

Approved 6-16-16

VILLAGE OF WINDSOR

BOARD MEETING

Minutes

June 2, 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.

None.

4. Approve Minutes.

- a. May 17, 2016.
- b. May 19, 2016.
- c. May 24, 2016.
- d. May 25, 2016.

Trustee Stravinski clarified his comments on page 6 of the May 17, 2016, Minutes.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to approve the Minutes of the May 17, 2016, meeting with Trustee Stravinski's clarification; and the Minutes of May 19, 2016; May 24, 2016; and May 25, 2016, as presented. Motion carried with a 5-0 vote.

5. Consider Vouchers For Payment.

No additional vouchers were provided. A motion was made by Trustee Buchner, seconded by Trustee Madelung, to approve the vouchers as presented for payment. Motion carried with a 5-0 vote.

6. Appearances Before The Board.

None.

7. Law Enforcement Report.

Deputy Heidi Studnicka provided the Law Enforcement Report for May 2016.

She had no statistics from Deputy Gnacinski.

Deputy Day responded to 51 calls. She responded to 85 calls. Citations were up. There were property-damage-only crashes at Highway 19 and CV, the Highway 51 off ramp and V, Highway CV and Gray Road, and Highway CV and Lake Circle.

Deputy Day's calls of interest included an Interstate shooting, two domestic arrests with battery, and a suicidal subject. Deputy Studnicka's calls of interest included a found dog, a child abuse, a fraud, and a domestic disorderly conduct with arrest.

Deputy Day was involved in a crash at Highway C and Egge. Deputy Day is okay. The squad car has been repaired. A Knox box was installed. The deputies are continuing to check the bathrooms at the Cradle Hill splash pad to make sure they are secured. Some contractors were observed using bike paths as an alley. The deputies will continue to monitor this misuse.

8. Resolution 2016-81 Approving Fireworks Sales Permit For Linda L. Schultz d/b/a Uncle Buck's Fireworks LLC At 4508 Lake Circle.

President Wipperfurth indicated that Village Clerk Capstran has recommended approval of this Resolution. The applicant was present. She has a fireworks stand at the "pink elephant" in DeForest and would like to open a fireworks tent in Windsor. She has provided evidence of proper insurance.

A motion was made by Trustee Stravinski, seconded by Trustee Buchner, to approve Resolution 2016-81, Approval Of Fireworks Sales Permit For Linda L. Schultz, Doing Business As Uncle Buck's Fireworks, LLC At 4508 Lake Circle, Windsor. Motion carried with a 5-0 vote.

9. Operator Licenses.

- a. Expires 6/30/2016.

President Wipperfurth advised that Village Clerk Capstran is recommending approval. A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Operator Licenses for

Jonathan G. Rein, Cora A. Derauf, Cheryl A. Reese, and Terra D. Shaw, Jr., per staff recommendation. Motion carried with a 5-0 vote.

- b. 7/01/2016 – 6/30/2017.

Village Clerk Capstran has recommended approval. A motion was made by Trustee Madelung, seconded by Trustee Stravinski, approving an Operator License for Troy R. Buss. Motion carried with a 5-0 vote.

10. Class “A” Fermented Malt Beverage And “Class A” Intoxicating Liquor Licenses.

- a. Mousehouse Cheesehaus, Inc., d/b/a Mousehouse Cheesehaus; Anthony G. Sobczak, Agent.
b. Begowal, LLC, d/b/a Windsor Travel Plaza; Satwinder Kaur, Agent.

Based on staff recommendation, a motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Class “A” Fermented Malt Beverage And “Class A” Intoxicating Liquor Licenses for Mousehouse Cheesehaus, Inc., d/b/a Mousehouse Cheesehaus; Anthony G. Sobczak, Agent; and Begowal, LLC, d/b/a Windsor Travel Plaza; Satwinder Kaur, Agent. Motion carried with a 5-0 vote.

11. Class “A” Fermented Malt Beverage And “Class A” Intoxicating Liquor (Cider Only) Licenses.

- a. Speedway LLC, d/b/a Speedway #4202; Kevin Schenkel, Agent.

Based on staff recommendation, a motion was made by Trustee Buchner, seconded by Trustee Smith, to approve a Class “A” Fermented Malt Beverage And “Class A” Intoxicating Liquor (Cider Only) Licenses for Speedway LLC, d/b/a Speedway #4202; Kevin Schenkel, Agent.

12. Class “B” Fermented Malt Beverage And “Class B” Intoxicating Liquor Licenses.

- a. Lloyd’s Frog Pond, d/b/a Lloyd’s Frog Pond; Jeremy Lloyd, Agent.
b. Topp’s Hideaway LLC, d/b/a Topp’s Hideaway; Jonathan Stevens, Agent.
c. Windsor Golf Ventures, LLC, d/b/a Lake Windsor Golf Club; Michael L. Dunlap, Agent.

Based on staff recommendation, a motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Class “B” Fermented Malt Beverage And “Class B” Intoxicating Liquor Licenses for Lloyd’s Frog Pond, d/b/a Lloyd’s Frog Pond; Jeremy Lloyd, Agent; Topp’s Hideaway LLC, d/b/a Topp’s Hideaway; Jonathan Stevens, Agent; and Windsor Golf Ventures, LLC, d/b/a Lake Windsor Golf Club, Michael L. Dunlap, Agent. Motion carried with a 5-0 vote.

13. Class “B” Fermented Malt Beverage And “Class C” Wine Licenses.

- a. Papino’s Pizza & Pasta LLC, d/b/a Papino’s Pizza & Pasta; Guiseppe Pipitone, Agent.

Based on staff recommendation, a motion was made by Trustee Madelung, seconded by Trustee Stravinski, to approve Class “B” Fermented Malt Beverage And “Class C” Wine Licenses for Papino’s Pizza & Pasta LLC, d/b/a Papino’s Pizza & Pasta; Guiseppe Pipitone, Agent. Motion carried with a 5-0 vote.

14. Cigarette Licenses.

- a. Windsor Golf Ventures, LLC, d/b/a Lake Windsor Golf Club.
- b. Begowal, LLC, d/b/a Windsor Travel Plaza.
- c. Speedway LLC, d/b/a Speedway #4202.

Based on staff recommendation, a motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Cigarette Licenses for Windsor Golf Ventures, LLC, d/b/a Lake Windsor Golf Club; Begowal, LLC, d/b/a Windsor Travel Plaza; Speedway LLC, d/b/a Speedway #4202. Motion carried with a 5-0 vote.

15. Renewal Operator Licenses – 7/01/2016 – 6/30/2017.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve Operator Licenses for the Operator License Applicants 2016-2017. Motion carried with a 5-0 vote.

16. Resolution 2016-75 Consideration Of Resolution Awarding The Sale Of General Obligation Corporate Purpose Bonds, Series 2016A In An Amount Not To Exceed \$2,065,000.

Jim Mann from Ehlers was present. The best news he had to report was that the village of Windsor went through the rating process with Standard and Poor’s and was moved to an AA Rating. This is indicative of solid financials, stable management, and a well-run community.

Ehlers took bids on Windsor’s behalf for \$2,065,000 of bonds. There were six bids. The bid from Banker’s Bank, in conjunction with the DMB Community Bank, was the low bid at 1.69 percent. They provided a premium. Instead of the original \$2,065,000 of bonds, they will now be issuing \$1,970,000 of bonds. This will be a \$250,000 savings for the Utility District, a significant amount. This financing is less than shown in planning. With Windsor’s better rating and market movement, rating agencies look at established policies for future bonds. A roadmap of what Windsor wants to do is a positive in the eyes of rating agencies. Windsor just has to move forward with those plans, which are looked on positively.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2016-75, Resolution Awarding The Sale Of \$1,970,000 General Obligation Corporate Purpose Bonds, Series 2016A. Roll call vote: Trustee Stravinski – yes; Trustee Buchner – yes; Trustee Smith – yes; Trustee Madelung – yes; President Wipperfurth – yes. Motion carried unanimously.

17. Resolution 2016-82 Approve Engagement Of Ehlers For TID Amendment.

Jim Mann explained that the main purpose for the TID amendment is to clean up the boundaries of the multi-family lots on the south end of the project. The amendment entails all of the same steps that would have to be done for a TID.

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to approve Resolution 2016-82 Approving Of Engagement Of Professional Financial Service To Amend Tax Incremental District No. 1. Motion carried with a 5-0 vote.

18. Resolution 2016-83 Approve Engagement For Development Of Capital Improvement Financing Plan.

Jim Mann explained that this came out of discussions regarding the capital planning process. There were a number of things that were looked at.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to approve Resolution 2016-83, Approval Of Engaging Professional Financial Services For Completion Of A Capital Improvement Financing Plan. Motion carried with a 5-0 vote.

19. Consideration Of Implementation Of A Wheel Tax.

Jim Mann explained that the state of Wisconsin allows villages to implement a wheel tax. The number of communities implementing a wheel tax has doubled in the last year or two. The tax is used for road improvements. The wheel tax is a way Windsor can generate revenue. The going rate seems to be \$20. The fee is collected by the state of Wisconsin at the time of registration of the vehicle. The state would then cut a check monthly to the village. It is not subject to levy limits.

Mr. Mann discussed one caveat. He stopped in one of the communities where a wheel tax has been implemented. One pitfall – the number of vehicles that were registered according to the state's site and the number of actual vehicles registered were different numbers. For that community, the funds were \$10,000 less than expected. The wheel tax has to be used exclusively for improving roads.

President Wipperfurth offered some initial thoughts. He indicated he had a couple of people contact him with regard to this topic. One farmer was concerned in that he had a lot of wheels. After President Wipperfurth explained what this was about, he seemed to be generally receptive.

Long-term, this could be helpful. There are 11 municipalities and 3 counties that are already imposing a wheel tax. While Windsor indicated there would be no new taxes with incorporation, this has nothing to do with incorporation. This has been an ongoing issue with every municipality in the state of Wisconsin.

Trustee Buchner agreed that road deterioration is the biggest issue he hears about from constituents. Everyone benefits directly and daily from improved roads. Trustee Buchner stated he was not opposed to a wheel tax.

Trustee Stravinski replied that he was opposed. At this time, the perception would be that it is a tax. The timing is poor. If Windsor had a wheel tax, maybe it would not be talking about borrowing. However, Windsor would still be talking about borrowing. With only a possibility of \$88,000 from a wheel tax, Windsor would be much better off borrowing the money. Perception would be that this is a new tax. The amount of \$88,000 with all the work that would be involved – would it be worth it? The timing is poor.

Village Director of Finance/Deputy Clerk Butteris pointed out that this is cheaper for residents. It is 100 percent net.

Trustee Smith asked whether DOT was already collecting this money. The response was “no.” The problem is happening because vehicles are becoming more efficient. There are not benefits from the gas tax like there used to be. Personally, she thought that it was imperative to keep roads well maintained for safety reasons. Borrowing money would be additional tax dollars with interest. The onus should be on the people owning the vehicles. She thought it was a great idea.

Trustee Madelung indicated he was on the fence. Farmers, whose equipment does the most amount of damage, are exempt. The automobiles would be taxed. He would like additional information. Timing is tough. A year from now would be much easier.

Trustee Smith added that the roads and bridges are in disrepair. The village is falling behind on maintaining its roads. Maintaining roads and bridges should be a priority. She would rather pay for it directly than pay interest on it.

Trustee Stravinski asked what the interest rate was on road borrowings.

Village Director of Finance/Deputy Clerk Butteris responded with the rates the village just received it was 2 percent. This is payable over 10 years.

Trustee Stravinski agreed with everything that was said. How is Windsor going to do it? This is not the way to do it. He does not disagree that the roads need repair. This method is not the right method at this time. He would rather add it on as a borrowing.

President Wipperfurth replied that Windsor needs to do something. When there was discussion about incorporation, taxes were talked about extensively. What we told our residents was Windsor did not anticipate any new taxes because of incorporation. We did not say there would never be any new taxes at all. We need more time to digest this and get feedback from residents. President Wipperfurth would rather have a direct charge rather than borrowing the money. This is a small amount when registering a vehicle.

Trustee Smith asked how many miles of road the Village had and what is projected out for new developments.

There are 140 lane miles or 70 miles of roadway.

Village Engineer Richardson stated there is a minimum of \$2 million worth of work that is backlogged. That is just for pavement. Culverts and ditching would be extra.

Trustee Buchner stated that Windsor would lose 51 cents from each wheel tax which would be paid to the government for the program.

20. Bids For Road Maintenance & Resurfacing, Pavement Restoration, Seal Coating And Grosbeak Glen Park Shelter.

President Wipperfurth stated that no action would be taken on the Grosbeak Glen Park Shelter.

Village Engineer Richardson advised that bids were opened earlier in the day for road maintenance and resurfacing, pavement restoration, and seal coating.

The bids came in less than the estimates. The cost of petroleum is less than it was last year. Wolf Paving is the low bidder for all of the projects that involved asphalt.

Seal coating was discussed. Scott Construction was the lower bidder for seal coating.

Village Engineer Richardson would like to go forward and award the asphalt work to Wolf Paving and the seal coating to Scott Construction.

The path through Windsor Blue was discussed. A lot line adjustment will need to be made.

Trustee Stravinski had questions regarding doing the road to the Recycling Center in a double-seal coating.

Village Engineer Richardson thought the price would be \$1.47 per unit price because it would be a bigger stone, which would be \$3 per square yard for the road.

Trustee Stravinski asked Village Engineer Richardson to ask Scott Construction whether they have double-seal coated any gravel roads and when they were done. He would like to go out and look at them.

President Wipperfurth did not feel that double-seal coating would hold up. The snowplows would peel it off.

Village Engineer Richardson responded he would obtain more information.

Village Engineer Richardson recommended awarding the asphalt work to Wolf Paving.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to award the wedging to Wolf Paving in the amount of \$39,487.50 and the resurfacing to Wolf Paving in the amount of \$73,529.20. Motion carried with a 5-0 vote.

Village Engineer Richardson recommended awarding the seal coating to Scott Construction for \$59,024.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to award the seal coating to Scott Construction in the amount of \$59,024. Motion carried with a 5-0 vote.

Village Engineer Richardson discussed the park shelter. He has put together a set of bid documents that replicated the shelter in Cradle Hill. Bids came in at \$24,596 by Benninger Concrete Construction and \$27,800 by T2 Contracting, LLC. This would be a wood frame and pilasters. Aluminum sleeves would be put on the fascia. Benninger is the low bidder. It had a couple of items that would bring the cost up, such as using wire mesh. There is a cupola on the structure. The Park Commission would supply the cupola. It would be a \$650 add-on if the contractor had to supply it. Village Engineer Richardson indicated he had to do some comparisons. There will be electric outlets and lights.

President Wipperfurth said the village would work with General Engineering which does Windsor's inspections. He would like General Engineering to review the plans to determine if they meet building codes. They could develop a set of construction plans.

This would take some work off Village Engineer Richardson's plate by having it done by General Engineering.

21. Resolution 2016-76 Establishing A Second Polling Location In The Village Of Windsor.

Village Finance Director/Deputy Clerk Butteris discussed the need to better serve the public with a second polling location. Windsor has worked with Lake Windsor Country Club. They will help Windsor immensely. Morrisonville and residents east of Highway 51 will still vote at the Windsor Municipal Building. Residents west of Highway 51 will now vote at the Lake Windsor Country Club. The August election would be the first election using the second polling location.

Trustee Buchner asked whether the Windsor Neighborhood Center was considered.

Village Finance Director/Deputy Clerk Butteris responded that it was too small; there is no parking; and accessibility is not good. It would not work.

The second location would be used for all elections.

Trustee Stravinski asked about purchasing another voting machine. What would be the cost?

Village Finance Director/Deputy Clerk Butteris responded that Windsor is looking at a used machine in that the state is looking at changing the machines. The cost would be around \$5,000.

A motion was made by Trustee Smith, seconded by Trustee Stravinski, to approve Resolution 2016-76, Approval Of Establishing A Polling Location For Wards 6, 7, 8, 9 And 10 Of The Village Of Windsor. Motion carried with a 5-0 vote.

22. Resolution 2016-77 Establishing Sewer Rates.

President Wipperfurth advised this is not ready for action.

23. Resolution 2016-84 A Resolution Authorizing Participation In And the Preparation Of An Amendment To The Village Of DeForest And Village Of Windsor Cooperative Plan Pursuant To Wis. Stats., 66.0307.

President Wipperfurth provided history. There is one small change in Exhibit 6 that relates to the Windsor Crossing Development. Attorney Anderson and Attorney Reuter have been going back and forth on the process. Windsor has to pass a resolution saying it wants to change the Cooperative Plan. It will then have to agree what the change will be. If Windsor and DeForest agree on the content, Windsor and DeForest can work on scheduling a Class 3 Notice. The Department of Administration will be given a chance to review it. This is the first step.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-84, A Resolution Authorizing Participation In The Preparation Of An Amendment To The Cooperative Plan Pursuant To Wis. Stats. § 66.0307. Motion carried with a 5-0 vote.

24. Ordinance 2016-15 Matthew Derenne, 4702 County Highway DM, Requests A Variance From Ordinance 42-59(d) Requiring A Distance Of 5 Feet From The Lot Line For Driveway.

The applicant, Matthew Derenne, was present and explained his proposal on the drawing provided. The land was surveyed. There was an existing driveway that actually went onto the

neighbor's lawn. He is replacing the driveway. The neighbor has signed off. It was noted that this is the only location for a driveway.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve Ordinance 2016-15, Approval Of Variance For Matthew Derenne, 4702 County Highway DM, To Allow Installation Of Driveway Within 5 Foot Setback Line. Motion carried with a 5-0 vote.

25. Resolution 2016-85 Reduction In Letter Of Credit for Phase 3 Windsor Gardens Field Of Dreams Addition.

Village Engineer Richardson indicated this is Windsor's normal process. If the Windsor Gardens Field of Dreams is part of the Parade of Homes and the infrastructure is in, Village Engineer Richardson had no objection to reducing the surety to \$37,000. This will remain in force through the 14-month guarantee period.

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to approve Resolution 2016-85, Approval Of Reduction In Letter Of Credit For Windsor Gardens Field Of Dreams Addition – Phase 3. Motion carried with a 5-0 vote.

26. Personnel Committee.

President Wipperfurth is recommending that Windsor establish a Personnel Committee. There are two different action items needed to move forward. The first is an ordinance to establish the committee. Once that is in place, President Wipperfurth will nominate the members of the committee.

A motion was made by Trustee Madelung, seconded by Trustee Buchner, to approve Ordinance 2016-16, Ordinance Establishing Personnel Committee In Chapter 2, Article IV, Division 4, Sec. 2-224 Of The Windsor Code Of Ordinances. Motion carried with a 5-0 vote.

President Wipperfurth placed in nomination the names of Trustee Smith, Trustee Stravinski, and Village Finance Director/Deputy Clerk Butteris to serve on the Committee.

A motion was made by Trustee Buchner, seconded by Trustee Madelung, to confirm President Wipperfurth's appointments to the Personnel Committee. Motion carried with a 5-0 vote.

27. Committee/Board/Staff Reports.

a. Plan Commission.

President Wipperfurth noted there was nothing to report in that the Village Board members were at the last Plan Commission meeting.

b. Community Development Authority.

Village Engineer Richardson reported on the Community Development Authority.

c. Park Committee.

Trustee Madelung indicated the Park Commission's next meeting would be on June 7.

d. Token Creek Conservancy Committee.

Trustee Stravinski indicated there has been no meeting since his last report.

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 reported on the DeForest 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 reported regarding the WisDOT Liaisons.

l. Pool Committee.

Trustee Madelung indicated there was nothing to report.

m. Village President Report.

President Wipperfurth provided his report.

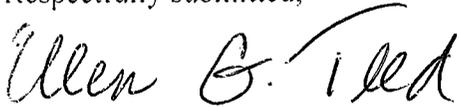
n. Village Staff Report.

Village Engineer Richardson and Village Director of Finance/Deputy Clerk Butteris provided their staff reports.

28. Adjournment.

At 6:30 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
Recording Secretary