



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

January, 2016  
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## Correction

In the December newsletter it was reported that residents in the Waunakee School District would see a decrease in that portion of their tax bill. That was a mistake. Waunakee School District residents saw an increase on that portion of their tax bills. It is likely due to the referendum that was passed in 2014. Our apologies for any confusion this may have caused. We had anticipated an increase for DeForest Schools but it was offset by higher tax credits. All tax bills were mailed on December 15th.

## Christmas Tree Collection

Advanced Disposal, Inc will be collecting Christmas Trees on Friday, January 15, 2016 and Friday, January 29, 2016. If you would like your tree picked up, you must call **Advanced Disposal in advance at 608-251-7878. Let them know your address and which day you will leave it out for collection.**

## Tax Collection Information/Hours/Tips

Town Treasurer Nicole Roessler will be in the office for in-person tax collection on the following date/time in late January:

### Friday, January 29, 2016 9AM-3PM

A drop box is available inside the Town Hall vestibule. It is accessible after office hours. If you have tax related questions, please call **608-846-3802**

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 banks 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.

**Tax overpayments will be not be refunded immediately. They will be processed after all checks have cleared their respective bank(s). December overpayments will be processed at the January 18, 2016 board meeting and January overpayments will be processed at the February 15, 2016 board meeting.**

## Mailing Tax Payments

In an effort to accommodate all taxpayers who make their first installment by January 31, 2016, we respectfully request that you **mail** your payment(s) to the Treasurer a week in advance of that deadline.

Please provide as much detail as possible on each of your tax bills/stubs or 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.

# New Employee

Chris Astrella has been hired to be the replacement for Clerk Shawn Haney. Chris will start as a Deputy Clerk on January 19, 2016. When Clerk Haney retires on April 19, 2016 Chris will become the Acting Clerk for the remainder of the term. Chris has experience as a Deputy Clerk/Treasurer/Administrator in the Town of Blooming Grove, Clerk/Treasurer in the City of Waterloo and as a Deputy Clerk in the Village of McFarland. He is currently the 1st Vice President of the Wisconsin Municipal Clerks Association and will take over as President in August of 2016. Chris and his wife Julie currently live in Sun Prairie and when not at work he enjoys biking, traveling and working out. Please join us in welcoming Chris to the Town of Vienna.

## Town of Vienna Board Meeting Minutes Monday, December 7, 2015

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: Scott Benson, Scott Anderson, Don Schmidt, Don Midthun, Louis Meinholz, Chris Astrella, Jim Koltes and Deputy Rich Bennett (7:40 P.M.)

Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to approve the minutes of the November 16, 2015 regular board meeting. All yes.

**Public Comment** – None.

**Engineer** – Town Engineer Scott Anderson presented his findings regarding water drainage in the lower half of section 27. There is currently a water intake at 938.93 feet that drains to the east. The elevation of Cuba Valley Road at its lowest point is 945.50 feet. If the drain were not working at all the water would have to rise 6.57 feet before it would come up on to Cuba Valley Road. A map was shown showing the affected area. It would equate to 38.3 million gallons of water. There was discussion about how much water from other areas runs in to this area. Scott Anderson was not asked to calculate that. There was discussion about how giving money to this project would affect future requests from other landowners with water issues.

**Drainage District Request** – Continued discussion from above agenda item. Motion by Endres, 2<sup>nd</sup> by Ingalls to deny the request for \$15,000 from Drainage District 29. All yes.

**Letter of Credit** – We had an agreement in place with Clear Horizons (Digester Operator) that included a bond/letter of credit to cover road work. When we negotiated the Payment In Lieu of Taxes (PILOT) agreement that negated the need for a bond/letter of credit. Clean Fuel Partners is taking over operation of the digester and has agreed to the terms of the agreements we had with Clear Horizons. A transfer agreement has been prepared without the provision for a bond/letter of credit. Motion by Endres, 2<sup>nd</sup> by Rupp that a bond/letter of credit is no longer needed. All yes. Chairman Breggeman signed the transfer agreement.

**Clerk Replacement** – Chris Astrella was present. Employment issues were discussed. His starting date will be Tuesday,

January 19<sup>th</sup>. There was discussion about the current vacation policy of one week after one year. There was discussion of 2 weeks (80 hours) after 6 months, prorated upon the time of year the employee starts. The board was in agreement that this would be acceptable. There was discussion about the need to update several areas of the employee manual. This will take place in early 2016 and will be brought back to the board for review when drafted. Clerk note: More information about Mr. Astrella will be included in the January newsletter.

**Deputy Bennett** – Deputy Bennett provided a list of calls in the town from March to November of 2015. There were many different types of calls including a homicide, several thefts and an armed robbery. Considerable time was spent on a juvenile case as well. Deputy Bennett was asked to provide extra patrol for overweight trucks on Cuba Valley Road between County I and River Road, and to watch for cars passing school busses near County V and Schumacher Road.

**Operator's License(s)** – Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to approve an Operator's License for Larry Wilmot at All Stop, Inc. All yes.

**Town Supervisor Reports:** Supervisor Rupp reported that DeForest Fire met on November 30<sup>th</sup>. Most of the time was spent in closed session. There was discussion about a fatal accident on I 39/90/94. The SCBA grant is in process. The Intergovernmental Agreement is still being worked on. Supervisor Ruegsegger reported that Dane Fire met on November 30<sup>th</sup>. They got a box of records back from Bob Lee after intervention by the Sheriff's Office. They are working on a vehicle replacement plan. Chairman Breggeman reported that the Senior Center meeting is tomorrow. Supervisor Ingalls reported that Waunakee EMS meets on Thursday. Supervisor Endres reported that Waunakee Fire met on November 30<sup>th</sup>. They are working on updating their by-laws and will likely increase their membership as they need help on dayshift.

### Town Clerk's Report

- Outstanding DaneCom Invoice – We have an invoice outstanding from July. Should it be paid before the end of the year or carried over to next year? We have not received much information from Dane County as to what progress is being made or when the system will be operational. The consensus of the board was to hold it over until next year.
- Dane County TRIP Grant – We were awarded a Town Road Improvement Program grant in the amount of \$15,388.25 for a section of Meek Road west of Smokey Hollow Road. We cannot open the bids for that section of road until after July 1, 2016.
- Chamber Name – The clerk will be meeting with the DeForest Chamber Executive Director and 1<sup>st</sup> Vice President on Tuesday. A proposal has been submitted by the Village of Windsor to change the name from the DeForest Area Chamber of Commerce to the DeForest Windsor Area Chamber of Commerce. There was discussion about this leading to a request to change the name of the Senior Center, Fire Department, Library, etc. If the Chamber name does get changed, Windsor should pay any associated costs.
- Tree Planted – Shane Ziegler from Pinnacle Landscaping contacted us about planting a tree in memory of Walter Meinholz. We had previously received money from Atty. Mitby to plant a tree in memory of Carlton Hamre. Both trees were

planted in early December. In the Spring we will have memorial name plates made to put in near the trees.

- **Surveyor Work** – It was discovered that several survey markers were destroyed when roads were milled. We are required to replace them when doing road work. Six markers were fixed on roads that have been resurfaced and in the future we will have the markers located before the road work is done.

Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to pay current town bills in the amount of \$25,835.30 (Utility 1 = \$530.81, Utility 2 = \$120.53, Payroll = \$4,385.86 and Town General = \$20,798.10. All yes.

Meeting was adjourned at 8:30 P.M.

Prepared by: Shawn Haney, Clerk

Note: These minutes were approved at the December 21, 2015 Town Board Meeting.

## **Town of Vienna Board Meeting Minutes**

### **Monday, December 21, 2015**

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: Chris Astrella and Jim Koltes.

Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to approve the minutes of the December 7, 2015 regular board meeting. All yes.

**Public Comment** – None.

**Riha Building Addition** – Sara Riha submitted a proposal to the Plan Commission to build a 10 x 20 restroom/mechanical room addition on to her commercial building at 5963 Cuba Valley Road. When the LC-1 lot was previously approved a condition was included that the Plan Commission and Town Board must approve any new buildings or additions to the existing building. Ms. Riha will also be building a separate personal storage building on her residential lot. The Plan Commission reviewed and recommended approval of the addition on the south side of the existing building on the LC-1 lot. Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to accept the Plan Commission recommendation. All yes.

**Don Hahn Split/Rezoning** – Don Hahn submitted a proposal to split and rezone 2 acres from A-1ex to A-2(2) along Patton Road in Section 9. The proposed building lot is currently wooded. A driveway location will be determined if/when the lot is built on. The Plan Commission reviewed and recommended approval. The balance of 75 acres is to be deed restricted against further building per the town split policy. Motion by Endres, 2<sup>nd</sup> by Ingalls to accept the Plan Commission recommendation. All yes.

**Election Workers** – Every 2 years the Town Board must approve the election workers for the following 2 year cycle. Twenty two names were submitted for approval for 2016-2017. We split shifts for elections and some workers do not work every election. There will be 4 elections in 2016. Motion by Endres, 2<sup>nd</sup> by Rupp to approve the 2016-2017 list of election workers. The list is available at the town hall.

**Plan Commission Appointment** – Chairman Breggeman is recommending the appointment of Cathleen Heath to the Plan Commission to replace Tom Midthun. She has a background in commercial real estate title work. Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to accept the Chairman's recommendation of Cathleen Heath to the Plan Commission. All yes.

**Budget Transfer Resolution** – Budget Transfer Resolution 12-21-15 makes the appropriate budget transfers and amends the

town budget for equipment purchases, the FEMA waterway project, an additional contribution to the DeForest Senior Center, road work, a town hall sign, an extra principal payment on the town hall and an electronics recycling event. Motion by Endres, 2<sup>nd</sup> by Ingalls to approve Resolution 12-21-15. All yes.

**Clerk Appoint Referendum** – Ordinance 12-21-2015 is the first step in the process of changing from an elected clerk to an appointed clerk. An ordinance and referendum are required because our population is less than 2500. The language of the question on the April 5, 2016 ballot will state, "Shall the person holding the office of Clerk in the Town of Vienna be appointed by the Town Board?" Motion by Endres, 2<sup>nd</sup> by Ingalls to approve Ordinance 12-21-2015. All yes.

**Yahara Materials** – Yahara Materials has submitted a proposal to reopen the Gilles Quarry at Oak Lane/Meek Road. In exchange for being able to travel west on Meek Road towards Pine Hollow Road they would assist with fixing the road. We are planning on repairing Meek Road from Oak Lane to Madigan Road. Yahara Materials is willing to undercut the road, fill with breaker run and 1 ¼ inch base course and prepare for blacktop. After it is blacktopped they will shoulder it. The work would be done in May/June of 2016. Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to accept the Yahara Materials proposal. All yes.

**Operator's License(s)** – None.

**Town Supervisor Reports:** Supervisor Rupp reported that DeForest Fire will meet in early January. Most of their last meeting was held in closed session discussing personnel issues. Supervisor Ruegsegger reported that Dane Fire will meet in early January rather than December 28<sup>th</sup>. Chairman Breggeman reported that the DeForest Senior Center is working on a space needs study. They are reviewing proposals now that the old clinic has been razed. Construction is likely at least 2 years out. Supervisor Ingalls reported that Waunakee EMS has narrowed the search for full time employees down. They will be hiring two. Supervisor Endres reported that Waunakee Fire cancelled their December meeting.

### **Town Clerk's Report**

- **DaneCom** – We received a memo from the Dane County Towns Association on December 8<sup>th</sup>. It describes a meeting with Josh Wescott from the County Executive's Office and what work is being done on the project. Tom Wilson is our rep for the Dane County Towns Association. He suggested having Josh Wescott come to one of our board meetings in January to provide an update. We are trying to coordinate a date with Mr. Wescott.

- **Tax Bill Update** – Tax bills were mailed on December 15<sup>th</sup>. Payments are coming in both in person and by mail. Motion by Rupp, 2<sup>nd</sup> by Ruegsegger to pay current town bills in the amount of \$25,554.82 (Utility 1 = \$656.71, Utility 2 = \$336.68, Payroll = \$4,129.56 and Town General = \$20,431.87 All yes.

Meeting was adjourned at 7:37 P.M.

Prepared by: Shawn Haney, Clerk

Note: These draft minutes are subject to approval at the January 4, 2016 Town Board Meeting.

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

The Vienna Town Board will meet on Monday, January 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 December 21, 2015 regular board meeting.

Public comment.

Meet with Josh Wescott from the County Executive's Office to discuss DaneCom.

Discussion of Village of Windsor ETJ area and how it affects the Town of Vienna.

Operator's License(s).

Town Supervisor Reports

Town Clerk's Report

2015 Building Inspection Report

Tourism Commission Update

Chamber Dinner

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

Adjourn