

**Village of Belleville  
Public Works and Parks Committee Meeting  
April 1, 2013  
Minutes**

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

Absent:

Guests:

**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** – 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.

**Old Business**

**Public Works Department Job Descriptions/Succession Planning/Reorganization** – The Public Works and Parks Committee reviewed the Public Works Director Job Description to be used for the upcoming hiring. Gary Ziegler will provide a REVISED copy to Committee members. The REVISED Job Description needs to be approved at the April 16, 2013 Village Board meeting.

It was decided that any further review of Public Works Department Job Descriptions would be postponed until the new Director is hired and can participate in their review. It was also decided that any discussion regarding Public Works Department reorganization would be postponed until the new Director is hired and can provide their input.

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

**Public Works Director Hiring Process/Schedule** – Gary Ziegler distributed a DRAFT timeline for the Public Works Director Hiring. The schedule calls for a new Public Works Director to be in place by August 1, 2012.

The hiring process was discussed. The Public Works and Parks Committee will do an initial review of the applications and do a first interview with the applicants that make it through the review process. After the first interview, a list of candidate will be forwarded for a second interview by the Village Board.

The Public Works and Parks Committee would like to utilize Tom Siebers, former Village Engineer, to review the applications, develop the interview questions and participate in the first interviews. The Committee may also look to have April Little and/or a current Public Works Department staff member participate in the hiring process.

**New Business**

**Water Tower Inspection** – Jerry Butts distributed a Proposal/Contract Agreement from Dixon Engineering, Inc. Drained Maintenance Inspection for the Water Tower in the amount of \$2,250.00. The Proposal is for the required inspection of the water tower. This inspection is required by the Department of Natural Resources every five (5) years. **Motion by Ben O'Brien seconded by Daniel Rung to recommend to the Village Board approval of Drained Maintenance Inspection Proposal/Contract**

**Agreement with Dixon Engineering, Inc. in the amount of \$2,250.00 with funding from the Water Budget to be determined. Motion carried.**

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

Monday, April 29, 2013 – 6:00 p.m. – Village Hall

**Motion by Daniel Rung, seconded by Gary Ziegler to adjourn (6:53 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee