

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
February 16, 2016

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:06 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein, Town Board Chairman Allen Opall, Supervisor Jim Legner, and Supervisor Fred Schaefer.

Also in attendance: Town Administrator Gaylene Rhoden, Community Development Director Steve Kunst, Street Superintendent Scott Turner and Finance Director/Clerk Jessica Trautman.

Approval of Minutes - **Motion by Legner/Schaefer to approve the minutes of the 12/22/15 Finance & Personnel Committee meeting. Questioned and carried 3:0.**

Uncollectible Accounts - The following accounts were submitted for write-off; Khongkha Khammanivong \$123.63, Kay Kratwell \$1,391.42, Cheryl Littlefield, \$707.18, Cynthia Manecke \$619.13, Raymond McGeshick \$752.45, Michael Pliasecki \$736.00 for a total of \$4,329.81. **Motion by Schaefer/Legner to approve the write-offs as submitted for a total of \$4,329.81. Questioned and carried 3:0.**

Trautman reviewed another list that she is requesting the committee approve for write-offs. Currently there are approximately 41 customers with balances below \$20.00. The total requested to be written off is \$319.48, which represents late fees. She explained that the time and effort to collect this money is not worth it. If the Town were to collect anything it would go straight to revenue for the current year. **Motion by Legner / Schaefer to approve the write-offs as submitted for a total of \$319.48, 41 accounts. Questioned and carried 3:0.**

Update of 2015 Financials - Trautman summarized the 2015 financial information. In the past for fund 201, the motel/hotel tax, a transfer was made to the general fund from fund 201. Usually the amount transferred matched the budget and did not tie with the amount collected. She was looking for a recommendation on the desired amount to transfer to the general fund. The Committee discussed the future of motel/hotel tax due to changes in legislation. Supervisor Schaefer suggested a transfer of \$65,000 to the general fund and to keep the balance in fund 201 around \$200,000. Committee members agreed with this suggestion.

Trautman discussed in greater detail the general fund and the increase in fund balance. The Town only collected approximately \$1,200 from the ambulance receivables and she thought that it was more correct to lower the net ambulance receivable closer to \$20,000. Next year the

Town should increase the allowance by another \$20,000 and bring the net ambulance receivable to \$0.

Discussion and recommendation of support for MCDEVCO economic plan – Administrator Rhoden summarized what was discussed at the last meeting. Schaefer talked about Buxton study and how it would benefit the Town. Legner asked how much other municipalities are giving to the cause and staff was not sure. **Motion by Schaefer / Legner to approve funding for the MCDEVCO economic plan in an amount between \$6,000 and \$10,000 following what Weston, Kronenwetter and other suburban communities are contributing. Questioned and carried 3:0.**

Discussion and possible approval of salary plan update method –Administrator Rhoden gave a brief history of the salary plan, the issues we had during the 2015 performance evaluations/wage increases, and her research for updating the plan. Rhoden discussed four different options. Option A is to hire Springsted to update the plan with clear expectations and an understanding of the deadline. Option B is to update the plan internally by surveying the original participants. Option C is to update the original report by either the CPI (consumer price index), PCE (personal consumption expense index), or the rate increase other municipalities have used to adjust their pay plans. Option D is to update the plan with a municipal survey in combination of looking at private sector comps. Rhoden discussed how she reached out to CHRM (Certified Human Resource Management Association) for private sector data and the most current report they had available was from 2014, which is the same year our salary plan was done. Chairman Klein suggested we purchase the latest CHRM report when it is released. **Motion by Schaefer / Legner to approve Option A - contracting with Springsted to update the plan with the understanding that there be a deadline in June and penalties would be exercised for failure to deliver the product on time. The cost of the plan would be taken from contractual services within the Town Board's budget. Questioned and carried 3:0.**

Update on financial advisor –Administrator Rhoden wanted to update the committee that the Town has started working with Ehlers & Associates, specifically Dawn Gunderson for our upcoming borrowing. Rhoden asked if there were any concerns with our financial advisors. The Committee has no concerns or issues with Ehlers & Associates as the Town's financial advisors.

Discussion on strategy for funding retirements – Schaefer stated that he recommended this item for the agenda. Schaefer believes the Town should put money aside in the general fund reserve for future retirements. He suggested that the reserve be built up to \$40,000 with \$5,000 being budgeted each year. Our most recent retirement payout was not budgeted; and, therefore will be coming out of the general operating budget. A designated reserve for retirement will avoid this for the future. **Motion by Schaefer / Legner to set aside \$5,000/ year**

in the budget to build up a reserve of \$40,000 to fund future retirements. Questioned and carried 3:0.

Update on Premier Tax Discussions – Administrator Rhoden said there is no support by legislators for a premier tax; and, as a result, this is a dead issue. She informed the Committee that Representative Kulp is bringing back legislation that would eliminate personal property tax, which will negatively impact the Town of Rib Mountain.

Update on Motel/Hotel Tax Changes – Administrator Rhoden updated the committee on what the surrounding communities are doing with the new room tax laws. One strategy discussed by the municipalities is to move towards individual commissions. By forming the Town’s own tourism commission, the Town would have the ability to retain a portion of the hotel/motel tax that would otherwise be sent to the Visitor Bureau. This would allow the Town to spend money on Town tourism related activities. Chairman Klein suggested that we continue to work with the Visitor Bureau.

Discussion and possible approval of modification of Personnel Policy 205 Overtime – Administrator Rhoden said past practice has been counting overtime after 40 hours a week, and it is recommend we update our personnel manual to reflect past practice. Chairman Klein asked if hours for overtime includes vacation and sick time for the same workweek. Based on current policy, these hours would be included. Chairman Klein requested that the Finance Director research and report the amount of money that it costs in overtime for hours counted towards vacation and sick time within same work week. **Motion by Schaefer / Legner to approved the revisions to Personnel Policy 205 – Overtime as presented. Questioned and carried 3:0**

Approval of Grant Application for Traffic Signal Upgrades – Scott summarized the grant application for the signals. **Motion by Legner / Schaefer to approve the submittal of the grant application for traffic signal upgrades on Rib Mountain Drive. Questioned and carried 3:0**

Adjourn – **Motion by Schaefer / Legner to adjourn at 6:15 p.m. Questioned and carried 3:0**

Submitted by
Jessica Trautman
Finance Director/Clerk

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, they are subject to revision.