

**Village of Belleville
Public Works and Parks Committee Meeting
January 25, 2010
Minutes**

Present: Gary Ziegler, Ben O'Brien, Terry Kringle, Jerry Butts

Absent:

Guests: Kevin Lord, Kelli Tuttle (Bluestem Forestry Consulting Inc.), Rick Francois, Ed Short, Don Cosgrove, Steve Gochenaur, Keith Dalsing

Meeting Called to Order by Gary Ziegler at 6:00 p.m.

Approval of Minutes – There were no minutes to approve.

Visitors Wishing to Speak on Items Not on the Agenda – There were no visitors wishing to speak on items not on the agenda.

Visitors Wishing to Speak on Agenda Items – There were no visitors wishing to speak on items on the agenda.

Public Works Director Report – See attached report.

Engineers Report – See discussion at agenda items below.

Kevin Lord reported that MSA continues to work on the Floodplain Map Revision for properties North of STH 92. The Revised Floodplain Maps should be forwarded to the Village in February, 2010. Kevin reported that there will be several options to help alleviate the flooding problem for that area of the Village. Kevin will have Eric Thompson attend a future Public Works and Parks Committee Meeting to discuss the options in greater detail.

Old Business

Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project/Far West Side Watermain Extension – Kevin Lord reported that the Watermain Extension portion of the project is underway. Kevin reported that the Contractor has been very good to work with.

Kevin reported that S&L Underground & Trucking Inc. (Contractor) hit the gas service to the Richard and Linda Miller house (7207 STH 69/92) on January 20, 2010.

Jerry Butts reported that he received a call from Mr. Richard Miller (7207 STH 69/92) on Sunday, January 24, 2010 regarding the condition of his driveway and the fact that one of his vehicles got stuck in the driveway. Jerry instructed Mr. Miller to contact Marge Dresen of MSA who in turn contacted the Contractor. The Contractor attempted a temporary fix to the problem on Sunday, January 24, 2010. A complete fix was not able to be done until Tuesday, January 26, 2010 due to the Quarry being closed on Monday, January 25, 2010.

Kevin Lord distributed and reviewed Change Order # 1 for the Far West Side Sanitary Sewer Interceptor Project – Project "B" (Far West Side Watermain Extension). The Change Order is for \$6,529.10, which includes:

\$3,604.10	Offset 12" DI Watermain under concrete culvert at 7207 STH 69/92
\$1,200.00	Addition of one (1) 1" water service complete onto the STH 69/92 Watermain as requested by Belleville Department of Public Works

\$2,625.00 Addition of straw wattles per approved erosion control plans for STH 69/92 Watermain
(\$900.00) Deletion of bid item # 8, Sediment Trap Installation & Maintenance, supplemented by straw wattles per approved erosion control plan

Motion by Terry Kringle, seconded by Ben O'Brien to recommend to the Village Board approval of Change Order # 1 for the Far West Side Sanitary Sewer Interceptor Project – Project "B" (Far West Side Watermain Extension). Motion carried.

Kevin reported that Pay request # 1 for the Far West Side Sanitary Sewer Interceptor Project – Project "B" (Far West Side Watermain Extension) was submitted January 25, 2010. Kevin also discussed the billing procedure for the Project.

Kevin reported that there will be a Pre-Construction meeting held in February, 2010 for the Sanitary Sewer Interceptor portion of the Project.

Highway 92 Construction Project – Kevin Lord reported that Wisconsin Department of Transportation (DOT) has had a few last minute questions for MSA. Kevin reported that according to DOT the project will be bid by DOT in February, 2010, bids will be due in March, 2010 and construction will begin in May, 2010.

Foot Bridge Replacement – This Project is still on hold. Kevin Lord reported that the Village will be applying for a TE Grant in June. Kevin also reported that he is looking into a walking trail along the south side of the river at the request of April Little.

Library Park Gazebo – Gary Ziegler reported that April Little is working with General Engineering Company to get the plans revised for the Gazebo and new plans done for the Old Library changes that need to be done.

Stormwater Utility – Tabled to a future Public Works and Parks Committee meeting.

Confined Space Entry/Rescue Equipment – Jerry Butts reported that he will be placing the order for equipment and supplies on January 29, 2010. The order will be placed directly with the Vendor rather than utilizing a third party. The Village will still need to purchase a trailer to store and transport the equipment and supplies. Public Works Department staff will also need to take two (2) days training on the use of the equipment.

Clean Fill (Land for Sand Pit or Other Option for Disposal) – Jerry Butts reported that he and Fritz Diederich walked the property to the east of the Sewer Plant. Eric Thompson, MSA, thinks that the property could be used as a clean fill site. Jerry reported that the property owner might be interested in selling the land to the Village on a land contract. Jerry feels the Public Works and Parks Committee should walk the property to determine if it will meet the needs of the Village.

Main Street Crosswalks – The status of the crosswalk is in question. If it is installed it should be delayed until the Highway 92 project is completed. It needs to be determined the number of parking stalls that will be lost. Jerry Butts will work with Kevin Lord, and the DOT, if needed, to make this determination. A decision on how to proceed will be made after this information has been determined.

2010 Budgeted Capital Projects, Maintenance Projects (Streets, Sidewalks, Buildings) – Tabled to a future Public Works and Parks Committee meeting.

Review Virchow Krause Report Recommendations Regarding Public Works Department - Tabled to a future Public Works and Parks Committee meeting.

Far West Side Well Study – Kevin Lord reported that the Northwest corner of the School District property is the preferred site per Randy Freese, District Administrator. Gary Ziegler will contact April Little to see if this item needs to be acted on by the Village Board.

2009 Urban Forestry Grant – Kelli Tuttle, President of Bluestem Forestry Consulting Inc., was present to discuss her work that is part of the 2009 Urban Forestry Grant. Kelli distributed and provided a brief overview of the Village of Belleville Urban Forestry Plan & Tree Inventory Summary and the Village of Belleville Emerald Ash Borer Readiness Plan (both documents are still in DRAFT form). Kelli asked that any comments/corrections to either document be forwarded to her.

The Public Works and Parks Committee asked Kelli to develop a new Tree Ordinance for the Village. This was not part of the original Request for Proposal, however, the Village needs to develop a new ordinance and Kelli stated that she could provide an ordinance at a very nominal cost.

Kelli will forward a DRAFT Tree Ordinance for review by the Public Works and Parks Committee. This review will include a conference call (unless Kelli is in the area when the ordinance is reviewed) with Kelli rather than having her travel from Drummond to Belleville.

The Public Works and Parks Committee feels that Kelli should be present at the Village Board meeting when the Village of Belleville Urban Forestry Plan & Tree Inventory Summary and the Village of Belleville Emerald Ash Borer Readiness Plan and the Tree Ordinance are accepted/adopted.

Village Ordinance Enforcement – Tabled to a future Public Works and Parks Committee meeting.

Review Ordinance Committee Recommendations to Public Works Related Ordinance – Tabled to a future Public Works and Parks Committee meeting.

Review Public Works and Parks Committee Duties and Responsibilities – This Revised Public Works and Parks Committee Duties and Responsibilities have been recommended to the Village Board for their approval. This item can be removed from the agenda.

Review Public Works Job Descriptions - Tabled to a future Public Works and Parks Committee meeting.

Recreation Program – Tabled to a future Public Works and Parks Committee meeting.

2010 Sewer/Water Budget Work Session – The Village Board is still in the process of approving the 2010 Sewer/Water Budget. Virchow Krause is in the process of studying a rate change request to the Public Service Commission. Virchow Krause will also be performing their audit work at the end of January. Further discussion on the 2010 Sewer/Water budget will wait until the Virchow Krause rate study and audit work is done.

Meter Hardware/Software/Meter Replacement – Tabled to a future Public Works and Parks Committee meeting.

Cellular Telephone Antenna on Water Tower – Jerry Butts reported that Verizon Wireless has told the Village that the Water Tower is not tall enough for their needs. Verizon Wireless would like to place a 150' tall tower inside the Water Tower property for their use. Jerry and April Little will work with Verizon Wireless to explore this option. Gary Ziegler asked Jerry and April to consider wireless internet on the tower.

Mailbox Replacement Policy – Gary Ziegler reported that April Little will review other municipalities ordinances regarding mailbox replacement.

New Business

Parks Use Requests - The following park use request have been received:

No requests were received.

Youth Sports Park Usage Report Review - Tabled to a future Public Works and Parks Committee meeting.

Developers Sidewalk Requirement Exception Request – Rick Francois, Ed Short, Don Cosgrove, Steve Gochenaur and Keith Dalsing were present at the Public Works and Parks Committee to discuss the possibility of an exception to Village Ordinance 10-6-80 (c) (5) Sidewalks. The current ordinance states that sidewalks shall be installed on both sides of the street with plans and specifications prepared by the Village Engineer. Ed Short stated that the Bakers Woods Development is not currently asking for an exception, however, Ed was present to participate in the discussion. Rick Francois and Keith Dalsing addressed the Public Works and Parks Committee regarding their concerns and the reasoning behind their request for the exception. The developers thought that sidewalks were not necessary on both side of the streets in their developments. The Public Works and Parks Committee feels that sidewalks are necessary on both sides of street, especially because of the future foot traffic that will need to go the current and future school buildings from the developments.

Motion by Terry Kringle, seconded by Ben O'Brien to recommend to the Plan Commission and the Village Board the following exceptions to sidewalks on both sides of the street for the Shamrock Hills Phase 2, Bakers Woods Phase 1 and 2 and the Bellewest Subdivisions:

No sidewalk in northern most cul-de-sac in Bellewest Subdivision along CTH PB

Motion withdrawn by Terry Kringle with approval of second Ben O'Brien.

Motion by Terry Kringle, seconded by Ben O'Brien to recommend to the Plan Commission and the Village Board the following exceptions to sidewalks on both sides of the street for the Shamrock Hills Phase 2, Bakers Woods Phase 1 and 2 and the Bellewest Subdivisions:

No sidewalks required in bulbs of cul-de-sacs

Sidewalks on one (1) side of cul-de-sacs

No sidewalks on "Unnamed" Street between Bellewest Subdivision and STH 69/92

No sidewalk in northern most cul-de-sac in Bellewest Subdivision along CTH PB

Motion carried,

The discussion regarding the sidewalk exceptions brought to light several area of the Village that need to be reviewed for additional sidewalks. Those area are:

West side of Grant Street between Village Drive and STH 69/92

West side of Gehin Street between Prisk Street and STH 69/92

East side of Gehin Street North of Prisk Street

North side of Prisk Street between Harmon Avenue and Gehin Street

These area of concern will be reviewed by the Public Works and Parks Committee at a future meeting.

Crosswalk Snow Removal Policy – Terry Kringle reported that he has recently received a complaint about the snow that remains in the crosswalks and end of sidewalks from the plow and citizens shoveling their snow. Jerry Butts feels that the Village does a good job removing as much snow as they can with the plows. Jerry feels that it would be very labor intensive and costly for the Village to clean the sidewalk ends and crosswalks. The Public Works and Parks Committee agreed with Jerry's conclusions.

Village Information Signs – Terry Kringle distributed several documents he has developed regarding the Village Information Signs. Terry would like to review these documents at a future Public Works and Parks Committee meeting.

The Public Works and Parks Committee will meet on the following dates:

Monday, February 22, 2010 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Terry Kringle to adjourn (9:37 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee