



OFFICIAL PUBLIC NOTICE

MEETING OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, JULY 17, 2023 AT 5:30 PM

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

AGENDA

ROLL CALL - Roll call; determine whether a quorum is present; affirmation of proper public notice.

APPROVAL OF MINUTES

1. June 19, 2023 Meeting Minutes

ADMINISTRATOR'S REPORT

STATUS OF OPEN POSITIONS

CLOSED SESSION - For the purpose of discussing performance concerns of specific employees.

- a. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2). Roll call vote if motion is not unanimous.

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 14th day of July, 2023 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

Aaron Joyce, City Clerk/Treasurer

Please Note: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-6428.

Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member in attendance will be for information.

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 - Motion to approve the May 15 and April 24, 2023 meeting minutes. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT - Oliphant reported the following:

- Meetings scheduled with department heads to finish the insurance renewal process.
- A standing meeting with the school administration has been established.
- Capital Improvement Plan (CIP) information was requested from the Utility departments.
- A meeting was scheduled with MSA to discuss the current street project in the absence of a director.
- Seeking information from firms to discuss CIP services.
- Continued email disruptions prevent communication with users of Gmail servers.
- Tourism Coordinator tasked with compiling specific data on room tax and hotels.
- Actively working with the interim County Administrator to amend the Symons contract.
- Seasonal Buildings & Grounds staff assisting Public Works Department.

DISCUSSION AND POSSIBLE ACTION ITEMS

Status of Open Positions – Oliphant reported the following open positions: Zoning Administrator, Director of Public Works, Public Works Crew, Patrol Officer/Community Resource Officer, and Wastewater and Water Department vacancies (2).

Contracted Services for Interim Public Works Director – Oliphant requested authorization to explore contracting a temporary Public Works Director like with zoning administration. Oliphant to research this option and provide more information for the Committee to consider.

Department Merger - Public Works and Buildings & Grounds – The Committee discussed formally merging the Buildings & Grounds Department with the Street Department. Although the Director of Public Works position is vacant, other open positions are being filled, making this an appropriate time to merge departments, and reset standard operating procedures.

Motion to merge the Street Department and Buildings and Grounds Department into one department called the Department of Public Works. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried.

CLOSED SESSION - For the purpose of discussing performance concerns of specific employees and the consideration of promotion of a specific employee. Motion to enter closed session. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 6:20PM. Motion to reconvene in open session. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Reconvened in open session at 8:47PM.

Motion to authorize the City Administrator to appoint a temporary Lead Public Works Crew worker and hire up to two other crew members. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

FUTURE AGENDA ITEMS – None.

SET NEXT MEETING DATE – The next meeting was scheduled for July 17, 2023 at 5:30PM.

ADJOURNMENT – Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 8:50PM.