

Approved 12-17-15

VILLAGE OF WINDSOR
REGULAR BOARD MEETING

Minutes

December 3, 2015

1. Call Meeting To Order And Roll Call.

Meeting convened by President Wipperfurth at 4:00 p.m. Trustees present: Alan Buchner, Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Others present: Village Finance Director Tina Butteris, Village Attorney Connie Anderson, Village Engineer Kevin Richardson, and Village Planner Shaun Malarkey.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Smith.

3. Announcements.

a. Public Hearing On The Proposed 2016 Budget.

Chairperson Wipperfurth noted the above announcement.

4. Approve Minutes.

- a. November 17, 2015.
- b. November 19, 2015.
- c. November 23, 2015.
- d. November 24, 2015.

Trustee Buchner asked that the word "past" be deleted on page 2, the second paragraph, of the November 17 Minutes. A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Minutes of November 17, 2015; November 19, 2015; November 23, 2015; and November 24, 2015, with the change. Motion carried with a 5-0 vote.

Later in the meeting, Village Attorney Anderson asked that the Village Board reconsider the Minutes for November 24, 2015. She explained her additions to clarify the moratorium.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to reconsider the Minutes of November 24, 2015. Motion carried with a 5-0 vote.

No one had any objection to the additions.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to accept the proposed language addition to the Minutes of November 24, 2015. Motion carried with a 5-0 vote.

5. Consider Vouchers For Payment.

President Wipperfurth noted that additional vouchers were provided.

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

6. Appearances Before The Board.

Dr. Sue Borden of the School District congratulated Windsor on its incorporation.

She shared the latest renderings of the construction for the high school, the floor plan for Windsor Elementary which has more open space, and Eagle Point. In response to a question from Trustee Buchner, Dr. Borden said no changes were being made to the Morrisonville Elementary School. She has concerns with the only boiler that has “Band-Aids.” The kitchen needs updating. There are ADA access and special aide services issues.

The new buildings will have secured entry and security cameras.

7. Report From Contact Deputy And Village Of Windsor Policing Monthly Report.

Deputy Heidi Studnicka provided the Law Enforcement Report for November 2015. Their cars will have new designs that say the Village of Windsor.

Calls were down, with a total of 102. Citations were issued. Calls of interest included a theft from an auto, child abuse, disturbances, burglary, and an OWI arrest with criminal damage to property.

Trustee Buchner asked if there had been any more discussion regarding speeds on Portage Road at Windsor Hill. Deputy Studnicka said the sheriffs would maintain their presence. The flashing signs are up.

8. Operator Licenses.

None.

9. Public Hearing On The 2016 Budget.

At 5:15 p.m., the budget hearing was called to order.

Village Finance Director Butteris gave a presentation. Things have changed with Windsor becoming a village. Adopting the budget is a little different. The village will adopt its budget per state statute which includes all debt and revenue appropriations and reserve funds. The village looked at fund balances. A budget summary was published on November 12, 2015. The budget serves as authorization for the village to levy the funds. The proposed levy is \$3,236,482. Tax bills will say Town of Windsor this year. They will show equalized value and assessed value. Equalized value is set by the Department of Revenue, which is the market value, except for ag property and undeveloped lands. There was a 9 percent increase in equalized value. Assessed value is determined by the assessor for Windsor. This is the dollar amount assigned to real estate and property as of January 1. There was a 3 percent increase in assessed value.

Total revenues have increased 8.86 percent over the 2015 budget. General Fund expenses increased 8.86 percent over the 2015 budget. Debt service payments increased 3.79 percent to meet 2016 payment obligations. The 2016 Parks and Recreation Fund revenue and expenses both increased 25.21 percent. The 2016 Token Creek Conservancy Fund levy request is \$20,600, an increase of 2.91 percent in levy. The 2016 Reserve Replacement Fund levy request is \$60,000. The biggest expenditure for the Capital Improvements Fund is the road projects. The village is looking to spend \$293,600 for 2016 road projects. Impact Fee revenue is \$113,400, with expenses of \$96,000. No revenues or expenditures are budgeted for the 2016 Tax Fund, as this is an in-and-out account for collections and tax payments. The Purchase of Development Rights Fund will be using \$6,000 to purchase a larger sign for the Treinen Family Farm. The present sign will be relocated to Gray Road. Accounts Receivable is also an in-and-out fund used for escrows. The 2016 Community Development Authority revenues will decrease 43.23 percent as no reserves are being applied. Expenses will decrease 45.98 percent as the Windsor Crossing project is within TID #1. The 2016 Tax Incremental District #1 was created in 2014. There is no additional value for taxation as of January 2, 2015. Expenses were funded through 2015 borrowing. There are no revenues, expenditures, or reserves in the Utility District Funds. The net new construction is the amount of new construction reduced by demolition or destruction of buildings. Windsor's net new construction is 3.53 percent, as compared to Dane County's 2.21 percent. Windsor is one of the five fastest-growing communities in Dane County.

Levy limits are set by the statute and are calculated using a worksheet provided by the Wisconsin Department of Revenue. Windsor's allowable levy, after adjustments, is \$3,236,482. The requested levy is an overall increase of 2.93 percent, which is up \$92,189. The mill rate is \$5.25, down from \$5.26 last year. Windsor is neutral.

Finance Director Butteris thanked the Village Board for its hard work. This budget was harder than in the past. President Wipperfurth also thanked Finance Director Butteris for her hard work.

The budget hearing was closed at 5:48 p.m.

10. Resolution 2015-06 Adoption Of 2016 Budgets.

A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve Resolution 2015-06 Adoption of Budgets. Motion carried with a 5-0 vote.

11. “Class B” Fermented Malt Beverage And Intoxicating Liquor Licenses.

a. Frog Pond Bar & Grill; Jeremy Lloyd, Agent (formerly Tamarack II).

Village Clerk Capstran provided a memo to the Village Board members recommending approval. A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve the “Class B” Fermented Malt Beverage and Intoxicating Liquor Licenses for the Frog Pond Bar & Grill, Jeremy Lloyd, Agent. Motion carried with a 5-0 vote.

Village Attorney Connie Anderson added that the original alcohol beverage retail license must be returned to the village.

12. Resolution 2015-07 Requesting DeForest Area Chamber Of Commerce Update Name To DeForest-Windsor Area Chamber Of Commerce.

An update was provided by Guy Gryphon from the Chamber of Commerce.

President Wipperfurth stated since Windsor is incorporated the name change will better reflect the dynamics of the area. Vern Meyer, the incoming president of the Chamber, was also present. President Wipperfurth noted that Windsor wants to work cooperatively with everyone. The entire area can be promoted under one consolidated Chamber.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2015-07 Requesting Deforest Area Chamber Of Commerce Update Name To DeForest-Windsor Area Chamber Of Commerce. Motion carried with a 5-0 vote.

13. Resolution 2015-08 Adoption Of Comprehensive Outdoor Recreation Plan.

Shaun Malarkey of Foth indicated they have been working on the Comprehensive Outdoor Recreation Plan for a little over a year. They went in front of the Token Creek Conservancy Committee and the Parks and Recreation Committee on December 1. A few changes were recommended which were made. Windsor’s last plan was in 2007. The plan must be updated in order for Windsor to be eligible for grants. The goals and objectives were tweaked from the

2007 plan. The types of parks are regulated in this plan: pocket parks, neighborhood parks, and community-wide parks. There are standards for each park.

A comprehensive inventory was taken of Windsor's parks and proposed parks. An in-depth profile was put together for each park. This will be updated annually. A needs assessment was performed. Windsor is sitting good in terms of parks per population. The capital improvement plan focuses on the next five years.

Planner Malarkey showed an area map of the parks. Windsor's focus should be on improving current parks.

President Wipperfurth noted that a number of older parks are labeled "Town of Windsor." The village needs to look at changing the signage.

The Revere Trails Conservancy should be maintained with the Token Creek Conservancy. The multi-use path should be part of the Token Creek Conservancy. The park in Raintree is now known as the Raintree Conservancy.

Trustee Buchner stated that he has been encouraging people to go to Culver Springs and the Big Hill.

Paths were discussed.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2015-08 Approval Of Comprehensive Outdoor Recreation Plan: 2015-2020. Motion carried with a 5-0 vote.

Village Finance Director Butteris thanked Shaun Malarkey and Jamie Rybarczyk for all of their hard work.

14. Resolution 2015-09 Regarding Village Minutes And Postings.

This matter was discussed previously. A Resolution was prepared by Village Attorney Anderson which lays out the minutes and postings. She went through the Resolution. The Village Clerk maintains the official minutes. The minutes to be published are going to be separate. The minutes will be posted on the door of the Municipal Building and on the Internet. They will no longer be posted at the post offices.

Trustee Stravinski asked whether this would be the same for the Plan Commission and other commissions.

Village Attorney Anderson responded that this standard is for the Village Board.

15. Resolution 2015-12 Reduction In Letter Of Credit For Wolf Hollow LLC By Neumann Companies.

Village Engineer Richardson provided a memo to the Board members. The reduction is for the Dusky Glen cul du sac that was completed this year. He is recommending that the village reduce the letter of credit to 10 percent of the infrastructure cost which would be \$25,650.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2015-12 Reduction In Letter Of Credit For Wolf Hollow Windsor, LLC – Phase 3. Motion carried with a 5-0 vote.

16. Committee/Board/Staff Reports.

a. Plan Commission.

Trustee Stravinski indicated he had nothing to report.

b. Community Development Authority.

Town Engineer Richardson indicated he had nothing to report.

c. Park Committee.

Trustee Madelung reported on the Park Committee.

d. Token Creek Conservancy Committee.

Trustee Stravinski reported on the Token Creek Conservancy Committee.

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

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

f. DeForest Area Fire Protection Board.

President Wipperfurth reported on the DeForest Area Fire Protection Board.

g. DeForest Area Chamber Of Commerce.

Trustee Smith reported on the DeForest Area Chamber of Commerce.

h. DeForest Area Tourism Commission.

Trustee Stravinski reported on the DeForest Area Tourism Commission.

i. Dane County Cities And Villages Association.

President Wipperfurth reported on the Dane County Cities And Villages Association.

j. WisDOT I-39/90/94 Study From Madison To Portage.

Town Engineer Richardson indicated he had nothing to report.

k. Village President Report.

President Wipperfurth provided his report.

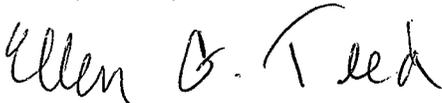
l. Village Staff Report.

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

17. Adjournment.

At 5:52 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary