

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
January 20, 2015

Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 6:00 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Jim Legner Gerry Klein and Fred Schaefer via telephone conference call a quorum. Supervisor Kachel was excused.

Also in attendance: Town Administrator Gaylene Rhoden, Town Chairman Allen Opall, Street/Park Superintendent Scott Turner and Deputy Clerk Michelle Peter.

On January 16, 2015 copies of the meeting notice were made available to the media, Town Board, Town Attorney and posted at the Rib Mountain Municipal Center.

Approval of Minutes - Motion by Legner/Opall to approve the minutes of the 10/21/14 Finance & Personnel Committee meeting. Questioned and carried 4:0.

Uncollectible Accounts - The following accounts were submitted for write-off for Ambulance: Charles Connett \$714.24, Brittney (Abigale) Dement \$525.00, Brittney Dement \$561.00, Robert Ippolito \$573.00, Suzann Knudson \$752.00, Gaylord Krutza \$652.22, Nicole Springer \$440.00 and Zalewski, Klinner & Kramer \$10.00 total \$4,227.46. **Motion by Schaefer/Legner to approve the write-offs as submitted. Questioned and carried 3:0.**

Discussion and Possible Action for Unemployment Credit with SAFER - Attorney Kevin Terry stated that no action should be taken at his time. The Village of Weston Clerk approved their portion of unemployment credit that the state provided and is requesting we do the same. The State said the unemployment that the Town had paid would be straightened out and SAFER would be responsible for payments.

Attorney Terry stated he met with SAFER's attorney last week and agrees the Town should not turn the credit over, but should wait until SAFER requests it. SAFER's attorney should be responding by next week.

Approval and Recommendation to Hire LTE(Limited Time Employment)

- a. **Temporary Office Assistant (rehire Sharon Drefcinski)** - In light of staff shortages, it was suggested to bring Sharon Drefcinski back, since she has working knowledge of the office assistant position. Gaylene also pointed out there has been a significant increase with front door traffic and phone inquiries. Supervisor Schaefer questioned how the wage was determined. Administrator Rhoden said that is what she currently is paid as an election Chief Inspector. It was noted that is not the position she is being rehired for and compensation warranted for the correct position. Attorney Terry

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stated it was within the scope of wages to pay at this rate. **Motion by Schaefer/Legner to approve the rehiring of Sharon Drefcinski as a temporary Office Assistant at a pay rate of \$11.59/hour for approximately 150 hours. Questioned and carried 4:0.**

- b. Planning/Zoning Intern - Administrator Rhoden stated that with the vacancy of Jeff Kussow and Dan Dziadosz being at 80% the Building/Zoning Department staffing is being stretched. The position she has in mind would basically be support staff to Dan. Duties would include scheduling appointments, taking Plan Commission minutes and support staff to the building inspector on projects.

The position would be 20 hours per week and wages would come from the budgeted assistant building inspector's wages. **Motion by Schaefer/Legner to approve the hiring of an intern for approximately 15 weeks at \$11/hour with funding coming from the Building/Zoning Department. Questioned and carried 4:0.**

Approval of Job Description - Scott Turner noted this action was a formality to have incorporated in the personal handbook.

- a. Call-In Operator - **Motion by Legner/Opall to approve the Call-In Operator as presented. Questioned and carried 4:0.**
- b. Trail Maintenance Operator - **Motion by Legner/Opall to approve the Trail Maintenance Operator as presented. Questioned and carried 4:0.**

Adjourn - **Motion by Legner/Opall to adjourn at 6:30 p.m. Questioned and carried 4:0.**

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.