

Village of Dorchester Finance Committee Meeting
February 12, 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 was Clerk-Treasurer Heins. Submitted bills and account reports for Water, Sewer, and Village accounts for the month of January 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 6:50 pm.

VILLAGE OF DORCHESTER BOARD MEETING

President Rau called the Board Meeting to order at 7:00 pm. Pledge of Allegiance was stated; Roll Call was taken with the following Trustees present: Seubert, Schauer, Kussrow, Dunlap, Schwoch and Koncel. Also present were Clerk-Treasurer Heins, Chief Leichtman, Jesse Rieck, Jeremy Haas of MSA, Terry Christen of Westland Insurance, Tim Soley of Miller, Bradford & Case, and Kevin O'Brien of the TP.

PUBLIC HEARING-Ordinance No. 201 Floodplain Ordinance.

President Rau stated Ordinance No. 201 Floodplain Ordinance is part of the procedure to change the Dorchester Dam Risk Rating from High to low.

Comments by the Public.

President Rau called for Comments from the Public 3 times and upon no comments the Public Comment section was closed.

Discuss and approve Ordinance No. 201 Floodplain Ordinance known as Floodplain Zoning Ordinance for the Village of Dorchester, Wisconsin.

A motion was made by Dunlap, seconded by Schwoch to approve Ordinance No. 201 Floodplain Ordinance known as Floodplain Zoning Ordinance for the Village of Dorchester, Wisconsin. Motion carried 7/0

Review and approve minutes of January 15, 2014 Board Meeting.

A motion was made by Schwoch, seconded by Schauer to approve minutes of January 15, 2014 Board meeting. Motion carried.

Review and approve January 2014 Audit Report, and Receive February 2014 Audit Report from Village Clerk- Treasurer. Public Input.

A motion was made by Schwoch, seconded by Schauer to approve the January 2014 Audit Report. Motion carried.

Terry Christen, CIC Executive Insurance Agent, Westland Insurance Services to present League of Wisconsin Municipalities Mutual Insurance Renewal.

Terry Christen gave a brief overview of the League of Wisconsin Municipalities Mutual Insurance Renewal for 2014. This policy is the current Village Liability insurance, the League is a non-profit organization. There is a cap of 3 million per occurrence; representation in court actions and Attorney fees are covered outside of the cap. The Village of Dorchester also participates in a dividend plan with other members in the state and the awarded dividends are based on the overall group performance.

Discuss and possible action on League of Wisconsin Municipalities Mutual Insurance Renewal.

A motion was made by Seubert, seconded by Koncel to approve League of Wisconsin Municipalities Mutual Insurance Renewal as presented with annual estimate of \$22707. Motion carried.

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

Terry Christen reviewed information available on Local Government Property Insurance Fund Quotes which is the Village's Property Insurance carrier. Mr. Christen gave advice that a claim submission should be at least twice the current deductible before the claim is submitted. Deductible quotes on Buildings, Personal Property & Property in the Open of 500, 1,000, 2,500, and 5,000 were requested by the board and reviewed. Mr. Christen thought the 1,000 deductible was the most appealing of the options the board requested. President Rau stated that signatures have been provided for the approval of the renewal of the Local Government Property Insurance Fund as discontinuation needed to be done prior to the requirement of policies being renewed 60 days prior to the effective date which is January 30, 2014 for the Village of Dorchester. Deductible changes can be made if the Board decides to increase the deductibles. A motion was made by Koncel, seconded by Schwoch to approve Local Government Property Insurance deductible of 1000 for \$11,081.00. Motion carried.

Jeremy Haas, MSA to present Third Ave/Washington Street Utility Project update.

Jeremy Haas, of MSA stated a Third Ave/Washington Street Utility Project update sheet was provided to be included in the board packet for the meeting. A copy is available for viewing at the Clerk's Office.

Jeremy Haas, MSA to present Change Order No. 1.

Jeremy Haas of MSA presented Change Order No. 1. The Village will have \$14000.00 taken off because of sand not used on the project. The options of approving the Change Order No. 1 for \$49,786.08 and consulting with the Village Attorney regarding options for payment withholding due to contractual obligations were discussed. The \$49,786.08 is for work completed on the project.

Discuss and approve Change Order No. 1.

A motion was made by Koncel, seconded by Schwoch to approve Change Order #1 Dorchester Sewer & Water Utility Improvements for \$49,786.08. Motion carried.

Jeremy Haas, MSA to present Contractor's Application for Payment No. 3.

Mr. Haas presented Contractor's Application for Payment No. 3 for \$97,646.78 which includes Change Order No. 1 costs of \$49786.08. Retainage of \$18,434.00 is included in this pay request. Mr. Haas was asked to explain a discrepancy in how the manholes were processed. He stated he left the construction meeting understanding the manhole on Highline/3rd would only be cored. He should have checked the depth of the Washington Street manholes to determine if they could be cored.

Discuss and approve Contractor's Application for Payment No. 3.

A motion was made by Koncel seconded by Schwoch to approve Contractor's Application for Payment No. 3 for \$97,646.78. Motion carried.

Discuss and approve utility easement for an extension to the Robert Gonnering property located at N15931 STH 13.

Jesse Rieck gave information on two options available for utility hook up for the property located at N15931 STH 13. Hook-up options are straight West with hook-up on Virks or angle with easement from Mr. Bill Kaiser with hook-up to Sunset. MSA has a proposal for the Sunset hook up with easement from Mr. Bill Kaiser for \$1,600.00 which includes documentation, surveys and record recording of the easement access. A motion was made by Schauer, seconded by Kussrow to approve hiring MSA for the utility easement for an extension to the Robert Gonnering property located at N15931 STH 13 for \$1,600.00.

Discuss and approve Preliminary Resolution to Discontinue Portions of 3rd Ave and 1st Ave pursuant to Section 66.1003 (4) WI STATS.

President Rau stated the Preliminary Resolution is in regards to the properties being swapped by Village of Dorchester and Park Properties. A map of the land and Road area is available at the Clerk's Office. The Preliminary Resolution upon passage will appear 3 times in the Tribune-Phonograph, Park Properties will be served a copy and the Final Resolution will be approved at the April 2, 2014 board meeting to meet the date requirements by Statutes.

Dean Faude and Jesse Rieck's monthly reports.

Jesse Rieck stated they have been very busy with plowing, cleaning hydrants or repairing water main breaks. Discussion was held on the recent trend of counties issuing a frozen pipes prevention notice where residents are asked to run their water 24/7 at a "pencil" size stream. Currently there are some residents on 4th and 5th who have been asked to run their water and they will have their water billings averaged to accommodate for the extra water usage on future bills that this affects. Softline Date, Inc, the water billing Software Company for the Village of Dorchester has been contacted to determine how the extra water usage would be handled in regards to water billing if the need for village-wide action is needed. President Rau also stated that Rick Golz, DPW is monitoring the water temperatures and currently they are 39-41 degrees with testing locations of 6 or 7 locations. If needed the President and DPW will issue the Frozen Pipes Prevention Notice.

Tim Soley, Miller, Bradford & Case to present Pay Loader quotes.

Tim Soley, of Miller, Bradford & Case presented the Village Board with information and payment options on a 2014 Case 621F Wheel Loader Z-Bar Tier 4. Payment options were Muni Lease and Muni Lease w/Balloon. Mr. Jesse Rieck stated the thought is to replace the 92 Plow Truck and End Loader with this equipment that will also be installed with plowing equipment. There was brief discussion of estimated value of current equipment. The Village of Dorchester Public Works, Village Building & Utilities Committee gather information on Plow Truck and pay Loader options/quotes and make recommendations at a future board meeting.

Discuss and possible action on Pay Loader quotes.

The Dorchester Public Works, Village Building, & Utilities Committee will meet to gather further information regarding snow plow trucks and pay loader options/quotes and present their recommendations at a future board meeting.

Discuss and possible action on hiring of Emergency/Seasonal employee Mike Arndt.

Mike Arndt has experience with large equipment and would be able to assist with snow plowing on a weekend if a village shop employee would be unavailable. A motion was made by Dunlap, seconded by Schwoch to hire Mike Arndt as a seasonal/emergency employee upon clearance of a drug test. Motion carried.

Rick Golz's monthly report.

Mr. Golz's was not present at the board meeting with excused absence. The frozen pipes prevention issue was addressed earlier within the meeting.

Chief Gary Leichtman's monthly report.

Chief Leichtman stated a part-time vacancy advertisement for the Dorchester Police Department has been issued within Wilenet. Approximately 13 applications have been received to date; the Police Committee will review and conduct interviews at a future date. A final application deadline will also be determined.

Discuss and approve Operator License for Wayne Rau, Memorial Hall.

Clerk-Treasurer Heins stated Mr. Rau is donating his time assisting at the Memorial Hall. The Village Attorney has indicated there is no conflict or issues with Mr. Rau receiving an Operator License. A motion was made by Koncel, seconded by Shauer to approve Operator License for Wayne Rau, Memorial Hall. Motion carried. President Rau abstained from the vote.

Update on Building Permit Application, Robert Weidman, 368 W. Center Ave.

President Rau stated a Building Permit was issued for Robert Weidman at 368 W. Center Ave to update outdated items such as electrical, flooring, tub and toilet fixtures and new roof.

Discuss and approve adoption of Wisconsin Uniform Building Permit Application.

Trustee Kussrow, Chairman of the Public Works, Village Building, & Utilities Committee stated they reviewed many Building permit applications however, the Wisconsin Uniform Building Permit Application addressed the main concerns of the Village Board such as listing owner of property and instruction/guidelines. A motion was made by Schauer, seconded by Koncel to approve adoption of Wisconsin Uniform Building Permit Application. Motion carried.

Discuss and approve increase of Building Permit fee from \$5.00 to \$20.00.The Public Works, Village Building, & Utilities Committee also recommended increasing the building permit fee from \$5.00 to \$20.00. A motion was made by Koncel, seconded by Schauer to approve increase of Building Permit fee from \$5.00 to \$20.00. Motion carried.

Discuss and possible action on Plan of Action-127. S. Front Street.

Trustee Koncel stated working with Village Attorney for plan of action and will have more information at an upcoming board meeting.

Discuss and possible action on Plan of Action-356 W. Center Ave.

It was stated that windows have been replaced on this property. Trustee Koncel stated working with Village Attorney for plan of action and will have more information at an upcoming board meeting.

Discuss and possible action on Plan of Action-250 S. 4th Street.

This property has now entered the 3rd year of delinquent property taxes. Sometime in September 2014 Clark County would be able to make their first action regarding delinquent taxes. Trustee Koncel stated working with Village Attorney for plan of action and will have more information at an upcoming board meeting.

Discuss and approve Disciplinary Form change.

Trustee Schwoch stated a name line for the employee who has committed the violation has been added so when the Employee Committee receives the forms they can proceed. A motion was made by Schauer, seconded by Koncel to approve Disciplinary Form change. Motion carried.

Discuss and possible action on Community Gardening in Dorchester.

President Rau stated updates will be available at the March board meeting.

Discuss and possible action on date of next Board meeting.

No change to the scheduled board meeting for March- it will be held on the 1st Wednesday of the month- Wednesday, March 5, 2014 at 7:00 pm.

Adjournment.

A motion was made by Schauer, seconded by Koncel to adjourn. Motion carried. Adjournment 9:36 pm.