

VILLAGE OF BELLEVILLE  
SPECIAL MEETING of the VILLAGE BOARD  
**Monday, September 19, 2011 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 (September 6, 2011)
  - b. Approval of Bills to Date for September 2011
  - c. Approval of August 2011 Treasurer's Reports
  - d. Approval of Operator's License Application for Andrew Steven Viney (The Nest)
  - e. Approval of Street Use Permit Application – North Vine Street, from East Main to East Pearl (Belleville PTO) on October 9, 2011
  - f. Approval of Park Use Permit Application – Library Park (Belleville PTO Fall Festival) on October 9, 2011
7. Committee Reports
8. President's Report – Downtown Flags; Park Signage; Jerry Judd re. Utilities
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
    - i. Purple Loosestrife Update
  - b. Discussion of Future Use of UW Clinic Building at 21 S. Vine Street / Appraisal
  - c. Discussion and Possible Action on Major Elevator Repair at Belleville Library
    - i. MSA Task Order for CDBG Grant Projects Architect Assistance
  - d. Stormwater Utilities Update
11. **New Business:**
  - a. Proposed Budget 2012 Introduction
  - b. Resolutions for Dane County and Green County Library Tax Exemption

- c. Employee Handbook
    - i. Discussion and Possible Action on Updated Grievance Procedure
  - d. Codification Chapters Review
12. ADJOURN TO CLOSED SESSION for Discussion with Village attorney of options for working with the Baker's Woods developers to address unpaid fees and possible development assistance per 19.85(1)(g) and 19.85(1)(e) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
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 IS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT.  
Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.  
To request this service, contact Village Hall at 24 W. Main Street, Belleville, WI 53508 by 2:00 p.m. the Friday  
prior to the meeting so that necessary arrangements can be made to accommodate each request.*

***Final agenda will be posted by 4 p.m. Friday preceding the meeting at these locations:  
Bank of Belleville, Sugar River Bank, Village Hall, Library, Village of Belleville Web site.***

**COMMUNITY DEVELOPMENT AUTHORITY (CDA)  
MEETING NOTICE & AGENDA**

For Tuesday, October 4, 2011 at 6 PM  
Belleville Village Hall, 24 W. Main Street

1. Call to Order / Introductions
2. Approval of the Minutes
3. Strategy C – **Waterfront Development: Presentation by JSD Engineering on Pedestrian Bridge Design / Location Options & Riverwalk Concepts**
4. Strategy B—Redevelop Railroad Corridor
  - Landmark Project / Negotiation Update
5. Other Business
6. Next Meeting:
7. Adjournment

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Belleville Village Hall at 24 West Main Street, P.O. Box 79, Belleville, Wisconsin, 53508-0079. Telephone: 608.424.3341.

MINUTES OF REGULAR VILLAGE OF BELLEVILLE BOARD MEETING  
HELD TUESDAY, **SEPTEMBER 6, 2011** AT  
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

**REGULAR MEETING OF THE BOARD**

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, Jim Schmitz, Gary Ziegler, Deb Kazmar and Bonnie Wilcox
3. Visitors: Ed Short-EDI, Lance Williston-CDA & PC, Jim Root, Rick Francois, Mike Tretow, Herb Blaser, Jill Wennesheimer-ADA, Village Attorney Matt Dregne, Carolyn Hegge Madison Family Medicine Residency Corp. (MFMRC), and Linda Haskins- MFMRC
4. Posting of Open Meeting Notice - The Clerk stated that the meeting has been noticed as required by law.
5. Visitors Who Would Like to Speak Now – None.
6. Visitors Who Would Like to Speak on an Agenda Item – No discussion.
7. **Consent Agenda:** *Trustee Kazmar made a motion to approve; seconded by Trustee Wilcox. Motion carried.*
  - a. Approval of Minutes (August 15, 2011)
  - b. Approval of Bills for August 2011
8. Committee Reports – Lance Williston: Liaise Committee is moving forward with its work.
9. **President's Report** – President Ward said a local Eagle Scout candidate is interested in working to build a nature trail back by Village-owned land near the northwest side of the lake; there is some DNR interest in assisting. A tour will be held in October.
10. **Administrator/Clerk/Treasurer's Report** – Budget schedule is ready; note two special meeting dates with Ehlers on September 21 and October 10. Budget issues could also be reviewed at those times.
11. **Unfinished Business:**
  - a. **Lake Restoration / West Lake Dredging Projects Update** – Siggí Sigmarsson from Montgomery Associates presented an update. Most construction work is complete and grass is coming up well. Habitat restoration work will occur in fall. River dredging project is out to bid and coming before Village Board October 3.  
  
However, purple loosestrife is growing in the river near Community Park, which is an invasive species. DNR has requested the Village look at addressing the situation. It can be a threat to downstream wetlands and possibly the lake area if it jumps the

berm. A few options were presented: 1) Have the contractor, NES, remove the plants and herbicide them. They propose doing this for \$6700. A grant could cover 67 percent of the costs. This would be the best control option, but highest cost. 2) Recruit volunteers to cut the loosestrife; costs are lower but needs coordination. 3) Village staff could cut seed heads but this is also limited in effectiveness. 4) Do nothing.

Village is not technically obligated to eradicate purple loose strife in the river, but it is shallow enough the plants could survive. It is not part of NES' restoration contract currently. There is also beetle control, but that would be a long-term solution. Trustee Kazmar made a motion to go with NES for control for \$6700 and apply for DNR grant to manage the purple loosestrife; seconded by Trustee Ziegler. Water levels rising will discourage germination. *Motion carried.*

River dredging must be done by March 1. After the work is done, the lake can be filled, which will help discourage undesirable plants. The low spots will be filled in at the park in late September.

12. **ADJOURN TO CLOSED SECTION** for discussion with Village Attorney, pursuant to Wis. Stat. sections 19.85(1)(g) and 19.85 (1)(e), to discuss options for working with the Baker's Woods developers to address the collection of unpaid fees and possible development assistance in platting the Baker's Woods development, and to discuss possible negotiations with the Bell West developers regarding amending the Agreement to Undertake Development in Tax Increment District No. 3. – *Trustee Ziegler made a motion to go into closed session; seconded by Trustee Kazmar. Motion passed unanimously on a roll call vote.*
13. **RECONVENE TO OPEN SESSION** for possible action on items discussed in closed session – *Trustee O'Brien made a motion to go into open session; seconded by Trustee Wilcox. Motion carried. Resumed open session 9:31 PM.*

#### **PUBLIC HEARING**

1. Call Public Hearing to Order - The hearing was called to order by Village President Howard Ward at 9:38 PM.
2. Roll call by Clerk - Trustees present were: Tyler Kattre, Ben O'Brien, Howard Ward, Jim Schmitz, Gary Ziegler, Deb Kazmar and Bonnie Wilcox
3. **Public Hearing on Consideration of Amending the Special Assessments Levied and Installment Payment Schedules incorporated in Resolution Nos. 2010-09-04, 2010-09-05, 2010-09-06(A), and 2010-09-06(B), adopted September 20, 2010, relating to the Bell West Development (THEA Group LLC) and Baker's Woods Development (John D. Baker and James R. Olson)** – Matt Dregne said that some cost issues were subsequently identified and special assessment report must be updated. It needs to reflect actual costs subsequent to the original report. The Village Board will adjourn the hearing to October 17 to update these reports. No one in the audience spoke.
4. Adjourn Public Hearing – *Trustee Ziegler made a motion to adjourn the hearing to October*

17; seconded by Trustee Kazmar. Motion carried.

**RESUMPTION OF REGULAR MEETING OF THE BOARD (Immediately Followed Hearing)**

**14. Unfinished Business:**

- B. **First Amendment to Agreement to Undertake Development In Tax Increment District No. 3 (Bell West Development – West Side Neighborhood)** – Tabled. Must be consistent with final report as mentioned.
- c. **Future Use of UW Clinic Building at 21 S. Vine Street / Appraisal** – Carolyn Hegge of Madison Family Medicine Residency Corp: the Village has an option to purchase the former clinic outstanding since 1993 and has 90 days from vacation to exercise its option. Village would have to purchase the clinic and house property. Price would need to be determined by two appraisals. They will check further into the lease agreement about the current tenant situation. Village Board asked the clinic to bring back their appraisal. The Village could waive its right to obtain its own appraisal and had no objections to their request regarding their appraisal qualifications.
- d. **Major Elevator Repair at Belleville Library** – President Ward had prepared some new bid estimates for elevator repair. Will bring a proposal regarding use of grant funds to Dane County CDBG committee for consideration of use of awarded grant funds.
- e. **Proposed Budget Resolution 2011-1** – *Trustee Ziegler made a motion to approve the budget resolution 2011-1; seconded by Trustee O'Brien. Motion carried.*
- f. **Stormwater Utilities Update** – Will target next month's billing to implement.

**15. New Business:**

- a. **Consideration of Resolution 2011-09-01 – Amended Final Resolution Levying Special Assessment against Benefited Property – Bell West TIF Area; Resolution 2011-09-02 – Amended Final Resolution Levying Special Assessment against Benefited Property – Bell West Non-TIF Area; Resolution 2011-09-03 – Amended Final Resolution Levying Special Assessment against Benefited Property – Baker's Woods TIF Area; Resolution 2011-09-04 – Amended Final Resolution Levying Special Assessment against Benefited Property – Baker's Woods Non-TIF Area** – Tabled.
- b. **Consideration of Tax Agreement Amendment Request from Madison Family Medical Residency Corp. (MFMRC)** – *[considered after lake update]*. Present were Carolyn Hegge and Linda Haskins, MFMRC – They are representing the developers for the new clinic project. All lots in Bell West are subject to a tax agreement. They are requesting an amendment to paragraph 4 in order to apply for a real property tax exemption. Village and THEA group must agree, and THEA is willing to agree. Dregne said there is a method for calculating payments. When the TIF no longer exists, it requires them to pay Village portion of taxes only. He is recommending the Village not do this when TIF is operational because Village is relying on tax

increment. After TIF expires, this could be revisited, and then the lesser amount could be allowed. It would otherwise require a very complicated calculation methodology. He is leery of amending the agreement for only one parcel. It may need to apply to all afterward. It would be better to wait to the TIF is closed.

Hegge – the board is volunteer; they would like it in place if possible now for tracking purposes. The agreement now says they will not apply for exempt status. If this was amended with a deferred date, the practical effect is that the Village's share only would be paid. Only the Village would collect taxes at that point.

When the TIF expires, anyone would be allowed to apply for exempt status. The agreement is designed to last after the district is closed. During TIF, all revenue goes to the TIF. The intent is to removing prohibition on **application** for tax-exempt status. Agreeing would set a precedent. Once the TIF expires, the property owner could apply for exempt status – it would be submitted to the assessor for decision. Payment would be made to the Village for services based on the mil rate.

The policy decision is the impact on taxing jurisdictions after closure. Other jurisdictions would not receive revenue; but they have no ramifications to come after the Village. The Village's rationale was that it protected the other jurisdictions. An amendment approved 18 years from now will not change; they will have right to go to assessor without need for an amendment. It will not be a direct fiscal impact on Village; Village would receive same amount of revenues whether it approved the request or not.

Dregne recommended delaying effective date until after TIF expires at least. The agreement would require them to pay an amount to the Village. The Village Board could make a decision that allows MFMRC to apply to the assessor for tax-exempt status now. Village would not lose money either way. Question about transferability. Dregne said it should apply to property; it runs with the land. The tax agreement applies to all of the lots. What applies is whether they have the right to apply for exempt status. Hegge said an affirmative decision would provide a level of certainty. *Trustee Kazmar made a motion to not consider the tax agreement request from MFMRC; seconded by Trustee Kattre. Motion carried with Trustee Ziegler voting no.*

- c. **Far West Side Development STH 69/92 / CTH PB Improvement Funding Issues / Options** – Tabled to later meeting.
- d. **Introduction of Intergovernmental Agreement with Town of Montrose** – A map was presented indicating joint planning areas and rural planning areas where the Village agrees that we will not pursue development. In joint planning areas, there would be a town-Village planning area to address any development. The town's taxes paid would be twice as under the state law. The rural planning area would not have annexations. The joint planning areas say it should be planned for future Village's annexation and development. Outside of it, the Village will not annex the territory. The joint planning committee would need to make recommendations back to other bodies before town could approve a new subdivision. If approved by Village and town, then they would come to agreement on the joint planning area within a year. Both Village and town comprehensive plans would be jointly negotiated. If either does not adopt a plan, the agreement goes away. Village representatives will meet

with town on their input. The map would be an attachment to the agreement.

- c. **Introduction: Proposed Ordinance 2011-09-01: Creating Sections of the Belleville Municipal Code Relating to Lake Belle View Boating Regulations** – Before passage by Village, 60 days notice must be given to DNR for their review as it involves state laws and regulations. The current ordinance as drafted institutes slow-no-wake and electric motors only.

**16. Other Business:**

- a. Future meeting dates were noted.
- b. Questions and Items for Referral – Downtown Flags – comments were received from the public - referred to committee for discussion. Jerry Judd wished to come to Village Board to comment on past utilities expenditures issues.

- 17. Adjournment** – *Trustee O'Brien made a motion to adjourn; seconded by Trustee Wilcox. Motion passed unanimously. The meeting was adjourned by President Ward at 10:25 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: 9/01/2011 From Account: 100-00-11100-000-000  
 Thru: 9/15/2011 Thru Account: 990-00-52326-000-000

Check Nbr	Check Date	Payee	Amount
V454	9/07/2011	BEIERSDORF, VICTORIA L.	1,091.44
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V455	9/07/2011	EICHELKRAUT, WILLIAM B.	1,465.47
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V456	9/07/2011	FREEMAN, DEBRA	531.46
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V457	9/07/2011	HENDRICKSON, DARLENE M.	871.68
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V458	9/07/2011	HILLEBRAND, ROGER J.	1,406.63
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V459	9/07/2011	LEHMANN, BRONNA B.	469.62
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V460	9/07/2011	LIEN, TRACY	408.07
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V461	9/07/2011	LITTLE, APRIL A. W.	1,662.39
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V462	9/07/2011	MARTIN, JEREMY A	1,029.93
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
V463	9/07/2011	SKOGEN, ROBERT M.	531.75
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14735	9/07/2011	AUSTIN, MARY H.	836.33
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14736	9/07/2011	BIGLER, JULIE L.	215.72
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14737	9/07/2011	BUTTS, JERRY D.	1,309.23
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14738	9/07/2011	CHRISTENSEN, JEAN M.	1,026.15
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14739	9/07/2011	DIEDERICH, FREDERICK H.	970.49
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14740	9/07/2011	FURMAN, RACHEL M.	1,225.21
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14741	9/07/2011	HELLER, MOLLY K	205.15
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14742	9/07/2011	HULTINE, MOLLY M.	1,579.22
	Manual Check	Pay period 08/22/2011 to 09/04/2011	
14743	9/07/2011	JOSEPH, MICHELE M.	336.22
	Manual Check	Pay period 08/22/2011 to 09/04/2011	

GENERAL FUND CHECKING ALL Checks  
 Posted From: 9/01/2011 From Account: 100-00-11100-000-000  
 Thru: 9/15/2011 Thru Account: 990-00-52326-000-000

Check Nbr	Check Date	Payee	Amount
14744	9/07/2011	O'CONNOR, THOMAS P. Manual Check Pay period 08/22/2011 to 09/04/2011	1,330.31
14745	9/07/2011	PACE, JACK Manual Check Pay period 08/22/2011 to 09/04/2011	125.37
14746	9/07/2011	PAULI, DAVID J. Manual Check Pay period 08/22/2011 to 09/04/2011	1,002.01
14747	9/07/2011	PELTON, TERESA A. Manual Check Pay period 08/22/2011 to 09/04/2011	572.27
14748	9/07/2011	SOLBERG, SHEREE Manual Check Pay period 08/22/2011 to 09/04/2011	90.98
14749	9/07/2011	YOUNG, TERESA M Manual Check Pay period 08/22/2011 to 09/04/2011	177.54
17568	9/06/2011	BURRESON'S FOODS (2) Manual Check VOID CHECK PER JC	-311.74
17619	9/06/2011	AFLAC INV # 492823 JULY 28TH - AUG 24TH	528.00
17620	9/06/2011	ALLIANT ENERGY/WP&L (2) ACCT # 393374-010	711.75
17621	9/06/2011	ALLIANT ENERGY/WP&L (3) ACCT # 360362-010	446.03
17622	9/06/2011	ASSOCIATED APPRAISAL CONSULTANTS, INC. AUGUST SERVICES	945.54
17623	9/06/2011	AT&T ACCT # 030 491 1230 001	33.81
17624	9/06/2011	BAKER & TAYLOR ACCT # L5105032	1,880.48
17625	9/06/2011	BAKER TILLY VIRCHOW KRAUSE LLP CLIENT # 1820229	4,315.00
17626	9/06/2011	BELLEVILLE MUNICIPAL WATER DEPT ACCT # 049-0105-00	451.80
17627	9/06/2011	BELLEVILLE MUNICIPAL WATER DEPT (2)	96.84
17628	9/06/2011	BELLEVILLE POLICE DEPT PETTY CASH REIMBURSE PETTY CASH -SUBWAY	102.80
17629	9/06/2011	BELLEVILLE PRINTING COMPANY, INC. INV # 28475 LABELS	380.00
17630	9/06/2011	BETTER HOMES & GARDENS CTS 2011	33.91

GENERAL FUND CHECKING

ALL Checks

Posted From: 9/01/2011 From Account: 100-00-11100-000-000  
 Thru: 9/15/2011 Thru Account: 990-00-52326-000-000

Check Nbr	Check Date	Payee	Amount
17631	9/06/2011	BORLANDS BAR & GRILL INV # 312838 POLICE DINNER	220.00
17632	9/06/2011	BUCKY'S PORTABLE TOILETS, INC. INV # 33607 COMM PK THRU 09-22-11	170.00
17633	9/06/2011	BURRESON'S FOODS (2) ACCT # 047900500038 (LIBRARY ACCT)	261.80
17634	9/06/2011	BUSINESS CARD ACCT # 5472 0690 0015 2275 (UPS)	1,765.72
17635	9/06/2011	BUSINESS CARD (2) ACCT # 5472-0681-5737-1969	259.02
17636	9/06/2011	BWI INV # 173806D	5.19
17637	9/06/2011	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0015586	107.75
17638	9/06/2011	CHARTER COMMUNICATIONS ACCT # 8245 11 719 0001982	268.89
17639	9/06/2011	CHIEF INV # 416985 BELT,CUFF CASE, FL HOLDER	21.99
17640	9/06/2011	CINTAS CORPORATION ACCT # 446-32222	304.60
17641	9/06/2011	CITGO FLEET # 131801342	1,041.38
17642	9/06/2011	CITGO (2) FLEET # 132004243	1,200.44
17643	9/06/2011	CONVERGENT SOLUTIONS, INC INV # 21450	297.50
17644	9/06/2011	DEPARTMENT OF ADMINISTRATION CODE RENEWAL CUST # 4537	14.00
17645	9/06/2011	DIANA SKALITZKY COM AWARENESS PROGRAM	260.00
17646	9/06/2011	ENGELHART CENTER INV# 1239575 TAP HEAD	37.40
17647	9/06/2011	FILE 13 E-WASTE SOLUTIONS, LLC INV # 14711 ELECTRONICS DISPOSAL	47.60
17648	9/06/2011	FRONTIER (2) 608-424-3545	226.27
17649	9/06/2011	GENERAL ENGINEERING COMPANY INV # 00005	100.00

9/15/2011 9:32 AM

Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 9/01/2011 From Account: 100-00-11100-000-000  
Thru: 9/15/2011 Thru Account: 990-00-52326-000-000

Check Nbr	Check Date	Payee	Amount
17650	9/06/2011	GENERAL ENGINEERING COMPANY JULY BUILDING PERMITS	1,790.60
17651	9/06/2011	GORDON FLESCH CO., INC. INV # 1C1125	120.97
17652	9/06/2011	GREEN COUNTY HIGHWAY COMMISSION PROJECT 2821 SEALCOAT	39,250.45
17653	9/06/2011	JONATHAN BENAFIELD 2011 INTERNSHIP	300.00
17654	9/06/2011	L.W. ALLEN, INC. INV 091004 UNPLUG PUMP AT LIFT STA.	2,758.00
17655	9/06/2011	MENARDS ACCT # 30580417	447.36
17656	9/06/2011	MERITER HOSPITAL INC. PAT. CONTROL # 82673133 BOOTH	30.00
17657	9/06/2011	MERITER LABORATORIES ACCT # 47713 BATCH # 63175	19.30
17658	9/06/2011	MIDWEST TAPE ACCT # 53508	810.68
17659	9/06/2011	MILPORT ENTERPRISES, INC. INV # 212640 ALUM SULFATE	3,784.99
17660	9/06/2011	MONROE TRUCK EQUIPMENT, INC. INV # 5198556 CABLE, SENSOR	26.51
17661	9/06/2011	MSA PROFESSIONAL SERVICES, INC. R00372008.0 FWSSSI CRS PROJ A VIL COSTS	19,268.46
17662	9/06/2011	NORTH SHORE BANK,FSB SEPTEMBER 5TH PAYROLL	280.00
17663	9/06/2011	NORTHERN LAKE SERVICE, INC. INV # 202723	346.80
17664	9/06/2011	PURCHASE POWER ACCT # 8000-9090-0547-6721	128.43
17665	9/06/2011	PURE WATERS, LLC INV # 84607	36.00
17666	9/06/2011	QUILL CORP ACCT # C437160	255.93
17667	9/06/2011	QUILL CORPORATION ACCT C264557	146.24
17668	9/06/2011	ROBERT FLANAGAN FOOD PANTRY SUPPLIES - FAMILY DOLLAR	80.00

9/15/2011 9:32 AM

Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 9/01/2011 From Account: 100-00-11100-000-000  
Thru: 9/15/2011 Thru Account: 990-00-52326-000-000

Check Nbr	Check Date	Payee	Amount
17669	9/06/2011	ROGER HILLEBRAND WI CHIEF'S CONFERENCE AUG. 15-17	141.55
17670	9/06/2011	SOUTH CENTRAL LIBRARY SYSTEM INV 11-423 ANNUAL LIB ONLINE MAINTENANCE	221.20
17671	9/06/2011	SUGAR RIVER BANK BUTTS	200.00
17672	9/06/2011	TASTE OF HOME BOOKS 2011 TASTE OF HOME CHRISTMAS	30.98
17673	9/06/2011	THE MINNESOTA LIFE INSURANCE COMPANY OCTOBER 2011 PREMIUM	526.41
17674	9/06/2011	UNIQUE HEATING & AIR CONDITIONING INV # 4404 P.D. NO TAX	68.00
17675	9/06/2011	WASTE MANAGEMENT OF WI-MN SEPTEMBER CHARGES	12,932.87
17676	9/06/2011	WE ENERGIES (3) ACCT # 6227-305-139	8.99
17677	9/06/2011	WI ACADEMY OF SCIENCES, ARTS & LETTERS WI PEOPLE & IDEAS SUBSCRIPTION	20.00
17678	9/06/2011	WISCONSIN PROFESSIONAL POLICE ASSOCIATION, INC SEPTEMBER DUES # 243	151.00
17679	9/14/2011	DANE COUNTY TREASURER (3) DOG LICENSES - 2011	70.00
ACH SEPT DEN	9/01/2011	DENTAL INSURANCE	1,467.83
	Manual Check	ACH DENTAL INS SEPT PREMIUM	
		Grand Total	122,413.96

GENERAL FUND CHECKING

ALL Checks

Posted From: 9/01/2011 From Account: 100-00-11100-000-000  
 Thru: 9/15/2011 Thru Account: 990-00-52326-000-000

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	66,938.50
Total Expenditure from Fund # 500 - CAPITAL PROJECT FUND	3,414.19
Total Expenditure from Fund # 510 - TIF 3 / FAR WEST SIDE DEV	14,278.21
Total Expenditure from Fund # 550 - WASTE MANAGEMENT	13,063.57
Total Expenditure from Fund # 600 - WATER & SEWER	14,116.32
Total Expenditure from Fund # 650 - STORM WATER UTILITY	16.45
Total Expenditure from Fund # 800 - LAKE RESTORATION	105.20
Total Expenditure from Fund # 900 - LIBRARY	10,095.63
Total Expenditure from Fund # 950 - CEMETERY FUND	385.89
Total Expenditure from all Funds	122,413.96

## AUGUST 2011 TREASURER'S REPORT

	CHECKING	SAVINGS	CD ACCOUNTS	TOTALS
Account Balances:				
General Fund (100)	\$706,609.71	\$227.49		\$706,837.20
Debt Services (300)	\$202,349.38	\$75,000.00		\$277,349.38
Capital Projects (500)	\$270,137.74	\$298,508.88		\$568,646.62
TIF 3 (510)	\$54,847.36	\$50,345.33		\$105,192.69
TIF 4 (520)	-\$9,011.02	\$0.00		(\$9,011.02)
TIF 5 (530)	-\$16,454.13	\$0.00		(\$16,454.13)
Waste Management (550)	-\$19,692.89	\$0.00		(\$19,692.89)
Water/Sewer (600)	\$861,239.63	\$538,775.31		\$1,400,014.94
Stormwater (650)	-\$882.11	\$0.00		(\$882.11)
CDA (720)	\$15,047.57	\$360,481.03		\$375,528.60
Lake Restoration (800)	-\$50,782.47	\$0.00		(\$50,782.47)
Library (900)	\$166,733.75	\$0.00		\$166,733.75
Cemetery (950)	\$34,938.95	\$24,647.48		\$59,586.43
	<u>\$2,215,081.47</u>	<u>\$1,347,985.52</u>	<u>\$0.00</u>	<u>\$3,563,949.10</u>

**WATER AND SEWER TREASURERS REPORT**  
**2011 AUGUST WITH JULY INTEREST**

Savings	0.00	SA=188.57 TO CK
Checking JULY INTEREST	286.87	CK=98.30
	<u>286.87</u>	

**WATER**

	PREVIOUS BALANCE	AUGUST MONTH	CURRENT BALANCE
<b>DESIGNATED FOR PROJECTS</b>			
2009 Water Main Project R00372027.0	26,458.65	0.00	26,458.65
2010 Hwy 92 project 2010 borrow 325000 net 310,062	51,848.60	0.00	51,848.60
<b>SUB TOTAL</b>	<b>78,307.25</b>	<b>0.00</b>	<b>78,307.25</b>

Reserve	34,885.43	0.00	34,885.43
Prior undesignated \$173,708.58 & cash \$22,400.20	29,532.30	0.00	29,532.30
	<u>0.00</u>	0.00	0.00
	64,417.73	0.00	64,417.73

**GENERAL OPERATION**

2011 Expense	-113,934.87	-3,515.68	-117,450.55
2011 Revenue	117,925.58	18,911.17	136,836.75
2011 Public Fire Protect Rev	60,024.41	9,124.47	69,148.88
Miscellaneous Revenue	1,432.70	17.50	1,450.20
Internal Transfer Designated Projects	0.00	0.00	0.00
cash	292,627.10	0.00	292,627.10
<b>SUB TOTAL WORKING CASH</b>	<b>358,074.92</b>	<b>24,537.46</b>	<b>382,612.38</b>
INTEREST	652.79	108.55	761.34
<b>TOTAL WATER</b>	<b>501,452.69</b>	<b>24,646.01</b>	<b>526,098.70</b>
	0.00	0.00	0.00

<b>SEWER</b>		<b>PREVIOUS BALANCE</b>	<b>AUGUST MONTH</b>	<b>CURRENT BALANCE</b>
<b>DESIGNATED FOR PROJECTS</b>				
2010 Hwy 92 project village 2010 borrow 79,952	20,893.09	0.00	20,893.09	
<b>SUB TOTAL</b>	<b>20,893.09</b>	<b>0.00</b>	<b>20,893.09</b>	
<b>WWTP R&amp;R</b>				
Reserve	116,099.86	0.00	116,099.86	
Future Clean Water Debt	105,444.80	0.00	105,444.80	
	368,912.78	0.00	368,912.78	
	0.00	0.00	0.00	
<b>TOTAL</b>	<b>474,357.58</b>	<b>0.00</b>	<b>474,357.58</b>	
<b>GENERAL OPERATIONS</b>				
2011 Billing Revenue	454,332.53	69,307.57	523,640.10	
2011 Expense	-709,673.55	-19,519.94	-729,193.49	
clean water monthly deposit	-385,000.00	-55,000.00	-440,000.00	AUGUST DEPOSIT
Transfer to/from account	-7.23	0.00	-7.23	
cash	655,650.56	0.00	655,650.56	
<b>SUB TOTAL WORKING CASH</b>	<b>15,302.31</b>	<b>-5,212.37</b>	<b>10,089.94</b>	
Deduct Meter Revenue	1,225.00	175.00	1,400.00	205 DAVIS STREET DALLAS WATERSTRADT
Miscellaneous Revenue	915.85	17.50	933.35	RECONNECT HOUSE 304 WALLACE DRIVE
	0.00			
Connection Fee (2011)	4,853.86	0.00	4,853.86	
Remaining 2010 C Water 338,219.82 & CONNECTION 15,488.92	353,708.84	0.00	353,708.84	
Monthly Revenue 2011	385,000.00	55,000.00	440,000.00	AUGUST DEPOSIT
Clean Water Debt Payment	-531,343.01	0.00	-531,343.01	
<b>TOTAL CLEANWATER</b>	<b>207,365.83</b>	<b>55,000.00</b>	<b>262,365.83</b>	
INTEREST	1,325.77	178.32	1,504.09	
prepaid & prior yr. expense	-18,581.36	0.00	-18,581.36	
<b>TOTAL SEWER</b>	<b>823,757.79</b>	<b>50,158.45</b>	<b>873,916.24</b>	
	0.00	0.00	0.00	
WATER	501,452.69	24,646.01	526,098.70	
SEWER	823,757.79	50,158.45	873,916.24	
<b>BANK STATEMENTS</b>	<b>1,325,210.48</b>	<b>74,804.46</b>	<b>1,400,014.94</b>	
WATER CD	0.00	0.00	0.00	
SEWER CD	0.00	0.00	0.00	
CD TOTAL	0.00	0.00	0.00	
Jerry's Petty Cash	25.00	0.00	25.00	
<b>BALANCE SHEET</b>	<b>1,325,235.48</b>	<b>74,804.46</b>	<b>1,400,039.94</b>	
<b>JULY INTEREST</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>CASH</b>	
600-00-11101-000-000	286.87	108.55	WATER	
600-10-48110-419-000		178.32	SEWER	
600-20-48110-419-000				

The Nest

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

TO THE BOARD OF THE VILLAGE OF BELLEVILLE, WISCONSIN:  
I hereby apply for a license to serve, from date hereof to June 30, 20 13, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by WI Statues and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors be granted to me.

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

Name of Applicant Andrew Steven Viney  
First Middle Last  
 Address: \_\_\_\_\_ Phone Number \_\_\_\_\_  
 I am \_\_\_\_\_ years of age. Date of Birth: 1-1-11 Driver's License # \_\_\_\_\_

**RENEWAL OPERATOR'S LICENSE** - \$25.00 Two Year License (Exempt from Beverage Training Course)  
 **NEW OPERATOR'S LICENSE** - \$30.00 Two Year License  
 Have you completed the Responsible Beverage Course?  
 YES - Year Completed \_\_\_\_\_ (Copy of certificate attached)  
 NO - I have held a license within the last two years (Copy of license attached)  
 NO - I am registered to take class on \_\_\_\_\_  
 I would like a PROVISIONAL LICENSE (\$15.00) until I am able to complete the course.

**THIS BOX MUST BE COMPLETED BY ALL APPLICANTS**

1. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? YES  NO (Circle one)  
 2. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? YES  NO  
 If you answered yes above, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. If more room is needed, continue on reverse side of this form.  
 Nature of Offense: \_\_\_\_\_  
 Date of Conviction/Trial Date: \_\_\_\_\_ Name of Court: \_\_\_\_\_

State of Wisconsin )  
 County of Dane )  
 \_\_\_\_\_  
 Applicants signature (Must be Notarized)  
**Notary Public**  
 State of Wisconsin  
 Darlene M. Hendrickson  
 Andrew S. Viney being first duly sworn on oath says that he/she is the person who made and signed the foregoing application and that all statements made by the applicant are true.  
 Subscribed and sworn to before me this 10th day of Sept., 2011  
 \_\_\_\_\_  
 Notary Public. My commission expires: 10-27-13

**OFFICE USE ONLY**  
 Approved by Police:  Yes No By: [Signature] Date: 9-5-11 Village Board Approved on: \_\_\_\_\_  
 Date Paid: 9-6-11 By: [Signature] Revised for use 3/16/09 vb

To Police 9-6-11

STREET USE APPLICATION

Name/Organization: Belleville PTO

Address: 120 Green Belleville

Phone: 608 424 3044

Accurate description of street proposed to be used: Vine street

Main Street to Pearl Street

Description of Event: PTO Full Festival

Person Responsible for Conducting Event: Marian Vinay

Date of Event: October 9 2011

Time of Event: 9:00am - 4:00p.m.

Please return this application to the Village Clerk.

Fee: \$10.00

Village Board Approval : \_\_\_\_\_

**PERMIT FOR PARK USE**

Application Date Sept 6 2011

NAME: Marian Viney

ADDRESS: 120 Green

CITY: Bellewille ZIP CODE: 53508

HOME TELEPHONE: 608 424 3044

WORK TELEPHONE: 608 424 3044

CELL TELEPHONE: 608 219 7922

WHAT AREA AND WHAT PARK DO YOU WISH TO USE?

Community      Sugar      Blaser      Greenview

Library

(Circle one and mark area on map)

WHAT TIMES DO YOU NEED THE PARK? (I.e. 9:00 a.m. to 10:00 a.m) 9:00am - 4:00p.m.

WHAT DATES DO YOU WISH TO USE THE PARK AND FOR WHAT ACTIVITY?

PTO Fall Festival      October 9 2011

A Security Deposit of \$100.00 will be requested at the time of your reservation. Damage to parks will not be tolerated. You will be charged your security deposit if damage occurs.

I have read, understand and agree with the park rules

SIGNED:

Marian K. Viney      DATE Sept 6 2011

\*\*\*\*\*  
MUST HAVE POLICE AND PUBLIC WORKS APPROVAL PRIOR TO ISSUANCE OF PERMIT

Authorized by the following:

Village Hall \_\_\_\_\_ Date \_\_\_\_\_

Police \_\_\_\_\_ Date \_\_\_\_\_

Public Works \_\_\_\_\_ Date \_\_\_\_\_

Village Board if the whole park is requested: Date Approved \_\_\_\_\_

Parks Committee for an ongoing event: Date Approved \_\_\_\_\_

Office Use Only: Security Deposit Returned: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Belleville Police Committee Meeting Minutes  
September 7<sup>th</sup>, 2011  
5:00 pm  
Belleville Village Hall  
24 West Main Street  
Belleville, Wisconsin 53508

Agenda:

Call to Order  
Visitors Who Would Like to Speak Now-NONE  
Visitors Who Would Like to Speak on an Agenda Item-NONE  
Approval of August 24<sup>th</sup>, 2011 Minutes ( First by Bonnie Second by Ben)  
Chief's Report

Chief's Report

- 1) Teresa Pelton will have her 6 months probation review next week. Will ask Judge Ziegler to send a letter of reference considering Clerk of Courts probation. Judge's budget has attorney fees which should be moved to the Police Department Budget. The budget will stay the same, with 0% increase, except for moving money around to different accounts. We have received \$1,800 from the state for training. Will take \$500 from the police radios and put into the police vehicle account. We recommend \$10,000 from police department budget to go to the radio fund for public works. Would like to purchase a base station for P.D. for about \$2,000. Clerks typewriter does not work right. Would like to purchase a new CPU monitor, with money to come out of equipment and repairs account (about \$1,200).

