

**Public Works Committee Minutes**  
**Tuesday September 29, 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 with masking and distancing*

**Present:** Mike Duerst (chair), John Senseman, Phyllis Wiederhoeft (on line) Manfred Enburg (on line)

**Absent:** Russ Swiggum

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

**Public Present:** Adam Carrico, Carrico Engineering

1. **Call to Order/Approve Agenda:** Chair Duerst called the meeting to order at 7:05 AM. Enburg moved to approve the agenda, Senseman second, motion carried.
2. **Review Minutes of August 18, 2020** the minutes were reviewed, motion to approve by Enburg, Second by Senseman, motion carried.
3. **Discussion and Possible Action: Recommendation to Town Board to Revise Driveway Ordinance (tabled from July meeting):** Duerst introduced the draft resolution to allow the Public Works Board to approve driveway application permits in undeveloped areas and the Public Works Project Manager to approve driveway permits in developed subdivisions and platted areas. The draft resolution was reviewed prior to the meeting via email, and corrections were made to delete references to an appeal process, which is covered in the town driveway ordinance. Senseman stated that he was satisfied with the revisions. Wiederhoeft moved to recommend the resolution to the town board. Second by Enburg. Motion carried.
4. **Discussion: Border Road Jurisdiction and Maintenance Agreements:** Duerst opened the discussion by stating that he had a conversation with Town Chair Geller, and that Geller wished to have the Public Works Committee work on establishing border road maintenance agreements with the adjoining jurisdictions. Barnes explained that no existing agreements could be located in the town records and that the existing agreements are "handshake" agreements on maintenance limits. Barnes explained the agenda attachment which defined the road segments that have been established by the state. Senseman asked specifically about Mid Town Road and any agreements with the Town of Middleton and the City of Madison. Barnes stated that the only agreements were for reconstruction/reconditioning costs and not maintenance. Wiederhoeft asked if there were any templates or sample agreements available. Barnes stated that he was looking for sample agreements. Senseman asked about the requirements of the Town of Springdale. Barnes stated that they are concerned about the traffic (construction and residential homes) generated by the new Twin Rocks development. Enburg stated that the existing verbal agreements seemed to be working but that a written agreement was a good long-range goal.
5. **Discussion: 2020-2021 Contract Snow Plowing:** Duerst opened the discussion with the background of the contract plowing for private subdivision roads (Deer Haven, Woods at Watch Hill). Barnes stated that he had updated the contract and hourly snowplow cost for 2020/21.

Barnes also stated that he had been requested by the owner of the Fox Hills development to do plowing. Discussion ensued. Wiederhoeft questioned why the private roads were being plowed by the town, Duerst explained that in 2018, the town board approved the contract snowplowing as long as the rate being charged was such that it was not in competition with private vendors. Barnes stated that he contacted several local landscaping firms and that they did not have the necessary equipment (plow size, sanders or wings) to do road plowing. Wiederhoeft, Senseman and Enburg were opposed to plowing private roads.

- 6. Discussion: Definition of Single Purpose Roads:** Barnes presented a definition and table of single purpose roads for consideration of the board. Duerst stated that he had asked for some solutions to fund single purpose roads such as Flint Lane to more evenly divide the maintenance costs. Enburg asked what the purpose of the listing was and Senseman replied that it was his opinion that the listed roads should be abandoned. Enburg stated that there was a specific state process to abandon roads if that is the goal. Barnes asked the committee to review the definition and list and asked for comments before any further work was done.

**7. Development Updates:**

- a. Proposed Dairy Ridge Development:** Adam Carrico presented the proposed land division of property fronting Dairy Ridge east of Spring Rose Road. Barnes stated that he and Judd had marked the location of each of the proposed shared driveways and that sight distance did not appear to be an issue for any of them. Duerst asked about drainage for the lots and Carrico stated that there would be a retention pond located to the south of the lots, which would hold the water and then release it to the existing low area.
- b. Twin Rock Prairie Circle Development:** Barnes stated that mass grading of the subdivision was underway and that the plan would be to get the first layer of asphalt down this year.
- c. Prairie Circle Development:** Barnes stated that the grading was complete and that the road extension was to be paved shortly. The storm water ponds and ditching were complete, ready for mulch blanket, and seeding. Work on the widening of County Highway PD was to start shortly.

- 8. Equipment Condition Update:** Judd stated that the trucks were going into the COOP service shop for winter maintenance and that the new truck was not scheduled to be delivered until December.

- 9. Schedule October 2020 Committee Meeting and Set Agenda:** The October meeting was set for October 27, 2020

- 10. Adjourn:** Senseman moved to Adjourn, seconded by Wiederhoeft motion carried. Meeting adjourned at 8:25 AM.