



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, OCTOBER 21, 2024 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 5:30PM. 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 McCarthy, seconded by Cairns. Motion carried unanimously.

### ADMINISTRATOR'S REPORT

Oliphant reported the following:

**Cemetery GIS Project:** Final project review completed. Corrections identified. Brief presentation scheduled for the November 12th Common Council meeting.

**Clerk's Office Reorganization:** Office rearranged to accommodate new Administrative Assistant.

**Phone System Updates:** New prompting system implemented to direct calls. Phone system replacement and conversion to VOIP system will need to be planned due to discontinued hardware.

**IT Infrastructure Review:** Meetings held to discuss network consolidation and hardware replacement with Utility, WPPI, and Computer Doctors. Potential cost savings identified through a shared server.

**New Computer Purchases:** Laptops ordered for Street Department, Zoning Administrator, and Clerk to replace one laptop and two desktops that are at their end of life.

**Street Shop Wi-Fi:** Installation of Wi-Fi access point planned for 2025.

**Payroll Merger:** Discussions with the Utility Manager are ongoing regarding merging payroll.

**RDA Future Planning:** Meeting with Vierbicher to discuss the next steps held on 10/21/24. A Presentation and recommendation for action will occur at the Common Council scheduled for November 12th.

**Potential Hotel Development:** Information regarding a potential development to be presented at the November 12th Common Council meeting.

**Open Enrollment:** Ends October 25th. An all-staff meeting held on October 10th.

**Early In-Person Absentee Voting:** Begins tomorrow, October 22nd and ends November 1st.

### DISCUSSION TEMS

#### Collaborative Communications Plan

The County and City Administrators have been in discussion with Southwestern Wisconsin Regional Plan Commission (SWWRPC) to develop communication strategies for greater transparency. Oliphant provided a communications plan prepared by SWWRPC. Oliphant recommended pursuing the communications plan alongside Richland County with budgeted funds from Community Development. Oliphant to present the Committee with a contract for communication services with SWWRPC at their next meeting.

#### Internships

Oliphant reported that the Tourism Department is seeking to offer an internship opportunity this fall. Future plans include expanding internship opportunities to other City departments. The Committee expressed support for offering internship opportunities.

#### Personnel Hiring and Retention Update

1. Buildings & Ground Lead Spencer Reed resigned with his last day being October 24<sup>th</sup>. He will be relocating out of state. His position will be posted this week once job description updates are completed. A farewell lunch is scheduled for Thursday, October 24<sup>th</sup> at the Municipal Building.

2. Darcy Perkins began employment on 10/21/2024 as a limited term employee to provide administrative support to the Public Works and Economic Development departments.
3. Jeanie Parker was hired as the administrative assistant in the Clerk's office and will begin employment on 10/23/2024.
4. Financial Officer (Treasurer) position remains open. Interviews are ongoing.
5. The Parks & Recreation Department is seeking winter recreation coaches and scorekeepers as well as ice rink attendants.

**CLOSED SESSION - Compensation of Represented Employees**

Motion to enter closed session by Walters, seconded by McCarthy. Motion carried unanimously. Entered closed session at 6:01PM.

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

Motion to reconvene in open session by Walters, seconded by Cairns. Motion carried unanimously. Reconvened in open session at 8:43PM.

Motion by Walters to recommend to the Common Council to consider approval of the tentative agreement with the Richland Center Professional Police Association. Seconded by Cairns. Motion carried unanimously.

**SET NEXT MEETING DATE** The next regularly scheduled meeting of the Personnel Committee is on Monday, November 18<sup>th</sup> at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by Cairns. The meeting adjourned at 8:47PM.

*Minutes recorded by Ashley Oliphant*