

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

MONTHLY MEETING of the FINANCE COMMITTEE

Wednesday, June 30, 2010

Chairman Patrick Kenny called the monthly meeting of the Finance Committee to order at 6:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

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

Finance Committee members absent: Rick McCue, Lou Loenneke

Also present: Administrator/Treasurer Kelly Hayden, Clerk Dennis Martin, Trustee Micki O'Connell, Trustee Peggy Pollitt

General Business

Approve Minutes for Meeting June 3, 2010

Feeney/Sheyker 2nd made a MOTION to approve the minutes as submitted for the meeting held June 3, 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. Hayden stated that all of the revenue accounts are showing increases over last year's totals, with the exception that launch revenue is down by about \$1,800 compared to last year (not including commercial launches). The room tax from the Abbey Resort was up by 21 percent in May, compared to last year. The cash flow statements are prepared on a quarterly basis and will be distributed at the next monthly meeting.

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

Funding for Rewriting Municipal Code Chapters 17 and 18

Hayden stated that Village Planner Mike Slavney, Village Engineer Joe Eberle and Village Attorney Dale Thorpe submitted cost estimates for the proposed rewriting of Chapters 17 and 18 and the total cost is \$80,000 to \$90,000. Hayden stated that the Village Board referred the proposal to the Finance Committee for a recommendation on the funding proposal. Hayden stated that the staff professionals have offered to commence the work in 2010, but to not invoice the Village until 2011 since the proposed project is not in the budget. Hayden stated that the issue is whether the Finance Committee wants to commit that the 2011 budget will include the project funding. Gilchrist stated that the auditor probably would have a concern with the billing proposal. Hayden stated that as long as the Village does not take delivery of the final product until 2011, the Village auditor stated that it would not be problem to commence the project in 2010 but not fund it until 2011. Pollitt stated that the financial commitment would have to be disclosed in the annual audit report. Gilchrist stated that some mention of the financial commitment would have to be included in the 2010 budget and he thinks the proposal is just playing games with the budgeting process. Feeney stated it would be bad fiscal policy to authorize the spending proposal without having the item included in the budget with the funding source identified. Feeney asked that if the proposal is approved, what spending proposals will be considered next by the Village. Feeney stated that the proposal is no different than starting a road construction project prior to planning for the expense in the budget. Sheyker stated that any authorized work in progress has to be shown in the budget in some manner. Pollitt stated that she agrees with the concerns and the village should not be booking a liability for a future budget. Feeney stated that the Plan Commission members and Village staff should review Chapters 17 and 18 and commence the project without having to approve an \$80,000 to \$90,000 with the contracted professionals. Feeney stated that this year's budget was very difficult to finalize and next year's budget will probably be as difficult if not more. Sheyker stated that the Plan Commission and Village

staff members should get the project started and a complete rewrite may not be necessary. Following further discussion on if there is even a pressing need to rewrite the chapters and how the initial proposal for Village staff to review the two chapters escalated into a perceived notion that the two chapters should be thrown out and rewritten from scratch, the Finance Committee members reached a consensus that the funding should not be approved at this time because it is not in the budget. O'Connell stated that she is not sure that the two chapters need to be rewritten; the problem areas can be identified by the Village staff and amended. O'Connell asked if a moratorium could still be enacted while Village staff and a subcommittee initiated an amendment process. Hayden stated that Thorpe will have to provide input on the moratorium issue at the July 6, 2010 public hearing before the Plan Commission and Village Board. The committee members were in consensus that if the rewriting project is deemed necessary by the Plan Commission and Village Board, the funds should be included in the 2011 budget, if possible.

Feeney/Patek 2nd made a MOTION to recommend that the \$80,000 to \$90,000 proposal to have Chapters 17 and 18 of the Municipal Code rewritten not be initiated in 2010 because the funds are not in the budget, and if the funds can be allocated in the 2011 budget, the proposal should be reconsidered at that time. The MOTION carried without negative vote.

Worker's Compensation Policy

Martin made a mistake on the agenda item, which should have been "working capital policy." Hayden presented at last month's meeting a draft of a proposed resolution establishing a working capital policy for the village. Hayden stated that she did not receive any comments this past month on the draft. The only item that was discussed at last month's meeting is that it will take a three-year commitment to bring the working capital up to the minimum recommended level, so language to that effect should be incorporated into the proposed resolution.

RFPs for 2011 Village Service Contracts

Hayden presented at last month's meeting drafts of the Request For Proposals that were prepared from last ones sent out in 2007. None of the committee members had anything to add to the drafts. Pollitt asked if the RFPs are going to be published. Hayden stated that the RFPs will be submitted to the League of Wisconsin Municipalities magazine and a number of firms have requested that they receive the RFPs. The RFPs also will be posted on the Village and League websites.

Feeney/Sheyker 2nd made a MOTION to authorize staff to adjust the drafts RFPs to reflect any comments that are submitted by the committee members and to send them out and post them, and the MOTION carried without negative vote.

Review Per Diem

Hayden stated that the per diem figures were adjusted a few years ago, and the food per diem is still in line. Hayden stated that some conferences and seminars are being held at hotels and resorts that charge up to \$99 for rooms, and the current per diem for lodging is \$70.

Feeney/Gilchrist 2nd made a MOTION to recommend that the per diem amount for lodging be increased to a daily amount not to exceed \$99, and the MOTION carried without negative vote.

Overtime Breakdown for Public Works Weekend Hours

Director of Public Works Craig Workman presented a breakdown of the duties completed by Dennis Barr and Tom Westphal on Saturdays and Sundays. O'Connell asked if the exact amount of time required for each duty could be supplied. Sheyker stated that the overtime funding dilemma is caused by the fact that there are only two employees certified to complete the required work. Hayden stated that union contract ramifications also dictate that the Village must use its full-time union employees to perform the job duties. Following further questions, Hayden stated that she will ask Workman to attend the next committee meeting to provide a more detailed breakdown of the time requirements for the Saturday and Sunday job duties, and why it takes four hours to complete the work on Saturdays, but only two hours to complete the work on Sundays.

Next Meeting Date

The committee directed Martin to schedule the next monthly meeting for Thursday, July 29, 2010 beginning at 6:00 pm.

Adjournment

Feeney/Sheyker 2nd made a MOTION to adjourn the monthly meeting of the Finance Committee at 6:49 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: 8/2/10