VILLAGE OF BELLEVILLE
REGULAR MEETING of the VILLAGE BOARD
Monday, March 5, 2012 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 - February 20, 2012
    b. Approval of Bills for February 2012
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 Restoration / West Lake Dredging Projects Update & Issues
        i. Dam Emergency Action Plan
        ii. Dam Stability Analysis
        iii. Dam Inspection, Operation & Maintenance Plan
    b. Appointment of Chairperson and Member(s) to Community Development Authority
    c. Administrator/Clerk/Treasurer's Office Staffing / Hiring Process
    d. Proposed Ordinance 2012-02-02: An Ordinance Creating A New Section Of The Belleville Code Book Regarding Rapid Entry Lock Box Access Systems
    e. Proposed Ordinance 2012-02-03: An Ordinance Amending Title 5 Chapter 2 of the Municipal Code Regarding Outdoor Burning, Open Burning And Burning Of Refuse
11. **New Business:**
    a. Concealed Carry Ordinance Interpretation
    b. Proposed Sale of the 2008 Ford Crown Vic
12. ADJOURN TO CLOSED SESSION – Discussion of Clerk's Office Staffing 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.

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, 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.

MINUTES OF SPECIAL VILLAGE OF BELLEVILLE BOARD MEETING
HELD MONDAY, **FEBRUARY 20, 2012** 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: Tyler Kattre, Ben O'Brien, Howard Ward, Gary Ziegler, Deb Kazmar and Bonnie Wilcox. Excused: Jim Schmitz

3. Visitors: G. S. Donovan, Herb Blaser, Rick Francois, Michael Parkin, Terry Kringle, and Mike Tretow

4. The Clerk stated that the meeting has been noticed as required by law.

5. Visitors Who Would Like to Speak Now – No discussion.

6. Visitors Who Would Like to Speak on an Agenda Item – No discussion.

7. **Consent Agenda:** *Trustee Ziegler made a motion to approve the consent agenda; seconded by Trustee Kazmar. Motion carried.*
    a. Approval of Minutes - February 6, 2012
    b. Approval of Bills for February 2012 to Date
    c. Approval of Treasurer's Reports for January 2012
    d. Approval of Park Reservation for Library Park, May 5, 2012, for Belleville Kiwanis Club Garage Sale

8. Committee Reports – No discussion.

9. President's Report – No discussion.

10. Administrator/Clerk/Treasurer's Report – Election Day is February 21.

11. **Unfinished Business:**
    a. **Lake Restoration / West Lake Dredging Projects Update & Issues** – Trustee Ziegler said that Community Picnic will be in Sugar River Park in 2012; a sprint-distance triathlon is being planned for Labor Day weekend. Rick Francois gave an update on lake fundraising: So far, phase one of the campaign raised $761,000 and is complete. Smaller donor fundraising is the next phase. The committee wishes to get the mailers out at the end of March. Discussion of priorities, lake/park reopening and the pedestrian bridge. Some restoration work yet needs to be done. Preference was for a 2012 grand opening. No action taken to change fundraising priorities.
        i. **Conservancy Easement Agreement With Army Corp. of Engineers** (ACOE) – *Trustee O'Brien made a motion to enter an agreement to grant a conservancy easement to the Army Corp of Engineers; seconded by Trustee*

Ziegler. Motion carried. Option 1 was revised to meet ACOE wetland restoration requirements, and final language is contingent on the expected final approval from ACOE.

b. **Appointment of Chairperson and Member(s) to Community Development Authority** – Tabled.

c. **Proposed Purchase of Cosgrove Property with Stewardship Grant Funds** (PIN #040-0508-342-9200-1)

   i. **Proposed Ordinance 2012-02-01: Providing For the Direct Annexation Of A Portion of the Town Of Montrose To The Village Of Belleville Funds** (PIN #040-0508-342-9200-1) – *Trustee Ziegler made a motion to approve annexation ordinance 2012-02-01; seconded by Trustee Kattre. Motion carried.* The ordinance had been approved by Plan Commission.

d. **Administrator/Clerk/Treasurer's Office Staffing / Job Descriptions and Hiring Process** – *Trustee Wilcox made a motion to approve with the few changes as presented by Little; seconded by Trustee Ziegler. Motion carried.* The suggested changes moved a few duties between one position and another to reflect which position is currently doing the task. Office support positions were Office Assistant, Deputy Clerk/Treasurer (new), and Utility/Payroll Coordinator (new). Administrative Assistant position was eliminated.

12. **New Business:**

a. **Proposed Assistance from National Heritage Land Trust for Acquisition of Wetlands North of the Sugar River** – President Ward said that he and April Little met with a representative from the land trust. The group is interested in providing grant writing and negotiation assistance to purchase lands along the Sugar River northwest of the lake berm. The owner is a willing seller. Cost proposed for the Village would be for appraisal services; grants and donations would cover other costs.

b. **Proposed Ordinance 2012-02-02: An Ordinance Creating A New Section Of The Belleville Code Book Regarding Rapid Entry Lock Box Access Systems** – Little explained that the draft was a result of the Fire Department's review of the new chapter 272 as part of the recodification process. Trustee Ziegler said the draft does not address remodeling projects and whether the boxes should be installed at that time. Referred to Emergency Management Committee and attorney review. Hillebrand said the concern last time the issue was brought up was the cost burden on the owner, and the boxes are not inexpensive. He suggested notifying properties for voluntary compliance.

c. **Proposed Ordinance 2012-02-03: An Ordinance Amending Title 5 Chapter 2 of the Municipal Code Regarding Outdoor Burning, Open Burning And Burning Of Refuse** – *Trustee Ziegler made a motion to refer the draft Ordinance 2012-02-03 to Police Committee for further review; seconded by Trustee Kattre. Motion carried.*

d. **Draft Employee Handbook** – Hillebrand said that the state law prescribes use of seat belt (Re. section 9.1), and Village policy should not supersede state law. Trustee

Wilcox said that the sick leave policy proposed by the union now conforms to the Village's proposed policy. There are now only two proration factors based on years of service. The rest of the handbook was reviewed at a prior Village Board meeting. *Trustee Wilcox made a motion to accept the revised handbook with the changes to police union article 13 and handbook section 9.1 regarding seatbelts; seconded by Trustee Kattre. Motion carried.*

13. **ADJOURN TO CLOSED SESSION – Discussion of Clerk's Office Staffing per 19.85(1)(c)** – *Trustee O'Brien made a motion to go into closed session; seconded by Trustee Ziegler. Motion passed unanimously on a roll call vote.*

14. **RECONVENE TO OPEN SESSION for possible action on items discussed in closed session** – *Trustee Ziegler made a motion to reconvene in open session; seconded by Trustee Kattre. Motion carried. Trustee Wilcox made a motion to reclassify Darlene Hendrickson as Deputy Clerk/Treasurer, with a $1.26 hourly increase and an additional 25 cents per hour after six months; seconded by Trustee Ziegler. Motion carried.*

15. **Other Business:**
    a. Correspondence – Letter received from Dane County regarding CARPC authority.
    b. Future meeting dates were noted. President Ward will be gone March 10 – 18.

16. **Adjournment** – *Trustee O'Brien made a motion to adjourn; seconded by Trustee Kattre. Motion passed unanimously.* The meeting was adjourned by President Ward at 9:17 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: 2/01/2012 From Account:
Thru: 2/29/2012 Thru Account:

Check Nbr	Check Date	Payee	Amount
V580	2/07/2012	BEIERSDORF, VICTORIA L.	1,070.50
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V581	2/07/2012	EICHELKRAUT, WILLIAM B.	1,345.84
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V582	2/07/2012	FREEMAN, DEBRA	656.47
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V583	2/07/2012	HENDRICKSON, DARLENE M.	843.07
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V584	2/07/2012	HILLEBRAND, ROGER J.	1,409.02
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V585	2/07/2012	LEHMANN, BRONNA B.	754.27
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V586	2/07/2012	LIEN, TRACY	391.64
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V587	2/07/2012	LITTLE, APRIL A. W.	1,611.03
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V588	2/07/2012	MARTIN, JEREMY A	968.82
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
V589	2/21/2012	BEIERSDORF, VICTORIA L.	1,071.42
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V590	2/21/2012	BIGLER, JULIE L.	213.60
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V591	2/21/2012	EICHELKRAUT, WILLIAM B.	1,198.27
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V592	2/21/2012	FREEMAN, DEBRA	654.13
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V593	2/21/2012	HENDRICKSON, DARLENE M.	843.09
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V594	2/21/2012	HILLEBRAND, ROGER J.	1,409.02
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V595	2/21/2012	LEHMANN, BRONNA B.	703.17
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V596	2/21/2012	LIEN, TRACY	391.64
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V597	2/21/2012	LITTLE, APRIL A. W.	1,611.03
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
V598	2/21/2012	MARTIN, JEREMY A	1,081.25
	Manual Check	Pay period 02/06/2012 to 02/19/2012	

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Posted From: 2/01/2012 From Account:
Thru: 2/29/2012 Thru Account:

Check Nbr	Check Date	Payee	Amount
V599	2/21/2012	VEENEMAN, MICHELLE	165.41
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14960	2/07/2012	*** Test Check ***	0.00
	Test Check	*** VOID *** VOID *** VOID *** VOID ***	
14961	2/07/2012	AUSTIN, MARY H.	826.94
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14962	2/07/2012	BIGLER, JULIE L.	213.60
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14963	2/07/2012	BUTTS, JERRY D.	1,274.96
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14964	2/07/2012	CHRISTENSEN, JEAN M.	691.32
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14965	2/07/2012	DIEDERICH, FREDERICK H.	1,161.22
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14966	2/07/2012	FURMAN, RACHEL M.	1,059.42
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14967	2/07/2012	HELLER, MOLLY K	167.50
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14968	2/07/2012	HULTINE, MOLLY M.	1,269.09
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14969	2/07/2012	O'CONNOR, THOMAS P.	1,445.45
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14970	2/07/2012	PAULI, DAVID J.	1,078.64
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14971	2/07/2012	PELTON, TERESA A.	624.73
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14972	2/07/2012	SOLBERG, SHEREE	256.92
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14973	2/07/2012	YOUNG, TERESA M	125.82
	Manual Check	Pay period 01/23/2012 to 02/05/2012	
14974	2/21/2012	*** Test Check ***	0.00
	Test Check	*** VOID *** VOID *** VOID *** VOID ***	
14975	2/21/2012	AUSTIN, MARY H.	1,408.79
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14976	2/21/2012	BUTTS, JERRY D.	1,274.96
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14977	2/21/2012	CHRISTENSEN, JEAN M.	691.32
	Manual Check	Pay period 02/06/2012 to 02/19/2012	

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Posted From: 2/01/2012 From Account:
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Check Nbr	Check Date	Payee	Amount
14978	2/21/2012	DIEDERICH, FREDERICK H.	1,129.11
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14979	2/21/2012	FURMAN, RACHEL M.	1,131.31
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14980	2/21/2012	HELLER, MOLLY K	134.21
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14981	2/21/2012	HULTINE, MOLLY M.	1,426.42
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14982	2/21/2012	O'CONNOR, THOMAS P.	1,249.60
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14983	2/21/2012	PAULI, DAVID J.	1,036.92
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14984	2/21/2012	PELTON, TERESA A.	639.11
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14985	2/21/2012	SOLBERG, SHEREE	254.49
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
14986	2/21/2012	YOUNG, TERESA M	125.82
	Manual Check	Pay period 02/06/2012 to 02/19/2012	
18250	2/07/2012	*** Test Check ***	0.00
	Test Check	*** VOID *** VOID *** VOID *** VOID ***	
18251	2/07/2012	ALBIN J CARIAS ARGUETA	47.67
		REFUND RE PROPERTY TAX OVERPAYMENT	
18252	2/07/2012	ALERE TOXICOLOGY SERVICES, INC.	80.00
		ACCT # 123083	
18253	2/07/2012	ALLIANT ENERGY/WP&L (2)	358.93
		ACCT # 393374-010	
18254	2/07/2012	ALLIANT ENERGY/WP&L (4)	4,714.84
		ACCT # 167309-010	
18255	2/07/2012	BAKER & TAYLOR	784.48
		INV # 2026619096	
18256	2/07/2012	BARNES & NOBLE INC.	198.98
		INV # 2232931	
18257	2/07/2012	BEAR GRAPHICS, INC.	918.73
		INV # 0615446 UTILITY BILLS	
18258	2/07/2012	BELLEVILLE MUNICIPAL WATER DEPT	1,027.98
		ACCT # 049-0101-00	
18259	2/07/2012	BELLEVILLE MUNICIPAL WATER DEPT (2)	110.80

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Posted From: 2/01/2012 From Account:
Thru: 2/29/2012 Thru Account:

Check Nbr	Check Date	Payee	Amount
18260	2/07/2012	BELLEVILLE POLICE DEPT PETTY CASH REIMBURSE PETTY CASH -VARIOUS	23.40
18261	2/07/2012	BRONNA LEHMANN TRIPLE I DEMO FEB 1ST MIDDLETON	24.42
18262	2/07/2012	BUSINESS CARD (2) ACCT# 5472-0681-5737-1969 TARGET/BESTBUY	133.90
18263	2/07/2012	CAPITAL NEWSPAPERS ACCT 2583458 UTILITY/PAYROLL COORDINATOR	602.70
18264	2/07/2012	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0015586	108.44
18265	2/07/2012	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0001982	280.75
18266	2/07/2012	CHRISTEN BROTHERS SERVICE INV # 66859 BRAKE/RADIATOR REPAIRS	8.93
18267	2/07/2012	CINTAS CORPORATION ACCT # 446-32222	326.40
18268	2/07/2012	CITGO FLEET # 131801342	1,684.38
18269	2/07/2012	CITGO (2) FLEET # 132004243	1,250.75
18270	2/07/2012	CITY TREASURER INV # 29446 COMM SERV 4THD QTR 2012	1,421.23
18271	2/07/2012	COMMUNICATIONS SERVICE, INC. INV # 39261 5 MOTOROLA RADIOS	8,782.55
18272	2/07/2012	COTTAGE GROVE POLICE DEPARTMENT DUMMY ROUNDS	67.20
18273	2/07/2012	DANE COUNTY TREASURER JANUARY REPORT	448.00
18274	2/07/2012	DANE COUNTY TREASURER (3) DOG LICENSES - 2012	600.00
18275	2/07/2012	DARLENE HENDRICKSON REIMBURSE FOR SUPPLIES SAMS	97.34
18276	2/07/2012	DON COSGROVE REFUND RE PROPERTY TAX OVERPAYMENT	71.30
18277	2/07/2012	EMBURY, LTD INV # 124853 CHAIRS	3,031.58
18278	2/07/2012	FRONTIER (2) 608-424-3545	222.75

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Posted From: 2/01/2012 From Account:
Thru: 2/29/2012 Thru Account:

Check Nbr	Check Date	Payee	Amount
18279	2/07/2012	GORDON FLESCH CO., INC. INV # 1F2296	126.05
18280	2/07/2012	GORDON FLESCH CO., INC. (2) MAINTENANCE/COPIES	662.91
18281	2/07/2012	INGRAM LIBRARY SERVICES INV # 03159504	27.11
18282	2/07/2012	MERITER HOSPITAL INC. PAT. CONTROL # 834006800 DIEDERICH	33.00
18283	2/07/2012	MIDWEST TAPE INV # 2730522	496.74
18284	2/07/2012	NEWS PUBLISHING COMPANY, INC. AGENDAS, MINUTES, ORD. JOB OPENING	821.99
18285	2/07/2012	NEWS PUBLISHING COMPANY, INC. ACCT # 99106838	132.00
18286	2/07/2012	NORTH SHORE BANK,FSB FEB 6TH PAYROLL	280.00
18287	2/07/2012	NORTHERN LAKE SERVICE, INC. INV # 209868	166.80
18288	2/07/2012	PITNEY BOWES INC ACCT # 2098-7395-86-8	90.55
18289	2/07/2012	PURCHASE POWER ACCT # 8000-9090-0547-6721	107.99
18290	2/07/2012	RACHEL FURMAN DANE CTY COURT JAN 30TH REIMBURSEMENT	26.15
18291	2/07/2012	RAY O'HERRON CO., INC. INV # 1202345-IN	372.22
18292	2/07/2012	RDJ SPECIALTIES, INC. INV # 033214 STICKERS	55.68
18293	2/07/2012	ROBERT FLANAGAN FOOD PANTRY SUPPLIES - FAMILY DOLLAR	40.00
18294	2/07/2012	SOUTH CENTRAL LIBRARY SYSTEM INV11-947 2012 BARCODE ORDER	57.94
18295	2/07/2012	STATE OF WISCONSIN JANUARY REPORT	612.00
18296	2/07/2012	SUGAR RIVER BANK BUTTS	200.00
18297	2/07/2012	THE MINNESOTA LIFE INSURANCE COMPANY MARCH 2012 PREMIUM	475.62

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Check Nbr	Check Date	Payee	Amount
18298	2/07/2012	WASTE MANAGEMENT OF WI-MN ADDITIONAL JANUARY CHARGES	13,730.73
18299	2/07/2012	WEAVER AUTO PARTS - NEW GLARUS ACCOUNT # 90444	704.84
18300	2/07/2012	WEST CIRCLE BOOKS CUSTOMER # 102485	349.26
18301	2/07/2012	WISCONSIN PROFESSIONAL POLICE ASSOCIATION,INC FEBRUARY DUES # 243	159.00
18302	2/07/2012	WISCONSIN SUPREME COURT MAY 1, 2012 THROUGH APRIL 30, 2013	625.00
18303	2/07/2012	WJZ CLEANING, LLC INV # 5778 JANUARY CLEANINGS	440.00
18304	2/07/2012	WJZ CLEANING, LLC (2) INV # 5779 JAN. CLEANINGS	250.00
18305	2/15/2012 Test Check	*** Test Check *** *** VOID *** VOID *** VOID *** VOID ***	0.00
18306	2/15/2012	BELLEVILLE SCHOOL DISTRICT FEB TAX SETTLEMENT - DANE CTY PORTION	602,465.22
18307	2/15/2012	DANE COUNTY TREASURER (2) FEBRUARY TAX SETTLEMENT - STATE PORTION	157,283.42
18308	2/15/2012	DANE COUNTY TREASURER (2) AG CONVERSION 0508-333-2043-1	1,960.20
18309	2/15/2012	GREEN COUNTY TREASURER FEBRUARY TAX SETTLEMENT - COUNTY PORTION	69,436.43
18310	2/15/2012	MADISON AREA TECHNICAL COLLEGE DISTRICT FEB TAX SETTLEMENT - DANE CTY PORTION	109,210.39
18311	2/17/2012	VILLAGE OF BELLEVILLE REIMBURSE PETTY CASH	97.41
18312	2/21/2012 Test Check	*** Test Check *** *** VOID *** VOID *** VOID *** VOID ***	0.00
18313	2/21/2012	AFLAC INV # 321572 FEB 10TH - MAR 8TH	488.68
18314	2/21/2012	ALLIANT ENERGY/WP&L (4) ACCT # 171516-011	10.86
18315	2/21/2012	AT&T ACCT # 030 491 1230 001	33.13
18316	2/21/2012	BAER INSURANCE INV # 21096 ACCIDENT INSURANCE	1,100.00

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Check Nbr	Check Date	Payee	Amount
18317	2/21/2012	BAKER TILLY VIRCHOW KRAUSE LLP CLIENT#1820229, INV#BT566328 2011 AUDIT	13,434.00
18318	2/21/2012	BARNES & NOBLE INC. INV # 2232931	198.98
18319	2/21/2012	BOND TRUST SERVICES CORPORATION INV # 7338 REF# 36609-CP	650.00
18320	2/21/2012	BRONNA LEHMANN TECHNOLOGY COM - SCLS FEB 8TH	103.23
18321	2/21/2012	BUCKY'S PORTABLE TOILETS, INC. INV # 355571 COMM PK THRU 03-08-12	170.00
18322	2/21/2012	BURRESON'S FOODS FOOD PANTRY MILK VOUCHERS	908.45
18323	2/21/2012	BURRESON'S FOODS (2) ACCT # 047900500038 (LIBRARY ACCT)	21.65
18324	2/21/2012	CATE MACHINE AND WELDING, INC. INV # 34525 SNOW BLOWER REPAIRS	290.23
18325	2/21/2012	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0015420	300.73
18326	2/21/2012	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0015388	133.48
18327	2/21/2012	DARLENE HENDRICKSON REIMBURSE FOR ELECTION SUPPLIES	17.90
18328	2/21/2012	DEBRA FREEMAN REIMBURSE - BINS FOR EASY READERS	7.91
18329	2/21/2012	ELECTION SYSTEMS & SOFTWARE, INC. INV # 796997 JAN 1, 2012 - DEC 31, 2012	210.00
18330	2/21/2012	GENERAL ENGINEERING COMPANY JAN BUILDING PERMITS	277.50
18331	2/21/2012	GORDON FLESCH CO., INC. (2) INV # 0XX299 MAINTENANCE BASE CHARGE	498.00
18332	2/21/2012	GORDON FLESCH COMPANY, INC. INV # 1EU239 BASE CHARGE/COPIES	135.09
18333	2/21/2012	GRAINGER ACCT # 837616846	110.27
18334	2/21/2012	GREEN COUNTY HIGHWAY COMMISSION PROJECT 8428 SALT	1,208.40
18335	2/21/2012	GREEN COUNTY SOLID WASTE ADDITIONAL DECEMBER	366.41

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Check Nbr	Check Date	Payee	Amount
18336	2/21/2012	H. J. PERTZBORN PLUMBING & FIRE PROTECTION CO INV #136678 BACKFLOW PREVENTER TEST	375.00
18337	2/21/2012	IACP 2012 MEMBERSHIP FEES	120.00
18338	2/21/2012	INGRAM LIBRARY SERVICES ACCT # 20N5944	18.95
18339	2/21/2012	IRON WORKS CONSTRUCTION CO PAYMENT #2	63,455.25
18340	2/21/2012	JEAN CHRISTENSEN FEB 16TH SCLS MTG IN SUN PRAIRIE	33.30
18341	2/21/2012	JILL WENNESHEIMER FEB 13TH TRAINING	20.00
18342	2/21/2012	JUANITA HARBORT FEB 13TH TRAINING	20.00
18343	2/21/2012	JUDY MOE FEB 13TH TRAINING	20.00
18344	2/21/2012	KAREN ARMSTRONG FOOD PANTRY PURCHASES - FAMILY DOLLAR	91.00
18345	2/21/2012	LANTECH SERVICES, LLC INV # 61476	115.00
18346	2/21/2012	MENARDS ACCT # 30580417	157.97
18347	2/21/2012	MONROE TRUCK EQUIPMENT, INC. INV # 5211941 SNOW PLOW PART	36.04
18348	2/21/2012	MONTGOMERY ASSOCIATES -RESOURCE SOLUTIONS LLC INV # 3771 LAKE BELLE VIEW MONITORING	5,112.94
18349	2/21/2012	NORTH SHORE BANK,FSB FEB 20TH PAYROLL	280.00
18350	2/21/2012	NORTHERN LAKE SERVICE, INC. INV # 210244	166.80
18351	2/21/2012	PURE WATERS, LLC INV # 85927	24.00
18352	2/21/2012	QUILL CORP ACCT # C437160	8.94
18353	2/21/2012	RAY O'HERRON CO., INC. INV # 1203284-IN	111.27
18354	2/21/2012	REINDERS, INC. CUSTOMER # 278854	412.26

GENERAL FUND CHECKING ALL Checks

Posted From: 2/01/2012 From Account:
Thru: 2/29/2012 Thru Account:

