

Town of Verona
Regular Town Board Meeting
Town Hall Community Room/Hybrid
7669 County Highway PD, Verona WI 53593
Tuesday November 2, 2021 6:30 PM



PUBLIC SPEAKING INSTRUCTIONS

Due to the COVID-19 pandemic, the Verona Town Board will hold its regular town board meeting as an in-person/hybrid meeting. The Town Board will meet at Town Hall, 7669 County Highway PD. Members of the Town Board and Staff may either join the meeting in person or by using Zoom Webinar, as described immediately below.

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

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

<https://us06web.zoom.us/j/89852596182?pwd=K1BWZ0tLNk4xeCtRZk1ZRmhRdDFrdz09>

Meeting ID: 898 5259 6182

Passcode: 535038

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

(312) 626-6799

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

twithee@town.verona.wi.us

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 will be read.
- 4) Approval of minutes from October 5th, 2021
- 5) Staff Reports
 - A. Administrator/Planner Report
 - B. Public Works Project Manager Report
 - C. Clerk/Treasurer Report
- 6) Public Hearing: Conditional Use Permit for an Attached Accessory Dwelling Unit to be located at 2782 White Crossing Road, Verona 53593
- 7) Committee Reports
 - A. Plan Commission

- i) Discussion and Action: Conditional Use Permit 2021-01 by Stacey Bean for an Attached Accessory Dwelling Unit located at 2782 White Crossing Road

- B. Public Works
- C. Ordinance Committee
- D. Financial Sustainability Committee
- E. Natural and Recreational Areas Committee
- F. EMS Commission
- G. Senior Services Committee
- H. Town Chair's Business
- I. Supervisor Announcements

8) Old Business

- A. Discussion and Possible Action: John Deer Front End Loader Repair

9) New Business

- A. Discussion and Possible Action: Approval of CU-1 and CU-2 Unit Repairs by General Heating & Air Conditioning, Inc.
- B. Discussion and Possible Action: Adoption of the Proposed Fitch-Rona EMS District 2022 Operating Budget
- C. Discussion and Possible Action: Approval of Town of Verona Engagement Letter from Johnson Block CPA for the 2021 Audit
- D. Discussion: Draft 2022 Budget
- E. Discussion: Check Register Review

10) Adjournment

Regular board agendas are published in the Town's official newspaper, The Verona Press. Per Resolution 2016-2 agendas are posted at the Town Hall and online at www.town.verona.wi.us. Use the 'subscribe' feature on the Town's website to receive agendas and other announcements via email. Notice is also given that a possible quorum of the Plan Commission and/or Public Works, Ordinance, Natural and Recreational Areas, and Financial Sustainability Committees and could occur at this meeting for the purposes of information gathering only.

If anyone having a qualifying disability as defined by the American with Disabilities Act needs an interpreter, materials in alternate formats, or other accommodations to access these meetings, please contact the Town of Verona @ 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: 10//22/2021
Posted: 10/22/2021
Amended: 10/26/2021

Town of Verona
Town Board Meeting
Tuesday, October 05, 2021, 6:30 p.m.

Town Board Members Present: Geller, Mathies, Lonsdorf, Wiederhoeft and Maxwell

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

Others Present: Kirk Trainor, Jeff and Courtney Kusmaul, Doug Wolf, Paul Kirsop, Mona Cassis, Representative Hesselbein, Mike and Pat Ehly, Norbert Repka, Adam Carrico

- 1) Call to Order/Approval of the Agenda – Chair Geller called the meeting to order at 6:35 pm. Motion by Lonsdorf to approve the agenda, second by Wiederhoeft. 5 ayes, 0 nays, Motion carried by voice vote.
- 2) Pledge of Allegiance
- 3) Public Comment – Mike Ehly addressed the board regarding the town brush issue. Jeff Kusmaul stated that he owns a tree service and provides brush removal services to other townships (Kusmaul Tree and Crane service). State Rep Diane Hesselbein introduced herself and brought state maps and WI bluebooks for board members.
- 4) Approval of minutes from September 7, 2021 Town Board Meeting; Mathies noted top of page 3 to state twin rock agreement be approved by Town Board rather than “if”. Motion by Mathies to approve minutes as corrected from September 7, 2021, second by Wiederhoeft. 0 ayes, 0 nays, motion carried.
- 5) Staff Reports were included in packet. Mathies asked Barnes about Valley View Bridge and the involvement of Dane County. Barnes stated that they manage the north west area of the bridge. Maxwell asked who attended Valley Bridge Road kickoff meeting, Barnes stated that the utility companies in the area attended along with WisDot, and one property owner. Maxwell asked if a final inspection was done on subdivision roadways, Barnes stated that they are inspected. They are to meet town standards but are not town roads. Barnes keeps an inspection report for each road. Gaskell stated Public Works Committee has moved their meeting to last Wednesday of month.
- 6) Committee Reports
 - A. Plan Commission:
 1. Discussion and Possible Action: Land Use Application 2021-07 submitted by Norbert Repka for a CSM and rezone of parcel number 062/0608-284-8440-2 located at 2014 Manhattan Drive. Maxwell introduced the proposal. Gaskell reviewed the staff report. Discussion by board. Motion by Maxwell, second by Lonsdorf, to deny Land Use Application 2021-07 submitted by Norbert Repka for a CSM and rezone of parcel number 062/0608-284-8440-2 located at 2014 Manhattan Drive for the following reasons:
 - Proposal will create 3 landlocked lots on a shared driveway
 - Proposed Lots 1 and 2 are too small

- Proposed Lots 1 and 2 do not have the proper width to depth ratio. Friendly amendment by Mathies to add the reason that the land use division proposal is not consistent with TOV comp plan.

Roll call: Lonsdorf aye, Wiederhoeft aye, Mathies aye, Maxwell aye, Geller aye, motion carried.

2. Discussion and Possible Action: Land Use Application 2021-06 submitted by Twin Rock LLC for Neighborhood Association Declaration Approval for property near 2528 Spring Rose Road (062/0608-183-8681-0 and 0-608-183-31809) Discussion by board. Motion by Maxwell to approve Land Use Application 2021-06 submitted by Twin Rock LLC for Neighborhood Association Declaration Approval for property near 2528 Spring Rose Road (062/0608-183-8681-0 and 0-608-183-31809). Second by Mathies. Mathies aye, Maxwell aye, Wiederhoeft aye, Lonsdorf aye, Geller Aye, motion carried.

B. Public Works:

- i. Discussion: Brush and Yard Waste Disposal Options. Wiederhoeft stated that the Public Works Committee has been discussing this issue for the past several months. Barnes reviewed the options for yard waste disposal that were included in the packet. Geller stated that a goal of the board is to determine a solution to this issue.
- ii. Discussion and Possible Action: Certificate of Substantial Completion of Roadway(s) for Twin Rock LLC. Discussion by board. Motion by Wiederhoeft to approve Certificate of Substantial Completion of Roadway(s) for Twin Rock LLC. Second by Maxwell. 5 ayes, 0 nays, motion carried.
- iii. Discussion and Possible Action: Certificate of Substantial Completion of Roadway(s) for Prairie Circle LLC. Discussion by board. Motion by Wiederhoeft to approve Certificate of Substantial Completion of Roadway(s) for Prairie Circle LLC. Second by Maxwell. 5 ayes, 0 nays, motion carried.
- iv. Discussion and Possible Action: John Deer Front End Loader Repair. Motion by Wiederhoeft to approve John Deer Front End Loader Repair not to exceed \$17,168.08 from Pomp's Tire. Second by Lonsdorf. Discussion by board. Maxwell would like this reviewed by finance committee. Geller stated this can be reviewed at the October 21st meeting with Financial Sustainability Committee. Friendly amendment to postpone action until October 21st joint meeting. 5 ayes, 0 nay, motion carried.

- C. Ordinance Committee: Discussion and Possible Action: Ordinance 2021-06 to Establish the Speed Limit on Woods Road and Paulson Road. Discussion by board. Motion by Mathies to approve Ordinance 2021-06 to Establish the Speed Limit on Woods Road and Paulson Road. Second by Maxwell. 5 ayes, 0 nays, motion carried.

- D. Financial Sustainability Committee: Mathies stated that the committee did not meet in September. Next meeting will be a joint meeting with the town board on October 21st at 2:30 pm.
 - E. Natural and Recreational Areas Committee: Lonsdorf reviewed proposed priorities for 2021-2022.
 - i. Discussion and Possible Action: Town Hall Solar Panel Installation Proposal. Discussion by board. Lonsdorf and Wiederhoeft are in favor of pursuing the addition of solar panels. Geller, Maxwell and Mathies are not at this time. No motion.
 - F. EMS Commission: Lonsdorf stated at the previous meeting the 2022 budget was discussed along with the budget shortfall from a previous error. Maxwell asked if ARPA funding can be used to cover the shortfall.
 - G. Senior Services Committee: Wiederhoeft stated that the board continues to meet a few times a month.
 - H. Town Chair's Business: Geller stated that he would like to have a joint meeting with FS on October 21st at 2:30 pm. The November 2nd Town Board meeting will also include a discussion on the budget. November 17th at 7pm will be the Budget Public Hearing followed by the Utility Commission meeting. December 9th at 4 pm the Town Board will meet to discuss the Ad Hoc Report. The report will then be on the agenda for discussion at the Plan Commission meeting on December 16th. The Town Board will again discuss the item at their January 4th 2022 meeting.
 - I. Supervisor Announcements: none
- 7) Old Business - none
- 8) New Business
- A. Discussion and Possible Action: Payment of the Bills. No action taken.
- 9) Motion by Wiederhoeft to adjourn, second by Mathies, meeting adjourned with no objection at 9:12 pm.

Prepared by Teresa Withee, Town Clerk

Approved:

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

SUBJECT: Administrator Report for November 2021

Upcoming Meetings

- Plan Commission - November 18th; Virtual meeting
- NRAC – November 16th, 6:30pm Town Hall
- Public Works – November 16th 6:30pm Town Hall
- Public Budget Hearing – November 17th, 7pm Town Hall
- Utility Commission Meeting – November 17th, Town Hall

General

- Remote hours continue for the following staff:
 - Teresa Withee - Wednesdays
 - Sarah Gaskell – Thursdays
- Town Hall mask guidance – masks required indoors via Public Health Order (expires November 4th, 2021)

Work Plan

- Finalize Subdivision Ordinance – Public hearing Dec/Jan
- Blanket Rezone process for Cross Country Circle Neighborhood – submitted to County
- Communications Plan
- Emergency Plan
- Impact Fee Analysis
- AAPA project determination

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Teresa Withee, Clerk/Treasurer

SUBJECT: October 2021 Clerk/Treasurer Report

Clerk

- Attended town board meeting and recorded minutes
- Received and processed 5 online voter registrations
- Preparing election worker training

Treasurer

- Reviewed invoices, printed checks, prepared unpaid invoice reports and check detail reports
- Monthly bank reconciliations
- Budget preparations
- Attended combined town board and finance committee budget workshop
- Attended Dane County Treasurer Training

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) 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.

Proposed land use change for:

Property address/legal description 2782 WHITE CROSSING RD; VERONA, WI 53593

Please check all that apply:

- comprehensive plan amendment – please see specific submittal requirement
- rezone petition

current zoning category _____
new zoning category requested _____

- conditional use permit
conditional use requested ATTACHED ACCESSORY DWELLING UNIT ABOVE GARAGE - IN-LAW SUITE

- certified survey map
- preliminary plat
- final certified survey map
- concept plan
- site plan
- request for Town road access

Property Owner: STACEY BEAN Phone# 608-577-6683

Address: 3070 HIDDEN VIEW TER; VERONA, WI 53593 E-Mail sbeanm@gmail.com

Applicant, if different from the property owner: _____

Applicant's Phone# _____ E-Mail _____

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: (please be specific and use reverse side if additional space is needed)
IN-LAW SUITE ABOVE GARAGE TO BE USED FOR FAMILY/FRIEND GUESTS.
ALSO, IF I MOVE MY MOTHER-IN-LAW IN WITH ME IN THE FUTURE TO HELP CARE FOR HER.

I certify that all information is true and correct. I understand that failure to provide all required information will be grounds for denial of my request.
Stacey T. Bean _____ Date 9/30/2021
Applicant Signature _____
Print Name STACEY T. BEAN

RETURN COMPLETED APPLICATION OF MAP/PLAN AND ANY OTHER INFORMATION VIA EMAIL TO:
Sarah Gaskell, Planner/Administrator, Town of Verona
7669 County Highway PD, Verona, WI 53593-1035
sgaskell@town.verona.wi.us
A pre-application meeting or initial review may be scheduled with Town Staff and/or Plan Commission Chair if you have questions or concerns. Please call 608-845-7187 with questions.



Dane County
 Department of Planning and Development
 Zoning Division
 Room 116, City-County Building
 210 Martin Luther King Jr. Blvd.
 Madison, Wisconsin 53703
 (608) 266-4266

Application Fees	
General:	\$495
Mineral Extraction:	\$1145
Communication Tower:	\$1145 (+\$3000 RF eng review fee)
PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS STARTED PRIOR TO ISSUANCE OF PERMIT	

CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Property Owner Name:	STACEY BEAN	Agent Name:	
Address (Number & Street):	3070 HIDDEN VIEW TER	Address (Number & Street):	
Address (City, State, Zip):	VERONA, WI 53593	Address (City, State, Zip):	
Email Address:	sbeanmd@gmail.com	Email Address:	
Phone#:	608-577-6683	Phone#:	

SITE INFORMATION

Township:	VERONA	Parcel Number(s):	0608-074-9060-4
Section:	7	Property Address or Location:	2782 WHITE CROSSING RD., VERONA, WI 53593
Existing Zoning:	RM-16	Proposed Zoning:	NA
		CUP Code Section(s):	10.234(3)(c)

DESCRIPTION OF PROPOSED CONDITIONAL USE

Type of conditional use permit (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use): ATTACHED ACCESSORY DWELLING UNIT	Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Provide a short but detailed description of the proposed conditional use:
 I WOULD LIKE TO BUILD AN ABOVE GARAGE STUDIO IN-LAW SUITE FOR MY IN-LAWS. I PROMISED MY LATE HUSBAND THAT I WOULD ALWAYS TAKE CARE OF HIS PARENTS AS HE WAS AN ONLY CHILD. MY IN-LAWS CURRENTLY LIVE OUT OF STATE AND VISIT US OFTEN FOR WEEKS AT A TIME. WHEN THEY CHOOSE TO NOT LIVE INDEPENDENTLY ANYMORE I WANT THEM TO LIVE WITH US AND EITHER THEY OR THEIR CARETAKER WOULD LIVE IN THE UNIT.

GENERAL APPLICATION REQUIREMENTS

Applications will not be accepted until the applicant has met with department staff to review the application and determined that all necessary information has been provided. **Only complete applications will be accepted.** All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal.

<input checked="" type="checkbox"/> Complete attached information sheet for standards	<input checked="" type="checkbox"/> Site Plan drawn to scale	<input type="checkbox"/> Detailed operational plan	<input checked="" type="checkbox"/> Written legal description of boundaries	<input type="checkbox"/> Detailed written statement of intent	<input type="checkbox"/> Application fee (non-refundable), payable to Dane County Treasurer
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I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature: Stacey T. Bean

Date: 8/16/21

APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

A scaled site plan and detailed operations plan must be submitted with your Conditional Use Permit application. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach to your application form the required maps and plans listed below, along with any additional pages.

SCALED SITE PLAN. Show sufficient detail on 11" x 17" paper. Include the following information, as applicable:

- Scale and north arrow.
- Date the site plan was created.
- Existing subject property lot lines and dimensions.
- Existing and proposed wastewater treatment systems and wells.
- All buildings and all outdoor use and/or storage areas, existing and proposed, including provisions for water and sewer.
- All dimension and required setbacks, side yards and rear yards.
- Location and width of all existing and proposed driveway entrances onto public and private roadways, and of all interior roads or driveways.
- Location and dimensions of any existing utilities, easements or rights-of-way.
- Parking lot layout in compliance with s. [10.102\(8\)](#).
- Proposed loading/unloading areas.
- Zoning district boundaries in the immediate area. All districts on the property and on all neighboring properties must be clearly labeled.
- All relevant natural features, including navigable and non-navigable waters, floodplain boundaries, delineated wetland areas, natural drainage patterns, archeological features, and slopes over 12% grade.
- Location and type of proposed screening, landscaping, berms or buffer areas if adjacent to a residential area.
- Any lighting, signs, refuse dumpsters, and possible future expansion areas.

NEIGHBORHOOD CHARACTERISTICS. Describe existing land uses on the subject and surrounding properties:

- Provide a brief written statement describing the current use(s) of the property on which the conditional use is proposed.
- Provide a brief written statement documenting the current uses of surrounding properties in the neighborhood.

OPERATIONS PLAN AND NARRATIVE. Describe in detail the following characteristics of the operation, as applicable:

- Hours of operation.
- Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
- Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
- Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
- Compliance with county stormwater and erosion control standards under [Chapter 11](#) of [Chapter 14](#), Dane County Code.
- Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison and Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
- Facilities for managing and removal of trash, solid waste and recyclable materials.
- Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
- Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties.
- Signage, consistent with section [10.800](#).

ADDITIONAL MATERIALS. Additional information is required for certain conditional uses listed in s. [10.103](#):

- Agricultural entertainment, special events, or outdoor assembly activities anticipating over 200 attendees must file an [event plan](#).
- [Domestic pet](#) or [large animal boarding](#) must provide additional information in site and operations plans.
- Communication towers must submit additional information as required in s. [10.103\(9\)](#).
- Farm residences proposed in the FP-35 district must submit additional information as required in s. [10.103\(11\)](#).
- Mineral extraction proposals must submit additional information as required in s. [10.103\(15\)](#).

STANDARDS FOR CONDITIONAL USE PERMITS

Applicants must provide adequate evidence demonstrating to the Town and Dane County Zoning & Land Regulation Committee that the proposed conditional use satisfies the following 8 standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in sections 10.220(1) and 10.103 of the code.

Please explain how the proposed land use will meet the following standards (attach additional pages, if necessary):

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

THE ATTACHED ABOVE GARAGE IN-LAW UNIT WOULD NOT BE DETRIMENTAL AND I WOULD EVEN SUGGEST THAT IT WOULD BE BENEFICIAL TO THE HEALTH, SAFETY, COMFORT, AND GENERAL WELFARE OF ALL INVOLVED!

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

I DO NOT FORESEE ANY IMPAIRMENT OR DIMINISHMENT TO MY NEIGHB ENJOYMENT OF THEIR PROPERTIES.

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

NO IT WILL NOT IMPEDE IN ANY WAY.

4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.

ABOVE THE GARAGE
SINCE I DESIGNED THE CURRENT HOME TO HOPEFULLY HAVE AN IN-LAW UNIT, ALL UTILITIES, ACCESS ROADS, DRAINAGE, AND SITE IMPROVEMENTS ARE ALREADY PART OF THE CURRENT HOME BUILD. IF THIS ~~SCULP~~ IS IMPROVED THEN WE U

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

YES.

FINISH THE UNFINISHE COLD STORAGE AREA.

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

7. The conditional use is consistent with the adopted town and county comprehensive plans.

8. If the conditional use is located in a Farmland Preservation (FP) Zoning district, the conditional use is subject to the following additional standards found in section 10.220(1). Attach additional pages, if necessary.

- Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:
- Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:
- Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:
- Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:
- Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

Applicants must provide a detailed written statement of intent describing the proposed conditional use along with an operational plan that explains how the conditional use will be operated. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.

THE ATTACHED ACCESSORY DWELLING UNIT IS DESIGNED TO BE ABOVE THE GARAGE (SPECIFICALLY 2 OF THE 3 BAYS) WHICH COMES TO 607 SQ. FT. IT IS DESIGNED AS A STUDIO ~~APARTMENT~~ ^{UNIT} WITH KITCHEN - BATHROOM - HAS ITS PRIVATE ENTRANCE BEHIND THE GARAGE.

List the proposed days and hours of operation.

N/A

List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.

N/A

List any anticipated noise, odors, dust, soot, runoff or pollution associated with the conditional use, along with any proposed measures that will be taken to mitigate impacts to neighboring properties.

N/A

Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.

N/A

For proposals involving construction of new facilities and/or infrastructure, describe, as applicable, any measures being taken to ensure compliance with county stormwater and erosion control standards under Chapter 11 of Chapter 14, Dane County Code.

N/A

List and describe existing or proposed sanitary facilities, including adequate private onsite wastewater treatment systems, associated with the proposed conditional use. For uses involving domestic pets or livestock, list and describe measures taken to address manure storage or management.

~~N/A~~ - THE ADDITIONAL BEDROOM WOULD MAKE MY HOME A 5-BEDROOM INSTEAD OF 4 BEDROOMS SO WE WILL UPGRADE THE SEPTIC PERMIT TO ACCOMMODATE JUST IN CASE.

List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.

N/A

Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

THERE WOULD BE 1 ADDITIONAL CAR WHEN MY IN-LAWS ARE IN TOWN THAT WILL EITHER PARK IN MY GARAGE OR ON MY DRIVEWAY CIRCLE NEXT TO HOUSE.

Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.

N/A

Describe any existing or proposed outdoor lighting along with any measures that will be taken to mitigate light-pollution impacts to neighboring properties. The Zoning Administrator may require submittal of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors.

THERE WOULD BE ONE PORCH LIGHT AT ENTRY DOOR AND LANDSCAPE LIGHTING ON PATH AROUND GARAGE.

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. 10.800.

N/A

Briefly describe the current use(s) of the property on which the conditional use is proposed.

THE FRONT PART OF MY FARM HAS MY HORSES W/ 1-2 BOARDING HORSES WHERE MY DAUGHTER GIVES RIDING LESSONS. I HAVE A SMALL COACHING BUSINESS THAT I RUN OUT OF THE FARM AND I'M CURRENTLY

Briefly describe the current uses of surrounding properties in the neighborhood.

PRIVATE HOMES BEHIND ME. HORSE STABLE NORTH OF ME. PRIVATE HOME & HORSE PROPERTY ACROSS STREET FROM ME. AND MILITARY RIDGE TRAIL W/ SUGAR RIVER CONSERVANCY SOUTH OF ME. BUILDING MY PRIVATE RESIDENCE IN THE BACK PART OF MY FARM THAT WILL NOT BE AVAILABLE TO THE PUBLIC.

RM-16 (Rural Mixed Use, 16 Acres) Zoning District

Zoning district for agricultural and other rural uses – CH. 10-Zoning, [Section 10.234](#)

Permitted Uses 10.234(2)

- Agricultural uses
- Agricultural accessory uses
- Agricultural entertainment under 10 days/year
- Agricultural accessory buildings
- Farm related exhibitions, up to 5 days/year
- Single family residential – one per parcel
- Residential accessory structures
- Seasonal storage of recreational equipment and motor vehicles (not owner's or occupant's) in existing buildings
- Undeveloped natural resources and open space areas
- Home occupations
- Utility services
- Incidental room rental
- Community living arrangements for fewer than 9 persons
- Foster homes for less than five children
- Utility services associated with a permitted use
- Transportation, utility or communication uses required by law

Conditional Uses 10.234(3)

- Agricultural entertainment activities occurring over 10 days/year
- Airports, landing strips or heliports for aircraft owned by the land owner
- Attached accessory dwelling units
- Cemeteries
- Community living arrangements for 9 or more persons
- Domestic pet animal boarding
- Electric generating facilities that use renewable energy
- Farm related exhibitions, sales or events exceeding 5 days a year
- Governmental, institutional, religious, or nonprofit community uses
- Large animal boarding
- Limited family business
- Limited farm business
- Migrant farm labor camps certified under s. 103.92, Wis. Stats.
- Mineral extraction
- Recreational racetracks
- Sanitary facilities in agricultural accessory buildings
- Temporary asphalt or concrete production
- Tourist or transient lodging
- Veterinary clinics
- Transportation, communications, pipeline, electric transmission, utility, or drainage uses, not required by law

Setbacks and Height requirements for Structures 10.234(5-6)

Front setback for all structures from Highway centerline / right-of-way line (whichever is greater)

State or Federal Highway: 100/42 feet minimum
County Highway: 75/42 feet minimum
Town Road: 63/30 feet minimum
Subdivision streets platted prior to ordinance: 20 feet minimum
All other streets: 30 feet minimum from right-of-way

Maximum Height:

Residences: 2½ stories or 35 feet maximum
Accessory buildings: 35 feet maximum
Agricultural buildings: No height requirement

Residences:

Side yard: 25 feet total, with no single side less than 10 feet minimum

Rear yard: 50 feet minimum

Uncovered decks/porches: 38 feet minimum

Rear and side yards:

Not housing livestock: 10-feet

Housing livestock:

100 feet from Residential or Hamlet zoning districts
50 feet from Rural Residential zoning districts
10 feet from all other zoning districts

Lot Area and Width 10.234(4)

Minimum: 16 acres

Maximum: None

Minimum lot width: 100 feet

RM-16 (Rural Mixed Use, 16 Acres) Zoning District

Zoning district for agricultural and other rural uses – CH. 10-Zoning, [Section 10.234](#)

Lot Coverage 10.234(7)

All buildings and structures: 10% of lot

Accessory Buildings Requirements 10.102(2)(a)

Any number of detached accessory buildings associated with a permitted or conditional residential use is permitted, provided that the following conditions are met:

- Except for agricultural accessory buildings, a principal building must exist or be under construction prior to the construction of an accessory building.
- Except as allowed under an approved CUP, sanitary fixtures are prohibited in accessory buildings.
- No living spaces are allowed in accessory buildings.

NOTE: A Zoning Permit is required for every building larger than 120 square feet in size. Zoning Permits are not required for accessory buildings equal to or less than 120 square feet on non-permanent foundations, provided they meet setback, height, and lot coverage requirements.

Livestock 10.004(85); 10.234(2)

- There is no numerical limit on the number of livestock. However, all livestock use must comply with a farm soil and water conservation plan meeting the standards of ATCP 50, Wisconsin Administrative Code and approved by the Department of Land and Water Resources.

Incidental Room Rental 10.004(72)

Rental or leasing of rooms within a single-family residence is permitted provided all of the following are met:

- ✓ All rooms offered for rent are within the landowner's primary residence
- ✓ No more than two bedrooms are offered for rent
- ✓ One off-street parking space is provided for each rental room.

Limited Family Business 10.004(83)

A small family-run commercial operation, accessory to a permitted principle use, that takes place entirely within an accessory building. All employees, except up to one or one full-time equivalent, must be a member of the family residing on the premises.

Planning Report

Town of Verona

October 13th, 2021

2782 White Crossing Road, Verona WI

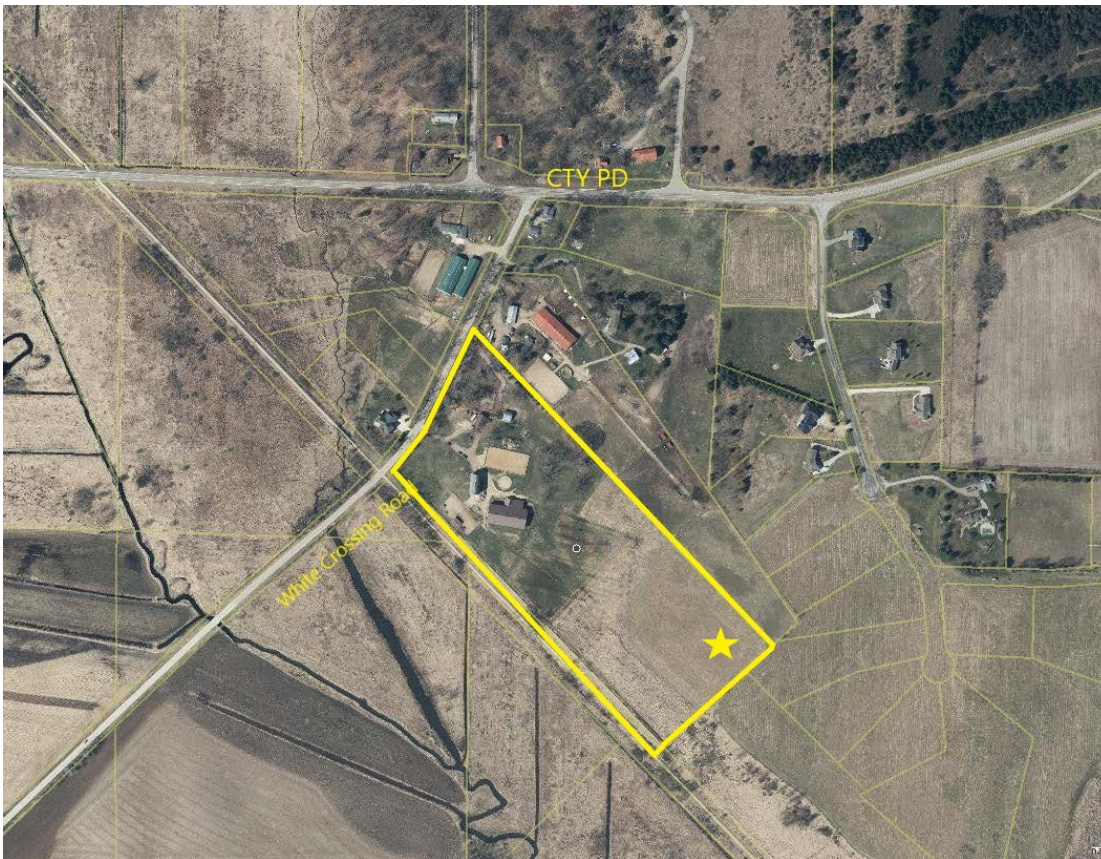
Summary: The applicant is seeking approval for a Conditional Use Permit for an attached accessory dwelling unit to be built in conjunction with a new home located at the address above. The parcel number is 062/0608-074-9060-4, and is 20 acres in size and zoned RM-16.

Property Owner: Unbridled Spirits, LLC/Stacey Bean

Property Addresses: 2782 White Crossing Road, Verona WI

Applicant: Stacey Bean

Location Map



Project overview

The applicant has been granted a building permit to create a new home on the property. As part of that home, they are requesting a CUP to build an ~770 square foot Attached Accessory Dwelling Unit (AADU) above the garage. This space would house family and guests of the family as needed. An Attached Accessory Dwelling Unit is allowed in RM-16 zoning district, if approved by a conditional use permit.

The property currently is home to an indoor-riding arena with a social area, a restored hanging barn, and several accessory sheds. The new residence is currently under construction and is located in the northeastern part of the property. The proposed AADU will not affect finished appearance of the residence.

Conditional Use Permit Criteria Review

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

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

The Attached Accessory Dwelling Unit (AADU) will not have an impact on the neighborhood. There are four other homes located in this section of White Crossing Road. The properties to the northeast and west are working Stables. Directly across the street to the west is a residential home. The properties to the east are part of the neighborhood associated with the extension of Prairie Circle.

The AADU is part of an approved residential construction plan. Any traffic generated will be minimal.

The AADU is for a living space for relatives or guests and not expected to involve no more than four individuals at any one time.

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

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

The AADU is not anticipated to have any impact on neighborhood properties or activities on these properties. There will be no "hours of operation", outdoor storage, additional noise or parking concerns associated with the proposed use.

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

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

The AADU is not anticipated to have any impact on future development or improvement of neighboring properties as this attached accessory dwelling unit is part of the new home.

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

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

The AADU will be part of an approved residential construction build and the septic has being sized to accommodate the use regardless of buildout.

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

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

The ingress/egress for the build has been approved by the Town and will not change with any approval of the AADU. Traffic is expected to be minimal. Any additional vehicles above those of the primary home will be those for personal use by guests/family.

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

Application guideline: Review the TOV Comprehensive Land Use Plan to ensure your project is compliance and in line with land use guidelines.

The AADU is in compliance with TOV land use guidelines and current zoning conditions of RM-16.

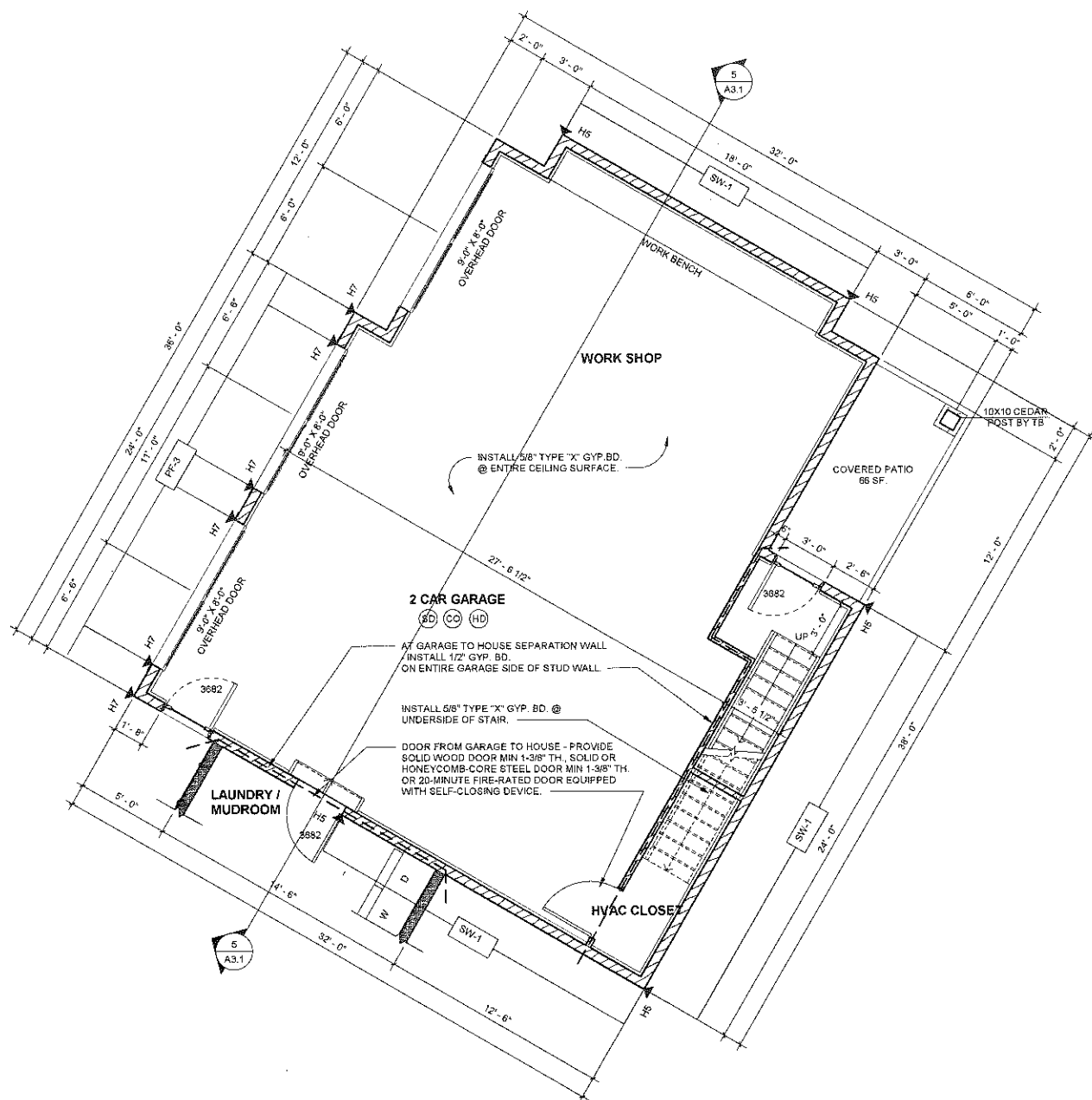
Criteria 7 That the conditional use is consistent with the adopted town and county comprehensive plans.

Application guideline: Review the TOV Comprehensive Land Use Plan to ensure your project is in compliance.

The AADU is in compliance with the TOV Comprehensive Plan.

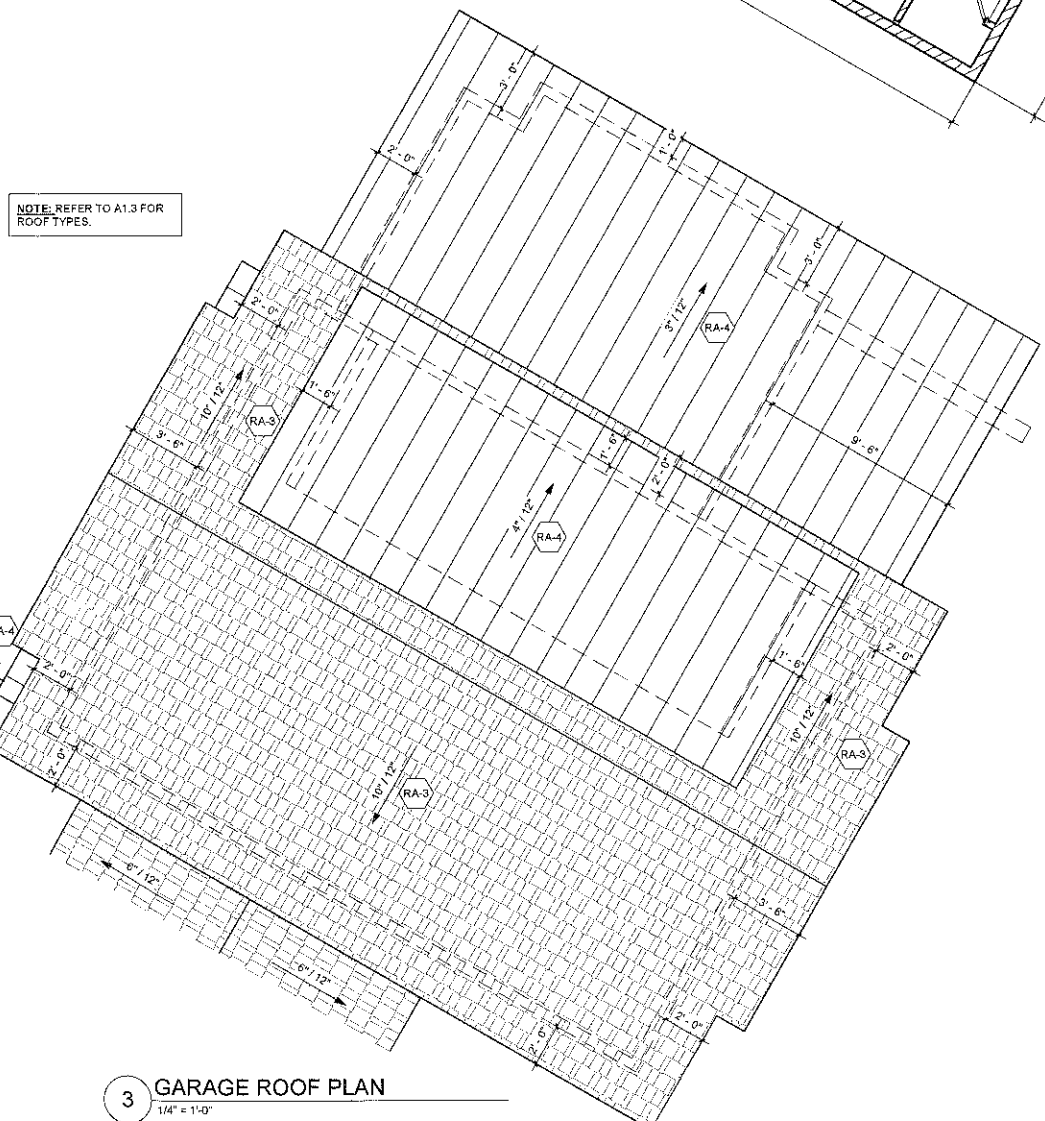
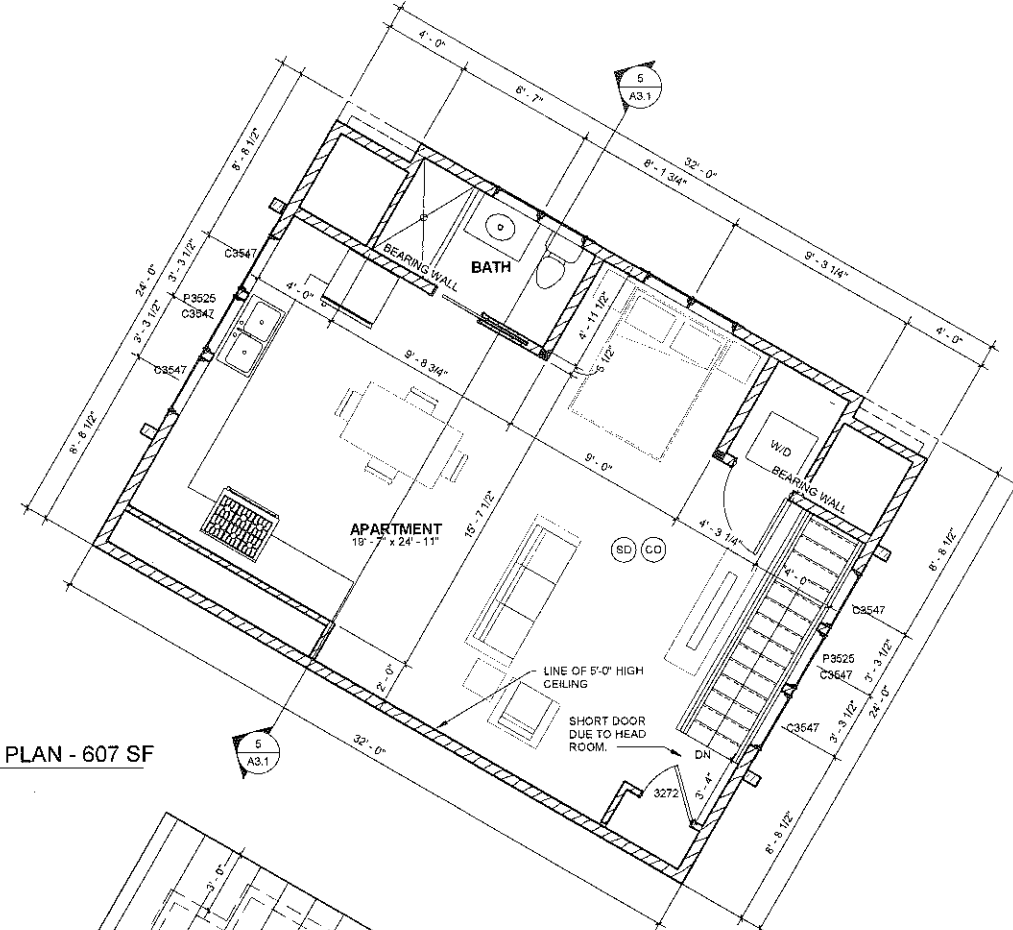
Criteria 8 If the conditional use is located in a Farmland Preservation Zoning district, the town and zoning committee must also address the findings described in Dane County zoning ordinance 10.220(1).

N/A



1 GARAGE PLAN - 1,092 SF.
1/4" = 1'-0"

2 GARAGE LOFT PLAN - 607 SF
1/4" = 1'-0"

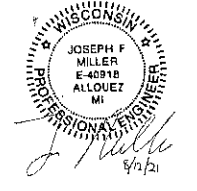


3 GARAGE ROOF PLAN
1/4" = 1'-0"



10821 Eagle Drive North Collins, NY 14111
phone (716) 337-0012 fax (716) 337-0013
timberbuilt@timberbuilt.com www.timberbuilt.com

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ARCHITECTS SEAL
SIP ENVELOPE AND TIMBER FRAME APPROVED FOR CONSTRUCTION BY TIMBERBUILT ONLY.

PROJECT NAME:
**BEAN RESIDENCE
GARAGE FLOOR PLANS &
ROOF PLAN**

- APPROVED AS DRAWN
- APPROVED AS NOTED
- NOT APPROVED, RESUBMIT

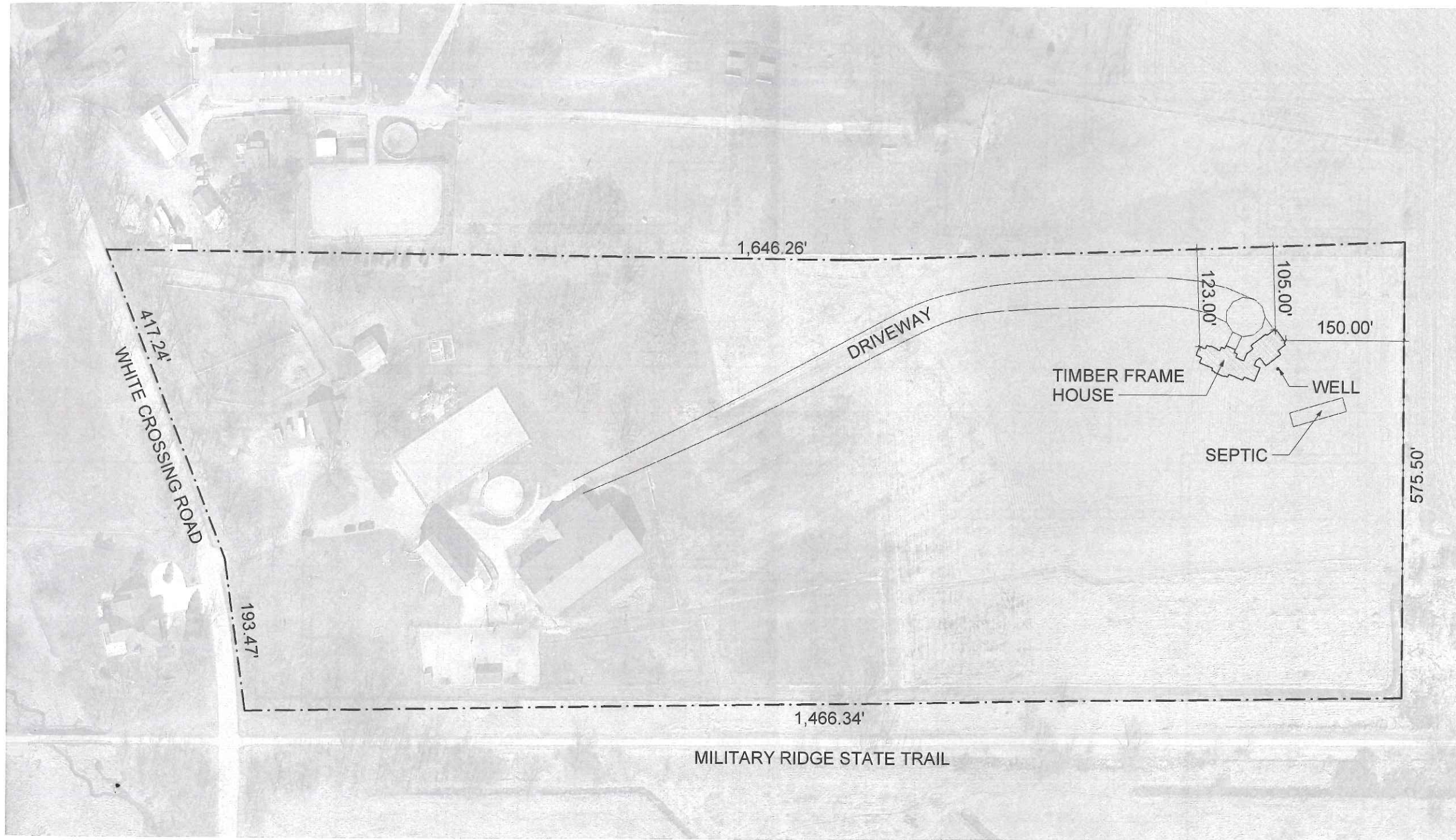
INITIALS: _____ DATE: _____

SCALE: 1/4" = 1'-0"

DRAWN BY: AJP

Date: 5/28/2021 Page: _____

Submital: _____ Page: **A14**



1 SITE PLAN
1/8" = 1'-0"



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phone (716) 337-0012 fax (716) 337-0013
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ARCHITECTS SEAL
SIP ENVELOPE AND TIMBER
FRAME APPROVED FOR
CONSTRUCTION BY TIMBERBUILT
ONLY.

