



# City of Verona

111 Lincoln Street  
Verona, WI 53593-1520  
**COMMON COUNCIL**

Monday, August 24, 2020 – 7:00 P.M.

[www.ci.verona.wi.us](http://www.ci.verona.wi.us)

**Due to the COVID-19 pandemic, the Verona Common Council will hold its meeting as a virtual meeting. The Common Council will not meet at City Hall, 111 Lincoln Street. Members of the Common Council and Staff will join the meeting by using Zoom Webinar, as described immediately below.**

**Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options are asked to contact City Hall for details prior to the meeting at [adam.sayre@ci.verona.wi.us](mailto:adam.sayre@ci.verona.wi.us) or 608-848-9941.**

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

<https://zoom.us/j/98697028500>

Webinar ID: 986 9702 8500

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312-626-6799

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The online meeting agenda and all support materials can be found at <https://www.ci.verona.wi.us/>. In addition to the public, all Council members and staff will also be participating remotely. Anyone with questions prior to the meeting may contact the City at (608) 848-9941 or [adam.sayre@ci.verona.wi.us](mailto:adam.sayre@ci.verona.wi.us).

## **PUBLIC SPEAKING INSTRUCTIONS**

- **WRITTEN COMMENTS:** You can send comments to the City Council on any matter, either on or not on the agenda, by emailing [adam.sayre@ci.verona.wi.us](mailto:adam.sayre@ci.verona.wi.us) or in writing to Common Council, 111 Lincoln Street., Verona, WI, 53593.
- For public comments, including comments during the public hearing, register and speak: Those wishing to speak during the virtual meeting **MUST** register by 7:00 PM in advance of the meeting

start time by emailing [adam.sayre@ci.verona.wi.us](mailto:adam.sayre@ci.verona.wi.us) or calling 608-848-9941. You will be given information on how your speaking opportunity will be coordinated.

1. Call to order
2. Roll Call
3. Public Comments
4. Approval of Minutes from the August 12, 2020 Common Council meeting.
5. Mayor's Business
  - A. Appointment of citizen member to the Plan Commission
  - B. Appointment of citizen member to the City/Town Joint Planning Committee
  - C. Appointment of members to the Sustainability Task Force
  - D. Overview of Election Processes
6. Announcements
7. Administrator's Report
8. Engineer's Report
9. Committee Reports
  - A. Finance Committee**
    - (1) Discussion and Possible Action Re: Payment of bills
10. Adjournment

Luke Diaz, Mayor

POSTED: Miller's Market  
Verona City Hall  
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City Website @ [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

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**CITY OF VERONA**  
**MINUTES**  
**COMMON COUNCIL**  
**August 12, 2020**  
**Verona City Hall**

**Due to the COVID-19 pandemic, the Verona Common Council held its meeting as a virtual meeting. The Common Council did not meet at City Hall, 111 Lincoln Street. Members of the Common Council and Staff joined the meeting by using Zoom Webinar. Members of the public were able to join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting via phone.**

1. Mayor Diaz called the meeting to order at 7:04 p.m.
2. Roll call: Alderpersons Kate Cronin, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey, Heather Reekie, Charlie Ryan and Evan Touchett were present. Also present: City Administrator Adam Sayre; City Attorney Bryan Kleinmaier; City Engineer Carla Fischer; AECOM Traffic Engineer Jess Billmeyer; and City Clerk Ellen Clark.
3. Public Comment:
  - Dan Atkins, representing Atkins Verona Bicycle Shoppe, 517 Half Mile Road, Verona, spoke regarding the Planned Unit Development (PUD) concept plan review for a one-story, 1,280 square foot addition to the existing commercial building located at 517 Half Mile Road. They are planning to add an addition to the building to accommodate upcoming business expansion.
  - Ted Higgins, representing Firefighters Local 311 of the International Association of Firefighters, AFL-CIO, spoke to update the Council on the ongoing contract negotiations between Firefighters Local 311 and the City.
  - Michael Samuels, representing the Andev Group, spoke in support of the Andev Group petition for annexation and zoning of the Burke parcel adjacent to 1100 Whalen Road (Whalen and Liberty Drive). They are hoping to get some definitive direction from the Council.
  - J.J. Alaily, representing ICAP Development, spoke in support of a Planned Unit Development (PUD) located north of 233 Wildcat Way, and explained the company's background.
  - Ronald Trachtenberg, representing St. Ambrose Academy, spoke regarding vehicle access to the proposed St. Ambrose Academy project located at 301 North Main Street.
  - Grant Emmel, representing St. Ambrose Academy, spoke in support of the proposed St. Ambrose Academy project located at 301 North Main Street.
  - Kirk Keller, representing Plunkett Raysich Architects, LLP, spoke in support of the proposed St. Ambrose Academy project located at 301 North Main Street.

- Wade Wyse, representing Wyser Engineering, spoke regarding the stormwater management plan, water and sewer hookup, and the Certified Survey Map for the site of the proposed St. Ambrose Academy project located at 301 North Main Street.
  - John Bierberitz, representing Traffic Analysis and Design, Inc., spoke regarding the traffic analysis done for the proposed St. Ambrose Academy project located at 301 North Main Street.
  - Fr. Scott Emerson, representing St. Christopher Parish, spoke in support of the proposed St. Ambrose Academy project located at 301 North Main Street, and pointed out that St. Christopher Parish and St. Ambrose Academy are separate organizations.
4. Approval of the minutes from the July 27, 2020 Common Council meeting. Motion by Reekie, seconded by Kohl, to approve the minutes of the July 27, 2020 Common Council meeting. Motion carried 8-0.
  5. Mayor's Business: None
  6. Announcements: Posey announced a postcard is being mailed to neighbors of the Sugar Creek Elementary School development project. A neighborhood meeting hosted by Steve Brown Apartments and the Alexander Company will be held on August 26, 2020 from 6:30 p.m. to 8:00 p.m. via Zoom. She is also working with the Senior Center and other channels to disseminate the meeting information.
  7. Administrator's Report:
    - The State's preliminary estimate of the City's 2020 net new construction added \$61,495,500 as of January 1, 2020. This change represents a 2% increase from 2019.
    - The 2020 Census is underway. As of August 5<sup>th</sup>, the city has an 83% response rate. Census workers will begin door-to-door non-response follow-ups in August. Citizens are encouraged to complete the Census online to reduce the number of workers going door-to-door.
  8. Engineer's Report:
    - Well 6 Pumping Station Construction: MG&E continues to delay natural gas installation. The contractor continues to work on electrical, HVAC and finishing items, and has requested to delay planting landscaping items until September. Well start-up is delayed until the gas service is installed and gas piping is completed.
    - Verona Area High School Construction Traffic Improvements: All project roads are open to traffic, with some traffic lane restrictions anticipated in the next couple of weeks.
    - CTH PD Construction – Woods Road to CTH M: All work is completed.
    - The Woods at Cathedral Point Phase 1: Sanitary sewer construction started on July 28<sup>th</sup>, with the connection scheduled to be completed by the end of the week of August 3<sup>rd</sup>.

9. Committee Reports:

**A. Finance Committee**

- (1) Discussion and Possible Action Re: Payment of bills. Motion by Kemp, seconded by Cronin, to pay the bills in the amount of \$ 1,552,108.41. Motion carried 8-0.
- (2) Discussion and Possible Action Re: Bar and Restaurant COVID-19 Support Program applications. Motion by Kemp, seconded by Posey, to approve the bar and restaurant COVID-19 Support Program applications. The City received two applications by the August 3<sup>rd</sup> deadline, with a total of \$8,000 in grants requested. One applicant, the Draft House Bar, met the criteria. One application failed to meet the criteria, as the business is not solely located in the City of Verona and has a location elsewhere. Staff recommends awarding one grant in the amount of \$4,000. Motion carried 8-0.

**B. Public Safety and Welfare Committee**

- (1) Discussion and Possible Action Re: A temporary premises description amendment for Toot & Kate's, LLC, d/b/a Toot & Kate's Wine Bar, 109 S. Main Street, to include additional space on the front stoop area of the building and the sidewalk terrace. Motion by Reekie, seconded by Kohl, to approve a temporary premises description amendment for Toot & Kate's, LLC, d/b/a Toot & Kate's Wine Bar, 109 S. Main Street, to include additional space on the front stoop area of the building and the sidewalk terrace, contingent upon the following:
  1. Only the terrace area of the sidewalk will be used for seating
  2. Liability insurance and indemnification of the City as recommended by the City Administrator and City Attorney will be in place
  3. The premises description amendment will be effective until November 15, 2020

The current request for a temporary premises description amendment would add an additional table on the front stoop on the south side of the entrance to Goochi Poochi, as well as five tables along the sidewalk terrace in front of the building. The Public Safety and Welfare Committee discussed safety concerns, and recommended the premises description amendment with the specified conditions.

