



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, AUGUST 21, 2023 AT 5:30 PM

CONFERENCE ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

ROLL CALL Chair Walters called the meeting to order at 5:33PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Absent: None

APPROVAL OF MINUTES Motion to approve the July 17, 2023 and August 10, 2023 meeting minutes. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT Oliphant reported the following:

- IT Services: Door knocking exercise conducted. Awaiting findings.
- Financial Services: Received four proposals for comprehensive financial services to include capital improvement & TID planning. A recommendation will be made to the Financial Committee.
- Reviewing tower lease renewal in conjunction with discussions with the County.
- Participated in a meeting with Becker Professional Services who were contracted by Richland County for the purpose of exploring economic development opportunities.
- Providing assistance with the hiring of a Library Director.
- Regular meetings established with the District Administrator of Richland School District.
- Tourism Coordinator Richards accepted digital billboard advertising responsibilities.
- Collaborating with Building & Grounds Lead to add electrical outlets in the Council Room as well as update carpet and paint.

STATUS OF OPEN POSITIONS Oliphant reported the following open positions: Zoning Administrator, Director of Public Works (DPW), Public Works Crew, Patrol Officer, and Library Director. A quote for contracted DPW services to be provided at a future meeting.

CLOSED SESSION For the purpose of discussing performance evaluation data of specific employees. Motion to enter closed session. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 6:52PM. Motion to reconvene in open session. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Reconvened in open session at 10:05PM.

FUTURE AGENDA ITEMS Report from Clerk/Treasurer.

SET NEXT MEETING DATE The next meeting was scheduled for September 18, 2023 at 5:30PM.

ADJOURNMENT Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 10:07PM.