



MINUTES OF THE PERSONNEL COMMITTEE

THURSDAY, JANUARY 22, 2026 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 5:32 PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Members Absent: none.

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

ADMINISTRATOR'S REPORT

- Finley Hamblin (former seasonal) was hired for Buildings & Grounds; employment agreement was executed.
- Financial Officer Molzoff will be processing payroll for recently approved Library Board bonuses.
- A Jan. 6 plowing accident caused damage to a parked vehicle; no injuries were reported.
- Administrator Oliphant attended a meeting Jan. 21 with Emplify/Gundersen/Tri-State Ambulance.
- IPA will be holding a Symons stakeholder workshop and public session on Jan. 29th.
- A "Lunch and Learn" series is being developed for department head meetings.
- A Capital Improvement Project template is finalized; staff will begin budget request meetings in February.
- The Jan. 20–21 server migration is complete. The server is housed in the Utility Office and is functional despite ongoing troubleshooting.
- Administrator Oliphant and Director Glasbrenner met with a representative for Senator Tammy Baldwin and a mayoral candidate regarding city operations.
- Discussed expanding security camera coverage with TC Networks.
- Confirmed the property loan affecting Lydia's House is under HUD rather than CDBG; staff is verifying federal regulations with HUD.
- Director Glasbrenner proposed to the County convey 10 acres for \$1 to develop 17 residential lots using \$2M in HUD funding; the County Executive and Finance Committee took no action.
- Administrator Oliphant discussed remaining CDBG obligations with NHS Director Woodhouse.
- The RDA has reached an agreement for the sale of their last remaining lot.

DISCUSSION & POSSIBLE ACTION ITEMS

2025 Employee PTO Accruals and Carry Over: Administrator Oliphant presented the 2025 PTO data, noting that salaried employees worked nearly 1,500 unpaid hours, the equivalent of 0.75 of a full-time position. If averaged, each employee would have absorbed 187 hours of additional workload. Regarding leave, about 400 hours were carried over to 2026, while 59 hours were lost. The Committee requested that future reports include historical data to facilitate year-over-year comparisons.

Municipal Operations: Mandatory and Discretionary Services: Administrator Oliphant presented an overview of mandatory versus discretionary services. While certain services are legally required, the method of delivery remains a local decision. This allows decisionmakers to choose whether services are handled in-house, outsourced, or through a hybrid model. Although Oliphant suggested the Committee evaluate discretionary offerings for potential reductions, the Committee elected to review the Police Department first. This decision was based on the department's substantial budgetary impact and the upcoming expiration of its collective bargaining agreement.

SET NEXT MEETING DATE

The next meeting was scheduled for Monday, February 16th at 5:30PM.

ADJOURNMENT

Motion Walters, seconded by Cairns to adjourn. Motion carried unanimously. The meeting adjourned at 7:02PM.

Meeting minutes recorded by Ashley Oliphant