

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

(Official Minutes)

Finance Committee

October 1, 2020

The Virtual Finance Committee meeting was called to order by Chairman Pat Kenny at 4:02 pm on Thursday, October 1, 2020.

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

Members Absent: Bill Grunow

Also Present: Theresa Loomer, Stephanie Smith, Scott Vilona

Visitors Heard

None

General Business

Finance Committee's Initial Review of Preliminary 2020 Budget Worksheets for Municipal Court, Building Inspector, Debt and Administration

Treasurer Scott Vilona presented the Municipal Court's budget with only one capital item requested which is a video system for the court room. This item should be covered by the Routes to Recovery funding available to the Village and when the final budget is presented it will not appear as a capital item. Vilona also noted the unbudgeted expense of the audit that was performed after the previous Judges passing.

Vilona presented the Building Inspector budget and stated there are a couple factors to consider when looking at the budget. In 2016 through 2018 the building inspection services were fully staffed in house and then in 2019 the services were contracted out. Loomer explained our current building inspector is looking to retire within the next few years and the concept of bringing a full time building and zoning staff member in house has been presented to the village board. Loomer stated the Village of Williams Bay may also be seeking a building inspector sometime in the future and there is a possibility of sharing an employee. The village board has not acted on any decisions yet and Vilona stated that is why the budget presents two different scenarios.

Vilona presented the Administration and debt service budgets. Vilona mentioned some of the items requested included cleaning services, Human Resource certification, Human Resource training, Muni-Code legal review, Park and Open Space plan update and Docu-Scan services. Loomer explained there are records in the Village Hall that are fifty to sixty years old and they are not organized. The capital outlay expense in the budget for \$60,000 is to have all documents scanned in so they are searchable and easy to find. Loomer explained it is a two-part service as the first is to scan all the documents in and the second is for the software to run the program. Vilona noted that the Legal Services seem to be trending down compared to historical numbers. Debt service is predetermined and is presented for informational purposes. Vilona noted the annual TID shortfall is coming back around and is projected to be the lowest since the shortfall began.

Cares Act Funding

Vilona explained the Cares Act provides payments to state and local governments to help cope with the impact of COVID-19. The funds are being administered through a program called Routes to Recovery and the Village has been allotted about \$27,000. The funds are available to cover unbudgeted and unplanned expenses due to COVID-19 during the period of April 2020 through November 2020. Loomer stated some of the items the funds can be used on and will be presented to the Village Board are the glass partition at the Village Hall, Laserfiche software for docu-scan, updated laptops for two Village staff members, video equipment for the board room

and webcams for desktop computers. Vilona stated the funds can be used towards police payroll under certain conditions.

Next Meeting Date

The next meeting date was scheduled for Thursday, October 8, 2020 at 3:00 pm.

Adjournment

Klockars/Freytag 2nd made a MOTION to adjourn the meeting at 5:12 pm, and the motion carried without negative vote.

Minutes prepared by: Stephanie Smith, Deputy Clerk/Treasurer

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: 10/08/2020