

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
August 31, 2016

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 11:38 a.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, Street Superintendent Scott Turner, and Finance Director/Clerk Jessica Trautman.

Approval of Minutes – **Motion by Legner/Schaefer to approve the minutes of the 6/13/2016 Finance & Personnel Committee meetings. Questioned and carried 4:0**

Uncollectable Accounts – Committee reviewed the listing and questioned the larger write-offs. Larger write-offs tend to be for inter-facility transfers. Most of the ambulance bills were beyond the statute of limitations, others were collection commission. **Motion by Legner/Schaefer to approve the uncollectable write-offs for a total of \$15,541.02. Questioned and carried 4:0**

Review and Discussion of Springsted Study Results – Administrator Rhoden discussed the results of the Springsted study. She said there was an impressive return of responses. There was no recommendation to move any position to a different grade. There are positions that will be bumping up against the max again. The committee discussed the changes in the payment plan. Administrator Rhoden led discussion on the future of the pay plan. Committee discussed options on how to compensate the employees who are eligible for a pay increase because of performance, but an increase would put their rate over the max. Committee suggested a policy allowing for a one-time bonus for those who are at the max in their pay grade. Supervisor Klein recommended staff review the pay plan every other year and look at individual grades and increase them independently instead of changing the plan as a whole.

FY 2017 Salary & Wage Discussion and Direction – Administrator Rhoden summarized the past practice in budgeting for wage increases. Currently staff is looking for direction from the committee regarding budgeting for wage/salary increases. Committee discussed the rate increases that were reflected in the Springsted study, also discussed what was given in the past. **Motion by Legner/Schaefer to direct the Administrator to use a 2% increase for wage/salary pay-for -performance plan for the FY2017 Budget. Questioned and carried 4:0**

Motion by Schaefer/Legner to direct the Administrator to use a 1% increase for wage/salary for all seasonal /temporary employees.

FY 2017 Health Insurance Budget Discussion and Direction – Administrator Rhoden said there was discussion about moving the plan year earlier so health insurance does not hold the budget hostage. After discussions with Jim Berry moving the plan year was not the best option. Health insurance rates will not be known until the first week in November, 60 days before the beginning of the plan year. Last year the Town Board gave direction to staff that allowed staff to budget \$200,000 for health insurance. Staff is looking for the same type of direction this year. Committee discussed different types of plan options and the potential increase in health insurance

costs. The Committee allowed for a 2% increase (similar to the increase allowed for wages) over last year's budget for health insurance, for a total commitment of \$204,000 for health insurance.

General Liability & Workers Compensation Insurance Request for Proposals Update – Mrs. Trautman said a copy of the proposed RFP for insurance services is in the packet. She was looking for any suggestions to improve the current draft. Committee did not have a problem with the proposed draft, they agreed to keep it general

Discussion and Recommendation on Workers Compensation Policy – Mrs. Trautman said last year the Town learned that it was obligated to pay the employee's portion of Wisconsin Retirement if that employee cannot work because of a Workers Compensation claim injury. Staff has added to the Workers Compensation policy a paragraph indicating the Employee will reimburse the Town for any contributions made on the employee's behalf.

Adjourn – Motion by Legner / Schaefer to adjourn at 12:37 p.m. Questioned and carried 4:0.

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.