



**OFFICIAL PUBLIC NOTICE**

**MEETING OF THE PERSONNEL COMMITTEE**

MONDAY, MARCH 17, 2025 AT 5:30 PM

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

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**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** *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. Meeting Minutes

**ADMINISTRATOR'S REPORT**

**DISCUSSION AND POSSIBLE ACTION ITEMS**

2. Confirmation of Financial Officer (Treasurer) Appointment
3. Employee Discount at Symons Recreation Complex
4. Goals for 2025

**SET NEXT MEETING DATE** *Third Monday of the Month - April 21st*

**ADJOURNMENT**

Posted this 13th day of March, 2025 by 4:30 PM.  
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



**OFFICIAL PUBLIC NOTICE**  
**MEETING OF THE ADA COMMITTEE**  
**Wednesday, February 26, 2025 at 5:30 pm**

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SMALL CONFERENCE ROOM, MUNICIPAL BUILDING; 450 S. MAIN STREET; RICHLAND CENTER, WI 53581

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**CALL TO ORDER** The meeting was called to order by Chair Downs at 5:30PM. Members present: Steven Downs, Casey Garner, and Abby Jongquist. Members absent: none. A quorum was present. Oliphant affirmed proper notice.

**APPROVAL OF MINUTES** Motion to approve the 1-29-2025 meeting minutes by Garner, seconded by Jongquist. Motion carried unanimously.

**REPORT FROM ADA COORDINATOR** Oliphant reported receiving no grievances, concerns, or requests.

**DISCUSSION ITEMS**

ADA Transition Plan: The Committee conducted a review of the City of Reedsburg's ADA Transition Plan as a model for the City of Richland Center. Garner provided an estimated timeframe of approximately six months for the development of the City's own ADA Transition Plan. Oliphant was tasked with the responsibility of collaborating with department heads to acquire the necessary data for the plan's creation. Furthermore, Oliphant was assigned to develop an online submission mechanism to facilitate the reporting of ADA-related concerns and grievances. The Committee will focus on the creation of an ADA grievance policy and corresponding form.

**REPORTS, REQUESTS, CONCERNS** Karleen Craddock expressed interest in joining the Committee following Garner's resignation, highlighting her professional experience and her personal connection as the parent of a college student with physical disabilities.

**FUTURE AGENDA ITEMS**

- Mike Hardy on Inclusive Parks
- Status Sidewalk Inventory Project
- Grievance Policy and Form
- Transition Plan Progress Report
- Status of Website Form for Suggestions and Grievances

**SET NEXT MEETING DATE** March 19<sup>th</sup> at 5:30PM

**ADJOURNMENT** Motion to adjourn by Garner, seconded by Downs. Motion carried unanimously. The meeting adjourned at 6:20PM.

*Meeting minutes recorded by Ashley Oliphant*