

Public Works Committee Meeting

Tuesday July 28, 2020 7:00 AM

Town of Verona Hall, 7669 County Highway PD

Via on-line Zoom software with provisions for in person participation at town office

Present: Mike Duerst (chair) Russ Swiggum, John Senseman, Phyllis Wiederhoeft (on line)

Absent: Manfred Enburg

Also Present: Christopher Barnes, Public Works Project Manager, Mark Judd, Road Patrolman

Public Present: Tim Sweeney (on line), Mark Torresani, Tetrattech (on line)

Call to Order/Approve Agenda - Chair Duerst call the meeting to order at 7:02 am. Swiggum moved to approve agenda, Senseman seconded, motion carried

1. **Review Minutes of May 26, 2020** No meeting was held in June. Senseman moved to approve minutes from May 2020. Swiggum seconded, motion carried 4-0.
2. **Discussion and Possible Action: Driveway permit 2782 White Crossing Road (Bean)** - Duerst introduced the proposed driveway extension; no change is being made to the access in the right of way. Barnes described the extension and that it required Corp of Engineers permit, which was obtained to fill existing wetlands to construct the driveway. Verona Fire Department reviewed and approved the plan with the construction of a bypass lane as shown on the plans. Mark Torresani (Tetrattech) was available to answer questions. Duerst asked how much fill was going in; Torresani answered approximately six inches. Wiederhoeft asked why the driveway should be approved now if the Dane County has not yet rezoned the wetlands area. Barnes stated that the County would like verification that the town has reviewed and approved the driveway before they address the change in zoning. Swiggum asked when the driveway would be built and, Torresani stated likely late this fall. Wiederhoeft moved to recommend the driveway application to be considered by the Town Board, second by Swiggum, motion carried. 4-0
3. **Discussion and Possible Action: Driveway Permit Lot 8 Prairie Circle Extension (Sweeney)** - Barnes stated that the driveway application was for a new house to be built on the Prairie Circle Extension planned for construction in late summer. The plan of the owner is to build the driveway and culvert installation at the same time as the road construction. Barnes agreed with this process. Duerst agreed that the timing made sense to build at the same time. Sweeney addressed the issue of combined driveway access and stated that he was opposed to it. Barnes states that we had placed a sketch in the agenda that showed the placement of snow in the Prairie Circle cul-de-sac and how it would be managed. Sweeney stated that the mailbox gang box would not be in the cul-de-sac and would make plowing easier. Judd agreed and saw no conflict with snow plowing to the cul-de-sac and driveway.

Swiggum moved to recommend the driveway application to be considered by the Town Board, second by Senseman, Motion carried 3-0 with abstention by Wiederhoeft.

4. **Discussion and Possible Action: Recommendation to Town Board to Revise Driveway Ordinance** - Duerst opened discussion by stating that this issue came forward from Supervisor Mathies in response to the number of plats being constructed and the number of driveway permits which would come to the board. The resolution contained in the agenda would allow the board to delegate the approval of driveways to the Public Works Committee and the approval of driveways in platted subdivisions to the Public Works Project Manager. Sensemen questioned how conflicts would be resolved if the applicant did not agree with the ruling of the Project Manager or the committee. Barnes stated that the applicant could appeal to the board. Wiederhoeft questioned whom the resolution referred to as the "aggrieved party". She stated that an adjacent property owner could be an aggrieved party. Barnes stated that his interpretation was that the party was the applicant. Senseman asked about public notification of the application, much like a rezoning hearing. Barnes stated that there was no such provision in the driveway ordinance. Senseman moved to table the discussion, second by Wiederhoeft, motion carried 4-0.
5. **Discussion: Single Purpose Road Analysis Process**- Duerst stated that this topic was revisited by the Town Board with the poor condition of Flint Lane and the relatively large amount of money necessary to bring it up to a town standard. Barnes stated that this was an item requested by Enburg to keep before the committee. The discussion centered on if the town should establish a process to vacate roads defined as single purpose. Barnes included a list of potential single purpose/low use roads in the town. Data on each of the roads is included on the sheet. Swiggum asked how poor the road condition would have to be before the road was repaired. Barnes stated that the current goal is to keep the roads drivable and durable enough to snowplow. Senseman stated that he considered up to three residences would be the threshold to vacate the road. Wiederhoeft agreed to do research on other towns and how they handle single purpose roads.
6. **Development Updates:**
 - a. **Twin Rock Prairie Circle Development** – Barnes stated that construction was moving ahead with a September start date.
 - b. **Prairie Circle Development** - Barnes stated that the construction was scheduled to begin in late August as soon as final documents were filed with Dane County
7. **Equipment Condition Update** – Judd stated that the new Peterbilt plow truck had been delivered and was at Madison Truck for outfitting. Delivery to the town was expected in late October.

8. **Schedule August 2020 Committee Meeting and Set Agenda**-Next Meeting was set for August 18, 2020 with topics of Single Purpose Roads, and the Draft Capital Improvement Plan for 2021.
9. **Adjourn** - Swiggum moved to adjourn, second by Senseman, motion carried 4-0

Approved: August 18, 2020

Prepared By: W. Christopher Barnes