Sayre stated the purpose of the insurance and indemnification is to protect the City if a claim should come up. The applicant did not join the Public Safety and Welfare Committee meeting, therefore, the insurance and indemnification requirements were not discussed with the applicant prior to the committee's decision.

Cronin asked if parking is allowed in the area where they are planning to place the tables.

Sayre replied there is a turn lane there, so there is no parking in that area. They are looking at placing the tables in the space between the No Parking pole and

the light pole.

Jerney stated she walked the Toot & Kate's area this week. She asked if Toot & Kate's can use the space around the corner on the north side of Goochi Poochi instead of using the terrace area.

Sayre stated going around the corner obstructs the bartender's view of the customer, so it not allowed. The alley on the south end of the building is owned by Tom Schmidt. Schmidt has no interest in allowing Toot & Kate's to use that space.

Touchett is concerned about putting tables next to the street. It would be very easy for someone to be injured. Unless there is some way to prevent someone from potentially tipping out into the street, it is wrong for the City to do this.

Ryan stated the risk is mitigated by the fact that there are traffic lights nearby. He is in support of approving this.

Kohl stated she was in the area at a higher traffic time. No one got close to the curb, and because it is near a stoplight, traffic is slowing down at this point. The tables are small bistro tables with two chairs facing the street, so people are less likely to tip into the street.

Cronin asked if the City has specified what kind of fence would be required.

Sayre replied he is not sure of the purpose of a fence. It will not stop a car, and it will push the chairs and tables closer to the sidewalk, which is what we do not want. I may also cause a false sense of security on the part of the people seated on the terrace.

Posey is concerned about drivers being distracted by people sitting that close to the street. The area is quieter after 6:00 p.m. Perhaps tables can be added to the terrace after that hour.

Jerney agreed with the suggestion of waiting until after 6:00 p.m. or 6:30 p.m. to put the tables on the terrace.

Reekie stated if the applicant does not agree to the insurance and indemnification requirement, the terrace seating will not be allowed. She is agreeable to requiring the applicant to wait until 6:00 p.m. to put tables on the terrace.

Posey stated her first reaction was that she did not feel comfortable with this. She would like representation from Toot & Kate's to let the Council know that they are willing to take on the responsibility. Until she hears from them, she will have to be on the side of no on this.

Kemp stated he would like to table this, and wait to see if the owners would be willing to accept the liability. He understands some of the safety concerns, but several other communities have streetscaped areas, as well.

Kohl stated if we push this back, it will be more difficult for them, as it will

shorten the time they will be able to use this additional space.

Posey stated she has several questions: what kind of fencing there will be; how they would monitor people possibly blocking the sidewalk; how they are going to set this up and respond to what may happen. She would like to better understand their approach.

Sayre stated liability insurance is a common requirement. The Council would be better off approving the request, and if the applicant is unable to meet the requirement, the request will come back to the Council.

Motion by Jerney, seconded by Reekie, to amend the original motion to restrict the hours for placing tables on the terrace to 6:30 p.m. until closing.

Touchett requested that the entire motion, including the amendment be read in its entirety.

Reekie read the motion, including the amendment to the original motion: To approve a temporary premises description for Toot & Kate's, LLC, d/b/a Toot & Kate's Wine Bar, 109 S. Main Street, to include additional space on the front stoop area of the building and the sidewalk terrace, contingent upon the following:

1. Only the terrace area of the sidewalk will be used for seating
2. Liability insurance and indemnification of the City as recommended by the City Administrator and City Attorney will be in place
3. The premises description amendment will be effective until November 15, 2020
4. The hours for placing tables on the terrace will be restricted to 6:30 p.m. until closing on weekdays

Kohl asked if the late start time for tables on the terrace time would include the weekends.

Jerney replied yes.

Motion by Kemp, seconded by Cronin, to amend the amendment to allow Toot & Kate's to have streetscape seating on Saturdays and Sundays from opening hours until close.

Diaz called for a roll call vote on the amendment to the amendment to the original motion. On roll call: Alder Ryan – Aye; Alder Touchett – No; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – No; Alder Reekie – Aye. Motion carried 6-2.

Diaz called for a roll call vote on the amendment to the original motion. On roll call: Alder Reekie – Aye; Alder Ryan – Aye; Alder Touchett – No; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – No. Motion carried 6-2.

Diaz called for a roll call vote on the original motion. On roll call: Alder Posey –

No; Alder Reekie – Aye; Alder Ryan – Aye; Alder Touchett – No; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye. Motion carried 6-2.

