

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Consider Reimbursement to Employee for Window Damage Caused During Grounds Maintenance

Meeting Date: General Government Committee on 7/28/2026

Requested by: Ashley Oliphant, City Administrator

Background: On Wednesday, July 1, 2026, a seasonal employee was operating a gas string trimmer at the Municipal Building as part of routine grounds maintenance. The string trimmer struck loose landscaping rock, propelling a stone that broke the driver-side front door window of a truck owned by another City employee, parked nearby. The window is not repairable and requires full replacement. A staff member from the Utility Office also reported gravel striking the side of the building and a window at the Utility Office during the same incident.

Per the July 8, 2026 Incident Report signed by the Director of Public Works, the responsible employee acknowledged the error and accepted responsibility, and was instructed on safe operating procedures and situational awareness by both the Assistant Director of Public Works and the Director of Public Works.

Staff has obtained a quote from Novus Glass of Platteville (Quote #Q-590-0004075, dated July 6, 2026) for replacement of the driver-side front door window on the affected employee's 2023 Ram 1500, totaling **\$553.88** (parts, labor, and sales tax).

Recommended Action: To authorize reimbursement to the affected employee in the amount of \$553.88 for window replacement resulting from damage caused during City grounds maintenance operations on July 1, 2026, per Novus Glass Quote #Q-590-0004075.

Attachments: Quote