

VILLAGE OF DORCHESTER FINANCE COMMITTEE MEETING

Wednesday, December 5, 2012 6:30 PM

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

Chairman Dunlap called the meeting to order at 6:34pm. Present were Chairman Dunlap, Trustee Schwoch and Trustee Koncel. Also present were Trustee Seubert, Village President Krause, Clerk-Treasurer Heins, and Justin Sornsins of MSA.

Submitted bills and account reports for Water, Sewer and Village Accounts for the month of November 2012 were reviewed, discussed and payments were approved. The Trustees and Clerk-Treasurer Heins reviewed bill paying procedures within QuickBooks. A motion was made by Koncel, seconded by Schwoch to adjourn. Motion carried. Adjourned 7:00 pm.

VILLAGE OF DORCHESTER BOARD MEETING

Wednesday, December 5, 2012 7:00 PM

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

The meeting was called to order by President Krause at 7:02 pm. Pledge of allegiance was said. Roll call was taken with the following Trustees present: Seubert, Rau, Dunlap, Schwoch, and Koncel. Trustee Schauer was absent. Also present were Clerk-Treasurer Heins, Justin Sornsins of MSA, Deputy Clerk-Treasurer Hanson, Rick Golz, Jesse Rieck, Officer Gary Leichtman, Terry Recore, Kevin O'Brien of the TP.

President Krause announced the start of the Public hearing for the adoption of 2013 Village of Dorchester Budget and Tax Levy. Justin Sornsins of MSA gave a brief overview of the Budget numbers and Tax Levy amount. Village President Krause called for appearances from the public for the public hearing three (3) times with no public members requesting to speak. President Krause stated the public hearing is closed.

Discuss and approve the 2013 Village of Dorchester Budget and Tax Levy.

(Copies of the 2013 Village of Dorchester Budget and Tax Levy are available at the Clerk's Office.) A motion was made by Koncel, seconded by Rau to approve the 2013 Village of Dorchester Budget and Tax Levy as presented. Motion carried 6/0.

Review and approve minutes of the November 7, 2012 Finance Committee Meeting, November 7, Village Board meeting.

A motion was made by Schwoch, seconded by Dunlap to approve the minutes of the November 7, 2012 Board meeting. Motion carried. 6/0

Review and approve minutes of the November 13, 2012 Village Board meeting.

A motion was made by Rau, seconded by Koncel to approve the minutes of the November 13, 2012 Board meeting. Motion carried. 6/0

Review and approve November 2012 Audit Report and Receive December 2012 Audit Report from Village Clerk-Treasurer.

President Krause asked Justin Sornsins of MSA if with the new budget can a summary of the Future Expenditure Account and the Waste Water account balances and options could be given to the Village Board. A motion was made by Dunlap, seconded by Schwoch to approve the November 2012 Audit Report. Motion carried. 6/0

Justin Sornsins of MSA to present the SDBG Income Survey Report.

Mr. Sornsins presented the Village Board the Dorchester Survey Chart. (copies of the Dorchester Survey Chart are available at the Clerk's Office upon request.) The data was collected August 2012-November 2012 which included the entire community. 145 LMI responses were needed and 161 were received. CDBG grant can now be applied for and MSA will submit for the grants on behalf of the Village.

Dean Faude and Jesse Rieck's monthly reports.

Information signs have been received and have been installed on N. 3rd and 2nd streets. 4th Street signs will be installed once posts are up and have not received the Norwegian Cemetery sign.

Walls have been built around the furnaces on the Memorial Hall stage; and plan to build walls around all the furnaces for safety and durability.

A price of \$150.00 per pole to wire posts and not including decorations for inside the Memorial Hall was mentioned.

InfoTech is working in the Village on manholes. As of the meeting 3 have been completed and 3 more were being poured. The work is being filmed by InfoTech and will be used by the company as their promotional film.

The Jetter has been taken off the fire truck and the axle with hitch has been placed back on to open up storage at the shop. It was mentioned a tote on top of the Jetter can hold water.

Insurance savings of \$502.00/year was mentioned by Jesse Reick if the Village decided to sell the 1956 Fire Truck.

Rick Golz's monthly report

Both Plants are running well and the WWTF has better quality. Pumps previously ran 12 hours now running 1-2 hours. Windows, doors and the roof will be done in spring of 2013. The booster and seal for water pump will be completed next week.

Officer Gary Leichtman's monthly report

Applying for On-Board computer to have DOP access is still in process. Currently finishing reports on some cases.

Discuss and possible action on Ordinance 101-2: An Ordinance Amending Ordinance No. 101, Section 4, Removal of Barking Dogs or Other Animals.

AN ORDINANCE AMENDING ORDINANCE NO. 101, SECTION 4, REMOVAL OF BARKING DOGS OR OTHER ANIMALS

The Village Board of the Village of Dorchester does hereby ordain as follows:

Section 4 is amended to read as follows:

Section 4 – Barking Dogs or Other Animals.

It shall be unlawful for any person knowingly to keep or harbor any dog which habitually barks, howls or yelps, or any other animal which habitually barks, howls, yelps screeches, cries, or makes other noise which is a great discomfort to the peace and quiet of the neighborhood, or in such manner as to materially disturb or annoy persons in the neighborhood who are of ordinary sensibilities. Such dogs or animals are hereby declared to be a public nuisance. An Owner of such a dog or animal is considered to be in violation of this Section when a least two (2) formal, written complaints are filed with the Dorchester Police Department within a four (4) week period. Any Owner in violation of this Section shall be subject to the forfeitures provided in this ordinance. If an Owner receives three (3) or more citations for violation of this Section by the same dog or animal, such dog or animal shall be removed from the Village by the Owner within 90 days of service of written notice by the Dorchester Police Department. Failure to remove such animal shall be deemed a separate offense, and each subsequent day that the dog or animal is not removed shall be considered a separate offense. Any violation of the removal provision shall also subject the Owner to the forfeitures provided in this ordinance.

A motion was made by Koncel, seconded by Dunlap to Adopt Ordinance 101-2: An ordinance Amending Ordinance No. 101, Section 4, Removal of Barking Dogs or Other Animals. (The complete Ordinance can be viewed at the Clerk's Office upon request.)

Discuss and possible action on Marathon County proposal for animal control officers.

Discussion was held on the Marathon County proposal for animal control officers. Trustee Koncel suggested raising Village fees as do incur costs for transporting animals to Neillsville. More information and discussion is needed and will be discussed at a future Board meeting.

Sarah Serrano to discuss Police Committee recommendations.

Mrs. Serrano was unable to attend tonight's meeting; Village President Krause was in attendance at the Police Committee meeting and gave the following information: Village Attorney Wachsmuth did attend the Police Committee meeting. In regards of titles "police officer" vs. "chief of police" after review of the state statutes either title does not affect discipline, hiring, or firing procedures. Attorney Wachsmuth also recommended forming a Police Commission made up of five (5) Village Citizens to assist in discipline, hiring or firing procedures. The Commission would oversee the Police Department and make recommendations to the Village Board who makes final decisions. It was also mentioned the current Police Manual was drafted in 1989 and should be reviewed and updated. No discussion or action was taken on Attorney Wachsmuth's recommendations presented to the Police Committee.

Discuss and possible action regarding "police officer" vs. "chief of police" position and title.

A motion was made by Koncel, seconded by Schwoch to change title of Police Officer to Chief of Police effective January 1, 2013. Roll call vote was taken : Koncel-Yes, Schwoch-Yes, Dunlap-Yes, Rau-No, Seubert-Yes, and Krause-Yes; Motion carried 5/1.

Trustee Wayne Rau to discuss: Truck/Van Purchas; Snow Blower purchase; Memorial Hall Heating; and Memorial Hall Lease.

Two (2) used van estimates were discussed: 2012 Dodge Caravan 30, 000 miles \$17,563.50 and 2006 Dodge Caravan 112, 621 miles \$6, 400.00. Discussion was also held on purchasing new Truck with trade-in of current vehicle or keep current trucks and purchase another new truck as can receive state discounts on new vehicles. A motion was made by Seubert, seconded by Schwoch to table for further discussion and further information.

