



## 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 August 1, 2023
- 5) Committee Reports
  - A. Plan Commission
    1. Discussion: Sugar River Properties Concept Plan Update
    2. Discussion: Comprehensive Plan Amendment Process
  - B. Public Works
  - C. Finance Committee
  - D. Natural and Recreational Areas Committee
  - E. EMS Commission
  - F. Senior Services Committee
  - G. Town Chair's Business
  - H. 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: 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 Finance Committees 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 [twithe@town.verona.wi.us](mailto:twithe@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: 08/25/2023



## 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, August 01, 2023 – 6:30 pm**

Town Board Members Present: Chair Mark Geller, Tom Mathies, Dave Lonsdorf, Deb Paul, and Mike Duerst

Staff Present: Administrator/Planner Sarah Gaskell, Clerk/Treasurer Teresa Withee, Public Works Director Chris Barnes and Road Patrolman Mark Judd

Others Present: Tara Blast, Johnson Block, Todd Bollenbach, Danielle Pellitteri

1. Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:32 pm. Geller would like to combine the closed session items 8b under item 9; Motion by Mathies to approve the agenda as amended, second by Duerst. Motion carried by voice vote.
2. Pledge of Allegiance
3. Public Comment – no comments
4. Approval of minutes from July 5, 2023. Motion by Duerst to approve the minutes from July 5, 2023 as amended, second by Duerst. Motion carried by voice vote.

Public Hearing regarding Proposed Edits to the Land Division and Development Ordinance. Public hearing opened at 6:42 pm, motion by Duerst, second by Paul. Motion carried by voice vote. No public comment.

5. Close Public Hearing – Public hearing closed at 6:43 pm by Duerst, second by Lonsdorf. Motion carried by voice vote.

6. Committee Reports

- A. Plan Commission

1. Discussion and Possible Action: Adoption of the Updated Land Division and Development Ordinance. Gaskell presented the proposed changes to the ordinance. Discussion by board. Motion by Geller to approve the Adoption of the Updated Land Division and Development Ordinance, second by Duerst. Motion carried by voice vote.
2. Discussion: Update on the 2023 Comprehensive Plan Amendment Process. Geller explained the process. Discussion by board.

- B. Public Works

1. Discussion and Possible Action: Pellitteri Waste Systems Contract Extension. Duerst stated that the Public Works Committee recommended approval of a contract extension at their August meeting. Motion by Duerst to approve the Pellitteri Waste Systems Contract Extension for 10 years, second by Lonsdorf. Discussion by board. Motion carried by voice vote.

- C. Finance Committee – no meeting
  - D. Natural and Recreational Areas – Lonsdorf stated that Gaskell attended to give an update on the draft NRAC plan. Natural Areas tour draft map was presented to the board.
  - E. EMS Commission – Lonsdorf stated that the budget was passed.
  - F. Senior Services Committee – Paul stated the next meeting is August 10<sup>th</sup>.
  - G. Town Chair's Business – Geller is meeting with Fitchburg Mayor. He will be meeting with EPIC, City of Verona, WI DOT, DNR and Dane County Highway Commissioner regarding future transportation plans for the Verona Area related to the Epic expansion.
  - H. Supervisor Announcements – Duerst said there was a boom mower for sale on the auction site, but it went for \$37,500. The Public Works Committee will put together a proposal at their next meeting regarding any future boom mower purchase via auction. The County will be paving Highway 69 next week.
7. Staff Reports
- A. Administrator/Planner Report was included in the packet.
  - B. Public Works Director Report was included in the packet. Barnes gave an update on the MMSD project. Geller stated that on Country View Road, two wells were contaminated. They have shocked and retested and may be replacing the wells.
  - C. Clerk/Treasurer Report was included in the packet. Withee stated that the July HeyGov, online payment report showed we received \$4,572.38 in revenue. She also received a grant for \$200.00 for the redesign of the election envelopes.
8. Old Business
- A. Discussion and Possible Action: 2022 Audit Presentation. Tara Blast presented the 2022 audit.
9. New Business
- A. Discussion and Possible Action: Consideration for a Temporary "Class B" license to sell/serve wine §125.26(6) and a Temporary Class "B" license to sell/serve fermented malt beverages §125.51(10) at picnics or similar gatherings by a bona fide club at the Bike the Barns event on September 17, 2023 from 2:30 pm to 6:00 pm. Motion by Mathies to approve Temporary "Class B" license to sell/serve wine §125.26(6) and a Temporary Class "B" license to sell/serve fermented malt beverages §125.51(10) at picnics or similar gatherings by a bona fide club at the Bike the Barns event on September 17, 2023, second by Duerst. Motion carried by voice vote.

- B. Motion to go into Closed Session per Wis. Stats. 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Potential litigation regarding City of Verona Ordinance No. 23-1020) Motion by Geller to convene into closed session, second by Mathies, roll call; Mathies – aye, Lonsdorf – aye, Paul – aye, Duerst – aye, Geller - aye. Motion carried.
- C. 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 pay rate adjustments for town staff. Motion by Geller to convene into closed session, second by Mathies, roll call; Mathies – aye, Lonsdorf – aye, Paul – aye, Duerst – aye, Geller - aye. Motion carried.
- D. Motion by Geller to reconvene in open session, second by Lonsdorf. Motion carried by voice vote. Staff directed to send response to City of Verona’s proposal to the Town Attorney. Staff directed to administer raises to the Clerk/Treasurer, Public Works Director and Road Patrolman as discussed in Closed Session.
- E. Discussion: Check Register Review. Discussion by board.
- F. Motion by Lonsdorf to adjourn, second by Paul, meeting adjourned without objection at 10:16 pm.

Prepared by Teresa Withee, Town Administrator  
Approved:

**TOWN OF VERONA**  
**APPLICATION FOR LAND USE CHANGE**

Please review the Town of Verona Comprehensive Land Use Plan and Subdivision and Development Ordinance 05-04 (found on the Town website: [www.town.verona.wi.us](http://www.town.verona.wi.us)) and Dane County Ordinances Chapter 10 – Zoning, Chapter 11 – Shoreland, Shoreland-Wetland and Inland-Wetland Regulations, and Chapter 75 – Land Division and Subdivision Regulations prior to application. A pre-application meeting or initial review should be scheduled with Town Staff and/or Plan Commission Chair if you have any questions or concerns and to determine the fees associated with the application.

Proposed land use change for (property address/legal description): \_\_\_\_\_

2313, 2325, & 2191 SUGAR RIVER ROAD

Please check all that apply: MISHAPACHA, SUGAR RIVER INVESTORS, & SWEETWATER

- comprehensive plan amendment – please see specific submittal requirement
- rezone petition
  - current zoning category \_\_\_\_\_
  - new zoning category \_\_\_\_\_
- conditional use permit  
conditional use requested \_\_\_\_\_
- certified survey map
- preliminary plat
- final certified survey map
- concept plan
- site plan
- request for Town road access

Property Owner Phone MULTIPLE

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Applicant, if different from the property owner RON KLAAS, DONOFRIO KOTTKE

Applicant's Phone (608) 833-7530 E-mail RKLAAS@DONOFRIO.CC

If the applicant is different from property owner, please sign below to allow the agent to act on behalf of property owner.  
I hereby authorize \_\_\_\_\_  
to act as my agent in the application process for the above indicated land use change.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Description of Land Use Change requested: (use reverse side if additional space is needed)

