



## MINUTES

### OPENING/ROLL CALL

Chair Melony Walters called the meeting to order at 5:38PM. A quorum was present.

Members Present: Melony Walters and Ryan Cairns

Absent: Scotty Wallace

Others Present: Ashley Oliphant, City Administrator & Jasen Glasbrenner, Economic Development Director

### AFFIRMATION OF PUBLIC NOTICE

Oliphant affirmed proper public notice of the meeting.

### APPROVAL OF MINUTES

Motion by Cairns to waive the reading of the minutes of the October 25, 2022, meeting and approve said minutes.

Seconded by Walters. Motion carried unanimously.

### ADMINISTRATOR'S REPORT

City Administrator Ashley Oliphant provided updates on the following:

- A public hearing for the 2023 Budget is scheduled for December 1<sup>st</sup>.
- Oliphant and the Clerk/Treasurer's Office will be participating in several all-day training modules through the end of the year for the accounting software conversion. The software is expected to go live in December.
- Website conversion to be completed by the end of the year. Department heads will be completing training in the next month to allow them to edit department pages.
- As part of the recodification process, ordinances and other data have been compiled for legal analysis with an estimated project completion of 12 -14 months.
- To learn more about zoning code revisions, engineering firms have been contacted to discuss the process and cost. Meetings are scheduled to gather more information.
- The Parks & Recreation Director and Zoning Administrator positions remain unfilled. There will be an upcoming retirement in the Public Works Department.

### DISCUSSION AND POSSIBLE ACTION ITEMS

- Personnel Handbook

Reviewed previously approved changes to leave policies. Discussed implementing a leave donation policy.

Oliphant requested Section 1, Policy 107 be repealed and replaced as follows:

*The probationary period provides an opportunity for the department head and employee to assess the employment relationship. The probationary period allows the department head to oversee an employee's work, offer advice to increase effectiveness, or dismiss the employee. The duration of the probationary period depends on the employee classification to provide a reasonable length of time to fully assess performance based upon level of responsibility.*

**Non-Exempt Staff:** 90 calendar days

**Exempt Staff:** 180 calendar days

**Represented:** Employees who are represented by a labor association and covered under a collective bargaining agreement with the City or who have employment contracts, should refer to their contracts for the applicable probationary period.

*All employees new to a position at the City will serve and successfully complete an initial probationary period. A new probationary period will start and must be successfully completed when an employee is transferred or promoted to a different position. During the probationary period, employees are entitled to receive all benefits for which they are eligible.*



*Department heads should communicate regularly with newly hired employees to:*

- *Clarify job responsibilities, performance standards, and workplace practices.*
- *Provide support, such as training and/or orientation, to set the individual up for success.*
- *Regularly assess the employee's performance and provide documented constructive feedback where improvement is needed.*
- *Determine if the employee should continue in the position.*

*In situations where a department requires additional time to assess an employee's performance, the City Administrator may authorize the extension of a probationary period. Employees must be informed of an extension, in writing, prior to the expiration of the initial probationary period.*

*A probationary period does not guarantee employment for full probationary period, an employee may be terminated for any reason at any time, either during the probationary period or after completing it.*

*Completion of the probationary period does not entitle an employee to remain employed by the City for any definite period of time. Both the employee and the City are free, at any time, with or without notice and with or without cause, to end the employment relationship.*

**Motion by Walters to recommend to the Common Council to repeal and replace Section 1, Policy 107 as stated. Seconded by Cairns, Motion carried.**

- **Strategic Planning**

- Reviewed 2022 projects/initiatives in progress and completed.
  - Some Examples: the provision of dental and vision insurance, amendment to the hiring policy, recodification, accounting software conversion, rebranding, position reclassification (Municipal Services Specialist), and leave policy adjustments.
- 2023 projects/initiatives Identified
  - Some examples: AV upgrades, revaluation, leadership training, policy revision and development (personnel, financial, agenda setting, project management, etc), improved financial reporting at the department level, and manual development for elected officials and citizen members.
- Organizational Structure & Departmental Operations and Procedures
  - Economic development has been deemed a high priority for the City of Richland Center. To preserve the position due to the County's financial challenges, the City to pursue ending the current arrangement and fully funding the role with the option to provide services to the County at a rate to be determined.
- Department Report Requests
  - A development factsheet/report to be created listing infrastructure, zoning, etc data from all departments. This will be provided to potential developers/interested parties.

**FUTURE AGENDA ITEMS**

- Update regarding development factsheet/report
- Continued handbook revisions
- Clarify the role and authority of the administrator
- Resolution recommending the Economic Development Director role be transitioned to FTE City employment

**NEXT MEETING** December 19, 2022, at 5:30pm.

**ADJOURNMENT** The meeting was unanimously adjourned.

Motion to adjourn by Walters. Seconded by Cairns. Motion carried unanimously.

*Minutes recorded by Ashley Oliphant*