



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, MARCH 16, 2026 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 5:34 PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters and Tom McCarthy. Members absent: Ryan Cairns was excused.

APPROVAL OF MINUTES: *Motion by Walters, seconded by McCarthy to approve the January 22, 2026 meeting minutes. Motion carried unanimously.*

ADMINISTRATOR'S REPORT: The City Administrator reported the following:

- The City Administrator, Financial Officer, and City Attorney continue to address the ongoing tax settlement dispute with Richland County, to be discussed in closed session at this evening's Special Session.
- Staff continue to work through capital outlay requests.
- Reformatted department head meetings are now held the Wednesday following regular Council meetings and include a 15-minute training session; the first covered AI use.
- The Administrator continues to advocate for a countywide EMS system at ambulance service meetings as is necessary for long-term sustainability.
- CSA Sue Hofer is retiring in early April with no immediate plans to backfill the position. Chief Jones is evaluating parking enforcement practices for future consideration.
- At the collective bargaining representative's request, negotiations are scheduled to begin in June, earlier than typical.
- The Police Department operational assessment is ongoing; a report is expected at the next meeting.
- The Clerk/Treasurer's Office is preparing for the April 7th election. Per Wis. Stat. § 6.29(2)(a), staff must be available until 5:00 p.m. on April 3rd (Good Friday) to accept voter registrations.
- One work injury was reported (broken wrist); the employee is working with restrictions. The Assistant Director of Public Works is coordinating with the City's safety contractor to improve on-site first aid kits.

DISCUSSION & POSSIBLE ACTION ITEMS

Part-Time Public Works Crew Position – Facilities Custodian: Oliphant presented a request to authorize a part-time Buildings & Grounds Crew position (16–20 hours per week) within the Public Works Department. The position would handle routine custodial tasks, pavilion cleaning, and weekend garbage collection rotation, freeing full-time staff to focus on higher-priority work such as mowing, forestry, and facility repairs. The estimated annual cost is \$15,000–\$19,000, which is within the budgeted line item. The request was to authorize hiring the position as either a seasonal/LTE or permanent part-time role; the final classification will be determined based on the qualifications and availability of the candidate selected.

Motion by Walters, seconded by McCarthy, to approve hiring a part-time Facilities Custodian/Buildings & Grounds Crew position in the Public Works Department. Motion carried unanimously.

CLOSED SESSION for the purpose of discussing employee performance and compensation.

Motion by Walters, seconded by McCarthy to enter closed session at 5:58PM. Motion carried unanimously.

*****Closed Session***** *Motion by Walters, seconded by McCarthy to reconvene in open session. Motion carried unanimously. The meeting was reconvened in open session at 6:50PM. Motion by Walters, seconded by McCarthy, to approve the compensation package as discussed in closed session. Motion carried unanimously.*

SET NEXT MEETING DATE: The next meeting was scheduled for Monday, April 20th at 5:30PM.

ADJOURNMENT: *Motion Walters, seconded by McCarthy to adjourn. Motion carried unanimously.* The meeting adjourned at 6:51PM.

Meeting minutes recorded by Ashley Oliphant