

VILLAGE OF WINDSOR

BOARD MEETING

Minutes

September 1, 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 Clerk Christine Capstran, Village Director of Finance/Deputy Clerk Tina Butteris, Village Attorney Anderson, and Village Engineer Kevin Richardson.

CDA meeting convened by Chairperson Austin at 5:00 p.m. Members present: Steve Austin, Alan Buchner, Barry Eichinger, Dave Gaustad, Bill Smith, Peggy McCallen, and Bob Wipperfurth.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Trustee Buchner.

3. Announcements.

- a. The Village Board Will Convene Into Closed Session Pursuant To Sec. 19.85(1)(e) Of The Wisconsin Statutes For Purposes Of Deliberating Or Negotiating The Purchase 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 advised that the Village Board would not be going into closed session at the end of the meeting.

4. Approve Minutes.

- a. August 18, 2016.

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

5. Consider Vouchers For Payment.

Village Director of Finance/Deputy Clerk Butteris indicated she had nothing to highlight.

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.

a. DeForest Area Fire And EMS Fire Chief Steve LeFeber.

Fire Chief LeFeber provided a quick update. He has been putting a management team in place and making adjustments as needed. They are looking to fill one or two spots. They are working with eight EMS crews, consisting of three people on each crew. Turnover has slowed. They have officers and drivers for seven days a week. Six new members were recruited last month. In the next six months, they will be working on strategic planning with the Fire Board.

7. Law Enforcement Report.

Deputy Hailey Collins provided the Law Enforcement Report for the month of August 2016. Officer Gnacinski responded to 22 calls; Officer Day responded to 39 calls; and Officer Collins responded to 111 calls. A total of 28 citations were issued. There were six crashes scattered throughout the village. Calls of interest included a crash reconstruction, OWI, weapons discharge, domestic battery, disorderly conduct, physical abuse of a child, thefts from autos, a heroin overdose, and 99 arrests. There were traffic issues on Highway C with the construction.

The Sheriff's Department will be participating in the Heritage Fest. They have also been thinking about creating a Windsor Facebook page. President Wipperfurth responded that, ironically, earlier in the week Windsor had approved a Facebook page.

A motion was made by Trustee Madelung, seconded by Trustee Smith, to approve a Facebook page for the Dane County Sheriff's Department/Windsor Police referencing Windsor's social media policy. Motion carried with a 5-0 vote.

Trustee Buchner asked about the effectiveness of the solar digital speed sign on Portage Road.

County Supervisor Dennis O'Loughlin stated that it has affected his speed going south on Portage Road.

8. Eric Runez, DeForest Area School District Superintendent.

Eric Runez, the new DeForest Area School District Superintendent, introduced himself to the Village Board. Prior to coming to DeForest, he was the Superintendent at the Whitewater schools. Prior to that, he was at Johnson Creek.

He is anticipating an increase in enrollment. He thanked the community for its support for the new construction. Windsor Elementary School and Eagle Point Elementary School are both on track with their budgets. They are hoping to be able to start moving around spring break in 2017 with all construction being done the fall of 2017. The School District has hired 30 new teachers this year.

9. DeForest Windsor Area Chamber Of Commerce Financial Support Request For A Community Development Video.

Guy Gryphan from the DeForest Windsor Area Chamber of Commerce spoke to the Village Board members. The Chamber is taking on a new project – creating a community development video. They see this as an opportunity. The State Chamber of Commerce did a survey of young professionals. Quality of life is what they wanted.

Forward Janesville created a three- to four-minute video which shows the quality of life, families, and young people. They are hoping this will change the impression of people outside of Janesville have of Janesville.

The Chamber took proposals to four companies. They want to go with Drywater Productions. The cost of the video is \$19,800 and would be for use by all of the communities. The School District committed to make a payment of \$2,500. The Chamber is asking Windsor for \$4,325.

Trustee Smith felt the Chamber should be contributing to the cost along with local businesses.

Mr. Gryphan responded that had been discussed. This is not just a Chamber project but a project for all of the communities.

President Wipperfurth responded that it was hard to fund these projects outside of the budget process. He felt Windsor did have some moneys that could be made available.

Barry Eichinger spoke from a citizen's point of view. He thought that it was odd that the Chamber of Commerce was asking taxpayers to help them promote themselves. He was wondering why is it that we would want to use taxpayer dollars when the business owners are not contributing.

President Wipperfurth added that the CDA could be a partner with the village of Windsor in this program. He thought Mr. Eichinger was correct, and the Chamber should be making a contribution. It is being driven by the Chamber.

Mr. Gryphan responded that the Chamber would provide in-kind work.

President Wipperfurth asked whether there would be any recognition at the end of the video for the contributors.

Mr. Gryphan did not have the answer.

Trustee Buchner asked how many businesses were members of the Chamber.

Mr. Gryphan responded there were 204. There were 36 committee groups, nonprofits, or churches. Seventy percent of the business are 20 people or less.

Trustee Madelung did not think that this was being split equally. The School District is paying only \$2,500, with \$4,325 being asked for from Windsor. Windsor's portion is larger.

Mr. Gryphan replied that the original number was \$4,950.

President Wipperfurth stated that this went along with community cooperation and marketing.

Trustee Stravinski thought this was a good idea. This is another step in the right direction.

Trustee Smith did not have a problem with it. She thinks that the business should be contributing.

President Wipperfurth indicated that the request of Windsor is for \$4,325. Windsor could approve paying up to \$4,325.

Trustee Buchner stated that the stakeholders who will directly benefit from economic development are the business owners. If the Chamber received \$100 from 112 business owners, the budget would be met.

A motion was made by Trustee Buchner, seconded by Trustee Smith, that Windsor contribute up to \$4,325 and that the Chamber revisit the concept of contribution by businesses. Motion carried with a 5-0 vote.

10. Dennis O'Loughlin, Dane County Supervisor, District 20 Update.

Supervisor O'Loughlin reported that since the election in April he has gotten back on the Airport Commission. He is also on the Zoning Committee and is serving as the Committee Chairperson. He is also serving on other committees.

They are just completing a resolution to complete the FlyDane program and will be working on the budget.

There is another issue with the Alliant Energy Center. Mayor Soglin has been strategizing in the right direction. There is talk of bringing the town of Madison into the city of Madison at this time to provide TIF funds for the Alliant Energy Center.

The jail is another big issue.

Adams Advertising has sued the city of Madison regarding three signs on Aberg Avenue.

There will be a re-write of Chapter 10, which is Zoning.

Trustee Stravinski brought up DaneCom. He asked what would happen to the towns and villages that have not made payments. Would there be any consequences? Supervisor O'Loughlin said they would pay one way or the other. President Wipperfurth stated he did not see the cities, villages, and towns agreeable to another project.

Discussion followed on the Adams' signs.

11. Dane County Sheriff's Office, Community And Precinct Update.

The new sheriff's precinct is dead in the water. The money will be used for the jail.

Mike Walnoha, the Dane County Sheriff's Department Crime Analyst, discussed data-driven policing. He discussed village of Windsor numbers. CV and Highway 19 is the hottest crash spot in the county.

He showed statistics and various hot spots around the village.

12. Operator Licenses.

There were none.

13. Athletic Field Use Policy.

Village Clerk Capstran explained. The Village has received a couple of requests from outside groups that wanted to use the Windsor fields as their home field. The Park Commission determined that Windsor needed a written policy for the future.

Trustee Smith's concern was with the \$200 deposit. If the field is damaged, will that cover the cost of the damage?

Village Clerk Capstran responded that one cannot foresee the damage that may be caused.

Village Attorney Anderson added that repair of damage is the responsibility of the one using the field.

President Wipperfurth added that this would be for any damage – field damage, shelter damage, restroom damage, etc. The groups using the fields are responsible for any damage caused to the fields.

A motion was made by Trustee Smith, seconded by Trustee Buchner, to approve the Village of Windsor Athletic Field Use Policy with added language regarding damage to the fields. Motion carried with a 5-0 vote.

14. Resolution 2016-108 Approving An Amendment To The Project Plan And Boundaries Of Tax Incremental District No. 1, Village of Windsor, Wisconsin.

Jim Mann of Ehlers was present. He explained that this is ministerial. There was an amendment to the TID because one of the districts was reconfigured. They will update project costs when they think development will occur. He recommended approval subject to administrative actions to fill in the missing numbers.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve Resolution 2016-108 Approving An Amendment To The Project Plan And Boundaries Of Tax Incremental District No. 1, Village Of Windsor, Wisconsin, with the staff filling in the parcel numbers and missing information. Motion carried with a 5-0 vote.

15. Call Community Development Authority Meeting To Order (See Separate Agenda).

The CDA meeting was previously called to order.

Village Attorney Anderson gave an overview of the status of the project, which was shown on the overhead screen. This is in the TIF District. This project has been going on for a number of months with a tremendous amount of effort put in during the last few months. Authority was granted to have Steve Austin, as CDA Chair, and Kevin Richardson, as CDA Executive Director, sign on behalf of the CDA for this project and transaction and this Resolution 2016-02 remains in effect.

Today the Third Amendment to the Purchase Agreement was received, which includes an updated phasing plan for the commercial area. There are two CSMs with commercial lots—one east of North Towne Road and one west of North Towne Road. Two lots in each CSM will be sold (Lot 1 of CSM East, and Lot 1 of CSM West).

Village Attorney Anderson explained that the Village Board wanted confirmation from the CDA regarding the present status of the commercial area sales, in particular, as well as the new phasing plan for the commercial sales. In the Third Amendment to the Purchase Agreement for

single-family, there are no significant changes in phasing for the single-family replat, which is a much nicer design than the original plat. The Third Amendment for multifamily still includes the sale of the first phase only.

Village Engineer Richardson noted that the developer has to improve land that it does not own, and that has created complications for the lender. The Community Development Authority owns land that the developer is improving. That has led to a collateral assignment of the purchase agreements to the lender.

There is a standard Development Agreement, to which there will be an addendum. Village Attorney Anderson wanted to confirm that Steve Austin and Village Engineer Richardson are still in charge and that the CDA is comfortable with them as CDA signatories. The members indicated they were.

Five items need to be addressed by the CDA:

1. Ratifying the appropriate signatories for the CDA.
2. Ratifying dedication of parkland in Outlots 1 of CSM East and CSM West.
3. Relieving the restriction that dedicated parkland on Lot 2 of CSM East. The CDA will allow the Outlot to be parkland. These parkland dedication and relic issues are corrections that the surveyor would like to make on behalf of the CDA.
4. The CDA is comfortable with the covenants that will run with the land relating to the multi-family.
5. On Addendum A to the Development Agreement, the CDA is being asked to sign to give consent to the work that is described in the Development Agreement (public improvements).

Village Attorney Anderson indicated that the Village Board wanted to make it abundantly clear that the members of the CDA are in agreement with the changes to the closing documents and the date change for the closing. The members indicated they were.

Motion made by Dave Gaustad, seconded by Peggy McCallen, and approved unanimously by the CDA members: 1. Steven Austin and Kevin Richardson are authorized signatories and CDA Res 2016-02 is in effect; 2. CDA dedicates to the public OL 1 in CSM East and OL 1 in CSM West, as in the affidavits of correction; 3. CDA wants to remove parkland from Lot 2 of CSM East; 4. The multi-family covenants are acceptable; and 5. Addendum A of the Development Agreement is acceptable in that the CDA agrees to having the public improvements completed.

16. Update On Windsor Crossing And Approval Of Closing Documents.

- a. Resolution 2016-110 Accept Dedication Of Parkland For OL1 CSM West And OL1 CSM East And Other Issues Related To Windsor Crossing.

A motion was made by Trustee Smith, seconded by Trustee Buchner, allowing President Wipperfurth to sign and the Deputy Clerk to attest to the closing documents. Motion carried with a 5-0 vote.

A motion was made by Trustee Stravinski, seconded by Trustee Smith, to approve the dedication of parkland for Outlot 1, CSM West, and Outlot 1, CSM East, and the triangle area.

17. Adjournment Of Community Development Authority.

At 7:11 p.m. a motion was made by Dave Gaustad, seconded by Peggy McCallen, to adjourn the CDA meeting. Motion carried with a 7-0 vote.

18. Utilities.

- a. Monthly vs. Quarterly Billing.

Trustee Buchner advised that the Utility Commission has discussed monthly billing vs. quarterly billing. The Commission passed a motion, 3-0, to go with monthly billing. It would be easier for the user to budget for monthly billing. It could then be an automatic withdrawal from the user's account.

The Village Board agreed with the monthly billing instead of quarterly billing.

A motion was made by Trustee Stravinski, seconded by Trustee Madelung, that the Utility Commission go with monthly billing. Motion carried with a 5-0 vote.

President Wipperfurth reminded the Village Board members that this change has to go through the Public Service Commission for approval.

- b. Booster Station And Booster Pump Skid.

Trustee Buchner advised that additional pressure will be needed to supply customers. The low bid for a booster pump skid was \$160,000.

Village Finance Director/Deputy Clerk Butteris advised that this is part of a larger borrowing.

A motion was made by Trustee Buchner, seconded by Trustee Stravinski, to accept the low bid of \$160,000 from USEMCO out of Tomah for the booster pump skid. Motion carried with a 5-0 vote.

c. Below Grade Interconnect.

Trustee Buchner explained that Windsor was legally bound by the Cooperation Agreement to work with DeForest. If Windsor installs a new well, will it need the interconnect? No action was taken.

d. Hydro-Pneumatic Tank Issues And Repair (Morrisonville).

This was sent to the DNR as an emergency. An RFP was sent out on August 31. Quotes are due to Windsor on September 8 at 1:00 p.m.

e. Elevated Tank Repainting And Initial Inspection.

Trustee Buchner noted that the tank needs to be serviced every five years. The Utility Commission approved completion of an Initial Inspection Report by Dixon Engineering for \$2,925. A bid will be sent out for the sandblasting and engineering.

A motion was made by Trustee Smith, seconded by Trustee Madelung, approving the \$3,000 for the initial inspection, with Village Attorney Anderson's approval. Motion carried with a 5-0 vote.

f. Well No. 2 Maintenance.

Trustee Buchner noted that this well has not been inspected for some time. It was the engineer's recommendation that the pump be pulled and inspected before Windsor goes on to Well No. 3. No action was needed.

g. Water Utility Rate Case.

Windsor needs to work with the auditors and Public Service Commission regarding the water utility rate case.

19. Convene Into Closed Session And Roll Call.

There was no closed session.

20. Reconvene Into Open Session.

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

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

None.

22. Committee/Board/Staff Reports.

There were no Board or staff reports.

- a. Plan Commission.
- b. Community Development Authority.
- c. Park Committee.
- d. Token Creek Conservancy Committee.
- e. DeForest Area Community And Senior Center/Half-Century Club.
- f. DeForest Area Fire Protection Board.
- g. DeForest Area Chamber Of Commerce.
- h. DeForest Area Tourism Commission.
- i. Dane County Cities And Villages Association.
- j. Windsor Utility Commission.
- k. WisDOT Liaisons.
- l. Village President Report.
- m. Village Staff Report.

23. Adjournment.

At 7:50 p.m. a motion was made by Trustee Smith, seconded by Trustee Buchner, to adjourn the meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed, Recording Secretary