

**ANNOUNCEMENTS:**

1. **ICE CREAM SALE IS AVAILABLE AT THE DORCHESTER BALL PARK EVERY WEDNESDAY AND THURSDAY UNTIL MID-AUGUST, 2013.**
2. **COMMUNITY PICNIC WILL BE HELD ON AUGUST 4, 2013 AT THE DORCHESTER PARK, HOSTED BY ST. PETER EVANGELICAL LUTHERAN CHURCH.**

**VILLAGE OF DORCHESTER FINANCE COMMITTEE MEETING**  
**DATE: WEDNESDAY, JULY 10, 2013**  
**TIME: 6:30 PM**  
**VENUE: CLERK’S OFFICE**  
**228 W. WASHINGTON AVE., DORCHESTER**

**MINUTES**

1. **CALL MEETING TO ORDER.**  
The meeting was called to order by Chairman Dunlap at 6:40 PM.
2. **ROLL CALL.**  
Present were Chairman Dunlap and Trustee Koncel. Trustee Schwoch was absent.
3. **DISCUSSION AND ACTION ON THE BILLS AND VOUCHERS.**  
After reviewing bills and vouchers, a motion was made by Trustee Koncel, seconded by Chairman Dunlap to approve the bills and vouchers presented.
4. **MOTION TO ADJOURN.**  
Thereby having no other matters discussed, a motion was moved by Chairman Dunlap, seconded by Trustee Koncel to adjourn. Meeting was adjourned at 6:47 PM.

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**VILLAGE OF DORCHESTER BOARD MEETING**  
**Clerk’s Office, 228 W. Washington Ave., Dorchester WI**  
**Wednesday, July 10, 2013 7:00 PM**

**MINUTES**

1. **CALL MEETING TO ORDER.**  
The meeting was called to order by Pres. Rau at 7:01 PM.
2. **PLEDGE OF ALLEGIANCE.**  
Pledge of Allegiance was said.
3. **ROLL CALL.**  
**PRESENT:**  
Wayne Rau            Karen Dunlap            Debra Koncel            Daniella Schauer  
Darin Kussrow        Mike Seubert  
**ABSENT:**  
Kurt Schwoch  
**ALSO PRESENT:**  
Dave Carlson-SEH        Jeremy Haas-MSA        Bob Christensen – Village Building Inspector  
Matthew Stephan-SHE    Kirk Skoog-MSA        Kevin O’Brien – TP Printing  
Dean Faude                Jesse Rieck                Rick Golz  
Sue Hanson as Secretary  
**OTHERS PRESENT:**  
Judith Bedroske – Address: 6015 Cty. Rd. F, Dorchester  
Jeff Staab – Address: 111 W 2<sup>nd</sup> Ave., Dorchester
4. **REVIEW AND APPROVE MINUTES OF THE JUNE 5, 2013 VILLAGE BOARD MEETING AND JUNE 27, 2013 SPECIAL BOARD MEETING.**  
The Board reviewed both the minutes of June 5, 2013 and June 27, 2013. The date on June 28<sup>th</sup> minutes was corrected to June “27”. A motion was made by Trustee Koncel, seconded by Trustee Kussrow to approve

the minutes of June 5, 2013 Board Meeting and of June 27, 2013 Special Board Meeting. Motion carried, 6/0.

**5. REVIEW AND APPROVE JUNE 2013 AUDIT REPORT AND RECEIVE JULY 2013 AUDIT REPORT FROM VILLAGE DEPUTY CLERK-TREASURER.**

A motion was made by Trustee Dunlap, seconded by Trustee Koncel to approve the June 2013 Audit Report. Motion carried, 6/0.

**6. PUBLIC INPUT.**

Mr. Jeff Staab raised his concerns about the street projects on Front Street. Pres. Rau stated that himself, Village Shop employees and Mr. Larry Gotham will be meeting on Tuesday morning, and assuring to review all the work done by the contractor. Pres. Rau stated that final check will not be issued or released without final approval from the Board after completion of the project.

**7. DISCUSS AND APPROVE FIRE WORKS DURING THE COMMUNITY PICNIC ON AUGUST 4, 2013 BY ST. PETER EVANGELICAL LUTHERAN CHURCH.**

Pres. Rau handed the prepared "Permit to Possess and Display Fireworks" form to Ms. Bedroske to fill out. Ms. Bedroske completed the form and handed it for President's approval. Pres. Rau signed said form in front of the Board.

Ms. Bedroske mentioned about the Operator's License to serve beer during the Community Picnic. She requested for any volunteers who have already operator's license or have completed the bartender's course to help out. She has nobody at this point to serve beer. She's also looking into taking a class in order to obtain an operator's license.

**8. MR. JEREMY HAAS OF MSA TO DISCUSS MSA AMENDMENT FOR CONSTRUCTION.**

Mr. Jeremy Haas of MSA handed out to the Board members copies of his letter to our Village President dated July 10, 2013 on the subject: "Construction Administration for Utility and road reconstruction project along Third Avenue and Washington Street" (copy is available at the Clerk's Office for public viewing). He went over the scope of services, proposed fees and schedules. It was explained by Mr. Haas that any hours worked outside of the contracted number of hours (480 hours on the bid) will not be shouldered by the Village of Dorchester.

**9. DISCUSS AND POSSIBLE ACTION ON MSA AMENDMENT FOR CONSTRUCTION.**

Open Bid date was decided to take place on August 2, 2013 (Friday) at 9:00 AM. Pres. Rau advised that Board members don't need to be present during the Open Bid. Awarding of contracts will be announced at the August 2013 regular Board meeting.

A motion was made by Trustee Kussrow, seconded by Trustee Schauer to move on with the project as amended for the MSA Construction Administration for Utility Road Reconstruction Project along Third Avenue and Washington Street, Village of Dorchester, per letter submitted by Mr. Jeremy Haas dated July 10, 2013. Motion carried, 6/0.

**10. MR. MATTHEW STEPHAN OF SEH TO PRESENT PROPOSAL ON HIRING PROJECT ENGINEER.**

Pres. Rau introduced to the body representatives from Short Elliot Hendrickson, Inc. (SEH). Mr. Matthew Stephan was given the floor to introduce their company and services mentioning about the jobs done on Meyer Drive, Tomahawk, to name a few. Mr. Dean Faude expressed his satisfaction with the services rendered by SEH in the past. Brochure with details of their services and past completed projects in several other areas were handed to board members that can be used for reference purposes.

**11. DISCUSS AND APPROVE HIRING OF SEH TO BE PROJECT ENGINEER.**

Pres. Rau advised the board that the Village Planning Commission will try to meet either on the 22<sup>nd</sup> or the 29<sup>th</sup> July to discuss this subject further.

**12. DISCUSS AND POSSIBLE ACTION ON DRAFT-LETTER TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION REGARDING INTERSECTION OF HWY 13 AND COUNTY ROAD A VILLAGE OF DORCHESTER, CLARK AND MARATHON COUNTIES SAFETY IMPROVEMENT PROJECT.**

Pres. Rau advised the body that he met on June 24<sup>th</sup>, 2013 with Mr. Steve Bachmann and party and discussed the Safety Improvement Project on Intersection of Hwy 13 and County Road A, Village of Dorchester, Clark and Marathon Counties. He briefly explained the purpose of the letter drafted addressed to the Wisconsin Department of Transportation. When the project is approved, which is about half a million dollars, 90% is taken care of by the Federal funding, and the Village of Dorchester, Clark and Marathon Counties will cover the 10%, which may run about \$50,000.

A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve and send the letter to the Wisconsin Department of Transportation regarding Intersection of Hwy 13 and County Road A, Village of Dorchester, Clark and Marathon Counties Safety Improvement Project. Motion carried, 6/0.

**13. DEAN FAUDE AND JESSE RIECK'S MONTHLY REPORTS.**

Mr. Faude reported that two (2) Hydrants were repaired last month, June. New Hydrant will be installed. He also reported about the complete repair of the railroad crossing, taking out old spur along Front and Liberty Streets. The crossing by County A/Center Ave will be patched. Neither the Village nor the County will shoulder any expenses.

**14. DISCUSS AND POSSIBLE ACTION ON LAWN MOWER REPAIRS OR PURCHASE.**

A motion was made by Trustee Kussrow, seconded by Trustee Dunlap to trade in the 2 John Deer's for Ventrac. Motion carried, 6/0.

**15. RICK GOLZ'S MONTHLY REPORT.**

Mr. Golz reported that the Wastewater Plant is running smoothly. Infiltration from rain, storm water and snow melt was more than usual. He will discuss with Trustee Kussrow to meet with Public Works Committee about water meters.

**16. CHIEF GARY LEICHTMAN'S MONTHLY REPORT.**

Chief Leichtman was not present to give reports.

**17. DISCUSS AND POSSIBLE ACTION ON VILLAGE COMPUTERS, PRINTERS, DATA BACKUP, NETWORKING, INTERNET, EMAIL.**

Different offers were taken into consideration and discussed, including technical support service availability.

After a few more deliberations, a motion was made by Trustee Koncel, seconded by Trustee Schauer to agree with EO Johnson and get all computers up-to-date. Motion carried, 6/0.

**18. TRUSTEE KONCEL TO REPORT UPDATES ON 127 S FRONT STREET.**

Trustee Koncel gave the floor to Mr. Bob Christensen, Village Building Inspector to report the result of their inside inspection on 127 S Front Street property.

Mr. Christensen stated that the Village Board of Health Committee and himself met on July 10, 2013 with the Realtor representative of the late Mr. Michael T. Clark, who is Mr. Duane Wepfer with Kramer-Schifferl Realty. He explained to the board the conditions inside the building: the roof being completely deteriorated, interior ceilings completely saturated, basement flooded, a certain part of the main floor being spongy and dangerous to walk on, etc. With all the findings, Mr. Christensen has determined this property to be in violation of Wisconsin Statutes Chapters 823 or s. 66.0413. He, therefore, recommends that this property be declared as public nuisance.

**19. DISCUSS AND POSSIBLE ACTION ON 127 S FRONT STREET.**

Discussion was held on 127 S Front Street. A motion was made by Trustee Koncel, seconded by Trustee Schauer to declare the property at address: 127 S. Front Street, Dorchester as public nuisance, and be razed. Motion carried, 6/0.

A motion was made by Trustee Koncel, seconded by Trustee Seubert to approve Mr. Bob Christensen send a letter via certified mail to the Estate of Mr. Michael T. Clark, 127 S. Front Street, Dorchester about the determination and decision on this property (copy of letter will be available at the Clerk's Office for public viewing). Motion carried, 6/0.

**20. DISCUSS AND POSSIBLE ACTION ON PUBLIC COMMISSION SERVICE AND POSSIBLE PUBLIC HEARING.**

Pres. Rau briefly advised the board about the teleconference that will take place towards the end of July or beginning of August, 2013 regarding the Village water billing plans. The board does not need to be present during this event.

**21. DISCUSS AND APPROVE CLARK COUNTY VISITORS GUIDE ADVERTISEMENT (SEE MAGAZINE).**

Pres. Rau showed the advertisements about Dorchester on the Clark County Visitors Guide magazine. This magazine is printed every 2 years. Advertising cost for a half-page for the Village of Dorchester is \$350.00, while full-page ad is \$595.00. Advertising fee must be paid by September, approval will be done by October, and printing will take place November or December for the 2014 issue. The Village can split the advertising cost with the Park. He stated that the Park will meet on July 29<sup>th</sup>.

A motion was made by Trustee Kussrow, seconded by Trustee Koncel to approve a full-page advertisement on the Clark County Visitors Guide magazine, and split the cost with the Dorchester Park. Motion carried, 6/0.

**22. DISCUSS AND APPROVE HUTMAN HEATING PAYMENT FROM FUTURE EXPENDITURE ACCOUNT.**

A motion was made by Trustee Dunlap, seconded by Trustee Schauer to approve payment to Hutman Heating to be taken from the future expenditure account. Motion carried, 6/0.

**23. DISCUSS AND APPROVE PURCHASE OF GARBAGE CANS FOR DASE PARK.** A motion was made by Pres. Rau, seconded by Trustee Schauer to approve purchase of garbage cans and cigarette butt receptacles based on new information to be gathered from Trustee Schwoch on July 11, 2013 (Thursday). Motion carried, 6/0.

**24. DISCUSS AND APPROVE HIRING OF DANIELLE RIECK AS PART-TIME SEASONAL EMPLOYEE.**

A motion was made by Trustee Kussrow, seconded by Trustee Schauer to approve Danielle Rieck as Part-Time Seasonal Employee. Motion carried, 6/0.

**25. DISCUSS AND APPROVE SUMMER RECREATION PROGRAM.**

A poster was created for the Summer Recreation Program. This will allow the children, ages 5-14 years old, of the Village of Dorchester and from neighboring towns to have creative activities during their out-of-school days. Program dates – August 5<sup>th</sup>, 6<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>, from 9:30 AM to 12:00 Noon. Sign-up sheet will be available at the Clerk's Office for parents or guardians to fill out, and must be turned in by July 29<sup>th</sup>, 2013. \$1.00 coupon will be handed to the children who come on their first day, and can claim it for their next or future ice cream purchase.

A motion was made by Trustee Kussrow, seconded by Trustee Schauer to approve the 2013 Dorchester Summer Recreation Program. Motion carried, 6/0.

**26. DISCUSS AND POSSIBLE ACTION ON DATE OF NEXT BOARD MEETING.**

Next regular board meeting will be on August 7, 2013 (Wednesday), 7:00 PM at the Clerk's Office.

**ANNOUNCEMENTS ARE PLACED ON THE TOP 1<sup>ST</sup> PAGE OF THESE MINUTES.**

**27. ADJOURNMENT.**

Thereby having no other matters discussed, a motion was made by Trustee Koncel, seconded by Trustee Schauer to adjourn. Meeting was adjourned at 9:01 PM.

SUE HANSON  
DEPUTY CLERK-TREASURER