

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
**June 9, 2015**

Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:07 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Allen Opall, Supervisors Gerry Klein and Fred Schaefer. Supervisor Jim Legner was excused.

Also in attendance: Town Administrator Gaylene Rhoden.

Approval of Minutes - **Motion by Schaefer/Opall to approve the minutes of the 3/24/15 Finance & Personnel Committee meeting. Questioned and carried 3:0.**

Uncollectible Accounts - The following accounts were submitted for write-off: Nick Gaeu \$326.06, Julius Jackson \$599.07, Aloha Knetterecks \$502.63, David Los \$262.13, New Horizons Tax \$35.00, David Rozmenowski \$169.50, Susan St. Germain \$793.72 and John Wasco \$735.00, for a total of \$2,497.98. **Motion by Schaefer/Opall to approve the write-offs as submitted. Questioned and carried 3:0.**

Pay Difference for Temporary Office Assistant - Administrator Rhoden gave a brief background on the approval of the temporary office assistant. Former Rib Mountain employee Sharon Drefcinski was brought back to assist the office this past January. The original pay rate presented was based on covering phone calls and foot-traffic. This was the same rate Sharon earned as an Election Captain. However, Sharon Drefcinski went above and beyond just covering phones. She did filing and other special projects. The Administrator recommends adjusting the wage to the rate Sharon Drefcinski was earning at the time of her retirement (\$13.18/hour). It was noted that Sharon was able to come back without additional training, which saved a lot of time. **Motion by Schaefer/Opall to adjust the pay rate for the limited term employee, Sharon Drefcinski from \$11.59/hour to \$13.18/hour with the back pay adjustment amount to be \$393.68. Questioned and carried 3:0.**

Procurement Policy - Administrator Rhoden brought to the Committee a revised policy based on input from the last meeting as well as from staff. Rhoden noted one last changed recommended by Interim Finance Director Kluz. He suggested that policy be consistent with budgeted and non-budgeted goods for quotes. The threshold for items not budgeted would be raised to \$2,000 similar to budgeted goods.

The Committee discussed the phasing in of projects. Supervisor Klein requested that the policy should note that staff be encouraged if possible to estimate all phases in order to avoid vendors underbidding parts of the phases and then increase costs in other phases. This would be added to the policy.

Supervisor Klein also requested that the State Statute requirements be listed. This provision referencing that goods/services must adhere to State Statutes would be added to each category.

The Committee briefly discussed the automatic annual adjustments be capped. Instead of putting this provision into the policy, the Administrator will pass this message onto staff that contracts should attempt to cap automatic increases.

**Motion by Schaefer/Opall to forward the revised Procurement Policy onto the Town Board for formal approval by Resolution. Questioned and carried 3:0.**

Premier Tax - Per the request of the Town Chairman, the premier tax discussion was sent to the Finance Committee. Administrator Rhoden provided background information on the premier tax as outlined by the Department of Revenue. Also included in the packet was information on the City of Rhinelander's recent campaign for special legislation for the premier tax. It was noted through an email from Assessor Greg Schmidt, the Town would not qualify as the State Statute stands. Statute requires 40% of equalized value be tourism related. The Town currently stands at 23% or \$163,934,000 in qualifying tourism value. The Committee discussed the tourism related activities that occur within Rib Mountain: Granite Peak Ski Area, Rib Mountain State Park, Nine-Mile Recreation Area, Badger State Games, Rib Mountain State Park, Lake Wausau, golfing, hunting and fishing. Many of the visitors to the community use our infrastructure. The Committee thought it might be too late to have special legislation put in as part of the State's budget, but the process should start. The Committee also discussed whether other surrounding communities be included. The local legislators would need to be brought in on the discussion for support. **Motion by Schaefer/Opall to send this request for formal action to Town Board. Questioned and carried 3:0.**

Adjourn - **Motion by Legner/Opall to adjourn at 5:52 p.m. Questioned and carried 3:0.**

Respectively Submitted  
Gaylene Rhoden, Administrator

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