

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
THURSDAY, SEPTEMBER 10, 2015**

The meeting was called to order by Grace Bjorklund at 6:02 pm. Roll Call was taken: Grace Bjorklund, Bryan Beseler, and Cathy Frandsen. Also present Jodi A. Gilbert-Clerk/Treasurer. No other public or press was in attendance.

Discussion was held regarding 2016 Budget Items in order to prepare for the October 6, 2015 Budget Meeting with the Auditor. Bjorklund stated we don't really need to review revenues at this time. We will review them at a later date. Gilbert stated we are reviewing bigger items for the 2016 budget and/or items that may need to be further looked into so we have all of the needed information for the October 6th meeting. Bjorklund stated lets start with Public Works. Jacobs has submitted a list of 13 items for the 2016 budget. #1 is to pave First Street west of HWY 35 along the new business C-Aire. This would include new asphalt, fine grade, pave and shoulder, there would be a class 5 base course, and grading for water drainage in the amount of \$26,800.00. #2 Flex Patch roads and crackseal basketball court for \$5,000.00. #3 Thermal patch roads \$3,500.00 #4 Spray patching roads \$5,000.00 and #5 Hiring an excavator to clean ditches \$4,000.00. These are the street maintenance items he is requesting. Where is the Storm Drainage Outlet in Silver Ridge? Jacobs would need to be asked at a later date. Last year's budget had around \$41,000.00 for street maintenance. Beseler stated I am not in favor of spending \$27,000 on a road that has never been paved. Bjorklund stated item #7 Tennis Courts repair in the amount of \$18,000.00 – we have to maintain them because of a DNR grant. There is a sign on the fence at the tennis courts. Beseler stated we can include the tennis courts but I don't want to pave that road. If we do #5 and hire excavators to clean out the ditches that would remedy any mud issues on that road. I don't support black top. Bjorklund stated it is the only road in Dresser that is not blacktopped. Beseler stated a portion of East Avenue is also not blacktopped. Bjorklund stated yes but only half of that road is Dressers. Beseler stated the Town of Osceola has it on their 5 year plan. Items #2, #3, #4, and #5 come to around \$17,500. The tennis courts have been really busy and St Croix Falls is taking theirs out. Beseler stated I could agree to do #2, 3, 4, 5, and 7, but not number 1. Bjorklund stated I believe Fahrner would do a good job on the tennis courts. When the budget worksheet is worked out there will be separate line items for each item. That puts \$35,500 into capital outlay. Bjorklund stated OK lets look at #6 & #8 work for the Dresser Community Hall. I have already talked to Ward and he is going to do some painting yet this year. Gilbert stated the entry light is already fixed. Bjorklund stated there is capital outlay money in the 2015 budget. Have Jacobs do #6 this year and not budget in 2016 for that work. The hardwood floors haven't been touched in over 13 years. Leske had the floors redone probably 15-20 years ago. Bjorklund continued I think we can do the recoat for the 2016 budget which is around \$4,000.00. Let's jump to #10 which is benches in front of the Hall I think we could do a bench with the 2015 budget money and again not put money into the 2016 budget. Beseler stated you mean buy benches this year. Yes the question is do we need more than one bench in front of the hall. There is already the Lions Bench. We should do maintenance free material like the black picnic tables we have purchased. Have

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Jacobs buy a bench with the remaining 2015 budget money. Jacobs is requesting various tools totaling \$1275.00 that would be used with the new sewer cleaner. These should be a Sewer Utility expense. The committee agreed to have Jacobs purchase ½ the tools in 2015 and the other half in 2016 out of the Sewer Utility. Jacobs should find out if he could order everything at once but pay for ½ this year and pay for the other ½ after the 1st of the year. Bjorklund stated I was shocked to see item #11. Adding lights to the Welcome to Dresser Signs in the amount of \$3000.00. I was told we couldn't do this when we looked at flags. We don't need lights on the signs the solar lights are good enough for the flags. Gilbert stated this was brought up because when you drive into most other communities they have their signs lit up and you know where you are at. Item #12 Beseler stated should be changed to \$2,000.00 for the 2016 budget. Gilbert should pull the amount that has been assigned to this project already. Jacobs should see if he could come up with a total amount needed. Bjorklund informed the committee that with 2015 money we will be painting the Library Building and buying a picnic table. Jacobs should trim the tree in front of the Library. The last item is #13 Looping the water line on Polk Avenue with a cost of \$11,500.00. This really should be a water utility cost. We know the advantages to looping the water system. It does eliminate any dead ends. There will be an engineering cost to go along with this. ACH did the original plans and will resubmit to the state for approval. Beseler stated we can put the expense off for another year, but it needs to be done within the next two years. It will be a water utility expense. Bjorklund stated OK that is the end of Jacobs's list. Let's look at the Police Department. He is requesting an additional \$750.00 for a data plan for the squad computer. Gilbert stated we can add this expense to the telephone account for the police. The only other item that needs to be talked about is the Police Car Replacement Account. Haass would like to see that go to \$5,000.00. Haass would like to replace the vehicle every 5 years. \$4,000 X 5 years only gives us \$20,000.00. The last vehicle went 6 years and we did a lot of maintenance that year Gilbert stated. Beseler stated I can bump it to \$4,500.00. Haass is requesting no changes with the Part Time officer. Bjorklund stated he is looking at another part time officer, but this would not change the budget. So increase for the Police Department would be \$750.00 for data plan plus \$500.00 for car replacement. The Library has not submitted any numbers for the 2016 budget at this time. Gilbert has submitted a proposal from Civic Systems to upgrade the office accounting/utility software. These costs can be split between the Village 50%, Water 25% and Sewer 25%. Bjorklund stated we can also divide the amount over 2 years. \$8,200.00 divided over 2 years would be \$4,100.00. Beseler asked about the \$3,000.00 to go from quarterly billing to monthly billing. Gilbert stated she didn't know if the billing conversion could be done at the same time as upgrading the software and if we would save anything doing that. Beseler stated we should look at the \$500.00 ACH upgrade also. Gilbert will be following up with CIVIC. Bjorklund stated I just want to give the committee heads up that the Dresser Neighborhood Watch will be resigning from cleaning the Dresser Community Hall. Right now we have been paying \$75.00 per hall cleaning. We first need to accept their resignation. I am aware of another couple here in Dresser that may be interested in cleaning in the future. Beseler stated lets talk about Building improvements. We already know what we are doing in the Dresser Community Hall. For the Municipal Office it is listed to do new carpeting, painting and

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new windows. Beseler stated I may be in favor of new carpet, but not the rest. Bjorklund stated we are getting quotes and we will see maybe some of the work can be done with 2015 money. I know that we have talked new building, but that has been talked about for years and you need to take care of your old buildings. Beseler asked Bjorklund if she could have one of those 3 things which she would choose. Bjorklund stated I want 2 things the windows and the carpet. Like I said we have money in the 2015 budget so some of this could still get done this year. Beseler stated we need to talk about Parks – Part Time Streets and the flowers. At some point we may be able to offer a stipend to a wonderful citizen to plant and maintain them. Just throw out a number at \$1,000.00. Bjorklund stated that is what you are paying someone right now. In Osceola they have a volunteer who takes care of all of there flowers all summer. They buy the plants. Beseler asked if Jacobs is looking to buy a truck. Gilbert stated since no money is being put into machinery replacement Jacobs was not aware that this discussion would be taking place at this time. Somebody would need to talk to Jacobs on his plans for the trucks for the future.

Discussion was held regarding the 2016 Employee Health Insurance Renewal with Medica. Bjorklund stated I have looked over the information you forwarded regarding WEA. This is hot off the press and they are meeting on Sept 15th probably in Madison. This is so new let them run with it and we can look at it in the future. Beseler asked if JA Counter works with WEA. Gilbert stated no WEA has their own sales representatives. Bjorklund stated Cindy put in her email that she has looked at other plans and doesn't think we could do much better then we have. Last year we saved a lot of money. In the past the Village has seen increases of 25%. We currently only have 2 people on the plan and I believe they are both happy with the plan. Bjorklund continued I believe Haass's will go up to around \$127.00 per month and Qualle at \$219.00. Page 4 of the renewal gives the census of the group. Right now 10% of the premiums are paid by the employee. Beseler asked is that in the handbook? Bjorklund continued I believe the renewal would be same plan. Gilbert and Jacobs receive a payment in lieu of insurance. Medica is a good plan. Bjorklund stated I would like to see us continue with Medica for the two employees. Beseler stated I want to be nice, but maybe if we stay on this plan they would be willing to pick up 50% of the increase. Around \$60.00 more a month. Bjorklund stated this is a good plan and last year we really did see a huge savings. We went to higher deductibles last year. JA Counter is not sure if we could do much better and that is their job to know these things. Frandsen stated it doesn't sound like we could do much better. If having the employee pay more is really a concern then we should look at a straight increase – a higher percentage of the overall premium. Bjorklund stated overall this is not that big of an increase. Motion Bjorklund/Frandsen to recommend to the board to renew the employee health insurance with Medica as was approved last year. No further discussion. Roll Call Vote was taken. Bjorklund and Frandsen voted yes. Beseler voted no. Motion Carried.

Discussion was held regarding Short Term/Long Term Disability Life Insurance. Gilbert stated a year ago when Nord went on Short Term Disability and actually used the existing coverage it is not very good. Budget time is a good time to look at maybe making a

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change. Bjorklund stated the Village currently has MetLife. JA Counter has got a quote from Unum and the whole policy drops slightly. The employee would receive \$500.00 weekly for 11 weeks versus the current plan of \$100.00 per week for 26 weeks. It would be twice as much money. There is a 14 day waiting period. Beseler clarified we have 4 employees on this policy. Yes and the Village pays the annual premium. If we can save money and get a better benefit why not. Can we keep the short term and drop the Life Benefit. Bjorklund stated the quote is for both. Frandsen stated in order to draw quality employees in the future how do you plan to do that if you keep dropping benefits. Bjorklund stated most places have some type of life policy. Frandsen stated every full time job that I have had has offered a life policy. Bjorklund asked how much would you actually save by doing that. Frandsen stated before cutting anything we should get the rest of the quotes. JA Counter said that MetLife may now quote the short term disability. Beseler asked could we get short term through Unum and life through MetLife. Have two policies. Beseler stated if this could save us some money - fantastic. Bjorklund would be good to go to a better plan. Beseler stated I should have a chat with her. The committee felt they needed more information before making any recommendation.

Discussion was held regarding 2016 Employee Wages. Bjorklund stated you have a spreadsheet showing the current wage and just some step differences and then what the final wage would be. Last year the Village went with 2% and the Library had higher increases. Bjorklund stated last year Williamson did not take the percentage increase. I don't know if that will be the same thing this year. Williamson has also expressed that she may be retiring and we need to seriously look at this since it takes a long time to train someone into this office. If we look to hire someone that has training we will pay higher wages and benefits. Williamson currently has no benefits and works 20 hours a week. How long do we need for training. 6 months up to a year Bjorklund stated. Do we hire someone for more than 20 hours a week? It may be helpful to hire someone to do utilities – there is a lot just in utilities. Maybe someone that knows something about elections, meetings, someone that could share duties. What is a fair wage to hire someone at for Municipal Office Work? Beseler stated my feelings on all of the above is that I am not paying part time benefits. You start that what are you going to cut to pay for it. Everything we have discussed tonight to move forward on projects would have to go. Beseler continued the demand for the number of hours has changed. The hours may be increased. Increased to 25 hours/week. 30 hours/week you have to look at benefits. Bjorklund stated so when do we want to start someone. We could hire at one level and work into a higher position possibly with benefits. Could start at 27 ½ hours a week. Beseler stated I would start at \$13.00 to \$15.00 max per hour. It of course would depend on qualifications. How long on a training period. Bjorklund stated a year. Beseler stated I would give you 4 months. Williamson could help train the new person. Beseler stated I normally walk into a vacant position with nobody to train me. I would prepare to calculate a salary at \$15.00 for 4 weeks/20 hours a week for December 2016. We can look at 4 months of training starting in December through March 2017 if Williamson decides to retire. We could hire in October 2016 to start in December 2016. Bjorklund stated if we went to 27 ½ hours. The new person could train some with Williamson and some with Gilbert. Beseler stated OK 27 ½ hours – we can interview next October – post

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an Ad in September with a start date of December 1st. Enough on a new employee. Everyone's thoughts on wages – Bjorklund continued we usually don't give over 2%. CPI information is hard to pin down. Last year we built in 2% and it worked out fine in the budget. Frandsen stated I believe the 2% is a good standard for the current economy. Bjorklund stated we usually just stand on our own. Beseler stated if we build in 2% I don't know where I will fall. Beseler then asked do we want to look at Village Board pay. It of course can't take affect until a person is reelected. You can't give yourself a raise, but we could start the process to move forward. Right now we don't get paid for committee meetings. Do we look at paying for committee meetings? There are definitely some committee's that meet more than others. The other option would be to increase the board per meeting pay by \$5.00. Bjorklund stated I think we should go to \$75.00 per meeting and still have no pay for committees. This would have no affect on the 2016 budget, but it would the 2017. It also has to be approved before the election in the spring. Beseler stated lets bring this to the October board meeting. It will be an Ordinance change.

Motion Bjorklund/Frandsen to adjourn at 8:45 pm. All in Favor. Motion Carried.

Jodi A. Gilbert, Clerk/Treasurer

These minutes have not been approved.