

TOWN OF WINDSOR  
REGULAR BOARD MEETING

Minutes

January 15, 2015

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: Town Finance Director Tina Butteris, Town Attorney Connie Anderson, Town Engineer Kevin Richardson, and Town Planner Jamie Rybarczyk.

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 (Governance Structure).

Chairperson Wipperfurth read the above announcement.

4. Approve Minutes.

- a. December 17, 2014.  
b. December 18, 2014.

With Supervisor Stravinski's clarification, a motion was made by Supervisor Smith, seconded by Supervisor Buchner, to approve the Minutes of December 17 and December 18, 2014. Motion carried with a 5-0 vote.

5. Finance.

a. Staff Report On Finances.

Finance Director Butteris indicated that additional invoices and some paid receipts had been provided. A finance report for December was provided. In December the town collected 55.69 percent of the 2014 tax roll compared to 54.28 percent in 2013 and 49.92 percent in 2012.

Revenues in the General Fund were at 101.5 percent, with expenses at 94.84 percent. Debt Service revenues were at 94.86 percent and expenses at 99.99 percent, with funds still available in reserves. There were 60 single-family building permits in 2014, up from 52 in 2013.

b. Consider Vouchers For Payment.

A motion was made by Supervisor Smith, seconded by Supervisor Madelung, to approve the vouchers as presented. Motion carried with a 5-0 vote.

c. Treasurer's Report.

A motion was made by Supervisor Buchner, seconded by Supervisor Smith, to approve the Treasurer's Report as presented. Motion carried with a 5-0 vote.

d. Budget Report.

A motion was made by Supervisor Stravinski, seconded by Supervisor Madelung, to approve the Budget Report as presented. Motion carried with a 5-0 vote.

6. Appearances Before The Board.

Dr. Susan Borden appeared before the Town Board and provided a referendum update. A \$41 million referendum question will be on the April 7 ballot. The cost to residents is estimated to be \$16 on a \$100,000 home, which would be \$48 on a \$300,000 home.

Supervisor Buchner gave his thanks for coming up with a plan that keeps the Morrisonville School going.

Dr. Borden responded that there will be a Morrisonville task force.

7. Future Governmental Structure Of Windsor.

Chairperson Wipperfurth indicated that this is a placeholder on the agenda. He asked Dr. Borden if she had any questions from the School District's perspective. She responded that she had none as they have been busy with the referendum.

8. Operator Licenses.

There were no applications for operator licenses.

9. Review Of Draft Town Of Windsor Comprehensive Plan Amendments.

Town Planner Rybarczyk stated that several months ago a draft of the Comprehensive Plan was provided to the Plan Commission and Board members. There will be a joint meeting with the Windsor Plan Commission on January 20. Public hearing and comment will be in February with adoption by the Plan Commission and Board in March or April.

Town Planner Rybarczyk highlighted changes.

Chapter 1 – Issues and Opportunities.

The format remains the same as in the older plan. Data was inputted for Windsor and adjacent townships. It was noted that Windsor is creating its first TIF district. Cooperative plans are in place and will be implemented.

Chapter 2 – Housing.

Tables were updated based on census data, and maps were updated. There are inconsistencies in the housing policy and land use plan which will be addressed.

Chapter 3 – Transportation.

The town will be adopting the official map for the town of Windsor shortly.

Chapter 4 – Utilities and Community Facilities.

Information was updated regarding the parks. The sanitary maps were updated.

Chapter 5 – Agricultural and Natural Cultural Resources.

Environmental corridors were looked at. The map was retitled to “environmentally sensitive areas.” The soils coverage map was updated.

Chapter 6 – Economic Development.

Text was added that discussed future areas. The town has been working with its grant specialist for development funding assistance programs.

Chapter 7 – Intergovernmental Cooperation.

Language and policies were updated.

Chapter 8 – Land Use.

A lot of the focus of the update was on the three sheets provided to Town Board members by Planner Rybarczyk. The areas around Morrisonville used to be in the ag future land use area. They are now in the farmland preservation area. Planner Rybarczyk discussed FUDA. Existing and future land use maps were updated. A land use summary table was created for developers.

Supervisor Stravinski questioned whether mineral extraction fits into Windsor's land use plan. Should it be made an ordinance and taken out of the plan? Why is it in the plan?

Town Planner Rybarczyk responded that he is recommending that it be removed from the plan. It does not address the issues that have been coming up, *i.e.*, housing values, quality of life. This will be discussed at a later date.

Chairperson Wipperfurth added that this could be discussed at the joint Plan Commission/Town Board meeting on January 20.

Chapter 9 – Implementation.

This involves monitoring of the plan.

The appendices were discussed.

Chairperson Wipperfurth asked whether the language could be strengthened to identify the importance of ag to the town and its impact on the town.

Supervisor Stravinski had several questions regarding the plan, which were addressed.

10. Approval Of Street Lights For Vinburn Road, Mueller Road And Snowy Owl Court.

Town Engineer Richardson stated that, since completion of U.S. Highway 51, the town has received some requests for additional lighting, specifically Vinburn Road, Snowy Owl Court, and Mueller Road. The total cost would be \$3,176. There is an existing pole for Snowy Owl Court. A business owner on Snowy Owl Court complained that his customers cannot find their way to his business because of the new road configuration. He has requested additional signs, which would cost the town \$139.56. The Dane County Highway Department would install the signs.

Chairperson Wipperfurth asked whether there was a jurisdictional transfer with Dane County regarding Snowy Owl Court. No one seemed to know for sure. This will be looked into.

He also mentioned that a resident had a concern regarding how Snowy Owl Court was constructed. The road tapers off, and it is dark. There is a large ditch with stone. Could a guard rail be installed?

There was a discussion regarding removing the stop sign at Conifer Court and replacing it with a yield sign. Town Engineer Richardson will research whether the town can remove a stop sign and will speak with the deputies. Finance Director Butteris responded that she would not be in favor of removing the stop sign with the truck traffic and the storage areas being added. Town Engineer Richardson said he would do some research.

Discussion followed regarding the proposed light for Vinburn Road. This light would be placed on Vinburn Road on the east side of Highway 51 to light the intersection when traveling to the west. With the new construction, the bridge blocks the light from the street light on the west side of the highway by Club 51, and there are no lights under the bridge. Supervisor Stravinski discussed having the light on the west side of the highway.

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

11. Resolution 2015-01 Reduction In Letter Of Credit For Holland Fields Phase 9.

Town Engineer Richardson explained the reason for the reduction in the letter of credit. A motion was made by Supervisor Buchner, seconded by Supervisor Smith, to approve Resolution 2015-01 Approving Reduction In Letter Of Credit And Acceptance Of Public Improvements For Phase 9 Of The Plat Of Holland Fields. Motion carried with a 5-0 vote.

12. Resolution 2015-03 Regarding The Execution Of A Contract For 2015 Landfill Monitoring.

Town Finance Director Butteris stated this is similar to what is passed each year. The town has to legally monitor the landfill. Strand has been providing this service to the town. The cost is up \$100. A motion was made by Supervisor Stravinski, seconded by Supervisor Madelung, to approve Resolution 2015-03 Regarding The Execution Of A Contract For 2015 Landfill Monitoring. Motion carried with a 5-0 vote.

13. Appoint Lacrosse Representative To Parks Commission.

The town has had a resignation of one of its Park Commission members. The town was notified that Eileen Spahn expressed an interest. Town Clerk Capstran invited her to the meeting, but she was not in attendance.

Chairperson Wipperfurth placed in nomination the name of Eileen Spahn to fill the vacant position on the Park Commission. A motion was made by Supervisor Stravinski, seconded by Supervisor Smith, to confirm the nomination.

Supervisor Buchner said he was skeptical to nominate someone to the Park Commission on hearsay from a third party.

Finance Director Butteris replied that the town contacted Tim Gotzion who is the head of the Lacrosse Club and he was asked to come up with a representative for the Park Commission. Ms. Spahn's name was provided by Mr. Gotzion.

Motion carried with a 5-0 vote.

14. Convene Into Closed Session And Roll Call.

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

15. Reconvene Into Open Session.

A motion was made and seconded to reconvene into open session. Motion carried with a 5-0 vote.

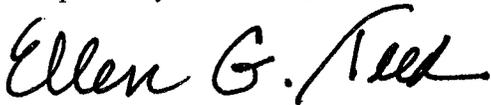
16. Action From Closed Session (May Include Motion Or Resolution).

a. Governance Structure.

17. 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 15<sup>th</sup>, 2015 at 5 p.m.

Windsor Town Hall / Meeting Room, 4084 Mueller Rd, DeForest, WI

**SUPPLEMENTAL MINUTES**

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

Supervisor Smith moved to convene into closed session pursuant to the notice at 6:20 p.m., second by Supervisor Buchner. Motion carried 5 – 0 with a roll call vote.

**15) Reconvene into Open Session**

Supervisor Smith moved to reconvene into open session at 7:12 p.m., second by Supervisor Buchner. Motion carried with a 5 – 0 vote.

**16) Action from Closed Session (May Include Motion or Resolution)**

a) Governance Structure

Chair Wipperfurth moved to approve Resolution 2015-02: Resolution Regarding Town Governance Structure, second by Supervisor Stravinski. Motion carried with a 5 – 0 vote.

**17) Adjournment**

Supervisor Madelung moved to adjourn at 7:13 p.m., second by Supervisor Smith. Motion carried with a 5-0 vote.

Respectfully submitted,



Tina Butteris  
Finance Director/Treasurer  
Office Manager/Deputy Clerk