



OFFICIAL PUBLIC NOTICE

MEETING OF THE PERSONNEL/INSURANCE COMMITTEE

TUESDAY, OCTOBER 24, 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. Approval of Minutes from August 21, 2023 and September 18, 2023 Meetings

ADMINISTRATOR'S REPORT

DISCUSSION AND POSSIBLE ACTION:

2. MEUW Regional Safety Management Contract
3. 2024 Cost of Living Adjustment
4. Closed Session - For the purpose of discussing performance concerns of specific employees and the consideration of hiring 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.
5. Organizational Restructure

ADJOURNMENT

Posted this 23rd day of October, 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 608-647-3466.

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 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.

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

ROLL CALL Chair Walters called the meeting to order at 5:33PM. 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 July 17, 2023 and August 10, 2023 meeting minutes. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT Oliphant reported the following:

- IT Services: Door knocking exercise conducted. Awaiting findings.
- Financial Services: Received four proposals for comprehensive financial services to include capital improvement & TID planning. A recommendation will be made to the Financial Committee.
- Reviewing tower lease renewal in conjunction with discussions with the County.
- Participated in a meeting with Becker Professional Services who were contracted by Richland County for the purpose of exploring economic development opportunities.
- Providing assistance with the hiring of a Library Director.
- Regular meetings established with the District Administrator of Richland School District.
- Tourism Coordinator Richards accepted digital billboard advertising responsibilities.
- Collaborating with Building & Grounds Lead to add electrical outlets in the Council Room as well as update carpet and paint.

STATUS OF OPEN POSITIONS Oliphant reported the following open positions: Zoning Administrator, Director of Public Works (DPW), Public Works Crew, Patrol Officer, and Library Director. A quote for contracted DPW services to be provided at a future meeting.

CLOSED SESSION For the purpose of discussing performance evaluation data of specific employees. Motion to enter closed session. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 6:52PM. Motion to reconvene in open session. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Reconvened in open session at 10:05PM.

FUTURE AGENDA ITEMS Report from Clerk/Treasurer.

SET NEXT MEETING DATE The next meeting was scheduled for September 18, 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 10:07PM.



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

Item 1.

MONDAY, SEPTEMBER 18, 2023 AT 5:30 PM

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

ROLL CALL Chair Walters called the meeting to order at 5:33PM. 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 Meeting minutes were not available. No action was taken.

DISCUSSION AND POSSIBLE ACTION

City Forester and Weed Commissioner - Personnel Transition: Oliphant advised with Buildings & Grounds Superintendent Fry retiring in October, a new Forester and Weed Commissioner would need to be appointed. Per City Ordinance, the Tree Board appoints the City Forester and whomever holds the title of Parks & Grounds Superintendent is assigned the role of Weed Commissioner. Oliphant recommended amending the ordinances to better reflect current job titles and organizational structure.

Cemetery Management/Personnel: Oliphant advised cemetery management with the aid of GIS mapping was being explored. More information will be provided when available.

MEUW Regional Safety Management Contract: Oliphant advised the MEUW Regional Safety Management Contract was due for renewal. Oliphant explained the City could continue it's partnership with City Utilities by sharing the cost of this service or seek alternatives. The Committee requested more information about available and mandated training, past & anticipated training schedules, and other relevant information. Oliphant to report back with more information at the next meeting.

2024 Cost of Living Adjustment: Oliphant advised the 2024 cost of living adjustment (COLA) was estimated to be between 2.8% and 3.1%. Health insurance premium costs to increase by approximately \$300 per employee with a family insurance plan. The employer and employee WRS contribution to increase from 6.8% to 6.9%. Oliphant to provide projected costs for COLAs between 2.5% and 3.5% for consideration at the next meeting.

Closed Session - For the purpose of discussing performance concerns of specific employees and the consideration of hiring a specific employee. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 7:00PM. 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 9:56PM.

SET NEXT MEETING DATE The next meeting was scheduled for October 23, 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 10:00PM.