

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

**(Official Minutes)**

**Finance Committee Monthly Meeting**

July 24, 2014

The Finance Committee meeting was called to order by Chairman Pat Kenny at 6:00 pm on Thursday, July 24, 2014.

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

**Member Absent:** Arlene Patek

**Also Present:** Administrator Dennis Martin, Treasurer Scott Vilona

**Visitors Heard**

None

**General Business**

**Approve Minutes for Meeting Held June 26, 2014**

McCue/Feeney 2<sup>nd</sup> made a MOTION to approve the minutes as submitted for the June 26, 2014 meeting, and the MOTION carried without negative vote.

**AT&T Cellular Tower Lease Amendment/Renewal Proposal**

Martin stated that he contacted Alexander Wright at NTP Wireless about the Village cellular tower lease with AT&T. Martin stated that Wright and NTP Wireless are seeking approval of a proposed amendment to the existing lease to authorize an increase in panels from 9 to 12, and to increase the monthly rent by \$200 a month. The addition plan was approved several years ago by the Plan Commission and Village Board through the CUP process. Martin stated that following approval of the lease amendment proposal, he will contact Md7 Lease Consultant Jeff Kruth, who submitted a proposal in June 2014 to renew the AT&T lease, which expires on April 30, 2015. Kruth has proposed to renew the lease for five 5-year terms for \$15,265 per year based on regional market analysis and operational permanence statistics, with the rent to remain fixed until May 1, 2020. The rent would then be increased by 15 percent for the next five years, and every five-year term thereafter until the termination or expiration of the lease would feature a 15 percent rent escalator.

Feeney/McCue 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the proposed second amendment to the Village cellular tower lease with AT&T as proposed by NTP Wireless, and the MOTION carried without negative vote.

**2014 Department Budgets Six-Month Review**

Vilona presented for review the updated 2014 General Fund budget, consolidated revenue budget, and Utility Budget. The committee discussed the categories that are currently over budget and the overtime expenses. Vilona stated that he and Martin have been reviewing the Streets Department overtime figures with Workman. Following discussion, Martin stated that an upcoming personnel review, study and recommendation being completed by Al Kaminski, will include a recommendation on future overtime management procedures. Martin stated that Kaminski was contracted by the Village Board to review the current management situation in the Streets and Utility departments and to make a recommendation on the future direction for the Department of Public Works administration. The committee also discussed concerns with the projected revenue figures in the 2014 budget. The summer beach and launch revenue is down because of the sketchy weather prior to July; however, parking revenue is up due to the \$10 increase in the cost for the season passes. In response to projected revenue questions, Martin stated that the Village Board approved motions with regard to the sale of the lots on Pottawatomi Drive, and that the proposed lease with the new cellular tower tenant, VZW, was still being reviewed by the Village attorney; however, the VZW proposal has been reviewed without concern by the Village engineer and Zoning Administrator/Building Inspector Ron Nyman. There was a lengthy discussion on the

motions approved by the Village Board at its last monthly meeting to direct staff to have the lots on Pottawatom Drive listed for sale for \$175,000 with Keefe Real Estate Agent Jay Hicks according to the same terms of the current CDA listing for the property at 138 Fontana Boulevard, and to direct staff to have the two lots combined into one lot for the site of only one residence. Martin stated that he has not yet contacted Hicks regarding the listing or the village attorney regarding his progress on having the lots combined and a deed restriction placed on the new lot; however, three different people have inquired about purchasing the two lots to develop small residences on each lot. Kenny stated that he will request that the direction be reconsidered at the next Village Board meeting since the lots are projected in the 2014 budget to be sold for about \$140,000.

### **2015 Budget Schedule**

The committee reviewed a draft of the 2015 budget planning schedule and discussed the suggested guidelines for the individual departments. The committee members reached the consensus that a zero increase again should be requested, but that each department director should attempt to budget a decrease for 2015. With regard to what services should be put out for RFPs for 2015 contracts, the committee directed staff to seek proposals for the Village Hall/Library cleaning services, for property assessment, and for the village attorney and municipal court prosecution services. The committee directed staff to put out RFPs for the auditing, IT and engineering services for 2016. With regard to the 2015 budget planning schedule, Pollitt stated that the budget hearing publication summary is dependant on information from the state and it is probably best to plan for that information to be delivered by late October at the earliest. The committee directed staff to amend the 2015 budget planning schedule for the process to begin at the next monthly meeting on Thursday, August 28, 2014 beginning at 6:00 pm by reviewing the guidelines and making any necessary modifications to the schedule. The budget worksheets will be distributed to the departments following the August 4, 2014 Village Board meeting; the initial review of preliminary budget worksheets will take place on Thursdays, September 11 and 18, 2014, beginning at 6:00 pm; the Finance Committee will review the final budget worksheets on Thursday, October 2 and/or 9, 2014, beginning at 6:00 pm; and the joint session meeting with the Village Board and Finance Committee to finalize the budget summary for publication will be held Thursday, October 16 and/or 23, 2014, at 6:00 pm. The deadline for submitting the budget summary for publication is Monday, October 27, 2014 for the October 30, 2014 edition of the Lake Geneva Regional News. The public hearing for the 2015 budget is scheduled for Monday, November 10, 2014.

### **Next Meeting Date**

The next monthly meeting was scheduled for Thursday, August 28, 2014 at 6:00 pm.

### **Adjournment**

McCue/Pollitt 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:44 pm, and the motion carried without negative vote.

Minutes prepared by: Dennis L. Martin, 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: 8/28/14