Check Nbr	Check Date	Payee	Amount
18355	2/21/2012	ROBERT E. LEE & ASSOCIATES INV # 64860	18,623.08
18356	2/21/2012	ROGER HILLEBRAND MIDWINTER CHIEF'S CONFERENCE	83.62
18357	2/21/2012	SOUTH CENTRAL LIBRARY SYSTEM LUNCH FEE FOR FEB 24TH MTG.	12.00
18358	2/21/2012	STAFFORD ROSENBAUM LLP ORDINANCE ENFORCEMENT	1,080.50
18359	2/21/2012	SUGAR RIVER BANK BUTTS	200.00
18360	2/21/2012	TASTE OF HOME BOOKS 2012 QUICK COOKING ANNUAL	31.98
18361	2/21/2012	THE PENWORTHY COMPANY INV # 521463	995.18
18362	2/21/2012	U.S. CELLULAR ACCT # 335032686	28.61
18363	2/21/2012	UNITED LABORATORIES ACCT # 53508-014	267.50
18364	2/21/2012	USA BLUE BOOK CUSTOMER # 41432	114.42
18365	2/21/2012	WI LAW ENFORCEMENT OFFICERS ASSOCIATION 2012 MEMBERSHIP RENEWAL- ROGER H.	60.00
18366	2/21/2012	WI STATE LABORATORY OF HYGIENE INV # 4997987	40.00
18367	2/29/2012	ALLIANT ENERGY/WP&L ACCT # 366426-010	4,533.32
18368	2/29/2012	BELLEVILLE POST OFFICE FEBRUARY USE	300.72
18369	2/29/2012	DANE COUNTY REGISTER OF DEEDS COSGROVE ANNEXATION	30.00
ACHFEBDENT	2/01/2012 Manual Check	DENTAL INSURANCE ACH DENTAL INS FEB PREMIUM	1,264.31
ACHMARHEAL	2/22/2012 Manual Check	HEALTH INSURANCE ACH HEALTH INS MARCH PREMIUM	16,552.70
		Grand Total	1,163,487.00

GENERAL FUND CHECKING ALL Checks

Posted From: 2/01/2012 From Account:
Thru: 2/29/2012 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	1,001,120.90
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	650.00
Total Expenditure from Fund # 500 - CAPITAL PROJECT FUND	10,782.55
Total Expenditure from Fund # 510 - TIF 3 / FAR WEST SIDE DEV	2,000.00
Total Expenditure from Fund # 550 - WASTE MANAGEMENT	14,930.19
Total Expenditure from Fund # 600 - WATER & SEWER	21,399.62
Total Expenditure from Fund # 650 - STORM WATER UTILITY	1,328.73
Total Expenditure from Fund # 720 - CMTY DEVELOPMENT AUTHORITY-CDA	410.00
Total Expenditure from Fund # 800 - LAKE RESTORATION	90,391.27
Total Expenditure from Fund # 900 - LIBRARY	19,437.65
Total Expenditure from Fund # 950 - CEMETERY FUND	1,036.09
Total Expenditure from all Funds	1,163,487.00

Village of Belleville
Emergency Management Committee
Minutes

February 29 2012, 5:30 p.m.
Village Hall

Committee Members Present: Terry Kringle, Howard Ward, Roger Hillebrand, Tom Adams, Gary Ziegler, Jerry Butts, Daniel Rung
Committee Members Absent: April Little, John Beil, Richard Robers
Others present: Aaron Betts – Fire Department, Paul Brochert and Bart Morrick – Damage Assessment Team

1. EOC
   a. Role during emergency – There was discussion about the role of the EOC when opened. The main function of the EOC is to provide support for the Incident Command Center. There was discussion about whether or not there would be sufficient personnel from the Emergency Management Committee to man the center.
   b. EOC organization – Does the present way the EOC and Emergency plan along with the associated village ordinances meet the needs of an emergency situation? Even the plan may have been good at one time it needs to be updated. Terry will work on doing this along with village ordinances. Ordinances need to:
      i. Establish structure of the EOC along with staffing
      ii. Establish authority of EOC staff
2. Terry handed out descriptions of training committee members should have. Each member should have IS-100, IS-200 and IS-700. Village Board members should also take these courses. These courses can be taken on line Check with the FEMA website. There are also two courses, ICS/EOC (G191) and Emergency Operations (G775), that teach how the EOC and ICS work together during an emergency that was recommended by Terry. If the courses could be scheduled at a time when members could take it most would be willing to participate. This is also a course that would be beneficial for the Village Board to take.
3. Terry asked if members would be interested in visiting Dane County's EOC and the National Weather Station at Sullivan. In order for the Village to keep it weather ready designation we are supposed to visit the Sullivan facility every so often. Gary said there really wasn't much to see at the county EOC as nothing is set up until an emergency is declared requiring the EOC to be opened. Most of the members would be willing to take a field trip to Sullivan.
4. Roger Hillebrand moved and seconded by Tom Adams to recommend adoption of the Emergency Action Plan for the Belleville Dam. Motion carried unanimously.
5. Review of proposed ordinance for Rapid Entry Lock Box Access Systems with recommendation to VB. – Gary Ziegler moved and seconded by Dan Rung to recommend to the Village Board approval of this ordinance, the emergency services develop a list of buildings that should have a lock box and the fire department approach those businesses encourage installment of the lock boxes. Motion carried unanimously.

Submitted by Terry Kringle

Village of Belleville
Intergovernmental Subcommittee
Of the
Planning Commission Minutes
Wednesday, February 29, 2012, 6:30 p.m.

Present for Belleville: Terry Kringle. Gary Ziegler and Howard Ward

1) The meeting was called to order by Terry Kringle at 6:40
2) Old Business
   a) Intergovernmental Agreement Document draft – Montrose had some concerns and comments about the latest draft. We discussed them and will respond via email.
3) New Business: None
4) The meeting was adjourned at 6:55 pm

Submitted by
Terry Kringle

Finance and Personnel Committee Meeting Minutes
February 13, 2012

Present: Luann Alme, Bill Eichelkraut, Roger Hillebrand, April Little, Howard Ward, Bonnie Wilcox, and Gary Ziegler

1. Bonnie called the meeting to order at 5:05 pm.

2. **Old Business**
   - **Sick Leave Policy** – The police union and the village agreed on the health retirement account policy. It will be presented at the next board meeting for approval.
   - **Update Fee Schedule** –It is tabled for a future meeting.

3. **Closed Session**
   - **Applications** – We received 53 applications. The names of the applicants have been blanked out and the resumes were given letters. After reading the resumes, the committee plus Howard and April went through and discussed the resumes. Eleven resumes were selected for interviews. At this point we learned the names of these 11 people.

4. **Next Meeting**
   We will meet, Tuesday, February 28, at 5:30 to begin interviews. They will continue on Saturday, March 3, at 10:00am.

Respectfully submitted,
Bonnie Wilcox

Finance and Personnel Committee Meeting Minutes
January 24, 2012

Present: Luann Alme, Bill Eichelkraut, Roger Hillebrand, April Little, Howard Ward, Bonnie Wilcox, and Gary Ziegler

1. Bonnie called the meeting to order at 5:05 pm.

2. **Old Business**
   - **Sick Leave Policy** – The police union presented their requests for the sick leave policy. We discussed the current policy and the differences between the two. Lynne would like to take our proposal back for discussion as she did not know that we were using 65% across the board for years up to 10 and 100% for years 10 and up. We are interested in having the police contract reflect what occurs with the rest of the village employees.
   - **Update Fee Schedule** – The current fee schedule is up for review. It is tabled for a future meeting.

3. **New Business**
   - **Job Descriptions** – The job descriptions for the positions at the village hall were presented. We reviewed the jobs assigned to each and still haven't agreed and where to put the Planning Commission duties.
   - **Hiring for the Open Position** – The ads for the payroll/utility coordinator have been placed in several locations. Applications are coming in. They are due Feb. 13. The finance committee will be part of the interviews.

4. **Next Meeting**
   The next meeting will be Monday, February 13, at 5:00. We will also meet, Tuesday, February 28, at 5:30.

Respectfully submitted,
Bonnie Wilcox

Village of Belleville
Police Committee Meeting Minutes
February 1st, 2012
5:00pm
Belleville Village Hall
24 West Main Street
Belleville, WI 53508

Agenda
Call to Order
Visitors Who Would Like to Speak Now
Visitors Who Would Like to Speak on an Agenda Item
Approval of the January 4th, 2012 Minutes
Motion to Approve January 4th, 2012 by Bonnie Wilcox second by Debra Kazmar Motion Carried

Chief's Report

1) The Chief's Convention was held in the Wisconsin Dells. Federal Labor Laws and Conceal and Carry Laws were discussed in great lengths.
2) The new in service will include Belleville, Brooklyn, and Cottage Grove which will be held at the Madison Training Center on the East Side.
3) All Squads are ready to go with the new radios.
4) Citizen Academy will be set up in the near future.
5) Bike Rodeo May 19th, 2012 (Donations are being received and are looking for volunteers)
6) Internship Program is on the agenda for March 7th, 2012

New Business

1) End of year report. (Should be in all of board members mailboxes and look at comparisons)

Old Business

1) Discussion and possible action on sale of 2008 squad. Bids end at 5 pm February 10th, 2012 with Wisconsinsurplus.com

Motion to go into closed session by Debra second by Bonnie Motion Carried
Roll Call Vote Taken

2) Adjourn to close session per Wisconsin statue 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governing board has jurisdiction responsibility and consideration of employee performance complaint

Motion to go into Open session by Debra second by Bonnie Motion Carried

In Closed Session employees performances were discussed with no action to be taken.

Motion to Adjourn by Debra Second by Bonnie Motion Carried

Present: Debra Kazmar, Roger Hillebrand, and Bonnie Wilcox
Adjournment
Debra Kazmar
Police Committee Chairperson
Next Meeting March 7th, 2012 @ 5pm

BELLEVILLE POLICE DEPARTMENT

2011

ANNUAL REPORT

February 2012

2011 annual report/ Chief/committee report

Belleville Police Department

February 2012

President Howard Ward
Administrator April Little
& Village Trustees:

I am pleased to present the 2011 Annual Report for the Belleville Police Department for your review. The department continues to provide coverage to the citizens of Belleville both in the office fielding calls and providing 93% officer coverage on the streets.

This report focuses on the department's personnel and their outstanding dedication to their duties.

In March 2011, Clerk of Court/Police Clerk Chris Swaziek retired. At that time, Teresa Pelton was appointed by Judge Ziegler as the Clerk of Court along with duties as Police Clerk. In May 2011, Tracy Lien was hired as Deputy Police Clerk/Deputy Clerk of Court.

During 2011, the department received money and equipment totaling $4500.00 from grants and conference drawings. Items obtained include a speed board and Preliminary Breath Test (PBT) device.

For the past four years, members of the department also participated and sponsored an annual bike rodeo. In 2011, over 70 school aged children participated. Each child participant received a gift bag and 12 grand prize winners were each awarded a bicycle. Adult volunteers, who assist with successfully hosting the event, received door prizes also. Donations from the Belleville community along with businesses throughout Dane and Green Counties provide the funding for all gift bag items and prizes. Participants are also provided a lunch and a snack, which is also donated by community businesses.

The first Belleville Citizen's Police Academy was held in 2011 with six community members participating. This project is designed to provide citizens insight on how law enforcement completes the many tasks required to protect and serve the community.

I appreciate the support of the Village Board in our efforts and wish to personally express my thanks to all the board members and our Village Administrator April Little.

I also wish to express a special thanks to April's staff for their assistance over the last several years in assisting my office. I would also wish to express my gratitude to Jerry Butts and his staff for their assistance in the past year.

Respectfully,

Roger J. Hillebrand
Chief of Police

31 E Main Street • P. O. Box 79 • BELLEVILLE, WI 53508-0079 • 608.424.3129 • FAX 608.424.6235

2011 Police

Committee Members

Deb Kazmar, Chair Person

Bonnie Wilcox

Ben O'Brien

2011 Department Personnel

Roger Hillebrand, Chief of Police

William Eichelkraut, Sergeant

Rachel Furman, PO II

Molly Hultine, PO II

Victoria Beiersdorf, PO I

Office Staff

Chris Swaziek, Clerk & Clerk of Court

Teresa Pelton, Clerk & Clerk of Court

Tracy Lien, Deputy Clerk & Deputy Clerk of Court

Part time Officers

Robert Skogen
James Mankowski
Jack Pace
Teresa Pelton
Danielle Jackson
Katelyn Fleischauer
Kristie Mueller

Belleville Municipal Court

Judge Jerry Ziegler

Clerk of Court

Chris Swaziek & Teresa Pelton

Deputy Clerk of Court

Tracy Lien

Court Officers

Roger Hillebrand
William Eichelkraut
Rachel Furman
Molly Hultine
Victoria Beiersdorf

Belleville Municipal Court was held on the third Thursday of each month.

The Court collected $22,276.04 in fines for 2011.

Referrals to District Attorney's Office

2010	2011
28	32

Incident Call List

Incident class	2006	2007	2008	2009	2010	2011
Homicide						
Reckless endangering						
Sexual assault		1	3	2		1
Robbery					1	
Battery	5	1	2	3	1	2
Arson investigation						
Weapons violation	2			2	1	1
Silent/confidential		2				
Robbery/strong armed						
Burglary/residence	1	2			1	
Burglary/non-residence	4	2	1	2	2	
Theft	19	13	19	15	8	18
Retail theft	21	22	12	6	4	2
Stolen auto	2		3	2	2	
Stolen motorcycle/moped						
Stolen bicycle	3	2		1		
Death investigation		1	2		1	1
Suicide (attempted)	1					
Worthless checks	9	3	11	7		3
Exposure	1		1			
Fraud	2	3	7	2	5	7
Prostitution						
Drug investigation	2	5	13	6	4	9
Sexual assault/child				1		1
Forgery		1				1
Entice/kid (Sex offense)		1				
Kidnapping						
Liquor law violation	3	3	9	11	6	2
Aggravated battery						
Extortion						
EMS incident	128	131	119	155	121	126
Gun call				1		
Emergency						
Special event				1	1	
Threats	8	7	6	2	5	1
Bomb threat						
Fight	2	1	1	4	2	
Disturbance	14	9	11	20	20	13
Juvenile disturbance	42	40	37	39	29	38
Arrested juvenile			4	1		
Domestic	18	17	24	15	14	20
Neighbor trouble	18	15	9	7	5	5
Landlord tenant			1	2		2

Suspicious person	15	11	14	20	16	**25**
Suspicious vehicle	17	18	23	35	27	**37**
Prowler			1			
Unwanted person	5	5	4	1	1	**3**
Annoying phone calls	6	15	12	19	16	**8**
Noise disturbance	24	33	34	20	22	**22**
Accident (no injuries)	33	14	19	21	19	**19**
Accident (with injuries)	12	3	2			**3**
Accident (hit and run)	7	4	7	3	9	**1**
Accident (private property)	1	4	2	3	2	
Traffic arrest	28	60	70	80	49	**57**
Intoxicated driver	12	10	9	9	32	**35**
Intoxicated person	1	3	3	12	15	**10**
Parking complaint street	21	17	21	13	25	**19**
Parking complaint private	7	5	12	7	1	**3**
Conveyance	4		7	6	2	**3**
Traffic incident	290	325	315	160	47	**15**
Towed vehicle						
Bicycle accident					1	
Accident citizen						
MV-Deer (Warrant serviced outside)	3	1				
Check person	25	27	52	43	39	**47**
Check area/property	81	104	110	131	258	**173**
Found property	24	18	30	43	33	**15**
Lost property	2	3	3	2	6	**3**
Damage to property	42	16	24	46	24	**29**
Alarm (police)	12	9	24	15	23	**21**
Trespass complaint	2	3	4	1	4	**4**
Animal-stray	36	33	40	45	47	**46**
Animal bite	4	1	4		2	**2**
Animal disturbance	11	27	12	16	14	**12**
ATL-person	2	5	4	3	4	**8**
Found person					1	
Missing person/juvenile	5	7	4	7	9	**11**
Missing adult (Abandoned child)	1		1	2	1	**1**
Person down	1					
Child abuse		1		1		
Child neglect					1	
TRO violation	3	2	3		4	**1**
Attempted suicide						
Preserve the peace	3	15	5	3	5	**7**
Safety hazard	14	14	25	17	40	**22**
Fire investigation (police)		2			1	**1**
Assist citizen	165	105	140	216	219	**190**
Assist outside agency	106	50	54	72	74	**59**
Legal papers served	13	12	8	5	12	**12**

Civil dispute (Labor dispute)	2	5	6	4	3	**8**
Mental commitment			4			
Injured person						
Odor/smoke complaint						**1**
Solicitor complaint	2			5	1	**1**
Arrested person	14	16	9	7	11	**7**
R/S Outside (Mental subject)	1					
Information	132	138	119	216	201	**170**
PNB/AED			1			
Fraud/ID theft		1	1	5		
Stalking (46S)				2		**1**
Traffic complaint			1	1	2	**15**
Vacation check			16	9	6	**7**
Follow up			2	6	7	**4**
Assist GCSO		66	77	109	96	**75**
Assist DCSO		62	77	97	88	**107**
Records request			16	28	43	**56**
911 abandoned			2	15	12	**14**
911 disconnect	14	21	22	4	2	**6**
911 misdial			2	7	8	**10**
911 Play (98P)				2	1	**2**
911 silent			5	5	12	**8**
Theft/auto (12A)	11	3		3	3	**1**
Prem check (28B)	1	2		11	11	**3**
Road rage (60R)	1	2		1		**1**
Traffic Stops (60T)				228	392	**545**
Graffiti (69G)	1	1		5	1	**1**
Local ord violation (95L)	4			4	9	**2**
Phone call (PHON)	4		89	61	26	**9**
Unknown (UNKN)	1					
Parking-st (57S)		1				**2**
Assist K9 (88K)		1			1	**1**
911 Unintential (98U)			1	2	3	**5**
911 Multi (98X)			1			
Note (NOTE)			2			
Foot patrol						**21**
Misc.					11	**2**
Total	1531	1583	1850	2218	2288	**2263**

Calls for Service

Month	2006	2007	2008	2009	2010	**2011**
January	161	107	133	133	184	**178**
February	137	73	119	161	195	**157**
March	128	135	130	145	207	**173**
April	126	116	155	212	212	**160**
May	139	139	174	202	195	**196**
June	147	137	188	263	198	**237**
July	109	132	178	212	206	**200**
August	138	160	173	208	182	**221**
September	113	153	165	188	187	**190**
October	127	170	159	153	196	**179**
November	110	151	144	190	163	**209**
December	96	110	132	151	163	**163**
TOTAL	1531	1583	1850	2218	2288	**2263**

Area Activity Summary

	2006 Incidents	*Percent*	*2007 Incidents*	*Percent*	*2008 Incidents*	*Percent*	*2009 Incidents*	*Percents*	*2010 Incidents*	*Percent*
Belleville	1381	90.2	1403	89	1627	88	1994	90	2059	90
Montrose	55	3.6	82	5.1	103	5.5	79	3.5	109	4.8
Exeter	34	2.2	59	3.7	68	3.6	93	4	74	3.2
New Glarus	0	0	2	0.1	16	0.9	8	.5	7	.3
Other	61	4	37	2.1	36	2	44	2	39	1.7
Total	**1531**	**100**	**1583**	**100**	**1850**	**100**	**2218**	**100**	**2288**	**100**

	2011 Incidents	*Percent*								
Belleville	**1994**	**88**								
Montrose	**69**	**3**								
Exeter	**141**	**6**								
New Glarus	**14**	**.62**								
Other	**45**	**2.38**								
Total	**2263**	**100**								

Hour of Day Activity Summary

Time	2006	2007	2008	2009	2010	**2011**
12 AM-1 AM	52	48	59	76	94	**94**
1 AM-2 AM	48	56	68	76	75	**93**
2 AM-3 AM	25	33	48	66	81	**79**
3 AM-4 AM	4	9	21	31	30	**27**
4 AM-5 AM	3	6	9	9	22	**22**
5 AM-6 AM	3	10	4	31	40	**12**
6 AM-7 AM	3	14	22	41	44	**26**
7 AM-8 AM	13	30	43	49	45	**60**
8 AM-9 AM	33	49	42	72	69	**80**
9 AM-10 AM	56	59	56	79	76	**81**
10 AM-11 AM	77	82	90	72	91	**117**
11 AM-12 PM	89	94	86	111	85	**108**
12 PM-1 PM	76	97	92	116	126	**115**
1 PM-2 PM	104	75	100	113	128	**112**
2 PM-3 PM	88	89	105	117	119	**99**
3 PM-4 PM	113	108	124	135	119	**114**
4 PM-5 PM	118	91	118	143	136	**125**
5 PM-6 PM	110	73	135	158	134	**126**
6 PM-7 PM	91	102	115	126	130	**138**
7 PM-8 PM	102	99	120	119	142	**174**
8 PM-9 PM	85	87	117	146	165	**143**
9 PM-10 PM	83	119	108	134	127	**120**
10 PM-11 PM	89	94	97	132	118	**91**
11 PM-12 AM	66	59	71	66	92	**107**
TOTAL	1531	1583	1850	2218	2288	**2263**

Activity Summary

	2007	**2008**	**2009**	**2010**	**2011**	**Total**
Patrol	3999.5	4275.3	4643.3	5071.8	5093.3	23083.2
Investigation	1384.5	1457.5	1219.1	1211.3	1106.5	6378.9
Foot Patrol	113	157.5	137	87.25	87.75	582.5
Administration	1314.3	1244.8	1245.8	1296.2	1501.2	6602.1
Bike Patrol	4.25	2	19	13.5	5.5	44.25
Special Assign	69.75	127.75	102.75	100.45	106	506.7
Training	62.25	400.5	135.5	127	557.25	1282.5
Assist Other Agency	125.5	163.75	206.7	165	152.55	813.5
Court	14.25	15.25	9	6.25	19.75	64.5
Meeting	53.75	52.25	47.25	41	29.25	223.5

April Little

From: Jon Lefers [lefers@ma-rs.org]
Sent: Friday, February 03, 2012 12:20 PM
To: Davis, Robert R - DNR
Cc: April Little; Siggi Sigmarsson; Jeff Hruby
Subject: Belleville Dam - Status of Submittals
Attachments: 2010-06-01 Konny Margovsky Orig Approval Belleville-dam-plan-appr.pdf

Rob,

Below is a summary of where we're at regarding submittals required by Konny Margovsky's June 1, 2010 letter to the Village on conditional approval of the proposed modifications for the dam (attached):

Condition 1 – Future operation and maintenance of the dam should not include procedures resulting in reliance on the dike to hold back Belleville Dam Impoundment
Status: All analysis and reports to date do not take into account the dike. So this condition is met.
COMPLETED

Condition 2 – Proposals to increase the spillway capacity
Status: Failure analysis completed and approved. Hazard rating of Low assigned to dam, resulting in 100-year spillway capacity requirement. Proposed modifications submitted and approved by Konny on June 22, 2011. Construction completed in 2011 and documented that the project was built according to plans (see my letter emailed to you, dated January 13, 2012)
COMPLETED

Condition 3 – Dam stability analysis completed
Status: Submitted to WDNR on February 3, 2012 via email.
AWAITING WDNR APPROVAL

Condition 4 – Emergency Action Plan and Inspection Operation and Maintenance Plan
Status: EAP Submitted to WDNR on February 3, 2012 via email. IOM is draft to the Village for review.
EAP AWAITING WDNR APPROVAL
IOM YET TO BE SUBMITTED

Condition 5 – Impoundment behind the dam must remain drawn down
Status: Partial refill has been approved via Konny Margovsky letter dated May 23, 2011. Awaiting full refill pending completion of conditions.
ON HOLD

Condition 6 and 7 – relate to construction time work – those were completed.
COMPLETED

Condition 8 – Submit verified statement of work completed.
Status: Submitted to WDNR, see letter and email to you dated January 13, 2012
COMPLETED

Condition 9 – Submit as-built plans

Status: As-built plans of all construction will be submitted via copy to WDNR on the LOMR-F submittal to FEMA.

IN PROGRESS

Hope this helps since you took over for Konny after much of this was in progress or completed. Have a great weekend!

Jon Lefers

lefers@ma-rs.org | http://www.ma-rs.org
Montgomery Associates Resource Solutions, LLC
119 South Main Street | Cottage Grove, WI 53527
Phone: (608) 839-4422
Fax: (608) 839-3322
Cell: (608) 225-5787

State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Scott Hassett, Secretary
Lloyd L. Eagan, Regional Director

South Central Region Headquarters
3911 Fish Hatchery Road
Fitchburg, Wisconsin 53711-5397
Telephone 608-275-3266
FAX 608-275-3338
TTY 608-275-3231

Tuesday, June 01, 2010

Ms. April Little, Administrator
Village of Belleville
24 W Main Street
Belleville, WI 53508

Expedited delivery via email requested.

SUBJECT: Belleville Dam, Field File # 13.03, Sugar River, Village of Belleville, Dane County. Conditional approval of plans and specifications for proposed dam modifications.

BEFORE THE
DEPARTMENT OF NATURAL RESOURCES

IN THE MATTER of approval of plans and specifications for proposed repairs and modifications to the Belleville Dam, FF #13.03 located on the Sugar River in Dane County, Wisconsin.

FINDINGS OF FACT

1. The Department of Natural Resources has examined plans and specifications for the repairs and modifications of the Belleville Dam located across Sugar River, in Section 34, Township 5 North, Range 8 East, Dane County. The structure is currently owned, operated and maintained by the Village of Belleville.

2. Plans and specifications were prepared by Montgomery Associates Resource Solution, LLC (MARS) and on April 16, 2010 submitted to the Department.

3. The Belleville Dam has been previously assigned a hazard rating of "Low Hazard"

4. The Belleville Dam in its current configuration does not meet the flow capacity standards of NR 333.07 Wisconsin Administrative Code.

CONCLUSIONS OF LAW

1. The review has been conducted in accordance with Chapter 31, Wisconsin Statutes, and Chapter NR 333, Wisconsin Administrative Code.

APPROVAL

1. The plans are hereby conditionally approved in accordance with Chapter 31, Statutes.

2. The approved plans are not transferable, and shall become null and void unless the repairs are completed within 2 years from the date the plans were approved.

CONDITIONS OF APPROVAL

1. Dike shown on the submitted plans proposed as part of the "Sugar River and Lake Belle View Restoration Project "to create a "separate" portion of the Belleville Dam impoundment is not designed sufficiently strong to be accepted as "part" of the Belleville Dam structure. Future operation and maintenance of the dam should not include procedures resulting in reliance on the dike to hold back Belleville Dam impoundment.

2. Proposals to increase the Belleville Dam spillway capacity to meet the requirements of NR 333 Wisconsin Administrative Code must be developed and submitted to the Department for review and approval prior to completion of the project. Please note that upgrading the capacity of the dam may require updating the approved dam failure analysis and may result in re-assignment of the hazard rating for the dam.

3. Dam stability analysis is required for the dam and must be submitted to the Department for review and approval prior to completion of the project.

4. An Emergency Action Plan (EAP) and an Inspection, Operation and Maintenance Plan (IOM) are required for the dam and must be submitted to the Department for review and approval prior to completion of the project.

5. The impoundment behind the Belleville Dam must remain drawn down (following proposed reconstruction) until the structure is in full compliance with NR 333 Wisconsin Administrative Code.

6. During the proposed repairs appropriate erosion control measures shall be undertaken in accord with the recommendations of the "Construction Site Best Management Practice".

7. The repairs to be performed shall not affect the surrounding environment. All permits necessary for construction (i.e. filling and sediment disposal, etc.) shall be obtained from the Department prior to initiation of construction. The Department contact person for this activity is Cami Peterson. Cami can be reached at 608 275-3208.

8. **Section 31.12(4), Statutes, requires a verified statement to be filed with the Department within 10 days after completion of the repairs to the dam, stating that it was constructed in accordance with the plans and specifications approved by the Department.**

9. A copy of the as-built plans must be submitted to the Department within 30 business days after the completion of construction.

NOTICE OF APPEAL RIGHTS

If you believe that you have the right to challenge this decision, you should know that Wisconsin Statutes and Administrative Rules establish time periods within which requests to review Department decisions must be filed.

To request a contested case hearing pursuant to s. 227.42, Wisconsin Statutes, you have 30 days after the decision is mailed or otherwise served by the Department of Natural Resources.

This notice is provided pursuant to s. 227.48(2), Wisconsin Statutes.

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By _____
Konstantin E. Margovsky, P. E.
Dam Safety, Floodplain, Water Regulation & Zoning Engineer
SCR, Dodgeville

Cc.: Jeffrey M. Hruby, P. E. –MARS, via email
Roger W. Lane III –Dane Co., via email
Julia McCarthy – FEMA, Region V, via email
Cami Peterson – DNR Fitchburg Office via email
William Sturtevant, P. E. –DNR WT/3, via email

EMERGENCY ACTION PLAN
FOR
BELLEVILLE DAM
(FORMAL NAME)
LAKE BELLE VIEW DAM
(LOCAL NAME)

FIELD FILE NUMBER: 13.03

KEY SEQUENCE NUMBER: 117
(FROM DNR'S DAMS DATABASE)

NATIONAL INVENTORY OF DAMS NUMBER: WI116

COUNTY: DANE

OWNER: VILLAGE OF BELLEVILLE

OPERATOR: JERRY BUTTS

ADDRESS: 20 RIVER STREET
BELLEVILLE, WI 53508

DATE: _____

REVISION DATES:

1ST REVISION: _____
(DATE) (SIGNATURE)

2ND REVISION: _____
(DATE) (SIGNATURE)

3RD REVISION: _____
(DATE) (SIGNATURE)

4TH REVISION: _____
(DATE) (SIGNATURE)

THE DAM OWNER/OPERATOR IS RESPONSIBLE FOR THE ANNUAL REVIEW AND UPDATING OF THE EAP

Please notify your Regional DNR person immediately if data in this EAP is revised.

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Appendix B–7 Profile of Principal Spillway (3 sheets)
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Appendix B–9 National Inventory of Dams (NID) Data

Basic EAP Data

Purpose
The purpose of this EAP is to reduce the risk of human life loss and injury and to minimize property damage during an unusual or emergency event at Belleville Dam.

Potential Impacted Area
See *Evacuation Map* tab (Appendix B–4) and *Residents/Businesses/Highways at High Risk* (Appendix B-5) for the locations and contact information of residents and businesses that may be flooded if the dam should fail.

Belleville Dam impounds Lake Belle View and is located on the Sugar River in a residential area in the Village of Belleville. Belleville Dam is considered a **Low Hazard Dam** according to the Wisconsin Department of Natural Resources (WDNR). The definition of a low hazard dam is "*assigned to those dams that have no development unrelated to allowable open space use in the hydraulic shadow where the failure or mis-operation of the dam would result in no probable loss of human life, low economic losses, low environmental damage, no significant disruption of lifeline facilities, and have land use control in place to restrict future development in the hydraulic shadow*" (State Administrative Code NR 333).

In the event of a dam breach, there are no properties at high risk, but there are some areas that may be at risk of flooding, primarily areas to the south of the river, downstream of the dam. East Avenue could have 2-4 feet of water, which would need to be closed to traffic. Other areas may experience flooding, including some residential areas. Less than 100 parcels will be affected, including parcels owned by the Village. Four (4) bridges (vehicular, railroad, and pedestrian) cross the Sugar River and could potentially be impacted by a dam breach, although modeling suggests that the low chord of these bridges is above the high water mark of a dam breach.

Dam Description

Formal Name: Belleville Dam

Local Name: Lake Belle View Dam

Year Built: 1860

Risk Based on Land Use: Low

Township/Village/City: Village of Belleville

County: Dane

Latitude: 42.8605° N Longitude: 89.5357° W

Legal Descr.: SW ¼, NE ¼¼, Sec 34, T5N, R8E

River/Stream: Sugar River

Nearest Downstream Village/City: V. of Belleville

Drainage Area: 172 square miles

Dam Type: Concrete and earthen embankment

Dam Height: 15 ft

Normal Capacity (ac-ft): 300

Maximum Capacity (ac-ft): 980.0

Spillway: Yes

Type: Concrete

Spillway Capacity (cfs): 8,000

Outlet other than spillway (describe): none

Dam Owner: Dane County

Dam Operator: Jerry Butts

Major Property Owner: Numerous properties downstream

Dam Designer: Unknown

Field File Number: 13.03

Key Sequence Number: 117

National Inventory of Dams Number: WI116

See detailed design data in *Appendix B* tab.

Directions to dam. Include all information concerning access to site including gates, road conditions or important land marks. (See *Location and Vicinity Map*; Appendix B–2.)

Belleville Dam is located in the Village of Belleville, adjacent to Community Park (Fireman's Park). Vehicles can access the dam from Bross Circle, in the park, or from West Main Street (Hwy 92). Vehicles can access the dam without passing through gates, however access to the spillway is controlled by a fence. In the event of a dam breach emergency, sections of the park may be inundated and access from that side may be limited.

Roles and Responsibilities

Dam Owner/Representative (Jerry Butts, Dam Operator)

- As soon as an emergency event is observed or reported, immediately determine the risk level (see *Risk levels* tab).
  - Risk Level 1: unusual event, slowly developing, high water
  - Risk Level 2: potential dam failure situation, rapidly developing
  - Risk Level 3: dam failure appears imminent or is in progress
- Immediately notify the personnel in the order shown on the notification chart for the appropriate level (see *Notification Charts* tab).
- Provide updates of the situation to the police/sheriff dispatcher to assist them in making timely and accurate decisions regarding warnings and evacuations.
- Provide leadership to assure the EAP is reviewed and updated annually and copies of the revised EAP are distributed to all who received copies of the original EAP.

Incident Commander (April Little, EAP Coordinator)

- Serve as the primary contact person responsible for coordination of all emergency actions.
- When a Risk Level 2 situation occurs: prepare emergency management personnel for possible evacuations that may be needed if a Level 3 situation occurs.
- When a Risk Level 3 situation occurs:
  - Initiate warnings and order evacuation of people at risk downstream of the dam, if applicable.
  - Notify local emergency management services to carry out the evacuation of people and close roads within the evacuation area (see *Evacuation Map* tab).
- Decide when to terminate the emergency.
- Participate in an annual review and update of the EAP.

Emergency Management Services (Local Law Enforcement/Emergency Management)

- Maintain communication with media.
- When a Risk Level 2 situation occurs:
  - Prepare emergency management personnel for possible evacuations that may be needed if a Risk Level 3 situation occurs.
  - Alert the public as appropriate.
- When a Risk Level 3 situation occurs:
  - Alert the public.
  - Immediately close roads and evacuate people within evacuation area (see *Evacuation Map* tab).
- Participate in an annual review and update of the EAP.

State Dam Safety Agency (WI Department of Natural Resources Dam Safety Program [Central Office Dam Safety Engineer/Regional Water Management Engineer])

- Advise the dam operator of the risk level determination, if time permits.
- Advise the dam operator of remedial actions to take if Level 2 event occurs, if time permits.

Agency/Organization	Principal Contact	Address	Office telephone number	Alternate telephone numbers	Email address
Village of Belleville Public Works/ Dam Operator	Jerry Butts	20 River Street Belleville, WI 53508	(608) 424-3666		
Village Hall/ EAP Coordinator	April Little	24 West Main Street Belleville, WI 53508	(608) 424-1655		alittle@villageofbelleville.com
Belleville Police	Chief Roger Hillebrand	31 East Main Street Belleville, WI 53508	non-emergency, (608) 424-3129		
Belleville Fire	Chief Tom Adams		(608) 424-3331		
Dane County Sheriff's Office	Sheriff David J. Mahoney	115 W Doty Street Madison, WI 53703	(608) 284-6800	Non-Emergency Dispatch (608) 255-2345	
Green County Sheriff's Office	Sheriff Jeff Skatrud	2827 6th Street Monroe, WI 53566	(608) 328-9400		
Dane County Emergency Management	Kathy Krusiec (director) David Janda (assistant director)	Room 2107 Public Safety Building 115 West Doty Street Madison, WI 53703-3202	(608) 266-4330		maly@co.dane.wi.us
Green County Emergency Management	Tanna McKeon (coordinator)	2827 6th Street Monroe, WI 53566	608-328-9416		tmckeon@tds.net
WDNR Dam Safety Staff	Rob Davis (Dane/East)		(608) 275-3316		robert.davis@wisconsin.gov
WI State Warning Center			1-800-943-0003, then dial 2		
Hwy. Commissioner / Director of the Department of Public Works, Highway, & Transportation	Gerald J. Mandli, P.E.	2302 Fish Hatchery Road, Madison, WI 53713	(608) 266-4039		mandli@co.dane.wi.us
Wisconsin Department of Natural Resources Duty Officer			(608) 576-5358	(608) 376-9049 (pager)	
State Dam Safety Engineer / WDNR Dam Safety Program	Meg Galloway	WI DNR GEF 2, WT/6 101 S. Webster Madison, WI 53707	(608) 266-7014		

The Five-step EAP Process

Step 1 Event Detection

This step describes the detection of an unusual or emergency event and provides information to assist the dam operator in determining the appropriate risk level for the event. Adverse or unusual conditions that can cause the failure of a dam are typically related to:

1. Aging or design and construction errors. There are no known pre-existing conditions on Belleville Dam as of the date of this EAP.
2. Extreme weather events that exceed the original designed conditions can cause flow through around the main spillway into the park.
3. Accidental or intentional damage to the dam

Unusual or emergency events may be detected by:

- Observations at or near the dam by government personnel (local, state, or federal), landowners, visitors to the dam, or the public;
- Evaluation of instrumentation data; or
- Forewarning of conditions that may cause an unusual event or emergency event at the dam (for example, a severe weather or flash flood forecast).

See *Guidance for Determining the Risk level* table for assistance in evaluating specific events to determine if they are unusual or potential emergency situations.

Step 2 Risk level Determinations

After an unusual or emergency event is detected or reported, the dam owner or his alternate is responsible for classifying the event into one of the following three risk levels:

Risk level 1(Non Emergency) —Unusual event, slowly developing, high water:
This situation is not normal but has not yet threatened the operation or structural integrity of the dam, but possibly could if it continues to develop. Examples of Risk Level 1 triggers are shown in *Guidance for Determining the Risk level.*

Required action for the duration of Risk Level 1:

- Make contacts as outlined in the Risk Level 1 Notifications Flow Chart shown in this EAP. The Sheriff/Local Emergency Management should be informed if it is determined that the conditions may possibly develop into a worse condition that may require emergency actions.
- Condition of the dam and surrounding areas shall be closely monitored (frequency to be determined based on guidance from DNR, but shall not be less than twice per day).
- Water levels immediately upstream of the main concrete dam and upstream of the millrace shall be monitored (every 6 hours or less)
- Monitor 24-hour and 3-day forecast for Belleville, WI

- In a timely manner, make repairs (as applicable) to the dam.
- Decision and required notifications for ceasing Risk Level 1 status or increasing to Risk Level 2 or 3 status

Risk level 2 (Emergency) —Potential dam failure situation, rapidly developing:
This situation may eventually lead to dam failure and flooding downstream, but there is not an immediate threat of dam failure. This risk level is also applicable when water has begun to flow around the main spillway or is expected to result in flooding of downstream areas and people near the channel could be endangered. Specific examples of Risk Level 2 triggers are shown in *Guidance for Determining the Risk level.*

Required action for the duration of Risk Level 2, in addition to those items outlined in Risk Level 1:

- Make contacts as outlined in the Risk Level 2 Notifications Flow Chart shown in this EAP.
  - The Sheriff/Local Emergency Management should be notified of this emergency situation and placed on alert. If the dam condition worsens and failure becomes imminent, the Sheriff/Local Emergency Management must be notified immediately of the change in the risk level to notify and/or evacuate the people at risk downstream.
  - The State Dam Safety Office should be contacted to evaluate the situation and recommend remedial actions to prevent failure of the dam.
  - Emergency services should be on alert to initiate evacuations or road closures if the flooding (even without dam failure) increases.
- The control gates should be opened to full capacity to begin lowering the impoundment.
- If applicable, the dam operator should initiate remedial repairs (note local resources that may be available—see Appendix B–1). Time available to employ remedial actions may be hours or days.
- Condition of the dam and surrounding areas shall be closely monitored (once every 3 hours, unless based on conditions, a more frequent inspection frequency is required). The dam operator shall periodically report the status of the situation to the Sheriff/Local Emergency Management.
- If high water has triggered a Risk Level 2 status, actions should be evaluated to protect the low-lying road crossing at East Avenue from flooding. Installation of sandbags, inflatable flood-control dams, or other flood-protection devices should be carried out at this risk level.
- All access to the Belleville Community Park should be closed off, except for emergency access, including current and future bike/pedestrian access paths. Any existing or future public access points immediately downstream of the dam should also be closed.
- Decision and required notifications for ceasing Risk Level 2 status (reducing to Risk Level 1 or ceasing Risk Level status) or increasing to Risk Level 3 status

Risk level 3 (Emergency) —Urgent; dam failure appears imminent or is in progress:
This is an extremely urgent situation when a dam failure is occurring or obviously is about to occur and cannot be prevented. Flooding will occur downstream of the dam. This situation is also applicable when overland flow is causing downstream flooding of people and roads.

Required action for the duration of Risk Level 3:

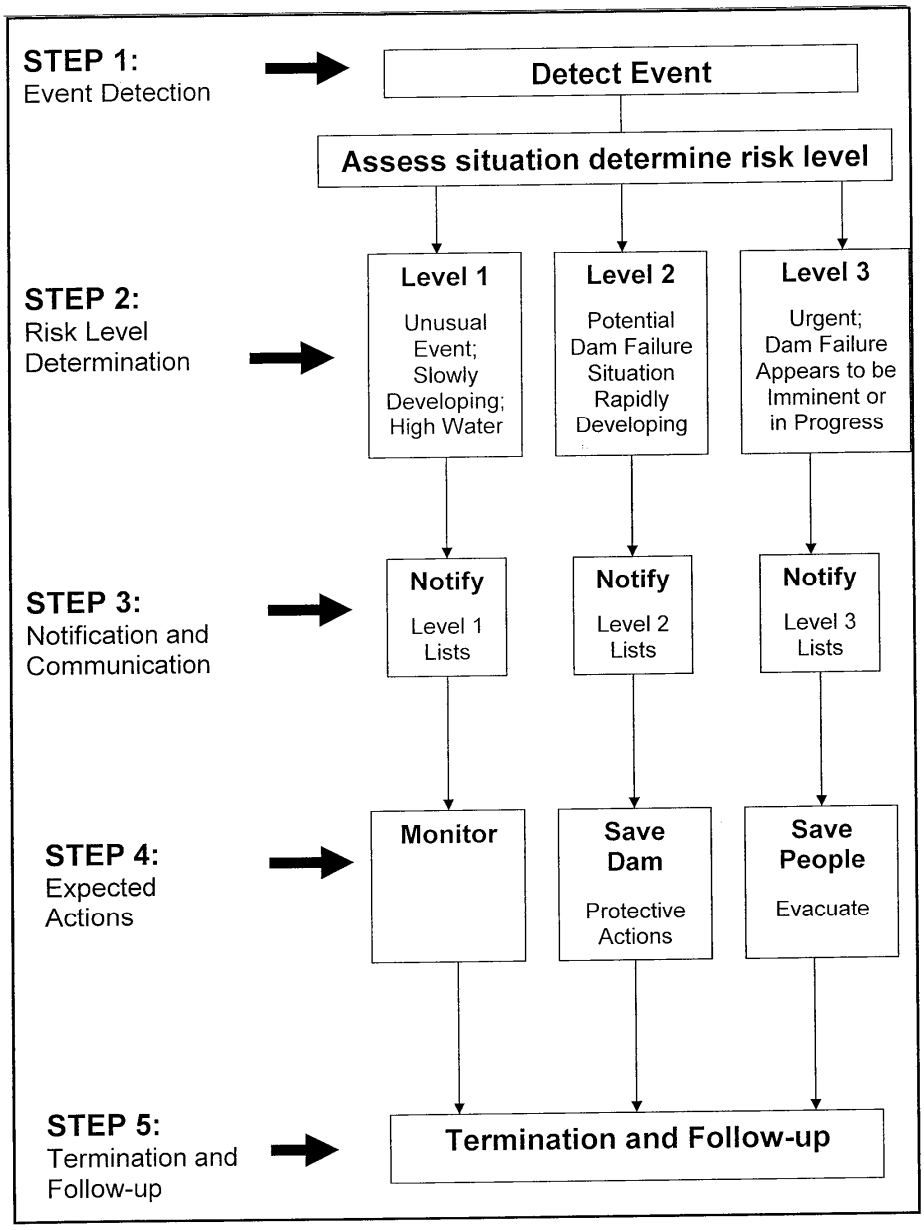
- Make contacts as outlined in the Risk Level 3 Notifications Flow Chart shown in this EAP.
  - The Sheriff/Local Emergency Management should be contacted immediately so emergency services can begin evacuations of all at-risk people and close roads as needed (see *Evacuation Map* tab).
- Highway 69 and the Badge State Trail which cross the river should be closed to all traffic.
- Continuous observation of the dam and surrounding areas' condition at a safe distance.

See the following pages for guidance in determining the proper risk level for various situations.

Guidance for Determining the Risk level

Event	Situation	Risk level*
Water Level in the Sugar River	Water level immediately upstream of the dam has reached 860.0 (NAVD 88) (Water level is above the maximum elevation of the North abutment on the main concrete dam)	1
	Water is flowing over the lake management berm / bike path between Community Park and North Shore Drive	1
	Water level immediately upstream of the dam has reached 862.0 (NAVD 88) (~1 foot of freeboard between water level and top of earthen embankment)	2
	Water level in lake immediately upstream of millrace is at or above 860.0 (water is flowing over auxiliary spillway)	2
Embankment Overtopping	Embankment or auxiliary spillway overtopping without an advancing headcut	2
	Embankment or auxiliary spillway overtopping with an advancing headcut or that is flooding people downstream	3
Seepage	New seepage areas in or near the dam	1
	New seepage areas with cloudy discharge or increasing flow rate	2
	Seepage with discharge greater than 10 gallons per minute	3
Sinkholes	Observation of new sinkhole in area around the dam or spillway	2
	Rapidly enlarging sinkhole	3
Structure cracking	New cracks in the concrete walls or spillway bottom greater than ¼-inch wide without seepage	1
	Cracks in the concrete walls or spillway bottom with seepage	2
	Large cracking or crumbling of the concrete walls or spillway bottom with significant seepage	3
Gate or Millrace failure	Slight deformation of the gates that does not appear to be progressing or be in imminent danger of failing.	2
	Severe or active deformation of the gates.	3
Security threat	Verified bomb threat that, if carried out, could result in damage to the dam	2
	Detonated bomb that has resulted in damage to the dam or appurtenances	3
Sabotage/ vandalism	Damage to dam or appurtenance with no impacts to the functioning of the dam	1
	Modification to the dam or appurtenances that could adversely impact the functioning of the dam	1
	Damage to dam or appurtenances that has resulted in seepage flow	2
	Damage to dam or appurtenances that has resulted in uncontrolled water release	3

* Risk level 1: Unusual event, slowly developing; high water
* Risk level 2: Potential dam failure situation, rapidly developing
* Risk level 3: Urgent; dam failure appears imminent or is in progress


STEP 1:
Event Detection
Detect Event
Assess situation determine risk level
STEP 2:
Risk Level Determination
Level 1
Unusual Event; Slowly Developing; High Water
Level 2
Potential Dam Failure Situation Rapidly Developing
Level 3
Urgent; Dam Failure Appears to be Imminent or in Progress
STEP 3:
Notification and Communication
Notify
Level 1 Lists
Notify
Level 2 Lists
Notify
Level 3 Lists
STEP 4:
Expected Actions
Monitor
Save Dam
Protective Actions
Save People
Evacuate
STEP 5:
Termination and Follow-up
Termination and Follow-up

Step 3 Notification and Communication

Notification

After the risk level has been determined, the people on the following notification charts for the appropriate risk level shall be notified immediately.

Communication

Risk level 1—Non-emergency, unusual event; slowly developing, high water:
The Dam Owner or Representative should contact the DNR Dam Safety Officials through the DNR Duty Office at 608-576-5358 during office hours or by pager at 608-376-9049. Describe the situation, and request technical assistance on next steps to take. The Sheriff/Local Emergency Management should be informed if it is determined that the conditions may possibly develop into a worse condition that may require emergency actions.

Risk level 2—Emergency event, potential dam failure situation; rapidly developing:
The following message may be used to help describe the emergency situation to the local emergency management personnel:

"This is ____Identify yourself: name, position_____.

We have an emergency condition at Belleville Dam on the Sugar River located in Community Park in the Village of Belleville.

We have activated the Emergency Action Plan for this dam and are currently under Risk level 2. We have notified the following authorities: (_____).

We are implementing predetermined actions to respond to a rapidly developing situation that could result in dam failure.

Please prepare to notify residents and businesses downstream of the dam about the developing situation. All access to Belleville Community Park and public access points should be closed, except for emergency vehicles. At this time sandbags should be placed across East Avenue to reduce flooding impacts in the Village. All boat traffic on the lake or river needs to get to safety.

Reference the evacuation map in your copy of the Emergency Action Plan.

We will advise you when the situation is resolved or if the situation gets worse.

I can be contacted at the following number _____. If you cannot reach me, please call the following alternative number _____."

Risk level 3—Urgent event; dam failure appears imminent or is in progress:
Dane County Emergency Government should be contacted immediately and the area evacuated (see *Evacuation Map* tab). The following actions should be taken:

1. Call the emergency management's dispatch center via 911. Be sure to say, "This is an emergency." They will call other authorities and the media and begin the evacuation. The following message may be used to help describe the emergency situation to the appropriate emergency management personnel:

   "This is ___Identify yourself: name, position_ _____.
   Belleville Dam on the Sugar River, located off of West Main Street in the Village of Belleville is failing (or is about to fail). Repeat. Belleville Dam on the Sugar River, located off of West Main Street in the Village of Belleville is failing (or is about to fail).

   We have activated the Emergency Action Plan for this dam and are currently under Risk level 3. Reference the evacuation map in your copy of the Emergency Action Plan and alert all residents and businesses downstream of the dam to stay away from the river All boat traffic in the river or lake needs to get to safety as quickly as possible.. We have notified the following authorities: (_____)

   I can be contacted at the following number _____. If you cannot reach me, please call the following alternative number _____."

2. Do whatever is necessary to bring people in immediate danger (evacuees, anyone on the dam, downstream from the dam, boating on the lake and river, to safety if directed by the Incident Commander.
3. Keep in frequent contact with the emergency services to keep them up-to-date on the condition of the dam. They will tell you how you can help handle the emergency.
4. If all means of communication are lost: (1) try to find out why, (2) try to get to another means of communication (radio, telephone, cell phone) that works, or (3) get someone else to try to re-establish communications. If these means fail, handle the immediate problems as well as you can, and periodically try to re-establish contact with the emergency services.

The following pre-scripted message may be used as a guide for the emergency services personnel to communicate the status of the emergency with the public:

Attention: This is an emergency message from the Sheriff. Listen carefully. Your safety may depend on immediate action.

Belleville Dam on the Sugar River, located off of West Main Street in the Village of Belleville is failing (or is about to fail). Repeat. Belleville Dam on the Sugar River, located off of West Main Street in the Village of Belleville is failing (or is about to fail).

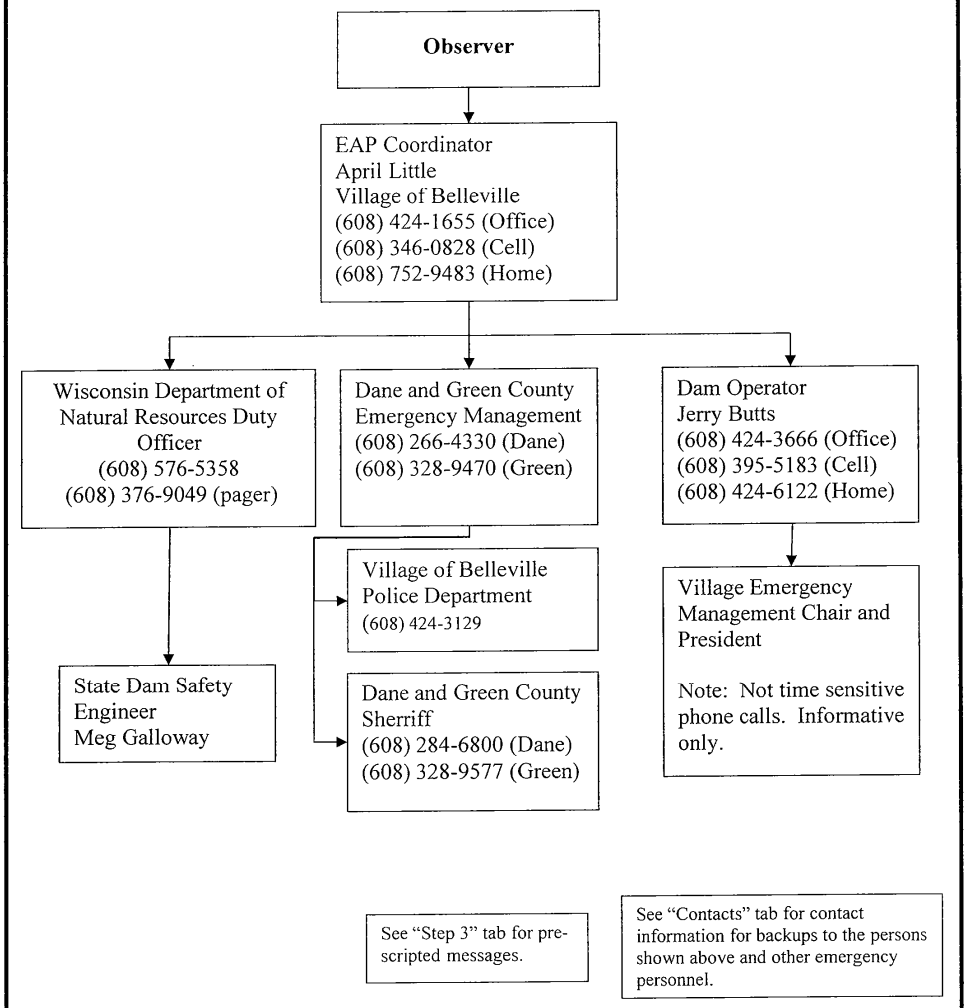
If you are in or near this area, proceed immediately to high ground away from the Sugar River and Lake Belle View. Do not attempt to travel in areas near the dam, including bike paths. Do not travel on flooded roadways or return to your home to recover your

possessions. Proceed immediately to high ground away from the Sugar River and Lake Belle View and wait for further instructions.

Repeat message.

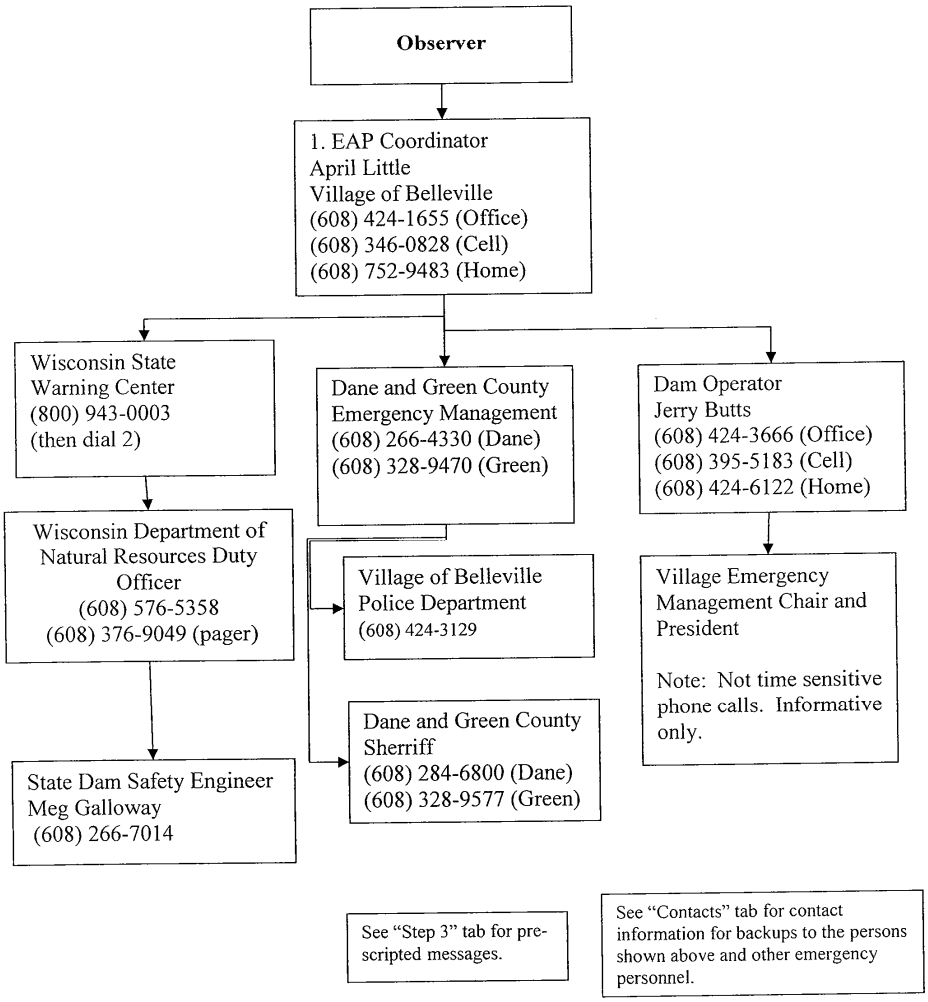
Risk Level 1 Notifications

Nonemergency
Unusual event, slowly developing, high water



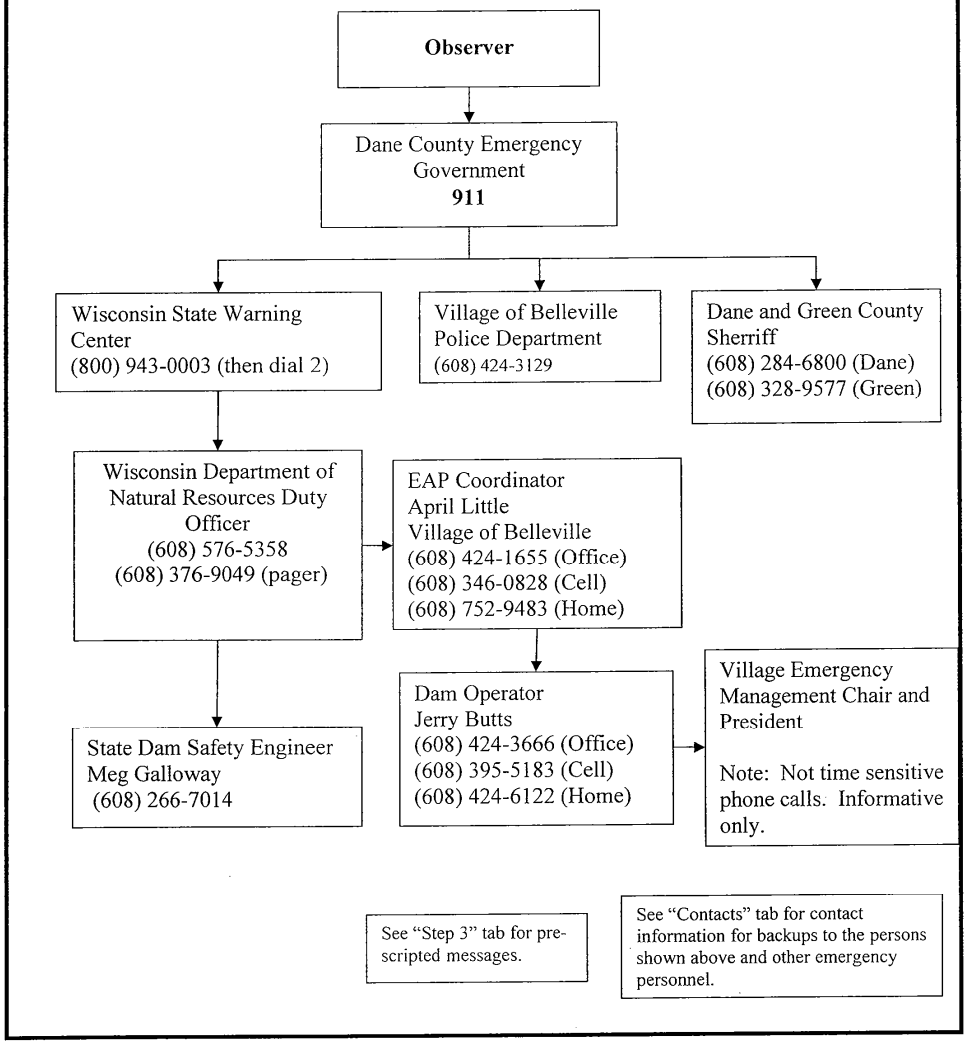
Risk Level 2 Notifications

Emergency Event
Potential dam failure; rapidly developing



Risk Level 3 Notifications

Emergency and Urgent Event
Dam failure is imminent or in progress



Maintenance—EAP Review and Revision

EAP annual review and verification

The Village of Belleville will review and, if needed, update the EAP at least once each year. The EAP annual review will include the following:

- Calling all contacts on the three notification charts in the EAP to verify that the phone numbers and persons in the specified positions are current. The EAP will be revised if any of the contacts have changed.
- Contacting the local law enforcement agency to verify the phone numbers and persons in the specified positions. In addition, the representative from the Village of Belleville will ask if the person contacted knows where the EAP is kept and if responsibilities described in the EAP are understood.
- Calling the locally available resources to verify that the phone numbers, addresses, and services are current.

Revisions

The Village of Belleville is responsible for updating the EAP document. The EAP document held by the Village of Belleville is the master document. When revisions occur, the Village will provide the revised pages and a revised revision summary page to all the EAP document holders. The document holders are responsible for revising outdated copies of the respective document(s) whenever revisions are received. Outdated pages shall be immediately discarded to avoid any confusion with the revisions.

EAP periodic test

The dam owner will host and facilitate a periodic test of the EAP at least once every two (2) years.

The periodic test will consist of a meeting, including a tabletop exercise, conducted at the Village Hall. Attendance should include the Village key staff, DNR Dam Safety staff, at least one representative of the local law enforcement agency, and others with key responsibilities listed in the EAP. At the discretion of the Dam Operator, other organizations that may be involved with an unusual or emergency event at the dam are encouraged to participate. Before the tabletop exercise begins, meeting participants will visit the dam during the periodic test to familiarize themselves with the dam site.

The tabletop exercise will begin with the facilitator presenting a scenario of an unusual or emergency event at the dam. The scenario will be developed prior to the exercise. Once the scenario has been presented, the participants will discuss the responses and actions that they would take to address and resolve the scenario. The narrator will control the discussion, ensuring realistic responses and developing the scenario throughout the exercise. The Dam Operator should complete an event log as they would during an actual event.

After the tabletop exercise, the five sections of the EAP will be reviewed and discussed. Mutual aid agreements and other emergency procedures can be discussed. The Dam Operator will prepare a written summary of the periodic test and revise the EAP, as necessary.

Record of Holders of Control Copies of this EAP

Copy Number	Organization	Person receiving copy
1		
2		
3		
4		
5		
6		
7		
8		

Record of Revisions and Updates Made to EAP

Revision Number	Date	Revisions made	By whom

Concurrences

By my signature, I acknowledge that I, or my representative, have reviewed this plan and concur with the tasks and responsibilities assigned herein for me and my organization.

1._____
Signature *Organization* *Date*

Printed name and title: _____

2. _____
Signature *Organization* *Date*

Printed name and title: _____

3._____
Signature *Organization* *Date*

Printed name and title: _____

4._____
Signature *Organization* *Date*

Printed name and title: _____

5._____
Signature *Organization* *Date*

Printed name and title: _____

6._____
Signature *Organization* *Date*

Printed name and title: _____

7._____
Signature *Organization* *Date*

Printed name and title: _____

Appendices—Forms, Glossary, Maps, and Supporting Data

Appendix A

A–1 Contact Checklist

A–2 Unusual or Emergency Event Log Form

A–3 Dam Emergency Situation Report Form

A–4 Glossary of Terms

Appendix B

B–1 Resources Available

B–2 Regional Map

B–3 Location and Vicinity Maps

B–4 Evacuation Map

B–5 Residents/Businesses/Highways at High Risk

B–6 Plan View of Dam

B–7 Profile of Principal Spillway

B–8 Reservoir Elevation-Area-Volume and Spillway Capacity Data

B–9 National Inventory of Dams (NID) Data

Appendix C

C–1 Residents/Businesses/Highways at Moderate Risk

Appendix A–1

Contact Checklist

Local Dam Name: Belleville Dam

Dam location: Belleville (Village) Dane (County) Sugar River (Stream/River)

DNR field file #: 13.03 Key Sequence #: 117 National Inventory of Dams #: WI116

The following contacts should be made immediately after the risk level is determined (see pages X-Y for guidance to determine the appropriate risk level for a specific situation). The person making the contacts should initial and record the time of the call and who was notified for each contact made. See the *Notification Charts* tab for critical contact information and *Emergency Services Contacts* tab for contact information for other possible emergency services.

Risk level 1 (see page 13)	Person Contacted	Time Contacted	Contacted by
___DNR Duty Officer	_____	_____	_____
___ Local Law Enforcement or Local Emergency Management	_____	_____	_____
___ Owner's Consultant	_____	_____	_____

Risk level 2 (see page 14)	Person Contacted	Time Contacted	Contacted by
____ Statewide Warning Center	_____	_____	_____
____ Local Law Enforcement or Local Emergency Management	_____	_____	_____
____ Local DNR Water Management Engineer	_____	_____	_____

Risk level 3 (see page 15)	Person Contacted	Time Contacted	Contacted by
____ Statewide Warning Center	_____	_____	_____
____ Local Law Enforcement or Local Emergency Management	_____	_____	_____
____ Local DNR Water Management Engineer	_____	_____	_____

Appendix A–2

Risk Level 1 or 2 Event Log

(to be completed during the emergency)

Local Dam Name: Belleville Dam

Dam location: Belleville (*Village*) Dane (*County*) Sugar River (*Stream/River*)

DNR field file #: 13.03 Key Sequence #: 117 National Inventory of Dams #: WI116

When and how was the event detected? _____

Weather conditions: _____

General description of the emergency situation: _____

Risk level determination: _____ Made by: _____

Actions and Event Progression

Date	Time	Action/event progression including contacts made	Taken by

Report prepared by: _____ Date: _____

Appendix A–3

Risk Level 3 Report

(to be completed following the emergency)

Local Dam Name: Belleville Dam

Dam location: Belleville (*Village*) Dane (*County*) Sugar River (*Stream/River*)

DNR field file #: 13.03 Key Sequence #: 117 National Inventory of Dams #: WI116

Date: _____ Time: _____

Weather conditions: _____

General description of emergency situation:

_____

_____

Area(s) of dam affected:

_____

_____

Extent of dam damage: _____

Possible cause(s): _____

Effect on dam's operation: _____

Initial reservoir elevation: _____ Time: _____

Maximum reservoir elevation: _____ Time: _____

Final reservoir elevation: _____ Time: _____

Description of area flooded downstream/damages/injuries/loss of life: _____

_____

_____

Other data and comments:

_____

Observer's name and telephone number: _____

Report prepared by: _____ Date: _____

Appendix A–4

Glossary of Terms

Abutment	The portion of the dam that is in contact with another material surface. On concrete dams it will the contact the concrete makes with either the adjacent earthen portion of the dam or the valley wall. For earthen dams it will be the area the earthen fill meets the valley soils/walls. The left and right abutments of dams are defined with the observer looking downstream from the dam.
Acre-foot	A unit of volumetric measure that would cover 1 acre to a depth of 1 foot. One acre-foot is equal to 43,560 cubic feet or 325,850 gallons.
Berm	A nearly horizontal step (bench) in the upstream or downstream sloping face of the dam.
Boil	A disruption of the soil surface due to water discharging from below the surface. Eroded soil may be deposited in the form of a ring (miniature volcano) around the disruption.
Breach	An opening through the dam that allows draining of the reservoir. A controlled breach is an intentionally constructed opening. An uncontrolled breach is an unintended failure of the dam.
Conduit	A closed channel (round pipe or rectangular box) that conveys water through, around, or under the dam.
Control section	A usually level segment in the profile of an open channel spillway above which water in the reservoir discharges through the spillway.
Cross section	A slice through the dam showing elevation vertically and direction of natural water flow horizontally from left to right. Also, a slice through a spillway showing elevation vertically and left and right sides of the spillway looking downstream.
Dam	An artificial barrier generally constructed across a watercourse for the purpose of impounding or diverting water.
Dam failure	The uncontrolled release of a dam's impounded water.
Dam Operator	The person(s) or unit(s) of government with responsibility for the operation and maintenance of dam.
Drain, toe or foundation, or blanket	A water collection system of sand and gravel and typically pipes along the downstream portion of the dam to collect seepage and convey it to a safe outlet.
Drainage area (watershed)	The geographic area on which rainfall flows into the dam.

Drawdown	The lowering or releasing of the water level in a reservoir over time or the volume lowered or released over a particular period of time.
Emergency	A condition that develops unexpectedly, endangers the structural integrity of the dam and/or downstream human life and property, and requires immediate action.
Emergency Action Plan (EAP)	A formal document identifying potential emergency conditions that may occur at the dam and specifying preplanned actions to minimize potential failure of the dam or minimize failure consequences including loss of life, property damage, and environmental impacts.
Evacuation map	A map showing the geographic area downstream of a dam that should be evacuated if it is threatened to be flooded by a breach of the dam or other large discharge.
Field File #	Number assigned by the State of WI specific to the dam.
Filter	The layers of sand and gravel in a drain that allow seepage through an embankment to discharge into the drain without eroding the embankment soil.
Freeboard	Vertical distance between a stated water level in the reservoir and the top of dam.
Gate, slide or sluice, or regulating	An operable, watertight valve to manage the discharge of water from the dam.
Groin	The area along the intersection of the face of a dam and the abutment.
Hazard classification	A system that categorizes dams (high, significant, or low) according to the degree of their potential to create adverse incremental consequences such as loss of life, property damage, or environmental impacts of a failure or mis-operation of a dam.
Height, dam	The vertical distance between the lowest point along the top of the dam and the lowest point at the downstream toe, which usually occurs in the bed of the outlet channel.
Hydraulic Shadow	that area of land downstream from a dam that would be inundated by water upon failure of the dam during the regional flood.
Hydrograph, inflow or outflow, or breach	A graphical representation of either the flow rate or flow depth at a specific point above or below the dam over time for a specific flood occurrence.
Incident Commander	The highest predetermined official available at the scene of an emergency situation.

Instrumentation	An arrangement of devices installed into or near dams that provide measurements to evaluate the structural behavior and other performance parameters of the dam and appurtenant structures.
Inundation area or map	The geographic area downstream of the dam that would be flooded by a breach of the dam or other large discharge.
Notification	To immediately inform appropriate individuals, organizations, or agencies about a potentially emergency situation so they can initiate appropriate actions.
Outlet works (principal spillway)	An appurtenant structure that provides for controlled passage of normal water flows through the dam.
Piping	The progressive destruction of an embankment or embankment foundation by internal erosion of the soil by seepage flows.
Reservoir	The body of water impounded or potentially impounded by the dam.
Riprap	A layer of large rock, precast blocks, bags of cement, or other suitable material, generally placed on an embankment or along a watercourse as protection against wave action, erosion, or scour.
Risk	A measure of the likelihood and severity of an adverse consequence. For the purpose of this document risk will be rated as low, significant or high and follow the guidelines for determining hazard rating (based on current land use).
Seepage	The natural movement of water through the embankment, foundation, or abutments of the dam.
Slide	The movement of a mass of earth down a slope on the embankment or abutment of the dam.
Spillway (auxiliary or emergency)	The appurtenant structure that provides the controlled conveyance of excess water through, over, or around the dam.
Spillway capacity	The maximum discharge the spillway can safely convey with the reservoir at the maximum design elevation.
Spillway crest	The lowest level at which reservoir water can flow into the spillway.
State Inventory of dams #	Same as the key sequence number in the dams database.
Tailwater	The body of water immediately downstream of the embankment at a specific point in time.
Toe of dam	The junction of the upstream or downstream face of an embankment with the ground surface.
Top of dam (crest of dam)	The elevation of the uppermost surface of an embankment which can safely impound water behind the dam.

