



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

January, 2018

Happy New Year

Hope everyone enjoyed the holidays and is ready for 2018. Looking back at the last year, there have been some changes and growth for our town. First would be the hiring of our new Patrolman, William (Billy) Newman. Billy started here in October and has been training in the field, entering data in our new GIS system and has been a great fit to our departments. Also, the town has hired a new appraisal service, Associated Appraisal Consultants, Inc. This firm works with several of our surrounding municipalities and came with great references. Last, Vienna Business Park had a new business open late summer, Truck Country Freightliner and sold another lot in December to Kobussen so Vienna is growing! With the addition of Kwik Trip, the new year looks promising.

Tax Collection Information

Town Treasurer Nicole Roessler will be in the office for in-person tax collection on Wednesday, **January 31, 2018 from 8:30AM to 2PM**. Also, a drop box is available inside the Town Hall vestibule and is accessible after office hours. Payments can also be dropped off during regular office hours. If you have tax related questions, please call **608-846-3802**. Checks should be made out to Town of Vienna.

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 amount written in the box matches the amount written in words on the legal line of the check. If these are different, the written amount on the legal line is what the banks will use for your payment of tax.

Also, Special Assessments and Special Charges are due with the First Installment payment. The county will apply the payment first to the Specials and then to the tax amount due. If the first installment is short paid your taxes are considered delinquent and 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 15, 2018 board meeting and January overpayments will be processed at the February 19, 2018 board meeting.

Mailing Tax Payments

In an effort to accommodate all taxpayers who would like to make their first installment by January 31, 2018, we respectfully request that you mail your payments to the Treasurer a week in advance of that deadline. This will ensure that your payment is processed timely.

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. Just a reminder that if you are sending in your dog tag application with your tax payments, a separate check is required.

Christmas Tree Collection

Advanced Disposal, Inc will be collecting Christmas Trees during the month of January per our contract. At this time they have not confirmed the dates so please check our website as we will post the dates as soon as they are scheduled. You can also call the office or Advanced Disposal at 608-251-7878.

Office Hours

The office will be closed on January 1, 2018 in observation of New Year's Day. Regular office hours will resume Tuesday, January 2nd. The regular board meeting will be held Tuesday, January 2nd as well.

Town of Vienna Board Minutes December 4, 2017

The regular meeting was called to order on Monday, December 4th at 6.55 p.m. by Chairman Breggeman. Present was Gary Endres, Karen Ingalls, Ron Rupp and Steve Ruegsegger. Also present was Kathy Clark, Clerk and resident Jerry Marx.

Pledge of Allegiance was recited

Public Comment: None

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

Discussion and possible action on private septic in subdivision: Clark explained that while reviewing the special assessments for real estate taxes, a resident located on Pine Spring Drive still has an active septic tank. Per our Sewer Connection Ordinance 01-05-15, residents are required to connect to the sewer system where it is available. Clark contacted the resident to discuss this and was informed there were some issues when they first bought the house. This was first brought to the attention of the resident back in 2010 so the resident is aware this should have been done. Further discussion followed. Clark was instructed to contact the town attorney and pursue this until the resident complies with the ordinance. This will be on the next agenda as a continuing item until it gets resolved.

Discussion and possible action on borrowed time off: Newman had knee surgery on November 28th and was not able to work. As a new employee, Neman does not have enough hours to cover his time off. Clark drafted an agreement for Newman to sign that would allow him to use future earned time off in this year as long as the used hours are earned. If Newman was to leave the town before earning the hours, this agreement states he would pay the town back for time paid but not earned. Newman did return to work today to work on the GIS system and other computer work for roads. Motion by Rupp, second by Ingalls to approve Newman to use borrowed time with a signed agreement. Motion carried (5-0)

Discussion and action regarding appointment of Election workers: Motion by Ingalls, second by Rupp to appoint the Election Inspectors as listed. Motion carried (5-0)

Operator's License: Two applications were presented, one from BP and the other from Comfort Inn. Motion by Endres, second by Ruegsegger to approve the operator license application for Melissa Jacob at BP. Motion by Rupp, second by Ingalls to approve operator License for Suzanne Staudaenmayer at Comfort Inn. Motion carried (5-0)

Town Supervisor Reports: Supervisor Ruegsegger attended the Dane-Vienna Fire District meeting on Monday, November 27th. A pump on one of the brush fire trucks needed to be replaced at a cost of \$6,900. Chairman Breggeman did not have anything new to report. Supervisor Ingalls meeting with Waunakee EMS is scheduled for Thursday, December 14th.

Waunakee Fire discussed a service contract but other districts covered did not agree that Vienna separate so current agreement will remain in place at this time. New Air Packs will need to be purchased in the next year at a cost of \$220,000 since the old ones are no longer passing inspection.

Town Clerk's Report: Clark received another estimate for handicap accessible doors by J & K Security for both the side door and the front doors. Clark explained how J & K would install the system for the front doors and the side door. With both estimates, electrical work will be needed before automatic doors can function. Clark had two companies from Deforest and the board was familiar with both. The next step is to ask for estimates from both electrical companies to get an idea of that cost. More information needs to be gathered regarding this project. Newman researched different kits on the internet and said it would be difficult to guarantee the functionality. Discussion followed.

Tomorrow Roessler will be in the office to work on the 2017 tax bills. The plan is to submit the information to the county for final review and if everything goes well, tax bills should be printed by the end of this week.

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Ruegsegger, second by Rupp to approve the current town bills as stated and submitted in the amount of \$17,261.72; Payroll \$12,210.06; Town Bills \$4,517.10; Utility 1 \$485.19 and Utility 2 \$49.37. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 7:27 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 18, 2017 Town Board Meeting.

Town of Vienna Board Minutes December 18, 2017

The regular meeting was called to order on Monday, December 18, 2017 at 7:00 p.m. by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp and Steve Ruegsegger were present. Also present was Clerk, Kathy Clark and Road Supervisor, Scott Benson

Pledge of Allegiance was recited.

Public Comment: Endres asked about the Town of Vienna cost of dog licenses versus other municipalities of Dane County. Vienna charges \$3.00 more than Town and Village of Dane. Discussion of an extra \$.50 received over the regular cost was questioned. Clark will talk to the Treasurer and email the Board with the procedures regarding dog license charges.

Approval of Minutes: Motion made by Rupp, second by Ruegsegger to approve the minutes of December 4, 2017 town board meeting. Motion carried (5-0)

Discussion and possible action on adopt Resolution 2017-6 Endorsement of AB-109: Endres had spoken to Town of Springfield Supervisor Jim Pulvermacher regarding the proposed bill AB-109 which was drafted to make it easier for Towns to opt of Dane County Zoning. Town of Springfield encouraged local townships to adopt a resolution to endorse this bill. Endres explained that the County has language that makes it more difficult for Towns to opt out of Dane County Zoning. Motion by Endres, second by Ingalls to adopt Resolution 2017-6 Endorsement of AB-109. Motion carried (5-0)

Discussion and possible action on ADA Doors: Clark requested estimates from two electricians, Preferred Electric and Arts Electric. Preferred electric owners met with Clark to review the two entrances for ADA Doors. They explained that for the front doors to be set up, they would have to cut through the drywall to run electric to the outside door and the town would be responsible for the repairs. They said the front would cost more to do the wiring. They suggested doing the side door as electric is on the outside and they could run conduit along the sidewalk to the curb and place a post with the door opener on it. They wrote up an estimate for this work at a cost a little over \$1,000. Arts Electric will be in sometime this week to prepare an estimate. J & K Security Doors did estimates for installing ADA systems for both the side door and the front doors and Access Doors did the side door only. Endres suggested tabling this item for now based on his own experience with this situation. Motion by Endres, second by Ingalls to table this for now since the town hall meets the ADA requirements. Motion carried (5-0)

Operator's License: One application was received from BP All Stop for review. Motion by Ruegsegger, second by Rupp to approve the operator license application for Holley Shultis at BP All Stop. Motion carried (5-0)

Town Supervisor Reports: Supervisor Ruegsegger next meeting with Dane-Vienna Fire District has been rescheduled for Friday, December 29th due to the holidays. Supervisor Rupp and Chairman Breggeman did not have any meetings to report on. Supervisor Ingalls meeting with Waunakee EMS was held on Thursday, December 14th and annual evaluations were held. Supervisor Endres stated the Waunakee Fire Meeting will probably be cancelled due to the holiday. Simons in Waunakee donated a Rip Pack that works like the new airbags but is portable. Waunakee Fire is would like to receive equipment for locating fireman inside a building at a cost of \$2,500.

Town Clerk's Report: Ripp Quarry: This has been reclaimed per Dane County certificate. **Generators:** Clark called two rental companies for estimates. United Rental quoted \$2,795 per month. A to Z Rental quoted \$2,900 per month for back up at the lift station. Endres asked about the current generator and Benson stated it was an older model and repairs would be costly. Discussion followed. If the town were to purchase a generator for the lift station and the lift station were to be replaced, the generator could be used to back up the town hall. **Holiday Hours:** Next week the office and shop will be closed Monday and Tuesday for Christmas Eve and Christmas Day.

For New Years, the office and shop will be closed Friday, December 29th for NYE and Monday for New Year's Day. Treasurer Roessler will be in the office Friday, December 29th during the hours of 8:30 am to 2 pm for tax collection only.

Sewer update: the resident located in the subdivision that is still on septic has made arrangements to connect to the sewer early spring. **N.Madison:** Clark informed the board that the culvert that was put in on N. Madison is not properly connected. Water is coming in the one end but running out where the band connects the two pipes. Pictures were displayed showing the water inlet/outlet. This will be on the next agenda for discussion. **New Business:** Lot 5 in the Vienna Business Center sold to Kobussen Bus for a new building.

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Rupp, second by Ruegsegger to approve the current town bills as stated and submitted in the amount of \$67,391.37; Payroll \$5,729.26; Town Bills \$55,362.51; Utility 1 \$559.09 and Utility 2 \$108.81. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 7:35 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the January 2, 2018 Town Board Meeting.

Other News

During November, the Utility District 2 budget and the General Fund Budget was approved. During December, the Utility District 1 budget was approved and the annual Payne & Dolan Advisory Committee was held. All agenda's and minutes can be found on our website.

This year, the Equipment Committee held several meetings to discuss the condition of the towns current trucks and tractors. It was their recommendation to the town board to replace one of the trucks. The new truck just arrived so you will now see a new red Ford 550 plowing and salting. Sometime in early spring, the old truck will go to auction

During this year, one project that will be given lots of attention will improving the internet and phone services available to our residents. This is also referred to as Rural Broadband Access. The first step will be taking a simple survey to find out who has what provider. Once this information is gathered, the town will use this to work with the strongest provider to see if they are willing to offer their services to all residents. The Department of Administration offers a grant opportunity to assist with the costs. More information will provided after the new year.

**Vienna Town Board Meeting Agenda
Tuesday, January 2, 2018**

The Vienna Town Board will meet on Tuesday, January 2, 2018 at 7 PM at 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 18, 2017 Board meeting
- Discussion and possible action on N. Madison Culvert
- Discussion and possible action on Generator
- Update on Norway Grove School Road
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn