



Town of Vienna Web Site Address: www.viennwi.gov

July, 2023

Real Estate Tax Payments

The second installment of property tax is due Monday, July 31, 2023. This payment should be made out to Dane County Treasurer and mailed their office at P.O. Box 1299, Madison, WI 53701. ***We cannot accept or process the second installment payments at our office.*** Payments can also be made online on Dane County's website. You should have received a reminder notice by now from the Dane County Treasurer. If you haven't and need to look up the amount of what you owe, you can log onto Access Dane at www.accessdane.countyofdane.com website and look up your tax information. There is also a link on this for making your payment online. If you do not have computer access, feel free to contact the office and we will assist you with that information.

Dane County Project Childsafe

The Dane County Deputy Sheriff department has initiated a program to offer anyone a free gun or rifle lock for securing firearms in your home. These are available at the office and free to any resident of Town of Vienna. If anyone is interested, please stop by the office to pick up one or more of these locks. Once these are gone, we can request more if there is an interest.

Lock Car and Garage Doors

Communities in Dane County continue to experience high numbers of thefts from vehicles, burglaries to residences and stolen autos. Almost all of these incidents are the result of unlocked cars and/or open garage doors. Lock car doors of vehicles parked in the driveway or on the street. Keep your garage door closed when not outside, and especially after dark.

Firework Safety

With the dry season we are experiencing, there is concern that fireworks may spark a flame when landing. This could turn into a serious fire in no time at all. Please avoid using fireworks this year, especially in close residential areas. If you decide to use fireworks, be sure to use caution in what type of fireworks you choose and be aware of your surroundings. Safety first!!

Bulk Waste Event Success

On Saturday, June 17th from 8am-12pm the town had a dumpster available for disposing bulk items such as furniture, rolled carpet (4' length maximum) mattresses, couches, cabinets and construction materials that are difficult to discard properly. We had such a great turnout, filling 3 dumpsters. Thank you for participating.

Office Hours

The office and public works department will be closed Tuesday, July 4th in recognition of Independence Day. Regular hours will resume on Wednesday, July 5th. Since the first town board meeting for July would be held Monday July 3rd, the town board decided to cancel this meeting. The next board meeting will be held on Monday, July 17th.

Chip Sealing Begins in July

Bids for this year's chip seal were received in May. Scott's Construction was awarded the project this year. Roads to be completed include Madigan Rd., from Hauser to Hwy 113; Hahn Rd from Madigan to 100 Mile Grove; Meek Rd from Madigan to Oak Lane and Meek Rd from WIBU to Hwy I. A section of Hickory Lane will also be part of this year's chip seal.

Brush Site Hours for July

The brush site will be open on the following dates and times. Saturday, July 1st from 9AM to 2PM and Wednesday, July 5th from 4PM to 7PM. It will be open again on Saturday, July 15th from 9AM to 2PM and Wednesday, July 19th from 4PM to 7PM. Also, the key is available at the office during regular office hours Monday–Friday, 8AM to 4PM. If you have a large project and need to use the key on a weekend that the brush site is closed, you can sign out a key to use. A form is completed in the office to track the key use and know who used it last.

Town of Vienna Board Minutes June 5, 2023

The regular meeting was called to order on Monday, June 5, 2023, at 7:00pm by Chair Jerry Marx. Supervisors Steve Ruegsegger, Sherri Meinholz, Tim Hoege, Gary Endres and Clerk Kathy Clark were present.

Pledge of Allegiance was recited.

Public Comment: Steve Ruegsegger asked how the installation of TDS Fiber Optic at the Town Hall. Clark explained the wire was buried up to the building and the next step is Technicians will bring the wire into the building. This is called a soft installation and once this is done, the final installation will be scheduled.

Approval of Minutes: Motion by Ruegsegger, second by Meinholz to approve the minutes for the May 22, 2023, town board meeting. Motion carried (5-0).

Discussion and possible action on Fly Dane 2024

Participation: Clark explained that this is a Dane County Land project where aerial images are taken and ultimately used to update Dane Access Mapping and other GIS systems. This usually is done every two years and municipalities are invited to participate to defer the costs and with that, the municipality receives a large image map of their area, a disc of data to load onto the GIS systems. Currently, Dane County is looking to see if anyone is interested in 2024 participation. The cost is allocated once they know how many commitments they have. Ruegsegger asked if this is something we need and it is not. Marx asked about the cost. There is an estimated rate per square mile and the town has 36square miles. Endres asked is this is what people reference in Dane Access and it is. This is completed to continue to update the County Mapping system. Marx asked Clark to see what costs were charged in the past to get an idea of what this may cost in 2024.

Discussion and possible action on Town Board

Email Options: After the office was required to change to secure .GOV emails to meet election requirements, the board questioned if they should. To address this, we requested estimates from Capital Computers. One was to convert to .GOV and the other was to create five board member email accounts. Clark asked if anyone was interested in a new email. Three of the five members said no. Meinholz asked if there was a way to link them all so there really would be one source to access all activity. Ruegsegger said it could be done. Ruegsegger stated he suggested new .GOV emails that would follow the position now through new terms. Clark provided the cost estimates for new emails. Discussion followed. Ruegsegger directed Clark to contact the lawyer and see if there is any other reason to make this decision.

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, June 13th. The Center is reviewing new names received by a survey but has not decided on them. Supervisor Hoege meeting with Waunakee EMS is scheduled for Thursday, June 8th. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Monday, June 26th. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, June 26th.

Town Clerk's Report: Clark noted the first meeting in July is scheduled for July 3rd, the day before the holiday. Clark suggested moving the meeting to July 10th in case of vacations and scheduled time off. The board decided to cancel the first meeting in July to stay on schedule for the remainder of the month.

Review and authorize payments of current town and utility bills, wages, and expenses: Motion by Ruegsegger, second by Meinholz to approve the current town bills as stated in the amount of \$135,901.28; Payroll \$17,911.92; Town Bills \$116,568.62; Utility 1 \$1,395.37 and Utility 2 \$25.37. Motion carried (5-0)

No closed session was held.

Adjourn: Motion by Endres, second by Meinholz to adjourn. Motion carried (5-0). Meeting adjourned at 7:35PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the June 5, 2023, Town Board Meeting

Town of Vienna Plan Commission Minutes Monday, June 12, 2023

The Town of Vienna Plan Commission meeting was called to order on Monday, June 12, 2023, at 7:00PM by Chair Brian Meinholz. Commissioners Steve Herbrand, Cathleen Heath, and Clerk Kathy Clark were present. Town Chair Jerry Marx, Residents Craig Ziegler, Jerry Reefer, Joe Henry Sr and sons Joe Jr and Jack Henry were also present. Commissioner Jim Koch was present via ZOOM. Todd Mallon was excused.

Recite the Pledge of Allegiance

Public comment: None

Approve the minutes: Motion by Heath, second by Herbrand to approve the minutes for the May 8, 2023 Plan Commission meeting. Motion carried (4-0)

Discussion and possible recommendation on Reefer & Ziegler Lot Line Adjustment Application Parcel #

0909-342-8501-9: Clark reminded the commission that this property was originally reviewed in 2020 for dividing the land and buildings. At that time, the new CSM was recorded and building started. The family reviewed the CSM and decided there were two wooded areas that should go to the Reefer part of the property. A new CSM showing the wooded area lot line adjustment. The remainder of the land is for farming, which the wooded lots were not useful. Koch commented that this change does not affect the building that was approved. Motion by Koch, second by Heath to recommend approval of the lot line adjustment. Motion carried (4-0)

Discussion and possible recommendation on Joe Henry & Sons Building & Blending Room:

Clark submitted the new architectural plans via email for review. Henry had attended a meeting last summer to explain the plans for the property, including moving some of the offsite operations to the farm. After working with Dane County and the Department of Safety and Professional Services for state licensing or approval, it was determined this operation would remain zoned as Agriculture. With this DSPS sent a letter stating that the plans did not need to meet commercial code. Henry decided to meet state code anyways for safety reasons, going over and beyond what was required to complete this project Henry explained that this plan is a result of working with DSPS for months and the DeForest Fire Department The blended mixture is considered flammable liquid, so a fire retention room was built also known as the blending room.

Henry proceeded to explain all the precautions added to the design. There is very little electric in the building and each building is separated on the 400 acres of land. Marx asked about the area zoned commercial, but this does not exist. The zoning for the operation is FP-B, Farmland Preservation -Business. Heath asked if the operations legal description is in the FP-B, and it is in the zoned area. Koch asked if there is a containment area and Henry explained there is a drain in the floor to an underground tank to be diluted with water. Discussion followed. Motion by Heath, second by Herbrand to recommend approval of Henry plans and blending room. Motion carried (4-0)

Adjourn: Motion by Heath, second by Herbrand to adjourn. Motion carried (4-0) Meeting was adjourned at 7:20pm.

Prepared by: Kathleen Clark, Clerk

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

Town of Vienna Board Minutes June 19, 2023

The regular meeting was called to order on Monday, June 19, 2023, at 7:00pm by Chair Jerry Marx. Supervisors Steve Ruegsegger, Sherri Meinholz, Tim Hoege, Gary Endres and Clerk Kathy Clark were present. Also present residents Craig Ziegler, Jerry Reefer, Joe Henry and Nancy Caldwell.

Pledge of Allegiance was recited.

Public Comment: None

Approval of Minutes: Motion by Ruegsegger, second by Meinholz to approve the minutes for the June 5, 2023, town board meeting. Motion carried (5-0).

Discussion and possible action on Annual Liquor License Renewals, including Operators License: Clark listed the annual license holders including operators for each business. Travel Mart; Phillips 66; Pink Elephant; Ehlenbachs; Tiger Mart; Waunakee Gun Club and Comfort Inn. Motion by Hoege, second by Ruegsegger to approve renewal of Annual Liquor License and Operators License as presented, including the three new Operators license applications. Motion carried (5-0)

Discussion and possible action on Ziegler/Reefe Lot Line Adjustment Application: The property was divided between the siblings in which the buildings were separated from the farmland. This original CSM was reviewed and approved in January, 2021. The family decided to change the lot line giving the wooded acreage to Reefer's and Ziegler keeping the remainder of the land. The new CSM showed the slight changes made that included a little less than 2 acres. This will be reviewed at Dane County for a public hearing Motion by Endres, second by Meinholz to approve the Lot Line Adjustment application and the new CSM. Motion carried (5-0)

Discussion and possible action on Joe Henry Building and Blending Room Plans: Henry had presented his plans to expand the operation a year ago. Since that time, Henry worked with the State's Department of Safety and Profession Services (DPS), Dane County and the DeForest Fire Department to get approvals for this. During this time, it was determined that the building be considered Agriculture use versus Commercial. This would mean Henry would not need to meet state code. Safety measures were built into the plans creating a special fire-resistant room with special accommodations in case of a spill, going over and beyond what is required.

Marx and Endres went onsite to tour the building and understand the process better. Clark contacted the DeForest Fire Department and spoke with the Deputy Chief regarding the blending room. The Deputy stated the safety precautions taken ensured it was safe and should be a good fit for the town. Marx asked if there was any requirement for how close the buildings are. Henry explained that each building is separate and only 2 acres are zoned FP-B which is the tasting room. Hoege asked about the concerns expressed DPS and the Fire Department in the beginning which was mainly how to treat a spill but once they inspected the site both gave approval. All permits have now been issued except for a building permit from the town. Hoege explained that the concept for the room is very similar to MATC paint room, with a shut off if there is a spill. Motion by Endres, second by Hoege to approve Henry's Building and Blending Room Plans for development. Motion carried (5-0)

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, June 13th. The Center is reviewing seeking bids for a new roof. Supervisor Hoege meeting with Waunakee EMS was held Thursday, June 8th. A new member has joined and is in the process of reviewing contracts. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Monday, June 26th. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, June 26th.

Town Clerk's Report: There are two locations on Cuba Valley Rd, between Schwoegler Dr and North Madison St, that need repair with the higher volume of traffic that is anticipated next year. Board members will drive that area to see how damaged it is before deciding. Clark reported that two petitions for Bridge/Culvert Aid were filed with Dane County for the replacement of culverts on Hahn and Patton Roads. Kartechner is scheduled to start this construction in July. TDS was onsite all day and converted the internet and phones to their system. Clark reminded the board that Monday, July 3rd meeting has been cancelled.

Review and authorize payments of current town and utility bills, wages, and expenses: Motion by Ruegsegger, second by Meinholz to approve the current town bills as stated in the amount of \$74,775.38; Payroll \$5,832.37; Town Bills \$54,610.71; Utility 1 \$14,210.41 and Utility 2 \$121.89. Motion carried (5-0)

No closed session was held.

Adjourn: Motion by Endres, second by Meinholz to adjourn. Motion carried (5-0). Meeting adjourned at 7:40PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the July 17, 2023, Town Board Meeting

Vienna Town Board Meeting Agenda Monday, July 17, 2023

The Vienna Town Board will meet on Monday, July 17, 2023 at 7:00PM at the Town Hall, located at 7161 County Highway I, DeForest, WI. If the agenda so indicates, the aforesaid governmental body may convene in closed session for the purpose(s) indicated. 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 June 19, 2023 Town Board meeting
- Discussion and possible action on New Software for Utility Districts
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
 - Email Update – WTA Legal Opinion
 - Line of Credit Renewal Fee
- Review and authorize payments of current town and utility bills, wages and expenses
- Convene into Closed Session Pursuant to Wis. Statute 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. (Discussion of Land Development)
- Reconvene to Open Session
- Action Resulting from Closed Session
- Adjourn