



Town of Vienna Web Site Address: [www.vienna-wis.com](http://www.vienna-wis.com)

January, 2023

## Tax Collection Information

We encourage mailing in payments or dropping them in the drop box located in the entranceway and accessible 24 hours, 7 days a week. Town Treasurer Nicole Roessler will be in the office for in-person tax collection on Monday, **January 30th and Tuesday, January 31st from 9:00AM to 2:30PM.** Payments can also be dropped off during regular office hours. If you have tax related questions, please call **608-846-3800**. Checks should be made out to Town of Vienna. Please remember all escrow checks from mortgage companies must be signed by each party whose name is on the front of the check. If writing a personal check, make sure the amount matches the amount written on the legal line of the check. It would also be appreciated if you would include a telephone number where you can be reached in the event we need to contact you for clarification. If you are sending in your dog tag application with your tax payments, a separate check is required. **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 23, 2023 board meeting and January overpayments will be processed at the February 20, 2023 board meeting.**

## New Trash/Recycle Schedule

Trash and Recycling pick up is now every Monday for both starting January 2nd. Your bins need to be out by 6:00AM the latest or put out the night before as drivers start their routes before 6AM out of the Waunakee area. The trucks are equipped with a camera in the event bins are not out. Pellitteri will not return if missed when not at curb on time.

## Waste Management Bins

Starting Monday, January 2nd and throughout the week and following week, WM will be picking up their bins. Please be sure the bins are empty and pulled to the end of your driveway or frontage area but please not on the road if possible. Any excess trash/recycle you can put in the new bins for collection.

## Office Hours

Happy New Year!! Hope everyone had a joyous and safe holiday. The office is closed January 2nd in observation of New Years Day. Regular office hours will resume Tuesday, January 3rd. The regular board meeting will be held Monday, January 9th at 7PM.

## February Spring Primary

We have been notified that Lodi School District will require a Spring Primary Election in February. There may be other local School Districts that require one and state Judicial seats but we will not know for sure until all papers are filed.

## Ordinance #2501-Alternate Side Parking

The Town of Vienna adopted this Ordinance on February 5, 2001 at a regular Board meeting. An Ordinance stays in effect indefinitely and is specific to a municipality when a state statute does not address specific guideline on certain subjects.

**Section 1. ALTERNATE SIDE PARKING**—Between December 1st and April 15th no person shall park, stop, or leave standing any vehicle between the hours of 6:00 AM and 6:00 PM on the even numbered side of any street, drive or road on the even numbered calendar days AND on the odd numbered side of any street, drive or road on the odd numbered calendar days-except as may be posted otherwise.

**Section 2. PENALTY**—Any person violating any provision of this ordinance shall be subject to a forfeiture or not more than \$30 for the first offense and not more than \$50 for the second or subsequent violations within one year. For the purposes of this ordinance, each 24 hour period shall be considered as a separate violation. **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.**

## Town of Vienna Board Minutes Monday, December 5, 2022

The regular meeting was called to order on Monday, December 5, 2022 at 7:00pm by Chair Jerry Marx. Supervisors Gary Endres, Sherri Meinholz, Steve Ruegsegger and Tim Hoege. Deputy Clerk Lori Breiwa was present.

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

**Public Comment:** None

**Approve of Minutes:** Motion by Ruegsegger, second by Meinholz to approve the minutes for the November 21, 2022, town board meetings. Motion carried (5-0).

**Discussion and possible action on DeForest Windsor Fire & EMS Contract:** Board members reviewed the DeForest Windsor Fire & EMS Contract that was provided. Breiwa stated that the attorney had previously looked over the contract and had no issues with it and the only change that was made after that review was the percentage for the term of contract which is now 7.17175%.

**MOTION** (Endres, Meinholz); motion carried by a (5-0) roll call vote to approve the DeForest Windsor Fire and EMS contract as presented.

**Discussion and possible action on Dane County Ordinance Amendment – Conditional Use Permits:** Discussion was held on the ordinance amendment, and it was decided to table any action on this item until the December 19<sup>th</sup> board meeting.

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger informed the board that at the last meeting of the DeForest Area Senior Center they found out that their Director would be leaving for a new position on December 15<sup>th</sup>. They will be looking for a new director to replace the current one. Supervisor Meinholz attended the last Dane-Vienna Fire Dept. meeting and has nothing new to report. Supervisor Endres attended the Waunakee Fire meeting and reported that they are looking to hire a consultant to help with transitioning to having some paid full time fire fighters.

**Town Clerk's Report:** Breiwa informed the board that Pelliterri plans to deliver the new garbage and recycling bins the week of December 12<sup>th</sup>. People should continue to use their old Waste Management bins through the end of the year though. We do not know when those bins will be picked up. Reminder that there is a Utility 1 and Utility2 budget meeting scheduled for 6:30pm on Monday December 19<sup>th</sup> just 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 \$25,563.73; Payroll and Payroll Liabilities \$17,895.08; Town Bills \$6,457.48; Utility 1 \$1,185.80 and Utility 2 \$25.37. Motion carried (5-0)

**Adjourn:** Motion by Endres, second by Ruegsegger to adjourn. Motion carried (5-0). Meeting adjourned at 7:15PM

**Prepared by:** Lori Breiwa, Deputy Clerk

**Note:** These draft minutes are subject to approval at the December 19, 2022, Town Board Meeting

## Town of Vienna Board Minutes December 19, 2022

The regular meeting was called to order on Monday, December 19, 2022, at 7:00pm by Chair Jerry Marx. Supervisors Steve Ruegsegger, Tim Hoege, Gary Endres, Sherri Meinholz, and Clerk Kathy Clark.

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

**Public Comment:** None

**Approval of Minutes:** Motion by Ruegsegger, second by Meinholz to approve the minutes for the December 5, 2022, town board meeting. Motion carried (5-0).

**Convene into Closed Session:** Pursuant to Wis. Statute 19.85.1 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Discuss Annexation Litigation against Village of DeForest) Motion by Endres, second by Hoege to convene in closed session. Motion carried (5-0).

**Roll Call vote:** Ruegsegger, yes; Hoege, yes; Marx, yes; Meinholz, yes; Endres, yes. Board convened at 7:02PM.

**Reconvene to Open Session:** Motion by Ruegsegger, second by Hoege to reconvene into open session. Motion carried (5-0) The board reconvened into open session at 7:45PM. **Action Taken:** No action was taken.

**Discussion and possible action on Drainage District 29 Intergovernmental Agreement:** The town received a certified letter from Trost, LLC Legal Services regarding a "Notice of Default" since the town did not want to sign the proposed amendment to the Intergovernmental Agreement signed in 2011. The Drainage District proposed an amendment to include a culvert added to Norway Grove School Road and increase maintenance cost plus add operation costs for the town to cover. On August 15, 2022, Bill Ringsletter from the Drainage Board attended the town board meeting via ZOOM to discuss the suggested amendments. The board informed Ringsletter they did not agree with the added costs and wanted more information as to the reason these were being added and maintenance was being increased. Ringsletter was going to discuss this with Drainage Board and get back to the board. The next contact was via the letter. Attorney Fleming stayed for the discussion and requested copies be sent to him for review and response. Clark will send email in the morning.

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, December 13<sup>th</sup>. Supervisor Meinholz meeting with the Dane-Vienna Fire Department is scheduled for Monday, December 26<sup>th</sup>. Supervisor Hoege meeting with Waunakee EMS is scheduled for Thursday, December 15<sup>th</sup>. WEMS hired a full-time position and combined two part time to one full time. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, December 26<sup>th</sup>.

**Town Clerk's Report:** Clark informed the board that the office and shop will be closed Friday, December 23<sup>rd</sup> through Monday December 26<sup>th</sup>. Since we are closed Friday 12/30 and Monday, 01/02, should we hold the meeting on Tuesday, 01/03 or the following Monday, 01/09. The board decided that Monday, December 9<sup>th</sup> would be better for preparing information.

**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 \$421,704.92; Payroll \$6,673.34; Town Bills \$421,609.80; Utility 1 \$545.91 and Utility 2 \$95.12. Motion carried (5-0)

**Adjourn:** Motion by Ruegsegger, second by Meinholz to adjourn. Motion carried (5-0). Meeting adjourned at 8:07 PM.

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

**Note:** These draft minutes are subject to approval at the January 9, 2023, Town Board Meeting

the work. It took all day and night Friday and Saturday to repair, including closing CR V for a few hours while they worked. To prevent any further failure to this sewer line, it was recommended to seal the pipes with pipe lining material. The town plans to follow up on this in the new year. Standard maintenance has been performed and weekly checks are made each Monday to ensure proper operation

**Discussion and possible action to approve the proposed 2023 Utility District 1 Budget and rate schedule:** Motion by Meinholz, second by Ruegsegger to approve the 2023 Utility District 1 Budget and billing rate schedule as presented. Motion carried (5-0)

**Adjourn:** Motion by Ruegsegger, second by Hoege to adjourn. Meeting adjourned at 6:57pm

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

**Note:** These draft minutes are subject to approval at next year's Utility District 1 Budget Meeting.

## **Town of Vienna Utility District 1 Minutes December 19, 2022**

The Utility District 1 meeting was called to order at 6:30pm by Town Chair Jerry Marx. Supervisors Steve Ruegsegger, Tim Hoege, Gary Endres, Sherri Meinholz, and Clerk Kathy Clark were present.

**Public Comment:** None

**Approve or amend the minutes of the December 20, 2021, Utility District 1 Annual Meeting:** Motion by Ruegsegger, second by Meinholz to approve the Utility District 1 December 20, 2021, minutes. Motion carried (5-0)

**Present the proposed 2023 Utility District 1 Budget:** Clark prepared the expense budget and forwarded it to Meade & Hunt Engineer Tim Astfalk for calculating the 2023 billing rates. The factors used are the monthly pump reports generated from the lift station, water meter reads, Morrisonville monthly pumping reports and the MMSD annual charge. MMSD annual charge had the following costs: MMSD for 2021 was \$79,028, last year, 2022, it went down to \$59,809. This year the amount increased to \$83,274. The MMSD service charge rates are based on volume from the year before, along with many other factors regarding processing and maintenance. This directly impacts the user fees each year and the towns overall budget.

**Discuss the financial condition of Utility District 1:** Clark informed the board that new software for the alarm system on both UD 1 and UD 2 is being researched. The plan is to request estimates early next year and implement by summer if possible. The investment fund statement showed a balance of \$112,930 as of beginning of December. The district no longer has any outstanding loans so there is no debt. Due to the recent sewer main failure, expenses incurred this month will not be reflected until January. Clark will keep the board updated on the costs as received by contractors.

**Review the operation and maintenance of Utility District 1 lift station:** Clark reported that on Friday, 12/16, we received a call that there was water discharging from a manhole on Holiday Court. Benson called LMS first, but they were too busy on another job to work on it. Deforest Public Works arrived with their pump truck and suggested Capital Underground to do

## **Town of Vienna Utility District No. 2 Minutes Monday, December 19, 2022**

The meeting was called to order at 8:07PM, following the regular board meeting by Town Chair Jerry Marx. Supervisors Steve Ruegsegger, Tim Hoege, Gary Endres, Sherri Meinholz, and Clerk Kathy Clark were present.

**Public comment:** None

**Approve or amend minutes of the December 20, 2021, meeting:** Motion by Ruegsegger, second by Hoege to approve the minutes from the December 20, 2021, Utility District 2 budget meeting. Motion carried (5-0)

**Present the Proposed 2023 Utility District 2 Budget:** Clark provided copies of the proposed 2023 budget for review. MMSD raised the annual fee from \$46,092 last year to \$46,999 this year. This year, the user fees did require a \$5 increase from last year to offset the MMSD increase. The last time the user fee was increased was five years ago in 2019.

**Discuss the Financial Condition of Utility District 2:** Utility District 2 is in good financial condition. The Investment account has a balance of \$119,000 at the beginning of December. The investment account retains this balance as a reserve for maintenance or repair to the UD 2 lift station. Also, there is no outstanding debt for this district.

**Discuss the Operation and Maintenance of the UD2 Lift Station:** Clark informed the board that one of the pumps stopped working and is under repair. Other than the pump this year, there have been no other major issues in the last year to report. New software is being researched for both UD1 and UD2 as the current software is obsolete and needs updating for alarm notices and reporting.

**Discussion and possible action to approve the proposed 2023 Utility District 2 Budget:** Motion by Endres, second by Ruegsegger to approve the 2023 Utility District 2 budget. Motion carried (5-0)

**Adjourn:** Motion by Endres, second by Meinholz to adjourn the meeting. Meeting was adjourned at 8:15PM.

**Prepared by:** Kathleen Clark, Clerk

**Note:** These draft minutes are subject to approval at the Utility District 2 Budget Meeting.

**Vienna Town Board Meeting Agenda  
Monday, January 9, 2023**

The Vienna Town Board will meet on Monday, January 9, 2023 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 19, 2022 Town Board meeting
- Convene into Closed Session Pursuant to Wis. Statute 19.85.1 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Discuss Annexation Litigation against Village of DeForest)
- Reconvene to Open Session
- Action Resulting from Closed Session
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
  - Update on 2023 Road Projects
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn