



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

January, 2025

Tax Collection Information

Tax Payments can either be mailed, brought to the office for processing or left in the secured drop box located in the Town Hall vestibule, which is accessible 24 hours a day, 7 days a week. 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 20, 2025 board meeting and January overpayments will be processed at the February 17, 2025 board meeting.**

2025 Road Project-Oak Lane

The Oak Lane reconstruction project will start at the intersection of Patton Road and Oak Lane and head west until the intersection with Meek Road. This road serves single family residences, large farms, and occasionally quarry traffic. The existing road will be uniformly paved at 21' in width with 2' shoulders. Two culverts were replaced in early 2023 to prep for this project in 2024. A grant was applied for and accepted for this project, allowing 2 years for completion. This work will begin early in 2025.

Town Board Seat Open

Town Supervisor I, Steve Ruegsegger, has turned in his non-candidacy form and is not running for re-election. This is a 2-year term from April 2025–April 2027 with compensation. Typically, there are 2-meetings a month and maybe one other meeting a month if assigned. If you interested in finding out more about this position and would like to consider running for Town Board, please contact the office at 608-846-3800 or clerk@viennawi.gov for more information.

Utility Districts 2025 Budgets Approved

On December 16th, meetings were held to review the 2025 Budgets for Sewer Utility Districts 1 and 2. Our 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 systems in person. This year Madison Metropolitan Sewer District increased their budget by 10%. This resulted in an increase of \$20 for 2025 sewer service charges.

Trash/Recycle Schedule

The trash and recycle pickup during the holidays will be uninterrupted for our normally scheduled Monday. However, if your pick up is missed, please contact Pellitteri Waste System directly at **608-257-4285**, since our office will be closed Tuesday, 12/24, to assist you. Also, 2025 calendars were included with tax bills but a copy can be found on our website under the Community Tab or in the Town Hall Vestibule.

Snow Day Parking

Please make every effort not to 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 truck mirrors, they cannot see you behind the truck. Please use caution when trying to pass or following on the road.**

2025 Dog Licenses

Just a reminder that dog licenses are due April 1st. After that date, a late fee will be imposed. Remember to include your Rabies certificate when turning in your application. The County of Dane increased the fees for 2025. Licenses for dogs are required by State Statute Chapter 174.01 Dogs and governed by the Department of Agriculture, trade and consumer protection.

Town of Vienna Plan Commission Minutes Monday, December 9, 2024

The Town of Vienna Plan Commission meeting was called to order on Monday, December 9, 2024, at 7:00PM by Acting Chair Cate Heath. Commissioners Steve Herbrand Jim Koch (via ZOOM) and Clerk Kathy Clark were present. Dane County Plan Representative Curt Kodl and resident Nancy Caldwell were also present. Brian Meinholz and Joe Henry were excused.

Public comment: None

Approve the minutes: Motion by Herbrand, second by Koch to approve the minutes for the November 18, 2024 Plan Commission meeting. Motion carried (3-0).

Discussion on Rezone and Development of Outlot 1 in Subdivision: An inquiry was received regarding a parcel that is currently zoned conservancy as an Outlot near the subdivisions Nature Valley and Lanter Hollow. The original certified survey map (CSM) from 2010 has a note on it that no building can be located on this lot. In 2017, another CSM was created, and the footnote was added to the new map. Kodl investigated the lot and determined wetland delineation would be needed due to the creek running through it. This creek has been known to crest over when heavy rains occur. Discussion followed. Clark will contact the resident and request a meeting to review the research findings and further discuss the future development of this lot.

Dane County Senior Planner Curt Kodl, Comprehensive Plan Discussion and Review: Kodl reviewed Comprehensive Plan status and revisions discussed at the last meeting. For this meeting, Elements 8-10 were reviewed. Clark pulled up Element 8-Intergovernmental Cooperation. In this section, there were several references to one area so the many of the changes were expanding this to read all adjoining communities. This section also included language regarding Dane County and their role in the town. The last part of this noted resolving conflicts with surrounding areas. Much of this can be removed as most of this does not warrant mentioning. Discussion followed. It was agreed to continue working on element 8 to clarify the purpose of agreements and broaden the potential for other agreements. Next review was Element 9- Land Use, a short chapter that primarily describes future development and areas that would work for this. This coincides with a land use map that is still in the works. Motion by Herbrand, second by Koch to recommend approval of Element 9-Land Use to the board. Motion carried (3-0) Element 10-Implementation includes setting goals for the objectives listed throughout the comprehensive plan. With the other elements still in progress, the members decided to move this to the next meeting. There is more to review and go over to before suggesting changes. Once the final chapters/elements are complete, this element should reflect the plan and the next steps to implement. Elements 8 and 10 will be added to the next meeting agenda.

Adjourn: Motion by Herbrand, second by Koch to adjourn. Motion carried (3-0) Meeting was adjourned at 7:54pm.

Prepared by: Kathleen Clark, Clerk

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

Town of Vienna Utility District 1 Minutes Monday, December 16, 2024

The Utility District 1 meeting was called to order at 7:00pm by Town Chair Jerry Marx. Supervisors Steve Ruegsegger, Dakota Cable, Gary Endres, PW Supervisor Scott Benson, and Clerk Kathy Clark were present. Resident Nancy Caldwell was present. Supervisor Sherri Meinholz was excused.

Public Comment: None

Approve or amend the minutes of the December 18, 2023, Utility District 1 Annual Meeting: Motion by Endres, second by Cable to approve the Utility District 1 December 18, 2023 minutes. Motion carried (4-0)

Present the proposed 2024 Utility District 1 Budget: Clark prepared the expense budget and forwarded it to Meade & Hunt Engineer Tim Astfalk for calculating the 2025 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 charges have been up and down. In 2023 fees increased to \$83,274 and in 2024, the fees were \$82,700. The MMSD fee went down for 2025 to \$65,600. The MMSD service charge rates are based on volume from the previous year. Although this went down, MMSD increased their fees for 2025 for operation 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 has been working fine. In the next year, there will be a flow meter attached to our outflow line to accurately gauge the amount output per month. The performance will be much easier to monitor now that the main operating system is in the office. The investment fund statement showed a balance of \$160,952 at of beginning of December. Also, the district has no debt. Endres suggested checking on interest rates at other banks to see if there is a better rate of return on our investments.

Review the operation and maintenance of Utility District 1 lift station: This past year operation of the utility district has had no issues. Standard maintenance has been performed and weekly checks are made each Monday to ensure proper operation

Discussion and possible action to approve the proposed 2024 Utility District 1 Budget and rate schedule: Motion by Cable, second by Endres to approve the 2025 Utility District 1 Budget and billing rate schedule as presented. Motion carried (4-0)

Adjourn: Motion by Ruegsegger, second by Meinholz to adjourn. Meeting adjourned at 7:13pm

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 2 Minutes Monday, December 16, 2024

The meeting was called to order at 7:15PM, following the regular board meeting by Town Chair Jerry Marx. Supervisors Steve Ruegsegger, Dakota Cable, Gary

Endres, PW Supervisor Scott Benson and Clerk Kathy Clark were present. Resident Nancy Caldwell was also present. Supervisor Sherri Meinholz was excused.

Public comment: None

Approve or amend minutes of the December 18, 2023 meeting: Motion by Endres, second by Ruegsegger to approve the minutes from the December 18, 2023, Utility District 2 budget meeting. Motion carried (4-0)

Present the Proposed 2025 Utility District 2 Budget: Clark provided copies of the proposed 2025 budget for review. MMSD raised the annual fee from \$49,820 last year to \$55,000 for 2025. This year, the user fees did require a \$20 increase from last year to offset the MMSD increase. This increase was discussed at the last board meeting held in November due to processing the tax bills information timely.

Discuss the Financial Condition of Utility District 2: Utility District 2 is in good financial condition. The Investment account has a balance of \$94,150 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. Endres suggested looking into higher investment rates to see if we could get a better return on our investments.

Discuss the Operation and Maintenance of the UD2 Lift Station: Clark informed the board that there have been no other major issues in the last year to report. The new software has been operating smoothly. Discussion of a flow meter took place and pricing for the meters will take place first. UD 1 will be the first flow meter installed after cost is considered.

Discussion and possible action to approve the proposed 2024 Utility District 2 Budget: Motion by Endres, second by Ruegsegger to approve the 2025 Utility District 2 budget. Motion carried (4-0)

Adjourn: Motion by Endres, second by Ruegsegger to adjourn the meeting. Meeting was adjourned at 7:25PM.

Prepared by: Kathleen Clark, Clerk

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

Town of Vienna Board Minutes December 16, 2024

The regular meeting was called to order on Monday, December 16, 2024, at 7:27PM immediately after Budget meeting by Chair Jerry Marx. Supervisors Steve Ruegsegger, Dakota Cable, Gary Endres, PW Supervisor Scott Benson and Clerk Kathy Clark were present. Resident Nancy Caldwell was also present. Supervisor Sherri Meinholz was excused.

Pledge of Allegiance was recited.

Public Comment: None

Approval of Minutes: Motion by Ruegsegger, second by Cable to approve the minutes for the November 18, 2024, town board meeting. Motion carried (4-0).

Discussion and possible action on Comprehensive Plan Elements recommended by Plan Commission: As the Plan Commission reviews, revises or updates elements/chapters, the commission will recommend approval to the town board once the changes are final. It is up to the town board to either approve the revisions or deny and send back to the commission.

Element 6-Natural Resources covers compatibility between agricultural uses and commercial or recreational developments. This section had ATV/UTV language added as an Ordinance was just passed this year. Motion by Cable, second by Endres to approve Element 6-Natural Resources as presented. Motion carried (4-0)

Element 7-Cultural Resource considers local history when evaluating new developments or land uses. Language to work with the State Historic Preservation office as needed. Motion by Endres, second by Ruegsegger to approve Element 7-Cultural Resource as presented. Motion carried (4-0)

Element 9-Land Use is affiliated with a land use map that determines future use of parcels of undeveloped land and/or newly created parcels still vacant. Revisions consisted of removing certain areas along the interstate and adding broader language for the future. Motion by Ruegsegger, second by Cable to approve Element 9-Land Use as presented. Motion carried (4-0)

Discussion and possible action on Proposed Lease Agreements on Printer/Copier: Clark explained that the Ricoh Copy machine in the office had a 5-year lease that will term December 31, 2024. Clark met with Corporate Business to discuss a new lease. Corporate Business presented two new copy/printer machines and their prospective lease agreements. Breiwa suggested contacting Rhyme Equipment for a proposal. Rhyme suggested a Sharp machine that performed the same as the others with a lower cost to lease. Motion by Endres, second by Cable to approve the 5-year lease agreement with Rhyme. Motion carried (4-0)

Operator's License: Two applications were submitted by All Stop for review. Motion by Ruegsegger, second by Cable to approve the operator license application for Laine Mason. Motion carried (4-0) Motion by Endres, second by Ruegsegger to approve the operator license application for Kaliyah Hayes. Motion carried (4-0)

Town Supervisor Reports: Supervisor Ruegsegger meeting with Cornerstone Community Center was held Tuesday, December 10th. The community center continues to work on a new agreement with the municipalities. Supervisor Cable meeting with Waunakee EMS was held Thursday, December 12th. Supervisor Endres meeting with Waunakee Fire Department was cancelled for Wednesday, December 11th.

Town Clerk's Report: Clark reminded board members nomination papers are due at the end of the month. Also, the office and shop will be closed for the holidays on December 24th, 25th, 31st, and January 1st.

Review and authorize payments of current town and utility bills, wages, and expenses: Motion by Ruegsegger, second by Cable to approve the current town bills as stated in the amount of \$44,593.05; Payroll \$22,805.86; Town Bills \$21,047.46; Utility 1 \$606.25 and Utility 2 \$133.48. Motion carried (4-0)

Adjourn: Motion by Ruegsegger, second by Endres to adjourn. Motion carried (4-0). The meeting adjourned at 7:45PM.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the January 6, 2025, Town Board Meeting

Vienna Town Board Meeting Agenda Monday, January 6, 2025

The Vienna Town Board will meet on Monday, January 6, 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 December 16, 2024 Town Board meeting
- Discussion and possible action on Comprehensive Plan as Recommended by Plan Commission
- Discussion and possible action on Cornerstone Community Center Contract
- Discussion and possible action on Office Cleaning Service
- Discussion and possible action on Appointment of HR Committee
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
 - Westport attending Board Meeting Jan. 20th
 - Cell Tower proposed for Cuba Valley property
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn