

**VILLAGE OF WINDSOR - BOARD MEETING**  
Thursday, January 7, 2016 at 5:00 p.m.  
Windsor Municipal Building, 4084 Mueller Rd, DeForest, WI

**AGENDA**

- 1) Call Meeting to Order and Roll Call**
- 2) Recitation of the Pledge of Allegiance**
- 3) Announcements:**
- 4) Approve Minutes**
  - a) December 15, 2015
  - b) December 17, 2015
- 5) Consider Vouchers for Payment**
- 6) Appearances Before the Board**
- 7) Report from Contract Deputy; and Village of Windsor Law Enforcement Report**
- 8) Operator Licenses**
- 9) Intergovernmental Agreement for An Adaptive Management Plan for the Yahara Watershed**
- 10) DeForest Area Chamber of Commerce Name Change to DeForest/Windsor Area Chamber of Commerce**
- 11) Resolution 2016-01: Engagement Agreement with Axley Brynelson (Human Resource Attorney)**
- 12) Resolution 2016-02: Execution of a Contract for Landfill Monitoring**
- 13) Determine the Location for the Public Places Used for Posting Notices**
- 14) Employment of Kadie Jo Butteris for Seasonal/Temporary Office Staff**
- 15) Committee/Board/Staff Reports:**
  - a) Plan Commission
  - b) Community Development Authority
  - c) Park Committee
  - d) Token Creek Conservancy Committee
  - e) DeForest Area Community and Senior Center/Half-Century Club
  - f) DeForest Area Fire Protection Board
  - g) DeForest Area Chamber of Commerce
  - h) DeForest Windsor Tourism Commission
  - i) Dane County Cities & Villages Association
  - j) Windsor Utility Commission

- k) WisDOT Liaisons
- l) Village President Report
- m) Village Staff Report

## 16) Adjournment

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Posted 12/23/2015: Windsor Municipal Building and Village Website ([www.windsorwi.gov](http://www.windsorwi.gov)); Published 12/31/2015 in the DeForest Times Tribune

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**All agenda items are posted for discussion and possible action by the Village Board.**

The Village Board may allow public input on any listed agenda item.

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the need(s) of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk's Office, 4084 Mueller Rd, DeForest, WI 53532 (608)846-3854.

NOTE: It is possible that members of and a possible quorum of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Approved 1.21.2016

VILLAGE OF WINDSOR  
REGULAR BOARD MEETING

Minutes

January 7, 2016

1. Call Meeting To Order And Roll Call.

Meeting convened by President Wipperfurth at 5:00 p.m. Trustees present: Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Alan Buchner had an excused absence. Others present: Village Director of Finance/Deputy Clerk Tina Butteris and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Madelung.

3. Announcements.

None.

The Boy Scouts in the audience explained they were from Windsor Troop 155 and were at the meeting as a requirement toward earning their merit badges.

4. Approve Minutes.

- a. December 15, 2015.
- b. December 17, 2015.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Minutes of December 15 and December 17, 2015, as presented. Motion carried with a 4-0 vote.

5. Consider Vouchers For Payment.

President Wipperfurth noted some additional vouchers had been presented.

Village Director of Finance/Deputy Clerk Butteris indicated there was nothing to highlight. There are utility invoices that are coming through also. They will be taken to the Utility Commission.

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

6. Appearances Before The Board.

None.

7. Report From Contact Deputy And Village Of Windsor Law Enforcement Report.

Deputy Day provided the Law Enforcement Report for December 2015. Deputy Gnacinski responded to 24 calls, including a death investigation and Shop With A Cop. Deputy Day responded to 47 calls. He issued 16 citations and 65 warnings. Calls of interest for Deputy Day included a domestic issue, a fatal crash, felony warrant arrest, and assisting with the Mall shooting. Deputy Studnicki responded to 31 calls, including a vehicle pursuit and a suicidal person. The deputies are working on parking enforcement.

8. Operator Licenses.

President Wipperfurth noted there was one application for an Operator License. Village Clerk Capstran recommended approval.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve the Operator License for Kari A. Gascho based on staff recommendation. Motion carried with a 4-0 vote.

9. Intergovernmental Agreement For An Adaptive Management Plan For The Yahara Watershed.

Kathy Lake, Environmental Specialist for Madison Metropolitan Sewerage District (MMSD), appeared before the Village Board and discussed the Intergovernmental Agreement. The pilot program has now been completed, and the full-scale project is going forward. Adaptive management will help everyone comply with the Rock River TMDL (Total Maximum Daily Load). There are three main sources of phosphorus: wastewater treatment, agricultural fields, and urban areas. There is too much phosphorus in our water bodies. The Rock River TMDL was approved in 2011. The goal is to remove the impaired sections. The required phosphorus reduction for Windsor is 1,351 pounds per year. Village Engineer Richardson added that Windsor has a 30 percent reduction. SLAM modeling is proposed to determine the true number for reduction.

Kathy Lake indicated that watershed adaptive management is an option. Wisconsin is the only state in the country that has this option. Everyone needs to work together. About four years ago, MMSD dipped its toe into adaptive management. Windsor was a part of that. They are currently in the process of going to a full-scale adaptive management program. The cost is \$104 million for a full-scale adaptive management program. They are routing an Intergovernmental Agreement to all participants for execution and will be meeting regulatory compliance in a cost-effective manner. The placeholder cost for Windsor is \$66,000 per year. The Intergovernmental Agreement asks Windsor to commit for 20 years. It does allow for an off-ramp every five years. They are expecting a 40 percent reduction within 20 years.

Kathy Lake explained other approaches used by other states.

Trustee Stravinski inquired about how other communities are funding this charge.

Ms. Lake responded some are using a utility charge.

Village Engineer Richardson added that Fitchburg has a utility district for funding.

President Wipperfurth asked where Windsor's \$66,000 would go.

Ms. Lake responded that it goes into a segregated adaptive management account.

President Wipperfurth added that the Yahara Pride Farm Group has been working very well.

Trustee Stravinski asked how the amount of phosphorus the village of Windsor was placing into the Yahara River was determined.

Kathy Lake responded that it is based on urban and agricultural practices. She went on to discuss monitoring sites and indicated it was important for Windsor to get its modeling done. If Windsor completes its modeling prior to September 1 and determines that its yearly rate would be less than \$66,000, the cost for participation in 2017 would change. If the study is not completed prior to September 1, Windsor will be billed for \$66,000. If it is later determined that Windsor overpaid, the balance would be returned to Windsor over a four-year period.

Village Engineer Richardson explained that Windsor is planning to put together a request for proposal for engineering for the SLAM modeling. He has a sample RFP to follow. The plan is to start in the spring and have it completed in the spring and approved prior to September 1. If it is not completed prior to September 1, Windsor will be billed \$66,000 with any overpayment being paid back to Windsor over the next four years.

This being an informational item only, no action was taken at this time.

10. DeForest Area Chamber Of Commerce Name Change To DeForest/Windsor Area Chamber Of Commerce.

President Wipperfurth noted that this item was already discussed by the village of Windsor. The Village Board has passed a Resolution asking for a name change. The Chamber of Commerce is doing a survey of its membership. The Chamber's one concern would be the cost associated with the name change. Estimated costs were provided. President Wipperfurth had talked about having the Chamber change its name when Windsor was a town. Now the Chamber is more receptive. Since Windsor is asking the Chamber to change its name, Windsor should be paying for some of the costs. He suggested that the village approve up to \$7,500. Logos could start to be combined. This cost would fall under the costs of incorporation that have been budgeted.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve allocating up to \$7,500 to the DeForest Area Chamber of Commerce to change its name to the DeForest/Windsor Area Chamber of Commerce. Motion carried with a 4-0 vote.

11. Resolution 2016-01: Engagement Agreement With Axley Brynelson (Human Resource Attorney).

Village Director of Finance/Deputy Clerk Butteris explained that Windsor has worked with Axley Brynelson. Attorney Leslie Sammon prepared Windsor's Employee Handbook. This agreement would be to have Axley Brynelson/Leslie Sammon work with Windsor regarding human resource items.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2016-01 Regarding Engagement Agreement With Axley Brynelson (Human Resource Attorney). Motion carried with a 4-0 vote.

12. Resolution 2016-02: Execution Of A Contract For Landfill Monitoring.

Village Engineer Richardson explained that this is a contract with Strand for landfill monitoring. The cost is \$3,000 for the testing of the landfill wells. This is a continuation of Windsor's relationship with Strand.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-02 Regarding The Execution Of An Agreement For Technical Services With Strand Associates, Inc.'s Contract For 2016 Landfill Monitoring. Motion carried with a 4-0 vote.

13. Determine The Location For The Public Places Used For Posting Notices.

Village Director of Finance/Deputy Clerk Butteris explained that, at the December 17 meeting, the Ordinance before the Village Board was approved. The Ordinance indicated that the Village

Board would determine the posting locations. Notices will be posted at the Municipal Building and electronically on the Village's website.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve posting public notices at the Village Municipal Building and electronically on the village's website. Motion carried with a 4-0 vote.

14. Employment Of Kadie Jo Butteris For Seasonal/Temporary Office Staff.

Village Director of Finance/Deputy Clerk Butteris explained that normally the village does not have on the agenda the issue of temporary help. In this instance, the applicant is her daughter. Per the village's Employee Handbook, an employee cannot be supervised by a member of their family. Village Director of Finance/Deputy Clerk Butteris explained that the village staff has gone through a lot of medical issues in the last six months. There are two staff members presently on medical leave. A couple of former employees have come back to help out at the front desk. The village is looking for someone to help with administrative work for the next four to five months. This would be to help cover the shortfall. Kadie Jo Butteris would be supervised by Village Director of Finance/Deputy Clerk Butteris.

A motion was made by Trustee Stravinski, seconded by President Wipperfurth, to hire Kadie Jo Butteris for seasonal/temporary office staff. Motion carried with a 4-0 vote.

15. Committee/Board/Staff Reports.

a. Plan Commission.

President Wipperfurth reported on the Plan Commission.

b. Community Development Authority.

Village Engineer Richardson indicated there was no meeting in December.

c. Park Committee.

Trustee Madelung indicated there was no meeting in December, and there will be no meeting in January.

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 indicated there was nothing to report.

- j. Windsor Utility Commission.

Village Engineer Richardson reported on the Windsor Utility Commission.

- k. WisDOT Liaisons.

Village Engineer Richardson reported regarding the WisDOT Liaisons.

- l. Village President Report.

President Wipperfurth provided his report.

- m. Village Staff Report.

Village Engineer Richardson and Village Director of Finance/Deputy Clerk Butteris provided a staff report.

16. Adjournment.

At 6:38 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the meeting. Motion carried with a 4-0 vote.

Respectfully submitted,



Ellen G. Teed  
Recording Secretary

NOTICE OF NEWLY ENACTED RESOLUTIONS  
Village of Windsor

Please take notice that the Village of Windsor enacted the following Resolutions on January 7, 2016:

Resolution 2016-01 Engagement Agreement with Axley Brynelson (Human Resource Attorney).

Resolution 2016-02: Execution of a Contract for Landfill Monitoring. Approved engagement of Strand Associates, Inc. to complete the mandated landfill monitoring.

The full text of all resolutions may be obtained at the Village Clerk's office, 4084 Mueller Rd., DeForest, WI 53532, through the Village website at [www.windsorwi.gov](http://www.windsorwi.gov) or by calling the Village office at 608-846-3854.

Published in the DeForest Times Tribune on 1/14/2016.

**NOTICE OF NEWLY  
ENACTED RESOLUTIONS**

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Engagement Agreement with Axley Brynelson (Human Resource Attorney).

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PUB. The DeForest Times-Tribune: January 14, 2016  
WNAXLP

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# Yahara WINS Adaptive Management Project

January, 2016

Madison Metropolitan  
Sewerage District



#9

# Bottom Line

**Adaptive management will help Windsor comply with Rock River TMDL phosphorus and sediment allocations and address related WPDES permit requirements at the lowest cost.**



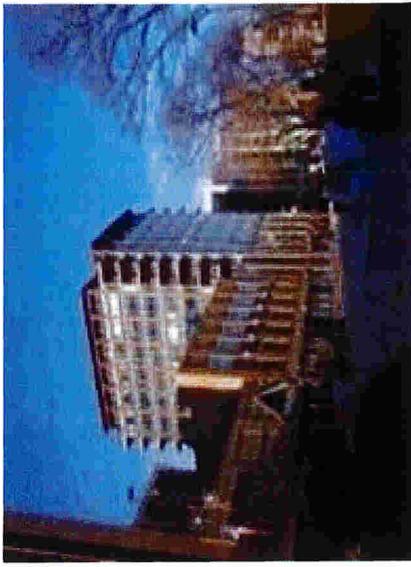
# Three Main Phosphorus Sources in the Watershed



**Treatment Plants**



**Agriculture**

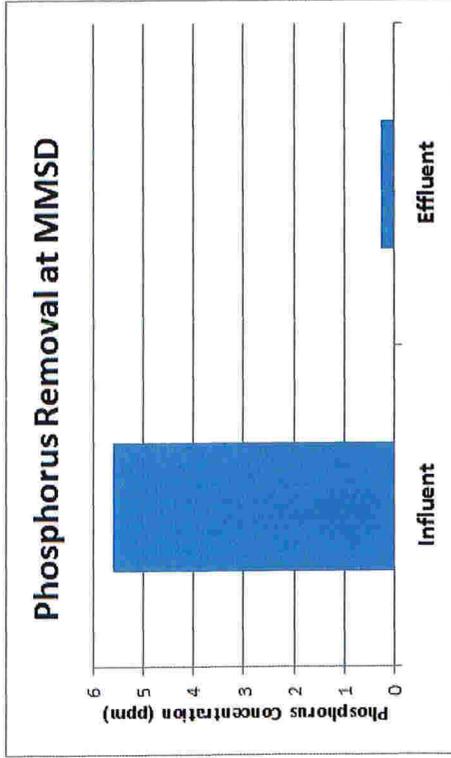


**Urban**

9



# Phosphorus Reduction (Much Has Been Done-By Everyone)



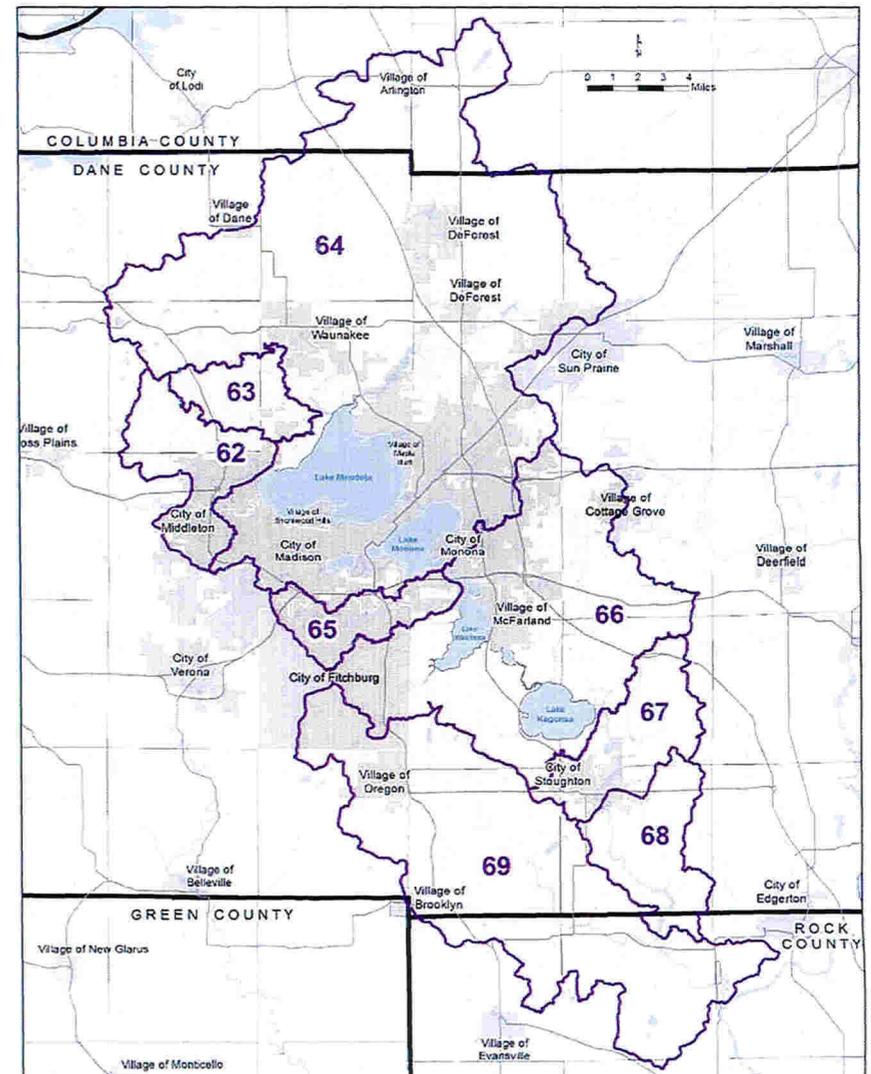
# Phosphorus and TSS Reductions are Needed

- **By all sources**
- **Rock River TMDL tells us how much**



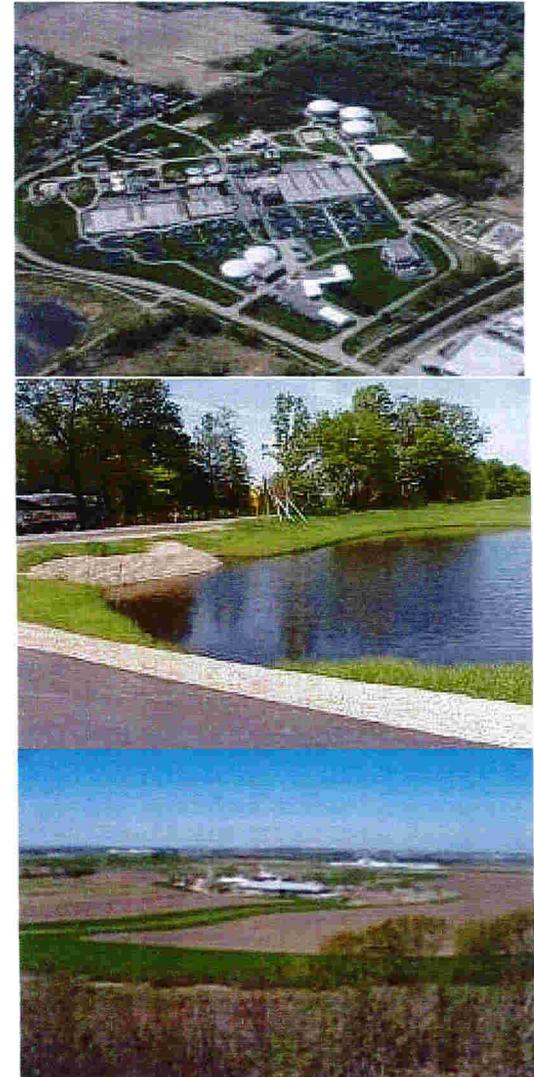
# Rock River TMDL

- **Yahara TP reduction:  $\pm 106,000$  lb/yr**
- **Sum of TP reductions by all sources**
- **Village of Windsor has a reduction requirement of 1,351 lbs/yr**
- **Can be adjusted based on updated stormwater modeling**



# Traditional Compliance Approaches

- **Each source takes independent actions**
- **Very expensive**
- **May not be able to achieve regulatory compliance**
- **May not achieve desired water quality outcomes**



# Watershed Adaptive Management Option

- A new regulatory compliance approach
- P sources work together
- Focus on:
  - **Cost control**
  - Partnerships/collaboration
  - Watershed based solutions



Madison Metropolitan  
Sewerage District





# Yahara WINS-Pilot Project Participants

## Cities

Fitchburg  
Madison  
Middleton  
Monona  
Stoughton

## Villages

Arlington  
Cottage Grove  
DeForest  
Maple Bluff  
McFarland  
Oregon  
Shorewood Hills  
Waunakee

## Towns

Blooming Grove  
Bristol  
Burke  
Cottage Grove  
Dunn  
Middleton  
Westport  
**Windsor**

## Others

Clean Lakes Alliance  
Clean Wisconsin  
Dane County  
MG&E  
MMSD  
Sand County Foundation  
Stoughton Utilities  
USGS  
WDNR  
Yahara Pride Farm Group

## Other Interested Parties\*

DATCP  
CARPC  
Yahara Lakes Association  
Friends of Badfish Creek  
Others  
EPA Region 5  
River Alliance  
UW-Madison  
USDA/NRCS  
Friends of Pheasant Branch

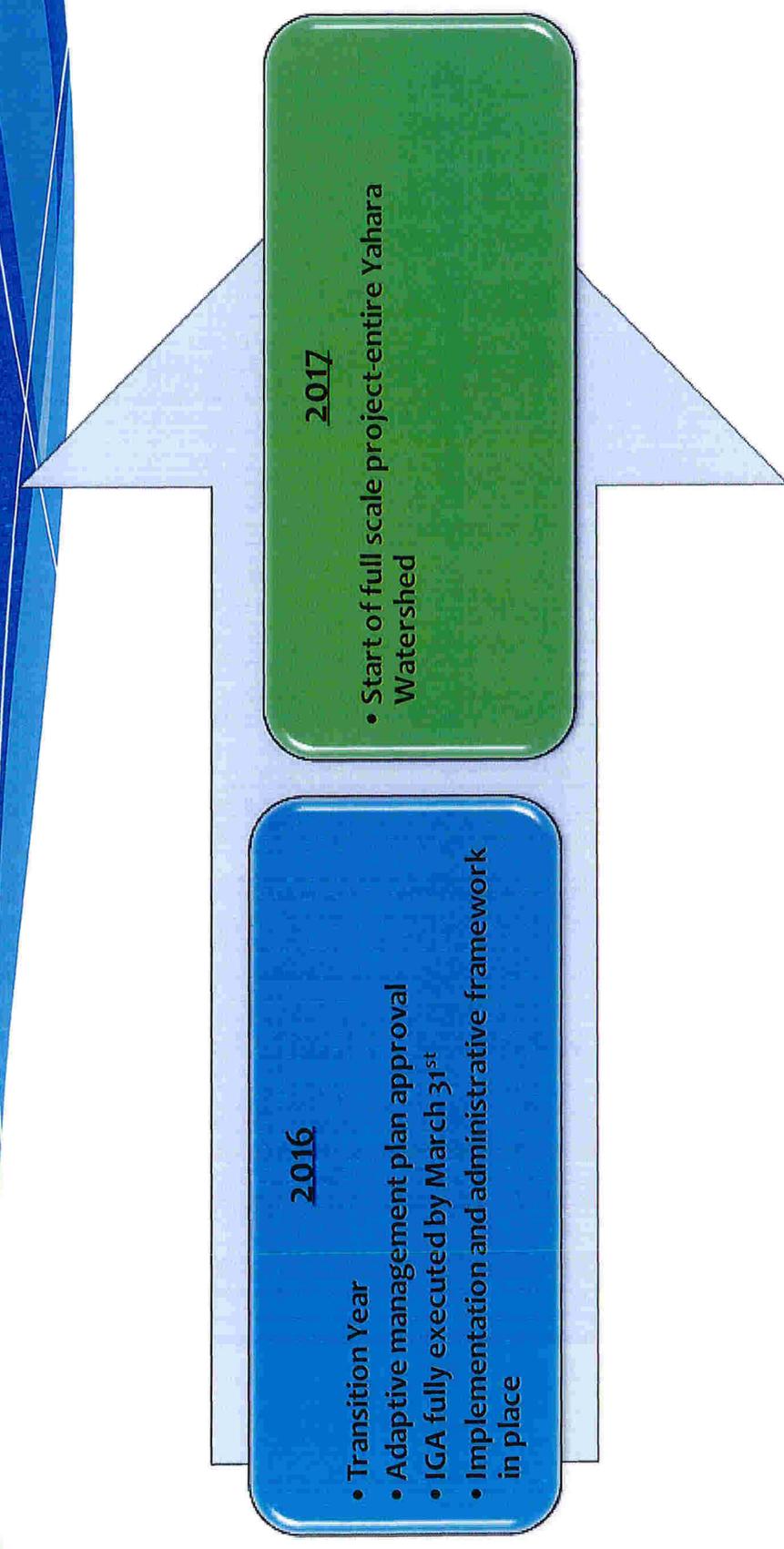
\*Periodically updated

Madison Metropolitan  
Sewerage District

# Full Scale Adaptive Management Project

- **Achieve TMDL required phosphorus reductions from all sources in the Yahara watershed**
- **Current cost estimate ~ \$104 M (20 year total cost)**
- **Cost distributed to participants proportional to TMDL required reductions**
- **Municipal participants execute an Intergovernmental Agreement (IGA)**

# Adaptive Management Timing



# TMDL financial impacts for municipal entities

## Two Potential Cost Centers

1. **Wastewater-for MMSD costs passed on to customer communities**
2. **Direct stormwater costs as an MS4**



Madison Metropolitan  
Sewerage District



# TMDL financial impacts for municipal entities



## Two potential areas for AM cost savings



# Estimated wastewater savings for MMSD customer communities

<b>Municipal Entity</b>	<b>Annual Cost-Trt</b>	<b>Annual Cost-AM</b>	<b>Annual Savings<sup>[2]</sup></b>
Village of Windsor	\$65,000	\$7,000	\$58,000

<sup>[1]</sup> Based on P load to NSWTP (2012-2014)

<sup>[2]</sup> Annual Average over 30 year period based on 3% annual inflation rate

# Potential stormwater savings in AM

**Estimated cost per pound of phosphorus controlled**

**Adaptive Management**

**\$75/lb**

**Traditional Stormwater**

**(Low)**

**(Medium)**

**(High)**

**\$270/lb**

**\$540/lb**

**\$810/lb**

Madison Metropolitan  
Sewerage District



# Intergovernmental Agreement (IGA)

- Execute by March 31, 2016
- Placeholder cost for Windsor-\$66,000/yr
- IGA has a formula to adjust cost for MS4s based on updated stormwater modeling
- Credit if an MS4 overpays in initial year(s)
- IGA off ramps every 5 years



# Questions?

4a

**VILLAGE OF WINDSOR**  
**SPECIAL VILLAGE BOARD MEETING**  
Tuesday, December 15, 2015 at 9 a.m.  
Windsor Municipal Building, 4084 Mueller Rd, DeForest, WI

**MINUTES**

**1) Call Meeting to Order and Roll Call**

President Wipperfurth called the meeting to order at 9 a.m. Trustees present: Bob Wipperfurth, Monica Smith, Alan Buchner and Bruce Stravinski. Trustee Don Madelung was excused absent. Others present: Director of Finance/Deputy Clerk Tina Butteris and Attorney Leslie Sammon, Axley Brynelson.

**2) Recitation of the Pledge of Allegiance**

The Pledge of Allegiance was not recited.

**3) Announcements:**

There were no announcements

**4) Update Employee Handbook**

Review of draft Employee Handbook with Attorney Leslie Sammon. Attorney Sammon will incorporate the discussion points into the final draft Employee Handbook which will be considered at the December 17, 2015 Village Board Meeting.

**5) Office Space Needs**

Trustee Smith moved to approve up to \$6,000 to convert the small meeting room into the Planning and Development Department, second by Trustee Buchner. Motion carried with a 4-0 vote.

**6) Adjournment**

Trustee Smith moved to adjourn at 11:20 a.m., second by Trustee Stravinski. Motion carried with a 4 -0 vote.

Respectfully submitted,



Tina Butteris  
Director of Finance/Treasurer  
Deputy Clerk/ HR Manager

VILLAGE OF WINDSOR  
REGULAR BOARD MEETING

Minutes

December 17, 2015

1. Call Meeting To Order And Roll Call.

The Village Board meeting was convened by President Wipperfurth at 5:00 p.m. All Trustees were present. Others present: Village Director of Finance/Deputy Clerk Tina Butteris, Village Director of Planning and Development Amy Anderson Schweppe, Village Attorney Connie Anderson, Village Planner Jamie Rybarczyk, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Buchner.

