



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, MARCH 16, 2026 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 5:34 PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters and Tom McCarthy. Members absent: Ryan Cairns was excused.

**APPROVAL OF MINUTES:** *Motion by Walters, seconded by McCarthy to approve the January 22, 2026 meeting minutes. Motion carried unanimously.*

**ADMINISTRATOR'S REPORT:** The City Administrator reported the following:

- The City Administrator, Financial Officer, and City Attorney continue to address the ongoing tax settlement dispute with Richland County, to be discussed in closed session at this evening's Special Session.
- Staff continue to work through capital outlay requests.
- Reformatted department head meetings are now held the Wednesday following regular Council meetings and include a 15-minute training session; the first covered AI use.
- The Administrator continues to advocate for a countywide EMS system at ambulance service meetings as is necessary for long-term sustainability.
- CSA Sue Hofer is retiring in early April with no immediate plans to backfill the position. Chief Jones is evaluating parking enforcement practices for future consideration.
- At the collective bargaining representative's request, negotiations are scheduled to begin in June, earlier than typical.
- The Police Department operational assessment is ongoing; a report is expected at the next meeting.
- The Clerk/Treasurer's Office is preparing for the April 7th election. Per Wis. Stat. § 6.29(2)(a), staff must be available until 5:00 p.m. on April 3rd (Good Friday) to accept voter registrations.
- One work injury was reported (broken wrist); the employee is working with restrictions. The Assistant Director of Public Works is coordinating with the City's safety contractor to improve on-site first aid kits.

### DISCUSSION & POSSIBLE ACTION ITEMS

**Part-Time Public Works Crew Position – Facilities Custodian:** Oliphant presented a request to authorize a part-time Buildings & Grounds Crew position (16–20 hours per week) within the Public Works Department. The position would handle routine custodial tasks, pavilion cleaning, and weekend garbage collection rotation, freeing full-time staff to focus on higher-priority work such as mowing, forestry, and facility repairs. The estimated annual cost is \$15,000–\$19,000, which is within the budgeted line item. The request was to authorize hiring the position as either a seasonal/LTE or permanent part-time role; the final classification will be determined based on the qualifications and availability of the candidate selected.

*Motion by Walters, seconded by McCarthy, to approve hiring a part-time Facilities Custodian/Buildings & Grounds Crew position in the Public Works Department. Motion carried unanimously.*

**CLOSED SESSION** for the purpose of discussing employee performance and compensation.

*Motion by Walters, seconded by McCarthy to enter closed session at 5:58PM. Motion carried unanimously.*

**\*\*\*Closed Session\*\*\*** *Motion by Walters, seconded by McCarthy to reconvene in open session. Motion carried unanimously. The meeting was reconvened in open session at 6:50PM. Motion by Walters, seconded by McCarthy, to approve the compensation package as discussed in closed session. Motion carried unanimously.*

**SET NEXT MEETING DATE:** The next meeting was scheduled for Monday, April 20<sup>th</sup> at 5:30PM.

**ADJOURNMENT:** *Motion Walters, seconded by McCarthy to adjourn. Motion carried unanimously.* The meeting adjourned at 6:51PM.

*Meeting minutes recorded by Ashley Oliphant*