

**Present:** Manfred Enburg, John Senseman, Phil Meinel, Russ Swiggum and Mike Duerst

**Absent:** Kirk Trainor

**Also Present:** John Wright, Clerk-Treasurer, Amanda Arnold, Planner-Administrator, Kevin Lord, MSA Professional Services, 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 7:00 AM. Duerst moved to approve the agenda; 2<sup>nd</sup> by Senseman. Motion carried.
2. **Approval of March Minutes** – Senseman moved to approve the minutes from March 27, 2018; 2nd Duerst. Motion carried.
3. **2018 Road Maintenance and Reconstruction Updates from Kevin Lord, MSA Professional Services** – Lord reviewed the Town of Verona 2018 Roadway Maintenance handout for projects A-E. There was a brief review of each proposed project. Clerk-Treasurer Wright questioned whether the wedging proposed on Whalen and Grandview could be followed in 2019 with a tack coat and double chip seal. Lord agreed that could be done as a maintenance process; to adequately address all the deficiencies, a reconstruction would be preferable. It was noted that although the traffic counts on both roads are high, the number of Town residents served is very low to justify the cost of reconstruction. Lord noted that Wolf Paving did not submit bids for any of the maintenance items. It was noted that the tonnage estimates for both roads assume that some locations may need to be wedged to a depth of 3", whereas that may feather to a 0" thickness in other areas. Lord stated that Payne & Dolan was willing to work with the Town to ensure that the 250 ton target quantity is adhered to. It was noted that the estimate may err on the side of being light for Grandview and heavy for Whalen.

Lord noted that the culvert replacement on Riverside Road can qualify for funds in 2019 to cover up to 50% of the costs paid in 2018. Member Duerst asked whether property owner Tom Poast can lay a continuous tile line beneath the culvert when it is replaced. Lord wondered if agreement would create a potential liability for the Town if the tile line fails. There was brief discussion regarding whether the tile line should terminate in the ditch on either side of the road on Poast's land to flow through the replaced culver. Lord stated that if the Town were to agree to a continuous tile line beneath the culvert, then the Town should have indemnification agreement holding the Town harmless. Planner-Administrator Arnold then referred the group present to a summary of the 2018 Public Works Road Budget. Once the Old County PB bridge is replace and DeMarco Trail reconstructed, there would be a remaining available balance of \$121,835 that could be applied towards maintenance projects. The 2018 maintenance budget was initially only \$39,500 when the bridge replacement costs had not been bid and were assumed to be higher. The total available for maintenance, therefore, is \$161,335. The current maintenance costs total \$108,295 based upon estimated costs. Compared to the two bids received by MSA, maintenance projects A-E total \$112,945.65 for Payne & Dolan and \$117,369.75 for Tri-County Paving, Inc. The balance of maintenance funds beyond that needed to cover the bid values will be used by the Town of Verona Road Patrolman for his various projects in 2018.

Arnold reported that she had been contacted by Theran Jacobson from the City of Verona Public Works Department about scheduled work on Range Trail to the east of Cathedral Point. Wright noted that the Town is responsible for a segment to the north by Purple Cow Organics and to the north of the Range Trail reconstruction north of Sunset Drive at the south end of Cathedral Point; he will provide Arnold with a map of the road segments defined in WISLR. There was a brief discussion regarding a box culvert on Purcell Road; the Town of Montrose will handle contracting the work and then will bill the Town for half of the expense according to Patrolman Judd. The projected 2019 or 2020 costs for repairing the Valley Road bridge were reviewed (a preliminary estimate of \$190,000 was considered); it was noted that the Town can request bridge aid to offset some of the expenses. Member Meinel asked whether maintenance projects A-E could be separated and awarded to the two bidders according to the lowest bid for each project. Kevin Lord agreed they could, but that the engineering costs to work with two contractors would likely equal or exceed any savings created by separating. Meinel moved to recommend that the Town Board approve the

bid for maintenance work for projects A-E based upon the bid submitted by Payne & Dolan; 2<sup>nd</sup> Swiggum. Motion carried.

