

# Village of Dorchester Finance Committee Meeting

Date: May 7, 2014 (Wednesday) 6:30 pm Clerk's Office 228 W. Washington Ave, Dorchester WI 54425

1. **Call meeting to order.** Meeting was called to order by Chairman Dunlap at 6:35 pm.
2. **Roll Call.** Present were Chairman Dunlap, Trustee Koncel, and Trustee Schauer.
3. **Discussion and action on the bills and vouchers for March 2014.** Bills and reports for water, sewer, and village accounts for the month of April were submitted for review. A motion was made by Trustee Schauer, seconded by Koncel to approve all bills. Motion carried.
4. **Motion to Adjourn.** A motion was made by Trustee Koncel, seconded by Schauer to adjourn. Motion carried. Meeting adjourned at 6:47pm.

## VILLAGE OF DORCHESTER BOARD MEETING

DATE: May 7, 2014 (Wednesday) 7:00 pm Clerk's Office, 228 W. Washington Ave, Dorchester WI 54425

**Call meeting to order.** Meeting was called to order by President Rau at 7:00pm. Pledge of Allegiance was stated. Roll Call was taken with the following Trustees present: Schwoch, Koncel, Dunlap, Schauer, Kussrow, and Seubert. Also present were Clerk-Treasurer Ruge, Rick Golz, Dean Faude, Jesse Rieck, Kevin O'Brien of the Tribune-Phonograph. Villagers Terry Recore, Ed Ploszaw, Jeff Staab, Renee Staab, Carol Staab, Brody Halopka, Darryl Steen, and Cindy Steen were also present.

### **Review and approve minutes of April 2, 2014 & April 15, 2014 Board Meetings.**

A motion was made by Trustee Schwoch, seconded by Koncel, to approve minutes of the April 2, 2014, and April 15, 2014, Board Meetings. Motion carried.

**Review and approve April 2014 Audit Report, and Receive May 2014 Audit Report from Clerk-Treasurer.** A motion was made by Trustee Dunlap, seconded by Schauer, to approve the April 2014 Audit Report. Motion carried.

**Public Input.** Jeff Staab questioned the plans for the sidewalks on Front St, per President Rau, they will be eight feet, as they were prior to construction. Terry Recore is concerned about the sidewalks on Front St, stating they were repaired last year and cracked again now. President Rau will have village maintenance workers take a look at them.

**Dean Faude and Jesse Rieck's monthly reports.** They are working on patching holes from the water breaks and hope to have them patched before American Asphalt comes to so they can fill them in. Jesse stated there are 5 sections of curb & gutter that need to be replaced on Washington St.

**Discuss & approve no parking on East side of Main Street.** Discussion was held on whether to make East side of Main Street a no parking zone permanently or temporarily during construction. With construction starting on Linden St, more trucks will need to access local businesses. Recommendation was made to speak with Manager of Heartland Coop about trucks parking on Main St while they wait. It was suggested that the village ask Gary Leichtman to put up temporary "No Parking" signs on East side of Main Street during construction. Signs should only state no parking on weekdays between hours of 6 am to 6 pm. A motion was made by Trustee Koncel, seconded by Trustee Schwoch, for temporary no parking signs between 6 am and 6 pm be posted on East side of Main Street. Motion carried.

**Discuss & approve purchase of Sewer Jetter (in budget).** The item in discussion is actually a roto roter not a jetter as listed in the budget. Discussion was held on purchase of a used roto roter found by village workers. Used roto roter would cost \$1,650, the budget included \$2,500 for a new one. The roto roter found includes an extra cable, and appears to be about 5-7 years old in good condition. Motion was made by Trustee Kussrow, seconded by Trustee Schauer, to purchase used roto roter. Motion carried.

**Discuss & approve cost and color of new street signs.** Discussion was held on proposal submitted by Rent-A-Flash on new, reflective signs for village. This proposal includes population sign, camping sign, dead end signs, speed limit signs, etc. Does not include any of the corner signs with individual street names on them. Proposal should be obtained for those at a later date for discussion by the board. A motion was made by Trustee Kussrow, seconded by Trustee Schauer, to order the said street signs for the proposed \$3,648.10.

**Discuss & approve the removal of trees by Advantage Community Bank and the alley by Point 08 tavern.** It was noted that the tree in the alley behind Point 08 tavern is rotting and hollowed out. Could be a safety hazard to power lines and cables in area. Further review of the trees across from Advantage Community Bank needs to be conducted as they are not a hazard at this time. Motion was made by Trustee Seubert, seconded by Trustee Koncel, to approve removal of tree in alley, but table discussion on trees across from bank until future meeting. Motion carried.

**Discuss & possible action on hiring of summer help for Village & pay rate for new hire(s).** It was recommended that the approving of wages for summer help be voted separately. One vote for Terrance Meyer and a second one for Danielle Rieck, Carolyn Golz, and April Kussrow. A motion was made by Trustee Seubert, seconded by Trustee Kussrow, to increase Terrance Meyer's wage by \$1, making his rate \$10/hour for 2014. It was recommended that that the wage for Danielle Rieck, Carolyn Golz, and April Kussrow be increased by at least the same amount as Terrance Meyer. After discussion about the differences in physical labor it was suggested that these 3 receive pay raises of at least \$1.75 each. A motion was made by Trustee Koncel, seconded by Trustee Seubert, to increase pay to \$9.00/hr for Danielle Rieck, Carolyn Golz, and April Kussrow. Motion Carried.

**Discuss & possible action on implementation of Summer Rec program.** It was discussed that Danielle Rieck would again take control of the summer rec program. She would be able to suggest an assistant to the board at a future meeting, depending on number of children enrolled. Also discussed was the possibility of changing time frame from 4 weeks to 6 weeks. No action taken at this time.

**Discuss & possible action on putting white rock on gravel roads.** Jesse stated that white rock cost would be \$262 per load, and it was estimated that it would take approximately 36 loads to do all roads in question. After discussion, it was determined that test holes need to be made on 3<sup>rd</sup> Ave. Motion was made by Trustee Koncel, seconded by Trustee Dunlap, to purchase 32 loads at \$262/load for approximately \$8,500 for all areas except 3<sup>rd</sup> Ave. Motion carried.

3<sup>rd</sup> Ave will be tabled until next meeting when results of test holes can be discussed.

**Rick Golz's monthly report.** Paperwork for DNR is due soon. New meters have been received and should be installed next week or week after, depending on work load and weather.

**Chief Gary Leichtman's monthly report.** Gary was not in attendance to give his report.

**Update on purchase of new digital equipment.** Equipment will cost will be \$5,466.13 which is slightly lower than originally anticipated.

**Discuss & approve resignation of Police Committee member Tonya Gebert.** Resignation letter was received by Tonya Gebert via email to resign her position on the Police Committee due to her moving out of the village. Motion was made by Trustee Kussrow, seconded by Trustee Schauer to accept the resignation. Motion carried.

**Discuss & possible action on appointment of new Police Committee member, Eddie Underwood.** President Rau stated that he had reached out to Eddie Underwood about becoming a member of the Police Committee. He has agreed to step in. Motion was made by Trustee Kussrow, seconded by Trustee Schwoch to appoint Eddie Underwood to the Police Committee. Motion carried.

**Discuss & approve job description for Village Police Officers.** Job description was presented after approval from Police Committee. Motion was made by Trustee Kussrow, seconded by Trustee Schauer, to approve description as written. Motion carried.

**Update on Health Inspector position.** Gary Leichtman was not present to give update.

**Discuss & approve Operator's License for Diane Faude.** Background check performed by Gary Leichtman. Diane is going to be operating the concession stand at the ball park during the summer. Motion was made by Trustee Schauer, seconded by Trustee Kussrow to approve the Operator's License for Diane. Motion carried.

**Discuss & approve new lease for Memorial Hall.** Rent to remain \$1/month for 12 month period. Village will continue to receive bowling fee income and rent income from hall. Discussion made to approve new lease and new tenant together.

**Discuss & approve new tenant for Memorial Hall, Brody Halopka.** Brody's background check came back with nothing to disqualify him from eventually obtaining an operator's license. A motion was made by Trustee Kussrow, seconded by Trustee Schauer to approve lease for Memorial Hall and new tenant Brody Halopka. Motion carried.

