



## OFFICIAL PUBLIC NOTICE

### MEETING OF THE PERSONNEL COMMITTEE

MONDAY, DECEMBER 16, 2024 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. Meeting Minutes

#### ADMINISTRATOR'S REPORT

##### DISCUSSION & POSSIBLE ACTION ITEMS:

2. Approval of Public Outreach Services Contract with SWWRPC
3. Department Transfer of FTE Municipal Services Specialist
4. Reclassification of Municipal Services Specialist from Limited Term to Permanent Position

##### DIRECTOR OF PUBLIC WORK PERFORMANCE REVIEW - Possible Closed Session

5. 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.
6. 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 - January 20th*

#### ADJOURNMENT

Posted this 13th day of December, 2024 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.



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**CALL TO ORDER** Chair Walters called the meeting to order at 5:30PM. 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 McCarthy, seconded by Cairns. Motion carried unanimously.

**ADMINISTRATOR'S REPORT**

Oliphant reported the following:

**Cemetery GIS Project:** Final project review completed. Corrections identified. Brief presentation scheduled for the November 12th Common Council meeting.

**Clerk's Office Reorganization:** Office rearranged to accommodate new Administrative Assistant.

**Phone System Updates:** New prompting system implemented to direct calls. Phone system replacement and conversion to VOIP system will need to be planned due to discontinued hardware.

**IT Infrastructure Review:** Meetings held to discuss network consolidation and hardware replacement with Utility, WPPI, and Computer Doctors. Potential cost savings identified through a shared server.

**New Computer Purchases:** Laptops ordered for Street Department, Zoning Administrator, and Clerk to replace one laptop and two desktops that are at their end of life.

**Street Shop Wi-Fi:** Installation of Wi-Fi access point planned for 2025.

**Payroll Merger:** Discussions with the Utility Manager are ongoing regarding merging payroll.

**RDA Future Planning:** Meeting with Vierbicher to discuss the next steps held on 10/21/24. A Presentation and recommendation for action will occur at the Common Council scheduled for November 12th.

**Potential Hotel Development:** Information regarding a potential development to be presented at the November 12th Common Council meeting.

**Open Enrollment:** Ends October 25th. An all-staff meeting held on October 10th.

**Early In-Person Absentee Voting:** Begins tomorrow, October 22nd and ends November 1st.

**DISCUSSION TEMS**

**Collaborative Communications Plan**

The County and City Administrators have been in discussion with Southwestern Wisconsin Regional Plan Commission (SWWRPC) to develop communication strategies for greater transparency. Oliphant provided a communications plan prepared by SWWRPC. Oliphant recommended pursuing the communications plan alongside Richland County with budgeted funds from Community Development. Oliphant to present the Committee with a contract for communication services with SWWRPC at their next meeting.

**Internships**

Oliphant reported that the Tourism Department is seeking to offer an internship opportunity this fall. Future plans include expanding internship opportunities to other City departments. The Committee expressed support for offering internship opportunities.

**Personnel Hiring and Retention Update**

1. Buildings & Ground Lead Spencer Reed resigned with his last day being October 24<sup>th</sup>. He will be relocating out of state. His position will be posted this week once job description updates are completed. A farewell lunch is scheduled for Thursday, October 24<sup>th</sup> at the Municipal Building.

2. Darcy Perkins began employment on 10/21/2024 as a limited term employee to provide administrative support to the Public Works and Economic Development departments.
3. Jeanie Parker was hired as the administrative assistant in the Clerk's office and will begin employment on 10/23/2024.
4. Financial Officer (Treasurer) position remains open. Interviews are ongoing.
5. The Parks & Recreation Department is seeking winter recreation coaches and scorekeepers as well as ice rink attendants.

**CLOSED SESSION - Compensation of Represented Employees**

Motion to enter closed session by Walters, seconded by McCarthy. Motion carried unanimously. Entered closed session at 6:01PM.

\*\*\*Closed Session\*\*\*

Motion to reconvene in open session by Walters, seconded by Cairns. Motion carried unanimously. Reconvened in open session at 8:43PM.

Motion by Walters to recommend to the Common Council to consider approval of the tentative agreement with the Richland Center Professional Police Association. Seconded by Cairns. Motion carried unanimously.

**SET NEXT MEETING DATE** The next regularly scheduled meeting of the Personnel Committee is on Monday, November 18<sup>th</sup> at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by Cairns. The meeting adjourned at 8:47PM.

**CONTRACT**  
between  
**CITY OF RICHLAND CENTER, WISCONSIN**  
and the  
**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
for services associated with  
**PUBLIC OUTREACH SERVICES**

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide public outreach services to the City of Richland Center, Wisconsin (the City) as outlined in the attached Scope of Work.

**Purpose**

This contract is set forth for the purposes of assisting the City communicate with city residents regarding on-going projects and initiatives. SWWRPC and the City shall ensure that all work is conducted in compliance with all applicable federal, state, and local laws, rules, and regulations.

**Term of Contract**

The term of this Contract is the period within which the services shall be provided. The term will commence on upon execution of this contract by both parties and terminate no later than June 30, 2025. A contract extension can be initiated by the City via email if desired.

**Project Scope and Responsibilities**

Work with City leadership to create ongoing public outreach communications and materials to the local press, radio and social media. This work will include administration, press outreach, materials development, presentation training, reporting, and analysis. All materials will be available to the City for review and approval prior to publication.

**Project Cost**

SWWRPC's cost of services is \$93 per hour, not to exceed \$3,350 unless an extension is approved by the City. This cost is inclusive of personnel, fringe, indirect, and budgeted travel expenses. SWWRPC shall invoice the City quarterly for actual expenses incurred, and payment shall be issued from the City within 30 days of receipt of the invoice.

**Data Sharing**

All data collected for the project shall be shared equally between SWWRPC and the City for planning purposes, and will belong to the City upon project completion.

**Modification and Termination**

Modification or termination of this contract can be initiated by either party with 60 days' notice. This agreement may only be modified by the written agreement of both parties. Notice of intent to terminate shall also be in writing.

**Effective Date and Signature**

Unless this Contract is earlier terminated as provided above, this Contract shall be effective upon the signature of SWWRPC and the City's authorized officials and continue until June 30, 2024. SWWRPC and the City indicate agreement with this Contract by their signatures.

**Title VI Non-Discrimination**

During the performance of this contract, the City and SWWRPC shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a), Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. The Commission’s services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted February 27, 2018.

**CITY OF RICHLAND CENTER, WISCONSIN**

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**Ashley Oliphant, City Administrator**

Dated: \_\_\_\_\_

**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:**

  
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**Troy Maggied**  
**Executive Director**

Dated: October 22, 2024