



Town of Vienna Web Site Address: [www.vienna-wis.com](http://www.vienna-wis.com)

April, 2017

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## April Election

The Spring Election will be held on Tuesday, April 4th. Polls will be open from 7:00 A.M. to 8:00 P.M. Races on the ballot include State Superintendent of Public Instruction, Judicial Supreme Court, County Executive, Town Board Chairperson, Town Treasurer, Town Supervisor I, Town Supervisor II and DeForest, Lodi, Poynette and Waunakee School District Board Races. Sample ballots by school district are posted at the Town Hall and on the Town website under the Election tab.

## Electronics Recycling Program April 8th

We will be having our electronics recycling day on Saturday, April 8, 2017 from 8:00 A.M. to Noon. We will be using the cold storage building with driveway access off Norway Grove Road. Items accepted for recycling include: Desktop and laptop computers, computer printers, fax machines, scanners, copiers, computer monitors, televisions, keyboards, DVD players, VCRs and cell phones. Microwave ovens will be accepted this year. **Please do not bring dehumidifiers or other appliances.** We will NOT be able to take items in advance, so if you are unable to make it on April 8, please make arrangements with a family member or neighbor to have them drop the item(s) off for you. **This free recycling event is limited to Town of Vienna residents. If you have heavy items, bring someone to help you unload them, as we will only have one staff member on site.**

## Town Brush Site Help Wanted

The Town of Vienna is looking for a seasonal employee to work at our Brush Site. This position requires 8 hours every first and third Saturday of each month, starting in April and ending in October. The hours are 8am to 4pm. The applicant needs to be 16 or older and be dependable for the full season. The responsibilities include opening and closing the site, logging the name and address of the person entering to verify residency and checking drop off material such as grass, brush or lumber to ensure only acceptable items are disposed. The wage is \$13.25 an hour. If you are interested in this position, please contact Kathleen Clark, Town Clerk at 608-846-3800 or via email at [tovclerk@centurytel.net](mailto:tovclerk@centurytel.net) for an application.

## Town Brush Site Opens

The Town of Vienna brush site will open for the season on Saturday, April 1st. 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.

## Town Annual Meeting/Regular Meeting Date Change

The 168th Annual Meeting of the Town of Vienna Electors will be held on **Tuesday, April 18, 2017** at 7:00 P.M. at the Vienna Town Hall. The 2016 financial reports will be provided for the Town and Utility Districts. Copies of the financial reports will be available but 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. The regular meeting that would have been held on Monday, April 17, 2017 has been moved to Tuesday, April 18, 2017. It will be held following the Town Annual Meeting.

## Gardiner Appraisal Town Assessor

It is that time of year when the assessor will go around to evaluate new and/or remodeled properties for tax purposes. Residents should receive a post card or letter requesting an appointment. If an appointment is not scheduled, the assessor may visit your property. **Be sure to ask for identification.**

## 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 to 911 calls made to the center by 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 you are in doubt as to whether you need a permit, just call and ask.

### Town of Vienna Board Minutes

March 6, 2017

The regular meeting was called to order at 7:00 p.m. by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp, Steve Ruegsegger. Also present Clerk Kathy Clark, Resident Jim Koltes

#### Pledge of Allegiance was recited

**Public Comment:** None

**Approval of Minutes:** Motion made by Rupp, second by Ruegsegger to approve the minutes of February 20, 2017 town board meeting. Motion carried (5-0).

#### Discussion and possible action on April Recycling Program:

Clark reviewed a quote received from Advanced Disposal in the amount of \$600 for a 20 yard dumpster for electronic recycling items to be disposed of. Two years ago the program was so successful that two dumpsters were needed, at a cost of \$500 each dumpster. Another program is E-Cycle Wisconsin where they bring a truck onsite for a one day collection or they would deliver a dumpster and both options would be an upfront cost of \$75. E-Cycle does collect smaller electronic items free but charges fees for larger items such as appliances, computers and large screen TV's. The office has received several calls asking about this program. With Advance Disposal, a fixed cost is provided upfront but with E-Cycle, the cost is unknown until the event ends. It is the town's intent is to pay for this program and offer it to the residents free. Discussion followed. Motion by Endres, second by Ingalls to go with Advance Disposal for the April Recycling Program for an electronic dumpster at a cost of \$600 with a maximum cost of \$1,200 for two dumpsters. Motion carried (5-0)

#### Discussion and possible action on Dane-Vienna Fire District Agreement:

Ruegsegger provided an overview on the last Dane-Vienna Fire District meeting. Resolution language was added to the contract that a mediator would be used if there was a split vote. A vote was taken on whether to change to a 5 member. Ruegsegger voted yes, 2 members voted no and one was undecided. So it is either approve this agreement or continue coverage under the 1961 contract. Endres expressed concern with the 4 member board which has been an issue in the past. Rupp stated that the board members have changed and that it might be easier to work through issues. Endres discussed this issue at his last Waunakee Fire District meeting. Ruegsegger stated the new agreement includes new language with more detail, an updated territory but both agreements include a 4 member board so this would be an improvement. The board feels strongly that the fire district should consist of a 3 or 5 member board and until that is resolved the existing contract will remain. Motion by Endres, second by Ingalls to deny approval of the Dane-Vienna Fire District Agreement until the Fire Board agrees to go to a 3 or 5 member board.

A roll call vote for approval was requested: Endres-opposed, Ingalls-opposed, Breggeman-opposed, Rupp-for, Ruegsegger-for. Motion denied (3-2)

**Operator's Licenses:** None

**Town Supervisor Reports:** Supervisor Ruegsegger already covered the last Dane-Vienna Fire board meeting held on February 27<sup>th</sup>. Supervisor Rupp did not have a new report. Chairman Breggemans meeting with DeForest Senior Center is scheduled for next Tuesday, March 14<sup>th</sup>. Supervisor Ingalls meeting with Waunakee EMS is scheduled for next Thursday, March 16<sup>th</sup>. Supervisor Endres meeting with Waunakee Fire was February 27<sup>th</sup>. The fire district is waiting for the radio antennas to be changed out since there are some areas where service is lost. They were doing some cold water training and found the 20 year old wet suits leaked so they purchased 2 new wet suits.

**Town Clerks Report:** Clark reported that DaneCom sent a memo out that there were still some issues with service areas and all radio antennas would be replaced at no cost. A local resident contacted the office and was interested in purchasing the Linde Property located by the interstate to open a business and requested to be on the April agenda. Liz Henry has been working with our office regarding their CUP and a temporary liquor license for an event they would host with a company called Out Standing in the Field. This will be reviewed with the DOR before any decision is made. Johnson and Block sent preliminary audit adjustments and will be meeting with us on March 14<sup>th</sup> to review. The annual meeting is approaching so an equipment committee meeting should be scheduled. Clark asked if a road ride-along could be scheduled for road repairs and Rupp offered to coordinate this. Clark will be off March 16, 17 and the 20<sup>th</sup> for title closing and moving. Stoeckler will be here on the 16<sup>th</sup> and 20<sup>th</sup> to keep the office open until 2pm but Friday, the 17<sup>th</sup>, the office will be closed.

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

Motion by Ruegsegger, second by Rupp to approve the bills as stated and pay the current town bills as submitted in the amount of \$285,262.86; Payroll \$5,757.80; Town Bills \$271,398.51; Utility 1 \$7,246.45 and Utility 2 \$860.10. Motion carried (5-0).

**Adjourn:** Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 7:40 p.m.

**Prepared by:** Kathleen Clark, Town Clerk

**Note:** These draft minutes are subject to approval at the March 20, 2017 Town Board Meeting.

### Town of Vienna Board Minutes

March 20, 2017

The regular meeting was called to order at 7:00 p.m. by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp, Steve Ruegsegger. Also present Clerk Kathy Clark, Residents Liz Henry, Shawn Haney, Jim Koltes and Assessor Linda Gardiner.

**Pledge of Allegiance was recited.**

**Approval of Minutes:** Motion made by Rupp, second by Ruegsegger to approve the minutes of March 6, 2017 town board meeting. Motion carried (5-0)

**Public Comment:** Liz Henry informed the board that on July 29<sup>th</sup>, a private event of 150 people will held on their land, outside the CUP premise of their business, J. Henry and Sons Distillery. As part of the CUP agreement, any groups over 50 people request that the Town board be informed. This event "Out Standing in the Field" is held internationally and brings in people from all over the country. Dan Fox of Heritage Tavern in Madison recommended J. Henry and Sons to be the host. This will provide positive exposure for the Town of Vienna.

**Discussion and possible action with Assessor, Gardiner Appraisal Service:** The board requested that Linda Gardiner attend this meeting to discuss the International Harvest Ministry refund and some of the other errors that have occurred on the town's 2016 tax roll. Breggeman noted that a similar issue occurred on the 2015 tax roll regarding a new home built in 2014, the old home was razed and both were assessed in 2015. Haney provided background on the issue and indicated that as of April 2016, this issue was still not resolved. It was finally resolved and taxes were refunded. Regarding the Ministry, the pastor was told last minute that the taxes had to be paid in full in order for a refund to be approved. The town will have to refund these taxes and will not get reimbursed until 2017. Another issue discussed was a resident's assessment that was reduced during open book but not changed on the tax roll. This will also need to be refunded and the town will get reimbursed in 2017. Breggeman informed Gardiner that residents were upset and this was not acceptable. Gardiner agreed and proposed to have senior partners or herself supervise the assessor's work going forward. The tax assessor has started reviewing properties for the 2017 tax year. A resident reported that someone showed up at their home, unannounced and without proper ID, asking for access to assess the home. Gardiner informed the board that notices are sent to residents requesting an appointment. If no appointment is made, a certified letter is sent as policy. Clark will post a notice on the website and in the newsletter so residents know the assessor is checking on properties and to ask for identification. Ingalls stated that these errors create more work for the clerk and asked if there is any means of compensation for the time involved. Gardiner will look into this and follow up accordingly.

**Discussion and possible action on Dane-Vienna Fire District Agreement:** Ruegsegger indicated there is no more to discuss on this so the previous contract will remain in place.

**Operator's Licenses:** Three operator license applications were presented for review and possible approval. Motion by Rupp, second by Ruegsegger to approve Sanford operator's license application for Phillips 66. Motion by Ruegsegger, second by Rupp to approve Borgrud operator's license application for Phillips 66. Motion by Ingalls, second by Endres to approve Murphy operator's license application for Allstop. All Motions carried (5-0)

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with Dane-Vienna Fire District is scheduled for next Monday, March 27<sup>th</sup>.

Supervisor Rupp attended the Plan Commission meeting on March 13<sup>th</sup>. The event barn application for a CUP has been changed to a request for a Temporary Use Permit which is seasonal use. Conditions for this were discussed and this will be on next month's plan commission agenda for further discussion. Chairman Breggemans meeting with DeForest Senior Center was Tuesday, March 14<sup>th</sup>. The bid process has started for repairs so it's moving forward. Supervisor Ingalls meeting with Waunakee EMS was Thursday, March 16<sup>th</sup>. It was a short meeting and nothing new to report. Supervisor Endres meeting with Waunakee Fire is scheduled for March 27<sup>th</sup>. A resident on Schumacher Road received a bill for fireman services and equipment used after responding to an illegal controlled burn in a silo. This was not the first time Waunakee Fire has responded to this location for the same reason.

**Town Clerks Report:** Clark informed the board that Madison Sand & Gravel will be adding a culvert to assist their pumping process at no cost to the town. The previous brush site attendant will not be returning this season so Clark will run an ad on the website and in the newsletter. GEC sent a letter regarding the state law change (Act 211) for filing building permits that will go into effect January, 2018. It was agreed GEC will handle this since the fees stay the same. Clark informed the board that registration for 2017 Municipal Clerk and Treasurers Institute has started. This will be the final year of the 4 year program and upon completion, will certify the clerk as a treasurer.

**Review and authorize payments of current town and utility bills, wages and expenses:** Motion by Rupp, second by Ruegsegger to approve the bills as stated and pay the current town bills as submitted in the amount of \$40,418.25; Payroll \$15,293.11; Town Bills \$24,616.36; Utility 1 \$409.50 and Utility 2 \$99.45. Motion carried (5-0).

**Convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:** Motion to Convene into closed session pursuant to Wis. Stat. § 9.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Endres-aye, Ingalls-aye, Breggeman-aye, Rupp-aye, Ruegsegger-aye. Motion carried.

**Reconvene to open session and take possible action:** Motion to reconvene to open session and take possible action. Motion by Rupp, second by Ingalls to provide a cost comparison of outsourcing landscaping for the summer or hiring a summer time employee. Motion carried (5-0)

**Adjourn:** Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 8:50 p.m.

**Prepared by:** Kathleen Clark, Town Clerk

**Note:** These draft minutes are subject to approval at the April 3, 2017 Town Board Meeting.

## **Vienna Town Board Meeting Agenda Monday, April 3, 2017**

The Vienna Town Board will meet on Monday, April 3, 2017 at 7:00 P.M. in the Town Hall, located at 7161 County Highway I, DeForest, WI. The agenda for this meeting includes the following items:

- Call the Town Board meeting to order
- Recite the Pledge of Allegiance
- Public comment
- Approve or amend the minutes of the March 20, 2017 Board meeting
- Discussion and possible action on Town Road Sealcoating and Road Reconstruction Bids
- Discussion and possible action on an application for a Fireworks permit-Uncle Bucks Fireworks Operator's License
- Town Supervisor Reports
- Town Clerk's Report
  - Vienna Tourism Commission
  - Brush Site Position
  - Lawn Maintenance Costs
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn