



MINUTES OF THE PERSONNEL COMMITTEE

WEDNESDAY, JULY 17, 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 5:30PM. A quorum was present. Oliphant affirmed proper notice. Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Absent: None.

APPROVAL OF MINUTES – Motion to approve the 5/16/2024 and 6/20/2024 meeting minutes by McCarthy, seconded by Cairns. Motion carried unanimously.

ADMINISTRATOR'S REPORT – Administrator Oliphant provided various updates including contracting with Vierbicher for the RFP process for a revaluation, completing the Walmart excessive tax claim mediation, and discussing the upcoming absentee voting for the August 13th primary. Additionally, the Park Board changed their regular meeting to the fourth Monday of the month, and a preliminary review of the Cemetery GIS map revealed a need for improved GPS data.

Regarding personnel matters, an employee inquired about COVID back pay, and an insurance claim for a headstone was denied. The vacant positions of Clerk, Treasurer, Zoning, and DPW were also discussed, with updates on the recruitment process and recommendations for future appointments.

Finally, the committee reviewed the implementation of the investigation recommendations, which included undergoing training in HR/Management Communication, disseminating Department Head meeting notes, collecting employee handbook acknowledgements more frequently, maintaining an open-door policy, and continuing regular meetings with Utility leadership.

DISCUSSION ACTION ITEMS

Appointment of Director of Public Works: Oliphant recommended the hiring of Jasen Glasbrenner to the position of Director of Public Works with a 180-day probationary period and reviews at three and six months. Additional reviews may be conducted at the discretion of the Personnel Committee. In addition to being in the role of Director of Public Works, Glasbrenner is to maintain his role as the Economic Development Director. The Committee discussed how to best support the dual role and what additional assistance may be needed. Motion by Walters to hire Jasen Glasbrenner as the Director of Public Works, seconded by McCarthy. Motion carried 3-0.

Implementation of a Hybrid Work Model for Certain Positions: Oliphant proposed adopting a hybrid work policy applicable to certain positions as determined by department heads and the City Administrator. Motion by Walters to adopt the hybrid work policy as provided with the inclusion of revocation language as discussed, seconded by McCarthy. Motion carried unanimously.

Hiring and Retention Bonuses: Oliphant proposed implementing a hiring and retention bonus program to attract qualified candidates to fill critical vacancies, improve competitiveness in the job market, as well as providing a reward to the existing employees who been operating in departments experiencing vacancies lasting three or more months. Motion by Cairns to recommend to the Finance Committee the approval of the Hiring and Retention Bonus Program with additions regarding repayment conditions as discussed, seconded by McCarthy. Motion carried.

SET NEXT MEETING DATE – The next meeting was scheduled for Monday 8/19/2024 at 5:30PM.

ADJOURNMENT - Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 8:53PM.

Minutes recorded by Ashley Oliphant