



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, DECEMBER 15, 2025 AT 5:30 PM

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

**CALL TO ORDER** Chair Walters called the meeting to order at 5:30PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Members Absent: none.

### APPROVAL OF MINUTES

Motion to approve the previous meeting minutes by Walters, seconded by McCarthy. Motion carried unanimously.

### ADMINISTRATOR'S REPORT

- Oliphant will be out of the office from Dec 22 – Jan 5.
- The City Holiday Party is scheduled for Friday, Dec 19 at 3:00 PM.
- Onboarding with the new insurance provider is set for Thursday, Dec 18.
- The Clerk's office has extended its hours (7:00 AM – 6:00 PM) on Dec 22, Dec 29, and Jan 28.
- The transition to the new server is expected to be complete by Jan 8; the current server is reaching end-of-life/failing.
- Gary Manning was awarded the Higby demolition bid as the lowest qualified bidder.
- Working with the Department of Revenue (DOR) on requirements for the EMS levy adjustment.
- The County Administrator accepted a reduced call average (699). The contract is currently in progress but not yet executed.
- The first meeting of EMS representatives (non-JAC) will be held tomorrow evening.
- A draft ordinance to merge R-1 and R-2 districts into a single R-1/2 district will be presented to the Plan Commission on Dec 17.
- An offer from Ellen Keller Evans to purchase 1.5 acres was declined due to the proposed timeline. The buyer has been invited to resubmit an adjusted offer.
- Oversight of the Cobblestone project has been transitioned to Alderperson Tepley.

### DISCUSSION & POSSIBLE ACTION ITEMS

**Public Works Department Structure and Staffing:** Following a vacancy in the Buildings and Grounds Division and the appointment of an Assistant Director, Oliphant presented a review of the Public Works Department's organizational structure. She and the Director will collect operational data over the coming months to evaluate the feasibility of a new part-time custodial position. This trial aims to determine if delegating daily cleaning will allow full-time staff to prioritize complex maintenance before a decision is made on filling the current full-time vacancy.

**Video Services Contract:** The Committee reviewed a draft video service contract requiring the provider to record 50 city meetings and events annually. While Common Council and Utility Commission meetings are mandatory, the Committee supports granting the provider discretion in selecting the remaining events. Additionally, staff was directed to confirm that the updated PEG Channel duties do not result in any unintended operational or legal consequences.

### SET NEXT MEETING DATE

The next meeting was scheduled for Monday, January 22<sup>nd</sup> at 5:30PM.

### ADJOURNMENT

Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 6:24PM.

*Meeting minutes recorded by Ashley Oliphant*