

## **Town of Vienna Board Meeting Minutes Monday, October 1, 2012**

The meeting was called to order at 7:01 P.M. by Chairman Lonnie Breggeman. Supervisors Gary Endres, Jeff Freppon, Dave Ripp, Treasurer Linda Smithback and Clerk Shawn Haney were present. Supervisor Marquardt arrived at 7:03 P.M. Also present: Don Schmidt, Jim Koltes, Ron Rupp, James Haugen, Jack Meffert, Greg Smithback, Louis Meinholz and Jason Jackson.

After the Pledge of Allegiance there was a motion by Endres, 2<sup>nd</sup> by Ripp to approve the minutes of the September 17, 2012 regular board meeting. 4-0 yes.

**Public comment:** Don Schmidt inquired about the cost for the trash/recycling containers. Exact numbers were not readily available, but it was explained that the contract was extended and the percentage increase is less because of the change to automated carts.

**Town Hall Building Project** – Jason Jackson presented the board with images that will be used for the special newsletter about the Town Hall project. There was a discussion about the differences between post frame metal buildings and pre-engineered metal buildings. It was explained that the building can be built either way, and all vendors will be encouraged to bid if the project gets approved. A draft of the proposed newsletter information will be ready for the Oct 15th meeting.

**ETZ Committee** – Carleton Hamre is not available to serve on the ETZ Committee. Former Chairman Dan Muxfeld was asked but declined. Chairman Breggeman is recommending that Matt Wright be appointed to the ETZ Committee. Motion by Marquardt, 2<sup>nd</sup> by Freppon to confirm Chairman Breggeman's appointment of Matt Wright to the ETZ Committee. All yes.

**Part Time Plow Driver** – Current part time plow drivers Chuck Linde and Dave Daane no longer wish to be on the list. An application from Craig Schmelzer was reviewed. He has plowing experience and is available around his other job. One other person is being contacted about being a part time plow driver. A pre-employment drug test will be required. Motion by Endres, 2<sup>nd</sup> by Marquardt to hire Craig Schmelzer as a part time plow driver at \$18.00 per hour. All yes.

**Operator's Licenses:** Motion by Freppon, 2<sup>nd</sup> by Marquardt to approve an Operator's License for Sharon Rud at Vienna Kwik Stop. All yes.

**Town Supervisor Reports:** Supervisor Marquardt reported that DeForest Fire meets on October 3<sup>rd</sup>. Supervisor Ripp reported that Dane Fire meet on October 4<sup>th</sup>. Chairman Breggeman reported that the DeForest Senior Center will be hiring 2 part time personnel, one starting in January and one in April. The new employees will help with staffing for keeping the center open later hours in the evening. Supervisor Freppon reported that Waunakee EMS meets on October 11<sup>th</sup>. Supervisor Endres reported that Waunakee Fire will have a one quarter of one percent increase in their budget. They are purchasing a new tanker for \$289,000.

### **Town Manager's Report**

- Road Projects Update – Norway Grove School Road and the culvert on Hickory Lane south of Cuba Valley Road were paved over the weekend. Shouldering will be done on Norway Grove School Road late this week or early next week.
- Hickory Lane (north end) Update – The specs were located and the final layer of blacktop is supposed to be 1 ¾ inches. It is too late in the year to apply the final layer of blacktop, so it will be put out to bid in the spring. The money is in the Hickory Lane Utility District account.
- Working Budget Meeting – Due to posting and publication deadlines, the date for the working budget meeting has been moved from November 1, 2012 to October 25, 2012.
- Meeting Dates – The date for the Fall Budget meeting and Utility District meetings needs to be set. In the past it has been the Tuesday before Thanksgiving. There was discussion about whether the date could be changed. Due to other deadlines, it was decided to have the fall budget meeting and Utility District meetings on Tuesday, November 20<sup>th</sup>. The Utility District meetings will be held at 6:30 P.M. with the budget meeting starting at 7:00 P.M.
- Draft Changes to Employee Manual – Board members were provided with a copy of proposed changes to the Employee Manual. Atty. Mitby provided some draft changes today and those will be forwarded to the board members. It will be placed on the agenda for October 15<sup>th</sup> for approval.
- Fall Tax Collection Hours – Fall tax collection hours were discussed. Some towns do not hold office hours for tax collection and require that all payments be sent by mail. There was discussion about the number of people that come in to pay their taxes in person. It will be discussed again in the future.
- Assessor Request for Proposals – Our contract with Gardiner for Assessment Services expires on December 31, 2012. A Request For Proposals was prepared and a copy provided to board members. Atty Mitby provided some suggestions that

will be incorporated into the final RFP that will be sent out this week.

- Trash/Recycling Carts – The new carts are being delivered. When the project was first discussed we were told that all carts would be green or black and that the recycling carts would all have yellow lids. Some of the small recycling carts are blue and do not have the yellow lids. There is no language in the contract extension about cart color, so we are stuck with the blue carts. Complaints will be referred to Veolia, Inc.

Motion by Endres, 2<sup>nd</sup> by Marquardt to pay current town bills in the amount of \$22,258,74 (Utility 1 = \$283.75, Utility 2 = \$47.18, Payroll = \$4,507.59 and Town General = \$17,420.22) All yes.

Meeting was adjourned at 8:43 P.M.

Prepared by: Shawn Haney, Clerk/Manager

Note: These draft minutes are subject to approval at the October 15, 2012 Town Board Meeting.