

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** Legal Services Agreement

**Meeting Date:** Personnel Committee on July 21, 2025  
Finance Committee and Common Council on August 5, 2025

**Requested by:** Ashley Oliphant, City Administrator

**Background:** The City of Richland Center 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

**Requested Action:** Recommend renewal of the contract with the new hourly cost of \$175.

**Recommendation:** Approve the renewal of the Legal Services Agreement with Abt Swayne Law, LLC, including the updated attorney hourly rate of \$175/hour, effective September 5, 2025, to maintain consistent legal representation.

**Requested Action:**

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

**Finance Committee:** Motion to recommend to the Council 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.

**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)