

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

**(Official Minutes)**

**Finance Committee 2016 Budget Planning Meeting**

October 1, 2015

The Finance Committee meeting was called to order by Chairman Pat Kenny at 6:00 pm on Thursday, October 1, 2015.

**Members Present:** Village President Pat Kenny, Karl Floody, Tom Marek, Tom Freytag, Mike Sheyker

**Members Absent:** Jim Feeney, Rick McCue

**Also Present:** Jade Bolack, Administrator Dennis Martin, Police Chief Steve Olson, Trustee Rick Pappas, Treasurer Scott Vilona

**General Business**

**Approve Minutes for Meeting Held August 27, 2015**

Marek/Freytag 2<sup>nd</sup> made a MOTION to approve the minutes as submitted for the August 27, 2015 meeting, and the MOTION carried without negative vote.

**2015 Budget Planning: Municipal Court, Building Inspection, Police, Fire & Rescue, and Park Commission**

Martin and Vilona met with department heads to draft the preliminary budget expense sheets that were presented for initial review. The salary and benefit items will be presented later in the month. Chief Olson presented the Safety Building and Police Department budget. Olson stated the only two “big ticket” items being proposed for 2016 are a new vehicle to replace one of the remaining Ford Crown Victoria squad cars, and the second half of the new Pro Phoenix records management program. The old squad car will be sold with the proceeds designated to offset the purchase price. With the change-over of the radio and computer equipment the new squad has been budgeted at a total of \$37,665; and the second half of the Pro Phoenix computer program and licensing package has been budgeted at \$16,500. The capital outlay budget for the Safety Building calls for \$4,000 for new chairs and tables for the training/meeting room. All the other expense items are equal to or reduced from the 2015 budget. Olson stated that if authorized, the Village can make a down payment of \$1,800 and order the 2016 Ford Utility Police Interceptor from Kunes Country Ford, Delavan, at this time for delivery in 2016, and the Village will save \$999 in rebates from Ford. Olson stated that the salary and benefit items for the Police Department are not yet certain due to ongoing discussions on proposals to address the lack of adequate part-time officer candidates and a desire to retain the current part-time officers. Olson stated that one proposal will be to retain the summer level wages the Village increased this past summer for the three part-time officers. Martin stated that there are other proposals also being discussed, but they have not yet been presented to the Protection Committee or the Human Resources Committee. Pappas asked when the increased hourly wage for the part-time officers was approved as the Village payroll resolution has not been amended to reflect a change for the part-time police officer wage levels. Martin stated that the increased hourly rate for the part-time officers was approved early in the summer after being discussed by staff, President Kenny and Protection Committee Chairman Dave Prudden; however, after hearing the question from Pappas, he realized that he forgot to have a payroll resolution amendment authorized by the Village Board. Kenny directed Martin to have the required payroll resolution amendment presented at the next monthly meeting of the Village Board.

Marek/Freytag 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the proposal to authorize the \$29,819 purchase of a 2016 Ford Utility Police Interceptor from Kunes Country Ford, Delavan, with a \$2,779 rebate from Ford if ordered by November 1, 2015, with an advanced payment of \$1,800, and with the balance due upon delivery in 2016. The MOTION carried without negative vote.

Martin stated that Fire and Rescue Department Chief Wolfgang Nitsch was not able to attend the meeting and the distributed preliminary budget sheets may be amended prior to the next committee meeting. A proposal to increase the funding for Paratech to supply two employees to be on duty at the Fontana Safety Building from 6:00 pm to 6:00 am while the new South Lakeshore Drive bridge is being constructed from October 15, 2015 to May 2016 was presented to the Protection Committee for a recommendation before being presented to the Village Board for consideration. Martin stated that if approved by the Village Board, the approximate \$125,000 in funding for the rest of this year could be added to the proposed borrowing from Walworth State Bank; and the funding for January through May 2016 would have to be added to the Fire and Rescue Department budget. During a discussion on the Paratech proposal, Pappas stated that the proposal does not address the increased response time that will be required for fire and rescue calls on the south side of the bridge during the day while the new bridge is being constructed; and he suggested that the department may want to station a second ambulance on the south side of the Village. Martin stated that the Fontana Fire and Rescue Department is part of mutual aid service agreement that includes other area departments that may have an extra ambulance, and he will talk to Chief Nitsch about the emergency response time during the day; however, the Protection Committee discussed the situation at its last monthly meeting and its recommendation will be presented to the Village Board. The Municipal Court budget calls for an allocation of \$10,245 for the purchase and licensing of a new FORS computer record management software program that will integrate with the new Police Department program. Martin stated that the Building and Zoning Department budget calls for an increase for education as recently rehired Assistant Building Administrator/Code Specialist Bridget McCarthy will have to complete some continuing education courses next year to keep remained licensed. Martin stated that the salary and benefits for the department also will have to be adjusted for next year as Building Inspector/Zoning Administrator Ron Nyman has decided to cut back to part-time in 2016, and McCarthy will be promoted to fulltime. Pappas stated that McCarthy was only approved for a part-time position and asked when a fulltime position had been approved. Martin stated that a fulltime position hasn't been approved, but that has been the plan following McCarthy's part-time hiring for the remainder of 2015. Martin stated that the Building and Zoning Department has been very busy and McCarthy has been doing an excellent job since being transferred from the Library back to the Building and Zoning Department. Martin stated that Nyman recently informed him that he would like to step up his retirement plan and cut back to part-time in 2016. In response to questions from Pappas, Martin stated that staff meets daily and planning for the future of the Building and Zoning Department staffing is ongoing, and any proposed salary or benefit change will be presented to the Human Resources Committee for a recommendation and the Village Board for final consideration. Martin stated that staff reviewed the preliminary Park Commission budget with Sarah Lobdell and Pappas, who sat in for out-of-town Park Commission Chairman Tom Whowell. Martin stated that the preliminary budget calls for \$50,000 for the green space management and landscaping services contract is currently out for bids. Vilona stated that the current contract had some areas removed, but the \$51,900 current fee was not reduced; and Martin stated that a couple areas that require grass cutting were removed from the RFP as they will be assigned to Public Works Department employees, so the bid for 2016 services likely will be less than \$51,900. Martin stated that there is \$10,000 in the preliminary budget for updating the Park and Open Space Plan, which expires in 2015; however, the Park Commission may be able to get the project completed for less if portions are completed by the Park Commission members and staff. There is not yet a total cost estimate for the proposal for a new bathroom in Pioneer Park. The Park Commission budget also calls for \$5,000 for video surveillance equipment for the beach and some new equipment for Little Foot Playground.

**Next Scheduled Meeting Date: October 15, 2015 – 2016 Budget Planning: Library, Public Works, Debt, Administration and Utility Budget**

Martin stated that the Fire and Rescue Department budget will be updated with Chief Nitsch and also presented at the next committee meeting; however, the Utility Budget may be delayed this year as it is not required to be published and approved with the General Fund and tax levy.

**Adjournment**

Sheyker/Marek 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:02 pm, and the motion carried without negative vote.

Minutes prepared by: Dennis Martin, 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: 10/15/2015