



## 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 may be read.
- 4) Approval of minutes from November 1, 2022
- 5) Committee Reports
  - A. Plan Commission
  - B. Public Works
  - C. Ordinance Committee
  - D. Financial Sustainability Committee
  - E. Natural and Recreational Areas Committee
    1. Discussion and Possible Action: 2023 Proposed Committee Goals
  - F. EMS Commission
  - G. Senior Services Committee
  - H. Town Chair's Business
    1. Discussion and Possible Action: Public Works Committee Appointment for a term ending in 2024
  - I. Supervisor Announcements
- 6) Staff Reports
  - A. Administrator/Planner Report
  - B. Public Works Director Report
  - C. Clerk/Treasurer Report
- 7) Old Business
- 8) New Business

- A. Discussion and Possible Action: Adoption of the Proposed Fitch-Rona EMS District 2023 Operating Budget
- B. Discussion and Possible Action: Approval of the 2023 MSA Engineering Services Contract
- C. Discussion and Possible Action: Adoption of the Draft 2023 Budget
- D. Discussion and Possible Action: Purchase of Zero-turn Lawn Maintenance Mower
- E. Discussion: 2023 Draft Utility District Budget
- F. Discussion: Check Register 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](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: 11/22/2022  
Amended: 11/30/2022  
Posted: 12/1/2022



## 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 Minutes**  
**Tuesday, November 1, 2022 – 6:30 pm**

Town Board Members Present: Chair Geller, Mathies, Lonsdorf, Paul, and Duerst

Staff Present: Administrator/Planner Gaskell, Clerk/Treasurer Withee and Public Works Director Barnes

Applicants Present: Michael and Katie Thompson

1. Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:30 pm. Motion by Duerst to approve the agenda, second by Lonsdorf. Motion carried by voice vote.
2. Pledge of Allegiance
3. Public Comment – no comment
4. Approval of minutes from October 4, 2022 – Motion by Duerst to approve the minutes from October 4, 2022, second by Mathies. Motion carried by voice vote.
5. Committee Reports
  - A. Plan Commission –
    1. Discussion and Possible Action: CUP Application 2022-02 by Michael Thompson and Katie Kwas for a Limited Family Business to be located at 6537 Shady Bend Road, Verona WI.
      - a. David Scidmore - 6485 Shady Bend - 1st criteria for approval, comfort of neighbors, this will affect their comfort and in his opinion, this has not been met. Sound carries very well in that neighborhood.
      - b. Dale Beske 6422 Shady Bend - sent comments to Mark Geller, he feels this business will be detrimental and a nuisance. He questioned if the septic capacity had been addressed. Ancillary use defeats the purpose of this ordinance.
      - c. Janet Nodorft - 6415 Shady Bend - lived there over 30 years, over \$250,000 in taxes paid to the town. Some services are great some are not. Several neighbors have been there many years and paid taxes - 33 households in the area and this will impact some if not all of the households. Welcomes new neighbors with open arms but want a say in how their neighborhood looks / feels. Neighbors agree that if people are looking for a home and hear barking dogs they may not purchase or will lower value of the home. She can hear dogs barking from the Kennel business next to Costco and they don't want that in their neighborhood.
      - d. Bill Pailing -6429 Shady - He currently has quiet at his house and allowing this in the neighborhood they will lose their quiet. 24/7 business with no staff dedicated – applicants both have full time jobs already.

- e. Mark Cain - 6460 Shady Bend - concerns are same as neighbors. Noise won't probably affect him, but it affects his friends.
- f. Mike Thompson - 6537 Shady Bend - Reality of potential noise, it is mainly their residence and they have to live there with the noise as well. He did decibel readings in the area. Inside the accessory building was 95 decibels outside the building was 50 - 75. Standing in the kitchen, Katie did not hear anything inside when he was honking the horn on his truck in the garage. He understands the concerns, but the reality is the noise is not going to be what the neighbors are concerned about. He would be concerned with the same things and has to live there as well. Conditions were put in place in the application, they are only allowing 1 dog out at a time. Drainage would be allowed if the permit is approved.
- g. Geller stated there are 8 criteria to consider. Gaskell gave the staff report with the criteria that needs to be met. Discussion by board.

Supervisor comments:

- Lonsdorf stated criteria 1 has not been met as neighbors say it will be detrimental to them. Staff & County say not a problem but neighbors say it will be a problem for them. Disagree with the ancillary outdoor space and it is essential not ancillary to the dog's wellbeing. Feels the owners can't "pull this off" as they own three dogs, have full time jobs and a new baby. Town has a limited ability to monitor this situation.
  - Paul also concerned and was on the Plan Commission for 17 years; Dane county changed the zoning in 2020. Doesn't feel that this use was something that they considered under this limited liability. This will be detrimental to the neighborhood and she feels this doesn't meet the criteria as listed.
  - Mathies feels it does not meet criteria number 1. No substantial evidence provided by the applicant that the noise will not impact neighbors. He disagrees with the county regarding ancillary use for outside space.
  - Duerst adjacent to a gravel pit, he stated that you don't own your view shed, you own the land you are on. He doesn't feel that it will be a big problem the closest house is 450 feet away with trees between. He doesn't like when other people tell neighbors what to do with their own land. Doesn't think it is fair for neighbors to decide that this will not work before it even happens. The dogs will not be out at night and the building will be insulated.
- h. Geller stated that he has received a lot of emails and public comment regarding this proposal. Public input has certainly been listened to and considered. He's sympathetic to how neighborhoods are changing. He is in favor of this, he would

look at this differently if it was further into the neighborhood, but the location is across the road from a rapidly expanding commercial area. This is on the intersection of M and doesn't feel there will be additional traffic in the neighborhood. Applicants have listened to all the concerns and made modifications to their proposal.

Motion by Mathies to deny CUP Application 2022-02 by Michael Thompson and Katie Kwas for a Limited Family Business to be located at 6537 Shady Bend Road, second by Duerst. Discussion by board. Roll Vote - Mathies – yes; Lonsdorf – yes; Paul – yes; Duerst – no; Geller – no. Motion carried by voice vote.

2. Discussion and Possible Action: Land Use Application 2022-05 submitted by Douglas Sommerfeld for a rezone of the 1.16-acre parcel 062/0608-161-9351-0 from LC to GC. Gaskell gave the staff report. Discussion by board. Motion by Geller to approve Land Use Application 2022-05 submitted by Douglas Sommerfeld for a rezone of the 1.16-acre parcel 062/0608-161-9351-0 from LC to GC, with the following conditions, second by Mathies.

- a. Uses are deed restricted to include only the following:

- Contractor, landscaping or building trade operations
- Undeveloped natural resource and open space areas
- Office uses
- Indoor sales
- Indoor storage and repair
- Personal or professional service
- A Transportation, utility, communication or other use required by law
- Utility services associated with a permitted use

Motion carried by voice vote with Duerst abstaining.

3. Discussion and Possible Action: Land Division and Development Ordinance. Gaskell introduced the revision for consideration to eliminate the option for a traditional subdivision. Geller stated they feel that conservation development is the vision of the town. Discussion by board. Consensus is to move forward with the changes.

- B. Public Works – Duerst stated that Brent Lindell has volunteered to join the committee. Geller stated this will need to be added to the December agenda for the appointment.
- C. Ordinance Committee – no meeting
- D. Financial Sustainability Committee – Mathies stated that committee members attended the budget workshop meeting with the town board and may not have a regular meeting this month.
- E. Natural and Recreational Areas Committee – Lonsdorf spoke with Sarah about the town prairie. They felt the land use educational program was helpful and would like to have

more, the committee is coming up with some suggestions.

- F. EMS Commission – The budget was submitted but not finalized because the negotiations with the union has gone to arbitration.
- G. Senior Services Committee – no meeting
- H. Town Chair’s Business – several meetings with EPIC, substantial growth and accelerated construction of three more campuses which will total 9 more buildings.
- I. Supervisor Announcements – Duerst stated Highway 69 is completed. Paul asked about the Dark Sky Ordinance, stating the storage place has had their lights on 24/7 on their new buildings. County Materials has also put up a new sign and it shines up and is very bright. Gaskell will reach out to both businesses.

## 6. Staff Reports

Administrator/Planner Report was included in packet

Public Works Director Report - Barnes stated that he received the town pond inspection report.

Clerk/Treasurer Report - Withee updated board on absentee voting.

## 7. Old Business

- A. Discussion: Draft 2023 Budget. Gaskell gave an update regarding changes. Duerst would like to have reserves placed for the Fitchrona Road project. Geller stated there was a request for a donation to a nonprofit. Mathies stated that charitable donations by the town need to be approved by the electors at a town meeting. Consensus is to use remaining ARPA funds for 2023 road projects.

## 8. New Business

- A. Discussion and Possible Action: Resolution 2022-06 Approving Exceeding the Levy Limit for Joint EMS Districts. Gaskell reviewed the resolution. Motion by Duerst to approve Resolution 2022-06 Approving Exceeding the Levy Limit for Joint EMS Districts, second by Geller. Discussion by board. Motion carried by voice vote.
- B. Discussion and Possible Action: Town of Verona Engagement Letter from Johnson Block CPA for the 2022 Audit. Motion by Duerst to approve Town of Verona Engagement Letter from Johnson Block CPA for the 2022 Audit not to exceed \$11,100, second by Mathies. Discussion by board. Motion carried by voice vote.
- C. Discussion and Possible Action: Contract Award for Conversion of Town Hall to Gas Utilities. Barnes gave an update for the conversion. He recommends using Dave Jones for the conversion. Motion by Geller to approve Contract Award for Conversion of Town Hall to Gas Utilities for \$14,125, second by Duerst. Motion carried by voice vote.

D. Discussion: Check Register Review

9. Motion by Mathies to adjourn, second by Lonsdorf, meeting adjourned without objection at 9:20 pm.

Prepared by Teresa Withee, Town Clerk

Approved:

DRAFT



## **Proposed 2023 NRAC Goals**

#1 Update the NRAC plan for 2024-2029

#2 Help create education programs for the town citizens.

Examples: Farmland protection

Housing Development projections

Water protection and flood management

#3 Update significant natural features and public lands on town maps and add to the town website to help with landowner recognition and protection, and to help promote and guide recreational activities. This includes making a map of public access and parking to recreational points within the town.

#4 Initiate and get professional group to maintain and improve the town's prairie.

# TOWN OF VERONA

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**TO:** Town Board of Supervisors

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

**SUBJECT:** Administrator Report for December 2022

## **Upcoming Meetings**

- NRAC – December 13<sup>th</sup>, 6:30pm Town Hall
- Plan Commission – December 15<sup>th</sup>, 6:30pm Town Hall
- Public Works – December 20<sup>th</sup>, 7:00am Town Hall
- Special Town Board Meeting – December 27<sup>th</sup> 6:30pm (tentatively)

## **General**

- Tax collection – once bills go out
- Office closure: December 23-26, 30<sup>th</sup>
- Brush Drop-Off – December 10<sup>th</sup> and 14<sup>th</sup>, 10:00am to 1pm Town Hall

## **Work Plan**

- 2023 Budget Finalization
- 2023 Western Dane County Joint Municipal Court
- Open Space and Parks Plan 2024 - 2029
- Communications Plan
- Succession Plan
- Emergency Plan
- Impact Fee Analysis

# TOWN OF VERONA

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

**DATE:** December 1, 2022

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

**SUBJECT:** Monthly Report – November 2022

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. November was an active month with the installation of new road signs, brush cutting and beginning of the seasonal winter operations. 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**

- Two snow ice events.
- Completed asphalt overlay and shouldering on Schmidt Lane.
- Installed new roadside signs along the Highway 69 corridor.
- Received 100 ton of salt delivery
- Completed annual hazardous tree removals on Purcell Rd, Fitchrona Rd., Timber Lane, Range rail, and White Crossing.

## **Equipment and Facility Activities**

- Made repairs to salt building overhead door.
- Cancelled Held second brush drop off event on October 8<sup>th</sup>- one resident drop off.
- Received Stormwater inspection report of the town stormwater pond-attached.
- Began pipe installation for conversion from propane to natural gas for the facility.

## **Sanitary Sewer Utility Activities**

- Continued collaboration with Madison Metro Sewerage District (MMSD) staff about the upcoming Badger Mill Pump Station 17 Force Main relief project.
- Responded to 2 Digger Hotline utility locate requests

- Scheduled a neighborhood meeting for December 14<sup>th</sup> for the Lower Badger Mill Inceptor Sewer project at the town community room with MMSD and R.A. Smith Engineering. Open house begins at 5 pm.
- **Engineering Activities**
- Continued working with the City of Fitchburg on the successful WISDOT grant application for Fitchrona Road reconstruction. Submitted a revised cost proposal to the city with a reduced scope to stay within the Town budgeted local match.
- Submitted 2022 PASER pavement ratings and Town road mileage for updating the annual Town highway map and pavement management system through WISDOT. The town has 42.09 centerline miles of roads.
- Valley Road Bridge is currently in the December 13, 2022 WISDOT bid letting. Recent construction cost increases may impact the project budget.
- Prepared engineering review of the Mary Farms (Ardent Glen) development
- Prepared surveying and drawing for roadside ditching on Manhattan Drive and Riverside Road

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



# MSA Memo

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**To:** Town of Verona, Chris Barnes  
**From:** James Bongard, Senior Engineering Technician II  
**Subject:** Town Hall – Storm Water Mananagment  
**Date:** October 28, 2022

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A site visit was completed October 28<sup>th</sup>, 2022 to review the stormwater management facilities at the Town of Verona Town Hall at 7685 County Highway PD Verona, WI 53593. Based on our observations, the recommended maintenance items are listed below which reference the areas detailed on the attached plan sheet.

In general, the site is in good condition overall. There appears to be no erosion on the slopes in the pond and around the site. The level spreader which dissipates the water flow energy is in good condition and free from vegetation and voluntary tree growth.

The Flared End Section (FES1) appears to have a sinkhole near the first pipe joint, which might indicate a separation at the joint. This area should be excavated to determine the failure and remedied. Any silt or debris found in the pipe should be removed manually or jetted.

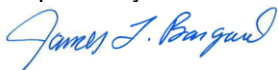
The Outlet Control Structure (OCS1) should have the grate removed and flowline cleaned free from silt and grass clippings.

The Flared End Section (FES4) has voluntary tree growth at the outfall which is common. The trees should be removed or trimmed as low as possible so as not to impede the flow of water.

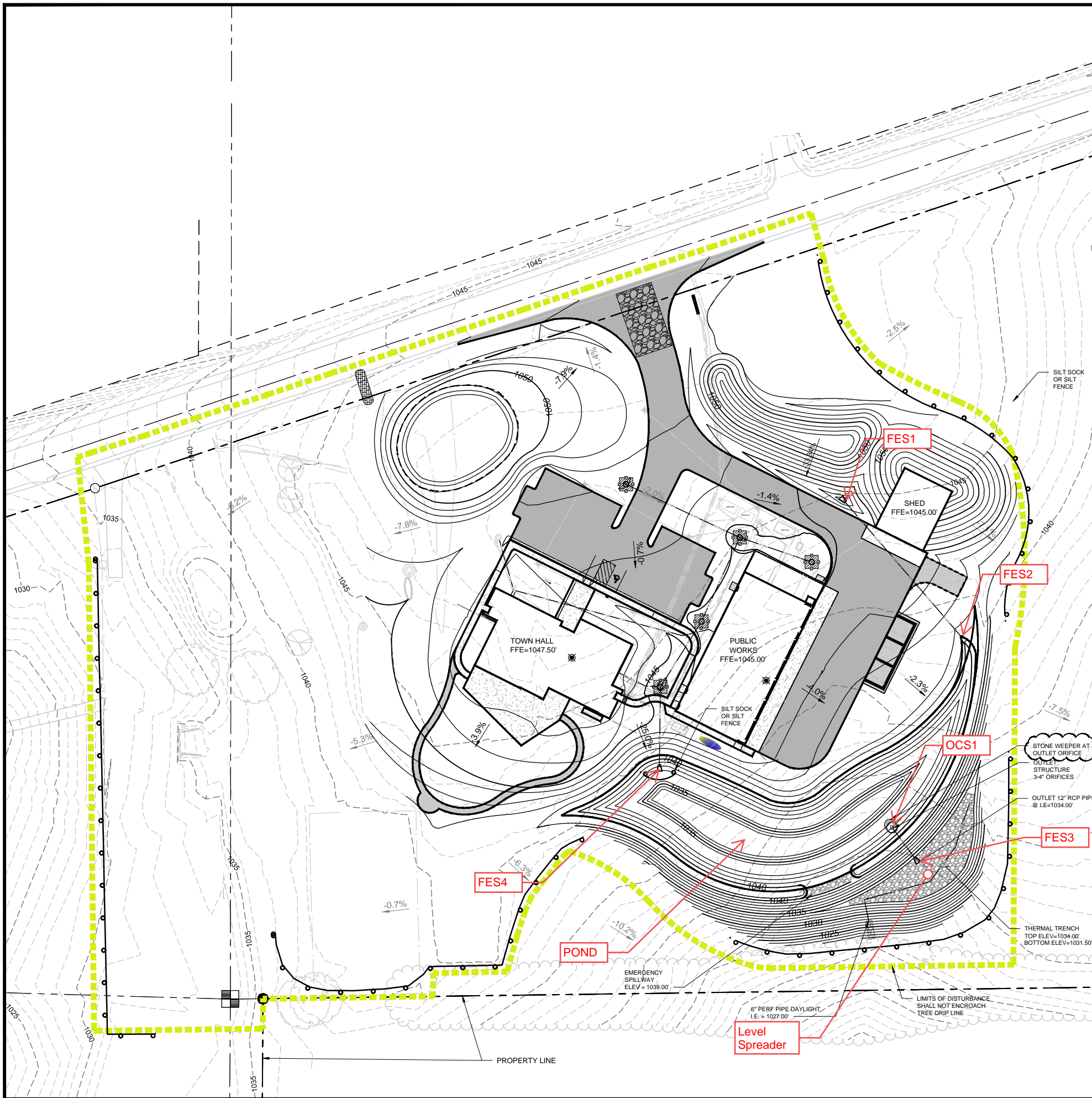
The Pond does have some cattail growth, primarily contained on the west end. While MSA has not done an actual survey of the pond depths, the growth doesn't appear to be affecting the overall volume of the pond to the extent that there should be concern. There may be a point sometime in the future, if the growth has overtaken the pond, that a survey should be done to determine if the pond volume has been reduced to a critical level at which time budgeting for dredging should occur.

In summary, the minor maintenance items should be addressed as soon as convenient.

Prepared By:



MSA Professional Services, Inc.  
James Bongard, , Senior Engineering Technician II



**EXISTING SITE LEGEND**

- PROJECT LIMITS
- EXISTING PROPERTY LINE
- EXISTING CONTOUR LINE
- EXISTING UNDERGROUND ELECTRICAL
- EXISTING OVERHEAD ELECTRICAL
- EXISTING TELEPHONE
- EXISTING FIBER OPTIC
- EXISTING FENCE
- EXISTING TREE LINE
- EXISTING POWER POLE
- EXISTING EVERGREEN TREE
- EXISTING DECIDUOUS TREE

**PROPOSED SITE LEGEND**

- POSSIBLE PROPERTY LINE
- PROPOSED CONTOUR
- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- GRAVEL PAD
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- STORM SEWER CATCH BASIN
- STORM SEWER ENDWALL
- LIGHT POLE
- LIGHTED BOLLARD
- ELECTRICAL HANDHOLE
- BOLLARD
- SOIL BORING LOCATION

**EROSION CONTROL LEGEND**

- LIMITS OF DISTURBANCE (7.58 ACRE)
- TRACKING PAD
- CHECK DAM
- INLET PROTECTION TYPE-D
- SILT FENCE OR 12" SILT SOCK

**CONSTRUCTION PLAN:**

DEMOLISHING OF EXISTING BUILDINGS.  
 ROUGH SITE GRADING, INSTALLATION OF GRAVEL BASE ON A PARKING LOT AND DRIVEWAYS AREA.  
 BUILD A STORM WATER DETENTION POND, THERMAL CRIB AND OUTLET STRUCTURES.  
 FINAL RESTORATION OF POND EMBANKMENTS AND STEEP SLOPES.  
 BUILDINGS CONSTRUCTION.  
 PARKING LOT AND DRIVEWAYS PAVING.  
 FINAL LANDSCAPING AND SITE STABILIZING.

**APPROXIMATE CONSTRUCTION SCHEDULE:**

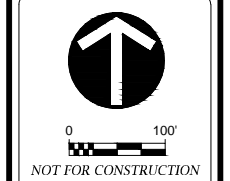
04-25-2016	INSTALL EROSION CONTROL
04-25-2016 - 05-13-2016	POND CONSTRUCTION AND RESTORATION OF POND & STEEP SLOPES, ROUGH SITE GRADING AND GRAVEL BASE COURSE
05-16-2016 - 07-15-2016	BUILDINGS FOUNDATION
08-01-2016	PAVING
08-07-2016	SITE RESTORATION SPREAD TOPSOIL, SEED, MULCH
03-01-2017	COMPLETE BUILDINGS
03-01-2017 - 3-07-2017	RE-SPREAD TOPSOIL, SEED, MULCH AND FINAL RESTORATION NEAR STRUCTURES
04-01-2017	REMOVE EROSION CONTROL WHEN SITE HAS BECOME STABILIZED

**EROSION CONTROL NOTES**

1. ALL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED BY THE CONTRACTOR IN ACCORDANCE WITH THE WISCONSIN DNR TECHNICAL STANDARDS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A COPY OF THESE STANDARDS.
2. INSTALL EROSION CONTROL MEASURES PRIOR TO ANY SITE WORK, INCLUDING GRADING OR DISTURBANCE OF EXISTING SURFACE MATERIALS AS SHOWN ON PLAN. MODIFICATIONS TO SEDIMENT CONTROL DESIGN MAY BE CONDUCTED TO MEET UNFORESEEN FIELD CONDITIONS IF MODIFICATIONS CONFORM TO WDNR TECHNICAL STANDARDS.
3. EROSION CONTROL MEASURES INDICATED ON THE PLANS SHALL BE CONSIDERED MINIMUMS. IF DETERMINED NECESSARY DURING CONSTRUCTION ADDITIONAL MEASURES SHALL BE INSTALLED TO PREVENT SEDIMENT FROM LEAVING THE SITE.
4. INSPECTIONS AND MAINTENANCE OF ALL EROSION CONTROL MEASURES SHALL BE ROUTINE (ONCE PER WEEK MINIMUM) TO ENSURE PROPER FUNCTION OF EROSION CONTROLS AT ALL TIMES. EROSION CONTROL MEASURES ARE TO BE IN WORKING ORDER AT THE END OF EACH WORK DAY.
5. INSPECT EROSION CONTROL MEASURES AFTER EACH 1/2" OR GREATER RAINFALL. REPAIR ANY DAMAGE OBSERVED DURING THE INSPECTION.
6. NO SITE GRADING OUTSIDE OF THE LIMITS OF DISTURBANCE
7. EROSION CONTROL MEASURES SHALL BE REMOVED ONLY AFTER SITE CONSTRUCTION IS COMPLETE WITH ALL SOIL SURFACES HAVING AN ESTABLISHED VEGETATIVE COVER
8. INSTALL INLET PROTECTION IN ALL STORM SEWER INLETS AND CATCH BASINS THAT MAY RECEIVE RUNOFF FROM DISTURBED AREAS
9. CUT AND FILL SLOPES SHALL BE NO GREATER THAN 3:1
10. SLOPES EXCEEDING 4:1 SHALL BE STABILIZED WITH CLASS I, TYPE B EROSION MATTING AND ALL DRAINAGE SWALES SHALL BE STABILIZED WITH CLASS II, TYPE B EROSION MATTING.
11. ALL INCIDENTAL MUD TRACKING OFF-SITE ONTO ADJACENT PUBLIC THOROUGHFARES SHALL BE CLEANED UP AND REMOVED BY THE END OF EACH WORKING DAY USING PROPER DISPOSAL METHODS. HYDRAULIC FLUSHING IS NOT ALLOWED.
12. ANY DISTURBED AREA THAT REMAINS INACTIVE FOR GREATER THAN 7 DAYS SHALL BE STABILIZED WITH TEMPORARY STABILIZATION METHODS SUCH AS TEMPORARY SEEDING, SOIL TREATMENT, EROSION MATTING, OR MULCH
13. PREVENT EXCESSIVE DUST FROM LEAVING THE CONSTRUCTION SITE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
14. INSTALL EROSION CONTROL MEASURES ON THE DOWNSTREAM SIDE OF STOCKPILES.
15. AT A MINIMUM ALL DISTURBED AREAS SHALL RECEIVE A MINIMUM OF 6" OF TOPSOIL FERTILIZER, SEED AND MULCH. SEE MIXTURE SHALL BE WISCONSIN DOT SEED MIX #40 OR EQUIVALENT APPLIED AT A RATE OF 5 POUNDS PER 1000 SQFT ON ALL DISTURBED AREAS. ANNUAL RYEGRASS AT A RATE OF 1 1/2 POUNDS PER 1000 SQFT SHALL BE ADDED TO THE MIXTURE. FERTILIZER SHALL BE PLACED PER A SOIL TEST.
16. DEWATERING, IF APPLICABLE, SHALL BE CONDUCTED PER WDNR STORM WATER MANAGEMENT TECHNICAL STANDARD 1061.
17. IF EXCESSIVE SILTATION IN THE PONDS IS OBSERVED A SOILS PROBE SHOULD BE COMPLETED TO DETERMINE IF THE ACCUMULATED DEPTH OF SEDIMENT IN THE PONDS HAS IMPACTED FUTURE PERFORMANCE.

**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**  
 7590 Westwood Way, Madison, WI 53717  
 Phone: 608.835.7390 • Fax: 608.835.1089  
 YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

GRADING & EROSION CONTROL PLAN  
**TOWN HALL-SWMP**  
 7685 COUNTY HIGHWAY-7D  
 TOWN OF VERONA, DANE COUNTY, WISCONSIN



DATE: 08-07-15  
 REVISED: 03-17-16

DRAWN BY: ymayhuytov  
 Sheet Number:  
**EXHIBIT - 7**

## TOWN OF VERONA

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**TO:** Town Board of Supervisors

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

**SUBJECT:** November 2022 Clerk/Treasurer Report

### Clerk

- Attended town board meeting and recorded minutes
- Updated Newsletter insert for 2022 pay 2023 tax bill mailing
- November General Election was held with 83% turnout
  - 498 total absentee ballots were returned (523 mailed)
  - 824 people voted in person on election day
  - 65 people registered on election day
  - 1,322 Total participation
- Publish Type A Notice for Spring Primary and Spring Election

### Treasurer

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Monthly bank reconciliations
- Completed BCS tax bill processing form
- Entered trash and sewer special assessments in Access Dane
- Attended budget public hearing and recorded minutes

	2022 Budget	2023 Operating Budget	Difference 2022 Budget vs. 2023 Budget	Percent Change
<b>Revenues</b>				
Run Income	\$ 1,572,130	\$ 1,699,600	\$ 127,470	8.1%
Run Income Subtotal	\$ 1,572,130	\$ 1,699,600	\$ 127,470	8.1%
City of Fitchburg*	\$ 936,571	\$ 1,031,222	\$ 94,651	10.11%
City of Verona*	\$ 730,914	\$ 801,834	\$ 70,920	9.70%
Town of Verona*	\$ 88,360	\$ 92,380	\$ 4,020	4.55%
Municipalities Sub-Total	\$ 1,755,845	\$ 1,925,436	\$ 169,591	9.66%
Interest Income	\$ 3,725	\$ 3,700	\$ (25)	-0.7%
Contracted Events	\$ 10,500	\$ 38,500	\$ 28,000	266.7%
Misc. Sub-Total	\$ 14,225	\$ 42,200	\$ 27,975	196.7%
<b>Total Revenues</b>	<b>\$ 3,342,200</b>	<b>\$ 3,667,236</b>	<b>\$ 325,036</b>	<b>9.7%</b>
<b>Expenses</b>				
Salaries & Wages	\$ 1,539,959	\$ 1,633,510	\$ 93,551	6.1%
Scheduled Overtime	\$ 379,388	\$ 388,446	\$ 9,058	2.4%
Unscheduled Overtime	\$ 101,266	\$ 104,304	\$ 3,038	3.0%
Soc.Sec.&Medicare Taxes	\$ 155,669	\$ 166,646	\$ 10,977	7.1%
Retirement Plan	\$ 234,218	\$ 277,247	\$ 43,029	18.4%
Miscellaneous Benefits	\$ 8,143	\$ 8,637	\$ 494	6.1%
Health & Dental Ins.	\$ 359,863	\$ 371,888	\$ 12,025	3.3%
Worker's Comp. Ins.	\$ 79,644	\$ 92,019	\$ 12,375	15.5%
Income Continuation	\$ 2,400	\$ 2,400	\$ -	0.0%
Sick Time Over Cap	\$ 21,233	\$ 24,294	\$ 3,061	14.4%
Medical Director Annual Fee	\$ 33,000	\$ 33,000	\$ -	0.0%
<b>Salary Sub-Total</b>	<b>\$ 2,914,783</b>	<b>\$ 3,102,391</b>	<b>\$ 187,608</b>	<b>6.4%</b>
Oil, Fuel & Lube	\$ 22,908	\$ 33,702	\$ 10,794	47.1%
Repair and Replacement Parts	\$ 29,000	\$ 51,600	\$ 22,600	77.9%
Medical Supplies	\$ 100,946	\$ 124,342	\$ 23,396	23.2%
Office Supplies	\$ 2,500	\$ 2,300	\$ (200)	-8.0%
Postage	\$ 600	\$ 800	\$ 200	33.3%
Public Education	\$ 1,500	\$ 2,000	\$ 500	33.3%
Staff Training	\$ 32,500	\$ 32,500	\$ -	0.0%
Staff Support	\$ 6,400	\$ 6,800	\$ 400	6.3%
Uniforms	\$ 14,684	\$ 15,400	\$ 716	4.9%
Personnel Recruitment	\$ 1,000	\$ 2,100	\$ 1,100	110.0%
Subscriptions & Dues	\$ 900	\$ 900	\$ -	0.0%
Admin Space Lease	\$ 7,125	\$ 7,125	\$ -	0.0%
Facilities Furnishings	\$ 1,400	\$ 1,800	\$ 400	28.6%
Telephone	\$ 10,700	\$ 10,200	\$ (500)	-4.7%
Radio Equipment	\$ 3,000	\$ 4,500	\$ 1,500	50.0%
Radio Maintenance	\$ 3,700	\$ 3,900	\$ 200	5.4%
Medical Equipment	\$ 8,000	\$ 3,600	\$ (4,400)	-55.0%
Medical Equipment Maint.	\$ 6,000	\$ 11,700	\$ 5,700	95.0%
EMT Safety Equipment	\$ 700	\$ 1,300	\$ 600	85.7%
Training Equipment	\$ 800	\$ 500	\$ (300)	-37.5%
Office Equipment	\$ 1,000	\$ 2,000	\$ 1,000	100.0%
Computer Support	\$ 17,200	\$ 24,100	\$ 6,900	40.1%
Accounting Fees	\$ 17,000	\$ 15,000	\$ (2,000)	-11.8%
Legal Fees General	\$ 3,400	\$ 3,000	\$ (400)	-11.8%
Assigned Funds - Labor Contract	\$ -	\$ 6,000	\$ 6,000	
Property Insurance	\$ 25,900	\$ 28,700	\$ 2,800	10.8%
Billing Service	\$ 94,328	\$ 101,976	\$ 7,648	8.1%
Paramedic Intern Program	\$ -	\$ 9,000	\$ 9,000	
Reserve Funding	\$ -	\$ 58,000	\$ 58,000	
<b>Misc. Expense Sub-Total</b>	<b>\$ 413,191</b>	<b>\$ 564,845</b>	<b>\$ 151,654</b>	<b>36.7%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,327,974</b>	<b>\$ 3,667,236</b>	<b>\$ 339,262</b>	<b>10.2%</b>



## TOWN OF VERONA

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**TO:** Town Board of Supervisors

**DATE:** November 29, 2022

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

**SUBJECT:** Annual Consulting Engineering Contract Renewal

**ACTION RECOMMENDED:**

**The Board approve the Professional Services agreement with MSA Professional Services, Inc. for calendar year 2023 and authorize the Town Chair to execute the agreement.**

MSA Professional Services, Inc. has performed general consulting engineering service for the Town since 2001. The service agreement provides on-call services for general items such as Geographical Information System (GIS) mapping, surveying, State or Federal permitting and grant assistance. Typical services under this contract include the annual road improvement bidding documents, updating and expanding the sanitary sewer GIS mapping, and miscellaneous drawings and mapping. For 2023, the on-call services are anticipated to include the road improvement project bidding documents and engineering and bidding documents for the Goose Lake area sanitary sewer realignment.

This on-call contract is not used for large projects, such as the Valley Road bridge where a public contract may exceed \$25,000 in cost, as these size projects typically involve soliciting proposals from a number of consulting firms to select a firm for the best fit for the specific project.

MSA has performed engineering services for the town in a very professional and responsive manner, and staff interaction with MSA staff has been excellent. Compensation for the engineering services is based upon an hourly rate schedule. For 2023 MSA is proposing an hourly rate increase of approximately 6% for the staff generally assigned to town projects. This rate is comparable to other professional engineering firms and represents a reasonable increase in hourly rates in line with cost of living increases.

It is recommended that the Board approve the Professional Services agreement with MSA Professional Service, INC. for calendar year 2023 and authorize the Town Chair to execute the agreement.

Attachments



# Professional Services Agreement

This AGREEMENT (Agreement) is made today December 6, 2022 by and between TOWN OF VERONA (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** Town of Verona 2023 General Engineering

**The scope of the work authorized is:** On-call engineering to coordinate projects, prepare permits, provide development reviews, grant assistance, mapping, attend Public Works Committee meetings and consult with the Town of Verona upon request with Town related engineering and planning concerns. MSA will provide separate phases for required work as necessary to assist in providing monthly billing summaries.

**The schedule to perform the work is:** approximate start: January 1, 2023  
approximate completion: December 31, 2023

**The estimated fee for the work is:** Hourly, Time and Expenses

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

**TOWN OF VERONA**

\_\_\_\_\_  
Mark Geller  
Town Chair  
Date: \_\_\_\_\_

Attest: Town Clerk  
Clerk Name: \_\_\_\_\_  
Date: \_\_\_\_\_

7669 County Highway PD  
Verona, WI 53593  
Phone: 608-845-7187  
Fax: 608-845-7143

**MSA PROFESSIONAL SERVICES**

*Kevin Lord*  
\_\_\_\_\_  
Kevin Lord, PE, PLS  
Consulting Town Engineer  
Date: November 28, 2022

1702 Pankratz Street  
Madison, WI 53704  
Phone: 608-242-7779  
Fax: 608-242-5664

**ATTACHMENT A:  
RATE SCHEDULE**

CLIENT LIASON

Kevin Lord, PE, PLS, Consulting Town Engineer.....\$160/hr.

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative.....	\$ 85 – \$140/hr.
Architects.....	\$ 70 – \$205/hr.
Community Development Specialists .....	\$140 – \$175/hr.
Digital Design .....	\$165 – \$180/hr.
Environmental Scientists/Hydrogeologists .....	\$100 – \$170/hr.
Geographic Information Systems (GIS).....	\$ 90 – \$175/hr.
Housing Administration .....	\$ 90 – \$160/hr.
Inspectors/Zoning Administrators .....	\$100 – \$120/hr.
IT Support .....	\$165 – \$180/hr.
Land Surveying .....	\$ 90 – \$175/hr.
Landscape Designers & Architects.....	\$ 70 – \$205/hr.
Planners .....	\$ 95 – \$160/hr.
Principals.....	\$200 – \$300/hr.
Professional Engineers/Designers of Engineering Systems .....	\$140 – \$175/hr.
Project Managers.....	\$145 – \$220/hr.
Real Estate Professionals.....	\$130 – \$145/hr.
Staff Engineers.....	\$ 70 – \$130/hr.
Technicians .....	\$ 90 – \$140/hr.
Wastewater Treatment Plant Operator.....	\$ 85 – \$105/hr.

REIMBURSABLE EXPENSES

Copies/Prints.....	Rate based on volume
Specs/Reports .....	\$10
Copies.....	\$0.20/page
Plots.....	\$0.015/sq.in.
Flash Drive.....	\$10
GPS Equipment .....	\$30/hour
Laser Level.....	\$10/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement.....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.70 mile
Nuclear Density Testing.....	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment .....	\$40/hour
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing .....	At cost
Geodimeter .....	\$30/hour
Drone Flight.....	\$390/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2023.

**QUOTE TABULATION**  
**Zero Turn Mower Replaceent**

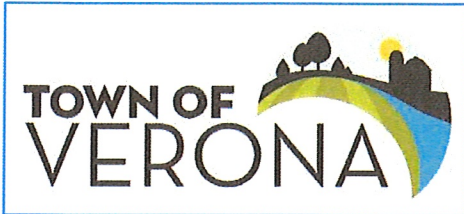
11/29/2022

Middleton Power Center  
 3230 Parmenter St.  
 Middleton, WI 53562

KK Lawn & Sport  
 5485 County Hwy KK  
 Monroe, WI. 53566

Sloan Implement  
 1650 Springdale Street  
 Mt. Horeb, WI 53572

Model	Deck Size	Warrenty	Horsepower	Fuel Injection	Price	Price	Price
SCAG, Turf Tiger	61"	36 Mo	40	X	\$15,100.00		
SCAG Turf Cat	61"	36 Mo	26	X	\$10,600.00		
John Deere 950 M	61"	36 Mo	27				\$10,269.00
John Deere 960 M	61"	36 Mo	31				\$11,800.00
Bad Boy Rogue	61"	24 Mo	27			\$10,283.00	
Bad Boy Rogue	61"	24 Mo	38	X		\$11,117.00	



**Town of Verona Utility District Commission**  
7669 County Highway PD  
Verona, WI 53593

November 7, 2022

Dear Town of Verona Sewer Utility District Customer:

As you may know, your property(ies) is served by the Town of Verona's sewer utility district. The system consists of 15,313 linear feet of pipe from 8 to 10 inches in diameter. The collected wastewater flows by gravity to a pump station located along Fitchrona Road, south of US 18/151, and is owned by the Madison Metropolitan Sewerage District (MMSD). The flow is then pumped to the MMSD Nine Springs Treatment Facility on the east side of Madison. MMSD treats the wastewater under contract with the Town. The system had no reported Sanitary Sewer Overflows or reports of basement backups in 2022. Work this year included the cleaning and televising of the sewer in the Goose Lake Drive and Pheasant Lane area. Cleaning of the selected sections within the system in 2022 revealed no defects requiring immediate repair.

This district is funded separately from the Town's general fund; its operation is entirely dependent on user fees collected from residents who benefit from the system. The district meets its financial obligations through two accounts: an operating account and a reserve account. The operating fund pays for annual costs such as cleaning and sewage treatment costs. Treatment cost increases from MMSD projected for 2023 are estimated at 2.03%. Treatment costs will continue to increase as MMSD funds upgrades to the treatment facility and pumping system. A reserve account is a fund set aside to pay for capital improvement projects and unfunded events such as a pipe failure or manhole collapse. As part of a major MMSD capacity expansion project along the Badger Mill Creek in 2023, the utility plans to reconstruct a section of the Town outfall sewer line near and under Goose Lake to connect to the new MMSD line to prevent water infiltration.

**Based on the current financial condition and projected yearly expenses, no increase in the sewer rate is necessary for 2023.** This proposed rate for next year and the year-to-date budget versus expenses for the current year are both adequate to continue the process to maintain the both operating and reserve funds for the time being.

The Verona Town Board will discuss and adopt the 2023 Budget (see reverse) at the annual Public Hearing for the Utility District scheduled for December 6, as an item at the Regular Town Board Meeting that starts at 6:30 p.m. The Public Hearing will be held at the Town of Verona Hall located at 7669 County Highway PD. If you have questions, please feel free to contact W. Christopher Barnes, Public Works Director, at (608) 807-4471 or [cbarnes@town.verona.wi.us](mailto:cbarnes@town.verona.wi.us)

Sincerely,

W. Christopher Barnes, P.E.

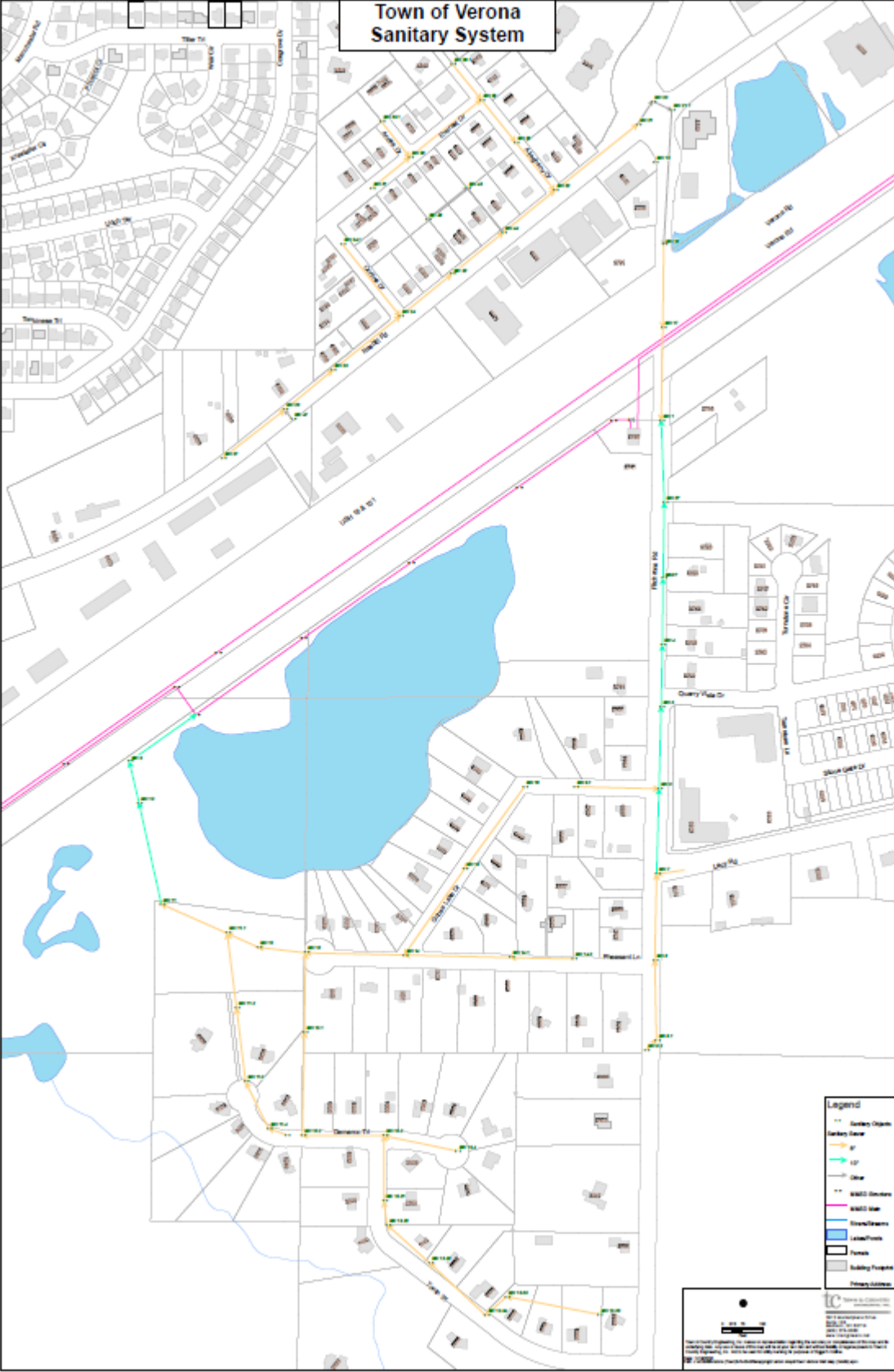
## Current 2022 and Proposed 2023 Rate Structure

Unit type	Current 2022 annual fee	Proposed 2023 annual fee	units	Revenue
single family	\$488.00	\$488.00	94	\$45,872.00
duplex	\$858.00	\$858.00	11	\$9,438.00
3 unit	\$1,109.00	\$1,109.00	2	\$2,218.00
4 unit	\$1,479.00	\$1,479.00	3	\$4,437.00
8 unit	\$2,958.00	\$2,958.00	1	\$2,958.00
commercial	\$518.00	\$518.00	5	\$2,590.00
			<b>116</b>	<b>\$67,513.00</b>

## Current 2022 and Proposed 2023 Utility Budget

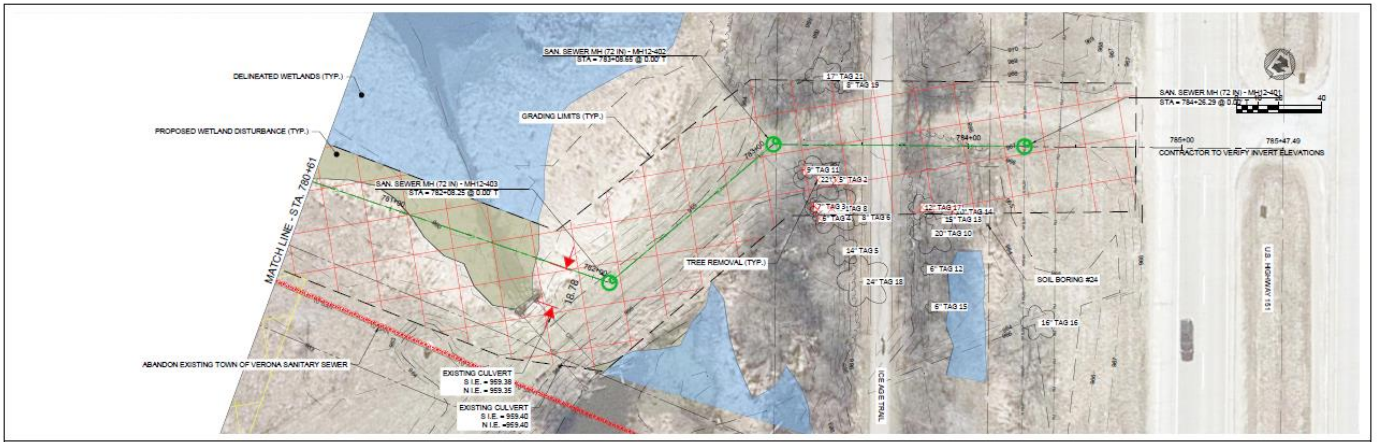
	2022	Proposed 2023 Budget
<b>REVENUES</b>		
SEWER SERVICE CHARGES	\$67,513.00	\$67,513.00
DELINQUENT SEWER		
INTEREST INCOME	\$50.00	\$200.00
TRANSFER IN/SURPLUS FUNDS		(from Reserves) \$58,587.00
<b>TOTAL</b>	<b>\$67,563.00</b>	<b>\$126,300.00</b>
<b>EXPENSES</b>		
ADMIN AND SUPPLIES	\$3,387.70	\$3,600.00
REPAIRS AND MAINT	\$5,324.00	\$83,200.00
SEWER SERVICE EXPENSE-MMSD CHARGES	\$33,870.04	\$35,500.00
INSURANCE	\$1,000.00	\$1,000.00
DEPRECIATION		
ENGINEERING	\$1,160.45	\$3,000.00
TRANSFER OUT TO RESERVE/REPLACEMENT FUND	\$22,820.81	\$0.00
<b>TOTAL</b>	<b>\$67,563.00</b>	<b>\$126,300.00</b>
<b>Difference Revenue/Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Town of Verona Sanitary System



- Legend**
- Sanitary System
  - Sanitary Line
  - Branch
  - Sewer Main
  - Water Bodies
  - Lakes/Ponds
  - Parcels
  - Building Footprints
  - Primary Station

**TC**  
 Town & Country  
 Engineering & Architecture  
 201 N. Main St.  
 Verona, NJ 07093  
 Tel: 908.261.1111  
 Fax: 908.261.1112  
[www.townandcountry.com](http://www.townandcountry.com)





**TOWN OF VERONA**  
**Utility District #1**  
**2023 Budget**

	<b>2022</b>	<b>Proposed 2023 Budget</b>
<b>REVENUES</b>		
SEWER SERVICE CHARGES	\$67,513.00	\$67,513.00
DELINQUENT SEWER		
INTEREST INCOME	\$50.00	\$200.00
TRANSFER IN/SURPLUS FUNDS		\$58,587.00
<b>TOTAL</b>	<b>\$67,563.00</b>	<b>\$126,300.00</b>
<b>EXPENSES</b>		
ADMIN AND SUPPLIES	\$3,387.70	\$3,600.00
REPAIRS AND MAINT	\$5,324.00	\$83,200.00
SEWER SERVICE EXPENSE-MMSD CHARGES	\$33,870.04	\$35,500.00
ACCTG SERVICES*		
INSURANCE	\$1,000.00	\$1,000.00
DEPRECIATION		
ENGINEERING	\$1,160.45	\$3,000.00
TRANSFER OUT TO RESERVE/REPLACEMENT FUND	\$22,820.81	\$0.00
<b>TOTAL</b>	<b>\$67,563.00</b>	<b>\$126,300.00</b>
Difference Revenue/Expenses	<b>\$0.00</b>	<b>\$0.00</b>
*revised to reflect Board decision to not include UD in annual financial audit, February 4, 2020		