

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

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

Absent:

Guests: Kevin Lord (MSA)

**Meeting Called to Order by Gary Ziegler at 6:0 p.m.**

**Approval of Minutes** – 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** – No 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. There are a few small Change Orders outstanding. MSA is working with the Contractor to determine the FINAL bills for the Project.

Project A Update - Kevin reported that the paving has been completed. The landscaping work is also done. The Contractor will return in the Spring to check on progress of the grass seed. Kevin reported that the punch list for Project A will be sent on October 26, 2010.

Project B Update – Kevin reported that the Lift Station was recently tested and seems to be working properly. Kevin reported that there is a relatively long punch list for Project B and that the list will be sent October 26, 2010. The main item is that the electrical cabinet need to be replaced as it has been damaged.

Kevin will provide copies of the Project A and Project B punch lists to the Public Works and Parks Committee.

Kevin reported that Terry Kringle, Jerry Butts and he have received complaints from Mike Parkins (34 E. Church St.) regarding the No Parking along the E. Church side of his property. Additional discussion and possible action table to a future Public Works and Parks Committee meeting.

**Highway 92 Construction Project** – Kevin Lord provided an update on the Project. Kevin reported that the Project is done. Kevin has sent the DOT a punch list of items that need to be corrected/completed.

Kevin and Jerry Butts reported the John Stremikis (104 E. Church St.) has complained about the width of the sidewalk in front of his house.. Kevin thinks removing six (6) " of cement in the area of John's concern would take care of the problem. This is a DOT issue and they would have to agree to having the cement removed.

**Library Park Gazebo/Old Library Ramp** – Jerry Butts reported that the sidewalk and ramp work is done. The area will be continued to be fenced off until at least after UFO Days to protect the work that was done. Jerry reported that Joe Buol will probably not start the Gazebo until March or April 2011.

**Stormwater Utility** – The 2011 Stormwater Utility Budget was discussed. The Public Works and Parks Committee reviewed the list of Projects that MSA included in their Stormwater Quality Assessment Report dated July 20, 2010. Section 6.0 Recommendations of the Report recommends that the highest priority project of the 12 listed in the Report is the Retrofitting of the Federal Industries Pond. The Public Works and Parks Committee concurs with that recommendation and feels that Project should be included in the 2011 Stormwater Utility Budget.

Jerry Butts is going to review the current street sweeping policy and forward possible changes to the Public Works and Parks Committee for their review.

**Confined Space Entry/Rescue Equipment** – Jerry Butts reported the Village is still having issues with Jefferson Fire and Safety regarding the large (2,000 psi) Oxygen cylinders and their willingness to service them. Jerry was instructed to find a different Vendor if an agreement with Jefferson Fire & Safety in the near future. Jerry reported that once the Oxygen cylinders are serviced they will be placed in the trailer. Once the cylinders are placed in the trailer, the Public Works Department will need to participate in two (2) days of training in the use of the equipment.

**Clean Fill (Land for Sand Pit or Other Option for Disposal)** – The Public Works and Parks Committee would like to review the MSA Public Works Building Space Needs Study from several years ago. It needs to be determined if the Fahey Property is large enough for a new Public Works Building and the necessary storage. Gary Ziegler will obtain copies of the Space Needs Study.

**2010 Budget Review** – The Public Works and Parks Committee would like to carry over all Parks related line items in the 2010 Capital Budget to the 2011 Capital Budget.

**Far West Side Well Study** – The Village Board will be acting on Kevin Lords request to submit the Well Site Report and plans and specifications for the Test Well to the DNR for their approval at their November 1, 2010 meeting

**Village Ordinance Enforcement** – 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.

**Meter Hardware/Software/Meter Replacement** – Jerry Butts reported that 17 of the new meters have been installed to date. Jerry reported that he and the Village Hall staff participated in two (2) days of training on the software on October 18<sup>th</sup> and 20<sup>th</sup>.

**Mailbox Replacement Policy** – The Public Works and Parks Committee discussed the Mailbox Replacement Policy. **Motion by Ben O'Brien, seconded by Jim Schmitz that mailboxes that are placed in conformance with Village Ordinance that are damaged by Village equipment, the Village will replace the mailbox and/or post with a standard replacement, no to exceed \$40.00, at the Public Works Directors discretion. If the Property Owner wants a different replacement than offered by the Village, the Property Owner is responsible for the difference in cost. Motion carried.**

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

**Stormwater Management Plan** – See discussion under Stormwater Utility agenda item.

**2010 Street Work** – Jerry Butts reported that the Village is waiting for a FINAL bill from Green County.

**Dam Design Improvement Plan** – No report.

**Community Park Restoration Plans** – No report. The Public Works and Parks Committee will be making a recommendation to the Village Board regarding a Vendor for the Community Park and Village Parks Master Plans.

**Greenview Development Drainage Concerns** – The Village is going to install signs along the eastern property line of the house on Vorndran Drive regarding dumping (trash, grass clipping, etc) onto the adjoining properties. The Police Department will monitor. The Village will review the usefulness of the signs in the future.

**2011 Budget** – The Public Works and Parks Committee reviewed the 2011 Budget, especially the staffing levels for 2011. The ADOPTED 2010 budget had six (6) full time employees in the Public Works Department. An employee was terminated and the decision was made to not fill the full time position at the time, but to utilize a Seasonal Employee (up to 599 hours) instead. The Public Works and Parks Committee would prefer to keep the full time position in the 2011 Budget, however, it is not feasible to do so at this time. **Motion by Ben O'Brien, seconded by Jim Schmitz to recommend to the Village Board that a second Seasonal Employee (up to 599 hours) be added to the 2011 Budget for the Public Works Department instead of the Full Time position that was included in the 2010 budget. Motion carried.**

#### **New Business**

**Parks Use Requests** - The following Park Use Requests have been received:  
No requests were received.

**Utility Bill Adjustment Request** – The following Utility Bill Adjustment Requests have been received:  
No requests were received.

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

**Intersection Snow Removal Policy** – The Public Works and Parks Committee discussed removing snow from intersections and sidewalk/crosswalk area. Jerry Butts will develop a policy and forward to the Public Works and Parks Committee for their review.

**Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board** – Jerry Butts reported that \$20,000.00 has been included in the 2011 Budget. The Village has applied for another Tree Grant. If the Village is awarded the Grant, there will be an additional \$20,000.00 for tree removal.

The Public Works and Parks Committee needs to review the Tree Ordinance and discuss the creation of a Tree Board at a future meeting.

**Electronic Recycling** - Jerry Butts distributed and reviewed information on the new Electronic Recycling rules. Jerry does not feel that the Village needs to do anything in addition to what it is already doing at this time.

**Parking on Highway 82** – The DOT has marked Highway 92 as No Parking. Jerry Butts has received complaints from some of the residents along Highway 92 about the lack of parking. The Public Works and Parks Committee will review this issue in the Spring.

**Bell West Subdivision** – Jerry Butts reported that there will be a meeting in the near future regarding running 3-phase power to the Bell West Subdivision. The power needs to be run by July 1, 2011.

Jerry has been working with Lou Rada, MSA, on the street numbering for all three (3) west side subdivisions.

**Review Park Master Plan Proposals** – The Village has received two (2) proposals for Village Comprehensive Parks Master Plans. The proposals have been received from MSA and VanDeWalle & Associates, Inc. Both proposal include a Community Park Master Plan to be completed first and then the remainder of the Village Parks (including the parks in the three (3) west side developments. The MSA proposal has a value of \$10,000.00, however, MSA us willing to donate their work as a donation to the Lake Restoration Project. The VanDeWalle & Associates, Inc. proposal cost for the Community Park is \$15,800.00 and for the remaining Village Parks is \$19,650.00. **Motion by Ben O'Brien, seconded by Jim Schmitz ti recommend to the Village Board that the Village utilize MSA for the Village Comprehensive Parks Master Plan at a value of \$10,000.00 with MSA donation their services as a donation to the Lake Restoration Project. Motion carried.**

The Public Works and Parks Committee will need to assist MSA by providing a list of stakeholders to be involved in the Plan development process.

**Lake Project Update** – No report.

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

Monday, November 29, 2010 – 6:00 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Jim Schmitz to adjourn (9:16 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee