

Approved 4.7.2016

VILLAGE OF WINDSOR
REGULAR BOARD MEETING

Minutes

March 3, 2016

1. Call Meeting To Order And Roll Call.

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

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Stravinski.

3. Announcements.

- a. Public Hearing At 5:00 p.m. To Vacate Outlot 2 Dedicated For Right-of-Way In The Plat Of Wolf Hollow.
- b. The Village Board Will Convene Into Closed Session Pursuant To:
 - i. Wisconsin Statutes Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Employee performance, evaluation and compensation).
 - ii. Wisconsin Statutes Sec. 19.85(1)(e) for purposes of deliberation or 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 Line Striping Machine.

Jim Fredenberg, Public Works Superintendent, reviewed quotes received for the purchase of a line striping machine. A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve the recommended purchase of a Graco 3400 Line Striping System from Diamond Vogel for \$3,550 with Reserve/Replacement funds. Motion carried with a 5-0 vote.

5. Convene Into Closed Session.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to convene into closed session at 4:08 p.m. Motion carried with a 5-0 roll call vote.

6. Reconvene Into Open Session.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to reconvene into open session at 4:53 p.m. Motion carried with a 5-0 roll call vote.

7. Action From Closed Session.

a. Employee Performance, Evaluation And Compensation.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to authorize the Finance Director to fill the part-time parks position. Motion carried with a 5-0 vote.

b. DeForest Area Fire And EMS District Agreement.

No action was taken.

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

A motion was made by Trustee Smith, seconded by Trustee Madelung, to proceed with the public hearing process for the proposed Boundary Agreement with the town of Vienna. Motion carried with a 5-0 vote.

8. Approve Minutes.

a. February 18, 2016.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve the Minutes of February 18, 2016, as presented. Motion carried with a 5-0 vote.

9. Consider Vouchers For Payment.

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

10. Appearances Before The Board.

None.

11. Law Enforcement Report.

Deputy Studnicka provided the Law Enforcement Report for February 2016. She issued 10 citations; Deputy Gnacinski issued 5 citations; and Deputy Day issued 4 citations. Last week Deputy Studnicka spent four days cross-training with Dane County on drugs and narcotics.

Crashes included two car property-damage-only at Vinburn Road and Portage Road, and Highway 19 and Lake Road. There were three car v. deer crashes: two at Highway CV and Gray Road and one at Windsor Road and Aspen.

Calls of interest included an operating while intoxicated arrest, assistance with a city homicide, transporting an intoxicated person to detox, child abuse, OWI, and a sex offense. There were not a lot of other complaints.

12. Operator Licenses.

President Wipperfurth noted that there were before the Village Board applications for two operator licenses. Village Clerk Capstran recommended approval for both. A motion was made by Trustee Buchner, seconded by Trustee Stravinski, approving operator licenses for Alicia A. Rowe and Jennifer L. Alt, based on staff recommendation. Motion carried with a 5-0 vote.

13. Resolution 2016-17 Windsor Elementary School Site Plan Review.

President Wipperfurth reminded that this issue was discussed at the last meeting. Language has been added in paragraph 12 of the Resolution. Drafts of this language went back and forth between the parties all week.

President Wipperfurth highlighted the added language regarding sharing the cost of a traffic study. This recognizes the concerns that Windsor has.

Village Attorney Anderson added that the village's concerns have been addressed. We do not have a conclusion as to what the traffic study will indicate. After the study, the village will sit down with the School District and discuss the results of that study. No one is committing one way or the other to the outcome.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2016-17 Approval Of Site Plan For Windsor Elementary School. Motion carried with a 5-0 vote.

14. Wolf Hollow At Pleasant Prairie Creek – Phase 5.

Village Engineer Richardson indicated the first item they are working on is Wolf Hollow, Phase 5. This is a continuation from what they were working on last year. Village Engineer Richardson showed what was approved last year, and homes are now being built there. Wolf Hollow would not be able to extend its development without access to the south for emergency considerations. All three of the developments are interconnected to gain safe access to the south. This is the last phase for Wolf Hollow.

