



OFFICIAL PUBLIC NOTICE
MEETING OF THE PERSONNEL COMMITTEE
MONDAY, SEPTEMBER 21, 2026 AT 5:30 PM

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

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES

- [1.](#) July 20, 2026 Meeting Minutes

REPORTS & UPDATES

2. City Administrator's Report

DISCUSSION & POSSIBLE ACTION ITEMS

3. 2027 Health Insurance
- [4.](#) 2027 Cost of Living Adjustment (COLA)
5. Organizational/Staffing Updates

AGENDA ITEMS FOR FUTURE MEETINGS

SET NEXT MEETING DATE *Third Monday of the Month - October 19th*

ADJOURNMENT

Posted this 18th day of September, 2026 by 5:30 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: To request disability-related accommodations, please contact City Administrator Ashley Oliphant (608-647-3466 or 450 S. Main St.) at least 24 hours in advance. Notice is hereby given that a quorum of other city governmental bodies may be present at this meeting for informational and discussion purposes only, and no formal action will be taken by those bodies at this meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

MONDAY, JULY 20, 2026 AT 5:30 PM

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

CALL TO ORDER Chair Cairns called the meeting to order at 5:31 PM. A quorum was present. Members present: Ryan Cairns, Chris Jarvis, and Brad Wegner. Members absent: none. Oliphant affirmed proper notice.

APPROVAL OF MINUTES: Motion by Jarvis, second by Wegner, to approve the June 15, 2026 meeting minutes. Motion carried unanimously.

REPORTS & UPDATES

City Administrator's Report

- Staff identified a payroll issue involving holiday overtime pay for police officers and are working through a correction.
- Mayor Tepley, Administrator Oliphant, Director Glasbrenner, Utility Manager Gald, and WPPI representative Schwingle toured Schreiber. Schreiber leadership named housing and DNR waste classification as key challenges.
- The City received two separate ADA concerns related to parking. One was referred to Boardman & Clark. The Director of Public Works is reviewing the other.
- Department heads received a draft purchasing policy for review and feedback.
- Public Works is recruiting for a custodial position.
- A seasonal employee is on leave for a non-work-related reason. A return date has not been determined.
- The new Zoning Administrator is being onboarded. Work so far includes processing permit applications, meeting with County counterparts, and setting up systems to improve data tracking.

CLOSED SESSION

Review and Consideration of Candidate(s) for the Role of Clerk, with possible Closed Session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of public employees. *Motion by Cairns, second by Wegener to enter closed session at 6:38PM. Motion carried unanimously. ***Closed Session*** Motion by Cairns, second by Wegner to reconvene into open session at 7:52PM. Motion carried unanimously.*

Motion by Cairns, second by Jarvis to authorize the hiring of Amanda Keller as City Clerk/Deputy Treasurer effective 7/21/2026. Motion carried unanimously.

AGENDA ITEMS FOR FUTURE MEETINGS: Organizational structure, staffing, and historical overview.

SET NEXT MEETING DATE: The next meeting was scheduled for Monday, August 24th at 5:30PM.

ADJOURNMENT: Motion by Wegner, second by Jarvis, to adjourn at 9:17PM. Motion carried unanimously.

Meeting minutes recorded by Ashley Oliphant

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: 2027 Cost-of-Living Adjustment (COLA) for City Employees

Meeting Date(s): Personnel Committee on 09/21/2026

Requested by: Ashley Oliphant, City Administrator

Background: COLA is a general wage increase given to all positions so pay keeps pace with living costs. It is different from step or merit increases which are not provided. The Personnel Committee recommends a COLA to the Budget Committee. The Budget Committee then directs staff to build a rate into the draft budget.

Economic indicators: Prices rose faster over the past year than in the prior year. The table below shows the most recent data.

Indicator	Rate	Source
Consumer Price Index (CPI-U), national, 12 months ending Aug. 2026	3.4%	U.S. Bureau of Labor Statistics, 9/11/2026
CPI-U, Midwest Region, 12 months ending Aug. 2026	3.6%	U.S. Bureau of Labor Statistics
Core CPI-U (excludes food and energy), national	2.4%	U.S. Bureau of Labor Statistics
CPI-W (wage earners), national	3.5%	U.S. Bureau of Labor Statistics
2027 Social Security COLA (estimate)	About 3.5%	Senior Citizens League; final set 10/14/2026
City COLA, 2026	2.75%	City records
City COLA, 2025	3%	City records

Budget limits: Under Wis. Stat. § 66.0602, the City's levy may grow only by the percent of net new construction, with a 0% floor. For 2027 budget that figure is .273%. Any wage increase must fit within the levy limit or be offset by other revenue or spending cuts.

Related costs: Each wage increase also raises the City's share of Social Security and Medicare (7.65%) and the Wisconsin Retirement System (WRS). The 2027 WRS employer rate is 7.25% for general employees, up from 7.2% in 2026, and 14.35% for protective employees (police). With these costs, each \$1.00 raise costs the City about \$1.15 for general employees and \$1.22 for police.

Cost estimate: Non-represented wages total about \$1.52 million a year. This includes full-time, part-time, and seasonal staff. It does not include elected officials, whose pay cannot be raised during their term, or election workers. Each 1% COLA costs about \$17,300 for this group.

COLA	Non-Represented Staff <i>Including Library Employees</i>	Police Bargaining Unit <i>For Reference</i>	Estimated Total, All Staff
1.0%	\$17,400	\$11,900	\$29,300
2.0%	\$34,750	\$23,800	\$58,600
2.5%	\$43,450	\$29,800	\$73,200
3.0%	\$52,100	\$35,700	\$87,850
3.5%	\$60,800	\$41,700	\$102,500

Bargaining Unit: Wages for employees in the police bargaining unit are set through collective bargaining. This recommendation does not decide those wages. The police column is shown only so the Committee can see the full cost if the same rate were to be applied.

Other employee groups: Two boards set pay for their own employees. This recommendation does not bind them.

- **Utility employees:** The Utility Commission sets wages for City Utilities employees. The Commission approved a 3.5% COLA for 2027. Utility wages are paid from utility rates, not the tax levy.
- **Library employees:** The Library Board sets wages for Library employees under Wis. Stat. § 43.58(4). In the past, the Board has followed the City's COLA. Because the City funds most of the Library budget, a Library COLA affects the levy even though the Board sets it.

Department Recommendation: No less than 2.5% and no more than 3.5%.

Financial Impact: About \$29,300 for each 1% COLA, including payroll taxes and WRS.

Funding Source: 2027 operating budgets, wage and benefit lines of each department.

Recommended Action:

Motion to recommend to the Budget Committee a % cost-of-living adjustment for non-represented City employees, effective January 1, 2027, for inclusion in the 2027 budget.