

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

November 5, 2019, 6:30 PM

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

Present: Geller, Mathies, and Enburg

Absent: Maxwell and Duerst

Staff Present: Arnold, Wright, and Barnes

Also Present: see sign in sheet

1. **Call to Order/Approval of the Agenda** – Mark Geller called the meeting to order at 6:30 PM. Enburg moved to approve the agenda; 2nd Mathies. Motion carried by voice vote.
2. **Pledge of Allegiance**
3. **Public Comment** – Chair Geller noted receipt of a letter from residents on Cross Country Circle dated October 14, 2019 regarding the surface condition of that road. Project Manager Barnes noted that Cross Country Circle is not due for work until 2022 per the Capital Improvement Plan. Chair Geller requested that Barnes review the road and its ranking for pavement improvements; without objection.
4. **Approval of Minutes from October** – Mathies asked for clarification of the conditions for the approval of a variance for updates to an existing driveway located at 6760 Sunset Drive. After a brief discussion, it was agreed to strike the phrase “as recommended by Barnes” from the motion to approve the variance; without objection. Mathies moved to approve the October 1, 2019 minutes; 2nd by Enburg. Motion to approve the minutes as amended carried by voice vote. Mathies moved to approve the October 30, 2019 Special Town Board minutes; 2nd Enburg. Motion carried by voice vote.
5. **Presentation by Christopher Kauer, Community Deputy** – Deputy Kauer explained the differences between beat deputies and contract deputies: beat deputies cover their entire territory, whereas contract deputies typically a consistent group of individuals to patrol a specific area of which they are familiar. The largest beat by geographic area is the west side of Dane County which includes the Town of Verona. The contract deputies for the Town of Verona issue citations for and respond to calls within the Town in response to Dane County Emergency Dispatch calls. Precinct Commander, Lieutenant Kurt Pierce, presented a brief history of contract deputies which began in the Town of Middleton in the 1990’s. In response to a question about the term used for reports, Lt. Pierce explained that *check area* refers to targeted patrols that focus on construction areas, businesses, banks, residences whose owners are on vacation, and parks. Kauer and Pierce were not aware of reports of any unsafe roads or intersections within the Town, but they will respond back to the Town after reviewing their records.
6. **Discussion and Possible Action re: Fitchrona EMS Budget** – It was noted that at a recent joint meeting for the City of Fitchburg, the City of Verona, and Town of Verona there was not a quorum available although the Town did have representation present. Supervisor Mathies questioned the Town of Verona share of annual costs for EMS fleet replacement fund of \$9,990. Planner/Administrator Arnold explained that Patrick Anderson had noted that this expense is averaged out over a five-year period to avoid spikes in the local budget. Mathies moved to approve the Fitchrona EMS operating budget of \$3,135,521 and capital budget of \$199,800 for 2020; 2nd Enburg. Motion carried by voice vote.
7. **Reports and Recommendations**
 - Plan Commission:
 - i. Discussion and Possible Action – Town of Verona Land Use Application 2019-9 Submitted by JSD Professional Services on behalf of John and Gary Doerfer for property located at 6458 Whalen Road; the application involves the rezoning of 3.948 acres from AT-35 and RR-1 to RR-2 and the application includes a Certified Survey Map – Planner/Administrator Arnold reported that this proposed rezoning and CSM are for the purpose of increasing the size of an existing residential property located at 6458 Whalen Road to include existing horse stalls and a barn from an adjacent parcel. That residential use parcel is currently 1.266 acres and the proposal would increase it to 3.948 acres. If approved, the adjacent parcel under the same ownership would be reduced from 37.932 acres to 35.007 acres. The Town Plan Commission and City of Verona and Town of Verona Joint Planning Committee already approved the rezoning of the expanded residential parcel from AT-35 and RR-1 to all RR-2, without conditions. Mathies moved to approve Land Use Application 2019-9; 2nd Enburg. Motion carried by voice vote.
 - ii. Discussion and Possible Action – waiver of dedication of park land/payment in lieu for Twin Rock Development – Arnold explained that Dane County requires the dedication of land or a payment-in-lieu for new preliminary subdivision plats [see Dane County Code 75.11]. Arnold reported that a needs assessment study was recommended if accepting dedication of land or payment-in-lieu by both Town counsel Attorney Reuter and Dane County counsel. Dane County could waive the requirement for Twin Rock; however, the Town would retain the right to review all subsequent proposals for dedication or payment-in-lieu if the Town accepts a waiver now. Because 16 acres are set aside for wetlands as an Outlot in the Twin Rock Preliminary Plat (not open to the public), Arnold recommends waiving dedication or a payment-in-lieu until such time that the Town can conduct additional research. It was further noted by Supervisor Mathies that the Town already has 1,024 acres of Dane County land in the Town dedicated to natural areas, wildlife areas, and parks that are open to the public. Chair Geller supports the Town evaluating each subdivision on a case-by-case basis. Supervisor Mathies supported the prairie and wetland areas within Twin Rock to remain private. Mathies moved waive land dedication/payment-in-lieu for recreation purposes for Twin Rock; 2nd Enburg. Motion carried by voice vote.

- Public Works: Recommendation to the Town Board re: Lease-to-Own Option for Replacement Equipment – Public Works Committee Chair Enburg stated that the Committee was recommending that the Board approach new vehicle purchases by leasing to own over a 5-year period. Specifically, the 2007 Peterbilt is in need of replacement with a similar single-axle truck with mounted equipment. Project Manager Barnes stated that he is pursuing quotes from other equipment dealers in addition to JX Peterbilt. Supervisor Mathies noted that a lease-to-own option is a form of debt; debt is typically something to which the electorate has expressed opposition. Mathies stated that another option would be for the Town to borrow from its own reserves to avoid debt and avoid paying interest. Arnold stated that the current balance for dedicated capital equipment is approximately \$115,000; this would not cover the vehicle and mounted equipment minus the trade-in value of the 2007 Peterbilt. Barnes considers the capital equipment fund to be a reserve fund to be used in case of unexpected loss, knowing that insurance would cover only the depreciated value of a used vehicle rather than for the cost of its replacement new. Supervisor Mathies stated, in his opinion, that an emergency basis would be the appropriate occasion to possibly incur debt. It was noted that the expense to replace the 2007 Peterbilt is included in the projected 2020-2024 budgets.
- Financial Sustainability Committee: discussion and possible action re: updates to the Town of Verona fee schedule – previously, the Board approved additional fees to cover the cost of a Reserve Liquor License and provisional retail alcohol and operators licenses. Arnold reported that the FSC members recommended updating other existing fees to mirror those charged by other municipalities in Dane County. The Board members present reviewed each suggested change. There were further recommendations pertaining to the rental of the Town Hall Community and Conference rooms. In particular, they wanted the rental and fee information to set a cap on the number at any given time to reflect maximum occupancy of the two rental spaces; without objection. Supervisor Enburg recommended making it clear that the culvert fee is the application cost; the applicant is responsible for the installation costs. Enburg moved to approve Resolution 2019-09 to change the fee schedule as recommended, effective January 1, 2020 and thereafter; 2nd Mathies. Motion carried by voice vote.
- Natural and Recreational Areas Committee:
 - i. Recruitment – Chair Geller stated that the group is working to recruit additional members and volunteers to assist with projects. The Committee plans to finalize a letter at their December meeting
 - ii. Approval of the Town Parks Plan update and issuance of a Letter of Eligibility by the WI DNR – Wright reported that NRAC member Dave Lonsdorf had updated demographic information, referenced the survey results, etc. as recommended by the Wisconsin DNR. These changes were approved by the Natural and Recreational Areas Committee and incorporated into the updated Plan. Subsequently, the DNR issued a Letter of Eligibility that enables the Town to apply for grant funds related to the Plan goals.
- EMS Commission – Supervisor Duerst was absent; a report from the Chief was in the packet. Supervisor Mathies expressed concern regarding Advanced Life Saving (ALS) and Alzheimer’s outreach in Belleville that he feels is subsidized in part by Town residents.
- Town Staff:
 - i. Clerk/Treasurer report – Wright reviewed updated figures for invoices, bills, special assessment certification letters, etc. since the October regular meeting. He also provided updates to the 2020 census mapping and appeals for address updates that had not been accepted. Wright provided a list of specific policies, updates, and equipment replacements over the course of the past year to improve the security of election materials, electronic data, and paper records.
 - ii. Project Manager Monthly report
 - a. Update and possible action for 2787 Prairie Circle driveway permit application – Barnes stated that he included a memorandum in the packet. Barnes reviewed the future plans for extensions to Prairie Circle and the sight lines for this driveway will be fine. He also stated that there are no restrictions on the recorded CSM, only an easement on Lot 1 for the access benefit of Lot 2. Removal of the two pine trees from the right-of-way of Prairie Circle is a condition of approval. The location of the permanent access is the same as the approved temporary construction access. Mathies moved to approve the driveway application for 2787 Prairie Circle; 2nd Enburg. Motion carried by voice vote.
 - b. Discussion and possible action to authorize staff to review and appeal a driveway removal request from the Wisconsin DOT related to 1980 Manhattan Drive – Barnes referred those Board members in attendance to the memorandum he prepared, a location map, a recorded Control of Access document (ROD 6/20/2006), and letter from the DOT dated October 16, 2019. Barnes recommended that the Town appeal the request that the existing driveway be removed and relocated further east of its current location. Supervisor Mathies suggested that Barnes work with the Town’s contracted legal counsel. Mathies noted that the agreement was based upon a 2004 Town resolution which could thereby be rescinded if no accord can be reached with the DOT; however, he felt an appeal would be the most amicable method to pursue first. Mathies moved to authorize staff to review and appeal the Wisconsin Department of Transportation request to have the driveway connection removed with advice provided by legal counsel; 2nd Enburg. Carried by voice vote.
 - c. Discussion and possible action to approve a quote from Integrity Grading and Excavating to perform adjustments to storm sewer manholes on Nesbitt Road in the amount not to exceed \$7,600 – Barnes reported that Integrity Grading and Excavating provided a quote to cut asphaltic pavement around four stormwater access lids in the wheel path of traffic on Nesbitt Road, properly raising the lids to grade, and restoring the paving. Enburg moved to authorize up to \$7,600 to correct the four stormwater access lids and surrounding pavement; 2nd Mathies. Carried by voice vote.
- Administrator Planner/Monthly report
 - i. Discussion and possible action to obtain a wood burning facility license from the DNR’s Waste and Materials Management Program – Arnold stated that as the Town becomes more urbanized, residents are expecting woody waste processing options. Currently, trees within the ROW that are trimmed or removed are cut into sections and the wood offered to the nearest property owner or other interested parties. Branches are hauled back to a storage bunker near the Public Works Building and eventually burned. The DNR and Town allow open burning for residents who obtain an online permit at no cost. However, municipal governments are allowed to burn on an emergency basis; to burn otherwise requires becoming a licensed wood burning facility. The Town has secured the signatures of the two neighboring residents within a half mile radius. The next step is to pay the application fee and have the DNR inspect the proposed burn location. There followed

