



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, SEPTEMBER 18, 2023 AT 5:30 PM

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

ROLL CALL Chair Walters called the meeting to order at 5:33PM. 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 Meeting minutes were not available. No action was taken.

DISCUSSION AND POSSIBLE ACTION

City Forester and Weed Commissioner - Personnel Transition: Oliphant advised with Buildings & Grounds Superintendent Fry retiring in October, a new Forester and Weed Commissioner would need to be appointed. Per City Ordinance, the Tree Board appoints the City Forester and whomever holds the title of Parks & Grounds Superintendent is assigned the role of Weed Commissioner. Oliphant recommended amending the ordinances to better reflect current job titles and organizational structure.

Cemetery Management/Personnel: Oliphant advised cemetery management with the aid of GIS mapping was being explored. More information will be provided when available.

MEUW Regional Safety Management Contract: Oliphant advised the MEUW Regional Safety Management Contract was due for renewal. Oliphant explained the City could continue it's partnership with City Utilities by sharing the cost of this service or seek alternatives. The Committee requested more information about available and mandated training, past & anticipated training schedules, and other relevant information. Oliphant to report back with more information at the next meeting.

2024 Cost of Living Adjustment: Oliphant advised the 2024 cost of living adjustment (COLA) was estimated to be between 2.8% and 3.1%. Health insurance premium costs to increase by approximately \$300 per employee with a family insurance plan. The employer and employee WRS contribution to increase from 6.8% to 6.9%. Oliphant to provide projected costs for COLAs between 2.5% and 3.5% for consideration at the next meeting.

Closed Session - For the purpose of discussing performance concerns of specific employees and the consideration of hiring a specific employee. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 7:00PM. Motion to reconvene in open session. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Reconvened in open session at 9:56PM.

SET NEXT MEETING DATE The next meeting was scheduled for October 23, 2023 at 5:30PM.

ADJOURNMENT Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 10:00PM.