

MINUTES OF SPECIAL VILLAGE OF BELLEVILLE BOARD MEETING  
HELD MONDAY, JULY 15, 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: Terry Kringle and Herb Blaser
4. The Clerk stated that the meeting has been noticed as required by law.
5. Visitors Who Would Like to Speak Now
6. Visitors Who Would Like to Speak On an Agenda Item
7. **Consent Agenda:** *Trustee Kazmar made a motion to approve the consent agenda as presented; seconded by Trustee Wilcox. Motion carried.*
  - a. Approval of Minutes – July 1, 2013 Village Board Meeting
  - b. Approval of Bills for July 2013 to Date
  - c. Approval of Operator’s License Applications for the 2013-15 Licensing Year: Michelle Eichelkraut
2. **Committee Reports** – Trustee Ziegler: Public Works Committee will meet July 29<sup>th</sup> at Community Park to stake out new building locations. All are welcome to join them at the park.
3. **President’s Report** – Senior Center Board is looking at the former Amcore building at 1 West Main Street for space.
4. **Administrator/Clerk/Treasurer’s Report** – The Village received \$22,000 from a previous tree grant, which will reimburse 2011 and 2012 expenses. We’ve been working on Village Hall repair, remodeling, and reorganizing.
5. **Unfinished Business:**
  - a. **Lake / Pedestrian Bridge Projects Update & Issues** – Path has been fixed and seeded.
    - i. **Operation Fresh Start** has been on site to help cut a new trail, finish the turtle nest, and paint the entrance sign.
    - ii. **Lakefest 2013** – Next meeting will be July 24.
  - b. **Proposed Budget Amendment 2013-1 Relating to Capital Projects** – *Trustee Ziegler made a motion to approve Budget Amendment 2013-1; seconded by Trustee*

*O'Brien. Motion passed unanimously on a roll call vote. This will reappropriate capital funds from sidewalk repair to street repair in the infrastructure budget.*

6. **New Business:**

- a. **Utility Billing Appeal – Cory Rowden** – Trustee Ziegler: Staff found 10 utility accounts that were installed with an incorrect multiplier, which caused under billing on those accounts over a long period. Public Service Commission rules allow only adjustments on sewer. It allows back billing for errors for 24 months only. Rowden had appeared at Public Works Committee. This shortage was due to a clerical error, not something like a malfunction of equipment.

Rowden: he feels the mistake was not on his part. He feels he was consuming based on an assumption of what the rate was. He was able to reduce his consumption based on new information. He would have reduced his consumption if he had known the true rates. He has a problem paying for the sewer, not the water.

Terry Kringle agreed with Rowden. He also noted that the June bill was shorted one week worth of consumption because the meter reader got hit by lightning. Trustee O'Brien believed it was not fair to make an adjustment when everyone else paid at the correct multiplier with no adjustment. The 10 customers have 24 months to pay without penalty. The problem came to light after investigating large water loss problems. The total of back bills in sewer is \$15,130.44.

*Trustee Hillebrand made a motion to keep the water back bill the same and cut the sewer back bill by 50 percent and give them 24 months to pay; seconded by Trustee Wilcox. Motion carried with Trustee Ziegler and Trustee O'Brien objecting.*

- b. **Proposed Intergovernmental Agreement Between Dane County and Village of Belleville to Purchase New Election Equipment and Software** – This would be a budget item for 2014 capital fund. The current Optech Eagle models no longer have parts manufactured. The cost share is 50 percent with Dane County and is itemized. The county is asking us to budget \$2875 for implementation in February 2014. *Trustee Ziegler made a motion to enter into the Intergovernmental Agreement with Dane County for election equipment; seconded by Trustee Kazmar. Motion carried.*
- c. **Proposal from Police Committee Regarding Purchase of Camera Equipment** – Chief Eichelkraut: The squad has a non-functioning rear camera that can no longer be repaired. Some carryover funds were included for camera replacement. He obtained three quotes. The technology is rapidly evolving, and this would have wireless transmission of video into the server (no disk changing). *Trustee Kazmar made a motion to purchase the L-3 Mobile Vision Camera from carry over 2012 funds, not to exceed \$7061; seconded by Trustee Wilcox.* This does not include installation; it is in the radio budget item. This will replace the oldest camera in the 2011 Crown Vic and is not an additional camera. *Motion carried.*
- d. **Recommendation from Police Committee Regarding Support Staffing** – Trustee Kazmar: Police Committee is recommending relocation of the court from the Police Department building to Village Hall by September 1, 2014. The other recommendation is to extend the wall of the current closet room to make storage and

an office. A budget amendment will be needed for costs. No objections heard.

7. **Adjourn to Closed Session:** *Trustee Kazmar made a motion to go into closed session; seconded by Trustee Wilcox. Motion passed unanimously on a roll call vote.*
  - a. **Discussion of Public Works Committee Recommendations Regarding Hiring of Public Works Director and Candidate Interviews, per 19.85(1)(c) – Handled in open session.** Trustee Ziegler: the Public Works Committee is proposing creating an assistant position that will train with the director. A new draft hiring schedule was presented. Hoping for second interviews at September 3 Village Board. The person would be trained to take over the director position after successful completion of probation. Jerry Butts has agreed to stay on if needed. Three options considered were to hire last person interviewed, repost, or go this route. Then, after the transition of the assistant to director, a new person would be hired at a lower level. *Trustee Ziegler made a motion to approve the assistant job description and move forward with the hiring; seconded by Trustee Rung. Motion carried.*
  - b. **Evaluation of Administrator/Clerk/Treasurer per 19.85(1)(c).**
  - c. **Recommendation from Community Development Authority to Negotiate the Purchase of a Property per 19.85(1)(e).**
8. **RECONVENE TO OPEN SESSION** – *Trustee Wilcox made a motion to go into open session; seconded by Trustee Kazmar. Motion carried. No actions.*
8. **Other Business:**
  - a. Questions and Items for Referral – President Ward has not heard from restoration engineers on the cattails in the river section. They are checking on cost and permitting issues. He will follow up.
  - b. Future meeting dates were noted.
9. **Adjournment** – Trustee O'Brien made a motion to adjourn; seconded by Trustee Hillebrand. Motion passed unanimously. The meeting was adjourned by President Ward at 8:45 PM.

*By April Little, Administrator/Clerk/Treasurer*

*These minutes were approved by the Belleville Board of Trustees on August 5, 2013.*