

**Present:** Manfred Enburg, Mike Duerst, Kirk Trainor, John Senseman, Russ Swiggum

**Absent:** Philip Meinel

**Also Present:** John Wright, Clerk-Treasurer, Amanda Arnold, Planner/Administrator, Mark Judd, Road Patrolman, Kevin Lord, MSA Engineer, Ron Lease, Town of Verona Project Manager, Justin Temple, Developer for Woods at Watch Hill, Gary and Mary Ann Berger, City of Fitchburg residents, and Z. Stanek, driveway applicant

1. **Call to Order/Approve Agenda** – Manfred Enburg called the meeting to order at 7:08 AM. Duerst moved to approve the agenda; 2nd by Senseman. Motion carried.
2. **Approval of September Minutes** - Swiggum moved to approve minutes from 9/27/2016: 2<sup>nd</sup> Senseman. Duerst abstained due to absence at the meeting; motion carried.
3. **Discuss Updates to Woods at Watch Hill Intersection Design with Possible Action**– Chair Enburg stated MSA had conducted some on-site surveys of areas recently near the Woods at Watch Hill development. Enburg reported that he has met with William Crawley, a neighbor to the south of the development. According to Crawley, the Town raised Shady Oak Lane on an unspecified date in this area which contributed to stormwater issues on Mr. Crawley’s property. Road construction and repair records for the past forty years do not indicate that this portion of Shady Oak was raised. Chair Enburg noted that there is a small ditch 300-400 feet south of the Crawley property that appears as though it has filled with sediment over time.

Members present reviewed a preliminary plan and profile sheet prepared by MSA Professional Services for the area between the private road entrance to Woods at Watch Hill to the northwest at the intersection with Shady Oak Lane and to the southeast of a residential driveway located at 3131 Shady Oak Lane. This plan included the culvert installed on the Watch Hill property beneath the private road that is under construction. Enburg noted that the invert end of the culvert is directed toward a culvert beneath the existing Crawley driveway. The existing Crawley culvert is a 36” diameter steel casing that has been partially filled in by the property owner in the past. It was noted that there is an existing asphalt driveway that traverses condo unit 1 to provide access to condo unit 2; this driveway is approximately 140’ northwest of the current construction access to the Watch Hill development. Chair Enburg wondered whether the intersection for the private road could be moved northwest to the point of access for condo unit 2. There followed a discussion of the Town consideration of ditching beside Shady Oak Lane to provide better drainage along the west shoulder of the roadway. It was noted that this proposed drainage would not be designed for the mitigation of any stormwater falling on or otherwise draining into the Crawley property.

There was a discussion of the sight lines required if the entrance to Watch Hill was relocated to the northwest. MSA Engineer Kevin Lord stated that he identified some trees/brush that would need to be removed, but not all. Developer Justin Temple has yet to clear trees and brush from the Duff property to the north; permission has been granted by the property owner for this removal. MSA will create a topographic map with planimetric data that includes larger diameter trees and sight lines. It was noted that some trees may need to be removed from the Crawley property to accommodate proposed ditching and to improve sight lines. It was noted again that the best scenario would be for the Crawley private driveway to connect to the private road and abandon access directly to Shady Oak Lane; however, Crawley has repeatedly rejected this proposal.

There was brief discussion that the proposed ditching should be 1½ to 2 feet deep. Kevin Lord stated that the approximate cost of the proposal would be \$35,160. Senseman noted that if this plan was implemented, then the drainage capacity below the private driveway to 3131 Shady Oak Lane may need to be reviewed as well. Duerst was not convinced that the proposed ditching would be adequate for a 100-year storm event; he instead advocated that a waterway on the property be re-established to manage stormwater. Duerst wondered if the Crawleys would be open to a deeper and wider ditch, some of which would be outside of the Shady Oak right-of-way and partially on the Crawley property.

It was noted that buried utilities including fiber optic and telephone lines may have to be relocated if ditching is pursued. **Motion:** Duerst moved to approve a ditching design deeper and wider than proposed by MSA that would require the consent of the Crawleys to be partially on their property and the installation of a larger diameter culvert or additional culvert for the property located at 3131 Shady Oak Lane; 2<sup>nd</sup> Senseman. [Note: the engineering for this proposed ditching would be paid out of the 2016 Capital Road Improvement fund balance; whereas, the actual proposed ditching would be paid out of the 2017 Capital Road Improvement fund if approved]

