

Present: Manfred Enburg, Mike Duerst, Kirk Trainor, and Phil Meinel

Absent: John Senseman and Russ Swiggum

Also Present: John Wright, Clerk-Treasurer, Mark Judd, Town Patrolman, Amanda Arnold, Planner-Administrator, Mark Geller, Town of Verona Chair

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:07 AM. Duerst moved to approve the agenda; 2nd by Meinel. Motion carried.
2. **Approval of September Minutes** – Duerst moved to approve the minutes from September 26, 2017; 2nd Meinel. Trainor abstained due to his absence from the September meeting. Motion carried.
3. **Discussion and Action on 2018 Budget**
 - a. Town Board feedback about Capital Improvement Plan – Arnold reviewed some revised figures for 2018 costs including the replacement of the bridge on Old PB. Those costs for the Town could range between \$120,000 and \$200,000. Up to 50% of those funds may be reimbursed to the Town at the completion of the project. Likewise, the projected costs for De Marco Trail of approximately \$88,000 will be offset by LRIP funds of approximately \$15,000. Member Duerst noted that the Town has been funding capital road projects at the same level for many years; perhaps it is time to consider an increase. Patrolman Judd thought that Flint Road could be stabilized with a chip seal. There followed a discussion regarding whether the current schedule of vehicle replacement (10 years for the two large Peterbilt plows, and 5 years for the smaller Ford F550 plow) should be lengthened or based upon criteria such as mileage or frequency of repairs. Patrolman Judd advocated for the replacement of the McCormick tractor in 2018, the 2007 Peterbilt in 2019, and the 2015 Ford F550 in 2020. The current restricted account balance for vehicle replacement is \$160,000 with a pledge to increase that balance by \$40,000 each year beginning in 2018. Although this committee had already scheduled to replace the standard steel dump body on the 2007 Peterbilt in 2018 with a stainless steel one, Chair Geller questioned that action. Geller wondered whether the new Public Works building would allow for better salt removal than possible in the old facilities and therefore extend the life of the equipment. Patrolman Judd noted he has a standard pressure washer that uses water heated by the building's water heater. He further noted that an electric or diesel powered steam unit would be more effective in removing road salt. Member Trainor noted that the use of brine for de-icing is harder on equipment than conventional road salt. Geller proposed that Judd attend training hosted by Dane County as developed by the County and the City of Madison; attendance and completion will result in certification. Judd reported that he and John Hageman scraped surface rust from the 2007 Peterbilt dump body and then coated it with rust-inhibiting paint. Some pinholes can possibly be repaired with welded patches.

Clerk-Treasurer Wright introduced a preliminary 5-year Capital Improvement Plan for Town roads to those in attendance. He noted that 2018 projects were those carried forward from the list presented by MSA in the past with their associated costs. Wright noted that the notes he transcribed from the road tour that was conducted by Chair Enburg and Wright provided the basis of the proposed repairs; however, the roads were not prioritized by their ranking or traffic counts. Wright acknowledged that his short-term goals were to provide a list of projects that included De Marco Trail to support his LRIP TRI application and Fitchrona Road to support his Town Road Improvement – Discretionary grant application to the Wisconsin DOT. The TRI application has been completed and reviewed by Kevin Lord from MSA for accuracy; in order to submit the application, Wright needs to upload an Improvement Plan for the online application. Chair Geller noted that Country View Road was absent from the list. Wright replied that he can amend the proposed CIP based upon suggestions made today and will use that to complete the grant application process which has a deadline of October 31, 2017; however, the CIP should be added to the PWC November agenda for further discussion, analysis, and refinement. There was brief discussion of possible goals for improvements to Fitchrona Road if the Town were to

be awarded a TRI-D grant to offset associated costs. Wright set up a meeting this afternoon with Cory Horton the Director of Public Works for the City of Fitchburg and Ahnaray Bizjak the Transportation Project Engineer for the City of Fitchburg. Fitchburg is currently considering design options to improve the intersection of Fitchrona and Nesbitt, so the Town grant may be able to utilize data the City has already gathered and the group can discuss how best to collaboratively improve safety on Fitchrona Road.

- b. Public works operating – Planner-Administrator Arnold reviewed the Public Woks Operating Budget and noted that the largest increase compared to the prior year is the \$40,000 contribution to a restricted Machine Capital account for future vehicle replacement. Likewise, the Street Maintenance Routine budget line has been increased by \$28,000 over the prior year to allow for flexibility in repairing spot areas or sections of roads not identified on the multi-year capital road improvement plan. Arnold also noted that she created a new budget line for overtime wages paid to the Patrolman. The budget line for tree trimming has been increased beyond the 2017 level. There followed a brief discussion about areas where trees should be trimmed. Arnold advocated that tree trimming/removal in non-emergency situations be conducted within areas where the public have been adequately notified in advance and based upon a multi-year plan. Member Duerst noted that a realistic height to trim trees overhanging Town roads would be 18'. The group briefly discussed the need for a policy regarding wood left within the rights-of-way. It was agreed that wood should be offered to property owners in the neighborhood; if after two weeks any still remains, it should be brought back to a designated area adjacent to the Public Works building; without objection.

Arnold noted that line 141 in the proposed 2018 budget for Engineering has been slightly reduced; however, she noted that 2017 levels were unusually high in order to cover the Town's portion of design costs for the replacement of the Old PB bridge in 2018 and MSA's work for the engineering in Hillside Heights and the deferred resurfacing of De Marco Trail. Arnold acknowledged that the proposed 2018 amount should cover the services that had been provided by Ron Lease (driveway, access, and culvert reviews) who is retiring as Project Manager for the Town this year. Similarly, Arnold noted that work done by Lease and Hageman to assist the Patrolman may not be depended upon in future years; therefore, the Town should consider another public works employee in addition to the Patrolman. It was agreed that the restricted fund account balance for Equipment Capital should be included in the discussion about the 2018 proposed Public Works budget when it is presented to the Board in November; without objection.

4. **Review and Discuss Equipment Leasing Options with a Possible Recommendation to the Town Board** – Wright stated that he emailed the group all the bids prior to this meeting. He further noted that it was agreed by this body that a lease would be considered if the three-point hitch on the McCormick were to break before the tractor was replaced. Those present reviewed quotes from Sloan Implement, Carl F. Statz and Sons, and Ag Direct.
5. **Updates on Hillside Heights Road Revised Costs** – Administrator-Planner Arnold reported that the overage of \$17,000 includes undercutting of roads as well as \$5,000 in Town-authorized change orders.
6. **Review Draft Update to the Driveway Ordinance with a Possible Recommendation to the Town Board** – It was agreed to add this item to the November agenda once the members have had more time to review the two proposed documents.
7. **Wisconsin Towns Association Attorney Clarification about Applying Wisconsin Statutes for Reducing Speeds on Town Roads and Municipal Counsel Review of the Same** – Clerk-Treasurer Wright reported that he was unable to schedule a time to speak with Attorney Carol Nawrocki of the Wisconsin Towns Association about the memo she sent to former Town Administrator Rose Johnson regarding strategies for reducing speed limits on local roads based upon State Statutes. Wright reported that he spoke with Jeremy Nash, City of Madison traffic engineer on October 20, 2017 about Jeffy Trail. Nash reported that he conducted a site visit to verify that the City had only one 25 MPH sign for southbound traffic near the intersection with Mid Town Road; he created a plan for more signage in the City portion of Jeffy that he will discuss with his supervisor. Once Wright has confirmation of the change by the City, Chapter 5 of the Town's partial Code of Ordinances can be amended so that the Town can post speed signs of 25 MPH on our portions of Jeffy Trail for northbound and southbound traffic. Wright noted

that Deputy Clerk-Treasurer Tammy Dresser ordered signs to warn motorists of pedestrians in the Town portion of Jeffy Trail that were installed by Patrolman Judd.

8. **Schedule November 2017 Meeting** – Planner-Administrator Arnold announced that Tammy Dresser will be presenting a module for iWorQ to track public works activities and inventories immediately after adjournment in the Town Conference Room. The next meeting was scheduled for Tuesday, November 28, 2017 at 7:00 AM. The following agenda items should be included:

Call to Order/Approve Agenda

Approve Minutes from 10/24/2017

Review 2018-2022 Capital Improvement Plan and Amend the Proposed Project Years Based Upon Road Condition and Traffic Volume

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 December 2017 Meeting and Set Agenda

Adjourn

9. **Adjourn** – Duerst moved to adjourn; 2nd Trainor. Motion carried at 8:37 AM. Motion carried.

Approved: November 28, 2017

Prepared by: John Wright with Amanda Arnold review