

Village of Dorchester Finance Committee Meeting

Date: June 7, 2017 (Wednesday) 6:45 pm

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

Minutes:

1. Meeting called to order at 6:45pm.
2. Committee members present: Trustee Derrico, Trustee Edblom, Trustee Schauer, & Clerk-Treasurer Ruge.
3. A motion was made by Trustee Edblom, seconded by Trustee Derrico, to approve the bills and vouchers for May, 2017. Motion carried, 3-0.
4. A motion was made by Trustee Derrico, seconded by Trustee Edblom, to adjourn. Motion carried, 3-0. Meeting adjourned at 6:52pm.

Terri Wiersma, Deputy Clerk-Treasurer

VILLAGE OF DORCHESTER BOARD MEETING

DATE: Wednesday, June 7, 2017 7:00pm

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

Minutes:

1. Meeting called to order at 7:00pm.
2. The Pledge of Allegiance was said.
3. The following Board members were present: President Rau, Trustee Underwood, Trustee Edblom, Trustee Seubert, Trustee Derrico, and Trustee Schauer. Trustee Schwoch was absent. Also present: Clerk-Treasurer Brooke Ruge, water/sewer manager Rick Golz, public works supervisor Dean Faude, chief of police Gary Leichtman, officer Consuelo Maldonado, Kevin O'Brien from T/P Printing, Pam Leichtman, Terry Recore, Dan & Cindy Dahl, land surveyor Dan Higginbotham, and Jenny Halopka.
4. Resident Terry Recore spoke during Public Input. He expressed concerns over the parking on Front Street, which he stated is only for Co-op employees. He also informed the Board that he felt the new squad car is not being properly cared for and is dirty inside and out.
5. A motion was made by Trustee Derrico, seconded by Trustee Schauer, to approve the minutes from the May 3, 2017, Board meeting. Motion carried, 6-0.
6. A motion was made by Trustee Derrico, seconded by Trustee Underwood, to approve the May, 2017 Audit Report. The June, 2017 Audit Report was distributed by the Clerk-Treasurer. Motion carried, 6-0.
7. Dan Higginbotham from Plover River Land Co. spoke regarding the Certified Survey Map and legal descriptions for the Can-Am properties, in anticipation of a sale of portions of the land to Mid-Country Homes. The Village is to be given ownership of the east side of Factory Road and the west side of Liberty Street.
8. A motion was made by Trustee Schauer, seconded by Trustee Edblom, to approve Resolution 297: Certified Survey Map which gives village rights to portions of Liberty Street and Factory Street. Motion carried, 6-0.
9. Cindy Dahl, niece and care-giver to resident Terry Recore, gave an update on the clean-up of the properties at 127 S. Front Street and 128 S. 2nd Street. They are still looking for a storage facility to move things; the deal they had to rent a shed fell through.

10. No additional action was taken regarding citation fee according to Ordinance #200 for property owner at 127 S. Front Street. A previous motion made during the April 5, 2017, regular board meeting will stand with citations to be issued at \$100/day until property comes into compliance.
11. Discussion was held on determining the citation fee for the property owner at 128 S. 2nd Street according to Ordinance #200. Work has been done in accordance with the building permit, but the property is still in violation. A motion was made by Trustee Seubert, seconded by Trustee Derrico, to give the owner an additional 30 days to clean up the property, or fines of \$100/day will be implemented. Motion carried, 6-0.
12. Police Chief Gary Leichtman gave his monthly report. The Competitive Edge program is being phased out by the end of 2018; everything is going cloud-based and should transition over without problems. He will be watching a webinar on Monday to see changes. The body cameras can transfer information via email to the District Attorney or can be put on a disk, but he has not figured out how to put onto a disc yet.
13. After discussion on clarification of the Police Committee recommendations from prior month regarding time cards and time sheets, a motion was made by Trustee Derrico to use both the spreadsheet and time card, but died for lack of a second. The issue will be given back to the Police Committee for further clarification/verification. President Rau stated that until the committee meets, since the motion was to just have the police department employees start using a timeclock, they should continue to provide spreadsheet with timecards to Clerk-Treasurer for payroll processing.
14. Discussion was held regarding the property at 306 E 4th Avenue. Since it had a fire last fall, it has been unoccupied and looks abandoned with missing doors and windows. Chief Leichtman will send the property owner a letter with a deadline for clean-up, after which time the Board will determine a citation fee for the violation of Ordinance 200 if not complied with.
15. Discussion was held regarding the property at 356 W Business County Road A. Because of mold, the 4-plex apartment was determined to be uninhabitable by the county health department last year. It has been vacant since and no work is being done to rectify the problems. Chief Leichtman will send the property owner a letter with a deadline for clean-up, at which time the Board will determine a citation fee for the violation of Ordinance 200 if not complied with.
16. A motion was made by Trustee Schauer, seconded by Trustee Derrico, to renew the yearly support contract for the Competitive Edge Software program used by the police department. Motion carried, 6-0.
17. A motion was made by Trustee Edblom, seconded by Trustee Derrico, to grant an appeal related to a provision of Ordinance 204. Motion carried, 6-0. A registered sex offender requested permission to spend an afternoon in the Dorchester Park with his family.
18. Rick Golz gave the water/sewer monthly update. Things are currently running smoothly. He is considering replacing some relays. The sewer ammonia has gone down since the temperatures have warmed up. R&R came up to jet out the sewers early this year; there were many areas with rocks, gravel, and rags. Viking has a few offset lines that may need fixing.
19. A motion was made by Trustee Schauer, seconded by Trustee Edblom, to approve Resolution 298: Compliance Maintenance Annual Report for 2016. Motion carried, 6-0.

20. A motion was made by Trustee Schauer, seconded by Trustee Seubert, to approve an agreement with Clark County for maintenance of the water tower interior, following installation of communication equipment. Motion carried, 6-0.
21. Dean Faude gave the public Works monthly update. A culvert was put in on Bus. Cty. Rd. A and Parkside Drive; some curb was replaced on the same corner. The County is working on Bus. Cty. Rd. A; the first layer of blacktop should be on. The backhoe is on backorder; they will provide one to use until ours is in.
22. A motion made last month to place a bid for paving and drainage work on Willow Ct, Prospect St, and Marsh Ave. was rescinded by President Rau; the second was rescinded by Trustee Derrico. The pavement options were tabled until July's meeting.
23. A motion was made by President Rau, seconded by Trustee Derrico, to approve a proposal presented by Steen Construction to fix the storm water drainage for Willow Ct, Prospect St, Marsh Ave at a cost not to exceed \$17,000. Motion carried, 6-0.
24. A motion was made by Trustee Schauer, seconded by Trustee Underwood, to lift the current parking restrictions on Front Street during the street construction. Motion carried, 6-0.
25. A motion was made by Trustee Schauer, seconded by Trustee Derrico to have MSA design an extension of the PVC conduit on W. 1st Avenue for future lighting use. Motion carried, 6-0.
26. Discussion was held on additional street repairs for 2017. It needs to be determined how much is available of the potential \$750,000 the Village was approved to borrow. This will be revisited at the July meeting.
27. A motion was made by Trustee Derrico, seconded by Trustee Edblom, to pay a bill from American Asphalt for the final layer of pavement on N. Front St. for \$14,990.65. The amount of \$13,749.36 that was put aside in 2016 will be withdrawn from the Future Expenditures account. Motion carried, 6-0.
28. Discussion was held on limitations in scheduling part-time employees. President Rau stated department heads need to watch scheduled hours compared to the budget.
29. A motion was made by Trustee Derrico, seconded by Trustee Schauer, to give a pay increase of \$1/hour to the public works part-time seasonal employee, Sawyer Bach. Motion carried, 6-0.
30. A motion was made by Trustee Edblom, seconded by Trustee Derrico to approve Ordinance 207: Fire Inspection Frequency, which will eliminate the need to do fire inspections more than once a year for certain buildings. Motion carried, 6-0.
31. Discussion was held on the possibility of establishing an ordinance to bill fire call costs to property owners, as Abbotsford recently did. This item was tabled and will be discussed again closer to budget time.
32. In response to requests from the police chief and the current tenant, the building capacity for Memorial Hall was determined by the fire chief who came and measured the areas. The recommended capacity will not be adopted until input from the Village attorney is received, and was tabled.

33. A motion was made by Trustee Derrico, seconded by Trustee Seubert, to approve an operator's license for Angela Forrett. Motion carried, 6-0.
34. A motion was made by Trustee Edblom, seconded by Trustee Derrico, to approve the purchase of a new computer for the clerk's office from Computer TR at a cost of \$799. Motion carried, 6-0.
35. A motion was made by Trustee Edblom, seconded by Trustee Derrico, to change the hours at the Clerk's office to 8:30am-4pm, bringing them in line with other villages in the area. The change will take affect starting Monday, June 19, 2017. Motion carried, 6-0.
36. A motion was made by Trustee Schauer, seconded by Trustee Derrico, to make the date of the next Village Board meeting Monday, July 10th, because of the 4th of July holiday. Motion carried, 6-0.
37. **CLOSED SESSION (Per Section 19.85 (1)(e) Wisc. Stats.** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. **Specifically, to discuss the purchase of land for Dorchester Days grounds.**
38. A motion was made by Trustee Schauer, seconded by Trustee Derrico, to invite Clerk-Treasurer Ruge into closed session. Motion carried, 6-0.
39. A motion was made by Trustee Schauer, seconded by Trustee Derrico, to go into closed session. Motion carried, 6-0.

CLOSED SESSION

40. After reconvening to open session, President Rau announced that the Board has approved the purchase of parcel 116.0351.000 from Cal Steen by the Village of Dorchester. Dorchester Days funds will be used to pay for the cost of the property (\$20,300) and all associated fees.
41. A motion was made by Trustee Schauer, seconded by Trustee Underwood, to adjourn. Motion carried, 6-0. Meeting adjourned at 9:20pm.

Terri Wiersma, Deputy Clerk-Treasurer