



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 26, 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 5:31 PM. 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 Administrator Oliphant reported the following:

- **Development:** A development incentive agreement was reached with Cobblestone and will be presented to the Common Council on 9/2/25. A meeting was held with Ferrell Gas to discuss a potential land swap.
- **Budget & Administration:** Initial budget requests have been submitted, and department heads are meeting with the Administrator and Financial Officer this week to refine them. A garbage and recycling RFP was published, and the two received responses are under review. Recent changes to personnel policy have been implemented, with one alternate work schedule request received. The Streets Department will shift to a new 7:00 a.m. to 3:30 p.m. schedule in one month. A new crew member has been hired for Buildings and Grounds. An internal intranet is being developed.
- **Ongoing Projects:** A Tourism memo has been completed for the Council's review. Jeanie is researching ambulance options, managing CDL drug and alcohol testing, and conducting a parcel review for the Ferrell Gas land swap.
- **Community Center:** The Community Center will not open its doors to the public until 8:00 a.m., effective 9/2/25.
- **Form of Government:** Citing concerns from the Mayor, the Administrator encouraged the committee and Council to consider reevaluating their current administrator form of government, ensuring it is meeting the intended goals or if moving to another form would be more desirable. Oliphant noted 101 out of 190 cities in the state operate with some form of professional administrator.

DISCUSSION & POSSIBLE ACTION ITEMS

Canyon of Lights Parade Parking Lot Use Agreement and Insurance

Oliphant requested authorization to list Hospital as additional insured and complete a parking lot agreement to allow for 2025 parade staging in the same fashion as previous years. The Committee questioned the necessity of completing both the agreement and listing the Hospital as an additional insured. Motion by Walters to refer the matter to the City Attorney, seconded by McCarthy. Motion carried unanimously.

Legal Services Insurance Requirements

Oliphant explained with the recent adoption of the Independent Contractor Policy, Abt Swayne does not meet the policy's insurance requirements. Oliphant advised the Committee they could approve an exception given the insurance coverage that is in place or have Boardman Clark review the matter prior to taking action. Motion by Cairns to refer the matter to Boardman Clark, seconded by McCarthy. Motion carried unanimously.

Outside Employment Policy

Oliphant presented a new employee policy on outside employment that aims to prevent conflicts of interest, maintain job performance, and protect the City's reputation. Under the new policy, employees with existing outside employment would be required to report their employment and take any reasonable steps to comply with the new guidelines. The policy was reviewed by the City Attorney with no issues or concerns cited. The Committee considered the new policy and opted to amend the existing Personnel Handbook language to include the criteria listed in Section 3(2) of the proposed policy.

Hiring/Vacant Positions

- **Buildings and Grounds Crew Lead:** Zoning Administrator Matt Williams has accepted the Lead position. He will continue splitting his time between Zoning and Public Works during the hiring process to fill the vacancy created.
- **Buildings and Grounds Crew:** Jesse Jensen was hired as a crew member He started on August 18th.
- **Zoning Administrator:** Oliphant advised the open position has been posted with one candidate applying thus far. Oliphant requested authorization to offer the position pending the completion of the interview and background check process. Motion by Walters to authorize offering the Zoning Administrator position pending the successful completion of a background check and personality profile at the wage discussed. Seconded by McCarthy. Motion carried unanimously.
- **Clerk:** Due to out of state relocation, the City Clerk, Amanda Keller, has submitted her resignation with her last day of work being October 1st.

SET NEXT MEETING DATE The next meeting was scheduled for September 22nd at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by McCarthy. Motion carried unanimously. The meeting adjourned at 8:04PM.

Meeting minutes recorded by Ashley Oliphant