

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

February 4, 2020, 6:30 PM

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

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

Staff Present: Wright and Judd

Also Present: see sign in sheet

1. **Call to Order/Approval of the Agenda** – Mark Geller called the meeting to order at 6:31 PM. Mathies moved to approve the agenda; 2nd Duerst. Motion carried by voice vote.
2. **Pledge of Allegiance**
3. **Public Comment** – No public comment.
4. **Approval of Minutes from January 7, 2020 Regular Meeting and January 18, 2020 Special Meeting**– Duerst moved to approve the January 7, 2020 regular minutes; 2nd by Mathies. Motion carried by voice vote. Mathies moved to approve the January 18, 2020 special minutes; 2nd Duerst. Motion carried by voice vote.
5. **Discussion and Action** - Land Use Application 2019-4 – The final plat and associated agreements for the Twin Rock residential subdivision at Spring Rose Road and Highway G (parcel numbers 0608-302-8507-2, 0608-193-9000-2 and 0608-193-8500-9). Twenty-seven residential lots and four outlots are proposed. A rezoning, concept plan, and preliminary plat were previously approved.
 - Presentation of new information – Supervisor Maxwell noted that the tonight's agenda referenced two outlots; there are actually four. Maxwell reported that the Developer's agreement is still undergoing attorney review. The Town Plan Commission has recommends the approval of the Final Plat and drainage easement dated January 20, 2020.
 - Discussion and action on the final plat – Adam Carrico of Carrico Engineering was recognized by the Chair to speak. Mr. Carrico stated that the current Plat has features that were adjusted according to the comments and recommendations from the Town Plan Commission. This Final Plat document has been submitted to Dane County and the State of Wisconsin for their review and approval. It was noted that the hatching pattern on the Plat was added to make the drainage easement areas more visible. Maxwell further noted that the easement access by foot to Outlot 2. Carrico stated that the Dane County Highway Department will allow field road access on either side of the creek to service Outlot 2 from County Highway G. Carrico further stated that a berm and swale is planned at the back of Lots 15, 16, and 17. There followed a lengthy discussion regarding the stormwater management strategy between Outlot 1, the cul-de-sac, and Lot 15. Carrico noted that for smaller storm events, runoff is reduced by approximately 80% compared to pre-development. Carrico stated that the current design for Outlot 1 is a forebay ahead of a detention pond. Carrico did not recall that Wagner who farms the property or the Resops who own the property attending any meetings. Maxwell moved to approve the Final Plat for the Twin Rock residential subdivision at Spring Rose Road and Highway G (parcel numbers 0608-302-8507-2, 0608-193-9000-2 and 0608-193-8500-9) with twenty-seven residential lots and four outlots as shown on plat map dated January 20, 2020; 2nd Enburg. Supervisor Enburg preferred to receive comments back from the State prior to local consideration of approval. Supervisor Mathies questioned whether the Town was approving the Final Plat or recommending its approval by Dane County. It was unknown whether Dane County could approve regardless of the Town's decision. It was noted that Dane County has already provided their comments; according to Carrico, their role in the process is to certify that zoning standards are followed. Carrico further noted that the State review is to ensure that the Plat adheres to applicable laws. Roll call vote: Duerst, aye; Enburg, no; Mathies, aye; Maxwell, aye; and Geller, aye. Motion carried, 4 to 1.
 - Discussion on Covenant Declaration and Developer Agreement – Maxwell reiterated that the Developer Agreement is not available for review this evening. However, he is seeking the Board members' input on the Covenant Declaration document. Supervisor Mathies referred the group to page 10, Section 5.18 (b) related to roads and driveways. There followed a brief discussion regarding whether the final 3' of a driveway constructed of concrete should be delayed until the final course of the road is paved. Supervisor Enburg suggested the language be amended to read, "The three (3) feet of driveway adjacent to the public road may not be installed until the surface course is placed *except the* three (3) foot section adjacent to the public is installed as asphalt." The Board then reviewed page 13 and the list of prohibited and approved species of trees and shrubs; it was recommended that the list be moved to an independent document to make amending the list simpler in the future. On page 14, Section 7.3, the group reviewed whether the minimum number of trees on a two acre lot required to earn 600 landscaping points was sufficient to meet the goals of the Town's updated Comprehensive Plan. Supervisor Duerst referred the group to page 4, Section 2.5 (i). He wondered if a person could request access to the snowmobile trail if they received permission from a neighbor or neighbors to cross their property to get there. It was noted that any route that would take the snowmobile through prairie or stormwater detention would be prohibited. There followed a brief discussion as to when the association would take control from the developer. Adam Carrico thought that was an issue for an attorney to determine; at this time, Bret Saalsaa would be in control until the association receives that authority. The group then reviewed Section 9.8 on page 17 regarding protective provisions for the Town of Verona. Maxwell requested an additional definition be added to Section 1.1 to define the meaning of a single family residence. Maxwell further requested additional clarification language be added to Section 4.4. The Town of Verona Plan Commission wants to review this document again at their March 2020 meeting. Maxwell further wants the Developer Agreement to be reviewed by the Town Plan Commission in advance of the March 3, 2020 regular Town Board meeting.

6. Update on the Department of Safety and Professional Services Review of the Updated Town Building Code Adopted by Ordinance 2020-01 – Clerk/Treasurer Wright received the attached letter by email from DSPS on January 27, 2020 indicating conditional approval of the local building code adopted by Ordinance 2020-01 that repealed and replaced the prior ordinance. The Town is required to comply with the following:

- Submit a copy of your municipality's approved ordinance to the Department, as provided in Wis. Admin. Code § SPS 316.011(1)(a)3, as soon as it becomes available
- Maintain your municipality's registration as an inspection agency
- Provide the Department with a copy of any revisions to your municipality's electrical ordinance
- Employ or contract with certified commercial electrical inspectors or independent inspection agencies
- Provide the Department with any changes to the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality.

Additionally, Section VI, (3)(b) of the Town's local building code conflicts with Wisconsin Administrative Code Section SPS 316.012(2)(e). Furthermore, Section X (1) of the Town's local building code violates Code Section SPS 316.013(3)(d)(1).

7. Discussion and Action re: Request for Partial Refund of 2019 Pay 2020 Taxes Due to Correction of Assessment Error by Assessor for Parcel 0608-254-8501-0 Submitted by Darcey Hagemann, Member of the Hagemann Century Farm, LLC, for the Amount of \$1,075.31 Wright introduced the request from a member of the Hagemann Century Farm LLC to be reimbursed for the error made by the Town's assessor by placing the new improvement value of an adjacent parcel on their land. The petitioner has paid the entire tax bill timely to qualify to make the request. The assessor's letter to the Town, a copy of the 2020 Corrections of Errors by Assessors, and a completed Request for Charge Back of Refunded Taxes were also presented to the Board to support the request and ensure that the Town will be made whole if the refund is approved. Mathies moved to approve a refund of \$1,075.31; 2nd by Duerst. Motion carried by voice vote.

8. Resume Discussion and Possible Action to Approve a Firm to Conduct the 2019 Financial Audit in 2020

- Review firms that were contacted and the results of a quote request. A list of information gathered by former Planner/Administrator Arnold was in the packet, but there was no comment made about the content.
- Review discussion with Tara Bast from Johnson Block regarding their costs for the Town of Verona. Chair Geller reported that he met with Tara Bast of Johnson Block on January 14, 2020 to review their proposed audit of 2019 financials. Supervisor Mathies and C/T Wright were also present at that meeting. According to Geller, Bast provided a rationale for the proposed costs compared with those for municipalities with similar annual budgets. Former Planner/Administrator Arnold contacted other firms to request quotes, but received none in reply. Geller noted that Bast offered a good faith offer to reduce the proposed costs by \$2,400. Supervisors discussed their preferences regarding a quote to maintain the current standard of review that includes an audit of the Town accounts/assets as well as the Utility District and a quote that does not include the Utility District or depreciation reports. Supervisor Mathies noted that borrowing money through the state of Wisconsin does not require the higher standard of audit currently employed, that the Utility District averages two transactions per month, that the use of QuickBooks did not negatively affect the cost of the audit, and that the audit is not meant to detect fraud. Maxwell moved to approve an audit of 2019 financials in 2020 be conducted by Johnson Block only for the General Fund Only proposition in the amount of \$9,500; 2nd Mathies. Motion carried by voice vote.
- Consider a revised engagement letter from Johnson Block for the 2019 Financial Audit in 2020

9. Discussion and Possible Action Regarding and Intergovernmental Agreement (IGA) Between the City of Fitchburg and the Town of Verona for the Town Share of a Fitchrona Road/Goose Lake Analytical Study to Evaluate Storm Water Control for \$15,000 – Chair Geller noted that the City of Fitchburg Common Council to approve the IGA with the Town. Enburg moved to approve the Intergovernmental Agreement between the City of Fitchburg and the Town of Verona to evaluate storm water control along Fitchrona Road and the Goose Lake area and the Town share of costs not to exceed \$15,000; 2nd Duerst. It was noted that without a current Planner/Administrator for the Town, the two parties to represent the Town following the third "whereas" of the IGA should be updated to the Town Public Works Project Manager and Town Chair; without objection. Supervisor Mathies requested that the study be completed no later than the end of June 2020 so that Dane County can add money to their 2021 budget in July of this year; without objection. Motion carried by voice vote. C/T Wright will notify Barnes of the changes to the IGA and the approval.

10. Reports and Recommendations

- Plan Commission: Plan Commission Chair Maxwell noted that member Jim Schroeder resigned his position. A representative from MSA Professional Services will give a presentation on stormwater management during the February 13, 2020 Town Plan Commission meeting.
 - i. Public Works: Continued discussion and possible action – plow truck acquisition
 - Chair Enburg solicited questions from the Chair or Supervisors about the information supplied in the packet by Project Manager Barnes who could not be in attendance. Enburg noted that once a replacement vehicle is approved, it will likely not be delivered for eight to nine months.
 - The group reviewed quotes for trucks manufactured by Western Star, International, and Peterbilt. He reported that the Public Works Committee discussed borrowing options to avoid depleting Town reserve funds as well as establishing a line of credit. There was a brief review of the benefits of a single axle versus a tandem axle vehicle and whether to retain the 2007 vehicle, trade it in, or offer it for sale. Depending on when and how much payment is required from JX Peterbilt before delivery will determine when a budget amendment will need to be considered by the Town Board.
 - The group was not provided a difference between insurance costs for the 2007 Peterbilt and a proposed replacement. Enburg moved to approve the recommendation by the Town Public Works Committee to purchase a tandem axle truck and mounted accessories from Peterbilt of Wisconsin and Madison Truck per the recommendation made by Project

Manager Barnes; 2nd Duerst. Mathies prefers the agreement not include an extended warranty. Motion carried by voice vote.

- Financial Sustainability Committee: the Committee did not meet this past month.
- Natural and Recreational Areas Committee:
 - i. Discussion and possible action to approve Resolution 2020-01 in support of a Dane County Environmental Council Capital Equipment Grant – Natural and Recreational Areas Committee member Dave Lonsdorf reviewed his draft grant application and project narrative. NRAC member Lonsdorf provided a brief overview of the type of equipment requested, the proposed use of the equipment, and storage of the same when not in use. It was noted that volunteer labor calculated at \$14/hour for 92 hours provided the amount needed for the Town's cost share. Mathies moved to approve Resolution 2020-01 to indicate Town support of the goals of the grant to support prairie restoration; 2nd Maxwell. Motion carried by voice vote.
- EMS Commission – Supervisor Duerst gave a report on updates including the use of a community paramedic to assist those with dementia so that they can remain in their homes longer.
- Town Staff:
 - i. Clerk/Treasurer report – Wright reviewed taxes collected locally through January 31, 2020. His report included updates to the 2020 Census mapping project, election training, and the completion of other regular duties. Wright reported he reconciled the three accounts held at Capitol Bank this morning and will reconcile those held at the State Bank of Cross Plains and LGIP when the paper statements arrive by mail. There was a brief discussion regarding the security of the wireless modem installed in the optical scanner. The results are encrypted and are transmitted over a private network.
 - ii. Project Manager Report -- a summary report dated January 28, 2020 was included in the packet. There was a brief discussion regarding when bids for local road maintenance would be submitted or considered for approval by the Board. Supervisor would like the Town to pursue a cost-sharing agreement with the Town of Middleton for the Town's portion of Mid Town Road.
 - Update on woody waste processing – Chair Geller noted that the Town is still exploring options.
- Town Chair – Geller stated that he attended a meeting at the Sugar River Senior Center earlier today; he will continue to do so on a monthly basis. Until an Administrator/Planner is hired, Geller will be available at the Town Hall from 9 AM until Noon each Saturday. There followed a brief review of volunteers needed to fill a variety of positions. The Ad-hoc committee continues to meet monthly; please, respond to their requests for information.
 - i. Discussion and possible action to approve a bid for acoustical panel installation in the Town Hall Community Room – Chair Geller presented costs as prepared by PCI Austad to JP Cullen; he recommended the base bid to cover the cost of the materials and installation of acoustical panels to run around the perimeter of the Town Community Room. Duerst moved to approve the base bid in the amount of \$6,442; 2nd Mathies. Motion carried by voice vote.
 - ii. Discuss possible Utility Commission meeting dates – a meeting date will need to be scheduled to approve a bid for cleaning sewer lines, other potential issues/approvals, and to amend the 2020 budget to remove the cost of the annual audit paid from the Utility District to the Town General Fund.
- Supervisors – Duerst detailed a meeting held at the Town hosted by the Farm Bureau; they may want to hold a future meeting at the same location for a policy meeting in summer of this year. Enburg appreciated the mailbox policy crafted by Project Manager Barnes and would like to encourage him to create others to explain Town policies.

11. 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.

12. Adjourn – Chair Geller adjourned the meeting at 8:53 PM.

Approved: March 3, 2020

Prepared by: John Wright, Clerk/Treasurer