

CITY OF VERONA

MINUTES

COMMON

COUNCIL

May 28, 2019

Verona City Hall

1. Mayor Diaz called the meeting to order at 7:02 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, Finance Director Brian Lamers, Human Resources Coordinator Mitchell Weckerly, City Engineer Jeff Montpas, and City Clerk Ellen Clark.
4. Public Comment: Chris Ehlers, representing Veridian Homes, spoke regarding Item D.1. – Initial concept review for a development located at the southeast corner of Range Trail and County Highway M that would contain 133 single-family homes, 20 twin house units, and 100 multi-family units. He stated they are asking for five-foot side yard setbacks in this development. Doing so would help lower the cost of some of the single-family properties. Over the last year, the average sales price of the homes in Cathedral Point were over \$450,000. If they stay on that path, with eight-foot side yard setbacks, the sales prices will be over \$500,000. The smaller setbacks will provide a market correction allowing at least 25% of the homes in the new development to be priced under \$300,000.
5. Approval of minutes from the May 13, 2019 Common Council meeting. Motion by Kohl, seconded by Kemp, to approve the minutes of the May 13, 2019 Common Council meeting. Motion carried 8-0.
6. Mayor's Business: None
7. Announcements: None
8. Administrator's Report:
 - The City, Department of Natural Resources (DNR), snowmobile club, and the Verona Area School District will continue discussions in June regarding paving portions of the Military Ridge State Trail that are located in the City.
 - The City Assessor has sent out letters to property owners who completed new homes or remodeled their homes in 2018 to set up a walk-through of their properties.
 - New plantings have been installed in Downtown, and flower baskets and new banners have been hung along East Verona Avenue. The banners are a partnership between the City and the Verona Area Education Foundation. All the improvements have been funded with room tax dollars. Thank you to the Parks

Department, Dayna Sarver and Katherine Holt for their help with these projects.

- A Hike-a-Thon along the Ice Age Trail will take place on June 1st. Registration is required.
- June 2nd – 9th is Bike Week in Wisconsin. Several local businesses will be offering discounts to people who bike to their establishments. Staff encourages everyone to ride their bikes to visit our local businesses during this week.
- The recruitment process for a new Senior Center Director is ongoing. Twelve candidates will receive a phone interview, and in-person interviews are planned for the beginning of June.

9. Engineer's Report:

- Well 6 pumping station construction: The upper 22 inch casing has been installed to 350 feet, which is the design depth. The alignment test of the casing has been completed and approved.
- CTH M Reconstruction: Installation of the remaining sanitary sewer south of CTH PD has begun.
- City Chip/Seal: Chip and seal maintenance will be done on Cross Country Road from Tamarack to Enterprise Drive, Gateway Subdivision east of Hemlock to CTH M, Enterprise Drive from Cross Country Road to Prairie Oaks, Prairie Oaks from Enterprise Drive to CTH M, and Old PB from Forest View Drive north to the USH 18/151 interchange.
- Highway 69 Reconstruction: A Local Officials Meeting is scheduled for May 30th to discuss the upcoming construction project on HWY 69 from CTH D to Valley Road. The project is scheduled to begin in 2022.

10. 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 \$495,406.61. Motion carried 8-0.

B. Public Safety and Welfare Committee

- (1) Discussion and Possible Action Re: A Special Event Permit application from Le Jordan, Verona Area Chamber of Commerce, for the Hometown Days event on Thursday – Sunday, May 30 – June 2, 2019 at Festival Park, 111 Lincoln Street. Motion by Reekie, seconded by Kohl, to approve a Special Event Permit for Hometown Days on Thursday – Sunday, May 30 – June 2, 2019 at Festival Park, 111 Lincoln Street. Hometown Days will again be held at Festival Park located behind City Hall. The general layout of the festival is consistent with last year. Thursday night activities include a laser show, trivia tournament, food trucks, and a beer tent with a DJ. Fireworks will be held on Friday night. Other weekend activities include pony rides, a petting zoo, the Hometown Hustle 5K run/walk, live music, food stands, carnival rides, the Hometown Rumble car show, and the

Hometown Days parade. This application includes all event-related activities. A Temporary Class "B" Retailer's License is required for this event. Motion carried 8-0.

