



OFFICIAL PUBLIC NOTICE

MEETING OF THE PERSONNEL COMMITTEE

MONDAY, JANUARY 22, 2024 AT 5:30 PM

CONFERENCE ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

AGENDA

1. **CALL TO ORDER** *Roll Call, determine whether a quorum is present, and if proper notice was provided.*

2. **APPROVAL OF MINUTES**

3. **ADMINISTRATOR'S REPORT**

4. **DISCUSSION AND ACTION ITEMS**

4.1. **City Officer Ordinance** – *Appointments, Hiring Procedures & Organizational Hierarchy*

4.2. **Structure and Job Descriptions for Vacant Positions**

4.3. **Planning for a Wage Study**

4.4. **Performance Evaluation of the City Administrator**

CLOSED SESSION - For the purpose of conducting a performance evaluation of the City Administrator.

- a. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2). Roll call vote if motion is not unanimous.

5. **SET NEXT MEETING DATE** – *Third Monday of the Month, February 19th.*

6. **ADJOURNMENT**

Posted this 19th day of January, 2024 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, 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 Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.