

**Village of Belleville
Public Works and Parks Committee Meeting
August 27, 2012
Minutes**

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

Absent:

Guests: Kevin Lord (MSA), Terry Kringle

Meeting Called to Order by Gary Ziegler at 6:15 p.m.

Approval of Minutes – No Minutes to Approve.

Visitors Wishing to Speak on Items Not on the Agenda – Terry Kringle was present to discuss including the Boy Scout Camp area in any trail work that is completed on the North and West side of the Village in the future.

Visitors Wishing to Speak on Agenda Items – There were no visitors wishing to speak on items not on the agenda.

Public Works Director Report – See attached report.

Jerry Butts reported that the Village purchased a used irrigator from the City of Verona.

Engineers Report – See discussion at agenda items below.

Old Business

Stormwater Utility – No information to report or and action needed on this item.

Meter Hardware/Software/Meter Replacement – Jerry Butts reported that all the additional meters that are needed to complete the installations have been ordered and will be installed once they arrive.

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 Updates – Howard Ward is delaing with concerns expressed by several Property owners regarding the cattails and weeds. Howard is working with the DNR and plans on having a meeting with all involved parties.

Review Tree Ordinance, Tree Grant 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) - Kevin Lord reported that there is nothing new to report.

Wayfinding Signs – Gary Ziegler reported that the Wayfinding Signs have been included in the PARC Grant the Village has awarded. April Little is working on the layout of the signs for the Public Works and Parks Committee to approve.

Parks Projects Recommendations – The Parks Project Recommendations will be added to the Capital Improvement Plan being developed by the Public Works and Parks Committee. The items will be reviewed as part of the 2013 Budget process.

Pedestrian Bridge – Jerry Butts reported that the Project is mostly done. Except for the sidewalks and landscaping. The Project will be completed by the September 2, 2012 Lake Fest Event barring any unforeseen inclement weather.

Gary Ziegler distributed an e-mail dated 8/24/12 from Justin Frahm (JSD Professional Services, Inc.) The e-mail discusses the fact that the bridge being 12 feet wide might allow for unwanted public vehicle traffic over the bridge. Justin suggest the placement of bollards in order to prevent the public vehicle traffic. This item will be discussed at a future Public Works and Parks Committee meeting.

Fee Schedule – Gary Ziegler distributed a copy of 8/20/12 DRAFT Resolution regarding Establishing a Fee Schedule. The Public Works and Parks Committee reviewed the Resolution and recommended some changes. There are several fees that need to have additional discussion.

Seasonal Public Works Position – Jerry Butts reported that Brent Pence is working out well. Jerry will contact Rod Mussehl to determine his start date.

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

2012 Street/Sidewalk Repairs – Jerry Butts reported that the street work is done for 2012. Jerry distributed, as part of his Public Works Director Report the actual costs for the 2012 street work that was done by the Green County Highway Department. The total Village cost was \$21,098.00. The Town of Montrose also paid \$7,835.00 for their portion of the work done on Remy Road.

Serv Us Street/North Park Street Stormwater Project – Kevin Lord reports that the Project contracts are in the process of being signed. Kevin will set up a pre-construction meeting. The Project should be completed by late October or early November.

Urban Forestry Grant/Tree Removal/Tree Planting – Jerry Butts reviewed the updated Tree Inventory. Jerry is still in the process of determining how many trees need to be removed. Jerry will work with April Little to develop a Tree Removal/Stump Removal Request for Proposal (RFP). The RFP will need to be approved at the September 25, 2012 Public Works and Parks Committee meeting so that the work can get done in 2012.

Main Street Sidewalk, Decorative Brick and Tree Recommendations – Kevin Lord distributed an Engineer's Estimate of Probable Costs for the Main Street Terrace Improvement. Kevin also distributed several detail sheets for review

The Public Works and Parks Committee discussed the Project in detail. Kevin will provide REVISED costs for the next Public Works and Parks Committee meeting. Kevin will also provide additional photographs and drawings for the Project.

Garbage/Recycling Contract – Gary Ziegler distributed several sample Refuse and Recycling Collection, Processing and Disposal Request for Proposals (RFP) for the Public Works and Parks Committee to review. The RFP will need to be finalized at the September 25, 2012 Public Works and Parks Committee meeting.

2013 Budget – Tabled to a future Public Works and Parks Committee meeting.

Capital Improvement Plan – The Public Works and Parks Committee discussed Projects that should be included in the Capital Improvement Plan. The DOT is planning on resurfacing Highway 69 (River Street) from Main Street to CTH D in 2016. Jerry Butts suggested several additional Projects that should be done in the future, including several that should be done in conjunction with the DOT Project. Jerry and Kevin Lord will expand the previously developed Stormwater Utility Capital Improvement Plan to include the items discussed at the meeting.

Forms Review - The Village Hall staff is still in the process of revising the Village forms. Tabled to a future Public Works and Parks Committee meeting.

Gehin Property Easement – Kevin Lord and Gary Ziegler reported that no additional work has been done on this item.

New Business

Parks Use Requests - The following Park Use Requests have been received:
No request 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.

Seasonal Public Works Employee – See discussion under Old Business item.

Public Works Department Job Descriptions/Succession Planning/Reorganization - Tabled to a future Public Works and Parks Committee meeting.

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

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

Motion by Daniel Rung, seconded by Ben O'Brien to adjourn (8:40 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee