

**VILLAGE OF DRESSER
FINANCE/PERSONNEL COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 25, 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, Ryan Haass – Police Chief, Rob Thompson and Matt Koch – Public Works, Leann French – Library Director and Karrie Sagness – JA Counter. No other public or press was in attendance.

Bjorklund stated we will move Item #3 to the top of the agenda since Karrie Sagness from JA Counter is present to discuss this item. Sagness stated we found an error in the census info - the rates didn't change but the census data did so the rate savings I gave you at the last meeting was incorrect. If you remember to get you to the \$500 short term disability policy the only way to do that was to add dental. I did some more digging and when you compare Guardian to MetLife the plans are not the same. For example, with Guardian a Sealant would be covered at 100% where with MetLife it would be 80%. With MetLife you will save on the premium dollars but the cost to the employee will be higher. Bjorklund stated I believe the employees are happy with the current dental plan thru Guardian. Bjorklund continued when you look at our past history, I think only Dan used the Short-Term Disability policy. We have had no other claims. I not so sure if it is so important to have a higher payout on the Short-Term Disability. Sagness stated do we stay with what we have. It takes a few months to go out to other carriers – it could be in the budget and we would only make a change if it doesn't cost the Village more money. Could we get a cheaper rate for quality benefits? Next year we can look at everything. We would start the process next year in July. The Health rates are increasing at this time but everything else is staying the same. Andrie stated when you were comparing the plans weren't some dentist in network versus out of network. The dentist some of the employees are using were out of network. Andrie stated would there still be a \$2,600 a year savings? Sagness stated yes but the coverage is worse and there is no roll over benefit and they would go from a \$1,500 benefit to \$1,000. Bjorklund stated I feel there are too many negatives. Sagness stated we can always go to market next year and see what we could change on the short term at that point. The Health Insurance would renew with Medica with an 8% increase. You would stay with the same coverages for Short Term Disability/Life which would be MetLife and dental would be Guardian. The committee agree to stay with MetLife and Guardian with no increase in premiums. Motion Raddatz/Bjorklund to recommend to the board to renew the employee Health Insurance with Medica with an 8% increase. All in Favor. Motion Carried. Sagness stated I will meet with Jodi next July/August and go to market and get quotes for next year.

Item #1-discussion was held regarding Substitute Library Employees/Dresser Employee Handbook. Bjorklund stated Sam Malm made a request that the Village look at the Employee Handbook and the definitions of employees. He was inquiring about adding a substitute employee position. The Library Board wants to hire library substitutes to fill in when for instance someone is sick. These people would be ongoing Dresser Employees. Raddatz asked Leann French to explain. French stated this would be when someone is gone and other people would fill in those hours. It would help so current employees don't go over on their hours. The other concern that Malm stated to Bjorklund was that they don't want these people to be eligible for any benefits including the Holiday Bonus. Would these employees be Temporary or Part

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Time employees? They would be as needed or part time. What is the difference. In our employee manual a Temporary Employee is hired for a specific period or project limited duration, not longer than 6 months. Which would not be the case. Do we need to change it? Raddatz stated if something happens, they are Temporary not Part Time. If we get into a situation then we address it if it gets to that point. The word "Generally" gives you a few months flexibility. Andrie asked do we have Attorney Laux define specific period or specific project for limited duration. French stated you have Part Time employees only in the hand book. Currently either of our Part Time employees don't work more than 16 hours a week. I do have one resignation in hand as we speak. Her replacement will be 10 or more hours per week. Bowitz is willing to renegotiate her hours. We may have someone filling in for a week or so. Bjorklund stated if you hired a person, they would be a temporary employee. French stated we don't want employees coming to work sick or to possibly having to close the Library. French continued we may offer a reduced Christmas Bonus. Bjorklund stated we could leave that to the Library Board. Leave it as printed. French stated if something comes up then we could look at a revision if necessary.

Item #2 - to discuss 2019 Budget to Date. Bjorklund stated we go through this every month. Things are looking good we are at 60-70% of Budget on most line items. There may be another election. Codification of Ordinances Gilbert stated we are doing some more yet this year. Bjorklund stated we will have a big leap because when we hired Koch, he has more benefits than Mahler had. He has a family and is not single. There is nothing we can do about it. Snow and ice are already over. Bjorklund continued no snow until February. There are other categories that are under budget. We don't have to move any monies around at this point. Street lights – we now have the Welcome Signs to pay for. Things do balance out. Parks is under because Lisa Haines has not worked as much this year. The tennis court has some money left over. Outlay accounts a lot of the work is scheduled to be done. The Housing Survey we may pay that out or carry that over. Computers are a carry over. Bjorklund stated I feel good about it. Andrie stated things look good.

Item #4 – discussion regarding 2020 Employee Wages. Bjorklund stated I looked up the cost of living – 2.6%. This was similar to prior years. Andrie stated I thought it was around 3%. Raddatz looked it up and he found 2.8%. Different sources different numbers. Bjorklund stated we need to try to make a recommendation/direction on how much to put in the budget. Raddatz stated we could put 3% in the budget. Andrie stated how about 2.5% in the budget. Yeah, they won't do it. Andrie continued the health insurance is increasing 8%. If you are going to give a raise - I don't like the automatic part of it – it should be merit based. It is my opinion and I am the minority. I was thinking 2.5%. Raddatz stated for this discussion it is to set the budget, but the board could give less. Andrie stated and you have over time and the pension goes up. They do pay part of their pension. The police pension is 100%. That is determined by the State of Wisconsin. Andrie stated yes it depends on which category you are in. Bjorklund stated the Library Board has been giving .50 cents or .60 cents, but our budget does not include the Library. Bjorklund continued I believe the employees do try to keep over time to a minimum. Haass stated I have been below budget on overtime. Andrie stated yes but it is put in the budget – maybe it doesn't have to be that much. They could decrease the amount of overtime. If it is not being used it should be cut back. (Koch and Thompson left the meeting). We need to give

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Gilbert direction for the budget. Raddatz stated I am saying 3%. Bjorklund told Gilbert to figure 3% for the 2020 Budget.

Since Koch & Thompson had left the meeting Item #5 was moved to later in the meeting - discussion regarding 2020 Public Works Budget Numbers.

Item #6 - discussion was held regarding 2020 Other Budget Numbers. We have money in the budget and set aside for a new Police Vehicle – Bernard’s has given an estimate of \$29,000.00. Raddatz asked if it was all wheel drive. Haass stated it is same set up as the last vehicle. Andrie stated there is not much difference from 4 wheel versus all wheel. Page 5 of the budget worksheet we budgeted \$6,000.00 in the 2019 budget. You will still have the electrical, graphics, and the money from when you sell the old car. We need to determine what the cost will be for the Budget for the 2020 replacement account. We probably should stay at \$6,000.00 when we were budgeting \$4,500.00, we were coming up short when we went to buy the vehicle. What is the old car worth? It does have higher mileage because we kept it for another year. We should order this year for payment in January and that way we can get the old car on the Spring Auction. Motion Bjorklund/Andrie to recommend to the board to authorize the purchase of a 2020 Dodge Durango Police Vehicle to be ordered with delivery and payment in January 2020. All in Favor. Motion Carried. Page 3 work sheet – do we need any increases for Village Board or President? No. Gilbert explained that there are numbers missing because she ran out of time before this meeting. Buildings are usually increased 3%. Thompson and Koch returned to the meeting. Item #5 was discussed. Public works - streets are on page 6 and outlay accounts on page 8. Cutting edges – are in Line 378. The Loader is in for repairs – we hope that it is minor – both brake peddles are sticking. Hopefully it will be less than \$1000.00. Tire chains and radio for new dump truck would be Capital Outlay Expenses. The Library furnace is getting at a point it may need to be replaced. The Lift Station is a sewer expense. The piping from the wet well is really bad. The one quote for the Library furnace came in around \$4,000.00. That sounds cheap. Raddatz stated it is based on square footage. It would be an Outlay Expense. The Fire Hydrant Diffuser is a unit that connects to the back of the pickup truck. That would be a water expense and not in the 2020 budget. The unit works really well Thompson stated. This way you don’t have water running down the street and people’s driveways. Raddatz stated spray patching - line #539 we would put in \$5,000.00. Then you have Chip Sealing. Thompson stated we have prioritized the roads and given them more area then we think we can get done. We then use budget money by the priority of the road. Last year we had \$15,000.00 Chip Seal and \$10,000.00 Crack Filling. We would be adding \$5,000.00 to roads. Over all we should be close to last year’s numbers. At this point we are not planning for any flex patching. The section of road by Randy Norlander’s on State Street there is one real bad spot to fix. We have a number from Monarch. Koch stated Cross Country I don’t know how many traveled roads they have done. This patch out here you needed to stay off it for 3 days before driving on it. State Street resurface – \$4,200.00. Page 6 – Salt/Sand we have already almost spent \$9,000.00. In 2018 we stock piled. Looking for a 2020 Budget of \$9,000.00. Tool Box would go under Capital Outlay. We are assuming you are looking into the quote for the Computer. There is concrete in front of Cold Storage building that needs to be fixed. That would be a slab/apron on the outside of Cold Storage cost of \$2,500.00. Raddatz stated the painting quotes don’t include the paint. We need to get a measurement. Bink Ward wants us to get the paint. That would be a repair and

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maintenance to the building. Put an increase into those outlay accounts. We haven't been using the current money – we talked about redoing the ramp at the Community Hall. That could be building maintenance. The Gazebo painting that could be done this year. Get it done. Gazebo would be charged to parks. There is a quote for \$950.00 to paint the Cold Storage/Library Building. This is labor no paint. The labor to paint the Community Hall ceiling is \$1,750.00. We should get the gazebo and cold storage done this year. In November we could look to do the ceiling. Do you budget \$1,500.00 and use the \$1,000.00 this year. Get the ramp fixed this year. Catch basins \$4,000.00 is proposed. Is that enough? Raddatz stated we should stay around \$4,500.00 per year. The money we spent on the Highway is a different story. Bjorklund stated put \$4,500.00 in there. Nothing else from public works at this time. Library – French stated the bottom line is that at this time we are asking for no change from the Village. Items like the Moore System are going up. Right now, I am making \$18.00 per hour. Sam Malm is recommending an increase. It has been suggested to do an increase now and in 2020. Around a \$1.00. Rate of pay \$19.00 for 2020. This is par for Library Directors. When looking at assistant wages – Deb has now resigned. We are looking to hire another employee at a lower rate of \$11.50 per hour. Wages still need to be reviewed. The Library Board is not asking for more money because of the carry over funds. In the past the Christmas bonus was not included in the budget and again the Moore System – IFLS has a significant increase. There is new software that will be coming - our current software we have will expire. WisCat was not currently budgeted and that needs to be included. Mileage and training have increased to include two classes this coming year and additional mileage for director meetings. Office supplies was reduced. Periodicals – Books we are leaving at \$6,000.00. AV Materials are very popular. You have programs and supplies. Data processing went up for charter. \$960.00 per year. Raddatz stated the Village Appropriation is \$47,853.00. French stated for Act 150 Polk County they have been paying higher than I budget. This year's application went in late. When I was hired it had not been submitted. We are discussing how to use the carry over funds. In Honor of Geraldine Anderson - update to signage and plaque. Hope to reorganize the preschool and junior areas. Better shelving. This year's donations of \$600.00 to be used for Geraldine. Closet in the back – shelves are too small. Other libraries have a private conference room with a door and windows. That way a private conversation can be had. People come to meet with their clients and some have sensitive subjects. Convert that room into a private area – make us more competitive with other libraries. It is a good service to the public. I vision spending \$1,700.00. Bjorklund stated very good improvements. A lot more user friendly. Roughly there would still be \$6,204.00 remaining after 2020. Page 9 - \$47,853.00 2020 Library Budget. French brought up to the committee that there will be some discussion in the future regarding the drop box and I invite the board members to stop in and I can give them a tour.

Item #7 - Other Items for Discussion. When starting this worksheet, we want to put all other items under capital outlay and then we can cut later if need be. We need estimates from Rob. Call the Cold Storage Cement an Apron. Part Time Public Works is Mike Qualle's wages. Include electricity for Welcome to Dresser Lights. Lisa Haines has submitted a Park Budget. Looks good. Turf Management will spray the parks. Do it twice - \$920. Tennis Court – any repairs for 2020. Bjorklund stated she has not had a chance to meet with Lisa regarding Trees – plan to have designated places for trees \$600.00. Arbor Day should be \$300.00. Bjorklund stated Line 517 \$100 for the open house. That is the cost of paper products. Raddatz stated I

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was impressed with the attendance. We had a lot of people donate stuff. Would like to have \$200.00 for 2020. Bjorklund stated I had a note for the 2020 budget - \$7,450.00 State Highway 35 project. Is this for catch basins? That is for manholes/valves - how do you want to do it. Budget for it – capital outlay State Highway 35 - 2020 project \$7,500.00. What about - Friends of the Park – don't do this year. Playground equipment we already have some money set aside. Picnic table – we don't need. Fire Levy is based on equalized value. Depending on the budget I would really like to replace tables at the hall. They are old and outdated and heavy. Raddatz stated you are already putting a roof on that building and painting the ceiling. I don't know if we could justify that when we need a roof. You could put the tables in and then ax at the end. It is not a need. Andrie stated it would be one thing if they were broken. They do work. The chairs were a good improvement. Bjorklund stated I talked with Gutzmer about the raising of the line item for part time police. He is wanting to raise the going rate for a part time police officer. There is nothing budgeted for part time police. Take it off the salary sheet. Bjorklund stated why \$2,000.00 sidewalks. Sidewalks have a carry over. The sidewalk money could be used for the apron for cold storage. After the Main Street repair is fixed – the budget for sidewalks you have \$4,000.00. Raddatz stated I am against moving that library box I'm just saying. Leave the money alone appropriate \$2,000.00 in savings and \$2,000.00 put it to something that has to be done. Sidewalks – nothing in 2020 since the guys didn't ask. We don't need to spend money on things that don't have to be done. \$1,000.00 Sidewalks for 2020. What is the policy on carry over amounts? Maybe Brock can give some guidance.

Item #8 – One more Finance/Personnel Meeting - October 23, 2019 1:00 PM and November 5, 2019 4:30 PM (Meeting with Brock - Auditor to Finalize Budget)

Bjorklund stated once we have the Bid Opening on the Water Tower, we will have to have a meeting on funding. Oct 29th is the bid opening. There is \$35,000.00 in sewer expenses - Lining of Sewer Main and the Force Main repairs that may be included with the water tower financing.

Motion Raddatz/Andrie to adjourn at 3:30 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.