



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

January, 2019

2019 Revaluation of Properties

Associated Appraisal assessors began working in the township Monday, December 17th and will continue in the area for the next several weeks. All staff members from Associated Appraisal will carry a letter of introduction from the Town of Vienna, a photo ID and drive a red vehicle displaying the Associated Appraisal company name. If no one is home when visiting a property, a door hanger will be placed on the main entrance with instructions on how to schedule an interior review. Please wait for the door hanger to schedule your appointment. If you own rental property in the Town, please inform your tenants that we will be visiting that property in the near future. Under Wis. State Stat. 70.85, the town is required to reevaluate all properties to ensure all assessments are fair and properties are valued at a minimum of 90 percent of the overall market value. If there is an adjustment to your assessed value, a notice will be sent prior to Open Book and Board of Review, which are held every year in the Spring or Summer time.

Tax Collection Information

Town Treasurer Nicole Roessler will be in the office for in-person tax collection on Thursday, **January 31, 2019 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 on the legal line of the check. **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 14, 2019 board meeting and January overpayments will be processed at the February 18, 2019 board meeting.**

Mailing Tax Payments

In an effort to accommodate all taxpayers who would like to make their first installment by January 31, 2019, 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 any notations for 1st installments, full payment or any combination thereof. It would also be 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 on Friday, January 11th and Friday, January 25th. Please place your tree on the curb lawn or at the end of driveway but please do not block the mailbox for postal service or place it in the street in case we have to snow plow. Normal pick up starts at 7AM so have your trees out by then. If you have any questions, you can also call the office or Advanced Disposal at 608-251-7878.

Office Hours

Happy New Year!! Hope everyone had a joyous and safe holiday. The office will be closed on Tuesday, January 1, 2019 in observation of New Year's Day. Regular office hours will resume Wednesday, January 2nd. The regular board meeting will be held Monday, January 7th at 7PM. At this time there are no other scheduled office closures but if anything changes it will be posted on the website and entrance way.

Town of Vienna Board Minutes December 3, 2018

The regular meeting was called to order on Monday, December 3, 2018 at 6:55 PM by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp and Steve Ruegsegger were present. Also present was Clerk Kathy Clark and Resident Jerry Marx.

Pledge of Allegiance was recited

Public Comment: Marx received a call regarding a lot for sale that is zoned to allow a duplex to be built. The current Town Comprehensive Plan "highly discourages" multiple or duplex residential building. Clark provided background on the lot that once housed a duplex but was later torn down which is why it is currently zoned to allow a duplex. Marx asked whether the board thinks it should be rezoned for single family resident or left as currently zoned. The owner would need to be contacted and asked as well. Clark was directed to put this on the next agenda for discussion.

Approval of Minutes: Motion by Ruegsegger, second by Rupp to approve the minutes of November 19, 2018 town board. Motion carried (5-0).

Operator's License: One Operator License application was submitted for review from Tiger Mart Exxon. Motion by Ruegsegger, second by Ingalls to approve the Operator's License for Christine Taticek. Motion carried (5-0)

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Senior Center is scheduled for Tuesday, December 11th. Supervisor Rupp meeting with the Dane-Vienna Fire was Monday, November 26th but he was unable to attend. Supervisor Ingalls attended a Special Waunakee EMS meeting Thursday, November 29th that was closed session. Supervisor Endres meeting with Waunakee Fire Department was Monday, November 26th.

Town Clerk's Report: Clark informed the board that the ETZ meeting is scheduled for Monday, December 10th at Vienna town hall. Review of the Vienna DeForest LLC rezone and CSM will be reviewed and discussed. There has been correspondence since the town reviewed this regarding the Elephant Trail Cul-de-Sac due to the Village of DeForest Zoning Ordinance. The Utility District 1 Annual Budget meeting will be held Monday, December 17th at 6:30 PM, prior to the regular board meeting. Clark discussed the procedures for dealing with residents that continuously show up at board member homes to discuss concerns or file complaints. Clark suggested this practice be discouraged and any concerns or complaints should be redirected either to the office, so a work order can be filed, or direct the residents to attend the town board meetings so all board members can be advised. This would eliminate information being reviewed or discussed without staff input and ensure uniformity amongst the town board members. Endres stated that residents do have the right to bring their concerns directly to board members. This is correct however the main point is to ensure concerns or complaints are documented and addressed accordingly. Discussion of a back-up snow plow operator took place. Rupp stated if the town does need a back-up driver, he is familiar with the routes and will step in.

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 \$35,734.12; Payroll \$15,083.88; Town Bills \$19,794.56; Utility 1 \$499.31 and Utility 2 \$356.37. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 7:19 PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 17, 2018 Town Board Meeting.

Town of Vienna Utility District 1 Minutes December 17, 2018

The Utility District 1 meeting was called to order at 6:30 PM by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp, Steve Ruegsegger and Clerk Kathy Clark were present.

Public Comment: None

Approve or amend the minutes of the December 4, 2017 Utility District 1 Annual Meeting: Motion by Ruegsegger, second by Rupp to approve the Utility District 1 December 4, 2017 minutes. Motion carried (5-0)

Present the proposed 2019 Utility District 1 Budget: Clark provided a copy of the budget prepared in house based on 2018 YTD revenue and expenses. Once this is completed and the new costs are received from Madison Metropolitan Sewer District (MMSD) this is forwarded onto Meade & Hunt Engineer for calculating the 2019 billing rates. The factors used to project are the pump reports generated from the lift station, the quarterly water meter reads, Morrisonville pumping reports and the MMSD annual charge. Endres asked if the rates have gone up or the usage and both have. MMSD 2018 annual cost was \$43,395.00 and this year \$55,178.00. Endres asked how MMSD determines the billing amount. Clark stated the engineer may come to a meeting and would be better informed to explain this.

Discuss the financial condition of Utility District 1: Clark informed the board that as of December 1, 2018, the Utility District 1 Investment Fund has a balance of \$45,314.26 and the checking account has a balance of \$11,796.78, totaling over \$57,111.04 in available funds. Overall, the financial condition is good. Budgeted operating costs were reviewed and discussed. Clark added an equipment fund to the budget for \$2,500 each year.

Review the operation and maintenance of Utility District 1 lift station: This year a new generator was installed and completed on September 10, 2018. An estimate to install the muffler, brackets, and piping was received in the amount of \$2,240 but Benson and Newman did the work, using fuel brackets off the Freightliner for the total costs of \$250, saving \$1,990 in expenses.

Also, the electric wires went from overhead to underground and switch took place November 7, 2018. Ruegsegger asked if there were any costs to the district for burying the lines. This was being done for the River Road project so no costs were incurred. Endres asked if there were any loans for UD 1. There is one from 2013 for the replacement of the pump. Payments are \$4,750.00 annually. Endres asked what the balance and term were but Clark was unsure. Endres suggested paying it off if the balance was not too large. Clark will discuss this with Roessler tomorrow and let provide the board the remaining balance, term and interest rate.

Discussion and possible action to approve the proposed 2019 Utility District 1 Budget and rate schedule: Clark asked if there were any other questions or concerns to discuss. Motion by Endres, second by Ingalls to approve the 2019 Utility District 1 budget and rates with the possibility of paying off the existing loan. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 6:47 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the 2019 Utility District 1 meeting.

Town of Vienna Board Minutes December 17, 2018

The regular meeting was called to order on Monday, December 17, 2018 at 6:48 PM by Chairman Breggeman. Supervisors Gary Endres, Karen Ingalls, Ron Rupp, Steve Ruegsegger and Clerk, Kathy Clark were present.

Pledge of Allegiance was recited

Public Comment: None

Approval of Minutes: Motion by Rupp, second by Ruegsegger to approve the minutes of December 3, 2018 town board. Motion carried (5-0).

Discussion and possible action on Extending Agreement with Clean Fuel Partners: Clark informed the board that she has a conference call scheduled tomorrow morning at 9am with the CEO of Clean Fuel John Haeckel, his Attorney Greg Lynch and Attorney John Mitby to discuss the contract and future operation of the Digester. Based on the new operation, an increase in traffic will occur and currently the Digester is no longer obligated for road maintenance. Instead, an annual payment in lieu of taxes (PILOT) was agreed to for \$22,000 annually. These two items will need to be addressed in the new contract along with the current Conditional Use Permit for the Digester's operation. Discussion followed. This will be an ongoing agenda item so no action was taken.

Discussion and possible action on 2018 Budget Amendment Resolution #12-17-18: Clark reviewed the budget amendments presented in Resolution 12-17-18. The amendment recognized the loan taken out in 2018 as increase revenue with two other changes.

For expenses, Road Outlay was increased and a new budget line was added for engineer fees related to the 2020 Schumacher Road project. Motion by Endres, second by Ruegsegger to approve Resolution 12-17-18 2018 Budget Amendment. Motion carried (5-0)

Discussion and possible action on Boot Reimbursement Policy: Clark explained that a survey was circulated on the WMCA clerk's list to other municipalities regarding safety boot reimbursement. Several responses were received from those that have a policy in place. The average reimbursement was \$100 a year. Clark asked if the town board was interested in it. Rupp stated the county pays \$95 annually. Breggeman stated his company reimburses in certain areas too. Endres stated it creates more work to put a policy in place. Ingalls asked if our patrolmen were required to wear safety (steel toe) boots and they are. Motion by Ingalls, second by Rupp to reimburse for safety boot purchases at \$100 a year with a receipt. Motion carried (4-1)

Discussion and possible action on Rezone of R-3A Easy Street Lot: Clark explained the attempt to get feedback on the rezone was unsuccessful. After discussion it was decided to leave the zoning for this lot as is.

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Senior Center was Tuesday, December 11th. Supervisor Rupp meeting with the Dane-Vienna Fire is scheduled for Monday, December 31st. Supervisor Ingalls meeting with Waunakee EMS was Thursday, December 13th. Ingalls was unable to attend. Supervisor Endres meeting with Waunakee Fire Department was cancelled for this month due to the holiday.

Town Clerk's Report: Clark reminded the board that election paperwork is due. Also, the trees in Union Cemetery need trimming and Benson would like to know if they should start working on them. The board agreed to start cleaning it up and around the fence area too. Associated Appraisal has started doing appraisal work in the field this week. Due to the holidays, next week the office will be closed Monday, Tuesday and Friday, December 24th, 25th & 28th. Treasurer Roessler will be in the office Monday, December 31st for tax collection. Last, the Vienna Tourism Commission approved the 2019 budget at the last meeting held on Tuesday, December 11th.

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 \$16,165.02; Payroll \$4,867.91; Town Bills \$10,873.68; Utility 1 \$299.63 and Utility 2 \$123.80. Motion carried (5-0)

Adjourn: Motion by Rupp, second by Ruegsegger to adjourn. Meeting adjourned at 7:23 PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the January 7, 2019 Town Board Meeting.

Vienna Town Board Meeting Agenda Wednesday, January 7, 2019

The Vienna Town Board will meet on Wednesday, January 7, 2019 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 17, 2018 Board meeting
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
 - Cemetery and Park Maintenance
 - Tax Collections
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn