



**OFFICIAL PUBLIC NOTICE**  
**MEETING OF THE PERSONNEL COMMITTEE**  
MONDAY, APRIL 21, 2025 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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**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**

1. Meeting Minutes

**ADMINISTRATOR'S REPORT**

**DISCUSSION ACTION ITEMS**

2. City Issued Cell Phones
3. Tourism Department Staffing and Contracts

**SET NEXT MEETING DATE** *Third Monday of the Month*

**ADJOURNMENT**

Posted this 17th day of April, 2025 by 5:00 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.

MONDAY, MARCH 17, 2025 AT 5:30 PM

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**CALL TO ORDER** Chair Walters called the meeting to order at 5:31PM. 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** Oliphant reported the following:

- Participated in a manufacturing industry forum and tour of Rockwell.
- Working with DPW, Parks & Rec Director, and Symons Director on an inclusive park initiative.
- Continuing to work with Representative Van Orden's team on the HUD grant reallocation.
- Reviewed and support range concept proposed by Chief Jones.
- Will be working closely with WPPI and Utility to transition the server and remap network.
- Building an online reporting function for ADA related concerns at the request of the ADA Committee.
- ADA Committee requested a transition plan be completed requiring input from departments.
- Advertising for seasonal positions.
- Committee Preference Form to be distributed soon.
- Special Session of the Council on April 8<sup>th</sup> regarding hotel development.

**DISCUSSION AND POSSIBLE ACTION ITEMS**

Confirmation of Financial Officer (Treasurer) Appointment – Motion by Walters to confirm the appointment of Misty Molzof as the Financial Officer (Treasurer) for the City of Richland Center, seconded by McCarthy. Motion carried unanimously.

Employee Discount at Symons Recreation Complex – Oliphant presented a proposal from Symons Recreation Complex Director Mike Hardy, offering complimentary memberships to all city and county employees. The estimated \$9,000 revenue reduction. Due to financial concerns the Committee took no action.

Goals for 2025 – Oliphant provided the following areas of focus for 2025:

- **Workforce Development and Training:** Support new employees in obtaining core competencies, provide leadership training, and promote employee engagement in relevant associations.
- **Employee Retention & Engagement:** Increase opportunities for input & feedback, increase regular meetings with department heads, encourage a work-life balance through flexible scheduling when feasible.
- **Health and Wellness:** Increase awareness of discount at Symons and of the [Well Wisconsin](#) program.
- **Technology and Records Retention:** Improve digital services through web forms, GIS training, record digitization, and regular website maintenance.
- **Safety and Risk Management:** Appoint a safety lead within departments, establish regular and routine department level safety meetings, and review and update emergency preparedness procedures.
- **Council Workshop:** Oliphant recommended holding a Council workshop to enhance understanding of roles, procedures, and reporting expectations.

**SET NEXT MEETING DATE** The next meeting was scheduled for April 21<sup>st</sup> at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 6:47PM.