

REGULAR MONTHLY BOARD MEETING MINUTES
TOWN OF VERONA
May 2, 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

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. He asked that the agenda be moved to switch the order of Public Works and Motion by Dreger. Second by Enburg. Motion carried.
2. Pledge of Allegiance
3. Public Comment – None.
4. Announcements – Mark Geller reminded the group about the Ice Age trail event on Saturday, the 6th. He also mentioned that he would like to find a volunteer or volunteers to managing the town hall landscaping. Laura Dreger said she'd talk with her garden club.
5. Discussion and approval of minutes from April 5
6. Discussion and action re: update of commission membership and terms/check in on committees – Amanda explained that three Plan Commissioners (Debbie Paul, Laura Dreger, and Jim Schroeder) are up for reappointment. Mark Geller noted that Mike Duerst's term on the EMS Commission is up, and he asked him if he would continue. Mike agreed. Motion by Enburg to reappoint those individuals. Second by Duerst. Motion carried unanimously. Mark Geller pointed out a list of committee members and asked the Board for feedback on how the committees are working. He explained that five members seems to be a good size. It was noted that the Public Works Committee was a bit larger and the Ordinance Committee is small. John Wright will solicit for new members for that committee. Mike Duerst asked if the committee members could get paid since some are giving up work time to participate. Amanda Arnold raised concerns about having to pay all committee members if you pay one and the costs becoming too large. She also noted that Plan Commissioners put in a lot of time for no pay. Manfred Enburg stated that he felt people should participate because they have an interest and if they can't spare the time, they can opt out. It was decided that it would be a good ideas to find out how other Towns handle the issue of potentially paying people who contribute time.
7. Public Works:
 - i. Discussion and action re: 2017 road projects – Motion by Enburg to approve the following projects for for a total of \$256,926, Hillside Heights base bid, Hillside Heights Alternate bid, Range Trail base bid, and chip sealing of Shady Oak. Manfred added that he thinks the Town should plan for another \$30,000 in miscellaneous repairs. Amanda said she'd prefer to take action on the \$30,000 after the loan is approved and the old town hall is sold. Motion carried unanimously.
 - ii. Discussion and action re:
 - a) driveway permit for 2014 Manhattan Drive – Motion to approve by Enburg. Second by Duerst. There was a discussion about the potential for a second lot in the future. Manfred asked that it be noted on the permit that a shared driveway would be required if there were a second lot in the future. Motion carried unanimously.
 - b) driveway permit for Lot 1 of CSM 5263 on Cross Country Road – Motion to approve by Enburg. Second by Duerst. Manfred asked that the distance from adjacent driveways be noted on all drawings submitted. Amanda later confirm that those distances were on another drawing in the file (276' from the drive to the west and 306' from the drive to the east). Motion carried unanimously.
 - iii. Discuss of temporary construction access at Marshview Road – Amanda Arnold explained that the Verona soccer club is adding two new fields off Marshview Road. The use is allowed under the current zoning and they have gotten erosion and stormwater management control permits from the County. Amanda initially didn't understand the amount of fill that would be brought in, and now realizes a temporary construction permit will be needed. She has worked with Ron Lease and the soccer club and produced and signed off on one because the use is allowed and the hauling is temporary. Amanda went on to say that she would like to present the Board with all the various types of driveway requests that the town gets with the goal of outlining more efficient approval processes for each.
 - iv. Discussion and action re: agreement with the City of Madison for Raymond Road – Manfred Enburg raised several questions about how City assessment on Town properties would work. Amanda concurred that more background was needed, but stated that she thought the project needed to move

forward with utility work in the Town right-of-way. Motion by Enburg to table action. Second by Dreger. Motion carried unanimously. Motion by Enburg to authorize the Town Chair to sign a permit for the City of Madison to install utilities in the Raymond Road right-of-way. Second Maxwell. Motion carried unanimously.

- v. Mike Duerst asked the group how they feel about potentially leasing a tractor. He was interested in getting quotes. The board was supportive of getting information but a couple of members wanted to see an overall plan for equipment purchases before making a decision about a tractor.

8. Reports and Recommendations

a. Plan Commission:

i. Discussion and action re:

- a) Land use application 2017-2 - dated 3/9/2017 for property located at 7301 Cross Country Rd submitted by Jason Geiger on behalf of Rosemary Kavon. The purpose of the application for the splitting of one 1.9 acre lot into two. There is currently one home on the parcel – Motion by Maxwell to approve with the condition that deed restriction be recorded limiting the construction to single family homes (and not duplexes). Second by Dreger. Mike Duerst raised concerns about the size of the lot and septic placement. Mark Geller responded that at the joint City/Town meeting, the group had discussed that one day the property would be hooked up to city services. The City had suggested that the septic be placed near the front of the lot to make that transition easier. Amanda replied that this had been suggested to the property owner and agent, but the Town doesn't typically dictate septic placement. Amanda added that the plan is for the two lots to share an existing well which is associated with the existing home. Maxwell: aye, Dreger: aye, Duerst: no, Enburg: aye, Geller: aye. Motion carried.
- b) Land use application 2017-3 - dated 3/20/2017 for property located at 1997 County Highway PB submitted by Brandon Getchel. The purpose of the application for the splitting of one 7.6 acre lot into three. There is currently one home on the parcel. Amanda noted that a future road could be placed north of this lot, and thus the City would want the driveways connected to the new road at that time rather than having two adjacent access points on to PB. Motion by Maxwell to approve with the conditions that: a notation shall be added to the CSM acknowledging that the access point could be changed in the future and a joint driveway agreement shall be drafted, and reviewed and approved by the Town prior to the agreement being recorded concurrently with the CSM. Second by Duerst. Laura Dreger explained that she voted no at the Plan Commission because much of the surrounding zoning is RH2 rather than the requested RH1. Maxwell: aye, Dreger: no, Duerst: aye, Enburg: no, Geller: aye. Motion carried.
- c) Land use application 2017-4 - dated 4/20/2017 for property located at 3092 Timber Lane submitted by Jason Penn and Kim Guthrie. The purpose of the application approval of a new certified survey map combining 0608-061-9240-1 and 0608-061-9280-3 to create one lot in order to build a new pole shed which would be an accessory building to the existing home. Motion to approve by Enburg. Second by Duerst. There was a lengthy debate about whether or not the zoning should be changed so that the lot combination could not be undone in future. Ultimately the motion carried unanimously.

b. Natural and Recreational Areas Committee: no report.

c. Financial Sustainability: Laura Dreger reported that the committee didn't meet last month but they plan to start working on a multi-year plan

d. Ordinance Committee:

- i. Discussion and possible action re: Transient merchants ordinance – Tom Mathies presented a draft ordinance that is very similar to the one in the City of Verona. There was some debate about whether or not the ordinance was needed. Amanda and John replied that, while it doesn't happen often, people have called Town Hall inquiring about door to door salespeople. Doug Maxwell had several questions about how the ordinance would relate to charities and minors who are soliciting (for example, for the sale of Girl Scout cookies.) Motion by Duerst to table until the ordinance committee makes a few adjustments. Second by Enburg. Motion carried unanimously.
- ii. Discussion and possible action re: Update the Town of Verona fee schedule to include a fee for transient merchant permit – This item did not need action in light of the earlier action.
- iii. Discussion and possible action re: Update the schedule of deposits in the Town of Verona Citation Code for violations of the transient merchants and discharge of firearms ordinances – Tom Mathies reported that the fees for firearms penalties had been updated based on more detailed information

- from the municipal court. Motion by Maxwell to update the schedule to reflect changes in fees related to firearms penalties. Second by Duerst. Motion carried unanimously.
- e. EMS Commission: Mike Duerst reported that runs were up 8% last month with 8 runs in the Town. There have been 22 runs in the Town for the year. Next year's EMS capital budget is expected to be \$11,600.
 - f. Town Chair:
 - i. Discussion and possible action re: sale of the old town hall – Mark Geller reported that he had accepted a new offer. The people originally offered full price (\$364,900) with a contingency that the Town would do a phase I and phase II assessment of the old contamination and clean up anything that is revealed. Mark countered with a price of \$349,900 with the buyer doing any analysis and remediation. The counter offer was accepted.
 - ii. Discussion and possible action re: Amanda explained that the bank would like a resolution that reflects the motion made last month. Motion to approve Resolution 2017-1 authorizing the borrowing of funds by Duerst. Second by Enburg. Motion carried unanimously.
 - iii. Discussion and action re: year to date budget verse actual and budget amendment – Amanda went through year to date budget to actual numbers highlighting capital costs for the building and roads. She reminded the group that the original budget used some residual funds and accounted for the retainer payment to Cullen, but did not include the sale of the old town hall or the amount of the final payments to Cullen because these were unknown at the end of last year. She also explained that the loan would cover the final Cullen bills and the road projects, but not some other shortfalls she saw coming such as the need for more salt in the fall.
 - iv. Update on final wrap up of the town hall construction – Mark Geller reviewed the final landscaping and punch list items.
 - g. Supervisors: no reports
 - h. Clerk/Treasurer: John Wright reported that he had been working on the website and cleaning up files.
 - i. Planner/Administrator: no report
9. Approval of payment of bills – Motion by Duerst. Second by Maxwell. Motion carried unanimously.
 10. Adjourn – Motion by Dreger. Second by Enburg. Motion carried at 9:11 p.m.

Approved: 6/6/2017

Submitted by: Amanda Arnold, Planner/Administrator