

**RESOLUTION NO. 02-08-16-02**

**VILLAGE OF FONTANA-ON-GENEVA RESOLUTION ESTABLISHING GUIDELINES FOR VILLAGE ATTORNEY AND MUNICIPAL COURT PROSECUTION MONTHLY BILLING AND CONTACT AUTHORIZATION POLICY**

**WHEREAS**, the Village Board upon recommendation from the Finance Committee for the Village of Fontana-on-Geneva Lake desires to establish guidelines for the Village attorney and Municipal Court prosecution monthly billing approval procedure; and

**WHEREAS**, the Board and Finance Committee desire to establish a policy that dictates when a village elected official or employee may contact the Village Attorney or Prosecuting attorney; and

**WHEREAS**, the Board and Finance Committee desire to seek “cost-not-to-exceed-and-timeframe proposals” for legal services related to future public works and infrastructure projects.

**NOW, THEREFORE**, the Village Board for the Village of Fontana-on-Geneva Lake do resolve as follows:

1. Village Board members shall only contact the Village Attorney outside of meetings and the Municipal Court Prosecuting Attorney after they have received authorization from the Village President or Administrator, or approval in the form of a Village Board motion.

2. The Village Board will only approve payment of monthly invoiced charges by the Village Attorney and Prosecuting Attorney for time spent in consultation with individual Village Board and staff members or with any other individual if the communication is authorized in advance as stated in Item No. 1.

3. The Village Attorney shall attend Village Board and Plan Commission meetings only when directed by the Village President or the Village Administrator.

4. The Village Board will seek proposals and individual agreements for a “cost-not-to-exceed” figure with an estimated timeframe for all future public works and infrastructure construction projects that are not currently underway or in the planning stages.

**PASSED AND ADOPTED** by the Village Board of the Village of Fontana-on-Geneva Lake, Walworth County, Wisconsin this 8<sup>th</sup> day of February, 2016.

VILLAGE BOARD FOR THE VILLAGE  
OF FONTANA-ON-GENEVA LAKE

By: \_\_\_\_\_

Patrick Kenny, Village President

Attest: \_\_\_\_\_

Theresa Loomer, Village Clerk