

## REGULAR MONTHLY BOARD MEETING MINUTES

### TOWN OF VERONA

Tuesday, January 8, 2013 6:30 P.M.

Town Hall, 335 N. Nine Mound Road Verona, WI 53593-1035

Present: Combs, Miller, Enburg, Geller, Rego

Absent: None

Staff Present: Arnold, Wright, Dresser, Judd, and Lease

Also Present: See sign in sheet

1. Call To Order/Approval of Agenda

Motion by Enburg to approve agenda. Second by Miller. Motion carried at 6:30PM.

2. Public Comment – None

3. Approval of an Operator's License to Hugh Robert Masterson ending 6/30/13 so he can serve at the USA Cyclo-Cross National Championships. Motion by Miller. Second by Rego. All voted aye.

4. Morris Group presentation on request to allow a private utility in the public right-of-way.

Randy Reints, Vice President of The Morris Group, explained that Epic would like to run an underground electrical line from the Epic wind farm in the Town of Springfield to their campus in Verona. They are in the pre-permitting phase and are working with several other jurisdictions. They would like to start construction in spring and be in service in July or August. They would like to trench in the Town right-of-way. The trench would be 4' deep and 18" wide. The cables would not be in conduit. They would service just Epic and could cover most of the demand at Epic's current size.

The Board expressed interest in seeing other similar agreements. Dave Combs explained that a public hearing would be needed. John Wright suggested that the current right-of-way permit should be re-examined since it doesn't seem to fit this situation.

5. Reports

A. Engineer/Public Works:

i. Discussion and action on a driveway variance for Barnes Landscaping, 6433 Nesbitt Rd.

Amanda Arnold explained that Barnes Landscaping would like to build a compressed natural gas fueling station. They would initially service their own vehicles, which would not require any Town approvals if they didn't add more driveways. However, they may want to service other vehicles in the future which would require a Conditional Use Permit and a driveway variance. Because they can't construct a public facility without additional driveways, Amanda advised them to pursue a driveway variance first. Jim Montgomery, a representative of Barnes, answered several questions from the Board. He explained that there would not be a store like with a traditional filling station. At times Barnes employees might use the proposed drives, but they would be for the public when/if the Conditional Use Permit was approved.

Manfred Enburg explained that he'd like a driveway agreement or some form of conditioning of a driveway variance. Potential conditions might be, but would not be limited to, that one drive would be for in movements and the other for out (west to east), that the approval be revisited in several years or when the station opens to the public, that the drives only service the propose station and not another use, that the drives meet certain construction standards. Amanda and Jim agreed to draft some form of agreement.

*At this point in the meeting, the Chair moved on to the OSPC report and the Clerk/Treasurer's report because John Wright needed to leave before 8PM. Upon completion of those reports, the group returned to the original order of the agenda.*

- ii. Recap of operations during the Dec. 20<sup>th</sup> blizzard – The Board commended Mark and the other plow drivers on their work. Dave Combs stated that he intends to write a letter to the appropriate authorities explaining that the Town needs to have better information about when power will be returned to costumers.
- iii. Update on radio installation/bill for labor

B. Plan Commission:

- i. Motion by Enburg, second by Geller to approved Resolution 2013-1 approving additional conditions placed by the County on the Maple Leaf rezoning. All voted aye. Manfred suggested Amanda let the DOT know about the conditions because of the plans for the frontage road to go through part of the Maple Leaf site.

C. EMS – No report

- D. Fire – Dave Combs and Amanda Arnold reported on the status of the fire agreements. A dissolution agreement and new agreement have been drafted and sent to the Town's attorney. Amanda hopes to have final draft for the Board before January 28th. Dave would like to have the attorney review the agreements with the Board, so a special meeting was set

up for the morning of January 25<sup>th</sup>. Dave and the Chief also commented on the regional consolidation meeting that was held in December.

- E. Open Space and Parks -  
John Wright reported that the date of OSPC will be move to the first Wednesday of the month starting in February. He also explained that a public service announcement is going out to ask for new members. Lastly, the Letter of Eligibility has been received.
  - F. Town Chair –
    - i. Dave Combs explained that he wants to put together a citizen committee on site improvements for Town Hall. He envisions a five person committee consisting of the Administrator, a Board Member, someone with a construction background, someone with office management experience, and another person. The committee would focus on space needs rather than actual design.
  - G. Supervisors – Bob Rego presented information he had gathered from other jurisdictions related to their building permit fees. The Board was supportive of Bob working with Amanda to draft updates to the Town’s fees. The item will be put the February agenda, time permitting.
  - H. Planner/Administrator:
    - i. Amanda reported that the new Town web page is up. It still needs some editing, but soon staff will be able to take over that function from the consultant.
    - ii. Amanda explained that approximately 15 applications were received for the Administrative Assistant/Receptionist position. Amanda plans to set up interviews very soon.
    - iii. Amanda reported that she sent a letter to approximately seven consulting firms asking for their qualifications to work on the Old PB Bridge replacement. Responses are due on the 18<sup>th</sup>.
  - I. Clerk/Treasurer:
    - i. John reported on tax collections explaining that there were some properties for which an owner could not be identified and a few which were miss identified as having no improved value. He also explained that there will be some reimbursement of overpayments.
    - ii. John also discussed close out of 2012 bills and the issuance of 1099s.
    - iii. After John left, Amanda pointed out a letter to the board asking for reimbursement of special charges an unoccupied property at 3185 Timber Lane. Motion by Enburg, second by Geller to disapprove the request and send a letter explaining that if there is a home on the property the Board feels trash charges should be paid. Not doing so would set a poor precedent for properties in foreclosure or other lack of occupancy. All voted aye.
6. Motion by Rego/Second by Enburg to approve the payment of bills for month of December. Motion carried.
7. Review of Building Permits, Inspection Reports, Road Haul Permits, and Right-of-Way Permits  
Amanda explained that a driveway permit has been received that evening for parcel 0608-161-8700 on Stardust Trail. The Board reviewed the site plan. Motion by Enburg, second by Rego approve the driveway permit contingent upon review by the Town’s Project Manager and the Fire Commission staff.
8. Motion by Enburg/Second by Miller to approve the minutes of the December meetings. Motion carried.
9. Motion by Enburg/Second by Miller to adjourn. Motion carried at 8:29 pm.

Approved: 2/5/2013

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Amanda Arnold  
Planner/Administrator, Town of Verona