

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

November 1, 2016 6:30 PM

Town Hall, 335 N. Nine Mound Road Verona, WI 53593-1035

Present: Geller, Maxwell, Enburg, Dreger and Duerst

Absent: none

Staff Present: Administrator/Planner Arnold, Clerk/Treasurer Wright, Deputy Clerk/Treasurer Dresser

Also Present: see sign in sheet

1. Call to Order/Approval of the agenda – Mark Geller called the meeting to order at 6:32 p.m. Motion to approve the agenda by Enburg. Second by Dreger. Motion carried.
2. Pledge of Allegiance
3. Announcements – Mark Geller announced that the board would go into closed session later in the evening to discuss staff performance as part of the annual review process. Amanda Arnold announced that the Upper Sugar River Watershed Association will hold an open house on Nov. 16th at Tuvalu Coffeehouse to discuss their work over the last year.
4. Public Comment - None.
5. Discussion and approval of minutes from October 4th – Motion by Maxwell to approve the minutes with the correction of a few typographical errors. Second by Enburg. Motion carried.
6. Reports and Recommendations
 - a. Plan Commission: Discussion and possible action re: opt out schedule and products to be adopted – Doug Maxwell handed out a summary of the Plan Commission's work, which is attached to these minutes. This included a review of a neighborhood plan for Prairie Circle, continued work on the new comprehensive plan, and a recommendation on what comprehensive plan to use for reference in the opt out process. Doug went on to explain that the Board must adopt three documents as part of the opt out process: a comprehensive plan, an official map, and the Towns' Association zoning code. The official map is a map of future roads and parks/open spaces. This is being prepared by MSA. The draft zoning code will be available November 5th and the Plan Commission will discuss it at a special meeting on November 14th. Doug encouraged the Board members to attend that meeting. Amanda will email the draft zoning code to the Plan Commission and Board members when it is available. Doug explained adopting or readopting a compressive plan is the third element. The Plan Commission recommends re-adopting the 2006 plan. Even though it had outdated elements, the 2006 plan was more fully reviewed by the public than other recent drafts. Ideally the new comprehensive plan would be available before the opt out decision, but time will just not allow for that. When the board formally re-adopts the plan in January, along with the zoning code and official map, an ordinance will be included that would specify edits such as the replacement of references to Dane County zoning. Motion by Maxwell that the Town Board re-adopt the 2006 Comprehensive Plan as the comprehensive plan to use, if the opt-out is approved in April 2017 and until a new Comprehensive Plan is approved. Second by Enburg. Mark Geller added that there are several steps such as this that make it appear that a decision on opting out is pre-supposed, but the decision will be made by the electors at the annual meeting. Doug added that outreach is planned for February and March to educate the public on the issues. He pointed out a schedule in the board package. Tammy offered to put the schedule online. Motion carried unanimously.
 - b. Public Works:
 - i. Discussion and possible action re: Woods at Watch Hill intersection design and ditching on Shady Oak Road – Manfred Enburg explained that the Town's consulting engineer had verified that ditching could be done along Shady Oak in front of the Crawley property at 3151 Shady Oak Lane for approximately \$40,000. The goal of this work would be to keep run off from the road off of the Crawley property. The point was made that the water had been flowing across the Crawley property for many years as documented in aerial photographs. Manfred also proposed that water from the Woods at Watch Hill development could also be diverted into the proposed drainage ditch along Shady Oak. Mark Geller asked for confirmation that the development, through its stormwater management plan, had to prove that no more water would leave the site than did before construction. Manfred agreed that was the case up to a 100 year flood level. If the ditch were built it could require easement from the Crawleys. John Wright explained that when the Public Works Committee had discussed this they mentioned requiring the relocation of the Crawley driveway in conjunction with the ditching. Greta Crawley was in the audience and she stated they were not open to moving their driveway. Mike Duerst suggested grading a waterway rather than ditching along the road. Greta Crawley said they would like the property to be buildable and would like the extra soil from the

- ditching to be put on their lot and have the low spot filled. Amanda Arnold explained that these projects would require stormwater management and erosion control permits. Conversation then turned to the design of the intersection of the private road and Shady Oak Lane. Manfred reiterated his concerns about the Crawley driveway and the private road being so close together and about the private road being at a higher elevation than the Crawley driveway. He explained that the Town engineer will be further analyzing the site distances and mapping trees along Shady Oak Lane to help inform a final decision. Laura Dreger noted that Jon Senseman had stated that he drove by the site after a recent heavy rain and saw no standing water. No formal action was taken on this issue.
- ii. Discussion and possible action re: driveway application for Lot 1 of CSM 1283 located on Spring Rose Road – Manfred reported that the Public Work Committee had reviewed this application. While the homeowner would like the driveway as close as possible to the lot line, a location with better site lines had been suggested by the Town’s Project Manager and Town Engineer. Motion by Enburg to approve the access permit with the access point suggested by Ron Lease, the Project Manager. Second by Duerst. Tammy Dresser asked if the Board would approve a hidden drive sign as suggested in the report, and Manfred responded that that could be decided when the drive is constructed. Motion carried unanimously.
 - iii. Discussion and possible action re: comments on the Highway M project – Amanda pointed out a letter in the packet. She drafted that to the project managers in order to meet their deadline for comments. Manfred Enburg still has concerns and would like to have continued conversations about the impacts of the project and suggested another letter or a resolution. Marie Bigley who is an impacted property owner was present and stated that she would like to see Raymond Road continued as far as possible for better access to her property (previously the Town had suggested shortening Raymond Road.) Laura Dreger asked about outreach to affected property owners. Amanda replied that the project managers had sent notices to all impacted property owners, but the Town had only met with Marie separately. Amanda offered to draft a letter of outreach to other impacted property owners.
 - iv. Discussion and possible action re: surplus 2016 funds and the potential purchase of mowers – Mike Duerst reported that the Public Works Committee had endorsed the idea of buying two new mowers for a total of \$20,850. He then made a motion to authorize the purchase of a ditch bank mower and a flex wing rotary mower from Kalscheur Implement Company. Second by Enburg. Laura Dreger asked if these mowers were a top priority. Mark Geller wanted to know about other needs like a Bobcat or a chipper. Manfred expressed continued interest in a radar based traffic counter. Mike stressed that thorough mowing will cut down on weeds and additional brushing later. Amanda explained that the costs fit in the current surplus. Motion carried unanimously. There was interest in updating earlier purchasing plans.
 - v. Discussion and possible action re: streetlight for intersection of Tonto Trail and Fitchrona Road – John Wright explained that the Town had received a request for a streetlight and while considering it staff discovered that a) the Town doesn’t have a consistent policy about when to provide streetlights, and b) several streetlights that are being billed to the Town currently aren’t in the Town or don’t benefit the Town. John is working with Alliant Energy to correct that situation and is seeking reimbursement. On the issue of new street lights the suggestion was made that the ordinance committee could work on some criteria.
 - vi. Discussion and possible action re: amendment to the Old PB bridge contract – Amanda explained that costs have risen for the Old PB bridge and presented a new contract. The reasons for the increase were detailed in a cover letter with the contract provide to the Board. Motion to approve by Enburg. Second by Duerst. Motion carried unanimously.
- c. Financial Sustainability:
- i. Discussion of draft 2017 budget – Laura Dreger reported that the committee had reviewed the budgets for the general fund and the utility district. She was comfortable with the budgets overall but continues to have concerns about the Town funding other non-profit organizations. Amanda pointed out letters of request for funds from the Badger Prairie Needs Network and the Upper Sugar River Watershed Association in the packets. Motion by Dreger to set the annual utility district budget hearing for 6:00 p.m. on November 22nd, followed by a hearing on the general fund and a special town meeting at 7:00 p.m.
 - ii. Discussion and action re: setting of public hearing/special town meeting for the general fund and utility district budgets.
- d. Natural and Recreational Areas Committee: No report.
- e. Ordinance Committee:

- i. Updates on draft ordinances: firearms discharge, transient merchants, administrative review procedures, and general penalty/citations. Tom Mathies reported on the committee's work on these topics.
 - ii. Discussion and possible action re: firearms discharge public hearing date. It was decided that a hearing should be held in January and a specific date could be picked at the next meeting.
 - iii. Discussion and possible action re: draft driveway ordinance edits and permit approval process suggestions – There was a lengthy discussion about access permits versus driveway permits and driveway design standards. There was support for the idea of having the project manager and public works approving routine permits, and having the Board only take action on cases where variances were being sought. The ordinance committee will take this under consideration along with changes to the text about commercial drives and field access points.
- f. EMS Commission: There was no report as the group had recently met for the annual EMS meeting.
- g. Town Chair:
- i. Update on town hall/maintenance building construction – Mark Geller reported that the work had been going on for 128 days and there have been no injuries or major incidents. The asphalt is in and drywall is going up.
 - ii. Discussion and possible action re: a special town board meeting to review owner supplied items for new construction- Rather than having a special meeting the group reviewed a list of items not included in the building contract (i.e. office furniture, access key pads, security cameras, phones, appliances, audio visual equipment, a new antennae). Mark provided details and estimated costs for each. Motion by Duerst to authorize the Chair to spend up to \$40,000 on these items. Second by Dreger. Motion carried unanimously.
 - iii. Discussion and possible action re: hiring a broker to sell the existing town hall – Mark Geller explained that he and Amanda reached out to three brokers and got estimates of market value from two. Mark was most impressed by a proposal from Robert Carpenter of First Weber commercial who suggested listing the old town hall for \$364,900. Motion by Duerst to authorize the Town Chair to sign a contract with Frist Weber for the shortest time commitment possible, ideally three months, but six months if needed. Second by Maxwell. Motion carried unanimously.
- h. Supervisors: Mike Duerst reported that he spoke to a contractor about the pump at the new town hall. He was told that a seven and a half horse power pump was needed because of the type of toilets that we specified for the town hall, but if the pump fails it can be replaced with a five horse power pump.
- i. Clerk/Treasurer: John Wright reported that the public test of the election equipment that was held earlier in the day went well. John and Tammy also did training for the chief election inspectors. John mentioned his work on the utility budget. Lastly, he discussed preparations for tax collection.
- j. Planner/Administrator: Amanda reported that Henry Topinka of 7211 Riverside wanted his concerns about his neighbor's outdoor storage conveyed to the Town Board. This has been a problem for several years. Dane County has visited with the neighbor in the past. The Board recommended contacting Dane County zoning again to report the new potential violations.
7. Motion 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. Discussion of staffing, performance, and compensation. – Motion by Duerst. Second by Maxwell. Motion carried.
8. Motion to return to open session. – Motion by Maxwell. Second by Duerst. Motion carried.
9. Action and discussion on issues discussed in closed session – Motion by Maxwell to approve \$1500 for staff bonus to be distributed as determined by the Administrator. Second by Enburg. Enburg clarified that this was in lieu of a salary change. Enburg: aye; Duerst: no; Dreger: aye; Maxwell: aye; Geller: aye. Motion carried.
10. Approval of payment of bills – Motion to approve by Duerst. Second by Enburg. Motion carried.
11. Adjourn – Motion by Dreger. Second by Duerst. Motion carried at 10:50 p.m.

Approved: 12/6/2016

Submitted by: Amanda Arnold, Planner/Administrator