



**PLEASE TAKE NOTICE** that there will be a City of Lodi Common Council meeting held on Tuesday, June 5, 2018 at 7:00 pm in the Council Room, City Hall, 130 South Main Street, Lodi, WI.

**Common Council Agenda**

1. Call To Order And Roll Call
2. Pledge Of Allegiance
3. Public Input
4. Business Items

4.a. Approve The Minutes Of The May 15, 2018 Common Council Meeting

Documents:

[5-15-18.PDF](#)

4.b. Resolution 18-48 Establishing A Credit Card Policy

Documents:

[RESOLUTION 18-48 ESTABLISHING A CREDIT CARD POLICY.PDF](#)

4.c. Resolution 18-49 Appointing Council Members To A Standing Committee

Documents:

[RESOLUTION 18-49 APPOINTING COUNCIL MEMBERS TO A STANDING COMMITTEE.PDF](#)

4.d. Budget Timeline Discussion

- 2018 Timeline for the 2019 Budget

Documents:

[BUDGET TIMELINE 2019.PDF](#)

4.e. July 2018 Common Council Meeting Date

5. Motion To Adjourn

Agendas may change up to twenty-four hours prior to the commencement of the meeting.

Posted: \_\_\_\_\_

By: \_\_\_\_\_

**City of Lodi Common Council Meeting  
Minutes of May 15, 2018**

Present: Ness, Tonn, Miller, Groves Lloyd, Heckel, Stevenson, Hansen  
Staff: Julie Ostrander, Jennifer Sweeney  
Also Present: Dan Colton

Mayor Ness called the meeting to order at 7:00 p.m. in the Pacesetters Program Room at the Lodi Woman's Club Public Library, 130 Lodi Street, Lodi WI.

Common Council Roll Call: Tonn-aye, Miller-aye, Groves Lloyd-aye, Heckel-aye, Stevenson-aye, Hansen-aye.

The Pledge of Allegiance was recited.

Public Input: None.

**Business Items:**

**Consent Agenda**

Motion by (Groves Lloyd/Heckel) to approve the minutes of May 1, 2018 and the April 2018 City Payroll. Motion carried.

**Resolution 18-45 To Grant Class B Liquor and Fermented Malt Beverages Licenses**

Motion by (Stevenson/Hansen) to approve Resolution 18-45 to Grant Class B Liquor and Fermented Malt Beverages Licenses. Motion carried.

No violations were reported that preclude granting the applicants Class B liquor and fermented malt beverages licenses. Groves Lloyd abstained from voting due to her familial connection to one of the applicants.

**Resolution 18-46 To Grant Class A Intoxicating Liquor and Fermented Malt Beverages Licenses**

Motion by (Miller/Groves Lloyd) to approve Resolution 18-46 to Grant Class A Intoxicating Liquor and Fermented Malt Beverage Licenses. Motion carried.

**Resolution 18-47 Approving a Certified Survey Map (Lochner)**

Motion by (Stevenson/ Groves Lloyd) to approve Resolution 18-47 Approving a Certified Survey Map (Lochner). Motion carried 6- ayes; 0- nays.

Stevenson reported that this certified survey map came through the Plan Commission. This property is outside of the city limits; however, the city must approve the certified survey map due to extraterritorial jurisdiction. The Town of Lodi has already approved the document.

**S-129 An Ordinance Rezoning Lands Annexed under Ordinance S-128**

Motion by (Stevenson/Groves Lloyd) to approve S-129 An Ordinance Rezoning Lands Annexed Under Ordinance S-128. Motion carried on a roll call vote: Miller-aye, Groves Lloyd-aye, Heckel-aye, Stevenson-aye, Hansen-aye, Tonn-aye.

Mayor Ness explained this land is being rezoned as R-1 since it was temporarily zoned as A Agricultural Holding when it was annexed into the city.

**A-519 An Ordinance Revising Ch. 30-1 Meetings and Ch. 30-3 Committees**

Motion by (Stevenson/Groves Lloyd) to approve A-519 An Ordinance Revising Ch. 30-1 Meetings and Ch. 30-3 Committees. Motion carried on a roll call vote: Groves Lloyd-aye, Heckel-aye, Stevenson-aye, Hansen-aye, Tonn-aye, Miller-aye.

This ordinance amendment combines the Human Resources and Finance Committees. Additionally, the amendment reduces the number of Common Council meeting to one meeting per month. Instead, special meetings can be held if a secondary meeting is necessary. The Committee and Council will begin this new schedule in June. City staff will send out a revised Committee schedule once it is decided upon.

Motion by (Groves Lloyd/Heckel) to adjourn. Motion carried. Meeting adjourned at 7:33 p.m.

Minutes by Jennifer Sweeney, Management Analyst

These minutes have not been approved and are subject to change or correction.

**Resolution 18-48**

**Establishing a Credit Card Policy**

**WHEREAS**, the City of Lodi issues credit cards as a customary and economical business practice to improve cash management, increase efficiency, and reduce costs; and,

**WHEREAS**, the use of credit cards also increases accountability when acquiring official purchases; and,

**WHEREAS**, a credit card policy assists in controlling purchases and outlines permissible uses for all employees of the City of Lodi.

**NOW THEREFORE BE IT RESOLVED** that the City of Lodi Credit Card Policy as depicted in Exhibit A is hereby adopted.

Adopted by the Common Council of the City of Lodi, Wisconsin this 6<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
James W. Ness, Mayor

Attest: \_\_\_\_\_  
Lanette Mayberry, Deputy City Clerk

**CITY OF LODI  
CREDIT CARD POLICY  
CARDHOLDER AGREEMENT**

**GENERAL INFORMATION:**

The purpose of this policy is to establish rules and regulations governing the use of City-issued credit cards provided to authorized personnel; in order to make purchase of goods and/or services for day to day needs for the City of Lodi business.

**PROGRAM OVERVIEW:**

The use of credit cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency and accountability when acquiring official purchases. The use of credit cards for City purchases is to be carefully controlled and for use specifically as outlined in this policy.

**DEFINITIONS:**

**Vendor:** A company from which a cardholder is purchasing goods and/or services under the provisions of this procedure.

**Cardholder:** Personnel who have been issued credit cards and who are authorized to make purchases in accordance with these procedures.

**Approving Supervisor:** The person responsible for reviewing and approving a cardholder's monthly statement.

**Purchase limit:** A dollar amount limitation of purchasing authority delegated to a cardholder.

**Card:** \_\_\_\_\_

**RECEIVING A CREDIT CARD:**

Department heads may request personnel to be cardholders by returning the application to the Treasurer with the Director of Administrator's approval.

The proposed Cardholder shall be issued a copy of this procedure and shall be required to sign it. This agreement indicates that the cardholder understands the procedure and responsibilities of possessing a Credit Card for the City of Lodi. The enrollment form indicates all information needed to obtain a credit card for the City of Lodi.

The Treasurer will maintain all records of credit card requests, cardholder enrollment information and lost/stolen/destroyed card information.

**AUTHORIZED CREDIT CARD USE:**

The credit card that the Cardholder receives has his/her name embossed on it and shall be used only by the cardholder. **No other person is authorized to use that card.** The cardholder is

authorized to make transactions on behalf of others in his/her department for official purchases only. However, the Cardholder is ultimately responsible for all use of his/her card.

Use of the credit card shall be limited to the following conditions:

- The total value of a good or service shall not exceed the cardholder's purchase limit.

**UNAUTHORIZED CREDIT CARD USE:**

The credit card issued by the City of Lodi shall not be used for the following:

Cash Advances  
Nonbusiness/Personal items  
Personal Services  
Temporary labor

**NOTE:** A cardholder who makes unauthorized purchases or carelessly uses the credit card shall be liable for the total dollar amount of such unauthorized purchases plus any administrative fee charges by the bank in connection with the misuse; and will be subject to appropriate disciplinary action. (see Card Security - Page 3)

A cardholder who discovers unauthorized purchases on their credit card, whether through their fault or through no fault of their own (ie: identity theft) shall immediately disclose those purchases to their supervisor. Cardholder will not be held responsible for unauthorized purchases where cardholder was not at fault and immediately reported the unauthorized charges.

**MAKING A PURCHASE:**

Ask the vendor for a discount when appropriate. Indicate our tax exempt status and provide that number.

Make sure items ordered for delivery are delivered to the Cardholder to ensure all relevant documents/invoices needed are obtained to verify purchases.

If making a purchase in person, again make sure proper receipts are retained as proof of purchase. Such documentation will be needed to verify purchases listed and attached to the monthly statement for payment. Before signing for the purchase, verify that the amount is correct and the quantity of items is listed. These procedures protect both you and the City.

When making Internet purchases print a copy of the transaction and maintain for your records to verify and attach to your monthly statement.

**REVIEW OF MONTHLY STATEMENT:**

At the end of each billing cycle, the Cardholder will receive a monthly statement of account that will list all transactions for that period.

The Cardholder will check each transaction listed against his/her receipts, shipping documents or printed pages for Internet purchases; to verify accuracy of the monthly statement.

The original sales documents, (packing slip, invoice, cash register tape, credit card slips, printed pages for Internet purchases) must be attached to a copy of the monthly statement. This is critical to enable audit substantiation. If this routine is not adhered to, the credit card will be revoked.

After this process review, the Cardholder shall sign off on the statement indicating agreement with the charges on the statement and that all receipts provided are correct, attached and coded. The department head/supervisor must also sign off on all monthly statements for all employees of his department holding credit cards; thereby verifying that all charges were valid, purchases have been received or services performed as stated. Please complete this process within 5 working days after receipt of the statement and submit to the Treasurer for payment.

If the Cardholder does not have the documentation of a transaction listed on the monthly statement, he/she must attach an explanation that includes a description and purpose of the items purchased, date of purchase, vendor's name and reason for lacking the proper supporting documentation. The Approving Supervisor will review/approve the explanation and reprimand accordingly. This should be the exception in rare cases and not a habitual practice by the Cardholder.

Make sure that if you have receipts that are not listed on the monthly statement, you retain those receipts for the next billing cycle. Likewise, make sure that all credits which should be applied to your card are accounted for within 60 days. **DO NOT ACCEPT CASH AS A REFUND FOR ANY RETURNED ITEMS.** Of course, the best way to have returned items credited, is to put the amount back onto the credit card. This should be requested by the Cardholder as the first choice of credit application.

Merchandise Returns – If an item is not satisfactory, received damaged and/or defective, is a duplicate order etc., the Cardholder should make contact with the vendor to explain the problem and begin/complete the return policy. Once the item is returned, make sure you maintain appropriate documentation for your monthly statement verification. It is the responsibility of the Cardholder to complete the return/credit process and to settle any disputes with Vendors that may arise.

### **CARD SECURITY:**

It is the Cardholder's responsibility to safeguard the credit card and account number. The Cardholder must not allow anyone to use his/her account number. A violation of this trust will result in the Cardholder having their card withdrawn and disciplinary action.

If the card is lost or stolen, the Cardholder is responsible for immediately contacting the bank or Credit Card Company at the number provided for that purpose. This number is usually located on the statement. After placing this call he/she shall call their Supervisor as well as notify the Treasurer of the loss. If this occurs on a weekend or after hours, leave a voicemail message on your supervisor's phone as well as that of the Treasurer. A new card will be promptly issued after the reported loss or theft. Should the Cardholder then find the card at a later date; it will be turned in to the Treasurer to be destroyed. Do not attempt to use a credit card that has previously been reported lost or stolen.

**CARDHOLDER SEPARATION:**

Prior to leaving your position with the City of Lodi, the Cardholder will surrender the credit card and all receipts/documentation to his/her Supervisor. It is then the Supervisor’s responsibility to reconcile the next statement with receipts provided.

Remember, the use of a credit card is a privilege and results in City of Lodi liability, not your personal liability. Your credit rating will not be affected. However remember that by signing this agreement with the City you commit to using the credit card responsibly and solely for the use of City of Lodi authorized purchases; and that you will adhere to the policies set forth by the City of Lodi.

AUTHORIZATION	
Employee Signature	Approving Manager Signature
Employee Printed Name	Manager Printed Name
Date	Date



**RESOLUTION 18-49**

**Appointing Council Members to a Standing Committee**

**WHEREAS**, the Mayor nominates members of the Common Council to standing committees subject to approval by the Common Council; and

**WHEREAS**, Ordinance A-519 combines the Finance Committee and Human Resources Committee to form the Finance and Human Resources Committee; and

**WHEREAS**, the current Finance Committee and Human Resources Committee members' terms are to expire May 1, 2019; and

**WHEREAS**, the Mayor indicated reassignment of Alders to the newly formed committee is desirable.

**NOW, THEREFORE BE IT RESOLVED** the terms of the members of the separate Finance Committee and Human Resource Committee are dissolved and the following are appointed to the combined Finance and Human Resources Committee for a one-year term to commence May 1, 2018:

- Alders Heckel, Miller, Hansen, Stevenson, Tonn, Groves Lloyd

Adopted this 5<sup>th</sup> day of June, 2018 by the Common Council of the City of Lodi, Wisconsin.

\_\_\_\_\_  
James W. Ness, Mayor

Attest: \_\_\_\_\_  
Lanette Mayberry, Deputy City Clerk



## City of Lodi 2019 Budget Process

Tax-funded budgets must be adopted by November 30 and utility budgets must be adopted by December 31 of each year in order to comply with adopted budget policy.

Any funds supported by property tax revenues (General Fund, Capital Projects Fund, Library Fund, and Debt Service Fund) must be adopted by the end of November so that property tax information can be provided to the County Clerk for inclusion on the tax bill.

The Mayor works with staff to prepare an Executive Budget for all budgeted funds.

The Electric, Water, and Wastewater Executive Budgets are provided to the Utility Commission for review and recommendation to Council for adoption.

The Executive Budget for all departments is presented to the Council. Finance Committee/Committee of the Whole review and recommend final budgets for adoption by the Council.

<b>2018 Timeline for the 2019 Budget</b>	
<b>Date</b>	<b>Action</b>
June-July	Departments prepare operating and capital budget requests
July-August	Department Directors meet with City Administration
August 15	Utilities Commission reviews utilities budgets
August 21 & 28	Finance & HR Committee meets with Department Directors on budgets and develops recommendations <ul style="list-style-type: none"> <li>• Library</li> <li>• Police</li> <li>• Public Works &amp; Parks</li> <li>• Utilities</li> <li>• EMS</li> <li>• Fire Department</li> <li>• General (Special Revenue Funds, Capital Projects, TIF, Debt Service)</li> </ul>
Sept 4	Budget Review and Discussion at Council Meeting
Sept 18	Finance & HR Committee reviews budget
Sept 19	Utilities Commission reviews utilities budgets: Possible recommendation to Council
Oct 2	Budget Review and Discussion at Council Meeting
Oct 12	Budget Summary and Notice of Public Hearing due to Lodi Enterprise for legal notice
Oct 16	Finance & HR Committee reviews budget
Oct 17	<i>If needed:</i> Utilities Commission reviews utilities budgets & recommends to Council
Oct 18	Budget Summary and Notice of Public Hearing published in Lodi Enterprise for legal notice ( <i>Class 1 Notice; 15 days prior to public hearing</i> )
Nov 6	Public hearing on Levy and City budgets and possible adoption
Nov 20	Adoption of levy and city/utility budgets ( <i>Special Council Meeting if needed</i> )