

**Present:** Manfred Enburg, Mike Duerst, John Senseman, and Phil Meinel

**Absent:** Kirk Trainor and Russ Swiggum

**Also Present:** John Wright, Clerk-Treasurer, Amanda Arnold, Planner-Administrator, and Mark Judd, Town Patrolman

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:20 AM. Duerst moved to approve the agenda; 2<sup>nd</sup> by Meinel. Motion carried.
2. **Approval of November Minutes** – Duerst moved to approve the minutes from November 28, 2017; 2<sup>nd</sup> Senseman. Chair Enburg noted the December meeting date in the November minutes needs correction. Minutes approved as amended.
3. **Review 2018-2022 Capital Improvement Plan and Amend the Proposed Project Years Based upon Road Condition and Traffic Volume** – Chair Enburg shared a handout he had prepared with dollar amounts filled in for each project identified, including those projects to be completed by the Town Patrolman. The group reviewed the proposal from Greg Denner, Street Superintendent for the City of Verona for chip sealing and restriping Cross Country Road from North Nine Mound road east to Tamarack Way. There was a brief discussion regarding whether the Town should chip seal Hula Drive in 2018 due to the City contracting for chip sealing to the south. Chair Enburg then referred those present to a second handout of all Town roads that includes a menu of options for surface/reconstruction treatment. Duerst expressed his preference to conduct spot repairs on area roads rather than chip sealing more miles. It was noted that although the replacement of the Old County PB Bridge is diverting considerable funds from the Capital Street Improvement budget of \$340,000, up to 50% of the 20% of project costs paid by the Town will be refunded. However, it is not known when that may occur. Chair Enburg advocated for the Town Patrolman to continue to do spot repairs of road deformations with cold mix that can eventually be treated with a chip seal; he noted the current annual capital road budget cannot cover pulverizing and relaying all roads. Patrolman Judd noted the deformations on Whalen Road cannot be addressed with cold mix; they need to be cut out and repaired with hot mix wedging instead.

There was a brief discussion about organizing a capital street improvement budget that would include \$200,000 to \$250,000 for chip sealing annually and \$90,000 to \$140,000 for addressing defects that require partial reconstruction/wedging. Member Duerst noted that Riverside Road and Country View Road need to be addressed. It was noted that the City of Verona will chip seal their portion of Country View Road from Milky Way north past the trail crossing (near where the house at 2514 Country View Road once stood). Enburg expressed concern that reconstructing areas of Riverside and Country View would prevent chip sealing more miles of Town roads elsewhere. There followed a brief discussion regarding Sunset Drive east of County Highway PB as to whether it be improved prior to new home construction or to wait until they had been constructed. Chair Enburg requested for Arnold and Wright to work on an annual road budget that segregates expenses into three columns: chip sealing (maximum \$250,000), reconstruction (maximum \$140,000), and spot repairs and cold mix wedging by the Town Patrolman (no \$ amount ascribed); without objection. It was noted that the Patrolman's Street Maintenance Routine budget line had been increased in 2018. Enburg suggested that the Town may want to seek bids based on what the Town ideally wants to do rather than based on the budget (and consider debt).

Member Meinel asked what performance measure should the Town use to determine the success of their accomplishments. Chair Enburg responded that the number of road miles that are improved would be his performance measure. Meinel then suggested that the Committee track the number of miles that have been improved in the past that can be presented as a report. Meinel noted that the current pavement ratings and volume of traffic provide a tool that can be used to determine which roads should be repaired when and the type of surface treatment/reconstruction methods that should be employed. Duerst moved for the Town to restripe Cross Country Road in 2018 from North Nine Mound to Tamarack Way (center stripe, edge stripe, and stripe for bike lane) if the City of Verona opts to chip seal this portion at the City's expense; 2<sup>nd</sup> Senseman. Motion carried. Meinel, who works for the Wisconsin Department of Transportation, stated that the Town should start budgeting for the replacement of the bridge on Valley

Road. Mark Judd noted that culvert replacement is necessary on Riverside Road and should be included in the 2018 budget.

4. **Discuss 2018 Capital Equipment Budget** – there was brief discussion regarding equipment needs that could include a self-propelled roller for the Patrolman to use when doing repairs with cold mix, replacement of the McCormick tractor, replacement of the 2007 Peterbilt dump body, a radar-based traffic counter, a wood chipper, a hot water pressure washer, an all-building emergency backup power supply, etc. Enburg will email a comprehensive list to Amanda Arnold.
5. **Review of Draft of Updated Driveway Ordinance and Draft Driveway Construction Guide with Possible Recommendation to the Town Board after Attorney Review** – Arnold reported that the Dane County maximum of four private driveways served by a single access can be exceeded if a variance is requested. She would like the Town of Verona to set a maximum. Chair Enburg suggested a Town maximum of six with the understanding that a developer requesting a greater number will likely request the Town accept as a public road maintained by the Town. Arnold further noted that the Town needs a standard for commercial driveways and parking lots. There was brief discussion regarding the clearance standards in the current driveway ordinance; it was noted that if the vertical height is increased, then overhead lines on power poles may not meet the standard. The current vertical standard for clearance was set by the Verona Fire Department. It was suggested that the Town could set minimum standards and desired standards within the driveway ordinance that includes the depth of gravel for private driveways that likely exceeds the standard for some public roads.
6. **Report on WTA Attorney Clarification about Applying State Statutes to Speed Reduction on Town Roads and Municipal Counsel Review of the Same** – Wright reported that he once again was unable to find time to consult with Attorney Nawrocki due to complications with the replacement of manhole 10, tax preparation, and tax collection. The item will be added to the next agenda as a report.
7. **Schedule January 2018 Meeting** –The next meeting was scheduled for Tuesday, January 23, 2018 at 7:00 AM. The following agenda items should be included:
  - Call to Order/Approve Agenda
  - Approve Minutes from 12/27/2017
  - Discuss Response from Greg Denner Regarding Striping of Cross Country Road Segment
  - Create 2017 Accomplishments List and 2018 Goals for the Town Board
  - Town Board Response to Plowing of Private Roads for Pay
  - Discuss Categorization of 2018 Road Budget into Three Categories as Prepared by Amanda Arnold
  - Discuss 2018 Capital Equipment Budget List
  - Review Draft of Updated Driveway Ordinance and Draft Driveway Construction Guide with Possible Recommendation to the Town Board after Attorney Review
  - Report on WTA Attorney Clarification about Applying State Statutes to Speed Reduction on Town Roads and Municipal Counsel Review of the Same
  - Schedule February 2018 Meeting and Set Agenda
  - Adjourn
8. **Adjourn** – Senseman moved to adjourn; 2nd Duerst. Motion carried at 8:32 AM. Motion carried.

Approved: January 23, 2018

Prepared by: John Wright and Amanda Arnold