

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

**(Official Minutes)**

**Finance Committee Meeting**

May 30, 2013

The Finance Committee meeting was called to order at 6:00 pm on Thursday, May 30, 2013 by Chairman Patrick Kenny.

**Members Present:** Trustee Kenny, Arlene Patek, Scott Vilona, Michael Sheyker, Drew Gilchrist

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

**Also Present:** Administrator/Treasurer Kelly Hayden, Village Clerk Dennis Martin, Trustee Rick Pappas

**General Business**

**Approve Minutes for Meeting Held April 18, 2013**

Sheyker/Patek 2<sup>nd</sup> made a MOTION to approve the minutes as submitted for the April 18, 2013 meeting, and the MOTION carried without negative vote.

**Monthly Review Items**

Scott Vilona reviewed the March and April 2013 payables and other reports which were distributed and emailed. Vilona stated that he had one question on the Blackstone Landscaping invoice payments, and Hayden replied that she will get the information to Vilona after the meeting. Kenny stated that the Room Tax report shows the year is off to a good start through March. Hayden stated that one of the engineering expenses listed on the monthly report that showed an increase is for the Abbey Springs standpipe project. Hayden stated that prior to the commencement of construction on the new standpipe, more surveying work will have to be completed for the easement negotiations and for site review. There also will be more legal expenses for finalizing the necessary easements for the new water main.

Vilona/Sheyker 2<sup>nd</sup> made a MOTION to acknowledge the receipt of the reports and to place them on file for the annual audit. The MOTION carried without negative vote.

**Quarterly Budget Review**

Hayden distributed the first quarter budget review reports. Hayden stated that the revenue budget for the village moorings may be less than anticipated this year because there are still five open buoys to lease. The committee discussed the possibility of leasing the buoys to Gordy's, Jerry's or to Kevin Kirkland for weekend rentals if full-season tenants can't be attracted. Pappas asked if the Finance Committee members would be interested in pursuing the exchange of some of the current buoys for new slips, maybe on an existing pier or possibly on a newly installed pier. A discussion followed on the Lakefront Committee's preliminary research with the DNR about the possibility of exchanging existing buoys for pier slips. Hayden stated that the rest of the revenue projections are pretty much on pace through the first quarter of the year. As far as expenses, Hayden stated that the Police Department education reimbursement budget will be exceeded because of additional courses that were completed by Officer Goetsch and Sgt. Cates. One other account that is currently high is the snow and ice account and the associated salt expense. Hayden stated that the bid for the Shabbona Drive reconstruction project was well below budget, but the project just started. Another account that is currently over budget is the unemployment insurance expense because of the resignation of a former DPW crew member. The committee then discussed the monthly invoice for the village attorney and came to the consensus that calls to the Village attorney by Village Board members should be authorized by at least one other Village Board member. Kenny stated that at least two Village Board members have to sign to call for

special meeting or for a Closed Session, so it would make sense that at least two members should authorize contacting the Village attorney prior to generating the additional expenses. Gilchrist stated that the Finance Committee should suggest that a policy be implemented and that the Village attorney list the name of the person who contacted him on the monthly invoice reports. Sheyker/Patek 2<sup>nd</sup> made a MOTION to recommend that all billable hours for the Village attorney generated by Village Board members have to be authorized by two members of the Village Board prior to contacting the Village attorney. The MOTION carried without negative vote.

### **Bonding Versus Notes for 2013 Projects**

Hayden stated that the Village will not have to bond to cover the first phase of the Shabbona Drive reconstruction project as there is cash available to cover the anticipated expenses. Hayden stated that when the second phase of the construction commences later in the summer, the village will have to bring in some money. Hayden stated that it is uncertain how far along the Abbey Springs standpipe project will be and if the village will need to cover construction expenses later in the summer and fall. Hayden stated that if the village does not need a significant amount, then bonding administration expenses can be avoided by borrowing the necessary funds straight from a local bank. More information will be presented at the next committee meeting.

### **Review of 2012 Bonding Expenses**

Hayden distributed a current spreadsheet on the allocation of the \$4 million that was bonded last year. Following discussion on the engineering costs for the construction projects, the Finance Committee members reached the consensus that the Finance Committee and DPW Street Department Lead Man Ron Adams should review the village engineer pay request reports prior to Village Board consideration for approval.

### **Audit Report 2012**

Hayden stated that the preliminary audit was submitted; however, Auditor Patrick Romenesko was still making a final review of the report and there were going to be some minor corrections made prior to presentation at the June 3, 2013 Village Board meeting. Hayden stated that the audit would be available on Monday prior to the meeting, and hard copies can be provided to committee members if desired.

### **PNC Banking**

Hayden stated that PNC Bank, Lake Geneva, will be submitting a quote for the utility account funds and on-demand deposits, and it should be ready to present at the next monthly meeting.

### **Next Meeting Date**

The next meeting was scheduled for Thursday, June 20, 2013 beginning at 6:00 pm.

### **Adjournment**

Sheyker/Vilona 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:52 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: 7/1/2013