



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, FEBRUARY 19, 2024 AT 5:30 PM

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

CALL TO ORDER

Tom McCarthy called the meeting to order at 5:33PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Tom McCarthy and Ryan Cairns. Absent: None.

APPROVAL OF MINUTES

Motion by Cairns to approve the January 22, 2024 and December 18, 2023 meeting minutes, seconded by McCarthy. Motion carried.

ADMINISTRATOR'S REPORT – Oliphant reported the following:

- **Personnel Updates:** Officer Barr resigned on February 14, 2024, to accept a position with the Richland County Sheriff's Office but will continue with the City as a casual officer. The search for a new Treasurer/Financial Officer has seven applicants, and the position is being reposted with the updated title. Twenty-eight applicants have applied for the Administrative Assistant role, and a total of \$96.75 has been spent on Indeed job postings to date. Misty will be on vacation for the next two weeks.
- **Administrative and Legal:** The Zoning Office has initiated enforcement on three properties, and all affected owners have been notified. The City is working with the County to draft a modified tower lease and a Memorandum of Understanding (MOU) for dispatch services. Discussions are underway with Tracy Johnson to adjust permit fees, allowing the City to retain 10% of the revenue.
- **Professional Development:** Oliphant attended a WCMA "coffee chat" on communication, cooperation, and consideration, as well as the Ehlers Public Finance Seminar.
- **Operations:** Payroll processing assistance is ongoing. A recent close call during tree trimming resulted in a minor injury, but proper personal protective equipment (PPE) was used, and Steve Eller was contacted for an on-site visit.

DISCUSSION ACTION ITEMS

City Officer Ordinance: After a review and discussion of the revised City Officer Ordinance, three key changes were recommended:

- **Appointment Process:** City Officers to be hired through the same process used for department heads. This eliminates the need for mayoral appointments and council confirmation.
- **City Administrator Role:** The City Administrator is not to be designated as a City Officer.
- **Legal Representation:** The City Attorney to be authorized to provide legal defense for individual employees who are sued for actions they take in their official capacity.

Motion by McCarthy to recommend that the Common Council approve the City Officer Ordinance with changes as discussed. Seconded by Cairns. Motion carried unanimously.

SET NEXT MEETING DATE – The next meeting was scheduled for Monday, March 18, 2024 at 5:30PM.

ADJOURNMENT– Motion to adjourn at 8:23PM by McCarthy, seconded by Cairns. Motion carried unanimously.

Meeting minutes recorded by Ashley Oliphant