



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, JANUARY 27, 2025 AT 5:30 PM

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

CALL TO ORDER Chair Walters called the meeting to order at 5:32PM. A quorum was present. Oliphant affirmed proper notice. Members Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Members Absent: None.

APPROVAL OF MINUTES Motion to approve the previous meeting minutes by Cairns, seconded by McCarthy. Motion carried unanimously.

ADMINISTRATOR'S REPORT Oliphant reported the following:

- City, County, School, and Symons representatives/personnel met to discuss opportunities for collaboration regarding the Symons Recreational Complex. The next meeting is scheduled for 2/10/2025.
- Online employee access to W-2s was granted last week with hard copies being mailed this week.
- The erroneous PTO accruals occurring in 2024 were corrected in the December payroll.
- Preparations for the February 18th election are underway. Over 170 absentee ballots have been issued.
- A conditional job offer was extended for the role of Buildings & Grounds Crew Lead.
- With development plans changing for a future hospital, we received confirmation from HUD allowing the use of grant monies on multiple similar projects at separate site locations.
- Following the last Common Council meeting, Justin Running of Running Inc was made aware of the City's desire for more communication and reporting. Running Inc notified the Administrator of recent staff shortages and hiring efforts.
- The 2025 contractual expense for garbage and recycling services will exceed the established customer fee which has not been adjusted for approximately 10 years. A request for a fee increase will be forthcoming.
- A community forum is scheduled for Wednesday, January 29th to discuss various topics related to the City, County, and School District. Mayor Coppernoll will be representing the City.
- The Administrator and Utility Manager continue meeting weekly.
- The City and City Utilities are in the process of combining email tenants with the assistance of WPPI.
- Director Glasbrenner, MSS Perkins, and Administrator Oliphant met with Ehlers to discuss TID development with no action being recommended until a development agreement was executed.
- The lack of formal charters for committees presents ongoing obstacles. To enhance efficiency and better support staff in serving the Common Council's many subunits, it is crucial to establish clear definitions of the role, scope, and purpose for all committees, commissions, and boards.
- Administrator Oliphant received a request to forgive a portion of a loan issued by the City to avoid foreclosure. If the requested information is received in a timely fashion, the request will be presented to the Finance Committee on February 4th. Will go before Finance if enough information is received in time.
- Director Glasbrenner is coordinating the installation of a vending machine for the Municipal Building.

CLOSED SESSION - Financial Officer

Motion to enter closed session at 6:05PM by Walters. Seconded by McCarthy. Motion carried unanimously.

Closed Session

Motion to reconvene in open session at 8:18PM by Walters. Seconded by McCarthy. Motion carried unanimously.

SET NEXT MEETING DATE The next meeting was scheduled for February 17th at 5:30PM.

ADJOURNMENT Motion to adjourn by Walters, seconded by McCarthy. The meeting adjourned at 8:20PM.

Meeting minutes recorded by Ashley Oliphant