

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

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

Absent:

Guests: Kevin Lord (MSA), David Ace, Tom Adams, Andrea Ziegler

**Meeting Called to Order by Gary Ziegler at 6:00 p.m.**

**Approval of Minutes** – No Minutes to Approve

**Visitors Wishing to Speak on Items Not on the Agenda** – Andrea Ziegler, representing Toddler Time, inquired about the possibility of the children of Toddler Time being allowed to plant a tree in Library Park and plant some flowers in Veterans Park. The plantings are both a learning opportunity and a way of providing some community service. The Public Works and Parks Committee agreed with both requests. Andrea will work with Jerry Butts on the type of tree to plant, the locations for the plantings and the exact dates of the plantings.

**Visitors Wishing to Speak on Agenda Items** – Tom Adams, Belleville Fire Department Chief was present to discuss the use of the Library Park for the Fire Department 100<sup>th</sup> Anniversary Celebration.

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

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

**Old Business**

**Stormwater Utility** – Kevin Lord reported that the Village had applied for and has been awarded an Urban Non Point Source and Stormwater Program Conservation Grant for the Greenview Pond in the amount of \$52,000.00. The Village share of the Project is \$89,000.00. The Public Works and Parks Committee questioned the price of the repairs. Kevin will review the pricing and report back.

Gary Ziegler distributed copies of the Village of Belleville Stormwater Master Plan Project Summary dated June 28, 2010 and copies of the Village of Belleville Proposed Water Quality Pond Projects. Both documents had been prepared by MSA previously. The Public Works and Parks Committee needs to determine which Project(s) to include in the 2012 Stormwater Utility Budget. Several other Stormwater Projects were discussed including: Local Road Improvement Program (LRIP) Project (East Avenue); Serv Us Street/North Park Street Project; and the Police Department/Fire Department Project. Kevin Lord is going to follow up with Federal Industries regarding their Water Quality Pond Project, update the cost estimates for the Water Quality Pond Projects, develop a cost estimate for the Serv Us Street/North Park Street Project and develop a Stormwater Utility Capital Improvement Plan for the March 27, 2012 Public Works and Parks Committee Meeting.

**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** – The Public Works and Parks Committee met with Dan Huebner, General Company of February 20, 2012.

**Meter Hardware/Software/Meter Replacement** – Jerry Butts reported that there are 62 meters that need to be replaced yet (3/4" – 46, 1" – 3, 1-1/2" – 8, 2" – 3, 3" – 2) 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. Gary Ziegler will have April Little check with the Public Service Commission regarding what rights the Village has in regards to residents that do not respond to the request to install or refuse to install the new meters. 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.

**Lake Restoration Project/River Dredging Project/Community Park Restoration Update** – Gary Ziegler distributed a copy of an e-mail received from Saggi Sigmarsson, Montgomery Associates Resource Solutions, LLC (MARS), which provided the following update.

Dam Permit Compliance – Dam Stability Analysis is complete and awaiting DNR approval. Emergency Action Plan submitted to DNR, awaiting approval. Inspection Operation and Maintenance Plan is being reviewed by the Emergency Planning Committee next week and subsequently being submitted to the DNR for their approval. Once everything has been approved by the DNR, the west lake can be raised fully.

Construction Project – Construction project is complete. MARS is in the process of submitting FEMA floodplain map revisions to the project in the couple of weeks.

Maintenance and Monitoring – Invasive brush cutting in existing islands is complete with the next activity taking place in late Spring/early Summer. February water quality monitoring indicated that the lake is in fairly good condition but fish are waiting for Spring. Next activity in March is to reinstall lake level monitoring loggers.

West Lake Dredging Project – Dredging activities are complete. The contractor did a very good job under very poor conditions (frost never got very deep into the ground this winter) and the extent and depth of dredging was beyond design. Contractor is likely installing the storm sewer outfall pipe replacement at the end of North Grant Street next week or the following week.

**Greenview Development Drainage Concerns** – Jerry Butts reported that the Village portion of the clean up is completed. Jerry and Kevin Lord feel that the residential clean up should be handled by General Engineering Company as an ordinance enforcement issue. Jerry will talk to Kelly from General Engineering Company.

**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 there is nothing new to report..

**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 reported that the new lawn mower has been paid for and will be delivered in the next couple of weeks.

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

**Library Elevator** – The Bid Request for the Repair of the Belleville Public Library has been published. Bids are due Monday, February 27, 2012.

**2012 Budget** – The Public Works and Parks Committee reviewed the current Sewer, Stormwater Utility and Water Budgets.

**Motion by Tyler Kattre, seconded by Ben O'Brien to recommend to the Village Board approval of the 2012 Stormwater Utility Budget with the 2012 Stormwater Projects to be determined by the Public Works and Parks Committee. Motion carried.**

**Motion by Tyler Kattre, seconded by Ben O'Brien to recommend to the Village Board approval of the 2012 Sewer Budget with the deficit to come from Fund Balance and that a three (3) percent rate increase take effect 7/1/12. Motion carried.**

**Motion by Tyler Kattre, seconded by Ben O'Brien to recommend to the Village Board approval of the 2012 Water Budget. Motion carried.**

**Parks Projects Recommendations** – David Ace was present to discuss the possibility of building a Lunch Stand/Storage Building in Sugar River Park. David is looking at the building being built with material donations and free labor as much as possible, with the remainder being funded with monetary donations. David will come to a future Public Works and Parks Committee meeting with additional information.

The Public Works and Parks Committee discussed possible 2012 Parks Projects including a new basketball court where the old tennis courts were in the Community Park and a new tennis court in either Blaser Park, Sugar River Park or Greenview Park. Final recommendations will be made at a future Public Works and Parks Committee meeting.

**Old Library Maintenance Improvements/2012 Accessibility Improvements** – The Request for Bid documents for both Projects are out. Bids are due March 8, 2012.

**Pedestrian Bridge** – Gary Ziegler distributed a Revised Belleville Pedestrian Bridge Conceptual Plan provided by Justin Frahm.

**Public Works Building Repairs** – Jerry Butts reported that the repairs will take place at the end of March or early April.

**Lights in Sugar River Park** – Gary Ziegler reported that there is nothing new to report.

**Sludge Truck Repairs** – The Public Works and Parks Committee will be making a recommendation regarding the Sludge Truck at their March 27, 2012 meeting.

**Request by Dane County for Use of Local Government Radio Frequency for DaneCom System** - Tabled to a future Public Works and Parks Committee meeting.

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

**Public Works Office Assistant Position Description** - Tabled to a future Public Works and Parks Committee meeting.

## **New Business**

**Parks Use Requests** - The following Park Use Requests have been received:

Belleville Fire Department – Tom Adams, Belleville Fire Department Chief was present to discuss the use of the Library Park for the Fire Department 100<sup>th</sup> Anniversary Celebration on June 23,

2012. Tom reviewed the activities for the event. The Fire Department may also be looking to close South Vine Street and West Pearl Street for the event. Tom was advised to finalize their plans and complete the necessary forms and turn the completed forms into the Village Hall.

**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.

**Village Hall Electrical Needs** – Howard Ward requested this item be placed on the Public Works and Parks Committee Meeting Agenda. Jerry Butts reported that there have been several repairs done in the Village Hall recently. Jerry will check with Howard to make sure his concerns have been addressed.

**Community Park Diamond and Outfield Renovation** – Jerry Butts had Dan Sullivan look at the newly planted (Fall 2011) grass in the Community Park. Dan thought the grass was coming along nicely. He thought it should be fertilized, but not over seeded. Jerry will fertilize the grass in the Spring.

**Seasonal Public Works Position** – Jerry Butts will work with April Little regarding when the Village could rehire the person who previously held the position. If that person cannot be rehired until later in the year, we will look to post the Position and hire someone in late Spring/early Summer.

**Water Main Problem at 320 E, School Street** – Jerry Butts reported that for some unknown reason, the water lateral from this house did not get hooked up to the new water line during the Utility Project in 2011. Kevin Lord reported that he had contacted S&L (the subcontractor for the Utility Project in 2011) regarding this problem. S&L will come and investigate the issue and a plan of action will be developed. Jerry and Kevin will work with the property owner and S&L to bring this issue to a close. In the meantime, the property is receiving water from the Ed & Kathy O'Connor residence via a hose.

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

Monday, March 19, 2012 – 6:30 p.m. – Village Hall  
Monday, March 26, 2012 – 6:00 p.m. – Village Hall

**Motion by Tyler Kattre, seconded by Ben O'Brien to adjourn (9:24 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee