



OFFICIAL PUBLIC NOTICE
MEETING OF THE PERSONNEL COMMITTEE
TUESDAY, AUGUST 26, 2025 AT 5:30 PM

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

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. Meeting Minutes

ADMINISTRATOR'S REPORT

DISCUSSION & POSSIBLE ACTION ITEMS

2. Canyon of Lights Parade Parking Lot Use Agreement and Insurance
3. Legal Services Insurance Requirements
4. Outside Employment Policy
5. Hiring/Vacant Positions

SET NEXT MEETING DATE *Third Monday of the Month - September 15th*

ADJOURNMENT

Posted this 22nd day of August, 2025 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

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, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. 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 attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

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 5:07PM. 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 Cairns, seconded by McCarthy. Motion carried unanimously.

ADMINISTRATOR'S REPORT

- An RFP for garbage and recycling services has been drafted and will be published soon.
- An RFP for the Innovation Planning Grant project for Symons will be published this week. An updated Symons agreement between the City and County has been submitted for Council consideration.
- LWM highlights regarding [State budget impacts](#):
 - Shared revenue increasing by 3.4% in 2026 and 2.9% in 2027.
 - Municipal Services Payments (payments for state owned facilities in city) increasing ~14%.
 - Local Roads Improvement Program (LRIP) increasing funding available to municipalities.
 - Shared Ride Taxi funding increasing by 30%.
 - Talent Recruitment Grants – 5 mil included in state budget for municipalities to use to market or provide direct incentives to out-of-state households who move to their municipalities.
- A phone number was established for the City Administrator phone (608) 475-5029. The process of porting existing numbers to the Open Phone system to begin soon. Once completed, numbers will also be established for the Council and Mayor.
- WRS Contributions increasing from 6.95% each to 7.2% each, totaling 14.4%.
- ETF Insurance projected to increase by 11%.
- An ordinance creating child safety zones affecting registered sex offenders is currently being developed.
- A notice of resignation was submitted by a Buildings and Grounds employee. Their last day will be August 1st. Buildings and Grounds job descriptions have been updated, open positions are posted online, and interviews are being conducted.
- The Public Nuisance Ordinance (Chapter 300) has been under review with future amendments to be recommended.

DISCUSSION & POSSIBLE ACTION ITEMS

Legal Services Contract Renewal: Oliphant explained that since 2023, Abt Swayne Law, LLC has provided legal services to Richland Center under an agreement expiring September 5, 2025, with an annual renewal option. The current rates are \$150/hour for attorneys and \$80/hour for legal assistants, billed in 1/10th-hour increments, with the City reimbursing litigation costs. The proposed renewal increases the attorney rate to \$175/hour.

Motion by Walters to recommend renewal of the Legal Services Agreement to the Finance Committee. Seconded by McCarthy. Motion carried unanimously.

Ambulance Service MOU: Oliphant explained that the City has a 2023-2025 Memorandum Agreement with Richland County for 911 advanced EMT ambulance service, expiring December 31, 2025. The City pays \$119,900 annually (\$170/call for ~677 calls/year) in 12 monthly installments. Staffing and oversight issues prompt consideration of renewing the agreement or exploring alternative providers. Due to uncertain ongoing operations, the Committee instructed Oliphant to investigate alternative options.

2026 Cost of Living Adjustment (COLA): Oliphant presented preliminary 2026 COLA figures, suggesting a potential 2.5% to 3% increase.

Personnel Handbook Amendment – Timekeeping: Oliphant explained that the Personnel Handbook lacks timekeeping and rounding policies. Employees use miPay for electronic time recording, replacing a prior paper system. Hourly employees are paid per minute worked, complicating time management and overtime cost control. Oliphant requested an amendment to include a requirement to use the City's designated timekeeping system and to implement a 15-minute increment rounding system.

Motion by McCarthy to amend the Personnel Handbook to include the timekeeping policy as presented. Seconded by Walters. Motion carried unanimously.

Personnel Handbook Amendment - Vacation Scheduling and Payout: Oliphant explained that the Personnel Handbook currently governs vacation time, requiring department head approval for employee time off requests. However, department heads themselves don't need approval from the City Administrator for their own vacation. Oliphant requested an amendment requiring department heads to notify the City Administrator of time off. Additionally, Oliphant explained a gap in the policy regarding vacation payout for terminated employees. While employees who resign in good standing with two weeks' notice are eligible for accrued vacation payout, the policy is silent on terminated employees. Legally, this silence means terminated employees are also eligible for payout of their accrued vacation time. Oliphant recommended amending the handbook to include language specific to terminated employees.

Motion by Cairns to amend the Personnel Handbook to include a requirement for department heads to provide notice of time off and restrictions on vacation payout for terminated employees as presented. the timekeeping policy as presented. Seconded by McCarthy. Motion carried unanimously.

Personnel Handbook Amendment - Lunch and Breaks: Oliphant has proposed revisions to the Lunch and Break Policy. Key changes include standardizing the unpaid lunch break to 30 minutes and explicitly stating that department heads will determine the scheduling of both lunch breaks and paid 15-minute breaks, as well as designating the on-site locations for paid breaks.

Motion by McCarthy to amend the Personnel Handbook to adjust the standard length of lunch breaks and to add greater specificity regarding break times as presented. Seconded by Walters. Motion carried unanimously.

Personnel Handbook Amendment - Protective Clothing: Oliphant explained that the Personnel Handbook does not address protective clothing items. However, the City has historically provided protective clothing to at risk employees in the Public Works Department. Oliphant recommended amending the Handbook to include the provision of protective clothing in compliance with OSHA standards.

Motion by Cairns to amend the Personnel Handbook to include protective clothing as presented with the removal of the employee purchase option in Section C(4). Seconded by Walters. Motion carried unanimously.

Personnel Handbook Amendment - Hours of Work: Oliphant shared that the Public Works Committee recently reviewed the standard hours for the Department of Public Works made the following referral:

The Public Works Committee reviewed a proposal to establish a standard 8-hour workday schedule for all Public Works employees, from 7:00AM to 3:30PM, Monday through Friday, on a year-round basis, with the ability to set flexible shift schedules. While members acknowledged the operational benefits of the change, they also discussed personnel concerns and policy implications. The Committee voted to refer the matter to the Personnel Committee for further discussion and consideration.

Oliphant has proposed standardizing City department operating hours. Based on presented data, the new year-round hours for most City departments would be Monday through Friday, 8:00 AM to 4:30 PM. Public Works would operate Monday through Friday, 7:00 AM to 3:30 PM. The proposal also allows for alternate work schedules. The Committee emphasized the need for a phased implementation plan to minimize any potential negative impact on employees.

Motion by McCarthy to amend the Personnel Handbook to adjust the standard work hours and allow alternate work schedules with full implementation to be completed by January 1, 2026. Seconded by Walters. Motion carried unanimously.

Independent Contractor Policy & Insurance Decision: Oliphant reported that an independent contractor hired for summer services lacked the required insurance and documentation. This oversight by the department responsible led to the contractor being notified of the insurance requirements after having already engaged in work for the department. The contractor attempted to secure adequate coverage but found it cost-prohibitive. It must be decided whether to include the contractor under the City's insurance policy or terminate their services.

Motion by Cairns to include the current Tourism Department contractor under the City's insurance until August 31, 2025, and that, effective August 31, 2025, the contracted work shall either terminate, or the contractor shall provide satisfactory proof of their own required insurance for any continued engagement. Seconded by Walters. Motion carried unanimously.

Oliphant presented a proposed policy that standardizes the engagement, management, and oversight of independent contractors. This policy defines independent contractors, establishes a selection process (including bidding, insurance, and licensing), and sets clear approval thresholds for agreements (Common Council for unbudgeted or \$3,000+, City Administrator for smaller budgeted ones after City Attorney review). It also details guidelines for supervision, payment, termination, dispute resolution, confidentiality, and compliance. Oliphant recommended adopting this policy to enhance transparency, ensure legal and financial accountability, and mitigate risk exposure.

Motion by Walters to recommend the Independent Contractor Policy to the Council for approval. This recommendation is contingent on the inclusion of specific insurance limits and a waiver of subrogation, and subject to attorney review.

Benefit Opt Out Program: Oliphant reported that with insurance costs continuing to rise, a Health Insurance Opt-Out Incentive Program was developed for consideration as a potential cost control mechanism. However, an informal employee survey indicates low interest. If the program were to be implemented, current responses suggest that this could lead to additional costs if employees receive incentives to continue opting out.

SET NEXT MEETING DATE The next meeting was scheduled for August 18th at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 7:24PM.

Meeting minutes recorded by Ashley Oliphant

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Agenda Item: Canyon of Lights Parade Parking Lot Use Agreement and Insurance

Requested by: Ashley Oliphant

Meeting Date: Personnel Committee on 8/26/2025

Background:

To facilitate the annual [Canyon of Lights Parade](#), the City's Tourism Department is requesting permission to use the Richland Hospital parking lot for parade staging. This request is part of the standard coordination efforts for the event. The hospital has granted approval, contingent on two conditions:

1. The execution of a formal Parking Lot Agreement.
2. The City listing Richland Hospital as an additional insured for the event.

Therefore, the requested action is to authorize the execution of the Parking Lot Agreement and to add Richland Hospital as an additional insured. This will allow the use of their parking lot for parade staging on October 4, 2025. The cost for the additional insured request is expected to be \$25.00.

Requested Action:

Motion to authorize the City Administrator to execute a Parking Lot Agreement with Richland Hospital and to add the hospital as an additional insured for the use of its parking lot for staging the Canyon of Lights Parade on October 4, 2025.

Attachments: Richland Hospital's Parking Lot Agreement



PARKING LOT USE AGREEMENT

This Agreement ("Agreement") is made on 7/30/2025 between:

City of Richland Center
450 South Main Street
Richland Center, Wisconsin

and

The Richland Hospital and Clinics
333 East Second Street
Richland Center, Wisconsin

1. Purpose

This Agreement allows the City to use the Hospital's parking lot located at 333 East 2nd Street on Saturday, October 4th, 2025 during the hours of 4:00 pm to 9:30 pm for the City of Richland Center's Fall Color Parade.

2. Terms and Conditions

2.1 Use of Parking Lot: The City agrees to use the Parking Lot solely for the event mentioned in Section 1 and to ensure that no damage or disruption occurs to the Parking Lot during the event.

2.2 Liability: The City shall be responsible for any damage to the Parking Lot or any injuries that occur during the event. The City agrees to indemnify and hold harmless the Hospital from any claims arising from the use of the Parking Lot.

2.3 Insurance: The City shall maintain adequate liability insurance and provide a certificate of insurance to the hospital, with the hospital listed as an additional insured.

3. Termination

Either party may terminate this Agreement with written notice in case of a breach of its terms and conditions.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

City of Richland Center:

The Richland Hospital and Clinics:

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Outside Employment Policy

Requested by: Ashley Oliphant

Meeting Date: Personnel Committee on 8/26/2025

Background:

The attached policy outlines guidelines for employees seeking or engaging in outside employment to ensure there are no conflicts of interest, adverse impacts on job performance, or violations of City ethical standards. This policy aims to:

- Clarify expectations regarding secondary employment.
- Establish a clear process for disclosure and approval of outside employment.
- Protect the integrity of City operations and resources.

This policy reflects current best practices and aims to provide clarity for both employees and management while mitigating potential risks associated with outside employment.

Requested Action:

Motion to adopt the Outside Employment Policy as presented.

Attachments: Proposed Outside Employment Policy and Outside Employment Request Form

OUTSIDE EMPLOYMENT

SECTION 1. PURPOSE

The City of Richland Center recognizes that employees may wish to engage in outside employment or business activities. This policy is established to ensure that any outside employment does not create a conflict of interest, interfere with the employees' ability to perform their duties effectively, or reflect negatively on the City.

SECTION 2. SCOPE

This policy applies to all non-represented full-time and part-time employees of the City of Richland Center, regardless of their position or department.

SECTION 3. POLICY

Requirements for Approval: All City employees are required to obtain written approval from the City Administrator before accepting any form of outside employment, including but not limited to, part-time jobs, self-employment, consulting work, or any business activity for financial gain.

1. Application Process:

- a. Employees seeking to engage in outside employment must complete an "Outside Employment Approval Request" form, available from the City Administrator's office.
- b. The form must be submitted to the City Administrator for review and approval at least ten (10) business days prior to the intended start date of the outside employment.
- c. The form must include a detailed description of the proposed outside employment, including the nature of the work, the employer or business name, the hours and days of work, and any other relevant information.

2. Criteria for Approval: The City Administrator will review each request and, as part of this process, will consult with the applicable department head. Review will be based on the following criteria:

- a. **Conflict of Interest:** The outside employment must not create a conflict of interest, either actual or perceived, with the employee's duties and responsibilities to the City. This includes activities that may compete with the City or use City resources or proprietary information.
- b. **Impact on Performance:** Outside employment must not negatively impact the employee's ability to perform their job duties for the City, including their availability, alertness, and work quality. The combined working hours of City and outside employment should not be excessive and must comply with any legal requirements regarding working hours.
- c. **Risk to City Reputation:** Outside employment must not reflect unfavorably on the City or compromise public trust in City government.

3. Approval and Denial:

- a. The City Administrator will provide a written response to the employee, either approving or denying the request.

- b. Approval may be granted with specific conditions or limitations to mitigate potential conflicts or performance issues.
 - c. If a request is denied, the City Administrator will provide the employee with a written explanation for the denial.
4. **Reporting Changes:** Employees must notify the City Administrator of any significant changes to their approved outside employment, including a change in hours, duties, or employer, and may be required to submit a new approval request.
5. **Violations:** Failure to comply with this policy, including engaging in outside employment without prior approval or misrepresenting the nature of outside employment, may result in disciplinary action, up to and including termination of employment.
6. **Existing Outside Employment:** All current employees with existing outside employment must submit a "Outside Employment Request" form for review and within 30 days of this policy's effective date. If an existing outside employment arrangement is found to be out of compliance with this policy, the City Administrator will work with the employee on a case-by-case basis to determine a path forward. Where reasonable adjustments can be made to mitigate noncompliance, they will be considered. However, in some cases, full compliance with the policy may be required.

SECTION 4. RESPONSIBILITIES

- **City Administrator:** Reviews all requests, consults with department heads, and works with employees to address noncompliance.
- **Department Heads:** Consults with the City Administrator on how outside employment might affect their staff and department.
- **Employees:** Must understand this policy, seek prior approval for all outside employment, and report any changes.

SECTION 5. REVIEW AND AMENDMENT

This policy shall be reviewed and amended by the City Administrator as needed.

SECTION 6. EFFECTIVE DATE

This policy takes effect on August 26, 2025.

ADOPTED by the Personnel Committee of the City of Richland Center on this 26th day of August by the following votes: AYES __, NOS __.

OUTSIDE EMPLOYMENT REQUEST FORM

Outside Employment Request Form

Instructions: Employees must complete this form to request approval for any outside employment, including self-employment, consulting, or volunteer work, that could potentially interfere with their duties, create a conflict of interest, or occur during their City work hours. This form must be submitted to the City Administrator and your department head for review and approval *before* commencing outside employment.

Section 1. Employee Information

Name: _____ **Date:** _____
Title: _____ **Department:** _____

Section 2. Proposed Outside Employment Details

Employer: _____ **Address:** _____
Contact: _____ **Phone:** _____
Email: _____

Nature of Work/Duties: (e.g., retail sales, consulting, volunteer work, self-employment)

Expected Start Date: _____ **Anticipated Hours per Week:** _____

Work Schedule: (Please describe days/times you anticipate working, if known)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
START:							
END:							

Is any part of this outside employment during your regular City work hours?

☐ Yes ☐ No

If yes, please explain:

Will you be using any City equipment, property, or resources (e.g., vehicles, equipment, computers, supplies, confidential information) for this outside employment?

☐ Yes ☐ No

If yes, please explain:

OUTSIDE EMPLOYMENT REQUEST FORM

Do you believe this outside employment presents any actual or perceived conflict of interest with your duties or responsibilities as an employee of the City of Richland Center?

☐ Yes ☐ No

If yes, please explain:

Will this outside employment involve any interaction, direct or indirect, with the City of Richland Center as a client, vendor, or regulatory body?

☐ Yes ☐ No

If yes, please explain:

Section 3. Employee Certification

I certify that the information provided in this request is true and accurate to the best of my knowledge. I understand that approval for outside employment is granted based on this information and may be revoked if circumstances change or if the outside employment is found to conflict with City policy or my performance. I also understand that approval of this request does not alter my responsibilities to the City of [Your City Name] or exempt me from any City policies.

Signature: _____

Date: _____

Section 4. Review and Determination

To be Completed by the City Administrator

Reviewed by: _____

Date: _____

Recommendation: ☐ Approved
☐ Approved with Conditions
☐ Denied

Conditions or Reasons for Denial:

Department Head Signature: _____ Date: _____

City Administrator Signature: _____ Date: _____