

TOWN OF WINDSOR
REGULAR BOARD MEETING

Minutes

January 16, 2014

1. Call Meeting To Order And Roll Call.

Meeting convened by Chairperson Wipperfurth at 5:00 p.m. Supervisors present: Alan Buchner, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Supervisor Don Madelung had an excused absence and would be arriving later in the meeting. Others present: Finance Director/Deputy Town Clerk Tina Butteris, Town Engineer Kevin Richardson, Town Planner Jamie Rybarczyk, and Town Attorney Connie Anderson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Supervisor Buchner.

3. Announcements.

- a. The Town Board will convene into closed session pursuant to Wisconsin Statutes sec. 19.85(1)(2) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Deliberation limited to competitive and bargaining positions on Town-Village Cooperative Joint Ventures/Consolidation/New Entity/Merger/Incorporation).

Chairperson Wipperfurth read the above announcement. He also reminded the Board members of the Chamber of Commerce annual dinner on Wednesday, January 29.

4. Approve Minutes.

- a. December 19, 2013.

A motion was made by Supervisor Smith, seconded by Supervisor Buchner, to approve the Minutes of December 19, 2013, as presented. Motion carried with a 4-0 vote.

5. Finance.

a. Staff Report On Finances.

Finance Director/Deputy Town Clerk Butteris highlighted several items. There were a lot of checks for tax settlements. Those are for refunds for payments through December 31, 2013. The amount of salt and sand which the town has was discussed. There are a lot of receipts for tax collections. The Token Creek Conservancy applied for and received a grant in the amount of \$2,117.13. The town also received a dividend for worker's compensation. Receivables are looking good. Funds are still being expended for 2013. The town is at 96.98 percent for revenues and 93.31 percent for expenses. The town will be receiving fees for the fourth quarter of 2013. In 2013 there were the most building permits issued in the last ten years.

b. Consider Vouchers For Payment.

A motion was made by Supervisor Buchner, seconded by Supervisor Stravinski, to approve the vouchers presented for payment. Motion carried with a 4-0 vote.

c. Treasurer's Report.

A motion was made by Supervisor Smith, seconded by Supervisor Stravinski, to approve the Treasurer's report as present. Motion carried with a 4-0 vote.

d. Budget Report.

A motion was made by Supervisor Buchner, seconded by Supervisor Smith, to approve the Budget report as presented. Motion carried with a 4-0 vote.

6. Appearances Before The Board.

None.

7. Report From Contract Deputy; And Town Of Windsor Policing Monthly Report.

Deputy Steve Day indicated there were 142 calls in the month of December. There was a sexual assault at the Golf Road apartments, domestic incidents, and some frauds. Thefts from autos were down to three.

Deputy Gnacinski responded to several crashes and had a domestic arrest.

Deputy Day handled the sexual assault at the Golf Road apartments and eluding an officer.

Deputy McNally also handled an incident involving eluding an officer. He will be leaving Windsor in that he has been promoted to sergeant.

The town would like to have its legal counsel and staff work with the sheriff's department to prepare a workable chronic nuisance premises ordinance.

8. Discussion/Action Of Further Windsor – DeForest Cooperation.

Dr. Robert Walton was present to listen.

Chairperson Wipperfurth was confident that we can work our way through the roadblocks. He had nothing else to report on this. Conversations are continuing.

9. Discussion/Action On Wisconsin Legislative Updates.

Chairperson Wipperfurth indicated this is a place holder. There was some activity in the Legislature, but he did not have any new updates.

10. Operator Licenses.

None.

11. Resolution 2014-01 Regarding The Execution Of A Contract For 2014 Landfill Monitoring.

Finance Director/Deputy Town Clerk Butteris explained that in the past the town has utilized Strand Associates to monitor the town's landfill. They are familiar with the facility. They have provided a contract for 2014 and are estimating the fee to be \$2,800, which is the same as it was in 2013. A motion was made by Supervisor Stravinski, seconded by Supervisor Buchner, to approve Resolution 2014-01 regarding the execution of a contract for 2014 landfill monitoring. Motion carried with a 4-0 vote.

12. Consideration To Authorize The Process Of Amending Windsor Comprehensive Plan.

Town Planner Rybarczyk started the discussion. The town has been reviewing the village of DeForest's Comprehensive Plan. They are in the process of making some amendments. He put together a proposal to update the town's Comprehensive Plan. He felt there were four areas of focus that the town should consider updating: the future land use map; a land use matrix; census data; and plan element goals, objectives and policies. Fees for this project would be \$17,700. This is the first-decade revision for the town.

Finance Director/Deputy Town Clerk Butteris supported this.

The matrix is a nice, user-friendly piece.

It is time to review the comprehensive plan again. There have been a lot of changes.

Supervisor Buchner wanted to address inefficiencies.

Supervisor Stravinski asked if the number of meetings being proposed by Foth would be sufficient in that there were many meetings when this was drafted.

Town Planner Rybarczyk responded that, at that time, the town was working with a blank slate. He did not think they will be amending that much of the Comprehensive Plan.

Supervisor Stravinski asked about a timeline.

Town Planner Rybarczyk replied that, if they got approval at the meeting, they could start next week. It would take three to four months to complete. He indicated that he had estimated 160 hours of man-time.

Chairperson Wipperfurth indicated that this is not a major rewrite but will be focusing on these four areas.

Finance Director/Deputy Town Clerk Butteris added that the town has funds within its budget for this project. In 2013, the town allocated \$34,000. Only \$11,116 of those funds was spent, so there is money left from 2013. The same amount of funds was allocated for 2014.

Discussion followed regarding the amount being charged by Foth.

The town has requested its files from Graef.

Town Planner Rybarczyk offered the possibility of attaching amendments at the end of the Comprehensive Plan.

Chairperson Wipperfurth stated that the town paid for the documents when they were prepared by Graef, and the town should maintain ownership.

Supervisor Smith indicated she would like to see how Town Planner Rybarczyk arrived at their proposed fee, as Supervisor Buchner had earlier questioned.

Town Planner Rybarczyk e-mailed his spreadsheet used for costs to Town Engineer Richardson, who provided copies to the Town Board members.

He explained that the amount determined was \$15,472 plus the standard industry contingency of \$2,192.

Both Town Engineer Richardson and Town Attorney Anderson felt that the proposal of \$17,700 was reasonable.

A motion was made by Supervisor Smith, seconded by Supervisor Madelung, that the contract that was proposed by Foth in the amount of \$17,700 be accepted. Motion carried with a 5-0 vote.

13. IH 39/90/94 Traffic Impact Analysis (TIA) Study.

Discussion occurred regarding whether it was DOT or the village that picked the Cuba Valley Road site. It may be better served at Windsor Road instead of Cuba Valley Road. Daley Road is a grade-separated crossing. Daley Road would have no impact to the town and would be more beneficial to the village. The town could remain neutral regarding Daley Road.

Chairperson Wipperfurth advised regarding Cuba Valley Road that there is supposed to be a bridge over the Yahara River. He agreed that Windsor Road may create greater opportunities for the region.

Supervisor Madelung arrived (5:54 p.m.).

Supervisor Buchner indicated that it would make more sense for Windsor Road instead of Cuba Valley Road.

Chairperson Wipperfurth felt that this is an opportunity for Windsor and DeForest to work together cooperatively. The town would remain neutral regarding Daley Road. The town would be supportive of Cuba Valley Road, but it would offer the option of Windsor Road.

Chairperson Wipperfurth stated that Cuba Valley Road was the idea of the developers of Conservancy Place who went to the village of DeForest.

Supervisor Stravinski thought that the greatest benefit for Cuba Valley Road would be to the village of DeForest.

What is good for DeForest is good for Windsor. He was in favor of either Cuba Valley Road or Windsor Road.

Supervisor Smith was in favor of seeing it on Windsor Road. It would give a nice flow of traffic to the older neighborhood that the town would like to refurbish and Windsor Crossing.

Supervisor Stravinski discussed the bridge configuration at River Road.

A motion was made by Supervisor Buchner, seconded by Supervisor Stravinski, to show support of Cuba Valley Road site with an emphasis on Windsor Road/River Road. Motion carried with a 5-0 vote.

14. Update On USH 51 Expansion Project.

15. Convene Into Closed Session And Roll Call.

At 6:20 p.m. a motion was made by Supervisor Smith, seconded by Supervisor Stravinski, to convene into closed session. Roll call vote, with everyone present.

16. Reconvene Into Open Session.

17. Action From Closed Session.

a. Town-Village Cooperative Joint Ventures/Consolidation/New Entity/Merger/Incorporation.

18. Committee/Board/Staff Reports.

a. Plan Commission.

Supervisor Stravinski stated there was no meeting.

b. Community Development Authority.

Supervisor Buchner provided a report on the Community Development Authority.

c. Park Commission.

Finance Director/Deputy Clerk Butteris advised that the Park Commission had not met.

d. Token Creek Conservancy Committee.

Supervisor Smith reported on the Token Creek Conservancy Committee.

e. Sun Prairie Extra-Territorial Zoning Committee.

Supervisor Madelung indicated there have been no meetings.

f. DeForest Area Community And Senior Center/Half-Century Club.

Supervisor Stravinski reported on the DeForest Area Community and Senior Center/Half-Century Club.

g. DeForest Area Fire Department.

Chairperson Wipperfurth reported on the DeForest Area Fire Department.

h. Windsor/DeForest Task Force.

Supervisor Buchner reported on the Windsor/DeForest Task Force.

i. DeForest Area Chamber Of Commerce.

Supervisor Smith reported on the DeForest Area Chamber of Commerce.

j. DeForest Area Tourism Commission.

Supervisor Stravinski reported on the DeForest Area Tourism Commission.

k. Madison Beltline Planning Corridor Study.

Supervisor Stravinski reported on the Madison Beltline Planning Corridor Study.

l. Town Chair Report.

Chairperson Wipperfurth provided his report.

m. Town Staff Report.

Finance Director Butteris and Town Engineer Richardson provided a staff report.

19. Adjournment.

A motion was made and seconded to adjourn the meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary

TOWN OF WINDSOR - BOARD MEETING
Thursday, January 16th, 2014 at 5 p.m.
Windsor Town Hall 4084 Mueller Rd, DeForest, WI

SUPPLEMENTAL MINUTES

15) Convene into Closed Session and Roll Call

Supervisor Smith moved to convene into closed session at 6:20 p.m., second by Supervisor Stravinski. Motion carried 5 – 0 on a roll call vote.

16) Reconvene into Open Session

Supervisor Smith moved to reconvene into open session at 7:22 p.m., second by Supervisor Madelung. Motion carried all ayes.

17) Action from Closed Session

- a) Town-Village Cooperative Joint Ventures/Consolidation/New Entity/Merger/Incorporation

There was no action from closed session.

19) Adjournment

Supervisor Smith moved to adjourn at 7:23 p.m., second by Supervisor Buchner. Motion carried with a 5 – 0 vote.

Respectfully submitted,



Tina Butteris
Finance Director/Office Manager
Treasurer/Deputy Clerk