



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, DECEMBER 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 (departed at 7PM). Absent: None.

APPROVAL OF MINUTES – Motion by McCarthy to approve the November 20, 2023 meeting minutes, seconded by Cairns. Motion carried.

ADMINISTRATOR'S REPORT – Oliphant reported the following:

- Employees were offered additional coverage through the existing Combined Insurance provider.
- Jodi Mieden, Stacy Pilla, Tess Barr-Hamblin, and Jena Cabral successfully organized and hosted an all-staff holiday party.
- Jason Koch was promoted to Lead Street Crew.
- Tess Barr-Hamblin and Jena Cabral are providing additional support and assistance to the Clerk's Office throughout December and January for tax collection.
- Upcoming holiday observations: December 22nd, 25th, 29th, and January 1st.
- Oliphant to be out of the office December 20th through end of the year.
- Personnel possessing CDLs completed random drug and alcohol screenings.

DISCUSSION AND POSSIBLE ACTION:

- **City Officer Ordinance** – Attorney Windle solicited input from the Committee to aid in the formation of a city officer ordinance(s). Attorney Windle advised, if desired, the ordinance may include the following requirements: specific qualification requirements, a specific hiring process, removal procedures and protections, and make all officers subject to the personnel policies of the City of Richland Center as in the case of all other employees. The Committee directed Attorney Windle to incorporate language to ensure that appointments are only of qualified candidates, and the hiring process and personnel policies are consistent for all positions whether they be that of an officer or department head.
- **Recognition of Exemplary Employees** – Oliphant expressed gratitude for the exemplary performance of Tess Barr-Hamblin, Jena Cabral, and Spencer Reed. Oliphant explained that Barr-Hamblin has proven to be an exemplary utility player who is always willing to learn new skills, help wherever needed, and serve to the best of her ability with a positive attitude. Like Barr-Hamblin, Cabral has repeatedly provided additional assistance to other departments without hesitation or complaint. Cabral has maintained an exceptional attitude and willingness to serve. Reed, who is relatively new in his role, has eagerly accepted challenges, worked to find solutions, and improvements to his department's processes. Oliphant acknowledged the great value each of these employees has provided to the City and gratitude for their dedication.
- **Performance Evaluation of the City Administrator** – CLOSED SESSION
Motion to enter closed session by McCarthy, seconded by Walters. Motion carried. Motion to reconvene into open session by McCarthy, seconded by Walters. Motion carried.

FUTURE AGENDA ITEMS – City officer ordinance and continuation of Administrator's performance evaluation.

SET NEXT MEETING DATE – The next meeting was scheduled for January 15, 2024 at 5:30PM.

ADJOURNMENT – Motion to adjourn at 8PM by Walters, seconded by McCarthy. Motion carried.