3. Announcements.

President Wipperfurth thanked the staff for their work on the Farmland Preservation certification, especially Village Attorney Anderson, Village Planner Rybarczyk, and Director of Planning and Development Schweppe. The village was under an aggressive time schedule. Windsor also received notification that the CORP was approved by the DNR.

4. Approve Minutes.

President Wipperfurth asked the Board members if they wished to see both the official minutes and the minutes for publication. All were in agreement that they only wanted to see the official minutes.

a. December 3, 2015.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Minutes of December 3, 2015, as presented.

Trustee Stravinski suggested that on the last page of the Publication Minutes Windsor follow DeForest's practice regarding updates.

Motion carried with a 5-0 vote.

5. Finance.

a. Staff Report On Finances.

Director of Finance/Deputy Clerk Butteris noted that the village is continually working with the old sanitary district and new Utility Commission to get everything in the system. It is semi up to date with more accounts to come.

A memorandum was provided by Village Engineer Richardson regarding Windsor Crossing. He indicated it is 99 percent complete with some touch-up in the spring around the ponds and some restoration. There is \$250,000 that goes back to Bear Tree out of the \$2.6 million. The design engineer for D'Onofrio, Kottke signed off on the pay request. Village Engineer Richardson is requesting that Windsor pay the \$434,275.83.

Village Engineer Richardson discussed the change order regarding fire hydrants. There was a change in the grade so the fire hydrants had to be raised. He is requesting approval of the change order.

Trustee Stravinski had a question on the Treasurer's Report regarding utility districts.

b. Consider Vouchers For Payment.

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

e. D'Onofrio, Kottke & Associates Contract Change Order – Windsor Crossing.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve the D'Onofrio, Kottke & Associates Contract Change Order. Motion carried with a 5-0 vote.

6. Appearances Before The Board.

None.

7. Operator Licenses.

President Wipperfurth noted that there was one application for an Operator License. Village Director of Finance/Deputy Clerk Butteris recommended approval. She did, however, indicate that the applicant would be working at Topp's Hideaway, not Speedway.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve the Operator License for Melanie R. Grueneberg per staff recommendation. Motion carried with a 5-0 vote.

8. Ordinance 2015-05 Establishing Legal Posting And Publication Requirements; Designation Of Official Newspaper.

Village Attorney Anderson advised that this Ordinance is a replacement of the language the village currently is using for purposes of clarification.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Ordinance 2015-05 Establishing Legal Posting And Publication Requirements; Designation Of Official Newspaper. Motion carried with a 5-0 vote.

9. Ordinance 2015-07 Approval Of Blanket Rezones Of 114 Parcels That Meet The Requirements For A-1(EX), And A-4 Zoning Districts And Are Located In Windsor's Agriculture Preservation Zoning District And Agriculture Enterprise Area.

Village Planner Rybarczyk explained. After incorporation, Windsor had to recertify parcels in the Sun Prairie ETZ area in order for them to have eligibility for tax credits. In 2014 they lost the tax credits. Windsor has taken those parcels and converted them from the Sun Prairie zoning district to the Windsor zoning district. DATCP will sign off, and they will be eligible for tax credits. If the parcel is under 35 acres, it will be zoned A-4.

President Wipperfurth stated this is another project that staff has done a very good job with.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Ordinance 2015-07 Approval Of Blanket Rezones Of 114 Parcels Located In Windsor's Agriculture Preservation Zoning District And Agriculture Enterprise Area To A-1(EX), A-4, And A-B Zoning Districts. Motion carried with a 5-0 vote.

10. Resolution 2015-13 Adoption Of Employee Handbook.

Village Director of Finance/Deputy Clerk Butteris advised that the village met on December 15 to discuss the Employee Handbook. Attorney Leslie Sammon updated the Handbook per those discussions.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve Resolution 2015-13 Adoption Of Employee Handbook. Motion carried with a 5-0 vote.

11. Resolution 2015-14 Appointment Of Election Inspectors And Special Voting Deputies For 2016-2017.

Village Director of Finance/Deputy Clerk Butteris explained that, by statute, every two years the village has to appoint election inspectors. A list of individuals who have agreed to be election inspectors was provided.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Resolution 2015-14 Appointing Election Inspectors And Special Voting Deputies for 2016-17. Motion carried with a 5-0 vote.

12. Resolution 2015-15 Approving 2015 Vacation Carryover Requests.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2015-15 Approving 2015 Vacation Carryover Requests. Motion carried with a 5-0 vote.

13. Resolution 2015-17 Engineering Services Agreement With Baxter Woodman (Utility Commission Engineer).

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to approve Resolution 2015-17 Regarding The Engagement Of Professional Engineering Services. Several typos were noted, and a question was raised regarding Exhibit C. Trustee Smith felt this contract was very well done.

Village Attorney Anderson noted there is a specific section that indicates that the drawings will belong to Windsor.

Motion carried with a 5-0 vote.

14. Resolution 2015-18 Engagement Agreement With Axley Brynelson (Utility Commission Attorney).

President Wipperfurth explained that Attorney Tim Fenner has a long history with Windsor's sanitary districts.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve Resolution 2015-18 Regarding Engagement Agreement For Legal Services. It was suggested that the 30-day period be extended to 60 days prior to the possible imposition of interest. The motion maker and second concurred. Motion carried with a 5-0 vote.

15. Resolution 2015-19 Engagement Agreement With Johnson Block (2015 Audit And Accounting).

Village Director of Finance/Deputy Clerk Butteris explained there are several new items to be addressed with the audit. There will be a fee if Johnson Block is engaged in additional services.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Resolution 2015-19 Regarding Engagement Of Professional Audit And Accounting Services. Motion carried with a 5-0 vote.

16. Resolution 2015-20 Reduction In Letter Of Credit For Wolf Hollow LLC By Neumann Companies (Phase 4).

Village Engineer Richardson explained there are a series of memos in the packets. There were two letters of credit. Now there will be only one. The original amount was \$400,000, with a \$76,000 letter of credit. There is \$35,000 for the surface course. The remainder is for the punch list. A request is being made for a reduction to \$21,000 for Wolf Hollow.

Don Esposito congratulated Windsor on its incorporation.

Trustee Stravinski questioned the Resolution which talks about reducing the letter of credit to \$76,000. It does not reference \$21,000.

Village Attorney Anderson responded there was a combined version which has the correct numbers.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve version 2 of Resolution 2015-20 Reduction In Letter Of Credit For Wolf Hollow LLC By Neumann Companies (Phase 4). Motion carried with a 5-0 vote.

17. Adjournment.

At 5:41 p.m., a motion was made by Trustee Smith, seconded by Trustee Buchner, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ellen G. Teed". The signature is written in dark ink and is positioned above the typed name.

Ellen G. Teed  
Recording Secretary

VILLAGE OF WINDSOR  
REGULAR BOARD MEETING

Publication Minutes

December 17, 2015

*For The Village Of Windsor's Official Minutes, Please Visit  
<http://www.windsorwi.gov>*

1. Call Meeting To Order And Roll Call.

The Village Board meeting was convened by President Wipperfurth at 5:00 p.m. All Trustees were present. Others present: Village Director of Finance/Deputy Clerk Tina Butteris, Village Director of Planning and Development Amy Anderson Schweppe, Village Attorney Connie Anderson, Village Planner Jamie Rybarczyk, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Buchner.

3. Announcements.

None.

4. Approve Minutes.

a. December 3, 2015.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Minutes of December 3, 2015, as presented. Motion carried with a 5-0 vote.

5. Finance.

a. Staff Report On Finances.

Village Finance Director/Deputy Clerk Butteris provided a staff report.

b. Consider Vouchers For Payment.

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

e. D'Onofrio, Kottke & Associates Contract Change Order – Windsor Crossing.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve the D'Onofrio, Kottke & Associates Contract Change Order. Motion carried with a 5-0 vote.

6. Appearances Before The Board.

None.

7. Operator Licenses.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve the Operator License for Melanie R. Grueneberg per staff recommendation. Motion carried with a 5-0 vote.

8. Ordinance 2015-05 Establishing Legal Posting And Publication Requirements; Designation Of Official Newspaper.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Ordinance 2015-05 Establishing Legal Posting And Publication Requirements; Designation Of Official Newspaper. Motion carried with a 5-0 vote.

9. Ordinance 2015-07 Approval Of Blanket Rezones Of 114 Parcels That Meet The Requirements For A-1(EX), And A-4 Zoning Districts And Are Located In Windsor's Agriculture Preservation Zoning District And Agriculture Enterprise Area.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Ordinance 2015-07 Approval Of Blanket Rezones Of 114 Parcels Located In Windsor's Agriculture Preservation Zoning District And Agriculture Enterprise Area To A-1(EX), A-4, And A-B Zoning Districts. Motion carried with a 5-0 vote.

10. Resolution 2015-13 Adoption Of Employee Handbook.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve Resolution 2015-13 Adoption Of Employee Handbook. Motion carried with a 5-0 vote.

11. Resolution 2015-14 Appointment Of Election Inspectors And Special Voting Deputies For 2016-2017.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Resolution 2015-14 Appointing Election Inspectors And Special Voting Deputies for 2016-17. Motion carried with a 5-0 vote.

12. Resolution 2015-15 Approving 2015 Vacation Carryover Requests.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2015-15 Approving 2015 Vacation Carryover Requests. Motion carried with a 5-0 vote.

13. Resolution 2015-17 Engineering Services Agreement With Baxter Woodman (Utility Commission Engineer).

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to approve Resolution 2015-17 Regarding The Engagement Of Professional Engineering Services. Motion carried with a 5-0 vote.

14. Resolution 2015-18 Engagement Agreement With Axley Brynelson (Utility Commission Attorney).

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve Resolution 2015-18 Regarding Engagement Agreement For Legal Services. Motion carried with a 5-0 vote.

15. Resolution 2015-19 Engagement Agreement With Johnson Block (2015 Audit And Accounting).

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Resolution 2015-19 Regarding Engagement Of Professional Audit And Accounting Services. Motion carried with a 5-0 vote.

16. Resolution 2015-20 Reduction In Letter Of Credit For Wolf Hollow LLC By Neumann Companies (Phase 4).

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve version 2 of Resolution 2015-20 Reduction In Letter Of Credit For Wolf Hollow LLC By Neumann Companies (Phase 4). Motion carried with a 5-0 vote.

17. Adjournment.

At 5:41 p.m., a motion was made by Trustee Smith, seconded by Trustee Buchner, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ellen G. Teed".

Ellen G. Teed  
Recording Secretary

VILLAGE OF WINDSOR  
SPECIAL BOARD MEETING JOINT WITH PLAN COMMISSION

Minutes

December 17, 2015

1. Call Meeting To Order And Roll Call.

- a. The Village Board meeting convened by President Wipperfurth at 6:00 p.m. All Trustees were present.
- b. The Plan Commission meeting was convened by Chairperson Wipperfurth at 6:00 p.m. All Commissioners were present.

Others present: Village Finance Director/Deputy Clerk Tina Butteris, Village Director of Planning and Development Amy Anderson Schweppe, Village Attorney Connie Anderson, Village Planner Rybarczyk, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Commissioner Eichinger.

3. Announcements.

- a. 6:00 p.m. Public Hearing To Obtain Public Input On Proposed Ordinance Amendments To Land Division Section Of Chapter 38 Planning And Development Of The Windsor Code Of Ordinances.

President Wipperfurth read the above announcement.

4. Consideration And Action On Ordinance To Amend Land Division Section Of Chapter 38 – Planning And Development Of The Windsor Code Of Ordinances.

- a. Public Hearing.

The public hearing was opened at 6:03 p.m.

Village Planner Rybarczyk gave a general overview of the changes. References to town were changed to village. References to Dane County and Sun Prairie ETZ were changed to Windsor's zoning code. References to the village of DeForest or Sun Prairie were removed in that Windsor

will be operating under its own zoning. Section 38.88 was added. Windsor went through its land division code and made sure it was up to date with statutory changes and timing of recording of land divisions and subdivision plats. Language was also added regarding PUDs. When Windsor was a town, it tried to use its land division ordinance to provide the rules and regulations. Now that Windsor will be administering its own zoning and zoning code, PUDs will be addressed in zoning. The PUD language was removed from the land division ordinance. Sanitary districts are now utility districts. The Village Administrator is the Planning Director.

Village Attorney Anderson advised there is a version 4 which incorporates the Plan Commission's comments made on December 15, comments made by Alan Harvey, and discussions with Mike Lawton and Don Tierney. What is being provided is only Article IV of the chapter. Another section deals with standards and specifications. Article IV needs to be addressed in order for the village to have authority to act, and it will state that all land divisions have been consistent with the town's Comprehensive Plan. Land division is now controlled by the village, and all land divisions will have to be consistent with the Comprehensive Plan. Windsor will be moving from the town plan to a village plan in January or February.

Trustee Stravinski had several suggestions, and those editorial items will be changed.

Windsor is not going to state specific dollar amounts for application fees. They will be in a separate schedule.

Financial guarantees and extended warranties were discussed on items not covered by statutory restrictions. They can be addressed when appropriate and lawful. They would be put in the development agreement.

When a building permit is issued, people will be referred back to Ch. 10. Once a building permit is issued, it does expire. Windsor is now responsible for address assignments.

There were no questions from the Board or Plan Commission members.

Alan Harvey, 3900 Vinburn Road, stated that Village Attorney Anderson, Village Planner Rybarczyk, Village Director of Planning and Development Anderson Schweppe, and the village staff have done a terrific job. He was looking at the ordinance in a fail-safe capacity. He was pleased to see that the Comprehensive Plan language was being added at the beginning. Mr. Harvey also added that the Village Board and Plan Commission may find some items in the memorandum he provided to be useful. It is now up to the applicant regarding a letter of credit. Mr. Harvey provided a sample regarding homeowners' or property owners' associations. He also took a look at the definitions section. They are helpful in resolving issues such as the meaning of abutting vs. adjacent. He provided some additions that may make the definitions stronger.

Attorney Mike Lawton asked whether Windsor was really going to exercise ETJ review in the southwest part of Bristol. Sun Prairie disclaims this area. Matching Sun Prairie would be beneficial.

President Wipperfurth addressed this. What Windsor is doing at this meeting is to enact the Ordinance. He has told all of Windsor's bordering towns that Windsor will deal with this through boundary agreements. It is Windsor's intention to sit down with its neighbors and talk.

Attorney Lawton noted there were communities where staff approvals are allowed of some CSMs, *i.e.*, adjusting a boundary line that does not create any additional parcels.

The public hearing was closed at 6:25 p.m.

- b. Consideration/Action Item For Plan Commission: Plan Commission Resolution 2015-03 – Recommending Adoption Of Chapter 38 Planning And Development Of The Windsor Code Of Ordinances Section On Land Division.

A motion was made by Commissioner Eichinger, seconded by Commissioner LeGore, to approve Resolution 2015-03 regarding Adoption Of Amendments To Land Division Section Of Chapter 38: Planning And Development Of The Windsor Code Of Ordinances. Motion carried with a 7-0 vote.

- c. Consideration/Action Item For Village Board: Village Ordinance 2015-06 – Adoption Of Amendments To Land Division Section Of Chapter 38 Planning And Development Of The Windsor Code Of Ordinances.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Ordinance 2015-06 regarding Adoption Of Amendments To Land Division Section Of Chapter 38: Planning And Development Of The Windsor Code Of Ordinances.

Trustee Stravinski had some comments regarding the definitions the village received.

Staff can look at them.

Alan Harvey asked about the moratorium and when it will be lifted.

President Wipperfurth responded that it was important to get the critical elements out there and then determine if there are any holes before the moratorium is lifted.

Mr. Harvey stated the ordinance needs to be in place so that when applications come in those are the rules. He was concerned about the homeowners' and property owners' associations.

Village Attorney Anderson responded to Mr. Harvey's comments.

Motion carried with a 5-0 vote.

President Wipperfurth thanked the staff for the excellent work done on a tight timeline – great quality of work and the best work product available. Windsor is off to a great start.

5. Adjournment.

a. Village Of Windsor Plan Commission.

At 6:40 p.m., a motion was made by Commissioner LeGore, seconded by Commissioner Davis, to adjourn the meeting. Motion carried with a 7-0 vote.

b. Village Board Of Windsor.

At 6:40 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed  
Recording Secretary

VILLAGE OF WINDSOR  
SPECIAL BOARD MEETING JOINT WITH PLAN COMMISSION

Publication Minutes

December 17, 2015

*For The Village Of Windsor's Official Minutes, Please Visit  
<http://www.windsorwi.gov>*

1. Call Meeting To Order And Roll Call.
  - a. The Village Board meeting convened by President Wipperfurth at 6:00 p.m. All Trustees were present.
  - b. The Plan Commission meeting was convened by Chairperson Wipperfurth at 6:00 p.m. All Commissioners were present.

Others present: Village Finance Director/Deputy Clerk Tina Butteris, Village Director of Planning and Development Amy Anderson Schweppe, Village Attorney Connie Anderson, Village Planner Rybarczyk, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Commissioner Eichinger.

3. Announcements.

- a. 6:00 p.m. Public Hearing To Obtain Public Input On Proposed Ordinance Amendments To Land Division Section Of Chapter 38 Planning And Development Of The Windsor Code Of Ordinances.

President Wipperfurth read the above announcement.

4. Consideration And Action On Ordinance To Amend Land Division Section Of Chapter 38 – Planning And Development Of The Windsor Code Of Ordinances.
  - a. Public Hearing.

The public hearing was opened at 6:03 p.m.

The public hearing was closed at 6:25 p.m.

- b. Consideration/Action Item For Plan Commission: Plan Commission Resolution 2015-03 – Recommending Adoption Of Chapter 38 Planning And Development Of The Windsor Code Of Ordinances Section On Land Division.

A motion was made by Commissioner Eichinger, seconded by Commissioner LeGore, to approve Resolution 2015-03 regarding Adoption Of Amendments To Land Division Section Of Chapter 38: Planning And Development Of The Windsor Code Of Ordinances. Motion carried with a 7-0 vote.

- c. Consideration/Action Item For Village Board: Village Ordinance 2015-06 – Adoption Of Amendments To Land Division Section Of Chapter 38 Planning And Development Of The Windsor Code Of Ordinances.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve Ordinance 2015-06 regarding Adoption Of Amendments To Land Division Section Of Chapter 38: Planning And Development Of The Windsor Code Of Ordinances.

Motion carried with a 5-0 vote.

5. Adjournment.

- a. Village Of Windsor Plan Commission.

At 6:40 p.m., a motion was made by Commissioner LeGore, seconded by Commissioner Davis, to adjourn the meeting. Motion carried with a 7-0 vote.

- b. Village Board Of Windsor.

At 6:40 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed  
Recording Secretary

5B

Dated From: 1/08/2016 From Account:  
 Thru: 1/08/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
INV 650574	1/08/2016	AXLEY BRYNELSON, LLP	
		Previous Year Expense	
013-00-23004-401-000		BEAR TREE A/R	60.71
		BEAR TREE - NOV LEGAL SERVICES	
		Total	60.71
INV 19917	1/08/2016	B&J PLUMBING & DRAIN SERVICE (BRAD RAMMINGER)	
		Previous Year Expense	
001-00-51600-527-000		BP-FACILITY MAINTENANCE	125.00
		11/20 - PUMP OUT PITS AT SHERIFF DEPT	
001-00-51600-527-000		BP-FACILITY MAINTENANCE	783.00
		12/10 -REPLACED SEWER LIFT PUMP	
		Total	908.00
INV 43259	1/08/2016	CGC, INC.	
		SERVICES THRU 11/28/15	
		Previous Year Expense	
013-00-23004-401-000		BEAR TREE A/R	452.50
		BEAR TREE SOIL SAMPLING	
		Total	452.50
INV XJW3FCJX3	1/08/2016	DELL MARKETING L.P.	
		Previous Year Expense	
001-00-51400-468-000		GA-COMPUTER EQUIPMENT	1,234.94
		NEW WORKSTATION PC & 2 MONITORS	
		Total	1,234.94
2015 MAINTENANCE CONTRACT	1/08/2016	EQUITY APPRAISAL, LLC	
		Previous Year Expense	
001-00-51500-230-419		FA-ASSESSOR MAINTENANCE	4,000.00
		10/1-12/31/15 2015 MAINTENANCE CONTRACT	
		Total	4,000.00
INV 200333 & 200575	1/08/2016	EZ OFFICE PRODUCTS, LLC	
		Previous Year Expense	
001-00-51400-760-000		GA-OFFICE SUPPLIES	90.84
		FOLDERS AND OUTLET STRIP	
001-00-51400-760-000		GA-OFFICE SUPPLIES	54.88
		2 BX ADDRESS LABELS	
		Total	145.72

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In Progress Checks - Full Report - ALL

Page: 2

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 1/08/2016 From Account:  
Thru: 1/08/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/08/2016	EZ OFFICE PRODUCTS, LLC	
INV 199173 & 199411		Previous Year Expense	
001-00-51400-760-000		GA-OFFICE SUPPLIES	10.00
		BINDER CLIPS	
001-00-51600-548-000		BP-FURNITURE/FURNISHINGS	2,840.00
		PLANNING/ZONING OFFICE FURNITURE	
		Total	2,850.00

	1/08/2016	J. MAUEL & ASSOCIATES	
		2016 PETS PROGRAM FEE	
001-00-51500-467-000		FA-COMPUTER SYSTEM/SUPPORT	250.00
		2016 PETS PROGRAM FEE	
		Total	250.00

	1/08/2016	MADISON TRUCK EQUIPMENT, INC.	
INV 12-72931		Previous Year Expense	
001-00-53311-897-000		HS-VEHICLE & EQUIPMENT PARTS	74.82
		HYDRAULIC COUPLERS FOR '00 STERLING PLOW	
		Total	74.82

	1/08/2016	PITNEY BOWES	
INV 629821			
001-00-51400-515-000		GA-EQUIPMENT LEASE	208.50
		POSTAGE MACHINE RENTAL-10/01/15-12/31/15	
		Total	208.50

	1/08/2016	PRIMAVERA CLEANING SERVICE	
INV 5570			
001-00-51600-305-000		BP-JANITORIAL	225.00
		OFFICE CLEANING - 1/1/16	
		Total	225.00

	1/08/2016	RON'S ENGRAVABLES	
INV 1944		Previous Year Expense	
001-00-51400-760-000		GA-OFFICE SUPPLIES	34.00
		(4) NAME PLATES	
		Total	34.00

	1/08/2016	SCHWAAB, INC.	
INV A022569		Previous Year Expense	

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In Progress Checks - Full Report - ALL

Page: 3

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 1/08/2016 From Account:  
Thru: 1/08/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
001-00-51400-760-000		GA-OFFICE SUPPLIES	60.74
		(2) VOW DEPOSIT STAMPS	
		Total	60.74
<hr/>			
1/08/2016 WINDSOR SANITARY DISTRICT #1			
ACCT 000-5430-000, BILL DATE: 12/30/15 Previous Year Expense			
006-00-55200-923-007		PARKS-WATER/SEWER CRADLE HILL	27.66
		CRADLE HILL SPLASH PAD SEWER	
006-00-55200-923-007		PARKS-WATER/SEWER CRADLE HILL	25.38
		CRADLE HILL SPLASH PAD WATER	
006-00-55200-923-007		PARKS-WATER/SEWER CRADLE HILL	173.34
		CRDLE HILL SPLASH PAD WATER(17,000 GLS)	
		Total	226.38
<hr/>			
1/08/2016 WMCA			
2016 MEMBERSHIP DUES			
001-00-51400-498-000		GA-DUES	65.00
		2016 MEMBERSHIP DUES-CHRISTINE CAPSTRAN	
		Total	65.00
<hr/>			
1/08/2016 WMCA			
WMCA DISTRICT MEETING - 1/26/16			
001-00-51400-893-000		GA-TRAINING & MEETINGS	27.50
		1/26/16 - DISTRICT MTG - C. CAPSTRAN	
001-00-51400-893-000		GA-TRAINING & MEETINGS	37.50
		1/26/16-DISTRICT MTG-S. SCHWENN/ NON-MEM	
		Total	65.00
<hr/>			
		Grand Total	10,861.31

1/07/2016 4:36 PM

In Progress Checks - Full Report - ALL

Page: 4

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 1/08/2016

From Account:

Thru: 1/08/2016

Thru Account:

	Amount
Total Expenditure from Fund # 001 - GENERAL FUND	10,121.72
Total Expenditure from Fund # 006 - PARK FUND	226.38
Total Expenditure from Fund # 013 - ACCOUNTS RECEIVABLE FUND	513.21
Total Expenditure from all Funds	10,861.31

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In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 1/08/2016

From Account:

Thru: 1/08/2016

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/08/2016	AXLEY BRYNELSON, LLP	
INV 650574		Previous Year Expense	
013-00-23004-401-000		BEAR TREE A/R	60.71
		BEAR TREE - NOV LEGAL SERVICES	
		Total	60.71
	1/08/2016	B&J PLUMBING & DRAIN SERVICE (BRAD RAMMINGER)	
INV 19917		Previous Year Expense	
001-00-51600-527-000		BP-FACILITY MAINTENANCE	125.00
		11/20 - PUMP OUT PITS AT SHERIFF DEPT	
001-00-51600-527-000		BP-FACILITY MAINTENANCE	783.00
		12/10 -REPLACED SEWER LIFT PUMP	
		Total	908.00
	1/08/2016	CGC, INC.	
INV 43259, SERVICES THRU 11/28/15		Previous Year Expense	
013-00-23004-401-000		BEAR TREE A/R	452.50
		BEAR TREE SOIL SAMPLING	
		Total	452.50
	1/08/2016	DELL MARKETING L.P.	
INV XJW3FCJK3		Previous Year Expense	
001-00-51400-468-000		GA-COMPUTER EQUIPMENT	1,234.94
		NEW WORKSTATION PC & 2 MONITORS	
		Total	1,234.94
	1/08/2016	EQUITY APPRAISAL, LLC	
2015 MAINTENANCE CONTRACT		Previous Year Expense	
001-00-51500-230-419		FA-ASSESSOR MAINTENANCE	4,000.00
		10/1-12/31/15 2015 MAINTENANCE CONTRACT	
		Total	4,000.00
	1/08/2016	EZ OFFICE PRODUCTS, LLC	
INV 200333 & 200575			
001-00-51400-760-000		GA-OFFICE SUPPLIES	90.84
		FOLDERS AND OUTLET STRIP	
001-00-51400-760-000		GA-OFFICE SUPPLIES	54.88
		2 BX ADDRESS LABELS	
		Total	145.72

1/07/2016 4:36 PM

In Progress Checks - Full Report - ALL

Page: 2

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 1/08/2016 From Account:  
Thru: 1/08/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	1/08/2016	EZ OFFICE PRODUCTS, LLC	
INV 199173 & 199411		Previous Year Expense	
001-00-51400-760-000		GA-OFFICE SUPPLIES	10.00
		BINDER CLIPS	
001-00-51600-548-000		BP-FURNITURE/FURNISHINGS	2,840.00
		PLANNING/ZONING OFFICE FURNITURE	
		Total	2,850.00
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	1/08/2016	J. MAUEL & ASSOCIATES	
		2016 PETS PROGRAM FEE	
001-00-51500-467-000		FA-COMPUTER SYSTEM/SUPPORT	250.00
		2016 PETS PROGRAM FEE	
		Total	250.00
<hr/>			
	1/08/2016	MADISON TRUCK EQUIPMENT, INC.	
INV 12-72931		Previous Year Expense	
001-00-53311-897-000		HS-VEHICLE & EQUIPMENT PARTS	74.82
		HYDRAULIC COUPLERS FOR '00 STERLING PLOW	
		Total	74.82
<hr/>			
	1/08/2016	PITNEY BOWES	
INV 629821			
001-00-51400-515-000		GA-EQUIPMENT LEASE	208.50
		POSTAGE MACHINE RENTAL-10/01/15-12/31/15	
		Total	208.50
<hr/>			
	1/08/2016	PRIMAVERA CLEANING SERVICE	
INV 5570			
001-00-51600-305-000		BP-JANITORIAL	225.00
		OFFICE CLEANING - 1/1/16	
		Total	225.00
<hr/>			
	1/08/2016	RON'S ENGRAVABLES	
INV 1944		Previous Year Expense	
001-00-51400-760-000		GA-OFFICE SUPPLIES	34.00
		(4) NAME PLATES	
		Total	34.00
<hr/>			
	1/08/2016	SCHWAAB, INC.	
INV A022569		Previous Year Expense	

1/07/2016 4:36 PM

In Progress Checks - Full Report - ALL

Page: 3

ALL Checks by Payee

ACCT

DMB CHECKING - WINDSOR

Dated From: 1/08/2016

From Account:

Thru: 1/08/2016

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
001-00-51400-760-000		GA-OFFICE SUPPLIES	60.74
		(2) VOW DEPOSIT STAMPS	
Total			60.74

1/08/2016 WINDSOR SANITARY DISTRICT #1

ACCT 000-5430-000, BILL DATE: 12/30/15 Previous Year Expense

006-00-55200-923-007		PARKS-WATER/SEWER CRADLE HILL	27.66
		CRADLE HILL SPLASH PAD SEWER	
006-00-55200-923-007		PARKS-WATER/SEWER CRADLE HILL	25.38
		CRADLE HILL SPLASH PAD WATER	
006-00-55200-923-007		PARKS-WATER/SEWER CRADLE HILL	173.34
		CRDLE HILL SPLASH PAD WATER(17,000 GLS)	
Total			226.38

1/08/2016 WMCA

2016 MEMBERSHIP DUES

001-00-51400-498-000		GA-DUES	65.00
		2016 MEMBERSHIP DUES-CHRISTINE CAPSTRAN	
Total			65.00

1/08/2016 WMCA

WMCA DISTRICT MEETING - 1/26/16

001-00-51400-893-000		GA-TRAINING & MEETINGS	27.50
		1/26/16 - DISTRICT MTG - C. CAPSTRAN	
001-00-51400-893-000		GA-TRAINING & MEETINGS	37.50
		1/26/16-DISTRICT MTG-S. SCHWENN/ NON-MEM	
Total			65.00

Grand Total 10,861.31

1/07/2016 4:36 PM

In Progress Checks - Full Report - ALL

Page: 4  
ACCT

ALL Checks by Payee  
DMB CHECKING - WINDSOR

Dated From: 1/08/2016 From Account:  
Thru: 1/08/2016 Thru Account:

	Amount
Total Expenditure from Fund # 001 - GENERAL FUND	10,121.72
Total Expenditure from Fund # 006 - PARK FUND	226.38
Total Expenditure from Fund # 013 - ACCOUNTS RECEIVABLE FUND	513.21
Total Expenditure from all Funds	10,861.31

## Prepays

12/31/2015 2:24 PM

Reprint Check Register - Full Report - ALL

Page: 1  
ACCT

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
66349	12/19/2015	LAKE WINDSOR GOLF CLUB 2015 HOLIDAY GIFT CARDS	
001-00-51100-712-000		LEG-MISCELLANEOUS 14 - HOLIDAY GIFT CARDS	350.00
Total			350.00
66350	12/19/2015	MOUSEHOUSE CHEESEHAUS, INC. 2015 HOLIDAY GIFT CARDS	
001-00-51100-712-000		LEG-MISCELLANEOUS 14 - HOLIDAY GIFT CARDS	350.00
Total			350.00
66351	12/19/2015	PAPINO'S ITALIAN RESTAURANT 2015 HOLIDAY GIFT CARDS	
001-00-51100-712-000		LEG-MISCELLANEOUS 14 - HOLIDAY GIFT CARDS	350.00
Total			350.00
66352	12/19/2015	WINDSOR BREADS BAKERY AND COFFEEHOUSE, LLC 2015 HOLIDAY GIFT CARDS	
001-00-51100-712-000		LEG-MISCELLANEOUS 14 - HOLIDAY GIFT CARDS	350.00
Total			350.00
66353	12/28/2015	AXLEY BRYNELSON, LLP INVOICE 650579	
301-00-51300-310-000		LEGAL-GENERAL COUNSEL WSD REGISTER OF DEEDS FILING	30.71
Total			30.71
66353	12/28/2015	AXLEY BRYNELSON, LLP VOID CHECK	
301-00-51300-310-000		LEGAL-GENERAL COUNSEL VOID - WSD REGISTER OF DEEDS FILING	-30.71
Total			-30.71
66354	12/28/2015	CGC, INC. INVOICE 43261/PROJECT C15334	
301-00-53311-270-000		HS-ENGINEERING SOIL TESTING WINDSOR CROSSING	329.05

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 329.05
66354	12/28/2015	CGC, INC. VOID CHECK	
			Manual Check
301-00-53311-270-000		HS-ENGINEERING VOID - SOIL TESTING WINDSOR CROSSING	-329.05
			Total -329.05
66355	12/28/2015	DECKER SUPPLY CO. INV 889701, 889716, 889903, 889648	
004-00-53420-000-000		STREET LIGHTING/SIGNS HIGHWAY POST FOR RADAR SIGN ON PORTAGE RD	5.75
001-00-56900-855-000		EC DEV-SIGNS (50) FIRE SIGNS AND HARDWARE	1,171.50
001-00-56900-855-000		EC DEV-SIGNS HARDWARE FOR FIRE SIGNS	17.90
001-00-56900-855-000		EC DEV-SIGNS HARDWARE FOR FIRE NUMBERS	39.00
			Total 1,234.15
66356	12/28/2015	DELTA DENTAL INV 859042/JAN 2016 DENTAL PREMIUMS	
001-00-21000-000-484		DENTAL INSURANCE PAYABLE JAN 2016 DENTAL PREMIUMS	487.00
			Total 487.00
66357	12/28/2015	G-I OFFICE LEASING INV 17959170	
001-00-51400-515-000		GA-EQUIPMENT LEASE COPIER LEASE - 1/5/16	207.00
			Total 207.00
66358	12/28/2015	HOMETOWN NEWS ACCT 4055, STATEMENT ENDING 11/30/15	
001-00-51400-505-000		GA-ELECTION SUPPLIES / COSTS NOV 2015 ELECTION PUBLICATIONS	32.42
001-00-51400-680-000		GA-LEGAL NOTICES/PUBLICATIONS NOV 2015 GENERAL PUBLICATIONS	945.05
			Total 977.47

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
66359	12/28/2015	JOHNSON BLOCK & COMPANY, INC. INV 425481, PERIOD ENDING 11/30/15	
001-00-51100-609-000		LEG-INCORPORATION VILLAGE ACCOUNT/ FEIN RESEARCH/ BUDGET..	885.00
Total			885.00
66360	12/28/2015	MADISON TRUCK EQUIPMENT, INC. INV 11-72509, 12-72912	
001-00-53311-932-000		HS-VEHICLE REPAIR HYDRAULIC HOSES FOR '00 STERLING PLOW	772.45
001-00-53311-897-000		HS-VEHICLE & EQUIPMENT PARTS LIFT CYLINDER FOR '00 STERLING PLOW	400.54
Total			1,172.99
66361	12/28/2015	MINNESOTA LIFE INS. CO. JAN 2016 LIFE PREMIUMS	
001-00-21000-000-684		LIFE INS DEDUCTION PAYABLE JAN 2016 LIFE PREMIUMS	270.62
Total			270.62
66362	12/28/2015	PERFECT TYPE & PRINT, INC. INV 29599	
001-00-51400-760-000		GA-OFFICE SUPPLIES 500 VOW SHIPPING LABELS	75.00
Total			75.00
66363	12/28/2015	QUAL LINE FENCE CORPORATION INV 1122669	
001-00-51600-448-000		BP-GROUNDS MAINTENANCE (4) FLAG POLE SNAPS	13.68
Total			13.68
66364	12/28/2015	RHYME BUSINESS PRODUCTS INV AR33209	
001-00-51600-548-000		BP-FURNITURE/FURNISHINGS HP LASERJET PRINTER	749.99
Total			749.99
66365	12/28/2015	STRAND ASSOCIATES, INC. INV 0116642	

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
001-00-53635-210-000		RECYCLING -CONSULTING SERVICES 2015 LANDFILL MONITORING 11/1-11/30/15	909.32
		Total	909.32
66366	12/28/2015	TREETOP PRODUCTS CONSOLIDATED INV TP00002276	
006-00-55200-775-000		PARKS- SPECIAL PROJECTS (2) TABLES, (2) BENCHES	2,502.24
		Total	2,502.24
66367	12/28/2015	V & H INC. INV 32892	
001-00-53311-932-000		HS-VEHICLE REPAIR NEW STARTER/WHEEL SEALS FOR '00 STER PLO	2,027.80
		Total	2,027.80
66368	12/28/2015	WAUNAKEE REMODELING, INC. DOWN PAYMENT FOR PUBLIC WORKS WINDSOWS	
001-00-53311-527-000		HS-FACILITY MAINTENANCE REPLACE 2 WINDOWS IN PUBLIC WORKS SHOP	1,500.00
		Total	1,500.00
66369	12/28/2015	WISCONSIN DEPARTMENT OF JUSTICE ACCT G1900, STATEMENT ENDING 12/1/15	
001-00-51400-473-000		GA-CRIMINAL HISTORY RECORD CHE BACKGROUND CHECKS 11/1/15-11/30/15	7.00
		Total	7.00
66370	12/28/2015	WOLF PAVING & EXCAVATING CO. INV 54908 & 54939	
001-00-53311-465-000		HS-COLD MIX 12/7/15 COLD MIX (1.91 TONS)	190.90
001-00-53311-465-000		HS-COLD MIX 12/7/15 COLD MIX (1.26 TONS)	146.10
001-00-53311-465-000		HS-COLD MIX 12/9/15 COLD MIX (1.65 TONS)	191.32
		Total	528.32
66371	12/28/2015	YAHARA MATERIALS, INC. REFUND FOR 10/9/15 WINDSOR INVOICE	

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:

Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
013-00-23088-401-000		HOFFMAN QUARRY CUP REFUND FOR 10/9/15 WINDSOR INVOICE	780.00
Total			780.00
<hr/>			
66372	12/31/2015	ANDERSON, HOLLY J Pay period 01/01/2015 to 12/31/2015	Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	300.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-18.60
001-00-21000-000-703		MEDICARE TAX PAYABLE	-4.35
Total			277.05
<hr/>			
66373	12/31/2015	AUSTIN, STEVEN J Pay period 01/01/2015 to 12/31/2015	Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	140.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-8.68
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.03
Total			129.29
<hr/>			
66374	12/31/2015	BARTH, CAROL A. Pay period 01/01/2015 to 12/31/2015	Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	30.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-1.86
001-00-21000-000-703		MEDICARE TAX PAYABLE	-0.44
Total			27.70
<hr/>			
66375	12/31/2015	BAUER, BARBARA Pay period 01/01/2015 to 12/31/2015	Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	270.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-16.74
001-00-21000-000-703		MEDICARE TAX PAYABLE	-3.92

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			249.34
<hr/>			
66376	12/31/2015	BOUSKA, EMILY J.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	60.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-3.72
001-00-21000-000-703		MEDICARE TAX PAYABLE	-0.87
Total			55.41
<hr/>			
66377	12/31/2015	BRANDMEIER, PAULA	
	Pay period 05/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	300.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-18.60
001-00-21000-000-703		MEDICARE TAX PAYABLE	-4.35
Total			277.05
<hr/>			
66378	12/31/2015	COULTER, BRIAN L.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check
402-01-53800-850-155		S-ADMIN & GEN SALARIES	100.00
401-01-53700-680-155		S-ADMIN & GENERAL SALARIES COM	100.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-12.40
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.90
Total			184.70
<hr/>			
66379	12/31/2015	CULLEN, GREGORY A.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	150.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-9.30
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.18

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			138.52
<hr/>			
66380	12/31/2015	DAVIS, ALVIN	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	330.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-20.46
001-00-21000-000-703		MEDICARE TAX PAYABLE	-4.79
Total			304.75
<hr/>			
66381	12/31/2015	DERRA, KRISTIN L.	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	60.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-3.72
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-0.87
Total			55.41
<hr/>			
66382	12/31/2015	DORMAN, MERLIN H.	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
402-01-53800-850-155		S-ADMIN & GEN SALARIES	100.00
401-01-53700-680-155		S-ADMIN & GENERAL SALARIES COM	100.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-12.40
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.90
Total			184.70
<hr/>			
66383	12/31/2015	EICHINGER, BARRY	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	420.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-26.04
001-00-21000-000-703		MEDICARE TAX PAYABLE	-6.09

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			387.87
<hr/>			
66384	12/31/2015	GAUSTAD, DAVID A.	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	330.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-20.46
001-00-21000-000-703		MEDICARE TAX PAYABLE	-4.79
Total			304.75
<hr/>			
66385	12/31/2015	HAMELINK, ANTHONY L.	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	60.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-3.72
001-00-21000-000-703		MEDICARE TAX PAYABLE	-0.87
Total			55.41
<hr/>			
66386	12/31/2015	HEISIG, JEFFREY	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	150.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-9.30
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.18
Total			138.52
<hr/>			
66387	12/31/2015	HOFFMAN, MAUREEN KAY	
Pay period 12/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	360.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-22.32
001-00-21000-000-703		MEDICARE TAX PAYABLE	-5.22
Total			332.46

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
66388	12/31/2015	LAPP, WILLIAM G.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	270.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-16.74
001-00-21000-000-703		MEDICARE TAX PAYABLE	-3.92
		Total	249.34
66389	12/31/2015	LEGORE, WILLIAM	
	Pay period 12/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	385.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-23.87
001-00-21000-000-703		MEDICARE TAX PAYABLE	-5.58
		Total	355.55
66390	12/31/2015	MacDONALD, TROY M.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	240.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-14.88
001-00-21000-000-703		MEDICARE TAX PAYABLE	-3.48
		Total	221.64
66391	12/31/2015	McCALLEN, PEGGY L.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	30.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-1.86
001-00-21000-000-703		MEDICARE TAX PAYABLE	-0.44
		Total	27.70
66392	12/31/2015	REIGSTAD MOTIFF, SARAH J.	
	Pay period 01/01/2015 to 12/31/2015		Manual Check

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	60.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-3.72
001-00-21000-000-703		MEDICARE TAX PAYABLE	-0.87
Total			55.41
<hr/>			
66393 12/31/2015		RIDD, BARBARA	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	455.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-28.21
001-00-21000-000-703		MEDICARE TAX PAYABLE	-6.60
Total			420.19
<hr/>			
66394 12/31/2015		SCHNEIDER, JEAN L	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	420.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-26.04
001-00-21000-000-703		MEDICARE TAX PAYABLE	-6.09
Total			387.87
<hr/>			
66395 12/31/2015		SMITH, WILLIAM J.	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	120.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-7.44
001-00-21000-000-703		MEDICARE TAX PAYABLE	-1.74
Total			110.82
<hr/>			
66396 12/31/2015		SWITZKY, MICHAEL G.	
Pay period 01/01/2015 to 12/31/2015		Manual Check	
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	330.00

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-20.46
001-00-21000-000-703		MEDICARE TAX PAYABLE	-4.79
Total			304.75

66397 12/31/2015 TROTTER, MARY BETH  
Pay period 01/01/2015 to 12/31/2015

Manual Check

001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	150.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-9.30
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.18
Total			138.52

66398 12/31/2015 TUCKER, DWAIN  
Pay period 01/01/2015 to 12/31/2015

Manual Check

404-02-53800-850-155		S-COMMISSION ADMIN & GEN SAL	412.50
403-02-53700-680-155		W-ADMIN & GEN SALARIES COMM	412.50
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-51.15
001-00-21000-000-703		MEDICARE TAX PAYABLE	-11.96
Total			761.89

66399 12/31/2015 VIEWEGER, JAMES K.  
Pay period 01/01/2015 to 12/31/2015

Manual Check

402-01-53800-850-155		S-ADMIN & GEN SALARIES	100.00
401-01-53700-680-155		S-ADMIN & GENERAL SALARIES COM	100.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-12.40
001-00-21000-000-703		MEDICARE TAX PAYABLE	-2.90
Total			184.70

66400 12/31/2015 WOODBURN, RICHARD D  
Pay period 01/01/2015 to 12/31/2015

Manual Check

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
001-00-51100-155-000		LEG-COMMITTEE/COMMISSION WAGES	370.00
001-00-21000-000-867		SOCIAL SECURITY TAX PAYABLE	-22.94
001-00-21000-000-703		MEDICARE TAX PAYABLE	-5.37
Total			341.69
<hr/>			
AW1193 12/23/2015		WISCONSIN EMPLOYEE TRUST FUNDS- RETIREMENT	
NOV 2015 RETIREMENT WITHHOLDINGS		Manual Check	
001-00-21000-000-830		RETIREMENT DEDUCTION PAYABLE	6,238.02
		VOW - NOV 2015	
001-00-21000-000-830		RETIREMENT DEDUCTION PAYABLE	3,462.06
		COMM CTR - NOV 2015	
Total			9,700.08
<hr/>			
AW1197 12/23/2015		ADVANCED DISPOSAL	
INV A20000311264		Manual Check	
001-00-53620-370-000		REFUSE & GARBAGE COLLECTION	20,491.25
		REFUSE 12/1/15-12/31/15	
001-00-53635-360-000		RECYCLING-CURB PICK UP	10,088.00
		RECYCLING 12/1/15-12/31/15	
Total			30,579.25
<hr/>			
AW1208 12/23/2015		WISCONSIN EMPLOYEE TRUST FUNDS- HEALTH INS	
JANUARY 2016 HEALTH INS PREMIUMS		Manual Check	
001-00-21000-000-580		HEALTH INSURANCE PAYABLE	11,412.10
		VOW - JAN 2016	
001-00-21000-000-580		HEALTH INSURANCE PAYABLE	5,245.30
		COMM CTR - JAN 2016	
Total			16,657.40
<hr/>			
Grand Total			79,327.31

DMB CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

	Amount
Total Expenditure from Fund # 001 - GENERAL FUND	74,614.32
Total Expenditure from Fund # 004 - GENERAL CAPITAL PROJECTS	5.75
Total Expenditure from Fund # 006 - PARK FUND	2,502.24
Total Expenditure from Fund # 013 - ACCOUNTS RECEIVABLE FUND	780.00
Total Expenditure from Fund # 401 - UTILITY DISTRICT #1 WATER	300.00
Total Expenditure from Fund # 402 - UTILITY DISTRICT #1 SEWER	300.00
Total Expenditure from Fund # 403 - UTILITY DISTRICT #2 WATER	412.50
Total Expenditure from Fund # 404 - UTILITY DISTRICT #2 SEWER	412.50
Total Expenditure from all Funds	79,327.31

SETTLERS BANK CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
1873	12/21/2015	R.G. HUSTON COMPANY INC WINDSOR CROSSING WORK ESTIMATE 4	
301-00-57300-000-000		TRANSPORTATION/INFRASTRUCTURE WINDSOR CROSSING WORK ESTIMATE 4	434,275.83
Total			434,275.83
1875	12/30/2015	AXLEY BRYNELSON, LLP INV 650579/ SERV THRU	
301-00-51300-310-000		LEGAL-GENERAL COUNSEL WSD REGISTER OF DEEDS	30.71
Total			30.71
1876	12/30/2015	CGC, INC. INV 43261/ SERV THRU 11/28/15	
301-00-53311-270-000		HS-ENGINEERING WINDSOR CROSSING SOIL TESTING	329.05
Total			329.05
Grand Total			434,635.59

SETTLERS BANK CHECKING - WINDSOR

ALL Checks

Posted From: 12/19/2015 From Account:  
Thru: 12/31/2015 Thru Account:

	Amount
Total Expenditure from Fund # 301 - TAX INCREMENTAL DISTRICT 1	434,635.59
Total Expenditure from all Funds	434,635.59

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In Progress Checks - Full Report - ALL

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ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 12/19/2015

From Account:

Thru: 1/07/2016

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
1/07/2016		ACE DEFOREST	
STATEMENT CLOSING 12/23/15		Previous Year Expense	
001-00-53311-855-000		HS-SIGNS	2.00
		INV 63291/ BOLTS FOR RADAR SPEED SIGN	
001-00-53311-855-000		HS-SIGNS	1.50
		INV 63293/ BOLTS FOR RADAR SPEED SIGN	
001-00-51600-712-000		BP-MISCELLANEOUS	7.98
		INV 63388/ AA & AAA BATTERIES FOR OFFICE	
001-00-53311-855-000		HS-SIGNS	19.32
		INV 63469/ HARDWARE FOR WINDSOR RD SIGN	
001-00-53311-555-000		HS-GENERAL SUPPLIES	9.07
		INV 63489/ ELEC CONNECTORS FOR SHOP	
001-00-53311-932-000		HS-VEHICLE REPAIR	1.50
		INV 63515/ HYDRAULIC PLUGS FOR ST BROOM	
001-00-53311-897-000		HS-VEHICLE & EQUIPMENT PARTS	22.53
		INV 63540/ BOLTS FOR (3) PLOW TRUCKS	
Total			63.90
1/07/2016		BURKE TRUCK & EQUIPMENT, INC.	
INV 19320, 19327		Previous Year Expense	
001-00-53311-897-000		HS-VEHICLE & EQUIPMENT PARTS	1,187.22
		(3) PLOW MOTORS & HOSES FOR ST BROOM	
001-00-53311-897-000		HS-VEHICLE & EQUIPMENT PARTS	50.04
		HYDRAULIC HOSE FOR ST BROOM	
Total			1,237.26
1/07/2016		DANE COUNTY CITIES & VILLAGES ASSOC	
2016 MEMBERSHIP DUES			
001-00-51100-498-000		LEG-DUES	2,285.00
		2016 DCCVA DUES	
Total			2,285.00
1/07/2016		DANE COUNTY TREASURER	
INV 28127		Previous Year Expense	
001-00-51500-712-000		FA-MISCELLANEOUS	77.90
		2015 TAX BILL ENVELOPES (5 BX)	
Total			77.90

## ALL Checks by Payee

ACCT

DMB CHECKING - WINDSOR

Dated From: 12/19/2015

From Account:

Thru: 1/07/2016

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/07/2016	DANE COUNTY TREASURER.	
INV 28154		Previous Year Expense	
001-00-52100-350-000		LAW ENFORCEMENT-POLICE SERV	26,123.38
		POLICE SVCS-11/15/15-12/12/15	
		Total	26,123.38
	1/07/2016	DEFOREST AREA CHAMBER OF COMMERCE	
INV 5416			
001-00-51100-498-000		LEG-DUES	100.00
		2016 MEMBERSHIP DUES	
		Total	100.00
	1/07/2016	EZ OFFICE PRODUCTS, LLC	
INV 199173		Previous Year Expense	
001-00-51400-760-000		GA-OFFICE SUPPLIES	10.00
		(2) DZ BINDER CLIPS	
		Total	10.00
	1/07/2016	FOTH INFRASTRUCTURE & ENVIRONMENT, LLC	
		PERIOD ENDING 12/11/15, INV 46441&46442	Previous Year Expense
001-00-56700-340-000		EC DEV-PLANNING SERV CONTRACT	1,542.50
		GEN PLANNING SERVICES	
001-00-56700-340-000		EC DEV-PLANNING SERV CONTRACT	2,103.60
		CORP UPDATE	
001-00-56700-340-000		EC DEV-PLANNING SERV CONTRACT	4,384.00
		ETZ FARMLAND PRESERVATION	
001-00-51100-609-000		LEG-INCORPORATION	5,741.00
		INCORPORATION	
013-00-23090-401-000		SUPER 8 CSM & CUP	55.00
		SUPER 8 CSM	
		Total	13,826.10
	1/07/2016	GENERAL ENGINEERING	
INV 188, PERIOD ENDING 11/30/15		Previous Year Expense	
001-00-52400-250-000		INSPECTION-BUILDING INSPECTION	2,894.95
		INSPECTIONS-NOV 2015	
		Total	2,894.95
	1/07/2016	LEAGUE OF WISCONSIN MUNICIPALITIES	
		2016 MEMBERSHIP DUES	

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 12/19/2015 From Account:  
Thru: 1/07/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
001-00-51100-498-000		LEG-DUES	2,135.03
		2016 MEMBERSHIP DUES	
Total			2,135.03

1/07/2016		PREFERRED ELECTRIC & HEATING LLC	
INV 15223,	15224		Previous Year Expense
006-00-55200-775-000		PARKS- SPECIAL PROJECTS	875.00
		NEW LED FLOOD LIGHT AT WSC SHELTER	
001-00-51600-527-000		BP-FACILITY MAINTENANCE	274.74
		REPAIR SEPTIC LIFT PUMP ELEC BOX	
Total			1,149.74

1/07/2016		STAFFORD ROSENBAUM ATTORNEYS	
SERVICES THRU	11/30/15		Previous Year Expense
001-00-51200-330-000		JUD-COURT PROSECUTION/LEGAL	21.00
		INV 1175929/ ORD PROS T. JACKSON	
001-00-51200-330-000		JUD-COURT PROSECUTION/LEGAL	57.58
		INV 1175930/ ORD PROS J. MOLZ	
001-00-51100-609-000		LEG-INCORPORATION	96.00
		INV 1175106/ INCORPORATION	
Total			174.58

1/07/2016		THE O'BRIEN AGENCY LLC	
INV 49860,	49922		Previous Year Expense
001-00-51500-794-000		FA-PRINTING	264.00
		(2800) 2015 TAX FLYER	
001-00-51400-760-000		GA-OFFICE SUPPLIES	57.00
		(2) CS 8 1/2 X 11 COPY PAPER	
001-00-51400-760-000		GA-OFFICE SUPPLIES	45.00
		(5) REAMS LEGAL PAPER	
001-00-51400-760-000		GA-OFFICE SUPPLIES	36.00
		(3) REAMS LEDGER PAPER	
Total			402.00

1/07/2016		WINDSOR LAWNS, LLC	
INV 19631			Previous Year Expense
020-00-55200-623-000		INVASIVE CONTROL	2,400.00
		TREAT/REMOVE INVASIVE-WEST SIDE PATH	
Total			2,400.00

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 12/19/2015 From Account:  
Thru: 1/07/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
1/07/2016 WISCONSIN DEPARTMENT OF REVENUE			
BUSINESS TAX REGISTRATION			
001-00-51500-712-000		FA-MISCELLANEOUS	10.00
		BUS TAX RENEWAL FEE - EXPIRES 1/31/18	
Total			10.00
1/07/2016 WORKHORSE SOFTWARE SERVICES, INC.			
2016 ANNUAL SUPPORT BILLING			
401-01-53700-681-010		W-BILLING SOFTWARE/SUPPLIES	243.75
		2016 SUPPORT UTILITY BILLING 1/4	
402-01-53800-840-000		S-BILLING/COLLECTING.ACCOUNTIN	243.75
		2016 SUPPORT UTILITY BILLING 1/4	
403-02-53700-681-010		W-BILLING SOFTWARE/SUPPLIES	243.75
		2016 SUPPORT UTILITY BILLING 1/4	
404-02-53800-840-000		S-BILLING/COLLECTION/ACCOUNTIN	243.75
		2016 SUPPORT UTILITY BILLING 1/4	
001-00-51400-470-000		GA-COMPUTER SOFTWARE	390.00
		2016 SUPPORT ACCOUNTING/PAYROLL 1/5	
401-01-53700-681-010		W-BILLING SOFTWARE/SUPPLIES	390.00
		2016 SUPPORT ACCOUNTING/PAYROLL 1/5	
402-01-53800-840-000		S-BILLING/COLLECTING.ACCOUNTIN	390.00
		2016 SUPPORT ACCOUNTING/PAYROLL 1/5	
403-02-53700-681-010		W-BILLING SOFTWARE/SUPPLIES	390.00
		2016 SUPPORT ACCOUNTING/PAYROLL 14/5	
404-02-53800-840-000		S-BILLING/COLLECTION/ACCOUNTIN	390.00
		2016 SUPPORT ACCOUNTING/PAYROLL 1/5	
401-01-53700-681-000		W-OFFICE SUPPLIES & EXP	183.33
		2016 SUPPORT MISC BILLING 1/3	
402-01-53800-840-000		S-BILLING/COLLECTING.ACCOUNTIN	183.33
		2016 SUPPORT MISC BILLING 1/3	
001-00-51400-470-000		GA-COMPUTER SOFTWARE	183.34
		2016 SUPPORT MISC BILLING 1/3	
Total			3,475.00
Grand Total			56,364.84

ALL Checks by Payee  
DMB CHECKING - WINDSOR

ACCT

Dated From: 12/19/2015 From Account:  
Thru: 1/07/2016 Thru Account:

	Amount
Total Expenditure from Fund # 001 - GENERAL FUND	50,133.18
Total Expenditure from Fund # 006 - PARK FUND	875.00
Total Expenditure from Fund # 013 - ACCOUNTS RECEIVABLE FUND	55.00
Total Expenditure from Fund # 020 - CONSERVANCY FUND	2,400.00
Total Expenditure from Fund # 401 - UTILITY DISTRICT #1 WATER	817.08
Total Expenditure from Fund # 402 - UTILITY DISTRICT #1 SEWER	817.08
Total Expenditure from Fund # 403 - UTILITY DISTRICT #2 WATER	633.75
Total Expenditure from Fund # 404 - UTILITY DISTRICT #2 SEWER	633.75
Total Expenditure from all Funds	56,364.84

#7

**VILLAGE OF WINDSOR  
LAW ENFORCEMENT REPORT  
DECEMBER 2015**

<b>TOTALS</b>	<b>GNACINSKI /1st</b>	<b>DAY / Split</b>	<b>STUDNICKA/ 2nd</b>
Days Worked	16	22	14
Hours Worked	128	176	108
Miles	2000	2704	1078
Average Miles / day	133	123	77
Calls	24	47	31
Crashes	0	3	2
Citations	3	16	17
Warnings	8	65	3
Report Hours	2.5	3.5	4.5
Time at Schools	1	1	0
Other	0		2.5 Days Instruct Academy

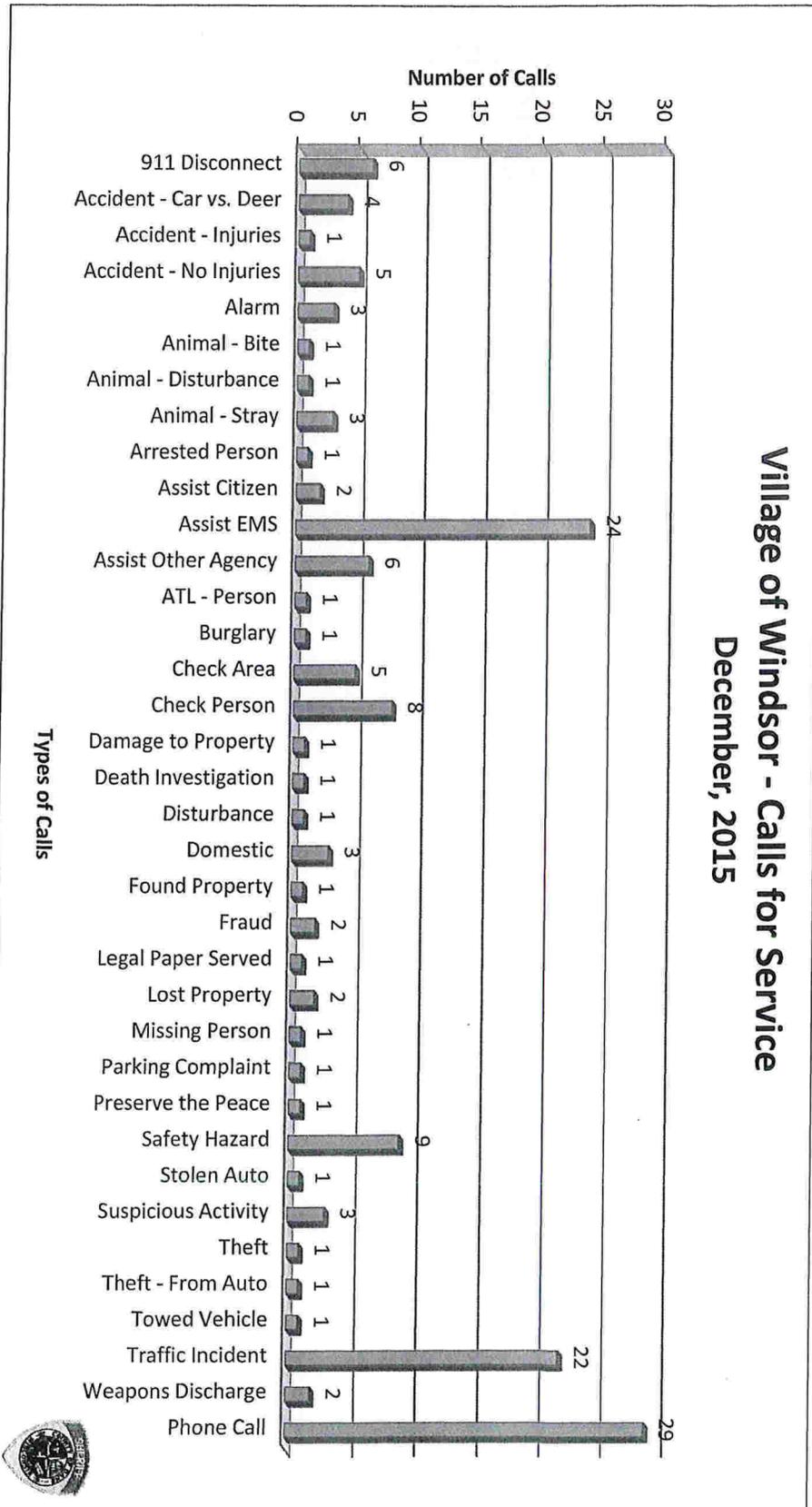
<b>CRASH LOCATIONS</b>		<b>CALLS OF INTEREST</b>	
Injury Crash	Manthe Rd	<b>GNACINSKI</b>	Death Investigation
1 Car PDO	19/Interestate		Shop With a Cop
Car V. Deer	V/Mueller	<b>DAY</b>	Domestic
			Felony Warrant Arrest
			Assist Search warrant, Mall shooting
		<b>STUDNICKA</b>	Eluding Arrest
			Suicidal Person - Hospital

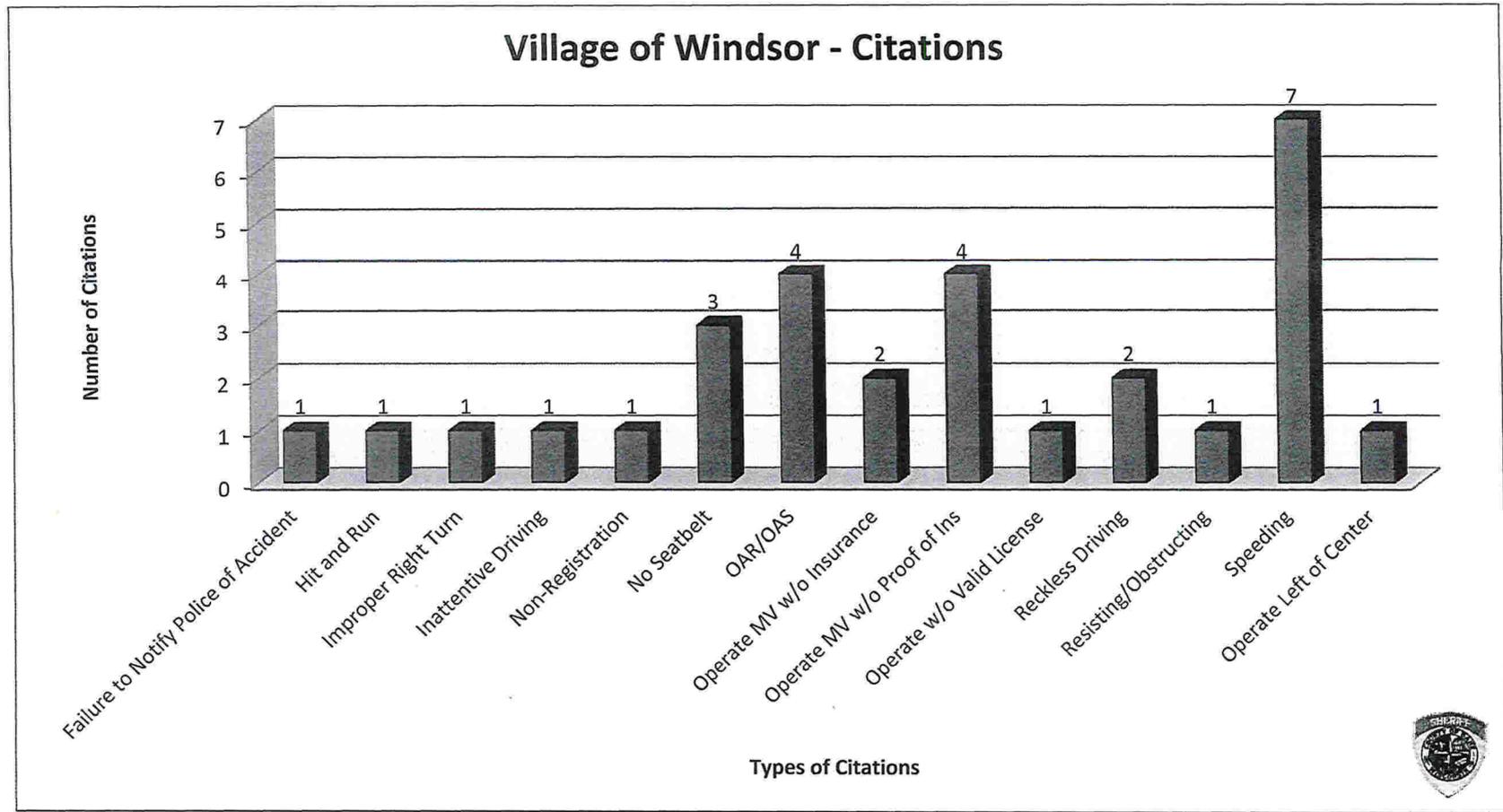
**OTHER ITEMS**

<b>DATE</b>	<b>CONCERN</b>	<b>OUTCOME</b>



### Village of Windsor - Calls for Service December, 2015





30 citations



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**VILLAGE OF WINDSOR MEMORANDUM**

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**TO:** VILLAGE BOARD  
**FROM:** CHRISTINE CAPSTRAN, CLERK  
**SUBJECT:** OPERATOR LICENSE  
**DATE:** DECEMBER 31, 2015

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On the agenda for consideration is the following operator license application:

1. **Gascho, Kari A.**, 4813 Goldfinch, Madison, to work at Lake Windsor Golf Club. New License. A Provisional License has been granted. Based upon the submitted application and record check completed via Wisconsin Circuit Court Access and the Wisconsin Department of Justice, I would recommend approval of applicant.

Madison Metropolitan Sewerage District

1610 Moorland Road • Madison, WI 53713-3398 • P: (608) 222-1201 • F: (608) 222-2703

Memorandum

**To:** Yahara WINS Pilot Project Municipal Participants

**From:** Dave Taylor, Director of Ecosystem Services

**Date:** December 17, 2015

**Subject:** Intergovernmental Agreement

Attached is a final version of the Intergovernmental Agreement (IGA) for the full scale adaptive management project. We are asking communities that will participate in the full scale project to take the necessary steps to execute the IGA by March 31, 2016. The signature page is being provided in Word format to allow you to insert the appropriate name and title of the individual(s) being authorized to execute the IGA on behalf of your municipality.

As always, we are available to attend a board or council meeting if doing so would be helpful in answering questions you might have as you take action on executing the IGA. I can be reached by email ([davet@madsewer.org](mailto:davet@madsewer.org)) or by phone (608-222-1201, ext. 276).

The final version of the attached IGA reflects revisions made in response to comments or suggestions received during the most recent review process. Significant changes include the following:

- **Section 6 (Executive Committee):** Two additional "advisory" positions (Yahara Pride Farms and Dane County) that are non-voting have been added to the Executive Committee. These two groups have played key collaborative roles in the Adaptive Management Pilot Project and it is anticipated they will continue to play key roles going forward. The Executive Committee may at its discretion appoint additional advisors.
- **Section 8 (Budget):** This section has been revised to allow for annual payments to be made in two equal installments. The first installment shall be made on or before February 28<sup>th</sup> of each year and the second installment shall be made on or before June 30<sup>th</sup> of each year. Language was also added to address the 2016 transition year payment, which is a continuation of the annual payment made by participants in 2015.

- **Section 9 (Charges to Members):** Members will specify at the time they execute the IGA the portion of their required phosphorus reduction (if any), expressed in pounds per year, that they will accomplish independently. If a member overpays in 2017 based on subsequent updated stormwater modeling, the amount overpaid will be credited back to the member in equal installments over the next four years. Conversely, if a member underpays in 2017 based on subsequent updated stormwater modeling, the amount underpaid will be recovered from the member in equal installments over the next four years.
- **Section 14 (Adaptive Management Permittee Provisions):** Upon completion or termination of the adaptive management project, any funds remaining in the segregated account for the Group following payment of all project expenses, shall be returned to members of the Group in direct proportion to the contribution made by each member of the Group.

Although it has been mentioned on multiple occasions during individual and group meetings, it is important to emphasize that the charges in Exhibit B are placeholders and that there is a clear process in Section 9 for making adjustments as MS4s update their stormwater modeling work and as new information on flow and effluent phosphorus concentrations become available for wastewater treatment plants. For example, if an MS4 conducts updated stormwater modeling and shows that the required phosphorus reduction is 50% less than the reduction shown in Exhibit B of the IGA, the cost for that MS4 would be reduced by 50%. In addition, as noted above, language has been added in the IGA under Section 9 to credit back potential overpayments in the event that the timing of receipt of updated stormwater modeling does not allow for the adjustment to be made in advance of the initial invoice being sent out.

This is an exciting time as we collectively move forward to advance this holistic and cost effective approach to addressing phosphorus and sediment (TSS) reductions throughout the watershed. Thanks for all that you have done to date to support the adaptive management effort. We look forward to continuing to work together to advance the full scale adaptive management project.

**INTERGOVERNMENTAL AGREEMENT FOR  
AN ADAPTIVE MANAGEMENT PLAN  
FOR THE YAHARA WATERSHED**

WHEREAS, Wis. Stat. § 66.0301, entitled "Intergovernmental cooperation," provides that any municipality (defined as including but not limited to any state agency, city, village, town, county, sanitary district, metropolitan sewerage district or sewer utility district) may contract with other municipalities for the furnishing of services, and the joint exercise of any power or duty required or authorized by law;

WHEREAS, the U.S. Environmental Protection Agency (EPA) has approved Total Maximum Daily Loads for Total Phosphorus and Total Suspended Solids (TSS) in the Rock River Basin (the "Rock River TMDL" or "TMDL"), which includes the Yahara Watershed as shown on Exhibit A;

WHEREAS, municipalities who own Publicly Owned Treatment Works (POTWs) and/or Municipal Separate Storm Sewer Systems (MS4s) in the Yahara Watershed are required to meet surface water quality standards and/or wasteload allocations for phosphorus and TSS pursuant to the provisions of Wis. Admin Code § NR 217 and/or the Rock River TMDL;

WHEREAS, Wis. Admin Code § NR 217.18 allows sources holding a Wisconsin Pollutant Discharge Elimination System (WPDES) permit the option known as adaptive

management which involves developing an Adaptive Management Plan involving point and nonpoint sources to achieve water quality standards and TMDL allocations;

WHEREAS, Wis. Stat. § 283.13 (7) allows adaptive management to be used to address TMDL allocations for both phosphorus and TSS over four permit terms;

WHEREAS, in 2012 Madison Metropolitan Sewerage District (District) developed an adaptive management pilot project with other interested parties within the Yahara watershed as set forth in a Memorandum of Understanding for an Adaptive Management Pilot Project in the Yahara Watershed;

WHEREAS, on December 14, 2014, the District entered into a Memorandum of Understanding with the Wisconsin Department of Natural Resources (DNR) regarding the manner in which a full scale Adaptive Management Plan for the Yahara Watershed would be developed and evaluated;

WHEREAS, the District has committed to developing an Adaptive Management Plan to fulfill its phosphorus compliance obligations under its WPDES permit and fulfill the TMDL obligations of other permittees;

WHEREAS, the undersigned municipalities within the Yahara Watershed, (Parties) wish to join together to jointly participate in the Adaptive Management Plan;

WHEREAS, the Parties desire to create an intergovernmental agreement and form a group known as "The Yahara Watershed Improvement Network (Yahara WINS) Group" or simply "the Group";

WHEREAS, the Parties desire to create a commission that will administer such participation, information gathering, projects and activities of the Group all as set forth in this Agreement;

WHEREAS, the Parties desire to implement this Agreement in a collaborative, cooperative manner to advance the Adaptive Management Plan;

WHEREAS, the Parties to this Agreement also intend to contract and work collaboratively with agricultural producers, non-governmental organizations, county agencies and other entities to advance the Adaptive Management Plan.

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to create this Intergovernmental Agreement for an Adaptive Management Plan for the Yahara Watershed ("Agreement") as follows:

**1. GOALS OF THE GROUP.**

The Parties hereby agree to cooperate to exercise their municipal powers jointly for:

- a. Providing review and comments on the Adaptive Management Plan prepared by the District;
- b. Contracting with consultants, legal counsel, and other parties to further the development, implementation and evaluation of the Adaptive Management Plan;
- c. Coordinating or contracting with the DNR and other pertinent agencies, units of local government, and non-governmental organizations and entities to achieve the goals of the Adaptive Management Plan; and
- d. Pooling resources in accordance with the provisions of cost allocations in Exhibit B to achieve the goals of the Adaptive Management Plan.
- e. Achieving compliance with WPDES permit requirements related to the Rock River TMDL.

## 2. MEMBERS OF THE GROUP

a. In General. The members of the Group (“Members”) created by this Agreement are the Wisconsin municipalities (defined as including but not limited to any state agency, city, village, town, county, sanitary district, metropolitan sewerage district or sewer utility district) who own Publicly Owned Treatment Works (POTWs) and/or Municipal Separate Storm Sewer Systems (MS4s) or municipalities who have land within areas served by the Adaptive Management Plan, and which have duly executed identical counterparts or copies of the Agreement pursuant to Section 3 (“Members” collectively and “Member” individually) on or before April 15, 2016.

b. Changes in Membership. Additional Wisconsin municipalities may become Members of the Group with the consent of a majority of the Members by becoming Parties to this Agreement on the condition that payments be made to cover their share of costs based on their phosphorus allocation for the years from the date of this Agreement to their membership date. Members may cease to be Members and Parties to this Agreement pursuant to Section 12.

c. Representative to the Group. All Group Members shall designate a representative and an alternate representative. A Member may remove or replace its representative to the Group at will, with or without cause, at any time. All designations of representatives, alternatives and replacements shall be made in writing, signed on behalf of the Member and delivered to the Secretary of the Executive Committee. Each Member’s representative shall have the authority to act on the Member’s behalf at meetings held under Section 5.

### **3. AUTHORITY OF MEMBERS TO PARTICIPATE.**

a. This Agreement is entered into pursuant to authority granted under Wis. Stat. § 66.0301. The authorizing resolution for each Party to this Agreement shall:

(1) Agree to the terms and conditions of this Agreement and the establishment of the commission created hereunder;

(2) Authorize and direct the appropriate municipal officers of the Member to execute this Agreement on behalf of the Member; and

(3) Indicate how each Member shall appoint the Member's representatives to the Group under Section 2c.

b. A certified copy of the authorizing resolution and a duly executed copy of this Agreement for each Party to this Agreement shall be maintained on file with the Executive Committee.

### **4. POWERS OF THE GROUP**

The Group shall have the following powers:

a. To elect the members of the Executive Committee as set forth in Section 6.

b. To approve the 5 year and annual budgets under Section 8.

c. To approve the bylaws proposed by the Executive Committee.

d. To share information and advise the Executive Committee on all matters including elements of the Adaptive Management Plan.

### **5. MEETINGS OF THE GROUP**

a. The Group shall meet no less than four times per year.

b. A quorum shall be a majority of the members of the Group and must include the representatives from the District and any other member who contributes at least one fifth of the allocated cost under Exhibit B. If a quorum is not present the members present may meet and share information, but no action may be taken.

c. Unless otherwise expressly provided by this Agreement, all votes of the Group shall be by a majority of the members of the Group present at a meeting where there is a quorum.

d. All meetings shall be open meetings and require public notice in accordance with Wisconsin's open meeting laws. The Group shall encourage the participation of other interested parties including agricultural producers and nongovernmental entities.

## **6. EXECUTIVE COMMITTEE**

a. Creation of Executive Committee. The Members also agree that there is created a five member Executive Committee which will be a commission under Wis. Stat. § 66.0301(2) and (3), to administer the joint activities of the Yahara WINS Group. This commission shall be formally referred to as THE YAHARA WINS EXECUTIVE COMMITTEE, and referred to in this Agreement as the "Executive Committee." This Executive Committee shall operate as a governmental body under Wis. Stat. § 19.82(1).

b. Members of the Executive Committee. The Executive Committee shall be comprised of five Member representatives and two non-Member advisors.

(1) The Executive Committee members shall include a representative from the Madison Metropolitan Sewerage District and a representative from any Member, other than the District, who contributes at least one fifth of the allocated cost

under Exhibit B. Of the remaining members, one must be from a city or village, one from a town, and one will be an at large position. Cities and villages will vote to select their representative to the Executive Committee, towns will vote to select their representative to the Executive Committee, and the group as a whole will vote to select the at large representative.

(2) Recognizing the key collaborative roles played by Dane County and members of the agricultural community in the Adaptive Management Pilot Project and their anticipated roles as this Agreement moves forward, Dane County and the Yahara Pride Farm Group may each appoint an advisor to the Executive Committee. The Executive Committee may in its discretion appoint additional advisors. The advisors shall be given notice of all Executive Committee meetings and may participate in such meetings as non-voting members.

c. Term. The term of the three elected members of the Executive Committee shall be for staggered five year terms and may be reelected by the Group.

d. Purposes and Powers of the Executive Committee.

(1) To make, amend and repeal bylaws and rules related to the purpose and operation of the Group subject to approval by the Group.

(2) To invest funds not required for immediate disbursement in properties or securities as permitted by state law.

(3) To make and execute contracts and other instruments of any name or type necessary or convenient for the exercise of the powers granted herein, including contracts with engineers, legal counsel, administrative staff and other consultants.

(4) To accept contributions of capital from Member communities or third parties.

(5) To do all acts and things necessary or convenient for the conduct of its business and the general welfare of the Group and the Parties and to carry out the purposes and powers granted to it by this Agreement.

(6) To sue, and be sued, complain and defend in all courts, and also, appear in or before applicable governmental agencies administrative tribunals and legislative bodies.

e. No Compensation. The members of the Executive Committee shall serve without compensation, provided, however, that the Executive Committee shall have discretion to reimburse members of the Executive Committee for reasonable expenses incurred for special services to the Executive Committee.

f. Quorum. A quorum shall be a majority of the members of the Executive Committee and must include the representatives from the District and any Member (other than the District) who contributes at least one fifth of the allocated cost under Exhibit B. No action may be taken in the absence of a quorum.

g. Voting. The members of the Executive Committee shall vote upon matters in the following manner:

(1) Voting in General. Unless otherwise expressly provided by this Agreement, the bylaws, or some other subsequent action of the Executive Committee, all votes shall be by a majority of the members of the Executive Committee present at a meeting where there is a quorum.

(2) Voting on Matters Which May Affect WPDES Permit Compliance. The Executive Committee shall provide written notice to all Members of any proposed or recommended action potentially affecting any Member's WPDES permit, other than the development and implementation of the adaptive management plan. Such

actions include the following: (i) the development or implementation of terms and conditions of a WPDES permit; (ii) a violation of a WPDES permit, (iii) a WPDES permit modification or revocation (iv) a change in WPDES permit limits or compliance plan; or (v) any other action that could jeopardize a Member's WPDES permit compliance. Any Member so notified has 30 days from the date of the notice to provide a written objection to the Secretary of the Executive Committee to any such actions that affect its WPDES permit. In such a case, no final action may be taken by the Executive Committee without the further written consent of the objecting member.

(h) Meeting. The Executive Committee shall meet no less than quarterly. Additional meetings may be held at the request of any member of the Executive Committee.

## 7. OFFICERS.

a. Officers of the Executive Committee. The Officers of the Executive Committee are a President, a Vice-President, a Secretary, a Treasurer and such other Officers as the Executive Committee may designate. The President shall be the District representative. The Vice-President, Secretary and Treasurer shall be elected by the members of the Executive Committee from among the members of the Executive Committee and shall serve five year terms.

b. Dual Signature Required. The signatures of two officers shall be required on all forms of payment, and all legally binding documents executed in the name of the Executive Committee or the Group.

c. Duties. Unless otherwise determined by the Executive Committee, the duties of the officers shall include the following:

(1) President. The President shall be the principal executive officer of the Executive Committee and shall preside at all meetings of the Executive Committee and set the agenda.

(2) Vice-President. In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform the duties of the President.

(3) Secretary. The Secretary shall keep minutes of the meetings of the Executive Committee in one or more books provided for that purpose; see that all notices are duly given in accordance with this Agreement, or as required by law; and be custodian of the Executive Committee's records. The Secretary shall take such actions as are prudent and necessary to maintain the public records at the offices of the District in accordance with Wisconsin's public records laws.

(4) Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Group and shall have charge of the financial records of the Group. The Treasurer will work with District staff to set up a segregated account for the funds of the Group. The Treasurer shall take such actions as are prudent and necessary to maintain the public records at the offices of the District in accordance with Wisconsin's public records laws.

d. Removal. An officer other than the President may be removed from office with or without cause upon a majority vote of the members of the Executive Committee.

## **8. BUDGET**

The Executive Committee shall prepare budget documents as follows:

a. Project Budget. The 20 year adaptive management cost to Members and the associated annual cost are listed in Exhibit B to this Agreement.

b. Five Year Budget. The Executive Committee shall break down the 20 year Adaptive Management costs into five year intervals corresponding with the estimated permit terms. The Five Year Budget shall be approved by a majority of the Members present in the meeting of the Group in which action on the Project Budget is taken. The Five Year Budget shall be updated no less than every five years and approved by the Group. Estimated project costs shall be allocated equally over the 20 year Adaptive Management Plan period to the extent practicable.

c. Annual Budget. The Executive Committee shall prepare a detailed annual budget of the estimated expenditures associated with the Adaptive Management Plan for the next calendar year, and present the annual budget to the Group for review no later than September 30<sup>th</sup> of each year. The annual budget shall be consistent with the Five Year Budget approved in Section 8 (b), and shall be approved by October 31<sup>st</sup> of each year by a majority of the Members of the Group present at the meeting in which action on the annual budget is taken. The Executive Committee shall send invoices to members of the Group consistent with the annual cost shown in Exhibit B, subject to any revision consistent with Section 9 of this Agreement on or before December 15 of each year., The first invoice under this Agreement will be sent to Members on or before December 15, 2016 and will be for the calendar year 2017. Invoices will be sent to Members annually thereafter on or before December 15<sup>th</sup> of each year. Payments based on each annual invoice shall be made in two equal installments. The first installment shall be made on or before February 28<sup>th</sup> of each year and the second installment shall be made on or before June 30<sup>th</sup> of each year.

d. Funds for 2016 are based on a continuation of annual payments made by the participants to the Adaptive Management Pilot Project at the same funding level as 2015. The Executive Committee shall receive any such payments to further the purposes of this Agreement and subject to the audit and reporting requirements set forth in Section 10.

## 9. CHARGES TO MEMBERS.

a. Costs shall be allocated among Members as shown in Exhibit B, except as otherwise provided in this Section. Cost allocations in Exhibit B are based on phosphorus load reductions and are determined by multiplying the total adaptive management project cost by the fraction of the total pounds of required project phosphorus reduction needed by each Member to meet its TMDL allocation under current conditions. For example, if the required phosphorus reduction of an individual member is equal to 5 percent of the total pounds of phosphorus reduction from all sources in this adaptive management project, that member is assigned 5 percent of the total project cost. For the purpose of Exhibit B, required phosphorus reductions were determined as follows:

(1) **Point Source Members:** For the purpose of this section, Point Source Members are those members who own or operate facilities identified in Appendices P, Q, R and S of the Rock River TMDL. The required phosphorus reduction is determined by subtracting the TMDL allocated phosphorus load from the current condition phosphorus load, with the current condition phosphorus load defined as the most recent five year average load (2010 thru 2014) using data obtained from the DNR. For all Point Source Members, the allocated phosphorus load is consistent with the allocation specified in the TMDL. For Point Source Members that own or operate POTWs, required

phosphorus reductions also factor in the need to meet the interim concentration limits specified in Section 14 (b).

(2) **MS4 Members:** For the purpose of this section MS4 Members are those members who own Municipal Separate Storm Sewer Systems as identified in Appendices T, U, and V of the Rock River TMDL, except that the University of Wisconsin-Madison shall also be considered an MS4 Member. The required phosphorus reduction for MS4 Members is determined by subtracting the TMDL allocated phosphorus load from the TMDL baseline phosphorus load.

b. Members shall commit to payment in accordance with the schedule in Exhibit B.

c. Notwithstanding Exhibit B, it is recognized that MS4 Members may update stormwater modeling consistent with the DNR guidance document titled “TMDL Guidance for MS4 Permits: Planning, Implementation and Modeling Guidance” (October 20, 2014). If the updated modeling is reviewed and approved by DNR, and shows a required annual phosphorus reduction that is different than what was used to develop the cost allocation in Exhibit B, the cost for that MS4 member in Exhibit B will be adjusted as follows:

$$\text{Exhibit B Cost} \times \left[ \frac{\text{Revised phosphorus reduction (lbs/yr)}}{\text{Initial phosphorus reduction (lbs/yr)}} \right] = \text{Revised Cost}$$

If the revised phosphorus reduction information is received on or before September 1<sup>st</sup> of any year, the revised cost will be applied to all years going forward. For example, if data is submitted on or before September 1, 2017 that results in a revised cost being calculated, that revised cost will be applied to annual payments beginning in 2018. Additionally, a

true up will be allowed at the end of every five year WPDES permit term to reflect practices that may have been added during that WPDES permit term that result in a revised phosphorus reduction and therefore a revised cost, provided those reductions are in excess of the baseline reductions in Section 14 (a). Revised costs would be calculated using the above formula and would be applied to annual payments going forward.

d. If an MS4 makes an initial payment in 2017 based on Exhibit B and subsequently submits information that results in a revised cost that is less than shown in Exhibit B, the amount of overpayment shall be credited to the MS4 over the next four year period in equal annual installments. If an MS4 makes an initial payment in 2017 based on Exhibit B and subsequently submits information that results in a revised cost that is greater than shown in Exhibit B, the underpayment shall be recovered from the MS4 over the next four year period in equal annual installments.

e. Notwithstanding Exhibit B, the costs for Point Source Members will be revised at the end of 2016 using the most recent five year phosphorus load averaging period if it is different than the averaging period used in developing the cost allocations in Exhibit B. The cost will be adjusted as follows:

$$\text{Exhibit B Cost} \times \left[ \frac{\text{Revised phosphorus reduction (lbs/yr)}}{\text{Initial phosphorus reduction (lbs/yr)}} \right] = \text{Revised Cost}$$

The revised cost will be applied to the years going forward. Additionally, a recalculation of the phosphorus load will be made at the end of every five year WPDES permit term using the most recent five year average and will be used to calculate a revised cost, which

will be applied to annual payments for the years going forward. The revised cost will be calculated using the formula in this section.

f. MS4 Members and Point Source Members participating in this agreement may choose to accomplish some of their TMDL required phosphorus reduction independently and therefore “purchase” only a portion of their required phosphorus reduction through adaptive management. In this case, the Exhibit B cost or the Revised Cost (whichever is applicable) will be adjusted by multiplying it by the fraction of the required phosphorus reduction that is purchased through adaptive management. For example if an MS4 Member or Point Source Member purchases ninety-five percent of its required phosphorus load through adaptive management, the cost would be revised as follows:

$$\text{Exhibit B Cost or Revised cost (whichever is applicable)} \times 0.95 = \text{Adjusted Cost}$$

g. MS4 Members and Point Source Members choosing to purchase only a portion of their required phosphorus reduction through adaptive management agree that they must have a plan in place to accomplish the portion not purchased. The plan should identify significant anticipated milestones. In addition, they agree to provide a summary to the group at a frequency of at least once every two years specifying progress made in achieving the reductions not accomplished through adaptive management. MS4 Members and Point Source Members shall specify at the time they execute this agreement the portion of their required phosphorus reduction, expressed in pounds per year, that they will accomplish independently. The adaptive management project costs will be reviewed at least 360 days prior to the end of a 5 year WPDES permit term for which the Adaptive Management Plan is a permit condition. The costs may be adjusted based on this review

and upon approval by a majority of the Members. Adjustments (if any) may result in either a lower or higher charge to members going forward. Adjustments (if any) in the charge to members will be made at the start of the next 5 year WPDES permit term and will be made proportional to the required phosphorus reduction of Members. Adjustments will be reflected in the Five Year Budget under Section 8.

#### **10. AUDIT AND REPORTING**

a. The Executive Committee shall arrange for a financial audit of the Group's financial records on an annual basis by an independent accounting firm using generally accepted accounting practices.

b. The Executive Committee shall prepare an annual report and provide it to all Members, and to other government agencies as may be required. In addition to containing financial information, the annual report shall describe activities undertaken and progress made over the preceding year with respect to implementation of the Adaptive Management Plan. The annual report shall review the effectiveness of the measures undertaken as part of the Adaptive Management Plan and to the extent possible document the amount of phosphorus reduced by each of the project elements implemented under this Adaptive Management Plan. The annual report shall be distributed to the Group and published on the Group's website by June 30<sup>th</sup> of each year.

#### **11. LIABILITY OF THE EXECUTIVE COMMITTEE AND/OR GROUP.**

a. In the event any costs or expenses are imposed on the Group or the Executive Committee as a result of any judicial or administrative proceeding or settlement thereof, and the liability is not directly attributable to the conduct of a specific Member or

Members, the costs and expenses shall be treated as a cost of the Group to be allocated among all Members.

b. If any costs or expenses are imposed on the Group or the Executive Committee as a result of any judicial or administrative proceeding or settlement thereof, and the liability is directly attributable to the conduct of a specific Member or Members, the costs and expenses shall be allocated among those Members whose actions caused the imposition of the costs or expenses to the Group or Executive Committee, in proportion to their responsibility as determined by the presiding official of the judicial or administrative proceeding, or if not such determination, by the Executive Committee. Any member of the Executive Committee who represents a Member with an interest in the determination shall recuse themselves from all participation on the Executive Committee as to that issue. Any Member not satisfied with the decision of the Executive Committee can request the issue be resolved through binding mediation. The costs are to be borne equally by each Member to the mediation.

## **12. TERM OF AGREEMENT AND WITHDRAWAL.**

a. The term of this Agreement shall begin on April 15, 2016 and will generally coincide with the term of the approved Adaptive Management Plan which is anticipated to be approximately 20 years from approval.

b. This Agreement shall terminate upon conclusion of the Adaptive Management Plan or termination of the Adaptive Management Plan if the Adaptive Management Plan is terminated by DNR. This Agreement may also be terminated at a duly noticed Executive Committee meeting upon a two thirds vote by Members of the Group to terminate the Agreement at least 270 days prior to the end of a WPDES permit

term for which the Adaptive Management Plan is a permit condition. In no event shall termination become effective prior to the end of a WPDES permit term.

c. An individual Member may withdraw from the Agreement by providing notice at least 270 days prior to the end of a 5 year WPDES permit term for which the Adaptive Management Plan is a permit condition, if the member has paid its contribution for the five year WPDES permit period.

### **13. ADAPTIVE MANAGEMENT ADMINISTRATION**

a. The Adaptive Management Plan shall be prepared by the District. If this Agreement is in effect prior to the submittal of the Adaptive Management Plan to DNR by the District, then the District shall submit the Adaptive Management Plan to the Group for review and comment at least 60 days prior to District submittal to DNR..

b. Every five years as the WPDES permits come up for renewal, the District will prepare any amendment to the Adaptive Management Plan necessary to achieve the project goals and approval by the DNR. The District shall submit any Adaptive Management Plan amendments to the Group for review and comment at least 90 days prior to District submittal to DNR.

c. The District shall be responsible for administration and management of the Adaptive Management Plan and related activities, including contract management. The District will also serve as the primary contract laboratory for analysis of routine parameters (e.g. phosphorus, TSS, and nitrogen) from water samples collected as part of the adaptive management project, and can recover associated analytical costs from the Group.

#### **14. ADAPTIVE MANAGEMENT PERMITTEE PROVISIONS**

a. All MS4 Members participating in this Agreement are individually responsible for meeting the TMDL baseline conditions for sediment (TSS) and phosphorus control. The baseline condition for MS4 Members is 40% TSS control and 27% phosphorus control. These reductions must be achieved within each stream reach that they discharge to as identified in the TMDL. Trading with another MS4 member located within the same stream reach that has exceeded the baseline condition can be used to meet the baseline condition, but trade agreements are the responsibility of the participating Members and are not addressed directly through this Agreement.

b. All POTWs participating in this Agreement are required to meet an annual average effluent phosphorus concentration of 0.6 mg/L by the end of the first full WPDES permit term following implementation of the DNR approved Adaptive Management Plan, and an annual average effluent concentration of 0.5 mg/L by the end of the second full WPDES permit term following implementation of the DNR approved Adaptive Management Plan.

c. In the event the Adaptive Management Plan is terminated by DNR prior to the end of the original term of the Adaptive Management Plan, or if at the end of the adaptive management period DNR determines that the phosphorus and sediment (TSS) allocations identified in the TMDL have not been met for a stream reach, Members will be individually responsible for taking any additional steps needed to achieve compliance with phosphorus and sediment (TSS) reduction requirements in their WPDES permits. This could include converting to a water quality trading program that is consistent with applicable DNR guidance. Verifiable phosphorus and sediment (TSS) reductions or

“credits” achieved through the adaptive management project will be distributed to Members proportionate to the Charges to Members under Section 9 of this Agreement, but use in a water quality trading program is subject to applicable DNR guidance.

d. In the event municipal boundaries change during the term of this Agreement, as land transfers from one municipality to another the associated phosphorus load reduction and the associated payment responsibility also transfers to the new municipality.

e. Upon completion or termination of the adaptive management project, any funds remaining in the segregated account for the Group following payment of all project expenses, shall be returned to members of the Group in direct proportion to the contribution made by each member of the Group.

#### **15. NONDISCRIMINATION**

In the performance of services under this Agreement, the Parties agree not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs, or student status.

#### **16. MISCELLANEOUS**

a. Municipal Liability. Nothing in this Agreement shall constitute a waiver of any limitations on municipal liability that may exist as a matter of law, including but not limited to limitations in Wis. Stat. ch. 893.

b. Counterparts. This Agreement may be executed in counterparts, and the signatures of each party on separate copies of the Agreement shall be fully effective to bind each of them to the Agreement with any other party that signs any separate copy of the Agreement.

c. Entire Agreement. This Agreement supersedes any prior studies, memoranda, letters or oral discussions or understandings about the participation of any of the members in this joint project. This Agreement represents the entire agreement of the Parties as to organization and the goals of the Group.

d. Amendment or Modification. No amendment or modification may be made to this Agreement except in writing signed by a two thirds majority of all members.

e. Choice of Law. This Agreement shall, in general, be governed by and construed in accordance with the laws of the State of Wisconsin.

f. Exclusive Benefit. This Agreement is for the exclusive benefit of the Parties and their successors in interest and shall not be deemed to give any legal or equitable right, remedy or claim to any other entity or person.

g. No Joint Venture. This Agreement does not establish or evidence a Joint Venture or partnership between the Parties. No Party is liable for another Party's actions as a result of entering into this Agreement.

h. Succession. All the terms, provisions and conditions herein contained shall inure to the benefit of and be binding upon the Parties and their respective successors and assigns, including future governing bodies of the respective member communities.

i. Notice. Any notice required or given under this Agreement shall be effective if mailed by U.S. mail, postage prepaid, to the representatives at the addresses set forth after the signatures below, or any substituted address or representative as is filed with the Secretary of the Executive Committee.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Agreement on the dates set forth below.

\_\_\_\_\_  
Date of Execution

By:

\_\_\_\_\_  
(signature)

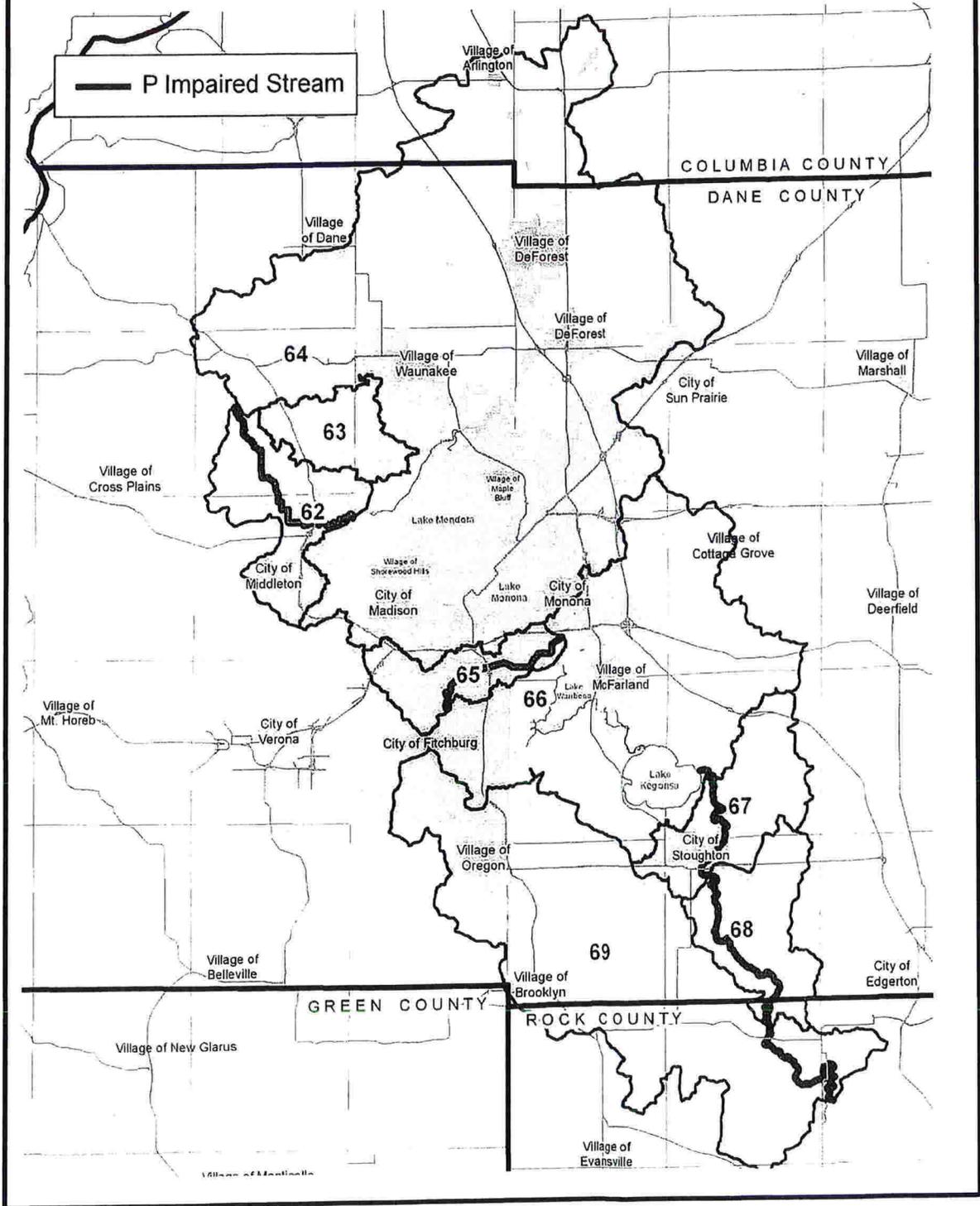
Name \_\_\_\_\_  
(typed name)

Title \_\_\_\_\_

Address:

**Exhibit A (Map of the Yahara Watershed)**

# Rock River TMDL Reaches



**Exhibit B: Preliminary Cost Allocations**  
**(Note: Section 9 outlines how preliminary costs can be adjusted)**

<b>Member</b>	<b>Required Phosphorus Reduction (lbs/yr)</b>	<b>Annual Adaptive Management Cost</b>
Blooming Grove, Town	460	\$23,000
Bristol, Town	412	\$20,000
Burke, Town	1,139	\$56,000
Cottage Grove, Town	635	\$31,000
Cottage Grove, Village	240	\$12,000
DeForest, Village	837	\$41,000
DNR-Fish Hatch	209	\$10,000
Dunkirk, Town	553	\$27,000
Dunn, Town	703	\$35,000
Fitchburg, City	2,141	\$105,000
Madison, City	15,836	\$779,000
Madison, Town	580	\$29,000
Maple Bluff, Village	181	\$9,000
McFarland, Village	736	\$36,000
Middleton, City	2,370	\$117,000
Middleton, Town	475	\$23,000
MMSD (BFC) WWTP	10,444	\$514,000
Monona, City	862	\$42,000
Oregon WWTP	1,619	\$80,000
Pleasant Springs, Town	432	\$21,000
Shorewood Hills, Village	221	\$11,000
Stoughton WWTP	109	\$5,000
Stoughton, City	229	\$11,000
Sun Prairie, City	634	\$31,000
University of Wisconsin-Madison	431	\$21,000
Waunakee, Village	1,091	\$54,000
Westport, Town	940	\$46,000
Windsor, Village	1,351	\$66,000

## Attachment 1

### Adaptive Management Cost/Implementation Model Fact Sheet

An adaptive management cost/implementation model was developed to estimate the cost associated with implementing an adaptive management project in the Yahara Watershed. The cost/implementation model is briefly described below.

#### Model Inputs

The model contains multiple inputs. To the maximum extent possible, modeled inputs are based on actual experience gained through work in the Yahara Watershed. Some of the significant model inputs include the following:

- Phosphorus management practices and associated phosphorus reduction (lbs./year).
- Practice shelf life (e.g. how long the practice will remain in place and functioning following installation).
- Practice cost by unit (e.g. per acre of cover crop).
- Staff cost by practice for implementation.
- Phosphorus reduction requirements by TMDL stream reach.
- Ramp up period to achieve phosphorus reductions and interim targets.
- Anticipated staffing efficiencies in delivering phosphorus reduction practices during the life of the adaptive management project.
- Water quality monitoring cost.
- Inflation factor (2.4% annual inflation factor was used in the model).

Dane County Land and Water Resources Department (DCLWRD) staff inventoried all conservation practices that were installed in the Yahara Watershed for the period of 2008-2012. The list was broken down by TMDL stream reach. DCLWRD staff categorized practices by type (Engineering vs. Management), and calculated the estimated phosphorus reduction for each practice. DCLWRD staff also estimated the amount of staff time that it typically takes for practice implementation, including landowner contacts, planning, design, and practice implementation.

The designed life expectancy or "shelf life" of each practice was identified, along with the practice cost and the cost per pound of phosphorus reduced. Where practice cost for a given practice varied, the practice cost used in the model was conservatively set at the highest practice cost. DCLWRD staff then used this information to develop a suite of phosphorus-reducing practices by stream reach for the full-scale adaptive management project. The suite of practices used in the cost model is not identical to the historic suite of practices, as some preference was given to practices with longer designed life expectancies. In addition, in some cases it was assumed that the designed life expectancy could be extended through contractual agreements.

#### Model Outputs

The model outputs include:

- Total project cost and annual costs, both with and without inflation.
- The cost per pound of phosphorus reduced.
- Annual phosphorus reduction (pounds) by stream reach based on total project phosphorus reductions and ramp-up periods.

The model designates phosphorus reductions as either "new" or "carry-over" pounds of phosphorus over the 20-year adaptive management period. This distinction is needed for accounting and tracking purposes. For example, if a practice has an effective shelf life of 10 years and results in an annual phosphorus reduction of 100 lbs/year, the pounds in the first year are considered "new," while the pounds in the remaining year are considered as "carry-over."

The model contains phosphorus reduction goals by TMDL stream reach and year, and uses a 17-year ramp-up period to accomplish 100% of the phosphorus reductions needed to meet the TMDL allocations for all sources/source categories in the Yahara Watershed. The model also includes funding to support water quality monitoring activities associated with the adaptive management project.

## Attachment 2

### Cost Estimates For Additional Wastewater Treatment Costs Associated With Phosphorus Compliance That Would Potentially Be Passed On To MMSD Customer Communities <sup>(1)</sup>

Municipal Entity	Annual Cost (Treatment)	Annual Cost (Adaptive Management)	Annual Savings
City of Fitchburg	\$399,000	\$43,000	\$356,000
City of Madison	\$4,557,000	\$489,000	\$4,068,000
City of Middleton	\$359,000	\$39,000	\$320,000
City of Monona	\$143,000	\$16,000	\$127,000
City of Verona	\$215,000	\$24,000	\$191,000
Village of Cottage Grove	\$97,000	\$11,000	\$86,000
Village of Dane	\$13,000	\$2,000	\$11,000
Village of DeForest	\$277,000	\$30,000	\$247,000
Village of Maple Bluff	\$19,000	\$3,000	\$16,000
Village of McFarland	\$107,000	\$12,000	\$95,000
Village of Shorewood Hills	\$29,000	\$4,000	\$25,000
Village of Windsor	\$29,000	\$4,000	\$25,000
Village of Waunakee	\$288,000	\$31,000	\$257,000
Town of Blooming Grove	\$24,000	\$3,000	\$21,000
Town of Burke	\$2,000	\$1,000	\$1,000
Town of Dunn	\$47,000	\$5,000	\$42,000
Town of Madison	\$174,000	\$19,000	\$155,000
Town of Middleton	\$4,000	\$1,000	\$3,000
Town of Pleasant Springs	\$11,000	\$2,000	\$9,000
Town of Verona	\$5,000	\$1,000	\$4,000
Town of Vienna	\$13,000	\$2,000	\$11,000
Town of Westport	\$63,000	\$7,000	\$56,000
Town of Windsor	\$65,000	\$7,000	\$58,000
University of Wisconsin-Madison	\$429,000	\$46,000	\$383,000
Hauled Waste	\$136,000	\$15,000	\$121,000
<b>Total</b>	<b>\$7,505,000</b>	<b>\$817,000</b>	<b>\$6,688,000</b>

<sup>(1)</sup> Based on P load to NSWTP (2012-2014)

## Intergovernmental Supporting Information Form

### I. IGA Representative Designation

Per the IGA, please identify and provide contact information for your representative and alternate representative

#### A) Representative

Name:

Position:

Email address:

Phone number:

#### B) Alternate Representative

Name:

Position:

Email address:

Phone number:

### II. Phosphorus

Per the IGA MS4 Members and Point Source Members shall specify at the time they execute the IGA what portion of their phosphorus reduction (if any) they will accomplish independently, expressed in pounds per year. Please check one of the boxes below and provide any additional information requested.

We will purchase all of our required phosphorus reduction through the adaptive management project.

We will purchase a portion of our required phosphorus reduction through adaptive management and will accomplish a portion independently. We will accomplish (*insert number*) pounds of our required phosphorus reduction independently.

### III. Submittal Information

Name of Municipal Entity:

Date:

Name of person completing this form:

# Yahara WINs Watershed Adaptive Management Project

## Frequently Asked Questions

**1. Can adaptive management be used by a Municipal Separate Storm Sewer System (MS4) as a Total Maximum Daily Load (TMDL) compliance strategy?**

*Yes, adaptive management can be used as a TMDL compliance strategy by MS4s. This is acknowledged in a December 2014 Memorandum of Understanding between the Madison Metropolitan Sewerage District (MMSD) and the Department of Natural Resources (DNR) regarding the adaptive management project. In addition, the general stormwater permit issued by DNR in April 2014 acknowledges that MS4s may meet their TMDL required reductions by entering into an agreement to participate in an adaptive management project. The Madison Area Municipal Storm Water Partnership (MAMSWaP) permit is expected to contain similar language when it is reissued. Finally, the October 2014 DNR guidance document titled "TMDL Guidance for MS4 Permits: Planning, Implementation, and Modeling Guidance" acknowledges that MS4s can participate in an adaptive management project to meet their TMDL required reductions.*

**2. How was the overall phosphorus reduction for the adaptive management project determined?**

*The overall phosphorus reduction is based on meeting the TMDL phosphorus allocations for the Yahara Watershed from all sources. These sources include wastewater treatment plants and other point sources, communities identified as owning MS4s, and nonpoint sources (e.g. agriculture).*

*As a placeholder for MS4s, the estimated phosphorus reductions were determined by subtracting the baseline pounds from the allocated pounds using information from the Rock River TMDL. This information is contained in Appendix V of the Rock River TMDL document.*

*The 2014 DNR TMDL guidance identifies an alternate approach that can be used to calculate phosphorus load reductions, called the percent reduction approach. To use this approach, accurate information needs to be provided by each municipal entity on the acres of urbanized land within their MS4 permitted area, the phosphorus load associated with that area assuming no stormwater controls, and the current level of phosphorus control associated with that area. To obtain the data needed for the percent reduction approach, many participants are updating their stormwater models.*

*In some cases, there may be a significant difference between the two methods for calculating the required load reduction with the percent reduction approach likely resulting in a lower load reduction requirement. MMSD has encouraged all pilot project participants to take steps to ensure that the best information is being used to calculate load reductions. The updated information will be used to adjust the phosphorus loads for MS4s and for the project as a whole when the information needed for the alternate approach is provided to MMSD and the information is confirmed by DNR.*

**3. How will DNR determine whether MS4s have met their TMDL required reductions for phosphorus and sediment?**

*The method that DNR will use for determining MS4 compliance with the TMDL is defined in the October 2014 DNR guidance document titled "TMDL Guidance for MS4 Permits: Planning, Implementation, and Modeling Guidance." This guidance specifies that TMDL compliance for MS4s will be determined using the percent reduction approach. The adaptive management project is being designed to achieve the percent reductions required by all participating MS4s.*

**4. What happens if a point source or an MS4 community decides not to participate in the adaptive management project?**

*If a point source or an MS4 community decides not to participate in the adaptive management project, they will be required to meet their TMDL phosphorus allocation independently. The phosphorus reduction associated with the adaptive management project will therefore be adjusted accordingly.*

**5. How was the overall cost estimate for adaptive management developed?**

*The approach used to develop the overall cost estimate is briefly described in Attachment 1.*

**6. How was the cost for each participating entity determined?**

*The cost for each participating entity is directly related to the phosphorus reduction needed by that entity to meet its TMDL phosphorus allocation. For example, if the phosphorus reduction associated with an individual MS4 is 300 lbs/year and the total pounds targeted in the adaptive management project is 100,000 lbs/yr, the reduction attributable to that MS4 is 0.3% of the total pounds. The MS4 in this example would be assigned 0.3% of the adaptive management cost.*

**7. The cost associated with potential adaptive management participants as shown in Exhibit B of the Intergovernmental Agreement (IGA) seems high relative to similarly sized or located municipal entities. How were these costs determined?**

*The IGA includes a placeholder or estimated cost for potential participants. The cost is directly proportional to the phosphorus load reduction required for each participant to meet its TMDL required phosphorus allocation for discharges to the Yahara Watershed.*

*As noted earlier, in some cases, there may be a significant difference between the TMDL allocation and the alternate percent reduction approach. The percent reduction approach will likely result in a lower phosphorus reduction requirement. The IGA contains a straightforward process to adjust the load reduction and the related cost when the information needed for the alternate percent reduction approach for determining phosphorus load reduction is provided and the information is confirmed by DNR.*

**8. If an entity decides not to participate in the full-scale adaptive management project, will the cost to those remaining entities in the adaptive management project be adjusted upward?**

*No, the cost to remaining entities will not change.*

**9. Are point sources and MS4s picking up the cost of the phosphorus reductions required from the nonpoint sector?**

*No. Point sources and MS4s are not picking up the nonpoint portion of adaptive management costs. The cost to any point source or MS4 participating in the adaptive management project is based solely on the phosphorus load reduction that is required of that entity to meet its phosphorus allocation for the TMDL. Costs associated with achieving the required nonpoint load reductions come from a variety of sources. Examples include cost share funding made available through the Clean Lakes Alliance, Dane County, and various state and federal farm programs. In addition, many producers are making investments in conservation practices in the absence of cost share funding.*

**10. Could DNR revise the TMDL at some future date to require additional phosphorus reductions?**

*The TMDL is designed to identify the load reductions needed to meet water quality standards. If the required load reductions are met then water quality criteria should be attained. It is always possible that the TMDL could be revised if the allocations are met but the impairments related to phosphorus and/or sediment remain or if further reductions were made to the water quality criteria for phosphorus. This is true regardless of whether or not adaptive management is used as a TMDL compliance strategy.*

**11. How are MS4s that are also District customers financially impacted by the TMDL from a wastewater perspective?**

*MS4s that are also District customers are financially impacted by the TMDL in two ways. First, they have the direct cost of addressing their stormwater discharge. Second, they have the indirect costs associated with the compliance strategy selected by the District to address wastewater, since costs incurred by the District are passed on to customer communities. The District has evaluated its cost of complying with its TMDL allocation through treatment at its Nine Springs Plant vs. addressing phosphorus through adaptive management.*

**12. Can you provide a comparison of the wastewater compliance costs that would be passed along to District customers with each compliance strategy?**

*A comparison is shown in Attachment 2. The total annual savings to customer communities is estimated to be \$6,688,000.*

**13. Has the timeline for moving forward with the adaptive management changed?**

*The timeline has not changed. The goal is to transition from the pilot project, which ends on December 31, 2015, to a full-scale adaptive management project as soon as possible to capitalize on the momentum gained from the pilot project. The current schedule calls for 2016 to be a transition year to address administrative and planning tasks. These include development and DNR approval of the adaptive management plan, and execution of an Intergovernmental Agreement to support the full-scale project. Phosphorus reduction and water quality monitoring efforts will continue during the transition year. The full scale project will start in 2017.*

Estimated Costs to change Chamber of Commerce Name		
Item	Quantity	Cost
Business cards	500 each - Guy & Heike	\$100
membership fliers	1000	\$420
stationary letterhead	1000	\$182
membership folders	500	\$888
envelopes-solid & window	500	\$226
Member Window clings	300	\$435
Replacement Banners:		
Golf Classic	1-reusable banner	\$120
4th of July	1-reusable banner	\$120
Job Fair	1-reusable banner	\$120
Riverfest	1-reusable banner	\$120
Logo Apparel	Polos, Jackets, LS shirts	\$300
Retractable Verticle Banner (conferences)	1-reusable banner	\$400
Sign in front of Chamber		\$1,360
Attorney Fee for Incorporation change		TBD
Chambermaster (website admin & A/R software provider)	* \$100 fee plus \$300/hr approx.. 2 hours	\$700
<b>TOTAL Estimate</b>		<b>\$5,491</b>

# DEFOREST WINDSOR

ECONOMIC DEVELOPMENT



**SAM BLAHNIK**

COMMUNITY DEVELOPMENT DIRECTOR

306 DEFOREST STREET  
DEFOREST WI 53532  
(608) 846-6751

BLAHNIKS@VI.DEFOREST.WI.US

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Regional Profile

Sites & Buildings

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News Room

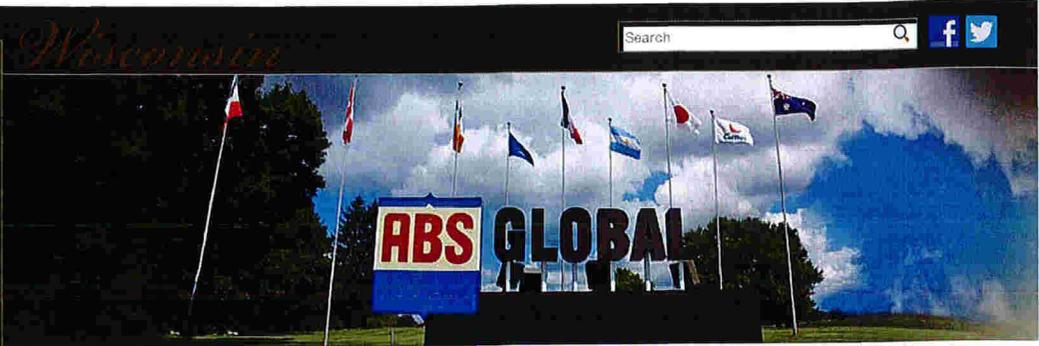


Papa Murphy's Ribbon Cutting  
(Oct. 2015)

Welcome Miller-Bradford & Risberg, Inc.  
(August 2015)

Norske Nook Breaks Ground!  
(May 2015)

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## Why DEFOREST?



- 80 Acre "Certified Site" on Village-owned land in TIF District
- 600 TIF Acres available - Commercial/Industrial/Distribution
- 126 Acres in Foreign Trade Zone (FTZ), Rail Spur access, and 3PL
- 10 minute drive to Dane County Airport and FedEx Ground
- 240,000 people within 20 minute drive of Madison, WI marketplace
- 100,000 vehicles/day along major roadways

*Growing the Good Life*

Sam Blahnik, Community Development Director  
Direct: 608-846-6775  
Email: [blahniks@vi.deforest.wi.us](mailto:blahniks@vi.deforest.wi.us)

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**RESOLUTION 2016-01**

**RESOLUTION REGARDING ENGAGEMENT AGREEMENT WITH AXLEY  
BRYNELSON (HUMAN RESOURCE ATTORNEY)**

**WHEREAS**, the Village Board finds that the Village of Windsor has a need to acquire legal services for general labor and employment matters;

**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby approves engagement of Axley Brynelson LLP to perform such legal services in accordance with the contract/agreement attached hereto as Exhibit A.

The above and foregoing resolution was duly adopted by the Village Board of the Village of Windsor, Dane County, Wisconsin at a meeting held on the 7th day of January, 2016, by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**Village of Windsor**

\_\_\_\_\_  
Robert E. Wipperfurth, President

\_\_\_\_\_  
Donald G. Madelung, Trustee

\_\_\_\_\_  
Bruce Stravinski, Trustee

\_\_\_\_\_  
Alan Buchner, Trustee

\_\_\_\_\_  
Monica M. Smith, Trustee

Attest:

\_\_\_\_\_  
Tina Butteris  
Deputy Clerk



AXLEY BRYNELSON, LLP

• • • • •  
LESLIE A. SAMMON  
(608) 283-6798  
lsammon@axley.com

December 18, 2015

Ms. Tina Butteris  
Director of Finance/HR Manager  
Village of Windsor  
4084 Mueller Rd.  
DeForest, WI 53532

RE: Engagement Agreement for Legal Services

Dear Ms. Butteris:

We are pleased that you have selected Axley Brynelson, LLP (“us” or “Axley”) to represent you in the matter discussed below. We are providing you this engagement agreement (“Agreement”) to set forth the scope of our representation, to explain our fee and billing arrangements, and to explain the legal status of Axley as a limited liability partnership.

Please review this Agreement carefully and if you have any questions, please do not hesitate to contact me.

#### **IDENTIFICATION OF CLIENT**

As attorneys, we owe certain professional obligations to our clients. Because of our professional responsibilities to a particular client, it is important to clearly identify our client in this Matter. With respect to the Matter described in this letter, our client is Village of Windsor (“you”).

#### **SCOPE OF ENGAGEMENT**

Based upon our discussions, the scope of our services will be to advise you as to general labor and employment matters (the “Matter”). From time to time, you may ask us to perform additional work related to this Matter or on unrelated matters. Such work will be subject to the terms of this Agreement unless otherwise agreed in writing.

#### **NO GUARANTEE OF RESULT**

You understand and acknowledge that we cannot and have not made any representations or guarantees as to the result that can or will be obtained regarding the Matter described above.

### **WHAT WE WILL CHARGE FOR OUR SERVICES**

Our fee will be based on the amount of time we spend on your Matter. Each attorney's time is charged at that attorney's hourly rate. My rate for work done on this Matter will be \$200.00 per hour spent. Other Axley attorneys may also work on your matter, and you will be charged for their time at the rate of \$200.00 as well. Other professionals such as paralegals and legal assistants may be assigned to work on your Matter as well. Their hourly rates range from \$100.00 to \$115.00 per hour. You can expect that all of these hourly rates will be adjusted on January 1 of each year with the new rates reflected on the invoice you receive for services rendered in January.

Although we generally require a retainer before taking any action on a matter, we are not requiring a retainer at this time. A retainer is a deposit with us which we can use at any time to pay our fees and the "Costs" (defined below) which you owe us. If we later determine that a retainer is appropriate, we will notify you.

### **YOU WILL ALSO HAVE TO PAY ALL COSTS AND EXPENSES**

In the course of representing you in the Matter described above, you are responsible for certain costs and expenses that will arise. Costs and expenses ("Costs") include, for example: administrative expenses (such as our file opening fee of \$65); filing fees; courier delivery services; photocopying; computer-aided research; extraordinary support staff charges; transportation/travel costs; and fees for investigation; medical information or records; and experts; as well as other out-of-pocket costs we incur with regard to the Matter. If we pay any of those Costs, you agree to repay us for our advances.

### **BILLING AND PAYMENT**

Our standard procedure will be to bill you each month for our fees for the previous month and for any advances we have made to pay Costs. We reserve the right to bill less frequently if, in our opinion, the Matter so warrants. However, if we have a large amount of unbilled time on this Matter or we make large advances of Costs, we may bill you more often than once a month. You may also request more frequent billing. You promise to pay all of those bills in full within thirty (30) days after we send them. We reserve the right to charge interest at the rate of 12% per annum on any fees or Costs not paid within thirty (30) days of the invoice date. If our invoices are unpaid for two consecutive months, we reserve the right to stop work on your Matter until our invoices are paid to date.

#### **APPROVAL OF SETTLEMENT TERMS**

We will not make any settlement of the Matter that is the subject of Agreement without your prior approval. We will agree to provide you with a description of any proposed settlement terms to assist you in deciding whether to agree to a settlement.

#### **NON-WAIVER**

If you or we fail to exercise any right under this Agreement, such failure will not be deemed to constitute a waiver of any other rights or the ability to exercise that right in the future.

#### **PRIOR AGREEMENT SUPERSEDED**

This Agreement constitutes the only agreement between Axley and you regarding the Matter described above. It specifically supersedes any prior understandings, including written or oral agreements, in connection with the Matter described above.

#### **ADDITIONAL REPRESENTATION TERMS**

You will at all times have the right to terminate our services upon prior written notice. We too will at all times have the right to terminate our professional relationship with you within the bounds of our ethical obligations as attorneys. Generally, we do not terminate client relationships except for cause, such as actual or philosophical conflicts of interest, failure on a client's part to be truthful, circumstances that make our continued effective representation untenable, or non-payment of our invoices.

It is our practice to send you copies of all material correspondence we send or receive regarding your Matter as it proceeds. Those copies will help you understand what is happening in your Matter. At the conclusion of the Matter, or when we no longer represent you, you agree that we may keep all original correspondence and internal memoranda. If you need additional copies of those documents, we will provide them to you upon your request for an additional charge. It is Axley's policy to destroy most files seven (7) years after services were last billed on the file; accordingly, you should not assume that you will have access to your file materials after that seven (7) year period has elapsed, and you should request copies of any documents you may want or need prior to the destruction date.

If during a meeting or phone conference we gave you an estimate of the legal fees or expenses that may be incurred with respect to our representation of you regarding the Matter described above, you should not rely upon that estimate as a guaranty or assurance that, in fact, the total will not exceed that estimate. Any estimate given by us should not be construed as a "cap" or "guaranteed maximum amount."

• • • • •  
Ms. Tina Butteris  
December 18, 2015  
Page 4

**AXLEY'S LLP STATUS**

Axley is a Wisconsin limited liability partnership ("LLP"). Under this structure, the individual partners do not have unlimited personal liability arising from the malpractice of the other attorneys on matters in which they had no involvement or supervisory role. The LLP structure will not, however, protect Axley or those partners whose own negligence, wrongful acts, or misconduct (or that of any person working under their direct supervision and control) is the basis for the malpractice claim at issue. Furthermore, by Wisconsin Supreme Court Rule 20:5.7(bm), a firm of our size is required to carry professional liability insurance providing for at least \$10.0 million in combined indemnity and defense cost coverage per claim with at least \$10.0 million aggregate combined indemnity and defense cost coverage amount per policy period.

Again, we appreciate the opportunity to be of service to you and look forward to a long and mutually rewarding relationship. Please acknowledge your agreement to these terms and your consent to our representation of you as described above by signing below and returning the signed copy to me at your earliest convenience.

Sincerely,

Sincerely,

AXLEY BRYNELSON, LLP

AXLEY BRYNELSON, LLP



Leslie A. Sammon

Robert C. Procter

ACKNOWLEDGED, AGREED AND CONSENTED:

Village of Windsor

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2015

Name: \_\_\_\_\_

Title: \_\_\_\_\_



11  
AXLEY BRYNELSON, LLP

• • • • •

ROBERT C. PROCTER  
(608) 283-6762  
rprocter@axley.com

January 7, 2016

Mr. Robert E. Wipperfurth  
President, Village of Windsor  
4084 Mueller Road  
DeForest, WI 53532

Re: Engagement Agreement With Axley Brynelson

Dear President Wipperfurth:

In anticipation of action being taken on the latest Engagement Agreement at tonight's meeting and the prior request of the Village Board that the 30-day period prior to the potential imposition of interest be extended to 60 days with regard to the Engagement Agreement concerning the Utility Commission, we are pleased to also increase the 30 days to 60 days for this Engagement Agreement for general labor and employment matters.

Sincerely,

AXLEY BRYNELSON, LLP

Robert C. Procter

RCP:egt

**RESOLUTION 2016-02**

**RESOLUTION REGARDING THE EXECUTION OF AN AGREEMENT FOR  
TECHNICAL SERVICES WITH STRAND ASSOCIATES, INC. CONTRACT  
FOR 2016 LANDFILL MONITORING**

**WHEREAS**, the Village Board finds that the Village of Windsor has a need to acquire a consultant for mandated landfill monitoring;

**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby approves engagement of Strand Associates, Inc. to perform such landfill monitoring in accordance with the Agreement and Task Order No. 16-01 attached hereto as Exhibit A.

The above and foregoing resolution was duly adopted by the Village Board of the Village of Windsor, Dane County, Wisconsin at a meeting held on the 7th day of January, 2016, by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**Village of Windsor**

\_\_\_\_\_  
Robert E. Wipperfurth, President

\_\_\_\_\_  
Donald G. Madelung, Trustee

\_\_\_\_\_  
Bruce Stravinski, Trustee

\_\_\_\_\_  
Alan Buchner, Trustee

\_\_\_\_\_  
Monica M. Smith, Trustee

Attest:

\_\_\_\_\_  
Tina Butteris  
Deputy Clerk



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

## AGREEMENT FOR TECHNICAL SERVICES

### VILLAGE OF WINDSOR, WISCONSIN AND STRAND ASSOCIATES, INC.®

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Village of Windsor, Wisconsin, hereinafter referred to as OWNER, located at 4104 Mueller Road, DeForest, Wisconsin 53532, and Strand Associates, Inc.®, hereinafter referred to as ENGINEER. This Agreement shall be in accordance with the following elements.

#### Scope of Services

Services to be provided under this Agreement can be described as engineering, scientific, computer-aided design drafting, clerical, and administrative activities performed in accordance with the terms and conditions of this Agreement and subsequently issued Task Orders. Prior to ENGINEER's engagement by OWNER, a mutually agreeable Task Order document shall be developed and executed by both parties. The Task Order will include **Project Information**, a detailed **Scope of Services, Compensation, and Schedule**. The general form of the Task Order shall be in accordance with the enclosed Task Order No. 16-01.

#### Service Elements Not Included

The following services are not included in this Agreement. If such services are required, they will be provided as noted. If necessary, additional Service Elements Not Included may be identified in each subsequently issued Task Order.

1. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by OWNER.
2. Preparation for and/or Appearance in Litigation on Behalf of OWNER: This type of service by ENGINEER will be provided through a separate agreement with OWNER.

#### Compensation

OWNER shall compensate ENGINEER for Services indicated in each subsequently issued Task Order for a lump sum or for an estimated fee on an hourly rate basis plus expenses.

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus 10 percent.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The lump sum and estimated fees for the Services are based on wage scale/hourly billing rates, adjusted annually on July 1, that assume the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the fee that reflects any wage scale adjustments made.

Village of Windsor  
Page 2  
December 29, 2015

The lump sum and estimated fees will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustment will be negotiated based on ENGINEER's increase in costs caused by delays, extensions, amendments, or changes.

### **Schedule**

Services will begin upon execution of this Agreement, which is anticipated on January 31, 2016. This Agreement will terminate two years following its execution. The schedule for individual tasks will be included on each subsequently issued Task Order.

### **Standard of Care**

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

### **OWNER's Responsibilities**

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to the Task Order-specified project including previous reports, previous drawings and specifications, and any other data relative to the scope of the Task Order-specified project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of the Task Order-specified project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to the site as required for ENGINEER to perform Task Order-specified project Services under this Agreement.
4. Guarantee access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Task Order-specified project Services under this Agreement.
5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
6. Provide all legal services as may be required for the development of the Task Order-specified project.
7. Retain the services of a soils consultant to provide any necessary geotechnical evaluation and recommendations.

### **Opinion of Probable Cost**

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER.

Village of Windsor  
Page 3  
December 29, 2015

### **Changes**

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of regulatory agency requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

### **Extension of Services**

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

### **Payment**

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

### **Data Provided by Others**

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

### **Termination**

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

Village of Windsor  
Page 4  
December 29, 2015

**Third-Party Beneficiaries**

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in the Task Order-specified project to carry out the intent of this provision.

**Dispute Resolution**

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Wisconsin.

**Terms and Conditions**

The terms and conditions of this Agreement and subsequently issued Task Orders will apply to the Services defined in the **Scope of Services**. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

VILLAGE OF WINDSOR

\_\_\_\_\_  
Matthew S. Richards  
Corporate Secretary

Date

\_\_\_\_\_  
Robert E. Wipperfurth  
Village Board Chair

Date

\_\_\_\_\_  
Christine Captstran  
Clerk

Date



VILLAGE OF WINDSOR  
VILLAGE BOARD ORDINANCE 2015-05

Ordinance Establishing Legal Posting and Publication Requirements;  
Designation of Official Newspaper

THE VILLAGE BOARD FOR THE VILLAGE OF WINDSOR, LOCATED IN  
DANE COUNTY, WISCONSIN, DOES HEREBY ORDAIN AS FOLLOWS:

Sec. 2-2 of the Village Code shall be repealed and replaced with the following:

**Sec. 2-2 - Legal posting and publication; designation of official newspaper.**

*Method of Notice:* The Village shall use posting pursuant to State law as its primary means of giving notice.

*When Notice Shall be Posted:* Notices shall be posted before the act or event requiring notice and no later than the time specified for the first newspaper publication.

*Where Notice Shall be Posted:* The notice must be posted in at least three (3) public places likely to give notice to persons affected OR must be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality. By its own motion, the Village Board shall determine the location for the public places used for notices.

*Publication:* When publication is required by State law or when publication is directed by the Village Board, the official newspaper shall be the DeForest Times-Tribune.

**State law reference**— Publication of legal notices, public newspapers, and fees, Wis. Stats. § 985.01 et seq.; official newspapers, Wis. Stats. § 985.06.

The above and foregoing Ordinance was adopted at a duly noticed meeting of the Village Board of the Village of Windsor held on the 17<sup>th</sup> day of December, 2015, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR

Robert E. Wipperfurth  
Robert E. Wipperfurth, President

Bruce Stravinski  
Bruce Stravinski, Trustee

Monica M. Smith  
Monica M. Smith, Trustee

Donald G. Madelung  
Donald G. Madelung, Trustee

Alan Buchner  
Alan Buchner, Trustee

Attested by:

Tina Butteris  
Tina Butteris, Village Deputy Clerk



15a  
APPROVED

Plan Commission  
12-15-2015

VILLAGE OF WINDSOR

SPECIAL BOARD MEETING JOINT WITH PLAN COMMISSION

Minutes

November 24, 2015

1. Call Meeting To Order And Roll Call.

Village Board meeting convened by President Wipperfurth at 6:00 p.m. Trustees present: Alan Buchner, Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Plan Commission meeting convened by Chairperson Wipperfurth at 6:00 p.m. Commissioners present: Alvin Davis, Barry Eichinger, Kay Hoffman, Bill LeGore, Bruce Stravinski, and Bob Wipperfurth. Commissioner David Gaustad was absent. Others present: Village Clerk Christine Capstran, Village Planning and Development Coordinator Amy Anderson Schweppe, Village Attorney Connie Anderson, Village Planner Jamie Rybarczyk, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Don Tierney.

3. Announcements.

President Wipperfurth noted that this was a joint meeting between the Village Board and the Village Plan Commission.

4. Appearances.

None.

5. Introduction And Review Of Chapter 52 – Zoning And Administration Of The Windsor Code Of Ordinances And Adoption Schedule.

Village Planner Jamie Rybarczyk explained that before the village members was a new zoning ordinance. He provided a general overview of the framework. Article I is General. Article II is Definitions. Article III is General Provisions, Regulations, and Standards. Article IV is Districts. Article V is Administration and Enforcement and Procedures. The village has pulled together the Dane County Code and the Sun Prairie ETZ Code. The Farmland Preservation

Zoning District is being added to accomplish recertification. The Village Board will incrementally go through and amend the Code beginning in 2016 with residential districts. The main goal at this time is to get the Farmland Preservation certification done.

Article V is a full administration and enforcement procedures section listing all of the rules and responsibilities for the Zoning Administrator, Plan Commission, and Board of Appeals. There will be policy discussions with regard to permanent uses, conditional uses, and creating new districts.

Trustee/Commissioner Stravinski discussed his comments and questions.

Page 11: There are definitions for Use, permitted, and Use, principal. He thought it would be a good idea to have a definition for Use, conditional.

Page 14: It is noted C-2 Commercial District and NC Neighborhood Commercial (Sun Prairie). Those two classifications are missing on page 27.

Page 17: Is it the Zoning Administrator or the Village Board who makes the decisions under (5)(b)? Village Attorney Connie Anderson responded that that issue can be decided.

Page 16: He discussed the permitted conditional uses in the A-2 District.

Page 21 (3): The word “permitted” was confusing. He would re-write the paragraph to read Conditional uses in the A-3 Agriculture District. All conditional uses listed in the A-1(EX) Exclusive Agriculture District.

Page 22 (3): Should be consistent with the others.

Page 22 (4): He thought that the Zoning Administrator recommends and then it goes to the Plan Commission. The Zoning Administrator does not approve a CUP.

Page 24 (3): Should be consistent with the others.

Page 25 (4): He questioned the Zoning Administrator.

Page 32 (5): He questioned the word “potential” in the third line from the top of page 33. He changed the wording to read “Conditional uses also have the potential to create undesirable impacts on nearby properties which possibly cannot be determined except with a binding site plan and on a case by case basis. Therefore, all conditional uses are required . . . .” He also added that all conditional use permits are required to have a public hearing.

Page 35 (j): Earlier it stated that the conditional use ended with the sale of the property. It could be the owner of the property or an agent applying for a conditional use.

Page 45 (12): This should be consistent. Are there timelines? Expiration of the development agreement?

Commissioner LeGore noted that page 33 does not reference operator.

Alan Harvey had a couple of thoughts regarding procedural matters. It would be helpful if the village could agree on some meeting dates two months in advance. He realized there was a sense of urgency getting this on the books and farmland preservation. It would be helpful to have Village Planner Jamie Rybarczyk's draft materials on the website a week in advance. He also suggested that there be a few hard copies for the people that do not use websites.

Attorney Mike Lawton asked whether residential setbacks would be changed.

Village Planner Jamie Rybarczyk responded that the village wants to limit nonconforming lots as much as possible.

Planning and Development Coordinator Anderson Schweppe responded to the website comments. The materials for this meeting were on the website. The next meeting will be on December 3.

6. Ordinance 2015-04 – An Ordinance To Impose A Moratorium On Rezones, Issuance Of Conditional Use Permits, Land Divisions, Subdivisions And The Expansion Of Existing And/Or Creation Of New Nonmetallic Mining Operations Within The Village Of Windsor Pending The Study Of Possible Legislative Action.

Village Attorney Connie Anderson explained the Ordinance. There was the referendum vote on November 3. On November 9, Windsor became a village. The Village Board's first meeting was regarding its organizational structure. Now the Village Board's attention is turning to land use issues. The village is getting requests for certain things for which a process is not currently in place. This is to try to make sure the village can proceed in a methodical basis. The word "moratorium" is a difficult word. This is only for those items listed in the Ordinance. The village does not want someone to come in for a rezone if it has not defined it and wants to make sure there is a process available for review. The Comprehensive Plan was approved in May. However, it had not been approved by Dane County when Windsor became a village. The village has to look to the old Comprehensive Plan. All areas regarding ETZ do not apply. The moratorium is necessary to get the ordinance in place. There is a commitment to promptly update the ordinances. Land division and subdivision will not need a lot of work. The village intends to peel them away in a logical sequence part-by-part. The moratorium is a pause button. Blanket rezone of agriculture will be accepted. The moratorium expires in 180 days.

Trustee Buchner questioned whether the 180 days was realistic.

Village Planner Jamie Rybarczyk responded that the work load before the Board and staff would typically take a year to a year and a half. The village will work to get it done in a four-month timeframe.

Attorney Lawton added that he is aware of applications that will be coming in soon. The Comprehensive Plan will need one or two tweaks, and it would be nice to get that updated and into effect. Single-family, detached residential is more critical.

Village Attorney Connie Anderson responded and discussed sequencing. The Board will move into residential, which will be complicated. Working through the Comprehensive Plan should not be as difficult. The zoning code will be more difficult. The village has a sequence that will allow it to do that.

- a. Consideration/Action Item: Plan Commission Recommendation To The Village Board Of Windsor On Ordinance 2015-04.

A motion was made by Commissioner Davis, seconded by Commissioner Eichinger, to recommend Ordinance 2015-04 to the Village Board. Motion carried with a 6-0 vote.

- b. Consideration/Action Item: Village Board Ordinance 2015-04 An Ordinance To Impose A Moratorium On Rezones, Issuance Of Conditional Use Permits, Land Divisions, Subdivisions And The Expansion Of Existing And/Or Creation Of New Nonmetallic Mining Operations Within The Village Of Windsor Pending The Study Of Possible Legislative Action.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Ordinance 2015-04 to Impose A Moratorium On Rezones, Issuance Of Conditional Use Permits, Land Divisions, Subdivisions And The Expansion Of Existing And/Or Creation Of New Nonmetallic Mining Operations Within The Village Of Windsor Pending The Study Of Possible Legislative Action. Motion carried with a 5-0 vote.

7. Adjournment Of Village Board.

At 6:57 p.m., a motion was made by Trustee Smith, seconded by Trustee Stravinski, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

8. Minutes From October 20, 2015.

A motion was made by Commissioner Eichinger, seconded by Commissioner Hoffman, to approve the Minutes of the October 20, 2015, meeting as presented. Motion carried with a 6-0 vote.

9. Adjournment.

At 6:58 p.m., a motion was made by Commissioner LeGore, seconded by Commissioner Davis, to adjourn the Plan Commission meeting. Motion carried with a 6-0 vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ellen G. Teed".

Ellen G. Teed  
Recording Secretary



15a

VILLAGE OF WINDSOR

Plan Commission

SPECIAL BOARD MEETING JOINT WITH PLAN COMMISSION

12-15-15

Minutes

December 3, 2015

1. Call Meeting To Order And Roll Call.

The Village Board meeting convened by President Wipperfurth at 6:00 p.m. All Trustees were present. The Plan Commission meeting was convened by Chairperson Wipperfurth at 6:00 p.m. All Commissioners were present. Others present: Village Finance Director Tina Butteris, Village Planning and Development Coordinator Amy Anderson Schweppe, Village Attorney Connie Anderson, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Commissioner Hoffman.

3. Announcements.

- a. 6:00 Public Hearing: A Public Hearing Will Be Held To Review And Adopt A Proposed Ordinance Amendment – Chapter 52 Zoning And Administration Of The Windsor Code Of Ordinances.

Chairperson Wipperfurth read the above announcement.

4. Ordinance 2015-03 An Ordinance To Adopt Chapter 52 – Zoning And Administration Of The Windsor Code Of Ordinances.

- a. Public Hearing.

Chairperson Wipperfurth opened the public hearing at 6:00 p.m.

Village Planning and Development Coordinator Anderson Schweppe and Village Attorney Anderson provided an overview.

Planning and Development Coordinator Anderson Schweppe noted that the village had an introductory meeting regarding Chapter 52. At that meeting, what was reviewed is before the Village Board at this meeting. The adoption of this ordinance requires a public hearing.

There were no changes in Article I. Article II now includes the definition of a conditional use permit. There were no changes in Article III. Article IV will adopt zoning districts to allow farms to be eligible for tax credit. The Zoning Ordinance is under review at DATCAP for certification. This section will be kept parallel with the other sections in the Code. Development agreements were removed from Article V. It was determined that this was not the best place for this reference. There will be clarification in the wording on the process for CUPs. These were minor corrections.

The village has worked hard on this under a tight timeline in order to get farmlands eligible for tax credit by the end of the year. The biggest focus is to obtain the farmland certification.

Village Attorney Anderson added that this is familiar to the Windsor ordinances. It begins with definitions that will be used all through the Zoning Ordinance. The village of Windsor now has zoning authority and must make sure it has procedures that will work for the village. Administration and enforcement procedures are included. There will not be many changes to this section. The changes will be in the description of the districts because the village will be doing a detailed analysis. The Zoning Board of Appeals is brand new.

Alan Harvey, 3900 Vinburn Road, provided a memorandum to the Village Board. His memo speaks to the process. He gave thanks to the staff and Windsor officials for coming up with this ordinance in a short period of time. He understood the timeline. He hoped there will be an opportunity when the Board can walk through the code in the coming months and rework it. The definition section should be enhanced. He would like an opportunity to offer some suggestions to the staff.

President Wipperfurth responded that there will be an opportunity to look at this in the coming weeks. It is imperative that Windsor get this in order now. Windsor is the fourth fastest-growing community in Dane County. There will be an opportunity for fine-tuning.

Dan Paulson wanted to make sure that this document can be modified as a living document.

Commissioner Eichinger referenced the Board of Zoning Appeals which was new. Some of the members have indicated they would serve on this committee. He could see how it operates on page 2.

Village Attorney Anderson responded the village has general governance rules. The village will make sure there is language for the Zoning Board of Appeals.

Trustee Stravinski felt the Ordinance looked very good. This is a good start.

The public hearing was closed at 6:19 p.m.

- b. Consideration/Action Item: Village of Windsor Plan Commission Resolution 2015-01 – Recommending Adoption Of Ordinance 2015-03 Chapter 52 – Zoning and Administration Of The Windsor Code Of Ordinances.

A motion was made by Commissioner Eichinger, seconded by Commissioner Davis, to approve Resolution 2015-01 Recommending Adoption Of Ordinance 2015-03 Chapter 52 – Zoning And Administration Of The Windsor Zoning Code. Motion carried with a 7-0 vote.

- c. Consideration/Action Item: Village Board Ordinance 2015-03 – Adoption Of Chapter 52 – Zoning and Administration Of The Windsor Code Of Ordinances.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Ordinance 2015-03 Creating Chapter 52 Windsor Zoning Code. Motion carried with a 5-0 vote.

5. Adjournment.

- a. Village Of Windsor Plan Commission.

At 6:21 p.m., a motion was made by Commissioner Eichinger, seconded by Commissioner LeGore, to adjourn the Plan Commission meeting. Motion carried with a 7-0 vote.

- b. Village Board Of Windsor.

At 6:21 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed  
Recording Secretary

15C  
Approved  
12/01/2015

**TOWN OF WINDSOR  
PARK COMMISSION MEETING  
Tuesday – November 10, 2015 at 6:30 p.m.  
Windsor Town Hall, 4084 Mueller Road, DeForest**

MINUTES

1. **Call Meeting to Order and Roll Call:** The meeting was called to order by Chairperson Ridd at 6:30 p.m. Members present: Barb Ridd, Dick Woodburn, Bill Lapp, Troy MacDonald, Emily Bouska and Mike Switzky. Greg Cullen had an excused absence. Others present: Town Clerk Christine Capstran and Town Supervisor Don Madelung.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Appearances before the Park Commission:** None.
4. **Approve Minutes**
  - a. **October 6, 2015:** D. Woodburn moved to approve the October 6, 2015 minutes as submitted, second by B. Lapp. Motion carried with a 6-0 vote.
5. **Finance:**
  - a. **Vouchers**
  - b. **Treasurer's Report**

M. Switzky moved to approve Vouchers and Treasurer's Report as presented, second by T. MacDonald. Motion carried with a 6-0 vote.
6. **2015 Park Projects:** B. Lapp and M. Switzky will continue to work with girls softball to skin the Terrace Park field at zero cost. Once skinned, Public Works will remove the sod and the Park Commission will pay for the lime. \$3,450 has been allocated in the special projects fund to be used for lime in Terrace Park. This may need to be carried over to 2016 for completion.

D. Woodburn reported that the Morrisonville shelter work is almost complete.

A culvert with a grass path over it has been installed at Millstone Heights Park. Discussed neighbors dumping along the edge of park even with "No Dumping" signs.

D. Woodburn moved to allocate up to the surplus amount in the budget for 2 benches at Millstone Heights Park and up to 2 picnic tables for Cradle Hill Splash Pad, second by B. Lapp. Motion carried with a 6-0 vote.
7. **Proposed Park Concepts:** Discussed 3 proposed park concepts.
8. **Proposed 2016 Park Budget:** B. Lapp moved to recommend approval of the Park Commission budget to the Village Board as presented, second by M. Switzky. Motion carried with a 6-0 vote.
9. **Staff Comments:** There is no lighting at Windsor Sports Commons at night. The Park Commission would like to see perimeter lighting on the shelter at night to deter vandalism. Flag is not lit at night.

**10. Adjournment:** B. Lapp moved to adjourn the meeting at 7:32 p.m., second by M. Switzky. Motion carried with a 6-0 vote.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Christine Capstran". The signature is written in black ink and has a long, sweeping horizontal line extending to the right from the end of the name.

Christine Capstran  
Clerk



15d  
APPROVED  
12-01-15

MINUTES

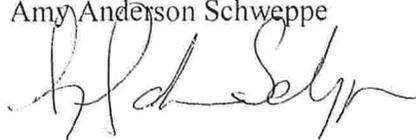
- 1) **Call the Meeting to Order:** The meeting was called to order by Chairperson Jean Schneider at 4:00 p.m.
- 2) **Roll Call:** Jean Schneider, Holly Anderson, Jamie Anderson, Barb Bauer, Paula Brandmeier (arrived late- approved), Don Madelung and Bruce Stravinski were in attendance. Also present was Planning and Development Coordinator Amy Anderson Schweppe.
- 3) **Pledge of Allegiance:** The pledge was recited by all.
- 4) **Minutes from July 7, 2015:** Don Madelung made a motion to approve the minutes, seconded by Barb Bauer. The motion passed 6-0.
- 5) **Treasurer's Report:** Bruce Stravinski made a motion to approve the treasurer's report, seconded by Barb Bauer. The motion passed 6-0.
- 6) **Appearances before the Committee**
  - a) **Jack Sergenian – Eagle Scout Project:** Jack Sergenian was not in attendance.
  - b) **Nate Kasel – Eagle Scout Project:** Nate was looking for ideas for an Eagle Scout Project but had nothing planned.

Jacob Vandenberg was present also to discuss an Eagle Scout project. He was not noticed for the agenda and will need to set up a future meeting.

- 7) **Maintenance issues**
  - a) **Stream Monitoring:** Ongoing. Discussion regarding water quality and manure management was discussed. Amy Anderson Schweppe will contact Dane County Land Conservation to schedule a speaker for the next meeting, if possible.
  - b) **Big Hill Maintenance and Management:** Barb Bauer provided an update and informed the committee on upcoming student visits.
  - c) **Japanese Knotweed Control:** Amy Anderson Schweppe will inspect the property to see how many volunteers will be needed for treatment. She will follow up with the committee to schedule a workday.
  - d) **Trails:** There was no new information to report. Matt Feldman of Windsor Lawns prepared a proposal for the work.
  - e) **Invasive Control:** No current project is underway.
  - f) **Other:** There was no other business.

- 8) **Shelter Bids Update:** Kevin Richardson was in attendance to discuss the shelter bids. They were high, in his opinion and he recommended that the bids be rejected. Another proposal will be planned for early spring in hopes of getting better pricing. Bruce Stravinski made a motion to reject the bids, seconded by Jamie Anderson. The motion passed 7-0.
- 9) **Workday Updates:** There were no planned workdays.
- 10) **Trails Map:** Amy Anderson Schweppe introduced a proposal from Foth for services to prepare a new trails map. The estimate was between \$3,300 and \$4,000. Bruce Stravinski made a motion to approve the estimate for Foth's services, seconded by Barb Bauer. The motion passed 7-0.
- 11) **2016 Budget Planning:** The Token Creek Conservancy Committee reviewed the final 2016 budget estimates.
- 12) **Grant Opportunities:** Jean Schneider explained that she would like to keep this item on all future agendas incase grant proposals become available. There was no discussion on any grant opportunities at the meeting.
- 13) **Adjournment:** Barb Bauer made a motion to adjourn the meeting, seconded by Holly Anderson. The motion passed 7-0.

Minutes prepared by: Amy Anderson Schweppe

A handwritten signature in cursive script, appearing to read 'A. Anderson Schweppe', written in black ink.

**DeForest Area Joint Community Center Commission  
DeForest Area Community and Senior Center  
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes  
October 13, 2015  
4:00 p.m.**

1. Call to Order

President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Lonnie Breggeman

Treasurer Connie Tenjum

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson; Robert Pulvermacher

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Secretary Lonnie Breggeman led the Pledge of Allegiance.

4. Announcements

- a. The DeForest Area Joint Community Center Commission will convene into a CLOSED SESSION pursuant to Wisconsin Statute 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body had jurisdiction or exercises responsibility. (Compensation)

5. Consent Agenda

- a. Approval of September 8, 2015 Meeting Minutes
- b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the consent agenda items.

Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

6. Appearances before the Commission

None

7. Financial

a. Financial Reports

The Commission reviewed and discussed the budget comparison and balance sheet detail reports for September.

b. Fund Transfer

Treasurer Lonnie Breggeman moved to table the financial reports and fund transfer. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

See the motion following agenda item 9 New Business to take item 7 (b) off the table.

Secretary Lonnie Breggeman moved to approve the financial reports as presented and a Fund Transfer up to \$40,000 for anticipated expenses related to the new property, such as demolition, survey fees and architect fees. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

8. Old Business

a. Service Contracts

The Commission reviewed and discussed several proposals. Secretary Lonnie Breggeman moved to approve a provider for the 2015 to 2016 snow removal services and 2016 lawn care services as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

b. Space Needs Study

The architect is developing several scenarios with cost estimates for possible expansion of the Center and will provide cost estimates for each. There will be a presentation to the Commission at the December 8, 2015 meeting.

c. 2016 Budget

The Commission reviewed and discussed the 2016 budget as presented.

Commissioner Marian Drake moved to approve the 2016 Budget which includes payment of 2015 property taxes. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

9. New Business

a. Appointment to DeForest Half Century Club, Inc.

At the September 8 DeForest Half Century Club, Inc. meeting a motion was passed to amend the Code of Bylaws to add an additional at-large director. President Jason Kramar made a motion to appoint Commissioner Myra Josephson to a one-year appointment to the DeForest Half Century Club, Inc. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

b. Goals and Objectives

A preliminary discussion was held about goals and objectives for the Center. The Commission will have a special session during the December 8 meeting to develop goals and objectives utilizing the survey that was included in the board packets.

c. Clinic Demolition

The Commission reviewed and discussed the quotation submitted for demolition of the clinic. The cost of \$28,120 will be included in the fund transfer contingent on a motion passing at the DeForest Half Century Club, Inc. meeting.

d. CSM Application

The CSM application will be submitted to the Village of DeForest. The contract for surveying will cost \$1,200 and will be included in the fund transfer contingent on a motion passing at the DeForest Half Century Club, Inc. meeting.

e. Nutrition Revitalization Grant

The grant funding from Dane County will be received in January or February, 2016 for the Nutrition Revitalization Grant. An Accounts Receivable will be set-up to account for any costs incurred in 2015.

Vice President Bruce Stravinski moved to take Agenda item 7 off the table. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

An e-mail was received from a party regarding the clinic property. They were unable to attend the October meeting.

b. Executive Director's Report

- The Case Management intern has been doing exemplary work including Medicare Part D Reviews.
- An Assistant Coordinator was hired effective October 9 and will work afternoons, the five hour of administration will be separated and another candidate was chosen for these duties.

- We are seeking another part-time Custodian and the position is posted.
- The All-In-One touch screen computer used for My Senior at the front desk needed to be replaced.
- Recommendations from the Dane County Nutrition committee have established minimum attendance at Nutrition sites. It is anticipated that the number of meals served by the Nutrition program will increase once the My Meal, My Way program is launched.
- The number of Case Management clients in 2016 Dane County contract increased.
- Linda Green and Barb Cooper attended the WASC Conference is September 16-17 and there was good information presented during the two days.
- The Commission reviewed and discussed two versions of the home page for the Center's website and indicated several preferences. Secretary Lonnie Breggeman made a motion to use the version with multiple photographs. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.
- Habitat for Humanity assessed the clinic and estimated it would take two days to remove cabinets and require a donation to the organization of \$200 per day. There was a general consensus to pursue other options.
- The Community Room floor was damaged leaving indentations and marks on the floor. We are trying to determine how this occurred. At this time, it doesn't present a hazard, but repairs of the damaged tiles may be needed in the future.
- The Senior Wellness Fair was well attended, a variety of service providers were present and a flu shot clinic was held in conjunction.
- Our massage therapist is relocating out of town. We are working to find a replacement and are exploring a partnership with a local chiropractic clinic.

c. Committee Reports

a. Accreditation

Chairperson Jane Henze reported at the committee is making progress and the next meeting is November 14.

b. Exploratory Committee

None

11. Communication

a. Municipalities

- Town of Vienna – The Town of Vienna sold a vehicle for \$47,000 at an auction.
- Town of Windsor – The Town of Windsor is in the process of holding ten informational meetings about the November 3 referendum to incorporate. The town has reached an agreement with a developer for land at Windsor Crossing.
- Village of DeForest – The Village has resolved its issues with Sanimax. The Village and Town of Windsor are having discussions about concerns regarding the Town's possible incorporation.

12. Convene into Closed Session (roll call)  
No action
13. Reconvene into Open Session  
No action
14. Any Other Business That Lawfully Comes Before the Commission
15. Meeting Dates/Agenda Items
  - a. The next meeting date is Tuesday, November 10, 2015 at 4:30 p.m.
  - b. Joint Strategic Planning will be held on Tuesday, December 8, 2015.
16. Adjournment

Secretary Lonnie Breggeman moved to adjourn the meeting. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

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Bruce Stravinski  
DeForest Area Joint Community Center Commission

## **DeForest Area Fire Protection Board Meeting**

Monday, October 12, 2015 5:30 PM  
DeForest Fire Department, 305 E. Holum St.  
Training Room

### **Minutes**

- 1) **Call Meeting to Order and Roll Call** – The meeting was called to order at 5:30 p.m. by President Wipperfurth.

Present were: Judd Blau from the Village of DeForest, Ron Rupp from the Town of Vienna, Dave Tuschen from the Town of Hampden, Bob Wipperfurth from the Town of Windsor, Jim Foley from the Town of Leeds, Interim Chief Steve LaFeber and Administrative Assistant Kay Preston.

- 2) **Recitation of the Pledge of Allegiance** – Led by Foley
- 3) **Announcements** – The DeForest Area Fire & EMS Board will Convene into Closed Session pursuant to sec. 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Personnel Issues)
- 4) **Appearances Before the Board** – None
- 5) **Comments/Volunteer Association** – None
- 6) **Approve Minutes:**
  - a. **September 2, 2015** – Motion to approve by Tuschen, seconded by Foley. Motion carried 5-0.
- 7) **Finance:**
  - a. **Review and Approve Invoices Paid: 9/1/2015 – 9/30/2015 – Foley asked what the Paid-on-Call meals charge is?** Preston & LaFeber explained that this was something that was implemented at the beginning of the year. LaFeber stated he thought the Board was aware of this. Wipperfurth indicated this will be brought up during budget discussion.  
  
Motion to approve by Tuschen, seconded by Rupp. Motion carried 5-0.
  - b. **Review and Approve Fund/Account Balances** – Motion to approve by Foley, seconded by Tuschen. Motion carried 5-0.
- 8) **Interim Chief LaFeber's Monthly Report/Action Items**
  - a. **Call Update** – A debrief was done on the Portage Road fatality incident last month, which included participation from Madison, Dane County and

MedFlight.

There have been a few calls at the Holiday Inn lately, which could be due to faulty alarm systems from a lightning strike.

- b. **Call Response Data** – A spreadsheet was given to the Board showing call data: number of calls per municipality and average response time for the year.

Blau asked if there is a way to track calls where we have to use mutual aid. This will be added to the spreadsheet.

Wipperfurth asked that the definition of response time be added to the spreadsheet.

- c. **Full-time Update** – LaFeber is very happy with the full-time staff. They have been doing a lot of training and have also been doing training with paid-on-call members. He has seen a lot of improvement in drill attendance and performance.
- d. **Department Insurance** – LaFeber and Preston met with the insurance vendor and went over the renewal information. LaFeber had some questions regarding the current coverages that are being addressed by the agent.
- e. **SCBA Plan** – The grant writing process has begun. It is due December 24, 2015.
- f. **Run Billing** – Some information was found in the Chief's files regarding billing for fire calls. We currently do not bill for them. For motor vehicle accident calls on State Highways, we are able to bill. Foley stated that he had brought this up in the past. This would at least include the interstate, Hwy 19 and Hwy 51.

Tuschen asked that the Board receive a copy of this letter. Blau then asked for an estimate of how many calls we would get to these areas. Wipperfurth asked if we could use LifeQuest for this billing? Preston will check into this.

## 9) Old Business:

- a. **Budget for 2016** – Wipperfurth suggested having Johnson Block, the company that does the annual audit, assist with the budget this year.

The Board asked for additional information in regards to training expenditures, payroll, and other expenses.

Wipperfurth asked that the paid-on-call category be broken down into additional categories (on-call pay, pay for being on a call, training, etc.). Preston will do this.

There will also be more specific categories for training that is done outside of the department (EMT classes, Fire classes).

Wipperfurth asked to add 2014 actual numbers to the budget for comparison purposes.

- b. Update on Paid-on-Premise** – This has not started yet. LaFeber said that a trial run should be starting in the next couple of weeks. There are eight teams of three who will respond from the station. One team of three will be responding from home. Wipperfurth asked that, for the team who will respond from home, how far are they away from the station? Preston will provide that information.
- c. Process of Hiring a New Chief** – No update at this time.
- d. Bank Accounts** – Nicknames for the accounts will change and there may be a new account set up for Fund Balance.

**10) New Business:**

**11) Convene into Closed Session** – Motion to convene into closed session by Tuschen, seconded by Rupp. All Board members present.

**e. With Reference to the Announcements**

**12) Reconvene into Open Session -**

- a. Action Items Resulting from closed session – if any** – Motion by Blau to approve a total levy of \$882,927 for 2016 budget. With the budget to be finalized in November or December. Motion seconded by Rupp. Motion carried 5-0.

**13) Adjournment** – Motion to adjourn by Blau, seconded by Rupp. Motion carried 5-0. Meeting adjourned 8:02 p.m.

The next meeting will be November 11<sup>th</sup> at 5:30 p.m.

Respectfully submitted,

Kay Preston  
Administrative Assistant

**DeForest Area Fire Protection Board Meeting**  
Wednesday, November 11, 2015 5:30 PM  
DeForest Fire Department, 305 E. Holum St.  
Training Room

**Minutes**

- 1) **Call Meeting to Order and Roll Call** – The meeting was called to order at 5:30 p.m. by Vice President Judd Blau.

Present were: Judd Blau from the Village of DeForest, Ron Rupp from the Town of Vienna, Dave Tuschen from the Town of Hampden, Jim Foley from the Town of Leeds, Interim Chief Steve LaFeber and Administrative Assistant Kay Preston. Also present was attorney Dean Dietrich. Bob Wipperfurth from the Village of Windsor was absent.

- 2) **Recitation of the Pledge of Allegiance** – Led by Foley
- 3) **Announcements** – The DeForest Area Fire & EMS Board will Convene into Closed Session pursuant to sec. 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion of employment status of Department employee under employment agreement.)

4) **Appearances Before the Board** - None

5) **Comments/Volunteer Association** - None

6) **Approve Minutes:**

- a. **October 12, 2015** – Motion to approve by Foley, seconded by Rupp. Motion carried 4-0

7) **Finance:**

- a. **Review and Approve Invoices Paid: 10/1/2015 – 10/31/2015** – Foley asked what the charge for Monitors and programming kits was. LaFeber explained that those are replacement Monitor brand pagers.

Foley asked about the invoice for hats. These are the hats that the department purchases to keep in-stock for employees to buy.

Motion to approve by Foley, seconded by Rupp. Motion carried 4-0.

- b. **Review and Approve Fund/Account Balances** – Motion to approve by Foley, seconded by Tuschen. Motion carried 4-0.

**8) Interim Chief LaFeber's Monthly Report/Action Items**

- a. Call Update** – LaFeber reviewed the WARDS report that he receives from the State. There were no major calls in October.

Paid-on-premise for EMS is in effect. There are eight teams that stay at the station and one team that responds from home.

There will be interviews soon – applications are being reviewed.

- b. Call Response Data** – The Board was given a spreadsheet showing call data for the month of October, broken down by municipality.
- c. SCBA Grant Update** – The application is being worked on. We currently have two quotes and will be getting a third.

The department also did a lot of public education in October including trick-or-treating at the station. The community smoke detector program will be starting up again. A grant is being written to try to get the smoke detectors paid for.

A grant committee is being formed.

**9) Old Business:**

- a. Budget for 2016** – Brett from Johnson Block met with LaFeber and Preston to go over the budget. Some issues that were found have been resolved.

Foley noted that there appears to be an error on the percentage of increase for the Town of Leeds. Blau pointed out other numbers that do not match from previous year budgets. This will be reviewed and the Board will address at the next meeting.

- b. LifeQuest Quote for Billing for Fire** – After doing some research, Preston saw on the State website, combination departments are not eligible to request reimbursements from the State. A request was sent to LifeQuest to see if the quote that was sent will remain the same if we bill for fire calls other than just the ones on State highways. No response as of the meeting. Preston will follow-up and re-address at the next meeting.

**10) New Business:**

**11) Convene into Closed Session** – Motion to convene into closed session by Foley, seconded by Rupp.

- c. With Reference to the Announcements**

**12) Reconvene into Open Session** – Motion to reconvene into open session by Foley, seconded by Tuschen. Back in open session at 6:25 p.m.

**a. Action Items Resulting from closed session – if any – None.**

**13) Adjournment** – The next scheduled meeting is December 2<sup>nd</sup> at 5:30 p.m. If a special meeting is needed for budget discussion, the Board will be contacted. Motion to adjourn by Rupp, seconded by Foley. Motion carried 4-0 and meeting adjourned at 7:07 p.m.

Respectfully submitted,  
Kay Preston  
Administrative Assistant

DeForest Area Chamber of Commerce Board of Directors Meeting Minutes

Thursday, November 12, 2015 at DMB Community Bank, 321 N. Main Street, DeForest, WI 53532

Members present: Sam Blahnik, Sue Borden, Mary Christianson, Lynn Duesing, Rich Duval, Todd Fletcher, Guy Gryphan, Laura Hyke, Nancy Maurer, Vern Meier and Monica Smith.

Members excused: Chad Anderson, Brenda Ayers, Meredith Bakke, Tim Berry, Debbie Brewster, Shawn Haney, Becky Keitel, Ben O'Neill and Julie Wills.

Guest Speaker: Tom O'Rourke, St. Charles Group Consulting

- I. The meeting was called to order at 8:01am by Guy Gryphan, Executive Director.
- II. Guest Presenter:
  - A. Tom O'Rourke passed out a draft of the DACC Strategic Framework which the committees of the Strategic Imperatives had put together, listing many critical activities of importance for review by the Board of Directors. Gryphan went through the lists, noting many of the activities overlap within the Imperatives. Discussion  
 O'Rourke discussed how to use the 18 month Strategic Plan Roadmap, (Excel spreadsheet –second handout), having the committee's fill the boxes in black when the activities regularly happen. The calendar will provide a visual of the frequency of monthly activities and changes can be made accordingly if too many activities occur within the same month. O'Rourke questioned the Board as to how and when they plan to share the Strategic Plan with the membership. The Board decided that at the State of the Chamber Breakfast on Tuesday, February 2, 2016 the DeForest Area Chamber of Commerce Strategic Plan would be explained to the membership. The plan will be filtered out to membership after the first of the year 2016.
- III. **Motion to approve the October 8, 2015 Meeting Minutes** by Fletcher, seconded by Smith.  
**Minutes approved.**
- IV. Strategical Imperatives Updates
  - A. Finances
    - 1. Financial Update: Gryphan handed out financial statement/balance sheet of accounts as of 11/11/2015. Christianson noted that the gift certificate account had been closed and money in that account was deposited into the checking account. Gryphan reported a new Buy Local program will take the place of gift certificates, more to come on that program.
    - 2. QuickBooks & Chamber Master updates: Gyphan reported working closely with accountant Broyles, going through six years of records in QuickBooks. Activities and Services are complete, and once everything is set up the merging of records with Chamber Master will happen.
    - 3. Credit card proposal: the Finance committee looked at four companies, comparing fees, devises, set up processes and benefits. The Chamber would receive two mobile strip readers to take to local events. The committee recommends the company, "Infintech". Duesing recommended a local company that DMB works with for processing credit cards. Gryphan stated he would love to use local, but needed a company that is already set up to work with Chamber Master. **Motion to approve Financial Committee recommendation to use Infintech for processing credit card payments,** by Duval, seconded by Borden. **Motion approved.**

## B. Membership

1. Membership: currently at 224 members, and four more requests: Bakke Wellness & Nutrition, LLC; DeForest Norske Nook; Schwoegler Remodeling; and Edward Jones –Jon Femreite. **Motion to approve New Members** by Borden, seconded by Fletcher. **Motion approved.**
2. Departed Members: none
3. 2016 Member Investment Schedule: Gryphan reported that the investment schedule will remain the same for now, but will be reviewed in 2016.

## C. Executive Updates

1. Director Forms: Gryphan to email the 2016 Board members the "Board Director Position Description Form" and the "Commitment Form", the latter form is to be signed by the Board Director and returned to the Chamber office to be kept on file. Gryphan updated the "Director Application Form" to provide area for experience of applicant and the talents they will bring to the Board of Directors.
2. Updating By-laws: Gryphan is updating bylaws and will send them out to Board members to review before Thanksgiving. Vote on changes at the December meeting. Meier questioned if changes will be noted. Gryphan stated proposed changes would be highlighted in blue font.
3. Jim Morgan will be guest speaker at the December meeting. He will discuss trends with Chambers.
4. Forward WI Summit, will be on Wednesday December 9<sup>th</sup>, 2015 from 9am-3pm. Cost if you register through the Chamber Office is \$90. Gryphan would like to have registrations to him by Friday, November 13, 2015.

## D. Economic Growth

1. Best of DeForest/Windsor will be an annual event to promote what the Villages of DeForest and Windsor have to offer.
2. Buy Local Campaign: to be developed in 2016.

## E. Events and Services

1. Annual Celebration to be held on Wednesday, January 20, 2016 at the Comfort Inn and Suites. Time TBA. Looking into entertainment.
2. State of the Chamber Breakfast to be held on Tuesday, February 2, 2016. Time and Location: TBD
3. Holiday Lights Display proposal (handout) starting small with six 11' pre-lit trees and five light displays alternating at Veteran Park. Sponsorship opportunities: Major Sponsor/\$300 to be on large print banners and listed in DeForest Times Tribune and Chamber website. General sponsorship/\$100 to be listed on site banners.

Barnes, Inc. to set up, take down, maintain and store display until next year. Village donating the power to light up the display. Village checking with their lawyer to make sure chosen displays are no secular. Display to be set up week after Thanksgiving and taken down week after New Year.

A great deal of discussion was had over cost, location and sponsorship of display. Borden asked if the display would be the property of the Chamber. Gryphan stated yes. Borden stated the display could be moved to Windsor. **Christianson made a motion to vote to have display. Borden amended motion to state this year the display would be in DeForest, next year in Windsor. Meier seconded the motion. Not a unanimous Yay vote. Smith and Duesing voted Nay.** Smith requested information be presented to Directors before Board meeting to look over before a vote.

4. Winterfest on Saturday, December 5<sup>th</sup>, 13 organizations hosting a variety of events in 8 locations throughout the Village. Dragon Arts, Windsor Bread, petting zoo, and wagon rides will not be held this year.

V. Community Reports

- A. Town of Burke –no report
- B. Town of Vienna –no report
- C. Village of DeForest –Blahnik reported on construction downtown, replacement of sidewalks, and removal of trees. Lights to be put up soon on N. Main Street. County V Bridge work in 2016. Resurfacing project in 2017. Stoplight near EVCO 2019. Village campus to be expanding conference room. Norske Nook quietly opened.
- D. Village of Windsor – Smith reported the vote to become a Village was bigger than the referendum vote and that 97% voted yes. Chairpersons to be sworn in on 11/17, titles will change, Chairperson to be changed to President and Supervisors to Trustees. 11/19 Budget meeting. Discussed having a ribbon cutting when Kenworth opens. Downtown Village of Windsor is building up quickly.
- E. DeForest Area School District – Borden reported on the design phase and working on the “guts” of the building like vents, heat and a/c, bidding to begin in January 2016 and hope to break ground in March 2016. Insurance to provide a nurse for staff members, district looking for a place to set up an office for the nurse. Brewster working on holiday giving campaign. High School Drama department and director Jan Williams to present the play Dracula on November 12, 13, and 14 all shows at 7pm. As a fundraiser, the high school A Capella group “Fermata Nowhere” will “rent themselves out” for events and gatherings to sing for your entertainment. Contact Maggie Condon for more information.

VI. Other Business –none

VII Adjournment: **Meier motioned to Adjourn, Borden seconded. Meeting adjourned 11:05am**

**Next Board of Directors Meeting on Thursday, December 10<sup>th</sup> at 8:00am in the Village of DeForest Courtroom located in Public Safety Building at 305 E. Holum Street, DeForest, WI 53532**

DEFOREST AREA TOURISM COMMISSION  
MINUTES

Wednesday, November 4, 2015 @ 10:00 a.m.  
Chamber of Commerce Office, 201 DeForest Street, DeForest, WI 53532

- 1. Call to Order – Stravinski called meeting to order at 10:08am.

Members present: Bruce Stravinski, Jean Schneider, Jason Kramar, Heike Compe

- 2. **Motion to approve Minutes** from October 7, 2015 meeting by Stravinski, seconded by Schneider. Kramar abstained. **Motion approved.**

- 3. Approval of Financial

  - A. Bills and Invoices

    - Motion to make payment** to Armadillo Marketing, Invoice#10-2015 DAT for \$560 and Century Link bill for October \$84.07. Schneider made motion, Kramar seconded. **Motion approved.**

  - B. Financials

    - Motion to approve financials** by Kramar, seconded by Schneider. **Motion approved.**

- 4. New Business

  - A. **Trademark:** Engagement letter was signed by Stravinski with note for expenses not to exceed \$3,000. **Motion to approve** by Kramar, seconded by Schneider. **Motion approved.**

  - B. **Membership:** Discussion to invite members to join the DeForest Area Tourism Committee. Stravinski recommended a five person committee. Schneider volunteered to talk with owners of Speckled Hen and Days Inn. Norske Nook and Mousehouse Cheesehaus to be contacted in the future. Membership to remain on agenda.

  - C. **Kiosk removal in Vienna:** Stravinski was contacted by the Vienna Tourism Commission requesting the DATC to remove the two original kiosks in Vienna by November 30. They are located at Ehlenbach's Cheese Chalet and at the Park and Ride near the Pink Elephant gas station. VTC noted that the DeForest Parks and Recreation department was interested in the kiosks. **Motion to give kiosks to DeForest Parks and Recreation** by Kramar, seconded by Schneider. **Motion approved.** Compe to contact Parks and Recreation department and Stravinski to contact VTC regarding kiosks. Discussion of where other kiosks are currently located and where they could be strategically placed. Schneider to contact Token Creek Conservancy liaison.

  - D. **Advertising:** Schneider presented advertising strategies for 2016 and beyond, drafted by Armadillo Marketing. Goals, target markets and social media marketing discussed. Key event to draw visitors to come and stay. Ideas discussed for 2016. Schneider to look into cost of Event Coordinator.

Proposal for winter photographs for website shared by Schneider. Discussion to add video in for the cost of proposal. Schneider will ask for new proposal to be presented.

Budget discussions regarding percentages of spending for marketing, event sponsorships, Chamber contract, and the Reserve. Budget and Room tax rates to be added to December Agenda.

5. Old Business
  - A. Our Wisconsin magazine decided not to advertise in publication.
  - B. State Room Tax Law and recent Legislative changes – tabled until next meeting as Gryphan reported via email that many question not answered at State meeting and follow-up communication is in the works.
  - C. Website & Photography: Schneider to come back next meeting with new proposal for winter photos and video.
  - D. Facebook Page –Compe to post pictures weekly.
6. Any other business that would come before the DATC  
Compe to invite Jeff Miller to December meeting to talk about the three Wisconsin Elite Girls Basketball Tournaments held in 2015 and plans for 2016.
7. Adjourn – **Motion to adjourn** by Schneider, seconded by Kramar. **Adjourned at 11:24am.**

**The next DATC meeting will be on Wednesday, December 2, 2015, beginning at 11:00am at the DeForest Area Chamber office, located at 201 DeForest Street, DeForest, WI 53532**

Submitted by: Heike Compe, Administrative Assistant of DeForest Area Chamber of Commerce.

# DeForest Area Tourism Commission

## 2016 Budget

<b>Administration Fees (29%)</b>	<b>\$2,880.00</b>
Chamber Contract	
<b>Marketing (45%)</b>	<b>\$4,500.00</b>
Advertising - Print	
Advertising - Other	
Web Site	
Facebook	
Community Signs	
<b>Trade Shows/Conferences (3%)</b>	<b>\$ 300.00</b>
Governor's Conference	
WI Tourism Conference	
<b>Event Sponsorships (20%)</b>	<b>\$2,000.00</b>
WI Girls Elite Shootout	
Yahara Riverfest Wine Walk	
DeForest Winterfest	
Norski Spring Fling	
<b>Miscellaneous (3%)</b>	<b>\$ 320.00</b>
<b>Total 2016 Budget</b>	<b>\$10,000.00</b>

Tina

# FYI'S

1-07-2016



# VILLAGE OF WINDSOR

## How Wisconsin governments spend: Priorities and trends (II)

In 1985-86, commissions named by Gov. Anthony Earl (D) termed Wisconsin a “high spending” state and suggested a goal of reaching U.S. expenditure averages by 1993. That did not happen then, but it occurred several times in the past decade. In 2013, the state was 2.3% above average by one measure; 2.4% below by another. Local governments led in expenditure restraint.

Turn the clock back 30 years to two panels created by Gov. Anthony Earl (D), the Strategic Development and Wisconsin Expenditure Commissions. The first concluded in 1985 that “by any objective measure, Wisconsin is a high spending state.” A year later, the second recommended that the state set a goal of “reaching the U.S. average in state and local expenditures per \$1,000 of personal income by 1992-93.”

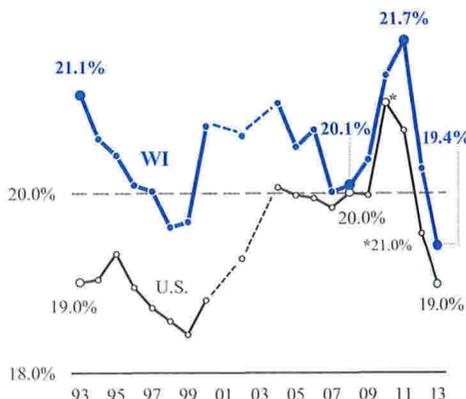
Reports from high-level commissions are usually forgotten, and their findings never revisited. But late-October release of U.S. Census figures for 2013 on state-local government expenditures makes it possible to assess whether Wisconsin moved toward the goal recommended during the Earl administration.

### Spending rec. revisited

Census data are one of the few tools for analyzing state-local expenditures. Combined with income and population figures, they enable comparisons of all 50 states over multiple decades based both on taxpayers’ ability to pay for public services (percent of income) and on population size (per capita).

Since the 1986 Expenditure Commission set its spending target based on personal income, the graph above tracks state-local expenditures from 1993 to 2013 (Wisconsin in blue, the U.S. in black) relative to income. In 1993, spending here claimed over 21.1% of income (14th highest) compared to 19.4% for the nation. Wisconsin

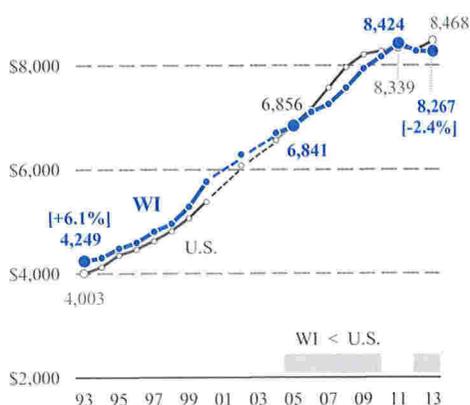
**Wis. Narrows Spending Diff. with U.S.**  
Wis. and U.S. State-Local. as % Pers. Income



remained 11% above the U.S. average and so failed to meet the 1986 goal of “reaching the U.S. average.” However, the conclusion is somewhat different for 2013 when Wisconsin spent 19.4% of income compared to 19.0% for the U.S.

Two points are noteworthy. First, state and local governments both here (down 1.7 points) and nationally (down 0.4 points) were spending smaller shares of income in 2013 than in 1993.

**Wis.-U.S. Spending Gap Closed, Reversed?**  
Wis. and U.S. State-Local Per Capita, 1993-2013



Second, since Wisconsin (19.4%) spent only 2.3% more than the U.S. (19.0%) in 2013, it approached the 1986 commission goal. Indeed, the difference between state and nation was negligible (20.1% vs. 20.0%) in 2008. In years following, spending was volatile due to the recession, state spending spurred by federal stimulus, and the recovery.

### Below average by other approach?

A second way to compare expenditures across states and over time is on a per capita basis. In 2013, Wisconsin spent \$8,267 per capita compared to \$4,249 in 1993, a 95% increase. The corresponding U.S. change was almost 112%, from \$4,003 in 1993 to \$8,468 in 2013.

Thus, while Wisconsin spent 6.1% more than the national norm in 1993, it spent 2.4% less in 2013. As the graph (below, left) shows, spending below the U.S. average is a relatively new phenomenon. However, it did occur during 2006-10 and again in 2012-13.

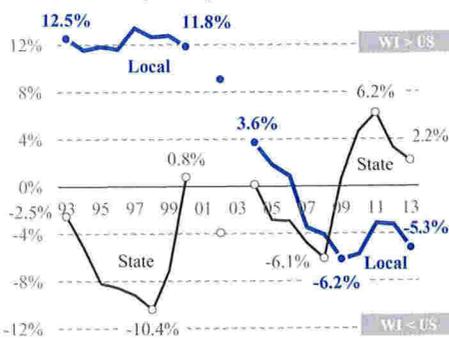
Both periods seem related to state fiscal problems. The first round began in the early 2000s as budget excesses of the late 1990s ran up against the 2001-02 recession. The 2001-03 and 2003-05 state budgets were difficult ones to balance. Wisconsin had not fully recovered from those two budgets when a much deeper and longer recession hit in 2008. Shortfalls persisted, and the 2009-11 and 2011-13 budgets were even more challenging. Eventually, state taxes rose, while state aid to localities eroded.

## Where did spending change?

Wisconsin differs from a number of states because our state and local finances are so intertwined, due to large amounts of state aid to local entities, especially schools, and to state-imposed controls on local revenues and levies. That's why interstate comparisons almost always combine state-local expenditures.

But that raises the question: Did Wisconsin move toward national spending averages after the 90s because of state actions or local ones? The graph informs the answer, showing the percentage by which Wisconsin state and local spending per capita are separately above or below

### State and Local Spending: Wis. vs U.S. Pct. Wis. P.C. Spending is Above/Below U.S. Avgs.



Note: Census figures for 2001, 2003 not released.

national averages. For example, in 2000, local spending here was 11.8% above local averages nationally, while Wisconsin state spending was 0.8% above U.S. averages. Combined, the two put Wisconsin 7.1%

above the nation. The graph tracks those two relationships over time. While our localities spent at least 10% or more than the U.S. in the 1990s, by the mid-2000s, that margin was gone. And, by 2013, they were spending 5.3% less.

State figures are more volatile, especially due to the infusion of U.S. stimulus monies into state coffers in 2009-11. But the bottom line remains: In 2013, state expenditures were 2.2% above average, while local ones were 5.3% below. Wisconsin budgets since 2000 have repeatedly hiked state Medicaid spending, while limiting local revenues and containing or cutting aid to schools and other localities. The result is shown in the graph above. □



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## Capital Notes

■ The upcoming spring primary election will be on February 16, 2016. The presidential primary and spring general elections will follow on April 5, 2016. The first day to circulate nomination papers is December 1, 2015. The last day for candidates to file nomination papers is January 5, 2016.

■ Colin Higgins (Middleton), a UW-Madison graduate, is among 88 students awarded Rhodes scholarships for graduate studies at Oxford

in 2016. Higgins graduated last May with majors in environmental studies, geography, and history.

■ Preliminary October 2015 data show that unemployment rates decreased from October 2014 in all Wisconsin counties. The latest rates ranged from 2.6% in Dane to 7.9% in Menominee.

■ A constitutional amendment limiting the terms of the governor and lieutenant governor to eight years and

state lawmakers to 12 years is being circulated by Rep. Bob Gannon (R-Slinger), now in his first term. Gannon expressed hope that term limits would encourage new ideas in state government. Co-sponsor Roman Quinn (R-Rice Lake), also in his first term, cited concern for legislators becoming "too comfortable" in their jobs and "losing touch with people." Constitutional amendments require approval by two successive sessions of the legislature and then by voters.

# FOCUS

12.10.2015 • No. 24

## School, technical college tax increases somewhat higher in 2015-16

Statewide, school property taxes for 2015-16 are up 2.1% to \$4.85 billion, the largest increase since 2011 but below the 1997-2011 average (4.5%). In all, 275 districts raised taxes, while 143 cut them. Reasons for change included state-imposed revenue limits, voter approval of local referenda, and district-level changes in state aid. Technical college levies increased 2.4% to \$416.7 million.

Property taxes for schools—K-12 and technical—comprise half the property taxes paid in Wisconsin. With both now set for 2015-16, the size and scope of December tax bills are coming into focus. One conclusion is clear: The average tax bill is not likely to decline this year as it did in 2014-15.

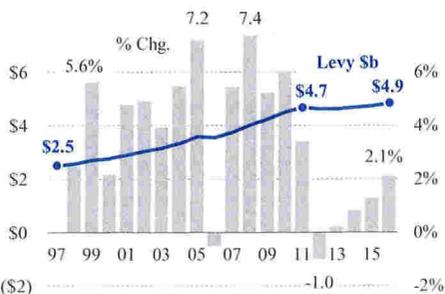
### Two headline numbers

Last year was unusual. With news of a possible state surplus, political leaders moved to “buy down” technical college levies by (1) increasing their state aid by \$406 million (m) and (2) imposing revenue limits on the 16 districts. The result was a nearly 50% drop in “tech college” levies and a 2% decline in the the average property tax levy. With no repeat of last year’s aid windfall, technical college levies this year are rising 2.4% from \$407.1m to \$416.7m.

The trend in school taxes is similar. The 424 districts are levying \$4.85 billion (b) for 2015-16, 2.1% more than last year (\$4.75b). While the increase is the largest since 2011, it is less than half the annual average (4.5%) recorded during 1997-2011 (see chart below).

### School Tax Increases Resume

Levies (\$b, line); Annual Pct. Changes (bars)



### Largest School Tax Changes, 2015-16

Levies \$m, Pct. Changes; Explanation (Ref., Aid)

District	Levies (\$m)		Pct. Chg.	Chg. Expld
	14-15	15-16		
<i>10 Largest Pct. Increases</i>				
Kewaunee	4.76	6.47	35.9	Ref Y
Alma	1.70	2.28	34.7	Ref Y
Walworth J1	1.92	2.48	29.4	Energy
Hilbert	2.07	2.64	27.2	Ref Y
Randolph	2.18	2.76	26.8	Ref Y
Williams Bay	6.71	8.12	21.1	Ref Y
Royall	2.21	2.62	18.3	Aid ↓
Niagara	1.50	1.76	17.5	Aid ↓
Baldwin/Wvl.	5.62	6.58	17.0	Ref Y
Prairie Farm	1.10	1.27	16.1	Aid ↓
<i>10 Largest Pct. Decreases</i>				
Won.-Union	2.91	2.66	-8.4	Aid ↑
Iowa-Grant	2.56	2.33	-9.0	Aid ↑
Shullsburg	1.42	1.28	-9.6	Aid ↑
Boyceville	3.24	2.93	-9.7	Ref N
Cumberland	7.10	6.25	-12.0	Ref N
Grantsburg	3.82	3.30	-13.7	Aid ↑
Boscobel	2.32	1.89	-18.6	Enr. ↓
Shiocton	3.73	3.03	-18.9	Ref N
Lena	1.99	1.60	-19.8	Ref N
Wauz.-Steub.	1.00	0.68	-31.9	Aid ↑

general aid shared with school districts is also frozen at last year’s level.

### Local consequences

This year’s 2.1% school tax change was moderate, but it was not universal. While 202 (48%) of the 424 districts had levies change—up or down—by 2.5% or less, 89 (21%) raised taxes 5% or more. In all, 275 districts increased taxes, while one-third (143 of 424) cut them.

The table (left) lists school districts with the largest tax increases or decreases. Increases exceeded 30% in Kewaunee and Alma. Wauzeka-Steuben reduced its levy by more than 30%. With school revenue growth restricted by the state and with state aid often the lead source of revenue, reasons for major increases or decreases in property taxes are few (see final column of table).

### State now drives K-12 levies

The main reason school tax increases have been slowing in recent years is legislative action. After 1992-93, the state imposed revenue limits on districts. The “caps” tied levy growth to enrollment, state general aid, and inflation (through a state-determined per pupil increase).

However, since 2010, these increases have been below the inflation rate. In each of the past two years, districts were allowed \$75 per student more in revenues. In 2015-16, the state is allowing no increase in the limits. State

Voter approval of a referendum to exceed state revenue limits or to bond (Ref Y) is the lead reason for tax increases shown. Loss of state aid (Aid ↓) and local approval of energy-efficiency improvements are others. Even though state aid is flat, individual district aid can change.

The same factors, only in reverse, explain significant levy declines. Expiration of referenda that allowed districts to exceed revenue caps (Ref. N) and rising state aid (Aid ↑) explain the largest drops in levies. The only exception is Boscobel where declining enrollment and an accompanying reduction in its revenue limit forced a 18.6% tax cut.

## Tech levy detail

While all 16 technical college districts reduced property taxes last year, all 16 are raising them this year. The average is 2.4%, but increases range from near zero in the Waukesha Co. and Milwaukee Area districts to 9.9% in the Janesville-based Blackhawk district.

In historical context, this year's 2.4% increase is the largest since 2009-10 (3.9%). However, it is small compared to the 20 years ending in 2009. Tax increases during that period averaged over 6.5% per year. In 15 of those 20 years, taxes increased 5% or more.

## Tech. College Levy Increases Vary

District	Levy (\$m)		Pct. Chg.
	14-15	15-16	
Blackhawk (Janesville)	12.44	13.67	9.9
Chip. Valley (Eau Claire)	18.78	19.29	2.7
Fox Valley	37.39	37.93	1.4
Gateway (Kenosha)	28.78	30.22	5.0
Indianhead (Shell Lake)	11.17	11.81	5.7
Lakeshore (Cleveland)	10.57	10.95	3.5
Madison	64.95	66.69	2.7
Midstate (Wis. Rapids)	10.15	10.36	2.1
Milwaukee	87.67	87.90	0.3
Moraine Pk. (Fond du Lac)	15.97	16.17	1.3
Nicolet (Rhinelander)	6.32	6.42	1.6
N. Central (Wausau)	18.41	19.23	4.5
N.E. Wisconsin	28.30	28.97	2.4
S.W. Wisconsin	9.34	9.57	2.4
Waukesha Co.	19.21	19.21	0.0
W. Wisc. (La Crosse)	27.63	28.34	2.6
Total	407.08	416.73	2.4

Still, thanks to last year's infusion of state aid, this year's \$416.7m levy remains well below the previous high of \$796.7m in 2013-14. Last year aside, the last time tech college levies were below this year's level was 1998-99 (\$396.2m).

The near-50% drop in levies these past two years represents a major shift in Wisconsin's approach to funding technical colleges from a largely local and property tax-based one to one where state taxes contribute much of the public funding. The need to maintain the \$406m boost in state aid enacted in 2014 is a new and on-going state budget commitment. □



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## Capital Notes

■ Gov. Scott Walker (R) signed legislation authorizing distribution of excess revenues to Brown County and underlying municipalities from the terminated 0.5% Lambeau Field sales tax. The sales tax ended Sept. 30, but money received by the Green Bay/Brown County Professional Football Stadium District was more than sufficient to fulfill obligations.

■ State Senator Richard Gudex (R-Fond du Lac) has announced he

will not seek a second four-year term. Gudex was narrowly elected in 2012 in a district analysts consider marginally Republican. Should Democrats retake the 18th district seat, the GOP majority in the upper house would drop to 18-15. Both Democrat and Republican candidates have already announced plans to run.

■ The Wisconsin Department of Public Instruction and the UW-Madison have received a \$5.2 million federal grant to

fund an effort to help schools narrow student achievement gaps across racial, ethnic, and family income backgrounds.

■ Wisconsin is listed among the bottom 10 states in the Tax Foundation's 2016 Business Tax Climate rankings, placing 43rd among the fifty states. States in the top 10 tend to forgo one of the major taxes (sales, corporate, or individual income). States in the bottom 10 tend to have "complex, non-neutral taxes with comparatively high rates."

Public Works Weekly Schedule

December 7-13

DEC 7 2015 1 Burned brush at recycling center  
2 Patched roads  
3 Washed plow trucks

DEC 8 2015 1 Washed plow trucks  
2 Patched roads  
3 Loaded 7 loads of Compost

DEC 9 2015 1 Assembled 2 fire rammers  
2 Patched roads  
3 Washed Cat loader

DEC 10 2015 1 Changed oil in Cat loader  
2 Patched roads  
3 Installed new hood straps on Western star plow truck

DEC 11 2015 1 Replaced broken Culvert Markers on roadways  
2 Repaired street signs

1  
2

Public Works Weekly Schedule  
DEC 14 - 20

- DEC 14 2015 1 Assembled fire numbers  
2 Started assembling new pedestrian crossing signs on Windsor road
- DEC 15 2015 1 Completed assembling pedestrian crossing signs for Windsor road  
2 Changed oil in John Deere loader tractor
- DEC 16 2015 1 Worked on street boom for tractor  
2 Repaired frozen pin on loader
- DEC 17 2015 1 Installed pedestrian crossing signs on Windsor road "Very Cold"  
2 Completed work done on street boom
- DEC 18 2015 1 Replaced and installed 3 new spinner motors on plow trucks

Public Works Weekly Schedule  
DEC 21 - 27

- 2015
- 1 Removed and installed new ram and couplers on 2000 Sterling flow truck
  - 2 Cut up and hauled down trees at taken Creek (Old Mill site)

- DEC 22 2015
- 1 Repaired lights at Windsor sports (2nd time)
  - 2 Facility maintenance

- DEC 23 2015
- 1 Assembled Park equipment (Picnic tables for Cradle Hill splash park)

- DEC 24 2015
- 1 Assembled Park benches
  - 2 Assembled 3 fire numbers
  - 3 Holiday

- 2015
- 1 Holiday

VILLAGE BOARD



7 DAY OF January 2016  
(Month) (Year)

Sign In AND Speaker Registration

Printed Name	Address (including city and zip)	Resident of what: Village, Town or City
1 KATHY LAKE	MMSD 1610 Moorland Rd Madison	
2 KITTY REPAS	4646 Willow St. MORRISONVILLE	WINDSOR
3 DAVID BEVER	4658 HYDM, Morrisonville	WINDSOR-
4 DAN JANSEN	818 WOODSGLEN	DEFOREST
5 CALER JANSEN	"	"
6 Jennifer Geerds	6846 Valiant Dr	Windsor
7		
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Ce use: Filed this 17 day of January 2016  
 Signe: Jul Putter Title: Deputy Clerk, Village of Windsor