



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

January, 2022

## 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 31, 2022 from 9:00AM to 2:30PM**. Payments can also be dropped off during regular office hours. If you have tax related questions, please call **608-846-3802**. 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 17, 2022 board meeting and January overpayments will be processed at the February 21, 2022 board meeting.**

## Christmas Tree Collection

Waste Management will be picking up Christmas Trees on Friday, January 14th and Friday, January 28th. Please place your tree on the curb lawn or at the end of driveway but please do not block the mailbox for postal service or place it in the street in case we have to snow plow. Pick up starts at 6AM so have your trees out by then. If you have any questions, you can call the office or Waste Management at 1-888-960-0008 directly.

## Office Hours

Happy New Year!! Hope everyone had a joyous and safe holiday. The office will be open Friday, December 31 for tax collections from 9AM to 2:30PM. Regular office hours will resume Monday, January 3rd. The regular board meeting will be held Monday, January 3rd at 7PM. We hope everyone enjoyed the holidays.

## Trash/Recycle Calendar

**REMINDER:** Trash/Recycling pick up is now moved to Thursday. Recycling will alternate every other week as always and trash is picked up weekly. Your bins should be out by 6:30AM the latest or put out the night before as drivers start their routes at 6AM.

## 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. **This ordinance can be found on our town website and should be considered on days were the plow trucks are on the roads salting for ice or clearing snow for safe driving.**

**Town of Vienna-Payne & Dolan  
Annual Quarry Committee Meeting  
December 6, 2021**

The meeting was called to order at 6:30PM by Chairman Jerry Marx. Supervisors Gary Endres, Sherri Meinholz, Steve Ruegsegger, Ron Rupp and Clerk Kathy Clark were present. Also present: Payne & Dolan Representatives Bill Buglass, Bryanna Bucholtz, and Ethan Courier and Resident Terry Heimerl.

**Update on Operations:** Bucholtz provided a map of the excavation area of the quarry where the crew is working. There was only a few blast completed this year and no complaints were received. Contracts for the new year are not completed but once more information is on hand, they will let us know. No new activities or plans are in the works or known of at this time. Discussion followed.

**Adjourn:** The meeting was adjourned at 6:58PM.

**Town of Vienna Board Minutes  
December 6, 2021**

The regular meeting was called to order on Monday, December 6 at 7:00pm by Chair Jerry Marx. Supervisors Steve Ruegsegger, Ron Rupp, Sherri Meinholz, Gary Endres, Clerk Kathy Clark, and resident Terry Heimerl were present.

**Pledge of Allegiance was recited**

**Public Comment:** None

**Approval of Minutes:** Motion by Ruegsegger, second by Rupp to approve the minutes for the November 15, 2021 town board 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 14th. Supervisor Rupp meeting with the Dane-Vienna Fire Department is scheduled for Monday, December 27th. Supervisor Meinholz meeting with Waukeesh EMS is scheduled for Thursday, December 16th. Supervisor Endres meeting with Waukeesh Fire Department is scheduled for Monday, December 27th. The new fire truck will be in service once final details are completed.

**Town Clerk's Report:** Clark informed the board that Waste Management is changing the towns pick up day from Tuesday to Thursday starting January 1, 2022. This change should provide more dependable service. All Election paperwork for 2022 is due into the Clerk's office based on the due dates. Utility Districts 1 & 2 annual Budget meetings are scheduled for December 20<sup>th</sup>, starting at 6:30pm. The regular board meeting will begin immediately following the Utility District meetings.

**Review and authorize payments of current town and utility bills, wages and expenses:** Motion by Ruegsegger, second by Rupp to approve the current town bills as stated in the amount of \$25,476.58; Payroll \$21,897.93; Town Bills \$3,427.91; Utility 1 \$125.37 and Utility 2 \$25.37. Motion carried (5-0)

**Adjourn:** Motion by Rupp, second by Meinholz to adjourn. Motion carried (5-0). Meeting adjourned at 7:12 PM.

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

**Note:** These draft minutes are subject to approval at the December 20, 2021 Town Board Meeting

**Town of Vienna Utility District 1  
Minutes  
December 20, 2021**

The Utility District 1 meeting was called to order at 6:30pm by Acting Chair Ruegsegger. Supervisors Gary Endres, Sherri Meinholz and Clerk Kathy Clark were present. Also present was Resident Kathy Zweifel. Town Chairman Jerry Marx and Ron Rupp were excused. Rupp arrived at 6:40pm

**Public Comment:** None

**Approve or amend the minutes of the December 21, 2020 Utility District 1 Annual Meeting:** Motion by Endres, second by Meinholz to approve the Utility District 1 December 21, 2020 minutes. Motion carried (3-0)

**Present the proposed 2022 Utility District 1 Budget:** Clark prepared the expense budget and forwarded it to Meade & Hunt Engineer Tim Astfalk for calculating the 2022 billing rates. The factors used are the monthly pump reports generated from the lift station, quarterly water meter reads, Morrisonville monthly pumping reports and the MMSD annual charge. Due to the decrease in water usage being down this last year, the fixed charge will increase. MMSD annual charge went down from last year of \$79,028 to \$59,809 this year.

**Discuss the financial condition of Utility District 1:** Clark informed the board that new software is being looked into for the alarm system on both UD 1 and UD 2. The investment fund statement showed a balance of \$102,362 as of beginning of December. The district no longer has any outstanding loans so there is no debt. Accounts are healthy with no major expenses in the last year.

**Review the operation and maintenance of Utility District 1 lift station:** Clark reported there have been no major interruptions to the operation of the UD 1 lift station. Standard maintenance has been performed and weekly checks are made each Monday to ensure proper operation.

**Discussion and possible action to approve the proposed 2022 Utility District 1 Budget and rate schedule:** Motion by Rupp, second by Endres to approve the 2022 Utility District 1 Budget and rate schedule. Motion carried (4-0)

**Adjourn:** Motion by Rupp, second by Endres to adjourn. Meeting adjourned at 6:47pm

**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 20, 2021**

The meeting was called to order at 6:48 PM by Acting Chair Steve Ruegsegger. Supervisor Ron Rupp Gary Endres, Sherri Meinholz and Clerk Kathy Clark were present. Resident Kathy Zweifel was present. Chairman Jerry Marx was excused.

**Public comment:** Zweifel had questions regarding the annual charges for sewer services. Resident in the Windsor Prairie development is charged less a year because their lines are on a gravity system. Hickory Meadows, Nature Valley and Lantern Hollow are paying a bit more for the lift station in their area. Discussion followed and Clark will re-search if this is still warranted now the development is completed.

**Approve or amend minutes of the December 21, 2020 meeting:** Motion by Rupp, second by Meinholz to approve the minutes from the December 21, 2020 Utility District 2 budget meeting. Motion carried (4-0)

**Present the Proposed 2022 Utility District 2 Budget:** Clark provided copies of the proposed 2022 budget for review. MMSD raised the annual fee from \$46,092 last year to \$46,999 this year. The user fees did not require an increase from last year so the rates the same for this year.

**Discuss the Financial Condition of Utility District 2:** Utility District 2 is in good financial condition. The Investment account had a balance of \$116,500 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 there have been no major issues in the last year to report. New software is being looked into for both UD1 and UD2 as the current software is obsolete and needs updating.

**Discussion and possible action to approve the proposed 2022 Utility District 2 Budget:** Motion by Rupp, second by Meinholz to approve the 2022 Utility District 2 budget. Motion carried (4-0)

**Adjourn:** Motion by Meinholz, second by Endres to adjourn the meeting. Meeting was adjourned at 7:04PM.

**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 20, 2021

The regular meeting was called to order on Monday, December 20 at 7:05pm by Supervisors Steve Ruegsegger, acting Chair. Supervisors Ron Rupp, Sherri Meinholz, Gary Endres and Clerk Kathy Clark were present. Town Chair Jerry Marx was excused.

**Pledge of Allegiance was recited**

**Public Comment:** None

**Approval of Minutes:** Motion by Rupp, second by Endres to approve the minutes for the December 6, 2021 town board meeting. Motion carried (4-0).

**Adopt Ordinance #12-2021 to Add Referendum on April Ballot to change Treasurer Position from Elected to Appointed:** As the town plans for possible changes in administration, we have discussed replacing the current elected Treasurer position to an appointed position. This would provide the board with authority over the position as well as accountability. To make this change, a referendum must be placed on the election ballot so town electors can vote on the town making this change. Motion by Rupp, second by Meinholz to adopt Ordinance 12-2021 and placing the referendum on the April Ballot. Motion carried (4-0)

**Discussion and possible action on Follendorf's Variance Request-6648 Old 113 Road:** The Follendorf's presented a Site Plan to Dane County for building a new home. The new home site will be relocated 120' from the existing residence. Any new residence located more than 100' from the existing house requires approval from the Town Board as a variance. The Dane County Zoning Committee reviewed and approved this on December 14th at their meeting. Motion by Endres, second by Ruegsegger to approve the additional 20' variance on the location of new house. Motion carried (4-0)

**Discussion and possible action to Appoint Election Inspectors for Years 2022-2023:** Every two years, the Election Inspectors are required to complete a minimum of two hours of training to be certified and appointed by the Town Board to serve the Town of Vienna during elections. Motion by Endres, second by Meinholz to approve the appointment of Election Inspectors as presented on the list of Inspectors by name. Motion carried (4-0)

**Operator's License:** None

**Town Supervisor Reports:** Supervisor Ruegsegger meeting with the DeForest Area Senior Center was held Tuesday, December 14th. The Senior Center has hired a new Executive Director and is scheduled to start January 4th. Barb Cooper plans to stay on for training purposes. Supervisor Rupp meeting with the Dane-Vienna Fire Department is scheduled for Monday, December 27th. Supervisor Meinholz meeting with Waunakee EMS was held Thursday, December 16th. They are working with new software for billing. Supervisor Endres meeting with Waunakee Fire Department is scheduled for Monday, December 27th.

**Town Clerk's Report:** Clark reminded the board that election paperwork is due January 4<sup>th</sup> for processing. Rupp has officially filed non-candidacy paperwork and will not be running again in April. This leaves an open seat on the Town Board. The office will be closed Thursday and Friday, December 23<sup>rd</sup> & 24<sup>th</sup> for the holiday. The following week is short too but we will be open for tax collection purposes.

**Review and authorize payments of current town and utility bills, wages and expenses:** Motion by Rupp, second by Meinholz to approve the current town bills as stated in the amount of \$17,052.00; Payroll \$5,297.49; Town Bills \$11,317.99; Utility 1 \$315.52 and Utility 2 \$121.00. Motion carried (4-0)

**Adjourn:** Motion by Rupp, second by Ruegsegger to adjourn. Motion carried (4-0). Meeting adjourned at 7:27 PM.

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

**Note:** These draft minutes are subject to approval at the January 3, 2022 Town Board Meeting.

**Vienna Town Board Meeting Agenda  
Monday, January 3, 2022**

The Vienna Town Board will meet on Monday, January 3, 2022 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 20, 2021 Town Board meeting
- Update from Dane County Deputy Sheriff Jodi Schneider
- Operator's License
- Town Supervisor Reports
- Town Clerk's Report
  - Town Board Open Supervisor Seat
- Review and authorize payments of current town and utility bills, wages and expenses
- Adjourn