



Town of Vienna Web Site Address: www.vienna-wis.com

April, 2016
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April Election

The Spring Election will be held on Tuesday, April 5th. Polls will be open from 7:00 A.M. to 8:00 P.M. Races on the ballot include Wisconsin Supreme Court, County Judge Races, Town Supervisor III, Town Supervisor IV, DeForest, Lodi, Poynette and Waunakee School District Board Races, a Town of Vienna Clerk Referendum and the Presidential Preference election. Sample ballots by school district are posted at the Town Hall and on the Town website under the Election tab.

Thank You from Retiring Clerk

This is my last newsletter as your Town Clerk as I am retiring on April 19th. I want to thank all of our town residents for electing me to be your Clerk for the last 5 years. I have truly enjoyed working for the Town of Vienna. We have great Town Board Members (past and present) that help make town operations go smoothly. A lot has been accomplished in the past 5 years: A renewed boundary agreement with the Village of DeForest, updating of equipment, construction of a new town/hall shop, automated trash/recycling carts, construction of a permanent waterway to drain the County V area and a boundary agreement with the Village of Windsor (pending) to name a few.

Deputy Clerk Retiring

Deputy Clerk Linda Smithback will be retiring on April 5th. Linda has been with the town since 1999 and has served as Treasurer and Deputy Clerk. She wanted to retire with no fanfare but we would be remiss in not acknowledging her contributions to helping the town run smoothly. We wish her the best in retirement!

Town Annual Meeting/Regular Meeting Date Change

The 167th Annual Meeting of the Town of Vienna Electors will be held on **Tuesday, April 19, 2016** at 7:00 P.M. at the Vienna Town Hall. The financial reports will be given for the Town and Utility Districts. Copies of the financial reports will be available at the meeting. If you are unable to attend and would like a copy, please contact the Town Office or download them from the Town website under the Budget tab. They will be posted on the website by Friday, April 22nd. The regular meeting that would have normally been held on Monday, April 18, 2016 has been moved to Tuesday, April 19, 2016. It will be held following the Town Annual Meeting.

Wingra Quarry Advisory Committee Meeting

The annual Wingra/Maier quarry advisory committee meeting will be held on Monday, April 11, 2016 at 6:15 P.M. at the Town Hall. A representative of Wingra Stone will be present to discuss the operation of the quarry in 2015, predictions for 2016 and will address any concerns raised by residents and neighbors.

Town Brush Site Opens

The Town of Vienna brush site will open for the season on Saturday, April 2nd. The site is open and staffed from 8:00 A.M. to 4:00 P.M. on the first and third Saturdays of each month from April through October. Brush, tree limbs and yard waste are the only accepted items. Other types of wood, including treated wood and wood with nails are **NOT** accepted.

Burning Permits

A reminder to call your respective Fire Department to obtain a burning permit when necessary. Obtaining a permit saves fire departments from responding unnecessarily when the 9-1-1 center receives calls from passers by that see smoke and/or flames. If you are in doubt as to which fire district you live in, check your tax bill or contact the town office. If in doubt as to whether you need a permit, call and ask.

Town of Vienna Board Meeting Minutes Monday, March 7, 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 and Ted Wadzinski.

Motion by Rupp, 2nd by Ruegsegger to approve the minutes of the February 15, 2016 regular board meeting. All yes.

Public Comment – Ted Wadzinski stated that he is a town resident and Director of Gas Distribution and Construction Operation for Madison Gas & Electric. He and a representative from KS Energy Services would like to appear at a future board meeting to discuss some of the issues we have had with previous gas line installations in the town. It will be placed on the agenda for the March 21, 2016 board meeting.

Resolution 3-7-16, Road Repair Reimbursement Agreement – American Transmission Company proposed an agreement that would cover damage to town roads if it occurs during construction of the Badger-Coulee power line. Attorney Mitby reviewed the proposed agreement and suggested some changes which were accepted by ATC. The resolution authorizes the Town Chairman to execute the agreement. Motion by Rupp, 2nd by Endres to approve Resolution 3-7-16. All yes.

Windsor/Vienna Boundary Agreement – Windsor approved the draft agreement at their meeting on February 18th. Paulson and Associates created a map that will be included as exhibit A. The next step is to hold a public hearing. Windsor suggested dates of April 14th or 28th at 6PM. Either of those dates will work for us.

Dane County Zoning Ordinance – Dane County is going to be working on a comprehensive revision of their zoning ordinance. A state law was passed that will allow towns to opt out of county zoning. The Dane County Town's Association will be having a meeting on March 30th at the Town of Westport to discuss how it will work if towns opt out.

Operator's License(s) – Motion by Endres, 2nd by Ruegsegger to approve an operator's license for Jordan Ciesielczyk-Gibson at Phillips 66. All yes.

Town Supervisor Reports: Supervisor Rupp reported that DeForest Fire met on March 2nd. A listing of calls and response times was provided. The Self Contained Breathing Apparatus grant has been sent in.

A first responder grant has been applied for. The Intergovernmental Agreement is still being worked on. They will soon be looking for a new place to cut up cars for extrication training. Supervisor Ruegsegger reported that Dane Fire is still reviewing a proposed operating agreement.

Chairman Breggeman reported that the DeForest Senior Center is still working on reviewing their space needs. Supervisor Ingalls reported that Waunakee EMS meets this Thursday. Supervisor Endres reported that Waunakee Fire met on Feb 29th but he was not able to attend. They are looking in to the future to determine staffing needs and the feasibility of a second fire station.

Town Clerk's Report

- Deputy Clerk Position – There were 5 applications. Two candidates will be interviewed this week.
 - Water Test Fee Increase – Water Compliance Specialists raised the price of water testing. Residents will now pay \$28 and the town will continue to pay the balance.
 - MG&E Gas Line – MG&E informed us that the map we were provided covers areas they are studying for future gas service. No new lines will be installed in 2016. They will be doing archaeological studies in the areas first to determine if it would be cost effect to install the lines.
 - DMB Annual Report – DMB Community Bank sent us a copy of their 2015 Annual Report. It is available for viewing at the town hall.
 - ATC Environmental Impact Fee – We received a letter showing that the town is scheduled to receive an environmental impact fee of \$362,014 for the Badger Coulee power line project. It will likely take 6 months for it to arrive. From past experience we know that number could change.
 - DaneCom Update – We received 2 updates since the last board meeting. The updates included photos of construction at tower sites. There was discussion about the invoices we have received. It was the consensus of the board to continue to hold them.
 - DeForest Trail – The Village has provided us a map of a trail that will be constructed along the east side of River Road from County V south to Acker Parkway. It will affect several Town of Vienna residences. The trail is being built in the road right of way.
 - Brush Site Staffing – Matt Mortimer is not able to come back for this year due to other employment. Town resident Luke Engeseth has been hired to work at the brush site.
- Deputy Clerk Astrella reported that he will have a draft of the employee handbook ready for Attorney Mitby soon. Chris will be added as a signer at the bank this week. As of today there are 45 likes on the town Facebook page.
- Motion by Rupp, 2nd by Ruegsegger to pay current town bills in the amount of \$1,180,917.94 (Utility 1 = \$660.36, Utility 2 = \$206.44, Payroll (2) = \$10,875.62, Payments to School Districts, MATC, County and State for February Tax Settlement = \$874,383.70, Loan Payments = \$194,608.59 and Town General (Includes payments to Fire Districts, EMS and DeForest Senior Center) = \$100,182.73.)

All yes. Clerk note: Election wages of \$904.50 were reported at the last meeting so that was deducted from the totals discussed at this meeting.

Meeting was adjourned at 7:47 P.M.

Prepared by: Shawn Haney, Clerk

Note: These minutes were approved at the March 21, 2016 Town Board Meeting.

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, 2nd 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, 2nd 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 1st year, increasing to \$103 per month after that. the next meeting. 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 10th. 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, 2nd 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 2nd. We met with Scott Anderson on March 17th. Scott is working on a draft for review. The document must be complete by August 1st.
- GIS Program for Town Infrastructure – General Engineering gave a brief presentation to us on March 16th. 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 4th 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 15th 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, 2nd 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

**Vienna Town Board Meeting Agenda
Monday, April 4, 2016**

The Vienna Town Board will meet on Monday, April 4, 2016 at 7:00 P.M. in the Town Hall, located at 7161 County Highway I, DeForest, WI. The agenda for that meeting includes the following:

Call the regular Town Board meeting to order, recite the Pledge of Allegiance, approve or amend the minutes of the March 21, 2016 regular board meeting.

Public comment.

Discussion and action on Town Road Sealcoating Bids.

Discussion and possible action on a Fireworks Permit for Uncle Buck's Fireworks at 4995 County Highway V.

Discussion and possible action on a request from Truck Country to merge three lots into one lot at the Vienna Business Center.

Review and/or approve draft of Employee Manual.

Discussion and action regarding using Quickbooks for tax liability reporting.

Discussion and possible action regarding Town Office Hours.

Operator's License(s)

Town Supervisor Reports

Town Clerk's Report

Town Clerk Official Letter of Resignation/Retirement

Date for 2nd April Town Board Meeting

Review and authorize payments of current town and utility bills, wages and expenses.

Adjourn