

## REGULAR MONTHLY BOARD MEETING MINUTES

### TOWN OF VERONA

October 3, 2017 6:30 PM

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

Present: Geller, Maxwell, Enburg, Dreger and Duerst

Absent: none

Staff Present: Arnold, Wright, and Judd

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. Motion by Enburg to approve the agenda; 2<sup>nd</sup> by Dreger. Motion carried.
2. Pledge of Allegiance
3. Public Comment – Supervisor Maxwell asked Ordinance Committee Chair Tom Mathies if he would give the group present a report on the Northwest Neighborhood meeting held by the City of Verona. Mathies reported that the group had met the month before; based upon that presentation, the City's Planning Commission had three questions: 1) would affordable housing be part of the proposed plan, 2) was a 300' wide corridor for the Ice Age Trail an appropriate dimension, and 3) did a building height and density need to be defined in the Northwest Neighborhood Plan. Affordable housing is not currently part of the Plan; the City Plan Commission considered the proposed width of the Ice Age Trail to be excessive, and the removal of building height from the Plan was suggested. Amanda Arnold added that the Plan is scheduled to go back to the City's Planning Commission in December and second public hearing will likely be held.
4. Announcements – Chair Geller announced that the Board will go into closed session later in the evening per Wisconsin Statute §19.85 (1) (c) for the consideration of employment, promotion, compensation or performance evaluation. Geller announced that a retreat for the Board, committees, and staff is planned for Saturday, November 11, 2017. Three facilitators were interviewed by Chair Geller and Planner/Administrator Arnold and one was selected of the well-qualified applicants. Geller proposed meeting from 8:00 AM until 1:00 PM. He hopes as a result of the retreat that the group can adopt a Mission Statement and craft a three or five year vision for the Town of Verona.
5. Discussion and Approval of Minutes from August 29, 2017 and September 5, 2017 – Motion by Maxwell to approve the special minutes of August 29, 2017 as presented; 2<sup>nd</sup> by Enburg. Motion carried. Motion by Maxwell to approve the regular minutes of September 5, 2017 with a correction to page 2: the Prairie Planning will occur on Saturday, November 4, 2017; 2<sup>nd</sup> Dreger. Motion carried.
6. Discussion on Jeffy Trail Safety Concerns – the Chair recognized Dennis Zitnak who is a City of Madison resident who resides at 2428 Trevor Way. Mr. Zitnak described the poor condition of the road south of Mid Town (under the assumption that the Town had control of the entire length to the north) and the end of the public sidewalk approximately 120' to the south. Mr. Zitnak stated that in his opinion, the hill restricts sight lines for traffic going up the hill and that this is "an accident waiting to happen." He expressed his appreciation of the Town efforts to improve the sight lines by trimming trees in the right-of-way and mowing. Zitnak expressed further concerns that Jeffy Trail may become a cut through for traffic when the CTH M and CTH PD intersection reconstruction process begins. Supervisor Enburg stated that the road was just reviewed by him and Clerk/Treasurer Wright. The Town portion does not begin until south of the public sidewalk, so parked vehicles near the apartment to the north are in the City of Madison's jurisdiction. Administrator/Planner Arnold stated that it is a future plan of the City of Madison to annex the Town parcels; therefore, the Town is reluctant to improve their portion of Jeffy Trail to only turn it over after the investment. Arnold noted that the City does not typically improve roads unless a developer agrees to pay for it. Arnold further noted that cautionary signs have been ordered to alert vehicles to pedestrian traffic and will be installed soon. Wright further reported that he has been in contact with City of Madison traffic engineer Jeremy Nash. In order for the Town to amend Chapter 5 of their partial Code of Ordinances, the City will need to post the 25 MPH speed limit in both directions; currently it is only posted for southbound traffic.
7. Discussion and action re: Resolution 2017-05 to Adopt the Town of Verona Annex to the Dane County Natural Hazard Mitigation Plan – Chair Geller stated that the document was very informative and thanked Clerk/Treasurer Wright for his updates to the 2009 document worked on by former Clerk/Treasurer Amy Volkmann. Wright stated that many of the additions were due to moving files to the new building. He discovered compensation statistics for weather-related events and the approving Federal or State agency. Wright did extensive research into critical infrastructure which included communication towers and the services collocated on each. He hopes this document coupled with the CMOM previously approved by this Board last year will help form the basis of the local emergency response plan update and a basis for grant opportunities. Dreger moved to approve Resolution 2017-05; 2<sup>nd</sup> Enburg. Motion carried. Wright will provide David Janda, the Assistant Director of the Dane County Emergency Management agency

a signed copy of the Resolution as well as the minutes containing the Board action for approval to complete the Town's portion of the process for the Dane County Natural Hazard Mitigation Plan update process.

8. Reports and Recommendations – The order of the agenda as switched so Mark Judd to could be present for the public works discussion.
  - a. Plan Commission:
    - i. Update on pending land use change applications – Plan Commission Chair Douglas Maxwell reported six homes are currently under construction in Woods at Watch Hill and there are up to three new condominium plat proposals to review. Maxwell briefly reviewed the proposed Deer Haven development located off of Sunset Drive east of CTH PB; there is 40 acres of land and up to 16 proposed single-family detached condo units. The developer may submit the plan as a subdivision plat in light of a more relaxed extraterritorial development attitude by the new City of Fitchburg administration; however, this would mean dedication of roads to the Town rather than private roads that are part of a condo plat. There is also the possibility of dedicating land for the continuation of the Ice Age Trail in the Deer Haven development. Maxwell further reported that there would be a neighbor meeting on October 10, 2017. Maxwell then briefly reviewed the proposed Driftless Ridge condominium plat located to the south of the Woods at Watch Hill development off of Shady Oak Lane. The developer is proposing 12 to 13 single-family condo units; the plan will be discussed at the October 19, 2017 Plan Commission meeting. Lastly, Maxwell reviewed the proposed Fox Hill condominium plat located on Mid Town Road to the west of Shady Oak Lane. The developer has proposed up to 29 single-family detached condo units on 63 acres of land; they may attend the October 19, 2017 Plan Commission meeting.
    - ii. Discussion of next steps for a density policy in condominium developments – Maxwell reported that the minimum lot size with a condominium development has been discussed by the Plan Commission members. He and Chair Geller have asked Administrator/Planner Arnold to present a staff report about a potential density policy at the November Board meeting.
    - iii. Discussion and action re: dedication of right-of-way as part of the final approval of a CSM for 2009 Manhattan Drive – Administrator/Planner Arnold pointed out a small area adjacent to Lot 1 of the proposed CSM where the distance from the current lot line to the centerline of Manhattan Drive narrows from the current standard of 33' to 30'. Dane County requires uniformity of this width; therefore, the draft CSM has been amended to dedicate 3' of part of the eastern lot line of Lot 1 to the public. Duerst moved to accept the dedication of 3' of Lot 1 to the public for the purpose of expanding, conforming road right-of-way; 2<sup>nd</sup> Enburg. It was noted that the City of Verona is fine with the dedication (this property is within the bounds of the cooperative boundary agreement between the Town and City and therefore subject to their review). The CSM had previously been approved by the Town Board; this motion is to authorize the acceptance of the dedication of land for more road ROW. Motion carried.
  - b. Public Works:
    - i. Update and possible action re: Old PB bridge plat and right-of-way purchase – Kevin Lord of MSA Professional Services reported that the bridge to the north on Old PB requires a portion of land be purchased from the Wisconsin DNR for right-of-way as indicated on a map provided to the Board and staff. Lord noted that the plat was just finalized this past Friday; the relocation order needs the Board's approval. The Town will need to follow a specific process for real estate acquisition, so Amanda Arnold has asked MSA to serve as the real estate coordinator. Lord noted that the Wisconsin DOT wants this process to be concluded within a month; the normal cycle is three months. If the Board approves this evening, then the Town Chair will sign the document which will then go to the City for Public Works Director Jacobson's signature. There was brief discussion as to how much it will cost the Town to purchase the land. Enburg moved to approve the relocation order and to approve the plat as presented by MSA Professional Services; 2<sup>nd</sup> Duerst. Motion carried.
    - ii. Discussion and possible action re: equipment purchase policies – Public Work Committee Chair Enburg reported that Patrolman Judd had received a quote from Madison Truck for replacing the rusted steel dump body on the 2007 Peterbilt with a stainless steel one which was competitive with a bid to grind and repaint the existing dump body or to replace the existing dump body with a standard steel one. Enburg moved to approve the replacement of the steel dump body on the 2007 Peterbilt with a stainless steel one; 2<sup>nd</sup> Duerst. The Capital Equipment budget currently contains \$160,000 which is insufficient for replacing the 2007 Peterbilt and the McCormick tractor. Leasing terms have been reviewed by the Public Works Committee in the event the McCormick tractor has another failure of the three-point hitch. Public Works has also determined that \$40,000 of its annual budget should be contributed to the Capital Equipment restricted account. There was brief discussion when the dump body would be replaced and how this decision impacted overall budget decisions. Amanda

Arnold clarified that the dump body would be replaced after this coming plowing season and that the motion tonight was to give direction for the budgeting process. Motion carried.

Duerst reported that the 4' swath Bush Hog mower that was delivered earlier this year was damaged when it struck a piece of wood thicker than the 1 ½" diameter maximum for which it was rated. Although it has been repaired, Duerst recommended reselling it and applying the money towards a heavier duty Woods brand mower. No action was required at this time related to leasing terms in the event the McCormick tractor needs to be replaced. Patrolman Judd reported that the alternator on the 2007 Peterbilt had to be replaced; it is at Premier Cooperative for water pump replacement at this time. There was a brief discussion regarding emergency power for new Town buildings.

- iii. Update on Hillside Heights roadwork – it was reported that Wolf Paving is essentially done; the punch list is to be reviewed tomorrow. It was noted that extra undercutting was required; the overage amount beyond the original contract is unknown at this time. Delays to work in Hillside Heights were due to the overbooking of a subcontractor for excavation, Northwestern Stone. Administrator/Planner Arnold will document the problems in a letter to Wolf; without objection. This documentation can be taken into consideration when awarding future bids. The Board recognized the great lengths that Ron Lease, Town of Verona Project Manager went to in order to communicate with the contractors and residents. There followed a brief discussion regarding the tree removal and ditching that was behind schedule on Range Trail.
- c. Natural and Recreational Areas Committee – NRAC Chair was not present this evening, so there were not updates provided. It was noted that there will be a prairie planting at the Town Hall site on November 4, 2017 in the morning and afternoon. Duerst volunteered to lend a 4-wheeler and seeder.
- d. Financial Sustainability:
  - i. Discussion and action re: loan pay off and potential line of credit – Financial Sustainability Chair Laura Dreger noted that the action at the 2016 Annual Meeting that authorized the Board to sell the old facilities and land, to sell residual land purchased on CTH PD, and to use those proceeds to develop the new site and build the salt shed, public works building, and town hall also forbade borrowing money to do so. The \$315,000 from the sale of 335 N. Nine Mound Road is currently in an account at Capitol Bank. The line of credit used by the Town to bridge the budget shortfall between the payment for the new construction and the sale of the old property has resulted in a \$35,000 gap. Dreger moved to apply the \$315,000 from the sale of the 335 N. Nine Mound Road site and buildings to the reduction of the money borrowed through the line of credit established at Capitol Bank; 2<sup>nd</sup> Maxwell. Motion carried.
  - ii. Update on the draft 2018 general fund budget – Arnold and Wright have been updating income and expenses on a regular and ongoing basis and the Financial Sustainability Committee members have been regularly reviewing the same. 2018 budget numbers will be presented to the Board at their regular meeting on November 6, 2017 in advance of the Annual Budget Meeting to be held on November 22, 2017 when the qualified electorate meets to review and approve the 2018 levy.
- e. Ordinance Committee – Ordinance Committee Chair Tom Mathies reported that Meredith Stier is continuing her work on a proposed Mobile Tower Citing Ordinance; there is some possible conflict with the current language as the Town does not have local zoning authority. Meredith will also be working on a proposed Code of Ethics for Board, commission, and committee members. Bob Rego is working on a revised road opening application and ordinance. Once Clerk/Treasurer Wright has transcribed his notes from the tour of Town roads for pavement ratings, he will work with Tom Mathies to update Chapter 5 Chapter Safety. Public Works Chair Manfred Enburg reported that he is working on an update to the Town Driveway Ordinance which will need to be reviewed by the Town's legal counsel before Board consideration.
- f. EMS Commission – Duerst reported that three limited term employees have been hired. The third station in Fitchburg will not be completed until 2019. A new ambulance and patrol car will not be purchased until 2019.
- g. Town Chair – Chair Geller reported that he will be meeting with representatives from Epic this Thursday to discuss Legends End, Country View Road, and the City of Verona Northwest Neighborhood Plan.
- h. Supervisors – Duerst reported that he has a neighbor with a prairie who will allow the harvesting of seeds, but needs for Maxwell to find if they are the species still being sought for the Town Hall site. Enburg stated he hopes to work on stormwater applications for possible grants due in March of 2018 to address flooding on Sunset Drive east of CTH PB and near Goose Lake. Enburg is also interested in pursuing Town Road Improvement-Discretionary funds, a competitive grant available through the Wisconsin DOT to address a section on Mid Town Road near Mound View Road. Enburg offered to conduct reviews of driveways as Ron Lease has indicated a desire to retire. Enburg is working on some edits to the driveway ordinance and drafting a review process/handbook. He asked if the Ordinance Committee would like to review his work, and

Tom Mathies indicated that they would like the chance to comment but did not want to take the lead on the work.

- i. Clerk/Treasurer – Wright reported that he attended assessor training in Delevan on September 20 and 21, 2017 offered through the League of Wisconsin Municipalities. Wright paid for tuition, mileage, and meals and the Town paid Wright his regular hourly rate while in classes. Wright reported he received valuable information that will be of benefit to the Town. Wright stated that there is training available through the Wisconsin Towns Association next week that includes two classes on creating a road budget based on the Wisconsin DOT system known as PASER. He is uncertain at this point whether his schedule will allow attendance in Stevens Point.
  - j. Planner/Administrator – Arnold reported that Deputy Clerk/Treasurer has made some key changes to the rental policy including a ranking of priorities and a possible statement regarding Town liability which will require the review of legal counsel. Sharon and Ray Wagner donated a Norfolk Pine to the Town which is currently on the patio until it can be repotted.
9. Approval of Payment of Bills – Motion by Duerst to approve the checks as presented; 2nd by Enburg. Motion carried.
  10. Maxwell moved to go into closed session per Wis. Stats. §19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the closed session is to discuss the renewal of the contract for the Planner/Administrator; 2<sup>nd</sup> by Duerst. Motion carried at 8:36 PM.
  11. Dreger moved to return to open session; 2<sup>nd</sup> by Maxwell. Motion carried at 9:25 PM.
  12. Motion by Maxwell to extend the contract for services with Amanda Arnold, the Town Administrator/Planner, for another three year term with the same conditions that are in the existing contract. This would include 3% annual increases. In addition, a one-time \$7,000 merit award would be granted. Second by Enburg. Motion carried unanimously.
  13. Adjourn – Motion by Enburg; 2<sup>nd</sup> by Duerst. Motion carried at 9:30 PM.

Approved: 11/7/2017

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