



## 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](mailto:mgeller@town.verona.wi.us) or [twithee@town.verona.wi.us](mailto:twithee@town.verona.wi.us) or in writing to Town Board Chair, 7669 County Highway PD, Verona, WI, 53593.

- 1) Call to Order/Approval of the agenda
- 2) Pledge of Allegiance
- 3) 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.
- 4) Approval of minutes from June 1<sup>st</sup>, 2021
- 5) Staff Reports
  - A. Administrator/Planner Report
  - B. Public Works Project Manager Report
  - C. Clerk/Treasurer Report
- 6) Committee Reports
  - a) Plan Commission
    - i) Discussion: Procedure for Amendment of the Comprehensive Plan
    - ii) Discussion: Procedure for Approval of a Conditional Use Permit
    - iii) Discussion and Possible Action: Fee for a Comprehensive Plan Amendment Application
  - b) Public Works
  - c) Ordinance Committee
  - d) Financial Sustainability Committee
  - e) Natural and Recreational Areas Committee
  - f) EMS Commission
  - g) Senior Services Committee
  - h) Town Chair's Business
  - i) Supervisor Announcements
- 7) Old Business
  - A. Discussion and Possible Action: Ordinance 2021-05 Alternative Claims Procedure
  - B. Discussion: Increased Citizen Participation Goal

## 8) New Business

- A. Discussion and Possible Action re: Intergovernmental Agreement between the Town of Verona, the City of Verona and the City of Fitchburg for Fitch-Rona EMS
- B. Discussion and Possible Action re: Intergovernmental Agreement between the Town of Verona and the City of Verona for Senior Services
- C. Discussion and Possible Action: Ad Hoc Committee to Study the Impact of Growth in the Town of Verona Final Report Review Process
- D. Discussion and Possible Action: Resolution 2021-05 Establishing an American Rescue Plan Act Grant Fund
- E. Motion to go into Closed Session per Wis. Stats. §19.85 (1) (c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility; the purpose of the Closed Session is to Consider Reappointment of Town Clerk/Treasurer Terms and Employee Performance Evaluation
- F. Motion to Return to Open Session
- G. Action on Issues Discussed in Closed Session Including Resolution 2021-06 Appointment of Town Clerk/Treasurer
- H. Discussion and Possible Action: Payment of the Bills

## 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](http://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 @ 608-845-7187 or [twithee@town.verona.wi.us](mailto:twithee@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  
Sent to VP: 6/29/2021



## Town of Verona Strategic Planning Summary

Two strategic planning sessions held by the Town Board, committees, and commissions on November 11, 2017 and February 17<sup>th</sup>, 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  
Town Board Meeting  
Tuesday, June 1, 2021 6:30 p.m.  
Zoom meeting**

Join Zoom Meeting

<https://zoom.us/j/94330177237?pwd=dEM5dWtlcjZ3ZHJsSnRsbzF3MFZldz09>

Meeting ID: 943 3017 7237

Passcode: 026121

(312) 626-6799

Town Board Members Present: Geller, Mathies, Lonsdorf, Wiederhoeft and Maxwell  
Staff Present: Administrator/Planner Gaskell, Public Works Director Barnes and Clerk/Treasurer Withee

Others Present: Jo Tucker, Z Stanek, Ken – Race Day Events, Tara Bast, A. Jensen

- 1) Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:33 pm. Motion by Maxwell to approve the agenda, Mathies requests to move cycle road event permit after audit presentation, second by Mathies. Motion carried by voice vote.
- 2) Public Comment – none
- 3) Approval of minutes from May 4, 2021 Town Board Meeting; Motion by Mathies, second by Wiederhoeft with clarification on one change. Discussion by board. Motion carried by voice vote.
- 4) Presentation by Tara Bast from Johnson Block Regarding the 2020 Financial Audit Summary Report. At the conclusion of 2020, the Town had 17% unassigned for reserves which is in the recommended range of 15 - 25 %. The town has no outstanding debt.
- 5) Discussion and Possible Action: Town of Verona 2021-01 Cycle Road Event Permit submitted by Wisconsin Triterium Triathlon. Gaskell reviewed application materials. Discussion by board. Motion by Lonsdorf to approve Town of Verona 2021-01 Cycle Road Event Permit submitted by Wisconsin Triterium Triathlon, second by Maxwell. Motion carried by voice vote 4 ayes and 1 nay by Mathies.
- 6) Staff Reports
  - a. Administrator/Planner Report – Gaskell reviewed the report included in packet.
  - b. Public Works Project Manager Report – Barnes stated that they have completed all prep paving for this year's road maintenance projects, truck is in completion and being painted should be delivered in next few weeks, completed some cleaning of sanitary sewer lines. Valley road engineering contract was submitted to WisDot. Gooselake study has been completed. Letter of support for grant to

Tammy Baldwin. Chip seal next week and sign replacement and striping of Nesbit, Maple Grove and Country View will begin soon.

- c. Clerk/Treasurer Report – Withee reviewed the report included in packet.

7) Committee Reports

A. Plan Commission:

- a. Discussion and Possible Action: Land Use Application 2021-08 submitted by Z Stanek for a rezone for parcel number 062/0608-313-9190-0 located at 1718 Spring Rose Road and 062/0608-313-8055-0 at 1645 Fritz Road. Gaskell reviewed staff report. Motion by Maxwell to approve land use application 2021-8 to rezone parcel no. 062/0608-313-9190-0 located at 1718 Spring Rose Rd and parcel no. 062/0608-313-8055-0 at 1645 Fritz Rd from AT-35 to RR-4 as shown on SCM project 160320 for lot 1 and lot 2, second by Mathies. Discussion by board. Motion carried by voice vote.

B. Public Works:

- a. Discussion and Possible Action: 2021 Crack-Filling Projects Bid Award. Barnes reviewed staff report. Motion by Wiederhoeft to approve 2021 Crack-Filling Projects Bid Award, second by Maxwell. Discussion by board. Motion carried by voice vote.

C. Ordinance Committee: did not meet

- D. Financial Sustainability Committee: Mathies stated they are recommending a name change to finance committee to the board, ransomware was discussed. Withee stated Town information is backed up by the IT company. Invoices won't be approved by this committee, will be discussing budget categories for June.

- E. Natural and Recreational Areas Committee: Lonsdorf stated first in person meeting held on May 25<sup>th</sup>, discussed solar panels for town hall, would like town to get an energy audit before moving forward. Upcoming topics and regular monthly meetings are being scheduled. Geller recommends this committee proceed with the energy audit.

- F. EMS Commission: Lonsdorf stated the most recent audit report was reviewed. Reserve is down to 15% due to collections being lower due to COVID. Runs were down during COVID but runs have increased dramatically the past few months.

- G. Town Chair's Business: Geller attended first Board of Director meeting at Sugar River Senior Center since COVID started. Case manager has 136 cases per month for entire district with only 35 hours per week. All meals on wheels are now come from Belleville. Tom Mathies was elected to Dane County Towns Association Executive Committee. Quarterly meetings with EPIC, Marty farm was discussed, campus will be opening in July, continued discussions about brush. Reminded supervisors regarding

email protocol to avoid walking quorums. Lonsdorf asked about the ad hoc report, Geller has not had a chance to review, he received it on Friday.

H. Supervisor Announcements: none

8) Old Business

- A. Discussion and Possible Action: Ordinance 2021-03 establishing speed limits on Twin Rock Road, Prairie Vista Drive, and Dragonfly Court. Motion by Mathies to approve Ordinance 2021-03 establishing speed limits on Twin Rock Road, Prairie Vista Drive, and Dragonfly Court, second by Wiederhoeft. Discussion by board. Motion carried by voice vote.
- B. Discussion and possible action: Ordinance 2021-04 updating stop sign locations. Staff reviewed. Motion by Mathies to approve Ordinance 2021-04 updating stop sign locations, second by Wiederhoeft. Discussion by board. Motion carried by voice vote.

9) New Business

- A. 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. Motion by Maxwell to approve the 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 with the condition that this approval goes into effect on June 11, 2021 after the 15 days for public comment has been satisfied, second by Lonsdorf. Motion carried by voice vote.
  - 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. Motion by Lonsdorf to approve the 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 with the condition that this approval goes into effect on June 11, 2021 after the 15 days for public comment has been satisfied, second by Wiederhoeft. Motion carried by voice vote.
  - c. Discussion and Possible Action re: Operator's Licenses for year ending June 30, 2021. Motion by Lonsdorf to approve Operator's Licenses as presented for year ending June 30, 2022, second by Mathies. Motion carried by voice vote.

- B. Discussion and Possible Action: Ordinance 2021-05 Alternative Claims Procedure. Gaskell reviewed ordinance. Discussion by board. Mathies would like to table this until next meeting. Geller stated the board will review Chapter 2 at that time as well.
  - C. Discussion and Possible Action: Resolution 2021-04 WI DNR NR 208 Compliance Maintenance for 2020. Barnes reviewed. Discussion by board. Motion by Geller to approve Resolution 2021-04 WI DNR NR 208 Compliance Maintenance for 2020, second by Maxwell. Motion approved by voice vote.
  - D. Discussion and Possible Action: Citizen Appointments to the Natural and Recreational Areas Committee. Geller would like to appoint Jo Tucker and Rosemary Bodolay. Motion by Geller to approve appointing Jo Tucker and Rosemary Bodolay to the Natural and Recreational Areas Committee, second by Lonsdorf. Motion approve by voice vote.
  - E. Discussion and Possible Action: 2021 Committee goals and projects. Geller stated the board should be assigning projects to committees. Discussion by board. Border agreements (staff and himself), communication with HOA's and greater citizen input (staff), town road speed limits (Public Works), website (up and going), brush (Public Works and Finance).
  - F. Discussion: Timeline for transition to in-person meetings. Geller stated Dane County health will be lifting mandates tomorrow. Geller stated that we don't have the ability to hold hybrid meetings and it would be very cost prohibitive. Gaskell stated that once minutes are approved, they will be put on the website.
  - G. Discussion: Marty Farm Proposal. Geller has discussed this with many of the people involved in this project. Gaskell stated that Chair Geller requested an opinion from Dane County Planning and no further action has been taken to date. Town of Verona staff will have the opportunity to review the proposal. Perception at Common Council that if City of Verona doesn't annex this property the City of Madison will, and this is incorrect. There is no natural progression to this area for growth. There is also concern about where residents will attend school. Mathies stated city values relationship with Veridian, he sent a letter to Common Council that this doesn't fit in their comp plan, officials haven't responded to himself or Chair Geller.
  - H. Discussion and Possible Action re: Payment of Bills. Motion by Mathies to approve the May 2021 payment of bills, second by Maxwell. Motion carried by voice vote.
- 10) Motion by Wiederhoeft to adjourn, second by Lonsdorf, meeting adjourned with no objections at 10:00 pm.

Approved:

DRAFT



# TOWN OF VERONA

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**TO:** Town Board of Supervisors

**FROM:** Sarah Gaskell, Planner/Administrator

**SUBJECT:** Administrator Report for July 2021

## **Upcoming Meetings**

- Financial Sustainability July 15<sup>th</sup>, 2:30pm Town Hall
- Plan Commission July 22<sup>nd</sup>, 6:30pm Zoom
- NRAC July 27<sup>th</sup>, 6:30pm Town Hall
- Public Works July 27<sup>th</sup>, 7:00am Town Hall

## **General**

- Gaskell on vacation July 9-18<sup>th</sup>, returning Monday the 12<sup>th</sup>; working remotely 13-16<sup>th</sup>
- Blanket Rezone process for Cross Country Circle Neighborhood
- Remote hours continue for the following staff:
  - Teresa Withee - Wednesdays
  - Sarah Gaskell – Thursdays
- Website
  - Updates in process
  - Staff works on the website as time permits
  - Direct any constituent/resident concerns to staff
- Plow truck is here!
- Plan for late summer Town Hall Open House - Saturday; plow truck; ice cream social; shredding event etc.
- First allocation of Recovery Act Funds received –\$100,691 in money market account until guidance is set and Board decisions have been made

## **Work Plan**

- Finalize Subdivision Ordinance
- Comprehensive Plan Amendments, if applicable
- Electronic file organization
- Communications Plan
- Emergency Plan
- Impact Fee Analysis

# TOWN OF VERONA

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**TO:** Town Board of Supervisors  
Public Works Committee

**DATE:** June 30, 2021

**FROM:** W. Christopher Barnes, Public Works Director

**SUBJECT:** Monthly Report - June 2021

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. May has been a busy month with the completion of the road construction projects, sign maintenance, tree and brush trimming and seasonal road repairs. Numerous citizen and resident concerns and action requests were received and addressed on a daily basis. If you should have any questions, please let me know.

## **Road Maintenance Activities**

- Replaced/repared five road signs.
- Completed the asphalt paving and chip sealing maintenance project. Roads include: Country View Road, Windswept Way, Cross Country Circle, Stardust Trail, Tonto Trail, and Black Cherry Court.
- Continued pothole repairs with cold patching material.

## **Equipment and Facility Activities**

- Received new Peterbilt plow truck from Madison Truck and Equipment.
- Constructed new concrete curbing and rip rap drainage channel at the office parking lot.
- Mowed town prairie trails and pond area.
- Prepared for several town community room rentals.
- Received safe water sample report for the office well.

### **Sanitary Sewer Utility Activities**

- Reviewed the televised sections of sewer on Nesbitt Road and Fitchrona Road in the intersection area of the roundabout.
- Submitted the 2020 Compliance Maintenance Annual Report to the State of Wisconsin.

### **Engineering Activities**

- Issued two driveway permits on Deer Haven Trail and Fox Hill Trail administratively.
- Received notice to proceed for the engineer from WISDOT for the Valley Road Bridge engineering consultant. Surveying and soil borings to occur this summer.
- Solicited quotes for ditching work on Riverside Road west of Sugar River Road
- Completed compilation of a Dane County towns brush and yard waste summary.
- Prepared name change request for a portion of Stony Ridge Circle which was cut off from Pleasant View Road in 2018. The resolution to rename a portion of Stony Ridge Circle to Stony Ridge Court roads will be presented to the board after review by Dane County.

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

## TOWN OF VERONA

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**TO:** Town Board of Supervisors

**FROM:** Teresa Withee, Clerk/Treasurer

**SUBJECT:** June 2021 Clerk/Treasurer Report

### Clerk

- Attended Town Board meeting and recorded minutes
- Signed and sealed Liquor Licenses and Operator Licenses
- Filed At-827 Liquor License report with State of WI DOR
- Prepared Resolution 2021-05 regarding ARPA funds
- Processed four year maintenance postcards received
- Began cleaning of vault

### Treasurer

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Monthly bank reconciliations
- Prepared information for Financial Sustainability Committee meeting
- Updated New Home Escrow Worksheet
- Filed SL-330 ARPA Funds Request with the State of WI DOR
- Confirmed the towns DUNS number and updated treasurer information
- Attended State of WI DOR ARPA webinar
- Beginning research of online payment options
- Review and clean up budget categories

# **Town of Verona's 2019 Comprehensive Land Use Plan Amendment Procedure Process**

## **Plan Amendments to the Comprehensive Plan Document (Chapter 11, ToV 2019 Comp Plan)**

Amendments to the 2019 Comprehensive Plan may be appropriate in the years following initial Plan adoption and in instances where the Plan becomes irrelevant or contradictory to emerging policy or trends. "Amendments" are generally defined as minor changes to the Plan maps or document. In general, the Plan should be specifically evaluated for potential amendments every two years. In addition, the Town may be faced with an opportunity, such as a development proposal, that does not fit the plan but is widely viewed to be appropriate for the Town. Such amendments should be carefully considered and should not become the standard response to proposals that do not fit the plan. Frequent amendments to meet individual development proposals threaten the integrity of the Comprehensive Plan and the planning process and should be avoided.

## **Procedure for Amending the Town's Comprehensive Plan**

The procedures for a comprehensive plan amendment, as may be amended from time to time, are established by Wisconsin's Comprehensive Planning Law (66.1001, Stats.). Any amendments to a Comprehensive Land Use Plan must be adopted by the Town Board in the form of an adoption ordinance, approved by a majority vote. Two important steps must occur before the Town Board may amend the plan: the Plan Commission must recommend adoption and the Town must hold an official public hearing on said proposed amendments.

### **Method**

- a. The Plan Commission initiates the proposed Comprehensive Plan amendment process. This may occur as a result of a regular Plan Commission review of the Plan or may be introduced at the request of a property owner. This review process will only be initiated in odd number years, (e.g., first review, Dec. 2021). Applications for an amendment to the Comprehensive Land use plan shall be received by September 30th of odd numbered years.
- b. The Town Plan Commission or Town Staff prepares a draft of the amendment to the Comprehensive Plan, which may include specific text or maps.
- c. The Town Clerk sends a copy of the draft Plan amendment (not the entire Comprehensive Plan) to other Town committees, adjacent government jurisdictions and Dane County Planning and Development Department staff for their informal review. These bodies should ideally have at least 30 days to review and comment on the proposed plan amendment.

- d. The Town Clerk directs the publishing of a Class 1 notice at least 30 days before a joint Town Board/Plan Commission public hearing and containing information required under State Stats. Section 66.1001(4), Wisconsin Statutes.
  - i. Date, time and place of the public hearing
  - ii. A summary of the proposed amendment, which may include a map
  - iii. Contact person, who can provide additional information
  - iv. Where a copy of the amendment may be inspected before the public hearing
- e. Following the public hearing, the Plan Commission makes a recommendation on the proposed Plan amendment to the Town Board by adopting a Plan Commission resolution by majority vote of the entire Commission at their regular December meeting.
- f. The Plan Commission recommends adoption of the amendment by passing a resolution that very briefly summarizes the proposed amendment and its various components. The **resolution** should also reference the reasons for the amendment and the public involvement process used during the review process. The resolution must pass by a majority vote of the entire Commission. The resolution is forwarded to the Town Board for action. If there is an **objection** to the proposed Amendment, action by the Plan Commission may be delayed one month.
- g. The Town Board approves (or denies) the **ordinance** adopting the proposed Plan amendment. Adoption must be by a majority vote of all members. The Town Board may require changes from the Plan Commission recommended version of the proposed plan amendment.
- h. The Town Clerk sends a copy of the adopted ordinance and Plan amendment (not the entire Comprehensive Plan) to all adjacent and surrounding government jurisdictions as required under Sections 66.1001(4)b and c, Wisconsin Statutes.
- i. The Town Clerk sends copies of the adopted Plan amendment and related ordinance to Dane County Planning and Development Department for possible incorporation in the Dane County Comprehensive Plan. The County will hold its own hearing before acting on the amendment.

**Materials to be provided by the applicant**

The request to amend land use shall be specific and reference the categories associated with the Comprehensive Plan Future Land Use Map. 9.6. Information shall include the following:

- a. The location of the parcel in the context of the surrounding parcels.
- b. The current land use as defined by Map 9.6 – Future Land Use.

- c. Proposed land use narrative. This should include a rationale for the proposed land use change and how the proposed change is consistent with the intent of the Comprehensive Plan. Information on how the change might impact on the services provided by the Town and any perceived impacts to the Town should also be detailed. Further, any information on how the proposed change will impact the potential use of the adjacent land should be provided.
- d. Information about the parcel, such as vegetation and topography.
- e. A map of the parcel which includes the boundaries and adjacent roads and trails.
- f. A map of any vegetation coverage.
- g. Information on the presence or absence of geological or hydrologic features or of cultural or historical significance.
- h. A topographical map.

#### **Application Fees and Cost**

The applicant will be responsible for any costs related to the proposed amendment per the Town Fee Schedule.

#### **Schedule**

- a. The Application must be submitted to Town Staff by Sept 30<sup>th</sup> of odd years.
- b. Town Staff sends draft amendment to Town committees, adjacent municipalities and Dane County Planning and Development Department by the end of second week of November. Responses are requested to be provided within 30 days.
- c. Publication of Class I Notification for the public hearing on the proposed amendments will occur at least 30 days before the Joint Plan Commission/Town Board meeting.
- d. The Public Hearing will be held at the Plan Commission Meeting on the third Thursday of December. This meeting will be a joint Plan Commission/Town Board meeting.
- e. The Board Meeting to consider adoption of any proposed amendments will be held in the month following the Plan Commission meeting at which any recommendations for adoption were made.

# Town of Verona Conditional Use Permit (CUP) Process and Procedures

Draft –June 30 2021

**I. Overview** The issuance of a conditional use permit is governed by both State Statute and Dane County Ordinance. Reference documents may be found under the Section VIII.

CUPs are part of Dane County Zoning (<https://plandev.countyofdane.com/zoning/Conditional-Use-Permits>). The Town of Verona (ToV) Planning Commission and the ToV Board evaluates a CUP application using the eight standards listed below as required by Dane County Zoning. The determinations of the Planning Commission and Town Board are provided to Dane County.

## II. The Application Process

Applicants are encouraged to contact both county staff and town staff to discuss the proposal prior to submitting an application.

The process begins with the completion and submission of the Dane County CUP Application to both the County and the Town.

**CUP Application** (<https://plandev.countyofdane.com/documents/pdf/Zoning-Forms/Conditional-Use-Permit-Application-Revised-3-18-20.pdf>)

As part of the application process, applicants must reasonably prove to both the ToV and Dane County that they meet the eight (8) specified standards, listed below.

**Criteria 1** The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

*Application guideline: Explain how the proposed land use will fit into the neighborhood. If there is going to be lighting, noise, outdoor storage, traffic, or other outside activities, explain how the activities will be limited to a reasonable level.*

**Criteria 2** The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

*Application guideline: Explain how the proposed land use will fit into the neighborhood and what will be done to minimize and mitigate potential nuisances, such as limiting the hours of operation, noise control measures, paving the parking area, or screening outdoor storage.*

**Criteria 3** That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

*Application guideline: Explain how the proposed land use will not interfere with the development of the surrounding property.*

**Criteria 4** That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.

*Application guideline: Explain what impact the proposed use has on such things as water, septic, storm water, utilities, and traffic. Provide information on improvements that may be needed or if additional buildings are needed.*



**Criteria 5** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

*Application guideline: Provide information on vehicle traffic that the proposed use will generate. Include frequency and types of vehicles. Propose a plan for ingress and egress for the property.*

**Criteria 6** That the conditional use shall conform to all applicable regulations of the district in which it is located.

*Application guideline: Review the ToV Comprehensive Land Use Plan to ensure your project is compliant and in alignment with land use guidelines.*

**Criteria 7** That the conditional use is consistent with adopted town and county comprehensive plans.

*Application guideline: Review the ToV Comprehensive Land Use Plan to ensure your project is compliant and in alignment with land use guidelines.*

**Criteria 8** If the conditional use is located in a Farmland Preservation Zoning district, the Plan Commission must also address the conditions described in Dane County zoning ordinance 10.220(1).

*Application guideline: Review the Dane County zoning ordinance chapter 10.220(1) (p.10-50) for requirements:*

Conditional Use Standards in Farmland Preservation Districts. In addition to the requirements of section 10.101(7)(d), the Plan Commission must find that the following standards are met before approving any conditional use permit in any Farmland Preservation zoning district.

1. The use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district.
2. The use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
3. The use is reasonably designed to minimize the conversion of land, at and around the site of the use, from agricultural use or open space use.
4. The use does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
5. Construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible.

Submit a CUP application to Dane County Zoning Division and the Town of Verona:

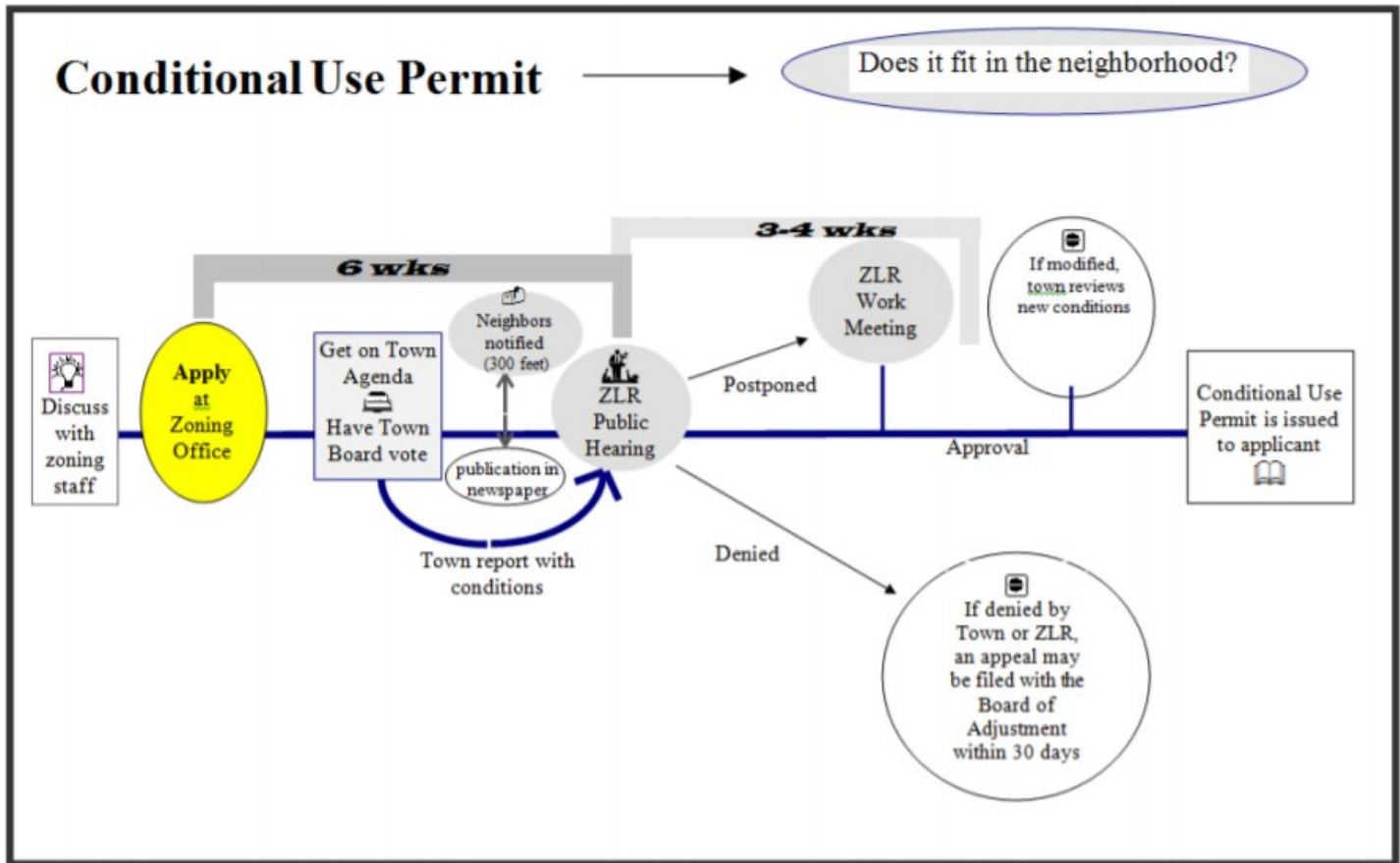
Zoning Division  
Room 116, City-County Building  
210 Martin Luther King Jr. Blvd  
Madison, Wisconsin 53703-3342

Phone: (608) 266-4266  
Fax: (608) 267-1540

Town of Verona  
7669 County Highway PD  
Verona, Wisconsin 53593

Phone: (608)0845-7187

### III. Dane County CUP Process Flowchart



(<https://plandev.countyofdane.com/Zoning/Conditional-Use-Permits/CUP-Process#Flowchart>)

#### Timeline

Per Dane County CUP guidelines, Dane County Town governments have 60 days from the date of the Dane County public hearing to act, with the ability to request a 40-day extension.

#### IV. Notifications

1. Dane County Zoning is responsible for notifying property owners of the proposed CUP that are located within 300 feet of the proposed CUP activities.
2. Notifications for ToV CUP applications under review at the ToV Planning Commission and Town Board: Agendas are posted 7 days prior to ToV Planning Commission and Class 2 Guidelines will be followed for the ToV Board meeting. All landowners within 500 ft of the site will be mailed meeting notices.

#### V. Testimony, Input Submissions and Meeting Guidelines

While Dane County is statutorily responsible for conducting the formal Public Testimony Hearing as part of the CUP application process, the ToV may host a public hearing session as part of a Plan Commission or joint Board/Plan Commission meeting. Some applications may not require a joint

meeting.

Individuals that have provided written testimony will have the opportunity to provide verbal input or testimony. Testimony and input will be limited to three to five minutes depending upon the number of people that sign up at the beginning of the scheduled meeting. This will be the only opportunity for public testimony. Testimony and input will be recorded and become part of the public record. Written testimony should be addressed to the ToV Planning Commission:

Via email: sgaskell@town.verona.wi.us

Via mail:  
Plan Commission: Verona Town Hall  
7669 County Hwy PD  
Verona, WI 53593

Written testimony must be received on the day before the meeting.

*Note: All submissions, phone conversations, and email correspondence will become part of the public record and may be posted on the ToV public website. Phone conversations to any ToV officials may be recorded and electronically transcribed to a written document and may also be posted to the ToV public website.*

**ToV Review of CUP agenda items process:**

1. At the beginning of the meeting, the meeting chair will explain the statutory rules for the public forum.
2. Written input received prior to the meeting will be discussed by members of the ToV Plan Commission. Verbal input by individuals will not be allowed during this review.
3. Public verbal testimony will be accepted from individuals that have signed up prior to the meeting. Individuals will have the opportunity to address the Plan Commission and provide input for three to five minutes maximum, dependent upon the number of individuals that have signed up to speak.
  - a) The order of speakers will follow the order of the names indicated on the sign up list. Attendees that have signed up will be called upon in that order.
  - b) Attendees may only speak during their allotted time and will be required to keep comments relevant to the item being considered.
  - c) Comments repeating points previously made will be limited.
  - d) Individuals are not allowed to ask questions of the Planning Commission members during their testimony and are not allowed to interject during testimony of other individuals.
  - e) If individuals are deemed out of order, they may be asked to leave the premises.
4. The Planning Commission will then make a determination. This could be to recommend approval of the CUP, request additional information if the CUP application does not explicitly and clearly address and support the eight CUP criteria, or recommend denial of the CUP application.
5. No further input will be allowed if the CUP application is denied or deliberation is tabled.

**VI. Substantial Evidence as outlined in 2017 Wisconsin Act 67**

59.69 (5e) CONDITIONAL USE PERMITS.

- a) Definitions in this subsection:

- i. **“Conditional use”** means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a county, but does not include a variance.
  - ii. **“Substantial evidence”** means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
- (b) If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the county ordinance or those imposed by the county zoning board, the county shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.

The requirements and conditions must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, limits on hours, noise, screening, etc. The applicant must demonstrate that the application and all requirements and conditions established by the county relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The county's decision to approve or deny the permit must be supported by substantial evidence.

- c) Upon receipt of a conditional use permit application and following publication of a class 2 notice under State Statute 985.07 and 985.075 , the county shall hold a public hearing on the application.
- d) Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed. However, the county may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the county zoning board.
- e) If a county denies a conditional use permit application, the applicant may appeal the decision to the circuit court under the procedures contained in State Statute 59.694 (10).

## VII. CUP Information and References

Dane County Conditional Use Permit overview:

<https://plandev.countyofdane.com/zoning/Conditional-Use-Permits>

Dane County Zoning Ordinance Chapter 10

<https://countyofdane.com/documents/pdf/ordinances/ch010-1-31-19.pdf>

Class 2 Wisconsin Chapter 985, Publication of Legal Notices; Public Newspapers; Fees:

<https://docs.legis.wisconsin.gov/statutes/statutes/985>

The 2017 Wisconsin Act 67:

<https://docs.legis.wisconsin.gov/2017/related/acts/67>

Town of Verona Comprehensive Land Use Plan:

<https://www.town.verona.wi.us/land-use/pages/comprehensive-plan>

ORDINANCE NO. 2021-05

Town of Verona  
Dane County, Wisconsin

ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE

WHEREAS, the Town Board of the Town of Verona, Dane County, Wisconsin, has authority under § 60.44(2), Wis. Stats., to adopt an alternative claims procedure for approving financial claims against the town which are in the nature of bills and vouchers,

NOW, THEREFORE, the Town Board does ordain as follows:

Section 2.05 of the Town of Verona Code of Ordinances shall be amended as provided below by adding the underlined language and deleting the language that is stricken:

2.05 CLAIMS. (1) Pursuant to §60.44, Wis. Stats., claims for money against the Town or Town officers, agents or employees, shall be filed with the Town Clerk-Treasurer. Financial claims in the nature of bills and vouchers may be paid from the Town treasury pursuant to § 66.0607, Wis. Stat., provided that either the claims are reviewed and approved in writing by the Town Clerk-Treasurer and the Town Administrator, or the Town Board; and that: sufficient funds are available, the item or service covered by the bill or voucher was duly authorized, the item or service covered by the bill or voucher was appropriately supplied or rendered, and the claim is a valid claim against the Town. All other claims shall be paid only after review by the Town Administrator and approval by the Town Board.

(2) After determining that the above conditions have been met, the Town Clerk-Treasurer shall distribute claims to the appropriate town official or employee to indicate approval by placing his or her initials on the bill or voucher. Upon approval of the bill or voucher under this procedure, the Town Clerk-Treasurer shall prepare an unpaid invoice report for approval by the Town Administrator. After the Town Administrator has approved the unpaid invoice report the Town Clerk-Treasurer shall prepare a payment approval report for the Town Chairperson to approve.

(3) At least monthly, the Town Clerk/Treasurer shall file with the Town Board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose and amount.

This ordinance shall take effect upon publication or posting as required by law.

Adopted this 6<sup>th</sup> day of July 2021

\_\_\_\_\_  
Mark Geller, Chairperson

Attest:

\_\_\_\_\_  
Teresa Withee, Clerk/Treasurer

# Town of Verona

## Proposed Increased Citizen Participation

Rationale:

### 1. Goal of greater resident participation

- Representation by large, mid and small landowners
- Age distribution of adults (beyond retirees)
- Representation from each of the Town quadrants
- Creation of pipeline for elected office and/or other committee/commission involvement

### 2. Issues

- ❖ Standard meeting times (or at least more conducive to those who work full-time)
- ❖ Position descriptions for each group that include expectations, time commitment, skills /qualifications needed, etc.
- ❖ Term limits (number of years of service, not length) – New committee members bring a freshness of insight, and changes in the operating climate may require new skill sets. A systematic rotation on and off committees lessens the likelihood that a committee becomes tired and loses vitality. Term limits offer the benefit of adjusting committee membership to adapt quickly to changing needs. The IRS favors term limits, because they believe that static membership leads to unhealthy attitudes, which can cause committees to govern out of self-interest rather than community interest. **See Appendix A.**
- ❖ Number of citizens plus supervisor With only 2-3 people on a committee, if someone has to miss, it makes no sense to hold the meeting. With a minimum of 5 people on each committee, regular meetings and business items can still be attended to even if an absence of 1-2 members occurs.
- ❖ Recruitment and selection process The burden falls upon the Town Chair who has many duties and responsibilities. The Town Chair does not know all town residents, at least not well. Broadening recruitment and selection beyond one person conveys a strong stance for shared leadership and power. If the Town Chair encounters heavy time commitments at the time of committee turnover, the Office Manager or appropriate Supervisor can pick up the duties of contacting interested parties.

### 3. Wisconsin Town Association Guidelines

In three different documents – (1) Job Duties, (2) Committees and Commissions, (3) Ad Hoc Committees – the WTA does not address volunteer management principles other than to state that commissions are more challenging to establish and manage than are committees. The use of the words Ad Hoc simply addresses any other committees a town board wishes to establish. I communicated with a staff person at WTA who confirmed that since process detail is lacking in WTA's documents, best practices of volunteer management can and should be followed.

### 4. Proposed Action Steps

- ❖ Discuss and decide upon term limits, qualifications, expectations, minimum number for each committee, representation principles and more using the recommended best practices.
- ❖ Write position descriptions for each entity that has volunteers serving on it
- ❖ Develop and place application form on new website for persons to self-identify interest(s)

- ❖ Market on
  - new website,
  - at least once monthly on weekly email,
  - Facebook and other social media
- ❖ Establish a (3)-person review team – Town Chair, 1 supervisor and ToV Office Manager
- ❖ Identify people and obtain their service
- ❖ Establish orientation process and conduct in May of each year

## 5. Best Practices

Here are **10 best practices** from *Best Practices in Volunteer Management (January 2019, published by GrantNews)*.

### *A. Value the Role of Volunteers*

When not valued, volunteers tend to leave, so let people know how much you value them.

- Put it in writing on the website, policies and recruitment information.
- Invest time to build a volunteer program
- Thank them publicly when opportunities arise

### *B. Define Rules and Expectations*

Have clear policies and procedures for your volunteers.

- Define group's rules, beliefs, and values
- Outline expectations of volunteers. They help you treat everyone fairly.

### *C. Develop Your Volunteer Management Skills*

Pay attention to how to attract and keep your volunteers.

- Develop a core set of skills, including
  - writing recruitment messages,
  - designing volunteer jobs,
  - providing feedback to volunteers,
  - creatively recognizing volunteer contributions,
  - resolving conflicts,
  - avoiding risks,
  - developing orientation and training materials,
  - motivating others to help out.

Be a voice for volunteer interests within your group.

Most importantly, ask the volunteers you work with for feedback on how you're doing!

#### *D. Reduce Risk*

Some volunteers might pose a risk to your organization. They could physically harm people or steal from you.

Screen all volunteers

Get everyone to fill out an application form and provide references.

Might require all regular volunteers to go through a short interview.

#### *E. Create Clear Assignments*

Having clear job assignments makes it easier to recruit volunteers.

Tell potential volunteers what you'd like them to do, what qualifications they need, how many hours you want them to work, and what they'll get in return.

Tell volunteers the purpose of their job and how it will help your group achieve its goals.

Consider what motivates volunteers to get involved and what needs to be done when recruiting and giving out tasks.

#### *F. Reach Beyond Your Circle*

Simply saying "We need help!" isn't the most effective way to recruit citizens.

Think about what you need people to do and what volunteers would like to do.

Write position descriptions that reflect these tasks and the skills needed.

Get the word out

#### *G. Provide Orientation and Training for Volunteers*

All volunteers should get information on the history, mission, and structure of your organization as well as training and information regarding their assignments.

Helps raise the group's profile when people ask about their committee work.

More importantly, the residents will know where they fit in and how they are contributing to the town.

#### *H. Provide Supervision*

Like paid staff, volunteers require direction and feedback on how they are doing.

Need a supervisor, someone to say, "Good job!" or, "How's the job going?" or, "You don't seem to be enjoying this task. What would work better for you?"

Also need someone who will respond to their concerns and give them more work or more of a challenge when they've shown they can handle it.

Supervisors should regularly check in to both give and receive feedback.



### *I. Make Your Volunteers Feel Like They Belong*

Show them you want their input and involvement.

Invite them to staff and planning meetings when appropriate.

Send them emails about developments in the organization.

Invite them to the staff holiday party.

Efforts like these show volunteers how much you value them. Volunteers who feel valued and engaged in their work, are more likely to hang around.

### *J. Recognize Your Volunteers' Contributions*

Frequently acknowledging volunteers' contributions, whether through formal or informal types of recognition will ensure your volunteers feel wanted, needed and appreciated.

Whether it's a plaque, an official awards dinner, a pizza dinner when they finish a day long program, or just a thank you note, don't wait for months to pass to acknowledge their contributions. Consider linking the reward to the individual. Be creative, but make sure the type of recognition is important to the volunteers (ask them what they prefer!)

# APPENDIX A

## The Pros of Term Limits

- ❖ Provide opportunity for the board to work with talented community members who can devote only a few years to service
- ❖ Make it easier to diversify committees, which brings new ideas and new perspectives to the committee and its decision-making process
- ❖ Avoid stagnation, tiredness, boredom and loss of commitment that can sometimes set in when members serve long terms
- ❖ Avoid the perpetual concentration of power within a small group of people and the intimidation (perceived or real) of new members by a dominant group
- ❖ When staggered, provide a built-in balance of continuity and turnover
- ❖ Allow for rotation of committee assignments
- ❖ Raise awareness of, and provide opportunities to, change and improve group dynamics
- ❖ Provide a respectful and efficient mechanism for the exit of passive, ineffective or troublesome members
- ❖ Enlarge the circle of committed supporters as members rotate off
- ❖ More easily adjust committee membership to reflect changing needs

## The Cons of Term Limits

- ❖ Potential loss of expertise or insight that has benefited the committee and organization over time
- ❖ Potential loss of organizational memory
- ❖ Need for the governance board to dedicate more time to the identification, recruitment, and orientation of new members
- ❖ Need to dedicate additional time to building the cohesiveness of the committee as members rotate on and off the board

**INTERGOVERNMENTAL**  
**AGREEMENT BETWEEN**  
**CITY OF FITCHBURG, CITY OF VERONA, AND TOWN OF VERONA**

Pursuant to Section 66.0301(2) of the Wisconsin Statutes and in consideration of the mutual covenants hereinafter set forth, the City of Verona, City of Fitchburg, and Town of Verona, hereinafter collectively referred to as the "Municipalities", hereby agree as follows:

**SECTION I**

**Emergency Medical Service District Created**

**1.01. Creation.** An Emergency Medical Service District is hereby created, hereinafter referred to as the "District," consisting of the City of Verona, City of Fitchburg and Town of Verona.

**1.02. Purpose.** The purpose of the District shall be to provide emergency medical services and transportation for sick, disabled, and injured persons to institutions providing health services.

**1.03. Name.** The name of the Emergency Medical District created by this instrument shall be the "Fitch-Rona EMS District."

**SECTION II**

**Management of the District**

**2.01. Commission.** An Emergency Medical Service District Commission, hereinafter referred to as the "Commission," is hereby created to manage and supervise the District.

(A) Appointment. The Commission shall consist of nine (9) members: three (3) members shall be appointed by the City of Verona; three (3) members shall be appointed by the City of Fitchburg; and three (3) members shall be appointed by the Town of Verona. One member from each municipality shall be a member of the governing body of the municipality. Each commissioner shall be appointed to serve for a period of two (2) years, which shall commence on the first day of May and expire on the 30th day of April.

(B) Removal. Any member of the Commission may be removed for cause by the appointing municipality.

(C) Vacancies. The municipality shall fill any vacancy in the Commission created by the death, resignation, or removal of its appointee as soon as possible.

(D) Compensation. The District shall not pay a stipend to its commission members for commission meetings attended.

(E) Officers. The Commission shall choose from among its members a Chair and a Secretary.

(1) Chair. The Chair shall be the executive officer of the District and, subject to the control of the Municipalities and the Commission, shall oversee the business and affairs of the District. The EMS Chief shall direct the day-to-day activities of the District. When present, the Chair shall preside at the meetings of the Commission. In general, the Chair shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Municipalities or the Commission from time to time.

(2) Secretary. The Secretary shall : (a) keep minutes of the meetings of the Commission and of the annual meeting; (b) see that all notices required by law are duly given; (c) be custodian of the records of the District; and (d) in general, perform all duties incident to the office of Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned by the Chair or by the Commission. Some or all of the daily tasks of the Secretary may be assigned to a designated staff member of the District as directed by the Commission.

(F) Meetings. The Commission shall meet at least once a month. Its meetings shall be open to the public and attendance of five (5) members shall constitute a quorum for the purpose of transacting all business with the exception of voting to recommend operational and capital expenditures.

(G) Voting. Decisions of the Commission other than those relating to capital expenditures shall be made by a majority vote of the Commissioners attending the meeting. Recommendation for operational and capital expenditures shall be approved by six (6) commissioners prior to being submitted to the municipalities for their approval.

**2.02. Duties of the Commission.** The Commission shall:

(A) Make rules and regulations for its own proceedings and for the operation and management of the District and shall make adequate provision for the enforcement of such rules and regulations.

(B) Maintain books of account.

(C) Prepare and submit to the Municipalities:

(1) Annual reports summarizing the activities of the District;

(2) Annual fiscal reports; and

(3) A recommended budget for the succeeding fiscal year on or before October 1 of each calendar year.

(D) Make provision for the management of the District, which should include the employment of an EMS Chief, to oversee the day-to-day operations of the District.

(E) Make provision for the control, maintenance, acquisition, and placement of all the vehicles and equipment acquired by the District.

(F) See that all contracts relating to the District are faithfully complied with and performed.

(G) Set the user fees, and see that all charges are duly made, collected, and deposited into the account of the District. Users' fees shall be defined as ambulance run charges, loaded mile charges and charges for medical supplies used in connection with the care and/or transportation of a patient for which the services of the District were requested.

(H) Obtain liability and property damage insurance.

(I) Obtain such licenses as may be required for the District to operate as an emergency medical service

**2.03 Powers of Commission.**

(A) The Commission shall have the power to:

(1) Enter contracts in the name of and for the benefit of the District for budgeted items.

(2) Expend monies, for the benefit of the District, from any current or future funding assistance programs and donations to the District.

(3) Establish and maintain bank accounts in the name of and for the benefit of the District

(4) Hire and Terminate employment.

(B) The Commission shall not have the authority to levy taxes, to issue bonds, to borrow money, to enter contracts, nor to commit funds for non-budgeted items, except as specified in 2.03(A)(2) above, without the approval of the municipalities.

**SECTION III**  
**District Meetings**

**3.01. Annual Meeting.** An annual meeting of the District, open to the public, shall be every October at which the governing bodies of the Municipalities should be presented with, a budget for the succeeding fiscal year, and, ratify and approve any other business of the District which may be transacted. The exact date and hour of the meeting shall be determined by the Commission. Adoption of the budget is subject to the regular budget review and approval of each municipality.

**3.02. Special Meetings.** Special Meetings of the District, open to the public, may be held for the purpose of transacting any business of the District upon the request of the Commission.

**3.03. Notice.** The Secretary of the Commission shall, not sooner than twenty (20) nor less than fifteen (15) days before the annual meeting, give written notice to the Municipalities. Notice of a special meeting shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting. The notice given for any meeting shall state the purpose, date, time, and place for the meeting.

**3.04. Who to Preside.** The Chair of the Commission shall preside at the annual meeting when present, but if absent, one of the Commissioners shall preside.

**3.05. Voting.** In order to be adopted, all business and motions shall be approved unanimously by the Municipalities with each municipality having one vote. The majority of members present for each municipality shall determine how their one vote is cast.

**3.06. Motions.** Motions may be made or seconded by any member of the governing bodies.

## SECTION IV

### 4.01 Operating Expenses

(A) Defined. The term "operating expense" shall mean and include any expense paid or accrued during the fiscal year which is attributable to the actual day-to-day operations of the District including but not limited to expenses for salaries, rent, utilities, repairs of equipment, fuel and insurance. If any question arises regarding whether an expenditure or expense is an "operating expense" or a "capital expenditure" the matter shall be resolved by the application of generally accepted accounting principles. Notwithstanding the foregoing, any single expenditure of less than \$5,000 shall be an "operating expense."

(C) Payment. All operating expenses shall be paid from user fees, miscellaneous income and payments from each municipality. Municipality payments shall be apportioned after user fees and miscellaneous income are applied. This apportionment shall be based on the most recent equalized valuation of each municipality divided by the total equalized valuation of the Municipalities.

### 4.02 Capital Expenditures.

(A) Defined. The term "capital expenditure" shall mean and include any expenditure for items greater than \$10,000 individually, or infrequent purchases that total \$50,000, or more. Regardless of the dollar amount, the items should have a useful life of five years or more.. The term shall include start-up expenses.

(B) Payment. Each municipality shall pay that percentage of each capital expenditure, which is determined by dividing its latest equalized value by the latest total equalized value of the Municipalities.

**4.02. Time for Payments.** Each municipality shall pay its share of the annual operating budget of the District in two equal installments on or before February 1 and August 1 each year. Capital expenditures shall be paid as determined when expenditures are approved by the Municipalities.

**4.03. Undesignated and Unreserved Fund Balance.** The District shall seek to maintain an undesignated and unreserved fund balance between 15 and 25 percent of the total annual operating expenses. The balance is not to be used as a contingency fund, but is to provide a cash reserve to conduct normal daily business. If the expenditures of the District in any fiscal year are less than the revenues collected, as determined by an annual independent audit conducted by a CPA firm, the excess revenues will revert to undesignated and unreserved fund balance as directed by the EMS Commission, unless otherwise directed by the Municipalities at the Annual Meeting or a Special Meeting of the District.

## SECTION V

### **Ownership of Assets**

**5.01. District Owns.** The title to all property whether real or personal and regardless of how it is obtained shall vest in the District.

**5.02. Equity of Municipalities.** Each municipality shall be deemed to have an equity interest in the assets of the District equal to the sum of its payments to the divided by the total payments to the District by the Municipalities.

## SECTION VI

### **Withdrawal from District**

**6.01. Notice Required.** A municipality may withdraw from the District at the end of any fiscal year of the District provided one (1) year's written notice has been given to the Commission and the other municipalities prior to such withdrawal.

**6.02. Distribution to Withdrawing Community.** A withdrawing community shall not be entitled to any of the property of the District but shall only be paid the current book value of its equity determined pursuant to Section 5.02. Book value shall be defined as the "Total District Equity" as set forth in the independent audit of the District. The District shall have the option of making such payment in a lump sum or in annual installments over a period not in excess of five (5) years from the date of withdrawal. Election of the installment method shall not entitle the withdrawing community to earn interest on the unpaid balance.

**6.03. Liability of Withdrawing Community.** In the event that the liabilities of the District exceed its assets at the time of withdrawal, the withdrawing community shall pay that percentage of the deficit, which is obtained by dividing its latest total equalized value of the Municipalities. The withdrawing municipality shall have the option of making such payment to the District in a lump sum or in annual installments over a period not in excess of five (5) years from the date of withdrawal. Election of the installment method shall not entitle the District to earn interest on the unpaid balance.

## SECTION VII

### **Termination of District**

**7.01. Termination of District.** The District may be terminated by the unanimous written consent of the Municipalities and shall be terminated if its membership drops to one municipality.

**7.02. Distribution of Assets upon Termination.** Upon termination of the District, its assets, including those acquired by gift or donation, shall be liquidated and the money remaining after payment of all of its obligations shall be distributed to the Municipalities which are then members of the District. Each Municipality shall receive that percentage of the money, which is equal to its equity in the District, determined pursuant to Section 5.02.

**7.03. Payment of Liabilities upon Termination.** If the proceeds realized from the liquidation of the assets are insufficient to pay all the obligations of the District, each municipality shall pay that percentage of the deficit, which is obtained by dividing its latest equalized value by the latest total equalized value of the Municipalities.

**SECTION VIII**

**Arbitration**

**8.01. Arbitration of Disputes.** In the event that the Municipalities are unable to reach an agreement on any matter affecting the District or its operation, the matter shall be resolved by an arbitration board.

**8.02. Selection of Arbitrators.** Each Municipality shall have the right to appoint two (2) arbitrators to the Board. The arbitrators shall not be residents of the District and shall be appointed within fifteen (15) days of the time that any municipality submit a written request for arbitration. Any community, which fails to make its appointments within such period, shall forfeit its right of appointment and the dispute shall be resolved by the arbitrators who have been appointed within the required time.

**8.03. Decision of Arbitrators.** The decision of the arbitrators, if within the scope of their authority, shall be final and binding on all parties to this agreement.

**8.04. Authority of Arbitrators.** The arbitrators shall not have the authority to add to, change, alter, or modify any of the terms or provisions of this Agreement.

**8.05. Expense of Arbitrators.** The expenses of the arbitrators shall be divided equally between the Municipalities.

**SECTION IX**

**9.01. Term.** This Agreement, as amended from time to time, should be reviewed no less than every ten-years and shall remain in full force and effect until the District is terminated.

**9.02. Severability.** If any section, subsection, sentence, clause or phrase of this Agreement is held to be invalid by reason of a decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase thereof.

**9.03. Effective Date.** This Agreement shall become effective upon execution by all parties. IN WITNESS WHEREOF, the Municipalities have caused this Agreement to be executed by their duly authorized officers.

CITY OF FITCHBURG

CITY OF VERONA

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF VERONA

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

**AGREEMENT  
VERONA SENIOR CENTER**

THIS AGREEMENT, VERONA SENIOR CENTER (the “Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Verona, a Wisconsin municipal corporation (the “City”), and the Town of Verona, a Wisconsin municipality (the “Town”).

***RECITALS***

- A. The City owns and operates the Verona Senior Center at 108 Paoli Street in the City.
- B. The Verona Senior Center provides services to City residents, including, but not limited to, exercise classes, case management services, meals on wheels services, transit services, and other wellness activities.
- C. The purpose of this Agreement is to identify the terms and conditions under which residents of the Town may use the same services of the Verona Senior Center as City residents.

***AGREEMENT***

NOW, THEREFORE, for the mutual considerations set forth herein, the City and the Town agree as follows:

- 1. Use of Verona Senior Center. Upon execution of this Agreement, Town residents shall have access to, and shall be able to use, all services of the Verona Senior Center in the same manner as City residents. Further, Town residents shall be subject to the same rules, regulations, and obligations related to the use of the Verona Senior Center and its services as City residents.
  - 2. While this Agreement remains in effect, the Town shall have the right to have a Town of Verona Supervisor participate in an advisory capacity in Senior Services Committee meetings to provide updates and feedback on the services provided to, and the needs of, Town residents using the Senior Center.
2. Town Payment to City. Starting on January 1, 2022, and for each month thereafter during the term of this Agreement, the Town shall make a payment to the City on the first day of each month to pay for the services Town residents will receive under this Agreement. The monthly payment during the first year of this Agreement shall be \$4,000 (for a total annual payment of \$48,000). Thereafter, the payment shall increase by two and 1/2 percent (2.5%) each successive year of this Agreement.



3. Term. The initial term of this Agreement shall be five (5) years, commencing on January 1, 2022. This Agreement shall automatically renew for a second five (5)-year term, unless either party provides written notice to the other party of non-renewal at least six (6) months prior to the renewal date. Written notice shall be provided to the clerk of the respective municipality at the municipality's City Center or Town Hall address.

4. Termination. Either party may terminate this Agreement, with or without cause, with six (6) month's written notice to the other party. Notice shall be provided pursuant to Section 3 above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of \_\_\_\_\_, 2021.

**CITY OF VERONA**  
DANE COUNTY, WISCONSIN

By: \_\_\_\_\_  
Luke Diaz, Mayor

By: \_\_\_\_\_  
Holly Licht, City Clerk

**TOWN OF VERONA**  
DANE COUNTY, WISCONSIN

By: \_\_\_\_\_  
Mark Geller, Town Chairperson

By: \_\_\_\_\_  
Teresa Withee, Town Clerk/Treasurer

## Annual Meeting Motions related to the formation of the Ad Hoc committee

From the Annual Meeting in 2019

Motion by Susan Pigorch to suggest that the Town Board establish an ad hoc committee to work across the other committee and study the impact of growth on the Town. Manfred Enburg offered a friendly amendment that the committee be charged with making specific recommendations to the Town Board. Second by Rosemary Bodolay. Motion carried unanimously.

Town Board Meeting May 7<sup>th</sup> 2019

Town of Verona Annual Meeting Motions April 2021

Note: These motions address matters that are beyond the powers of the town meeting, so the motions/votes have no legal significance. The motions can properly be viewed as requests to the Town Board, which the Town Board can either follow or not. The Town Board can also decide when and if to discuss these motions, as they are advisory.

- Motion by Marilyn Chohaney, second by Mark Jambon  
Motion to amend by Mark Jambon  
The motion is that the Ad Hoc Committee's preliminary report be released two weeks prior to the town board meeting and is designated as not yet reviewed by the Town Board or the Planning Committee.

Initial tally by voice vote – results inconclusive. Vote by show of hands:  
Aye - 24; Nay – 12; Motion carried.

- Motion by Marilyn Chohaney, second by Mark Jambon;  
Amended by Mark Jambon;  
Amended by Marilyn Chohaney  
Amended motion reads:  
That when the discussion of the Ad Hoc's Committee's report is on the agenda of the Town Board, there is adequate prior notice given to all Town Residents and includes the following:

- There be a request for public comments
- This notice is additionally announced for at least two weeks via the Sarah Gaskell's Friday emails and the "Community News" section of the Town website

Vote conducted via hand count. Aye – 24; Nay – 12. Motion carried.

**RESOLUTION 2021-05**

**RESOLUTION ESTABLISHING AN  
AMERICAN RESCUE PLAN ACT GRANT FUND**

WHEREAS the Federal Government made \$1.9 trillion dollars available to states, counties, municipalities, tribes and territories, including \$130 billion for local governments split between municipalities and counties, through the American Rescue Plan Act (ARPA) which was signed into law March 11, 2021; and

WHEREAS the Town of Verona's share of the ARPA funds is estimated to be \$201,382; and

WHEREAS the ARPA funds will be distributed to the Town in two equal portions, with the first portion to be distributed on/around June 25, 2021 and the second portion to be distributed approximately 12 months later; and

WHEREAS it is recommended by federal and state agencies that the ARPA funds be held in a separate and distinct revenue fund from the General Fund to ensure accurate accounting, monitoring and reporting of ARPA funds.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Verona, establishes and assigns Fund 21 with a description of "ARPA Funds" and directs the Clerk Treasurer to set up said revenue fund in the accounting software and follow the Wisconsin Department of Revenue account structure for governmental funds.

Adopted this 6<sup>th</sup> day of July 2021

\_\_\_\_\_  
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 6<sup>th</sup> of July 2021.

\_\_\_\_\_  
Teresa Withee, Clerk/Treasurer

Dated \_\_\_\_\_

**Resolution 2021-06**  
**Appointment of Town Clerk-Treasurer**

WHEREAS, the Town of Verona Electors, via a referendum pursuant to Wis. Stats. § 60.30(1e)(b), have authorized the Town Board to appoint the Town Clerk-Treasurer;

WHEREAS, the Town Clerk-Treasurer position is currently a one-year appointment;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Verona, Dane County, Wisconsin, that Teresa Withee is appointed to the position of Town Clerk-Treasurer for a three-year term from July 20, 2021 to July 20, 2024.

BE IT FURTHER RESOLVED, that the Town Clerk-Treasurer be paid an annual salary of \$60,030 and receive benefits as provided in the Town of Verona Personnel Policies and Procedures Manual. The annual salary will be re-evaluated each July of the three-year term.

Adopted this 6th day of July 2021

\_\_\_\_\_  
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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
Teresa Withee, Clerk/Treasurer

Dated \_\_\_\_\_