

**Village of Belleville  
Public Works and Parks Committee Meeting  
September 25, 2012  
Minutes**

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

Absent:

Guests: Kevin Lord (MSA)

**Meeting Called to Order by Gary Ziegler at 6:05 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** – There were no visitors wishing to speak on items on the agenda.

**Public Works Director Report** – Jerry Butts did not have a prepared report.

Jerry did report that he has had several complaints about the sod that was planted as part of the 2010 Highway 92 Project. For the most part the sod has died. Several Property owners have approached Jerry asking that if they replace the sod, if the Village would assist them in watering the replacement sod/grass seed by adjusting their water bill. Jerry noted that the maintenance of the sod is the Property owners responsibility. The Public Works and Parks Committee feels that as the maintenance of the sod was the Property owners responsibility, in the event the sod is replaced, the Property owner has full responsibility for the maintenance, including watering, and therefore no adjustments should be made to the water bills. Jerry was asked to remind the Property owner that they have the option of purchasing a Deduct Meter.

Jerry also reported that the Village Clean-Up day is scheduled for October 10, 2012.

**Engineers Report** – See discussion at agenda items below.

**Old Business**

**Stormwater Utility** – The Stormwater Utility will be discussed as part of the 2013 Budget and Capital Improvement Plan in the future.

**Meter Hardware/Software/Meter Replacement** – Jerry Butts reported that 19 meters were installed in September. There are 14 meters remaining to be installed. 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.

**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 railings on the bridge still need to be fixed. Jerry also reported that the Public Works Department will be sealing the bridge surface and railings as well as the sidewalks and abutments.

**Fee Schedule** – Gary Ziegler distributed a copy of Resolution 2012-10-02 regarding Establishing a Fee Schedule. The Public Works and Parks Committee reviewed the Resolution and recommended that the Picnic Table Rental Fee remain as is (deleted by Resolution 2008-08-01) and that the Snow Removal Fee and Yard Fees be changed to \$65.00 per hour with a one (1) minimum charge and that any time over one (1) hour be billed in 30 minute increments.

The Brush Pick-up and Tree Planting Fees need to have further review before any recommendations are made by the Public Works and Parks Committee.

**Seasonal Public Works Position** – Jerry Butts reported that Brent Pence has less than 100 hours remaining to work. Jerry has talked with Rod Mussehl and he would like to start back with the Village on October 2, 2012.

**Welcome to Belleville Signs** – Daniel Rung reported that the Community Development Authority (CDA) is willing to take on this Project. Gary Ziegler will talk to Andy Ziehli, CDA Chairperson, about what has been discussed by the Public Works and Parks Committee.

**2012 Street/Sidewalk Repairs** – Jerry Butts reported that the street work is done for 2012. Jerry will review the sidewalks in the Village (other than Main Street) to see if any work needs to be done in 2012. Any funds that are not expended will be asked to be carry over funds for 2013 for additional work or for the Main Street Sidewalk Project.

**Serv Us Street/North Park Street Stormwater Project** – Kevin Lord reported that the Project will start the week of October 8, 2012 and will take 4 – 5 weeks to complete. Kevin Lord stated that a fire hydrant will be added at North Park Street as part of the Project.

**Urban Forestry Grant/Tree Removal/Tree Planting** – Gary Ziegler distributed a copy of the DRAFT Tree Removal/Stump Removal Request for Proposal (RFP). Several changes were made to the RFP. The RFP will include a base bid for Terrace Tree and Stump Removal and an Alternate Bid for Park Tree and Stump Removal. The RFP will be sent to several contractors who have already expressed an interest in the Project. The RFP will also be posted in the Shopper Stopper. The due date for the RFP is Friday, October 5, 2012. The Public Works and Parks Committee will meet on October 15, 2012 to make a recommendation to the Village Board. The RFP lists a December 21, 2012 completion date for the Project.

Jerry Butts distributed a DRAFT of a letter the Village will be sending to the affected property owners advising them that the Village has determined that their terrace tree(s) will be removed as part of this Project.

**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 photographs of the current terrace and drawings of the future design of the terrace.

Kevin explained that the estimated costs include 10 feet (between back of curb and Property Line) of new sidewalk on the North side of Main Street and 12 feet (between back of curb and Property Line) of new sidewalk on the South side of Main Street. The three cost estimates include varying amount of colored/stamped concrete sidewalk. The Public Works and Parks Committee reviewed the drawings and

asked Kevin to make some revisions to the drawing and provide a Revised Engineer's Estimate of Probable Costs.

Kevin will forward the updated information to Gary Ziegler. Gary will prepare a presentation to the Village Board for discussion as part of the 2013 Budget.

**Garbage/Recycling Contract** – The Public Works and Parks Committee reviewed the sample Refuse and Recycling Collection, Processing and Disposal Request for Proposals (RFP) that had been previously distributed. The RFP should include a five (5) and ten (10) year option and one (1) Village clean-up day. Jerry Butts and April Little will make the requested changes and get the RFP out as soon as possible. The due date for the RFP is November 1, 2012 at 2:00 p.m. (the due date was changed to October 26, 2012 at 2:00 p.m.) The Public Works and Parks Committee will meet on November 5, 2012 to make a recommendation to the Village Board.

**2013 Budget** – The Public Works and Parks Committee discussed the 2013 Budget. Jerry Butts and April Little will be meeting to perform a more detailed review in the near future.

**Capital Improvement Plan** – Kevin Lord distributed a copy of the latest version of the Village of Belleville Capital Improvement Plan (CIP) for Infrastructure/Roadway Improvements and Sanitary Sewer Utility Improvements. Kevin and Jerry Butts will discuss any Sewer and Water Utility Improvements that should be added to the CIP and Jerry will develop a list of equipment/vehicles/buildings that should be added to the CIP.

**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.

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

### **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.

**Badger State Trail/Pedestrian Bridge Link** – The Village has received grant money for the Badger State Trail/Pedestrian Bridge Link. The Village has yet to receive the contract for the funds yet. Planning for the Project will not start until the contract has been signed.

**Community Park/Pedestrian Bridge/Lake/River Issues** – Gary Ziegler reported that several issues regarding the Berm, Pedestrian Bridge, Lake and River have been raised at various Village meetings recently. This item was added to the Public Works and Parks Committee for discussion. This item will be discussed at a future Public Works and Parks Committee meeting.

**Ordinance Review** – Tabled to a future Public Works and Parks Committee meeting.

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

Monday, October 15, 2012 – 6:00 p.m. – Village Hall  
Monday, November 5, 2012 – 6:30 p.m. – Village Hall

**Motion by Ben O'Brien, seconded by Daniel Rung to adjourn (9:25 p.m.). Motion carried.**

Respectfully submitted,

Gary J. Ziegler, Chair  
Public Works and Parks Committee