PROJECT NAME:
BEAN RESIDENCE
SITE PLAN

- APPROVED AS DRAWN
- APPROVED AS NOTED
- NOT APPROVED, RESUBMIT


INITIALS: _____ DATE: _____

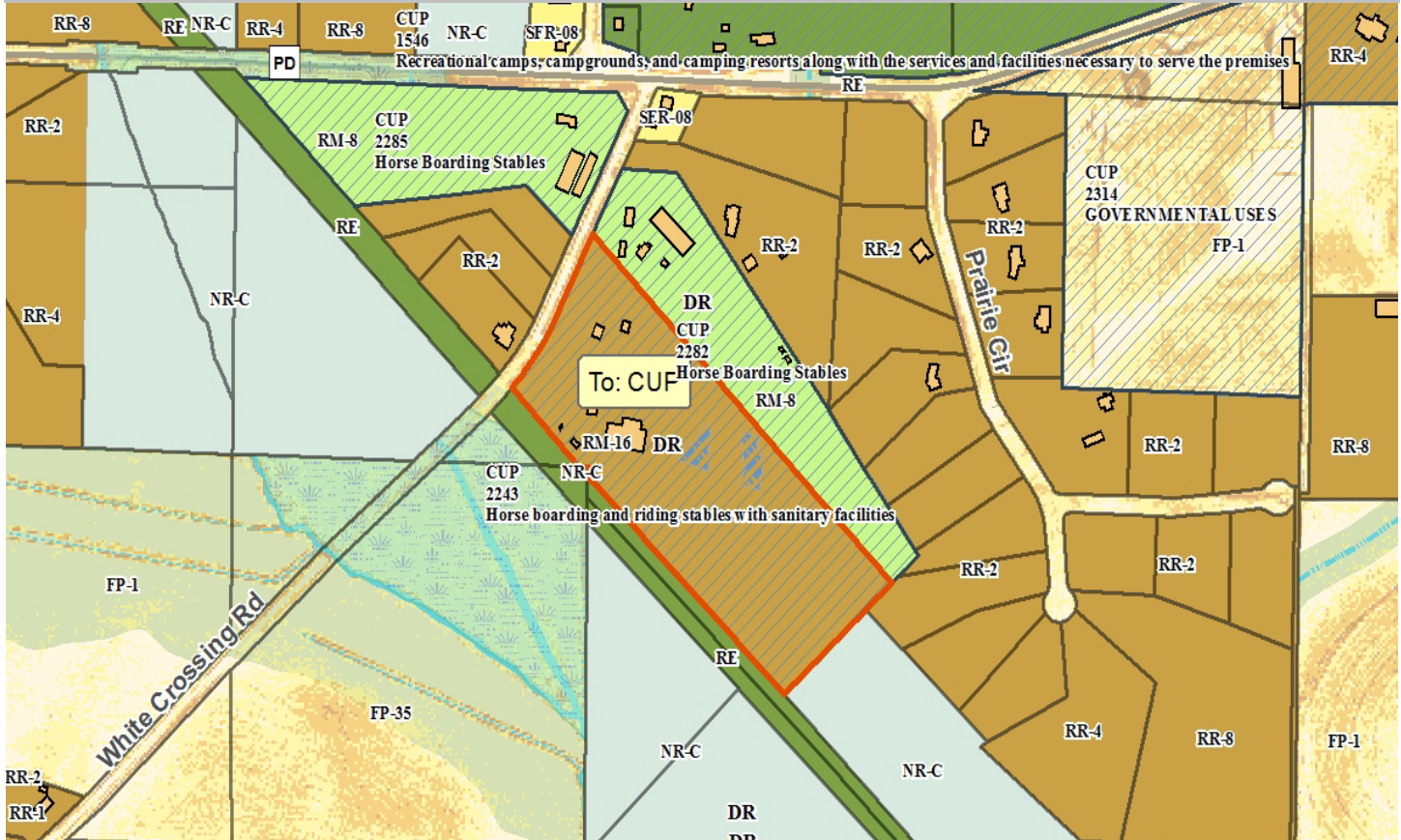
SCALE: 1/8" = 1'-0"

DRAWN BY: Designer

Date: 5/28/2021 Page: _____

Submittal: _____ A0.2

Staff Report  Zoning and Land Regulation Committee	Public Hearing: October 26, 2021	CUP 02539	
	<u>Zoning Amendment Requested:</u> TO CUP: ATTACHED ACCESSORY DWELLING UNIT-ABOVE GARAGE IN-LAW SUITE		
	<u>Size:</u> 20 Acres	<u>Survey Required.</u>	<u>Town/Section:</u> VERONA, Section 7
	<u>Reason for the request:</u> ATTACHED ACCESSORY DWELLING UNIT-ABOVE GARAGE IN-LAW SUITE		<u>Applicant:</u> STACEY BEAN
		<u>Address:</u> 2782 WHITE CROSSING ROAD	



DESCRIPTION: Applicant requests approval of a Conditional Use Permit (CUP) for an attached accessory dwelling unit (ADU) for the existing 20 acre RM-16 zoned residential property. The owner proposes to construct a studio above the existing garage which would be occupied by relatives.

OBSERVATIONS/ FACTUAL INFORMATION: Current use of the property is rural residential. Surrounding land uses are rural residential and open space / agriculture. An area of floodplain (1% annual flood hazard) associated with the Sugar River encroaches onto the middle 1/3 of the property. No new structural development proposed that would impact the floodplain area.

TOWN PLAN: The property is located in the town’s Transitional Agriculture planning area.

RESOURCE PROTECTION: A resource protection area associated with the 1% annual flood hazard zone of the Sugar River is located on the property.

STAFF: Attached accessory dwelling units are listed as a conditional use in the RM-16 district. The town plan does not specifically address accessory dwelling units, though there is a policy in the housing chapter that indicates town support for improvements to be made to existing residences that support senior and special needs residents. . Section 10.103(1)

of the zoning code identifies specific limits and conditions on accessory dwelling units. ADUs are limited in size to no more than 800 sqft and intended to accommodate the types of situations the applicant proposes. Plans for the proposed attached ADU show the unit totaling 607 sqft, which would comply with the ordinance limitations. The proposal appears reasonably consistent with town plan policies.

Pending any concerns brought to light at the ZLR public hearing, or by the town in the course of its review, staff finds that the proposal meets the required standards for approval of a Conditional Use Permit and recommends approval of the petition subject to following conditions:

- 1) No more than one attached accessory dwelling unit may be created.
- 2) The attached accessory dwelling unit shall not exceed 800 square feet of occupiable floor area and shall not have more than two bedrooms.
- 3) The accessory dwelling unit shall not be sold separately from the principal dwelling unit, nor from the property on which it sits.
- 4) The lot or parcel of land containing the accessory dwelling unit shall continue to be occupied by the owner of the premises. The owner may live in either the accessory dwelling unit or the principal residence.
- 5) The orientation of the proposed accessory dwelling unit shall, to the maximum extent practical, maintain the privacy of residents in adjoining dwellings.
- 6) Accessory dwelling units must meet applicable residential building codes and sanitary codes.
- 7) The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
- 8) The applicant shall apply for, receive and maintain all other legally required and applicable local, county, state and federal permits. Copies of approved permits or other evidence of compliance will be provided to the zoning administrator upon request.
- 9) Existing onsite wastewater sewage disposal systems serving the conditional use must be inspected by a licensed plumber to determine its suitability for the proposed or expanded use. Deficient systems must be brought, at the owner's expense, into full compliance with the current requirements for new development of the state plumbing code and Chapter 46, Dane County Code.
- 10) All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
- 11) Off-street parking must be provided, consistent with [s. 10.102\(8\)](#).
- 12) If the Dane County Highway, Transportation and Public Works Department or the town engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.
- 13) The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.
- 14) The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the Dane County Zoning Division.
- 15) The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
- 16) Failure to comply with any imposed conditions, or to pay reasonable county costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation.
- 17) If any use allowed by an approved conditional use permit is abandoned for one year or more, the associated conditional use permit shall be terminated. Future re-establishment of an abandoned conditional use shall require approval of a new conditional use permit.

If you have any questions or comments please contact Senior Planner Majid Allan at (608)720-0167 or allan@countyofdane.com

TOWN: Pending as of October 18, 2021.

TOWN OF VERONA

TO: Public Works Committee

DATE: September 22, 2021

FROM: W. Christopher Barnes, Public Works Director

SUBJECT: John Deere 544E Tire and Rim Replacement

As the Committee may know, the town owns and operates a John Deere 544 E front end loader. The loader is used mainly for salt and sand handling before during snow events. In an emergency, the loader can be fitted with a front plow for opening snow drifted roads. The town has owned the loader since the mid 1980's. The town puts about 50 hours a year on the loader. The tire rim combinations are original and are filled with a calcium chloride solution for ballast and stability. The rims and tires are deteriorated and are at the end of their operational life. Attached are photos of the current rim/tire conditions of loader. Also attached is the quote received from the town tire vendor, Pomp's Tire, to replace the existing tire rime assemblies. After checking, we were able to find some replacement rims through Brooks Equipment for approximately \$1,600 less.

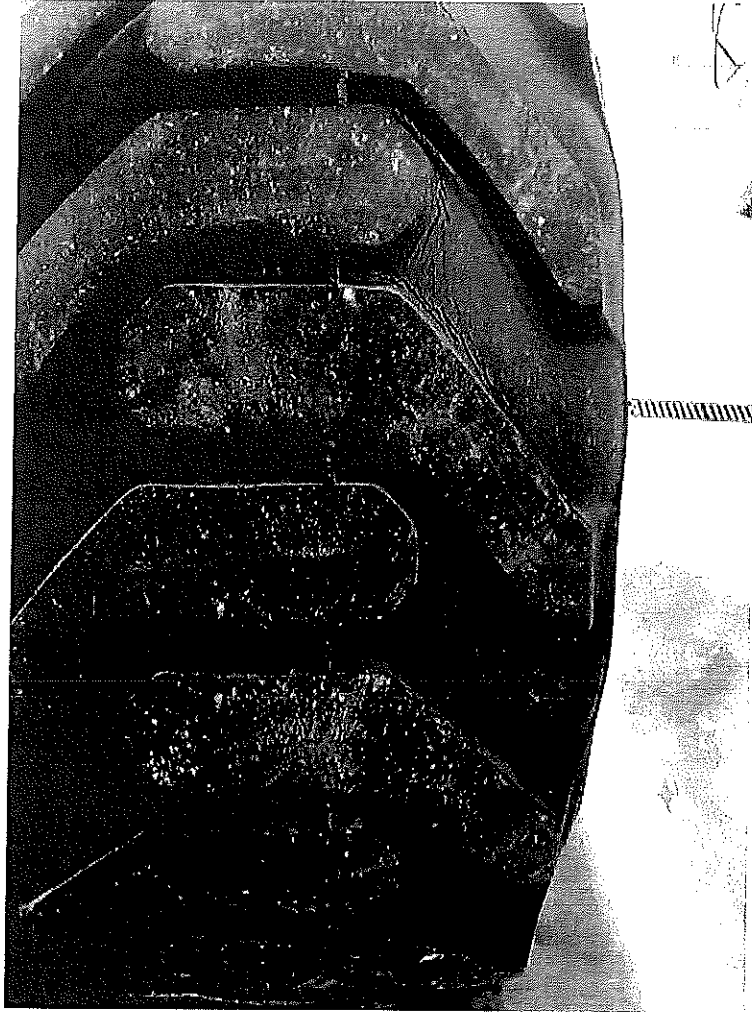
To assess the condition of the existing loader, we had a representative of Brooks Equipment (the original dealer) do a condition inspection on the loader. The result of the inspection indicates that the low number of hours and the inside storage have preserved the loader, and it is in very good overall condition. The loader does not exhibit typical loader issues such as transmission and hydraulic problems. It was the opinion of Brooks that the loader was valuable enough to keep and replacing the loader would be at a greater cost than replacing the tire/rim combinations. Therefore, town staff is recommending that we proceed with replacing the rim/tire assemblies of the loader with tires from Pomp's Tire and rim assemblies from Brooks Equipment.

Should you have any questions, please let me know.

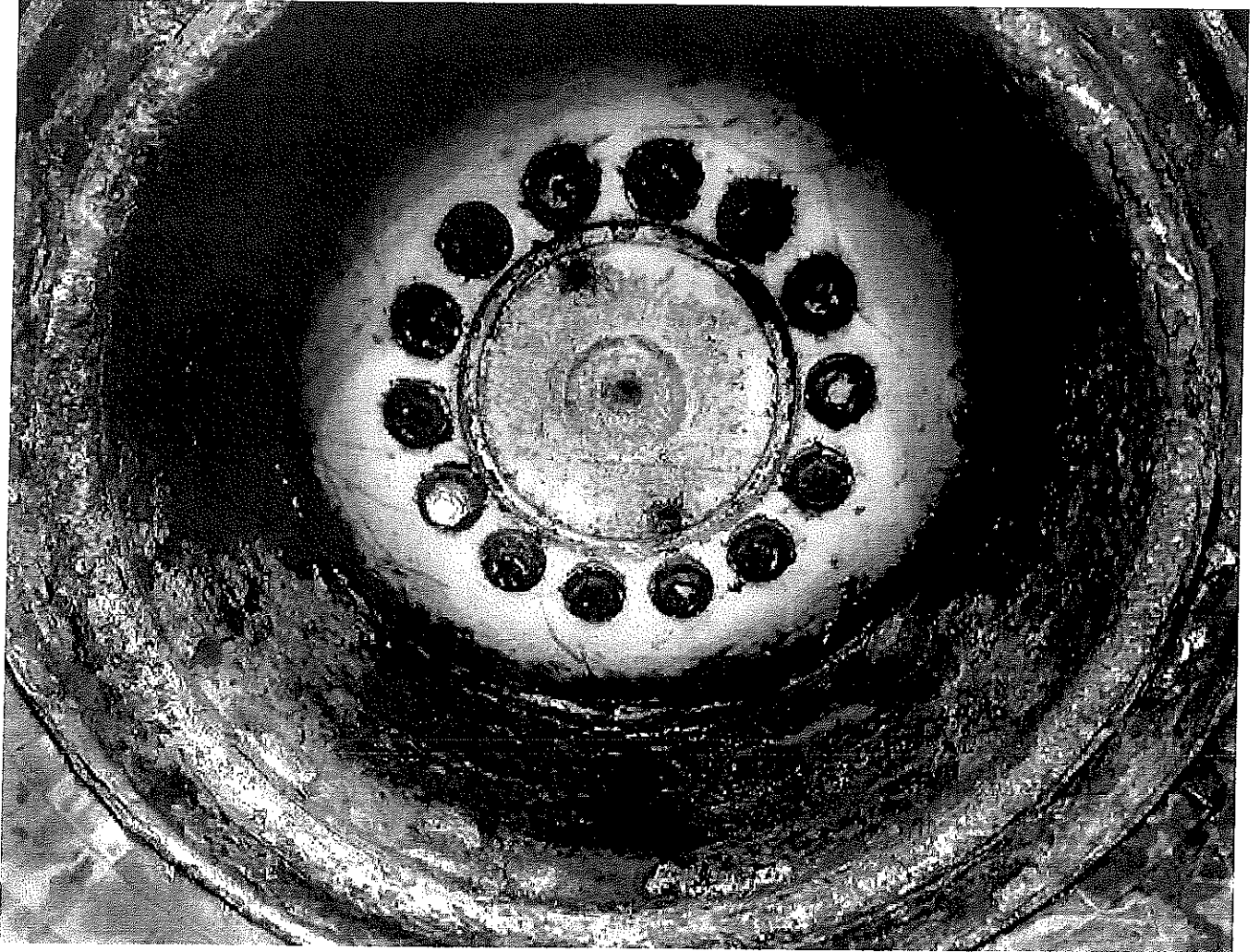
Attachment



Rims and tire combination



Weather/Age checked tires



Leaking Split Rims with Tires



POMP'S TIRE SERVICE, INC.

REMITTANCE ADDRESS:
 POMP'S TIRE SERVICE, INC.
 PO BOX 88697
 MILWAUKEE, WI 53288-8697
 CREDIT DEPT: 800-536-2940

POMP'S TIRE-MONONA (MADISON)
 2301 KILGUST RD
 MONONA, WI 53713
 608/222-6763

** NEW REMIT TO: **
 ** PO BOX 88697 **
 ** MILWAUKEE, WI **
 ** 53288-8697 **

ESTIMATE #: 401248
 PAGE: 1

CUSTOMER: TOWN OF VERONA
 2018892 7669 CTY HWY PD
 VERONA, WI 53593-1035

SHIP TO: JD 544E

FAX NUMBER: 6088457143
 BUSINESS: 608/807-4471 0
 SALESMAN: KEVIN KLITZMAN
 ESTIMATE DATE: 08/17/21

TERMS: DUE ON DELIVERY

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
REGULAR HOURS ROAD SERVICE-OTR		1.00	203.00		203.00
ORS					
OTR FUEL SURCHARGE (08/17/21)		1.00	22.50		22.50
20.5R25 MICH X SNOPLUS M&S L2		4	2752.20		11008.80
M62408					
WHEELS		4	1150.00		4600.00
MISTPARSTK					
OTR VALVE STEM		4	25.00		100.00
OVALV					
20.5R25 DISMOUNT MOUNT		4.00	140.00		560.00
ODM205D					
O-RING HEMTT, PLS/HET, MTVR		4	26.00		104.00
ORING					
PUMPS FLUID OUT		4.00	50.00		200.00
FFX					
OTR (20.5X25) SCRAP DISPOSAL FEE		4	78.00		312.00
ODISP205					
COMMERCIAL SHOP/SERVICE SUPPLIES			57.78		57.78
SUPL					

MERCHANDISE: 15812.80
 LABOR: 963.00
 OTHER: 392.28
 ESTIMATE TOTAL: 17168.08

THANK YOU FOR YOUR BUSINESS!

***** Valid for 30 days *****

GENERAL

HEATING & AIR CONDITIONING, INC.

*P.O. Box 259596
2920 Perry Street (53713)
Madison, Wisconsin 53725-9596
(608) 271-3900*

September 9, 2021

Town of Verona
7669 County Highway PD
Verona, WI 53593

Per request, the following quote is submitted for your consideration:

Labor and materials for replacement of the condenser coils, repair leaks on unloader stems on both units on circuit 1, new refrigerant, at above mentioned location. Price includes:

Cost: \$ 44,574.00

Notes:

- Pricing is valid for 10 days from date of proposal
- Price does not include any additional repair components or materials– if required. If any additional repairs or components are required, those will be quoted separately.
- Price does not include the correction of any system problems diagnosed during the repair or start up procedures.
- Work is to be completed during regular business hours.

If you have any questions, please give us a call. I look forward to hearing from you.

Sincerely,
Michael Younggren
General Heating and Air Conditioning, Inc.

P.O. Box 259596
3002 Perry Street (53713)
Madison, Wisconsin 53725-9596
(608) 271-3900
FAX (608) 271-0103

October 21, 2021

Town of Verona
7669 County Highway PD
Verona, WI 53593

Attn.: Sarah Gaskell

Re: Town of Verona – CU-1 & CU-2 Unit Repair

The following is a brief description of our HVAC scope of work for this project:

- Labor and material to replace (2) AAON condensing unit coils
- Reclaim any existing Freon left in systems
- Recharge system with Freon if needed
- Startup and run system operation
- 1 year labor and material warranty

Total \$19,475.00

Please don't hesitate to call if you have any questions.

Sincerely,
General Heating and air Conditioning, Inc.

Rhonda McGettigan, Project Manager

Fitch-Rona EMS District
2022 Operating Budget

		2021 Budget	2022 Operating Budget	Difference 2021 Budget vs. 2022 Budget	Percent Change
1	Revenues				
2	Run Income	\$ 1,790,271	\$ 1,572,130	\$ (218,141)	-12.2%
3	Run Income Subtotal	\$ 1,790,271	\$ 1,572,130	\$ (218,141)	-12.2%
4					
5	City of Fitchburg*	\$ 721,647	\$ 936,571	\$ 214,924	29.78%
6	City of Verona*	\$ 637,280	\$ 730,914	\$ 93,634	14.69%
7	Town of Verona*	\$ 71,199	\$ 88,360	\$ 17,161	24.10%
8	Municipalities Sub-Total	\$ 1,430,126	\$ 1,755,845	\$ 325,719	22.78%
9				\$ -	
10	Public Education Courses	\$ 1,000	\$ 1,000	\$ -	0.0%
11	Interest Income	\$ 3,725	\$ 3,725	\$ -	0.0%
12	Contracted Events	\$ 10,500	\$ 10,500	\$ -	0.0%
13					
14	Misc. Sub-Total	\$ 15,225	\$ 15,225	\$ -	0.0%
15	Total Revenues	\$ 3,235,622	\$ 3,343,200	\$ 107,578	3.3%
16					
17	Expenses				
18	Salaries & Wages	\$ 1,507,068	\$ 1,539,959	\$ 32,891	2.2%
19	Scheduled Overtime	\$ 369,566	\$ 379,388	\$ 9,822	2.7%
20	Unscheduled Overtime	\$ 101,266	\$ 101,266	\$ 0	0.0%
22	Soc. Sec. & Medicare Taxes	\$ 152,401	\$ 155,669	\$ 3,268	2.1%
23	Retirement Plan	\$ 215,754	\$ 234,218	\$ 18,464	8.6%
24	Miscellaneous Benefits	\$ 7,128	\$ 8,143	\$ 1,015	14.2%
25	Health & Dental Ins.	\$ 320,710	\$ 359,863	\$ 39,153	12.2%
26	Worker's Comp. Ins.	\$ 86,096	\$ 79,644	\$ (6,452)	-7.5%
27	Income Continuation	\$ 2,400	\$ 2,400	\$ -	0.0%
28	Sick Time Over Cap	\$ 28,444	\$ 21,233	\$ (7,211)	-25.3%
29	Medical Director Annual Fee	\$ 33,000	\$ 33,000	\$ -	0.0%
30	Salary Sub-Total	\$ 2,823,833	\$ 2,914,784	\$ 90,951	3.2%
31					
32	Oil, Fuel & Lube	\$ 23,060	\$ 22,908	\$ (152)	-0.7%
33	Repair and Replacement Parts	\$ 25,470	\$ 29,000	\$ 3,530	13.9%
34	Medical Supplies	\$ 77,327	\$ 100,946	\$ 23,619	30.5%
35	Office Supplies	\$ 2,600	\$ 2,500	\$ (100)	-3.8%
36	Postage	\$ 600	\$ 600	\$ -	0.0%
37	Public Education	\$ 1,500	\$ 1,500	\$ -	0.0%
38	Staff Training	\$ 32,500	\$ 32,500	\$ -	0.0%
39	Staff Support	\$ 6,400	\$ 6,400	\$ -	0.0%
40	Uniforms	\$ 14,684	\$ 14,684	\$ -	0.0%
41	Personnel Recruitment	\$ 1,000	\$ 1,000	\$ -	0.0%
42	Subscriptions & Dues	\$ 900	\$ 900	\$ -	0.0%
43	Admin Space Lease	\$ 7,125	\$ 7,125	\$ -	0.0%
44	Facilities Furnishings	\$ 1,400	\$ 1,400	\$ -	0.0%
47	Telephone	\$ 10,850	\$ 10,700	\$ (150)	-1.4%
48	Radio Equipment	\$ 3,000	\$ 3,000	\$ -	0.0%
49	Radio Maintenance	\$ 3,700	\$ 3,700	\$ -	0.0%
50	Medical Equipment	\$ 8,000	\$ 8,000	\$ -	0.0%
51	Medical Equipment Maint.	\$ 6,000	\$ 6,000	\$ -	0.0%
52	EMT Safety Equipment	\$ 700	\$ 700	\$ -	0.0%
53	Training Equipment	\$ 1,100	\$ 800	\$ (300)	-27.3%
54	Office Equipment	\$ 1,000	\$ 1,000	\$ -	0.0%
55	Office Equipment Maint.	\$ 600	\$ -	\$ (600)	-100.0%
56	Computer Support	\$ 24,000	\$ 17,200	\$ (6,800)	-28.3%
57	Accounting Fees	\$ 14,600	\$ 17,000	\$ 2,400	16.4%
58	Legal Fees General	\$ 3,400	\$ 3,400	\$ -	0.0%
59	Legal Fees-Labor Contract	\$ -	\$ -	\$ -	0.0%
60	Assigned Funds - Labor Contract	\$ -	\$ -	\$ -	0.0%
61	Property Insurance	\$ 19,200	\$ 25,900	\$ 6,700	34.9%
62	Billing Service	\$ 107,416	\$ 94,328	\$ (13,088)	-12.2%
63	Paramedic Intern Program	\$ -	\$ -	\$ -	
65	Misc. Expense Sub-Total	\$ 398,132	\$ 413,191	\$ 15,059	3.8%
66	TOTAL EXPENSES	\$ 3,221,965	\$ 3,327,975	\$ 106,010	3.3%



October 26, 2021

The Town Board
Sarah Gaskell, President/Administrator
Town of Verona
7669 County Highway PD
Verona, Wisconsin 53593

We are pleased to confirm our understanding of the services we are to provide for the Town of Verona general fund for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the general fund of the Town of Verona as of and for the year ended December 31, 2021, including related notes to the financial statements. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Verona's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Verona's RSI in accordance with GAAS. These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (if the town chooses to prepare this)
2. Budgetary Comparison Schedules
3. Wisconsin Retirement System Schedules
4. Local Retiree Life Insurance Fund Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance of GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.



Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include test of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws of governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitation of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

Audit Procedures - Internal Control

We will obtain and understanding of the government and its environment, including internal control, relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.



Audit Procedures – Internal Control (Continued)

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls.
- Reliance on auditors to prepare the financial statements and footnote disclosures that are the result of material audit adjustments.
- The risk of the turnover of key personnel.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Verona's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the Town of Verona in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedures to take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.



Responsibilities of Management for the Financial Statements (Continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the website with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Tara Bast, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

As part of our engagement, we will also perform the following:

- Assist in preparing the necessary year end closing journal entries and assist in preparing yearend financial statements,
- Compile and file 2021 DOR report. See Addendum A attached, which is an integral part of this engagement letter.



Engagement Administration, Fees, and Other (Continued)

Our fee for services will be at our standard hourly rate plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$10,100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Account reconciliations and audit schedules are an integral component of audit cost containment. Our fees assume that all account reconciliations have been performed and all audit schedules have been prepared prior to the start of audit fieldwork. We will provide you with a list of the audit schedules and other documents that can be prepared or provided by you.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, compiling regulatory reports, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.



Reporting

We will issue a written report upon completion of our audit of the Town of Verona’s financial statements. Our report will be addressed to the Administrator and Town Board of the Town of Verona. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Verona and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE: This letter correctly sets forth the understanding of Town of Verona for the Year Ended December 31, 2021.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____



ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2021. Upon completion of the compilation of the annual Financial Report Form, we will provide the Town with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the Town, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

Management's Responsibilities

The Town's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the Town complies with the laws and regulation applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making Town personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.