

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

September 3, 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 Mathies. Motion carried by voice vote.
2. **Pledge of Allegiance**
3. **Public Comment** – none
4. **Approval of Minutes from August** – Duerst moved to approve the August 6, 2019 minutes; 2nd by Maxwell. Motion carried by voice vote.
5. **Discussion and Possible Action re: additional Operator's Licenses for year ending June 30, 2020 for Michelle Eggett, Jacob Janecek, and Eric Wersland, to serve at Old Duffers Pub and Amy Crooks to serve at Blackhawk Bowhunters and Discussion about a Possible Future Ordinance to Address the Issuance of Provisional Operator's Licenses** – Duerst moved to approve the four new Operator's Licenses; 2nd Maxwell. It was noted that the background checks returned no results for any of the four applicants. Motion carried by voice vote. Wright introduced two possible local Ordinances that would allow for the issuance of temporary and regular retail licenses on a provisional basis as well as issuance of operator licenses on a provisional basis until such time that the Town Board could meet and approve the regular application. The Board can determine who would issue such licenses if they agree to add this as an action item to the October meeting agenda. Wright reported that the application form would need to be updated (he had a draft available for review) and the fee schedule would need to be amended; Wisconsin statutes limit the fee for a provisional license to \$15. Without objection, further discussion and possible action on these topics will be added to the October agenda.
6. **Reports and Recommendations**
 - Plan Commission:
 - i. Discussion and Action re: Land Use Application 2019-8 – The rezoning of 9 acres from AT-35 to RR-8 and 31 acres from AT-35 to RM-16 owned by Doerfer Brothers Inc. and located at 6437 Grandview Road [the purpose of the application is to split off an existing residence and out buildings. The application includes a Certified Survey Map (CSM)]. Maxwell stated that the Town Plan Commission had reviewed the request in detail; if approved this evening, the application would need to be approved by the City of Fitchburg since the property falls within their extraterritorial jurisdiction authority. Furthermore, the City/Town of Verona Joint Planning Committee will review the application due to it falling within Area B of the 2016 Boundary Agreement. Maxwell further noted that the Town Plan Commission found no issues subdividing the property by Certified Survey Map; there is an issue as to which buildings will be demolished and when as there are two residences on the same property that was allowed when zoned A-1 Exclusive. Owner John Doerfer, who was in attendance, stated that the buildings numbered 5, 7, and 8 are scheduled to be demolished. He further stated that the home would be converted to a heated storage unit. Wright noted that to convert it to that use, it would need to be disconnected from water and the POWTS. There followed a brief discussion regarding whether other zoning classifications would allow the second residence or pole buildings. RR-8 zoning does not allow agricultural-use buildings, but does not prohibit residential accessory buildings. Maxwell moved to recommend the approval of the proposed division by Certified Survey Map for land use application 2019-8 for 6437 Grandview Road for the creation of one 9-acre Lot zoned RR-8 and one 31-acre Lot zoned RM-16 with the condition that the Town of Verona Clerk will sign the CSM on the Town Board's behalf only when all RR-8 zoning conditions are met; 2nd Mathies. Mr. Doerfer noted that no easement is required through the proposed Lot with the residences for IOH equipment. Motion carried unanimously by voice vote.
 - ii. Discussion and Action re: Land Use Application 2019-9 – A Certified Survey Map (CSM) for 2313 Sugar River Road (the purpose of the CSM it to split an existing home on two acres from the remaining 48.6 acres). It was noted that the existing driveway to reach the existing residence is approximately 1800' long; that driveway continues to the southwest to serve another residence owned by the Kruger family. There is a recorded joint driveway agreement as well as an agreement if either party develops their land to share costs to improve the drive to Town road standards prior to dedication to the public. There was a brief introduction of a preliminary concept plan that is not part of this evening's discussion or consideration. The Verona Fire Department reviewed the plan and needs the current standard of passing lanes every 500 feet and a hammerhead 100' from the residence to be constructed as a condition of their approval. Maxwell moved to approve the proposed 2-Lot Certified Survey Map for land use application 2019-9 for 2313 Sugar River Road for one 2-acre Lot for the existing residence and one 46.6 acre Lot with the understanding that the Town of Verona Clerk will sign on behalf of the Town Board on the condition that improvements to the driveway recommended by the Verona Fire Department and required by the current Town Driveway Ordinance are satisfactorily met; 2nd Mathies [with the removal of reference in the motion of a completion date of July 30, 2020 agreed to by Maxwell]. There followed a brief discussion regarding reviews of other driveways for compliance with the current standards triggered by changes initiated by their owners. Motion carried unanimously by voice vote.
 - iii. Discussion and Action re: Land Use Application 2019-4 – The preliminary plat for a residential subdivision at Spring Rose Road and Highway G (parcel numbers 0608-302-8570-2, 0608-193-9000-2 and 0608-193-8500-9 proposed contain

twenty-seven residential lots and two outlots; a rezoning and concept plan was previously approved). Supervisor Maxwell reviewed a summary he prepared of the transportation study. He noted that Dane County required a turn lane on County Highway G at Spring Rose Road and a section of bike lane for future use. There followed a discussion about the best method for recording vision triangles as dedicated easements beyond their inclusion in the Preliminary Improvement Plans prepared by Carrico Engineering. There was a review of those areas delineated as wetlands prepared by Taylor Conservation, LLC in Appendix III. The wetland area will be restored to a tallgrass prairie which will aid in stormwater retention. Maxwell then reviewed stormwater management as prepared by Carrico Engineering. Duerst voiced his concerns over the timed release of stormwater on an adjacent agricultural field if in excess of 24 hours.

Maxwell moved to approve the Preliminary Plat dated 6/14/2019 for the Twin Rock residential subdivision for land use application 2019-04 at Spring Rose Road and County Highway G with the following conditions: setbacks and vision triangles will be added to the neighborhood covenants, all residential Lots will be zoned SFR-1, and improvements are to be installed on County Highway G within two years; 2nd Mathies. Motion carried unanimously, 5 to 0 by voice vote. The following is a summary of comments/future actions:

- The applicant should return to the Board in October 2019 with solutions to address 1-year, 24 hour storm events so water takes 24 hours or less to run off the development onto the adjacent farm property to the east
- Zoning, vision triangles, and setback details will be included in the covenants
- Covenants will require maintenance of ROW outside of pavement and shoulder by lot owners
- Vision triangles can be recorded as an easement dedicated to the local agency
- Remove subdivision sign and tree symbols from the vision triangle at Spring Rose Road on page 16
- There should be agreements for the maintenance of stormwater structures that allows Dane County to ensure properly functioning and an ability, once the association takes over control, for the Town to contract for their maintenance and bill property owners if not maintained properly
- References to storm sewer easements should be removed from Preliminary Plat and replaced with drainage easements
- Public Works: Authorization to potentially accept funds for the WisDOT 2020-2025 Local Bridge Assistance Program for the Valley Road Bridge – the Town was notified that the Valley Road bridge is among seven others in Dane County that would qualify for funds for replacement. The deadline for the application was August 16, 2019, so Project Manager Chris Barnes submitted an application. Barnes reported that he met with a Dane County bridge engineer to review costs: the total estimate to replace is \$719,000 with a local share of \$300,000. Barnes noted that if awarded the grant, the Town must start the project during 2022-2023 with up to five years to complete. Although the cost share is 80% Federal and 20% local, the Town must pay 100% to the State for their review costs. Supervisor Enburg would like to know the traffic volumes on Valley. It was noted that the Town may qualify to have up to 50% of their out-of-pocket costs covered by Dane County Bridge Aid. The applications will be scored in time for discussion at the December regular Board meeting. The Town is under no obligation to proceed with the process even if it qualifies for funding.
- Financial Sustainability Committee – Supervisor Mathies summarized August meeting discussion of the process for implementing a local wheel tax, how fire protection can potentially be moved in part or in whole to a special charge levied on regular and exempt properties, and a review of a preliminary 5-year Town budget analysis.
- Natural and Recreational Areas Committee – Clerk/Treasurer Wright reported that the Wisconsin Department of Natural Resources requested a list of revisions including more complete demographic data for the Town. To that end, Wright shared 2010 census statistics with the members of NRAC.
- EMS Commission – Supervisor Duerst reported that the third frontline ambulance is in service; the new station was unoccupied as of the most recent meeting. October 17, 2019 is the Fitchrona Annual EMS meeting; without objection, Planner/Administrator Arnold will send an Outlook reminder to the group.
- Staff Report:
 - i. Clerk/Treasurer Monthly Report – Wright reported on updates to the Interim Market Update and second Open Book meeting. He has continued to refine the probable levy limit and local mill rate as he receives updated figures. He requested permission to add an item to the October regular agenda to discuss and possibly adopt a resolution to officially rename Disch Road to Brandancee; the Board approved the change in 1995, but did not pass by resolution or record one with the Register of Deeds; permission granted without objection.
 - ii. Project Manager Monthly Report – Barnes reported that chip sealing has been completed and striping is scheduled for later this week. Public works staff did wedging on Country View Road. The new monitoring manhole for the Utility District has been constructed at the intersection of Nesbitt Road and Allegheny Drive. The route for the Ironman Triathlon was toured prior to the event on September 8, 2019; bridge decks and road intersections will be swept. Additional Ice Age Trail Community signs were picked up today.
 - iii. Administrator Planner/Monthly Report – Arnold introduced a procedural item to address for Wisconsin Employee Trust Funds to continue with the Group Health Insurance Program. Mathies moved to approve Resolution 2019-05 to continue the Town's participation in the Wisconsin Public Employers Group Health Insurance Program; 2nd Duerst. Motion carried. The Town will host a Stop the Bleed workshop on November 13, 2019 as presented by the Dane County Sheriff's Office.
- Town Chair: Chair Geller stated he would like Project Manager Barnes to review standards for shared driveways and to propose a standard to the Town Board for discussion and possible adoption. The Financial Sustainability Committee was directed to prepare funding strategy suggestions to consider for addressing budget shortfalls. Geller reported he attended a Sustainable Leaders Collaborative hosted by the Dane County Chief Executive. There was brief discussion of engaging the Town Natural and Recreational Areas Committee members in ongoing discussions of regional stormwater issues.
- Supervisors: No comments.

7. **Approval of Payment of Bills** – Duerst moved to approve payment of the bills as presented by Clerk/Treasurer Wright; 2nd by Enburg. Motion carried by voice vote. The payment to Hellenbrand was for the installation of a water filtration system.
8. **Adjourn** – Duerst moved to adjourn; 2nd Mathies. The meeting was adjourned at 9:09 PM.

Approved: October 1, 2019

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