

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
***August 28, 2019***

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 11:52 a.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.

Also, in attendance: Town Administrator Gaylene Rhoden, Community Development Director Steve Kunst, Finance Director Nicole Dunbar and Clerk Joanne Ruechel.

Approval of Minutes – **Motion by Legner/Schaefer to approve the June 4, 2019 meeting minutes. Questioned and carried 4:0.**

Uncollectible Accounts – Finance Director Dunbar had in the packet a list of write off's comprised of ambulance bills that have reached the statute of limitations. **Motion by Schaefer/Legner to approve writing off of \$5,431.33. Questioned and carried 4:0.**

Discussion of Internal Control Policy- Finance Director Dunbar spoke about how the collections process and multiple tasks are completed by three employees. The new Internal Control Policy would separate the collections process and multiple tasks between five employees. It was mentioned that in the assets valued in excess of \$5,000, with a useful life greater than one year, may need to be revised. Finance Director Dunbar requested that the one year be changed to ten years. The Finance and Personnel Committee discussed that the government fraud and whistleblower policies can cause issues. It was mentioned to possibly use the words "best practices" instead of "policy". It was also discussed to remove elected officials and just have the policies apply to Town employees only. It was also requested to remove the word "Supervisor" from both policies. The Finance and Personnel Committee discussed that one of the more significant changes was to the purchase order policy. The new policy says that the Administrator's signature will be required on all budgeted purchases of \$5,000 or more. The Administrator and Town Chairman would also be required to sign all non-budgeted purchases, as well as any purchases that are over budget. All unreasonable and/or questionable purchases will be brought to the Administrator's attention by the Finance Director.

**Motion by Schaefer/Legner to recommend approval of the Internal Control Policy and move the item to Town Board subject to the correction of making fixed assets valued in excess of \$5,000 with a useful life greater than ten years. Questioned and carried 4:0.**

Discussion and Approval of Personal Policy 443-Fraud Assessment Policy- The Finance and Personnel Commission discussed several changes to this policy. They include removing the wording "Any similar or related irregularity." They would also like to see the words "financial or material" added before the word assets to the sentence "Misappropriation of funds, securities, supplies or other assets".

**Motion by Schaefer/Legner to approve the attached policy subject to the changes mentioned. Questioned and carried 4:0.**

Discussion and Approval of Personal Policy 444-Whistleblower Policy- Supervisor Schaefer would like to have the words “Elected Officials” removed from this policy. The Finance and Personnel Committee asked that Finance Director Dunbar look at this policy again and put in language in about serious material damage and false complaints. They requested that this item be brought back to the next Town Board meeting.

FY 2020 Budget Discussion-Health Insurance Cap- Administrator Rhoden discussed past history on the healthcare insurance. She stated that our insurance consultant stated that we may see an increase in our health insurance rates. There are several other plans that have become competitive with their rates.

The Finance and Personnel Committee would like Administrator Rhoden to look for plans with a 2% increase or less and if that changes, they asked that it come back to the Finance and Personnel Committee.

FY 2020 Budget Discussion-Salary/Wage Performance Pay- The Finance and Personnel Committee discussed what the wage increase should be next year for the Town employees. Administrator Rhoden stated that 2.5% increase is a good place to start. The part-time employees typically receive half of what the full-time employees receive for a raise. It was mentioned that Public Works would like another lead person in the department.

Discussion of Code Enforcement Officer Position 2020 Budget- Administrator Rhoden stated that she is close to offering the job to a potential applicant. There was discussion on if the town needs a CEO if we have a dedicated law enforcement officer. The Sheriff’s Department will be supervising the dedicated officer while the CEO would answer to the Town Administrator. It was stated that the Town needs to have a contract with the Sheriff’s Department to make sure that the deputy attends to the concerns of the Town Administration.

There was also a discussion about if we should put the money that we would pay the CEO towards having a dedicated officer. It was decided by the Finance and Personnel Committee to bring the numbers for the CEO wages and benefits to the next Town Board meeting.

**Adjourn – Motion by Schaefer/Legner to adjourn at 12:37 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.