

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.

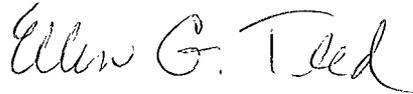
- m. Village Staff Report.

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,

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

Ellen G. Teed
Recording Secretary