



Town of Vienna Website Address: [www.viennawi.gov](http://www.viennawi.gov)

April, 2025

## Open Book and Board of Review Dates

The Town of Vienna will hold Open Book on Thursday, May 15th, 10:00AM to 4:00PM with Associated Appraisal Consultants. Appointments can be scheduled by phone. Please call Associated Appraisal at 920-749-1995 for an Open Book appointment and have your assessment notice ready for your appointment. Property owners are strongly encouraged to schedule an appointment for Open Book. The Assessor is allowed to adjust the assessment if there is reasonable evidence presented that supports an adjustment. Board of Review is scheduled for Monday, June 9th 4:00 PM to 6:00 PM and will be held at Vienna Town Hall, 7161 County Rd I, DeForest. The Board of Review is a formal hearing procedure with required forms that need to be turned in prior to appearing. Please call the office to schedule an appointment. This is the last date any adjustments can be made to the property tax roll. After Board of Review any final adjustments are made and the tax roll is filed with Wisconsin Department of Revenue

## Electronics Recycling and Bulk Event Programs Scheduled

The town will be hosting our annual Electronics Recycling and Bulk Waste events. The Electronics day is scheduled for **Saturday, April 12th from 8:00AM to Noon**. We will be using the area by the cold storage building with driveway access off Norway Grove Road. Items accepted for recycling include: Desktop, laptop computers, printers, fax machines, scanners, copiers, monitors, televisions, keyboards, DVD VCR players, cell phones and more. The Bulk day event is scheduled for **Saturday, May 17th from 8:00AM to Noon**. This event takes furniture, rolled carpet, mattresses, couches, cabinets and construction materials. If you are unable to attend but have items, please make arrangements with a family member or neighbor to have them drop the items off for you. These are free events paid by the town and offered only to Town of Vienna residents.

## Brush Site Days and Hours

On Saturday, April 5th, 2025 the Town of Vienna Brush Site will open for the season. The brush site will be open as usual on the 1st and 3rd Saturday of each month and on Wednesday afternoons. The key is always available in the office during office hours. Hours for April:

Saturday, April 5th: 9AM to 2PM and Wednesday, April 9th: 4PM to 7PM. Also, Saturday, April 19th: 9AM to 2PM and Wednesday, April 23rd: 4PM to 7PM.

## Adopt-a-Road Program

Town of Vienna participates in the Adopt-a-Road program. Participants include businesses and residents. A sign is placed with the name of the participant on the road section adopted in recognition of their time and contribution to this program. If you are interested in learning more, please contact the office or check our website under the community tab. For the members already signed up, thank you for your participation. This helps so when we ditch mow, we don't ruin the blades.

## Annual Electors Town Board Meeting

The 175th Annual Meeting of the Town of Vienna Electors will be held Tuesday April 15th at 6:30PM at the Vienna Town Hall. This annual meeting is an opportunity to hear reports on how each department is doing as well as review the annual financials for the town. Electors are encouraged to attend and participate. The regular board meeting will be held immediately following the Annual Meeting.

## Tuesday, April 1st Spring Election

Just a reminder that the spring election will be held at the Vienna Town Hall on Tuesday, April 1, 2025 from 7:00AM to 8:00PM. If you have not turned in your absentee ballot, you can drop it off anytime on election day to still be counted.

# **Town of Vienna Board Minutes**

## **March 3, 2025**

The regular meeting was called to order on Monday, March 3, 2025, at 7:00PM by Chair Jerry Marx. Supervisors Dakota Cable, Sherri Meinholz, Gary Endres and Clerk Kathy Clark were present. Supervisor Steve Ruegsegger attended via ZOOM. Also present, residents Amanda Nickel and Nancy Caldwell.

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

**Public Comment:** Nickel informed the board that a controlled burn is scheduled this spring for the Wilke Prairie Preserves located on the corner of Hwy 113 and Easy Street. It has not been done in a few years, so it is planned for a nice weather day.

**Approval of Minutes:** Motion by Meinholz, second by Cable, to approve the minutes for February 17, 2025, Town Board meeting. Motion carried (5-0).

**Discussion and possible action on Draft copy of Comprehensive Plan Review:** Clark explained that after the joint meeting, Kodl made changes to Elements 1-Agriculture and 2-Housing as discussed in the meeting. One major change was made to the 20-year tenure of landownership. This was reduced to 10 years. The last element is 10-Implementation. Kodl has drafted this for review at the next plan commission meeting on March 10th. Endres asked about creating splits and the difference between transfer of development rights and creating splits on your own land. Discussion followed. The changes made after the joint meeting will go to the plan commission for final review and recommendation for approval. It will be on the March 17<sup>th</sup> agenda for final review by the board and approval

**Discussion and possible action on Ordinance 2025-1 Right-of-Way Encroachments:** At the last meeting, this was tabled for revision to the list of prohibited items, item no. 4, regarding the road ditch. It was agreed to change this to read, "Filing in or altering the ditch line". Motion by Endres, second by Meinholz to approve and adopt Ordinance 2025-1, Right-of-Way Encroachments as amended. Motion carried (5-0)

**Discussion and possible action on Appointment of Human Resource Committee:** Clark explained that the employee handbook is outdated in certain sections. One example is employee health benefits, full time and part time. The state requires employers to offer benefits to part- or full-time employees. Other areas of the book have policies that need updating and better clarity on procedures. This should be reviewed by individuals appointed by the board for objectivity regarding employees. Once the committee reviews a section, it will be presented to the board and employees for review and possible adoption. Endres stated Clark stated Meinholz and Cable have agreed to participate along with a resident to work with the board. Endres suggested starting the review prior to the official appointment in April. Motion by Endres, second by Meinholz to approve a 3-person

committee to work on the update to the employee handbook policies and procedures. Motion carried (5-0)

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Steve Ruegsegger meeting with Cornerstone Community Center is scheduled for Tuesday, March 11th. Supervisor Cable meeting with Waunakee EMS was held Tuesday, February 25<sup>th</sup>. They are looking into a possible agreement with Middleton. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Monday, March 31<sup>st</sup>. Supervisor Endres meeting with Waunakee Fire is scheduled for Monday, March 31<sup>st</sup>. The Village of Waunakee adopted two new Ordinances; One is Withdrawal for Waunakee Fire District and Fire Protection Operating Agreement and one to Create Waunakee Fire Department.

**Town Clerk's Report:** Clark informed the board that the office would be closed Thursday, March 6<sup>th</sup> for training all day. Breiwa and Clark are attending in Waunakee. Also, the Spring Election is scheduled for Tuesday, April 1, 2025.

**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 \$237,437.56; Payroll \$22,760.32; Town Bills \$214,530.09; Utility 1 \$147.15 and Utility 2 \$0. Motion carried (5-0)

**Adjourn:** Motion by Endres, second by Cable to adjourn. Motion carried (5-0). The meeting adjourned at 7:55PM.

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

**Note:** These draft minutes are subject to approval at the March 17, 2025, Town Board Meeting

## **Town of Vienna Plan Commission Minutes Monday, March 10, 2025**

The Town of Vienna Plan Commission meeting was called to order on Monday, March 10, 2025, at 7:00PM by Chair Brian Meinholz. Commissioners Steve Herbrand, Cate Heath, Joe Henry and Clerk Kathy Clark were present. Dane County Plan Representative Curt Kodl and resident Nancy Caldwell were also present. Commissioner Jim Koch attended via ZOOM.

**Public comment:** None

**Approve the minutes:** Motion by Herbrand, second by Heath to approve the minutes for the February 10, 2025, Plan Commission meeting. Motion carried (5-0).

**Dane County Senior Planner Curt Kodl, Comprehensive Plan Discussion and Review:** Kodl opened the meeting with review of Element/Chapter 1-Agriculture. Revisions were made from the last joint meeting. Also, Element 2 Housing was updated from the last meeting. Kodl reviewed the changes made based on his notes. Discussion followed.

**Discussion and possible recommendation of Revised Elements 1 & 2:** Heath noted changes that were discussed in section 1.03 at the last meeting still needed further clarification. Other sections were reviewed and discussed. Motion by Heath, second by Koch to recommend approval of Element 1 of the Comprehensive plan as amended. Motion carried (5-0) Motion by Henry, second by Heather to recommend approval of Element 2 of the Comprehensive plan. Motion carried. Motion carried (5-0)

**Discussion and possible recommendation of Implementation of the Comprehensive Plan:** The last chapter is Element 10-Implementation. The members made changes to sections 1.02 and 1.05 and agreed to the objective as presented. Motion by Henry, second by Koch to recommend the approval of Element 10 as presented. Motion carried (5-0)

**Adjourn:** Motion by Herbrand, second by Heath to adjourn. Motion carried (5-0) Meeting was adjourned at 7:30pm.

**Prepared by:** Kathleen Clark, Clerk

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

## **Town of Vienna Board Minutes March 17, 2025**

The regular meeting was called to order on Monday, March 17, 2025, at 7:00PM by Chair Jerry Marx. Supervisors Steve Ruegsegger, Dakota Cable, Sherri Meinholz, Gary Endres and Clerk Kathy Clark were present. Also present, residents Amanda Nickel 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 March 3, 2025, Town Board meeting. Motion carried (5-0).

**Discussion and possible action on Plan Commission recommendation approval of Comprehensive Plan:** Clark informed the board that the Plan Commission reviewed the final elements/chapters 1-Agriculture, 2-Housing and 10-Implementation. Ruegsegger asked why the plan still showed 20 years ownership versus 10 years as revised. Clark was not able to get the final copy showing the final changes prior to the meeting. Dane County is still revising the plan from last week but it can still be approved "as amended" if the board would like to move forward. Motion by Meinholz, second by Cable to approve the Comprehensive Plan as amended. Motion carried (5-0)

**Discussion and possible action on Fire & EMS Contracted services:** Waunakee Fire made some changes that need to be discussed further on behalf of the town. In addition, the other contracted services need to be reviewed for annual increases. The board discussed the Waunakee Fire changes that are in progress.

There was also discussion on the Waunakee EMS study performed to investigate options on combining services with Middleton. This is only in review and needs more time to evaluate. No action was taken.

### **Discussion and possible action on Sale of Hillcrest Park Land, Parcel #0909-132-2275**

**-0:** In 1971, Hillcrest Development was approved, and lots were purchased, and homes were built. As part of the development agreement, a Park was included in the agreement and was dedicated to the public. After reviewing the legal procedure for a town to sell land, Clark found that if town land has been designated for a certain purpose, the town may not be able to sell it. Clark will contact the Attorney to find out what steps are required to move forward. No action was taken.

### **Discussion and possible action on Pyramid Security System Maintenance Agreement:**

Clark explained that Pyramid is the Vendor that sold and installed the town security equipment. Last month, the system stopped recording data. Pyramid repaired and updated the system. It was just short of the one-year warranty, so the repair and update were provided at no charge. Pyramid offered a maintenance agreement for \$401 a year. The board considered the option but decided it was not worth it. Motion by Endres, second by Meinholz to decline the signing of the maintenance agreement. Motion carried (5-0)

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Steve Ruegsegger meeting with Cornerstone Community Center is held on Tuesday, March 11th. Supervisor Cable meeting with Waunakee EMS was scheduled for Thursday, March 13<sup>th</sup> but was cancelled. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Monday, March 31<sup>st</sup>. Supervisor Endres meeting with Waunakee Fire is scheduled for Monday, March 24<sup>th</sup>.

**Town Clerk's Report:** Clark reminded the board that Tuesday, April 1<sup>st</sup> is the Spring Election. Also, included in the packet was the Treasurer's report with bank account balances for review. Clark asked if there were any questions.

### **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 \$19,520.29; Payroll \$5,941.25; Town Bills \$12,977.25.

Utility 1 \$452.29 and Utility 2 \$149.50. Motion carried (5-0)

**Adjourn:** Motion by Endres, second by Cable to adjourn. Motion carried (5-0). The meeting adjourned at 7:36PM.

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

**Note:** These draft minutes are subject to approval on April 7, 2025, Town Board Meeting

**Vienna Town Board Meeting Agenda  
Monday, April 7, 2025**

The Vienna Town Board will meet on Monday, April 7, 2025, 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 March 17, 2025, Town Board meeting

Discussion and possible action on Oak Lane Road project

Discussion and possible action on Schumacher Open Road application and water flow/culvert

Discussion and possible action on Digester Roads Cuba Valley and Ripp Rd Conditions

Discussion and possible action on Waunakee Area Fire District memo

Operator's License

Town Supervisor Reports

Town Clerk's Report

Annual Electors meeting Tuesday, April 15, 2025, at 6:30PM

Town Board meeting at 7:00PM or immediately following the Annual meeting

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

Adjourn