

MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

THURSDAY, JANUARY 26, 2023 AT 5:00 PM

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

CALL TO ORDER – Chair Walters called the meeting to order at 5:09PM. A quorum was present. Oliphant affirmed proper public notice of meeting. Members Melony Walters, Ryan Cairns, Scotty Wallace (arrived at 5:18PM) were present.

APPROVAL OF MINUTES – Motion by Cairns to approve the December 19, 2022 Meeting Minutes. Seconded by Walters. Motion carried unanimously.

ADMINISTRATOR'S REPORT – No report was provided during this meeting.

DISCUSSION AND POSSIBLE ACTION ITEMS

Personnel Policy 207 Vacation – As a result of policy changes, the date of hire is no longer being used to calculate vacation paid time off accrual. Rather, vacation paid time off is prorated from the date of hire to December 31st. On January 1st, all employees receive their allotment of paid time off based on years of service. If retiring or terminating employment during the calendar year, paid time off balance payouts are calculated from January 1 until last day of employment. As the policy allowing for this adjustment was adopted late 2022, adequate time for planning or adjustments was not provided to those retiring in 2023. Oliphant requested honoring the former policy for anyone retiring in 2023.

Motion by Walters to honor the former vacation policy utilizing the date of hire for paid time off calculations for those retiring in 2023 with all other employees subject to the new policy adopted in 2022. Seconded by Cairns. Motion carried unanimously.

Social Media Policy – Members provided with a draft social media policy for initial review. Requested references to Public Information Officer be amended to include “or designee” or changed to “City’s designee.” Requested amendment to be provided to the City Attorney for incorporation.

Scope of Duties for Position of Public Works Director – Oliphant suggested incorporating the role of Zoning Administrator into the position of Public Works Director as is done in some communities. It was determined that the position should be posted to include zoning responsibilities but may be modified or removed if deemed necessary or beneficial for the hiring process.

Transition of Economic Development Director Position – Discussed the next steps for the Economic Development Director’s employment transition from the County to the City. Next steps to include:

1. Submission of Notice of Withdrawal on or about 3/31/2023.
2. Request continued financial contributions from the County to support economic development efforts with the amount of contribution to be determined through ongoing negotiations.
3. Continue collaborative efforts with the County at the discretion of the City.
4. Assume full responsibility and oversight of the Economic Development Director.
 - a. To receive oversight from the Finance Committee.
 - b. To report directly to the City Administrator.
 - c. To focus efforts on the vision and priorities established by the Common Council.
 - d. To ensure initiatives are in alignment with the guiding documents of the City.

Motion by Cairns to recommend to the Common Council to adopt the transition process as outlined. Seconded by Wallace. Motion carried unanimously.

Closed Session-Lead Maintenance Worker – Motion by Walters to enter closed session at 7:05PM. Seconded by Cairns. Motion carried unanimously. Motion by Walters to reconvene in open session at 7:49PM. Seconded by Cairns. Motion carried unanimously.

SET NEXT MEETING DATE – The next meeting was scheduled for February 20, 2023 at 5PM.

ADJOURN – The meeting adjourned at 7:51PM. Motion to adjourn by Walters, seconded by Wallace. Motion carried unanimously.