

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

June 5, 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 6:31 p.m. Motion to approve the agenda by Maxwell. Second by Enburg. Motion carried.
2. Pledge of Allegiance
3. Public Comment - None
4. Discussion and Approval of Minutes from May 1st – Motion to approve by Dreger. Second by Duerst. Motion carried.
5. Public Hearing, Discussion and possible action re: Renewal Applications for liquor licenses for Blackhawk Bowhunters and Ole Duffers Pub. – No one was present to speak at the public hearing. Motion by Maxwell to approve. Second by Duerst. Motion carried unanimously.
6. Discussion and possible action re: Approval of Operator Licenses for the year ending 6/30/2019. Motion by Maxwell to approve. Second by Duerst. Motion carried unanimously.
7. Presentation from the Dane County Sheriff's Office – Brian Mrochek from the Dane County Sheriff's office was available for questions. Information on recent calls and citations was handed out. Officer Mrochek's main advice for Town citizens was to lock their cars and homes because there have been break-ins in nearby communities. Doug Maxwell asked if he was familiar with the Town's firearms ordinance and if there had been issues. Amanda Arnold explained that because Officer Mrochek is somewhat new to the position, he may not have gotten a copy of the ordinance. She will follow up. Mike Duerst asked if lights could be required on bikes. There was also a discussion of potentially lowering speed limits and Whalen Road patrols were discussed because there is extra traffic on Whalen due to construction on other roads.
8. Discussion and possible action re: Resolution 2018-3 for the WI DNR Compliance Maintenance Annual Report – John Wright reported that he had completed the annual CMAR, which is a report in which the Town grades itself on the management of the utility district. He touched on some highlights and reported that overall condition of the system is good. Motion to approve Resolution 2018-3 for the Compliance Maintenance Report covering 2017 by Enburg. Second by Maxwell. Motion carried unanimously.
9. Discussion and action re: Dane County revisions and conditions for property located at 6440 Sunset Drive (Deer Haven Estates) – Doug Maxwell reviewed the changes to the plat and additional conditions adopted by Dane County. Changes included paved roads to the east and west, detention ponds being moved to common areas, a second cul-de-sac being added, and a change in the size of Units 5 and 6 due to enlargement of the detention basin area (all units remain at 1.5 acres or greater). The Ice Age Trail Alliance still needs to map the actual location of their easement. Mike Duerst raised concerns about the trail potentially being on steep slopes along the kettles and the potential for injury. Robert Proctor said there's "recreational immunity" that would apply. Robert Proctor also noted that an easement will allow any vehicles to use the private road. The easement descriptions will be in the condominium declarations and recorded separately. Dane County would like future roads to connect to this plat on the east and west. There would be reciprocal use of future roads by Deer Haven residents.
 - Plat - Motion by Maxwell to accept the revised plat. Second by Duerst. Manfred Enburg asked that a vision triangle be added to the plat specifying that no growth should be over 30" high in that area. Motion carried unanimously.
 - Conditions – Doug Maxwell reviewed the conditions outlined by Dane County: that the declarations are subject to final review by the Town and County, that zoning is contingent upon the Town approving a development agreement, that developer provide cross sections for the intersection of Deer Haven Trail and Darby Fields Drive and the plans are approved by the Town Engineer, that developer establishes an easement agreement with the Ice Age Trail Alliance within 60 days, and that a deed restriction be recorded outlining the number of units, common areas, minimum unit size of 1.5 acres, and dictating that the use be single family homes. Maxwell made a motion to accept those conditions. Second by Duerst. By roll call vote, the motion carried unanimously. Mark Geller noted that he felt everyone had a better product after this process. Warren Olsen asked if the fire department had reviewed the project, and Mark Geller stated that they had. Randy Christenson confirmed that they had corresponded with the Verona Fire Department.
 - Road access permit for intersection with Sunset Drive – Several concerns were raised about sight distances (sight distances were discussed first, and then the vision triangles). Manfred Enburg noted that the drawings submitted don't

show the quantity of trees to be removed. It was noted that the views on Beach Road are also blocked by trees. Kevin Lord explained that the proposed sight distances meet the minimum requirement of 390' feet to the east, but Manfred Enburg suggested that 490' would be preferred per the WI DOT Facilities Development Standards. Kevin noted the standard table actually suggests 440' to the east and 700' to west. Manfred suggested that if the 490' requirement could not be met that warrants for a 3 or 4 way stop sign be explored. Doug Maxwell suggested an advisory reduction in the speed limit. Josh Meyerhoffer from D'Onofrio Kottke and Associates explained that they could meet the 490' suggestion to the east. The vision triangle was then discussed and there was debate about whether trees should be cut back 75' versus 150'. Josh Meyerhoffer said they could do a vision triangle with 150' and also conduct a tree inventory to identify impacts. Motion by Maxwell to approve the intersection with the understanding that the sight distance will be 440' to the east and the vision triangle will go 150' back, and a temporary construction access would be approved pending the tree inventory. Second by Duerst. Motion carried unanimously by roll call vote.

10. Discussion and action re: Dane County revisions and conditions for property located at 11451 Mid Town Road (Fox Hill) – Doug Maxwell recused himself and moved into the audience. Amanda Arnold described the changes in the plat. These were: Stormwater features are in common elements rather than on units, the curves of the private road near the intersection with Mid Town Road have been re-engineered, a half cul-de-sac has been added to allow for turn-around midway on the private road, the potential future road connections have been mapped (two road easements, one south and one north), and there is now a line on the plat separating the future road easement from the balance of the common element. Mike Duerst asked about the location of pine trees and the potential shading of the private road. Mark Geller clarified with the applicant that 66' would be cleared for the private road. Manfred Enburg suggested that a vision triangle be added to the plat.
- Plat – Motion by Duerst to approve the plat as amended by Dane County. Second by Enburg. Doug Maxwell abstained. All others voted aye. Motion carried by roll call vote.
 - Conditions – Amanda Arnold reviewed the conditions which were: that the declarations are subject to final review by the Town and County, that zoning is contingent upon the Town approving a development agreement, and that a deed restriction be recorded outlining the number of units, number of common areas, setting a minimum unit size of 1.5 acres, and limiting the use to single family homes. Motion by Enburg to approve the conditions set forth by Dane County and approved by the Plan Commission. Second by Duerst. Doug Maxwell abstained. All others voted aye. Motion carried by roll call vote.
 - Road access permit for intersection with Mid Town Road – Motion by Enburg to approve the access permit. The site distances presented were 438' to the east, and 425' to the west with a vision triangle that is 75'x 150'. Kevin Lord reported that he was comfortable with those distances as the sight distances were very close to the minimum standards. Josh Meyerhoffer had done a test with a cone that was 3 ½ feet tall, and the cone could be seen from 480'. Second by Duerst. Doug Maxwell abstained. All others voted aye. Motion carried by roll call vote. Manfred Enburg asked that the vision triangle be included on the plat.

11. Reports and Recommendations

- Plan Commission:
 - i. Update on comprehensive plan – Doug Maxwell reported that the Plan Commission has reviewed all of the chapters of the plan and that the consultants are reviewing Chapter 9, the land use chapter. He added that the Plan Commission has decided to recommend the use of lot size averaging in some cases, but is recommending that the Town doesn't phase or limit development on an annual basis. Doug is working on an update to subdivision ordinance. Mark Geller asked the that Plan Commission consider the use of a Planned Unit Development for a zoning request that may be coming from Epic.
- Public Works:
 - i. Sign off on previously approved access for 0608-162-8100-0 on Cross Country Road – Amanda Arnold pointed out that this access location was identified on the certified survey map when it was approved, but Board action is needed for the driveway permit. Doug Maxwell noted that the driveway is already under construction and Amanda responded that when an access has been previously approved, it's difficult to ask the property owner to wait another month for a second Board action. This is part of the reason staff is working on amendments to the ordinance. Motion by Enburg to approve the driveway permit. Second by Duerst. Motion carried unanimously.
 - ii. Update on draft driveway ordinance, traffic counts, and equipment – Manfred Enburg reported that he and Amanda are working on a concept of having contractors establish the locations of driveways. He, Amanda, and Doug have also worked out some criteria for traffic counts and are getting a quote from MSA. Then Mike Duerst provided an update on the broom, which broke shortly after purchase. Mike and the dealer have figured out a way to attach the broom to the front of the bucket so it won't get damaged again. He also suggested putting fluid in the tires of the tractor to provide better balance. Manfred Enburg expressed concern about how decision are being made about equipment and stressed that he'd like to see data on how each piece of equipment is used and when. Amanda said she would work on gathering that data. Mike Duerst also mentioned that the bridge on Riverside has some concrete missing on the deck and a repair is needed.
- Ordinance Committee:
 - i. Introduction of Road Excavation and Obstructions Ordinance – John Wright reminded the group that this ordinance was mentioned at the last board meeting. Since then the Public Works Committee has provided input and now input is being gathered from a utility company since they frequently have to cut the roads.
- EMS Commission: Mike Duerst reported that he'll be involved in union negotiations as it's time for a new contract. He also mentioned that he was told the cost for EMS per person in the Town of Verona is \$23 a year.

- Town Chair: Mark Geller mentioned that he'd like to have the presentation about paving that was given to the Dane County Towns Association presented at the Town Hall. He also mentioned that he and Amanda met with the contractor who built the town hall to follow up on several items including water treatment and acoustics.
- Supervisors: Doug Maxwell reported that one of his neighbors has requested that the Town pursue lowering the speed limit on Mid Town Road. There was also a general conversation about purchase of development rights and whether it could work in the Town of Verona.
- Clerk/Treasurer: John Wright reported on election training and dark skies training he attended. He discussed some of the upcoming changes to elections equipment like replacement of the Automark and the potential to use electronic poll books. John also reported that he had gathered information needed for the upcoming census and completed review of the assessment roll.
- Planner/Administrator:
 - i. Town hall rental – inquiry by Peck's farmstand – Amanda gave general update on the rental of the town hall and explained the Town had gotten a request to potentially locate a farm stand in the parking lot. She was seeking input on that, and the Board raised concerns about it potentially involving too much effort and coordination, particularly if it were open when staff was not around.
 - ii. Fitchrona Road – Amanda pointed out a letter in the Board packet from Tom Weigland, a resident who is concerned about the condition of Fitchrona Road and the added traffic due to area construction. Mr. Weigland was suggesting emergency repairs, but Amanda explained there is no money in the current budget for emergency repairs (money would have to be diverted from something else). Manfred Enburg added that he didn't feel Fitchrona Road was in horrible shape and suggested additional signage warning of rough road and suggesting lower speeds. Amanda added that she approached Fitchburg staff about a coordinated effort. Only the intersection of Nesbitt and Fitchrona Road is in their capital improvement program right now. Fitchburg staff suggested that Amanda propose a joint effort for them to consider.
 - iii. Training – Amanda reported that Tammy had attended training on using Access Dane and she had attended a day long management training.

12. Approval of Payment of Bills – Motion to approve by Duerst. Second by Enburg. Motion carried unanimously.

13. Adjourn – Motion by Mark Geller. Second by Maxwell. Motion carried at 9:21 p.m.

Approved: 7/10/2018

Submitted by: Amanda Arnold, Planner/Administrator