

**Village of Belleville
Public Works and Parks Committee Meeting
July 23, 2012
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Jill Wennesheimer, Linda Kahl, Dennis Kahl

Meeting Called to Order by Gary Ziegler at 6:09 p.m.

Approval of Minutes – Motion by Ben O'Brien, seconded by Gary Ziegler to approve the June 25, 2012 Public Works and Parks Committee Meeting Minutes. Motion carried

Visitors Wishing to Speak on Items Not on the Agenda – Howard Ward was present to discuss purchasing different /new garbage cans for the Village parks.

Howard also suggested that the Village should consider naming the newly donated park at the end on North Harrison Street.

Jill Wennesheimer, Linda Kahl and Dennis Kahl were present to ask for a handicap accessible portable toilet in the Community Park. Jerry Butts will replace one of the two (2) portable toilets by the softball diamond with a handicap accessible toilet.

Visitors Wishing to Speak on Agenda Items – There were no visitors wishing to speak on items on the agenda.

Public Works Director Report – See attached report.

Engineers Report – See discussion at agenda items below.

Old Business

Stormwater Utility – Nothing new to report.

Meter Hardware/Software/Meter Replacement – Jerry Butts provided an update on the status of the meter installations. Jerry will also be working with the Village Hall to send letters to the property owners that have not responded to the previous requests to install new meters.

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 – Jerry Butts will contact Sullivan Landscaping and Larsen Landscaping to get pricing on steps on the east side of the Community Park road berm.

Jerry will also get the old playground equipment in the Community Park removed.

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) - Nothing new to report.

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

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 are done except for the inside handicap ramp, which will be done in the very near future.

The 2012 Accessibility Improvements Project is complete except for some minor items.

Pedestrian Bridge – Jerry Butts reported that the a light pole had to be moved for the footings. The pole will be moved closer to the river when it is reinstalled which should allow for more light on the pedestrian bridge.

Lights in Sugar River Park – Nothing new to report. This item will be removed from the agenda until it is requested by the group trying to raise the money for the lights requests it to be placed back on the agenda.

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

Seasonal Public Works Position – Jerry Butts reported that Brent Pence has been working for the Village for approximately one (1) month. Jerry will check with Rod Mussehl regarding his availability. If Rod is not interested in the second position, Brent will be aksed to work up to 1200 hours in 2012.

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

2012 Street/Sidewalk Repairs – Jerry Butts reported that the seal coating is done. The final bill (approximately \$28,000.00 less approximately \$7,500.00 from the Town of Montrose for their portion of the Remy Road work) has not been received from the Green County Highway Department.

The remainder of the \$55,000.00 budgeted money will be spent on sidewalk repairs as to be determined by the Public Works and Parks Committee.

Serv Us Street/North Park Street Stormwater Project – Kevin Lord reported via e-mail that the Prproject is out to bid. The bids for the Project are due August 10, 2012. The Public Works and Parks Committee will meet on August 20, 2012 to make a recommendation to the Village Board,

The Public Works and Parks Committee would like Kevin to provide a breakdown of cost for Alternate 1 by Utility and Non-Utility cost

Urban Forestry Grant – Jerry Butts is still in the process of updating the tree inventory for any trees that have been removed and with any trees are have been planted.

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.

Main Street Sidewalk, Decorative Brick and Trees Recommendations – Gary Ziegler distributed an e-mail dated July 23, 2012 from Kevin Lord. Kevin made several suggestions in his e-mail.

The Public Works and Parks Committee would like Kevin and Jerry Butts to take a look at this Project and bring their ideas (no decorative bricks) to the August 27, 2012 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.

Garbage/Recycling Contract – Gary Ziegler reported that the current Village Garbage/Recycling Contract expires December 31, 2012. The Public Works and Parks Committee will need to develop a Request for Proposal (RFP) for a new Garbage/Recycling Contract. Gary will talk to April Little to get a copy of the current contract and sample RFP's.

2012 Budget Review – The Public Works and Parks Committee reviewed the year-to-date Budget Comparison Reports.

2013 Budget – April Little has just started to prepare the 2013 Budget documents. Tabled to a future Public Works and Parks Committee meeting.

Capital Improvement Plan – Gary Ziegler distributed an e-mail dated July 23, 2012 from Kevin Lord. The e-mail list several Projects that Kevin and Jerry Butts think should be included in the Capital Improvement Plan (CIP). Jerry Butts and Kevin will work on refining this list and will develop a Village CIP.

Forms Review – The Village Hall staff is in the process of revising the Village forms. The forms are being revised mainly due to the recent Ordinance Recodification. The Public Works and Parks Committee will need to review and Public Works, Parks, Cemetery and Utility related forms when they are available. Tabled to a future Public Works and Parks Committee meeting.

Acquisition of Cosgrove Property Funding for Village Costs – Tabled to a future Public Works and Parks Committee meeting.

Gehin Property Easement - Gary Ziegler distributed an e-mail dated July 23, 2012 from Kevin Lord and two (2) additional documents regarding the easement.. Kevin has done some research on this item. Gary Ziegler will forward this information to April Little and Howard Ward. The Village will need to work with the Property owner and the Town of Montrose to secure this Easement.

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

Monday, August 20, 2012 – 6:30 p.m. – Village Hall

Monday, August 27, 2012 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Gary Ziegler to adjourn (8:48 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee