

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
WEDNESDAY, FEBRUARY 18, 2015**

The meeting was called to order by Jim Rochford Jr. at 8:30 AM. Roll Call was taken: Jim Rochford Jr., Bryan Beseler, and Grace Bjorklund. Also present Jodi A. Gilbert-Clerk/Treasurer and Gene Johnson. No other public or press was in attendance.

Gene Johnson, Village Assessor was present to discuss Dresser Property Revaluation Options and Costs. Johnson handed out two handouts. We were good until the market dropped. The values are starting to come back up, but even with this year's sales around an 8% increase we still won't fall back into compliance with just the market adjustments. I went back and pulled some numbers. The last complete revaluation was done in 1995. In 2005 we did a market adjustment. So about every 10 years we have to do some thing. I looked at several options. A complete revaluation if it was bid out would come in around \$27,000.00. I don't think the Village needs to do anything that extensive. The records are fairly good. Last summer I took pictures and when comparing the new pictures to the old not a lot of things have changed, since I have all of the records a market adjustment with some updates would come in around \$9,100.00. I think we need to do a little bit more than that. I would like to take pictures from the back of each house, which means a visit to each property. There are some that I may still need to actually go inside of to verify what is there. Many of the new houses in Silver Ridge have sold since they were originally built. I have caught up on most of the finished basements due to the sales. People go ahead and make changes without building permits. So I am proposing a hybrid market adjustment with outside inspections and I figured the cost to be about \$9,800.00. Bjorklund stated when you do this are you also doing some spot checking or only if something seems to be going on. Johnson stated I will have the records for each house with me when I do pictures and if things have changed I may need to get inside. Some houses have improvements but you also have some that are more run down. Gilbert asked what would your time line look like. Johnson stated I would start the field work this coming fall and in 2016 finish the process causing us to have a later board of review. If the State of WI doesn't go to a county assessment system then by August 15th the Department of Revenue has to have equalized numbers available, which will allow us to review our numbers to make sure we will be in compliance. Beseler asked do you know when the county assessment idea will be decided. Johnson stated hopefully as soon as possible. If the counties get involved it will be at the municipality's expense and right now I am not aware of any county that is excited about doing this. There are going to be a lot of issues if this continues to move forward. Rochford stated the hybrid idea is the way to go. Bjorklund stated Johnson has already good records for the Village, so this is good. Beseler asked do you want payment up front or in 2016. Johnson we would do the same payment schedule as we have been. So 2016 money would be paid in 2016. Johnson handed out a 3 year contract for the committee to review. The first year is the revaluation amount and the next two years are what you are currently paying. Motion Beseler/Rochford to recommend to the board that they approve the 3 year agreement with Appraisal Services – 2016 being the hybrid revaluation year and the following two years are normal maintenance years. All in Favor. Motion Carried.

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Discussion was held in regards to Steve Jacobs, Public Works Supervisor's 6 month Performance Evaluation that is due March 15, 2015. Rochford asked if the Village has any current forms. Gilbert stated no. Bjorklund stated when has the Village last conducted an evaluation. Beseler asked do the three of us feel confident to deliver his evaluation. I don't like a direct contact doing the evaluation. Rochford asked then what is your recommendation. How would we do it? Bjorklund stated I really don't have any way of judging how things are going. Rochford stated how about a self evaluation. We take the job ad/description and create a set of questions. Beseler commented and then we go over the questions afterward. Rochford stated OK I will grab a self evaluation form and review the job ad. Once I have reviewed and tweaked the questions I will forward it off to you for your review. When a person directly reports to someone that is not always good to have that person do the evaluation. Beseler stated where I work we do our own self evaluations. So this process would work as follows: he would do a self evaluation. Once he has that completed we would meet in closed session and review. We would look at how he rated himself and his reasons and determine if we agree. We would then put together our reasons for agreeing or disagreeing with him and eventually meet with him to discuss. That way we get a feel on how he thinks he is doing. That would be a place to start. Bjorklund stated maybe Jodi and Mike might have some feed back on his strengths and weaknesses. Maybe even Ryan. Bjorklund stated so we will give him a list of questions that he would rate himself and evaluate himself on. Yes that is correct he would give reasons to why he rates himself a certain way. Beseler asked do we want to start an annual evaluation process for the rest of the employees. Rochford stated feedback is always helpful. Bjorklund stated is Jacobs going to start submitting a report to the board? I thought he talked about that during his interview. Beseler stated that may be my fault why it hasn't happened. I guess we haven't directly asked him to do it. Bjorklund stated that is the only way to have communication between him and the board is for him to be at the meetings and give a report. I am sure there are a lot of adjustments coming from a township. Rochford stated tomorrow I will pull some stuff together on the self evaluation. I will then forward it to both of you to review. Someone will need to talk to Jacobs and give him the form. Beseler stated I will do that. Once he brings it back then we will meet again.

Discussion was held regarding Park/Office staffing in the future. This conversation is stemming from Barb Williamson's letter that she wrote to the Village Board. Rochford asked Beseler what he wants to see in the park. Beseler stated we have money in the budget for this coming summer. For 2016 we need to discuss before budget time – maybe go to a stipend amount. So for this coming summer if Barb wants to continue doing what she has in the past that would be fine. Gilbert stated she assumed Barb would be just fine with that. As far as Office help in the future there are several options to consider. Still working with Steve Jacobs to have him take back over public works duties that have fallen on the Village Office at the same time there may be more paperwork then he can handle. Also the work load involved with going to monthly billing for our Utilities has not been determined. The Village may want to look at developing a position as a Utilities clerk with other job responsibilities. The committee agreed that they will discuss office help in 2016 to come up with a future plan.

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The 2015 Employee Dental Insurance Renewal with Guardian was presented to the committee. The plan is renewing with no changes and the rates are staying the same. Gilbert stated the Village Employees are happy with the plan at this time. Motion Rochford/Beseler to recommend to the Village Board that they renew the 2015 Employee Dental Insurance with Guardian. Bjorklund clarified that the premiums are paid 100% by the Village. Yes was stated. All in Favor. Motion Carried.

Discussion was held regarding the 2015 designation of the Official Newspaper for the Village of Dresser. Beseler stated we went through this a year ago. We went out for Bids. Bjorklund asked are they publishing our current notices on time. Gilbert stated she has had no problems with publishing with the Ledger/Standard Press. We want a newspaper that has the circulation in the Village so people get the notices. Motion Bjorklund/Rochford to recommend to the Village Board that they approve The Ledger/Standard Press as the official newspaper for 2015. All in Favor. Motion Carried.

Motion Bjorklund/Rochford to adjourn at 9:40 AM. All in Favor. Motion Carried.

Jodi A. Gilbert, Clerk/Treasurer

These minutes have not been approved.