VILLAGE OF BELLEVILLE
ORGANIZATIONAL / SPECIAL MEETING of the VILLAGE BOARD
**Monday, April 23, 2012 at 7:00 P.M.**
Village Hall - 24 West Main Street

**AGENDA**

1. Call Village Board 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

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

6. **Organizational Items:**
   a. **Standing Committee member appointments and Chairperson confirmation - Annually: 2-2-4(a)**
      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: 2-2-4(b)**
      i. Senior Citizen Board – 1 trustee and 4 citizens
      ii. Economic Development Committee
      iii. License Advisory Commission – 2 trustees and 1 citizen
   c. **Plan Commission confirmations - 3 year terms: 2-4-3(a) (7 members)**
      i. Trustee members
      ii. Citizen members (2 until 2014 for a total of 4)
   d. **Library Board - 3 year terms, May 1st - Library Board elects President: 2-4-4(a)(1)**
      i. Trustee member (1) - annually
      ii. Citizen members (2 until 2014 for a total of 3)
   e. **Emergency Management – Volunteer 3 year terms, others annually: 5-5-1 (11 members)**
      i. Trustee Members (1) appointed annually
      ii. Citizen Members (1 until 2014)
      iii. Representative Members - Police, Public Works, Fire, EMS, School, Chamber/Business
   f. **ADA Compliance Committee confirmations - annually: 2-6-1(a)(3)**
      i. Clerk, Public Works Director, Librarian, Police Chief
      ii. Trustee
      iii. Citizen members
      iv. Chairperson
   g. **Board of Appeals confirmations - 3 year terms: 2-4-2(a)**
      i. Citizen Members (2 until 2015 for a total of 5)
      ii. Alternate members (1 until 2015 for a total of 2)

iii. Chairperson

**h. Fire & EMS Association 2-4-9**

i. Trustees (2)

**i. Community Development Authority (7 members)**

i. Trustees – 2

ii. Citizen – 2 until 2014 for a total 5

j. **Miscellaneous Committees**

i. Intergovernmental Agreement Committee – Subcommittee of Plan Commission

ii. Lake Advisory Committee

iii. Fundraising Committee

iv. Historic Preservation

**k. Election of President Pro Tem: 2-2-13(a)**

**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**

7. **NEW BUSINESS:**

a. Resolution # 2012-04-02: Resolution of Village Of Belleville, County Of Dane and Green, Wisconsin, Requesting Outdoor Recreation Grant Funds From The Wisconsin Department of Natural Resources (Trail Link)

b. Agreement with JSD Professional Services Inc. for Trail Link Feasibility Study

8. **Other Business:**

a. Correspondence –

b. Announcements

c. Future Meeting Dates –

d. Questions and Items for Referral

9. 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, activdad 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.

# VILLAGE OF BELLEVILLE 2012/2013
# VILLAGE BOARD

President –Howard Ward - 2013
President Pro-tem – Gary Ziegler

| | | | |
|---|---|---|---|
| Debra Kazmar | 2013 | Ben O'Brien | 2014 |
| Jim Schmitz | 2013 | Bonnie Wilcox | 2014 |
| Tyler Kattre | 2013 | Gary Ziegler | 2014 |

## STANDING COMMITTEES (amended 1/6/12, 1/13/12)

PUBLIC WORKS COMMITTEE
PARKS COMMITTEE
Gary Ziegler, Chair
Ben O'Brien
Jim Schmitz

FINANCE/PERSONNEL COMMITTEE
Bonnie Wilcox, Chair
Tyler Kattre
Gary Ziegler

POLICE COMMITTEE
Deb Kazmar, Chair
Bonnie Wilcox
Ben O'Brien

## SPECIAL COMMITTEES, COMMISSIONS & BOARDS

ADA COMPLIANCE COMMITTEE (Yearly)
Tyler Katre, Trustee
April Little
Jerry Butts
Roger Hillebrand
Jean Christensen
Renee Funseth
Debbie Bongard
Linda Kahl
Jill Wennesheimer - Chair

BOARD OF APPEALS (3 yr. Term)

| | | |
|---|---|---|
| William Stuessy | Chair | 2013 |
| Kathy Gile | | 2015 |
| David Eustice | | 2015 |
| Mary Gehin | | 2015 |
| Joe Gastel | | 2013 |
| Alternates: | | |
| Jim Root (2009) | | 2015 |
| David Ace | | 2013 |

COMMUNITY DEVELOPMENT AUTHORITY
(4 yr. Term)

| | |
|---|---|
| April Little, Executive Director | 2014 |
| Mike Parkin | 2014 |
| Deb Kazmar, Trustee | 2014 |
| Richard Hendrickson | 2013 |
| Tim Young | 2014 |
| Jennifer Mickelson | 2013 |
| Howard Ward, Chair | 2016 |

ECONOMIC DEVELOPMENT (Yearly)

| | |
|---|---|
| Judy Bacha, Chair | (2014) |
| Jim Schmitz, Trustee | (2013) |
| Jerry Jansen | (2014) |
| Rick Francois | (2014) |
| Mike O'Connor | (2013) |
| Paul Lawinger | (2013) |
| Carol Larson | (2014) |
| Herb Blaser | (2013) |
| Johann Veeneman | (2014) |
| Bonnie Wilcox | (2014) |

EMERGENCY MANAGEMENT (3 yr. Term)

| | | |
|---|---|---|
| Terry Kringle | Chair | 2014 |
| April Little | Vice Chair | Yearly |
| Gary Ziegler | EMS/Trustee | Yearly |
| Tom Adams | Fire | Yearly |
| Roger Hillebrand | Police | Yearly |
| Jerry Butts | Public Works | Yearly |
| John Beil | School | Yearly |
| Rick Francois | Chamber/Business | Yearly |
| Rick Zaffino | Volunteer | 2013 |
| Howard Ward | Trustee | 2014 |
| Daniel Rung | PIO (Trustee) | 2013 |

FIRE AND EMS ASSOCIATION (Yearly)

| | |
|---|---|
| Deb Kazmar | 2014 |
| Howard Ward | 2014 |

HISTORIC PRESERVATION (2 yr terms)

| | |
|---|---|
| Jerry Remy – Chairperson | 2013 |
| Roger Hillebrand | 2014 |
| Ron Pattinson | 2013 |
| Tyler Kattre | 2013 |
| Kathy Gile | 2014 |

K:\Committees\2012 2013 Committee List.doc

LAKE ADVISORY COMMITTEE (Yearly)
Howard Ward-Chair
April Little, Executive Director
Ben O'Brien
Bonnie Wilcox
Jim Root
Johann Veeneman
David Eustice
Mike Parkin
Don Funseth

LIBRARY BOARD (3 yr. Term)

| | |
|---|---|
| Barbara Belle | 2013 |
| Mary Gehin | 2013 |
| Denise Mussehl | 2015 |
| Linda Schmitt | 2015 |
| Bonnie Wilcox, Trustee | 2014 |

LICENSE ADVISORY COMMISSION (Yearly)
Gary Ziegler, Chair
Howard Ward
Glen Kazmar

PLANNING COMMISSION (3 yr. Term)

| | |
|---|---|
| Terry Kringle, Chair, Designee | 2014 |
| Tyler Kattre, Trustee | 2014 |
| Ben O'Brien, Trustee | 2014 |
| Larry Enlow | 2015 |
| Donna Moore | 2014 |
| Jim Schmitz, Trustee | 2015 |
| Mike Potts | 2015 |
| Bill Preboski, Consultant | |

SENIOR CITIZEN BOARD (Yearly)
Mary Butts
Bob Hoenisch
Herb Blaser
Debra Kazmar, Trustee
Vacant

FUND RAISING COMMITTEE
Terry Kringle
Herb Blaser
Rick Francois, Chair
Lena Funseth
Mike O'Connor
Jim Schmitz, Trustee

INTERGOVERNMENTAL SUBCOMMITTEE OF PLANNING COMMISSION
Gary Ziegler
Terry Kringle

K/committees/2012 2013 Committee List

**Resolution # 2012-04-02**
**Resolution of Village Of Belleville, County Of Dane and Green, Wisconsin, Requesting Outdoor Recreation Grant Funds From The Wisconsin Department of Natural Resources**

WHEREAS, Village of Belleville is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that Village of Belleville has budgeted a sum sufficient to complete the project or acquisition and HEREBY AUTHORIZES April Little, Administrator/Clerk/Treasurer, to act on behalf of Village of Belleville to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that Village of Belleville will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this _____ day of April, 2012.

I hereby certify that the foregoing resolution was duly adopted by Village of Belleville at a legal meeting on the 23rd day of April, 2012.

**Authorized Signature**: _____ **Title**: Village President
Howard Ward

**JSD Professional Services, Inc.**
• Engineers • Surveyors • Planners

*"Building Relationships with a Commitment to Client Satisfaction through Trust, Quality and Experience"*

April 16, 2012

Mrs. April Little
Village Administrator/Clerk/Treasurer
24 W. Main Street, PO Box 79
Belleville, WI 53508

Subject: ***Professional Consulting Services***
***Trail Link Feasibility***
***(Vine Street to Badger State Trail)***
***Belleville, WI***
***JSD Project No. 12-5137***

Dear Mrs. Little:

Thank you for considering JSD Professional Services (JSD) to provide a cost analysis and feasibility study for the above-described project. We are pleased to submit this proposal and look forward to working with you.

JSD employs a staff of professionals providing complete services in **site civil engineering, landscape architecture, surveying and mapping, structural design, planning and development, sustainable development, storm water management, and LEED documentation**. Our offices in Verona (Madison Regional Office), Waukesha (Milwaukee Regional Office), Kenosha and Appleton allow JSD to provide services throughout Wisconsin and Northern Illinois in the institutional, commercial, industrial, residential, and recreational markets.

With a strong commitment to client satisfaction, JSD provides practical and cost-effective solutions for each project. We provide prompt, accurate, and quality service from project inception to completion through the use of advanced technology and state of the art field and office equipment.

## SCOPE OF WORK

Our understanding of the scope of work is based on our conversations and the 2012 Stewardship RTA Grant Application. We will provide professional consulting services for determining a preliminary opinion of probable cost and schematic layout for a trail link between the proposed pedestrian bridge location/Vine St. and the Badger State Recreation Trail via a connection under the existing Highway 69 Bridge. Our work scope will be as follows:

### *Task 1: Trail Link Feasibility:*

An existing base map will be prepared in order to depict land use, land ownership, existing grading. A preliminary schematic plan will be prepared based on the existing site conditions and span lengths required to provide ADA access under the Highway 69 Bridge. This base map will serve as a planning tool in preparing the 2012 Stewardship RTA grant application.

An itemized engineer's opinion of probable cost will include site improvements based on existing site conditions and connections to the proposed pedestrian bridge at Vine St. and the Badger State Trail. A preliminary opinion of manufacturer's cost will be given based upon preliminary estimates from leading manufacturers of suspended or structural pedestrian bridges in accordance with the preliminary schematic plan of the connection under the Highway 69 Bridge.

**JSD Professional Services, Inc.**
**Standard Rate Schedule**
**For the Year 2012**

**Madison Regional Office**
161 Horizon Drive, Suite 101
Verona, WI 53593

**Milwaukee Regional Office**
N22 W22931 Nancys Court, Suite 3
Waukesha, WI 53186

**Kenosha Regional Office**
6520 67th Street
Kenosha, WI 53142

**Fox Valley Regional Office**
3215 W. Lawrence Street, Suite 6
Appleton, WI 54914

**Personnel**

| Code | Staff Category | Hourly Rate |
|---|---|---|
| 05 | Principal, Associate | $165.00 |
| 07 | Senior Structural Project Consultant | $145.00 |
| 08 | Senior Project Consultant | $140.00 |
| 09 | Structural Engineering Manager | $140.00 |
| 10 | Senior Project Engineer | $120.00 |
| 11 | Senior Structural Engineer | $110.00 |
| 12 | Senior Planner | $108.00 |
| 13 | Landscape Designer | $85.00 |
| 14 | Senior Landscape Designer | $95.00 |
| 15 | Senior Landscape Architect | $108.00 |
| 20 | Project Engineer | $108.00 |
| 22 | Construction Project Engineer | $108.00 |
| 25 | Senior Staff Engineer | $95.00 |
| 29 | Staff Structural Engineer | $90.00 |
| 30 | Staff Engineer | $90.00 |
| 35 | Project Surveyor | $95.00 |
| 40 | Survey Crew Chief | $90.00 |
| 50 | Senior Engineering Technician | $80.00 |
| 60 | Engineering Technician | $75.00 |
| 70 | Senior Survey Technician | $75.00 |
| 80 | Survey Technician | $70.00 |
| 90 | Office Support | $65.00 |

Expert witness services, including trial preparation, depositions and court appearances will be charged at 1.5 times the above rates.

**Expenses**

Direct expenses incurred on the client's behalf are charged at our cost plus 10%. Such items include, but are not limited to, equipment rental, subsistence, printing and reproduction, transportation and travel charges and any special equipment or fees unique to the project. Professional subconsultant fees are charged at our cost plus 15%. Automobile mileage will be charged at $0.75.

**Invoices**

Progress invoices shall be issued monthly and shall be paid within thirty days of date of invoice. Balances remaining unpaid after 60 days are subject to a monthly finance charge of 1.5% (which is an annual rate of 18% per annum) until paid. JSD reserves the right to stop work on any project that has past due invoices until outstanding balances are paid.

Effective to 12-31-2012

J:\ADMINISTRATION\Rates\2012 RATE-General.doc

## GENERAL PROJECT UNDERSTANDING

1. A base map utilizing existing Dane County Site Information (AccessDane) will be prepared in order to determine critical elevations and distances in providing these connections.
2. A preliminary schematic plan will be prepared and will serve as a planning study in order to estimate preliminary grading and site improvements for ADA access to the proposed pedestrian bridge and the Badger State Trail as required by the 2012 Stewardship – Recreational Trail Act Application.
3. An itemized engineer's opinion of probable cost will be prepared based on the base map of existing conditions and preliminary schematic design.

## DELIVERABLES

JSD will prepare a preliminary schematic design indicating critical connections in providing a design solution for ADA pedestrian and bicycle access under the existing Highway 69 Bridge. JSD will prepare an engineer's preliminary opinion of probable cost for the structural solution and site improvements in providing ADA pedestrian and bicycle path access from the proposed pedestrian bridge at Vine St. to the Badger State Trail. A 25% schematic design contingency will be attached to the engineer's preliminary opinion of probable cost.

## COST

Based on our understanding of the scope of work, we will perform the professional services for the following lump sum fee:

***Task 1: Trail Link Feasibility*** ***$1,500.00***

This cost estimate was developed based upon our understanding of the project, as described in this proposal. Changes in the scope of work may require a modification of this amount. Adjustments to the fee will be discussed with you prior to proceeding

**JSD Professional Services, Inc.**
• Engineers • Surveyors • Planners

*"Building Relationships with a Commitment to Client Satisfaction through Trust, Quality and Experience"*

## AUTHORIZATION

Our services will be performed in accordance with the attached JSD Professional Services Agreement for Professional Services. Any additional scope will be performed in accordance with the attached JSD Professional Services 2012 Standard Fee Schedule on a time and materials basis. The hourly rates indicated on the attached Standard Rate Schedule are subject to change on an annual basis. Invoice disputes must be made within 30 days of date of invoice.

Please indicate your acceptance of this proposal by signing and returning one (1) copy of the attached JSD Professional Services Agreement for Professional Services to confirm our understanding of your needs.

If you have any questions regarding this proposal or additional scope of services, please feel free to contact our office.

Sincerely,

***JSD Professional Services, Inc.***

Justin Frahm A.S.L.A.
Assistant Planner/Landscape Designer

Dave M. Jenkins, R.L.S.
President/Owner

Enclosures

161 Horizon Drive, Suite 101 • Verona, WI 53593 • Phone: 608.848.5060 • Fax: 608.848.2255
N22 W22931 Nancys Court, Suite 3 • Waukesha, WI 53186 • Phone: 262.513.0666 • Fax: 262.513.1232
6520 67th Street • Kenosha, WI 53142 • Phone: 262.925.8367 • Fax: 262.925.8362