



**OFFICIAL PUBLIC NOTICE**

**MEETING OF THE PERSONNEL COMMITTEE**

MONDAY, MARCH 16, 2026 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** *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. January 22, 2026 Meeting Minutes

**ADMINISTRATOR'S REPORT**

**DISCUSSION & POSSIBLE ACTION ITEMS**

2. Part-Time Public Works Crew Position – Facilities Custodian

**CLOSED SESSION** for the purpose of discussing employee performance and compensation

3. The Chair may entertain a motion to enter closed session pursuant to Wis. Stat., 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.
4. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous

**SET NEXT MEETING DATE** *Third Monday of the Month - April 20th*

**ADJOURNMENT**

Posted this 13th day of March, 2026 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: To request disability-related accommodations, please contact City Administrator Ashley Oliphant (608-647-3466 or 450 S. Main St.) at least 24 hours in advance. Notice is hereby given that a quorum of other city governmental bodies may be present at this meeting for informational and discussion purposes only, and no formal action will be taken by those bodies at this meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



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**CALL TO ORDER** Chair Walters called the meeting to order at 5:32 PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Members Absent: none.

**APPROVAL OF MINUTES** Motion Cairns, second by McCarthy to approve the previous meeting minutes. Motion carried unanimously.

**ADMINISTRATOR'S REPORT**

- Finley Hamblin (former seasonal) was hired for Buildings & Grounds; employment agreement was executed.
- Financial Officer Molzoff will be processing payroll for recently approved Library Board bonuses.
- A Jan. 6 plowing accident caused damage to a parked vehicle; no injuries were reported.
- Administrator Oliphant attended a meeting Jan. 21 with Emplify/Gundersen/Tri-State Ambulance.
- IPA will be holding a Symons stakeholder workshop and public session on Jan. 29<sup>th</sup>.
- A "Lunch and Learn" series is being developed for department head meetings.
- A Capital Improvement Project template is finalized; staff will begin budget request meetings in February.
- The Jan. 20–21 server migration is complete. The server is housed in the Utility Office and is functional despite ongoing troubleshooting.
- Administrator Oliphant and Director Glasbrenner met with a representative for Senator Tammy Baldwin and a mayoral candidate regarding city operations.
- Discussed expanding security camera coverage with TC Networks.
- Confirmed the property loan affecting Lydia's House is under HUD rather than CDBG; staff is verifying federal regulations with HUD.
- Director Glasbrenner proposed to the County convey 10 acres for \$1 to develop 17 residential lots using \$2M in HUD funding; the County Executive and Finance Committee took no action.
- Administrator Oliphant discussed remaining CDBG obligations with NHS Director Woodhouse.
- The RDA has reached an agreement for the sale of their last remaining lot.

**DISCUSSION & POSSIBLE ACTION ITEMS**

2025 Employee PTO Accruals and Carry Over: Administrator Oliphant presented the 2025 PTO data, noting that salaried employees worked nearly 1,500 unpaid hours, the equivalent of 0.75 of a full-time position. If averaged, each employee would have absorbed 187 hours of additional workload. Regarding leave, about 400 hours were carried over to 2026, while 59 hours were lost. The Committee requested that future reports include historical data to facilitate year-over-year comparisons.

Municipal Operations: Mandatory and Discretionary Services: Administrator Oliphant presented an overview of mandatory versus discretionary services. While certain services are legally required, the method of delivery remains a local decision. This allows decisionmakers to choose whether services are handled in-house, outsourced, or through a hybrid model. Although Oliphant suggested the Committee evaluate discretionary offerings for potential reductions, the Committee elected to review the Police Department first. This decision was based on the department's substantial budgetary impact and the upcoming expiration of its collective bargaining agreement.

**SET NEXT MEETING DATE**

The next meeting was scheduled for Monday, February 16<sup>th</sup> at 5:30PM.

**ADJOURNMENT**

Motion Walters, seconded by Cairns to adjourn. Motion carried unanimously. The meeting adjourned at 7:02PM.

*Meeting minutes recorded by Ashley Oliphant*

**Agenda Item:** Part-Time Public Works Crew Position – Facilities Custodian

**Requested & Presented by:** Ashley Oliphant, City Administrator

**Meeting Date:** Personnel Committee on 03-16-2026

**Committee Review:**

**Background:** The Public Works Department’s Buildings & Grounds Division maintains City buildings, parks, and public facilities. Currently, full-time crew members spend significant time on routine janitorial and custodial tasks, limiting their availability for higher-priority work such as mowing, forestry, brush collection, facility repairs, and parks maintenance.

A part-time custodial position (16–20 hours per week) has been identified as a cost-effective solution to improve operational efficiency and service delivery. Additional duties include pavilion cleaning for rentals, participation in the rotating weekend garbage collection schedule, and limited mowing support as needed.

Assigning these routine tasks to a part-time position will improve operational efficiency and allow full-time crew members to focus on core Public Works operations such as grounds maintenance, tree trimming, brush collection, etc.

**Department Recommendation:** Recommend approval of the Part-Time Buildings & Grounds Crew position within the Public Works Department.

**Financial Impact:** ~\$15,000 – \$19,000; Budgeted Line Item

**Requested Action:**

**PERSONNEL:** Motion to approve the Part-Time Public Works Buildings & Grounds Crew position.

**Attachment(s):**

- Public Works Facilities Custodian Job Description March 2026