b>Fax:</b> 608-424-3423	<b>Email:</b> info@villageofbelleville.com
<b>Drop Box</b> At 24 W. Main Street, 24 hours / day	<b>Questions:</b> 608-424-3341
BOX 4 - APPROVALS	
Your request has been:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved with these Conditions:	
Permit issued by:	Approval date:
BOX 5 - OFFICE USE ONLY	
Date Received: <u>4/11/13</u>	By: <u>[Signature]</u>
	Fee \$ <input type="checkbox"/> Paid <input type="checkbox"/> Check #
Approved by:	
Public Works:	
Police:	
Village Board:	<i>If whole park is reserved</i>
Action / Recommendations / Instructions:	
Reference: Ch. 390-	

(Park size and objects not to scale)

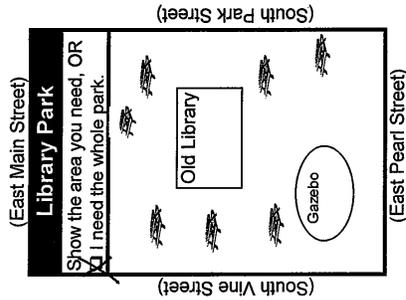
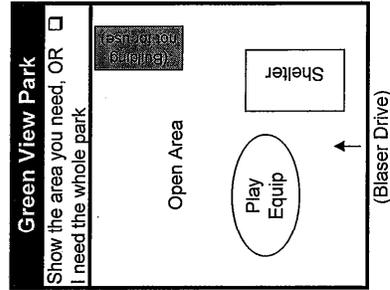
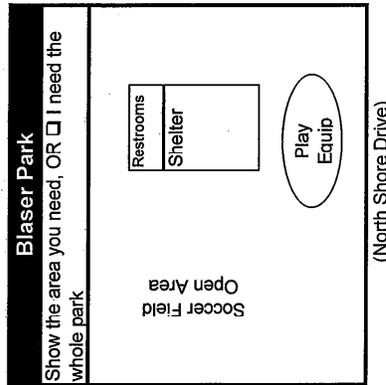
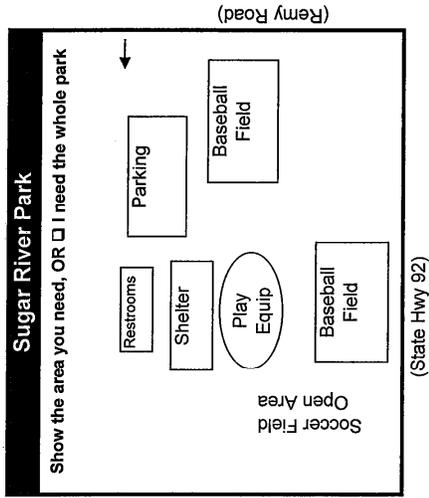
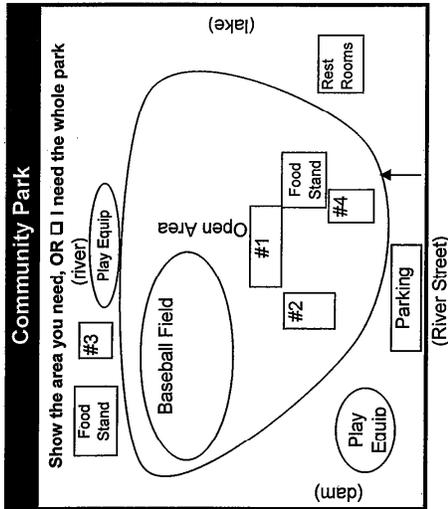




Village of Belleville Permit for Park or Shelter or Building Use

BOX 1 - CONTACT INFORMATION	
Name: <u>CAROL ZIEGLER</u>	Company or Group Name (if Applicable): <u>BELLEVILLE COMMUNITY CLUB FOR COMMUNITY PARK ONLY</u>
Address: <u>P.O. Box 16</u>	City / State / Zip: <u>Belleville, WI 53508</u> <u>SHAD</u>
Work Phone: <u>260-2667</u>	Home or Cell Phone: <u>225-2357</u>
Email: <u>biezga@charter.net</u>	Dates and times you need the park, shelter or building: <u>8/10/13 - 9/11/13 (8/10/13 Noon - 8/11/13 6:00 PM)</u>
Best way to reach me is: <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email	How many people will use the park? <u>up to 500</u>
Signature: <u>[Signature]</u>	Rental of portable toilets may be required depending on group size and duration of event. (determined by Public Works)
	Date: <u>4/5/13</u>
BOX 2 - APPLICATION	
<b>A. PARK USE</b> Mark Area of Use on Map	<b>FEES:</b>
<input type="checkbox"/> Community Park <input type="checkbox"/> Blaser Park <input type="checkbox"/> Sugar River Park <input type="checkbox"/> Green View Park <input checked="" type="checkbox"/> Library Park	Park Use security deposit = \$100, to be returned assuming area is clean and damage free after use. Rental of portable toilets may be required depending on size and duration of event. (determined by Public Works)
<b>B. SHELTER USE</b> Circle Shelter #	<b>FEES:</b>
<input type="checkbox"/> Community Park #1 #2 #3 #4 <input type="checkbox"/> Blaser Park #1 <input type="checkbox"/> Sugar River Park #1 <input type="checkbox"/> Green View Park #1	Shelter Use fee = \$40 resident, \$50 non-resident Shelter security deposit = \$100 separate check, to be returned assuming area is clean and damage free after use.
<b>C. BUILDING USE</b>	<b>FEES: No Charge</b>
<input checked="" type="checkbox"/> Old Library Ground Floor Only <input type="checkbox"/> Village Hall Back Meeting Room	
BOX 3 - RETURN THIS FORM TO:	
<b>Mail:</b> 24 W. Main Street, P.O. Box 79, Belleville WI 53508	
<b>Fax:</b> 608-424-3423	<b>Email:</b> info@villageofbelleville.com
<b>Drop Box</b> At 24 W. Main Street, 24 hours / day	<b>Questions:</b> 608-424-3341
BOX 4 - APPROVALS	
Your request has been:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved with these Conditions:	
Permit issued by:	Approval date:
BOX 5 - OFFICE USE ONLY	
Date Received: <u>4/11/13</u>	By: <u>[Signature]</u>
	Fee \$ <input type="checkbox"/> Paid <input type="checkbox"/> Check #
Approved by:	
Public Works: _____	
Police: _____	
Village Board: _____	<i>If whole park is reserved</i>
Action / Recommendations / Instructions:	
Reference: <u>Ch. 990</u>	

(Park size and objects not to scale)

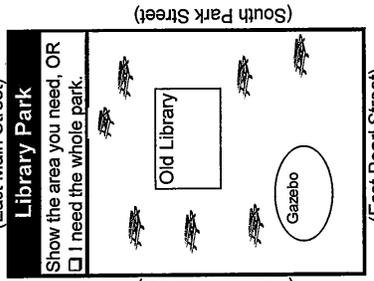
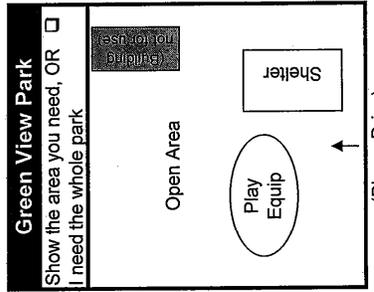
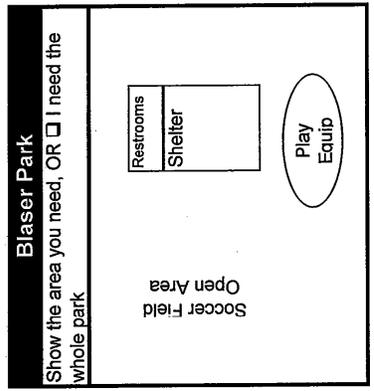
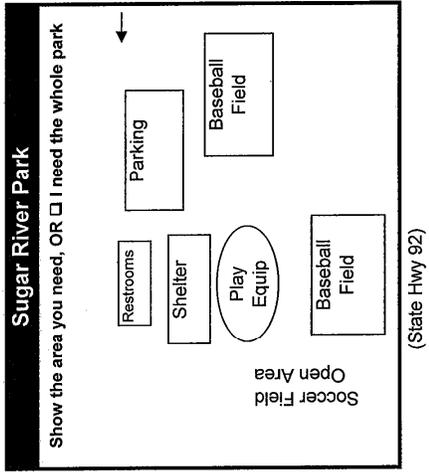
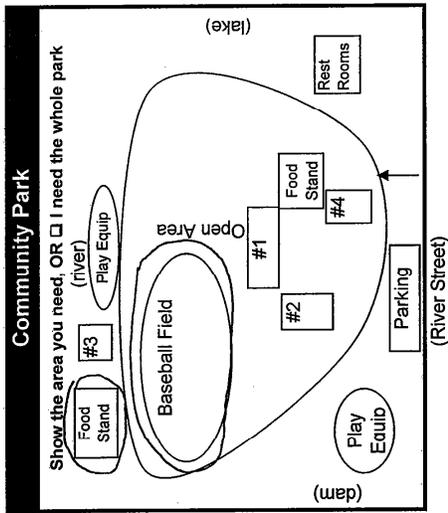




