



PUBLIC SPEAKING INSTRUCTIONS

WRITTEN COMMENTS: You can send comments to the Town Board on any matter, either on or not on the agenda, by emailing mgeller@town.verona.wi.us or 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 December 5, 2023
- 5) Committee Reports
 - A. Plan Commission
 - B. Public Works
 - C. Finance Committee
 1. Discussion and Possible Action: 2024 Town of Verona Fee Schedule
 - 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
 1. Discussion: 2023 Budget to Actual Review

2. 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 discuss Staff performance evaluations and compensation.
 - a. Motion to return to open session
 - b. Discussion and Possible Action: Issues discussed in closed session

9) Adjournment

Regular board agendas are published in the Town's official newspaper, The Verona Press. Per Resolution 2016-2 agendas are posted at the Town Hall and online at www.town.verona.wi.us. Use the 'subscribe' feature on the Town's website to receive agendas and other announcements via email. Notice is also given that a possible quorum of the Plan Commission and/or Public Works, Ordinance, Natural and Recreational Areas, and 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 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: 12/22/2023



Town of Verona Strategic Planning Summary

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

Town of Verona Vision Statement

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

Guiding principles

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

Town of Verona
Town Board Meeting Minutes
Tuesday, December 05, 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: Scott Johnson, Adam Carrico, Dusty Post

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 and switch items 7 and 8, second by Lonsdorf. Motion carried by voice vote.
2. Pledge of Allegiance
3. Public Comment – Scott Johnson, 10640 Midtown Rd, Town of Middleton resident, is requesting that the town review reducing the speed limit on Midtown Rd. This road is the dividing line between Town of Middleton and Town of Verona. He would like to know if he can do something to facilitate this process. Geller stated that the town is aware of the additional stress on roads due to development and EPIC traffic. Mathies asked what the Town of Middleton response was to his request – Mr. Johnson stated he has gotten very little response from them. Geller stated this could be a future agenda item.
4. Approval of minutes from November 7, 2023. Motion by Duerst to approve the minutes from November 7, 2023, second by Mathies. Motion carried by voice vote.
5. Committee Reports
 - A. Plan Commission
 - a. Discussion and Possible Action: Riverside Vista (062/0608-303-9000-8 east of 7906 Riverside Road) Concept Plan Review and Rezone. Gaskell reviewed the concept plan and rezone with the board. Discussion by board.
 - Lonsdorf wants to know how the out lot will be monitored.
 - Duerst stated he drove by and it is a mature forest, he feels the people will have a nice walking trail.
 - Gaskell said we don't monitor the makeup of the trees for other lots and we wouldn't do this for a private subdivision.
 - Paul stated that the cul-de-sac should be reviewed for snow plowing and where the snow will be pushed to.
 - Lonsdorf would like to know the tax implication for the town.
 - Mathies stated that the out lot will be distributed to the other owners.
 - Lonsdorf feels we need to review how this is monitored since we will be doing more of these lots in the future.
 - Duerst would like to see an easement off the end of the new road to possibly provide future access to the north it wouldn't have to be used but he would like to see the town retain that possibility.

- Mathies stated they are not required to do the invasive species it is recommended but not required. He said that an easement will make the purchase of those lots less attractive.
- Gaskell stated the other option is to take the road to the extent of the property and but it would require a variance from the county.
- Lonsdorf stated that if the easement was added they would have to redesign the entire concept.
- Adam Carrico stated that putting an easement in that area they would have to eliminate a lot. Paul would like to know if there is a benefit to the town to add the easement.
- Geller stated the plan commission had a very lengthy discussion regarding the plans that were presented. There is nothing in the future land use plan that would require connectivity. He likes the concept plan and feels this is a good example of what the town has for a vision of the conservation lots. He doesn't support an easement.

Motion by Paul to approve the concept plan for Riverside Vista (062/0608-303-9000-8 east of 7906 Riverside Road) and rezone condition on approval of final plat, second by Mathies. Opposed Lonsdorf and Duerst. Motion carried by voice vote.

B. Public Works

1. Discussion and Possible Action: Introduction of Resolution 2024-01 A Resolution to Vacate a Segment of Hidden River Road in the Town of Verona; and Set a Date for the Public Hearing. Gaskell updated the board on the process that the board must introduce the resolution not staff. Barnes stated that this will start the process and should be back to the board for a public hearing in February. He reviewed the reason for the vacating of the road. Lonsdorf asked if the owner has weighed in on what they prefer to happen. Barnes stated that he hasn't heard either way.

Motion by Mathies to introduce Resolution 2024-01 a Resolution to Vacate a Segment of Hidden River Road in the Town of Verona; and Set a Date for the Public Hearing, second by Paul. Dusty Post asked if this will go back to the original deed. Barnes stated that it would. They would like to know if they will be forced by the county to provide an easement. Geller stated they can check into this and let them know. The public hearing will be held on February 6th. Geller would like to get them a complete outline of the process. Abstention by Duerst. Motion carried by voice vote.

2. Discussion: Proposal to Vacate Sugar Ridge Road in the Town of Verona. Barnes introduced the proposal. He will consult with the town attorney on the process.

C. Finance Committee – no meeting

D. Natural and Recreational Areas – Lonsdorf stated they reviewed and edited the NRAC Natural and Recreational Areas plan.

E. EMS Commission – Lonsdorf stated they will be approving the budget.

F. Senior Services Committee – meeting is scheduled for December 12th.

- G. Town Chair's Business – Neighborhood meeting discussed Country View Rd. Epic, City of Verona and the Town will meet next week.
- H. Supervisor Announcements – Lonsdorf stated that he has been writing articles for the Verona press for the past year. He offered to write an article for the town if they would like anything published let him know.

6. Staff Reports

- A. Administrator/Planner Report was included in the packet. Gaskell stated that she will let everyone know the location of the fire district joint meeting.
- B. Public Works Director Report was included in the packet. Duerst stated he found a boom mower that is 5 hours north. He would like to go with Mark Judd and look at it next week. Gaskell stated would like this left up to Mark and there are other things to consider.
- C. Clerk/Treasurer Report was included in the packet. Clerk Withee informed incumbents that non-candidacy paperwork deadline is Dec 22nd and Jan 2nd for nomination paperwork. Packets were provided to incumbents.

7. New Business (was #8 on the agenda)

- A. Discussion and Possible Action: Resolution 2023-07 – Appointment of Town of Verona Election Personnel for the 2023-2025 term. Motion by Geller to approve Resolution 2023-07 Appointment of Town of Verona Election Personnel for the 2023-2025 term, second by Duerst. Discussion by board. Motion carried by voice vote.
- B. Discussion and Possible Action: Adoption of the Proposed Fitch-Rona EMS District 2023 Operating Budget. Motion by Lonsdorf to approve the Proposed Fitch-Rona EMS District 2023 Operating Budget, second by Duerst. Motion carried by voice vote.
- C. Discussion and Possible Action: Approval of the 2023 MSA Engineering Services Contract, Gaskell stated that hourly rate for Kevin Lord increased \$10 per hour. Staff has been satisfied with their work. Barnes stated that their rates are competitive. Motion by Geller to approve the 2023 MSA Engineering Services Contract, second by Duerst. Discussion by board. Motion carried by voice vote.
- D. Discussion and Possible Action: Adoption of the 2024 Draft Budget. Mathies asked about judicial expenses vs revenue. Gaskell stated that this is just an estimate since this going to be our first full year. Mathies would like to put zero for MPO and move this to Plan Commission since they haven't requested any money. He understands we are only approving the general budget categories not individual line items. Motion by Mathies to approve the adoption of the general category amounts proposed for the 2024 budget, second by Duerst. Motion carried by voice vote.
- E. Discussion: Check Register Review. Discussion by board.

8. Old Business (was #7 on the agenda)

- A. Motion by Geller 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), second by Duerst. Roll call vote – Mathies; aye, Lonsdorf; aye, Duerst; aye, Paul; aye, Geller; aye. Motion carried.
- B. Motion by Duerst to return to open session, second by Mathies. Motion carried by voice vote. 8:43
- C. Discussion and Possible Action: Issues discussed in closed session. Motion by Mathies, second by Duerst to approve the agreement and authorize Sarah Gaskell to sign. Motion carried by voice vote.

9. Motion by Duerst to adjourn, second by Mathies, meeting adjourned without objection at 8:45 pm.

Prepared by Teresa Withee, Town Clerk
Approved:

DRAFT

2024 Draft Fees

TOWN OF VERONA
Building Permit Fee Schedule
EFFECTIVE January 1, 2023

2024

PLEASE NOTE:

- Permit approval can take up to 5 business days, please plan accordingly.
- Permits will not be granted without payment.
- Work cannot start prior to obtaining a permit.

Construction projects that do not require building permits:

- Repairs necessary for building maintenance and upkeep which do not exceed a cost of \$2,000.00
- Residential accessory buildings and storage sheds not used to house motor vehicles and less than one hundred twenty (120) square feet in floor area
- Satellite dishes and antennas intended for private residential use
- Flooring replacement or painting
- Fences

Note - The construction referred to in this section shall comply with all building, zoning, and applicable codes regardless of building permit requirements. See Town of Verona Comprehensive Building Code for more guidance.

Permits and Inspections are required for the following:

Please note the list below is not a complete list. If you have any questions as to whether your project requires a permit, please text the Building Inspector at (608) 444-4894.

- New construction
(Such as a house, garage, room addition, porch, deck, swimming pool, etc.)
- Addition and/or alteration to existing structures
(Such as remodeling, finishing, expanding openings, etc.) *windows*
- Basement waterproofing
- Electrical service replacement or upgrade
(Such as additions or alterations to existing electrical system)
- Furnace or air conditioner installation or replacement
- Plumbing installations and repair work
[Such as water heater installation or replacement (not toilet/sink replacement)]
- Re-roofing (tear-off or overlay, unless below \$2,000)
- Siding of existing structure (unless below \$2,000)
- Demolition of existing structures

General Notes

- Construction costs include labor and materials
- The Building Inspector shall be responsible for estimating construction costs utilizing information provided by the permit applicant and any other information as necessary
- Areas for fee calculation purposes shall include all floor levels, basement, attached garages, porches, and all spaces enclosed and under roof; the ground plane, first floor, and upper floor will be included in the calculations
- All permit fees are rounded to the nearest dollar
- No inspections will be made prior to the pulling of a permit
- If a permit is not pulled when it is required, fees will be doubled
- See the Driveway Ordinance for permits and fees related to driveways

For questions, contact:

John Crook, Building Inspector: TEXT to (608) 444-4894

2024 Draft Fees

Construction Permits / Fees:

Erosion Control Permit	\$.04 per square foot or \$100 minimum
Residential Plan Review	\$200.00 \$250
Commercial Plan Review	\$300.00
New Single-Family Home Escrow	\$1,000.00
New Single-Family State Seal	\$75.00
Re-Inspection Fee	\$80.00
Driveway Permit	Refer to driveway ordinance
Demolition or burning of existing structures	\$150.00
Move Buildings	\$200.00
Swimming Pools (permanent)	\$300.00
Appeal of the building code requirements	\$50.00

occupancy permit \$100.00

New Construction and Additions (Dollars per square foot of new construction)

Group	Building	Electric	Plumbing	HVAC	Total
Group 1	.10	.06	.06	.06	.28
Group 2	.12	.06	.05	.05	.28
Group 3	.12	.08	.05	.06	.31
Group 4	.15	.08	.04	.04	.31
Group 5 1st 5,000 feet	.10	.05	.05	.05	.25
Group 5 5,000 – 10,000 feet	.06	.02	.03	.03	.14
Group 5 Over 10,000 feet	.03	.01	.01	.01	.06
Group 6	\$30				\$30
Minimum residential fee	\$100	\$100	\$100	\$100	
Minimum commercial fee	\$150	\$125	\$125	\$125	

- Group 1 Dwellings (including residence, garage, rooming house, but excluding hotel and institutions).
- Group 2 Office, professional barber, beauty, dry cleaning, clinic, natatorium, shelter, hotel and motel.
- Group 3 Tavern, restaurant, cafeteria, retail, commercial garage, service station
- Group 4 Church, assembly hall, educational institution, hospital, nursing home, lab, lodge hall, funeral home, library, skating rink, dance hall, and armories.
- Group 5 Agricultural buildings, warehouse, freight terminal, storage building, factory, machine shop, plus electrical substation, sewage plant, electrical generating plant, trans vault, and other not included in Groups 1-4.
- Group 6 Parking lots.

Alterations and Repairs to Existing Buildings (Renovation)

	Building	Electric	Plumbing	HVAC
	1.0% of cost or minimum fee, whichever is greater	1.8% of electrical construction costs, or minimum fee, whichever is greater	1.5 % of plumbing construction costs, or minimum fee, whichever is greater	1.5% of heating/ventilating/ air conditioning construction costs, or minimum fee, whichever is greater
Minimum residential fee	\$100	\$100	\$100	\$100
Minimum commercial fee	\$175	\$150	\$150	\$150

Town of Verona 2023 Fee Schedule

	Fee
<u>Dogs Licenses</u>	
Kennel License	\$60
Male/Female (non-spayed/non-neutered)	\$25
Male/Female (spayed/neutered)	\$20
Late fee (after March 31st)	\$5
<u>Liquor Licenses</u>	
Reserve "Class B" Intoxicating Liquor License	\$10,000
Class "B" Fermented Malt Beverage License	\$100
"Class B" Intoxicating Liquor License (renewal)	\$500
Temporary "Class B" wine or Temporary Class "B" beer license	\$10
Operator's License: Temporary or Regular	\$25
Provisional Operator's License	\$15
Provisional "Class B" or Class "B" License	\$15
Background Record Check Fee (for new Operator's License apps)	\$10
Cigarette License	\$5
Publication fee for Class "B" or "Class B" License consideration by Board	\$25
<u>Town Hall Rental (maximum capacity 120)</u>	
Please see the Town Hall Rental information packet	
<u>Town Road Right-of-Way Permit</u>	
	\$55
Borings	\$45 per boring
Open cut of pavement	\$220 per cut
Trenching beyond 1,320'	\$110x lineal foot/1000
Construction of vault or other structure	\$110 per structure
Improvements at intersections with highway	\$1,100
<u>Record/Title Search</u>	
Rush Title Search (Fewer than 7 business days)	\$25 30
	\$50 60
<u>Copies</u>	
	on a per case basis
<u>Deposit Return Fee (bad check)</u>	
	\$25
<u>Special Town Board Meeting</u>	
	\$300
<u>Special Plan Commission Meeting</u>	
	\$300

Trash/Recycling Carts	
replacement wheel	80 \$75 each
replacement pin	\$5.00
replacement axle	\$5 for 2
replacement lid	\$5
	\$15.00
Driveway Application Fee	
Residential (includes new, relocate, realignment, change of use)	\$250
Commercial (includes new, relocate, realignment, change of use)	\$350
Industrial (includes new, relocate, realignment, change of use)	\$350
Agricultural Drive to farm buildings	\$250
Field Access (unpaved)	\$250
Temporary Drive/Access Drive	\$250
Culvert installation/replacement	\$50 hourly rate
Driveway Improvement (paving)	\$50 hourly rate
Variance	\$100
Driveway Escrow Deposit	
Residential (includes new, relocate, change of use)	\$1,000
Commercial (includes new, relocate, change of use)	\$2,000
Industrial (includes new, relocate, change of use)	\$2,000
Agricultural (drive)	\$1,000
Field Access (gravel)	\$500
Culvert installation/replacement	\$500
Temporary Drive/Access Drive	\$1,000
Town Development Fees	
Town Comprehensive Plan Amendment	\$500 750
Rezone Application	\$300
Conditional Use Permit	\$400
Certified Survey Map Review	\$150+\$100 per new lot
* Driveway Access review	\$100
Joint Planning Committee Review	\$100
Combination Rezone/CUP/CSM	\$400 +\$100 per new lot
Re-application fee for CSM	\$100.00
Residential Plat Review (4 or less lots/units)	\$150+\$100 per new lot
Residential Development Concept Plan Review (5 or more lots/units)	\$250.00 \$500
Residential Preliminary Plat or Condo Review (5 or more lots/units)	\$300+\$50 per new lot
*Development Agreement review (5 or more lots/units)	\$150 plus attorney fees

\$250

*Neighborhood Covenant review (5 or more lots/units)	250 \$150 plus attorney fees
Residential Final Plat Review (5 or more lots/units)	\$200
Development Agreement and Neighborhood Covenant Review (4 or less lots/units)	\$150 plus attorney fees
Business/Manufacturing Site Plan Review (includes parking)	\$250
Residential – Multi-family Site Plan Review	\$250
Residential Planned Unit Development	\$1,000 + \$50/unit
Mixed Residential/Commercial Planned Unit Development	\$2,000 + \$50/residential unit
Commercial/Industrial Planned Unit Development	\$2,000
Development Escrow for Plats (5 or more units/lots)	? \$15,000 (not to drop below \$7500)
Urban Service Area Application	\$400 + Legal and engineering costs
Street Vacation	\$500 + attorney fees
Street Acceptance	\$500 + attorney fees
Other staff time and equipment usage may be charged at an hourly rate.	



TOWN HALL COMMUNITY ROOM & OUTDOOR TERRACE RENTAL FEES (Effective 1/1/2022)	Monday - Thursday (8am-10pm) Friday (8am-4pm)	Friday (4pm-Midnight) Saturday (8am-Midnight) Sunday (8am-10pm)
MAXIMUM ROOM CAPACITY 120	Base rate is 5-hour minimum rental (including setup and clean-up time).	
Civic and Non-Profit Groups	No Charge	Base rate \$150 / \$30 per additional hour
Small group rental (up to 60 people) by Town of Verona resident age 21+	Base rate \$200 / \$40 per additional hour	Base rate \$250 / \$50 per additional hour
Large group rental (61-120 people) by Town of Verona resident age 21+	Base rate \$400 / \$80 per additional hour	Base rate \$450 / \$90 per additional hour
Small group rental (up to 60 people) by City of Verona resident age 21+	Base rate \$250 / \$50 per additional hour <i>275 / 55</i>	Base rate \$300 / \$60 per additional hour <i>325 / 65</i>
Large group rental (61-120 people) by City of Verona resident age 21+	Base rate \$500 / \$100 per additional hour <i>550 / 110</i>	Base rate \$550 / \$110 per additional hour <i>600 / 120</i>
Security Deposit (Upon inspection without incident, amount will be returned/reimbursed within 2 weeks.)	\$500	
Mandatory Cleaning Fee	\$65*	
Use of outdoor space for a Tent	\$200	
Additional staff time needed beyond booking and check out	\$50 per hour <i>55</i>	

* Renters are expected to clean as outlined in this document; the mandatory cleaning fee is not a substitute for cleanup by the renter. An additional \$65 charge may be applied for any failure of the renter to leave the facility in the condition it was found.

Please note: All renters of the Town Hall Community Room must be a Town of Verona or City of Verona resident, and it is expected that said Renter will be the host of the event. Proof of residence is required. Sponsoring events hosted by non-residents will not be permitted.

RENTAL POLICY FOR THE TOWN HALL COMMUNITY ROOM AND OUTDOOR TERRACE

GENERAL POLICY

The Town Hall Community Room located at 7669 County Highway PD is designed to provide facilities for governmental meetings, civic meetings and social events for the Town of Verona, its residents, businesses, and non-profit organizations for the permitted uses outlined further in this policy. The approved Town Hall Community Room priority uses are as follows:

- Town of Verona Government and Town Staff uses
- Town of Verona Neighborhood Group and Association uses during the week when space is available
- Town of Verona Non-profit group uses during the week when space is available
- Town of Verona Senior uses during the week when space is available
- Public and Private uses

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

SUBJECT: Administrator Report for January 2023

Upcoming Meetings

- NRAC – no January meeting
- Public Works – January 16th, 7:00am Town Hall
- Finance – TBD
- Plan Commission – January 18th, 6:30pm

General

- Office closed January 15th in observance of MLK Day

Work Plan

- Comprehensive Plan Amendments
- Open Space and Parks Plan 2024 – 2029
- Knowledge Capture/calendar
- 2023 Budget Amendments if needed
- Vault reorganization
- Communications Plan
- Succession Plan
- Emergency Plan
- Impact Fee Analysis

Town Board 2023 Goals Progress

- Succession Planning and Yearly Calendar creation – in progress; deadline February 2024 for completion
- Comprehensive Plan Amendments – Landowner application deadline September 30th/ PC additions compiled, and landowners have been contacted; awaiting responses
- NRAC plan update - in progress
- Dark Sky Ordinance Enforcement
- Communication expansion – in progress
- Landscape Plan for Town Hall Property – budget item; create plan and contact firms for bids

TOWN OF VERONA

TO: Town Board of Supervisors
Public Works Committee

DATE: December 30, 2023

FROM: W. Christopher Barnes, Public Works Director

SUBJECT: December Report

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. December was an active month with the beginning of the beginning of the winter weather operations, substantial tree removal, brush and tree trimming 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

- Completed 2023 road projects and the Valley Road Bridge



- Removed/cut trees from Hickory Ridge, Shagbark, Dairy Ridge, Riverside and Sugar River Road.
- Picked up 4 fly dumping areas

Equipment and Facility Activities

- Set up for various community room rental events
- Received patrol truck from Madison Truck
- Reviewed and researched various boom mower equipment and pricing
- Replaced additional water filters for office and shop

Sanitary Sewer Utility Activities

- Participated in biweekly construction conference for Badger Mill Pump Station 17 Force Main relief project with the Madison Metro Sewerage District (MMSD). Construction is underway
- Completed annual rate public hearing for budget adoption.

Engineering Activities

- The fourth meeting for the Badger Mill Creek Stakeholder Meeting Group was held on December 13, 2023 the group consists of approximately 16 communities/agencies/citizen groups and will meet once a month to share goals for Badger Mill Creek and recommend projects for the health and resilience of Badger Mill Creek. Recent actions by the MMSD have made available funding in the Badger Mill watershed of approximately \$1,000,000 which could be a possible source of project funding for recommended projects near the at Goose Lake area. The monthly meeting was focused on presentations by Jeremy Balousek and Laura Hicklin, Dane County to give an overview of the improvements made to the Badger Mill Creek by the county and partners. Mike Rupier, presented studies on alternatives for phosphorus compliance by the MMSD and a USGS report on phosphorus groundwater pumping to supplement flow to the creek. <https://www.madsewer.org/pollution-prevention/phosphorus/bmc-stakeholder-group/>
- Submitted the route survey for the 2024 road projects to MSA for contract document preparation
- Attended several planning meetings for Country View Road extension and Fitchrona Road reconstruction

- Attended Fitchrona Road Public Informational Meeting on December 11th
- Attended Lower Badger Mill Creek Sanitary Sewer Public Information meeting on December 7th

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

TOWN OF VERONA

TO: Town Board of Supervisors

DATE: December 29, 2023

FROM: W. Christopher Barnes, Public Works Director

SUBJECT: Right of Way Vegetation Management Update

The Public Works Committee has been exploring and planning for future maintenance needs and responsibilities of the town. One of the fundamental responsibilities of the town is the care of town right of ways via mowing, clearing and trimming. Road side brush and trees, while very desirable for some residents create dangerous sight distance restrictions, height limitations, and premature pavement failure. Mowing is performed using the town Case tractor and bushhog mowing attachments. Mowing is performed three times per year. The trimming and brush cutting is performed by hand with chain saws and a rental wood chipper. Recently, the town has budgeted for the rental of special equipment known as a “boom mower” which has an articulated attachment capable of cutting brush as far as 20 feet from the road edge and as high as 15 feet.



The boom mower is rented by the week and the town crew can complete an average of 1 mile of brush cutting per hour with the boom mower. Due to the travel times during the week and unscheduled downtime for maintenance, the boom mower is typically available for production use about 75% of the rental time. The availability of rental boom mowers can also be a challenge. Ideal times to use the mower for brush/ tree cutting is in the early spring before plants begin to green up. This typically occurs in

mid-April. For several years, mowers have not been available before April and the town has had to move the brush operation to late fall rather than perform a less successful cutting in late spring. The current budget for a boom mower is \$4800 per year for a 40-hour rental.

Based on the 40 miles of town roads and typical usage rates, one pass would require a little over 100 hours to complete a brush mowing of the entire town road system. This accounts for some roads that have no brush (i.e. Hula Drive) and some that are almost completely brush covered (i.e. Range Tail). One issue with the rental mower is that to optimize the rental time, we try to perform a heavy brush mowing to cut as much as possible as fast as possible. This method can lead to less than desirable results both aesthetically and health-wise for vegetation.

As stated earlier, most brush cutting in the town occurs by hand. Generally, a 3-person crew will use chain saws to cut overgrown brush and perform tree trimming on an as-needed basis. This method yields excellent results, but is very time consuming. Typical hand cutting production rates are about 1 mile per day. Additionally, part time labor willing to safely perform hand cutting had been impossible to find. As the current town labor force ages, this will become a much larger concern.

Ideally, we have estimated that a more comprehensive mowing approach would entail approximately 260 hours per year for a boom mower use. This type of annual use would allow the town to manage right of way vegetation in a much more complete and systematic manner.

Discussion with the Public Works Committee has focused on the cost to purchase either a used or new tractor and boom mower attachment. Because of the complexity of the mower attachments, hydraulics, and the counterweight necessary to balance the extended arm, the mower attachment requires a dedicated tractor. Preliminary calculations show that the payback of various tractor/mower combinations versus equipment rental range from 6 to 9 years depending on purchase price, new versus used repairs, and fuel consumption. Ongoing investigation by the committee will be to define the optimum tractor/mower combination and obtain firm price quotes to finalize the cost analysis. It is anticipated that the Committee will come back to the Board in the early spring with a complete analysis and recommendation for right of way vegetation management and various equipment options.

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Teresa Withee, Clerk/Treasurer

SUBJECT: December 2023 Clerk/Treasurer Report

Clerk

- Prepared packets for candidates to run in the Spring Election
- Recorded Dog Licenses
- Prepared and posted agenda for Finance Committee Meeting
- Attended Finance Committee meeting and recorded minutes
- Updated website with new election information

Treasurer

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Signed and sent Tax Roll Certificate and Referenda/Resolution Date form to Dane County Treasurer
- Completed Mill Rate worksheet for Dane County
- Completed Levy Limit Worksheet and submitted to Department of Revenue
- Completed Statement of Taxes and submitted to Department of Revenue
- Completed Certificate of Taxes Levied and submitted to Dane County
- Tax collection began on December 15th
- Entered address changes as requested by taxpayers for tax bills
- Updated website to reflect new tax collection information