

**TOWN OF RIB MOUNTAIN**  
***Finance & Personnel Committee***  
***July 7, 2020***

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 5:02 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/Opall to approve the June 16, 2020 meeting minutes. Questioned and carried 3:0.**

Presentation from Brad Karger for Administrator’s 360 Performance Evaluation Findings- Brad Karger, the former Marathon County Administrator, recently surveyed the Town Board and Department Heads regarding the performance evaluation of Administrator Gaylene Rhoden. He compiled the results and presented them to the Finance & Personnel Committee. He used the ICMA “Dimensions of Leadership” model to get the results.

Mr. Karger found from the results that Administrator Rhoden is well regarded for her work and reflects honesty, integrity, and ethical behavior in her conduct. Her greatest strengths are her personal and professional integrity as well as policy facilitation and leadership. She also does well with financial management and budgeting. Administrator Rhoden is also actively involved with community engagement. The areas that Mr. Karger believes that the Administrator needs to work on are strategic leadership, technological literacy, community and resident service, as well as personal resiliency and development.

Mr. Karger gave the Board several resources that could be used to help Administrator Rhoden and the Staff to function at their highest level.

Discussion and Recommendation for Contract with the City of Wausau for Commercial Inspection Services and for a backup Building Inspector Services- Community Development Director Wehner explained that in the past, we relied on State Inspectors to inspect the commercial buildings. They have a new system which is not as reliable and causes delays in the projects. The City of Wausau has offered to do the commercial inspections and collect the fees for the City and not bill the Town for services.

The backup Building Inspector services would be used when the Building Inspector is out of the office. If Building Inspector services are not done within the 48-hour requirement, the Town would violate the law, therefore we need a backup for the position.

The Board discussed what they would like to see in the contracts. It was discussed that the Town could have the contract expire every few years and also have a 90 days termination clause in the contract as well. The Town Board asked Staff to put together contracts and get attorney approval. The contracts will then be brought back to the Town Board for approval.

Discussion and Recommendation of Final Draft Debt Policy- Finance Director Dunbar is bringing this item back to the Committee for approval. The debt policy was already approved by the Committee, but after the review done by Ehlers, it was deemed that the policy could be condensed and still achieve the same outcome. The new vision of the debt policy was presented. **Motion by Schaefer/Opall to approve the Debt Management Policy to the Town Board. Questioned and carried 3:0.**

Discussion and Recommendation for Mi-Tech Proposal for GIS Services- Community Development Director Wehner explained that there is a need for a more productive GIS service. Mt-Tech currently maintains the Town's data and compiles it into ArcReader. This program allows staff to read the data, but not manipulate it. Mi-Tech's ArcOnline program would allow staff to continuously update the data and manipulate it and make it work for the Town. **Motion by Schaefer/Opall to approval the agreement with Mi-Tech for GIS services and forward to the Town Board for final approval. Questioned and carried 3:0.**

Discussion and Recommendation for Engineering Services for TID Feasibility Study- Community Development Director Wehner stated that the Town needs to do a TIF feasibility study on the property east of the Rib Mountain Drive corridor. Three firms have been in discussion with the Town to do the study. They are Ayers and Associates, MSA, and Retler. The project list within the TID are Wood Duck Lane (Reconstruction, and Extension), Starling Lane (Reconstruction, Traffic Signal Improvements and Extension), Cloverland Lane (Reconstruction and Traffic Signal Improvements), Lilac Ave (Reconstruction) Unnamed Road (Rehabilitation and Traffic Signal Improvements), and Regional Stormwater Management (Wet Detention Construction). Staff recommends MSA to do the TID feasibility study. **Motion by Schaefer/Opall to direct Staff to work with MSA to complete the required engineering elements of the TID feasibility study and forward it to the Town Board for final approval. Questioned and carried 3:0.**

Discussion and Recommendation for Revisions to Personnel Policy 420 Safety- Based on past practice, an annual \$25 bonus is paid to regular part and full-time employees that did not have any missed time due to an accident. Administrator Rhoden stated that this practice has been in place since before she started. This policy would put into writing the practice already in place and give additional guidance on the bonus. The money comes from the Workers Compensation Refund Account and would give Public Works employees and the Building Inspector \$120 for no accidents and no time lost or \$60 for no time lost. Municipal Center employees would get \$60 for no accidents/no time lost or \$30 for no lost time.

The Town Board discussed this policy and how it's funded. It was stated that if the Workers Compensation Refund Account falls below \$2,500, no bonuses will be given to any of the employees. **Motion by Schaefer/Opall to approve the revised Policy 420 Safety as presented and that the money will come from the Workers Compensation Fund.**

**Adjourn – Motion by Opall/Schaefer to adjourn at 6:01 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.