

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

**Date: Wednesday, April 5, 2023 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 Tracey Sigmund and Deputy Clerk/Treasurer Christie Erikson.
3. Motion was made by Trustee Lageman, seconded by Trustee Carter to approve financial activity for March, 2023. 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 6:42pm.

## **VILLAGE OF DORCHESTER BOARD MEETING**

**DATE: Wednesday, April 5, 2023**

**Municipal Building, 250 Parkside Drive, Dorchester WI**

### **Minutes:**

1. The meeting was called to order by President Schwoch at 7pm.
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 Tracey Sigmund, Deputy Clerk/Treasurer Christie Erikson, Public Works Supervisor Clint Penney, Scot Balsavich – Cooper Engineering, Darrell Steen – Steen Construction, Neal Hogden – TP Printing and Jenny Hinker.
4. Public Input: Jenny Hinker reported on Memorial Hall. The hall has been used by the Pickleball ladies 22 times in March, Lions Club hosted their Spaghetti Dinner on March 16, youth basketball, bowling money collected for March was \$976, February rentals were \$280, there will be a spring craft show on April 8<sup>th</sup>, Sunday bowling is done and the floors will be cleaned, lines repainted and wax the floors.
5. Motion was made by Trustee Schauer, seconded by Trustee Klimpke to approve minutes of the March 7, 2023 Board Meeting. Motion carried 7-0.
6. Motion was made by Trustee Klimpke, seconded by Trustee Schauer to approve March, 2023 Audit Report, and receive April, 2023 Audit Report from Deputy Clerk-Treasurer. Motion carried 7-0.
7. Water/Sewer monthly update. Clint Penney reported that Energenecs needs to come in and check on new lift station.

8. Public Works manager Clint Penney reported they have been patching the streets, not lasting long due to weather. Got the sweeper out. Change the water heater in the Memorial Hall. Replace a part on the van.
9. Clerk's Office monthly update: training new clerk, elections and doing water/sewer reads
10. Dorchester Days Update: April 13, 2023 at 4pm to clean up at the bus garage.
11. Zoning: Building Permits Update – None.
12. Clark County Sheriff's Office Update: reviewed contracted.
13. Update on projects-Scot Balsavich. Some little problems at the lift station that needs to be fixed. Next month he will go through the punch list, things that need to be finished or repaired. Wastewater Treatment Plant – the DNR closed out everything. Streets – final inspection, walk through, some minor items need to be completed yet.
14. Discussion and possible action on Street and Utility Project place Change Order #2. Scot Balsavich met with Shane Steen and Clint Penney last week to agree upon Change Order items. The DNR is requesting hours of labor and cost per hour of using equipment. Working through items on draft of change order for an agreement with all parties. Scot said he received change order today and is still viewing it. Motion was made by Trustee Klimpke, seconded by Trustee Carter to TABLE action on Street and Utility Project place Change Order #2.
15. Discussion and possible action on approving Pay Request #2 from Steen Construction. Scot Balsavich stated that he had talked to Steen Construction in December about pay request and was told discussion can wait until after the 1<sup>st</sup> of the year (2023). Before March's Village Board meeting, Scot reached out again to Steen Construction and was told to wait until April to process payment request. Since there was no agreement on Change Order #2, Scot offered two types of pay requests. First option would be paid total work completed. Second option would be a pending one – the Village would pay Steen Construction \$404,260.86. Calculations came from total cost of project: \$1,432,227.69 minus 3% return \$42,966.83 = \$1,389,260.86 then minus payments already made \$985,000 = \$404,260.86. This offer was not accepted, if so Scot would have a pay request ready for board approval at this meeting. Darrell Steen stated that he was not happy about waiting so long for payment. Scot reviewed all his notes from previous meetings with Shane Steen and Shane refused payment options. Scot offered pay options to Darrell and Darrell did not accept offer. Motion was made by Trustee Schauer, seconded by Trustee Carter to TABLE action on approving Pay Request #2 from Steen Construction. Motion carried 7-0.
16. Motion was made by Trustee Klimpke, seconded by Trustee Lageman to approve both Clerk/Treasurer Tracey Sigmund and Deputy Clerk/Treasurer Christie Erikson to attend the Municipal Clerks and Treasurers Institute the week of July 17-12, 2023 virtually with the office then being closed. Motion carried 7-0.
17. Discussion and possible action on recommendations from the Public Works, Village Building & Utilities Committee regarding the Memorial Hall Lease. Motion was made by Trustee Klemetson, seconded by Trustee Lageman to approve an upstairs only key for the Village President. Motion carried 5-1. President Schwoch abstained. Trustee Carter rescinded his motion, and Trustee Klimpke rescinded his seconded to the motion that was from the

September 7, 2023 Village Board meeting about reimbursing Jenny Hinker \$60 a month for internet costs at the Memorial Hall. Recommendation for internet to be added to lease agreement: *Lessee will provide internet for both upstairs and downstairs during peak months. Lessor will reimburse Lessee half of internet service charges at the end of the year. Lessee needs to provide to the Lessor appropriate documents for reimbursement.* Motion was made by Trustee Schauer, seconded by Trustee Klemetson to approve rest of recommendations. Motion carried 7-0.

18. Motion was made by Trustee Schauer, seconded by Trustee Lageman to approve the Memorial Hall Lease with the recommended changes. Motion carried 7-0.
19. Motion was made by Trustee Klimpke, seconded by Trustee Carter to TABLE action on approving Kelly Gunderson to take care of stray dogs within the Village. Motion was carried 7-0.
20. Motion was made by Trustee Lageman, seconded by Trustee Klemetson to allow Clint Penney to sell surplus supply of steel for \$100. Motion carried 6-1.
21. Motion was made by Trustee Klimpke, seconded by Trustee Klemetson to TABLE discussion and possible action on developing a disposal of property ordinance to detail procedures on selling lower valued surplus items. Motion carried 7-0.
22. Motion was made by Trustee Klimpke, seconded by Trustee Klemetson to approve date for Organizational Meeting May 3, 2023 at 7:00pm. Motion carried 7-0.
23. Date of next meeting May 3, 2023.
24. Motion was made by Trustee Schauer, seconded by Trustee Klimpke to adjourn. Motion carried 7-0. Meeting was adjourned at 8:32pm.

Christie Erikson, Deputy Clerk-Treasurer