

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
WEDNESDAY, MAY 15, 2019**

The meeting was called to order by Grace Bjorklund at 1:03 PM. Roll Call was taken: Grace Bjorklund, Karen Andrie, and Bryan “Fatboy” Raddatz. Also present was Jodi Gilbert – Clerk/Treasurer, Ryan Haass – Police Chief, and Gene & Sharon Hendricks. No other public or press was in attendance.

Discussion was held regarding financing of Utility Expenses – Sanitary Sewer Lining Warren Street. Bjorklund stated we have a proposal from Visu-Sewer for the lining of the sewer lines. We may have some work that will need to be done on the Sewer Force Main so we may want to only look at Warren Street. Bjorklund continued I emailed the CPA and he suggested to fund it internally. The General Fund would pick up the expense and it would become a liability to the Sewer Fund owing the General Fund. We had talked about doing both Warren Street and First Street because there would be a savings. Andrie stated it is hard not knowing what the issues are. Raddatz stated Warren Street needs to be done. Out of a 10 it is probably an 8. First Street is probably only a 1 or 2. Motion Raddatz/Andrie to recommend to the Village Board that they approve the Lining of Warren Street at a cost of \$10,298.25. We will fund this internally with the Sewer Fund owing back the General Fund. All in Favor. Motion Carried.

Discussion was held regarding the development of a Job Description for: Chief of Police. Bjorklund stated I gave information to Haass to review. A lot of them say the same thing. Haass what do you think? Haass stated the simplest and cleanest would be to take the Village of Osceola change the names and adopt it. The committee reviewed the description from the Village of Osceola. Osceola has a different office structure, so instead of reporting to Village Administrator Haass would report to the Village Board. Change school district to St Croix Falls. Bjorklund stated on the top of Page 2 he does inspections and repairs and we already said that he reports to the Village Board on Page 1. For emergency situations he would report to the Village President who in turn would bring back to the Village Board usually any expenses over \$500.00. On Page 2 where it talks about the budget. He prepares the Department Operating Budget already, but get rid of the Administrator Part. He provides a report to the Village Board and it states attend meetings as necessary. Raddatz stated leave that alone – if you miss a meeting it leaves it open. Sometimes he may be at training. Bjorklund stated he doesn’t have to be here. Back to the budget. Prepares the Budget under the direction of finance committee – put submits to Clerk instead of Administration. We don’t have an administrator. The operating budget is put together and is submitted to the finance committee. The Communicates routinely with the administration. Leave administration. Document #1 from the Police Chief samples is what has just been edited. Andrie questioned assigns work schedules, approves overtime etc... Leave that in there because you may hire a part time officer. It will be needed for any future growth. Now let’s look at Patrol Officer – Village of Osceola is Document #1. Bjorklund stated I didn’t see anything that we needed to change. I thought it was OK the way it is. It covers everything. Raddatz stated it is simple. Andrie stated I have nothing to add. Andrie continued back on Police Chief I don’t see anything on maintaining the Village Ordinances. Very bottom of the first page where it talks about departmental records. What about the Village of Dresser – it talks about Federal and WI Laws. Our Ordinances are based on State Statutes. Andrie stated if you look at #5 on this other example. Ensures laws and ordinances are enforced and public peace

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and safety is maintained. So back to the Village of Osceola example – maintains in accordance with etc... including local Ordinances. Bjorklund suggested and Municipal Code of Ordinances. Andrie asked should the Patrol Officer Description also include this. If there is no Patrol Officer all duties are assumed by the Police Chief. Haass stated you are duplicating - Head of Department by Statute you are required to have a Chief. Raddatz asked do we bring this back to the committee or recommend it to the board. It was stated bring it to the board. The job description for Police Chief and Patrol Officer will be brought to the next board meeting. Haass leaves the meeting.

Discussion was held regard Job Description for Village Clerk/Treasurer. Bjorklund stated we had talked about this at another meeting. The first one is what we currently have – I reviewed the document and under minimum qualifications take out resident of the Village. That is what we did for advertising. The Statutory Duties are from the League of WI Municipalities. The Statutes have not changed much from 1992. A lot of things reference Sec. 62 which is for Cities. Bjorklund stated overall it is pretty through. If you want, we could go back to the legal department and see if the Statute numbers are still the same thing. Andrie asked couldn't you go back to the League and ask them? Bjorklund stated yes, I could. Do we want to approve this as it is with any updated Statutes contingent on updates from the League? Andrie questioned maintains office hours to facilitate communication. There are times when the office is closed people have told me. People come to the office and nobody is here. Bjorklund stated Gilbert tries to maintain office hours of 8–4:30 PM and she puts a note on the door when she is gone. Shannon works until 3PM. A lot of offices close at 4PM. Raddatz stated it is pretty clear to me that communication etc... matters are done. Andrie stated I didn't know there were notes on the door. Bjorklund stated I will check with the League on an updated version and get a copy. There shouldn't be no charge since we are members of the League. Do we want to adopt these with corrections and changes? Motion Bjorklund/Raddatz to recommend to the Village Board that they approve the Job Descriptions for Chief of Police, Patrol Officer, and Village Clerk/Treasurer contingent upon receiving the updated document from the League. All in Favor. Motion Carried.

Any other pertinent finance business deemed necessary to discuss. Bjorklund stated she has emailed Brock on the water tower funding and we may need to discuss additional sewer expenses for the Force Main Repairs.

Motion Raddatz/Andrie to adjourn at 1:35 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.