

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

(Official Minutes)

SPECIAL MEETING of the VILLAGE BOARD OF TRUSTEES

**Tuesday, March 17, 2020**

Village President Pat Kenny called the special meeting of the Village Board to order at 4:01 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**Trustees Present:** Roll call vote: Trustee Pappas, Trustee O'Neill (arrived 4:06 pm), President Kenny, Trustee Livingston, Trustee Petersen

**Trustee Absent:** Trustee McGreevy, Trustee Prudden

**Also Present:** Jeff Cates, Kevin Day, Theresa Loomer, Wolf Nitsch, Stephanie Smith, Scott Vilona

**General Business**

**Determine Temporary Modified Village Operations Including but Not Limited to: Office Hours, Meeting Schedule, Municipal Court, Approval of Monthly Payables, Issuance of Non-Statutory Licenses and Permits**

Loomer explained due to COVID-19 and the rapidly changing conditions and the Governors recent order to restrict gatherings to ten or less people she recommended making modifications to village operations. She suggested limiting Village Hall office hours to two days per week – Tuesdays from 8:00 am to noon and Thursdays from noon to 4:00 pm and by appointment. Most transactions or inquiries can be made in other methods such as over the phone, via email, mail or through the drop box. Trustee Petersen expressed concern that the limited hours would restrict the number of absentee voters. Loomer stated that all requests for absentee ballots may be requested through one of the other methods and the only statutory requirement is to make available in person registration beginning March 18 which can be completed during the limited office hours or by appointment. Loomer stated that the Village Board should determine how to handle meetings going forward. President Kenny stated he believes all meetings should be cancelled until further notice. The discussion amongst the board members was to cancel all meetings until further notice except the Village Board meeting which will be taken on a week by week basis. Loomer stated she investigated the Board of Appeals meeting which is scheduled for March 24, 2020 and per legal counsel the chairperson for the committee has the authority to set a new date or postpone the hearings. Loomer explained there are certain routine administrative and non-statutory items such as monthly payables and park permits and the resolution in front of the board would give the Village staff temporary authorization to undertake these approvals. Chief Cates stated Judge King had requested that all municipal court dates be postponed until May 14, 2020. He stated there are a few cases that have been arranged to be held on dates in between now and May 14. Loomer stated many associations and groups reserve the meeting room at the Village Hall and in light of trying to control the number of people at each gathering she would recommend cancelling all use of the meeting room until further notice.

Trustee O'Neill/Trustee Livingston 2<sup>nd</sup> made a MOTION to approve resolution 031720-01, which modifies Village office hours to Tuesday from 8:00 am to noon and Thursday from noon to 4:00 pm and by appointment on a temporary basis, public meeting schedules and municipal court schedules as needed to reduce the need for large group meetings, and temporarily permit Village staff to undertake Village payables and issuance of non-statutory licenses and permits, and cancel all meetings held in indoor facilities in the Village until further notice is given, and the MOTION carried without negative vote.

**Authorize Transfer of \$250,000 from Utility Fund to General Fund**

Vilona stated this is part of the ongoing plan to pay back the General Fund the money the Utility Fund owes. Trustee Petersen/Trustee Livingston 2<sup>nd</sup> made a MOTION to approve the transfer of \$250,000 from utility checking account to the general fund's checking account, as presented. The MOTION carried without negative vote.

**Adjournment**

Trustee Petersen/Trustee Livingston 2<sup>nd</sup> made a MOTION at 4:12 pm to adjourn the meeting, 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 Village Board, the official minutes will be kept on file at the Village Hall.

APPROVED: 05/04/2020