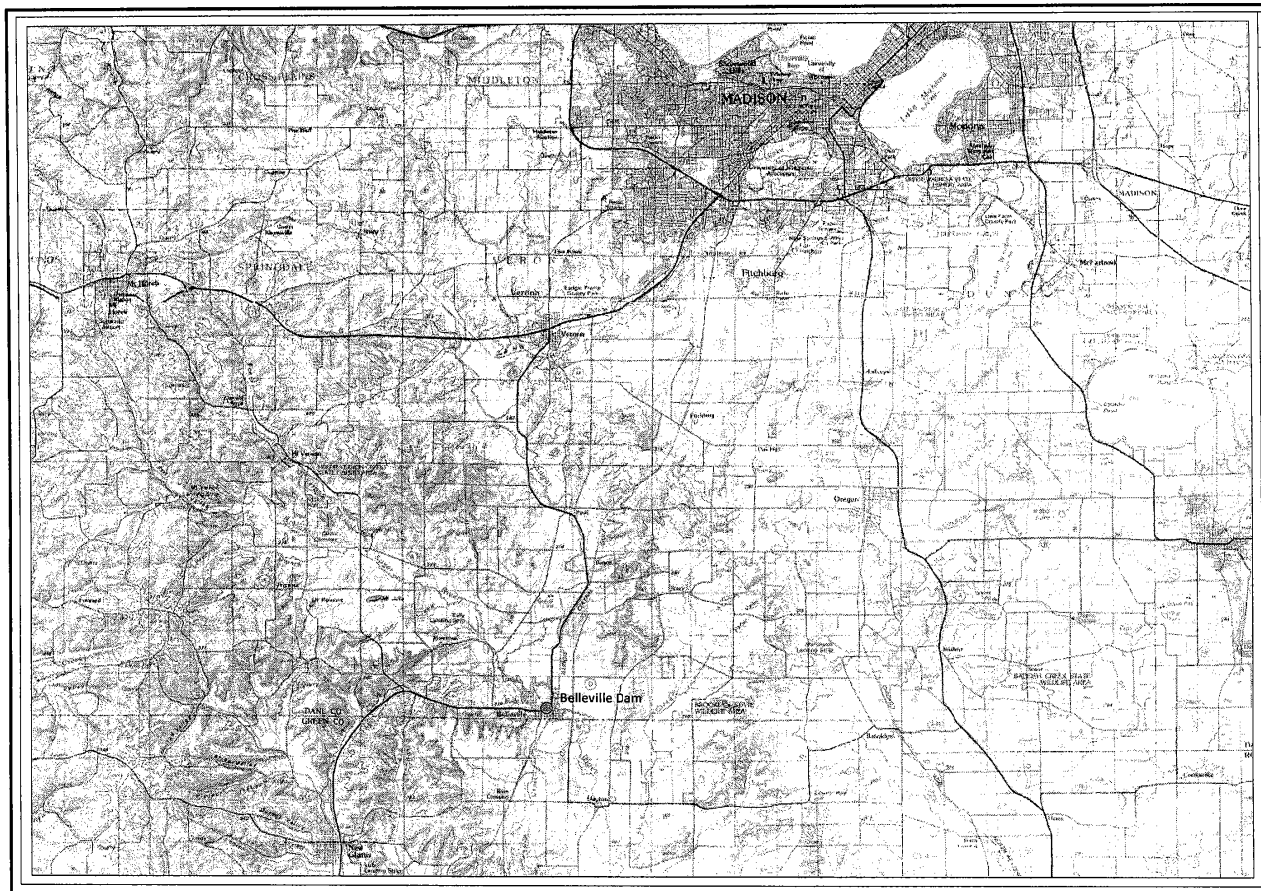
Appendix B–1
Resources Available

Locally available equipment, labor, and materials: Jerry Butts, Village of Belleville Public Works will coordinate with public works staff and/or locally available contractors in the event of an emergency:

Other locally available resources include:

Heavy equipment service and rental	**Sand and gravel supply**	**Ready-mix concrete supply**
Homburg Contractors, Inc. (earth moving equipment) 5590 Monona Drive Monona, WI 53716 (608) 241-1178	Wingra Stone Company 2975 Kapec Road Madison, WI 53719 (608) 271-5555	Wingra Stone Company 2975 Kapec Road Madison, WI 53719 (608) 271-9388
Waunakee Rental (equipment rental) 306-A Moravian Valley Rd Waunakee, WI 53597 (608) 850-5300		
Pumps	**Diving contractor**	**Sand bags**
Pumps & Equipment Inc 817 Mayfair Ave Madison, WI 53714 (608) 249-2186	Seaview Diving Contractors, Inc. N8867 County Road Y Seymour, WI 54165 (920) 833-7601	Dane County Emergency Management (608) 266-4330
Culvert Supplies	**Additional Resources**	**Additional Resources**
Capital City Culvert 1621 Beld Street Madison, WI 53715 (608) 256-2313		

Appendix B–2
Regional Map



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KCD	JDL

MONTGOMERY ASSOCIATES:
RESOURCE SOLUTIONS, LLC
119 S. MAIN STREET
COTTAGE GROVE, WI 53527
www.ma-rs.org | (608) 839-4422

REGIONAL MAP

LAKE BELLE VIEW DAM
EMERGENCY ACTION PLAN

Village of Belleville

1000
Feet

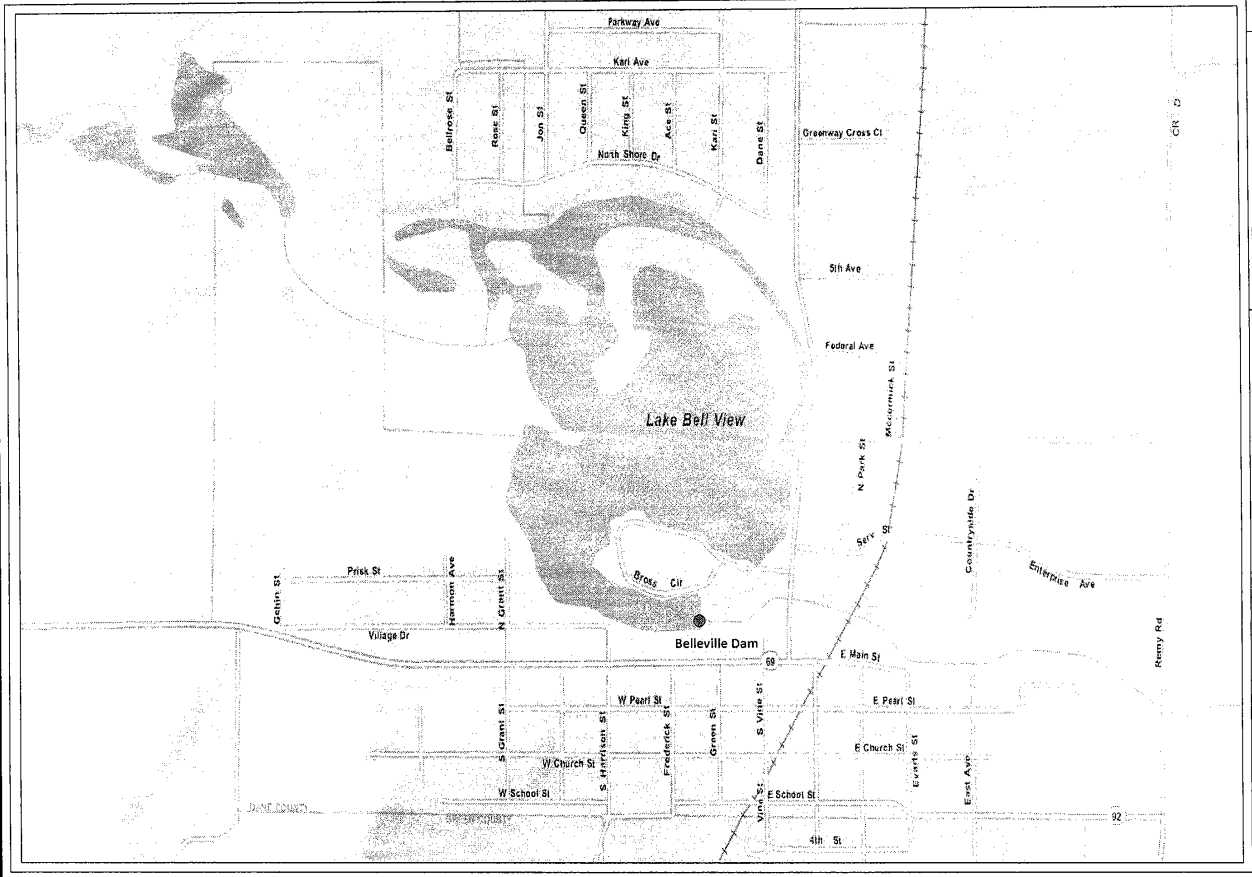
SCALE
1 inch = 2 miles

PROJECT NO	DATE
1428-05	Aug 2011

SHEET NO
Appendix B-2

Appendix B–3

Location and Vicinity Maps Indicating Access Route



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115 S. MAIN STREET
COTTAGE GROVE, WI 53527
www.mark-org | (608) 839-4422

LOCATION & VICINITY MAP

BELLEVILLE DAM
EMERGENCY ACTION PLAN

Village of Belleville

0 300 600 Feet

SCALE
1 inch = 600 feet

PROJECT NO	DATE
1428-05	Aug 2011

SHEET NO
Appendix B-3

Appendix B–4
Evacuation Map

NOTES:
Inundation areas shown includes flood hazard zones from the FEMA floodplain [illegible] which are areas subject to potential flooding during flood [illegible] such as could occur during a dam breach.

The dam breach [illegible] shadow for determining spillway capacity [illegible] immediately downstream of the dam. However, different [illegible] would cause different [illegible] shadow. [illegible] in the event of an imminent [illegible] and [illegible] shall be consulted for [illegible]

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KCD	JDL

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RESOURCE SOLUTIONS, LLC
119 S. MAIN STREET
COTTAGE GROVE, WI 53527
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EVACUATION MAP FOR BELLEVILLE DAM BREACH

BELLEVILLE DAM
EMERGENCY ACTION PLAN

Village of Belleville

0 300 600 Feet

SCALE
1 inch = 300 feet

PROJECT NO.	DATE
1428-05	Nov 2011

SHEET NO.
Appendix B-4

Appendix B–5

Residents/Businesses/Highways at High Risk

Below is a list of residences and businesses that could be at risk for flooding, which is deemed to be parcels / structures that are in the floodway. The list below was generated based on parcels within the 100-year floodplain as based on the FEMA Flood Insurance Study elevations, Dane County 2009 LIDAR data, and Green County regulatory floodplain boundaries. Parcels without addresses are not included.

Resident/business	Address	Phone no.	Distance downstream from dam (ft)	Travel time* (hr)	Max water depth above lowest adjacent grade (ft)
ALVAH H WEAVER JR & KATHERINE A WEAVER	111 EAST AVE		< 3,000	<1	
ANDERSON CUSTOM PROCESSING	220 SERV-US ST		< 3,000	<1	
BART A MORRICK & ANGELA M MORRICK	118 EVARTS ST		< 3,000	<1	
BELLEBROOKE PROPERTIES III LLC	15 N VINE ST		< 3,000	<1	
BELLEVILLE, VILLAGE OF	105 REMY RD		< 3,000	<1	
BELLEVILLE, VILLAGE OF	20 RIVER ST		< 3,000	<1	
BELLEVILLE, VILLAGE OF	531 E PEARL ST		< 3,000	<1	
BELLEVILLE, VILLAGE OF FIREMENS PARK	1 BROSS CIRCLE		< 3,000	<1	
BLASER REV TR, HERBERT & LUANE	115 W MAIN ST		< 3,000	<1	
BONITA L BRIGGS	106 EVARTS ST		< 3,000	<1	
CATE HOLDINGS LLC	560 ENTERPRISE AVE		< 3,000	<1	
CHAD W WORRALL	119 EAST AVE		< 3,000	<1	
COPUS PROPERTIES LLC	40 COUNTRYSIDE DR		< 3,000	<1	
DALE L PARKER & LISA A PARKER	332 E PEARL ST		< 3,000	<1	
DANIEL R MCPHAIL & DIANE A MCPHAIL	224 EAST AVE		< 3,000	<1	
DARIN J KITTLESON & CHERYL L KITTLESON	580 ENTERPRISE AVE		< 3,000	<1	
DAVID P BERGEY & NANCY J BERGEY	14 EAST AVE		< 3,000	<1	
DONALD L FAHEY & ELIZABETH J FAHEY	114 REMY RD		< 3,000	<1	
DONNA M WUEBBEN	221 E PEARL ST		< 3,000	<1	
ELAINE A HOESLY	236 EAST AVE		< 3,000	<1	
FIRST NATIONAL BANK & TRUST	1 W MAIN ST		< 3,000	<1	
FRED C WEST & TINA M VOGT	105 EAST AVE		< 3,000	<1	
HELEN R BAUMGARTNER	57 RIVER ST		< 3,000	<1	
JAMES L BALCH JR	210 EAST AVE		< 3,000	<1	
JAMES R PETERS & DIANE G PETERS	213 E PEARL ST		< 3,000	<1	

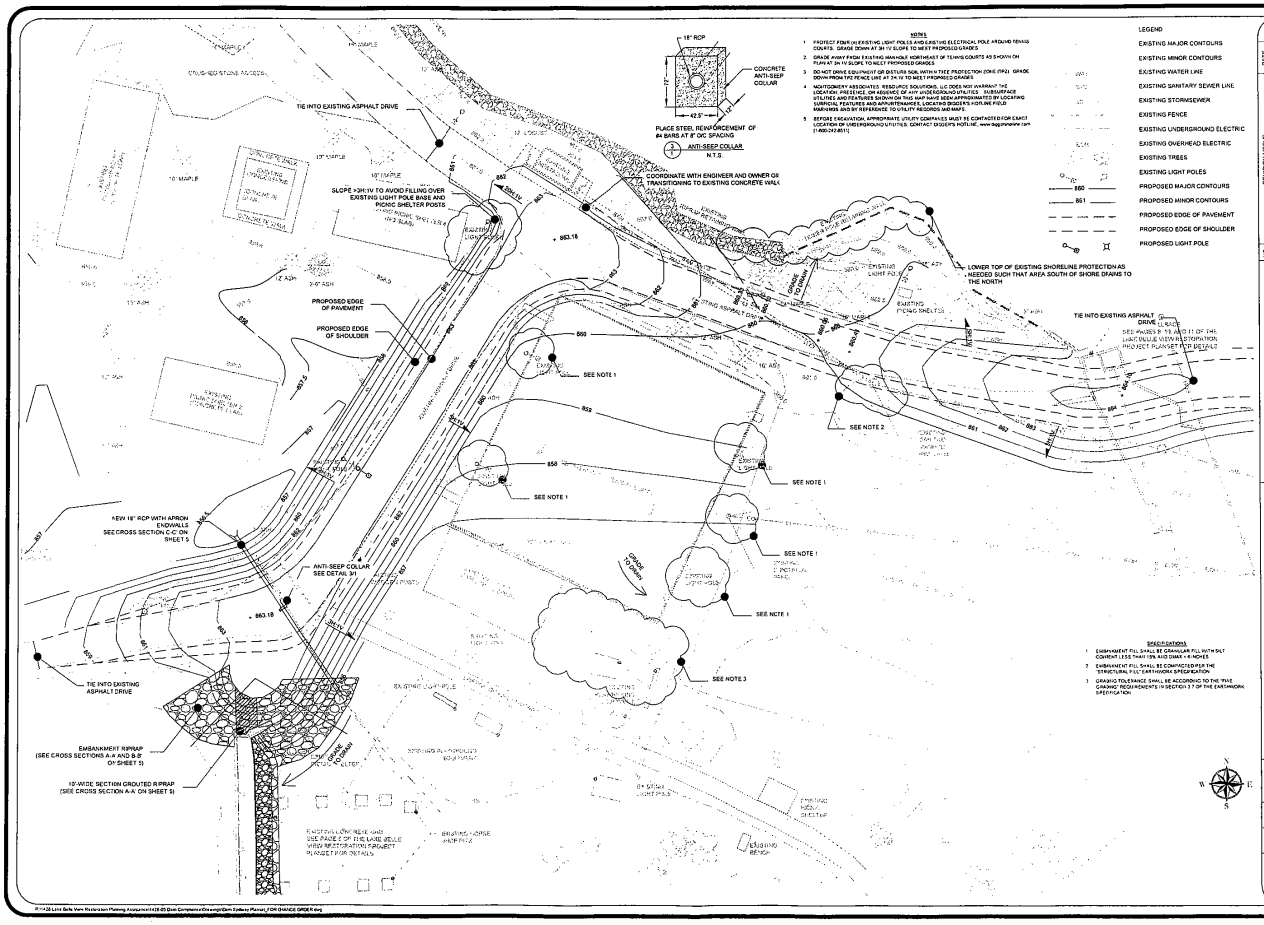
JEFFREY T SARBACKER & DIANE L SARBACKER	41 COUNTRYSIDE DR		< 3,000	<1	
JEFFREY T SARBACKER & DIANE L SARBACKER	41 E MAIN ST		< 3,000	<1	
JOHN J HOFMASTER & LESA P HOFMASTER	24 EAST AVE		< 3,000	<1	
JOSHUA L NOBLE & JAMI L NOBLE	421 E CHURCH ST		< 3,000	<1	
KAREN A OBERMILLER	324 E PEARL ST		< 3,000	<1	
KEVIN W THERKELSEN & KRISTI A THERKELSEN	325 E PEARL ST		< 3,000	<1	
LEONA M SCHULZ	331 E CHURCH ST		< 3,000	<1	
MARGARET L MADDEN	103 W MAIN ST		< 3,000	<1	
MARK A SCHWOEGLER & KAMI SCHWOEGLER	38 RIVER ST		< 3,000	<1	
NICHOLAS C GAUGER	229 E PEARL ST		< 3,000	<1	
PAUL A FURSETH	10 MITCHELL ST		< 3,000	<1	
PHYLLIS H ELSNER	305 E PEARL ST		< 3,000	<1	
RACHEL M FURMAN & AMY E HAMPTON	411 E CHURCH ST		< 3,000	<1	
RANDALL S DREGER	107 W MAIN ST		< 3,000	<1	
RANDY G HINTON & JANICE M HINTON	104 EAST AVE		< 3,000	<1	
RICHARD C ALME & LYNN A ALME	13 W MAIN ST		< 3,000	<1	
RICHARD C HABERMAN & LEONA R HABERMAN	411 E PEARL ST		< 3,000	<1	
RICHARD L HEDING	111 E MAIN ST		< 3,000	<1	
ROBERT SHOLTS & HELEN SHOLTS	150 SERV-US ST		< 3,000	<1	
ROBERT L HEITZ & LANDIS R HEITZ	204 EAST AVE		< 3,000	<1	
ROBERT M TWOREK & CYNTHIA S TWOREK	47 RIVER ST		< 3,000	<1	
RODNEY W RINDY & SANDRA A HANSBERRY-RINDY	127 EAST AVE		< 3,000	<1	
ROGER F BUTTS & LINDA K BUTTS	218 EAST AVE		< 3,000	<1	
RONALD L REED & LYNETTE Y REED	331 E PEARL ST		< 3,000	<1	
RONALD L SCHMID	2 EVARTS ST		< 3,000	<1	
STEVEN A MEYER & TERRY L MEYER	17 W MAIN ST		< 3,000	<1	
WILLIAM GARY BARTELS & MARY G GEHIN	116 EAST AVE		< 3,000	<1	

* Estimated time for breach wave (peak) to travel from dam to downstream locations (Available if Dam Failure Analysis performed)

Appendix B–6
Plan View of Dam

References:

- Sheet 3/6 Lake Belle View Spillway Modifications: Proposed Grading Plan
- Sheet 8/13 Lake Belle View Restoration Project: Dam Modification Plans and Details
- Sheet 10/13 Lake Belle View Restoration Project: Millrace Grading and Restoration Plan



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KCD	JDL

NO.	REVISION / ISSUE	DATE

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(P) 608.835.6422 | F: 608.835.3022
www.mas-llc.com

PROPOSED GRADING PLAN

LAKE BELLE VIEW SPILLWAY MODIFICATIONS
VILLAGE OF BELLEVILLE
DANE COUNTY, WI
Village of Belleville

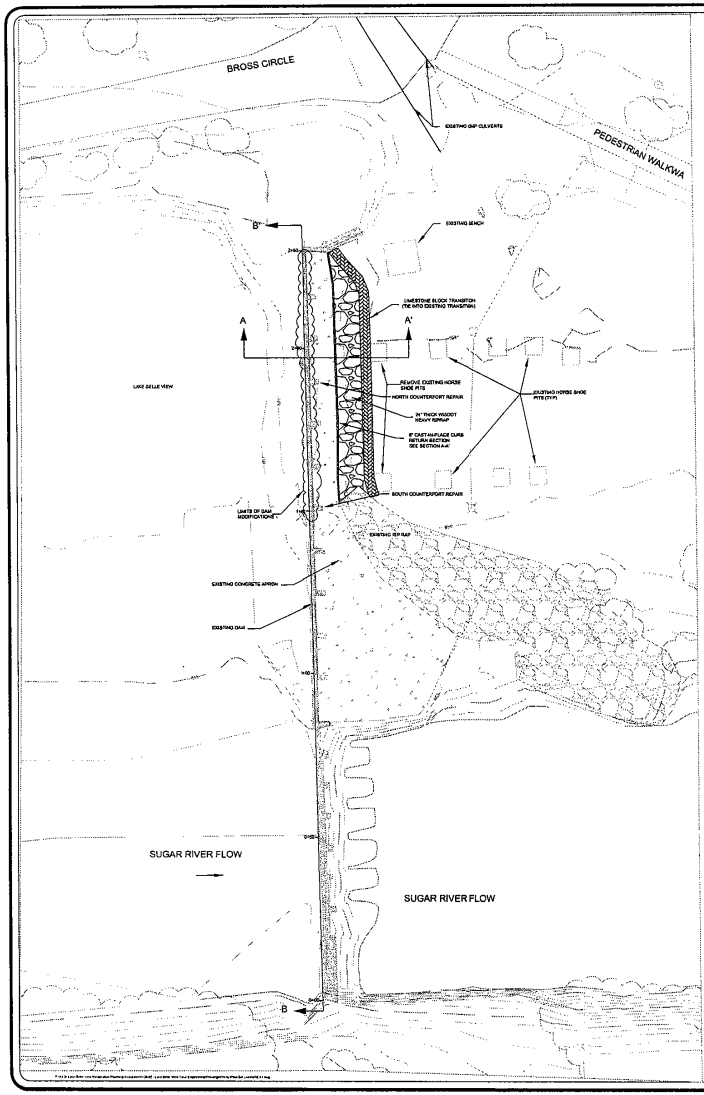
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

SCALE: 1"=20'

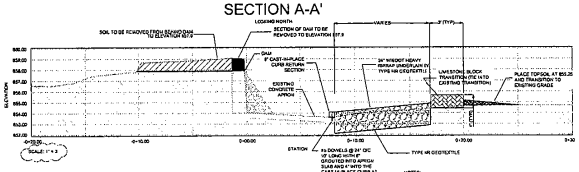
PROJECT NO.	DATE
1428-05	4/28/2011

SHEET NO.
3/6

P:\1428 Lake Belle View Restoration Planning Assistance\1428-05 Dam Components\Drawings\Dam Spillway Plans_FOR ISSUANCE ORDER.dwg



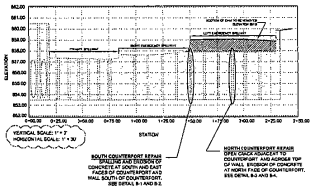
SECTION A-A'



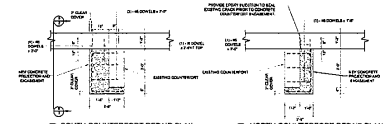
NOTES:
1. PLACE A CONTINUOUS #6 BAR LONGITUDINAL PLACED 7' FROM THE CENTERLINE OF THE CURB AT THE TOP OF THE CURB.
2. TIE IN THE APRON PLAN OF PLAN AND DRAWS TO ENHANCE BOND WITH THE CURB AS MUCH AS POSSIBLE.
3. PROVIDE ASTM A615 GRADE 60 REINFORCING STEEL.

SECTION B-B'

VIEW OF DAM FROM DOWNSTREAM

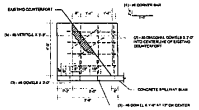


NOTES:
1. SHOULD DEGRADED RIGID STEEL BE ENCOUNTERED DURING THE REPAIR OF THE DAM, THE CONTRACTOR SHALL PROVIDE EXPOSED SHOW OF REINFORCED STEEL WITH ZERORUST CONTROL BARRIER IN A GRAY COLOR. USE ZERO-RUST PREP STEP PRIOR TO APPLYING THE ZERORUST BARRIER. PROCEDURE REQUIRED TO PREVENT FUTURE RUSTING OF CUT RIGH FORCING STEEL.
2. FIELD VERIFY ALL DIMENSIONS.
3. 28 DAY CONCRETE STRENGTH = 4,000 PSI
4. PROVIDE ASTM A615 GRADE 60 REINFORCING STEEL.



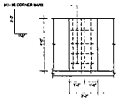
SOUTH COUNTERFORT REPAIR PLAN
N.T.S.

NORTH COUNTERFORT REPAIR PLAN
N.T.S.



SOUTH COUNTERFORT REPAIR SECTION
N.T.S.

1. REMOVE SPALLED AND DETERIORATED CONCRETE AT SOUTH AND EAST FACES OF COUNTERFORT AND AT SOUTH FACE OF COUNTERFORT WALL. SEE DETAILS 9-1 AND 9-2 FOR SPALL MAP.
2. EXTENDED DOWELS TO BE INSERTED TO EXTEND DOWELS TO CONCRETE BEHIND CONCRETE.
3. PROVIDE NEW CONCRETE TO MATCH EXISTING AND OTHER BONDING AGENTS AS REQUIRED FOR BEST RESULTS.
4. APPLY BONDING AGENT AS REQUIRED TO ENHANCE BOND AND PROVIDE EXISTING SURFACE TO.



NORTH COUNTERFORT REPAIR ELEVATION
N.T.S.

1. REMOVE VISIBLE AND UNSOUND CONCRETE AT NORTH FACE OF COUNTERFORT.
2. SEAL CRACK ADJACENT TO WALL WITH EPOXY.
3. INJECT EPOXY TO COUNTERFORT WITH CONCRETE TOP.
4. PROVIDE NEW CONCRETE TO MATCH EXISTING AND REQUIRED PROTRUSION OF CONTRACTOR CONCRETE. PROVIDE NEW CONCRETE. DETAILS AND SPECIALS AND CONCRETE MIX DESIGN. SEE DETAILS 9-3 AND 9-4 LOCATED ON LANDMARK PLAN & ELEVATION VIEW.

DRAWN BY SGS	CHECKED BY JMH		
DATE 04/22/2010			
REVISIONS			
NO.	SCALE CHANGED		

MONTGOMERY ASSOCIATES
RESOURCE CONSULTANTS, LLC
114 E. EDGEWOOD BLVD
OFFICE SUITE 14
LAKELAND, FL

DAM MODIFICATION PLANS AND DETAILS

LAKE BELLE VIEW RESTORATION PROJECT

DANE COUNTY

Village of Belleville

N W E S

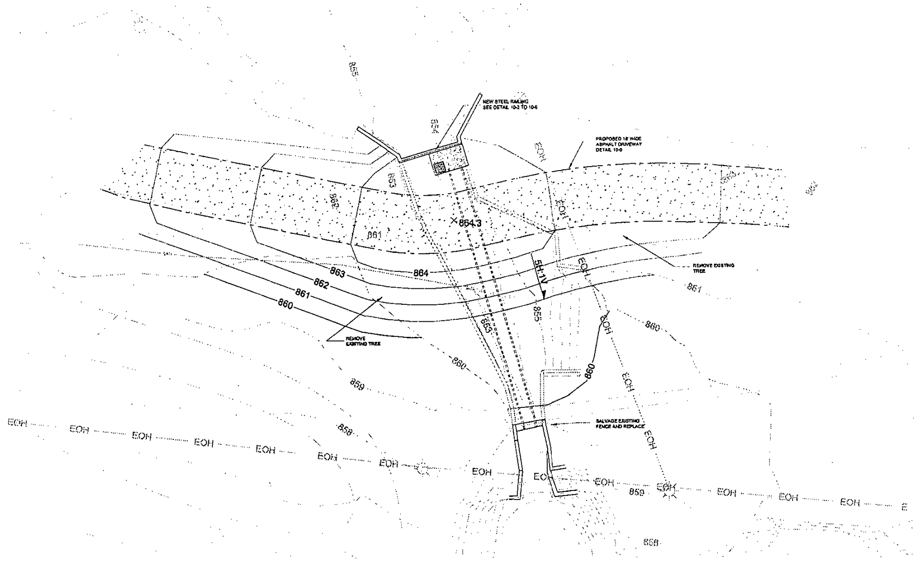
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

SCALE 1"=10'

PROJECT NO 1428-02

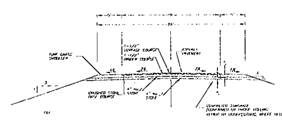
DATE 05/24/10

SHEET NO 8/13

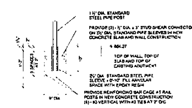


LEGEND
MAJOR EXISTING CONTOURS
MINOR EXISTING CONTOURS
MAJOR PROPOSED CONTOUR
MINOR PROPOSED CONTOUR
ROAD, AND BUILDING FOOTPRINT OUTLINES
EXISTING WOODS
LIGHT POLES
OVERHEAD ELECTRIC UTILITY
SANITARY SEWER
FENCE
PROPOSED ASPHALT DRIVEW

NOTES
1. PERIMETER EROSION CONTROL MEASURES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION IS COMPLETED, AS DETERMINED BY THE ENGINEER.
2. ALL DISTURBED AREAS WITHIN COMMUNITY PARK SHALL BE SEEDED WITH THE MADISON PARKS MIX AT THE MANUFACTURER'S RECOMMENDED RATES.
3. IF FINISHED GRADING IS COMPLETED MORE THAN ONE MONTH PRIOR TO PERMANENT SEEDING AND/OR PLANTING, SEED COVER CROP AT 15 LBS/ACRE IN AREAS PROPOSED TO BE SEEDED OR PLANTED AND APPLY POLYACRYLAMIDE PER PRODUCT MANUFACTURER'S RECOMMENDATIONS
4. ALL SURFACE PROTECTION MEASURES SHALL BE INSTALLED WITHIN 48 HOURS OF SEEDING
5. UNLESS OTHER SURFACE PROTECTION IS NOTED, MULCH ALL SEEDED AREAS TO OBTAIN UNIFORM GROUND COVERAGE OF BETWEEN ½" TO 1½" AND SECURE THROUGH METHOD B - TACKIFIER OR METHOD C - CRIMPING AS OUTLINED IN WISDOT STANDARD SPECIFICATIONS SECTION 627.

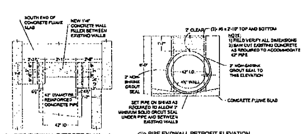


(10/9) PROPOSED ASPHALT DRIVEWAY - TYPICAL SECTION
N.T.S.



NOTES:
1. PROVIDE STEEL PIPE RAILINGS AND POSTS CONFORMING TO ASTM A-501.
2. PROVIDE BALUSTERS CONFORMING TO ASTM A-36.
3. STEEL PIPE SLEEVE SHALL BE GALVANIZED.
4. SHOP DRAWINGS OF RAILING SHALL BE SUBMITTED FOR APPROVAL SHOWING COMPLETE DIMENSIONS AND DETAILS OF FABRICATION AND GALVANIZING MATERIAL BEING USED SHALL BE SPECIFIED IN THE SHOP DRAWINGS.
5. THE RAILING SHALL BE HOT DIP GALVANIZED AFTER FABRICATION.
6. CUTTING SHALL BE DONE BY SAWING OR MILLING AND ALL CUTS SHALL BE TRUE AND SMOOTH.
7. PIPE RAILING SHALL BE ADEQUATELY WRAPPED TO ENSURE SURFACE PROTECTION DURING HANDLING AND TRANSPORTATION TO THE JOB SITE.
8. WELDING SHALL BE DONE IN ACCORDANCE WITH AW D1.1.
9. THE CONTRACTOR SHALL REPAIR ALL GALVANIZED STEEL SURFACES DAMAGED BY FIELD OPERATIONS, BY PAINTING THE DAMAGED AREAS WITH TWO COAT OF PAINT.

(10/5) STEEL PIPE RAILING POST CONNECTION DETAIL
N.T.S.

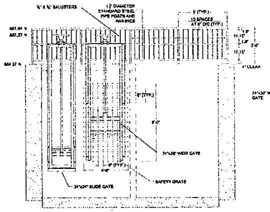


PIPE ENDWALL RETROFIT PLAN
N.T.S.

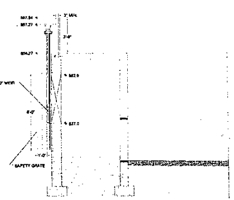
(10/2) PIPE ENDWALL RETROFIT ELEVATION
N.T.S.

PIPE ENDWALL STRUCTURAL NOTES

1. CONCRETE DETERIORATION HAS OCCURRED AT THE LOWER PART, AT THE SOUTHWEST CORNER OF THE EAST PIER. REMOVE DETERIORATED CONCRETE TO SOUND CONCRETE PRIOR TO PLACING THE NON-SHRINK GROUT SEAL AGAINST THE WEST FACE.
2. CONCRETE DETERIORATION HAS OCCURRED AT THE LOWER PART, AT THE SOUTHEAST CORNER OF THE WEST PIER. REMOVE DETERIORATED CONCRETE TO SOUND CONCRETE PRIOR TO PLACING THE NON-SHRINK GROUT SEAL AGAINST THE EAST FACE.
3. SIGNIFICANT CRACKING OCCURRED AT THE EAST FACE OF THE WEST PIER. THE CRACKING OCCURRED PRIMARILY NORTH OF THE NORTH FACE OF THE NEW 1'-6" WIDE CONCRETE WALL FILLER. FILL CRACKS WITH EPOXY INJECTION TO SEAL CRACKS FROM WATER ENTRY. FREEZING OF WATER IN THE CRACKS COULD CONTRIBUTE TO FURTHER DETERIORATION OF THE WEST PIER. THIS WORK TO BE DONE FOLLOWING SAW CUTTING PIER TO ACCOMMODATE THE 42" CONCRETE PIPE.
4. SHOULD ANY SECTION OF SURFACE CONCRETE SPALL OFF DURING THE EPOXY INJECTIONS PROCEDURE, CLEAN THE EXPOSED SURFACE, PREPARE THE SURFACE AS REQUIRED TO RECEIVE A NON-SHRINK GROUT REPAIR, AND PLACE THE NON-SHRINK GROUT PATCH TO THE VERTICAL SURFACE. CONTACT THE ENGINEER SHOULD THERE BE A QUESTION REGARDING THE NEED TO PLACE A NON-SHRINK GROUT PATCH.



(10/3) OUTLET STRUCTURE DETAILS - ELEVATION
N.T.S.



(10/4) OUTLET STRUCTURE DETAILS - SECTION
N.T.S.

NOTES

1. WEIR GATE SHALL BE RODNEY-HUNT SERIES 763, SELF CONTAINED, WALL MOUNT, DOWNWARD OPENING, TYPE 304 STAINLESS STEEL 24"x36" NOMINAL DIMENSIONS WEIR GATE WITH A YOKE MOUNTED HANDWHEEL OPERATOR.
2. SLIDE GATE SHALL BE RODNEY-HUNT SERIES 763, SELF CONTAINED, WALL MOUNT WITH FLUSH BOTTOM, TYPE 304 STAINLESS STEEL 24"x24" SLIDE GATE WITH A YOKE MOUNTED HANDWHEEL OPERATOR.
3. SAFETY GRATE SHALL BE EPOXY COATED TUBULAR STEEL. PROVIDE DETAILED STRUCTURAL SHOP DRAWINGS OF SAFETY GRATE FOR REVIEW AND APPROVAL.

PRINTED AT 1/2 SCALE

DRAWN BY SGS | CHECKED BY JMH

NO. | REVISION / ISSUE | DATE

MONTGOMERY ASSOCIATES: RESOURCE SOLUTIONS, LLC
COTTAGE GROVE, WI

MILLRACE GRADING AND RESTORATION PLAN

LAKE BELLE VIEW RESTORATION PROJECT
DANE COUNTY
Village of Belleville

N / W / E / S

SCALE 1"=10'
PROJECT NO. 1428-02
DATE 05/24/10
SHEET NO. 10/13

Appendix B–7
Profile of Principal Spillway/Cross-Section

References:

- Sheet 4/6 Lake Belle View Spillway Modifications: Embankment and Spillway Alignment and Profile
- Sheet 5/6 Lake Belle View Spillway Modifications: Berm and Spillway Cross Sections
- Sheet 9/13 Lake Belle View Restoration Project: Millrace Outlet Structure Plan and Details

Appendix B–9
State of Wisconsin and National Inventory of Dams (NID) Data

Dam name: **BELLEVILLE DAM**

State: **WI**

Key Sequence Number: **117**

Field File #:**13.03**

NID ID: **WI117**

Longitude: **89.5357° W**

Latitude: **42.8605° N**

County: **Dane**

Stream: **Sugar River**

Watershed name: **Sugar River Watershed**

Nearest town: **Village of Belleville**

Distance to nearest town: **<1 mi**

Operator: **Jerry Butts**

Year constructed: **1860**

Max. discharge: **8,000 ft^3/s w/ 1-ft freeboard**

Max. storage: **980 acre-ft w/ 1-ft freeboard**

Normal storage: **300 acre-ft**

Normal Surface area: **130 acre**

Drainage area: **172 mi^2**

Inspection frequency: **10 yr**

State regulated?: **Yes**

State reg. agency: **Dept of Natural Resources**

Service life: **>50 yrs**

OMI Plan: **Yes**

OMI Plan current: **Yes**

Population at risk: **Minimal (Low Hazard Dam)**

Dam height: **15 ft**

Dam length: **880 ft (includes dam, earthen embankment and spillway)**

Dam volume: **2,800 yd^3 fill (earthen embankment section only)**

Estimated Hazard Rating based on Current Land Use: **Low**

Current Hazard Rating: **Low**

Principal spillway type: **2 arch gates, concrete spillway**

Principal spillway conduit diameter: **N/A**

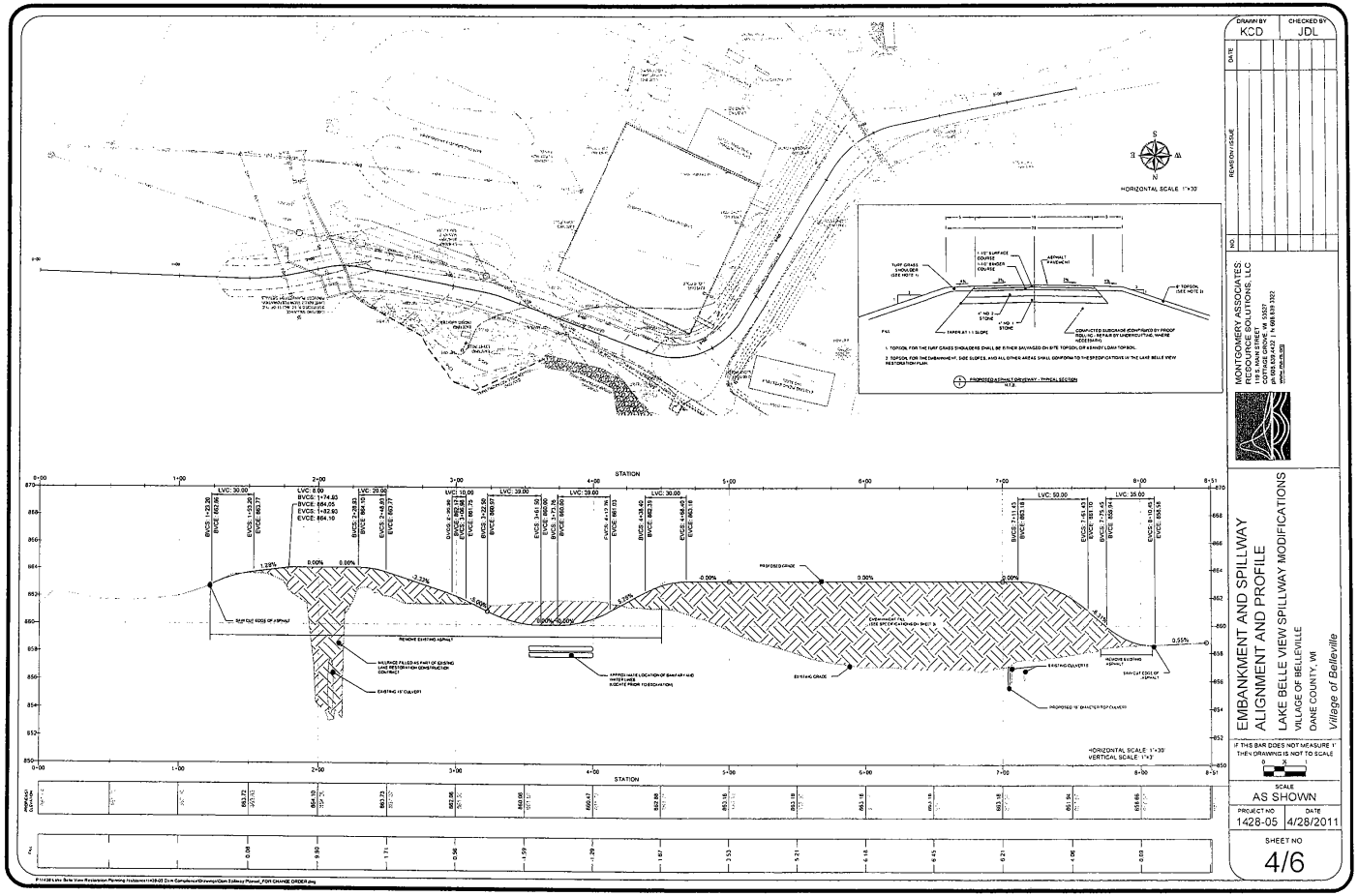
Auxiliary spillway type: **Earthen broad crested weir**

Auxiliary spillway width: **130-ft at 100-yr elev.**

Appendix B–8
Reservoir Elevation-area-volume and Spillway Capacity Data

Belleville Dam

Water Surface Elevation	Reservoir Surface acres	Reservoir Storage acre ft	Spillway Discharge ft^3/s
858	127	300	2,402
859	134	425	2,957
860	146	550	3,445
861	157	700	3,977
862	165	850	6,142
863	172	975	10,164



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KCD	JDL

NO	REVISION ISSUE	DATE

MONTGOMERY ASSOCIATES:
RESOURCE SOLUTIONS, LLC
136 MAIN STREET
COTTAGE GROVE, WI 53527
PH 608.839.1188 | FX 608.839.1932
www.mas-llc.com

EMBANKMENT AND SPILLWAY ALIGNMENT AND PROFILE

LAKE BELLE VIEW SPILLWAY MODIFICATIONS

VILLAGE OF BELLEVILLE

DANE COUNTY, WI

Village of Belleville

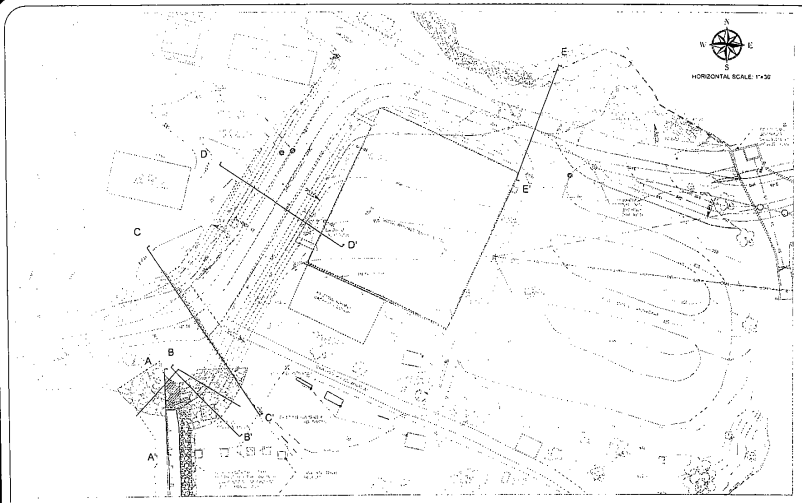
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

0 ½ 1

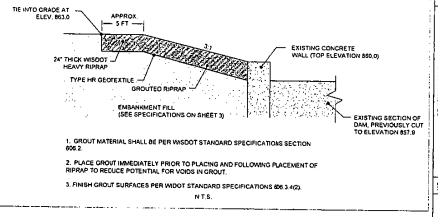
SCALE: AS SHOWN

PROJECT NO	DATE
1428-05	4/26/2011

SHEET NO 4/6



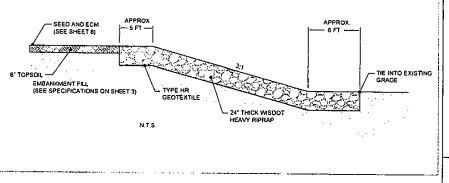
A-A'



1. GROUT MATERIAL SHALL BE PER WISDOT STANDARD SPECIFICATIONS SECTION 606.2.
2. PLACE GROUT IMMEDIATELY PRIOR TO PLACING AND FOLLOWING PLACEMENT OF RIPRAP TO REDUCE POTENTIAL FOR VOIDS IN GROUT.
3. FINISH GROUT SURFACES PER WIDOT STANDARD SPECIFICATIONS 606.3.4(2).

N.T.S.

B-B'



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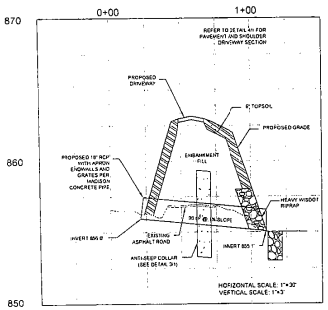
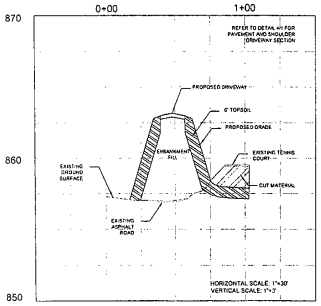
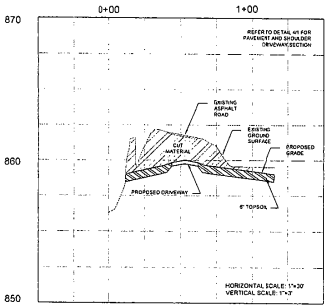
C-C'



D-D'



E-E'



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NO	REVISION / ISSUE	DATE

MONTGOMERY ASSOCIATES, RESOURCE SOLUTIONS, LLC
N 115 HWY 78
COTTAGE GROVE, WI 53527
(608) 839-1188 | f: 608.839.1227
www.mas-rs.com

BERM AND SPILLWAY CROSS SECTIONS

LAKE BELLE VIEW SPILLWAY MODIFICATIONS

VILLAGE OF BELLEVILLE

DANE COUNTY, WI

Village of Belleville

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

0 1"

SCALE: AS SHOWN

PROJECT NO.	DATE
1428-05	4/28/2011

SHEET NO.

5/6

Montgomery Associates
Resource Solutions, LLC

Memorandum

To: Rob Davis, P.E., Wisconsin DNR

From: Jonathan D. Lefers, P.E., Montgomery Associates
Robert Jones, P.E., GKS Engineering

Date: February 2, 2012

cc: April Little, Village of Belleville

Re: Stability Analysis for Lake Belle View Dam – Existing Concrete Spillway

---

Montgomery Associates: Resource Solutions, LLC and GKS Engineering have completed a stability analysis of the existing concrete spillway sections at Lake Belle View Dam. Montgomery Associates completed the headwater-tailwater calculations, and GKS Engineering completed the structural calculations for the spillway sections.

LOADING CONDITIONS EVALUATED

The existing concrete dam is comprised of three separate spillway sections. The primary (southern) spillway is the original section of the dam and is the section that has flow over the spillway when the lake is at normal pool. The middle and northern sections only have flow over the spillway during higher periods of water. The oblique aerial below (looking west) shows the southern spillway on the left and the northern spillway (prior to the 2010-2011 reconstruction project) on the right.

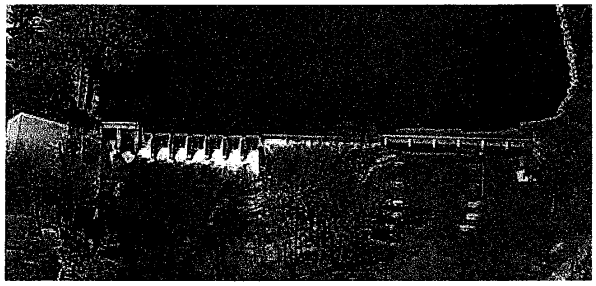

Table 1 and Table 2 below display the loading conditions evaluated for this stability analysis. The minor flood event is an event less than the 10-year event that would create a tailwater condition at the toe section of the middle and northern spillways. The headwater elevation that corresponds to this tailwater elevation is 859.7 (flow of approximately 2,750 cfs).

