

Present: Manfred Enburg, Kirk Trainor, John Senseman, and Mike Duerst (arrived at 7:05 AM)

Absent: Phil Meinel and Russ Swiggum

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

Others Present: see attached sign-in sheet

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:05 AM. Senseman moved to approve the agenda and to recommend that item 6 be moved forward in the agenda; 2nd by Duerst. Motion carried.
2. **Recommendation to the Town Board for Access to a Potential New Lot at 3071 Timber Lane** – Planner-Administrator Arnold reported that the Plan Commission reviewed the proposed CSM for this land division at their meeting the prior week. She further noted that the owners of the property will not construct a house on the site for two to three more years. Those in attendance reviewed a contour map of the site that was projected onto a large screen. Chair Enburg, who did a site review, noted the location of rock outcroppings on the projected aerial image. Enburg noted the owners could access the proposed lot to the south via the existing access if they followed the natural contours of the land. However, if access is to be to the south, the outcroppings will need to be shaved back. The owners, who were in attendance, agreed with that conclusion. Enburg noted that access could be gained further to the south. The owners expressed their concerns with this option as it is in a valley and traffic is typically, based upon their observations, speeding up at that location. Enburg noted that if the owners seek access to the north of the last option described above, they will need to contract with an engineer to prepare a plan that includes cross-sections. It was noted that this would be at the owners' expense. If the rock outcroppings are shaved back a minimum of ten feet from the road right-of-way, then a V-notch should be avoided, otherwise snow might collect in the driveway and intersection with Timber Lane. Clerk-Treasurer Wright asked about the existing curb and gutter in the location of the proposed access; it was noted that this would have to be ground down at the expense of the owners. Duerst moved to approve access in the location preferred by the property owners providing that they pay for an engineer to create plans that include cross-sections, that the rock outcroppings be shaved down a minimum of ten feet from the road right-of-way at the expense of the owners, that a V-notch be avoided, and that the owners grind down the existing curb; 2nd Senseman. Motion carried. Wright questioned whether stormwater would be diverted from flowing onto Timber Lane and then downhill southward. It was noted that the engineer can work with the property owners when they reach the construction phase at a future date.
3. **Approval of February Minutes** – Duerst moved to approve the minutes from February 27, 2018; 2nd Senseman. Motion carried.
4. **2018 Road Maintenance and Reconstruction Updates from Kevin Lord, MSA Professional Services** – Arnold noted that there was a miscommunication; Lord will not be attending this morning. Patrolman Judd reported that wedging is planned for Whalen Road, a culvert replacement on Riverside Road, paving over a bump at the location of a culvert on Timber Lane, reconstruction of De Marco Trail, sealcoating of Hula Drive, and restriping over a granite seal between North Nine Mound and Tamarack Way on Cross Country Road. Tricia Prine from Dane County Highway confirmed that the LRIP funds have been approved for the Town of Verona to offset costs for the reconstruction of De Marco Trail; MSA will advertise for bids once that paperwork is available from the Wisconsin DOT. Wright reported that he did not have the opportunity to invite Gregg Denner to today's meeting or find out if the City of Verona had chosen a contractor for striping. However, Wright will contact Denner this week.
5. **Update Report from Amanda Arnold on Old County Highway PB Bridge Replacement** – Arnold stated that the winning bid has been awarded to Concrete Structures; the contracted amount is \$100,000 below what had been budgeted for 2018; Arnold agreed to provide a further analysis of the numbers at the April meeting. The project should be completed before the Ironman Triathlon this summer.
6. **Report on Town Board Action Regarding Tractor Purchase** – the Board approved the bid from Kalscheur Implement for a Case/IH tractor, loader, and broom. The tractor and loader are in stock; the broom is on order.

7. **Review Draft Driveway Ordinance and Construction Document with a Possible Recommendation to the Town Board** – Duerst expressed his concern that the Town is promoting a standard on private land that is higher than some Town roads. Wright noted that the standard is that of the Verona Fire Department. Private drives, Wright noted, do not have gravel shoulders and are narrow. The weight of a loaded water tanker exerts a great amount of downward and lateral force on these narrow drives and thereby drives the higher standard for their construction. Therefore, if the Town considers a lower standard, it needs to be approved by the Fire Board to avoid any liability issues. Member Senseman noted that Baraboo is putting a potential wheel tax to referendum.
8. **Schedule April 2018 Meeting** –The next meeting was scheduled for Tuesday, April 24, 2018 at 7:00 AM. The following agenda items should be included:
 - Call to Order/Approve Agenda
 - Approve Minutes from 3/27/2018
 - 2018 Road Maintenance and Reconstruction Updates from Kevin Lord, MSA Professional Services
 - Updated Report from Amanda Arnold on Old County Highway PB Bridge Replacement
 - Delivery of Tractor
 - Review Road Excavations and Obstructions Ordinance from the Ordinance Committee with Possible Action Regarding the Length of Time a Contractor Must Maintain a Section of Road They Have Cut for a Utility or Other Agency
 - Shared Driveway Review of Sweeney Property and Possible Recommendation to the Town Board
 - Review Draft Driveway Ordinance and Construction Document with a Possible Recommendation to the Town Board
 - Schedule May 2018 Meeting and Set Agenda
 - Adjourn
9. **Adjourn** – Senseman moved to adjourn; 2nd Duerst. Motion carried at 7:51 AM.

Approved: April 24, 2018

Prepared by: John Wright w/ Amanda Arnold Review