

Present: Manfred Enburg, John Senseman, Russ Swiggum, Kirk Trainor, and Philip Meinel (arrived 7:13 AM)

Absent: Mike Duerst

Also Present: John Wright, Clerk/Treasurer, Amanda Arnold, Planner/Administrator, Mark Judd, Town Patrolman, Kevin Lord, MSA, Sandra Hartl, and Kelly Poole

DRAFT

1. **Call to Order/Approve Agenda** – Manfred Enburg called the meeting to order at 7:04 AM. Senseman moved to approve the agenda; 2nd by Trainor. Motion carried.
2. **Approval of August Minutes** – Senseman moved to approve minutes from 8/30/2016: 2nd Swiggum. Motion carried.
3. **Discuss Woods at Watch Hill Intersection Design with Possible Action** – Administrator/Planner Amanda Arnold reported that Justin Temple, developer for Woods at Watch Hill, presented preliminary intersection designs to the Town Board at their regular meeting held on September 6, 2016. Temple was accompanied by Ron Klaas of D’Onofrio, Kottke, and Associates who assisted in the presentation. The additional information requested by the Town Board has not been supplied to the Town at this time. It was noted that Plan Commission Chair/Town Board Supervisor Doug Maxwell has met with the Crawleys to respond to their questions and listen to their concerns. Likewise, Administrator/Planner Arnold has been in contact with the Crawleys by phone. Clerk/Treasurer Wright stated that Justin Temple told him that he has nine property closings scheduled for September 30, 2016.
4. **Review Kevin Lord Estimate for Engineering and Stormwater in Hillside Heights** – Kelly Poole, a former resident of Hillside Heights introduced himself. He has returned to assist his mother Joyce Poole. He reported that in 1967 or 1968 the Town raised Everest Drive by six or seven feet. According to Poole, this has resulted in stormwater issues for the residences on the odd side of the road in spite of a stormwater system installed in 2003. Sandra Hartl, a current resident at the corner of Everest and Andes stated that there is a culvert installed on the property, but water still enters her garage. Hartl stated that neighbor Don Hefty (who was not present) told her that a culvert was removed when Everest was paved. Hartl noted that when snow is present, the curved connection between Cortina Drive and Everest Drive is difficult to negotiate with a car. There was brief discussion of possible solutions including the elimination of on street parking and the installation of parking pads.

Administrator/Planner Arnold reported that several months ago Kevin Lord, Mark Judd, and Ron Lease visited the Hillside Heights neighborhood to consider possible solutions to stormwater issues including a possible culvert near the Hartl property. In addition, recently the Town Chair, Public Works Chair, and Town Engineer, Kevin Lord, had visited Hillside Heights and the Hartl property. Arnold went on to say that ultimately the group will need to weigh incremental fixes with engineered solutions for the whole area. The group may consider spending the \$11,000 for the stormwater study by MSA out of the remaining balance of the 2016 budget.

5. **Continue Discussion of 2017 Public Works Budget** – Planner/Administrator Arnold noted that the average annual capital road budget is \$350,000. Chair Enburg reported that he spoke with Dane County Parks Planner Chris James about their grinding and overlay plans for the portion of Wesner Road vacated by the Town of Verona in 2015. The hammerhead turnaround and alternate bid to improve the surface of the portion of Wesner retained by the Town that was approved for the 2016 capital road budget (up to \$25,000 for both the primary and alternate) will not be acted upon until it is determined whether improvements may be able to be done in cooperation with Dane County. Enburg noted that Dane County was planning on their portion of the driving surface being seventeen feet wide. Clerk/Treasurer Wright reported that he has not received a reply back from Chris James regarding whether the a stub of the original Wesner private drive will be retained as a snow plow turnaround for the Town per a signed agreement between the former Dane County Executive, the Wesners, and the Town of Verona.

Kevin Lord presented a summary of capital road projects from 2009 to present as well as possible future projects. The summary included the approximate cost of projects; it also listed projects that were planned, but not completed. It was recommended that Country View Road, Locust Drive, and DeMarco Trail be added to the list of possible future projects. Chair Enburg suggested that Country View should be approached as collaboration between the Town of Verona, City of Verona, and Epic Systems, Inc. There was a brief discussion regarding the success of pulverizing and relaying roads with additional grindings added prior to rolling and sealing. Lord noted that those roads done so far employing this method have not required undercuts to the subroad. Chair Enburg noted that the pulverization method has also resulted in shouldering drop offs that should be addressed. Enburg would like to focus on subdivision roads in the near term rather than primary travel corridors. Roads in the Hillside Heights neighborhood were reviewed; Cortina is in the most need of repair. Other possible future road projects include the following: Andes Drive, Everest Drive, Sunset Drive east of County Highway PB, Rock Ridge Court, Stony Ridge Circle, and Boulder Hill Court. Depending on the type of possible future stormwater solutions in Hillside Heights, Allegheny Drive may also need work in the future. Patrolman Judd asked for direction for the approximately 800' defective section of Locust Drive in the Town. He reported that he can continue to patch with cold mix, but the repair would be temporary. There was brief discussion as to whether to spend approximately \$8,000 for an inch-and-a-half overlay. Kevin Lord agreed to review the section after adjournment of this meeting. It was noted there was no standing water on this section of road. Chair Enburg advised that the Town Board consider whether to authorize this repair.

Administrator/Planner Arnold reported that Patrolman Mark Judd has requested quotes for replacement mowing decks. A spreadsheet of the vendors, manufacturers, models, and approximate cost will be presented before this committee next month. Chair Enburg expressed curiosity about the number of hours each piece of equipment is used each year. Clerk/Treasurer Wright stated that he previously presented the group the number of hours for the tractor and front end loader and the number of miles for the three trucks by month; this may contain the information Enburg is seeking. Enburg noted that the Town may want to contract for some services in the future that are currently being completed by the Town Patrolman. Arnold will send information for the Committee members to consider as an email attachment so they can organize and prioritize 2017 budget items. Clerk/Treasurer Wright cautioned against sharing or discussing this information in person or by email as it would violate open meeting laws. If questions arise, Arnold or Wright can be contacted by members for clarification or more detailed information.

6. Updates on Local Roads –

- a. Shady Oak Road - Slag sealing of Shady Oak Road that was part of this year's budget and for which a bid was awarded to Wolf Paving will be delayed until 2017. Administrator/Planner Arnold reported that approximately \$100,000 of the 2017 Capital Road budget line remains; \$28,000 of that will be used towards Shady Oak in 2017.

7. Review of Updated Road Data/Ranking Spreadsheet –

Chair Enburg presented the group some recommended changes to Clerk/Treasurer Wright's spreadsheet updates including the reclassification of Jeffy Trail to a Rural Subdivision road and Country View to a Primary Travel-Shared road. Although Forest Drive, Hidden River Road, Jaggi Drive, Schmid Lane, Seven Springs Road, and Sugar Ridge Road serve more than one driveway access each, Chair Enburg has requested that they be reclassified as Single Purpose Roads. Lastly, he would like Pheasant Lane to be reclassified as an Urban Subdivision road. Wright reviewed the additional information he added to the spreadsheet. The Average Annual Daily Traffic count numbers are the ones that are currently populated in WISLR software. It is obvious that all are estimates rather than based upon actual traffic counts. Wright further noted that the figure for Whalen Road was likely entered incorrectly as it is likely off by a factor of ten; subsequently, this data will affect the weighted analysis used in the PASER software. The PASER software is provided by the Wisconsin DOT to assist municipalities in their decision making process for the maintenance and reconstruction of roads; therefore, the data needs to be replaced with reliable numbers.

Clerk/Treasurer Wright went on to explain that the coding for the column with posted speed limits. Those numbers in black are the actual posted speed that is agrees with the speed defined by local ordinance for that road. Those in red indicate that the road has a posted speed, but the local ordinance does not define a posted speed for those roads. A number in orange indicates that an adjacent

municipality for a shared corridor has a posted speed limit, but the Town does not have signage or a defined speed in the local ordinance. Those with a black X indicate roads or segments of roads lacking posted signs. Wright then presented data for Mid Town Road gathered a short distance east of the intersection with Timber Lane. It was noted that the fields for Morning and Afternoon were confusing; Wright responded that he set up the report to include 15 minute increments, westbound and eastbound counts, location by longitude and latitude, start and end dates, and AADT with a default conversion factor loaded. He was uncertain why the Morning and Afternoon designations were included in the report and why the ADT and AADT numbers were identical. Wright agreed to contact nearby Public Works directors to see if they have conversion factors that are locally defined. Chair Enburg asked if the speed of traffic could be derived from this same traffic count; Wright responded that he generated the spreadsheet, but did not print the results since it would likely be around 50 pages in length.

8. **Schedule October 2016 Meeting and Agenda** – Tuesday, October 25, 2016 at 7 AM:

Call to Order/Approve Agenda

Approve Minutes from 9/27/2016

Discuss Updates to Woods at Watch Hill Intersection Design with Possible Action

Create Draft 2017 Public Works Budget

Updates for Local Roads

 Locust Drive

 Wesner Road

 Intersection of Whalen and Fitchrona Road

Update on Street Lighting Audit with Alliant Energy

Consider Request for Street Light at the Intersection of Tonto Trail and Fitchrona Road

Updates on County Highway PD and County Highway M Intersection Design

Review Updated Road Data/Ranking Spreadsheet

Schedule November 2016 Meeting and Set Agenda

9. **Adjourn** - Swiggum moved to adjourn to a Town Road tour; 2nd Senseman. Motion carried at 8:25 AM.

Approved: October 25, 2016

Prepared by: John Wright, revised by Amanda Arnold