



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

January, 2024

Tax Collection Information

Tax Payments can either be mailed, dropped off at Town Hall or left in the secured drop box located in the Town Hall vestibule, which is accessible 24 hours a day, 7 days a week. Treasurer will hold special hours for tax collection on **Wednesday, January 31st during the hours 9:00am to 2:30pm**. You can stop in during regular office hours to make a payment. If you mail or drop off your payment and would like a receipt mailed back, please note this with your payment and include a stamped, self addressed envelope. **Escrow checks from mortgage companies must be signed by each person whose name is on the front of the check.** Also, when writing a personal check, make sure the number written in the box matches the amount written in words on the legal line of the check. Remember to include your contact information, either a phone number or email, if dropping off or mailing your payment for follow up questions. **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 22, 2024 board meeting and January overpayments will be processed at the February 19, 2024 board meeting.**

2024 Road Construction Project-Nature Valley

The town recognized the need to correct drainage issues throughout the first addition of Nature Valley subdivision. The standing water and ice have caused the roads to deteriorate. A land survey was performed to determine the areas most in need of repair. Based on the results our town Engineer has drafted plans to improve the roads, especially the intersections. A review meeting is scheduled for early January to finalize the plans. Afterwards, the Engineer will present the plans to the board. Residents will be notified of the meeting so interested parties can attend.

Utility Districts 2024 Budgets Approved

On December 18th, meetings were held to review the 2024 Budgets for Sewer Utility Districts 1 and 2. This year, a new SCADA system was purchased to replace the old system that has been in place so long, the replacement parts are obsolete. The new system is a wireless radio feed that sends information to the main system located at the shop. This system can also be diagnosed on cell phones so less call outs to check on the system in person. An increase of \$5 was added to the sewer charges for tax year 2024 special assessments and billings.

Cornerstone Community Center

New Year New Name! Stop by the Center between 5:00 and 7:00 p.m. for a community social celebrating the new name Cornerstone Community Center on January 30th. Join board members, staff and stakeholders to honor the past and look toward the future. Enjoy cake and a short presentation at 6:00 p.m. in the Community Room. Bring friends and family and show off the Center. There will be historical pictures on display, a slide show and tours of the facility. Bonus, at 6:45 p.m., there will be a drawing for prizes for those who choose to participate in a fun game!

Snow Day Parking

Please make every effort to not park on the streets or roads when the plow trucks are out for snow removal or salting for ice. This makes for easier clean up and safe driving. **Remember, if you cannot see the plow trucks mirror, they cannot see you. Please use caution when trying to pass or following on the road.**

Trash/Recycle Schedule

The trash and recycle pickup, normally scheduled for Mondays, will be delayed one day to Tuesday, January 2nd, due to Monday being a holiday. There are no other changes during the remainder of the month. Updated calendars can be found on the town website under the Community Tab or in the Town Hall Vestibule.

Town of Vienna Board Minutes December 4, 2023

The regular meeting was called to order on Monday, December 4, 2023, at 6:50PM (following Quarry meeting) by Chair Jerry Marx. Supervisors Steve Ruegsegger, Sherri Meinholz, Tim Hoege, Gary Endres, and Clerk Kathy Clark were present. Also, present were Residents Nancy Caldwell and Joe Henry.

Pledge of Allegiance was recited.

Public Comment: None

Approval of Minutes: Motion by Ruegsegger, second by Hoege to approve the minutes for the November 20, 2023 town board meeting. Motion carried (5-0)

Discussion and possible action on Ordinance 2023-01 Allowing 2 Shifts for Election: Motion by Ruegsegger, second by Meinholz to adopt Ordinance 2023-01 allowing 2 shifts for Elections. Motion carried (5-0)

Discussion and possible action on Ordinance 2023-02 Reducing Poll Workers from 7-5 members with no less than 3 for each Election: Motion by Meinholz, second by Hoege to adopt Ordinance 2023-02 reducing poll workers from 7 to 5 with no less than 3 for each election. Motion carried (5-0)

Discussion and possible action on Fiscal Agent and Services Agreement: The Community Senior Center has agreed to change the Fiscal Agent from the Village of Windsor to the Village of DeForest. DeForest has made changes to the last agreement and updated the language. This was sent to our Attorney for review and approval. Motion by Endres, second by Meinholz to table the agreement until the next meeting. Motion carried (5-0)

Operator's License: None

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Area Senior Center is scheduled for Tuesday, December 12th. Hoege meeting with Waunakee EMS is scheduled for Thursday, December 14th. Supervisor Meinholz meeting with Dane-Vienna Fire Department was held Monday, November 27th. The department received 8 new radios that were ordered a while back. Supervisor Endres meeting with Waunakee Fire Department was held Monday, November 27th. Nothing new to report.

Town Clerk's Report: Clark informed the board members that the 2024 Budget meetings for Utility Districts 1 and 2 on December 18th at 6:30PM, prior to the regular board meeting.

Review and authorize payments of current town and utility bills, wages, and expenses: Motion by Ruegsegger, second by Hoege to approve the current town bills as stated in the amount of \$87,659.05; Payroll \$18,542.89; Town Bills \$63,582.36; Utility 1 \$2,887.15 and Utility 2 \$2,646.65. Motion carried (5-0)

Adjourn: Motion by Hoege, second by Endres to adjourn. Motion carried (5-0). Meeting adjourned at 7:30PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 18, 2023, Town Board Meeting

Town of Vienna Plan Commission Minutes Monday, December 11, 2023

The Town of Vienna Plan Commission meeting was called to order on Monday, December 11, 2023, at 7:00PM by Chair Brian Meinholz. Commissioners Steve Herbrand, Cate Heath, Todd Mallon, and Clerk Kathy Clark were present. Also present Resident Nancy Caldwell was also in attendance. Commissioners Jim Koch attended via ZOOM.

Recite the Pledge of Allegiance

Public comment: None

Approve the minutes: Motion by Heath, second by Herbrand to approve the minutes for the November 13, 2023 Plan Commission meeting. Motion carried (5-0).

Comprehensive Plan Discussion and Review: Curt Kodl, Dane County Planner, started this meeting by informing the commission that the definition of density requirements and contiguous needs to be clarified. In all other towns in Dane County, contiguity is only used for definitions of the starting point of the original farm that is used to measure density. An example of this is determining original 12/26/1981 farm units: The Town will utilize the 1981 Land Atlas and Plat Book for Dane County as a guide to determining original farm ownership and acreage as of December 26, 1981. Parcel size will be based on gross acreage, which includes road and other public rights of way, as calculated by the Dane county GIS system. Landowners or applicants for rezoning proposals may submit more detailed information for consideration, such as recorded deeds or surveys. An original farm unit or parcel is defined as contiguous lands in single ownership as of December 26, 1981. For the purposes of this policy, single ownership is defined as parcels owned by one individual or by a married couple, partnership, or corporation including that individual. Parcels interrupted by roads, other public rights-of-way, or by navigable waterways shall be considered contiguous for the purposes of calculating allowable density. Parcels meeting at a single point shall be considered contiguous. "Contiguous single ownership" is defined as all parcels under single ownership on July 26, 1978 that share a common boundary (including lands in an adjacent Open Space and Environmental Corridor under the same contiguous single ownership). A public road, navigable waterway, or connection at only one point should not be considered to break up contiguity. The commission confirmed that splits should stay at 1 per 75 acres and tenure should stay at 20 years. Discussion followed.

Adjourn: Motion by Mallon, second by Herbrand to adjourn. Motion carried (5-0) Meeting was adjourned at 8:05pm.

Prepared by: Kathleen Clark, Clerk

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

Town of Vienna Board Minutes December 18, 2023

The regular meeting was called to order on Monday, December 18, 2023, at 6:53PM (following Utility Budget meetings) by Chair Jerry Marx. Supervisors Steve Ruegsegger, Sherri Meinholz, Tim Hoege, Gary Endres, and Clerk Kathy Clark were present. Also, present was resident Joe Henry.

Pledge of Allegiance was recited

Public Comment: None

Approval of Minutes: Motion by Meinholz, second by Hoege to approve the minutes for the December 4, 2023 town board meeting. Motion carried (5-0).

Discussion and possible action on Fiscal Agent and Services Agreement: The Community Senior Center has agreed to change the Fiscal Agent from the Village of Windsor to the Village of DeForest. DeForest has made changes to the last agreement and updated the language. This was sent to our Attorney for review and approval. At this time, the agreement language has been revised but the Attorneys are still working out the final agreement. This is scheduled to go to the DeForest board Tuesday, December 19th and to Windsor Board on Thursday, December 21st. Ruegsegger stated that he would like to see the final draft before approving it. Motion by Ruegsegger, second by Hoege to table the agreement until the next meeting. Motion carried (5-0)

Discussion and possible action on Resolution 2023-01 Appointment of Election Inspectors: Every two years, the town appoints election inspectors as part of the formal election process. This resolution is presented to formally appoint the workers for the new term 2024-2025. Motion by Endres, second by Ruegsegger to approve Resolution 2023-01 Appointment of Election Inspectors. Motion carried (5-0)

Discussion and possible action on Resolution 2023-02 Termination and Release of Linde Land Agreements: The town had received a letter from the property owner's Attorney regarding two parcels located off Hickory Lane that were purchased from Linde. The properties had three agreements for Development of Sewer Extensions and an Easements that were registered with Dane County. The new owner, Vienna DeForest LLC, would like to combine the lots and terminate the existing agreements so a new combined parcel can be created and developed. Since the land is now annexed into Village of DeForest, there is no reason to keep these agreements in place. Motion by Endres, second by Hoege to terminate and release the existing agreements. Motion carried (5-0)

Discussion and possible action on Opting Out of Dane County Zoning: Clark had sent an email to the Attorney and Vandewalle Consultants asking if either had worked with a town in Dane County that had opted out of county zoning. The attorney outlined the

process and raised questions that will need to be addressed if we decide to proceed. Vandewalle had not worked with any clients regarding this process. So far, six towns have opted out of county zoning. Endres asked what the timeline is for opting out. Every three years, this opportunity is available, including 2023. However, the time frame for filing the request to do this has passed. The next time will be in 2026. Clark reached out to Dane County Town Association (DCTA) to gather information on this. The district director for our area is Mary Manering, who has offered to come to a meeting to discuss this. Manering is also a Board Supervisor for the Town of Westport, which is one of the six towns that opted out. Endres asked if part of this opting out would include stormwater management. Clark spoke with three different towns that do zoning in house but each of them said the County still permits Stormwater Management. Marx asked if we need to determine how many splits are available per property owner prior to moving forward. It is highly recommended that we investigate this. Endres asked about reaching out to Attorney Mark Hazelbaker who has worked with the other towns. Clark will gather more information about the process as directed by the board.

Town Supervisor Reports: Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, December 12th. Ruegsegger was not in attendance. Hoege meeting with Waunakee EMS was held on Thursday, December 14th. The agreement with the municipalities is still being reviewed. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Tuesday, December 26th. Supervisor Endres meeting with Waunakee Fire Department would be held Monday, December 25th but was cancelled due to the holiday.

Town Clerk's Report: Clark informed the board members that a final payment was received from Badger Coulee Transmission line in the amount of \$47,417.00 as the project for our area is completed. Also, the next board meeting will be held on Monday, January 8th at 7PM. Vandewalle Consultants will be attending to present their proposal for the towns future growth opportunities.

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 \$14,367.24; Payroll \$5,740.60; Town Bills \$7,785.15; Utility 1 \$663.52 and Utility 2 \$177.97. Motion carried (5-0)

Adjourn: Motion by Endres, second by Hoege to adjourn. Motion carried (5-0). Meeting adjourned at 7:25PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the January 8, 2023, Town Board Meeting

Vienna Town Board Meeting Agenda
Monday, January 8, 2024

The Vienna Town Board will meet on Monday, January 8, 2024 at 7:00PM 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 18, 2023 Town Board meeting
Discussion and possible action on Dane County Ordinance Amendment-CUP & Rezone Process
Discussion and possible action on Fiscal Agent and Services Agreement
Operator's License
Town Supervisor Reports
Town Clerk's Report
Thursday, January 25th Office will closed for Election Training
Review and authorize payments of current town and utility bills, wages and expenses
Adjourn