

VILLAGE OF BELLEVILLE
SPECIAL MEETING of the VILLAGE BOARD
Monday, July 15, 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 – July 1, 2013 Village Board Meeting
 - b. Approval of Bills for July 2013 to Date
 - c. Approval of Operator's License Applications for the 2013-15 Licensing Year:
Michelle Eichelkraut
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. **Unfinished Business:**
 - a. Lake / Pedestrian Bridge Projects Update & Issues
 - i. Lakefest 2013
 - b. Proposed Budget Amendment 2013-1 Relating to Capital Projects
11. **New Business:**
 - a. Utility Billing Appeal – Cory Rowden
 - b. Proposed Intergovernmental Agreement Between Dane County and Village of Belleville to Purchase New Election Equipment and Software
 - c. Proposal from Police Committee Regarding Purchase of Camera Equipment
 - d. Recommendation from Police Committee Regarding Support Staffing

12. **Adjourn to Closed Session for:**

- a. Discussion of Public Works Committee Recommendations Regarding Hiring of Public Works Director and Candidate Interviews, 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; and
- b. Evaluation of Administrator/Clerk/Treasurer 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; and
- c. Recommendation from Community Development Authority to Negotiate the Purchase of a Property per 19.85(1)(c) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

14. **Other Business:**

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

15. Adjournment

-By Howard Ward, Village President

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

MINUTES OF REGULAR VILLAGE OF BELLEVILLE BOARD MEETING
HELD MONDAY, JULY 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 7:00 PM.
2. Roll call by Clerk – Trustees present were: Roger Hillebrand, Howard Ward, Gary Ziegler, Bonnie Wilcox, and Deb Kazmar. Absent: Ben O'Brien and Daniel Rung
3. Visitors: G S Donovan, Herb Blaser, Brad Peterson, and Michael Parkin
4. The Clerk stated that the meeting has been noticed as required by law.
5. Visitors Who Would Like to Speak Now – Chief Eichelkraut introduced Jeremy Larson as Belleville's new full-time police officer.
6. Visitors Who Would Like to Speak On an Agenda Item – No discussion.
7. **Consent Agenda:** *Trustee Wilcox made a motion to approve [without item d]; seconded by Trustee Kazmar. Motion carried.*
 - a. Approval of Minutes – June 17, 2013 Village Board Meeting
 - b. Approval of Bills for June 2013
 - c. Approval of Operator's License Applications for the 2013-15 Licensing Year:
 - i. Heather Lynn Greenslet (J&M Bar)
 - ii. Abbey C. Ace
8. **Committee Reports** – No discussion.
9. **President's Report** – President Ward said that people were swimming in the river's flood waters so Community Park was closed for safety. He felt that it would be a major issue if someone drowned. People swimming were warned but had refused to leave.
10. **Administrator/Clerk/Treasurer's Report** – Village Hall has another roof leakage issue again.
11. **Unfinished Business:**
 - a. **Lake / Pedestrian Bridge Projects Update & Issues** – Sidewalk replacement should be in before the holiday. Lakefest 2013 meeting date to be determined.
12. **New Business:**
 - a. **Proposed Budget Amendment 2013-1** – The purpose is to reappropriate money in the capital budget from sidewalk work to street repair. Tabled till next Village Board meeting as there was not a 2/3 majority of the Village Board present.

- b. **Resolution 2013-07-01: Resolution to Approve 2012 Compliance Maintenance Annual Report** – All “A” grades were received in 2012. Sludge, however, is now transferred to Madison. *Trustee Ziegler made a motion to approve Resolution 2013-07-01 to approve the CMAR report; seconded by Trustee Hillebrand. Motion carried.*
- c. **Discussion of Park Usage / Application Issues** – Chief Eichelkraut said there was an incident recently involving a reserved use of Sugar River Park. Public Works found that 16,000 gallons of water was used through the restroom facility there. Someone had plugged the toilets, sinks and urinals. Some fourth-grade children were found responsible, but adults did not report the incident. The park use deposit does not cover the cost of water usage and time spent cleaning. One of the children admitted being responsible, but the adults did not notify anyone although they knew about the issue. Discussion of ideas to prevent incidents in the future: to post phone numbers for help, install different bathroom equipment, install surveillance cameras outside, highlight the liability language on the application form, and reexamine the park rules. The application statement does say users are responsible for total damages. Public Works Committee will discuss the issue further.

Chief Eichelkraut highlighted a few other issues to consider relating to prohibition of glass bottles in parks and allowance of fermented malt beverage consumption only. Some park users have requested the ability to drink wine in parks at special events. Referred to Licensing Committee.

- 13. **Adjourn to Closed Session for a) Discussion of Public Works Committee Recommendations Regarding Hiring of Public Works Director and Candidate Interviews, per 19.85(1)(c) and b) Recommendation from Community Development Authority to Negotiate the Purchase of a Property per 19.85(1)(e)** – *Trustee Ziegler made a motion to go into closed session; seconded by Trustee Wilcox. Motion passed unanimously on a roll call vote. Also present: Jerry Butts.*
- 14. **RECONVENE TO OPEN SESSION** – *Trustee Ziegler made a motion to reconvene in open session; seconded by Trustee Wilcox. Motion carried. No actions.*
- 15. **Other Business:** Future meeting dates were noted. Questions and Items for Referral – President Ward said that he met with the town chairs of Exeter and Montrose to develop a fire call billing ordinance.
- 16. **Adjournment** – *Trustee Wilcox made a motion to adjourn; seconded by Trustee Hillebrand. Motion passed unanimously. The meeting was adjourned by President Ward at 8:30 PM.*

*By April Little, Administrator/Clerk/Treasurer
These minutes are not official until approved by the Belleville Board of Trustees.*

7/10/2013 9:22 AM

Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/01/2013 From Account:
Thru: 7/10/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
15466	7/09/2013	VOID	0.00
15467	7/09/2013	VOID	0.00
15468	7/10/2013	DIEDERICH, FREDERICK H.	1,021.43
15469	7/10/2013	HELLER, MOLLY K	254.99
15470	7/10/2013	HULTINE, MOLLY M.	1,601.58
15471	7/10/2013	MANKOWSKI, JAMES B.	258.36
15472	7/10/2013	O'CONNOR, THOMAS P.	1,278.32
15473	7/10/2013	PAULI, DAVID J.	963.20
15474	7/10/2013	PELTON, TERESA A.	614.54
15475	7/10/2013	SOLBERG, SHEREE	206.29
15476	7/10/2013	WEASNER, BRIAN	88.66
15477	7/10/2013	YOUNG, TERESA M	311.95
15478	7/10/2013	BUTTS, JERRY D.	1,243.89
15479	7/10/2013	CARR, CELIA	88.66
15480	7/10/2013	PAULI, DAVID J.	75.29
18832	7/08/2013	CODE 3 TACTICAL SUPPLY	-287.45
19130	7/08/2013	CODE 3 TACTICAL SUPPLY	-63.88
20552	7/10/2013	*** Test Check ***	0.00
20553	7/10/2013	ALLIANT ENERGY/WP&L (2)	413.79
20554	7/10/2013	ALLIANT ENERGY/WP&L (3)	2,425.19
20555	7/10/2013	BADGER METER, INC.	206.25
20556	7/10/2013	BAKER & TAYLOR	1,237.80
20557	7/10/2013	BAKER & TAYLOR	262.85
20558	7/10/2013	BEAR GRAPHICS, INC.	1,017.49
20559	7/10/2013	BELLEVILLE MUNICIPAL WATER DEPT	1,319.58
20560	7/10/2013	BELLEVILLE MUNICIPAL WATER DEPT (2)	89.98
20561	7/10/2013	BILL PREBOSKI	838.80
20562	7/10/2013	BUCKY'S PORTABLE TOILETS, INC.	255.00
20563	7/10/2013	BURRESON'S FOODS	632.22
20564	7/10/2013	BURRESON'S FOODS (2)	6.59
20565	7/10/2013	BYTEC RESOURCE MANAGEMENT	1,404.51
20566	7/10/2013	CHARTER COMMUNICATIONS	272.77
20567	7/10/2013	CHARTER COMMUNICATIONS	133.48

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/01/2013 From Account:
Thru: 7/10/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
20568	7/10/2013	CHRIS FASCIONE	275.00
20569	7/10/2013	CINTAS CORPORATION LOC. 446	317.80
20570	7/10/2013	CITGO	1,198.00
20571	7/10/2013	CITGO (2)	1,501.40
20572	7/10/2013	CONNIE JAMESON	100.00
20573	7/10/2013	DANE COUNTY TREASURER	230.00
20574	7/10/2013	DAVID WESLEY COLE	18.50
20575	7/10/2013	DEAN CLINIC	18.00
20576	7/10/2013	DIXON ENGINEERING, INC.	2,250.00
20577	7/10/2013	FILE 13 E-WASTE SOLUTIONS, LLC	92.05
20578	7/10/2013	FREDERICK DIEDERICH	168.00
20579	7/10/2013	FRONTIER (2)	232.98
20580	7/10/2013	GENERAL CODE	995.00
20581	7/10/2013	GORDON FLESCH CO., INC.	191.78
20582	7/10/2013	HAROLDS EXCAVATING INC.	975.00
20583	7/10/2013	HAWKINS , INC.	521.69
20584	7/10/2013	INGRAM LIBRARY SERVICES	34.39
20585	7/10/2013	JSD PROFESSIONAL SERVICES, INC.	5,500.00
20586	7/10/2013	MADISON METROPOLITAN SEWERAGE DISTRICT	10,601.45
20587	7/10/2013	MIDWEST TAPE	1,241.49
20588	7/10/2013	NEWS PUBLISHING COMPANY, INC.	321.21
20589	7/10/2013	NORTH SHORE BANK,FSB	250.00
20590	7/10/2013	NORTHERN LAKE SERVICE, INC.	250.20
20591	7/10/2013	NUMMELIN TESTING SERVICES, INC.	379.07
20592	7/10/2013	PELLITTERI	10,893.81
20593	7/10/2013	PROFESSIONAL EQUIPMENT & SUPPLY	348.80
20594	7/10/2013	QUILL CORPORATION	211.38
20595	7/10/2013	SCOTT BARLASS	566.50
20596	7/10/2013	STAFFORD ROSENBAUM LLP	1,473.00
20597	7/10/2013	STATE OF WISCONSIN	757.20
20598	7/10/2013	SUGAR RIVER BANK	200.00
20599	7/10/2013	THE MINNESOTA LIFE INSURANCE COMPANY	417.48
20600	7/10/2013	THE PENWORTHY COMPANY	464.86

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/01/2013 From Account:
Thru: 7/10/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
20601	7/10/2013	VISA	25.00
20602	7/10/2013	VISA	210.00
20603	7/10/2013	VISA	25.00
20604	7/10/2013	WI DEPARTMENT OF TRANSPORTATION	10.00
20605	7/10/2013	WILLIAM B. EICHELKRAUT	52.74
20606	7/10/2013	WISCONSIN PROFESSIONAL POLICE ASSOCIATION, INC	159.00
20607	7/10/2013	WJZ CLEANING, LLC	240.00
20608	7/10/2013	WJZ CLEANING, LLC (2)	305.00
V1015	7/10/2013	ANDERSON, DONNA	916.40
V1016	7/10/2013	BEIERSDORF, VICTORIA L.	1,059.62
V1017	7/10/2013	BIGLER, JULIE L.	221.61
V1018	7/10/2013	CAMP, MICHELLE	325.93
V1019	7/10/2013	EICHELKRAUT, WILLIAM B.	1,350.04
V1020	7/10/2013	FREEMAN, DEBRA	517.13
V1021	7/10/2013	HENDRICKSON, DARLENE M.	926.58
V1022	7/10/2013	LARSON, JEREMY	1,062.89
V1023	7/10/2013	LEHMANN, BRONNA B.	1,047.40
V1024	7/10/2013	LIEN, TRACY	341.15
V1025	7/10/2013	LITTLE, APRIL A. W.	1,501.73
V1026	7/10/2013	MARTIN, JEREMY A	1,007.50
V1027	7/10/2013	VEENEMAN, MICHELLE	534.63
ACHAUGHEAL	7/08/2013	HEALTH INSURANCE	16,884.70
ACHJULYDENTA	7/01/2013	DENTAL INSURANCE	1,588.14
		Grand Total	91,480.36

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ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/01/2013 From Account:
Thru: 7/10/2013 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	32,974.60
Total Expenditure from Fund # 550 - WASTE MANAGEMENT	11,076.51
Total Expenditure from Fund # 600 - WATER & SEWER	25,957.06
Total Expenditure from Fund # 650 - STORM WATER UTILITY	1,152.17
Total Expenditure from Fund # 720 - CMTY DEVELOPMENT AUTHORITY-CDA	5,500.00
Total Expenditure from Fund # 800 - LAKE RESTORATION	379.07
Total Expenditure from Fund # 900 - LIBRARY	12,976.68
Total Expenditure from Fund # 950 - CEMETERY FUND	1,464.27
Total Expenditure from all Funds	91,480.36

**APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND
INTOXICATING LIQUORS for the VILLAGE OF BELLEVILLE
BELLEVILLE, WISCONSIN 53508**

TO THE BOARD OF THE VILLAGE OF BELLEVILLE, WISCONSIN:

I hereby apply for a license to serve, from date hereof to June 30, 20 15, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by WI Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors be granted to me.

NOTICE: THIS APPLICATION SHALL BE DENIED IF ALL SECTIONS ARE NOT COMPLETED TRUTHFULLY AND WITH NO OMISSIONS. THE LICENSE SHALL NOT BE GRANTED FOR A MINIMUM OF 5 DAYS AFTER RECEIPT OF APPLICATION IN VILLAGE OFFICE.

Name of Applicant <u>Michelle Eichelkraut</u> <small>First Middle Last</small>	
Address _____	Phone Number _____
I am _____ years of age. Date of Birth _____	Driver's License # _____
<input checked="" type="checkbox"/> RENEWAL OPERATOR'S LICENSE - \$25.00 Two Year License (Exempt from Beverage Training Course) <input type="checkbox"/> NEW OPERATOR'S LICENSE - \$30.00 Two Year License Have you completed the Responsible Beverage Course? <input type="checkbox"/> YES - Year Completed _____ (Copy of certificate attached) <input type="checkbox"/> NO - I have held a license within the last two years (Copy of license attached) <input type="checkbox"/> NO - I am registered to take class on _____ <input type="checkbox"/> I would like a PROVISIONAL LICENSE (\$15.00) until I am able to complete the course.	
THIS BOX MUST BE COMPLETED BY ALL APPLICANTS	
1. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? YES NO (Circle one) 2. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? YES NO If you answered yes above, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. If more room is needed, continue on reverse side of this form.	
Nature of Offense: _____	
Date of Conviction/Trial Date: _____	Name of Court: _____
State of Wisconsin) County of Dane)	<u>Michelle Eichelkraut</u> Applicant's signature (Must be Notarized)
<u>Michelle Eichelkraut</u> being first duly sworn on oath says that he/she is the person who made and signed the foregoing application and that all statements made by the applicant are true.	
Subscribed and sworn to before me this <u>5</u> day of <u>July</u> , 20 <u>13</u> <u>Jane Andersen</u> , Notary Public. My commission expires: <u>02.12.11</u>	
OFFICE USE ONLY Approved by Police: <input checked="" type="checkbox"/> Yes No By <u>WBE</u> Date: <u>7-5-13</u> Village Board Approved on _____ Date Paid: <u>7/5/13 cash</u> By: <u>MJE</u> Revised for use 3/16/09 vb	

Village of Belleville
BUDGET RESOLUTION NUMBER 2013-1

A Resolution to approve changing the adopted 2013 budget of the Village of Belleville, Wisconsin, adopted by a two-thirds majority vote of the entire Village Board.

BE IT RESOLVED by the Village Board of the Village of Belleville the following:

In the Capital Fund "Infrastructure" account #500-00-53480-810-000, \$15,000 is reappropriated from sidewalk work for the purpose of additional street maintenance repair work.

Adopted at a regular meeting of the Village Board this _____ day of July 2013.

APPROVED:

Howard Ward, Village President

ATTEST:

April Little, Administrator/Clerk/Treasurer

VOTE:

in favor

Published:

Donna Anderson

From: Donna Anderson [danderson@villageofbelleville.com]

Sent: Tuesday, June 11, 2013 10:20 AM

To: 'bigzig@charter.net'

Subject: Cory Rowden backbill

His home was new in May 2008. His meter was set to multiply by 10. The correct multiplier is 100. Since May 2008, he has been billed for 12,930 gallons which averages out to 220 gallons per month. In comparisons with other accounts, this represents 9% of the average consumption. If I recalculate using the correct multiplier, he now falls in the 92% range.

I don't think he is objecting to the fact that we have billed him incorrectly. I think he is objecting to having to go back and pay the corrected figures. According to the PSC, I have to correct WATER errors back 24 months. Following is a breakdown of his backbill.

118,350 gallons: Water = \$222.74 Sewer = \$1,577.61
Total backbill = \$1,800.35

I did tell him he has 24 months to pay it without late charges or threat of disconnect (according to PSC rule).

He talked to Jerry, and they decided he should get on the agenda and come to the next PW meeting.

Donna Anderson
Billing and Payroll Coordinator
Village of Belleville
608-424-3341
PO Box 79
Belleville, WI 53508

7/9/2013

Donna Anderson

From: Donna Anderson [danderson@villageofbelleville.com]

Sent: Wednesday, June 26, 2013 1:19 PM

To: 'bigzig@charter.net'

Subject: Rowden history

Attachments: 2071_001.pdf

Attached is the 24 month history of consumption and charges for Cory Rowden. He has not had a new bill with the corrected rates yet, but if you add a 0 to the end of each of the consumption numbers, that is what his real usage was.

As compared to the average household in Belleville, he was being billed 9% of the average bill. If you use the real numbers with the added 0, he then falls in the 92% range for average residential bills.

From: VILLAGE OF BELLEVILLE [mailto:info@villageofbelleville.com]

Sent: Wednesday, June 26, 2013 11:59 AM

To: Donna Anderson

Subject: Attached Image

7/9/2013

5/23/2013 12:57 PM

Reprint Billing Register - Quick

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UTIL

By Account Nbr

From: Bill Date: 4/01/2011

Account Nbr: 047-0326-01

Group Cd:

Cycle Cd:

Thru: 5/20/2013

047-0326-01

Account Nbr	Name	Consumption	Past Due	New Charges	Total Due
047-0326-01	ROWDEN, CORY	570		39.78	39.78
4/30/2013	5/20/2013 4/29/2013				
047-0326-01	ROWDEN, CORY	480		38.37	38.37
3/28/2013	4/20/2013 3/28/2013				
047-0326-01	ROWDEN, CORY	510		38.84	38.84
2/28/2013	3/20/2013 2/28/2013				
047-0326-01	ROWDEN, CORY	460		38.06	38.06
1/31/2013	2/20/2013 1/29/2013				
047-0326-01	ROWDEN, CORY	430		37.59	37.59
12/28/2012	1/20/2013 12/27/2012				
047-0326-01	ROWDEN, CORY	510		38.84	38.84
11/30/2012	12/20/2012 11/29/2012				
047-0326-01	ROWDEN, CORY	560		39.62	39.62
10/31/2012	11/20/2012 10/30/2012				
047-0326-01	ROWDEN, CORY	470		38.22	38.22
9/28/2012	10/20/2012 9/27/2012				
047-0326-01	ROWDEN, CORY	510		38.84	38.84
8/31/2012	9/20/2012 8/29/2012				
047-0326-01	ROWDEN, CORY	520		39.00	39.00
7/31/2012	8/20/2012 7/30/2012				
047-0326-01	ROWDEN, CORY	500		37.53	37.53
6/29/2012	7/20/2012 6/28/2012				
047-0326-01	ROWDEN, CORY	560		38.42	38.42
5/31/2012	6/20/2012 5/30/2012				
047-0326-01	ROWDEN, CORY	480		37.23	37.23
4/30/2012	5/21/2012 4/26/2012				
047-0326-01	ROWDEN, CORY	590		38.87	38.87
3/30/2012	4/20/2012 3/29/2012				
047-0326-01	ROWDEN, CORY	590		38.87	38.87
2/29/2012	3/20/2012 2/27/2012				
047-0326-01	ROWDEN, CORY	560		38.42	38.42
1/31/2012	2/20/2012 1/27/2012				
047-0326-01	ROWDEN, CORY	490		37.38	37.38
12/30/2011	1/20/2012 12/28/2011				
047-0326-01	ROWDEN, CORY	490		37.38	37.38
11/30/2011	12/20/2011 11/29/2011				
047-0326-01	ROWDEN, CORY	520		35.04	35.04
10/31/2011	11/20/2011 10/28/2011				
047-0326-01	ROWDEN, CORY	500		34.74	34.74
9/30/2011	10/20/2011 9/28/2011				

5/23/2013 12:57 PM

Reprint Billing Register - Quick

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UTIL

By Account Nbr

From: Bill Date: 4/01/2011 Account Nbr: 047-0326-01 Group Cd: Cycle Cd:

Thru: 5/20/2013 047-0326-01

Account Nbr	Name	Consumption	Past Due	New Charges	Total Due
047-0326-01	ROWDEN, CORY	540		35.33	35.33
	8/31/2011 9/20/2011 8/29/2011				
047-0326-01	ROWDEN, CORY	460		34.15	34.15
	7/29/2011 8/20/2011 7/27/2011				
047-0326-01	ROWDEN, CORY	620		36.53	36.53
	6/30/2011 7/20/2011 6/29/2011				
047-0326-01	ROWDEN, CORY	520		35.04	35.04
	5/31/2011 6/20/2011 5/26/2011				
047-0326-01	ROWDEN, CORY	490		34.59	34.59
	4/29/2011 5/20/2011 4/28/2011				

Number of Bills: 25

12,930

0.00

936.68

936.68

Cory Rowden # 047-0326-01

Total Consumption	129300
Water Billed	12930
Water Not Billed	116370
x \$1.57 per 1000 gallons	\$182.70
Sewer Billed 4/11 - 9/12	9410
Sewer Not Billed 4/11 - 9/12	84690
x \$12.58 per 1000 gallons	\$1,065.40
Sewer Billed 10/12 - 4/13	3520
Sewer Not Billed 10/12 - 4/13	31680
x \$13.33 per 1000 gallons	\$422.29
Total Backbill	\$1,670.49

$$116,370 \div 1000 = 116.37$$

$$\times 13.33$$

$$1551.21$$

Check Figure
116370

1487.69

\$1,800.35 5/31

Joel & Naomi Olayo # 047-0366-00

Total Consumption	100900
Water Billed	10090
Water Not Billed	90810
x \$1.57 per 1000 gallons	\$142.57
Sewer Billed 4/11 - 9/12	7050
Sewer Not Billed 4/11 - 9/12	63450
x \$12.58 per 1000 gallons	\$798.20
Sewer Billed 10/12 - 4/13	3040
Sewer Not Billed 10/12 - 4/13	27360
x \$13.33 per 1000 gallons	\$364.71
Total Backbill	\$1,305.48

$$90,810 \div 1000 = 90.81$$

$$\times 13.33$$

$$1210.50$$

Check Figure
90810

1162.91

\$1,433.37 5/31

Monet Foods # 069-0041-04

Total Consumption	16800
Water Billed	1680
Water Not Billed	15120
x \$1.57 per 1000 gallons	\$23.74
Sewer Billed 4/11 - 9/12	330
Sewer Not Billed 4/11 - 9/12	2970
x \$12.58 per 1000 gallons	\$37.36
Sewer Billed 10/12 - 4/13	1350
Sewer Not Billed 10/12 - 4/13	12150
x \$13.33 per 1000 gallons	\$161.96
Total Backbill	\$223.06

$$15,120 \div 1000 = 15.12$$

$$\times 13.33$$

$$201.55$$

Check Figure
15120

199.32

\$275.25 5/31



DANE COUNTY CLERK
City-County Building, Room 106A
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
(608) 266-4121

To: Dane County Mayors, Village Presidents, Town Chairs
From: Dane County Clerk Scott McDonell
RE: Budgeting for New Voting Equipment
Date: June 19, 2013

Twenty years ago Dane County communities purchased voting equipment that served us well over the years. The ubiquitous Optech "Eagles" were the state of the art in the late 1980's and 90's and were reliable and relatively easy to use at the time. Now they have seen their day and need to be retired. Replacement parts are no longer manufactured. Some of the machines are starting to break down, a precursor to perhaps a much larger maintenance problem in the very near future.

That is why the Dane County Board allocated funds for replacement of voting equipment countywide. In consultation with the municipal clerks I am asking all of you to budget in 2014 for their replacement with a target implementation date of February 2014. Municipalities have the opportunity to save a significant amount of the cost by purchasing their new equipment together with the county's purchase. Per the terms of the Dane County budget, for the next three fiscal years the County will pay for election equipment for participating municipalities and then bill back half of the cost. The result is that the new equipment will be 50% funded by Dane County and participating municipalities should budget 50% of the cost from their own budgets. The County has never previously participated in funding voting equipment so please do not assume the funding will be available at a later date.

For the purposes of your budget planning here are some price estimates. Your clerk can help you determine your exact needs. This is the **total** cost, **not** your share.

- The DS200 will replace the Eagles you're currently using. It includes a scanner, carrying case, paper roll, and a 4 gigabit jump drive (this replaces the prom pack) \$5,300.00 each.
- DS200 Ballot Box - Plastic \$450, Used Metal \$690, New Metal \$1,230. You can't continue to use your old box, it doesn't fit. The plastic model stacks and is light. The metal one has a diverter.
- 4 GB Jump Drive (additional) - \$90.00 each (not required, but useful for recall situations or multiple elections)

- Modems are yet to be approved, but are anticipated shortly. Cost \$200.
- Shipping / Handling - \$95.00 each
- Installation/ Acceptance Testing - \$115.00 each
- Trade in – (\$500.00 per each unit purchased)
- One year Warranty. The first year of the warranty covers the maintenance but after that they give a price for ongoing maintenance per machine. Ongoing maintenance expenses are **not** split by the County. You can choose:
 - Gold Package- \$175.00 (Yearly onsite preventative maintenance, 24 hour tech support line, onsite repairs by an ES&S tech, covers all parts with exception to batteries and damage to equipment)
 - Silver Package- \$125.00 (Bi-Yearly onsite preventative maintenance, 24 hour tech support line, onsite repairs by an ES&S tech, covers all parts with exception to batteries and damage to equipment)
- The price per DS200 unit each year for Firmware Maintenance (software) is \$75.00.

So using this information a township with one DS 200 could **estimate** a year one expense of $\$5300+450+90+200+95+115-500$ divided by 2 for a cost of \$2875.

I anticipate ES&S, currently the only vendor certified by the Government Accountability Board (GAB), to offer a software upgrade in the near future. That would be an additional expense, but would be optional. All of the hardware listed above would still be the appropriate equipment.

Once we have migrated to the new standard my office would then offer support (such as ballot layout and coding) only for the new equipment. Unfortunately, we will not be able to continue ballot layout and coding for the Optech Eagles after the change has been made. If you decide to delay an upgrade, you could choose to contract with the manufacturer for those services at a rate of up to \$750 per hour.

An MOU agreement will be developed and distributed this summer in advance of fall budget season. If you have any questions, please do not hesitate to call me at 608-266-4121 or email at mcdonell@countyofdane.com

cc: Municipal Clerks

April Little

From: McDonell, Scott [McDonell@countyofdane.com]
Sent: Friday, June 21, 2013 9:19 AM
To: Alyssa Gross (alyssa.gross@mounthorebwi.info); KRISTIN M KLOSSNER (VILLBLUEMOUNDS@MHTC.NET) (VILLBLUEMOUNDS@MHTC.NET); April Little; Burns, Bill (bill.burns@ci.verona.wi.us); Anderson, Bob (banderson@townofwestport.org); Ayers, Brenda; Kahl, Brenda (twnberry@chorus.net); Clerk Strause; Hacker, Caroline (chacker@town.springfield.wi.us); Vogel, Donna Forward; Hasslinger, Cathy (CHasslinger@town.dunn.wi.us); Sutter, Cheryl (cheryl.sutter@mounthorebwi.info); Astrella, Chris (board1@blmgrove.com); Capstran, Christine (christine@windsorwi.gov); Hegglund, Cindy (chegglund@cityofedgerton.com); Albrecht, Colleen "Cokie" (cokie@shorewood-hills.org); Bushee, Connie (cbushee@village.cottage-grove.wi.us); Darlene Hendrickson; Shaw, David (dshaw@town.middleton.wi.us); George, Dawn (dgeo4177@aol.com); Graham, Dawn (dawn.graham@mcfarland.wi.us); Winter, Debra (Deb) (dwinter@village.cottage-grove.wi.us); Arnold, Denise (darnold@town.oregon.wi.us); Bleeker, Denise (bleecker@deerfieldwi.com); Hermann-Brown, Diane (dhermann@cityofsunprairie.com); Donna Skogen (dskogen@mhtc.net); Blue Mounds, Village of (Villbluemounds@mhtc.net); Kahl, Helen (helentobm@mhtc.net); Baker, Jamie (jamie@primrosevalleyfarm.com); Baker, Jamie (clerk@tn.primrose.wi.gov); Johnson, Jean (katesterj@yahoo.com); Hanson, Jennifer (jhanson@town.oregon.wi.us); Ramsfield, Jo Ann (tspclerk@spwl.net); Andrusz, Joan (jandrusz@ci.monona.wi.us); Joann Bennett (jbennettbe@gmail.com); John Wilson (townofdaneclerk@gmail.com); Wright, John (jwright@town.verona.wi.us); Helt, Julee (jhelt@vil.waunakee.wi.us); Bigler, Julie (montrose@chorus.net); Hanewall, Julie (albion@milwpc.com); Lynch, Kami (kami.lynch@ci.verona.wi.us); Endres, Karla (kendres@shorewood-hills.org); Banigan, Kim (clerk@towncng.net); Deputy Clerk Brewer; Kimberly Grob (townofdeerfield@yahoo.com); Cory, Linda (linda.cory@city.fitchburg.wi.us); Smithback, Linda (tovtreas@centurytel.net); Moen, Lisa (lmoen@ci.cambridge.wi.us); McCredie, Liz (mccredie@deerfieldwi.com); Burns, Lorie (lburns@ci.middleton.wi.us); LuAnn Leggett (leggett@vi.deforest.wi.us); Robertson, Marc (clerk@townofvermont.com); Hougan, Maria (Pili) (mhougan@ci.stoughton.wi.us); Van Cleve, Maria (twnmazo@gmail.com); Witzel-Behl, Maribeth (MWitzel-Behl@cityofmadison.com); Weiland, Marilyn- Town of York; Mary Austin; Price, Mary (mprice@mhtc.net); Schuenke, Matt (matt@cross-plains.wi.us); Schuenke, Matthew; Huchthausen, Melanie (townofdunkirk@att.net); Michelle Murphy (mmurphy@marshall-wi.com); Wolf, Mike (bgadmin@blmgrove.com); Meinholz, Nancy (tcpclerk@tds.net); DeHaven, Norma (normad@ci.cambridge.wi.us); Anderson, Patti (patti.anderson@city.fitchburg.wi.us); Peggy Haag; Keach, Peggy (rockdale5@frontier.com); Keach, Peggy (pjkeach@charter.net); Kemper, Rebecca (clerktreasurer@villageofdane.org); Dopkins, Renee (rdopkins@hotmail.com); Schwass, Renee; Pings, Robert (pings@merr.com); Everson, Sandra (severson@twp.christiana.wi.us); Klister, Sandy (bristolclerk@bristoltownhall.com); Ludtke, Sara; Swalheim, Sara (sswalheim@town.dunn.wi.us); Sarah Danz (sdanz@villageofmaplebluff.com); Sandra Wilke (sdanz@villageofmaplebluff.com); Town of Vienna; Lathrop, Stephanie (Stephanie@blackearthwisconsin.com); Dietzen, Sue (sdietzen@villageofmazomanie.com); Dresser, Tammy (tdresser@town.verona.wi.us); Butteris, Tina (tina@windsorwi.gov); Wilson, Thomas G; Tracey Berman (tracey.berman@mcfarland.wi.us); Anderson, Vicki (townofspringdale@mhtc.net)
Cc: Endres, Sherri; Nowak, Judy; Myren, Travis
Subject: Inter-Governmental Agreement for Voting Equipment Cost Share
Attachments: Voting Equipment MOU Final.doc; Voting Machine memo 2013 with letterhead.doc

Dear Clerks-

Here is an Intergovernmental Agreement (IGA) for you to put before your Board/Council. It reflects the memo that I sent out on costing. It has some legal jargon but the intent is extremely simple. The County (Clerk's office) will buy equipment most likely early in 2014 with extensive input from you all. I will work hard to get the best price after we all agree to pull the trigger. Your municipality can select the way in which you want to pay for your 50% share - in one sum or in three annual installments.

Please fill in the appropriate blanks in the IGA for your community and then place the IGA on an agenda in the

6/24/2013

near future. I highlighted the areas in yellow. If you are having trouble getting support from your elected officials, please let me know if I can help in any way. I would be willing to come out to a meeting and present if that would help. To be clear, this option is far more affordable than other options down the road. I also have attached the memo I sent you the other day with cost estimates so that you have both those documents on the same email.

The sooner we get these IGA's signed and returned, the sooner we can start to really do the planning on replacing our aging equipment. You can mail the signed IGA to the Clerk's Office:
Dane County Clerk, Room 106A
210 MLK Jr Blvd
Madison, WI 53703

Thanks again for everything you do. I am going on vacation for two weeks starting Monday, but I will be checking email. Sherri (266-4121) is here in the office and can also help, so feel free to call her. She can text me or email me if there is a pressing issue.

Scott McDonell
Dane County Clerk

6/24/2013

**INTERGOVERNMENTAL AGREEMENT BETWEEN
DANE COUNTY AND PARTICIPATING MUNICIPALITIES WITHIN DANE COUNTY TO
PURCHASE NEW ELECTION EQUIPMENT AND SOFTWARE**

This Intergovernmental Agreement ("Agreement") is made by and between Dane County ("County"), and Village of Belleville ("Municipality") located within Dane County, pursuant to § 66.0301, Wis. Stats.

WHEREAS, the Dane County Board has adopted Resolution 134, 2012-2013, which endorses and approves the purchase and cost-sharing of new election equipment and software countywide to replace an aging infrastructure; and

WHEREAS, County has agreed to make an initial investment in the system infrastructure, not to exceed \$3 million; and

WHEREAS, Municipality has agreed that it will contribute one half of the cost for the purchase of its on-site voting equipment and initial training expenses; and

WHEREAS, County and Municipality agree that the County shall purchase the voting equipment from a vendor which shall be chosen by the County at a future date; and

WHEREAS, Municipality agrees to reimburse the County for fifty (50) percent of its equipment, software and training costs within a three (3) year period; and

WHEREAS, Municipality has agreed to pay the full cost of all ongoing maintenance of the system equipment;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, County and Municipality agree as follows:

1. **PURPOSE.** The parties agree that it is in the interest of the residents of Dane County and of Municipality to purchase and implement one unified vote counting and reporting system. The parties further agree that it is in both parties' interest to share the costs of this system upgrade. This Agreement is intended to set forth the cost-sharing terms.
2. **AUTHORITY.** This Agreement is entered into by the parties pursuant to Wis. Stats. §66.0301.
3. **EFFECTIVE DATE.** This Agreement shall commence upon the execution by both parties.
4. **RESPONSIBILITIES OF THE COUNTY.**
 - a. The County shall select and enter into a contract with a vendor for the purchase of voting equipment and software.

- b. The County shall monitor and enforce the terms of the vendor contract, including pursuing enforcement actions as needed. County shall determine disbursement of any awarded damages or penalties.
- c. The County will bill Municipality for its share of costs as determined by the cost sheet provided by the vendor.

5. RESPONSIBILITIES OF MUNICIPALITY.

- a. Municipality shall reimburse the County for 50% of the equipment, initial training, and installation costs within three years of receipt of voting equipment as per the repayment schedule selected herein.
- b. Municipality shall contact the Dane County Clerk if they wish to change the repayment schedule. Any change must be approved by the Dane County Clerk.
- c. Municipality shall participate in all necessary training associated with the new equipment and software.
- d. Municipality shall follow all operating and technical requirements which may be established by the County.
- e. Municipality shall be responsible for all ongoing maintenance of the equipment.

6. PAYMENT PLAN.

Municipality agrees to the following repayment schedule (check one):

Reimbursement in full within 60 days of billing

Reimbursement in 3 equal annual installments. The first installment shall be due within 60 days of billing.

- 7. **DUTY TO COOPERATE.** Each party hereto shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws.
- 8. **NO WAIVER.** In no event shall the making of any payment or acceptance of any service required by this Agreement constitute or be construed as a waiver by either party of any breach of the covenants of this Agreement or a waiver of any default of the other party and the making of any such payment or acceptance of any such service by the conforming party while any such default or breach on the part of the other party shall exist, shall in no way impair or prejudice the right of the conforming party with respect to recovery of damages or other remedy as a result of such breach or default.
- 9. **SEVERABILITY.** The various provisions of this Agreement are declared to be severable and the findings of any court that any particular clause or clauses is or are unlawful or unenforceable shall not operate to invalidate the remainder of this Agreement and the same shall continue in effect unless modified by the parties.

- 10. NO THIRD PARTY RIGHTS.** This is an Agreement between the parties, and nothing herein creates any rights in any third person.
- 11. NOTICE.** All notices, including billing statements and payments, shall be sent to the Dane County Clerk (County) and the Municipal Clerk (Municipality) unless another individual is identified by a party.
- 12. NONDISCRIMINATION AND AFFIRMATIVE ACTION PLAN.** During the term of this Agreement, Municipality and COUNTY, each for itself, agree to abide by its own equal employment and nondiscrimination policies and affirmative action plan and, in doing so, to make all employment and service related decisions without regard to age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs and to provide equal opportunity including but not limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, or any other form of compensation. Municipality agrees to post in conspicuous places, available to all employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination. This listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.
- 13. LIABILITY.** Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement.
- 14. COMPLIANCE.** Each party warrants for itself that it has complied with all applicable statutes, rules, orders, ordinances, requirements and regulations to execute this Agreement and that the person executing this Agreement on its behalf is authorized to do so.
- 15. ENTIRE AGREEMENT and AMENDMENTS.** The entire Agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended by any fashion except in writing, executed by the parties.

PUBLIC WORKS DIRECTOR HIRING TIMELINE 2013 - REVISED

DONE	ACTION	DEADLINE	NOTES
X	1. Review current department strategic needs & skills		
X	2. Profile key positions & competencies: skills needed for new director		
X	3. Profile development pool		
X	4. Identify skills gaps		
X	5. Write new job descriptions – Asst Director	July 8	Approve at Public Works
		July 15	Approve at Village Board
	6. Write job ad	July 15	Approve at Village Board
	7. Post job ad	July 16	WRWA, WCMA, LWM, State job state, paper. Web site, WSJ
	8. Submission deadline	August 9	
	9. Review submissions	August 10-12	
	10. Select interviewees	August 12	Public Works mtg
	11. Schedule interviews	August 13	
	12. Interviews held	August 26	First interviews
	13. Recommend candidate	September 3	Second interview with Village Board
	14. Conditional offer	September 4	
	15. Background/ref checks	September 4	
	16. Testing	September 4	Drug; physical
	17. Village Board approval - Final	September 16	If needed
	18. Start date	October 1	
	19. Jerry retires ☺ - Party! ☺		
	20. Develop training plans, schedule & Budget for current employees		

JOB ANNOUNCEMENT – Village of Belleville

Assistant Public Works Director – Village of Belleville, Dane/Green Counties, Wisconsin, population 2,386, is seeking Assistant Director of Public Works candidates. The current Director is retiring. The candidate must have a minimum of five years in Public Works field experience with supervisory experience. Minimum requirements include high school diploma or equivalent and valid Wisconsin's driver's and CDL license. Associate's degree in related field preferred. Must possess or obtain and maintain WI-DNR Water and Wastewater Operator certifications upon employment. **After hire, the Village will evaluate and train the assistant director to move into the director position upon successful completion of training and evaluation.**

Ideal candidates should possess strong leadership and problem-solving skills, experience in budgeting and personnel management, and strategic management. Need ability to be NIMS (National Incident Management System) certified. Must have excellent communication, teamwork, and customer relations skills. Proficiency in basic computer software and knowledge of GIS.

The Assistant Director plans, organizes, directs, and supervises field operations and contracted services for effectiveness and efficiency. These duties include determining overall department goals/objectives and resource needs. The Assistant Director position is a "working Assistant Director" and will perform operational duties as needed. Department operations include a water and sewer plant; building, fleet and equipment maintenance; solid waste collection (contract); forestry; and cemetery, park and street maintenance.

Salary DOQ + benefits, \$50,000 minimum salary with increase if promoted to director. Residency is required 20 minutes from the Village. The selection process may include the following as deemed appropriate: oral interviews, physical examination, drug screening, and background investigation.

Send resume and cover letter by August 9 at 4 PM to: Village Administrator, Village of Belleville, 24 W. Main Street, P.O. Box 79, Belleville WI 53508. Job description is available at bellevillewi.org. Send email requests to: alittle@villageofbelleville.com. Position open until filled. EOE.

Village of Belleville

Job Description

JOB TITLE: Assistant Director of Public Works

EXEMPT: Yes

REPORTS TO: Public Works Director

General Nature of Position:

The Assistant Director of Public Works provides direct supervision over all street, drainage, signage, equipment, solid waste, utilities, snow removal, forestry, personnel, Village buildings and grounds, and all park facilities, in support of the department's mission through responsible supervision and coordination of the Public Works Department. The Assistant Director of Public Works is responsible for the day-to-day supervision and scheduling of the Public Works crew.

After hire, the Village will evaluate and train the assistant director to move into the director position upon successful completion of training and evaluation.

Duties and Responsibilities:

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. General Duties

- a. Evaluates and verifies employee performance through the review of completed work assignments and techniques.
- b. Coordinates the repair and use of department equipment and assists in purchasing of the same. Prepares supply and procurement requests for departmental needs.
- c. Assists the Director with enforcement of departmental policies and procedures.
- d. Prepares and maintains records, reports and documents related to the department.
- e. Ensures that safe working practices are in place and practiced.
- f. Oversees maintenance of the village streets, signs, rights of way, parks, storm drainage systems including snow and ice control. Tracks and records the condition of infrastructure and makes recommendations for improvements.
- g. In addition to management duties performed, the assistant director will be expected to spend hands-on time each day working with the public works employees maintaining streets, sidewalks and public property.
- h. Issues standard public works permits, including but not limited to culverts, laterals and well abandonment.

Village of Belleville

- i. Receives, investigates and resolves problems regarding public works and utilities issues.
 - j. Works non-standard hours, assists as needed with after-business-hours situations, and responds effectively to emergency situations (with pay).
 - k. Other duties as assigned by Public Works Director.
- 2. Administrative Responsibilities**
- a. Assists the Director in planning for and implementing Board priorities.
 - b. Develops and implements work plans to meet department performance goals as directed.
 - c. Models professional standards of conduct and communication between staff and the public.
 - d. Investigates inquiries, problems and concerns from the public and other departments regarding maintenance, repairs or related issues.
 - e. Gathers data for and assists in the preparation of regulatory agency reports.
 - f. Assumes the responsibilities of the Director in his absence.
- 3. Personnel Responsibilities**
- a. Organizes, directs, assigns work and supervises public works staff in order to develop high-quality, efficient Village public works services.
 - b. In conjunction with the Director, regularly reviews Department of Public Works staff performance and completes individual employee performance evaluations.
 - c. Provides leadership to promote productivity and good employee relationships by:
 - (i) recommending training needs for employees to improve job-related knowledge and skills;
 - (ii) developing, rewarding, and enforcing high standards of performance and safety;
 - (iii) implementing and enforcing Village work policies and procedures;
- 4. Budgetary Responsibilities**
- a. Assists the Director in the development of departmental capital and operating plans and budgets.
 - b. Administers the departmental budgets as adopted and/or amended.
 - c. Follows appropriate purchasing procedures to ensure that quality goods/services are obtained in a timely manner and at a competitive price.

Work Environment & Physical Requirements:

The physical demands here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- 1. Perform tasks involving long periods of work that may involve light physical effort to climb, lift, carry, push and pull objects weighing up to 50 lbs.

Village of Belleville

2. Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, surveying instruments, telephone and two-way radio.
3. Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as operating motor vehicles.
4. Ability to exert moderate to heavy physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.
5. May be exposed to extreme weather conditions.
6. Work in normal office setting and under field conditions including uneven construction site terrain;
7. Overtime may be required;
8. Subject to 24-hour emergency call-in;
9. Attendance at monthly evening meetings will be required.

Required Education, Experience, Knowledge, and Abilities

1. Education/certification

- a. Associate Degree in related field or equivalent experience.
- b. Valid Wisconsin driver's license
- c. Possess and maintain commercial drivers license with required endorsements
- d. Microsoft Office programs including Word, Excel and Outlook.

2. Experience

- a. Minimum of five years progressive experience in street construction and maintenance practices
- b. Minimum of five years progressive experience in operation and maintenance of heavy equipment.

3. Knowledge of:

- a. Principles and practices of municipal public works operations and practice.
- b. Construction project management.
- c. Basic mechanics
- d. Applicable state laws and regulatory codes.
- e. Basic concept of engineering principles of pavement and drainage construction.
- f. Administrative training, such as public works supervisory or management training, basic accounting or budgeting, basic computer knowledge, and engineering or public administration.

4. Ability to:

- a. Anticipate issues and recommend solutions.
- b. Work independently and with minimal supervision.
- c. Communicate effectively in oral and written form.
- d. Maintain a positive public image and demonstrate a professional level of interaction with the administration, vendors, department heads, employees, and citizens.
- e. Implement policies and procedures as directed by the Director.

Village of Belleville

- f. Plan, organize, direct, and evaluate the work of department employees.
- g. Read, interpret, and analyze professional journals and government regulations.
- h. Read and interpret correspondence, reports, reference sources, ordinances, statutes, policies, and other routine and non-routine written communications.
- i. Perform mathematical operations to calculate figures and analyze simple and complex numerical data.
- j. See, recognize and manipulate job-related objects and materials, and use them to accomplish tasks appropriately.

