



TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

www.townofribmountain.org

227800 Snowbird Avenue
Wausau, Wisconsin 54401
(715) 842-0983
Fax(715) 848-0186

OFFICIAL NOTICE & AGENDA

The regular meeting of the Rib Mountain Town Board to be held at the Rib Mountain Municipal Center, 227800 Snowbird Avenue, Town of Rib Mountain, on Tuesday, October 20, 2020 at 6:00 p.m. and is called in accordance to §19.83 and §19.84. Subject matter for consideration and possible action follows:

1. Call to Order - Pledge of Allegiance - Roll Call
2. Comments from the Public Related to Town Board Agenda Items
3. Approve October 6, 2020 Regular Town Board Meeting and Special Town Board Meeting Minutes
4. Approval of 5-year Plan Commission appointments
5. Approval of Direct Sellers Permit
6. Approval of Operator Licenses
7. Reports/Minutes

| | | |
|-------------------------------|----------------------------|----------------------------------|
| a. Town Board | b. SAFER | c. Other Agencies |
| d. Town Attorney | e. Town Administrator | f. Director of Community Dev. |
| g. Street/Park Superintendent | h. Finance Director | i. Town Clerk |
| j. Sheriff Department Deputy | k. Park Commission | l. Finance & Personnel Committee |
| m. Public Works Committee | n. Public Safety Committee | o. Bicycle/Pedestrian Committee |
| p. Joint Review Board | | |
8. General Comments
9. Adjourn

Town Chairman or Designee

Date

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Rib Mountain Municipal Center at (715) 842-0983.

In addition to attendance in person at the location described above, Board members and the public may attend by video conference. The following is the information for the video/phone conference:

Please join my meeting from your computer, tablet or smartphone

Please join my meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/773051957>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.) United States: +1 (408) 650-3123

- One-touch: <tel:+14086503123,773051957> Access Code: 773-051-957

Join from a video-conferencing room or system. Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 773 051 957 Or dial directly: [773051957@67.217.95.2](tel:773051957@67.217.95.2) or 67.217.95.2##773051957

TOWN OF RIB MOUNTAIN
Town Board Meeting
October 6, 2020

Acting-Chairman Fred Schaefer called the October 6, 2020, Regular Meeting of the Rib Mountain Town Board to order at 6:02 p.m. at the Rib Mountain Municipal Center, 227800 Snowbird Avenue, Wausau Wisconsin.

Other Supervisors present included Brad Conklin and Gerry Klein. Dan Fiorenza was present via telephone conference.

Al Opall was excused.

Also present were Administrator Gaylene Rhoden, Community Development Director Jared Wehner, Street and Park Superintendent Scott Turner, Clerk Joanne Ruechel, and Deputy Cassandra Seubert. Finance Director Nicole Dunbar and SAFER Fire Chief Matt Savage were present via telephone conference.

On October 2, 2020, copies of the meeting notice were made available to the media, Town Board, Town Attorney, posted at the Rib Mountain Municipal Center, SAFER Fire Department, Rib Mountain Sanitary District office, and the Town website.

Comments from the Public Related to Town Board Agenda Items- None

Approve Minutes of the August 18, 2020, Regular Town Board Meeting. Supervisor Klein mentioned that his last name was misspelled under the approval of minutes. **Motion by Klein/Conklin to approve the September 15, 2020, Regular Town Board Meeting minutes with the change and the September 29, 2020, Budget Meeting Minutes. Questioned and carried 4:0.**

Approval of New Hire- Public Works Equipment Officer- Superintendent Turner stated that they had a number of applicants apply for the job. Staff is recommending that we hire Mr. Matt Sebold. He would begin with one week of vacation and one-year credit for service. **Motion by Conklin/Klein to approve hiring Mr. Matt Sebold at the rate of \$20.38 per hour subject to a background check and pre-employment physical. Questioned and carried 4:0.**

Approval of Multi-use Trail Names- Superintendent Turner stated that this item came from the Bike and Pedestrian Committee. They requested that the trail names be formalized in the Town. Superintendent Turner stated that the trail names will be put on signs and those signs would be put on the trails. The Town Board discussed that the names would only be formalized for the bigger trails in the Town. **Motion by Klein/Conklin to approve recommending the trail names and assigning the names to the larger trails. Questioned and carried 4:0.**

Approval of Center for Tech and Civic Life Grant- Clerk Ruechel explained that she applied for a grant of \$5,000 from the Center for Tech and Civic Life. The Town was accepted and Clerk Ruechel

would like to use \$3,600 to purchase an Express Vote which is an ADA compliant machine for election day. She also mentioned possibly purchasing a new wheelchair for the Town with the extra funds. The Town Board suggested purchasing new stanchions for election day. **Motion by Klein/Conklin to approve the \$5,000 Center for Tech and Civic Life grant to be used for safe and secure voting equipment. Questioned and carried 4:0.**

Approval of Operator's Licenses- **Motion by Conklin/Klein to approve the operator's licenses for Susan Vachowiak, Danielle King, Gracie Sessler, Thomas Svantner Fay, and Daniel Bridson. Questioned and carried 4:0.**

Reports/Minutes

Town Board –

Supervisor Conklin thanked Scott and Gaylene for the good work on the Trillium Trail ribbon cutting. He also stated that the bike ride on September 27 was nice but it was hard for families to get across the street near Kwik Trip to take part in the bike ride.

Supervisor Fiorenza agreed that the Trillium Trail ribbon cutting was nice. He also thanked Clerk Ruechel for getting the \$5,000 grant for new election equipment.

Supervisor Klein asked that we follow up with Attorney Dietrich regarding the property on Liberty Avenue that needs to be cleaned up. He would like this issue to come back before the Town Board at the next meeting. He also inquired about the gravel driveway across the street. He was wondering if they were grandfathered in or if they need to have it paved. Supervisor Klein also inquired about the gravel parking lot at the Clements Insurance property. He also asked if the wetland delineation has been done at the property next to the dog park. Superintendent Turner stated that it would be done in the next couple of weeks. He also asked when Lavender would be getting the second coat and Superintendent Turner stated that it would be getting the second coat of pavement yet this year.

The Town Board discussed the deer hunting issue in the Town. Director Wehner attended a meeting and stated that the Marathon County Park's Commission was not in favor of having deer hunting in the County Park. The Park's Commission would like more studies done on how the deer are damaging the environment in the Town. Director Wehner will be having a meeting with Marathon County Park's Director Jamie Polly, Deputy Cassandra Seubert, and the 2 Marathon County Recreation Deputies to discuss a unified message on how the Town will be dealing with the deer issue. The Town Board discussed possibly giving fines to the residents who feed the deer. Director Wehner will put together a survey to the residents about how the deer might be negatively affecting them.

Supervisor Schaefer inquired on what is going on with the Hall property. If the second layer of pavement is not put down and the subdivision is not extended, Supervisor Schaefer would like us to go against the letter of credit and have these items finished. He asked Superintendent Turner to mow the grass and remove the weeds at the old Pier One building. Supervisor Schaefer also stated that there has been some type of motorized vehicle on the trail between Begonia and Bellflower. He would like the Deputy to watch for this.

SAFER – Fire Chief Savage stated that there are a lot of medical runs right now for covid cases. They have had 1 covid positive employee. He stated that the hospitals are overwhelmed at this time. The Village of Weston did vote to rescind their withdrawal from SAFER. Now, the Village of Weston and Town of Rib Mountain will be working together to be the SAFER financial advisors.

Other Agencies – No report.

Town Attorney – No report.

Town Administrator – A written report was provided. Administrator Rhoden stated that she would let Attorney Dietrich know that we need the Liberty property cleaned up promptly.

Community Development Director – A written report was provided. Community Development Director Wehner stated that he will be meeting with Bill Shnowske regarding lot 39 which is the lot that the barn was on. He is currently working on the survey results that were sent to residents regarding the music fest that was held in the Town a couple of weeks ago.

Street-Parks Superintendent – A written report was provided. Superintendent Turner stated that the Public Works Department has been putting down the final surface on Swan Avenue. Recently, about 6 road signs have gone missing. There will be an article about the sale of the old Town road signs in the next Town Beat. The tunnel was recently vandalized again.

Finance Director – A written report was provided. Finance Director Dunbar stated that she has been going over the finances of SAFER with the Village of Weston. They are also looking at purchasing new financial software for SAFER.

Town Clerk – A written report was provided. Clerk Ruechel stated that she has been working on the elections and gave the election statistics as of this meeting.

Town Deputy- Deputy Seubert stated that there was a report in the packet. She also explained how the court and citations are currently being handled during the pandemic.

Park Commission – There will be a meeting on October 13, 2020.

Finance & Personnel – The Committee met before this meeting. They discussed Routes to Recovery money and the landscaping at the Municipal Center.

Public Works Committee – The Public Works department has a new employee that was just hired.

Public Safety Committee – No report.

Bicycle/Ped Committee – No report.

General Comments – Mr. Joel Reuber of 226323 Kinglet Circle asked via telephone conference what steps the Town is taking to control the deer. Director Wehner went over what the Town is currently

doing. Mr. Reuber stated that he has had damage at his home from the deer. He would like the deer population to go down.

Adjourn - Motion by Klein/Schaefer to adjourn at 6:58 p.m. Questioned and carried 4:0.

Submitted by
Joanne Ruechel, Town of Rib Mountain Clerk

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

DRAFT

Acting-Chairman Fred Schaefer called the October 6, 2020, Special Town Board meeting of the Rib Mountain Town Board to order at 5:13 p.m. at the Rib Mountain Municipal Center, 227800 Snowbird Avenue, Wausau, WI.

Supervisors present included Brad Conklin and Gerry Klein. Dan Fiorenza was present via telephone conference.

Al Opall was excused.

Also present were Administrator Gaylene Rhoden, Community Development Director Jared Wehner, Clerk Joanne Ruechel, Street/Park Superintendent Scott Turner, and Building Inspector Paul Kufahl. Finance Director Nicole Dunbar was present via telephone conference.

2021 Budget Discussion- Administrator Rhoden presented the adjustments that were made to the budget. The Town's General Transportation revenue for the year of 2021 is \$82,948. The sale of the staff vehicle will also give the Town approximately \$13,000 of revenue.

The second draft has several one-time expenses and ongoing expenses removed. Based on these changes, the revised tax rate is \$3.36. This represents a \$0.04 rate increase from last year. The overall increase in the tax levy from FY 2020 to FY 2021 is \$76,439.

The Town Board discussed the contractual obligations of the Town and the prior approved expenses. The fee schedule was also discussed and which fees may be raised in 2021. It was stated that at the end of the year the fee schedule changes will come back to the Board for approval.

The one-time budget requests were then discussed. It was stated that we would need to complete the Outdoor Recreation Plan in order to apply for grants that could be used for our parks. **Motion by Schaefer/Klein to approve the use of the Parkland funds for Rookery View Park picnic benches for \$1,300, park metal sculptures for \$12,500, and a Trillium Trail kiosk for \$1,000. Questioned and carried 4:0.**

The Town Board then discussed items that were being requested for Doepke Park. **Motion by Klein/Schaefer to approve the insulated door for Doepke shelter for \$4,000, and install new rain gutter/concrete removal at Doepke Park for \$3,000. Questioned and carried 4:0.**

The items that were prioritized in the general fund were then discussed. It was recommended in the future that the Town lease copiers instead of purchasing them. **Motion by Schaefer/Conklin to go forward with the Outdoor Recreation Plan for \$10,000, the building inspection software for \$6,500, Swan Avenue pavement markings for \$15,000, tree roadside trimming for \$7,500, a**

website update for \$10,000, radar sign replacement for \$3,500, Dog Park expansion design for \$25,000, a walk-behind saw replacement for \$7,000, the increase of hours for the Office/Assistant/Deputy Clerk for \$4,900, Municipal Center landscaping for \$5,000, an increase of hourly rate for the GIS Intern for \$516.72, an increase of hourly rate for Seasonal Park Maintenance for \$1,291.80 and an hourly increase for Park Maintenance Coordinator for \$1,377.92. Questioned and carried 4:0.

The Town Board next discussed the special revenues budget. Finance Director Dunbar did state that the motel tax fund will be down.

The next Budget meeting will be held on October 20, 2020, at 5:00 pm.

Adjourn – Motion by Klein/Conklin to adjourn at 5:58 p.m. Questioned and carried 4:0.

Submitted by
Joanne Ruechel, Clerk



TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

AGENDA ITEM COVER SHEET

MEETING/DATE: Board of Supervisors, October 20, 2020

ITEM: Approval of 5-year Plan Commission appointments.

FROM: Jared Wehner, Director of Community Development

BACKGROUND

In April the terms for Commission Chair, Jay Wittman and Member, Ryan Burnett. Both are still active members on the Commission. Their positions need to be reappointed. Terms on Plan Commission are for 5 years. Their appointment would be retroactive to April of 2020.

A vacancy on Plan Commission is needing to be filled. Steve Plunkett moved out of the area.

PREVIOUS ACTIONS: None.

STAFF COMMENTS: None.

ATTACHMENTS: None.

POSSIBLE ACTIONS TO BE TAKEN

APPROVE. The Board of Supervisors moves to approve the 2 Plan Commission retroactive appointments for Jay Wittman as Plan Commission Chair and Ryan Burnett for 5-year terms, ending in April of 2025.

DENY. The Board of Supervisors denies the appointment of the 2 Plan Commission members.

REQUESTED ACTION: Staff recommends approval of the 2 Plan Commission retroactive appointments for Jay Wittman as Plan Commission Chair and Ryan Burnett for 5-year terms, ending in April of 2025.

FURTHER ACTION(s): Staff will update the records accordingly.

ITEM: Direct Seller Application

ISSUES: RMMC 12.04 defines the regulation and licensing of direct sellers.

The Town received an application from Northwoods Evergreen and Wire and appropriate fees for a direct seller permit at the Lambs Fresh Market Rib Mountain store located at 227250 Rib Mountain Drive. Northwoods Evergreen and Wire plans to sell Christmas trees and wreaths from November 24th through December 24th, 2020.

A background check was completed for Jon Schultz, the owner of Northwoods Evergreen and Wire, and it came back clean.

ACTION TO BE TAKEN:

1. Motion to approve a direct seller permit for Jon Schultz of Northwoods Evergreen and Wire.
2. Deny the application for a direct seller permit and state reasons.

Interoffice Memo

Date: October 15, 2020
To: Town Board
Cc: Department Heads
From: Gaylene Rhoden
RE: Administrator's Report

The following is my report for the regular Town Board meeting of Tuesday, October 20, 2020.

- Continue to attend weekly MCDEVCO municipalities meetings with Supervisor Schaefer and Director of Community Development Jared Wehner.
- Worked on Town Beat articles. The newsletter should be ready for release in the next few days.
- Met with Dr. Schmelzer regarding my performance enhancement process. This was part of the 360 recommendations.
- Attended the Visitor Bureau Board meeting on Monday, October 12. The members discussed options as more municipalities have decided to leave the organization. The option of mediation was discussed.
- Met with the surrounding municipalities regarding the future of tourism. The municipalities agree that moving forward as a region was important.
- Prepared for crossing guards to return to work on Monday, November 2.
- Handled various COVID related items.
- Worked on Routes to Recovery grant items (i.e. security camera). The cameras should be installed within the next week or two.
- Prepared for budget workshops.
- Organized the flu clinic for Town employees. Employees, wishing to participate, were encouraged to receive their shot before the end of the month. This is also covered under the Routes to Recovery.
- Sought and received proposal for the compensation salary study. This would be ready to present at Finance & Personnel Committee in November or December.
- Attended Wisconsin City/County Management Association virtual Region 2 meeting.
- Attended Wisconsin City/County Management Association Professional Committee meeting. The committee is working on online training session this January.

The following is a tentative schedule of meetings I will be attending:

| | | |
|-----------------------|------|---|
| Wednesday, October 21 | Here | MCDEVCO Meeting |
| Wednesday, October 21 | Here | CWED Monthly Meeting |
| Thursday, October 22 | Here | ICMA Webinar – Charting Your Future |
| Monday, October 26 | Here | Election Public Test |
| Monday, October 26 | Here | WCMA Professional Development Committee |

Final notes:

Due to low turnout, the Community Blood Center will not be returning to the Municipal Center for a blood drive. Staff may look into other blood drive options.

Thank you. This concludes my report.

STAFF REPORT

Date Modified: October 16, 2020
To: Board of Supervisors
CC: Building Inspector
From: Jared Wehner, Director of Community Development/Zoning Administrator
Subject: Director and Department Projects and Meetings Report
Attachment: Monthly Building Report

MEETINGS AND CONVERSATIONS:

| Date: | Contact: | Description: |
|--------------|-----------------|--|
| 10/6/2020 | Chamber | Ribbon cutting at Clements Insurance |
| 10/7/2020 | MCDEVCO | Weekly Municipalities Meeting |
| 10/8/2020 | REI/Shnowske | Preapplication meeting with staff on subdivision of Lot 39 in Royal View Estates |
| 10/13/2020 | County Parks | Discussion with Director, Recreation Officers and DNR on unified message for |

PROJECTS:

| Date: | Project: | Description: |
|--------------|-----------------|---|
| | Dr. Office | No movement on this project. |
| 10/14/2020 | TID 1 | TID 1 has been adopted by the JRB on 10/14. It will now go to the State for review and filing. The next steps will be to start the corridor study and master plan for Rib Mountain Drive and TID 1. |

NOTES:

The survey for the Wild Wood Festival has been sent to Staff. The survey will close on October 21, 2020 to allow staff to compile the report. Matt Szmada will be presenting their report at the 10/28 Plan Commission meeting, as required by the CUP.

Monday through Wednesday was the APA's Upper Midwest Conference. That was held all online. The sessions I attended were Linking Regional & Community Development for Inclusive and Equitable Outcomes, Silver Lining of Social Distancing: Playbook for Public Engagement from Afar, Virtual & In-Person Engagement with Meaningful Results, Rethinking Street: From COVID-19 to Long Term Change, Cultivating Neighborhoods Towards Positive Municipal Math, Analysis Paralysis: Moving Beyond Simply Editing Your Zoning Code, Should Comprehensive Planning Really be Comprehensive?, Corridor Urbanism: Principles & Practice, Right Sizing Infrastructure & Development: Data-Driven Decisions for Livable & Financially Sustainable Communities, A Conversation about Organizational Leadership while Dealing with Controversial Issues, How to Think Like a Developer: Getting the Most from Public/Private Partnerships, Red Lining in Duluth, Identifying & Preserving Naturally Occurring Affordable Housing, Some Practical Uses of Philosophy in Your Planning Career, and Retail: What is Happening and What is the Future.

The gravel driveway at 224049 Parkside Avenue has been in existence prior to the code change for driveways. This has been verified by aerial photography. The home was in existence since before 1975. That is the oldest permit on file for that property. The property is determined to be legal non-conforming.

When Clements Insurance purchased the Property, Dirk's Group allocated money from the sale to finish the parking lot, as was required by the Conditional Use. The new buyer approached the Town and asked for some time to determine what they wanted to do (either finish the parking lot or restore it to green space. Staff has followed up with a letter reminding them that this needs to be completed.

Thank you,

Jared Wehner
Director of Community Development

Staff Report

Date: October 15, 2020

To: Town Board

cc: Department Heads

From: Scott Turner

RE: Street & Park Superintendent Report

The following is my report for the Town Board meeting on October 20, 2020

- Trillium Trail
 - The Trail has been highly used and has received numerous compliments.
 - The Public Works crew have swept the area trails on a weekly basis due to the fall leaves and pine needles being slippery.
- Swan Avenue
 - Final asphalt paving for the roadway is complete. Paving driveways and gravel shoulders remains.
 - Final restoration will be completed by the end of October.
- Liberty Park – Disc Golf Course
 - The course has been staked for the hole locations and ribbon to mark the fairways.
 - Park Commission members and volunteers have begun brushing and trimming. The course is starting to look like something.
 - The course will open in spring/summer 2021
- Flax Tot Lot
 - New playground equipment is scheduled to be installed on October 16, 2020
- Dog Park Expansion
 - Reviewed the wetland boundaries and areas for future clearing.
 - Wetland boundaries have been staked
 - Received an estimate for tree clearing. Work could begin in December.
- Sandy's Dog Park
 - Drained water system for the fountains
 - A picnic table was donated by an area resident and placed on the south cross trail
- 2020 Pavement Maintenance Projects
 - Asphalt Overlays
 - Oriole Ln East of Rib Mountain Dr will be completed the week of October 19th.
 - Pavement Patching – on going
- Public Works Department – Major Projects
 - Completed the remaining driveway culvert replacements
 - Installed a storm sewer catch basin in the ditch south of the new Culvers entrance
 - Flax Tot Lot - Removed playground equipment, sand base, and prepared the site for new equipment
 - Sign installation throughout Town
 - Swept multi-use trails
 - Painted the graffiti in the 51/29 Tunnel
 - Watered grass on Swan Ave
 - Began cold weather preparation at the parks
- Upcoming and ongoing tasks include, Final Swan Ave Construction, Public Works project planning, Disc Golf development, Dog Park Expansion

Interoffice Memo

Date: October 15, 2020
To: Town Board
Cc: Department Heads
From: Nicole Dunbar
RE: Finance Director's Report

The following represents my report for the regular Town Board meeting on Tuesday, October 20, 2020.

- Reviewed the 10/12/2020 accounts receivable invoices and support.
- Reviewed journal entries.
- Coordinated garbage changes with corresponding charges and/or refunds.
- Submitted town beat article on tax payments.
- Completed the September 2020 bank reconciliation.
- Registered for the FMCSA Drug and Alcohol Clearinghouse.
 - There are new requirements for annual queries on CDL drivers.
- Updated the budget per Board direction for the third budget workshop.
- Updated the 5-year CIP for the budget workshop.
- Completed the capital funds for the budget workshop.
- Reviewed and submitted the 2019 Municipal Services Payment paperwork.
- Completed the September 2020 Financials (a copy is in the packet).
- Chaired the Joint Review Board meeting on October 14, 2020 for the creation of TID #1.
 - The TID passed unanimously.
- Worked on a TID budget for 2021.
 - Sent the budget example for review by Dawn from Ehlers.

Thank you,

Nicole Dunbar

TOWN OF RIB MOUNTAIN
September 30, 2020 Budget Status Report

A few highlights to point out for September. (75.00% of the year complete)

General Fund Revenue to Date: 93.40% has been collected for 2020 compared to 90.24% collected in 2019, at this time.

2020 revenues = \$ 3,130,497

2019 revenues = \$ 3,060,472

- During the budget process the Board applied \$154,000 of fund balance for 2020. \$62,000 of this is considered collected at this time.
- 75% of the transportation aid and 33% of the shared revenue has been collected.
- Interest revenue is roughly 104% of the budgeted amount. This is due to the collection of taxes and higher interest rates earned on those balances. Interest rates have dropped dramatically since March. Interest earnings are expected to be minimal for the foreseeable future.
- 100% of property taxes have been collected through the August Settlement.
- The sale of the Town property in January equated to unbudgeted revenues of around \$254,000.
- The Town has received roughly \$23,000 in grant funding thus far from both the WEC Cares program and Routes to Recovery program.

General Fund Expenditures to Date: 75.81% has been expended for 2020 compared to 72.87% spent in 2019, at this time.

2020 expenditures = \$ 2,540,761

2019 expenditures = \$ 2,471,335

- 100% of our SAFER obligation has been paid.
-

- Animal control costs are at 89% of budget due to the \$4,890 payment to Marathon County Humane Society for the 2020 Impoundment Contract.
- 100% of our 2020 Village of Weston obligation has been paid.
- Election costs are at roughly 90% of budget due to increased costs related to COVID-19.
- Postage costs are at roughly 158% of budget due to increased costs related absentee voting.

The Unassigned Fund Balance as of 9/30/2020 was \$2,417,673.

The Town's General Fund Policy requires a minimum unassigned fund balance of 20-25% of current year expenditures.

At 9/30/2020 the fund balance was at 95.16%*.

**This percentage is high due to 100% of taxes being collected through August Settlement and the sale of the Town property... leading to ~93% of revenues being recognized and only ~76% of funds being expended.*

If we were to assume no change to the fund balance and expenditures equaled the budgeted amount, the unassigned fund balance at 9/30/2020 would have been roughly 48.21%.

TOWN OF RIB MOUNTAIN
Banking and Investment Summary
9/30/2020

| <u>Fund</u> | <u>Account/Type</u> | <u>Location</u> | <u>Yield</u> | <u>Balance</u> |
|-------------|---------------------|-----------------|--------------|-----------------|
| General | Checking | Peoples | 0.13%/0.13% | \$ 2,308,001.55 |
| Room Tax | Checking | Peoples | 0.13%/0.13% | \$ 379,978.60 |
| Tourism | Checking | Peoples | 0.13%/0.13% | \$ 227,545.53 |
| Parkland | Checking | Peoples | 0.13%/0.13% | \$ 63,247.55 |
| Doepke | Checking | Peoples | 0.13%/0.13% | \$ 25,831.55 |
| Debt | Investment | LGIP | 0.13% | \$ 39.16 |
| Debt | Checking | Peoples | 0.13%/0.13% | \$ 244,411.97 |
| Cap Imp | Checking | Peoples | 0.13%/0.13% | \$ 1,929,122.95 |