The final approval, with amendments, reads as follows: To approve a temporary premises description for Toot & Kate’s, LLC, d/b/a Toot & Kate’s Wine Bar, 109 S. Main Street, to include additional space on the front stoop area of the building and the sidewalk terrace, from 6:30 p.m. until close on weekdays, and from opening hours until close on Saturdays and Sundays, contingent upon the following:

1. Only the terrace area of the sidewalk will be used for seating
2. Liability insurance and indemnification of the City as recommended by the City Administrator and City Attorney will be in place
3. The premises description amendment will be effective until November 15, 2020

(2) Discussion and Possible Action Re: Ordinance No. 20-967 amending Section 10-1-27 of the Code of Ordinances of the City of Verona. Reekie stated the Public Safety and Welfare Committee took no action on this item, as there is some interest in researching more restrictive parking on Nine Mound Road. The Common Council took no action on this item.

### **C. Plan Commission**

(1) Discussion and Possible Action Re: Resolution No. R-20-031 approving a Conditional Use Permit (CUP) to allow an indoor commercial entertainment land use at 1155 Clarity Street. Motion by Kohl, seconded by Ryan, to approve Resolution No. R-20-031 approving a Conditional Use Permit (CUP) to allow an indoor commercial entertainment land use at 1155 Clarity Street. This conditional use permit will allow a health and wellness center in a portion of the existing building at 1155 Clarity Street. Motion carried 8-0.

(2) Discussion Re: Concept plan review for a Planned Unit Development (PUD) located north of 233 Wildcat Way. The applicant is proposing a Planned Unit Development (PUD) concept plan that would allow for the construction of two commercial buildings with drive-thrus that would contain a total of approximately 8,180 square feet of commercial space. The Council is encouraged to provide feedback and recommendations to the applicant on the concept.

Diaz stated he would like to see the area be pedestrian and bicycle friendly, and include landscaping.

Ryan asked what businesses will occupy this space.

Sayre replied one is a bank or financial type use. He is not sure of the other. This site is north of the new Kwik Trip and east of West End Circle. The property is also part of the downtown overlay.

Ryan stated without knowing what the other business is, and knowing that

many fast food establishments have drive-thrus, he is not happy with it being so close to the high school.

Posey asked if there are concerns about the grading on this property.

Sayre replied a sizeable amount of grading will have to be done. A retaining wall will probably be necessary, as well.

Posey asked if this is the area that has been discussed for placement of the lit message board sign for the high school.

Sayre replied the sign would be north of this site on another piece of property.

The Common Council took no formal action on this item, as this is the conceptual review of the project.

- (3) Discussion Re: A Planned Unit Development (PUD) concept plan review for a one-story, 1,600 square foot addition to the existing commercial building located at 517 Half Mile Road. The applicant is proposing a Planned Unit Development (PUD) concept plan that would allow for the construction of a 1,600 square foot addition to the existing commercial building located at 517 Half Mile Road. The Council is encouraged to provide feedback and recommendations to the applicant on the concept.

Sayre explained the addition would be added to the southern part of the property.

Diaz, Posey and Reekie expressed their support for the building addition and expansion of the business. The Common Council took no formal action on this item, as this is the conceptual review of the project.

- (4) Discussion Re: A Planned Unit Development Plan (PUD) concept plan review for a 118-unit senior housing comprised of 60 units assisted living and 58 units of assisted/memory care located adjacent to 1100 Whalen Road. The applicant is proposing a Planned Unit Development (PUD) concept plan that would allow for the construction of a 118-unit senior housing project comprised of sixty (60) units of assisted living and fifty-eight (58) units of assisted/memory care located adjacent to 1100 Whalen Road. This development would require annexation, urban service area amendment, zoning map amendment, development agreements, and a planned development. The Council is requested to provide feedback and recommendations to the applicant on the concept as well as if this land use would be supported on this property.

Cronin stated this is not a use that was previously specified for this land. We should respect the designations that we have made for land use. She does not think it is a good idea to put people that are already isolated in our society in an area of the City that itself is isolated.

Kohl stated if other industrial applications go up around this project, as that is what the current zoning calls for, the residents will be even more isolated. She is not convinced that this is an appropriate land use for this project.

Touchett stated these facilities need a lot of space. More urban areas of the City are not likely to have the space that this kind of facility needs. Residents of these facilities generally do not go out on their own. If this is not the right location, he would like to press City Staff to find a suitable location for this type of facility.

Ryan stated this kind of care is needed. It would be better, however, if we could bring this facility closer to the center of things.

Jerney stated there are neighborhoods being planned behind that area. This could be a good transitional project. She would also like to see the Noel Manor model for parking and green space. She does not want to see restricted parking.

Posey stated her concern is with location, and is concerned about the cost of getting utilities to that location. She would encourage the applicant to find a site closer to the center of the City.

Kemp stated there is certainly a need for this type of facility, but he would like to see the applicant look for another location.

Sayre responded to concerns about the location of the proposed facility and current zoning in this area. This is an 8.6 acre facility on approximately 17 acres of land. It would be very difficult to accommodate this anywhere else in the City. The only other area that might be able to accommodate it is in the North Neighborhood vicinity. The nearest interchange is to the south on CTH PB. The interchange at Verona Avenue only has two legs; the CTH PB interchange has four. If there were a business park here, the truck traffic would be going south. This area may not be ideal for nonresidential land use in the long term.

Diaz asked Michael Samuels to speak as to what kind of facility this is, and some of the needs of the residents of the facility.

Samuels replied this is the third site the company has researched. The applicant believes locating the facility here would open the door to the City from that side. The rooms in the facility are basically hotel suites with a bedroom and a bathroom. Underground parking is not necessary or indicated, as residents typically travel by van, or with family members. This type of use is generally considered to be institutional. The applicant is not looking to change this to a residential zoning district. It can be brought in as a conditional use in the current district. The applicant needs to know that there is support within the City for this project.

Posey asked if there is a timeline with the seller.

Samuels replied there is not a specific timeline, as they did not know how things would proceed with the City. Within the next few weeks, they would like to have a good idea of the City's opinion regarding moving forward with this project.

Reekie would like to see the above ground parking reduced on this site, as she is

concerned about stormwater management.

Kohl asked if this will change the landscape of what was planned for this area, and if there are plans to allow this for other parts of the City.

Sayre replied he does think that it will change the landscape. The land use for this area may change anyway when a neighborhood study takes place. A business park fronting on Grandview Road is probably not ideal, so change may be a good thing.

Kohl asked if the City has to reconfigure what it is going to do with that area. If that is the plan, it would change things for her regarding whether or not this is a good place for this facility. She asked if more of this area will be zoned residential.

Ryan stated if he were to vote on this today, it would be a no.

Jerney stated since this is still a non-defined area that needs more planning input and thought, she does not feel this is the right area or the right time for this type of facility.

Touchett stated this is the best solution he has seen in the area. He is in full support of this proposal.

The Common Council took no formal action on this item, as this is the conceptual review of the project.

- (5) Discussion Re: A Planned Unit Development (PUD) concept plan review for a 2-story, 34,000 square foot multi-phased private school located at 301 North Main Street. The applicant is proposing a Planned Unit Development (PUD) concept plan that would allow for the construction of a two (2)-story, 34,000 square foot multi-phased private school located at 301 North Main Street. The Council is encouraged to provide feedback and recommendations to the applicant on the concept as well as a determination of support for an access point location.

Sayre explained this school is proposed to be built on the vacant field to the north of St. Christopher Catholic Parish. The proposal provides access to the property from the Silent Street right-of-way area.

Diaz asked Sayre to give an overview of how the City handles shared parking lots. There has been some talk about the school sharing a parking lot with the church.

Jess Billmeyer, AECOM Traffic Engineer, stated Staff is encouraging shared parking because it reduces crashes and increases capacity on the road by limiting the number of access points. As the number of access points per mile increases, the number of crashes goes up exponentially. Keeping driveways to a minimum allows traffic to flow more freely, increasing the road's ability to handle more cars. The road will also last longer if traffic is allowed to flow more freely.

Cronin is leery of the traffic analysis that has been done so far. The middle and grade school will cause there to be many more cars on the road. She is hearing from her constituents that they are not in favor of this project in this place. There is not enough space here to allow for growth.

Jerney stated she has heard from many that are not in support of this project. She supports more shared access space and parking between the school and the church, with access off Main Street.

Ryan stated the space looks very small for the use they are proposing. He does not mind putting the school there, but is in support of shared parking space with the church.

Touchett stated he is in favor of shared parking. He is not concerned about traffic in the area. There would have to be coordination between thi and the public schools.

Kohl stated St. Ambrose was willing to alter their start and end times to coordinate with the public schools' start and end times to alleviate traffic congestion. She does not see the need to have a large parking lot for the school. She asked about stormwater concerns.

Wade Wyse, Wyser Engineering, replied the concerns are regarding stormwater runoff heading easterly through the neighborhood. Adding to that runoff is the approximately 3 acres for this project. Their conceptual design is to route the water northerly to the stormsewer sytem on the north side.

Reekie stated she would not be in favor of this proposal without shared parking.

Cronin is not if favor of any extension of Silent Street to CTH M.

Ryan is not in favor of Silent Street Coming through to CTH M, and is in favor of shared parking.

Diaz does not want to see Silent Street opened up.

Jerney is also against using Silent Street as an access point.

Posey stated a school would be a great thing to have in the neighborhood and would build community. She is not sure why the church and school cannot build a sharing relationship for the space. She has some concerns about the traffic side, but thinks there could be some coordination. She does not believe that the traffic study is accurate, as there is no school going on right now.

Kohl is in favor of this project. Diversification of education would be a good addition to our community

Touchett is generally in favor of the project, but there must be shared parking.

Billmeyer clarified that the traffic analysis data was taken in November 2019 before COVID-19.

The Common Council took no formal action on this item, as this is the conceptual review of the project.

9:47 p.m. – the Council recessed until 9:56 p.m.

Kemp left the meeting.

**D. Public Works/Sewer and Water Committee**

(1) Discussion and Possible Action Re: A Professional Services Agreement with AECOM for project ID 2020-109 N. Main Street water main replacement. Motion by Touchett, seconded by Ryan, to approve a Professional Services Agreement with AECOM for project ID 2020-109 N. Main Street water main replacement not to exceed \$39,550. This agreement with AECOM is for the replacement of water main in N. Main Street adjacent to the school district property. This water main has experienced multiple breaks recently and needs replacement. The agreement includes the following services:

- Topographic survey
- Utility coordination
- Preliminary and final engineering plans
- Permitting
- Project specifications
- Option of probable construction costs
- Bidding assistance

Motion carried 8-0.

(2) Discussion and Possible Action Re: A Professional Services Agreement with AECOM for project ID 2020-115 Verona Water System Risk and Resilience Assessments and Emergency Response Plans. Motion by Touchett, seconded by Ryan, to approve a Professional Services Agreement with AECOM for project ID 2020-115 Verona Water System Risk and Resilience Assessments and Emergency Response Plans, not to exceed \$49,300. This agreement with AECOM is for the preparation and updating of the Water Utility risk and resilience assessment and emergency response plans. On October 23, 2018 the American Water Infrastructure Act (AWIA) was signed into law which amends the Safe Drinking Water Act. The regulatory requirements from AWIA are directing the update that is due June 30, 2021 to the Environmental Protection Agency. Public Works staff is recommending that the contract with AECOM be approved. Motion carried 8-0.

(3) Discussion and Possible Action Re: A Professional Services Agreement with JT Engineering for inspection services at Sugar Creek Commons public improvement project. Motion by Touchett, seconded by Ryan, to approve a Professional Services Agreement with JT Engineering for inspection services at Sugar Creek Commons public improvement project, not to exceed \$59,839.50, and contingent upon legal counsel review of the contract language. This agreement is for inspection services at Sugar Creek Commons for the public improvements. This is a pass-through cost to the developer, Forward Development Group. Motion carried 8-0.

(4) Discussion and Possible Action Re: Resolution No. R-20-032 relocation order and determination of necessity related to Project ID 2018-108, Eastside Sanitary Sewer Interceptor Project. Motion by Touchett, seconded by Jerney, to approve Resolution No. R-20-032 relocation order and determination of necessity related to Project ID 2018-108, Eastside Sanitary Sewer Interceptor Project. The City is working on the replacement of the eastside sanitary sewer interceptor. The project requires the City to acquire easements and easement interests from adjacent land owners. The resolution approves the overall easement needs, which are attached to the resolution, and allows City staff to work on acquisition of all properties within the project limits. The resolution also confirms two important statutory steps:

- First, the resolution acts as the City's relocation order for the project.
- Second, the resolution confirms that the project is necessary and for a public purpose.

Both of these steps are required for the City to acquire the property and property interests by condemnation, if that becomes necessary. Motion carried 8-0.

(5) Discussion and Possible Action Re: An agreement with Dane County for Restoration of Badger Mill Creek. Motion by Touchett, seconded by Jerney to approve an agreement with Dane County for Restoration of Badger Mill Creek, contingent upon City Attorney and City Administrator review. This agreement with Dane County is for work associated with eastside interceptor project in lieu of payment for easements necessary for the eastside interceptor and future Lincoln Street storm water management facility projects. The City will be performing clearing and grubbing and earth work elements along the eastside interceptor project, while Dane County will be performing and financing in-stream improvements to Badger Mill Creek. The work elements are being included with the construction package for the eastside interceptor project. City and Dane County staff have drafted the agreement. Motion carried 8-0.

## 10. New Business

A. Discussion and Possible Action Re: A Professional Services Agreement with McMahon Associates, Inc. The proposed agreement will provide management consulting services to assist the Fire Chief. The Common Council approved a service agreement in May of 2020 that is set to expire on August 31<sup>st</sup>. Staff is requesting an extension of the agreement for three additional months until November 30th. Fire Chief Machotka's former position has not been filled and will be discussed at a future Personnel Committee meeting. The goal is to fill Chief Machotka's former position by the end of November, thus reducing the need for the services agreement with McMahon Associates. This has been a very valuable agreement for Machotka.

Cronin asked the cost of the extension.

Sayre replied \$4,000 per month, or \$12,000 total.

Motion by Kohl, seconded by Reekie, to approve a Professional Services Agreement with McMahon Associates, Inc. Motion carried 8-0.

- B. Discussion and Possible Action Re: Resolution No. R-20-033 Creating a Sustainability Task Force. The Common Council recently directed Staff to create a sustainability committee. The Task Force would be comprised of a minimum of seven members appointed by the Mayor and Council that would meet on an as needed basis. The Task Force would focus their efforts on addressing the to-do list from the Sustainability Resolution that was adopted in April of 2019, as well as assisting the City in identifying sustainable goals and objectives to be included in the Comprehensive Plan. Topics from the Sustainability Resolution include building green infrastructure, supporting natural areas, making our infrastructure more resilient to deal with the effects of climate changes, conserving our natural resources, retrofitting City owned properties, and amending City Ordinances to mitigate the impacts of climate change.

Cronin asked what the terms of office will be for this committee, and what will happen if the City is not able to recruit seven people to serve on the committee immediately.

Sayre replied there has been some discussion regarding reducing the minimum number of committee members to five. The Council can make that change, if desired. No term of office has been identified. The Task Force could be disbanded if no longer needed, or could become an official city committee at any time.

Ryan stated he is supportive of the initiative, and he would like to be part of it. He asked if there is money available to the Task Force, and if not, when it might be available.

Diaz replied the funding for the Task Force will be part of the 2021 budget discussions by the Finance Committee. Because this is a new committee, the funds will be included as part of the Common Council budget.

Sayre replied there was about \$80,000 in the Common Council contingency fund, but some of that is being used for COVID-19 related expenses. If there is a budget component, it would be wise to appoint one or two Council members to this Task Force.

Motion by Kohl, seconded by Ryan, to approve Resolution No. R-20-033 Creating a Sustainability Task Force.

Diaz asked for unanimous consent from the Council to set the minimum number of members of the Task Force to five. There were no objections.

Motion carried 8-0.

- C. Discussion and Possible Action Re: Potential developments and use of public funds in the Verona Technology Park

*The Common Council may convene in closed session as authorized by Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session. The Common Council may reconvene in open session and take action on the closed session item.*

Sayre explained Staff is working on two development projects in the Verona Technology Park that may require the need for tax incremental financing (TIF). The use of TIF may be necessary for public infrastructure improvements required for the development and to

help serve the Technology Park. Staff is requesting a closed session discussion with the Common Council.

Motion by Kohl, seconded by Cronin, to convene in closed session as authorized by Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session. The Common Council may reconvene in open session and take action on the closed session item. On roll call: Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye; Alder Ryan – Aye; Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Absent. Motion carried 8-0. The Common Council convened in closed session at 10:28 p.m.

CLOSED SESSION

Motion by Touchett, seconded by Reekie, to reconvene in open session at 11.03 p.m. Motion carried 8-0.

No action was taken by the Common Council in closed session.

11. Adjournment:

Motion by Touchett, seconded by Cronin, to adjourn at 11:05 p.m. Motion carried 8-0.

Ellen Clark  
City Clerk

## **Administrator Report for August 24, 2020**

### **Upcoming Meetings/Events**

- Sugar Creek Redevelopment Neighborhood Meeting – August 26<sup>th</sup>
- Personnel Committee – August 27<sup>th</sup>
- Plan Commission – Tuesday, September 8<sup>th</sup>

### **Board of Review**

**Board of Review** – Monday, August 24<sup>th</sup> at 6 p.m. – Assessor Dean Peters will be reporting on the revaluation process and hearing procedures for any Board of Review hearings that may come up (which is likely in a revaluation year).

**Open Book** – Thursday, September 10<sup>th</sup> from 11 a.m. – 7 p.m., and Friday, September 11<sup>th</sup> from 9 a.m. – 1 p.m. – Several assessors will be available to hear objections from taxpayers, and settle as many objections as possible before the final Board of Review meeting. As Board of Review members, you are NOT required to attend Open Book.

**Board of Review** – Tuesday, September 29<sup>th</sup> at 5:30 p.m. – until adjournment. This is the meeting that will require the Board of Review to hear assessment objections from taxpayers whose objections were not able to be settled at Open Book. This Board of Review meeting must meet for a minimum of two (2) hours.

Board of Review members should take the training before August 24<sup>th</sup>. Please contact Ellen for the training materials.

### **2020 Census**

Census workers have begun door-to-door non-response follow-ups. Census takers will wear masks and will work between the hours of 9 a.m. to 9 p.m. including weekends. They will have ID badges with US Department of Commerce watermarks and expiration dates. Anyone can still respond at [www.2020Census.gov](http://www.2020Census.gov) or by phone at (844) 330-2020.

There has been a report of someone posing as a Census worker. Keep in mind that the Census Bureau will never ask for your social security number, your bank account or credit card numbers, anything on behalf of a political party, money, or donations.

As of August 18, 2020, Wisconsin is second in the United States with a response rate of 70.3%. Minnesota is leading with 73.1%. Dane County is 95<sup>th</sup> with a 76.2% response rate when ranking counties in the United States. The City has an 83.7% response rate with 77.8% of the responses by the internet. In 2010, the City had an 87% response rate, which was only done by mail in questionnaires.

# CITY OF VERONA ENGINEER REPORT

for August 24, 2020

## CONSTRUCTION PROJECTS

### WELL 6 PUMPING STATION CONSTRUCTION

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MGE has continued to be delayed on the natural gas installation, which has slowed progress of HVAC completion and testing. The cabinets and countertop are installed in the testing laboratory. The Contractor is continuing to work on miscellaneous electrical, HVAC, and finishing items (e.g. caulking, plugging and sealing wall penetrations, exhaust ductwork, painting, etc.). Asphalt paving is planned for mid-August. Contractor has requested to wait on planting trees, shrubs, and ornamental grasses until September for better survivability. Well start-up is delayed until the gas service is installed and gas piping completed.

### VERONA AREA HIGH SCHOOL CONSTRUCTION – TRAFFIC IMPROVEMENTS

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All project roads are open to traffic with some traffic lane restrictions anticipated in the next couple of weeks or so to complete remaining punchlist and re-work items.

### CTH M CONSTRUCTION

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The Contractor's crews are addressing various punch list activities throughout the project limits.

### CTH PD CONSTRUCTION – WOODS ROAD TO CTH M

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The project is completed.

### RAPID RECTANGULAR FLASHING BEACON PROJECT

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The project is completed.

### THE WOODS AT CATHEDRAL POINT PHASE 1

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Sanitary sewer construction is nearly complete with some testing yet to be done. Water main construction is underway. The required road closure happened August 19 to 21 for the water main connection and storm sewer work. Work on the twin 48-inch storm pipes is in progress but slightly delayed while the 14 x 14-foot box storm sewer connection structure is finalized.

### SUGAR CREEK COMMONS – PUBLIC IMPROVEMENTS

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This project is currently out for bid and under review. Work will consist of reconstruction of a portion of West Verona Avenue (from approximately 200 feet east of Todd Street) and Legion Street (from West Verona Avenue to Topp Avenue) to install a new sanitary sewer main on West Verona Avenue and Legion Street and replace an old water main on Legion Street and Topp Avenue. New median improvements will also be constructed to provide left-turn lanes from westbound West Verona Avenue

to the proposed Sugar Creek Commons development. Other improvements include new curb and gutter, asphalt pavement, and new sidewalk along the east side of Legion Street.

## MAJOR DESIGN PROJECTS

### EAST SIDE INTERCEPTOR DESIGN

Pre-final construction plans and specifications are being reviewed by City staff. The construction permit has been issued by the Wisconsin Department of Natural Resources.

### LINCOLN STREET STORMWATER FACILITY DESIGN

Final design is progressing on the pond design and modeling, pond embankment (dam) design and permitting, and corresponding hydraulic and water quality modeling. 60% plans will be submitted the week of August 24, with permits to follow shortly thereafter.