

VILLAGE OF DORCHESTER FINANCE COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 7, 2013

TIME: 6:30 PM

**VENUE: CLERK'S OFFICE
228 W. WASHINGTON AVE., DORCHESTER**

MINUTES

1. Call meeting to order.

The meeting was called by Chairman Dunlap at 6:45 PM.

2. Roll Call.

All members were present: Karen Dunlap, Deb Koncel and Kurt Schwoch.
Also present were: Terry Recore, Mike Seubert and Pres. Wayne Rau.

3. Discussion and action on the bills and vouchers.

A motion was made by Trustee Schwoch, seconded by Trustee Koncel to approve all bills and vouchers. Motion carried.

4. Motion to Adjourn.

Thereby having no other matters discussed a motion as made by Trustee Koncel, seconded by Trustee Schwoch to adjourn. Meeting was adjourned at 6:57 PM.

VAL HEINS

VILLAGE CLERK-TREASURER

VILLAGE OF DORCHESTER BOARD MEETING
Clerk's Office, 228 W. Washington Ave., Dorchester WI
Wednesday, August 7, 2013 7:00 PM

CORRECTION (typographical error) ON ITEM #7: McCabe Const. - \$529,836.01.

MINUTES

1. CALL MEETING TO ORDER.

The meeting was called to order by Pres. Rau at 7:00 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	Kurt Schwoch	

ALSO PRESENT:

Jeremy Haas-MSA	Bob Christensen – Village Building Inspector
Larry Gotham-Morgan & Parmley	Kevin O'Brien – TP Printing
Rick Rinehart	Duane Wepfer-Kramer-Schifferl Realty
Dean Faude	Chief Gary Leichtman

VILLAGERS PRESENT:

Jeff Staab	Terry Recore	Al Calhoun
Renee Staab	Al Pinter	

4. REVIEW AND APPROVE MINUTES OF JULY 10, 2013 MEETING.

A motion was made by Trustee Kussrow, seconded by Trustee Dunlap to approve the minutes of July 10, 2013 Board meeting. Motion Carried, 7/0.

5. REVIEW AND APPROVE JULY 2013 AUDIT REPORT AND RECEIVE AUGUST 2013 AUDIT REPORT FROM VILLAGE CLERK-TREASURER.

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

6. PUBLIC INPUT.

Mr. Jeff Staab discussed sidewalk issues by his property and further down Front Street.

Mr. Terry Recore discussed his current building permit and donation of building materials he has received. Mr. Recore also discussed Front Street sidewalk issues.

Mr. Al Calhoun asked about water rate increase. He was reminded of the upcoming Public Service Commission (PSC) Rate Hearing on Tuesday, August 13, 2013 at 10:00 AM. Mr. Calhoun also discussed traffic speed on 4th Street/Hi-Line.

Mr. Al Pinter discussed semi-truck route concerns on Front Street.

7. MR. JEREMY HAAS OF MSA TO DISCUSS THE CONTRACT AWARD FOR THE UTILITY ROAD RECONSTRUCTION PROJECT.

Mr. Jeremy Has provided the Village Board a Bid Tabulation Sheet listing four (4) bids received for the Utility Road Reconstruction Project, as follows:

Steen Construction	-	\$398,661.00
Haas Sons, Inc.	-	\$493,158.59
A-1 Excavating, Inc.	-	\$499,055.95
McCabe Construction	-	\$529,836.01

Mr. Haas recommended awarding the contract to Steen Construction, Inc.

8. DISCUSS AND POSSIBLE ACTION ON MSA CONTRACT AWARD FOR THE UTILITY ROAD RECONSTRUCTION PROJECT.

A motion was made by Trustee Koncel, seconded by Trustee Schwoch to approve awarding of contract to Steen Construction, Inc. with bid of \$398,661.00 for the Utility Road Reconstruction Project. Motion carried, 7/0.

9. DISCUSS AND APPROVE RE-ALLOCATION OF 3RD AVE. CERTIFIED SURVEY.

Mr. Haas stated that Mr. Jim Melvin has signed off on the certified map. Village Attorney Wachsmuth is working on easements. A land swap with quit claim will occur. Work is scheduled to start in September, 2013.

A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve re-allocation of 3rd Ave. Certified Survey. Motion carried, 7/0.

10. MR. LARRY GOTHAM OF MORGAN & PARMLEY, LTD. TO DISCUSS:

A. PAY REQUEST #7 AND CHANGE ORDER #8 FOR PROPOSAL 8-WWTF.

Mr. Larry Gotham of Morgan & Parmley, Ltd. reviewed with the Board Pay Request #7 and Change Order #8 for Proposal 8-WWTF. Change order #8 for WWTF has a decrease of \$750.00 for concrete ballast. Pay Request #7 is Final Paperwork of final payment of \$35,433.57 to finished project.

B. PAY REQUEST #4 AND CHANGE ORDER #7 FOR PROPOSAL A-FRONT STREET.

Project started in 2011, and is 1 year past due on completion. Original bid did not include asphalt past Fuzzy's Tavern on Front Street. Change Order #7 is Final Adjustment in asphalt paving quantities increase of \$11,011.50. Pay Request #4 is Final Paperwork for completion of Project for \$92,627.86.

Brief discussion was held regarding work being completed to satisfaction of the Village Board. Public Works, Buildings & Utilities Committee will meet on Friday, August 9, 2013 to review repairs and approve completion of Project.

11. DISCUSS AND POSSIBLE ACTION ON MORGAN & PARMLEY FINAL PAY REQUEST #7 (REF. ENGINEER'S PROJECT NO. 09-104), AND CHANGE ORDER #8 FOR PROJECT PROPOSAL 8 – WWTF.

A motioned was made by Trustee Koncel, seconded by Trustee Schauer to approve Change Order #8 and Final Pay Request #7 for Project Proposal 8-WWTF in the amount of \$35,433.57. Motion carried, 7/0.

12. DISCUSS AND POSSIBLE ACTION ON MORGAN & PARMLEY FINAL PAY REQUEST #4 (REF. ENGINEER'S PROJECT NO. 09-104, AND CHANGE ORDER #7 FOR PROJECT PROPOSAL A-FRONT STREET.

A motion was made by Trustee Koncel, seconded by Trustee Schwach to approve payment of \$92,627.86 contingent upon final inspection by Public Works, Buildings & Utilities Committee. Motion carried, 7/0.

13. DISCUSS AND APPROVE MORGAN & PARMLEY FINAL INVOICE DATED JULY 23, 2013 FOR PROFESSIONAL SERVICES RENDERED REF. DORCHESTER WWTF AND FRONT STREET, M&P PROJECT NO. 09-104.

The Board reviewed Morgan & Parmley No. 09-104 Final Invoice. Basic Engineering is \$594.00. Inspection is \$400.00, and Amendment #1, 2 and 3 is \$1,095.00 for a total final payment of \$2,089.00

A motion was made by Trustee Koncel, seconded by Trustee Dunlap to approve Morgan & Parmley Project No. 09-104 final invoice in the amount of \$2,089.00. Motion carried, 7/0.

14. DISCUSS AND POSSIBLE ACTION ON THE VILLAGE ASSESSOR CONTRACT FOR THE YEAR 2013-2014.

The Board reviewed the Village Assessor Contract for the year 2013-2014 for \$4,400.00, which is the same cost as the current contract expiring August 31, 2013.

A motion was made by Trustee Dunlap, seconded by Trustee Schauer to approve Village Assessor Contract for 2013-2014 at \$4,400.00. Motion carried, 7/0.

15. PLANNING COMMISSION'S REPORT ON VILLAGE PROJECT ENGINEER.

Pres. Rau stated the Planning Commission met with Matt Stephan and Dave Carlson of SEH. Jeremy Haas and Kirk Skoog of MSA also met with Planning Commission. The Planning Commission recommends MSA to continue working on current Village projects.

16. DISCUSS AND APPROVE HIRING VILLAGE PROJECT ENGINEER.

No action taken.

17. PLANNING COMMISSION TO DISCUSS APPOINTMENT CHANGES.

Pres. Rau stated that Mr. Jim Jantsch will be traveling over the winter months. Mr. Dennis Bach will replace Mr. Jantsch as member of Planning Commission.

18. DISCUSS AND POSSIBLE ACTION ON APPOINTMENT CHANGES.

No action taken.

19. RICK RINEHART TO DISCUSS FIRE DEPARTMENT BUDGET.

Fire Chief Rick Rinehart presented a new Dorchester Community emergency Services, Inc. 2013 Budget. A review of Equalized Valuation revealed an underpayment of the Town of Holton of \$2,342.61, and an overpayment for the Village of Dorchester of \$1,600.69.

20. DISCUSS AND POSSIBLE ACTION ON FIRE DEPARTMENT BUDGET.

A motion was made by Trustee Schauer, seconded by Trustee Kussrow to approve the new 2013 Dorchester Community Emergency Services Budget. Motion carried, 7/0.

Pres. Rau and Clerk Heins signed the new approved budget presented by Fire Chief Rinehart.

21. DEAN FAUDE AND JESSE RIECK'S MONTHLY REPORTS.

Mr. Faude, Village Shop Supervisor stated the sidewalk repairs have been completed.

22. DISCUSS AND APPROVE TIRE PURCHASE FOR TRACTOR BACKHOE.

Four (4) tires need to be replaced on the Tractor Backhoe. Quotes from Triple M for \$1,840.00 and Abby Tire for \$2,102.40 were received. Both quotes include mount and dismount.

A motion was made by Trustee Kussrow, seconded by Trustee Schauer to approve tire purchase from Triple M with mounting and dismounting not to exceed \$1,840.00. Motion carried, 7/0.

23. DISCUSS AND POSSIBLE ACTION ON PURCHASES OF OIL BARRELS.

Oil barrel quotes were reviewed from an Edgar business for \$1,130.25, and essence oil for \$1,000.00.

A motion was made by Trustee Kussrow, seconded by Trustee Seubert to approve the purchase of essence oil not to exceed \$1,003.00 including shipping. Motion carried, 7/0.

24. DISCUSS AND POSSIBLE ACTION ON PURCHASE OF CALCIUM CHLORIDE FOR WILLOW CT., PROSPECT STREET AND MARSH AVE.

Discussion was held on use of Calcium Chloride for dust control as well as road being able to hold together well with the product. A discussion about children who live and play in the area was held, and how this would affect the use of the product.

The Board agreed to gather more information and further discussion is needed at a future meeting.

25. DISCUSS AND POSSIBLE ACTION ON WEED NOTICES.

Discussion was held on weed issues within the Village. Some properties have been mowed and a billing statement has been sent. Pres. Rau and the Village Shop employees will continue to review weed issues. Special assessment charges can be applied to property owner tax bills if unpaid.

26. RICK GOLZ'S MONTHLY REPORT.

Mr. Golz was not present to give reports.

27. CHIEF GARY LEICHTMAN'S MONTHLY REPORT.

Chief Leichtman stated that he is in process of completing several investigations at this time. He plans to return to regular Village patrols.

28. DISCUSS AND POSSIBLE ACTION ON DUANE RUDOLPH'S INVENTORY LIST.

Pres. Rau stated he and Village employee, Mr. Jesse Rieck met with Mr. Duane Rudolph regarding the inventory list for the Memorial Hall. Several people have stated at least 4 bar stools were damaged prior to Mr. Rudolph's lease of Memorial Hall. Also discussed were inaccuracies of inventory list at exit of lease. Mr. Rudolph said he did not purchase items and wondered how more items are listed on exit inventory as against the initial inventory. Discussion was also held on purchase of bowling pins and receipts. Mr. Rudolph was unable to locate a receipt for bowling pin purchase at this time. Pres. Rau spoke with previous lessee who has pin replacement receipt. Pres. Rau will verify this receipt as the Board requested.

29. DISCUSS AND POSSIBLE ACTION ON EMPLOYEE HEALTH INSURANCE.

Discussion was held on a future meeting with both Hedlund Insurance and Central States to receive and discuss final proposals. Clerk Heins will coordinate a meeting date with the insurance companies for an upcoming Wednesday or Thursday, and to post a notice for Special Board Meeting.

30. DISCUSS AND APPROVE TIRY ENGINEERING INVOICE # DRCH0109-32 REGARDING PROJECT: DRCH-01-09 DORCHESTER DAM.

The Village Board reviewed Invoice No. DRCH0109-32-Dorchester Dam for \$987.52. This invoice represents charges for engineering services to finalize repair.

A motion was made by Trustee Koncel, seconded by Trustee Dunlap to approve Tiry Engineering Invoice No. DRCH0109-32-Dorchester Dam in the amount of \$987.52. Motion carried, 7/0.

31. UPDATES ON DORCHESTER PARK AND DAM.

Pres. Rau stated that Dorchester Lake was taken down a few inches for Staab Construction to complete the Dam repairs. The current Tiry Engineering, Inc. statement is for overseeing repair work.

32. DISCUSS UPDATES ON 127 S FRONT STREET, 356 W CENTER AVE. AND 250 S 4TH STREET.

Mr. Bob Christensen, Building Inspector will be sending registered letters to property owners of 356 W Center Ave. and 250 S 4th Street stating 30 days to respond to the Village for Interior Inspection or Tear-Down.

Mr. Christensen stated August 13, 2013 is 30-day response deadline for tear-down of 127 S. Front Street. Mr. Duane Wepfer for Kramer-Schifferl Realty stated the Estate has found a buyer. The buyer is asking for 90-day extension of tear-down. The proposed buyer would immediately place snow fence to secure the property. Mr. Wepfer felt the transfer of purchase would be complete within 10 days. He also stated all past taxes will be paid.

33. DISCUSS AND POSSIBLE ACTION ON DEMOLITION DEFERMENT OF 127 S FRONT STREET PROPERTY.

A motion was made by Trustee Koncel, seconded by Trustee Schauer to defer demolition of 127 S Front Street to 90 days, November 7, 2013. Motion carried, 7/0.

34. DISCUSS AND POSSIBLE ACTION ON SNOW PLOWING RULES AND ORDINANCE.

A brief discussion was held on clearing of snow on sidewalks. The Village employees had been clearing snow. Complaints were received, so the Village stopped.

35. UPDATE ON PUBLIC COMMISSION SERVICE (PSC) PUBLIC HEARING.

Pres. Rau stated PSC Public Hearing is scheduled for Tuesday, August 13, 2013 at 10:00 AM at the Clerk's Office.

36. DISCUSS AND APPROVE DONATION TO "THE HIGH GROUND MEMORIAL PARK".

Pres. Rau stated that The High Ground Memorial Park was discussed at the UCCC meeting held on July 22, 2013. Cities and villages are being asked to make \$500.00 donation.

Discussion was held on Brat Fry with proceeds either full or partial to be donated. Dorchester Organizations will be contacted and further discussion will be held at a future Board meeting.

37. DISCUSS AND POSSIBLE ACTION ON DATE OF NEXT BOARD MEETING.

September 4, 2013 is the next scheduled monthly Board meeting.

38. ADJOURNMENT.

Thereby having no other matters discussed, a motion was made by Trustee Schauer, seconded by Trustee Koncel to adjourn. Motion carried, 7/0. Meeting was adjourned at 9:05 PM.

ANNOUNCEMENTS:

1. Ice Cream Sale at Park.
2. Neighborhood Watch on August 27, 2013 at 7:00 PM.

Val Heins
Clerk-Treasurer