

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**

(Official Minutes)

Finance Committee Monthly Meeting

April 24, 2014

The Finance Committee meeting was called to order by Chairman Pat Kenny at 6:00 pm on Thursday, April 24, 2014.

Members Present: Trustee Kenny, Rick McCue, Jim Feeney, Peg Pollitt

Member Absent: Arlene Patek

Also Present: Police Sergeant Jeff Cates, Village Clerk/Administrator Dennis Martin, Micki O'Connell, Trustee Rick Pappas, Village President Arvid Petersen, Village Treasurer Scott Vilona

General Business

Approve Minutes for Meeting Held March 20, 2014

McCue/Feeney 2nd made a MOTION to approve the minutes as submitted for the March 20, 2014 meeting, and the MOTION carried without negative vote.

Monthly Review Items

Vilona has been preparing and reviewing the monthly financial statements. If there are items in particular that a committee members wants to address or review in greater detail, they should contact staff. Police Chief Steve Olson asked that the committee be briefed on the part-time and overtime budgets for the police officers. There have been 900-plus hours allocated on overtime, out of the 1,000 hours that were budgeted, due to one fulltime officer being out for knee surgery, and another fulltime officer being on restricted duty following shoulder surgery. Both officers are back working their normal fulltime shifts after being out for several weeks; however, with the summer season about to commence, the department will be going over budget on overtime. The part-time budget review was an agenda item later in the meeting. Vilona stated that the room tax report was not updated from last month because some of the March reports have not yet been submitted.

McCue/Feeney 2nd made a MOTION to acknowledge the receipt of the reports and to place them on file for the annual audit. The MOTION carried without negative vote.

2013 Audit Update

Vilona stated that Patrick Romenesko has indicated the preliminary audit report will be completed next week, and he is planning to present the final audit to the Village in June. Petersen stated that Village staff should make sure the annual TID report is completed by the May 1st deadline, as recently discussed at Joint Review Board meetings.

Police Department Part-time Officer Budget Status Report

Police Sergeant Jeff Cates presented the overtime and part-time budget reports. Because of the need to cover the two fulltime officer shifts, the department has already allocated 1,000 hours of the part-time budget. The Finance Committee members requested that the Police Department administration try to limit the part-time hours as much as possible; however, if an event or situation requires the use of the part-time officers, they will still have to be called in.

Police Department Part-time Officer Ray Rate Increase Proposal

Cates stated with more lucrative salary opportunities in other municipalities and the high demand for quality part-time officers, the Village is not getting as many applicants as it has in the past. Cates stated that the Protection Committee reviewed the situation and recommended an increase in the part-time salary level by up to \$2 an hour more than the current rates, which currently is a range between \$16.50 and \$17.00 an hour. Cates stated that a higher pay rate also will help the Village retain the part-time officers currently on the staff. Petersen stated that the Protection

Committee took into consideration the other part-time opportunities that officers have in the area, including concerts at Alpine Valley Music Theatre and other seasonal security jobs that pay up to \$19 or more per hour. Vilona stated that he reviewed the 2014 budget, and it does call for an increase of 1.66 percent for the part-time rates, which would increase the current range to between \$16.77 and \$17.28. Following discussion, the Finance Committee members reached the consensus that the rates should only be increased by the budgeted amount at this time, and the \$2 an hour increase should be considered for the 2015 budget. The committee members also recommended that the Protection Committee consider adopting a staggered range of part-time salary levels so as officers return from year to year they will be paid more than part-time officers with less experience.

Feeney/McCue 2nd made a MOTION to recommend a 1.66 percent increase in the salary range for part-time police officers as budgeted for 2014, and the MOTION carried without negative vote.

Ehlers Proposal for Investment Advisory Services

Kenneth Herdeman of Ehlers Investment Partners submitted a proposal last month to administer third party custodial accounts for the village's bond proceeds and the Finance Committee directed staff to meet with Walworth State Bank officials to determine if the same services can be provided. Martin stated that the bank officials, Tobias Steivang and Robert Klockars, met with him and indicated that the Village can take advantage of the same investment opportunities with no service charges from the bank. Martin stated that the construction schedule needs to be finalized so that a draw-down schedule of the bonded funds can be drafted and used to determine what investments can be made. Following discussion, staff was directed to research the bank insurance limits and other fund collateralization state requirements.

Cellular Tower Proposals

The Village received proposals last month from Wireless Capital Partners, LLC, and Blackdot to purchase the existing cellular tower lease the Village has with AT&T for \$90,000 to \$209,000 depending on the term of the proposals which range from 10 years to 50 years; and also received a cellular site lease conversion proposal from Unison, which calls for a payment of \$170,000 to \$190,000 to the village, with any future new lease proceeds to be split between the Village and Unison. Martin stated that he contacted other municipalities, and he received advice not to enter into any similar cellular tower contracts and to wait for a new cellular tenant to contact the Village. Martin stated that following last month's meeting, the Village has received an inquiry from a potential new tenant and he will keep the committee updated.

Next Meeting Date

The next monthly meeting was scheduled for Thursday, May 29, 2014 at 6:00 pm.

Adjournment

McCue/Trustee Kenny 2nd made a MOTION to adjourn the meeting at 6:34 pm, and the motion carried without negative vote.

Minutes prepared by: Dennis L. Martin, Village Clerk/Administrator

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

APPROVED: 5/29/14