

**CALL TO ORDER:** Chair Walters called the meeting to order at 5:36PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns( *joined via phone at 5:52PM*)

**APPROVAL OF MINUTES:** Minutes were not available. No action taken.

**ADMINISTRATOR'S REPORT:** Oliphant reported the following: continuing to seek financial service vendors, the annual field visit by the auditors was completed last week, a meeting is scheduled with Lamar for department heads to discuss billboard advertising, department heads are completing training for the agenda program conducted by the Clerk, the Common Council will receive training on the agenda program next, attended meeting with the County to discuss the tower contract the City holds in relation to its impact on the County, adjusted estimated cost figures for the position of the Community Resource Officer were submitted to the District Administrator for consideration, completed annual reporting for ARPA, and the City will be obtaining ownership of the richlandcenter.com domain in the near future (currently owned by private person).

#### **DISCUSSION AND POSSIBLE ACTION**

- **Status of Open Positions** – Seeking applicants for the positions of Zoning Administrator and Public Works Director. Given the lack of qualified applicants for the position of Public Works Director, Oliphant recommended removing zoning duties from the job description. The Committee expressed support for this modification.
- **Closed Session** - Clerk Treasurer's Office Personnel Performance Data.  
Motion to enter closed session. Motion made by Walters, Seconded by McCarthy. Motion carried. Entered closed session at 6:28PM. Motion to reconvene in open session. Motion made by Walters, Seconded by McCarthy. Motion carried. Returned to open session at 7:24PM.

**FUTURE AGENDA ITEMS:** Status of Open Positions and ARPA Update (to be conducted with Finance Committee).

**SET NEXT MEETING DATE:** The next meeting was scheduled for June 19, 2023 at 5:30PM.

**ADJOURNMENT:** The meeting adjourned at 7:27PM. Motion to adjourn. Motion made by Walters, Seconded by McCarthy. Motion carried.

*Minutes recorded by Ashley Oliphant*