

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

Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:35 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Allen Opall, Supervisors Gerry Klein, Jim Legner and Fred Schaefer.

Also in attendance: Town Administrator Gaylene Rhoden. Building Inspector Dan Dziadosz, Community Development Director Steve Kunst, Street/Park Superintendent Scott Turner, Code Enforcement Officer Paul Hursh and Deputy Clerk Michelle Peter.

Approval of Minutes - **Motion by Legner/Schaefer to approve the minutes of the 6/9/15 Finance & Personnel Committee meeting. Questioned and carried 4:0.**

Uncollectible Accounts - The following accounts were submitted for write-off: Bremer & Trollop \$8.75, Patrick M Geer \$213.30, Ronald Kamp \$1534.19, Paul Kell \$222.66, John Kreager \$242.46, Martin Krueger \$595.00, Daniel Lepak \$1418.00, Larry Meixner \$884.43, Alan Petonquot \$1233.21, Allen Riemer \$276.67, Ronald Schroeder \$228.15, Melissa Smith \$298.32 & \$531.76, Robert St Clair \$1871.00, Jeffrey Steinbach \$1261.49 and William Turpin for a total of \$11,425.29. **Motion by Schaefer/Legner to approve the write-offs as submitted for a total of \$11,425.29. Questioned and carried 4:0.**

Discussion on Building Inspector/Zoning Assistant Vacancy - Administrator Rhoden informed the board that staff has been brainstorming on options to fill the soon to be vacant building inspector position. She has reached out to other municipalities and colleagues for solutions.

Rhoden suggested bringing in a temporary intern to help fulfill some of the administrative duties to help free up Community Development Director Kunst. The intern would assist in preparing of Plan Commission packets, basic phone calls and minute taking. On an average of 25 hours per week the approximate cost would be \$5880 including FICA.

Should Dan pursue surgery he would not be available to assist in the short term. Joe Perlock is also becoming less interested in the interim position and the City of Wausau has no interest in providing services. Staff is looking at contractual services. With this option, there are limited office hours, 90 to 100% of collected fees would be used towards payment of services and there would be a lack of guidance to contractors.

Administrator Rhoden stated she has taken a fresh approach for re-advertising the position. She feels there is a misconception of benefits the Town provides. It was suggested to re-advertise for one additional month and she would reach out to the entire state. Supervisor Schaefer suggested a rolling acceptance of resumes until the position is filled. The Committee would review the situation in another month.

Steve Kunst and Scott Turner suggested reaching out to UWSP engineering or planning students/graduates who would be interested in starting at the ground level. Another suggestion by the Administrator was to work with SAFER. The city of Rhinelander currently uses their department for inspections. This option would also take some time prior to operation, as members would need to obtain their certifications.

It was the suggestion of the Committee to advertise throughout the state, seek the hiring of LTE intern with long term interest and Steve Kunst obtain his first certification.

Discussion on Animal Control Officer Services – Code Enforcement officer Hursh stated the current animal control officer; Jim Berndt would like to retire from the position. The position was advertised in the Town Beat and one applicant responded. She has no formal training, but likes animals.

Mr. Hursh presented another option for consideration. He is currently exploring the possibility of contracting with the Humane Officer in the City of Wausau. He is waiting to hear back from the lieutenant in charge if the opportunity is available and the costs associated with the program. Supervisor Schaefer was not in support of contracting with Wausau, but suggested Mr. Hursh interview the candidate.

Budget Direction for Salary/Wages for FY 2016 – Administrator Rhoden stated she will begin budget preparations starting next week. Gaylene asked for guidance for the preparation of wages/salaries for 2016. Chairman Klein asked if health insurance figures have been determined. He also has concerns on the debt issuance. He suggested that the administrator provide three scenarios for wage merits at 1.75%, 2.25% and 2.75%.

Update and Discussion on Premier Tax - Gaylene reported that representatives from the surrounding communities met and agreed to go back to their municipalities to discuss their options. The City of Wausau will present their ideas on August 11<sup>th</sup>. Administrator Rhoden heard the possibility that the Village of Weston could take theirs to referendum.

Update and Discussion on Hotel/Motel Tax Changes - Administrator Rhoden extended an invitation to Committee members about an open forum by the CVB at the Jefferson Street Inn on August 13<sup>th</sup> at 6:00 p.m. Rhoden also noted she met with State Senator Petrowski recently. Supervisor Schaefer suggested that maybe the Town needs to increase their percentage rate from 7.5% to 8%.

**Adjourn - Motion by Schaefer/Legner to adjourn at 6:31 p.m. Questioned and carried 4:0.**

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.