

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

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

Absent: Ben O'Brien (Excused)

Guests: Kevin Lord (MSA), Howard Ward, Roger Hillebrand, John Manion, Steve Meyer, Kerry Van Kleeck, Steve Ace

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

Approval of Minutes – No Minutes to Approve

Visitors Wishing to Speak on Items Not on the Agenda – Roger Hillebrand was present to discuss the request by the Dane County Public Safety Communications Center for the Village of Belleville to consider relinquishing their local government frequency (154.100). The Village does have a second local government frequency (155.940) available for their use. The Public Works and Parks Committee needs additional information before they can make a recommendation to the Village Board. Roger and Gary Ziegler will meet with staff from the Dane County Public Safety Communications Center and this item will be added to the January 23, 2012 Public Works and Parks Committee meeting agenda.

Visitors Wishing to Speak on Agenda Items – Steve Meyer was present to request a Utility Bill Adjustment. John Manion was present to discuss Lights in Sugar River Park. Kerry Van Kleeck was present to discuss flooding on his property from the berm and Snowmobiling on the Lake/River/Berm.

Public Works Director Report – See attached report.

Engineers Report – See discussion at agenda items below.

Kevin Lord reported that the Village has been approved for \$20,000.00 of Local Road Improvement Plan funding. The funding is for East Avenue from East School Street (Highway 92) to the River and Pearl Street from East Avenue to Evarts Street. The project includes storm sewer improvements, replacing curb and gutter, milling the streets and overlay. Kevin stated that the total cost of the Project is approximately \$257,000.00. The Project would need to be completed by the end of 2016 for the Village to be eligible for the \$20,000.00

Old Business

Stormwater Utility – Gary Ziegler reported that the Stormwater Utility charge will appear on the November, 2011 Utility Bills. The Public Works and Parks Committee is waiting for a Budget from April.

Confined Space Entry/Rescue Equipment – Jerry Butts reported that the required training took place on November 1 and 2, 2011. Jerry reported that body harnesses have now been purchased for the trailer.

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 that there is nothing new to report.

Village Ordinance Enforcement – Gary Ziegler reported that the initial letters have been sent out for the Phase 2 properties. Gary will check with Dan Huebner regarding when he will have the information for the properties General Engineering feels need to receive the 2nd letter.

Meter Hardware/Software/Meter Replacement – Jerry Butts reported the Public Works Department installed 20 meters in November and that there are less than 100 meters left to be installed. Jerry reported that the remaining meters to be installed are more difficult to install as they are residences that have not responded to requests from the Public Works Department to call for an appointment. There are also several larger commercial meters that need to be installed which have yet to be purchased. The Public Works and Parks Committee would like the remaining meters installed as soon as possible

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.

Lake Restoration Project/River Dredging Project/Community Park Restoration Update – Kerry Van Kleeck (7137 North Shore Drive – Town of Montrose) was present to discuss the drainage around the berm by his house. Howard Ward, Jerry Butts and Siggí Sigmarsson met at the site today to discuss the problem. It was decided that Jerry will move some dirt at the site to alleviate the problem.

Greenview Development Drainage Concerns – Jerry Butts reported that the signs that the signs have been placed along the property lines. Jerry and Kevin Lord reported only a few complaints regarding the signs. The Public Works Department will be clearing the drainage way as time allows. Jerry and Kevin would like to place the signs in the Bell West subdivision before there is too much building. Jerry will have to order additional signs.

Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board – 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 Park Maintenance in Shamrock Hills Phase 1 has not been completed yet.

Kevin also reported that there are still some small punch list items for the Bell West Subdivision Sanitary Sewer Project. MSA continues to work with the contractor to complete those items. Kevin also stated that the Developers Agreement for the Bell West Subdivision will need to be reviewed as to the timing of the placement of the final coat of black top on the streets.

Kevin reminded the Public Works and Parks Committee that when Baker's Woods plats their land, they need to include a parcel for the new well.

Comprehensive Outdoor Recreation Plan – Tabled to a future Public Works and Parks Committee meeting.

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

Purchase of New Lawn Mower – Jerry Butts distributed quotes from three (3) vendors - Sloan Implement (Mt. Horeb), Bobcat of Janesville and Reinders - for lawn mowers. Jerry feels strongly that the Village should purchase a lawn mower with a diesel engine as they last longer (the Village currently has two (2) lawn mowers (13 and 14 years old) that have diesel engines and have required very little maintenance over the years. Jerry also wanted a mower with at least a 30 HP engine. **Motion by Tyler Kattre, seconded by Gary Ziegler to recommend to the Village Board the Village purchase a John Deere 997 Commercial LC Diesel Max Frame Lawn Mower from Sloan Implement for \$13,299,00 with funding from the Capital Budget. Motion carried**

2011 Budget Review – The status of the 2011 Budget was reviewed as part of the 2012 Budget discussion.

Library Elevator – MSA is in the process of developing a bid document for the Library Elevator repairs.

Removal of Old Playground Equipment in Community Park – Tabled to a future Public Works and Parks Committee meeting.

2012 Budget – The Public Works and Parks Committee reviewed the current Sewer and Water Budgets. The Sewer Budget has a large deficit. Possible ways to reduce/eliminate the budget are: use fund balance; rate increase (need approximately a 26% rate increase to eliminate deficit; a combination of fund balance and rate increase; move portion of debt service to General Fund; reevaluate in six months for possible rate increase. Jerry Butts will forward suggested changes to April Little.

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

Ordinance Recodification Review – The Public Works and Parks Committee met on November 15, 2011 to review the Recodified Ordinances that pertain to the Public Works Department.

Old Library Repairs –MSA is developing the construction bid documents for the Old Library Repairs. The construction bid documents will be reviewed by the Public Works and Parks Committee when they are completed.

Pedestrian Bridge –Gary Ziegler reported that a meeting with JSD, Montgomery Associates, Army Corp of Engineers and the Wisconsin DNR took place on Tuesday, October 25, 2011 to discuss the options for the Pedestrian Bridge. Gary provided a verbal summary of the meeting. A written summary will be provided to the Village Board at their November 21, 2011 meeting.

Public Works Building Repairs – Gary Ziegler reported that the Public Works Building Repairs had been approved by the Village Board and the Project could move ahead.

Lights in Sugar River Park – John Manion was present to discuss the possibility of installing lights on the baseball/softball diamond in Sugar River Park. John reiterated the need for lights in Sugar River Park. John also reiterated that they are not asking the Village for any money for this Project, instead he is looking to secure donations and grant money. John is not able to apply for any grants until he receives permission from the Village for the Project. John stated that he thought the lights could be used two to four nights per week once they are installed. The Public Works and Parks Committee supported the concept. However, the Sugar River Park neighborhood and the other park users need to be contacted to discuss the plans before a recommendation can be made by the Public Works Committee and a final decision is made by the Village Board. The meeting will be scheduled for early 2012.

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:

Dream Makers Creation, Inc. (17 W. Main Street) – Steve Meyer was present as Owner of Dream Maker Creations, Inc. to request a Utility Bill Adjustment. Dream Makers Creation, Inc. received a utility bill for October 28, 2011 for 29,100 gallons. Their average monthly use for 2010-11 was 2,200 gallons. Dream Makers Creation, Inc. had water in their basement from a broken water softener. The water was pumped out of the basement into the alley behind their building. **Motion by Tyler Kattre, seconded by Gary Ziegler to approve a credit of 126,900 gallons to the Sewer portion of the October 28, 2011 Utility Bill for Dream Makers Creation, Inc.. Motion carried.**

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

No requests were received.

Snowmobiling on Lake/River/Berm – Kerry Van Kleeck was present to inquire about whether or not snowmobiles or ATV's were going to be allowed to be used on the Lake, River or Berm this winter. Roger Hillebrand stated that if/when the hockey boards are installed, all snowmobiles and ATV's, by State law, have to stay at least 100 feet away from the hockey boards. The Village has not made a decision as to whether or not they will be plowing the berm this year. It was decided to contact the local snowmobile clubs to discuss this issue.

New Street Sign Requirements – Kevin Lord and Jerry Butts discussed the new rules and regulations for Street Signs. The Village needs to have a procedure in place as to how we will replace the current Street Signs. Kevin and Jerry will develop a plan for replacing the old Street Signs. Kevin stated that MSA will include the new rules and regulations in any future bid documents that are developed for the Village.

Sludge Truck Repairs – Jerry Butts reported that the 1982 Sludge Truck has a blown head gasket. Jerry has obtained an estimate of \$7,000.00 - \$10,000.00 for a rebuilt engine, however, there are no rebuilt engines available at this time. The Public Works and Parks Committee discussed several options including replacing the engine or buying a new/used Sludge Truck. Jerry will explore the options and get pricing for a new and used Sludge Truck. Gary Ziegler will ask April Little to look into any grants that might be available. The Public Works and Parks Committee will make a recommendation to the Village Board after reviewing the pricing for a new/used Sludge Truck.

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

Monday, January 23, 2012 – 6:00 p.m. – Village Hall

Motion by Tyler Kattre, seconded by Gary Ziegler to adjourn (9:05 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee