

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

**(Official Minutes)**

**Finance Committee Meeting**

September 20, 2012

The Finance Committee meeting was called to order at 6:00 pm on Thursday, September 20, 2012 by Village Clerk Dennis Martin.

**Members Present:** Jim Feeney, Drew Gilchrist, Rick McCue, Arlene Patek, Michael Sheyker, Scott Vilona

**Member Absent:** Trustee Pat Kenny

**Also Present:** Anne Catlow, Mary Kay Frazier, Kelly Hayden, Rescue Squad Chief Jon Kemmett, Library Director Nancy Krei, Village Clerk Dennis Martin, Genie Murphy, Fire Chief Wolfgang Nitsch, Police Chief Steve Olson, Assistant Fire Chief Scott Peterson, Trustee Rick Pappas

**Elect Chairman Pro-Tem**

Feeney/Sheyker 2<sup>nd</sup> made a MOTION to elect Rick McCue as the chairman Pro-Tem, and the MOTION carried without negative vote.

**General Business**

**Approve Minutes for Meeting Held August 23, 2012**

Feeney/Patek 2<sup>nd</sup> made a MOTION to approve the minutes as submitted for the August 23, 2012 meeting, and the MOTION carried without negative vote.

**Monthly Review Items**

Hayden stated that the monthly reports were emailed and distributed. Sheyker stated that he will review the payables and other reports next week.

**2012 Wages for Nonunion Employees**

Hayden stated she needed initial direction to provide the 2012 nonunion employee wage increase information to the Finance Committee for a recommendation. At last month's committee meeting, it was determined that the contingency account has not been drawn on this year and the undesignated fund balance is close to reaching the balance called for in Resolution 10-04-10-01, which established a Working Capital Policy for the village. Hayden stated that the 3 percent wage increase suggested by Feeney at last month's meeting would result in a total budget impact of about \$30,000 if it is retroactive to the beginning of 2012. Hayden stated that she can calculate the exact budget impact for the Finance Committee to review if 3 percent is the level the committee members want to recommend. Hayden asked the Finance Committee members if they also would consider recommending bonuses for the beach employees who had their hourly wages held at the same level over the last two or three years.

Feeney/Sheyker 2<sup>nd</sup> made a MOTION to direct staff to calculate the budget impact for 2012 and 2013 for 3 percent retroactive salary increases for the nonunion employees and for \$100 bonuses for the five municipal beach employees for this past season. The MOTION carried without negative vote.

**Vehicle Purchase for Building Inspection**

Hayden stated that a Chevrolet Blazer military vehicle that has 15,000 miles on it was tentatively purchased by Chief Olson at the state depot; however, it was used in the desert in Iraq and sand has to be cleaned out of the vehicle and the engine and other systems checked out before it can be

determined if it will be purchased for \$5,500. If the vehicle is in good working condition, it will be purchased and used by Building Inspector Ron Nyman instead of having him use his personal vehicle and receiving mileage reimbursement.

Feeney/Gilchrist 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the \$5,500 purchase of a Chevrolet Blazer from the state depot, with the condition the vehicle is inspected and is deemed in good working order. The MOTION carried without negative vote.

### **2013 Budget Planning: Library, Municipal Court, Building Inspection, Police, Fire & Rescue**

Fire Chief Wolfgang Nitsch presented the department's preliminary 2013 budget, which is in line with the 2012 budget with the exception of a \$3,000 increase in the repair and maintenance budget. Nitsch stated that they would also like to propose a small pay increase for the officers, which will be offset with the proposed establishment of fire inspection fees. Nitsch stated that although all the other municipalities in the area charge fire inspection fees to the business and property owners, the Village of Fontana has not charged for the inspections. Nitsch stated that the fee schedule would be based on the total square footage of the structures. Hayden stated that the proposed fire inspection fee schedule was presented to the Protection Committee for a recommendation, which will be considered by the Village Board at its next monthly meeting. Following discussion, the Finance Committee directed Hayden to plug in an estimated figure of \$5,000 for fire inspection fee and permit revenue. Nitsch stated that one other matter that the Finance Committee members should be aware of is the department's ladder truck only has six years left on its 30-year life span. In response to questions, Nitsch stated that fire trucks are certified by ISO rating standards which determine the life span of fire vehicles and equipment, and the department has sold its old trucks to departments from southern states that don't adhere to the national standards. Nitsch stated that the department's other two fire trucks were purchased in 2000 and 2006. Chief Olson presented the Police Department's preliminary budget, which is in line with last year's budget. Olson stated that it is hard to determine at this time if the 2012 budget for gasoline will be accurate because of the fluctuating cost, so the 2013 figure is also an estimate. Olson stated that the major capital expense being proposed in the Police Department budget is the purchase of a new squad car to replace the 2005 Ford Crown Victoria, which has 110,000 miles on it and would be sold. The other police vehicles are 2009 and 2011 Crown Victoria squads, and a 2010 Ford Expedition. Olson stated that Ford is no longer making the Crown Victoria model; however, there is a dealership out east that has some brand new 2011 models. Olson stated that the other option would be to purchase a 2013 Ford Taurus from a local dealership; however, the interior prisoner seat and cage from the current Crown Victoria squad car will not fit into the Taurus. Following discussion, it was noted that taking into consideration the shipping cost for the Crown Victoria, and the need to purchase new interior equipment for the Taurus, the total expenses would be about \$1,000 more expensive for the Taurus. In response to a question, Olson stated that the computer and radio equipment from the Crown Victoria squad car will work in the Taurus. Olson stated that although the Crown Victoria will be about \$1,000 cheaper than the Taurus, there may not be any left by the time the budget receives final approval. The Finance Committee members directed Olson to make the final decision on the 2013 Taurus or the 2011 Crown Victoria, if there is one available to purchase following final approval. Olson stated that there are no other major items in the Police Department budget. A lengthy discussion followed on the Police Department budget item for police officer education tuition reimbursement, which is an item that the police officers have in the union contract. Sergeant Jeff Cates is pursuing a bachelor's degree per the terms of his recent promotion, and the preliminary budget had a figure of \$13,200 for 2013. Following discussion, the Finance Committee requested that the education reimbursement figure be cut in half and an arrangement be made with Sgt. Cates similar to the arrangement the village recently had with Officer Derrick Goetsch. The arrangement delays the total reimbursement payments to the officers until the student loan

