

**COMMITTEE OF THE WHOLE MEETING MINUTES
OCTOBER 19, 2017
6:00 PM**

1. Roll Call and Call to Order

Wood called the meeting to order at 6:00 PM. Members Present: Kurt Wood, Lois Taylor, Kevin Sacia, Jake Ruesgen, Kit Locke, Bridgette Turner, Jason Hilton. Others present: Lynn Lamke and Nathan Patros.

2. Announcements

A. The Village Board will convene into closed session under section 19.85(1)(c), Wisconsin Statutes, considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

3. Approval of Minutes

Motion by Taylor to approve the 9-21-2017 minutes, seconded by Ruesgen. MC 7-0

4. Review Vouchers (reviewed)

5. Pinewood Court street dedication - review recommendations from Village Engineer and Staff

Staff presented results from a preliminary site visit conducted by the Street Superintendent and Administrator. Multiple issues were presented including inadequate stormwater drainage, inadequate street crowning-pooling and alligator cracking throughout the site. Results from staff's analyses are shown below. Based on those results, the Street Superintendent recommended that the Village Engineer conduct a thorough site analysis of the street conditions and cost estimate to fix issues prior to the dedication.

Street	Crown	Stormwater Drainage off-road	Cracking
Westwood Rd	Inadequate	Inadequate	
S. Cedar Rd	Adequate	pooling intersection of Park Ridge Rd	intersection of Park Ridge
Park Ridge	Adequate	pooling intersection of S. Cedar Rd	intersection of S. Cedar
Evergreen Dr	Good	pooling intersection of Pinewood Rd	good
Pinewood Rd	Poor on east end	pooling Hwy K intersection and Evergreen Dr.	
N. Forest Dr	Good to Poor	pooling at cul-de-sac	substantial at cul-de-sac
S. Forest Dr	Inadequate	pooling at cul-de-sac	substantial at cul-de-sac
E. Forest Dr	Good	pooling at cul-de-sac	substantial at cul-de-sac
Woodland Dr	Adequate	minimal	good
Eastwood Dr		none on eastern side of road	

The Village Engineer provided a number of items to consider and assess prior to accepting the

dedication, including but not limited to:

- Storm Sewer – There is no storm sewer. This should be evaluated so the Village does not inherit known drainage issues.
- Assurance that the existing streets in Pinewood were installed per minimum composition (8” aggregate base, 3” hot mix asphalt, 37ft wide streets, curb and gutter, storm sewer meeting DNR standards for retention and sediment control.) Pinewood provided street sections for 2/3 of the streets in Pinewood. Engineer noted that the base and asphalt depth were adequate in the profiles provided. Though existing street width in Pinewood is 20’, this provides 2 driving lanes with no street parking. If the Village would like further assurance on the condition and longevity of the streets, some test cores would be necessary.
- The dedication could be conditioned on the property owner consenting to an assessment for any significant (>\$5,000) street repair or reconstruction determined necessary within the first 10 years.
- Village setback requirements in the Mobile Home District are 40’ from the right-of-way. Pinewood’s proposed 50’ right of way would leave approximately 10’ setbacks for existing structures and several structures would encroach on the proposed 10’ setback and be considered preexisting non-conforming.
- Sanitary Sewer – The Village will not be taking over Sanitary Sewer; any sanitary sewer mains or services located in the right-of-way need to be permitted by the Village with Pineview continuing to maintain and repair.
- Water - The Village will not be taking over Water; any watermain or services located in the right-of-way need to be permitted by the Village with Pineview continuing to maintain and repair.
- It’s not normal practice for a municipality to maintain private streets and a rationale for doing it for Pineview needs to be developed to avoid requests by others.

Administrator recommendations:

- Street and Stormwater Conditions
 - a. Request Village Engineer to conduct a detailed site analyses documenting the condition of streets, grades and crowning as guided by 512-14 (D)(1) of the Village Ordinance. Problems should be listed and costs estimated to fix such issues.
 - b. Bore road sections to understand the street profiles (gravel and asphalt) for those streets that profiles were not provided by Pinewood. Per the recommendation of the engineer, bore samples should be taken every 250’ (minimum of 10 total). Bore samples shall be analyzed by a Geotechnical Engineer (Village Engineer has a list of geotechnical engineers upon request)
 - c. The dedication is conditioned on the property owner consenting to an assessment for any significant (>\$5,000) street repair or reconstruction determined necessary within the first 10 years. After that, repairs or reconstruction would be handled the same way as other Village streets.
 - d. Amend the minimum 60’ right-of-way Ordinance width per 512-8(P), for 50’ ROW widths
- Stormwater Drainage System, per Village ord 512-11
 - a. A drainage system shall be designed and constructed by the subdivider to provide for the proper drainage of the surface water of the subdivision and the drainage area of which it is a part. Prepared by a registered professional engineer and approved by the Village Engineer.
- Water & Sewer Utilities
 - a. Agreement that all future water/sewer improvements and street resurfacing caused by such w/s improvements are performed by Pinewood Court
- Certified Survey Map showing lots, right-of-way, water, sewer and electrical easements

The Committee of the Whole recommended that the Village Attorney review the proposed Dedication Agreement drafted by Pinewood, and ensure that the agreement takes into account the setback issue of 50' right-of-way.

6. Consideration of Resolution 2-2017 Service Fee Schedule Amendment

(Reviewed). Building permit fees were struck out and language was inserted noting that Trempealeau County establishes such fees. A snow plowing fee was added in case of a snow emergency at \$180/hr, and increased Machine Use Fee from \$75 to 180/hr.

7. Consideration of a Contract for Assessment Services between Chimney Rock Appraisal and the Village of Trempealeau.

(Reviewed) The language in the new three year contract mirrors the existing contract, except for an increase in the annual service fee of \$500 from \$7,500 to \$8,000 annually.

8. An ORDINANCE to create Chapter 6-3 "Fire Prevention Rapid Entry Requirement" which shall require certain structures to have a Lock Box installed on the exterior of the structure to aid the Fire Department to gain access to the structure when responding to calls for emergency services.

(Reviewed)

9. Closed Session

A. Convene into closed session per Wisconsin Statute 19.85 (1)(c)

Motion by Taylor to go into closed session, seconded by Locke. MC 7-0

Roll call vote: Yea: Sacia, Taylor, Ruesgen, Wood, Lock, Turner, Hilton
No: None

B. Reconvene into Open Session

Motion by Turner to convene into open session, seconded by Hilton. MC 7-0

10. Meeting Times and Dates

General Government 11/9/2017 6PM

11. Future Agenda Item Requests (no action)

12. Adjournment

Motion by Ruesgen to adjourn, seconded by Hilton. MC 7-0 8:31PM