

-Village of Dorchester Finance Committee Meeting

Date: Wednesday, January 5, 2022 6:30 pm

Municipal Building, 250 Parkside Drive, Dorchester WI

Minutes:

1. The meeting was called to order by Trustee Schauer at 6:30pm.
2. Present were Trustee Schauer, Trustee Carter and Trustee Lageman. Also present were Clerk/Treasurer Susan Ballerstein and Deputy Clerk/Treasurer Christie Erikson.
3. Motion was made by Trustee Lageman, seconded by Trustee Carter to approve financial activity for December, 2021. Motion carried 3-0.
4. Motion was made by Trustee Lageman, seconded by Trustee Carter to adjourn. Motion carried 3-0. Meeting was adjourned at 6:37pm.

VILLAGE OF DORCHESTER BOARD MEETING

DATE: Wednesday, January 5, 2022

Immediately following the 2022 Caucus

Municipal Building, 250 Parkside Drive, Dorchester WI

Minutes:

1. The meeting was called to order by President Schwoch at 7:02pm.
2. Pledge of Allegiance was said.
3. Present were President Schwoch, Trustee Schauer, Trustee Carter, Trustee Klemetson, Trustee Lageman, Trustee Klimpke, and Trustee Goldschmidt. Also present were Clerk/Treasurer Susan Ballerstein and Deputy Clerk/Treasurer Christie Erikson, Clint Penney, Rick Golz, Brian Wilson – TP Printing, Scot Balsavich and Nathan Gatten from Cooper Engineering.
4. Public Input – NONE.
5. Motion was made by Trustee Schauer, seconded by Trustee Carter to approve minutes of the December 1, 2021, Board Meeting and December 1, 2021 Public Hearing for 2022 Budget. Motion carried 7-0.
6. Motion was made by Trustee Klimpke, seconded by Trustee Schauer to approve December, 2021 Audit Report, and receive January, 2022 Audit Report from Deputy Clerk-Treasurer. Motion carried 7-0.
7. Water/Sewer manager Rick Golz reported that he had received lab reports on filters.
8. Public Works supervisor Clint Penney reported that he had hired Jeff Wellsandt for temporary help to plow snow. Penney also reported that people are comply to parking restrictions.
9. Clerk's Office monthly update – processing tax payments, securitization of deposits are in place and received an Annual Advice Disclosure letter from Ehlers Public Finance Advisors.
10. Clark County Sheriff update – handed out contract for board members to review.
11. Zoning: Building Permits Update – NONE

12. Motion was made by Trustee Klimpke, seconded by Trustee Klemetson to allow Public Works Supervisor Clint Penney to sell and negotiate price for the receiver style salt spreader. Motion carried 7-0.
13. Motion was made by Trustee Schauer, seconded by Trustee Lageman to approve Municipal Well & Pump estimate. Motion carried 7-0.
14. Discussion and possible action on 2021 Street and Utility Improvement Project. Josh and Brian from Ehlers Public Finance Advisors (via phone) explain handout about how to afford to projects.
 - a. Discuss Potential Conflicts of Interest – none mentioned at the meeting
 - b. Consideration of bids
 - c. Motion was made by Trustee Goldschmidt, seconded by Trustee Klimpke to do both streets and lift station project. Both Trustee Goldschmidt and Klimpke rescinded their motion. Motion was made by Trustee Goldschmidt, seconded by Trustee Klimpke to award Project 2021 Street and Utility Improvement Project to Steen Construction. Motion carried 7-0.
15. Discussion and possible action on Main Street Lift Station Replacement
 - a. Consideration of bids
 - b. Motion was made by Trustee Klimpke, seconded by Trustee Carter to award Project Main Street Lift Station to Haas Sons, Inc. Motion carried 7-0.
16. Discussion and possible action on 2021 WWTF Interim Phosphorus Limit Assistance
 - a. Consideration of bids
 - b. Award of Project 2021 WWTF Interim Phosphorus Limit Assistance – Motion was made by Trustee Klimpke, seconded by Trustee Schauer to table until February meeting. Motion carried 7-0.
17. **Closed Session (per Section 19.85 (1) (C) Wisc. Stats.** for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conduction of the other specified public business, as long as competitive or bargaining reasons require a closed session, specifically to discuss business incentives and land sales.
18. Motion was made by Trustee Klimpke, seconded by Trustee Schauer to invite non-committee members Susan Ballerstein, Christie Erikson, Clint Penney and Rick Golz whose presence are necessary for the business at hand during the Closed Session. Motion carried 7-0.
19. Motion was made by Trustee Klimpke, seconded by Trustee Schauer to go into Closed Session. Motion carried 7-0.
20. Present were President Schwoch, Trustee Schauer, Trustee Carter, Trustee Klemetson, Trustee Lageman, Trustee Klimpke, and Trustee Goldschmidt. Also present were Clerk/Treasurer Susan Ballerstein and Deputy Clerk/Treasurer Christie Erikson, Clint Penney, and Rick Golz.

CLOSED SESSION

21. Reconvene to Open Session to announce to sell land to Stro's Plumbing for \$5,000 with the intent to build within 3 years. Once built Stro's Plumbing will get back \$4,999. If he does not

build within 3 years the land is returned back to the Village with no reimbursement back to Stro's Plumbing.

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 employee wages/benefits.**
23. Motion was made by Trustee Klimpke, seconded by Trustee Schauer to invite non-committee members Susan Ballerstein, Christie Erikson, Clint Penney and Rick Golz whose presence are necessary for the business at hand during the Closed Session. Motion carried 7-0.
24. Motion was made by Trustee Schauer, seconded by Trustee Klimpke to go into Closed Session. Motion carried 7-0.
25. Present were President Schwoch, Trustee Schauer, Trustee Carter, Trustee Klemetson, Trustee Lageman, Trustee Klimpke, and Trustee Goldschmidt. Also present were Clerk/Treasurer Susan Ballerstein and Deputy Clerk/Treasurer Christie Erikson, Clint Penney, and Rick Golz.

CLOSED SESSION

26. Reconvene to Open Session to announce to following changes to the Employee Handbook:
- a. Any Emergency Call-ins after working hours will be paid with overtime wages regardless if there is Holiday, Vacation or PTO/Comp time used during the week.
 - b. Any worked time after 40 hours during a week is will be paid with overtime wages regardless if there is Holiday, Vacation or PTO/Comp time used during the week.
 - c. All overtime needs to be approved by the immediate supervisor.
 - d. Any work performed on Legal Holidays (New Years Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day) will be paid Double time wages.
 - e. Any Public Works Employee scheduled to work the weekend is required to work a 37 hour work week. Any hours work beyond the 37 hours will be paid out with overtime wages.
- Also grant Susan Ballerstein an extra week of vacation for 2022 due to a misunderstanding at the time of hire.
27. Next Board Meeting: February 2, 2022
28. Motion was made by Trustee Schauer, seconded by Trustee Klimpke to adjourn. Motion carried 7-0. Meeting adjourned at 9:00pm.

Christie Erikson, Deputy Clerk-Treasurer