



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, JANUARY 22, 2024 AT 5:30 PM

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

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

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

**ADMINISTRATOR'S REPORT** – Oliphant reported being active in various personnel matters, providing assistance with payroll processing, receiving continued assistance from SWWRPC related to day-to-day financial operations during ongoing period of staff transition, and informed the Committee of complaints received from the public related to public works functions.

### **DISCUSSION AND ACTION ITEMS**

- **City Officer Ordinance** – *No action taken.*
- **Structure and Job Descriptions for Vacant Positions** – The Committee reviewed the job descriptions for Director of Public Works and Administrative Assistant. Oliphant to post updated job descriptions to the vacancy announcements.
- **Planning for a Wage Study** – The Committee discussed conducting a formal wage analysis for all City positions. Oliphant to compile preliminary wage data from similar municipalities. The Committee will consider recommending the adoption of a resolution identifying approved municipalities to be used as comparable for all city positions. Upon adoption of a resolution, future wage analyses to be completed using authorized comparables.
- **Performance Evaluation of the City Administrator** – CLOSED SESSION  
Motion by Walters to enter closed session at 7:36PM, seconded by Cairns. Motion carried. Motion to reconvene into open session at 7:56PM by Walters, seconded by Cairns. Motion carried.

**SET NEXT MEETING DATE** – The next meeting was scheduled for Monday, February 19, 2024 at 5:30PM.

**ADJOURNMENT** – Motion to adjourn at 7:58PM by Walters, seconded by McCarthy. Motion carried.