

**REGULAR MONTHLY BOARD MEETING MINUTES**  
**TOWN OF VERONA**  
**December 4, 2018 6:30 PM**  
Town Hall, 7669 County Highway PD, WI 53593-1035

Present: Geller, Maxwell, Dreger, Duerst, Enburg

Absent: None

Staff Present: Arnold, Wright, Judd

Also Present: see sign in sheet

1. Call to Order/Approval of the agenda – Mark Geller called the meeting to order at 6:31 p.m.
2. Pledge of Allegiance
3. Public Comment – none.
4. Discussion and Approval of Minutes from November 13<sup>th</sup> – Motion to approve by Duerst. Second by Maxwell. Motion carried unanimously.
5. 2019 Operating Budget
  - Adoption of detailed budget – Amanda Arnold explained that she had refined a few numbers since the final draft was sent out last week. EMS operating costs went down, and she adjusted some permit income to reflect more accurately what was brought in 2018. The final operating budget was \$1,544,785. Motion by Dreger. Second by Maxwell. Motion carried unanimously.
  - Scheduling of end of the year meeting to do final budget amendments – a meeting was set for December 26<sup>th</sup> at 3 p.m.
6. Reports and Recommendations
  - Plan Commission:
    - i. Confirmation motion to appoint Sarah Slack to the Plan Commission – Mark Geller explained that a formal motion was needed. Motion by Duerst. Second by Maxwell. Motion carried unanimously.
    - ii. Doug Maxwell reported on several items. First he discussed the idea of repealing the current subdivision ordinance. The current ordinance does not take into account the Dane County process and has some confusing elements. Doug is working on a new draft, but in the interim if the current local ordinance is repealed, Dane County's subdivision ordinance would apply. Doug suggested that the old ordinance be repealed in January and a new one adopted in February or March. He also mentioned that the comprehensive plan had been sent to Dane County. They will hold a public hearing on February 26<sup>th</sup>. Amanda Arnold mentioned that Dane County is going to adopt their new zoning code in January. Until the Town opts to adopt that code, the old zoning will remain in place. To adopt the new code a blanket zoning will be needed. This should take place after the adoption of the new comprehensive plan. Mark Geller mentioned a plan that the City of Verona is considering to expand the Verona Road – 18/151 intersection and build new roads east of Old PB. This is a conceptual plan at this point. Amanda showed an image of the potential alignments on the screen.
  - Public Works: Manfred Enburg mentioned some concerns about upcoming driveway applications. A couple of times in the past the Town has required joint access points and then not followed up when driveway permits were pulled, creating issues. In other cases, property owners have asked for joint access points to be reconsidered. In addition, Manfred has some concerns about temporary access drives having the appropriate drainage and being documented as temporary. Overall, he was advocating for more review/inspection effort. Manfred also discussed a list of potential stormwater projects he was developing. While the cost of these projects may be too much for the Town to do as part of regular operations, having a thought out list will put the Town in a better position for potential grants.
  - Financial Sustainability: The next meeting of the committee will be in January. Mark Geller asked Tom Mathies to explain a concept that he researched in which by referendum the Town could separate fire fees from the levy and charge for those service separately. Tom explained he hadn't been able to find any sample referendum language, and suggested that rather than pursuing a referendum right now, the issue could be discussed at the annual meeting in April and the electors could provide guidance.
  - Ordinance Committee:
    - i. Discussion with possible action: adoption of the fees associated with a revised permit to work in the Road Rights-of-Way for the Town of Verona – Tom Mathies pointed out that the authority to issue permits to work in the road rights-of-way is found in state statute. Therefore, it is his recommendation that the Town not adopt a new ordinance, but instead adopt new fees and have staff develop a new permit form. The Board reviewed the draft fees and form. Motion by Duerst to approve. Second by Maxwell. Motion carried unanimously.
    - ii. Fire Protection and Prevention updates, including enforcement – Tom Mathies explained that he had made several edits to this already adopted ordinance. Most were minor refinements, but the most pertinent change was a reference to the forfeitures section of the code. Motion by Duerst to approve the updates. Second by Enburg. All ayes, except for Geller who abstained. Motion carried.

- iii. Update schedule of deposits – Tom Mathies explained that updating the schedule of deposits is a three step process. The action on this night would create a place holder and then the fees would be forwarded to the municipal court for amendment. Then they would come back to the Town Board. Motion by Duerst to approve. Second by Maxwell. Motion carried unanimously.
  - iv. Tom discussed the committee's priorities for 2019. They would like to work on speed limits and the chapter on governance. He was willing to help with the subdivision and driveway ordinances, but he felt the other committees with more specific knowledge should take the lead on those.
  - EMS Commission: Mike Duerst reported on runs and the busiest days and times. The new Fitchburg station is scheduled to open in August of 2019. He also reminded the group about the celebration for Lon Schwartz and explained that his replacement had resigned. Mark Geller added that he and Amanda attended a meeting with the City of Verona and City of Fitchburg mayors and their administrators. The meeting was to discuss updates or changes to the commission agreements. No decisions were made and thus the next meeting will be set up for January.
  - Town Chair: Mark reported that he and Amanda did staff reviews, and he and Kevin Lord did a walk-through of Woods at Watch Hill and created a "punch list" for the developer.
  - Supervisors: Doug Maxwell mentioned that he had met with the Sweeneys and Dave DiMaggio because they want to revive their lot split applications.
  - Clerk/Treasurer: John Wright reported he had completed the special charges, which were more complex with the refunding of the cart fee. He had completed the Mill Rate Worksheet and tax bills would be ready soon.
  - Planner/Administrator:
    - i. Report on the Public Works Project Manager search and next steps. – Amanda explained that she had approximately 20 applications. Her plan was for her and Mark to separately pick their top five or six, compare them, and then bring those agreed upon people in for an interview with them, Manfred Enburg, and Ron Lease. They would narrow it to three candidates and bring those people in for a second interview with staff and the Board. Doug Maxwell stressed the need to get references. Mike Duerst suggested testing them on their knowledge of equipment and trucks.
    - ii. Discussion and action re: annual contract for services from MSA professional services – There was a discussion of the Town's experience with MSA. Several people expressed that they enjoyed working with Kevin Lord. Motion to approve by Maxwell. Second by Enburg. Motion carried unanimously.
7. Approval of Payment of Bills – Motion to approve by Duerst. Second by Enburg. Motion carried unanimously.
8. Adjourn – Motion by Duerst. Second by Enburg. Motion carried at 8:15 p.m.

Approved: 1/8/2019

Submitted by: Amanda Arnold, Planner/Administrator