

**Village of Belleville
Public Works and Parks Committee Meeting
April 30, 2012
Minutes**

Present: Gary Ziegler, Ben O'Brien, Jim Schmitz, Jerry Butts

Absent:

Guests: Kevin Lord (MSA), David 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 – There were no visitors wishing to speak on items not on the agenda.

Visitors Wishing to Speak on Agenda Items – David Ace was present to discuss the design/location/utility needs for a new lunch stand/storage building in Sugar River Park.

Public Works Director Report – See attached report.

Engineers Report – See discussion at agenda items below.

Old Business

Stormwater Utility – Kevin Lord distributed a REVISED Stormwater Utility Capital Improvement Plan (CIP). The REVISED CIP includes the Serv Us Street/North Park Street Stormwater Utility Project in 2012 and the Greenview Pond in 2013.

Kevin reported that he had received a call from Bob Nolden, Federal Industries, regarding their pond. Bob has sent several e-mails to John Minehan, General Manager, regarding the Stormwater Pond. Apparently Mr. Minehan has several concerns. Bob suggested that Kevin should talk with Mr. Minehan directly. Kevin will talk with Mr. Minehan and report back to the Public Works and Parks Committee.

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 distributed a copy of the letter dated March 1, 2012, Maintenance of Property Inspection Report and Notice of Noncompliance Form and pictures that Connie Mullen received from Dan Huebner, General Engineering Service. Ms. Mullen was present at the March 27, 2012 Public Works and Parks Committee meeting to complain about the letter.

Meter Hardware/Software/Meter Replacement – Jerry Butts reported the Public Works Department installed 10 additional meters in March.

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 Siggie Sigmarsson, Montgomery Associates Resource Solutions, LLC (MARS), which provided the following update:

Dam Permit Compliance – MARS has received word from the DNR that all the dam permit submittals have been approved and we are waiting for the final letter from them. The West Lake has been filled up to 857' and as soon as we have the final letter of approval, the West Lake can be filled completely to the old elevation of 858'

Construction Project – FEMA floodplain map revisions have been submitted to FEMA and we are waiting for comments or approval. Expecting feedback in the next 2 -3 weeks.

Maintenance and Monitoring – Next activity taking place in late Spring/early Summer.

West Lake Dredging Project – Contractor has been planning to come and do final restoration work for the last month but is anxious every time it rains and cancels his trip down here from Green Bay because he doesn't want to do the restoration when the soil is wet. He has until May 15th to finish the final restoration. He will most likely come next week to finish up. Restoration and clean up in Community Park and restoration on Mr. Tretow's property and Village properties at the end of Grant Street is what remains.

The Village is in the process of planning a turtle nest installation in the new habitat islands.

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 – Gary Ziegler provided Kevin Lord with a marked up copy of the Comprehensive Outdoor Recreation Plan with numerous suggestion corrections/changes. Kevin will have the changes made by Andrew Bremmer and send an electronic copy to April by May 4, 2012 as the Village Board needs to approve the Comprehensive Outdoor Recreation Plan at their May 7, 2012 meeting as it needs to be included in a grant application.

Wayfinding Signs – Gary Ziegler reported that the Wayfinding Signs have been included in the PARC Grant the Village has applied for.

Library Elevator – Jerry Butts reported that the Library Elevator repairs will be done May 7, 2012.

Parks Projects Recommendations – David Ace was present to discuss the design/location/utility needs for a new lunch stand/storage building in Sugar River Park. Utilities (electricity, gas, sewer and water) will need to be run to the site. Three phase power will be looked at due to the possibility of lights being installed at the diamond in the future. Jerry Butts will talk to WE Energies regarding electricity needs. David asked if the Village would prefer footings or a floating slab for the building. Jerry reminded David that licensed electricians and plumbers should be utilized for the Project and that the building will need to be ADA Accessible.

The Public Works and Parks Committee toured the Village Parks on April 28, 2012. The purpose of the tour was to develop a list of Projects for each Village Park. The Public Works and Parks Committee developed the following DRAFT list of Projects for each Park:

Community Park

Basketball Court – where old tennis courts were located

Relocate Horseshoe Pits

Walking Path from end of Pedestrain Bridge to Bross Circle (elevated portion)

Steps on both sides of Bross Circle (elevated portion) at Walking Path

Additional Playground Equipment (to replace removed equipment)

Sugar River Park

Tennis Court – lacated West of Diamond # 2

Lunch Stand/Storage Building
Three Phase Power for Bands/Diamond Lights

Blaser Park
Sidewalks
Shelter to Bathroom
Current Sidewalk to Shelter
Current Sidewalk to Bathroom
ADA Access to Playground Equipment

Greenview Park
Basketball Court

The Projects included on this list are likely to change. Additional Projects, especially in the Community Park are likely to be added once the Village knows if they will be receiving any PARC Grant money.

The Public Works and Parks Committee discussed the removal of some of the old layground equipment in the Community Park. **Motion by Ben U'Brien, seconded ny Jim Schmitz to remove for safety reasons the old swing set and slide on the Point and everything north of the old walking path by the old tennis court. Motion carried.**

Old Library Maintenance Improvements/2012 Accessibility Improvements – Gary Ziegler reported that the Old Library Maintenance Improvements, the 2012 Accessibility Improvements and the Asbestos Removal Projects are all moving ahead. Contracts have been signed or are close to being signed. As of this meeting, no start dated have been determined for any of the Projects.

Pedestrian Bridge – Gary Ziegler distributed a copy of an e-mail received from Justin Frahm, JSD Professional Services, Inc. (JSD), which provided the following update.

JSD is in the midst of preparing Construction documents from a site improvements and structural design stage and will be finalizing these in the next two weeks. The design documents are currently being processed by our structure design department. The WISDNR permit application was submitted April 23, 2012 which proved to be be an effort in itself. JSD has also provided preliminary opinions of costs and a schematic design for the Badger State Trail Link (pedestrian connection under Hwy 69/River Street Bridge) in providing materials to the RTA Stewardship Grant.

In the next two weeks, we will be finalizing the construction documents package and beginning the bid process immediately after that. This will allow us a preliminary 30 day notice, a week for bidding questions and award of Final bid in early July upon issued WISDNR permit as well as notice of PARC Grant award.

Public Works Building Repairs – Jerry Butts reported that Legler Concrete LLC completed the Project on April 26, 2012 at a cost \$3,234.00. Jerry reported that an additional four feet of concrete wall needed to be poured. The North door to the Public Works Building also needed to be replaced as it was in very poor condition. The cost of the door was \$105.50. The Public Works Department will finish up the Project as time allows.

Lights in Sugar River Park – David Ace reported that at least six grants are being applied for this Project.

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

Community Park Diamond and Outfield Renovation – Jerry Butts reported that this Project was completed by Larsen Landscaping and Bobcat on April 12 and 13, 2012. Larsen Landscaping and Bobcat submitted a bill for \$2,200.00. A separate bill will be sent from Harold's Excavating and the lime provider.

Seasonal Public Works Position – Jerry Butts reported that we are not able to hire the previous person who held this position until late Summer or early Fall. Gary Ziegler will prepare the advertisement for the Post Messenger Recorder. The Public Works and Parks Committee will review applications and conduct interviews on dates/times to be determined.

Welcome to Belleville Signs – Gary Ziegler reported that he has not had a chance to talk to the Boys Scouts regarding the Welcome to Belleville Signs.

Water Main Problem at 320 E. School St. – Jerry Butts and Kevin Lord reported that they worked with S&L (the subcontractor for the Utility Project in 2011) regarding this problem. S&L corrected the problem on March 19, 2012 at no cost to the Village.

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:
No requests were received.

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

MSA Task Order for Serv Us Street/North Park Street Stormwater Project – Kevin Lord distributed and reviewed MSA Task Order # 00372651 regarding the Serv Us Street Stormwater Improvements. The Task Order includes:

- Preliminary Design - \$1,800.00
- Design Plans and Specifications and Permitting - \$5,700.00
- Bidding - \$1,630.00
- Construction Related Services - \$9,500.00
- Total Task Order Cost - \$18,650.00**

Motion by Ben O'Brien, seconded by Jim Schmitz to recommend to the Village Board approval of MSA Task Order # 00372651 for the Serv Us Street Stormwater Improvements with funding to come from the 2012 Stormwater Utility budget. Motion carried.

2012 Budget Review – The Public Works and Parks Committee reviewed the 2012 Year-To-Date budgets.

2012 Street/Sidewalk Repairs – Jerry Butts discussed how he would like to spend the funds in the 2012 Budget. Jerry reported that the Town of Montrose would like to seal coat Remy Road from Highway 92 to CTH D. Jerry agrees that Remy Road needs to be seal coated. The Town of Montrose owns the East half of Remy Road and the Village of Belleville owns the West half of Remy Road.

Jerry would like to spend the remainder of the 2012 funds repairing/replacing sidewalks. Jerry would like to repair/replace the sidewalks on Main Street. Jerry would also like to replace the trees that were planted on Main Street as they are causing the majority of the problems with the sidewalks on Main Street. Jerry would also like to consider replacing the decorative bricks on Main Street. The Public Works and Parks Committee will invite the Main Street property owners to a future meeting to discuss the options regarding the sidewalks/decorative bricks/trees.

Jerry will develop a list of other sidewalks in the Village that need to be repaired/replaced.

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

Tuesday, June 5, 2012 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Jim Schmitz to adjourn (8:50 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee