



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

January, 2017  
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## Happy New Year

Hope everyone enjoyed the holidays and is ready for 2017. Looking back at the last year, the Town had some long term employee's move on to retirement. Shawn Haney, Clerk, Linda Smithback, Deputy Clerk and Plan Commission Chair, Greg Smithback. We thank them for their commitment and dedication in making the Town what it is today. This past year also included four elections and the first presidential recount for the State of Wisconsin. The Election Chiefs and Election Inspectors helped make this a successful election year with their wealth of experience. Chief Election Inspector Carol Mell has worked the town elections for over 40 years and was also there to assist with the recount. Best wishes to all!

## Christmas Tree Collection

Advanced Disposal, Inc will be collecting Christmas Trees on Friday, January 13, 2017 and Friday, January 27, 2017. **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

Town Treasurer Nicole Roessler will be in the office for in-person tax collection on **Tuesday, January 31, 2017 from 8:30AM to 2PM**. 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**

Please remember all escrow checks from mortgage companies must be signed by **EACH** party whose name is on the front of the check. If writing a personal check, make sure the number written in the box matches the amount written in words on the legal line of the check as the written amount on the legal line is what the banks will use for payment of tax.

Also, Special Assessments and Special Charges are due with the First Installment payment and will be taken out of paid first which could leave a portion of your taxes delinquent if enough funds have not been included to cover the full first installment amount. If this happens, interest is charged on the full amount of tax.

**Tax overpayments will be not be refunded immediately. They will be processed after all checks have cleared their respective banks. December overpayments will be processed at the January 16, 2017 board meeting and January overpayments will be processed at the February 20, 2017 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 payments 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.

## Extra Snow Plowing Help

The Town of Vienna is looking for help snow plowing during the next few months. The eligible person would require a CDL, be familiar with the town roads and be available for on-call hours, as needed. The pay rate is \$18.00 an hour. If you have any interest in picking up some extra hours of work, please contact the Town Clerk at 608-846-3800.

## Town of Vienna Board Minutes December 5, 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, John Mitby, Town Attorney

**Public Comment:** None

**Approval of Minutes:** Motion made by Ruegsegger, second by Rupp to approve the minutes of November 21, 2016 town board meeting. Motion carried (5-0).

**Public Comment:** None

**Discussion and possible action on DeForest-Windsor Fire/EMS Agreement:** Attorney Mitby led the discussion providing a recap of the progression of the service contract. Mitby expressed that some of the issues that he had with the contract were addressed while others were not. One question was with the calculation on the schedule attached to the agreement and what made up the capital assets amount. Clark spoke to the fire district attorney and it was explained that capital asset amount is the present value of the equipment and added to that was the sinking fund. The total of these two are divided by the full equalized value and allocated by each town's value to calculate the percent per town. Clark informed the board their attorney offered to be available by phone if there were questions to address so a call was placed but the district attorney did not answer. Endres stated an inventory list should be provided to reflect what is considered as capital assets on the schedule attached to the contract. Mitby stated the contract must comply with state statute section 60.55 to provide fire protection instead of section 66.03 as referenced in the current version. The board would also like a cap on the annual service fee, up to 3%, as previously stated in earlier version. There still remains a concern with a four member board. This has been in other districts and has caused issues when a split vote occurs. Mitby will follow up with the fire district attorney in the morning to request items suggested and further language revision. Motion by Rupp, second by Endres to table this item for approval. Motion carried (5-0)

**Resolution 2016-7 regarding Voluntary Dissolution of 1997 Fire Protection Agreement:** Motion by Endres, second by Ruegsegger to table this item for approval. Motion carried (5-0)

**Operator's Licenses:** One application for Allstop was submitted for review. Background check reflected no violations or issues with applicant. Motion by Endres, second by Rupp to approve application for one Operator's license for Allstop. Motion carried (5-0)

**Town Supervisor Reports:** Supervisor Ruegsegger attended Dane Fire meeting on Monday, November 28<sup>th</sup>. At the meeting, the Dane-Vienna Fire contract was discussed and Dane questioned the status. Mitby had submitted revisions to the last version and will follow up with their attorney. Ruegsegger will forward the last copy that was discussed at their meeting. Supervisor Rupp stated the DeForest Fire/EMS meeting was Wednesday, November 30<sup>th</sup> to discuss the service contract.

The review process is ongoing between municipalities and attorneys. Chairman Breggeman next DeForest Senior Center meeting is Tuesday, December 13<sup>th</sup>. Supervisor Ingalls next Waunakee EMS meeting is Wednesday December 14<sup>th</sup>. Supervisor Endres had the Waunakee Fire meeting next Monday, November 28<sup>th</sup>. DaneCom radio system was discussed and is in use and working good.

**Town Clerks Report:** Clark presented 2 outstanding invoices for DaneCom for payment with the balance remaining in the 2016 budget. The board asked if the radio channel was in use. Clark informed the board radios have been programmed and the antennas were just replaced but was not sure if Vienna is using the DaneCom system yet. Endres suggested if radios are, present at the next board meeting for approval. Jim Ableidinger from Schumacher Farm Park stopped in and requested Clark approach the board for a possible donation to a new addition to their building. The town policy is not use tax dollars for donations. Clark will follow up with Ableidinger. The election recount for Dane County was Saturday, December 3<sup>rd</sup>. Clark, Stoeckler and two Chief Inspectors, Jeanne Barham and Carol Mell attended recount and Vienna count was reconciled to 925 ballots, as reported.

**Review and authorize payments of current town and utility bills, wages and expenses:** Motion by Ruegsegger, second by Rupp to pay current town bills as submitted in the amount of \$24,512.94; Payroll \$17,981.63; Town Bills \$5,297.71; Utility 1 \$681.03 and Utility 2 \$552.57. Motion carried (5-0).

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

Prepared by: Kathleen Clark, Town Clerk

**Note:** These draft minutes are subject to approval at the December 19, 2016 Town Board Meeting.

## Town of Vienna Board Minutes December 19, 2016

The regular meeting was called to order at 7:00 p.m. by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger, Ron Rupp and Clerk Kathy Clark were present. Also present, Town Attorney John Mitby, Windsor President Bob Wipperfurth, Residents Chris Evans, Clint and Kristy Shotwell, Jim Koltes, Engineer Dan Paulson and Plan Commission Chair Jerry Marx

**Public Comment:** None

**Approval of Minutes:** Motion made by Ruegsegger, second by Rupp to approve the minutes of December 5, 2016 town board meeting. Motion carried (5-0)

**Appoint New Election Inspectors for 2017:** Motion by Endres, second by Rupp to appoint Karen Hinickle, Mary Murray and Julie Owen as Election Inspectors for a term ending December 31, 2017. Motion carried (5-0)

**Discussion and possible action on DeForest-Windsor Fire/EMS Agreement:** Mitby provided an update on the status of the contract since the last meeting. One issue was the termination of the 1997 contract that provided the town's part ownership of the equipment. This had to be dissolved before entering into a service contract. Another issue was the state statute referenced. Mitby wanted this State Statute 60.55, Fire Districts and Protective Combined Services for the protection of the towns, which was added into the contract. Also, the previous proposed service contract was a 3 year and this was updated to a 5 year. The contribution per town will change each year based on budgets and benefits with annual fixed cap of 2%. The allocation of credits, noted as Exhibit A was reviewed and discussed. Ruegsegger noted an error in Vienna's annual credit which showed \$24,730.60 but should have been \$26,730.60. It was agreed to correct this and a new copy would be provided. An annual meeting will be held to discuss the services provided and discuss any concerns or issues. Mitby indicated all of his concerns and requests to the service contract were addressed and he was satisfied with this version on behalf of the town. Wipperfurth provided a territory map for services covered by DeForest-Windsor, which was reviewed and updated as part of the contract as Exhibit B. Motion by Endres, second by Ruegsegger to approve the service contract with the condition of correcting Exhibit A. Motion carried (5-0)

**Resolution 2016-7 regarding Voluntary Dissolution of 1997 Fire Protection Agreement:** Motion by Endres, second by Ingalls to adopt Resolution 2016-7 regarding Voluntary Dissolution of 1997 Fire Protection Agreement. Motion carried (5-0)

**Discussion and possible action on Dane-Vienna Fire Agreement:** Mitby raised the issue with the four member board. Ruegsegger asked who the fifth member should be and the board suggested another person from the Village of Dane. This will be addressed at the next Fire district meeting on December 26, 2016. Mitby informed the town that this agreement should not be signed until a solution for a deadlock situation is figured out. Discussion followed on several options as possible solutions to present to the district at the next meeting. Motion by Rupp, second by Ruegsegger to table this item for further information. Motion carried (5-0)

**Discussion and possible action on Shotwell CUP Application for Reception Barn:** The Shotwell's attended the meeting to inform the board about their plans and address any questions they might have. This was tabled by the plan commission for further information. Breggeman informed them that no action would be taken until the plan commission recommends approval. The main two concerns are the widening of their driveway along with access to the county road and the use of alcohol on the premises. Motion by Rupp, second by Ruegsegger to table the Shotwell CUP application for further information. Motion carried (5-0)

**Discussion and possible action on Evans Rezone Application for a New House:** Dan Paulson introduced this item and explained that the DeForest Village reviewed the plans and made a strong recommendation that a second parcel be created for the new house. Paulson explained they agreed with that and would prefer to create a new parcel for the new house and keep the existing house for use in the future. At the plan commission, Chris Evans requested building his new house on the current parcel and maintaining the old house as storage. The plan commission had recommended approval for building the new house on the existing parcel and using the old house for storage with the condition the old house would be inhabitable. This new proposal requires the application to go back to the plan commission for another review and discussion. Breggeman informed Evans this would be added to the plan commission agenda scheduled for January 9, 2016. Motion by Ingalls, second by Rupp to table this Rezone application for further information. Motion carried (5-0)

**Resolution 2016-8 Amendment of 2016 Budget and Funds Transfer:** Clark reviewed the amendment to the 2016 budget and explained the reason for the changes. Motion by Endres, second by Rupp to approve Resolution 2016-8 Amendment of 2016 Budget and Funds Transfer. Motion carried (5-0)

**Operator's Licenses:** None

**Town Supervisor Reports:** Supervisor Ruegsegger will attend Dane-Vienna Fire meeting December 26, 2016 to discuss their service contract. Supervisor Rupp stated the DeForest Fire/EMS meeting will meet on January 13, 2016. Discussion of a lock box for residential keys for a cost of \$175. Chairman Breggeman meeting with DeForest Senior Center was last Tuesday, December 13, 2016. Supervisor Ingalls Waunakee EMS meeting was Thursday, December 8, 2016. Supervisor Endres has the Waunakee Fire meeting Monday, December 26, 2016.

**Town Clerks Report:** Vienna Tourism Committee approved the 2017 Budget. We will be sponsoring an upcoming event called the Blizzard Blast will be held on February 4, 2017 and will be hosted at the Comfort Inn in support of the Easter Seals of Wisconsin. Clark informed the board DaneCom was in use and requested approval to pay the outstanding invoices. The board agreed to process payment for services.

**Review and authorize payments of current town and utility bills, wages and expenses:** Motion by Rupp, second by Ruegsegger to pay current town bills as submitted in the amount of \$27,290.00; Payroll \$4,950.02; Town Bills \$20,652.71; Utility 1 \$1,309.70 and Utility 2 \$377.57. Motion carried (5-0).

**Adjourn:** Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 8:45 p.m.

Prepared by: Kathleen Clark, Town Clerk

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

**Vienna Town Board Meeting Agenda  
Tuesday, January 3, 2017**

The Vienna Town Board will meet on Tuesday, January 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 December 19, 2016 Board meeting
- Discussion and possible action on Dane-Vienna Fire Agreement
- Discussion and possible action on Shotwell CUP Application for Reception Barn
- Discussion and possible action on Evans Rezone Application for a New House
- Operator's Licenses
- Town Supervisor Reports
- Town Clerk's Report
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn