

Village of Dorchester Finance Committee

Date: Wednesday, June 5, 2013 Time: 6:30 PM Venue: Clerk’s office-228 W. Washington Ave., Dorchester WI

MINUTES OF MEETING

Chairman Dunlap called the meeting to order at 6:35 PM. Present were Chairman Dunlap, Trustees Koncel and Schwoch. Bills and vouchers were discussed. A motion was made by Trustee Koncel, seconded by Trustee Schwoch to approve all the bills and vouchers as submitted. Motion carried, 3/0. A motion was made by Trustee Schwoch, seconded by Trustee Koncel to adjourn. Meeting was adjourned at 6:45 PM.

Village of Dorchester Board Meeting

Date: Wednesday, June 5, 2013 Time: 7:00 PM
Clerk’s office-228 W. Washington Ave., Dorchester WI

MINUTES OF MEETING

NOTE: Correction was made on Item # 9-B, a typographical error on motion carried, 6/0, instead of 6/1.

- 1. The meeting was called to order by Pres. Rau at 7:03 PM.
- 2. Pledge of Allegiance was said.

3. **ROLL CALL:**

PRESENT:
Pres. Wayne Rau Kurt Schwoch Debra Koncel Darin Kussrow
Karen Dunlap Daniella Schauer Mike Seubert

ALSO PRESENT:
Atty. Bonnie Wachsmuth Chief Gary Leichtman Jeremy Haas – MSA
Kevin O-Brien – TP Printing Val Heins- as Secretary Sue Hanson
Dean Faude Rick Golz

VILLAGERS PRESENT:
Renee Staab Dan Krause Terry Recore

4. **REVIEW AND APPROVE MINUTES OF THE MAY 1, 2013 VILLAGE BOARD MEETING:**

A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve the May 1st, 2013 Village Board meeting minutes. Motion carried, 7/0.

5. **REVIEW AND APPROVE MAY 2013 AUDIT REPORT, AND RECEIVE JUNE 2013 AUDIT REPORT FROM THE VILLAGE CLERK-TREASURER:**

A motion was made by Trustee Dunlap, seconded by Trustee Schwoch to approve May 2013 Audit Report. Motion carried, 7/0.

6. **PUBLIC INPUT.** No public input took place.

7. **MR. JEREMY HAAS OF MSA TO DISCUSS GRANT AWARDS, POTENTIAL CONSTRUCTION/BIDDING SCHEDULE, AND COST ESTIMATES ASSOCIATED WITH COMPLETING THE RURAL STREET PROJECT.** (A copy is available at Clerk’s Office for viewing.)

Mr. Jeremy Haas presented the MSA Project Update Sheet dated June 5, 2013 with the following projects:

A. **Third Avenue/Washington Street Utility Project:** The Village was awarded two (2) grants in the past month. The Community Development Block Grant (CDBG) award was announced for a total of \$203,000.00. This award is intended to the sewer replacement costs. The Village has also received principal forgiveness thru the DNR Safe Drinking Water Program. This forgiveness offsets 45% of the water main replacement costs, estimated at \$180,000.000.

B. **Project Schedule for Dorchester Utility Projects:**

| Action Item | Date |
|---|---|
| a) Begin Advertisements for Bid | June 24, 2013 (Monday) |
| b) Bid Opening | July 12, 2013 (Friday) |
| c) Contract Award | August 7, 2013 (Wednesday) |
| d) Contractors being water utility construction | August 19, 2013 (Monday) |
| e) Village obtains interim financing | September 2013 |
| f) Contractor completes construction projects | November 2013 |
| g) Village closes on SDWLP/CWFP low interest water bond | September 2013 (states June 2013 on update) |

8. **DISCUSS AND APPROVE COMBINATION CLASS “A” RETAILER LICENSE FOR THE SALE OF FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR ONLY FOR CONSUMPTION AWAY FROM THE PREMISES WHERE SOLD FOR HEARTLAND COOPERATIVE C-STORE, AGENT-SANDRA AGUILERA:**

A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve the Class “A” Retailer License for the Sale of Fermented Malt Beverages and Intoxicating Liquor Only for Consumption Away from the Premises Where Sold for Heartland Cooperative C-Store, Agent-Sandra Aguilera. Motion carried, 7/0.

9. **DISCUSS AND APPROVE CLASS B RETAIL LICENSES FOR THE SALE OF FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS AS FOLLOWS:**

A. A motion was made by Trustee Schauer, seconded by Trustee Kussrow to approve Class “B” License for the Sale of Fermented Malt Beverages and Intoxicating Liquors for Melvin Charles Mohan, d.b.a. Fuzzy’s Tavern. Motion carried, 7/0.

B. A motion was made by Trustee Schwoch, seconded by Trustee Dunlap to deny Kenney Mohan, d.b.a. Fuzzy's Tavern a Class "B" Retail License for the Sale of Fermented Malt Beverages and Intoxicating Liquors. Motion carried, 6/0. Trustee Koncel abstained.

