



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, MARCH 17, 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 5:31PM. 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 Cairns, seconded by McCarthy. Motion carried unanimously.

ADMINISTRATOR'S REPORT Oliphant reported the following:

- Participated in a manufacturing industry forum and tour of Rockwell.
- Working with DPW, Parks & Rec Director, and Symons Director on an inclusive park initiative.
- Continuing to work with Representative Van Orden's team on the HUD grant reallocation.
- Reviewed and support range concept proposed by Chief Jones.
- Will be working closely with WPPI and Utility to transition the server and remap network.
- Building an online reporting function for ADA related concerns at the request of the ADA Committee.
- ADA Committee requested a transition plan be completed requiring input from departments.
- Advertising for seasonal positions.
- Committee Preference Form to be distributed soon.
- Special Session of the Council on April 8th regarding hotel development.

DISCUSSION AND POSSIBLE ACTION ITEMS

Confirmation of Financial Officer (Treasurer) Appointment – Motion by Walters to confirm the appointment of Misty Molzof as the Financial Officer (Treasurer) for the City of Richland Center, seconded by McCarthy. Motion carried unanimously.

Employee Discount at Symons Recreation Complex – Oliphant presented a proposal from Symons Recreation Complex Director Mike Hardy, offering complimentary memberships to all city and county employees. The estimated \$9,000 revenue reduction. Due to financial concerns the Committee took no action.

Goals for 2025 – Oliphant provided the following areas of focus for 2025:

- **Workforce Development and Training:** Support new employees in obtaining core competencies, provide leadership training, and promote employee engagement in relevant associations.
- **Employee Retention & Engagement:** Increase opportunities for input & feedback, increase regular meetings with department heads, encourage a work-life balance through flexible scheduling when feasible.
- **Health and Wellness:** Increase awareness of discount at Symons and of the [Well Wisconsin](#) program.
- **Technology and Records Retention:** Improve digital services through web forms, GIS training, record digitization, and regular website maintenance.
- **Safety and Risk Management:** Appoint a safety lead within departments, establish regular and routine department level safety meetings, and review and update emergency preparedness procedures.
- **Council Workshop:** Oliphant recommended holding a Council workshop to enhance understanding of roles, procedures, and reporting expectations.

SET NEXT MEETING DATE The next meeting was scheduled for April 21st at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 6:47PM.