



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, JUNE 16, 2025 AT 5:30 PM

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

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**CALL TO ORDER** Chair Walters called the meeting to order at 5:31PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns (by phone) Members Absent: none.

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

**ADMINISTRATOR'S REPORT** Administrator Oliphant reported the following:

- Oliphant will be out of the office Thursday, June 19<sup>th</sup> through Tuesday, June 24<sup>th</sup>.
- Clerk Keller's one year anniversary was celebrated with a potluck on June 11<sup>th</sup>.
- Alderperson Tepley was provided with a policy statement to consider in lieu of the revised Development Incentive Policy.
- Director Mieden reported that the splash pad heater cannot be fixed until the season ends. The full scope of repair work is expected to be extensive.
- Public Works staff have scheduled a meeting with Republic's team to discuss landfill transfer station operations and expectations.
- Tax settlement checks for Walmart and Lowther Brothers have been issued. The DOR filing for Walmart has been completed, awaiting documentation to file Lowther Brothers.
- WisDOT has not fully responded to the inquiry about their decision not to repair or replace the retaining wall near Taco Bell as part of the Highway 14 reconstruction project.
- Genuine Telecom was contacted about nonpayment of franchise fees. Records from previous a previous attorney have been requested but not located.
- Awaiting the finalized memo from Attorney Windle regarding room tax/tourism/commission.
- The City was awarded a second Innovation Planning Grant specific to GIS services. Southwestern Wisconsin Regional Planning Commission will be assisting with this project.
- No progress has been reported regarding the reversionary clause affecting the Starlite property.
- Mayor Coppernoll has been communicating with the Panorama developer, reporting delays in obtaining state permits. Per the development agreement, the project was to commence by 6/15/2025 and completed by 6/11/2026 (30 months from date agreement was signed). As required by the agreement, a written notice of breach was sent today, 6/16/2025.
- Mayor Coppernoll and Town of Richland Chair Williams have directed Attorney Windle to review the Richland Fire Department Agreement and determine any amendments that should be considered.

### DISCUSSION & POSSIBLE ACTION ITEMS

#### Update on Staffing Levels & Job Assignments:

- Pool Technician – Due to the complexity of the Aquatic Center, significant time commitment, and level of technical skill required for adequate maintenance, the Parks & Recreation Director has requested consideration for hiring a technician. Currently evaluating the extent to which the Utilities can provide ongoing assistance and contacting similar facilities like the Goodman Pool in Madison as a model.
- Seasonal Street Crew – Seasonal role not filled due to lack of qualified applicants.
- Buildings & Grounds Crew – Seasonal employees have been on boarded and are actively working in the field. The crew is navigating operational changes while addressing a backlog caused by favorable spring weather conditions, limited staffing, event preparations, and deferred maintenance issues. Efforts to enhance efficiency are uncovering additional deficiencies. The DPW is seeking contracting opportunities and identifying tasks to postpone to ensure core duties are effectively completed. Input from the Public Works

Committee is desired to ensure alignment. The Zoning Administrator has been temporarily reassigned to assist the Buildings & Grounds crew until full staffing is achieved.

**CLOSED SESSION - Buildings & Grounds Crew Lead**

Motion to enter closed session at 5:57PM by Walters, seconded by McCarthy. Motion carried unanimously.

\*\*\*Closed Session\*\*\*

Motion to reconvene in open session at 6:37PM by Walters, seconded by McCarthy. Motion carried unanimously.

**SET NEXT MEETING DATE** The next meeting was scheduled for July 21st at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 6:37PM.

*Meeting minutes recorded by Ashley Oliphant*