



OFFICIAL PUBLIC NOTICE

MEETING OF THE PERSONNEL COMMITTEE

MONDAY, FEBRUARY 17, 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

1. Meeting Minutes

ADMINISTRATOR'S REPORT

CLOSED SESSION - Employee Performance Evaluation

2. 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.
3. 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 - March 17th*

ADJOURNMENT

Posted this 14th day of February, 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.



MONDAY, JANUARY 27, 2025 AT 5:30 PM

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 5:32PM. 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:

- City, County, School, and Symons representatives/personnel met to discuss opportunities for collaboration regarding the Symons Recreational Complex. The next meeting is scheduled for 2/10/2025.
- Online employee access to W-2s was granted last week with hard copies being mailed this week.
- The erroneous PTO accruals occurring in 2024 were corrected in the December payroll.
- Preparations for the February 18th election are underway. Over 170 absentee ballots have been issued.
- A conditional job offer was extended for the role of Buildings & Grounds Crew Lead.
- With development plans changing for a future hospital, we received confirmation from HUD allowing the use of grant monies on multiple similar projects at separate site locations.
- Following the last Common Council meeting, Justin Running of Running Inc was made aware of the City's desire for more communication and reporting. Running Inc notified the Administrator of recent staff shortages and hiring efforts.
- The 2025 contractual expense for garbage and recycling services will exceed the established customer fee which has not been adjusted for approximately 10 years. A request for a fee increase will be forthcoming.
- A community forum is scheduled for Wednesday, January 29th to discuss various topics related to the City, County, and School District. Mayor Coppernoll will be representing the City.
- The Administrator and Utility Manager continue meeting weekly.
- The City and City Utilities are in the process of combining email tenants with the assistance of WPPI.
- Director Glasbrenner, MSS Perkins, and Administrator Oliphant met with Ehlers to discuss TID development with no action being recommended until a development agreement was executed.
- The lack of formal charters for committees presents ongoing obstacles. To enhance efficiency and better support staff in serving the Common Council's many subunits, it is crucial to establish clear definitions of the role, scope, and purpose for all committees, commissions, and boards.
- Administrator Oliphant received a request to forgive a portion of a loan issued by the City to avoid foreclosure. If the requested information is received in a timely fashion, the request will be presented to the Finance Committee on February 4th. Will go before Finance if enough information is received in time.
- Director Glasbrenner is coordinating the installation of a vending machine for the Municipal Building.

CLOSED SESSION - Financial Officer

Motion to enter closed session at 6:05PM by Walters. Seconded by McCarthy. Motion carried unanimously.

Closed Session

Motion to reconvene in open session at 8:18PM by Walters. Seconded by McCarthy. Motion carried unanimously.

SET NEXT MEETING DATE The next meeting was scheduled for February 17th at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by McCarthy. The meeting adjourned at 8:20PM.

Meeting minutes recorded by Ashley Oliphant