

**AGENDA: EMPLOYEE COMMITTEE MEETING**  
**Chamber Room at 425 Water Street, Lomira**  
**September 14, 2022 6:30pm**

Call to Order

Roll Call

Consider convening in closed session per WI Stats. 19.85(1)(c) to discuss personnel concerns and employee evaluation with the Administrator-Clerk-Treasurer and then reconvene in open session thereafter to adjourn the special meeting

Adjourn

A quorum of the Village Board trustees may be present at this committee meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Village Board will be taken at this meeting.

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**AGENDA: LOMIRA VILLAGE BOARD MEETING**  
**Chamber Room at 425 Water Street, Lomira**  
**September 14, 2022 7:30pm**

Call to Order

Roll Call

Pledge of Allegiance

Consider agenda as presented

Consider minutes of previous meeting

Appearances and public comment (limited to 2 minutes per person)

Consider 3-year firewall upgrade for PD, DPW and Clerk's office provided by Lemke Consulting in an amount not to exceed \$2,600

Consider the 2023 leaf collection contract with the Village of Brownsville

Consider granting a temporary Class B retailer's license to Lomira Area Chamber of Commerce to sell at 522 Milwaukee Street (Sug's Creations) on September 17, 2022

Consider granting an operator liquor license to Stephanie Beshada and Kay Mayer

Committee Reports:

Library Report: monthly report of programs, upcoming events, circulation

Administrator's Report: Administrative Assistant job posting, employee evaluations, Theresa ambulance update, participation in UW-GB and WEC election training academy, new agenda deadline

Public Works Report: hydrant flushing week of 9/26 to 9/30, leaf collection on Mondays beginning 10/3 through 11/14, long-term projects, monthly maintenance tasks

Planning & Zoning Commission: meeting on 9/28 @ 6:30pm to consider site plan for Michels yard expansion

Consider the September bills as listed: General Fund \$107,044.65; Crime Prevention Fund \$417; TIF #4 \$173,184; Utility Fund \$24,975.29

Adjourn

Jenna Rhein  
Village of Lomira Administrator-Clerk-Treasurer

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EMPLOYEE COMMITTEE MEETING MINUTES  
SEPTEMBER 14, 2022

This meeting was called to order at 6:30pm by Chairman Rick Pribnow.

Attendance: Donald Luedtke, Rick Pribnow

Absent: Scott Ritger

Public Attendance: Gary More, Jenna Rhein

Motion by Pr. Luedtke, seconded by Tr. Pribnow to convene in closed session per WI Stats. 19.85(1)(c) to discuss personnel concerns and employee evaluation with the Administrator-Clerk-Treasurer and then reconvene in open session thereafter to adjourn the special meeting. Motion carried by roll call vote.

Motion by Tr. Pribnow, seconded by Pr. Luedtke to adjourn committee meeting at 7:30pm. Motion carried.

Jenna Rhein  
Village of Lomira Administrator-Clerk-Treasurer

VILLAGE OF LOMIRA BOARD MEETING MINUTES  
SEPTEMBER 14, 2022

This meeting was called to order at 7:30pm by President Donald Luedtke.

Attendance: Jessica Loomans, Donald Luedtke, Gary More, Rick Pribnow, Jennifer Priesgen.

Absent: Eric Kohlmann, Scott Ritger

Public Attendance: Nick Roskopf, Mike Wheeler, Al Todnem, Jenna Rhein

Motion by Tr. More, seconded by Tr. Pribnow to approve the agenda as presented. Motion carried.

Motion by Tr. Priesgen, seconded by Tr. Pribnow to dispense reading of the previous meeting minutes and approve as emailed. Motion carried.

Motion by Tr. Priesgen, seconded by Tr. More to approve a 3-year firewall upgrade for PD, DPW and Clerk's office provided by Lemke Consulting in an amount not to exceed \$2,600. Motion carried. Jenna Rhein reported the current firewall is set to expire in October and will be obsolete by March 2023. The recommended upgrade will provide better protection, a three-year agreement that also offers a better price, and up to eight hours of tech labor. Transitioning to the new firewall will require system down-time and Lemke Consulting will need to schedule accordingly with Dodge County.

Motion by Pr. Luedtke, seconded by Tr. Priesgen to table consideration of the 2023 leaf collection contract with the Village of Brownsville. Motion carried. Director of Public Works Nick Roskopf recommended the contract not be renewed in 2023 since the department is operating with a staff of four. In previous years, the department operated with a staff of five and at times it was quite challenging to service the Village of Lomira and also the Village of Brownsville. Jenna Rhein recommended not to renew the contract for 2023 and wait to see how the upcoming fall season works for the crew of four. Weather is always a determining factor for leaf collection, as well as watermain breaks, brush chipping, and snowplowing; all of which have occurred at the same time.

Jenna Rhein expressed concern that if it is difficult to maintain the schedule or if the crew gets behind, it does not seem favorable to have the crew service another municipality when Lomira's duties were completed first. Tr. Pribnow requested Nick Roskopf to provide the previous three years' hours spent leaf collecting for the Village of Brownsville.

Motion by Tr. Priesgen, seconded by Tr. Pribnow to grant a temporary Class B retailer's license to Lomira Area Chamber of Commerce to sell at 522 Milwaukee Street (Sug's Creations) on September 17, 2022. Motion carried.

Motion by Tr. More, seconded by Tr. Loomans to grant an operator liquor license to Stephanie Beshada and Kay Mayer. Motion carried.

The monthly Library report was presented. It included a list of the upcoming programs and events. Circulation at the Library has also increased.

Jenna Rhein provided a brief Administrator's report. She is collecting resumes for the Administrative Assistant to the Police Department and Clerk's Office job opening and will be in contact with the PD, Department Heads and the Board to schedule interviews. Jenna reported she attended the quarterly Theresa Ambulance meeting. The rate for service is set at \$9.50/capita and the rate will not increase in 2023. Jenna also noted that she and Ashley will provide a separate page on the Village of Lomira's website for Theresa Ambulance. Theresa Ambulance does not have a website, so Jenna offered to create a platform for citizens to visit for ambulance information. Jenna also reported that she and Ashley will be participating in an election training academy provided by UW-Green Bay and the WI Elections Commission in preparation for the upcoming November Election Day.

Nick Roskopf presented the monthly Public Works report. Hydrant flushing will be the week of September 26-30. Leaf collection will be on Mondays as weather permits beginning October 3<sup>rd</sup> and will continue through November 14<sup>th</sup>. Public Works will make one sweep per street and leaves should be at the curb by 7am on Mondays. Residents can also take their leaves to the dump site located at 100 Pleasant Hill Avenue. Nick also reported street paint sprayer is at its end-of-life and it is increasingly difficult to find replacement parts. The sprayer is 40+ years old. Also, Nick reported that as the Board discusses street projects, he would like to see East Avenue slurry sealed and save funds to repave Main Street. Main Street will cost approximately \$250,000 to repave.

There will be a Planning & Zoning Commission meeting on Wednesday, September 28 at 6:30pm to consider the yard site expansion for Michels Corporation.

Motion by Tr. More, seconded by Tr. Pribnow to approve the September bills as listed: General Fund \$107,044.65; Crime Prevention Fund \$417; TIF #4 \$173,184; Utility Fund \$24,975.29. Motion carried.

Motion by Tr. Priesgen, seconded by Pr. Luedtke to adjourn the meeting at 8:15pm. Motion carried.

Jenna Rhein  
Village of Lomira Administrator-Clerk-Treasurer