

MINUTES OF PUBLIC HEARING AND SPECIAL VILLAGE OF BELLEVILLE
BOARD MEETING HELD MONDAY, MARCH 19, 2012 AT
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

PUBLIC HEARING

1. Call Public Hearing to Order Call to order - The hearing was called to order by Village President Howard Ward at 7:00 PM.
2. Roll call by Clerk – Trustees present were: Tyler Kattre, Ben O'Brien, Howard Ward, Gary Ziegler, Jim Schmitz and Bonnie Wilcox. Excused: Deb Kazmar
3. Visitors: Jim Magrone, Terry Kringle, Jean Christensen, Mike Tretow, and Rick Francois
4. **Receive Comments on Proposed Ordinance Establishing Regulations for Bed and Breakfast Establishments and Tourist Rooming Houses** – Terry Kringle: Some issues with the draft relate to definitions. Also are getting closer to an agreement with Montrose on an intergovernmental agreement. The Plan Commission needs to come up with a plan for use of some areas outside the Village's current border (i.e. types of housing, public space etc.). Mike Parkin: Asked about 45-day limit for tourist room house occupancy. The Village's attorney said that the statues had no similar time limit. Jim Magrone: he would like to allow people from foreign countries to visit, and they typically take 6-8 weeks of vacation. Licenses and CUP's are two different things; it will need to be decided whether to apply one or both.
5. Adjourn Public Hearing – *Trustee Ziegler made a motion to adjourn the public hearing; seconded by Trustee Wilcox. Motion carried. Adjourned 7:08 PM.*

SPECIAL MEETING

1. Call Special Meeting to Order - The meeting was called to order by Village President Howard Ward at 7:08 PM.
2. Roll call by Clerk – Trustees present were: Tyler Kattre, Ben O'Brien, Howard Ward, Gary Ziegler, Jim Schmitz and Bonnie Wilcox. Excused: Deb Kazmar

Visitors Present: Jim Magrone, Terry Kringle, Jean Christensen, Mike Tretow, and Rick Francois. Heather Acker and Vicki Hillebrand of Baker Tilly were present.
3. Posting of Open Meeting Notice – The Clerk stated the notice was posted as directed by law.
4. Visitors Who Would Like to Speak Now – Rick Francois asked about installation of wayfinding signs? The signs will be submitted as part of the PARC grant funding application, as the capital fund ran short at the end of 2011.
5. Visitors Who Would Like to Speak On an Agenda Item
6. **Consent Agenda:** *Trustee Wilcox made a motion to approve the consent agenda; seconded*

by *Trustee Schmitz. Motion carried.*

- a. Approval of Minutes - March 5, 2012
 - b. Approval of Bills for March 2012 to Date
 - c. Approval of Treasurer's Reports for February 2012
 - d. Approval of Use of Sugar and Blaser Parks for Belleville Bulldogs Soccer Club, Various 2012
 - e. Approval of Use of Library Park for Belleville Busy Beavers 4-H for June 1, 2012
 - f. Approval of Use of Library Park for First U.C.C. for April 8, 2012
7. Committee Reports – No discussion.
8. President's Report – No discussion.
9. Administrator/Clerk/Treasurer's Report – Reminder about League of Wisconsin Municipalities dinner meetings and workshops upcoming.
10. **Unfinished Business:**
- a. **Lake Restoration / West Lake Dredging Projects Update & Issues** – Storm sewer landscaping needs to be finished, in about another week. Paperwork nearly finished to allow river levels to rise. Turtle presence will prevent the burning as planned. Tretow asked about shore line wall of the storm sewer. Jerry Butts will talk to the engineers.
 - b. **Appointment of Chairperson and Member(s) to Community Development Authority** – Two candidates are interested. Action tabled.
 - c. Administrator/Clerk/Treasurer's Office Staffing / Hiring Process – [See item 13 below.]
11. **New Business:**
- a. **Presentation of the 2011 Village Audit by Baker Tilly** – Heather Acker and Vicki Hillebrand were present. Their opinion as in the past was "qualified" because of the small size of the Village. Acker presented some highlight graphs, which included the details of the General Fund balance. The percentage of unreserved fund balance as a percentage of expenditures is at 27 percent at the end of 2011, which is above GFOA recommended minimums. This is a typical number for Wisconsin, but she cautioned to try to maintain a similar level in the future as there is not a lot of excess.

Debt: Village is at a pretty high number at 75 percent of debt limit. Excluding refunding and looking at non-capital expenditures, it has increased and is slightly above median reference numbers. Our ratio is about 5 percent higher than recommended.

Revenue/Expenditures: Majority of revenue is taxes and intergovernmental. Taxes are about 52 percent of revenue share, which is typical. Debt is at the high end of expenses, but this is not unusual when a new TIF district is established. Library is pretty stable. TIF is in a cost recovery mode, which is not unusual until revenue generated comes back in. General fund balance then becomes tied up as a result.

Hillebrand: Water utility had an increase in 2011, which resulted in a positive cash flow at \$28,630. However, this is not a large cushion. Any large project would require borrowing. Rates could be stable. They are recommending a water rate increase in

2013 if not this summer to stay on top of positive cash flows to avoid a large increase in the future.

Sewer: Connection fee revenues were only \$4854 in 2011, which majorly impacts this fund. So about \$150-\$160,000 in surplus funds must be applied for the shortfall. A twenty percent rate increase would be needed to break even. We are now going through surplus rather quickly. They recommend having \$100-200,000 for bare minimum cash. The other option is to use the Village to help pay the debt. They recommend doing a five-year projection plan to help prioritization. Cash flow is required for debt covenants, which has not been met for a few years. The state is concerned about running out of surplus funds. Bond issuers do favor looking at ratios and financial plans. Capital projects ended at a \$13,922 deficit.

- b. **Approval of 2012 Utilities Budgets – Water, Sewer, Stormwater** – Stormwater approval is tabled for revised project estimates. A grant was received for Green View Pond retrofitting. Water budget should come out with about \$25,000 surplus. Sewer’s challenge is the debt payment. *Trustee Ziegler made a motion to approve the 2012 water budget; seconded by Trustee Kattre. Motion carried.* Water (and sewer) usage is also going down, and hence revenue declines. *Trustee Ziegler made a motion to approve the 2012 sewer budget with fund balance applied to the deficit; seconded by Trustee Kattre. Motion carried.* *Trustee Ziegler made a motion to increase sewer rates 6 percent effective July 1, 2012; seconded by Trustee O'Brien. Motion carried.*
- c. **Discussion of Joint Municipal Court Proposal from Village of Brooklyn** – Brooklyn approached Village about any interest in establishing a joint court. It would be a cost-sharing arrangement. It was suggested to speak to whoever is the new judge before deciding whether to pursue.
- d. **Proposed Ordinance 2012-03-01: Establishing Regulations for Bed and Breakfast Establishments and Tourist Rooming Houses** – Tabled.
- e. **Approval of Proposed Cost Recovery Agreement for Baker’s Woods Development** – Tabled at developer’s request.
- f. **Approval of Proposed Cost Recovery Agreement for Barbara Circle Development** – Tabled at developer’s request.
- g. **Approval of Bid for 2012 Facility Accessibility Improvements** – Table. Need asbestos estimates to ensure enough money is on hand.
- h. **Approval of Bid for 2012 Old Library Maintenance Work** - Tabled
- i. **Approval of Bid for 2012 Major Elevator Repairs at Library / New Carpet (in seniors office)** – *Trustee Ziegler made a motion to enter into an agreement with Schnindler not to exceed 11,861 from 2011 carryovers; seconded by Trustee Kattre. Motion carried.* *Trustee Ziegler made a motion to use Serginians Flooring to replace Carpet for senior center office from not to exceed \$1800 from account 100-51890-810; seconded by Trustee O'Brien. Motion carried.*
- j. **Approval of Contract with the WI-DNR for Stewardship Grant to Purchase Wetlands** – Contract not yet received. An agreement for purchase was negotiated in 2010, and the grant originally awarded in 2009. Final numbers on the cost-sharing are

expected soon from the DNR.

- k. **Approval of Surveying and Appraisal Expenditures to Apply for Land Acquisition with National Heritage Land Trust** – The trust would do the negotiating for purchase. President Ward was hesitant to pay for surveying and appraisal if there would be no deal that could be made with the owners. Will ask the Trust if we could cover surveying cost as a reimbursement.
 - l. **Resolution # 2012-03-01: Resolution of Village of Belleville, County of Dane and Green, Wisconsin, Requesting Partners for Recreation and Conservation (PARC) Grant Program Funds From Dane County** – *Trustee Ziegler made a motion to approve resolution 2012-03-01 Regarding the PARC grant; seconded by Trustee Kattre. Motion carried.* This grant would be applied for to pay for the pedestrian bridge, signs and other enhancements to Community Park (specifics to be decided).
12. **ADJOURN TO CLOSED SESSION – Discussion of Clerk’s Office Staffing per 19.85(1)(c)** – *Trustee Wilcox made a motion to go into closed session; seconded by Trustee O'Brien. Motion passed unanimously on a roll call vote.*
 13. **RECONVENE TO OPEN SESSION** for possible action on items discussed in closed session – *Trustee Wilcox made a motion to hire Daniel Rung for Utility/Payroll Coordinator at \$15.25 per hour; seconded by Trustee Ziegler. Motion carried.*
 14. **Other Business:** Announcements – A concealed carry conference is being offered. Future meeting dates were noted.
 15. **Adjournment** – *Trustee Schmitz made a motion to adjourn; seconded by Trustee Wilcox. Motion passed unanimously.* The meeting was adjourned by President Ward at 9:27 PM.

By April Little, Administrator/Clerk/Treasurer

These minutes were approved by the Belleville Board of Trustees on April 2, 2012.