



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

September, 2017
Volume 2017-18, No. 6

Town Hall Office Hours

The Town Hall office will be closed Friday, September 1st and Monday September 4th in observance of Labor day. Tuesday, the office will be open from 8 AM to 2PM. The office will return to its regular business hours on Wednesday, 8 AM to 4 PM

First September Meeting

Due to the Labor Day Holiday, the first September Town Board meeting has been moved from Monday, September 4th to **Tuesday, September 5th at 7:00 PM** at the own Hall.

Notice of Public Hearing

Vienna Plan Commission Meeting on **Monday, September 11, 2017 at 7 P.M.** and located at Vienna Town Hall, 7161 County Road I, Deforest, WI 53532. Public Hearing will be held at the above time and place to consider public input on the following requests: **Conditional Use Permit located at 6538 Schumacher Road for a Barn Venue-Parcel 0909-332-9700-8 and Rezone from LC-1 (Limited Commercial) to C-2 (Commercial District)**. Copies of the specific proposals to be considered at the public hearing are available for review at the Clerk's office at Vienna Town Hall, 7161 County Hwy I, DeForest, Wisconsin. If you have any questions regarding this public hearing, please contact the Vienna Office at 608-846-3800.

Digester Advisory Meeting

The annual Digester Advisory Committee meeting will be held on **Monday, September 18, 2017 at 6:00 PM at the Town Hall**. Representatives from Clean Fuel Partners, the Town Engineer and a neighborhood representative will meet to discuss the operation of the digester and any issues that have come up during the previous year. The public is invited to attend. If you are unable to attend and have concerns that you would like addressed, please contact neighborhood representative the Town Clerk's office at 608-846-3800.

Town of Vienna Road Patrolman Position

The Town of Vienna, Dane County is seeking a qualified individual to fill the position of Road Patrolman. The qualifications include having a valid Wisconsin Commercial Driver's License (or the ability to obtain one) a high school diploma or GED and three years of relevant experience. Applicant must have a 15 minute response time for on call purposes. Responsibilities include maintaining town roads, culverts, parks, buildings, grounds, vehicles, equipment, snow plowing and salting roads. The Town of Vienna has two Sanitary Utility Districts, each with its own lift station. This requires on call rotation during the week and on weekends as scheduled by the Supervisor. Visit our website www.vienna-wis.com for more information and the job description. Please submit your cover letter and resume no later than September 18, 2017 to the Town of Vienna Clerk, 7161 County Road I, Deforest, WI 53532 or email to: tovclerk@centurytel.net.

Trash/Recycling Date Change

Due to the Labor Day Holiday, our collection day has been moved from Monday, September 4th to Tuesday, September 5th. If you are in need of a collection schedule calendar, they are available on the Town's website or at the Town Hall

Watch For School Buses

School starts for most districts September 5th. That means the return of school buses to our town roads as well as county highways. PLEASE watch for the buses and STOP for them when required. We frequently receive complaints about drivers not stopping for school buses. The Sheriff's Office will be watching for violations and the bus driver's themselves can report violations. Talking on cell phones and texting continue to be distractions for drivers. Please don't be the driver that hits a bus or child because you are on the phone or just not paying attention.

Town of Vienna Board Minutes

August 7, 2017

The regular meeting was called to order on Monday at 7:00 p.m. by Chairman Breggeman. Present was Supervisors Gary Endres, Karen Ingalls and Ron Rupp. Supervisor Steve Ruegsegger was excused. Also present was Clerk Kathy Clark, Treasurer Nikki Roessler, Residents Tammy and Dave Langendorf, Nature Valley HOA President Sheryl Schroeder.

Pledge of Allegiance was recited.

Public Comment: Dave & Tammy Langendorf informed the board they felt the Town's actions to repair their lateral sewer line was not handled properly. In March, the line was leaking raw sewage and the town paid to have it repaired and then sent the Langendorfs a letter and invoice for the work performed. Dave emailed the clerk with several questions regarding the letter and work performed. After several emails, Scott Benson called Dave to explain why it was necessary to have it fixed and the process to do so. The board was updated and requested they attend the next meeting as it would be added as an agenda item to discuss. A certified letter was sent but never received so they did not attend the meeting. When the board met it was discussed and approved to add the amount to the tax roll if no response was received. A third letter was sent regular mail informing them of this decision which also was not received. Discussion followed. Rupp requested this be added to the August 21st board agenda and have Attorney Mitby present. Clark indicated that Scott Benson will attend since he was onsite at the time of the repair.

Approval of Minutes: Motion made by Rupp, second by Endres to approve the minutes of July 17, 2017 town board meeting. Motion carried (4-0)

Discussion and possible action on Nature Valley Conservancy Outlot 4: Schroeder informed the town board that she had served on the Nature Valley Home Owners Association (HOA) board for the last three years but has been a resident there since 2005. Over the years, the HOA has maintained outlot 4 since 2003 but in the last HOA meeting, the neighbors thought it was being done erroneously. Schroeder contacted Clark to discuss this since the lot was owned by the Town of Vienna. Clark reviewed the documents, from the Developers agreement to the Covenants, Bylaws and Deeds and found there was some conflicting language. Clark reached out to the previous two clerks to gather some background on this since it has been over 13 years that the HOA maintained lot 4. Both were not sure but thought there was something in the agreement. Review of the documents and agreements took place. Some of the residents thought lot 4 should have stayed as prairie grass/conservancy and others want the lot kept mowed. Discussion followed. Motion made by Endres, second by Ingalls that the Town will mow lot 4 two times a year with a ditch mower to maintain noxious weeds but it is not the town's responsibility. Motion carried (4-0)

Discussion and possible action on RFP received for Appraisal Services: Three proposals were received; Gardiner Appraisal, Associated Appraisal and Sand Castle Appraisal. After comparing the proposals, the board directed Clark to seek some references before making a final decision. Motion made by Rupp, second by Endres to table this until reference checks are performed. Motion carried (4-0)

Discussion and possible action regarding Vienna Union Cemetery: Terry Wendt, Board Chair for the cemetery met with Clark to discuss the possibility of the Town taking ownership of the cemetery. Wendt indicated there was not any immediate need to decide on this. Clark informed the board that more research should be done before moving forward. What happens when the town sells grave sites. Clark called the Dept. of Revenue to get clarity but did not receive a response. Motion made by Rupp, second by Ingalls to table this item until further information is gathered. Motion carried (4-0)

Discussion and possible action Dane County Zoning Ordinance amendment 11146: There was an amendment to the zoning ordinance approved after the public hearing. No change occurred to the CSM and the conditions stated by the town were maintained in the amended zoning. Motion made by Rupp, second by Endres to approve Dane County Zoning Ordinance Amendment 11146. Motion carried (4-0)

Operator's Licenses: One submitted by Exxon for Dhaliwal with a clean background. Motion by Endres, second by Ingalls to approve Dhaliwal's Operators License. Motion carried (4-0)

Town Supervisor Reports: Supervisor Rupp had nothing new to report. Chairman Breggeman's meeting with DeForest Senior Center is scheduled for Tuesday, August 15th. Supervisor Ingalls meeting with Waunakee EMS is scheduled for Thursday, August 17th. Supervisor Endres meeting with Waunakee Fire was Monday, July 31st. They are still experiencing problems with DaneCom radios and may switch to another program. Also, Fire Inspector Adler inquired about the status of the wedding barn events. Clark will follow up with Adler and provide an update this week.

Town Clerks Report: Clark provided an update on Open Book held Tuesday, July 25. Five residents attended and two adjustments were made to the tax roll. Gardiner issued a revised invoice with a \$100 credit on it for time spent in the office correcting errors. The town received a letter from WI Historical Society regarding Norway Masten Cemetery. This cemetery has been cataloged and registered with Dane county as an historical site. A letter from Dane County Planning & Development was received regarding revision of Chapter 10 Zoning Ordinance. The ordinance is a 191 page booklet. Clark will review the redline changes and report back at the next meeting. The River Road Bridge construction started today and will be closed through mid-October. Notice for this was included in the Town Newsletter. The Village of DeForest sent a memo regarding their River Road Reconstruction Project. The road work will commence next year but surveying and other work will begin this week in preparation of this project. Scott Benson and I will be attending PASER/WISLR training Tuesday, August 8th in Johnson Creek. This will be beneficial in creating a 5 year capital project budget.

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Rupp, second by Ingalls to approve the current town bills as stated and submitted in the amount of \$192,060.67; Payroll \$20,797.34; Town Bills \$149,903.59; Utility 1 \$11,593.12 and Utility 2 \$9,766.62. Motion carried (4-0).

Adjourn: Motion by Endres, second by Rupp to adjourn. Meeting adjourned at 8:30 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the August 21, 2017 Town Board Meeting.

Town of Vienna Board Minutes

August 21, 2017

The regular meeting was called to order on Monday at 7:00 p.m. by Chairman Breggeman. Present was Supervisors Gary Endres, Karen Ingalls and Ron Rupp. Supervisor Steve Ruegsegger was excused. Also present was Clerk Kathy Clark, Town Engineer Scott Anderson and Nature Valley HOA President Sheryl Schroeder.

Pledge of Allegiance was recited.

Public Comment: Sheryl Schroeder informed the Nature Valley residents that the Town will be mowing outlot 4 per the last meeting action. Attorney Mitby reviewed the agreements and the registered Quit Claim Deeds and Outlots 3, 4, and 7 were deeded to the town. Outlots 3 & 4 were dedicated as parkland and outlot 7 for our lift station. Nature Valley HOA is responsible for all other sections of land, including retention ponds, trails and other grassy area within the subdivision.

Approval of Minutes: Motion made by Rupp, second by Ingalls to approve the amended minutes of August 7, 2017 town board meeting. Motion carried (4-0)

GIS Presentation by Scott Anderson, Snyder and Associates: Anderson opened the final GIS system to demonstrate the functionality and usefulness for identifying signs, culverts, parcel, land use and zoning and many more features. All the information was gathered by Scott Benson, using equipment provided by Snyder and saving the town in excess of \$10,000. There are two log-in links for this system, one is to edit and add additional information and the other is the finished GIS product by Snyder. There is no annual maintenance fee but any further changes requested by the town for Snyder to add would be at additional costs to the town. Clark expressed the product is an excellent resource for the office and field, keeping track of all the road projects, zoning changes and much more.

Discussion and possible action on RFP received for Appraisal Services: Three proposals were received; Gardiner Appraisal, Associated Appraisal and Sand Castle Appraisal. After comparing the proposals at the last meeting, the board directed Clark to seek some references before making a final decision. Five references were received from surrounding municipalities, all with very good reviews. Endres asked if there were funds to do a revaluation during the term of the contract and there is. At the last meeting, Roessler confirmed funds have been accrued to meet this requirement. Motion made by Endres, second by Ingalls to hire Associated Appraisal for the next three years. Motion carried (4-0)

Discussion and possible action on Senior Center Budget Deficit: Breggeman explained with the retirement of the Executive Director Position and replacement of the position, some additional expenses was incurred that were not budgeted for. The Senior Center has apportioned the amount for Deforest, Windsor and Vienna. Motion made by Endres, second by Rupp to approve payment of the budget deficit in the amount of \$527.60 for the Vienna portion. Motion carried (4-0)

Discussion and possible action on Reappointment of Town Clerk: Attorney Mitby suggested reappointment by resolution and suggested extending the existing one year contract with the town clerk for a certain number of years and review compensation for said position during budget time. If the board chooses to no longer contract the town clerk, the board could reappoint the clerk as a permanent employee under the terms and guidelines of the Employee Handbook. Discussion followed. Motion by Ingalls, second

by Rupp to adopt Resolution 2017-3 Reappoint the Town Clerk as a permanent employee under the terms and guidelines of the Employee Handbook stating. Motion carried (4-0)

Operator's Licenses: None

Town Supervisor Reports: Supervisor Rupp had nothing new to report. Chairman Breggeman's meeting with DeForest Senior Center was Wednesday, August 16th and has already been discussed. Supervisor Ingalls meeting with Waunakee EMS was changed to Thursday, August 17th. Waunakee EMS approved the upgrade to the HVAC system as proposed. Supervisor Endres meeting with Waunakee Fire is Monday, August 28th. As requested in the last meeting, Clark had contacted the Fire Inspector, Brian Adler regarding their letter about the safety concerns with the wedding barn events on Schumacher road. This prompted the Dane County inspector to contact the owners and perform and official inspection onsite. The county is in contact with the owners regarding the CUP application. This was also addressed at the Plan Commission meeting last week and they requested a Public Hearing be held at the next Plan Commission meeting on September 11th at 7pm. A formal notice will be published and surrounding neighbors will receive notice letters.

Town Clerks Report: Clark informed the board members about the Rural Broadband Expansion project after attending a meeting last month. The first step is to perform a survey with all residents to gather information such as what provider they have and how it is working. This is essential in requesting grant funds from the main provider. Endres suggested putting it on the website and have forms available in the office requesting participation in the newsletter. Some residents have already reached out volunteering to help with this project and sending in information they have gathered over the last few years. Discussion of road issued was also addressed. Ingalls requested a sign be put up on Hahn Road to slow down children present. Clark will do a work order tomorrow for this.

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Rupp, second by Ingalls to approve the current town bills as stated and submitted in the amount of \$78,813.61; Payroll \$4,663.78; Town Bills \$73,052.52; Utility 1 \$806.25 and Utility 2 \$291.06. Motion carried (4-0).

Convene to closed Session pursuant to: sec. 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion by Rupp, second by Endres to convene to closed session. Roll call vote: Rupp, aye, Breggeman, aye, Ingalls, aye, Endres, aye. Motion carried (4-0)

Reconvene to open session and take possible action: Motion by Rupp, second by Ingalls to reconvene to open session and take action on posting a new position for another Patrolman this year. Motion carried (4-0)

Adjourn: Motion by Endres, second by Rupp to adjourn. Meeting adjourned at 8:30 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the September 5, 2017 Town Board Meeting.

Vienna Town Board Meeting Agenda
Tuesday, September 5, 2017

The Vienna Town Board will meet on Tuesday, September 5, 2017 at 7:00 P.M. in 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 August 21, 2017 Board meeting
- Discussion and possible action on Senior Center Budget
- Discussion and possible action on Fee Schedule
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
 - Dane County Zoning Ordinance Revision, Chapter 10
 - Public Hearing at Plan Commission Meeting-September 11th at 7PM
 - Annual Digester Meeting-September 18th at 6PM
 - Meek Road Update
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn