



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

November, 2020

## November 3, 2020 General Election

The big day is finally here!! If you have not voted early or by mail, this is the last day to make your vote count. If you received a ballot by mail and have not turned it in, you can bring it to the town hall anytime before 8:00 PM on the night of the election and we will be sure to get it counted. There is also a secured drop box in the vestibule that is accessible 24/7. If you received a ballot by mail and have decided to vote in person, we will need to change the status of your ballot in the system first so stop by the Clerk before entering the polls. If you are not registered, you can do so on Election Day too, just bring proof of current residency. There is no voting allowed on Monday, November 2nd per state statute

## 2021 Annual Budget Public Hearing Meeting

The Annual Town Budget Meeting of the Electors will be held on Monday, November 16, 2020 at 6:30PM at the Town Hall. The regular Town Board meeting will immediately follow the budget meeting. A summary of the proposed 2021 budget categories can be found on our website or at the Town Hall. A complete copy of the 2021 proposed budget is available during regular business hours at the office for the public to review.

## 2020 Property Tax Bills

At this time of year we start getting questions about when property tax bills and when they will be sent out. This year the deadline for mailing out property tax bills is Monday, December 21st. We must wait until our budget is approved at the Annual Budget Public Hearing on November 16th along with the final information from Dane County and all four school districts. When all this information is reviewed and approved, it is sent to Dane County and the tax bills are printed. Information about in person tax collections will be included in the December newsletter.

## Snow Plowing Reminders

Just a few reminders as the snow starts to fall and the plows start coming through. Try to avoid parking on the streets, especially when the snow is heavy. When putting your trash/recycle bins out for pickup, keep them on your driveway and not outside the curb or beyond the road edge, if possible. Also, if you are driving behind the plow truck and you cannot see their side mirrors, they cannot see you so be sure to use caution.

## Town Office Closed

The Town Office will be closed on Thursday, November 26th through Friday, November 27th in observation of the Thanksgiving holiday. Have a happy and safe holiday!

## Trash/Recycling

The annual fee for trash/recycling will remain the same on your tax bills. A calendar showing the 2021 trash/recycling collection dates will be posted on the town website under the Trash/Recycling 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.

## Brush Site Closed

Although the brush site is closed for the season, the key is still available in the office during the week during office hours 8AM-4PM.

## Daylight Savings Time

A reminder to turn your clocks **back** one hour on Sunday, November 1st. 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 5, 2020

The regular meeting was called to order on Monday, October 5, 2020 at 7:00PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Gary Endres, Clerk Kathy Clark and Public Works Scott Benson and Bill Newman were present. Also present were residents Craig & Kristi Ziegler. Attorney John Mitby and Town Engineer Scott Anderson attended via ZOOM. Supervisor Karen Ingalls was excused.

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

**Public Comment:** None

**Approval of Minutes:** Motion by Rupp, second by Ruegsegger to approve the minutes for the September 21, 2020 town board meeting. Motion carried (4-0).

**Discussion and possible action on Purchase of Easement Land on Schumacher:** Clark explained that when the original survey for the easement was performed, the legal description included the road right-of-way, with a total acreage of 1.88 acres. The map that was drawn to reflect the easement the town was purchasing, excluded the road right-of way, with a total of .75 acres. Due to the difference in the two, this needed to be reviewed and clarified. Anderson explained that town already owns the road right-of-way and therefore, the purchase was only for the land beyond this. Ziegler's expressed that they pay taxes up to the roadside, as shown in the legal description. Mitby explained the legal description would need to show the 1.88 acres of land involved for the deed to be accurate. Ziegler stated when a farm land is purchased the survey includes up to the center of the road. It doesn't make sense why the 1.13 acre should be excluded. Endres agreed with Ziegler and asked Mitby why this should be different. Mitby explained that may be the case but it is not right. Land owners do own the road even if the survey marker is in the road. Endres stated his land has several easements agreements with utilities yet he still pays taxes on the full land. Discussion followed. Mitby agreed to contact the Ziegler's lawyer in order to review the documents and attempt to resolve the issue.

**Discussion on 2021 Budget and Road Projects:** Clark provided the first draft of proposed budgets and road projects. The roads designated for 2021 repair are WIBU, Patton Road and Kelley Lane. In preparation for this, the board members toured the roads to provide feedback. Ruegsegger asked about Kelley Lane which seems to be a driveway. Because there is more than then one property owner with access to this, it becomes the town's ownership. Benson explained that it's been breaking up and something needs to be done. Rupp suggested using cold mix to patch it up. Benson suggested milling Kelley Lane and double seal it for repair. The board agreed that may be the better means for repair. Rupp stated he thought WIBU was the road that needed most attention and maybe just wedge Patton Road. Benson will get a contractor to review the roads with him and see what the best means of repair would be. Endres asked for some costs based on the different options for repair.

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, September 8th. They are looking into get the facility painted. Supervisor Rupp meeting with the Dane-Vienna Fire Department was held Monday, August 31<sup>st</sup> and they are working on the 2021 budget. Supervisor Ingalls meeting with Waunakee is scheduled for Thursday, September 10<sup>th</sup>. Supervisor Endres meeting with Waunakee Fire Department was held Monday, August 31st. They were looking for a full time chief but now that has been put on hold due to COVID. The department is discussing an increase for the part time chief for all his extra time and work involved.

**Town Clerk's Report:** Clark informed the board that the work on Schumacher is moving at a good pace. Integrity is working on the section from Easy Street to Cuba Valley. They plan to start replacing culverts from Cuba Valley to Highway V over the next few weeks. A Plan Commission meeting is scheduled for Monday, October 12, 2020. Clark informed the board about the Routes to Recovery (R2R) Program that reimburses municipalities for safety equipment due to COVID. The amount allocated for the town is \$25,000.

**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 in the amount of \$53,147.75; Payroll \$19,143.66; Town Bills \$33,899.15; Utility 1 \$52.47 and Utility 2 \$52.47. Motion carried (4-0)

**Adjourn:** Motion by Ruegsegger, second by Rupp to adjourn. Motion carried (4-0). Meeting adjourned at 8:08 PM.

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

**Note:** These draft minutes are subject to approval at the October 19, 2020 Town Board Meeting

## Town of Vienna Plan Commission Minutes

### Monday, October 19, 2020

The Town of Vienna Plan Commission meeting was called to order on Monday, October 19, 2020 at 6:00 PM by Chair Brian Meinholz and Supervisor Karen Ingalls. Commissioner Jim Koch attended via Zoom. Clerk Kathy Clark and Residents Tammy and Jerry Reefe and Tony Jakacki were present. Commissioner Heath and Mallon were excused.

### **Recite the Pledge of Allegiance**

**Public comment:** None

**Approve the minutes:** Motion by Ingalls, second by Koch to approve the minutes for the September 14, 2020 Plan Commission meeting. Motion carried (3-0).

**Discussion and possible recommendation on Ballweg Rezone Application & CSM-5497 Cuba Valley Rd:** Clark informed the commission that Rodney Ballweg has requested to split off the farm build-

ings from the farm and sell the Reefe's the parcel with the buildings as lot 2 with a total of 5.90 acres. This lot will be rezoned from FP 35 to RR-4. Ballweg will retain lot 1 of 9.0 acres of the farm land. Once the Reefe's purchase the lot, they plan to raze the existing house and some of the outbuildings on the new lot 2 and build a new home. The CSM reflects the splits and new lots as created. Koch asked how this fits in the towns smart growth plan for development. This is a one- time split with no further intent of development other than the new home. This will go to the town board for review on November 2, 2020 and to Dane County for the Public Hearing on December 22, 2020. Motion by Ingalls, second by Koch to recommend approval of the rezone application and CSM. Motion carried (3-0)

**Discussion and possible recommendation on Jakacki Rezone Application & CSM-5116-5118**

**Easy Street:** Recently, Jakacki worked with his neighbor Ziegler to purchase an acre to add on to his current property. This would provide extra land along the sides of the current lot and more in the back of the lot. This additional acre will increase the lot size only. There will a deed restriction noted to not allow any building on this added land. This will go to the town board for review on November 2, 2020 and to Dane County for the Public Hearing on December 22, 2020. Motion by Ingalls, second by Koch to recommend approval of the rezone application and CSM with a deed restriction for any future building. Motion carried (3-0)

**Adjourn:** Motion by Ingalls, second by Koch to adjourn. Meeting was adjourned at 6:18 PM

**Prepared by:** Kathleen Clark, Clerk

## **Town of Vienna Board Minutes October 19, 2020**

The regular meeting was called to order on Monday, October 19, 2020 at 7:00PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Gary Endres, Karen Ingalls and Clerk Kathy Clark were present.

**Pledge of Allegiance was recited**

**Public Comment:** None

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

**Discussion on 2021 Budget and Road Projects:** Clark provided the updated draft of proposed budgets and road projects. The 2020 budget reflects activity from January-October for YTD so some line items in the 2021 budget have been revised since the last review. The budget for 2021 has been reduced approximately 8% from last year. This is partially due to COVID and the impacts on room tax revenue and basic other expenditures that would otherwise have been about the same. Benson received an estimate on the parking lot to have it resealed twice and painted at a total cost of \$5,000. As for the road projects, Kelley Lane would require a mill and double seal for repair.

Patton Road is really giving way on the edges more so than WIBU but both would cost about the same for a full reconstruct. Patton does see more traffic than WIBU. Endres suggested doing ditching along the roads before doing any reconstruct or shouldering. This could be done for both along with replacing all the culverts in 2021 to prepare for the reconstruction.

Endres suggested considering Patton Road for the TRID Grant available in 2022. This would be a good road to apply for it since the J. Henry business is located on it. Clark informed the board that the Town Hall loan was paid off today totaling approximately \$400,000 in debt payoff in 2020. The only remaining debt is the new borrowed funds that have not been used yet so no interest is being charged. Endres asked what funds make up the General Fund balance. This is made up of several reserved accounts such as the Employee Fund, the Equipment Fund, etc. Clark will have the Treasurer send an update. Further review of the budgets took place. The final discussion will be held November 2<sup>nd</sup> when the Public Hearing Notice is required to be posted. At this point, the budgets are ready for Public review and should be close to completed before the Public Hearing is held on November 16<sup>th</sup>.

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, October 13<sup>th</sup> and the estimate for painting was approved. The Center is still closed to the public due to COVID. Supervisor Rupp meeting with the Dane-Vienna Fire Department is scheduled for Monday, October 26<sup>th</sup>. Supervisor Ingalls meeting with Waunakee EMS was held Thursday, October 15<sup>th</sup> but Ingalls was unable to attend. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, October 26<sup>th</sup>.

**Town Clerk's Report:** Clark stated that good progress is being made on Schumacher Road. The easement agreement has been signed and paid for so MG&E can complete their utility work. The next stage of ditching and replacing culverts from Cuba Valley to Highway V should begin in the next week or so. Tri-County is getting close to finishing the hill section. It was decided a binder would be put on this year and wait until spring to pave the final coat.

**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 in the amount of \$309,121.26; Payroll \$7,254.70; Town Bills \$301,119.39; Utility 1 \$634.55 and Utility 2 \$112.62. Motion carried (5-0)

**Adjourn:** Motion by Rupp, second by Ruegsegger to adjourn. Motion carried (5-0). Meeting adjourned at 7:50 PM.

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

**Note:** These draft minutes are subject to approval at the November 2, 2020 Town Board Meeting

**Vienna Town Board Meeting Agenda  
Monday, November 2, 2020**

The Vienna Town Board will meet on Monday, November 2, 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 October 19, 2020 Town Board meeting

Discussion and possible action on Ballweg Rezone Application & CSM-5497 Cuba Valley Rd

Discussion and possible action on Jakacki Rezone Application & CSM-5116-5118 Easy St

Final Discussion on 2021 Budget and Road Projects

Operator's License

Town Supervisor Reports

Town Clerk's Report

Annual Budget Public Hearing Meeting Monday, November 16th 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