

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
August 7, 2018

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:03 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein, Supervisors Jim Legner and Fred Schaefer.

Also, in attendance were Supervisor Brad Conklin, Town Administrator Gaylene Rhoden, Town Clerk Michelle Peter, Community Development Director Steve Kunst, SAFER Fire Chief Matt Savage and Finance Director Nicole Dunbar. Town Chairman Allen Opall arrived at 5:39 p.m.

Approval of Minutes – **Motion by Legner/Schaefer to approve the minutes of the July 3, 2018 Finance & Personnel Committee meeting. Questioned and carried 3:0**

Uncollectible Accounts – **Motion by Legner/Schaefer to approve the write-offs for the following; Hompertz \$700.00, Davids \$1464.28, Love \$421.15, Rozmenowski \$543.00, Rozmenowski \$595.00, Rozmenowski \$550.00 and Valeria \$1197.20 for a total of \$5470.63. Questioned and carried 3:0.**

Approval and Discussion of Revisions to Personnel Policy – 200 Payroll Checks – Administrator Rhoden stated this was another revision that reflected changes in the Finance Director/Clerk position. **Motion by Legner/Schaefer to approve the changes to Section 200 – Payroll Checks. Questioned and carried 3:0.**

Discussion and Recommendation for Compensation Study Proposals – At a previous Finance meeting the Committee agreed to pursue a contract with Springsted to focus on market compensation. Chairman Klein and Administrator Rhoden had a conference call with Springsted, after which they submitted a proposal for \$5,300. Per directive, Administrator Rhoden contacted Schenck, S.C. for services. They provided a proposal between \$4,000 to \$5,500.

Rhoden stated she had conducted a reference check on services by Schenck, S.C. The references stated the services provided were well received. She also noted she was pleased with the time frame they offered for their services. **Motion by Schaefer/Legner to select Schenck, S.C. for the Compensation Study not to exceed \$5,500. Questioned and carried 3:0.**

Approval and Discussion of Credit Card Policy – Finance Director Dunbar stated the current credit card policy has not been updated since the split of the Finance Director/Clerk positions. **Motion by Schaefer/Legner to approve the changes to the credit card policy. Questioned and carried 3:0.**

Approval of Draft Request for Proposal for Auditing Services – Dunbar reported the Town’s 3-year contract with KerberRose, SC concluded with the fiscal year ending December 31, 2017. They could extend the contract for one more year; however, Finance Director Dunbar recommends the Town send out Request for Proposals for a new audit contract. She established a timeline: sending the RFPs out by August 10th, submittals be received by September 7th and approval for the September 18th meeting.

Motion by Schaefer/Legner to approve the submittal of RFPs for auditing services with the timeline presented. Questioned and carried 3:0.

FY 2019 Budget Discussion:

- a. Health Insurance Increase Cap – Administrator Rhoden stated in the past the Finance Committee has set a budget cap for health insurance which has typically been 2-percent. Supervisor Schaefer acknowledged he hasn’t heard much on health insurance increases. Rhoden stated she and Finance Director Nicole Dunbar recently met with the Town’s vendor and his prediction was about 7-8 percent.

Committee members discussed the various plans on the market and the possibility of moving to a narrow network, which has the potential of cost savings to the Town and employees. This option could have an effect on some employees due to a change of their health provider. Staff will be drafting a survey to poll employees on their preferences for networks and options pertaining to their current healthcare providers.

- b. Salary/Wages Performance Pay – Administrator Rhoden stated for the past two years the percentage increase has been 2% for full-time employees and 1% for part-time employees. She noted with the Town’s review for salary /compensation is under consideration, this could have an affect on pay adjustments. Supervisor Schafer advocated for a 2 ½% performance pay for full-time employees with an additional .5% promotion/ incentive performance pay. Part-time employees would receive 1 ½% performance pay, along with a ½% promotion/incentive pay.

Discussion of Cash Management – Finance Director Dunbar asked Committee members their thoughts on the direction they would like to proceed regarding the Town’s cash. Dunbar stated after conducting some research, the Local Government Investment Pool (LGIP) does not fully insure the Town’s cash, but does offer the highest interest rate.

Peoples State Bank offers a service called Public Unit Deposit (PUD) that provides full insurance on the Town’s cash. She noted the Town’s interest rate would be .2% lower than the normal rate, which coincides with the LGIP, in order to cover the product fee. Another option of a PUD service is a Certificate of Deposit (CD) type opportunity, which would provide a higher interest rate.

Supervisor Schaefer strongly encouraged Finance Director Dunbar to pursue the feathering/staggering of CDs at various maturity dates to maximize the interest rates offered. He also recommended the she return to the next Finance and Personnel Committee meeting with a plan developed.

Update on SAFER Finances - Finance Director Dunbar stated she had received some financials from SAFER. After reviewing what was provided, she highlighted some areas of concern. Dunbar distributed to Committee members SAFER's budget vs actual expenditures for review. Fire Chief Savage replied to some of the concerned parts. He reported that SAFER's designated staff member has not actually updated the financials for several weeks. Savage reviewed line-item concerns and provided feedback on where the accounts actually stood.

It was the recommendation of the Committee for SAFER to update their financials as soon as possible and provide Dunbar with the updated numbers for review and distribution to the committee. It was also suggested, if help was required, to ask Nicole for assistance.

Adjourn – Motion by Schaefer/Legner to adjourn at 5:52 p.m. Questioned and carried 3:0.

Submitted by
Michelle Peter, Clerk

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