

**Village of Belleville  
Public Works and Parks Committee Meeting  
November 27, 2012  
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Tim Bolhuis (Pellitteri Waste Systems)

**Meeting Called to Order by Gary Ziegler at 6:01 p.m.**

**Approval of Minutes – Motion by Daniel Rung, seconded by Ben O'Brien to approve the October 29, 2012 and November 5, 2012 Public Works and Parks Committee meetings minutes. Motion carried**

**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 –** Tim Bolhuis was present to discuss the Garbage/Recycling Contract.

**Public Works Director Report –** See attached report.

**Engineers Report –** See discussion at agenda items below.

**Old Business**

**Meter Hardware/Software/Meter Replacement –** Jerry Butts reported that there are five (5) meters remaining to be installed (4 Residential, 1 Commercial). Jerry will be working with Donna Anderson 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 9/15/13. Kevin has drafted a letter to send to Francois/Fox, however, he is waiting for some additional information from April Little regarding wording in the Bell West Agreement regarding funding for the work in the event the Village has to pay for the work to be done.

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

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

**Welcome to Belleville Signs –** Gary Ziegler will talk to Andy Ziehli, CDA Chairperson, about what has been discussed by the Public Works and Parks Committee as the CDA will be taking over this Project.

**2012 Street/Sidewalk Repairs –** Jerry Butts reported that he will not be doing any other street/sidewalk repairs 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 is mostly done as of November 26, 2012 except for final site restoration which will be completed in Spring, 2013.

Kevin distributed copies of Change Order # 1 and a Certificate of Substantial Completion for the Project.

The Change order is in the amount of \$9,819.00 and is for the installation of an additional hydrant that was discovered after the Project was started. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend to the Village Board payment of Change Order # 1 in the amount of \$9,819.00 with funding to come from the borrow for the Project. Motion carried.**

Kevin reported that MSA has signed the Certificate of Substantial Completion and that the Village should sign the document and forward it to Corex Excavation and Construction LLC.

Kevin also distributed a document with the Revise Utilities Breakdown with the Change Order costs included.

**Urban Forestry Grant/Tree Removal/Tree Planting** – Jerry Butts reported that the Terrace Tree/Stump Removal portion of the Project has started and is progressing well 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.

Jerry reported that tree planting will be done in Spring, 2013. The Public Works and Parks Committee will need to develop a Request for Proposal (RFP) for tree trimming in 2013.

Jerry thought the Village should apply for another Urban Forestry Grant in 2013. Jerry will talk to April Little regarding the process.

**Main Street Sidewalk, Decorative Brick and Tree Recommendations** – This Project was not funded in the 2013 Budget or the next borrow, however, the PROJECT will continue to be pushed 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 reported that he met with Jerry Butts and Tim Bolhuis (Pellitteri Waste Systems) prior to the Public Works and Parks Committee to discuss the PROPOSED Contract with Pellitteri Waste Systems. The contract has been reviewed by April Little and Village Legal Counsel also. The Public Works and Parks Committee reviewed the PROPOSED changes to the contract. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend approval of the contract with Pellitteri Waste Systems as amended. Motion carried.**

The Public Works and Parks Committee discussed the future of the Village dump. Pellitteri Waste Systems will haul away, for a cost, the materials that the Village currently charges citizens to dispose of at the Dump. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend to the Village Board that the Village no longer operate the dump and that the Yard Waste Drop Off be operated from April thru October of each year on Monday nights from 5:00 p.m. to 7:00 p.m. (no overtime costs) and the third Saturday of each month from 9:00 a.m. to 11:00 a.m. (2 hours overtime costs). Motion carried.**

The Public Works and Parks Committee also recommends to the Village Board the elimination of the Fall Clean Up Day.

**2013 Budget** – Tabled to a future Public Works and Parks Committee meeting.

**Capital Improvement Plan** - Tabled to a future Public Works and Parks Committee meeting.

**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** - Gary Ziegler distributed copies of the current Public Works Department Job Descriptions and the information from the Succession Planning study that was done previously. The Public Works and Parks Committee will meet on January 10, 2013 to start the Job Description review and determine a hiring process for the Public Works Director position.

**Badger State Trail/Pedestrian Bridge Link** – Tabled to a future Public Works and Parks Committee meeting.

**Community Park/Pedestrian Bridge/Lake/River Issues** – Jerry Butts reported that he has not had an opportunity to meet yet with Justin Frahm and the contractor regarding the cement that has heaved at the South entrance of the Pedestrian Bridge. The meeting will take place in the next week or so and a temporary fix will occur until it can be permanently repaired in the Spring

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

**Property Maintenance Ordinance Enforcement** – Gary Ziegler will talk with April Little about how to proceed with this Project in 2013/

#### **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:  
No requests were received.

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

**Sewer Use Adjustment Policy Review** – Gary Ziegler distributed copies of the current Sewer Use Adjustment Policy. The Public Works and Parks Committee reviewed the current policy and suggested several changes. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend o the Village Board the Sewer Use Adjustment Policy as amended. Motion carried.**

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

Thursday, January 10, 2013 – 6:00 p.m. – Village Hall  
Monday, January 28, 2013 – 6:00 p.m. – Village Hall

**Motion by Daniel Rung, seconded by Gary Ziegler to adjourn (8:28 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee