

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
WEDNESDAY, OCTOBER 14, 2020**

The meeting was called to order by Grace Bjorklund at 5:30 PM. Roll Call was taken: Grace Bjorklund, Darren Peterson, and Bryan “Fatboy” Raddatz. Also present was Jodi Gilbert – Clerk/Treasurer, Robert Thompson Public Works. No other public or press was in attendance.

Review of the 2020 Budget Detail/Any Budget Amendments. The committee reviewed the 2020 budget comparison plus a memo was handed out with possible amendments. The Revenues are pretty straight forward. The Expenses were reviewed. A Journal Entry needs to be done moving the Village President Wages from the Trustee Wages. The Village Clerk budget is at 85%. The auditor looks at categories and groups certain accounts together for the over all picture. Right now we have not used the Part Time Clerk budget. Gilbert will continue to have overtime and it could be charged to the Part Time Clerk budget. What is available at the end of the year in the Part Time Clerk budget could be carried over for the new Clerk position and this could be done at the December Board Meeting. The educational cost has not been used due to COVID 19 - no conferences were held. There is \$1,000.00 in Village Office Capital Outlay that has not been spent. This money could be used to repair the side of the building. Thompson stated that someone will be looking at the side of the building on Saturday. For the Community Hall there is also money in the Capital Outlay account. The Utilities are down – not as many rentals and keeping an eye on the thermostat has been a good thing. In the Police accounts – the new car is in there. The money that has been set aside for the new car has not been moved yet. Police Insurance account is his health/dental/life. Hydrant Rental is determined by the Public Service Commission with our water rates. This amount can be put on the water/sewer bills or put on the tax roll like we have been doing. We put a little money in the budget for building inspector supplies. For the Municipal Garage the maintenance and repairs account is actually under budget – the repairs for the garage doors can be moved to capital outlay. Bulk fluids were delivered today so some of that money has been spent. The replacement money for machinery is moved to the State LGIP every year. We have started a replacement account for a new lawn mower and that money will also be moved to the LGIP. Fall/Spring clean-up is where people take stuff to Waste Management. Christmas decorations is putting them up and down and the purchase of garland and wreaths which we have been getting from the Boy Scouts. The money we have had to pay into workers comp this year was put into the insurance account. We only pay in when it is being used. Snow and ice accounts are looking good. Since we are keeping the streets plowed, we are not paying so much money on salt/sand because it is not all packed down. That is a good number. Now we are using less material, but now more equipment hours are being used. Part time public works accounts - Mike Qualle wages. He has been helping the guys but a lot of his hours have gone to water and sewer so this budget money has not been used. Bjorklund asked with the third light on the signs may we use more power? Solid Waste/Compost is the money we pay Kent Muschinski. We haul all of the leaves out to him. Thompson stated we usually have about 45 loads. He charges a rate based on the number of loads. Parks budget – this includes Lisa Haines wages for helping us. We have gotten estimates from Turf Management for this coming year. Tennis court accounts we may be able to cut this back for 2021. This past year there were no porta potties. The courts are being used for pickle ball. Urban Forestry – we will be needing to take down some more trees. We are not having the Holiday Open House this year but there is some money there for a newsletter. We haven’t paid

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Monarch for Blaidsell yet. Just received bills. The committee reviewed the Capital Outlay Accounts. The committee turned to the 2020 Budget Amendment Recommendation Sheet. Bjorklund stated we sat down and came up with the following suggestions:

1. Motion Raddatz/Peterson to recommend to the Village Board to move the Community Hall Assigned Funds of \$3,912.00(2019 Audit) to the Capital Outlay Hall Roof/Ramp expense account 10-57000-220 to offset the roof/ramp expenditures. All in Favor. Motion Carried.
2. Motion Peterson/Raddatz to recommend to the Village Board to use the current Capital Outlay for the Community Hall account 10-51630-820 \$1,000.00 for the following improvements: improvements to the closet to have a secure place for the new election equipment and supplies, replacement of the upstairs toilet, and an updated kitchen facet. All in Favor. Motion Carried.
3. Motion Raddatz/Peterson to recommend to the Village Board to have public works hire out to have the additional dead trees taken down in 2020 and to use the money in account 10-56100-210 Urban Forestry Tree Removal. All in Favor. Motion Carried.
4. The Housing Survey came in less then what we had set aside. Let's apply that amount remaining of \$1,120.00 to the Highway 35 Utility Adjustment account 10-57000-630 so we don't have to budget as much for 2021. Motion Peterson/Bjorklund to recommend to the Village Board to approve applying the remainder of the assigned funds for the Housing Survey \$1,120.00 to the Highway 35 Utility Adjustments account 10-57000-630. All in Favor. Motion Carried.
5. Motion Raddatz/Bjorklund to recommend to the Village Board to move \$2,242.00 from Capital Outlay/Crack Seal account to pay Monarch for the patch on Blasidell/South Street. All in Favor. Motion Carried. Motion Raddatz/Bjorklund to do a budget amendment moving \$1,419.00 from Capital Outlay/Crack Seal to 10-57000-630 Highway 35 Utility Adjustments. All in Favor. Motion Carried.
6. Bjorklund proposed moving the remaining money in account 10-57000-550 Chip Sealing in the amount of \$3,632.00 to be used for improvements to the Community Hall to paint the Hall Ceiling and Bathrooms this year. This way we don't have to put it in the 2021 budget. Raddatz stated this is street money and should stay street money. Motion Raddatz/Peterson to recommend to the board to do a budget amendment moving \$3,632.00 from 10-57000-550 Chip Sealing to 10-57000-630 Highway 35 Utility Adjustments. This will give us a grand total of \$6,171.00 to pay the additional monies needed for the Highway 35 Utility Adjustments that was not budgeted for. The difference on what will be owed can be paid for by the Water/Sewer Utilities. All in Favor. Motion Carried.

Bjorklund proposed to the committee that once all bills from the Water Tower Project are paid for that the remaining money borrowed be moved to the Machinery Replacement LGIP Account #10-11304. There was around \$30,000.00 borrowed for change orders that I don't believe will be used. This will need to go to the Board for action in the future.

Discussion was held regarding the purchase of a new payloader. Peterson asked what are we thinking about getting? Raddatz stated I believe they are looking at a new piece of equipment. Peterson asked how many hours are they putting on the equipment. Estimated 400 hours.

Peterson they are putting so few hours on the equipment we should be looking at buying used. Take a loader using 4,000 hours over 20 years. That is 70 hours a year. Find one with 2,000

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hours on it. It may be 2 years old. Raddatz can we look to buy a used one every 5-6 years. Do you keep trading it in? Peterson stated I strongly don't believe we need to buy new. Raddatz stated we need to look at the maintenance issues. Thompson stated the current loader is getting tired. Let's talk about it at a Public Works committee meeting scheduled for the 28th.

Discussion took place regarding the 2021 Preliminary Budget Items. Page 1 – Revenues. Page 2 - Revenues. Page 3 - Line 161 - \$5,400 and Line 162 - \$413. Gilbert will fix the 2020 budget. Line 168 - \$4,320 and Line 169 - \$330. Leave Village Attorney Line 174 at \$6,500. We will be budgeting for a new position Clerk/Deputy Treasurer. Election number Gilbert will figure out. Leave \$1,000 for Line 227. Line 231 the auditors will figure in. Down to Line 253 – end of the year the Village no longer has free services for garbage and recycling. How much do we budget? What are we doing for garbage service? Raddatz stated you can estimate \$100 a month for a dumpster = \$1,200. At the Community Hall are we looking at a 2-yard dumpster? Put \$2,000 on Line 282. Police Department only change was Line 319. Otherwise basically staying the same. We have new numbers from the Fire Department. Brock will figure out the Hydrant Rental. Gilbert will put in the Ambulance number. The Cold Storage accounts are OK. The Municipal Garage accounts are OK. Raddatz questioned under Machinery if the Cutting Edges should be part of maintenance? It is a big enough expense that should be line itemed. These are planned for the payloader. Bulk Fluids can go to \$500. Raddatz asked if there is any other major maintenance for next year. Thompson stated the Koch is very mechanical and can take care of a lot of things. Change Line 382 \$7,000. What about Machinery Replacement for 2021? Right now it is at \$5,000 - leave it at \$5,000 for now. In the past we use to put \$15,000 to \$20,000 in that account. We have started the lawn mower replacement account - \$2,500. They can buy a new mower down the road to make their job better/faster. In the LGIP accounts the lawn mower is in with the machinery replacement monies. Put \$2,000 for Spring/Fall leaf pick up. We will be adding family insurance coverage for Rob's family. He will no longer see health insurance payout but pay health insurance premiums. Line 402 – Repairs to Guard Rail change to \$1,000. Snow and Ice leave the numbers as is. Part time is Mike Qualle. Gilbert will look at hours. Solid Waste is OK. Raddatz questioned whether we put the Village Sanitation cost in this set of accounts. Parks – Lisa has given us a budget. \$300 for the Walkway. Tennis Court we didn't have toilets this year so leave the numbers as is. Advertising/Open House accounts are OK. Capital Outlay Accounts: Line 528 Basketball Court \$865. Line 534 upgrades for computers \$2,000. Line 537 Painting of Ceiling/Bathrooms at Community Hall \$2,500. Line 542 GIS \$6,100. Line 545 Spray Patching \$5,000. Line 549 Crack Seal \$15,000. Line 550 Painting of Lines on Streets \$3,000. Line 551 Sidewalks \$4,000. Line 552 GSB88 State Street \$32,000. The Crack Sealing is also for State Street. Line 557 Shop Driveway is a low priority. You do all or nothing. There is still sign money left. The Tennis Court Line 562 plugged in the 3-year deal. Line 563 Catch Basin \$4,500. Take out Line 565 Highway 35 Utility Adjustment change to zero. The picnic table was damaged in the park. Engineering is for the LRIP – what is the chance of doing a LRIP project. Thompson stated it would be a 2022 project with 2021 plans. Change Line 578 to \$5,000 Engineering.

Set the next meeting date – Monday, November 9, 2020 at 5:30 PM

Motion Raddatz/Peterson to adjourn at 7:25 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.