**Discussion:** Developer Justin Temple gave a brief update on construction of the private roads for the Woods at Watch Hill development. He anticipated that 40 loads of gravel would be delivered today to complete the subroad and that utilities (natural gas, electric, cable, etc.) would be installed yet this and next week. Approximately 30% to 60% of the subroad has been proof rolled; the construction access culvert has yet to be installed. According to Temple, Alliant will relocate their existing pedestal in the Spring of 2017. The approved east biobed has been constructed but has yet to have plantings installed. Temple is working to relocate the western biobed onto their property. Temple stated that he has sold 16 of the 20 available condo unit parcels and expects five to six home starts yet this Fall. Temple will supply a construction list by condo unit to Administrator/Planner Arnold. Senseman asked when the Condominium Association assumes control. Temple responded this will occur when 70% of the condo units sell which he anticipates will occur in November. Chair Enburg stated that he will update the Town Board during his Public Works Committee report at the November 1, 2016 regular meeting. MSA will collect the additional planimetric details at this site next week. **Action:** Motion carried.

4. **Review Driveway Application for Lot 1 of CSM 12831 Located on Spring Rose Road with Possible Recommendation to the Town Board** – Z. Stanek whose offer to purchase the property is contingent on approval of driveway access was present. Town of Verona Project Manager Ron Lease had conducted a site visit and made his recommendation that was included in the submitted application. However, Mr. Stanek was requesting that the access be moved approximately 50' to the south and presented the members with a scale drawing of the proposed access location, gravel driveway, and house footprint. Stanek stated that the location proposed by Lease would require the removal of more trees and the driveway construction costs would be higher than the route proposed by Stanek. Stanek proposed that a "Hidden Drive" sign could be posted to warn motorists. Chair Enburg, who was familiar with the topography of the location, noted that this property is between two hills which create sight distance challenges as a consequence. Enburg stated the Committee would consider the relocation of the access if Stanek would provide a survey that proves that this location would be equally safe.

MSA Engineer Kevin Lord agreed to accompany Mr. Stanek to the parcel to review the proposed location. Clerk/Treasurer Wright provided Lord and Stanek with a chart to calculate sight lines based upon the posted speed limit and stopping distances. Stanek returned prior to the adjournment of the meeting and stated he would accept the proposed access identified by Project Manager Lease. He stated he would not build until 2018 and may return to request that the access be relocated to the south at that time, realizing he may have to reapply for that access. Duerst moved to approve the driveway permit at the original location identified by Project Manager Lease; 2<sup>nd</sup> Senseman. Motion carried. This recommendation will be shared with the Town Board at their November 1, 2016 Regular Meeting. Clerk/Treasurer Wright noted that the Ordinance Committee has recommended that the Town Board no longer take action on Driveway/Access Permits unless a variance from Town standards is requested. Instead, the Public Works Committee should continue to review permit applications. It was noted that any objections to a permit approved/conditionally approved/or denied by Town Board action would require Circuit Court Review.

5. **Create Draft 2017 Public Works Budget** – Planner/Administrator Arnold presented the current 2016 fund balances for the 2016 budget. As of this date, \$114,670 remains in the capital road improvement budget. Of that figure, \$66,273 is reserved for scheduled projects; this leaves approximately \$48,400 for capital projects/equipment. As of this date, \$45,171 remains in the Public Works engineering budget; \$20,000 of that amount is reserved for scheduled projects. Approximately \$25,171 is available for engineering projects that can be completed in this calendar year. Arnold noted that in 2017 no TRID/LRIP funds will be available for local road improvements; furthermore, there will be no bridge aid available in 2017. Therefore, the 2017 capital road budget should be held to \$320,000. Arnold noted that repair to a segment of Locust drive should be initiated this week. MSA is scheduled to collect coring samples of pavement/subroad conditions along DeMarco Trail and in the Hillside Heights neighborhood.

Member Duerst presented information and quotes for replacement equipment used for mowing the Town rights-of-way. Duerst had some information for Bush Hog equipment, but has yet to hear back from a representative of Woods mowing equipment about whether they have a mower model that has an extension. Duerst recommended Kalscheur Implement of Cross Plains as a dealer. He reviewed several models with a 6' cut and 10' cut offered by Kalscheur and Carter & Gruenewald (Juda) that ranged from \$6,300 to \$12,800; it was noted that the current mowers have no trade in value. Duerst proposed, if possible, for protective rings to be welded to the underside of decks to protect the blades. Up to \$21,000 of the Capital Road Improvements fund balance for 2016 will be used to purchase mowing equipment; without objection. There was brief discussion regarding the purchase of traffic counters that employ radar; it was decided to reserve \$5,000 of the 2016 Capital Road Improvements surplus for this purpose; without objection. Patrolman Judd stated that the McCormick tractor needs new tires although he does not have an estimate yet. \$5,000 of the Public Works Engineering budget surplus for 2016 will be reserved for the engineering costs associated with the proposed ditching along Shady Oak Lane; without objection. \$10,000 of the same 2016 Engineering surplus will be reserved for the engineering required for Hillside Heights; without objection.

There was a brief discussion regarding Capital Road Projects for 2017. Cortina will likely be pulverized and millings added; it may be narrowed. Everest Drive will remain at 30 feet wide. The extent of Andes Drive and Allegheny Drive north of Everest Drive need to be determined in order to produce bid documents. The coring samples from DeMarco Trail will determine whether the road can be pulverized and re-laid. Millings will be added if possible to strengthen the surface layer. The cost of a culvert and its installation on Range Trail will need to be captured in the 2017 budget as well. \$17,000 for the Old PB bridge was briefly discussed. Chair Enburg would like the Town staff to prepare a five-year road construction/maintenance plan.

#### **6. Updates for Local Roads**

- a. Locust Drive – Patrolman Judd reported that the section to be repaired was scheduled to begin this week
- b. Wesner Road – Chair Enburg reported that Chris James of Dane County Parks is checking with Dane County Highway about what is possible for the Town and County to do jointly. It is James' preference, according to Enburg, for the Town to conduct the bidding process.
- c. Intersection of Whalen Road and Fitchrona Road – Patrolman Judd stated that Cory Horton with the City of Fitchburg Public Works did not think the work should not be attempted at the proposed standard.

7. **Update on the Street Lighting Audit with Alliant Energy** – Clerk/Treasurer Wright met with Matt Richardson the Senior Manager of Customer Operations in Verona and Jeff Nelson the Maintenance Systems Engineer from Alliant Energy on September 29, 2016 to review the location of street lights for which the Town is billed on a monthly basis. Currently, the Town pays for eighteen street lights through Alliant. Wright contacted Alliant in February of 2013 to request an audit of street light locations in the event the Town was paying for lights annexed into one of the three surrounding cities. The updated fieldwork was not completed until recently. As a result of the audit, the Town will no longer pay for three street lights that are located in the City of Verona and two that are located within the City of Madison. Wright reviewed the somewhat complicated formula for calculating the rates for street lighting. Variables include: whether there is an existing pole, the wattage of the fixture, whether the arm is 6' or 12' in length, and the annual fee. The annual fee is calculated depending upon whether the pole, if not pre-existing, is wood or concrete; if concrete, whether costs are paid upfront or over time.

8. **Consider Request for Street Light at the Intersection of Tonto Trail and Fitchrona Road** – Clerk/Treasurer Wright reminded the members in attendance that they had reviewed a request which was discussed at the March 29, 2016 Public Works Committee meeting for street lighting from a resident on Tonto Trail. The Committee deferred action until Clerk/Treasurer Wright had an opportunity to research whether the Town has a standard for reviewing requests in the past. At the April 26, 2016 meeting, Wright reported that there was no consistent policy for approval of street lights, although he was able to establish the dates and locations for some that had been approved through Town Board action. Wright wanted to defer acting on this request until an audit could be conducted by Alliant Energy (see results above).

Wright had replied to the person who requested a second street light on an existing pole by their residence; he wanted some justification for a light which appeared was not directly for the benefit of public safety. Wright had not yet received a reply; he reported that there was existing precedent for approving streetlights along Fitchrona Road at Goose Lake Drive, Pheasant Lane, and Whalen Road for the benefit of public safety. Wright stated that his recommendation for future requests where no pole is present is to request a concrete pole with 6' arm at 100 watts, that the affected neighbors agree to the street light, and that the neighborhood most likely to benefit split the cost of the installation and arm as a special charge added to the following year's tax bill; therefore, the Town would be responsible for the cost of electricity and the minimum annual fee. Duerst moved to approve a 100 watt fixture on a 6' arm using the existing wooden pole if there is no objection from the property owner adjacent to the pole; 2<sup>nd</sup> Senseman. Motion carried.

9. **Review Updated Road Data/Ranking Spreadsheet** – There were no updates at present.

10. **Schedule November 2016 Meeting and Set Agenda**-November 22, 2016 at 7 AM:

Call to Order/Approve Agenda

Approve Minutes from 10/25/2016

Approve 2017 Budget

Review 5-Year Capital Road Improvement Plan

Update on Planimetric, Cross-Sections, and Contours for Woods at Watch Hill Development with Possible Action

MSA Engineering Report on Proposed Ditching along Shady Oak Lane

Updates for Local Roads

Locust Drive

Wesner Road

Schedule December 2016 Meeting and Set Agenda

Adjourn

11. Duerst moved to adjourn; 2<sup>nd</sup> Senseman. Motion carried at 8:46 AM.

Approved: November 29, 2016

Prepared by: John Wright, revised by Amanda Arnold