payments are due, which gives the village the opportunity to spread out the reimbursement payments over several budgets. Olson then presented the Safety Building budget, which also is holding the line with the 2012 budget. Olson stated that a lot of the repair and maintenance work on the Safety Building has been completed during the last two years, and the only remaining items are the \$3,000 replacement of the 33-year-old interior flooring in the hallway and kitchen area; and a \$12,000 project to paint the interior walls, which still have the original paint on them. Rescue Squad Chief Jon Kemmett then presented the preliminary budget, which only contains one line item for calls and training expenses because the squad is self-funded by fees and endowment revenue. Kemmett stated that he would like to increase the line item from \$17,000 to \$19,000 this year to make sure all the meetings, practice drills and calls are covered. Kemmett stated that billing for the rescue calls, fund-raising events, donations and the squad's two mutual funds provide revenue for the purchase of new vehicles and equipment. The squad is currently planning to purchase a new command vehicle for \$180,000. Kemmett also presented the Emergency Government budget, which funds the operations of the communications tower and its radio equipment.

Patek had to leave the meeting at 6:47 pm.

Library Director Nancy Krei and Library Board members Genie Murphy, Mary Kay Frazier and Anne Catlow then presented the preliminary library budget. Krei stated that the library will need a software upgrade and maybe other computer system needs that will be determined after an assessment of the current system is completed by the Village IT service provider, the BTO. Krei stated the preliminary budget also contains a new printer. Hayden stated that the technology expenses in the entire budget are all uncertain until the BTO assessment and report are completed. Murphy stated that the preliminary budget calls for an increase in the materials acquisition line item; however, the figure is still lower than it was back in 2005. Murphy stated that the Library Board has supplemented the loss of material acquisition budget funds with donations and fund drives, but the budget calls for an increase this year. Hayden stated that for the past two years the library budget has included an excess of \$5,000 for salary expenses. Hayden stated that if the funds are not going to be allocated to pay for part-time staff, they should be allocated somewhere else like the materials acquisition line item. Hayden then distributed a preliminary budget and documents submitted by Municipal Court Judge David Jensen. Hayden stated that the court budget calls for a \$2,000 increase from last year to replace the 20-year-old DOS computer system with a Windows based system. Hayden stated that installing and using a new system that is not outdated should cut down on the number of staffing hours that have been increasing in recent years because the court clerk has to enter court information into the DOS system and into the Police Department's non-compatible system. The preliminary court budget also proposes a \$1,250 raise in the annual salary for the judge, from \$6,250 to \$7,500. Jensen states in the budget documents he submitted for the committee meeting that it has been more than 25 years since the municipal judge annual salary was increased. The Finance Committee members stated that a raise would be up to the Village Board members to consider. Hayden then presented the preliminary budget for the Building and Zoning Department, which is consistent with last year. Hayden stated that the only item that may change is the elimination of the mileage reimbursement item for Building Inspector Ron Nyman, who currently drives his own vehicle to inspections and to the villages of Walworth and Sharon when he is providing contracted services. Hayden stated that the Police Department recently obtained the Blazer from the state depot that may be in good enough operating condition for use by Nyman. If so, the village will not have to reimburse Nyman for mileage on his personal vehicle, just purchase gasoline and maintain the village's vehicle.

### **Next Meeting Date**

The next 2013 budget planning meeting is scheduled for Thursday, September 27, 2012 beginning at 6:00 pm with the preliminary budgets of the Park Commission, Public Works Department, debt service, administration and the Utility Budget scheduled to be presented.

**Adjournment**

Feeney/Sheyker 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:24 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 Finance Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: 10/4/12