Old Business

- 1) Discussion of 2012 Budget. (See Chief's Report)

New Business

- 1) Ordinance Review: Reviewing Ordinances from the Codification.

Attending: Bill Eichelkraut, Roger Hillenbrand, Debra Kazmar, Bonnie Wilcox, Ben O'Brien, and Teresa Pelton

Motion to adjourn by Debbie and second by Bonnie.

Next Meeting September 27<sup>th</sup>, 2011

ADJOURMENT

Debra Kazmar, Committee Chairperson  
Belleville Police Department

Senior Citizen's Program of Belleville, Exeter and Montrose  
Board of Director's Meeting  
May 9, 2011

Members Present: Stremikis, Olson, Kazmar, Hoffman, Sullivan, Francois, Hoenisch, Kittleson

Members Absent: Blaser, Butts

Call to Order: At 6:31 PM by President Sullivan

Minutes: Deferred until next meeting

Treasurer and Financial Reports: Copies distributed

- 1) One change - ~ \$7,000 will be moved from the general fund to the undesignated fund. This represents the carryover funds from 2010.

Old Business: Stremikis reported that St. Francis has agreed to hold the rent to \$5,000 per year until 12/30/11. They have installed two dishwashers (not yet operational) and are repairing the floor and curtains. They are reviewing the changes to the lease agreement as we requested. She reported that the new lease will be on a month by month basis. The senior program will need to relocate for two weeks this summer while the floor is being repaired. Stremikis reported that she had contacted First UCC and they are agreeable to providing space contingent on space availability. A lengthy discussion followed after which Stremikis requested an advisory vote. There were four votes in favor of staying at St. Francis for the time being, two no votes and two abstentions. Francois then made a motion that the senior program remain at St. Francis for the immediate future and then re-evaluate in December. Seconded by Kittleson, motion carried. A second motion was made directing Stremikis to send a letter to St. Francis indicating our desire to have the dishwasher operational by June first. This motion was made by Hoffman, seconded by Olson, motion carried.

Next Meeting: TBA

Adjourned: Motion by Hoffman, Seconded by Hoenisch, motion carried. Meeting adjourned at 7:15 PM.

Village of Belleville  
Community Economic and Development Committee  
Minutes  
August 11, 2011  
Village Hall

Present: Mike O'Connor, Rick Francois, Johan Veeneman, Jerry Jansen, Herb Blaser,  
Jim Schmitz, Howard Ward, and Keith Lehnherr

Absent: Randi MacLeod, Paul Lawinger, and Scott Hayes

Meeting called to order by Chair, Judy Bacha, at 7 AM.

Mike O'Connor moved to approve the July 14, 2011 minutes as written. Rick Francois seconds the motion.

Judy Bacha provided an update on the CDA meeting held August 9, 2011. The discussion revolved around the Beautify Belleville handout. The pedestrian bridge came up in discussion whereby the Village has two viable options of constructing the new bridge. The first location is where the prior bridge connected the park with the downtown area. The second location would be the Harrison Street access. Due to the school district budget cuts, the school bus will only make one stop in the North Shore neighborhood. Therefore locating the pedestrian bridge in that location makes sense for those students walking the berm to school.

Discussion of the downtown property inventory was next on the agenda. The downtown river walk was addressed, as well as, the railroad corridor. Discussions revolved around the possibility of moving public works to another location, clean up the area behind the building and/or locate a private investor to construct a building to provide lodging in the community. Howard Ward suggested a couple of day trips to drive over to Whitewater and Sauk City to see what those communities accomplished in redeveloping their downtown districts. Howard also discussed the possibility of a campground on the other side of the lake to the north.

Howard Ward announced that Park Bank purchased the old hardware store. Duluth Trading has shown an interest in that property. He will keep us informed.

Herb Blaser moved to adjourn. Johan Veeneman seconds the motion.

Meeting adjourned at 8:10 AM.

Respectfully submitted,

Judy Bacha, Chair

**Finance and Personnel Committee Meeting Minutes**  
**August 29, 2011**

Present: Roger Hillebrand, April Little, Jim Schmitz, Bonnie Wilcox, and Gary Ziegler

1. Bonnie called the meeting to order at 5:35 pm.
2. The minutes from the July meeting were approved as written.
3. **Old Business**

**Health Retirement Account**

April has questions for the lawyer. We will discuss this at the next meeting. We have agreed to go with 65% for the amount between three and 10 years of employment.

**Bereavement Leave Policy**

We will include the phrase "family partner" in this policy in the handbook. It covers all the relationships that make up families today.

**Grievance Policy**

The lawyer will send us a version that we can present to the board on Sept. 19 for approval by Oct 1, 2011.

**Succession Planning**

This has been tabled until later

**Impact of governor's budget repair bill**

The ETF (Employee Trust Funds) has sent out a document to explain what you can and can't do ameliorate the governor's budget repair bill.

**Draft Budget Resolution 2011-01**

The final payments for the gazebo will be included in the resolution.

4. **New Business**

**Staffing Hours**

Staffing hours to increase productivity will be suggested to the board. We have an employee who is willing to take on some extra duties to help out temporarily. We are considering the offer.

**Budget for 2012**

Since we have begun discussing the budget, it is clear that we will have to have a budget for 2012 which does not have any increases. We have multiple situations requiring us to juggle the budget to make ends meet..

5. **Other Business**

**Adjustments for the Governor's repair bill**

We do not have the funds to provide extra money to cover the adjustments employees are facing. There is also the question of what we can do without violating the policies as set down in the bill.

5. **Next Meeting**

The next meeting will be Monday, September 12, 2011 at 5:30.

Respectfully submitted,  
Bonnie Wilcox

Village of Belleville  
Public Works and Parks Committee Meeting  
August 22, 2011  
Minutes

Present: Gary Ziegler, Ben O'Brien, Tyler Kattre, Jerry Butts

Absent:

Guests: Marge Dresen (MSA), Siggie Sigmaisson (Montgomery Associates), Ralph Jacobs

**Meeting Called to Order by Gary Ziegler at 6:01 p.m.**

**Approval of Minutes** – No Minutes to Approve

**Visitors Wishing to Speak on Items Not on the Agenda** – There were no visitors wishing to speak on items not on the agenda.

**Visitors Wishing to Speak on Agenda Items** – Ralph Jacobs was present to request a Utility Bill Adjustment.

**Public Works Director Report** – See attached report.

**Engineers Report** – See discussion at agenda items below.

**Old Business**

**Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project / Far West Side Watermain Extension** – Marge Dresen reported that the Richard Miller (7207 Hwy. 69) has been reseeded. Marge reported that Kevin Lord was on site while the work was being done. According to Kevin, Mr. Miller was happy with the work that was done.

Marge reported that there are still some punch list items remaining to be done on Project A. MSA is working with the contractor to resolve these items.

Marge reports that Project B is complete and online.

**Library Park Gazebo/Old Library Ramp** – Gary Ziegler reported the the Project is complete. The Village has received a final bill from Buol Builders. Buol Builders donated \$300.00 towards the Project..

**Stormwater Utility** – The Village has not yet started billing the Stormwater Utility Fee on the Utility Bills April Little and Mary Austin are working on entering parcels so that billing can start soon. The Public Works and Parks Committee is waiting for a 2011 Budget from April.

**Confined Space Entry/Rescue Equipment** – Jerry Butts reported that required training scheduled for August 16 and 17, 2011 was cancelled. The training has been rescheduled for October 17 and 18, 2011. Jerry reported that all employees need a physical before the training. The Belleville Clinic cannot do the required physical. The Belleville Clinic has been assisting Jerry in finding a physician who can perform the required physical. The physical will cost \$450.00 - \$475.00 per person and is most likely not covered by health insurance. Jerry reported that all employees will also need a hearing test before the training. Jerry will work with Aoril Little on the physicals and hearing tests.

**Clean Fill (Land for Sand Pit or Other Option for Disposal)** – Tabled to a future Public Works and Parks Committee meeting.

**Far West Side Well Study** – Marge Dresen reported that the Balers Woods subdivision is being looked at for the well site.

**Village Ordinance Enforcement** – Gary Ziegler previously reported that General Engineering has sent the notice of violation letters to the 44 properties that were determined to be in violation. The property owners have until October 1, 2011 to correct the violations or make arrangements with General Engineering.

Gary will check with April Little regarding proceeding with another section of the Village being inspected by General Engineering in 2011.

**Meter Hardware/Software/Meter Replacement** – Jerry Butts reported that approximately 870 meters have been installed. There are a total of 1,129 meters to install in the Village. Jerry reported that the remaining meters to be installed are more difficult to install as they are residences that have not responded to requests from the Public Works Department to call for an appointment. The Public Works and Parks Committee would like the remaining meters installed as soon as possible.

**Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan** - Tabled to a future Public Works and Parks Committee meeting.

**Review ADA Committee Village Property Recommendations** – Tabled to a future Public Works and Parks Committee meeting.

**Dam Design Improvement Plan** – Sigi Sigmaisson reported that the Project is complete. Sigi reported that final approval of the Project by Montgomery Associates is pending final survey work.

**Community Park Restoration Plans** – Marge Dresen reported that the utility extension has been completed.

Sigi Sigmaisson reported that Advance will be completing the final seeding and shoulder work this week. Sigi also reported that the grass is starting to grow on the outfield/football field portion of the Project. The Bruce Company is letting the Village borrow a water cannon to assist with the watering.

**Greenview Development Drainage Concerns** – The Public Works Department will be clearing the drainage way this Fall. Jerry will order the signs that will be placed along the property lines..

**Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board** – Tabled to a future Public Works and Parks Committee meeting.

**Bell West Subdivision** – Marge Dresen reported that the most current phase of the Project is mostly done. The punch list is out and being worked on. Marge reported that a section of sanitary sewer line failed between the Bellville Clinic and the Lift Station and is being repaired.

**Lake Project Update** – Sigi Sigmaisson provided an update on upcoming work to be done in the Lake. There will be several small projects happening in the Lake this fall.

Sigi reported that the Village Board approved the contracts for the following at their August 1, 2011 meeting:

- Long Term Restoration Contract;
- Restoration Construction related Services Associated with Long Term Vegetation Maintenance;
- Long Term Permit Compliance Monitoring

**Comprehensive Outdoor Recreation Plan** – Tabled to a future Public Works and Parks Committee meeting.

**River Dredging Project Lake Access and Stormwater Issues** – Siggie Sigmaisson that Montgomery Associates have been working MSA on the Stormwater Issues at the Storm Sewer Outlet at the end of N. Grant Street. They feel that the Village should replace 90 feet of storm sewer as part of the River Dredging Project (bid as an Alternate). This part of the Project could possibly be a Stormwater Utility Project. The Request for Bid for this Project will be released August 25, 2011 and are due September 21, 2011 with Village Board approval at their October 3, 2011 meeting.

Siggie also reported that the Village is applying for a WIDNR Grant to offset some of the Long Term Permit Compliance Monitoring costs.

**Wayfinding Signs** – The Public Works and Parks Committee reviewed the current Wayfinding Sign list (sign language and location) and design of sign and had several questions regarding placement of some of the signs. Gary Ziegler will work with April Little on the list of questions. The Public Works and Parks Committee will review the information again before the signs are ordered and installed.

**Purchase of New Lawn Mower** – Tabled to a future Public Works and Parks Committee meeting.

**Shamrock Hills Subdivision** – Marge Dresen reported that elevation verification of the Retention Pond will take place on August 23, 2011.

**CTH CC/S. Harrison Street Project Presentation by Dane County Highway Department** – Marge Dresen reported that the Project started July 11, 2011 and should be completed by September 1, 2011. The Dane County Highway Department will be done with their portion of the Project by August 24, 2011. The paving (private contractor) will not be done until September 1, 2011. Jerry Butts will contact Greggar Petersen, Dane County Highway Department. To advise him that the Village would like to have the paving done before September 1, 2011 as that is the first day of school.

**Seasonal Public Works Position** – Jerry Butts reported that Rod Mussehl is done working for the Village this year. Rod had approximately 20 hours remaining to be used. Discussion regarding filling the second position will occur at the September 6, 2011 Public Works and Parks Committee meeting.

**Far West Side Planning** – Marge Dresen reported that the striping on CTH PB was done incorrectly. MSA is working with the Dane County Highway Department to have the striping done correctly/

Marge also reported that James Street is being changed to James Avenue on all the plats for the West Side Development.

**2011 Street Work** – Jerry Butts reported that the 2011 Street Work has been completed by the Green County Highway Department. The Village is waiting for a final bill from the Green County Highway Department.

#### **New Business**

**Parks Use Requests** - The following Park Use Requests have been received:  
No requests were received.

**Utility Bill Adjustment Request** – The following Utility Bill Adjustment Requests have been received:  
First United Church of Christ (130 E. Church Street) – Ralph Jacobs was present to represent First United Church of Christ. First United Church of Christ received a utility bill for June, 2011 for 24,500 gallons. Their average monthly use for 2010-11 was 2,340 gallons. Ralph Jacobs reported that First United Church of Christ did find problems with several of their toilets/urinals. The toilet/urinals have been repaired. Gary Ziegler informed Mr. Jacobs that this was the second request from First United Church of Christ for a Utility Bill Adjustment which meant that the Public Works and Parks Committee could ONLY grant a credit of 75% of the average monthly use.  
**Motion by Ben O'Brien, seconded by Tyler Kattre to approve a credit of 16,600 (75% of possible credit) gallons to the Sewer portion of the June 29, 2011 Utility Bill for First United**

**Church of Christ. Motion carried.**

**Stormwater Utility Credit Requests** – The following Stormwater Utility Credit Request have been received:

No requests were received.

**2011 Budget Review/2010 Carry Over Review** – The Public Works and Parks Committee discussed the 2010 Carry Overs and the 2011 Capital Projects. The Projects that were discussed are as follows:

- Tennis Court(s)
- Basketball Court(s)
- Repair North Side of Public Works Building
- Library Elevator Repair
- Repair/Renovate Old Library

Jerry Butts will solicit quotes for the tennis court(s), basketball court(s) and repairs to the North side of the Public Works Building. The quotes will be reviewed at a future Public Works and Parks Committee meeting.

**Library Elevator** – The Village Board decided at their August 15, 2011 meeting to go to bid for the Library Elevator Repairs. Howard Ward and April Little are developing bid documents.

**Village Entrance Signs** – April Little asked the Public Works and Parks Committee to discuss the condition of the three entrance ("Belleville – Home of the Wildcats") signs to the Village. The signs are all in need of some work and need to be painted. Jerry Butts stated that the signs were purchased by the Community Club and donated to the Village. The Community Club has maintained the signs in the past. Gary Ziegler will discuss the signs at a future Community Club meeting. Gary will also talk to the Boys Scouts as any work done on the signs could be Service Project or even possibly an Eagle Project. Gary will also talk to Roger Hillebrand to see community service time could be utilized to work on the signs.

**Review Park Rules/Parks Use Requests** – Tabled to a future Public Works and Parks Committee meeting.

**Removal of Old Playground Equipment in Community Park** – Jerry Butts would like to remove the old playground equipment in the Community Park. Jerry would also like to consider replacing the old equipment in 2012. Gary Ziegler will review the recommendations regarding playground equipment included in the Comprehensive Outdoor Recreation Plan prior to the next Public Works and Parks Committee meeting.

**2012 Budget** – Tabled to a future Public Works and Parks Committee meeting.

The Public Works and Parks Committee will meet on the following dates:

- Tuesday, September 6, 2011 – 6:00 p.m. – Village Hall
- Tuesday, September 27, 2011 – 6:00 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Tyler Kattre to adjourn (9:00 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee

Village of Belleville  
Public Works and Parks Committee Meeting  
July 5, 2011  
Minutes

Present: Gary Ziegler, Ben O'Brien, Jerry Butts

Absent:

Guests:

**Meeting Called to Order by Gary Ziegler at 6:49 p.m.**

**Approval of Minutes** – There were no minutes to approve

**Visitors Wishing to Speak on Items Not on the Agenda** – There were no visitors wishing to speak on items not on the agenda.

**Visitors Wishing to Speak on Agenda Items** – There were no visitors wishing to speak on items on the agenda.

**Old Business**

**New Business**

**2011 Street Work** – Jerry Butts distributed and reviewed the 2011 Street Repairs document. The cost estimates were provided by the Green County Highway Department. There is \$60,000.00 in the 2011 budget for street repairs. The Green County Highway Department has already performed the Paving work as they were available to do the work (Jerry consulted with Gary Ziegler before allowing the work to be done). The cost of the Paving is \$5,208.00. Jerry is proposing \$43,807.00 in Seal Coat work and \$9,957.00 in Crack Seal work. **Motion by Gary Ziegler, seconded by Ben O'Brien to recommend to the Village Board the 2011 Street Repair work as listed on the 2011 Street Repairs document with the work to be performed by the Green County Highway Department in the amount of \$58,972.00 with funding to come from the 2011 budget. Motion carried.**

The Public Works and Parks Committee will meet on the following dates:

Monday, July 25, 2011 – 6:00 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (6:55 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee

**Village of Belleville  
Public Works and Parks Committee Meeting  
June 27, 2011  
Minutes**

Present: Gary Ziegler, Ben O'Brien, Jerry Butts

Absent:

Guests: Kevin Lord (MSA), Jeff Hruby (Montgomery Associates), Sigi Sigmaisson (Montgomery Associates), Jeff Roe (WIDNR), Bonnie Wilcox, Deb Kazmar, Roger Hillebrand, Don Cosgrove, Steve Gochenaur, Christen Griffin (Oak Valley Landscaping), Herb Blaser, Jim Root, Mike Tretow, Jean Tretow

**Meeting Called to Order by Gary Ziegler at 6:00 p.m.**

The Public Works and Parks Committee visited the Shamrock Hills Subdivision and the Community Park/Lake BelleView. Information was provided to the Public Works and Parks Committee by Kevin Lord, Jeff Hruby and Sigi Sigmaisson. Several neighbors of the Shamrock Hills Subdivision provided input on their concerns. See the specific item agenda below for additional information.

