

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

(Official Minutes)

Finance Committee Monthly Meeting

May 29, 2014

The Finance Committee meeting was called to order by Chairman Pat Kenny at 6:00 pm on Thursday, May 29, 2014.

Members Present: Trustee Kenny, Jim Feeney, Peg Pollitt, Craig Workman

Member Absent: Arlene Patek, Rick McCue

Also Present: Village Clerk/Administrator Dennis Martin, Trustee Rick Pappas, CPA Patrick Romenesko, Village Treasurer Scott Vilona

Visitor Heard

Trustee Pappas asked the committee members if they would add to the agenda of a future meeting an item to consider a recommendation on establishing an appropriate interest rate that the General Fund should be charging the TIF District for the TID debt service funding being allocated in the General Fund. Pappas stated that the rate being charged to the TIF District should be commensurate with the bonding interest rates being paid by the Village.

General Business

Approve Minutes for Meeting Held April 24, 2014

Feeney/Pollitt 2nd made a MOTION to approve the minutes as submitted for the April 24, 2014 meeting, and the MOTION carried without negative vote.

Monthly Review Items

Vilona has been preparing and reviewing the monthly financial statements. Martin stated that one large payable for the next monthly meeting of the Village Board is for \$40,000 for SCADA radio equipment that was budgeted in the 2013 Utility Budget, but not purchased until this year. Martin stated that staff also reviewed the Utility Department overtime report for the year to date, and there are no concerns as the hours line up with required weekend testing and emergency responses. Vilona stated that the Room Tax report has been updated and proceeds are ahead of the budgeted projections. Pollitt stated that if a Finance Committee member is not going to be reviewing the individual items, the agenda item should be removed so that it does not appear that the committee is reviewing and approving the specific items each month. Following a lengthy discussion on the monthly invoices submitted by the Village attorney and engineering firms, the committee directed staff to have the individual department heads extensively review with the Village administrator and then sign off on the monthly invoices from the Village attorney and engineering firm prior to approval consideration by the Village Board; and to remove the "Monthly Review Items" item from the monthly Finance Committee meeting agendas, and direct staff to email the reports out during the month. If there are any items of concern, a specific item can be requested to be added to the next committee meeting agenda.

2013 Audit Report – Patrick Romenesko

Village auditor Patrick Romenesko presented the preliminary summary of the 2013 General Fund audit and the three options the Village has to address required budget amendments that must be made prior to the finalization and presentation of the 2013 Audit Report. Romenesko reported that thanks in part to \$60,000 in additional revenue generated by licenses and permits in 2013 than projected in the approved budget, the General Fund ended the year in the black despite an overage of \$58,594 in expenditures. Romenesko reported that the total annual legal expenses in the General Fund were \$36,000 over budget, the administrator salary account was \$19,000 over budget, and the clerk/treasurer salary account was \$12,000 over budget in 2013. Following discussion, the committee reached the consensus that the required budget amendments to authorize the expenditures made in excess of the approved 2013 budget should be recommended

for approval at the June 2, 2014 Village Board meeting, and that the 2013 Audit Report should be presented at the July 7, 2014 Village Board meeting. Following further discussion, Pollitt stated that she would like to see the Village Board start approving budget amendments during the year, at the time the additional expenses are authorized. Pappas asked Romenesko if he could provide with the annual audit report the maximum amount that a current employee could get paid out for banked sick and vacation time if they were to retire or resign this year.

Feeney/Pollitt 2nd made a MOTION to recommend Village Board approval of a resolution to authorize the expenditures made in excess of the approved 2013 General Fund budget, as presented, and the MOTION carried without negative vote.

Unused Vacation Time Request Submitted by Deputy Clerk/Treasurer

Martin stated that longtime Deputy Clerk/Treasurer Julie Olson has picked up many administrative duties this past year with the departure of the former administrator/treasurer and with assisting the new directors of utilities and streets with their financial duties. Martin stated that Olson's assistance also has been invaluable and very much appreciated by himself and Vilona. Martin stated due to the nature of the bank depositing and billing duties, Olson has not been able to use very much of her annual vacation time this year, and she has about 80 hours left in addition to the maximum amount that she can carry over to next year following her employment anniversary date on June 3rd. Pappas stated that he agrees that Olson is a very valuable and loyal employee, but he is concerned about the village setting a precedent in paying out Olson for her unused vacation time. Pappas stated that he would be more in favor of allowing Olson to carryover all the unused hours to next year. Workman stated that the committee could recommend that Olson be paid for one week of the unused vacation time and allow her to carryover one week to next year. Workman stated that he does not think that the Village would be setting a precedent if Olson was paid out for the 80 hours as this year was a very unique situation for the administrative staff, and she should be rewarded with the additional compensation for a job well done. Kenny stated that he agrees with Workman, but a good compromise would be to pay out half the hours and allow Olson to carryover an additional 40 hours to the next year.

Workman/Feeney 2nd made a MOTION to recommend that the Village Board approve a one time payout of 40 hours of unused vacation time to Deputy Clerk/Treasurer Julie Olson, and to authorize her to carryover an additional 40 hours of vacation into her next employment year. The MOTION carried without negative vote.

Next Meeting Date

The next monthly meeting was scheduled for Thursday, June 26, 2014 at 6:00 pm.

Adjournment

Pollitt/Trustee Kenny 2nd made a MOTION to adjourn the meeting at 7:02 pm, and the motion carried without negative vote.

Minutes prepared by: Dennis L. Martin, Village Clerk/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: 6/26/2014