

VILLAGE OF WINDSOR

BOARD MEETING

Minutes

July 7, 2016

1. Call Meeting To Order And Roll Call.

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

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Smith.

3. Announcements.

- a. The Village Board Will Convene Into Closed Session Pursuant To Wisconsin Statutes Sec. 19.85(1)(e) For Purposes Of Deliberation Or Negotiation Of The Purchasing Of Public Property, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session (Negotiation Of Cooperative Plan Amendment With The Village Of DeForest).

President Wipperfurth read the above announcement.

4. Approve Minutes.

- a. June 16, 2016.
- b. June 21, 2016.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to approve the Minutes of June 16, 2016, and June 21, 2016, as presented. Motion carried with a 4-0 vote.

5. Consider Vouchers For Payment.

Village Director of Finance/Deputy Clerk Butteris indicated there was nothing to highlight. A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the vouchers as presented for payment. Motion carried with a 4-0 vote.

6. Appearances Before The Board.

None.

7. Law Enforcement Report.

Deputy Heidi Studnicka provided the Law Enforcement Report for June 2016. There was not a lot to report on in June due to vacations. There was only one crash which involved a moped. Calls of interest included burglary from a shed, an OWI, a disorderly conduct arrest, and an armed robbery.

Deputy Studnicka advised that she will be leaving Windsor and going to Pleasant Springs.

8. Operator Licenses.

Village Clerk Capstran provided a memorandum recommending approval of the four applicants. A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve operator licenses for Richard L. Lohmeyer, Michaela C. Hannig, Kristy M. Pienkowski, and Melissa K. Schuh based on staff recommendation. Motion carried with a 4-0 vote.

9. Speedway, Class “A” Fermented Malt Beverage And Intoxicating Liquor (Cider Only) – Change Of Agent To Terra D. Shaw.

No action was taken.

10. Resolution 2016-97 Approval Of Further Proceedings And Public Hearing On Proposed Wis. Stats. 66.0301 Intergovernmental Agreement With Town Of Bristol.

President Wipperfurth stated that over the last week or so there have been communications between Bristol and Windsor. The last two significant items were how stormwater would be addressed in the agreement and Windsor’s extraterritorial jurisdiction. Windsor does not want stormwater dumped on its lands. The agreement is for ten years. After five years, the two Boards can get together to discuss an extension.

Jerry Derr, on behalf of Bristol, stated that the language in the agreement has been cleared up. Bristol wanted to make sure there was no veto power over the stormwater plan. The other two items were basically how the expiration of the contract would happen after ten years. The other concern was a clause regarding Bristol opening negotiations on their agreement with Sun Prairie. Nothing has been scheduled. Bristol can talk in August about holding a public hearing.

Trustee Stravinski referred to the letter from Bristol's attorney, Mark Hazelbaker. He asked if there were any issues.

Village Attorney Anderson responded no.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-97, Approval Of Further Proceedings And Public Hearing On Proposed Wis. Stats. § 66.0301 Intergovernmental Agreement With Town Of Bristol, Dane County, Wisconsin. Motion carried with a 4-0 vote.

11. Resolution 2016-91 A Resolution Approving An Amendment To Exhibit 6 – Standards For Future Development Of Windsor Crossing Of The Village Of DeForest And Village Of Windsor Cooperative Plan Pursuant To Wis. Stats. 66.0307.

No action was taken.

12. Resolution 2016-95 Approval Of Developers Agreement For Replat Of Windsor Crossing, Multi-Family Covenants And Related Documents For Sale And Conveyance Of Portions Of Windsor Crossing To Windsor Crossing, LLC.

Village Attorney Anderson provided an update. At this time, Windsor has the documents that relate to Windsor Crossing. Windsor has not received any comments. The developer is waiting for comments from the attorney for the lender before they respond to Windsor. No action was taken.

13. Resolution 2016-96 Approval Of Developers Agreement, Covenants, Stormwater Agreement, Trail Connection And Fees For Happy Valley Addition To Windsor Gardens.

President Wipperfurth noted that this is a work in progress. Trustee Stravinski and President Wipperfurth met with the Tierneys and Windsor staff earlier in the week and hashed out the final agreement.

Don Tierney complimented Director of Planning and Development Anderson Schweppe who did a good job with the project. They had a great meeting.

Trustee Stravinski stated that Don Tierney has done a terrific job on this development.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve Resolution 2016-96, Approval Of Documents To Meet Conditions Of Plat Approval For Happy Valley Addition To Windsor Gardens, Including Development Agreement, Covenants, Stormwater Maintenance Agreement And Deed Notice. Motion carried with a 4-0 vote.

14. Consideration Of A Policy To Allow An Extension For Plats, Zoning And Other Land Divisions.

President Wipperfurth indicated he put this item on the agenda for discussion. Over the past several years Windsor has had to look at granting extensions. Village Planner Rybarczyk is looking at how other communities handle requests for extensions. President Wipperfurth is asking for feedback from the Village Board as to whether Windsor should proceed with this.

Trustee Smith asked whether there was a checklist for developers fresh out of the gate that would help them.

Village Engineer Richardson responded there is a checklist in the ordinances and on the application.

Trustee Smith was concerned if there was an economic downturn. Could consideration be given to special circumstances?

President Wipperfurth stated that the village would be unable to envision all special circumstances. He was looking for direction from the Board. Should staff look at this further? Or should requests be handled on a case-by-case basis?

Trustee Smith would like to see if there are any policies or procedures from other communities.

Trustee Madelung suggested case-by-case. Are other communities doing anything else?

State law controls preliminary plats.

Trustee Stravinski added that he would like to see an extension for only one or two years.

Village Attorney Anderson stated that Windsor would not be able to determine all circumstances.

15. Award Bid For Paving Access Road To Windsor Sports Commons.

Village Engineer Richardson advised that on June 30 at 2:00 p.m. bids were received for 1,250 feet of paving for the access road to the Windsor Sports Commons. The village has received complaints about dust when people enter the facility.

Three bids were received: Wolf Paving in the amount of \$40,569.08; Payne & Dolan in the amount of \$40,495; and Tri-County Paving in the amount of \$36,655. Last year Village Engineer Richardson estimated this project at \$50,000. He lowered his estimate for this year. He recommended awarding the project to Tri-County Paving in the amount of \$36,655.

A motion was made by Trustee Madelung, seconded by Trustee Stravinski, to award paving of the access road to Windsor Sports Commons to Tri-County Paving, Inc., in the amount of \$36,655. Motion carried with a 4-0 vote.

16. Establish Task Force For Village Of Windsor And Village Of DeForest Agreement Regarding The DeForest Area Fire And EMS District.

President Wipperfurth explained that Windsor and DeForest have been looking at an agreement to change the governing structure of the Fire District. They are looking at creating a governance structure where it would be a Windsor and DeForest structure and the other three municipalities would contract with Windsor and DeForest. The Fire District has been working on this for the last two years and has been hung up on a couple of items. They have decided to form a committee to work out the governing structure. The village of DeForest approved its task force at its meeting on July 5.

President Wipperfurth placed in nomination his name and the names of Trustee Buchner and Village Director of Finance/Deputy Clerk Butteris to serve on the task force. A motion was made by Trustee Smith, seconded by Trustee Stravinski, to confirm the nominations. Motion carried with a 4-0 vote.

17. Establish A Facilities Task Force.

President Wipperfurth advised that Windsor needs to be looking at some future plans as far as its Recycling Center. There will be a long-term plan on how the facilities will be laid out.

President Wipperfurth placed in nomination his name and the names of Trustee Buchner, Village Director of Finance/Deputy Clerk Butteris, and Jim Fredenberg to serve on the task force. A motion was made by Trustee Smith, seconded by Trustee Madelung, to confirm the nominations. Motion carried with a 4-0 vote.

18. Village Organizational Chart.

It was noted that there have been recent changes to job duties and descriptions. Village Director of Finance/Deputy Clerk Butteris explained the changes.

A motion was made by Trustee Smith, seconded by Trustee Madelung, to approve the Village Organizational Chart. Motion carried with a 4-0 vote.

19. Windsor Blue Park Grading.

Park equipment has been installed. It is not final graded, which needs to be done before the path is put in. Village Clerk Capstran suggested using funds that were saved from the Windsor Sports Common paving.

Village Engineer Richardson showed the area on the overhead map and discussed redoing drainage to move water to the ditches. This will need to be put out for bid if it is over \$25,000. He suggested soliciting bids for final grading and landscaping.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, to authorize staff to solicit bids for this project. Motion carried with a 4-0 vote.

20. Resolution 2016-94 TD Ameritrade Institutional Secretary's Certificate Regarding Corporate Resolutions.

Village Director of Finance/Deputy Clerk Butteris commented on this Resolution, which is needed due to changes in Windsor's organizational structure and changing accounting for investments.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve Resolution 2016-94, Approval Of Authorized Officers For Village Of Windsor's TD Ameritrade Account And Certificate Of Resolution Of Board To Ameritrade. Motion carried with a 4-0 vote.

21. Convene Into Closed Session And Roll Call.

At 6:00 p.m. a motion was made by Trustee Smith, seconded by Trustee Madelung, to convene into closed session. Roll call taken, with everyone present except Trustee Buchner.

22. Reconvene Into Open Session.

A motion was made and seconded to reconvene into open session.

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

a. Negotiation Of Cooperative Plan Amendment With The Village Of DeForest.

24. Committee/Board/Staff Reports.

a. Plan Commission.

President Wipperfurth indicated there was nothing to report as the last Plan Commission meeting was a joint meeting with the Village Board.

b. Community Development Authority.

Village Engineer Richardson indicated there was nothing to report.

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.

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 indicated there was nothing to report.

j. Windsor Utility Commission.

Village Director of Finance/Deputy Clerk Butteris 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 a staff report.

25. Adjournment.

A motion was made and seconded to adjourn the meeting. Motion carried with a 4-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary

VILLAGE OF WINDSOR - BOARD MEETING
Thursday July 7, 2016 at 5:00 p.m.
Windsor Municipal Building, 4084 Mueller Rd, DeForest, WI

SUPPLEMENTAL MINUTES

21) Convene Into Closed Session

Trustee Smith moved to convene into closed session at 6:00 p.m., second by Trustee Madelung. Motion carried 4 – 0 with a roll call vote. Trustee Buchner was absent.

22) Reconvene Into Open Session

Trustee Smith moved to reconvene into open session at 7:03 p.m., second by Trustee Madelung. Motion carried with a 4 – 0 vote.

23) Action from Closed Session (May Include Motion or Resolution)

- a) Negotiation of Cooperative Plan Amendment with the Village of DeForest

There was no action taken from closed session.

25) Adjournment

Trustee Madelung moved to adjourn at 7:04 p.m., second by Trustee Smith. Motion carried with a 4 – 0 vote.

Respectfully submitted,



Christine Capstran
Clerk