

**VILLAGE OF DRESSER  
FINANCE/PERSONNEL COMMITTEE MEETING  
WEDNESDAY, OCTOBER 23, 2019**

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 and Rob Thompson/Matt Koch – Public Works. No other public or press was in attendance.

Item #1 – Discussion was held regarding the purchase of a Public Works Tool Box - 2019 Budget vs. 2020 Budget. Bjorklund stated there is some monies left in the Municipal Garage Budget. There is \$1,000.00 in account 10-53230-820 Capital Improvements and the remaining \$500.00 would come out of operating. That would still leave roughly \$3,000.00 for the rest of the year for the Garage. This Budget report was run on October 18<sup>th</sup>. Raddatz stated that sounds doable. Thompson stated we have a garage door issue, but that shouldn’t be very large. Bjorklund stated I think we should take care of this in 2019. Andrie stated the extra monies are in here. What happens to any money left in the 2019 budget. Bjorklund stated it goes to the Capital Reserves – working capital – cash. The Village as a whole should have 2-3 months’ worth of working capital in reserve just in case. You also have the certain funds that you carry forward. Bjorklund asked do you have a tool box picked out? Koch stated we will probably just go to Menards. Motion Raddatz/Andrie to recommend to the Village Board that they authorize the purchase of a Tool Box for Public Works with the money coming out of the Municipal Garage 2019 Budget. Cost not to exceed \$1,500.00. All in Favor. Motion Carried.

Item #2 – Discussion was had regarding the Painting of the Community Hall Ceiling - 2019 Budget vs. 2020 Budget. Raddatz asked if the paint has been purchased. No, it has not. I believe we had seen a cost of the paint at the last meeting. Bjorklund stated I believe there is money in the 2019 Community Hall budget. Gilbert stated you may want to look at the timing of the painting of the Hall Ceiling. You are putting money in the 2020 budget to redo the Roof on the Community Hall. Maybe the painting should wait until the roof is completed. The roof could leak yet this Winter/Spring. Andrie stated I think we should wait until the roof is redone. Bjorklund stated we could make a recommendation to the board to carry forward the Community Hall 2019 excess budget. Motion Raddatz/Andrie to recommend to the Village Board to carry forward the remaining 2019 Community Hall budget as of 12/31/19 for maintenance and repairs to the Community Hall – the painting of the ceiling. The painting of the ceiling will occur after the roof is redone. All in Favor. Motion Carried. The estimate/plans for the painting of the ceiling will need to come to the board for their approval before the work is completed.

Item #3 – Discussion was held regarding the Community Hall Roof Repair 2020 Budget Number. Public Works has received two estimates to have the roof redone. Marek Roofing did the Library/Cold Storage Roof. They are our go to company for rubber/flat roofs. Raddatz stated we recommend Dave Neumann for regular shingle repairs. He uses good shingles and does a great job. He uses Timberline. Marek is using a 50-year shingle. The estimates are different so it is hard to compare. Andrie stated I believe it is around \$1,000.00 more to get the 50-year shingle. Raddatz stated public works should ask Neumann. Marek’s estimate has some replacement decking on the SE corner. Neumann was not asked to quote this work. OK we need to go back to Neumann and ask him for 50-year shingles and repairs to the decking. We want to

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compare apples to apples. We want to have comparable quotes. For the 2020 budget do we put \$18,000.00 in the budget? Andrie stated we may have to wait until 2021 and things keep going up. We have \$19,800.00 in the Capital Outlay account right now. Do we leave that or put \$20,000.00 in the 2020 budget? Put \$20,000.00 in the 2020 budget. Raddatz stated lets also get the bids cleaned up. On Nov 5<sup>th</sup> we will determine the final dollar amount for the 2020 budget to have the roof redone at the community hall.

Item #4 – Discussion was held regarding the Furnace/Air Conditioning for the Municipal Buildings - 2020 Budget Number. Raddatz stated I am confused. I only see one from Comfort Systems. Thompson stated Comfort Systems came before we decided to look at the other buildings. We originally started by only talking about the Library. Raddatz asked if anybody understood the estimates. I'm not impressed with Comfort with Design. I have no idea what I am looking at. Bjorklund stated thinking ahead it may be advisable to start a replacement account for these purchases and maybe do one a year as needed. The Library furnace is really old. So is the Municipal Office. Raddatz still looking at the estimates how are we supposed to know what is what. Koch stated one is a 10-year warranty and then you have a 12-year warranty. I understand they all are made in the same factory. It is only whether you want top of the line, middle, or bottom. Two stage – run low/high speed. This is not customer friendly. Bjorklund stated for the 2020 budget line item right now we have no dollar amount in there or do we want to throw something in there. Andrie stated let's put some money in the 2020 budget – Line 559 Building Furnace/Air Conditioning. These are separate items. It should say Furnace or Air Conditioning. Raddatz agreed I think we should start putting money away. Bjorklund suggested do we put \$5,000.00 or \$6,000.00. We are going to be needing units in all of the buildings. I like the idea of a replacement fund to get this work done. Put \$5,500.00 into line item #559.

Item #5 – Discussion was held regarding the Village of Dresser Employee 2019/2020 Holiday Bonus. Bjorklund stated I asked to put this on the committee meeting agenda. It is cleaner to take a recommendation to the board. The Library will handle their own bonuses. I have talked with Sam and Leann is aware of that. We are looking at the 4 full time and 5 part time employees. Last year we gave \$150.00 across the board. For the most part we have always given the full time and part time employees the same amount. Andrie asked why didn't the board give anything certain years? I guess they just didn't. Raddatz stated I am not for raising the amount, but I agree with giving something to everyone. Bjorklund stated I think we should go to \$175.00 per person. Andrie stated I think we should do \$150.00 for full time and \$100.00 for part time. Bjorklund stated everyone is just as important. Raddatz stated one team one fight. Motion Raddatz/Andrie to recommend to the Village Board that they give \$150.00 to the 4 full time and the 5 part time Village employees. Andrie stated I still feel that that full-time employees are more important than the part time employees. All in Favor. Motion Carried. For the 2020 Budget it comes out in the wash at the end of the year.

Item #6 – Discussion regarding 2020 Employee Wage/Benefit Worksheets. Gilbert presented a sheet for each employee to the committee for their review. The cost of living is 2.8%. The 2020 budget has 3% built into it. All of these numbers are plugged into the 2020 Budget worksheet. Are there any questions on it? Andrie questioned the difference in benefits for Thompson versus

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Koch. Gilbert explained that Koch has family health coverage and Thompson is not on the health insurance and he is taking a payout in lieu of. Nothing else was stated.

Item #7 – Discussion was held regarding the 2020 Budget Worksheet Dated October 23, 2019. Bjorklund stated throw way the September one. The October 23<sup>rd</sup> document has all of the numbers. You will see some are empty. Gilbert has a list of line items to review. Line #143 Water Utility Tax Equivalent - auditors help plug this number. Line #231 Special Accounting/Auditing/Budgeting – auditors recommend a number. Line #318 Police Adm.Capital Eqpt – Haass is not requesting anything this year. This account has paid for his Vest in the past. Committee agreed to plus \$1,000.00. Line #335 Hydrant Rental to Water Utility – PSC sets this rate \$54,403.00. Line #379 Machinery & Eqpt. Maint & Repair – Committee asked to increase this line item to \$9,000.00. Line #381 Machinery Replacement Fund – Committee suggested plugging in \$5,000.00. Line #382 – Machinery & Eqpt Capital Impr – Leave this account at zero. Line #386 Bldg. & Grounds-Lawn Care Contr – This is for Spring/Fall Leaf pick up. No estimate has been received. Put \$2,000.00 into this line item. Line #387 Lawn & Equipment Replacement Account – Committee agreed to put \$2,500.00 in there again in 2020. Line #489 Tennis Court -Maint. Repairs – This is for smaller repairs at the Tennis Court Site. Committee agreed to plug \$700.00. Line #517 Advertismt & Promo – Committee asked to put \$1,000.00 into this line item. This covers the Easter Egg Hunt, the Halloween Party, and Santa Day. Line #557 LRIP – Committee suggested plugging in \$13,000.00. Line #556 Catch Basins - \$4,500.00. Line #610 St Croix & Burnett County ACT 150 should be \$213.00. Gilbert had a typo. Bjorklund stated I see that all of the revenues are plugged in. Expenses are plugged in. All numbers given by the Committee and the Departments are plugged in. Raddatz stated I have no changes. Andrie stated I don't have any changes. Bjorklund stated I don't have any other changes.

Item #8 – Other Items for Discussion – Nothing was stated.

Item #9 – Future Meeting Date: November 5, 2019 4:30 PM(Mtg with Auditor to Finalize Budget) Bjorklund stated we don't need public works at that meeting.

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

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.