

**CITY OF VERONA**

**MINUTES**

**COMMON**

**COUNCIL**

**April 8, 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 Kate Cronin, Sarah Gaskell, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey, Heather Reekie and Evan Touchett were present. Also present: Interim City Administrator Adam Sayre, Police Chief Bernie Coughlin, Public Works Director Theran Jacobson, Human Resources Coordinator Mitch Weckerly, AECOM Transportation Engineer Jess Billmeyer, City Engineer Jeff Montpas, and City Clerk Ellen Clark.
4. Presentation on potential transportation and/or pedestrian modifications relating to the intersection of N. Main St. and Llanos St., including the surrounding areas along N. Main St.:

Sayre explained that there are two items on the agenda relating to the intersection of N. Main St. and Llanos St. This stems from a traffic crash at that intersection on March 11<sup>th</sup> involving a vehicle and pedestrian. Since this incident, Staff has been studying the intersection for the purpose of developing possible safety improvements in the area. Any improvements that come out of the analysis may be part of the 2019 borrowing package. To clarify, the Mayor does not have the direct authority to direct Staff to install public improvements; only the Common Council has the approval and budget authority to do that. There will be a chance for public comment after the Staff presentation of their findings. Discussion and possible action by the Common Council regarding this issue may take place later this evening under agenda item #11.

Chief Coughlin presented an overview of the traffic crash that took place on Monday, March 11<sup>th</sup> at the intersection of N. Main St. and Llanos St.

Director of Public Works Jacobson and AECOM Transportation Engineer Billmeyer explained the process that staff has taken regarding options for improvements at the intersection. The location is at the intersection of Llanos St. and N. Main St., adjacent to Badger Ridge Middle School/Core Knowledge Charter School, and the Verona Area High School. Since the crash, Staff interviewed crossing guards and met with School District representatives to glean input from them regarding the various options available for the intersection, installed a 'No U-Turn' sign at the south end of the median on N. Main St., and analyzed traffic count data taken March 18<sup>th</sup> – 20<sup>th</sup>. In addition, the Verona Police Department has increased their presence in the area. Jacobson commented that the crossing guards do an excellent job of keeping the children safe as they are crossing the street.

Billmeyer explained lane configurations and traffic patterns in the area of the intersection. An operational challenge is vehicular traffic congestion at the school drop off/pick up times. Another challenge is pedestrians crossing during non-school hours after crossing guards have left. The traffic count data from March 19, 2019 showed peak AM traffic from 8-8:30, and peak PM traffic from 3:20-3:50. An average of 35 pedestrians crossed with the crossing guard. This number changes with the weather.

Turning left from the middle school is difficult. Traffic coming from all directions, as well as the crossing guard, have to be considered before making the turn. Parent drop off is to the north in front of Badger Ridge. The bus drop off is to the south, and buses exit from a different intersection to the south.

Drivers are using three approaches to navigate the intersection. Left turns wait for the crossing guard, pull out to the middle of the street, and then go north when the crossing guard is done. Others turn right and make an illegal U-turn at the end of the median on N. Main St. to go back north. Some are picking up and dropping off on Llanos St. and letting kids cross with the crossing guard.

The roadway at this intersection poses a double threat safety issue: The pedestrian enters the road not seeing Car B in the second lane. Car A stops to allow the pedestrian to cross the road. Car B does not realize there is a pedestrian in front of Car A, and does not stop.

Staff studied intersection crash history for the six years from 2013 – 2018. In that time, there were four crashes at the intersection. All of the crashes were during school drop off/pick up times, and none involved a pedestrian. For reference, the intersection of N. Main St. and Cross Country Road saw 22 crashes during the same six years.

Jacobson and Billmeyer presented seven safety improvement options for the intersection:

Tunnel or bridge option: Construction of a tunnel under N. Main St. on the north leg of the intersection for pedestrian crossings would separate pedestrians from the road, but would require land acquisition and infrastructure with a possible cost of \$2.5 million, and taking up to two years to construct. Construction of a bridge in the same area would also separate pedestrians from the road, but would require land acquisition, conforming to an overhead clearance restriction, and long-term maintenance costs. Possible cost would be \$2 million, with construction taking up to two years to complete.

Rectangular Rapid Flashing Beacon (RRFB) option: Installation of RRFB on the side of the road and on an arm overhanging the street lanes, along with extension of the median nose on the north leg to provide additional pedestrian refuge would reduce double threat crashes and provide immediate pedestrian assistance at all times of the day, but may give pedestrians a false sense of security and increase rear end crashes. Possible cost would be \$40,000, with site preparation and installation taking approximately three months to complete.

School circulation option: Allowing parents to exit through the bus exit to the south would separate the parent drop off exit conflict from the crossing guard area and reduce the exiting conflict at N. Main St. and Llanos St., but would mix bus and parent traffic, causing

bus safety check conflicts and bus exit congestion. Possible construction cost would be \$10,000, with implementation possible as early as summer 2020.

Add 2<sup>nd</sup> access to middle school option: Adding a new one-way exit connection from Badger Ridge/Core Knowledge Middle School to Basswood Avenue, allowing drivers to exit to Hemlock Drive to travel to access Cross County Road traffic signal would reduce traffic at the current driveway on N. Main St. and create all right turn movements for exiting traffic bound for Cross Country Road, but would require an additional crossing guard and increase traffic on Hemlock Drive and Basswood Avenue, which may require additional sidewalk on Hemlock Drive. Look at pros and cons. Possible cost would be \$500,000, with construction taking approximately 18 months.

Turn restriction option: Placing cones in the left/thru lane of the exit road to restrict traffic exiting the middle school to right turn only when crossing guards are present would eliminate the worst vehicle conflict at the intersection and reduce intersection conflict points, but traffic destined north must be rerouted and the number of pedestrian crossings may have to be increased. Possible cost would be \$2,000, and the option could be implemented immediately.

Close median option: Closing the median at the intersection to prevent left turns out of the middle school driveway and making the median wider for pedestrian refuge would reduce intersection conflict points and eliminate side road left turn conflict, but would create driver inconvenience and increased left turn traffic at the Cross Country Road signal. Possible cost of construction would be \$80,000, with construction taking approximately 9 months.

Traffic signal option: A traffic warrant analysis to determine whether installation of a traffic signal is justified is required before the Department of Transportation to determine if one is allowed to be installed. The N. Main St. and Llanos St. intersection does not meet the requirements for vehicular volume, pedestrian volume or crash experience. At a school crossing, consideration must also be given to the implementation of other remedial measures before a traffic signal will be considered. A traffic signal would reduce double threat crashes and provide pedestrians time to cross the road, but would increase rear end crashes and cause backups on N. Main St. Possible cost of a traffic signal would be \$550,000, with site preparation and installation taking 9-18 months.

Funding options include the Highway Safety Improvement Program (HSIP) and the Safe Routes to School/Transportation Alternatives Program. The HSIP, administered by the Department of Transportation, requires 10% local match. The Safe Routes to School option payments would not reach us until 2022-2024.

#### 5. Public Comment:

- Nathan Graewin, 340 Prairie Oaks Drive, Verona, is the father of juvenile that was injured at the N. Main St. and Llanos St. intersection. He does not want this to happen to any other child, and would like to see something at the intersection that would protect the children throughout the entire day, not just during high traffic hours.

- Jennifer Brady, 3037 Manchester Road, Madison, spoke of the difficulties drivers encounter while driving the N. Main St. and Llanos St. intersection, and asked the Council to increase their efforts to make safety improvements in that area.
- Maria Sanderson, 162 Pinehurst Court, Verona, reiterated Ms. Brady's concerns about the safety of the N. Main St. and Llanos St. intersection.
- Florence Edwards-Miller, 105 Loder Lane, Verona, spoke of her concerns about the safety of the N. Main St. and Llanos St. intersection and the possibility of increased traffic through the Llanos St., Loder Lane, and Noel Way area if the median on N. Main St. were closed.
- Sira Kumal, 471 Geneva Way, Verona, spoke of his concerns about the safety and increased traffic at N. Main St. and Llanos St. intersection, and asked the Council to come up with a solution.
- Jessica Popp, 7805 Schaller Road, Verona, spoke of her concerns about the safety of the N. Main St. and Llanos St. intersection, and suggested that multiple options be considered to alleviate this problem.
- Teresa Graewin, 340 Prairie Oaks Drive, Verona, is the mother of the juvenile that was injured at the N. Main St. and Llanos St. intersection. She would like to see more research done into the possibility of a traffic light, as the area will be much different in a year or so when the high school moves and elementary students are filling the area.
- Maria Sanderson, 162 Pinehurst Court, Verona, remarked that having more police presence there has helped, and asked if officers could continue to monitor the intersection during the peak hours until a better solution is derived.
- Teresa Graewin thanked the Verona Police Department monitoring the intersection since the crash occurred.