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Water levels for normal conditions were obtained from a site survey taken during normal flow conditions. Water levels for flood conditions were taken from the split flow hydraulic model submitted to the WDNR to support the proposed spillway capacity improvements.

Table 1. Loading conditions for stability analysis –Concrete Southern (Primary) Spillway

Location	Normal	Minor Flood	10-Year	10-Year	25-Year	50-Year	100-Year
Headwater Upstream of Concrete Dam (HEC-RAS XS 7455)	858.0*	859.7	860.6	860.6	861.1	861.4	861.8
Tailwater (HEC-RAS XS 6886)	849.0*	853.7	855.3	855.3	856.6	857.6	858.8
Existing Concrete Dam Head Differential	9.0	6.0	5.3	5.3	4.5	3.8	3.0
Ice Condition	None	None	None	None	None	None	None

*Source for headwater and tailwater from surveyed water levels during normal flow conditions.
[1] All elevations referenced to NAVD88.

Table 2. Loading conditions for stability analysis – Concrete Middle and Northern Spillways

Location	Normal	Minor Flood	10-Year	25-Year	50-Year	100-Year
Headwater Upstream of Concrete Dam	858.0*	859.7	860.6	861.1	861.4	861.8
Tailwater	853.5-853.9**	853.7	855.3	856.6	857.6	858.8
Existing Concrete Dam Head Differential	4.5 – 4.1	6.0	5.3	4.5	3.8	3.0
Ice Condition	1 kip/foot	None	None	None	None	None

*Source for headwater from surveyed water levels during normal flow conditions.
**Ground surface on toe section of two northern spillways.
[1] All elevations referenced to NAVD88.

ASSUMPTIONS AND DATA

The stability analysis utilized the following data:

- Survey of the spillway crest of the dam for the southern and middle spillway sections in April 2009 by MSA Professional Services.
- Survey of the toe elevation for the middle and northern spillway sections in April 2009 by MSA Professional Services.
- Design for lowering the northern spillway section to an elevation of 857.9, constructed in 2010.
- Hydraulic model for analysis and design of the proposed dam modifications, submitted to the Wisconsin DNR and approved on June 22, 2011.
- Measurements of the counterfort geometries for all three spillway sections, completed by Montgomery Associates in July 2011.
- Design drawings of the oldest southern spillway section obtained from the Wisconsin DNR file (00117 Plans.pdf), dated April 1918 and drawing No. N-537-1 dated October 31, 1941.
- Photo of original construction of the southern spillway, dated June 1918, showing a bedrock base of the dam, obtained from DNR field file (page 45 of 142 of 00117 ff.pdf).
- Test pit investigation just upstream of the northern section of the dam, completed on January 4, 2012, which was completed to determine if a toe or heel existed on the middle and northern sections. (Photos shown below).

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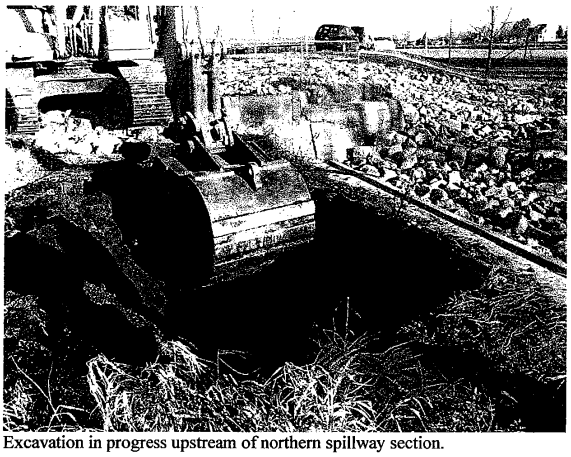
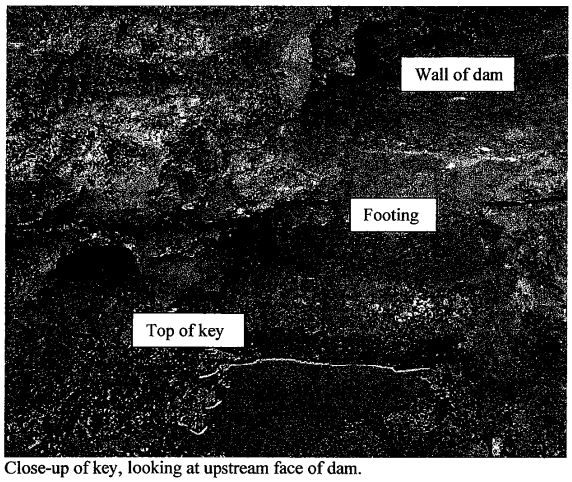


Excavation in progress upstream of northern spillway section.



Close-up of key, looking at upstream face of dam.

The following assumptions were made in the stability analysis for the existing concrete dam spillway sections:

- The steel reinforcing is sufficient such that the dam acts as a uniform structure.
- Uplift was assumed to be full hydrostatic pressure based on the headwater and tailwater conditions.
- The structures were assumed to be in good condition without loss of material or cross-section, with no undermining of the foundation. A condition assessment of the structures was beyond the scope of this investigation.

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- Seismic forces were not considered because the structures are located in a region that has minimal seismic activity of low intensity.
- For normal pool conditions on the middle and northern sections, an ice force of 1 kip per lineal foot was assumed. For normal pool conditions on the southern spillway, no ice forces were assumed because normal pool is above the spillway crest of the dam.
- No ice forces were assumed for flood conditions.
- The two slide gates are structurally stable (i.e. the limiting condition is the concrete spillway).
- For the northern and middle sections, downstream resistance from earth or concrete slabs was ignored.
- Southern spillway section is keyed into the sandstone bedrock approximately 2 feet.
- Southern spillway section apron is a non-structural element.

STABILITY ANALYSIS

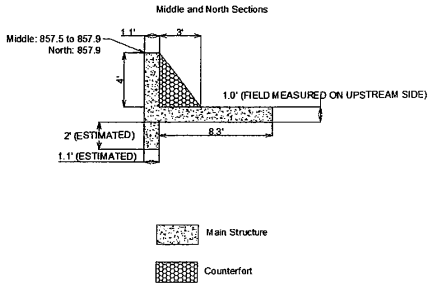
Southern Spillway Section

The controlling loading condition evaluated was a minor flood event (less than 10-year event) that would create a tailwater elevation of 853.7 and headwater elevation of 859.7. Please note that although the headwater-tailwater differential is greater for the normal pool condition, the decrease in uplift forces for the normal pool condition more than offset the increased water level difference.

Overturning analysis of the south section indicates that the resultant location for the design loading condition falls within the middle one-third of the base width. The associated overturning safety factor is 1.27. This is within 5% of the required safety factor of 1.33 for an extreme loading condition. The minimum required sliding shear friction safety factor is 4.0. The sandstone shear strength necessary to achieve the required safety factor is 20 psi. The allowable shear strength of sandstone at the low end of the range is 1000 psi. Therefore, the sliding stability is satisfactory.

Middle and Northern Spillway Sections

The key on the northern section was identified during our field investigation on January 4, 2012 and assumed to be approximately 1.1 feet wide and 2 feet high. Because the visible portions of the middle and northern sections are similar, the key for the middle section was assumed to be the same as the northern section. The schematic below displays the cross section that was used in the stability analysis.



The controlling loading condition evaluated was normal pool elevation 858.0 with normal tailwater elevation 853.5 and a lateral ice force of 1 kip per lineal foot.

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Overturning analysis of the north section indicates that the resultant location for the critical loading condition falls within the middle one-third of the base width. The associated overturning safety factor is 1.38. This exceeds the required safety factor of 1.33 for an extreme loading condition. With consideration for the passive resistance acting on the key the sliding requirements are also satisfied. The summation of the horizontal forces divided by the summation of vertical forces is less than the maximum ratio of 0.65.

CONCLUSIONS

We trust that the information included is sufficient for your present needs, and we would be happy to discuss the details of this analysis with you.

Attachments: None

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INSPECTION, OPERATION, AND MAINTENANCE PLAN
FOR
BELLEVILLE DAM
ON THE
SUGAR RIVER

FEBRUARY 2012

PREPARED
FOR
VILLAGE OF BELLEVILLE
DANE COUNTY, WISCONSIN

Montgomery Associates
Resource Solutions inc

119 South Main Street, Suite A • Cottage Grove, WI 53527 ph 608.223.9585 fx 608.223.9586

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- 1.2 Description of Dam 1
- 1.3 Responsibilities of the Owner 1
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DAM OWNER INSPECTION CHECKLIST

ATTACHMENTS

REGIONAL LOCATION MAP
DAM LOCATION MAP
DAM PLAN SHEETS (6 TOTAL SHEETS)

1 INTRODUCTION

1.1 BACKGROUND AND PURPOSE

This manual describes a plan of inspection, operation, and maintenance for Belleville Dam on the Sugar River and should be periodically reviewed and modified to reflect operational and structural changes. A regular inspection and maintenance program is necessary to protect public safety to ensure that the dam performs as designed. A systematic, regularly scheduled and documented inspection program allows a dam owner to monitor the condition of the dam and plan the maintenance program in advance.

This manual was prepared for the Village of Belleville by Montgomery Associates: Resources Solutions, LLC (MARS). It was prepared to conform to Wisconsin Administrative Code, Department of Natural Resources Section, Chapter NR 333 Dam Design and Construction Standards, Paragraph NR 333.07, "Hydraulic Design and Safety Requirements."

1.2 DESCRIPTION OF DAM

Belleville Dam is located on the Sugar River, adjacent to Lake Belle View in the Village of Belleville, Dane County (see attached location map). The dam consists of the following elements (see attached drawings):

- Two manually operated steel gates;
- A stepped-elevation concrete spillway;
- An earthen embankment and emergency spillway; and
- A low-flow outlet structure (commonly referred to as the millrace) located on the portion of the lake separated from the Sugar River for lower flows, which consists of a concrete structure with an adjustable weir gate and a slide gate.

1.3 RESPONSIBILITIES OF THE OWNER

The Village of Belleville is the Owner and Operator of Belleville Dam. Chapter 31 of the Wisconsin Statutes states that the owner of any dam shall maintain and operate the dam and related equipment in good repair and condition for the preservation of life, health, and property. Chapter NR 333 of Wisconsin's Administrative Code states that the owner of each dam shall have an adequate inspection, operation, and maintenance plan for the dam that addresses normal, flood, and emergency conditions.

The operator is responsible for monitoring water levels and dam operational status, regular inspections, and maintenance.

The Village of Belleville is responsible for the routine operation and inspection of the dam, as well as preventative maintenance. The Public Works Director is the Village-designated operator of the dam (currently Jerry Butts). M. Butts is familiar with the dam and has the authority to take appropriate action in the event of a problem associated with the dam. The Emergency Action Plan Coordinator serves as a backup operator.

Contact information for the Dam Operator and the EAP Coordinator is as follows:

Jerry Butts, Dam Operator
20 River Street
Belleville, WI 53508
(608) 424-3666

April Little, EAP Coordinator
24 West Main Street
Belleville, WI 53508Belleville, WI 53508
(608) 424-1655

1.4 Records

A central file will be maintained at the Village of Belleville Village Hall containing all available information related to the dam including:

Comment [JL1]: Confirm with April re: where file should be.

- Emergency Action Plan;
- Inspection, Operation, and Maintenance Plan;
- Drawings of the dam and appurtenances;
- Records of inspections, maintenance, and modifications; and
- Correspondence related to the dam.

2 Inspection

2.1 General

Key issues to consider during inspections of Belleville Dam are discussed in this section, and detailed inspection procedures are included in the attached checklist. Chapter 31 of the Wisconsin Statutes requires that the dam be inspected at least once every 10 years. The last inspection was completed as part of the dam reconstruction completed in 2011. The next required inspection will be in 2021. Thorough, annual inspections conducted by an engineer representing the owner are recommended, as are more frequent, informal inspections after periods of increased risk. Table 1 summarizes recommended and required inspection procedures. Inspection records should be kept on-file at the Village of Belleville Department of Public Works office, and any serious issues should be reported promptly to the WDNR dam safety program.

Table 1. Dam Inspection Schedule

Frequency	Inspector	Comments
Every 10 years (required)	Village Engineering Consultant	Thorough inspection of all components of the dam. The Village shall issue a formal inspection report to the WDNR and the WDNR may require maintenance and repair actions.
Every 5 years & after major floods (recommended)	Dam Operator (or Village Engineering Consultant)	Thorough inspection of all components of the dam, using photographs & the attached Owner's Inspection Checklist. Best timing is mid-year when flow is low. Keep notes of observations in file.
During normal operation of the dam (recommended)	Dam Operator	Inspection of key dam components to identify potential stability or performance issues, and maintenance needs. Keep notes of any new observations in file.

2.2 Concrete Structures

Significant repair and modification activities were performed on the dam in 2010 to 2011. The repairs and modifications were a result of bringing the dam into compliance with NR 333 and modifications required as a result of the Lake Belle View Restoration Project. The structures were observed by Montgomery Associates during construction and are generally in good to excellent (for new structures) condition. Some seepage was noted on the downstream side of the low-flow outlet structure for the separated portion of the lake. This same seepage was observed prior to the dam modifications and appears to be coming between the existing concrete and the adjacent sediment. The seepage was observed by the geotechnical engineer, and it is not considered an issue, though it should be observed during future inspections for any changes in flow. Other issues to check for during inspections are structural cracking or movement, concrete deterioration, and weaknesses within the soil abutments or foundation.

Structural Cracking

Structural cracking indicates instability in the dam. Any suspected structural cracks should be evaluated by a qualified engineer and monitored for changes in width, displacement, and seepage. The amount of any movement should be recorded by high-precision surveys referenced to permanent, on-site benchmarks. Seepage through cracks in the concrete may not indicate an

imminent danger; however, it may accelerate chemical degradation of the concrete and deterioration of metal reinforcing bars (indicated by rust staining).

Concrete Deterioration

Deterioration of the concrete can be a cosmetic issue or a structural problem depending on the degree of deterioration. Concrete deterioration may be indicated by spalling or staining on the surface, or by pervasive, non-structural cracking. The locations, type and degree of deterioration should be recorded during regular inspections to help determine the cause and rate of the deterioration, and whether repairs are critical for maintaining the integrity of the dam.

Abutments and Foundation

Concrete dams can transfer significant stress to the abutments and foundation. These are locations where it is especially relevant to check for evidence of movement. The downstream toe of the dam is susceptible to undermining and is protected by a rock apron at the transition between the concrete spillway section and the unlined channel downstream. The foundation and toe of the dam is difficult to observe directly; however, noticeable settling or rotation of the concrete structure can provide an indirect indication of lack of stability below the dam.

2.3 Earthen Embankment

A new earthen embankment extends from the northern portion of the dam to the newly constructed earthen auxiliary spillway. The eastern edge of the auxiliary spillway ties into an existing higher grade on the eastern side of Community Park. The new earthen embankment does not overtop in the 100-yr event. Key issues for inspection of the embankment sections of the dam are:

- Scouring anywhere on the embankment;
- Rill or gulley erosion;
- Animal burrows or the presence of excessive debris;
- Seepage through the embankment; and
- Evidence of settling or other movement, such as cracking or uneven surfaces.

2.4 Spillway

Belleville Dam has a concrete spillway with two metal gates with manual controls, an earthen auxiliary spillway, and a low-flow concrete outlet structure with a weir gate and a slide gate (commonly referred to as the millrace) on the portion of the lake separated from the Sugar River.

The condition of the gates, mechanical components, and supporting concrete structure should be observed to ensure that the gates are functional for normal and emergency operation. Of particular concern is excessive rust and/or debris that might impede proper gate function. Padlock keys and threaded gate stems are required for operation of the gates, and they should be observed for rust and connection with the gate to ensure that they are still operational.

Key issues for inspection of the auxiliary spillway are:

- Scouring anywhere on the spillway;
- Rill or gulley erosion;
- Animal burrows or the presence of excessive debris;
- Seepage downstream of the spillway; and
- Evidence of settling or other movement, such as cracking or uneven surfaces.

3 OPERATION

3.1 REGULATORY WATER LEVELS

Lake Belle View is fairly unique in that there are two portions of the lake which can be regulated somewhat independently from each other. The eastern half of the lake is separated from regular inflows of the Sugar River and water levels are regulated by a reconstructed concrete structure with a weir gate for normal water level regulation and a slide gate to allow for drawdown of the lake for ecological management (commonly referred to as the millrace). The weir gate can provide water level regulation from approximate elevation 859.0 feet MSL to 857.0 feet MSL. The western half of the lake is subject to direct inflows from the Sugar River and water levels are regulated by the main concrete section of the dam and two metal gates with hand-operated gears. The lowest sill portion of the concrete spillway is at elevation 857.4 MSL. The WDNR does not currently have operating orders for Belleville Dam, but permits obtained from the WDNR and the USACE for the Lake Belle View Restoration Project require the following lake levels be met for the eastern portion of the lake:

- The annual median lake stage shall remain at 858.0 feet MSL +/-0.5 feet or within +/-0.5 feet of the Sugar River median stage at the dam.

3.2 NORMAL CONDITIONS

The operator monitors the Lake Belle View water level and Sugar River discharge at the dam daily during dry conditions and more frequently during high flows. Typically, the dam operator adjusts the gates to achieve a lake stage of approximately 857.9 feet MSL in both portions of Lake Belle View.

3.3 EMERGENCY CONDITIONS

Emergency conditions include extreme high water and/or problems with the dam that affect its performance and safety. See the Emergency Action Plan (EAP) for details on recognizing emergency conditions and responding appropriately. Actions during emergency conditions include:

- Implementing the EAP;
- Opening the main dam gates for additional conveyance (unless the condition of the dam makes this inadvisable);
- Opening the slide gate and lowering the weir gate on the eastern lake outlet structure if it appears that water from the western lake will overflow the separation berm and hydraulically connect the two lakes; and

- Monitoring lake level, flow, weather conditions, and dam condition frequently.

4 MAINTENANCE

4.1 SCHEDULE

Preventive maintenance should be performed twice per year, preferably after spring high flows and in late fall. These activities should include:

- Mowing grass and removing brush from the embankment;
- Repairing minor erosion rills;
- Removing burrowing animals;
- Reseeding bare areas;
- Lubricating moving parts of the gates and controls;
- Removing debris from upstream of the gates; and
- Removing floating debris from the spillway

Prior to repair maintenance, the Village shall consult with the WDNR Dam Safety Engineer for the dam (currently Rob Davis, 608-275-3316).

Repair maintenance should be performed as soon as possible after an inspection has indicated a maintenance requirement and approval from the WDNR has been granted. If repair needs are observed during an emergency situation, the Emergency Action Plan (EAP) Coordinator should be contacted, and the appropriate EAP procedures should be implemented. Refer to the EAP for a discussion of conditions that indicate an emergency situation and for the appropriate response actions.

4.2 RECORDS

Records of maintenance performed on the dam are extremely important and should document both preventive and repair maintenance activities. Information that should be recorded includes the following as a minimum:

- Date and time of maintenance activities;
- Weather conditions;
- Type of maintenance (preventive / repair);
- Name of person or contractor performing maintenance;
- Description of work performed (including equipment and materials used);
- Time required to complete the work (useful for future planning); and
- Before and after photographs.

4.3 Concrete Structure

Concrete maintenance issues are typically related to deterioration, incidental damage, and structural problems. Deterioration and incidental damage may be cosmetic and not require repairs; however, deterioration related to persistent conditions (e.g. seepage or frost action) or inadequate materials or workmanship can indicate a threat to the stability of the dam. Any evidence of structural cracking or movement should be reported to an engineer for further evaluation before repairs are attempted.

Concrete repairs should be completed on an as-needed basis. Before selecting a repair method, the cause of damage or deterioration should be determined because different repair approaches may be needed for different problems (e.g. improper design, low quality materials, poor construction practices, exposure to freeze-thaw cycles or seepage, or chemical weathering). With insufficient information, it is very difficult to choose an effective and economical repair method.

4.4 Earthen Embankment and Auxiliary Spillway

The key maintenance issues for the embankment and auxiliary spillway are to maintain a healthy grass cover and prevent formation of subsurface conduits that could form preferential groundwater seepage routes and related piping erosion. The routine maintenance summarized above addresses these objectives through regular mowing, removal of burrowing animals and woody vegetation, minor erosion repair, and reseeding as necessary.

In addition to this preventive maintenance, more substantial repairs may be necessary if stormwater runoff erodes gulleys in the embankment or auxiliary spillway or wave erosion causes shoreline scouring that over steepens the upstream face of the auxiliary spillway. Such repairs typically entail placement of fill to restore the original shape of the embankment or auxiliary spillway, seeding to re-vegetate the area, and possible placement of erosion control materials such as turf reinforcement mat or rip rap placed over filter fabric.

DAM OWNER INSPECTION CHECKLIST

Belleville (Lake Belle View) Dam, Dane County, WI

Date of Inspection:

Weather & Ground Conditions:

Inspected By:

Any rapid or large change in the condition of your dam should be immediately reported according to the procedures outlined in the Emergency Action Plan (EAP).

	Dam Component	Observations	Action Required: None	Monitor	Maintain	Engr. Inspect
	Spillway and Gates					
___	Structural cracking (size, displacement)					
___	Crest settling / rotation					
___	Concrete deterioration (type?)					
___	Concrete joint expansion					
___	Seepage / staining					
___	Gates Operational (Y/N)					
___	Weir Gate and Slide Gates Seal (Y/N)					
	Abutments & Wingwalls					
___	Structural cracking (size, displacement)					
___	Settling / rotation					
___	Concrete deterioration (type?)					
___	Concrete joint expansion					
___	Seepage / staining					
	Earthen Embankment					
___	Grass cover (condition, bare spots)					
___	Woody vegetation					
___	Animal burrows					
___	Gully erosion					
___	Slumping, bulging or cracking					
	Auxiliary Spillway					
___	Grass cover (condition, bare spots)					
___	Woody vegetation					
___	Animal burrows					
___	Gully erosion					
___	Wave erosion at waterline					
___	Slumping, bulging or cracking					
	Upstream and Downstream Channel					
___	Scouring / undermining upstream					
___	Scouring / undermining downstream					
___	Downstream rock apron					

VILLAGE OF BELLEVILLE ORDINANCE 2012-02-02:

An Ordinance Creating a New Section of the Belleville Code Book
Regarding Rapid Entry Lock Box Access Systems

The Village Board of the Village of Belleville, Dane County and Green County, Wisconsin, do ordain as follows:

Section [to be numbered during recodification] is created to read as follows:

Rapid entry key lock box access system.

A. A rapid entry key lock box is defined as a lock box obtained from the Knox Company. The following structures or properties located within the Village of Belleville shall be equipped with a rapid entry key lock box at an accessible location near the main entrance of the structure or property or at such other location approved by the Fire Chief:

Deleted: Structures required to have a rapid entry key lock box.

(1) All commercial and industrial buildings.

(2) All buildings which have fire sprinkler systems and/or alarm systems.

(3) All public and institutional buildings. "Institutional" means of or relating to a governmental or public agency or entity, or civic or fraternal institution or foundation that is widely sanctioned such as the Lion's Club, Knights of Columbus, or Veterans of Foreign Wars, or similar entity providing a service that fulfills a fundamental human or social need or activity such as a school, library, church, hospital, funeral home or cemetery.

Comment [EHS1]: What does "institutional building" mean?

(4) All multifamily residential dwellings that have restricted access through locked doors and have common corridors for access to the living units or mechanical rooms.

(5) Any building where the Fire Chief determines that lack of access may result in loss of life or extensive property or environmental damage in the event of a fire, based on factors including, but not limited to, fire load, occupant load, exposures, building construction, age of building, and storage or use of hazardous materials.

(6) Condominium complexes, where the Fire Chief determines that lack of access may result in loss of life or extensive property damage, based on factors including, but not limited to, occupant load and building construction.

(7) All properties having security gates or devices that limit access to the building or property.

B. Exemptions. The following structures and properties are exempt from the rapid entry key lock box requirement:

(1) All single- and two-family dwellings.

(2) All structures or properties listed in Subsection A hereof that are in existence and occupied on the effective date of this section, subject to the provisions of Subsection C(2) hereof.

(3) Any structure or property where the Fire Chief determines, on a case-by-case basis, that a rapid entry key lock box is not necessary, provided that the owner and tenant, if any, of the structure or property executes and delivers to the Fire Department a waiver of liability (on a form to be provided by the Fire Department) for any damage caused by the Fire Department upon entering the structure or property during an emergency.

