

TOWN OF WINDSOR  
REGULAR BOARD MEETING

Minutes

May 1, 2014

1. Call Meeting To Order And Roll Call.

Meeting convened by Chairperson Wipperfurth at 5:00 p.m. Supervisors present: Alan Buchner, Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Others present: Finance Director/Deputy Town Clerk Tina Butteris, Town Clerk Christine Capstran, and Town Engineer Kevin Richardson.

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)(e) 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.

4. Approve Minutes.

- a. April 17, 2014.

A motion was made by Supervisor Buchner, seconded by Supervisor Smith, to approve the Minutes of April 17, 2014, as presented. Motion carried with a 5-0 vote.

5. Consider Vouchers For Payment.

Chairperson Wipperfurth noted that additional invoices had been provided. Finance Director Butteris highlighted the payment to the Chamber of Commerce. Windsor budgets for participation in the 4th of July Celebration. Noted is \$1,000 to be approved as Windsor's contribution as a sponsor. A motion was made by Supervisor Smith, seconded by Supervisor Madelung, to approve the vouchers as presented. Motion carried with a 5-0 vote.

6. Appearances Before The Board.

None.

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

Deputy Finley provided the policing report for April. The contract deputies responded to 102 calls, there being a total of 178 calls. She provided a brief description of the various calls. Supervisor Smith asked what was done at the schools. Deputy Finley did not know but indicated she would find out. The first-shift deputy responded to 24 calls and issued 2 citations. The second-shift deputy responded to 40 calls, 3 crashes, and issued 2 citations. The second-shift deputy responded to 49 calls, 2 crashes, and issued 5 citations. She had a battery arrest on Lake Road, contractor fraud, and identity theft.

8. Dr. Susan Borden, DeForest Area School District Superintendent, Framework Update.

Dr. Borden was absent from the Town Board meeting. Chairperson Wipperfurth stated he would follow up with her on May 2 at a meeting which they both would be attending.

9. Operator Licenses.

Chairperson Wipperfurth advised that there was one application for an Operator's License. Town Clerk Capstran recommended approval. A motion was made by Supervisor Smith, seconded by Supervisor Buchner, to approve an operator's license for Natalie Sperling as recommended by town staff. Motion carried with a 5-0 vote.

10. Resolution 2014-22 Approving Direct Sellers Permit For Bobby F. Capwell, Doing Business As Tru Green, A Residential Lawn Care Service.

It was indicated that a seller's permit has already been approved in DeForest, and the applicant is going through the process in Sun Prairie. Town Clerk Capstran recommended approval.

A motion was made by Supervisor Buchner, seconded by Supervisor Stravinski, to approve Resolution 2014-22 Approving A Direct Sellers Permit For Bobby F. Capwell Doing Business As Tru Green based on staff recommendation. Motion carried with a 5-0 vote.

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

Chairperson Wipperfurth indicated there is scheduled a joint meeting between the Boards of Windsor and DeForest at the library on May 28.

12. Discussion/Action On Wisconsin Legislative Updates.

Chairperson Wipperfurth advised that there was nothing to report.

13. DeForest Area Community And Senior Center Staffing.

Supervisor Stravinski explained that the Community Center is looking at adding a half-time case worker. The DeForest Area Community Center responds to over 8,000 calls per year. The county responds to 16,000 calls per year, and it has 32 case workers. Windsor had one-half that number of calls and has only two case workers. The Community Center is able to fund a half-time position for half of this year. Next year they would like to take this person to three-quarter or full time but would not have the funding for this. For a case worker that is full time with benefits, they would be looking at \$50,000 to \$55,000 a year. Windsor's portion is about 40 percent, which is based on population. Forty percent of that amount, or about \$20,000, would necessitate the town adding that to its budget.

Issues arise when one of the two case workers takes a vacation for a week. They do not know if there is any funding through Dane County or United Way.

Supervisor Smith suggested that Linda Green look at Community Alliance.

Supervisor Stravinski stated that the Community Center is looking for someone who has a certificate in case management, and they have a person in mind. Supervisor Madelung asked whether they had contacted the University of Wisconsin whether there may be internship positions. Supervisor Smith suggested MATC.

Chairperson Wipperfurth stated that when he was on the Board for the Community Center it had a master staffing plan. That was never followed. The problem is that, even if the Community Center can fund the position for six months, the municipalities will then have to fund 100 percent. Chairperson Wipperfurth wanted to see how the town's budget shapes up. He is looking for more facts regarding other alternatives that may be viable. Could the Community Center prolong this for a year and start with a half-time position at the beginning of the year?

Finance Director Butteris felt the Community Center should look at having a three-year plan, which is a little easier to absorb.

Chairperson Wipperfurth stated that he knows there is a need for this position. He is looking for a way to evolve it to make it easier.

Supervisor Smith also suggested checking with Lakeland College as to people looking for internships.

14. Appoint Working Group To Review Deposit Schedule.

Chairperson Wipperfurth advised that he would like to appoint Finance Director Butteris, the town attorney, one of the Windsor deputies, Town Clerk Capstran, and Supervisor Smith to review the town's deposit schedules. Finance Director Butteris indicated there are some areas where the town is low in what it is charging.

A motion was made by Supervisor Madelung, seconded by Supervisor Buchner, appointing Finance Director Butteris, Town Attorney Anderson, a contract deputy, Town Clerk Capstran, and Supervisor Smith to a group to review the town's deposit schedules. Motion carried with a 5-0 vote.

15. 2014 Road Work.

Town Engineer Richardson stated that a spreadsheet and road tour notes were provided to the Town Board members. During the road tour, it was confirmed that this is the plan the town would like to have. All of the roads are in need of some work. The town is having a situation with the roads and shouldering that the edges are breaking.

A motion was made by Supervisor Stravinski, seconded by Supervisor Buchner, to approve the memo provided by Town Engineer Richardson. Motion carried with a 5-0 vote.

16. Acknowledgment And Congratulations To Sharon Corrigan, New Dane County Board Chairperson.

Chairperson Wipperfurth indicated that he had a letter to Sharon Corrigan that he would sign if the Town Board approved it which congratulates her on her election to serve as Dane County Board Chairperson. A motion was made by Supervisor Madelung, seconded by Supervisor Smith, that Chairperson Wipperfurth send an acknowledgment and congratulations to Sharon Corrigan. Motion carried with a 5-0 vote.

17. Update On USH 51 Expansion Project.

Town Engineer Richardson advised that the progress meeting scheduled for Wednesday morning was canceled because it was wet. They would like to be moving dirt but are unable to do so because of the wet conditions. The planned closure of Mueller Road will be pushed back.

18. Committee/Board/Staff Reports.

a. Plan Commission.

Supervisor Stravinski reported on the Plan Commission

b. Community Development Authority.

Supervisor Buchner indicated there was no meeting last month.

c. Park Commission.

Town Clerk Capstran reported on the Park Commission.

d. Token Creek Conservancy Committee.

Supervisor Stravinski reported on the Token Creek Conservancy Committee.

e. Sun Prairie Extra-Territorial Zoning Committee.

Supervisor Madelung indicated he had nothing to report.

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

Supervisor Stravinski earlier provided a report.

g. DeForest Area Fire Department.

Chairperson Wipperfurth indicated he had nothing to report.

h. Windsor/DeForest Task Force.

Chairperson Wipperfurth reported on the Windsor/DeForest Task Force.

i. DeForest Area Chamber Of Commerce.

Supervisor Smith indicated there was nothing to report.

j. DeForest Area Tourism Commission.

Supervisor Stravinski indicated he had nothing to report.

k. Madison Beltline Planning Corridor Study.

Supervisor Stravinski indicated he had nothing to report.

l. Dane County Towns Association.

Supervisor Madelung reported on the Dane County Towns Association.

m. Town Chair Report.

Chairperson Wipperfurth provided his report.

n. Town Staff Report.

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

19. Convene Into Closed Session And Roll Call.

At 6:00 p.m., a motion was made by Supervisor Buchner, seconded by Supervisor Smith, to convene into closed session. Motion carried with a 5-0 vote. All members were present.

20. Reconvene Into Open Session.

21. Action From Closed Session.

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

22. 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, May 1<sup>st</sup>, 2014 at 5 p.m.  
Windsor Town Hall / Meeting Room, 4084 Mueller Rd, DeForest, WI

**SUPPLEMENTAL MINUTES**

**19) Convene into Closed Session and Roll Call**

Supervisor Buchner moved to convene into closed session as per the stated notice at 6:00 p.m., second by Supervisor Smith. Motion carried with a roll call vote of 5 – 0.

**20) Reconvene into Open Session**

Supervisor Buchner moved to reconvene into open session at 7:22 p.m., second by Supervisor Stravinski. Motion carried with a 5 – 0 vote.

**21) Action from Closed Session**

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

There was no action taken from closed session.

**22) Adjournment**

Supervisor Smith moved to adjourn at 7:22 p.m., second by Supervisor Madelung. Motion carried with a 5 – 0 vote.

Respectfully submitted,



Christine Capstran  
Town Clerk