

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
March 24, 2015

Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:13 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Jim Legner, Gerry Klein and Fred Schaefer.

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

On March 20, 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/Schaefer to approve the minutes of the 1/20/15 Finance & Personnel Committee meeting. Questioned and carried 3:0.

Uncollectible Accounts - The following accounts were submitted for write-off: Closing Company \$35.00 (assmt ltr), Dimension of Horrors \$359.54('13 uncollected pp tax) Furler, Kathleen \$1873.00, Robert Hagelstein \$708.97, Hibachi Grill \$92.13 ('13 uncollected pp tax), Dale Johnson \$1214.00, Lokre Company \$1500.00 (duplicate billing), Matthew Losse \$737.53, Derek Michaliski \$749.77, Michael Pellegrino \$703.50, Radioshack \$35.00 (filed bankruptcy), Milan Roets \$36.80 (late fees), Shane Slayton \$1135.24, Luann Sanders \$111.93 and Matt William \$703.00, for a total of \$10,000.41. **Motion by Schaefer/Legner to approve the write-offs as submitted. Questioned and carried 3:0.**

Request from Custom Homes for Interest Charges - Mr. Roets has requested the late fees be waived as he has claimed he received no backup information on the original charges. Streets Superintendent Turner stated he presented all supporting information up-front and personally reviewed all charges to Mr. Roets on the stormwater project. **Motion by Legner/Schaefer to approve the write off of \$36.80 for Custom Homes. Questioned and carried 3:0.**

Update on Finance Director/Clerk Recruitment - Administrator Rhoden informed the committee that GovHR is still actively seeking candidates. They may have two or three possible individuals. One of the potential applicants had applied and was interviewed for former clerk Connie's position. Administrator Rhoden stated she would like to see a bigger candidate pool. Supervisor Klein asked what was causing the lack of interest in the position. It was recommended to advertise the position through Career Builders and the Wisconsin Job Center.

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Approval to Hire Temporary Assistance for Finance - Gaylene Rhoden informed the committee that Pat Kluz was recommended through Schenk to assist the staff with pre-audit preparation matters. Staff was very pleased with his services. Administrator Rhoden is recommending hiring Mr. Kluz on a part-time basis for 3 days a week or a maximum of 24 hours per week.

Gaylene reviewed the pay scale grid. Mr. Kluz could either be paid per hour or a flat rate fee per week. The position offered would not qualify for benefits through the Town. **Motion by Legner/Schaefer to approve the hiring of Pat Kluz on an interim basis for \$40 per hour for a maximum of 24 hours per week. Questioned and carried 3:0.**

Update on Resolution 14-01; One Time Expense from General Fund Balance (previously Approved in FY 2004) - The auditors are questioning the status of the purchases. Streets Superintendent Turner stated the flashing for the shed has been purchased. Scott noted the costs for the phone system of \$2500 and the solar/battery powered mobile speed sign of \$3500 are still actual costs. Upon further review, it cost upwards to \$15,000 - \$20,000 to repair and resurface the tennis courts. He would like to use the \$5,000 to make as many repairs to one court as possible. The committee recommended Superintendent Turner proceed with the expenditures.

Approval of Procurement Policy - Administrator Rhoden stated the Town has never had a procurement policy in place. She has drafted a policy using several communities' outlines but the majority is from the city of Oconomowoc. Her main concern is obtaining guidance when staff should seek quotes or RFPs.

Supervisor Schaefer stated some areas become sticky such as reoccurring purchases or the lack competitive services for products. It was recommended that item (F) - cooperative purchasing be incorporated in each category, remove "verbal" quotes and obtain a minimum of two versus three quotes. The Finance Committee asked Ms. Rhoden to revise the draft and present it at the next meeting.

Building Inspector/Zoning Assistant - Gaylene stated after further reach this position should be salaried. She proposes this position to be a Grade 9 pay level (\$46,923 - \$57,178). It was the consensus of the committee; the hired individual should obtain their UDC certification within the first year. They did note there could some flexibility. The best candidate option would be fully certified upon hiring. **Motion by Schaefer/Legner to approve the attached job description for the Building/Zoning Assistant at pay rate of Grade 9, subject to the candidate having the majority of certifications completed within 12 months. Questioned and carried 3:0.**

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Approval to Proceed with Recruitment – Ms. Rhoden stated that she will pursue the following avenues of recruitment: NEWBIA, Career Builders and Wisconsin Job Service. **Motion by Schaefer/Legner to recommend approval to proceed with the recruitment for a Building Inspector/Zoning Assistant. Questioned and carried 3:0.**

Call-In Building Inspector Job Description Approval – Committee members stated this position should be a hourly rate. **Motion by Schaefer/Legner to approve the attached job description. Questioned and carried 3:0.**

Approval of Hire for Call-In Building Inspector – **Motion by Schaefer/Legner to approve the hiring of Joe Perlock as Call-In Inspector at a pay rate of \$25.00 per hour. Questioned and carried 3:0.**

Approval to Revised Section 155 Flower & Memorial in Personnel Policy Manual – The policy was created 10 years ago and prices have increased. **Motion by Schaefer/Legner to approve the attached changes to Section 155 Flowers and Memorials for the Personnel Policy Manual with \$100 across the board. Questioned and carried 3:0.**

Adjourn – **Motion by Legner/Opall to adjourn at 5:59 p.m. Questioned and carried 3:0.**

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.