

Village of Dorchester Finance Committee Meeting

Date: Wednesday, October 7, 2020 6:30 pm

Municipal Building, 250 Parkside Drive, Dorchester WI

Agenda:

1. Call meeting to order.
2. Roll Call.
3. Discussion and action on financial activity for September, 2020.
4. Preliminary discussion on 2021 Budget
5. Motion to Adjourn.

VILLAGE OF DORCHESTER BOARD MEETING

DATE: Wednesday, October 7, 2020 7:00 pm

Municipal Building, 250 Parkside Drive, Dorchester WI

Agenda:

1. Meeting called to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Approval of the Agenda.
5. Public Input. *Persons wishing to speak to the Village Board will be granted five minutes to express their concerns. No formal action will be taken by the Village Board on concerns expressed at this time. If the matter is on this agenda for consideration, action may be taken during the meeting. If it does not appear on this agenda, the matter may be referred to a committee for consideration and brought back to the Village Board at a future date.*
6. Review and approve minutes of the September 2, 2020, Board Meeting.
7. Review and approve minutes of the September 14, 2020 Special Board Meeting.
8. Review and approve September, 2020 Audit Report, and receive October, 2020 Audit Report from Clerk-Treasurer.
9. Water/Sewer monthly update.
10. Public Works monthly update.
11. Clerk's Office monthly update.
12. Zoning: Building Permits Update.
13. Discussion and possible action on curbside pick-up of leaves for Dorchester residents.
14. Discussion and possible action on payroll services for Dorchester Park Corporation & Dorchester Cemetery.
15. Discussion and possible action on Clark County Sheriff's Department temporary contract for Village of Dorchester Police Services.
16. Discussion and possible action on proposals received for 2019 audit and future audits.
17. Discussion and possible action to repeal Ordinance 165A – Residency Requirement for Village Employees.
18. Discussion and possible action to advertise with K99 on Village Clean-up Days.

19. Discussion and possible action regarding Village of Dorchester Trick or Treating and COVID-19.
20. Discussion and possible actions on Public Works, Village Buildings & Utilities Committee Recommendations:
 - a. Village of Dorchester Building Key Policy
 - b. Updated Village Hall Rental Agreement and rental fees.
 - c. All Memorial Hall rental inquiries, communications, and rental agreements and payments to go through Jenny Halopka (Lessee) only.
21. Discussion and possible actions on Police Committee Recommendations to end yearly subscription to Lexipol.
22. Discussion and possible actions on offering Wisconsin Retirement System (WRS) to Village Employees.
 - a. Police Committee recommendation is to offer WRS to employees, Employee Committee recommendation is to not offer WRS.
23. Discussion & possible action on Central Fire & EMS district proposed Budget.
24. Discussion & possible action on Library Budget.
25. Discussion & possible action on received bids to fulfill raze order in regards to property at 128 S 2nd Street and bill the property owner for incurred costs.
26. Discussion & possible actions on Employee Committee recommendations in regards to current Employee Handbook:
 - a. Adding "Police Officer" to verbiage in regards to yearly clothing allowance.
 - b. Removing "probation period" and "permanent employee" verbiage from employee handbook.
 - c. Allowing employees to use vacation, PTO, or earned compensation time as they see fit.
 - d. Requiring all employees to submit a timesheet by 10am on the Monday before bi-weekly payday.
 - e. Increasing Clerk/Treasurer's flat rate to \$60 for attending meetings if it legally complies with calculation of over-time pay.
 - f. Adding Wisconsin Fair Employment Act verbiage to the Employee Handbook.
 - g. Adding specific language in the Employee Handbook that states if an Employee is required to work a holiday, the rate of pay will be twice their normal hourly pay with a minimum of 2 hours for call-ins.
 - h. Specifying the Clerk/Treasurer is in charge of the Clerk's office and working hours for Clerk employees.
 - i. Contracting with attorney who specializes in Human Resources to work in conjunction with Village Attorney to ensure Employee Handbook and Payroll Policies comply with current employment laws.
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 government body has jurisdiction or exercises responsibility, **specifically to discuss rehiring of Brooke Bruesewitz to complete 2021 Budget, and specifically to discuss wages and compensation for Deputy Clerk, Christie Erikson.**
28. Motion to invite non-committee members whose presence are necessary for the business at hand during closed session.
29. Motion to go into Closed Session

CLOSED SESSION

30. Reconvene into open session to take action or announce actions taken during closed session, if any, and if appropriate.
31. Discussion and possible action on Clerk Office Hours.
32. Discussion & possible action on date of next Board Meeting: November 4th, 2020.
33. Adjournment.

Michelle J Dunn, Clerk-Treasurer