

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

Approved  
5-19-16

**MINUTES**

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

Meeting convened by President Wipperfurth at 5:00 p.m. Trustees present: Bruce Stravinski, Alan Buchner, Don Madelung, Monica Smith, and Bob Wipperfurth. Others present: Village Director of Finance/Deputy Clerk Tina Butteris, Village Clerk Christine Capstran, Village Attorney Connie Anderson, Village Financial Planner Jim Mann, and Village Engineer Kevin Richardson.

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

The flag pledge was led by Trustee Stravinski.

**3) Announcements:**

President Wipperfurth announced that DeForest Village President Blau's son Justin has been diagnosed with Hodgkin's Lymphoma and a benefit is being held on May 19<sup>th</sup>, 2016 at 5 p.m. at the DeForest High School Softball Diamond. Thoughts and prayers are with the family.

**4) Approve Minutes**

- a) March 24, 2016
- b) March 29, 2016
- c) April 7, 2016
- d) April 14, 2016
- e) April 19, 2016
- f) April 21, 2016

Trustee Smith moved to approved the minutes of March 24, March 29, April 7, April 14, April 19 and April 21 as presented, seconded by Trustee Madelung. Motion carried with a 5 – 0 vote.

**5) Consider Vouchers for Payment**

Trustee Buchner moved to approve the vouchers for payment as presented, seconded by Trustee Stravinski. Motion carried with a 5 – 0 vote.

**6) Appearances Before the Board**

There were no appearances before the Board.

## **7) Law Enforcement Report**

Deputy Studnicka provided the Law Enforcement Report for April 2016. Deputy Gnacinski responded to 31 calls; Deputy Day responded to 44 calls and Deputy Studnicka responded to 85 calls. There were 4 crashes: car deer at Vinburn/Martinson, 2 car property damage only at Sunset Meadow and two property damage only (hit and run) one at 51/Windsor and the other CV/Windsor (sign).

Calls responded to include a juvenile battery arrest, domestic arrest, burglary, juvenile suicide attempt, disorderly conduct arrest, disorderly conduct warrant arrest, BW arrest, stalking arrest and two disorderly conduction citations.

Deputy Day attended drone school.

Traffic problems with the construction, closure and rerouting of CTH C south of Egge Road. Deputy Day and Deputy Studnicka were interviewed by different TV stations to encourage the public to follow all posted road closed signs or they will be cited.

## **8) Operator Licenses**

President Wipperfurth noted that Village Clerk Capstran recommended approve of all three applications for operator's licenses.

Trustee Buchner moved to approve operator licenses for Lori A. Krey, David E. Helwig and Jordan M. Ray based upon staff recommendation, seconded by Trustee Madelung. Motion carried with a 5 – 0 vote.

## **9) Speedway, Class "A" Fermented Malt Beverage and Intoxicating Liquor (Cider Only) – Change of Agent to Kevin N. Scheckel**

Village Clerk Capstran recommended approval of Kevin N. Scheckel as Agent for Speedway.

Trustee Stravinski moved to approve Kevin N. Scheckel as Agent for Speedway (Class "A" Fermented Malt Beverage and Intoxicating Liquor (Cider Only)), seconded by Trustee Madelung. Motion carried with a 5 – 0 vote.

## **10) Resolution 2016-66 Approving Fireworks Sales Permit for Andrew M. Obriecht D/B/A Mad City Fireworks at 6351 Lake Road**

President Wipperfurth stated that Andrew M. Obriecht D/B/A Mad City Fireworks is requesting to sell fireworks at 6351 Lake Road. Village Clerk Capstran reviewed the permit application. Mr. Obriecht has met the application requirements with the exception of obtaining insurance, which he will do once approved. Attorney Anderson reviewed the application and the application is in compliance with our current ordinance.

President Wipperfurth moved to approve Resolution 2016-66 Approving the Fireworks Sales Permit for Andrew M. Obriecht D/B/A Mad City Fireworks at 6351 Lake Road which includes conditions to provide proof of insurance and final inspection and approval from the DeForest Area Fire and EMS Inspector, seconded by Trustee Buchner. Motion carried with a 5 – 0 vote.

Attorney Anderson noted that she has received and reviewed the Certificate of Liability Insurance and it is acceptable.

### **11) Dane County Cities and Villages Association**

Jon Hochkammer, Dane County Cities and Villages Association (DCCVA) President and City of Verona Mayor appeared before the Board.

The DCCVA welcomes Windsor to the Association. There are 28 cities and villages in Dane County; all but two are members.

The DCCVA was formed to provide the cities and villages with a voice within Dane County's governance. They promote excellence in municipal government, provide opportunities for officials to exchange ideas, advocate for cities and villages, and develop a cooperative approach to municipal problems of county-wide importance. In addition, the DCCVA is a partnership to promote the improvement of the Dane County region by serving as an advocate for common goals.

Forbes McIntosh, Government Policy Solutions, is the lobbyist for the DCCVA.

President Hochkammer encourages active participation by all members. Village/City Administrators are key to DCCVA; their input is valuable and they meet on a regular basis.

Future focus includes looking at cooperative purchasing and shared Human Resources.

### **12) Resolution 2016-64 Initial Resolution Authorizing the Borrowing of Not to Exceed \$2,065,000 and Providing for the Issuance and Sale of General Obligation Corporate Purpose Bonds**

Jim Mann, Senior Municipal Advisor/Director at Ehlers reviewed a Pre-Sale Report for the Village. The proposed issue of \$2,065,000 would be a General Obligation Corporate Purpose Bond, Series 2016A.

The purpose of the proposed borrowing includes financing for the following purposes:

To refund a series of 10 State Trust Fund Loans issued in 2009 and 2010 to the former Windsor Sanitary District, along with refunding of a 2009 General Obligation Promissory Notes. Interest rates on the obligations proposed to be refunded are 3.1 % to 5.5 %. The refunding is expected to reduce interest expense by approximately \$194,000 over the next 13 years. The Net Present Value Benefit of the refunding is estimated to be \$218,000, equal to 11.2% of the refunded principal.

The amortization of the refunding is structured to maintain the existing debt payment structure, while maximizing the annual savings due to interest rate savings. These refundings are considered to be Current Refundings as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds.

President Wipperfurth noted that the savings on the sanitary district borrowing could not have happened without Windsor becoming a Village. Better opportunities for more competitive financing rates are available to a Village Utility District.

Trustee Stravinski moved to approve Resolution 2016-64 Initial Resolution Authorizing the Borrowing of Not to Exceed \$2,065,000 and Providing for the Issuance and Sale of General Obligation Corporate Purpose Bonds, seconded by Trustee Smith. Motion carried with a 5 – 0 roll call vote.

### **13) Unsigned Correspondence Received**

The Village continues to receive unsigned correspondence which is frustrating as there is no way to reply or follow up with the concern.

Trustee Madelung suggested they contact the board or staff via email or phone. Trustee Buchner agreed.

### **14) Intent of Burning Ordinance**

In prior years, after many well attended meetings, a compromise on burning was reached which resulted in specific burning dates in the Spring and Fall. The intent was that burning could only take place on the listed dates. A permit to burn on days not listed was allowed in the agricultural areas only.

Fire Inspector Yaskal indicated that more burning is taking place than permits that are issued. Currently burn permits are issued at will to everyone. 26 permits were issued this past month to people who do not live in the agricultural area. Anyone in the fire department can issue a permit. A map depicting the allowable agricultural areas where burn permits can be issued would be helpful. Yaskal would also like to put the map on their website.

President Wipperfurth stated the ordinance could be clearer and strengthened. Wipperfurth also stated that they should stop issuing permits to non-agricultural resident or businesses.

Trustee Smith noted that burning is happening in her neighborhood all the time. She gets many complaint calls.

President Wipperfurth responded that the deputies can enforce the ordinance as well as the fire inspector. Citations can be issued which would curb current behavior.

At this time the ordinance should be enforced as written. The ordinance will be clarified and presented at a future meeting for consideration. A map was provided to Fire Inspector Yaskal.

## **15) Garbage and Recycling**

President Wipperfurth had received a few emails, mostly from Wolf Hollow residents supporting a switch to automated refuse and recycling. Staff has increasingly received calls and emails requesting a switch to automated service. Wipperfurth suggested starting automated service only on the west side of Hwy 51.

Kelly Schmidt, 6691 Wolf Hollow Rd, stated that growing up she had automated service and thinks it looks better and is cleaner.

Emily Kuehne, 4329 Grosbeak Glen, explained her garbage can keeps getting damaged. The automated carts would be easier to move and would look better.

Advanced Disposal representative in attendance included General Manager Jim Leszcynski, Operations Manager Kevin Plummer, and District Manager Jason Johnson. Johnson stated that the carts are initially a significant cost but are offset in keeping their guys in the truck to avoid injury and increased productivity. For most people it comes down to aesthetics. Some don't like the idea of carts being stored outside of garages. However, it is more uniform and looks better than bags on garbage pickup day. Putting recyclables in a cart with a cover will keep things from blowing into neighborhoods.

Trustee Madelung asked about distinguishing between both carts. Carts would have different colored lids to differentiate garbage from recycling. The Village could pick the colors they would like. Acceptable recycling items would be listed on the cover.

Leszcynski outlined that garbage should be put in bags and then in the carts. Recycling should not be bagged. Recycling goes into the middle of the truck and is protected from the wind more than garbage which goes up and over the front of the truck. Keeping the cart clean is the responsibility of the home owner. Repairs and replacement would be handled by Advanced Disposal, not the Village office.

Johnson would like to renegotiate the existing contract which is up in 2017.

Trustee Buchner cited the list of complaints received from residents over the past 2 years. Leszcynski admitted to staffing problems and service problems. He was brought in to improve the situation. He tries to resolve problems quickly.

President Wipperfurth made a motion to proceed with renegotiating the contract to include automated refuse and recycling Village wide, seconded by Trustee Buchner. Motion carried with a 5 - 0 vote.

## **16) DeForest Windsor Area Chamber of Commerce 4<sup>th</sup> of July Celebration Sponsorship**

The DeForest Windsor Area Chamber of Commerce is looking for sponsors of their annual 4<sup>th</sup> of July Celebration. Village Finance Director/Deputy Clerk Butteris reviewed the various sponsorship levels and recommended Patriot Sponsorship.

Trustee Madelung moved to sponsor the 4<sup>th</sup> of July Celebration for \$1,000, seconded by Trustee Stravinski. Motion carried with a 5 – 0 vote.

### **17) Resolution 2016-65 Policy on Easement Approvals**

Village Attorney Anderson explained that the policy on Easement Approvals would pertain to standard easements and easement releases. The Policy sets forth a way for staff to approve easements if they are standard or customary without having to go before the Village Board for approval. This helps move the process along in a timely manner. Staff would be authorized to approve if they all concur.

Decisions would go before the Village Board in cases where the easement is not standard or customary or if staff is not in agreement.

Trustee Smith moved to approve Resolution 2016-65 Approval of Policy Authorizing Staff Approval of Easements and Easement Releases, seconded by Trustee Madelung. Motion carried with a 5 – 0 vote.

### **18) Authorization to Proceed with the Addition to Grosbeak Glen Park**

Village Clerk Capstran stated that Grosbeak Glen Park was originally designed as a pocket park. This is a highly used park. The adjacent lot was acquired to expand the park space. The design is intended to enhance the existing play equipment by offering a variety of freestanding pieces targeted to 5-12 year olds. Staff is also proposing a shelter with electricity.

Village Finance Director/Deputy Clerk Butteris confirmed that Wolf Hollow Fees in Lieu would be used for the additional playground equipment and shelter.

Trustee Madelung moved to proceed with purchasing and installing the park equipment and going to bid on the shelter, seconded by Trustee Stravinski. Motion carried with a 5 – 0 vote.

### **19) Authorization to Proceed with the Blue Addition to Lake Windsor Park**

Village Clerk Capstran reviewed the Blue Addition to Lake Windsor Park concept. The playground equipment chosen was on sale which allows us to get more equipment for our money. The path system will also be installed this summer. A shelter may be added at a later date.

Trustee Stravinski moved to proceed with purchasing and installing park equipment and a path for the Blue Addition to Lake Windsor Park, seconded by Trustee Smith. Motion carried with a 5 – 0 vote.

### **20) 2016 Road Work**

Engineer Richardson reported on proposed 2016 and 2017 road projects.

\$293,000 was budgeted for road work in 2016. Windsor will be utilizing a TRIP grant in the amount of \$15,388 to assist with the Finch Trail (Windsor Hill) construction.

Road Reconstruction Projects: Finch Trail - the pavement surface is broken and needs to be reconstructed. Empire Drive and Wendell Way (northern Terrace Park). Windsor has been systematically working to repair roads in Terrace Park by reconstructing roads every other year in Terrace Park. 2016 road reconstructions projects total \$141,700.

Seal Coating Projects: Portage Road between Mueller Rd. and County Highway CV will be seal coated with a heavy aggregate (pea gravel). The proposed seal coating in the subdivisions will be done with the finer black slag aggregate. Over the last couple of years crack filling has been done in the older portions of Holland Fields and Wolf Hollow. The pavement in both the subdivisions has oxidized and needs to be surfaced to extend the life of the pavement. Seal coating is estimated to be \$85,125.

Miscellaneous Maintenance Work: The edges of Portage Road's pavement between Vinburn and Windsor Roads are broken in numerous locations. The wedging project would entail placing asphalt over the broken edges and tapering the asphalt towards the center of pavement. Funds are also allocated for refreshing shoulders with aggregate, crack filling to extend pavement life and larger patches. A large patch is required over the culvert on Portage Road at Egge Road; another large patch is needed on Selje Road. \$66,000 is budgeted for miscellaneous work.

2016 Special Projects: Windsor Sports Commons estimate for resurfacing the driveway based on a 22 feet wide, 1200 foot long, 3 ½ inch thick asphalt road with shoulders is \$50,000. Seal coating the road with one pass is estimated to cost about \$5,000 a double seal coated Road would cost about \$10,000. The Recycling Center road is approximately 2000 feet long, a 22 feet wide road with 3 ½ inches of asphalt is estimated to cost \$81,500. One pass of seal coat is estimated to cost about \$8,300; double seal coated is estimated to be \$16,600. Seal coating would not provide a very hard surface and plowing seal coating on a gravel road could peel it up rather quickly.

2017 Proposed Program: The proposed 2017 program would finish the reconstruction of the roads in Windsor Hill and Terrace Park Subdivisions. The proposal for seal coating in 2017 is to resurface all of the Lake Windsor subdivision.

Trustee Smith moved to approve the 2016 road work based upon Engineer Richardson's recommendations, seconded by Trustee Madelung. Motion carried with a 5 – 0.

## **21) 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 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

Engineer Richardson reported on the DeForest Windsor Area Chamber of Commerce.

- h) DeForest Windsor Tourism Commission

Trustee Stravinski reported on the DeForest Windsor Tourism Commission.

- i) Dane County Cities & Villages Association

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

- j) Windsor Utility Commission

Trustee Buchner reported on the Windsor Utility Commission.

- k) WisDOT Liaisons

Engineer Richardson reported on the WisDOT Liaisons.

- l) Pool Committee

There was no report.

- m) Village President Report

President Wipperfurth provided the Village President report.

- n) Village Staff Report

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

**22) Adjournment**

Trustee Smith moved to adjourn at 7:45 p.m., seconded by Trustee Madelung. Motion carried with a 5-0 vote.

Respectfully submitted,

 

Christine Capstran, Clerk

Tina Butteris, Finance Director/Deputy Clerk