

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

**(Official Minutes)**

**Hybrid Finance Committee**

May 23, 2023

The hybrid monthly meeting of the Finance Committee was called to order by Chairman Pat Kenny at 4:00 pm on Tuesday, May 23, 2023.

**Members Present:** President Pat Kenny, Thomas Freytag, Tom Marek, Jim Feeney, Bob Klockars, Rob Rowe, Mike Sheyker

**Members Absent:**

**Also Present:** Liz Baumann, Theresa Loomer, Drew Lussow

**General Business**

**Approve Minutes for Meeting held on February 28, 2023**

The minutes for the February 28, 2023, meeting were distributed.

Klockars/Trustee Marek 2<sup>nd</sup> made a MOTION to approve the minutes from the February 28, 2023, meeting, as presented, and the MOTION carried without negative vote.

**Update on Quarterly Budget Status**

Treasurer Baumann stated that this is a simplified budget for all expenditures for the 1<sup>st</sup> quarter of this year. She stated that she will present one every quarter to the Finance Committee for review. Treasurer Baumann stated there were a few discrepancies but nothing that would be any cause for alarm and mainly had to do with timing. A few of the Finance Committee members asked about additional ways of running the report in the future to see different kinds of filters and compare it to previous years. Treasurer Baumann said she would look into it and see if the accounting system could produce anything for additional review.

**Group Life Insurance Premium Error Update**

Treasurer Baumann brought this issue up to the HR Committee and the Village Board but also wanted to update the Finance Committee. During her review of some files, Treasurer Baumann noticed it appeared like the Village has been paying the insurance premium for spouse and dependents since 2009 for most employees. After researching the matter, staff determined this was not the village's intention and has been rectified going forward. Treasurer Baumann estimates roughly \$9,240 was expended by the Village in this coverage but since some employees that benefited may no longer be here, staff decided to not collect on the monies owed and make the correction moving forward. The Committee commended Baumann's good work and thanked her for the update.

**Discussion or Action on Seeking RFP's for Village Attorney, Auditor, and Planner**

Administrator Loomer stated that the last time the RFP's were sent out was in 2020 and prior to that it had been close to a decade. She stated there are pros and cons to putting services out for RFP; the pros are that it can keep costs competitive, however, the cons are that if we stick with the same service provider, they may actually raise their prices, which happened at least once with the last round of RFP's. Additionally, if there are no concerns about the contracted services or price, it may be an unnecessary use of staff's time. Currently the group of the Village Attorney, Auditor, and Planner have been working out great for the Village, so no concerns have been raised by staff. The Finance Committee suggested looking into an annual renewal of contracts or potentially revisiting contracts annually or bi-annually.

Feeney/Klockars 2<sup>nd</sup> made a MOTION to recommend bringing this agenda item back next year for further review by the Finance Committee, and the MOTION carried without negative vote.

**Discussion or Action on ARPA Funding – Safety Building Study & Accounting Software Upgrade**

Administrator Loomer addressed the Finance Committee and stated the Village has approximately \$182,000 in ARPA funds which must be spent by the end of 2024. There are currently no proposals for how to use this money. Two items have been suggested for the funds and staff would like to proceed with both. The first would be to have a study conducted for a joint safety building for both Fontana and Williams Bay to use now that our Fire/EMS services in both areas. The Village does not have a quote yet but could estimate based on Lake Geneva and the Town of Linn's recent study and using the same company that conducted that study to be in the range of \$25,000 to \$50,000. Williams Bay may be willing to take part in the study and would bear a portion of the cost. The second item the Village would like to use ARPA funds for would be the implementation of the Caselle Financial Software. The Village has been using InCode which is supported by TylerTech. Treasurer Baumann recently had a showcase at the Village for the new Caselle software and based on this showcase the software seemed much more user-friendly and could support the Village's day-to-day tasks and increase efficiency in doing so. Caselle would also be a less costly option after the initial setup and merger for annual service fees. Caselle is used in approximately 200 other Wisconsin municipalities and the feedback has been very positive.

Freytag/Feeney 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the use of ARPA funding for moving forward with the safety building study and the Caselle Accounting Software upgrade, as presented, and the MOTION carried without negative vote.

#### **Discussion or Action on Well No. 4 Rehab Financing**

Administrator Loomer stated that Well No. 4 is currently being rehabbed and testing has been ongoing while the project is out for bid. The estimated range of the bid should range from \$50,000 to \$100,000. This has already been approved by the Village Board but wanted to keep the Finance Committee informed. Depending on how the bids come in and the cost, the village could use reserves to cover the cost of the rehab and the water fund would pay back over time.

#### **Discussion or Action on Simple Water Rate Increase**

Administrator Loomer explained that in order for a water rate increase to happen the Village must meet certain thresholds. The Village has finally met the threshold and is qualified for a simple 8% rate increase. However, the Village will still need to submit paperwork to the PSC for approval. The anticipated effective date will be the third quarter of 2023.

Feeney/Sheyker 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the submittal of paperwork to the PSC to begin process for simple water rate increase, as presented, and the MOTION carried without negative vote.

#### **PRAT Tax Update**

Administrator Loomer explained that the PRAT (Premier Area Resort Tax) tax discussion was brought back at the committee's desire after the April Election. The non-binding advisory referendum in the City of Lake Geneva failed and is no longer on the table.

#### **Discussion or Action on the Purchasing of Tablets for Village Board Members for Meeting Packets – Tabled 02/28/23**

Village Clerk Lussow gave a brief breakdown of pricing of Microsoft Surface Pro 9 tablets for purchase for Village Board Members to use for their meeting packets. The pricing ranged from \$950.00 to \$1,200.00 for a tablet. Plus, an estimated additional \$1,500.00 for cases, extended warranties, keyboard, mouse, and other add-ons. Village Clerk Lussow explained at this time it might be best to wait until near the end of the year or will monitor if any sales should happen since the prices have gone up and usually near Christmas / Cyber Monday better deals can be had then, especially since this was not a budgeted item for this year. Village Clerk Lussow also gave a brief presentation on an additional agenda management software called TownCloud that once the tablets have been purchased would be a great addition to the Village to easily distribute the agendas electronically and simplify the viewing for our Board Members to easily navigate through the meeting packets. The Finance Committee seemed to agree with what was presented and thanked Village Clerk Lussow for his time.

Rowe/Klockars 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the purchasing of tablets for Village Board Members for meeting packets, and to continue to compare prices to find a suitable deal, as presented, and the MOTION carried without negative vote.

**Discussion or Action on Certified Payments Settlement Options**

Treasurer Baumann explained that when we settle daily with our certified payments settlement options some e-checks settle roughly a day later and can complicate the reconciliation process. Treasurer Baumann states that Certified Payments now offers having everything settled before hitting accounts which delays payments by a day but ultimately makes reconciliation easier for Treasurer Baumann. She is asking for a motion to approve proceeding with the new option that is offered by Certified Payments.

Freytag/Trustee Marek 2<sup>nd</sup> made a MOTION to direct staff to proceed with the new option offered by Certified Payments for payment settlement and reconciliation, as presented, and the MOTION carried without negative vote.

**Discussion or Action on Accepting Payments via ACH**

Treasurer Baumann stated that we have started paying vendors by ACH but now vendors would like to do the same for us. Treasurer Baumann said she had no issues with this, and it seems to be the landscape of the banking world right now. She also stated that sometimes this ensures we get paid sooner and earlier than waiting for a typical check to come in. The Finance Committee had no issues with what was presented.

Freytag/Trustee Marek 2<sup>nd</sup> made a MOTION to recommend Village Board approval of proceeding with accepting payments via ACH from our vendors, as presented, and the MOTION carried without negative vote.

**Update / Discussion or Action on Centennial Celebration Request – Using Park Commission Account for Donations Received**

Treasurer Baumann stated that recently the Park Commission has approved working with and allowing the Centennial Celebration Committee access to the Park Commission account to accept donations on their behalf, and just wanted to keep the Finance Committee informed of this. Jim Feeney was also present and is on the Centennial Celebration Committee and briefly spoke of how the donations come in via the book they are planning on releasing as well as being at local events being held this year such as the upcoming Fontana Garden Club event and others in which they sell shirts, mugs, and other items to help fund the Centennial Celebration in 2024.

**Set Next Meeting Date**

The next meeting date was scheduled for Thursday, July 6, 2023, at 4:00 pm.

**Adjournment**

Trustee Marek/Freytag 2<sup>nd</sup> made a MOTION to adjourn the meeting at 5:03 pm, and the motion carried without negative vote.

Minutes prepared by: Drew Lussow, 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: 07/27/23