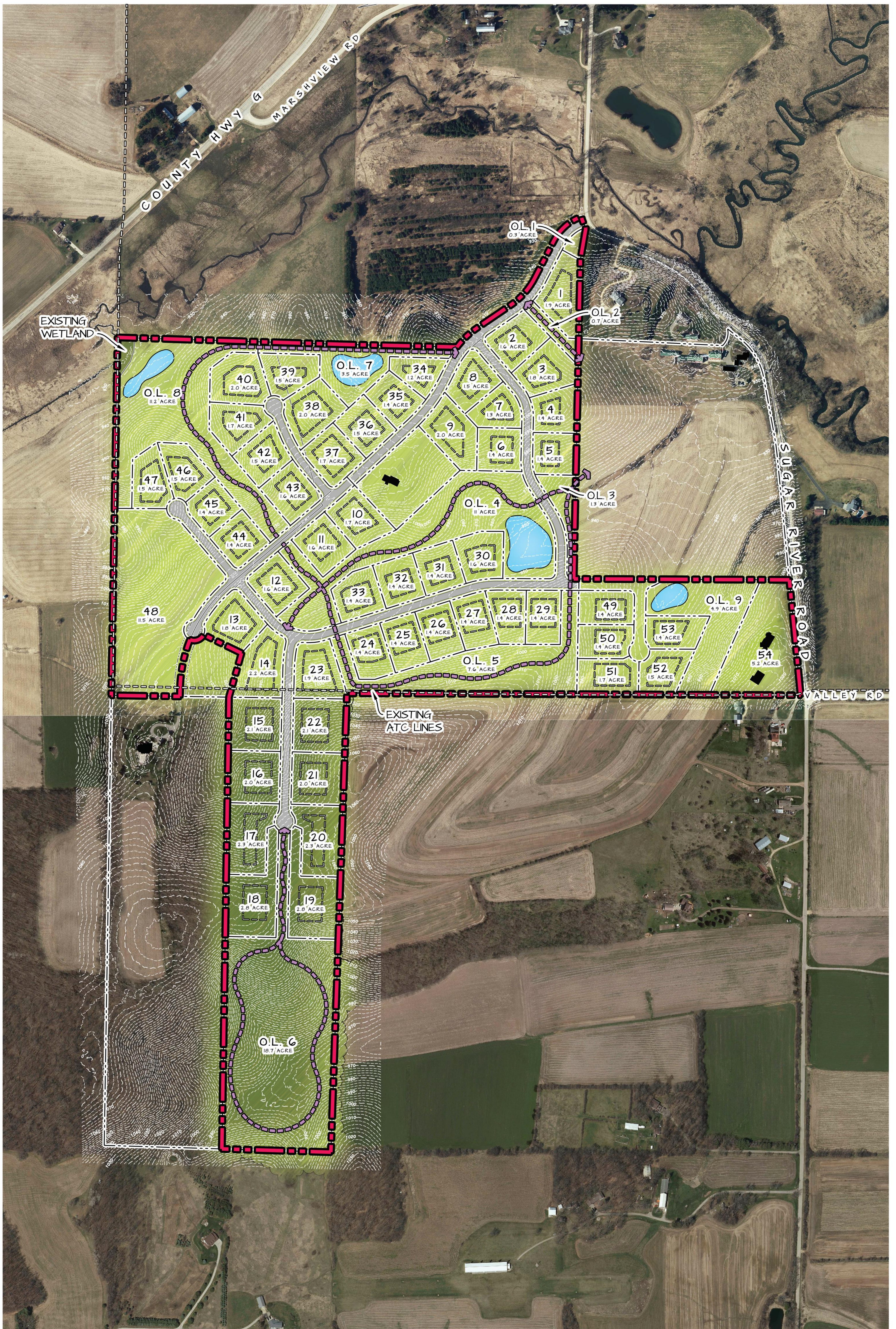
DEVELOP SINGLE FAMILY NEIGHBORHOOD

I certify that all information is true and correct. I understand that failure to provide all required information and any related fees will be grounds for denial of my request.

Applicant Signature [Signature] Date 5-10-23  
Print Name RONALD R KLAAS

**RETURN COMPLETED APPLICATION TO MAP/PLAN AND ANY OTHER INFORMATION VIA EMAIL TO:**  
Sarah Gaskell, Administrator, Town of Verona  
7669 County Highway PD, Verona, WI 53593  
[sgaskell@town.verona.wi.us](mailto:sgaskell@town.verona.wi.us)  
(608) 845-7187

**OFFICE USE ONLY**  
Application # \_\_\_\_\_  
Fee \_\_\_\_\_  
Paid by \_\_\_\_\_  
Date \_\_\_\_\_ Check # \_\_\_\_\_  
Receipt # \_\_\_\_\_



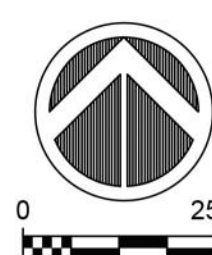
# SUGAR RIVER ROAD PROPERTIES

## CONCEPTUAL INITIAL PLAT

TOWN OF VERONA, WISCONSIN

AUGUST 15, 2023

22-07-109



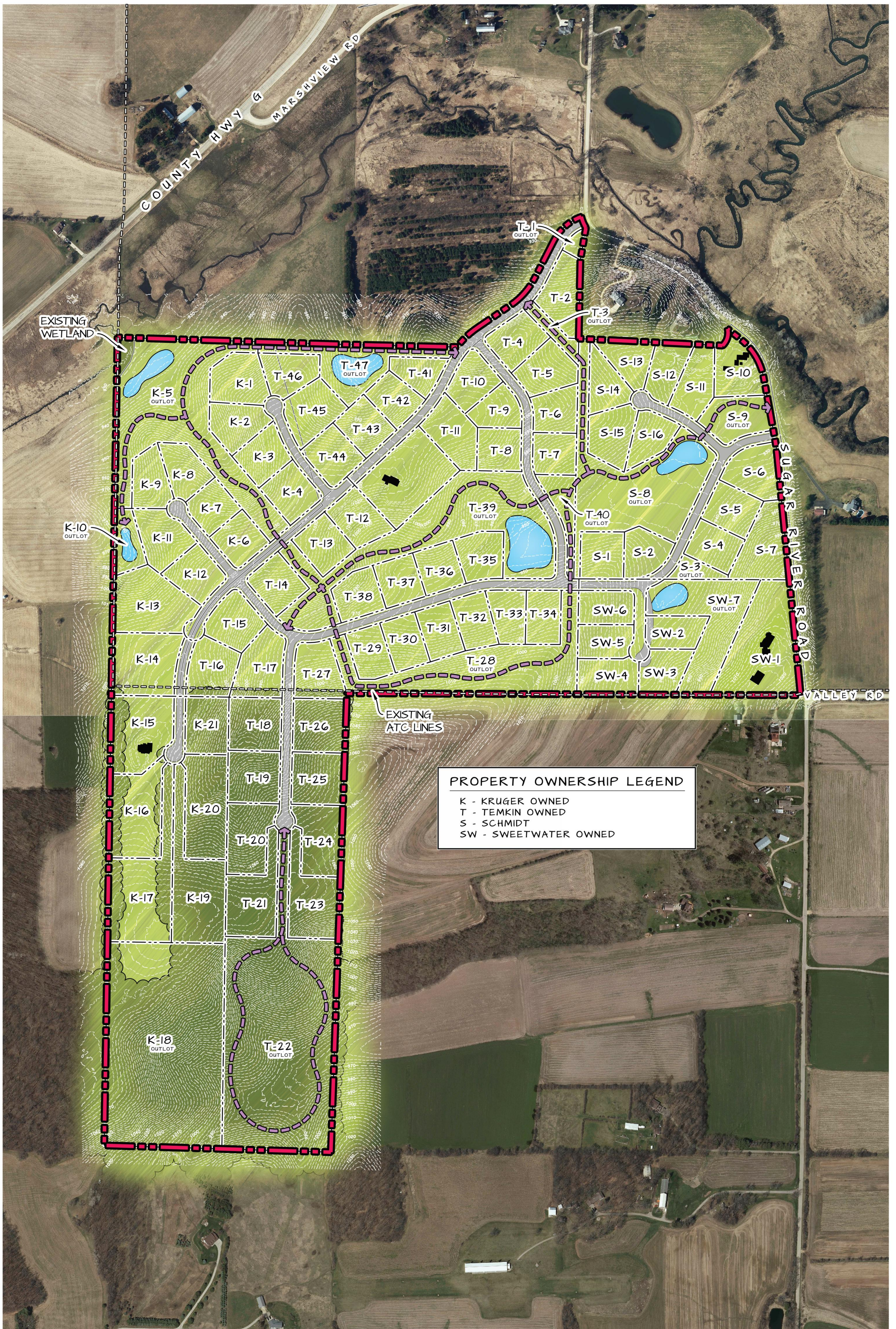
D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717

Phone: 608.833.7530 • Fax: 608.833.1089

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT





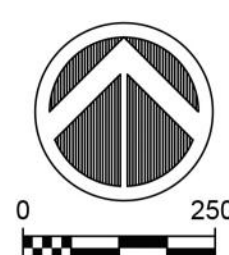
PROPERTY OWNERSHIP LEGEND	
K	- KRUGER OWNED
T	- TEMKIN OWNED
S	- SCHMIDT
SW	- SWEETWATER OWNED

# SUGAR RIVER ROAD PROPERTIES

NEIGHBORHOOD PLAN  
TOWN OF VERONA, WISCONSIN

AUGUST 15, 2023

22-07-109



D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717

Phone: 608.833.7530 • Fax: 608.833.1089

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

# 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. The applicant will submit a Land Use Change Application and shall include the following information:

- 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

---

---

**TO:** Town Board of Supervisors

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

**SUBJECT:** Administrator Report for September 2023

## **Upcoming Meetings**

- NRAC – September 12<sup>th</sup>, 6:30pm Town Hall
- Public Works – September 19<sup>th</sup>, 7:00am Town Hall
- NRAC Educational Session – September 20<sup>th</sup>, 7pm Town Hall
- Finance – TBD
- Plan Commission – TBD, 6:30pm Town Hall

## **General**

- Pre-Mediation discussions with the City of Verona – ongoing
- Staff vacations: Gaskell out September 27<sup>th</sup> – October 2<sup>nd</sup>

## **Work Plan**

- Open Space and Parks Plan 2024 – 2029
- Knowledge Capture/calendar
- 2022 Budget Amendments if needed
- Comprehensive Plan Amendments
- Vault reorganization
- Communications Plan
- Succession Plan
- Emergency Plan
- Impact Fee Analysis

## **Town Board 2023 Goals Progress**

- Succession Planning and Yearly Calendar creation – in progress
- Comprehensive Plan Amendments – Landowner application deadline September 30<sup>th</sup>
- NRAC plan update -in progress
- Dark Sky Ordinance Enforcement
- Communication expansion – in progress
- Landscape Plan for Town Hall Property - see attachment

Town of Verona  
Town Hall  
Land Management Plan

GOALS DISCUSSION  
September 5, 2023



This discussion is for goals for different areas of the town hall site. Future discussions will address possible strategies to achieve goals.

The above diagram shows possible concepts for long-term land management. Areas can be changed. Red shows the approximate parcel boundary.

Common goals, not repeated for each area in the list below:

- Create an attractive landscape
- Minimize costs and maintenance
- Benefit wildlife

### **CTH PD Right-of-Way**

Goals

- Keep sightlines clear
- Maintain a firebreak for prairie burning

### **Lawn**

Goals

- Provide space for socializing
- Accomodate overflow parking

### **Gardens (Rock Garden, Pollinator Garden, Parking Lot Strips)**

Goals

- Enhance visitor experience

### **Prairie**

Goals

- Maintain rural character
- Enhance visitor experience

### **Pond**

Goals

- Maintain functionality of pond
- Maximize quality of runoff into pond (mimize nutrients, salt, chemicals, etc.)

### **Spillway**

Goals

- Maintain functionality of spillway

### **Trees and Shrubs**

Goals

- Screen roads and buildings
- Preserve scenic view

## **Brush Pile**

### Goals

- Exclude items other than brush
- Avoid impacts on farm field (runoff)



# TOWN OF VERONA

---

---

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

**DATE:** August 28, 2023

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

**SUBJECT:** Monthly Report – August 2023

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. August was an active month with the continued mowing season, pothole patching and completion of the road maintenance and Valley Road bridge projects. 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**

- Completed roadside mowing, including the Ironman route
- Installed gravel shouldering on Mid Town and Sunset Drive
- Clearing of downed trees on Range Trail, Mid Town and Sugar River roads
- Completed extensive patching on Shagbark Court and Sunset Drive
- Picked up large number of fly dumping
- Replaced 2 road name signs and 4 regulatory signs
- Regraded and constructed new gravel surface on Hidden River South

## **Equipment and Facility Activities**

- Set up for various community room rental events
- Replaced chiller units under warranty
- Began prepped parking lot islands for concrete island replacement.

## **Sanitary Sewer Utility Activities**

- Received bids for the Badger Mill Pump Station 17 Force Main relief project with the Madison Metro Sewerage District (MMSD). Low bid for the town share was submitted by Minger Construction Co. Inc., Jordan, MN. at \$84,389.67. The engineers estimate for the town portion was \$97,357.52. Construction is tentatively scheduled to start this fall.

## **Engineering Activities**

- Issued a right of way permit to Madison Gas and Electric for a 6" high pressure gas main installation on Whalen Road. The revised plan includes measures to protect mature trees along the north side of the road. MG&E has agreed to pay for the chip seal of the road in 2024 at a cost of \$31,000. Work is underway.
- Completed the 2023 Road Maintenance project.
- Completed construction of the Valley Road bridge project. Valley Road is open to traffic and is part of the 2023 Ironman triathlon route.
- Continued work with the city of Fitchburg for a request for proposals for the final design engineering for the culvert replacement and associated permitting for the Goose Lake/Fitchrona Road storm drainage project. Recent actions by the MMSD have made available funding in the Badger Mill watershed which could be a possible source of project funding. The project has approximately \$150,000 of USEPA grant funding assigned to it.
- Continued daily interaction with the ongoing County Highway PD construction activities.
- Met with MSA Engineers on Shagbark Ct. to discuss potential LRIP grant funding and reconstruction alternatives.
- Prepared road vacation documents for Hidden River Road South.

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

## TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors

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

**SUBJECT:** August 2023 Clerk/Treasurer Report

### **Clerk**

- Dog license report was reconciled and forwarded to Dane County, extra dog tags were returned
- Open records request was received and processed
- Attended election training
- Completed two special assessment requests

### **Treasurer**

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Monthly bank reconciliations
- Began preliminary budget preparations
- Reviewed special assessment worksheet for trash / recycling

## TOWN OF VERONA

---

---

**TO:** Town Board of Supervisors

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

**SUBJECT:** August 2023 Clerk/Treasurer Report

### **Clerk**

- Dog license report was reconciled and forwarded to Dane County, extra dog tags were returned
- Open records request was received and processed
- Attended election training
- Completed two special assessment requests

### **Treasurer**

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Monthly bank reconciliations
- Began preliminary budget preparations
- Reviewed special assessment worksheet for trash / recycling