

Town of Verona  
Financial Sustainability Minutes  
Town of Verona Hall, 7669 County Highway PD, Verona, WI  
8/3/2017

**Present:** Laura Dreger, John Senseman, Bob Rego, and Douglas Wolf

**Absent:** Julie Bass-Devries

**Also Present:** Amanda Arnold - Planner/Administrator, John Wright – Clerk/Treasurer

**Call to Order, Approval of Agenda** – Laura Dreger called the meeting to order at 8:03 AM. Senseman moved to approve the agenda; 2<sup>nd</sup> by Rego. Motion carried.

**Approve Minutes from June 15, 2017** – Motion by Senseman; 2<sup>nd</sup> by Wolf. Motion carried.

**Review Preliminary Draft of 2018 Budget** – Amanda Arnold reported that she will meet with Tara Bast of Johnson Block tomorrow to reconcile the bank balance and budget. Arnold further stated that the closing on the sale of the N. Nine Mound property is scheduled for August 31, 2017. The Town accepted an offer for \$350,000. The property passed inspection; the buyer is able to put 50% as a down payment, so no appraisal will be required. Chair Dreger confirmed that the sale will be used to pay down the loan from Capitol Bank. Arnold and Wright prepared a preliminary budget and alternated presenting information from different sections. Arnold noted that bridge aid is only available when a bridge is being replaced. Local Roads Improvement Program funds will be applied for to offset costs associated with the DeMarco Trail Capital Improvement scheduled for 2018. It was noted that the fees for licenses and permits has not been updated since 2015, so it should be reviewed. Arnold noted that the rental agreement for the Community Center is in the process of revision. Paver sales were reviewed as an income item; it was noted that the blocks were pre-purchased and an engraving cost is an offset to the money received. Proceeds will be used for prairie restoration and patio furniture. There was brief discussion of options for replacing the Project Manager when he decides to retire. Arnold noted she added more to the 2018 engineering budget to cover these services in the Manager's absence. Planner/Administrator Arnold stated that the Town contracts for eight hours per week of Sheriffs' patrols within the Township; this may need to be reduced to maintain a balanced budget. The group reviewed a quote to replace the existing server and software from Vieth Consulting; currently there is not money allocated for this expense.

**Review of Fees** – Arnold stated that she needs to review the costs associated with a variety of tasks handled by Town staff, particularly those associated with the Joint Plan Commission to make certain that fees are appropriate. Member Rego recommended looking at what the City of Verona and City of Fitchburg charge for similar tasks. Member Senseman was curious as to whether building fees will be reviewed; they were last updated in 2015. Those fees will be reviewed as well.

**Trending of Expenses, Minus Extraordinary Items** – Arnold noted that for the five years she has been with the Town of Verona, there have not been any typical years. Included in extraordinary expenses were the ADA remodel of the old Town Hall, a contentious gubernatorial recall election, the costs associated with the Joint Town/City of Verona Boundary Agreement, the purchase of land, and the construction of a new facility, and a bridge replacement.

**Schedule Next Meeting and Agenda Items** – the next meeting will be held on Wednesday, September 13, 2017 at 2:30 PM. Items on the agenda will include

- Call to Order, Approval of Agenda
- Approve Minutes from August 3, 2017
- Continue 2018 Budget Review
- Continue Review of Fees
- Update on Building Sale
- Discuss Results of Meeting with Tara Bast of Johnson Block

Schedule Next Meeting and Agenda Items  
Adjourn

**Adjourn** – Motion by Senseman; 2<sup>nd</sup> by Rego. Motion carried at 9:32 AM.

Approved: September 13, 2017

Prepared by: John Wright with Amanda Arnold Review