

SPECIAL BOARD MEETING MINUTES

TOWN OF VERONA

December 17, 2019 2:30 PM

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

Town Board Members Present: Geller, Mathies, Enburg, Duerst, and Maxwell

Absent: None

Staff Present: Arnold and Wright (at different times)

1. Call to Order/Approve Agenda – Mark Geller called the meeting to order at 2:32 PM. Motion to approve the agenda by Maxwell; 2nd by Duerst. Motion carried by voice vote.
2. Approval of Minutes from 12/6/19 – Tom Mathies suggested that at the end of the first paragraph under Item #2 a sentence be added that the Board agreed that supervisory experience should be required. Motion by Mathies to approve the amended minutes; 2nd by Maxwell. Motion carried by voice vote with Duerst abstaining.
3. Review of 2019 Budget Year-to-Date
 - a. Discussion and Action on Any Necessary Budget Amendments – Amanda Arnold reviewed a handout that summarized the current bank and LGIP fund balances, 2019 budget-to-actual, and 2019 revenue and expenditures. Mark Geller pointed out an error in the report date and Amanda made the correction to indicate that the figures were from 12/16/19. John Wright pointed out that there were more funds in the Capitol Bank tax collections account than indicated. Arnold explained that that figure increases substantially each day during tax collection. She went on to explain revenues exceeded the projected budget by \$25,513 which includes \$56,904 that was transferred from LGIP accounts to cover the cost for the 2019 Interim Market Update and to cover the credit applied to trash/recycling services from the account for the cart replacement fund that was liquidated. She presented Resolution 2019-11 to move \$12,000 in extra revenue to General Government and \$13,513 to Public Works to primarily cover town hall related expenses, personnel costs, and vehicle related costs. Tom Mathies asked why funds were moved into the checking account when other accounts garner more interest. Arnold explained that most of the year the funds are in the interest bearing tax fund [but after the New Year, some funds should be moved to more appropriate reserve fund]. Motion by Maxwell to approve the budget amendment resolution; 2nd by Mathies motion carried unanimously by voice vote.
 - b. Approval of Bills – Wright was able to generate the summary report of bills paid from the General Fund, but not reformat the report heading from Transaction List by Vendor to Check Approval Report due to a large volume of in-person tax payments today. Likewise, the report lacked the total of the bills to be approved since the regular meeting held on December 3, 2019 for the same reason. Enburg moved to approve the bills to be paid since November 27, 2019 until December 17, 2019. Without objection, the Board members signed the Transaction List by Vendor report; the Clerk/Treasurer will email the group the same report with the total amounts to be paid and the corrected heading. Wright stated that he was unable to generate the Check Approval report from November 27, 2019 until December 17, 2019 for the Utility District. However, he had the check approval reports reviewed by Administrator Arnold and Chair Geller for the Digger's Hotline payment; however, there was also a payment of \$6,100 to the City of Fitchburg for the Town's portion of a new manhole constructed to replace the one eliminated with the construction of a traffic circle. Duerst moved to approve the two bills; 2nd Enburg. Motion carried by voice vote. The Board members signed the report produced for Chair Geller. Wright agreed to generate a report with both expenses, will email it to the Board, and then will request approval at the January 2020 meeting; without objection.
4. Discussion and Possible Action to Adopt a New Building Code. There was a brief discussion regarding the discussion of this topic at the December 3, 2019 Regular Town Board meeting. Wright noted that

he had recommended repealing and replacing the original ordinance which was not compliant with State Administrative Codes when adopted in 2000. Chair Geller's understanding was that the Department of Safety and Professional Services needed only to verify that the local electrical inspection be compliant with SPS 316. Wright noted that the Board had recommended he find out the consequences if the local code was not updated by January 1, 2020. He contacted Mike McNally Jr. multiple times by email and voicemail, but noted that his office is tasked with reviewing updates from every municipality in the entire state of Wisconsin. Wright has yet to receive a response. Without objection, Wright will report back to the Board once he hears back from DSPS.

5. Adjourn – Mark Geller adjourned the meeting at 3:02 PM.

Approved: January 7, 2020 Submitted by: Amanda Arnold, Planner/Administrator, and John Wright, Clerk/Treasurer