

# REGULAR MONTHLY BOARD MEETING MINUTES TOWN OF VERONA

February 5, 2019 6:30 PM

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

Present: Geller, Maxwell, Dreger, and Duerst

Absent: Enburg

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 6:40 PM. The agenda was approved without objection.
2. **Pledge of Allegiance**
3. **Public Comment** – Chair Geller referred the members present to a letter from the Andres family on Prairie Circle. Discussion of shared access will be added to a future agenda; without objection.
4. **Approval of Minutes from January 8th and January 24<sup>th</sup>** – Maxwell moved to approve the January 8, 2019 and January 24, 2019 minutes; 2nd by Duerst. Motion carried by voice vote.
5. **Ordinance 2019-01 – Repealing and Replacing the Town of Verona Subdivision Ordinance.**
  - Public Hearing – Chair Geller called the Public Hearing to order at 6:43 PM. The Notice has been published twice in the **Verona Press** on January 24<sup>th</sup> and January 31, 2019. Chair Geller requested comment from the public present; hearing no request to speak, he closed the Public Hearing at 6:43 PM.
  - Action – Maxwell moved to approve Ordinance 2019-01 to repeal Ordinance 2005-04, the Town of Verona Subdivision Ordinance and to temporarily replace it with Dane County Regulations contained in Chapter 75 of their Code of Ordinances until such time that the Town writes a new subdivision and development ordinance; 2<sup>nd</sup> Dreger. In response to a question from Supervisor Duerst, Maxwell responded that the current Ordinance 2005-04 is not consistent with Chapter 75; the Ordinance that will be written will be consistent and will contain some planned aspects unique to the Town of Verona. Motion carried by voice vote.
6. **Reports and Recommendations**
  - Plan Commission:
    - i. Discussion and action re: Land Use Application 2019-01 – for property located at 3185 Timber Lane submitted by Brian and Katie Monson. Maxwell moved to approved Land Use Application 2019-01 to enlarge the Brian and Katie Monson property from its current size of 3.616 acres (recorded as Lot 1 of CSM 12966) to 8.0 acres by consolidating this parcel with part of the property owned by Jeffery Monson of 19.88 acres that is described by Metes and Bounds (parcel 0608-062-8070-0) to be described by a new Certified Survey Map to be reviewed at a future date and to rezone the enlarged parcel from RH-1 to RH-3 (the diminished parcel will remain A-3); 2<sup>nd</sup> Dreger. Maxwell noted that the Plan Commission members unanimously approved this recommendation to the Board. Motion carried by 4 to 0 by voice vote.
    - ii. Discussion and action re: Land Use Application 2019-02 – for property located at 1990 Hidden River Road submitted by Susan and Tom Poast. Maxwell moved to approve Land Use Application 2019-02 to grant a Conditional Use Permit to Tom and Susan Poast who reside at 1990 Hidden River Road for the purpose of establishing a second farm residence for their son who derives the majority of his income tending to approximately 150 dairy cows, as recommended by the Town of Verona Plan Commission since the request met all six conditions of granting the CUP; 2nd Duerst. Chair Geller inquired about the size of the proposed building envelope to be described by metes and bounds; he was informed that it would be approximately 1.1 acres of the quarter-quarter section. The Town Board previously approved on January 8, 2018 the access to Hidden River Road north of Riverside Road as recommended by the Public Works Committee. The motion carried 4 to 0 by voice vote.
  - Public Works:
    - i. Discussion and action re: 2019 road maintenance projects to put out to bid. Chair Geller stated that he will entertain a motion to table such discussion until the Chair of the Public Works Committee could be present and due to the fact that Chris Barnes, the new Public Works Project Manager, has only been on the job for two days. Project Manager Barnes reported that he drove most of the roads on the list today with Town Patrolman Mark Judd. Judd, Arnold, and Barnes are scheduled to meet with Kevin Lord from MSA Professional Services on February 7, 2019 to discuss projects proposed by the Public Works Committee. Maxwell moved for staff to prepare a list to put out to bid with the assistance of MSA; 2<sup>nd</sup> Duerst. Motion carried by voice vote.
  - Financial Sustainability: the Committee members reviewed 2018 Budget-to-Actual numbers prepared by Administrator/Planner Arnold and received further information from Brad Patzner of Heartland Payment Systems regarding secure, electronic payments to the Town. In response to a question from Supervisor Duerst, Arnold responded

that the credit/debit card user pays a percentage or flat fee to use the service depending upon the amount for the transaction.

- Ordinance Committee:
    - i. Possible action on revisions to Chapter 1 – Ordinance Committee Chair Tom Mathies presented the proposed changes to Section 1.05 regulating duties, composition, terms, etc. for Town of Verona Boards, Commissions, and Committees contained in Chapter 1 General Government of the Town of Verona Partial Code of Ordinances to reflect actual circumstances and recommended policies. Without objection, this will be added to the March agenda for discussion and possible action to amend Chapter 1 by ordinance.
    - ii. Possible action to approve bond amount set by municipal judge – Clerk/Treasurer Wright reported that Judge Meurer sets the forfeiture deposit amounts for the Town Board to consider and possibly approve. Most penalties set by the Ordinance Committee are a single value; Chapter 3 Fire Protection and Prevention, however, has a penalty range from \$100 to \$500. Judge Meurer has proposed a forfeiture deposit of \$250 for the Town Board to consider. Dreger moved to approve the propose forfeiture deposit amount for Chapter 3 in the amount of \$250 as recommended by Judge Meurer; 2<sup>nd</sup> Duerst. Motion carried by voice vote.
  - EMS Commission: Duerst reported that the cost for an emergency transport will be increased although he is uncertain what that amount will be.
  - Town Chair: Chair Geller introduced Chris Barnes, the new Public Works Project Manager.
  - Supervisors: Duerst reported that he notified Chief Givers at the Verona Fire Department about the silo extrication training exercise to be held on March 9, 2019 to increase the number of participants. Dreger reported that her property was special assessed for stormwater and forestry as well as for fire protection. There followed a brief discussion that a like special charge be considered for Town of Verona residents; the fee would be subtracted from the levy limit unless the voters approve by referendum that the fee should be in addition to the regular levy. It was noted that the special charge can be collected from non-profit organizations and exempt lands owned by the County.
  - Clerk/Treasurer: Wright reported that regular tax collection has ended and presented the amounts collected through January 31, 2019 by batch. He noted that the number of delinquent properties has diminished this year compared to prior years. Wright will remain in close contact with the Town Chair regarding payments due to other taxing jurisdictions on or before February 20, 2019 as it will require his approval and signature.
  - Planner/Administrator:
    - i. 2019 work plan – Arnold presented an updated fee schedule. She reviewed proposed changes for the rental of the Town Hall Community and Conference rooms. Chair Geller recommended the same rate for Saturdays and Sundays rather than \$25 less for a Sunday booking. It was noted that the rooms were rented 40 times in 2018; \$6,275 in charges were invoiced for the rentals. There are four scheduled bookings so far in 2019. The Department of Justice published guidelines recently for the maximum amount that can be charged for photocopies; Arnold recommends that this be considered on a case-by-case basis instead of a flat fee per copy. Now that the \$7 per year special charge for trash and recycling carts has been eliminated, the replacement cost for either type of cart will be \$75. It is recommended that the Land Use fee for review of a concept plan be increased from \$150 to \$250 and that the fee portion per lot of a Preliminary Plat Review be increased from \$25 to \$50. It was noted that the fees approved in the approval of the road right of way/road opening permit previously approved by the Town Board have been incorporated in the changes presented this evening. There followed a brief discussion regarding charging for staff time; without objection staff should find out what the Town of Middleton and Dane County charge for staff time. Maxwell moved to accept the recommended changes to the fee schedule except that Saturday and Sunday rates would be equal at the higher rate; 2<sup>nd</sup> Duerst. Motion carried by voice vote.
    - ii. Arnold gave a brief update of reimbursement for Town costs associated with the August 20, 2018 flood. Town costs, volunteer hours, and the in-kind contribution value of the drone flyover were submitted to FEMA for consideration. There is a minimum of \$3,200 in order to qualify; if approved, FEMA covers 50% of the costs, Dane County 25% of the costs, and the Town of Verona the remaining 25%. Arnold reported that the dialogue with FEMA is ongoing about how best to address the Valley Road Bridge repair; Arnold and Barnes are scheduled to meet with FEMA representatives next week to conduct a site visit.
7. **Approval of Payment of Bills** – Motion to approve by Duerst to approve payment of the bills as presented by Clerk/Treasurer Wright; 2<sup>nd</sup> by Dreger. Motion carried by voice vote.
8. **Adjourn** – the meeting was adjourned at 7:30 PM.

Approved: March 5, 2019

Submitted by: John Wright, Clerk/Treasurer