

**Village of Belleville
Public Works and Parks Committee Meeting
June 27, 2011
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Jeff Hruby (Montgomery Associates), Siggie Sigmaisson (Montgomery Associates), Jeff Roe (WIDNR), Bonnie Wilcox, Deb Kazmar, Roger Hillebrand, Don Cosgrove, Steve Gochenaur, Christen Griffin (Oak Valley Landscaping), Herb Blaser, Jim Root, Mike Tretow, Jean Tretow

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

The Public Works and Parks Committee visited the Shamrock Hills Subdivision and the Community Park/Lake BelleView. Information was provided to the Public Works and Parks Committee by Kevin Lord, Jeff Hruby and Siggie Sigmaisson. Several neighbors of the Shamrock Hills Subdivision provided input on their concerns. See the specific item agenda below for additional information.

The Public Works and Parks Committee resumed their meeting at the Village Hall at 7:12 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 an advertisement he received at the Police Department. The advertisement was for the Pet Waste Eliminator. The Pet Waste Eliminator is a commercial pet waste disposal system. Kits include a sign and post, Pet Waste Bags and dispenser box. It was decided that Roger will purchase five (5) of the Starter Pet Waste Eliminator Kits to be placed this Summer. The funding will come from the Police Budget this year. If the kits work well, additional kits will be purchased next Spring.

Visitors Wishing to Speak on Agenda Items – Several visitors stated they may wish to speak on the Shamrock Hills Subdivision agenda item.

Public Works Director Report – See attached report.

Engineers Report – See discussion at agenda items below.

Old Business

Far West Side Sanitary Sewer Interceptor and Related Street Reconstruction Project / Far West Side Watermain Extension – Kevin Lord reported that Richard Miller (7207 Hwy. 69) is still not happy with the restoration work done on his property, particularly the bare spots that still exist. Kevin has been contacted by the WIDOT, after Mr. Miller contacted WIDOT. And WIDOT wants the Village to handle the problem. Kevin reported that the area has been seeded before but washed away. Kevin stated that he feels the Village has two (2) options to fix the problem: have the Public Works Department fill the bare spots and seed; or have McGuire do the work as part of the Hwy 69/92 and CTH PB Project. The Public Works and Parks Committee decided to have the work done by McGuire. Kevin will make sure that a representative from MSA is on site when the work is done and Kevin will also make sure that Mr or Mrs. Miller is present when the work is done and that it meets their satisfaction.

Kevin also reported that the Lift Station is online.

Library Park Gazebo/Old Library Ramp – Gary Ziegler reported the the Project started June 27, 2011.

Stormwater Utility – The Village has not yet started billing the Stormwater Utility Fee on the Utility Bills. The Public Works and Parks Committee is waiting for a 2011 Budget from April Little. Additional discussion tabled to a future Public Works and Parks Committee meeting.

Confined Space Entry/Rescue Equipment – Jerry Butts reported that required training is scheduled for August 16 and 17, 2011.

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 reported there is nothing new regarding the well placement. Kevin will work with Jerry Butts on possible placement sites.

Village Ordinance Enforcement – Gary Ziegler reported that General Engineering has sent the notice of violation letters to the 44 properties that were determined to be in violation at the June 7, 2011 Public Works and Parks Committee meeting. The property owners have until October 1, 2011 to correct the violations or make arrangements with General Engineering.

Meter Hardware/Software/Meter Replacement – Jerry Butts reported that approximately 835 meters have been installed. Gary Ziegler will invite Mary Austin to a future Public Works and Parks Committee meeting to discuss policies and procedures for notifying customers of unusual usage amounts.

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.

Dam Design Improvement Plan – Jeff Hruby and Siggie Sigmaisson reported that Advance started this Project today, June 27, 2011. The contract allows Advance 45 days to complete the Project, however, it should take only four (4) weeks to complete depending on the weather.

Community Park Restoration Plans – Jeff Hruby and Siggie Sigmaisson reported that Advance should complete the rough grading by June 29, 2011. The fine grading, seed and mulch work will be done later. Jeff and Siggie reported that Advance is not responsible for the watering once the seed is planted. Jerry Butts will work with Montgomery Associates to determine the best way to perform the watering. Gary Ziegler reminded Jeff and Siggie that the Public Works and Parks Committee would prefer to see the fine grading, seed and mulch work done sooner than later so that the Community Park is available for use in Spring 2012.

Jeff and Siggie discussed the possibility of running water and sanitary sewer lines past the current bathroom before the paving work is done in the park. They will work on getting prices (bids) for the work.

Greenview Development Drainage Concerns – Jerry Butts reported that the Public Works Department will be clearing the drainage way this Fall. Jerry will order the signs that will be placed along the property lines..

Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board – The Public Works and Parks Committee briefly reviewed the Urban Forestry Ordinance. A more detailed review will occur as part of the Ordinance Recodification Project.

Jeff Roe was present to discuss the Tree Grant the Village was awarded. Jerry Butts and April Little need to update the tree inventory. Jeff reminded the Public Works and Parks Committee that he needs to approve the tree planting plan for the trees included in the Tree Grant. Jeff is willing to help the Village create a Tree Board when it is ready proceed.

Bell West Subdivision – Kevin Lord reported that the three (3) phase power has been installed. Kevin also reported that some curb and gutter has been poured in the Bell West subdivision. Kevin reported that some utility testing is being done at this time and that grading for sidewalks has started.

