



TOWN OF LINN

Meeting Minutes

HIGHWAY COMMITTEE

TUESDAY, July 7th, 2026, 6:00 PM

TOWN CONFERENCE ROOM

W3728 Franklin Walsh St. Zenda, WI. 53195

- 1) Call to Order: 6:00 pm
- 2) Roll Call: Palmer, Livingston, Handel, Polyock present. Hayden - excused.
- 3) Approval of meeting minutes:
 - **Motion by Livingston, second by Handel motioned to approve the minutes from May 5, 2026, meeting. Motion Carried**
- 4) Comments from the public:
 - Matt and Steve Loudeneck (Residents at Hillside Bridge Project): Addressed the committee regarding significant ongoing issues with the bridge construction. He reported a lack of communication, workers parking in his driveway, and a crew member bringing a dog onto his property. He was also informed that during the concrete pour, his driveway would be blocked for 5-7 hours, which he called unacceptable for a working dairy farm with frequent deliveries and equipment movements. He requested compensation for the disruption.
- 5) a. Highway Profit & Loss Statements - April 2026
 - David Zimmerman presented the June 2026 Profit & Loss Statements. The committee briefly discussed high costs related to equipment repairs, noting that modern equipment seems to require frequent maintenance.
 - Action: No formal motion. The report was accepted as presented.
- b. Monthly Highway Report
 - Superintendent Wittum presented the report. He noted ongoing challenges with drainage from heavy rains and mentioned the department is back to dealing with tree-related issues. He acknowledged the issues at the Hillside Bridge project, stating the farm residents have been very patient, and a lack of initial planning contributed to the problems.
- c. Monthly Vehicle Maintenance Report – May & June 2026
 - No formal motion, report accepted as presented.
- d. W3805 Parker Drive Water Problem
 - Ben Stewart, the property owner, presented his concern. He explained that water accumulates in a town easement and pools, eventually flowing down his driveway. He

requested the town install a pipe under the top of his driveway, within the easement, to route the water to a ravine on the north side of his property.

- **Action: The committee directed Superintendent Wittum to survey the site, check the elevations, and assess the feasibility of installing a pipe to meet the property owner's request. He will report back at the next meeting.**

e. Basswood Drive Curb Replacement Bids

- A single bid from Upland Construction and Maintenance LLC for \$8,600 was reviewed. Superintendent Wittum noted this was cheaper than the last section replaced and recommended using the "road bond" fund (damage by contractor fund) as the damage was caused by construction vehicles.
- **Motion by Livingston, second by Polyock to recommend to the Town Board to recommend the award of the \$8,600 bid to Upland Construction and Maintenance LLC to the Town Board out of the road bond fund.**

f. South Lakeshore Drive Drainage Bids

- Superintendent Wittum reported that no bids were received. He explained that one contractor who pulled the bid packet stated the subcontractor costs for concrete work were too uncertain, leading them not to bid. The Town Engineer will rework the scope of work to address these concerns.
- **Action: The committee directed staff to continue the bid process with a revised scope of work. No formal motion was required as the project had already been authorized to proceed.**

g. W3858 Laurel Second Driveway Request

- The committee reviewed a request for a second driveway. Superintendent Wittum confirmed the request presented no safety or water drainage issues, as the property is on an easement and the new driveway would not worsen existing pooling.
- **Motion by Palmer, second by Livingston to recommend to the Town Board to approve the second driveway request for the Laurel property.**

h. Town Ordinance Review, Chapter 3-9(E) – Culvert Maintenance

- Superintendent Wittum initiated a discussion on the town's culvert maintenance ordinance, which currently makes property owners responsible. He noted many culverts are failing and property owners are not maintaining them.
- Recommendation: The committee reached a consensus to change the policy. The recommendation is for the Town to supply and install/replace the culvert pipe, with the property owner being responsible for restoring the driveway surface (e.g., asphalt, concrete, pavers). This is intended to be a more efficient and proactive solution.
- **Action: Superintendent Wittum will draft an edited version of the ordinance for review at the next meeting. Chair Alex Palmer will add the topic to the Town Board agenda for a preliminary discussion.**

i. Driveway Permit Process

- Administrator Zimmerman presented proposed administrative improvements to the driveway permit process. This includes adding a check-box to the building inspector's form to confirm applicants are informed about the highway driveway permit, and making the online application more user-friendly (e.g., using a Microsoft Form).
- Action: The committee acknowledged and recommended the process improvements. No formal motion was required.

j. Academy Road Traffic Study

- The committee reviewed a traffic study requested by a citizen who complained about speeding. The study, conducted by the Police Department, showed an average speed of 34 mph in a 35 mph zone. The Police Chief did not recommend a speed limit reduction.
- Action: No action was taken. The committee accepted the findings and agreed no change is warranted.

k. Linn Road Traffic Study

- Discussion: The committee reviewed a traffic study prompted by a resident's concern about vehicle speeds. The study was discussed in the Protective Services Committee. The data showed that while there were some outliers, the majority of vehicles were operating at reasonable speeds.
- Action: No action was taken. The study was accepted for informational purposes.

l. Project Updates - June 2026

- Hillside Bridge Project: The committee is closely monitoring the driveway-blocking concerns for the adjacent farm. Mr. Polyock suggested moving equipment to the west side of the road to avoid blocking the driveway entirely.
- Lackey Lane: Superintendent Wittum reported the gas main relocation should be completed this week. The project progress is dependent on the weather and completion of that work.
- Date for next meeting: August 4th, 2026 at 6:00 p.m.

7) Adjournment: Motion by Livingston, second by Polyock to adjourn. Motion carried. Meeting adjourned at 7:22 PM.

Minutes by Administrator/Treasurer - David Zimmerman