

Town of Vienna Board Meeting Minutes Monday, April 4, 2016

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

Motion by Supervisor Ruegsegger, second by Supervisor Rupp to approve the minutes of the March 21, 2016 regular board meeting. Motion passed 4-0.

Public Comment – There was no Public Comment

Discussion and action on Town Road Seal Coating Bids – The town received one bid from Scott Construction for chip sealing but it included three different materials with three different prices. The quotes were as follows and are per mile: Single Seal with Portage Bottom Ash slag - \$17,368; Single Seal using 3/8" washed chips - \$16,559; and Single Seal using 3/8" pea stone from Madison Sand & Gravel - \$15,559. Motion by Supervisor Rupp to allow Public Works Supervisor Benson to coordinate with Scott Construction and select the best option for seal coating. The motion was seconded by Supervisor Ruegsegger and passed 4-0.

Discussion and possible action on a Fireworks Permit for Uncle Buck's Fireworks at 4995 County Highway V – Supervisor Ruegsegger made a motion to approve the permit for Uncle Buck's Fireworks. It was seconded by Supervisor Ingalls and passed 4-0.

Discussion and possible action on a request from Truck Country to merge three lots into one lot at the Vienna Business Center – Clerk Haney reported on what the details were and why Truck Country would like to merge the lots into one. The proposed trees have been moved back from the right of way, and this has already been through the village of DeForest's approval process. The building will be 550 feet long and 150 feet wide. Supervisor Ruegsegger made a motion to approve merging of the three lots; it was seconded by Supervisor Rupp and passed 4-0.

Review and/or approve draft of Employee Manual – Deputy Clerk Astrella presented a clean version of the draft employee manual for the board to review. The only other changes made were the incorporation of the Comp time policy for Public Works since it was not included in the previous version. Supervisor Rupp made a motion to approve the Employee Manual Changes; it was seconded by Supervisor Ingalls and passed 4-0.

QuickBooks for Tax Reporting and Payroll – A few questions were raised at the previous meeting regarding using QuickBooks for tax and payroll and Deputy Clerk Astrella contacted QuickBooks for answers. First the fee structure is \$80 per month for the 1st year, increasing to \$100 per month after that. Then, regardless of how employees are paid, there is a \$2.00 fee per employee, per pay period. When Board and Plan Commission Members are paid, we are charged a fee for QB having to do the financial background work. We are also charged this fee if employees are paid by check or by direct deposit. QB also stated that if there is a problem with processing a payroll and it is their fault, they would cover any bank fees that employees would incur. Direct Deposit is not required for all employees; however Deputy Clerk Astrella would like to have as many employees as possible receive their paychecks through Direct Deposit. Supervisor Ruegsegger made a motion to approve using QuickBooks for Tax Reporting and Payroll. It was seconded by Supervisor Ingalls and passed 4-0.

Discussion and possible action regarding Town Office Hours – tabled to a future meeting

Operator's License(s) – None were received

Town Supervisor Reports: Supervisors Rupp reported that DeForest Fire meets on April 13th. He also reported on a meeting he, and Supervisor Ingalls, attended put on by the Dane County Town's Association in regards to opting out of County Zoning. Clerk Haney and Deputy Clerk Astrella supported staying in County Zoning and cautioned the Board in making this decision right now. This may come up at a future Board Meeting. Supervisor Ruegsegger reported that Dane Fire met last Monday. The Fire Department sold a vehicle to a farmer who will strip it down to hall hay. Supervisor Ingalls reported that Waunakee EMS is next Thursday and Supervisor Endres reported that Waunakee Fire cancelled their meeting due to lack of agenda items.

Town Clerk's Report

- Included in the packet is Clerk Haney's official retirement/resignation letter.
- The 2nd April Town Board meeting will be immediately following the April 19th Annual Meeting.

Review and authorize payment of current town and utility bills, wages and expenses - Supervisor Rupp moved approval of the bills in the amount of \$23373.78 (Utility 1 = \$249.62, Utility 2 = \$273.32, Payroll = \$6275.63, Election Workers = \$1169.39 and Town General = \$15405.82) it was seconded by Supervisor Ruegsegger and passed 4-0.

The meeting was adjourned at 7:55 P.M.

Minutes written and submitted by
Deputy Clerk Chris Astrella, WCPC