

VILLAGE OF DORCHESTER FINANCE COMMITTEE MEETING

Wednesday, December 4, 2013 6:30 PM

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

Chairman Dunlap called the meeting to order at 6:35pm. Present were Chairman Dunlap, Trustee Schwoch; Trustee Koncel was absent. Also present were Clerk-Treasurer Heins, and Justin Sornsins of MSA.

Submitted bills and account reports for Water, Sewer and Village Accounts for the month of November were reviewed. A motion was made by Schwoch, seconded by Dunlap to approve the bills and vouchers. Motion carried. A motion was made by Schwoch, seconded by Dunlap to adjourn. Motion carried. Adjourned 6:45 pm.

Public Hearing for 2014 Village of Dorchester Budget

Wednesday, December 4, 2013 7:00 pm Clerk's Office: 228 W. Washington Ave, Dorchester WI

The public hearing was called to order by President Rau at 7:00 pm. Roll call was taken with the following Trustees present: Seubert, Schauer, Kussrow, Dunlap and Schwoch. Trustee Koncel was absent. Also present were Clerk-Treasurer Heins, Justin Sornsins of MSA, Rick Golz, and Jeremy Haas of MSA, Chief Leichtman, Dan Krause, and Kevin O'Brien of the TP.

Justin Sornsins on MSA gave a brief overview of the Agenda stating minor changes were made regarding wages as approved at the November Board meeting. The 2014 Budget Summary posted and printed did not change. President Rau called for Public Comments 3 times with no public comments offered. President Rau closed the Public Hearing at 7:13 pm.

Discuss and possible action on the 2014 Village of Dorchester Budget and Tax Levy Resolution No. 269.

A motion was made by Schauer, seconded by Kussrow to approve the 2014 Village of Dorchester Budget and Tax Levy Resolution No. 269. Motion carried 6/0 by Roll Call Vote.

Adjournment. A motion was made by Schauer, seconded by Kussrow to adjourn. Motion carried. Adjourned 7:10 pm.

Village of Dorchester Board Meeting

Wednesday, December 4, 2013 7:00 pm Clerk's Office: 228 W. Washington Ave, Dorchester WI

The board meeting was called to order by President Rau at 7:11 pm. Roll call was taken with the following Trustees present: Seubert, Schauer, Kussrow, Dunlap and Schwoch. Trustee Koncel arrived at 7:40 pm. Also present were Clerk-Treasurer Heins, Justin Sornsins of MSA, Rick Golz, Jeremy Haas of MSA, Chief Leichtman, Dan Krause, and Kevin O'Brien of the TP.

Review and approve minutes of November 6, 2013 Board Meeting.

A motion was made by Schwoch, seconded by Dunlap to approve minutes of the November 6, 2013 Board Meeting. Motion carried.

Review and approve November 2013 Audit Report, receive December 2013 Audit Report from Village Clerk-Treasurer.

A motion was made by Dunlap, seconded by Schwoch to approve November 2013 Audit Report. Motion carried.

Discuss and possible action on Washington/3rd Avenue Update.

Jeremy Haas of MSA presented a project update to the Village Board; Pay Request No. 3 and any Change Orders have not been submitted by the contractor at this time. American Asphalt did try to install asphalt; however, at that time approximately 8" of frost was in the ground. A punchlist of work to be completed has been submitted to the contractor and the Village of Dorchester.

Mr. Haas also gave a brief discussion on Virks Drive/South Linden Street stating surveying complete and a future meeting will be held with the Village Board to discuss necessary roadway options as heavy traffic, Scale access and other factors. \$14,500.00 has been received in Local Roads Grant for this project.

Public Input

Dan Krause presented idea of engineered walking trail connection to the Park on possible both ends of Linden Street in addition to the project already mentioned. Also mentioned was walking trail on County A-Hwy 13. Mention was also made to review culverts located on Linden Street below the Dam for possible better flowage, additional Christmas Lighting on Center Avenue from Parkway to the train tracks and temporary street lights at Hwy 13/Cty A intersection until State starts Hwy project estimated to begin in 2017.

Dean Faude and Jesse Rieck's monthly reports

President Rau stated the village employees are out plowing to remove the slush and buildup the current weather conditions have caused. President Rau stated there are minor issues with the plow trucks which will be looked at when trucks not out in use; as well as some routine maintenance items still needing to be completed when schedule allows.

Rick Golz's monthly report

Line cleaning from Well #2 to the Plant has been completed; 50% was plugged. Meter previously approved for purchase have been ordered. There was a brief discussion on the water loss as it was asked if Fire Department truck use is recorded/included in the water loss calculation. Mr. Golz stated a record of water use is recorded.

Chief Leichtman's monthly report

Grant funds for the in-squad computer were received. Chief Leichtman is working on finalizing reports from recent activities within the village. A brief discussion was held on Police Committee meeting with Chief Leichtman to discuss options on assistance as now the budget has been passed; Chief Leichtman stated he is also reviewing cost sharing options with other Agencies.

Public Works, Village Buildings & Utilities Committee Chairman Kussrow to provide Building Committee Updates.

Trustee Kussrow, Chairman of the Employee Committee gave a brief report to the Village Board; \$2,600.00 was earned from the Fall Back Ball. A Donation deposit was made to the Village of Dorchester from the Dorchester Community Foundation from funds that have been collected on behalf of the Memorial Hall. The Foundation has additional funds available for future projects when determined. Also discussed was establishing a maintenance schedule for all Village owned buildings pertaining to general maintenance and roofing. It was mentioned that the Park is in process of reviewing any repair needs for the shelters/park buildings.

Employee Committee Chairman Schwoch to discuss and provide Employee Committee recommendations on the Following: Employees' banked comp time, Employees' weekend pay, Employees' split week work schedule; and Board meeting pay for Employees.

Trustee Schwoch gave the following Employee Committee recommendations to the Board:

A. Employees' banked comp time

Currently 5 Vacation days and 2 PTO days can be carried over to the next year; Change: 7 Days (8 hour day) compilation of Vacation/PTO/Comp time carried over to next year.

B. Employees' weekend pay.

Currently Shop employees receive paid 2 hours of overtime paid at Time + 1/2; Change: Employee working weekend will take off that week 3.0 hours.

C. Employees' split week work schedule.

There is no current split week work schedule; Change: 1 Village Shop employee will be on duty within the Village 6:00 am to 3:00 pm M-F.

D. Board meeting pay for employees.

Currently Village Shop employees are paid 1 hour of wages for attending Board Meeting; Change: \$40.00 per meeting.

Discuss and possible action on Employee Committee's recommendations as follows: Employees' banked comp time, Employees' weekend pay, Employees' split week work schedule; and Board meeting pay for Employees.

A motion was made by Schauer, seconded by Kussrow to accept the Employee Committee's recommendations on Employees' banked comp time, Employees' weekend pay, Employees' split week work schedule; and Board meeting pay for Employees as presented. Motion carried.

Discuss and possible action on Dorchester Dam Hydraulic Shadow Map, Profile and Table.

President Rau stated he received information from Tiry outlining the process the Village Board needs to complete as the Dam is in process of review and transition of High Risk to Low Risk rating. The process includes zoning change and Public Notice publication. President Rau will consult with Village Attorney Wachsmuth and have updates at the January 2014 meeting.

Discuss and possible action on 127 S. Front Street.

President Rau discussed the actions of the minutes of July 10, 2013 Village Board meeting; Items 18. And 19. 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. No court ordered raze was processed on this property; Building Inspector Bob Christensen plans a walk-thru on Thursday, December 5, 2013 and will provide a report to the Village Board. Currently the Village of Dorchester does not have an Ordinance on Public Nuisance which would involve this property. President Rau will consult with Village Attorney Wachsmuth and provide further information at the January 2014 board meeting.

Discuss and possible action on possible Fire Department changes. No discussion or action was taken on this item.

Discuss and possible action on Clerk approving and completing Administrative Permits for general upkeep.

Current Zoning Administrator Jim Jantsch will be unavailable to process applications for Administrative Permits, therefore, President Rau stated the Clerk could approves simple request and possibly with an attached dollar amount may be added. A motion was made by Koncel, seconded by Kussrow to approve Clerk approving and completing Administrative Permits for general upkeep up to \$5,000. Motion carried.

Approve 2014-2015 Election Official appointments.

Per WI STATS.7.30 (4) your board/council must appoint the Election Officials for your polling place by December 31, 2013. The Election officials shall hold office for 2 years. A motion was made by Kussrow, seconded by Schauer to approve 2014-2015 Election Official appointments. Motion carried 5/0, Trustee Koncel abstained.

Election Updates:

Clerk-Treasurer Heins stated Spring Election is Tuesday, April 1, 2014. Trustees Michael Seubert, Daniella Schauer, and Kurt Schwoch offices are up for election. Deadline for notification on Noncandidacy (GAB-163) must be filed with Clerk-Treasurer Heins by 5:00 pm on Monday, December 30, 2013 (extension applies to all state, county, municipal and school district filing offices as offices may be closed on Friday, December 27, 2013 for the holiday.) Caucus date needs to be approved.

Approve 2014 Caucus date.

Caucus will be held Wednesday, January 15, 2013 at the Clerk's Office at 6:45.

Discuss and possible action on date of next Board meeting.

January 15, 2014 immediately following conclusion of Caucus will be the January 2014 Village Board meeting.

Adjournment. A motion was made by Dunlap, seconded by Schauer to adjourn. Motion carried. Adjourned 8:18 pm.

Val Heins, Clerk-Treasurer