

Present: Manfred Enburg, Mike Duerst, Russ Swiggum, John Senseman, and Phil Meinel (arrived at 7:10)

Absent: Kirk Trainor

Also Present: John Wright, Clerk-Treasurer, Amanda Arnold, Planner-Administrator, and Mark Judd, Town Patrolman

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:02 AM. Duerst moved to approve the agenda; 2nd by Senseman. Motion carried.
2. **Approval of December Minutes** – Duerst moved to approve the minutes from December 27, 2017; 2nd Senseman. Swiggum abstained due to his absence at the December meeting. Motion carried.
3. **Discuss Response from Greg Denner Regarding Striping of Cross Country Road Segment** – Clerk-Treasurer Wright reported that he left a voicemail message for Greg Denner, Street Superintendent for the City of Verona after the December meeting about the approved motion to restripe the section of Cross Country Road between North Nine Mound and Tamarack Way if the City moves ahead with its plan to granite seal that section. Wright has not heard back whether the Town's offer is acceptable or heard who the contractor will be for the granite sealing. The Town may contact the same contractor to chip seal or granite seal Hula Drive.
4. **Create a List of 2017 Accomplishments and 2018 Goals for the Town Board** – Amanda Arnold and John Wright reviewed items that could be added that included: the creation of a new 5-year Capital Improvement Plan, proposed updates to the Town Driveway Ordinance, work towards seasonal weight restrictions for select Town roads, development of a streetlight request policy, the creation of vehicle logs that include mileage/engine hours and maintenance history and costs, some limited traffic counts, a GIS map that specifies the location of all culverts beneath Town roads, an inventory of all road signs that must be replaced due to damage, absence, or failure to pass retro reflectivity standards, categorization of local roads according to multiple criteria, the purchase of new mowers, the sealing of Shady Oak Lane, and the reconstruction of roads in Hillside Heights. The primary goal is to finalize the 5-year Capital Improvement Plan.
5. **Discussion of Categorized 2018 Road Improvement Budget as Prepared by Administrator Arnold** – Planner-Administrator Arnold reviewed a handout she prepared to summarize the 2018 Public Works budget for engineering, capital improvements, spot repair and maintenance, and a contribution to the equipment sinking fund and a table to categorize recommended projects and their estimated costs (see attached). Arnold noted that the Old PB bridge will go out to bid soon. Chair Enburg recommended the heading of the second column be changed to Maintenance instead of Surface Repair; without objection. There followed a brief discussion regarding how to approach repairs to Brandancee, a single purpose road as well as sealcoating Flint, another single purpose road, which was repaired with cold mix in 2017. It had been noted previously and again at this meeting that the Clerk can add a special assessment to a property owner's tax bill for an improvement that directly benefits the landowner (e.g. a curb, sidewalk, etc.) if so ordered by the Town Board. C-T Wright did not think, however, that it would be lawful to specially assess all property owners in the Town for a project that benefitted an individual or a neighborhood. Instead, the Board could seek permission from the qualified Town electorate to exceed the Levy Limit in a given year or take on general obligation debt; however, the latter option has typically been an unpopular one.

Chair Enburg presented an updated road categorization spreadsheet that includes the amount of DOT funding by road and costs for reconstruction/surface treatment by methodology. Enburg pointed out that the two rightmost columns employ a maintenance approach through a single and double chip seal which can be achieved with the current capital road budget of \$340,000 per year. Enburg directed the group to a handout (see attached) that advocates for preservation of current roads rather than reconstructing the roads in the worst condition [note: an excerpt from All States Material Group handout, date unknown]. He also shared a handout regarding common forms of pavement distress and their treatment [note: this is posted to the National Center for Pavement Preservation website, part of Michigan State University, date unknown]. Member Meinel noted that Enburg's proposal would seem to allow some roads to fall into further disrepair to the point that property owners are specially assessed or the Board seeks permission from the qualified electorate to pay for reconstruction. Member Senseman stated that the Town does not

need a policy for surface maintenance, but a strategy for reconstruction instead. Meinel recommending the creation of a policy that sets the optimal rating before road reconstruction is considered; if the Town receives complaints, the Patrolman or Public Works Committee can refer them to the policy. It was recommended to add the Valley Road bridge replacement into the fifth year of the proposed 5-Year Capital Road Improvement Plan; without objection.

Member Meinel recommended that different scenarios be assumed for the balance between annual reconstruction and annual maintenance (e.g. 60% chip sealing, 10% crack filling, with 25% wedging with hot mix versus 30% chip sealing, 5% crack filling, 15% wedging, and 50% mill and relay with hot mix lift). Meinel stated that if special assessments are to be considered, then success would depend upon presenting affected residents their options well in advance of action. Arnold agreed that a special assessment policy is needed as a guiding document moving forward. For this reason, chip sealing Flint and cold mix repairs to Brandancee will be put on hold until a policy is drafted; without objection. It was agreed that the Town Board should be consulted before moving forward to draft a special assessment policy. The group briefly discussed removing maintenance from the proposed 5-year Capital Road Improvement Plan; reconstruction and bridge replacement should be included only.

6. **Discuss 2018 Capital Equipment Budget List** – Arnold referred those present to the back of the Public Works projects handout covered in item 5. There was brief discussion regarding leasing versus purchasing of equipment; conflicting opinions were expressed without consensus. It was agreed to wait until spring to assess whether the repairs to the 2007 Peterbilt dump body have held up well enough to consider whether replacement is necessary. It was agreed that a hot water pressure washer would be a good investment in 2018 to extend the life of the current and future vehicles. There was brief discussion regarding replacing the 2015 Ford F550 in 2020; Enburg did not think mileage should be the sole criteria for replacing a vehicle. Chair Enburg wondered if the Peterbilt trucks are used much beyond winter plowing; if not, he reasoned, it might be better to lease plow trucks instead of owning them. Arnold advocated for contracting for traffic counts rather than tying up staff time with the task. Patrolman Judd thought we should retain the two mowers for another two years rather than replace with heavy-duty models. Member Duerst is concerned if logs are hidden in tall grass which could result in another required repair. There was brief discussion regarding the frequency a Bobcat would be needed. Member Meinel noted that used equipment may be less expensive than leasing. It was noted that the Town can rent the use of a chipper or contract for chipping services through local landscapers and excavating businesses. There was brief discussion regarding quotes received for an all-building generator (natural gas or diesel); Duerst noted that the generator cost was reasonable, but \$16,000 for a cutoff switch is not. Arnold instructed the Patrolman to solicit quotes for a replacement tractor that assumes trading in the McCormick and a hot water pressure washer (and possibly curtains around one bay to limit the overspray). Chair Enburg also requested specifications of the desired tractor so that the cost of the tractor could be compared with the lease rate.
7. **Review Draft Driveway Construction Document with a Possible Recommendation to the Town Board** – it was noted that parking lots and commercial drives need to be addressed. Member Meinel recommended that recommended standards be outlined as well as minimum standards for driveway construction.
8. **Report on WTA Attorney Clarification about Applying State Statutes to Speed Reduction on Town Roads and Municipal Counsel Review of the Same** – Wright spoke with Attorney Manthe from the Wisconsin Towns Association; he did not have advice beyond what is stated in State Statute. Wright will attempt to contact Attorney Nawrocki who had spoken with former Administrator Rose Johnson about the matter. Chair Enburg recommended a map that indicates the posted speed limits on Town roads; without objection.
9. **Schedule February 2018 Meeting** –The next meeting was scheduled for Tuesday, February 27, 2018 at 7:00 AM (the regular meeting date of February 20, 2018 conflicts with the Spring Primary). The following agenda items should be included:
 - Call to Order/Approve Agenda
 - Approve Minutes from 1/23/2018
 - Discuss Town Board Review of Recommended 2018 Road Work, Thoughts on a Policy for Special Assessments for Some Road Work, and Reaction to Accomplishments and Goals
 - Review Patrolman List of 2018 Projects (Work Program)
 - Discuss Response from Greg Denner Regarding Striping of Cross Country Road Segment
 - Review Equipment Quotes

Tractor Quotes and Lease Proposals

Hot Pressure Washer

Review 2018 Street Maintenance and Reconstruction Items with Possible Notes from Kevin Lord of MSA Professional Services

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 March 2018 Meeting and Set Agenda

Adjourn

10. **Adjourn** – Senseman moved to adjourn; 2nd Meinel. Motion carried at 8:44 AM. Motion carried.

Approved: 2/27/2018

Prepared by: John Wright w/ Amanda Arnold Review