

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
MONDAY, JULY 9, 2018**

The meeting was called to order by Grace Bjorklund at 1:00 PM. Roll Call was taken: Grace Bjorklund, Karen Andrie, and Bryan “Fatboy” Raddatz. Also present was Jodi Gilbert – Clerk/Treasurer. No other public or press was in attendance.

Discussion was held regarding review form/policy used for employee reviews – update to policy. Bjorklund stated Andrie has been working on this. This is the third one we have received from her. Andrie stated you wanted this to be on two pages, but it really can’t be. Raddatz stated no big deal. Andrie stated I spaced it out so it is on four pages. Bjorklund stated so to finalize this we should go over it. The employees do have an employee ID so leave it on the form. Job Knowledge section – no changes. Quality/Quantity of Work section – no changes. Self Management section – Andrie added in what we wanted. Raddatz stated I am OK with it. Communication Skills/Relations section – no changes. Housekeeping section – Raddatz stated this should be rephrased. Maintains clean equipment/vehicles/buildings(this would include all of the buildings). Don’t use the word all. Keep it simple. Safety section – Raddatz stated the sentence “Wears proper PPE for the job... take out at all times and put in when required. Cost Consciousness section – Bjorklund stated they are aware of the budget. Especially public works who have the biggest budget. Bjorklund continued anything over \$500.00 needs approval. Raddatz stated they do their best to stay within department budget. They need to stick to the budget. Take out maintains tools and equipment. Raddatz continued if something breaks they can’t control that. Andrie stated there are current and future budget needs. They have to know how it works. Andrie stated monitoring department expenses in the current and future budgets. They have an idea on what to put into there. Bjorklund stated you are aware of your own department’s budget. The budget is a guideline. Andrie stated it helps to control expenditures and they need to keep with the adopted department budget and work to bring in revenues. “Controls expenditures and keeping with the adopted department budget”. Problem Solve/Creativity section – OK no changes. Attendance and Punctuality section – no changes. Andrie stated I changed at the bottom to committee rep signature. We have goals on there – Raddatz stated so we are good. Andrie stated I can make those changes and send to Jodi and it can be brought to the board. Bjorklund asked are we averaging the rating numbers above. Andrie stated they do it and we should also. That way if there is an extreme difference then there is a perception that something is wrong. Raddatz stated this is good/excellent. Bjorklund stated Jodi has recorded the changes as discussed. Motion Andrie/Raddatz to make a recommendation to the Village Board that they change the policy to include this new form with the changes from today’s meeting. All in Favor. Motion Carried.

Discussion was held regarding Job Descriptions. Bjorklund stated Andrie did some work on a job description for public works. This is open for discussion. Bjorklund stated I got a copy of Osceola and St Croix Fall’s descriptions. St Croix Falls has five workers and Osceola has workers and a coordinator. Things are pretty general on essential duties. Andrie stated there are a variety of them to look at. I also got the Village of Osceola, but looked at some of each of those. I got Somerset for patrol men. One of them told me that by writing them up and giving them to them to review helps. If they don’t buy into it – you may have some problems. Get the employee involved – I would look for suggestions and make copies to look at when we do their

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evaluation. They will buy into it if they are part of the process. Andrie continued they know what they need to do. Raddatz stated this doesn't tell you how to do it. Bjorklund stated shouldn't we do it before we do their reviews. Have when you do the reviews and so you have someone that wrote the job descriptions. These guys have never had a job description. Bjorklund stated there are probably some in the files way back. Raddatz stated the job ad gives them a guideline. Andrie stated that is not a job description. They did have some idea what they would be doing. Andrie stated they are doing a great job. Those guys came on board and had very little to go by. Bjorklund stated they met with Dan and Mike and worked out a calendar of events. They have made up a calendar. They have had some guidance. Gilbert has been the greatest teacher of all working with them on a daily basis. She knows when forms need to be done/deadlines. It has been a cooperative effort. Putting something down on paper may still not clarify – will need some directions. Andrie stated I totally realize this. All the Cities/Villages around here have job descriptions. It is only fair that we have something. An overall view of what their job entails. Bjorklund stated I like the format – essential duties. Andrie when looking at Osceola – they have several people so we have to combine things. Bjorklund stated we have to do sewer utility jobs. We also have a water system. There is the administration duties/reports/detailed reports/monthly reports. None of that is in here. Andrie stated that is what is hard – if we have a variety of these and get the guys to review and have them tell us what they do. It doesn't have to be detailed. If you want them to buy into it they need to be involved. Bjorklund stated so are you suggesting another meeting with them. Andrie stated this is never going to be perfect. The job changes daily. Andrie stated the thought is that when we review them we have a basic understanding and then at job review time we can go through some of this stuff. Highlight and cross off and build a job description. Bjorklund stated we won't be reviewing them because we did that at 6 months. Bjorklund stated looking at this you need to add in the water and sewer departments. On the 2nd page the utilities are included. Bjorklund stated that is just to get their certification. Andrie stated have public works look at this. Bjorklund stated that it should say Village Streets instead of Road. Instead of grounds should it say parks instead? Raddatz stated grounds leaves it a little more open. Bjorklund continued minor repairs we are not tackling major repairs. #3 – they don't get involved in new construction. Raddatz stated that they are looking at stuff. Take out buildings and put in construction. Bjorklund stated under weekly street check - that is a minimum. They report to the Village President or the Public Works committee. Things also go to Jodi and are delegated. Keep it simple and report it. Don't put anyone if it gets to Jodi it will get to someone. Raddatz stated they both don't have to come. Under summer duties – Raddatz stated I am not in favor of mowing schedule. Just mow assigned areas. If they see a pot hole they will fill it. Take out patch potholes. Signs – they happen to be doing this right now. Once it is up to date they won't be doing. Raddatz continued just cut it off – install and maintain signs. We don't necessarily cut down trees. How about storm clean up and we do have chipping once a month. How about clear trees/limbs in right of way. Bjorklund stated they also clear the sidewalks. Raddatz stated sidewalks are the responsibility of the property owner. Raddatz stated with diggers tickets – they have to mark water/sewer. They are very aware that they have to do it. It is an automatic. Contractors call it in – Bjorklund stated it is not up to our guys. If they have to dig then they have to call. Raddatz stated I would take that part out. Bjorklund agreed they just know that. Andrie stated I disagree but I will take it out. Andrie asked do they punch a time card. Bjorklund stated yes – each pay period the hours are added up and designated to departments.

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The time cards are all here. They punch in and out every day. Raddatz stated does a job description tell them they have to punch in and out? Andrie stated OK take time sheets out of there. Bjorklund stated when Jodi does payroll she double checks them. Andrie stated OK take it out of there. Bjorklund stated I like the next one. Raddatz stated vehicle/equipment inspections. I agree. Bjorklund stated we don't have a road grader. Raddatz stated the next bullet point could read just do fluid checks. Bjorklund stated keeping record of oil changes is just part of normal maintenance. Take out tighten/replace bolts they just do this. Raddatz stated you also have oil changes/wiper blades. Andrie stated so just normal maintenance. Bjorklund stated under incident reporting I am not sure about the 24 hours Raddatz stated it should match what the manual says. Bjorklund continued I don't know if an incident report needs to be filed if a mailbox was taken down. Injuries are reported immediately. Where to report is in the employee manual. Don't need that section. Education of high school or equivalent. Take out the word minimum. Leave experience as is. Bjorklund stated if they don't have it they will have to get it. Drivers License – CDL – Raddatz stated that looks good. Bjorklund under working conditions – overtime approved by the village president? It is a given. You just have to do it. Take overtime out. They are drug tested when they are hired. Raddatz stated I believe overtime is in the handbook. All overtime kept to a minimum. Bjorklund stated we have sanitary and storm sewer. What about all of the paperwork – they could do 20 hours a week on paperwork - Consumer Confidence Report, Cross Connections etc... Andrie stated they have certain things like checking the wells. What about water meters. There are tons of reports. Bjorklund stated you have things the PSC/DNR/DOT all require. There is nothing in here on the paperwork. Andrie stated how about monitors and completes all administrative duties associated with water/sewer. Raddatz stated when you monitor it your doing it. Andrie stated water/sewer monitor under #3. Motion Andrie/Raddatz stated I make a motion to make the changes to the public works job description and would like to incorporate it in for the next time we do a performance review that the public works employee reviews it before the review and makes any necessary changes. All in Favor. Motion Carried. Andrie stated I have a basic job description one for police and one for the Clerk/Treasurer – why don't we make copies for the Village Clerk/Treasurer and the Chief of Police positions and you take a look at them and bring back thoughts to the next meeting. Raddatz stated yes so far I haven't seen them. Andrie stated I started doing one on the Clerk/Treasurer – Jodi can take a look at it. Raddatz stated most it is set by State Statute. Andrie stated under duties I got it off another local description. Raddatz stated Jodi does a lot more than the State Statutes. Andrie stated I would like you to just look at them. Bjorklund stated OK bringing it back for the next meeting. We have a lot of work coming up on the budget. We may want to put this on hold for the time being. We can make copies before we leave.

Discussion was held regarding the 2018 Budget – emergency repairs to Police Vehicle totaling \$1,551.83. Bjorklund passed out a handout. I am suggesting paying this amount of \$1,552.00 out of the police budget. At the end of June 45% of budget is unexpended. He has roughly \$51,000.00 left in the 2018 budget. Pay the \$1,552.00 out of his budget and take a look at again in October – then we will know how much money will be available. We may not have to move any money. Committee agreed to review at the end of October/November.

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Discussion was held regarding the 2018 Budget – repairs to dump truck/loader plows totaling \$2,742.00. Bjorklund stated I would suggest we go with Option B. Pay the bills out of the machinery and equipment account. At the end of June 63% of the budget is unexpended. We may just be able to pay this out of that budget. Option A would be to move money from lawn mowing to machinery replacement. Leave enough to cover fall clean up. We could move this money at a later time. Raddatz stated there is money in the machinery and equipment account at this time so we should use it. Committee agreed to do Option B.

Discussion was held regarding the 2018 Budget – repairs to Storm Water Ditch with an estimated cost of \$9,380.00. Bjorklund stated first I would suggest rounding this dollar amount to \$9,500.00. We can move \$9,500.00 from Capital Outlay for LRIP and use it for the repair – we can look at a LRIP project in the future. If we designate a LRIP project this year we would be submitting in the fall of 2019. There is no funding in 2018. It is an every two year program. If we are approved we would have two years to complete a project. That gives us 2019, 2020, and 2021 monies. We are not hurting ourselves – otherwise you will have to take it from the fund balance. Raddatz stated another option would be to take half of it from the catch basins that we aren't going to fix this year. We can leave money in catch basins in the 2019 budget for the future. The ones on State Street are good for right now. We would roll this money over to 2019 and not budget any additional money. Raddatz continued if we used the catch basin money we would have to take less from the LRIP fund. Andrie asked about the Library Building/Hall – a lot of that money is for utilities. Bjorklund stated we don't want to touch those accounts at this time. Bjorklund stated we have our options. J&S numbers are true. Raddatz stated we need to take care of the \$9,500.00. I don't want to have another meeting on this. Raddatz stated I think we can take the money out of the catch basins. Andrie asked who did the catch basins – originally – Selzer and Verhasselt put it all in. I am curious how they did it. Motion Bjorklund/Raddatz to recommend to the Village Board that they do a budget amendment to move \$4,500.00 from Catch Basins 10-57000-610 and \$5,000.00 from LRIP 10-57000-620 and to move the total of \$9,500.00 to 10-53410-260 Streets and Alleys. All in Favor. Motion Carried.

Bjorklund stated in September we should meet and be starting the preliminary budget work. We should put out a request to police/public works/library for their wish lists. We will be meeting with Brock in October. The committee agreed to meet – Wednesday, September 12th at 1:00 PM and then again on Wednesday, September 26th at 1:00 PM to discuss the 2019 Budget. We may need to delay the job descriptions for the time being. Gilbert will call Brock to set date in October.

Motion Andrie/Fatboy to adjourn at 2:40 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.