The Public Works and Parks Committee resumed their meeting at the Village Hall at 7:12 p.m.

**Approval of Minutes – No Minutes to Approve**

**Visitors Wishing to Speak on Items Not on the Agenda –** Roger Hillebrand was present to discuss an advertisement he received at the Police Department. The advertisement was for the Pet Waste Eliminator. The Pet Waste Eliminator is a commercial pet waste disposal system. Kits include a sign and post, Pet Waste Bags and dispenser box. It was decided that Roger will purchase five (5) of the Starter Pet Waste Eliminator Kits to be placed this Summer. The funding will come from the Police Budget this year. If the kits work well, additional kits will be purchased next Spring.

**Visitors Wishing to Speak on Agenda Items –** Several visitors stated they may wish to speak on the Shamrock Hills Subdivision agenda item.

**Public Works Director Report –** See attached report.

**Engineers Report –** See discussion at agenda items below.

**Old Business**

**Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project / Far West Side Watermain Extension –** Kevin Lord reported that Richard Miller (7207 Hwy. 69) is still not happy with the restoration work done on his property, particularly the bare spots that still exist. Kevin has been contacted by the WIDOT, after Mr. Miller contacted WIDOT. And WIDOT wants the Village to handle the problem. Kevin reported that the area has been seeded before but washed away. Kevin stated that he feels the Village has two (2) options to fix the problem: have the Public Works Department fill the bare spots and seed; or have McGuire do the work as part of the Hwy 69/92 and CTH PB Project. The Public Works and Parks Committee decided to have the work done by McGuire. Kevin will make sure that a representative from MSA is on site when the work is done and Kevin will also make sure that Mr or Mrs. Miller is present when the work is done and that it meets their satisfaction.

Kevin also reported that the Lift Station is online.

**Library Park Gazebo/Old Library Ramp –** Gary Ziegler reported the the Project started June 27, 2011.

**Stormwater Utility** – The Village has not yet started billing the Stormwater Utility Fee on the Utility Bills. The Public Works and Parks Committee is waiting for a 2011 Budget from April Little. Additional discussion tabled to a future Public Works and Parks Committee meeting.

**Confined Space Entry/Rescue Equipment** – Jerry Butts reported that required training is scheduled for August 16 and 17, 2011.

**Clean Fill (Land for Sand Pit or Other Option for Disposal)** – Tabled to a future Public Works and Parks Committee meeting.

**Far West Side Well Study** – Kevin reported there is nothing new regarding the well placement. Kevin will work with Jerry Butts on possible placement sites.

**Village Ordinance Enforcement** – Gary Ziegler reported that General Engineering has sent the notice of violation letters to the 44 properties that were determined to be in violation at the June 7, 2011 Public Works and Parks Committee meeting. The property owners have until October 1, 2011 to correct the violations or make arrangements with General Engineering.

**Meter Hardware/Software/Meter Replacement** – Jerry Butts reported that approximately 835 meters have been installed. Gary Ziegler will invite Mary Austin to a future Public Works and Parks Committee meeting to discuss policies and procedures for notifying customers of unusual usage amounts.

**Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan** - Tabled to a future Public Works and Parks Committee meeting.

**Review ADA Committee Village Property Recommendations** – Tabled to a future Public Works and Parks Committee meeting.

**Dam Design Improvement Plan** – Jeff Hruby and Siggie Sigmaisson reported that Advance started this Project today, June 27, 2011. The contract allows Advance 45 days to complete the Project, however, it should take only four (4) weeks to complete depending on the weather.

**Community Park Restoration Plans** – Jeff Hruby and Siggie Sigmaisson reported that Advance should complete the rough grading by June 29, 2011. The fine grading, seed and mulch work will be done later. Jeff and Siggie reported that Advance is not responsible for the watering once the seed is planted. Jerry Butts will work with Montgomery Associates to determine the best way to perform the watering. Gary Ziegler reminded Jeff and Siggie that the Public Works and Parks Committee would prefer to see the fine grading, seed and mulch work done sooner than later so that the Community Park is available for use in Spring 2012.

Jeff and Siggie discussed the possibility of running water and sanitary sewer lines past the current bathroom before the paving work is done in the park. They will work on getting prices (bids) for the work.

**Greenview Development Drainage Concerns** – Jerry Butts reported that the Public Works Department will be clearing the drainage way this Fall. Jerry will order the signs that will be placed along the property lines..

**Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board** – The Public Works and Parks Committee briefly reviewed the Urban Forestry Ordinance. A more detailed review will occur as part of the Ordinance Recodification Project.

Jeff Roe was present to discuss the Tree Grant the Village was awarded. Jerry Butts and April Little need to update the tree inventory. Jeff reminded the Public Works and Parks Committee that he needs to approve the tree planting plan for the trees included in the Tree Grant. Jeff is willing to help the Village create a Tree Board when it is ready proceed.

**Bell West Subdivision** – Kevin Lord reported that the three (3) phase power has been installed. Kevin also reported that some curb and gutter has been poured in the Bell West subdivision. Kevin reported that some utility testing is being done at this time and that grading for sidewalks has started.

**Lake Project Update** – Jeff Hruby and Siggie Sigmaisson reported that the Emergent Zone Seeding will take place the week of June 27, 2011.

Siggie reported that the Montgomery Associated will be soliciting bids for the following:

- Long Term Restoration Contract;
- Restoration Construction related Services Associated with Long Term Vegetation Maintenance;
- Long Term Permit Compliance Monitoring

These bids are due July 27, 2011 and will be acted on at the August 1, 2011 Village Board meeting. The Public Works and Parks Committee felt the contracts could go directly to the Village Board for their approval without being reviewed/approved by the Committee.

**Comprehensive Outdoor Recreation Plan** – Gary Ziegler is working on incorporating the suggested changes to the Plan from the Plan Commission. Gary will forward the changes to Andrew Bremmer when he is done.

**River Dredging Project Lake Access and Stormwater Issues** – Kevin Lord, Jeff Hruby and Siggie Sigmaisson have reviewed the Lake Access and Stormwater Issues at the Storm Sewer Outlet. They feel that the Village should replace 90 feet of storm sewer as part of the River Dredging Project (bid as an Alternate). This part of the Project could possibly be a Stormwater Utility Project. The WIDNR permits should be approved in August at which time final work on the Request for Bid documents will occur.

**Community Club Use of Sugar River Park for Community Picnic** – The Community Club continues to work with the Village to acquire any permits or other permissions needed.

**Wayfinding Signs** – The Public Works and Parks Committee reviewed the current Wayfinding Sign list (sign language and location) and design of sign and had no suggested changes. April Little and Jerry Butts are still finalizing placement with WIDOT. April and Jerry are also getting prices on sign posts and the mounting hardware. The Public Works and Parks Committee will review the information again before the signs are ordered and installed.

**Purchase of New Lawn Mower** – Tabled to a future Public Works and Parks Committee meeting.

**Shamrock Hills Subdivision** - Kevin Lord distributed and reviewed a Memo dated June 8, 2011 regarding the issues in Shamrock Hills Subdivision Phase 1 (Kevin also included several supporting documents with the Memo). The issues include:

- Retention Pond is Bigger than Planned;
- Silt in Retention Pond
- Retention Pond Side Slopes Steeper than Planned
- Lot and Terrace Restoration Work Inadequate
- Condition of Park Land to be Dedicated to Village Not up to Standards

The Public Works and Parks Committee visited the Shamrock Hill Subdivision Phase 1 location at the start of this meeting. The developers and several neighbors were present during the visit.

Kevin Lord reviewed each of the areas of concern on his June 8, 2011 Memo.

The Lot and Terrace Restoration issues provided by Kevin have recently been addressed by the Developer and their landscaper. Kevin will monitor the landscaping.

The Retention Pond is not built exactly as to the Plan. There may be silt that needs to be removed from the South berm. Kevin suggested that the Village require "as built" drawings of the Detention Pond to address the concerns that have been raised. Don Cosgrove and Steve Gochenaur do not believe that "as built" drawings are necessary as they state that approval was given to them verbally by MSA that the pond met the specifications of the Village. Kevin disputes the fact that verbal approval was given by MSA. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board that the Village require "as built" plans for the Retention Pond in Shamrock Hills Phase 1. Motion carried.**

The land that is to be dedicated to the Village as Park Land does not meet the Village Standards as listed in Village Ordinance 10-6-8. Kevin feels that the developers need to add new topsoil, grade and reseed the Park area. **Motion by Ben O'Brien, seconded by Gary Ziegler to have the developer repair the undulations, add new topsoil, grade and reseed the land to be dedicated to the Village as Park Land. Motion carried.** The Park Land will need to be up to Village Standards as listed in Village Ordinance 10-6-8 before it is accepted by the Village. Kevin will monitor the progress of the improvements.

**CTH CC/S. Harrison Street Project Presentation by Dane County Highway Department** – Kevin Lord reported that the Project will start July 11, 2011 and should be completed by September 1, 2011.

**Seasonal Public Works Position** – Jerry Butts reported that Rod Mussehl has approximately 50 hours left to work. Discussion regarding filling the second position will occur at a future Public Works and Parks Committee meeting.

#### **New Business**

**Parks Use Requests** - The following Park Use Requests have been received:  
No requests were received.

**Utility Bill Adjustment Request** – The following Utility Bill Adjustment Requests have been received:  
No requests were received.

**Stormwater Utility Credit Requests** – The following Stormwater Utility Credit Request have been received:  
No requests were received.

**Far West Side Planning** – No report.

**Compliance Maintenance Annual Report** – Jerry Butts distributed and reviewed copies of the Compliance Maintenance Annual Report for 2010. The report reviews operation of the Wastewater Treatment Plant. Based on the report there are no actions necessary at this time. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board adoption of the 2010 Compliance Maintenance Annual Report. Motion carried.**

**Establishment of Village Benchmarks** – Kevin Lord distributed and reviewed a Task Order for Belleville Benchmark Establishment. The Task Order is for \$3,500.00. MSA proposes to render professional surveying services to extend the establishment of benchmarks through the Village to the west side development. The Public Works Department and MSA continuously get asked for benchmarks for new development site plans and utility information. The intent of the Task Order is to carry the existing benchmarks from the treatment plant through the corridor recently constructed setting benchmarks on the new hydrants installed. The benchmarks would continue to the far west side of the Village to provide benchmarks for future developments. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board approval of MSA Task Order 00372043 for Belleville Benchmark Establishment in the amount of \$3,500.00 with funding to be determined. Motion carried.**

The Public Works and Parks Committee will meet on the following dates:

Monday, July 18, 2011 – 6:30 p.m. – Village Hall (Tentative Meeting)  
Monday, July 25, 2011 – 6:00 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (10:10 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee

**Village of Belleville  
Public Works and Parks Committee Meeting  
June 7, 2011  
Minutes**

Present: Gary Ziegler, Ben O'Brien, Jerry Butts

Absent:

Guests: Kevin Lord (MSA), Andrew Bremmer (MSA), Siggí Sigmaísson (Montgomery Associates), Dan Huebner (General Engineering), Greggar Petersen (Dane County Highway Department), Kathy Dohs-Kindermann, Mike Storck, Gerald Rabas, Bill Clark, Jim Schmitz, Dave Eustice, Brian Machotke, Herb Blaser, Mike Taran, Mike Tretow, Jean Tretow, David Ziegler

**Meeting Called to Order by Gary Ziegler at 6:01 p.m.**

**Approval of Minutes** – No Minutes to Approve

**Visitors Wishing to Speak on Items Not on the Agenda** – There were no visitors wishing to speak on items not on the agenda.

**Visitors Wishing to Speak on Agenda Items** – Several visitors stated they may wish to speak on the CTH CC/S. Harrison St. Project.

**Public Works Director Report** – No report.

**Engineers Report** – Kevin Lord reported that MSA is donating three (3) benches to be placed on the berm. See discussion at agenda items below.

**Old Business**

**Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project / Far West Side Watermain Extension** – Kevin Lord provided an update on the Project. Kevin is working with the Contractors to finish up the Project.

**Library Park Gazebo/Old Library Ramp** – Gary Ziegler has been informed by Joe Buol that they will be starting this week, depending on the weather.

**Stormwater Utility** – Tabled to a future Public Works and Parks Committee meeting.

**Confined Space Entry/Rescue Equipment** – Jerry Butts reported that the trailer is complete and he is still waiting to hear from the Trainer to get the dates for the training that everyone is required to take.

**Clean Fill (Land for Sand Pit or Other Option for Disposal)** – Tabled to a future Public Works and Parks Committee meeting.

**Far West Side Well Study** – Tabled to a future Public Works and Parks Committee meeting.

**Village Ordinance Enforcement** – Dan Huebner was present to discuss the Village Ordinance Project. General Engineering staff performed Property Maintenance Inspections on numerous properties in the Village and provided the Public Works and Parks Committee with documentation describing the ordinance violations and pictures as evidence of the violations for the properties they inspected and feel need to have the ordinance violations rectified. The Public Works and Parks Committee reviewed the documentation provided by General Engineering. A total of 44 properties will be sent letters from General Engineering advising them of the violations and the time frame for resolving the violations. General Engineering will provide updates to the Public Works and Parks Committee at a future meeting.

**Review Public Works Department Job Descriptions** – Tabled to a future Public Works and Parks Committee meeting.

**Meter Hardware/Software/Meter Replacement** – Jerry Butts reported that approximately 700 meters have been installed. Gary Ziegler will invite Mary Austin to a future Public Works and Parks Committee meeting to discuss policies and procedures for notifying customers of unusual usage amounts.

**Mailbox Replacement Policy** – Tabled to a future Public Works and Parks Committee meeting.

**Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan** - Tabled to a future Public Works and Parks Committee meeting.

**Review ADA Committee Village Property Recommendations** – Tabled to a future Public Works and Parks Committee meeting.

**Dam Design Improvement Plan** – Siggs Sigmaisson reported that Advance will be starting this Project the week of June 27, 2011 and will take approximately four (4) weeks to complete the project.

**Community Park Restoration Plans** – Siggs Sigmaisson reported that Advance will be starting this Project the week of June 27, 2011. The Public Works and Parks Committee is asking Montgomery Associates to ask Advance to move up the start date of this Project as it is important that the area be seeded as soon as possible so that it is useable by Spring 2012. Siggs will contact Advance regarding the request.

Siggs and Kevin Lord reported that the Village Attorney has informed them that any additional Projects (new road, utility work, etc.) that might be done would need to be bid separately, rather than done as a change order to the Project.

**Greenview Development Drainage Concerns** – Jerry Butts reported that the Public Works Department will be clearing the drainage way this Fall. Jerry will order the signs that will be placed along the property lines.

**Intersection Snow Removal Policy** – Tabled to a future Public Works and Parks Committee meeting.

**Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board** – Tabled to a future Public Works and Parks Committee meeting.

**Bell West Subdivision** – Nothing to report.

**Lake Project Update** – Siggs Sigmaisson reported that the WIDNR has approved the Village's request to close one (1) dam gate. Siggs also reported that Advance would like to do some investigation work before the dam gate is closed, however, their return to Belleville has been delayed. Jerry Butts will work with Montgomery Associates to start closing the gate and Advance will have to do their investigation work with the dam gate closed.

Siggs reported that the Montgomery Associated will be presenting Contracts to the Public Works and Parks Committee for the following to be recommended for approved by the Village Board:

- Long Term Restoration Contract;
- Restoration Construction related Services Associated with Long Term Vegetation Maintenance;
- Long Term Permit Compliance Monitoring

**Comprehensive Outdoor Recreation Plan** – Andrew Bremmer distributed and reviewed the drawings for Blaser Park and Sugar River Park requested by the Village to be included in the Comprehensive

Outdoor Recreation Plan. Gary Ziegler will ask Mary Austin for her suggested revisions (including comments from the Plan Commission) and forward them to Andrew.

**River Dredging Project Lake Access and Stormwater Issues** – Kevin Lord and Siggie Sigmaisson will review the Lake Access and Stormwater Issues at the Storm Sewer Outlet and include in the request for bid for the River Dredging Project.

**Community Club Use of Sugar River Park for Community Picnic** – Tabled to a future Public Works and Parks Committee meeting.

**Wayfinding Signs** – Tabled to a future Public Works and Parks Committee meeting.

**Purchase of New Lawn Mower** – Jerry Butts distributed and discussed an Equipment Proposal for Reinders for a new lawn mower. Jerry is still trying to determine what mower/equipment would be best to purchase and will report his findings at a future Public Works and Parks Committee meeting.

#### **New Business**

**Parks Use Requests** - The following Park Use Requests have been received:  
No requests were received.

**Utility Bill Adjustment Request** – The following Utility Bill Adjustment Requests have been received:  
Ziegler, David (110 N. Park Street) – David Ziegler was present to represent the rental property he owns at 110 N. Park St.. Mr. Ziegler received a utility bill for May, 2011 for 16,000 gallons. The average monthly use for 2010 was 3,600 gallons. Mr. Ziegler reported that the renters he had damaged the toilet in the house when they moved out and Mr. Ziegler did not discover the damage until several days after renters had moved out. The damage has since been repaired. Mr. Ziegler was given an adjustment at the May 16, 2011 Public Works and Parks Committee meeting for his April, 2011 utility bill. The Public Works and Parks Committee felt that the adjustment request for the May, 2011 bill was eligible for the 100% credit as the May, 2011 usage was for date contiguous with the April, 2011 dates. **Motion by Ben O'Brien, seconded by Gary Ziegler to approve a credit of 12,400 gallons to the Sewer portion of the May 26,2011 Utility Bill for David Ziegler at 110 N. Park Street. Motion carried.**

Argall Dairy Systems, Inc. (171 Countryside Drive) – Argall Dairy Systems, Inc. was granted a credit for their March 29, 2011 Utility Bill at the May 16, 2011 Public Works and Parks Committee meeting. The amount of the credit should have been 12,504 gallons, not 13,346 gallons. **Motion by Ben O'Brien, seconded by Gary Ziegler to rescind the motion from the May 16, 2011 Public Works and Parks Committee meeting to approve a credit of 13, 354 gallons to the Sewer portion of the March 29,2011 Utility Bill for Argall Dairy Services, Inc. Motion carried.** **Motion by Ben O'Brien, seconded by Gary Ziegler to approve a credit of 12,500 gallons to the Sewer portion of the March 29, 2011 Utility Bill for Argall Dairy Systems, Inc. Motion carried.**

**Stormwater Utility Credit Requests** – The following Stormwater Utility Credit Request have been received:  
No requests were received.