5,178,178.86

Summary by Bank

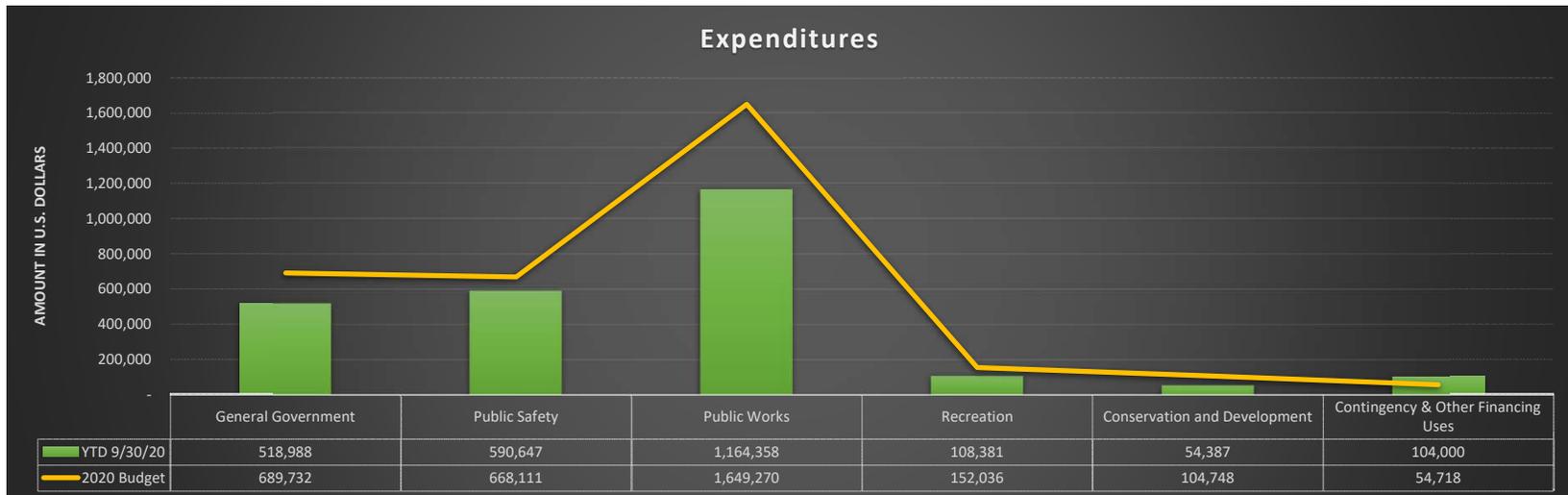
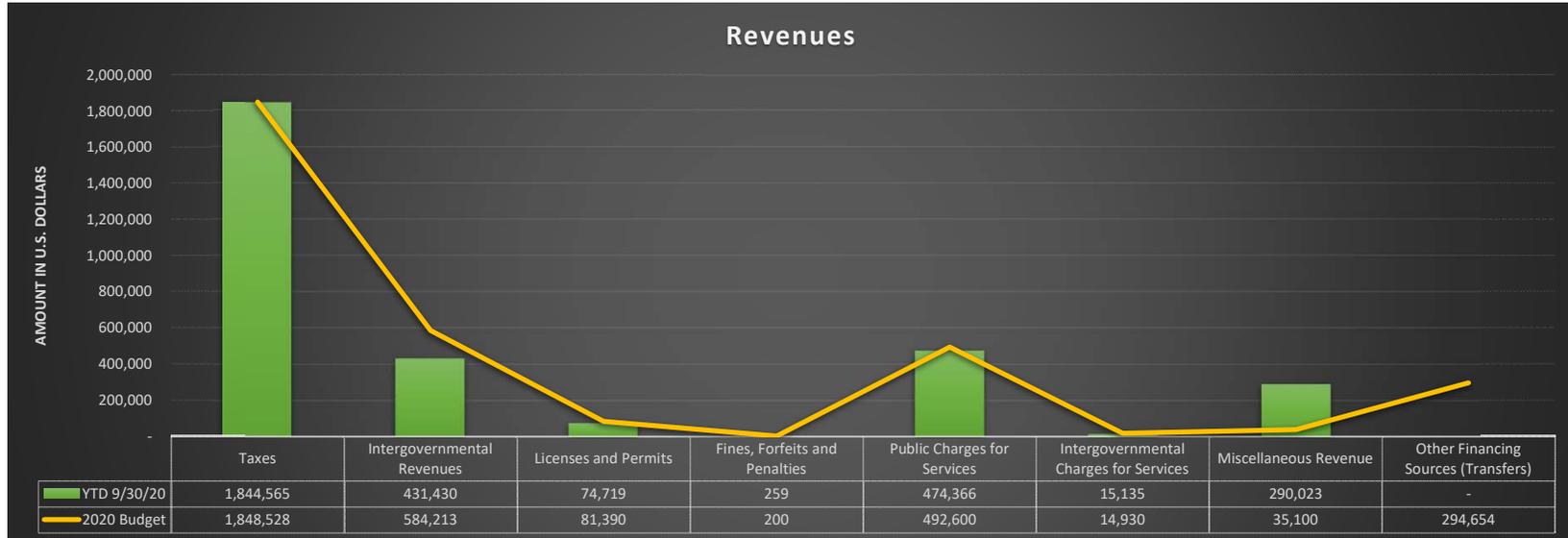
| | |
|---------|-----------------|
| Peoples | \$ 5,178,139.70 |
| LGIP | \$ 39.16 |

\$ 5,178,178.86

**Town of Rib Mountain
Governmental and Foundation Fund Balances Summary
As of September 30, 2020**

| | General Fund 100 | Motel Tax 201 | Parkland Fund 210 | Tourism Commission 230 | Doepke Fund 450 | Debt Service 300 | Capital Project 415 & 416 | Community Foundation 501 |
|-----------------------------------|------------------------|------------------|-------------------------|------------------------------|-----------------------|------------------------|---------------------------------|--------------------------------|
| Beginning Fund Balance | 2,057,899 | 225,895 | 63,679 | 286,247 | 19,442 | 256,112 | 679,895 | 2,638 |
| 2020 Year-to-Date Revenues | 3,130,497 | 154,084 | 3,676 | 1,967 | 4,890 | 1,275,762 | 2,525,656 | 5,742 |
| 2020 Year-to-Date Expenditures | (2,540,761) | - | (4,107) | (60,669) | - | (1,287,423) | (1,276,429) | (1,844) |
| Ending Fund Balance - PRELIMINARY | 2,647,635 | 379,979 | 63,248 | 227,545 | 24,332 | 244,451 | 1,929,122 | 6,536 |
| Fund Balance as of 12/31/2013 | 1,160,066 | 173,898 | 11,500 | - | 6,333 | 9,214 | - | 3,028 |
| Fund Balance as of 12/31/2014 | 1,130,466 | 211,023 | 17,500 | - | 11,163 | 9,714 | - | 1,674 |
| Fund Balance as of 12/31/2015 | 1,337,221 | 209,961 | 28,900 | - | 4,606 | 9,615 | 1,231,883 | 1,317 |
| Fund Balance as of 12/31/2016 | 1,361,850 | 215,849 | 34,552 | - | 8,007 | 186,003 | 2,003,410 | 2,213 |
| Fund Balance as of 12/31/2017 | 1,482,282 | 238,458 | 40,756 | 27,663 | 13,162 | 88,766 | 612,381 | 48,625 |
| Fund Balance as of 12/31/2018 | 1,981,734 | 222,828 | 47,736 | 127,951 | 18,129 | 383,438 | 1,833,612 | 2,364 |
| Fund Balance as of 12/31/2019 | 2,057,899 | 225,895 | 63,679 | 286,247 | 19,442 | 256,112 | 679,895 | 2,638 |

