

February 18, 2016
Approved

VILLAGE OF WINDSOR
REGULAR BOARD MEETING

Minutes

February 4, 2016

1. Call Meeting To Order And Roll Call.

Meeting convened by President Wipperfurth at 5:00 p.m. Trustees present: Alan Buchner, Don Madelung, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Others present: Village 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 Buchner.

3. Announcements.

President Wipperfurth noted that the next Village Board meeting will be starting at 3:30 p.m. instead of 5:00 p.m.

4. Approve Minutes.

- a. January 14, 2016.
- b. January 21, 2016.

A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve the Minutes of January 14, 2016, and January 21, 2016, as presented. Motion carried with a 5-0 vote.

5. Consider Vouchers For Payment.

President Wipperfurth indicated that some additional invoices had been provided.

Village Director of Finance/Deputy Clerk Butteris stated there was nothing to highlight. Most of the invoices are standard. The Village Board will be seeing more invoices from the Utility Commission.

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

6. Appearances Before The Board.

None.

President Wipperfurth welcomed Boy Scout Joshua Hodkiewicz of Troup 155 who was in the audience to observe the meeting as a requirement for his merit badge.

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

Deputy Heidi Studnicka provided the Law Enforcement Report for January 2016. Deputy Gnacinski responded to 16 calls; Deputy Day responded to 40 calls; and Deputy Studnicka responded to 59 calls. There were seven crashes: two car vs. deer, four property-damage-only, and one hit-and-run. Deputy Gnacinski issued six citations; Deputy Day issued 8 citations; and Deputy Studnicka issued 16 citations.

Calls of interest included a death investigation, two crash-reconstruction calls, three domestic arrests, an overdose, a burglary, sexual assault of a child, domestic disorderly conduct arrest, citizen assists, and fingerprinting.

The speedboard was moved to Egre Road. The squad has not been redecaled, but that should be done within the month.

The deputies are doing a public outreach: Dessert with Deputies. This will be on either March 4 or March 5.

Deputy Studnicka advised of a Civil Process and Civil Executions event at Windsor Breads on February 18 from 9:00 a.m. to 11:00 a.m.

Trustee Smith suggested a “Pizza with Police.”

a. Knox Rapid Entry System.

Deputy Studnicka noted that Deputy Day has been working on obtaining a Knox box. There is a general key that the Fire Department uses to get into buildings. The Fire Department has agreed to allow Windsor deputies to have a Knox box in a vehicle with access to a key. The Fire Department is in charge of Knox boxes in its district.

President Wipperfurth added that Windsor is looking at having an ordinance which would require Knox boxes for businesses and certain buildings.

There would be one Knox box in a village squad car with one key. This key would open the Knox box at the specific location. There would be a key for entrance into that location in the Knox box.

Trustee Smith asked if schools had something like this.

Trustee Buchner asked if there has been any indicator of the speed on Portage Road since installation of the speed sign. Deputy Studnicka responded that she is not seeing people traveling over 50 mph.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve an allocation of up to \$1,500 for the purchase of a Knox box. Motion carried with a 5-0 vote.

8. Operator Licenses.

There were no applications for operator licenses.

9. League Of Wisconsin Municipalities.

Curt Wityuski, representing the League of Wisconsin Municipalities, appeared before the Village Board. The League has been in existence since 1898. All of Wisconsin's 190 cities are members. There are 409 villages that are members, which is all but approximately a dozen of Wisconsin's villages. There has been good, consistent membership throughout the years. The League is very similar to the Towns Association. The League has legal counsel for questions, legal opinions going back 50 to 60 years, and provides advocacy. There are nine people on staff at the League. There is a new Executive Director, Jerry Deschane. The League puts out handbooks and guides. There is a Handbook for Wisconsin Municipal Officials. They provide annual meetings, conferences, and seminars. The annual meeting is in the fall. This year it will be held in Stevens Point. There is a new-officers' workshop in addition to a chief executives' workshop. The chief executives' workshop will be in Green Lake at the Heidel House in August. The League also has a lobby team. They issue a weekly legislative bulletin by e-mail each Monday morning.

10. Resolution 2016-07 A Resolution Authorizing The Execution Of Intergovernmental Agreement For An Adaptive Management Plan For The Yahara Watershed.

Village Engineer Richardson noted that Kathy Lake had walked the Village Board members through the program. Windsor has a Request For Proposal so Windsor can be sure of the amount of phosphorus it will be contributing. For the communities that are part of MAMSWaP, this is the least expensive way to deal with phosphorus discharges.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to approve Resolution 2016-07 Approving Intergovernmental Agreement For An Adaptive Management Plan For The Yahara Watershed. Motion carried with a 5-0 vote.

Village Engineer Richardson added that Windsor has until September 1 to submit the number that it feels it contributes.

11. Schroeder's Field Plat And Agreement For Land Division Improvements.

Village Engineer Richardson indicated that this subdivision had been approved several years ago. The original developer was taken over by Merchants Bank. Windsor went through all of the review, and it was ready to go. This is a well-and-septic development. This is an older development. In the development agreement, ribbon curb is not required. There is a house and an existing group of buildings on Lot 25. Windsor has to figure out what it wants to have done with them. A path system was required through the interior of this subdivision. They looked at having it parallel to County Highway C. The county felt that would not be practical along Highway C because of drainage. This development has no parkland. Windsor would be collecting a payment in lieu of parkland. The wetlands cannot be used as parkland or the drainage areas. Windsor really does not need a park in this location. The trails would be sufficient. There is a trail on the east side of County Highway C that does run with Highway C. Dane County is looking at reconstructing County Highway C this summer. They will not be redoing the hill. There will not be a path going up and over the hill.

Windsor sees issues as there is no usable parkland. The developer should pay the full amount, which would be \$1,442 per single-family home. There will be 39 single-family homes, for a total of \$56,238.

The paths are in addition to the parkland. We will be requiring paths as part of our developer's agreement.

President Wipperfurth added that siting the path is a challenge.

Does the Board want to have ribbon curb?

The village will not accept land for a park that is not useable as a park.

Other issues involve the old farm buildings.

President Wipperfurth would like to see a plan of what the developer wants to do with the buildings.

Trustee Madelung asked for the identity of the developer.

Village Engineer Richardson responded that Matt Eisling is the developer. He has purchased the property.

Village Engineer Richardson did a takeoff on the length of the curb. It is about 9,000 linear feet. At \$10 a foot, that would be \$90,000; at \$7 a foot, that would be about \$65,000. Fees in lieu of parkland would be \$56,238.

Issues remaining: (1) a ribbon curb; (2) no viable parkland, and the village would want fees in lieu of parkland; and (3) a plan for the old farm buildings.

Trustee Stravinski asked whether the trail would be going through Outlots 1, 3, and 2.

Village Engineer Richardson responded “yes,” on the highest available ground.

The developer indicated he would meet with the Token Creek Conservancy Committee regarding open space. He has not done this. The property owners’ association would be responsible for maintaining the outlots. What about the trails through those outlots? Who would maintain that?

Village Engineer Richardson responded in Wolf Hollow, if no one cuts the grass along the trail, the village would cut it a couple of times a year. Windsor’s ordinances are for sidewalks and having snow removed within 24 hours. The path ends at St. Albert. Discussion followed on connection of the path.

The developer was ill and unable to attend the meeting.

Trustee Buchner asked whether the developer has done any projects in Windsor or Dane County.

Village Engineer Richardson answered “no.” The developer has been dealing with Attorney Mike Lawton.

Trustee Madelung asked whether the development would be sewered or unsewered. President Wipperfurth responded it would be unsewered.

