



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

December, 2016
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Town Budget Passes

The 2017 Town Budget was passed at the Annual Budget meeting on November 21, 2016. The local mill rate will stay the same at 2.87/1,000 of assessed value. DeForest and Waunakee School District residents will see a slight decrease while Poynette and Lodi School District residents will see a slight increase. Residents served by DeForest, Dane and Waunakee Fire Departments will see a decrease in that portion of their tax bill. All residents served by Waunakee EMS will see a slight increase in that portion of the tax bill due. At the time this newsletter went to the printer, we did not receive information from Dane County so we do not know the extent of a county tax increase, if any. Copies of the 2017 budget are available on the Town Website and at the Town

Utility District 2 Rates

Residents in Utility District 2 will see **not** see an increase in sewer rates for 2017. This is due to the fact that Madison Metropolitan Sewer District had a very slight increase in their fees. The rate for residents in Windsor Prairie will remain the same at \$185 per year. The rate for residents in Hickory Meadows, Nature Valley and Lantern Hollow will remain the same at \$245 per year.

Payne & Dolan Meeting

The annual Payne & Dolan quarry advisory committee meeting will be held on Monday, December 19, 2016 at 6:30 P.M. at the town hall. Residents with questions/comments/concerns about the operation of the plant are encouraged to attend. If anyone has comments or concerns but will not be able to attend, please submit your concerns in writing, leave it with the Town Clerk along with your contact information so we can follow up with you.

Nomination Papers

First day to circulate nomination papers is Thursday, December 1st and can be picked up at Town Hall. The completed packet needs to be filed in Clerk's office no later than 5PM, Tuesday, January 3rd. A minimum of 20 signatures is required to be submitted.

Tax Collection Information Office Hours and Tips

Property tax bills will be mailed as soon as they are available, but no later than Monday, December 19, 2016. Town Treasurer Nicole Roessler will be in the office for in-person tax collection on the following dates/times in December:

Friday, December 30, 2016 8:30 AM-3 PM

Tuesday, January 31, 2017 8:30 AM-2 PM

A drop box is available inside the Town Hall vestibule 24 hours per day. If you have tax related questions, please call 608-846-3802 during stated hours above. A few quick tips for processing:

Tip # 1: Escrow checks from mortgage companies must be signed by **EACH** party whose name is on the front of the check.

Tip # 2: When writing a personal check, make sure the number written in the box matches the amount written in words on the long line (legal line) of the check. The amount written in words on the legal line is what the bank will pay.

Special Assessments and Special Charges are due with the First Installment and will be taken out of payments first which could leave a portion of your taxes delinquent if enough funds have not been included to cover all specials, plus the first installment.

Mailing Tax Payments

In an effort to accommodate all taxpayers who wish to use a 2016 tax deduction for payments received by December 31, 2016 we respectfully request that you mail your payment to the Treasurer a week in advance of that deadline.

Please provide as much detail as possible on each of your tax bills or stubs and/or on your check when mailing your tax payments. The information should include notations for 1st installments, full payment or any combination thereof. It would also be very much appreciated if you would include a telephone number where you can be reached in the event we need to contact you for clarification. The more information you provide, the quicker we can get your taxes processed and submitted to the bank .

Town of Vienna Board Minutes November 7, 2016

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

Motion made by Rupp, second by Ruegsegger to approve the minutes of October 17, 2016 town board meeting and October 17, 2016 Working Budget meeting. Motion carried (5-0).

Public Comment: Teri Heimerl explained that Wednesday there was a loud explosion near his house. He called the office to express his concern and said he plans to attend the board meeting to see if there is anything the town can do. There had not been any blasting throughout the summer but now that the blasting area is closer to the house, the noise is much louder. Heimerl bought the house after the quarry was in operation. Breggeman explained the process and if the blasting is within the level allowed, there is no way to shut them down. A letter to notify residents prior to scheduled blasting was suggested. Clark emailed Payne & Dolan requesting this for future blasting. Breggeman suggested Heimerl attend the Quarry Advisory Meeting December 12, 2016. Also to keep notes, pictures and documentation to show any damage that may be caused by the process.

Approve Appointment of new Dane-Vienna Fire Chief, Denman Breunig: The Village of Dane Clerk requested this be on the agenda for approval by the Town of Vienna board. Motion by Ruegsegger, second by Endres to approve the appointment of Chief Denman Breunig to Dane-Vienna Fire Department. Motion carried (4-0). Rupp abstained from vote due to work relationship.

Approve Resolution 2016-6 Election Voter Participation Center: Clerk explained the purpose of this resolution is to protect the integrity of elections. There were different groups mailing out false requests and information regarding registration or voting. This resolution was sent to all Wisconsin municipal clerks for board approval to present to Washington legislation for consideration. Motion made by Rupp, second by Ruegsegger to approve Resolution 2016-6 Election Voter Participation Center. Motion carried (5-0).

Discuss and Approve the Innovative Drive Bridge: Clerk informed the board that Chair Breggeman and Clark had met with the Village of DeForest. The Village is proposing building a bridge over the Yahara River to provide emergency responders a faster route to the residents. DeForest is still waiting on approval from the DNR and requested Vienna send a letter to DNR to show town approval. Breggeman questioned truck routes and weight limits.

The Village is going to put signs up to enforce that. Motion made by Rupp, second by Endres to approve the Innovative Drive Bridge. Motion carried (5-0).

Operator's Licenses: Clark provided four operator's license applications for review. Two for Exxon and two for Allstop. All four applicants have completed the seller's course and had no criminal record. Motion made by Endres, second by Rupp to approve the two Exxon operator's license applications. Motion carried (5-0). Motion made by Endres, second by Ruegsegger to approve the two Allstop operator's license applications. Motion carried (5-0).

Town Supervisor Reports: Supervisor Ruegsegger had the Dane Fire meeting October 24th. The new Chief Breunig was present. Ruegsegger informed the board that Dane Fire would like to come in and do a presentation regarding the purchase of a new truck. This will be scheduled at one of the December board meetings. The Fire district agreement is still being reviewed by the lawyers. The board requested Clark email the Fire/EMS budgets and service contract agreements for review. Endres raised the concern that Dane has a four member board and it should be a five member for voting purposes. Term of the contract and territory was discussed. Supervisor Rupp stated the DeForest Fire/EMS meeting is on November 16th.

Rupp asked about the Fire/EMS service contract. Clark explained that the first draft was just received in October and the Town attorney is reviewing it. Chairman Breggeman stated DeForest Senior Center meeting is Tuesday, November 8th. Supervisor Ingalls stated the Waunakee EMS meeting is November 16th. Supervisor Endres explained Waunakee Fire meeting was cancelled as it was on Halloween night

Town Clerks Report: Clark informed the board that Mark Reynolds stopped in to request Truck Country clean up the mud and gravel along Cake Parkway. Clark sent an email with pictures of the road debris to Jim Kane, Project Manager for Truck Country. Kane responded that he would take care of it. A meeting was held with the Village of Waunakee to discuss their Land Use Comprehensive Plan. Endres attended the meeting and showed the map of the proposed growth plan. A boundary agreement was discussed and copies of ours were emailed for their review at the November 21, 2016 Town Board Meeting. DaneCom postponed going live but Vienna radios have been programmed and tested successfully. Rupp informed the board that the County Highway Department went live and the radios are working well. Clark provided updated budget worksheets and asked if the board had questions. Endres asked about the loans and debt situation. Johnson Block will attend the next meeting to explain how this impacts the mil rate and to discuss some accounting procedures.

Clark suggested a 2016 audit be performed due to all the changes that took place this year. This would set a good baseline for 2017 accounting practices. It has been added to the budget and board approved.

Review and authorize payments of town bills, wages and expenses: Motion by Rupp, second by Ruegsegger to pay current town bills in the amount of \$231,070.38; Payroll, \$20,446.29, Town Bills \$189,314.70, Utility 1, \$12,408.75 and Utility 2, \$8,900.64. 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 made by Endres, second by Rupp to convene to close session. Roll call vote: Endres-aye, Ingalls-aye, Breggeman-aye, Rupp-aye, Ruegsegger-aye.

Motion to return to open session and take possible action: Motion made by Rupp, second by Endres to reconvene to open session. No action was taken.

Adjourn: Motion to adjourn made by Endres, seconded by Rupp. Meeting adjourned at 8:45 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the November 21, 2016 Town Board Meeting.

Town of Vienna Board Minutes November 21, 2016

The regular meeting was called to order at 7:00 p.m. by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger and Ron Rupp and Clerk Kathy Clark were present. Also present: Treasurer Nikki Roessler, Patrolman Scott Benson, Johnson Block Kevin Krysinski, Town Attorney John Mitby and Shawn Haney.

