

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
**March 1, 2016**

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:05 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein, Town Board Chairman Allen Opall, Supervisor Jim Legner, Supervisor Pete Kachel, and Supervisor Fred Schaefer.

Also in attendance: Town Administrator Gaylene Rhoden, Street Superintendent Scott Turner and Deputy Clerk Michelle Peter.

Approval of Minutes – **Minutes were not available for approval.**

Discussion and Possible Recommendation for Office Assistant Vacancy – Town Administrator Rhoden provided a cover memo which noted the two week resignation notice of Office Assistant Joelle Kocha. Her last day will be March 11, 2016.

This departure will cause the Municipal Center to be short staffed for a period of time. With the pending elections, the front office will be busier than usual. Rhoden stated she reached out to Deputy Treasurer Cathy Schneider who indicated that in the possible short term, former Office Assistant Kelly Stegmann might be interested in filling the vacancy. Administrator Rhoden stated she contacted Mrs. Stegmann who indicated she would be interested in returning to the Town for employment on a part-time basis. Her schedule would be somewhere between the hours of 10 am to 3 pm so she could be home for her children after school. This set of hours would allow coverage during the lunch hour. Administrator Rhoden is recommending an hourly pay rate of \$14.50.

Supervisor Schaefer questioned if the Town had a policy about posting vacancies before offering a position to an individual. He also stated this was an extenuating circumstance that could help staff in the short term. Chairman Klein asked if the Town should post the position ten days to two weeks on the Town's website. Committee members recommended that Mrs. Stegmann provide an updated resume and job application. Motion by Schaefer/Legner to recommend the approval of hiring Kelly Stegmann subject to a background check, vetting by staff, resume, current job application and interview with staff, with a starting wage of \$14.50. Questioned and carried 2:1, Chairman Klein voting nay.

**Adjourn – Motion by Legner/Schaefer to adjourn at 5:22 p.m. Questioned and carried 3:0.**

Submitted by  
Michelle Peter  
DeputyClerk

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