



City of Verona

111 Lincoln Street
Verona, WI 53593-1520
COMMON COUNCIL

Monday – May 11, 2020 – 7:00 P.M.

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 or 608-848-9941.

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

<https://zoom.us/j/97132163261>

Webinar ID: 971-3216-3261

Join the meeting via phone by dialing:

312-626-6799

Webinar ID: 971-3216-3261

Watch live on the City's YouTube Channel: <https://www.youtube.com/user/VeronaWIMeetings>

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.

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 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 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 April 27, 2020 Common Council meeting.
5. Mayor's Business
 - A. Presentation by Dane County Executive, Joe Parisi
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
 - (2) Discussion and Possible Action Re: Small Business COVID-19 Support Program Applications
 - B. Plan Commission**
 - (1) Discussion and Possible Action Re: Resolution R-20-017 approving a certified survey map to create two (2) lots located at 421 South Nine Mound Road and 408 Venture Court
10. New Business
 - A. Discussion and Possible Action Re: Second amendment to lease agreement between the City of Verona and U.S. Cellular Operating Company, LLC for Country View water tower at 1252 Hemlock Drive
 - B. Discussion and Possible Action Re: Agreement for City of Verona Fire Chief position
 - C. Discussion and Possible Action Re: Appointment of District 2 Alderperson
11. Adjournment

Luke Diaz, Mayor

POSTED: Miller's Market
Verona City Hall
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
April 27, 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 7:06 p.m.
2. Roll call: Alderpersons Kate Cronin, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey, Heather Reekie and Evan Touchett were present. Also present: City Administrator Adam Sayre; City Engineer Carla Fischer; and City Clerk Ellen Clark.
3. Public Comment: None
4. Approval of the minutes from the April 13, 2020 Common Council meeting and April 21, 2020 Common Council Organizational meeting. Motion by Reekie, seconded by Kohl, to approve the minutes of the April 13, 2020 Common Council meeting and April 21, 2020 Common Council Organizational meeting. Motion carried 7-0.
5. Mayor's Business:
 - A. Consideration of candidates for District 2 Alderperson vacancy

Dennis Beres stated he is familiar with many of the City development issues, and thinks he would be able make a quick start. He spent 15 years on the local school board, and is involved with the business community and other civic groups. He does not intend to run for this office at the end of the term. He feels the Sugar Creek Elementary School project affords the Council a great opportunity to shape the community. It is important to have a balance between new residential offerings and a park area. He is not in favor of a swimming pool being part of the project. He would like to see common sense used, and a lot of community input throughout the project. He believes the Council can help to bring viable businesses to the City to fill existing spaces, as well as promote new construction. He also believes the lines of communication should stay open between businesses and city hall.

Charlie Ryan stated he worked in a broad range of social services positions around the world for approximately 20 years. He feels highly invested in the community and its continued success. He has experience working with community groups, businesses, and all levels of government. For Verona, he would like to see a more vibrant downtown area, more affordable housing options, and a stronger sense of safety and security for Verona residents. He believes the people working in local businesses should be able to afford to live in the community, as well. He also feels it

is important to work with developers and work groups to provide a wide range of housing options, including 3-bedroom multi-family units. Charlie recently prepared a survey of Verona residents using the “Next Door” application, and received approximately 140 responses.

B. Arbor Day Proclamation

Mayor Diaz read the 2020 Arbor Day Proclamation and declared April 27, 2020 as Arbor Day in the City of Verona.

C. Council member committee appointments

Mayor Diaz recommended the following Council member committee and commission appointments:

Economic Development Commission:

Chad Kemp – Finance Committee Chair – 1 year term expiring May 2021

Parks, Recreation & Forestry Commission:

Charlotte Jerney – 1 year term expiring May 2021

Heather Reekie – 1 year term expiring May 2021

Cemetery Board:

Evan Touchett – Public Works/Sewer and Water Committee Chair – 1 year term expiring May 2021

Brian Lamers – Finance Director – 1 year term expiring May 2021

David Walker – Parks Director – 1 year term expiring May 2021

Tourism Commission:

Charlotte Jerney – 1 year term expiring May 2021

City/Town Joint Planning Committee:

Katie Kohl – completing the 2 year term vacated by Sarah Gaskell expiring May 2021

Motion by Touchett, seconded by Kohl, to approve the Council member committee and commission appointments as recommended by Mayor Diaz. Motion carried 7-0.

D. Citizen member committee appointments

Mayor Diaz recommended the following citizen committee and commission appointments:

Community Development Authority:

Brett Polglaze – 4 year term expiring May 2024

Economic Development Commission:

Sean Cleary – 1 year term expiring May 2021

Fitch-Rona EMS District:

Gregg Miller – 2 year term expiring May 2022

Parks, Recreation & Forestry Commission:

Tyler Powers, Chair – 1 year term expiring May 2021

Plan Commission:

Tyler Powers – 1 year term expiring May 2021
Mike Hankard – 3 year term expiring May 2023

Police and Fire Commission:

Melissa Helgesen – 5 year term expiring 2025

Zoning Board of Appeals:

Brett Petta – 3 year term expiring May 2023

Cemetery Board:

Art Cresson – 3 year term expiring May 2023

Tourism Commission:

Charlie Eggen (Hotel Rep) – 1 year term expiring May 2021
Jason Hunt (Citizen), Chair – 1 year term expiring May 2021
Sara Hoechst (Citizen) – 1 year term expiring May 2021
Patricia Wehrley (Citizen) – 1 year term expiring May 2021

Additional appointments for vacant seats will be made at a later date.

Motion by Touchett, seconded by Kemp, to approve the citizen member committee and commission appointments as recommended by Mayor Diaz. Motion carried 7-0.

6. Announcements:

- Clark reported that the Board of Review will meet to adjourn on May 11, 2020 before the regular Common Council meeting.

7. Administrator’s Report:

- The Verona Public Library has started curbside pickup.
- The City’s revaluation is ongoing. This is an exterior inspection only.
- Sugar Creek Elementary School RFPs were due today. Six proposals were received. Diaz asked Sayre to clarify why the City is doing this revaluation now.

Sayre replied the homes in the City are currently assessed at approximately 81% of fair market value, which is below the threshold set by the state. This process was started well before COVID-19, and since then, assessors were exempted from the Safer at Home order by the Governor as an essential service. It would cost the City a great deal of money, should we start this process over. In addition, if we do not have the revaluation done on our own, the state will have it done, and will charge us.

8. Engineer’s Report:

- Well 6 Pumping Station Construction: The well and pump equipment have been installed an interior mechanical piping is being installed now. The interior is being prepared for painting the week of April 27th. Due to COVID-19 protocols, the Final Completion date will be pushed to August 31st.
- Verona Area High School Construction Traffic Improvements: Inside lanes are closed for a few weeks; then lane closures will be shifted to the outside lanes. West End Circle traffic will remain in the current location, with asphalt paving planned for the

week of May 4th, and traffic switched to stage 2 location after paving. Road base placement has begun on Wildcat Way, and curb and gutter placement is planned in the upcoming weeks. Work on the Military Ridge State Trail is complete and the trail is open.

- CTH PD Construction – Woods Road to CTH M: Road work has resumed. During the first half of May, the contractor is scheduled to pave the binder lift of the future east bound lanes and install the temporary traffic control items and paint.
- Liberty Park Phase 4 Construction: Storm sewer on Ambition Street has been installed, and the contractor has shifted to street grading on the Liberty Drive extension and Ambition Street. Work on Whalen Road will follow.

9. Committee Reports

A. Plan Commission

- (1) Discussion and Possible Action Re: PUBLIC HEARING on petition/Resolution No. R-20-012 to vacate and discontinue portions of Northern Lights Road and Cross Country Road. Motion by Touchett, seconded by Kohl, to open the public hearing at 7:52 p.m. Motion carried 7-0.

Sayre stated no written comments or requests to be heard at tonight's public hearing were received from the public.

Motion by Touchett, seconded by Kemp, to close the public hearing at 7:53 p.m. Motion carried 7-0.

Sayre explained a public hearing is required when a roadway is discontinued. The Common Council approved introducing this Resolution at the March 9, 2020 Common Council meeting. The Resolution is to discontinue portions of Northern Lights Road and Cross Country Road as part of the Epic 2 Plat. Notice of the discontinuance was provided to adjacent property owners. No comments from the public regarding the discontinuance have been received.

- (2) Discussion and Possible Action Re: Resolution No. R-20-012 discontinuing portions of Northern Lights Road and Cross Country Road pursuant to Wis. Stat. §66.1003. Motion by Kohl, seconded by Cronin, to approve Resolution No. R-20-012 discontinuing portions of Northern Lights Road and Cross Country Road pursuant to Wis. Stat. §66.1003. On roll call: Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Aye. Motion carried 7-0.

- (3) Discussion and Possible Action Re: Quit claim between the City of Verona and Epic Systems Corporation. Motion by Kohl, seconded by Reekie, to approve a quit claim between the City of Verona and Epic Systems Corporation. The quit claim deed will transfer land between the City of Verona and Epic Systems Corporation, and will clean up any property line discrepancies prior to Epic recording the new plat for their property. On roll call: Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye. Motion carried 7-0.

(4) Discussion and Possible Action Re: Resolution No. R-20-016 approving a lease agreement between the City of Verona and Epic Systems Corporation. Motion by Kohl, seconded by Reekie, to approve a lease agreement between the City of Verona and Epic Systems Corporation, subject to final review by the City Administrator and City Attorney. This lease relates to the existing parking ramp tunnels in Northern Lights Road. The lease establishes the terms, conditions and expectations for the use and maintenance of these areas that are located within road right-of-way. On roll call: Alder Reekie – Aye; Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye. Motion carried 7-0.

10. New Business

A. Discussion and Possible Action Re: Payment of bills. Motion by Kemp, seconded by Cronin, to pay the bills in the amount of \$692,519. 84. On roll call: Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye. Motion carried 7-0.

B. Discussion and Possible Action Re: Small Business COVID-19 Support Program. Sayre explained this program would provide \$1,000 to \$5,000 grants to eligible small businesses. The goal of the program is to provide funds to help local businesses survive the COVID-19 pandemic. The \$200,000 available for this program will utilize underutilized money from the City's Revolving Loan Fund. To be eligible for the grant program, businesses must meet the following criteria:

- Experienced substantial financial impact due to COVID-19.
- Existing for-profit business in the City of Verona has a bricks and mortar presence.
- Employ 25 or fewer full-time equivalent (FTE) positions.
- Established business for at least six (6) months (opened on or before September 15, 2019).
- Managed a profitable business operation in 2019.
- If a local franchisee, your small business does not have access to franchisor financial support.
- The Business is not delinquent as it relates to City of Verona property taxes, personal property taxes, fees, special assessments, etc.
- Less than \$1 million in revenue in 2019.
- Demonstrate at least a 25% reduction in revenues attributable to the COVID-19 pandemic.

Eligible expenses for the grant program include payroll, utility expenses, and lease/mortgage payments if the expense occurred March 1, 2020 or later. Ineligible expenses include construction related capital improvements; signage or advertising; past due leases, loan or utility payments; uniforms; other items of sufficient stock existing prior to the Governor's Safer at Home order. If approved, Staff will start taking applications immediately until May 5th. Grants will be awarded after May 5th and the grant amounts will be dependent on the number of applications and requests.

Comments from businesses include appreciation to the City for offering this grant program. There is concern on the part of businesses that relocated, and therefore were not profitable in 2019, as well as concern from a business that has been located in Verona for less than six months. Other comments include expanding the eligible expenses to include credit card payments for expenses incurred pre-COVID-19, and that the program will be limited to only certain businesses due to the criteria.

Council members were generally in favor of the grant program, and expressed a desire to help local businesses that are hurting due to COVID-19. Discussion followed regarding loosening the eligibility criteria to include businesses that have not been in Verona for at least six months or turned a profit in 2019; ensuring that any credit card bills paid with grant money are for business-related expenses only; requesting information from applicants regarding additional support money they may have received from other sources; extending the application deadline; waiting to see how many applications are received before possibly loosening eligibility criteria; being careful not to give out all the money at once, leaving nothing for a business that may need some help later; paring down grant amounts if more than \$200,000 in grant requests are received; and basing grants and/or loans on revenue levels.

Motion by Reekie, seconded by Kemp, to approve the Small Business COVID-19 Support Program as written.

Sayre stated amendments can be made to the motion.

Reekie requested changing the motion to delete the criteria that the business be established for at least six (6) months (opened on or before September 15, 2019), and that the applicant managed a profitable business operation in 2019.

Cronin asked to add, under Ineligible Expenses, that expenses incurred before March 1, 2020 are ineligible expenses; and add eligibility criteria regarding other financial support for which the applicant has applied or is in the process of receiving.

Sayre stated including the amount of other financial support the applicant may receive moves the burden of making a decision about where the threshold will lie in terms of how much additional support the applicant may be receiving.

Posey asked to add to the motion the criteria that the business was established by February 1, 2020. She would also like to change 2019 profitability from a criterion to a question as part of the application.

Touchett does not want to loosen the criteria too much at this time. He would like to leave the criteria as is until Staff sees how many businesses apply. If too many businesses find they are ineligible, we can loosen the criteria at that time.

Kemp believes the policy should be adopted as written.

Motion by Cronin, seconded by Kohl, to amend the motion on the floor to remove the applicant eligibility criterion that a business must have been established for at least six (6) months (opened on or before September 15, 2019). On roll call: Alder Reekie – Aye; Alder Touchett – No; Alder Cronin – Aye; Alder Jerney – Aye; Alder

Kemp – No; Alder Kohl – Aye; Alder Posey – No. Motion carried 4-3, with Alders Touchett, Kemp and Posey voting No.

Mayor Diaz asked for a roll call vote on the original motion made by Reekie, and seconded by Kemp, to approve the Small Business COVID-19 Support Program as written, with an amendment to remove the applicant eligibility criterion that a business must have been established for at least six (6) months (opened on or before September 15, 2019). On roll call: Alder Touchett – Aye; Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye. Motion carried 7-0.

- C. Discussion and Possible Action Re: Ordinance No. 20-965 creating Section 2-4-8(g) of the Code of Ordinances relating to the City of Verona Small Business COVID-19 Support Program. This Ordinance allows the City to adopt the City of Verona Small Business COVID-19 Support Program. Motion by Touchett, seconded by Posey, to approve Ordinance No. 20-965 creating Section 2-4-8(g) of the Code of Ordinances relating to the City of Verona Small Business COVID-19 Support Program. On roll call: Alder Cronin – Aye; Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Aye. Motion carried 7-0.

- D. Discussion and Possible Action Re: 2020 Fall elections.

Diaz stated we are not sure how long COVID-19 pandemic will continue and restrictions will be in place. He asked to discuss ways to reduce crowding at the polls, to encourage absentee voting, and to allow people to vote without concern for their health. He asked the Council for feedback regarding the possibility of mailing absentee ballot applications to the City's registered voters, as well as any other ideas they may have regarding creating a safe voting experience.

Touchett asked for a description of the current process for obtaining an absentee ballot, the percentage of people that voted absentee versus in person for the April 7, 2020 election, and how those percentages compare to previous elections.

Clark replied approximately 80% of voters voted absentee for the April 7, 2020 election. She stated that voting absentee is more expensive to the City because of the postage and Staff time involved. Sending out requests for absentee ballots to all registered voters is difficult because there will always be a number of people that have moved and not re-registered, so there will be a lot of returned mail. In addition, processing paper is time consuming and involves manual data entry, which can result in human error. It may be more advantageous to work hard to encourage people to request absentee ballots through the MyVote.com website, and to make it easier for people to do so, while still staying within the confines of state law. Approximately 5,200 people voted in total, with approximately 4,300 voting absentee. That comes to just over 80% voting absentee. Total voter turnout in April was approximately 200 fewer than the number that voted in the 2016 spring election.

Touchett stated this goes to show that most people know how to vote absentee. He believes it is important to train and remind people how to vote absentee, and to give

them as much opportunity to do so as possible to do so. Voting absentee seems like a safe way to vote, and will help keep the crowds down on Election Day. He is comfortable with the added expense of mailing out absentee ballots, but is not in favor of mailing absentee ballot request applications at this time.

Cronin asked if there are any State Statutes that prohibit us from holding an election entirely by mail.

Diaz replied he believes in-person voting on Election Day would be required.

Cronin asked if offering early in-person absentee voting will be offered again for those people that are unable to scan and upload their photo IDs.

Clark replied that can and will be offered, if restrictions are loosened or lifted. We have several election inspectors that are able to help with this.

Kohl asked if information regarding absentee voting can be included with the quarterly utility bills.

Clark replied this was discussed with the utility department prior to the April election, however, the last utility billing was not mailed until March 30th, making it too late to include absentee voting information with those bills. In addition, a newsletter is now included with utility bills.

Jerney asked that Staff continue to talk about this and increase public awareness as much as possible.

11. Adjournment:

Motion by Touchett, seconded by Kemp, to adjourn at 9:18 p.m. Motion carried 7-0.

Ellen Clark
City Clerk

Administrator Report for May 11, 2020

Upcoming Meetings/Events

- Joint Review Board Annual Meeting – May 13th
- CDA Meeting – May 18th
- Common Council Meeting – May 26th

COVID-19 Update

City Staff continues to monitor the guidance from the State to ensure closure and program adjustments occur as the COVID-19 situation continues to evolve. Staff continues to make preparations to be ready in case orders are changed or lifted to allow a quick response.

City-Wide Revaluation

The 2020 revaluation of all properties continues. Details of the revaluation process have been posted on the City's website: <https://www.ci.verona.wi.us/135/Assessor>

Sugar Creek School RFP

The City received six (6) proposals for the Sugar Creek School RFP. Proposals have been posted to the City's website and linked below. The Community Development Authority (CDA) will be reviewing proposals and interviewing developers at their May 18th meeting. The CDA will provide a recommendation on the proposals to the Common Council in the near future.

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

2020 Census update

The 2020 Census is underway. Paper copies of the questionnaire were sent to residences that have not filled out the questionnaire online or by phone. People can fill out the Census without their Census ID online, by phone, or mail in the paper questionnaire. The Senior Center has called members to remind them to fill out the questionnaire and Library Staff created a coloring sheet, too. As of May 5, 2020, Wisconsin has a 64.6% response rate compared to the National response rate of 56.6%. Verona has a 78% response rate and Waunakee has an 82% response rate.

Employee Work Anniversaries

The following employees have May work anniversaries:

- Mike Jacek – Assistant Building Inspector – 3 years
- Ronda Evenson – Circulation Supervisor – 24 years
- Mark Hurlbert –Public Works Maintenance – 6 years
- Theran Jacobson – Public Works Director – 4 years

CITY OF VERONA ENGINEER REPORT

for May 11, 2020

CONSTRUCTION PROJECTS

WELL 6 PUMPING STATION CONSTRUCTION

COVID protocols are still being followed by the Contractor and Subcontractors to minimize chances of more than one trade in the same area at the same time, which has slowed progress. Sidewalk around the building is scheduled to be poured within the next week. Electrical and communication services are installed to the building, and gas service is expected in the next week or two. Interior plumbing, electrical and HVAC are expected to be complete by mid-May. Interior painting is expected to be completed by the third week of May. Startup of the well is expected the first week of June. Asphalt paving is expected in late May to June depending on asphalt supply. The Wellhead Protection Plan has been prepared and is currently being reviewed by DNR for approval prior to the well being put into service.

VERONA AREA HIGH SCHOOL CONSTRUCTION – TRAFFIC IMPROVEMENTS

W. Verona Avenue outside lanes are closed through the project area with landscaping and electrical items planned to be completed. Surface asphalt paving on both EB and WB lanes is planned for late in the week of 5/11. Traffic will be shifted so both lanes are on the same side of the road (bi-directional) so each side of pavement can be placed. Once paving is complete, traffic will be placed back into the inside lanes (outside lanes closed).

West End Circle traffic was switched onto the new lower lift of asphalt in NB/EB lanes (Stage 1) and will remain for a month or so. Work is beginning to build the new SB/WB lanes (Stage 2), install the remaining utilities, and complete underground electrical items. After these items are complete, both lifts of asphalt will be placed on the SB/WB lanes and traffic will then be split (placed on their appropriate side) with lane closure to complete the remaining asphalt paving and restoration items.

Road base placement has been completed along Wildcat Way and Stewart Woods Road (new roads). Curb and gutter placement, prep and placement of Asphalt pavement, and sidewalk/restoration items will continue.

Work has also begun on Nine Mound Road, specifically:

- Traffic on Nine Mound Road, north of W. Verona Avenue, has been shifted to the east so that the new turn lane from SB Nine Mound Road to WB W. Verona Avenue and west half improvement of Nine Mound Road can be completed. After the west half is completed, traffic will be swapped and work on the east half will be completed.
- Traffic on Nine Mound Road, south of W. Verona Avenue remains in its current location with a west side shoulder closure and restricted parking through the work zone. Work will continue on the SB Nine Mound Road turn lane to the new Stewart Woods Road this week. A road closure to through-traffic is planned for the week of 5/18 and the remaining electrical, paving, and striping

items will be planned to be completed during the closure. Access to business will be maintained. After the closure, restoration will be completed.

Work on the side roads (Paoli Street / Nine Mound Road intersection, Wall Street, Legion Street, and Westridge Parkway) will continue with some shoulder closures or lane shifts.

Bridges and structure work, including railings, is complete. Some finishing items will be complete in the next two months.

Military Ridge State Trail closure is complete and work along the trail is complete. Work on each side of the trail will still be occurring but should not impact trail use.

CTH M CONSTRUCTION

The contractor is continuing the placement of colored and stamped concrete pavements in the roadway medians at various locations along CTH M, CTH PD, and Mid Town Road. The Contractor's crews are addressing various punch list activities, which are anticipated to occur throughout the project limits.

CTH PD CONSTRUCTION – WOODS ROAD TO CTH M

The new eastbound lanes are completed with landscaping remaining. Both eastbound and westbound traffic will be moved into the new eastbound lanes on Friday, May 8th. Work on the new westbound lanes will begin immediately following the traffic change and is expected to last a couple of months.

LIBERTY PARK PHASE 4 CONSTRUCTION

The extension of Liberty Drive and the new section of Ambition Street have base course in-place. There are a few underground utilities on the south side of Whalen Road that need to be adjusted (gas & telecommunication). Work may take a pause for a week or so and then start back up with the modification to Whalen Road.

FIREMAN'S PARK CONSTRUCTION

The earthwork contractor placed topsoil on disturbed areas of the basin on Bruce St. The basin next to the basketball courts is scheduled for final touch up in the next few days.

RAPID RECTANGULAR FLASHING BEACON PROJECT

The project will consist of the installation of RRFBs at four intersections within the City listed below:

- North Main Street and St. Andrews Church Driveway
- North Nine Mound Road and Edward Street
- South Nine Mound Road and Military Ridge State Trail
- Whalen Road and Military Ridge Drive

The project is anticipated to begin on or after June 1st and be completed by August 14th. This project may be accelerated due to schools being closed for the remainder of the year.

2020 ASPHALT REHABILITATION PROJECT

The project will consist of replacing the asphaltic surface on Northern Lights Road between Epic Staff Park A and Epic Staff Park B. The project is anticipated to begin on or after June 15th and be completed by July 3rd. This project may be accelerated due to the limited traffic due to the governor's stay at home order.

2020 CHIP SEAL PROJECT

The project consists of chip sealing streets in the Westridge Estates, Thompson Heights, and Cross Country Heights Subdivisions. The project is anticipated to begin on or after May 26th and be completed by June 30th.

NORTHERN LIGHTS ROAD UTILITY WORK

Northern Lights Road is back open and landscaping disturbed areas is remaining.

KETTLE CREEK NORTH PHASE 3

Start of construction has been pushed back to the week of May 11th.

MAJOR DESIGN PROJECTS

EAST SIDE INTERCEPTOR DESIGN

Design study report is finalized. Plan and profile sheets of the proposed interceptor have been reviewed by City staff. Easement documents are being draft to allow staff to engage in the acquisition process. Permits have been submitted to Wisconsin Department of Natural Resources and comments are being addressed by SHE. Coordination will begin in May with properties along the corridor.

LINCOLN STREET STORMWATER FACILITY DESIGN

Brown and Caldwell is coordinating with the permitting agencies on revised layouts and will begin to formalize the permit applications. The agencies have provided positive feedback on the layout and operations. Next steps are to begin detailed design and permit applications.

MEMORANDUM

To: Mayor and Council Members

From: Adam Sayre, City Administrator

Date: May 8, 2020

Re: Administrator's Memo – May 11, 2020 Common Council Meeting

Listed below is an explanation of items on the May 11, 2020 Common Council agenda:

FINANCE COMMITTEE

2. Discussion and Possible Action Re: Small Business COVID-19 Support Program Applications

The City created the Small Business COVID-19 Support Program on April 27th. The goal of the program was to provide \$1,000 to \$5,000 grants to eligible small businesses by using \$200,000 in underutilized dollars from the City's Revolving Loan Fund. The City received 71 applications by the May 5th deadline with a total of \$313,933 requested in grants. City Staff reviewed the applications on May 6th in conjunction with the Program criteria. Based on that review:

- 52 applications met the criteria
 - The requested dollar amount was \$245,133
- 19 applications failed to meet criteria for the following reasons:
 - Exceeded revenue requirement
 - Not profitable in 2019
 - Did not have a bricks and mortar presence
 - Non-profit
 - Homebased business

Staff recommends awarding 52 grants in the amount of \$1,000 to \$4,000 instead of the \$5,000 maximum. Staff recommends reducing the maximum grant award to \$4,000 to meet the funding allocation of the Common Council.

PLAN COMMISSION

1. Discussion and Possible Action Re: Resolution No. R-20-017 approving a certified survey map to create two (2) lots located at 421 South Nine Mound Road and 408 Venture Court

The proposed certified survey map would create two (2) lots from the existing two (2) lots and one (1) outlot. This would create one (1) lot fronting onto South Nine Mound Road and another lot fronting on Venture Court. The Plan Commission voted 7-0 to recommend approval at this meeting.

NEW BUSINESS

A. Discussion and Possible Action Re: Second amendment to lease agreement between the City of Verona and U.S. Cellular Operating Company, LLC for Country View water tower at 1252 Hemlock Drive

The proposed amendment will allow US Cellular to modify their equipment on the City water tower located at 1252 Hemlock Drive. The original lease with US Cellular allowed up to 12 antennas and 18 coax cables, with this modification US Cellular will have 9 antennas and 9 coax cables on the tower. The City Attorney and engineering consultant have reviewed the lease and drawings and have no concerns with the modifications. Staff recommends approval of the second amendment to a lease agreement located at 1252 Hemlock Drive.

B. Discussion and Possible Action Re: Agreement for City of Verona Fire Chief position

The Police and Fire Commission will be discussing and potentially appointing a candidate to the position of Fire Chief on May 11th. City staff has completed background and reference checks on the candidate and no issues have been identified. An employment agreement has been prepared and the candidate has indicated he is comfortable with the terms of the draft agreement.

C. Discussion and Possible Action Re: Appointment of District 2 Alderperson

Two (2) candidates, Dennis Beres and Charlie Ryan, made presentations to the Common Council on April 27th regarding their interest in the District 2 Alderperson vacancy. The Council has the ability to appoint either Dennis Beres or Charlie Ryan to fill the remainder of the current District 2 Alderperson term, vacated by Sarah Gaskell, which runs through April 20, 2021.



City of Verona Small Business COVID-19 Support Program

The City of Verona Small Business COVID-19 Support Program is available for small businesses experiencing financial difficulties as a result of the COVID-19 outbreak. Funds for this grant program are from the City's Revolving Loan Program. The goal of this grant program is to help local businesses survive the COVID-19 outbreak. This grant program will help business stay afloat during this pandemic and retain employees.

Currently, there is \$200,000 of available funds to support City of Verona small businesses with employment retention and to mitigate losses from the COVID-19 pandemic. Grant awards will range from \$1,000 to \$5,000 and will depend on the number of applicants.

Application Eligibility:

Program funds are limited and subject to change. Eligible applications are due **May 5th at 4:00 pm** to City Administrator Adam Sayre. Signed and completed applications can be dropped off at City Hall in the drop-box or can be emailed to adam.sayre@ci.verona.wi.us. The awarding of grants will occur after May 5th and the amount will be dependent on the number of applications and requests. This grant program is available to small businesses located in the City of Verona that meet all of the following criteria:

- Experienced substantial financial impact due to COVID-19.
- Existing for-profit business in the City of Verona has a bricks and mortar presence.
- Employ 25 or fewer full-time equivalent (FTE) positions.
- Managed a profitable business operation in 2019.
- If a local franchisee, your small business does not have access to franchisor financial support.
- The Business is not delinquent as it relates to City of Verona property taxes, personal property taxes, fees, special assessments, etc.
- Less than \$1 million in revenue in 2019.
- Demonstrate at least a 25% reduction in revenues attributable to the COVID-19 pandemic.

Eligible Expenses:

The following items are eligible for the grant program funds if the expense occurred March 1, 2020 or later:

- Payroll
- Utilities
- Lease/Mortgage payments

Ineligible Expenses:

The following items are not eligible for the grant program funds:

- Construction related capital improvements
- Signage or advertising
- Past due leases, loan or utility payments
- Uniforms
- Other items of which sufficient stock existing prior to the Governor's Safer at Home Order and was not impacted by the revenue shortage such as dry goods, equipment, or utensils.

Small Business COVID-19 Support Program

Business Name: _____

Business Address: _____

In order to participate in the Emergency COVID-19 Small Business Support Program ("Program") and receive grant funds, the City of Verona ("City") requires that you ("Business") certify the following items below:

- You own or are authorized to represent the small business named above.
- Your small business has experienced substantial financial impact due to COVID-19.
- Your existing for-profit business in the City of Verona has a bricks and mortar presence.
- Your small business employs 25 or fewer full-time equivalent (FTE) positions.
- Your small business was a profitable business operation in 2019
- If a local franchisee, your small business does not have access to franchisor financial support.
- The Business is not delinquent as it relates to City of Verona property taxes, personal property taxes, fees, special assessments, etc.
- Your Business had less than \$1 million in revenue in 2019.
- Your Business can demonstrate at least a 25% reduction in revenues attributable to the COVID-19 pandemic.

A materially false statement willfully or fraudulently made in connection with this affirmation shall result in rendering the submitting company ineligible with respect to the program, and, in addition, may subject the person making the false statement to criminal charges.

Notwithstanding any other rights of the City under other sections of this Affirmation or applicable law, if the Business violates any of the terms, covenants, or provisions of the Affirmation, or if any representation or warranty made by the Business in this Affirmation or in any document or application submitted in connection with this Affirmation or the Program shall prove false or misleading, or if, in the sole judgment of the City, the conduct of the Business is such that the interests of the City have been or are likely to be impaired or prejudiced, the City shall thereupon have the right to (1) terminate any funding or withhold payments due to the Business under the Program and/or (2) demand and obtain the return of payments already made to the extent of damages the City may have already suffered due to a breach by the Business. Any such action by the City shall not give rise to any claim for damages against the City.

I _____, (name of business owner) hereby certify, represent, and covenant to and with the City as of the date of this affirmation the

following:

1. My business, _____
(the "Business"), has a customer storefront in the City of Verona, employs _____ full-time equivalent positions, and the information contained herein is, to the best of my knowledge, information and belief, accurate and complete.
2. The Business has experienced a significant decline in revenues due to the impacts of COVID-19 and the Business will use Program funds to cover existing business expenses impacted by COVID-19.
3. The Business operated at a profit in 2019.
4. The Business will comply with all laws and rules applicable to the program, including city, state and federal laws. This certification shall be deemed executed in the City of Verona, State of Wisconsin, and shall be governed and construed in accordance with the laws of the State of Wisconsin and the laws of the United States.
5. The Business is not delinquent as it relates to City of Verona property taxes, personal property taxes, fees, special assessments, etc.
6. Your Business had less than \$1 million in revenue in 2019.
7. Your Business can demonstrate at least a 25% reduction in revenues attributable to the COVID-19 pandemic.
8. I am authorized to complete and submit this certification on behalf of the Business. I verify that the statements and information contained herein are true and correct and that the Business has not misrepresented its eligibility for the City of Verona Emergency COVID-19 Small Business Support Program.
9. Willful or fraudulent submission of a materially false statement in connection with this certification may result in the Business being ineligible for the Program reimbursements and may subject the Business or the person making false statements to criminal charges.

By signing below, I certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from benefits.

Business Owner Name (Please Print)

Business Owner Signature

Date

Pass

Business Name	Business Address	Request	Award	FT	PT	Laid off	Furlough	Working	Sales Decline
THE SOWS EAR	125 S MAIN STREET	\$ 2,000	\$ 2,000	4	12	12			
IT'S TIME GRILL AND PUB	608 W VERONA AVENUE	\$ 5,000	\$ 4,000	8	11	19			Lost \$195,516
ADEPT FITNESS LLC (DBA CROSSFIT ADEPT)	1155 CLARITY STREET #201	\$ 5,000	\$ 4,000		8			8	Lost \$1,500 1 mo.
Branded Image, LLC	211 E. Verona Avenue	\$ 5,000	\$ 4,000	2	1			3	97%
Urban Etta, LLC	1105 Laser Street #102	\$ 5,000	\$ 4,000	1		1			100%
Mr Brews Taphouse-Verona	611 Hometown Circle #104	\$ 5,000	\$ 4,000	4	8 to 12	12		6	
Matthew Hostetler DDS	161 Horizon Drive #103 C	\$ 5,000	\$ 4,000	5		5			100%
Darkside Salon	210 E. Verona Avenue	\$ 5,000	\$ 4,000	1		1			100%
Vital Signs Inc.	245 Horizon Dr.	\$ 5,000	\$ 4,000	4	1			5	
Complete Auto Glass	650 S. Nine Mound Road	\$ 5,000	\$ 4,000	5	2			7	30%
Essentials Salon	215 S. Main Street	\$ 4,600	\$ 4,000	1			1		100%
Just for you	217 S. Main Street	\$ 5,000	\$ 4,000	1		1			100%
Suite Life Salons & Design of the Times, LLC	1055 North Edge Trail	\$ 3,000	\$ 3,000	8		8			100%
SBR Endurance Performance Center	507 Bruce Street #102	\$ 2,000	\$ 2,000	1	4		4	1	50%
GYM 608	807 Liberty Drive #109	\$ 4,600	\$ 4,000	1				1	75%
E3 Coaching Madison	1155 CLARITY STREET #210	\$ 5,000	\$ 4,000	1		1			100%
Hop Haus Brewing Company	231 S. Main Street	\$ 5,000	\$ 4,000	2	7				65%
Wisco Green, LLC	602 W. Verona Avenue	\$ 1,770	\$ 1,770		3		3	0	
JNJ Craftworks	1051 North Edge Trail	\$ 5,000	\$ 4,000	1				1	90%
Icki Sticki	103 S. Main Street	\$ 4,000	\$ 4,000	2	5	7			75%
Rooted Cutlure Salon (Inception Salon LLC)	957 Liberty Drive	\$ 5,000	\$ 4,000	15	2		17	0	
Big Apple Early Learning Academy	200 Keenan Court	\$ 5,000	\$ 4,000	12	1			13	75%
Ideal Printing, LLC	400 S. Nine Mound Rd.	\$ 5,000	\$ 4,000	5		3		2	50%
Schultz Vending LLC	535 Half Mile Road	\$ 5,000	\$ 4,000	4	3	4			60%
The Purple Goose	101 N. Main Street	\$ 4,000	\$ 4,000		8			8	50%
Ballet U, LLC	411 Prairie Heights Dr. #105	\$ 2,000	\$ 2,000		5			5	
Hometown Preschool	120 Enterprise Drive	\$ 2,500	\$ 2,500	15	4	11		8	82%
Plumbing and Glass Service, Inc.	221 S. Main Street	\$ 5,000	\$ 4,000	3				3	
Hensel Woodworks, LLC	465 Investment Ct.	\$ 5,000	\$ 4,000	2				2	50%
The Locksmiths LLC	104 N. Franklin Street	\$ 5,000	\$ 4,000						75%
Surroundings Events & Floral	1001 Solar Court	\$ 5,000	\$ 4,000	2	5	7			99.80%
Verona Chiropractic	413 W. Verona Avenue	\$ 2,200	\$ 2,200	2	1			3	25.80%
Postal Connections	200 E. Verona Avenue	\$ 5,000	\$ 4,000	3				3	45%

Pass

Business Name	Business Address	Request	Award	FT	PT	Laid off	Furlough	Working	Sales Decline
Karate America Verona	535 Half Mile Road	\$ 5,000	\$ 4,000	1	12	12		0	100%
Capital Gymnastics	310 Locust Drive	\$ 5,463	\$ 4,000	1	13	7		6	88%
AJ's Pizza	300 S. Main Street	\$ 5,000	\$ 4,000	2	12	5		9	
Tuvalu Coffeeshouse and Gallery	300 S. Main Street	\$ 5,000	\$ 4,000	2	12	14		0	84%
Abacus Consulting, Inc.	212 E. Verona Ave.	\$ 5,000	\$ 4,000	3	1			4	
S & S Sports LLC dba Sports Enhancement Acad	411 Prairie Heights Dr.	\$ 5,000	\$ 4,000	2	1			3	90%
RC Detailing & Custom Accessories	408 S. Nine Mound Rd.	\$ 5,000	\$ 4,000		4	2		2	
Unwin Chiropractic and Wellness Center	102 N. Franklin St.	\$ 4,500	\$ 4,000	3				3	50%
Avanti Italian Restaurant	119 S. Main Street	\$ 5,000	\$ 4,000	3	14	17		0	100%
Reinen-Beyler Chiropractic	115 Enterprise Dr.	\$ 5,000	\$ 4,000	2	2		1	3	50%
Blake Ventures, LLC, DBA Burn Fitness 24/7	1025 N. Edge Trail	\$ 18,000	\$ 4,000	1		1		0	54%
Blooms by Brandi	205 S. Main Street	\$ 5,000	\$ 4,000	2	4	6		0	
Hometown Pilates LLC	535 Half Mile Road	\$ 2,500	\$ 2,500		1	1		0	
Stellar Rehabilitation, LLC	1049 N. Edge Trail	\$ 5,000	\$ 4,000	7	3			10	>50%
Verona Wellness Center, LLC	301 E. Verona Ave.	\$ 2,000	\$ 2,000	1		1		0	100%
Holistic Healing Pagoda, LLC	303 S. Jefferson St.	\$ 5,000	\$ 4,000	1				1	
Aspire Therapy and Development Services	411 Prairie Heights Dr.	\$ 5,000	\$ 4,000	4	11	15		?	80% - 100%
Smoke-Out Cleaners, LTD	535 Half Mile Road #2	\$ 5,000	\$ 4,000	7	2			9	
Busch's Signs and Designs Inc.	225 Bruce Street	\$ 5,000	\$ 4,000	1	1	1		1	

\$ 245,133 \$ 191,970

Fail

Business Name	Business Address	Grant Request	FT	PT	Laid off	Furlough	Working	Sales Decline
Seventeenth Radish	201 E. Verona Avenue	\$ 3,300	1	3		3	1	100%
Verona Family Dental	271 S. Main Street	\$ 5,000	8		8			100%
File & Style Nail Salon, LLC	110 Enterprise Dr. #105	\$ 1,500	1		1			100%
Shear Excellence by Kassie, LLC	110 Enterprise Dr. #105	\$ 5,000	1		1			100%
Sue's Mane Debut	118 N. Franklin Street	\$ 5,000	1		1			100%
Allura Nail Boutique, LLC	118 N. Franklin Street	\$ 1,000	1		1			100%
Inner Strength Physical Therapy, LLC	807 Liberty Drive #109	\$ 1,000	1		1			100%
Kona Ice of Madison	296 Investment Court	\$ 5,000	1	1			2	
Storm Guard Roofing & Construction	137 Enterprise Drive	\$ 5,000	6				6	40%
Expressions by Michele	118 N. Franklin Street	\$ 3,500	1		1			100%
Kinneyz Chair Hometown Salon	110 Enterprise Dr. #105	\$ 5,000	14			14		100%
Bellarina LLC	118 N. Franklin Street	\$ 1,500	1		1		0	100%
Pampered and Polished by Sue, LLC	118 N. Franklin Street	\$ 1,500	1		1		0	100%
Ice Inc: Verona Ice Arena	451 E. Verona Ave.	\$ 5,000	2	10	14		3	100%
The Shear Pair by Eileen	118 N. Franklin Street	\$ 1,500		1	1		0	100%
Fisher King Winery	1105 Laser Street	\$ 5,000	2	10	10		?	78%
Performance Sports Group	335 Glacier Ridge Trail	\$ 5,000	2	11	13		0	
X-Pressions by Peggy	118 N. Franklin Street	\$ 4,000	1		1		0	
Wisconsin Brewing Company	1079 American Way	\$ 5,000	20		?		?	

\$ 68,800

**CITY OF VERONA
RESOLUTION NO. R-20-017**

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP TO
CREATE TWO (2) LOTS LOCATED AT 421 SOUTH NINE MOUND ROAD AND
408 VENTURE COURT**

WHEREAS, the owner of the proposed lots is proposing to create two (2) lots at 421 South Nine Mound Road and 408 Venture Court; and

WHEREAS, it is in the public interest to create the lots; and

WHEREAS, the applicant is proposing to create the lots via a certified survey map; and

WHEREAS, the proposed lots will meet all applicable State requirements, setback requirements, and lot area and width requirements; and

NOW, THEREFORE, BE IT RESOLVED, that a certified survey map be approved to create two (2) lots at 421 South Nine Mound Road and 408 Venture Court.

Passed, signed and dated this 11th day of May, 2020.

CITY OF VERONA

SEAL

Luke Diaz, Mayor

Ellen Clark, City Clerk

Planning Report

City of Verona

Plan Commission 5-4-2020

Zander Solutions

Site Plan and Certified Survey Map

Summary: The Applicant has submitted a request to construct a 6,600 square foot building and to create two (2) lots through a certified survey map. This project requires a site plan approval and a certified survey map.

Property Location: 421 S. Nine Mound Rd. and 408 Venture Court

Property Owner: A to Z Real Estate, LLC
421 S. Nine Mound Rd.
Verona, WI 53593

Applicant: Zander Solutions
Frank Acker
421 S. Nine Mound Rd.
Verona, WI 53593

Existing Zoning: Urban Industrial (UI)
Existing Land Use: Office, storage, parking, and vacant lot
Proposed Land Use: Office, storage, and parking

Figure 1 – Location Map



Site Description:

The Applicant is requesting a site plan review (“Application”) to construct a 6,600 square foot building fronting onto Venture Court and a 1,800 square foot storage building located at 421 South Nine Mound Road (“Property”), which is zoned Urban Industrial (UI). The Applicant proposes to create two (2) lots from the existing two (2) lots and one (1) outlot that they will own through the certified survey map (CSM) process. The Property contains an existing office building, a garage, and various storage sheds, which will all remain in one (1) proposed lot. Land uses surrounding the Property include industrial and business uses.

Background:

In November of 2015, a conditional use permit and site plan were approved for outdoor storage and to construct a parking lot for employee and company vehicles.

Approximately 7,600 square feet of area outside was designated for outdoor storage of construction materials. As part of the conditions of approval, gas and diesel tanks shall be double walled tanks as they are within the Well Head Protection Area.

In February of 2020, the Plan Commission reviewed an initial plan, which contained building rendering that were in black and white. Comments included ownership of the proposed lots and tenants in the new building located on Venture Court.

Planning Review:

Bulk Requirements:

The following requirements are for the proposed building fronting on Venture Court on Lot 2, which exceed the minimum requirements for the UI zoning district.

Setback/Code Requirements	Proposed (ft.)	Code (ft.)	Compliance
Front	71	25	Yes
Rear	34	20	Yes
Side	53	10 or 0	Yes
Min. Paved Surface Setback:			
From Side or rear	10 (side)	5	
From Street (Venture Ct.)	22	10	Yes
Max. Building Height	19	45	Yes

Access/Parking:

Access to the site will continue from South Nine Mound Road and Venture Court.

The Applicant has provided approximately ten (10) new surface parking spaces in front of the building on Venture Court. The existing parking spaces will remain on the Property as will the parallel parking spaces from Venture Court. The Applicant’s narrative for the initial review stated, “... we will draft cross-access easements and cross-access drainage easements to preserve access and drainage between the created lots”. The proposed building is approximately 6,600 square feet and will have

Zander Solutions
Site Plan and CSM

the same use. In 2015, there were forty (40) existing parking spaces and the Applicant was approved to add thirty-two (32) parking spaces for a total of seventy-two (72). The UI zoning district requires one (1) parking space for the largest work shift, which is met.

As part of the CSM, the Applicant has supplied a cross access easement exhibit. Staff does not foresee any parking issues for the proposed two (2) properties pending the shared cross-access easement agreements are completed.

Drainage/Stormwater:

Stormwater management details are under review and a cross drainage and stormwater management easement agreement is part of the Application. Staff has no concerns at this time.

Design:

The Applicant is proposing a nineteen (19)-foot tall Granite Grey color metal building with faux stone accent columns and windows for the façade facing Venture Court as depicted in Figure 2. The faux stone accent columns will be a similar color to the Coating Place, Inc. building stone colors, which are enlarged in Figure 2. The awnings for the doors and the band located at the top of the building will be Imperial Blue, which is similar to the building to the east (400 Venture Court). The north facing side of the building will have three garage doors and does not include accent columns due to spacing. The dumpster is located in the northwest area of the drive aisle. The seven (7)-foot trash enclosure will contain chain link fences with vinyl slats. Staff is supportive of the overall design of the building but recommends the chain-link dumpster enclosure be changed to a concrete masonry unit (CMU) or similar material enclosure.

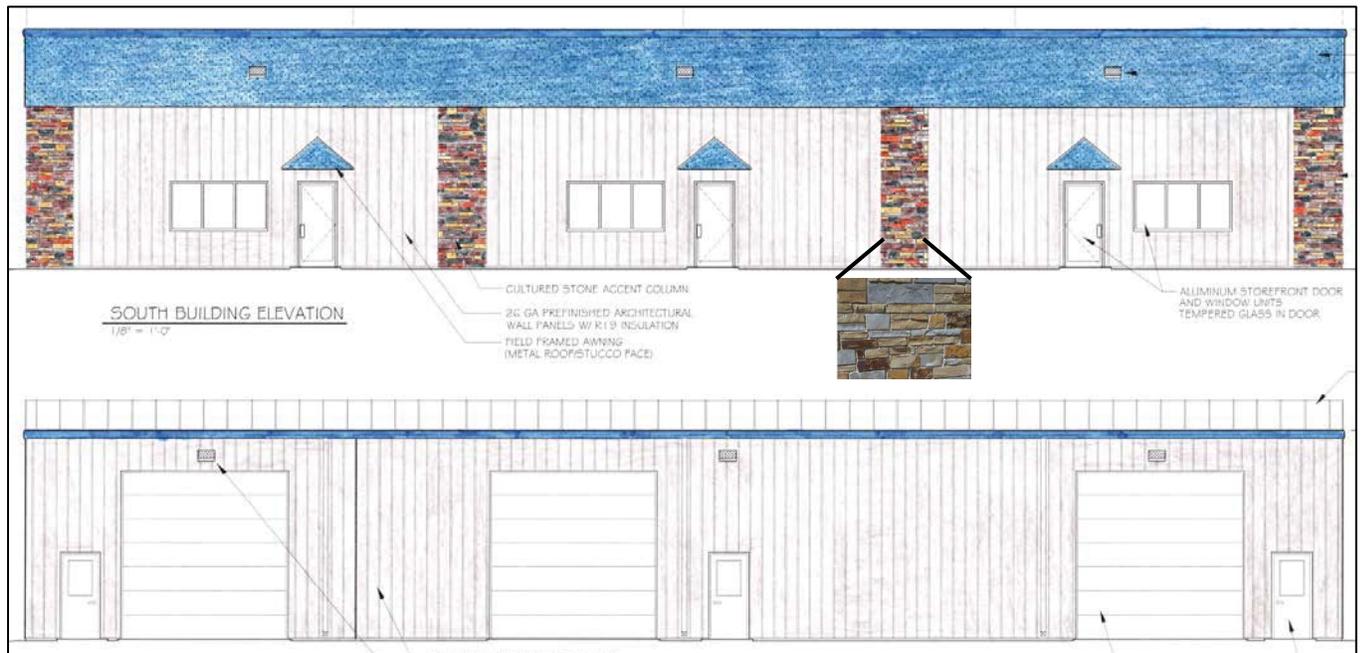


Figure 2 - Building rendering

Landscaping and Lighting:

A detailed landscaping plan was included in the submittal. The Applicant is proposing a Common Hackberry and Thornless Hawthorn to front onto Venture Court. River Birch are located near the bioretention area and various deciduous and evergreen shrubs surround the building. The Zoning Ordinance requires the Applicant to meet a minimum landscaping point requirement of 230 points, which they exceeded with a total of 234 landscaping points.

A photometric plan was not needed as part of this Application. The Applicant is proposing six (6) bronze wall mounted full cut-off LED fixtures located above the exterior doors as depicted in Figure 3. The Applicant is not proposing any additional lighting for the parking areas. The lighting is acceptable for the Property.



Figure 3 - Light fixture

Lot 1 storage building:

The Applicant is proposing a 1,800 square foot storage building that will be similar in design to the existing open storage building. This building will be located south of the corner of the existing open storage building depicted by the red circle in Figure 4. There is a need for this building as equipment is currently scattered throughout the rear yard. The Application did not focus on this building, but it is shown on the site plan. Staff is supportive of the additional building mirroring the existing open storage building.



Figure 4 - Existing open storage building

Certified Survey Map (CSM):

The Applicant currently owns two (2) lots and one (1) outlot that are bound at either end by South Nine Mound Road and Venture Court. The proposed CSM will create two (2) lots. Lot 1 (2.600 acres) will contain the existing Zander Solutions office building with various storage sheds and a garage located at 421 South Nine Mound Road. Lot 2 (0.906 acres) will contain the proposed building, which is under site plan review, located at 408 Venture Court. As part of the CSM review, the Applicant has submitted exhibits illustrating a cross access easement and cross drainage and stormwater management easement. Both lots of the proposed CSM meet the minimum lot size and dimensional

standards of the Zoning Ordinance. Staff has no concerns with the proposed land division.

Staff Comments:

In general, Staff is supportive of a second building on its own parcel and a storage building on the existing lot. The proposed building will fill an existing void along Venture Court.

Recommendation:

Staff recommends the Plan Commission action:

1. Approve the site plan that would allow for the construction of a 6,600 square foot building on Venture Court and a 1,800 square foot storage building.
2. Recommend the Common Council approve the certified survey map to create two (2) lots with one (1) at 421 South Nine Mound Road and one (1) at 408 Venture Court.

Prepared by: Katherine Holt *KH*
Community Development Specialist

Submitted by: Adam Sayre, AICP *AS*
City Administrator



April 22, 2020

City of Verona
Attn: Mr. Adam Sayre, City Administrator
111 Lincoln Street
Verona, WI 53593

Re: Zander Solutions – Site Expansion
Updated Site Plan Review

Dear Mr. Sayre,

On behalf of the property owner, A to Z Real Estate, LLC, we are submitting revised plans for the building expansion for Zander Solutions to reflect comments received from the City Planning Department and the City Engineer. Enclosed with this letter are the following updated items:

- 6 copies of Site, Grading, Utility, and Landscaping Plans
- 6 copies of Elevation Drawings
- 6 copies of Cross Access Easement and Cross Drainage and Stormwater Management Easement Exhibits
- 6 copies of the draft CSM
- 1 electronic copy of the Stormwater Management Report

Where the plans have been updated we have included a revision date on the document.

We will forward a list of the comments provided and how they have been addressed under separate cover.

We are requesting your review and comments for the site expansion submittal. Should you have any questions please feel free to contact me.

Sincerely,



Timothy L. Schleeper, PE

Enclosure: Application, Plans, CSM

cc: Frank Acker, A to Z Real Estate, LLC



April 2, 2020

City of Verona
Attn: Mr. Adam Sayre, City Administrator
111 Lincoln Street
Verona, WI 53593

Re: Zander Solutions – Site Expansion
Site Plan Review

Dear Mr. Sayre,

On behalf of the property owner, A to Z Real Estate, LLC, we are submitting plans for the building expansion for Zander Solutions. Enclosed with this letter are the following items:

- One “Plan Commission Application”
- 6 copies of Site, Grading, Utility, and Landscaping Plans
- 6 copies of Elevation Drawings
- 6 copies of Cross Access Easement and Cross Drainage and Stormwater Management Easement Exhibits
- 6 copies of the draft CSM

The property owner intends to construct a new building to house additional business enterprises and activities related to Zander Solutions. The building fronts Venture Court and is accessed by using the existing driveway that is constructed on Venture Court. Asphalt parking will be installed in the front of the building with an area for accessing overhead doors in the rear of the building. As part of this project, an additional open storage building is proposed for inventory storage. This building will be part of the Nine Mound Road parcel. Specific aspects of the project are discussed below.

Certified Survey Map: The existing property is composed of three separate land parcels. We have provided a two lot CSM over the existing properties to consolidate the parcels. One parcel fronts Nine Mound Road and includes the existing Zander Solutions office building, the existing open storage building, the new open storage building, and the existing enclosed storage building along the east side of the property. The second parcel fronts Venture Court and contains the new building and expanded stormwater facility. As part of this work we have drafted cross-access easements and cross-drainage easements to preserve access and drainage between the created lots.

Stormwater Management: In 2015 the existing parking lot was expanded and the open storage building was added to the site. As part of that work, a bioretention basin was constructed to address the increased amount of impervious surface. With this project we have updated the stormwater management plan and the project will expand the bioretention area as required to meet current stormwater regulations. The Stormwater Management Report for the site will be provided electronically for review.

April 2, 2020

Page 2 of 2

Landscaping and Lighting: A landscape plan is included which shows how the site will meet the City standards for this type of development. Point totals for foundation plantings and screening are shown. The owner intends to use wall pack lights on the front and back of the proposed building to provide site lighting. The locations of these lights are depicted on the building elevations provided.

We are requesting your review and comments for the site expansion submittal. Should you have any questions please feel free to contact me.

Sincerely,

Handwritten signature of Timothy L. Schleeper in black ink.

Timothy L. Schleeper, PE

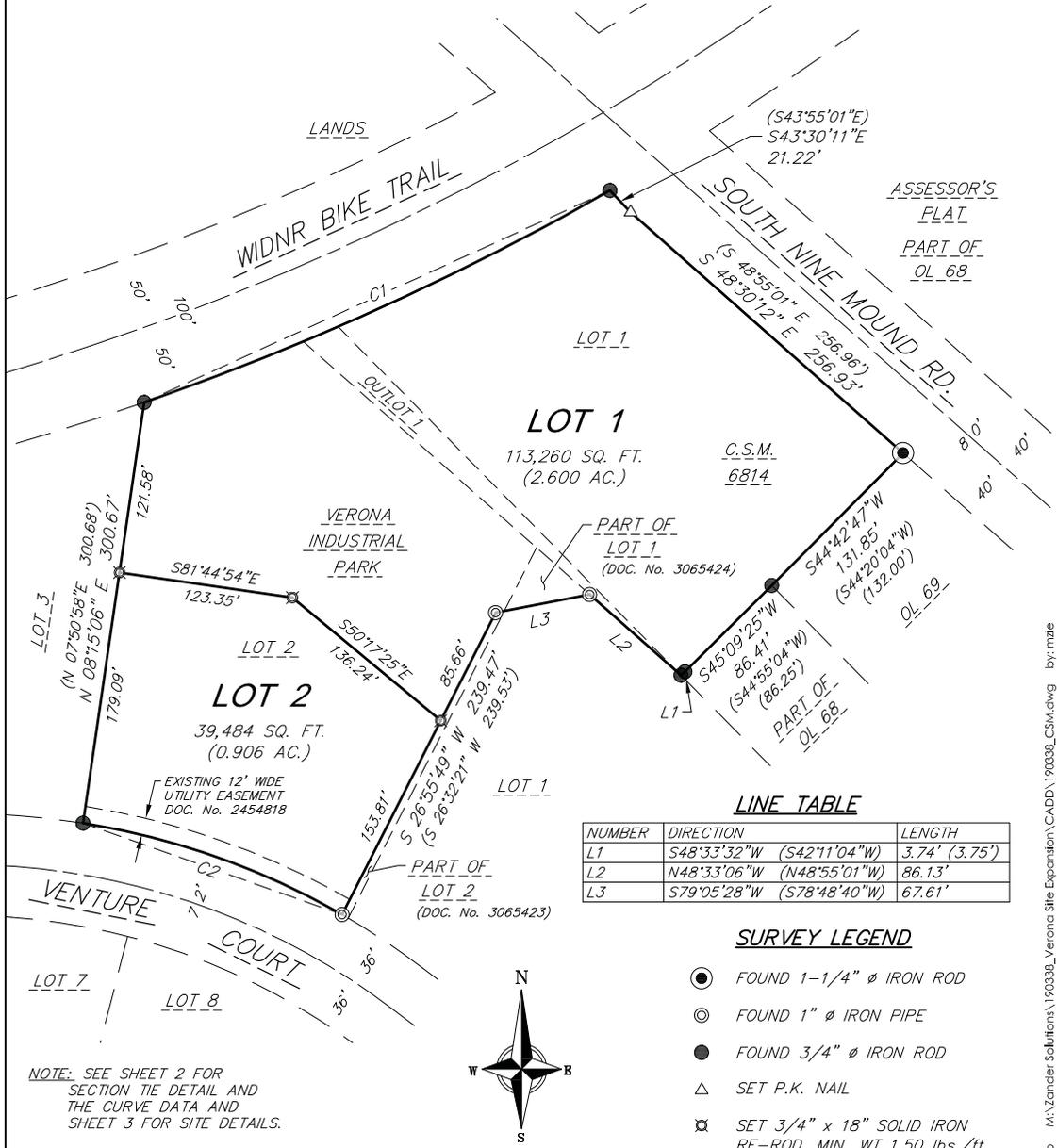
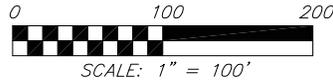
Enclosure: Application, Plans, CSM

cc: Frank Acker, A to Z Real Estate, LLC

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CERTIFIED SURVEY MAP No.

PART OF LOT 1 AND LOT 2 AND ALL OF OUTLOT 1, VERONA INDUSTRIAL PARK, AS RECORDED IN VOLUME 56-151B OF PLATS, ON PAGES 453-454, AS DOCUMENT NUMBER 2454818 AND ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 6814, AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS, ON PAGES 36-37, AS DOCUMENT NUMBER 2374030, DANE COUNTY REGISTRY AND ALL LOCATED IN THE NW 1/4, NE 1/4, SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22, TOWNSHIP 06 NORTH, RANGE 08 EAST, CITY OF VERONA, DANE COUNTY, WISCONSIN.



LINE TABLE

NUMBER	DIRECTION	LENGTH
L1	S48°33'32"W (S42°11'04"W)	3.74' (3.75')
L2	N48°33'06"W (N48°55'01"W)	86.13'
L3	S79°05'28"W (S78°48'40"W)	67.61'

SURVEY LEGEND

- FOUND 1-1/4" Ø IRON ROD
- FOUND 1" Ø IRON PIPE
- FOUND 3/4" Ø IRON ROD
- △ SET P.K. NAIL
- ⊗ SET 3/4" x 18" SOLID IRON RE-ROD, MIN. WT 1.50 lbs./ft.
- () INDICATES RECORDED AS

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE WEST LINE OF THE NW 1/4 OF SECTION 22 MEASURED AS BEARING N01°03'40"E

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

NOTE: SEE SHEET 2 FOR SECTION TIE DETAIL AND THE CURVE DATA AND SHEET 3 FOR SITE DETAILS.

vierbicher
planners | engineers | advisors
Phone: (800) 261-3898

FN: 190338
DATE: 03/13/2020
REV:
Drafted By: MZIE
Checked By: MMAR

SURVEYED FOR:
A to Z Real Estate
421 S. Nine Mound Rd.
Verona, WI 53593

C.S.M. No. _____
Doc. No. _____
Vol. _____ Page _____

**SHEET
1 OF 5**

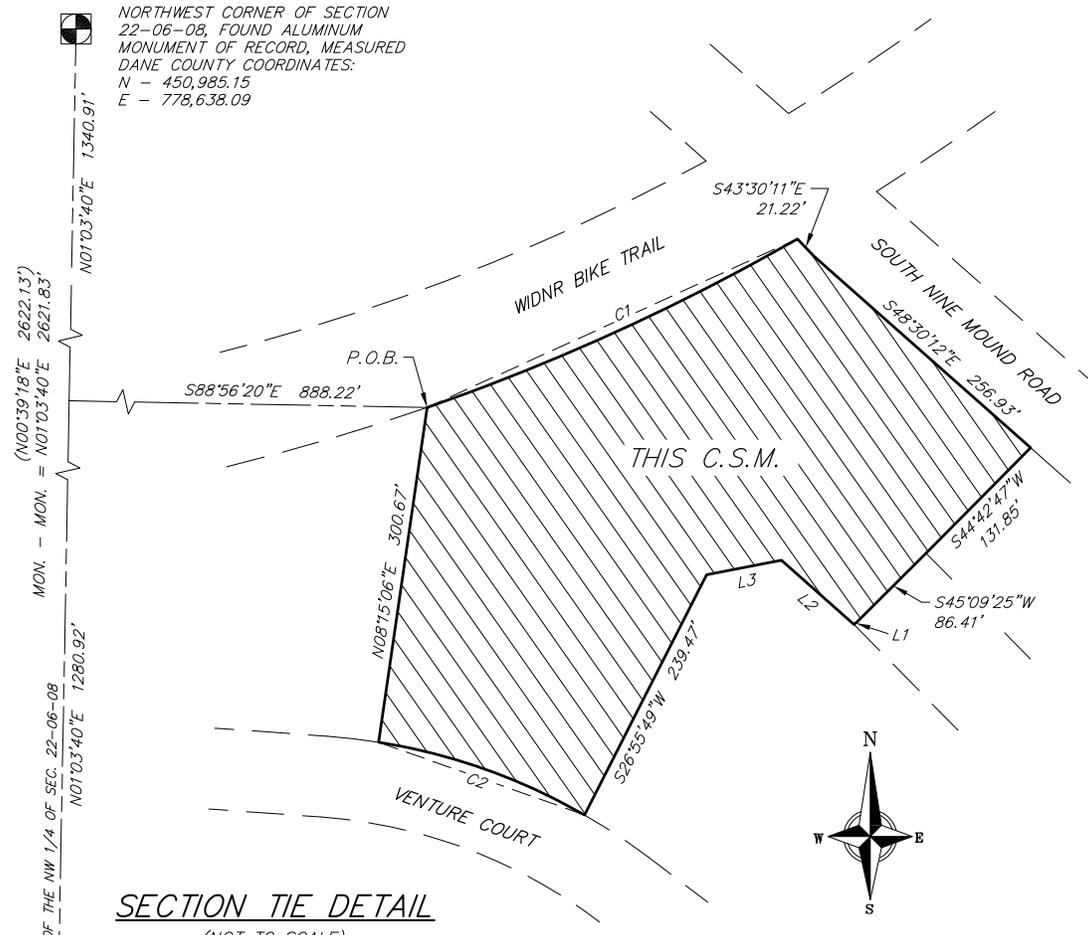
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CERTIFIED SURVEY MAP No.

PART OF LOT 1 AND LOT 2 AND ALL OF OUTLOT 1, VERONA INDUSTRIAL PARK, AS RECORDED IN VOLUME 56-151B OF PLATS, ON PAGES 453-454, AS DOCUMENT NUMBER 2454818 AND ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 6814, AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS, ON PAGES 36-37, AS DOCUMENT NUMBER 2374030, DANE COUNTY REGISTRY AND ALL LOCATED IN THE NW 1/4, NE 1/4, SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22, TOWNSHIP 06 NORTH, RANGE 08 EAST, CITY OF VERONA, DANE COUNTY, WISCONSIN.

CURVE DATA

NUMBER	CENTRAL ANGLE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD	TAN BRG BACK	TAN BRG AHEAD
C1	10°34'53"	1960.08'	361.99'	N65°30'53"E	361.48'	N70°48'20"E	N60°13'27"E
C2	20°51'13"	536.00'	195.09'	N70°32'13"W	194.01'	N60°06'36"W	N80°57'49"W



NORTHWEST CORNER OF SECTION 22-06-08, FOUND ALUMINUM MONUMENT OF RECORD, MEASURED DANE COUNTY COORDINATES:
N - 450,985.15
E - 778,638.09

WEST 1/4 CORNER OF SECTION 22-06-08, FOUND BRASS CAP MONUMENT OF RECORD, MEASURED DANE COUNTY COORDINATES:
N - 448,363.77
E - 778,589.53



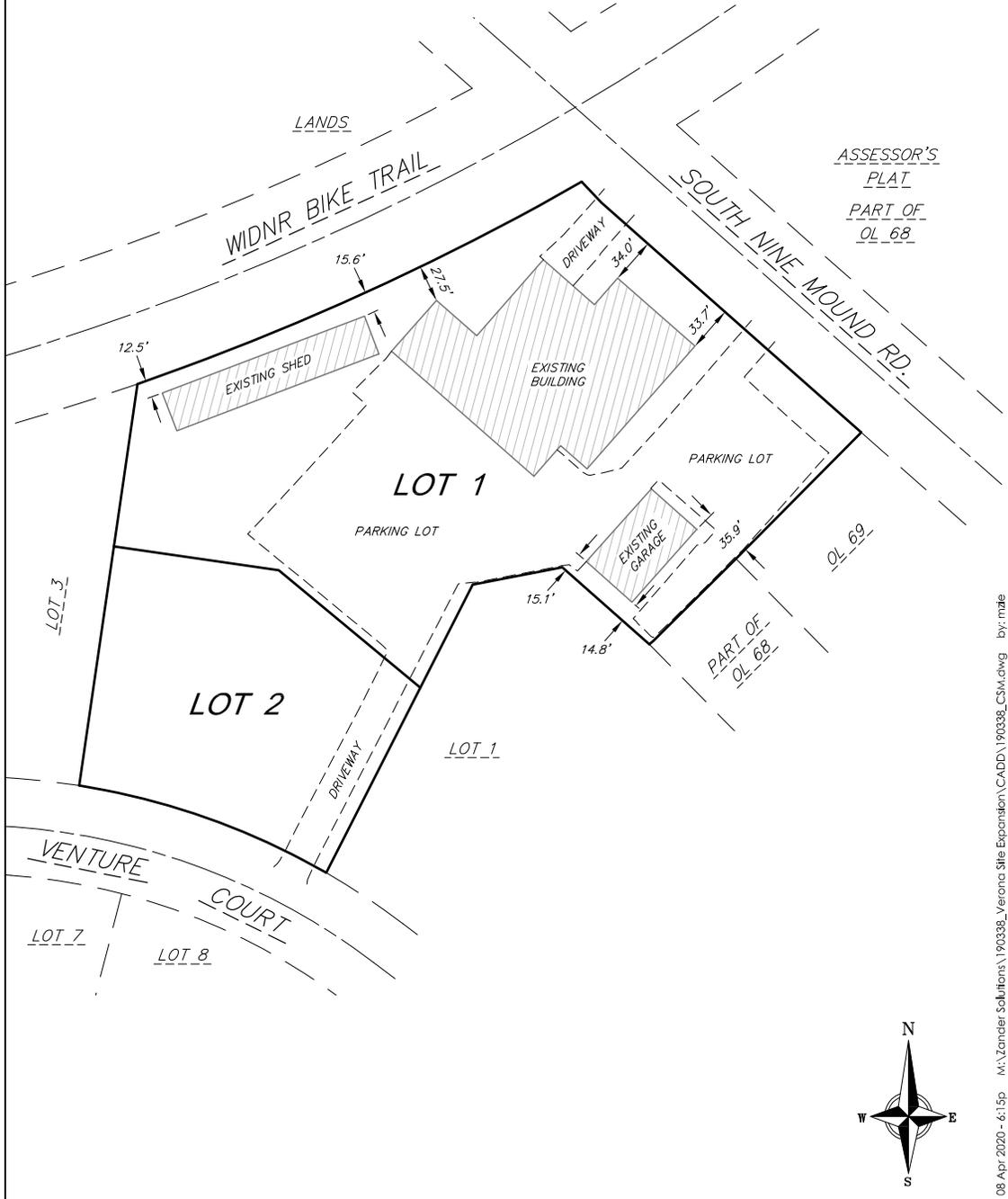
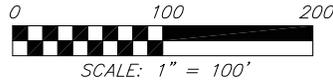
BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY, WISCONSIN, THE WEST LINE OF THE NW 1/4 OF SECTION 22 MEASURED AS BEARING N01°03'40"E

NOTE:
THE U.S. PUBLIC LAND SURVEY MONUMENTS SHOWN ON THIS C.S.M. HAVE BEEN FOUND AND VERIFIED ALONG WITH THEIR CORRESPONDING WITNESS TIES. THE MONUMENTS AND WITNESS TIES CHECK WITH CHRIS ADAMS MONUMENT RECORD, DATED 07/20/2016, FOR THE NW CORNER AND CHRIS ADAMS MONUMENT RECORD, DATED 09/15/2016, FOR THE W 1/4 CORNER. THE DATE OF FIELD RECOVERY FOR EACH CORNER WAS MARCH 10, 2020.

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CERTIFIED SURVEY MAP No.

PART OF LOT 1 AND LOT 2 AND ALL OF OUTLOT 1, VERONA INDUSTRIAL PARK, AS RECORDED IN VOLUME 56-151B OF PLATS, ON PAGES 453-454, AS DOCUMENT NUMBER 2454818 AND ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 6814, AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS, ON PAGES 36-37, AS DOCUMENT NUMBER 2374030, DANE COUNTY REGISTRY AND ALL LOCATED IN THE NW 1/4, NE 1/4, SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22, TOWNSHIP 06 NORTH, RANGE 08 EAST, CITY OF VERONA, DANE COUNTY, WISCONSIN.



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planners engineers advisors Phone: (800) 261-3898		FN: 190338 DATE: 03/13/2020 REV:	SURVEYED FOR: A to Z Real Estate 421 S. Nine Mound Rd. Verona, WI 53593	C.S.M. No. _____ Doc. No. _____ Vol. _____ Page _____	SHEET 3 OF 5
		Drafted By: MZIE Checked By: MMAR			

CERTIFIED SURVEY MAP No.

PART OF LOT 1 AND LOT 2 AND ALL OF OUTLOT 1, VERONA INDUSTRIAL PARK, AS RECORDED IN VOLUME 56-151B OF PLATS, ON PAGES 453-454, AS DOCUMENT NUMBER 2454818 AND ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 6814, AS RECORDED IN VOLUME 34 OF CERTIFIED SURVEY MAPS, ON PAGES 36-37, AS DOCUMENT NUMBER 2374030, DANE COUNTY REGISTRY AND ALL LOCATED IN THE NW 1/4, NE 1/4, SW 1/4 AND SE 1/4 OF THE NW 1/4 OF SECTION 22, TOWNSHIP 06 NORTH, RANGE 08 EAST, CITY OF VERONA, DANE COUNTY, WISCONSIN.

CITY OF VERONA COMMON COUNCIL RESOLUTION

Resolved that this Certified Survey Map located in the City of Verona was hereby approved by resolution adopted on this _____ day of _____, 20____ and that said resolution further provided for the acceptance of those lands and rights dedicated by said Certified Survey Map to the City of Verona for public use.

Dated this _____ day of _____, 20____.

Ellen Clark, City Clerk, City of Verona

LEGAL DESCRIPTION

Part of Lot 1 and Lot 2 and all of Outlot 1, Verona Industrial Park, as recorded in Volume 56-151B of Plats, on pages 453-454, as Document Number 2454818 and all of Lot 1, Certified Survey Map Number 6814, as recorded in Volume 34 of Certified Survey Maps, on pages 36-37, as Document Number 2374030, Dane County Registry and all located in the NW 1/4, NE 1/4, SW 1/4 and SE 1/4 of the NW 1/4 of Section 22, Township 06 North, Range 08 East, City of Verona, Dane County, Wisconsin, more fully described as follows:

Commencing at the West quarter corner of said Section 22; thence North 01°03'40" East, along the West line of the NW 1/4 of said Section 22, a distance of 1280.92 feet; thence South 88°56'20" East, 888.22 feet to the Southeasterly right-of-way line of the Wisconsin Department of Natural Resources Bike Trail, a point of curvature and the point of beginning of this description; thence 361.99 feet along said Southeasterly right-of-way line and the arc of a curve to the left through a central angle of 10°34'53", a radius of 1960.08 feet and a chord bearing North 65°30'53" East, 361.48 feet to the Southwesterly right-of-way line of South Nine Mound Road; thence South 43°30'11" East, along said right-of-way line, 21.22 feet; thence South 48°30'12" East, along said right-of-way line, 256.93 feet to the most Easterly corner of said C.S.M. 6814; thence South 44°42'47" West, along the Southeasterly line of said C.S.M. 6814, a distance of 131.85 feet; thence South 45°09'25" West, along said Southeasterly line, 86.41 feet; thence South 48°33'32" West, along said Southeasterly line, 3.74 feet to the most Southerly corner of said C.S.M. 6814, said point also being on the Northeasterly line of said Lot 1, Verona Industrial Park; thence North 48°33'06" West, along said Northeasterly line, 86.13 feet; thence South 79°05'28" West, 67.61 feet; thence South 26°55'49" West, 239.47 feet to the Northerly right-of-way line of Venture Court and a point of curvature; thence 195.09 feet along said Northerly right-of-way line and the arc of a curve to the left through a central angle of 20°51'13", a radius of 536.00 feet and a chord bearing North 70°32'13" West, 194.01 feet to the Southwest corner of said Lot 2, Verona Industrial Park; thence North 08°15'06" East, along the West line of said Lot 2, a distance of 300.67 feet to the point of beginning. This description contains approximately 152,744 square feet or 3.506 acres.

SURVEYOR'S CERTIFICATE

I, Michael J. Ziehr, Professional Land Surveyor, S-2401, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided and mapped the lands described herein and that the map on sheet one (1) is a correct representation of the exterior boundaries of the land surveyed and the division of that land in accordance with the information provided. I further certify that this Certified Survey Map is in full compliance with Chapter 236.34 of the Wisconsin State Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the Subdivision Ordinance of the City of Verona in surveying, dividing and mapping the same.

Vierbicher Associates, Inc.
By: Michael J. Ziehr

Date: _____

Signed: _____
Michael J. Ziehr, P.L.S. S-2401

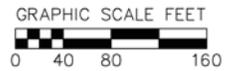
REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 20____, at o'clock _____m. and recorded in Volume _____ of Certified Survey Maps on pages _____, as Doc. No. _____

Dane County Register of Deeds

 <p>planners engineers advisors</p> <p>Phone: (800) 261-3898</p>		FN: 190338 DATE: 03/13/2020 REV: Drafted By: MZIE Checked By: MMAR	SURVEYED FOR: A to Z Real Estate 421 S. Nine Mound Rd. Verona, WI 53593	C.S.M. No. _____ Doc. No. _____ Vol. _____ Page _____	<p>SHEET 5 OF 5</p>
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MILITARY RIDGE STATE TRAIL

SOUTH NINE MOUND ROAD

LOT 1

LOT 2

AREA SUBJECT TO CROSS ACCESS EASEMENT

20.1'

33.7'

VENTURE COURT

Exhibit A – Cross Access Easement

vierbicher
planners | engineers | advisors



Phone: (800) 261-3898

REVISIONS	SCALE AS SHOWN	SHEET
	CHECKED TSCH	1 OF 1
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	FILE VERONA SITE EXPANSION	
JOB NO. 190338	DATE 04/22/2020	

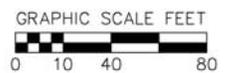


Exhibit B – Cross Drainage and Stormwater Management Easement

vierbicher
planners | engineers | advisors



Phone: (800) 261-3898

REVISIONS	SCALE AS SHOWN	SHEET 1 OF 1
	CHECKED TSCH	
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	FILE ZANDER SITE EXPANSION	
JOB NO. 190338	DATE 04/22/2020	

SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment to Lease Agreement (the “Second Amendment”), made this ___ day of _____, 2020, modifies that certain Lease Agreement dated the 13th of January 2014 (the “Lease”) by and between the City of Verona, a Wisconsin municipal corporation, having an address at 111 Lincoln Street, Verona, Wisconsin, 53593 (“Landlord”) and United States Cellular Operating Company LLC, a Delaware limited liability company, Attention: Real Estate Lease Management, 8410 West Bryn Mawr Avenue, Chicago, Illinois, 60631 (“Tenant”).

WHEREAS, Landlord and Tenant entered into the Lease, as amended by the First Amendment to Lease Agreement dated February 26, 2016, (collectively, the “Lease”) to allow Tenant to locate and operate telecommunications equipment on the water tower owned by Landlord and located at 1252 Hemlock Drive in the City of Verona, Dane County, State of Wisconsin; and,

WHEREAS, Landlord and Tenant hereby agree to amend the Lease to describe changes to Tenant’s equipment on the Premises, and;

NOW, THEREFORE, in consideration of these presents, the parties hereby agree that the Lease is now modified as follows:

- I. Landlord hereby approves of Tenant’s installation as described and depicted in Exhibit C-2, attached hereto and incorporated herein, for Tenant’s operation of the site pursuant to Section 4A of the Lease Agreement. Tenant shall retain its rights to erect and operate up to twelve (12) antennas and eighteen (18) coaxial cables pursuant to Section 4B of the Lease Agreement.
- II. Exhibit C-1 is hereby deleted and replaced with Exhibit C-2, and all references to Exhibit C-1 in the Lease are hereby replaced with references to Exhibit C-2. Tenant may not add additional equipment, antennas, and/or coaxial cables from that shown on Exhibit C-2 without approval of Landlord. Tenant may affect equipment changes detailed in Section 7 of the Lease.
- III. Tenant shall reimburse Landlord for all reasonable costs and fees incurred by Landlord for attorneys, engineers, and consultants to review and prepare this Second Amendment and Exhibit C-2 in an amount not to exceed Five Thousand (\$5,000.00) dollars. Landlord shall provide an itemized invoice(s) to Tenant for such costs and fees as they are incurred. Tenant shall remit payment of such fees to Landlord within thirty (30) days of receipt of an itemized invoice(s).
- IV. Except as amended herein, all other terms of the Lease remain unchanged and in full force and effect.

[END OF AMENDMENT - SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Landlord and Tenant have executed this Second Amendment as of the last signature date below.

LANDLORD: City of Verona

TENANT: United States Cellular Operating Company LLC

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: Vice President

Date: _____

Date: _____

STATE OF WISCONSIN)
)
COUNTY OF DANE)

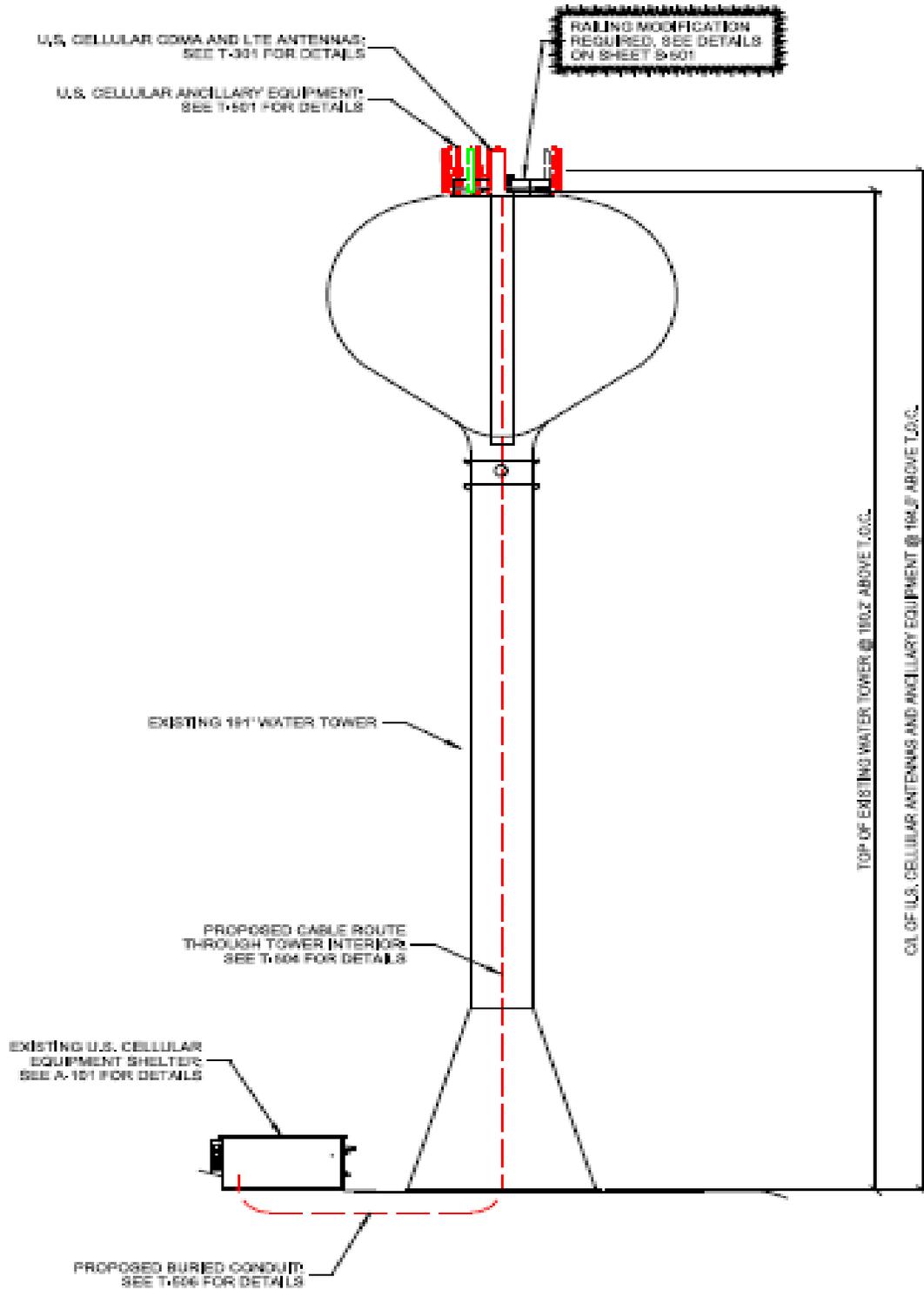
I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, known to me to be the same person whose name is subscribed to the foregoing Second Amendment to Lease Agreement, appeared before me this day in person and (severally)acknowledged that (he) (she) (they) signed the said Lease as (his) (her) (their) free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 2020.

Notary Public

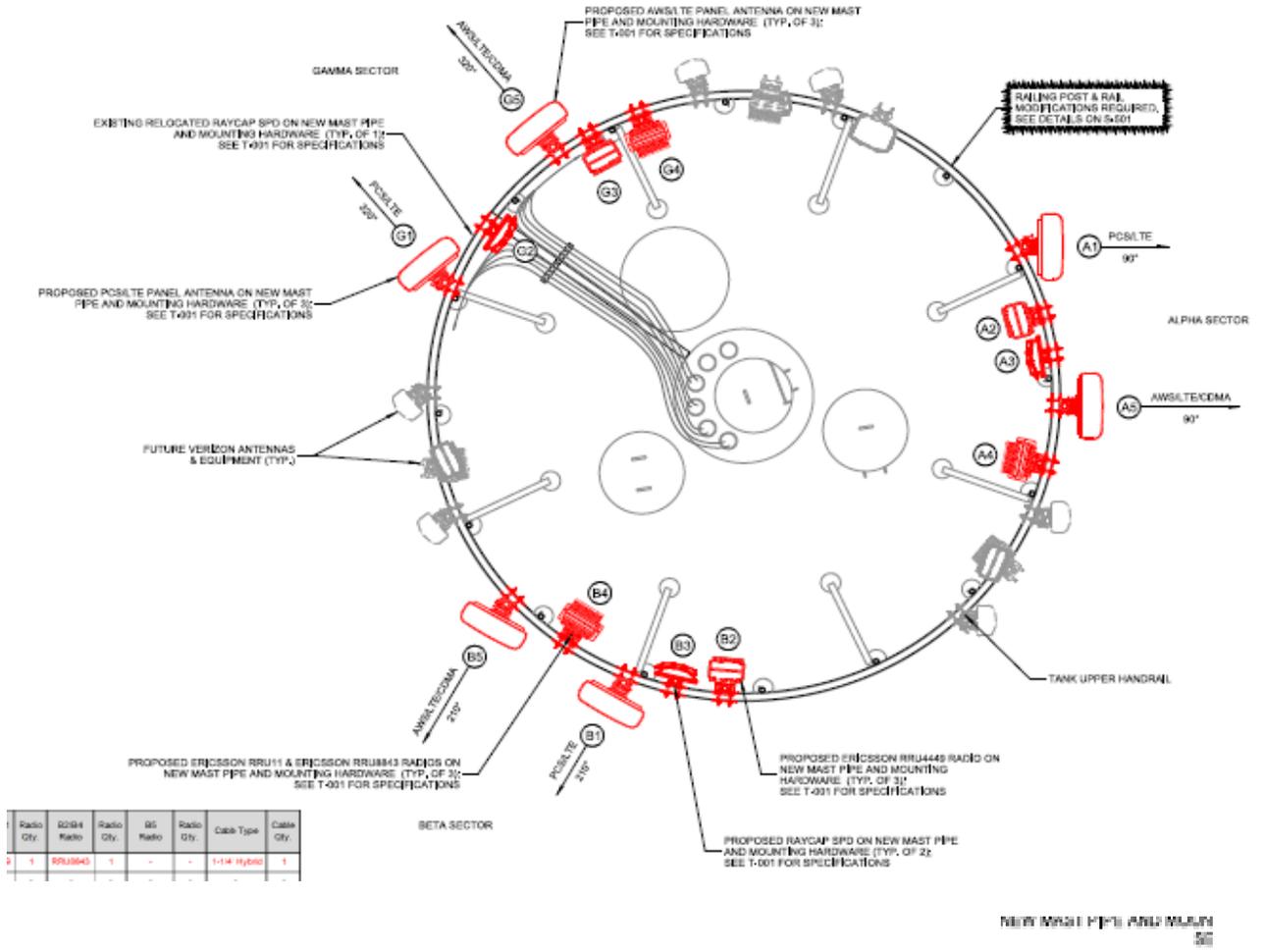
My commission expires _____

EXHIBIT C-2



A **SITE ELEVATION**
SCALE: 1/4" = 10' - 1" = 30'-0"
2 1/4" = 34' - 1" = 15'-0"

EXHIBIT C-2 continued



	Antenna Position	Technology	Antenna Model	Antenna Quantity	RAD. Center	Azimuth	Elevation (T)	Burge Protector Qty.	Q1/Q2 Radio	Radio Qty.	Q2/Q4 Radio	Radio Qty.	Q5 Radio	Radio Qty.	Cable Type	Cable Qty.
ALPHA	A1	PCS/LTE	Anphend TWH958LU0200-T	1	194.0'	90°	0°	1	RRU4445	1	RRU8843	1	-	-	1-14 Hybrid	1
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BETA	A5	AWS/LTE/CDMA	Anphend TWH958LU0200-T	1	194.0'	90°	0°	Shared	-	-	Shared	-	RRU11	1	Shared	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	1-60' Cable	2	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GAMMA	B1	PCS/LTE	Anphend TWH958LU0200-T	1	194.0'	210°	0°	1	RRU4445	1	RRU8843	1	-	-	1-14 Hybrid	1
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GAMMA	B5	AWS/LTE/CDMA	Anphend TWH958LU0200-T	1	194.0'	210°	0°	Shared	-	-	Shared	-	RRU11	1	Shared	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	1-60' Cable	2	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GAMMA	G1	PCS/LTE	Anphend TWH958LU0200-T	1	194.0'	330°	0°	1	RRU8843	1	RRU8843	1	-	-	1-14 Hybrid	1
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GAMMA	G5	AWS/LTE/CDMA	Anphend TWH958LU0200-T	1	194.0'	330°	0°	Shared	-	-	Shared	-	RRU11	1	Shared	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	1-60' Cable	2	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total				6				3		3		3		3		6

Application for Alder position District 2. Dennis Beres 3/25/20 Attention Ellen Clark City of Verona Clerk

Biography for Dennis Beres: Owner Beres Financial Services 2007 to present.

Financial consulting with businesses ,individuals and families to promote their financial security through planning and implementation of life insurance annuities and other financial products.

Previous career has been entirely focused on financial services representing various companies in insurance and investments. I have taken numerous continuing education courses and industry seminars on business, taxation, estate and retirement planning. This training allowed me to help people throughout Wisconsin with their financial plans for many years. I have served in industry leadership on Agent Advisory Councils and lead seminars to help other members of my profession in their education.

Civic engagement: Elected office as School Board member from 2002 to 2017 representing the City of Verona portion of the Verona Area School District. I served on various committees over the years including: Finance,Personnel, and Building and Grounds giving me a broad base of knowledge to help guide decision making at the board level building budgets, planning future projects, negotiating contracts with vendors and unions. President of the board from 2009 to 2017.Served on numerous volunteer committees and spoke at seminars across the state for Wisconsin Association of School Boards. Currently Vice President of St. James Lutheran Church in Verona.

Education: BA in History from the University of Wisconsin Madison.

Contact information: Dennis Beres 770 Aspen Ave. Verona WI 53593

email:dennyb@elverpermit.com

Cell 608-575-9537 Business/home 608-845-9305.

Application for District 2 Alder Vacancy Dennis Beres 3/25/20 Answers to Questions Required.

Question 1: I have decided to put myself forward for this position in a continued desire to help serve this community that I have come to love as my own hometown. I have a desire to help and the events of the past few weeks solidified this desire. The coming period will not be easy to navigate and while no one has ever seen anything quite like this I have been in business and local government through several economic downturns and might have some insights to help guide us through this crisis. Any person coming on to the council without experience could require a long ramp up period to really be able to delve into the situation. My service on the VASD board has given me a good grasp of most city issues and I would not require too long to get up to speed. Of course there are differences in budgeting and other nuances in operations between the city and the district that I would need coaching on but not as much as the typical resident. To sum up, I stand ready to serve if needed.

Question 2: As I previously mentioned I feel I am uniquely qualified to serve in this position due to my business background my service on the school board and my almost 30 years residency in district 2 give me broad connections throughout the city and area. I can help bring different perspectives to the council representing the business community, seniors, long term residents as well as the many people who newly call Verona home. I have made many contacts throughout the district and area wide as well. I have had multiple contacts with other officials in nearby communities that will help in our relationships with our neighbors.

Question: 3 VASD board 15 years .I served on the Downtown Steering Committee 2013. I was a member of Intergovernmental Development Advisory Committee for 15 years. Currently I am St. James Congregational Council Vice President. Volunteer for many non profits and youth organizations over the years including Verona Little League and Badger Prairie Needs Network.

Question 4: My service on the school board perfectly illustrates this point. I was able to navigate some of the most emotion raising decisions the board ever faced. We had a very diverse board of all political points of view. Over the years we were able to craft policy that many times had broad support. We were able to respectfully present all viewpoints and then get behind the solution as a group. Always trying to keep decorum through highly emotional situations including school boundary changes and budget cuts. I was on the board through the last recession and the time of act 10 and helped negotiate solutions to the insurance and post retirement benefits that caused much upset with our staff. These were just a few of the difficulties faced that led to respectful discussions between people with very strongly held, widely divergent viewpoints.

Question 5: The most important issues facing Verona continue to be development based. We must continue to foster future growth of our business community. Ensuring that high quality, family supporting jobs thrive in our city. We must continue to work on our residential housing stock including existing housing, multi-family housing opportunities and securing good new construction. Maintenance of our existing city service structure is always a challenge even in the best of times. I am concerned that if financial uncertainties continue for any length of time budgets and services offered by the city will be under stress. So 1) Business development, 2) Residential housing, 3) Maintain existing infrastructure and city services are the issues I see.

Question 6: I think the city needs to keep focused on the future as development continues. We need to identify the types of development wanted by our community. Stay focused on the larger picture of what we want our city to look like for future generations as well as improvements for the present. I think the Sugar Creek school site redevelopment is a great example of this. It is very important to get that right. The effects of that site will be long lasting on our community. We must also continue to try to balance immediate new construction against ensuring that existing businesses are thriving. The downtown continues to be daunting but critical to our city. We must also fill our existing spaces with thriving local businesses all across the city. Also as we add new infrastructure we must maintain and if possible improve existing infrastructure. I see storm water management as a critical issue over this time period.

Question 7: I anticipate no conflicts of interest on the council. In the unlikely event a conflict arises I would abstain from voting. If I am appointed I will always try to act in the best interests of our city.

Question 8: I am fully available to attend meetings as needed. Occasional travel is usually flexible as is my business schedule.

Question 9: I have learned in life to never say never, however I have no plans to run for this position. The best solution is for at least two candidates to come forward so that we might have a robust debate on the issues facing our city.



CHARLIE A. RYAN, MS-Nonprofit Management

608.807.9420

charliearyan@icloud.com

649 Tamarack Way, Verona, WI 53593

Profile

Originally from Wisconsin, with over 20 years experience in social services and nonprofit organizations, in senior leadership roles in the USA, UK, and Australia. Experienced in developing strategic partnerships with community groups, government agencies, staff, and volunteers to identify community needs, then develop, implement, and provide oversight of sustainable programs which achieve measurable goals and maximize return on investment. Charlie and his family returned to Verona from Australia in 2013. Charlie's wife, Rebecca Ryan, is a Special Education teacher at VAHS and all three of their children have attended Verona schools.

Experience

DIRECTOR BEHAVIORAL HEALTH DIVISION

VISTA CARE (VISTACARE.ORG)

REGIONAL- WISCONSIN

11/2018-PRESENT

Vista Care provides High Acuity Behavioral Health Services for members who have had multiple failed placements and multiple stays in state institutions due to behavioral challenges.

Member of the Executive Management Team responsible for the strategic development and implementation of High Acuity Behavioral Health services across the state of Wisconsin.

AREA DIRECTOR

DUNGARVIN WISCONSIN, LLC (DUNGARVIN.COM)

MADISON, WISCONSIN

06/2013-10/2018

Dungarvin is a national organization providing supports to approximately 4,000 individuals with varying support needs across 14 states under the Medicaid Home and Community Based Waiver.

Member of the Senior Management Team responsible for the strategic development and implementation of a broad range of disability services across the state of Wisconsin

GROUP MANAGER REGIONAL & DISABILITY SERVICES

ANGLICARE SOUTHERN QUEENSLAND (ANGLICARESQ.ORG.AU)

BRISBANE, AUSTRALIA

08/2007-01/2013

Anglicare Australia is the social and community services arm of the Anglican Church of Australia which seeks to engage with all Australians to build communities of resilience, hope and justice.

Member of the Executive Management team responsible for the strategic development and implementation of a broad range of human and social services for our community.

Scope of Work

- **Refugee Resettlement Service**- Partnership with the United Nations High Commissioner for Refugees (UNHCR) and Australian Government, Department of Immigration and Citizenship for the provision of refugee settlement services including relocation, temporary & long-term housing, Torture & Trauma counseling services, ESL tuition, school enrollment for children, cultural awareness training, job training/search. Successfully liaised with the UNHCR, Australian Government, community groups and volunteers to resettle over 1,000 refugee families and unaccompanied minors to Australia from, primarily, African countries such as South Sudan, Liberia and Democratic Republic of the Congo.

- **Aged Care Community Transport-** Contracted with the Queensland State Government, Department of Communities for the provision of transport services assisting the frail and aged community to access medical appointments, accessing the community, grocery shopping and attending social outings with a core team of paid staff who supported approximately 100 volunteers.
- **Disability Services-** Contracted with the Queensland State Government, Disability Services Queensland in Australia and Managed Care Organizations (MCOs) in the state of Wisconsin for the provision of a range of services including 24/7 Supported Accommodation, community-based respite services, daily living skills training, and community integration programs.
- **Homeless & Mental Health Services-** Contracted with the Queensland State Government, Department of Communities for the provision of services assisting members of our community experiencing poor mental health, poverty, and homelessness including housing assistance, referral for AODA and mental health treatment, assistance with medical appointments as well as an art therapy program. Currently contracting with MCOs for the provision of High Acuity Behavioral Health Services in the state of Wisconsin.
- **Soup Kitchen-** With a team of volunteers we offered a weekly soup kitchen to all members of our community, many of whom experienced poor mental health, poverty, and homelessness. Successfully partnered with local businesses including grocery stores to source donated goods.
- **Bereavement and Grief Counseling-** Offered qualified pastoral care services for all members of our community experiencing grief and loss.
- Accountability for \$8+ million budget; Inclusive of budget development, analysis of allocation and spending across all programs and initiatives.
- Successful oversight of multimillion dollar capital works projects at our service centers.

VOLUNTEER ROLES

MEMBER, STEERING COMMITTEE

OUR WISCONSIN REVOLUTION
MADISON, WISCONSIN
02/2020-PRESENT

- Provide input to the development of OWR- DANE strategic planning including membership and initiatives;
- Provide input to the development of projects, including the evaluation strategy;
- Monitoring the quality of projects as they develop, identify potential risks, monitor risks and timelines

MEMBER, PLATFORM & RESOLUTIONS COMMITTEE

DEMOCRATIC PARTY OF DANE COUNTY
MADISON, WISCONSIN
02/2020-PRESENT

- Assist in the creation of resolutions relevant to current events and political debates, both for the Dane Dems and Democratic Party of Wisconsin platforms;
- Help inform the party membership, candidates, elected officials and general public of that platform;
- Communicate and coordinate with Platform and Resolution Committees of other county parties, the 2nd Congressional District, and the DPW.

DISABILITY SERVICE PROVIDERS NETWORK (DSPN.ORG)
MADISON, WISCONSIN
MEMBER, BOARD OF DIRECTORS
06/2015-10/2019

- Successfully lobbied the Wisconsin legislature for a \$60.8 million provision in the state's biennial budget to fund increases for the direct care portion of managed long-term care capitation rates. This provided wage increases, bonuses, and/or additional paid time off to direct care workers.
- Successfully identified, negotiated and helped to affect merger of the Residential Services Association of Wisconsin (RSA) with Rehabilitation for Wisconsin (RFW) forming what is now Disability Service Provider Network (DSPN) as member of the Merger Team. DSPN has become the state's leading trade association for organizations that provide support to people with disabilities.

Education

Master of Science– Nonprofit Management, Our Lady of the Lake University, San Antonio, Tx

Bachelor of Arts– Ethics, Politics, and Economics, 2004, Griffith University, Brisbane, Australia

Skills

- Strategic planning and execution
- Negotiating complex contracts
- P&L management of multiple cost centers
- Risk and crisis management
- Leading multifunctional teams across multiple locations
- Project Management and start up programs
- Grant and RFP writing

References

Available upon request



CHARLIE A. RYAN, MS-Nonprofit Management

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Questions Required for the Common Council Vacant District 2 Seat Application.

1. Why are you interested in serving on the Verona Common Council?

I grew up in Verona prior to relocating overseas for a number of years. When my family and I decided to return to the United States we knew we wanted to continue to raise our family in Verona. We are deeply invested in this community, my wife is a Special Education teacher at VAHS and our children have all benefited from attending our schools. I am interested in contributing more to the city we love and call home and I believe my skills and background are well suited to the role of Alderperson in Verona.

2. What qualifications do you have that you feel would make you an effective Council Member?

I have a graduate degree in nonprofit management with foundations in governance and leadership, public policy, fundraising and budgeting, project management and human services.

I have extensive experience both in the United States and abroad in working within and alongside government agencies at the federal, state, and local level to identify community needs then develop, implement and provide oversight of sustainable programs which meet the needs of communities.

3. What services have you performed for the community in the recent past?

Professionally through my work in human services, I provide disability and mental health services to vulnerable residents within our community and across the state of Wisconsin. I am also formerly a Member of the Board of Directors of the Disability Service Providers Network (DSPN). We advocate for the rights of individuals with disabilities in our community as well as the workforce and successfully lobbied the Wisconsin legislature for a \$60.8 million provision in the state's biennial budget to provide wage increases to workers.

4. Please describe your experiences with the group decision making and how those experiences could be utilized during your service on the Common Council?

Throughout my career I have worked in multidisciplinary, multiagency teams to conceive, develop, and implement a wide range of initiatives and projects which required group decision making. I am very accustomed to working in a collabora-

tive way with multiple individuals to collectively, analyze, evaluate, and select solutions. A lot of my professional group decision making experience relates specifically to community-based initiatives including the implementation of government programs including refugee resettlement, homelessness services, aged care, disability, and mental health services to name a few.

These initiatives required me to work in good-faith with government agencies, non-profits, community groups, and local businesses to reach the best decisions, determine the timing and communication of those decisions to the public and collaborative execution of those decisions to achieve the desired outcomes.

5. What, in your opinion, are three of the most important issues facing the City of Verona?

In considering this question I conducted an online survey of Verona residents. I received well over 100 thoughtful and considered responses from residents within my district and across Verona. These response had several common themes:

- 1) Overwhelmingly Verona residents would like to find ways to better establish a vibrant and lively downtown Verona. Most respondents advocated for a walkable downtown with more locally owned (non-chain) shops and restaurants. Many pointed to nearby communities such as Middleton, New Glarus, and Waunakee as examples Verona could emulate. I would like us to consider what role the Council can play in this effort to attract, incentivize and create strategic partnerships with these types of locally owned business in our downtown area.
- 2) A related issue of great concern to Verona residents is the availability of more affordable housing options, not just for singles but also for families. If we hope to have a vibrant community including a downtown area with more shops and restaurants, we need to have affordable housing options so the staff working in these places are also a part of our community and benefit from our great schools, library and other services Verona residents benefit from. I would like for our council to focus on ways we can continue to grow in a way that thoughtfully considers social and economic diversity including the need for affordable housing.
- 3) A third important issue for Verona residents is safety and security generally. Many respondents to my survey highlighted an increase in home and vehicle break-ins, speeding and the desire to have speed humps in some neighborhoods and other considerations for pedestrians and children including additional sidewalks and improvements to trails such as Military Ridge. I would like for our Council to continue our focus on improving and promoting a strong sense of safety and security amongst our residents.

6. Looking ahead the next five to ten years, what do you think the City of Verona need to do to maintain the quality of life and economic health of the community?

Listening and responding to our community is key to maintaining and improving the quality of life we enjoy in Verona. Creative community consultation such as the survey results mentioned above are one example of this. We are fortunate in Verona to have engaged residents who are willing to contribute to the quality of life and economic health of our community.

We are also fortunate to have strong businesses such as Epic which contribute to the economic health of Verona. I think it is important that we continue to focus on diversifying strong business presence in Verona not only in our downtown community but also our technology and business parks.

7. Do you anticipate any conflicts of interest that could arise if you are appointed to the Common Council, and if so, how would you intend to handle them?

I am not aware of any conflicts, real or perceived, that could arise as a result of my appointment to the Common Council.

8. What is your availability for Common Council and committee meetings which are typically held on weekday evenings?

My work schedule affords me the flexibility to be available for all Common Council and committee meetings.

9. If appointed to the Common Council, would it be your intention to run for election in April 2021?

Yes, if fortunate enough to be appointed to the District 2 Common Council seat I intend to run for election in April 2021.