

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
**June 13, 2016**

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 12:20 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein, Town Board Chairman Allen Opall, and Supervisor Jim Legner. Supervisor Fred Schaefer was excused.

Also in attendance: Town Administrator Gaylene Rhoden, Street Superintendent Scott Turner, Community Development Director Steve Kunst, and Finance Director/Clerk Jessica Trautman.

**Approval of Minutes – Motion by Legner/Klein to approve the minutes of the 4/5/2016 Finance & Personnel Committee meetings. Questioned and carried 3:0**

**Uncollectable Accounts** – Committee reviewed the listing and questioned the large write-off for the sanitary district. Finance Director/Clerk Trautman explained that the revenue was on the books twice and need to write it off in the Accounts Receivable module. **Motion by Legner/Klein to approve the uncollectable write-offs for a total of \$7,650.03. Questioned and carried 3:0**

**Health Insurance Review Committee Update** – Administrator Rhoden talked about previous discussions held at the health insurance committee level. She summarized her memo, talked about possibly having a couple different options for employees to choose. Staff is looking for some type of defined contribution commitment from the Board, not necessarily a type of plan. We do not want our budget held hostage with the insurance numbers. Supervisor Klein expressed concern if the Board sets a dollar amount and the increase in health insurance increase is so large it really burdens the employees. Administrator Rhoden said if that were to happen staff can bring it back to the board to determine the best plan of action.

**Future Voting Logistics Discussion** – Finance Director/Clerk Trautman said that she and Deputy Clerk Peter have written up a few suggestions to consider implementing for future elections. Mrs. Trautman handed out a prepared memo at the meeting. Supervisor Legner said that staff needs to make sure the poll books are divided in half by number of voters, not just based off the letters of the alphabet. Supervisor Klein said we should get some TensaBarriers to direct the lines better and make sure there are signs at the end of the lines so people know what line to stand in. Other suggests were color coded voting slips, having identical bright colored shirts for all poll workers, and having a large map available so people can identify what ward they live in and make sure they have the correct ballot.

**Update from Administrator – Springstead study** – Administrator Rhoden said she has been working with Anne Antonsen from Springstead. We have sixteen responses from the salary survey. She said that Grade 5 is still in question. We are comfortable with the office staff being placed in Grade 5; however, public works employees were still being reviewed.

Administrator Rhoden and Town Board Chairman leave the meeting at 1:00.

**Update from Finance Director/Clerk** – Mrs. Trautman went through her memo in the packet. She also made note that the Town did receive their Grant from Rib Mountain Drive 1.5 project for over \$405,000. Supervisor

Klein asked what the time difference is between the CGFO and CMT certificates. Finance Director/Clerk Trautman said that it would take about five years for the CGFO because of the exams that need to be passed. The CMT could be obtained in a couple years. Supervisor Klein suggested that the Finance Director clerk take classes for elections also.

**Adjourn – Motion by Klein/ Legner to adjourn at 1:15 p.m. Questioned and carried 2:0.**

Submitted by  
Jessica Trautman  
Finance Director/Clerk

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