Village Attorney Anderson stated with respect to Wolf Hollow this is the final leg of this project. Item (a) is amending the Development Agreement. There was a development agreement for Phase 4 and Phase 5, but there was a need to come back to the village to move into Phase 5. The Agreement still applies. Cost items are just being updated. A memorandum was provided by Village Engineer Richardson indicating the letter of credit amounts for the three projects.

The Board will be approving an amendment to the Development Agreement for Phase 5. There are two attachments to the Resolution. Until all three Resolutions are signed, this will not become effective. All of the signed documents were at the meeting.

Village Attorney Anderson discussed the exhibits. The Agreement was attached as Exhibit B.

Village Engineer Richardson indicated this is a health and safety issue. This is a connection to Stack Drive in the DeForest Industrial Park. It shows a gravel road connection that would give emergency access. There is a sunset on how long we will use this emergency access. Within a couple of years it should be made permanent.

Village Attorney Anderson discussed what it meant to have a gravel road.

Village Engineer Richardson responded the gravel base is substantial. There will be 10 inches of gravel, and the road will be 24-foot wide.

Village Attorney Anderson added that the staff's preference was that there be an asphalt base. Engineer Schleeper indicated there would be two inches of asphalt laid. This should be able to support gravel and concrete trucks. Mr. Acker indicated he was comfortable doing this. Prairie Creek, Wolf Hollow, and Pleasant Hill Estates have reached an agreement as to compensation.

Village Engineer Richardson added if the road was gravel the village would not be responsible for maintenance. With two-inches of asphalt, the village will plow the snow.

Village Attorney Anderson stated that this will allow Wolf Hollow Phase 5 to go forward. Prairie Creek Phase 3 will go forward. Pleasant Hill will be looking at an amended no. 2 which brings the whole Development Agreement up to speed.

Resolution 2016-23 amends the Development Agreement. Resolution 2016-24 approves the release of the transfer restrictions on the lots in Phase 5. Resolution 2016-25 is acknowledging the engineer's approval of the plans and specifications for the improvements and connection to Stack Drive. The fourth resolution regarding water and sewer will come back to the Village Board at its March 24 meeting.

Village Attorney Anderson stated the same documents will come up for Prairie Creek.

Village Engineer Richardson showed Prairie Creek.

Village Attorney Anderson again noted there will be four resolutions, only three of which are coming before the Village Board at this meeting.

This is the fifth amendment to the Development Agreement for Prairie Creek. This development will close with the next phase.

Language will be amended to reflect the village of Windsor in that it is no longer the town of Windsor.

It was noted that Janette Acker came in earlier in the week to approve the documents. Attorney Mike Lawton is representing the subdivision.

The amendments at this meeting are to the same items that have been agreed to between the developers that are present: approval of the plans, transfer restrictions, and amendment to the Development Agreement for Pleasant Hill Estates.

Regarding Pleasant Hill Estates, it was noted that an amendment could be added at this time or with the documents to be presented at the next meeting. President Wipperfurth stated he would like to have that language added at this meeting.

Additional language will be added stating that Stack Drive will be paved with a binder course. It will be added to Amendment No. 1 to the Development Agreement.

President Wipperfurth, on behalf of the Village Board, thanked Windsor's staff and the developers for moving this forward.

Don Esposito thanked his fellow developers. This has been a textbook on cooperation.

- a. Resolution 2016-23 Amendment To The Development Agreement For The Plat Of Wolf Hollow At Pleasant Prairie Creek For The Development Of Phase 5.

A motion was made by Trustee Buchner, seconded by Trustee Smith, approving Resolution 2016-23 Approval Of Amendment To The Development Agreement For The Plat Of Wolf Hollow At Pleasant Prairie Creek For The Development Of Phase 5. Motion carried with a 5-0 vote.

- b. Resolution 2016-24 Release Of Transfer Restrictions For Phase 5 Of The Plat Of Wolf Hollow At Pleasant Prairie Creek.

A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve Resolution 2016-24 Release Of Transfer Restrictions For Phase 5 Of The Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat. Motion carried with a 5-0 vote.

- c. Resolution 2016-25 Approval Of Plans And Specifications For Improvements Including Connection Of Stack Drive And A Letter Of Credit For Phase 5 Of The Plat Of Wolf Hollow At Pleasant Prairie Creek.

A motion was made by Trustee Madelung, seconded by Trustee Buchner, to approve Resolution 2016-25 Approval Of Plans & Specifications For Improvements Including Connections To Stack Drive And A Letter Of Credit For Phase 5 In The Final Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat, For Lots Owned By Wolf Hollow Windsor, LLC. Motion carried with a 5-0 vote.

15. Prairie Creek – Phase 3A.

- a. Resolution 2016-27 Amendment To The Development Agreement For The Plat Of Prairie Creek For The Development Of Phase 3A.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-27 Approval Of Amendment To The Development Agreement For the Plat Of Prairie Creek For The Development Of Phase 3A. Motion carried with a 5-0 vote.

- b. Resolution 2016-28 Release Of Transfer Restrictions For Phase 3A Of The Plat Of Prairie Creek.

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to approve Resolution 2016-28 Release Of Transfer Restrictions For Phase 3A In The Final Plat Of Prairie Creek And the Final Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat, For Lots Owned By State At Main Development LLC. Motion carried with a 5-0 vote.

- c. Resolution 2016-29 Approval Of Plans And Specifications For Improvements Including Connection Of Stack Drive And A Letter Of Credit For Phase 3A Of The Plat Of Prairie Creek.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2016-29 Approval Of Plans & Specifications For Improvements Including Connections To Stack Drive and A Letter Of Credit For Phase 3A In The Final Plat Of Prairie Creek And The Final Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat, For Lots Owned By State At Main Development LLC. Motion carried with a 5-0 vote.

16. Pleasant Hill Estates – Phase 1.

- a. Resolution 2016-35 Amendment Number 1 To The Development Agreement For The Plat Of Pleasant Hill Estates Regarding The Connection To Stack Drive.

This is where additional language will be added. Amendment No., 1 to the Development Agreement, Paragraph 4, will state that the developer will be responsible for placing a 2-inch lift of asphalt, 24-feet wide at the connection.

A motion was made by Trustee Madelung, seconded by Trustee Smith, approving Resolution 2016-35 Approval Of Amendment To The Development Agreement For The Plat Of Pleasant Hill Estates For The Development Of Phase 1. Motion carried with a 5-0 vote.

- b. Resolution 2016-36 Release Of Transfer Restrictions For Pleasant Hill Estates.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to approve Resolution 2016-36 Release Of Transfer Restrictions For Phase 1 Of The Plat Of Pleasant Hill Estates And Wolf Hollow At Pleasant Prairie Creek, A Replat, For Lots Owned By Pleasant Hill Estates, LLC. Motion carried with a 5-0 vote.

- c. Resolution 2016-37 Approval Of Plans & Specifications For Improvements Including Connection Of Stack Drive And A Letter Of Credit For Phase 1 In The Final Plat Of Pleasant Hill Estates And The Final Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat, For Lots Owned By Pleasant Hill Estates, LLC.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve Resolution 2016-37 Approval Of Plans & Specifications For Improvements Including Connection Of Stack Drive And A Letter Of Credit For Phase 1 In The Final Plat Of Pleasant Hill Estates And The Final Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat, For Lots Owned By Pleasant Hill Estates, LLC. Motion carried with a 5-0 vote.

17. Resolution 2016-31 Authorization To Engage Professional To Complete Stormwater Modeling.

Village Engineer Richardson explained that the village has requested proposals from four engineering firms. All of the proposals were responsive to our request. Their experiences were similar. Village Engineer Richardson contacted the references for Ayres Associates, Inc. All said they would hire Ayres and use them again. Philosophically, Village Engineer Richardson does not like hiring on price alone. Ayres' price is good, and he recommended hiring them. Ayres will have its submittal to the WDNR by late May. The other firms were concerned about the schedule. Ayres indicated it did not have any problems.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2016-31 Regarding Engagement Of Professional Engineer For Stormwater Modeling And Phosphorus Load Estimates. Motion carried with a 5-0 vote.

18. Resolution 2016-32 Authorization Of Agreement For 2016-17 Bridge Inspection.

Village Engineer Richardson indicated that inspection is required annually. This is the least painless way for the village to have this done. It will be done by the group hired by the county.

A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve Resolution 2016-32 A Resolution Authorizing The Execution Of An Agreement With The County Of Dane For 2016-17 Bridge Inspection. Motion carried with a 5-0 vote.

19. Resolution 2016-33 Management, Operation And Maintenance (CMOM) Engineering Services For Utility District #1.

Village Engineer Richardson explained. This was discussed at the Utility Commission meeting. Baxter & Woodman has to perform these duties which are required by anyone with a collection system. It is a report that is required to be submitted by the WDNR. The Utility Commission recommended that it come to the Board for its approval.

This is for the connection systems in WSD No. 1 and Oak Springs.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Resolution 2016-33 Regarding The Engagement Of Professional Engineering Services For Assistance In The Completion Of The Capacity, Management, Operation, And Maintenance Document For Utility District No. 1. Motion carried with a 5-0 vote.

20. Resolution 2016-34 Management, Operation And Maintenance (CMOM) Engineering Services For Utility District #2.

Village Engineer Richardson indicated this is the same as No.19 except this is for the Morrisonville sanitary collection system.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to approve Resolution 2016-34 Regarding The Engagement Of Professional Engineering Services For Assistance In The Completion Of The Capacity, Management, Operation, And Maintenance Document For Utility District No. 2. Motion carried with a 5-0 vote.

21. Release Of Escrow.

Village Engineer Richardson indicated this pertains to Lot 137, Holland Fields. Mr. DeWitt put money in escrow for the sewer review, and it was not used. The approvals for Lot 137 have expired.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve the release of escrow to the Windsor Development Corporation. Motion carried with a 5-0 vote.

Trustee Buchner stated that the Utility Commission approved that this money be returned to the developer.

22. New Business Zoning Certificate.

Village Finance Director/Deputy Clerk Butteris advised that the village has been talking with the Sheriff's Department and has had requests from the Fire Department regarding what the village knows about new businesses when they come into the community. Village Finance Director/Deputy Clerk Butteris provided a sample Zoning Certificate for new businesses. It is all voluntary information.

The Board members felt this was a good idea.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve the Zoning Certificate for new businesses. Trustee Buchner suggested a few tweaks to the language. Motion carried with a 5-0 vote.

23. Electronic Board Packets.

President Wipperfurth stated this was discussed once before. Based on some other considerations, this may be an important thing to consider. He indicated he was hesitant and cautious. After seeing a presentation, he was in favor of moving forward with this. Long-term,

it is in Windsor's best interests. The program is more oriented to a tablet function. They are working on an application for a laptop.

Village Finance Director/Deputy Clerk Butteris explained with laptop v. tablet, there is good access from both. The connection is better through a tablet because that is how the program was actually designed. The nice thing about it is that it is cloud-based. The village would not have to worry about storage.

There are two components: (1) the component that works in the office; and (2) the component for the Board members. One would log-in as they would for e-mail.

There are a lot of efficiencies with workflow. Items can be tracked. One can type notes, can highlight items, or circle items. It will e-mail and indicate to the recipient that there is a new document to be reviewed.

Trustee Madelung asked whether you could see each other's notes. He asked whether notes would be part of the public record.

Village Finance Director/Deputy Clerk Butteris responded there are two classifications: (1) agenda and information that goes to the Board; and (2) one for the Board members.

Village Attorney Anderson stated that what one does with their notes may make them a public record or not.

Trustee Buchner agreed with the electronic Board packets.

Village Finance Director/Deputy Clerk Butteris said the village could provide larger copies of the maps in that it would be hard to view them on a small screen.

The village is looking at PEAK Agenda Management which has legislative management which is the portion used by the Board members. There will be a server and hardware to connect to the cloud bases. There is a minute creator portion.

The village's initial investment would be \$6,000 with a monthly charge of \$800.

President Wipperfurth asked which commissions this could be used with.

Village Finance Director/Deputy Clerk Butteris replied, conceivably all of them. The village would use it for the commissions that take the most time.

The work with GovOffice which would create a page for Windsor. This would automatically publish to the website.

President Wipperfurth felt that all were on board with this.

A motion was made by President Wipperfurth, seconded by Trustee Madelung, to move forward with electronic Board packets and authorize President Wipperfurth to work with the vendor. Motion carried with a 5-0 vote.

24. Installation Of Weather Station For Dane County Land & Water Resources Department.

Village Engineer Richardson stated when Windsor met with Dane County the county asked if Windsor would be receptive to having a weather station at the village hall. One can go to the county page and see the information at each of the weather station locations. The information would be used for rainfall. The county would need Internet access from Windsor. Village Engineer Richardson showed a picture of the weather station. A console would be located in Windsor's building. It would show wind, temperature, precipitation, snowfall. Village Engineer Richardson thought this would be handy for the village. It is just data collection.

Trustee Buchner felt this would be a good tool for the area farmers to use.

Village Engineer Richardson is asking permission to have Dane County put in a weather station.

A motion was made by Trustee Buchner, seconded by Trustee Smith, supporting Dane County's request for a weather station at the village hall. Motion carried with a 5-0 vote.

25. Resolution 2016-39 Reconstruction Of CTH C Cost-Sharing And Construction Hours.

Village Engineer Richardson noted that Dane County has asked that Windsor cost-share. They would like Windsor to formalize an agreement with them. There is a wrinkle in the agreement that as part of the construction they will need to have stormwater management off the road – a small detention pond in Schroeder's Field.

Village Finance Director/Deputy Clerk Butteris indicated the estimate was \$382,000 for Windsor. Borrowing for 2015 included this project, and \$400,000 was borrowed. Anyone abutting will pay their portion. Total cost of the project is \$3.5 million.

Village Engineer Richardson stated where the county is recreating the existing road they are creating it fully. Where it is outside the existing road, then Windsor will be sharing the cost with the county. The county will put down a mat 22 feet wide. Where there is a different treatment of the road, Windsor will be involved.

Trustee Stravinski asked whether Windsor would be able to use impact fees.

Village Engineer Richardson said impact fees could be used at the intersection of Highway C and Egge Road because of the developments.

It was noted that Windsor gave \$18,000 in advance toward the design of the Highway C/Egre Road intersection.

A motion was made by Trustee Madelung, seconded by Trustee Buchner, to approve Resolution 2016-39 Agreement For The Reconstruction CTH C In The Village Of Windsor. Motion carried with a 5-0 vote.

Hours of work may need to be adjusted due to deadlines.

26. Cancellation Of March 17, 2016, Board Meeting.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to cancel the March 17, 2016, Windsor Village Board meeting due to quorum issues. Motion carried with a 5-0 vote.

27. Public Hearing To Vacate Outlot 2 Dedicated For Right-Of-Way In The Plat Of Wolf Hollow.

President Wipperfurth opened the public hearing at 6:30 p.m. and immediately closed the public hearing.

a. Adjourn Public Hearing To April 7, 2016, At 5:00 p.m.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the public hearing and reschedule it to April 7, 2016, at 5:00 p.m. Motion carried with a 5-0 vote.

28. Committee/Board/Staff Reports.

a. Plan Commission.

President Wipperfurth reported on the Plan Commission.

b. Community Development Authority.

Village Engineer Richardson indicated there had been no meetings.

c. Park Committee.

Trustee Madelung reported on the Park Committee.

d. Token Creek Conservancy Committee.

Trustee Stravinski reported on the Token Creek Conservancy Committee.

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

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

f. DeForest Area Fire Protection Board.

President Wipperfurth reported on the DeForest Area Fire Protection Board.

g. DeForest Area Chamber Of Commerce.

Village Finance Director/Deputy Clerk Butteris reported on the DeForest Area Chamber of Commerce.

h. DeForest Windsor Area Tourism Commission.

Trustee Stravinski reported on the DeForest Windsor Area Tourism Commission.

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 had nothing to report.

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 provided a staff report.

29. Adjournment.

At 6:50 p.m., a motion was made by Trustee Smith, seconded by Trustee Stravinski, to adjourn the meeting. Motion carried with a 5-0 vote.

Respectfully submitted,

Ellen G. Teed

Ellen G. Teed
Recording Secretary