



Due to the COVID-19 pandemic, the Verona Town Board will hold its regular town board meeting as a virtual meeting. The Town Board will not meet at Town Hall, 7669 County Highway PD. Members of the Town Board and Staff may join the meeting by using Zoom Webinar, as described immediately below.

Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting.

Join the meeting via computer, tablet, or smart phone:

<https://zoom.us/j/94019001036?pwd=UXc1RzR6MnpDdkJySnZ6TIRWRTILUT09>

Meeting ID: 950 1989 9168

Password: 833070

Join the meeting via phone by dialing the number below and use the same meeting ID and password information

(312) 626-6799

Anyone with questions prior to the meeting may contact the Town at (608) 845-7187 or email Sarah Gaskell at

sgaskell@town.verona.wi.us

PUBLIC SPEAKING INSTRUCTIONS

WRITTEN COMMENTS: You can send comments to the Town Board on any matter, either on or not on the agenda, by emailing mgeller@town.verona.wi.us or sgaskell@town.verona.wi.us or in writing to Town Board Chair, 7669 County Highway PD, Verona, WI, 53593.

Those wishing to speak during the virtual meeting MUST register by 6:30 PM in advance of the meeting start time by emailing sgaskell@town.verona.wi.us or by calling 608-807-4460. You will be given information on how your speaking opportunity will be coordinated.

1. Call to Order/Approval of the agenda
2. Public Comment – Comments on matters not listed on this agenda could be placed on a future meeting agenda. If the Chair or staff has received written comments for items not on the agenda, these will be read.
3. Approval of minutes from May 5, 2020
4. Administrator/Planner Report
5. Public Hearing: Petition to Discontinue a Portion of the Public Way Prairie Circle
6. Committee Reports
 - a. Plan Commission:
 - i) Discussion and Possible Action: Petition to vacate a portion in the 'public way' making up Prairie Circle

ii) Discussion and Possible Action: Exemption to the Dawn to Dusk light requirement of the Dark Sky Ordinance 2017-04 for Land Use Application 2019-11, aka Madison Verona Self-Storage, located on Maple Grove Drive

b. Public Works:

- i) Discussion and Possible Action: Field Access Driveway Permit for Parcel No. 0608-134-9500-8 on Grandview Road
- ii) Discussion and Possible Action: Field Access Driveway Permit for Parcel No. 0608-322-9550-0 on Flint Lane
- iii) Discussion and Possible Action: Award of Bid for Crack-fill 2020 Projects to Crack Filling Service, Corp.
- iv) Discussion and Possible Action: Wisconsin Department of Transportation Bridge Fund Agreement for the Sugar River Bridge, B-13-0346 for Construction in State Fiscal Year 2023

c. Ordinance Committee

d. Financial Sustainability Committee

e. Natural and Recreational Areas Committee

f. EMS Commission

g. Town Chair's Business:

i. Committee appointments

h. Supervisor Announcements

7. New Business

A. Discussion and Possible Action: Resolution 2020-03 to Vacate a Portion of the Public Right-of-Way Making up Prairie Circle in the Town of Verona

B. Discussion and Possible Action re: Resolution 2020-05 to Waive Interest on Property Tax Payment Installments due on or After April 1, 2020

C. Discussion and Possible Action re: Renewal Applications for Alcohol Licenses with an Opportunity for Public Comment:

a. Class "B" retail license for the sale of fermented malt beverages to be consumed on premises for Blackhawk Bowhunters, LLC, Dale Goytowski President/Agent, 2103 County Highway PB, main clubhouse bar contingent upon receiving the renewal fee

b. Class "B" retail license for the sale of fermented malt beverages to be consumed on premises and "Class B" retail license for the sale of intoxicating liquor to be consumed on premises for Ole Duffers Pub, Susan Kaye Buchanan President/Agent, 1755 County Highway PB contingent upon receiving the renewal fee

c. Discussion and Possible Action re: Operator's Licenses for year ending June 30, 2020

D. Discussion and Possible Action re: Payment of Bills

8. Open Book and Board of Review

9. Adjournment

Regular board agendas are published in the Town's official newspaper, The Verona Press. Per Resolution 2016-2 agendas are posted at the Town Hall and online at www.town.verona.wi.us. Use the 'subscribe' feature on the Town's website to receive agendas and other announcements via email.

Notice is also given that a possible quorum of the Plan Commission and/or Public Works, Ordinance, Natural and Recreational Areas, and Financial Sustainability Committees and could occur at this meeting for the purposes of information gathering only.

If anyone having a qualifying disability as defined by the American with Disabilities Act needs an interpreter, materials in alternate formats, or other accommodations to access these meetings, please contact the Town of Verona Clerk @ 608-845-7187 or jwright@town.verona.wi.us. Please do so at least 48 hours prior to the meeting so that proper arrangements can be made.

Mark Geller, Town Chair, Town of Verona

Printed in VP: 5/29/2020

Posted: 5/28/2020

Revised: 5/29/2020

REGULAR MONTHLY BOARD MEETING MINUTES

TOWN OF VERONA

May 5, 2020, 6:30 PM

Zoom meeting that was open to the public

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

Staff Present: Gaskell, Barnes, and Wright

Public Present: Brent Darley, Ryan Reed, Brodie Birkel

1. **Call to Order/Approval of the Agenda** – Mark Geller called the meeting to order at 6:30 PM after explaining how the meeting would be conducted via Zoom. Duerst moved to approve the agenda; 2nd Maxwell. Motion carried by voice vote.
2. **Public Comment** – No public comment was made during the videoconference. Chair Geller stated he had received an inquiry from Town resident John Senseman who serves on the Financial Sustainability Committee. Discussion regarding his concerns of property tax collection impacted by COVID-19 will be addressed at the regular June Town Board meeting; without objection.
3. **Approval of Minutes from the April 14, 2020 Regular Meeting**– Duerst moved to approve the April 14, 2020 regular minutes; 2nd Mathies. Supervisor Mathies noted a correction on the first page; the section of Midtown for which he would recommend seeking an Intergovernmental cost-sharing agreement with the Town of Middleton is D2, not D1. Motion carried by voice vote.
4. **Administrator/Planner Report** – Administrator/Planner reported that the Plan Commission will meet next week by Zoom videoconferencing. The Annual Town Meeting that would have occurred on April 21, 2020 has been delayed until July 14, 2020. The Board of Review has been rescheduled from May 7, 2020 to June 4, 2020 from 6:00 PM until 8:00 PM. The Town Hall will remain closed to the public until May 27, 2020. It was noted that the statewide burn ban is still in effect; the Town is not receiving brush, so resident drop-off is to be discouraged by staff Gaskell requested that Supervisors should work through her for any requests requiring staff time/input. Duerst asked Project Manager Barnes about the relocation of burn piles; Barnes replied that they will not be moved until the fall of this year. Duerst approved of the rental of the boom mower and supported scheduling its use again next year, preferably before trees and bushes begin form leaves.
5. **Committee Reports**
 - Plan Commission:
 - i. Discussion and Possible Action – Land use application 2020-1 submitted by Jon and Denelda Baldock for the separation of a 3.21-acre lot from a 39.52-acre parcel 0608-134-9500-8 by the draft CSM and the rezoning of the parcel from RR1 to RR2. The zoning of the larger parcel would remain AT-35. Plan Commission Chair Maxwell provided a brief description of the proposed land split and rezoning. Maxwell moved to approve land use application 2020-1 to separate 3.21 acres by Certified Survey Map (CSM) from parcel 0608-134-9500-8 that is 39.52 acres and zoned AT-35 and RR1 to rezone the 3.21 acres from RR1 to RR2 with the balance of the larger lot described by metes and bounds to remain entirely zoned AT-35; 2nd Mathies. Supervisor Duerst asked whether the lot will be sold/given to a family member or marketed. Chair Geller stated he attended the Plan Commission meeting when this was reviewed and had no questions or concerns. Administrator/Planner Gaskell provided a brief staff report for the property. Motion carried 5 to 0 in favor.
 - ii. Discussion and Possible Action -- Land use application 2020-2 submitted by Paul Spetz, Isthmus Surveying LLC, for property owners Dana Resop and Brent Darley to record parcel 0608-194-9185-9, 2206 Brandancee Ln, Verona, currently described by metes and bounds as Lot 1 of 1.72 acres by Certified Survey Map and rezoning the same parcel from AT-35 to RR1. The proposed CSM will allow the renovation of an existing residence. According to Plan Commission Chair Maxwell, parcel 0608-194-9185-9 contains an existing home and the survey by CSM is a requirement by Dane County in order to approve the zoning application for a remodel of the existing residence. Maxwell moved to approve land use application 2020-2 to record parcel 0608-194-9185-9 as Lot 1 of the proposed CSM containing 1.72 acres and to approve the rezoning of proposed Lot1 from AT-35 to RR1; 2nd Mathies. Gaskell provided a brief staff report. Brent Darley stated that he was available to answer any questions. In response to a question from Supervisor Duerst, Darley stated that the portion of the land to the south that is sometimes prone to flooding is at a lower elevation than the proposed Lot 1 which has not experienced flooding. Motion carried 5 to 0 in favor.
 - iii. Discussion and Possible Action: Land use application 2020-3 submitted by Robert Talarczyk, Talarczyk Land Surveys, to adjust the lot line by between parcel 0608-022-2670-2 owned by Mary Ann Emmerton, 6853 Shagbark Ct, Verona, and parcels 0608-022-9101-0 and 0608-022-8730-7 owned by Fredrick and Linda Ridders,

6852 Shagbark Ct., Verona. Zoning would remain SFR-1. Plan Commission Chair Maxwell reported that there is little to report as this is a small lot line adjustment between two existing parcels to be recorded by CSM. Maxwell moved to approve land use application 2020-3 to adjust the lot line between parcels 0608-022-2670-2, 0608-022-9101-0, and 0608-022-8730-7 by CSM containing 2 Lots; 2nd Mathies. Gaskell provided a brief staff report detailing the lot line adjustment and the proposed 2 Lot CSM prepared by Talarczyk. Motion carried 5-0 in favor.

- Public Works:

- i. Discussion and Possible Action: Addendum to the Intergovernmental Agreement between the City of Fitchburg and the Town of Verona for the preparation of a Regional Stormwater Management Study and Design for Fitchrona Road and Goose Lake. Project Manager Barnes provided the rationale to revise the scope of the original Intergovernmental Agreement between the City of Fitchburg and the Town of Verona to conduct a stormwater study and preliminary modeling. Barnes stated that additional public input at two separate meetings was desired and necessary. **Motion:** Duerst moved to approve an additional \$6,420 to cover the Town's portion of additional expenses for two public meetings and additional modeling; 2nd Maxwell. **Discussion:** Supervisor Mathies voiced a number of concerns regarding the proposal prepared by AE2S. Mathies noted there were three options proposed by AE2S one of which would construct a new stormwater detention structure by Madison Metropolitan Lift Station #12 off of Fitchrona Road with conveyance of water to Goose Lake. He noted the concern expressed by residents surrounding Goose Lake regarding water above the Ordinary High Water Mark (OHWM). Mathies further noted a second option to install a culvert south of US18/151 to ultimately convey stormwater into the Badger Mill Creek. Mathies proposed to remove the third option and thereby reduce the cost of the proposal. He believes the public can be made aware of what is proposed and conversely provide their input without the need for two meetings at a cost of \$3,600 each. Mathies questioned why task 5 for stormwater basin was proposed to be funded as a 50/50 cost share if most of the benefits will be for Fitchburg.

Chair Geller noted that the other Supervisors do not have access to the same information to which Mathies is making reference. Barnes and Gaskell addressed each of Supervisor Mathies' concerns

Action: Motion carried by voice vote.

- Ordinance Committee:

- i. Discussion and Possible Action: Ordinance 2020-3 to Amend Chapter 1 - General Government of the Town of Verona Partial Code of Ordinances regarding the Appointment of the Clerk/Treasurer. Administrator/Planner Gaskell noted that the appointed term of a Clerk/Treasurer was defined as three years with the adoption of Ordinance 2001-01 on February 6, 2001; however, the term was redefined as being at the pleasure of the Town Board for an indefinite term with the adoption of Chapter 1 of the Partial Code of Ordinances in 2014 and its many amendments, the most recent of which was in 2019. Mathies moved to approve Ordinance 2020-03 to amend Section 1.03(2)(b) of Chapter 1 General Government of the Town of Verona Partial Code of Ordinances; 2nd Duerst. Motion carried by voice vote.

- Financial Sustainability Committee: No update.

- Natural and Recreational Areas Committee: No update.

- EMS Commission: it was noted that Fitch-Rona EMS was selected as the Wisconsin EMS for Children 2020 Pediatric Champion of the Year Award; this is the second year they received the award.

- Town Chair's Business: Chair Geller reminded those present that the Chair has the power to appoint members to committees and commission and the Town Board considers those appointments for their approval.

- i. Plan Commission appointments – Geller moved to reappoint Supervisor Maxwell as the Chair of the Town Plan Commission for a one-year term, reappoint Supervisor Mathies as a Plan Commission Board representative member for a one-year term, and reappoint Sarah Slack as a citizen representative of the Town Plan Commission for a term of three years; 2nd Duerst. Motion carried by voice vote.

- Supervisor Announcements: Chair Geller welcomed Phyllis Wiederhoeft to the Board who was elected as Third Supervisor as a result of the 2020 Spring Election. The Chair and Supervisors thanked the Clerk/Treasurer for his service to the Town.

6. New Business

- Discussion and Possible Action re: Amendment of the Appointment List to the Town of Verona Election Personnel for the 2020-2021 Term by Resolution 2019-10A – it was noted that due to the list covering a two-year period, the original 2019 resolution is traditionally amended with a letter suffix following the number. One member has been removed and two added. Mathies moved to approve the amendment to Resolution 2019-10; 2nd Maxwell. Motion carried by voice vote.
- Discussion and Possible Action re: Payment of Bills – Duerst moved to approve the bills (this included the month of March after the meeting on 3/3/2020 as well as April, 2020); 2nd Wiederhoeft. Motion carried by voice vote.

7. Adjourn – Chair Geller adjourned the meeting at 7:51 PM.

Approved:

Prepared by: John Wright, Clerk/Treasurer

DRAFT



Town of Verona Strategic Planning Summary

Two strategic planning sessions held by the Town Board, committees, and commissions on November 11, 2017 and February 17th, 2018. The purpose of these sessions was to develop an updated vision statement and outline guiding principles for work going forward.

Town of Verona Vision Statement

To maintain the Town as an independent, financially sustainable, safe,
and healthy rural community

Guiding principles

- Create a welcoming and inclusive community
- Provide efficient services
- Be fiscally responsible
- Anticipate and plan for growth
- Protect and enhance cultural and natural resources
- Maintain open and transparent government
- Coordinate and collaborate with neighboring jurisdictions/key partners

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

SUBJECT: Administrator Report for June 2nd, 2020

Upcoming Meetings

- Board of Review – June 4th 2020 6-8pm at Town Hall and via Zoom
- Plan Commission June 11th, 2020
- Annual Town Meeting July 14th, 2020
- Zoom platform will continue to be used until further notice

COVID-19

- State of WI has created a grant program for reimbursement of COVID related expenses; Town's allotment based on population is \$32,483. Details are pending.
- Town Hall is open again to the public but people are encouraged to utilize email and phone calls to limit exposure; facial coverings are strongly encouraged
- Burn Ban has been lifted
- Pellitteri has resumed normal refuse and recycling services

Work Plan

- Finalize Subdivision Ordinance
- Onboarding Binder for Town Supervisors
- New website
- Electronic file organization
- Communications Plan

Misc

- Please coordinate all staff requests through the Administrator
- Hiring process for new Clerk/Treasurer is underway – likely be at least a month before position is filled
- Fireworks applications are due 10 days prior to event/usage

TOWN OF VERONA

TO: Town Board of Supervisors
Public Works Committee

DATE: May 29, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: Monthly Report-May 2020

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the committee. May was a busy month with continued tree and brush clearing; resumption of mowing, pothole repairs, sign installations and spring cleanup. Numerous citizen and resident concerns and action requests were received and addressed on a daily basis.

Road Maintenance Activities

Placed cold mix repairs on various roads and concentrated on Mid Town Road, Timber Lane, and Locust Drive.

Installed culvert extension on Mid Town Road

Installed new Schmid Lane street name sign

Installed riprap ditch check on Sunset Road to trap sediment and debris

Placed gravel shoulder and pothole repairs on various roads

Equipment and Facility Activities

Serviced mowers and tractor for roadside mowing and mowing of the Town Office property

Replaced water sensors in the Town Hall restrooms

Received update on new plow truck- delivery to Madison Truck in late June

Repaired soil erosion areas on the town office site

Sanitary Sewer Utility Activities

Ordered two new castings for manholes on the Nesbit Road

Continued data input for the sewer GIS program

Assisted Town and Country Engineering, Inc. in surveying the entire sewer system for asset management purposes

Engineering Activities

Processed the contracts for the 2020 road maintenance projects as approved by the Town Board on April 14, 2020

Processed a residential driveway for 7807 Paulson Road (shared driveway)

Surveyed the drainage at 2782 Hula Drive for ditch drainage

Received bids for the 2020 crack filling program (Maple Grove Road and Town Office parking lot) on May 15, 2020

Reviewed stormwater plans for Maple Grove self-storage facility

Received and reviewed a field entrance application on Flint Road.

Made final inspection on the Driftless Ridge development

c: Sarah Gaskell, Town Planner/Administrator
Mark Judd, Road Patrolman

TOWN OF VERONA

TO: Town Board of Supervisors

DATE: May 29, 2020

FROM: John Wright, Clerk/Treasurer

SUBJECT: Monthly Report: May 1 – May 29, 2020

Minutes

Minutes for the Regular Town Board meeting from May 5, 2020 were written as well as the Special Town Meeting/Budget Hearing minutes for November 19, 2019.

Accounts Receivable and Payable

36 payments have been keyed after May 6, 2020 from the General Fund, 3 from the Utility District account, and 29 invoices created during that same period. Chargeback requests for taxes refunded at the January and February Town Board meeting were already filed online with the Department of Revenue ahead of the October deadline.

Special Assessment Certification Request Letters

6 Special Assessments reviews for area title companies were processed during this period.

Elections

A notebook containing Absentee Ballot requests for the August 11, 2020 Partisan Primary (approximately 230, not including indefinitely confined electors which would add about 55 more to that number) was compiled. All notices for that election were created, placed on the Outlook Calendar as a reminder of publication dates, and placed on the Town website. Materials for the 2021 Spring Election (nomination paperwork, etc.) were placed on the Town website for interested parties. The election schedule was emailed to the elections staff and about 60% of the slots are filled for the August 11, 2020 Partisan Primary to date.

Assisting Assessor

The Open Book took place virtually on May 22, 2020; three appointments had been made as of May 20, 2020. All appeal forms, Department of Revenue documents, assessment rolls for 2020 (real, personal, omitted) were available on the Town website and the Town Office since April 30, 2020. All notices were posted. Packets for the Clerk of the Board of review and four members were prepared and printed. No objections to assessed value have been received by the Clerk as of May 29, 2020. Complainants must notify the Clerk of their intent to file an objection no later than 6:00 PM on June 2, 2020. Phyllis Wiederhoeft completed her training. Those Board members including Ms. Wiederhoeft who completed their training within two years of June 4, 2020 were included in the online filing with the Department of Revenue. One Open Book attendee picked up an objection form on May 26, 2020 and requested information for how to complete it on May 29, 2020. Nick sent the Town a revised

assessment for this owner on the afternoon of May 29th, so they may not appear before the Board of Review on June 4, 2020.

Continuity of the Clerk/Treasurer Office

Notebooks were prepared with detailed directions for accounts receivable and accounts payable, tax preparation, tax collection, elections, annual audit, annexations, and budgeting.



TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

DATE: June 2nd, 2020

RE: Administrator's Memo – June 2nd, 2020 Town Board Meeting

Plan Commission

1. Discussion and Possible Action: Petition to vacate a portion in the 'public way' making up Prairie Circle. Six resident freeholders petitioned the town and filed a lis pendens for the vacation of the portion of the public way Prairie Circle. The portion of Prairie Circle to be abandoned is for the continuance of the road for future development and serves one developed property and one undeveloped property. The existing cul-de-sac and extension to the east are not needed and the vacation of this portion of the public way will not result in any landlocked parcels or properties. Discussion items included the need for a temporary road easement. The Plan Commission voted 4-0 to recommend for the acceptance of the petition.
2. Discussion and Possible Action: Exemption to the Dawn to Dusk light requirement of the Dark Sky Ordinance 2017-04 for Land Use Application 2019-11, aka Madison Verona Self-Storage
The Plan Commission reviewed the stormwater drainage, landscape, signage, access, and lighting plans at their May 14th PC meeting. The lighting plan includes some 24hr light fixtures which requires an exemption to the Dawn to Dusk light requirement of TOV Ordinance 2017-04. This was a discussion item only, but the Plan Commission was in favor of granting the exemption. Staff similarly supports the exemption.

Public Works

1. Discussion and Possible Action: Field Access Driveway Permit for Parcel No. 0608-134-9500-8 on Grandview Road This field access is proposed for access to agricultural fields currently under cultivation. The applicant filed a CSM to separate the agricultural acreage from an existing residential property and it was approved by the Town Board at their May 22nd RTB meeting. The proposed driveway meeting the current TOV ordinances and requirements for a field access and provides adequate vision sight distance on Grandview Road. It also provides adequate separation from adjacent driveways located on Grandview

Road. The Public Works Committee met on May 26th and voted to recommend approval of the permit with the option to allow a 40' culvert for improved farm equipment access and review of the driveway/access fee.

2. Discussion and Possible Action: Field Access Driveway Permit for Parcel No. 0608-322-9550-0 on Flint Lane This field access is proposed for agricultural fields currently under cultivation and would use the southernmost end of Flint Lane to access fields that cannot be readily accessed via Sugar River Road. The proposed driveway meets current TOV ordinances and requirements for a field access and provides adequate vision sign distance on Flint Lane. There is no anticipated traffic conflict. The Public Works Committee met on May 26th and voted to recommend approval of the permit.
3. Discussion and Possible Action: Award of Bid for Crack-fill 2020 Projects to Crack Filling Service, Corp. Bids were solicited for the 2020 Crack Fill Projects including Dairy Ridge Road, the Town Hall Office parking lot and driveway. Current budget for the crack-fill projects is \$5,200 and staff recommends award of the bid to Crack Filling Service for a fee not to exceed \$5,200.
4. Discussion and Possible Action: Wisconsin Department of Transportation Bridge Fund Agreement for the Sugar River Bridge, B-13-0346 for Construction in State Fiscal Year 2023 The Valley Road Bridge replacement funding application was approved by WisDOT for engineering and construction for \$727,088. The bridge, built in 1983, spans the Sugar River and is severely deteriorated in its outside fascia and suffers from section loss on the outer H-piles of the center cap due to uncontrolled drainage and corrosion from the deck. In April 2018, the bridge rating was reduced to a 20-ton limit. An analysis of the cost of repair vs the cost of replacement utilizing WisDOT bridge replacement funds indicates a difference of only \$1,000 to replace. The Town's portion of the total cost for engineering and construction would be \$90,886. Engineering work would begin in 2021, with construction in late 2022 or 2023. Staff recommends acceptance of the bridge fund agreement with WisDOT for the Sugar River Bridge, B-13-0346 for construction in the state fiscal year 2023. If approved, the agreement is due June 30th, 2020.

New Business

1. Discussion and Possible Action: Resolution 2020-03 to Vacate a Portion of the Public Right-of-Way Making up Prairie Circle in the Town of Verona
This resolution would approve the vacation of a portion of the public right-of-way of Prairie Circle. Per the developers' plat, when the extension of Prairie Circle is completed, the current cul-de-sac will be reconstructed to a typical 22-foot wide roadway and the existing cul-de-sac pavement will be removed and the earthwork regraded to match the Prairie Circle typical section. Once complete, the excess right of way as shown on the Exhibit "A" of the Lis Pendens would be discontinued. Staff recommends approval of the resolution with the condition that a temporary limited easement be granted until the acceptance of Phase I road construction has occurred or December 31, 2021, whichever occurs first.

2. Discussion and Possible Action re: Resolution 2020-05 to Waive Interest on Property Tax Payment Installments due on or After April 1, 2020 Due to the COVID-19 Pandemic, the various federal laws and regulations implemented as a result of the COVID-19 Pandemic, the various emergency orders and regulations implemented by state and local governments, and Act 185, Town of Verona property taxpayers may be experiencing hardship as that term is used in Section 105(25) of Act 185. The Town of Verona may choose to waive the interest that would otherwise accrue on late property tax installments due and payable after April 1, 2020 as provided in Section 105(25) of Act 185 and enabled by Dane County Resolution 2020 RES-2020.

**NOTICE OF HEARING
DISCONTINUANCE OF A PORTION OF A PUBLIC WAY
PRAIRIE CIRCLE IN THE TOWN OF VERONA**

**Town of Verona Hall
7669 County Highway PD
Verona, WI 53593
2020**

Pursuant to §66.1003 (4)(b) of the Wisconsin Statutes, a public hearing will be held by the Town Board of the Town of Verona at the Verona Town Hall located at 7669 County Highway PD, Verona, Wisconsin, on June 2, 2020 during a regular meeting of the Town Board commencing at 6:30 PM to discuss the petition to discontinue a portion of the public way Prairie Circle. The petition, and subsequent scheduling of the public hearing were introduced at a meeting of the Town Board on May 1, 2020. The petition is available for inspection at the office of the Town Clerk, 7669 County Highway PD, Verona, Wisconsin. If accepted, the petition would discontinue a portion of a public way that exists on Prairie Circle, off of County Highway PD, more particularly described as follows:

Vacated Prairie Circle "A"

Vacated Prairie Circle, located in part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 7, T6N, R8E, Town of Verona, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast Corner of said Section 7; thence N $87^{\circ}45'18''$ W along the South Line of the Southeast $\frac{1}{4}$, 51.21 feet; thence N $34^{\circ}20'18''$ W, 1888.46 feet to right-of-way of Prairie Circle and to the point of beginning.

Thence continue N $34^{\circ}20'18''$ W, 67.21 feet; thence N $15^{\circ}55'30''$ W, 66.94 feet to the common corner of Lot 1 Certified Survey Map No. 14394 and Lot 4 Certified Survey Map No. 9599 at the westerly right-of-way of said Prairie Circle; thence along said westerly right-of-way of Prairie Circle along an arc of a curve concaved easterly having a radius of 70.00 feet and a long chord bearing of S $25^{\circ}09'03''$ E, 132.42 feet to the point of beginning. This vacated Prairie Circle contains 3,862 sq. ft. or 0.09 acres thereof.

Vacated Prairie Circle "B"

Vacated Prairie Circle, located in part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 7, T6N, R8E, Town of Verona, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast Corner of said Section 7; thence N $87^{\circ}45'18''$ W along the South Line of the Southeast $\frac{1}{4}$, 51.21 feet; thence N $34^{\circ}20'18''$ W, 1888.46 feet to right-of-way of Prairie Circle; thence along said right-of-way of Prairie Circle on an arc of a curve concaved northerly having a radius of 70.00 feet and a long chord bearing of N $55^{\circ}39'43''$ E, 66.00 feet to the point of beginning.

Exhibit A

Thence N 34°20'18" W, 56.52 feet; thence N 15°55'30" W, 73.83 feet; thence N 89°04'38" E, 226.85 feet; thence S 00°57'30" W, 33.00 feet; thence S 02°16'28" W, 33.07 feet; thence S 89°04'39" W, 167.88 feet; thence along an arc of a curve concaved westerly having a radius of 70.00 feet and a long chord bearing of S 05°22'33" W, 52.80 feet to the point of beginning. This vacated Prairie Circle contains 15,543 sq. ft. or 0.36 acres thereof.

Dated: May 4, 2020

Drafted by: John M. Wright, Town of Verona Clerk/Treasurer

Published: May 14, 21, and 28, 2020

Prairie Circle Road Vacation

Summary: This memo details the legal procedure for vacating a portion of Prairie Circle as part of the Prairie Circle subdivision expansion.

Property Owners: Linda and Tim Sweeney
2778 Prairie Circle
Verona, WI 53593

David DiMaggio
2771 Prairie Circle
Verona, WI 53593

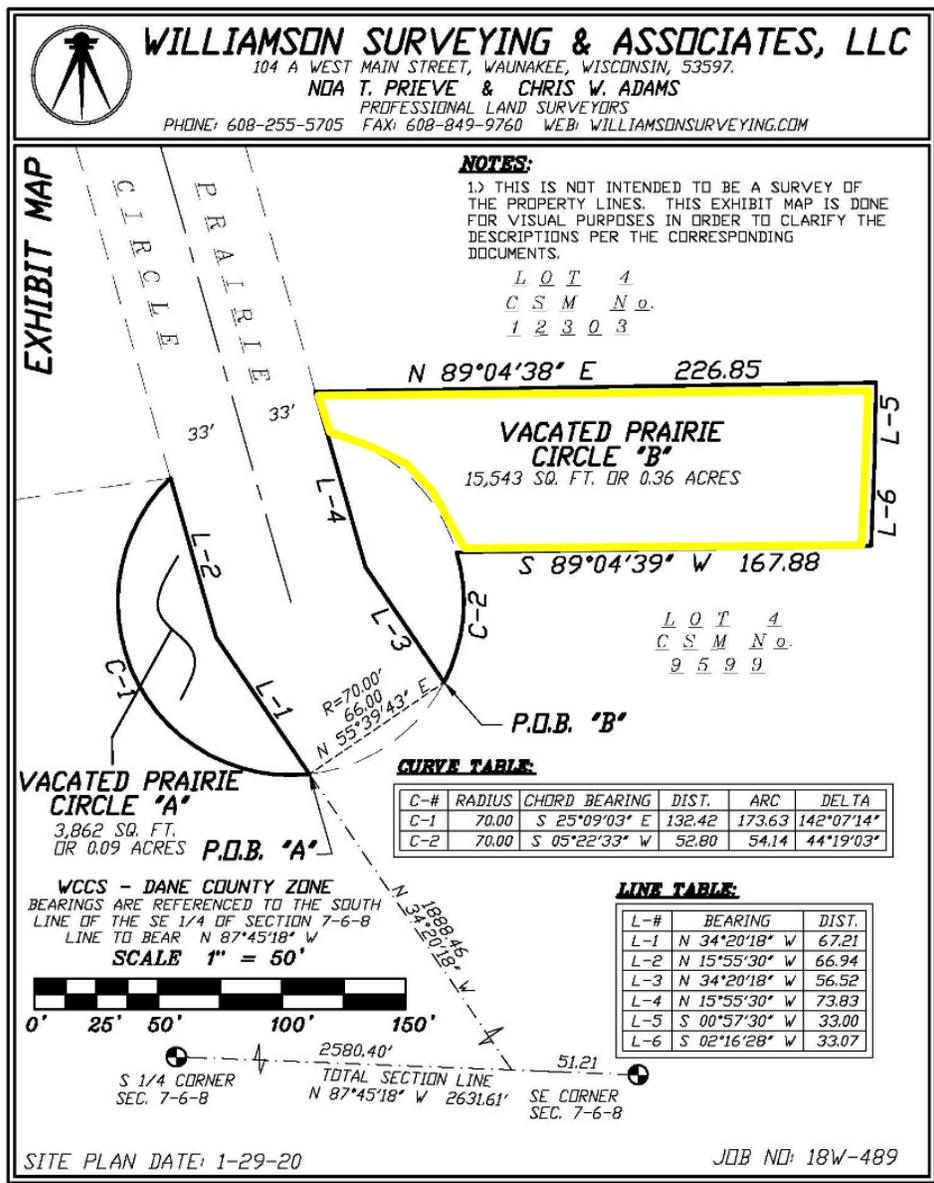
Figure 1: Location Map



Site Description:

The applicants are requesting the vacation of a portion of Prairie Circle (areas A and B on Figure 2) in anticipation of the platting and subsequent extension of Prairie Circle to accommodate and serve the buildout of the subdivision. Most of the existing residential properties are zoned RR-2 and the parcels involved in the vacation are currently zoned AT-35. Prairie Circle currently serves 10 lots and terminates in a cul-de-sac bulb, illustrated in Figure 2 below.

Figure 2: Vacated Circle A and B Parcels



The procedure for vacating the “road” right of way, which includes the area around the cul-de-sac and the rectangle of land is as follows:

The vacation of this roadway will be pursued under statute [82.10](#) for town highways. Steps for vacation are listed below:

- A. An application (petition) requesting the vacation of the road must be created and signed by at least six “freeholders”. “Freeholder” means a person who owns a fee simple or life estate interest in land, a person who is a land contract vendee, or a person who has an interest in land arising under ch. 766. In other words, six people who have a legal residence in the town.
 1. The application must be in writing, provide a legal description of the road to be vacated and a scale map of the right-of-way to be vacated
 2. A lis pendens (notice of the pendency of the petition) must be recorded with the Dane County Register of Deeds
 3. Please see this [link](#) for a sample application/petition (navigate to 82.10)
- B. Once the town is in receipt of the application and it has been reviewed by town staff, the Class 3 notification process will be initiated. Class 3 notification requirements are as follows:
 1. The notice must contain the legal definition of the road vacation and a scale map of the parcel.
 2. The Class 3 meeting notice must be published as a Class 3 notice. Class 3 notices must be published three times with the last publishing one week prior to the Town Board Meeting.
 3. The date of the Town Board meeting will be determined by the initiation of the Class 3 notice process.
 4. At least 30 days before the Town Board meeting on which the petition is an agenda item, the notice must be sent by registered mail to:
 - i. The owners of record through which the “road” passes. This would include everyone on Prairie Circle.
 - ii. The owners of record of all property abutting the “road”
 - iii. Wisconsin DNR
 - iv. Dane County Land Conservation Committee
 - v. The Secretary of WisDOT
- C. The Town Board holds the meeting and adopts a resolution vacating the roadway. The resolution should be filed with the register of deeds once approved.

This “roadway” must be vacated prior to platting in order that the block of private land that can be platted be established. Further, by vacating the road, the town is simply disclaiming future ownership of the road but is not transferring the property to someone else. The reversion of the property to the appropriate owners will be determined by the applicants.

To summarize, the Applicants are responsible for step 1 listed above. The Town is responsible for steps 2, 3 and 4.

Potential schedule for the Prairie Circle Vacation Class III Notification:

After the completed application is received by the Town:

Step 1 – Petition/application is reviewed by Town Staff

Step 2 – If the application meets the statutory requirements, the notification publication process begins.

Staff will determine the closest date at which the hearing could be held at a Town Board meeting. Town Board meetings are held the first Tuesday of the Month – upcoming meetings dates are May 5th, June 2nd, July 7th, and August 4th.

Step 3 – Assuming a July 7th Town Board meeting, the notice would be sent to the required recipients by registered mail no later than June 6th, but likely earlier. The notice would be published in the Verona Press on June 11th, June 18th, and June 25th, as the last notice must be published one week prior to the public hearing/Town Board meeting.

Step 4 – The agenda item/Public Hearing is held on July 7th and the vacation is approved by resolution, which is then filed with the County.



Tx:9122178

LIS PENDENS

Document Number

Document Title

LIS PENDENS RE: VACATION OF A PORTION OF PRAIRIE CIRCLE IN THE TOWN OF VERONA

KRISTI CHLEBOWSKI
DANE COUNTY
REGISTER OF DEEDS

DOCUMENT #
5588058
05/12/2020 01:09 PM
Trans Fee:
Exempt #:
Rec. Fee: 30.00
Pages: 4

To Whom It May Concern: Notice is hereby provided pursuant to Wisconsin Statutes Section 840.11 that a petition for the vacation of a portion of Prairie Circle in the Town of Verona, Dane County, Wisconsin has been filed with the Town Board of the Town of Verona by Timothy Sweeney, Linda Sweeney, Laura Parker, John Parker, Tammy L. Heydle, and Wayne Weber. The petition requests the vacation and discontinuation of a portion of Prairie Circle as depicted on the map and description attached hereto as Exhibit A.

Name and Return Address
Timothy Sweeney
2778 Prairie Circle
Verona, WI 53593

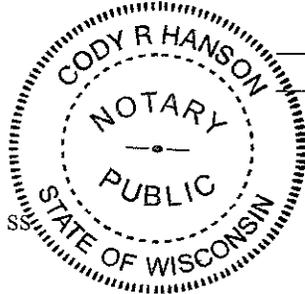
A part of: 062/0608-074-8093-0 and
062/0608-074-8533-0

Dated this 4 day of May, 2020.

Linda Sweeney
Linda Sweeney

STATE OF WISCONSIN)

COUNTY OF DANE)



Personally came before me on this 4 day of May, 2020, the above named Linda Sweeney who executed the foregoing instrument and acknowledged the same.

[Signature]
NOTARY PUBLIC, STATE OF WI
Print Name: Cody R Hanson
My Commission Expires: 7/19/2020

Parcel Identification Number (PIN)

This document prepared by:
Attorney Chris A. Jenny
von Briesen & Roper, s.c.
10 East Doty Street, Suite 900
Madison, WI 53703

REC'D
MAY 13 2020
TOWN OF VESPERIA





WILLIAMSON SURVEYING & ASSOCIATES, LLC

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.

NOA T. PRIEVE & CHRIS W. ADAMS

PROFESSIONAL LAND SURVEYORS

PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

EXHIBIT MAP

NOTES:

1.) THIS IS NOT INTENDED TO BE A SURVEY OF THE PROPERTY LINES. THIS EXHIBIT MAP IS DONE FOR VISUAL PURPOSES IN ORDER TO CLARIFY THE DESCRIPTIONS PER THE CORRESPONDING DOCUMENTS.

| | | | |
|----------|----------|----------|-------------|
| <u>L</u> | <u>O</u> | <u>T</u> | <u>4</u> |
| <u>C</u> | <u>S</u> | <u>M</u> | <u>N</u> o. |
| 1 | 2 | 3 | 0 3 |

N 89°04'38" E 226.85

VACATED PRAIRIE
CIRCLE "B"

15,543 SQ. FT. OR 0.36 ACRES

S 89°04'39" W 167.88

| | | | |
|----------|----------|----------|-------------|
| <u>L</u> | <u>O</u> | <u>T</u> | <u>4</u> |
| <u>C</u> | <u>S</u> | <u>M</u> | <u>N</u> o. |
| 2 | 5 | 9 | 9 |

P.O.B. "B"

CURVE TABLE:

| C-# | RADIUS | CHORD BEARING | DIST. | ARC | DELTA |
|-----|--------|---------------|--------|--------|------------|
| C-1 | 70.00 | S 25°09'03" E | 132.42 | 173.63 | 142°07'14" |
| C-2 | 70.00 | S 05°22'33" W | 52.80 | 54.14 | 44°19'03" |

LINE TABLE:

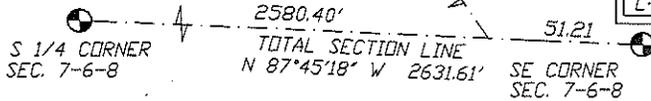
| L-# | BEARING | DIST. |
|-----|---------------|-------|
| L-1 | N 34°20'18" W | 67.21 |
| L-2 | N 15°55'30" W | 66.94 |
| L-3 | N 34°20'18" W | 56.52 |
| L-4 | N 15°55'30" W | 73.83 |
| L-5 | S 00°57'30" W | 33.06 |
| L-6 | S 02°16'28" W | 33.07 |

VACATED PRAIRIE
CIRCLE "A"

3,862 SQ. FT.
OR 0.09 ACRES

P.O.B. "A"

WCCS - DANE COUNTY ZONE
BEARINGS ARE REFERENCED TO THE SOUTH
LINE OF THE SE 1/4 OF SECTION 7-6-8
LINE TO BEAR N 87°45'18" W
SCALE 1" = 50'



SITE PLAN DATE: 1-29-20

JOB NO: 18W-489

Exhibit A
Legal Description and Map

VACATED PRAIRIE CIRCLE "A"

Vacated Prairie Circle, located in part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 7, T6N, R8E, Town of Verona, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast Corner of said Section 7; thence N $87^{\circ}45'18''$ W along the South Line of the Southeast $\frac{1}{4}$, 51.21 feet; thence N $34^{\circ}20'18''$ W, 1888.46 feet to right-of-way of Prairie Circle and to the point of beginning.

Thence continue N $34^{\circ}20'18''$ W, 67.21 feet; thence N $15^{\circ}55'30''$ W, 66.94 feet to the common corner of Lot 1 Certified Survey Map No. 14394 and Lot 4 Certified Survey Map No. 9599 at the westerly right-of-way of said Prairie Circle; thence along said westerly right-of-way of Prairie Circle along an arc of a curve concaved easterly having a radius of 70.00 feet and a long chord bearing of S $25^{\circ}09'03''$ E, 132.42 feet to the point of beginning. This vacated Prairie Circle contains 3,862 sq. ft. or 0.09 acres thereof.

VACATED PRAIRIE CIRCLE "B"

Vacated Prairie Circle, located in part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 7, T6N, R8E, Town of Verona, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast Corner of said Section 7; thence N $87^{\circ}45'18''$ W along the South Line of the Southeast $\frac{1}{4}$, 51.21 feet; thence N $34^{\circ}20'18''$ W, 1888.46 feet to right-of-way of Prairie Circle; thence along said right-of-way of Prairie Circle on an arc of a curve concaved northerly having a radius of 70.00 feet and a long chord bearing of N $55^{\circ}39'43''$ E, 66.00 feet to the point of beginning.

Thence N $34^{\circ}20'18''$ W, 56.52 feet; thence N $15^{\circ}55'30''$ W, 73.83 feet; thence N $89^{\circ}04'38''$ E, 226.85 feet; thence S $00^{\circ}57'30''$ W, 33.00 feet; thence S $02^{\circ}16'28''$ W, 33.07 feet; thence S $89^{\circ}04'39''$ W, 167.88 feet; thence along an arc of a curve concaved westerly having a radius of 70.00 feet and a long chord bearing of S $05^{\circ}22'33''$ W, 52.80 feet to the point of beginning. This vacated Prairie Circle contains 15,543 sq. ft. or 0.36 acres thereof.

REC'D

MAY 13 2020

TOWN OF VERONA

Resolution 2020-03
Resolution to Vacate a Portion the Public Right-of-Way Making up Prairie Circle
In the Town of Verona

WHEREAS, the Town of Verona has the power to discontinue the whole or part of any public way within the Town limits pursuant to Wis. Stats. 66.1003 and 82.10 when the public interest requires it; and

WHEREAS, the portion of the public way, Prairie Circle, shown on Exhibit A, and attached hereto, serves one developed property and one undeveloped property; and

WHEREAS, the existing cul-de-sac and extension to the east are not needed; and

WHEREAS, the portion of Prairie Circle to be abandoned is for the continuance of the road for future development; and

WHEREAS, vacation of the portion of the public way described in Exhibit A will not result in a landlocked parcel or property; and

WHEREAS, the Town Board has considered whether such vacation would be in the public interest, and hereby determines that it is in the public interest to vacate and discontinue the portion of the public right-of-way; and

NOW, THEREFORE, BE IT RESOLVED, by the Town of Verona Board of Supervisors that the portion of the public right-of-way described as follows:

Vacated Prairie Circle "A"

Vacated Prairie Circle, located in part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 7, T6N, R8E, Town of Verona, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast Corner of said Section 7; thence N $87^{\circ}45'18''$ W along the South Line of the Southeast $\frac{1}{4}$, 51.21 feet; thence N $34^{\circ}20'18''$ W, 1888.46 feet to right-of-way of Prairie Circle and to the point of beginning.

Thence continue N $34^{\circ}20'18''$ W, 67.21 feet; thence N $15^{\circ}55'30''$ W, 66.94 feet to the common corner of Lot 1 Certified Survey Map No. 14394 and Lot 4 Certified Survey Map No. 9599 at the westerly right-of-way of said Prairie Circle; thence along said westerly right-of-way of Prairie Circle along an arc of a curve concaved easterly having a radius of 70.00 feet and a long chord bearing of S $25^{\circ}09'03''$ E, 132.42 feet to the point of beginning. This vacated Prairie Circle contains 3,862 sq. ft. or 0.09 acres thereof.

Vacated Prairie Circle "B"

Vacated Prairie Circle, located in part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 7, T6N, R8E, Town of Verona, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast Corner of said Section 7; thence N $87^{\circ}45'18''$ W along the South Line of the Southeast $\frac{1}{4}$, 51.21 feet; thence N $34^{\circ}20'18''$ W, 1888.46 feet to right-of-way of Prairie Circle; thence along said right-of-way of Prairie Circle on an arc of a curve concaved northerly having a radius of 70.00 feet and a long chord bearing of N $55^{\circ}39'43''$ E, 66.00 feet to the point of beginning.

Thence N $34^{\circ}20'18''$ W, 56.52 feet; thence N $15^{\circ}55'30''$ W, 73.83 feet; thence N $89^{\circ}04'38''$ E, 226.85 feet; thence S $00^{\circ}57'30''$ W, 33.00 feet; thence S $02^{\circ}16'28''$ W, 33.07 feet; thence S $89^{\circ}04'39''$ W, 167.88 feet; thence along an arc of a curve concaved westerly having a radius of 70.00 feet and a long chord bearing of S $05^{\circ}22'33''$ W, 52.80 feet to the point of beginning. This vacated Prairie Circle contains 15,543 sq. ft. or 0.36 acres thereof

is hereby vacated and discontinued.

BE IT FURTHER RESOLVED, that all easements and rights incidental to the easements that belong to any county, school district, town, village, city, utility, or person that relate to any underground or over ground

structures, improvements, or service and all rights of entrance, maintenance, construction, and repair of structures, improvements, or services shall continue. The Town of Verona does not consent to the discontinuance of any such easements and rights.

BE IT FURTHER RESOLVED, that the petitioners have filed a certified copy of a lis pendens and Exhibit A with the Register of Deeds of Dane County.

ADOPTED THIS 2nd DAY OF JUNE 2020

Mark Geller, Town Chair

I hereby certify that the foregoing resolution was duly adopted by the Town of Verona Board at a legal meeting on the ____ of _____, 2020.

John Wright, Clerk/Treasurer

Dated _____

TEMPORARY LIMITED EASEMENT

_____ ("Grantor"), owner of property hereinafter described as (the "Property"), in consideration of the sum of _____ no/100 Dollars (\$ _____ .00) and other valuable consideration, the receipt whereof is hereby acknowledged, does grant, set over and convey unto the Town of Verona, a Wisconsin municipal corporation, ("Town"), a Temporary Limited Easement for access, snowplowing, and public use purposes ("TLE") upon, over and across a parcel of land ("TLE Area") depicted on attached Exhibit A and legally described as follows:

Property interests and rights of said Parcel _____ consist of:

Temporary Limited Easement: _____ Acres

Any interests or rights not listed above for said parcel but shown as required on said Transportation Project Plat are hereby incorporated herein by reference.

This TLE is subject to the following conditions:

- 1) The purpose of this TLE is to allow the Town to continue to perform road maintenance, and public access on lands located outside of the vacated right-of-way of Prairie Circle, in association with the construction and extension of Prairie Circle as shown on CSM _____.
- 2) The Town's use of the TLE Area shall be for construction, public use purposes including, but not limited to, the right of ingress and egress, the right to operate necessary equipment thereon, and the right to preserve, protect, remove or plant thereon any vegetation that the Town may deem desirable.
- 3) The Grantee reserves the right to use and occupy the TLE area in a manner consistent with the rights conveyed herein, provided that such use and occupancy shall not interfere with or disturb the construction and/or grading of the TLE Area.
- 4) This TLE shall terminate upon completion of the construction described in _____ or December 31, 2021 whichever occurs first.

Any person named in this Temporary Limited Easement may make an appeal from the amount of compensation within six months after the date of recording of this Temporary

RETURN TO: Town of Verona
Town Office
7669 CTH PD
Verona, WI 53593

Tax Parcel No:

Limited Easement as set forth in s.32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the Temporary Limited Easement shall be treated as the award, and the date the Temporary Limited Easement is recorded shall be treated as the date of taking and the date of evaluation.

Dated this ____ day of _____, 2020

GRANTOR NAME

By: _____
(Signature)

State of Wisconsin)
) ss.
County of Dane)

Personally came before me this ____ day of _____, 2020, the above named _____, known to me to be the person who executed the above and foregoing instrument and acknowledged that he/she executed the foregoing instrument, by his authority.

Notary Public, State of Wisconsin

(Print or Type Name)
Commission expires: _____

Drafted by the Town of Verona, Public Works Department



Proposed Self-Storage – Maple Grove Road (East side of road)
(0608-132-8790-0)

Property Owner: Harvey and Barbara Temkin (Swan You See LLC)

Applicant: Jamie and Cameron Lindau

Comprehensive Plan Guidance:

The future land use plan calls for the property to be a commercial land use.

Current and Proposed Zoning:

The current zoning is RM-8 (Rural Mixed Use). The proposed zoning is HC (Heavy Commercial) for this 13-acre parcel.

Past Actions:

In 2012 the Town approved a rezoning to Commercial without a proposed use. However, the application was pulled when it appeared that Dane County was going to deny the rezoning.

Extra-territorial Review Authority:

The parcel is in the City of Madison's Extra-Territorial Jurisdiction. No lot splits are proposed, so the City has no formal review authority. In the past, the City of Madison has expressed interest in keeping this land as open space as part of a buffer between jurisdictions.

The parcel is located in Area C, of the Town of Verona/City of Verona boundary agreement, so no action is needed from the City of Verona.

Surrounding Land Use and Zoning:

There is housing to the north (platted neighborhoods) and to the west (individual rural lots). There is also agricultural land to the west. Highway 18-151 is to the south, and a detention pond is to the east.

Site Features:

The parcel is shown on Dane County maps as being within a floodway. However, the property owner claims to have had the site raised in the past. The applicant has provided a letter from FEMA, but additional documentation is warranted. There are wetlands which the applicant has had delineated on the site.

Prepared by: Amanda Arnold for the 9 Jan Plan Com meeting.

E-WDG Series

LED Decorative Gooseneck
Replaces 100W Incandescent



14" Straight Shroud

10" Angled Shroud

Sturdy. Easy-to-Install. Adaptable.

Featuring over 100,000 hours of maintenance-free operation and an 80+ CRI, our LED Decorative Gooseneck is the perfect replacement for its incandescent predecessors, in both wet and dry locations. Its architectural design offers some of the best accent lighting you'll find, particularly in business storefronts, restaurants, and building perimeters. Plus, with an adjustable knuckle and multiple shroud and finish options, the LED Decorative Gooseneck can take on a wide range of applications, all the while installing like a breeze. And that's not even counting the 5-year warranty.

Easy Installation

- Designed as a direct mount, mounts seamlessly onto any surface
- Included mounting plate fits over a 4-inch square or octagonal junction box and secures with four provided acorn nuts
- Silicon gasket fits snugly against the wall, providing a water-tight seal

Recommended Use

- Storefronts
- Restaurants
- Building perimeters

Durable & Versatile

- Multiple ways to adjust the fixture to meet your needs
- Die cast aluminum housing and shroud
- Black or white polyester powder-coat finish options

Input Voltage

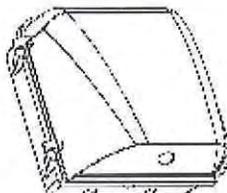
- Universal (120V through 277V Operation)

Certifications



INSTALLATION INSTRUCTIONS E-WFG SMALL Series

| | | | |
|-------------|-------------------|-------|------------|
| Document: | LPN00589X0001A0_A | Date: | 2018-05-08 |
| Created By: | TMT | ECC#: | 009170 |



CAUTIONS

IMPORTANT SAFEGUARDS

When using electrical equipment, basic safety precautions should always be followed including the following:

READ AND FOLLOW ALL SAFETY INSTRUCTIONS

- DANGER**- Risk of shock- Disconnect power before installation.
DANGER – Risque de choc – Couper l'alimentation avant l'installation.
- This Product Must Be Installed In Accordance With The Applicable Installation Code By A Person Familiar With The Construction And Operation Of The Product And The Hazards Involved.
Ce Produit Doit Être Installé Selon Le Code D'installation Pertinent, Par Une Personne Qui Connaît Bien Le Produit Et Son Fonctionnement Ainsi Que Les Risques Inhérents.
- Min. 75°C supply conductors.
Les fils d'alimentation 75°C min.
- Suitable for wet locations.
Convient aux emplacements mouillés.

SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE

MOUNTING OVER RECESSED JUNCTION BOX

NOTE: Fixture is designed for use with 4" octagonal or 4" square junction boxes.

- Remove the rear mounting plate by loosening the two Allen head set screws from the bottom of the plate using the supplied wrench.
- Pull supply leads from junction box through center hole in mounting plate.
- Fasten the mounting plate to the recessed junction box using hardware supplied by others. The arrow on mounting plate should be pointed up. Use the integrated bubble level to ensure the plate is level.

- Make wiring connections per the Electrical Connections section.
- Push the splices into the junction box.
- Slide the fixture down over the upper edge of the mounting plate, engaging the bracket on back of the housing with the upper edge of the mounting plate. Retighten the set screws to hold the fixture in place.

NOTE: To ensure a water tight seal, caulk between the rear housing and the mounting surface.

WALL MOUNTED WITH CONDUIT FEED

- Remove the rear mounting plate by loosening the two Allen head set screws from the bottom of the plate using the supplied wrench.
- Attach the mounting plate to the mounting surface using hardware supplied by others. The arrow on mounting plate should be pointed up. Use the integrated bubble level to ensure the plate is level.
- Remove lens assembly by loosening screws on side of frame. Swing lens assembly open, disconnect quick connect wiring connector(s) and lift lens assembly upward to remove from housing.
- From inside of the housing, pull the black, white, and green fixture lead wires through the plug in the back of the fixture housing.
- Seal the (3) holes in the plug in the back of the housing with a high grade caulking material such as silicone rubber.
- Slide the fixture down over the upper edge of the mounting plate, engaging the bracket on the back of the housing with the upper edge of the mounting plate.
- Retighten the (2) set screws to hold the fixture in place.
- Remove the appropriate plug(s) from the sides or top of the fixture and attach surface conduit to the housing.
NOTE: Use of teflon tape on the conduit threads will ensure a watertight seal.
- Feed the supply leads through the conduit and into the fixture housing.
- Make wiring connections per the Electrical Connections section.
- Replace the lens assembly on hinges, re-connect quick-connect wiring connectors, and swing lens into place. Re-tighten screws that were loosened in Step 3.

ELECTRICAL CONNECTIONS

Fixture is equipped with universal volt driver 120-277V
(i.e. 120V, 208V, 240V or 277V)

PHASE TO NEUTRAL WIRING 120/277V

- Connect supply ground to fixture ground (green) lead.
- Connect supply common to fixture neutral (white) lead.
- Connect supply Vin to fixture hot (black) lead.

Tuck all wires carefully into wiring chamber ensuring that no wires are pinched.

PHASE TO PHASE WIRING 208/240V

- Connect supply ground to fixture ground (green) lead.
- Connect supply L1 (Hot) to fixture neutral (white) lead.
- Connect supply L2 (Hot) to fixture hot (black) lead.

Tuck all wires carefully into wiring chamber ensuring that no wires are pinched.

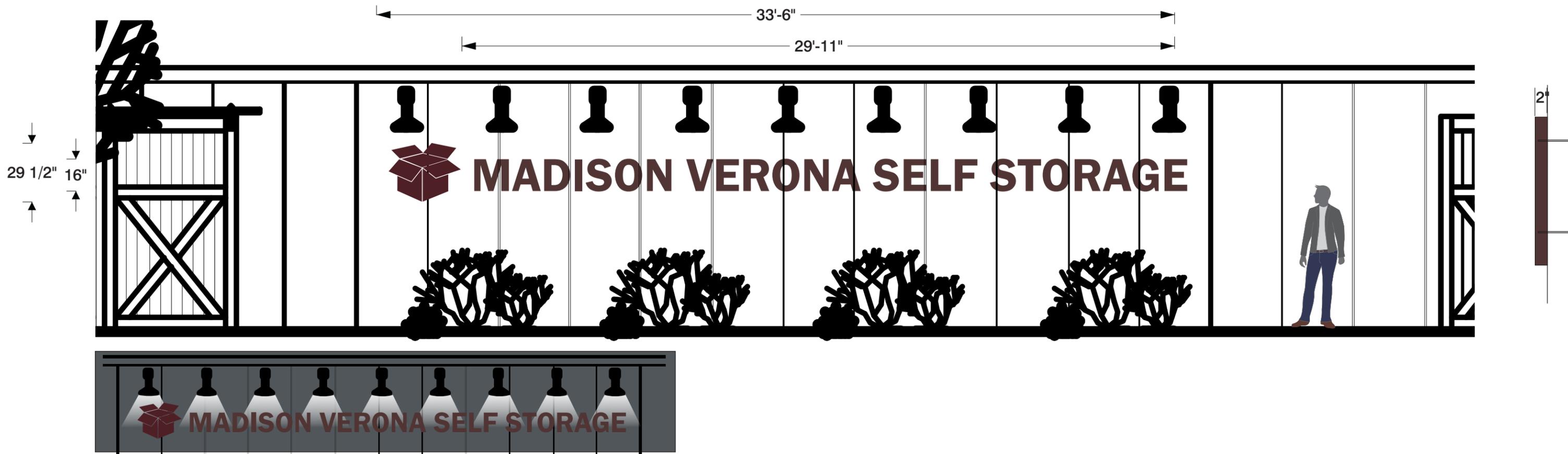
Verona Lighting Plan

(Complying with Dark Sky Regulations)

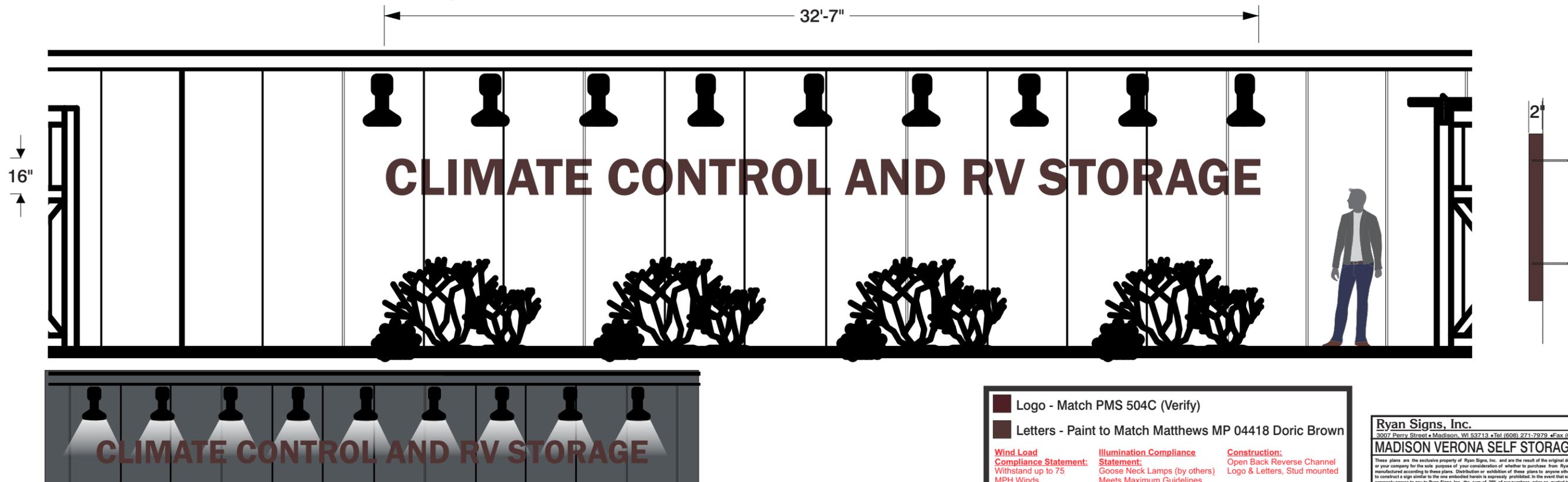
-  Lights on 24 Hours
-  Lights on Motion Sensors
-  Recessed Lights in Alcove on 24 Hours
-  Lights in Hallway



2 East Elevation - Stud Mounted, Open Backed Channel Letters w/ External Illumination



3 East Elevation - Stud Mounted, Open Backed Channel Letters w/ External Illumination



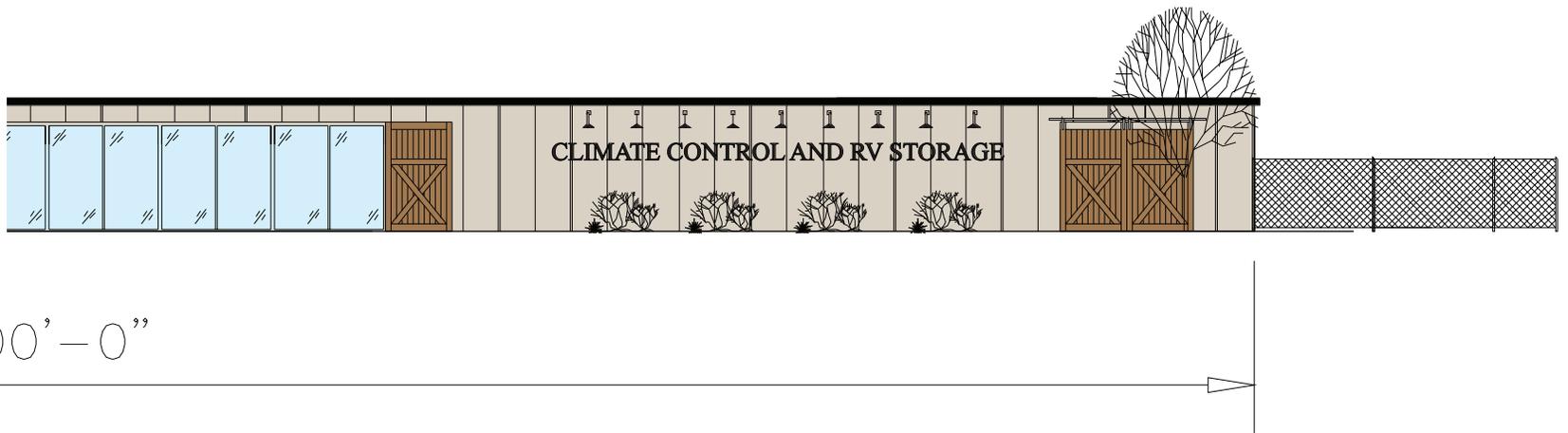
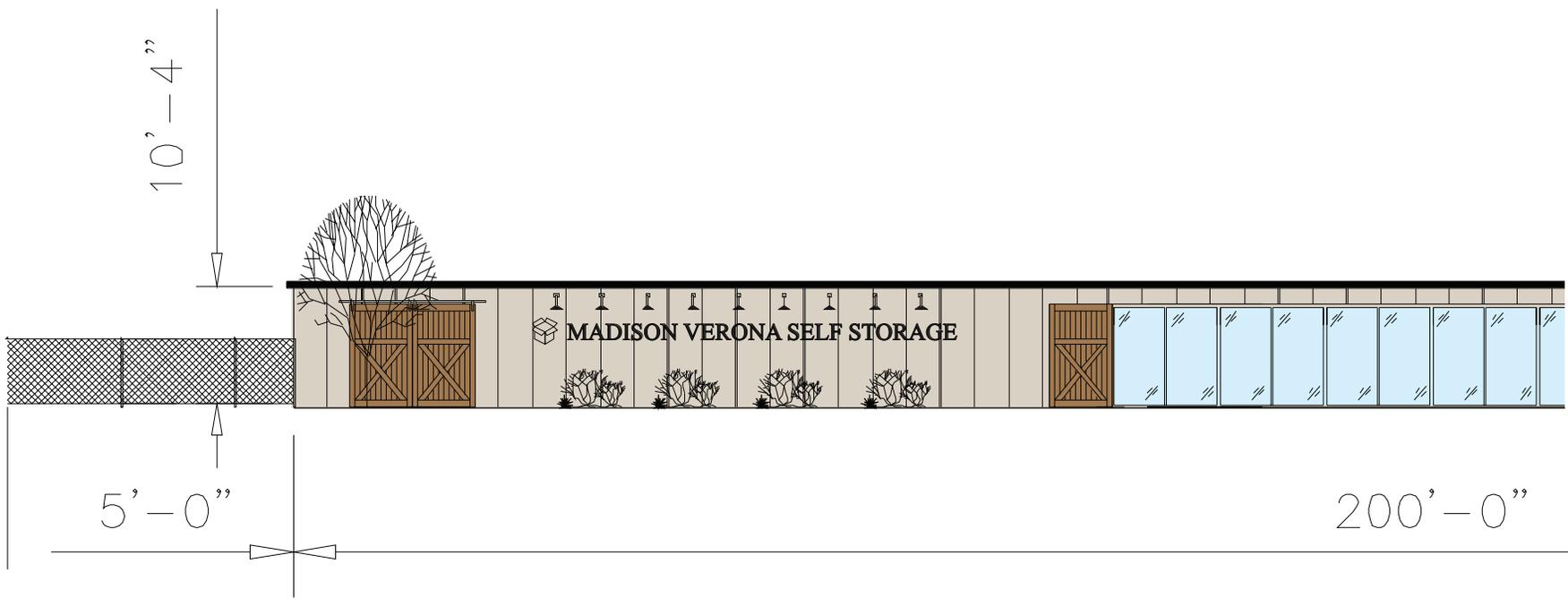
- Logo - Match PMS 504C (Verify)
- Letters - Paint to Match Matthews MP 04418 Doric Brown

Wind Load Compliance Statement: Withstand up to 75 MPH Winds

Illumination Compliance Statement: Goose Neck Lamps (by others) Meets Maximum Guidelines

Construction: Open Back Reverse Channel Logo & Letters, Stud mounted

| | | | |
|--|--|--------------------------------|------------------------------------|
| Ryan Signs, Inc. | | SCALE: 1/4" = 1'-0" | APPROVED: |
| <small>3007 Perry Street • Madison, WI 53713 • Tel: (608) 271-7979 • Fax: (608) 271-7853</small> | | DATE: 4/6/20 | Copyright 2020 by Ryan Signs, Inc. |
| MADISON VERONA SELF STORAGE | | REVISED: | DRAWN BY: KW |
| <small>These plans are the exclusive property of Ryan Signs, Inc. and are the result of the original design work of its employees. They are submitted to you or your company for the sole purpose of your consideration of whether to purchase from Ryan Signs, Inc. Madison, Wisconsin a sign designed and manufactured according to these plans. Distribution or exhibition of these plans to anyone other than employees of your company or use of these plans to construct a sign similar to the one embodied herein is expressly prohibited. In the event that such use, distribution or exhibition occurs, the undersigned expressly agrees to pay to Ryan Signs, Inc. the sum of 25% of our purchase price as quoted to you. This covenant of payment is acknowledged to be compensation for the time, effort and talent devoted to the preparation of the plans.</small> | | DRAWING NUMBER: 7001 | |





TOWN OF VERONA

TO: Town Board of Supervisors

DATE: June 1, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: Field Access permit application addressed as:

Parcel # 0608-134-9500-8- Grandview Road

Attached for the consideration of the board is a field access permit application for the above subject property. The field access is proposed for the access to agricultural fields currently under cultivation. The owner has filed a Certified Survey Map (CSM) to separate the agricultural field from the existing residential property. The applicant also owns the residential property. The approved CSM is attached.

Attached is the site review checklist and the site photos of the proposed field access location. The proposed driveway meets the current Town of Verona ordinances and requirements and provides adequate vision sight distance on Grandview Road as well as adequate separation from the existing residential driveways on Grandview Road. As shown on the photo attachment, several trees and bushes will need to be removed by the applicant to provide the proper vision triangle. On May 26, 2020, the Public Works Committee voted to approve the access with the option to allow a 40-foot culvert for improved farm equipment access and review of the driveway/access fee.

Attachments

Cc Sarah Gaskell, Town Planner and Administrator

Town of Verona
 Driveway Review Checklist
 Location: 062-0608-134-9500-8
 Date 7-Apr-20
 By W. Christopher Barnes



| | Yes | No | Comments |
|--|-----|----|----------|
| Driveway Drawing and Soil Erosion Control Plan | X | | |
| Site Visit Completed | X | | |
| Fee Paid | X | | |
| Fee Escrow deposited | | | NA |
| Location Sight Distance > 350 feet | X | | |
| Length > 100 feet Verona Fire Dept. Review | | | NA |
| Driveway > 500 feet Passing lane | | | NA |
| Driveway > 100 feet Hammerhead | | | NA |
| Cleared Path > 22 feet | | | NA |
| Driveway Grade < 12% | X | | |
| Driveway width at Road < 26 feet | X | | |
| Culvert Required | X | | |
| Length (24 feet min) | X | | |
| Diameter (15" min) | X | | |
| Flared End walls | X | | |
| Variances requested | | X | |

TOWN OF VERONA
◆ DRIVEWAY CONSTRUCTION PERMIT APPLICATION ◆
 (Driveway Ordinance #2009-02B)

Applications for a driveway construction permit **cannot** be processed until the lot is legally created. A certified survey map (CSM) or final plat that has been signed and recorded must be on file with the Town before a driveway application may be processed.

This completed driveway application form must be filed with the Town Clerk/Treasurer **along with a nonrefundable \$250.00 application fee and applicable escrow deposit.** (See Resolution 2010-03 Escrow Requirements.) **Escrow balances may be refundable** as provided in the Town's driveway ordinance.

Note: A building permit **may not** be issued for any parcel without an approved Town of Verona driveway construction permit.

REQUIRED INFORMATION

Landowner: Jon & Denelda Baldock Applicant/Agent: _____
 Address: 6394 Grandview Rd, Verona, WI 53593 Address: _____
 Phone: 608-480-4091 Cell: 608-698-7993 Phone: _____ Cell: _____
 Email: jon@jbstats.com Email: _____

Mailing Address for Completed Permits: Name: Jon & Denelda Baldock
 Address: 4146 Schneider Dr. City: Oregon State: WI Zip: 53575

Parcel # 062-0608-134-9500-8 Road to be Accessed by Driveway: Grandview Rd
 Legal Description: SE1/4 of the SE1/4 of Section 13 in the Town of Verona

Type of Proposed Use: NEW *CHANGE of Use - RELOCATE - IMPROVEMENT or CULVERT REPLACEMENT (circle one (1)):
 (*Change of Use applies should a Dane County Conditional Use Permit be required.)

- Agriculture \$1000.00 Field Road \$1000.00 Residential \$1000.00
- Commercial \$1500.00 Industrial \$1500.00 Temporary/Access Drive \$500.00
- Improvement or Culvert Replacement \$300.00

Driveway Length & Width: 23' x 28' Feet
 (proposed)

Existing Drive: Y
 Existing Culvert: Y

If yes, approx. Diameter _____ (INCHES)

Date of Proposed Driveway Construction: July 2020

Additional Comments: Reason for application is to provide access to farmland after splitting off building pto.

The undersigned hereby applies for a driveway permit at the above location in accordance with the Town of Verona Driveway Ordinance 2004-02.

Landowner or Applicant Signature: Jon Balderch Date: 19 Mar 2020

(If applicant is not the property owner, attach a notarized statement authorizing applicant to act as landowner's agent.)

REQUIRED APPLICATION MATERIALS

- 1) The required application fee and escrow deposit.
- 2) A scale drawing of the property parcel. Be sure to include the following, when submitting your driveway construction drawing or diagram.
 - The relationship of the driveway to property lines, structures and existing private roads and public highways.
 - The proposed or existing driveway location. Distances from the existing property lines to the centerline of the driveway shall be dimensioned to establish the driveway location. The length, width, and radius of all curves of the driveway shall be included.
 - The width of the driveway at the edge of roadway shall be dimensioned.
 - The slope of the driveway and the slopes on your property.
 - All buildings existing and any new buildings intended to be added to the parcel.
 - The location and size of any culverts.
 - The location and structure of any retaining walls.
- 3) An approved copy of a Dane County erosion control plan, which includes the drive or a copy of an approved erosion control plan for 1 & 2 family dwelling construction site plan.

RETURN COMPLETED APPLICATION TO:

Tammy Dresser
Town of Verona
7669 County Highway PD
Verona, WI 53593-1035
608-845-7187 / 608-845-7143 Fax

OFFICE USE ONLY:

NONREFUNDABLE APPLICATION FEE RECEIVED: AMOUNT: \$ _____ DATE: _____

ESCROW DEPOSIT RECEIVED: AMOUNT: \$ _____ DATE: _____

Plan Reviewed – Site Visit: _____ Date: _____

Verona Fire Department Review: _____ Date: _____

Approved Denied

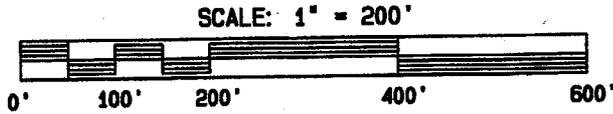
DETERMINATION: _____

NEXT PUBLIC WORKS MEETING: _____

NEXT TOWN BOARD MEETING: _____

Driveway Construction Plan - Jon + Dee Baldoek

Map 1: Location 19 Mar, 2020



EAST 1/4 CORNER
SECT. 13-6-8
FD. ALUM. MON.

PRELIMINARY

NE-SE

N 89°23'54" E 1304.68'
1271.67'

PARCEL "A"

36.31 ACRES

(1,581,831 SQ.FT. SQ.FT.)

35.00 AC. EXCL. R/W

(1,524,660 SQ.FT.)

PRELIMINARY

LEGEND:

- = SET 3/4" x 18" IRON ROD.
- = FOUND 1" IRON PIPE.

SE 1/4 - SE 1/4

DATED: MAR. 19, 2020

planned driveway

PROPOSED
CERTIFIED SURVEY
MAP PARCEL

BEARINGS ARE REFERENCED TO THE
SOUTH LINE OF THE SOUTHEAST 1/4 OF
SECTION 13-6-8, DANE COUNTY
COORDINATE SYSTEM:
S 89°18'38" W.



CSM
NO.
1057

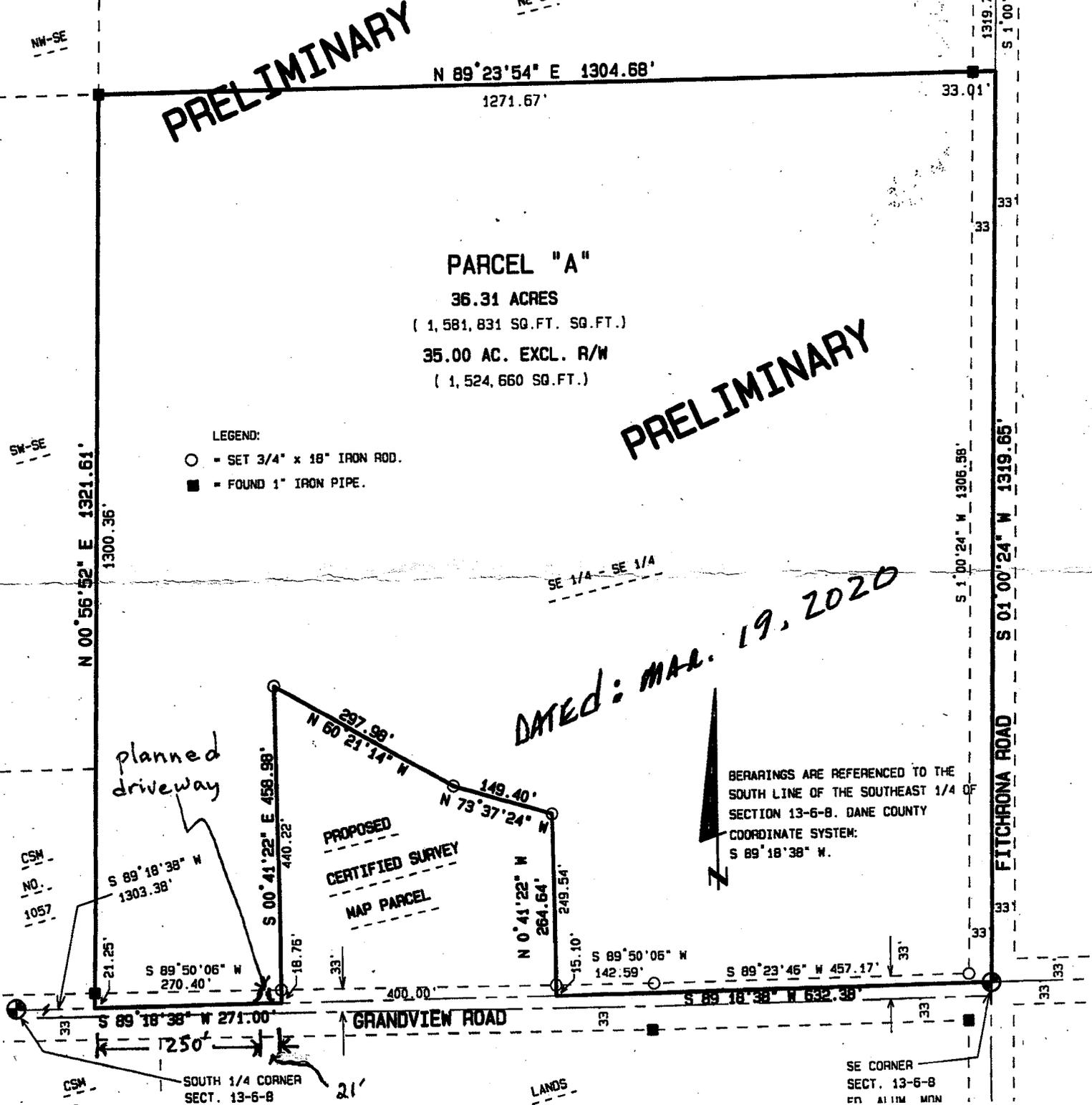
FITCHRONA ROAD

GRANDVIEW ROAD

SOUTH 1/4 CORNER
SECT. 13-6-8

SE CORNER
SECT. 13-6-8
FD. ALUM. MON.

LANDS

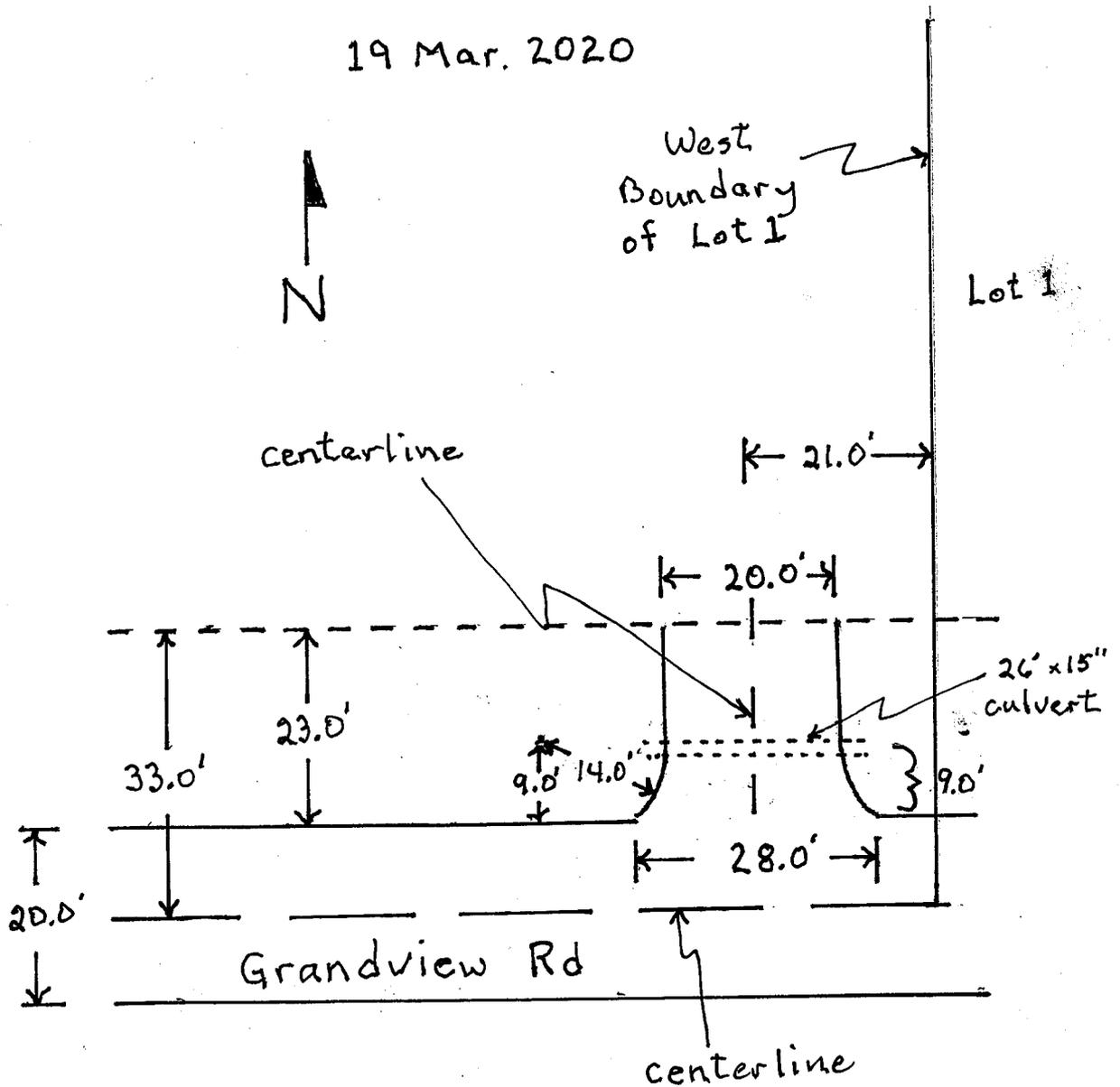


Driveway Construction Plan: Map 2

Jon + Dee Baldock

Scale: 1" = 20'

19 Mar. 2020



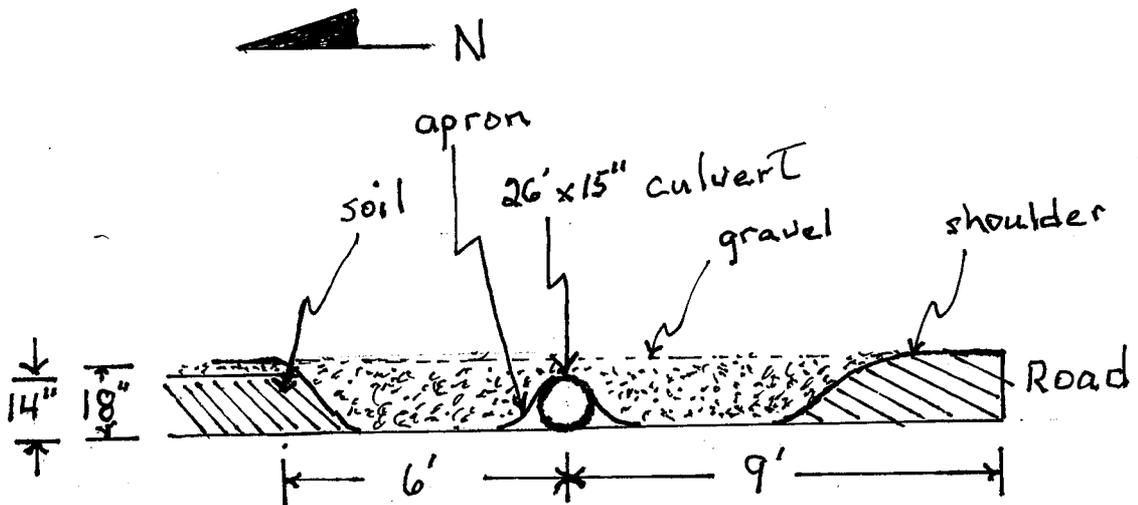
Driveway Construction Plan

Jon + Dee Baldock

Map 3 19 Mar. 2020

Scale: 1" = 4'

Side View - Ditch Portion





Centerline of Driveway



Facing West

**062-0608-134-9500-8 Field Access Driveway
Grandview Road**



Facing East



Road Edge at Centerline

**062-0608-134-9500-8 Field Access Driveway
Grandview Road**

TOWN OF VERONA

TO: Town Board of Supervisors

DATE: June 1, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: Field Access permit application addressed as:

Parcel # 0608-322-9550-0 Flint Lane

Attached for the consideration of the board is a field access permit application for the above subject property. The field access is proposed for the access to agricultural fields currently under cultivation. The access uses the southernmost end of Flint Lane to access fields that cannot be readily accessed from Sugar River Road. The review of the driveway installation has resulted in significant research into the location and width of Flint Lane. As the board may know, Flint lane is a narrow roadway originally constructed as a fire access road. The condition of Flint lane is poor and currently has one residence, which uses Flint lane from the southern end. After review with the Dane County Surveyor, it has been determined that the width of the Flint Lane right of way is 66 feet (4 rods). Attached is correspondence from the County Surveyor to this effect. The pavement of Flint Lane is situated entirely on the western half of the right of way. The drainage of Flint Lane is not well defined and the applicant will need to provide a drainage path under the drive to convey water from the north side of the drive to the natural flow path to the south of the driveway. On May 26, 2020, the Public Works committee considered the driveway installation and the applicant submitted a list of conditional uses and a written document describing his position on the access. The correspondence is attached. The Public Works committee voted to recommend the access for approval to the board.

Attached also is the site review checklist and the site photos of the proposed field access location. The proposed driveway meets the current Town of Verona ordinances and requirements for a field access and provides adequate vision sight distance on Flint Lane. The distance from the existing driveway is substandard, but given the nature of Flint Lane and the occasional use of the field access, I do not anticipate any traffic conflict with this driveway.

Attachments

Cc Sarah Gaskell, Town Planner and Administrator

Town of Verona

Driveway Review Checklist

Location: 0608-322-9550-0

Flint Lane

Date 7-May-20

By W. Christopher Barnes



| | Yes | No | Comments |
|--|-----|----|------------------------|
| Driveway Drawing and Soil Erosion Control Plan | | X | Waiting formal drawing |
| Site Visit Completed | X | | |
| Fee Paid | X | | |
| Fee Escrow deposited | | | NA |
| Location Sight Distance > 350 feet | X | | |
| Length > 100 feet Verona Fire Dept. Review | | | NA |
| Driveway > 500 feet Passing lane | | | NA |
| Driveway > 100 feet Hammerhead | | | NA |
| Cleared Path > 22 feet | | | NA |
| Driveway Grade < 12% | X | | |
| Driveway width at Road < 26 feet | X | | |
| Culvert Required | X | | |
| Length (24 feet min) | X | | TDB |
| Diameter (15" min) | X | | TBD |
| Flared End walls | X | | |
| Variances requested | | X | |

REC'D

MAY 26 2020

TOWN OF VERONA

Purpose of "Town of Verona Driveway Ordinance"

"the Town Board finds that it is necessary and in the public interest to regulate the design, location and construction of private driveways and vehicular access points onto public highways in order to ensure that proposed and constructed improvements are consistent with the public safety and welfare and will not cause unnecessary damage to public facilities or undue expense to the Town in connection with future maintenance of the adjacent drainage facilities or highways..." ; "establishing standards for driveway design and construction"

Issue before the Public Works Committee and the Town Board

Applicant Richard Bruce Allison seeks **approval of a conditional use permit** for agricultural land maintenance access to the far corner of his farm property off Town road Flint Lane.

As owner of a large farmland tract he has a **legitimate interest in access** for occasional and necessary maintenance of agricultural crop land, agricultural woodland, waterways, pest monitoring, invasive species management, water flow management and other requirements of proper land management.

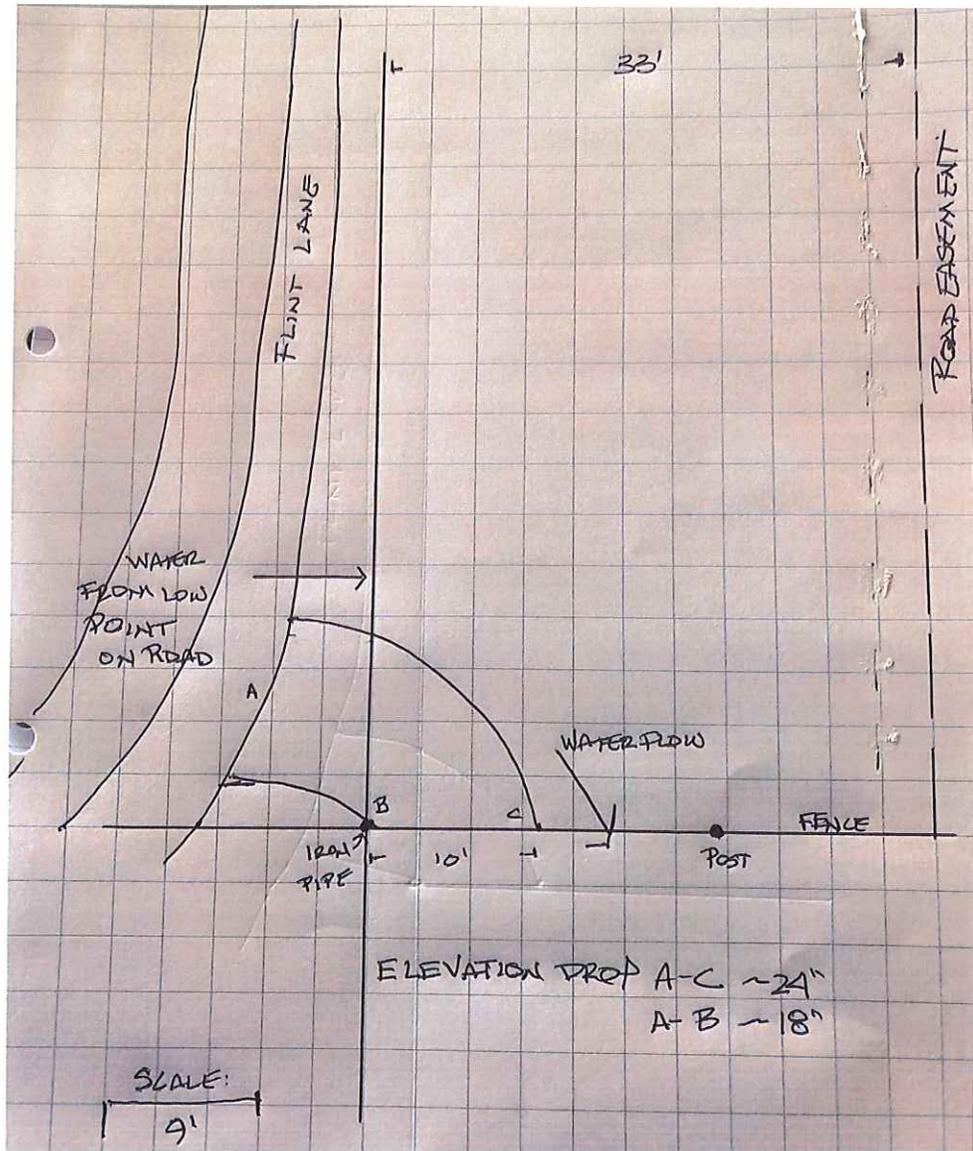
Flint Lane is a 66' easement public Township Road. 33' of easement abuts the north boundary of the Allison farm. The proposed **access is only a 10' drive** leaving approximately 23' of easement land as is.

The **permit request is for conditional use limiting access to occasional use for light truck and small landscape tractor thus precluding all heavy farm equipment.** This use will not have any deleterious effect on the existing condition of Flint Lane, will add only rare vehicle trips, and not interfere with the existing agricultural driveway of the farm to the north or the residents to the west at 1839 Flint Lane. Town snow plowing or road maintenance is unaffected.

The applicant has met all the **application requirements and fee payments.**

The access drive **design has met all the specifications within the ordinance** including drainage, grade and traffic safety. Section 5.b(4) allows the Town Board, with the advice of the Town Engineer, to determine appropriate standards on field roads and ag driveways on a case-by-case basis.

Applicant has **communicated with neighbors regarding waterflows and traffic issues.** He is a good neighbor and has strived to balance his **strongly felt and legitimate desire for access** with the needs and desires of his immediate neighbors. Furthermore, he has been a good Town citizen serving on the Town Plan Commission, Chairman of the Open Space and Parks Commission and currently on a Town ad hoc committee for smart growth. He requests **due process** with his application **judged solely on criteria established in the ordinance**, in a manner **equal** to other Town field road driveway applications and **fairness** consideration of access already granted to a farm and resident on this road.



REC'D

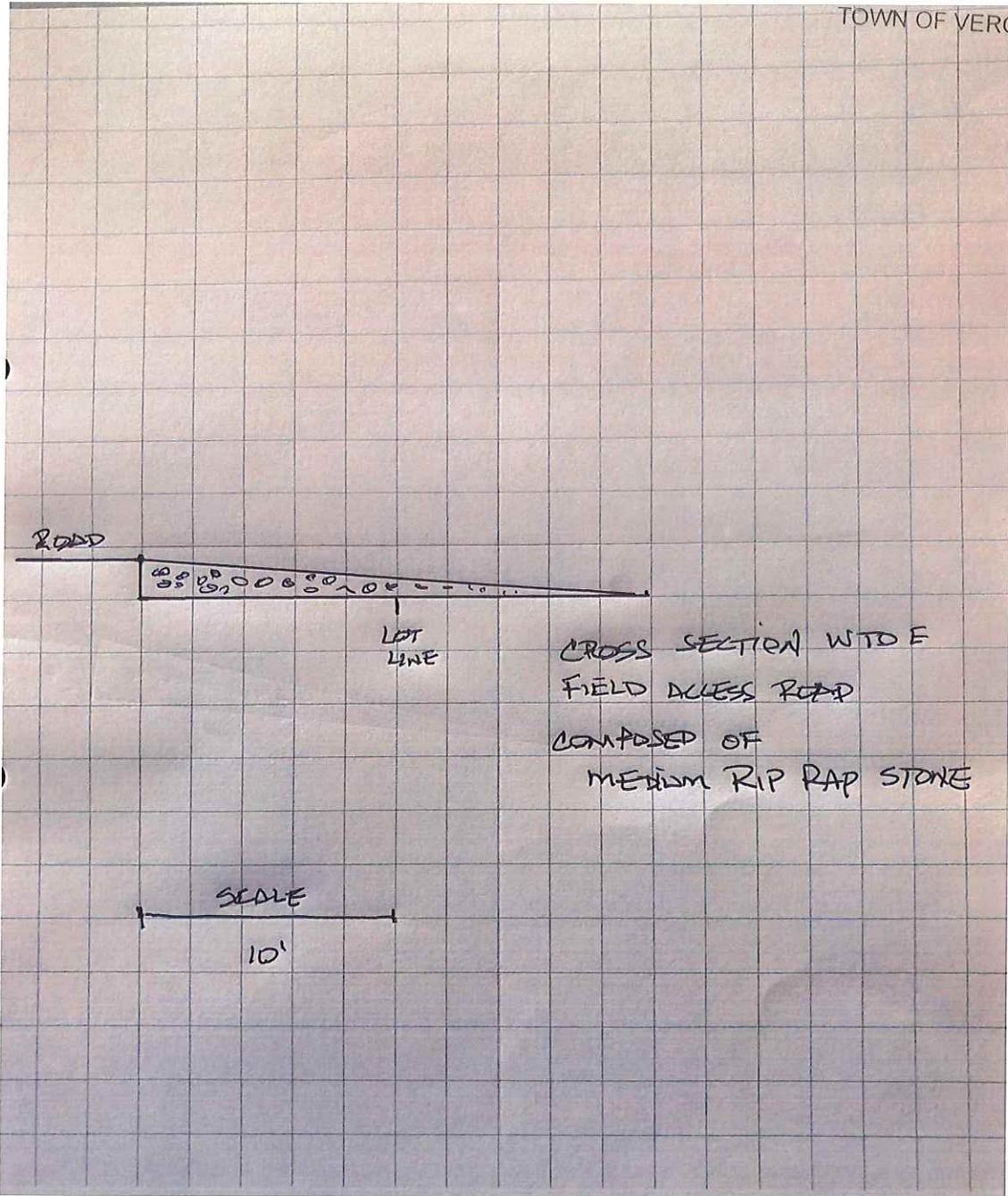
MAY 26 2020

TOWN OF VERONA

REC'D

MAY 26 2020

TOWN OF VERONA



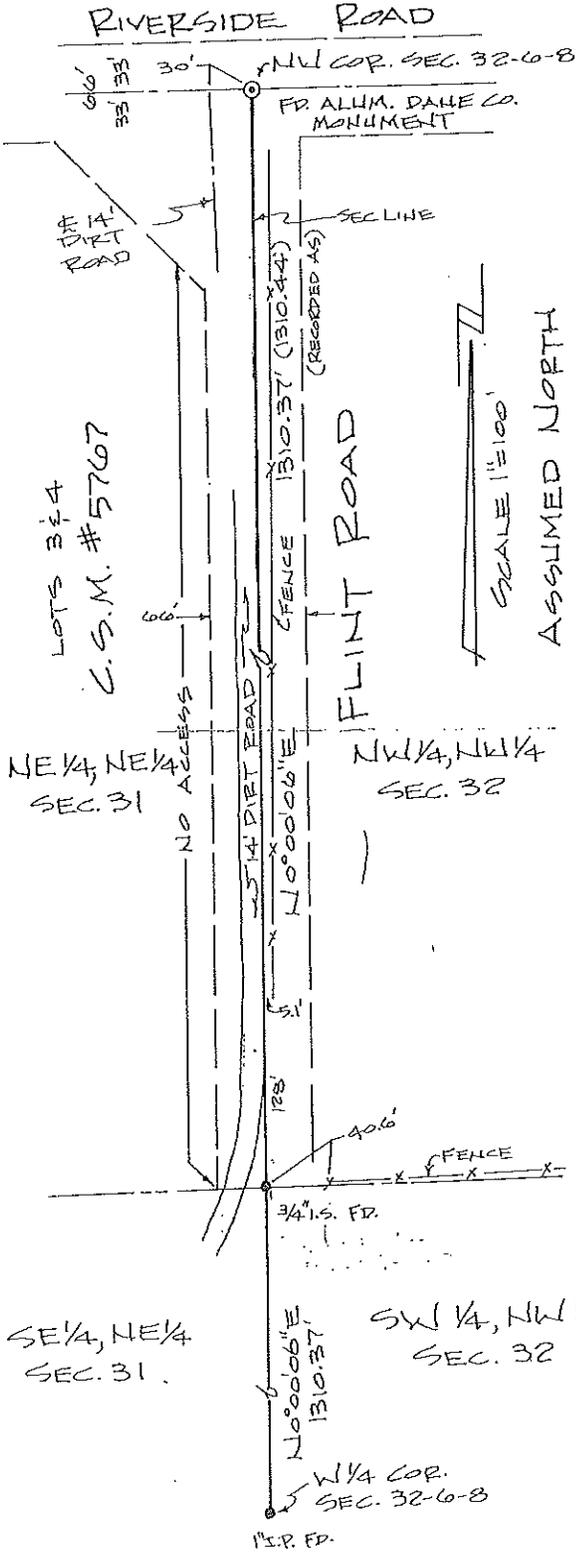
PLAT OF SURVEY

R.F. Sarko and Associates, Inc.
Land Surveyors
2919 University Avenue
Madison, Wisconsin 53705

REC'D

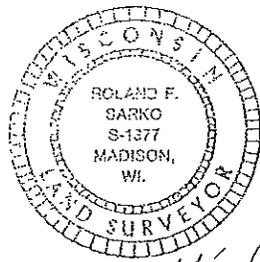
APR 28 2020

TOWN OF VERONA



ASSUMED NORTH
BEARINGS REFERENCED TO
THE WEST LINE OF THE NW 1/4
OF SECTION 32-6-8
N 00°00'06" E ASSUMED

SCALE 1"=100'



Roland F. Sarko
1-26-94

PLAT OF SURVEY

R.F. Sarko and Associates, Inc.
Land Surveyors
2919 University Avenue
Madison, Wisconsin 53705

LEGAL DESCRIPTION OF PROPERTY SURVEYED:

The Northwest corner of the SW 1/4 of the NW 1/4 of Section
32, T6N, R8E, Town of Verona, Dane County, Wisconsin.

ADDRESS OF PROPERTY SURVEYED:

Flint Road
Town of Verona, Wisconsin

REC'D

APR 28 2020

SURVEYED FOR:

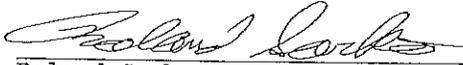
TOWN OF VERONA

Bruce Allison
2769 Marshall Parkway
Madison, WI 53713

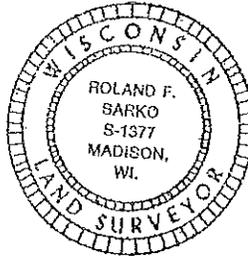
CERTIFICATE:

I, Roland Sarko, Wisconsin Registered Land Surveyor Number S-1377, hereby certify that I have surveyed the above described property and that the above map is a true and correct representation thereof and shows the location of the property and the exterior boundaries. This survey is made for the exclusive use of the present owners of the property and also those who purchase, mortgage or guarantee the title thereto within one year from date hereof and to them we certify the accuracy of said survey and map.

Dated this 26th day of January, 19 94.



Roland Sarko
Wisconsin Registered Land Surveyor
Number S-1377



Chris Barnes

From: Frick, Daniel <Frick@countyofdane.com>
Sent: Friday, May 08, 2020 11:19 AM
To: Chris Barnes
Subject: RE: Flint Lane, Section 31/32 Town of Verona

Sorry, I was thinking of Fritz not Flint. The CSM is the full constructed portion of the road. The original order is form 1859 and does not include a width. It was initially laid out to go form the S1/4 corner of Section 31 heading east past the curve in Fritz Rd and then heading Northeasterly the E1/4 corner of 31 and then follow the section line north to Riverside. At the time of this order it may have been assumed to be a 3 rod road, but with no width referenced, I believe by law it is determined to be 66'. That could be argued by fence evidence, but with the CSM showing 66' and the town receiving maintenance funds for years based on a 66 foot r/w per WISLR, I think the evidence is fairly strong to support the 4 rod road.

Daniel C. Frick, PLS
Dane County Surveyor
Rm. 116 City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703

608-266-4252

From: Chris Barnes <CBarnes@town.verona.wi.us>
Sent: Friday, May 8, 2020 10:39 AM
To: Frick, Daniel <Frick@countyofdane.com>
Subject: RE: Flint Lane, Section 31/32 Town of Verona

Thanks for the reply,

The driveway is adjacent to parcel 060832285500 and Parcel 060832295500

W. Christopher Barnes, P.E.
Public Works Project Manager
Town of Verona, WI.
608 807-4471 direct
Office hours 8:00am to 12:00pm M-F



Purpose of “Town of Verona Driveway Ordinance”

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Facing East



Facing South

Field Entrance Driveway SW Qtr of NE Qtr Section 32



Facing northeast from the end of the Right of Way



Water runoff flow path from the north to the east

Field Entrance Driveway SW Qtr of NE Qtr Section 32

TOWN OF VERONA

TO: Public Works Committee

DATE: June 2, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: 2020 Road Maintenance-Crack Filling

As the committee may know, the town performs annual crack filling which consist of applying a hot asphalt sealant after routing and air blowing the road cracks. Crack filling is key preventive maintenance, which helps in keeping water from getting into the road base. Once water get to the road base material, the aggregate loses it strength and cause further surface cracking and settlement. For 2020, \$15,000 was established in the budget for crack filing.

Traditionally the town has worked with a single vendor to perform crack filling. This year, staff prepared a bid specification and requested quotes on several roads. The tabulation of the received quotes is attached. Regrettable, there are insufficient funds to complete all of the bid roads. Based on the prices received and past performance, I recommended to the Public Works Committee that the town accept the quote from Crack Filling Service Corp. to do crack filling for 2020. Crack filling Service Corp. has been the vendor of choice for a number of years.

The cost to perform work on Dairy Ridge Road, town office parking lot and Maple Grove Road would be \$ 16,200 and would exceed the budgeted amount. Maple Grove Road would-be ideal to crack fill this year. If sufficient savings could be found during the annual chip seal program, I would propose a change order to add Maple Grove Road. The Public Works Committee reviewed the bids and recommended that the Town Board accept the quote from Crack filling Service, Corp for Dairy Ridge Road, and the Town Office parking lot with the option to add Maple Grove Road if funds become available.

Attachments

Cc Sarah Gaskell, Town Planner and Administrator



TABULATION
TOWN OF VERONA 2020 CRACK FILLING
RECEIVED 5-15-2020

Crack Filling Service, Corp.
4033 Barlow Road
Cross Plains, WI 53528

Fahrner Asphalt Sealers
316 Raemish Road
Waunakee, WI 53597

Thunder Road, LLC
W297 S3549 Boettcher Road
Genesee, WI 53189

| <u>Item</u> | <u>Unit</u> | <u>Total</u> | <u>Total</u> | <u>Total</u> |
|---------------------------|-------------|--------------|--------------|--------------|
| 1 Maple Grove Road | L.Sum | \$11,000.00 | \$10,880.00 | \$10,400.00 |
| 2 Dairy Ridge Road | L.Sum | \$4,800.00 | \$8,805.00 | \$10,100.00 |
| 3 Cross Country Road | L.Sum | No Bid | \$12,590.00 | \$14,300.00 |
| 4 Town Office Parking Lot | L.Sum | \$400.00 | \$500.00 | \$400.00 |

TOWN OF VERONA

TO: Town Board of Supervisors

DATE: June 1, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: Valley Road Bridge Replacement

ACTION RECOMMENDED: That the Town Board accept the bridge fund agreement from the Wisconsin Department of Transportation for the Sugar River Bridge, B-13-0346 for construction in State fiscal Year 2023

As contained in the April 2020 monthly report, the bridge replacement funding application for the Valley Road bridge was approved by the Wisconsin Department of Transportation (WISDOT) for engineering and construction for \$727,088.

The existing two span structure was built in 1983 and spans the Sugar River. The current bridge sufficiency rating is 36.6 (out of 100), placing it on the deficient bridge list for Dane County. The bridge consists of pre-stressed concrete girders with a concrete slab. Steel H-piles support the mid-span pier cap. The bridge suffers from severe deterioration of the outside fascia and section loss on the outer H-piles of the center pier cap due to uncontrolled drainage and corrosion from the deck. In April of 2018, the bridge rating was reduced to a 20-Ton limit. In August of 2018, an extraordinary rainfall event caused the Sugar River to reach unprecedented levels and the bridge may have been overtopped with floodwaters. As a result of the high flow velocities, scour and erosion has occurred under the bridge abutments. The attached bridge inspection report details the bridge condition as well as photos of the deterioration of the fascia, pile caps and abutment scour.

Mr. Phil Meinel, former Public Works Committee member and WISDOT bridge engineer, regarding the cost of replacement versus repair of the existing bridge, raised a question regarding the value of a bridge replacement. The attached sheet estimates the cost to rehabilitate versus replacement of the bridge. As shown on the sheet, the cost difference is approximately \$1,000. Federal funding for the bridge construction and engineering is 80%. The town funding is 20%. For the 20% town cost, Dane County will reimburse 50% of the eligible engineering and construction expenses. Overall, the town will pay 10% of the total project cost. The costs were reviewed with Mr. Meinel, and he recognized the value of the bridge replacement. If accepted, the engineering work would begin in 2021 with potential construction in either late 2022 or 2023. Funding for the bridge would be established in increments each year in the adopted town budget.

It is recommended that the Town Board accept the bridge fund agreement from the Wisconsin Department of Transportation for the Sugar River Bridge, B-13-0346 for construction in State fiscal Year 2023

Attachments

Valley Road Bridge Cost Evaluation

3/24/2020

wcb

Rehabilitation

| Item | Description | Estimated Coat | Reference |
|--|--|---------------------|--------------------------|
| Abutment stabilization and Rip Rap Replacement | Repair wash out and erosion from the 2018 flood event | \$ 22,000.00 | Terra Construction Quote |
| Piling cap removal and replacement | Cut and replace failed outer pile caps with new welded slice | | MSA Cost opinion |
| Fascia repair and water proofing treatment | remove exposed spalled concrete fascia and deck (1 to 2 feet) and dowel new deck into the old deck | \$ 139,200.00 | MSA Cost opinion |
| Bridge Rail Replacement | remove and replace existing bridge rail and replace corroded sections 160 feet at \$80/LF | \$ 12,800.00 | WISDOT Cost Guide |
| 2019 Cost | | \$ 174,000.00 | |
| Total Cost with inflation (5%) | | \$ 182,700.00 | |
| Revenue Funds | County Bridge Aid | \$ 91,350.00 | |
| Total Town Expense | | \$ 91,350.00 | |

Replacement

| Item | Description | Estimated Coat | Reference |
|---|--|----------------------|-------------------|
| Bridge Replacement (total) | New Concrete deck bridge with parapet bridge rail, bridge piling, slope armoring and road tie in | \$ 727,500.00 | WISDOT Cost Guide |
| Engineering | Design and Construction | \$ 172,200.00 | WISDOT Cost Guide |
| Temporary Limited Construction Easement | For construction site lay down and storage | \$ 500.00 | |
| WISDOT Review | | \$ 11,240.00 | |
| Non participating construction | | \$ 500.00 | |
| Total Expense | | <u>\$ 911,940.00</u> | |
| Revenue Funds | Federal Participation | \$ 727,088.00 | |
| | County Bridge Aid | \$ 92,426.00 | |
| Total Town Expense | | \$ 92,426.00 | |

WisDOT Division of Transportation System Development
Southwest Region – La Crosse Office
3550 Mormon Coulee Road
La Crosse, WI 54601

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Telephone: (608) 789-7879
FAX: (608) 785-9969
Email: robert.winterton@dot.wi.gov



May 15, 2020

MARK GELLER
TOWN CHAIR
TOWN OF VERONA
7669 CTH PD
VERONA, WI 53593

Mr. Geller:

Enclosed for signature is the project agreement for the following project that has approved funds in the 2020 - 2025 Local Bridge Program.

Project I.D.: 5796-00-04/74
Sugar River Bridge, B-13-0346
Valley Road, Town of Verona

Please sign and return one (1) copy of the agreement. Electronic signatures are acceptable. Return the copy of the agreement by mail or e-mail to the Department with signatures prior to June 30, 2020 at this address:

Southwest Region- Madison
Attn: Michael Erickson
2101 Wright Street
Madison, WI 53704-2583

or michael.erickson@dot.wi.gov

Note the cost ratios for each project phase and any federal/state funding limits which may exist. The Municipality is responsible for the entire cost of non-participating items as well as any costs which exceed the funding limits, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) ***MUST NOT*** begin work on a federal/state-funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding. Authorization will coincide with the currently scheduled year that is stated in the agreement.

If you have any questions regarding the agreement or need an extension to the submittal date, please call me at (608) 789-7879 or e-mail robert.winterton@dot.wi.gov.

Sincerely,

Robert Winterton

Robert Winterton, P.E.
Local Programs Engineer – SW Region



**STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION**

**Inspection Report for
B-13-346**

VALLEY RD over SUGAR RIVER
Sep 11, 2018



| Type | Prior | Frequency (mos) | Performed |
|------------|----------|-----------------|-----------|
| Routine | 12-11-17 | 12 | X |
| Interim | 04-19-18 | 0 | |
| SIA Review | 09-27-16 | 48 | |
| Uw-Profile | 09-16-14 | 24 | X |

| | | | |
|-------------------|---------------|----------------------------|------|
| Start Coordinates | | End Coordinates (optional) | |
| Latitude | 42°58'22.50"N | Latitude | |
| Longitude | 89°33'58.70"W | Longitude | |
| Owner | TOWN | Maintainer | TOWN |

Time Log

Team members

| | | |
|-------|---------|------------------------------|
| Hours | Minutes | Matt Murphy, Ray Polkinghorn |
| 0 | 50 | |

| Inspector | Name | Number | Signature | Signature Date |
|-----------|------------------|--------|--|----------------|
| | Polkinghorn, Ray | 9688 | <i>Ray Polkinghorn</i> E-signed by Ray Polkinghorn(polky) | 09-12-18 |

BRIDGE INSPECTION REPORT
Wisconsin Department of Transportation
DT2007 2003 s.84.17 Wis. Stats.

page 2

Identification & Location

| | | |
|-------------------------------|--------------------------------------|--------------------------------------|
| Feature On: VALLEY RD | Section Town Range: S20 T06N R08E | Structure Number: B-13-346 |
| Feature Under: SUGAR RIVER | County: DANE | |
| Location 1.0M W JCT STH 69 | Municipality: VERONA | Structure Name: |

Geometry

measurements in feet, except where noted

| | | |
|--------------------------------|-------------------------------|----------------------------|
| Approach Roadway Width: 32 | Bridge Roadway Width: 30.0 | Total Length: 73.8 |
| Approach Pavement Width: 22 | Deck Width: 32.0 | Deck Area (sq ft): 2361 |

Traffic

| | | | |
|-------|-----|----------|-----------------|
| Lanes | ADT | ADT year | Traffic Pattern |
| On 2 | 88 | 2015 | TWO WAY TRAFFIC |

Capacity

Load Rating

| | | | |
|-------------------------------|------------------------------------|-------------------------------|--|
| Inventory rating: HS07 | Overburden depth (in): 0.0 | Last rating date: 02-27-18 | Controlling: SLAB Positive Moment |
| Operating rating: HS12 | Deck surface material: CONCRETE | Re-rate for capacity (Y/N): | Control location: 0.4 SPAN 01, 14.4 |
| Posting: 20 TON LOAD LIMIT | Re-rate notes: | | |

Hydraulic

Classification

| | | |
|---|---------------------------|------------------------|
| Scour Critical Code(113): (8) STABLE-ABOVE TOP FOOTING | Q100 (ft3/sec): 2600 | |
| High water elevation (ft): 924.4 | Velocity (ft/sec): 6.7 | Sufficiency #: 36.6 |

Span(s)

| Span # | Material | Configuration | Depth (in) | Length (ft) | Main |
|--------|---------------|---------------|------------|-------------|------|
| 1 | CONT CONCRETE | HAUNCHED SLAB | | 36.0 | Y |
| 2 | CONT CONCRETE | HAUNCHED SLAB | | 36.0 | |

Expansion joint(s)

Temperature:

| | |
|-------|------|
| File: | New: |
|-------|------|

Clearance

| Item | File Measurement (ft) | File Date | New Measurement (ft) |
|----------------------------------|-----------------------|-----------|----------------------|
| Highway Min Vertical On Cardinal | | | |
| Horizontal On Cardinal | | | |

Construction History

| Year | Work Performed | FOS id |
|------|----------------|------------|
| 1981 | NEW STRUCTURE | 5796-01-71 |

Maintenance Items History

| Item | Recommended by | Status | Status change | Year completed |
|-----------------------------------|---------------------------|----------|---------------|----------------|
| Deck - Seal Surface Cracks | Zalewski, Thomas A (9515) | COMPLETE | 09/12/18 | 2018 |
| Seal deck cracks | | | | |

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Structure No.: **B-13-346**

Maintenance Items

| Item | Priority | Recommended by | Status | Status change |
|---|----------|---------------------------|------------|---------------|
| Superstructure - Other Work | HIGH | Zalewski, Thomas A (9515) | IDENTIFIED | 10/13/14 |
| Patch north face of slab. Repair both drip groves and deck. | | | | |
| Substructure - Pier Repair | HIGH | Hogden, Eric J (9556) | IDENTIFIED | 11/15/16 |
| exterior H piles have severe section loss at cap connection. >90% section loss of flanges and <50% of web. see pics Highly recommend strength improvements to exterior piles to prevent local failures (12/2017 mrr) | | | | |
| Superstructure - Other Work | MEDIUM | Hogden, Eric J (9556) | IDENTIFIED | 11/15/16 |
| Patch north face of slab at fascia and under deck | | | | |
| Approach - Wedge Approach | MEDIUM | Hogden, Eric J (9556) | IDENTIFIED | 11/15/16 |
| both approaches settled 1/2 in. | | | | |
| Approach - Seal Cracks | MEDIUM | Polkinghorn, Ray (9688) | IDENTIFIED | 09/12/18 |
| Seal cracks in both approaches | | | | |
| Misc - Remove Vegetation (Spray) | MEDIUM | Polkinghorn, Ray (9688) | IDENTIFIED | 09/12/18 |
| Remove brush at object markers | | | | |
| Misc - Repair / Replace Utilities or Signs | LOW | Polkinghorn, Ray (9688) | IDENTIFIED | 09/12/18 |
| Replace object markers | | | | |

Elements

| Chk | Element | Defect | Description | UOM | Total | Quantity in Condition State | | | |
|-----|---------|--------|---|-----|-------|-----------------------------|-----|-----|----|
| | | | | | | 1 | 2 | 3 | 4 |
| X | 12 | | Reinforced Concrete Deck | SF | 2,362 | 2,112 | 70 | 140 | 40 |
| | | 1080 | Delamination - Spall - Patched Area Both spans: Delam with exposed rebar and section loss with pack rust on north face | SF | | 0 | 0 | 140 | 40 |
| | | 1130 | Cracking (RC) long crack on west edge of deck, full length (12/2017 mrr) | SF | | 0 | 70 | 70 | 0 |
| | 8000 | | Wearing Surface (Bare) | SF | 2,362 | 2,242 | 120 | 0 | 0 |
| | | 3210 | Debonding/Spall/Patched Area/Pothole delam on center of bridge S of centerline | SF | | 0 | 50 | 0 | 0 |
| | | 3220 | Crack (Wearing Surface) 1 nar long crk near C/L of road - 70 CS2 2016: has been filled along with multiple others in travel lanes (EJH 9556) All cracks epoxy sealed (12/2017 mrr) | SF | | 0 | 70 | 0 | 0 |

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| | | | | | | | | | |
|---|------|------|---|----|-----|----|----|----|----|
| X | 202 | | Steel Column | EA | 5 | 0 | 0 | 3 | 2 |
| | | 1000 | Corrosion Rust and pitting at waterline - 5 CS3 2017: severe section loss at cap connection of two exterior piles (#1 and 5). >90% of flanges and <50% web. see pics CS-4 warranting structural analysis Minor corrosion with minor section loss at waterline (EJH 9556). Underwater in 9/2018 (rap). | EA | | 0 | 0 | 3 | 2 |
| | | 8516 | Painted Steel | SF | 150 | 75 | 0 | 75 | 0 |
| X | 215 | | Reinforced Concrete Abutment | LF | 68 | 61 | 7 | 0 | 0 |
| | | 1130 | Cracking (RC) W Abut: 3 nar vert crks with efflorescence - 3 CS2 E Abut: 4 nar vert crks - 4 CS2 2016: only found 2 cracks - 1 ea. abut in center (EJH 9556) | LF | | 0 | 7 | 0 | 0 |
| | | 6000 | Scour West abutment is undermined by scour near center, 20' along abutment, 2" +/- vertical depth, and extends 31" under abutment (9/2018 rap). | LF | | 0 | 0 | 0 | 20 |
| X | 234 | | Reinforced Concrete Cap | LF | 32 | 30 | 2 | 0 | 0 |
| | | 1130 | 2016: good condition (EJH 9556) 2018: cracks at each end (RAP 9688). Cracking (RC) Vertical cracks at each end on east face about 1.5' from ends (9/2018 rap). | LF | | 0 | 2 | 0 | 0 |
| X | 330 | | Metal Bridge Rail | LF | 148 | 63 | 85 | 0 | 0 |
| | | 1000 | Corrosion S and N Rail: Minor rusting - 20 CS2 (12/2017 mrr) 22 rail posts. Rusty base plates, scrapes on railing with corrosion and freckled rust on top throughout (9/2018 rap). | LF | | 0 | 85 | 0 | 0 |
| X | 8400 | | Integral Wingwall | EA | 4 | 4 | 0 | 0 | 0 |

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Assessments

| Chk | Element | Defect | Description | UOM | Total | Quantity in Condition State | | | |
|-----|---------|--------|--|-----|-------|-----------------------------|---|---|---|
| | | | | | | 1 | 2 | 3 | 4 |
| X | 9001 | | Drainage - Ends of Structure Slopes: CS1 | EA | 4 | 4 | 0 | 0 | 0 |
| X | 9030 | | Signs - Object Markers 4 tigerboards faded (12/2017 mrr). Faded and cracked, not plumb, NE and SW are obstructed by vegetation (9/2018 rap). | EA | 4 | 0 | 0 | 4 | 0 |
| X | 9034 | | Signs - Weight Limit Posting 20 ton | EA | 4 | 4 | 0 | 0 | 0 |
| X | 9045 | | Slope Protection- Riprap | EA | 2 | 2 | 0 | 0 | 0 |
| X | 9323 | | Approach Roadway - Asphalt Both Approaches: Settled 1/2", some unsealed AC cracks - 2 CS2 2016: approaches settles 1/2 in. recommend wedging | EA | 2 | 0 | 2 | 0 | 0 |

NBI Ratings

| | File | New |
|----------------|------|-----|
| Deck | 6 | 5 |
| Superstructure | 6 | 5 |
| Substructure | 4 | 4 |
| Culvert | N | N |
| Channel | 7 | 7 |
| Waterway | 8 | 8 |

Structure Specific Notes

| |
|--|
| |
|--|

Inspection Specific Notes

Substructure previously downgraded due to severe section loss of exterior (2 ea.) H piles at cap connection. **Recommend** structural analysis.
 Monitor steel piles for section loss at waterline.

Inspector Site-Specific Safety Considerations

| |
|--|
| |
|--|

Structure Inspection Procedures

| |
|--|
| |
|--|

Special Requirements

| | | | |
|-----|-------|------|----------|
| Chk | Hours | Cost | Comments |
|-----|-------|------|----------|

**Underwater Probe Form
B-13-346**

General Site Conditions - Scour

West abutment has been undermined by scour (9/2018 rap).

General Site Conditions - Embankment Erosion/Conditions

No erosion to stream flow observed

Substructure Notes

| Chk | Unit | Max Water Depth(ft) | Mode | Notes |
|-----|--------------|---------------------|------|---|
| X | Cardinal | 0.0 | Dry | Scour observed |
| X | Pier 1 | 4.0 | Wade | Scour at US side 3 ft. lower compared to adjacent streambed |
| X | Non Cardinal | 0.0 | Dry | No scour observed |

Routine
Document Comment/Description

Looking East



Routine

Document Comment/Description

delam and spalling South (DS) face with exposed rebar, corrosion and section loss, approx. 20 LF



Routine

Document Comment/Description

delam extending .4 ft DS from US fascia at midspan #2 (East)



Routine
Document Comment/Description

delam North (US) face mid span bottom of deck showing spall with exposed rebar w/ minor section loss



Routine

Document Comment/Description

delam North (US) bottom of deck midspan East #2



Routine

Document Comment/Description

delam w/ spalling w/ exposed rebar w/ minor corrosion .3 ft wide along North fascia from West abut. span #1 extending 12 ft. East



Routine
Document Comment/Description

section loss of US pile #5 (North) at cap



Routine

Document Comment/Description

section loss w/ measurement US pile #5 at cap



Routine

Document Comment/Description

section loss of pile #1 South (DS) at cap



Routine

Document Comment/Description

typical condition of piles 2,3,4. Interior piles



Routine

Document Comment/Description

typical settling of approaches



Routine
Document Comment/Description

Looking west



Routine
Document Comment/Description

Looking north



Routine
Document Comment/Description

West abutment undermined by scour; 20' long, 2" vertical depth, extends 31" from face.



Non-Image Documents

| Type | Document | Document Comment/Description | Attached |
|-------------|---------------------|-------------------------------------|-----------------|
| UW Profile | b13-346_18_xpd1.xls | 2018 Stream Profile Spreadsheet | |

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**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET LOCAL
BRIDGE PROJECT**

Program Name: Local Bridge

Sub-program #: 205

Cycle: 2020-2025

Date: **May 15, 2020**

I.D.: **5796-00-04/74**

Road Name: **Valley Road**

Bridge ID: **B-13-0346**

Location: **Sugar River**

Limits: **Sugar River Bridge, B-13-0346**

County: **Dane County**

Project Length: **181 FT**

Facility Owner: **Town of Verona**

Project Sponsor: **Town of Verona**

Construction scheduled for State Fiscal Year: **2023**

The signatory, Town of Verona, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway, street or local bridge improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Funding is limited to the minimum eligible project scope necessary for a safe and effective facility per WisDOT Performance-Based Practical Design policy. The funding for the project for both structure and approach is limited to:

- replacement or rehabilitation of the existing facility,
- or, meeting minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code,
- or, an approved justification based on engineering principles that exceed either Performance-Based Practical Design or the FDM.

The Municipality may elect to construct alternative designs but approved Local Bridge Improvement Assistance Program (s84.18(2)(e)) funding will be limited to a maximum of 80 percent of the cost of the minimum eligible scope of the project.

Complete Table A for existing and proposed improvement.

TABLE A

| | Existing Facility – Current structure and condition | Proposed Improvement – Approved scope | Notes: |
|--|--|--|---------------|
| Type of facility | Bridge | | |
| Bridge ID | B-13-0346 | | |
| Structure passes over | Sugar River | | |
| Clear bridge width | 30 FT | 30 FT | |
| Bridge length | 73.8 FT | 81 FT | |
| Total length of approach work | | 100 FT | |
| Number of spans | 2 | 2 | |
| Special safety issues | n/a | | |
| Sidewalk | No | No | |
| Sidewalk along approach | No | No | |
| Bicycle / pedestrian improvements required | | No | |
| Improvement type as indicated on project application | | Bridge Replacement – Existing Alignment | |
| Acquisition of right-of-way | | No | |
| Approach width and type | 22 FT | 22 FT wide, Asphalt | |
| Approach shoulder width and type | | 5 FT wide, Gravel | |
| Bridge rail | | Yes | |
| Beam guard | | Yes | |

Non-participating work, additional notes:

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:

A municipality may elect to design a bridge or elements that exceed the current Performance-Based Practical Design policy, or that exceed minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code, or are not justified as necessary based on current engineering principles. All costs for these features will be paid for 100% by the Municipality.

Maintenance & repair of haul roads.

The Municipality agrees to the following 2020-2025 Local Bridge Program project funding conditions:

Project Design costs are funded with up to **80%** state/federal funding up to a funding limit of \$75,216. The Municipality agrees to provide the remaining **20%** and any funds in excess of the \$75,216 state/federal funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Project Construction costs are funded with up to **80%** state/federal funding up to a funding limit of \$651,872. The Municipality agrees to provide the remaining **20%** and any funds in excess of the \$651,872 state/federal funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2023**. **In accordance with the State’s sunset policy for Local Bridge Program projects, the subject 2020-2025 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State per WisDOT Change Management policy. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal/state participation, and actual costs will be used in the final division of cost for billing and reimbursement.

In no event shall federal or State funding exceed the estimate in the Summary of Costs table, unless such increase is approved in writing by the State through the State’s Change Management policy prior to the Municipality incurring the increased costs.

Additional funds will not be approved for projects where increased costs are due to changes outside of the project scope that were identified in the original application or the most recent State Municipal Agreement (SMA) (whichever is most current). Exceptions to this policy will be allowed when the change is necessary based on safety, conformance with applicable minimum federal and state standards, projected traffic needs, or other factors as determined by WisDOT.

**TABLE B
SUMMARY OF COSTS**

| PHASE | Total Est. Project Cost | Federal / State Funds | % | Municipal Funds | % |
|-------------------------------------|-------------------------|-----------------------|-----|-------------------|-----------|
| ID 5796-00-04* | | | | | |
| Design | \$ 86,100 | \$ 68,880 | 80% | \$ 17,220 | 20% + BAL |
| State Review | \$ 7,920 | \$ 6,336 | 80% | \$ 1,584 | 20% + BAL |
| <i>Project total</i> | \$ 94,020 | \$ 75,216 | | \$ 18,804 | |
| ID 5796-00-74** | | | | | |
| Participating Construction | \$ 717,500 | \$ 574,000 | 80% | \$ 143,500 | 20% + BAL |
| Construction Engineering | \$ 86,100 | \$ 68,880 | 80% | \$ 17,220 | 20% + BAL |
| Non-Participating Construction | \$ 500 | \$ 0 | 0% | \$ 500 | 100% |
| State Review | \$ 11,240 | \$ 8,992 | 80% | \$ 2,248 | 20% + BAL |
| <i>Project total</i> | \$ 815,340 | \$ 651,872 | | \$ 163,468 | |
| Total Est. Cost Distribution | \$ 909,360 | \$ 727,088 | | \$ 182,272 | |

*Design ID 5796-00-04 federal/state funding is limited to \$ 75,216.

**Construction ID 5796-00-74 federal/state funding is limited to \$ 651,872.

This request is subject to the terms and conditions that follow (pages 4 – 9) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

| | |
|---|-------|
| Signed for and in behalf of: Town of Verona (please sign in blue ink.) | |
| Name (print) | Title |
| Signature | Date |
| Signed for and in behalf of the State (please sign in blue ink.) | |
| Name (print) | Title |
| Signature | Date |

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal or state funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable federal and state laws, executive orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable federal or state laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Highway Bridge Replacement and Rehabilitation Program, including but not limited to 23 U.S.C. 144.

- h. State statutes that govern the Local Bridge Program, including but not limited to Wis. Stat. 84.18.
- i. Bridge approaches funding policy. The Federal Highway Administration (FHWA) and Wis. Stat. 84.18(2)(e) limit bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
- j. State administrative rule that implements Local Bridge Program: Ch. Trans 213.

STATE RESPONSIBILITIES AND REQUIREMENTS:

- 4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2020-2025 Local Bridge Program. Federal/state financing will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Preliminary engineering and design.
 - j. State review services.
- 5. State is authorized by Wis. Stat. 84.18(6) to exercise whole supervision and control over the construction of the project. The work will be administered by the State and may include items not eligible for federal/state participation.
- 6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

- 7. Work necessary to complete the 2020–2025 Local Bridge Program improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.

- b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards.
 - h. Real estate for the improvement.
8. This line intentionally left blank.
 9. FHWA limits bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the Municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
 10. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
 11. Work to be performed by the Municipality without federal/state funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
 12. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
 13. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
 14. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing limits or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
 15. **In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2020-2025 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
 16. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
 17. The Municipality will at its own cost and expense:

- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
- b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
- c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
- e. Provide complete plans, specifications, and estimates to State upon request.
- f. Provide relocation orders and real estate plats to State upon request.
- g. Use the *WisDOT Utility Accommodation Policy*, unless it adopts a policy that has equal or more restrictive controls.
- h. Provide maintenance and energy for lighting.
- i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

18. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the FHWA.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its

own election or at the request of the FHWA, and that now such installations will be permitted to be erected or maintained in the future.

- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted Oversize and Overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

19. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
20. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
21. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
22. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
23. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

24. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
25. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

26. The Municipality agrees to the following 2020-2025 Local Bridge Program project funding conditions:
- a. **ID 5796-00-04:** Design is funded with 80% state/federal funding up to a funding limit of \$75,216, where applicable when the Municipality agrees to provide the remaining 20% and any funds in excess of the \$75,216 state/federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 80% with state/federal funding and 20% by the Municipality.
 - b. **ID 5796-00-74:** Construction.
 - i. Costs for construction, engineering, and state review are funded with 80% state/federal funding up to a funding limit of \$651,872, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the \$651,872 state/federal funding limit.
 - ii. Non-participating costs for maintenance & repair of haul roads are funded 100% by the Municipality. Costs include construction delivery.

[End of Document]



**WISCONSIN TOWNS
ASSOCIATION**
Empowering Town Officials

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April 20, 2020

**Waiving Late Property Tax Payment Interest and Fees following Act 185:
Frequently Asked Questions**

Q. Where is the interest waiver provision in Act 185, and what does it say?

A. The Interest on Late Property Tax Payments provision is item (25) in SECTION 105, Nonstatutory Provisions, on page 23 of the Act. The relevant language is pasted below:

(25) INTEREST ON LATE PROPERTY TAX PAYMENTS. Notwithstanding ss. 74.11, 74.12, and 74.87, for property taxes payable in 2020, after making a general or case - by - case finding of hardship, a taxation district may provide that an installment payment that is due and payable after April 1, 2020, and is received after its due date shall not accrue interest or penalties if the total amount due and payable in 2020 is paid on or before October 1, 2020. Interest and penalties shall accrue from October 1, 2020, for any property taxes payable in 2020 that are delinquent after October 1, 2020. A taxation district may not waive interest and penalties as provided in this subsection unless the county board of the county where the taxation district is located first adopts a resolution authorizing such waiver and establishing criteria for determining hardship, and the taxation district subsequently adopts a similar resolution. A county that has adopted a resolution authorizing the waiver of interest and penalties under this subsection shall settle any taxes, interest, and penalties collected on or before July 31, 2020, on August 20, 2020, as provided under s. 74.29 (1), and settle the remaining unpaid taxes, interest, and penalties on September 20, 2020. The August 20, 2020, settlement shall be distributed proportionally to the underlying taxing jurisdictions.

Q. May a town/village unilaterally determine to waive interest and penalties on late property tax installment payments?

A. No. A municipality can only choose to waive interest and penalties if the County Board [in which the municipality is located] first adopts a resolution that allows for such a waiver. The county resolution must identify criteria to determine hardship justifying the waiver. A town/village that wants to waive interest and penalties on a late installment payment must then adopt a similar resolution.

Q. If our county and our town/village choose to pursue this option, must waivers be granted on a case-by case basis only?

A. No. The provision allows communities to make a “*general or case-by-case finding of hardship*” and on that basis provide that late installment payments due and payable after April 1, 2020, do not accrue interest or penalties as long as the total amount is paid by October 1, 2020. Accordingly, the decision to waive interest and penalties can be applied “generally” across the entire community or for individual taxpayers on a case-by-case basis.

Q. Do you recommend communities only waive interest and penalties on late installment payments on a community wide basis?

A. Yes. If a county and then a town/village chooses to exercise this option, we strongly recommend against waiving interest and penalties on a case by case basis. We fear that doing so would place the community at risk of being sued over the standards it creates to determine which taxpayers are eligible for the waiver and/or over the application of those standards to different taxpayers. If your community decides to waive interest and penalties on delinquent property tax installment payments, the best course from a litigation avoidance perspective is to adopt a general waiver citing overwhelming economic hardship the community is experiencing as a result of the COVID-19 pandemic and the resulting safer at home order.

Q. May a town/village waive interest and penalties on any late installment payments that were due after April 1 even if the local governments don’t adopt the necessary resolutions until after the installment date deadline (e.g., installment due on April 30, but resolutions aren’t passed until May)?

A. Yes. Nothing in Act 185 prohibits the community from applying the waiver to an April 30th due date, for example, even if the local governments’ authorizations occur after that date. Act 185 states only that communities and counties may waive interest and penalties on late installment payments due after April 1.

Q. In situations where towns/villages have not adopted a multiple installment option under Wis. Stat. § 74.12, and a taxpayer has chosen to pay his or her taxes in two equal installments, one on January 31 and the remainder on July 31, does the waiver provision in Act 185 allow a community to waive interest and penalties if the taxpayer is late making the July 31 installment payment?

A. Yes. The provision allows a community and county to provide that an installment payment that is due and payable after April 1, 2020, and is received after its due date shall not accrue interest or penalties if the total amount due and payable is paid on or before October 1, 2020. This includes the July 31 installment payment that is authorized under Wis. Stat. § 74.11(2)(b).

Q. May a property taxpayer that missed or was late paying a property tax payment prior to April 1 have the interest and penalties that have accrued as a result of the delinquency waived or refunded?

A. No. The waiver allowance in Act 185 does not apply retroactively to late payments that occurred prior to April 1. The interest and penalties on those delinquencies cannot be waived and continue to accrue until the property tax bill is paid.

Q. If the county passes a resolution authorizing a town/village to waive interest and penalties on late property tax installment payments due after April 1, when does the county settle (distribute property tax revenues to the other taxing jurisdictions)?

A. A county that has adopted a resolution authorizing the waiver of interest and penalties must settle any taxes, interest, and penalties collected on or before July 31, 2020, on August 20, 2020, the usual settlement date, as provided under Wis. Stat. § 74.29 (1). The August 20, 2020, settlement must be distributed proportionally to all the underlying taxing jurisdictions. The County must then settle the remaining *unpaid* taxes, interest, and penalties on September 20, 2020.

Q. Does the above answer mean that our town/village won't receive 100% of all property taxes owed to it from the county on August 20 even if the town/village doesn't adopt a similar resolution?

A. Correct. If your county adopts the appropriate resolution, your community will only receive the taxes collected as of July 31 even if you did not adopt the waiver resolution. The county won't pay the equivalent of any unpaid amounts until September 20, four weeks later. The one-month settlement delay for unpaid taxes could cause a cash flow issue for some communities.

Please Note: As with much of today's reality, many situations are dynamic due to COVID-19. WTA, the Wisconsin Counties Association, and League of Municipalities are collaborating with the Department of Revenue to update this information and guidance. Before your community chooses an approach or position with the county, please check our COVID-19 website for any updated information.

Resolution 2020-05
Resolution to Waive Interest on Property Tax Payment Installments
Due on or After April 1, 2020
In the Town of Verona

WHEREAS, in December, 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin (“COVID-19 Pandemic”); and

WHEREAS, because of the COVID-19 Pandemic, on March 24, 2020, Secretary-designee Andrea Palm of the Wisconsin Department of Health Services issued Emergency Order #12, Safer at Home Order (“Safer at Home Order”) requiring that everyone in Wisconsin stay at their home or place of residence except in limited circumstances until April 24, 2020; and

WHEREAS, on April 16, 2020, Secretary-designee Palm extended the Safer at Home Order, with certain modifications, to May 26, 2020, pursuant to Emergency Order #28; and

WHEREAS, the federal, state, local and individual responses to the COVID-19 Pandemic and the uncertainty as to the effectiveness of those responses in mitigating the duration of the COVID-19 Pandemic have created economic hardship and uncertainty in the local business community, households throughout the community, and for every property taxpayer in the Town of Verona; and

WHEREAS, in response to the COVID-19 Pandemic, on April 15, 2020, the Wisconsin Legislature enacted 2019 Wisconsin Act 185 (“Act 185”), which Governor Evers signed on April 16, 2020; and

WHEREAS, Dane County Resolution 2020 RES-2020 (“The County Resolution”) enables, for purposes of Section 105(25) of Act 185, any taxation district in the County to waive interest and penalties on installment payments of property taxes due and payable after April 1, 2020, in a manner consistent with Act 185; and

WHEREAS, the plain language of Section 105(25) of Act 185 allows for either a general or a “case-by-case” finding of hardship to qualify for the above referenced waiver of interest and penalties; and

WHEREAS, The County Resolution authorizes the waiver of interest and penalties for all property taxpayers in the county on a finding of general hardship based upon current and anticipated economic conditions; and

WHEREAS, this Resolution is intended to be “similar” to The County Resolution for purposes of Section 105(25) of Act 185; and

WHEREAS, the interest rate on delinquent general property taxes, special charges, special assessments, and special taxes included in the tax roll for collection is 1.0% per month or fraction of a month pursuant to Wisconsin Statute § 74.47(1).

NOW THEREFORE BE IT RESOLVED that pursuant to Section 105(25) of Act 185, the Town Board hereby finds and authorizes the following:

1. Because of the COVID-19 Pandemic, the various federal laws and regulations implemented as a result of the COVID-19 Pandemic, the various emergency orders and regulations implemented by state and local governments, and Act 185, the Town/Village Board finds that all property taxpayers are experiencing hardship as that term is used in Section 105(25) of Act 185.
2. The Town of Verona waives the interest that would otherwise accrue on late property tax installments due and payable after April 1, 2020 as provided in Section 105(25) of Act 185 and enabled by The County Resolution.

BE IT FURTHER RESOLVED that all actions heretofore taken by the Board and other appropriate public officers and agents of the Town of Verona with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

Adopted this 2nd day of June, 2020

Mark Geller, Town Chair

Tom Mathies, First Supervisor

Mike Duerst, Second Supervisor

Phyllis Wiederhoeft, Third Supervisor

Douglas Maxwell, Fourth Supervisor

Attest: Town of Verona Clerk/Treasurer

** A town clerk must properly post or publish this resolution as required by Wis. Stat. § 60.80 within 30 days of adoption. Resolutions should be referred to in the minutes, along with the motions and votes on the resolutions.*

TOWN OF VERONA REQUEST

2020-2021

FOR TOWN BOARD CONSIDERATION

ITEM DESCRIPTION: Renewal Fermented Malt Beverage and Intoxicating Liquor Licenses.

REPORT PREPARED BY: **Tammy Dresser**

REPORT DATE: **05/28/20** MEETING DATE: **June 2, 2020**

STATUTORY REFERENCE:

Wisconsin Statutes: ss. 125.26 and ss. 125.51(3)

ACTION REQUESTED: Consideration of the Following Fermented Malt Beverage and Intoxicating Liquor Licenses: (Contingent Upon Payment of All Fees Owed to the Town). All are Renewal Applications.

- 1 Class "B"/"Class B" Fermented Malt Beverage and Intoxicating Liquor License
- 2 Class "B" Fermented Malt Beverage Retail License and Reserve "Class B" Intoxicating Liquor Retail License
- 3 Class "B" Fermented Malt Beverage License
- 4 Class "B" Fermented Malt Beverage and "Class C" Retailers' License for the Sale of Wine
- 5 Class "A"/"Class A" Fermented Malt Beverage and Intoxicating Liquor License
- 6 Class "A" Fermented Malt Beverage License

| | | | | | |
|----------------|-----------------------------|-----------------------|--|------------------------------------|---------------|
| 2020-01 | Blackhawk Bowhunters | Dale Goytowski | Class "B" Retail License | Fermented Malt Beverage | 100.00 |
| 2020-02 | Ole Duffers Pub | Susan Buchanan | Class "B" Retail License | Fermented Malt Beverage | 100.00 |
| | Ole Duffers Pub | Susan Buchanan | "Class B" Intoxicating Liquor License | Intoxicating Liquor License | 500.00 |

CLERK'S COMMENTS: None

Effective 07-03-2007: all outdoor music at Ole Duffers must end at 10:00 PM.

Effective 07-05-2010: indoor smoking ban implemented. Ole Duffers requested in writing – (item C (4) on application for the tavern and added condition (description of premises) to include outdoor storage, fenced-in beer garden, and horseshoe area. Blackhawk Bowhunters premise description remains the Main Clubhouse Bar.

On 05-22-2015 Susan Buchanan, agent for Ole Duffers Pub, informed the Town of Verona that they will no longer be selling cigarettes. Alcohol and Tobacco Enforcement agent for the area has been notified and made aware that the license has not been renewed. The inventories of cigarettes have been depleted.

TOWN OF VERONA
REQUEST FOR TOWN BOARD CONSIDERATION

2020-2021

ITEM DESCRIPTION: Request for Operator's Licenses
REPORT PREPARED BY: Tammy Dresser
REPORT DATE: **May 26, 2020** MEETING DATE: **June 2, 2020**

STATUTORY REFERENCE: **Wisconsin Statutes: ss. 125.32(2) and 125.68(2)**

STAFF COMMENTS: The following persons have applied for an Operator's License in the Town of Verona:

| Year/License No. ending 06-30-2021 | Applicant | Establishment | License Type | Alcohol Awareness Course Completed | (CIB) Background Check Submitted |
|------------------------------------|-------------------|--------------------------|--------------|------------------------------------|----------------------------------|
| 2020-02 | Derrick Buchanan | Ole Duffers Pub | Renewal | Yes | N/A |
| 2020-03 | Detra Drews | Ole Duffers Pub | Renewal | Yes | N/A |
| 2020-04 | Traci Herfel | Ole Duffers Pub | Renewal | Yes | N/A |
| 2020-05 | James Kampfer | Ole Duffers Pub | Renewal | Yes | N/A |
| 2020-06 | Betty Katzenmeyer | Ole Duffers Pub | Renewal | Yes | N/A |
| 2020-07 | Natalie Marking | Old Duffers Pub | Renewal | Yes | N/A |
| 2020-08 | Michelle Siems | Ole Duffers Pub | New | Yes | Yes |
| 2020-09 | Eric Wersland | Ole Duffers Pub | Renewal | Yes | N/A |
| 2020-10 | James Achenbach | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-11 | Anthony Bickel | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-12 | Sheryl Blaschka | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-13 | Jonathan Dove | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-14 | Ann Gleisner | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-15 | Jerry Gleisner | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-16 | Dale Goytowski | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-17 | Dannielle Hendon | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-18 | Brian Kreutz | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-19 | Marquis Noyce | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-20 | Jeffrey Schultz | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-21 | Marshall Stoikes | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-22 | Chad Worrall | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-23 | James Zahalka | Blackhawk Bowhunters | Renewal | Yes | N/A |
| 2020-24 | Jamie Monroe | Heartland Farm Sanctuary | Renewal | Yes | N/A |

- ✓ **Background checks** are conducted only on new (not renewal) applications which include criminal history, and wanted / probation status. Crime Information Bureau (CIB) Fee is (\$10) to conduct the background check.
- ✓ **New and Renewal License Fees** are (\$25).
- ✓ As required by Wisconsin Statutes s.125.17(6), the applicant has provided a copy of **Wisconsin Seller/Server Certification** for completion of an alcohol awareness course dated within the last 2 years. Renewal applicants are exempted from the training course requirement if they are renewing an existing operator's license, have completed the training course within the last two years, or have held a retail license, manager's or operator's license anywhere in the state within the last two years.
- ✓ When can an Operator's license be denied? If the basis for denial is that the applicant has an arrest or conviction record, then that record must substantially relate to the licensed activity. Wisconsin s. 125.04(5)(b) states: "No license or permit related to alcohol beverages may, subject to ss. 111.321, 111.322 and 111.335, be issued under this chapter to any person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned." S. 111.335(3)(a)1.further states: "...the individual has been convicted of any felony, misdemeanor, or other offense the circumstances of which substantially relate to the circumstances of the particular job or licensed activity". **This will always be a case-by-case analysis.** Generally, ordinance violations and civil court cases are not criminal cases; **the type of criminal charge and how recently it happened are factors.** The State Department of Justice Crime Information Bureau (CIB) was utilized to perform adequate background checks.
- ✓ **ACTION REQUESTED:** Motion to approve the issuance of Operator's Licenses to the above listed applicants for the Year/License ending 06-30-2021.