

## Village of Dorchester Finance Committee Meeting

Date: July 8, 2020 (Wednesday) 6:45 pm

250 Parkside Drive, Dorchester, WI 54425

### **Minutes:**

1. Meeting was called to order by Trustee Schauer at 6:41 pm.
2. Present were Trustee Schauer, Trustee Lageman, and Clerk-Treasurer Dunn. Trustee Klemetson not present.
3. Motion was made by Trustee Lageman, seconded by Trustee Schauer to approve the financial activity for May, 2020. Motion carried 2-0.
4. Motion was made by Trustee Lageman, seconded by Trustee Schauer to adjourn. Motion carried 2-0. Meeting adjourned at 6:47 pm.

## VILLAGE OF DORCHESTER BOARD MEETING

DATE: Wednesday, July 8, 2020

7:00 pm

250 Parkside Drive, Dorchester, WI 54425

### **Minutes:**

1. Meeting was called to order by President Schwoch at 7:00 pm.
2. Pledge of Allegiance was led by President Schwoch.
3. Present were President Schwoch, Trustee Schauer, Trustee Goldschmidt, Trustee Klimpke, Trustee Lageman. Trustee Duranceau and Trustee Klemetson was not present. Also present were Clerk-Treasurer Michelle Dunn, Deputy Clerk-Treasurer Christie Erikson, Police Chief Gary Leichtman, Public Works Supervisor Clint Penney, Water/Sewer Manager Rick Golz, Kevin O'Brien – TP Printing, Pam Leichtman. MSA and Cooper representatives were present only at the time of their presentations.
4. No Public Input.
5. Motion was made by Trustee Schauer, seconded by Trustee Klimpke to approve the minutes of the June 3 Board Meeting. Motion carried, 5-0.
6. Motion was made by Trustee Schauer, seconded by Trustee Lageman to approve June, 2020 Audit Report, and receive July, 2020 Audit Report from Clerk-Treasurer. Motion carried 5-0.
7. Chief Leichtman reported no new updates. Trustee Lageman asked about Dorchester Days. Chief Leichtman stated attendance was minimal and things went well with little issues.
8. Water/sewer manager Rick Golz reported that hydrant flushing is scheduled for next week. MENGEL PAINTING job went well, and switches for priming. The shack had electric installed but no flow yet.
9. Public Works supervisor Clint Penney reported the department cleaned up the Recore Property and grass is growing. The new Kabota tractor has had some issues but is still under warranty. The department will be digging out ditches on East Business CTR A on the south side. And the Memorial Hall lights will be addressed later in the fall.
10. Zoning/Building Permits issued were reported. 2020-01, Jeff Kellnhofer; 2020-02, Richard Pribbernow; 2020-03, Nicolet National Bank/Graphic House, Inc.
11. Announcement: Advantage Community Bank will be changing names on August 21<sup>st</sup>, 2020 to Nicolet National Bank. When the merge is complete, new signatures/authorizations will be completed.
12. Selling of Ventrac – Clint Penny asked the board to give direction on how to proceed with the Ventrac. He reminded the board the sale went to bidding, but no responses were received. Penny suggested

options of selling the Ventrac, keeping it as a spare with the possibility of spending money to keep it running if or when it needs to be repaired, or sell it on marketplace. Trustee Klimpke stated he felt we should try to sell now versus putting more money into it. It was stated that the deal with purchasing the new Kabota was on the premise the Ventrac would be sold. Penny stated he would like a minimum amount to sell for. The option of taking the Ventrac to auction was suggested. Trustee Klimpke motioned to auction the Ventrac with a minimum of \$9000 bid. Trustee Schauer seconded. Motion carried, 5-0.

13. Cooper Engineering presented their proposal in regards to Phosphorus levels/engineering. The proposal is \$5000 to get the village to the first step, which is due 09/30/2020. Cannot move onto step two or have proposals until phase one is complete. The options are utilizing new chemicals to control phosphorus levels which will cost less, or a plant upgrade.
14. Liquid Engineering Proposal: Trustee Schauer motioned to approve \$2,490 proposal to inspect and clean of water tank. Trustee Klimpke seconded. Motion carried, 5-0.
15. President Schwoch presented to the board to formally create a temporary committee to address the pending Village of Dorchester Ordinance Codification. Trustee Klimpke motioned to form the committee and appoint Trustees Lageman and Schauer, President Schwoch, and Chief Leichtman. Trustee Goldschmidt seconded. Motion carried, 5-0.
16. New Building Official Name: Trustee Lageman motioned to name the new building at 250 Parkside Drive the "Dorchester Municipal Building". Trustee Klimpke seconded. Motion carried, 5-0.
17. MSA CIP plan approval was recommended by the Planning Commission. Trustee Lageman motioned to approve the CIP plan and Resolution 309 declaring adoption of the Ten-Year Capital Improvement Plan 2020-2030, Trustee Schauer seconded. Motion carried, 5-0.
18. Planning Commission recommended to the board to make 4<sup>th</sup> Ave extend east and repaired to the extent to be able to do proper maintenance throughout the year and extend the unnamed street south to nearest access point. It was also recommended by the Planning Commission, but not voted on, that a survey is done on said road prior to repair. Public Works Supervisor, Clint Penny stated the estimated cost of following the recommendations to repair the road without including extending the unnamed road south is between \$16,000 - \$20,000. Trustee Schauer motioned to have a survey done prior to any work. Trustee Goldschmidt seconded. Motion carried, 5-0.
19. MSA presented their proposed facility plan for Dorchester's wastewater treatment facility. In addition to addressing phosphorus levels, MSA also incorporated a process evaluation to determine the most cost effective means to meet future ammonia, BOD and TSS limits. The proposal is quoted at \$23,600, billed monthly.
20. Trustee Klimpke motioned to approve Cooper Engineering's project engineering proposal for \$5000. Trustee Goldschmidt seconded. The trustees discussed the price discrepancies between the MSA proposal and Cooper Engineering proposal. Motion carried, 5-0.
21. Trustee Lageman presented the Employee Committee's recommendations to the Village Board.
  - a. The temporary Emergency Sick & Extended FMLA policy was presented to the Board. Trustee Schauer motioned to approve the temporary policy. Trustee Klimpke seconded. Motion carried, 5-0.

- b. The Expense Reimbursement policy to be added to the Employee Handbook was presented to the Board. Trustee Schauer motioned to approve the policy, Trustee Goldschmidt seconded. Motion carried, 5-0.
- c. Trustee Lageman presented the recommendation to change the current probation period for employees from 6 months to 90 days. Trustee Schauer motioned to approve the change, Trustee Klimpke seconded. Motion carried, 5-0.
- d. Trustee Lageman presented the recommendation to remove all verbiage from the Employee Handbook pertaining to losing earned comp time as it was previously noted by Attorney Wachsmuth that it is not legal to take away earned compensation time. Trustee Schauer motioned to approve to remove all verbiage pertaining to losing compensation time out of the Employee Handbook. Trustee Klimpke seconded. Motion carried, 5-0.
- e. Trustee Lageman presented the recommendation to remove the residency requirement from the employee handbook as Wisconsin State Statutes declare such an ordinance and policy is illegal, but may be applied to Emergency Personnel, Police, or Firefighters. Currently the Village of Dorchester policy and Ordinance 165-A, approved by the Village Board on February 6, 2013, states that all current and new full-time employees must reside within 15 miles of the Village boundaries. President Schwoch stated that this issue was taken care of already and questioned why this was still an issue. Trustee Klimpke asked Clerk/Treasurer Dunn why this issue was brought up to the Employee Committee if it was already addressed as President Schwoch stated. Clerk/Treasurer Dunn stated that it was still in the Employee Handbook, and the Ordinance needed to be null and voided or updated as needed. The Employee Committee recommendation was to have the 15-mile residency restriction only apply to Emergency Personnel. Trustee Schauer asked for clarification of what Emergency Personnel consisted of and discussion on whether Public Works employees would be considered Emergency Personnel as the employees are on call. Trustee Klimpke motioned to only have the 15-mile residency restriction pertain to the position of Chief of Police. President Schwoch seconded. Motion carried, 4-1.
- f. Trustee Lageman presented to the Board the Employee Committee's recommendation to require background checks and drug screening of all employees upon hiring. Trustee Goldschmidt motioned to approve the recommendation. Trustee Klimpke seconded. Motion carried, 5-0.
- g. Trustee Lageman presented to the Board the Employee Committee's recommendation to address the proposed change of Clerk's Office official hours to be closed on Fridays. After much discussion no action was taken.

22. **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 wage increase for Clerk/Treasurer.**

23. Trustee Lageman motioned to invite Deputy Clerk/Treasurer into closed session. Trustee Schauer seconded. Motion carried 5-0.

24. Trustee Klimpke motioned to go into closed session. Trustee Lageman seconded. Motion carried.

25. Roll Call – Trustees Klimpke, Lageman, Schauer, Goldschmidt, and President Schwoch.

Closed Session

26. Reconvened into open session and announced the following action:

A motion was approved in closed session give Clerk/Treasurer a \$1/hour raise retroactive to June 10, 2020.

27. Trustee Klimpke motioned to approve Clerk/Treasurer Dunn to attend free training in Waupaca on September 10, 2020 – Avoiding Common Mistakes. Trustee Schauer seconded. Motion carried, 5-0.

28. No action was taken to change the date of the next board meeting.

29. Trustee Schauer motioned to adjourn. Trustee Seconded. Motion carried, 5-0. Meeting adjourned at approximately 9:15pm.

**Next Village Board Meeting has been set for:**

**Wednesday, August 5, 2020 at 7pm.**

Michelle J Dunn, Clerk-Treasurer