

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)**

MONTHLY MEETING of the FINANCE COMMITTEE

Thursday, August 26, 2010

Chairman Patrick Kenny called the monthly meeting of the Finance Committee to order at 5:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Finance Committee members present: Chairman Pat Kenny, Jim Feeny, Rick McCue, Mike Sheyker, Drew Gilchrist, Lou Loenneke

Finance Committee member absent: Arlene Patek

Also present: Administrator/Treasurer Kelly Hayden, Clerk Dennis Martin, Trustee Micki O'Connell, Director of Public Works Craig Workman

General Business

Approve Minutes for Meeting August 2, 2010

Feeny/Sheyker 2nd made a MOTION to approve the minutes as submitted for the meeting held August 2, 2010, and the MOTION carried without negative vote.

Monthly Review Items

The payables and bank reconciliation reports, revenue/expense statements, balance sheets, vendor report, payroll overtime report, cash flow statements and room tax comparisons were emailed and/or distributed to the members, and reviewed by McCue, Sheyker and Feeny. Sheyker stated that he read that First Banking Center has been ordered by the federal government to raise more capital. Hayden stated that the Village currently has its Utility Department checking and savings accounts and the municipal court funds deposited at First Banking Center. Loenneke stated that First Banking Center has 60 days to raise the capital or sell. Hayden stated that the Village could consider transferring all the municipal funds to Walworth State Bank or another area bank; however, the item was not on the agenda. Hayden stated that the Village Board meets Tuesday, September 7, 2010 and the transfer could be approved by the Village Board with an informal recommendation from the Finance Committee. O'Connell stated that she agreed that the funds should be transferred out of First Banking Center because of the financial situation. The committee directed Hayden to contact Village Auditor Patrick Romenesko and solicit a recommendation for the Village Board to consider at its September 7, 2010 meeting. O'Connell stated that she was concerned about the overtime expenditures to date and she thought that overtime was cut from this year's budget. Hayden stated that overtime was greatly diminished in this year's budget, but there is no way to completely eliminate it. Hayden stated that the overtime expenditures to date are in line with the current budget. Hayden stated that Processing Clerk Karen Dieter recently prepared a spreadsheet on overtime that she will redistribute. A lengthy discussion ensued on overtime duties during the summer season and the related parameters of the union contracts. A multi-year review of the Abbey room tax for 2005 through July 2010 was distributed. Hayden stated that the \$60,850 figure for July 2010 is an estimate. Gilchrist/Loenneke 2nd made a MOTION to acknowledge the receipt of the reports and to place them on file for the audit, and the MOTION carried without negative vote.

Breakdown of Duties for Public Works Weekend Overtime Hours

Workman was requested to provide a breakdown of the Utility Department duties that are required on Saturdays and Sundays. Workman stated that on Sundays, Tom Westphal typically works and it takes him about two hours to take readings and perform other monitoring duties at the Village's 12 lift stations and four wells. On Saturdays, Dennis Barr typically works and there are more required tasks to be completed at all four wells, including checking and recording flow numbers, performing draw down tests and chlorination work, and completing maintenance projects. Workman stated that there is also similar work required at the 12 lift stations on Saturdays. Workman stated that some of the Saturday work could be moved to Sundays, but the current breakdown allows the Village to keep

the Sunday hours down to a total of two. Workman stated that some work orders are also completed on Saturdays as well, because of the seasonal and weekend residents. Feeney asked why the Village does not just stick to completing work orders on Fridays and don't allow weekend requests. Loenneke asked if the property owners are charged for work orders. Workman stated that there is a charge for all work orders and it is at a higher rate on weekends. Feeney stated that because of the tough economic times the Village is experiencing, the Village may have to stop allowing work orders to be completed on weekends. Gilchrist stated that the Village could raise the fee for weekends. Hayden stated that to raise the fees would take an application to the PSC. Workman stated that the Utility Department employees are working with the village to keep the overtime to a minimum; however, the current union contract does call for up to 16 hours of overtime on weekends, and the department is averaging about six hours this year. Workman stated that the Utility Department employees are making some concessions and being very efficient on weekend days. Workman stated that the Street Department employees also work weekend hours from Memorial Day to Labor Day, including raking and cleaning the beach and beach house every morning, and picking up trash and garbage in the parks. Workman stated that the park bathrooms also are cleaned on weekend days through Labor Day.

2011 Budget Schedule

Hayden stated that the schedule presented last month has not been changed. McCue stated that if the department heads are not ready to present their preliminary budgets when scheduled, the meetings will be a waste of time. Hayden stated that the department heads will be reminded that the budgeting process is commencing earlier this year than in the past. Feeney stated that he thinks it's a bad idea to budget up to \$100,000 for rewriting Chapters 17 and 18 of the Municipal Code when Village staff members could address whatever concerns there are with the existing code.

Quarterly Reviews

Hayden stated that the quarterly reviews were not scheduled with the department heads because the 2011 budgeting process is about to commence and the discussions will include a review of this year's budget. The revenue and expenditure reports through the meeting date were distributed.

Single Audit for Federal Recovery Funds Received

Hayden stated that a single audit will be required this year and next year for the federal grant funds the Village of Fontana received. The federal government requires an audit if a municipality receives in excess of \$500,000 in federal grant funds. Hayden stated that Patrick Romenesko can complete the audit for \$2,500, which would be allocated from the Utility Budget because the grant funds are for the wastewater treatment facility plant improvement project.

Feeney/Sheyker 2nd made a MOTION to approve the single audit for federal recovery funds received by the Village of Fontana to be completed by Patrick Romenesko for \$2,500. The MOTION carried without negative vote.

Next Meeting Date

The committee directed Martin to schedule the next meeting for Thursday, September 9, 2010 beginning at 6:00 pm.

Adjournment

Loenneke/McCue 2nd made a MOTION to adjourn the monthly meeting of the Finance Committee at 6:59 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis 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: 9/30/10