



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, JULY 17, 2023 AT 5:30 PM

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

ROLL CALL - Chair Walters called the meeting to order at 5:39PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Absent: None.

APPROVAL OF MINUTES - Motion to approve the June 19, 2023 meeting minutes. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT - Oliphant reported on the following:

- Public Works Crew Member Mike Harlan is set to retire on August 4, 2023.
- Superintendent Fry provided notice of October retirement.
- Meeting held with a representative from Senator Ron Johnson's office.
- Several members of the public have been in contact requesting the service of the Public Works department. The department is addressing concerns/complaints as quickly as possible given staffing levels.
- Personnel instructed to complete annual performance evaluations and return by July 31st.
- All departments are preparing for the upcoming budget process.

STATUS OF OPEN POSITIONS - Oliphant reported the following open positions: Zoning Administrator, Director of Public Works, Public Works Crew, Patrol Officer, and Library Director.

CLOSED SESSION - For the purpose of discussing performance concerns of specific employees. Motion to enter closed session. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 6:13PM. Motion to reconvene in open session. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Reconvened in open session at 7:50PM.

FUTURE AGENDA ITEMS - Status of open positions, financial planning services, and contracted service options for public works.

SET NEXT MEETING DATE - The next meeting was scheduled for August 21, 2023 at 5:30PM.

ADJOURNMENT Motion to adjourn. Motion made by McCarthy, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 7:58PM.