



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, MAY 18, 2026 AT 5:30 PM

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

CALL TO ORDER: Administrator Oliphant called the meeting to order at 5:34PM. A quorum was present. Oliphant affirmed proper notice. Members present: Ryan Cairns, Chris Jarvis, and Brad Wegner (arrived at 5:50pm).

NOMINATE AND ELECT CHAIR: Oliphant opened nominations for chair with Jarvis nominating Cairns. After three requests for nominations, Oliphant closed nominations. Motion by Jarvis to elect Cairns as chair, seconded by Cairns. Motion carried 2-0.

APPROVAL OF MINUTES: Motion to approve the March 16, 2026 meeting minutes by Cairns, seconded by Jarvis. Motion carried unanimously.

REPORTS & UPDATES The City Administrator reported the following:

- **Employee Drug & Alcohol Testing:** Ongoing billing and testing errors with First Advantage remain unresolved. Service will be terminated and a new provider selected.
- **Future of Symons:** Met with representatives from the County, School, and Foundation. Additional information will follow as potential solutions are developed.
- **Lydia's House:** No progress. No records located at the federal or state level, and no licensing agreement has been reached. Awaiting guidance from the City Attorney.
- **Campus Development:** City and County staff met to discuss future campus development. The County has expressed interest in constructing governmental buildings on the site. Conceptual plans are pending further evaluation.
- **Countywide EMS:** The Richland County Board will vote on the creation of a countywide EMS service at tomorrow's meeting.
- **Capital Expenditures:** Department heads are obtaining or refreshing quotes and bids for planned capital purchases.
- **Mayor Meetings:** Weekly meetings with the new Mayor have commenced.
- **Municipal Building Security Cameras:** Installation has been delayed; now anticipated in June or July.
- **Annual Audit:** The audit has begun, initiated remotely today, with auditors on-site tomorrow and Wednesday.
- **Meeting Agenda Templates:** Templates are being updated to reflect the revised committee scope following adoption of the Council Rules.
- **Agenda Management Software:** The current platform will be discontinued next summer. Transition to a new platform with the same vendor is expected within the next six months.
- **Employee Complaint:** One complaint was received regarding policy application; it did not rise to the level of a formal grievance. A related benefit error was corrected upon notification. No formal action required.

Organizational/Staffing Updates: One qualified candidate has been identified from the current Zoning Administrator posting. An interview has been scheduled for this week. One qualified candidate who previously worked for the City has been identified from the current City Clerk posting. The candidate is relocating to the area without a firm date. Given the uncertainty about the candidate's relocation timeline, the Committee recommended the position be reposted.

Health Insurance: No update yet - The May 21, 2026 GIB meeting is when 2027 premium rates are expected to be formally set. No update yet. Additionally, no WRS changes to contribution rates have been announced for 2027. Changes are usually announced after the ETF Board's June meeting.

Comparative Wage Data Summary Report and Preliminary COLA Estimate: The Committee received the MEUW 2026 Wage Summary Report, compiled from 60 responses among MEUW's 81 member organizations. The report indicates that Richland Center Utility employee wages are at or above the member average, while City employee wages fall below the member average.

The preliminary COLA estimate for 2027 is 2.5–3.5%, compared to the 2.75% adjustment provided in 2026. Current inflation forecasts are projected at approximately 3–3.4% for mid-2026, trending toward 2.9% by early 2027. A firmer figure is anticipated in September, consistent with the standard practice of benchmarking to the CPI from late summer or early fall.

AGENDA ITEMS FOR FUTURE MEETINGS: Health insurance and WRS rate changes.

SET NEXT MEETING DATE: Monday, June 15th at 5:30PM

ADJOURNMENT Motion to adjourn by Jarvis, seconded by Cairns. Motion carried unanimously at 6:53PM.

Meeting minutes recorded by Ashley Oliphant