

CALL TO ORDER – Chair Walters called the meeting to order at 5:36PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters and Ryan Cairns. Absent: Tom McCarthy. Others present: City Administrator Ashley Oliphant, City Attorney Michael Windle, and Mayor Todd Coppennoll.

APPROVAL OF MINUTES – Not available. To be reviewed and approved at a future meeting.

DISCUSSION ACTION ITEMS

ROLE OF CITY ADMINISTRATOR – Attorney Windle provided the Committee with the City Administrator ordinance, job description, and examples of conflicts within the code of ordinances between the role of administrator and subunits of the Common Council. He advised that upon creating the role of city administrator, the code of ordinances was not properly updated to reflect the organizational changes. Several ordinance amendments are necessary to clarify the role and authority of the administrator. Further, he described the difficulty in providing legal guidance to the administrator with the ordinances in their current condition. It was noted that shortly after hiring the administrator, Attorney Zach had been engaged to address this matter. Attorney Windle will be in communication with Attorney Zach to determine the status and will then pursue drafting necessary changes for consideration.

Administrator Oliphant informed the Committee of recently becoming aware of an employee concern regarding a potential hostile work environment because of the alleged misconduct of Administrator Oliphant. Additionally, she explained being aware of defamatory statements being made by current and former employees and officials, as well as within the public sphere. Administrator Oliphant expressed concern about a concerted effort to effectuate her removal. Due to the serious nature of the employee complaint Administrator Oliphant requested a formal investigation be conducted. The Committee discussed available investigatory options and determined an independent third party should be utilized. Attorney Windle was directed to present the Council with investigatory agencies for their selection and approval.

SEASONAL HOURS – The Street Division of the Public Works Department previously requested the implementation of seasonal hours between the first full week of April through the last full week of September of every year. Administrator Oliphant provided a written summary prepared by Street Crew Lead Jason Koch outlining the rationale for the request. Chair Walters provided an overview of the previous Personnel Committee discussion regarding seasonal hours. She also explained that she was contacted by another alderperson who expressed support for the implementation of seasonal hours.

Motion by Walters to approve the request to implement seasonal hours for the Street Division of Public Works as presented with an effective date of May 18, 2024. Seconded by Cairns. Motion carried.

ADMINISTRATOR'S REPORT

- Personnel creating agendas received open meetings and public records law training by Attorney Windle.
- Completing necessary transitional efforts to maintain normal operations.
- Interviews for the Zoning Administrator and Director of Public Works were conducted. Offer of employment extended to one party. Necessary relocation impeded hiring efforts for both roles.
- Vacant positions are posted on the City's website, digital billboard, the League of Wisconsin Municipalities website, applicable association websites, and Indeed.
- Seeking summer help from students to assist with administrative tasks and projects.
- First review of applications for Clerk and Administrative Assistant scheduled for 5/20/2024.
- The annual ARPA and ERIP reports were filed. Remaining ARPA dollars must be obligated by December.
- The annual audit was delayed two weeks, but the expected August delivery date will remain unaffected.
- Alderperson Tepley is providing much appreciated administrative assistance.

- Summary of observations/suggestions from Interim Deputy Clerk/Treasurer shared.
- The deposit for the leafer is no longer required by the vendor. Request will go before Council in June.
- Tree complaint from McCullum to be resolved by 5/17/24 per the hired tree cutter.
- Hillside Dr property is still noncompliant. Enforcement efforts will continue.
- Glasbrenner and Reed will be collaborating on various projects to include the immediate trimming of airport trees and obtaining easements.

SET NEXT MEETING DATE – The next meeting was scheduled for Thursday, June 20, 2024 at 5:30PM.

ADJOURNMENT – Motion to adjourn at 7:38PM by Walters, seconded by Cairns. Motion carried.

Meeting Minutes Recorded by Ashley Oliphant