Lake Project Update – Jeff Hruby and Siggie Sigmaisson reported that the Emergent Zone Seeding will take place the week of June 27, 2011.

Siggie reported that the Montgomery Associated will be soliciting bids for the following:

- Long Term Restoration Contract;
- Restoration Construction related Services Associated with Long Term Vegetation Maintenance;
- Long Term Permit Compliance Monitoring

These bids are due July 27, 2011 and will be acted on at the August 1, 2011 Village Board meeting. The Public Works and Parks Committee felt the contracts could go directly to the Village Board for their approval without being reviewed/approved by the Committee.

Comprehensive Outdoor Recreation Plan – Gary Ziegler is working on incorporating the suggested changes to the Plan from the Plan Commission. Gary will forward the changes to Andrew Bremmer when he is done.

River Dredging Project Lake Access and Stormwater Issues – Kevin Lord, Jeff Hruby and Siggie Sigmaisson have reviewed the Lake Access and Stormwater Issues at the Storm Sewer Outlet. They feel that the Village should replace 90 feet of storm sewer as part of the River Dredging Project (bid as an Alternate). This part of the Project could possibly be a Stormwater Utility Project. The WIDNR permits should be approved in August at which time final work on the Request for Bid documents will occur.

Community Club Use of Sugar River Park for Community Picnic – The Community Club continues to work with the Village to acquire any permits or other permissions needed.

Wayfinding Signs – The Public Works and Parks Committee reviewed the current Wayfinding Sign list (sign language and location) and design of sign and had no suggested changes. April Little and Jerry Butts are still finalizing placement with WIDOT. April and Jerry are also getting prices on sign posts and the mounting hardware. The Public Works and Parks Committee will review the information again before the signs are ordered and installed.

Purchase of New Lawn Mower – Tabled to a future Public Works and Parks Committee meeting.

Shamrock Hills Subdivision - Kevin Lord distributed and reviewed a Memo dated June 8, 2011 regarding the issues in Shamrock Hills Subdivision Phase 1 (Kevin also included several supporting documents with the Memo). The issues include:

- Retention Pond is Bigger than Planned;
- Silt in Retention Pond
- Retention Pond Side Slopes Steeper than Planned
- Lot and Terrace Restoration Work Inadequate
- Condition of Park Land to be Dedicated to Village Not up to Standards

The Public Works and Parks Committee visited the Shamrock Hill Subdivision Phase 1 location at the start of this meeting. The developers and several neighbors were present during the visit.

Kevin Lord reviewed each of the areas of concern on his June 8, 2011 Memo.

The Lot and Terrace Restoration issues provided by Kevin have recently been addressed by the Developer and their landscaper. Kevin will monitor the landscaping.

The Retention Pond is not built exactly as to the Plan. There may be silt that needs to be removed from the South berm. Kevin suggested that the Village require "as built" drawings of the Detention Pond to address the concerns that have been raised. Don Cosgrove and Steve Gochenaur do not believe that "as built" drawings are necessary as they state that approval was given to them verbally by MSA that the pond met the specifications of the Village. Kevin disputes the fact that verbal approval was given by MSA. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board that the Village require "as built" plans for the Retention Pond in Shamrock Hills Phase 1. Motion carried.**

The land that is to be dedicated to the Village as Park Land does not meet the Village Standards as listed in Village Ordinance 10-6-8. Kevin feels that the developers need to add new topsoil, grade and reseed the Park area. **Motion by Ben O'Brien, seconded by Gary Ziegler to have the developer repair the undulations, add new topsoil, grade and reseed the land to be dedicated to the Village as Park Land. Motion carried.** The Park Land will need to be up to Village Standards as listed in Village Ordinance 10-6-8 before it is accepted by the Village. Kevin will monitor the progress of the improvements.

CTH CC/S. Harrison Street Project Presentation by Dane County Highway Department – Kevin Lord reported that the Project will start July 11, 2011 and should be completed by September 1, 2011.

Seasonal Public Works Position – Jerry Butts reported that Rod Mussehl has approximately 50 hours left to work. Discussion regarding filling the second position will occur at a future Public Works and Parks Committee meeting.

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.

Far West Side Planning – No report.

Compliance Maintenance Annual Report – Jerry Butts distributed and reviewed copies of the Compliance Maintenance Annual Report for 2010. The report reviews operation of the Wastewater Treatment Plant. Based on the report there are no actions necessary at this time. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board adoption of the 2010 Compliance Maintenance Annual Report. Motion carried.**

Establishment of Village Benchmarks – Kevin Lord distributed and reviewed a Task Order for Belleville Benchmark Establishment. The Task Order is for \$3,500.00. MSA proposes to render professional surveying services to extend the establishment of benchmarks through the Village to the west side development. The Public Works Department and MSA continuously get asked for benchmarks for new development site plans and utility information. The intent of the Task Order is to carry the existing benchmarks from the treatment plant through the corridor recently constructed setting benchmarks on the new hydrants installed. The benchmarks would continue to the far west side of the Village to provide benchmarks for future developments. **Motion by Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board approval of MSA Task Order 00372043 for Belleville Benchmark Establishment in the amount of \$3,500.00 with funding to be determined. Motion carried.**

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

Monday, July 18, 2011 – 6:30 p.m. – Village Hall (Tentative Meeting)

Monday, July 25, 2011 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (10:10 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee