

**Village of Belleville
Public Works and Parks Committee Meeting
October 29, 2012
Minutes**

Present: Gary Ziegler, Daniel Rung, Jerry Butts

Absent: Ben O'Brien

Guests: Kevin Lord (MSA), Nancy Bergey, Mike Parkins

Meeting Called to Order by Gary Ziegler at 7:27 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 – Nancy Bergey was present to discuss a Utility Bill Adjustment Request.

Public Works Director Report – Jerry Butts did not have a prepared report.

Engineers Report – See discussion at agenda items below.

Old Business

Meter Hardware/Software/Meter Replacement – Jerry Butts reported that there are 9 meters remaining to be installed. Jerry will also be working with the Village Hall to send letters to the property owners that have not responded to the previous requests to install new meters.

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

Far West Side Planning (Includes Bell West, Baker's Woods and Shamrock Hills Subdivisions) - Kevin Lord reported that the streets that have been blacktopped in the Bell West subdivision need to have the final paving done by July 1, 2013.. Kevin will send an e-mail and letter to Francois/Fox.

Wayfinding Signs – Gary Ziegler distributed drawings received from TAPCO and a list prepared by April Little with sign location information. The Public Works and Parks Committee reviewed the documents and the only suggested change was to change Blaser Parks to Blaser Park. Gary Ziegler will forward this information to April.

Parks Projects Recommendations – Jerry Butts reported that the Public Works Department is shingling the far west shelter in Community Park this Fal.. They will shingle the other shelters in Community Park next Spring.

The Parks Project Recommendations will be added to the Capital Improvement Plan being developed by the Public Works and Parks Committee.

Pedestrian Bridge – Jerry Butts reported that the railings on the bridge have been fixed. Jerry also reported that the cement is heaving where the sidewalk and the bridge span connect on the South side of the bridge. Jerry will work with Justin Frahm to get the contractor to fix the problem. Jerry also reported that the Public Works Department will be sealing the bridge surface and railings as well as the sidewalks and abutments.

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

Welcome to Belleville Signs – Daniel Rung reported that the Community Development Authority (CDA) is willing to take on this Project. Gary Ziegler will talk to Andy Ziehli, CDA Chairperson, about what has been discussed by the Public Works and Parks Committee.

2012 Street/Sidewalk Repairs – Jerry Butts will review the sidewalks in the Village (other than Main Street) to see if any work needs to be done in 2012. Any funds that are not expended will be asked to be carry over funds for 2013 for additional work or for the Main Street Sidewalk Project.

Serv Us Street/North Park Street Stormwater Project – Kevin Lord reported that the Project has started. Kevin reported that the contractor appears to not be very organized and therefore the Project is progressing slower than expected. Kevin reported that Marge Dresen has been in town almost everyday of the Project to stay on top of the Contractor, therefore the Construction Related Services portion of the Project may be ore that originally expected. Kevin reported tha the only addition to the Project has been the hydrant that was discussed at the September 25, 2012 Public Works and Parks Committee meeting. Kevin reported that the Project is to be completed by November 9, 2012 aqs per the bid documents.

Urban Forestry Grant/Tree Removal/Tree Planting – Jerry Butts reported that he has had several meetings with contractor regarding both Projects. Jerry feels the contractor will be very easy to work with and that the Project should go very smoothly. Jerry reported that the Terrace Tree/Stump Removal portion of the Project will start the week of October 29, 2012 and needs to be done by December 21, 2012. The Park Tree/Stump Removal portion of the Project will start after January 1, 2013 and will be done by March 31, 2013.

Main Street Sidewalk, Decorative Brick and Tree Recommendations – Gary Ziegler reported that the Village Board did not include this Project in the 2013 Budget and also did not include the Project in the PROPOSED borrow in 2013. Gary will continue t push the Project with the Village Board as it will soon be a matter of liability to the Village if the sidewalks are not repaired.

Garbage/Recycling Contract – Gary Ziegler distributed copies of the four (4) Refuse and Recycling Collection, Processing and Disposal Request for Proposals (RFP) that were received by the Village April Little is in the process of compiling a Bid Tabulation Summary. The Public Works and Parks Committee will make a recommendation to the Village Board at their November 5, 2012 meeting for the Village Board meeting on the same night.

2013 Budget – The Village Board will vote on the 2013 Budget at their November 25, 2012 meeting. The Public Works and Parks Committee will continue their review of the Sewer and Water Budget at their November 26, 2012 meeting

Capital Improvement Plan - Kevin Lord and Jerry Butts will discuss any Sewer and Water Utility Improvements that should be added to the Capital Improvement Plan (CIP) and Jerry will develop a list of equipment/vehicles/buildings that should be added to the CIP. Kevin will send Gary Ziegler an electronic copy of the CIP

Forms Review - The Village Hall staff is still in the process of revising the Village forms. Tabled to a future Public Works and Parks Committee meeting.

Gehin Property Easement – Kevin Lord and Gary Ziegler reported that no additional work has been done on this item.

Public Works Department Job Descriptions/Succession Planning/Reorganization - Tabled to a future Public Works and Parks Committee meeting.

Badger State Trail/Pedestrian Bridge Link – The Village has received grant money for the Badger State Trail/Pedestrian Bridge Link. The Village has yet to receive the contract for the funds yet. Planning

for the Project will not start until the contract has been signed.

Community Park/Pedestrian Bridge/Lake/River Issues – The Public Works and Parks Committee discussed use of the Community Park/Pedestrian Bridge/Lake/River during the winter months.

The Pedestrian Bridge will have the snow removed on a trial basis. Snow removal will need to be done by hand as the snow blower and broom will damage the deck of the bridge.

The Public Works and Parks Committee is recommending the following:

- No snowmobiling, cross country skiing or snow shoeing be allowed on the Pedestrian Bridge.
- The berm will not be maintained (no snow removal)
- The hockey boards will not be installed on the Lake for safety reasons as the water is much deeper than in the past.. An alternate location needs to be found.
- Street snow will be dumped in Sugar River Park this winter.

The Public Works and Parks Committee will review this decision at their January meeting.

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

New Business

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

Utility Bill Adjustment Request – The following Utility Bill Adjustment Requests have been received:
Nancy Bergey 14 East Avenue, was present regarding the Request for Sewer Use Adjustment submitted for the property she and her husband own as rental property at 14 East Avenue. The property is a mobile home trailer. The property had a broken hot water pipe under the trailer and the water from the broken pipe went into the ground or directly to the Sugar River. **Motion by Gary Ziegler, seconded by Daniel Rung to adjust the sewer portion of the February, 2012 and March, 2012 utility bills to the 12 month average of the utility bills for the property from January, 2011 thru December, 2011. Motion carried.**

Stormwater Utility Credit Requests – The following Stormwater Utility Credit Request have been received:
No requests were received.

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

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

- Monday, November 5, 2012 – 6:30 p.m. – Village Hall
- Tuesday, November 27, 2012 – 6:00 p.m. – Village Hall

Motion by Daniel Rung, seconded by Gary Ziegler to adjourn (9:03 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee