

Vienna



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TOWN OF VIENNA NEWSLETTER

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December, 2017

Town Budget Passes

The 2018 Town Budget was passed at the Annual Budget meeting on November 20, 2017. The local mill rate will stay the same at 2.835/1,000 of assessed value. Copies of the 2018 budget are available on the Town's Website and at the Town Hall. One major change to this year's budget is the cost for trash & recycling. Due to a newly negotiated contract with Advanced Disposal, the cost for these services was decreased per unit. This cost savings will reflect on your 2017 tax bills, going from \$244 per household to \$200 per household. The 2018 Calendar for pick up dates is available at Town Hall.

Utility District 2 Rates

Residents in Utility District 2 will **not** see an increase in sewer rates for 2018. Although Madison Metropolitan Sewer District had a 14% increase in their fees, expenditures were lower for 2018. The rate for residents in Windsor Prairie will remain the same at \$185 per year. The rate for residents in Hickory Meadows, Nature Valley and Lantern Hollow will remain the same at \$245 per year.

Payne & Dolan Meeting

The annual Payne & Dolan quarry advisory committee meeting will be held on Monday, December 4, 2017 at 6:30 P.M. at the town hall. Residents with questions/comments/concerns about the operation of the plant are encouraged to attend. If anyone has comments or concerns but will not be able to attend, please submit your concerns in writing to the Town Clerk along with your contact information so we can follow up with you.

Nomination Papers

There are two town board supervisor positions up for reelection this year. If you are interested in running, please contact the office. The first day to circulate nomination papers is Friday, December 1st. Papers can be picked up at Town Hall or printed off the Town's website. The completed packet needs to be filed in Clerk's office no later than 5PM, Tuesday, January 2nd.

Tax Collection Information Office Hours and Tips

Property tax bills will be mailed as soon as they are available, but no later than Monday, December 18, 2017. Town Treasurer Nicole Roessler will be in the office for in-person tax collection on the following dates/times in December and January:

Friday, December 29 2017 8:30 AM-2 PM

Wednesday, January 31 2017 8:30 AM-2 PM

A drop box is available inside the Town Hall vestibule 24 hours per day. If you drop off your payment and would like a receipt mailed back, please enclose a self-addressed, stamped envelope. Please refer to the Treasures letter for further information on hours of tax collection. 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. The amount written in words on the legal line is what the bank will pay. Special Assessments and Special Charges are due with the First Installment and will be taken out of payments first which could leave a portion of your taxes delinquent if enough funds have not been included to cover all the first installment.

Mailing Tax Payments

In an effort to accommodate all taxpayers who wish to use a 2017 tax deduction for payments received by December 31, 2017 we respectfully request that you mail your payment to the Treasurer a week in advance of that deadline.

Please provide as much detail as possible on each of your tax bills or stubs and/or on your check when mailing your tax payments. The information should include notations for 1st installments, full payment or any combination thereof. It would also be very much appreciated if you would include a telephone number where you can be reached in the event we need to contact you for clarification. The more information you provide, the quicker we can get your taxes processed and submitted to the bank.

**Town of Vienna Utility District No. 2 Minutes
Monday, November 6, 2017**

The meeting was called to order at 6:30 P.M. by Chairman Lonnie Breggeman. Supervisor Karen Ingalls, Steve Ruegsegger, Ron Rupp were present. Also present: Clerk, Kathy Clark and Treasurer Nicole Roessler. Supervisor Endres was excused.

Public comment: None

Approve or amend minutes of the November 21, 2016 meeting: Motion by Rupp, second by Ruegsegger to approve the minutes from the November 21, 2016 Utility District 2 annual meeting. Motion carried (4-0)

Discuss Financial Condition: Utility District 2 is in good financial condition. Roessler provided the balances of the checking and investment accounts. The UD 2 checking account has a balance has \$3,770 and the UD 2 investment account has a balance of \$107,000 to date. The investment account retains this balance as a reserve for maintenance or repair to the UD 2 lift station.

Review 2017 Maintenance and Lift Station Operation: Clark informed the board that the lift station continues to call weekly with a low level alarm. This is due to the pump continuing to siphon during the day when water volume decreases. Benson informed Clark that the lift station is working properly and no major repairs are anticipated at this time.

2017 Budget and Rate Schedule: Clark presented the proposed 2018 budget for Utility District 2. There was an increase in the Madison Metro Sewer fees but based on the financial condition and reduced expenses over the last two years, Clark suggested keeping the rates the same as 2016 and 2017 for the residents. The rate for Utility 2A is \$185 and the rate for Utility 2B is \$245. Motion by Ruegsegger, second by Ingalls to approve the 2018 Utility District 2 budget and rates. Motion carried (4-0)

Adjourn: Motion by Rupp, second by Ruegsegger to adjourn the meeting. Meeting was adjourned at 6:40 P.M.

**Town of Vienna Board Minutes
November 6, 2017**

The regular meeting was called to order on Monday, November 6th at 7:00 p.m. by Chairman Breggeman. Present was, Karen Ingalls, Ron Rupp and Steve Ruegsegger. Also present was Kathy Clark, Clerk, Nikki Roessler, Treasurer and Resident Liz Henry. Supervisor Gary Endres was excused.

Pledge of Allegiance was recited.

Public Comment: Liz Henry with Henry and Sons Distillery said that one of the stipulations of their Conditional Use Permit is to inform the board if they host an occasion with more than 50 people.

Madison Magazine has approached the Henry's and would like to host a large dinner in the fields, similar to the one this past summer, with 150 to 200 people, either the first or second weekend in June 2018. Before committing and signing a contract, Henry wanted to get the Boards approval. They will provide a tent, catering, and all the amenities and will provide good exposure for the Town of Vienna.

With the success of this past summer's event, the board had no issue.

Approval of Minutes: Motion made by Ruegsegger, second by Rupp to approve the minutes of October 16, 2017 town board meeting. Motion carried (4-0)

Discussion and possible action on Investment Accounts: At the last budget meeting, the question was raised if our investment funds were receiving the best interest rates. As follow up, Roessler met with DMB and was able get a higher interest by converting switching the funds in question to MVIA accounts with an interest rate of 1%. Roessler had signature cards for the board to sign to make these changes this week if the board agreed. Roessler suggested evaluating all the fund accounts before budget time to verify rates. There was also the option of putting the general fund reserve balance in a CD but the interest rate is .10% more than the MVIA if the town needed to access the funds, a penalty will be charged. Also, the tow funds that were created for specific projects would be closed and balances would be transferred to the General Fund. Motion by Rupp, second by Ruegsegger to approve the suggested fund account changes as stated by the Roessler. Motion carried (4-0)

Discussion on 2018 budget amendments: Clark provided updated copies of the 2018 proposed budget with the changes requested at the last budget meeting. Legal and Fuel funds were increased by \$5,000 each. Also an expense line item was created for the Rural Broadband project in the amount of \$10,000. Total increase to expenditures was \$20,000 of which funds from the closed investment accounts would be used towards. Discussion followed regarding employee benefits. The board did not opt go into closed session.

Operator's Licenses: None

Town Supervisor Reports: Supervisor Ruegsegger was unable to attend the Dane-Vienna Fire District meeting. Rupp did not have any meetings to report on. Chairman Breggemans Deforest Community Senior Center meeting is scheduled for Tuesday, November 14th. Supervisor Ingalls next Waunakee EMS meeting is scheduled on Thursday, November 9th. Supervisor Endres had requested working with Waunakee Area Fire Department on a new contract. Clark has initiated this as requested.

Town Clerks Report: Clark reported that a meeting was held with Village of Deforest to discuss alternatives for their growth by Lift Station 1. Mitby is looking at the agreements to ensure there are no concerns with moving forward with this. Another meeting will be held to follow up on some of the options discussed. The backup generator at Lift Station 1 is no longer working so Benson is gathering estimates for a replacement. Rupp suggested looking in to GenSet to lease like Dane County uses. Clark will follow up on this as an option. Ruegsegger asked if there has been any progress on gathering estimates for converting the side door to an automatic handicap door as requested by the board. Clark had a company from Middleton come out and is waiting for an estimate and will forward this upon receipt.

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Ruegsegger, second by Ingalls to approve the current town bills as stated and submitted in the amount of \$67,010.08; Payroll \$23,298.30; Town Bills \$43,325.64; Utility 1 \$337.88 and Utility 2 \$48.26. Motion carried (4-0).

Adjourn: Motion by Ruegsegger, second by Rupp to adjourn. Meeting adjourned at 7:24 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the November 20, 2017 Town Board Meeting.

Town of Vienna Annual Budget Meeting Minutes

Monday, November 20, 2017

The meeting was called to order at 6:30 P.M. by Chairman Lonnie Breggeman. Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger, Ron Rupp and Clerk Kathleen Clark were present. Also present: Treasurer Nicole Roessler, Patrolman Scott Benson and Resident Harold Rupp.

Public Comment: None

Approve the Minutes of November 21, 2016 Annual Budget Meeting: Motion by Rupp, second by Endres to approve the minutes of the November 21, 2016 Annual Budget meeting. Motion carried (5-0)

Proposed 2018 Budget Presentation: Clark went through the budget summary provided as handouts. The 2018 scheduled road projects for Meek Road and N. Madison required culvert replacements. Meek Road had 3 culverts replaced already and quotes for replacing the N. Madison culvert are still being requested. This work will be completed in 2017. Ruegsegger asked about completing Hickory Lane as discussed in a prior meeting but this work will exceed budgeted costs designated for the current road projects. Endres asked about using sand, which is less expensive than salt, on some of the roads to save costs. Rupp stated salt needs to be used on wet roads and sand should be used on dry roads to provide traction. Rupp suggested not mixing the two but sand may be used on the roads when feasible. Office equipment was increased for new computers but all other line items remained relatively the same. The mill rate will stay about the same at 2.835 per \$1,000 of assessed value for the town tax.

Road Outlay and Maintenance: Road Outlay includes Reconstruction, Road Sign Replacement, Major Road Patches and Culvert Repair. Road Maintenance includes Road Salt, Road Patch, Crack Filling, Sealcoating, Road Painting, Shoulder Repair, Ditch Cleaning, Grading and Miscellaneous Expenses. Road Outlay was proposed at \$197,000, increased from \$139,500 in 2017. Road Maintenance was proposed at \$195,000 which was the same in 2017, totaling \$392,000 for 2018.

Fire and EMS Budgets: Dane-Vienna fire district requested their budget get formal approval. Clark included all fire and EMS budgets for discussion and approval.

Budget and Tax Levy: Clark informed the board that an extra payment on the building or borrowing for an additional capital project will be needed to make up the difference in our debt service. One of the outstanding loans terminated at the end of this year and two more will terminate in 2019. To maintain our levy limit, the board will need to consider borrowing funds sometime in 2018 due to the reduction in our debt service. This is recommended for the 2019 road project which at this time Schumacher Road is being considered. Further discussion took place with no further changes recommended.

Adjourn: Motion by Ruegsegger, second by Ingalls to adjourn. Meeting adjourned at 7:07 P.M.

Prepared by: Kathleen Clark, Clerk

Note: These draft minutes are subject to approval at the 2019 Annual Budget Meeting to be held in November of 2018.

Town of Vienna Board Minutes November 20, 2017

The regular meeting was called to order at 7:08 p.m. by Chairman Breggeman.

Supervisors Gary Endres, Karen Ingalls, Steve Ruegsegger and Ron Rupp and Clerk Kathy Clark were present. Also present: Treasurer Nikki Roessler, Patrolman Scott Benson and Resident Harold Rupp.

Pledge of Allegiance was recited

Public Comment: None

Approval of Minutes: Motion made by Ingalls, second by Rupp to approve the minutes of November 6, 2017 town board meeting as amended. Motion carried (5-0)

Discussion and possible action to approve the proposed 2018 Town Budget: Motion by Ruegsegger, second by Ingalls to approve the proposed 2018 town budget. Motion carried (5-0)

Discussion and possible action to approve the 2018 Highway Expenditures: Motion by Endres, second by Ingalls to approve the 2018 Highway Expenditures. Motion carried (5-0)

Discussion and possible action to approve the 2018 Tax Levy: Motion by Endres, second by Ingalls to approve the 2018 Tax Levy. Motion carried (5-0)

Operator's Licenses: None

Town Supervisor Reports: Supervisor Ruegsegger did not have anything new to report. Supervisor Rupp did not have anything new to report. Chairman Breggeman attended the DeForest Senior Center on Tuesday, November 14th. Discussion of changing the name of the Senior Center took place but was voted against by a 6-2 motion. Supervisor Ingalls attended the Waunakee EMS meeting but nothing new to report. Supervisor Endres attended the last Waunakee Fire Department meeting and a service contract for Town of Vienna was discussed. This would be similar to the contract arrangement that Town of Vienna and DeForest Fire Department have in place.

Town Clerks Report: Clark reported that most of this month has been spent on preparing budgets for General Fund and Utility Districts 1 and 2. Utility District 1 budget meeting will be held on December 4th, followed by Payne & Dolan Quarry Advisory meeting and then the regular board meeting will be held. Roessler reported that some account changes at the bank were made to raise the interest rate currently being received. Roessler will review the accounts every third quarter of the year to adjust funds if needed. Endres suggested talking to another bank for comparable rates. Clark informed the board that Newman has passed the written CDL test and has been doing a good job in the field. Newman suffered an injury to the knee over the weekend and will need to have repair surgery. The GIS system needs updating and will provide Newman with light duty during his recovery.

Review and authorize payments of current town and utility bills, wages and expenses: Motion by Rupp, second by Ruegsegger, to pay current town bills in the amount of \$23,125.01; Payroll, \$5,938.99, Town Bills \$15,303.77, Utility 1 \$1,777.57 and Utility 2 \$104.68. Motion carried (5-0)

Adjourn: Motion by Rupp, second by Ruegsegger to adjourn. Meeting adjourned at 7:25 p.m.

Prepared by: Kathleen Clark, Town Clerk

Note: These draft minutes are subject to approval at the December 4, 2017 Town Board Meeting

**Town of Vienna Utility District 1
Annual Meeting Agenda**

The Town of Vienna Utility District # 1 will meet on Monday, December 4, 2017 at 6:15 P.M. at the Town Hall located at 7161 County Highway I, DeForest, WI. The agenda for this meeting includes the following items:

- Call the meeting to order
- Public Comment
- Approve or amend the minutes of the December 5, 2016 Utility District 1 Annual Meeting
- Discuss the financial condition of Utility District 1
- Review 2017 maintenance and lift station operation
- Discussion and possible action on proposed 2018 budget and rate schedule
- Adjourn

**Vienna Town Board Meeting Agenda
Monday, December 4, 2017**

The Vienna Town Board will meet on Monday, December 4, 2017 at immediately following Quarry Advisory Meeting in 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 November 20, 2017 Board meeting
- Discussion and possible action on private septic in subdivision
- Discussion and possible action on borrowed time off
- Discussion and action regarding appointment of Election workers
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
 - Estimates for handicap accessible doors
 - 2017 Tax Bills
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn