



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, JULY 20, 2026 AT 5:30 PM

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

CALL TO ORDER Chair Cairns called the meeting to order at 5:31 PM. A quorum was present. Members present: Ryan Cairns, Chris Jarvis, and Brad Wegner. Members absent: none. Oliphant affirmed proper notice.

APPROVAL OF MINUTES: Motion by Jarvis, second by Wegner, to approve the June 15, 2026 meeting minutes. Motion carried unanimously.

REPORTS & UPDATES

City Administrator's Report

- Staff identified a payroll issue involving holiday overtime pay for police officers and are working through a correction.
- Mayor Tepley, Administrator Oliphant, Director Glasbrenner, Utility Manager Gald, and WPPI representative Schwingle toured Schreiber. Schreiber leadership named housing and DNR waste classification as key challenges.
- The City received two separate ADA concerns related to parking. One was referred to Boardman & Clark. The Director of Public Works is reviewing the other.
- Department heads received a draft purchasing policy for review and feedback.
- Public Works is recruiting for a custodial position.
- A seasonal employee is on leave for a non-work-related reason. A return date has not been determined.
- The new Zoning Administrator is being onboarded. Work so far includes processing permit applications, meeting with County counterparts, and setting up systems to improve data tracking.

CLOSED SESSION

Review and Consideration of Candidate(s) for the Role of Clerk, with possible Closed Session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of public employees. *Motion by Cairns, second by Wegener to enter closed session at 6:38PM. Motion carried unanimously. ***Closed Session*** Motion by Cairns, second by Wegner to reconvene into open session at 7:52PM. Motion carried unanimously.*

Motion by Cairns, second by Jarvis to authorize the hiring of Amanda Keller as City Clerk/Deputy Treasurer effective 7/21/2026. Motion carried unanimously.

AGENDA ITEMS FOR FUTURE MEETINGS: Organizational structure, staffing, and historical overview.

SET NEXT MEETING DATE: The next meeting was scheduled for Monday, August 24th at 5:30PM.

ADJOURNMENT: Motion by Wegner, second by Jarvis, to adjourn at 9:17PM. Motion carried unanimously.

Meeting minutes recorded by Ashley Oliphant