

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
**March 23, 2017**

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 4:37 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein, Supervisors Jim Legner, Town Board Chairman Allen Opall. Supervisor Fred Schaefer was present via phone.

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

Approval of Minutes – **Motion by Legner/Opall to approve the minutes of the 11/04/2016 Finance & Personnel Committee meetings. Questioned and carried 4:0**

Uncollectable Accounts – Finance Director/Clerk Trautman said we have \$11, 611.45 of uncollectables. The majority are ambulance bills that are at the statute of limitations for collection. **Motion by Legner/Schaefer to approve write off of \$11,611.45 in uncollectable accounts. Questioned and carried 4:0.**

Approval of Creation of Personnel Policy for Inclement Weather – Administrator Rhoden discussed the proposed policy. She said this will be added to the Personnel Handbook. The policy is no different than what we do now, it will just be in writing. **Motion by Legner/Schaefer to recommend approval of the Inclement Weather Policy to the Town Board as presented. Questioned and carried 4:0**

Approval of Municipal Meeting Room Policy – Administrator Rhoden introduced the policy. She said staff has a few proposed revisions/additions to the current policy. There have been issues with a couple of groups disrupting the office and requesting Town staff to assist with their activities. The changes will ensure the person in charge of the group is aware of the rules. There was some discussion on whether there should be a charge for agencies to use the room. Committee agreed that there should be no charge to use the room; however, the groups should be financially responsible if damage occurs. **Motion by Legner / Schaefer to recommend approval of the revised meeting room policy adding that a cleaning fee, minimum of \$75, be charged for not complying with the policy. Questioned and carried 4:0**

Town Property Available for Possible Purchase Discussion – Community Development Director Kunst discussed the potential of selling two Town owned properties. Street/Park Superintendent Turner and he discussed the history of the properties and why the Town originally purchased them. Also, they researched why the properties are no longer needed. Recommendation from the Committee is that staff send letters to the adjacent landowners letting them know the Town's intentions to issue a request for proposal to sell the two parcels immediately south of the intersection of Rib Mountain Drive and South Mountain Road. The Committee recommended to bring the request for proposal back thru