

**Community Development Authority (CDA)**  
**Minutes of Meeting Held Tuesday, July 30, 2013 at 5:30 p.m.**  
24 W. Main Street, Belleville WI 53508

Called to order at 5:35 PM. – Present: April Little, Daniel Rung, Rich Hendrickson, Deb Kazmar, Mike Parkin and Tim Young. Visitors – Rick Francois and Justin Frahm

**A. Approval of Minutes from Previous Meeting – June 18, 2013** – *Kazmar made a motion to approve; seconded by Hendrickon. Motion carried.*

**B. Priority Projects for 2013**

1. **River Walk / Connecting Trail – From New Bridge to Badger State Trail; DNR Grant (Justin Frahm, JSD Engineering)** – Frahm distributed four handouts. A survey and wetland delineation have been completed to determine the edge of the stream. Frahm met with DNR representative Wendy Pike on site to determine permitting parameters and potential hurdles. The good news is that there is a consistent wetland that runs along the edge. It varies from 10 to 20 feet off the high water mark.

The red area on map c-1.0 shows 325 square feet of impacted area directly under the highway 69 bridge, which is very small impact. When the impact is less than 10,000 square feet, a general, easier permitting process for a trail is allowed. That will favorably impact the schedule and design. It's a 30 day review process with no public hearing (rather than 90 days of processing). The feedback from Army Corp of Engineers was very positive as well, although they defer to DNR in this case. Endangered species clearance will need to be obtained. This primarily affects schedule.

There would be cutting along the bank that provides a better transition zone with vegetation. Pike wanted to see 325 square feet mitigated at least. There will not be a steep edge and will be very accessible, so this will be very easy to do by revegetation with native species.

Under the bridge there is scouring protection with a concrete wall pile cap that provides abutment protection. It cannot be removed and constrains where the trail begins. The pile cap and high water mark makes meeting the required width tight. It can accommodate 12 feet and would need a railing; it may be under water at times. However, this is very common with this type of project. Soil data under abutting will determine depths for concrete pad, grading, etc. and this is why soil borings are needed. The slope will be no greater than 5 percent to make it wheelchair accessible. It gives 10 feet of clearance to the concrete pad under the bridge, meeting the target. Maximum height of retaining wall would be just over six feet, tapering to zero. On top of the wall is a 3-to-1 slope so it will hold vegetation without erosion.

Trees can remain, but one bench must be moved at Veteran's Park. The point of access to behind the Public Works building is also a factor. If modified or abandoned, it can reduce wall length (by 100 feet of wall). There is a switchback to get accessible connection to Badger State Trail. The swale at stormwater outlet is maintained. Adding an ice rink in the corner (drawn at 4500 square feet) is proposed. It would drain into the swale in spring. Next step is geotechnical (soil) investigation and determination of what will happen behind the Public Works building from a grading standpoint. Goal is to advertise for bids in February/March. Could do an alternate bid for

grading behind public works and an ice rink; it could be price advantageous. Access behind the building will have to be looked at; it is about a five feet swing. Removal of materials would probably be a bid item. The soil report will give some data on soil contamination.

- a. **Approval of Soil / Subsurface Investigation Work Order with NTS** –*Kazmar made a motion to move forward with the soil investigation; seconded by Young. Motion carried.*

## 2. **Downtown / Street Beautification Projects -**

- a. **Shed Behind 17 W. Main Street** – Little said that the shed was sold to the bank, and they will tear it down to the pad. Once costs are itemized they will meet with the Village on potential acquisition.
  - b. **Proposal (Bellebrooke Properties III) for 15 N. Vine Street** – An offer to purchase was prepared, and the Village’s attorney had several questions for the CDA to discuss. Francois will check with Jim Peters if there is any alley easement information or appraisal information or environmental assessment. It was generally agreed that appraisal and survey information should be obtained.
  - c. **Proposal for Parking Lot Acquisition** – An offer to purchase was prepared, and the Village’s attorney had several questions for the CDA to discuss. Little will check with UB&T so see whether there is any alley easement information, appraisal information or an environmental assessment. It was generally agreed that appraisal and survey information should be obtained. After CDA obtains answers, it will redraft the offers and take to Plan Commission and Village Board, then back to CDA for approval of task orders if response is favorable.
3. **Revolving Loan Fund** – *Young made a motion to approve the final draft application packet (with changes from the last meeting); seconded by Kazmar. Motion carried.*
  4. **Railroad Corridor Update (TIF 5)** – An update from Landmark was shared in regards to their site cleanup progress and consideration of selling the parcels separately. Little will get some estimates to put together grant applications.
  5. **CDA “Field Trip” (Riverfront)** – Postponed.
  6. **Signage – Entrance & Existing.** CDA is requesting that wayfinding signs be completely installed before Community Picnic by August 10.

**D. Other Business:** Future Meeting Date – Second Tuesdays of month (August 13) will be the next meetings.

**Adjournment** – *Kazmar made a motion to adjourn; seconded by Hendrickson. Motion carried.*  
Adjourned at 7:40 PM.

- *By April Little, Executive Director*