



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, SEPTEMBER 23, 2024 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 5:32PM. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns (virtual). Oliphant affirmed proper public notice.

APPROVAL OF MINUTES – Motion by Walters to approve the previous meeting minutes as presented. Seconded by McCarthy. Motion carried unanimously.

ADMINISTRATOR'S REPORT – Administrator Oliphant reported the following:

- Oliphant participated in an HR roundtable hosted by the League of Wisconsin Municipalities focusing on personnel file management and personnel performance evaluations.
- The Clerk/Treasurer's Office was closed on 9/13 to allow staff to maintain records beginning in the building library. The Clerk/Treasurer's office to be addressed next. Chair Walters suggested establishing a quarterly schedule to allow for regular records maintenance.
- A password policy will soon be implemented, and additional data backups will be added.
- Security protocols are under review by the City's IT provider. Oliphant and the IT provider are reviewing the network configuration to identify areas for improvement and how to better map and secure the network.
- Matt Williams began employment as the Zoning Administrator. He is actively working on several permit requests, reviewing the zoning ordinance, and fees.
- Attorney Windle is reviewing the liquor and beer licensing ordinances with an intent to provide an ordinance amendment for the October Common Council meeting that will allow greater liberty in issuing licenses.
- City and County personnel met with Kate from Southwestern Wisconsin Regional Plan Commission to discuss public relations.
- The Utility Manager, City Administrator, and Director of Public Works reviewed the Utility audit with the auditor at Baker Tilly.

CONFIRMATION OF CITY CLERK/DEPUTY TREASURER – Motion by Walters to confirm Amanda Keller as the City Clerk/Deputy Treasurer. Seconded by McCarthy. Motion carried unanimously.

ORGANIZATIONAL STAFFING AND COST OF LIVING ADJUSTMENT FOR 2025 – Oliphant presented the proposed wage and benefit information for 2025. The City's health insurance premium contribution is projected to increase by approximately \$85 for a single plan and \$208 for a family plan. The Committee reviewed the budget figures with a proposed 2.5% cost of living adjustment for 2025. The Committee discussed reclassifying the current Municipal Services Specialist to a permanent Buildings & Grounds crewmember to reflect the additional public works-related responsibilities they have assumed. Oliphant advised that the projected wage and benefit figures discussed accounted for this position reclassification and the hiring of a new Municipal Services Specialist. Overall, a 5% increase in wages and benefits is projected for 2025. The Committee requested a review of the proposed 2025 budget for the City prior to finalizing the cost of living adjustment.

CLOSED SESSION - City Administrator Employment Agreement

Motion to enter closed session by Walters. Seconded by McCarthy. Motion carried unanimously. Entered closed session at 6:41PM. Motion to reconvene in open session by Walters. Seconded by McCarthy. Motion carried unanimously. Reconvened in open session at 7:08PM.

Motion by Walters to direct the City Attorney to draft a contract for the City Administrator position with the terms discussed in closed session. Seconded by McCarthy. Motion carried unanimously.

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

ADJOURNMENT – Motion to adjourn by Walters. Seconded by McCarthy. The meeting adjourned at 7:10PM.

Minutes Recorded by Ashley Oliphant