

**VILLAGE OF WINDSOR - BOARD MEETING**

Tuesday, July 12, 2016 at 8 a.m.

Windsor Municipal Building / Meeting Room, 4084 Mueller Rd, DeForest, WI

**MINUTES**

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

Meeting convened by President Wipperfurth at 8:00 a.m. Trustees present: Bruce Stravinski, Alan Buchner, Don Madelung, Monica Smith and Bob Wipperfurth. Others present: Village Director of Finance/Deputy Clerk Tina Butteris and Village Clerk Christine Capstran.

**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 Wisconsin Statutes sec. 19.85(1)(e) for the purpose 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 read the above announcement.

**4) Resolution 2016-98 Approving Direct Sellers Permit for Andrew Kay, Doing Business as Badger Wholesale Foods, a Frozen Food Distributor**

No action was taken.

**5) Architectural/ Engineering Service Proposal for Design through Construction Administration for Three New Park Buildings**

Village Director of Finance/Deputy Clerk Butteris explained the 3 projects that need to go out to bid. She reviewed the proposal from General Engineering Company (GEC) for the concession stand at Morrisonville Fireman's Park, park shelter at Grosbeak Glen Park and a storage building at Windsor Sports Commons.

The Board discussed using an outside firm vs. the cost of doing in house. Trustee Stravinski added they were very pleased with the job (GEC) did for the Community and Senior Center.

Trustee Smith moved to accept the Architectural/ Engineering Service Proposal for Design through Construction Administration for Three New Park Buildings from General Engineering Company, seconded by Trustee Stravinski. Motion carried with a 5-0 vote.

## **6) Proposal to Complete Needs Assessment for Water Storage Facilities and Supply**

President Wipperfurth explained that the water storage facility and supply need assessment is needed to move forward to determine the future needs of the water system and for consideration of possible impact fees to cover the cost. Baxter & Woodman, the Village Water and Sewer Engineering firm provided a proposal to complete the study.

Trustee Buchner moved to approve the proposal from Baxter & Woodman to complete a Water Needs Assessment Study, seconded by Trustee Madelung. Motion carried with a 5-0 vote.

## **7) Resolution 2016-99 Approve Updated Timeline to Public Service Commission Regarding Windsor Water Utility and Sewer Utility Transition**

Village Director of Finance/Deputy Clerk Butteris stated the Public Service Commission (PSC) reviewed Windsor's previously submitted timeline and return correspondence recommend many changes along with a fast tracked schedule including a full rate case. Correspondence A letter was prepared to respond to the PSC comments and questions.

Officially there will be a Windsor Water Utility and Windsor Sewer Utility. The PSC regulates the water. Both utilities serve different geographic areas.

Trustee Smith moved to approve the letter to the PSC as drafted, seconded by Trustee Buchner. Motion carried with a 5-0 vote.

## **8) Investment Policy**

Windsor originally adopted an Investment Policy in 2013. The policy states it should be reviewed every three years so a review has been completed by staff and is before the board for review. The board will approve through a resolution at a future meeting.

Trustee Buchner moved to approve the content of the updated Investment Policy as drafted and to proceed with placement on a future agenda for approval via Resolution, seconded by Trustee Smith. Motion carried with a 5-0 vote.

## **9) Debt Policy**

Windsor has discussed implementing a debt policy in the past. Windsor is rating with Standard & Poors and one of the criteria that they recommend meeting is to implement a Debt Policy. A draft debt policy was reviewed and discussed. The Board will discuss the Debt Policy in conjunction with the development of the Capital Improvement Program.

## **10) 2015 Audit Update**

Village Director of Finance/Deputy Clerk Butteris explained the 2015 audit process and the audit is still a work in progress.

### **11) 2017 Budget Workshop**

2017 Budget workshop including discussion on refuse and recycling as well as future staffing needs; no action was taken.

### **12) Convene into Closed Session and Roll Call**

Trustee Smith moved to convene into closed session at 10:15 a.m., seconded by Trustee Madelung. Motion carried with a 5-0 roll call vote.

### **13) Reconvene into Open Session**

Trustee Smith moved to reconvene into open session at 10:47 a.m., seconded by Trustee Madelung. Motion carried with a 5 – 0 vote.

### **14) Action from Closed Session**

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

No action was taken from closed session.

### **15) Adjournment**

Trustee Madelung moved to adjourn at 10:47 a.m., seconded by Trustee Smith. Motion carried with a 5-0 vote.

Respectfully submitted,



Christine Capstran  
Village Clerk