- (2) Discussion and Possible Action Re: An application for a Temporary Class "B" Retailer's License from the Verona Area Chamber of Commerce for the Hometown Days Event on Thursday – Sunday, May 30 – June 2, 2019 at Festival Park, 111 Lincoln Street, Le Jordan, Agent. Motion by Reekie, seconded by Kemp, to approve a Temporary Class "B" Retailer's License from the Verona Area Chamber of Commerce for the Hometown Days Event on Thursday – Sunday, May 30 – June 2, 2019 at Festival Park, 111 Lincoln Street, Le Jordan, Agent. This Temporary Class "B" Retailer's License allows the Verona Area Chamber of Commerce to sell beer and wine spritzers at the Hometown Days event. The beer tent will be open Thursday through Sunday. Beer will be served in cans; there will be no draft beer. No children will be allowed in the beer tent on Thursday evening. Children age 14 and under will be allowed in the beer tent with a parent until 7:00 p.m. on Friday and Saturday nights, and until 5:30 p.m. on Sunday. A safe ride program will be provided on Friday and Saturday nights. A licensed bartender will be on site during all beer tent hours. Verona Police Department officers will also be present at the beer tent. Motion carried 8-0.
- (3) Discussion and Possible Action Re: A Special Event Permit application from Philipp Hoechst for the Hop Haus Brewing Company 4th Anniversary Party from 8 a.m. – Midnight on Saturday, June 22, 2019. Motion by Reekie, seconded by Kohl, to approve a Special Event Permit for the Hop Haus Brewing Company 4th Anniversary Party from 8 a.m. – Midnight on Saturday, June 22, 2019. Phil Hoechst has applied for a Special Event Permit for an anniversary party on Saturday, June 22, 2019, at Hop Haus Brewing Company, 231 S. Main Street. The business's parking lot will be used for seating, a food cart and live music, with metal barricades marking the perimeter of the parking lot area. A temporary premises description amendment is required for serving beer and wine in this area. Motion carried 8-0.
- (4) Discussion and Possible Action Re: A temporary premises description amendment for Class "C" Wine License on Saturday, June 22, 2019, for the Hop Haus Brewing Company, LLC, 231 S. Main Street, to include the front parking lot. Motion by Reekie, seconded by Cronin, to approve a temporary premises description amendment for Class "C" Wine License on Saturday, June 22, 2019, for the Hop Haus Brewing Company, LLC, 231 S. Main Street, to include the front parking lot. Motion carried 8-0.
- (5) Discussion and Possible Action Re: A Special Event Permit application from Philipp Hoechst for the Hop Haus Brewing Company MS Fundraiser from 8 a.m. – Midnight on Saturday, July 27, 2019. Motion by Reekie, seconded by Kemp, to approve a Special Event Permit for the Hop Haus Brewing Company MS Fundraiser from 8 a.m. – Midnight on Saturday, July 27, 2019, contingent upon

- receipt of a Certificate of Insurance listing the City of Verona as the Certificate Holder. Phil Hoechst has applied for a Special Event Permit for a Multiple Sclerosis fundraiser on Saturday, July 27, 2019, from 8 a.m. – Midnight at Hop Haus Brewing Company, 231 S. Main Street. The business's parking lot will be used for seating, a food cart and live music, with metal barricades marking the perimeter of the parking lot area. A temporary premises description amendment is required for serving beer and wine in this area. Motion carried 8-0.
- (6) Discussion and Possible Action Re: A temporary premises description amendment for Class "C" Wine License on Saturday, July 27, 2019, for the Hop Haus Brewing Company, LLC, 231 S. Main Street, to include the front parking lot. Motion by Reekie, seconded by Kohl, to approve a temporary premises description amendment for Class "C" Wine License on Saturday, July 27, 2019, for the Hop Haus Brewing Company, LLC, 231 S. Main Street, to include the front parking lot, contingent upon receipt of a Certificate of Insurance listing the City of Verona as the Certificate Holder. Phil Hoechst has applied for a temporary premises description amendment for the Hop Haus Brewing Company, LLC's Class "C" Wine license to include the business's front parking lot, located at 231 S. Main Street, for their MS fundraiser on Saturday, July 27, 2019. Motion carried 8-0.
- (7) Discussion and Possible Action Re: A Special Event Permit application from Philipp Hoechst for the Wisconsin Beer Run at 231 S. Main Street from 6 a.m. – 1 p.m. on Saturday, October 19, 2019. Motion by Reekie, seconded by Cronin, to approve a Special Event Permit for the Wisconsin Beer Run at 231 S. Main Street from 6 a.m. – 1 p.m. on Saturday, October 19, 2019, contingent upon receipt of a Certificate of Insurance listing the City of Verona as the Certificate Holder. Phil Hoechst has applied for a Special Event Permit for the Wisconsin Beer Run from 6 a.m. to 1 p.m. on Saturday, October 19, 2019 at Hop Haus Brewing Company, 231 S. Main Street. The Beer Run event is a chip-timed 5K. FourOneFour Events will be partnering with Hop Haus Brewing Company, which is designated as the end of the event route. Each adult event participant will be offered one free beer after completing the course. The business's parking lot will be used for seating, a food cart and live music, with metal barricades marking the perimeter of the parking lot area. A temporary premises description amendment is required for serving beer and wine in this area. Motion carried 8-0.
- (8) Discussion and Possible Action Re: A temporary premises description amendment for Class "C" Wine License on Saturday, October 19, 2019, for the Hop Haus Brewing Company, LLC, 231 S. Main Street, to include the front parking lot. Motion by Reekie, seconded by Kohl, to approve a temporary premises description amendment for Class "C" Wine License on Saturday, October 19, 2019, for the Hop Haus Brewing Company, LLC, 231 S. Main Street, to include the front parking lot contingent upon receipt of a Certificate of Insurance listing the City of Verona as the Certificate Holder. Phil Hoechst has applied for a temporary premises description amendment for the Hop Haus Brewing Company, LLC's Class "C" Wine license to include the business's front parking lot, located at 231 S. Main

