

TOWN OF LODI
TOWN BOARD MEETING MINUTES
APRIL 24, 2018

1. **Call to order & roll call:** Meeting called to order at 6:00 p.m. by Chairman Marx. Board members present: Tom Marx, James Brooks, James Bechen, Brian Henry, Jon Plumer. Also present: Andrea Jansen (Baker Tilly Virchow Krause), Bev Lochner, Peter Lindblat (Lodi Enterprise), John Albers, Roger Osegard, Roberta Arnold, Connie Sears, Josh Brodeur, John Pickle, Jr., Bobby Annen (Fire Chief, Lodi Area Fire Dept.), Dan Markart (Captain, Lodi Area Fire Dept.)
2. **Pledge of Allegiance:** Lead by Chairman Marx
3. **Citizen Input:** none
4. **John Albers (Arkansaw, WI) Roger Osegard (retired Duran, WI Assistant Fire Chief) re high-capacity pumps:** Marx – a couple months ago Roberta Arnold suggested a high-capacity well/pump in Okee to provide water for fighting fires. John Pickle, Jr. gave me the name of John Albers as having knowledge of this subject, and he brought along Roger Osegard this evening.

Albers - most municipalities have municipal water that supplies fire hydrants, and many bill the local fire department for the water at a huge cost. Many have not upgraded their water systems to standards for current firefighting equipment. But in areas like this where there are residential areas without water service, water is obtained for firefighting by pumping it from local lakes, rivers, ponds, etc...., which is cumbersome and risks running sand through the firefighting pumps which can cause damage and expensive repairs.

When you start thinking about putting in a rural firefighting water supply the first thing to consider is the cost. (1) Geology affects how the well has to be drilled, developed and cased and at what depth; (2) drilling wells can be expensive and not easy to do in all areas; well drillers get information from the State of WI for areas they are drilling in before they start; (3) what is the capacity you will need; (4) having a central location is optimal, but will depend upon whether the central location is a good area to drill; (5) access, ability for firefighting trucks to be able to get to and from the well using current roads. The best way to proceed is to determine the feasibility of doing this, you need to gather all the information and costs needed. Then determine the best location. Finally, find a competent well driller. Not all well drillers can drill for these kinds of wells, which required 14-16" casings, that is large equipment. Most important is work with closely your local Fire Chief to make sure you're putting a system in that will work with their equipment. When it comes to choosing a pump, I am a great proponent of submersible pumps so that there's no chance of them freezing up in the winter. Power to the pump can come from local electric provider, a generator, or a turbine. You also have to determine whether you want the water to be potable or not. Another thing to consider is how are you going to fill the fire trucks. The most important thing to consider is shelter for the pump operator, especially during bad weather. Even a space heater in the pump house is helpful, but snow has around the pump house has to be kept cleared away. 85% of firefighters in the U.S. are volunteers, and to do everything to support them is an honor. Having a high-capacity well lowers insurance rates of homes in the area served. In some years there'll be very little usage, and you'll wonder why the expense, but then when it's needed that question will be answered.

Bechen – what mistakes do you know of that we could avoid? Albers – not getting all the information before you decide. Not thinking about what the cold weather could do to the system. The most dangerous part of

having a top-of-the-truck fill is turning the pump on when the firefighter is on top of the truck holding the hose. I won't start the pump until the firefighter is off the truck. The power is too much for someone to hold the hose.

Marx – would you be able to give us a ballpark range for a system? Albers – I'm thinking a good guess would be around \$40,000 - \$100,000.

Pickle – if you put something like this in in an area surrounded by many private wells, what impact would this have on those wells? Albers – none, this isn't something that would be run long enough to affect local wells. These wells are deep enough that they are not at the same level as private wells are at.

Albers – you have to get a permit from the State of WI to put in these type of well, but the state has a separate category that allows these for firefighting.

Osegard - I was with the Duran Fire Dept. for 22 years (population 2,300). They provide firefighting services for 10 towns and the City of Duran. That's why we needed resources for water outside of the City of Duran; in fact, there are times when we'd fight a fire in the City of Duran and be getting water from outside the City and bringing it into the City.

Brodeur – 2 of our pumps in Okee already are 3-stages, just FYI

Albers – (left and returned) – you DO have 3-phase power here.

5. 2017 Audit Reports presentation by Andrea Jansen (CPA, CFE, Senior Manager) with Baker Tilly Virchow Krause LLP: Jansen – thank you for continuing to allow Baker Tilly Virchow Krause to be your auditor. SEE ATTACHMENT A (at end of minutes – pages 8-9).

Jansen - the General Fund Balance information is what banks will look at when loaning money. Your % of Operating Expenditures at 21.25% is healthy. The GFOA recommended range for % of operating expenditures is no less than 2 months of GF operating expenditures). The legal debt limit allowed by the state is 5%, yours is at only .31%. The Net Income (Loss) of -\$51,379 over budget includes two 2018 checks (totaling \$38,642) being accidentally printed with the date of 12/31/17 instead of 01/03/18 (the date they were mailed) and thus showing in 2017 financials (but will be moved to 2018 financials); therefore, the actual 2017 amount over budget is \$12,737. The Town could choose to go into a modified accrual basis of accounting, which would solve the end of year/beginning of year issues. On page 1 of the "Communication to those charged with governance and management" reports issues we're required to report in the negative but does not allow positive reporting. A lot of these issues can not be addressed with a staff of only 1 full time and 1-part time office staff. The only way to avoid these negative reports is by having a staff of 5 or more doing the financials, which is not feasible. Marx – we have a help wanted ad out for a part-time person with financial experience that would take over much of the financials, working with Goeske to divide those duties.

Jansen - always feel free to contact us if you have any questions throughout the year. We are currently encouraging our clients to update to GASB standards, which would require inventory of all your capital assets, your roads, etc.... The debit card policy is a new thing for 2017, make sure all employees that use those debit cards sign that agreement, and that there is oversight on the usage.

6. Parcel 11022-247: Certified Survey Map to creating 4 lots. Located in Section 8 between Rapp & Summerville Park Roads, north of Okee Conservation Park, owned by Smith Revocable Trust, c/o Larry Smith:

Documents not received to-date from Smith's attorney. *Bechen/Plumer motion to table until our May 31, 2018 meeting; MC 5-0.*

7. Rezones & Certified Survey Map re: 83.26-acre Parcel 11022-637.01: Rezone 30.67 acres from A-1 Agricultural to A-1 Agricultural w/48.26 acres in A-4 Overlay and Rezone the remaining 4.33 acres from A-1 Agricultural to RR-1 Rural Residential. Located in Section 29, Town 10N, Range 8E @ W11641 Reynolds Road; Lodi, WI 53555. Owned by Patrick A. & Beverly L. Lochner, W11798 Reynolds Road; Lodi, WI 53555:

Marx – the Plan Commission made a recommendation for approval of these rezones and certified survey map took action on this at their April 10, 2018 meeting, with the following motions: *“Pfister/Robbins motion to approve Certified Survey Map with the 3 conditions outlined in the Schrum 4/9/18 staff report added to it; MC 5-0.”* And *“Bechen/Marx motion to approve rezone as outlined in the 02/16/18 Columbia County Planning & Zoning Dept. Summary Report: Lochner Rezone as follows “ 4.33-acre lot rezoned to RR-1 Rural Residence, 30.7-acres south of that will be restricted from further residential development with the application of the addition A-4 Agricultural Overlay zoning on top of the A-1 it is currently zoned. The 30.7 acres for this restriction is in the 78.96-acre remnant lot with the pre-existing residence and accessory structures. That 78.98-acres will remain zoned A-1 Agriculture; MC 5-0.”*

The recommendations in the 04/09/18 Staff Report from Town Engineer Dan Schrum w/Town Attorney Larry Bechler are as follows: (1) The applicant must draft a Declaration of Covenants, Conditions and Restrictions setting forth the details of what is allowed in the A-4 Agricultural Overlay area; (2) The CSM include the dedication of 33' of Reynolds Road right-of-way; (3) the CSM include an easement to comply with Town Ordinance Section 5.11(i)(4)

(a) Public Input: none

(b) Town Board discussion/action: *Bechen/Plumer motion to approve Certified Survey Map contingent upon the 3 recommendations in the 04/09/18 staff report are complied with before Marx/Goeske sign the CSM; MC 5-0.*

Bechen/Brooks motion to approve rezone motion to approve rezone as outlined in the 02/16/18 Columbia County Planning & Zoning Dept. Summary Report: Lochner Rezone as follows “ 4.33-acre lot rezoned to RR-1 Rural Residence, 30.7-acres south of that will be restricted from further residential development with the application of the addition A-4 Agricultural Overlay zoning on top of the A-1 it is currently zoned. The 30.7 acres for this restriction is located in the 78.96-acre remnant lot with the pre-existing residence and accessory structures. That 78.98-acres will remain zoned A-1 Agriculture; MC 5-0. Contingent upon the 3 recommendations in the 04/09/18 Staff Report are complied with; MC 5-0.

8. WSS 174.05 re: Dog license tax (3) Additional Tax ... “...if the governing body of any county, town, village or city increases the minimum tax (dog license fee), it shall provide that the tax for unneutered male dogs and unsprayed female dogs is greater than the tax for neutered male dogs and spayed female dogs”: Town resident Peggy Benson (also Clerk for the Town of Arlington) brought this to our attention. Marx – we need to look into this. Bechen – we could keep the fee at \$10 for spayed/neutered and raise the fee for non-spayed/neutered. Marx – I will check with Atty. Bechler and this will be on a future agenda item.

9. Proposal #2032 from Lanzendorf Excavation & Landscape for Transfer Site compost area improvement: Marx – this was brought in by Transfer Site Supervisor Rick Waugh and put on my desk. We have been in the past year or so dealing with expenses at the Transfer Site that were not budgeted for, and been going over budget. This was not budgeted for in 2018. Plumer – I think things like this need to be planned of time and budgeted for. Marx – I noticed on this proposal a fee of \$100/hour x 6 hours for a skid steer – when we have our own skid steer at the Transfer Site.

Brooks/Henry motion to table this proposal until next budgeting process; MC 4-1 (Bechen – no).

10. St. Patrick's Catholic Church use of Transfer Site for brush from their cemetery on CTH J: Marx – we do have town residents who own property in the town with no homes on them, and they are not allowed to use the Transfer Site. These residents would like to be able to bring brush into the Transfer Site but can't. That is the same that would be brought in from this cemetery. Plumer – I'd be upset if I owned vacant property in the town and couldn't bring brush from my property to the Transfer Site. So, I believe that they should be able to bring in brush from this cemetery. Brooks – if it's the church IN the City of Lodi that owns this cemetery then shouldn't they be taking the brush/trash back to their dumpster (or to the City of Lodi's brush collection site). Marx – I want to be fair and not differentiate between vacant property owners that pay taxes not being able to use the Transfer Site and a cemetery that is tax exempt using or not using the Transfer Site. Bechen – the church that owns this could put in a dumpster at the cemetery like the cemetery in the City of Lodi does. Brooks – I don't want to say no to a church, but I don't want to set a precedent. Plumer – I can see both arguments. Henry – I agree, and what about if the cemetery would start bringing in trash besides brush. Arnold – the church has a dumpster in the City, so they can use that.

Plumer/Brooks motion to deny the church using the Transfer Site; MC 5-0.

11. Okee Schoolhouse - winter months: Bechen – I think we seriously need to consider winterizing and closing the Okee Schoolhouse from November 1 – April 1. It's costing way too much to provide heat and electric for a building that was only used 3 times during the months of November 2017 through March 2018, which is the average winter usage. Follow-up: the total cost for heat & electric November 2016 – March 2017 was \$564 and for November 2017 – March 2018 it was \$596.

Plumer/Bechen motion we winterize and close the Okee Schoolhouse from November 1 – March 31; MC 5-0.

12. Operator Licenses: Sierra Jiran (Lucky's & Smokey Hollow); Jamie Nobis (Lucky's):
Bechen/Brooks motion to approve; MC 5-0.

13. Chairman appointments:

- (a) **Plan Commission:** Reappointing Kris Krause, Tom Marx, James Bechen, and appointing James Layne (to fill position currently held by James Matras)
- (b) **Park Commission:** Reappointing Nancy Mitchell
- (c) **Fire Commission:** Reappointing Matt Davies
- (d) **EMS Commission:** Reappointing Jon Plumer

Plumer/Bechen motion to approve above appointments; MC 5-0.

14. Chairman Reports: (1) Digital speed monitoring sign was installed on Fair Street today by James Brooks and I; (2) the LAFD did a burn at Wildenberg Park. Brooks – but didn't do all we wanted done, so they will be coming back. Brooks – the LAFD will be coming next week to do the burn needed here at the Town Hall; (3) a resident informed (with pictures) of damage done by the Columbia County snow plow during last week's snow; I have informed CCHD that I want the damage repaired at no cost to the town; (4) the drainage work needed at the home next to the HGBP caused by the roadwork done will be done soon, I will be working with the new owner of that home; (5) the possible building permit violation near the Fleming home (brought up at the 04/17/18 Annual Town Meeting) has been passed on to the Building Inspector; (6) the CCHD Spring Meeting is tomorrow morning at 10:00 a.m., I will be attending; (6) we have the sign out in front of the building, do we possibly want to use that design for letterhead, address labels, etc....? Bechen – future agenda item

15. Clerk-Treasurer Reports:

(a) Town Board meeting minutes of March 27, 2018: technical difficulties in bringing up the minutes taken, will wait until our IT person can rescue them from the “cloud”.

Bechen/Plumer motion to table until next meeting; MC 5-0

(b) 2018 Revenues vs. Expenditures as of April 20, 2018: Brooks – I'm told that the LAFD and EMS is audited every year as part of the City's annual audit. Goeske – not that I've ever known about, the last time there was a formal audit the monies for that were paid additionally (budgeted).

Bechen – why is our audit \$3,494 over budget? Marx – the auditor explained that they spent more time this year and did some additional work.

Bechen – why is our QuickBooks payroll fee so high? Marx – because payroll is still being done through Paychex, not set up in QuickBooks to-date.

Bechen – what about the issue of the expense of our Animal Control Officer trapping cats and taking them up to CCHS? Marx – I can just call him and tell him to discontinue this, as our ordinances don't cover cats as strays.

(c) Payment of Bills: *Bechen/Brooks motion to approve ACH 2018-16 plus Checks #22121 through #22164 totaling \$37,594.92; MC 5-0.*

Brooks – is there any way to reduce the cost we pay for streetlights (average of _____/month)? Goeske – a few years ago we were told that Alliant had to replace all streetlights with LED lights in 2018; haven't heard of that's really going to happen. Bechen – LED lights would cost us about \$25,000-\$30,000; and save about \$800/month. Goeske – I'll see if I can find out if the replacements are going to happen this year.

Bechen – Stander's has increased our monthly porta-potty costs by over 30% with no notice. I will be talking to the owner, Marc Hamilton, about when and for how long we'll be putting them in the parks this year. Plumer – could we buy our own and pay to have them pumped?

(d) 2018 Building Permits:

ISSUE DATE	# 18-	OWNER(S) AND/OR CONTRACTOR	SITE ADDRESS	PROJECT COST	PROJECT DESCRIPTION
01/04/18	01	DENNIS & MARY HARRIS	W11533 Island View	25,000	finish basement
01/04/18	02	JACK JOHNSON	N2715 Cross	500	service upgrade
01/15/18	03	GREGORY SCHMITZ	W11550 Demyck	5,000	shed
01/15/18	04	JOE FOBES/VICKIE NICHOLS	W11514 Demyck	125,000	new home
01/15/18	05	JOE FOBES/VICKIE NICHOLS	W11514 Demyck	0	raze home
01/16/18	06	DENNIS & KAREN NEFF	N2847 Demyck	30,000	kitchen/bath remodel
01/22/18	07	STEVEN DICK	N2106 Back Forty	15,000	garage electrical
01/24/18	08	KATIE LARRABEE-LANE	N1434 Fair	20,000	raze garage/new garage
01/29/18	09	TYLER HAARKLAU/KIMBERLY LEHR	W10906 Lakeview	1,500	garage electrical
01/30/18	10	GREGORY SCHMITZ	W11550 Lakeview	2,500	basement elec/plumb
02/13/18	11	GERALD & DONNA WRZESZCZ	N2507 Rapp	800	electrical repairs
02/13/18	12	KYLE & AMANDA PASKEY	W9797 CTH K	35,000	garage/electric
02/28/18	13	PAUL & DIANE LARSON	W11064 N. Lake Point	80,000	detached garage
02/28/18	14	DUSTIN ALVERAZ	N2715 Cross	15,000	interior remodel
03/05/18	15	DEREK & DEANN DREGER	W10933 Arbor Valley	1,000	add garage door openings
03/07/18	16	SCOTT BOLICK/BRITTANY LOTHE	W11395 CTH V	25,000	basement remodel
03/13/18	17	THOMAS & RUTH THIELKE	W11545 Island View	9,000	elevator shaft modification
03/13/18	18	BILL GROVES (FRANCIS GROVES TRUST)	W11373 CTH J	1,000	electric service upgrade
03/15/18	19	TOM & LUCY JASINSKI	N2859 N. Lake Point	625,000	new home
03/15/18	20	CHRIS & NICOLE JUNE	W11043 Deer Run	287,000	new home
03/26/18	21	COLUMBIA COUNTY HIGHWAY DEPT.	W11698 CTH V	0	raze home
03/29/18	22	TOM DUNN & JANE ZAVORAL	N1533 Pleasant Valley	54,415	swimming pool
03/29/18	23	THOMAS & LUCY JASINSKI	N2859 N. Lake Point	0	raze home
03/20/18	24	ARTHUR & MARY BAUMAN	N2782 N. Lake Point	1,000	electric upgrade
04/05/18	25	STEVEN CRAMER	W10486 STH 60	95,000	ag storage building
04/10/18	26	JAMES SAWYER	W10595 River	2,620	fence
04/16/18	27	TED & JANE POELMA	N2815 Demyck		bath remodel
04/16/18	28	TONY GALLAGHER	W11527 CTH V		finish basement
04/16/18	29	BEN & JESSICA STREET	W11619 Demyck	15,000	deck
04/18/18	30	JEFF & ANDREA SIMMONS	W11614 Demyck	30,000	finish lower level

YEAR-TO-DATE: 1,501,335

(e) **2018 Animal Control Officer Log:** none

(f) **Communications:** none

16. Commissions/Committees/Districts/Departments:

(a) **Plan Commission (Marx/Bechen):** Meeting held on April 10th re: Lochner Parcel 637.01 rezones & certified survey map, Gallagher Parcel 267.B preliminary review of plan to divide parcel, Ordinance 2018-02 Erosion Control and Ordinance 2018-03 Storm Water Management.

(b) **Park Commission (Bechen):** March 21, 2018 & April 9, 2018 meeting minutes received; on file. April 18th meeting was cancelled due to 7" of snow, rescheduled for April 25th.

(c) **Any other commission/committee/district/department reports:** 02/14/18 Harmony Grove Lake Protection & Rehabilitation District meeting minutes received; on file.

17. Upcoming May meeting date(s):

Plan Commission – May 8th

Special Primary Election – May 15th

Park Commission – May 16th

Town Board – May 31st

Board of Review (only to adjourn to a later date) – May 31st.

18. Future agenda item(s): town logo; town official bank;

19. Adjourn: *Bechen/Plumer motion to adjourn at 8:55 p.m.; MC 5-0.*

April D. Goeske

Clerk-Treasurer

APPROVED

ATTACHMENT A

Town of Lodi

Presentation to the Town Board - April 24, 2018

Presented by: Baker Tilly Virchow Krause, LLP

Andrea Jansen, CPA, CFE, Senior Manager

andrea.jansen@bakertilly.com

GENERAL FUND BALANCE

Details of General Fund Balance

Undesignated

	2017	2016
	207,525	297,472

Analysis of General Fund Balance

	2017	2016
Undesignated Fund Balance	207,525	297,472
Operating Expenditures	977,271	999,634
% of Operating Expenditures	21.24%	29.76%

GFOA recommended range for % of operating expenditures is no less than 2 months of GF operating expenditures (~16%-17%).

GENERAL OBLIGATION DEBT

Total General Obligation Debt

	2017	2016
	76,248	127,366

G.O. Debt Capacity

	24,421,760	22,615,155
--	------------	------------

% of Debt Limit Used

	0.31%	0.56%
--	-------	-------

GENERAL FUND REVENUE AND EXPENDITURES AND OTHER FINANCING SOURCES/USES

Revenues and Other Financing Sources

	2017	2016
Taxes	682,236	686,878
Intergovernmental	141,042	138,300
Regulation and Compliance	69,852	65,618
Public Charges for Services	37,361	43,386
Investment Income & Miscellaneous	<u>24,945</u>	<u>18,715</u>

Total		<u>955,436</u>	<u>952,897</u>
	Budget:	929,033	1,005,777
Expenditures and Other Financing Uses			
General Government		200,924	189,189
Public Safety		155,901	206,602
Public Works		492,784	527,049
Leisure Activities		67,417	57,712
Conservation and Development		26,968	13,537
Health and Social Services		5,772	5,545
Capital Outlay		27,505	-
Transfers Out		<u>29,544</u>	<u>80,000</u>
Total		<u>1,006,815</u>	<u>1,079,634</u>
	Budget:	929,033	1,011,940
			-
Net income (loss)		<u>(51,379)</u>	<u>(126,737)</u>

Actual data was derived from current and prior years audited financial statements

This communication is intended solely for the information and use of management, the board, and others within the organization, and is not intended to be, and should not be, used by anyone other than the specified parties.