

MINUTES OF SPECIAL VILLAGE OF BELLEVILLE BOARD MEETING
HELD MONDAY, MAY 16, 2011 AT
7:00 P.M. VILLAGE HALL - 24 WEST MAIN STREET

1. Call to order - The meeting was called to order by Village President Ward at 7:00 PM.
2. Roll call by Clerk – Trustees present were: Ben O’Brien, Howard Ward, Jim Schmitz, Gary Ziegler, Deb Kazmar and Bonnie Wilcox
3. Visitors: Michael Parkin, Dave Eustice, Herb Blaser, Mike Tretow, G S Donovan, Jim Root, Rick Francois, Brad Peterson-Recorder, Kevin Lord (MSA), Jeff Hruby (Montgomery Associates) and Jean Tretow
4. 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 Wilcox made a motion to approve the consent agenda (with one typo correction to April 25 Village Board minutes item n.); seconded by Trustee Kazmar. Motion carried.**
 - a. Approval of Minutes (April 25, 2011)
 - b. Approval of Minutes (May 2, 2011)
 - c. Approval of April 2011 Treasurer’s Report
 - d. Approval of Bills for May 2011 to Date
8. Committee Reports – No discussion.
9. **President’s Report** – Howard Ward attended League of Wisconsin Municipalities public official’s training.
10. **Administrator/Clerk/Treasurer’s Report** – At least a few Village Board members need Board of Review training. The stormwater grant project applied for was changed to Green View pond. This should not be a problem with the wording of the motion and resolution. Kevin Lord explained that Federal Industries declined to allow the Village to apply on their behalf as planned without an engineering plan. Lord said that this was planned for after the grant was received. The second project option on the list was to retrofit the Green View ponds, which are Village owned. If grant funds are awarded, a final decision can be made to proceed.
11. **Unfinished Business:**
 - a. **Lake Restoration / West Lake Dredging Projects** – Volunteers planted 50 donated oak trees and aquatic vegetation.
 - i. **Change Order for Spillway Improvements** – Jeff Hruby: the plan is to make the Village’s dam comply with DNR dam regulations. The problem is that the spillway capacity is insufficient. As part of permitting for lake, dam must be brought into compliance and create spillway capacity. The plan is to raise the embankment next

to the dam and create an auxiliary spillway below the dam. The alternative would cost perhaps \$70,000 to redo the flood study and there is no guarantee that FEMA would accept it.

A change order for dam improvements was requested from Advance. The opinion of probable cost is \$148,400. Base proposal from Advance was \$96,000. It was intended to use dredge materials for the project, but it does not appear to be enough left over. Some material from the Olson property will be brought back. Costs will vary from \$112,400 to \$125,750, depending on whether special materials or a clay liner might be required. The proposal is still 15-24 percent below estimate. Hruby is recommending preparing a change order to conduct this work. The funds were borrowed last fall.

DNR is finalizing its spillway plan review. It is hoped that we will receive the final yes, and request to close gates partially to keep out invasive plants. The Village must first declare the dam is stable. It is a short approval process, and then Montgomery would work with Public Works on raising lake elevation.

Wet conditions have slowed work on the ball outfield, and Advance is waiting on word about the change order so work can be done together. **Trustee Ziegler made a motion to approve the change order not to exceed \$125,750 with Advance for spillway improvements, with funds from the previous borrow; seconded by Trustee Schmitz. Motion carried.**

Trustee Ziegler made a motion to approve Montgomery Associates task order for professional services not to exceed \$18,000 for construction related services; seconded by Trustee Wilcox. Motion carried. Funds were borrowed. A total of \$200,000 was borrowed for dam improvements. Specifications exist for the kinds of dirt that are needed for fill, which have now been mined from close to shore. It may be more costly to obtain them from the middle of the lake.

Question on whether Community Park is closed. When seeding is done, only parking lot can be used for limited purposes including horseshoes. Shelters and diamonds are closed now. Fishing and limited activities may be allowed. The road says, "closed," but it is not being actively enforced. Safety will be a concern because it is a construction site. Signs will go up to keep people off habitat restoration areas. However, people are interested in the project and should be able to see it. Could sign it, "please, do not launch motor boats" on restored portion. Tennis courts will be taken out soon, but a date is not set.

The lake is up to 855.8 elevation, higher than expected as the river is still drawn down. It is mostly groundwater flow right now, and levels are close to modeling estimates. Normal elevation next year will be about two additional feet. Levels are up about two feet since late April. Temporary restoration is underway, hoping for permanent restoration in June.

- ii. **Boating Guidelines** – Referred to lake advisory committee for study.
- b. **Park Plan Adoption** – Will be reviewed at Plan Commission and hopefully included in the comprehensive plan.
- c. **Proposed Wayfinding Signs** - A package has been sent to DOT to start the permit approval process. Public Works may need to review again a few problematic proposed

locations.

- d. **Recommendation for Award of Contract Regarding STH 69-92 and CTH PB Improvements (TIF 3)** – Kevin Lord: Technically, McGuire Construction met the state’s and Village’s specifications on the recent Hwy 92 project. To not accept McGuire as low bidder and possibly go to court, we would have to have much stronger proof that they would not perform “adequately,” according to the Village attorney. No action.

12. **New Business:**

- a. **Proposal to Retain Marketing Intern with Chamber of Commerce** – Little said that the Chamber, CDA and Economic Development Committee had talked about a plan to retain cooperatively a local person who was interested in doing a marketing internship for the Village. Although the original person cancelled, it was proposed to post ads to retain an intern with local colleges. No objections were heard. (No Village cost).
- b. **Approval of Agreement with MSA Professional Services for Construction Related Services Regarding STH 69-92 and CTH PB Improvements (TIF 3)** – Trustee Ziegler made a motion to enter into an agreement with MSA for construction related services for STH 69/92 and CTH PB construction, not to exceed \$28,000 with funds from TIF 3; seconded by Trustee O'Brien. Motion carried.
- c. **Approval of Task Orders for MSA Professional Services for Park Site Plans (2) for Blaser and Sugar River Parks (#00372042)** – Trustee Ziegler said that this is a follow up to the updated park plan, to create layout concepts for Blaser and Sugar River Parks. The task order is for \$2350. **Trustee Ziegler made a motion to enter into the task order with MSA for park plan renderings not to exceed \$2350, with \$1000 from park budget account 100-55510-210 and the other funds from capital carryover from parks; seconded by Trustee Wilcox. Motion carried.**
- d. **Billing of Professional Services to Developers** – Ward spoke with developers, who want to be billed directly for Village consulting services on their project’s behalf (i.e. legal and engineering), rather than reimburse the Village. The Village attorney said that this is not possible because of conflict of interest. A letter of response to them was drafted. The Village needs to pay its consultants, and be reimbursed according to developer’s agreements. Agreed to send the letter with attorney revisions.
- e. **General Engineering Company Fuel Charges** – The company is asking to have a fuel surcharge to the price of permits, to be charged to the customer (not Village). Question about whether the ordinance might need revision. Permit amounts are not set by ordinance. This will be placed again on next agenda.
- f. **Approval of Guidelines to Fill Vacant Trustee Position** – Post cards are on back order. If there is considerable interest, a special interview committee could be set up. Last time, candidate conversations with Village President narrowed interest. Other times the Village President has made a recommendation.

13. **Other Business:** Future meeting dates were noted. President Ward said that he learned in League training that president, administrator and committee report items should be listed, although it is a bit of a gray area. If the item could lead to a vote at another time, it should be listed.

14. **Adjournment** – Trustee made a motion to adjourn Trustee Ziegler; seconded by Trustee Wilcox. Motion carried. The meeting was adjourned by President Ward at 8:15 PM.

By April Little, Administrator/Clerk/Treasurer

These minutes were approved by the Belleville Board of Trustees June 6, 2011.