



## MINUTES OF THE PERSONNEL COMMITTEE

THURSDAY, MARCH 21, 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:** Walters called the meeting to order at 5:40PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters and Ryan Cairns. Absent: Tom McCarthy

**APPROVAL OF MINUTES:** Meeting minutes were not available.

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

- **Projects & Initiatives:** The Cemetery project contract is executed with a June start date. Mapping for the Municipal Boundary Agreement is complete, and dialogue with the Town will begin soon. A map and timeline have been created for TID 7 (Downtown/Stori Field), with a plan now in progress. Discussions are underway with the County regarding their development of a short-term rental ordinance.
- **Grants & Funding:** The city has been awarded a \$2.5 million grant for infrastructure. A new grant application for downtown revitalization will be submitted this week. Investor solicitation for a new hotel is now underway.
- **Operational & Staffing:** Two candidates are being considered for the vacant Zoning position. The search for an Administrative Assistant is in the personality profiling stage, while video submissions for the Treasurer position are under review. An application for the Director of Public Works was received today. Misty is now processing payroll after a cleanup of the coding. The annual audit field visit is scheduled for May 13-15.
- **Communication & Planning:** Oliphant and Glasbrenner appeared on WRKO to discuss collaboration and projects. The Public Works Committee is discussing streets identified for overlays. The Utilities have requested more frequent Development Team meetings to address communication concerns. Capital Improvement Projects have been requested from the Utilities. A draft of the Committee Interest Form and Purpose Document has been shared.

### **DISCUSSION ACTION ITEMS**

**Reappointment of City Officers in Accordance with Chapter 42 of the Code of Ordinances:** Motion by Walters to reappoint the following City Officers in accordance with Chapter 42 of the Code of Ordinances: Aaron Joyce as Clerk and interim Treasurer, Gretchen Jelinek as City Assessor, Michael Windle as City Attorney, and Billy Jones as Chief of Policy. Seconded by Cairns. Motion carried unanimously.

**Request for Hours of Work Adjustment (Streets) - Amendment of Policy 201 Hours of Work:** A request to implement a seasonal work schedule for the Street Department was discussed. The committee requested a broader evaluation of all department hours with a goal to ensure consistency and maintain five-day-a-week coverage across all departments. As part of this review, the overtime policy will also be examined.

**SET NEXT MEETING DATE:** To be determined.

**ADJOURNMENT:** Motion to adjourn at 8:26PM by Cairns, seconded by Walters. Motion carried unanimously.

*Meeting minutes recorded by Ashley Oliphant*