

Approved
12-3-15

VILLAGE OF WINDSOR
REGULAR BOARD MEETING

Minutes

November 19, 2015

1. Call Meeting To Order And Roll Call.

Meeting convened by President Wipperfurth at 5:00 p.m. Trustees present: Alan Buchner, Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Others present: Village Clerk Christine Capstran, Village Finance Director Tina Butteris, Village Attorney Connie Anderson, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Madelung.

3. Announcements.

- a. The Village Board Will Convene Into Closed Session Pursuant To Wisconsin Statutes § 19.85(1)(c) Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility (Employee Performance, Evaluation And Compensation).

President Wipperfurth reminded everyone of the meeting on November 24 with the Plan Commission at 6:00 p.m.

He read the above announcement.

4. Approve Minutes.

- a. October 22, 2015.
b. October 29, 2015.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve the Minutes of October 22, 2015, and October 29, 2015, as presented.

5. Finance.

a. Staff Report On Finances.

Village Clerk Capstran advised that there was nothing to highlight.

b. Consider Vouchers For Payment.

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

c. Treasurer's Report.

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

d. Budget Report.

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

6. Appearances Before The Board.

Trustee Madelung advised that Trustee Jeff Miller from the village of DeForest planned to attend the meeting to congratulate Windsor on becoming a village. He was delayed at work and was unable to attend.

7. Operator Licenses.

Village Clerk Capstran recommended approval of both licenses.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Operator Licenses for Adria M. Karpinski and Jacob R. Wemette. Motion carried with a 5-0 vote.

8. "Class A" Intoxicating Liquor (Cider Only) For Speedway LLC, D/B/A Speedway #4202; Paul T. Thurston, Agent.

Village Clerk Capstran recommended approval. This is something new they just started this summer. Speedway has only sold beer up until now. They will only be able to sell cider until 9:00 p.m. by state regulation.

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to approve a “Class A” intoxicating liquor license (cider only) for Speedway LLC, d/b/a Speedway #4202, Paul T. Thurston, Agent. Motion carried with a 5-0 vote.

9. Ordinance 2015-02 Updating Permit Requirement For Agricultural Commercial Vehicles And Implements Of Husbandry (IOH) Due To Act 15.

Village Engineer Richardson explained that last year the town of Windsor approved an ordinance that said it would issue non-fee permits for implements of husbandry. There was a lot of feedback regarding the law. The Legislature made changes. They are asking Windsor to reaffirm that it will continue to operate with permits. There will be no change. The big farms that were at the meeting with the Extension have pulled permits and know the process. There will be no issues.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve Ordinance 2015-02 Establishing A Permit Requirement for Agricultural Commercial Vehicles And Implements Of Husbandry, In The Village Of Windsor, Dane County, Wisconsin. Motion carried with a 5-0 vote.

10. Resolution 2015-04 Ratification Of Sanitary District Tax Levies.

Village Attorney Connie Anderson explained that this Resolution looks very similar to the resolutions regarding the Utility District. In this Resolution, the village is specifically approving the 2015 budget and associated levy. This is still being done the same as last year. The village is doing this on the advice of the Department of Revenue, Department of Administration, and Treasurer. The village will be sending tax bills in the town of Windsor format. The village is approving the two budgets that it received.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2015-04, Ratification Of Sanitary District 2015 Tax Levies. Motion carried with a 5-0 vote.

11. Resolution 2015-05 Requesting Membership In The League Of Municipalities.

Village Attorney Connie Anderson explained that the League of Wisconsin Municipalities asked that there be a village resolution requesting membership. The League is the organization that carries the lobbying to the Capitol and provides a tremendous amount of education. The membership fee is based on the village’s population.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve Resolution 2015-05 Requesting Membership In the League Of Wisconsin Municipalities. Motion carried with a 5-0 vote.

12. Village Minutes And Postings.

President Wipperfurth noted that this is an appropriate time to reanalyze the village's approach on taking minutes. Right now, they are detailed.

Village Attorney Connie Anderson added that, as a village, Windsor is required to publish its minutes in the newspaper. A lot of communities just post the motion results. Windsor needs to start publishing its minutes. The proceedings for the purpose of publication shall include the substance of the official action. There was a change in the statute regarding posting. They recognize that communities have their own internet site. The village could post the minutes in one physical place and put them on the website. This item is for feedback from the Village Trustees.

Trustee Smith felt that the items the Village Board votes on should be in the newspaper.

Trustee Stravinski agreed. He agreed cost-wise. Would it be legal that the village have expanded minutes? Maybe a memo to the file? What is the cost difference of publishing full minutes vs. minutes with only the results of the voting? The village would need to determine that.

Trustee Smith added that the written word can be misinterpreted. If someone had a question regarding a vote, they could come to a meeting and ask for clarification.

Trustee Madelung had questions. Staff could take meeting notes for internal purposes.

President Wipperfurth was uncomfortable with two sets of minutes.

Trustee Madelung responded that the village could put the resolutions in the newspaper.

Trustee Buchner asked what the Windsor residents expect of elected officials. History has been to provide a detailed report of what goes on at the meetings.

President Wipperfurth stated that the village could get a cost estimate for an average set of minutes.

Trustee Buchner asked about the recording secretary if the village has very limited minutes.

President Wipperfurth replied that the recording secretary could assist in taking notes for staff for internal purposes.

Village Attorney Connie Anderson indicated personal notes for personal use would not be subject to a request for documents. She works with a community that has publication minutes and official minutes.

Trustee Stravinski agreed with Trustee Buchner regarding transparency with what is said at meetings. The official record may indicate a vote of 4-1; however, the dissenter will be unable to make a statement as to why he voted against it. He felt the big thing is to find out what the cost will be.

Village Clerk Capstran asked whether it would be possible for the village to do publication minutes and have an official set of minutes that go on the website. The full set of minutes would be on the village's website. The minutes for publication could explain that the expanded minutes are on the village's website. There would be a full disclosure statement. More details are available on the village's website.

Trustee Madelung indicated if the village passes this then the village can download its minutes. Nothing would change in the village's current practice. The publication minutes would have an agenda with a record of the action taken on each item.

President Wipperfurth stated the village will need to verify the cost difference. This will be a future agenda item.

13. Village Of Windsor Organizational Chart.

Village Finance Director Butteris updated the Organizational Chart.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve the Organizational Chart. Motion carried with a 5-0 vote.

14. Village Hall Signage.

President Wipperfurth began the discussion by stating that he was looking at having a larger sign out by the road that would identify this as the village of Windsor. It would be brick with an electronic sign that would scroll or slide off or stay. The portion of the sign indicating the village of Windsor would be illuminated from inside. The village has funds to pay for it. President Wipperfurth would like to leave the sign on the present structure as it is. It is part of Windsor's history. It should not be covered up.

Trustee Stravinski agreed. A lot of historical buildings have historical signs. He agreed with the new sign.

Village Finance Director Butteris did some research. That type of sign will be upwards of \$40,000 to \$50,000. A sign will not be designed until the designer knows what Windsor is looking at and a price range.

Trustee Buchner stated that all of Windsor's residents do not travel on Mueller Road. He thought \$40,000 to \$50,000 was excessive.

President Wipperfurth would like a nice sign allowing the message to change.

Trustee Madelung suggested using a “Growing Forward” sign.

Trustee Smith added that, if the village wanted scrolling, it should be out by the highway.

Trustee Buchner stated that, if the village is going to use it for advertising, it would need to be in front of the folks that would see it.

Village Engineer Kevin Richardson stated that, if the sign is proposed near Windsor Commons, it cannot be on the state right-of-way. It would have to be on the village’s property. The issue at the Sports Commons is because there is such a change in grade. There are “way” signs already in the roundabouts. A sign would have visibility at the Recycling Center.

Village Finance Director Butteris indicated Windsor’s populous areas are off of Windsor Road. Should the sign be on the school property at North Towne and Windsor Road?

President Wipperfurth advised since Windsor is now a village it can solicit DOT to get its name on the Interstate signage.

Trustee Smith added that people find it difficult to locate Windsor Commons.

Village Clerk Capstran responded that mapping systems take up to a couple of years to update.

Trustee Madelung felt there were two issues: a sign at the Village Hall and another sign.

Trustee Buchner said he was a supporter of a large electronic sign with a community page and paid advertising.

Trustee Stravinski would like to see something near the Village Hall entrance rather than by the highway. Something nicer than what the village presently has. It could say Village of Windsor Growing Forward. Where would we put it; how big would it be; how high would it be; how would it be lit? The Village Board needs more information.

Village Clerk Capstran indicated that adding an electronic component would be \$10,000.

Trustee Madelung liked the idea of keeping the old sign.

Trustee Smith stated that right now someone manually changes the sign, and that costs money. She thought it was a good idea to not have to physically change the sign.

President Wipperfurth added that a lot of people drive to the Recycling Center and drive past the Village Hall.

The matter was deferred.

15. Convene Into Closed Session And Roll Call.

At 6:00 p.m. a motion was made by Trustee Smith, seconded by Trustee Madelung, to convene into closed session. Roll call vote with everyone present.

16. Reconvene Into Open Session.

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

17. Action From Closed Session.

- a. Employee Performance, Evaluation And Compensation.

18. 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

VILLAGE OF WINDSOR - BOARD MEETING

Thursday, November 19, 2015 at 5 p.m.

Windsor Municipal Building / Meeting Room, 4084 Mueller Rd, DeForest, WI

MINUTES

16) Reconvene into Open Session

Trustee Smith moved to reconvene into open session at 7:29 pm, second by Trustee Buchner. Motion carried all ayes.

17) Action from Closed Session

a. Employee Performance, Evaluation and Compensation

Trustee Buchner moved to confirm the employee performance, evaluation and compensation as discussed and as set forth in the Director of Finance report, second by Trustee Madelung. Motion carried all ayes.

18) Adjournment

Trustee Smith moved to adjourn at 7:30 pm, second by Trustee Madelung. Motion carried all ayes

Respectfully submitted,



Tina Butteris
Director of Finance/Treasurer
Human Resources Manager/Deputy Clerk