



OFFICIAL PUBLIC NOTICE

MEETING OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, DECEMBER 18, 2023 AT 5:30 PM

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

AGENDA

1. **ROLL CALL** - Roll call; determine whether a quorum is present; affirmation of proper public notice.
2. **APPROVAL OF MINUTES**
 - 2.1. November 20, 2023 Meeting Minutes
3. **ADMINISTRATOR'S REPORT**
4. **DISCUSSION AND POSSIBLE ACTION:**
 - 4.1. **City Officer Ordinance** - *Consideration of Appointments, Hiring Procedures & Organizational Hierarchy*
 - 4.2. **Recognition of Exemplary Employees**
 - 4.3. **Performance Evaluation of the City Administrator** – CLOSED SESSION for the purpose of conducting a performance evaluation of the City Administrator.
 - (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. **FUTURE AGENDA ITEMS**
6. **SET NEXT MEETING DATE**
7. **ADJOURNMENT**

Posted this 15th day of December, 2023 by 6:00 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 Todd Coppernoll, Mayor at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-6428.

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.

MONDAY, NOVEMBER 20, 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 Motion to approve the October 24, 2023 meeting minutes. Motion made by Cairns, Seconded by Walters. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT Oliphant reported on the following:

- Current positions open: Zoning Administrator, Director of Public Works, Administrative Assistant, Library Assistant & Library Programming.
- Clerk/Treasurer Office transition process.
- RFP for revaluation to be completed following budget adoption.
- 2024 budget finalization with a public hearing tentatively planned for 12/7/2023.

DISCUSSION AND POSSIBLE ACTION

Amending Policy 206 Holidays to Reflect Alternate Work Schedules: Oliphant advised Policy 206 does not provide consideration for alternative work schedules. As such, Oliphant requested Policy 206 be amended to reflect individual employee schedules. Motion to recommend to the Common Council to consider amending Personnel Policy 206 Holidays as presented. Motion by McCarthy, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

Appointment Procedure for Department Heads: Attorney Windle addressed the Committee to discuss developing an appointment procedure for department heads and city officers. At the next meeting, Attorney Windle to provide a draft ordinance incorporating appointment procedures for city officers, proposed amendments to the Employee Handbook to clarify temporary appointments and consider incorporating definitions and parameters for limited term employment (LTE) and interim appointments in the handbook.

Closed Session - For the Consideration of Hiring a Specific Employee and City Administrator Performance Evaluation: Motion to enter closed session. Motion by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion carried. Entered closed session at 6:12PM. Motion to reconvene in open session. Motion made by Cairns, Seconded by Walters. Voting Yea: Walters, Cairns, McCarthy. Motion carried. Reconvened in open session at 8:53PM. The performance evaluation for the City Administrator is to be finalized at the next meeting.

ADJOURNMENT Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 8:54PM.

CHAPTER __
CITY OFFICERS

[History:]

- X.01 OFFICERS OF THE CITY.** Pursuant to Wis. Stat. § 62.09(1)(a) and this ordinance of the Common Council, the officers of the City of Richland Center shall be the Mayor, the Treasurer, the Clerk, the Comptroller, the City Attorney, the City Engineer, one or more City Assessors, the Health Officer, the Chief of Police, the members of the Board of Health, and other such officers or boards as may be created by law or by ordinance of the council, all of which are incorporated herein by reference.
- X.02 GENERAL POWERS AND DUTIES OF THE CITY OFFICERS.** Officers shall have all the duties, powers, and responsibilities found in statute, as well as those which may be assigned to them by the Common Council by ordinance, resolution or creation of a job description, all of which shall be incorporated herein by reference. Officers may make the necessary rules for the conduct of their duties and incidental proceedings. City Officers shall be subject to the City's personnel policies so long as they do not conflict with the Officers' statutory duties.
- X.03 OFFICERS TO BE APPOINTED BY MAYOR SUBJECT TO CONFIRMATION BY THE COUNCIL.** Unless otherwise specified herein, Officers shall be, pursuant to Wis. Stat. § 62.09(3)(b)2, appointed by the mayor subject to confirmation by the Council by a 2/3 affirmative vote of members present. The council may not place conditions on the mayor's power to appoint but may adopt such policies as it feels reasonably necessary to ensure the suitability of appointees. Any such policies shall be incorporated herein by reference.
- X.04 BAR ON REJECTED APPOINTEES.** An appointee whose appointment is rejected by the council shall be ineligible for appointment to the same office for one year thereafter.
- X.05 DURATION OF TERM; REMOVAL FROM OFFICE.** Unless otherwise specified in statute or herein, Officers shall hold office for an indefinite term, subject to removal as provided in Wis. Stat. § 17.12(1)(c)

X.06 EFFECTIVE DATE OF ORDINANCE. This ordinance shall be effective immediately upon its passage and publication.

X.07 REPEAL OF INCONSISTENT ORDINANCES. All ordinances or parts of ordinances or other legislative acts of the city in conflict with this ordinance are hereby repealed.

MAYOR

X.08 SPECIFIC POWERS AND DUTIES OF THE MAYOR. The mayor shall be the chief executive officer of the City of Richland Center and shall have the following powers and duties:

- (1) Take care that city ordinances and state laws are observed and enforced.
- (2) Ensure that all employees and officers of the city discharge their duties.
- (3) From time to time provide the council with such information and make such recommendations as deemed advantageous to the city.
- (4) Preside over meetings of the council subject to such rules as the council may adopt, which shall be incorporated herein by reference.
- (5) Veto power over all acts of the council except those where it is expressly or by necessary implication otherwise provided.
- (6) [Build-your-own mayoral authority here]

TREASURER

X.09 SPECIFIC POWERS AND DUTIES OF THE TREASURER. The treasurer shall have the following powers and duties:

- (1) Except as provided in Wis. Stat. § 66.0608 (3m), the treasurer shall collect all city, school, county, and state taxes, receive all moneys belonging to the city or which by law are directed to be paid to the treasurer, and shall deposit immediately upon receipt thereof the funds of the city in the name of the city in the public depository designated by the council.
- (2) Pay over money in the treasurer's hands according to law.

- (3) Keep a detailed account in suitable books in such manner as the council shall direct. The treasurer shall keep in a separate book an account of all fees received. The treasurer's books shall at all reasonable times be open to inspection.
- (4) Each month at the first meeting of the council and as often as the council shall require make to it a verified report of moneys received and disbursed and of the condition of the treasury.
- (5) Ten days before each regular city election the treasurer shall file in the clerk's office a full and minute verified report of moneys received and disbursed, tax certificates, vouchers and other things of pecuniary value in the treasurer's custody, and of all transactions of the treasurer's office from the date of the preceding like report.

COMPTROLLER

X.10 SPECIFIC POWERS AND DUTIES OF THE COMPTROLLER. The comptroller shall have the following powers and duties:

[SKIPPING COMPTROLLER, CLERK, ENGINEER, ASSESSOR, LOCAL HEALTH OFFICER, POLICE CHIEF AND CONSTABLES FOR REDUNDANCY]

CITY ATTORNEY

X.11 SPECIFIC POWERS AND DUTIES OF THE CITY ATTORNEY. The city attorney shall have the following powers and duties:

- (1) [Statutory powers enumerated with the addition of Wis. Stat. § 62.115 if adopted.]

X.12 QUALIFICATIONS TO SERVE AS CITY ATTORNEY. In addition to those qualifications which apply to all Officers, the City Attorney must be an attorney licensed to practice in the State of Wisconsin and be a member in good standing with the Wisconsin State Bar.

X.13 REMOVAL OF THE CITY ATTORNEY. The City Attorney may only be removed from office for inefficiency, neglect of duty, official misconduct or malfeasance in office.