



TOWN OF DOVER

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ANNUAL TOWN MEETING MINUTES TUESDAY, APRIL 19, 2022 – 7:00 P.M.

Call to Order: The meeting was called to order by Chairman Sam Stratton at 7:00pm.

Pledge: The Pledge was recited.

Staff Attendance: Chairman Sam Stratton, 2nd Supervisor Jared Guillien, Gordon Maier Auditor Julie Craig, Clerk of Courts Donna Prochacka, Water Patrol Chief Martinson, Kansasville Fire/Rescue Department Chief Molnar, Superintendent Roads Dept Zack Hegemann, Kim Springer Deputy Clerk/Treasurer, and Clerk/Treasurer Camille Gerou. Absent with prior notice: 1st Supervisor Mike Shenkenberg, Superintendent of ELS Jeff Bratz had to attend the Rochester Annual Meeting.

Approval of the 2021 Annual Town Meeting Minutes: A motion was made by Jared Guillien to accept the minutes as presented, seconded by Sam Stratton. VOTE: 2/0 Motion carried. (Jared yes, Sam yes)

1) Summary of the 2021 Budget and Expenses: Sam Stratton provided an overview of Dover's: finances, leases, lawsuits, 2021 accomplishments and 2022 endeavors. An overview was provided of each department's expenditures to budget based on auditors' reviews/modifications.

2) Review of the 2021 Town of Dover Audit Completed March 2022 by Gordon J. Maier & Company:

Julie Craig noted the highlights of the audit report: Dover's financials appear clean and completed in accordance with the law. Dover utilizes a Modified Cash Basis. Assets and liabilities, expenditure breakdowns, state pension funds, and accounting policies were discussed. Noted on page sixteen of the 2021 Annual report is that zero dollars of the Town's bank balance was exposed to custodial credit risk as uninsured and uncollateralized.

3) Acceptance of the Town of Dover Audit Report: Jared Guillien made the motion to accept the audit report as presented, Sam Stratton seconded. VOTE: 2/0 (Jared yes, Sam yes)

4) Review of the 2021 Eagle Lake Sewer Audit Completed March 2022 by Gordon J. Maier & Company:

Julie Craig also provided an overview of the Eagle Lake Sewer Utility District audit report. Julie noted that the accounting practice utilized is considered an enterprise account and that it was an unmodified clean audit. The long-term debt with a cash restricted asset was noted. Page twelve of the report explains that the restricted asset cannot be spent for other purposes. The last pages report the capital assets and expenditures.

Departmental Reports:

1) Municipal Court – Judge Heather Niski & Clerk of Courts Donna Prochacka: Clerk Donna Prochacka presented the court report showing an activity comparison of 414 cases processed in 2021 to 262 in 2020. In the Fall of 2021 in person court resumed due to COVID. The revenue retained by Dover was \$25,931.65 an additional \$36,252.12 was forwarded to the state and county.

2) Water Patrol – Chief Josh Martinson: Chief Martinson explained they had eight law enforcement officers who worked 467 hours. COVID and low water levels had a significant effect on the year. Three to one citation versus education ratio was noted. The DNR (Department of Natural Resource) reimbursed \$11,440.80.

3) Buildings, Park, & Roads Department – DHD Maintenance, Inc., Zac Hegemann: Superintendent Hegemann noted the 2020 plow truck was out of commission while a DEF (Diesel Exhaust Fluid) sensor, which was not covered under warranty, was replaced. The truck also had a recall on the fuel rail. Zac explained he

performed normal maintenance on the equipment, took delivery of over two hundred tons of salt. Minnetonka Road was repaved and shouldered. Schroeder Road was milled, repaved, and shouldered. Casandra Court was accepted as a Dover road. A 2022 grant for Church Road has been submitted.

4) Fire & EMS Department – Chief Ron Molnar: Chief Molnar had a provided a slide presentation showing the various accidents, fund raisers, trainings, and community activities they were involved with throughout 2021. In addition, a formal report was distributed with statistical data. Highlighted was the accusation of a second ambulance at auction, construction of a student parking lot, and a new replacement engine is being built.

5) Eagle Lake Sewer Utility District, Superintendent Jeff Bratz: Jeff Bratz was required to be at the Village of Rochester meeting. In his absence his submitted report was read. In 2023, \$3,986,000.00 Lift Station/Force Main Project is being planned.

Additional Topics:

1) Cost of Living Salary Adjustment for Town Board Members: At the 2021 Annual Meeting, residents voted a 3.5% cost of living raise to the Town Board members. The raise will be effective April 2023 after the Spring election. An additional wage reassessment will be conducted for review at the April 2023 Annual Meeting.

Adjournment: Jared Guillien made the motion to adjourn at 7:50pm, seconded by Sam Stratton. All were in favor.