Sayre referenced emails and letters that were received from Paul Stein and Kevin VanHorne regarding the N. Main St. and Llanos St. intersection, and from Sue Haankerson regarding the N. Main St. and Llanos St. intersection and the development at 841 N. Main St. These were emailed and provided in hard copy to the Council members.

6. Approval of minutes from the March 18, 2019 Common Council meeting. Motion by Reekie, seconded by Kemp, to approve the minutes of the March 18, 2019 Common Council meeting. Motion carried 8-0.

7. Mayor's Business:

Mayor Diaz thanked the Police Department for providing staffing by the N. Main St. and Llanos St. intersection, and thanked members of public for emails and phone calls, as well as for speaking tonight.

8. Announcements: None

#### 9. Administrator's Report:

- The Police Department is hosting an active shooter training event on April 9<sup>th</sup> from 6:30 – 8:30 p.m.
- Starting April 1<sup>st</sup>, the Public Works drop-off site is open from 7 a.m. – 7 p.m. on Mondays, 7 a.m. – 3:30 p.m. Tuesday – Friday, and 8 a.m. – 3 p.m. on Saturdays.
- The Dane County Cities and Villages Association annual meeting will be held May 1<sup>st</sup> at 5:30 p.m. in Sun Prairie.
- The annual Common Council organizational meeting will be held on Tuesday, April 16<sup>th</sup> at 6:30 p.m.
- Staff has drafted a Warming and Cooling Center Policy and is working on Personnel Policy updates.
- City Clerk Clark announced that the Board of Review will need to meet within 45 days from the 4<sup>th</sup> Monday in April and adjourn to a later date, as the property tax rolls will not yet be ready for review. Associated Appraisal anticipates holding Open Book in early July, with Board of Review being held in late July.

#### 10. Engineer's Report:

- Fireman's Park Splash Pad: Work on the splash pad continues in full force. The roof is expected to be completed the week of April 8<sup>th</sup>.
- Well 6 Pumping Station Construction: The drilling process has begun. It is anticipated that the drilling will take 4-5 months to complete.
- Transportation Improvements for the new high school: AECOM and City Staff are working with JSD to keep this project moving forward in an expedient manner.

#### 11. Discussion and Possible Action Re: Potential transportation and/or pedestrian modifications relating to the intersection of N. Main St. and Llanos St., including the surrounding areas along N. Main St..

Mayor Diaz asked if there is a circumstance where it would make sense for the City to allow U-turns at the median, and if it would be possible to have officers at the school during peak traffic times.

Coughlin replied he does not think we can allow U-turns at the median, as that would supersede state law. Regarding posting officers at the school, the reality is we typically only have two officers working a shift. We would have to staff that with additional overtime and order officers to work.

Touchett asked about expanding the area within which students can take the bus to school. More students riding buses would do a lot to reduce traffic in this area.

Sayre replied busing is part of the overall school district conversation at this time, and changes will likely be included in the redistricting process.

Gaskell asked how much control we have over reconfiguring school property for access. She hopes the school district will do their best to work with us to come up with the best option here.

Jacobson stated the school liked the cone option. Regarding internal changes, their focus was on pedestrian safety throughout their campus, not traffic safety.

Gaskell stated no matter what we do, we are still going to have drivers who do whatever they want to do. The most logical option is the RRFB, but enforcement has to go hand in hand with this. We can make that happen financially for the Police Department. We also need some Safe Routes to School campaigns, and should allow parents just outside of the walk district to use the buses. A RRFB along with some lane closures is probably the right answer in this case.

Kohl stated if we restrict traffic to right turn only and no U-turn, it will be increasingly difficult to turn right. Restricting to right turn only would also increase traffic in residential areas.

Kemp stated we should consider what the busing requirements and limitations are for elementary school children. The limitation is 1½ miles from school for younger students. He is not in favor of a traffic light. He is in favor of the RRFB with additional traffic enforcement.

Cronin agrees that the RRFB is the best and most realistic option, though people often don't push the button to activate the beacon. She is comfortable supporting the beacon option knowing crossing guards will be present and teaching kids to get in the habit of pushing the button. She would be concerned about the increased traffic in neighborhoods around the school, especially since some of them don't have sidewalks.

Jerney stated the two RRFBs that were installed on the south side of Verona seem to be very effective. She favors the RRFB option, and would propose putting down stripes to close the lane closest to the curb, with a turning lane into the cemetery and another one onto Llanos St.

Touchett stated an alternate route out of school property onto Hemlock Dr. would most certainly require sidewalks. Training and awareness on the part of both driver and pedestrians has to be part of this process. He believes the RRFB option will have the least negative short and long term impact.

Kohl asked Chief Coughlin to weigh in on what they think the best public safety option would be.

Coughlin replied the RRFB would be the best option. It will also take some training of pedestrians and drivers. He is also glad there is a discussion about bus transportation.

Posey stated she is glad to hear that we are coordinating with the school district on this. She is concerned that if the intersection is limited to only right hand turns, there will be a backup of traffic.

Jacobson stated right turns will create more traffic and queuing on N. Main St. It will also create conflicts with other intersections. It is just one of the options, and we are well aware of the pros and cons of each option.

Posey likes the idea of a second exit, but does not like the proposed location for the second exit. That is where all the kids from that neighborhood are walking. As the school locations change, this will have to be a continually evolving discussion.

Gaskel agrees with Posey. It works well to have an alternate drop off at the back of the school property, but would not support making it a one-way to Basswood.

Reekie stated she is most in favor of having the officers fill in as much as they can. She is also in favor of the RRFB.

Mayor Diaz stated there is clear direction to staff to push back on the school district to educate students, parents, and staff regarding this issue. He is also in favor of the RRFB, and is open to cones as an experiment, if the school is open to helping with it.

Sayre stated this project has the potential to require borrowing. A motion is needed from the Council so Staff knows where and how much we may need to borrow.

Mayor Diaz asked what the timeline would be for the RRFB.

Jacobson replied that the timeline is dependent on the availability of materials. If materials are available, we could do now. If not, it could be 12-18 weeks before construction could start. We have engaged with a number of contractors, and it would be favorable for us to do it sooner than later. If the project cost is over a certain dollar amount, we must go out for bids, which will take longer.

Jacobson added that along with the RRFB, we would extend the median to the south, so the crosswalk goes through the median, which would create a landing in the middle of the street.

Reekie asked if the RRFB can be installed before the start of the 2019 school year if we do not have grant money by that time.

Jacobson replied that whether we apply for a grant or not will be based on direction from the Council, and will depend on the construction timeline.

Touchett stated the extended median makes sense, and he would like to hear more options for the extension. He would also like Staff to begin working with the school on an education plan.

Gaskell stated we need to stick with one option, which looks to be the RRFB. She asked Jacobson to determine the most effective temporary closure to put in place until the RRFB can be installed. She also asked Coughlin to present a budget to the Council for the cost of increased Police Department staff at the intersection during that time.

Motion by Gaskell, seconded by Touchett, to direct the Public Works Department to install a RRFB at the N. Main St. and Llanos St. intersection, and include increased traffic enforcement and possible additional infrastructure solutions.

Gaskell stated she doesn't want to end up doing this same thing intersection by intersection throughout the City. We need to think about a general culture shift so people understand how they should behave on the roads, and know that if they drive outside the law in the City of Verona, they will receive a ticket.

Mayor Diaz echoed Gaskell's statements. It is better to address situations before they get out of control.

Gaskell asked Jacobson to make a request to the School District to allow the City to be at the table about circulation of traffic and during school shifts, especially when they start moving schools around.

Motion carried 8-0.

Jacobson stated the Wisconsin Department of Transportation has videos and other resources to use for public educational purposes.

## 12. Committee Reports

### A. Parks, Recreation & Forestry Commission

- (1) Discussion and Possible Action Re: Change Order No. 7 for Fireman's Park. Motion by Reekie, seconded by Jerney, to approve Change Order No. 7 for Fireman's Park. Parks Director Dave Walker explained that Change Order No. 7 is for the addition of approximately 525 feet of sidewalk along Bruce St. for the entire frontage of Fireman's Park. The Change Order amount is \$36,464, and is included in the 2019 borrowing for bike and pedestrian improvements. Motion carried 8-0.

### B. Plan Commission

- (1) Discussion and Possible Action Re: Resolution No. R-19-014 approving a Conditional Use Permit for a "group development" located at 345 Investment Court that would allow for the construction of a 4,704 square foot storage building. Motion by Gaskell, seconded by Kemp, to approve Resolution No. R-19-014 approving a Conditional Use Permit for a "group development" located at 345 Investment Court that would allow for the construction of a 4,704 square foot storage building. Motion carried 8-0.
- (2) Discussion and Possible Action Re: Resolution No. R-19-015 approving a Conditional Use Permit for a proposed Indoor Commercial Entertainment land use, known as Hammer Forged Crossfit, located at 606 West Verona Avenue. Motion by Gaskell, seconded by Kemp, to approve Resolution No. R-19-015 approving a Conditional Use Permit for a proposed indoor commercial entertainment land use, known as Hammer Forged Crossfit, located at 606 West Verona Avenue, with the following conditions:
  1. Hammer Forged CrossFit shall be limited to 15 people on-site at one time, which includes customers and staff.

2. The arrival and departure of customers attending classes must be staggered between 3 p.m. to 7:30 p.m., respectively.

Motion carried 8-0.

- (3) Discussion and Possible Action Re: Resolution No. R-19-016 approving a Conditional Use Permit to allow an Institutional Residential land use to be located at 841/847 N. Main St. that would allow for the construction of a 100-unit senior living facility.

Touchett asked if a traffic study has been done in this area.

Billmeyer replied a trip-generation study was done on the facility. Assisted living generates about 360 trips per day. Approximately 33 trips would take place in the AM peak, and approximately 41 trips would take place in the PM peak. This is not the same as the school district peak. Assisted living had a smaller number of trips throughout the day than any of the other studied uses.

Touchett stated that with the issues we are having at the school intersection, he feels it is bad timing to add this facility in that area, and does not feel comfortable with it at this time.

Jerney conferred with Touchett.

Discussion followed regarding traffic and facility staff parking concerns.

Jerney asked where access to the property is located.

Sayre stated that the southern access point is right in and right out. The other access point is a joint access point with the Dental office. There is no access to Llanos St. or North Edge Trail.

Motion by Gaskell, seconded by Cronin, to approve Resolution No. R-19-016 approving a Conditional Use Permit to allow an Institutional Residential land use to be located at 841/847 N. Main St. that would allow for the construction of a 100-unit senior living facility, with the following conditions:

1. A deed restriction shall be recorded on the Property restricting the use on the property to an Indoor Institutional Residential land use with age restricted housing for persons age 55 and older prior to issuance of a building permit and after the Applicant records the certified survey map for development.
2. The Applicant and the City shall enter into an Agreement to require the Applicant to install plantings on public lands and to require the Applicant to construct a north/south bike/pedestrian path connecting North Edge Trail to the City's outlot.
3. As part of the landscaping agreement, the Applicant shall be required to install the landscaping on the City property as soon as practical to provide additional growth and buffering from the adjacent residential area.
4. Prior to the issuance of building permits, the Applicant shall complete a certified survey map.

5. Prior to the issuance of building permits, the Applicant shall provide the City with a copy of the shared parking agreement required with First Choice Dental.
6. The developer shall add more significant evergreen landscaping to screen the subject property. The revised landscaping shall be subject to Staff approval.

Motion carried 6-2, with Touchett and Jerney voting no.

(4) Discussion and Possible Action Re: Resolution No. R-19-017 approving a Precise Implementation Plan (PIP) for the Sugar Creek Commons Hotel and Event Center to be located at 509 West Verona Avenue that would allow for the construction of a 120-room hotel and 350-seat conference event center. Motion by Gaskell, seconded by Kemp, to approve Resolution No. R-19-017 approving a Precise Implementation Plan (PIP) for the Sugar Creek Commons Hotel and Event Center to be located at 509 West Verona Avenue that would allow for the construction of a 120-room hotel and 350-seat conference event center, with the following conditions:

1. The Applicant and Sugar Creek Commons shall enter into an easement agreement to allow the Applicant to utilize a portion of their property for access.
2. The Applicant and St. Vincent de Paul shall enter into a shared parking agreement to allow the Applicant to utilize parking at St. Vincent de Paul.
3. The Applicant and Holiday Inn Express and Suites and Fairfield Inn and Suites shall enter into a shared parking agreement to allow the Applicant to utilize parking at these two locations.
4. The Applicant shall modify the building elevations to better compliment the Sugar Creek Commons development subject to Staff approval.
5. The Applicant and Sugar Creek Commons shall enter into a shared parking agreement to allow the Applicant to utilize parking at the Sugar Creek Commons property.

Posey asked if St. Vincent de Paul has been asked about shared parking, and if the Applicant will be using higher quality materials than what are shown in the drawing.

Sayre replied the applicant is having conversations with St. Vincent de Paul on the parking, and the materials question is addressed in condition #4 of the PIP approval.

Motion carried 8-0.

### **C. Public Safety & Welfare Committee**

(1) Discussion and Possible Action Re: A Special Event Permit application from Alex Ogden, FourOneFour Events, for the Wisconsin Beer Run 5K and .05K on Saturday, October 19, 2019. Motion by Reekie, seconded by Kohl, to approve a Special Event Permit for the Wisconsin Beer Run 5K and .05K on Saturday, October 19, 2019. This is the third year for this event in Verona. The event will run from 9 a.m. – 1 p.m. The Wisconsin Beer Run is a chip-timed 5K. FourOneFour will be partnering with Hop Haus Brewing Company, which is designated as the end of the event route.

Railroad St. will be closed between S. Main St. and Franklin St. from 8 a.m. – 1 p.m. Residents will be notified of the street closure. Other intersections impacted by the race will be staffed by Verona Police Officers, the cost of which will be reimbursed by the applicant. Approximately 750 people are expected to participate in the event. Approval of this event will be contingent upon submittal of a Certificate of Insurance naming the City of Verona as the Certificate Holder. Motion carried 8-0.

- (2) Discussion and Possible Action Re: A Special Event Permit application from Le Jordan, Verona Area Chamber of Commerce, for the Spring Eggstravaganza on Saturday, April 20, 2019. Motion by Reekie, seconded by Kemp, to approve a Special Event Permit for the Verona Area Chamber of Commerce Spring Eggstravaganza on Saturday, April 20, 2019. This is the first year for the Spring Eggstravaganza. The event will take place at Harriet Park, and will run from 9 a.m. – Noon. Requested permit time is 7:30 a.m. – 1:30 p.m. to allow for set up and tear down time. Breakfast with the Bunny will consist of pancakes and juice. Brats, chips and soda will also be sold, along with flavored alcoholic seltzers. There will be treats and several make-and-take crafts for the kids, including potted flowers and construction paper bunny ears. A Temporary Class “B” Retailer’s License is required for the sale of alcoholic beverages at this event.

Cronin would like to see some of these family-friendly events be alcohol free. Motion carried 7-1, with Cronin voting no.

- (3) Discussion and Possible Action Re: An application for a Temporary Class “B” and “Class B” Retailer’s License from the Verona Area Chamber of Commerce for the Spring Eggstravaganza on Saturday, April 20, 2019. Motion by Reekie, seconded by Kohl, to approve an application for a Temporary Class “B” and “Class B” Retailer’s License from the Verona Area Chamber of Commerce for the Spring Eggstravaganza on Saturday, April 20, 2019 at Harriet Park, 414 Mary Lou St., Verona, WI 53593, Le Jordan, Agent. This Temporary Class “B” and Class “B” Retailer’s License allows the Verona Area Chamber of Commerce to sell alcoholic beverages at the Spring Eggstravaganza event. Motion carried 7-1, with Cronin voting no.

#### **D. Finance Committee**

- (1) Discussion and Possible Action Re: Proposal for Zoning and Sign Ordinance rewrite. Motion by Kemp, seconded by Cronin, to approve the proposal from Houseal Lavigne and Ancel Glink for the Zoning and Sign Ordinance rewrite. The City received four proposals for the Zoning and Sign Ordinance rewrite. One proposal was rejected as it was incomplete, and Staff selected two firms to interview. Based upon interviews, reviewing the proposal material, and speaking with a Wisconsin municipality who is currently working with the firm, Staff recommends the zoning rewrite proposal from Houseal Lavigne and Ancel Glink. The rewrite would take approximately eighteen months to complete over two budget cycles. The Finance Committee discussed the Houseal Lavigne and Ancel Glink proposal on March 11<sup>th</sup> and directed Staff to work with the Consultant and reducing the price. The reduced

proposal is now \$99,855, which is an approximately \$19,000 reduction.

Motion carried 8-0.

- (2) Discussion and Possible Action Re: Room Tax Agreement between the City of Verona and the Verona Area Chamber of Commerce. Motion by Kemp, seconded by Posey, to approve the Room Tax Agreement between the City of Verona and the Verona Area Chamber of Commerce. The City room tax rate is at 7% for hotel room stays. By state statute, 70% of the hotel room tax revenue must be used for tourism promotion and tourism development. In January, the City Council approved an agreement with Destination Madison distributing 10% of revenue for regional events and tourism promotion. The City also distributes 60% of the room taxes collected to the City of Verona Tourism Commission. The proposed room tax agreement designates the Verona Chamber of Commerce as the Tourism Entity for the City and allows the Tourism Commission to make the determination on quarterly payments to the Chamber. Currently the Tourism Commission provides the Chamber with quarterly payments of \$70,000 for tourism purposes. The Agreement has been reviewed by both the City Attorney and the Verona Chamber of Commerce. Staff has no concerns with the Agreement. Motion carried 8-0.

### 13. New Business

Mayor Diaz asked for unanimous consent to take up Item 13.B. ahead of Item 13.A. There were no objections.

- B. Discussion and Possible Action Re: Approval of operator licenses. Motion by Kohl, seconded by Reekie, to approve operator license applications as presented by the City Clerk. Motion carried 8-0.

- A. Discussion and Possible Action Re: Recruitment of City Administrator

*The Common Council may convene in a closed session for discussion and possible action regarding recruitment of a City Administrator as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session.*

Human Resources Coordinator Mitch Weckerly updated the Common Council on the City Administrator recruitment process. He would like to discuss the processes and procedures of reviewing the application materials. We will be discussing the competitive review criteria in detail while recruitment is still open. To protect the integrity of the process, that information should be discussed in closed session. We may also bring up information about some of the particular candidates, and in the interest of protecting the applicants, that would be another reason for going into closed session.

Things are on track in terms of tentative timeline. We ended up with 71 applicants. Weckerly went through the applications, and out of those 71 after the initial screen, 50 candidates will be passed on to the review panel. We will start to identify their qualifications as we go through the screening process. He would like the panel to submit

their scores to him by Monday, April 15<sup>th</sup>. We are planning to send interview invitations to the top five candidates. First round interviews are scheduled to take place between April 29<sup>th</sup> and May 8<sup>th</sup>. Second round interviews will be scheduled, and a panel of department heads that did not apply for the position will be formed, as well.

Motion by Kohl, seconded by Gaskell, to convene in a closed session for discussion and possible action regarding recruitment of a City Administrator as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session. On roll call: Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Aye; Alder Cronin – Aye; Alder Gaskell – Aye; Alder Jerney – Aye. Motion carried 8-0.

The Common Council convened in closed session at 9:44 p.m.

#### CLOSED SESSION

Motion by Gaskell, seconded by Cronin, to reconvene in open session at 10:17 p.m. Motion carried 8-0. The Common Council took no action in closed session.

#### 14. Adjournment:

Motion by Gaskell, seconded by Cronin, to adjourn at 10:18 p.m. Motion carried 8-0.

Ellen Clark  
City Clerk