

**VILLAGE OF WINDSOR  
BOARD RESOLUTION 2016-65**

**APPROVAL OF POLICY AUTHORIZING STAFF APPROVAL  
OF EASEMENTS AND EASEMENT RELEASES**

**WHEREAS**, to simplify administration, review and approval of public easements, both for the public and for the Village of Windsor, the Village Board has determined that adoption of a policy on easement approvals will be beneficial and in the public interest; and

**WHEREAS**, the Village Board recognizes that there are many requests for approval of easements brought to the Village for review and approval that are standard and /or customary, and that Village staff, with assistance from consultants as needed, are able to review and approve of such easements in an efficient and effective manner that meets Village and the public needs; and

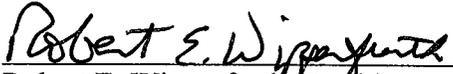
**WHEREAS**, the Village Board wishes to establish a policy for staff reviews and approvals, all as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Windsor as follows:

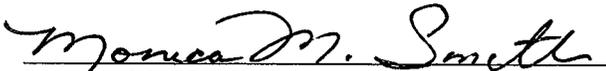
1. When the Village receives a request for review and approval of an easement or release of an easement, the request shall be submitted to the Director of Planning & Development and Village Engineer for initial review.
2. If the easement is a standard or customary easement (such as a public utility easement) and there is concurrence between the Director of Planning & Development and Village Engineer that staff approval is sufficient, the request may be reviewed and approved internally with assistance from Village consultants (such as the Village Attorney, Village Planner and/or Utility Engineer), as needed. Upon approval by Village staff (and consultants, as needed), the Village President and Village Clerk shall be authorized to execute the easement and/or release on behalf of the Village and without further review or approval by the Village Board.
3. Where there is not concurrence among staff as to approval, or the request and/or documents are not standard and customary, the determination regarding approval will be referred to the Village Board for consideration and action along with a report and recommendation from Village staff.
4. This policy applies solely to easements and releases of easements, and may be expanded to other documents upon further resolution of the Village Board.

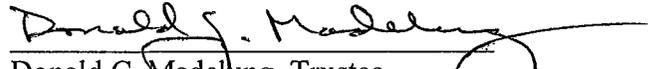
The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor on May 5, 2016, by a vote of 5 in favor and 0 opposed.

**VILLAGE OF WINDSOR**

  
\_\_\_\_\_  
Robert E. Wipperfurth, President

  
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Bruce Stravinski, Trustee

  
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Monica M. Smith, Trustee

  
\_\_\_\_\_  
Donald G. Madelung, Trustee

  
\_\_\_\_\_  
Alan Buchner, Trustee

**Attested by:**

  
\_\_\_\_\_  
Tina Butteris, Deputy Village Clerk