



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

January, 2020

Tax Collection Information

Town Treasurer Nicole Roessler will be in the office for in-person tax collection on Friday, **January 31, 2020 from 8:30AM to 2:30PM**. 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 20, 2020 board meeting and January overpayments will be processed at the February 17, 2020 board meeting.**

Mailing Tax Payments

In an effort to accommodate all taxpayers who would like to make their first installment or payment in full by January 31, 2020, 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. Also, on the backside of the insert letter is the 2020 trash/recycle calendar.

Christmas Tree Collection

Advanced Disposal, Inc will be collecting Christmas Trees during the first two weeks in 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.

2020 Spring Primary

Our first election will be held February 18, 2020 statewide. This is for Nonpartisan Primary for the April 7, 2020 Spring Election. You can log into myvote.wi.gov to register online or check to see if you already registered, file an absentee request form or check ballot information. This site is user friendly and easy to find what you need to know for the upcoming elections. There is also an "Election" tab on our town website with forms and information.

Office Hours

Happy New Year!! Hope everyone had a joyous and safe holiday. The office will be closed on Wednesday January 1, 2020 in observation of New Year's Day. Regular office hours will resume Thursday, January 2nd. The regular board meeting will be held Monday, January 6th 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.

LOOKING for FLEA MARKET VENDORS!

Vienna Tourism Commission is looking to start a monthly flea market this year. It would be located along Highway V, by the Comfort Inn for easy on and off the interstate. Please contact viennatourism1@gmail.com or go on our facebook page at www.facebook.com/VisitViennaWI to express interest

Town of Vienna Board Minutes

December 2, 2019

The regular meeting was called to order on Monday, December 2, 2019 at 7:00 PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Karen Ingalls, Gary Endres. PW Supervisor Scott Benson and Clerk Kathy Clark were present. Resident Shawn Haney, Dennis Kelley and Daryl Wipperfurth were also present.

Pledge of Allegiance was recited

Public Comment: Resident Shawn Haney emailed the board a letter of his findings regarding the appraisals performed. Haney explained after a private appraisal was performed on his property, it was \$66,000 less than his assessment. It was after the board of review so no change could be made for this year. He expressed concern that all properties did not have an interior review. The contract states a reasonable effort will be made to do an interior review. Haney would like to have this put on the next agenda with a representative from Associated Appraisal for further discussion. Endres stated all of his parcels had increases and when he came to Open Book, they reviewed each one and supported the changes. Endres stated that was when Haney should have addressed this. Clark stated the Town had to do a full revaluation; the last one was performed in 2006. Clark will contact the appraisers to see if they can attend the next meeting.

Approval of Minutes: Motion by Rupp, second by Ruegsegger to approve the minutes of November 18, 2019 town board. Motion carried (5-0).

Discussion and possible action on ETZ/ETJ Review Agreement:

After meeting with representatives at the Village of DeForest it was clear that an intergovernmental boundary agreement would no longer exist. The review process for Rezone or new CSM is no longer in effect either. This agreement would put that back in place and simplify the process for our residents in the ETZ area. Without any agreement, the current review process involves more steps, including Dane County review. Motion by Endres, second by Ingalls to approve the ETZ/ETJ Review Agreement. Motion carried (5-0)

Discussion and possible action on Resolution 12-2-19 Authorizing Town to Set Dog License Fee:

Dane County increased their fees this year. The previous resolution for dog license fees was adopted in 2001 and had fixed fees, including Dane County. This resolution sets the fees at \$4.75 over whatever the county fee is so in the event another increase occurs, we can adjust it without doing another resolution. Motion by Ruegsegger, second by Rupp to adopt Resolution 12-2-19 Authorizing Town to Set Dog License Fee. Motion carried (4-0) Ingalls abstained.

Discussion and possible action on Reappoint Election Inspectors:

Election inspectors need to renew their term every 2 years. Motion by Endres, second by Rupp to reappoint the election inspectors as listed. Motion carried (5-0)

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with Senior Center is scheduled for Tuesday, December 10th. Supervisor Rupp's meeting with Dane-Vienna Fire was held Monday, November 25th. Rupp was unable to attend. He reported the Dane Rescue truck is going to Wisconsin Surplus in Mt. Horeb for auction. Supervisor Ingalls meeting with Waunakee EMS is schedule

for Thursday, December 12th. Supervisor Endres meeting with Waunakee Fire Department on November 25th was cancelled for the holiday.

Town Clerk's Report: Clark informed the board that the request to waive penalty/interest charges from MMSD was denied. The 2020 Census will be commencing in the New Year. Wipperfurth requested to make a statement, board allowed. He wanted to inform the board that Tri-County Paving cleaned the road and having been doing a good job while hauling out of the Madigan Quarry.

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 \$21,665.00; Payroll \$14,934.82; Town Bills \$6,246.44; Utility 1 \$458.37 and Utility 2 \$25.37. Motion carried (5-0)

Adjourn: Motion by Rupp, second by Ruegsegger to adjourn. Motion carried (5-0). Meeting adjourned at 7:36 PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 16, 2019 Town Board Meeting

Town of Vienna Utility District 1 Minutes

December 2, 2019

The Utility District 1 meeting was called to order at 6:30 pm by Chairman Marx. Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger, PW Supervisor Scott Benson and Clerk Kathy Clark were present. Resident Shawn Haney was present. Supervisor Ron Rupp arrived at 6:38 pm.

Public Comment: None

Approve or amend the minutes of the December 17, 2018 Utility District 1 Annual Meeting: Motion by Ruegsegger, second by Endres to approve the Utility District 1 December 17, 2018 minutes. Motion carried (4-0)

Present the proposed 2020 Utility District 1 Budget:

Clark provided a copy of the budget prepared in part by 2019 YTD revenue and expenses. This is forwarded onto Meade & Hunt Engineer for calculating the 2020 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 how the 51.70% in the cost calculations is figured. Clark was not able to answer this. Clark will contact the Meade & Hunt Engineer to explain this and/or attend the next meeting for discussion.

Discuss the financial condition of Utility District 1:

Clark informed the board that the treasurer was unable to attend. The loan was paid off this year so UD 1 no longer has any outstanding debt. Accounts are healthy with no major expenses in the last year. The equipment replacement fund will continue to be a line item in the budget.

Review the operation and maintenance of Utility District 1 lift station:

Endres asked about the operation of the utility. Clark reported that the new generator has been working and other than normal maintenance, there have not been any issues.

Discussion and possible action to approve the proposed 2020 Utility District 1 Budget and rate schedule: No action taken until next meeting.

Adjourn: Motion by Ruegsegger, second by Ingalls to adjourn. Meeting adjourned at 6:41 pm

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 16, 2019 Utility District 1 meeting.

Town of Vienna Utility District No. 2 Minutes Monday, December 2, 2019

The meeting was called to order at 6:42 PM by Chairman Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp Gary Endres, Karen Ingalls, PW Supervisor Scott Benson and Clerk Kathy Clark were present. Also present Resident Shawn Haney, Daryl Wipperfurth and Dennis Kelley.

Public comment: None

Approve or amend minutes of the November 5, 2018 meeting: Motion by Rupp, second by Ingalls to approve the minutes from the November 5, 2018 Utility District 2 annual meeting. Motion carried (5-0)

Present the Proposed 2020 Utility District 2 Budget: Clark provided copies of the proposed 2020 budget for review. The proposed budget had been discussed in the working budget. Due to the MMSD increase of 9.7%, the charges for services to our customers were reviewed. It was decided that a 5% increase would be in the budget, creating a \$10 increase all users.

Discuss the Financial Condition of Utility District 2: Utility District 2 is in good financial condition. A bank report was provided reflecting the balances in the checking and investment accounts. The UD 2 checking account as of September 30th had a balance has \$1,976.84 and the UD 2 investment account had a balance of \$121,902.86. The investment account retains this balance as a reserve for maintenance or repair to the UD 2 lift station. Also, there is no outstanding debt for this district.

Discuss the Operation and Maintenance of the UD2 Lift Station: Clark informed the board that based on the annual CMOM report, televising lines was recommended. There have been no major issues in the last year to report and the alarm system is working. Marx asked if all lines are televised. Clark explained it would be more about sections, starting with the oldest lines, maybe 1,000 feet per year. This would show if there is any infiltration in the lines or damage.

Discussion and possible action on proposed rate increase: The time an increase was approved was in 2016, even with MMSD increases over the last few years. Motion by Endres, second by Ingalls to approve the rate increase of 5% per user. Motion carried (5-0)

Discussion and possible action to approve the proposed 2020 Utility District 2 Budget: Motion by Endres, second by Rupp to approve the 2020 Utility District 2 budget. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn the meeting. Meeting was adjourned at 6:51PM.

Prepared by: Kathleen Clark, Clerk

Note: These draft minutes are subject to approval at the 2021 Utility District 2 Annual Budget Meeting.

Town of Vienna Board Minutes December 16, 2019

The regular meeting was called to order on Monday, December 16, 2019 at 7:00 PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Karen Ingalls, Gary Endres and Clerk Kathy Clark were present.

Pledge of Allegiance was recited

Public Comment: Ruegsegger asked if any of the board members had been receiving emails for purchases.

Approval of Minutes: Motion by Rupp, second by Ruegsegger to approve the minutes of December 2, 2019 town board. Motion carried (5-0).

Discussion and possible action on Resolution 12-16-19 Authorizing 2019 budget amendment:

Discussion and possible action on Reappoint Election Inspectors: Election inspectors need to renew their term every 2 years. Motion by Endres, second by Rupp to reappoint the election inspectors as listed. Motion carried (5-0)

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with Senior Center is scheduled for Tuesday, December 10th. Supervisor Rupp's meeting with Dane-Vienna Fire was held Monday, November 25th. Rupp was unable to attend. He reported the Dane Rescue truck is going to Wisconsin Surplus in Mt. Horeb for auction. Supervisor Ingalls meeting with Waunakee EMS is scheduled for Thursday, December 12th. Supervisor Endres meeting with Waunakee Fire Department on November 25th was cancelled for the holiday.

Town Clerk's Report:

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Rupp, second by Endres to approve the current town bills as stated and submitted in the amount of \$16,817.30; Payroll \$4,847.19; Town Bills \$10,564.27; Utility 1 \$660.75 and Utility 2 \$745.09. Motion carried (5-0)

Adjourn: Motion by Rupp, second by Ruegsegger to adjourn. Motion carried (5-0). Meeting adjourned at 7:44 PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 16, 2019 Town Board Meeting

Town of Vienna Utility District 1 Minutes December 16, 2019

The Utility District 1 meeting was called to order at 7:45pm by Chairman Marx. Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger, Ron Rupp and Clerk Kathy Clark were present.

Public Comment: None

Approve or amend the minutes of the December 2, 2019 Utility District 1 Annual Meeting: Motion by Endres, second by Rupp to approve the Utility District 1 December 2, 2019 minutes. Motion carried (5-0)

Present the proposed 2020 Utility District 1 Budget: Clark displayed the budget with notations on how the 2020 billing rates are calculated by the Engineer at Meade & Hunt. The pump reports generated from the lift station, the quarterly water meter reads and Morrisonville meter reads are used, along with the Madison Metropolitan Sewer District annual charges.

Discussion and possible action to approve the proposed 2020 Utility District 1 Budget and rate schedule: Motion by Ruegsegger, second by Endres to approve the 2020 UD 1 budget and rates. Motion carried (5-0)

Adjourn: Motion by Ruegsegger, second by Ingalls to adjourn. Meeting adjourned at 7:52 pm

Prepared by: Kathleen Clark, Town Clerk

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

Vienna Town Board Meeting Agenda Monday, January 6, 2020

The Vienna Town Board will meet on Monday, January 6, 2020 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 16, 2019 Board meeting
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
 - Meeting on Schumacher Road project
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn