

**RESOLUTION 2020-05
VILLAGE OF WINDSOR**

**A RESOLUTION REGARDING THE ENGAGEMENT OF PROFESSIONAL
ACCOUNTING SERVICES AND ENGINEERING SERVICES FOR WINDSOR SEWER
UTILITY RATE STUDY**

WHEREAS, sewer rates are based on a comparison of revenues to the revenue requirements that are needed to meet the direct and indirect costs obligations along with debt service and capital improvements; and

WHEREAS, Ordinance 2015-01 provides that the Windsor Utilities Commission, now known as the Windsor Public Works Committee, is responsible for preparing and modifying sewer rates when sound business practices deem it appropriate; and

WHEREAS, the Public Works Committee has reviewed the sewer rates and support proceeding with a full sewer rate review to ensure the current rates are covering operation costs, along with current and future improvement costs; and

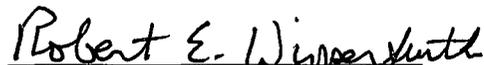
WHEREAS, Johnson Block CPAs have provided a proposal to complete services for a sewer rate study as shown on the attached, Exhibit A, Scope of Services dated January 14, 2020, of which staff recommends acceptance; and

WHEREAS, staff recommends engaging Baxter and Woodman, Village Engineers, for professional services as needed at the Village's contracted hourly rate;

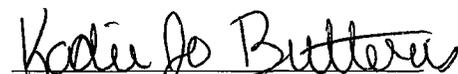
NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor to approve proceeding with a Sewer Rate Study and retaining Johnson Block CPAs and Baxter & Woodman to complete same. The Village President is authorized to execute the Scope of Services of Johnson Block, CPAs as provided in Exhibit A and the Village Engineers billing at the Village's contracted hourly rate.

The above and foregoing resolution was duly adopted by the Village Board of the Village of Windsor, Dane County, Wisconsin at a meeting held on the 16th day of January, 2020 by a vote of 5 in favor and 0 against.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Kadie Jo Butteris, Deputy Clerk

INCORPORATED BY REFERENCE:

Exhibit A: Johnson Block CPA's Scope of Services



JOHNSON BLOCK
CPAs

January 14, 2020

Tina Butteris
Village of Windsor
4084 Mueller Road
DeForest, WI 53532

Pursuant to your request, we are submitting an estimate for an analysis of the adequacy of sewer rates. Our understanding is that the scope of services includes the following:

- Estimate of sewer operating expenses for 2019 and 2020.
- Estimate of sewer capital expenditures and borrowings for 2019 and 2020.
- Estimate of sewer revenues at current rates.
- Estimate of additional revenues (if necessary) required.
- Estimate of proposed new rates based on estimate of above projected expenses.
 - This consists of allocating the proposed increase proportionately to the existing rates. **A separate cost of service study would be billed at our standard hourly rates for time incurred.**

Our fee estimate for these services is \$5,500 to \$6,500. We anticipate requiring information from Village utility staff including financial figures through December 31, 2019 and other information such as budgets, capital plans, and utility billing records.

We appreciate the opportunity to present this proposal and look forward to our continued service to the Village. Please contact me with any questions you have.

Cordially,

Kevin Krysinski, CPA

RESPONSE: This letter correctly sets forth the understanding of the Village of Windsor, Wisconsin.

By: Robert E. Wipperfurth

Date: 1/16/2020