

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
***March 19, 2019***

Acting Chairman Fred Schaefer called the Rib Mountain Finance & Personnel Committee to order at 5:30 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 – **Motion by Legner/Klein to approve the January 15, 2019 meeting minutes. Questioned and carried 4:0.**

Uncollectible Accounts – Finance Director Dunbar went through the list of write offs that are mostly ambulance bills that have reached the statue of limitations. We also have an amount to write off that is for Alliance Collections commissions. In addition, we have 4 chargeback bills that are for personal property taxes. **Motion by Legner/Klein to approve writing off of \$9,170.04. Questioned and carried 4:0.**

Discussion and Approval of Update to Fund Balance Policy- Finance Director Dunbar explained that during the audit fieldwork, it was brought up that the Town’s current Fund Balance Policy states certain funds be considered committed. In the past, the audited financial statements have been classified as assigned. The auditors suggested we update the Town’s Fund Balance Policy to match past financial presentation or the financial presentation can be adjusted to match the policy. **Motion by Legner/Schaefer to accept the attached changes to the Town’s Fund Balance Policy as indicated. Questioned and carried 4:0.**

Discussion of Refuse/Recycle Contract for 2020.- Administrator Rhoden stated that the last Request for Proposal (RFP) was five years ago and that’s when the Town contracted with Advanced Disposal for garbage and recycling services. The Town has recently received several complaints about Advanced Disposal’s customer service. The Town does have the option to renew with Advanced Disposal or go out for RFP. The Finance and Personnel Committee would like several options put into the next RFP. They would like to have options for single stream recycling and to have an on-going system to keep the Town updated on changes to residents’ garbage service. Also, they would like the vendor to be required to pick up the old garbage and recycling totes at the end of the contract and to provide free garbage service to the Municipal Center, the parks, and Department of Public Works. The Committee is not interested in changing the size of refuse containers. Administrator Rhoden will submit a draft RFP for Town Board approval.

**Adjourn – Motion by Legner/Klein to adjourn at 5:46 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.