



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

November, 2023

2024 Annual Budget Public Hearing Meeting

The Annual Town Budget Meeting of the Electors will be held on Monday, November 20, 2023 at 6:30PM at the Town Hall. The regular Town Board meeting will immediately follow the budget meeting. A summary of the proposed 2024 budget categories can be found on our website or at the Town Hall. A complete copy of the 2024 proposed budget is available during regular business hours at the office for the public to review.

2023 Property Tax Bills

At this time of year we start getting questions about when property tax bills will be mailed out. This year the deadline for mailing out property tax bills is Monday, December 18th. We must wait until our budget is approved at the Annual Budget Public Hearing on November 20th 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. More information about in person tax collections will be included in the December newsletter. Last year we had several questions regarding the Lottery and gaming credit. To qualify for the Lottery and Gaming Credit, you must be a Wisconsin resident, own a dwelling and use it as your primary residence as of the January 1 certification date of the year the property taxes are levied. So new home owners, if you purchased your home prior to January 1, 2023, and it is your permanent residence, you are eligible for this credit. However, this does not automatically get applied so check your tax bill for it. If it not on the tax bill, you can fill out a form at town office and receive the credit.

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.** 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.

Tri County Quarry Meeting

Tri-County operates several quarry locations. There is the clean site located on Norway Grove Rd, the quarry on Highway V by the Vet office, the quarry on Schumacher and Highway V. These are the primary sites that will be discussed. The meeting is scheduled for Monday, November 13th at 6:30PM at the town hall. Discussion will include a report on operations during this year and projections for next year. Any concerns reported will also be part of the meeting.

Town Office Closed

The Town Office will be closed for training the afternoon of Thursday, November 2nd. The office and shop will be closed on Thursday, November 23rd through Friday, November 24th in observation of Thanksgiving holiday.

Brush Site Closing

The last Saturday for the brush site is Saturday, November 18th. After that, the brush site will be officially closed on weekends. However, the brush site key will still be available at the office during the hours 8AM-4PM.

Daylight Savings Time

A reminder to turn your clocks **back** one hour on Sunday, November 5th. 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 2, 2023

The regular meeting was called to order on Monday, October 2, 2023, at 7:00PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Sherri Meinholz, Tim Hoege, Gary Endres, PW Supervisor Scott Benson, and Clerk Kathy Clark were present. Also present were Residents Mark/Sue Townsend, and Nancy Caldwell.

Pledge of Allegiance was recited

Public Comment: None

Approval of Minutes: Motion by Hoege, second by Meinholz to approve the minutes for the September 18, 2023, town board meeting. Motion carried (5-0). Motion by Hoege, second by Endres to amend and approve the minutes for the September 28, 2023 special meeting by adding the motion carried. Motion carried (5-0)

Discussion and possible action on Salt Shed Doors

Replacement quote: Clark received a quote for the building of the new doors, including paint and new rollers. The installation of the doors was not included in the quote. This quote also includes repair of cracks in the walls, both items that were noted for repair or replacement upon inspection. The total quoted is \$4,500 but being an estimate with possible need for installation, the amount of approval should allow for extra cost. Motion by Endres, second by Ruegsegger to approve the estimate for an amount not to exceed \$6,000. Motion carried (5-0)

Discussion and possible action on B & M Technical Service Remote Monitoring Computer:

Clark informed the board that the new system needs a new computer to monitor the programs and produce the reports required for Madison Metro Sewer District. B&M provided a cost estimate for the computer in the amount of \$2,040 and another \$3000 for programming, installation, testing and training, for a total of \$5040. Motion by Ruegsegger, second by Hoege to approve the purchase of Monitoring Computer and Software for Utility Lift stations. Motion carried (5-0)

Discussion and possible action on Speed Study on Hickory Lane:

Snyder Engineer provided a Speed Study quote for Hickory Lane. This study would meet WI Department of Transportation (WDOT) requirements and Snyder would set it up. Once the data is collected, the results are turned into WDOT for review. If the speed results show 85% or better driving the speed limit, the speed limit may not be approved. Clark had printed the State Statute for clarification regarding this matter. Ruegsegger suggested doing a speed study on Easy Street too. The speed limit on Easy Street is 35mph and 45mph and this should be one or the other. Currently Dane County has a speed board on Hickory Lane, and they have also been monitoring the area. Ruegsegger suggested having the Sheriff move it to the other side. Clark will contact them and request this be moved. It was also suggested that traffic increased on Hickory Lane because River Road is closed. Discussion followed. The board tabled the study for now until River Road reopens.

Discussion and possible action on Purchase of ArcGIS Online license through ESRI:

Clark was contacted by Snyder Engineering that they can no longer extract data for free to update our GIS System due to licensing requirements. The cost for the license is \$550 a year which would be added to the budget for 2024 purchase. Motion by Endres, second by Meinholz to approve the purchase of the license in 2024. Motion carried (5-0)

Operator's License: Two applications were submitted for review and approval. The first Operators application is for Phillips 66, James Doherty. No issues were found in the background check. Motion by Ruegsegger, Second by Endres to approve James Doherty Operators License. Motion carried (5-0). The second application is for Waunakee Gun Club, Zach Thennes. No issues were found in the background check. Motion by Hoege, second by Meinholz to approve Zach Thennes Operators License. Motion carried (5-0)

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, October 10th. Hoege meeting with Waunakee EMS is scheduled for Thursday, October 12th. Supervisor Meinholz meeting with Dane-Vienna Fire Department was held on Monday, September 25th. The fire board reviewed the budget. Supervisor Endres meeting with Waunakee Fire Department was held on Monday, September 25th. The fire board is reviewing the 2024 budget.

Town Clerk's Report: Clark informed the board that she registered for a WTA Law Conference being held virtually on Friday, October 6, 2023. It addresses Annexations, Boundary Agreements, Digester Updates and Cemeteries and the Town's legal obligations.

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 \$43,322.21; Payroll \$19,983.58; Town Bills \$22,734.10; Utility 1 \$577.89 and Utility 2 \$26.64. Motion carried (5-0)

Adjourn: Motion by Endres, second by Hoege to adjourn. Motion carried (5-0). Meeting adjourned at 7:53PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the October 16, 2023, Town Board Meeting

Town of Vienna Plan Commission Minutes Monday, October 16, 2023

The Town of Vienna Plan Commission meeting was called to order on Monday, October 16, 2023, at 6:00PM by Chair Brian Meinholz. Commissioners Steve Herbrand, Todd Mallon and Clerk Kathy Clark were present. Also present, Town Chair Jerry Marx, Supervisor Tim Hoege, Steve Ruegsegger and Sherri Meinholz and Dane County Planner Curt Kodl. Residents Scott Maier, Keith Maier and Pat Maier were also in attendance. Commissioner Jim Koch was present via ZOOM. Cate Heath 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 August 14, 2023 Plan Commission meeting. Motion carried (4-0).

Discussion and possible Recommendation on Re-zone Application-Maier Farms Woods, Parcels 0909-331-9501-0; 0909-331-8190-9; 0909-331-9900-0:

Clark presented the application and a map of the overall rezone to the properties. The land, previously known as the Schmidt Wood, consists of 2/20-acre parcels. The proposed application has two parts. The first part of this is a lot line adjustment to expand the neighboring property by 2-3 acres and keep the woods as a

buffer to the remaining land. The other part is creating a 5-acre residential lot for possible future use. Dane County performed a Density Study and found the original farm owner was Thomas Schmidt and the original acreage was 216 acres. Schmidt sold 176 acres to the Kruchtens and kept 40 acres of the woods. The Kruchtens created two residential lots for family prior to 2008 when family splits were no longer considered exempt. The study showed that the property potentially has 2 splits available. Meinholz stated that the current rezone of creating a residential lot does not meet the 20-year ownership requirement nor is there 75 contiguous acres. This is two reasons why this rezone should not be allowed. Maier stated that they own 75 acres on the original farm that is why they felt a split would be allowed. Mallon mentioned that a few years back, another interested party tried to develop this but did not have enough acreage nor tenure in ownership, so the Plan Commission denied the request. Clark presented the towns comprehensive plan language explaining contiguous. The lands must connect to be considered part of the total acreage to create a split. Discussion followed. Marx asked if some of the language can be eliminated for duplication and changes to the requirements for ownership and land development. Kodl explained that this can be done but the town needs to be conscious of prior requests that followed the old language. Motion by Koch, second by Mallon to recommend approval of the lot line adjustment with the remaining acres remaining as zoned FP-35, deny the 5-acre split and provide a CSM showing the lot line adjustment and new zoning of the 40 acres prior to final approval. Motion carried (4-0)

Dane County Senior Planner Curt Kodl, Comprehensive Plan Discussion and Review: Kodl reviewed changes made based on the last meeting. Things to consider for review is the tenure section and separation of farm buildings from the farm. Should this be considered a split and follow the same rules or not. The main goal is to make this plan more uniform and easier to understand, especially land divisions. Discussion followed.

Adjourn: Motion by Herbrand, second by Mallon 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 October 16, 2023

The regular meeting was called to order on Monday, October 16, 2023, at 7:24PM (immediately following Plan Commission meeting) by Chair Jerry Marx. Supervisors Steve Ruegsegger, Sherri Meinholz, Tim Hoege, Gary Endres and Clerk Kathy Clark were present. Also present were Plan Commission members, Brian Meinholz, Steve Herbrand, Todd Mallon and residents Patrick Maier and Nancy Caldwell.

Pledge of Allegiance was recited.

Public Comment: Ruegsegger asked about semis driving on Hickory Lane that have been hauling milk and manure and if this allowed or should the drivers take a different route. Ruegsegger stated the trucks are using Jake brakes and asked if there is anything that can be done. Clark stated the town could create an ordinance and follow up with signs being posted.

Approval of Minutes: Motion by Ruegsegger, second by Meinholz to approve the minutes for the October 3, 2023, town board meeting. Motion carried (5-0).

Discussion and possible action on Rezone Application-Maier Farms Woods, Parcels 0909-331-9501-0; 0909-331-8190-9; 0909-331-9900-0:

This application was reviewed in detail at the Plan Commission meeting with town board members present. Based on the first review, a lot line adjustment was recommended for approval, but the final review and approval will require a new CSM. Until the CSM is completed, the town board has tabled this application until the next meeting.

Discussion and possible action on Northern Urbans Service Area for Utilities Expansion: Clark presented the notice received from the Village of DeForest describing the sewer service extension that will run under the interstate to feed development planned along Hickory Lane. Clark informed the board that if the extension is within the annexed land area, the town really has no recourse. Discussion followed.

Discussion on 2024 Draft Budget Worksheets: Clark provided update draft worksheets, including a breakdown of wages and benefits. Discussion followed. Clark will provide a copy of a recent compensation survey taken that reflects hourly rates for employees in local government. This will be forwarded via email tomorrow for review.

Operator's License: One application was submitted for review and approval. The Operators application is for Comfort Inn, Dalton McLaughlin. No issues were found in the background check. Motion by Endres, second by Hoege to approve Dalton McLaughlin Operators License. Motion carried (5-0).

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, October 10th. He was not able to attend. Hoege meeting with Waunakee EMS was held Thursday, October 12th. The 2024 draft budget was presented. Also, the Intergovernmental Agreement is under review and revisions have been made for the town to review. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Monday, October 30th. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, October 30th.

Town Clerk's Report: Clark informed the board that Marx is working on a letter to property owners that may be interested in development. Also, B & M Services have been working on the radio frequencies between UD#1 and UD#2 to feed data to the main monitoring systems. An antenna was erected at UD#2 to raise the radio feed.

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 \$154,318.70; Payroll \$5,752.44; Town Bills \$148,150.50; Utility 1 \$316.80 and Utility 2 \$98.96. Motion carried (5-0)

Adjourn: Motion by Endres, second by Hoege to adjourn. Motion carried (5-0). Meeting adjourned at 8:05PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the November 6, 2023, Town Board Meeting

**Vienna Town Board Meeting Agenda
Monday, November 6, 2023**

The Vienna Town Board will meet on Monday, November 6, 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 October 16, 2023 Town Board meeting

Discussion and possible action on Waunakee EMS Intergovernmental Agreement Revisions

Discussion and possible action on Solar Radar Speed Signs

Discussion on 2024 General Account Draft Budget

Operator's License

Town Supervisor Reports

Town Clerk's Report

Tri-County Annual Quarry meeting November 13th at 6:30PM

Burial in Matsen Cemetery

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

Adjourn