

VILLAGE OF WINDSOR - BOARD MEETING

Tuesday, October 4, 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 a.m. Trustees present: Don Madelung, Monica Smith, Bruce Stravinski, Alan Buchner and Bob Wipperfurth. Others present: Village Director of Finance/Deputy Clerk Tina Butteris. Accountant Kevin Krysinski was in attendance for agenda item #5 and HR Benefits Manager Sindy Schwenn was in attendance for agenda item #6.

2) Recitation of the Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Buchner.

3) Announcements:

There were no announcements.

4) Payment Service Network Services (PSN)

Director of Finance Butteris discussed the current services being provided by Payment Service Network and additional services available for the Village. Trustee Stravinski moved to approve the request to utilize PSN as requested by the Director of Finance, seconded by Trustee Buchner. Motion carried with a 5 – 0 vote.

5) Water Utility Rate Case

Accountant Kevin Krysinski and Director of Finance Butteris reviewed further details of the Village of Windsor Water Utility Rate Case. The rate file will be submitted this week. No action was taken.

6) Employee Handbook

HR Benefits Manager Schwenn discussed with the Board the need for clarification of vacation time and sick time as stated in the Handbook. The Personnel Committee had met and provided recommendations. Trustee Stravinski moved to amend the Employee Handbook to reflect the accumulation of sick leave begins upon hire and is credited at 6.66 hours per month for full time employees, seconded by President Wipperfurth. Motion carried with a 5 – 0 vote.

Vacation will be discussed further at a future meeting.

7) 2017 Budget Workshop

Director of Finance Butteris worked with the Board on the 2017 budgets including the Community Center, Fire District, Law Enforcement, refuse/recycling, etc. No action was taken.

Trustee Madelung left the meeting at 10:42 a.m.

8) Adjournment

Trustee Smith moved to adjourn at 10:48 a.m., second by Trustee Buchner. Motion carried with a 4 – 0 vote.

Respectfully submitted,



Tina Butteris
Director of Finance
HR Manager/Deputy Clerk