



MINUTES OF THE PERSONNEL/INSURANCE COMMITTEE

MONDAY, NOVEMBER 20, 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 October 24, 2023 meeting minutes. Motion made by Cairns, Seconded by Walters. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT Oliphant reported on the following:

- Current positions open: Zoning Administrator, Director of Public Works, Administrative Assistant, Library Assistant & Library Programming.
- Clerk/Treasurer Office transition process.
- RFP for revaluation to be completed following budget adoption.
- 2024 budget finalization with a public hearing tentatively planned for 12/7/2023.

DISCUSSION AND POSSIBLE ACTION

Amending Policy 206 Holidays to Reflect Alternate Work Schedules: Oliphant advised Policy 206 does not provide consideration for alternative work schedules. As such, Oliphant requested Policy 206 be amended to reflect individual employee schedules. Motion to recommend to the Common Council to consider amending Personnel Policy 206 Holidays as presented. Motion by McCarthy, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

Appointment Procedure for Department Heads: Attorney Windle addressed the Committee to discuss developing an appointment procedure for department heads and city officers. At the next meeting, Attorney Windle to provide a draft ordinance incorporating appointment procedures for city officers, proposed amendments to the Employee Handbook to clarify temporary appointments and consider incorporating definitions and parameters for limited term employment (LTE) and interim appointments in the handbook.

Closed Session - For the Consideration of Hiring a Specific Employee and City Administrator Performance Evaluation: Motion to enter closed session. Motion by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion carried. Entered closed session at 6:12PM. Motion to reconvene in open session. Motion made by Cairns, Seconded by Walters. Voting Yea: Walters, Cairns, McCarthy. Motion carried. Reconvened in open session at 8:53PM. The performance evaluation for the City Administrator is to be finalized at the next meeting.

ADJOURNMENT Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 8:54PM.