



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

April, 2020

## April Election

The Spring Election will be held on **Tuesday, April 7, 2020**. Polls will be open from 7:00AM to 8:00PM. Races on the ballot include Presidential Preference Vote by Party Justice of the Supreme Court, Appeals Judge, Circuit Court Judge, Town Supervisor Gary Endres and Ron Rupp (both incumbents). Also, DeForest, Lodi, Poynette and Waunakee School Districts have Board Races and all ballots include a state wide referendum for Additional Rights for Crime Victims. Sample ballots by school district are posted in the Town Hall vestibule and on the Town website under the Election tab. Everyone is encouraged to Absentee Vote by logging into [www.myvote.wi.gov](http://www.myvote.wi.gov) or schedule an appointment to early vote in the office if you cannot access a computer. The office is closed to the public walk ins as a COVID-19 precaution but we are still available for services. If you have any questions, please call the office at 608-846-3800.

## Annual Town Board Meeting

The 171st Annual Meeting of the Town of Vienna Electors will be held **Tuesday April 21, 2020 at 6:30 PM** at the Vienna Town Hall. This annual meeting is the one opportunity to hear reports on how each department is doing and allows the residents to vote on any items discussed that require an action whether it is an approved or denied. The regular board meeting will be held immediately following the Annual Meeting. Based on the recent news and orders to stay at home, there may be some changes to the town meetings, if mandated. Please check our website or call the office to confirm the meetings are still taking place as scheduled.

## Brush Site Days and Hours

On **Saturday, April 4th, 2019** the Town of Vienna Brush Site will open for the season. The brush site will be open as usual on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month. The site will also be open on Wednesday afternoons. The new hours will be Saturday, from 9AM-2PM and the following Wednesday from the hours of 4PM-7PM. The key is available in the office will during office hours upon requests. April hours are:

**Saturday, April 4th 9AM to 2PM and Wednesday, April 8th 4PM to 7PM**

**Saturday, April 18th 9AM to 2PM and Wednesday, April 22nd 4PM to 7PM**

The days and dates that the brush site is open have also been entered on our website calendar.

## Office Closure

Effective Monday, March 23rd, the town hall closed for the safety of our staff and community. If necessary, on-site staff will assist with Absentee Voting and Voter Registration. Please call (608) 846-3800 to schedule a time to stop in for assistance so we can ensure your safety as well as ours. For all other business, please email or call the office to discuss your needs. At this time, we do not have any dates of how long we will continue to operate under these precautions so we appreciate your understanding.

## Road Work Begins

Spring is here and with it comes road repair and construction. This year, our main road project is the complete reconstruction and widening of Schumacher Road. We will be reducing the blind hill at the intersection Cuba Valley and Schumacher Road. This will include some blasting so there will be periods of road closures during this project. We will also be patching, crack filling and chip sealing in areas that need it the most. Please be considerate and pass with caution when approaching our workers.

## Electronics Recycling Program

This event had to be rescheduled to May due to the orders placed on our provider Advanced Disposal and our workers as well. We plan to announce this event as soon as we can host it so please contain your items until then.

## Town of Vienna Board Minutes

March 2, 2020

The regular meeting was called to order on Monday, March 2, 2020 at 7:00 PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Karen (Ingalls) Noonan, Gary Endres, Clerk Kathy Clark and PW Supervisor Scott Benson were present. Also present was Dane County Deputy Bennet

### Pledge of Allegiance was recited

**Public Comment:** Deputy Bennett has received complaints on cars speeding in the area. County Speed board will not be put out until the snow melts for a couple of reasons. They are white and can blend into the snow. Plus they are placed on the curbside so they could be in the way for snow plowing. Dane County will start placing speed boards out in the area at the end of March. Bennett asked if there were any issues at the Solar Panel meeting after he left and there was none. Bennett also spoke about vehicle thefts in the area. People need to lock their cars, close garage doors when not inside, even if working in the back of the house and secure all possession when leaving the car.

**Approval of Minutes:** Motion by Ruegsegger, second by Rupp to approve the minutes for the February 17, 2020 town board meeting. Motion carried (5-0)

**Discussion and possible action on Renewal of Outsourced Mowing Services:** Russ Statz with CJ Lawn and Snow Services dropped off a quote for mowing again and included 3 years of pricing. Last year, with the volume of road work and shouldering, this was cost effective. This year, most of that work will be performed by the contractors. The cost per year for outsourcing the mowing of our town parks, excluding the cemetery, adds up to \$8,064 for six-months. Clark wanted the board to consider all options, including the cost of a new mower, prior to signing a contract. Benson explained all the other areas that require mowing throughout the season. After further discussion, the board decided to sign another year while looking into costs of a new mower or maybe part time summer help. Motion by Endres, second by Noonan to stay with CJ Mowing for 2020 season of mowing services. Motion carried (5-0)

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, March 10th. Supervisor Rupp meeting with the Dane-Vienna Fire Department was held Monday, February 27th. Supervisor Noonan meeting with Waunakee EMS is scheduled for Thursday, March 12th. Supervisor Endres meeting with Waunakee Area Fire Department was held Monday, February 27th. They are still looking at different options for bookkeeping, including outsourcing to accounting firms.

**Town Clerk's Report:** Clark informed the board there is a Plan Commission meeting scheduled for Monday, March 9<sup>th</sup>. Also, letters were mailed out to participants in the Adopt-a-Road program to confirm commitments for this spring. A few other notes, this year there is no need for renting a brush mower, saving about \$3,000 in costs. Benson usually post the road weight limit signs when the thawing starts and this season it will be some

time in March. Last week Jerry Marx and I met with the Village of DeForest to discuss water services for future development. Basically, they will supply services only by annexation. A brief discussion on how this would impact the town took place. This will be an agenda item on the March 16<sup>th</sup> town board agenda.

**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 \$243,508.00; Payroll \$12,398.45; Town Bills \$231,109.55; Utility 1 \$0 and Utility 2 \$0. Motion carried (5-0)

**Adjourn:** Motion by Marx, second by Rupp to adjourn. Motion carried (5-0). Meeting adjourned at 8:00 PM.

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

**Note:** These draft minutes are subject to approval at the March 16, 2020 Town Board Meeting

## Town of Vienna Plan Commission Minutes Monday, March 9, 2020

The Town of Vienna Plan Commission meeting was called to order on Wednesday at 7:00 PM by Chair Brian Meinholz. Commissioners Todd Mallon, Supervisor Karen Noonan and Clerk Kathy Clark were present. Also present was Jerry Marx and Resident Cory Clemens. Commissioners Jim Koch and Cate Heath were excused.

### Recite the Pledge of Allegiance

**Public comment:** None

**Approve the minutes:** Motion by Ingalls, second by Mallon to approve the minutes for the February 10, 2020 Plan Commission meeting. Motion carried (3-0).

**Discussion and possible recommendation on Clemens Rezone Application:** Clark informed the commission that Clemens applied for a conditional use permit (CUP) to put up an accessory building on his land zoned Farmland Preservation (FP35), Agricultural. Dane County denied his request since some of his commercial equipment would be stored in this building as well. Only agricultural equipment can be stored in an Ag accessory building on land zoned FP35. Clemens does have a parcel zoned Limited Commercial (LC) but the maximum size of commercial buildings cannot exceed 10,000 square feet. The current building on this parcel is 7,800 square feet so there is not enough footage left on this parcel for another commercial building. The County suggested that Clemens meet with the town to consider rezoning a part of the FP35 along with the LC1 existing parcel to General Commercial (GC) only way this could be accomplished is by rezoning some of the FP35 land to accommodate the new building. The Plan Commission discussed the towns Comprehensive Smart Growth Plan which only allowed commercial zoning along the interstate area and in the Vienna Business Park. The towns Comprehensive Plan discouraged commercial zoning outside of the designated land use area. The plan commission directed Clark to contact the Dane County Zoning Administrator for other options such as maybe creating another LC parcel for the new building to be placed with deed restrictions on the parcel. Motion by Ingalls, second by Heath to table this item for more information regarding zoning options. Motion carried (3-0)

**Adjourn:** Motion by Heath, second by Noonan to adjourn. Meeting was adjourned at 7:30 PM

**Prepared by:** Kathleen Clark, Clerk

**Note:** These draft minutes are subject to approval at the next Plan Commission Meeting.

## **Town of Vienna Board Minutes**

**March 16, 2020**

The regular meeting was called to order on Monday, March 16, 2020 at 7:00 PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Gary Endres and Clerk Kathy Clark were present. Supervisor Karen Noonan was teleconferenced into the meeting at 7:15 PM.

### **Pledge of Allegiance was recited**

**Public Comment:** Endres had a resident ask about the Schumacher Road project and whether any work will be done to the hill by Hauser Road. Maybe consider it as an alternate bid, if there is a cost of effective way to lower it.

**Approval of Minutes:** Motion by Rupp, second by Ruegsegger to approve the minutes for the March 2, 2020 town board meeting. Motion carried (4-0)

**Discussion and possible action on Clemens Rezone Application - FP35 to LC1:** Marx stated that a deed restriction should be a condition to revert the new parcel back to FP35 if the property was ever sold. Endres suggested restrict the new parcel similar to the existing deed restriction so that the parcels could not be separated if the property was sold, which was the recommendation of the Plan Commission as well. Motion by Endres, second by Rupp to approve the rezone application with the condition that the newly recreated parcel be deed restricted so it could not be sold separately. Motion approved (4-0)

**Discussion and possible action on Kane Application for Accessory Building:** Marx noted that the site plan submitted did not meet the 10' setback per the zoning requirement. The county had reached out on the Kane CUP application since it was filed and approved in 2015 with a rezone to A2-1. Since that time, the Chapter 10 Zoning Ordinance was amended and the new comparable zoning code is RR-1 but does not have the same accessory size allowances as the A2-1. The maximum height was restricted to 16' instead of the 35' height allowance. Dane County inquired about a zoning change to RR-2 that would accommodate up to a 35' building. Also, since that time, the size and design of the accessory building changed since the original Endres suggested contacting Dane County zoning to see if this really should be filed as a rezone application. Discussion followed. Motion by Endres, second by Ruegsegger to table this item, contact the applicant on set-backs and retrieve more information from Dane County Zoning. Motion carried (5-0)

**Discussion and possible action on COVID-19 Employee Policy:** Noonan referred to the Waunakee EMS meeting last week where the COVID-19 was discussed. The recommendation made to all municipalities was to create an employee policy to prepare for any future isolation changes made by the government. Noonan has been receiving lots of updates on the practices being enforced by all businesses in the industry, including government entities, to be sure the town is prepared if everyone is forced into a quarantined state.

The office is using precautions by using the walk up windows to distant from the public. If necessary due to illness, the ability to work from home could be feasible. Meetings can be held by teleconferencing or postponed depending on the states status. If one of the Public Works staff has to be quarantined, they could use sick time but if the time was extended, the town would need to consider a subsidized plan for payroll. Clark will put together some notes to start the policy process and will work with Dane County Emergency Management.

**Operator's License:** One application was submitted by Pink Elephant for review. Motion by Ruegsegger, second by Rupp to approve the operator license application for Christine Troutman. Motion carried (5-0)

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, March 10th. The Community Center is closed to the public and is spending time on cleaning the facility. Supervisor Rupp meeting with the Dane-Vienna Fire Department is scheduled for Monday, March 30<sup>th</sup>. Supervisor Noonan meeting with Waunakee EMS was held Thursday, March 12th. Noonan was able to call in to the meeting. Much of the focus was preparing for the COVID-19 as it has been expanding. They are changing the response procedures to calls to ensure the safety for both the responders and callers. Noonan requested updates received in email should be forwarded to the board members. Supervisor Endres meeting with Waunakee Area Fire Department is scheduled for Monday, March 30<sup>th</sup>.

**Town Clerk's Report:** Clark reported a second meeting was held March 12<sup>th</sup> on the Schumacher Road project. The Town Engineer Anderson is completing the surveys of the road and is working with Dane County on the wetlands in the project. The full 3 miles will be completed this year with hopes to bid the project by early May.

**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 \$18,675.31; Payroll \$9,166.71; Town Bills \$9,062.28; Utility 1 \$299.81 and Utility 2 \$146.51. Motion carried (5-0)

**Convene into closed session pursuant to section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Contract negotiations).** Roll call vote: Endres yes, Noonan yes, Rupp yes, Ruegsegger yes, Marx yes. Motion carried (5-0) Board convened into closed session at 7:52pm.

**Reconvene into open session.** Motion by Rupp, second by Noonan to convene into open session. Motion carried (5-0) No action was taken.

**Adjourn:** Motion by Endres, second by Rupp to adjourn. Motion carried (5-0) Meeting adjourned at 8:22 PM.

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

**Note:** These draft minutes are subject to approval at the April 6, 2020 Town Board Meeting

## **Vienna Town Board Meeting Agenda Monday, April 6, 2020**

The Vienna Town Board will meet on Monday, April 6, 2020 at 7PM 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 March 16, 2020 Town Board meeting
- Discussion and possible action on Kane Application for Accessory Building
- Discussion and possible action on Endres Land Split and Deed Restriction
- Operator's License
- Town Supervisor Reports
- Town Clerks Report
  - Annual Town Meeting of Electors April 21, 2020
  - Update on COVID-19 Employee Procedures
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn