

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

October 1, 2019, 6:30 PM

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

Present: Geller, Mathies, Maxwell, Duerst, and Enburg

Staff Present: Arnold, Judd, 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. Duerst moved to approve the agenda; 2nd Enburg. Motion carried by voice vote.
2. **Pledge of Allegiance**
3. **Public Comment** – none
4. **Approval of Minutes from September** – Maxwell moved to approve the September 3, 2019 minutes; 2nd by Mathies. Mathies did not recall the discussion regarding scheduling workshops on a regular basis and asked that the related sentence on page two be stricken. Motion to approve the minutes as amended carried by voice vote.
5. **Presentation by Patrick Anderson re: Fitchrona EMS Budget** – Chief Anderson reminded the group of the Fitchrona Annual Meeting scheduled for October 17, 2019 starting at 7:00 PM. He reviewed the two handouts contained within the Board packet. He made those in attendance aware that for future years, the Town should plan on a 3% annual increase; the average has been 5.4% in the past on average. However, he cautioned, the third ambulance placed in service this year may skew the assumptions that have been made in the projections as actual costs and actual generated revenue becomes available. Anderson reported that approximately 50% of their budgeted income is derived from billing for their services; the other half comes mostly from the prorated billing to municipalities that use their services. The Town of Verona currently accounts for 5.21% of income for the current budget. The service is implementing a plant to help keep dementia patients in their homes for a longer period of time. In 2020 the Fitchrona EMS will employ seven new paramedics. There followed a brief discussion about scheduled and unscheduled overtime and the policy to not charge for an ambulance to be on standby for school events within their coverage territory. It was noted that the new station has greatly reduced the response time to the northeast portion of the City of Fitchburg. In response to a question from Supervisor Mathies, Anderson stated that the location of a call is determined by emergency dispatch when they receive the call for service. Supervisor Enburg noted that budgetary figures were presented, but not budget-to-actual numbers which he thought would be helpful for better understanding cash flow. Enburg was concerned that the new ambulance and station placed into service this year has resulted in a 6% increase in income, yet the Town's projected increase for 2020 will be a 33.20% increase. Chief Anderson responded that this should be a one-time increase to cover an additional cardiac monitor and cardiac compression device. There followed a brief discussion regarding simultaneous pages to assist another service which operate at a basic level; often Fitchrona, an ALS (Advanced Life Support) provider, will be asked to stand down by the basic service 50% of the time.
6. **Discussion and Possible Action re:**
 - 2019-03 Provisional Retail License Ordinance – Clerk/Treasurer Wright reported that he introduced this item for consideration last month to add to this month's agenda. He highlighted the areas in the draft language for which the Board, if they decide to adopt, should set the designated authority/level of fee (not to exceed the limit amount prescribed by Wisconsin Statute). Mathies recommended that the Town Chair appoint a designee in the absence of the Clerk/Treasurer and that the fee be removed from the Ordinance language and added to the fee schedule. Mathies moved to approve Ordinance 2019-03 with the recommended changes to the draft; 2nd Duerst. Motion carried by voice vote.
 - 2019-04 Provisional Operator's License Ordinance – Mathies moved to approved Ordinance 2019-04 with an amendment to the presented draft to allow the Town Chair to appoint a designee in the absence of the Clerk/Treasurer and to remove the fee from the Ordinance language and place it on the fee schedule; 2nd Duerst. Motion carried by voice vote.
 - Revision to license application form to include Provisional License option and fee – Supervisor Mathies noted that the Board does not approve forms and trusts that the staff will make the appropriate updates.
 - Revise Town fee schedule for select items related to alcohol licensing – Enburg moved to revise the fee schedule to include a \$10,000 fee for a Reserve Liquor License and to add a \$15 fee to issue a Provisional Retail License and a Provisional Operator's License; 2nd Maxwell. Motion carried by voice vote.
7. **Discussion and Possible Action to Adopt Resolution 2019-06 to Authorize the Renaming of Disch (Farm) Road to Brandancee Lane to Complete the Recordation Process with Dane County Register of Deeds** – Wright explained that Hans Hilbert, Assistant Zoning Administrator for Dane County, had requested the Town record a resolution with the Dane County Register of Deeds to complete the process authorized by action only by the Town Board in 1995. Mathies moved to approve Resolution 2019-06 to authorize the renaming of Disch Farm Road to Brandancee Lane and for the document to be recorded with the Dane County Register of Deeds; 2nd Maxwell. Motion carried by voice vote.
8. **Reports and Recommendations**
 - Plan Commission:
 - i. Discussion and Possible Action – Amendments to the Dane County Blanket Rezoning of Town parcels – Planner/Administrator Arnold stated that the Town of Verona Board had previously reviewed the blanket revisions to date at the July 2, 2019 regular meeting with the provision that further changes recommended by Town staff and Plan

Commission Chair Maxwell to Dane County Zoning. The final list of changes was included in the October Board packet. Arnold noted that the changes recommended by the Town were to ensure that the allowed and conditional uses for properties in the Town were the best match possible between what was allowed before and after the adoption of the updates to Dane County Chapter 10. Supervisor Duerst asked about a rezoning of a property owned by the Krewson family. Supervisor Mathies responded that they own two parcels and a change was made to one parcel to allow for the existing condition of two homes on the same parcel for the support of an agricultural enterprise. Supervisor Mathies noted that the change to the Grant property is the next discussion item of the agenda. Enburg asked about the repetition of the same parcel number for the Deer Haven Condo Plat; it was unknown why this was duplicated. Dane County is scheduled to take action next week regarding these updates.

- ii. Discussion and Action – Land use application 2019-07 for Maple Leaf Landscaping at 2416 Spring Rose Road to change the current zoning from General Commercial (GC) to Heavy Commercial (HC) so that the approved uses conform with the appropriate Dane County Zoning District [HC Zoning was approved by the Dane County ZLR Committee on August 28th (petition 11452) according to Town recommended deed restrictions] – Arnold reviewed the memorandum dated September 24, 2019. The original zoning reclassification that was recommended was from A-4 to C-2. Subsequently, with the update to the zoning code, the property was reclassified from C-2 to GC; however, GC does not allow for outdoor storage. Consequently, Dane County approved HC as the new zoning classification with the Town recommended restrictions. Maxwell moved approved rezoning parcel 0608-192-8675-0 and 0608-192-8645-0 (a portion) from GC to HC with the deed restrictions approved by Dane County Zoning and Land Use; 2nd Mathies. Mathies is concerned that the current site plan shows no development areas. Mathies proposed that Joel Grant (in attendance) could agree with the site plan and the Board could take action; otherwise, if Grant did not agree, the application would need to return to Dane County for their review. Grant did not object to the site plan. Motion carried unanimously by voice vote.
- Public Works:
 - i. Discussion with possible action about shared driveway standards – Project Manager Barnes referred the members to the shared driveway standards/joint access standards document that he had prepared for their review. Several factors need to be taken into consideration when making decisions, including, but not limited to: sight distance, the geometric design of the road, and the posted speed limit. Barnes stated that the posted speed limit is typically the determining factor for the recommended spacing between drives and the possible requirement to require a joint access. Supervisor Enburg thinks that sight distance and the vision triangle are the most important characteristics to consider regarding the distance between driveways. It was noted that maintaining a 300' separation between drives in subdivision plats and condominium plats is not possible at the current density standards. It was agreed that this document be used when reviewing driveway access applications for possible approval. Barnes stated that, if requested by the Board, some proposed standards could be incorporated into the Town Driveway Ordinance as an amendment. Enburg stated that additional driveways may not be possible on some Town roads if these standards are adopted; Enburg proposed that in those situations the applicant pay for the actual costs to conduct an engineering study to determine the best location for a new access point. Enburg noted that reducing spacing between access points can lead to complications when plowing snow. Barnes stated he is most likely to recommend shared access points along cul-de-sac bulbs where frontage is limited. Maxwell noted that this document will be used as a reference when making decisions rather than prescribed standards. Their followed a brief discussion of the future development along Prairie Circle that served to introduce the next sub-item.
 - ii. Discussion and possible action to rescind Board action to require a joint driveway for two properties on Prairie Circle – the Andres family wants direction for paving a new driveway to replace the approved construction access. They would prefer to have an access point separate from the joint one approved for 2783/2787 Prairie Circle. Geller moved to rescind prior action to require a joint access; 2nd Duerst. There is no speed limit posted on Prairie Circle and no speed set in Town of Verona Chapter 5 Traffic Regulation. Enburg stated that the applicants were aware of the restriction when they subdivided their property and requested a building application to construct a new home. No CSM was included in the Board packet to confirm whether a deed restriction was placed on the parcel in question to limit access. There followed a brief discussion of future development along Prairie Circle. Duerst noted that if it is agreed to separate the access, two pine trees in the road right-of-way should be removed to maintain adequate sight lines. Mathies moved to amend Geller's motion to give the Project Manager the authority to make a decision regarding this shared access. As point of order, it was noted that only action to rescind the original motion was listed on the agenda. Motion carried to rescind the original action to require a common access by voice vote. Geller recommended that Sandy Andres submit a new driveway application for Barnes to review soon before the weather conditions are less favorable for construction.
 - iii. Discussion and possible action on a driveway variance for 6760 Sunset Drive – Barnes reported that the Town has received a building permit application to install a resistance heating system for a 100' length of the existing driveway that exceeds the current 12% maximum grade standard. This request to update an existing driveway has precipitated review by the Verona Fire Department; their recommendation is to reconstruct the driveway with switchbacks to maintain a grade at or less than 12% in addition to brushing and possible tree removal if rebuilt. Barnes felt a switchback was not a possible option without an easement from one or more neighbors, tree removal, and considerable expense. There followed a brief discussion whether the Town could require trimming brush to the standard; should this be a recommendation rather than a requirement? Barnes noted that it is a standard required by the current Town driveway ordinance. The building permit has already been issued, so it can't be a condition of the issuance of that permit. Maxwell moved to approve the driveway application variance for 6760 Sunset Drive; 2nd Duerst. Motion carried by voice vote.
 - Financial Sustainability Committee
 - i. Ranking of alternate funding strategies – Supervisor Mathies noted that the majority of the Committee ranked increasing the base levy as the first choice for realizing additional income to address shortfalls. Since the Town population is below 3,000, the Board can approve a resolution to set a dollar amount and to what purpose the money will be use that will need to be approved by the qualified electorate at the Special Town Meeting in November to approve the 2020 levy. The committee ranked reassigning a service cost in part or in whole as a special charge as the second choice. This choice would allow properties otherwise exempt from taxation to be levied this fee. However, some criteria would have to be

adopted to decide how to determine the appropriate fee particularly when valuation of exempt properties is unknown. This would also diminish the levy by the amount to not exceed the costs for that service in 2013. The costs for fire protection in 2013 equaled \$126,711, so the levy would be reduced by this amount; however the special charge could equal the cost of current services. The 2019 costs for fire protection totaled \$226,348 so the difference that could be realized by changing the charge from a levied amount to a special charge would have been \$99,637. Adopting a local wheel tax and incurring debt were ranked below the two other options noted above.

- ii. Budget timeline – the group reviewed the preliminary dates that included the possibility of scheduling a budget workshop and a Special Town Board meeting in case the recommendation at the workshop is for the Board to consider adopting a resolution to increase the base levy. The Financial Sustainability Committee will meet next on October 11, 2019. Supervisor Mathies noted that a small increase to the base levy could be recommended this year; electors could then be made aware that another increase may be pursued the following year so that the change is gradual to meet the future needs projected in the preliminary 5-year projections. Mathies stated that the Town currently has agreements in place with the Jewish Federation of Madison and the Madison Area Youth Soccer Association for payments in lieu of taxes. It may be possible to approach other exempt organizations to make payments in lieu instead of moving a service from the levy to a special charge which would collect money from exempt organizations, but require much more work to do so. There was a brief discussion about a multimodal transportation grant; the applications are ranked according to the economic impact on the community/region/state if approved.
- Natural and Recreational Areas Committee – Chair Geller reported he attended the meeting on September 18, 2019. According to Geller, member Lonsdorf thought more involvement in NRAC could be promoted through scheduled presentations by experts on topics including wetlands, ice age geology, friends groups, etc. The Committee is continuing to work on revisions to the Parks Plan update recommended by the Department of Natural Resources in order to qualify for a Letter of Eligibility.
 - EMS Commission – Supervisor Duerst reminded the group about the Fitchrona Annual EMS meeting on October 17, 2019.
 - Staff Report:
 - i. Clerk/Treasurer Monthly Report – Wright presented the group with a written account of his accomplishments since last month that included meeting with the Project Manager to provide 5-year budget projections, a proposed 2020 Utility District budget, and a budget-to-actual for the current year. Wright also conducted an analysis of waste volumes over a four year period on a quarterly basis for the Project Manager with an accompanying graph of the trending of three metrics over that period. Wright continues to work on 2020 Census updates that include appealing the omission of three properties he added in May of last year and to add new construction since that same time.
 - ii. Project Manager Monthly Report – Barnes presented a written report included in the Board packet. He highlighted the review of a blocked culvert on Paulson Road, the replacement of a monitoring manhole on Nesbitt Road necessitated by the roundabout construction undertaken by the City of Fitchburg, and submission of a Local Roads Improvement Program grant for 2020 reconstruction of a section of Cross Country Road. Barnes is working to complete the pavement ratings for local roads. Supervisor Mathies asked whether any ditching work will be pursued yet this year. Barnes responded that he needs to shoot some grades before deciding on a contractor and finding whether adequate funds are available to do the work.
 - iii. Administrator Planner/Monthly Report – Arnold presented the group with her written report of activities since last month. Arnold reported that she has been preparing information for the upcoming meeting with the Verona Fire Department tentatively scheduled for October 21, 2019. The inaugural meeting of the Town ad-hoc committee is scheduled for Tuesday, October 8, 2019. Since the September Town Board meeting there have been three more rentals of Town facilities. Arnold will be attending a planning conference on October 3rd and 4th. Supervisor Mathies asked whether the Town has signed snow plowing and salting contracts with the existing and new condo associations or their developers. Arnold stated that she has not attended to that yet. The owner of Fox Hill will do that plowing. Mathies recommended for the Town to collect money in advance rather than bill in arrears. There followed a brief discussion regarding the balance between not making a profit and not undercutting the market cost for this service. Enburg asked about the shortfall to intergovernmental revenue year-to-date; Wright responded that the final quarter of road aid has yet to be deposited.
 - Town Chair
 - i. Discuss and schedule possible budget workshop; this was discussed above during the FSC report.
 - ii. Discuss and schedule possible Town Board meeting; this was discussed above during the FSC report.
 - Supervisors: Supervisor Enburg advocated for the adoption of a local wheel tax to maintain roads. Supervisor Mathies reported that he and Enburg attended a Dane County Towns Association meeting where some new Dane County Zoning categories were discussed in addition to information on short-term rentals. Mathies attended a Suck the Muck workshop in addition to a manure workshop earlier this morning. Mathies and Duerst attended Chief Giver's retirement party.

9. Approval of Payment of Bills – Geller stated that members receive the bills the Friday before the meeting, so questions, if any can be asked based on that report rather than reviewing the paper copy circulated at the end of each Board meeting. Duerst moved to approve payment of the bills as presented by Clerk/Treasurer Wright; 2nd by Mathies. Supervisor Mathies asked whether the \$9,000 paid to Crack Filling Services had been open to a competitive bid process; Arnold stated the Town has had a long term relationship with the service, but bidding in the future could be considered. Motion carried by voice vote.

10. Adjourn – Chair Geller adjourned the meeting at 9:26 PM.