Town of Rib Mountain - General Fund
Revenue and Expenditure Summary
 As of September 30, 2020



Net Change in Fund Balance as of 9/30/2020 was \$589,736.

Town of Rib Mountain - Special Revenue Funds

Revenue and Expenditure Summary

As of September 30, 2020

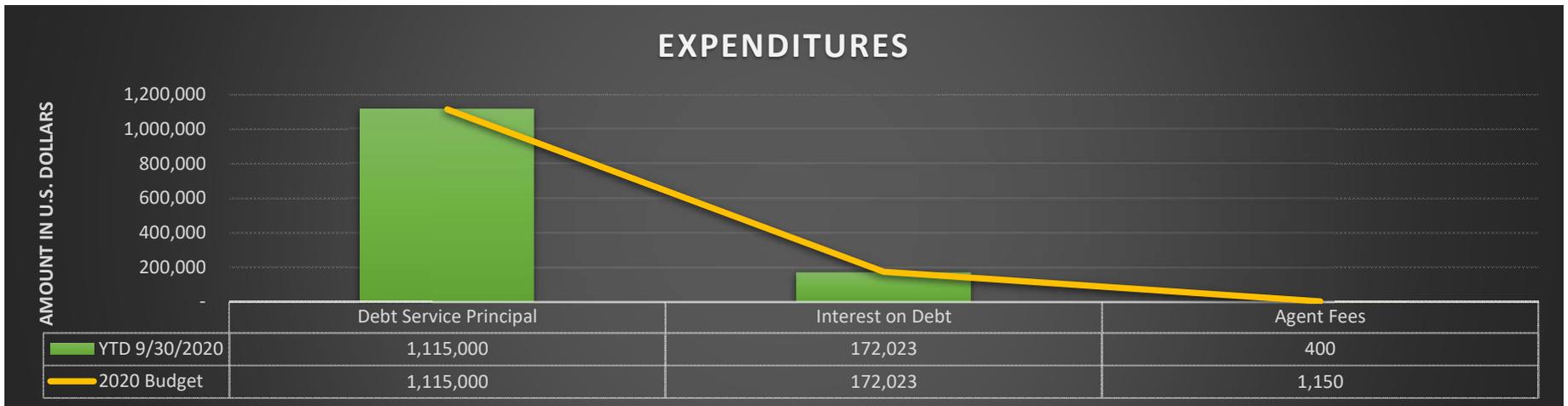
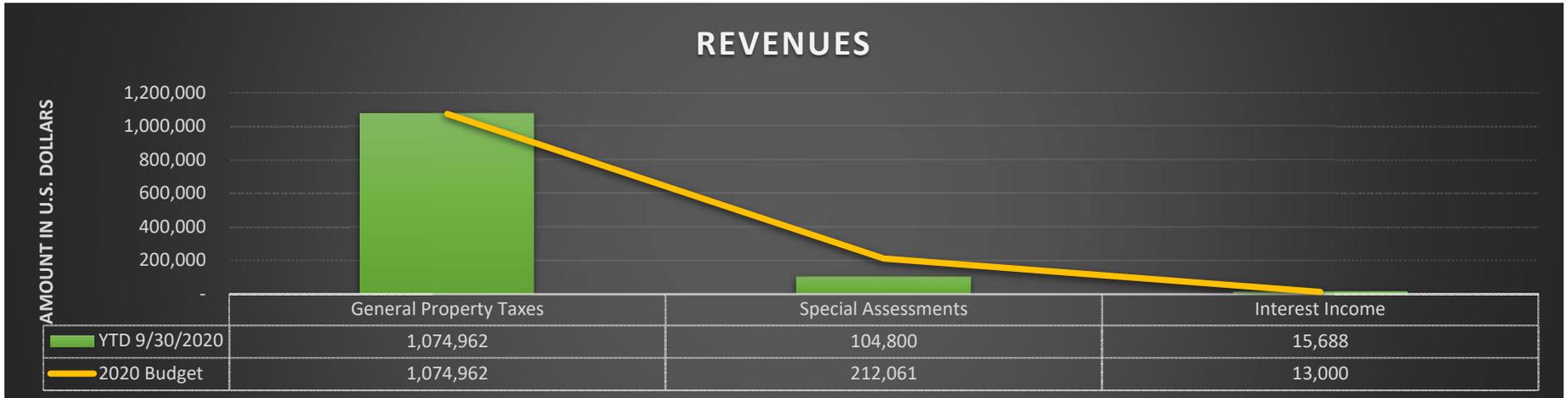
| <u>MOTEL TAX FUND</u> | YTD | 2020 | Remaining | Budget |
|-----------------------------------|------------------|----------------|------------------|----------------|
| | 9/30/2020 | Budget | Balance | % Left |
| REVENUES | | | | |
| Motel Taxes | 152,468 | 463,512 | 311,044 | 67.11% |
| Interest on Balances | 1,616 | 4,200 | 2,584 | 61.52% |
| Total Revenues | 154,084 | 467,712 | 313,628 | 67.06% |
| EXPENDITURES | | | | |
| Tourism Activities | - | 5,500 | 5,500 | 100.00% |
| Transfers Out | - | 463,512 | 463,512 | 100.00% |
| Total Expenditures | - | 469,012 | 469,012 | 100.00% |
| Net Change in Fund Balance | 154,084 | | | |
| Beginning Fund Balance | 225,895 | | | |
| Change in Fund balance | 154,084 | | | |
| Ending Fund Balance | 379,979 | | | |

| <u>TOURISM FUND</u> | YTD | 2020 | Remaining | Budget |
|-----------------------------------|------------------|----------------|------------------|---------------|
| | 9/30/2020 | Budget | Balance | % Left |
| REVENUES | | | | |
| Transfers In | - | 324,458 | 324,458 | 100.00% |
| Interest on Balances | 1,967 | 1,000 | (967) | -96.70% |
| Total Revenues | 1,967 | 325,458 | 323,491 | |
| EXPENDITURES | | | | |
| Legal Expenses | 300 | 2,000 | 1,700 | 85.00% |
| Tourism Activities | 2,700 | 30,000 | 27,300 | 91.00% |
| CVB/SA Quarterly Payments | 57,669 | 173,817 | 116,148 | 66.82% |
| Total Expenditures | 60,669 | 205,817 | 145,148 | |
| Net Change in Fund Balance | (58,702) | | | |
| Beginning Fund Balance | 286,247 | | | |
| Change in Fund balance | (58,702) | | | |
| Ending Fund Balance | 227,545 | | | |

| <u>PARKLAND FUND</u> | YTD | 2020 | Remaining | Budget |
|-----------------------------------|------------------|---------------|------------------|---------------|
| | 9/30/2020 | Budget | Balance | % Left |
| REVENUES | | | | |
| Parkland Fees | 3,250 | 8,000 | 4,750 | 59.38% |
| Interest Income | 426 | 600 | 174 | 29.00% |
| Total Revenues | 3,676 | 8,600 | 4,924 | 42.74% |
| EXPENDITURES | | | | |
| Parks Expense | 4,107 | - | (4,107) | N/A |
| Tennis Court Outlay | - | 40,000 | 40,000 | 100.00% |
| Transfers Out | - | - | - | N/A |
| Total Expenditures | 4,107 | 40,000 | 35,893 | 10.27% |
| Net Change in Fund Balance | (431) | | | |
| Beginning Fund Balance | 63,679 | | | |
| Net Change in Fund Balance | (431) | | | |
| Ending Fund Balance | 63,248 | | | |

| <u>DOEPKE PARK FUND</u> | YTD | 2020 | Remaining | Budget |
|-----------------------------------|------------------|---------------|------------------|---------------|
| | 9/30/2020 | Budget | Balance | % Left |
| REVENUES | | | | |
| Shelter Rental Fee | 4,719 | 5,000 | 281 | 5.62% |
| Interest Income | 161 | 250 | 89 | 35.60% |
| Miscellaneous Revenue | 10 | - | (10) | N/A |
| Total Revenues | 4,890 | 5,250 | 360 | 93.14% |
| EXPENDITURES | | | | |
| Parks Expense | - | 3,000 | 3,000 | 100.00% |
| Transfers Out | - | 1,600 | 1,600 | 100.00% |
| Total Expenditures | - | 4,600 | 4,600 | 0.00% |
| Net Change in Fund Balance | 4,890 | | | |
| Beginning Fund Balance | 19,442 | | | |
| Net Change in Fund Balance | 4,890 | | | |
| Ending Fund Balance | 24,332 | | | |

Town of Rib Mountain - Debt Service Fund
Revenue and Expenditure Summary
As of September 30, 2020



Net change in fund balance as of 9/30/2020 was (\$11,661).

Town of Rib Mountain - Capital Projects Funds

Revenue and Expenditure Summary

As of September 30, 2020

| | YTD 9/30/2020 | 2020 Budget | Remaining Balance | Budget % Left |
|----------------------------------|------------------|------------------|----------------------|------------------|
| Revenues | | | | |
| State Grants - TRIP | 451,289 | 492,800 | 41,511 | 8% |
| Tri D - Swan Ave | - | 219,425 | 219,425 | 100% |
| Interest Income | 4,072 | 18,000 | 13,928 | 77% |
| Developer Review Fees | 36,000 | - | (36,000) | N/A |
| Transfer From Other Funds | 104,000 | - | (104,000) | N/A |
| Proceeds from Issue | 1,835,000 | 1,805,000 | (30,000) | -2% |
| Premium on Debt | 95,295 | - | (95,295) | N/A |
| Total Revenues | <u>2,525,656</u> | <u>2,535,225</u> | <u>9,569</u> | <u>0%</u> |
| Expenditures | | | | |
| Swan Ave | 108,892 | 440,000 | 331,108 | 75% |
| Trillium Trail | 627,886 | 645,000 | 17,114 | 3% |
| Lilac Access Road Improvements | 31,861 | 325,000 | 293,139 | 90% |
| Morning Glory Ln/Lilac Ln Plan | 1,480 | - | (1,480) | N/A |
| Swan Ave Culvert Replacement | 25,389 | 17,000 | (8,389) | -49% |
| Kingbird Storm Sewer Replacement | - | 20,000 | 20,000 | 100% |
| Liberty Park - Disc Golf | - | 10,000 | 10,000 | 100% |
| Flax Lane Tot Lot Upgrade | - | 25,000 | 25,000 | 100% |
| MC Garage/Park & Rec Storage | 124,808 | 50,000 | (74,808) | -150% |
| Interest/Issuance Costs | 61,159 | - | (61,159) | N/A |
| Tree Planting | 1,250 | - | (1,250) | N/A |
| Siren | - | 20,000 | 20,000 | 100% |
| SAFER - Fire | 114,642 | 149,172 | 34,530 | 23% |
| SAFER - EMS | - | 149,172 | 149,172 | 100% |
| Patrol Truck 07' Replace #19 | 98,750 | - | (98,750) | N/A |
| Plow Replacement #7 1 Ton | - | 10,000 | 10,000 | 100% |
| Pickup 1/2 Ton '05 Replace #17 | - | 35,000 | 35,000 | 100% |
| Ventrac Mower 10' Replace #10 | - | 40,000 | 40,000 | 100% |
| Transfer to Debt Service Fund | 80,312 | - | (80,312) | N/A |
| Total Use of Funds | <u>1,276,429</u> | <u>1,935,344</u> | <u>658,915</u> | <u>34%</u> |
| Beginning Fund Balance | 679,895 | | | |
| Change in Fund balance | <u>1,249,227</u> | | | |
| Ending Fund Balance | <u>1,929,122</u> | | | |

Interoffice Memo

Date: October 16, 2020

To: Town Board

From: Joanne Ruechel

RE: Clerk Report

The following represents my report for the regular Town Board meeting of Tuesday, October 20, 2020.

- Completed the 10/5/2020 and 10/12/2020 accounts receivable bills.
- I attended election webinars on October 14, 2020, October 16, 2020 and October 17, 2020.
- I scheduled the election workers for the early in-person voting and also the completed the schedule for election day.
- As of October 16, 2020, 1,903 absentee ballots have been sent out to Town of Rib Mountain residents for the November 3, 2020 election and 1,223 ballots have been returned.

Thank you,
Joanne Ruechel

TOWN OF RIB MOUNTAIN
Finance & Personnel Committee
October 6, 2020

Chairman Gerry Klein called the Rib Mountain Finance & Personnel Committee to order at 4:36 p.m. at the Town of Rib Mountain Municipal Center, 227800 Snowbird Avenue.

Present were Supervisor Fred Schaefer, and Supervisor Brad Conklin.

Excused: Al Opall

Also, in attendance: Town Administrator Gaylene Rhoden, Clerk Joanne Ruechel, Street and Park Superintendent Scott Turner, Community Development Director Jared Wehner, Building Inspector Paul Kufahl, and Finance Director Nicole Dunbar via telephone conference.

Approval of Minutes –**Motion by Conklin/Schaefer to approve the September 15, 2020 meeting minutes. Questioned and carried 3:0.**

Uncollectables- Finance Director Dunbar stated that we have some uncollectables that need to be cleaned up due to the statute of limitations expiring on them. **Motion by Schaefer/Conklin to write-off the uncollectable amount of \$3,832.20. Questioned and carried 3:0.**

Discussion of 20% Health Insurance Credit Application- Finance Director Dunbar explained that Aspirus Arise gave the Town a 20% credit because the employee's health insurance claims were down during the Covid pandemic. The credit was passed along to the employees as a credit against their September health insurance premium. Finance Director Dunbar stated that if this happens again, she will come to the Town Board for approval on what to do with the credit.

Update on Routes to Recovery Items- Administrator Rhoden stated that she would like to use some of the Routes to Recovery money for video cameras, iPads for the Planning Commission, and a website update. The 7 iPads would remove the need to print and mail meeting packets to the Commission members thereby saving the Town money.

The first camera would be used for security for the drop box outside of the main doors of the Municipal Center. Administrator Rhoden received 3 quotes and is recommending going with System Technologies. The System Technology's system also includes the software that will be used with the new key fob door system. We can also build onto the system in the future if we wish to add more cameras.

Administrator Rhoden stated that the Town has \$10,000 proposed in the fiscal year 2021 budget for a website update. She believes that we could use the Routes to Recovery money for updating the website, however, the update would need to be very soon as the timeline for using the money is very tight. The Committee discussed the pros and cons of the GovOffice and Revize quotes and what products they can offer the Town. Supervisor Klein stated that he would like to be involved in any product demos and discussions that we may have with either company.

Discussions and Recommendations for Flu Clinic for Town Employees- Administrator Rhoden explained that this would offer the employees an opportunity to get a flu shot. The Town would pay for the employees' vaccine through Routes to Recovery and allow the employee to receive the vaccine on Town time. The Committee members are recommending that all employees receive the flu shot. **Motion by Schaefer/Klein to approve moving forward with a flu clinic for Town employees at the cost of \$25 per employee. Questioned and carried 3:0.**

Discussion and Action on Landscaping Concept and Funds for MC Parking Lot- Community Development Director Wehner stated that the new layout for the parking lot would bring the parking stalls closer to the front entrance and reduces the need for more asphalt making it the less expensive way to finish the parking lot. The estimate for this project is \$5,000 and includes the asphalt, black dirt, plantings, sidewalk, and grass. The cost of the project would be split between the Town and the Lions Club with the Lions Club paying 67.5% of the cost. **Motion by Schaefer/Conklin to approve the landscaping plan as part of the garage budget. Questioned and carried 3:0.**

Discussion and Action on Transfer of Unassigned Funds in Motel Tax Fund- Finance Director Dunbar explained that this is being done on the advice of the auditors. This would allow us to transfer the unassigned fund balance of \$75,000 to the general fund. **Motion by Schaefer/Conklin to recommend the transfer of \$75,000 in unassigned funds from the Motel Tax Fund to the General Fund. Questioned and carried 3:0.**

Adjourn – Motion by Conklin/Schaefer to adjourn at 5:06 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.

TOWN OF RIB MOUNTAIN
JOINT REVIEW BOARD
October 14, 2020

The meeting of the Rib Mountain Joint Board of Review was called to order at 5:04 p.m. by Chairperson Nicole Dunbar (Town Representative) on October 14, 2020, at the Town of Rib Mountain Municipal Center.

Members also present were Joe Mella (Citizen Representative), Roxanne Lutgen (North Central Technical College Representative), and Robert Tess (Wausau School District Representative). All were present via video conference. Kristi Palmer (Marathon County Representative) was absent.

Also present in-person were Administrator Gaylene Rhoden, Director of Community Development Jared Wehner, and Building Inspector/Assistant Zoning Administrator Paul Kufahl.

MINUTES:

Motion by Robert Tess, second by Roxanne Lutgen to approve the minutes of the September 9, 2020 Joint Review Board meeting.

Motion carried 4-0.

OLD BUSINESS: None

NEW BUSINESS:

- a. Review the public record, planning documents, Plan Commission resolution adopting the project plan, and the resolution passed by the Town Board approving the creation*

Wehner stated that he included the Plan Commission and Town Board resolutions and minutes in the provided documents and highlighted the applicable portions of the minutes.

Tess noted that he trusts the Town did its due diligence in planning for the Tax Increment District (TID) and the School District is comfortable with what is presented.

Lutgen asked Wehner to explain how the values on the Future Land Use map provided on page 23 of the document we determined.

Wehner explained that noted valuations represent the increase in value based on the Town's vision for potential future developments in those areas. He noted that values for the current Dollar Tree, Spectrum, Jiffy Lube, Discount Tire and Culver's projects are based on estimates provided by the Town's Assessor and other values were defined by using comparable projects in the area. He highlighted areas where multi-family, big box retailers, dedicated grocers, strip malls and mixed-use developments could occur and gave examples of similar developments in the Wausau area.

b. Consideration and possible action on resolution approving Tax Incremental District No. 1 creation

Motion by Roxanne Lutgen, second by Robert Tess to approve the resolution to create Tax Incremental District No. 1.

Motion carried 4-0

PUBLIC COMMENT: None received

ADJOURN:

Motion by Robert Tess, second by Roxanne Lutgen to adjourn the Joint Review Board Meeting.

Motion carried 4-0. Meeting adjourned at 5:13 pm.

Respectfully Submitted,

Paul Kufahl, Building Inspector/Assistant Zoning Administrator

DRAFT