

Approved  
1.7.16

**VILLAGE OF WINDSOR  
SPECIAL VILLAGE BOARD MEETING**  
Tuesday, December 15, 2015 at 9 a.m.  
Windsor Municipal Building, 4084 Mueller Rd, DeForest, WI

**MINUTES**

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

President Wipperfurth called the meeting to order at 9 a.m. Trustees present: Bob Wipperfurth, Monica Smith, Alan Buchner and Bruce Stravinski. Trustee Don Madelung was excused absent. Others present: Director of Finance/Deputy Clerk Tina Butteris and Attorney Leslie Sammon, Axley Brynelson.

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

The Pledge of Allegiance was not recited.

**3) Announcements:**

There were no announcements

**4) Update Employee Handbook**

Review of draft Employee Handbook with Attorney Leslie Sammon. Attorney Sammon will incorporate the discussion points into the final draft Employee Handbook which will be considered at the December 17, 2015 Village Board Meeting.

**5) Office Space Needs**

Trustee Smith moved to approve up to \$6,000 to convert the small meeting room into the Planning and Development Department, second by Trustee Buchner. Motion carried with a 4-0 vote.

**6) Adjournment**

Trustee Smith moved to adjourn at 11:20 a.m., second by Trustee Stravinski. Motion carried with a 4 -0 vote.

Respectfully submitted,



Tina Butteris  
Director of Finance/Treasurer  
Deputy Clerk/ HR Manager