**Discuss & approve purchase of Memorial Hall freezer(s), serving baskets, French fry maker.** Rick Rinehart purchased 2 small freezers, French Fry maker and some serving baskets while leasing the hall last year. He would be willing to sell them to the village for a total of \$500 to remain downstairs in the bar. Motion was made by Trustee Dunlap, seconded by Trustee Schwoch to purchase equipment for \$500. Motion carried.

**Discuss & approve yearly dues from CCEDC.** Membership dues are \$1.25 per resident. At approximately 870 residents the cost will be \$1,087.50. Motion was made by Trustee Schauer, seconded by Trustee Kussrow to approve payment of dues. Motion carried.

**Discuss Board Members training – 2014 New Municipal Officials Workshop (May 30).** Information was provided on single day conferences for municipal officials. Board members could attend whatever conference works best for their schedule and the village would reimburse them for the cost of the conference.

**Discuss & approve Clerk's training – Clerk's & Treasurer's Institute (July).** Deputy Clerk-Treasurer Wiersma will not be able to attend the week long conference in 2014 with a conflict in July. Will try to find single day conferences when available to sent her to. Total cost for conference for Clerk-Treasurer Ruge will be \$459 and \$460 for lodging, totaling \$919. Motion was made by Trustee Koncel, seconded by Trustee Dunlap to approve payment for conference. Motion carried.

**Discuss & approves dates of Village-wide Garage Sale.** Discussion was made about keeping garage sale dates same as last year. They would fall on June 12, 13, 14, 2014. Motion was made by Trustee Kussrow, seconded by Trustee Seubert to approve dates. Motion carried.

**Update on MSA survey (needed for next Grant application).** Documents were found regarding survey. MSA is still sorting through information. It does not appear we will be able to get anything put together before the first deadline, but MSA is confident they will ask for additional applications based on amount of Grant money available.

**Update on streets projects – Darryl Steen.** Darryl Steen was invited to join the board for discussion on various projects. He stated many concerns about how he was being portrayed in the local paper. Many projects in past year have had changes because plans had been written incorrectly by MSA. Hold ups occurred when other sub-contractors were schedule to begin work, only to show up and find things wrong or not ready for them.

The intersection of 3<sup>rd</sup> Ave and Washington St was brought up because of a design flaw. Steen had just received 2 options from MSA earlier that afternoon for possible solutions. The first would be to run a drain tile from intersection northward and would require 2 trees to be removed, costing approximately \$10,000 in change orders. The second would be to put in a storm sewer and 3 in-lets, this could help with future water problems on 2<sup>nd</sup> street also, costing approximately \$15,000. No action was taken at this time, but a special meeting may need to be held in May to make a decision on this.

**Update on FEMA Preliminary Damage Assessment.** Handout was given to board members outlining what was submitted to Clark County for possible FEMA reimbursement for water freeze-ups this past winter.

**Update Community Gardens – location, etc.** Updated flier was given to board members showing location of Community Garden on corner of Parkside and Second Ave. If interested please call 715-654-5819.

**Discuss building permit applications:**

- a. 229 W. 1<sup>st</sup> Avenue – adding deck/porch
- b. 330 W 1<sup>st</sup> Ave – replacing sewer pipe, adding gravel driveway
- c. 209 W 2<sup>nd</sup> Av – putting in new bathroom

All permits have been approved by Jim Jantsch and copies were given to board members for informational purposes.

**Discuss property at 127 S Front St, 210 W Center Ave, 119 Front St, 128 S 2<sup>nd</sup> St.** Property owner needs to discuss with Jim Jantsch the intentions at 2 of these properties. Remaining 2 are commercial property and Clerk-Treasurer Ruge is waiting for Bob Christensen to make contact with her to view the permits.

**Discuss Sign Permit application.** Board was given information regarding a sign that will be placed on the property owned by Domine Auto Sales. Sign is for The Homeplace of Dorchester and has been approved by Jim Jantsch.

**Discuss and possible action on date of next Board meeting.** Board of review is being held on May 27, 2014, from 6pm-8pm, a special meeting could be held after if needed, or sooner depending on urgency. A motion was made by Trustee Koncel, seconded by Trustee Schauer to hold the next regular Board meeting on June 4, 2014, at 7pm at the Clerk's office. Motion carried.

**Adjournment.** Motion made by Trustee Koncel, seconded by Trustee Schauer to adjourn at 9:35pm. Motion carried.