

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

March 7, 2017 6:30 PM

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

Present: Geller, Maxwell, Enburg, Dreger and Duerst

Absent: none

Staff Present: Administrator/Planner Arnold, Clerk/Treasurer Wright, Deputy Clerk/Treasurer Dresser

Also Present: see sign in sheet

1. Call to Order/Approval of the agenda – Mark Geller called the meeting to order at 6:31 PM. Mark suggested switching the order of items under the Chair's report. Laura Dreger moved approval of the agenda with the amendment. Second by Mike Duerst. Motion carried.
2. Pledge of Allegiance
3. Public Comment – John Wright relayed that Cheryl Mellenthin had called to inquire about the potential for brush pick up and specifically asked the Board to consider it. Manfred Enburg asked for that issue to be added to a future Public Works Committee agenda. Mark Geller told the group that Jo Ann Bitzer had passed away. He relayed a few things from her obituary including her lengthy service to the Town. He expressed his thanks for both Bitzers.
4. Discussion and approval of minutes from January 17th and February 2nd – Motion by Duerst to approve both sets of minutes with the correction of some typographical errors. Second by Maxwell. Motion carried.
5. Reports and Recommendations
 - a. Plan Commission:
 - i. Update on comprehensive plan – Doug Maxwell reviewed a schedule with the group. He suggested that the Board and Plan Commission have a retreat at some point in the process to agree on some basic principles for future growth in the Town.
 - ii. Update on applications to the Joint City/Town of Verona Plan Committee – Doug Maxwell shared a process outline. The Board concurred with the concept that the Plan Commission would make recommendation to the joint City/Town committee and that then the Board would take action. Applications would also go to the City's Common Council.
 - iii. Discussion and possible action re: letter to Dane County about Prairie Circle intersection improvements – Doug reviewed the requirement from Dane County that improvements be made to the intersection of PD and Prairie Circle before any pending CSMs are finalized (the Di Maggio CSM has been approved with this condition; whereas the Sweeneys plan to submit a rezoning application). Doug presented the following options and asked for Board guidance:
 - a) The Board could approve or disapprove the zoning action by Dane County (this would stop the rezoning, not remove the condition)
 - b) The Board could opt to have the people currently splitting the land work out a way to pay the cost of the road improvements
 - c) The Board could opt to have all the parties that have split land since 2015 work out a way to pay for the road improvements
 - d) The Board could authorize special assessments for all the lots on Prairie Circle to pay for the road improvements
 - e) The Board could asses all the lots on Prairie Circle and have the Town cover the cost for the existing residences (all or part)
 - f) Or the Board could have the Town cover the whole cost.

There was a debate about whether or not an approach should be selected before all costs are known. Doug and Laura stressed that a mechanism for dealing with the issue was more of an issue than the actual costs. Motion by Duerst to table action until more is known about the cost and scope of the project; second by Enburg. Dreger: no, Maxwell: aye, Duerst: aye, Enburg: aye, Geller: aye. Enburg moved for the Public Works Committee to work on cost options for Dane County Highway review; 2nd by Duerst. Motion carried unanimously. Dreger moved to support option d); 2nd by Duerst. Clerk/Treasurer Wright recommended that if any property needs to be purchased for County PD right-of-way, it should be done so by Dane County, not the Town. There was brief discussion as to whether special assessments could be phased in over time or the total due in the fifth year. The Board also directed staff to write a letter to Dane County Highways and Public Works asking for a) more detail on the minimum scope, b) why the request seems inconsistent with what has been built for other intersections, and c) what kind of appeal process there is for the property owners. Amanda

- noted that by not taking action on option “a” above, the window of time to do so would be lost, so that won’t be an option in the future. Roll call vote: Dreger: aye; Maxwell: aye; Enburg: nay; Duerst: nay; Geller: nay. Motion failed. Maxwell moved to approve option e); 2nd by Enburg. After brief discussion, Duerst moved to table the pending motion; 2nd Enburg. Roll call vote: Dreger: nay; Maxwell: aye; Enburg: aye; Duerst: aye; Geller: aye. Motion to table carried.
- b. Public Works Committee:
- i. Discussion and possible action re: approval of a streetlight at Tonto Trail and Fitchrona – John Wright reported that he has worked to eliminate five streetlights from the Town’s monthly Alliant bill, resulting in a credit of approximately \$2000. The request for this street light was made by a property owner on Tonto Trail. According to Wright, there has been no consistent policy for approving requests. An ordinance has been drafted, but the Public Works Committee has already reviewed this request and feels it is merited for public safety. Moreover, if the light is added soon, it can be placed on an existing pole that might otherwise be removed. Enburg moved to place a 100 Watt high pressure sodium street light on the existing pole with a six foot arm at Tonto Trail and Fitchrona Road; 2nd by Duerst. Motion carried unanimously. Wright will do the necessary follow through with Alliant.
 - ii. Update on 2017 road project bidding – Manfred Enburg reported that several previously discussed projects (Hillside Heights and DeMarco Trail) have been put out to bid.
- c. Financial Sustainability Committee:
- i. Update re: more detailed budgeting, non-profit funding decision – Laura Dreger reported that the committee is working with staff to create a more detailed budget that reflects inflows and outflows of funds on a monthly basis. She reminded the group that at budget time a decision was made to have the citizens weigh in on the funding of non-profits at the Annual Meeting. Mark Geller added that he would like the Town to have a multi-year financial plan. Several suggestions were made for how this could be done.
- d. Natural and Recreational Areas Committee:
- i. Update re: Darrel Morrison services – Mark Geller reported that Darrel Morrison is working on a design for the landscape at the Town Hall and had an initial meeting with NRAC. Mike Duerst noted that he feels the parking lot is too small and plans should address the expansion of the lot. Laura Dreger recommended the installation of signage to direct visitors to overflow parking by the Public Works building.
- e. Ordinance Committee:
- i. Discussion and possible action re: firearms discharge ordinance – There was some discussion about distance and timing listed in the ordinance. Ultimately, no edits were made to the draft that was presented. Duerst moved to approve Ordinance 2017-02; 2nd by Maxwell. Motion carried unanimously. A summary of the Ordinance will be published and will become effective 30 days after the publication date.
 - ii. Discussion and possible action re: Chapter 16 of a partial Code of Ordinances – Tom Mathies explained that this chapter was amended to reflect the schedule of deposit amount for violation of the now approved in the Firearms Discharge ordinance in the event an offender pleads no contest. Duerst moved to approve Chapter 16 Enforcement and Penalties; 2nd by Maxwell. Motion carried unanimously. A summary of the Chapter will be published and will become effective 30 days after the publication date.
 - iii. Discussion and possible action re: street lighting ordinance – Doug Maxwell prefers that E1 be removed; Ordinance Committee Chair Tom Mathies noted the Town Board is not required to approve street lights for a new subdivision only that a subdivider must agree to the conditions of item E 1 in order for the final subdivision plat to be approved. After brief discussion, it was agreed that E1 will change references to *subdivision* and *subdivider* to *development* and *developer*; without objection. Duerst moved to approve Ordinance 2017-03 with the changes noted above; 2nd by Dreger. Motion carried unanimously.
 - iv. Discussion re: Mobile tower siting permit – There was a general discuss of the need for this ordinance. The Board encouraged the ordinance committee to continue with revisions to the draft.
- f. EMS Commission: Mike Duerst reported that run income is up 20% in January, but the EMS budget is currently in the red due to delayed Medicaid billing. The Market Place station will be completed by the summer of 2017.
- g. Planner/Administrator: Amanda Arnold departed the meeting at approximately 9:00 PM. She pointed out the issues list in the packet and stated that no action was needed related the Annual Meeting which was listed on the agenda.
- h. Town Chair:

- i. Discussion and possible action re: rental agreement – Deputy Clerk/Treasurer Tammy Dresser reviewed the five paver sizes available for engraving. There was brief review of the quantities of each size available. If all were to sell, the estimated income would be \$62,150. The cost to purchase the pavers was \$17,000; however, the area occupied by the pavers resulted in less area of flatwork on the patio. Tammy Dresser reviewed updates to the rental fee table. There was brief discussion regarding stage performances and use of the audio/visual equipment. Duerst moved to approve the rental agreement provided that a clause be added to address the limited responsibility of the Town in the event of injury or accident; 2nd Maxwell. Motion carried unanimously. There followed a brief discussion of updates to the Report a Problem log maintained by Town staff.
 - ii. Discussion and possible action re: sale of the old town hall property – Chair Geller reported that although the property passed inspection, the bona fide offer failed for lack of financing approval. Geller reported that an offer was received for \$327,000; that offer was countered at \$352,500. According to Geller, Real Estate Broker Bob Carpenter stated that the bidder wanted a few more days to respond. There was brief discussion regarding the need for the City of Verona to pay Madison Metropolitan Sewerage District the connection fee and whether the Town should consider a land contract, balloon payment, or some other method of marketing the terms for the property.
 - iii. Discussion and possible action re: owner supplied items for the building – It was noted that the sale of the North Nine Mound site would provide the capital necessary to satisfy the balance owed to J.P. Cullen & Sons as well as cover the costs of proposed furnishings. Chair Geller reported that he and Dresser worked to purchase furnishings directly from a manufacturer at substantial savings. The items include: office chairs, carts for chairs, chairs for the reception area, dining furnishings, conference room table and chairs, and café area needs. Window coverings are needed for the three offices. The total estimated cost will be \$57,769. Delivery of furniture will take 4-6 weeks after the order date. Duerst moved to order owner-supplied items not to exceed \$60,000; 2nd Dreger. Motion carried unanimously.
 - i. Supervisors:
 - i. There was brief discussion regarding scheduling an open house for the new facilities. Final grading of the property will occur in early to mid-April that will be seeded with an annual grass where the prairie will eventually be planted and with Madison Parks Mix in the high traffic areas. Hometown Days will be the first weekend in June with high school graduation to follow the second weekend of June. There was brief discussion regarding possible dates for a retreat for Town Board, Commission, and Committee members to define future policy and the possible use of a facilitator. Manfred Enburg stated that some members of the Public Works Committee are seeking financial compensation for meetings that typically run an hour and a half in duration.
 - j. Clerk/Treasurer:
 - i. Discussion and possible action re: replacement of manhole #10 – Clerk/Treasurer Wright stated that Iverson Construction, LLC was the lowest bid, but the least detailed bid of the three received by MSA Professional Services by the deadline. However, R.G. Huston was a more comprehensive bid for a small amount more. Capitol Underground submitted a bid which exceeded the total repair budget for the Utility District for 2017 and could not therefore be considered. Wright reported that he will work with Kevin Lord of MSA and Chair Geller to determine which of the two contractors with the lowest bids would receive the contract; without objection.
6. Approval of payment of bills – Enburg moved to approve payment of bills as submitted; 2nd Duerst. Motion carried.
7. Adjourn – Enburg moved to adjourn at 10:15 PM; 2nd Maxwell. Motion carried.

Approved: April 5, 2017

Submitted by: Amanda Arnold, Planner/Administrator and John Wright, Clerk/Treasurer