



## MINUTES OF THE PERSONNEL COMMITTEE

THURSDAY, JUNE 20, 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 public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Absent: None.

**APPROVAL OF MINUTES** Not available.

### **DISCUSSION ACTION ITEMS**

#### **Modify Contract for Ongoing Services with Southwestern Wisconsin Regional Planning Commission**

**(SWWRPC):** The Personnel Committee considered a recommendation by Administrator Oliphant to amend the City's existing contract with SWWRPC. The proposed amendment would increase the in-office time of Misty Molzof from 1-2 days to 2-3 days per week for a maximum of 3 years. The hourly rate would remain at \$110, and a 90-day withdrawal clause would be included in the revised agreement. Motion by Cairns, seconded by Walters, was carried unanimously to recommend approval of this contract amendment to the Finance Committee.

**Additional Service Engagement with Johnson Block:** The Personnel Committee reviewed an engagement letter from Johnson Block, the City's current accounting firm, proposing additional services beyond their existing contract. These services include establishing new funds, performing monthly reconciliations, updating capital improvement projects, and handling account reclassifications and adjustments. The estimated workload is one day per month, with the hourly cost to be determined. Motion by Cairns, seconded by McCarthy, was carried unanimously to recommend approval of this additional engagement with Johnson Block to the Finance Committee, contingent upon receiving their final fee schedule.

**Legal Services Agreement for the City Attorney:** Administrator Oliphant reported on the City's expiring legal services agreement with the current City Attorney in September. Oliphant informed the Committee that Richland County is exploring the possibility of hiring an in-house attorney for their legal needs. Given the potential impact on the City's legal services and the expiring agreement, Oliphant will initiate communication with the Richland County Administrator to discuss the feasibility of a shared services agreement for legal services.

### **ADMINISTRATOR'S REPORT**

The Personnel Committee received a report from Administrator Oliphant covering various departmental updates. Oliphant completed BOR training and attended the June 19th BOR meeting. Oliphant will be out of the office from July 18th to 23rd. Oliphant provided an update on new staff, including Amanda Keller starting as Administrative Assistant on June 10th and Tess Barr-Hamblin assisting with training. Barr-Hamblin's role in the Clerk's Office will be reduced soon. Director Glasbrenner's oversight of the Public Works Department continues in the absence of a DPW. Glasbrenner is working with the Buildings & Grounds team to address current challenges and developing a GIS system for data-driven decision making. The Clerk's Office purchased a dedicated cell phone for account verification during payroll processing. Lastly, Oliphant reported on recruitment updates: the Zoning Administrator position interview did not result in an offer, the DPW search may benefit from utilizing a recruitment firm, the Clerk interview process did not yield an offer, and there is no activity regarding the Treasurer position.

**SET NEXT MEETING DATE** The next meeting was scheduled for Wednesday, July 17, 2024 at 5:30PM.

**ADJOURNMENT** Motion to adjourn at 7:41PM by Walters, seconded by McCarthy. Motion carried.

*Meeting Minutes Recorded by Ashley Oliphant*