

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** 11. Reclassification of Municipal Services Specialist from a Limited Term to a Permanent Position

**Committee Review:** Personnel Committee on 12/16/2024

**Meeting Date:** Common Council on 1/7/2025

**Requested by:** Ashley Oliphant, City Administrator

**Background:** Upon confirming Jasen Glasbrenner's appointment as Public Works Director, in addition to his role of Economic Development Director, the Personnel Committee recognized the need for increased administrative support. To address this, the Committee authorized the creation of a limited-term position to assist Director Glasbrenner in fulfilling his dual responsibilities.

The 2024 Budget included separate funding allocations for the positions of Public Works Director and Economic Development Director. By appointing a single individual to fill both roles, the City realized a reduction in overall salary and benefit expenses. The funding for the limited-term administrative support position was sourced from unspent portions of the budgeted wages and benefits, resulting from staff turnover and adjustments within the 2024 budget.

Darcy Perkins joined the City of Richland Center on October 21, 2024, as a Limited-Term Employee (LTE) Municipal Services Specialist (MSS). Reporting to Director Glasbrenner, Ms. Perkins provides valuable support to both the Public Works and Economic Development departments.

Since joining our team, Ms. Perkins has consistently demonstrated an exceptional work ethic and a strong commitment to serving the city. Her contributions have been significant across a wide range of projects, including: collaboratively drafting a hotel RFP, seeking new grant opportunities, administering CDI and Congressional grants, creating standard operating procedures, conducting equipment inventory, assisting with mowing and plowing route refinement, listing items for sale on Wisconsin Surplus, consolidating vendor accounts, assisting with creating job postings, participating in interview panels, assisting with tax collection and accounts payable.

Given the success and demonstrated value of the Limited-Term Employee (LTE) position in supporting the combined roles of Public Works Director and Economic Development Director, this request is to make this position permanent.

The nature of these dual roles necessitates ongoing administrative support. The demands of modernizing infrastructure, navigating increasingly complex regulations, and actively pursuing grant opportunities require dedicated administrative assistance to ensure efficient and effective operations within both departments.

	Approximate # of Full Time Employees
1995	46
2012	49
2014	46
2015	45
2025	49

**Committee Recommendation:** Motion by Cairns to approve the reclassification of the Municipal Services Specialist from a limited term position to a permanent position pending Common Council approval, seconded by McCarthy. Motion carried unanimously.

**Financial Impact:** Total compensation to be determined upon employee acceptance of the role. The proposed hourly wage was reviewed by the Personnel Committee on 12/16/2024.

**Funding Source:** 2025 Salary & Benefits Budget

**Requested Action:**

**COUNCIL:** Motion to approve the reclassification of the Municipal Services Specialist from a limited term position to a permanent position effective January 1, 2025.