

**Village of Belleville  
Public Works and Parks Committee Meeting  
June 25, 2013  
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Tom Siebers, Cory Rowden

**Meeting Called to Order by Gary Ziegler at 6:01 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** – The following visitors were present to speak on the agenda item listed:

Cory Rowden – Utility Bill Adjustment Request

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

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

Kevin Lord reported that the State Highway 69/82 (W. Main Street) repairs and Stormwater Utility work will be done the week of July 1, 2013. The work will be done by S&L Underground and Fink's Paving.

**Old Business**

**Meter Hardware/Software/Meter Replacement** – Tabled to a future Public Works and Parks Committee meeting.

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

**Parks Projects Recommendations** – Kevin Lord distributed revised plans and renderings of the Community Park Bathrooms/Cook Shack/Storage Building. Several changes were discussed. Kevin will review the suggestions with Carter Arndt. The Public Works and Parks Committee would like Carter to stake off the possible locations for the building to be reviewed during a tour at their July 29, 2013 meeting.

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

**Urban Forestry Grant/Tree Removal/Tree Planting** – Jerry Butts reported that the Village has received \$22,000.00 from the 2011 Urban Forestry Grant. This money had been previously awarded to the Village and then was withdrawn. Jerry and April Little worked very closely with the DNR to get the funding reinstated.

**Main Street Sidewalks, Decorative Brick and Trees Recommendations** – Tabled to a future Public Works and Parks Committee meeting.

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

**Badger State Trail/Pedestrian Bridge Link** – This Project is still in the Preliminary Design process and is being discussed at the Community Development Authority. The Public Works and Parks Committee will take primary responsibility of the Project once the Preliminary Design process is completed.

**Community Park/Pedestrian Bridge/Lake/River Issues** – Gary Ziegler reported that April Little has secured Operation Fresh Start crews to perform some work in the Village. April was thinking about having the crews work on Lake/River and Community Park Projects. Several Projects were suggested. Jerry Butts will work with April and the Operation Fresh Start Crew Leaders to determine which Projects will be done.

Jerry Butts reported that the bad cement by the footbridge has been removed and new cement will be installed after the area has had a chance to compact.

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

**Property Maintenance Ordinance Enforcement** – Tabled to a future Public Works and Parks Committee meeting.

**Water Loss/ Water Loss Detection Survey** – Jerry Butts reported that the contractor has had some equipment issues, therefore the Water Leak Detection Survey has not been completed yet. The contractor has assured Jerry that the Survey will be completed as soon as possible.

**2013 Street/Sidewalk Repairs** – Jerry Butts distributed a REVISED list of potential street repairs in 2013, including estimated costs. Jerry reports that there is \$20,000.00 in the Public Works Budget and \$20,000.00 in the Capital Budget for Street and/or Sidewalk Repairs and he would like to use all the funds for Street Repairs. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend to the Village Board that the \$20,000.00 in the Capital Budget be allocated for Street Repairs. Motion carried.**

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

**ADJOURN TO CLOSED SESSION per WI Stats 19.85(1)(c)... Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility**

#### **Public Works Director Interviews**

**Motion by Ben O'Brien, seconded by Daniel Rung to ADJOURN TO CLOSED SESSION per WI Stats 19.85(1)(c)... Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried 3 – 0 by Roll Call Vote: O'Brien – Yes; Rung – Yes; Ziegler – Yes.**

**RECONVENE to Open Session to act on the remainder of the agenda items**

**Motion by Ben O'Brien, seconded by Daniel Rung to RECONVENE to Open Session. Motion carried**

**Public Works Director Interviews** – Gary Ziegler reported that the Public Works and Parks Committee, Tom Siebers, April Little and Jerry Butts interviewed one (1) candidate for the Public Works Director position. Gary reported that there was to have been a second candidate interviewed, but due to a scheduling error, that candidate was not available to be interviewed at this meeting.

The Public Works and Parks Committee discussed several recommendations to the Village Board. These recommendations will be discussed at the July 1, 2013 Village Board meeting.

**Baker Tilley Sewer Rate Study Proposal/PSC Water Rate Increase** – Tabled to a future Public Works and Parks Committee meeting.

**Old Library Masonry Work** – Gary Ziegler reported that April Little discussed this Project and the use of the bids from last year with Matt Dregne. Matt feels that the Village should rebid the Project. Kevin Lord reported that Carter Arndt is in the process of revising the bid documents. The Project will go out for bid as soon as the REVISED documents are available.

### **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:  
Cory Rowden received a letter from the Village regarding a REVISED Utility Bill for 24 months worth of back billing due to the wrong multiplier being entered for his meter. Mr. Rowden does not feel that he should be responsible for the difference. The Public Works and Parks Committee feels that this is outside the allowable adjustments that the Committee has the authority to approve and any adjustments should be approved by the Village Board. Mr. Rowden will be notified by Village Hall staff as to which Village Board meeting the adjustment will be discussed.

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

**2014 Budget** – Gary Ziegler reported that department staffing levels were discussed at the June 24, 2013 Finance and Personnel Committee meeting. The 2014 Budget documents have not been distributed yet.

**Park Rules** – Gary Ziegler reported that the Public Works and Parks Committee has been asked to review the Park Rules. There are discrepancies in the ordinance regarding beverage bottles and the consumption of fermented beverages in the parks. Tabled to a future Public Works and Parks Committee meeting.

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

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

**Motion by Ben O'Brien, seconded by Daniel Rung to adjourn (9:56 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee