



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, NOVEMBER 17, 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 5:31PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Members Absent: none. Cairns was excused at 7:07PM.

APPROVAL OF MINUTES

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

DISCUSSION & POSSIBLE ACTION ITEMS

Insurance Proposal from League of WI Municipalities/Baer Insurance - Ryan Burns

Ryan Burns from Baer Insurance provided an overview of an insurance proposal under the League Mutual Insurance program. Mr. Burns emphasized the program's long history, noting its establishment in 1984 to serve the public sector, and its current extensive reach, covering over 560 entities across the state. A key benefit highlighted was the delivery of one comprehensive policy with a single point of contact, all specifically tailored to meet municipal requirements. Beyond the standard policy details, including premiums, deductibles, limits, and coverage, Mr. Burns also detailed an extensive member services package that is included with the program. These valuable additional resources span numerous areas, such as extensive education and training opportunities, human resources legal services, specific resources for elected officials, safety grant reimbursements, access to the DART police training simulator, and a mental health toolkit, among many others. Financially, the total premium cost for the League Mutual Insurance/Baer Insurance proposal is \$224,633. This price point offers significant savings, coming in at approximately \$40,000 less than the total premium costs under the City's current insurance policies.

Motion by Walters to forward this proposal to the Common Council. Seconded by McCarthy. Motion carried unanimously (3-0).

Amendment of Chapter 42 of the Code of Ordinances for the Bond of Treasurer

The Committee reviewed a proposed ordinance to amend Chapter 42 of the Code of Ordinances, formally electing the option under Wisconsin Statute §70.67(2) to waive the requirement that the City Treasurer execute a specific tax collection surety bond to the County Treasurer, with the City of Richland Center officially assuming direct liability for the statutory function of tax remittance. This action is rationalized by the elimination of the recurring annual bond premium cost (an annual savings of \$350 or more) and the removal of administrative time spent on renewals, aligning with the intent of the statute. While the City assumes the risk of non-payment, this decision is supported by the City's internal financial controls, the Treasurer's continuing requirement to hold a general official bond (under Wis. Stat. § 19.01) that extends to this liability, and the City's Crime/Fidelity insurance policies.

Motion by Walters to recommend to the Common Council the adoption of Ordinance No. 2025-TBD, an ordinance amending Chapter 42 of the Code of Ordinances to create Section 42.11(6) relating to the City Treasurer's bonding requirements, thereby formally electing to waive the bond provided for by Wis. Stat. § 70.67(1) in favor of the City of Richland Center assuming direct liability for the payment of all taxes required to be remitted to the County Treasurer. Seconded by McCarthy. Motion carried unanimously (3-0).

Public Works Organizational Structure and Staffing

Following receipt of the notice of resignation of Street Crew Lead Jason Koch, Administrator Oliphant and Director of Public Works Glasbrenner conducted a comprehensive review of the Public Works Department's operational roles. To enhance departmental efficiency, they propose merging the responsibilities of the existing Buildings and Grounds Crew Lead and Street Crew Lead positions into a single, unified role: Assistant Director of Public Works. This restructuring will establish a centralized point of coordination across both divisions, allowing for more effective cross-training, flexible deployment of personnel and equipment, and streamlined reporting structures to ensure better

communication and alignment with overarching department goals. Administrator Oliphant confirmed that, even with this restructuring, the department intends to hire a fourth full-time Street Crew I position and will continue to evaluate the optimal staffing level and structure for the Buildings and Grounds Division. Furthermore, she explained that these adjustments can be accomplished within the current budgetary constraints.

Motion to approve restructuring Crew Lead positions into Assistant Director of Public Works and posting hiring announcements for both Assistant Director of Public Works and Street Crew I.

ADMINISTRATOR'S REPORT

Administrator Oliphant reported the following:

- The employee holiday party is scheduled for 12/19/2025 at 3:00PM.
- Building and Grounds Crew Lead Williams is currently completing the required course to become a Certified Pool Operator (CPO).
- The County has requested to resume meetings of the ad hoc City/County Committee
- The deadline to return the 2026 EMS contract has been extended to 12/2/2025.
- The acting Clerk has completed certification of the petition related to Stori Field. Upon making corrections, the petition may be resubmitted within a 10-day period.
- The Stori Field land transfer was executed on 11/17/2025. However, an error was identified in the transfer documents and Attorney Windle subsequently submitted a correction document.
- Attorney Windle and Administrator Oliphant have met with Lydia's House representatives to discuss the ownership structure and associated 1970s loan from the City.

SET NEXT MEETING DATE

The next meeting was scheduled for Monday, December 15th at 5:30PM.

ADJOURNMENT

Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 8:37PM.

Meeting minutes recorded by Ashley Oliphant