

AGENDA: RULES, REGULATIONS, & PARKS COMMITTEE
Chamber Room at 425 Water Street, Lomira
March 8, 2023 6pm

The committee will meet to discuss the following:

- Development of a dog park near the wastewater treatment plant
- Dog park license requirements, rules, fees, liability
- Cost of dog park (not to exceed \$5,000 approved by Tourism Commission)
- Keeping of chickens in residential areas
- Updated record retention schedule

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.

Jenna Rhein, Village of Lomira Administrator-Clerk-Treasurer

AGENDA: LOMIRA VILLAGE BOARD MEETING
Chamber Room at 425 Water Street, Lomira
March 8, 2023 7pm

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 K9 Bak transfer of ownership to Dodge County Sheriff's Office

Consider March bills as listed: General Fund \$79,919.31; ARPA Fund \$360; TIF #4 \$24,961.25; Utility Fund \$45,758.20

Committee Reports:

PD & FD: Sheriff Schmidt to present monthly report of PD operations, FD report

Library: monthly report of programs, circulation, upcoming events

Streets: Nick Roskopf to present monthly DPW report of maintenance schedule and projects

Administrator's report: Jenna Rhein to present report of monthly updates

Consider convening in closed session per WI. Stats. 19.85(1)(e) to discuss investing of public funds for bargaining purposes and reconvene in open session

Consider a plan for 606 Main Street, Lomira

Adjourn

Jenna Rhein, Village of Lomira Administrator-Clerk-Treasurer

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AGENDA: EMPLOYEE COMMITTEE
Chamber Room at 425 Water Street, Lomira
March 8, 2023 immediately following the Board meeting

The committee will meet in closed session per WI Stats. 19.85(1)(c) to discuss employee performance evaluations.

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.

Jenna Rhein, Village of Lomira Administrator-Clerk-Treasurer

Rules, Regulations & Parks Committee Meeting Minutes
March 8th, 2023

Attendance: Jennifer Priesgen, Gary More, Jessica Loomans

Public attendance: Nick Roskopf, Peter Doman, Eric Kohlmann, Chandler Bong, Jenna Rhein

The committee met to discuss the development of a dog park near the wastewater treatment plant. The committee reviewed a draft of the dog park rules liability waiver and ordinance. Upon the recommendation of Peter Doman, the committee will add two more rules to the list: 1) only two dogs per person are allowed, and 2) dogs must be leashed upon entering and leaving the dog park. At this time, dogs will be required to be licensed by the village and have an updated rabies vaccination. The dog park will be free to use but donations will be accepted.

Nick Roskopf reported the public works will install the 4th side of the fence and the gates. Surveillance cameras should be added and available at the wastewater treatment plant. Peter Doman suggested woodchips be placed four feet in diameter around the perimeter of the fence. Village staff will work with Waste Management to place a garbage cart at the new park for weekly collection. The Tourism Commission previously approved investing \$5,000 from the promotional fund to get the dog park started.

The committee will make recommendation to the village board at the next meeting to approve the dog park, dog park rules, liability waiver, and dog park ordinance.

Next, the committee discussed an ordinance allowing for the keeping of chickens in residential areas. The draft ordinance requires residents to obtain an annual permit, no more than six chickens at a time, no roosters, confinement standards, and noise and odor standards. The committee will make recommendation to the board to approve the chicken ordinance.

Jenna Rhein presented an updated record retention schedule. The schedule is currently used by Dodge County and will also be beneficial to the Village. The committee will make recommendation to the board to approve the updated record retention schedule.

Meeting adjourned at 6:55pm.

Jenna Rhein
Administrator-Clerk-Treasurer

VILLAGE OF LOMIRA BOARD MEETING MINUTES
MARCH 8, 2023

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

Attendance: Eric Kohlmann, Jessica Loomans, Donald Luedtke, Gary More, Rick Pribnow, Jennifer Priesgen, Scott Ritger

Public Attendance: Al Todnem, Chandler Bong, Nick Roskopf, Jenna Rhein

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

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

Motion by Pr. Luedtke, seconded by Tr. Priesgen to transfer ownership of K9 Bak to Dodge County Sheriff's Office. After further discussion, motion by Tr. Pribnow, seconded by Tr. Kohlmann to amend the previous motion and transfer ownership of K9 Bak to Dodge County Sheriff's Office with K9 Bak's primary purpose being within the Village of Lomira. Motion carried.

Motion by Tr. Priesgen, seconded by Tr. Ritger to approve the March bills as listed: General Fund \$79,919.31; ARPA Funds \$360; TIF #4 \$24,961.25; Utility Fund \$45,758.20. Motion carried.

The monthly police department report was reviewed. Sheriff Schmidt provided the February report of calls, services, operations, etc.

The monthly fire department report was reviewed. Fire Chief Joas provided the January and February report of calls for service.

The monthly library report was reviewed. Library Director Emily Artin provided the February report of circulation, programs, and upcoming events.

Nick Roskopf presented the February public works report of maintenance schedule, projects, and upcoming projects.

Jenna Rhein presented the February administrator's report of office projects, goals, and current revenues.

Motion by Tr. Ritger, seconded by Tr. More to convene in closed session per WI Stats. 19.85(1)(e) to discuss investing of public funds for bargaining purposes and reconvene in open session thereafter. Motion carried by roll call vote.

Returning in open session, motion by Tr. Ritger, seconded by Tr. More to contact Village attorney to proceed with a Circuit Court order for the owner of 606 Main Street to comply with the raze order. The order and attorney fees shall not exceed \$5,000 at this time and be paid from TIF #5. Motion carried.

Motion by Tr. Ritger, seconded by Tr. Kohlmann to adjourn at 8:30pm. Motion carried.

Jenna Rhein
Village Administrator-Clerk-Treasurer

EMPLOYEE COMMITTEE MEETING MINUTES
MARCH 8, 2023

Attendance: Rick Pribnow, Donald Luedtke, Scott Ritger

Public Attendance: Eric Kohlmann, Gary More, Jennifer Priesgen, Jessica Loomans, Nick Roskopf, Jenna Rhein

The committee met in closed session per WI Stats. 19.85(1)(c) to discuss employee performance evaluations.

Meeting adjourned at 9:15pm.

Jenna Rhein
Village of Lomira Administrator-Clerk-Treasurer



DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff Chad Enright Chief Deputy

Administration of Lomira PD report to the Board March 2023

During February, the administration of the Police Department has consisted of the following:

1. Continued Organization and Purge of the Evidence Room. (60% Complete)
2. Support Staff has begun a purge of old records in conformity with state record retention standards.
 - a. 10 years of reports have been purged as appropriate.
 - b. Records still exist from 2006-2008.
 - c. Since September Support Staff have spent 172 Hours on these tasks
3. Lomira PD Employees were given plaques for their service to the Vilalge
 - a. Officer Justman is currently being considered for employment with the Dodge County Sheriff's Office
 - b. Sergeant Wheeler has opted not to apply to this point
4. All Discovery for the DA's Office and Open Record Requests have been completed prior to this being transferred to the sheriff's office on March 1.

Sheriff's Office Contract

1. Sergeant Don Counard has been assigned to patrol and supervise the Lomira Contract
2. Deputy Codey Bratz has been assigned to work patrol and manage School Resource Officer duties on a temporary basis.
3. Deputy Jay Thielman is currently on medical leave, but once he returns to full duty, he will take on the responsibilities that Deputy Bratz is currently managing.
4. It is the current goal to assign the 3rd deputy as we are able to fill the newly create position for the Lomira Contract. This may take a few months to fill to get to full staff in Lomira as we put the new deputy through field training.



Total Hours during the Contract for Administration of the Lomira Police Department

September 23 – December 31, 2022 - 230 Hours (140 Required by Contract)

January 1 – February 28, 2023 – 145 Hours (80 Hours Required by Contract)



CALLS FOR SERVICE IN LOMIRA - REPORT TO VILLAGE BOARD

CALLS FOR SERVICE FEBRUARY 2023

INCIDENT CALL TYPES	 SHERIFF'S OFFICE	 LOMIRA POLICE	TOTAL CALLS FOR SERVICE	YEAR TO DATE
ABUSE/NEGLECT			0	0
ACCIDENT DEER			0	0
ACCIDENT FATAL			0	0
ACCIDENT INJURY		1	1	1
ACCIDENT PROPERTY DAMAGE	1	2	3	8
ALARM	2	1	3	9
ANIMAL		1	1	1
ASSIST AGENCY	7		7	14
ASSIST MOTORIST	1	1	2	4
BAR CHECK	6		6	10
BATTERY/ASSAULT			0	0
BOMB THREAT			0	0
BUILD/AREA CHK	34	24	58	134
BURGLARY			0	0
CHILD CUSTODY			0	0
CIVIL MATTER		2	2	3
CONTROLLED BURN	2		2	2
DEATH INVESTIGATION	2		2	2
DISORDERLY CONDUCT	1	2	3	5
DNR COMPLAINT			0	0
DNR INJURY CRASH			0	0
DNR PDO CRASH			0	0
DNR FATAL CRASH			0	0
DOMESTIC DISTURBANCE			0	0
DRUGS		1	1	1
EMERGENCY DETENTION			0	2
EMS REQUEST		4	4	14
ESCAPE			0	0
EXPLOSION			0	0
FAMILY TROUBLE	1	3	4	5
FIGHT			0	1
FIRE ALARM		1	1	1
FIRE REQUEST			0	1
FIREWORKS			0	0
FORGERY			0	1
FOUND ITEM			0	0
FRAUD		2	2	2
FRAUD WELFARE			0	0
GAS DRIVE OFF	1	5	6	7
HANG UP	6	5	11	14
HARASSMENT			0	0
HIT AND RUN		1	1	1
HOMICIDE			0	0
INFORMATION			0	0
INTOX DRIVER			0	2
INTOX PERSON			0	0
JUVENILE ALCOHOL			0	0
KIDNAPPING			0	0
LITTER			0	0
LOCKOUT		1	1	1
LOST ITEM			0	1
MISCELLANEOUS	3	9	12	23
MISSING ADULT			0	0
MISSING JUVENILE			0	0
NEIGHBOR DISPUTE	1	1	2	2
NOISE COMPLAINT			0	0
OPEN DOOR			0	0
ORDINANCE VIOLATION	1	2	3	4
PAPER SERVICE			0	5
PARKING COMPLAINT		1	1	5
PERSON WITH GUN			0	0
PLI HOME VISIT			0	0
PORNOGRAPHY	2		2	2
PRISON INVESTIGATION			0	0
REPOSSESSION	1		1	2
ROBBERY			0	0
SCHOOL COMPLAINT	1		1	2
SEX OFFENSE			0	0
SHOTS FIRED			0	0
SUBJECT STOP			0	0

CALLS FOR SERVICE IN LOMIRA - REPORT TO VILLAGE BOARD

CALLS FOR SERVICE FEBUARY 2023

INCIDENT CALL TYPES	 SHERIFF'S OFFICE	 LOMIRA POLICE	TOTAL CALLS FOR SERVICE	YEAR TO DATE
SUICIDAL			0	0
SUSPICIOUS	1		1	5
THEFT		1	1	2
THEFT OF VEHICLE			0	0
THEFT - RETAIL			0	0
THREAT			0	0
TRAFFIC COMPLAINT	1		1	5
TRAFFIC PURSUIT			0	0
TRAFFIC STOP	10	5	15	42
TRANSPORT			0	0
TRESPASS			0	0
TRAFFIC STOP - ATV			0	0
TRAFFIC STOP - BOAT			0	0
TRAFFIC STOP - READER			0	0
TRAFFIC STOP - SNOW			0	0
UNWANTED SUBJECT		1	1	1
VANDALISM			0	0
VEHICLE RUNOFF			0	2
VIOLATE RESTRAINING ORDER			0	0
WALK AND TALK		18	18	37
WARRANT CHECK			0	0
WELFARE CHECK	1		1	7
TOTALS	86	95	181	393

January

Lomira-Incident Type Report (Summary)

Basic Incident Type Code And Description (FD1.21)	Total Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	4
132 - Road freight or transport vehicle fire	1
Total: 5	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
321 - EMS call, excluding vehicle accident with injury	34
322 - Motor vehicle accident with injuries	1
Total: 35	
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
411 - Gasoline or other flammable liquid spill	1
Total: 1	
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
735 - Alarm system sounded due to malfunction	2
Total: 2	
Total: 43	

February

Lomira-Incident Type Report (Summary)

Basic Incident Type Code And Description (FD1.21)	Total Incidents
Incident Type Category (FD1.21): 1 - Fire	
111 - Building fire	1
Total: 1	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
321 - EMS call, excluding vehicle accident with injury	18
322 - Motor vehicle accident with injuries	2
Total: 20	
Incident Type Category (FD1.21): 5 - Service Call	
5311 - Smoke or odor removal- Investigation	1
Total: 1	
Incident Type Category (FD1.21): 6 - Good Intent Call	
611 - Dispatched and cancelled en route	1
Total: 1	
Total: 23	



LOMIRA - QUAD/GRAPHICS COMMUNITY LIBRARY

February 2023 Library Report - Emily Artin, Library Director

Library Statistics:

- 1,539 library visits
 - 331 program participants
 - 278 computer/WiFi logins
 - 1,909 items circulated
 - \$38,180 value to community
- 1909 x \$20* = \$38,180 value to community
*Average item cost calculated from SLJ.com:

Library Highlights:

- **Regularly Scheduled Programming**
 - BYOB (Baby/Toddler Storytime)
 - Afternoon Storytime
 - ATLAS (At The Library After School)
 - Senior Social – various topics
 - Chair Yoga classes
 - St. Johns Preschool Storytimes
 - Monthly Book Club
 - Toe Tappin’ Tots (music class)
 - Homeschool Hangout
 - Books, Balls, and Blocks (playgroup)
- **2022 Library Annual Report:** The Annual Report was submitted to Monarch Library System on February 24. Numbers from state annual report are used to complete request forms for library reimbursement from Dodge, Fond du Lac, and Washington counties.
- **Senior Social:** Growing attendance for our Wednesday Senior Socials - monthly meetups for book club, walking club, chair yoga, and sheepshead.
- **Library Legislative Day:** Emily traveled to Madison on February 7 for Library Legislative Day (organized by the Wisconsin Library Association). Emily, along with other local librarians, spoke with John Jagler and Mark Born (pictured below) in support of library funding.
- **Beach Week:** Join us March 20-24, during Lomira spring break, for Beach Week. New PlayLab stations, beach themed activities, and special events every afternoon @ 1:00 pm.



Upcoming Library Events:

- Go, Dog, Go! Storytime – Mar 6
- Leprechaun Party – March 17
- Beach Week – Mar 20-24
- Storytime w/ Bunnies – April 3
- Paw Patrol Party – April 17
- Princess Party – May 8
- Summer Reading begins – June 12

Feb 2023

Department of Public Works Quarterly Report

Long term outlook

Major long-term projects/update

- Church St./ Hwy 67 reconstruction 2025
- Street sign replacement – red not recommended.
- Pull Well #1 pump for maintenance April/May 2023

Equipment Watch list.

Freightliner has headlight issue – may have to go to equipment upfitter for repair.

08 F250 has a possible rear main seal or oil pan leak – we would have to outsource if confirmed.

Mack plow wing failure, rear mounting bolt broke or fell out, bolt has not been located to confirm. Wing has been repaired and is currently working. We will be getting an estimate to possibly change the wing mounts to Burke style.

Month in Review

Street sign replacements

1 Water Main Break on South Ave.

Repaired lights in Chem room at WWTP.

Well #2 roof patches

Replaced/repared air lines in the shop

Weekly brush chipping/pickup

Diggers tickets

Empty Recycling bins

Plowed snow and Salt streets.

Replaced or installed water meters.

67.5 hour of PTO used

Shop repairs on equipment

Monthly inspections, maintenance, and cleaning of Equipment

2015 F250 U- joint repair and 2 hub seals – Outsourced.

Administrator's Report – February

Mission: For each department is to continually operate economically while building savings, develop an operating budget that can be financially sustainable, give the public the best value for their tax dollar, maintain services, and provide an enriched quality of life for residents and businesses.

General Fund Revenues YTD:	\$1,130,255.09	62%
General Fund Expenditures YTD:	\$ 311,526.86	17%
Water Fund Revenues YTD:	\$12,027.37	2.55%
Water Fund Expenditures YTD:	\$44,069.16	9.36%
Sewer Fund Revenues YTD:	\$83,064.90	7.5%
Sewer Fund Expenditures YTD:	\$81,930.76	7.4%

Greatest Successes this month: collaborating with Huberty & Associates in the annual audit process (going well), visited Hope Health & Rehabilitation to offer in-person voting for residents for the Spring Primary Election, attended a virtual meeting with Kunkel Engineering and WI DNR to discuss blighted property and possible eligibility for grants, virtually met weekly with Paya on a project to collect receivables (payments) online – upgraded system from current PSN, held the Spring Primary Election, attended the Chief Executives Workshop to enhance leadership skills, upgraded computer security for clerk-treasurer and public works offices with funds provided by the WEC security grant, met with a resident to educate/discuss sewer and water bill, daily deposits, monthly bank reconciliations, website maintenance, weekly leak-logger meeting and notices mailed, weekly parking ticket meeting and notices mailed, provided PD officers with plaques of appreciation for their service, and bi-annual Tourism Commission meeting, promote the Be Active WI Fitness Challenge, performed employee evaluations.

Greatest Challenges this month: the main “server” computer in the office crashed and was replaced, continually try to improve educating the public to place garbage carts behind the curb or in the driveway, and overall try to improve positive visibility on social media which may aid in educating the public.

Looking Ahead: update the Comprehensive Plan, collaborate with the Friends of Lomira Parks to update the Parks and Open Space Plan, Spring Election, begin monthly/bimonthly “Coffee & Conversation” with the public, meet with employees to discuss the Stay Survey, attend FEMA classes throughout the year, quarterly sewer and water billing coming up in March.

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