

Town of Verona  
Open Space and Parks Commission Meeting Minutes  
Wednesday, January 7, 2015

Present: Mathies, Hoffman, Stellick, Keen, Combs, and Jellings

Absent: Siehr

Also Present: Susan Severson and John Wright, Clerk-Treasurer (C-T)

Called to order at 7:30 PM

### **Approval of Agenda**

Hoffman made a motion to approve the agenda; 2<sup>nd</sup> Stellick. Motion to approve the agenda carried.

### **Public Comments**

C-T Wright stated that the Town Board appointed Dave Combs as the new Board representative on the Open Space and Parks Commission to fill the vacancy for Gregg Miller's position when he moved out of the Town.

Member Mathies wanted to discuss Section 2.03(a) and (c) of the Town of Verona Subdivision and Development Ordinance. He noted that it was a requirement of the Ordinance for the Open Space and Parks Commission to review preliminary Certified Survey Maps (CSMs). C-T Wright noted that review of preliminary plats which include community parks/green spaces make more sense than the review of individual parcels with single family or duplex dwellings; he was is uncertain why the local ordinance includes OSPC review. Mathies went on to note that subdivisions and historic sites are covered elsewhere in the same Ordinance. Wright agreed to request copies of preliminary CSMs from Planner/Administrator Arnold for the OSPC members to review. It was agreed, without objection, that this item would become a regular part of each future OSPC agenda. It was noted that the Verona Fire Department reviews driveway applications, but not the CSM itself; it is further assumed that any driveway that can accommodate fire apparatus will be able to accommodate EMS equipment which is generally a shorter wheel base. Therefore, the Fitchrona EMS does not review driveway permits.

### **Approval of Minutes**

Motion made by Mathies to approve the November minutes; 2<sup>nd</sup> Hoffman. Motion to accept the minutes from the November 12, 2014 meeting carried.

### **Discussion of Capital Equipment Program Grants Program with Possible Action**

Chair Keen stated that he currently maintains canoe/kayak launch points in the Town with a string trimmer. The task would be less cumbersome if done with a walk behind trimmer/mower, which has large rear wheels to increase stability across uneven terrain. Per the Dane County Environmental Council guidelines for their Capital Equipment Program, they will match up to 50% of equipment with a useful life of more than two years up to a maximum award of \$2,500. Matching amounts can be in-kind contributions. Keen suggested partnering with the Upper Sugar Watershed Association (USRWA). C-T Wright recommended contacting TDS, a local Telco, since they support local efforts with monetary donations. Wright also wondered if the Town's annual contribution to the USRWA was required solely for Executive Director Wade Moder's salary or if part of those funds could match the amount of the Dane County Grant.

Keen's understanding of the granting agreement is that the equipment would be titled to Dane County and for use on property within Dane County. Member Combs wondered where the equipment would be stored if titled to Dane County. Member Stellick recommended contacting Epic Systems as a potential financial partner since they have property in the Town abutting the Sugar River and would have need of such equipment as well. Member Mathies noted that Dane County should be consulted to make certain they do not already possess this piece of equipment which may then be available for loan to the Town. Stellick moved to give Chair Keen permission to prepare an application for the Dane County Environmental Council Capital Equipment grant for a walk behind trimmer for which Keen will seek additional financial support/partners beyond the Upper Sugar River Watershed Association; 2<sup>nd</sup> Mathies. Motion carried. The

deadline for the application is February 27, 2015 and approval of the application will be added to the February 4, 2015 agenda.

#### **Update on Dane County Parks Sunset Drive Parking Lot**

C-T Wright reported Chris James attended the December 2, 2014 Town Board Meeting as requested. Dane County proposed a lot for approximately eight vehicles. According to James, County will eliminate the current field road and will move access to the proposed lot to the east. The location and size of the lot was approved by the Board.

#### **Updates on Dane County Comprehensive Plan Steering Committee Activities**

C-T Wright reported there have been no new updates from this Committee.

#### **Continue Discussion of Future Conservation Efforts within the Town of Verona**

There was brief discussion regarding the four parcels recently purchased from the State Bank of Cross Plains on the south side of County Highway PD. It is the intent for the Town to erect a new Town Hall, Town Garage, and salt/sand storage facility on the site. It is uncertain at this point whether any of the existing buildings will be retained. Member Combs reported that residual acres unneeded for the aforementioned purposes would likely be sold to offset building costs. Once a preliminary site plan and preliminary building plans are developed, a public hearing will be scheduled to discuss the plans and probable costs. Per Combs, the Town Board wants the OSPC to be involved in reducing the maintenance of the acres that are retained through environmentally friendly landscaping. Storm water detention and prairie restoration are additional areas that may be required for which OSPC support would be helpful.

There followed a brief discussion about how or if this property may play a role to replace the Dane County composting site that was closed locally in 2014. Member Mathies suggested a special OSPC meeting at the site to walk the property; members should email their availability to C-T Wright so he can arrange a meeting date and properly post. Combs noted that care needs to be taken as the property was lost by a local family due to foreclosure, requiring sensitivity and tact.

#### **Establish an Agenda for the February 4, 2015 Meeting**

Chair Keen announced he will be absent at the February 4, 2015 meeting. Member Mathies will act as Chair Pro-Tem in his absence; without objection. The proposed agenda is as follows: Call to Order; Approval of the Agenda; Public Comments; Approval of meeting minutes for January 7, 2015; Review Preliminary Certified Survey Map(s); Review and Approve Application for Dane County Environmental Council Grant for Capital Equipment; Discussion of New Town Hall Site (this item should be added if the site visit occurred before this meeting); Update on Dane County Parks Sunset Drive Parking Lot (this item should only be added if there is an update); Updates on Dane County Comprehensive Plan Steering Committee Activities (this items should only be added if there is an update); Continue Discussion of Future Conservation Efforts within the Town of Verona; Set March Agenda; and Adjourn.

#### **Adjourn**

Motion to adjourn made by Stellick; 2nd by Jellings. Motion carried at 9:57 PM.

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John Wright  
Clerk-Treasurer

Approved: February 4, 2015 as amended