

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
FRIDAY, APRIL 17, 2015**

The meeting was called to order by Jim Rochford Jr. at 8:10 AM. Roll Call was taken: Jim Rochford Jr., Bryan Beseler, and Grace Bjorklund. Also present Jodi A. Gilbert-Clerk/Treasurer. No other public or press was in attendance.

1. Notice was hereby given: that the Village of Dresser Finance/Personnel Committee may move to convene into Closed Session: Pursuant to WSS 19.85(1)(c), Considering compensation and/or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discussion to be held was regarding the six month evaluation of Steve Jacobs, Public Works Supervisor. Motion Bjorklund/Rochford to go into closed session. Roll Call Vote was taken and all committee members present voted yes. Motion Carried. The committee moved to the Dresser Community Hall. The committee agreed to take their own notes. Gilbert was not present at the Closed Meeting. Committee returned to the Village of Dresser Municipal Building. Motion Rochford/Beseler to Convene Back into Open Session. Roll Call Vote was taken and all committee members present voted yes. Motion Carried. Gilbert asked the committee if there were any decisions to be made in open session. The committee stated yes. Motion Beseler/Rochford that based on 6 month evaluation that was conducted the committee approves continued employment with a salary increase of \$1.50 per hour effective 6 months from start date of September 15, 2014. All in Favor. Motion Carried. Rochford submitted his notes to Gilbert from Closed Session to be typed and submitted to Village Board for approval.

2. Discussion was held regarding performance evaluations for the other Village of Dresser Employees. Rochford stated the policy says we will be doing annual evaluations so when are we doing them. Beseler asked so they are annual evaluations so are we doing them on a 12 month basis to coincide with the calendar year or with their start dates. Rochford stated they should be done in February or March before the elections, but since we are past that this year they should be done in April/May. Bjorklund asked do you want to do all 3 in one day. They would be doing the self evaluation first. Rochford stated I believe they could be done all in one meeting. Beseler stated if they were handed out today they could be turned back in - in time to have a meeting on May 18th. We could meet at noon on Monday, May 18th and get them all completed in one day. It would be a closed meeting for the evaluations. Beseler stated that he would be handling the distribution of the evaluations to the employees.

3. Discussion was held regarding the hanging of the United States Flag(s) in the Village of Dresser. Bjorklund stated for flags we only have a \$150.00 budget this year, but I think we should have some flags. Rochford stated where? Bjorklund stated out on the highway where they put the Christmas decorations. Beseler stated I believe it cost \$200.00 to put them up and another \$200.00 to take them down. Doesn't F&B have the equipment to do this? When do you want to see these put up? Memorial Day, 4th of July, Labor day – only a short period of time? Bjorklund stated every community flies the

Page 2 of 2 Finance/Personnel Committee April 17 2015

flag. If you don't want it then we will be the Village without the flags. Bjorklund stated we could move money out of streets – we could have Steve research some of the costs. Rochford stated wouldn't it be cheaper to rig up a rope as a way to put them up and down. Rochford continued do we look into the cost of 3-4 flags. How many flags could there be - I don't want a bucket truck putting them up and down. We really should look into some type of pulley system. Even if that cost is \$1500.00 to \$2000.00 you are still ahead of the game down the road. Rochford stated I guess it would be cool to have some type of proposal. Bjorklund stated I will have Steve look for some prices. Once we find out some costs then we can go from there. Beseler stated Jacobs wants to buy new Christmas Decorations this year.

4. Discussion was held regarding future staffing for the Municipal Office. Bjorklund stated I asked Gilbert to put this on the agenda. Technically we have year and a half. It can take a year or longer to train someone in if not longer. We have talked about a utilities clerk, which would mean more responsibilities. We need to start looking at getting this in the budget next year. Any thoughts on this. Bjorklund stated this would be double the cost – Jodi would take time to train and Barb would be shadow training. Rochford stated Jodi would be doing the training. Bjorklund stated some of the work you would be paying Barb, Jodi, and a New Person. Beseler stated not more than 6 months. If they need more than 6 months then well... the public works supervisor is still learning. Rochford stated so we would need someone by when? Bjorklund stated I guess it depends on how long it would take to train in the new person. Rochford asked what are we looking for. Gilbert stated someone may want to have a conversation with Barb on actually what her plans are maybe she wants to work till she is 80. Bjorklund stated maybe this is somewhat premature but we need to set a time line on what we want to do. Rochford stated OK so if we start looking saying Barb is done March 22, 2017 then 6 months of training would bring it back to September of 2016 so we would need to hire in June of 2016, so the budget for 2016 would be impacted. When we discuss Jodi's evaluation we could discuss looking for someone possibly working more hours than Barb – Bjorklund stated full time? Rochford stated that could be a point of discussion at that time. We could meet with Barb and discuss. Rochford stated it is on our minds and can discuss more during Jodi's evaluation on what she would be looking for.

Motion Rochford/Bjorklund to adjourn at 11:40 AM. All in Favor. Motion Carried.

Jodi A. Gilbert, Clerk/Treasurer

These minutes have not been approved.