

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Legal Services Agreement

Meeting Date: Personnel Committee on 7/21/2025 Finance Committee and Common Council on 8/5/ 2025

Requested by: Ashley Oliphant, City Administrator

Background: The City has utilized Abt Swayne Law, LLC for general legal services since 2023 under an agreement expiring September 5, 2025, with an option to renew annually. The current agreement stipulates attorney fees at \$150/hour and legal assistant fees at \$80/hour, with billing in 1/10th-hour increments. Abt Swayne handles costs, disbursements, and travel expenses, with the City reimbursing litigation-related costs. The proposed renewal maintains existing terms, updating the attorney hourly rate to \$175/hour to reflect current market conditions and ensure continued quality legal support. The Common Council must decide whether to approve the renewal with the updated rate.

Financial Impact: The estimated annual increase of approximately \$5,000-\$10,000 based on current usage, subject to actual hours billed.

Funding Source: Annual Budget Line Item

Personnel Committee Recommendation: Motion by Walters to recommend renewal of the Legal Services Agreement to the Finance Committee. Seconded by McCarthy. Motion carried unanimously.

Requested Action:

Finance Committee: Motion to recommend to the Council the renewal of the Legal Services Agreement.

Council: Motion to approve the renewal of the Legal Services Agreement with Abt Swayne Law, LLC, with an updated attorney hourly rate of \$175/hour, effective September 5, 2025. Attachment(s): ☐ Current Legal Services Agreement (2024-2025)