

Approved 3-3-16

VILLAGE OF WINDSOR  
REGULAR BOARD MEETING

Minutes

February 18, 2016

1. Call Meeting To Order And Roll Call.

Meeting convened by President Wipperfurth at 3:30 p.m. Trustees present: Don Madelung, Bruce Stravinski, and Bob Wipperfurth. Trustee Monica Smith arrived at 3:43 p.m. Trustee Alan Buchner had an excused absence. Others present: Village Director of Finance/Deputy Clerk Tina Butteris, Village Attorney Connie Anderson, and Village Engineer Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Madelung.

3. Announcements.

a. The Village Board Will Convene Into Closed Session Pursuant To:

i. Wisconsin Statutes Sec. 19.85(1)(e) for purposes of deliberation of negotiation of the purchasing or sale of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

1. DeForest Area Fire And EMS District Agreement.

2. Boundary Agreement Negotiations: Town Of Bristol, Town Of Vienna, Town Of Westport, And Town Of Leeds.

President Wipperfurth read the above announcements.

4. Purchase Of Asphalt Hot Box For Pothole Patching.

Public Works Supervisor Jim Fredenberg presented information on the use and requested purchase of an asphalt hot box for pothole patching. Trustee Stravinski moved to approve the purchase of the asphalt hot box from Sherwin Industries, Inc., for \$16,350. The motion was seconded by Trustee Madelung. Motion carried with a 4-0 vote.

5. DeForest-Windsor Trail Paving.

Village of DeForest Trustee Jeff Miller and Parks and Recreation Director Kelli Bailkowski appeared to discuss the trail that connects DeForest and Windsor from the Cradle Hill Park area to the north. They are requesting a cost share for the paving of the trail along with fixing the drainage problems. The temporary gravel trail is heavily utilized by both communities. Due to use and continued drainage problems, the village of DeForest has looked to pave the trail. While the majority of the trail is in the village of DeForest, both Windsor and DeForest benefit from the facility. The trail was placed to safely encourage the connectivity between the communities and to keep pedestrians from utilizing CTH CV. President Wipperfurth moved to approve the 50/50 cost share of the construction project with Windsor's portion coming from reserves. This is not precedent-setting, and each municipality will pay for future maintenance of the trail that is in their municipality. Snow removal on the trail will be completed by the village of DeForest. The motion was seconded by Trustee Madelung. Motion carried with a 4-0 vote.

6. Convene Into Closed Session And Roll Call.

At 3:56 p.m. a motion was made by Trustee Smith, seconded by Trustee Madelung, to convene into closed session. Motion carried with a 4-0 roll call vote.

7. Reconvene Into Open Session.

At 5:03 p.m. a motion was made by Trustee Smith, seconded by Trustee Madelung, to reconvene into open session. Motion carried with a 4-0 vote.

8. Action From Closed Session (May Include Motion Or Resolution).

a. DeForest Area Fire And EMS District Agreement.

A motion was made by Trustee Stravinski to approve the DeForest Area Fire and EMS District Agreement with three changes. Those changes are: (1) That the Town of Windsor be changed to the Village of Windsor; (2) That the name be changed to DeForest Windsor Fire District; and (3) On the selection of the fifth member of the Board, that term would be one year under Article V C. President Wipperfurth seconded the motion. Motion carried with a 4-0 vote.

b. Boundary Agreement Negotiations: Town Of Bristol, Town Of Vienna, Town Of Westport, And Town Of Leeds.

President Wipperfurth indicated the village will be taking action regarding the town of Bristol and the town of Vienna.

A motion was made by President Wipperfurth, seconded by Trustee Smith, to provide the town of Bristol with a draft document for its review. Motion carried with a 4-0 vote.

President Wipperfurth indicated the Village Board would be approving the Resolution with some language that will be added or suggested in addition to what is in the Resolution. A motion was made by President Wipperfurth, seconded by Trustee Madelung, to approve Resolution 2016-22, Approval Of Further Proceedings And Public Hearing On Proposed Wis. Stats. § 66.0301 Intergovernmental Agreement With Town Of Vienna, Dane County, Wisconsin. Motion carried with a 4-0 vote.

9. Approve Minutes.

- a. January 28, 2016.
- b. February 1, 2016.
- c. February 4, 2016.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Minutes of January 28, 2016; February 1, 2016; and February 4, 2016, as amended. Motion carried with a 4-0 vote.

10. Finance.

- a. Staff Report On Finances.

It was noted that additional invoices had been provided to the Village Board. Village Director of Finance/Deputy Clerk Butteris indicated that there is nothing out of the ordinary. The village received the first quarter transportation aid. The Utility District continues to be a work in progress.

Trustee Stravinski initiated a discussion regarding the invoice from DaneCom and whether or not it should be paid. After discussion, it was decided to pay this invoice in good faith and look at the next invoice received this summer.

- b. Consider Vouchers For Payment.

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

- c. Treasurer's Report.

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

d. Budget Report.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve the Budget Report as submitted. Motion carried with a 4-0 vote.

11. Appearances Before The Board.

None.

12. Operator Licenses.

President Wipperfurth noted there was only one application for an Operator License. Village Clerk Capstran recommended approval. A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Operator License for Stephanie E. Howell based on staff recommendation. Motion carried with a 4-0 vote.

13. Ordinance 2016-15 Electronic Preservation Of Records.

Holly Wilson, an associate at the Stafford law firm, gave a presentation on electronic preservation of records and ordinances so that electronic copies are the official records. She briefly discussed the procedures Stafford uses. They are transitioning to a paperless office. They have designated their firm as the legal custodian of the records. A “statement of intent” was discussed which describes how the records are kept. Stafford’s statement of intent was filed with the Public Records Board.

The village would need a retention and destruction period and have detailed retention schedules.

Trustee Madelung stated he was in favor of this.

Windsor’s hard copies will be scanned to PDF. Windsor has two backups: Village Director of Finance/Deputy Clerk Butteris takes a backup home each night, and there is one on the server. Windsor is working towards having a third backup.

Trustee Smith asked about the archival periods. Village Director of Finance/Deputy Clerk Butteris responded and explained they are governed by state statutes.

President Wipperfurth advised that he went to a two-hour presentation on February 17 on electronic Board packets. He can see some advantages and cost savings.

Attorney Wilson indicated the biggest concern is accessibility of format in the future.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve Ordinance 2016-15 Creating Section 2-309 Of The Code Of Ordinances Relating To Electronic Preservation Of Records. Motion carried with a 4-0 vote.

14. Resolution 2016-15 Equity Appraisal, LLC Contract For Revaluation.

Village Director of Finance/Deputy Clerk Butteris explained. The village is also considering doing an interior revaluation. The cost for an exterior-only revaluation would be \$73,000. The cost for an interior-and-exterior revaluation would be \$138,000. That is a \$65,000 difference.

Trustee Madelung asked about the pros and cons. It would take an additional \$13 million in value to make up the added \$65,000. Discussion ended with the decision to do exterior only.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-15 Regarding The Execution Of A 2017 Revaluation Assessment Contract with the option of exterior only. Motion carried with a 4-0 vote.

15. Morrisonville Fireman's Park Concession Building Specifications.

Village Director of Finance/Deputy Clerk Butteris explained that the Park Committee has set aside \$30,000 to finance a new park concession building in Morrisonville. The specifications provided were created by two Park Committee members. The building will have electrical but no water. Village Director of Finance/Deputy Clerk Butteris asked if the village was short-sighting this building. There is potential that it could be rented out. Or would the land purchased off of Highway V for creating a sports complex be a better site for rentals? The proposed building will look like a garage with counters.

Trustee Smith would like to see water and a kitchen area. It is better sanitation to keep water for food preparation separate from the bathroom.

Trustee Stravinski also felt the village would be better off having water in the building.

Village Director of Finance/Deputy Clerk Butteris added that park impact fees could be used.

It was suggested that the Park Committee explore this option.

16. Adjournment.

At 6:10 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*

Ellen G. Teed  
Recording Secretary