

**Village of Belleville
Public Works and Parks Committee Meeting
August 22, 2011
Minutes**

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

Absent:

Guests: Marge Dresen (MSA), Siggie Sigmaisson (Montgomery Associates), Ralph Jacobs

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 – Ralph Jacobs was present to request a Utility Bill Adjustment.

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 – Marge Dresen reported that the Richard Miller (7207 Hwy. 69) has been reseeded. Marge reported that Kevin Lord was on site while the work was being done. According to Kevin, Mr. Miller was happy with the work that was done.

Marge reported that there are still some punch list items remaining to be done on Project A. MSA is working with the contractor to resolve these items.

Marge reports that Project B is complete and online.

Library Park Gazebo/Old Library Ramp – Gary Ziegler reported the the Project is complete. The Village has received a final bill from Buol Builders. Buol Builders donated \$300.00 towards the Project..

Stormwater Utility – The Village has not yet started billing the Stormwater Utility Fee on the Utility Bills April Little and Mary Austin are working on entering parcels so that billing can start soon. The Public Works and Parks Committee is waiting for a 2011 Budget from April.

Confined Space Entry/Rescue Equipment – Jerry Butts reported that required training scheduled for August 16 and 17, 2011 was cancelled. The training has been rescheduled for October 17 and 18, 2011. Jerry reported that all employees need a physical before the training. The Belleville Clinic cannot do the required physical. The Belleville Clinic has been assisting Jerry in finding a physician who can perform the required physical. The physical will cost \$450.00 - \$475.00 per person and is most likely not covered by health insurance. Jerry reported that all employees will also need a hearing test before the training. Jerry will work with Aoril Little on the physicals and hearing tests.

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 – Marge Dresen reported that the Balers Woods subdivision is being looked at for the well site.

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

Gary will check with April Little regarding proceeding with another section of the Village being inspected by General Engineering in 2011.

Meter Hardware/Software/Meter Replacement – Jerry Butts reported that approximately 870 meters have been installed. There are a total of 1,129 meters to install in the Village. Jerry reported that the remaining meters to be installed are more difficult to install as they are residences that have not responded to requests from the Public Works Department to call for an appointment. The Public Works and Parks Committee would like the remaining meters installed as soon as possible

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 – Siggie Sigmaisson reported that the Project is complete. Siggie reported that final approval of the Project by Montgomery Associates is pending final survey work.

Community Park Restoration Plans – Marge Dresen reported that the utility extension has been completed.

Siggie Sigmaisson reported that Advance will be completing the final seeding and shoulder work this week. Siggie also reported that the grass is starting to grow on the outfield/football field portion of the Project. The Bruce Company is letting the Village borrow a water cannon to assist with the watering.

Greenview Development Drainage Concerns – 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 – Tabled to a future Public Works and Parks Committee meeting.

Bell West Subdivision – Marge Dresen reported that the most current phase of the Project is mostly done. The punch list is out and being worked on. Marge reported that a section of sanitary sewer line failed between the Bellville Clinic and the Lift Station and is being repaired.

Lake Project Update – Siggie Sigmaisson provided an update on upcoming work to be done in the Lake. There will be several small projects happening in the Lake this fall.

Siggie reported that the Village Board approved the contracts for the following at their August 1, 2011 meeting:

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

Comprehensive Outdoor Recreation Plan – Tabled to a future Public Works and Parks Committee meeting.

River Dredging Project Lake Access and Stormwater Issues – Siggie Sigmaisson that Montgomery Associates have been working MSA on the Stormwater Issues at the Storm Sewer Outlet at the end of N. Grant Street. 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 Request for Bid for this Project will be released August 25, 2011 and are due September 21, 2011 with Village Board approval at their October 3, 2011 meeting.

Siggie also reported that the Village is applying for a WIDNR Grant to offset some of the Long Term Permit Compliance Monitoring costs.

Wayfinding Signs – The Public Works and Parks Committee reviewed the current Wayfinding Sign list (sign language and location) and design of sign and had several questions regarding placement of some of the signs. Gary Ziegler will work with April Little on the list of questions. 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 – Marge Dresen reported that elevation verification of the Retention Pond will take place on August 23, 2011.

CTH CC/S. Harrison Street Project Presentation by Dane County Highway Department – Marge Dresen reported that the Project started July 11, 2011 and should be completed by September 1, 2011. The Dane County Highway Department will be done with their portion of the Project by August 24, 2011. The paving (private contractor) will not be done until September 1, 2011. Jerry Butts will contact Greggar Petersen, Dane County Highway Department. To advise him that the Village would like to have the paving done before September 1, 2011 as that is the first day of school.

Seasonal Public Works Position – Jerry Butts reported that Rod Mussehl is done working for the Village this year. Rod had approximately 20 hours remaining to be used. Discussion regarding filling the second position will occur at the September 6, 2011 Public Works and Parks Committee meeting.

Far West Side Planning – Marge Dresen reported that the striping on CTH PB was done incorrectly. MSA is working with the Dane County Highway Department to have the striping done correctly/

Marge also reported that James Street is being changed to James Avenue on all the plats for the West Side Development.

2011 Street Work – Jerry Butts reported that the 2011 Street Work has been completed by the Green County Highway Department. The Village is waiting for a final bill from the Green County Highway Department.

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:
First United Church of Christ (130 E. Church Street) – Ralph Jacobs was present to represent First United Church of Christ. First United Church of Christ received a utility bill for June, 2011 for 24,500 gallons. Their average monthly use for 2010-11 was 2,340 gallons. Ralph Jacobs reported that First United Church of Christ did find problems with several of their toilets/urinals. The toilet/urinals have been repaired. Gary Ziegler informed Mr. Jacobs that this was the second request from First United Church of Christ for a Utility Bill Adjustment which meant that the Public Works and Parks Committee could ONLY grant a credit of 75% of the average monthly use.

Motion by Ben O'Brien, seconded by Tyler Kattre to approve a credit of 16,600 (75% of possible credit) gallons to the Sewer portion of the June 29, 2011 Utility Bill for First United

Church of Christ. Motion carried.

Stormwater Utility Credit Requests – The following Stormwater Utility Credit Request have been received:

No requests were received.

2011 Budget Review/2010 Carry Over Review – The Public Works and Parks Committee discussed the 2010 Carry Overs and the 2011 Capital Projects. The Projects that were discussed are as follows:

Tennis Court(s)
Basketball Court(s)
Repair North Side of Public Works Building
Library Elevator Repair
Repair/Renovate Old Library

Jerry Butts will solicit quotes for the tennis court(s), basketball court(s) and repairs to the North side of the Public Works Building. The quotes will be reviewed at a future Public Works and Parks Committee meeting.

Library Elevator – The Village Board decided at their August 15, 2011 meeting to go to bid for the Library Elevator Repairs. Howard Ward and April Little are developing bid documents.

Village Entrance Signs – April Little asked the Public Works and Parks Committee to discuss the condition of the three entrance (“Belleville – Home of the Wildcats”) signs to the Village. The signs are all in need of some work and need to be painted. Jerry Butts stated that the signs were purchased by the Community Club and donated to the Village. The Community Club has maintained the signs in the past. Gary Ziegler will discuss the signs at a future Community Club meeting. Gary will also talk to the Boys Scouts as any work done on the signs could be Service Project or even possibly an Eagle Project. Gary will also talk to Roger Hillebrand to see community service time could be utilized to work on the signs.

Review Park Rules/Parks Use Requests – Tabled to a future Public Works and Parks Committee meeting.

Removal of Old Playground Equipment in Community Park – Jerry Butts would like to remove the old playground equipment in the Community Park. Jerry would also like to consider replacing the old equipment in 2012. Gary Ziegler will review the recommendations regarding playground equipment included in the Comprehensive Outdoor Recreation Plan prior to the next Public Works and Parks Committee meeting.

2012 Budget – Tabled to a future Public Works and Parks Committee meeting.

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

Tuesday, September 6, 2011 – 6:00 p.m. – Village Hall
Tuesday, September 27, 2011 – 6:00 p.m. – Village Hall

Motion by Ben O’Brien, seconded by Tyler Kattre to adjourn (9:00 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee