

**Village of Belleville
Public Works and Parks Committee Meeting
February 28, 2011
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Andrew Bremer (MSA), Roger Hillebrand, David Ace

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 – No report.

Jerry Butts distributed two Building Proposals from Cleary Building Corporation. The Proposals are for a 50' x 80' and a 60' X 80' Public Works Storage Building. The public Works and Parks Committee asked Jerry to get the Proposals for future reference.

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 distributed a copy of an e-mail he sent to Rick Francois and others dated February 15, 2011 regarding the Highway 69/92 and CTH PB intersections and turn lanes construction project. The e-mail reviewed the proposed timeline and the improvements that will take place at this time.

The e-mail also discussed the Agreement that needs to be reached with Phil and Elaine Meier regarding the abandonment of their driveway along Highway 69/92. If an Agreement can not be reached shortly, the work on the Highway 68/92 and Edison Street intersection will have to wait and be done in the future.

Library Park Gazebo/Old Library Ramp – Gary Ziegler will talk to Joe Buol before the March 28, 2011 Public Works and Parks Committee meeting to get an update as to when he thinks they will start the Project.

Stormwater Utility – April Little is still working on the 2011 Stormwater Utility Budget.

Confined Space Entry/Rescue Equipment – Jerry Butts reported all the equipment is in and the trailer is almost complete. The Public Works Department still needs 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) – Tabled to a future Public Works and Parks Committee meeting.

Far West Side Well Study – Kevin Lord reported on the meeting that the Village has with the School Board regarding the placement of a future well on their property. The School Board is going to send a

letter to the Village regarding their concerns and the contingencies that will be needed in order to use School District property for placement of a well. The Village has not received this letter to date. Kevin will talk to Terry Kringle regarding following up with the School District.

Kevin distributed a map showing other possible well sites in the West Side area. Kevin has had a conversation with Mike Stecklis regarding possible placement of a well on his property.

Village Ordinance Enforcement – The Public Works and Parks Committee has received the recommendations from General Engineering as to which properties they feel should receive maintenance letters from the Village. Gary Ziegler will follow up with General Engineering as to how the Public Works and Parks Committee needs to proceed.

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 the Public Works Department is installing new meters at this time. Jerry also reported that he has not received an update on the repairs to the old meter reader.

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

Dam Design Improvement Plan – No report.

Community Park Restoration Plans – No report.

Greenview Development Drainage Concerns – Jerry Butts reported that the drainage ditch still needs to be cleaned out. Jerry needs to order the signs that will be posted. Kevin Lord will assist with finding the property pins in the area.

2011 Budget – Jerry Butts distributed copies of the DRAFT 2011 Sewer and Water Budgets. The Public Works and Parks Committee reviewed the Sewer and Water Budgets. Jerry and April Little will continue to work on the budgets. The Public Works and Parks Committee will continue their review of the budgets at a meeting on Monday, March 7, 2011 at 6:00 p.m. at the Village Hall.

Intersection Snow Removal Policy – Tabled to a future Public Works and Parks Committee meeting.

Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board – Tabled to a future Public Works and Parks Committee meeting.

Bell West Subdivision – No report.

Lake Project Update – Gary Ziegler relayed an update on the Lake Project as provided by Jeff Hruby. The dredging is almost done. After the dredging is done, restoration of the berm will occur.

The Village Board agreed to proceed with the necessary permit applications for the West Lake dredging for Summer 2011 or Winter 2011-12 construction. Montgomery Associates is working on this Project.

Comprehensive Outdoor Recreation Plan – Andrew Bremer reviewed the current DRAFT Comprehensive Outdoor Recreation Plan. Due to technical problems, the Public Works and Parks Committee members did not receive copies of the latest DRAFT of the Comprehensive Outdoor

Recreation Plan prior to the meeting. The Comprehensive Outdoor Recreation Plan will be reviewed at the March 28, 2011 Public Works and Parks Committee meeting for recommendation to the Village Board.

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.

Stormwater Utility Credit Requests – The following Stormwater Utility Credit Request have been received:

Duluth Trading Company
Federal Industries

MSA has reviewed the Stormwater Utility Credit Requests from Duluth Trading Company and Federal Industries and made the following recommendations for credit:

Duluth Trading Company – 22.7% credit
Federal Industries – 11.3% credit

Stormwater Utility Credit Requests are reviewed and approved by the Public Works and Parks Committee. Appeals to any decisions rendered by the Public Works and Parks Committee are heard by the Village Board.

Motion by Ben O'Brien, seconded by Jim Schmitz to approve a Stormwater Utility Credit of 22.7% for Duluth Trading Company. Motion carried.

Motion by Ben O'Brien, seconded by Jim Schmitz to approve A Stormwater Utility Credit of 11.3% for Federal Industries contingent upon submission of a Pond Maintenance Plan that is reviewed and approved by MSA. Motion carried.

River Dredging Project Lake Access and Stormwater Issues – Kevin Lord discussed the Lake access at the end of N. Grant St. for the West Lake Dredging Project. Kevin feels that this area could be used for access to the Lake for the West Lake Dredging Project.

Kevin discussed the possibility of upsizing the Storm Sewer (120 – 150 feet) and the Outlet at the end of N. Grant St. as part of the West Lake Dredging Project. Kevin estimated the cost for the Project to be approximately \$15,000.00, which includes the pipe, outlet and restoration. This Project could be paid for from the Stormwater Utility. The Public Works and Parks Committee will continue to investigate this Project.

Lake Bed Fill for Private Use – The Village has received numerous requests for Lake Bed Fill for private use. It was agreed that the Village could stockpile some fill at the dump and citizens could get small amounts from the stockpile. Larger amounts would be available by contacting Montgomery Associates who would work with Advance on providing the fill. Any costs associated with the larger amounts would be the responsibility of the party receiving the fill. Fill would ONLY be available for private use if there is sufficient amounts remaining after the Lake and Community Park Projects are completed.

Community Club Use of Sugar River Park for Community Picnic – David Ace, representing the Belleville Community Club, discussed the 2011 Community Picnic and the need to move the 2011 Community Picnic to Sugar River Park because the Community Park is not available. Roger Hillebrand was invited to the Public Works and Parks Committee meeting for input from the Police Department. David provided an overview of where events would occur in Sugar River Park. Several items including parking (in Sugar River Park, on neighborhood streets and along Highway 92 and Remy Road), beer tent

location, fireworks location and street closings were discussed. Final details will be worked out after the snow has melted and the Public Works and Parks Committee, the Police Committee, Jerry, Roger and the Community Club can hold a meeting in Sugar River Park to review the plans. **Motion by Ben O'Brien, seconded by Jim Schmitz to recommend to the Village Board the request by the Community Club to use Sugar River Park for the 2011 Community Picnic with final details to be worked out with the Public Works and Parks Committee and the Police Committee. Motion carried with Gary Ziegler abstaining.**

Public Works Salary Schedule Review – Jerry Butts distributed copies of the Public Works Salary Schedule. Jerry need ti update the Schedule with the 2011 wages and forward to April Little

Dane County 2012-2016 Capital Improvement Plan – Kevin Lord discussed the Dane County 2012-2016 Capital Improvement Plan. Dane County needs to know if the Village of Belleville has any County Highway related projects they would like to have added to the Plan. The Public Works and Parks Committee had no projects that should be added to the Plan.

County Trunk CC/S. Harrison Street Project – The following document were distributed for discussion: Dane County Highway & Transportation Department Estimate; DRAFT Agreement for the Reconstruction and the Jurisdictional Transfer of CTH CC in the Village of Belleville; and Joint Projects with Municipalities document. The Village portion of the Project is \$90,000.00. The DRAFT Agreement for the Reconstruction and the Jurisdictional Transfer of CTH CC in the Village of Belleville document had several blank items that needed to be added. The Public Works and Parks Committee did not make a recommendation to the Village Board at this meeting, however, upon receipt of a "clean" Agreement, the Committee agrees that the Village Board should approve the Agreement so that this Project can move forward.

Seasonal Public Works Position – Jerry Butts reported that Rod Mussehl can start immediately (see February 21, 2011 Public Works and Parks Committee Meeting Minutes). The Village Board will act on this hiring at their March 7, 2011 meeting.

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

Monday, March 7, 2011 – 6:00 p.m. – Village Hall
Monday, March 28, 2011 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Jim Schmitz to adjourn (9:23 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee