

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

MONTHLY MEETING of the FINANCE COMMITTEE

**Thursday, June 3, 2010**

Chairman Patrick Kenny called the monthly meeting of the Finance Committee to order at 5:42 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**Finance Committee members present:** Chairman Pat Kenny, Jim Feeney, Arlene Patek, Mike Sheyker

**Finance Committee members absent:** Drew Gilchrist, Rick McCue, Lou Loenneke

**Also present:** Administrator/Treasurer Kelly Hayden, Library Director Nancy Krei, Clerk Dennis Martin, Trustee Micki O'Connell, Police Chief Steve Olson, Trustee Peggy Pollitt

**General Business**

**Approve Minutes for Meeting Held April 22, 2010**

Feeney/Sheyker 2<sup>nd</sup> made a MOTION to approve the minutes as submitted for the meeting held April 22, 2010, and the MOTION carried without negative vote.

**Monthly Review Items**

The payables and bank reconciliation reports, revenue/expense statements, balance sheets, vendor report, payroll overtime report, and room tax comparisons were emailed and/or distributed to the members, and reviewed by Sheyker. The cash flow statements were not prepared this month because the information is included in the quarterly review documents. The overtime expenses for May 2010 were \$1,900, compared to \$3,300 last year. Members questioned the OT report for Water Department employees who work on Saturdays and Sundays. Sheyker asked if it might be less expensive to hire a part-time person to complete the required testing and monitoring duties on Saturdays and Sundays, instead of having to pay overtime wages to the two union employees who handle the duties. Hayden stated that the work completed on Saturdays and Sundays has to be completed by certified employees and there also may be union contract ramifications to Sheyker's suggestion. Trustee Pollitt asked if a list of job duties that are performed on Saturdays and Sundays could be supplied for review. Room taxes paid by the Abbey Resort were up 32 percent in March 2010, compared to last year; however, April 2010 was down by 2 percent compared to last year.

**Quarterly Reviews**

The committee reviewed the budgets and the expenditures through April 2010 for the Public Library, Police Department, Fire Department, Public Works Department and administration. The library budget for office supplies is at 70 percent; however, Krei stated that the supplies are purchased in bulk at the beginning of the year and not much more will be purchased this year. Krei stated that the computer server that is in the budget has not yet been purchased because there is a chance the library could obtain fiber optic equipment free through a state program and the new server may not be needed. Olson stated that the Police Department's 2000 Ford Explorer is experiencing extensive mechanical problems. The committee directed Olson to obtain leasing information for a new sports utility vehicle. Olson stated that the Safety Building was recently painted by a person performing community service hours in lieu of a fine for a municipal citation. The committee then discussed the pay to park machines on Third Avenue and in the boat trailer lot. Feeney stated that the department heads should continue to think of ideas to increase revenue or cut expenses with the new budget planning coming up in a few months. Olson stated that there will be more opportunities for the Village to obtain free labor through community service hours, and the Protection Committee has recommended increasing the fine for obstruction of justice charges. Hayden stated that the Fire Department has had problems with truck axles, as one had to be repaired last year and another one this year. There also have been necessary brake repairs on the vehicles. Hayden stated that the Rescue Squad budget is a fixed amount that is made whole at the end of the year. There were no other concerns stated with regard to the Public Works and administration budget reviews.

### **Working Capital Policy**

Hayden presented a draft of the proposed resolution establishing a working capital policy for the village. Hayden stated that upon adoption of the resolution, the Finance Committee and Village Board members should realize that the working capital, or undesignated and unreserved fund balance, will not be at the recommended minimum of 30 percent of total general fund annual revenues. Hayden stated that it will take a three-year commitment to bring the working capital up to the minimum recommended level. Hayden asked the committee members to review the draft resolution and it will be back on the agenda next month for a recommendation.

### **RFPs for 2011 Village Service Contracts**

Hayden presented drafts of the RFPs that were prepared from last ones that were sent out in 2007. Hayden stated that the goal is to have the RFPs sent out in July and due back by August.

### **Room Tax Comparison**

Hayden stated that some enforcement issues were resolved with the room tax compliance and annual records for the Abbey Springs rentals are being reviewed. Hayden stated that the Building and Zoning Department also is working with the state on state required inspections and transient rental permits. Hayden stated that with the new annual inspection requirements, the Village will be able to better track independent renters.

### **Next Meeting Date**

The committee directed Martin to schedule the next monthly meeting for Wednesday, June 30, 2010 beginning at 6:00 pm.

### **Adjournment**

Sheyker/Patek 2<sup>nd</sup> made a MOTION to adjourn the monthly meeting of the Finance Committee at 6:33 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis Martin, village clerk

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: 6/30/10