

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
**July 3, 2018**

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:15 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, Brad Conklin and Fred Schaefer.

Also, in attendance were Town Administrator Gaylene Rhoden, Town Clerk Michelle Peter, Community Development Director Steve Kunst and Finance Director Nicole Dunbar.

Approval of Minutes – **Motion by Legner/Schaefer to approve the minutes of the April 3, 2018 Finance & Personnel Committee meeting. Questioned and carried 5:0**

Uncollectible Accounts – **Motion by Legner/Schaefer to approve the write-offs for the following; Barnett \$793.00, Beese \$808.00, Chila \$815.00, Hausmann \$99.33, Meidle \$1509.00, Otto \$1474.00, Perkins \$880.00, Reid \$475.00, Rozmenowski \$555.00, Rozmenowski \$670.00 and \$563.00 for a total of \$8641.33. Questioned and carried 5:0.**

Review and Discussion of Salary Plan beginning January 1, 2019 – Administrator Rhoden reported at an earlier F/P meeting the staff was given the directive to update the salary plan by 3% across the board. The current Springsted plan is set to expire at the end of December 2018. Supervisor Schaefer questioned what was driving the 3% increase versus doing another market study.

Administrator Rhoden asked board members if they wanted to continue Springsted services or entertain the idea of using another agency, example GovHR. If the Committee chose to retain Springsted, a market study might cost about \$2000 versus using another firm which would require staff to complete new questionnaires and have up-front costs between \$13,000 to \$15,000. It was the recommendation to set aside \$5,000 to have a market study conducted as soon as possible with Springsted.

Approval and Discussion of Revisions to Personnel Policy Manual:

- a. Revision to update polices to reflect changes in duties – Administrator Rhoden stated additional changes were needed to reflect the separation of the Clerk/Treasurer position. **Motion by Legner/Schaefer to recommend approval the personnel manual. Questioned and carried 5:0.**
  
- b. Policy 360 Vacation & Accumulation: Request to change language from 1.0 hour-increments to 0.25-hour increments – Finance Director Nicole Dunbar noted it has been past practice for employees to use a quarter (.25) increments. She would like the personnel manual to reflect this past practice. **Motion by Legner/Schaefer to recommend approval for the revised language to Policy 360. Questioned and carried 5:0.**

- c. Policy 163 Pre-Employment Physicals: Revise policy to include only certain positions – Rhoden stated the previous policy required all new full and part-time employees to have pre-employment physicals. It was recommended that only Public Works employees be required to have a physical due to the physical demands of their positions. **Motion by Legner/Schaefer to recommend approval to make the changes to Section 163: Pre-Employment Physicals. Questioned and carried 5:0.**

Discussion of Upcoming Borrowing Needs – Finance Director Dunbar asked members to review needs for the upcoming borrowing note. She noted that Street Superintendent Turner moved the Kingbird Avenue road project to 2020.

Finance Director Nicole Dunbar stated that per an email from SAFER Fire Chief Savage it's possible the department could receive a grant for the airpcks. Supervisor Schaefer requested the airpacks remain in the borrowing note. The department is also requesting Mobile Data Terminals for \$19,000. Chairman Klein stated these mobile terminals are relatively new and noted they would be nice to have but are not a requirement. He asked for this item to be removed, but also noted the possibility of purchasing two units. He stated he would have further discussion with the Chief on this request. Discussion focused on the \$396,000 request in 2021 for a new aerial truck. Supervisor Schaefer questioned Chief Savage why the need. Discussion as to why this request was presented was put on hold as Chief Savage was not in attendance.

Committee members discussed the monies earmarked for metal sculptures for Rookery View Park. Supervisor Schaefer express his concern about using tax-payer's money for sculptures. Chairman Klein was not in support for enhancing Rookery View Park further, especially with the current geese population. After some dialogue members agreed to \$35,000 for park upgrades as a whole.

**Adjourn – Motion by Legner/Schaefer to adjourn at 5:51 p.m. Questioned and carried 5:0.**

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.