

## **Town of Vienna Board Meeting Minutes Monday, March 21, 2016**

The 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, Don Schmidt, Tyler Anderson, Jayme Anderson and Joe Jennings.

Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to approve the minutes of the March 7, 2016 regular board meeting. All yes.

### **Public Comment – None**

**MG&E/KS Energy** – Joe Jennings from KS Energy appeared to discuss work they have done for Madison Gas & Electric in the town. We had received several complaints about ditch restoration. Mr. Jennings stated that they would like to “make things right” with the affected residents and maintain a good working relationship with us. There was discussion about a roller that they are now using to compact soil. It is something they just started using. Mr. Jennings stated he will follow up with town staff to see if there are any outstanding issues with residents.

**Anderson Rezoning** – The board reviewed a request from Tyler Anderson to rezone a 1.8 acre parcel at 6959 River Road from A-3 to O-R. (Office-Research). Mr. Anderson purchased the former Illinois Foundation Seeds property and intends to convert it into a daycare. The property is located in a future growth area of the Village of DeForest and Mr. Anderson is negotiating a deed restriction with them that will allow the property to remain in the town until a change in use occurs or the property is rezoned again. The Plan Commission reviewed and is recommending approval. Motion by Endres, 2<sup>nd</sup> by Ruegsegger to accept the Plan Commission recommendation to rezone the 1.8 acre parcel from A-3 to O-R at 6959 River Road. All yes.

**Hickory Meadows Pea Gravel** – Several residents of Hickory Meadows have reported excessive amounts of pea gravel left over from when their subdivision roads were sealcoated last year. One load was removed last fall but more of it loosened up over the winter. Scott Construction was contacted and they will have their sweeping company come in and clean it up at no charge to the town. We are waiting to hear back from them as to when that will occur.

**Employee Manual** – The board reviewed draft changes to the employee manual. Deputy Clerk Astrella made overall language changes as well as proposed changes to accrual of vacation time, changes regarding meal breaks, worker safety, etc. It was pointed out that we need to add a section on comp time that was approved last year. A final draft will be prepared for the next meeting.

**Quickbooks for Tax Reporting** – Deputy Clerk Astrella researched having Quickbooks do the reporting of state and federal tax withholding. The fee is \$80 per month for the 1<sup>st</sup> year, increasing to \$103 per month after that. There is a per check fee of \$2. There was discussion about whether election workers, board members and plan commission members would be required to have direct deposit. Deputy Clerk Astrella will get answers to the questions for the next meeting.

**Deputy Clerk/Deputy Treasurer** – Two candidates were interviewed on March 10<sup>th</sup>. Candidate #1 is currently active in the Wisconsin Retirement System so we would need to pay retirement as she is under the rules prior to Act 10. Motion by Endres, 2<sup>nd</sup> by Ingalls to authorize the hiring of Candidate #1. All yes.

### **Operator’s License(s) – None**

**Town Supervisor Reports:** Supervisor Rupp reported that DeForest Fire meets on April 13th. Supervisor Ruegsegger reported that Dane Fire meets next Monday. Chairman Breggeman reported that the DeForest Senior Center met but he was unable to attend. Supervisor Ingalls reported that Waunakee EMS met last Thursday. There was a personnel issue where the EMS board overruled and a volunteer was reinstated. Supervisor Endres reported that Waunakee Fire meets next Monday.

### **Town Clerk’s Report**

- CMOM Update – We went to training on March 2<sup>nd</sup>. We met with Scott Anderson on March 17<sup>th</sup>. Scott is working on a draft for review. The document must be complete by August 1<sup>st</sup>.
- GIS Program for Town Infrastructure – General Engineering gave a brief presentation to us on March 16<sup>th</sup>. They will be putting a quote together. Scott Anderson is going to see what Snyder & Associates can provide. It would be used to document signs, culverts, sanitary sewer, storm sewer, guardrails, etc.
- Road Work Information – Crack Filling Service has delivered material and will start their work around the end of April. Bids for sealcoating will be opened at the April 4<sup>th</sup> meeting. The other road construction projects on Meek

Road will have to wait until early July due to the TRIP grant.

- Board of Review Training – Training will be held on April 15<sup>th</sup> at Comfort Inn. Supervisor Ruegsegger will attend. Supervisor Ingalls stated she could attend if the training was held on a weekend. Deputy Clerk Astrella will look for additional training dates.

Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to pay current town bills in the amount of \$28,015.18 (Utility 1 = \$327.50, Utility 2 = \$100.28, Payroll = \$5,394.67, and Town General = \$22,193.73 All yes.

Meeting was adjourned at 8:13 P.M.

Prepared by: Shawn Haney, Clerk

Note: These draft minutes are subject to approval at the April 4, 2016 Town Board Meeting.