



TOWN OF DOVER

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ANNUAL TOWN MEETING MINUTES TUESDAY, APRIL 16, 2024 – 7:00 P.M.

Call to Order: Chairman Stratton called the meeting to order at 7pm.

Pledge: The Pledge of Allegiance was Recited.

Attendance: Chairman Sam Stratton, 1st Supervisor Mike Shenkenberg, 2nd Supervisor Jared Guillien, Gordon Maier Auditor Julie Craig, Water Patrol Chief Utecht, Kansasville Fire/Rescue Department Chief Molnar, Superintendent Roads Dept Zack Hegemann, Superintendent of Eagle Lake Sewer Jeff Bratz, Deputy Clerk/Treasurer Kim Springer, and Clerk/Treasurer Camille Gerou. Absent with prior notice: Clerk of Courts Christine Jacobsen

Discussion/Action May Occur on Any/All of the Following Items:

Annual Report: Chairman Stratton noted that there were packets of the Department reports available on the front table. Due to the length of the audit report, separate reports were not available for everyone.

1) Review of the 2023 Town of Dover Audit Completed March 2024 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.

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

3) Review of the 2023 Eagle Lake Sewer Audit Completed March 2024 by Gordon J. Maier & Company:

Julie Craig stated that the Eagle Lake Sewer Audit was also completed with no concerns noted. Julie noted the financial statement on page three. Page fourteen provided an overview of the capital assets. Obviously, based on the financials, there is a lot of updating occurring to the lift stations.

4) Approval of the 2023 Annual Town Meeting Minutes: A motion was made by Jared Guillien to accept the minutes as presented, seconded by Mike Shenkenberg. VOTE: 3/0 Motion carried. (Jared yes, Mike yes, Sam yes)

5) Summary of the 2023 Budget/Expenses: Chairman Stratton stated that the 2023 income assets were \$1,633,181.00 and expenditures liabilities of \$1,604,630.00 which is outlined on page eight of the Gordon Maier's Annual Report. The money borrowed from Eagle Lake Sewer was paid back in full. A \$300,000 Community State Bank loan was procured in 2023, of which \$150,000 was just paid back in March 2024. Leases: Racine County Fire Department Radio Lease which began in 2017 to conclude in 2026 (\$5,584 yearly). 2020 International Snowplow Truck six-year lease to own to conclude in 2026 (\$24,861.00 yearly). A 2021 Case Maxxum 125 and Tiger Mower lease to own to conclude in in 2026 (\$35,926.74 yearly). A 2023 Ford F-550 with dump body, plow, and salt spreader lease to own to conclude in 2025 (\$39,008.68 yearly). Lawsuits: There is ongoing issue with Seagrave who builds fire engines. Kansasville Fire Department would like to replace the 1993 Engine 521. A \$789,243.00 Seagrave engine was ordered for delivery in 2023. Seagrave did sign a contract with Dover, and then stated that due to cost overruns, the price had to be raised. Dover counter offered and Seagrave stated they could not fulfill the contract. Accomplishments included: A continuation of managing the Emergency Medical Services (EMS) with Town of Dover employees since February 2022. All EMS billing is managed by Lifequest

with \$256,661.13 collected in 2023 and an additional \$95,015.18 in 2022. The Britton Road culvert was replaced in 2023. Eagle Lake Sewer Department lift station/force main project (in the amount of \$4,028,588.00) began. Sewer customers quarterly user fee increased from a hundred dollars to a hundred and thirty-six dollars. Overview of 2024 Endeavors: This years mill rate fell to \$1.02. The garbage tax revenue (\$215,550.00) will be utilized to pay for the trash contract, as well as repairing the blacktop around the town hall which the weight of the heavy trucks over the years has ruined. Any remaining funds may be used for an electric advertising sign or saved for next years trash contract. The fire tax revenue (\$646,650.00) is being utilized solely for Fire Department expenses. Of that money \$331,299.31 is to be set aside for the purchase of a new fire engine. Shouldering will be the main focus of the Roads Department in 2024. Opening all Dover roads to ATV/UTV is being implemented currently. Signage has been ordered.

Departmental Reports: (Highlights noted, please refer to complete reports)

1) Municipal Court – Judge Heather Niski , Clerk of Courts Christine Jacobsen: Christine was not in attendance, so Chairman Stratton provided an overview: Total cases processed in 2023 was up to 395 from 361 in 2022. \$29,847.19 was retained by the Town of Dover from the total collected of \$41,559.07.

2) Water Patrol – Chief Utecht: Chief Utecht explained that Chief Martinson retired. Discretion will be utilized for writing citations; education is still a main concern. Buoys and the pier are going in this Sunday, April 21st, pending weather. The Manor's swim buoys will also be placed this Sunday. Patrols will begin on Memorial Day weekend. Chief Utecht noted that he is working on normalizing the Water Patrol schedule on the lake in 2024. Hours may vary somewhat but patrols will be 7am to mid-day on weekends pending water traffic.

3) Buildings, Park, & Roads Department – DHD Maintenance, Inc., Zach Hegemann: Zach explained that his budget was cut in 2023 and as a result no roads were resurfaced. Dover has forty miles of road to maintain. Management's goal is to redo a mile and half of road every year. Snow removal and salting were completed with one full-time and four part-time employees. In 2023 the department leased to own a 2023 Ford F-550 with dump body, plow, and salt spreader primarily for use in the subdivisions. Mowing, sign replacement, equipment maintenance, hole patching, storm cleanup, were just some of the jobs also completed. Six grants have been applied for in 2024. This year, culverts and shouldering will be the primary concern.

4) Fire & Emergency Medical Services (EMS) Department – Chief Ron Molnar: Calls for service were up in 2023 to 887 from 790 calls in 2022. These statistics and more can be found in the eight-page EMS/Fire Department report. The Chief spoke about norms in accident notification being fall detection systems, apple watches, and OnStar. The Chief also spoke about 2023's Gun Raffle, of which extrication equipment was purchased with the proceeds. Another Gun Raffle is currently occurring. Please save the date for the Pancake Breakfast and Safety Day on July 14, 2024. All Fire and EMS stations continue to recruit members. If interested a class will be beginning shortly.

5) Eagle Lake Sewer Utility District, Superintendent Jeff Bratz: The Utility District was created in 1978, and the lift stations definitely needed an upgrade. The monthly average flow in 2023 was 314,000 gallons/day, 2022 was 277,000 gallons/day. The monthly high average for 2023 was 601,000 gallons/day. The plant is designed for 600,000 gallons/day peak flow. This year we had a flow of over a million gallons in one day. Sump pump checks will start again this year to try to lower the flow rates. Sump pumps should not be hooked to sewer. They should be pumped out on the lawn or tiled out to the ditch. Based on last year's inspections, one in thirty houses have their sumps hooked into the sewer. Inspectors will have identification; their pictures will be on the Dover website for Eagle Lake Sewer employee identification. Inspections will not always be conducted during business hours; they may be on a Saturday or evening hours. If you are not comfortable letting individuals in your home, please make an appointment so someone can be with you. Please remember to only flush toilet paper. Nothing else should be flushed including the advertised flushable wipes. Jeff Bratz noted if anyone would like to volunteer to help clean out the pumps he would be thrilled. The state is closely monitoring phosphorus. As a result, a new chemical system has been implemented. If we were to build a system to accommodate the phosphorus requirement it would be an additional two to three million dollars. The state has granted us a variance by utilizing a chemical and close internal monitoring. We do pay a variance fee to Walworth and Racine County; that money was utilized by the state to implement a program to help reduce phosphorus runoff from the farm fields. Substantial rehab completion of all four of the lift stations was completed at an estimated cost of \$4,028,588.00 on November 12, 2023. This means everything is up and running, but there are a few small items to complete. If anyone is interested in a plant tour, please contact Jeff.

Chairman Stratton noted the following dates:

- *Assessment Open Book Tuesday, May 7, 2024 from 4- 6pm: This is your opportunity to come in and discuss any property tax issues with the assessor.
- *Board of Review Monday, May 20th from 5-7pm: If you still are not happy with your assessment after the Assessment Open Book and feel you would like to present your case to a panel, you would need to complete the paperwork to get on the agenda.
- *Partisan Primary Election August 13 from 7a-8p.
- *Fall General/Presidential Election November 5 from 7a-8p.

Adjournment: Jared Guillien made the motion to adjourn at 8:10pm, seconded by Mike Shenkenberg. All were in favor.