



TOWN OF LODI
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TOWN BOARD
James Brooks, Chairman
Chad Wolter, Supervisor 1
Tom Marx, Supervisor 2
Marc Hamilton, Supervisor 3
Karla Faust, Supervisor 4

**SPECIAL TOWN BOARD MEETING MINUTES
JULY 22, 2021**

1. Call to Order:

- a.** Roll Call: Board Members Present - James Brooks, Chad Wolter, Thomas Marx, Marc Hamilton. Board Members Absent – Marc Hamilton. Administrative Staff Present - Atty. William Morgan
- b.** Declaration a Quorum Is Present: Chairman Brooks declared a quorum present at 6:01 p.m.

2. Discussion and consideration of filling of Town Clerk's position on temporary and permanent basis: Brooks – as of 7/31 we will have NO Town Clerk. So, we need to somehow hire someone temporarily and/or start a hiring process.

Faust/Marx motion to advertise a help wanted ad for a permanent full-time Town Clerk; MC 4-0.

Marx – so that people know why we're having to do this – our Deputy Clerk had indicated she would accept the full-time Clerk position, but she notified us recently (w/< 2 weeks' notice) that she will not be accepting that position.

Faust – what is the plan, what are our options for a temporary Town Clerk? Wolter (to Atty. Morgan) – what are the legal ramifications of not having a Clerk? Morgan – in such cases where there is not a Clerk the Town Board can appoint someone temporarily under 60.30(5). Brooks – we thought were set with our current Deputy Clerk taking the Clerk position, but that is not the case now. Faust – is there an option of hiring from a temp agency? Brooks – I don't know; but there are a few people I'd like to reach out to that might help us until we can hire someone, and these people are already Clerk's. Morgan – the Town Board could authorize hiring someone temporarily. Wolter – so we could authorize the Town Chairman to hire someone temporarily with or without a contract? Morgan – yes, it should be brought to the board before that person is hired, with or without a contract. Marx – if we do proceed in that direction my recommendation would be that we don't allow that person access to the financials for the town. Morgan – if they are working the Clerk position temporarily or permanently, they still need to be bonded and oath sworn. Faust – the Treasurer position is still posted, though the application deadline has passed. I have reached out to someone I know who an account/bookkeeper is and might be able to help us until we hire a Treasurer.

Wolter/Faust motion to give the Town Chairman authority to hire someone to act as a temporary bonded/sworn in Clerk or office help; MC 4-0.

Marx – at what hourly rate? Does he need to come back to the board to get approval. Faust – I think all board members should refer names to Brooks for an interim Clerk or office help and then come back to the Board for approval/hiring.

Marx – I do think with all of us coming to Brooks with names and suggestions, Brooks should be able to narrow down the list with his expertise in the position and make a recommendation.

SEE ATTACHMENTS A & B (pages 4 through 11) at end of minutes

3. Town Clerk job description: Brooks – I took the description provided by Goeske and tweaked it a little bit. We can go through it here now, or the board can authorize what I have.

Faust/Marx motion to take currently provided job description (Attachment A) and post the job; MC 4-0.

Brooks – are we going to include any salary in the job notice, or just post salary based on qualifications? Wolter – I'd say the later. Marx – I suggest it also be listed in WisJobs to get the widest notice out.

4. Discussion and consideration of filling of Town Treasurer's position on temporary basis (SEE ATTACHMENT B): Brooks – we did not receive any applications for the current want ad for full-time Treasurer position, I think we need to extend the deadline for applications "until filled". It's currently on the Wisconsin Towns Association website, Wisconsin Municipal Clerk's Association website, the Town of Lodi website, the Town of Lodi website, and the Town of Lodi Facebook page. Marx – this should go on the WisJobs also. Brooks – possibly the Wisconsin State Journal also.

Brooks – I talked to our auditor Kerber Rose, and they have sent us a proposal to serve as a temporary Treasurer for us. Faust – I have an excellent person I'll be asking if they could help us out temporarily. Brooks – the proposal from Kerber Rose is for a Clerk-Treasurer, I'll have to see what adjustments would have to be made for just a Clerk and/or just a Treasurer. Faust – I think the possibility of using Kerber Rose for both positions would be a plus, hiring people who would know what we need rather than hiring otherwise.

Morgan – if they are the town's auditor then they can't be the town's clerk and/or treasurer, so you'd have to find another auditor. Marx – the proposal looks only to include Treasurer duties, not Clerk. Marx – when do we want to meet again to follow up on all this? Brooks – how long does everyone need to talk to the people they have in mind? Karla – I've already talked to several people about both positions. I leave on vacation next Wednesday and return on Sunday. I've also talked to some college students who could possibly help out for a month. I will reach back out to some of them. If we need to meet again, I can meet next Tuesday. Marx – so we should set hourly wage(s) for all temporary positions. Marx – could we make a motion tonight to hire the person Faust has in mind to fill in as temporary Treasurer? Morgan – yes, within parameters.

Marx/Wolter motion to have Faust reach out to her person, and if that person is interested in temporary Treasurer, the name be forwarded to Brooks to be hired at a limit of 10 hours/week @ \$30.00/hour; MC 4-0.

5. **Discussion and consideration of temporary hours of operation for Town Hall:** Brooks – I have talked with Public Works Director Brian Ecklor, and he is willing to come into the office to help out, in between his other duties, and that afternoons would be best. Faust – is that in the best interest for the town to pull Ecklor away from his regular duties, which at this time of year run around 60 hours/week?

Marx/Faust motion that in order to temporarily staff the town hall, that any board member who knows of person or people interested in temporarily helping in the office they should pass those names to Brooks for hiring, maximum of up to 40 hours/week (one or more persons totaling) @ \$18/hour, through the end of August, unless extended; MC 4-0.

6. **Closed Session per WSS 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." Re: Clerk/Treasurer

a. **Motion to adjourn to Closed Session:** *Marx/Wolter motion to adjourn to closed session at 7:03 p.m. MC 4-0.*

b. **Motion to return to Open Session:** *Wolter/Marx motion to adjourn to closed session at 7:44 p.m. MC 5-0.*

c. **Any action on Closed Session:** no action taken

7. **Adjourn:** *Marx/Wolter motion to adjourn @ 7:45 p.m.; MC 5-0.*

*April D. Goeske
Clerk-Treasurer*

**TOWN OF LODI
POSITION DESCRIPTION**

Title: Clerk

Department: Administrative

I. GENERAL PURPOSE.

Performs a variety of administrative, routine and complex clerical functions in accordance with State Statutes and municipal ordinances, directs and coordinates town records, administers elections and election training as required by State Statutes, assists with budget preparation and budget monitoring, assists with expenditures and revenues, required to attend all meetings of the Town Board and to keep the official records of proceedings, attend committee and commission meetings as necessary, responsible for the custody and maintenance of all papers and records of the Town as required by State Statutes, performs a variety of responsible administrative duties in the overall operation of the Clerk's Office and Town, plays a major role in communications with the general public, Town Board and the various operating departments, gather, interpret, and prepare data for studies, reports and recommendations, administer oath of office to public officials and employees.

II. REPORTING RELATIONSHIPS.

Reports directly to the Town Chairman and the Town Board (which are also the Personnel Committee).

III. ESSENTIAL DUTIES AND RESPONSIBILITIES.

A. Illustrative Listing. The following are illustrative of the essential duties and responsibilities of the position.

This listing is intended to describe the general duties of the work performed by the Clerk-Treasurer. This is not a detailed or complete listing of all duties and responsibilities. The Clerk-Treasurer shall be required to perform any other duties assigned and keep up on current laws and changes affecting Municipal Government.

Primary Duties

1. Serves as Records Custodian of official Town records and public documents; performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Town certification; catalogs and files all Town records.
2. Administers oath of office to elected public officials

3. Elections: Administers, coordinates, supervises and conducts elections; and supervises the maintenance of voter registration lists (State Voter Registration System) and provides Election training as required by State Statutes.
 - a. post and publish Type A, B, C, D & E notices for all elections
 - b. notify county clerk of number of ballots needed
 - c. create election worker schedule
 - d. order election supplies and signage
 - e. create and edit testing for machines.
 - f. public test of election equipment prior to each election
 - g. access labels for absentee ballots
 - h. check and update poll lists
 - i. set up polling room for election
 - j. print poll lists
 - k. pick up and deliver election supplies/records to county clerk before and after each election
 - l. maintain absentee ballot log
 - m. maintain paperwork before and after elections
 - n. deliver paperwork to school, sanitary and lake protection districts after elections
 - o. Board of Canvass the Friday after each election
 - p. keep updated on election law changes
 - q. keep updated on all Election Manuals
4. Attends regular and special Town board meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes in proper legislative terminology, indexing and filing for the public record; distributes information as requested. Attends committee and commission meetings as necessary.
5. Manages and supervises preparation and distribution of agenda, materials, minutes and records of meetings.
6. Manages and supervises the filing of ordinances and resolutions of the Town Board and codification of ordinances into the municipal code.
7. Manages and supervises the updating of the Employment Policy Handbook and job descriptions as needed.
8. Manages and supervises the preparation and advertising of meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
9. Manages and supervises the issuance of municipal licenses and permits, including intoxicating liquors, fermented malt beverages, tobacco products, operator etc... in accordance with applicable Town ordinances and other regulations, and processing of applications for annual alcohol, and cigarette license renewals and issuance of the same, filing all state required report.
10. Manages and supervises insurance policies, including premium allocation, risk of exposure, insurance audits, obtains Certificate of Insurance from vendors and contractors, claim filing including Workman's Compensation and Short-Term Disability claims, oversees insurance policies such as health insurance, dental insurance, and life insurance and processing of employee deductions.
11. Manages and supervises the preparation of special assessment bills (300+), files, liens, collection of assessments and prepares unpaid assessments for inclusion in the tax roll.

12. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
13. Provides professional input to Town Board members; makes presentations to board members, committees, commissions, civic groups and the general public, prepares reports for council meetings as directed.
14. Assist with monitoring of revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Assists with receiving receipts, records and deposits all monies paid to the Town.
15. Serves as secretary for conducting the Board of Review.
16. Manages and supervises record maintenance and collection of mobile home taxes and parking permit fees for Mobile Home Parks.
17. Manages and supervises employee personnel records.
18. Responsible for purchasing of office supplies and office equipment as needed.
19. Provide public records and information to citizens, media, and other agencies as requested, and permitted by law.
20. Manage and supervise the application for and scheduling before Plan Commission, Public Hearing & Town Board for rezones, variances, conditional use permits, and certified surveys.
21. Manage and supervise the issuance of dog license, maintain dog owner list, submit dog list to county annually, reconcile collections and collection settlement with county and process delinquent dog license for collection.
22. Assist Columbia County Highway and other roadwork contractors with roadwork schedules and plans.
23. Manage and supervise census process every 10 years, complete forms, determine voting wards, and all related information items including yearly reporting.
24. Manage and supervise incoming and outgoing mail.
25. Manage and supervise Town website, making necessary changes and updates.
26. Maintain regular computer updates and maintenance.
27. Manage and supervise updating and posting of state and federal labor poster requirements at the workplace.
28. Manage and supervise the process of property annexations into the Town or out of the Town, paperwork and meetings required and the filing of necessary paperwork with the Secretary of State, Register of Deeds, taxing jurisdictions and all utilities.

IV. PERIPHERAL DUTIES.

1. Attend seminars, professional meetings and workshops related to Clerk duties and responsibilities along with issues affecting current laws and changes for municipal government including any state and federal mandated training.
2. Provide training for Election Inspectors and Chief Election Inspectors per State Statutes.
3. First contact on many complaints and issues with residents. Directs customers to appropriate department for assistance. Maintain good relations in all contacts with the general public. Provide assistance with customers visiting the Town Hall.
4. Assists in the preparation of ordinances and resolutions as directed.

5. Accept claims for damages and other legal papers served on the Town.
6. Serves as Notary Public.
7. Recommend or suggest ideas for improving the health, safety, welfare, effectiveness and efficiency of the Town.
8. Confers and maintains good relations with other employees and elected or appointed officials of the town.
9. Responsible for implementation of all board rulings which require administrative implementation, or where the Town President and/or board has directed him/her to act.
10. Assist the Town Board or committee(s).

V. DESIRED MINIMUM QUALIFICATIONS.

A. Education. Possession of a high school diploma is required. Completion of a standard high school course and post high school courses in business and computer technology or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the job. A degree in business management, records management, accounting, public administration or a closely related field desired.

B. Experience. Any equivalent combination of education and progressively responsible experience, with additional work experience including administrative/management skills.

C. Necessary Knowledge, Skills and Abilities.

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures. Some knowledge of accounting principles and practices.
2. Knowledge of state laws, municipal government, administration, budgeting and governmental accounting.
3. Ability to draft correspondence, board minutes, etc.
4. Ability to follow instructions, both oral and written.
5. Skill in operation of listed tools and equipment.
6. Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
7. Ability to hold a flexible working schedule, travel for required meetings, training, seminars, and conferences in and out of town.
8. Ability to perform mathematical computations accurately and quickly.
9. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize, supervise clerical workers and assigned staff, perform work responsibly with independence and discretion and meet deadlines.

VI. SPECIAL REQUIREMENTS.

1. Must be bondable.
2. Valid State Driver's License or ability to obtain one.

- 3. Notary public certification within six (6) months.

VII. TOOLS AND EQUIPMENT USED.

Computer including word processing, data base, spreadsheet, internet, e-mail and scanning software; calculator; phone; copy machine; fax machine; typewriter; and other standard office equipment. Touch screen vote system and vote tabulator.

ATTACHMENT B
TOWN OF LODI
POSITION DESCRIPTION
Title: Treasurer

Department: Administrative

I. GENERAL PURPOSE.

Performs a variety of accounting, routine and complex financial functions in accordance with State Statutes and municipal ordinances, directs and coordinates purchasing, directs and coordinates payroll and all related records, maintains financial statements and reports as required by State Statutes, budget preparation and budget monitoring, coordinates expenditures and revenue accounts, required to attend Town Board meetings if requested, maintain financial records of the Town as required by State Statutes, plays a role in communications relating to financials with the general public, Town Board and the various operating departments, gather, interpret, and prepare data for studies, reports and recommendations.

II. REPORTING RELATIONSHIPS.

Reports directly to the Town Chairman and the Town Board (which are also the Personnel Committee).

III. ESSENTIAL DUTIES AND RESPONSIBILITIES.

A. Illustrative Listing. The following are illustrative of the essential duties and responsibilities of the position.

This listing is intended to describe the general duties of the work performed by the Treasurer. This is not a detailed or complete listing of all duties and responsibilities. The Treasurer shall be required to perform any other duties assigned and keep up on current laws and changes affecting Municipal Government.

PRIMARY DUTIES

1. Serve as Records Custodian of official Town financials records and documents.
2. Manages Town's investment portfolio, cash flow, bank deposits, borrowing, monthly balance sheet and bank statement reconciliation.
3. Manages and supervises the preparation of special assessment bills (300+), files, liens, collection of assessments and prepares unpaid assessments for inclusion in the tax roll.
4. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
5. Provides professional financial input to Town Board members; makes presentations to board members, committees, commissions, civic groups and the general public, prepares reports for council meetings as directed.
6. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Conducts oversight administration of receiving receipts, records and deposits all monies paid to the Town.
7. Manages and supervises the preparation of the tax roll including calculating the Town mill rate, special assessments and charges carried onto the tax roll and all related Town and state reports including TID reports, Statement of Assessment, Statement of Taxes, receives tax roll and tax bills from county, mails same out, works with Assessor to update the assessment roll as necessary, reviews assessment roll for Open Book Review, member and serves as secretary for conducting the Board of Review, receives and records tax collections, distributes proportionate share of collections to taxing units and makes settlement with county and receives and records delinquent personnel property tax collections.
8. Process tax exempt property forms and reports
9. Manages and supervises record maintenance and collection of mobile home taxes and parking permit fees for Mobile Home Parks.
10. Manages and supervises payroll, withholding reports, pension allocations, expenses, deductions, W-2's.
11. Manages and supervises billing of all accounts receivable, such as fire call rebills, legal cost rebills, engineering rebills, building inspector rebills, ordinance violation fine bills, mailing out same, collections, receipting, interim billing, past due accounts, bills carried onto the tax roll and customer inquiries.
12. Responsible for purchasing of office supplies and office equipment as needed.
13. Work with auditors to plan, prepare and gather documents and reconciliations for annual audit and Public Service Report.
14. Prepare and process 1099 Misc. forms for 1099 vendors year end.
15. Manage and supervise accounts payable functions including obtaining purchase orders and account numbers, processing checks, reports and mailing of same. Obtain form W-9 from all vendors.
16. Manage and supervise receipts, reconciling receipts to cash, processing, and maintaining accounts receivable records and perform necessary follow-up on collections including small claims court filing and representation. Bill and collect miscellaneous payments due Town and process payments.

17. Provide public records relating to financials and information to citizens, media, and other agencies as requested, and permitted by law.
18. Manage and supervise reconciling general ledger and closing and balancing of books on a monthly and yearly basis.
19. Manage and supervise dog licenses relating to county semi-annual reports, reconcile collections and collection settlement with county and process delinquent dog license for collections.
20. Manage and supervise updating and posting of state and federal labor poster requirements at the workplace.

PERIPHERAL DUTIES.

1. Attend seminars, professional meetings and workshops related to Treasurer duties and responsibilities along with issues affecting current laws and changes for municipal government including any state and federal mandated training.
2. First contact on many complaints and issues with residents relating to financials. Maintain good relations in all contacts with the general public. Provide assistance relating to financials with customers visiting the Town Hall.
3. Recommend or suggest ideas for improving financial effectiveness and efficiency of the Town.
4. Confers and maintains good relations with other employees and elected or appointed officials of the town.
5. Responsible for implementation of all board rulings which require administrative implementation, or where the Town President and/or board has directed him/her to act.
6. Assist the Town Board or committee(s).

IV. DESIRED MINIMUM QUALIFICATIONS.

A. Education. Possession of a high school diploma is required. Completion of a standard high school course and post high school courses in business and computer technology or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the job. A degree in business management, records management, accounting, public administration or a closely related field desired.

B. Experience. Any equivalent combination of education and progressively responsible experience, with additional work experience including administrative/management skills.

C. Necessary Knowledge, Skills and Abilities.

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures. Some knowledge of accounting principles and practices.
2. Knowledge of state laws, municipal government, administration, budgeting and governmental accounting.
3. Ability to draft correspondence.
4. Ability to follow instructions, both oral and written.

5. Skill in operation of listed tools and equipment.
6. Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
7. Ability to hold a flexible working schedule, travel for required meetings, training, seminars, and conferences in and out of town.
8. Ability to perform mathematical computations accurately and quickly.
9. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize, supervise clerical workers and assigned staff, perform work responsibly with independence and discretion and meet deadlines.

V. SPECIAL REQUIREMENTS.

1. Must be bondable.
2. Valid State Driver's License or ability to obtain one.

VI. TOOLS AND EQUIPMENT USED.

Computer including word processing, data base, spreadsheet, internet, e-mail and scanning software; calculator; phone; copy machine; fax machine; typewriter; and other standard office equipment.