

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
January 15, 2019

Acting Chairman Fred Schaefer 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 Town Chairman Allen Opall, Supervisors Fred Schaefer and Jim Legner and via conference phone Gerry Klein.

Also, in attendance: Town Administrator Gaylene Rhoden, Community Development Director Steve Kunst, Street & Park Superintendent Scott Turner, Finance Director Nicole Dunbar and Clerk Joanne Ruechel.

Approval of Minutes – Administrator Rhoden had one correction to the minutes. The Town Board wanted the Administrator’s salary reviewed further, but it was not put in the minutes. The Town Board decided to add that into the minutes as a correction. **Motion by Legner/Opall to approve the minutes of the October 31, 2019 Finance & Personnel Committee meeting with a correction that the Administrator’s salary was being reviewed. Questioned and carried 4:0.**

Uncollectible Accounts – Treasurer Dunbar went through the list of write offs that are to be cleaned up in the fiscal year of 2018. There is a credit of \$750.00 for Charter Communications that will be applied to their outstanding bills. County Land and Title also has a \$40.00 credit which will be applied to their current bills. The Town Board asked Treasurer Dunbar to reach out to the municipalities that we owe money to and see what they would like done with the money. **Motion by Schaefer/Legner to write off all of the amounts indicated in the packet. Questioned and carried 4:0.**

Addition of Personnel Policy

- a. Cellphone Allowance- This would be a \$10.00 per-pay-period allowance for the Public Works employees. This policy sets forth the participation, expectations and parameters of what the Town expects when we call their cellphones. **Motion by Legner/Klein to approve Policy 342 Cell Phone Allowance. Questioned and carried 4:0**

- b. Clothing Reimbursement- This is also for the Public Works Department and allows a clothing reimbursement up to \$200.00 per-year-per-employee. **Motion by Legner/Opall to approve Policy 341 Clothing Reimbursement. Questioned and carried 4:0.**

Revision of Policy 340- Safety Shoe Reimbursement- The safety shoe reimbursement increase was proposed in the 2019 budget. The Public Works Department, as well as the Building Inspector, would be allowed to purchase safety shoes and received reimbursement of \$175.00 per year. Part-time and seasonal employees are eligible for reimbursement every other year. **Motion by Legner/Klein to approve Policy 340-Safety Shoe Reimbursement. Questioned and carried 4:0.**

Approval of Resolution 19-02 2019 Fee Schedule- Superintendent Turner explained that this change on the fee schedule is only for rental fees at Doepke Park. This is going to make the fee the same for residents and non-residents to rent the shelter. Staff was also asked to look into the motel permit, sportsmens licenses and picnic license charges. **Motion by Legner/Opall to approve Resolution 19-02 2019 Fee Schedule as presented. Questioned and carried 4:0.**

Adjourn – Motion by Legner/Klein to adjourn at 5:29 p.m. Questioned and carried 4:0.

Submitted by
Joanne Ruechel, Clerk

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