

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

(Official Minutes)

Finance Committee Monthly Meeting

March 20, 2014

The Finance Committee meeting was called to order by Chairman Pat Kenny at 6:00 pm on Thursday, March 20, 2014.

Members Present: Trustee Kenny, Arlene Patek, Rick McCue, Jim Feeney

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

General Business

Approve Minutes for Meetings Held January 30, 2014 and February 6, 2014

McCue/Patek 2nd made a MOTION to approve the minutes as submitted for the January 30, 2014 and February 6, 2014 meetings, and the MOTION carried without negative vote.

Monthly Review Items

Vilona has been preparing and reviewing the monthly financial statements. If there are items in particular that a committee members wants to address or review in greater detail, they should contact staff. McCue requested that the committee review the winter overtime hours. Martin stated that the Police Department and Utility Department annual overtime figures to date are on schedule with the budget; however, the Street Department is over budget because of the heavy snow volume and the timing of the snow storms this past winter. Feeney stated that despite the frequent and large snow storms, there could have been better overtime management of the snow plowing and he suggested that a written policy be established. Martin stated that there is a written policy and the Street Department is supposed to wait for the Police Department officer on duty to request the plow drivers be called in; and then only minimum plowing is supposed to be completed on holidays, weekends and non-workday hours. Martin stated that this was the first full winter season that the new Director of Streets was in charge, and when staff noted that the overtime was way over budget earlier in the new year, a meeting was held to discuss the situation and procedures. The committee directed staff to review the written snow plow policy and stated that Martin should monitor all overtime requests and call-in situations next winter. The committee members also suggested that the Public Works Committee and Village Board consider eliminating the free snow plowing services of private streets and driveways in the Village subdivisions, as the Village only has 17.97 miles of dedicated public streets. If the subdivision driveways and private roads are eliminated, total plowing hours and equipment maintenance and repair expenses can be reduced.

2013 Audit Report Update

Martin stated that Patrick Romenesko and his assistants completed the fieldwork at the Fontana Village Hall for the 2013 Audit in February; however, the final audit is not yet drafted. Martin stated that Romenesko indicated that the Village will be about \$250,000 over budget for 2013, mainly due to the non-budgeted contract for Paratech Ambulance EMS services, the buyout of former employee unused vacation and sick time, and DPW overtime expenses.

Village Insurance LWMMI Package Renewal Quote

The annual renewal quote for the 2014-15 policy year submitted by the League of Wisconsin Municipalities Mutual Insurance program for the Village's liability, Automobile Physical Damage, No-Fault Sewer, Property, Crime, and Public Officials Bond policies, and for the Fire Department's Accident and Health policy with Provident calls for a \$308 increase from the 2013-14 policy year. The total estimated premium for renewal is \$104,205, which is up 0.3 percent from the 2013-14 total premium of \$103,897. The committee recommended that that total property values not be increased by a blanket 2 percent this year, which would have cost an

additional \$250 for the property insurance policy. Martin stated that because of two worker's compensation claims this past year, next year's worker's compensation insurance policy rate will see a significant increase.

McCue/Feeney 2nd made a MOTION to recommend approval of the \$104,205 estimated premium for the 2014-15 League of Wisconsin Municipalities Mutual Insurance package as presented, and the MOTION carried without negative vote.

Ehlers Proposal for Investment Advisory Services

Kenneth Herdeman of Ehlers Investment Partners submitted a proposal to administer third party custodial accounts for the village's bond proceeds. Martin stated that Ehlers proposes to use a draw down schedule prepared by the Village staff to determine what investments to make with the Village's bond proceeds. Martin stated that Herdeman informed him that Ehlers invests the funds in government securities, CDs and other safe investments that are insured by the FDIC. The funds would be all liquid and also protected by the TD Ameritrade Asset Protection Guarantee program as well as the FDIC levels. In response to a question, Martin stated that Herdeman estimated that the village would make at least \$2,000 in interest, less the processing and service fees. The Finance Committee recommended that the Village Board consider the proposal, but also directed staff to meet with representatives of Walworth State Bank to determine if the Village can receive the same interest returns from the local bank.

Cellular Tower Proposals

Martin stated that he received proposals Wireless Capital Partners, LLC, and Blackdot to purchase the existing cellular tower lease the Village has with AT&T for \$90,000 to \$209,000 depending on the term of the proposals which range from 10 years to 50 years. The Village also received a cellular site lease conversion proposal from Unison, which calls for a payment of \$170,000 to \$190,000 to the village; however, any future new lease proceeds would be split between the Village and Unison. The Unison proposal also contains marketing services for attracting a new customer for the tower. Martin stated that AT&T is currently considering an expansion of its equipment on the cellular tower, which would enable the village to renegotiate the existing contract, which has a current fee of \$1,187 per month. The committee members also asked staff to contact other municipalities and provide more research at the next monthly meeting.

2014 Salary Resolution Review

Martin stated that the 2014 budget includes 1.66 percent raises for the fulltime non union employees, which was based on the CPI. The budget also includes a \$10,000 raise for Police Chief Steve Olson. Martin stated that as part of the human resources study and recommendation report prepared by Al Kaminski, there are new employee evaluation forms that will be used for considering future performance reviews and salary recommendations.

Feeney/Patek 2nd made a MOTION to recommend Village Board approval of the Resolution setting exempt salaried and hourly non union personnel rates for the 2014 calendar year as presented, and the MOTION carried without negative vote.

Next Meeting Date

The next monthly meeting was scheduled for Thursday, April 24, 2014 at 6:00 pm.

Adjournment

McCue/Feeney 2nd made a MOTION to adjourn the meeting at 6:50 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: 4/24/14