

**Village of Belleville
Public Works and Parks Committee Meeting
May 24, 2010
Minutes**

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

Absent: Jim Schmitz

Guests: Kevin Lord, Connie Urfer

Meeting Called to Order by Gary Ziegler at 6:04 p.m.

Approval of Minutes – Motion by Ben O'Brien, seconded by Gary Ziegler to approve the minutes of the April 6, 2010 and May 17, 2010 Public Works and Parks Committee meetings. Motion carried.

Visitors Wishing to Speak on Items Not on the Agenda – Connie Urfer requested to speak in regards to placing wreaths in the Library Park to honor Veterans. This request will be taken up under Parks Use Requests.

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.

Old Business

Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project / Far West Side Watermain Extension – Kevin Lord provided an update on the Project. Everything is moving along well.

Kevin reported that Project B is about 85% complete. The installation of the lift station equipment is the only major portion of the Project remaining.

Kevin reported that the Project A time schedule has been moved back approximately one (1) week. MSA did not approve approximately 200 feet of new curb, therefore, the Contractor had to remove and replace the curb. Paving should start on Phase 1 of Project A around May 31, 2010. Kevin discussed the trees that need to be removed before James St. can be constructed. Kevin will talk with Terry Kringle and Rob & Brenda Gehin regarding the removal of the trees and possible replacement of some trees.

Highway 92 Construction Project – Kevin Lord reported that the Pre-Construction meeting for the Project will be held May 27, 2010 at 9:30 a.m. at the Village Hall. The Project will start sometime after Memorial Day.

Foot Bridge Replacement – Nothing new to report.

Library Park Gazebo/Old Library Ramp – April Little has talked to Jason Jackson, General Engineering Services, regarding the preparation of bid documents. Jason will prepare bid documents and forward to April for dissemination to the Contractors who had previously submitted bids.

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

Confined Space Entry/Rescue Equipment – Jerry Butts reported that the trailer has been delivered from Double D Services in Verona. Jerry reported that once all the equipment is delivered and placed in

the trailer, the Public Works Department will participate in two (2) days of training in the use of the equipment.

Clean Fill (Land for Sand Pit or Other Option for Disposal) – Kevin Lord distributed a map of the property east of the Wastewater Treatment Plant and South of the Sugar River that is being considered as a possible Clean Fill Site. Kevin stated that fill can be placed south and west of the existing tree line, including the flood fringe areas without affecting flood elevations. Under no circumstances shall fill be placed within floodway areas. Additional permitting will not be necessary to fill areas, although, disturbance of over one (1) acre of land will require a WDNR Notice of Intent for erosion control. Restoration of filled areas should occur within 30 days of grading activities.

The Village is waiting for a Proposal from the property owner.

Main Street Crosswalks – Tabled to a future Public Works and Parks Committee meeting.

2010 Budget Review – Tabled to a future Public Works and Parks Committee meeting.

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

Far West Side Well Study – Kevin Lord distributed and reviewed the Well Site Investigation Report for Proposed Well # 3. Kevin reported that a test well would cost approximately \$70,000.00 and a new well would cost approximately \$259,000.00. The next step in the process for the new well would be to proceed with the plan design and specifications for the test well. This task would cost \$13,700.00 (this amount was included as Task # 2 in the previous MSA Task Order # 372003 for the West Side Well # 3 Investigation, but was not approved at the time by the Village Board). This task does not include any Construction Related Services (CRS). The CRS would be included in another Task Order at the time the test well is bid and dug. Once the plan design and specifications are completed, the plans will be submitted to the DNR for their approval. Once the plans are approved by the DNR (have 90 days to approve plans after submission), the Village would be able to bid the Project when they deem necessary. Kevin would like to proceed with Task # 2 so that the plans are completed and approved when the Village is ready to proceed rather than wait to perform this task and have a delay in proceeding with the test well while waiting for the plan design and specifications and DNR approval process. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board approval of MSA Task Order # 372003, Task 2 for the plan design and specification of the test well for West Side Well # 3 for submission to DNR for their approval at a cost of \$13,700 with costs to come from TIF # 3. Motion carried.**

2009 Urban Forestry Grant – Gary Ziegler will talk with April Little regarding the Grant and if the Village will be applying for any future grants.

Village Ordinance Enforcement – The Village Board and Village staff will be asked for input as to which properties need to be reviewed in the Village. General Engineering Services will start their review in late Summer or early Fall.

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

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

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

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

Cellular Telephone Antenna on Water Tower – Kevin Lord has reviewed the plans submitted by Verizon Wireless. He will send his comment to Verizon.

Mailbox Replacement Policy – Tabled to a future Public Works and Parks Committee meeting.

Floodplain Map Review/Recommendations – This item has been previously reviewed by the Public Works and Parks Committee and was placed on this agenda in error.

Tree Ordinance – Gary Ziegler distributed the following documents: Urban Forests Ordinance (current version); May 11, 2010 Letter from Elisabeth Howard (Stafford Rosenbaum); and May 17, 2010 Letter for Elisabeth Howard (Stafford Rosenbaum). The Public Works and Parks Committee will review these documents at a future Public Works and Parks Committee meeting.

Additional Village Sidewalks – No new discussion. Item will be removed from agenda.

Seasonal Public Works Position – The Public Works and Parks Committee reviewed the applications for the Seasonal Public Works Position. The Public Works and Parks Committee will interview six (6) candidates on June 1, 2010. A list of possible Interview Questions was developed.

Federal Industries Effluent Requirements - The Public Works and Parks Committee met with Kevin Lord and Tom Fitzwilliams of MSA at their May 17, 2010 meeting to discuss this item. Tom is developing a letter based on those discussions to send to Federal Industries. The letter will be reviewed by the Village Board at their June 7, 2010 meeting before being sent to Federal Industries.

New Business

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

Connie Urfer discussed the possibility of a Veteran Day Program in the Library Park. Connie would like to place wreaths in the Library Park for approximately two (2) weeks to honor Veterans. The wreaths would be placed in the Library Park on November 12, 2010. Connie would take care of placing and removing the wreaths. **Motion by Ben O'Brien, seconded by Gary Ziegler to approve the request by Connie Urfer to place wreaths in the Library Park on November 12, 2010 for approximately two (2) weeks to honor Veterans. Motion carried.**

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

Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan - Tabled to a future Public Works and Parks Committee meeting.

Review ADA Committee Village Property Recommendations – Gary Ziegler distributed the Proposed Accommodations Upgrade to Village Properties as developed by the Village ADA Compliance Committee. This document will be reviewed at a future Public Works and Parks Committee meeting.

Village Hall Basement Floor Repairs – Jerry Butts distributed an Estimate from Legler Concrete LLC for the removal of the dirt floor in the Village Hall and placement of gravel and a four (4) inch cement floor. The estimate is for \$3,100.00. The work needs to be done as this area of the basement is where the fuel oil tank was located before it was removed and may be the cause of the air problems in the Village Hall. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board to approve the Estimate form Legler Concrete LLC in the amount of \$3,100.00 for the removal of the dirt floor in the Village Hall basement and placement of gravel and a four (4) inch cement floor with funds to come from the Building Maintenance Account. Motion carried.**

Utility Bill Adjustment Policy – Gary Ziegler distributed copies of the Sewer Use Adjustment Policy and the Request for Sewer Use Adjustment Form along with comments from Terry Kringle and April Little

regarding the Sewer Use Adjustment Policy. The Public Works and Parks Committee reviewed the Policy and Form and made several suggested changes. Gary Ziegler will forward the suggestions to April Little for review by the Finance and Personnel Committee before final approval by the Village Board at their June 21, 2010 meeting.

Utility Bill Adjustment Request – There was not a request of the Public Works and Parks Committee to review a Utility Bill.

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

Saturday, May 29, 2010 – 9:00 a.m. – Public Works Building

Tuesday, June 1, 2010 – 6:00 p.m. – Village Hall

Monday, June 7, 2010 – 6:30 p.m. – Village Hall

Monday, June 28, 2010 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (9:51 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee