

Village of Dorchester Finance Committee Meeting

Date: March 05, 2014 (Wednesday) 6:30 pm Clerk's Office 228 W. Washington Ave, Dorchester WI 54425

Chairman Dunlap called the meeting to order at 6:39. 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 February 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 6:49 pm.

VILLAGE OF DORCHESTER BOARD MEETING

DATE: March 05, 2014 (Wednesday) 7:00 pm Clerk's Office, 228 W. Washington Ave, Dorchester WI

President Rau called the Board Meeting to order at 7:01 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, Rick Golz, Dean Faude, Jesse Rieck, Chief Gary Leichtman, Connie Decker, Ted Lester, Jeni Lopez, Guillermo Lopez and Kevin O'Brien of the TP.

Review and approve minutes of February 12, 2014 Board Meeting.

A motion was made by Dunlap, seconded by Koncel to approve minutes of February 12, 2014 Board Meeting. Motion carried.

Review and approve February 2014 Audit Report, and Receive March 2014 Audit Report from Village Clerk- Treasurer.

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

Public Input. There was no Public Input

Dean Faude and Jesse Rieck's monthly reports.

Mr. Faude stated have been working with water mains, plowing and lowering snowbanks for better view and also closing up sidewalks around the village. He stated Colby city payloader was hired to come in and widen the snow banks along the village streets which took approximately 5 hours. Generators also have had maintenance of oil changes and batteries replaced.

Rick Golz's monthly report.

Mr. Golz stated he is looking into a bypass at the WWTF for the inflow to be able to continue to run the pumps if Spring causes any issues. He also stated the 4 inch pipe of the main at 2nd and 3rd where the recent break in the main was fixed is very thin. A brief discussion was held on the Frozen Pipe notice as to an estimation of when the continuous water flow could stop; Mr. Golz stated frost in the road is 7 feet down, he will continue to monitor temperatures and notice will go out once the situation is stable.

Chief Gary Leichtman's monthly report.

Chief Leichtman stated he has recently been able to return back to administration and patrolling as caseload and investigations have now been completed. Trustee Seubert asked about progress with hiring a part-time police officer; Chief Leichtman stated this is still in process and the Police Committee will be meeting at a future date to review applications and start the interviewing process for the candidates selected.

Discuss and possible action on house/resident property addressing.

Trustee Schauer asked if there was an Ordinance on displaying house numbers. Chief Leichtman stated he would need to research our current Ordinances and also will work with the County for a Zoning and Numbering System appropriate for all emergency assistance vehicles.

Discuss and approve Resolution No. 256-D A Resolution by the Village President and the Village Board for the Village of Dorchester, Authorizing Those Persons Named Therein to Exercise Fiduciary Responsibilities at Advantage Community Bank.

Generic Terms such as Current Clerk-Treasurer and Current Deputy-Clerk Treasurer will be added to the accounts where Current Village President is already in place to avoid constant updating in the event employees resigned. The Village has the right to change at any time indicating proper names instead of generic terms. A motion was made by Koncel, seconded by Schauer to approve Resolution No. 256-D A Resolution by the Village President and the Village Board for the Village of Dorchester, Authorizing Those Persons Named Therein to Exercise Fiduciary Responsibilities at Advantage Community Bank. Motion carried.

Discuss and approve funds transfer to Future Expenditure Account.

President Rau reminded the Board that Justin Sornsin, MSA advised them at the Budget Hearing to actually put funds away for planned purchases when the Board felt they financially were sound to do so. The first installment of taxes is now complete and this is first opportunity to do so; comfortably about \$75,000.00 to \$95,000.00 available with the request for \$65,000.00 to be transferred to the Future Expenditure Account which is already established. A motion was made by Kussrow, seconded by Koncel to approve funds transfer to Future Expenditure Account of \$65,000.00. Motion carried.

Discuss and approve 2014 membership Investment of AbbyColby Area Chamber of Commerce fee of \$100.00.

The Village of Dorchester received the annual notice of membership Investment of AbbyColby Area Chamber of Commerce for 2014 for \$100.00 to continue membership. A motion was made by Dunlap, seconded by Seubert to approve 2014 membership Investment of AbbyColby Area Chamber of Commerce fee of \$100.00. Motion carried.

Discuss and possible action on Community Gardening in Dorchester.

Connie Decker, Ted Lester and Jeni Lopez were in attendance to discuss possible locations for the establishment of community gardening in the village. Possible village land sites are former Baker's Garage site, large acre lot across the street from the Fire station and a location from 3rd Ave up to WWTF, curb stop to the Creek. It has been discussed that not only would this be a functional opportunity for the village but also would provide beauty. A few of the representatives will meet with the Park Board at this month's meeting to discuss the program and an optional site near the park. Updates will be presented to the Village Board and decisions are made. A motion was made by Koncel, seconded by Kussrow to approve Community Gardening in Dorchester on a Village owned site beginning this Spring. Motion carried.

Discuss and possible action on Clerk Office updates & new location site.

Trustee Schwach wanted to bring before the board the importance of continuing to discuss future plans for either remodeling or purchasing a new location for the Clerk's Office as the current location and set up is not practical for interviewing process or conducting meetings as well as functional work environment for Clerk's Office staff and any additional office needs. The Public Works, Village Building & Utilities Committee will continue to review options on this subject.

Discuss and approve recommended Deputy-Clerk position new hire.

Final two (2) candidates have been selected by the Employee Committee for final interviews on Tuesday, March 11, 2014. The new Deputy Clerk-Treasurer will be hired at the March 11, 2014 Employee Committee meeting if the board approves granting authority to the Employee Committee. A motion was made by Seubert, seconded by Schauer to approve Deputy Clerk-Treasurer new hire based on recommendation of Employee Committee from final two (2) candidates. Motion carried.

Discuss and approve recommendation to approve Clerk-Treasurer resignation.

President Rau stated that a 4 week resignation was received from the Clerk-Treasurer and the recommendation from the Employee Committee is to approve this resignation. A motion was made by Koncel, seconded by Daniella to approve recommendation to approve Clerk-Treasurer resignation for March 21, 2014. Motion carried.

Discuss and approve recommended Clerk-Treasurer advertisement.

President Rau stated that due to time constraints he approved the Employee Committee drafting and submitting an advertisement for the Clerk-Treasurer position prior to the board meeting. A motion was made by Daniella, seconded by Kussrow to approve recommended Clerk-Treasurer advertisement. Motion carried.

Discuss and approve internal audit of Village of Dorchester accounts.

Village CPA provided information to the Village President that an annual audit is done each year and monthly audits are completed on the account reports submitted and approved by the Finance Committee at every meeting. No further audits would be necessary unless the Board requests. No action was taken.

Update on creating Health Inspector position.

The Village Attorney provided information that the Health Inspector position requires the creation of the position and in most municipalities is created by Ordinance; with review of any statutory requirements. A motion was made by Seubert, seconded by Koncel to approve Village Attorney to create Health Inspector position and possible Village Ordinance. Motion carried.

Discuss and possible action on date of next Board meeting.

Wednesday, April 2, 2014 is the next scheduled Village Board meeting.

Adjournment.

A motion was made by Dunlap, seconded by Koncel to adjourn. Motion carried. Adjournment 8:00 pm.

Val Heins, Clerk-Treasurer