

Town of Verona  
Open Space and Parks Commission Meeting Minutes  
Wednesday, September 4, 2013

Present: Miller (arrived 7:48 PM), Mathies, Jellings, Keen, and Hoffman  
Absent: Siehr and Stellick  
Also Present: John Wright, Clerk-Treasurer (C-T)  
Called to order at 7:33 PM

**Approval of Agenda**

Motion made by Mathies to approve agenda; 2<sup>nd</sup> Jellings. Motion carried.

**Public Comments**

Chair Keen reported that he forwarded an email to C-T Wright regarding the construction of the Department of Natural Resources (DNR) lot on Valley Road. According to the original email from Chris Rehlinger, bids were sent out on July 15, 2013. Keen then shared an aerial image citing the proposed location of two Dane County parking lots for land formerly owned by the Bruce Company. One proposed lot would be in the Town of Verona and the other in the Town of Montrose.

**Approval of Minutes**

Motion made by Jellings to approve the June minutes as presented; 2<sup>nd</sup> Mathies. The minutes from the August 7, 2013 meeting were adopted as presented.

**Comments/Action from Town Board Regarding OSPC Recommendation to Approve Amended Trimming and Brushing Statement Policy**

The Town Board met Tuesday, September 3, 2013 and reviewed the recommended changes to the Town of Verona Brushing/Trimming Policy. C-T Wright reported that the Board was in favor of striking the one passage in item IE contained in the Policy regarding the monitoring of trimming by public utilities in the right-of-way (ROW), leaving the remainder of the sentence intact. The Board also questioned whether a 30-day notification letter would be possible when a public utility is conducting the trimming work. Wright noted the Forward states that the Policy applies to Town of Verona personnel and private contractors hired by the Town; therefore, the notification letter would not be required when work within the ROW is performed by public utilities. It was suggested at the Town Board meeting that the word "usually" be stricken from item I G 2. In response to this Board recommendation, member Mathies noted the removal of "usually" would suggest an absolute requirement of the patrolman or private contractors hired by the Town to remove the trees on the list for this item; Mathies suggested a phrase such as "as time allows" could be inserted for clarification. Wright reported there were some questions by the Board members as to whether item I G 1 should be removed entirely as every tree within the ROW is a potential hazard regardless of the species. It was noted that the Town will likely budget for tree trimming to be performed by a private contractor just as they do for road work. The Notification Letter will then likely give a range of dates when a particular road, subdivision, or section of Town will have crews conducting trimmings and removals. According to Wright, the Board recommended legal counsel review the document and suggested delaying further discussion of the proposed Notification Letter until such time that the attorney has offered comments.

**Review and Approve Letter to De Marco Trail Residents Regarding Their Requests for Landscaping Assistance within Town Cul-de-Sac**

Chair Keen introduced a draft of a proposed letter to the residents along De Marco Trail in response to their request for assistance with the maintenance of the interior of a Town-owned cul-de-sac. C-T Wright noted that Carol Doran, formerly with the Wisconsin Department of Revenue, informed Wright at recent Treasurer training about the prohibition preventing Town donation of public dollars to benefit

narrow segments of the public. It was recommended that contact information for the Town Office be added to the letterhead and any inquiries then be forwarded to Chair Keen; without objection. A motion to approve the letter as amended to contain contact information was made by Mathies; 2<sup>nd</sup> Jellings. Motion carried. Wright will make the corrections and will contact Keen for his signature thereafter.

### **Discuss the Possible Use of a Logo Design for the Open Space and Parks Commission**

The members who were present reviewed designs used by other outdoors-oriented groups as well as iterations of design ideas by Chair Keen and C-T Wright. Miller made a motion to approve a design related to the Town of Verona logo which had been used as a placeholder on the letter to De Marco Trail residents; 2<sup>nd</sup> Jellings. Motion carried. The design will be presented to the Town Board for their review and possible approval.

### **Craft a Sample 30-Day Notification Letter for Removal of Plantings Referenced in the Proposed Revisions to the Brushing and Trimming Policy with Possible Action to Recommend to the Town Board**

Chair Keen introduced a sample notification letter he adapted from a similar letter used by a North Carolina municipality for the purposes of notifications regarding easements and sewers. It was recommended that the passage in bold type citing specific dimensions of the trimming corridor should be replaced with blanks instead; these could be completed with information specific to the set of circumstances for each property noticed. There was brief discussion of the use of color-coded ribbons to identify which action will be taken with a proposal to include a key to the ribbon code contained within the notification letter. The group agreed the proposed documents and the discussed revisions is a good starting point in the event the Town requires such a notification. It was noted that this notice would allow individuals with known conflicts (e.g. a scheduled block party or backyard wedding reception) to suggest alternate dates/times for the Town to perform their work. This item should be added to a future agenda if after attorney review it is still needed; without objection.

### **Establish an Agenda for the October 2, 2013 Meeting**

The following items were suggested for the October meeting: Call to Order; Approval of Agenda; Public Comments; Approval of Meeting Minutes from the September 4, 2013 Meeting; Possible Discussion with Town Chair David Combs Regarding a Possible Collaboration of the OSPC and Epic to Define a Plan for the Green Space Surrounding Epic's Campuses; Report on Action Before Town Board Regarding Request to Adopt Proposed Logo Design for the Open Space and Parks Commission; Continue Review of Amended Trimming and Brushing Policy and Notification Letter if Attorney Review has been Completed; Report from Clerk/Treasurer Wright Regarding Available Resources That Recommend Planting Setbacks from Public Rights-of-Way; Update on Valley Road Parking Area for Wisconsin Department of Natural Resources Property and Update Regarding Epic's Continued Willingness to Donate and Place Boulders; Establish November Agenda; and Adjourn.

### **Adjourn**

Motion to adjourn made by Miller; 2<sup>nd</sup> by Hoffman. Motion carried at 8:37 PM.

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John Wright  
Clerk-Treasurer

Revised: 9/30/2013  
Approved: 10/02/2013