

VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING-OPEN
TUESDAY, JULY 11, 2017

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. Bryan Beseler was present for part of the meeting. Also present was Jodi Gilbert – Clerk/Treasurer and Officer Ryan Haass. No other public or press was in attendance.

Review of the 2017 Budget – Bjorklund stated we are half way through the 2017 Budget so I just thought we would review the percentages by line item. Things overall look good. Revenues are what they are. Since we have not been able to find a Part Time Police Officer you will see that money has not been spent. Bjorklund continued when I reviewed the numbers most things look good so let us jump to the outlay accounts. The Library Building Ramp is happening. The Software Upgrade was a two year process and this still needs to be scheduled. We are currently looking at chairs for the Hall. I have gotten a price and quote from one company and I haven’t received the catalog from the other company I contacted. We are also looking at chair carriers. It was asked what do we do with the old chairs. That hasn’t been decided. 25 boxes of 4 chairs are estimated at \$1,872.50. The carriers hold 84 chairs. 4 carriers will cost \$1,176.00 for a total estimated cost of \$3,573.50. This estimate is \$1,000 over budget. This money could come from the part time police budget. Bjorklund continued the auditors don’t like it when we leave line items over budget. We could buy now – pay so much in 2017 and budget the difference for 2018. The company is talking 14-20 weeks for delivery. Can they delay the rest of the billing until the 1st of the year? Bjorklund stated I will contact them and find out if that is an option. Motion Raddatz/Frandsen to recommend to the Village Board to purchase from ATD Capital 4 chair carriers and 100 chairs at an estimated cost of \$3,573.50 asking them if we can pay \$2,500.00 in 2017 and do a delayed billing for the rest to be paid January 1, 2018. All in Favor. Beseler did not vote since Raddatz was sitting in for him tonight. Motion Carried. The barricades have been purchased and they are over budget \$202.71. I believe the ditch cleaning money has been spent. The Spray Patching has been contracted. Some money has been spent on signs. We will be looking at an LRIP Project. No other questions were asked on the budget. Things are looking good.

Review of the Dresser Employee Handbook took place – proposed changes from the Employees. Steve, Ryan, and Jodi have each submitted some suggestions. Per Steve’s email dated 6/23/17. Page 17 of the handbook under Cleanliness/Dress Code. “In the paragraph that starts with Public Works Clothing: (second sentence) I would like to change it to read: The Employer also agrees to purchase one (1) uniform jacket every two (2) years and one pair of safety toes over the ankle boots every three (3) years, as well as reimburse up to \$100 annually for prescription safety glasses.” The committee reviewed the request. Raddatz stated boots don’t last 3 years. Right now we only require safety shoes. Beseler stated he wants boots - we had a worker’s comp claim that may have been preventable if the person was wearing a boot and not a shoe. Raddatz stated I agree that shoes should be changed to boots. In my business we offer one pair of boots yearly, but there are trade offs. How would you regulate the 3 years? Change it to boots and leave as is per Raddatz. Bjorklund stated we have had the \$100.00 annually for a long time. We currently provide zero for vision coverage. Motion Raddatz/Frandsen to recommend to the Village Board to change safety shoes to safety boots on page 17 under Cleanliness/Dress Code with no other changes at this time. All in Favor. Motion Carried. Per Ryan’s email dated 6/23/17. He has two requests. 1. Haass stated the Village has been buying my bullet proof vest, but we have nothing in writing at this time. This usually comes out of the police budget and is purchased every 4-6 years. It timing depends on when the manufacturers warranty expires. Based on the level of protection the cost is between \$800.00 to \$1,200.00. Haass continued usually at the end of the year we have some excess money in the police budget and it gets purchased. I would just like it in writing that the Village will pay for the vest for full time officers. Bjorklund stated the officer does need this for protection. We should

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add this language to the handbook. Motion Raddatz/Frandsen to recommend to the Village Board that they add the following language to the handbook on Page 17 under Cleanliness/Dress Code – “The Village will provide bullet proof vests to all full time officers and replacement of said vest as needed by manufacturers expiration on the vest.” All in Favor. Motion Carried. Request #2 from Haass. On page 24 – Bereavement Leave. The committee reviewed the current wording in the handbook. Bjorklund stated we have had the current wording forever. Haass stated I am requesting adding under the 1 day leave section - nephew/niece or possibly add language that would allow a day off with the approval from the Village President. Raddatz stated I am against it. Where do you stop with the paid leave? I think what we have does cover a lot. We could be opening a can of worms. What we currently have is good. The committee felt that they did not need to make any changes at this time. Gilbert asked to discuss under Hours of Work Page 18 – What do part time employees get for Lunch Period and/or Breaks. Raddatz reviewed on the web what the Village may be required to provide. The committee decided to not touch the Lunch Period at this time. Motion Frandsen/Raddatz to add the following language to page 18 of the handbook under Breaks. Add the following sentence: “Part Time Employees working 6 hours up to 8 hours are entitled to one 20 minute break. Shifts of 8 hours or longer are entitled to two 20 minute breaks. If a break is not taken, it will be forfeited.” All in Favor. Motion Carried.

Discussion was held regarding Office Staff – Shannon Bents for possible increase in hours/rate of pay. Gilbert explained that due to the work load in the office I would like to propose increasing Shannon’s hours from 20 hours a week to 28 hours a week. Gilbert presented the committee with several spreadsheets showing the possible change in the budget. 1. Current budget at 20 hours a week. 2. Increase to 28 hours a week. 3./4./5. each show 28 hours a week plus a per hour increase in rate of pay. Raddatz stated we would see an increase in eight hours. Shannon would possibly gain 5 hours a week and be grossing more money. We may see a more regular schedule here in the office and she would still be a part time employee so no increase in benefits. Shannon could counter offer our proposal. Raddatz stated I propose leaving her at \$15.81 per hour but increasing her hours to 28 hours per week. There would be some flexibility in the schedule. Bjorklund stated she knows the job and I believe Jodi has new duties that she can be trained on. Motion Raddatz/Frandsen to recommend to the Village Board to increase Shannon Bents work hours from 20 hours a week to 28 hours a week. All in Favor. Motion Carried.

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 employment of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of meeting is to have the committee review applications for the Public Works Position. Motion Frandsen/Raddatz to convene into closed session at 7:46 PM. Roll Call Vote was taken and all committee members present voted yes. Motion carried.

Closed Session took place.

Motion Raddatz/Frandsen to convene back into open session at 8:53 PM. Roll Call vote was taken and all members present voted yes. Motion Carried.

The Finance/Personnel Committee may or may not take action on the matters of the Closed Session. No motions were made. The Committee has selected candidates to start interviewing for the public works position.

Motion Frandsen/Raddatz to adjourn at 8:55 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.