



**PLEASE TAKE NOTICE** that there will be a City of Lodi Finance & Human Resources Committee meeting held on Tuesday, March 9, 2021 at 5:00 pm in the Council Room, City Hall, 130 South Main Street, Lodi, WI.

In-person attendance is limited due to social distancing protocols and masks are encouraged. Virtual attendees interested in speaking must register on the City's website 24 hours prior to the meeting start time.

**Virtual Meeting Access:** <https://zoom.us/j/99766562798?pwd=ZUJDRINUbmU1UVN2WkFnUEh3OktqUT09>

**Meeting ID:** 997 6656 2798 **Password:** 982155

**Dial By Phone:** 1-312-626-6799 (Wisconsin); 888-475-4499 (Toll-Free)

### Finance & Human Resources Committee Agenda

1. Call to Order
2. Meeting Etiquette

- The meeting Chair will:
  - Identify the number of public input registrations
  - Identify Alders or staff attending remotely (Stay muted when **not** speaking)
  - Acknowledge attendees prior to speaking
- Virtual attendees should identify themselves in the chat box
- In-person attendees should sign the attendance sheet
- All attendees should raise their hand to be recognized prior to speaking
- No side conversations

3. Public Input

***Must state name and address. Must be limited to items not on the agenda. Limited to two minutes unless otherwise extended. Committee's role is to listen and not discuss the item. Personnel issues cannot be discussed nor individuals named. Committee is unable to take action at this meeting.***

4. Approval of Minutes from January 12, 2021

Documents:

[01122021 F AND HR MINUTES.PDF](#)

5. Discussion and Possible Recommendation Regarding Audit RFP Responses
6. Discussion and Possible Recommendation Regarding Agreement Concerning Purchase of Fire Engine 11

Documents:

[AGREEMENT CONCERNING PURCHASE OF FIRE ENGINE 11.PDF](#)

7. Director of Administration Report
8. Next Meeting Date- Tuesday, April 13, 2021, 5 p.m. and Agenda Items
9. Adjourn

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

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

**Members:** Alders Stevenson (Chair), Clemens, Hansen, Miller, Strasser, Tonn

Please inform the chair if you are unable to attend to ensure a quorum.

*Notice is hereby given that a majority of the City of Lodi Common Council will be present at a meeting of the Finance and*

*Human Resources Committee to gather information about subjects over which they have decision making responsibility. This constitutes a meeting of the city council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such; although the City of Lodi Common Council will not take any formal action at this meeting.*

**City of Lodi**  
**Finance & Human Resources Committee**  
**Minutes of January 12, 2021**

**1. Call to Order.**

Chair Stevenson called the meeting to order at 5:00 PM.

Committee Members Present: Rich Stevenson, Eric Hansen (virtual), Steven Clemens(virtual), Nick Strasser and Peter Tonn, Suzanne Miller (virtual)

Staff Present: Julie Ostrander, Sandy Bloechl, Terry Weter, Brenda Ayers

Others: Mayor Groves Lloyd

**2. Virtual Etiquette Announcement.** Stevenson reviewed virtual etiquette for the meeting.

**3. Public Input.** None

**4. Approval of Minutes from December 8, 2020 and Closed Session Minutes**

MOTION (Strasser/Tonn) Approval of minutes from December 8, 2020 and Closed Session Minutes. Aye - Tonn, Strasser, Miller Clemens, Hansen, Stevenson. Motion Carried. Miller would like to add the address to the minutes of closed session.

**5. Financials**

No discussion.

**6. Discussion and Possible Recommendation Regarding a 2020 Budget Amendment for Economic Development**

MOTION (Tonn/Strasser) Approval of Resolution 21-XX to Recommend to Common Council to Amend General Fund Budget. Tonn suggested verbiage of reallocation of funds from one fund line to another fund line. Aye – Hansen, Clemens, Miller, Tonn, Strasser, Stevenson. Motion Carried.

**7. Discussion and Possible Recommendation Regarding a RFP for Auditing Services**

Groves-Lloyd explained that our current contract will expire after the 2020 audit and would like to send the RFP out later this month.

MOTION (Stevenson/Tonn) Recommending to Common Council RFP for Auditing Services. Aye – Stevenson, Clemens, Hansen, Miller, Strasser, Tonn. Motion Carried.

**8. Discussion and Possible Recommendation Regarding Revision of the Employee Handbook**

Groves-Lloyd explained cleaning up and clarify items for staff. Ostrander further explained the updates and changes being proposed in the handbook and in policies. Tonn suggested explaining that overtime wouldn't apply when employee leaves for EMS or Fire call and if they are on a call beyond their normal working hours the pay stops when their normal shift would end.

MOTION (Stevenson/Hansen) Recommending to Common Council the Revisions of the Employee Handbook. Aye – Clemens, Hansen, Stevenson, Miller, Tonn, Strasser. Motion carried.

**9. Discussion and Possible Recommendation Regarding Revision of the Hours Worked Under FLSA Policy**

Stevenson explained that this was a clean up with an addition of EMS

MOTION (Miller/Strasser) Recommending to Common Council the Revision of the Hours Worked Under FLSA Policy. Aye – Stevenson, Clemens, Strasser, Hansen, Tonn, Miller Motion Carried.

**10. Discussion and Possible Recommendation Regarding Revision of the Separation of Employment Policy**

Clemens suggested adding verbiage to not accept the notice and allow the city to dismiss the employee immediately. Groves -Lloyd explained that page 1 Roman Numeral 2 covers his concerns.

**MOTION** (Stevenson/Strasser) Recommend to Common Council the Revision of the Separation of Employment Policy. Aye – Tonn, Strasser, Miller, Hansen, Clemens, Stevenson. Motion carried.

**11. Discussion and Possible Recommendation Regarding Financing of Fire Department Engine 11**

Groves-Lloyd updated everyone that Town of West Point and City of Lodi agree to look at the 5-year financing option. Town of Lodi was going to hold a special meeting which has been cancelled. End of January the cost of the fire truck goes up. Stevenson agrees with going with the 5-year plan. Miller is ok with the 5-year plan. Strasser explained that the 7-day clock is honoring the interest rate for the 7 days. Strasser also explained that this includes everything for the truck but the radio.

**MOTION** (Stevenson/Strasser) Allowing the Mayor to negotiate Financing plan of Fire Department Engine 11  
Aye – Miller, Strasser, Tonn, Hansen, Clemens, Stevenson. Motion Carried.

**Clemens left the meeting at 5:57 PM**

**12. Discussion and Possible Recommendation Regarding the 2021 Fee Schedule**

Groves-Lloyd explained that the City Clerk updated several fees that were no longer being charged. Stevenson agrees that we need to start looking at and updating the ordinances. Tonn suggests removing bicycle license. Tonn also suggested that any service provider or contractor doing business within the city is properly insured. Weter explained that a retaining wall is a structure that is covered by the city ordinances. Weter also said that any retaining wall should be engineered, permits should be written for retaining walls. Tonn recommends that an engineer stamp shouldn't be required for all retaining walls. Miller states that homeowners need to fix their own retaining walls. Stevenson mention unless the city is required to make changes that would cause the need to move correct or add retaining walls.

**13. Director of Administration Report**

None.

**14. Next Meeting Date.** Stevenson stated the next meeting Tuesday, February 9<sup>th</sup> at 5:00 p.m.

**15. Adjourn. MOTION** (Stevenson/Hansen) to adjourn at 6:06 p.m. Motion passed.

Minutes by Sandy Bloechl, Accounting Manager/Treasurer

**AGREEMENT CONCERNING PURCHASE OF  
FIRE ENGINE 11**

This Agreement made by and between the City of Lodi, a Wisconsin Municipal Corporation ("City"), the Town of Lodi, a Wisconsin Body Corporate and Politic ("Town") and the Town of West Point, a Wisconsin Body Corporate and Politic ("West Point") all located in Columbia County, Wisconsin (together "the Municipalities") through their respective governing bodies.

**WHEREAS**, the Municipalities by their power and authority under the laws of the State of Wisconsin to enter into agreements for fire protection and rescue services are parties to an Intergovernmental Agreement by and between the City, Town and West Point for the establishment of the Lodi Area Fire District and the Lodi Area Fire Department; and

**WHEREAS**, the Municipalities agree that it will further the Municipalities' ability to provide fire protection and rescue services to the public, residents, business and non-profit entities of the Municipalities by purchasing a new fire engine ("Engine 11") to be owned by the Fire District and used by the Fire Department; and

**WHEREAS**, the Municipalities have explored a variety of options for financing the purchase of Engine 11 and unanimously agree that the best option is for the City to obtain financing for the purchase of Engine 11 solely through PNC Equipment Finance ("PNC"); and

**WHEREAS**, although the City will be financing the purchase of Engine 11 solely, the Town and West Point also desire to contribute to the purchase of Engine 11 consistent with the terms and conditions of the Intergovernmental Agreement between the Municipalities.

**NOW, THEREFORE**, for good and valuable consideration, the receipt of which is hereby acknowledged, the City, the Town and West Point all agree as follows:

1. The City hereby authorizes the purchase of Engine 11 by use of financing through PNC. Further, the City hereby agrees that the City will be solely responsible for the financing of the purchase of Engine 11 and will accept contributions from the Town and West Point to assist with the financing pursuant to the term of this Agreement.
2. The Town, by Resolution No. 2021-01, dated 02-23-2021, hereby authorizes the purchase of Engine 11 and authorizes the City to obtain financing for the purchase through PNC. Further, the Town authorizes the City of Lodi to take all steps necessary to complete the financing of the purchase of Engine 11 and agrees to contribute to the City's financing obligation pursuant to the terms of this Agreement.
3. West Point, by Resolution No. \_\_\_\_\_, dated \_\_\_\_\_, hereby authorizes the purchase of Engine 11 and authorizes the City to obtain financing for the purchase through PNC. Further, West Point authorizes the City of Lodi to take all steps necessary to complete the financing of the purchase of Engine 11 and agrees to contribute to the City's financing obligation pursuant to the terms of this Agreement.
4. The City shall finance the purchase of Engine 11 by borrowing the sum of \$630,579.00 from PNC. The term of the agreement with PNC will be for 5 years. The City's annual obligation to PNC is calculated to be \$133,278.27
5. Pursuant to Section 7 of the Intergovernmental Agreement, the ownership of Engine 11 shall be in the name of the Fire District. Each municipality shall have a proportionate ownership interest in Engine 11 proportionate to the respective contributions made by each municipality toward acquisition and operating costs.
6. The Town shall make an annual contribution toward satisfying its obligation as set forth in section 5 above by paying the City a sum equal to the Town's required contribution as calculated by applying the formula set forth in section 6 of the Intergovernmental Agreement each year. The City shall provide the calculation to the Town by August 30 each year and the Town shall pay the City by January 15 of the following year. The Town's obligation pursuant to the section shall remain in place until satisfied in full.
7. West Point shall make an annual contribution toward satisfying its obligation as set forth in section 5 above by paying the City a sum equal to West Point's required contribution as calculated by applying the formula set forth in section 6 of the Intergovernmental Agreement each year. The City shall provide the calculation to West Point by August 30 each year and West Point shall pay the City by January 15 of the following year. West Point's obligation pursuant to this section shall remain in place until satisfied in full.
8. If the Town or West Point should default pursuant to the terms of this Agreement, the parties agree that the Intergovernmental Agreement may be terminated as it applies to the defaulting party without further notice. The defaulting party shall forfeit any and all interest it has in assets held by the District, and shall no longer be entitled to receive

fire protection and rescue services from the District or the Fire Department. If the defaulting Municipality cures its default, then the defaulting Municipality will be back in good standing under the terms of the Intergovernmental Agreement.

9. This Agreement shall take effect upon each participating Municipality adopting a resolution approving the terms and conditions of this Agreement.

**CITY OF LODI**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Ann Groves Lloyd, Mayor


\_\_\_\_\_  
Brenda Ayers, Clerk

**TOWN OF LODI**

Date: 02-24-2021

Date: 02-24-2021


  
\_\_\_\_\_  
Brian Henry, Chairman

  
\_\_\_\_\_  
April Goeske, Clerk-Treasurer

**TOWN OF WEST POINT**

Date: 2/11/21

Date: 2/11/2021

  
\_\_\_\_\_  
Ashely Medeau-Owen, Chair

  
\_\_\_\_\_  
Taffy Buchanan, Clerk