a brief discussion regarding other options including renting/owning a chipper/tub grinder. Supervisor Mathies noted that a chosen site must have an attendant while burning, a fence, no vegetation, and a means to dispose of the ashes. Barnes agreed to research all possible options; without objection.

ii. Discussion and Possible Action re: trash/recycling cart purchase to be funded in 2020 – Arnold expressed concern over the trash and recycling cart inventory; Assistant to the Administrator Dresser has been securing quotes and agreements to order in 2019 to be paid in 2020. Enburg moved to approve up to \$6,500 for the purchase of new trash and recycling carts, including shipping, to be ordered in 2019 and paid for in 2020; 2nd Mathies. Carried by voice vote. Arnold asked those present to consider attending and/or promoting the Stop the Bleed workshop presented by Dane County Sheriff's deputies; the event is in the Town Hall community room on November 13, 2019 beginning at 6:30 PM. Roberts Rules of Order training will be held at the Town Hall community room on Saturday, November 23, 2019.

- Town Chair – Chair Geller noted that there is a senior services meeting scheduled on November 6th in Belleville. He will attend a Dane County Towns Association educational forum on town roads at the Town of Westport on November 6th. Geller requested that Board supervisors should request staff assistance through Administrator/Planner Arnold.
- Supervisors – no report this month from supervisors.

8. Approval of Payment of Bills – Enburg moved to approve payment of the bills as presented by Clerk/Treasurer Wright; 2nd by Mathies. Motion carried by voice vote.

9. Adjourn – Chair Geller adjourned the meeting at 8:34 PM.

Approved: December 3, 2019

Prepared by: John Wright, Clerk/Treasurer w/review by Amanda Arnold