

Town of Verona  
Open Space and Parks Commission Meeting Minutes  
Wednesday, February 4, 2015

Present: Mathies, Hoffman, Stellick, and Combs  
Absent: Keen, Jellings, and Siehr  
Also Present: John Wright, Clerk-Treasurer (C-T)  
Called to order at 7:32 PM

### **Approval of Agenda**

Combs made a motion to approve the agenda; 2<sup>nd</sup> Hoffman. Motion to approve the agenda carried.

### **Public Comments**

There were no public comments.

### **Approval of Minutes**

Chair Pro-Tem Mathies noted that OSPC review of preliminary Certified Survey Maps is *required* by the Ordinance; the wording in the **Public Comments** section which states review is within the *authority* of the OSPC should be revised accordingly. Motion made by Combs to approve the November minutes; 2<sup>nd</sup> Stellick. Motion to accept the amended minutes from the January 7, 2015 meeting carried.

### **Review Preliminary Certified Survey Map (CSM)**

The members reviewed a printed copy of a proposed redivision/reconfiguration of two existing lots that are currently defined by a metes and bounds description. The two lots will become three lots, each eight acres in size and one lot of ten acres in size. The OSPC members also had a printed and projected aerial image available of the property in question with the existing parcels lines defined. Mathies understands that the preliminary CSM has been approved by the Town Board. It was noted that the Town Board reviewed the preliminary CSM on February 3, 2015, but will take no action on the CSM until such time that the Littleton Road vacation is complete. Littleton Road is a single-purpose gravel road that currently serves only the current owner of the properties being redefined by CSM.

The members reviewed the proposed CSM and the aerial image. Member Stellick noted a diagonal corridor that cuts across the property which is a cleared area for power lines. C-T Wright projected a contour map of the site with two-foot changes in elevation that the members reviewed. Member Combs noted that five to six lots to the west of the property are already developed along Black Cherry Court.

### **Discussion of Capital Equipment Program Grants with Possible Action**

C-T Wright stated that Planner/Administrator Arnold was unable to ask the Patrolman about his potential need to use a walk-behind trimmer due to his busy schedule removing snow. C-T Wright noted that the Patrolman typically uses a chainsaw for small items and a deck mower for larger tasks. Furthermore, the Town contracts out larger tree removal and trimming jobs to a third party service. Therefore, C-T Wright surmised the Patrolman would not have a need for this piece of equipment. It was noted that the Grant proposal will be submitted by the Upper Sugar River Watershed Association (USRWA) and was authored by Chair Keen (absent this evening) with assistance from Wade Moder (USRWA Executive Director).

Chair Pro-Tem Mathies noted that the numbers on the grant coversheet don't match those on the application. Mathies also stated the attached price quote is a sales price and that Keen will adjust the application to reflect the regular price as the sales price likely won't be honored by the time the grant determinations are made. According to Mathies, Chair Keen is still pursuing monetary support from TDS. C-T Wright presented the group with a signed letter of support from Planner/Administrator Arnold who completed the letter while Town Chair Dave Combs was in China. There was a brief discussion regarding whether a letter of support should also be submitted by the Town of Verona Parks Commission on their letterhead. Member Combs was of the opinion that the OSPC minutes from this evening were sufficient to indicate the support of this group for the USRWA grant proposal. Stellick moved to endorse the USRWA

grant proposal once the aforementioned adjustments were made to the price of the capital items proposed; 2<sup>nd</sup> Hoffman. C-T Wright will ask Chair Keen his preference regarding a separate letter of support from OSPC or a mention of their support in the letter authored by P-A Arnold.

### **Continue Discussion of Future Conservation Efforts within the Town of Verona**

Site visit to new property deferred. Member Combs reported on weekly meetings between Town of Verona office staff and Epic staff that regularly includes a designer from D'Onofrio, Kottke, and Associates, two architects from Cuningham Group Architecture, and a Project Manager from J.H. Findorff and Son Inc. To date, the needs assessment, site evaluation and planning, and architectural concept designs have been produced for the Town pro bono. Combs advocated for the OSPC members to delay their site visit to the property until the scheduled Public Meeting on February 23, 2015 at 7:00 PM.

There was a brief discussion of whether residents will have a composting dropoff site on the purchased property; if so, would residents drop off the materials or would the Town contract periodic pick ups. A recommendation was made, without objection, to survey those in attendance February 23, 2015 about their interest in a local composting site. Member Combs envisioned use of the existing riding arena for local drop off of recyclable items that are often dumped in the Town right-of-way. Member Stellick advocated for the Town to retain enough acres of the site to anticipate future expansion needs.

It was noted that the design of the building would allow separation between the business offices and the public spaces (e.g. kitchen, meeting hall, and restrooms). Potentially, this design would allow the public space to be rented for graduation, retirement, and other gatherings. There was brief discussion of the second phase of the Herfel Aggregate Pit managed by Payne and Dolan. The existing pit on the east side of STH 69 will likely cease operations in 2015 or 2016. Part of the agreement in the CUP is public dedication of land. Chair Pro Tem Mathies asked that C-T Wright forward the members a copy of the CUP for the members to review prior to the March meeting.

### **Establish an Agenda for the March 4, 2015 Meeting**

The proposed agenda is as follows: Call to Order; Approval of the Agenda; Public Comments; Approval of meeting minutes for February 4, 2015; Review Preliminary Certified Survey Map(s) (this item should only be added if there are maps to review); Discussion of New Town Hall Site; Update on Dane County Parks Sunset Drive Parking Lot (this item should only be added if there is an update); Updates on Dane County Comprehensive Plan Steering Committee Activities (this items should only be added if there is an update); Continue Discussion of Future Conservation Efforts within the Town of Verona; Set April Agenda; and Adjourn.

### **Adjourn**

Motion to adjourn made by Stellick; 2nd by Hoffman. Motion carried at 9:15 PM.

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John Wright  
Clerk-Treasurer

Approved as amended: March 4, 2015