

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN

(Official Minutes)

**Finance Committee Meeting**

March 26, 2009

The monthly Finance committee meeting was called to order at 5:00pm on Thursday, March 26, 2009 by chairman, Patrick Kenny.

**Members Present:** Jim Feeney, Drew Gilchrist, Trustee Pat Kenny, Lou Loenneke (arrived at 5:13 pm) Rick McCue, Trustee Micki O'Connell, Arlene Patek

**Also Present:** Administrator/Treasurer Kelly Hayden-Staggs, Village Clerk Dennis Martin, Village President Arvid Petersen

**General Business**

**Cost Recovery Collection Policy**

Hayden-Staggs stated that the Village attorney's office reviewed the Village's current Cost Recovery ordinance and indicated the ordinance is in good shape. Hayden-Staggs stated that if legal and planning review fees are specified as "special charges" in the cost recovery and Village administrative chapters of the Municipal Code, delinquent invoices for those charges can be placed on tax bills for collection. Hayden-Staggs stated that the Village just needs to add a reference to Section 66.0627 of the Wisconsin statutes to the Cost Recovery ordinance and the term "special charges" to the cost recovery ordinance, Section 18-311, and the administrative chapter, Section 2-462.

McCue/Feeney 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the proposed amendments to Sections 2-462 and 18-311 of the Municipal Code to add reference to Section 66.0627 of the Wisconsin statutes and the term "special charges" for the Cost Recovery ordinance as presented, and the MOTION carried without negative vote. Lou Loenneke had not yet arrived at the meeting.

**2009 Utility Budget**

Hayden-Staggs stated that the only changes made to the initially distributed 2009 Utility Fund Budget was the addition of \$3,000 for the snow plow truck purchase and \$550,000 for a capacity reimbursement to the Fontana/Walworth Water Pollution Control Commission. Following discussion, the committee was in consensus that a sewer rate increase of 3 percent should be recommended this year. The committee directed Hayden-Staggs to adjust the projected revenue in the 2009 Utility Fund Budget with a 3 percent increase in the sewer rate, and to lower the proceeds from bonds accordingly. The utility budget calls for borrowing about \$1.2 to \$1.3 million.

McCue/Feeney 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the 2009 Utility Fund Budget as presented, with the exception that the projected revenue should be increased to reflect a 3 percent increase in the sewer rate and the proceeds from borrowing should be decreased to reflect the sewer rate increase. The MOTION carried without negative vote.

**Financial Control Policy for Combination of Administrator/Treasurer**

Hayden-Staggs stated that changes to Sections 2-62 and 2-459 that were directed at the January 22, 2009 Finance Committee meeting resulted in additional duties to the committee with regard to the review and approval of invoices, check registers and bank reconciliations. Hayden-Staggs stated that the area of concern cited by the Village auditor during his review of the financial

controls was the receipt and deposit of income. Hayden-Staggs stated that there are multiple employees who participate in the processing of mail and receipts; however, she wanted to make sure to inform the committee members of the one concern mentioned by the Village auditor after he reviewed the Village's financial control policy. Hayden-Staggs stated that the changes being presented for consideration are just a starting point, and if there are other suggested amendments, they can be presented at future meetings. The only change the committee directed to the ordinance amendment as presented was the addition of "or Village President" to item number 6 under Section 2-62.

Patek/Loenneke 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the proposed amendments to Sections 2-62 and 2-459 as presented, with the addition of "or Village President" to item number 6 in Section 2-62. The MOTION carried without negative vote.

### **Village Liability and Property Insurance Renewal Recommendation**

Martin presented the annual insurance renewal quote from the League of Wisconsin Municipalities Mutual Insurance Program that calls for a estimated \$3,186 decrease for the total premiums for the worker's compensation, general liability, public officials, police professional, auto liability, auto physical damage, no fault sewer, property, crime and volunteer firefighters policies. The property insurance premium was quoted at \$15,827 with no increase in the property values for the village's buildings. Following discussion, the Finance Committee recommended increasing the property values by 2 percent for the buildings, which will result in a \$15,981 premium for the property insurance policy. With the \$15,981 premium for the property insurance, the total estimated premium is \$101,646.12, which is about 3 percent lower than last year's estimated total premium of \$104,678.12. The total premiums are estimated because of the worker's compensation policy, which is subject to a year-end state audit. The worker's compensation premium is estimated to be 11 percent lower than last year because the Village's Experience Modification factor went down from 1.18 to .94. The Village's insurance provider, R&R Insurance, indicated that the Village is not deficient in any areas with its current coverage. Feeny/McCue 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the insurance policy renewal quote as presented by the League of Wisconsin Municipalities Mutual Insurance Program, with an estimated total premium of \$101,646.12 to reflect a 2 percent increase in the property values of the Village buildings. The MOTION carried without negative vote.

### **Next Meeting Date**

The committee directed Martin to schedule the next meeting for Thursday, April 23, 2009 beginning at 5:00 pm.

### **Adjournment**

McCue/Loenneke 2<sup>nd</sup> made a MOTION to adjourn the finance committee meeting at 5:48 pm, and the motion carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

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: 04/23/09