

Present: Manfred Enburg, John Senseman, Kirk Trainor, Phil Meinel (departed at 8:00 AM), and Mike Duerst (arrived at 7:15 AM)

Absent: Russ Swiggum

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

1. **Call to Order/Approve Agenda** – Chair Enburg called the meeting to order at 7:06 AM. Meinel moved to approve the agenda as amended; 2nd by Senseman. Motion carried.
2. **Approval of May Minutes** – Senseman moved to approve the minutes from May 29, 2018; 2nd Meinel. Motion carried.
3. **Follow-Up on Preconstruction meeting with Payne and Dolan** – Please see next item below.
4. **Update on Road Reconstruction, Bridge Replacement, Maintenance, and Cross Country Striping** – Patrolman Judd reported that work is scheduled to start on July 9, 2018 for the reconstruction of DeMarco Trail as well as the maintenance projects. It is anticipated that once work begins on Riverside, Timber, Cross Country, Whalen, and Grandview that it will occur within a two-day time frame. Planner-Administrator Arnold noted that drainage was not addressed in the plans for the reconstruction of DeMarco Trail; however, the contractors will grade the road to drain water as to not worsen the existing problems. Arnold further noted that Hula Drive will not be chip sealed this year which was due to a communication problem between the Town and Fahrner Asphalt. Fahrner, who completed work in the area for the City of Verona, can still do the work, but at a higher rate. Arnold recommended deferring the work in case any other jobs exceed estimated costs; she noted that the salt pre-fill exceeds the amount budgeted for this year. Clerk-Treasurer Wright reported that the striping is done on Cross Country Road, but the City of Verona has not yet billed the Town for that expense.

P-A Arnold stated that there are no known issues at this time regarding the removal and replacement timeline for the Old County PB Bridge. The projected completion date is August 17, 2018. Member Meinel inquired about the possible cost to address concerns expressed about the Valley Road Bridge; \$170,000 was presented as a possible cost. Currently this bridge has been weight-restricted and signage installed. There followed a brief discussion that Payne and Dolan may be able to do some wedging on the Riverside Bridge approach. According to member Duerst, there is a chunk of concrete from the span that has fallen from the south side into the water below. Arnold agreed to share recent condition reports on the bridges on Town roads; without objection.

5. **Report on Pilot Traffic Count** – It was noted that Plan Commission Chair Doug Maxwell was seeking data for bicycle, passenger vehicle, commercial truck, and implements of husbandry from a period spanning Wednesday through Saturday. There was a brief discussion of a bid estimate of \$3,300 from MSA Professional Services to conduct a study. There was a brief discussion regarding the technology available through Wavetronix. Chair Enburg offered his technical assistance; without objection.
6. **Report by Clerk-Treasurer Regarding the Relationship of Net New Construction and Other Factors upon the Local Levy** – C-T Wright gave a brief overview of a table he had created for the Financial Sustainability Committee to illustrate the complex relationship between Net New Construction, annexation, Final Equated Equalization, and the annual levy. Although the projected increase to the 2019 budget is approximately \$26,000, the increases are cumulative. As such, two good years of construction can justify the base salary of a Public Works Director. Manfred Enburg distributed the same table that included other variables to consider. There followed a brief discussion of whether new residential development was desirable, whether the increase to the levy could equal or exceed increased costs due to an increased population, and whether commercial development should be promoted instead of residential. It was noted that one of the largest parcels zoned for Commercial use in the Town is due to be annexed by the City of Verona. Chair Enburg and C-T Wright will meet independently to discuss how to modify the table that was presented so that the information is even more meaningful; without objection.
7. **Equipment Update** – Chair Enburg questioned Patrolman Judd about whether smaller equipment might be better suited for mowing ditches and plowing snow. Furthermore, would it make sense to hire

contractors to handle smaller jobs? Judd responded that the current equipment is meeting the current needs for the Town. Member Duerst noted that a tandem axle vehicle can transport more material so that trips to resupply are minimized and has more traction than the single axle truck of the same size. Member Duerst reported that the broom attachment for the new tractor has been repaired. Kalscheur's installed blocks on the hydraulic rams to limit the travel of the broom so it won't suffer further damage. P-A Arnold noted that the Financial Sustainability Committee will be discussion preliminary budget figures soon, so asked the members to consider 2019 priorities and to be prepared to discuss those at the July meeting; without objection.

8. **Report by Planner-Administrator Regarding Questions Based upon Her Review of the Draft**

Driveway Ordinance and Construction Document – P-A Arnold presented an outline of the proposed driveway construction and ordinance documents with her notes. Arnold briefly reviewed each note. She reported that Dane County Zoning will grant a variance to exceed the limit of four residences served by a single shared access. Chair Enburg recommended applying deed restrictions to prevent further shared access without the parties petitioning the Town to accept as a Town road after it is improved to a Town road standard at the applicant's expense. There was a brief discussion as to whether it is better to grant more access points rather than shared access points serving multiple lots. Arnold noted that the current and proposed ordinance language does not provide clear guidelines when property owners with existing drives seek to add to the drive to provide access to new homes. Member Duerst suggested that the Verona Fire Department could review the proposals; it is his opinion that the Town only regulates the access point. Arnold wondered whether a shared driveway should be paved when serving a specific number of homes; if so, what should that number be to trigger a higher standard. Member Meinel questioned whether joint driveway agreement language should address this possibility when first recorded rather than waiting for future development to be updated or nullified and replaced. Arnold stated that she will follow up with a representative from the Verona Fire Department regarding their minimum construction standards.

There followed a brief discussion regarding creating a list of local contractors who are qualified to construct driveway access points to Town standards for applicants to consider when their access is approved by the Town. There was further discussion regarding an appropriate timeline for approved access to be installed. Currently, there is no timeframe when a CSM is approved by the Town Board and when access points are required to be installed. There was a preference expressed of installation within one year of when the CSM is approved. Member Meinel left at the meeting at this point. Wright noted his preference that any access construction require an approved right to work in the Town right of way permit, proof of liability insurance from the contractor and subcontractors, as well as bonding or cash escrow until the job is approved post-construction. Arnold agreed to incorporate the changes that were agreed to at this meeting into Enburg's draft documents; without objection.

Chair Enburg proposed requiring soil borings, pavement coring, and proof rolling of private roads prior to the Town considering dedication to the public.

9. **Schedule July 2018 Meeting** –The next meeting was scheduled for Wednesday, July 25, 2018 at 7:00 AM. The following agenda items should be included:

Call to Order/Approve Agenda

Approve Minutes from 6/26/2018

Update on Old PB Bridge Replacement

Updates on Road Reconstruction, Culvert Replacement, and Maintenance

Updated Report by Clerk-Treasurer Regarding the Relationship of Net New Construction and Other Factors upon the Local Levy

2019 Budget Discussion for Operating and Capital Costs

Presentation by Planner-Administrator of Updates to the Draft Driveway Ordinance and Construction Document

Schedule August 2018 Meeting and Set Agenda

Adjourn

10. **Adjourn** – Duerst moved to adjourn; 2nd Senseman. Motion carried at 8:15 AM.