

COMMUNITY ANNOUNCEMENTS:

*The LAST DAY to purchase soft serve ice cream at the Park concession stand is THURSDAY, August 14, from 7-8pm.

Village of Dorchester Finance Committee Meeting

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

Minutes:

1. Meeting was called to order by Chairman Dunlap at 6:40pm
2. Present were Chairman Dunlap, Trustee Schauer, Trustee Koncel and Clerk-Treasurer Ruge.
3. Motion was made by Trustee Schauer, seconded by Trustee Koncel to approve all bills and vouchers from July 2014. Motion carried.
4. Motion was made by Trustee Schauer, seconded by Trustee Koncel to adjourn. Motion carried. Adjourned at 6:52pm.

VILLAGE OF DORCHESTER BOARD MEETING

DATE: AUGUST 6, 2014 (Wednesday) 7:00 pm Clerk's Office, 228 W. Washington Ave, Dorchester WI 54425

Minutes:

1. Meeting was called to order by Trustee Schwoch at 7:01pm.
2. Pledge of Allegiance was said.
3. Present were Trustee Seubert, Trustee Schauer, Trustee Kussrow, Trustee Dunlap, Trustee Schwoch, Trustee Koncel, Clerk-Treasurer Ruge, Kevin O'Brien-Tribune Phonograph, Jenny Kocian-Tribune Phonograph, Liz Welter-Marshfield News Herald, Jeremy Haas-MSA, Justin Sornsins-MSA, Dean Faude, Jesse Rieck, Rick Golz, Chief Leichtman, Terry Recore, and Eddie Underwood. President Rau was not here for roll call, but showed up later during the meeting.
4. Minutes from the July 9, 2014, board meeting were reviewed. Item number 19 should read that a letter will be sent to the owner of 127, 129, 131 S Front Street, not 128. Motion was made by Trustee Kussrow, seconded by Trustee Schauer to approve minutes with noted change. Motion carried.
5. Motion was made by Trustee Schauer, seconded by Trustee Seubert to approve the July 2014 Audit Report. Motion carried. Clerk-Treasurer Ruge distributed the August 2014 Audit Report.
6. Terry Recore stated one of his dogs was held by Police Chief Leichtman for over 3 days which resulted in 6 puppies dying. He also stated that his dogs have tags from the Town of Mayville and that the village is requesting him to register them again. Chief Leichtman stated that according to his report there was a complaint about a dog at large, and Terry's dog was held for approximately 16 hours only. Proof of rabies vaccinations have been supplied to Clerk-Treasurer Ruge, but no proof that they are licensed.
7. Justin Sornsins from MSA discussed his proposal for assisting with the budgeting process again this year. He anticipates this will be the final year that he will need to be fully involved as he plans to do substantial training with Clerk-Treasurer Ruge and Deputy Clerk-Treasurer Wiersma during the process so that they will be able to complete this process on their own in the future. His proposal is for \$9,500 which is slightly less than last year's contract. Motion was made by Trustee Koncel, seconded by Trustee Kussrow to approve the contract with Justin Sornsins, MSA, for budget and tax levy assistance. Motion carried.
8. Justin Sornsins from MSA addressed the board about the cash-flow difficulties facing the village at this time. He stated that we have projects being completed that have been paid for with general funds, but that they should be financed for a long-term period in order to not create a deficit of available funds in the future. One of the options discussed was the State Trust Fund. This fund is used to help municipalities fund projects with the interest that is paid going back into other governmental agencies such as libraries and schools. In addition to funding the current Linden Street project, Justin is proposing we refinance the existing loan held with Advantage Community Bank so that we do not have to increase the amount of loan payments each year to cover both the new and existing debt. Discussion with President Rau earlier indicated he would like to give Advantage Community Bank a chance to propose a bid for this funding so that this borrowing could stay local. Justin made a recommendation that we do not wait too long, otherwise, funding from the State Trust Fund will be delayed and subsequent payments to contracts will be delayed also.
9. Discussion was held on proceeding with requesting a bid proposal from Advantage Community Bank for the funding of previously mentioned projects, with a special Board Meeting to be held to vote on which funding to proceed with. A motion was made by Trustee Schauer, seconded by Trustee Dunlap to draft a letter to Advantage Community Bank requesting bids for \$575,000 and \$750,000 to be borrowed as general obligation debt by the Village of Dorchester. Motion carried.
10. Discuss & possible action on State Trust Fund Loan Application - Resolution No. 271 – Linden St. project was tabled until a comparative bid can be received from Advantage Community Bank.
11. Discuss & possible action on State Trust Fund Loan Application - Resolution No. 272 – refinance Advantage Community Bank loan was tabled until a comparative bid can be received from Advantage Community Bank.
12. Jeremy Haas from MSA gave updates on projects within the village. He stated the final paving on Linden Street should be completed by the end of the week. Currently Steen Construction is working on punch list items for both Linden Street and Vircks Drive.

13. An alternate route suggested by MSA to lay pipes for sewer and water out to the Gonnering property on State Hwy 13 was presented by Jeremy Haas. He stated that piping could run down Sunrise to Hwy 13 and along Hwy 13 to the property. He will verify with Clark County that all this property is owned by the village and no easements would have to be done to proceed with this project.
14. Jeremy Haas stated that Pay Application #2, Street & Utility Improvement Project (contract A – Linden Street) reflected accurate amount of work performed to date. Motion was made by Trustee Schauer, seconded by Trustee Koncel to approve Pay Application #2 – Contract A in the amount of \$67,736.09 to Steen Construction. Motion carried.
15. Jeremy Haas stated that Pay Application #2, Street & Utility Improvement Project (contract B – Vircks Drive) reflected accurate amount of work performed to date. Jesse Rieck stated that there was a ditch that needed to be dug out along Vircks Drive before all work was completed. This Pay Application was tabled until a future Board Meeting in anticipation of this work being completed prior to approving this request.
16. The Final Change Order for Washington/3rd was presented to the Board. Final amounts were agreed upon late the prior night so these documents were not available to the Board members prior to this meeting. Jeremy Haas, MSA, stated this was for additional work to complete the road to the WWTF, additional labor, and Drintile installation on Washington Avenue as approved in a previous meeting. Motion was made by Trustee Dunlap, seconded by Trustee Schwoch to approve final change order for Washington/3rd Ave. Motion carried.
17. Final Pay Application for Washington Avenue/3rd Avenue was presented to the Board. These final amounts were agreed upon late the prior night so these documents were not available to the Board member prior to this meeting. Jeremy Haas, MSA, stated 2 manholes needed inside seals put on yet, but this work was promised to be completed by the contractor. Motion was made by Trustee Schwoch, seconded by Trustee Koncel to approve Final Pay Application for Washington Ave/3rd Ave. Motion carried.
18. Dean Faude stated the maintenance workers have been busy getting sewers. They have also been patching blacktop holes. American Asphalt will be on site later this week to blacktop the spots on 3rd Street and 5th Street that were tore up from the water main breaks during the winter.
19. Rick Golz stated that a temperature sensor has been ordered and replaced. Before March 2015 the reservoir needs to be cleaned or emptied. He will look into quotes and options for this to be performed in late fall before any potential snow fall occurs.
20. Chief Gary Leichtman stated he is currently trying to schedule to have his new radios installed.
21. President Rau stated that after the Board meeting in July he contacted the Fire Department Board and they came to a mutual agreement that they would work on a proposal of billing rates that would be presented to our Board along with the outlining townships so that all billing rates were uniform between the 3 jurisdictions. They will present this to the Board at a future time.
22. Motion was made by Trustee Schauer, seconded by Trustee Koncel to approve an operator's license for LaTisha Penny at Heartland Co-op C-Store. Motion carried.
23. Building permits for the following addresses were approved by Jim Jantsch during the month of July:
 - a. 233 N. 4th Street
 - b. 104 W. Kennedy Avenue
24. Letter was sent to property owner at 129 S Front Street instructing him have property cleaned up by end of July. President Rau drove past property today, and clean up was not complete. Motion was made by Trustee Koncel, seconded by Trustee Schauer to have Chief Leichtman begin writing citations in the amount of \$50/week until property is in compliance with Ordinance 201. Motion carried.
25. It was suggested that instead of getting comparative quotes this year for an assessor, we look into this in the spring of 2015. Since our current contract expires on August 31, 2014, there is not much time to look for additional quotes. Clerk-Treasurer Ruge will put it on the calendar to begin this process in the spring of 2015.
26. Contract from CJ Becker Appraising is set to expire on August 31, 2014. A new contract was received for the same dollar amount as the previous 2 years. Motion was made by Trustee Koncel, seconded by Trustee Kussrow to approve the contract from CJ Becker Appraising for \$4,400. Motion carried.
27. Discussion on possible new appointee to Police Committee was tabled as a potential conflict has arisen with President Rau's most recent candidate.
28. Current building permit posted at 210 W Center Ave was issued in December of 2012 and, therefore, expired. The current owner of the property does not live in the area, so a certified letter should be sent to her. This letter will include a copy of Ordinance No. 109, a building permit application and instruction on what needs to be filled out in order for a new building permit to be obtained. The signature on said application will need to be notarized in order to be valid. Motion was made by Trustee Koncel, seconded by Trustee Seubert to have Clerk-Treasurer Ruge draft and sent above mentioned letter. Motion carried.
29. **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.
30. Motion was made by Trustee Dunlap, seconded by Trustee Schauer to invite Clerk-Treasurer Ruge and Attorney Steve Weld, via phone, into Closed Session. Motion carried.
31. Motion was made by Trustee Koncel, seconded by Trustee Schauer to go into Closed Session.
32. President Rau, Trustee Seubert, Trustee Schauer, Trustee Kussrow, Trustee Dunlap, Trustee Schwoch, Trustee Koncel were all present for Closed session.

CLOSED SESSION.

33. Reconvened to Open Session. Pending additional legal advice, no action was taken at this time.
34. A special Board Meeting will need to be held in the upcoming week to make a decision on various financial matters. A motion was made by Trustee Dunlap, seconded by Trustee Schauer to hold a special Board meeting on Wednesday, August 13, 2014 at 5:00pm. Motion carried. Regular Board meeting will be held on September 3, 2014, at 7:00pm.
35. Motion was made by Trustee Dunlap, seconded by Trustee Kussrow to adjourn meeting. Motion carried. Meeting adjourned at 9:50pm.

Brooke Ruge, Clerk-Treasurer