

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
**September 4, 2015**

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 11.39 a.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: Town Administrator Gaylene Rhoden, Finance Director/Clerk Jessica Trautman and Deputy Clerk Michelle Peter.

Approval of Minutes - **Motion by Schaefer/Legner to approve the minutes of the 8/4/15 Finance & Personnel Committee meeting. Questioned and carried 3:0.**

Uncollectible Accounts - The following accounts were submitted for write-off: Lori Densow \$1455.00, Richard Policht \$46.50, Bernard Potaczek \$1044.09, Ubaid Saleem \$22.10 & \$208.32, Steven Schultz \$1460.00 and Mary Zellmer \$750.73 for a total of \$5186.74. **Motion by Legner/Schaefer to approve the write-offs as submitted for a total of \$5186.74. Questioned and carried 3:0.**

Discussion and possible approval of Request for Proposal for Audit Services - Finance Director Trautman stated the Town will be seeking RFP's for auditing firms, due to the conflict of interest with her hiring and her husband's employment with Schenk. She noted that forms will be submitted to four firms. Jessica stated she plans to help de-fray some costs by providing financial reports to the firm.

Chairman Klein reviewed the proposal and noted some minor changes. **Motion by Legner/Schaefer to submit the audit contract for RFP's with the noted minor changes. Questioned and carried 3:0.**

Review and possible approval of revised Personnel Polices - Administrator Rhoden stated that many of the personnel polices referenced Fire/EMS department. There were some minor grammatical updates to the policy. Areas to be removed were struck through and new integrations are underlined. Supervisor Legner suggested changing the Clerk/Treasurer position title to read Finance Director/Clerk. Administrator Rhoden pointed out by statutory regulations the Town is required to have a clerk/or treasurer position. Chairman Klein noted some changes in sections 418-Use of Personal Electronic Devices, 419-Computer and e-mail and 460-Social Media Policy. **Motion by**

**Schaefer/Legner to approve the attached changes to the Personnel Policy Manual pending the mentioned changes. Questioned and carried 3:0.**

Review and possible approval of revised Job Descriptions - Administrator Rhoden stated in 2013 the Town hired Springsted for job and salary studies. They also requested job descriptions. Some job descriptions have been updated and others remained un-revised do to vacancies and job revisions. The Administrator is in charge of all job descriptions other than the Administrators job description.

Rhoden stated the following job descriptions: Administrator, Code Enforcement Officer, Deputy Treasurer, Equipment Operator, Forman/Equipment Operator, Mechanic-Equipment Operator, Office Assistant and Street & Park Superintendent will remain the same other than updated physical requirements for each position. **Motion by Schaefer/Legner to the attached job descriptions as presented with exception of the Administrator's job description reviewed by the Town Board. Questioned and carried 3:0.**

Discussion and possible recommendation for Town Credit Card Use - Finance Director/Clerk Trautman informed the Committee the Town currently has no credit card policy in place. Ms. Trautman suggested that each employee be assigned a credit card, with the understanding that purchases would be strictly for Town purposes only, with \$1,000 credit line.

Trautman also provided an outline for the credit card policy. She also noted each purchase is required to have a purchase order accompany each purchase.

Supervisor Klein questioned why the Town is not using a credit card/ACH's for more regular monthly purchases. It was noted the Town likes to have a vendor history. Supervisor Klein strongly requested staff to look into using ACH's/credit cards as alternative forms of payments. **Motion by Schaefer/Legner to recommend approval to adopt a credit card policy. Questioned and carried 3:0.**

Discussion of Wausau proposal of Transit Services - Administrator Rhoden informed the committee at the Marathon County Executive Committee the request has died. This leaves the Town in a situation should the community still be surveyed?

Supervisor Schaefer suggested the Town stay ahead of the game by surveying the community's desire for such services and their willingness to contribute to the fees associated with mass transit services. Supervisor Schaefer directed staff to draft survey questions for both residential and businesses.

**Adjourn - Motion by Legner/Schaefer to adjourn at 12:24 p.m. Questioned and carried 3:0.**

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.