

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 27, 2018**

The meeting was called to order by Grace Bjorklund at 6:30 PM. Roll Call was taken: Grace Bjorklund, Cathy Frandsen, and Bryan "Fatboy" Raddatz(Alternate). Bryan Beseler Absent. Also present was Jodi Gilbert – Clerk/Treasurer, Rob Thompson, Arik Mahler, Sean Lentz and Chris Hetland from Ehlers & Associates, Sharon Hendricks, and Karen Andrie. No other public or press was in attendance.

Discussion was held regarding the Long Term Financing/Bond Issue for the Horsmann/Peterson Project, Water Tower Repairs, and possible Plow Truck. Lentz stated that Gilbert got us numbers on the proposed projects and the existing debt for the Village. We had looked at the Horsmann/Peterson project last September. Lentz presented the committee with a handout. Lentz stated let us start on page 3 - General Obligation Borrowing Capacity. Most of the project will be using General Obligation Debt, which means the Village will levy a tax to pay back the debt. The state limits the borrowing capacity of the Village to 5% of their equalized value. The capacity at the beginning of 2018 based on an equalized value of \$55,884,900.00 is \$2,209,547 which is 79% of the total. Over 2018 you will be making payments so at the end of 2018 you will have capacity of 84% \$2,341,920. Page 3 showed principal only payments. Page 4 shows current principal and interest payments out thru 2027. Midway on the page it shows you total annual debt payments. Debt revenues include funds from the water utility and fire association. The total annual debt levy net of revenues gives you a projected equalized mill rate. Debt levy is \$98,119 for 2018 so for every 1,000 of value a resident has to pay \$1.76 in taxes to pay back the debt. When you look forward the debt is stepping down over the next couple of years. Page 5 – This is a review of where the Village is at using the water/sewer utilities to pay down the debt. The sewer is on the left side – there is no debt for the sewer at this time. Back in the fall we looked at the 2016 audit results and at the end of 2016 the sewer utility based on operations had (\$4,554) available for debt service. Projected in 2018 you would have \$9,688 available for debt service, but when you allocate some of the debt that will not cover the sewer utilities portion. You just don't have any capacity in the sewer. The good news is on the water side – same sort of analysis. The water utility is generating sufficient funds to cover existing debt service requirements. When would the 2017 audit numbers be available? Gilbert stated that the auditors are planning on presenting the numbers at the April 2nd board meeting. Page 6 – The Horsmann/Peterson project is at \$1,286,071 and you are anticipating a grant of \$500,000, which we applied to your levy portion at this time. The utilities would have to cover their share if you look at the bottom of the page. The portion going to the tax levy includes the plow truck. The water includes the water part of the project plus the water tower, the sewer is looking just at the sewer portion of the project, and the existing debt 2007 bond issue is callable and there would be a savings if done at this time. We are estimating a bond size of \$1,455,000 with a 20 year pay back – the refunding is the same terms but just locking into lower rates. The new debt interest rates are projecting the current rates plus 40 basis points. We have been conservative on the rates right now. You can see the total P&I payments – the purple is the tax levy. Are there any questions on this? Lentz stated next let us look at the impact of this. Page 7 – General Obligation Borrowing Capacity after 2018. We have added in the new issue and took out the remaining 2007 issue (refinancing). The remaining capacity after proposed 2018 Bonds would be \$1,049,547. This plan uses GO debt for all of it. I would caution you about the 1 million in

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capacity if there are other things in the future the Village is looking at. If you have other plans you maybe don't want to use all of your capacity. The committee stated that they were not aware of anything at this time. Lentz continued it isn't bad – 38% isn't bad – this is similar to other communities. I would not want it to fall below $\frac{3}{4}$ of a million. Need to keep that in reserve. Page 8 – Impact of the Levy. In 2018 your debt levy is at \$98,119 and even with the new issue you will be starting at \$85,815 and eventually falling to \$30,645. We could keep the payments at around \$100,000 and pay things back faster. In 2-3 years the levy is falling and you will have some more capacity. You will be increasing your capacity building it back up to the 5%. Page 9 – this page addresses the Sewer Utility. Even with the 2018 rate increase you are still trying to dig out the utility. You have done the rate increase but until the numbers come in you don't know how the numbers will look. Without further sewer increases you would not have enough to cover the sewer portion of the debt. So you could do additional increases in the sewer – another option if you look at pages 8 and 9 together. You keep trying to build up the sewer utility and just include that portion in the levy. Shift that \$20,000 back to the levy. You would see a small increase in the levy from the new project. If you broke it out this way for now and if the sewer was doing better you could switch and have sewer monies pay down the debt in the future. It isn't good to have the sewer utility run so tight. Let it build up and get stronger. Looking at the water utility you some of the same situation – with adding \$35,000 from the Horsmann/Peterson Project and the water tower repairs the water utility will be tight over the next couple of years and then it won't be too bad. If we can get updated audit numbers from Brock for 2017 would help solidify this. Lentz stated my recommendation at this time is that the water utility could handle its portion of the debt. Gilbert stated the Village may be due for a simplified rate increase. Lentz agreed especially if you are adding additional expenses. If anything major goes wrong you may not have enough money to cover it. If the committee wants to move forward you would need to do the following: Initial resolutions to the board, preliminary official statements, with the Plow Truck what would be the useful life – the committee stated 20 years. After approval of the initial resolutions then at the next meeting you would have the competitive sale and get bids – usually see 3-5 bidders on these debt issues. Do you know when the project is expected to kick off? You could have the money in hand by May. The sooner you can bid it out the better the interest rates will be. This is a 20 year bond issue. The sewer portion is included in the taxes. At the March meeting discuss the plow truck/water tower numbers. Bjorklund stated the Village could insert a special meeting if needed. The Village could decide on the projects at the March meeting and worse case scenario at the April 2nd meeting the board proceeds with the initial resolutions. You don't want to guess and you have interim financing in place. Having cash in hand for the project would be good. With interest rates changing Lentz stated you could at the March meeting have the initial resolutions with numbers not to exceed a certain amount. If the board decides not to do move forward with the plow truck and then the numbers are just lower, you set the sale for a special meeting maybe in the middle of April after you have received the 2017 audit results. Do we do initial resolution for the March 5th board meeting – would need by Friday. Motion Bjorklund/Frandsen to recommend to the board that they go forward at the March 5th meeting with initial resolutions, to get audit results from the auditors at the April 2nd meeting or before hand if possible, bring things back at the April 2nd meeting, and have a special board meeting on April 9th to review the bids. The Village would have funds before the end of the month. All in Favor. Motion Carried. This is not a huge tax increase – you have new projects but you are eliminating debt. Lentz stated we

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will work on the presale report and resolutions will be done for sure by Friday. If you have any questions between now and Monday let me know. Ehlers left the meeting. The committee discussed the purchase of a plow truck. Raddatz stated the Town of Osceola just went with a Mac truck. They are more money. Mahler stated it depends on the attachments. I have been talking to other communities. The Town of Osceola likes international. There is a Mac in Garfield and he loves it. You get what you pay for. Raddatz stated you have the base cost at \$20,000, which is a lot of money. Mahler stated I did talk to the Village of Somerset and I got an email from him. He likes Mac and won't purchase another international. Mac is out of Eau Claire. Raddatz stated I talked to Dan with the Town of Osceola and they are new in the area over the past couple of years. We are looking at single axles. Raddatz stated the options can be changed. The difference between Monroe and Universal attachments needs to be looked at. The county deals with Universal. You order a Chassis and send it to a builder. \$175,000 is the whole thing. Right now we just have a rough number in the bond issue and could use replacement money if needed. We have 21 years on the current truck. We are now starting to have plow problems. Raddatz stated the current truck is not worth anything. The Town is trying to sell out right their old truck and they are not getting anything for it. This may be the time to do this. Motion Bjorklund/Raddatz to recommend to the Village Board that they approve including \$175,000.00 in the 2018 Bond Issue for the purchase of a new plow truck. All in Favor. Motion Carried.

Discussion was held regarding the purchase of new chairs/racks/tables for the Dresser Community Hall. ADT Capital was the company that we ordered from last year and we were expecting delivery at the end of 2017. The total price was \$3,573.50 and we had reallocated money and carried it forward to 2018 to cover the cost. We found out in January that the company is bankrupt. So we are starting all over. Bjorklund stated I am working with Dallas Midwest and Gilbert got a quote from School Outfitters. It is the same type of chairs. They are in stock in both places. We are proposing 3 storage racks. Dalles Midwest the chairs are the same price, but the racks are where the difference is. With the freight you give or take a \$100.00. With school outfitters is the color a dark brown or a light brown. What is the weight capacity? The School Outfitters estimate is \$5,101.69. The Dalles Midwest estimate is \$5,671.69. This was for 200 chairs. Fatboy commented I believe the ATD estimate was for 100 chairs. Can we refigure these quotes for 100 chairs? Bjorklund stated yes we will get new quotes. Gilbert stated the board is uninformed of the bankruptcy. Bjorklund asked for a recommendation to the board and Raddatz stated just bring the new bids to the board. Bjorklund in regards to the old chairs. Some of them will go to cold storage. The new chairs will not be borrowed out. Some of the paint is worn off on the other dark brown chairs. Do we have Public Works try painting one chair and see what it looks like? Raddatz stated they will not look the same. Where would the money come from for the paint? Bjorklund stated operating expenses for the hall. Some look pretty rough. Raddatz stated at some point the paint will rub off and maybe on someone's pants. My opinion is not to paint them. At some point we just order more chairs. I don't want to be paying our guys to paint chairs. Frandsen stated I agree when you consider payroll costs and other expenses versus replacement. I would rather see replacement.

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Discussion was held regarding part-time Park Position. Raddatz asked is anybody interested in doing this? Bjorklund stated not at this time that I am aware. We can't just do nothing. We need to have someone deal with the flowers/mulching/watering/pruning. Raddatz asked do we advertise. The position in the past was from April to September. There is \$1028.00 in the 2018 budget for this position. Overall there is \$2,058.00 in part time wages, but some of this is allocated to Mike Qualle for helping public works. This position takes care of the park, the two signs, the library etc... Gilbert clarified that this account is just wages. There is another budget line item for flowers. Bjorklund stated I would say that we run an ad for the position for a couple of weeks. Come up with an ad for the advertisement. Part time gardener. Raddatz stated you figure out so many hours a week. Need to have someone self starting and know about flowers. They will work from May to September. Part-time, wage based on qualifications. Motion Frandsen/Raddatz to recommend to the Village Board that they pursue advertising for a Part Time Park position specific to the care of flowers and plants. All in Favor. Motion Carried. Bjorklund asked if the committee had an opinion on Turf Management. Raddatz asked if it has been done in the past. Bjorklund stated yes. Raddatz have them continue what they were previously doing. A Spring and Fall spray. It is a budgeted item. Bjorklund stated somebody has to get hold of him.

Discussion was held regarding Employee Reviews. The maintenance guys are due for reviews. The other employees we didn't do in 2017 for no specific reason. According to the policy we would do full time employees. Jodi, Ryan, Rob, and Arik. Raddatz stated so we sit down with each employee and get their input. It is a good discussion point. See if there are changes to be made – things that are being done well. Positive things. Raddatz stated they may bring up something that we weren't aware of. Where do you see yourself in 5 years? Where do you want to be? With the Village employees what direction do we want this to go? Public Works is still trying to figure things out. Where are they at right now? Bjorklund asked so you want to eliminate the current form and start with something different. Bjorklund do you have a guideline on what you discuss that maybe we could use. Do you give the employee something before hand? You have to do this in a committee. The point is to see how they are doing. During the hiring process a lot of things were brought up. The Interview questions were pretty intense. Bjorklund asked do you have a guideline that we could pattern after. Raddatz stated ours is very specific to what we do. Frandsen stated I work for a large company – ours is very detailed. The hardest part of it is setting the numbers and explaining your own thoughts. I like the ability to explain why I am doing what I am – we have very high expectations. Explaining what we can do better? How do we get more efficient? Bjorklund stated so do we develop a new evaluation. Frandsen stated when you look at the size of the boxes and the numbers stick out. We can do better than that. They need to be able to vent on issues and it is easier to say then to write it down. Raddatz stated do we look at preparedness/solve problems proactively. Raddatz this would be done in closed session. Bjorklund asked do we have a meeting to develop a form. Any other resources on where to go with this. Should have a half dozen questions/10 max. Could pull from what we already have. Frandsen stated there are good parts to this. I would like continue to have the employee do some thinking before we met. It is good to have written parts. That part could be extended – could make their own bullet points. Bjorklund stated so what do we do for discussion for another meeting. Don't think we would have that done by April. We should at least do the guys. Set up another meeting to do the 6 month reviews for the guys. We

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have the handbook/policy that was developed. Here is the form. Do Arik and Rob off of this form at this point? Set up a date for reviews to come to personnel at a closed session. Will use current employee self evaluation form to give to Rob and Arik for their 6 month review.

Discussion was held regarding repairs to Bathroom Floor in the Municipal Office. Bjorklund stated there is money in the 2018 budget. Do we consider public works to do the work? Gilbert stated I don't believe that either Rob or Arik have any experience in floor installation. They didn't seem too keen on the idea when I brought it up to them. Raddatz asked what do you want to do in there. Do we get bids on it? Bjorklund stated I think we need to have someone who knows something about flooring. Raddatz stated I can get a few bids on it. The carpeting needs to go. Raddatz stated I will bring the information to the board when I have it.

Discussion was held regarding Sewer Flows/Cost to Osceola. Gilbert gave a summary of flow/cost information over the past years with Osceola. The past two years the cost has gone up for some reason. We owe it to the residents to investigate why the costs have gone up. Frandsen stated I don't believe the current Public Works staff have been here long enough to start this discussion. I think we should take this to the board to pursue how to investigate what has been happening. The board may have some of the history on this. The committee agreed to take this review to the Village Board. The board may want to consider doing some research regarding the flow/billing with the Village of Osceola for sewer. Take a look at the numbers, address the concerns, and somebody to sit down and talk to Osceola. Motion Frandsen/Raddatz to recommend to the Village Board that they discuss the Sewer Flows/Cost to Osceola. All in Favor. Motion Carried.

Motion Raddatz/Frandsen to adjourn at 8:30 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.