



OFFICIAL PUBLIC NOTICE

MEETING OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, JUNE 19, 2023 AT 5:30 PM

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

AGENDA

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

APPROVAL OF MINUTES

1. May 15, 2023 Meeting Minutes
2. April 24, 2023 Meeting Minutes

ADMINISTRATOR'S REPORT

DISCUSSION AND POSSIBLE ACTION ITEMS

3. Status of Open Positions
4. Contracted Services for Interim Public Works Director
5. Department Merger - Public Works and Buildings & Grounds

CLOSED SESSION - For the purpose of discussing performance concerns of specific employees and the consideration of promotion of a specific employee.

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 - *Third Monday of the month, July 17, 2023 at 5:30PM*

ADJOURNMENT

Posted this 16TH day of June, 2023 by 6:30 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.

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

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.



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, MAY 15, 2023 AT 5:30 PM

MUNICIPAL BUILDING CONFERENCE ROOM

Item 1.

CALL TO ORDER: Chair Walters called the meeting to order at 5:36PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns(*joined via phone at 5:52PM*)

APPROVAL OF MINUTES: Minutes were not available. No action taken.

ADMINISTRATOR'S REPORT: Oliphant reported the following: continuing to seek financial service vendors, the annual field visit by the auditors was completed last week, a meeting is scheduled with Lamar for department heads to discuss billboard advertising, department heads are completing training for the agenda program conducted by the Clerk, the Common Council will receive training on the agenda program next, attended meeting with the County to discuss the tower contract the City holds in relation to its impact on the County, adjusted estimated cost figures for the position of the Community Resource Officer were submitted to the District Administrator for consideration, completed annual reporting for ARPA, and the City will be obtaining ownership of the richlandcenter.com domain in the near future (currently owned by private person).

DISCUSSION AND POSSIBLE ACTION

- **Status of Open Positions** – Seeking applicants for the positions of Zoning Administrator and Public Works Director. Given the lack of qualified applicants for the position of Public Works Director, Oliphant recommended removing zoning duties from the job description. The Committee expressed support for this modification.
- **Closed Session** - Clerk Treasurer's Office Personnel Performance Data.
Motion to enter closed session. Motion made by Walters, Seconded by McCarthy. Motion carried. Entered closed session at 6:28PM. Motion to reconvene in open session. Motion made by Walters, Seconded by McCarthy. Motion carried. Returned to open session at 7:24PM.

FUTURE AGENDA ITEMS: Status of Open Positions and ARPA Update (to be conducted with Finance Committee).

SET NEXT MEETING DATE: The next meeting was scheduled for June 19, 2023 at 5:30PM.

ADJOURNMENT: The meeting adjourned at 7:27PM. Motion to adjourn. Motion made by Walters, Seconded by McCarthy. Motion carried.

Minutes recorded by Ashley Oliphant

CALL TO ORDER: The meeting was called to order at 5:01PM by Chair Melony Walters. A quorum was present. Oliphant affirmed proper public notice. Members present: Melony Walters, Ryan Cairns, Tom McCarthy (via *phone*).

APPROVAL OF MINUTES: Motion to approve the March 20, 2023 meeting minutes. Motion made by Cairns, Seconded by Walters. Motion carried.

ADMINISTRATOR'S REPORT: Administrator Oliphant reported the following: meeting with the interim county administrator to discuss economic development and amendments to the Symons agreement, meeting with a local bank to review potential services of interest, meeting with the contracted refuse collection provider to discuss services rendered and billing, meetings with DOT personnel to discuss upcoming projects to include discussions on sidewalk additions and trail improvements, and ongoing Richland Economic Development Board meetings. Oliphant provided feedback from the Stori Field open house sessions and discussed ARPA funding.

DISCUSSION AND POSSIBLE ACTION ITEMS

- **Establishment of a Community Resource Officer** - Chief Jones provided an overview of the proposed Community Resource Officer position. The role would be focused on increasing safety, building relationships, and providing education both within the school district and to the community at large. While the position would be a patrol officer for the City, the primary assignment would be working with and at the Richland School District. The estimated 2023 expense for this position to be between \$35,000-\$40,000. The total expense to be split between the Richland School District and the City with the City's portion being 20%-30% of the total expense. To establish this role, both the Common Council and School District must adopt a memorandum of understanding which will outline the financial obligations of each party.

Motion to recommend to the Council the approval of a new position for the Richland Center Police Department for the purpose of establishing a Community Resource Officer for the Richland School District. Motion made by Walters, Seconded by Cairns. Motion carried.

- **Set Date to Observe Christmas Eve and New Years Eve** - City policy requires observing holidays falling on a Saturday the Friday immediately before, and holidays falling on a Sunday the Monday immediately after. In 2023, Christmas Eve falls on a Sunday and Christmas Day falls on a Monday requiring a deviation from the observation policy. New Years Eve and Day are also affected by this. The Committee determined when this situation occurs with consecutive holiday observances, one holiday observance shall be on the Friday before with the other holiday observance on the following Monday.

Motion to observe holidays on the Friday before the holiday when there are consecutive observances which cannot be observed in accordance with the established policy. Motion made by Cairns, Seconded by Walters. Motion carried.

- **Social Media Policy** – The Committee was provided with a copy of the proposed social media policy with requested edits for their final review. It was noted that since the last review of the proposed policy, ArchiveSocial was implemented across all social media platforms utilized by all departments of the City. ArchiveSocial captures social media records in compliance with Wisconsin public records retention law.

Motion to adopt the social media policy as presented. Motion made by Walters, Seconded by Cairns. Motion carried.

- **Economic Development Department Transition** – The Committee discussed the previously established priorities of the Economic Development Department – housing, workforce retention & attraction, and quality

of life – and determined the Economic Development Director shall prioritize his efforts on opportunities that generate new tax revenue (such as housing development) and support job creation and retention. The Administrator shall monitor and direct the focus of the Director’s work in accordance with these priorities.

The Economic Development Director’s workload and standard operating procedures were discussed. The Committee recognized the importance of the Director being accessible to the public while also expressing the need to ensure practices related to time management were being utilized. To maximize productivity without detracting from public interactions, the Committee encouraged the Director to set appointment days in lieu of offering walk-in meetings five days a week, conduct work offsite/remotely, and to establish a resource package and vetting system/procedure for customer proposals/projects allowing for swift determination of feasibility to ensure finite resources are used judiciously.

Member McCarthy was excused at 6:57PM.

- **Closed Session** – City Administration and Clerk/Treasurer’s Office Personnel Performance Data.
Motion to enter closed session. Motion made by Walters, Seconded by Cairns. Motion carried. Entered closed session at 6:58PM. Motion to reconvene in open session. Motion made by Walters, Seconded by Cairns. Motion carried. Returned to open session at 9:23PM.

SET NEXT MEETING DATE: The next regular meeting to be held on Monday, May 15, 2023 at 5:30PM.

ADJOURNMENT: The meeting adjourned at 9:23PM. Motion to adjourn. Motion made by Walters, Seconded by Cairns. Motion carried.

Minutes recorded by Ashley Oliphant