



# VILLAGE OF WILLIAMS BAY

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## **OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE MONDAY, DECEMBER 16, 2020 AT 6:30 PM VIA TELECONFERENCE**

### **Call to Order**

Meeting was called to order by Chairman Parker at 6:30pm

### **Roll Call**

Trustees Parker, D'Alessandro and Wright.

Also Present: President Duncan, Trustees McMannamy, Vlach and Umans, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Rowland and Village Attorney Schroeder.

### **Meeting Minutes**

D'Alessandro/Wright motion to approve meeting minutes of November 16, 2020. Unanimously carried.

### **GLLEA Request for Reimbursement**

The Committee reviewed GLLEA request for reimbursement in the amount of \$3,900 for an air conditioner/heater system they had installed at the lakefront building in July 2019. Discussion was held regarding the lease terms for building improvements. Schroeder stated that the lease states that GLLEA is responsible for the maintenance of the heating and air conditioning units but does not address if the Village is responsible for reimbursing them for upgrades made to the system. After further discussion it was the consensus of the Committee to provide a reimbursement for 50% of their request.

D'Alessandro/Wright motion to recommend Village Board approval of reimbursement of 50% or \$1,950 to GLLEA for the air conditioner/heater system. Unanimously carried.

### **Dog Park Proposal at Lions Park**

Discussion was held regarding the proposed dog park at Lions Field House. Parker stated that the 2021 budget included a cost of \$39,200 for fencing. Parker reviewed the memo provided by the Village Treasurer regarding public bidding process for public construction projects over \$25,000. Parker stated that if the Village was to utilize the recommended vendor it would need to follow the state statutes and be bid out which would incur an approximate additional cost of \$3,000 for engineering services. Rowland stated that based on these requirements, they will recommend the Village Board approve the vendor who provided a proposal in the amount of \$24,900. Further discussion was held regarding the recommended permit fees to utilize the dog park. Discussion was held about how entrance to the dog park would be monitored and enforced to verify that the permit fee was paid. It was the consensus of

the Committee to not charge a fee for use of the dog park. Wright/Parker motion to recommend the Village Board not charge permit fees for the dog park. Unanimously carried.

#### **CivcClerk Proposal**

The Committee reviewed the memo from the Village Clerk regarding a proposal from CivcClerk for an agenda and meeting management software in the amount of \$4,500 for 2021 and annual recurring services in the amount of \$3,000 in 2022.

#### **Accounting Assistance Letter of Engagement**

Parker reviewed the accounting assistance proposal from Baker Tilly. Parker stated Baker Tilly will provide assistance with audit workpapers and audit journal entries for the 2020 audit and thereafter they will be done by the Village Treasurer. The cost for services will be billed for time incurred and will range from \$10,000 to \$25,000. D'Alessandro/Wright motion to recommend Village Board approval of Baker Tilly's Accounting Assistance Letter of Engagement. Unanimously carried.

#### **Bank Reconciliation Assistance Letter of Engagement**

Parker reviewed the bank reconciliation assistance proposal from Baker Tilly. Parker stated that due to the staff shortages that have occurred in the Village Hall office the Treasurer has been filling in with other duties and needs assistance with bank reconciliations due to challenges from the software conversion. It is anticipated that this will be the last year assistance will be needed. The cost for services will be billed for time and will not exceed \$8,000. D'Alessandro/Wright motion to recommend Village Board approval of Baker Tilly's Bank Reconciliation Assistance Letter of Engagement. Unanimously carried.

#### **Development Agreement for Storm Water/Surface Water Drainage System**

Discussion was held regarding the development agreement for storm water/surface water drainage system between the Michael Rutkowski, Miller Morgan Co and the Village of Williams Bay for parcel WCP 00002 (Parcel 1) and WCP2 00001 (Parcel 2). The agreement states that Michael Rutkowski agrees to install, furnish and provide adequate facilities for storm and surface water drainage from Parcel 1 to Parcel 2. Rutkowski is responsible for provide an irrevocable letter of credit or a certified check prior to the commencement of construction in the amount of \$30,000. Rutkowski will also be responsible for reimbursing the Village for any engineering or legal costs. Wright/D'Alessandro motion to recommend Village Board approval of the Development Agreement for Storm Water/Surface Water Drainage System. Unanimously carried.

Parker/D'Alessandro motion to convene in closed session at 7:45pm pursuant to the exemption contained in section 19.85(1)(e) of the Wisconsin Statutes for the purpose of conducting other specified public business whenever competitive or bargaining reasons and pursuant to Wis. Stats. § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and require a closed session.

- Proposed contract for Building Inspection Services
- Administrative Staff Compensation
- Resolution to Approve wages

Roll Call Vote: Parker-Aye, D'Alessandro-Aye, Wright-Aye. Unanimously carried.

Parker/D'Alessandro motion to reconvene into open session at 8:07pm.

D'Alessandro/Wright motion to recommend Village Board approval of the following items:

- 1) Direct the Interim Administrator to draft a resolution providing for a \$5,000 bonus to the Clerk and Treasurer for the significant additional work they provided due to vacancies in the Village Hall.
- 2) Hold off on action of Proposed contract for Building Inspection Services until the 1<sup>st</sup> Committee meeting in January 2021.
- 3) Direct the Interim Administrator to prepare a listing of employees and wages and provide to the Village Board; no resolution needed as done in the previous years.

Unanimously carried.

### **Adjourn**

D'Alessandro/Wright motion to adjourn at 8:09pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

*These are not official minutes until approved by the Finance & Personnel Committee*