



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

November, 2018

Election Day Tuesday, November 6th

The final election for this year has arrived. We anticipate a very good turnout. The Governor and Lieutenant Governor have six parties to select from. The other offices include the Attorney General, Secretary of State, State Treasurer, congressional and State, State Representative to the Assembly, County Sheriff and Clerk of Circuit Court. Poynette School District has a separate ballot which includes a school referendum. Also included is a County referendum regarding tax loopholes and the legalization of marijuana. These are just for informational purposes at this time. Polls will open at 7AM and close at 8PM. A sample ballot can be found on our website under the election tab or in the entrance of our building. In person voting will continue until Friday, November 2nd at 5PM. There is no voting allowed on Monday, November 5th. Hope to see you at the polls on Tuesday.

2019 Annual Budget Public Hearing Meeting

The Annual Town Budget Meeting of the Electors will be held on Monday, November 19, 2018 at 6:30PM at the Town Hall. The regular Town Board meeting will immediately follow the budget meeting. A summary of the proposed 2019 budget categories can be found on our website or at the Town Hall. A complete copy of the 2019 proposed budget is available during regular business hours at the office for the public to review.

Utility District Meetings

The Utility District 2 Annual Meeting will be held on Monday, November 5, 2018 at 6:45 PM, prior to the regular Town Board Meeting. Utility District 2 is comprised of the Windsor Prairie, Hickory Meadows, Nature Valley and Lantern Hollow Subdivisions. Utility District 1 will meet on Monday, December 3, 2018 at 6:15 PM. Utility District 1 is comprised of the business district on County Highway V and Interstate 39/90/94, including Vienna Business Park on Cake Parkway and Hickory Lane. This budget is dependent on Madison Metropolitan Sewer District annual fees.

2018 Property Tax Bills

At this time of year we start getting questions about when property tax bills will be sent out. This year the deadline for sending property tax bills is December 17th. We must wait until our budget is approved at the Annual Budget meeting November 19th and the final information from Dane County and all four school districts. When all this information is gathered, it is sent to Dane County and the tax bills are printed. Then they are picked up by our treasurer and sent out to our property owners. Information about in person tax collections will be included in the December newsletter.

Trash/Recycling

The annual fee for trash/recycling will remain the same on your tax bills. A calendar showing the 2019 trash/recycling collection dates will be posted on the town website under the Trash/Recycling/Brush Site tab. Copies will be available at the Town Hall in December. A reminder that if you have large items that will not fit in your trash container or if your pick up is missed, call Advanced Disposal at 608-251-7878 to make arrangements for collection.

Town Office Closed

The Town Office will be closed Wednesday, November 21st through Friday, November 23rd in observance of Thanksgiving. Have a happy and safe holiday.

Daylight Savings Time

A reminder to turn your clocks **back** one hour on Sunday, November 4th. It is a good time to replace smoke detector batteries, check carbon monoxide detectors and change ceiling fan direction. Most ceiling fans should rotate clockwise in the winter and counter clockwise in the summer.

Town of Vienna Board Minutes October 1, 2018

The regular meeting was called to order on Monday, October 1, 2018 at 7:00 PM by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp and Steve Ruegsegger were present. Also present was Residents Caitlyn & Andrew Kingsland and Clerk, Kathy Clark.

Pledge of Allegiance was recited

Public Comment: None

Approval of Minutes: Motion by Endres, second by Ingalls to approve the minutes of September 17, 2018 town board meeting. Motion carried (5-0)

Operator's License: One Operator License application was submitted for review from Phillips 66. Motion by Ingalls, second by Ruegsegger to deny approval of an Operator's License for McKenzie Hacker. Motion carried (5-0)

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Senior Center is scheduled for next Tuesday, October 9th. Supervisor Rupp meeting with the Dane-Vienna Fire was held on Monday, September 24th. They are working on the 2019 budget. They are transferring equipment funds to the capital funds account for improvements. Supervisor Ingalls meeting with Waukeem EMS was a special meeting held Wednesday, September 26th. Budget review will begin at the next meeting. Supervisor Endres meeting with Waunakee Fire Department was held on Monday, September 24th. Waunakee fire is working on their 2019 budget and project an 11% increase, mostly due to labor costs.

Town Clerk's Report: Clark informed the board that the ETZ meeting is scheduled for October 8th at 5:30 PM at Vienna town hall, regarding the review of Kingsland's conditional use permit and rezone application. This request is for a small family welding business. On October 15th at 6 PM, the working budget meeting is scheduled for discussion and preliminary review. Clark asked if a closed session was necessary to discuss benefits. Endres stated for the first review, closed session was not necessary and Clark should present recommendations for consideration. Also, after reviewing the culverts along Patton Road, three of the six located in the section of next year's reconstruction project area are not that old. In the past the procedure was to replace all culverts prior to road reconstruction. The board directed Clark to only replace the three that are old and need a new culvert. Rupp asked about the culvert on Hickory Lane. Ruegsegger had requested a copy of the recorded minutes from the June 24th meeting when Hickory Lane was discussed. Based on the discussion, Ruegsegger emailed Clark and stated the board agreed to replace the culvert later this year in preparation for a repave on Hickory Lane in 2019. No motion was made at the meeting since the procedure for culverts in place. Clark was directed to order the culvert for Hickory Lane. Clark informed the board that the Ditch Mower was put on Wisconsin Surplus for auction today. Dane County zoning meeting is scheduled for Tuesday, October 9th at 5 PM here at town hall. The county will review changes in the zoning ordinance that may or may not impact our property owners.

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 \$40,866.59;

Payroll \$14,264.20; Town Bills \$25,942.45; Utility 1 \$659.94 and Utility 2 \$0. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 7:25 PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the October 15, 2018 Town Board Meeting

Town of Vienna Board Special Budget Meeting Minutes Monday, October 15, 2018

The meeting was called to order at 6:00 P.M. by Chairman Lonnie Breggeman. Supervisors Steve Ruegsegger, Ron Rupp, and Gary Endres were present. Treasurer Nicole Roessler, Road Supervisor Scott Benson, Resident Lavern Wippurfurth and Clerk Kathy Clark were also present. Supervisor Karen Ingalls was excused.

Public comment: None

Budget Presentation: Clark provided 2019 proposed revenue and expenditures budget, a loan schedule with current and proposed loan information and a five year reconstruction road project schedule for the board to review. Roads were reviewed first, using estimated costs based on current year costs, starting with 2018. Prep work for Patton Road and further studies for Schumacher Road remain for this year. For 2019, two sections of Patton Road, a section of Hickory Lane and Meadow Side Lane with prep work for 2020 Schumacher with estimated costs totaling \$368,000 were discussed. For 2020 and 2021, Sections of Schumacher Road were discussed. Looking ahead at projects, future borrowing may be necessary to cover costs. The intent is to file for the 2020 Transpiration Road Improvement Discretionary grant (TRID) for Schumacher reconstruction and if granted, receive up to 50% reimbursement of total costs paid up front. If the board would like to move forward, discussion of the current Revenue to Expenses schedules took place. Roessler reviewed the current loan schedule for 2018-2022 and options of refinancing or future borrowing. As of 2019, two existing loans will be terminated dropping our debt balance by \$66,000 in 2020. Roessler called the bank and discussed amortizing the Town Hall loan and still pay it off in 10 years but at lower payment, along with other options regarding debt. The goal is to try and keep the town mill rate at or close to what it has been. Ruegsegger asked when the last time the town raised taxes. Endres said it was when the town was building the new town hall but only for a short time. Roessler said that was correct but after that the taxes were lowered again. Discussion of culvert aid took place. Clark was directed to find out what approvals are necessary to change the size to a larger one when replacing a culvert. Clark went through the other line items proposed for 2019 budgets. Roessler stated the current General Fund balance is about \$760,000, which includes about \$300,000 reserved and another \$100,000 allocated for specific purposes such as an audit and the assessor costs. Rupp suggested reserving \$75,000 from the General Fund towards roads. After further discussion, Endres suggested to do the prep work this year for Patton Road. Clark informed the board that in the 2018 budget, the amount included for the Deforest Windsor Fire/EMS was over by \$23,000. The 2018 budget amount used did not

Include the equity payment that should have been deducted from the allocated budget amount. Clark will correct this in the 2019 budget. Other line items were reviewed. Franchise fees will increase due to TDS extending fiber optic through the town. Year to date, revenues are at 91% budget to actual and expenses are at 94% budget to actual. Clark has requested bids for maintaining the cemetery and the parks for next year, just for consideration. Employee benefits and compensation were reviewed. Health insurance costs for the employer decreased about \$10,000 annually but tripled in costs for the employee. Based on this, the board reviewed the recommendations for employee compensation, including the pay for election workers. Roessler is elected and will receive a flat increase to cover the next two years. Roessler and Stoeckler do not receive benefits, the other three employees do. Endres asked what the costs or rate is billed out for the road patrolmen time. For this, Clark uses their hourly rate, the cost of the item being fixed and the equipment used to fix the item for billing. Clark will calculate the per hour amount for review. After further discussion, it was decided to go with the recommendations in the budget for each employee. Clark will revise the line item changes as discussed and present them and the Utility District Budgets for review at the next meeting.

Meeting was adjourned at 7:05 PM

Prepared by: Kathleen Clark, Clerk

Note: These draft minutes are subject to approval at the next board meeting.

Town of Vienna Board Minutes October 15, 2018

The regular meeting was called to order on Monday, October 15, 2018 at 7:05 PM by Chairman Breggeman. Supervisors Gary Endres, Ron Rupp and Steve Ruegsegger were present. Also present were Road Supervisor Scott Benson, Treasurer Nikki Roessler, Resident Lavern Wipperfurth and Clerk, Kathy Clark. Supervisor Karen Ingalls was excused.

Pledge of Allegiance was recited

Public Comment: None

Approval of Minutes: Motion by Ruegsegger, second by Rupp to approve the minutes of October 1, 2018 town board meeting. Motion carried (4-0)

Discussion and possible action on Kingsland CUP and Rezone Application: Clark explained that this went in front of the ETZ Committee on Monday October 8th as a combined application for a public hearing and review. According to the town's ordinance, the review for a rezone must go to the town first before the ETZ Committee can make a formal recommendation to issue a zoning permit. Kingsland has requested approval to operate a small welding business on their 4.3 acres in their accessory building. The property would have to be rezoned from RH-1 to A-2. ETZ will hold a special meeting on October 29th to review any conditions set by the town for this application. A public hearing was held and neighbors within 100' were mailed notices and no one showed. Motion by Endres, second by Rupp to approve the Kingsland Conditional Use Permit and Rezone Application. Motion carried (4-0)

Discussion and possible action on Cemetery Ordinance #10-01-18-1: Clark informed the board that Stoeckler did a great job in researching cemetery requirements by reaching out to other municipalities, going through state statute and preparing a draft ordinance for the attorney to review. With no further changes, the final ordinance as presented would formally regulate the town's governance for both Union and Matsen cemetery. Endres asked if language was included to disallow planting or items that blocks mowing and maintenance and there is. Motion by Rupp, second by Ruegsegger to adopt Cemetery Ordinance 10-01-18-1. Motion carried (4-0)

Discussion and possible action on Resolution #10-15-18 Cemetery Appointment: This resolution states the Town of Vienna will take over Union Cemetery located on Highway 113 and activate Matsen Cemetery located on County Highway I. Motion by Rupp, second by Ruegsegger to approve Resolution 10-15-18 Cemetery Appointment. Motion carried (4-0)

Discussion and possible action on Fee Schedule to include Cemetery Fees: With the addition of the cemeteries, the fee schedule needed to be updated to include the cost to purchase of burial plots. Motion by Ruegsegger, second by Rupp to approve the fee schedule with the addition of the Cemetery fees. Motion carried (4-0)

Discussion and possible action on General Records Schedule Adoption: The state board for public records created an updated schedule for record retention and if adopted, would be used for all future records retained by the town. Motion by Endres, second by Ruegsegger to adopt the Wisconsin General Records Schedule. Motion carried (4-0)

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Senior Center was Tuesday, October 9th. The Senior Center will no longer file for United Way funding in 2020 due to the extensive work involved for requesting funds. This would be supplemented by the members and could cost the town \$800-\$900 more a year. Supervisor Rupp meeting with the Dane-Vienna Fire is scheduled for Monday, October 29th. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, October 29th.

Town Clerk's Report: Clark reported the ditch mower that was on auction with Wisconsin Surplus ended today. The final bid amount was \$2,450 which was more than the trade-in value.

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 \$18,272.40; Payroll \$4,804.78; Town Bills \$13,040.7; Utility 1 \$271.43 and Utility 2 \$125.49. Motion carried (4-0)

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

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the November 5, 2018 Town Board Meeting.

Vienna Town Board Meeting Agenda
Monday, November 5, 2018

The Vienna Town Board will meet on Monday, November 5, 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 October 15, 2018 Town Board meeting

Discussion and possible action on Amended Cemetery Ordinance #10-01-18-01

Discussion and possible action on Amended Resolution #10-15-18 Cemetery Appointment

Discussion and possible action on 2019 General Fund budget amendments

Discussion and possible action on International Plow Truck

Operator's License

Town Supervisor Reports

Town Clerk's Report

Annual Budget Public Hearing Meeting November 19th at 6:30 PM

Regular Board Meeting immediately following budget hearing

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

Adjourn