

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

(Official Minutes)

Finance Committee Monthly Meeting

August 28, 2014

The Finance Committee meeting was called to order by Chairman Pat Kenny at 6:00 pm on Thursday, August 28, 2014.

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

Member Absent: Arlene Patek

Also Present: Curtiss Behrens, Administrator Dennis Martin, Treasurer Scott Vilona

Visitors Heard

None

General Business

Approve Minutes for Meeting Held July 24, 2014

McCue/Feeney 2nd made a MOTION to approve the minutes as submitted for the July 24, 2014 meeting, and the MOTION carried without negative vote.

Arlene Patek Resignation

Martin stated that Arlene Patek submitted her resignation from the committee after more than 10 years of service to the Village. The committee members stated that Patek should be recognized in some manner for all the time she spent serving on the committee. There are now two open positions on the committee. Curtiss Behrens, 447 Dunlap Avenue, attended the meeting and submitted a VOF Committee/Commission Volunteer Form indicating his interest in serving on the committee. Behrens, a professor Emeritus and labor arbitrator, was a professor in the College of Business at Northern Illinois University and previously served on the Zoning Appeals Board in Sycamore, IL, where he was a member of the Sycamore Rotary Club.

Feeney/McCue 2nd made a MOTION to accept Arlene Patek's resignation, with regrets, and the MOTION carried without negative vote.

RFP Direction for 2015 Services

Martin stated that following direction provided at last month's committee meeting, he drafted Requests for Proposals (RFPs) for the Village Hall/Library cleaning, property assessment, and village attorney and municipal court prosecution services. The RFPs, which will be issued September 1, 2014 with the due date Friday, September 26, 2014, are seeking proposals for three-year contract terms. The plan is to put the village engineering, computer IT, and auditor services out for RFPs in 2015.

Feeney/McCue 2nd made a MOTION to direct staff to issue the RFPs for Village Hall/Library cleaning, assessor, and village attorney and municipal court prosecution services as presented, and the MOTION carried without negative vote.

138 Fontana Blvd. Lease Renewal Recommendation

Martin stated that the lease for the village owned residence at 138 Fontana Boulevard expires September 30, 2014 and the tenants contacted him about renewing the lease for another year. Martin stated that the Village Board discussed the matter at its last monthly meeting and directed staff to contact the tenants about a proposed fee increase and the inclusion of a notice to terminate provision if the lease is going to be renewed. The lease fee has been set at \$500 for the first four months of the years, and \$700 for the last eight months of the year, for a total of \$7,600 since the Village purchased the property several years ago. Martin stated that when he contacted the tenants following the Village Board meeting, they replied that they do not want to renew the lease if the Village is seeking an increase in the rent and the inclusion of a notice in terminate. Martin stated that the notice to terminate was suggested by Realtor Jay Hicks, who has the property listed

for sale; as was a rent increase to \$800 or \$900 per month. Following discussion, the committee members reached the consensus that the upper residential unit at 138 Fontana Boulevard should be leased for a rate of \$800 per month, and the lease should contain a notice to terminate in order to assist the realtor with selling the property. The committee members also directed staff to post a "For Rent" advertisement for the both the upper residential and lower business unit.

Pollitt/Workman 2nd made a MOTION to recommend that the Village Board increase the rent to \$800 per month for a residential lease rate for the upper unit at 138 Fontana Boulevard, and that the lease contain a 90-day notice to terminate provision. The MOTION carried without negative vote.

Review Lake Geneva CVB Agreement

Martin stated that the room tax reimbursement agreement the Village has with the Abbey Resort for funding the Village's membership dues for the Lake Geneva Convention and Visitors Bureau was negotiated and approved about eight years old. Treasurer Scott Vilona stated that with the upturn in the economy, the total room taxes paid by the Abbey Resort has surpassed a threshold where the Village is now funding about one-quarter of the total fee through reimbursed room tax payments to the Abbey. Vilona stated that the threshold has reached 16 percent of the room tax payments, and the Village does not receive any metrics to quantify the benefits of the money that could be allocated for other village tourism related expenses. Following discussion on the agreement and the other TIF related funding items that the Village has approved for the Abbey over the years, staff was directed to contact the Abbey to discuss the agreement provisions and possible amendments. Pollitt also suggested that the Village amend its Room Tax collection policy to require that the businesses also submit a copy of their state sales reports with the monthly room tax payments.

Authorize Credit Card for Fire and Rescue Department

Martin stated that Chief Wolfgang Nitsch requested authorization to obtain a credit card to pay for supply items that are now ordered online. Following discussion, the committee members reached the consensus to recommend that a credit card should be authorized with a \$3,000 limit. Feeney/McCue 2nd made a MOTION to recommend Village Board approval of the request to authorize a credit card with a \$3,000 limit for Fontana Fire and Rescue Department Chief Wolfgang Nitsch, and the MOTION carried without negative vote.

Next Meeting Date

The next meeting was scheduled for Thursday, September 11, 2014 at 6:00 pm for 2015 budget planning.

Adjournment

McCue/Kenny 2nd made a MOTION to adjourn the meeting at 6:44 pm, and the motion carried without negative vote.

Minutes prepared by: Dennis L. Martin, Village 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: 10/9/2014