Desired Education and Experience

- 1. Supervisory experience.
- 2. Associate Degree in Civil Engineering, public administration or related field or equivalent experience.
- 3. Computer programs such as PASER, GIS, SCADA and any other specialized programs for public works or sewer.
- 4. Must have or be able to obtain grade and subgrade required by DNR for Village of Belleville Waterworks.
- 5. Must have or be able to obtain grade and subgrade required by DNR for Village of Belleville Treatment Plant.
- 6. Experience with hydraulic and water pumps, plumbing, electric and engineering.
- 7. Have or be able to obtain Emergency Management/National Incident Management System Training
- 8. Other desirable training: Basic arborist training or familiarity with such.

Who Benefits from Green County Leaders?

By expanding the base of skilled, informed leaders, Green County Leaders contributes to increased community capacity to respond to change. In addition, communities and businesses gain visionary participants to move them into the future.

Community Benefits:

- Active community leadership network
- County-wide collaboration
- Increased citizen participation in community issues

Employer Benefits

- Employees trained in basic leadership skills
- Employees prepared for community service
- Employer involvement in county activities
- Employer profiled as good corporate citizen

Individual Benefits

- Increased awareness of local issues
- Enhanced individual leadership skills
- Expanded network of local leaders

"The Green County Leaders Program was a great lesson in practical leadership, but I think the best benefit was the networking. It is a great opportunity to meet and work with many talented people."

Nic Owen
Village Administrator - Village of New Glarus



**Green
County
Leaders**
to serve, to give,
to achieve together

Our Mission

To provide an educational program where individuals practice leadership skills, deepen their understanding of community issues and prepare for leadership roles, thereby creating a network of individuals committed to the future of Green County.

www.gcleaders.org

Green County Leaders

What is Green County Leaders?

Green County Leaders (GCL) is a community-based leadership program created in partnership with UW-Extension Green County, Blackhawk Technical College, and Green County Development Corporation. Since its inception in 2002, the program has over 170 community and business leader graduates, many of which have taken on greater roles in community organizations and governmental boards and committees.

Through a combination of networking, hands-on learning and group projects, GCL participants develop valuable skills that benefit them both personally and professionally, while helping to build better communities.

This unique program seeks to establish an active, visionary, community leadership network, a collaborative environment with increased citizen participation and communities working together to leverage the resources, experience and expertise for the benefit of our communities, organizations, and county.

"Where else could one learn so much about Green County and its leaders!"

Jean Busker
Executive Director
Big Brothers/Big Sisters

www.gcleaders.org

Green
County
Leaders
to serve, to give,
to achieve together



What Will Participants Learn?

Green County History - Structure - Resources
Local issues in:

- Agriculture
 - Economic development
 - Education
 - Health
 - Family
 - Government
- Leadership skills:
- Leadership styles
 - Community planning
 - Conflict management
 - Consensus building
 - Decision-making tools
 - Team Building
 - More

Participants will learn about the history, structure, and resources of Green County. They will also learn about local issues in agriculture, economic development, education, health, family, and government. Participants will also learn about leadership skills, including leadership styles, community planning, conflict management, consensus building, decision-making tools, team building, and more.

Who Should Participate?

Individuals who:

- Represent a variety of backgrounds & interests
- Desire to serve their community
- Currently live or work in Green County
- Are committed to personal, career and community growth.

To Apply

To obtain an application contact the Green County Development Corporation at (608) 328-9452 or email:gcdc@tlds.net

Graphic Design by Ideal Ink LLC 608-598-4838 www.idealink.com

Green County Leaders

Green County Leaders

2013-2014

Class Schedule

Orientation—September 10, 2013

September 11, 2013

October 9, 2013

November 13, 2013

December 11, 2013

January 8, 2014

February 12, 2014

March 12, 2014

April 9, 2014

May 14, 2014

Graduation Banquet - May 21, 2014

Sessions will cover:

Personal Leadership Development

Colors Temperament Matrix,
Diversity, Ethics, Team Building,
Effective Meetings, Consensus, and
Conflict Management.

Community Issue Awareness

Local Government, Health & Wellness,
Emergency Response, Physical & Social
Infrastructure, Education, Families,
Economic Development, Agriculture &
Natural Resources and Land Use

GCL is made possible through a partnership of the Green County Development Corporation, UW-Extension Green County and the Monroe Campus of Blackhawk Technical College.

**2013-2014
Application Information**

**Tuition:
\$395.00**

**Application Deadline:
July 25, 2013**

No payment is due until after acceptance into the program. Applicants will be notified by August 16th, and payment will be due on or before September 11, 2013. Scholarships are available - for more information call 608.328.9440

<http://www.greencountyleaders.org>



June 26, 2013

April Little
Village of Belleville
24 West Main Street
P O Box 79
Belleville, WI 53508

Dear April Little,

Do you wish there was a way for your employees to learn leadership skills locally? Ever wonder how to create teams to maximize skills in the workplace and deliver value to the bottom-line? Or did you wonder how to get your employees involved in their communities and increase employee retention here in Green County?

Green County Leaders (GCL) is what you are looking for. GCL helps participants develop leadership skills while exploring the breadth of the Green County area and its many facets. Participants explore health and safety issues, government styles, funding, schools, agriculture, natural resources and economic development, to name a few. And to make their learning experience practical, class members participate in a community enhancement project of their choice.

The program consists of an orientation, nine (9) classes and a graduation banquet. Classes are generally held from 8:00 am to 5:00 pm, on the second Wednesday of each month, from September through May, and focus on leadership skills and on issues Green County communities and residents are or will be facing in the future.

Enclosed you will find a brochure which more fully describes the nine (9) month program. We urge you to consider participating in GCL, and please feel free to pass this on to others who might be interested. For additional information or for a copy of the GCL application go to www.GreenCountyLeaders.org or feel free to contact us.

Thank you for your consideration.

Sincerely,

Nikki Matley
Co-Chairperson
Green County Leaders

Lori Rodefeld
Co-Chairperson
Green County Leaders

Green County Leaders

Green County UW Extension
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GREEN COUNTY LEADERS Executive Committee:

Nikki Matley-GCL Co-Chair
Woodford State Bank; GCL 2007-08

Lori Rodefeld-GCL Co-Chair
Monroe Clinic

Lisa Bell-Righter-Vice-Chair
Small World, Inc.; GCL 2007-08

Terry Hensel - Secretary/Treasurer
Pleasant View; GCL 2010-11

Mark Thompson
Monroe Clinic; GCL 2009-10

Pam Christopher
Monroe Chamber of Commerce

Laurie LaBarre
Integrated Marketing Solutions; GCL 2010-11

Alicia Augsburg
Duxstad & Bestul, SC; GCL 2010-11

Christine Wellington
Blackhawk Technical College (Retired)

Tracey Wren
Blackhawk Technical College; GCL 2010-11

Dave Murphy
Precision, Drive and Control; GCL 2010-11

Advisory Committee:

Green County Development Corp. Rep
UW Extension Rep