

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

December 6, 2016 6:30 PM

Town Hall, 335 N. Nine Mound Road Verona, WI 53593-1035

Present: Geller, Maxwell, Enburg, Dreger and Duerst

Absent: none

Staff Present: Administrator/Planner Arnold, Clerk/Treasurer 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. Approval of the agenda by Enburg. Second by Duerst.
2. Pledge of Allegiance
3. Announcements – Mark Geller announced that this would be the last Board meeting in the current town hall. He reflected on the many various meetings that had been held in the building in the last approximately fifty years.
4. Public Comment – None.
5. Discussion and approval of minutes from November 1st – Motion by Dreger. Second by Duerst. Motion carried.
6. New Business
 - a. Discussion and possible action re: Resolution Establishing the 2016-2017 Town of Verona Elections Board – Motion by Duerst. Second by Maxwell. Motion carried.
7. Reports and Recommendations
 - a. Plan Commission – Doug Maxell reported that he, Mark Geller, Amanda Arnold, and Deb Paul met with the City of Fitchburg about land use and their extra-territorial jurisdiction. A special Plan Commission meeting was held to review the draft Towns' Association ordinance, and Doug attended a Dane County zoning re-write meeting. A comprehensive plan meeting was held for "area 5".
 - i. Discussion and Possible Action re: Land Use Application # 2016-4 dated 11/9/2016 for the Woods at Watch Hill development located on Shady Oak Lane submitted by Robert Proctor on behalf of Bar Down LLC. The purpose of the application is to amend the deed restriction limiting the development to 21 units, but limiting minimum lot size to 1.6 acres or greater for four lots.
 - Doug explained that this application was tabled by the Plan Commission until they got more information. Manfred Enburg added that six building areas are under two acres. Doug agreed, but said that two could be fixed with the line adjustment rather than a change to the deed restriction. Doug explained that there would be further discussion of the application at the Plan Commission meeting on December 29th.
 - ii. Discussion and Possible Action re: Land Use Application #2015-6 dated 8/6/2015 for property located at 2778 Prairie Circle submitted by Tim and Linda Sweeney. The purpose of the application is rezoning from A3 to RH1 to allow for the splitting of one parcel into four. A preliminary CSM is also included.
 - Doug explained that the Sweeney and Dimaggio applications were received before the boundary agreement was signed with the City of Verona and now that an agreement has been established the lots can be approved without City of Verona review. Amanda added that at this point the Board is considering a rezoning that would be followed up with a final certified survey map for both properties. Doug presented the preliminary CSM to the Board. Doug added that he and Amanda had produced a draft neighborhood plan. Laura Dreger asked about next steps for that plan and Amanda reported that there is no regulatory requirement that it be finalized. There were questions about the Sweeney's long term plans for future splits and Laura said she'd like to see a deed restriction limiting future splits on the proposed RH4 section of the property. Manfred Enburg stressed that the single access point and shared driveway should be noted on the CSM. Motion by Maxwell to approve the land use application with the understanding that there would be one access point to Prairie Circle, a shared driveway for all four lots and a driveway easement agreement recorded, and that the easement and singular access point would be noted on the CSM. Second by Duerst. Enburg: aye; Duerst: aye; Dreger: no; Maxwell: aye; Geller: aye. Motion carried
 - iii. Discussion and Possible Action re: Land Use Application #2015-7 dated 8/19/2015 for property located 2771 Prairie Circle submitted by David Dimaggio. The purpose of the application is rezoning from RH4 to RH1 to allow for the splitting of one parcel into four. A preliminary CSM is also included.

- As with the Sweeney application, Doug described the CSM and the proposed zoning. Motion by Maxwell to approve the land use application with the understanding that there would be one access point to Prairie Circle, a shared driveway for all four lots and a driveway easement agreement recorded, and that the easement and singular access point would be noted on the CSM. Second by Duerst. There was a discussion of the wet areas and whether or not there could be future splits. Enburg: aye; Duerst: aye; Dreger: aye; Maxwell: aye; Geller: aye. Motion carried unanimously.
 - iv. Discussion of questions related to opting out – Doug reviewed a series of questions that he, Amanda, and others produced to be answered by Dane County and the Dane County Towns' Association. He asked the Board to provide any other. He will request responses from both groups soon.
- b. Public Works:
- i. Discussion and possible action re: Woods at Watch Hill intersection design – Manfred Enburg presented a memo from MSA Professional Engineering recommending the approval of the private road location where the construction access is located. Discussion then turned to stormwater management, but it was decided the issue of the road intersection and the drainage should be dealt with separately. Manfred relayed that the Public Works Committee had recommended approval of the intersection location as shown on the drawings attached to the memo from MSA. Motion by Enburg to approve the location of the intersection of the private road and Shady Oak Lane with the following provisions outlined by MSA:
 - The brush should be cleared north of the intersection as shown on exhibits attached to the memo to a distance of approximately 590'.
 - Two trees to the north near the Duff driveway should be removed.
 - A culvert of a minimum of 15" in diameter shall be placed parallel to Shady Oak Lane at the road ditch location.
 - The road ditch shall be reestablished to the north of the intersection of the private road and Shady Oak Lane north to the Duff driveway and to the south to the Crawley driveway to match existing roadway culverts. Grading area to be restored.

In addition, Enburg added that the center of the roadway be marked or verified by MSA before final paving. Second by Duerst. Enburg: aye; Duerst: aye; Dreger: aye; Maxwell: aye; Geller: aye. Motion carried unanimously. Tom Mathies inquired about lowering the speed limit and Manfred replied that the Town will be studying several roads for speed reduction.
 - ii. Discussion and possible action re: Ditching on Shady Oak Road – Manfred noted that no major drainage impacts from the Woods at Watch Hill development on to the Crawley property have been noted, but the Town has studied the potential to do ditching along the road to assure that water from the road is captured in the right-of-way. The estimated cost of the ditching is approximately \$40,000. MSA also studied the potential for diverting some of the project run off into the ditch line and relocating the Crawley driveway. Conversation focused on ditching to catch road run off. Doug Maxwell inquired if the Town knew that road run off was coming onto the Crawley property. Manfred replied that elevation studies indicate that the road is higher than the Crawley property. A discussion of the history of water being on the Crawley property followed. John Wright had provided old aerial photographs showing that a drainage way had been present on the Crawley property for several decades. Mike Duerst recommended re-grading the drainage way rather than ditching. He also noted that a ditch may have existed along Shady Oak at one time and been filled in by farming practices. Motion by Enburg to keep \$40,000 in next year's public works capital budget to ditch along Shady Oak if the need was shown to be present. Second by Duerst. Debate continued about setting aside money for this use. Greta Crawley expressed that she thought it was only fair that the drainage be along the road rather than on her property. Mike Duerst replied that there are several places in the town where drainage follows age-old patterns rather than ditching along the roads. Greta contented that it was different for her property because the Woods at Watch Hill has placed a culvert pointing to her property. John Wright pointed out that the group was mixing two different issues. The drainage issue between the Woods at Watch Hill is a dispute between property owners and he warned the Board against getting involved in that. The road drainage is a Town issue, but John went on to stress that the Public Works Committee didn't think it was an issue worth addressing or funding at this time. Greta Crawley thought the cost estimate was higher than need be and Kevin Lord responded that the Board could put the work out to bid just to know the real cost. Mark Geller stated the Town has invested several thousand dollars studying the issue, but there is no evidence in past meeting minutes that the drainage from the road has been a problem and since the development has been built there has been no evidence that it is flooding the Crawley property. Laura asked for clarification on the drainage regulations and Manfred responded that Dane County requires that no more water

- leave the site after development than before. Mark called the question on the motion of reserving funds specifically for Shady Oak ditching. Enburg: aye; Duerst: no; Dreger: no; Maxwell: no; Geller: no. Motion carried failed. Doug Maxwell noted that there is still enough money to cover ditching in next year's budget to be presented later in the evening. If the Town chose to later, it could redirect funds to this purpose.
- iii. Discussion re: Capital Improvement Planning – The group quickly reviewed the proposed projects (Cortina Drive, Everest Drive, Andes Drive, Alleghany Drive, DeMarco Trail, Shady Oak seal coating, Wesner Road, and miscellaneous ditching) and cost estimates provided by MSA. The projects will be approved for bidding in the spring.
- c. Financial Sustainability:
 - i. Discussion and action re: Adoption of the 2017 General Fund Budget – Laura Dreger reviewed the latest budget which has a few changes from what was presented at a previous meeting and the budget hearing. Specifically, the Finance Committee had discussed concerns about the Town giving to the Badger Prairie Needs Network (BPNN). While it is a worthy cause, there were concerns about taxing to give to a non-profit and the precedent it could set for other groups requesting funding. There was a discussion about the difference between giving the BPNN versus participating in Meals on Wheels and being part of the Upper Sugar River Watershed Association (USRWA). The funding for Meals on Wheels and the USRWA was left in the budget, but funds for the BPNN were not. Instead, it was decided that guidance for funding non-profits should be produced and presented to the electorate and the annual meeting. The citizens could provide feedback then and the budget could be amended to include the BPNN if desired. Motion by Dreger to adopt the 2017 budget as presented. Second by Duerst. Motion carried unanimously.
 - d. Natural and Recreational Areas Committee:
 - i. Update on landscape concepts for the new town hall – Mark Geller explained that the NRAC had discussed using Darrel Morrison, a landscape architect who has worked on the UW Arboretum and had met with representatives from Epic's landscaping services. They discussed planting a prairie that would cover portions of the Town's property and portions of Epic's land. The prairie planting will take place next year and in the meantime rye grass will be planted. Doug Maxwell plans to get an estimate for Darrel Morrison's time.
 - e. Ordinance Committee:
 - i. Discussion: draft firearms discharge ordinance, draft citation ordinance, community room rental agreement – There was a discussion of the final draft of the firearms discharge ordinance, but no edits were made. Tom Mathies asked for guidance on the community room rental. It was suggested that there be a small fee even for non-profits and that a group should have a connection to the Town to rent the space. For example, a town resident would need host a group.
 - ii. Possible action: public hearing for firearms discharge ordinance – Motion by Enburg to set a public hearing for the fire arms ordinance for Tuesday, February 7th at 6:00 p.m. to be followed by the regular board meeting at 7:00 p.m. Second by Duerst. Motion carried unanimously.
 - f. EMS Commission: Mike Duerst explained that the EMS service is working to build a more diverse staff. They are exploring ways that they can get women and minorities to become EMTs.
 - g. Town Chair:
 - i. Update on town hall/maintenance building construction and move - Mark Geller reviewed the construction process and suggested holding the final meeting of the year, which will focus on paying bills, at the new town hall. The meeting was set for 3:00 p.m. on the 28th (Amanda later moved the meeting to 3:30 to accommodate the workers on the site.)
 - ii. Update on sale of old town hall – Mark reported that there have been five or six showings. One person has asked if the price was negotiable, and the Board members indicated that they didn't feel it should be at this time.
 - iii. Update on town hall costs – Mark reminded the Board that before the Town sold the excess land to fund the new town hall, conversations were initiated with Capitol Bank to secure a bridge loan or line of credit. The Town later opting out of the loan that was offered but not before Capitol Bank incurred some costs. The Town was given a bill for approximately \$8000, but after speaking with the Town's attorney and the bank, Mark was recommending that the Town cover the costs of the appraisal, bank draws, and other incidentals, but not the cost of the bank's legal fees. That would reduce the bill by approximately half. The Board agreed with that approach, and the payment was approved with the regular bills later in the meeting. Mark reported that the town hall project is still approximately \$6500 under the original budget, not including the extras that were never in the project (phones, appliances, security, etc.)
 - h. Supervisors: No comments.

- i. Clerk/Treasurer: John Wright updated the Board on the preparation of tax bill and described the recent presidential recount.
 - j. Planner/Administrator: Amanda Arnold reported that Tammy Dresser had prepared the annual newsletter and in that the Town was announcing a one time Christmas tree drop off at the new site. In addition, the staff is advertising the sale of the old town hall sign as a souvenir for someone.
8. Approval of payment of bills – Motion by Duerst. Second by Maxwell. Motion carried.
9. Adjourn – Motion by Dreger. Second by Duerst. Motion carried at 10:24 p.m.

Approved: 1/17/2017

Submitted by: Amanda Arnold, Planner/Administrator