



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, DECEMBER 16, 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 5:30PM. 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 McCarthy, seconded by Cairns. Motion carried unanimously.

ADMINISTRATOR'S REPORT Oliphant reported the following:

- Accurate Assessors have started the revaluation process by requesting records from the Assessor.
- Property tax bills were mailed by the December 15th deadline.
- Weekly meetings between the City Administrator, Utility Manager, and DPW are ongoing.
- Vacant positions: Buildings & Grounds Crew Lead and Financial Officer.
- Preliminary insurance renewal figures amount to a 12.65% increase. The insurance provider will be providing new figures after adjusting some deductibles.
- The Shared Ride Taxi procurement process is in the final stages and to go before the Common Council in January.

DISCUSSION & POSSIBLE ACTION ITEMS:

Approval of Public Outreach Services Contract with SWWRPC: The Committee discussed enhancing transparency and the dissemination of information through a consistent release of information to the public utilizing communication channels such as social media, radio, and print media. Oliphant recommended engaging with Southwest Wisconsin Regional Planning Commission (SWWRPC) for this purpose. Conversely, committee member Cairns advocated for an in-house approach utilizing city personnel, rather than outsourcing this function. Motion by Walters to recommend to the Common Council to approve the Public Outreach Services Contract with SWWRPC at a cost not to exceed \$3,350 for six months. Seconded by McCarthy. Motion carried 2-1.

Department Transfer of FTE Municipal Services Specialist: Oliphant advised that the current 'floating' role of Municipal Services Specialist held by Barr-Hamblin is becoming less suitable due to her increased responsibilities within the Public Works Department. Oliphant advised formally transferring the position to the Public Works Department would create better alignment and efficiency. The Committee expressed support for this transfer.

Reclassification of Municipal Services Specialist from Limited Term to Permanent Position: Due to the current arrangement where the Director of Public Works also serves as the Economic Development Director, both departments have a long-term need for administrative support. To address this need, a Limited Term Employee (LTE) Municipal Services Specialist was hired in October. Oliphant explained that this position has proven invaluable, assisting with a wide range of tasks including, but not limited to developing a Hotel Request for Proposals (RFP), listing equipment for sale, consolidating vendor accounts, conducting inventory, assisting with grant identification and administration, and creating standard operating procedures. Oliphant requested approval to transition this Limited Term position to a full-time permanent position. Motion by Cairns to approve the reclassification of the LTE MSS to a permanent position pending Common Council approval. Seconded by McCarthy. Motion carried unanimously.

DIRECTOR OF PUBLIC WORK PERFORMANCE REVIEW Upon request, Director Glasbrenner addressed the committee advising he is excited to be in the role and is motivated to find efficiencies and improve operations. Thus far several areas have been identified for savings to include an upcoming request for a shared equipment purchase with the City Utilities. He also shared plans to strategically reduce mowing by 33% without impeding use of public lands. The Committee requested a formal evaluation including peer feedback be completed for the February meeting.

SET NEXT MEETING DATE Due to the observance of Martin Luther King Jr Day, the next meeting was scheduled for January 27th at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by McCarthy. The meeting adjourned at 7:15PM.

Minutes recorded by Ashley Oliphant