

## REGULAR MONTHLY BOARD MEETING MINUTES

### TOWN OF VERONA

March 6, 2018 6:30 PM

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

Present: Geller, Maxwell, Enburg, Dreger and Duerst

Absent: none

Staff Present: Arnold, Wright

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, and asked that the recognition of Craig Schneider be moved up. Motion by Duerst to approve the amended agenda. Second by Enburg. Motion carried.
2. Pledge of Allegiance
3. Public Comment – Amanda pointed out a letter from Don Marty. The letter requests that the Town pursue the rezoning of 1917 Range Trail based on previous agreements. It was decided that the Plan Commission would give that consideration at their next meeting.
4. Discussion and Approval of Minutes from Feb 6th. – Motion by Duerst to approve the minutes. Second by Maxwell. Motion carried.
5. Resolution 2018-2 Recognizing Craig Schneider for his contributions to the Fitchrona EMS – Mark Geller recognized Craig Schneider for his contributions and read the resolution to the group. Craig said it was an honor to serve for so many years. Amanda Arnold presented Craig with a gift certificate. Amanda pointed out that Bob Stellick who has volunteered for many years is also moving out of the Town.
6. EMS Commission – Mike Duerst then gave the EMS report. There were 285 calls last month, thirteen of which were in the Town. There are electrical issues that need to be resolved with the new ambulance.
7. Discussion and action re: assessment error for 6803 Sunset Drive. – John Wright explained that a palpable error has been found for this property. John had done research on notification procedures and the potential to be paid back from the other taxing jurisdictions, and recommended that the property owner be paid back. However, he did note that the Board could choose not to consider it. Motion by Duerst to pay the land owner \$968.33 as detailed in the assessor's letter describing the error. Second by Maxwell. Motion carried unanimously.
8. Reports and Recommendations
  - a. Plan Commission:
    - i. Discussion and Action re: Land use application 2018 – 2 – for property located at 6403 County Highway M submitted by Darcy Hagemann and Mark Singel. The purpose of the application is the rezoning from A3 to A2 to allow for the construction of two new homes. – Amanda Arnold presented a staff report and pointed out zoning sheets describing the two different zoning districts. John Wright raised questions about the two towers on the parcels and the associated CUPs. The applicant explained that one was gone, and it was not their intention to add it back. Amanda clarified that A2 zoning was being sought because it avoided a lot split that would be subject to ETJ review. Motion by Maxwell to approve land use application 2018-2 for the rezoning of Tax parcels 0608-254-9501-0, 0608-254-09001-0, 0608-254-8501-0, 0608-254-8121-8, 0608-251-9320-4, and 0608-251-9740-6(three properties defined by metes and bounds) from A3 to A2 contingent upon filing a deed restriction to include only the permitted uses for A2 (Single family home (one per parcel), home occupation, agricultural uses, accessory building, and utility services) and the following potential conditional uses: Horse boarding and riding stables, Horseshows/events, training of horses at a horse boarding facility, hay and sleigh rides, retail sales of bridles, saddle, grooming supplies and related items at horse boarding and riding stables, dependency living arrangements, limited family businesses, and/or communication towers. Second by Enburg. Motion carried unanimously.
    - ii. Update on the NW Neighborhood Plan – Mark Geller reported that the City had adopted the plan. Amanda Arnold and Tom Mathies discussed next steps and what would constitute a breaking of the boundary agreement (it was generally thought that long term planning by the City of Town land in Area B was not in the spirit of the agreement but that annexation in Area B before Area A or urban service expansion was a more direct conflict.) Charles Dykman, who owns property in the study area, was present and encouraged the Town to discuss mediation or arbitration with the Town's attorney. Manfred Enburg suggested that the Town reach out to property owners and discuss their plans and potential options. Mark Geller committed to meeting with the attorney, exploring options, and reporting back.
    - iii. Update on comprehensive plan – Amanda Arnold reported that she and Doug Maxwell had sought out four different consultants and only two were available for interviews. Mark Geller has also talked to CARPC about providing assistance. Mike Duerst suggested reaching out to the university. An update will be provided next month after proposals are received.
  - b. Public Works

- i. Discussion and Action re: approval of permit for Private Road Access to Shady Oak Lane for the Driftless Ridge Development – Manfred Enburg explained that the public works committee had reviewed this and didn't see any issues, but he and Doug wanted more information about the capacity of the culvert under the Wagner driveway. Amanda explained that could be resolved at an upcoming pre-construction meeting. Motion by Enburg to approve a standard access permit based on the drawings submitted to the public works committee with issues related to the Wagner driveway to be worked out during pre-construction. Second by Maxwell. Motion carried unanimously.
  - ii. Discussion and Action re: potential purchase of a new tractor. Mike Duerst presented a quote for a new Case tractor. The public works committee had reviewed five quotes and this was one of the top two. Mike recommended purchasing this tractor because it could be delivered soon, it was brand new, and he liked the service from the dealer. Amanda recommended that a broom be added to the quote as discussed at public works. Doug Maxwell asked about how long a tractor would last. The current one is 11 years old, but has a broken hitch. Mike thought a new tractor could last much longer. Amanda mentioned that this purchase would diminish the equipment account from approximately \$200,000 to approximately \$100,000. Motion by Duerst to approve the purchase of a Case tractor and broom for \$88,300 (with trade in included). Second by Enburg. Motion carried unanimously.
  - c. Ordinance Committee
    - i. Discussion and Action re: Repeal of Resolution 2007-12 Providing for the Special Weight Limits on Town roads. This was a clean-up from action the previous month. Motion by Maxwell to repeal 2007-12. Second by Duerst. Motion carried unanimously.
    - ii. Discussion and Action re: Adoption of an ordinance regarding Town Board authority to order the removal of highway encroachments – This was also a follow up from previous meetings. It codifies the Town's authority to order the removal of encroachments. Motion by Maxwell to adopt Ordinance 2018-4 An Ordinance Adopting Chapter 6 Highways (which addresses encroachments). Second by Duerst. Motion carried unanimously.
    - iii. Discussion and Action re: Adoption of a code of ethics for employees and for board, commission, and committee members. The group reviewed the suggested additions to Chapter 1 of the Code of Ordinance. Doug Maxwell asked for a definition of "privileged information", and Tom Mathies offered to come back with that next month. No action was taken.
    - iv. Discussion and Action re: Adoption of an ordinance to allow the Town Clerk to correct non-substantive errors in Town ordinances – A few questions were asked about how any future edits would be monitored, and Amanda replied that would be watched at a staff level. Motion by Maxwell to approve Ordinance 2018-3 Amending Town of Verona Chapter 1 General Government of the Partial Code of Ethics. Second Duerst. Motion carried unanimously.
    - v. Update on mobile tower siting – The ordinance committee had considered drafting an ordinance for tower siting previously, but John Wright reported that after conversations with Dane County and the Wisconsin Towns' Association, he recommended including tower siting policies in the comprehensive plan instead.
  - d. Town Chair
    - i. Upcoming committee/commission appointments – Mark pointed out the commission and committee lists in the packet and encouraged the board to reach out to new potential volunteers. New appointments will be made in April or May.
    - ii. Follow up on strategic planning retreat – Mark thanked everyone for their participation in the retreats and reviewed the vision statement and guiding principles.
    - iii. Mark reminded everyone of the CPR/AED training at town hall on March 10.
    - iv. Mark pointed out the Report a Problem log and mentioned that trespassing was an issue for his neighbors recently.
  - e. Supervisors – Mike Duerst added that he had trespassers too. Manfred Enburg suggested getting yearly totals for citations. Mike suggested that the Town re-evaluate its ordinance related to being a gun free zone. He feels conceal and carry should be allowed. Mike also mentioned that garbage trucks are the biggest issue with the current weight limit regulations. Lastly he added that Lon Schwartz is retiring from EMS. Doug Maxwell asked that the public works staff look into the bump signage on Timber Lane.
  - f. Clerk/Treasurer – John Wright reported on the previous and upcoming elections. He's beginning to prepare for review of the assessment roll and Board of Review will be May 31<sup>st</sup>.
  - g. Planner/Administrator – Amanda reported that she had been contacted by the DOT and they reported that they have additional funds to dedicate to the Old PB Bridge. This will involve signing a new State/Municipal Agreement. The turnaround timeline is short so she hoped that the Board would be fine with her and Mark reviewing and signing the agreement and board was comfortable with that.
9. Approval of Payment of Bills – Motion by Duerst. Second by Enburg. Motion carried unanimously.
10. Adjourn – Motion by Duerst. Second by Maxwell. Motion carried unanimously at 8:50 p.m.

Approved: 4/4/2018

Submitted by: Amanda Arnold, Planner/Administrator