

Village of Dorchester Finance Committee Meeting

Date: JULY 9, 2014 (Wednesday) 6:30 pm Clerk's Office 228 W. Washington Ave, Dorchester WI 54425

Minutes:

Meeting was called to order by Chairman Dunlap at 6:37pm.

Present were Chairman Dunlap, Trustee Schauer, Trustee Koncel, and Clerk-Treasurer Ruge.

A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve bills and vouchers for June 2014. Motion carried.

Motion was made by Trustee Koncel, seconded by Trustee Schauer to Adjourn. Motion carried. Meeting was adjourned at 6:48pm.

Brooke Ruge, Clerk-Treasurer

VILLAGE OF DORCHESTER BOARD MEETING

DATE: JULY 9, 2014 (Wednesday) 7:00 pm Clerk's Office, 228 W. Washington Ave, Dorchester WI 54425

Minutes:

1. Meeting was called to order by President Rau at 7:00pm.
2. Pledge of Allegiance was said.
3. Roll call was taken. Present were President Rau, Trustee Seubert, Trustee Schauer, Trustee Kussrow, Trustee Dunlap, Trustee Schwoch, Trustee Koncel. Also present were Clerk-Treasurer Ruge, Dean Faude, Rick Golz, Chief Leichtman, Rick Rinehart-Fire Chief, Todd Trader-MSA, Kevin O'Brien-Tribune Phonograph, Renee Staab, and Attorney Steve Weld.
4. Motion was made by Trustee Schwoch, seconded by Trustee Dunlap to approve the minutes of June 4, 2014, Board Meeting with one minor change. In item number 7 it was listed that the last layer of payment would be put down on Washington Ave after Dorchester Days, payment will be replaced with pavement. Motion carried.
5. Motion was made by Trustee Dunlap, seconded by Trustee Schauer to approve the June 2014 Audit Report. Motion carried. Clerk-Treasurer Ruge distributed the July 2014 Audit Report.
6. There was no public input.
7. Dean Faude stated the holes on 5th Street need to firm up yet before black topping. However, 2nd and 3rd streets are ready for black top after the water breaks this past winter. The stump behind Point 08 was ground out today and filled in.
8. The steps at Pinter's Meat Packaging Plant were ruined during the winter from the frost. This was caused by attaching the steps to the sidewalk, and when the ground froze they rose up and needed to be cut down, now that the frost has lifted there is a gap remaining. A bid was received from Kevin Boyer Concrete to redo these steps by setting them separately from the sidewalk. A motion was made by Trustee Kussrow, seconded by Trustee Schauer to accept this bid for \$975. Motion carried.
9. A bid was received by Kevin Boyer Concrete to replace 82 linear feet of curb that was wrecked by the water main breaks during the winter. Motion was made by Trustee Kussrow, seconded by Trustee Koncel to accept this bid for \$1,475. Motion carried.
10. American Asphalt provided an estimated cost for black topping the spots on S 2nd St, S 3rd St, and N 5th St that were dug up because of water main breaks during the winter. Although 5th St is not ready for blacktopping now, if we accept the bid, we could have them perform the repairs when they do other black topping in the village later this summer or fall. A motion was made by Trustee Schauer, seconded by Trustee Schwoch to accept American Asphalt's bid of approximately \$4,049. Motion carried.
11. The purchase of crushed white rock to fill along 3rd Avenue will be tabled for the August meeting. This is done with the hopes that Clerk-Treasurer Ruge will have some up to date budget numbers to look at prior to that meeting.
12. We currently have 27 kids signed up to participate in the Summer Rec program starting the week of July 14.
13. Rick Golz stated that the cleaning of the tanks went very well. The purpose of this cleaning is to eliminate some of the chemicals such as iron and magnesium on a regular basis.
14. Ed from Rural Water came out to assist in the checking of the fire hydrant at 403 N 4th Street. He noted that there is most likely a small leak the size of maybe a screw. Currently the village maintenance workers have placed an "out of order" on the hydrant and have it shut off. They will look at putting in a new seal at the base of the hydrant, or possibly have to replace it in the future.
15. Current residents have made contact with Clerk-Treasurer Ruge twice since the last meeting. She will make a payment by the end of the week, and then will make regular payments each month.
16. Clerk-Treasurer Ruge stated that there are 16 different addresses that either did not pick up their certified letters from the post office, or did not call to set up payment plans with her office. There are a total of 15 accounts that she believes should receive disconnection notices within the next few weeks. A motion was made by Trustee Schauer, seconded by Trustee Seubert to send out disconnection notices next week. Motion carried.
17. Chief Leichtman stated he contacted the Clark County Health Department.
18. A Clark County Environmental Specialist will be meeting with Trustee Koncel and Chief Leichtman regarding various properties in the village.
19. President Rau was advised by Village Attorney to send letter to owner of 128 S Front Street instructing him that the property is in violation of Ordinance No. 200. A letter will be sent by Chief Leichtman giving him until end of July before fines will be assessed. Update will be presented at next regular board meeting.

20. A motion was made by Trustee Schauer, seconded by Trustee Koncel to approve an operator's license for Chelsea Severt. Motion carried.
21. A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve an operator's license for Teresa Karl. Motion carried.
22. A motion was made by Trustee Koncel, seconded by Trustee Schauer to approve an operator's license for Becky Von Loh. Motion carried.
23. The Dorchester EMS auction will be held on July 26. They are requesting permission to close of 1st Avenue on July 25 and 26 so that machinery for the auction can be brought in. If the weather cooperates, they will try to use the field behind 1st Avenue instead. Motion was made by Trustee Koncel, seconded by Trustee Schauer to allow the EMS to close 1st Avenue as requested. Motion carried.
24. Rick Rinehart, fire chief, came before the board to discuss the possibility of drafting an ordinance that would allow the fire department to send out bills for all calls within the village. President Rau suggested that the Emergency Management Committee meet to begin drafting the ordinance to bring before the board at a future time.
25. Todd Trader, MSA, talked about the proposed easements for the sewer lines out to the Gonnering property. One of the property owners refused to sign the easement so MSA will look into alternative routes for the lines. Next month MSA will have a pay request for Washington Ave & 3rd Ave. The work is complete; however, they are waiting for some final documents from the contractor before payment will be made in full.
26. Todd Trader, MSA, said the work on Linden Street is about 75% complete and the pay application submitted was for approximately 50% of the total costs. Motion was made by Trustee Schauer, seconded by Trustee Seubert to approve the pay application for \$267,291.29 to Steen Construction. Motion carried.
27. Todd Trader, MSA, said the work on Vircks Drive is 75% complete and the pay application submitted was for approximately 75% of the total costs. Motion was made by Trustee Schauer, seconded by Trustee Seubert to approve the pay application for \$51,242.00 to Steen Construction. Motion carried.
28. Fee schedule was compiled by Deputy Clerk Wiersma. Nothing is new; the office just needed a listing of fees so that they are easily available when asked.
29. Deputy Clerk-Treasurer Wiersma would like to attend a 1-day New Clerk's Class in Rothschild on Wednesday, August 20, 2014. The cost is \$75. Motion was made by Trustee Koncel, seconded by Trustee Schwoch to send Deputy Clerk-Treasurer Wiersma to said training. Motion carried
30. When the new staff for the Clerk's Office was hired, it was suggested that both of them receive raises of \$0.25/hour after a 90 day period. Deputy Wiersma's 90-day period was up on June 18, 2014, and Clerk-Treasurer Ruge's 90-day period will be up on July 14, 2014. Motion was made by Trustee Koncel, seconded by Trustee Schauer to approve both raises; making Deputy Wiersma's raise retro-active from June 18 and Clerk-Treasurer Ruge's raise would go into effect on July 14. Motion carried
31. President Rau made the recommendation that Carol Swager, Kate Reynolds, Mary Londre, Randy Cook, and Terry Ludwig be appointed to the Board of Appeals. Motion was made by Trustee Kussrow, seconded by Trustee Schwoch to approve the appointment of all 5 to the Board of Appeals. Motion carried.
32. It has come to the attention of President Rau that Justin Ingersoll is related to the current Police Chief, therefore, he will continue to look for another person to fill the open committee spot.
33. The next regular Board meeting will be on Wednesday, August 6, 2014 at 7:00pm
34. **Closed Session (per Section 19.85 (1)(c) and (g) Wisc. Stats** evaluating the performance of and considering the continued employment of an employee and conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
35. Motion was made by Trustee Schwoch, seconded by Trustee Kussrow to invite Clerk-Treasurer Ruge into Closed Session. Motion carried

CLOSED SESSION

36. Motion was made by Trustee Schauer, seconded by Trustee Koncel to reconvene to open session. Motion carried. After discussion, no action will be taken at this time. Further discussion will take place after the Marathon Count District Attorney makes their decision.
37. Motion was made by Trustee Koncel, seconded by Trustee Schauer to adjourn the meeting. Motion carried. Meeting adjourned at 9:05pm.

Brooke Ruge, Clerk-Treasurer