

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 chapter/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 17th 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and possible action on Appointment of Human Resource Committee: Clark explained that the employee handbook is outdated in certain sections.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 25th. They are looking into a possible agreement with Middleton. Supervisor Meinholz meeting with Dane-Vienna Fire Department is scheduled for Monday, March 31st. Supervisor Endres meeting with Waunakee Fire is scheduled for Monday, March 31st. 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 6th 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