



OFFICIAL PUBLIC NOTICE
MEETING OF THE PERSONNEL COMMITTEE
MONDAY, JULY 20, 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.](#) Meeting Minutes

REPORTS & UPDATES

2. City Administrator's Report

CLOSED SESSION

3. 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.
4. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous.

AGENDA ITEMS FOR FUTURE MEETINGS

SET NEXT MEETING DATE *Third Monday of the Month - August 17th*

ADJOURNMENT

Posted this 17th day of July, 2026 by 4:30 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.

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CALL TO ORDER: Chair Cairns called the meeting to order at 5:30 PM. A quorum was present. Members present: Ryan Cairns, Chris Jarvis, and Brad Wenger. Members absent: none. Oliphant affirmed proper notice.

APPROVAL OF MINUTES: Motion by Wegner, Second by Jarvis, to approve the May 18, 2026 meeting minutes. Motion carried unanimously.

REPORTS & UPDATES

City Administrator's Report:

- **Open Enrollment:** Staff is preparing for the new open enrollment rollout. ETF has changed the process to require each employee to complete enrollment independently online. The Treasurer will provide training and support throughout the transition. This change is part of ETF's broader effort to familiarize employees with the online platform well before retirement.
- **Union Negotiations:** A meeting will be scheduled in the near future with the bargaining team to discuss strategy for upcoming union negotiations.
- **Center Conversations:** Jasen, Scott, Darcy, and the Administrator held the first "Center Conversations" meeting, with Sharon Schmitz and Suzanne Fish in attendance. The session was an open Q&A format; future meetings will shift to a topic-based format.
- **Foundry Tour:** A tour of the Foundry has been scheduled for July 7th. City representatives participating will include the Mayor, City Administrator, Economic Development Director, and Utility Manager.

Organizational/Staffing Updates:

- **Custodian (LTE):** The LTE Custodian resigned without notice after accepting a permanent position with another organization. The position has been reposted.
- **Municipal Services Specialist:** The Municipal Services Specialist will begin leave on 6/22/2026.
- **Clerk Position:** The Clerk position was reposted following the last meeting. None of the applicants were more qualified than the previous pool.

Health Insurance: GIB announced an 8.5% premium increase for 2027. The actual budget impact will not be known until the City completes open enrollment. If the current plan remains unchanged, the increase is estimated at approximately \$60,000. Staff is gathering data to compare the current plan against options with deductibles. Historical Rate Increases (2020–2027): 2027: 8.5%; 2026: 11.5%; 2025: 11.0%; 2024: 15.1%; 2023: 5.4%; 2022: 5.8%; 2021: 8.0%; 2020: 8.0%

WRS Rates: 2027 Wisconsin Retirement System contribution rates are still being finalized by ETF.

DISCUSSION & POSSIBLE ACTION ITEMS

Closed Session - Regarding the Review and Consideration of Candidate(s) for the Role of Zoning Administrator. *Motion by Cairns, second by Wegner, to enter closed session at 5:41PM. Motion carried unanimously. ***Closed Session*** Motion by Cairns, second by Jarvis to reconvene in open session at 7:15PM. Motion carried unanimously.*

Motion by Cairns, second by Wegner, to authorize the City Administrator to extend a conditional offer of employment for the Zoning Administrator position to the selected candidate, contingent upon successful completion of a background check. Motion carried unanimously.

AGENDA ITEMS FOR FUTURE MEETINGS: None

SET NEXT MEETING DATE: The next meeting was scheduled for Monday, July 20th at 5:30PM.

ADJOURNMENT: Motion by Wegner, second by Jarvis, to adjourn at 6:51PM. Motion carried unanimously.