



City of Verona

111 Lincoln Street
Verona, WI 53593-1520

www.ci.verona.wi.us

COMMON COUNCIL

MONDAY, JANUARY 27, 2020
7:00 P.M. VERONA CITY CENTER
COUNCIL CHAMBERS

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Approval of Minutes from the January 13, 2020 Common Council Meeting
6. Mayor's Business
7. Announcements
8. Administrator's Report
9. Engineer's Report
10. Committee Reports
 - A. **Finance Committee**
 - (1) Discussion and Possible Action Re: Payment of bills
 - B. **Public Safety and Welfare Committee**
 - (1) Discussion and Possible Action Re: Ordinance No. 20-955 Amending Section 27 of Chapter 1 of Title 10, Motor Vehicles and Traffic for the Code of Ordinances of the City of Verona
11. New Business
12. Adjournment

Luke Diaz, Mayor

POSTED: Miller's Market
Verona City Hall
Verona Public Library
City Website @ www.ci.verona.wi.us

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMODATION TO ACCESS THE MEETING, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

CITY OF VERONA
MINUTES
COMMON COUNCIL
January 13, 2020
Verona City Hall

1. Mayor Diaz called the meeting to order at 7:05 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: City Administrator Adam Sayre and City Clerk Ellen Clark.
4. Public Comment: None
5. Approval of the minutes from the December 16, 2019 Common Council meeting. Motion by Kohl, seconded by Cronin, to approve the minutes of the December 16, 2019 Common Council meeting. Motion carried 8-0.
6. Mayor's Business:
 - A. Mayor Diaz read a proclamation for Adult School Crossing Guard Week, and expressed his appreciation for the job that crossing guards do to keep the school children of Verona safe.
7. Announcements:
 - Clerk Clark presented an overview of the Badger Book electronic poll books that will be implemented in the City of Verona beginning with the February 18, 2020 Spring Primary Election.
8. Administrator's Report:
 - The Police Department will be hosting a crossing guard recognition breakfast at 8:30 a.m. on January 17th at the Fairfield Inn and Suites.
 - The Sugar Creek School RFP has been posted to the City's website. Proposals are due by March 30th.
 - Candidates for the Fire Chief position were interviewed on January 9th.
 - Two candidates for the Planning Director position will be interviewed on January 22nd.
9. Engineer's Report:
 - Well 6 pumping station construction: Concrete block walls are being finished and roof trusses are scheduled to be installed soon. DNR has issued approval of the water systems facilities plan and specification revisions including the installation of a sand filter
 - Liberty Park Phase 4: Rough grading for Liberty Drive extension has started. The sanitary sewer pipe work is completed, water main is 90% completed, and storm sewer construction is progressing. Utility work is anticipated to be completed by the end of the month.
 - All other local projects are primarily on hold for the winter months.

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 \$15,234,135.39. Motion carried 8-0.

B. Public Safety and Welfare Committee

- (1) Discussion and Possible Action Re: Temporary Class “B” Fermented Malt Beverage and “Class B” Wine license applications from the Verona Area Community Theater, 103 Lincoln Street, for February 13-15 and 20-22, 2020; and May 15-17, 2020 - Dale Nickels, Agent. Motion by Reekie, seconded by Kemp, to approve Temporary Class “B” Fermented Malt Beverage and “Class B” Wine license applications from the Verona Area Community Theater, 103 Lincoln Street, for February 13-15 and 20-22, 2020; and May 15-17, 2020 – Dale Nickels, Agent. The Verona Area Community Theater (VACT) is requesting these temporary licenses to serve beer and wine at VACT’s performances of *Three Weddings and an Elvis* on February 13-15 and 20-22; and *The Music Man* on May 15-17, 2020. A licensed bartender will be at the bar at all times that alcohol is being sold. Motion carried 8-0.

C. Plan Commission

- (1) Discussion and Possible Action Re: Resolution No. R-20-001 approving a conditional use permit for a proposed in-vehicle sales or service land use to construct a drive-through to be located at 150 West End Circle. Motion by Gaskell, seconded by Kohl, to approve Resolution No. R-20-001 approving a conditional use permit for a proposed in-vehicle sales or service land use to construct a drive-through to be located at 150 West End Circle. The proposed conditional use permit would allow for the construction of an automated teller machine for Summit Credit Union at 150 West End Circle. Motion carried 8-0.
- (2) Discussion and Possible Action Re: Resolution No. R-20-002 approving a conditional use permit amendment to the Epic Systems Corporation “Group Development” to allow for the construction of two office buildings on Campus 5 located at 1979 Milky Way. Motion by Gaskell, seconded by Kemp, to approve Resolution No. R-20-002 approving a conditional use permit amendment to the Epic Systems Corporation “Group Development” to allow for the construction of two office buildings on Campus 5 located at 1979 Milky Way. The proposed conditional use permit would allow for the construction of two (2) office buildings at 1979 Milky Way. The buildings will add 350 offices each.

Reekie asked what themes are planned for the new buildings.

Tod Sloan, Epic Systems, replied one will be themed “Mystery”, and one will be themed “Castaway”.

Touchett asked what the total capacity of Epic will be with the addition of these buildings.

Sloan replied the office count will be just over 8,000, with over 10,000 employees.

Motion carried 8-0.

11. New Business

A. Discussion and Possible Action Re: Lease agreement with Verizon for the water tower at 825 County Highway M. Staff has been working with Verizon on a lease agreement for the rental of tower space at Tower 2 located at 825 County Highway M. The lease agreement follows the City lease format executed with other carriers currently located on City facilities. Further, the terms of the agreement are the same as the recently executed agreement with Verizon to lease space on Tower 3 near Country View Elementary School. Highlights of the lease agreement include:

- Five (5) year term;
- Renewal for four (4) additional successive five (5) year terms unless tenant provides landlord written notice;
- Upfront cost for execution of lease is \$16,100; and
- Base monthly rent is \$2,300 with a 3% escalation.

Motion by Kemp, seconded by Reekie, to approve a lease agreement with Verizon for the water tower at 825 County Highway M, contingent upon review by the City Attorney. Motion carried 8-0.

B. Discussion and Possible Action Re: Designation of alternate locations and extended hours for requesting and voting absentee ballots for the April 7, 2020 Presidential Preference Primary and Spring Election. Clark explained Council action is needed to designate alternate locations for requesting and voting absentee ballots. Staff anticipates higher than average voter turnout for the April 7th Presidential Preference Primary and Spring Election, and is requesting approval from the Council to designate the Verona Public Library, 500 Silent Street, and the Verona Senior Center, 108 Paoli Street, Verona, WI, as alternate absentee voting locations. Staff also requests informal approval of extended absentee voting hours. Absentee voting hours are not restricted to those posted, so additional hours may be added as needed. Motion by Kohl, seconded by Cronin, to designate the Verona Public Library and the Verona Senior Center as alternate absentee voting locations and approve extended absentee voting hours for the April 7, 2020 Presidential Preference Primary and Spring Election. Motion carried 8-0.

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

12. Adjournment:

Motion by Touchett, seconded by Reekie, to adjourn at 7:33 p.m. Motion carried 8-0.

Ellen Clark
City Clerk

Administrator Report for January 27, 2020

Upcoming Meetings/Events

- Plan Commission – February 3rd
- Fire Chief Interviews – February 4th
- Public Hearings:
 - Epic Systems Corporation workshop located at 1979 Milky Way
 - Woods at Cathedral Point GDP, and rezoning located at southeast corner of Range Trail and County Highway M
 - Holiday Inn Express & Suites rezoning located at 515 West Verona Avenue

Alternate Absentee Voting Locations

At the January 13th Council meeting, there were questions if the City is required to designate alternate absentee voting sites as needed or can they be designated as unlimited sites going forward. Staff heard back from the State and the City is required to designate the sites at least 14-days prior to when absentee ballots are ready for the primary. The City has the option to adopt an Ordinance setting up these in-person locations to be indefinite or specify them for each election. The Council needs to establish these locations per State Statute [§6.855\(1\)](#). Please contact the City Clerk if you'd like to have this item placed on a future Council agenda for discussion. Staff will continue to designate additional sites on an as needed basis unless the Ordinance is changed.

Wellness Update

City Staff will be hosting a blood drive on February 21st at City Hall. The event will be open to the public and City employees are encouraged to participate. Details will be shared once the time of the event is finalized.

Sugar Creek School RFP

The Sugar Creek School RFP was posted to the City's website on January 6th. Proposals are due to the City by March 30th. A link to the RFP is below:

<https://www.ci.verona.wi.us/697/Sugar-Creek-Elementary-School-Site>

Fire Chief Recruitment

The PFC has determined the next steps in the recruitment process for the Fire Chief. On February 4th, the PFC will interview the two (2) finalists. Prior to the interview, the

finalists will provide a 10 minute presentation with a 15 minute question and answer session from members of the audience. As part of the process, the audience will be given an opportunity to submit feedback regarding each applicant. The feedback will be reviewed by the PFC and the information will be used as an important element in the overall decision making process. The presentations will begin at 6:00 pm on Tuesday February 4th in the Council Chambers.

Planning Director Recruitment

The Personnel Committee interviewed two (2) candidates on January 22nd. Staff will provide updates to the Council as they become available. The goal is to have a new Director in place by the end of February or the beginning of March.

Active Recruitments

The City is currently looking to fill vacancies for a part-time Library Page I, a part-time Utility Accountant, and a full-time Park Maintenance position.

Engineer Report for January 27, 2020

Construction Projects:

Well 6 Pumping Station Construction

The exterior concrete block walls have been completed and roof trusses are scheduled for installation starting the week of Jan. 27.

Verona Area High School Construction – Traffic Improvements

Traffic will continue in the same location: W. Verona Ave open to 2 lanes in each direction, and West End Circle in its Winter Stage. Underground electrical/signal items will be placed along W. Verona Ave and West End Circle in prep for signal installation later this winter/spring. Along Stewart Woods Road and Wildcat Way there will be periodic grading activities through the winter and water main and storm sewer installations along these roads beginning in early February. Structure work at W. Verona Ave box culvert extension is complete; grading, restoration, and railing items remain. Structure work along Military Ridge State Trail/Wildcat Way pedestrian culvert is continuing to progress, and work has begun at the new Stewart Woods Road bridge. The Military Ridge State Trail/Wildcat Way pedestrian box culvert will continue for another month or so, and the Stewart Woods Road bridge will continue into spring. The Military Ridge State Trail re-route around the culvert work area is in place and open.

CTH M Construction

Punch list items have been prepared and provided to the contractor prior to winter shutdown. Final punch list items will be addressed in spring of 2020.

CTH PD Construction - Woods Road to CTH M

Utility installation is scheduled to continue throughout the winter season as weather allows. Roadwork will resume in the early spring.

Liberty Park Phase 4 Construction

Utility work has been put on hold for the remainder of the winter. The water & sewer mains to the ACS building site are installed and tested. The box culvert is in place. The remaining work consists of storm sewer pipe and the construction of the streets.

Fireman's Park Construction

Work continues on the detention basin modifications along Bruce Street.

Major Design Projects:

East Side Interceptor Design

Design study report is being finalized. Preliminary plan and profile sheets of the proposed interceptor have been provided to City staff for review. Coordination will begin within the next two months with properties along the corridor.

Lincoln Street Stormwater Facility Design

Brown and Caldwell are coordination with the permitting agencies on revised layouts and will begin to formalize the permit applications

MEMORANDUM

To: Mayor and Council Members

From: Adam Sayre, City Administrator

Date: January 24, 2020

Re: Administrator's Memo – January 27, 2020 Common Council Meeting

Listed below is an explanation of items on the January 27, 2020 Common Council agenda:

PUBLIC SAFETY AND WELFARE COMMITTEE

A. Discussion and Possible Action Re: Ordinance No. 20-955 amending Section 27 of Chapter 1 of Title 10, Motor Vehicles and Traffic for the Code of Ordinances of the City of Verona.

The parking restrictions along Westridge Parkway just north of W. Verona Avenue are due to the transportation improvements currently under construction for the new high school campus. The restricted areas identified in this ordinance are to protect the future bike lane and travel lane assignments that will be epoxy painted (pavement markings) on Westridge Parkway at the intersection of W. Verona Avenue.

ORDINANCE NO. 20-955

**AN ORDINANCE AMENDING SECTION 27 of CHAPTER 1 of TITLE 10,
MOTOR VEHICLES AND TRAFFIC
FOR THE CODE OF ORDINANCES
OF THE CITY OF VERONA**

SECTION 10-1-27

The Common Council of the City of Verona, Dane County, Wisconsin, does ordain that Section 10-1-27(a)(68-69) of the Code or Ordinances of the City of Verona are created to read as follows (**language added**/~~language deleted~~):

Sec. 10-1-27 Parking Prohibited Zones

(a) Parking Prohibited at All Times. No person shall park, stop or leave standing any vehicle upon any of the following highways or parts of highways:

(68) On the west side of Westridge Parkway, beginning from the northern curb line of West Verona Avenue, extending north for a distance of one hundred forty-four (144) feet.

(69) On the east side of Westridge Parkway, beginning from the northern curb line of West Verona Avenue, extending north for a distance of one hundred fifty-five (155) feet.

All other sections shall remain as previously adopted.

The foregoing ordinance was duly adopted by the Common Council of the City of Verona at a meeting held on _____.

CITY OF VERONA

Luke Diaz, Mayor

(seal)

Ellen Clark, City Clerk

ADOPTED: _____

PUBLISHED: _____

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CITY OF VERONA

Luke Diaz, Mayor

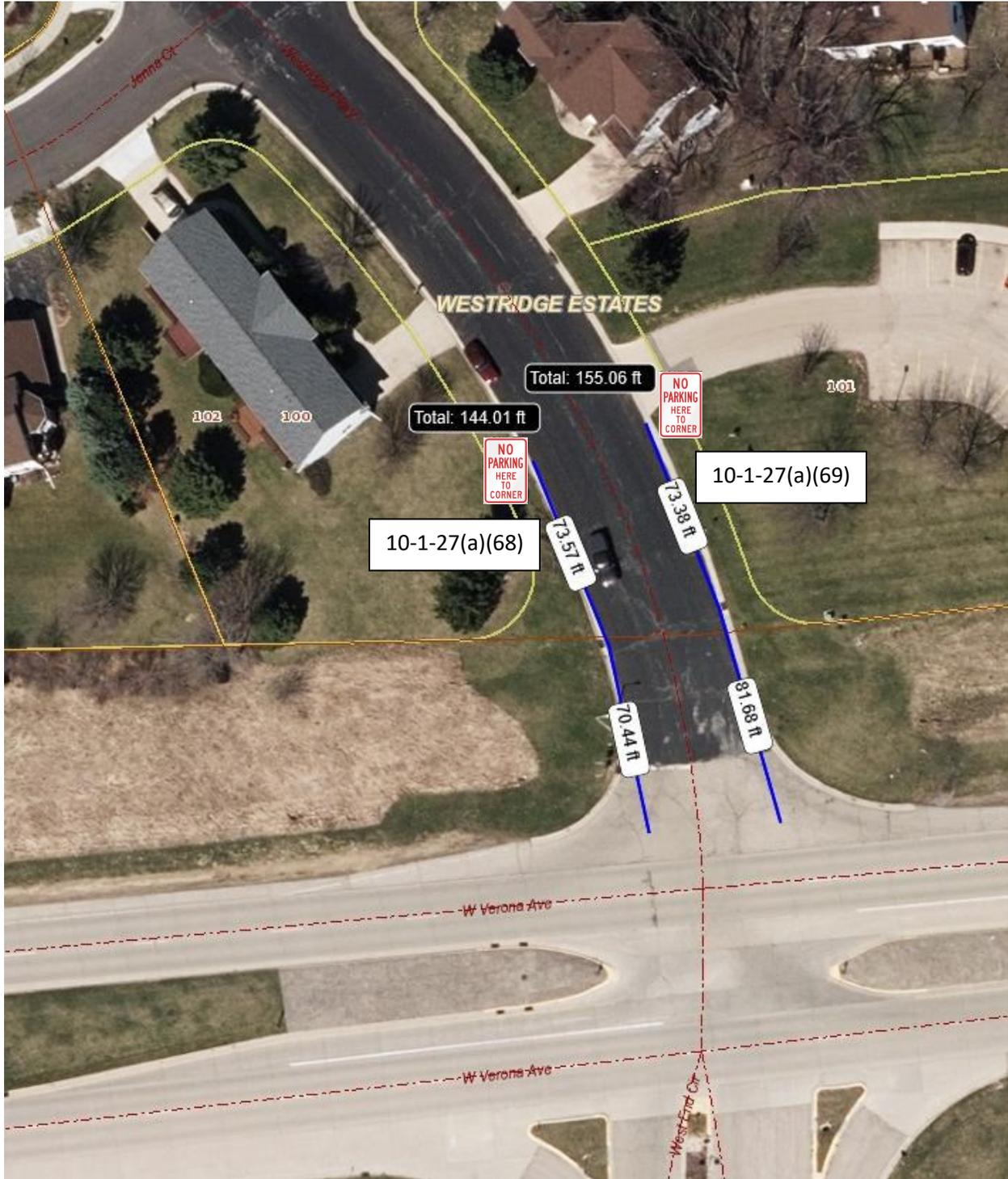
(seal)

Ellen Clark, City Clerk

ADOPTED: _____

PUBLISHED: _____

ORDINANCE 20-955 Illustration



Westridge / W. Verona Ave
No Parking Limits

DISCLAIMER: The City of Verona does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



City of Verona
111 Lincoln St
Verona, WI 53593
(608) 845 - 6495

SCALE: 1" = 50'

Print Date: 1/23/2020