



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, SEPTEMBER 22, 2025 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 5:33 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 to approve the previous meeting minutes by McCarthy seconded by Cairns. Motion carried unanimously.

**ADMINISTRATOR'S REPORT** Administrator Oliphant reported the following:

- Revaluation meetings concluded successfully, with only one known contestation for the BOR.
- Preliminary departmental operating budget requests are reasonable, but Capital Improvement Projects (CIP) require refinement. First Finance meeting is 9/23/25.
- Amanda's last day is October 1st; she is focused on SOPs and training. Staff are assisting with Zoning, and a public tablet is now available for online permit applications.
- An all-staff open enrollment meeting scheduled for October 1st.
- Waiting on demolition estimates for the Higby property to determine if the project exceeds the \$25,000 public construction threshold.
- Tower lease negotiations are in progress, but proposed rental rates are significantly lower than expected.
- Initial HUD grant application has been approved. Quotes are being solicited for a Grant/Project Manager to begin environmental reviews, which are necessary for fund dispersals.
- Five Symons RFP submissions have been received. Scoring meeting on 9/24; expected before Council on October 7th.
- Four Landfill RFP submissions have been received with costs rising significantly.
- The EMS rate per call is increasing from \$177 to \$225. The projected 2026 cost is \$167,512.50 (a \$52,422.50 increase, based on 744.5 average calls). The City notified the County Administrator that the increase is cost-prohibitive. The County Administrator advised that reducing costs, implementing incremental increases, or fundraising were not options, citing the need to cover required expenses (wages, repairs).

### DISCUSSION & POSSIBLE ACTION ITEMS

**Canyon of Lights Parade Parking Lot Use Agreement and Insurance.** Oliphant reported that Attorney Windle advised the agreement and additional insured requirements were unnecessary, but the Hospital remained firm. The roadway is an alternate staging area but not preferred. *Motion by Cairns to authorize the execution of the Parking Lot Use agreement and inclusion of Richland Hospital as an additional insured. Seconded by McCarthy. Motion carried unanimously.*

**City Events in Relation to the Tourism Coordinator Job Description.** Oliphant noted ambiguity in the Tourism Coordinator job description regarding the status of the Rodeo/June Dairy Days Parade, CenterFest, and Canyon of Lights Parade (City Events vs. Tourism Commission events). Currently, there is no formal documentation designating any events as "City Events." Clarity is needed, potentially via a resolution. *Motion by Cairns to recommend to the Common Council to designate certain events as "City Events," with input from the Tourism Coordinator." Seconded by McCarthy. Motion carried unanimously.*

**Tourism Department Structural Changes.** Oliphant reported that a restructuring of the Tourism Department is actively being explored in consultation with the City Attorney and Tourism Coordinator. Thus far transitioning to a non-profit organization has been identified as the preferred pathway. This entity would be independent from the City, providing services under contract with clear expectations, like any other outside contractor. This structure means the Council would have less direct control. The primary concern raised was the nature of City oversight. Oliphant to continue development of the proposed restructuring.

**SET NEXT MEETING DATE** The next meeting was scheduled for October 27<sup>th</sup> at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 7:32PM.

*Meeting minutes recorded by Ashley Oliphant*