**Far West Side Planning** – Kevin Lord reviewed the James Avenue/James Street issue. Bell West has the road listed as James Street and Bakers Woods and Shamrock Hills have the road listed as James Avenue. Kevin suggested that Bell West should change the name to James Avenue. Kevin will work with the Bell West developers to make the name change..

**Shamrock Hills Subdivision** - Kevin Lord discussed several issues that have recently been raised regarding the Shamrock Hill Subdivision (Kevin also distributed several photographs of the area of concern). The issues include:

Retention Pond is Bigger than Planned;  
Silt in Retention Pond  
Retention Pond Side Slopes Steeper than Planned  
Lot and Terrace Restoration Work Inadequate  
Condition of Park Land to be Dedicated to Village Not up to Standards

After a lengthy discussion it was decided that the Public Works and Parks Committee will visit the areas in question as part of their June 27, 2011 meeting. Kevin will compile a list of the issues for the meeting.

**CTH CC/S. Harrison Street Project Presentation by Dane County Highway Department** – Greggar Petersen was present to discuss the CTH CC/S. Harrison Street Project. Greggar hosted an Open house prior to the Public Works and Parks Committee meeting to review/discuss the Project. Several affected neighbors were present at the meeting to ask questions. Greggar will work with Jerry Butts and Kevin Lord to work on concerns from the residents of the Village. The Project will start in July, 2011 and be completed by September 1, 2011.

The Public Works and Parks Committee will meet on the following dates:

Monday, June 27, 2011 – 6:00 p.m. – Village Hall  
Monday, July 18, 2011 – 6:30 p.m. – Village Hall (Tentative Meeting)  
Monday, July 25, 2011 – 6:00 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (9:55 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee

**Village of Belleville  
Public Works and Parks Committee Meeting  
May 16, 2011  
Minutes**

Present: Gary Ziegler, Ben O'Brien, Jerry Butts

Absent:

Guests: Kevin Lord (MSA), Jeff Hruby (Montgomery Associates), Siggi Sigmaisson (Montgomery Associates), Kelly Doyle (Montgomery Associates), Matt Leonard, Ralph Jacobs, David Ziegler

**Meeting Called to Order by Gary Ziegler at 5:38 p.m.**

**Approval of Minutes** – No Minutes to Approve

**Visitors Wishing to Speak on Items Not on the Agenda** – There were no visitors wishing to speak on items not on the agenda.

**Visitors Wishing to Speak on Agenda Items** – Matt Leonard, Ralph Jacobs and David Ziegler were all present to request a Utility Bill Adjustment.

**Public Works Director Report** – No report.

**Engineers Report** – See discussion at agenda items below.

**Old Business**

**DUE TO A VILLAGE BOARD MEETING STARTING AT 7:00 P.M. AND THE LENGTHY DISCUSSION OF NEW BUSINESS ITEMS, NO OLD BUSINESS WAS CONDUCTED. THE OLD BUSINESS ITEMS WILL BE DISCUSSED AT A FUTURE PUBLIC WORKS AND PARKS COMMITTEE MEETING.**

**Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project / Far West Side Watermain Extension** – Tabled to a future Public Works and Parks Committee meeting..

**Library Park Gazebo/Old Library Ramp** – Tabled to a future Public Works and Parks Committee meeting.

**Stormwater Utility** – Tabled to a future Public Works and Parks Committee meeting.

**Confined Space Entry/Rescue Equipment** – Tabled to a future Public Works and Parks Committee meeting.

**Clean Fill (Land for Sand Pit or Other Option for Disposal)** – Tabled to a future Public Works and Parks Committee meeting.

**Far West Side Well Study** – Tabled to a future Public Works and Parks Committee meeting.

**Village Ordinance Enforcement** – Tabled to a future Public Works and Parks Committee meeting.

**Review Public Works Department Job Descriptions** – Tabled to a future Public Works and Parks Committee meeting.

**Meter Hardware/Software/Meter Replacement** – Tabled to a future Public Works and Parks Committee meeting.

**Mailbox Replacement Policy** – Tabled to a future Public Works and Parks Committee meeting.

**Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan** - Tabled to a future Public Works and Parks Committee meeting.

**Review ADA Committee Village Property Recommendations** – Tabled to a future Public Works and Parks Committee meeting.

**Dam Design Improvement Plan** – Tabled to a future Public Works and Parks Committee meeting.

**Community Park Restoration Plans** – Tabled to a future Public Works and Parks Committee meeting.

**Greenview Development Drainage Concerns** – Tabled to a future Public Works and Parks Committee meeting.

**Intersection Snow Removal Policy** – Tabled to a future Public Works and Parks Committee meeting.

**Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board** – Tabled to a future Public Works and Parks Committee meeting.

**Bell West Subdivision** – Tabled to a future Public Works and Parks Committee meeting.

**Lake Project Update** – Tabled to a future Public Works and Parks Committee meeting.

**Comprehensive Outdoor Recreation Plan** – Tabled to a future Public Works and Parks Committee meeting.

**River Dredging Project Lake Access and Stormwater Issues** – Tabled to a future Public Works and Parks Committee meeting.

**Community Club Use of Sugar River Park for Community Picnic** – Tabled to a future Public Works and Parks Committee meeting.

**Wayfinding Signs** – Tabled to a future Public Works and Parks Committee meeting.

#### **New Business**

**Parks Use Requests** - The following Park Use Requests have been received:  
No requests were received.

**Utility Bill Adjustment Request** – The following Utility Bill Adjustment Requests have been received:  
Argall Dairy Systems, Inc. (171 Countryside Drive) – Matt Leonard was present to represent Argall Dairy Systems, Inc.. Argall Dairy Systems, Inc. received a utility bill for April, 2011 for 15,448 gallons. Their average monthly use for 2010 was 2,092 gallons. Matt Leonard reported that Argall Dairy Systems, Inc. did locate a toilet that was leaking. The toilet has been repaired. **Motion by Ben O'Brien, seconded by Gary Ziegler to approve a credit of 13,346 gallons to the Sewer portion of the March 29, 2011 Utility Bill for Argall Dairy Systems, Inc. Motion carried.**

First United Church of Christ (130 E. Church Street) – Ralph Jacobs was present to represent First United Church of Christ. First United Church of Christ received a utility bill for March, 2011 for 76,257 gallons. Their average monthly use for 2010 was 2,280 gallons. Ralph Jacobs reported that First United Church of Christ did find problems with several of their toilets/urinals. The toilet/urinals have been repaired. **Motion by Ben O'Brien, seconded by Gary Ziegler to approve a credit of 70,770 gallons to the Sewer portion of the April 28, 2011 Utility Bill for First United Church of Christ. Motion carried.**

Ziegler, David (110 N. Park Street) – David Ziegler was present to represent the rental property he owns at 110 N. Park St.. Mr. Ziegler received a utility bill for April, 2011 for 36,357 gallons. The average monthly use for 2010 was 3,600 gallons. Mr. Ziegler reported that the renters he had damaged the toilet in the house when they moved out and Mr. Ziegler did not discover the damage until several days after renters had moved out. The damage has since been repaired. **Motion by Ben O'Brien, seconded by Gary Ziegler to approve a credit of 32,534 gallons to the Sewer portion of the April 28,2011 Utility Bill for David Ziegler at 110 N. Park Street. Motion carried.**

**Stormwater Utility Credit Requests** – The following Stormwater Utility Credit Request have been received:

No requests were received.

**Blaser Park and Sugar River Park Plan Diagrams Task Order** – Kevin Lord distributed and reviewed a Task Order for Belleville Park Plan Renderings. The amount of the Task Order is \$2,350.00. The Park Plan Renderings are in addition to the Park Plan Renderings that were included in the Comprehensive Outdoor Recreation Plan recently completed by MSA. The Park Plan Renderings included in the Task Order are for Blaser Park and Sugar River Park. **Motion by Gary Ziegler, seconded by Ben O'Brien to recommend to the Village Board approval of the Belleville Park Plan Renderings from MSA in the amount of \$2,350.00 with funding as follows:**

\$1,000.00	Account # 100-00-55510-210	Parks Professional Service
\$2,350.00	Parks Capital Projects	

**Motion carried.**

**Utility/Infrastructure Improvements for Community Park** – Kevin Lord, Jeff Hruby and Siggie Sigmaisson discussed numerous options for additional work to be performed as part of the Community Park Restoration Project including:

- Running Water/Sewer to West End of Park for Future Bathrooms/Cook Shack
- Running Water/Sewer to West of Current Bathrooms (past current planned paving)
- Pave Cross Circle Completely
- Pave Parking Lot

Kevin, Jeff and Siggie will continue to review the list and talk to Advance Construction regarding cost estimates and provide additional information at a future Public Works and Parks Committee meeting.

**Community Park Spillway Improvements Change Order and Construction Related Services** – Jeff Hruby and Siggie Sigmaisson distributed and reviewed a Memorandum f dated May 12, 2011 regarding the Lake Belle View Spillway Improvement Change Order Proposal. Jeff explained that tat the direction of the Village Board, Montgomery Associates requested a change order proposal from Advance Construction, Inc. to perform the construction required to improve the spillway capacity of the Lake Belle View Dam as required by th WDNR. Advance provided a base price proposal in the amount of \$96,000.00. Montgomery Associates requested supplemental unit price bids to provide imported embankment fill materials to augment what has already been stockpiled onsite. Montgomery Associates anticipates that the onsite stockpiled material will likely be completely used in the Community Park Grading Project, therefore the Spillway Improvement Project will require approximately 2,900 cubic yards of imported material. Advance is proposing to utilize material that was previously stockpiled at the Olson property, which would result in an additional cost of \$17,400.00. If the material does not meet the project specifications, Advance would propose to use material from a quarry at an estimated cost of \$29,000.00. The WDNR may require placement of a layer of clay on the upstream side of the embankment which would result in an additional cost of \$1,750.00. Therefore, the total estimated change order proposal cost will vary from \$112,400.00 to \$125,750.00. The Engineer's Opinion of Probable Cost for this work is \$148,400.00 with no contingency. Advance Construction's proposal is approximately 15 – 24% lower than the Opinion of Probable Cost. Jeff distributed and reviewed a Summary of Funds Available for Financing Project Costs. The amount listed for Dam Construction is \$200,000.00.. **Motion by Gary Ziegler,**

**seconded by Ben O'Brien to recommend to the Village Board approval of the Lake Belleview Spillway Improvements Change Order Proposal in the amount of \$125,750.00 (amount does not include any contingencies) with funds to come from Funds Available for Financing Project Costs.. Motion carried**

**Purchase of New Lawn Mower** – Jerry Butts distributed information regarding the purchase of a new lawn mower. Jerry would like to reassess the Public Works Department lawn mower and other equipment needs before he makes a recommendation to the Public Works and Parks Committee.

The Public Works and Parks Committee will meet on the following dates:

Tuesday, June 7, 2011 – 6:00 p.m. – Village Hall  
Monday, June 27, 2011 – 6:00 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (6:58 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee

-  
Village of Belleville  
Public Works and Parks Committee Meeting  
May 7, 2011  
Minutes

Present: Gary Ziegler, Jerry Butts

Absent: Ben O'Brien

Guests: Howard Ward, Jim Schmitz, Bonnie Wilcox, Deb Kazmar, Kevin Lord (MSA)

**Due to the lack of a quorum of the Public Works and Parks Committee, no meeting was held.**

**Those present did participate in a tour of the Village to review Village Facilities and ongoing Public Works Projects. No policies or actions were discussed or recommended.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee

Municipality No.: 13-106		2011 Building Permit Applications		Village of Belleville				
Date	Permit #	Class	Address	Owner/Contractor	Est. Cost	Description	GEIC Fee	Fee
1/13/2011	11-01-13-106	434	226 BOWLAVARD AVENUE	TODD SAEGER	\$11,905.00	WINDOWS	\$0.00	\$25.00
1/20/2011	11-02-13-106	434	205 BELLE AVENUE	STEVE NARE	\$21,500.00	REMODEL	\$116.73	\$128.72
						Total Month Permit Fees January	\$116.73	\$153.72
2/10/2011	11-03-13-106	434	446 VORNDRAN DRIVE	KYLE RIEMERSMA	\$5,000.00	REMODEL	\$75.00	\$82.50
2/10/2011	11-04-13-106	434	235 SOUTH HARRISON STREET	ROD & HEIDI CLARK	\$5,000.00	REMODEL	\$75.00	\$82.50
2/10/2011	11-05-13-106	130	230 HARMON CIRCLE	RICK KLINGER	\$220.00	PLUMBING	\$0.00	\$25.00
2/24/2011	11-06-13-106	126	228 SOUTH PARK STREET	CRAIG ANKEN	\$3,700.00	RE-ROOF	\$0.00	\$25.00
2/24/2011	11-07-13-106	437	602 WEST CHURCH STREET	VERIZON WIRELESS	\$50,000.00	COMMERCIAL	\$175.00	\$192.50
2/24/2011	11-08-13-106	131	925 ANN COURT	GARY BELLEFVILLE	\$900.00	ELECTRIC	\$60.00	\$66.00
						Total Month Permit Fees February	\$385.00	\$473.50
3/10/2011	11-09-13-106	434	14 JACKSON COURT	JUANITA HARBORT	\$18,000.00	REMODEL	\$75.00	\$82.50
3/17/2011	11-10-13-106	126	1206 WELCH STREET	DAN BOLCH	\$6,340.00	ROOF	\$0.00	\$25.00
3/24/2011	11-11-13-106	434	\$50 WEST SCHOOL STREET	DANIEL FRANCOIS	\$2,600.00	ALTERATIONS	\$0.00	\$25.00
3/24/2011	11-12-13-106	125	\$59 DANE STREET	JERRY BUTTS	\$5,200.00	SIDING	\$0.00	\$25.00
3/30/2011	11-13-13-106	126	122 WEST SCHOOL STREET	WAIKRY HOMES LLC	\$10,000.00	ROOF	\$0.00	\$200.00
						Total Month Permit Fees March	\$75.00	\$357.50
4/7/2011	11-14-13-106	122	507 KARL STREET	AARON GOBEL	\$3,000.00	HVAC	\$60.00	\$66.00
4/7/2011	11-15-13-106	434	345 BLASER DRIVE	MELISSA STACK	\$2,000.00	REMODEL	\$75.00	\$82.50
4/7/2011	11-16-13-106	128	514 KARL STREET	JASON & STACY FREY	\$1,000.00	SHED	\$60.00	\$66.00
4/7/2011	11-17-13-106	434	331 KARL AVENUE	PETE & PENNY	\$9,200.00	SCREENED PORCH	\$100.00	\$110.00
4/7/2011	11-18-13-106	437	350 REWY ROAD	PRODUCTIVE HOLDING LLC	\$395,000.00	COMMERCIAL CONSTRUCTION	\$665.60	\$1,129.90
4/14/2011	11-19-13-106	123	115 GREEN VIEW DRIVE	RYAN & NOEL VANDEBERG	\$2,000.00	FENCE	\$60.00	\$66.00
4/14/2011	11-20-13-106	123	114 EAST CHURCH STREET	JOSHUA THAYS	\$600.00	FENCE	\$60.00	\$66.00
4/21/2011	11-21-13-106	130	265 REWY ROAD	PRODUCTIVE HOLDINGS LLC	\$3,000.00	COMMERCIAL PLUMBING	\$108.00	\$138.00
4/27/2011	11-22-13-106	127	1121 BELLWEST BLVD	UW HEALTH DEPT	\$7,500.00	SIGN	\$100.00	\$110.00
4/28/2011	11-23-13-106	127	1121 BELLWEST BLVD	UW HEALTH DEPT	\$1,000.00	SIGN	\$100.00	\$110.00
4/7/2011	11-24-13-106	97	514 KARL STREET	JASON & STACY FREY	\$7,500.00	ZONING - OUT BUILDING	\$10.00	\$11.00
4/7/2011	11-24-13-106	97	350 REWY ROAD	PRODUCTIVE HOLDING LLC	\$395,000.00	ZONING - COMMERCIAL	\$50.00	\$55.00
4/14/2011	11-25-13-106	97	115 GREEN VIEW DRIVE	RYAN & NOEL VANDEBERG	\$2,000.00	ZONING - FENCE	\$10.00	\$11.00
4/27/2011	11-26-13-106	97	1121 BELLWEST BLVD	UW HEALTH DEPT	\$7,500.00	ZONING - SIGN	\$100.00	\$110.00
4/7/2011	11-27-13-106	97	331 KARL AVENUE	PETE & PENNY MAGENA	\$9,200.00	ZONING - ADDITION	\$50.00	\$55.00
						Total Month Permit Fees April	\$1,608.60	\$2,186.40
5/5/2011	11-24-13-106	126	128 WEST MAIN	ED FRANCIOS	\$12,000.00	ROOF	\$0.00	\$25.00
5/5/2011	11-25-13-106	126	553 ACE STREET	MIKE THOMAS	\$6,550.00	RE-ROOF	\$0.00	\$25.00
5/5/2011	11-26-13-106	126	122 EAST PEARL STREET	ROGER HILLBRAND	\$5,000.00	ROOF	\$0.00	\$25.00
5/5/2011	11-27-13-106	131	265 REWY STREET	PRODUCTIVE HOLDINGS LLC	\$10,000.00	COMMERCIAL ELECTRIC	\$320.00	\$400.00

5/5/2011	11-28-13-106	434	560 QUEEN STREET	JOSH CROOKS	\$21,000.00	REMODEL	\$75.00	\$1075.50
5/5/2011	11-29-13-106	123	515 SOUTH PARK STREET	CRAIG CAMPBELL	\$2,000.00	FENCE	\$60.00	\$66.00
5/12/2011	11-30-13-106	437	119 WEST MAIN	NANCY BUTTS	\$1,000.00	COMMERCIAL REMODEL	\$0.00	\$25.00
5/12/2011	11-31-13-106	434	308 SOUTH HARRISON STREET	JASON RAY	\$2,000.00	REMODEL	\$0.00	\$25.00
5/12/2011	11-32-13-106	122	686 SUGAR AVENUE	STEPHANIE FERGUSON	\$1,400.00	FENCE	\$60.00	\$66.00
5/12/2011	11-33-13-106	126	2 WEST MAIN	BOB OLSON	\$5,000.00	ROOF	\$0.00	\$25.00
5/19/2011	11-34-13-106	126	836 WELCH STREET	JOHN & TERESA BUBLITZ	\$0.00	RE-ROOF	\$0.00	\$25.00
5/19/2011	11-35-13-106	120	356 VORNDRAN DRIVE	JOSH BUDWORTH	\$1,500.00	DECK	\$60.00	\$66.00
5/25/2011	11-36-13-106	123	436 BOWLAVARD AVENUE	ISMAEL ARAVIO	\$500.00	FENCE	\$60.00	\$66.00
5/26/2011	11-37-13-106	130	126 WEST CHURCH STREET	RICK FRANCIOS	\$6,000.00	PLUMBING	\$75.00	\$82.50
5/26/2011	11-38-13-106	434	113 ALBERT CIRCLE	GREG & PEGGY HICKS	\$5,000.00	ALTERATIONS	\$60.00	\$76.00
5/5/2011	11-2-05-13-106	97	515 SOUTH PARK STREET	CRAIG CAMPBELL	\$2,000.00	ZONING - FENCE	\$10.00	\$11.00
5/12/2011	11-2-06-13-106	97	686 SUGAR AVENUE	STEPHANIE GUSTAFSON	\$1,400.00	ZONING - FENCE	\$10.00	\$11.00
5/19/2011	11-2-08-13-106	120	356 VORNDRAN DRIVE	JOSH BUDWORTH	\$1,500.00	ZONING - DECK	\$10.00	\$11.00
5/25/2011	11-2-09-13-106	97	436 BOWLAVARD AVENUE	ISMAEL ARAVIO	\$500.00	ZONING - FENCE	\$10.00	\$11.00
						Total Month Permit Fees May	\$810.00	\$1,149.00
6/9/2011	11-39-13-106	122	557 QUEEN STREET	JIM SCHMITZ	\$3,000.00	HVAC	\$70.00	\$76.00
6/9/2011	11-40-13-106	123	21 WEST PEARL STREET	JEFFREY ABRAHAMSON	\$1,000.00	FENCE	\$60.00	\$66.00
6/16/2011	11-41-13-106	649	20 SOUTH PARK	DENNIS CUST	\$0.00	RAZE	\$35.00	\$37.50
6/20/2011	11-42-13-106	434	220 HARMON CIRCLE	DON COSGROVE	\$15,000.00	BASEMENT FINISH	\$85.00	\$92.50
6/30/2011	11-43-13-106	126	19 W. SCHOOL ST	ROCHELLE FRANCCOS	\$10,000.00	RE-ROOF	\$0.00	\$25.00
6/9/2011	11-2-10-13-106	97	21 WEST PEARL STREET	JEFFREY ABRAHAMSON	\$0.00	ZONING - FENCE	\$10.00	\$11.00
						Total Month Permit Fees June	\$260.00	\$308.00
7/11/2011	11-44-13-106	434	115 ALBERT CIRCLE	GREGORY HICKS	\$15,000.00	ADDITION	\$111.00	\$121.00
7/7/2011	11-45-13-106	127	1 WEST MAIN STREET	LANDMARK SERVICE	\$1,300.00	SIGN	\$110.00	\$121.00
7/11/2011	11-46-13-106	128	219 W. MAIN ST	CHUCK TALBOT	\$2,500.00	SHED	\$85.00	\$92.50
7/12/2011	11-47-13-106	101	270 HARMON CIRCLE	COSGROVE CONSTRUCTION	\$201,380.00	SINGLE FAMILY RESIDENCE	\$1,133.60	\$4,169.06
7/14/2011	11-48-13-106	434	421 E. CHURCH ST	JOSHUA NOBLE	\$3,700.00	AWNING	\$70.00	\$76.00
7/14/2011	11-49-13-106	126	594 QUEEN ST	MECHELLE BERSCHEN	\$8,700.00	RE-ROOF	\$0.00	\$25.00
7/21/2011	11-50-13-106	434	421 W. CHURCH ST	GARY HEINZMAN	\$20,000.00	GARAGE	\$85.00	\$92.50
7/28/2011	11-51-13-106	126	120 MITCHELL ST	JESSIE MAE HAGGAMAN	\$0.00	WATER SOFTENER	\$0.00	\$25.00
7/28/2011	11-52-13-106	434	577 W. CHURCH ST	GERALD DONOVAN	\$1,000.00	ALTERATIONS	\$0.00	\$25.00
7/20/2011	11-53-13-106	131	560 ENTERPRISE DRIVE	CATE HOLDING LLC	\$10,000.00	COMMERCIAL ELECTRIC	\$111.00	\$121.00
7/21/2011	11-2-13-13-106	434	421 W. CHURCH ST #208	GARY HEINZMAN	\$20,000.00	GARAGE	\$10.00	\$11.00
						Total Month Permit Fees July	\$1,715.60	\$4,879.06
						Total Permit Fees YTD	\$4,970.93	\$9,507.18

916 SILVER LAKE DRIVE  
BOX 340  
PORTAGE, WI 53901



608-745-4070  
608-745-5763 FAX  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

August 26, 2011

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

RE: Monthly Building Inspectors Report

Dear Ms. Little:

Please find enclosed the Building Inspector's Report for the permit activity that has been completed for your municipality. Our intentions are to have a continually up-dated report, which will include the entire calendar year up through the last full month for your review and perusal at your monthly municipal meeting.

I head our building inspection department and will be the initial contact to resolve complaints, disputes, etc. Routine business will be completed during scheduled office hours. Building inspector mobile numbers are listed below.

Kelly Green (608) 697-7771

In the event that there is ever a conflict that is not resolved quickly by our building inspection department or somehow we have failed to properly complete any of our tasks as a building inspector for your municipality; please contact me personally. I will follow-up and get back to you with an answer.

Thank you for the opportunity to work with you.

Sincerely,

**GENERAL ENGINEERING COMPANY**

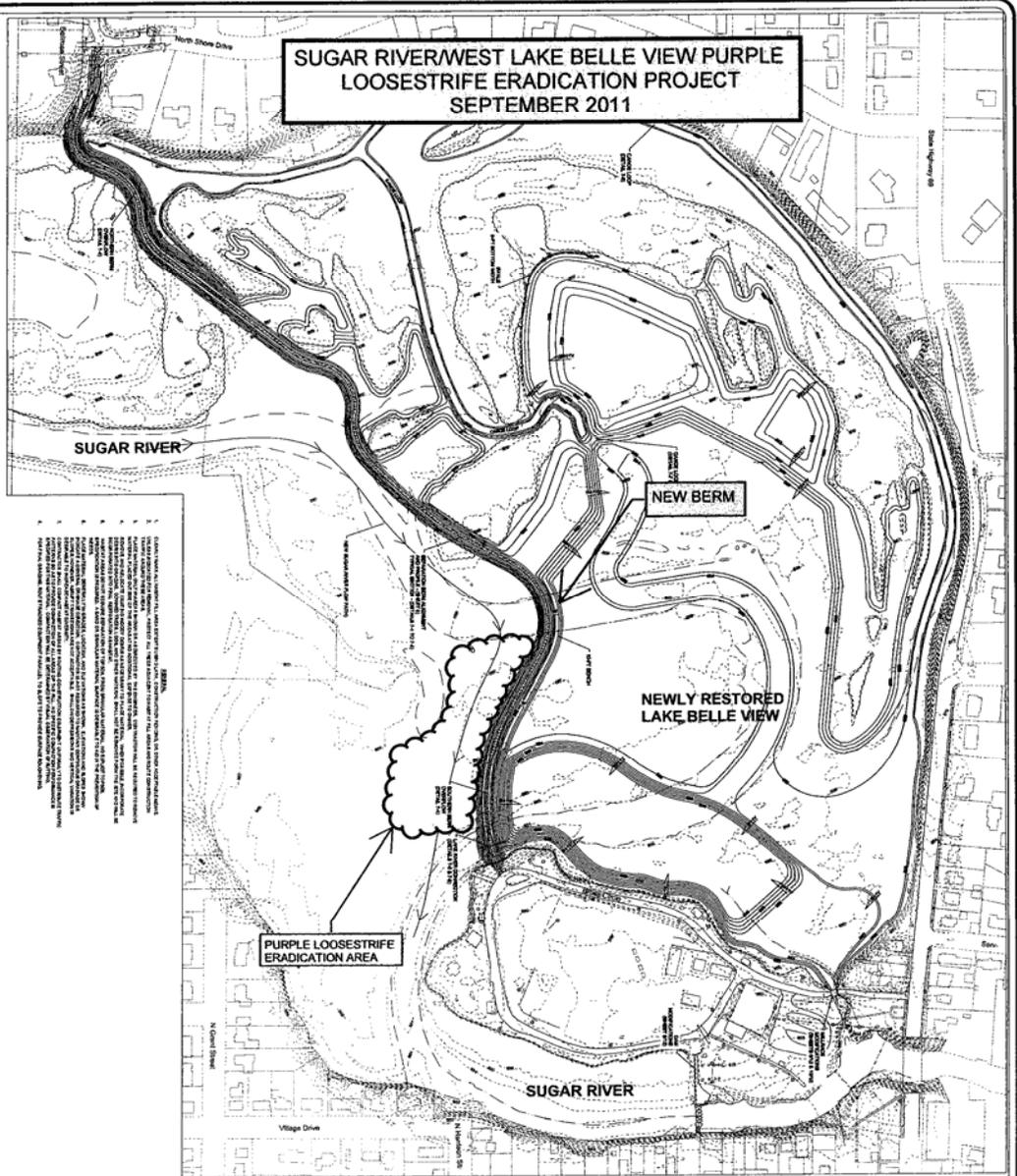
*Mark E. Jankowski* / BKF

Mark E. Jankowski  
Director of Inspection Services

MEJ/bkf

Enclosures

**SUGAR RIVER/WEST LAKE BELLE VIEW PURPLE LOOSESTRIFE ERADICATION PROJECT  
SEPTEMBER 2011**



1. This map was prepared for the purpose of showing the location of the Purple Loosestrife Eradication Area. It is not intended to be used for any other purpose. The information on this map is based on the best available information at the time of preparation. The information on this map is not guaranteed to be accurate, complete, or up-to-date. The information on this map is not intended to be used for any other purpose. The information on this map is not intended to be used for any other purpose.

- 1. 100' WIDE BUFFER ZONE
- 2. 50' WIDE BUFFER ZONE
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**April Little**

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**From:** Siggı Sigmarsson [Siggı@ma-rs.org]  
**Sent:** Friday, September 09, 2011 10:12 AM  
**To:** April Little  
**Subject:** FW: Brock's evaluation of the PL

FYI April, Jay's response to Sue Grahams letter, before they saw Brock's analysis. I haven't heard anything from Sue.

Siggı

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**From:** Jay Settersten [mailto:settertech@frontier.com]  
**Sent:** Friday, September 09, 2011 8:37 AM  
**To:** Siggı Sigmarsson; Rob Montgomery; 'Adam C. Ingwell'; 'James R. Havel'; Jeff Hruby  
**Subject:** RE: Brock's evaluation of the PL

Sorry for the delay in replying to this but I was at the NASECA event for the past two days and did not have ample opportunity to reply.

I would not pass up the opportunity to prevent the existing seed heads from dropping seed and I would not pass up the opportunity to kill the existing plants with herbicide while we have dry land conditions present. I am not sure if Brock knows that this area will be inundated with water next year which may have altered his thoughts. I believe (although not 100% positive) it will be difficult for existing seed to germinate once water levels are up and I cannot imagine not taking advantage of the dry land conditions we currently have to do major eradication of the species. If someone can guarantee that the beetle method will work and our primary restoration area will not be further threatened by this species, great, bring on the beetles. For the protection of our restoration project my thoughts are to get the seed heads bagged, kill the plants and get this colony set back as soon as possible. Once we have this initial control the schools can work with biological control. If the schools are going to take this on they need to take this project seriously.

Jay

Jay Settersten  
**SetterTech** *Natural Environment Technologies*  
608-712-6302 cell  
888-503-6502  
settertech@frontier.com

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**From:** Siggı Sigmarsson [mailto:Siggı@ma-rs.org]  
**Sent:** Thursday, September 08, 2011 10:36 AM  
**To:** Rob Montgomery; settertech@frontier.com; Adam C. Ingwell; James R. Havel; Jeff Hruby  
**Subject:** FW: Brock's evaluation of the PL

Oh man,

Oh well, if you have any comments on this outcome, feel free to express them. I'm a bit frustrated given that I spend an hour speaking with said Brock on Tuesday where he explicitly expressed that getting rid of these plants would be the best thing that the Village can do. I'm recommending to the Village to forget about the Purple Loosestrife unless you strongly believe that the Village should go against the "experts" opinion and try to get rid of these plants anyway.

Siggı

9/9/2011

**From:** Graham, Susan - DNR [mailto:Susan.Graham@wisconsin.gov]  
**Sent:** Thursday, September 08, 2011 9:30 AM  
**To:** Richard Wedepohl; Siggie Sigmarsson; April Little  
**Cc:** Woods, Brock - DNR; Paul Hausmann; Dave Marshall; Peterson, Cami L - DNR; Wakeman, Robert S - DNR  
**Subject:** Brock's evaluation of the PL

I had a long conversation with Brock while driving late last evening, so I'll try to convey the gist of what he said. He visited the site at Belleville and walked around west of the berm.

The PL plants at Belleville have not yet started dropping their seed. However, these plants are already 2-3 years old, so there is certainly a significant seed bed already in place in that site. Removing the plant tops and bagging them now wouldn't hurt, **but nor will it affect the long term outcome in any significant way.** In other words, it could be done, but there's a cost associated with it, and the benefit is little to none. For this reason, the DNR would not be able to assist with funding this proposal using an AIS Early Detection and Response grant. If it's just a volunteer effort to remove the tops (and not do any herbicide treatment), that would only cost time, but people should know that the plants will resprout next year anyway, and a control effort will still have to proceed. Little will be accomplished except feeling good, and preventing the seedbank from getting a lot of new additional seeds, on top of the many seeds already sitting there.

Brock was struck by HOW MUCH there was there on the site - it's very dense. There are questions about where the seed came from. It can easily be transported by birds coming from anywhere...it moves via tiny seeds in the mud on their feet. It also readily moves downstream. The River Alliance of Wisconsin's project RED (River Early Detection) volunteers found a tiny stand far upstream near Verona, and yesterday, Brock found another stand along Montrose Rd just west of PB.

The question that needs to be answered isn't a simple one, but it comes down to 1) what is most effective at reducing harmful ecological impacts of PL, 2) what is most cost effective (money and time), and 3) what is the most sustainable approach. This plant is never going to go away.

Brock's experience is mostly with developing biocontrol - beetles that reduce the size, flowers, density and therefore competitiveness of PL in wetlands - not with herbicide applications to the stumps, which is generally done on small populations. Biocontrol is generally thought to be more sustainable and cost effective for larger, well established populations where a seedbank or other uncontrollable source of seeds is already present. He could help a local school teacher teach the biocontrol method to students, and they could do that project every year. It's a fantastic opportunity for education about AIS and biocontrol.

Brock would be happy to speak in person with the Village Board and lake/river restoration biologists and consultants, if someone would want to arrange a meeting. It's important to have a clear understanding of the ecology of this plant, and pros and cons and sustainability of each possible response to make good decisions.

*Susan Graham, Lake Management Coordinator  
608-275-3329 (FAX 608-275-3338)  
3911 Fish Hatchery Rd Madison, WI 53711*

9/9/2011

**April Little**

**From:** Siggı Sigmarsson [Siggı@ma-rs.org]  
**Sent:** Friday, September 09, 2011 10:11 AM  
**To:** April Little  
**Subject:** FW: Brock's evaluation of the PL  
FYI April, James response to the DNR decision.

Siggı

**From:** James R. Havel [mailto:jhavel@releinc.com]  
**Sent:** Thursday, September 08, 2011 11:08 AM  
**To:** Siggı Sigmarsson; Rob Montgomery; settertech@frontier.com; Adam C. Ingwell; Jeff Hruby  
**Subject:** RE: Brock's evaluation of the PL

Brock has been at this for quite a long time so I would have a very difficult time saying he is incorrect. I agree that removing the plants this year is just the first step in getting it under control if the plants have been there for a couple of years; however, we have conducted projects where we undertook the approach we are suggesting (remove seed heads and treat) and were able to drastically reduce the plant's population. These projects ranged from 3-5 years in duration and could go longer as the seeds can remain viable for 7+ years. However, if Brock believes the density is great enough to support the use of beetles then I think it would be in the village's best interest to pursue this option because it could be a cost savings for the village.

My next concern revolves around the fact that we are required to have no PL in our restoration area per the permit, but there is a large population very near that could be spread by birds, etc. as stated by Susan.

James Havel  
Division Manager  
Senior Ecologist  
NES Ecological Services  
4664 Golden Pond Park Court  
Hobart, WI 54155  
(920) 499-5789 (phone)  
(920) 544-4431 (direct line)  
(920) 662-9141 (fax)  
[jhavel@releinc.com](mailto:jhavel@releinc.com)



-----Original Message-----

**From:** Siggı Sigmarsson [mailto:Siggı@ma-rs.org]  
**Sent:** Thursday, September 08, 2011 10:36 AM  
**To:** Rob Montgomery; settertech@frontier.com; Adam C. Ingwell; James R. Havel; Jeff Hruby  
**Subject:** FW: Brock's evaluation of the PL

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9/9/2011

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Siggi

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**From:** Graham, Susan - DNR [mailto:Susan.Graham@wisconsin.gov]  
**Sent:** Thursday, September 08, 2011 9:30 AM  
**To:** Richard Wedepohl; Siggi Sigmarsson; April Little  
**Cc:** Woods, Brock - DNR; Paul Hausmann; Dave Marshall; Peterson, Cami L - DNR; Wakeman, Robert S - DNR  
**Subject:** Brock's evaluation of the PL

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The question that needs to be answered isn't a simple one, but it comes down to 1) what is most effective at reducing harmful ecological impacts of PL, 2) what is most cost effective (money and time), and 3) what is the most sustainable approach. This plant is never going to go away.

Brock's experience is mostly with developing biocontrol - beetles that reduce the size, flowers, density and therefore competitiveness of PL in wetlands - not with herbicide applications to the stumps, which is generally done on small populations. Biocontrol is generally thought to be more sustainable and cost effective for larger, well established populations where a seedbank or other uncontrollable source of seeds is already present. He could help a local school teacher teach the biocontrol method to students, and they could do that project every year. It's a fantastic opportunity for education about AIS and biocontrol.

Brock would be happy to speak in person with the Village Board and lake/river restoration biologists and consultants, if someone would want to arrange a meeting. It's important to have a clear understanding of the ecology of this plant, and pros and cons and sustainability of each possible response to make good decisions.

*Susan Graham, Lake Management Coordinator  
608-275-3329 (FAX 608-275-3338)  
3911 Fish Hatchery Rd Madison, WI 53711*

0/0/2011

**April Little**

**From:** Siggı Sigmarsson [Siggı@ma-rs.org]  
**Sent:** Friday, September 09, 2011 10:10 AM  
**To:** Rob Montgomery; settertech@frontier.com; Adam C. Ingwell; James R. Havel; Jeff Hruby  
**Cc:** April Little  
**Subject:** FW: Brock's evaluation of the PL

fyi, more details from the DNR's evaluation on the PL. (I've added April to this list for her to see your responses).

Siggı

**From:** Woods, Brock - DNR [mailto:Brock.Woods@Wisconsin.gov]  
**Sent:** Thursday, September 08, 2011 5:00 PM  
**To:** Graham, Susan - DNR; Richard Wedepohl; Siggı Sigmarsson; April Little  
**Cc:** Paul Hausmann; Dave Marshall; Peterson, Cami L - DNR; Wakeman, Robert S - DNR; usrwa@usrwa.org  
**Subject:** RE: Brock's evaluation of the PL

Great summary, Sue. If I may add a few additional thoughts:

Bagging all cut inflorescences will help, but as she says--just a little in biological terms since a seed bank has been allowed to establish. But it could be a great volunteer project if it can be used to help local folks be more aware of and concerned about this plant and other potential new invasive plants that might show up, species that could actually be eliminated before they become a long-term problem as this one has).

How many vols would be needed? For educational purposes, the more, the better, but I'd guess 20 would make the work manageable in an afternoon if they all have loppers and bags and could clearly distinguish PL from all the native plants there (pretty easy). Maybe a few more to run full bags of the inflorescences back to the berm for pickup.

Looking longer term at how the PL might be reduced, flooding, herbicides, and beetles are all possibilities--likely with very different costs. If vols (or others) cut entire plants down to the ground now (or very soon), while bagging the inflorescences (not much additional work) it would both reduce current seed output (especially good for reducing the likelihood of PL seed moving downriver next year when the flow is back) and help ensure that next spring these plants come up smaller than this year's plants. This could be a great help in the event that it might help flood out some (or many) of the plants next spring when the river level is brought back up. Killing the plants this way can happen as long as the plants do not over-top the water. It doesn't sound like the planned flooding will be more than a foot over the soil level in the affected area and this level is unlikely to drown these plants without cutting them now (or later) since they are now likely to grow as tall or taller next year after pumping nutrients back into their roots over the next month of growing season. Of course, these plants could possibly be cut next year as they overtop the water, but I don't know just how feasible this would really be with the river flowing there once more.

In talking to Howard Ward, I have the impression that a higher water level might be possible, perhaps just for the short term (all next season), but I gather DNR would have to be in on any such decision. The higher the water, the more likely the plants could be killed by keeping them below the surface.

Herbiciding all the PL plants now is another way to reduce the problem, but it won't get rid of the species and is expensive. Some plants would be missed and others almost certainly insufficiently treated, so along with new germination, the plant would come back. It could, however, make drowning the plants next year much easier since plants would be fewer and smaller. Worth the cost? Hard to say. (But since this site is now well established, Rapid Response money will apparently not be available, which means any grant assistance from DNR would have to come through a competitive control proposal in Feb. or Aug.)

Biocontrol with beetles is just that: control, not elimination. And the PL would likely get worse before it

9/9/2011

gets better unless really large numbers could be released next spring-summer (a mass rearing project could be done utilizing up to ~80 of the current plants.). But it could be a great educational opportunity for kids in middle or high school and their families to learn about taking responsibility for local invasive species problems long-term. With beetles, plants would likely remain around but hopefully be kept short statured enough that native plants could compete well, allowing the site to retain high native diversity along with the reduced PL. (Maintaining or improving native wetland diversity should always be part of community goals there now.) I have already spoken with Megan from the USRWA about getting teachers involved in beetle production with their students. She has our program info and should get back to me when she has educators who want to get involved.

I'm happy to try answering any questions anyone might have about all this.

Brock

Brock Woods  
Wisconsin Purple Loosestrife Biocontrol Program Manager  
608-221-6349

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ian - DNR  
September 08, 2011 09:30 AM  
rohl; Siggi Sigmarsson; April Little  
- DNR; Paul Hausmann; Dave Marshall; Peterson, Cami L - DNR; Wakeman, Robert S - DNR  
evaluation of the PL

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*Susan Graham, Lake Management Coordinator*

9/8/2011

**April Little**

**From:** Carter Arndt [carndt@msa-ps.com]  
**Sent:** Wednesday, September 07, 2011 4:33 PM  
**To:** April Little  
**Cc:** Kevin Lord  
**Subject:** ADA-Grant Projects - MSA  
**Attachments:** 00372045 - Belleville Library Task Order.pdf

Hi April,

Nice speaking with you today. To help sort out the projects, we have created a spread sheet with some preliminary construction estimates and the associated MSA fee. Please reference the attached previous task order for more detail as to our scope. Please also See the optional added MSA work below. As we discussed, since the grant requirement dictates a lump sum fee for our effort, we will change our fee structure to provide it as a lump sum.

	Project	"Ballpark" Construction Costs	Arch./Eng. Costs
<b>A</b>	<b>Base Library ADA Improvements</b> (See MSA Task Order dated July 28, 2011)		Base Fee \$7,000
	1. Library Restrooms	\$30,000	Included in Base Fee
	2. Stair Handrail Rework	\$1,000	Included in Base Fee
	3. Optional Ceramic Library Lobby Tile	\$2,000	Included in Base Fee
	Library Entry Door –One of the following options shall be selected		
	1. Option One-Opener	\$4,000	One option is included in Base Fee
	2. Option Two-Move Book-Drop & glaze sidelight	\$5,000	One option is included in Base Fee
	3. Option Three- Move book drop and replace entry door and frame	\$10,000	One option is included in Base Fee
<b>B</b>	<b>Library Elevator Work</b>	\$17,000	ADD \$1,100 (Only applicable if MSA scopes and bids this work out, Village option to handle this separately with no added fee)
<b>C</b>	<b>Police ADA Improvements</b>		
	1. Replace two interior doors and hardware	\$4,000	ADD \$400
	2. Add one Automatic door Opener at the exterior Aluminum entrance door.	\$4,000	ADD \$400
<b>Approx Total \$50,000-60,000</b>			<b>Maximum Fee \$8,900</b>
Notes:			
1. Fees assume all efforts will be conjoined into a single project.			

9/7/2011

2. Alternate Bids will be used to separate the costs at the time of bidding.
3. All construction cost projections are preliminary for initial consideration only.
4. Fees do not include additional reimbursables as noted in the Task Order.

We look forward to assisting your efforts. When the anticipated work is selected we can revise and release the final Task Order.

Please contact me with comments or questions,  
Carter



**Carter Arndt, AIA** | Project Architect  
1230 S. Blvd | Baraboo WI 53913  
T.608.355.8884 | C.608.963.1212 | [www.msa-ps.com](http://www.msa-ps.com)

9/7/2011



## Task Order

To: Village of Belleville  
24W Main Street  
Belleville, WI 53508

Date of Issuance: July 28, 2011

MSA Project No.: 00372045

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name: Belleville Public Library Handicapped Accessibility Improvements**

**Project Scope:**

1. Modifications are desired at the Belleville Public Library located at 130 South Vine Street to accommodate accessibility deficiencies and other desired work. The proposed project work will be distinguished into separate alternate bids per Village direction.
2. Work is as follows:
  - a. Renovate Restrooms for accessibility
    - i. New entry doors
    - ii. New finishes
    - iii. Reconfigured walls at entry to allow for proper accessible clearances.
    - iv. Eliminate fixtures to just provide a toilet (in a partitioned stall) and wall hung lavatory at each restroom. (Village to confirm that the associated 130 person building capacity is acceptable in order to allow this change)
    - v. Relocate drinking fountain.
    - vi. Restroom features/accessories shall be accessible.
    - vii. Alternate Bid for new ceramic tile at library entry foyer.
    - viii. Occupancy sensor for light control.
    - ix. Replace light fixtures in the same location.
  - b. Renovate Entry Door
    - i. There are three options the Library needs to consider. All options will address the accessibility deficiencies at the existing entry. The selected option will then be developed for bidding and construction.
    - ii. OPTION 1: Add an automatic door opener to the entry door.
    - iii. OPTION 2: Remove the book drop and plywood panels next to the door and install glass in the opening. Since book drop shoot will be omitted from door, a new book drop shoot that directs the books into the librarian work area shall be installed. Provide small section of sidewalk leading to new book drop.
    - iv. OPTION 3: Remove and replace entry door and frame. New door shall be aluminum with transom and sidelight to fit the existing door opening. Since book drop shoot will be omitted from door, a new book drop shoot that directs the books into the librarian work area shall be installed. Provide small section of sidewalk leading to new book drop.
  - c. Remove 2-6 latch sets and replace with commercial lever door handle. Library shall identify specific locations.
  - d. Modify or replace south basement stair handrail to provide proper grasping profile and extension.

**The Scope of Work Authorized:**

1. Construction Documents
  - a. Tour the existing facilities. (initial visit took place on July 20<sup>th</sup>)
  - b. Prepare basic scoping documents for the desired construction.
    - i. Project Manual shall be compiled.
    - ii. Short-Form material specifications.
    - iii. For the library restroom renovation drawings will be limited to a floor plan.
    - iv. Plumbing and electrical design will be general scoping description with no drawings. Electrician & plumber will be responsible for systems integration/connections to the existing.
    - v. Written summary with some possible annotated pictures for other work.
    - vi. Grant provision front-end documents shall be provided by the Village.
  - c. Meet with the Village to review 95% Bidding/Construction documents and revisit the sites.
  - d. Provide 1 hard copy and one electronic copy of final documents for Bidding. Provide one copy that is signed and Sealed by a Wisconsin Architect or Engineer for local permitting.
  - e. State Plan submittal is not included. Local Building code official shall confirm that a State Submittal is not required. If State submittal is required, the associated services will be an additional service.
2. Bidding
  - a. Answer questions and issues clarifying addendum (2-hours included)
  - b. Not included (assumed that Village will provide, but MSA can be provide as additional services if desired):
    - i. Preparation & release of the Advertisement for bid.
    - ii. Distribute documents for Bidding
    - iii. Attending Bid Opening
    - iv. Preparation of Construction Contracts
3. Construction
  - a. Answer questions (4-hours included)
  - b. One Completion Site Visit to review the work when complete and issue a List of Items to be completed or corrected.
  - c. Not included (can be provided as additional MSA services):
    - i. Color Selections
    - ii. Shop Drawing Review
    - iii. Job Site Meetings beyond the completion review.
    - iv. Preparation of Change Orders
    - v. Application for Payment Review

**The schedule to perform the work is:**

Approximate start:	Early August 2011
Approximate completion of documents:	Late August 2011

**The estimated fee for the work is:**

- a. MSA shall perform the above stated services on a Time & Materials basis estimated at \$7,000.  
This fee includes all anticipated reimbursable expenses except those listed below in item b. below.
- b. Additional Reimbursables:
  - i. Reproduction or electronic media costs for Construction Documents for bidding/construction.

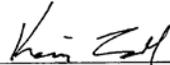
This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project

**VILLAGE OF BELLVILLE**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
April Little  
Village Administrator

  
\_\_\_\_\_  
Kevin Lord, PE, RLS  
Team Leader

Date: \_\_\_\_\_

Date: 7-29-11

24W Main Street  
Belleville, WI 53508  
Phone: 608-424-3341  
Fax: 608-424-3423

2901 International Lane, Ste 300  
Madison, WI 53704  
Phone: 608-242-7779  
Fax: 608-242-5664

BID  
Repair of Belleville Library Elevator

Northwestern Elevator Co., Inc.  
Dover Hydraulic Elevator (basement to first floor)  
2100 LB8 14 person  
Wisconsin Registration Number 16376  
Machine Number D47596  
Serial Number C 6059

Scope of Work

Replace existing power unit with new power unit consisting of a positive displacement pump motor, integral 4-coil control valve, oil tank and muffler. This is a submerged pump and motor, mounted to the tank with rubber insulators to reduce vibration and noise. The valve consists of up, up leveling, down and down leveling controls, along with manual lowering and a pressure relief valve. At completion of work elevator will pass state inspection and meet or exceed elevator design standards of operation.

Site Visit

Bidder should visit job site prior to submitting a bid to assure themselves and the Village of Belleville that they fully understand all requirements of the project. No additional charges shall be allowed by contractor for lack of information or misunderstanding information if bidder does not attend the site visit.

Contact Howard Ward at 608-469-6042 to arrange a visit to the job site. Belleville Public Library, 130 South Vine Street, Belleville Wisconsin 53508

Bid List with Prices

Power Unit \_\_\_\_\_

Material (itemized list with prices for each

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

Labor cost/hour \_\_\_\_\_

Total Labor per hour \_\_\_\_\_

State Inspection Fees \_\_\_\_\_

Other Costs (itemize)

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

Total Costs \_\_\_\_\_

Warranties	Labor & Material	One Year
	Power Unit & Control Valves	Five Years

Bid will be sent or delivered to the Village Hall by \_\_\_\_\_, \_\_\_\_\_, 20\_\_ by \_\_\_\_\_

Village of Belleville  
24 West Main Street  
PO Box 79  
Belleville WI 53508

ATTN: Howard Ward, Village President

RESOLUTION 2011-09-07  
2012 EXEMPTION FROM COUNTY LIBRARY TAX

**WHEREAS,** The Dane and Green County Boards levy a county library tax, as authorized under Section 43.57 (3) of the Wisconsin Statutes; and

**WHEREAS,** Section 43.64 (2) of the Wisconsin Statutes provides that such units of government which expend an amount equal to that which would be levied by the County Boards for library purposes may apply for exemption for this tax; and

**WHEREAS,** The Village of Belleville does levy a library tax in excess of that proposed to be levied by Dane and Green Counties.

**NOW THEREFORE BE IT RESOLVED,** that the Village of Belleville hereby requests of the Dane and Green County Boards that the Village of Belleville be exempted from the payment of any county library tax as provided in Section 43.64 (2) inasmuch as it anticipates an appropriation of library funds for 2012 in an amount equal to or greater than the \$214,713 appropriated in 2011. This amount is in excess of that proposed to be levied by Dane and Green Counties. Exemption from the payment of said county library tax shall not preclude the Village of Belleville participation in county library service in all other respects.

**BE IT FURTHER RESOLVED,** the confirmed copies of the Resolution be forwarded by the Village Clerk to Dane and Green County Library Boards and to the Dane and Green County Clerks.

Date Passed \_\_\_\_\_  
Howard Ward  
Village President

\_\_\_\_\_  
Attest: April Little  
Administrator/Clerk/Treasurer

Vote:



**South Central Library System**

4610 S. Biltmore Lane • Madison, WI 53718  
608/246-7973 • FAX 608/246-7958 • cbecker@scls.lib.wi.us

DATE: August 2011  
TO: Green County Municipalities with Libraries  
FROM: Cheryl Becker, Public Library Administration Consultant  
South Central Library System  
RE: Exemption from County Library Tax

Under Wisconsin Statute 43.64 (2) (b): " . . . [A]ny city, town, village or school district in a county levying a tax for public library service under sub. (1) shall, upon written application to the county board of the county, be exempted from the tax levy, if the city, town, village or school district making the application levies a tax for public library service and appropriates and expends for a library fund during the year for which the county tax levy is made a sum at least equal to an amount calculated as follows:

1. Divide the amount of tax levied by the county for public library service under sub. (1) in the prior year, less the amount levied for public library capital expenditures, by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.
2. Multiply the amount determined under subd. 1. by the equalized valuation of property in the city, village, town or school district for the current year."

In order to exempt from the library tax levy, a library which supports a public library must appropriate an amount to be expended in 2012 which is in excess of that calculated above (the enclosed spreadsheet contains this calculation). As the statute states, a municipality must apply for this exemption annually.

Enclosed is a copy of a resolution form to use to convey to the County Clerk your municipality's action to request exemption from the county tax. The Green County Clerk has requested that your municipal board's resolution be received by his office by **October 7, 2011**. Please send the original resolution directly to Michael J. Doyle, Green County Clerk, Green County Courthouse, 1016 16th Avenue, Monroe, WI 53566. Send an additional copy of the resolution to Bonita Loeffel, Chair, Green County Library Board, 2234 14th Street, Monroe, WI 53566.

**2011 Green Library Tax Exemption**

Municipalities that pay county library tax	2010 Equalized value	Municipalities with libraries	2011 Equalized value	2012 needed appropriation	2011 Appropriation requested
Adams*	38,806,895	Albany, Town	90,852,800	\$35,445	\$40,750
Brooklyn, Town	122,404,000	Albany, Village	49,404,500	\$19,275	\$33,500
Cadiz*	26,892,018	Brodhead	146,398,400**	\$57,116	\$182,231
Decatur	138,762,600	Monticello	63,522,200	\$24,783	\$63,511
Exeter	190,700,000	New Glarus	138,170,200	\$53,906	\$150,703
Jefferson*	51,093,301	Monroe, City*	615,732,300	}	
Jordan*	14,923,589	Adams*			
Mount Pleasant*	51,826,044	Cadiz*			
New Glarus	145,169,000	Clarno*	84,318,000		
Spring Grove	77,385,700	Jefferson*			
Sylvester*	36,407,046	Jordan*			
Washington*	60,501,303	Monroe, Town*			
York	89,558,200	Mount Pleasant*			
Brooklyn, Village	26,561,500	Sylvester*			
Monroe, Town*	349,458	Washington*			
		Browntown*	11,301,200		
		Monroe School District	711,351,500	\$277,526	\$897,597
		Belleville	187,018,400**	\$72,963	\$214,713
TOTAL:	\$1,071,340,654	*In Monroe School District. The 2011 equalized value is given for those townships wholly in the district. The information for those partially in the district will not be available until October 1.			
2011 County Library Budget	\$417,972	The tax levy rate is determined by dividing the 2011 county library budget by the 2010 equalized value of those municipalities which pay the county library tax. The 2011 equalized value of the municipalities with libraries is multiplied by that levy rate to determine the 2012 municipal appropriation needed in order to exempt from the county library tax in 2012. (The 2011 municipal library appropriation is given as an indication of the municipality's current level of support.)			
Tax Levy Rate	0.000390139	**Belleville is in both Green and Dane Counties, and Brodhead is in both Green and Rock Counties. The equalized values for these municipalities in both counties have been added to result in the total equalized value amounts listed above. See below for Green County portions only:			
		Belleville	34,787,300	\$13,572	
		Brodhead	141,582,900	\$55,237	

(Wisconsin Statutes s43.64 (2)(b))

## EMPLOYEE GRIEVANCE POLICY AND PROCEDURE

**draft 9/19/11**

It is the policy of the Village of Belleville to afford employees a means of obtaining further consideration of problems when they remain unresolved at the supervisory level and to establish policies and procedures that provide for timely resolution of grievances. This grievance policy and procedure is intended to comply with the requirements of 2011 Wisconsin Act 10.

Employees covered by a collective bargaining agreement which contains a grievance procedure may elect to bring their grievance under the grievance procedure contained in the collective bargaining agreement to the extent applicable, or under this policy and procedure.

### **Informal Resolution:**

An employee with a complaint related to employee discipline (except employee termination) or workplace safety should first seek to resolve the issue(s) with his/her immediate supervisor through informal discussion. Informal resolution of discipline complaints shall be initiated within seven (7) days of the date when an employee has been notified of the discipline. An employee complaint about a workplace safety issue may be raised informally at any time while the safety issue persists. If the employee fails to initiate the informal resolution process with regard to employee discipline within seven (7) days, the employee waives any further entitlement to utilize the grievance process with respect to the discipline (except employee termination).

If the informal discussion does not resolve the employee discipline or workplace safety complaint and the employee is dissatisfied with the response of his/her immediate supervisor, the employee may seek informal resolution by the Village Administrator or his/her designee within seven (7) days after bringing it to the attention of his/her immediate supervisor. This step within the informal resolution process is optional; thus, it is not a necessary step in determining whether the informal resolution process has been exhausted.

If the complaint regarding employee discipline or workplace safety concerns the employee's supervisor, the employee may seek to resolve the complaint directly with the Village Administrator. If the complaint regarding employee discipline or workplace safety concerns the Village Administrator the employee may seek to resolve the complaint directly with the Village President. In cases of such employee discipline, the informal resolution process shall be commenced within seven (7) days of the date when an employee has been notified of the discipline. If the employee fails to initiate the informal resolution process with regard to employee discipline within seven (7) days, the employee waives any further entitlement to utilize the grievance process with respect to the discipline (except employee termination).

Employee termination is not subject to the informal resolution process.

### **Time Limits for Filing a Grievance**

If the informal resolution process does not resolve the complaint, and the employee believes that his/her complaint rises to the level of a grievance, as defined below, the employee may initiate a formal grievance pursuant to the procedures described herein. A grievance involving discipline

or an employee termination shall be filed no later than twenty-one (21) days after the employee first receives notice of the discipline or of his/her termination. A grievance involving workplace safety shall be filed no later than twenty-one (21) days after the employee first attempts to resolve his/her workplace safety concerns through the informal resolution process.

In order to process grievances as expeditiously as possible, every effort should be made to handle each step within the specified time period. If the Village official fails to comply with the time periods or other procedures outlined in this policy, the grievant may advance the grievance to the next level. There shall be no other consequences or remedies for failure of the Village to meet the time periods outlined in this policy. If the grievant fails to comply with the time periods or other procedures outlined in this policy, the grievant waives any further rights of appeal and the grievance will be deemed resolved. However, with the exception of the time period for filing the written grievance, either party may request an extension of any time period provided in this policy, including the informal resolution process. Such extensions shall be by mutual written agreement.

If no grievance is filed, the decision of the administration shall be considered final, except a decision to terminate an employee shall be final upon ratification by the Board. The grievance may be voluntarily withdrawn at any level. Once a grievance is withdrawn, it cannot be reopened. A former employee or an employee who separates from employment during the course of the grievance may not file or continue a grievance without the written consent of the Village Administrator or designee. If at any time during the grievance process the Village grants the grievant the relief originally requested, the Village Administrator or designee may terminate the grievance at that time. Any party involved may have a representative present at all levels once the grievance has been filed in writing. Facts presented and/or examined at the Level One and Level Two hearings shall be made available to both parties. All parties shall respect the confidentiality of the grievance procedure by holding in confidence the facts and information shared in meetings and written correspondence, to the extent authorized by law.

**Definitions:**

- A. **Grievant:** A grievant is an employee whose own substantial interests related to termination, discipline, or workplace safety are adversely affected, denied, or controverted by a final administrative decision. In the case of an employee with a definite term contract, a “final administrative decision” is defined to include, but not be limited to, a Board approved termination based on an informal hearing (See General Considerations, Paragraph C., below).
- B. **Grievance:** A grievance is a formal written complaint by an employee that a final administrative decision related to termination, discipline, or workplace safety violated, misapplied, or misinterpreted a Village ordinance, policy, administrative regulation or procedure, or specified federal or State law or rule, or in the case of an employee with a written employment contract, the terms of such written employment contract.
  - 1. **Employee Termination:** The term “employee termination” shall be narrowly construed to mean a separation from employment initiated by the employer, (including, for purposes of an employee with a definite term contract, a separation

from employment initiated by the employer which is effective during the term of the contract), but shall not include, without limitation by enumeration, the following:

- a. Layoffs;
  - b. Workforce reduction activities;
  - c. Voluntary termination including, without limitation, quitting and resignation;
  - d. Job abandonment;
  - e. End of employment due to disability;
  - f. Retirement;
  - g. Death;
  - h. End of employment and/or completion of assignment of limited term, temporary, seasonal, substitute, or part-time employees;
2. **Employee Discipline:** The term “employee discipline” shall be narrowly construed to mean a suspension without pay, or a demotion or reduction in rank, pay, or other benefits, imposed by the employer for disciplinary reasons, but shall not include, without limitation by enumeration, the following:
- a. Termination, layoffs or workforce reduction activities;
  - b. Adverse employment actions other than a suspension without pay, or a demotion or reduction in rank, pay or other benefits, imposed upon the employer for disciplinary reasons;
  - c. Lateral transfers or reassignments;
  - d. Plans of correction or performance improvement;
  - e. Performance evaluations or reviews;
  - f. Documentation of employee acts and/or omissions in an employment file;
  - g. Oral or written reprimands or warnings;
  - h. Administrative suspension with or without pay pending investigation of misconduct or nonperformance; or
  - i. Non-disciplinary wage, benefit, or salary adjustments, or reductions in assigned hours.
3. **Workplace safety:** The term “workplace safety” shall be narrowly construed to refer to (1) an existing condition that substantially endangers an employee’s health and safety; or (2) any workplace policy or procedure established by state or federal law or the Village Board to protect the safety and health of employees in the Village and, as used in this section, is alleged by an employee to have been violated and to have substantially adversely affected the employee’s safety at a Village workplace.

C. **Days:** “Days” mean calendar days.

### General Considerations

- A. **Impartial Hearing Officer:** The Village Board shall adopt, prior to the beginning of each calendar year or as the need arises, a resolution authorizing an Impartial Hearing Officer appointed by the Village Board to hold a grievance hearing and make a decision regarding the grievance. The Impartial Hearing Officer shall not be an officer, agent or employee of the Village Board at the time of appointment. The Village Board may approve a list of Impartial Hearing Officers, prior to the beginning of each calendar year, (or as the need arises), to be called upon under this procedure.
- B. **Standard of Review:** The standard of review to be applied by the Impartial Hearing Officer of a final administrative decision giving rise to a grievance shall be based on the following, unless an alternative is provided in applicable policy, law, contract or collective bargaining agreement:
1. The review of a final administrative decision to terminate or discipline an employee with a definite term contract or a "cause" standard shall be *de novo* and the decision shall be upheld if it is based on a good and sufficient reason, which shall be any reason that is not wholly frivolous and inconsequential and that has a reasonable basis in fact.
  2. The review of a final administrative decision to terminate or discipline an employee without a definite term contract or a "cause" standard shall require deference to the final administrative decision and the decision shall be upheld if it is made on any basis other than a basis which is "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.
  3. The review of a final administrative decision concerning a workplace safety grievance shall require deference to the final administrative decision and the decision shall be upheld if it is made on any basis other than a basis which is "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.
- C. **Termination of an Employee with a Contract for a Definite Term:** The required procedure for terminating an employee where there is an expectation of continued employment because of a contract for a definite term, a "cause" standard or another basis in law or fact, is as follows:
1. The Village Administrator or his/her designee (or in the case of the termination of the Village Administrator, an individual designated by the Village President) shall notify the employee, in writing, that he/she intends to recommend that the Board terminate the employee at the next regularly scheduled Village Board meeting or a Special Village Board meeting within forty-five (45) days of the date of the written notice.

2. At the Village Board meeting to hear the termination recommendation, the Board shall hold an informal hearing, which means that the Village Administrator or his/her designee (or in the case of the termination of the Village Administrator, an individual designated by the Village President) will present a summary of the evidence and argument in support of the recommendation for termination, to be followed by an opportunity for the employee and his/her representative to present a summary of any evidence and argument in response. An informal hearing, for purposes of this Grievance Policy and Procedure, is not a full-blown evidentiary hearing, i.e., there shall be no swearing of witnesses and no direct or cross examination of witnesses; and the rules of evidence do not apply.
3. The Board shall issue its decision, in writing, within seven (7) days of the informal hearing. If the Board accepts the recommendation to terminate the employee, the Board shall inform the employee, in writing, that the Board has terminated the employee's contract/employment and that, if the employee wishes to appeal the termination decision, the employee shall file an appeal at Level Two by filing a completed grievance form with the Village President within twenty-one (21) days of receiving written notice of termination. If no appeal is filed, the Board's decision shall become final.

#### **Level One**

- A. The grievant may initiate a formal grievance by obtaining a grievance form from his/her immediate supervisor or designee or from the Village Administrator, filling out the form, and providing a copy to his/her supervisor and to the Village Administrator. On the form, the grievant shall (1) identify the category of grievance (i.e., termination of an employee without a contract with a definite term, discipline, or workplace safety), (2) describe the attempts to resolve the complaint informally (if applicable), (3) identify the facts supporting the grievance, (4) specify the policy, rule, regulation, or law alleged to have been violated, and (5) describe the relief requested. In order to be considered, a grievance must be filed in writing, using the appropriate form.
- B. The Village Administrator shall act on the grievance within seven (7) days of the filing of the grievance. If the Village Administrator denies the grievance, he/she shall inform the grievant who shall have seven (7) days to appeal the denial to the Village Board by filing a letter of appeal with the Village President.

#### **Level Two**

- A. Within 15 (15) days after receipt of an appeal from a grievant, the Village President shall appoint an Impartial Hearing Officer as authorized by resolution of the Village Board. The Impartial Hearing Officer shall do the following:
  1. Screen the grievance and determine whether it falls within one of the categories subject to the grievance procedure, whether the informal process was exhausted, if applicable, and whether it has been timely filed.

2. Notify the parties of the time and location for the hearing at least two (2) weeks before the hearing.
  3. Subpoena witnesses, as necessary to ensure their testimony, when requested by either party.
  4. Make evidentiary findings and conclusions. In the case of a grievance related to a termination or discipline, the Impartial Hearing Officer shall determine whether a full evidentiary hearing is needed to afford the employee the requisite due process, and, if so, shall allow the grievant to present evidence, call and question witnesses, cross-examine adverse witnesses, obtain copies of evidentiary materials and argue his or her case. The rules of evidence shall not apply at any hearing, but the Impartial Hearing Officer may exclude or limit irrelevant, repetitive, or redundant evidence or any evidence lacking probative value. The Impartial Hearing Officer, in the conduct of the proceeding, shall be mindful of the desire for a speedy and inexpensive resolution of any appeal brought before him/her.
  5. If the grievance is meritorious, in whole or in part, determine what relief is necessary to provide recompense to the grievant in a grievance that involves discipline or termination, and in a grievance filed over workplace safety, determine what action is necessary to correct the hazardous condition, provided, however, that the Impartial Hearing Officer may not award attorneys fees or litigation expenses against the Village at any time.
  6. The Impartial Hearing Officer shall expressly confine himself/herself to consideration of the precise issue(s) submitted on the grievance form and letter of appeal, if applicable, shall apply the applicable standard of review, and shall have no authority to determine any other issue not so submitted or to submit observations or declarations of opinion which are not directly essential in reaching the determination.
  7. The Impartial Hearing Officer will be without authority to make any decision which requires the commission of an act prohibited by law.
- B. The hearing shall be recorded and the grievant shall be given the opportunity to have the hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy which may apply to the subject matter of the hearing. The Impartial Hearing Officer shall consider whether to engage a court reporter in lieu of recording the hearing.
- C. The Impartial Hearing Officer shall issue a written decision no more than thirty (30) days after the hearing is concluded, unless the Impartial Hearing Officer notifies the parties that more time is needed and the reasons therefore. The need for post-hearing briefs, as determined by the Impartial Hearing Officer, shall be sufficient reason to extend the deadline.

- D. The Impartial Hearing Officer shall inform the parties that an appeal of his/her decision may be taken to the Village Board if filed within ten (10) days of the receipt of the decision of the Impartial Hearing Officer, and that if no timely appeal is filed, the decision of the Impartial Hearing Officer shall become final.

**Level Three**

- A. If either party is aggrieved by the decision rendered by the Impartial Hearing Officer, either party has the right to file a written appeal with the Village Board within ten (10) days of receiving the Impartial Hearing Officer's decision. If no timely appeal is filed, the decision of the Impartial Hearing Officer shall become final.
- B. Except for grievances involving an employee termination (regardless of whether the employee has a contract for a definite term), the Village Board may, in its sole discretion, assign an appeal panel of at least three members of the Board, for the purpose of considering appeals under the grievance procedure.
- C. The Village Board or appeal panel shall make every reasonable effort to meet, consider and decide the appeal within sixty (60) days after receipt of the appeal.
- D. The Village President shall give ten (10) days notice to the parties of an appeal hearing before the Village Board or appeal panel, if such a hearing is necessary.
- E. The Village Board or appeal panel shall review the grievance on the record established by the Impartial Hearing Officer unless it determines that additional information is needed. Each party may make a brief oral presentation to the Village Board or appeal panel to summarize his/her position. The appeal hearing shall be recorded and shall be held in closed session, unless the parties are allowed to present additional information, in which case the grievant shall be given the opportunity to have the evidentiary portion of the appeal hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy, which may apply to the subject matter of the hearing.
- F. The Village Board or appeal panel may affirm, reverse, or modify the decision of the Impartial Hearing Officer. The Impartial Hearing Officer's decision will be reversed or modified if the decision was:
1. In violation of constitutional provisions;
  2. In excess of the statutory authority or jurisdiction of the Village;
  3. Made upon unlawful procedure or in contravention of this Grievance Policy and Procedure;
  4. Affected by other error of law;
  5. Based upon improper application or interpretation of Village policies;
  6. Unsupported by substantial evidence in view of the entire record as submitted (as used in this policy, *substantial evidence* means such relevant evidence as a

reasonable mind would accept as adequate to support a conclusion), or otherwise erroneous;

7. Arbitrary or capricious;
  8. Affected by the inappropriate application of the standard of review by the Impartial Hearing Officer; or
  9. In contravention of public policy considerations.
- G. Procedural errors, which do not have a substantial effect on the rights of the parties, shall not be grounds for reversal of any decision.
- H. The decision of the Village Board or appeal panel shall be final. The Village Board or appeal panel shall make every effort to send to the grievant and the Village Administrator a written statement of its decision within a reasonable time after hearing the appeal.

#### **No Retaliation**

No reprisals of any kind shall be taken by the Village Board or by an employee of the Village against any party in interest or other employee on account of his/her filing a grievance or participating in a filed grievance.

#### **Request for Reconsideration of Village Board Decision**

This policy establishes a procedure for employees to grieve certain decisions of Village officials related to termination, discipline or workplace safety (see "definitions"). The policy does not grant employees the right to appeal decisions of the Village Board itself, other than a termination by the Village Board. Nonetheless, an employee may file, in writing to the Board President, a request that the Village Board reconsider one of its own decisions. The request shall be filed within fifteen (15) days of the Village Board's decision and shall state the reasons why the Village Board should reconsider its decision. The Village Board may exercise its discretion whether to grant the requested reconsideration.

Judicial review of a Village Board or appeal panel decision made at Level Three of this policy, if any, shall be as prescribed by law.