Village of Belleville Permit for Park or Shelter or Building Use

BOX 1 - CONTACT INFORMATION	
Name <u>Open Beach</u>	Company or Group Name (if Applicable) <u>Belleville Community Club for Wednesday Night Soccer</u>
Address <u>P.O. Box 16</u>	City / State / Zip <u>Belleville, WI 53508</u>
Work Phone <u>260-266-7</u>	Home or Cell Phone <u>225-235-7</u>
Email <u>urgis@chover.net</u>	Dates and times you need the park, shelter or building: <u>4/24/13 - 9/1/13 WEDNESDAY NIGHTS 5:00PM-11:00PM</u>
Best way to reach me is: <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email	How many people will use the park? <u>250/night</u> Rental of portable toilets may be required depending on group size and duration of event. (determined by Public Works)
Signature: <u>[Signature]</u>	Date: <u>4/23/13</u>
BOX 2 - APPLICATION	
<b>A. PARK USE</b> Mark Area of use on Map	<b>FEES:</b>
<input checked="" type="checkbox"/> Community Park <input type="checkbox"/> Blaser Park <input type="checkbox"/> Sugar River Park <input type="checkbox"/> Green View Park <input type="checkbox"/> Library Park	Park Use security deposit = \$100, to be returned assuming area is clean and damage free after use. Rental of portable toilets may be required depending on size and duration of event. (determined by Public Works)
<b>B. SHELTER USE</b> Circle Shelter #	<b>FEES:</b>
<input type="checkbox"/> Community Park #1 #2 #3 #4 <input type="checkbox"/> Blaser Park #1 <input type="checkbox"/> Sugar River Park #1 <input type="checkbox"/> Green View Park #1	Shelter Use fee = \$40 resident, \$50 non-resident Shelter security deposit = \$100 separate check, to be returned assuming area is clean and damage free after use.
<b>C. BUILDING USE</b>	<b>FEES: No Charge</b>
<input type="checkbox"/> Old Library Ground Floor Only <input type="checkbox"/> Village Hall Back Meeting Room	
BOX 3 - RETURN THIS FORM TO:	
<b>Mail:</b> 24 W. Main Street, P.O. Box 79, Belleville WI 53508 <b>Fax:</b> 608-424-3423 <b>Email:</b> info@villageofbelleville.com <b>Drop Box</b> At 24 W. Main Street, 24 hours / day <b>Questions:</b> 608-424-3341	
BOX 4 - APPROVALS	
Your request has been:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved with these Conditions:	
Permit issued by: _____ Approval date: _____	
BOX 5 - OFFICE USE ONLY	
Date Received: <u>4/11/13</u>	By: <u>[Signature]</u>
	Fee: \$ <input type="checkbox"/> Paid <input type="checkbox"/> Check # _____
Approved by:	
Public Works: _____	
Police: _____	
Village Board: _____	<i>If whole park is reserved.</i>
Action / Recommendations / Instructions:	
Reference: <u>Ch. 290</u>	

(Park size and objects not to scale)



Board Priorities 2013-14

Subject	Committee	Priority	Status	Next Steps / Comments
ADA Improvements, public facilities & elevator Internal Operations Improvements	ADA Administrator	High Normal	Complete In Progress	Hiring complete. Efile office reorganization in progress. Computer purchases for start soon
Village Website Upgrade	Administrator/ CDA	High	Complete	
CDA Railroad Corridor & Waterfront Downtown	CDA	Normal	In Progress	Landmark acquisition - explaining grant & funding options meetw/ Ehlers in May
CDA Facade Grant	CDA	Normal	In Progress	Discussing blight elimination w/ Lot 3 shed w/ Bank of Belleville, Sambaaker Sheds
CDA Badger State Trail Connection/Waterfront Trail	CDA/PUBLIC Works	Normal	Waiting	Will process applications as received. Interest in side yard improvement from 48W Bar
TIFs 4 & 5	CDA Village Board	Normal	In Progress	Received DNR matching grant for \$168,495. Contracted w/ JSD. Wetland delineation proposal received.
New resident and business attraction / retention	Economic Development	Normal	Not started	Finished agreement for TIF 4 w/ Landmark. Much interest in resuming project
<b>BUDGET</b>				
Finance to do: Borrowing	Finance	Normal	Annual	Prepare for post-Budget bill cuts
Finance to do: Fees Resolution	Finance	Normal	Complete	Finished short term borrow, possible refinancing of Build America Bonds May wish to do update before 2014; Need tree fees
Police Union negotiations	Finance	Normal	Complete	
Suppression Planning / Staffing	Finance/PUBLIC Works	Normal	In Progress	Unw/ Shores III report received, police chief and library director hired. Public Works director plan in progress.
Codification:	Ordinances	Normal	Complete	Supplements are ongoing. New agenda/ search option is available.
OFFER TO PURCHASE GOSGROVE Stewardship	Plan Commission	Normal	Complete	
Intergovernmental Agreement-Montrose	Plan Commission	Normal	Nearly complete	Village Board approved.
TIF 3 / Fair West Side Development	Plan Commission	Normal	Waiting	Agreements complete. Finish Baker's Woods plan may require reopening Spec. Assess.

Board Priorities 2013-14

Subject	Committee	Priority	Status	Next Steps / Comments
Police Department Upgrades	Police	Normal	In Progress	Used 2012 budget carryover
Old Library repair	Public Works	High	Complete	(Needs sidewalk repair in spring)
Pedestrian Bridge	Public Works	High	Complete	New contract w/ Peiliteri
Waste/Recycling RFP	Public Works	Normal	Complete	4 meters left to install.
Meter Installation	Public Works	High	Nearly complete	Signs received - install in spring. Finalized location. Obtained permits. Funding in PARC grant/CDA
Wayfinding Signs	Public Works	2011	Nearly complete	Signs received - install in spring. Finalized location. Obtained permits. Funding in PARC grant/CDA
Code Enforcement	Public Works	Normal	Not started	Continue in 2013
Sidewalk repair	Public Works	Normal	Not started	Budgeted item
Capital Improvement Plan	Public Works	Normal	In Progress	Will set up special accounts at December pre-audit
Equipment Planning	Public Works	Normal	In Progress	
Park Lights: Sugar River Park	Public Works	Normal	Waiting	Volunteer project
Tree board and 2011 grant activities	Public Works	High		Tree removals complete. Grant expired. Apply for 2014. Need work order & database updated.
Community Park Restroom	Public Works & Lake	High	In Progress	Proposal received. Pursuing donations.
Park Planning	Fundraising Public Works & Lake	High	In Progress	Funding dependent. Implement new plan items. Operation Fresh Start (2 meters) & PARC funds (parking, launches)
Intergovernmental Coop (equipment & facilities)	Fundraising Special committee	Normal	Not started	
Municipal Facility Planning	Special committee	Normal	On hold	
Visioning	Village Board	Normal	On hold	Proposal received from UW-X, and April 2011
Trail loop addition - just west of Barn		Normal	Complete	Eagle Scout project constructed
Riverfront Acreage Acquisition		Normal	Complete (part)	Completed acquisition / donation from Natural Heritage Land Trust. Will explore trail construction
Lake Project		Normal	In Progress	Explore new friends group / volunteer activities
Land Purchases		Normal	On hold	

Board Priorities 2013-14

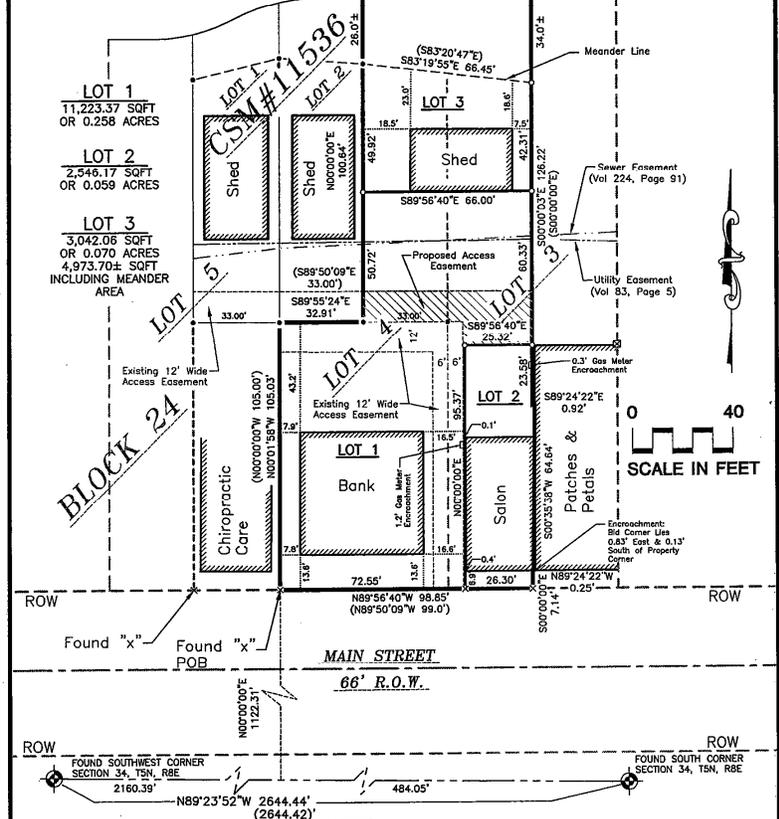
Subject	Committee	Priority	Status	Next Steps / Comments
<b>COMPLETED 2011-2012</b>				
Audio/Video Recording of Village Meetings - Training to Graduate machine for Village payments Read Access to Accounting Sys for Dist Heads (+ EWS, Fire Chief)	Administrator Administrator/ Finance Finance Chamber	Low	Complete Complete	Implement calendar sharing (future)
Logo Development	Finance Finance Personnel Plan	Normal	Complete	Rate increases implemented
UTILITY FINANCING - rate study/11	Finance Personnel Plan	High	Complete	2011 construction complete
Finance and Personnel - Policy Manual/ Fiscal & Empl Offer to Purchase - Dutch Patchin	Commission Public Works Public Works Utilities	Normal	Complete	Only ratin or painting to finish
GAZEBO / RAMP	Commission Public Works Public Works Utilities	Normal	Complete	2009/10 project done grant funds received
Urban Forestry Grant - Balances, EAB & inventory in Stormwater Utility / Floodplain LOMAs	Commission Public Works Public Works Utilities	Normal	Complete	LOMAs done. Implemented stormwater charges. Education campaign done
Collection outstanding debt Lake Committee - Planning	Commission Public Works Public Works Utilities	Normal	Complete	Construction complete Summer 2011. Fundraising underway

11-D

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF LOT 3 AND PART OF LOT 4, BLOCK 24, BELLEVILLE ORIGINAL PLAT, BEING IN THE NORTHEAST AND SOUTHEAST QUARTERS OF THE SOUTHWEST QUARTER OF SECTION 34, TOWN 5 NORTH, RANGE 8 EAST, VILLAGE OF BELLEVILLE, DANE COUNTY, WISCONSIN

## Sugar River



- LEGEND**
- ⊙ Found Section Corner
  - Set 3/4" dia. x 18" long rebar weighing 1.13 lbs/lf min.
  - × Chisled X in concrete
  - Found 3/4" dia iron bar
  - ⊠ Found 1 1/2" dia pipe

**NOTES**

Survey performed by Exeter Design, Inc. on February, 2013.

Bases of Bearing is the south line of the Southwest 1/4, Section 34, T5N, R8E, assuming to bearing of S89°23'52"E.

**Prepared For:**  
 Middleton Community Bank  
 25 W Main Street  
 Belleville, WI 53508

Sheet 1 of 3

**E** XETER **D** ESIGN, INC. **N8096 Buol Road Belleville, WI 53508 (608) 424-6288 (608) 712-1040**

Drawn: EAS	2-22-13
Checked:	
Approved:	
EDJ Pjt No.	11-0182

C.S.M. NO.	_____
DOC. NO.	_____
VOL.	PAGE _____



**DIXON**  
ENGINEERING, INC.

9415 West Forest Home Avenue  
Suite 208  
Hales Corners, WI 53130  
Telephone (414) 529-1859  
Fax (414) 529-3120

9620 Route 34  
Suite B  
Yorkville, IL 60560  
Telephone (630) 553-7750  
Fax (630) 553-7220

**Proposal/Contract Agreement**  
*300,000 gallon standpipe, 49-13-02-01*

The agreement is between Dixon Engineering, Inc. (DIXON) and the Village of Belleville, Wisconsin (OWNER) to contract with DIXON for technical services for the Drained Maintenance inspection (Project). This agreement inclusive together with any expressly incorporated appendix or Schedule, constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. This agreement includes pages 1 through 4 and Schedules A, B, and C.

1.01 BASIC AGREEMENT  
DIXON shall provide, or cause to be provided, services detailed in Scope of Services and OWNER agrees to pay DIXON as compensation for their services the lump sum fee of Two Thousand, Two Hundred, Fifty dollars (\$2,250). Terms of charges and payments per details in Schedule B. (Prices quoted are subject to change 90 days after proposal date, if not contracted.)

2.02 SCOPE OF SERVICES  
Drained Maintenance Inspection per Schedule A

3.01 SIGNATURES

<u>Jim Orr (mm)</u>	<u>December 17, 2012</u>
PROPOSED by DIXON (Not a contract until approved by an officer)	PROPOSAL DATE
_____	_____
CONTRACT APPROVED by OWNER	POSITION DATE
_____	_____
CO SIGNATURE (if required)	POSITION DATE
_____	_____
CONTRACT APPROVED by DIXON OFFICER	EFFECTIVE CONTRACT DATE
_____	_____

Members: Society of Protective Coatings • American Water Works Association • Consulting Engineers Council

4.01 ADDITIONAL SERVICES

- A. If additional services are **Requested and Authorized** by the OWNER which are not within the proposed Scope of Services (Schedule A) or because of changes in the Project, these additional services will be on a time and material basis per fee schedule of attached SCHEDULE C.
- B. **Delay by the Owner** in completing the work, which is their responsibility per Schedule A (Owner) and which extends the amount of time required for DIXON to complete their work, will be charged as an Additional Service.
- C. **Failure by the Owner to notify** DIXON of the necessity to change inspection dates more than twenty-four (24) hours in advance and which results in unnecessary travel and/or expense to DIXON shall cause this travel and expense to be charged as Additional Service.

5.01 Termination

- A. The obligation to provide further services under this Agreement may be terminated:
  - 1. For cause,
    - a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Agreement will not terminate as a result of substantial failure under paragraph 5.01.A.1.a if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
    - b. By DIXON upon seven days written notice:
      - 1) If Owner fails to pay invoices by 60 days.
      - 2) Upon seven (7) days written notice if the DIXON's services for the Project are delayed or suspended for more than ninety (90) days for reasons beyond DIXON's control.
      - 3) If DIXON believes that Engineer is being requested by Owner to furnish or perform services contrary to engineer's responsibilities as a licensed professional.
      - 4) DIXON shall have no liability to Owner on account of such termination.
  - 2. For Convenience,
    - a. By OWNER effective upon the receipt of notice by DIXON.
- B. The terminating party may set the effective date of termination at a time up to thirty (30) days later to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

- 6.01 Controlling Law
- A. This Agreement is to be governed by the law of the state in which the Project is located.
- 7.01 Successors, Assigns, and Beneficiaries
- A. OWNER and DIXON and their successors are hereby bound to successors and legal representatives of the other to the extent permitted by law in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither OWNER nor DIXON may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement.
- 8.01 General Considerations
- A. The **Standard of Care** for all professional engineering and related services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. DIXON makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with DIXON's services. DIXON and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
- B. DIXON shall **Not** at any time **Supervise**, direct, or have control over any of the **Owner's** work, nor shall DIXON have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Owner, for safety precautions and programs incident to owner's performance of Schedule A (Owner's).
- C. All **Design Documents** prepared or furnished by DIXON are instruments of service, and DIXON retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.
- D. DIXON agrees to defend, **Indemnify**, and hold harmless the Owner, its officers, agents, and employees, from and against legal liability for all claims, losses, damages, or expenses to the extent such claims, losses, damages, or expenses are caused by Engineer's negligent or intentional acts, errors, or omissions. Limits of liability for negligence is based on the comparative negligence principle.
- E. The parties acknowledge that DIXON's scope of services does not include any services related to a **Hazardous Environmental Condition** (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). DIXON acknowledges that some hazardous metals may be encountered in coatings.

8.02 Severability

A. If any clause or paragraph or sentence is found to be in opposition to any law in the state of the Project, that clause or paragraph or sentence may be severed from the Agreement with no effect on remaining clauses.

8.03 Headings

A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions. Words in the first sentence are in bold to act as secondary headings and should not be interpreted any different than a numbered heading.

**SCHEDULE A**  
***Maintenance Inspection***  
***300,000 gallon standpipe***  
***Belleville, Wisconsin***

**I. Scope of Services Performed by Owner**

1. Provide for the use of the Inspector a source of water. This can either be a hydrant or hose bib supply. A community fire truck can be provided if it is desired to reduce the amount of time required for cleaning.
2. The Owner is not required to provide personnel to climb the tank; however, he is welcome to do so. A hard hat is required on this employee and any employee on the ground. DIXON does carry additional safety harnesses which can be used by the Owner's personnel; however, if the tank contains a fall prevention device, that device should be used. DIXON personnel carry their own personal safety equipment for that purpose. DIXON will assist the Owner's personnel in inspecting the exterior of the tank on the balcony and roof. If there is a bottom manhole into the wet interior of a sphere, hydro pillar, or composite, or a ladder from the roof manhole, the Owner's personnel will be directed in. If DIXON is required to rig the tank using their own rope ladder and/or set of block and tackle for descent through the riser, the Owner's personnel will not be allowed access.
3. By signing this contract, it is understood the Owner's personnel is covered by the Owner's insurance and is not a responsibility of DIXON's insurance.
4. Remove from the site all paraphernalia removed from the tank by the inspector including steel plates, spent cathodic rods, wiring, and mud. This is strictly at the option of the Owner. It is DIXON's policy to remove the items and leave them at ground level.
5. Perform bacteriological testing after completion of the inspection. Two (2) consecutive samples are recommended at 24 hour intervals per AWWA C-652-07 Chlorination Method No. 3.
6. Operate the system without the tank in-service. This includes operation and monitoring of pressure relief valves, if necessary.

## **II. Scope of Services Performed by DIXON**

1. Clean interior surfaces of the tank with high pressure water. Cleaning is necessary for the Professional to be able to remove all the mud. This allows DIXON the ability to see any deterioration of the steel, pitting, etc. High pressure water also enables DIXON to perform a very low cost adhesion test on the remaining coating. DIXON would notice if the coating is wavering, etc., which would indicate very poor adhesion and anticipated failure. The amount of mud removed from a torus tank depends upon the Owner's preference, time allotted, and cleaning equipment available.
2. Inspect the tank's interior coating for remaining intactness and anticipated life. Review all interior girders and appurtenances for possible structural damage from icing or corrosion.
3. Review all interior surfaces for corrosion and/or damage, and quantify damage for repairs. All repairs are to be quantified by extrapolation of a measured area. All quantities are estimates (usually high) because corrosion will continue between inspection and repair.
4. Inspect the exterior coating and perform cross-cut adhesion tests where coating adhesion is questionable. If it is evident that repainting is not necessary for several years, no destructive adhesion tests will be performed.
5. Review all exterior appurtenances for damage due to corrosion.
6. Review all safety requirements for ladders, cages, etc. (interior and exterior).
7. Review all health aspects of the tank, including screening of the vent, overflow pipe, and other possible contamination sources.
8. Review the exterior of the exposed foundations.
9. Prepare a report documenting all items found and recommendations for repair, including budgetary items. The engineering report is to include: Conclusions and recommendations, base report, digital photographs, and descriptions.
10. Chlorinate the tank per AWWA Method No. 3 C-652-07. This item may be relocated to the Scope of Services Performed by Owner, if thus contracted.

**SCHEDULE B**  
**Maintenance Inspection Services *Maintenance Inspection***  
**300,000 gallon standpipe**  
**Belleville, Wisconsin**

1. DIXON's fee for Schedule A, Item 1 of Scope of Services performed by DIXON is **\$225** per hour with an estimate of **2** hours (**\$450**). Time will not be exceeded without authorization of the Owner. This is a time and material item because DIXON cannot estimate the amount of mud or time necessary for removal. The degree of cleanliness (i.e. 95% removal of the mud, etc.) will be established between DIXON and the Owner prior to cleaning the tank. Removal of the rods is also time and material as that also cannot be estimated. DIXON will supply personnel based on the anticipated work and time. If an additional man is sent and found not to be necessary because the Owner provides an additional man, a fee will be necessary. It will be at a reduced level and negotiated dependent upon the level of employee.
2. Fee for Schedule A, Items 2 through 9, travel time and preparation of the report is a fixed fee item of **\$1,700**
3. The fee for furnishing and applying the chlorine, Schedule A, Item 10, shall be the fixed fee of **\$100**.
4. All DIXON service invoices which are paid within ten (10) days of date of issue shall be discounted (Owner's favor) one percent (1%).
5. All DIXON service invoices which are outstanding more than sixty (60) days from date of issue shall be assessed (DIXON's favor) one and one half percent (1½%) per month interest from date thirty days after date of issue.

**SCHEDULE C**

**Engineering Services Fees**

<u>Labor Class</u>	<u>Per Hour</u>	<u>*Overtime Rate</u>
Principal.....	\$175.00	
Expert Witness (Office, Travel & Court).....	\$185.00	
Project Manager.....	\$100.00	
Registered Professional Engineer.....	\$100.00	
Certified NACE Inspector.....	\$ 90.00	
Assistant Project Manager.....	\$ 80.00	
Staff Engineer – Level III.....	\$ 72.00 to \$85.00	
Staff Engineer – Level II.....	\$ 67.00 to \$80.00	
Staff Engineer – Level I.....	\$ 62.00 to \$75.00	
CAD Supervisor.....	\$ 65.00 to \$75.00	
CAWI or CWI Welding Inspector.....	\$ 67.00 to \$85.00	
Inspector – Level III.....	\$ 63.00 to \$80.00	
Inspector – Level II.....	\$ 60.00 to \$75.00	
Inspector – Level I.....	\$ 55.00 to \$70.00	
CAD Technician.....	\$ 60.00 to \$70.00	
Secretarial Services.....	\$ 48.00 & expenses	
Bookkeeping Services.....	\$ 44.00	
Project Status Meetings w/Project Engineers and Council or Board Meetings.....	Time and Expenses, Including Preparation Time	

\*All Saturday, Sunday, and holiday inspections are overtime rate. Overtime rate is 1 ½ time the hourly rate. Overtime rate does not apply to Principal.

Expenses:

	<u>Metropolitan</u>	<u>Out – state</u>
Mileage.....	\$0.70/mile (including tolls)	\$0.60/mile
Meals & Lodging, .....	\$125 per diem	\$135 per diem
	<i>(may be increased based on location)</i>	
Without Lodging.....	\$35/day	\$30/day
Air Travel.....	Business fare from Grand Rapids Chicago O'Hare or Milwaukee, plus full size car rental	
Material (gaskets, cathodic protection caps, etc.).....	Negotiated	

FEES EFFECTIVE THROUGH JUNE 30, 2014

Revised 08/12

**PUBLIC WORKS DIRECTOR HIRING TIMELINE 2013**

<b>ACTION</b>	<b>DEADLINE</b>	<b>NOTES</b>
1. Review current department strategic needs & skills		
2. Profile key positions & competencies: skills needed for new director		
3. Profile development pool		
4. Identify skills gaps		
5. Write new job descriptions	March 28	Approve at Public Works
	April 15	Approve at Village Board
6. Write job ad	April 15	
7. Post job ad	April 18	WRWA, WCMA, LWM, State job state, paper. Web site
8. Submission deadline	May 10	
9. Review submissions	May 12-20	
10. Select interviewees	May 20-29	Public Works mtg
11. Schedule interviews	May 30	
12. Interviews held	June 3 <sup>rd</sup> , week of	First interviews
13. Recommend candidate	June 17	Second interview with vb
14. Background/ref checks	June 18-July 1	
15. Conditional offer	July 2	
16. Village Board approval	July 1	
17. Testing??	July 3 <sup>rd</sup> , week of	Drug; physical
18. Final offer	July 15	
19. Start date	August 1	
20. Jerry retires ☹ - Party! ☺	September 1	
21. Develop training plans, schedule & Budget for current employees		



**BELLEVILLE POLICE DEPARTMENT**

**2012**

**ANNUAL REPORT**





# *Belleville Police Department*

**WILLIAM EICHELKRAUT  
CHIEF OF POLICE**

April 3, 2013

President Howard Ward  
Village Trustees  
Administrator April Little

I am pleased to present the 2012 Annual Report for the Belleville Police Department.

There were many changes within our organization during 2012. The Department transformed dramatically with the retirement of Chief Roger Hillebrand in June and the resignation of full-time officer Rachel Furman.

This report focuses on the Department's and officers' accomplishments in 2012 and goals for 2013.

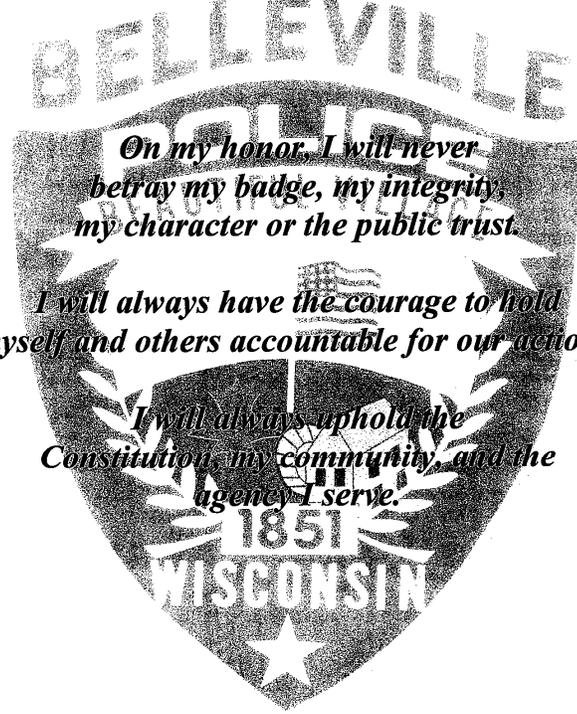
I wish to personally express my appreciation to the Village Board, Village Administrator April Little, and Village staff for supporting our commitment to protecting and serving this "Beautiful Village."

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Wm Eichelkraut".

William Eichelkraut  
Chief of Police

**Law Enforcement Oath of Honor**



*On my honor, I will never  
betray my badge, my integrity,  
my character or the public trust.*

*I will always have the courage to hold  
myself and others accountable for our actions.*

*I will always uphold the  
Constitution, my community, and the  
agency I serve.*

## **OUR MISSION**

The mission for every member of this department is to consistently seek and find ways to affirmatively promote, preserve, and provide security, safety and quality services to members of our community.

This mission is a commitment to quality performance from all members of the Belleville Police Department. All members of this department must understand, accept, and be aligned with the responsibilities established by this mission. The mission provides the foundation upon which all operational decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures, and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. Department employees are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities and work tasks associated with this mission.

Quality manner means that performance outcomes comply with the performance standards established for this agency and for each member associated with this agency. Examples of performance standards include the oath of office, code of ethics, directives, agency rules, policies, procedures, and general and supervisory orders, work productivity and performance behavior.

Each member is required to accept the responsibility for the achievement of this mission and publicly register his or her commitment to it and to the concepts of quality service.

# PERSONNEL

## 2012 Police Committee Members

Debra Kazmar, Chairperson  
Ben O'Brien  
Bonnie Wilcox

## Department Personnel

Roger Hillebrand, Chief of Police (Retired June)  
William Eichelkraut, Sergeant  
Rachel Furman, Police Officer II (Resigned December)  
Molly Hultine, Police Officer II  
Victoria Beiersdorf, Police Officer II

## Office Staff

Teresa Pelton, Police Clerk (part-time)  
Tracy Lien, Police Clerk (part-time) (January-June)

## Part-time Officers

James Mankowski  
Kristie Mueller (Resigned September)  
Jack Pace  
Teresa Pelton  
Robert Skogen

## **SIGNIFICANT ACCOMPLISHMENTS**

### **...BY THE DEPARTMENT**

#### **NOTABLE CASES**

◆ Pharmacy Robbery – On June 4, 2010, the Hometown Pharmacy was robbed and a substantial amount of prescription medication was taken. Belleville officers along with Monroe Police Department, Green County Sheriff's Office, and ATF (Alcohol, Tobacco, and Firearms) worked jointly on this case. In October 2012, Daniel Kundert of Monroe was sentenced to 70 months in federal prison for stealing guns from a business in Monroe. The joint investigation revealed Kundert used one of the stolen guns to commit the armed robbery in Belleville. He has been ordered to pay restitution to the Hometown Pharmacy. The Belleville Police Department is referring a charge of Party to a Crime/Armed Robbery to the Dane County District Attorney's Office on the driver involved in the Hometown Pharmacy robbery.

◆ Residential Burglary – The Department responded to a residential burglary in September where more than \$15,000 worth of personal property was stolen. Belleville officers along with the Dane County Sheriff's Office and Oregon Police executed a search warrant, and most of the property was recovered. The search warrant also resulted in property found from several other area residential burglaries. Devon Robinson was arrested and charged in Dane County Circuit Court and was subsequently convicted.

◆ Church Burglary – The Department investigated a burglary that occurred at an area church in September. Officers are waiting for evidence analysis results from the Wisconsin Crime Lab.

◆ Missing Juveniles – Two juveniles were reported missing in October. Many staff hours were expended in following up on this case. Information was obtained that the juveniles had been stopped in Illinois and Nebraska. Our Department worked closely with the National Center for Missing and Exploited Children and the Wisconsin Department of Criminal Investigation to follow-up on the many leads that came in during this investigation. We eventually received information that the juveniles were in Sacramento, California and working with the police department and the Sacramento, CA County Sheriff's Office, the girls were located unharmed. The parents traveled to California and were reunited with their children and back to Belleville.

#### **BUILDING REMODELED**

During 2012, some remodeling was required to provide handicap-accessibility to the building. Also, due to some water problems in the basement, the secure evidence room was moved to the main level.

### **OFFICERS CONTINUE TRAINING**

Belleville Police Officers collectively attended more than 380 hours of training during 2012 in the areas of in-service training, specialized training, and legal updates. One training segment during the Wisconsin Association of Women Police Conference in February 2012 was "Death Investigations and Police K-9—Cadaver." Officers also received training on how to handle ice rescues. This training was held on Lake Belle View.



### **PARTICIPATION IN TRAFFIC SAFETY CAMPAIGNS**



The Department is a member of the Safe Communities Coalition of Madison—Dane County and participates in traffic safety campaigns, including the "Slowdown" and "Pedestrian Safety" campaigns.

The Department also continues to participate in the "Click it or Ticket," "Over the Limit Under Arrest," and "Booze and Belts" campaigns sponsored by the Wisconsin Department of Transportation/Bureau of Transportation Safety. By participating in these campaigns, the Department is entered into drawings for traffic equipment grants. The DOT awards 32 \$4000 grants to drawing winners in each of these campaigns

### **SPEED TRAILER PUT INTO SERVICE**

The Department took delivery of a Kustom Signals Radar Speed Display Trailer in April. The equipment was purchased with the help of a grant received from the Wisconsin Department of Transportation, Bureau of Transportation Safety. The trailer was stored during the winter months, and the Department plans to increase its use in 2013.



## **...BY OFFICERS**

### **CITATION BARS AWARDED**

At the Award Ceremony held May 2, 2012, these citation bars were awarded:

- ◆ **Sergeant Eichelkraut**
  - Citation of Merit for meritorious and distinguished service for ten years
  - Commendation for follow-up investigation in the armed robbery of the Belleville Pharmacy in 2010 which resulted in the indictment of the suspect and solving of a gun store burglary in the City of Monroe
  - Community Recognition Award for dedication to the department's goal of providing education and guidance to the youth in the Belleville Community
  - Exemplary Police Performance Award for exemplary performance to the department in the areas of traffic enforcement, community and public safety initiatives "Click it or Ticket," "Over the Limit Under Arrest," and "Booze and Belts"
- ◆ **Officer Furman**
  - Citation of Merit for meritorious and distinguished service for ten years
  - Community Recognition Award for dedication to the department's goal of providing education and guidance to the youth in the Belleville Community
  - Exemplary Police Performance Award for exemplary performance to the department in the area of traffic enforcement and community safety
- ◆ **Officer Hultine**
  - Citation of Merit for meritorious and distinguished service for five years
  - Community Recognition Award for dedication to the department's goal of providing education and guidance to the youth in the Belleville Community
  - Exemplary Police Performance Award for exemplary performance to the department in the area of traffic enforcement and community safety
- ◆ **Officer Beiersdorf**
  - Life Saving Bar for her life saving efforts on November 4, 2011, at the HuHot Mongolian Grill
  - Exemplary Police Performance Award for exemplary performance in the areas of grant writing and organizing department functions and events
  - Community Recognition Award for participation in assisting several civic groups, schools, and day cares with training in home safety, identity theft, and fraud detection and prevention
  - Citation of Merit for meritorious and distinguished service for five years
- ◆ **Officer Mankowski**
  - Citation of Merit for meritorious and distinguished service for seven years
- ◆ **Officer Pace**
  - Citation of Merit for meritorious and distinguished service for seven years
- ◆ **Officer Pelton**
  - Citation of Merit for meritorious and distinguished service for seven years
  - Community Recognition Award for dedication to the department's goal of providing education and guidance to the youth in the Belleville Community
  - Exemplary Police Performance Award for exemplary performance that goes above and beyond her duties as a Police Officer, Clerk, and Transcriptionist
- ◆ **Officer Skogen**
  - Exemplary Police Performance Award for exemplary performance over the past twenty years as an outstanding investigator, earning the title of "Belleville's Blood Hound"
  - Citation of Merit for meritorious and distinguished service for twenty-one years

**OFFICER BEIERSDORF PROMOTED**

In May, Officer Victoria Beiersdorf reached her 5-year anniversary with the Belleville Police Department and was promoted to Police Officer II.



**ROGER HILLEBRAND RETIRES**



Former Police Chief Roger Hillebrand retired June 3, 2012, after almost 38 years of service in Belleville, the past 11-1/2 years as chief.



**OFFICER HULTINE RECOGNIZED**



Officer Molly Hultine was the first responder on the scene of a car crash near New Glarus in August. She extinguished the fire and assisted the driver—who was pinned in the vehicle and later transported by MedFlight—until the New Glarus Fire Department arrived. Officer Hultine was subsequently recognized by the New Glarus EMS and Fire Department for her quick thinking and lifesaving actions.

**BILL EICHELKRAUT NAMED CHIEF**

Bill Eichelkraut was named Chief of Police effective October 15, having served as Officer in Charge carrying out the duties of the Chief since June 3. Chief Eichelkraut has been a Belleville officer starting part-time in 1990 and hired full-time in 2001. He was promoted to Sergeant in 2003.



## ONGOING ACTIVITIES

### **INTERNSHIP PROGRAM**

During 2012, the Department hosted its third intern in three years. Trevar Smedal, Criminal Justice student at UW-Platteville, spent eight weeks assisting the Department with numerous tasks and projects and adding to his knowledge in his chosen field of law enforcement. Trevar graduated from UW-Platteville in May 2012 and is currently seeking a position in law enforcement.

### **BIKE SAFETY RODEO**



More than 70 school-aged children participated in the annual Bike Safety Rodeo held in May. All the participants received t-shirts, gift bags, and lunch, and 12 grand prize winners were each awarded a bicycle. Officer Beiersdorf, who leads the Bike Rodeo fundraising initiative,

solicited contributions from Belleville, Dane County, and Green County businesses; cash and products and services donations totaled more than \$5,700.



### **POLICE CITIZENS ACADEMY**

Six community members participated in the second Belleville Police Citizens Academy, which was held in May. This project is designed to provide insight on how law enforcement personnel complete the many tasks required to protect and serve the community. Segments included squad and equipment overview, legal issues, OWI arrests, tactical pursuit driving, K-9 demonstration, firearms familiarization, and crime scene processing. Plans are to continue this program in the fall of 2013.



### ***SHOP WITH A COP***

In December 2012, the Department again participated in the Shop With a Cop program, which is funded solely on donations and is coordinated through the Green County Law Enforcement Administrators Association. More than 100 children were able to shop with law enforcement officers throughout Green County. Belleville officers took three local kids to Wal-Mart in Monroe for a morning of shopping. Each child was allowed to spend around \$100 on gifts for family and themselves. Chief Eichelkraut commented that, every year, it appears the officers have more fun with this program than the kids.



## **COMMUNITY RELATIONS**

### ***WRAPAROUND PROGRAM***

The Department continues its participation in the Wraparound Program, which is a collaborative effort between Human Services and the Belleville School District to assist at-risk youth.

### ***CIVIC TOURS/COMMUNITY EDUCATION***

The Department continues to host civic group tours of the Police Department and provide community education. In 2012, officers met with various groups such as the local chapter of Girl Scouts and the Senior Center members Time Out group.



### **COMMUNITY EVENTS**

The Police Department serves its citizens during many community-wide events such as Bastille Day, Lake Fest, Community Picnic, Fall Fest, Homecoming, and UFO day by monitoring traffic and providing security for our residents, participants, and the many visitors to the Village.



### **AREA AGENCIES**

The Belleville Police Department works to establish and maintain good working relationships with community partners in the Fire Department, EMS, Green and Dane County Sheriff's Offices, State Patrol, Department of Natural Resources, and local police departments.



Members of the Dane County Sheriff's Office, State Patrol, Belleville Police Department, Fire Department, and EMS participated in an event dubbed "Walk Your Child to School Day" in Belleville. Plans are being made to continue this event in 2013.

## **GOALS FOR 2013**

### **PRIMARY GOAL – INCREASE STAFFING**

The primary goal for 2013 is to hire additional police officers. The Village Board has approved the addition of one full-time officer to replace Officer Furman, who resigned in December 2012. The Board also approved the addition of one limited-term officer and directed that the Department open applications for part-time officers while requiring existing part-time officers to reapply for the position.

Office Support Staff was down from 30 hours to 10 hours per week during the last half of 2012 and will increase to 26 hours per week in 2013.

### **OTHER TOP GOALS**

Other top goals which are in the planning or implementation stages include the following:

- ◆ **Implement (or convert) new records management system**  
Belleville is part of a consortium of 13 municipalities that, along with the City of Madison, is upgrading its records management system. The current records management system data failed to convert successfully in December 2012 as planned, and it is vital that this occur as soon as possible in 2013.
- ◆ **Update Department Policy Manual**  
The Department Policy Manual was last updated in 2009, and significant revisions are needed and planned for 2013.
- ◆ **Rewrite Field Training Manuals**  
Officer Hultine is the Field Training Officer and will draft a new Field Training Manual prior to new officers joining the Department in 2013.
- ◆ **Implement TraCS computer-generated citations and accident reports**  
The Chief is currently issuing citations and producing accident reports with TraCS software on the in-car computer; all officers will begin using TraCS in 2013.
- ◆ **Upgrade building and furnishings**  
Planned upgrades include repairs to a sewer line behind the building as well as cleaning, painting, replacing carpet and some windows, and disposing of unnecessary clutter. In addition, in response to a Department of Justice audit, a new entrance will be constructed from the main lobby into a small meeting/interview room in the non-secure area of the Police Department.
- ◆ **Purge outdated records**  
Outdated records will be destroyed in accordance with the Village's Records Retention Policy.
- ◆ **Update equipment**  
Older-model computers and obsolete software will be replaced. Planned purchases include a replacement fax machine, Tasers, a camera system and radar unit for one of the squads, and evidence equipment. Shelving units for records and evidence storage are also planned to help with space needs.
- ◆ **Add School Resource Officer**  
The Department will work in cooperation with the Belleville School District to establish a School Resource Officer program. With sufficient staffing, an officer will be assigned to the schools on a limited-term basis to start. A memorandum of understanding, written policy, goals, and expectations will be established.

## STATISTICS

### Referrals to District Attorney's Office

Number of cases referred to  
DA's office for prosecution

2010 . . . . . 28 cases  
 2011 . . . . . 32 cases  
 2012 . . . . . 28 cases

### Calls for Service by Month

Month	2008	2009	2010	2011	2012	2012 %
January	133	133	184	178	166	7.8
February	119	161	195	157	171	8.1
March	130	145	207	173	162	7.6
April	155	212	212	160	146	6.9
May	173	263	198	237	185	8.7
June	188	263	198	237	185	8.7
July	178	212	206	200	187	8.8
August	173	263	198	237	185	8.7
September	160	138	137	196	164	7.9
October	159	163	195	179	202	9.3
November	144	190	163	209	152	7.2
December	132	151	163	163	143	6.8
<b>TOTAL</b>	<b>1850</b>	<b>2218</b>	<b>2288</b>	<b>2263</b>	<b>2121</b>	<b>100%</b>

### Calls for Service by Incident Class

Incident Class	2008	2009	2010	2011	2012
911 abandoned	2	15	12	14	8
911 disconnect	22	4	2	6	7
911 misdial	2	7	8	10	12
911 test	1				1
911 play		2	1	2	3
911 silent	5	5	12	8	13
911 Unintentional	1	2	3	5	3
Accident (hit and run)	7	3	9	1	6
Accident MV/deer					1
Accident (prop dam/no inj)	19	21	19	19	16
Accident (private prop)	2	3	2		2
Accident (with injuries)	2			3	9
Aggravated battery					
Alarm (police)	24	15	23	21	27
Animal bite	4		2	2	1
Animal disturbance	12	16	14	12	12
Animal-stray	40	45	47	46	28
Annoying phone calls	12	19	16	8	6
Arrested juvenile	4	1			2
Arrested person	9	7	11	7	3
Arson investigation					
Assist citizen	140	216	219	190	276

Incident Class	2008	2009	2010	2011	2012
Assist Dane Co. Sheriff	77	97	88	107	78
Assist Green Co. Sheriff	77	109	96	75	95
Assist K9			1	1	
Assist outside agency	54	72	74	59	77
ATL-person	4	3	4	8	12
Attempted suicide					
Battery	2	3	1	2	3
Bicycle accident			1		
Bomb threat					
Burglary/non-residence	1	2	2		1
Burglary/residence			1		1
Check area/property	110	131	258	173	250
Check person	52	43	39	47	50
Child abuse		1			
Child neglect			1		
Civil dispute (labor dispute)	6	4	3	8	13
Conveyance	7	6	2	3	2
Damage to property	24	46	24	29	22
Death investigation	2		1	1	2
Disturbance	11	20	20	13	17
Domestic	24	15	14	20	11
Drug investigation	13	6	4	9	3
EMS assist	119	155	121	126	139
Entice/kid (Sex offense)					
Exposure	1				2
Extortion					
Fight	1	4	2		1
Fire investigation (police)			1	1	1
Follow up	2	6	7	4	5
Foot patrol				21	
Forgery				1	1
Found person			1		
Found property	30	43	33	15	36
Fraud	7	2	5	7	4
Fraud/ID theft	1	5			2
Graffiti		5	1	1	
Gun call		1			
Homicide					
Information	119	216	201	170	216
Intoxicated driver	9	9	32	35	9
Intoxicated person	3	12	15	10	3
Juvenile disturbance	37	39	29	38	28
Kidnapping					
Landlord/tenant	1	2		2	
Legal papers served	8	5	12	12	2
Liquor law violation	9	11	6	2	6
Liquor law bar check					5
Local ordinance violation		4	9	2	4
Lost property	3	2	6	3	11
Mental commitment	4				
Miscellaneous/note	2		11	2	2
Missing adult-abandon child	1	2	1	1	
Missing person/juvenile	4	7	9	11	5
Neighbor trouble	9	7	5	5	3
Noise disturbance	34	20	22	22	17
Odor/smoke complaint				1	3
Parking complaint private	12	7	1	3	1

Incident Class	2008	2009	2010	2011	2012
Parking complaint on-street	21	13	25	19	6
Park compl street storage				2	4
Phone call	89	61	26	9	2
PNB/AED	1				1
Premises check		11	11	3	
Preserve the peace	5	3	5	7	8
Prostitution					
Prowler	1				1
Reckless endangering					
Records request	16	28	43	56	*
Retail theft	12	6	4	2	8
Road rage		1		1	2
Robbery			1		
Robbery/strong armed					
Safety hazard	25	17	40	22	37
Sexual assault	3	2		1	
Sexual assault/child		1		1	
Solicitor complaint		5	1	1	1
Special event		1	1		
Stalking		2		1	
Stolen auto	3	2	2		2
Stolen bicycle		1			
Stolen motorcycle/moped					
Suicide (attempted)					
Suspicious person	14	20	16	25	17
Suspicious vehicle	23	35	27	37	35
Theft	19	15	8	18	5
Theft/auto		3	3	1	1
Threats	6	2	5	1	6
Towed vehicle					
Traffic arrest	70	80	49	57	22
Traffic complaint	1	1	2	15	8
Traffic incident	315	160	47	15	17
Traffic stops		228	392	545	336
Trespass complaint	4	1	4	4	6
TRO/court order violation	3		4	1	3
Unwanted person	4	1	1	3	1
Vacation check	16	9	6	7	13
Weapons violation		2	1	1	
Worthless checks	11	7		3	
<b>Total</b>	<b>1850</b>	<b>2218</b>	<b>2288</b>	<b>2263</b>	<b>2121</b>

\*Some 2012 statistics may be reported differently from past years due to a change in the records management data conversion. For example, it is believed Records Requests were included with Information calls in 2012.

#### Notable...

The Belleville Police Department was one officer short in June and two officers short from July through December. In addition, the Sergeant's patrol hours decreased beginning in June when he took on the former chief's administration duties. Despite these facts, the total number of calls decreased by only 142 from the previous year.

Nonprofit Organization  
US POSTAGE PAID  
Madison, Wisconsin  
Permit No. 658



# Local Government CENTER

Extension

## LOCAL GOVERNMENT ESSENTIALS

A WisLine Teleconference Series  
2012-2013



**Sponsored by:**

UW-Extension Local Government Center  
League of Wisconsin Municipalities  
Wisconsin Counties Association  
Wisconsin Towns Association  
UW-Extension County Offices

1 \*\*\*\*\*AUTO\*\*SCH 3-DIGIT 535  
APRIL LITTLE  
PO BOX 79  
BELLEVILLE WI 53508-0079

University of Wisconsin-Extension  
Cooperative Extension Service  
Local Government Center  
610 Langdon Street, Rm. 229  
Madison, WI 53703-1104

## Local Government Essentials Spring 2013

### Distance Education Programs Presented by UW-Extension's Local Government Center

These programs cover fundamental topics Wisconsin local governments will face this spring. Each program will provide ample opportunity for participant questions and comments. Programs will be moderated by UW-Extension's Local Government Center Staff.

#### How to Run the Annual Town Meeting March 5, 2013, 10:30 am – 12:20 pm

Every year Wisconsin Towns are required by law to convene a meeting of its electors. Learn the statutory requirements and parliamentary procedures required to run a successful annual town meeting. *Presented by Attorney Carol Nawrocki, Wisconsin Towns Association.*

#### Regulation of Alcoholic Beverage Licensing

March 12, 2013, 9:30 am–12 pm

Wisconsin municipalities are required to appropriately review and issue alcohol licenses according to state law. Prepare for your municipality's review and issu-

ing of licenses by learning the statutory requirements for alcoholic beverage licenses, municipal licensing actions, recent court decisions and any legislative changes. *Presented by Attorney Rick Stadelman, Wisconsin Towns Association; Attorney Claire Silverman, League of Wisconsin Municipalities staff; and Roger Johnson, Wisconsin Department of Revenue.*

#### Conducting the Annual Board of Review

April 23, 2013. Also repeats on April 30, May 2, and May 7, all at 10:30 am – 12:50 pm.

Get the Certified Training for Boards of Review that Wisconsin Law requires. This program meets that requirement and you will learn the proper way to conduct a board of review hearings and decide tax valuation appeals. *Presented by Rick Stadelman, Wisconsin Towns Association; Attorney John Macy, Arenz, Moher, Macy, Riffle & Larson SC; Jennifer Miller and Marilyn Hendricks, Wisconsin Department of Revenue.*

### What is a Wisline?

A Wisline is a live teleconference offered by the University of Wisconsin-Extension. Reference materials will be sent electronically to registered attendees. If you prefer a hard copy of the materials, you may request these for a small additional fee.

If you cannot attend the live session, you have the option to purchase a materials bundle. These are available in one of two formats:

- a CD recording of the program and a copy of the printed materials
- an online audiostream and PDF of the materials

Each session will provide ample opportunity for participant questions and comments. Programs will be moderated by UW-Extension's Local Government Center Staff.

#### To Register

Registration links can be found at <http://lge.uwex.edu> or by phone at (608) 262-0810.

#### Costs

Live attendance: \$20  
Materials bundle: \$28

*If you have a disability and desire accommodations, please advise us when you register. Requests are confidential.*

## 2013 New Municipal Officials Workshops

The League of Wisconsin Municipalities, in cooperation with the Department of Professional Development and Applied Studies, Local Government Center, UW-Extension and the Department of Engineering Professional Development, UW-Madison, is sponsoring a one-day workshop for new city and village officials.

This Workshop provides a basic course on local government for officials who assumed office this spring. Other city and village officials who wish to brush up on their knowledge of local government or missed the previous annual workshops may also find the meetings beneficial.

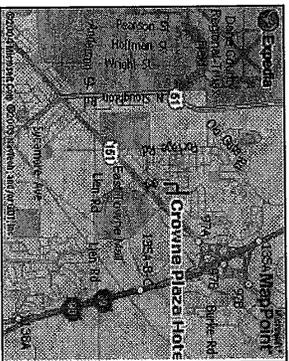
### WORKSHOP LOCATIONS

May 10, 2013  
Madison  
Crowne Plaza Hotel, 4402 E. Washington Ave.

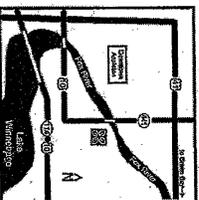
June 7, 2013  
Kimberly  
Liberty Hall/Hilton Garden, 800 Eisenhower Dr.

June 14, 2013  
Eau Claire  
Holiday Inn Campus, 2703 Craig Rd.

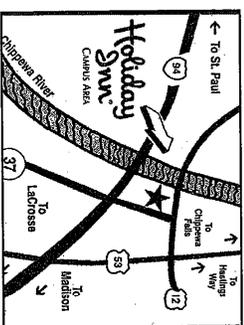
Crowne Plaza, Madison



Liberty Hall/Hilton Garden, Kimberly



Holiday Inn - Campus, Eau Claire



2013

NEW  
Officials  
Workshops

At Three Locations

- ◆ Madison
- ◆ Kimberly
- ◆ Eau Claire

8:30 Registration - Coffee

9:00 Welcome  
Dan Thompson, Executive Director, League of Wisconsin Municipalities

Framework of Wisconsin Local Government  
Dan Thompson

Powers of City Councils and Village Boards  
Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

Recognizing and Avoiding Conflicts of Interest  
Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

10:45 Break

11:00 Budgeting & Financial Oversight  
Tom Hoff, MBA, Financial Service Mgr., Eau Claire

Noon Lunch (included)

1:00 Procedures for Local Government Meetings  
Larry Larnert, Professor Emeritus, Local Government Center, UW-Madison

2:15 Break

2:30 Managing Public Works Activities  
Ben Jordan, Department of Engineering Professional Development, UW-Madison

Open Discussion

3:45 Adjournment

Please make the following reservation for the New Municipal Officials Workshop at

- Madison, Crowne Plaza Hotel, May 10, 2013
- Kimberly, Liberty Hall/Hilton Garden, June 7, 2013
- Eau Claire, Holiday Inn Campus, 2703 Craig Rd., June 14, 2013

Name (please type or print) \_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_ (for questions regarding this registration)

Address \_\_\_\_\_ Municipality \_\_\_\_\_

Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Payment Method  
 Credit Card or  Check  
Card type \_\_\_\_\_  
(Master Card, Visa, or Discover)

Number \_\_\_\_\_ Exp \_\_\_\_\_ Vcode \_\_\_\_\_

Name on Card \_\_\_\_\_

Please enclose registration fee of \$60 (member) or \$85 (non-member) per person. Make checks payable to the League of Wisconsin Municipalities. Return this form no later than five days prior to your chosen seminar. Registration by phone cannot be accepted.

Mail to: League of Wisconsin Municipalities, 122 W. Washington Ave., Suite 300, Madison, WI 53703  
Fax: (608) 267-0645; On-Line: [www.lwm-info.org](http://www.lwm-info.org)

Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation not later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.

Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.

## 2015 REGIONAL DINNER MEETINGS

Mark your calendar for a Regional Dinner Meeting! Each Regional Dinner Meeting provides the opportunity to improve contact with neighboring officials and get the latest information on municipal topics. Don't miss this chance to network with your fellow local officials!

At each of the six regional meetings, Dan Thompson, Executive Director of the League, will present updates on proposed state legislation.

Darlington  
May 2

Pewaukee  
May 9

Stevens Point  
May 16

Lake Delton  
May 23

Green Bay  
June 6

Eau Claire  
June 13

Cash bar at 5:30 p.m.  
Dinner at 6:30 p.m.



2015

## REGIONAL DINNER MEETINGS

### *At Six Locations*

- ◆ Darlington
- ◆ Pewaukee
- ◆ Stevens Point
- ◆ Lake Delton
- ◆ Green Bay
- ◆ Eau Claire

**LOCATIONS**

**2013 Regional Dinner Meeting Registration**

May 2  
**Darlington**  
 The Bridges Restaurant  
 201 Christensen Dr. (Super 8)

May 9  
**Pewaukee**  
 Country Springs Hotel  
 2810 Golf Rd.

May 16  
**Stevens Point**  
 Holiday Inn  
 1001 Amber Ave.

May 23  
**Lake Delton**  
 Kalahari Resort  
 1305 Kalahari Dr.

June 6  
**Green Bay**  
 Stadium View Restaurant  
 1963 Holmgren Way

June 13  
**Eau Claire**  
 Holiday Inn Campus  
 2703 Craig Rd.

Please make the following reservation for the Regional Dinner Meetings

- |  |  |
|--|--|
| <input type="checkbox"/> Darlington, May 2, 2013     | <input type="checkbox"/> Lake Delton, May 23, 2013 |
| <input type="checkbox"/> Pewaukee, May 9, 2013       | <input type="checkbox"/> Green Bay, June 6, 2013   |
| <input type="checkbox"/> Stevens Point, May 16, 2013 | <input type="checkbox"/> Eau Claire, June 13, 2013 |

Name (please type or print) \_\_\_\_\_

Position \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person \_\_\_\_\_

(for questions regarding this registration)

Address \_\_\_\_\_

Municipality \_\_\_\_\_

Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Payment Method

Credit Card or  Check

Card type \_\_\_\_\_  
(Master Card, Visa or Discover)

Number \_\_\_\_\_

Exp \_\_\_\_\_

Ycode \_\_\_\_\_

Name on Card \_\_\_\_\_

Please enclose dinner fee of \$20 per reservation. Make checks payable to the League of Wisconsin Municipalities. Return this form no later than five days prior to your chosen dinner. Registration by phone cannot be accepted.

Mail to: League of Wisconsin Municipalities, 122 W. Washington Ave., Suite 300, Madison, WI 53703  
 Fax: (608) 267-0645 or register on-line: [www.lwm-info.org](http://www.lwm-info.org)

*Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation not later than three days before the dinner. Refunds are not available for cancellations made within three days of the dinner.*

Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.





**Village of Belleville, WI**

**CLIENT LIAISON:**

Kevin Lord, P.E., R.L.S.  
Phone: (800) 446-0679  
Cell: (608) 712-2563  
klord@msa-ps.com

**DATE:**

March 21, 2013

**SERVICE DATES:**

February 17, 2013 – March 16, 2013

**R00372052 – VILLAGE OF BELLEVILLE 2013 GENERAL ENGINEERING**

**PHASE 100 – GENERAL MUNICIPAL**

Kevin Lord worked with Jerry Butts on some issues he was having with his GIS system. Jerry was trying to make some edits to his tree database and his computer was not allowing changes to be made. We consulted with our GIS department and worked with Jerry to allow him to access his database.

Kevin Lord discussed the park pavilion and plans for the existing structure at Community Park. MSA will prepare a task order as requested which can be reviewed and edited during the discussions that follow.

Kevin Lord addressed a question on the fire protection rates as to how the ordinance is written based on the meters. I did a quick review based on other ordinances and responded by email to Donna that the Village ordinance is consistent with other municipalities and based on the size and type of meters.

Kevin Lord received a call on Friday, March 1 in the afternoon from Jerry Butts stating that the Village had a watermain leak at the center of STH 92. Jerry was concerned with it being late on Friday and getting in touch with WisDOT. Kevin Lord made some calls late Friday night and got in touch with one of the maintenance personnel for the area and he instructed that we fix the leak and may possibly need a permit but can get it the following week. Jerry Butts also made contact with the WisDOT staff on call to let them know of an emergency and kept in contact with them during the project. Kevin Lord made contact with WisDOT on Monday and no permit was necessary since it was an emergency repair and an existing utility. The Village will be responsible for maintaining the patch during the colder months and will be responsible for a permanent asphalt fix in the spring.

Kevin Lord visited the Village on March 11, 2013 following the rains and thaw over the weekend. Kevin reviewed Bell West with respect to the street trees in order to provide the developer with an accurate letter for the expectation of completing the surface paving and other necessary improvements based on the developers agreement and Village standards.

Kevin Lord completed and mailed/mailed the letter to the Bell West developers. The letter reminded the developers that the surface pavement for the completed portion of Bell West will be complete by the fall of 2013 per Village standards. The developers are to send a schedule to the Village or the Village will contract the work to be completed and bill the developers. The developers were asked to review their plans and either change the phase 1 limits to that actually completed or complete what was described in the developers agreement.

**PHASE 110 – MIDDLETON COMM. BANK CSM REVIEW**

Kevin Lord reviewed the CSM prepared for the Village. The result of the CSM increased the size of the bank lot, decreased the size of the lot adjacent to the east, and created a lot for the Village that has Sugar River

*Your Trusted Partner*  
PROJECT UPDATE



**PROJECT UPDATE**

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frontage. Kevin Lord reviewed this proposal with Jason Valerius to discuss how this fits with the downtown design guidelines. Concern was pointed out to the Village with respect to access to the proposed Village lot and unknown costs if any on any environmental cleanup of the existing shed on the lot. Kevin Lord prepared a review letter for the Village noting the concerns.

**R00372053 – VILLAGE OF BELLEVILLE – GREENVIEW PLACE EAST POND RETROFIT**

MSA began initial drafting work on the design of the stormwater utility project for 2013. The basic idea will be to dredge out the pond at Greenview Place to a depth of approximately 5 feet. The depth will be to the current DNR standards for total suspended solids removal (TSS). An existing topography map was completed and a preliminary plan was put together and provided to our stormwater engineers. The permits have been discussed and planned accordingly..



## **Medicine Disposal Event**

**Saturday, April 27, 2013  
8:00 a.m. to 11:00 a.m.**

**UW Health Belleville Family  
Medicine  
1121 Bell West Blvd. Belleville**

**Drop Off at the Front Entrance Drive-  
Thru**

**Bring all medications (pill or liquid) in  
original containers  
(if possible) and cross off personal info with  
black marker.**

**Any questions, please contact the Belleville  
Police Department at 424-3129**

**Sponsored by the Belleville Police Department  
&  
UW Health – Belleville Family Medicine**



## **Bicycle Safety Rodeo**

**When: Saturday, May 11, 2013**

**Where: Belleville Intermediate School**

**Registration Time: 8:30 A.M-9:00 A.M.**

**Starts at 9:00 A.M.**

**For Children Pre-K (4yrs)-4<sup>th</sup> Grade**

**Belleville Children**

**Permission slips and helmets required. Any questions, please call the Belleville Police Department at 424-3129. Rain or Shine!!**