C. A motion was made by Trustee Koncel, seconded by Trustee Kussrow to approve Class "B" License for the Sale of Fermented Malt Beverages and Intoxicating Liquors for Pamela Geiger, d.b.a. Boozer's Bar and Grill. Motion carried, 7/0.

D. A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve Class "B" License for the Sale of Fermented Malt Beverages and Intoxicating Liquors for Thomas Wempner/Point-O-Eight. Motion carried, 7/0.

E. A motion was made by Trustee Schauer, seconded by Trustee Koncel to approve June 2013 Class "B" License for the Sale of Fermented Malt Beverages and Intoxicating Liquors for Rick Rinehart, d.b.a. Memorial Community Hall, LLC. Motion carried, 7/0.

F. A motion was made by Trustee Kussrow, seconded by Trustee Koncel to approve Class "B" License for the Sale of Fermented Malt Beverages and Intoxicating Liquors for Eugene Peissig, d.b.a. Dorchester Park Corporation. Motion carried, 7/0.

G. A motion was made by Trustee Koncel, seconded by Trustee Seubert to deny Terry Recore, d.b.a. Drive Through Front and Rear a Class "B" License for the Sale of Fermented Malt Beverages and Intoxicating Liquors. Motion carried, 7/0.

10. **DISCUSS AND APPROVE OPERATOR'S LICENSES:**

A motion was made by Trustee Koncel, seconded by Trustee Kussrow to approve Operator's Licenses for the following applicants: **Point-O-Eight:** Makala Thomsen and Ashlee Goodrich; **Fuzzy's Tavern:** Neil Duranceau; **Boozer's Bar & Grill:** Bobbie Blair, Stephanie Jean Brecke, Jared Joseph Baker, Miriah Pitzke, Holly Dettmering, Jennifer Krug; **Heartland Co-op Services C-Store:** Sandra Aguilera, Samantha Odalen Fields, Cathy Seehafer, Becky Beilke, Donna Smazal, Nicole Schorer, Mariah Venzke, Becky Van Loh and Amber Von Loh; **Dorchester Park Corp:** Ron Robida, Janice Block; **Memorial Hall:** Maggie Geiger, Adam Geiger, Donna Geiger, Erin Blasel. Motion carried, 7/0.

11. **UPDATE BUILDING PERMIT APPLICATIONS AS APPROVED BY ZONING ADMINISTRATOR, JIM JANTSCH:**

A motion was made by Trustee Schauer, seconded by Trustee Seubert to approve Building Permits as follows:

A. Betty Heindl, address: 186 N 4th Street. Purpose: to remodel bathroom.

B. Ronald Robida, address: 203 W Center Ave. Purpose: Installation of rocks in front of the house.

C. Scott Ellenbecker, address: 345 W 1st Ave. Purpose: 6x16 treated wood deck addition.

Motion carried, 7/0.

12. **DISCUSS AND APPROVE BUILDING PERMIT APPLICATION BY KEVIN & TONYA GEBERT, ADDRESS: 106 W KENNEDY AVE.**

CORNER 2ND STREET. PURPOSE: REPLACE EXISTING 27'x42' SHED/GARAGE WITH NEW 32'x52' + 8' OVERHANG AND CONCRETE PAD (52'x40'). CONCRETE WILL HAVE HEAT TUBES AND INTEGRATE TO EXISTING FLOOR DRAINS.

After the subject was discussed, a motion was made by Trustee Schwoch, seconded by Trustee Schauer to refer the matter to the Planning Commission for further discussion and recommendation. Motion carried, 7/0.

13. **DISCUSS AND POSSIBLE ACTION ON VIRCKS STREET REPAIR:**

The subject was tabled for the next monthly board meeting.

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

2 sidewalk slabs East of Lutheran Church are being repaired. Valve was removed for repair. They have been working hard to keep up with lawn mowing. Repair cost for the damaged hydrant is approximately \$2,500.00. They're waiting to hear back from the Insurance company.

15. **DISCUSS AND APPROVE PURCHASE OF GARBAGE CANS FOR PARK:**

Discussion was held on purchasing garbage cans for the Park. Several examples and prices were presented to the Board. A motion was made by Trustee Schwoch, seconded by Trustee Seubert to approve Building Committee to purchase up to four (4) trash cans for \$1,400.00 plus shipping. Motion carried, 7/0.

16. **DISCUSS AND APPROVE PURCHASE OF TILLER FOR VENTRAC:**

A motion was made by Trustee Kussrow, seconded by Trustee Dunlap to approve the purchase of Tiller for the Ventrac not to exceed \$2,750.00. Motion carried, 7/0.

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

Lift Station is working well despite all the rain. Compliance Maintenance Annual Report (CMAR) was submitted to the Board for approval.

18. **DISCUSS AND APPROVE RESOLUTION NO. 267, COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR):**

A motion was made by Trustee Koncel, seconded by Trustee Schwoch to approve Resolution No. 267, 2013 Compliance Maintenance Annual Report (CMAR). Motion carried, 7/0.

19. **POLICE CHIEF GARY LEICHTMAN'S MONTHLY REPORT INCLUDING ADDITIONAL DORCHESTER DAYS SECURITY:**

Police Chief Leichtman reported that the Mobile Data Computer was mounted in the squad car on June 6th, 2013.

Dorchester Days security part-time help will come from: 1 Edgar Police Officer and 2 Clark County Deputies. There will be a Bike Rodeo on June 13, 2013, 11:00 AM-1:00 PM.

20. **DISCUSS AND POSSIBLE ACTION ON DORCHESTER DAYS AND DORCHESTER PARK UPDATES:**

Pres. Rau stated that the Dorchester Days Committee would meet on June 6th, 2013 to finalize plans. Volunteers can stop at the Dorchester Days Site to help out where needed to get the grounds ready.

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

Several handouts were presented to the board. More time is needed to review the information gathered from previous quotes and the new vendor, Ron's Computers thru Trustee Schwoch and Dan Krause. A motion was made by Trustee Koncel, seconded by Trustee Kussrow to refer the Police technology purchases to the Police Committee to review and make recommendations. Motion carried, 7/0.

22. DISCUSS AND APPROVE EMPLOYEE COMMITTEE CHANGES TO THE EMPLOYEE HANDBOOK:

A motion was made by Trustee Schauer, seconded by Trustee Seubert to approve two (2) changes to the Employee Handbook as stated. Motion carried.

23. DISCUSS AND POSSIBLE ACTION ON MONTHLY WATER BILLING:

Pres. Rau stated that at this time, the Village will remain with quarterly billing and continue with the rate approval. No further discussion took place.

24. DISCUSS AND POSSIBLE ACTION ON INVENTORY LIST AND PRICES FROM DOUBBLEBACK BAR BEING SOLD TO THE VILLAGE OF DORCHESTER:

Inventory list of May 15, 2013, when the Lease began with Doubleback Bar, was compared against the current list. Several items were missing. It was mentioned that 6-8 bar stool backs are broken and missing. Discussion was also held purchasing rolling tables for Sale at \$175.00 each and a wooden stage for \$100.00 from Duane Rudolph.

A motion was made by Trustee Schauer, seconded by Trustee Koncel to deny return of the security deposit of \$600.00 due to missing items and damaged to other items. Motion carried, 7/0.

A motion was made by Trustee Schauer, seconded by Trustee Koncel to approve purchase of four (4) wooden tables for \$175.00 each totaling to \$700.00. Motion carried, 7/0.

A motion was made by Trustee Schauer, seconded by Trustee Koncel to decline the purchase of wood stage for \$100.00. Motion carried, 7/0.

25. TRUSTEE KUSSROW TO UPDATE THE BOARD ON DMP PROPERTY AND RURAL ROAD PROJECT:

Public Works Committee met with Mr. Kirk Skoog and Jeremy Haas of MSA regarding the Rural Road Project. Without plans approved through the State, final costs are unknown; and there were too many "what if's". Plans must be finalized and in place before Rural Road Project approval.

26. DISCUSS AND POSSIBLE ACTION ON MEMORIAL HALL LEASE:

Pres. Rau stated that changes to the Lease have been made, and is ready to be signed. The Village Board reviewed the new Lease. A motion was made by Trustee Schwoch, seconded by Trustee Schauer to approve the new Memorial Hall Lease as written for the Memorial Community Hall, LLC. Motion carried, 7/0.

27. DISCUSS AD POSSIBLE ACTION ON CAPITAL IMPROVEMENT PLAN (CIP) UPDATES:

Pres. Rau stated that the Capital Improvement Plan (CIP) is still in progress. No further discussion took place.

28. PRES. RAU TO PROVIDE UPDATES ON:

- A. 356 W Center Ave.
- B. 127 S Front St.
- C. 250 S 4th St.

Pres. Rau stated that the Building Inspector, Bob Christensen is in process of contacting the property owners to gain access for interior inspections. He has placed 2 phone calls and sent 1 property owner a letter as no contact number is available. The Boards is waiting to hear for update.

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

- A. A special Board meeting is set for June 27, 2013 (Thursday) at 7:00 PM at the Clerk's Office.
- B. Next regular monthly Board meeting will be held on July 10, 2013 at 7:00 PM at the Clerk's office.

30. ADJOURNMENT:

Thereby having no other matters discussed, a motion was made by Trustee Dunlap, seconded by Trustee Koncel to adjourn the meeting. Meeting was adjourned at 9:18 PM.

Val Heins
Clerk-Treasurer

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6/10/13