

**VILLAGE OF DRESSER  
FINANCE/PERSONNEL COMMITTEE MEETING  
MONDAY, JUNE 11, 2018**

The meeting was called to order by Grace Bjorklund at 1:00 PM. Roll Call was taken: Grace Bjorklund, Karen Andrie, and Bryan "Fatboy" Raddatz. Also present was Jodi Gilbert – Clerk/Treasurer. No other public or press was in attendance.

Discussion/review took place of form/policy used for Dresser employee reviews. Andrie has done some work updating this form. This 1<sup>st</sup> draft is done. Andrie stated I did get Fatboy's suggestions. There are different things to look at. I didn't feel that the comment section was big enough. I used some other examples: one from where I work and another public works form. From our previous conversations you wanted employee comments and things to be simpler. I've made the changes. Bjorklund stated I see you added a safety category. Is there any other range of categories that should be added? Andrie stated the only reason I attached the other page was because you wanted it. I did take a few things out. Fatboy stated the questions are nice. It would get the employee to open up and talk about things, which is what we want. Bjorklund stated I see you have employee comments and committee comments and a 1 to 5 ranking scale. What about Fatboy's other suggestions. Fatboy stated it was just an example. Bjorklund stated should we get it down to two pages. This may be a little overwhelming. Initiative should be included. Fatboy stated you can have more than two pages. Under Self Management you have time management skills and ability to prioritize. Can we add organizes its own work. Bjorklund asked for any comments on safety category. Fatboy stated it is fine. Andrie stated we are doing this because we are evaluating the employee, but my question is increases automatically happen at the 1<sup>st</sup> of the year. Shouldn't reviews be done at the time of the increase? Increases now come after the review. Bjorklund stated we do review and then budget for 2019. Fatboy stated I see that Attendance is on there. Would like to have house keeping on there. Cost conscience managing village resources. Bjorklund stated so under self management add in cost conscience and house keeping from the Fatboy example. This last page doesn't go to the employee. Bjorklund asked to have Village of Dresser on top of the document. Andrie stated I am just trying to combine everything. Bjorklund stated keep working your magic. Andrie stated at the bottom of the 2<sup>nd</sup> page. Do we put committee representative instead of manager? Gilbert would hand out this form to the employee. They would fill it in and return it to Gilbert. She would then forward those completed forms to the committee members for them to make their comments. Fatboy stated we aren't ready to do evaluations yet. We need to review the changes that we have just made. For the next Finance/Personnel committee meeting we will review the new form and policy and make a recommendation to the Village Board.

Discussion was held regarding job descriptions for public works, clerk/treasurer, and police chief. Andrie stated I wanted to have this discussion. Bjorklund stated the Clerk/Treasurer is listed in State Statue under sections 61.25 and 61.26. Police is under section 165(2)(b). Andrie stated this is my first time looking at this. We can't change state statute. Bjorklund stated we don't need a job description for clerk/treasurer it is already there. Andrie stated what if Jodi is not here and we need to hire someone. What are the duties? You have to have something. Jodi does a lot more than this. As far as the police chief I don't know what he does. Fatboy he spends so much time patrolling and so much time in the office. Andrie asked does he punch a time card. Yes he does. Do the guys work 8 to 5? Fatboy stated do you want the employee to

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spend 2 hours a day just writing down what they are doing? Bjorklund in the reviews we talk about time management. Bjorklund asked do want every little detail on what they do and what is asked of them. Fatboy stated we don't have anything in writing for public works. The others we can't change. We could do a very simple job description for public works. Bjorklund stated don't forget about all of the water and sewer duties. You could have a page on each of them. Fatboy stated keep it simple. Bjorklund don't forget some duties are required by DNR and Public Service Commission. When you are looking at roads you have DOT requirements. When you look at all of those categories it is impossible to get everything. Fatboy stated use our job ad. Keep it general and specific to Dresser. Water Certification, CDL etc... Street maintenance. Andrie stated Rob and Arik have come in with no experience. Fatboy that is because we couldn't find someone with experience. Andrie stated someone had to show them what to do. Qualle has mentored them along with Gilbert and Haass. It has been a team effort. There were the things that had to be done first and then a list for the future. Trying to cross train both guys. Fatboy stated we don't want to get carried away with all kinds of little details. If you do they will follow it to the letter. Andrie why don't I see if I can create something. Bjorklund for public works correct. Yes. Andrie continued you have two people who retired who were quite lazy. Fatboy said what does that have to do with anything. Are you going to put something together? Andrie stated I struggle not having anything. I need a perspective of what they are doing. Fatboy stated I don't know everything about their job. Andrie when you take a closer look at things for instance. The block on the front of the hall. Whose responsibility is it? Who checks it out? They noticed it and are monitoring it. Andrie stated I don't know that. Fatboy asked why do you want to know that. We have great guys working for us. Andrie stated why wasn't it discovered 6 months ago? This way in a performance review I can bring up that something wasn't done and they should be noticing that. Fatboy stated lets get back to job descriptions. Andrie we need job descriptions so that we can review them. We can put together a public works job description. Keep it simple and other duties as assigned. The board gives direction. Bjorklund stated lets see what Andrie can come up with. Andrie will put together a job description and bring it back to the committee to review.

Discussion was had regarding public works uniforms. Shorts and HiVis T-Shirts. Gilbert gave a brief summary of what is happening and what the guys are looking for. With the HiVis Shirts there can be safety concerns wearing a vest when chipping. Andrie stated you can buy neon shirts anywhere. Maybe we furnish so many a year. Shorts when should they be worn. We could purchase so many and they are only serviced when needed. The shorts can match the current uniform pants they have. Does the Village buy? We could refer this to public works committee since we are meeting on the 20<sup>th</sup>. You have safety concerns and budget concerns. We could get some input from Rob and Arik. How many are they looking at? When would they be worn?

The committee set their next meeting date as Monday, July 9<sup>th</sup> at 1:00 PM.

Motion Raddatz/Andrie to adjourn at 2:15 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.