Discussion was held on snow blower 52" KX522 quote received from Central Lawn & Turf Equipment Inc. for \$4, 120.00. A motion was made by Dunlap, seconded by Seubert to purchase snow blower 52" KX522 Serial #AA3325 from Central Lawn & Turf Equipment Inc. for \$4, 120.00. Motion carried, 6-0

Trustee Rau discussed heating updates for Memorial Hall. It was again mentioned the boxes built around the furnaces are for safety to prevent beverage spills or foot-traffic in those areas. Furnace in the Bar and also Kitchen area will have boxes built around upon completion of duct work and electrical.

Trustee Rau stated Duane Rudolph requested list of non-profit organizations who would not be charged for Memorial Hall rental. Further discussion will be held on the Memorial Hall Lease at future board meeting to discuss updates from the Village Attorney. It was also stated that Villagers who wish to walk inside the Memorial Hall may stop into the Clerk's Office, "Sign In" and then enter the hall to walk. Please stop back into the Clerk's Office to "Sign Out" . This will start Monday, December 17, 2012 9:00 am to 4:00 PM. There will not be walking hours at the Memorial Hall if the Clerk's Office is closed. The Memorial Hall will also be open Sundays from 5-8 pm for Community use.

Discuss and possible action on submitted Pre-Engineering Fire Suppression Report for Memorial Hall.

Mesh type filters have been requested; further information is needed on these filters. The Pre-engineering Fire Suppression Report is available upon request at the Clerk's Office.

Discuss and possible action regarding community events, Village Christmas Tree on Front Street Park, etc.

Chuck Mengel has donated electricity for the lighted Village Christmas Tree on Front Street Park. Saturday, December 8, 2012 11 am to 2pm Lunch with Santa at the Village Hall; hot dogs, cocoa with whipped cream and wagon rides. A donation of two (2) white lighted wire deer were given by Scott Ellenbecker. Discussion on purchase of outside traditional, LED or rope lighting was held. A motion was made by Koncel, seconded by Seubert for purchase of lights, tree, and extension cords for the Front Street Park not to exceed \$350.00. Motion carried 6/0.

Discuss and possible action on road agreement between Village of Dorchester and DMP Real Estate/Dmp, LLC.

President Krause stated the agreement to purchase has been completed by the Village Attorney. The road agreement and Zoning changes are still in process.

Discuss and possible action on date of Planning Commission Hearing on Zoning change request from DMP Real Estate/DMP, LLC.

Further information and discussion will be held at the December 19, 2012 Village Board meeting.

Discuss and possible action on Denzine Surveying, Inc. services rendered review of surveys and invoices dated September 12, 2012 and November 7, 2012 in the amounts of \$2, 363.12 and \$2, 160.12 respectively.

Trustee Seubert stated he agreed to pay for the surveys; he has copies of both bills for total of \$4, 513.34. A check will be submitted to the Clerk's Office for the balance. The Clerk's Office will receipt, deposit and pay the statements. A motion was made by Rau, seconded by Schwoch to approve the Plat Survey S-7781 dated November 2, 2012 from Denzine Survey. Motion carried 6/0.

Discuss and possible actions on Building Permit Application from DMP Real Estate/DMP, LLC, address: 709 W Center Ave., Dorchester, WI 54425 with cost of improvement of \$40,000.00.

Further discussion is needed at a future Board Meeting.

Discuss and possible action on Building Permit Application from Wesley & Sandra Calhoun, address: 149 S. 4th Street, Dorchester, WI 54425.

A motion was made by Dunlap, seconded by Koncel to approve the building permit for Wesley & Sandra Calhoun, 149 S. 4th Street, Dorchester, WI for \$12, 692.00. Motion carried.

Discuss and possible action on Building Permit application from Terry Recore (Loopy's Bar), address: 210 W Center Ave., Dorchester, WI 54425.

A motion was made by Rau, seconded by Seubert to approve building permit application from Terry Recore (Loopy's Bar), address 210 W. Center Ave., Dorchester WI for estimated \$5000.00 costs. Motion carried.

Discuss and possible action on Park Dues request letter from Park Corp.

President Krause read a letter from the Park Board President, Ron Robida, thanking the Village for support with equipment and other requests and ending in asking the Board Members to become Park members stating \$20.00 per couple or \$10.00 single for annual dues. President Krause stated the Park cleaned up the demolition of Baker's Garage and asked for any ideas of working jointly in the future.

Discuss and possible action on applications for liquor licenses for Adam Geiger and Noel Hackbarth.

Applicants did not provide proof of completion of Responsible Beverage course- cannot issue Provisional Operator or have Village Board approve Operator License until responsible Beverage completion documentation is provided.

Discuss and possible action on letter from DNR dated November 30, 2012 regarding the Land and Water Conservation Fund (LWCF) Program.

A motion was made by Koncel, seconded by Dunlap to have Park and Recreation Committee work with Park Board on the letter from DNR dated November 30, 2012 regarding the Land and Water Conservation Fund (LWCF) Program. Motion carried 6/0.

Discuss and possible action on Snowmobile route.

Discussion was held on allowing snowmobiles access from Park Road to 1st Avenue behind Bob's Dairy to attend meetings within the area.

Discuss and possible action on purchases for computers, software and printers.

Discussion was held on computers, printer and software updates needed for Clerk's Office, Village Shop and Police office. A motion was made by Rau, Seconded by Dunlap to approve purchase of computers, software, and printers not to exceed 2013 budgeted amount. Motion carried.

Election Update from Clerk Heins.

Debra Koncel, Karen Dunlap, Wayne Rau and Dan Krause are the Trustees and Village President seats that are up for re-elections. Incumbents not seeking re-election must file **Notification of Noncandidacy** by **5:00 pm on Friday, December 21, 2012.**

Discuss and possible action on January 2013 Caucus Date:

The caucus must be held no sooner than the first Tuesday and no later than the last Tuesday in January. A motion was made by Rau, seconded by Koncel to hold the Caucus on Wednesday, January 23, 2013 at 7:00 pm at the Clerk's Office. Motion carried.

Trustee Schwoch to discuss Employee lunch hours, Overtime, Employees' job descriptions, Health insurance, Residency, and Employees' Handbook changes.

More information from Village Attorney Wachsmuth and further discussion is needed on employee lunch hours, employee job descriptions, and health insurance. The Employee Committee recommends the change in wording from "can" to "will" be taken in lieu of Overtime pay. On page 5 under heading of Bank Compensatory Time in the Employee Handbook. A motion was made by Rau, seconded by Koncel to approve the change Banked/Compensatory time will be taken in lieu of overtime pay. Banked /Compensatory time taken in lieu of overtime pay will take place within the time of two (2) pay periods. Motion carried. Brief discussion was also held on Residency. The Employee Committee recommends keeping the current Residency requirement. Further information and discussion will be held at a future Board Meeting. Trustee Dunlap stated the wording for Holiday Pay is vague as states "employee" as well as current handbook states Permanent Part-Time employees will be paid monthly and should be changed to Bi-Weekly. A motion was made by Koncel, Seconded by Rau to change wording of "Employee" to "Full-Time employees" regarding Holiday pay. Motion carried. A Motion was made by Rau, Seconded by Schwoch to change payroll for all employees of the Village of Dorchester to Bi-Weekly. Motion carried.

Discuss and possible action on date of next Board meeting.

A motion was made by Koncel, seconded by Seubert to hold the January 2013 monthly Board Meeting on Wednesday, January 9, 2013 at 7:00 pm. Motion carried.

REMINDER: Street Parking Ordinance #106 and Amendment, Sec. 1. No person shall be allowed to park their vehicle on any of the streets within the limits of the Village of Dorchester from November 15th thru April 15th between the hours of 2:00 AM and 7:00 AM.

A motion was made by Koncel, seconded by Seubert to adjourn. Motion carried. Adjournment 9:39 pm. Val Heins, Clerk-Treasurer