Motion made by Rupp, second by Ruegsegger to approve the minutes of November 7, 2016 town board meeting. Motion carried (5-0).

Public Comment: None

Accounting Presentation Johnson Block, Kevin Krysinski: Krysinski informed the board that a letter of engagement was submitted to the town for year-end adjustments, filing the Form CT and to perform an audit on 2016 financials. Krysinski provided an overview on his role and work in the past with the town. Endres inquired about the tax levy limit and the impact of debt has on the overall process. Krysinski gave different options on what the town can do to reallocate funds reserved for debt payments to future road projects. Discussion followed.

Motion to approve or amend the proposed 2017 Town Budget: Motion by Rupp, second by Ruegsegger to approve the 2017 town budget as amended in annual budget meeting, adding \$3,500 to Road Outlay. Motion carried (5-0)

Motion to approve or amend the 2017 Town Tax Levy: Motion by Ruegsegger, second by Endres to approve the Town Tax Levy. Motion carried (5-0)

Motion to approve or amend the 2017 Highway Expenditures: Motion by Rupp, second by Ingalls to approve the 2017 Highway Expenditures as amended in budget meeting, adding \$3,500 to Road Outlay. Motion carried (5-0)

Discussion and possible action on DeForest-Windsor Fire/EMS Agreement: Mitby led the discussion regarding his review of the service contract. A 1997 agreement with the DeForest Fire/EMS department exists and should be terminated before entering into a new agreement. Mitby recommended adding language to protect the town in the event the agreement is terminated. Discussion of past investments for equipment took place and that a credit or check would be given to the town for their shared interest. Mitby is working with the attorney on language for both sides and suggested waiting on approval until the details can be sorted out. The Town of Leeds is also waiting on further revisions before signing the contract. The board agreed to not take action at this time.

Operator's Licenses: None

Town Supervisor Reports: Supervisor Ruegsegger next Dane-Vienna meeting is Monday, November 28th. Supervisor Rupp stated the DeForest Fire/EMS meeting was Wednesday, November 16th. There were 129 calls this past month and they plan to purchase new equipment with the grant money received. A special meeting is scheduled for November 30th to discuss the status of the service contract. Chairman Breggeman stated DeForest Senior Center meeting was Tuesday, November 8th and the 2017 budget was approved. Supervisor Ingalls stated the Waunakee EMS meeting was Wednesday November 16th nothing new to report. Supervisor Endres has the Waunakee Fire meeting next Monday, November 28th.

Town Clerks Report: Clark reported that Wisconsin Emergency Management was visiting tomorrow for final review of the Drainage District project, on behalf of FEMA, to finalize the report with updated pictures of the drainage flow. An application for a Reception Barn was submitted to the office and will be on the Plan Commission agenda December 12th for review.

Review and authorize payments of town bills, wages and expenses: Motion by Ruegsegger, second by Rupp to pay current town bills in the amount of \$23,048.89; Payroll, \$5,817.87, Town Bills \$16,987.24, Utility 1 \$150.00 and Utility 2 \$93.78. Motion carried (5-0)

Adjourn: Motion by Rupp, second by Ruegsegger to adjourn. Meeting adjourned at 8:15 p.m.

Prepared by: Kathleen Clark, Town Clerk

**Town of Vienna Utility District 1
Annual Meeting Agenda**

The Town of Vienna Utility District # 1 will meet on Monday, December 5, 2016 at 6:30 P.M. in the Town of Vienna Hall located at 7161 County Highway I, DeForest, WI. The agenda includes:

Call the meeting to order

Public Comment

Approve or amend the minutes of the December 7, 2015 Utility District 1 Annual Meeting

Discuss the financial condition of Utility District 1

Review 2016 maintenance and lift station operation

Review proposed 2017 budget and rate schedule

Motion to approve or amend the proposed 2017 budget and rate schedule

Old business

New business

Adjourn

**Vienna Town Board Meeting Agenda
Monday, December 5, 2016**

The Vienna Town Board will meet on Monday, December 5, 2016 at 7:00 P.M. in the Town Hall located 7161 County Highway I, DeForest, WI. The agenda includes:

Call the regular Town Board meeting to order, recite the Pledge of Allegiance

Public Comment

Approve or amend the minutes of the November 21, 2016 regular board meeting

Dane-Vienna Fire Chief, Denman Breunig New Truck Presentation

Operator's License

Town Supervisor Reports

Town Clerk's Report

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

Adjourn