

CALL TO ORDER: The meeting was called to order at 5:01PM by Chair Melony Walters. A quorum was present. Oliphant affirmed proper public notice. Members present: Melony Walters, Ryan Cairns, Tom McCarthy (via *phone*).

APPROVAL OF MINUTES: Motion to approve the March 20, 2023 meeting minutes. Motion made by Cairns, Seconded by Walters. Motion carried.

ADMINISTRATOR'S REPORT: Administrator Oliphant reported the following: meeting with the interim county administrator to discuss economic development and amendments to the Symons agreement, meeting with a local bank to review potential services of interest, meeting with the contracted refuse collection provider to discuss services rendered and billing, meetings with DOT personnel to discuss upcoming projects to include discussions on sidewalk additions and trail improvements, and ongoing Richland Economic Development Board meetings. Oliphant provided feedback from the Stori Field open house sessions and discussed ARPA funding.

DISCUSSION AND POSSIBLE ACTION ITEMS

- **Establishment of a Community Resource Officer** - Chief Jones provided an overview of the proposed Community Resource Officer position. The role would be focused on increasing safety, building relationships, and providing education both within the school district and to the community at large. While the position would be a patrol officer for the City, the primary assignment would be working with and at the Richland School District. The estimated 2023 expense for this position to be between \$35,000-\$40,000. The total expense to be split between the Richland School District and the City with the City's portion being 20%-30% of the total expense. To establish this role, both the Common Council and School District must adopt a memorandum of understanding which will outline the financial obligations of each party.

Motion to recommend to the Council the approval of a new position for the Richland Center Police Department for the purpose of establishing a Community Resource Officer for the Richland School District. Motion made by Walters, Seconded by Cairns. Motion carried.

- **Set Date to Observe Christmas Eve and New Years Eve** - City policy requires observing holidays falling on a Saturday the Friday immediately before, and holidays falling on a Sunday the Monday immediately after. In 2023, Christmas Eve falls on a Sunday and Christmas Day falls on a Monday requiring a deviation from the observation policy. New Years Eve and Day are also affected by this. The Committee determined when this situation occurs with consecutive holiday observances, one holiday observance shall be on the Friday before with the other holiday observance on the following Monday.

Motion to observe holidays on the Friday before the holiday when there are consecutive observances which cannot be observed in accordance with the established policy. Motion made by Cairns, Seconded by Walters. Motion carried.

- **Social Media Policy** – The Committee was provided with a copy of the proposed social media policy with requested edits for their final review. It was noted that since the last review of the proposed policy, ArchiveSocial was implemented across all social media platforms utilized by all departments of the City. ArchiveSocial captures social media records in compliance with Wisconsin public records retention law.

Motion to adopt the social media policy as presented. Motion made by Walters, Seconded by Cairns. Motion carried.

- **Economic Development Department Transition** – The Committee discussed the previously established priorities of the Economic Development Department – housing, workforce retention & attraction, and quality

of life – and determined the Economic Development Director shall prioritize his efforts on opportunities that generate new tax revenue (such as housing development) and support job creation and retention. The Administrator shall monitor and direct the focus of the Director’s work in accordance with these priorities.

The Economic Development Director’s workload and standard operating procedures were discussed. The Committee recognized the importance of the Director being accessible to the public while also expressing the need to ensure practices related to time management were being utilized. To maximize productivity without detracting from public interactions, the Committee encouraged the Director to set appointment days in lieu of offering walk-in meetings five days a week, conduct work offsite/remotely, and to establish a resource package and vetting system/procedure for customer proposals/projects allowing for swift determination of feasibility to ensure finite resources are used judiciously.

Member McCarthy was excused at 6:57PM.

- **Closed Session** – City Administration and Clerk/Treasurer’s Office Personnel Performance Data.
Motion to enter closed session. Motion made by Walters, Seconded by Cairns. Motion carried. Entered closed session at 6:58PM. Motion to reconvene in open session. Motion made by Walters, Seconded by Cairns. Motion carried. Returned to open session at 9:23PM.

SET NEXT MEETING DATE: The next regular meeting to be held on Monday, May 15, 2023 at 5:30PM.

ADJOURNMENT: The meeting adjourned at 9:23PM. Motion to adjourn. Motion made by Walters, Seconded by Cairns. Motion carried.

Minutes recorded by Ashley Oliphant