

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Independent Contractor Policy

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

Requested by: Ashley Oliphant, City Administrator

Background: The proposed policy standardizes the engagement, management, and oversight of independent contractors. This policy defines independent contractors, establishes a selection process (including bidding, insurance, and licensing), and sets clear approval thresholds for agreements (Common Council for unbudgeted or \$3,000+, City Administrator for smaller budgeted ones after City Attorney review). It also details guidelines for supervision, payment, termination, dispute resolution, confidentiality, and compliance. Adopting this policy will enhance transparency, ensure legal and financial accountability, and mitigate risks exposure.

Personnel Committee Recommendation: Motion by Walters to recommend the Independent Contractor Policy to the Council for approval. This recommendation is contingent on the inclusion of specific insurance limits and a waiver of subrogation, and subject to attorney review.

Requested Action: Motion to adopt the Independent Contractor Policy as presented.

Attachment(s):

- Proposed Independent Contractor Policy Draft