

Present: Manfred Enburg, John Senseman, Russ Swiggum, Kirk Trainor, Mike Duerst, and Phil Meinel (arrived at 7:04)

Also Present: John Wright: Clerk-Treasurer, Amanda Arnold: Planner-Administrator, Kevin Lord: MSA Professional Services, Mark Judd: Town Patrolman, Ron Klaas: D'Onofrio, Kottke, & Associates, Doug Maxwell: Town of Verona Plan Commission Chair, and Ron Melitsoff: Town of Verona Plan Commission member

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:01 AM. Senseman requested that items 4 and 5 be moved ahead on the agenda. Duerst moved to approve the agenda as amended; 2nd by Trainor. Motion carried.
2. **Approval of April Minutes** – Duerst moved to approve the minutes from April 24, 2018; 2nd Senseman. Motion carried.
3. **Discussion and Action Re: Access Permit for Intersection of Fox Hill Trail and Mid Town Road** – Planner-Administrator Arnold projected an aerial image of the intersection. The proposed location is approximately 960' to the west of Mound View Road and approximately 1900' to the east of Timber Lane. Ron Klaas from D'Onofrio, Kottke, and Associates noted that this is a relatively straight and fairly flat section of Mid Town Road. Klaas reported that he will work with engineers from MSA Professional Services to determine the limits of sightlines assuming a 50 MPH speed although the posted speed limit is 45 MPH. Chair Enburg noted that stopping sight distances and intersection sight distances are not synonymous. Klaas agreed and will provide both distances to MSA for their review. Klaas reported that the intersection has been designed for 35' radii for truck turning movements on both sides of the intersection. Klaas further noted that the portion of the private road named Fox Hill Trail will be relatively flat at the intersection with Mid Town Road; however, it will drop downhill at a 5% grade to the south. Fox Hill Trail will be built to Town road standards: two 11' wide paved lanes with 3' gravel shoulders on both sides. There is no tree cover at the intersection, so salt will be effective to clear ice during the winter season.

Chair Enburg was not convinced that the Committee has been provided enough information about intersection sight distances and stopping sight distances assuming a 50 MPH standard to know whether the private road is ideally located. He referred Klaas and Kevin Lord to the Wisconsin Department of Transportation Facilities Development Manual Chapter 11, Section 10; both agreed to review those standards. P-A Arnold wants to present the final intersection design to the Town Board for their consideration at their regular meeting to be held on June 5, 2018; would it be possible for the Public Works Committee to give a recommendation for approval with conditions? Chair Enburg feels the engineers from MSA and D, K, & A should determine that the minimum standards have been met and present their evidence to the Board. Duerst moved to recommend to the Verona Town Board the approval of the intersection design for Fox Hill Trail and Mid Town Road provided that MSA Professional Services agrees that the design proposed by D'Onofrio, Kottke, and Associates meets the applicable standards; 2nd Senseman. Motion Carried.

4. **Discussion and Action Re: Access Permit for Intersection of Deer Haven Trail and Sunset Drive** – P-A Arnold projected an aerial image of the proposed project area. Klaas reported that the speed limit for westbound traffic from Borchert Road to the east is 35 MPH, whereas the posted speed for eastbound traffic from County Highway PB to the west is 45 MPH. Deer Haven Trail is designed to align with Beach Road which is to the south. Klaas noted that pine trees on the north side of Sunset Drive within the road right-of-way will need removal/trimming to establish improved sight distances and sight stopping distances. Klaas reported that Sunset Drive drops in elevation quickly to the west of the proposed intersection. The grade is less than 1% on Deer Haven Trail at the intersection with Sunset Drive. Member Swiggum asked whether the existing residences on parcels abutting the proposed private road would abandon their current access and connect instead with the private road. Klaas replied that they would not abandon their current access to Sunset. Chair Enburg noted that for the posted speed, the minimum standard sight stopping distance is 490' although the proposed plan only assures 288'. By his estimation, Manfred figures that 490' would be within the curved section of Sunset Drive towards Borchert Road. Member Duerst noted that if

the standard cannot be achieved, the Town could always authorize a four-way stop at the proposed intersection. Enburg moved to recommend the Town Board approval of the proposed intersection design upon the condition that the engineer can prove that it meets the applicable standards required; 2nd Duerst. Motion carried.

5. **Update on Town Road Projects (Old PB Bridge, DeMarco Trail, and Maintenance)** – P-A Arnold reported that the PB Bridge replacement is progressing; August 17, 2018 is the projected completion date. There followed a brief discussion regarding the added traffic this road closure has had on other Town roads including Fitchrona Road. Arnold reported that she recently attended a meeting with representatives at the City of Fitchburg; it included how to potentially mitigate impacts of rerouted traffic during the construction period. There are 40 MPH advisory speed limit signs posted on Fitchrona Road south of Tonto Trail. Kevin Lord reported that he will be meeting with the contractor for DeMarco Trail today and will meet on June 6, 2018 with Payne and Dolan for a preconstruction meeting for the work to be performed on Whalen and Grandview. Chair Enburg suggested for Arnold to post the meeting minutes for the bridge replacement on the Town of Verona website. Arnold reported that she has been invited to attend regular meetings regarding the County Highway M and County Highway PD project. Member Duerst reported that the approaches to the Riverside Road Bridge need attention; could the contractor possibly address this when they replace the culvert this year? Town staff and Phil Meinel will check to see whether the plans for the bridge from 1978 are available for review; without objection. The status for chip sealing Hula Drive by Fahrner asphalt was unknown. C-T Wright had not received an update from the City regarding the contractor they have chosen for striping their roads; he will reach out to the City so that the Town can stripe the section of Cross Country Road from North Nine Mound to Tamarack Way.
6. **Discuss Priorities for Traffic Counts** – Doug Maxwell, Chair of the Town of Verona Plan Commission would like baseline traffic data for Town roads. Chair Enburg noted that major thorough roads classified on a joint spreadsheet maintained by Enburg and Wright were the logical choice to target for data collection (see attached). Kevin Lord will consult with Brian Huibregtse regarding the cost to count motor vehicles, pedestrians, bicyclists, school buses, and farm machinery. There followed a brief discussion regarding the duration of a study, whether to conduct some intersection studies, whether to consider replacing the pneumatic tube equipment with a radar/and or video-based system, and what times of the year to collect the data. Member Swiggum felt that a 7-day period would be more statistically significant than a 48-hour duration; member Meinel agreed that a longer duration makes a projected average more accurate. It was noted that the Verona Area School District should be able to provide their routes in the event it is decided to collect data during the some months. Doug Maxwell recommended that a single road be chosen as a demonstration of what type of data the Miovision system can offer. After further discussion, regional roads with a mix of local and through traffic should be strongly considered for a pilot study.
7. **Discuss Road Standards for Updated Subdivision Ordinance** – Plan Commission Chair Doug Maxwell noted there are three different major land development types: a standard subdivision plat, a condominium plat, and a conservation plat. Should there be one consistent road construction standard for all three or one suited to each? Chair Enburg noted that the Average Daily Traffic Counts should determine most of the standards established at the State level; shouldering and drainage is a standard that could be set at the local level. There followed a discussion of how best to handle the construction of roads by a developer that may eventually be petitioned for public dedication to the Town to maintain thereafter. Kevin Lord thought the developer should have an engineer of their choosing design the road to be reviewed by the Town engineer. During construction, Lord continued, a Town representative should observe the process on a regular basis. There was brief discussion as to whether the Town should consider establishing a traffic utility district to levy special charges added to the annual property tax bill; particularly within rural subdivision areas (i.e. non-through roads). C-T Wright was asked to present historical data he has organized to illustrate the affect Net New Construction has on the levy and the other factors that affect that rate of increase; without objection, this will be included on the June agenda.

Doug Maxwell stated that what he would like is an answer for developer questions regarding what the review standards are for private versus public roads (if they are different or the same qualitative and quantitative information). It was acknowledged that the Town of Verona currently does not have an adoption policy for private roads. Maxwell stated that he would like at minimum two to three observations by Town staff or their designees during private road construction. There was a brief discussion regarding the possible requirement for coring/boring samples or warranties from the developer before Town

acceptance. Chair Enburg noted that six resident freeholders in a Town can petition and receive a Public Hearing about the layout of new roads (see Wisconsin Statute §82.10).

8. **Review Draft Driveway Ordinance and Construction Document with a Possible Recommendation to the Town Board** – P-A Arnold reported that she has gone through the draft documents and has produced a set of questions. It was agreed, without objection, that Arnold present the questions to the group at the next regular meeting and that the item should be added to that agenda.
9. **Update on Equipment** – there was a brief discussion about unexpected issues with the broom that was delivered with the new Case IH tractor. The broom is currently being repaired by Kalscheur Implement who sold the tractor and broom to the Town; it is still under warranty. Member Duerst will check to see if the item can be returned. If it cannot, the warranty period should be adjusted in favor of the Town.
10. **Schedule June 2018 Meeting** –The next meeting was scheduled for Tuesday, June 26, 2018 at 7:00 AM. Duerst noted that he may late since he will be tending the farm in his brother's absence. The following agenda items should be included:
 - Call to Order/Approve Agenda
 - Approve Minutes from 5/29/2018
 - Follow-Up on Preconstruction Meeting with Payne and Dolan
 - Update on Old PB Bridge Replacement
 - Updates on Road Reconstruction, Bridge Replacement, Maintenance, and Cross Country Road Striping
 - Report on Pilot Traffic Count
 - Report by Clerk-Treasurer Regarding the Relationship of Net New Construction and Other Factors upon the Local Levy
 - Equipment Update
 - Report by Planner-Administrator Regarding Questions Based Upon Her Review of the Draft Driveway Ordinance and Construction Document
 - Schedule July 2018 Meeting and Set Agenda
 - Adjourn
11. **Adjourn** – Duerst moved to adjourn; 2nd Meinel. Motion carried at 8:50 AM.

Approved: June 26, 2018

Prepared by: John Wright w/ Amanda Arnold Review