

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
October 9, 2015

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 12:10 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein and Supervisor Jim Legner. Supervisor Fred Schaefer was excused.

Also in attendance: Town Administrator Gaylene Rhoden, Finance Director/Clerk Jessica Trautman, Community Development Director Steve Kunst and Deputy Clerk Michelle Peter.

Approval of Minutes - **Motion by Legner/Klein to approve the minutes of the 9/4/15 Finance & Personnel Committee meeting. Questioned and carried 2:0.**

Uncollectible Accounts - The following accounts were submitted for write-off: Matthew Goike \$581.76, Howard Humke \$734.47, Jacki Jones \$223.78, Benjamin Ramer \$550.00, Melissa Smith \$742.20 and Kevin Teske \$199.93 for a total of \$3032.14. **Motion by Legner/Klein to approve the write-offs as submitted for a total of \$3032.14. Questioned and carried 3:0.**

Discussion and Possible Action on Assessor Contract - Administrator Gaylene Rhoden noted that as they started the budget process, they realized the assessor's contract expired at the end of 2015. Greg Schmidt provided a speedy turn around for the Town's contract He submitted a one year contract and a three year contract. It was noted that Mr. Schmidt had lowed his fees.

Committee members discussed when would the Town need a walk-through re-evaluation. Mr. Schmidt has been able to retain the 100% ratio for the past several years. Rhoden noted an area that could use a spot re-evaluation is in the commercial district on Rib Mountain Drive. **Motion by Legner/Klein to recommend the approval of the assessor's contract for three year with the following fees for each year: 2016: \$27,200, 2017: \$23,800 and 2018: \$23,800. Questioned and carried 2:0.**

Discussion and Possible Action on Auditor Contract - Finance Director Jessica Trautman sent out five RFP requests and received only two requests from KerberRose SC and CliftonLarson Allen LLC. Jessica noted she has had experience with both agencies. She said both firms are well qualified.

There was discussion held on the possibility in 2016 an additional single financial audit may be required. This is due if the TE and STP grants are used within the same fiscal year. KerberRose's proposal was \$37,250, while CliftonLarson Allen was \$37,960. It is the recommendation of Finance Director Trautman to award the contract to KerberRose. **Motion by Legner/Klein to recommended the approval of KerberRose SC for a three year audit contract as presented in their proposal in the amount of \$37,250. Questioned and carried 2:0.**

Review and Discussion on 2016 Fee Schedule – For review purposes a levy limit fact sheet was provided to committee members.

Community Development Director Kunst submitted a proposed fee schedule draft for building and zoning increases. Steve stated he reviewed the City of Wausau, Villages of Kronenwetter and Weston and the City of Schofield for comparisons. He noted most areas saw a fee increase. He inserted a new line item: Comprehensive Plan Amendment in the amount of \$300.00.

The committee next reviewed the municipal fee schedule. Jessica Trautman stated the biggest addition was the administrative cost billing. This item was previously was only being utilized for ambulance legal requests. With cost associated with accidents and developments using the Town's engineering services it is the intent to add an administrative fee for all the additional time staff need when compiling the requests. Staff would like to charge a 10% administrative fee per request. Chairman Klein suggested that the Town cap out at \$100 per fee. Jessica also noted she compared the Town's fee schedule with the Village of Weston and City of Wausau.

Supervisor Legner suggested the mining fee be increased from the proposed \$1250 to \$1500 noting the wear and tear of the Town's roads with this truck type and weight of the loads. It was also noted the hotel/motel percentage would increase to 8%. **Motion by Legner/Klein to recommend approval of the proposed fee schedule as presented subject to the Mining permit be increased to \$1500 and the capping of administrative fees at \$100 per request. Questioned and carried 2:0.**

Request from Advanced Disposal for Recycling Incentive for Residents – Administrator Rhoden received a call from Todd Mitchell of Advance Disposal inquiring if the Town would like to participate in a recycling incentive program. The Town could contribute up to \$500 and Advance Disposal will match the funds. During a designated week, Advance will be conducting spot checks of recycling bins. Residents who comply with the check guidelines will be put in a drawing. Gaylene noted funding is available in the recycling budget. **Motion by Klein/Legner to recommend approval for the Town to participate in the recycling incentive program, with the Town contributing \$400**

and matching funds Advance Disposal to be divided into eight \$100 gift certificates. Questioned and carried 2:0.

Adjourn - Motion by Legner/Klein to adjourn at 1:17 p.m. Questioned and carried 2:0.

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.