Street, for the Wisconsin Beer Run on Saturday, October 19, 2019. Motion carried 8-0.

C. Public Works/Sewer & Water Committee

- (1) Discussion and Possible Action Re: Awarding Contract for Project 2016-123 CTH PD expansion from Woods Road to CTH M. Motion by Touchett, seconded by Kemp, to approve a contract with Payne and Dolan not to exceed \$1,479,552.75. The estimate without contingencies was \$1,614,094.90. Public Works Staff believes that Payne and Dolan has the personnel, equipment and financial assets necessary to complete this project. Motion carried 8-0.
- (2) Discussion and Possible Action Re: Amendment No. 2 with MSA Professional Services for Land Acquisition in regards to Project 2016-123, CTH PD (Woods Road to CTH M). Motion by Touchett, seconded by Kemp, to approve Amendment No. 2 with MSA Professional Services for Land Acquisition in regards to Project 2016-123, CTH PD (Woods Road to CTH M), not to exceed \$15,000. This amendment is for additional services to be performed by MSA for land acquisition coordination and execution for the CTH PD road expansion project from Woods Road to CTH M. Motion carried 8-0.

D. Plan Commission

- (1) Discussion Re: Initial concept review for a development located at the southeast corner of Range Trail and County Highway M that would contain 133 single-family homes, 20 twin house units, and 100 multi-family units. Veridian Homes has submitted a request for an initial concept review to develop 53 acres of land at the southeast corner of Range Trail and County Highway M (CTH M). Discussion by the Plan Commission included comments about the proposed side yard setbacks, the possible need for traffic signals at the intersection of Range Trail and CTH M, preferring a larger recreation area within the development, dedication of land to the Ice Age National Scenic Trail qualifying as parkland dedication, and the proposed alleyways. No formal action is required for this item.

Kemp asked what section of the neighborhood would be dedicated to lower-priced homes. He also expressed concerns about snow removal and runoff with the requested five-foot setbacks.

Ehlers replied the northern portion of the site plan will have smaller lots with alleys behind them. That is where most of the more attainably-priced housing would be placed. Snow removal will depend on whether the alleyways will be public or private. Because Veridian is the developer and the builder, they will be building on every lot and making sure that the water follows the drainage path that will be acceptable to the City.

Kohl asked if the multi-family portion of the development will be included in the more affordable housing range.

Ehlers replied the multi-family buildings are not considered part of the more affordable housing. These will be rentals, not condos.

Gaskell stated the consensus of the Plan Commission was that we do not want more private roads in the City.

Diaz stated he would like some mixed use commercial development by CTH M. He likes the idea of more single family homes and of trying to keep costs under control, though \$300,000 is not necessarily affordable. He would like to see more green space, and would rather see a five-foot setback than taller apartment buildings.

Gaskell stated we need to distinguish between workforce housing, affordable housing, and attainable housing. Workforce housing is not represented anywhere in this development. She likes the use of the word attainable, versus affordable. She is not a fan of the five-foot setbacks, and would like more information on why a \$300,000 home cannot be built without the smaller setbacks. She would also like the open space to have more street frontage.

Touchett would like to have the terms workforce housing, affordability, etc. defined so we are all talking about the same thing. He would like to see the green spaces more open, and does not like five-foot side yard setbacks.

Sayre stated the housing study that was done by CARPC last year was intended to bring us to the point where the various types of housing could be defined. We may be able to glean something from that study. We can reach out to Dane County for some numbers, as well.

Posey would like to see the green space more accessible. She would also like to see the attainable housing blended with the rest of the development.

Reekie would support five-foot setbacks if it would allow for more affordable housing in the development.

Kemp is encouraged by the plan in general, and likes the density and diversity of the housing stock. He asked Sayre if we approve this plan with five-foot setbacks, will the City be able to change that if another developer comes back later with multiple builders.

Sayre replied the City has had this request before, and has held on six feet. Some developers will not want the smaller setback because that is not the product they want. He thinks the City would have the ability to say no to a different developer, but it will make it harder to do so in the future.

Reekie asked for clarification that there will be no private streets in the development.

Sayre explained the intention is for the roads within the development to be public, with the exception of the parking lot for the apartment buildings. The alleyways are 26 feet wide. We would require them to be indicated as fire lanes to give us the ability to tow and enforce parking issues. The rest of the streets are standard size.

Gaskell asked where the garages are for the twin homes. She is concerned about there being room to push the snow so it does not have to be hauled out.

Dan Day, representing Donoffrio Kottke and Associates, stated the typical width of the alleyways is 26 feet of right-of-way, with 15 feet of pavement. The tightness of the pavement makes people feel like they can not park there. The garages for the twin homes are attached. In most cases, the driveways are either too short to park behind, or they are very long, allowing for a car to park there without being on the right-of-way. Snow removal is typically done using a truck with an attached plow. There have not been problems with snow buildup on the sides of the alleyways, but it sometimes has to be pushed onto the terraces at the end of the alleyways.

Gaskell asked Day to research the possibility of locating a snow dump within the development.

Diaz would like to see street parking at the central green space so the park feels more open.

E. Personnel Committee

- (1) Discussion and Possible Action Re: Amendments to City Administrative Policy #4 – Personnel Policy, relating to holidays. Motion by Gaskell, seconded by Kemp, to approve amendments to City Administrative Policy #4 – Personnel Policy, relating to holidays. The proposed changes will add Martin Luther King, Jr. Day as a legal holiday observed by the City. Other changes to the policy include listing the specific dates of holidays if they don't change on a yearly basis – such as July 4th and December 25th.

Touchett stated adding Martin Luther King, Jr. Day as a holiday essentially gives everyone a pay increase if the employees are working one fewer day, but are still being paid the same.

Sayre stated the amount the City would be paying out would not change, it would simply be a change in the allocation.

Gaskell stated this came up because this is a national paid holiday. We are still within the standard for Dane County. It is a benefit for keeping people on staff and recognizing the work that the Staff does.

Motion carried 8-0.

- (2) Discussion and Possible Action Re: City Administrator recruitment
The Common Council may convene in a closed session for discussion and possible action regarding City Administrator recruitment 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.

The Personnel Committee met on March 20th and 21st to discuss candidates for the City Administrator position. Staff is requesting a closed session to discuss the City

Administrator candidates with the Common Council.

Weckerly explained that four candidates for City Administrator were interviewed on April 29th. Three of those candidates were chosen to continue with the recruitment process. Second round interviews were held on May 20th. The candidates met with two separate panels, and participated in two job simulation exercises. On the morning of May 21st, the three candidates were taken on a tour of City facilities. On the evening of May 21st, members of the two interview panels met to share their overall thoughts about the candidates.

Motion by Gaskell, seconded by Kemp, to convene in closed session for discussion and possible action regarding City Administrator recruitment 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 Cronin – Aye; Alder Gaskell – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Aye. The Common Council convened in closed session at 8:06 p.m. Weckerly remained for the closed session.

CLOSED SESSION

Motion by Touchett, seconded by Reekie to reconvene in open session at 8:32 p.m.

The Council took no action in closed session.

11. Adjournment:

Motion by Touchett, seconded by Reekie, to adjourn at 8:32 p.m. Motion carried 8-0.

Ellen Clark
City Clerk