

**VILLAGE ANNOUNCEMENTS:**

- Minutes of Board Meeting will be available the **Tuesday** following the Board Meeting at Advantage Community Bank and the Clerk's Office.
- Clerk's Office hours are 9:00 am to 5:00 pm Monday-Friday; closed 1:00-2:00 pm for lunch hour. 24 hour secured depository is available next to the Clerk's Office door.
- [www.dorchesterwi.com](http://www.dorchesterwi.com) - visit our website for minutes, calendar of events, and much more!

**Village of Dorchester Finance Committee Meeting**

**Date: Wednesday, April 10, 2013**

**Time: 6:30 pm**

**Venue: Clerk's office**

**228 W. Washington Ave., Dorchester**

**MINUTES OF MEETING**

Trustee Koncel nominated Trustee Schwoch to preside the meeting in the absence of Chairman Dunlap. The meeting was called to order by Trustee Schwoch at 6:40 PM. The body reviewed and discussed the payables. The tax refund to Dorchester Homesite of \$11,000 was also discussed, which should be the last of the \$50,000 that was originally agreed on. Deputy Clerk will gather the complete, detailed list of payments made to Dorchester Homesite. A motion was made by Trustee Schwoch, seconded by Trustee Koncel to approve payments and accounts reports. Motion carried. A motion was made by Trustee Schwoch, seconded by Trustee Koncel to adjourn. Motion carried. Meeting was adjourned at 6:53 PM.

**VILLAGE OF DORCHESTER BOARD MEETING**

**Wednesday, April 10, 2013 7:00 PM**

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

**1 & 2. CALL MEETING TO ORDER/ PLEDGE OF ALLEGIANCE:**

The meeting was called to order by Pres. Krause at 7:00 PM. Pledge of Allegiance was said.

**3. ROLL CALL:**

PRESENT:

Outgoing Pres. Daniel Krause  
Wayne Rau

Kurt Schwoch  
Daniella Schauer

Debra Koncel  
Karen Dunlap

Mike Seubert

ALSO PRESENT:

Dean Faude  
Jesse Rieck  
Larry Gotham – Morgan & Parmley  
Matt Zoschke, CCA – Clark County Land Conservation Department

Rick Golz  
Chief Gary Leichtman

Kevin O-Brien – TP Printing  
Jeremy Haas – MSA

VILLAGER/S PRESENT:

Terry Recore – N16731 Sandhill Ave., Dorchester, WI 54425

**4. DISCUSS ELECTION RESULTS:**

Outgoing Village President Dan Krause discussed with the Board the official results from the 2013 Spring Election, as follows:

INCOMING PRESIDENT:

Wayne Rau

TRUSTEES:

Debra Koncel  
Karen Dunlap  
Darin Kussrow

**5. REVIEW AND APPROVE MINUTES OF MARCH 13, 2013 VILLAGE BOARD MEETING.**

After a brief review of the minutes, a motion was made by Trustee Schwoch, seconded by Trustee Dunlap to approve the minutes of March 13, 2013 Board meeting. Motion carried, 7/0.

**6. REVIEW AND APPROVE MARCH 2013 AUDIT REPORT, AND RECEIVE APRIL 2013 AUDIT REPORT:**

A motion was made by Trustee Dunlap, seconded by Trustee Schwoch to approve the March 2013 Audit Report. Motion carried, 7/0. The Body also received copy of the April 2013 Audit Report.

**7. PUBLIC INPUT:**

Villager, Mr. Terry Recore addressed the condition of the sidewalks that were cracked very badly. He stated that he talked to Steen Construction, and that he was advised it will be taken care of.

He also mentioned the building next to his, and stating he talked to Mr. Jantsch about it. He expressed his interest in buying it, will tear down the old building, and use the lot as a parking lot. Pres. Krause advised Mr. Recore that the sale of the property is held at this time, and there are things to consider, like the zoning of the property.

Mr. Recore also made suggestion about raising the fee for building permit applications, as other surrounding towns are charging \$30.00 to \$50.00 per application.

**8. MATT ZOSCHKE of CLARK COUNTY LAND CONSERVATION OFFICE, REGARDING DORCHESTER LAKE:**

Pres. Krause introduced Mr. Matt Zoschke to the board, to discuss his services.

Mr. Zoschke briefly stated about his responsibilities, ensuring that the County's natural resources are being conserved. He showed to the body the aerial photos of Dorchester Village with the use of the projector. He stated that he went around the lake before the meeting. He discussed briefly the following:

- A. The necessity of conserving the pollutants and sediments, which are the nutrients in the water, like phosphorous, thereby reducing its delivery to the surface water and groundwater.
- B. It was important to know where the water and nutrients originate.
- C. Where the Storm water goes.
- D. Vegetation.
- E. Water Shed – the type of use.
- F. Planting and leaving some little higher grass in some areas.
- G. Increasing habitat around the Dorchester Lake.
- H. Water flow consistency, which ends up in the ocean.

