



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, APRIL 21, 2025 AT 5:30 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 5:44PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Members Absent: None.

APPROVAL OF MINUTES Motion to approve the previous meeting minutes by Cairns, seconded by McCarthy. Motion carried unanimously.

ADMINISTRATOR'S REPORT

- Accurate Appraisals has fully assumed the role of Assessor following Assessor Jelinek's last day on April 15th.
- The shared ride taxi compliance review (audit) is complete; a corrective action plan was received today, requiring minor adjustments.
- A draft financial incentive policy has been prepared and will be submitted to Finance at their next meeting.
- Administrative Assistant Paker is compiling all fees to support the creation of a fee schedule.
- Zoning Administrator Williams drafted a solar panel ordinance which has been reviewed by Jim of WPPI and will be sent to the City Attorney for legal review.
- The Lydia's House CDBG loan transfer was paused due to a financial misunderstanding with SWCAP.
- An election complaint was reviewed with the City Attorney and Wisconsin Election Commission; no further action is required.
- Municipal Services Specialist Perkins and Administrator Oliphant will participate in the Get Real program on April 23rd.

DISCUSSION ACTION ITEMS

City Issued Cell Phones – Chair Walters proposed providing the City Administrator with a city-issued cell phone to improve open records compliance and maintain communication continuity as individuals in the role change over time. Motion by Walters to approve the City Administrator obtaining a city issued cell phone, seconded by McCarthy. Motion carried unanimously.

Tourism Department Staffing and Contracts – Administrator Oliphant reported that the Tourism Coordinator seeks to hire a paid intern and has been informed of the necessary approval steps. Oliphant also noted that, after reviewing contracts with towns, the fund recording and disbursement process may need to be adjusted. Further details will be shared once available.

SET NEXT MEETING DATE The next meeting was scheduled for May 19th at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by Cairns. Motion carried unanimously. The meeting adjourned at 7:04PM.