

**VILLAGE OF DRESSER  
FINANCE/PERSONNEL COMMITTEE MEETING  
WEDNESDAY, OCTOBER 27, 2021**

The meeting was called to order by Grace Bjorklund at 6:00 PM. Roll Call was taken: Grace Bjorklund, Darren Peterson, Bryan “Fatboy” Raddatz(arrived late) and Joe Peterson(alternate). Also present was Jodi Gilbert – Clerk/Treasurer, Robert Thompson Public Works, and Matt Koch Public Works. No other public or press was in attendance. Meeting was posted that a majority of Board Members could be present to gather information.

Draft of Finance/Personnel Committee meeting minutes from October 13, 2021 was in the packet for your reference.

Discussion was held regarding draft Community Hall Contract. Bjorklund stated I took the minutes and made additional changes to the copy in your packet. Updated contract was handed out. Gilbert inquired about the possibility of having a separate check for the damage deposit. The check could be held and returned after the event. Bjorklund stated the auditors usually want to see all money coming in and money going out. We should check with the auditors on this. The six items under Reservation and Keys are OK. Darren Peterson stated we should just do the 3 hour only rentals and take out the 1 hour rentals. Gilbert asked is the 3 hour rental what would be used for commercial requests like the yoga/fitness classes. Yes, to reserve for a class would be the 3 hour rental at \$60.00. No change in the Keys section. The Clean Up section – you have that you need to remove all decorations including nails, tacks, tape, staples, string, screws but on the next page under Decorations you have that those items are not allowed. Bjorklund stated I believe the word no was in the old contract. Smoking is allowed outside of the Hall so the words surrounding property should be taken out. No smoking in the Hall. Alcohol Section under item B. the words “no tip jars” was added. That would be like paying for a drink and no money can be exchanged. Security section Office Ryan Haass requested to have the words “with probable cause” take that out. Bjorklund stated the police officer should have the right to terminate an event. Let’s have the attorney review that paragraph. Damages section – these items could be pulled from the damage deposit. Darren Peterson stated we might have to go after them for more than the \$200.00 in some cases. Under the Emergency section – added Polk County non-emergency number. (Raddatz arrived). The committee reviewed the preapproved groups. Bjorklund stated I want to leave the military group in the contract. Raddatz stated I don’t know why the Legion is included when they have their own building. Darren Peterson questioned why do we need #1 – we don’t really plan on kicking someone out. Raddatz stated under #6 we should add back in the “Parent sponsored groups”. The committee then reviewed the form someone renting the hall would fill out. Gilbert stated we should have something at the bottom on who inspected the Hall following the event to determine if the damage deposit can be returned and when the damage deposit is actually returned. Bjorklund stated I can make the changes. Do you want this to go to the board or go to the attorney? Raddatz stated let’s take this to the board at the November meeting. Bjorklund stated I will make the changes and have something for the packets. Motion Joe Peterson/Darren Peterson to send the proposed Community Hall Rental Agreement to the board for review/approval. All in Favor. Motion Carried.

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Update was given regarding Express Employment Professionals and the hiring of a Clerk/Deputy Treasurer. Bjorklund stated after the last meeting we did receive a name/resume, but I had a lot of questions for Express. They are not providing a lot of the information we need to make a decision. There was not enough information to consider looking at her. Right before this meeting we received a second person to look at. We are not ready to set up interviews at this point. We have been with Express since early Fall and things really have not moved forward. Do you want me to keep pushing them? Darren Peterson stated it is not costing us anything. We will keep working with Express.

Update was held regarding meeting held October 27<sup>th</sup> at 8 am with Osceola regarding: Sewer Flow Audit/Quarterly Billings. Raddatz stated their audit is finally done – the numbers are the numbers. Gilbert had given us some questions to ask. An update on the plant – it is at 50% of capacity. Both communities can grow. Long Term Debt was discussed – what does the future look like – what is going to happen once the current debt is paid off in 2025. There are going to be some maintenance issues in the plant and sludge issues on where they get rid of it. There is a group of 10 communities that bring their sludge to this one place. The sludge organization is proposing an expansion that will cost a lot. 80% of the communities have to be on board and at this point River Falls is saying no. This could end up costing us. This works like the Fire Department. The communities help finance and it would affect our rates for getting rid of the sludge. Osceola has a spreadsheet showing proposed maintenance issues. We are hoping to maintain the same level of expenses going forward. We are proposing to change the meeting date in the contract from April to August. The current contract is up in 2024 so come March of 2022 we would start to discuss this. The changes in the contract will be done by Attorney Mahler who works for both communities. We would split the cost of the lawyer. We will change the payments to Osceola in that the 1<sup>st</sup> and 2<sup>nd</sup> quarter would get paid and the 3<sup>rd</sup> quarter would be the adjusting bill and we would not pay if the audit was not done at this point. We can't keep just not paying them. There needs to be more communications with them. We had a discussion regarding Sweet Additions. We have not heard from them since last March. If there is anything else someone wants to see in the contract let us know. This is not a rush but let's get rolling on it. We may have a draft contract for the December board meeting. Bjorklund stated in regards to the current two bills for 1<sup>st</sup> and 2<sup>nd</sup> quarter Jodi should have some directive to pay out these dollars. Motion Darren Peterson/Joe Peterson to have Clerk Gilbert pay the 1<sup>st</sup> Quarter Sewer Flow bill in the amount of \$80,379.00 and the 2<sup>nd</sup> Quarter Sewer Flow bill in the amount of \$57,839.00 to the Village of Osceola. All in Favor. Motion Carried.

Update was given from the Library Board meeting October 11 2021. The library agrees to pay 50% of the cost for concrete work to improve Library Accessibility. Bjorklund stated we have the minutes from that meeting stating this. We have an estimate from J&S and it is just under \$3,700.00. If we group this with another project the costs may come in lower. Raddatz asked do we take this line item out of the 2022 budget and use the Sidewalk monies? Let's discuss when we look at the 2022 budget detail.

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Discussion was held regarding letter from West Bend Insurance regarding Invoice #2331 that was sent to Badger Underground Services LLC in the amount of \$6,594.99. Badger Underground bored through the Sewer Line. We had to have J&S Contracting do the repairs and had to dig up black top to fix. The bills are all paid at this time. Darren Peterson asked do we have proof of the locates? Like pictures showing things marked? No was stated. Raddatz stated we had to try to bill out. The sewer utility will pay for these expenses.

Discussion was held regarding the 2022 Preliminary Budget Items/Spreadsheet. Gilbert handed out updated spreadsheet – October 27 meeting + Wages. Gilbert has figured all wages/benefits for the employees and gave that information to the committee. These numbers have been incorporated into the spreadsheet – there are a few numbers in red to review. Page 1 & 2 are the revenues and there are no changes. Page 3 starts the expenses. Clerk/Treasurer wages/benefits added and money for the new position. For the new position we will have some carry over money so we don't have to the budget the full amount. Page 4 no changes. Page 5 now has the Police Officer wages. Page 6 – Line 405 Holiday Decorations we have now spent money for 2021 and put \$600.00 in the 2022 Budget. Line 452 Compost – hauling of leaves out to Kent Muschinske's. We don't have the current charges yet, but have estimated \$800.00 for 2022 budget. Page 7 shows the Park wages. Page 8 – Line 550 – Raddatz stated we are carrying forward sidewalk monies \$2,000.00 so I think we should take the \$3,620.00 out. Line 573 – engineering – Gilbert asked if \$1,000.00 is adequate. Bjorklund stated when you do a project the engineering is built into the project/grant. What about like the First Street Survey. We will have to pay for it now. Raddatz stated we could just leave it and see what happens. Darren Peterson stated let's increase that to \$3,000.00. Put \$3,000.00 in the budget for now. Bjorklund clarified with public works the monies needed for road maintenance. Thompson stated we have 3 areas that will need patching next year. 1. Section by Bernick's – 3rd and Kelley 2. Main Street by the bank and 3. Water tower driveway has a bad spot. We moved some of the money around. Bjorklund brought up the \$5,000.00 for the welder. Raddatz stated we need to know what is included in that amount. Koch stated he has not had the time to get the numbers yet.

Any Other Business: Bjorklund stated you have a copy of the assigned funds. I started doing research on chairs today. They can run from \$100 to \$300. Need to look at a capacity of 400 pounds. The chairs right now are a line item in the amount of \$2,475.00 and you also have the Office Equipment assigned funds. Raddatz stated we need to come up with a plan – continue to do some research.

The next meeting of the Finance/Personnel Committee is set for November 8, 2021 at 5:30 PM.

Motion Darren Peterson/Joe Peterson to adjourn at 7:15 PM. All in Favor. Motion Carried.  
Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.