

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
WEDNESDAY, MAY 23, 2018**

The meeting was called to order by Grace Bjorklund at 12:00 PM. Roll Call was taken: Grace Bjorklund, Bryan “Fatboy” Raddatz, and Karen Andrie. Also present was Jodi Gilbert – Clerk/Treasurer. No other public or press was in attendance.

Discussion was held regarding the purchase of new chairs/racks/tables for the Dresser Community Hall. Bjorklund stated we have ordered 100 chairs and spent \$3,063.64. We have \$511.36 left from the \$3,575.00 carryover. We have \$2,500.00 in the 2018 budget and originally we were thinking we would start replacing the tables. I guess I am asking your opinion on whether we finish up the chair project or buy tables. At this point we have 100 new chairs and 175 old chairs for a total of 275 chairs. We need that many for sitting around the tables when the hall is rented. The ones we took out of the hall are in cold storage. School outfitters gave me a quote on chairs and tables. If we are using the table money for chairs we would have the \$3,000.00 to spend. This quote is a little over that amount. The chairs are the same price as before at \$17.63 per chair. We have enough racks at this point. Raddatz stated this brings it over budget and I am not in favor of that. Bjorklund stated the operating expenses at the hall can cover the difference. Bjorklund continued it would be nice to finish the chairs. Raddatz agreed in my opinion the goal was to get all new chairs and we need a minimum of 275. We currently have 100 new chairs but I don’t like going over budget on this item. There are enough places where we go over when we don’t have any control. Andrie asked do we typically have that many people at the Hall. We need enough chairs for all of the tables and that is the 275. Andrie asked how many events are there at the Hall in a year. Bjorklund stated the cost for one table is \$208.00. Tables are more expensive. When we do a tour of the hall we can look at the tables and storage carts for them. The new carts for tables hold 10 a piece. Why don’t we just finish off the chairs? Motion Andrie/Raddatz to recommend to the board that we purchase enough chairs plus shipping costs to stay within budget. Budget is the 2018 Budget of \$2,500.00 plus the remaining carryover amount of \$500.00 for a total of \$3,000.00. Bjorklund stated we may have to do a budget amendment since we talked about tables and now we are purchasing chairs. Bjorklund continued we can look at the tables when we do the tour. They are adequate for the time being. They are just old and heavy. Raddatz stated I think we can do 135 chairs plus cover shipping and stay within budget. All in Favor. Motion Carried.

Discussion was held regarding the policy of lending out of tables/chairs from the Dresser Community Hall. Bjorklund stated we had brought up that the old chairs are stored in cold storage and do we only allow residents borrow the old chairs so they don’t beat up the new ones. This is currently stated in the Hall rental agreement. We would need to make a recommendation to the board to amend the hall agreement. The only chairs we are going to lend out are the ones in cold storage. Jodi then has it down in writing and some direction from the board. Raddatz stated the chairs and tables from cold storage could be lent out. At this point we only have chairs in cold storage so we can revisit the tables when that happens. Andrie asked how many come back damaged. Gilbert stated very few come back damaged, but they come back scratched and dented. Motion Raddatz/Andrie to recommend to the board to change the Community Hall Rental Agreement – 2nd sentence change to “Tables and Chairs (only from Cold Storage) may be borrowed to Village Residents.” All in Favor. Motion Carried.

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Discussion was held regarding the painting of the ceiling at the Dresser Community Hall. Bjorklund stated when we did the floor Bink and I talked about the Hall. If you paint the ceiling it would brighten up the whole building considerably. Bink gave me an estimate for two coats at \$1,500.00 for labor plus paint. Raddatz stated this is a good budget item for next year. There is some minor brick work on the outside that needs to be done. If there is any remaining money in the 2018 budget we could roll it over and put more money into the 2019 budget to do this. Raddatz stated I would think you would be looking at \$500.00 for paint. Bjorklund stated the committee agreed to put this item into the 2019 budget file.

Discussion was held regarding the part-time Park/Gardner Position. Bjorklund stated we have two applicants. We will need to waive the closing date of the applications since these came in afterwards if we want to consider the applications. The committee agreed that they wanted to waive the date and move the applications into consideration. Bjorklund stated I think it would only be fair to interview both applicants. Raddatz and Andrie disagreed. This is a \$1,500.00 budget and we needed some one yesterday. Bjorklund stated I did some background checks on both of them already and they are both self starters, reliable, and people gave them good comments. One is highly qualified. Some of this budget is used for Mike's help on the Streets. Bjorklund stated we paid the previous person \$1,000.00 for taking care of the garden and they worked May – Sept. Motion Raddatz/Bjorklund to recommend to the board that they waive the application deadline for the landscape gardener position. All in Favor. Motion Carried. Motion Raddatz/Andrie to recommend to the board to hire Lisa Haines as our gardener. It is a part time position at \$13.50 per hour. Are we putting in there the hours? At this point leave it open. Bjorklund stated I have some budget concerns if we don't list the hours. All in Favor. Motion Carried. Bjorklund will call Lisa. – Jodi should include the front cover page in the board packets.

Discussion/review of the form/policy used for employee reviews was held. Bjorklund stated there is the form in our policy and Bjorklund handed out two other samples. We found out that when we did reviews the form in the policy really doesn't fit our use. It is designed for bigger places with more people and management. Andrie asked would the League of WI Municipalities be able to help us. The current policy form was not used the last time because it didn't fit our needs. Raddatz stated from the private side we like to get feedback from employees on how to improve. We want their input. We want to know as a board where we need to go with things. These questions were brought up. Bjorklund stated do we take things out – could add things to this. The 3rd one was off the internet. It was very simple. Bjorklund stated today we are looking at what we had. Andrie stated I can put this into word and look into bringing in the questions. Andrie stated reviews that I have taken had a column for me and one for the supervisor. Not all things pertain to everyone. Bjorklund stated we could turn this over to Andrie to create a form for all of the Village employees. We would like one form for all employees. Andrie stated I can play around with it. Keep it simple. The current form is complicated. Do the employees have job descriptions? Qualifications for the job. How can you evaluate if you don't have a job description. Raddatz stated what ever needs to be done on the job. What ever needs to be done to meet the Village needs? You can do a review without a job description. Andrie stated how can I review them when I don't know what they do. Raddatz stated descriptions are not bad, but you would have to write them very vague. Andrie stated that is why a lot of them say jobs as

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assigned – I come from job descriptions/evaluations back ground. You need to be careful with descriptions and keep them open. Raddatz stated what is the purpose? Andrie stated you hired someone and they had no idea what they were going to do? Raddatz stated there were requirements. Bjorklund stated Gilbert and Haass's duties are set by statute. There is no need to have job descriptions. If we have to have one I guess it would be for public works. Libraries are controlled by the Library board. Raddatz stated we need to discuss employee reviews. Andrie stated so keep it generic. Raddatz stated most problems are dealt with right away. They need to hear the board side of things. Bjorklund asked Andrie to come up with a new sample form and we can put it on the next committee meeting.

Discussion was held regarding the scheduling of Dresser Employee reviews for Clerk/Police Personnel. Bjorklund stated we will need to table this until next meeting. Once the review form is adequate then we can schedule them after that. Gilbert reminded the committee that the Policy will need to be updated with the new form in it. Nothing to do at this time.

Ryan Haass, Police Officer arrived at the meeting.

Discussion was had regarding the status of the present police vehicle and when to purchase a new car in regards to the budget. Bjorklund stated we did discuss at budget time about when to get a new police car. Haass stated the last few vehicles have been every 5-6 years. The current vehicle has a 5 year warranty and was purchased in 2014. We just had our first major repair and now I may be having air conditioning issues. If you buy the same type of car would you have to buy different equipment? It depends. There is \$17,309.64 dollars in the police car replacement fund. The plan was to look at a new car at the end of 2018 and receive a new car in 2019. The 2018 budget has \$6,000.00. If we did another \$6,000.00 in 2019 we would have around \$29,000.00. Bjorklund asked do we know what a new vehicle would be. Haass stated you have to wait until September for the new state pricing to come out. Would you be in favor of this time line? The last one we ordered at the end of the year and took delivery in January. Raddatz asked are you still looking into the same type. It would be nice to stay with a Durango so hopefully equipment would all transfer. So far we have only had to put in a new radiator. If we keep this vehicle another year we will need tires. We don't need any action at this time. If the prices come in too high we may have to wait another year. Also the resale of this car can go back into this fund. Haass stated we would want to put this on the Spring Auction. It currently has around \$60,000 miles on it, but those are hard miles. We can revisit this at budget time. Will need to work on numbers for 2019.

Discussion was held in regards to the housing of the Police Vehicle. Andrie stated I asked to talk about this. I was just wondering and I realized that it was in the handbook. "Full Time police officers may take police vehicles home if the officer lives within 5 miles of the Village limits and if the vehicle is not scheduled for use by another shift before the officer returns to duty." Andrie asked if the vehicle was kept in a garage. Haass stated I have no garage. Andrie stated sitting outside does have an effect on a vehicle. We have two buildings and why not house it in one of those buildings. Bjorklund stated I can't remember any officer ever leaving the vehicle here in the Village. They have always taken them home. If there is a tragedy the officer's response time will be much quicker if he has the vehicle. This way he can respond immediately. This is one of

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the reasons why we allow them to have it at home. Raddatz stated the issues with the vehicle don't have anything to do with sitting outside. Has the vehicle ever been towed? Haass stated there was a battery issue at one time. Andrie stated we were always told to keep our vehicles in a garage. Raddatz stated I have never had vehicles in a garage. Bjorklund stated that is not the issue. It is important that the officer respond to his job immediately when needed. No changes were recommended at this time.

Discussion was held in regards to the Police Chief Schedule. Andrie asked is it possible we can have a monthly schedule to know when he is working. My neighbor needed something and it would be nice to tell him when he could get help. Raddatz stated this would be an issue for the board and this would allow no flexibility. You want random hours by your police. Andrie stated when does he work. Raddatz stated at one point the board wanted a schedule. It hinders flexibility and makes it difficult to change depending on what is going on in the Village. Haass stated I base when I work on call volume. Right now my call volume is the highest on Sunday and Monday. You can see this by the reports from the Sheriff's department. I primarily work Friday to Monday. At times I work split shifts. Not normally do I ever have two days off in a row. During the summer I work more evening hours. Winter more daytime hours. Bjorklund stated it is hard to put that into a schedule. Andrie stated we all work 40 hours and we have schedules. Raddatz stated I don't. Bjorklund stated he has been here long enough to know when to work and when not to work. Putting together a monthly schedule and things come up – meetings are scheduled/chief meetings. You don't get much notice on some of those. Andrie stated the neighbors say they only get an answering machine. Bjorklund asked what is your policy on messages. Messages can be checked from home, but I don't want to do that because that is my time off. I check messages when I come on duty and get back to people. Bjorklund stated he has to work weekends and he does. Haass stated I usually work all weekends. Andrie stated I have my questions answered. Haass stated if people see something or have a concern they need to let me know. I can then adjust my schedule to deal with issues. Raddatz stated when you have a question for an employee ask them. Haass stated when I am on duty I am radioed on with the sheriff's department, unless I am just in to do paperwork. No action taken.

Discussion was held in regards to "LRIP" funds in the budget. Gilbert presented the committee with some information. This is a state program. We have not had any projects since 2013. The next go around will be in two years. We will be able to submit an application in the Fall of 2019 for construction in 2020/2021. This is some grant money to help us. The State tells the County how much money there is to spend. This is a tool to help us do a project. We would need to plan ahead and get estimates and submit a project to the LRIP committee. So this is probably going to fall back on the public works department. Any project you do has to be on your 5 year plan. The committee will look at the applications. In the past they gave about \$8,000.00. Gilbert stated the other issue is to make sure that your pavement ratings are up to date. They are now pulling and reviewing this information when considering a project. So we need to be ready in 2019 to submit a project. Look at the 5 year plan and make sure it is updated. Bjorklund stated I would recommend that the public works committee update the 5 year plan and work on the road ratings/paseware and work towards a 2019 LRIP project. We should also get a rep on the LRIP committee.

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Discussion was had in regards to the Dresser Web Page. Gilbert shared some information with the committee. No other communities have policies in regards to their web pages. In bigger communities departments take care of the web page. Joel the Administrator in Osceola makes the decisions there. Somerset just has basic information. The Luck Board makes the decision. In Clear Lake Al makes the decision. Osceola works with the Towns Association. This can be a full time job in itself. Gilbert stated there are changes I would like to see on web page, but things take time. For instance the building inspector information needs to be worked on. I try to put links to other peoples web pages so I don't have to update the information all of the time. Andrie stated some things on the web page are a little bit cumbersome till I figured it out. Some web pages are very easy to go through and look at. Maybe it would be nice to have a new picture once in a while. With running it would be nice to see who is running. Gilbert stated there is a link to WisVote where you should be able to find your ballot and polling place. If the board wants to give some direction on items to have on the web page that would be great. We may have to hire someone to keep up with it. Motion Raddatz/Andrie to recommend to the village board that we look at items that have been requested to be on the web page and have the board decide if it should or should not be on the web page. All in Favor. Motion Carried.

Gilbert gave the committee an update 2018 Budget detail and expenses to date. Bjorklund reviewed some of the highlights of the budget looking at the percentage of the budget that has been used so far this year. Things look good.

Gilbert gave an update on the upgrade to the accounting software. SQL was just installed recently. I have emails into CIVIC to start the next process. Scheduling the conversion and training. The committee agreed that when it comes time to train close the office.

Motion Raddatz/Andrie to adjourn at 2:40 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.