

Town of Verona  
Open Space and Parks Commission Meeting Minutes  
Wednesday, December 12, 2012

Present: Keen, Hoffman, Miller, and Siehr  
Absent: Stellick  
Also Present: John Wright, Clerk-Treasurer (C-T)  
Called to order at 7:42 PM

### **Approval of Agenda**

Motion made by Miller to approve agenda; 2<sup>nd</sup> Siehr. It was noted that item 7 will need to be added to a future agenda as member Stellick was not present. Furthermore, item 9 regarding approval of an agenda for next month should read January, not December. Motion to approve the agenda as amended carried.

### **Public Comment**

There was a brief discussion regarding a potential purchase by the National Heritage Land Trust (NHLT) of a portion of land that may be available for sale within the Town of Verona. This land may, in turn, be turned over to the Dane County Parks Division for management. Towards this end, the NHLT will be seeking a letter of support from the Town of Verona Open Space and Parks Commission. Chair Keen noted that Dane County Parks Conservation Fund Manager Laura Guyer is assisting with this potential transaction.

### **Approval of Minutes**

Motion made by Hoffman to approve the October minutes (note: the scheduled November meeting was cancelled due to a lack of a quorum); 2<sup>nd</sup> Chair Keen. Member Hoffman noted in the second sentence of the first complete paragraph on page two, the word "the" should read "that" instead. Clerk Treasurer (C-T) Wright noted in the first sentence of the final paragraph of the same page, the word "was" should be stricken. Motion to approve minutes as amended carried.

### **Report from the Clerk-Treasurer**

1. Clerk-Treasurer (C-T) Wright stated he submitted the Invasive Species document and a spreadsheet with changes to the OSPC portions of the Town of Verona website approved at the October meeting (see attached) to web designer Susan Lewandowski. Wright reported that the changes have not yet been instituted; he received an update from Town of Verona Administrator/Planner Amanda Arnold today that all changes to the website should be completed by year's end. Because the website has not been updated, a request for new members crafted by members of this body as revised by Chair Keen and C-T Wright has not yet been posted. Wright hopes to submit the press release to the **Verona Press** this Friday for publication in next week's issue.
2. C-T Wright reported that he had spoken by phone with Chris James from Dane County Parks and Open Space re: approval/review of the updated Town of Verona Parks Plan for 2012-2017. James stated that the approval for the Dane County Plan was now complete; as a consequence, the Town could now request a Letter of Eligibility from the Department of Revenue. Mary Rothenmaier, Stewardship Grant Specialist, in reply to C-T Wright's request, sent a Letter of Eligibility (see attached) dated December 5, 2012. The letter enables the Town of Verona OSPC to apply for state and federal grants. There followed a general discussion regarding ranking criteria for grants as well as in-kind contributions that can include "sweat equity" of volunteers as well as the cost of grant-writing, appraisals, and other associated costs that count toward the grantee's shared cost of a project.

There was a general discussion regarding grants received by the Town of Verona or to the benefit of the Town, including: a Kodak Grant, a grant from Capitol Water Trails, and a grant managed by the Upper Sugar River Watershed Association through the Environmental Council of States. There was a brief discussion regarding signage on the 33 acre Sugar River Wildlife area purchased by the Dane County Parks Department that defined the limits for hunting on the property.

### **Chair Report**

1. Keen reported he attended the Town Board meeting in November and was accompanied by the Upper Sugar River Watershed Association (USRWA) Executive Director Megan Phillips. According to Keen, Ms. Phillips gave the Town Board a brief presentation on how the proposed dues for 2013 would benefit the Town including compliance with a State Statute to control invasive species; this would be achieved through a grant received by the USRWA. The Town Board agreed that the full amount of the proposed dues should be included in the 2013 budget they were reviewing for approval.
2. Keen reported that the Town Board approved the discontinuation of the monthly publication of OSPC and Plan Commission agendas in the Verona Press. As suggested by this body at a prior meeting, the Board agreed to continue to list the meetings of the Plan and Parks Commission within its monthly published agenda.

### **Discussion of Emerald Ash Borer Treatment**

Due to the absence of member Stellick who was to lead this discussion, it was agreed without objection to add this item to the January agenda.

### **Consideration of Changing Regular Meeting Date**

Member Miller moved to change the regular meeting date from the second Wednesday of each month to the first Wednesday of each month to accommodate C-T Wright's EMS training schedule; 2<sup>nd</sup> Keen. After brief discussion, it was discovered that the January meeting will need to be held on Wednesday, January 16, 2013. Member Miller's attendance will be determined by the health of his mother. Motion carried.

### **Establish an Agenda for the January Meeting**

The following items were suggested for the January meeting: Call to Order; Approval of Agenda; Public Comment; Approval of Meeting Minutes from December 12, 2012 Meeting; Discussion of Grant Application and Review of an Application Letter of Support with Jim Welsh, Executive Director of the National Heritage Land Trust; Discussion of Emerald Ash Borer Treatment, Led by Member Stellick; Establish February Agenda; and Adjourn.

### **Adjourn**

Motion to adjourn made by Miller; 2nd by Hoffman. Motion carried at 8:25 PM.

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John Wright  
Clerk-Treasurer

Approved: 1/16/2013