

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
April 3, 2018

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:33 p.m. at the Town of Rib Mountain Municipal Center, 3700 North Mountain Road. Present were Chairman Klein, Town Board Chairman Allen Opall, Supervisors Jim Legner and Fred Schaefer.

Attendance also were Town Administrator, Gaylene Rhoden, Street Superintendent Scott Turner, Town Clerk Michelle Peter, Community Development Director Steve Kunst, Finance Director Nicole Dunbar and Town Intern Nathan Treadwell.

Approval of Minutes – **Motion by Legner/Schaefer to approve the minutes of the February 20, 2018 Finance & Personnel Committee meetings. Questioned and carried 4:0**

Uncollectible Accounts – **Motion by Schaefer/Legner to approve the write-offs for the following; Ammerman \$219.60, Evans \$775.00, Garski \$680.00, Gautier \$1846.00, Kolinen \$339.60, Kuohuloki \$805.98, Ski's Meat Market \$306.67 and Taylor \$1077.00 for a total of \$6049.85. Questioned and carried 4:0.**

Discussion and Recommendation for Personnel Policy Manual Revisions

- a. Changes to Policies based on Separation of Clerk/Treasurer Positions –The updates reflect the separation of the Clerk/Treasurer position into two separate positions. **Motion by Legner/Schaefer to approve the updated proposed personnel manual changes. Questioned and carried 4:0.**
- b. Revisions to Employee Recognition Program for Seasonal Employees – Administrator Rhoden said it has been suggested that long term seasonal employees be should recognized for their years of service. The recommendation is to award seasonal employees as part-time employees. **Motion by Schaefer/Legner to approve the recommended revisions to Policy 366 for the Employee Recognition Program as presented. Questioned and carried 4:0**

Approval of Finance Director (Treasurer) to have Town Banking Authorization – Administrator Rhoden reported that some of the financial institutions are requiring board action/minutes for formal approval from the Town to have Finance Director Nicole Dunbar have access to the accounts. **Motion by Schaefer/Legner approve Nicole Dunbar as Finance Director (Treasurer) to have access to the following Town of Rib Mountain bank accounts; Time Federal, Covantage, Marathon Savings and Abby Bank with the removal of Jessica Trautman from the accounts. Questioned and carried 4:0.**

Adjourn – **Motion by Schaefer/Legner to adjourn at 5:43 p.m. Questioned and carried 4:0.**

Submitted by
Michelle Peter, Clerk

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