(4) The Fire Chief may order that any structure or property causing repeated alarm calls to an unreasonable degree shall have a rapid entry key lock box installed at owner's expense or be charged with a penalty under section 1-4.

C. Installation.

(1) All newly constructed structures subject to this section shall have the rapid entry key lock box installed and operational prior to the issuance of an occupancy permit.

(2) Any structure or property exempt pursuant to Subsection B(2) hereof that is subsequently structurally altered or modified in any way, or that is sold or leased to a new tenant, shall have a rapid key entry lock box installed and operational prior to issuance of a certificate of compliance or occupancy certificate for the property, or prior to the closing of the sale or commencement of the lease for the structure or property if no certificate of compliance or occupancy certificate is issued for the structure or property.

D. Type of rapid entry key lock box. The Fire Chief shall designate the type of rapid entry key lock box system to be implemented within the Village and shall have the authority to require all structures or properties listed in Subsection A hereof to use the designated system.

E. Rules and regulations. The Fire Chief shall be authorized to promulgate rules and regulation for the use of the rapid entry key lock box system.

F. Contents. The rapid entry key lock box shall contain the following:

(1) All the keys for locked points of ingress or egress whether on the interior or exterior of such building or property.

(2) The keys to all fire alarm panels.

(3) The keys to elevator rooms and controls.

(4) The keys to all locked electrical or mechanical equipment rooms.

(5) Keys to all fences or secured area.

(6) Any other keys or information as required by the Fire Department.

All keys will be labeled with correct locations. A floor plan of the rooms within the building may be required at the discretion of the fire chief.

G. Security padlocks. When a property is protected by a locked fence or access gate and where immediate access to the property is necessary for life-saving or fire-fighting purposes, the Fire Chief may require a security padlock to be installed at a location approved by the Fire Chief. The padlock shall be of the type approved by the Fire Chief and keyed to the Fire Department access key.

H. Owner's responsibility. Building and property owners are required:

(1) To purchase and install an approved rapid entry key lock box device by contacting the Fire Department to obtain the necessary authorization forms.

(2) To provide the proper keys to the Fire Department for the required access.

(3) To notify the Fire Department when the locks or keys have been changed.

(4) To keep the immediate area of the rapid entry key lock box free and clear of any and all obstructions

Adopted at a regular meeting of the Village Board this 5th day of March, 2012.

_____

By Howard Ward, Village President

ATTEST:

_____

April Little, Village Administrator/Clerk/Treasurer

Vote: Yes - No – Publication: //2012

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VILLAGE OF BELLEVILLE ORDINANCE 2012-02-03:

AN ORDINANCE REPEALING AND RECREATING SECTION 5-2-9 REGARDING OUTDOOR BURNING, OPEN BURNING AND BURNING OF REFUSE

The Village Board of the Village of Belleville, Dane County and Green County, Wisconsin, do ordain as follows:

The following sections are created to read as follows:

A. PURPOSE. This ordinance is intended to promote the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the Village of Belleville, Dane and Green Counties, Wisconsin due to the air pollution and fire hazards of open burning, outdoor burning and refuse burning.

B. APPLICABILITY. This ordinance applies to all outdoor burning and refuse burning within the Village of Belleville.

1. This ordinance does not apply to grilling or cooking using charcoal, wood, propane or natural gas in cooking or grilling appliances.
2. This ordinance does not apply to burning in a stove, furnace, fireplace or other heating device within a building used for human or animal habitation unless the material being burned includes refuse as defined in Section 4 of this ordinance.
3. This ordinance does not apply to the use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for heating, construction or maintenance activities.

C. SEVERABILITY. Should any portion of this ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, the remainder of this ordinance shall not be affected.

D. DEFINITIONS.

1. "Campfire" means a small outdoor fire intended for recreation or cooking not including a fire intended for disposal of waste wood or refuse.
2. "Clean Wood" means natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives and does not contain resins or glues as in plywood or other composite wood products.
3. "Fire Chief" means the Chief of the Village of Belleville Volunteer Fire Department or other person authorized by the Fire Chief
4. "Outdoor Burning" means open burning or burning in an outdoor wood-fired furnace.
5. "Open Burning" means kindling or maintaining a fire where the products of combustion are emitted directly into the ambient air without passing through a stack or a chimney from an enclosed chimney.

6. "Outdoor Wood-fired Furnace" means a wood-fired furnace, stove or boiler that is not located within a building intended for habitation by humans or domestic animals.
7. "Refuse" means any waste material except clean wood.

E. GENERAL PROHIBITION ON OPEN BURNING, OUTDOOR BURNING AND REFUSE BURNING. Open burning, outdoor burning and refuse burning are prohibited in the Village of Belleville unless the burning is specifically permitted by this ordinance.

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F. MATERIALS THAT MAY NOT BE BURNED. Unless a specific written approval has been obtained from the Department of Natural Resources, the following materials may not be burned in an open fire, incinerator, burn barrel, furnace, stove or any other indoor or outdoor incineration or heating device. The Village of Belleville will not issue a permit for burning any of the following materials without air pollution control devices and a written copy of an approval by the Department of Natural Resources.

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1. Rubbish or garbage including but not limited to food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris or other household or business wastes.
2. Waste oil or other oily wastes except used oil burned in a heating device for energy recovery subject to the restrictions in Chapter NR 590, Wisconsin Administrative Code.
3. Asphalt and products containing asphalt.
4. Treated or painted wood including but not limited to plywood, composite wood products or other wood products that are painted, varnished or treated with preservatives.
5. Any plastic material including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fabrics, films and containers.
6. Rubber including tires and synthetic rubber-like products.
7. Newspaper, corrugated cardboard, container board, office paper and other materials that must be recycled in accordance with the recycling ordinance except as provided in Section J of this ordinance.

G. OPEN BURNING OF BRUSH AND CLEAN WOOD. Open burning of brush, stumps, and clean wood is allowed only in accordance with the following provisions:

Comment [EHS1]: Is burning in an outdoor, wood-fired furnace intended to be regulated by this ordinance? If so, perhaps this (and throughout G and J) should be "Outdoor Burning" instead of "Open Burning." Outdoor Burning includes open burning by definition, and also includes burning in an outdoor, wood-fired furnace.
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1. All allowed open burning shall be conducted in a safe, nuisance-free manner, when wind and weather conditions are such as to minimize adverse effects and not create a health hazard or a visibility hazard on roadways, railroads or airfields. Open burning shall be conducted in conformance with all local and state fire protection regulations.
2. Except for barbecue, gas and charcoal grills, no open burning shall be undertaken during periods when either the Fire Chief or the Wisconsin Department of Natural Resources has issued a burning ban applicable to the area.

3. Open burning shall be conducted only on the property on which the materials were generated or at a facility approved by and in accordance with provisions established by the Department of Natural Resources and the Fire Chief.
4. Unless explicitly allowed elsewhere in this ordinance, a commercial enterprise other than an agricultural or silvicultural operation may open burn only at a facility approved by and in accordance with provisions established by the Department of Natural Resources and the Fire Chief.
5. Fires set for forest or wildlife habitat management are allowed with the approval of the Department of Natural Resources.
6. Outdoor campfires and small bonfires for cooking, ceremonies or recreation are allowed provided that the fire is confined by a control device or structure such as a barrel, fire ring, or fire pit. Bonfires are allowed only if approved by and in accordance with provisions established by the Fire Chief.
7. Burning in emergency situations such as natural disasters is allowed if approved by the Department of Natural Resources.
8. Except for campfires, open burning under this Section shall be conducted only following issuance of and in accordance with a permit issued under Section J of this ordinance.
9. Except for campfires, open burning under this section shall only be conducted at a location at least 250 feet from the nearest building that is not on the same property.
10. Except for campfires and permitted bonfires, open burning shall only be conducted from the hours of noon and 6:00 PM.
11. Open burning shall be constantly attended and supervised by a competent person of at least eighteen (18) years of age until the fire is extinguished and is cold. The person shall have readily available for use such fire extinguishing equipment as may be necessary for the total control of the fire.
12. No materials may be burned upon any street, curb, gutter or sidewalk or on the ice of a lake, pond, stream or waterbody.
13. Except for barbecue, gas and charcoal grills, no burning shall be undertaken within 25 feet from any combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Fire Chief.

Comment [EHS2]: "Burn barrels" are prohibited under section H. Does this refer to something different?

Comment [EHS3]: Is a permit needed for barbecue, gas and charcoal grills?

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Comment [EHS4]: What about barbecue, gas and charcoal grills?

Comment [EHS5]: What about barbecue, gas and charcoal grills?

H. BURN BARRELS. No person shall use or maintain a burn barrel in the Village of Belleville.

Comment [EHS6]: See comment to G.6., above. "Burn barrel" should be defined.

I. FIRE DEPARTMENT PRACTICE BURNS. Notwithstanding sections E and F of this ordinance, the Village of Belleville Volunteer Fire Department may burn a standing building if necessary for fire fighting practice and if the practice burn complies with the requirements of the Department of Natural Resources.

J. BURNING PERMITS.

1. No person shall start or maintain any open burning without a burning permit issued by the Village of Belleville Volunteer Fire Department.

Comment [EHS7]: Does "outdoor burning" require a permit? Does this apply to barbecue, gas or charcoal grills?

2. An outdoor campfire does not require a permit provided that the fire complies with all other applicable provisions of this ordinance.
3. When weather conditions warrant, the Fire Chief or the Department of Natural Resources may declare a burning moratorium on all open burning and temporarily suspend previously issued burning permits for open burning.
4. A burning permit issued under this section shall require compliance with all applicable provisions of this ordinance and any additional special restrictions deemed necessary to protect public health and safety.
5. Any violation of the conditions of a burning permit shall be deemed a violation of this ordinance. Any violation of this ordinance or the burning permit shall void the permit.
6. Any fees for permit applications will be determined by the Fire Department.

K. LIABILITY. A person utilizing or maintaining an outdoor fire shall be responsible for all fire suppression costs and any other liability resulting from damage caused by the fire.

L. RIGHT OF ENTRY AND INSPECTION. The Fire Chief or any authorized agent, officer, employee or representative of the Village of Belleville Volunteer Fire Department or the Village of Belleville who presents credentials may inspect any property for the purpose of ascertaining compliance with the provisions of this ordinance. Note: If the owner or occupant of the premises denies access to the property for this purpose, a special inspection warrant may be obtained in accordance with section 66.0119, Wis. Stats.

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M. ENFORCEMENT AND PENALTIES. The Fire Chief is authorized to enforce the provisions of this ordinance. Any person who shall interfere with the enforcement of any of the provisions of this section and shall be found guilty thereof shall be subject to a penalty as provided in § 1-4.

Adopted at a regular meeting of the Village Board this _____ day of March, 2012.

_____
By Howard Ward, Village President

ATTEST:

_____
April Little, Village Administrator/Clerk/Treasurer

Vote: Yes - No – Publication: //2012

December 2011 Comment

Frequent Questions Arising under Wisconsin's Concealed Carry Law

By Claire Silverman, Legal Counsel

October's legal comment on Wisconsin's new Concealed Carry Law generated a lot of questions. We thought it would be helpful to try and answer them here. Because the law is so new and has not yet been subject to court interpretation, many of these questions lack certain answers. Nevertheless, we can analyze existing law to try to predict how a Wisconsin court will answer them.

Questions regarding Immunity/Liability

1. Wisconsin Statute sec. 175.60(21)(b) grants a person who does **not** prohibit an individual from carrying a concealed weapon on property that the person owns or occupies immunity from any liability arising from that decision. Similarly, sec. 175.60(21)(c) grants an employer that does **not** prohibit one or more of its employees from carrying a concealed weapon immunity from any liability arising from that decision. Does this mean that municipalities that **do** prohibit concealed weapons on municipal property or that prohibit employees from carrying concealed weapons in the course of employment do not have immunity from any liability arising from those decisions?

No. The affirmative grant of immunity to certain property owners and employers by sec. 175.60(21) does not undermine the immunity Wis. Stat. sec. 893.80(4) grants to municipalities or their officers, officials, agents or employees for acts done in the exercise of legislative and quasi-legislative functions. Such acts involve the exercise of discretion. There are two exceptions to that immunity but they are not likely to be applicable to municipal decisions prohibiting concealed carry in municipal buildings or prohibiting employees from carrying concealed weapons in the course of employment.

The first exception to immunity is when there is negligence in performing a "ministerial duty." A "ministerial duty" exists when a public officer's duty is "absolute, certain and imperative, involving merely the performance of a specific task when the law imposes, prescribes and defines the time, mode and occasion for its performance with such certainty that nothing remains for judgment or discretion."1 The second exception to immunity is when there is a "known danger" based on the existence of an obviously

hazardous situation and "the nature of the danger is compelling and known to the officer and is of such force that the public officer has no discretion not to act."2

2. Does a municipality that prohibits weapons and firearms in municipal buildings or that prohibits employees from carrying concealed weapons have to screen everyone who enters the building to make sure they are in compliance? Is the municipality required to buy special screening equipment?

No. The law does not require municipalities that prohibit weapons or firearms in municipal buildings to screen those who enter or to buy any special equipment to enforce the regulation. Such decisions are, like the decisions to prohibit concealed carry in municipal buildings or prohibit employees from carrying concealed weapons, discretionary in nature and the immunity granted under sec. 893.80(4) for discretionary legislative decisions should immunize the municipality from liability which could arise from that decision.

Extent of Municipal Authority and Who Has Authority

3. The October 2011 legal comment states that municipalities can, with appropriate notice given by posting signs, prohibit the carrying of concealed weapons and firearms in municipal buildings. However, sec. 943.13(1m)(c) 4, which is the criminal trespass statute that would be violated only refers to "a firearm" or a "type of firearm." Moreover, sec. 175.60(2g)(a) says those authorized to carry concealed weapons "may carry a concealed weapon anywhere in this state except as provided" under certain subsections in 175.60 and 943.13(1m)(c). Since sec. 175.60(2g) authorizes concealed carry of weapons except as provided under 943.13(1m)(c) and sec. 943.13 (1m)(c) only mentions firearms, aren't municipalities limited to prohibiting firearms in municipal buildings? In other words, where is the authority for a municipality to prohibit concealed weapons other than firearms in municipal buildings?

Statutory home rule powers3 grant municipalities "management and control" of municipal property except as specifically provided elsewhere in the statutes. Section 943.13(1m)(c) is a criminal trespass statute. It is not a limitation on municipal authority. It creates a criminal trespass violation for those who carry firearms on municipal property that is properly posted to prohibit firearms. It affirmatively explains how municipalities can post property in order to prohibit firearms or certain types of firearms in municipal buildings. Section 175.60 does not expressly constrain municipal authority to prohibit the carrying of concealed weapons in municipal buildings, and municipalities do not require an express grant of power to prohibit concealed weapons in municipal buildings. Firearms however, are a different story. Because of the limitation on municipal authority to regulate firearms in sec. 66.0409, municipalities do require an affirmative grant of authority to regulate firearms in a manner that is different than state law. Because sec. 941.235 which prohibits the carrying of firearms in municipal buildings now creates an exception for CCW licensees, municipalities that want to prohibit those who have CCW licenses from carrying firearms in municipal buildings need to take affirmative steps to properly post the property to give notice of any prohibition.

I am not aware of any statute that limits a municipality's authority to prohibit the carrying of weapons in municipal buildings and conclude that municipalities may do so. Apparently, the Wisconsin Department of Justice (DOJ) shares that opinion. On page 34 of DOJ's August 2011 document containing FAQs on Wisconsin's new CCW law, in a section pertaining to

restrictions by governments, it states as follows:

> While the specific provisions below only reference prohibiting the possession of firearms, property owners may also prohibit or restrict the possession of other weapons on their property. Violations of such restrictions may also constitute a Class B forfeiture under Wis. Stat. sec. 943.13(1m)(v). **Therefore the language quoted below, while only mentioning firearms, applies with equal force to other weapons** [emphasis in original].

4. Can the decision to prohibit weapons and/or firearms in municipal buildings be made administratively or does it require a legislative act by the governing body? Is there any benefit to making the decision one way or the other?

Although the decision to prohibit weapons and/or firearms in municipal buildings can be made administratively, going that route probably requires a delegation of authority from the local government in the first instance. Section 943.13 makes it a trespass violation for anyone to enter or remain in any part of a building that is owned, occupied or controlled by any local governmental unit if the **local governmental unit** has notified the actor not to enter or remain in the building while carrying a firearm or a particular type of firearm. "Local governmental unit" is defined by sec. 943.13(1)(e)(c) as "a political subdivision of this state, a special purpose district in this state, an instrumentality or corporation of the political subdivision or special purpose district or a combination or subunit of any of the foregoing." Because of this, it seems that there would need to be some delegation of authority in that regard by the local governmental body (or a body meeting that definition) to administrative staff in order for the decision to be made administratively. Some attorneys have opined that a possible benefit of having the governing body set the policy by legislative act is that it brings the decision more squarely within the grant of immunity provided in sec. 893.80(4) for legislative acts.

5. Can the mayor or city or village manager issue an executive order prohibiting weapons and/or firearms in municipal buildings or prohibiting municipal employees from carrying concealed weapons in the course of employment?

The answer to this question is unclear because Wisconsin law does not clearly delineate the boundaries of executive power and the fine lines between executive, administrative and legislative powers are blurred. As chief executive officer of the city, the mayor is responsible for supervising and directing the day-to-day operation of city government and has a statutory duty to "take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties."4 The mayor's duty to carry out official functions and to enforce state laws or local ordinances is not merely ministerial but necessarily includes the right to exercise discretion and judgment.5 Nevertheless, I think a Wisconsin court would likely conclude that the mayor or manager's authority as chief executive officer6 does not include the ability to unilaterally make decisions controlling municipal property. A past League opinion concluded that a mayor cannot unilaterally decide what uses are to be made of city property.7

In contrast, the mayor and manager probably do have the authority as chief executive officer to direct municipal employees. A manager's authority over personnel is even more clearly set forth under sec. 64.11(3) than the mayor's authority under 62.09(8)(a) and (d). Of course, the council could

legislatively override such a decision.

6. Who has authority to prohibit weapons and/or firearms in municipal libraries?

Wisconsin Statute sec. 43.58 gives the library board "exclusive charge, control and custody" of all "buildings . . . devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes." Thus, the library board probably is the appropriate body to make such policy decisions and it appears to fit within the definition of "local governmental unit" set forth in sec. 943.13(1e)(c).

Procedural Questions

7. Does the Concealed Carry law require that municipalities adopt an ordinance or a resolution?

No. Nothing in the Concealed Carry law requires that a municipality take legislative action. However, a municipality that does not have an ordinance will necessarily be dependent on state willingness to prosecute criminal trespasses and without an ordinance of its own will not be in a position to enforce violations of prohibitions on carrying weapons or firearms in municipal buildings. Additionally, since the criminal trespass statute does not appear to make it a violation for a person to enter and remain in municipal buildings with weapons other than a firearm or type of firearm when the municipality has posted signs prohibiting the carrying of weapons in municipal buildings, municipalities that want to prohibit the carrying of weapons in municipal buildings and be able to pursue violations, would need to prohibit the carrying of weapons by ordinance.

8. Does it matter whether a municipality enacts regulations by a resolution or an ordinance?

It might, depending on what the municipality is trying to accomplish. Generally, an ordinance is a local law of a municipal corporation, duly enacted by the proper authorities, prescribing general, uniform and permanent rules of conduct relating to the corporate powers of the municipality.8 In contrast, resolutions are generally less permanent enactments than ordinances and commonly deal with matters of a special or temporary character. A resolution ordinarily denotes something less solemn or formal than, or not rising to the dignity of, an ordinance. They seldom if ever contain penalties and are the most common form of legislation employed by governing bodies to deal with special matters not affecting the general public such as granting special privileges, expressing opinions or communicating with other governmental units or departments or agencies of the municipality.9

If the governing body simply wants to ban weapons and/or firearms in municipal buildings and direct that the buildings be posted as allowed by statute or delegate authority to make such decisions, a resolution is probably sufficient. If, however, the municipality wants to create law establishing forfeitures for violating prohibitions on carrying firearms and/or weapons in municipal buildings, an ordinance is probably necessary with publication to give sufficient notice to the public of the conduct prohibited. For a more in-depth discussion of the differences between various types of legislation and when each is appropriately used, see Ordinances and Resolutions 471 R1.

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Miscellaneous 12
Ordinances and Resolutions 500

2012
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.

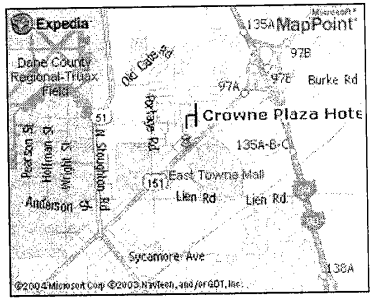
Workshop Locations

May 11, 2012
Madison
Crowne Plaza Hotel, 4402 E. Washington Ave.

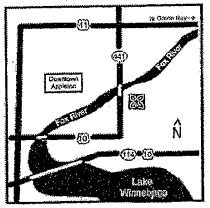
May 18, 2012
Kimberly
Liberty Hall/Hilton Garden, 800 Eisenhower Dr.

June 8, 2012
Eau Claire
Holiday Inn Campus, 2703 Craig Rd.

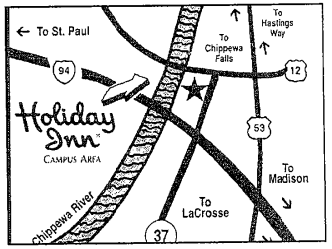
Crowne Plaza, Madison



Liberty Hall/Hilton Garden, Kimberly



Holiday Inn - Campus, Eau Claire



2012
New Officials Workshops

At Three Locations

- **Madison**
- **Kimberly**
- **Eau Claire**

Agenda

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 - Russ Van Gompel, Village Manager, Brown Deer

Noon Lunch

1:00 Procedures for Local Government Meetings - Larry Larmer, 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

2012 New Municipal Officials Workshops Registration

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

- ❒ Madison, Crowne Plaza Hotel, May 11, 2012
- ❒ Kimberly, Liberty Hall/Hilton Garden, May 18, 2012
- ❒ Eau Claire, Holiday Inn Campus, 2703 Craig Rd., June 8, 2012

Name (please type or print) _____ Position _____

_____ _____

_____ _____

_____ _____

_____ _____

Signed _____

Title _____

Address _____

Municipality _____ zip

Fax Number _____

E-mail _____

Payment Method

❒ Credit Card or ❒ Check # _____

Card type _____
(Master Card, Visa, Discover)

Number _____

Exp _____ Vcode _____

Signature _____

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

Registration fees, less the $5 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.

2012 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.

Barneveld
May 3, 2012

Brookfield
May 10, 2012

Howard
May 17, 2012

Lake Delton
May 24, 2012

Eau Claire
June 7, 2012

Rothschild
June 14, 2012

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

LEAGUE OF WISCONSIN MUNICIPALITIES

2012

Regional Dinner Meetings

At Six Locations

- **Barneveld**
- **Howard**
- **Brookfield**
- **Lake Delton**
- **Eau Claire**
- **Rothschild**

2012 Regional Dinner Meeting Registration

May 3, 2012
Barneveld
Deer Valley Lodge
401 W. Industrial Dr.

May 10, 2012
Brookfield
Sheraton Milwaukee Hotel
375 S. Moorland Rd.

May 17, 2012
Howard
Rock Garden
1951 Bond St.

May 24, 2012
Lake Delton
Wintergreen Resort/Conf. Center
60 Gasser Rd.

June 7, 2012
Eau Claire
Holiday Inn Campus
2703 Craig Rd.

June 14, 2012
Rothschild
Holiday Inn
1000 Imperial Ave.

Please make the following reservation for the Regional Dinner Meetings

- ❒ Barneveld, May 3, 2012
- ❒ Brookfield, May 10, 2012
- ❒ Howard, May 17, 2012
- ❒ Lake Delton, May 24, 2012
- ❒ Eau Claire, June 7, 2012
- ❒ Rothschild, June 14, 2012

Name (please type or print) _____ Position _____

Signed _____

Title _____

Address _____

Municipality _____ zip

Fax Number _____

E-mail _____

Payment Method

❒ Credit Card or ❒ Check # _____

Card type _____
(Master Card, Visa, Discover)

Number _____

Exp _____ Vcode _____

Signature _____

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
On-Line: www.lwm-info.org

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