

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

December 3, 2019, 6:30 PM

Town Hall, 7669 County Highway PD, WI 53593-1035

Present: Geller, Mathies, Maxwell, and Enburg

Absent: Duerst

Staff Present: Arnold, Wright, and Barnes

Also Present: see sign in sheet

1. **Call to Order/Approval of the Agenda** – Mark Geller called the meeting to order at 6:30 PM. Enburg moved to approve the agenda with an amendment to add a fourth bullet point to item 5 to discuss the Planner/Administrator position; 2nd Mathies. Motion carried by voice vote.
2. **Pledge of Allegiance**
3. **Public Comment** – No public comment.
4. **Approval of Minutes from November 5, 2019 Regular Meeting and November 18, 2019 Special Meeting**– Enburg moved to approve the November 5, 2019 regular minutes; 2nd by Mathies. Motion carried by voice vote. Enburg moved to approve the November 18, 2019 special minutes; 2nd Mathies. Motion carried by voice vote, with Maxwell abstaining due to absence at that meeting.
5. **Discuss 2020 Town of Verona Operating and Capital Budget**
 - Action to adopt the Public Works Capital Improvement Program and Drainage Improvement Plan – Chair Geller stated that each Plan prepared by Project Manager Barnes are general goals that by their nature need to remain flexible to changing conditions that cannot currently be known or predicted. Enburg moved to approve the annual CIP and DIP that represent a forecast for the nine years following 2020; 2nd Maxwell. Mathies made the group aware of his neighbor's concerns regarding Nor-Del Hill Road which is not scheduled for maintenance in 2025. It was noted that wedging and other operations can be conducted independently from surface treatments. Mathies pointed out that work to be conducted on a section of Cross Country Road shows that 50% of the cost will be covered by a Local Roads Improvement Program grant (LRIP). However, the actual amount of that grant awarded in 2020 is closer to \$14,000. Additionally, the \$14,000 is treated as income elsewhere in the 2020 budget. There was a re-iteration that the CIP is meant to establish projects and approximate costs. Mathies sought clarification regarding planned work on Sunset Drive in 2023 between CTH PB and Borchert Road and the work scheduled in 2025 from STH 69 to Range Trail. He further noted that Range Trail from CTH M to the south limit was included in years 2026 as well as 2028. Mathies expressed his concern whether adoption of the CIP and DIP this evening would obligate the Town to addressing certain roads in specific years. Additionally, Mathies would like the Town to pursue an IGA with the Town of Middleton to share costs to maintain the section of Mid Town Road in the Town of Verona. Administrator Arnold noted that the plans could be adopted this evening and revisited in the spring of 2020 when reviewing bids, on a quarterly basis, or some other frequency determined by the Board. Mathies noted that Sugar River Road and Riverside Road are not currently included in the DIP. Motion carried by voice vote.
 - Action to adopt the detailed 2020 Town of Verona budget – Maxwell moved to approve the detailed 2020 budget; 2nd Enburg. Mathies noted that the Town has approved a general budget in the past so that fewer amendments would be needed throughout the budget year; this practice is also recommended by the Wisconsin Towns Association. Chair Geller allowed for the motion to be amended approving the totals for each major category within the 2020 budget; without objection. Mathies asked why money is still being added to the cart replacement fund when that money was redistributed to residents through credits applied to 2018 paid 2019 tax bills. Arnold responded that this represents money received for trash and recycling carts sold to those occupying new homes; the account exists to purchase new carts for future homes. Mathies in response expressed his opinion that carts to be sold are not a capital outlay. The small addition to the general reserves is a portion of the money approved by the qualified electorate at the Special Town Meeting that included authorization to exceed the allowable levy by 2.5%. Mathies recommended that the Financial Sustainability Committee review unassigned reserves totaling approximately \$150,000; without objections. The amended motion to approve the totals for each major fund category carried by voice vote.
 - Action to schedule an end-of-year meeting to consider and approve final budget amendments and approve bills – after brief discussion, it was decided to meet on December 17, 2019 at 2:30 PM; without objection. Wright made the group aware that an unexpected invoice was received earlier this year for the Badger Mill Creek replacement on Old County PB which was not part of the 2019 budget; it will need to be paid this year. Up to 50% of this bill and others may be approved for reimbursement by Dane County Highway as part of their bridge aid program in 2021.
 - Schedule a special Town Board meeting to discuss the Planner/Administrator position – Arnold will be leaving the Town effective January 31, 2020 to join the team at JSD. The group agreed, without objection, to meet at Noon on December 6, 2019 to consider the focus of the position moving forward; Arnold will be in attendance.
6. **Discussion and Possible Action to Appoint Town of Verona Election Personnel for the 2020-2021 Term by Resolution 2019-10** – Mathies moved to approve Resolution 2019-10 to appoint the election personnel for the term from January 1, 2020 until December 31, 2021; 2nd Maxwell. There is no conflict for Arnold to remain on the list since she will still be employed by the Town until January 31, 2020. Motion carried by voice vote.

7. Discussion and Possible Action to Update the Town of Verona Comprehensive Building Code by Ordinance 2019-05 to Incorporate Changes Required by the State of Wisconsin Regulating Electrical Inspections and to Incorporate Changes Previously Approved by Resolution 2015-07 – Wright reported that the Wisconsin Department of Safety and Professional Services (DSPS) is requiring proof that all local electrical codes have been updated to reflect the adoption of Wisconsin Administrative Code SPS 316. While drafting an Ordinance to amend the current Ordinance from 2000 that replaced the prior one and has been amended since, Wright realized that there are sections referring to standards repealed and replaced by other State Administrative Codes. Wright feels the best course of action may be to repeal and replace the entire Town Building Code by Ordinance, but will need the assistance of the Ordinance Committee to have ready by the special Town Board meeting on December 17, 2019. Wright was directed to ask Michael McNally Jr., Section Chief at DSPS, what if any consequences there would be if the Town was unable to update our local code until 2020; without objection.

8. Reports and Recommendations

- Plan Commission: Discussion and Possible Action – Land Use Application 2019-1 Approval of a Certified Survey Map for property located at 3185 Timber Lane – Surveyor John Halvorson was in attendance to answer questions on behalf of surveyor Thom Grenlie. The draft CSM had been modified to include an approximate delineation of wetlands, a more accurate footprint of the existing residence, and location of the well as requested by Town staff. There was a brief discussion about the location of the right-of-way for Timber Lane and the confusion created by prior CSMs by other surveyors. Mr. Halvorson noted that the Monson family do not own any land in the ROW; consequently none will be dedicated to the public. Wright noticed that Mid Town road needs a space inserted to reflect the newer name and the year on the Clerk's signature line is in need of correction. Maxwell moved to approve the Certified Survey Map for 3185 Timber Lane; 2nd Mathies. Carried by voice vote.
- Public Works: Discussion and Possible Action to enter Into a lease-to-own agreement with JX Peterbilt for a new plow starting in January 2020 – Barnes reviewed a proposal from JX Peterbilt to replace the 2007 single axle vehicle. The cab and chassis, per the quote, would cost \$105,989 whereas the mounted equipment is estimated at another \$83,796. The first of five annual payments would begin in 2020. Maxwell asked the rate of financing; Barnes stated 5.5%. The total cost at the end of the five-year term would be \$210,665. Arnold stated that the current balance for the equipment fund is \$117,000; an additional \$15,000 will be added to that amount before the end of 2019. It was noted that if the trade-in for the 2007 truck is estimated at \$15,000; assuming these numbers, \$147,000 of the \$189,785 purchase cost without financing or leasing would be available. \$42,500 is currently in the 2020 budget for the lease-to-own option, would result in a net of \$189,500 in cash reserves and estimated trade-in value. There was brief discussion of the terms of the proposed 3-year warranty. Barnes cautioned that if the reserve funds were depleted, then a loss to a depreciated vehicle would leave the Town with an insurance payment for the depreciated value, not the full value to replace. Supervisor Mathies noted that the Town has an unassigned reserve balance of \$150,000. There was a brief recitation of the current state of the 2007 Peterbilt and the option that had been considered to replace the bed with stainless steel. Supervisor Maxwell was curious what the interest rate is for the line of credit established with Capitol Bank. Supervisor Mathies noted that the Town of Primrose is borrowing money through a no-fee State of Wisconsin program at a rate less than the market. Barnes reviewed offerings from other sales representatives; he noted that each manufacturer has a different approach to their lines of equipment. Without objection, Barnes and the Public Works Committee will secure at least one additional quote with the assumption that the replacement vehicle will be purchased outright. There followed a discussion regarding whether both trucks should be tandem axle, as proposed, or retain one with a single axle for warm weather work.
- Financial Sustainability Committee: the Committee did not meet this past month, but will review the unassigned reserve accounts at their next meeting as requested above.
- Natural and Recreational Areas Committee: the Committee did not meet in November and a December meeting is dependent upon a meeting of regional municipalities and agencies tasked with discussion regional stormwater issues.
- EMS Commission – Supervisor Duerst was not in attendance. There were no questions about the attached Chief's Report.
- Town Staff:
 - i. Clerk/Treasurer report – Wright briefly reviewed the various reports and forms he has completed in order to request the generation of tax bills. Town staff will mail the bills on December 12, 2019 once the newsletter has been printed. There was a brief discussion regarding the type of information Wright provides when responding to title companies.
 - ii. Project Manager:
 - a. Monthly report – Barnes gave a brief update regarding a request from the Wisconsin DOT to relocate a driveway access on Manhattan Drive. It was recommended that Representative Dianne Hesselbein's office be contacted as to the best contact at the DOT to respond.
 - b. Discussion and Action - Annual contract for services from MSA Professional Services. Supervisor Enburg asked if the Town bills from MSA's time if they review a project specific to a property owner. Arnold noted that with the hire of a project manager, MSA costs have been declining. Supervisor Mathies then asked if the Town charges for costs associated with the Project Manager's review. Barnes stated that he feels MSA provides the Town good service at a reasonable cost. Mathies moved to renew the contract with MSA Professional Services for 2020; 2nd Maxwell. Motion carried by voice vote.
 - c. Update and Possible Action – MLS Grants. Barnes noted that the deadline is December 6, 2019 for the multimodal grant. The Town has three roads that would potentially qualify for funds: Country View, Fitchrona, and Sunset Drive; there is no restriction to apply for all three. Barnes stated that the City of Fitchburg is the primary applicant for Fitchrona Road. The City plans to pulverize the existing pavement, widen, and add a four foot wide bike lane. Independently, the City plans to install a bike trail parallel to Fitchrona between Nesbitt and Lacy Road on the east side within their jurisdiction. Fitchburg's estimate is around \$2 million; the Town share has yet to be determined, but Barnes estimates that value around \$136,000. The section of Sunset Drive to be applied for would be between Borchert and County Highway PB with an approximate cost of \$550,000; about \$50,000 of that cost would be for engineering. The grant is up to a 90/10 split; the Town's portion, if awarded, would be approximately \$100,000. The portion of Country View would be between the terminus at County Highway PD to the north and the City of Verona

corporate boundary to the south. The proposal will be to replace culverts, repair the areas with a defective base, wedge, and then overlay with a HMAC; this would not be a full reconstruction. The approximate total cost would be around \$600,000 with an estimated cost to the Town of \$100,000. Of the two applications to be submitted by the Town, Barnes believes Country View has the greatest chance of funding due to the economic impact on Epic Systems, Incorporated. Barnes has received letters of support to include in his application from Epic and the Beach/Sunset neighborhood association. There followed a brief discussion regarding regional stormwater issues and possible grant funding through the Wisconsin Department of Natural Resources.

- iii. Administrator Planner/Monthly report: Discussion and possible action – options related to wood burning on Town property near the public works building. Arnold stated that Barnes had conducted most of the research and asked that he walk through his written summary with the Board; without objection. Barnes gave a brief summary of the Town options since our current site is too small to become a registered burn site per DNR standards: lease a site that meets State standards, pursue a waiver from the standards, or other options. Barnes stated that he is scheduled to meet with Barnes Landscaping tomorrow. There was brief discussion regarding use of the Dane County site. Arnold gave a brief report regarding new home permits for the year: there have been ten permits issued to date – 3 in Driftless Ridge, 1 in Woods at Watch Hill, 2 in Deer Haven, 2 for Fox Hill, and 2 outside of condo plat development. Arnold thanked the Board and the staff who were present for her time with the Town these past seven and-a-half years and their support of her as the Planner/Administrator for the Town.
 - Town Chair – Chair Geller stated he met with representatives from Epic Systems, Incorporated on November 27, 2019.
 - Supervisors – Supervisor Maxwell stated he will run again as the incumbent for the Fourth Supervisor. It was noted that all open ground in the Fox Hill plat was required to be covered by wood chips over the winter season by Jim Neidhart of Dane County Water Resource Engineering Division.

9. Approval of Payment of Bills – Maxwell moved to approve payment of the bills as presented by Clerk/Treasurer Wright; 2nd by Mathies. Motion carried by voice vote.

10. Adjourn – Chair Geller adjourned the meeting at 9:17 PM.

Approved: January 7, 2020

Prepared by: John Wright, Clerk/Treasurer w/review by Amanda Arnold