

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
September 26, 2017

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, Supervisors Jim Legner and Fred Schaefer. Town Board Chairman Allen Opall was present via phone.

Also in attendance: Town Administrator, Gaylene Rhoden, Street Superintendent Scott Turner and Deputy Clerk, Michelle Peter.

Approval of Minutes – **Motion by Legner/Schaefer to approve the minutes of the 3/23/17 Finance & Personnel Committee meetings. Questioned and carried 4:0**

Uncollectable Accounts – Deputy Clerk Peter said the majority of the \$14,163.61 uncollectables were ambulance bills that has reached the statute of limitations for collection purposes. **Motion by Schaefer/Legner to approve write offs, in the amount of \$14,163.61. Questioned and carried 4:0.**

Discussion and Recommendation for Finance Director/Clerk Position Vacancy – Chairman Gerry Klein stated it would be easier to post the vacant position of Finance Director/Clerk to Finance Director/Treasurer. Suggestions were made to have the Clerk vacancy as a standalone position or reassign title to Administrator/Clerk.

Administrator Rhoden stated she would like to hire a recruitment firm. The agency would recruit candidates to the Town's specifications and help eliminate nonqualified applicants. With the separation of the Finance Director/Clerk, Rhoden stated the Town would need to amend the current Town ordinance as well as vote on the separation at Town meeting. Should the Committee proceed with the separation of the position, action could take place at a Town budget meeting in November. A special Town Board meeting will be held in November to approve the FY 2018 budget, the board could move into a closed session to appoint a new clerk and revise the ordinance in open session. **Motion by Legner/Schaefer recommended to proceed with the recruitment for a Finance Director/Treasurer and seek the separation of the Clerk from the current Clerk/Treasurer position. Questioned and carried 4:0**

Discussion and Recommendation to Hire Employment Firm for Recruitment of Position Vacancy – Administrator Rhoden suggested hiring the recruitment firm GovHR USA for the Finance Director/Treasurer vacancy. The GovHR services were used in 2014 and they produced good results by informing the staff and board of the process and were able to eliminate non-qualified candidates.

GovHR provided a recruitment schedule along with a summary of costs. The funding source would come from the Finance/Clerk budget including within salaries, meeting allowance and benefits. There was brief discussion on opening this request to other agencies but decided this could cause additional time in the hiring process. **Motion by Schaefer/Legner to recommend the hiring of GovHR USA in the amount not to exceed \$15,000 for recruitment purposes. Questioned and carried 4:0.**

FY 2018 Budget Discussion and Guidelines

Salary/Wages – Administrator Rhoden compiled a summary sheet for consideration on wage/salary determinations; new construction, neighboring communities proposed wage/salary percentages and the Carlson Dettmann Survey. Rhoden suggested a 2% adjustment. **Motion by Schaefer/Legner to direct the Administrator to use 2% for salary/wage for pay-for-performance plan for the FY2018 Budget. Questioned and carried 4:0.**

Health Insurance – Administrator Rhoden requested from the Committee to establish a percentage to be used as a cap amount for the health insurance. In early August the Finance Director and herself met with the Town's insurance consultant, he indicated the renewal trends are up 8 to 10%. Ideas tossed about included tier programs and an increase in the carve-out. Chairman Klein suggested having the insurance representative attend a budget meeting for his perspective. The Committee decided to go with a 2% increase in the cap approach.

General Budget Guidelines – Chairman Klein recommended the Town budget for a new phone system for the Townhall. The present system has been in service for 15 years. Administrator Rhoden stated she has been working with the Dirks Group on potential systems. She explained the Cloud base program and monthly fee associated with the program versus a non-cloud system. Initial estimates are \$10,500, Klein suggested putting \$11-12,000 in the 2018 budget for a new telephone system.

Approval of 2017 Budget Adjustments – Administrator Rhoden stated when reviewing the 2017 budget, former Finance Director Trautman applied too much fund balance for the Town's server upgrade. Only \$12,500 was to be taken from the fund balance and the remaining funds from the operating levy. It is recommended since there is money left over in the technology fund, the budget be adjusted. There is also a need to transfer funds from the Wage Contingency fund to the appropriate department as listed. **Motion by Schaefer/Legner approve the budget only entry. Questioned and carried 4:0.**

Adjourn – Motion by Schaefer/Legner to adjourn at 5:55 p.m. Questioned and carried 4:0.

Submitted by
Michelle Peter
Deputy Clerk

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