

MINUTES OF SPECIAL VILLAGE OF BELLEVILLE BOARD MEETING  
HELD MONDAY, **MARCH 18, 2013** AT  
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

1. Call to order - The meeting was called to order by Village President Howard Ward at 7:00 PM.
2. Roll call by Clerk – Trustees present were: Ben O’Brien, Howard Ward, Bonnie Wilcox, Daniel Rung, and Deb Kazmar. Absent: Tyler Kattre and Gary Ziegler  
  
Also present: Heather Acker and Vicki Hellenbrand from Baker Tilly (Village Auditors); Debbie Bongard; Thomas Jelle, Richard Miller, Michael Parkin, and Roger Hillebrand
3. The Clerk stated that the meeting has been noticed as required by law.
4. **Visitors Who Would Like to Speak Now** – Debbie Bongard and Thomas Jelle spoke about plowing problems by Federal Avenue/McCormick. Federal Industries has a parking lot but employees are parking on the street instead. Vehicles are blocking the streets so proper plowing cannot be done. They had problems with their basement flooding. The neighbors asked whether they could go talk to Federal; nothing prohibits this. Parking on both sides of the street and blocking the hydrant compounds the problem. Chief Eichelkraut said he hadn’t heard of the problem before. Employees are parking on street instead of the lot to avoid the heavy traffic on the highway. Both day and night shifts park along the street. Ample parking is in their lot. President Ward will call Federal and department heads will discuss further.
5. Visitors Who Would Like to Speak On an Agenda Item - None
6. **Consent Agenda:** *Trustee Wilcox made a motion to approve the consent agenda as presented; seconded by Trustee Kazmar. Motion carried.*
  - a. Approval of Minutes - March 4, 2013 Village Board Regular Meeting
  - b. Approval of Bills for March 2013 to Date
  - c. Approval of Treasurer’s Reports for February 2013 (General)
  - d. Approval of Treasurer’s Reports for January 2013 (Utilities)
7. Committee Reports – No discussion.
8. President’s Report – No discussion.
9. Administrator/Clerk/Treasurer’s Report – No discussion.
10. **Unfinished Business:**
  - a. Proposed Adoption of Intergovernmental Agreement with Town of Montrose – Tabled.
  - b. Lake / Pedestrian Bridge Projects Update & Issues – No discussion.
    - i. Lakefest 2013 – Next meeting is April 10 at 5:30 PM.

- c. Hiring Process for Police Department Officers – Closed session discussion.
- d. **Proposal for Land Donation in Downtown District** – President Ward and April Little spoke with DNR brownfield experts on liability and cleanup issues for blighted properties. More discussion will be held at CDA.

#### 11. New Business:

- a. **Presentation of 2012 Audit Report by Baker Tilly** – Heather Acker (Village Funds) and Vicki Hellenbrand (Utilities Funds) presented 2012 audit findings. Acker: The General Fund has a large portion in “nonspendable” funds, because the monies are “loaned” to other Village funds. In particular to the TIF funds, Waste Management funds, and Stormwater funds. Eventually, loaned funds should come back to General Fund.

“Committed” funds are set aside for carryovers. The “unassigned” portion of fund balance has shrunk from the previous years’ portion. At about 10.78 percent, this is considered low as it has dipped just below GFOA recommendations. The total fund balance has not declined; the portions have just shifted from unassigned to nonspendable. The percentage will reverse as other funds see a more positive balance.

Library, Debt Service funds, and Lake Restoration fund balances are as expected. Significant debt payments that are coming due are dragging down the TIF fund balances. Waste Management and Cemetery fund balances have been consistent. Capital Projects fund balance will be zeroed out with the short term borrowing. However, this borrowing is not included in the reserve and so will not impact the overall fund balance.

The Village’s debt limit percentage is around 76 percent, which is fairly high but not uncommon with newer TIF districts. The percentage should shrink with debt payments, but equalized values have been dropping. Debt service is a bit higher than some other comparable communities. The Village is at 58 percent of taxes as a portion of revenue, which is in line with other communities. “Other Revenues” includes transfers between funds and is nothing major to be concerned about.

Hellenbrand: She reported that there was a small spike in residential in water residential sales last year. There was a rate increase in 2010, creating a spike. The Village requested to be allowed a smaller rate of return to minimize impact to rate payers (customers). The Village can do a simplified rate increase for cost of living increases at 3 percent. She would recommend this again in 2013. Cash flow is tight.

Sewer rates are falling short of cash flow; debt service is the reason. Cash reserves are down. The Village Board made a conscious choice to use reserves, but they will run out of the capability to meet the minimum target. Most expenses are fixed in nature. Water has a small amount of cash available for capital items because of more sales and the rate increase’s impact. The number is “livable” at \$53,941. Sewer had negative cash at \$110,965, which has depleted reserves. Rate increase needed to break even is 14 percent. She recommends a forecast and stepping an increase. They could also do a rate comparison with comparable communities.

- b. **Plowing of Lake/River Berm and Community Park** – A citizen contacted President Ward and said she would like to see the park and berm better plowed. The fear is damaging the berm and bridge with the plows. Bross Circle is plowed now. The berm was also viewed as part of a natural environment – it can be accessed through snow shoes and skis. Parkin suggested working with another group to have them groom it for trails, such as Dane County. It's possible for the future.

12. **Adjourn to Closed Session for Discussion of Police Committee Recommendations Regarding Hiring of Police Officers, per 19.85(1)(c)** – *Trustee Kazmar made a motion to go into closed session; seconded by Trustee Wilcox. Motion passed unanimously on a roll call vote.* Police Chief Eichelkraut was also present.

13. **RECONVENE TO OPEN SESSION** for possible action on items discussed in closed session – *Trustee O'Brien made a motion to resume; seconded by Trustee Kazmar. Motion carried.*

*Trustee Kazmar made a motion to give Chief Eichelkraut the authority to make a conditional offer to hire Taylor Steffel as a full-time officer, contingent on his passing physical and psychological tests; seconded by Trustee Wilcox. Motion carried.*

*Trustee Kazmar made a motion to move forward on the hire of up to three part-time officers, pending successful physical and psychological tests; seconded by Trustee O'Brien. Motion carried.*

14. **Other Business:**

- a. Announcements – Election April 2
- b. Future Meeting Dates – Little will check if committees can meet between April 2 and 15.
- c. Questions and Items for Referral

15. **Adjournment** – *Trustee Wilcox made a motion to adjourn; seconded by Trustee Kazmar. Motion passed unanimously.* The meeting was adjourned by President Ward at @8:30 PM.

*By April Little, Administrator/Clerk/Treasurer*

*These minutes were approved by the Belleville Board of Trustees on April 1, 2013.*