

Town of Vienna Board Meeting Minutes **Monday, October 15, 2012**

The meeting was called to order at 7:00 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 7:01 P.M. Also present: Don Schmidt, Jim Koltes, Greg Smithback and Louis Meinholz.

After the Pledge of Allegiance there was a motion by Ripp, 2nd by Endres to approve the minutes of the October 1, 2012 regular board meeting. 4-0 yes.

Public comment: None

Koltes Conditional Use Permit – The Board reviewed a Conditional Use Permit application by Jim Koltes for Sanitary Plumbing Fixtures in a farm machine shed at 7023 County Highway I. This was reviewed by the Plan Commission last week. It is a new requirement from Dane County. The Plan Commission set the fee at \$100 for this CUP and all future requests for CUPs for Sanitary Plumbing Fixtures. Motion by Marquardt, 2nd by Freppon to accept the Plan Commission’s recommendation for approval. All yes.

E-80 Plus – The Board reviewed a preliminary map of a request from E-80 Plus to add 5 acres to their existing parcel and rezone from A-1ex to C-2. The Plan Commission reviewed and agreed that the concept fits within the Town Plan. E-80 Plus will have a Certified Survey Map done and it will come back through the Plan Commission before the Town Board sees it again. No action by the Town Board is required at this time.

Part Time Plow Driver – An application from Tyson Roessler was reviewed. A pre-employment drug test will be required. Motion by Endres, 2nd by Marquardt to hire Tyson Roessler as a part time plow driver at \$18.00 per hour. All yes.

Employee Manual – Board Members reviewed proposed changes to the employee manual. It was discussed that language needs to be added about overtime being paid when plowing snow on holidays. There was discussion about employee reviews and who conducts them. There are changes to the days that are considered legal holidays included in the update. Dave Ripp thinks the inclusion of those holidays should begin next year. Motion by Endres, 2nd by Marquardt to approve the employee manual changes with an effective date of January 1, 2013. All yes.

Johnson Block Engagement Letter – The Board reviewed an engagement letter from Johnson Block for an audit of the Town and Utility District financial records. The fee will be \$6900 for the audit and preparation of Form C. The fee will be \$1,200 for each Utility District. It was explained that Johnson Block helped with the changeover to Quickbooks, which will help them in the audit process. Professional Services do not need to be bid, put a Class I Notice needs to be published. Motion by Marquardt, 2nd by Freppon to approve the Engagement Letter.

Town Hall Project Newsletter – The Board reviewed the proposed newsletter for the Town Hall project. Supervisor Marquardt suggested adding specific language about how it will affect property of a certain value. The site plan is likely to change. A meeting was held with the Midthun family on October 13th. They would like to see the amount of land required for the project reduced. The Clerk/Manager is working with Jason Jackson to prepare alternative site plans. Another meeting with the Midthun family has been set up for Tuesday, October 16, 2012 at 7:00 P.M.

Operator’s Licenses: Motion by Endres, 2nd by Marquardt to approve an Operator’s License for Linda Kessenich at Comfort Inn. All yes.

Town Supervisor Reports: Supervisor Marquardt reported that DeForest Fire met and passed their budget. It will be a .08 or .09% increase. Supervisor Ripp reported that Dane Fire passed their budget. They are again using reserve funds to help balance the budget. Discussion was held about the amount we will levy. We will be close to our levy limit, so we will only levy the amount required. Chairman Breggeman reported that the DeForest Senior Center has begun booking evenings in anticipation of extra employees being hired to cover the hours. Supervisor Freppon reported that Waunakee EMS is considering a Service Award program for its members. They have surplus funds available and they would likely be used to help pay for the program. Supervisor Endres reported that Waunakee Fire will be hosting a benefit for one of their members. When the details are obtained they will be added to the Town Calendar on the website.

Town Manager’s Report

- Request For Proposal - Assessor – The RFP was mailed on October 3rd. They are due in to the Town Office by October 26th.

- Working Budget Meeting – A reminder that the working budget meeting for the board is scheduled for Thursday, October 25, 2012 at 7:00 P.M. at the Town Hall.

Motion by Marquardt, 2nd by Freppon to pay current town bills in the amount of \$104,780.65 (Utility 1 = \$7,228.27, Utility 2 = \$4,625.84, Payroll = \$6,032,52 and Town General = \$86,894.02) All yes.

Meeting was adjourned at 8:19 P.M.

Prepared by: Shawn Haney, Clerk/Manager

Note: These draft minutes are subject to approval at the November 5, 2012 Town Board Meeting.