



## MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, MAY 19, 2025 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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**CALL TO ORDER** Chair Walters called the meeting to order at 5:30 PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters and Tom McCarthy. Members Absent: Ryan Cairns.

**APPROVAL OF MINUTES** Motion to approve the previous meeting minutes by McCarthy, seconded by Walters. Motion carried unanimously.

**ADMINISTRATOR'S REPORT** Administrator Oliphant reported the following:

- Auditor conducting onsite field work May 19<sup>th</sup>-21<sup>st</sup>
- Due to concern over garbage along curbs, the mayor will be issuing notices of public nuisance violations.
- Once available, a memo from Attorney Windle regarding room tax/tourism/commission will be provided.
- Records in the shed are being reviewed and destroyed in accordance with the records retention policy.
- The annual ARPA, Room Tax, and Expenditure Restraint reports were submitted by the spring deadline.
- Continue to participate in the Richland Area Employers meetings with the last one held at the Hospital.
- Data transfer to Accurate Appraisals finalized.
- WisDOT declined repairing or replacing the retaining wall in the road right of way in front of Taco Bell as part of Highway 14 reconstruction project. Staff have requested additional information justifying the decision and are seeking to have the WisDOT reconsider their stance.
- A second Innovation Planning Grant was submitted related to GIS. Awaiting award decision.
- Oliphant and Clerk Keller met with Ben (Nova Video) to review his expired contract. Several necessary adjustments were identified due to the elimination of PEG channel and evolution of technology.
- Oliphant and Director Glasbrenner met with Tony Johnson to discuss the August 30<sup>th</sup> deadline imposed by the Common Council on May 6, 2025. Updates will be provided as available.
- Zoning Administrator Williams is assisting the Buildings and Grounds Crew with string trimming as needed. The Street Crew is also providing mowing, trimming, and other assistance.
- Director Mieden is heavily engaged in maintenance activities in preparation for the pool opening. Due to previous maintenance shortcomings, lack of building climatization, and premature wear of components, a significant amount of staff time is being dedicated to the Aquatic Facility negatively impacting operations in other areas.
- Although actively being addressed by the applicable department head, there have been some employee performance-related challenges due to misaligned understandings of job duties and expectations.
- Department heads and other affected employees have been provided with the recently adopted Naming and Branding Policy. No present concerns with implementation.
- The Fire District will begin reviewing the Fire Protection contract at their upcoming meetings.

### DISCUSSION & POSSIBLE ACTION ITEMS

**City Issued Cell Phones:** Chair Walters reported that the Ad Hoc Council Rules Committee recently reviewed cell phone communication policies for elected officials during the Council Rules revision process. Open records compliance issues were highlighted, as officials currently use personal cell phone numbers for public contact. To improve open records compliance and maintain consistent district phone numbers regardless of election changes, a cloud-based phone service was recommended for consideration.

Motion by Walters to forward to the Common Council for possible discussion and action to consider changing the telephone service for elected officials. Seconded by McCarthy. Motion carried.

**Policy Review - Expense Reimbursements:** Chair Walters reported that the Ad Hoc Council Rules Committee recently discussed mileage and expense reimbursement for elected officials during the Council Rules revision process. The Ad Hoc Committee recommended incorporating elected officials into the existing mileage and expense reimbursement policy for employees. The current policy as well as an amended version were provided to the Committee for consideration. Oliphant noted that employees are not eligible for mileage reimbursement when using their privately owned vehicles (POVs) within the city. A limited number of employees routinely use POVs to conduct city business such as the Zoning Administrator and Director of Public Works. Oliphant to consult with the City Attorney about the implications of regularly using POVs for city business and seek input from affected employees. The Committee took no action and requested this item be reconsidered at a future meeting.

**Policy Review - Honoring Employees:** Chair Walters reported that the Ad Hoc Council Rules Committee recently reviewed employee recognition practices during the Council Rules revision process. A resolution was previously adopted establishing a funding source for employee recognition, but a program has yet to be enacted. The Committee reviewed the draft Employee Recognition Program Policy. The highlights of the discussion included an emphasis on department level recognition, tailored recognition specific to individual employees, providing routine opportunities for departments to recognize employees (e.g., shout outs at department head meetings), and providing discretion or latitude in recognizing employees rather than mandating specific forms or timing of recognition.

Motion by Walters to approve incorporating the Employee Recognition Program into the Employee Handbook. Seconded by McCarthy. Motion carried.

**SET NEXT MEETING DATE** The next meeting was scheduled for June 16th at 5:30PM.

**ADJOURNMENT** Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 7:18PM.

*Meeting minutes recorded by Ashley Oliphant*