



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, AUGUST 26, 2024 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. Members Present: Walters, McCarthy, and Cairns. Oliphant affirmed proper notice.

APPROVAL OF MINUTES: Motion to approve the minutes by McCarthy. Seconded by Cairns. Motion carried unanimously.

ADMINISTRATOR'S REPORT: Administrator Oliphant reported the following: participated in the County's comprehensive plan update which emphasized shared services, a regular weekly meeting with the Utility Manager and Administrator was established, collective bargaining negotiations are ongoing, wastewater rate increases approved by the Utility Commission have gone into effect, and the Clerk/Treasurer's office is undergoing training as part of the County's software changes related to property tax collection, are engaged in planning for the upcoming November election, and the office will be closed in the near for records management purposes.

DISCUSSION AND POSSIBLE ACTION ITEMS:

1. **COVID Related Pay** – Oliphant advised the City was eligible to pursue a covid related tax credit program until October 2024. In 2021, this program had previously been considered by the Personnel Committee in consultation with the City's labor relations attorney. At that time, the Committee declined to act. The Personnel Committee reviewed the 2021 decision and took no further action.
2. **2025 Cost of Living Adjustment (COLA)** – Oliphant provided a preliminary estimate for the 2025 cost of living adjustment of 2.57%.
3. **Staffing - Additional Support** – Oliphant requested authorization to hire a limited term employee (LTE) through the remainder of 2024 to provide administrative support to the Departments of Public Works and Economic Development. The LTE role would be funded with unexpended wages from wage adjustments and vacancies that occurred in 2024. Motion by Walters to authorize the City Administrator to hire an LTE for administrative support using unexpended wages from vacant positions at a cost not to exceed \$22,000. Seconded by McCarthy. Motion carried 3-0.
4. **Organizational Structure - Incorporating Planning & Development** – The Committee discussed future organizational structures which included a focus on city planning and development. Once drafted, Oliphant to provide a job description for the role of Planning & Development Director to the Committee for review and future planning.

CLOSED SESSION - For the purpose of hiring and contract consideration

Motion by Walters to enter closed session. Seconded by McCarthy. Motion carried unanimously. Entered closed session at 6:14PM.

Closed Session

Motion by Walters to reconvene into open session. Seconded by McCarthy. Motion carried unanimously. Returned to open session at 9:12PM.

Motion by Walters to authorize the City Administrator to extend offers of employment for the positions of Zoning Administrator, Clerk, and Treasurer. Seconded by McCarthy. Motion carried.

Motion by Walters to forward to the Common Council the recommendation to approve the Legal Services Agreement for the City Attorney for a term of one year. Seconded by McCarthy. Motion carried unanimously.

SET NEXT MEETING DATE September 16th at 5:30PM.

ADJOURNMENT Motion by Walters to adjourn the meeting. Seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 9:18PM.

Minutes recorded by Ashley Oliphant