Kevin Lord reported that the DeMarco Trail reconstruction was bid last year to add millings, pulverize, and seal the road; the lowest bid in 2017 was \$85,000; this year, the lowest bid is \$88,775. The Local Road Improvements Program grant will reimburse \$14,114.46 of the project costs once the Town pays for the project in full. There was a brief discussion regarding the conditions that must be met if a low bid is rejected based upon variables that include past issues with adhering to work times. Although Wolf Paving was able to meet the projected completion date for the Hillside Heights road reconstruction, it did so by allowing their subcontractor Northwestern Stone to work beyond the hours of 7 AM to 7 PM; consequently, this required overtime of Town of Verona staff which increased the total cost for the project beyond the bid amount. There followed a brief discussion as to whether to include a penalty clause for any work performed outside of the parameters stated in the contract or conversely an incentive amount for work completed ahead of the scheduled completion date. Meinel moved to recommend the Town Board approve the bid submitted by Wolf Paving to reconstruct DeMarco Trail and to instruct MSA to stiffen the fines for any work performed outside of the parameters within their contract; 2<sup>nd</sup> Duerst. Motion carried.

4. **Updated Report from Amanda Arnold on Old County Highway PB Bridge Replacement** – The preconstruction meeting is scheduled for Monday, April 30, 2018 at the Town of Verona Hall.
5. **Delivery of Tractor** – the delivery is scheduled for Wednesday or Thursday of this week.
6. **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** – Wright introduced an Ordinance adapted by Bob Rego who serves on the Ordinance Committee from what had successfully been used at the Town of New Glarus where Wright had worked previously as their Planner and Deputy Clerk. Wright stated that the proposed ordinance has a provision for when public utilities or other contractors cut or tunnel beneath a road to submit a cash or bond deposit. For new roads, there is a provision to reimburse expenses to the Town on a declining basis for the first through fifth year from when it was constructed/re-constructed. Furthermore, the cash or bond deposit collected by the Town will be released after 12 months to guarantee the restoration work performed within the Town rights-of-way. The Ordinance Committee, then, was seeking feedback about these proposed standards. Member Swiggum reported that in the City of Madison, the City rates road conditions and charge a degradation fee based upon the condition when issuing a street opening permit. The cost range is typically from \$200 to \$2,000; Madison does not require a bond. Member Meinel noted that holding a cash or bond deposit for 12 months after restoration has been completed is unusual; typically, the money is released at the end of the project period instead. If the Town holds the deposit for longer than the norm, Meinel noted, it would likely increase the cost of the project. Arnold noted that 90% of road opening/boring applications are submitted by Alliant Energy, Madison Gas & Electric, and TDS Telecom; they are typically heavily insured and have a financial mechanism in place to warranty against failure of restoration.

Member Swiggum noted that in the City of Madison, an applicant for a road opening must apply to be an approved contractor; all contractors potentially can qualify, but those not approved will not be issued a permit. Meinel supported the proposed ordinance and agreed that the \$25 application fee was too little for most requests received by the Town. Swiggum further noted that the liability insurance amount of \$1 million is set too low; \$5 million is more typical for any work within a road right-of-way. Wright agreed to convey details of this discussion to members of the Ordinance Committee; without objection. Wright and Arnold will contact Alliant Energy to discuss the proposed ordinance with them; without objection.

7. **Review Draft Driveway Ordinance and Construction Document with a Possible Recommendation to the Town Board** – Arnold reported she had the opportunity to conduct a review of the existing driveway ordinance. She noted that the position of Project Manager is no longer applicable with the retirement of Ron Lease. Arnold was also opposed to the process for approving variances from standards outlined elsewhere in the Ordinance. There was no objection to Arnold's request to extend the approval period of an access/driveway application from the current 12 months to a proposed period of 18 months. The group thought it would be appropriate to increase the initial fee to review the culvert installation, ditching, and driveway flare that meets a public highway. There was a brief discussion as to whether the review of turnouts, driveway widths, depth of aggregate, and hammerheads should be turned over to the Verona Fire Department. Another brief discussion centered upon the maximum length of a culvert for a residential

driveway; it was questioned whether this should be increased to 30' instead. It was noted that in the past, the Town installed the culvert and delivered a load of gravel for the entrance flare at with the public highway at a cost of \$1,500. There was brief discussion whether the Patrolman should continue that practice or whether the Town compile a list of qualified local contractors who will complete the work to Town standards that must be used by future applicants.

8. **Schedule May 2018 Meeting** –The next meeting was scheduled for Tuesday, May 29, 2018 at 7:00 AM. The following agenda items should be included:

Call to Order/Approve Agenda

Approve Minutes from 4/24/2018

Follow-Up on Preconstruction Meeting

Update on Old PB Bridge Replacement

Review Draft Driveway Ordinance and Construction Document with a Possible Recommendation to the Town Board

Schedule June 2018 Meeting and Set Agenda

Adjourn

9. **Adjourn** – Duerst moved to adjourn; 2nd Meinel. Motion carried at 8:30 AM.

Approved: May 29, 2018

Prepared by: John Wright w/ Amanda Arnold Review