

**Village of Belleville
Public Works and Parks Committee Meeting
June 5, 2012
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Siggi Sigmarsson (Montgomery Associates (MARS)), Jerry Ziegler, Richard Miller, Kurt Fahey, Connie Mullen, Mike Tretow

Meeting Called to Order by Gary Ziegler at 6:03 p.m.

Approval of Minutes – Motion by Ben O'Brien, seconded by Gary Ziegler to approve the February 20, 2012, February 27, 2012, March 19, 2012, March 27, 2012, April 2, 2012, April 28, 2012 and April 30, 2012 Public Works and Parks Committee Meeting Minutes. Motion carried

Visitors Wishing to Speak on Items Not on the Agenda – Jerry Ziegler was present to discuss the removal of or painting of the barricade at the West end of Village Drive. Mr. Ziegler distributed pictures of the barricade. The Public Works Department will remove the barricade as time permits.

Richard Miller was present to discuss the timeliness of the Public Works and Parks Committee Meeting Minutes. No action was taken.

Kurt Fahey was present to discuss the tree that was donated last year by the Bruce Company that Kurt thought had died. Kurt stated that the trees needed to be watered regularly and that if the Village did not have the proper equipment to water regularly, he had equipment that the Village could use. The dead tree will be replaced by the Bruce Company at a price of approximately \$800.00 to the Village.

Commie Mullen was present to discuss the Village Ordinance Enforcement policy. She wanted to be sure that driveways were not being enforced. Gary Ziegler informed Ms. Mullen that driveways were not part of the Enforcement policy.

Ms. Mullen also stated that she would be interested in helping with the Welcome to Belleville signs.

Visitors Wishing to Speak on Agenda Items – Mike Tretow was present to discuss the Lake Restoration Project/River Dredging Project/Community Park Restoration Project.

Public Works Director Report – See attached report.

Engineers Report – See discussion at agenda items below.

Kevin Lord distributed a DRAFT copy of the Village of Belleville Capital Improvement Plan for the Public Works Department. This document will be reviewed at a future Public Works and Parks Committee meeting.

Old Business

Stormwater Utility – Kevin Lord reported that he continues to talk with Federal Industries regarding their Stormwater pond. Kevin will provide additional information at a future Public Works and Parks Committee meeting.

Gary Ziegler reported that April Little would like a recommendation to the Village Board regarding the iming for the Greenview Place Pond as the Village has received grant money for the Project. **Motion by**

Ben O'Brien, seconded by Gary Ziegler to recommend to the Village Board that the Greenview Place Pond be included in the 2013 Stormwater Utility Budget. Motion carried.

Clean Fill (Land for Sand Pit or Other Option for Disposal) – Tabled to a future Public Works and Parks Committee meeting.

Meter Hardware/Software/Meter Replacement – Jerry Butts reported the Public Works Department has 34 meters remaining to be installed. Jerry distributed a list of the meters to be installed yet (3/4" – 19, 1" – 3, 1-1/2" – 8, 2" – 3, 3" – 1). Jerry need to order the larger meters that need to be installed.

Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan – See discussion under New Business Item # 5 Urban Forestry Grant.

Lake Restoration Project/River Dredging Project/Community Park Restoration Update – Gary Ziegler distributed a copy of an e-mail he received from Siggie Sigmarsson (MARS) regarding the Final Walk Through for West Lake Dredging and a copy of the letter dated May 30, 2012 regarding the erosion on the parcel at the end of North Grant Street that was attached to the e-mail.

Mike Tretow was present to discuss the washout at the end of North Grant Street.

Siggie stated that the washout on the end of North Grant Street due to the heavy rain on May 28, 2012 should be covered by the Contractor. Siggie asked for the Contractor to meet with him and Jerry Butts to discuss the concerns that the Village and Mr. Tretow have.

Siggie was instructed by the Public Works and Parks Committee to resend the e-mail regarding the meeting and to personally contact the Contractor with a drop dead date to get these items taken care of, and if the Contractor cannot/will not take care of the items to find a Contractor who will and will use the 5% retainage funds to pay for the work

Review Tree Ordinance, Tree Grant Applications and Discuss Tree Board – See discussion under New Business Item # 5 Urban Forestry Grant.

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 reported that the Comprehensive Outdoor Recreation Plan was approved by the Village Board at their May 7, 2012 meeting. The Public Works and Parks Committee will continue to develop a list (Capital Improvement Plan) for Parks Projects.

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

Library Elevator – Jerry Butts will check on the status of the Library Elevator repairs and report at the June 25, 2012 Public Works and Parks Committee meeting.

Parks Projects Recommendations – Tabled to a future Public Works and Parks Committee meeting.

Old Library Maintenance Improvements/2012 Accessibility Improvements – Gary Ziegler reported the following:

The Old Library Maintenance Improvements has started. Joe Daniels feels that work needs to be done on the dormers. They will provide a Change Order for the costs for discussion by the Public Works and Parks Committee.

The 2012 Accessibility Improvements Project has not started yet.

The Asbestos Removal Projects will take place on June 11, 2012. The Library will be closed on that day to make the removal process easier.

Pedestrian Bridge – Gary Ziegler reported that the bids are due June 14, 2012. The Public Works and Parks Committee will make a recommendation to the Village Board at their June 25, 2012 meeting.

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.

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

Seasonal Public Works Position

Motion by Ben O'Brien, seconded by Gary Ziegler 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 2 – 0 by Roll Call Vote: O'Brien – Yes; Ziegler – Yes.

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

Motion by Ben O'Brien, seconded by Gary Ziegler to RECONVENE to Open Session. Motion carried

Seasonal Public Works Position – Gary Ziegler reported that the Village had received 12 applications for the Seasonal Public Works Position. The Public Works and Parks Committee and Jerry Butts reviewed redacted copies of the applications and decided to interview four (4) candidates on June 18, 2012. The interview questions were reviewed.

Welcome to Belleville Signs – Tabled to a future Public Works and Parks Committee meeting.

2012 Street/Sidewalk Repairs – Jerry Butts distributed several documents regarding 2012 Street/Sidewalk Repairs.

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 Business District property owners to the June 25, 2012 meeting to do a walking tour of Main Street and 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.

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.

Serv Us Street/North Park Street Stormwater Project – Kevin Lord distributed Preliminary Plans for the Serv US Street/North Park Street Project. Kevin and Jerry Butts have several other items (not all Stormwater related) to the Project. Kevin will send a document summarizing the additional items and a new cost estimate. Kevin and Jerry will review the Project before the June 25, 2012 Public Works and Parks Committee meeting so a recommendation can be made to the Village Board

Urban Forestry Grant – The Village of Belleville received a 2011 Urban Forestry Grant in the amount of \$26,691.50. The Grant calls for the removal of 75 trees and the planting of 51 trees.

According to the Village Urban Forestry Plan and Tree Inventory and the Emerald Ash Borer Readiness Plan, the Village has 127 hazardous trees that need to be removed

Jerry Butts needs to update the tree inventory for any trees that have been removed and with any trees are have been planted.

The Public Works and Parks Committee is also looking to make a recommendation for the Main Street trees (all ash) The Public Works and Parks Committee will be leading a tour of the Main Street Business District at their June 25, 2012 meeting and one of the items that we will be discussing in the trees.

The Public Works and Parks Committee will develop a list of trees to be removed and planted using the Urban Forestry Grant money and money in the 2012 budget.

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

Monday, June 18, 2012 – 5:30 p.m. – Village Hall

Monday, June 25, 2012 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (9:24 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee