

VILLAGE ANNOUNCEMENTS:

1. **Caucus will be held on Wednesday, January 18th at 7:00 PM within the Village Hall, 188 S. Second Street, Dorchester, WI 54425.**
2. **Wednesday, January 18th, 2012 at 7:30 PM - Annual Park Board Meeting at Village Hall;** come renew your Annual Park Dues. Refreshments will be served.

VILLAGE OF DORCHESTER FINANCE COMMITTEE MEETING

Wednesday, January 4, 2012 6:30 PM

Village Clerk's Office, 228 W. Washington Ave, Dorchester WI

Finance Committee meeting was called to order at 6:30 PM. The following Committee members were present: Wayne Rau, Deb Koncel, and Karen Dunlap; also present was Village Clerk-Treasurer Val Heins, Larry Gotham of Morgan & Parmley and Village President Dan Krause.

Bills and Vouchers for the Month of December were discussed and approved.

A motion to adjourn was made by Koncel, seconded by Dunlap; Motion Carried. Adjourned 6:58 PM

VILLAGE OF DORCHESTER BOARD MEETING

Wednesday, January 4, 2012 7:00 PM

Village Clerk's Office, 228 W. Washington Ave, Dorchester WI

President Krause called the Village Board meeting to order at 7:05 PM. Pledge of Allegiance was said. Roll call was taken with the following Trustees present; Aguilera, Ingersoll, Rau, Koncel, Dunlap, and Hunsader. Also present Village Clerk-Treasurer Val Heins, Larry Gotham of Morgan & Parmley, Kevin O'Brien of the TP, Dean Faude, Jesse Rieck, Rick Golz, Gary Leichtman, Pam Leichtman, Jennifer Lopez, Guillermo Lopez, Pam Gieger, Ken Geiger, and Dick Hunsader.

A motion was made by Koncel, seconded by Aguilera to approve the minutes of the December 7, 2011 Finance Committee Meeting and the December 7, 2011 Village Board Meetings. Motion carried.

A motion was made by Hunsader, seconded by Koncel to approve the December 2011 Audit Summary Report. Motion Carried. Village Clerk-Treasurer Heins handed out the January 2012 Audit Summary Report.

Dean Faude gave a monthly report the Village Board; he stated roots caused sewer issues on Linden Street. He made recommendations to residents with issues to install check-valves in their basements.

Rick Golz gave a monthly report the Village Board; he stated has completed the quarter reading for the Village with the new reader and this works well. He discussed with the Village Board the possible purchase of a reconditioned Touchpad attachment for \$700. About 70% of the Village has touchpad meters and he is working on replacing the old meters. Some businesses will not be able to be converted but can be read manually with the new reader.

A motion was made by Koncel, seconded by Rau to purchase the reconditioned Touch sensor Reader for \$700. Motion carried.

Pam Leichtman came before the board to discuss the sewer back-up into her basement. She will complete a claim form to be submitted to the Village insurance carrier for their review.

Gary Leichtman submitted a confidential report to the Village Board regarding a local establishment in non-compliance for informational purposes only. No discussion was held. No action was taken.

There was no public input.

President Krause presented the Inspection, operation and Maintenance plan with Map completed by Tiry Engineering. The book and map are available for viewing at the Clerk's Office. President Krause stated at this time the Village is waiting to hear back from the Village Insurance Attorney regarding claim by Badger Environmental and Earthworks.

Discussion was held on possible action on Park Dam bidding to complete Dredging. Further discussion is needed; the Village Board decided to wait on completion of dredging and hold further discussions at an upcoming Village Board Meeting.

Larry Gotham, of Morgan and Parmley gave updates on the WWTF project. He stated there has been difficulty in getting valves for the project; a new company will provide the valves over the next 2 weeks. Sledge has been 99.9 % removed and dredging complete. He also stated pump equipment is ordered.

He also presented Contractor's Application for payment to the Village Board.

A motion was made by Koncel, seconded by Hunsader to approve the payment of \$78,565.00 to Steen Construction. President Krause signed 4 copies of the Contractor's Application for payment.

Larry Gotham also presented the Dorchester Utility Improvements Budget Summary to the Village Board. A copy is available for review at the Clerk's office. He also presented Change Order #2 for the Water Treatment Facility.

Discussion was held on change order #2 and the Village Board would like Larry Gotham to discuss with Steen Construction to seek additional bids for the same work to be completed. Further discussion will be held at an upcoming meeting.

Larry Gotham discussed Sewer rates and a Sewer Use Ordinance was developed in 2004 based on the Budget at that time. He stated there has been an 8% increase each year. The goal is for the Sewer, Water and General Funds for the Village of Dorchester can support themselves. Further discussion will be needed with Larry Soyk, CPA regarding applying for Water Rate increase with the Public Service Commission of Wisconsin.

A motion was made by Rau, seconded by Koncel to continue to work with Larry Gotham of Morgan and Parmley on Sewer rate increases and Larry Soyk, Village CPA on Water Rate increases to meet the new budget. Motion carried.

A motion was made by Rau, seconded by Hunsader to approve Resolution No. 256; A resolution by the Village President and the Village Board for the Village of Dorchester, authorizing those persons named therein to exercise fiduciary responsibilities at Advantage Community Bank. Motion carried.

A motion was made by Koncel, seconded by Joan to approve Resolution No. 257; A Resolution to charge the Water Utility for its tax Equivalent. Motion carried.

A motion was made by Koncel, seconded by Dunlap to approve Resolution No. 258; A Resolution to forgive advances made by the Village of Dorchester's General Fund to the Village Water and Sewer Utilities. Motion carried. All Resolutions are available at the Clerk's Office for viewing.

Discussion was held on Village Land Rental. Trustee Rau will negotiate a contract of \$100 for 5 years for the Village owned land west side of Hwy 13. Further discussion will be held regarding agreement for east side of 13 as the Village may need to use for sludge dumping purposes.

Discussion was held regarding Quick Books and Excel set-up and training. President Krause will contact WB Quick Books and gather information on cost of installation, set-up and training of system to operate new budget.

Discussion was held regarding the Dorchester CDBG RLV agreement with MSA. Clark County Housing and Midwest Regional Planning were thought to also administer the program. A motion was made by Koncel, seconded by Dunlap to continue in 2012 with MSA, to administer the Revolving Block Grant. Motion carried.

Discussion was held regarding Dorchester Park Board and Dorchester Cemetery Association employees. Dorchester Cemetery Association has \$400 year coverage for theft, wind, Liability; Workman's Compensation would cost estimated \$901.00 per for policy. The Village pays property and liability coverage for Park of \$1043.00 and workman's Compensation would cost estimated \$903.00 for policy. A motion was made by Koncel, seconded by Dunlap to table this discussion. Motion carried.

Discussion was held on request for garbage fees for seasonal non-use and non-tenant vacancies of quarterly garbage fees. Request was turned down; quarterly garbage billing will continue.

Discussion was held regarding election Caucus date, Time, and location. It was suggested to hold the Caucus the same night as the Annual Park Board Meeting. Caucus will be held Wednesday, January 18, 2012, 7pm at the Village Hall.

Discussion was held regarding Tax Overpayments/refunds. Village Clerk-Treasurer Heins presented the Village Board a list of recipients who have been reimbursed within the 15 day statute limitation. Also listed were recipients who will receive their refunds within the next few days after board approval. A motion was made by Koncel, seconded by Hunsader to approve the Tax Overpayment Refund list as presented.

Discussion was held regarding Employee Manual and Employee Benefits. Employees can choose to take a half-hour unpaid lunch. This will be noted on time cards and time sheets. Employees can specify approved OT to be banked at time and a half or paid out on the payroll they are submitting time sheets/cards. This must be done at the time of submission of the time cards/sheets before they are turned in. Also decided was maximum of 16 hours for rollover would be allowed up to December 1. Emergencies, snow storms, etc. within the month of December will be accepted Overtime. Rick Golz has 5 vacation days from 2010 as well as previous time noted in December 7, 2011 minutes. If a holiday occurs on Saturday, Friday will be recognized as the holiday; if a holiday occurs on Sunday, Monday will be recognized as the holiday for payroll purposes.

A motion was made by Koncel, seconded by Dunlap to adjourn. Motion Carried. Adjourned 9:45 pm

Val Heins
Village Clerk-Treasurer