Mr. Jesse Rieck stated that our culverts are only 21". It was suggested that the culverts sizes be increased to around 60's or 72's in inches.

It was also discussed that creating a FUND for this project, and planning ahead is a great idea for the Village for many years to come. A small fee is assessed in each home once the Village goes with the Project.

**9. DISCUSS AND POSSIBLE ACTION ON PROJECTS FOR VILLAGE PARKS AND COMMUNITY ACTIVITIES:**

Outgoing Pres. Krause endorsed to the Board some information and possibilities of having some projects and activities for the community: such as, donations for charcoal grills for family cookouts at the Park, benches with markings like "in memory of..", goal posts for different games, bird and butterfly watching, planting fruit trees around either north of Dorchester Days site or in the Park, talent contest and musicals. Trustee Schwoch stated that it must also need regular garbage pick-ups at the Park.

**10. DISCUSS AND POSSIBLE ACTION ON DNR GRANT AND INSPECTIONS FOR THE DAM:**

Outgoing Pres. Krause updated the board about the grant and Tirry Engineering projects. Repairs may be finalized either May or June this year. DNR will be doing inspections this year as built-certified for the grant.

**11. DISCUSS AND POSSIBLE ACTION ON ORDINANCE NO. 199, WELL ABANDONMENT ORDINANCE:**

A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve the changes made on Ordinance No. 199, to read as follows:

**A. SECTION 3. DEFINITIONS – Sub-Section B:**

"Non-complying" means a well or pump installation which does not comply with the Provision of Ch. NR "**812.42**", Wisconsin Administrative Code in effect at the time the well was constructed, a contamination source was installed, the pump was installed or work was done on either the well or pump installation.

**B. SECTION 5. WELL OPERATION PERMIT – 2<sup>nd</sup> Paragraph, Sub-section (1):**

The well and pump installation meet or are upgraded to meet the requirements of Ch. NR "**812**", Wisconsin administrative Code.

**C. SECTION 6. ABANDONMENT PROCEDURES – Sub-Section (1):**

All wells abandoned under the jurisdiction of this Ordinance or Rule shall be abandoned according to the procedures and methods of Ch. NR "**812**", Wisconsin Administrative Code. All debris, pump, piping, unsealed liners and any other obstructions which may interfere with sealing operations shall be removed prior to abandonment.

Motion carried, 7/0.

**12. DISCUSS AND POSSIBLE ACTION ON RURAL STREET CONSTRUCTION PRELIMINARY PROJECT COST ESTIMATE FROM MSA dated APRIL 4, 2013 FOR \$64,160.00:**

Mr. Jeremy Haas of MSA was given the floor to discuss the submitted cost estimate. He requested that the Board look at the Developer's Agreement as a starting point. Once the Board decides to approve this proposal/estimate, the timeline is about 90-120 days, and final completion will be October 1<sup>st</sup>, 2013.

**13. DISCUSS AND POSSIBLE ACTION ON PAY APPLICATION, REFERENCE MORGAN & PARMLEY INVOICE (UNNUMBERED) DATED MARCH 7, 2013 FOR \$5,000 REGARDING DORCHESTER WASTEWATER TREATMENT FACILITY AND FRONT STREET (AND ATTACHMENTS):**

Mr. Larry Gotham of Morgan & Parmley discussed the bills and projects. He also informed the Board that he advised Steen Construction that he will not honor any more pay requests until the job is completely done. We have the 5% retaining for this purpose.

A motion was made by outgoing Pres. Krause, seconded by Trustee Dunlap to approve payment to Morgan & Parmley Invoice dated March 7, 2013 in the amount of \$5,000.00 - Project Name: DORCHESTER WASTEWATER TREATMENT FACILITY AND FRONT STREET. Motion carried, 7/0.

A motion was also made by Trustee Koncel, seconded by Trustee Schauer to approve payment to Application for Payment #6 dated November 11, 2012 in the amount of \$17,331.27 - Project Name: UTILITY IMPROVEMENTS – WWTF RENOVATIONS. Motion carried, 7/0.

**14. DEAN FAUDE AND JESSE RIECK'S MONTHLY REPORTS:**

Mr. Faude reported about the estimates for the chip seals for Ludwig Drive, N. 2<sup>nd</sup> Street, Cty. A, 400 N. that are coming in a week. The bill for banners for around \$1,033 was received.

Mr. Rieck reported that they have started sweeping the streets. He reported about banner brackets that we can possibly utilize, like the ones used by the City of Abbotsford. Tool Box is on.

A couple of drains on 1<sup>st</sup> Avenue East, was also discussed. 24" culvert was recommended to be put in on Vircks Drive, and run west down 1<sup>st</sup> Avenue East. 12" culvert is not big enough and is not going to keep up.

