

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
June 4, 2020

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 4:32 p.m. at the Town of Rib Mountain Municipal Center, 227800 Snowbird Avenue.

Present were Town Chairman Allen Opall and Supervisor Fred Schaefer

Excused: Brad Conklin

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

Approval of Minutes – **Motion by Schaefer/Klein to approve the December 3, 2019 meeting minutes. Questioned and carried 3:0.**

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/Klein to approve writing off of \$6,668.10. Questioned and carried 3:0.**

Discussion and Recommendation for 2021 Salary and Wage Plan Update- Administrator Rhoden stated that the last salary and wage plan update was done in 2018. The salary plan is used for recruitment purposes to determine the minimum and midpoint range.

The Committee discussed what time of the year would be a good time to do the survey. Administrator Rhoden was going to find out what companies we could hire to do the survey. It was decided by the Committee to wait until February 2021 to do the survey.

Discussion and Approval of Personnel Policy 443-Fraud Assessment Policy- Administrator Rhoden explained that this is tied to the internal control policy.

The Committee did not like section 1H which states “Any claim or reimbursement of expenses that are not made for the exclusive benefit of the Town”. This item was removed from the policy.

The Committee also did not like 1J which states “Any similar or related irregularity”. This item was also removed.

In section number 4, the Committee would like the word “all” removed from “The following shall guide all investigations into potential fraudulent behavior/actions or dishonest behavior”. **Motion by Klein/Schaefer to approve the attached policy 443 “Fraud Assessment” with the 3 changes noted. Questioned and carried 3:0.**

Discussion and Approval of Personnel Policy 444-Whistleblower Policy- The Committee discussed that the whistleblower policies are often misused and can create more problems. The Committee decided to not go forward with a whistleblower policy.

Discussion and Approval of New Position- Public Works Technician- Street and Park Superintendent Turner stated that he needs assistance in the Public Works Department. This position would assist day-to-day operations and would also work on Public Works projects. Superintendent Turner believes that we currently have several people who could do this job.

Supervisor Klein stated that there is nothing in “Experience and Training” that would indicate how to do the tasks. He believes that we should add more to the “Experience and Training” area of the job description. Also, the “Knowledge, Skills, and Abilities” should be titled as “Qualifications” as “Knowledge, Skills and Abilities” would be more used during the reviews of the position. **Motion by Klein/Opall to approve the new position-Public Works Technician with the clarifications listed. Questioned and carried 3:0.**

Tax Incremental Financing Discussion- Administrator Rhoden handed out a map that shows where the Tax Incremental Financing District (TIF) would be. The TIF would provide funding to help pay for public improvement and help spur development and redevelopment along Lilac Avenue and Morning Glory Lane. Ehlers Public Financial Advisors had a conversation with Staff regarding the timeline, type of development, the boundary of the district, eligible costs and other requirements. Ehlers is willing to assist with the development of phase 1. This feasibility study would be \$6,000, which would be refundable in the TIF.

The committee discussed the time frame for creating a TIF and that there would need to be 10-15 projects that would be listed in the TIF document. It was also stated that the TIF could not just be retail and/or commercial development. We would need to put a residential area inside the TIF as well. The Committee questioned how special assessments would work in the TIF and what items the TIF money could be used for. **Motion by Schaefer/Opall to direct staff to start phase 1 feasibility study with Ehlers. Questioned and carried 3:0.**

Adjourn – Motion by Opall/Schaefer to adjourn at 5:28 p.m. Questioned and carried 3:0.

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.