



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

June, 2018

## Notice of Board of Review

Notice is hereby given that the Board of Review for the Town of Vienna will be held on Monday, June 4<sup>th</sup> at 5:00pm to 7:00pm at the Town Hall, located at 7161 County Road I, DeForest. This is a formal process for and requires an written or oral notice of intent to file an objection at least 24 hours before the meeting. You must fill out a written objection form PA-115A –Objection Form for Real Property Assessment or form PA-115B-Objection Form for Personal Property Assessment. Both forms are available at the Town Hall office along with instructions.

## Town Road Projects

Crack Filling Service of Cross Plains recently completed their work of filling the cracks in a variety of our town roads. In some cases cracks are filled before the roads are seal coated. The road reconstruction bid was awarded to Tri-County Paving. The two roads to be reconstructed this year are Meek Road and North Madison. In addition, prep work is scheduled later this year for Patton Road for the 2019 road project. Also, studies are taking place along Schumacher Road for the 2020 road project.

## June Office Hours

The office will close at 2:30pm Tuesday, June 5th for an appointment. The office will be completely closed Thursday, June 28th and Friday, June 29th for scheduled vacation. Although we try to note all office hour changes in advance, there are times when we may have to close for training or meetings. When this happens, a note is placed on the front door with contact information

## August Partisan Primary Election

There is a Primary Election scheduled for August 14, 2018. Absentee or in person voting will begin Tuesday, July 3rd in the office and will continue until Friday, August 10th. The office will be closed Wednesday, July 4th in observation of the holiday.

## Building Permits

A building permit is required when making any changes to the original structure such as remodeling, adding a sunroom or putting up a large storage shed. The Town of Vienna also requires a permit to replace roofing or siding. If you are having any work done on your home, even an upgrade to your electric, please check to see if a permit is required.

## Summer is Approaching

It is that time of year when everyone is ready for some fun and sun. Students are done with school, bicyclists are on the roads and construction is in full gear. The town has received several calls regarding speeding vehicles on our roads. Please be conscious of your speed when driving, especially when approaching a blind hill or a construction zone.

## Roadside Mowing

Roadside ditch mowing will begin in early June. The first round should be completed in early July. The second round will include mowing out to the fence lines. A final third round will be done in the fall. The start of mowing was delayed by road shouldering that needed to be done prior to road sealcoating.

## Discard Household Items

There have been mattresses, tires, toilets and couches thrown in our road ditches. We appreciate when residents call to report these findings so we can keep our roads looking nice. If you have a large item that needs to be discarded, please contact Advance Disposal at 608-251-7878 to make arrangements.

# Town of Vienna Board Minutes

May 7, 2018

The regular meeting was called to order on Monday, May 7, 2018 at 7 p.m. by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp and Steve Ruegsegger were present. Also present: Town Engineer Scott Anderson, Clerk Kathy Clark, Road Supervisor Scott Benson and resident Jerry Marx.

## **Pledge of Allegiance was recited**

**Public Comment:** None

**Approval of Minutes:** Motion by Rupp, second by Ruegsegger to approve the minutes of April 17 2018 town board meeting. Motion carried (5-0)

**Discussion and possible action on Road Projects:** A road tour was performed by the board for deciding what roads or sections of road need the most attention. On N. Madison there is a 500' section that needs repair. Since Tri-County Paving will be doing work on this road, it was decided that a quote be requested for extending the work. The next road discussed was Patton Road from south of Daley (by Jerry Midthuns) to Easy Street. Most of the road is breaking up and with Schumacher scheduled for reconstruction in 2020, traffic will be detoured to Patton Road. Motion by Rupp, second by Ingalls to approve the reconstruction of Patton Road in year 2019, south of Daley to Easy Street. Motion carried (5-0). Prep work and six culvert replacements will take place in year 2018 and bids for this work. Endres suggested asking a property owner about combining two culverts along their property to one. Anderson stated that the two culverts are placed there for a reason. Discussion followed. Hickory Lane was the next road toured, from ST Genetics to Cuba Valley Road. There are two sections that are buckling and need attention. Rupp suggested getting a quote for some wedging work to resolve this issue. This work will be scheduled for year 2019 with possibly some of the work taking place in 2018. The last road for discussion was Schumacher. Anderson presented two proposals for soil borings and reports on the findings. Five locations would be tested to determine what kind of excavation (blasting or ripped) would be required to lessen the hills by Cuba Valley intersection and by Hauser road. Anderson has worked with both companies and recommended going with the lower bid. Motion by Endres, second by Rupp to go with CGC, Inc. proposal in the amount of \$3,990. Motion carried (5-0)

**Discussion and possible action on UD1 Lift Station:** On May 1<sup>st</sup>, there was a meeting with the Village of Deforest to discuss the replacement of UD 1 lift station with a gravity meter. The Village is redoing River Road this year and proposed a shared cost allocation for extending the sewer lines and the removal of the lift station. Anderson provided a summary of what has been discussed and using a map provided by the Village of Deforest, the extension planned for the new subdivisions. Based on the operation cost of the UD 1 lift station in the last ten years, the cost allocation proposed by the Village was excessive. Anderson suggested the Town make an offer to pay for the new meter in the amount of \$74,500 with an extension of the Utility District Contract. This would ensure that if and when the Town would need to hook up to the new sewer lines, there would be this agreement in place for the future. The Village referenced the possibility of residents in the UD 1 service area may be interested in sewer versus septic but after discussing this with the residents, there was no interest to abandon their septic now or in the future. The Village stated they would stub in a location in the new lines for a future hook up. Ingalls asked how long the lift station would provide service and currently the system is at 50% capacity of use so it should last a long time. Ruegsegger stated the generator was just replaced and the pumps are only a few years old. Anderson provided an operating cost allocation over the next ten years, including the cost of new meter.

Discussion followed. Motion by Ruegsegger, second by Endres to counter offer \$74,500 and the extension of the boundary agreement for 10 years. Motion carried (5-0)

**Discussion and possible approval of Board of Review Ordinances:** State Statute Sec 70-47 requires a Town Ordinance for Board of Review assessor for the confidentiality of income and expense information and for testimony provided by phone. Motion by Ruegsegger, second by Rupp to adopt ordinance 5-7-18 and 5-7-18-1 as presented. Motion carried (5-0)

**Discussion and possible approval of Burial cost for Masten Cemetery:** The Masten family has requested to be buried by their parents located in the Masten Cemetery. Clark provided a list of costs charged by surrounding cemeteries for the purchase of plots, including Vienna's Union Cemetery. Motion by Endres, second by Ingalls to charge \$600 for the purchase of a burial plot in Matsen Cemetery. Motion carried (5-0)

**Appointments to Equipment Committee:** Chairman Breggeman appointed employee Bill Newman to serve on the Equipment Committee for the duration of his employment and Shawn Haney for an indefinite term or until he resigns from the committee.

**Operator's License:** One application was presented for review and approval. Motion by Ruegsegger, second by Endres to approve Mason Marecek Operators license applications. Motion carried (5-0)

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, May 8th. Supervisor Ron Rupp meeting with the Dane-Vienna Fire was Monday, April 30<sup>th</sup> and they are still discussing the purchase of a new truck. In the meantime, there will be maintenance on the current equipment. Supervisor Ingalls meeting with Waunakee EMS is scheduled for Thursday, May 10th. Supervisor Endres meeting with the Waunakee Fire Department was on April 30<sup>th</sup> and the grant for new air packs was denied so Waunakee is asking the service municipalities to share the cost.

**Town Clerk's Report:** Clark informed the board that loan information will be provided at the next meeting by Treasurer Roessler. Plan commission meeting is scheduled for Monday May 14<sup>th</sup>. The Foulkers rezone application for the event barn is on the agenda along with Spahn's application for a rezone and CSM. Roger Lane, Dane County Zoning Administrator will be attending for any questions.

**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 \$104,487.40; Payroll \$18,222.20; Town Bills \$54,100.82; Utility 1 \$22,772.81 and Utility 2 \$9,391.57. Motion carried (5-0).

**Adjourn:** Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 8:30 p.m.

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

**Note:** These draft minutes are subject to approval at the May 21, 2018 Town Board Meeting.

# Town of Vienna Board Minutes

May 21, 2018

The regular meeting was called to order on Monday, May 21, 2018 at 7 PM by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp and Steve Ruegsegger were present. Also present: Road Supervisor Scott Benson, Clerk Kathy Clark, Dane County Zoning Roger Lane, Vienna Tourism Chair Brian Brandstetter and Administrator Heike Compe, Fire Inspector Jon Yaskal, Fireworks Applicant Matt Mauer and residents Tim Foulker and Steve & Linda Spahn.

## **Pledge of Allegiance was recited**

**Public Comment:** None

## **Vienna Tourism Commission Presentation Brian Brandstetter:**

Brandstetter introduced Heike Compe and himself as members of the Vienna Tourism Commission (VTC) and explained the funds provided from the room tax are used to sponsor events locally with the intent to stay in the local hotels aka "heads in beds". At each monthly meeting requests are made for upcoming events such as tournaments or celebrations held such as the Blue's Festival or the Dragon Arts Fair. During one of the meetings, the commission suggested maybe creating a Vienna Park to host events such as family reunions, graduation parties, weddings or even things like concerts in the park or festivals. Brandstetter also read in the newspaper about Dane County donating funds to expand Cherokee Park and a park in Verona so maybe a grant would be available. The perfect location would have water/sewer for bathrooms, close to Exit 126 to draw people to the area and maybe a pavilion or gazebo. Brandstetter wanted to present the idea for consideration and if the town was interested, the VTC would support it. Clark will explore if grant money is available.

**Approval of Minutes:** Motion by Rupp, second by Ruegsegger to approve the minutes of May 7 2018 town board meeting. Motion carried (5-0)

## **Discussion and possible action on Steve Spahn Parcel Rezone and CSM:**

Clark informed the board that the request was to rezone from A-3 to A-2(1) to create a one acre residential lot to build a home on. This lot is contiguous to a subdivision and meets the requirements of the land division ordinance. Spahn will be required to connect to sewer when building begins. Paulson and Associates prepared the CSM that will be registered with the county. The Plan Commission reviewed this request at the May 14 meeting and recommended approval. Motion by Endres, second by Ingalls to approve the Spahn Parcel Rezone and CSM. Motion carried (5-0)

## **Discussion and possible action on Foulker Rezone LC-1 to C-2 Application:**

Foulker stated at the last board meeting, the town attorney stated a commercial zone might be approved with deed restrictions. After talking to the county, the only way to keep the deck and outside activity would be to apply for a rezone from LC-1 to C-2, commercial. Clark informed the board that the Plan Commission recommended denial of commercial zoning based on the towns Comprehensive Plan. The Plan Commission meeting recommended approval for LC-1 zoning at the February 12, 2018 meeting, the existing zoning, but the deck would have to be removed. Endres asked why the deck had to be removed if everyone was fine with it and the Foulker's were willing to meet all the conditions to operate. Lane explained under LC-1 zoning, the rural business must be conducted inside only. Discussion of county zoning rules and purposes followed. Endres stated that the Plan Commission did not want a commercial zoning in that area because that allows any type of business to operate and there would be no way to control it. Foulker asked if they agree to keep everything inside and keep the zoning as is, would the town board grant the conditional use permit. Foulker stated they want to have Vienna recognized and provide business to the hotels. Ingalls asked about events still booked and Foulker stated all of them have been cancelled. Ingalls asked about the building of bathrooms and Foulker said nothing is being worked on until permits are approved. Endres asked why an exception for the deck could not be made by the county and Lane stated it does not work under the LC-1 zoning. The deck was built for residential use originally and would need to be inspected for commercial use. Ruegsegger asked if the board does not approve the C-2 zoning, what other options are there for keeping the deck and if they enclosed the deck, would that work under the LC-1 zoning?

Lane said the only way to keep the deck is to zone commercial. Lane described a Plan Unit Development option that is unique to the property and business. This is a three step process and starts with a concept plan for review and then a general development plan and last a precise plan. If the town wants to stay within the comprehensive plan, this generally does not get approved. Rupp stated the comprehensive plan took years to develop and the town's goal is to keep commercial business only in the designated area along the interstate. Discussion followed. Motion by Ingalls, second by Ruegsegger to go with the Plan Commission's recommendation and deny C-2 zoning. Motion carried (5-0)

**Discussion and possible action on Loan for Road Projects:** Roessler contacted DMB and Settlers Banks for interest rates for a loan in the amount of \$150,000 for a 3 year and a 5 year period. DMB rates were lower than Settlers Bank. Motion by Endres, second by Rupp to approve a loan from DMB Bank for 3 year loan in the amount of \$150,000. Motion carried (5-0)

**Discussion and possible action on R & M Enterprise Fireworks Application:** Fire Inspector Yaskal asked if the stand would have electricity and Mauer stated no, the stand will only be open during the day and close at dusk. There will be no generator needed and con-ex boxes are used to store the materials. Motion by Rupp, second by Ruegsegger to approve R & M Enterprise permit for Fireworks. Motion carried (5-0)

**Discussion and possible action on Waunakee Area Fire Department Equipment Funding:** Waunakee Area Fire District needs to replace out of date air packs, air bottles, face pieces and RIT Packs. An "Assistance to Firefighters" grant was applied for to help with the cost but was denied. WAFD requested district municipalities to pay their respective share of the cost based on each districts percent. Motion by Rupp, second by Ingalls to approve the Waunakee Fire equipment funding in the amount of \$2,599.00. Motion carried (5-0)

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center was Tuesday, May 8th. Work on the parking lot is scheduled for May 28 through May 31 so the Community Center will be closed. Supervisor Rupp meeting with the Dane-Vienna Fire is Tuesday, May 29<sup>th</sup>. Supervisor Ingalls meeting with Waunakee EMS was Thursday, May 16th. They are looking to hire limited time employees for the summer. Supervisor Endres meeting with the Waunakee Fire Department is Tuesday, May 29<sup>th</sup>.

**Town Clerk's Report:** Clark informed the board that ST Genetics applied for an Adopt-a-Road program and will be cleaning up the ditches on a section of Hickory Lane in the spring and fall. Benson ordered a sign and a meeting regarding the plan for the fall ditch clean-up will be scheduled. Board of Review is scheduled for June 4<sup>th</sup> from 5pm to 7pm prior to the regular board meeting.

**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 \$19,459.64; Payroll \$6,951.74; Town Bills \$10,513.76; Utility 1 \$1,891.75 and Utility 2 \$102.39. Motion carried (5-0).

**Adjourn:** Motion by Rupp, second by Ruegsegger to adjourn. Meeting adjourned at 8:30 p.m.

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

**Note:** These draft minutes are subject to approval at the June 4, 2018 Town Board Meeting.

## **Vienna Town Board Meeting Agenda Monday, June 4, 2018**

The Vienna Town Board will meet on Monday, June 4, 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 May 21, 2018 Board meeting
- Discussion and possible action on Seal Coating Bids
- Discussion and possible action on Tri County Estimate for N. Madison
- Discussion and possible action on Tri County Estimate for Hickory Lane
- Discussion and possible action on Union Cemetery
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
  - Office Hours - Vacation
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn