

**VILLAGE OF DRESSER  
FINANCE/PERSONNEL COMMITTEE MEETING  
TUESDAY, MAY 6, 2014**

The meeting was called to order by Jim Rochford Jr. at 6:00 PM. Roll Call was taken: Jim Rochford Jr., Bryan Beseler, and Neil Gustafson. Also present Jodi A. Gilbert-Clerk and Mike Qualle. No other public or press was in attendance.

Discussion was held regarding Village of Dresser employee staffing issues. Beseler stated that Dan Nord has submitted a letter stating that he is planning on retiring December 31, 2014. We need to discuss what should the transition process look like. Do we want Dan's help with the transition? This gives us an opportunity to look at the staffing structure. In the past when we have had a Village President that was more active the current structure works just fine. It is not my role to say what needs to go on daily. Dan and Mike know what has to be done. I would recommend we look at establishing a manager roll to fill the upcoming vacant position. If Mike was interested in that process that could be considered – if that was an option then we would look to hire someone else under him. There are budget implications either way. Knowing that Dan is on top of the pay scale there could be a public works cost benefit for someone to oversee day to day operations. Rochford stated I tend to agree with the structure moving forward for the next 10-20 years. When Mike retires we would be in a bind unless we have some type of structure in place. There would be a benefit to come in prior to transition and with a manager position. What sort of lead time do we need to work with both guys? Come January 1<sup>st</sup> and Mike gets sick can this other person take care of things. Anybody have a transition date in mind. Beseler stated by October 1<sup>st</sup> that would be 90 days. Once it starts snowing that is all that is done during that time. Rochford stated I would say that October 1<sup>st</sup> would be the latest date. Rochford continued maybe after Labor Day. Just from the tours that we did last year there are a lot of things that are going on. Just water and sewer there is a lot of things to deal with. Some technology is Dresser specific. Get someone to start right after Labor Day – Sept 1<sup>st</sup>. That would mean we would need to do interviews in July and post in June. Rochford stated I think the more time the better. Gustafson stated there is a definite learning curve. Having a management position is a good idea. Rochford stated we will need to have a job description. Beseler stated I believe Jodi has saved several that have been out lately. We have neighboring communities that are in the same boat Beseler stated. We can reach out to other communities on a pay scale. It can be dependent on qualifications. Jodi has some concerns with the handbook and what applies to new employees. We may need to review the handbook – benefits etc... so can we meet again prior to the June meeting. We are looking to establish a new position. Rochford stated if we are going to have another meeting I would like to know by the next time if Mike is interested in a manager position. Mike stated I am not interested and I am not too far behind Dan. Rochford stated lets meet again before the June meeting – talk about going through the employee handbook to make sure it is what we want, look at job descriptions and a possible posting. Beseler stated we should have a conversation also on wage ranges – look at other communities our size and their public works departments. Gustafson asked if Dan was maxed out. It was stated no – there are currently no wage ranges. Beseler stated these things are all

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very relevant and worth discussing. Any pay will need to be addressed in the budget – there will be implications for this year. Anything else to discuss? For the next meeting job description, posting, employee handbook, local wage ranges – size comparable (Centuria/Milltown/Luck). Beseler asked who would you like to do that. Jodi stated she can follow up and Bryan can do a second call if needed. We should look at recent publications – municipality postings. We should ask for wage ranges and physical job descriptions. How about we meet at 9:30 AM on Tuesday, May 27, 2014. Committee agreed.

Discussion was held regarding LRIP – West Avenue Project. Beseler stated so you may recall at our last meeting Cedar had some concerns about the sewer lines. I was amazed that it would be cheaper to replace versus line. The problem with replacing is that they were not going to go manhole to manhole. Dan/Mike have some concerns about disturbing the water line and the clay pipe. They are recommending and here are my thoughts. Lining can be done whenever. I would hope to do the project this year. Do the West Ave project that we are already invested in. Road would be as designed with curb and gutter and storm sewer. Then in the 2015 Budget process I would look to include the cost to line that sewer pipe. Basically we would come back and line. Rochford stated I am in 100% agreement with that. Beseler stated OK if we are just going to go ahead and the board has already approved the project I will update that board. They asked us to meet about the change order, but that is being put on hold for the time being and the project is not changing from what was originally approved. We have been awarded the grant and we should give Cedar the green light to go out for bids.

Discussion was held regarding the Sewer Cleaner. Qualle stated we have been struggling with this machine for 10 years now. I got a quote so many years ago. We need to do something. I went on line before Dan got back and it is hard to get prices out of people. We eventually did get prices from blue book and Dan got a hold of Sewer America – Bruce Ward and he stopped at the shop on Monday. He talked us through what we were looking at and we were asking for some things that maybe we didn't necessarily need. We down scaled the accessories and added some things – a very good option for Dresser would be the Model 545. It is the exact same gallons and pump age. It doesn't have all of the fancy stuff. From what we can see the OBrien from blue book was around \$50,000. This guy is going to deliver it free and give us training on it. Beseler stated we have been talking about this and I have tried to talk to Osceola and St Croix Falls. St Croix Falls never got back to us. Osceola has replied that they have a 1997 and theirs is too at the end of its life. Ours is significantly older than that. Does the Village move forward with a new one? Do I negotiate with Osceola on a shared piece of equipment? One issue is that we could both need to use it at the same time. Ultimately the contract negotiations would be a 66/33 agreement. Don't know if they would give that maybe a 50/50 agreement. We would see a cost savings. If Osceola didn't want to share equipment we have funds in the machinery equipment fund. We are going to buy our own. Every fall we need to get rid of the roots before winter. Osceola wanted to have it available all Fall – I would ask them if they could give us a 2 week window. If we could

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cut as much line as possible during those 2 weeks doing it non stop in between Osceola we would see some advantages. Things like the chipper, which they use – do we cost share a chipper in the future. Maybe a street sweeper down the road. I am looking to pursue a cost sharing. Our machine is currently down at MacQueen and the estimated repairs are \$2,800.00 – we have already done this 2 other times. How much do we want to put into a 30 year old machine? It is a 1980 engine and they can't get parts for it any way. Mike stated it is so bad that when we suggested a trade in value the salesman stated if he would be interested he would have to add money to our quote. Rochford stated I am interested in buying one, but if we can cost share one that would be great. Beseler stated I will loop back with them and set up some time and have a serious conversation with Joel and bring it back to our meeting on the 27<sup>th</sup>. We can borrow Osceola's right now if needed. On a new one we also could have a heating unit put on it so like this past winter where we had to pay someone to thaw sewer main we could do it ourselves. I asked the guys to give me a copy of their recommendation and I will send it over to Joel and see if we can make something work. I will bring it back in 3 weeks. Go get the current machine. We are not going to repair it would be our recommendation.

Motion Beseler/Rochford to adjourn at 6:40 PM. All in Favor. Motion Carried.

Jodi A. Gilbert, Clerk/Treasurer

These minutes have not been approved.