

January 25, 2010

Planning Commission/Town Board Agenda

The meeting was called to order at 5:30 p.m.

Present: Randy Leiker, Andy Peters, Tom Becher, Mike Woods and Dan Garber from the Town Board and Ken Zilisch, Jim Ecker, Jim Cotter and Leanne Meidam-Wincentsen from the Planning Commission. Greg Kippenhan was excused.

Has the agenda been properly posted? Yes

GIS presentation by Jennifer Tovar

Dean Schiller from Public Works and Jennifer Tovar from GIS gave a presentation. From 2008 until the present time Jennifer has implemented the initial database. She has been collecting information. This summer we will be hiring an intern to help collect the data and work on the database. This position will pay \$10.50 per hour and the person will work Monday thru Thursday.

Jennifer does work in various departments. All new developments will be required to supply subdivision data in a geodatabase format. It will include water and sewer locations, stormwater structures, plat info, etc. Dean Schiller stated we are currently locating stormwater easements. All ponds will be mapped. They will be mapping the direction of the water flow.

Sewer and Water Department

Jennifer is working on the as-built points versus actual points. Some of the points vary quite a bit from the as-builts. Hydrant maintenance can be scheduled as well as exercising water valves. It can be noted if a valve is hard to turn or how many turns it takes to open it.

Public Works

A sign management program needs to be put in place. This is being mandated. Centerline reflectivity is another mandate that is coming. Jennifer will also be mapping all the light poles.

Park and Rec

The street and park trees have been mapped. Memorial benches have been mapped as well as the memorial trees. The Heritage bricks will eventually be mapped and could eventually be put on the website. That is a ways off. The trails are being inventoried. Maps of the parks have been placed on the website.

Building Inspection

There are no footprints of homes mapped yet but they are working towards that.

Fire and Rescue

Jennifer has set up an emergency management plan map for large events which locates where everything is and where first aid stations are. She is continuing maintenance of the Fire

Department map books. They are looking at tracking fire calls. Jennifer will possibly do a hazardous waste inventory and location map.

Administration

Jennifer is working on census maps. She will be doing all the updates on the land use map.

Review ideas for address sign ordinance.

Randy Leiker explained to the Planning Commission that we are looking at an ordinance for address signs. Dean will have another listening session.

Randy went over the draft ordinance. Points of conflict or discussion were:

- Diggers hotline – is 45 days enough time to allow for the signs to be erected?
- How should we notify Town residents?
- Registered letters are costly if we would have to send a lot of them.
- They should possibly be given 30 days to comply after a letter is sent. 10 days is not enough time.
- The ordinance should state that the signs should not exceed XX number of inches.
- This should be included in the Zoning Ordinance as a requirement of the platting process.
- If signs are allowed on mailboxes, some buyers guide/paper boxes may be in the way.
- A map should be put on the web site for what size is required on all streets for reference for the residents.
- If letters or numbers and plates are available for purchase at the hall, it should be at cost.
- Should an RFP be sent out?
- This should be implemented with the 1st Responders for possible GPS.
- Private roads will need to be named.
- Who will review if someone has a proposed option?
- The ordinance should say as mail routes are at the time of this ordinance. Some streets have mailboxes on just one side of the street.
- If someone is unable to erect a sign (elderly or handicapped person) we could possibly ask the clubs to rotate on a Saturday and put them up for a donation. This could be a fund raiser.

Adjourn Planning Commission meeting.

Ken Zilisch made a motion to adjourn the meeting. Tom Becher seconded the motion and it was carried and adjourned at 7:55 p.m.

Deborah Wagner,
Town Clerk