12. Authorization Of Sale Of 1989 Chevy 1-Ton.

Village Director of Finance/Deputy Clerk Butteris stated that the Village Board approved the purchase of a new truck to replace this truck. The village would like to try and put this truck out for sale on Craigslist.

A motion was made by Trustee Buchner, seconded by Trustee Smith, authorizing the sale of the 1989 Chevy 1-ton truck. Motion carried with a 5-0 vote.

13. Purchase Of Asphalt Hot Box For Pothole Patching.

Village Engineer Richardson explained. Right now the village is limited to using cold mix which does not stay as well as hot mix. The village could handle hot mix with shovels and its current equipment. This would allow Windsor to go to the asphalt plant and make a better patch. This will allow Windsor to be able, in the spring when they start selling hot mix, to do the work.

There are two different quotes: Galva Road Equipment, LLC, and Sherwin Industries, Inc. Public Works is recommending purchase of the Sherwin Industries product. The standard unit would be purchased for \$16,150. It does not come with a strobe light, which would be an additional \$200. The village did budget for this in the replacement fund, and it does fall under the budgeted amount. After purchase, it is 45 days before delivery.

In response to a question from Trustee Buchner, Village Engineer Richardson indicated that two tons of asphalt would be approximately two cubic yards.

How much would that cover?

Village Engineer Richardson stated that cold mix doesn't stick. They will be shoveling it out and putting it into place. Windsor had a series of small patches done by Tri-County last year.

Trustee Stravinski asked whether this is going to be used mostly for potholes, not big patches.

Village Engineer Richardson responded "yes."

Discussion followed whether cold mix could be put in this unit and heated up.

Steve Pederson made an inquiry and responded that it cannot be heated in this type of a unit.

President Wipperfurth asked for this to be put on the February 18 agenda, asking Jim Fredenberg to be present.

Trustee Buchner asked whether there would be any opportunity to cost-share with any other municipalities.

The question was raised how long does the hot mix stay hot? Is it worth it for the cost involved to just transport the hot mix?

14. Appointment To Pool Committee.

President Wipperfurth advised that the School District, along with the village of DeForest, has spearheaded this. The existing high school indoor pool has come to the end of its life. It is not known whether this will be an indoor or outdoor pool. The School District does not want to solely pay for this.

President Wipperfurth placed in nomination the names of Trustee Madelung and Trustee Smith as appointees to the Pool Committee. The nomination was confirmed by Trustee Buchner, and seconded by Trustee Stravinski. Motion carried with a 5-0 vote.

15. Resolution 2016-10 Windsor Commons (Nick Ladopoulos).

Village Engineer Richardson explained the Utility Commission letter of credit was for the original sewer and water installation. It is now complete. Request has been made to reduce the letter of construction to 10 percent of the cost of construction for a period of 14 months.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2016-10 for a Reduction in Letter Of Credit For Windsor Commons, LLC. Motion carried with a 5-0 vote.

16. Resolution 2016-11 Letter Of Credit Reduction – Phase 1 Bear Tree.

Village Engineer Richardson noted this was similar to Windsor Commons and was also for utilities. Request has been made to reduce the letter of credit to 10 percent of the cost of construction of the utilities. This is just for sewer.

A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve Resolution 2016-11 for a Reduction In Letter Of Credit For Bear Tree Phase 1. Motion carried with a 5-0 vote.

17. Resolution 2016-12 Letter Of Credit Reduction – Wolf Hollow, Lot 97.

Village Engineer Richardson indicated this is similar to the others. This is for the water and sewer that was installed.

Village Engineer Richardson advised that these letter of credit reductions were presented to the Utility Commission at its last meeting and were approved.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2016-12 for a Reduction in Letter of Credit For North Towne Homes LLC (Wolf Hollow Lot 97). Motion carried with a 5-0 vote.

18. Resolution 2016-13 Letter Of Credit Reduction – Wolf Hollow, Phase 4.

Village Engineer Richardson advised that this matter was taken care of in December. No action was necessary.

19. Resolution 2016-14 Letter Of Credit Reduction – Prairie Creek Phase 2D.

Village Engineer Richardson advised that this matter was the same as the prior matters.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-14 for a Reduction In Letter Of Credit Prairie Creek Phase 2D. Motion carried with a 5-0 vote.

20. Committee/Board/Staff Reports.

a. Plan Commission.

President Wipperfurth reported on the Plan Commission.

b. Community Development Authority.

Village Engineer Richardson reported on the Community Development Authority.

c. Park Committee.

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

d. Token Creek Conservancy Committee.

Trustee Stravinski indicated the meeting was cancelled.

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.

President Wipperfurth reported on the DeForest Area Chamber of Commerce.

h. DeForest Area Tourism Commission.

Trustee Stravinski indicated there was no meeting.

- i. Dane County Cities And Villages Association.

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

- j. Windsor Utility Commission.

Trustee Buchner reported on the Windsor Utility Commission.

- k. WisDOT Liaisons.

Village Engineer Richardson reported regarding the WisDOT Liaisons.

- l. Pool Committee.

Trustee Madelung reported regarding the Pool Committee.

- m. Village President Report.

President Wipperfurth provided his report.

- n. Village Staff Report.

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

- 21. Adjournment.

At 6:36 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the meeting. Motion carried with a 5-0 vote.

Respectfully submitted,

Ellen G. Teed

Ellen G. Teed
Recording Secretary

**VILLAGE OF WINDSOR -
BOARD MEETING**

Thursday February 4, 2016 at
5:00 p.m.

Windsor Municipal Building
4084 Mueller Rd, DeForest,
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AGENDA

- 1) Call Meeting to Order and Roll Call
- 2) Recitation of the Pledge of Allegiance
- 3) Announcements:
- 4) Approve Minutes
 - a) January 14, 2016
 - b) January 21, 2016
- 5) Consider Vouchers for Payment
- 6) Appearances Before the Board
- 7) Report from Contract Deputy; and Village of Windsor Law Enforcement Report
 - a) Knox Rapid Entry System
 - b) Operator Licenses
 - c) League of Wisconsin Municipalities
 - d) Resolution 2016-07 A Resolution Authorizing the Execution of An Intergovernmental Agreement for an Adaptive Management Plan for the Yahara Watershed
 - e) Schroeder's Field Plat and Agreement for Land Division Improvements

12) Authorization of Sale of 1989 Chevy 1-ton

13) Purchase of Asphalt Hot Box for Pothole Patching

14) Appointment to Pool Committee

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) Pool Committee
 - m) Village President Report
 - n) Village Staff Report
- 16) Adjournment
PUB. DeForest Times-Tribune;
January 28, 2016
WNAXLP

Amended
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**VILLAGE OF WINDSOR -
BOARD MEETING**

Thursday February 4, 2016 at
5:00 p.m.

Windsor Municipal Building,
4084 Mueller Rd, DeForest, WI
AGENDA

Amended on 1/29/2016

- 1) Call Meeting to Order and Roll Call
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- 3) Announcements:
- 4) Approve Minutes
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 - g) Purchase of Asphalt Hot Box for Pothole Patching
 - h) Appointment to Pool Committee
 - i) Resolution 2016-10 Windsor Commons (Nick Ladopoulos)
 - j) Resolution 2016-11 Letter of Credit Reduction - Phase 1 Bear Tree
 - k) Resolution 2016-12 Letter of Credit Reduction - Wolf Hollow, Lot 97
 - l) Resolution 2016-13 Letter of Credit Reduction - Wolf Hollow, Phase 4

19) Resolution 2016-14 Letter of Credit Reduction - Prairie Creek Phase 2D

20) 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) Pool Committee
 - m) Village President Report
 - n) Village Staff Report
- 21) Adjournment

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 individuals with disabilities 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. PUB. DeForest Times-Tribune; February 4, 2016
WNAXLP