

**RESOLUTION 2024-92
VILLAGE OF WINDSOR**

**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 cost obligations along with debt service and capital improvements; and

WHEREAS, Village Staff 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

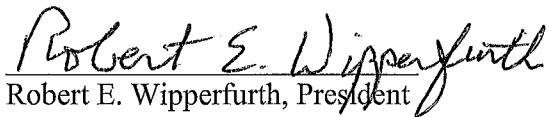
WHEREAS, Johnson Block CPA's have provided a proposal to complete services for a sewer rate study as shown on the attached, Exhibit A, Scope of Services dated November 1, 2024; and

WHEREAS, Town & Country Engineering, Village Engineers, will be engaged for professional services as needed, and will bill at the Villages contracted hourly rate;

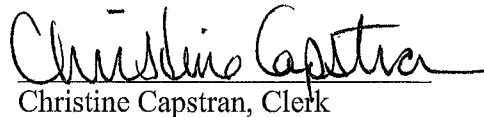
NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor to approve proceeding with a Sewer Rate Study. The Village President is authorized to execute the Scope of Services of Johnson Block, CPA's as provided in Exhibit A and the Village Engineers billing at the Village's contracted 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 21st day of November, 2024 by a vote of 4 in favor and 0 against.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

INCORPORATED BY REFERENCE:
Exhibit A: Johnson Block CPA's Scope of Services



JOHNSON BLOCK
CPAs

November 1, 2024

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:

Sewer Utility

- Cash flow and financial operating projections including:
 - Estimate of sewer operating expenses for 2024 and 2025.
 - Estimate of sewer capital expenditures and borrowings for 2024 and 2025.
 - 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 and expenses incurred.**

Our fee estimate for these services is \$7,500 to \$8,500. We anticipate requiring information from Village utility staff including financial figures through December 31, 2024, and other information such as budgets, capital plans, and utility billing records.

Requests for additional work beyond the scope of the services outlined above will be discussed with management and billed at our standard hourly rates.

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,

Tara Bast, CPA

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

By:

Date:

11-21-24