

## **Village of Dorchester Finance Committee Meeting**

**Date: November 28, 2018 (Wednesday) 6:45 pm**

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

### **Minutes:**

1. Meeting was called to order by Trustee Schauer at 6:45 pm.
2. In attendance were Trustee Hardrath and Trustee Schauer. Trustee Duranceau was absent, and Clerk-Treasurer Ruge was also in attendance.
3. Motion was made by Trustee Hardrath, seconded by Trustee Schauer, to approve the bills and vouchers for November, 2018. Motion carried 2-0.
4. Motion was made by Trustee Hardrath, seconded by Trustee Schauer, to adjourn the meeting. Motion carried 2-0. Meeting was adjourned at 6:52 pm.

## **VILLAGE OF DORCHESTER BOARD MEETING**

**DATE: Wednesday, Nov. 28, 2018 Immediately following the Public Hearing on the 2019 Village Budget**

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

### **Minutes:**

1. Meeting was called to order by President Rau at 7:03 pm.
2. Pledge of Allegiance was said.
3. Present were President Rau, Trustee Duranceau, Trustee Underwood, Trustee Hardrath, Trustee Schauer, Trustee Derrico and Trustee Schwoch. Also present was Clerk-Treasurer Ruge, Chief Leichtman, PW Supervisor Dean Faude, Water/Sewer Manager Rick Golz, Public Works Employee Clint Penney, Todd Trader & Mike Voss from MSA and Ross Patterman – TP Printing.
4. There was no public input.
5. Motion was made by Trustee Schwoch, seconded by Trustee Derrico to approve minutes of the November 7, 2018, Board meeting. Motion carried 7-0.
6. Motion was made by Trustee Schauer, seconded by Trustee Derrico to approve November, 2018 Audit Report. Motion was carried 7-0. December (draft), 2018 Audit Report was also included from Clerk-Treasurer.
7. Chief Gary Leichtman reported that he has had good cooperation with some residents with removing vehicles/campers from roads for winter restrictions. There will be a few that will need to be reminded.
8. Water/sewer manager, Rick Golz, stated that they finished vent cleaning on the tower. Not much to report for wastewater other than finishing up the PILOT test for phosphorus and confirming that there is a collapsed sewer pipe on W. Bus. Cty Rd A just west of Front Street.
9. Public Works Supervisor, Dean Faude reported that they are getting vehicles ready for winter and removed old poles from North Welcome Sign.
10. Chief Leichtman stated that the previously considered individual for a part-time officer position would not work out due to state regulations changing and his certification that expired. Chief Leichtman suggested that there needs to be a policy for future hiring procedures. Motion was made by Trustee Schwoch, seconded by Trustee Schauer, to set February 4, 2019, close of business as deadline for applicants. Motion carried 7-0.
11. Motion was made by Trustee Schauer, seconded by Trustee Duranceau to exempt property at 210 W. Business County Rd A from Ordinance 188. Motion carried 7-0.

12. Todd Trader from MSA gave updates on various projects for future (see MSA update sheet). Mike Voss gave information about Corrosion Control Study. Motion was made by Trustee Schauer, seconded by Trustee Hardrath to approve contract for \$8,900 with MSA Professionals, Inc. for Corrosion Control Study. Motion carried 7-0.
13. Motion was made by Trustee Schauer, seconded by Trustee Derrico to approve Resolution 301 – Authorizing the Adoption of the 2018 Budget and Setting the Tax Levy. Motion carried 7-0.
14. Motion was made by Trustee Derrico, seconded by Trustee Duranceau to approve purchase of V-Blade for Ventrac at cost of \$2,980. Motion carried 7-0.
15. Motion was made by Trustee Schwoch, seconded by Trustee Schauer to make annual donation of \$1,500 to Dorchester Park Corporation. Motion carried 7-0.
16. Motion was made by Trustee Schwoch, seconded by Trustee Schauer to keep snowmobile routes for 2018-2019 through village the same as the past 2 or 3 years. Motion carried 7-0.
17. Motion was made by Trustee Schauer, seconded by Trustee Schwoch to approve the purchase of a new computer for clerk's office for \$589 plus installation cost. Motion carried 7-0.
18. Motion was made by Trustee Schauer, seconded by Trustee Hardrath to approve 12% access/5% user increase in sewer rates for 2019. Motion carried 5-2, with President Rau and Trustee Duranceau voting against it.
19. Motion was made by Trustee Schwoch, seconded by Trustee Schauer to transfer \$20,000 each from the Sewer/Water Utilities into Future Expenditures account. Motion carried 7-0.
20. Motion was made by Trustee Derrico, seconded by Trustee Schauer to transfer a total of \$24,500 into Future Expenditures account from General Fund. These funds will be designated for use by specific departments in future years. Motion carried 7-0.
21. Motion was made by Trustee Hardrath, seconded by Trustee Schwoch to pay off the full amount of \$52,192.61 early for the meter loan by the end of 2018 from Water Utility fund. Motion carried 7-0.
22. Motion was made by Trustee Schauer, seconded by Trustee Derrico approve to pay a total of \$73030.29; \$23,030.29 on the Backhoe Loan and principle payment of \$50,000 for the General Fund Loan from General Fund. Motion carried 7-0.
23. Motion was made by Trustee Derrico, seconded by Trustee Hardrath to adopt Ordinance 209: An Ordinance Providing for a Substitution for a Treasurer's Bond. Motion carried 7-0.
24. Motion was made by Trustee Schauer, seconded by Trustee Derrico to approve Resolution 256-F: Authorizing Those Persons Named Therein to Exercise Fiduciary Responsibilities at Advantage Community Bank. Motion carried 7-0.
25. Motion was made by Trustee Schwoch, seconded by Trustee Schauer to set the date for the 2019 Caucus for 6:45 pm at the regular January 2019 Board meeting. Motion carried 7-0.
26. Motion was made by Trustee Derrico, seconded by Trustee Schwoch to hold the next Village Board meeting on January 9, 2019. Motion carried 7-0.
27. **Closed Session (per Section 19.85 (1) (C) Wisc. Stats.** Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, **specifically to discuss recommendations from the Employee Committee regarding 2019 employee benefits, related to health insurance and HSA**

**contributions. Additional discussion will be held on Employee Committee recommendations on employee performance and pay increases for 2019 for all village employees.**

28. Motion was made by Trustee Schwoch, seconded by Trustee Hardrath to invite Clerk-Treasurer Ruge for a portion of the Closed Session and to leave for wage discussion. Motion carried 7-0.
29. Motion was made by Trustee Schauer, seconded by Trustee Underwood to go into Closed Session.
30. Present for Closed Session were President Rau, Trustee Duranceau, Trustee Underwood, Trustee Hardrath, Trustee Schauer, Trustee Derrico, and Trustee Schwoch.
31. Resumed to open session and the following was announced:

A motion was approved to provide a \$900/month taxable buy-out to all full-time permanent village employees in lieu of offering a group insurance plan.

A motion was approved for 2019 wages as listed below for the listed employee:

- Pam Leichtman will receive an increase of \$5 for each cleaning of village hall, making her pay \$45 per cleaning, twice per month yet.
- Part-time officer, Consuelo Maldonado-Rodriquez will remain at the same rate of \$14.75/hour.
- Chief Gary Leichtman will have a salary of \$51,480, an increase of \$457.60/year.
- Deputy Clerk/Treasurer Christie Erikson will remain at \$13/hour until her 90 day probationary period is up and it is re-evaluated.
- Clerk/Treasurer Brooke Ruge will receive an increase of \$1.25/hour, bringing her wage to \$18.50/hour.
- Water/Sewer Manager Rick Golz and Public Works Supervisor will each receive an increase of \$0.38/hour, bringing their wages to \$21.75/hour.
- Public Works Employee Clint Penney will receive an increase of \$1.50/hour, bringing his wage to \$21.75/hour.

A motion was approved to increase the monthly IRA payments from \$125 to each full-time employee to \$150/month starting in 2019.

32. A motion was made by Trustee Hardrath, seconded by Trustee Schauer, to adjourn the meeting. Motion carried 7-0. Meeting was adjourned at 10:05pm.

Brooke Ruge, Clerk-Treasurer