

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)

SPECIAL MEETING of the VILLAGE BOARD OF TRUSTEES

Monday, January 19, 2009

President Pollitt called the special meeting of the Village Board to order at 6:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Trustees present: Roll call vote: Petersen, Lewis, O'Connell, Spadoni, President Pollitt

Trustees absent: Kenny, Turner

Also present: Village Administrator Kelly Hayden-Staggs, Michael Hoey, Library Director Nancy Krei, Village Clerk Dennis Martin, Assistant Zoning Administrator Bridget McCarthy, Margaret Reuland, Village Attorney Dale Thorpe

General Business

Beach Fence Contract Pay Request No. 3

The Community Development Authority and Village engineering firm recommended approval of Pay Request No. 3 totaling \$46,764 submitted by Century Fence Company for the Beach Fence Contract for work that has been completed to contract specifications. In response to a question from O'Connell, Hayden-Staggs stated that the pay request would bring the total amount paid on the \$180,149 contract up to \$126,062, and would leave a remaining balance of \$54,087 on the initial contract.

Petersen/O'Connell 2nd made a MOTION to approve Pay Request No. 3 totaling \$46,764 submitted by Century Fence Company for the Beach Fence Contract as recommended by the CDA and the Village engineering firm, and the MOTION carried without negative vote.

Postcard Payment Plan for Utility Billing

Hayden-Staggs stated that seven or eight years ago, the Village of Fontana stopped mailing out postcards for the quarterly utility billing because the Village newsletter was initiated and the two items were mailed together to save expenses. Hayden-Staggs stated that about one year ago, the Village started having the quarterly newsletter mailed out separately from the utility bills and directly from the printing press – again because of cost savings. Hayden-Staggs stated that the Village supply of letter-sized utility bills and envelopes has now run out, the new computer software and village printers can accommodate postcards, and there will be savings realized on supplies and postage if postcards are used. Hayden-Staggs stated that Village staff members will be able to complete the mailing without the group of volunteers who have been stuffing the water bills into envelopes. Spadoni stated that he asked that the item be added to the agenda because he has identity theft concerns related to the private information that would be displayed on postcards if they are not enclosed in an envelope for mailing. Spadoni stated that he wanted to make sure that the Village exercises due diligence and investigates if there are any concerns with regard to identity theft. Hayden-Staggs stated that the Village's utility program does not include social security numbers of the customers, only unique Village of Fontana utility account numbers and mailing addresses – both of which are considered public information. Spadoni stated that he just wants staff to make sure that nobody will be able to hack into the Village computer system by using information available on the postcards. President Pollitt stated that the Village's computer service provider, THz3, has installed firewalls and there are several layers of protection on the Village's computer server.

Petersen/Spadoni 2nd made a MOTION to authorize the use of postcards for the quarterly utility billing with the condition staff consults with the Village computer service provider to review the information that will be printed on the postcards to ensure that there are no identity theft concerns. The MOTION carried without negative vote.

Resolution Adopting 2009 Salaries and Hourly Rates

President Pollitt stated that a resolution is not ready for consideration and the Village Board will be meeting in closed session to discuss the annual salaries and hourly rates prior to the monthly meeting on Monday, February 2, 2009.

O'Connell/Petersen 2nd made a MOTION to table the item, and the MOTION carried without negative vote.

Resignation of CDA Executive Director Joseph McHugh

Joseph McHugh submitted his resignation January 12, 2009, with an effective date of January, 23, 2009. McHugh has been hired as the executive director of the Geneva Lake Conservancy. President Pollitt stated the CDA has not met since the resignation was submitted, but all of the members were contacted and have copies of the resignation letter. Hayden-Staggs stated that the resignation will be effective prior to the next meeting of the CDA Board on Wednesday, February 4, 2009, so the item was added to the agenda for the special meeting. President Pollitt stated that McHugh is working with Trustee Turner on a plan for McHugh to assist with a smooth transition while the Village Board and CDA Board determine what the plan will be to replace him or to assign the duties to other village employees. President Pollitt stated that McHugh did an excellent job for the Village and his service is appreciated.

Petersen/Spadoni 2nd made a MOTION to accept the resignation of Joseph McHugh as the Executive Director of the CDA effective January 23, 2009, subject to affirmation by the CDA Board, and the MOTION carried without negative vote.

Village Administrative Staff Restructuring Update

Hayden-Staggs stated that in light of the resignation of McHugh and former Treasurer Peg Pollitt, the process of hiring another full-time employee has been put on hold. Hayden-Staggs stated that she has met with Petersen and Turner and they reached the preliminary decision to hold off on hiring another full-time employee and assigning the former duties of McHugh and Peg Pollitt to existing staff members. Hayden-Staggs stated that she, McCarthy and Martin have been performing the necessary duties of the two positions, and the CDA activity will be slowing down after several very busy years. Hayden-Staggs stated that the CDA Project Plan is down to the lakefront building and some remaining items at the Duck Pond Recreation Area, so the existing administrative staff members may be able to perform the CDA duties. Hayden-Staggs stated that she is working on the administrative tasks and will be ready to present to a proposal at the February 2, 2009 meeting.

Additional Payables

Hayden-Staggs stated that as well as the Village and Utility payables presented at the meeting, she would like the Village Board to consider approval of an invoice from Tyler Technologies for the new computer software and training. Hayden-Staggs stated that the \$15,541.97 invoice is about \$2,300 overstated. Hayden-Staggs asked the Village Board to consider approval of the invoice for an amount not to exceed \$15,541.97 and to authorize her to negotiate with the company for a credit on the overstated items.

Petersen/Spadoni 2nd made a MOTION to approve payment of the Village and Utility payables as presented, including authorization to pay an amount not to exceed \$15,541.97 for an invoice submitted by Tyler Technologies and to direct Hayden-Staggs to negotiate a credit from Tyler Technologies for overstated items on the invoice. The MOTION carried without negative vote.

Vandewalle & Associates Contract Renewal

Hayden-Staggs stated that Village Planner Mike Slavney sent an email to the Village on January 16, 2009 that states the billing range in the proposed contract with Vandewalle & Associates for 2009 services features a rate of \$150 per hour for his services, which is the same rate as last year. Slavney states in the email that the billing range for Principals at Vandewalle & Associates is typically at the high end of the range on its billing rates sheet, and that range now extends up to \$250 to \$400 per hour for certain private sector clients. However, for Slavney's government clients like Fontana, he will continue to hold the rate at \$150 per hour. In addition, in 2009, Slavney states in the email that he is waiving the meal expenses for daytime meetings, in an effort to further reflect the economic challenges facing local governments, developers and the public.

Spadoni/Petersen 2nd made a MOTION to approve the 2009 Planning Services Contract with Vandewalle & Associates calling for a rate of \$150 per hour for Mike Slavney's services, and the

MOTION carried without negative vote.

Adjournment

Spadoni/O'Connell 2nd made a MOTION to adjourn the meeting at 6:17 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the Village Board, the official minutes will be kept on file at the Village Hall.

APPROVED: 2/2/09