

**CITY OF VERONA**  
**MINUTES**  
**COMMON COUNCIL**  
**February 25, 2019**  
**Verona City Hall**

1. Mayor Diaz called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance
3. Roll call: Alderpersons Sarah Gaskell, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey, Heather Reekie and Evan Touchett were present. Also present: Interim City Administrator Adam Sayre, Chief of Police Bernie Coughlin, Human Resources Coordinator Mitch Weckerly, City Engineer Jeff Montpas and City Clerk Ellen Clark. Alderperson Cronin was absent and excused.
4. Public Comment: None
5. Approval of minutes from the February 11, 2019 Common Council meeting and February 18, 2019 Special Common Council meeting. Motion by Kohl, seconded by Reekie, to approve the minutes of the February 11, 2019 Common Council meeting and February 18, 2019 Special Common Council meeting. Motion carried 7-0.
6. Mayor's Business:
  - A. Police Officer recognition

Chief Coughlin read and presented Officers Matthew Schultz and Phillip Sallis with letters of commendation for their efforts in helping to save a man's life after an accidental shooting.

Jeff Dostalek, Deputy Chief of the Fitch-Rona EMS District, commended Fitch-Rona EMS staff members Chance Kaczmarski, Jeremy Owen and Jordan Larson, who were on duty at the time of this accident. What is unique about this call is that it was not routine. Things were critical in this case. The decisiveness that they took that night saved a life.

As part of UW Hospital's "Stop the Bleed" initiative, Dr. Mike Lohmeier thanked Officers Schultz and Sallis for their efforts, and presented them with letters of thanks and "Stop the Bleed" campaign challenge coins.

Mayor Diaz thanked the police officers and Fitch-Rona EMS staff members for their service, and for doing a great job in a tough situation.
7. Announcements:
  - Alderperson Kohl announced that a meat raffle fundraiser for "We Believe in Katie" will be held on Sunday, March 3<sup>rd</sup> from 1 p.m. – 3 p.m. at Cahoot's Bar. This fundraiser supports the Carbone Cancer Center, American Family Children's Hospital, and the Make-a-Wish Foundation.

## 8. Administrator's Report:

- There will be an open house for the Verona Road Project on Thursday, March 21<sup>st</sup> from 5 p.m.– 6:30 p.m.
- Dane County Cities & Villages will hold a Local Roads Workshop on Monday, March 11<sup>th</sup> from 1 p.m. – 3 p.m.
- The Plan Commission meets on Monday, March 4<sup>th</sup> at 6:30 p.m.
- A neighborhood meeting for the senior housing project located at 841 N. Main Street will be held at the Chamber of Commerce building on Tuesday, February 26<sup>th</sup> at 7 p.m.
- The Community Development Authority (CDA) will meet on Thursday, February 28<sup>th</sup> at 5 p.m.
- Staff discussions on the warming center continue. We hope to move forward with some items for the Council in the near future.
- Staff is working on updating the City's website. The focus of the update is on the appearance of the site. There will be little change in functionality.
- The transition to a new assessing service continues. We are now working with Associated Appraisal Services. Because of the transition, there was a delay in sending out Statements of Personal Property. The deadline for returning the Statements has been extended to March 31<sup>st</sup>.
- The City will be moving forward with providing plantings for the downtown planter boxes, with the purpose of bringing more color and beauty to the downtown area.

## 9. Engineer's Report:

- Well 6 Pumping Station Construction: Construction is on hold due to the weather.
- Fireman's Park Splash Pad: Crews are working on the shelter as weather allows.
- Eastside Interceptor & Relief Forcemain Design: The City issued an RFP on February 8, 2019 for Design and Consulting Services for this project. Proposals are due on March 1, 2019 to begin the evaluation process.
- Verona Area High School: Engineering plans, storm water management, signal operations, pavement and geotechnical reports were submitted to the City. Ongoing meetings between JSD and AECOM are occurring to keep the project moving forward.

## 10. Committee Reports

### A. Finance Committee

- (1) Discussion and Possible Action Re: Payment of Bills. Motion by Kemp, seconded by Posey, to pay the bills in the amount of \$4,399,474.69. Motion carried 7-0.

### B. Public Safety and Welfare Committee

- (1) Discussion and Possible Action Re: Resolution No. R-19-012 amending the fee for City of Verona Special Event Permit. Motion by Reekie, seconded by Kohl, to approve Resolution No. R-19-012 amending the fee for City of Verona Special Event Permit.

The number of special events being held in Verona is increasing each year. We expect this trend to continue. Each event requires a great deal of time and effort by Sgt. Christensen, Chief Coughlin and the City Clerk's office. The current special event permit fee of \$30 does not come close to covering the City's costs for application processing and event coordination. Therefore, a special event permit fee increase to \$150 (\$50 for non-profit organizations) is being proposed. Motion carried 7-0.

11. Old Business

- A. Discussion and Possible Action Re: Release of public utility easements within Lot 218 of Cathedral Point plat. Motion by Touchett, seconded by Kemp, to approve the release of public utility easements within Lot 218 of Cathedral Point plat. The release of the public utility easements is required due to the re-plat of Lot 218 of the Cathedral Point plat. The current easements are no longer required and have been relocated on the 2<sup>nd</sup> Addition to the Cathedral Point plat. The release is required prior to the recording of the 2<sup>nd</sup> Addition to the Cathedral Point plat. Motion carried 7-0.
- B. Discussion and Possible Action Re: Release of storm sewer easement within Lot 218 of Cathedral Point plat. Motion by Touchett, seconded by Reekie, to approve the release of storm sewer easement within Lot 218 of Cathedral Point plat. The release of the storm sewer easement is required due to the re-plat of Lot 218 of the Cathedral Point plat. The current storm sewer easement is no longer required and has been relocated on the 2<sup>nd</sup> Addition to the Cathedral Point plat. The release is required prior to the recording of the 2<sup>nd</sup> Addition to the Cathedral Point plat. Motion carried 7-0.
- C. Discussion and Possible Action Re: Release of utility easement under document Number 4297834. Motion by Touchett, seconded by Gaskell, to approve the release of utility easement under document Number 4297834. The release of utility easement is required due to the 2<sup>nd</sup> Addition to Cathedral Point plat. The easement was replaced on the 2<sup>nd</sup> Addition to Cathedral Point plat. The release is required prior to the recording of the 2<sup>nd</sup> Addition to the Cathedral Point plat. Motion carried 7-0.
- D. Discussion and Possible Action Re: Notice of Claim from Progressive Insurance – October 11, 2018 vehicle accident. Motion by Kemp, seconded by Posey, to approve payment of \$194.34 to Progressive Insurance. This claim was the result of a vehicle accident involving a squad car and a civilian vehicle. On January 14, 2019, based on information submitted by the claimant's Progressive Insurance agent, the Finance Committee and Common Council approved payment of this claim in the amount of \$3,950.63. Since then, the City Clerk received a subrogation demand from Progressive Insurance for \$4,144.97. Staff is requesting direction from the Council regarding payment of the additional \$194.34 to Progressive Insurance. Posey clarified that this should be the final amount that the City pays in this matter. Motion carried 7-0.
- E. Discussion and Possible Action Re: Recruitment of City Administrator  
HR Coordinator Mitch Weckerly explained that he received input from Council members and Staff and looked for ways to incorporate that into the City Administrator's job description. The input was also used in formulating the overall recruiting process. He has found some good job-related competencies that can be used in the screening process.

Touchett commented that perhaps the required knowledge of state and local law should be focused on Wisconsin law.

The consensus of the Council was to move forward with the job description as presented, with the updates and additions as discussed.

Weckerly stated the timeframe for leaving the position posted times out at a 38-day post; February 28<sup>th</sup> – April 7<sup>th</sup>.

Touchett asked if there is harm in having the position posted for a longer time. We want to take the time to choose the right candidate.

Weckerly replied the concern is that if you wait too long, sometimes the active, qualified job seekers get picked up elsewhere. It is important to target the right group from the start, rather than leave the job posted for a longer time.

Jerney asked if the job posting deadline could be ongoing, so that if we're not happy with what we see, we can continue the posting.

Weckerly replied we could set up a first review date right after the 38 days, but continue to accept applications after that.

Gaskell stated that Weckerly has a good strategy for getting the word out. Having a deadline may show that we're serious about the posting and expect to get some good candidates.

Posey asked if there is a drawback to ongoing posting.

Weckerly replied that it could be a good option. We could also set up a first review date and a second review date.

The consensus of the Council was to move forward with the recruitment timeline as presented by Weckerly.

Jerney clarified that the Personnel Committee will review the applications.

Posey commented that she would like the Council to receive updates on the candidate pool as the recruitment process proceeds.

12. New Business

- A. Discussion and Possible Action Re: Approval of operator licenses. Motion by Touchett, seconded by Kemp, to approve operator license applications as presented by the City Clerk. Motion carried 7-0.

13. Adjournment:

Motion by Touchett, seconded by Kohl, to adjourn at 7:41 p.m. Motion carried 7-0.

Ellen Clark  
City Clerk