

## Town of Vienna Board Meeting Minutes Monday, February 15, 2016

This regular meeting was called to order at 7:00 P.M. by Chairman Lonnie Breggeman. Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger, Ron Rupp, and Clerk Shawn Haney were present. Also present: Deputy Clerk Chris Astrella and Jim Koltes.

Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to approve the minutes of the February 1, 2016 regular board meeting. All yes.

**Public Comment** – Supervisor Endres stated that he recently attended a meeting in Waunakee and the topic of a boundary agreement was discussed. We had a meeting with Waunakee a few years ago and at that time they stated they had no interest in land north of Easy Street. Perhaps we should consider discussions with them in the future.

**Windsor/Vienna Boundary Agreement** – The board reviewed the draft agreement. There was discussion about what areas would be included in the ETJ area and what would be included in the review area. Once both Windsor and Vienna agree on the language the map will be completed and it will come back for final approval. Motion by Endres, 2<sup>nd</sup> by Rupp to approve the draft agreement. All yes.

**Madison Sand & Gravel Easement** – The easement was signed by all parties prior to construction of the waterway in early 2015. It was recently discovered that the easement had never been recorded with the Register of Deeds. That was done in January. Motion by Endres, 2<sup>nd</sup> by Ruegsegger to approve/acknowledge that the easement has been recorded. All yes.

**Operator's License(s)** – Motion by Endres, 2<sup>nd</sup> by Rupp to approve an operator's license for Ronda Laws at Tiger Mart. All yes. Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to approve an operator's license for Kelsey Thistle at Tiger Mart. All yes. Motion by Endres, 2<sup>nd</sup> by Rupp to approve an operator's license for Brianna Strander at Phillips 66. All yes.

**Town Supervisor Reports:** Supervisor Rupp reported that DeForest Fire met on February 8<sup>th</sup>. The Intergovernmental Agreement is still being reviewed. They received a report from the Fire Inspector. He is working on an ordinance regarding knock boxes, hydrants and the sale of novelty lighters. Supervisor Ruegsegger reported that Dane Fire meets on February 29<sup>th</sup>. Chairman Breggeman reported that the DeForest Senior Center is still working on a space needs study. They had a sprinkler pipe break that caused \$30,000 in damage. Insurance will cover all but the \$1,000 deductible. Supervisor Ingalls reported that Waunakee EMS met last Thursday but she was unable to attend. She is waiting for a summary of what occurred at the meeting. Supervisor Endres reported that Waunakee Fire meets on Feb 29<sup>th</sup> but he will likely not be able to attend. They are having preliminary discussions about replacing a tanker.

### **Town Clerk's Report**

- Deputy Clerk Position – A job posting was done last week. With Linda retiring on April 5<sup>th</sup> we would like to have someone hired so they can work with her for a short time before she leaves. Applications are due in on March 2<sup>nd</sup>.
- Utility District Sign Replacement – The sign on the front of the building at lift station # 1 is worn out and needs to be replaced. A new sign has been ordered at a cost of \$150.
- MG&E Gas Line – The board was provided a map of the town where MG&E is proposing to install additional natural gas lines. There was discussion about the contractor MG&E used and the job they did installing the previous gas lines. We have not received the formal application from MG&E yet.
- Deputy Clerk Astrella reported that he is becoming familiar with our procedures for processing bills and payroll. He is working on revisions to the employee handbook. He created a town Facebook page as he has been working on a binder of office procedures.

Motion by Ruegsegger, 2<sup>nd</sup> by Rupp to pay current town bills in the amount of \$47,233.61 (Utility 1 = \$0.00, Utility 2 = \$100.84, Payroll = \$5,544.10, Election Wages = \$904.50 and Town General \$40,684.17. All yes.

Meeting was adjourned at 7:39 P.M.

Prepared by: Shawn Haney, Clerk

Note: These draft minutes are subject to approval at the March 7, 2016 Town Board Meeting.