

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

**Absent:** Kirk Trainor and Russ Swiggum

**Also Present:** John Wright, Clerk-Treasurer, Mark Judd, Town Patrolman

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:24 AM. Duerst moved to approve the agenda; 2<sup>nd</sup> by Meinel. Motion carried.
2. **Approval of August Minutes** – Duerst moved to approve the minutes from August 21, 2017; 2<sup>nd</sup> Senseman. Motion carried.
3. **Discuss 2018 Budget**
  - a. Capital Improvement Projects – Chair Enburg reported \$160,000 has been designated for equipment capital costs. As discussed previously, beginning in 2018, \$40,000 per year should be budgeted to add to this account for future equipment purchases. According to a memo from Planner/Administrator Arnold, a minimum of \$120,000 of the \$340,000 Capital Road Improvement budget should be earmarked for the Old PB bridge replacement and associated costs. It is uncertain at this point whether any overage will be cost-shared with the DOT or if the Town will not receive 50% of those costs back after the project is complete. Member Senseman asked whether the original estimate was calculated incorrectly or whether the changes are due to unforeseen circumstances. Enburg responded that it was both. On the one hand, the environmental factors were unforeseen in the original estimate; on the other, the interpretation of the formula for reimbursement has changed. Duerst moved to budget \$40,000 per year to go into the restricted Capital Equipment fund; 2<sup>nd</sup> Senseman. Motion carried.
  - b. Public Works – Enburg reported that he, Planner/Administrator Arnold, and Clerk/Treasurer Wright met prior to today to discuss the agenda and quotes for leasing equipment (see below).
4. **Review and Discuss Equipment Leasing Options with a Possible Recommendation to the Town Board** – Chair Enburg reported that the Town has received leasing quotes from Sloan Implement, Carl F. Statz and Sons, and Ag Direct. It was noted that the McCormick tractor is used for about 300 hours each year. Patrolman Judd estimated that each mowing cycle adds 80 hours. The John Deere end loader is used for moving salt and sand during the winter months. Due to a miscommunication, the quotes weren't duplicated for the members present. Duerst moved to delay action on a lease decision for the McCormick tractor and to authorized up to \$15,000 to be used from the Capital Equipment account for the possible replacement of the 2007 Peterbilt steel dump body with a stainless steel one; 2<sup>nd</sup> Senseman. Motion carried. Without objection, Enburg will report this recommendation to the Town Board at their regular October meeting. The Board response will be part of next month's agenda.
5. **Review Vehicle Maintenance Logs and Mower/2007 Peterbilt Repair** – The members present reviewed the maintenance records for each piece of equipment based upon a report generated from QuickBooks accounting software from the date the vehicle was placed in service if after 2013, or since the implementation of QuickBooks in early 2013. After review, it was noted that no repairs were unusual or extraordinary. The Bush Hog mower that was purchased from Kalscheur Implement that was rated for up to 1 ½" diameter trees was damaged and had to be repaired by New Glarus welding. Duerst stated that fallen trees hidden in tall grass were not factored into the original decision about this purchase. There was a brief discussion about selling this mower rather than trading it in and the possible replacement with a heavier duty 4' swath Woods mower.
6. **Updates on Hillside Heights Road Reconstruction** – Patrolman Judd reported that shouldering is scheduled for tomorrow. Judd and Project Manager Ron Lease will address continuing storm water runoff issues on the south side of Everest Drive today by placing cold mix on the shoulder. The Town has not received cost overruns for the additional undercutting beyond the bid price that was required for Andes, portions of Allegheny, and Everest.
7. **Review Draft Update to the Driveway Ordinance with Possible Action to Recommend to the Town Board** – Chair Enburg stated that he separated the existing Ordinance into two documents: one is a proposed guide to driveway construction and the other a proposed revised Ordinance entitled Private Driveways. He explained that drives are a two-step process: one is for access, the other for construction.

Member Senseman asked the Chair how he defined subdivision. Enburg responded that the term would include those done by CSM, subdivision plat, and condo plats (which is technically not a subdivision of land, but a single lot with limited common elements and common elements that is regulated by a condo association). Senseman expressed his concern that if private roads in condo plats are ever dedicated to the public, then the standards could be contrary to those that are proposed elsewhere. Enburg responded that he did write the proposed update to the existing Ordinance with roads of lower density such as Riverside. Senseman noted that the rural nature of the Town has changed substantially in recent times; it has become more urbanized, particularly in the Shady Oak Lane area.

There followed a general discussion as to whether dedication of private roads in condo plats would require subdivision; Clerk/Treasurer Wright noted that the 66' rights-of-way and road would have to be dedicated; however, like a metes and bounds description, the land beneath the road could remain a common element of the association. To his knowledge, only dedication by Certified Survey Map or Subdivision Plat requires the land beneath the road to be dedicated to the public and thereby split from private land ownership. There was general discussion regarding the Town's opportunity to specify standards for private roads through the terms contained within the developer's agreement since the Town's Subdivision and Development Ordinance does not address condo plats. Chair Enburg preferred that the tree canopy on private drives be increased from 14' to 18'. Wright responded that when that revision was made to the Driveway Ordinance, that was the standard stipulated by the Verona Fire Department.

8. **Review Guidelines for the Reduction of Speed Limit** – the members present reviewed the language contained in Wisconsin Statute §349.11 **Authority to modify speed restrictions** (3) (c) and Wisconsin Statute §346.57 **Speed restrictions** (4) (j). The two citations suggest that the Town, based upon the separation distance of driveways of 150' or less can lower the speed limit to 35 MPH and then lower that an additional 10 MPH without conducting a speed study. Clerk/Treasurer Wright was directed to follow through with Wisconsin Towns Association attorney Carol Nawrocki to find out more details on how this can be applied. Once that is known, the results should then be reported to Town legal counsel Al Reuter for his review; without objections. Discussion of the results of those conversations should be added to the October agenda.
9. **Schedule October 2017 Meeting** -The next meeting was scheduled for Tuesday, October 24, 2017 at 7:00 AM. The following agenda items should be included:
  - Call to Order/Approve Agenda
  - Approve Minutes from 9/26/2017
  - Discussion of 2018 Budget with Action -Town Board feedback re: Capital and Operating
  - Review Leasing Quotes with Possible Recommendation to the Town Board
  - Review Draft of Updated Driveway Ordinance with Possible Recommendation to the Town Board after Attorney Review
  - Update on Hillside Heights Revised Costs
  - Report on WTA Attorney Clarification about Applying State Statutes to Speed Reduction on Town Roads and Municipal Counsel Review of the Same
  - Schedule November 2017 Meeting and Set Agenda
  - Adjourn
10. **Adjourn** – Senseman moved to adjourn; 2nd Duerst. Motion carried at 8:53 AM. Motion carried.

Approved: October 24, 2017

Prepared by: John Wright