

MINUTES of the
TOWN OF VERONA Utility Commission*
Town of Verona Town Conference Room
7669 County Highway PD, Verona
October 30, 2019 following the adjournment of the Special Town Board Meeting

Commission Members Present: Mathies, Geller, Maxwell, and Duerst
Absent: Enburg
Staff Present: Wright, Arnold, and Barnes

1. **Call to Order/Approval of Agenda** – Chair Geller called the meeting to order at 6:08 PM. Duerst moved to approve the agenda as presented; 2nd Maxwell. Motion carried by voice vote.
2. **Review of the 2019 and 2020 Budgets** – Project Manager Barnes reviewed the 2019 budget-to-actual numbers. Clerk/Treasurer Wright who manages bill payments and invoicing reviewed uncollected fees and delinquent special charges over a multi-year period that were paid this year. It was noted that the Dane County Treasurer collects and distributes delinquent charges and pays the Town its portion of penalty and interest. It was further noted that there are 2019 expenses that have been deferred: grouting the base of Manhole 9 which was to have been completed in 2018 and the Town portion of installing a monitoring manhole (approximately \$3,000-\$4,000) near the intersection of Nesbitt Road and Allegheny Drive. The latter expense was the result of the City of Fitchburg installation of a roundabout; they will share in the expenses for that structure.
3. **Discussion and Potential Action re: Any 2019 Budget Amendments** – Barnes stated that he assumed a carryforward of \$12,743 from the 2019 budget into the 2020 budget to cover these expenses identified above unless they are billed in calendar year 2019; without objection.
4. **Discussion and Potential Action re: Any 2020 Fee Increases to be Presented at the November 19, 2019 Public Hearing of the Utility District** – Barnes did not recommend any increase to the base user fee that determines the other rates. He stated that the goal, beyond maintaining and repairing the system, is to restore the reserve balance to \$80,000. Currently, that balance is \$74,000 by virtue of two repairs not having been completed. Barnes increased the treatment charges payable to Madison Metropolitan Sewerage District by 9.7% to reflect their discussion at their annual meeting. Wright noted that the 2020 budget should include one additional user at a rate of \$473 for a new residence on Pheasant Lane; furthermore, portions that have been identified for cleaning and televising may have already been completed in 2018. Wright will work with Barnes to provide the details and map for that work. There was a brief discussion as to whether the amount the Town General Fund is reimbursed for Town staff management of the Utility District is adequate. Wright responded that he conducted a three-year analysis of staff timesheets to derive average hours to manage multiplied by wages and benefits to arrive at the current values. Without objection, the 2020 sewer rates will remain unchanged and Barnes will mail a letter to the clients of the Utility District with these details, updates, and the date and time of the Public Hearing.
5. **Adjourn the Commission Meeting** – Maxwell moved to adjourn the meeting at 6:33 PM; 2nd Duerst. Motion carried by voice vote.

*The Town Board of Supervisors serves at the Utility District Commission

Approved: 2/22/2020

John Wright
Clerk/Treasurer, Town of Verona