

ANNOUNCEMENTS:

1. Memorial Hall is open for walkers Monday-Friday 9 am to 5pm when the Clerk's Office is open for business.

Village of Dorchester Finance Committee Meeting

January 15, 2014 (Wednesday) 6:30 pm Clerk's Office 228 W. Washington Ave, Dorchester WI

Chairman Dunlap called the meeting to order at 6:35 pm. Present were Chairman Dunlap, Trustee Schwoch, and Trustee Koncel. Also present were Clerk-Treasurer Heins, and Village President Rau.

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

CAUCUS 2014-Caucus minutes will be available on Thursday, January 23, 2014 after completion of the Caucus process.

VILLAGE OF DORCHESTER BOARD MEETING

DATE: January 15, 2014 (Wednesday) immediately following Caucus, Clerk's Office, 228 W. Washington Ave, Dorchester WI 54425
President Rau called the Board Meeting to order at 7:06 pm. Roll call was taken with the following Trustees present: Seubert, Schauer, Kussrow, Dunlap, Schwoch and Koncel. Also present were Clerk-Treasurer Heins, Chief Leichtman, Dean Faude, Jesse Rieck, Rick Golz, Jeremy Haas of MSA, Ted Lester and Kevin O'Brien of the TP.

Review and approve minutes of December 4, 2013 Board Meeting.

The following changes have been made to the December 4, 2013 minutes Pg. 1: President Rau closed the Public Hearing at 7:15pm. Adjourned 7:18 pm. AND the board meeting was called to order by President Rau at 7:22pm. Pg. 2:At the July 10, 2013 meeting the 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 was made by Schauer, seconded by Koncel to approve the minutes of December 4, 2013 board meeting with changes. Motion carried.

Review and approve December 2013 Audit Report, and Receive January 2014 Audit Report from Village Clerk- Treasurer.

Motion was made by Schwoch and seconded by Dunlap to approve the December 2013 Audit Report. Motion carried.

Public Input.

There was NO public input

Jeremy Haas, MSA, to present Linden Street/Vircks design contract.

Jeremy Haas stated a meeting took place on Tuesday, January 14, 2014 with President Rau, and the Village Shop employees regarding Phase work for Linden Street, 2nd Avenue – Front Street and Vircks Drive. South Linden Street-E. 2nd Avenue to E. Center Avenue: Design, DNR approvals and Bids for construction costs are \$64, 00.00. Vircks Drive: Design, DNR approvals and Bids for construction costs are \$9250. 00.

Discuss and possible action on Linden Street/Vircks design contract.

A motion was made by Kussrow, seconded by Schwoch to approve hiring MSA Professionals to Design and seek Bids for South Linden Street-E. 2nd Avenue to E. Center Avenue: Design, DNR approvals and Bids for construction costs are \$64, 00.00. AND Vircks Drive: Design, DNR approvals and Bids for construction costs are \$9, 250.00. Motion carried.

Discuss and possible action on mailbox issues from village street plowing.

No action taken.

Dean Faude and Jesse Rieck's monthly reports.

Dean Faude stated they have been spending lots of time plowing. Contacted Steen Construction to assist with pushing the pile of snow on 5th Street.

Rick Golz's monthly report.

Rick Golz stated he is working with Jeremy Haas, of MSA to locate used Effluent Meter to replace current meter which is coming up on 6 months and needs replacement. To purchase new is \$600.00. New Water meters are still on order and have not been received.

Chief Gary Leichtman's monthly report.

Chief Leichtman provided the board with an end of the year report for the Village of Dorchester to view as an information purpose only at their leisure. Chief Leichtman stated he did review the Marathon County Humane Society Held for Cause Service Agreement and this is a good program, however; it is designed to fit the needs of a larger community or city and would not be beneficial for the Village of Dorchester. Brief discussion was also held on Police Assistant which is still in progress.

Discuss and possible action on Marathon County Humane Society Held for Cause Services Agreement.

No action was taken.

Discuss and possible action on Local Government Property Insurance Fund quotes.

Two (2) quotes from Government Property Insurance Fund for the 4/1/2014 to 4/1/2015 policy year were reviewed. \$1,000 building deductible and \$500 Contractors Equipment had annual premium rate of \$11,081.00 and \$500 deductibles for both of those categories had estimated premium for renewal of \$12,971.00. The board is asking for quotes for \$2, 500 and \$5,000 deductibles on Buildings to review at the February board meeting.

Discuss and approve Ordinance No. 200 An Ordinance Relating to Building and Construction Nuisances.

President Rau gave a brief review of Ordinance No. 200 An Ordinance Relating to Building And Construction Nuisances. A motion was made by Kussrow, seconded by Schauer to approve Ordinance No. 200 An Ordinance Relating to Building And Construction Nuisances. Roll call vote is as follows: Seubert Yes, Schauer Yes, Kussrow Yes, Dunlap Yes, Schwoch Yes, Koncel Yes, and Rau Yes. Ordinance No. 200 will be printed in the Tribune Phonograph for 2 weeks as requirement for Ordinances.

Discuss and possible action on 127. S. Front Street.

The Board of Health for the Village of Dorchester will meet to discuss and make recommendations on Plan Of Action for this property and present recommendations to the Board at the February meeting.

Discuss and possible action on Employee Committee's recommendations on changes to the Employee handbook wording on:

- A. Weekend Pay**
- B. PTO/Comp Time**
- C. Split Week for Employees**
- D. Board Meeting Pay:**

The following changes have been made to the Employee Handbook revised December 29, 2013:

12/29/13 Introduction Pg. 2.

Any changes to be made in personnel policies must be submitted to the Village Board at the November meeting and any changes approved will go into effect the following Jan. 1. All changes will be published in the handbook by Jan. 1, with the date of change noted in the handbook.

Replaced with:

Any changes to be made in personnel policies must be submitted to the Village Board. Any changes approved will go into effect on a date indicated by the Village Board. All changes will be published in the handbook by the first Board meeting in January, with the date of the change noted in the handbook.

12/29/13 Pg. 3 and Pg. 4:

TERMINATION: When an employee has passed the probationary period, termination may occur.

Replaced with:

TERMINATION: To end employment with or to no longer have a position with the Village.

And deleted Termination from pg. 4

12/29/13 Pg. 5 Working Hours and Attendance Regulations

5. Rotation: Employees required to work on a weekend (Saturday and Sunday) may be excused from the following Thursday and Friday to keep within the forty (40) hour week. Employees required working part of a weekend or an extended time exceeding eight (8) hours a day may be excused the following Thursday or Friday for the same number of hours worked to keep within the forty (40) hour week. If employees are required to work on a regular basis during a weekend, then overtime pay for those hours will be paid if approved in advance by the Supervisor of Public Works and confirmed by the Personnel Committee.

Replaced with:

5. Rotation: Employees required to work scheduled weekends (2 hours on Saturday and 2 hours on Sunday)will be paid 2 hours overtime pay (cannot be banked) and are required to take 3 hours off during the week they work Saturday and Sunday.

6. Village Maintenance crew (not to include office staff or law enforcement personnel) will be required to split the work week so someone is on duty from 6:00 AM to 3:00 PM, Monday through Friday.

12/29/13 Pg. 5 #7

They will be compensated one (1) hour of regular wage for each meeting attended.

Replaced with:

They will be compensated \$40.00 for each meeting attended.

12/29/13 Pg. 12 under Payroll Period and Payday

5. No one is on call but if called in an emergency a minimum of 2 hours of regular wage will be paid.
Was moved to pg. 12 under Payroll policy

12/29/13 Pg. 13 Health Insurance

1. The Village contributes **seventy-five (75)** per cent and the employee contributes **twenty-five (25)** per cent of the cost of a family plan for salaried or full time.
2. The Village contributes **seventy-five (75)** per cent and the employee contributes **twenty-five (25)** per cent of the cost of a single plan for salaried or full time.

12/29/13 Pg. 13 removed from Annual Leave of Absence section

1. **A maximum of forty (40) hours may be carried over from one year to the next.**

12/29/13 Pg. 13 PTO section added

Excess PTO may be added to short term disability at end of year for a total not to exceed 20 days short term disability.

12/29/13 Pg. 14

Moved entire Banked/Compensatory Time section from pg. 5 to Compensation and Fringe Benefits after PTO section, pg. 13.

Removed from #2... Banked/Compensatory time **will** be taken in lieu of overtime pay.

Banked/Compensatory time taken in lieu of overtime pay will take place within the time of two (2) pay periods.

Removed #3: Banked/Compensatory time remaining on the books as of Dec 1st of each year can be carried over into the new year for use at a later time, provided the carry over shall not exceed sixteen (16) hours. Any hours over 16 hours on December 1st must be used in December. **No payout of hours over 16 hours will be made at the end of the year.** Any Banked/Compensatory time accrued in December must be used during that month.

Replaced with:

3. **Banked/Compensatory time remaining on the books as of Nov 1st of each year can be carried over into the new year for use at a later time, provided the carry over shall not exceed sixteen (16) hours. Any hours over 16 hours on November 1st must be used in November and December. No payout of hours over 16 hours will be made at the end of the year.** Any Banked/Compensatory time accrued in November and December must be used during those months.

12/29/13 Pg. 14

Added:

CARRYOVER:

Benefit year is November 1 thru October 31. On November 1st employees may carry over 7, eight hour days, compilation of Vacation/PTO/Comp time to next carryover year. Any excess time over 7 days will be lost as of November 1st.

12/29/13 Pg. 14

2. The Village of Dorchester will provide the police officer in charge **\$750.00** per year toward clothing allowance.

Removed:

All monies will be dispersed to the employees in January and receipt must be turned into the Village Clerk before December 1 of the same year. All monies not used or receipted must be paid back before the end of the year. Repaid monies will be deducted from the employee's paychecks in December of the same year.

#3 Replaced with: **All monies will be dispersed to the employees in January.**

Discuss and possible action on advertisement for Clerk Assistant.

A motion was made by Schauer, seconded by Seubert authorizing the Employee Committee to advertise for Clerk Assistant. Motion carried.

Discuss and possible action on seeking Village Attorney fee quotes.

President Rau discussed the upcoming Organizational Meeting In April is when any changes can be made on Village Attorney position and Attorney Firms or an Attorney quotes could be viewed for informational purposes. A motion was made by Schauer, seconded by Seubert to give authority to the Employee Committee to seek Attorney Firms or Attorney quotes. Motion carried.

Discuss and possible action on flower basket vendor.

Frenchtown had contacted the Clerk wondering the Village's intent this year with flower baskets for planning purposes. The overall cost would have an estimated increase of \$25.00 which did not include any new containers or liners. A motion was made by Koncel, seconded by Dunlap to approve Frenchtown as the flower basket vendor. Motion carried.

Discuss and possible action on Community Gardening in Dorchester.

Mr. Ted Lester gave a review of the Community Gardening that has been a success in Neillsville WI. He stated a local church had donated the land and a local Lumber Company donated the materials for raised beds to be constructed for planting. Each person paid for their own seeds and grew their choice of vegetables. Mr. Lester is working with others in the Colby/Abbotsford area and will also gather more information to provide to the Village of Dorchester at a future meeting.

Memorial Hall updates.

President Rau mentioned some of the youth based weekly activities occurring at the Memorial Hall such as Thursday night Basketball and 2nd/4th Tuesday of month Church Youth. He estimated that 60 children are utilizing the Hall each week. The Mixed Couples Bowling and Senior Bowling on Tuesdays are still ongoing.

Park updates.

Annual Park Board meeting will be Wednesday, January 22, 2014 7:30 pm at the Village Hall. President Rau gave update on process of changing Dam from High Risk to Low Risk; there is an Ordinance that needs to be approved and a Public Hearing held. Dates and times to be determined and publications/postings will be sent out.

Discuss and possible action on date of next Board meeting.

The February Board meeting will be moved to 2nd Wednesday- February 12, 2014 to allow time for proper publications and postings of information for Public Hearing on Village Floodplain Ordinance. A motion was made by Koncel, seconded by Schauer to hold the February board meeting on Wednesday, February 12, 2014. Motion carried.

Adjournment.

A motion was made by Schauer, seconded by Koncel to adjourn. Motion carried. Adjourned 8:29 pm.

Val Heins, Clerk-Treasurer