**15. DISCUSS AND POSSIBLE ACTION ON CAPITAL IMPROVEMENT PLAN UPDATES:**

Outgoing Pres. Krause updated the Body regarding the Village working with MSA for street repairs, such as Washington Ave., 4<sup>th</sup> Street, etc. He suggested if the Board could assign the Roads Committee to look into this again and update. He also reminded to put the CIP Plan updated.

**16. DISCUSS AND POSSIBLE ACTION ON STREET BANNERS, STREET SIGNS, FLAGS, INFORMATIONAL SIGNS AS BUDGETED FOR 2013:**

Outgoing Pres. Krause reminded the Board that we have \$4,500.00 budgeted for these projects. He suggested for the Street Committee to sit down to look into it with color coordination of theme/s, decorations, logo, etc. to spice things up a bit. He mentioned about the Clark County Advertising group that works in this type of projects.

Mr. Rieck, stated about the connected wired 150 pieces of candle lights that the City of Abbotsford has, which is about 1,000 feet long.

**17. DISCUSS AND POSSIBLE ACTION ON DIRECT PAYMENT TO JAKEL PLUMBING PER INVOICE # 12212 DATED MARCH 12, 2013 IN THE AMOUNT OF \$533.75 FOR MATERIALS AND LABOR ON INOPERABLE BUILDING CONTROL VALVE:**

Mr. Larry Gotham of Morgan & Parmley briefly explained the need of the payment to be made directly to Jakel Plumbing instead of going the other route, which will cost the Village more because of services rendered by Morgan & Parmley.

A motion was made by Trustee Schauer, seconded by Incoming Pres. Rau to approve Jakel Plumbing Invoice# 12212 dated March 12, 2013 in the amount of \$533.75 representing payment for materials and labor on inoperable building control valve. Motion carried, 7/0.

**18. RICK GOLZ'S MONTHLY REPORT:**

Mr. Golz reported that the pit is not the best place for the valve to put in. It may freeze during the winter, and may cause some leaks when water starts to condensate. He stated that Mr. Gotham's recommendation to seal the pit may be the cheapest way to do it and as a temporary solution.

Mr. Golz also reported that Blower #1 on top of the Pond was replaced about 2 years ago. Blower #2 is now out. It would cost about \$60.00 to repair or rebuild it, but he stated that the best way is to replace it, and replacement of which is roughly estimated to be about \$1,400.00. Outgoing Pres. Krause stated that this can be brought up and discussed at the Board meeting on Tuesday, 16<sup>th</sup> April.

**19. POLICE CHIEF GARY LEICHTMAN'S MONTHLY REPORT INCLUDING UPDATE OF EMERGENCY MANAGEMENT PLAN:**

**A. EMERGENCY MANAGEMENT PLAN:** Chief Leichtman reported that the Emergency Management Plan has been updated. He mentioned about a couple of places that may be utilized as emergency shelters for like severe weather conditions, etc. The drafted updates will be discussed at their next Emergency Management Committee meeting which will be held on April 25<sup>th</sup>, 2013, and recommend the final at the next monthly Board meeting in May 2013.

**B. POLICE REPORTS:** Chief Leichtman also reported that there are investigations going on regarding some juveniles about property damages. There was also a report on Traffic route issues.

**C. COMPUTERS:** He reported about the computer for the squad car. Grant application has been submitted, and hopefully when granted, about ¾ of the cost will be covered.

**D. PHONES:** Chief Leichtman recommended to have a dedicated, secured mobile phone line.

**20. DISCUSS AND POSSIBLE ACTION ON JOB DESCRIPTIONS, AND POLICE DEPARTMENT HANDBOOK; COMMISSION VS. COMMITTEE:**

Outgoing Pres. Krause endorsed to the Board Chief Leichtman's job description and Police Department Handbook that need to be updated. He also suggested to look into the title of the Police Committee whether to maintain the "Committee" or change it to "Commission".

**21. DISCUSS AND POSSIBLE ACTION ON VILLAGE COMPUTERS, PRINTERS, DATA BACK-UP, NETWORKING, INTERNET, EMAIL, WEB PAGE:**

Pres. Krause reported the Body about the Technology we have in place. He stated that the Clerk's computer was replaced last year. He also stated that the Deputy Clerk's has crashed. Chief Leichtman's video and data recorder is old. Shop office's is also at the end of its life span. A laptop was recommended for the Water Utility that can be used for road reports. Emails security and storage was also mentioned.

Pres. Krause advised the Board about the Village website. It would cost the Village a one-time fee of \$300.00 to upgrade to Version 4 (from Version 3) to be able to have more features that are needed when making changes or corrections on certain pages. It will be more user-friendly this way. No action taken at this point.

