

Approved 11-6-14

TOWN OF WINDSOR  
REGULAR BOARD MEETING

Minutes

October 16, 2014

1. Call Meeting To Order And Roll Call.

Meeting convened by Chairperson Wipperfurth at 5:00 p.m. Supervisors present: Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Alan Buchner had an excused absence. Others present: Town Finance Director Tina Butteris and Town Engineer Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Supervisor Madelung.

3. Announcements.

Chairperson Wipperfurth advised that there would be a special town meeting on October 23 at 7:30 dealing with possible incorporation for fiscal analysis. There would be consideration to establishing a special town meeting for consideration of the 2015 budget on Tuesday, November 25, at 5:30 p.m.

Chairperson Wipperfurth commented on the article regarding the Sheriff's Department in the *DeForest Times-Tribune* on October 16. Jake Kurtz reached out to Chairperson Wipperfurth on Tuesday. He responded but was did not hear back from him. He was disappointed about how the article came out.

4. Approve Minutes.

a. October 2, 2014.

Supervisor Madelung asked for a correction to his comment on page 5, indicating that he told Mr. DeJung that he was cynical of how the Harris process worked. He was disappointed at how Harris handled the DaneCom process.

A motion was made by Supervisor Madelung seconded by Supervisor Stravinski, to approve the Minutes of October 2, 2014, as revised. Motion carried with a 4-0 vote.

5. Finance

a. Staff Report On Finances.

Town Finance Director Butteris noted that some additional invoices were provided. She pointed out some things with the checks. There were some major repairs done to the tractor. The town will be looking to replace it in 2015. A portion of the salt shed is in that listing.

Town Engineer Richardson added that the foundation for the salt shed is in. The side bracings and the structure beams for the walls are in, and the asphalt paving was done on October 16.

Town Finance Director Butteris noted that the Traveler Trail path sign was installed. The town is paying its public safety impact fees to the Fire District. The town has also received special assessments and charges.

The budget comparison should be around 75 percent. In the General Fund, it is at 91 percent for revenues and 70 percent for expenses.

In the accounts receivable report, it is noted that PC Farm Holdings paid on October 14. The only one the town is waiting on is for Mr. DeWitt.

Eight single-family home building permits were issued in September, bringing the total to 42 permits year-to-date. Last year at this time only 37 building permits had been issued.

b. Consider Vouchers For Payment.

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

c. Treasurer's Report.

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

d. Budget Report.

A motion was made by Supervisor Stravinski, seconded by Chairperson Wipperfurth, to approve the Budget Report as presented. Motion carried with a 4-0 vote.

6. Appearances Before The Board.

Captain Jeff Teuscher appeared before the Town Board. He was made aware of an article that came out regarding the precinct. The article was talking about the county moving forward with a combined precinct with property in Cottage Grove. The Sheriff's Department has requested planning money on that, and they are in the early stages and do not have a timeframe. Windsor has been a great landlord. The Sheriff's Department is committed to the partnership. If there are to be changes in the future, there will be a lot of discussions. The suggestion has been to move to a joint precinct. People would still be stationed in Windsor to provide police service. It was suggested that the Medical Examiner and Highway Department would be moving to that site.

7. Citizen Input On 2015 Budget.

None.

8. Future Governmental Structure Of Windsor.

Chairperson Wipperfurth advised that this is a place holder on the agenda.

9. Operator Licenses.

Chairperson Wipperfurth advised that there were two applications before the Town Board. Town Clerk Christine Capstran recommended approval.

A motion was made by Supervisor Madelung, seconded by Supervisor Smith, to the approve operator licenses for Byron C. Brauner and Kira L. Reeve based on the recommendation of town staff and the town policy. Motion carried with a 4-0 vote.

10. Implements Of Animal Husbandry.

Chairperson Wipperfurth noted that this issue has been before the Town Board in the past. New rules are now in place.

Jerry Derr, chairperson of the town of Bristol and the Dane County Towns Association, appeared before the Town Board. He provided handouts. This started in Marathon County where there was enforcement on hauling. The farmers' response was to close all of the snowmobile trails.

Act 377 has passed dealing with weight and axle limits. Mr. Derr provided an overview. He indicated it would be good to get the towns and county to have some uniformity. A lot of the requirements in Act 377 are safety concerns. Towns are supposed to have something adopted by January 1, 2015.

Chairperson Wipperfurth added that he would like uniformity and an educational component.

11. Sidewalks In Sunset Meadows.

Chairperson Wipperfurth stated that he had been contacted by a resident in Sunset Meadows, and he met with her a month ago. She was concerned about a change in the School Board policy. Dr. Borden clarified that there has been no change in the School Board policy. The School Board is now enforcing its policy. The students in Sunset Meadows now have to walk to school. There are no sidewalks, and traffic runs fast. There are a couple of paths. Chairperson Wipperfurth told the resident that retrofitting sidewalks in an existing neighborhood can be problematic. Generally sidewalks are assessed back to the property owners. The resident was concerned about the safety of kids walking to school.

Town Engineer Richardson explained the path that goes through the Sunset Meadows park. There is also a path from Gray Road to Windsor Road. There is a short path on Dawn Drive that goes to the back of the school.

In order for sidewalks to be added, there would need to be an eight-foot clear zone which would be a four-foot terrace and four-feet for the sidewalk. There are many areas in Sunset Meadows where there are trees in that area. He suggested if there be sidewalks they just be on one side of the street.

Town Engineer Richardson went on to say that the town could take advantage of the right-of-way in the street stubs and get across to the school property to get the children off Dawn Drive. The school officials are neutral on sidewalks.

Town Engineer Richardson suggested that there be traffic counts in the mornings. More information needs to be gathered on what is happening in the subdivision before the town jumps at sidewalks. North of Gray Road the children are bussed in that Gray Road is determined to be hazardous.

Supervisor Smith suggested waiting until we know where the new elementary school will be located.

Supervisor Madelung asked whether comments came from one household or multiple households.

Chairperson Wipperfurth responded that this came from two residents.

Within the “Safe Routes To School” is a concept called a “Walking Bus” in which an adult leads a group of children to school. Additional children join the group as it proceeds to school.

The town will wait until it sees what the School District will be doing. A traffic counter will be borrowed to determine traffic counts.

12. Joint Room Tax Commission (Use Of Funds).

Supervisor Stravinski indicated that the towns of Vienna and Burke have decided to pull out of the Joint Room Tax Commission. At their meeting on October 20 it appears that the Joint Room Tax Commission will be trying to spend all of its funds in this current year. If Windsor continues with the village of DeForest, the funds could be depleted. Supervisor Stravinski asked whether the Town Board had any suggestions as to where those funds should be spent in the town of Windsor or some suggestions why all of those funds should not be spent. He mentioned two reasons why all of the funds should not be spent. At the beginning of the year, the Room Tax Commission puts out a budget. Their budget was to expend \$100,000. If they expend \$100,000, they would have approximately \$50,000 to \$60,000 left over. If they do not follow their budget, that is what they are going to do. There is this budget, and that is what should be followed. In the Room Tax Agreement that was signed by Burke, Vienna, DeForest, and Windsor, it talks about a reserve account equal to 30 percent of the next year's budget. We have \$30,000 in the reserve account for this year's budget. It needs to be stressed that they have to leave that reserve fund and that also there should be some operation funds that also remain.

Supervisor Stravinski's idea for expenditures of funds in the town would be to use them for the Token Creek Eco Inn, one of the payers of funds. Now that Gray Road is discontinued, it is harder to find them. He would like to bring this up and see if there could be a sign indicating there is the Token Creek Eco Inn at Windsor Road and Portage Road with an arrow indicating it is 2/10's of a mile and another one at Vinburn Road. That would be a good expenditure of funds and within what the room tax funds can be expended.

Chairperson Wipperfurth offered some initial thoughts if the town would be placing signage. He felt the town would be going down a slippery slope. Others would want signs for their businesses. Would it be better to do advertising for the bed-and-breakfast? He would be supportive of that.

Chairperson Wipperfurth added that Lisa Beck suggested asking for money to support the Fourth of July event for two years. The question was raised whether it would be legal to fund something for two years.

Chairperson Wipperfurth said there should be a fairness test.

Will this commission have to disband completely? The bylaws will have to be rewritten. Should Windsor form its own tourism commission?

Supervisor Stravinski indicated he would know more after their meeting on October 20.

Supervisor Smith added that she did not think the town needs a tourism commission. If there would be more motels, then it maybe would be needed. People find out where they are going to stay by looking on the Internet. The Chamber of Commerce should be doing more to promote area businesses.

Town Finance Director Butteris indicated that in 2013 \$8,209 came in and Windsor had to pay out \$5,666, leaving about \$2,500.

Supervisor Stravinski felt there was some benefit with having a Room Tax Commission. It brought in soccer tournaments.

Supervisor Madelung felt this was a great opportunity to step back and take a look at the big picture and to find out what is effective.

13. Dane County Zoning Ordinance/Petition No. 10649 (Windsor Golf Ventures, Inc.)

Town Engineer Richardson indicated this is routine. The Town Board approved this rezone. It was sent to Dane County. Dane County has approved the zoning, and this is confirmation of what Dane County did.

A motion was made by Supervisor Stravinski, seconded by Supervisor Smith, to approve Dane County Zoning Ordinance/Petition No. 10649 (Windsor Golf Ventures, Inc.). Motion carried with a 4-0 vote.

14. Resolution 2014-62 Regarding The Engagement Of Professional Audit Services.

Town Finance Director Butteris indicated that this is the standard agreement that the town has seen in the past from Johnson Block which is the proposal to do the audit for 2014 done in 2015. On the second-to-last page, it notes the town's portion will be \$12,500. The CDA's portion will be \$900. The Department of Revenue report review will be \$675. It lists hourly rates should there be anything additional. (The town has not had anything additional.) In 2015 and 2016, there will be TIF expenditures. Town Finance Director Butteris recommended utilizing Johnson Block for the audit services.

A motion was made by Supervisor Smith, seconded by Supervisor Madelung, to approve Resolution 2014-62 Regarding The Engagement Of Professional Audit Services. Motion carried with a 4-0 vote.

15. Approve Contractor Proposal For Replacement Of Town Hall Entrance Doors/Windows.

Town Engineer Richardson explained. The town was looking at enclosing the front doors. The project was scaled back to replacing the doors. There will be a new set of doors. The doors will

have a T-bar, which is removable. There will be a handicap operator, which would be a push pad. Installation of the electrical for the handicap operator would not be included.

In that the push pad would utilize batteries, there would need to be developed a replacement schedule for the batteries.

Town Engineer Richardson indicated that the handicap operator would need to be disabled by the last person to leave the office. He was told it would take four weeks after ordering the doors to have the project completed.

A motion was made by Supervisor Madelung, seconded by Supervisor Smith, to approve the contract from Hellenbrand Glass, LLC, for \$10,398 up to a total of \$15,000 for the total project. It was noted that the town was accepting the higher of the two bids in that it meets the specs of what the town is looking for. This was added as a friendly amendment to the motion and was agreed to by the motion maker and second.

Supervisor Smith asked whether there could be a button so no batteries would be needed.

Town Engineer Richardson responded that this could probably be done, but there would be conduit that would be exposed. He will explore having a button instead of a pad.

Motion carried with a 4-0 vote.

16. Update On US Hwy 51 Expansion Project.

Town Engineer Richardson attended a meeting on the progress of the project on October 16. The intersection is ready for curb and gutter; however, they cannot get the cement for the concrete. There is a cement shortage because of a trucking shortage. They have begun prioritizing projects. The Verona Road, Green Bay, and Zoo projects take precedence over the Highway 51 project.

Deputy Clerk Butteris also noted there is a salt shortage because of the trucking issues.

17. Adjournment.

At 6:44 p.m. a motion was made by Supervisor Smith, seconded by Supervisor Stravinski, to adjourn the meeting. Motion carried with a 4-0 vote.

Respectfully submitted,



Ellen G. Teed, Recording Secretary