

REGULAR MONTHLY BOARD MEETING MINUTES
TOWN OF VERONA
May 1, 2018 6:30 PM
Town Hall, 7669 County Highway PD, WI 53593-1035

Present: Geller, Maxwell, Enburg, Dreger, 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 6:30 p.m. Manfred Enburg moved to approve the agenda. Second by Doug Maxwell. Motion carried.
2. Pledge of Allegiance
3. Public Comment – Doug Sommerfield, who purchased the old town hall site, asked the Board about potentially building another outbuilding. Amanda Arnold explained that he needs to get a zoning permit from Dane County and when he has that, the Town can issue a building permit. John Wright mentioned that Mr. Sommerfield will want to be careful to not disturb the cap on the area where the old gas tank was located.
4. Discussion and Approval of Minutes from April 4th. Motion to approve the minutes by Maxwell. Second by Dreger. Duerst abstained. Motion carried.
5. Reports and Recommendations
 - a. Plan Commission:
 - i. Discussion and action re: Land use application 2018 – 5 – for property located at 3121 Timber Lane submitted by Gerardo Jimenez on behalf of Paul and Sarah Ansay. The purpose of the application is the splitting of 10.4 acre parcel into two residential lots each larger than 2.0 acres. No zoning change is required. The existing zoning is RH1. – Doug Maxwell explained that the Plan Commission had approved this unanimously. Amanda Arnold added that the consultant who was delineating had sent an email confirming that the extent of wetlands was no more than what was shown on the drawing submitted to the Plan Commission. Motion by Maxwell to approve the CSM with the condition that the wetlands and the septic system be shown on the final CSM. Also included with Maxwell's motion was the Town's willingness to accept dedication of right-of-way on Timber Lane. Second by Dreger. Manfred Enburg added that he would like to see the brush cut back along the right-of-way at the time of construction. Motion carried unanimously.
 - ii. Update on comprehensive plan – Doug Maxwell explained that both CARPC and Vierbicher had been hired to assist with different parts of the comprehensive plan. CARPC will update all of the data and tables in the plan. Vierbicher will do a market analysis; work on land use recommendations and mapping including a development suitability analysis and three growth scenarios (slow, moderate, and fast growth). Amanda added that the consultant will present their work at a joint meeting of the Plan Commission and Town Board on June 20th.
 - iii. Update on condo proposals and Dane County action – Doug also reported that he, Amanda, and Mark had attended the Dane County public hearings for Fox Hill and Deer Haven Estates. Dane County had postponed action until the May 8th work session and County staff was working with the developers on several issues.
 - iv. Doug added that the Plan Commission will be working on recommendations for phased development, density ranges, construction on steep slopes, and purchase of development rights. In addition, Doug is starting an update of the subdivision ordinance. The Plan Commission has reviewed the first nine chapters and will finish their review of the draft on May 10th. On May 24th, the Plan Commission will review the revised condo projects.
 - b. Public Works:
 - i. Discussion and action re: acceptance of bids for 2018 road projects – Manfred Enburg presented the bids for DeMarco Trail. The lower bidder was Wolf Paving with a bid of \$88,775. There was a discussion of past scheduling issues with Wolf. It was decided that the Town would have to be much stricter with penalties if they work an irregular schedule. Amanda said she would follow up with the Town Engineer, Kevin Lord, on the contract parameters. Motion by Enburg to award the bid for DeMarco Trail to Wolf Paving. Second by Duerst. Motion carried unanimously. Manfred then presented the bids for various other projects (Timber Lane, Riverside Road, Cross County Road, Grandview Road, and Whalen Road). These project are all portions of these roads. The total lowest bid for all was from Payne and Dolan for \$112,945.65. John Wright mentioned that the Town would get LRIP funds to offset some of the cost of DeMarco Trail, and next year the Town could be reimbursed by the County for a portion of the Riverside culvert. Motion by Enburg to accept the Payne and Dolan bid. Second by Duerst. Motion carried unanimously.
 - ii. The public works representatives also discussed streamlining the driveway process. Amanda and Manfred will try to bring more information to the next meeting.
 - c. Financial Sustainability Committee:

- i. Presentation of budget to actual figures – Amanda reviewed figures with Board and pointed out that amendments will likely be needed later to pay for the landscaping in the front of the Town Hall and for the comprehensive plan consultants. There was a discussion about how much more money will be needed for an early fill of salt and how much salt is on hand now. Amanda will follow up with Mark Judd on that.
 - ii. Discussion and action re: budget amendment to reflect tractor purchase – Amanda suggested the Board amend the budget at this time to reflect that \$50,000 was brought in from reserves to pay for a portion of the new tractor. Motion by Duerst to move the funds and amend the budget. Second by Enburg. Motion carried unanimously.
 - iii. Laura Dreger added that Doug Wolf has volunteered to work on a structure for a five year finance plan.
- d. Ordinance Committee: John Wright reported that the ordinance committee is working on a new permitting process for road openings (permits to work in the road right-of-way) and updates to Chapter 1 of the Code of Ordinances.
- e. EMS Commission: Mike Duerst reported that there were 14 Town related calls last month, or 5% of the calls. Fitchburg has approved at third station and union negotiations will start soon. Mike will be on the union negotiation team.
- f. Town Chair:
 - i. Discussion and action re: appointment of Plan Commission Chair, PC citizen representative, EMS Board Representative, and EMS citizen representative – Mark Geller moved to reappoint Doug Maxwell as Plan Commission Chair. Second by Duerst. Doug abstained. All others voted aye. Mark Geller moved to reappoint Ron Melitsoff as a citizen representative to the Plan Commission. Second by Enburg. Motion carried unanimously. Mark Geller moved to appoint Sue Luginbuhl to the EMS Commission. Second by Duerst. Motion carried unanimously. Mark Geller also moved to appoint Mike Duerst as the Town Board representative to the EMS Commission. Second by Maxwell. Motion carried unanimously.
 - ii. Mark mentioned that he cannot attend the Board of Review so attendance by others will be important.
- g. Supervisors: Doug Maxwell mentioned that one of his neighbors would like to have deer crossing signs posted. Amanda explained that she mentioned that to Mark Judd, but he wondered about standards for when to put up signs since deer are present in many locations in the Town. Manfred Enburg suggested contacting the DOT to see if they had standards. Mike Duerst suggested cutting back the brush in the right-of-way so people could see the deer. Manfred Enburg promoted the Dane County Towns' Association annual meeting which will be on May 16th in Cottage Grove.
- h. Clerk/Treasurer: John Wright reported that after the election he began reviewing the assessment roll. The assessor had held open book hours at the Town Hall and four people came to talk with him, and information was sent to one more. John will be doing some emergency management training and election training.
- i. Planner/Administrator:
 - i. Discussion and action re: updates to fee schedule for Town hall rental and driveways – Amanda shared a the rental packet that Tammy Dresser had created and explained that it has been reviewed by the Town attorney. As people rent the Town hall, the staff is learning more and is suggesting some fee amendments to deal with that. Amanda suggested raising the weekday small group rental for a town resident to \$200. The weekday, small group rental for a non-resident would go to \$300. In addition, a time limit of six hours was proposed. After that time, an additional fee of \$50 per hour would be charged. Amanda also handed out a list that Tammy had created that listed all of the rentals booked so far for 2018. There was some discussion of the time limit. Manfred Enburg made a motion to accept the fees as presented but limit the rental time to five hours rather than six. Second by Duerst. Geller, Maxwell, Enburg, Duerst voted aye. Dreger voted no. Motion carried.

Amanda went on to explain that when people want to pave their driveways, the Town had in the past charged the \$250 application fee. This seems to be a deterrent to people even pulling a permit, so Amanda suggested a new fee for paving of only \$100. There was some discussion about why any fee was needed, but Amanda explained that it's helpful to know that someone is paving, so the Road Patrolman can check the culvert, ditch, and drainage. Motion by Enburg to add a \$100 driveway paving permit fee. Second by Duerst. Motion carried unanimously. Lastly, Amanda suggested a revision to the development escrow fee. Rather than fees per phase of the project, she suggested one escrow fee of \$15000. Motion by Enburg to add one all-inclusive escrow fee of \$15,000 for development projects with the provision that the escrow would be replenished if the balanced drops below \$7,500. Second by Maxwell. Motion carried unanimously.

- 6. Approval of Payment of Bills – Motion to approve by Enburg. Second by Dreger. Motion carried.
- 7. Adjourn – Motion by Enburg. Second by Maxwell. Motion carried at 8:22 p.m.

Approved: 6/5/2018

Submitted by: Amanda Arnold, Planner/Administrator