



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

January, 2021

## Tax Collection Information

Due to COVID-19, we highly encourage mailing in payments or dropping them in the drop box located in the entranceway and accessible 24 hours, 7 days a week. Town Treasurer Nicole Roessler will be in the office for in-person tax collection on Friday, **January 29, 2021 from 8:30AM to 2:30PM**. 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 matches the amount written on the legal line of the check. 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. If you are sending in your dog tag application with your tax payments, a separate check is required. **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 18, 2021 board meeting and January overpayments will be processed at the February 15, 2021 board meeting.**

## Christmas Tree Collection

Waste Management picking up Christmas Trees on Tuesday, January 12th and Tuesday, January 26th. 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. Pick up starts at 6AM so have your trees out by then. If you have any questions, you can also call the office or Waste Management at 608-807-3240

## Office Hours

Happy New Year!! Hope everyone had a joyous and safe holiday. The office will be closed on Friday, January 1, 2021 in observation of New Year's Day. Regular office hours will resume Monday, January 4th. The regular board meeting will be held Monday, January 4th at 7PM. We hope everyone enjoyed the holidays. Hopefully 2021 will be a better year than 2020!

## Trash/Recycle Calendar

January						
S	M	T	W	T	F	S
					1	2
3	4	A	6	7	8	9
10	11	B	13	14	15	16
17	18	A	20	21	22	23
24	25	B	27	28	29	30

## Ordinance #2501-Alternate Side Parking

The Town of Vienna adopted this Ordinance on February 5, 2001 at a regular Board meeting. An Ordinance stays in effect indefinitely and is specific to a municipality when a state statute does not address specific guideline on certain subjects.

**Section 1. ALTERNATE SIDE PARKING**—Between December 1st and April 15th no person shall park, stop, or leave standing any vehicle between the hours of 6:00 AM and 6:00 PM on the even numbered side of any street, drive or road on the even numbered calendar days AND on the odd numbered side of any street, drive or road on the odd numbered calendar days-except as may be posted otherwise.

**Section 2. PENALTY**—Any person violating any provision of this ordinance shall be subject to a forfeiture or not more than \$30 for the first offense and not more than \$50 for the second or subsequent violations within one year. For the purposes of this ordinance, each 24 hour period shall be considered as a separate violation. **This ordinance can be found on our town website and should be considered on days were the plow trucks are on the roads salting for ice or clearing snow for safe driving.**

## Town of Vienna Board Minutes December 7, 2020

The regular meeting was called to order on Monday, December 7, 2020 at 7:00PM by Chair Jerry Marx. Supervisors Steve Ruessegger, Ron Rupp, Gary Endres, Clerk Kathy Clark and resident Dennis Kelley were present. Karen Ingalls was excused.

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

**Public Comment:** Last week the town did some ditching along WIBU Road to keep the water off the road. The water dropped down in the ditch a few inches and is flowing the way it should. Kelley stated he understood the need to do the ditching for the road but now this is affecting his property. Over the last two years, much of his land, including his excavating machine, has been under water and no longer farmable. Kelley asked if there was any way the town could contact the WDOT regarding this. Marx suggested Dave Ripp, the County Supervisor, may have a suggestion. Endres suggested possibly redirecting the water but this would impact homes on the other side of the interstate. Rupp provided Kelley with a contact at the WDOT to call and see if a meeting to review the water issue could be arranged. Ruessegger questioned if a retention pond would be a solution. This would need a location and WDOT should be the one to build it.

**Approval of Minutes:** Motion by Ruessegger, second by Rupp to approve the minutes for the November 16, 2020 town board meeting. Motion carried (4-0).

**Discussion and possible action on Resolution 12-07-20, amending the 2021 Revenue Budget:** Clark explained the budget total budget approved but just a change to the line item for the local tax levy that was understated. This was increased after a calculation error was discovered while filing tax forms. This correction reduced the line item for proceeds to borrow, and the net change to the bottom line of the Revenue Budget was zero. Motion by Rupp, second by Ruessegger to approve Resolution 12-07-20, amending the 2021 Revenue Budget. Motion carried (4-0)

**Discussion and possible action on Ordinance 12-18-17, License & Fees Schedule to amend the cost for cremation plots and the rules and bylaws:** During this year there has been a steady sale of plots in Union Cemetery, which consist of three sections. In the back section, there are two short rows of cremation only plots, sized 4X4. All the other rows and sections consist of 4X8 plots and all plots costs \$600. When the last resident was interested in a cremation plot asked why the cost for one or the other costs the same. It was a reasonable question and since there has been an increase in cremations, it made sense that the 4X4 should cost less than the 4X8 plots. We suggested it should cost \$300 instead of \$600. If approved, this would change the current Ordinance and bylaws.

Clark pulled up a map of the cemetery to show the board where the plots are located. Ruessegger asked the board if the cost for the 4X4 sell at \$400 instead of \$300 since the maintenance costs the same. Motion by Endres, second by Ruessegger to decrease the cost for cremation plots to \$400 and approve the rules and bylaws accordingly.

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruessegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, December 8th. Supervisor Rupp meeting with the Dane-Vienna Fire Department was cancelled for November. Supervisor Endres meeting with Waunakee Fire Department was held Monday, November 30th.

**Town Clerk's Report:** A meeting on Utility Budgets for Districts 1 & 2 is scheduled for Monday, December 21<sup>st</sup> at 6:30pm. The regular meeting will begin immediately following the UD meetings.

**Review and authorize payments of current town and utility bills, wages and expenses:** Motion by Ruessegger, second by Rupp to approve the current town bills as stated in the amount of \$367622.20; Payroll \$21465.04; Town Bills \$345770.22; Utility 1 \$293.57 and Utility 2 \$93.37. Motion carried (4-0)

**Adjourn:** Motion by Ruessegger, second by Rupp to adjourn. Motion carried (4-0). Meeting adjourned at 7:30 PM.

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

**Note:** These draft minutes are subject to approval at the December 21, 2020 Town Board Meeting

## Town of Vienna Utility District 1 Minutes December 21, 2020

The Utility District 1 meeting was called to order at 6:30 pm by Chairman Marx. Supervisors Gary Endres, Ron Rupp and Clerk Kathy Clark were present. Meade & Hunt Engineer Tim Astfalk and Kiera Depies attended via ZOOM. Supervisor Steve Ruessegger and Karen Ingalls were excused.

**Public Comment:** None

**Approve or amend the minutes of the December 16, 2019 Utility District 1 Annual Meeting:** Motion by Endres, second by Rupp to approve the Utility District 1 December 16, 2019 minutes. Motion carried (3-0)

**Present the proposed 2021 Utility District 1 Budget:** Clark prepared the expense budget and forwarded it to Meade & Hunt Engineer Tim Astfalk for calculating the 2021 billing rates. The factors used are the monthly pump reports generated from the lift station, quarterly water meter reads, Morrisonville monthly pumping reports and the MMSD annual charge. Astfalk explained that due to the volume of water usage being down this last year, this caused the fixed charges to go up. MMSD went up in their

annual fee from \$67,422 last year to 79,028 this year, almost an 18% increase.

**Discuss the financial condition of Utility District 1:** Clark informed the board that last year the budget included an equipment replacement fund and this was included in this year's budget too. The investment fund statement showed a balance of \$57,316.29 as of November. The district no longer has any outstanding loans so there is no debt. Accounts are healthy with no major expenses in the last year.

**Review the operation and maintenance of Utility District 1 lift station:** 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 2021 Utility District 1 Budget and rate schedule:** Motion by Rupp, second by Endres to approve the 2021 Utility District 1 Budget and rate schedule. Motion carried (3-0)

**Adjourn:** Motion by Endres, second by Rupp to adjourn. Meeting adjourned at 6:50 pm

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

**Note:** These draft minutes are subject to approval at next year's Utility District 1 Budget Meeting.

### **Town of Vienna Utility District No. 2 Minutes Monday, December 21, 2020**

The meeting was called to order at 6:51 PM by Chairman Jerry Marx. Supervisor Ron Rupp Gary Endres, Steve Ruegsegger and Clerk Kathy Clark were present. Supervisors Karen Ingalls was excused.

**Public comment:** None

**Approve or amend minutes of the December 2, 2019 meeting:** Motion by Rupp, second by Endres to approve the minutes from the December 2, 2019 Utility District 2 budget meeting. Motion carried (4-0)

**Present the Proposed 2020 Utility District 2 Budget:** Clark provided copies of the proposed 2021 budget for review. MMSD raised the annual fee from \$41,907 last year to \$46,092 this year. Since the user fees were increased last year, it was decided to keep the rates the same for this year.

**Discuss the Financial Condition of Utility District 2:** Utility District 2 is in good financial condition. A bank statement was provided reflecting the balance of the UD 2 investment fund. The account had a balance of \$116,561.08 as of end of November. 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 sewer lines was recommended. There have been no major issues in the last year to report. Marx asked what the cost is to televise the lines. This depends on the footage viewed but estimates for this would be requested before proceeding.

**Discussion and possible action to approve the proposed 2020 Utility District 2 Budget:** Motion by Rupp, second by Endres to approve the 2021 Utility District 2 budget. Motion carried (4-0)

**Adjourn:** Motion by Rupp, second by Ruegsegger to adjourn the meeting. Meeting was adjourned at 7:03PM.

**Prepared by:** Kathleen Clark, Clerk

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

### **Town of Vienna Board Minutes December 21, 2020**

The regular meeting was called to order on Monday, December 21, 2020 at 7:03 PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Gary Endres and Clerk Kathy Clark were present. 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 December 7, 2020 town board meeting. Motion carried (4-0).

**Operator's License:** One Operator license application was reviewed from the Pink Elephant for Jasvir Dhaliwal. Motion by Ruegsegger, second by Rupp to approve the Operator's license for Jasvir Dhaliwal. Motion carried (4-0)

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, January 12th. Supervisor Rupp meeting with the Dane-Vienna Fire Department is scheduled for Monday, December 28<sup>th</sup>. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, December 28th.

**Town Clerk's Report:** Clark informed the board that the office will be closed for the holiday Thursday and Friday. The following week the office will be closed but Nikki will be working to collect taxes on Wednesday and Thursday for year end. Clark will work remotely when needed and check voicemails.

**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 \$254,159.10; Payroll \$5,582.30; Town Bills \$248,000.70; Utility 1 \$483.28 and Utility 2 \$92.82. Motion carried (4-0)

**Adjourn:** Motion by Ruegsegger, second by Rupp to adjourn. Motion carried (4-0). Meeting adjourned at 7:15 PM.

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

**Note:** These draft minutes are subject to approval at the January 4, 2021 Town Board Meeting

## **Vienna Town Board Meeting Agenda Monday, January 4, 2021**

The Vienna Town Board will meet on Monday, January 4, 2021 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 21, 2020 Board meeting

Operator's License

Town Supervisor Reports

Town Clerk's Report

Annual Payne & Dolan Quarry meeting January 18<sup>th</sup> at 6:30 PM

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

Adjourn