

**Public Works Committee Minutes**  
**Thursday, May 25, 2021, 7:00 A.M.**

Town of Verona Hall, 7669 County Highway PD

*Via on-line Zoom software with provisions for in-person participation at town office with masking and distancing*

**Present:** Phyllis Wiederhoeft, Chair (online), Mike Duerst, John Senseman, Russ Swiggum, Manfred Enburg (online)

**Absent:** None

**Also Present:** Christopher Barnes, Public Works Director; Mark Judd, Road Patrolman

**Public Present:** None

1. **Call to Order/Approve Agenda** - Chair Wiederhoeft called the meeting to order at 7:00 AM. Senseman moved to accept the agenda, second by Enburg. Motion carried.
2. **Review Minutes of March 30, 2021** - The minutes were reviewed by the committee. There was no April committee meeting. Duerst called for a motion to approve the March 30 minutes as submitted. Motion by Swiggum, second by Senseman, motion carried.
3. **Discussion and Possible Action: Driveway Permit, Spring Rose Road** - Barnes presented a driveway application for Lot 3 CSM #15213. Barnes expressed that this lot is the third lot south of Riverside Road. The driveway is to be located approximately 20 feet south of the north property line. The driveway length is 100 feet in length. Barnes explained that the sight distances are satisfactory for the posted speed on Spring Rose Road. Wiederhoeft asked about the timing of building permit. Barnes explained that the driveway permit is issued prior to the Dane County issuing a zoning permit for the home. Wiederhoeft asked for a motion, motion by Duerst and second by Enburg. Motion carried 5-0.
4. **Discussion and Possible Action: Driveway Permit County Highway PB** - Barnes explained that the driveway permit for 1991 County Highway PB plans to use an existing access at 1997. The existing driveway will be evidently be used for two homes. The town and the Verona Fire Department need to review the application and approve the driveway permit since it is longer than 100 feet. The fire department requires that the existing trees on the existing driveway be cleared to the 22-foot standard. Barnes also requested that the builder submit the driveway easement and shared use agreement, which were submitted. Barnes also stated that driveway base has already been constructed. Duerst asked about other driveways on County Highway PB and specifically how many residents would be using the subject driveway. Barnes responded that a total of four properties would access the subject driveway access. Enburg stated that once six freeholders access a single driveway, they can petition for a public road. Wiederhoeft call for a motion. Motion by Duerst to approve subject to the 5 criteria contained in the memo by Barnes. Enburg asked that the approval shall be contingent on the submission of a maintenance agreement between the driveway users for proper upkeep. Second by Swiggum. Motion carried 5-0.

5. **Discussion and Possible Action: Crack filling Proposals** - Barnes presented his memo on crack filling proposals for Purcell Road and Range Trail. Two quotes were received, Crack Filling Service, Inc. and Fahrner Asphalt Sealers, Inc. Crack Filling Service proposed to do spot sealing on many of the cracks to better address the cracks. Barnes explained that he had seen the spot sealing and he considered it a superior product. Duerst also mentioned that the Town of Montrose will be sharing the cost on Purcell Road since the jurisdiction of the road is split. The Town budget has \$10,000 this year for crack filling. Duerst asked about chip sealing these two roads. Barnes stated that they were still a few years out for chip sealing. Enburg made a motion to accept the staff recommendation for Crack Filling Service, Inc. and recommend an award to the board. Second by Duerst, Motion carried 5-0.
6. **Discussion: Brush, Yard Waste Issues Update** - Wiederhoeft asked Barnes to review the brush summary sheet of each town in Dane County. Barnes explained that he had been working on this summary of each town in Dane County and how each town handles brush and yard waste. He expected to have the summary complete by June. Wiederhoeft stated that she felt the town chair, Mark Geller, received a number of complaints from residents about a lack of brush disposal options. Wiederhoeft stated that there may be an opportunity to share with the city of Fitchburg for brush pick up. Barnes stated that the brush disposal issue was one of the 2021 goals of the board to research. Enburg stated that he believed that issue goes back to the idea of being a town and that the majority of property owners want to continue to have the ability to burn their brush/yard waste. Enburg further stated that he thought that only a few residents, likely the newer residents, were interested in a brush program.
7. **Discussion: Valley Road Bridge Engineering Update** - Barnes stated that he had just received the draft contract from the State of Wisconsin for Ayres Associations. The contract is for an amount not to exceed \$74,000. The contract will be reviewed and signed before design work can begin this summer.
8. **Information Fitchrona Road traffic data** - Barnes presented the data received from the Capital Area Planning Commission (CARPC) regarding traffic volumes on Fitchrona Road. The data is collected from drivers' cell phone data. Barnes mentioned that the important factor is approximately 88% of the traffic is not generated in the town but is pass-through traffic. Enburg stated that since the traffic is not generated by the town, the county may be able to assume jurisdiction of Fitchrona Road. Enburg mentioned petitioning CARPC about relinquishing jurisdiction of the road. Wiederhoeft asked that this data be shared with the town board.
9. **Information: 2020 Public Works Year in Review** - Barnes shared his PowerPoint presentation for the 2021 year in review highlighting public works projects and programs.
10. **Update: Goose Lake /Fitchrona Road Study** - Barnes stated that the final report had been completed and that the City of Fitchburg and the town were looking for applicable grant programs.

**11. Development Updates:**

- a. **Twin Rock Prairie Circle Development** - Barnes stated that the first course of asphalt and shoulder work were complete, and the signs would be installed in the next two weeks. Building permits could not be issued until the road was paved.
- b. **Prairie Circle Development** - Barnes stated that there were no new developments. Senseman asked about the Woods at Watch Hill completion list and schedule and suggested that the town not agree to plow the roads until the mailboxes were complete.

12. **Equipment Condition Update** - Judd stated that he had seen the new plow truck which is scheduled for delivery in June. Mowing equipment was receiving typical service for the summer season.

13. **Schedule June 2021 Committee Meeting and Set Agenda** -The June meeting was set for Tuesday the 29th at 7:00 A.M. Wiederhoeft asked that there be special precautions for any in-person meetings. Senseman asked to have a discussion regarding the impact of the Marty Property on the town operations.

14. **Adjourn** - Wiederhoeft called for adjournment, motion by Duerst, second by Swiggum. Motion carried. Adjourned at 8:24 A.M.

Approved: June 29, 2021

Prepared by: W. Christopher Barnes