

MINUTES OF SPECIAL/ORGANIZATIONAL VILLAGE OF BELLEVILLE BOARD
MEETING HELD TUESDAY, **APRIL 16, 2013** AT
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

1. Call to order - The meeting was called to order by Village President Howard Ward at 7:00 PM.
2. Roll call by Clerk – Trustees present were: Roger Hillebrand, Ben O’Brien, Howard Ward, Gary Ziegler, Bonnie Wilcox, Daniel Rung, and Deb Kazmar
3. Visitors: Jean Tretow, Mary Gehin and Michael Parkin
4. The Clerk stated that the meeting has been noticed as required by law.
5. Visitors Who Would Like to Speak Now – No discussion.
6. Visitors Who Would Like to Speak On an Agenda Item – No discussion.
7. **Consent Agenda:** *Trustee Kazmar made a motion to approve the consent agenda without item 6e; seconded by Trustee Wilcox. Motion carried with Hillebrand and Ziegler abstaining.*
 - a. Approval of Minutes - April 1, 2013 Village Board Special Meeting
 - b. Approval of Bills for April 2013 to Date
 - c. Approval of March Treasurer’s Reports
 - d. Approval of Park Use Applications:
 - i. Sugar River Park, Community Club – Community Picnic, August 7-12, 2013
 - ii. Community Park, Community Club – Community Picnic, August 8 -11, 2013
 - iii. Library Park, Community Club – Car Show, August 10 - 11, 2013
 - iv. Community Park, Community Club – Wednesday Night Softball, April 24 – August 7, 2013
 - e. Approval of “Class B”/Class “B” Temporary Retailer’s License for Community Picnic
8. Committee Reports – No discussion.
9. **President’s Report** – President Ward: we have talked to state agencies; there might be some funds available in Green County for building a public building like library/community center. Trustee Wilcox said that as the library as part of Dane County, it would lose funding if the building is moved into Green County. Perhaps a different public building other than the library located in Green County. Also met with Landmark; we will try to find private investors for the corridor/depot restoration project.
10. Administrator/Clerk/Treasurer’s Report – No report.
11. **Organizational Items:** Reminders: Minutes are due, by ordinance 20-11D, the Wednesday before the second Village Board meeting after the committee meets. Minutes and agendas need to be emailed to both April Little and Julie Bigler. Agendas should include that it will

be posted now also at the post office and Bank of Belleville, a “Badtke” notice, and ADA information notice. Agenda items are needed the Wednesday before Village Board meeting. Take complaints/issues to a department head first as appropriate; staff may be able to make a recommendation to Village Board or refer to a committee.

- a. Standing Committee member appointments and Chairperson confirmation - Annually:** – *Trustee Kazmar made a motion to approve the standing committees as presented. Seconded by Trustee Ziegler. Motion carried.*
 - i. Public Works and Parks; Gary Ziegler-Chair, Ben O’Brien, Daniel Rung
 - ii. Finance and Personnel; Bonnie Wilcox-Chair, Gary Ziegler, Daniel Rung
 - iii. Police; Deb Kazmar-Chair, Bonnie Wilcox, Ben O’Brien
- b. Special Committees, and Commissions Chairperson and member appointment confirmation - Annually:** *Trustee Ziegler made a motion to approve the nominations; seconded by Trustee Wilcox. Motion carried.*
 - i. Senior Citizen Board; Deb Kazmar, Trustee, Mary Butts, Bob Hoenisch, Herb Blaser, vacant
 - ii. Economic Development Committee; Judy Bacha-Chair, Howard Ward, Bonnie Wilcox, vacant, Rick Francois, Mike O’Connor, vacant, Herb Blaser, Johann Veeneman, Diane O’Connor, Scott Hayes, Randi MacLeod
 - iii. License Advisory Commission – Ben O’Brien-Chair, Howard Ward, Mike O’Connor
- c. Plan Commission confirmations - 3 year terms** – *Trustee Ziegler made a motion to approve the nominations; seconded by Trustee Kazmar. Motion carried.*
 - i. Trustee members; Roger Hillebrand, Ben O’Brien, Gary Ziegler
 - ii. Citizen members; Larry Enlow, Donna Moore, vacant, Bill Preboski-Consultant
- d. Library Board - 3 year terms, May 1st - Library Board elects President**
Trustee Kazmar made a motion to approve the nominations with Linda Schmitt filling the vacancy at this time; seconded by Trustee Ziegler. Motion carried.
 - i. Trustee member; Bonnie Wilcox
 - ii. Citizen members; Mary Gehin-Chair, Linda Schmitt, Denis Mussehl, Heidi Clark
- e. Emergency Management – Volunteer 3 year terms, others annually:**
– *Trustee Ziegler made a motion to approve the nominations; seconded by Trustee Kazmar. Motion carried.*
 - i. Trustee Members; Roger Hillebrand, Howard Ward
 - ii. Citizen Members; Rick Zaffino
 - iii. Representative Members – William Eichelkraut-Police, Jerry Butts-Public Works, Ron Babler-Fire, Gary Ziegler-EMS, John Beil-School, Rick Francois-Chamber/Business, April Little-Vice Chair, Terry Kringle-Chair
- f. ADA Compliance Committee confirmations - annually:** – *Trustee Kazmar made a motion to approve the nominations; seconded by Trustee Wilcox. Motion carried.*
 - i. April Little-Clerk, Jerry Butts-Public Works Director, Bronna Lehmann-Librarian, William Eichelkraut-Police Chief
 - ii. Trustee; Roger Hillebrand
 - iii. Citizen members; Renee Funseth, Debbie Bongard, Linda Kahl

- iv. Chairperson; Jill Wennesheimer
- g. Board of Appeals confirmations - 3 year terms:**–*Trustee Kazmar made a motion to approve the nominations; seconded by Trustee Rung. Motion carried.*
 - i. Citizen Members; Kathy Gile, David Eustice, Mary Gehin, Joe Gastel
 - ii. Alternate members; Jim Root, David Ace
 - iii. Chairperson; William Stuessy
- h. Fire & EMS Association**– *Trustee Kazmar made a motion to approve the nominations; seconded by Trustee Rung. Motion carried.*
 - i. Trustees; Howard Ward, Deb Kazmar
- i. Community Development Authority** – *Daniel Rung will be acting chair. Trustee Ziegler made a motion to approve the nominations; seconded by Trustee Wilcox. Motion carried.*
 - i. Trustees – Deb Kazmar, Daniel Rung
 - ii. Citizen – Richard Hendrickson, Tim Young, Mike Parkin, vacant, Chair-vacant
- j. Miscellaneous Committees** –
 - i. Intergovernmental Agreement Committee (Subcommittee of Plan Commission) / Joint Village/Town of Montrose Planning Committee - *Trustee Kazmar made a motion to approve the nominations; seconded by Trustee Rung. Motion carried.* Gary Ziegler, Terry Kringle, Larry Enlow
 - ii. Fundraising Committee – *Trustee Kazmar made a motion to approve the nominations; seconded by Trustee Wilcox. Motion carried.* Rick Francois-Chair, Lena Funseth, Mike O’Connor, Terry Kringle, Herb Blaser, Roger Hillebrand-Trustee
 - iii. Historic Preservation – *Trustee Ziegler made a motion to approve the nominations; seconded by Trustee Kazmar. Motion carried.* Jerry Remy-Chair, Roger Hillebrand-Trustee, Ron Pattinson, Kathy Gile, vacant
 - iv. Police Discipline Committee – *Trustee Ziegler made a motion to approve the nomination of Jessica Kramer; seconded by Trustee Wilcox. Motion carried.*
- k. Election of President Pro Tem:** Gary Ziegler – *Trustee Kazmar made a motion to nominate Gary Ziegler as Pro Tem; seconded by Trustee Wilcox. Motion carried.*
- l. Organizational discussion** – (see above)
- m. Goals for next 2 years** - Financial and budget issues will be a top priority, including capital projects plan.
- n. Board meetings and committees** (see above)
- o. Other pertinent organizational discussion** – No discussion.
- p. Board Members signed Confidentiality Agreement.**

12. Unfinished Business:

- a. Lake / Pedestrian Bridge Projects Update & Issues** – No updates.
 - i. Lakefest 2013 – Will be September 1. Planning is ongoing.
- b. Hiring Process for Police Department Officers** – See closed session.
- c. Proposal for Land Donation in Downtown District** – Plan Commission said the donation of Lot 3 on the new CSM would meet the goals of the comprehensive plan. The area could be improved in the far future with improved parking. Dave Fahey said

the bank requires an environmental phase 1 study. Tabled until May meeting.

- d. **Parking along Federal Avenue** – Bill Eichelkraut, President Ward and Deb Kazmar met with Federal Industries representatives. If there is snow, Federal will try to get their people to move their vehicles from the street to allow plowing. Trustee Kazmar asked about whether this sets a precedent. They would like to try it by being a good neighbor without enforced signage, etc. Eichelkraut was concerned about making precedent for only two people with the problem. Jerry Butts said that the current ordinance is the best version of the ordinance the Village has ever had. Eichelkraut has no problem with the ordinance either, although some don't use common sense to avoid problems. Trustee O'Brien said why not close the street temporarily during a snow like is done on Main Street, using cones. Jerry Butts said they can try to vary the plowing time as well, but it did not work well this year as there are multiple shifts. Trustee Ziegler said that he would like to see what the new Public Works director has to say. The problem is on the south side of the street. It seems like only four vehicles are causing the problem. One idea was restricting parking in that area for the snow parking season only. No vote taken.

13. **New Business:**

- a. **Proposal for Water Tower Inspection** – The inspection is required by DNR. The tank would be drained for the inspection, losing about 300,000 gallons of water. *Trustee Ziegler made a motion to approve the agreement with Dixon Engineering Inc not to exceed \$2250 for a drained tower inspection, to be paid from the water budget; seconded by Trustee O'Brien.* Trustee O'Brien asked if there is a way to save the water. Butts said they will shut off pumps a day before but water is needed in case of fire. *Motion carried.*
- b. **Public Works Director Job Description and Hiring Process** – Jerry Butts plans to retire September 1. Public Works Committee hopes to have someone hired August 1 to give the person time for learning. Trustee Ziegler talked to the Village's former engineer about sitting in on the hiring panel. Most of the suggested language job description language changes came from the UW-Oshkosh succession plan. *Trustee Ziegler made a motion to approve the Public Works Director job description changes; seconded by Trustee O'Brien. Motion carried with Hillebrand abstaining.*

14. **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.*

15. **RECONVENE TO OPEN SESSION** - *Trustee Ziegler made a motion to reconvene to open session; seconded by Trustee Kazmar. Motion carried.*

Trustee Kazmar made a motion that we withdraw the offer of employment to candidate one and to continue the hiring process with candidate two, contingent that a background check comes back successfully. If not successful, they will move to candidate three; seconded by Trustee O'Brien. Motion carried.

16. **Other Business:**

- a. Announcements – League of Wisconsin Municipalities is holding training and a dinner for new Village Board members. Congratulations to winning candidates and welcome to the Village Board Roger Hillebrand.
- b. Future meeting dates were noted.

17. **Adjournment** – *Trustee O'Brien made a motion to adjourn; seconded by Trustee Rung. Motion passed unanimously. The meeting was adjourned by President Ward at 8:18 PM.*

By April Little, Administrator/Clerk/Treasurer

These minutes were approved by the Belleville Board of Trustees on May 6, 2013.