

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

(Final Minutes)

Finance Committee

February 28, 2023

The monthly meeting of the Finance Committee was called to order by Chairman Pat Kenny at 4:00 pm on Tuesday, February 28, 2023.

Members Present: President Pat Kenny, Thomas Freytag, Tom Marek, Jim Feeney

Members Absent: Bob Klockars, Rob Rowe, Mike Sheyker

Also Present: Liz Baumann, Theresa Loomer, Deputy Chief Rick Manthy, Chief Nitsch

General Business

Approve Minutes for Meeting held on January 10, 2023

The minutes for the January 10, 2023 meeting were distributed.

Feeney/Trustee Marek 2nd made a MOTION to approve the minutes from the January 10, 2023 meeting, as presented, and the MOTION carried without negative vote.

Discussion on Ambulance and Fire Truck Replacement

Chief Nitsch and Fire Chief Manthy explained that replacement ambulances and fire trucks are two to four years out upon ordering. The Fire department would eventually like to replace two engines with one and replace the 2012 ambulance. The village can expect to spend approximately \$400,000 on a new ambulance and between \$750,000 and a \$1,000,000 on a fire truck. Between Williams Bay and Fontana, there will be three ambulances, two engines and a ladder truck. The committee directed the Fire department to being investigating equipment replacement.

LWMMI Insurance Renewal Proposal

The overall insurance premium increased by 30.5% or \$43,216. Majority of the increase is due to the in-house Fire/EMS employees which increased the work comp premium by 59.8% due to adding code 7710 and payroll increase. In addition, the last of the three-year rolling average includes 2019, and there were several claims that year. The addition of the new Fire/EMS employees also caused the majority of the \$6,232 increase in Public Official Liability and a portion of Cyber liability insurance increase. Although it is a large jump in the premium, some of that will be offset because Williams Bay is responsible for half of the costs in relation to the Fire/EMS staff. Loomer stated she is working with the insurance agent to accurately determine Williams Bay's share of the premium and they will be invoiced accordingly.

Feeney/Freytag 2nd made a MOTION to recommend Village Board approval of the 2023 LWMMI Insurance Renewal Proposal, as presented, and the MOTION carried without negative vote.

Discussion or Action on Premier Resort Area Tax

Loomer stated that municipalities are eligible to adopt an ordinance or resolution to utilize the Premier Resort Area Tax (PRAT) if that have at least 40% equalized assessed value of taxable property within the community that is used by tourism related retailers. If that threshold is not met, the state legislature must approve a municipalities request to impose the tax. The PRAT tax is an additional .5% sales tax and 97% of the funds collected are returned from the state to the municipality to help pay for items like infrastructure which is currently funded almost entirely by the residents and business owners that pay property taxes. Although the tax would apply to any residents that buy goods or services in the village, it would also be paid for by visitors who utilize resources like roads and emergency services, but do not help fund them. Lake Geneva will have a non-binding referendum on their April ballot regarding the PRAT tax. After discussion, the committee decided to wait until after the April election to choose whether to continue discussions.

Discussion or Action on Relationship with Town Bank

Currently the Village does not have ACH services with Town Bank. To generate the autopayments for utility billing, the transactions are created at First National Bank and then the money is transferred to Town Bank where the utility funds are held. Treasurer Baumann presented the option of utilizing ACH services at Town Bank for these utility auto payments. She suggested then using an automatic sweep feature to move the funds from the utility checking once it reaches \$100,000 into the Money Market account, so the funds earn interest at the Money Market Account rate. Baumann was able to get Town Bank to waive the ACH service fee and reduce the monthly sweep fee from \$50 to \$35. In order to move forward the village board will need to authorize the contract.

Trustee Marek/Freytag 2nd made a MOTION to recommend Village Board approval of the ACH and Sweep agreement services with Town Bank, and the MOTION carried without negative vote.

Update on Dual Control Wire Transfers

Treasurer Baumann reported that dual control for wire transfer has been set up at First National Bank. Baumann and Clerk Olson have successfully sent debt service wire transfers last week under dual control.

Discussion or Action on Positive Pay and ACH

Baumann reported that ACH debit blocks have been put in place for First National Bank accounts. This will alert staff to any ACH debit transactions that do not fall within their preset parameters. With this in place, Baumann stated she is comfortable with moving forward paying all vendors through ACH. The Village currently has an ACH relationship with First National Bank so there would be no contract or fees. To start paying vendors via ACH each vendor would fill out a form to authorize the Village to pay them via ACH. This form would also authorize the Village to reverse the payment if there was ever an error. Positive Pay is an additional fraud protection feature that is available at First National Bank for no charge. This feature would direct the bank to only pay paper checks that the Village staff have notified them of being issued. Staff would submit a file to First National of all paper checks that were issued, preferably the day they are issued. Right now, the accounting software used by the staff does not create a perfect file but with some minor edits Baumann can generate the check file to meet the bank's requirements. The staff continues to talk with Tyler Tech, accounting software, about the module to generate the Positive Pay file directly. There is a Positive Pay contract that would need to be reviewed and signed.

Freytag/Trustee Marek 2nd made a MOTION to recommend Village Board approval of the Positive Pay Service through First National Bank, and the MOTION carried without negative vote.

Discussion or Action on "OpenEdge" Card Processing Service for TylerTech Utility Access

The Village previously approved a contract with Tyler Technologies to establish a portal for online utility accounts where residents could log in to their usage and quarterly bills, and also pay their bills via credit card. Before going live with the portal, the Village must set up the credit card processing software in order to allow residents to pay their bills through the portal. Tyler Technologies offers a 3.75% fee for processing credit card payments and OpenEdge, which is also compatible with the online portal, charges a 3% credit card processing fee. The fee will be passed on to the residents who chose to pay their utility bill by credit card through the portal, but the option will remain to pay by cash, check, or through auto-withdrawal.

Freytag/Feeney 2nd made a MOTION to recommend Village Board approval of OpenEdge Card Processing as the Card Processing Service for TylerTech Utility Access Portal, at a rate of 3% transaction fee, and the MOTION carried without negative vote.

Discussion or Action on Village Hall Room Rental Agreement

President Kenny stated he and Loomer met with the Chamber of Commerce Executive Director regarding the office rental. The discussion included charging a higher fee for the current office and a lower fee for the President's Office, which is currently used as storage. The Chamber has

indicated they would be interested in the smaller office for the lesser monthly fee, which was recommended at \$500. Since the Chamber did not budget for the room rental fee this year, staff is recommending negotiating with them for the remainder of 2023, and setting a higher fee for 2024, likely around \$500. The Village Board Meeting Room was also discussed. Groups are more frequently requesting use of the meeting room and the Village does not currently charge a fee unless the room is rented while Village Hall is not staffed. Though Loomer stated she would like to stay away from requiring staff to come in during unstaffed hours on the weekends. Village Hall is already staffed in the early summer months on Saturdays. With the increase in rentals, there is additional supplies used and some groups have not been good at cleaning up after themselves. After discussion, the committee recommended charging \$100 during the week for the room rental, and \$200 on the weekends, and only allowing groups to rent the room when Village Hall is staffed. Additionally, staff was directed to create an agreement form which outlines expected conduct of renters and prohibits food or drink in the meeting room.

Freytag/Trustee Marek 2nd made a MOTION to recommend Village Board approval to rent the Village Hall Meeting Room only during regularly scheduled office hours and charge \$100 for use during the week, \$200 for use on the weekends, and draft an agreement form outlining expected conduct and prohibiting food or drink, and the MOTION carried without negative vote.

Discussion or Action on Purchasing of Tablets for Village Board Members for Meeting Packets

Clerk Lussow has completed research on the tablets but was not in attendance for the meeting. This item will be discussed at next month's meeting.

Duties and Responsibilities of Finance Committee Per Ordinance 2-62

A copy of ordinance 2-62 Finance Committee was distributed. The committee members asked if based on the ordinance there was additional information they would like to review or additional oversight they would like to have. Loomer stated that because the board meeting is the first Monday of the month, there is a short turnaround between receiving invoices and the board meeting. The committee discussed quarterly review of the budget to look at budgeted vs. actual and reviewing department expenditures, but overall, they are comfortable with the current level of oversight.

Set Next Meeting Date

The next meeting date was scheduled for Tuesday, March 28 at 4:00 pm.

Adjournment

Trustee Marek/Freytag 2nd made a MOTION to adjourn the meeting at 5:09 pm, and the motion carried without negative vote.

Minutes prepared by: Theresa Loomer, 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: 05/23/2023