**22. DISCUSS AND POSSIBLE ACTION ON BOB CHRISTENSEN SERVICES:**

Pres. Krause stated that he talked to Mr. Christensen, and he would come to the Planning Commission meeting the next day, April 11<sup>th</sup>. He advised that any member is welcome to attend the meeting and observe or listen.

**23. DISCUSS AND POSSIBLE ACTION ON BUILDING PERMIT APPLICATION FROM COLE JANNENE –ADDRESS: 401 4<sup>TH</sup> STREET, DORCHESTER:**

Based on question raised about the approval of the application from Zoning Administrator, Jim Jantsch, Deputy Clerk Hanson advised the Board that the original copy of the application was approved and signed by Mr. Jantsch. A motion was made by Incoming Pres. Rau, seconded by Trustee Schwoch to approve the Building Application from Cole Jannene – Address: 401 4<sup>th</sup> Street, Dorchester. Motion carried, 7/0.

**24. DISCUSS AND POSSIBLE ACTION ON BUILDING PERMIT APPLICATIONS FROM INDUSTRIAL DEVELOPMENT:**

**A. ADDRESS: 559 W. CENTER AVE. :**

A motion was made by Trustee Seubert, seconded by Incoming Pres. Rau to approve the Building Permit Application from Industrial Development – Address: 559 W. Center Ave., Dorchester pending Applicant's signature on the application. Motion carried, 7/0.

**B. ADDRESS: 574 W. CENTER AVE.:**

A motion was made by Trustee Seubert, seconded by Trustee Schauer to approve the Building Permit Application from Industrial Development – Address: 574 W. Center Ave., Dorchester pending Applicant's signature on the application. Motion carried, 7/0.

**25. DISCUSS AND POSSIBLE ACTION ON BUILDING PERMIT APPLICATION FROM TERRY RECORE – ADDRESS: 119 S. FRONT ST., DORCHESTER:**

As asked for explanations about the application, Mr. Recore informed the Board that the size of the awning was about 12', and is currently on the side of the building, which will be put on the front. He also stated that there would only be 2 sidewalls to be added to the building to make into another room. The Board also asked if Mr. Jim Jantsch, the Village Zoning Administrator was aware of the application. Deputy Clerk Hanson advised the Board that Mr. Jantsch looked at the application, went to the site to inspect, and came back to approve and signed it.

A motion was made by incoming Pres. Rau, seconded by Trustee Schwoch to approve the Building Permit Application from Terry Recore – Address: 119 S. Front Street, Dorchester. Motion carried, 7/0.

**26. DISCUSS AND POSSIBLE ACTION ON THE VILLAGE OF DORCHESTER IN COMPLETING ITS COMPREHENSIVE PLAN:**

Outgoing Pres. Krause endorsed to the Board and recommended the necessity of having a Comprehensive Plan in place. He showed the revised quote from West Central Wisconsin Regional Planning Commission (WCWRPC). Trustee Koncel disputed the idea of implementing it, stating that the Village in anyways are working on projects that come at hand, and suggested to save the \$5,000 fee instead for other projects.

After a few more deliberations, a motion was made by incoming Pres. Rau, seconded by Trustee Dunlap to approve quote from West Central Wisconsin Regional Planning Commission (WCWRPC) to render their services to the Village of Dorchester in completing its Comprehensive Plan, not to exceed \$5,000.00.

Motion carried, 6/1: AYES: Krause, Rau, Schauer, Seubert, Dunlap, and Schwoch. NAY: Koncel.

27. **DISCUSS AND POSSIBLE ACTION ON BOARD OF REVIEW:**

Outgoing Pres. Krause informed the Board about taking the Board of Review classes. He advised that one member should take the course. He stated that he was the only Board member who took it during his term. Clerk Heins also took the course. Deputy Clerk Hanson will find out about the details.

28. **DISCUSS AND POSSIBLE ACTION ON VILLAGE-WIDE GARAGE SALE DATES:**

Last days of school from different school districts were discussed, which will be based upon in setting the Village-wide garage sale dates. Incoming Pres. Rau would talk to Kate Reynolds, and the subject will be discussed again at the next monthly Board meeting.

29. **DISCUSS AND POSSIBLE ACTION OF DATE OF NEXT BOARD MEETING:**

A motion was made by incoming Pres. Rau, seconded by Trustee Schauer to schedule the Annual Organizational Meeting for April 16<sup>th</sup>, at 7:00 PM at the Clerk's Office, followed by Board meeting at 7:30 PM. Motion carried, 7/0.

30. **ADJOURNMENT:**

Thereby having no other matters discussed, a motion was made by Trustee Schauer, seconded by Trustee Dunlap to adjourn. Motion carried, 7/0. Meeting was adjourned at 9:26 PM.

SUE HANSON  
Deputy Clerk-Treasurer