

**EMPLOYMENT AGREEMENT BETWEEN
THE CITY OF MADISON
AND
ERIC M. KNEPP**

This Agreement made this August 6, 2024, by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the "City") and Eric M. Knepp, a natural person (hereafter, the "Superintendent").

WITNESSETH;

WHEREAS, the City desires to hire the Superintendent as an employee of the City of Madison to perform the services described herein on its sole behalf as the Parks Superintendent, and

WHEREAS, the Superintendent possesses the necessary knowledge, skill, abilities and experience to perform such services and is willing to perform such services as the Parks Superintendent, and

WHEREAS, the Superintendent has been duly selected and has been confirmed for appointment to the position of Parks Superintendent by the Common Council of the City of Madison on August 6, and

WHEREAS, the Common Council of the City has authorized the execution of the Agreement by Resolution No. RES _____.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and agreements contained in this document, the receipt and sufficiency of which is mutually acknowledged, the parties agree as follows:

I. **PARKS SUPERINTENDENT HIRED**

Eric Knepp is hired as a non-civil service employee of the City, holding the position of Parks Superintendent pursuant to the terms, conditions and provisions of this Agreement. The Superintendent shall have and exercise full authority and discretion as a Division Head within the City's organizational structure and act as Appointing Authority for employees of the Parks in accordance with all appropriate City Ordinances and Mayor's Administrative Procedure Memoranda.

II. **FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE PARKS SUPERINTENDENT**

A. General Responsibilities:

The principal function of the Parks Superintendent shall be the management of the Parks Division.

This is responsible managerial, professional and administrative work in planning, organizing and directing the programs, operations, services and staff of the Parks Division. The Parks Division encompasses: Parks and Athletics Maintenance, State Street Mall Maintenance, Aquatics, Street Use and Event Planning, Parks Planning, Conservation, Construction, Olbrich Botanical Gardens, and the Forest Hill Cemetery. The Parks Superintendent directs and manages related programs and facilities including diverse urban park areas, the Goodman Pool, Warner Park Community Recreation Center, Breese Stevens Stadium, Warner Park Baseball Stadium, City golf courses, beaches, boat launch areas, recreation programs, volunteer services, use agreements and the utilization of all other parks and parks facilities. Under the policy direction of the Mayor, the Parks Superintendent must exercise considerable judgment and discretion in meeting program objectives.

B. Examples of Duties and Responsibilities:

This position is responsible for planning, organizing, directing and controlling the programs, services and activities of the Parks Division, both directly and through subordinate supervisors. Duties and responsibilities include:

- Manage, plan, organize and direct the programs, operations, services and staff of the Parks Division. Develop program objectives and priorities in accordance with overall City and Parks commission policies relating to development, utilization and maintenance of City parks and facilities. Manage related special events (e.g., Shake the Lake, Movie Night Series, Ride the Drive). Develop, manage and maintain urban park space.
- Oversee development and administration of diverse community-based recreational programming, some of which includes significant revenue considerations (e.g., the Goodman Pool, the City's golf courses, Warner Park Community Recreation Center, Olbrich Botanical Gardens, concession services and parks use fees and agreements). Collaborate with various community organizations to activate and program public spaces and parks for the betterment of the community. Maintain situational awareness of changing community interests in public space allocation and effectively implement changes to programs, policies, and land use of City parks and open spaces.
- Direct the fiscal management of the Parks Division, including overseeing the preparation, submission and administration of the agency's annual capital and operating budgets. Coordinate overall financial planning for the Parks Division, incorporating governmental and private funding in

concert with the Parks Foundation. Direct payroll, purchasing and related financial operations of the division. Oversee the development and administration of all fees and charges for enterprise operations (pool, golf courses, cemetery, concessions, Warner Park Community Recreation Center, Olbrich Botanical Gardens, recreation services, reservable shelters and buildings, park and athletic use and use agreements.). Oversee the annual special charges process for the Division, including the Mall Maintenance Special Charge districts. Oversee the development of policies and procedures for the effective implementation of Park Impact Fees and Land Dedication standards.

- Oversee and provide organizational direction with the Parks Management Team. Plan, direct and administer human resources programs for the division, both directly and through lower-level supervisors. Hire, train, supervise, evaluate and discipline staff.
- Oversee and monitor implementation of systematic maintenance programs of Parks Division lands, facilities and equipment to reduce operating costs and prolong property life and value. Oversee design, planning and construction of facilities and parks. Create and establish policies and procedures for building, facility and land operation and use that enhance environmental sustainability. Create and establish policies and procedures for managing multiple national and local landmark sites. Oversee and monitor the implementation of a systematic urban forestry program to promote a healthy, resilient, and sustainable urban forest.
- Serve as Executive Secretary to the Parks Commission. Manage and support related subcommittees, including the Parks Foundation Board, Warner Park Community Recreation Center, Golf, Habitat Stewardship, Facilities Programs and Fees, Long Range Planning, and Olbrich Botanical Society. Recommend and implement park policies and procedures. Collaborate with and provide guidance and project coordination to the Parks Foundation for fund raising of City-Sponsored projects.
- Plan and direct ongoing public relations and volunteer programs. Initiate Parks Division projects involving cooperative efforts between public and private organizations. Represent diverse Parks interests, programs, services and events in the media and with community groups. Effectively communicate the mission, goals and objectives of the Parks Division through public presentations and publications.

- Implement recommendations of the existing Park and Open Space Plan, and oversee updates and revisions to the plan. Work with local planning authorities to assess and integrate City park and related land use with larger regional plans. Communicate and coordinate the implementation of long-range plans in relation to Parks Division responsibilities and programs. Establish Division workplans to prioritize Division resources being allocated to address strategic goals of the Parks Division, Parks Commission, and City.
 - Maintain situational awareness of the active political environment City-wide. Monitor state of practice and legislative changes in the park and recreation field, including those related to impact fees. Coordinate and collaborate with Alders, the Mayor's Office, and other City agencies on Parks related matters. Participate as a member of the Public Works Management Team and Mayor's Department and Division Head Management Team.
 - Demonstrate a commitment to the City's racial equity and social justice initiatives (RESJI). Participate in and help lead city-wide and agency efforts toward implementing RESJI principles.
 - Instill a culture of continuous learning and a commitment to ongoing initiatives involving performance excellence systems. Demonstrate and promote organizational values, in everyday work, to further the mission and vision of the City of Madison.
 - Perform related work as required.
- C. The Superintendent agrees to perform such functions and duties at a professional level of competence and efficiency. The Superintendent shall abide by all requirements of the laws of the State of Wisconsin, and of the ordinances, resolutions, regulations, rules and practices of the City which exist at the time of execution of this Agreement or which may, hereafter, be enacted or amended by the State of Wisconsin or the City in the exercise of their lawful authority. In the event a provision of this Agreement conflicts with any City ordinance, resolution, regulation, rule or policy, the provision of the Agreement shall control, except that nothing herein shall be interpreted as modifying the obligations or terms Madison General Ordinance §3.35 (the Ethics Code).
- D. The Superintendent shall devote full time to the duties and responsibilities provided herein and shall engage in no pursuit that interferes with them. The Mayor, however, may approve the Superintendent's reasonable time away from the regular duties and responsibilities provided such time is approved

in advance and taken as vacation leave or absence without pay. Further, the Mayor may authorize other limited outside professional activities on City time provided that they are determined to be of benefit to the City and the Superintendent is not compensated for such activities. Nothing herein limits the Superintendent from performing outside services for compensation provided such outside services have been approved by the Mayor, are not done on City time, and otherwise comply with City ordinances and rules.

- E. The standard City workweek is 38.75 hours. However, the Superintendent shall have reasonable flexibility from this standard to accommodate additional time expended outside regular working hours required by attendance at meetings and the like. Such flexibility is not intended to provide or be used as additional vacation or other paid leave.
- F. The Superintendent shall have no right to make contracts or commitments for or on behalf of the City except as preauthorized by statute, ordinance or express written consent of the City.
- G. The Superintendent shall continue to reside within the City of Madison for the duration of this contract. As a condition of accepting this contract, the Superintendent agrees to waive any right to challenge this residency requirement, by court action or otherwise.

III. COMPENSATION AND BENEFITS

- A. The Superintendent's salary shall be based on an annualized rate of \$174,020 and shall be paid in approximately equal biweekly payments according to regular City payroll practices. Annual salary adjustments during the term of this agreement may be made at the Mayor's discretion, subject to approval of the Common Council, as provided in the City's established managerial pay plan. The Superintendent shall not be entitled to receive any additional overtime compensation, compensatory time off, or bonuses.
- B. The Superintendent shall, in addition to the compensation provided in Paragraph A above, and except as otherwise set forth in the Agreement, be entitled to the following benefits:
 - 1. The Superintendent shall receive the same benefits as all other non-represented professional employees in Compensation Group 18 as may be provided and/or modified by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action throughout the duration of this agreement subject to paragraph II. (G) above.
 - 2. The Superintendent shall be entitled to twenty-seven (27) days of

vacation in each year of this Agreement. Credited but unused vacation in excess of ten (10) days may be carried forward to the succeeding year with the approval of the Human Resources Superintendent. Except as otherwise provided, the Superintendent shall be paid in full for credited but unused vacation existing at the expiration of this Agreement or upon the Superintendent's retirement, when qualified for receipt of Wisconsin Retirement Fund benefits. Beginning in 2024 the Superintendent accrues a balance of more than five weeks from the preceding year(s), the Superintendent may elect to convert up to twenty (20) days of their annual vacation to an amount of cash equivalent, calculated on their regular earnings. The Superintendent shall apply for such conversion option in accordance with City procedures, and such amount shall be paid in a manner determined by the City. Upon effectiveness of this agreement, the Superintendent shall receive a one-time cashout of accrued unused vacation totaling 387.50 hours.

3. Sick Leave: If the Superintendent leaves the position before the end of the contract period, the Superintendent shall be entitled to payment in full (100%) of any earned but unused sick leave accumulated during each of the fully completed contract period(s). The Superintendent shall be entitled to one-half (50%) of any earned but unused sick leave accumulated to the day the Superintendent terminated City employment during the contract period. If the City terminates the Superintendent's contract before the end of the contract period or the Superintendent leaves the position at the end of the contract period or the Superintendent retires and qualifies for WRS benefits, they shall be entitled to payment in full (100%) of any sick leave the Superintendent would have earned through the end of that year.
4. The Superintendent shall be eligible to participate at City expense in professional seminars, conferences, workshops and related meetings consistent with the role as Superintendent and in accordance with applicable Administrative Procedure Memoranda.
5. The Superintendent shall be reimbursed for relevant professional association and/or licensure dues.
6. The Superintendent shall be eligible for smart phone with data plan reimbursement up to seventy-five (75) dollars per month for City usage.

IV. TERM: RENEWAL OPPORTUNITY; NON-RENEWAL

- A. This Agreement shall take effect on August 6, 2024, and shall expire on August 5, 2029, unless terminated sooner as provided herein. All salary and benefit changes shall apply the pay period following August 6, 2024.**
- B. The Mayor, in their sole discretion, may offer renewal of this Agreement to the Superintendent. The Mayor shall notify the Superintendent of the intent to renew the Agreement at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify the Superintendent shall extend the term of this Agreement by the time of the delay in actual notification (but in no event for more than ninety (90) days) without change in the Superintendent's anniversary date, and shall not act as a full renewal of the Agreement. Renewal of the agreement and of its provisions shall be subject to the approval of the Common Council. In the event the Common Council does not renew this Agreement, this Agreement will remain in effect for ninety (90) days following the non-renewal action by the Common Council or five (5) years from the date of this Agreement, whichever is later.
- D. The Mayor, in their sole discretion, may elect not to offer renewal of this Agreement to the Superintendent. In such event, the Mayor shall notify the Superintendent of the intent not to renew the contract at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify shall extend the term of this Agreement by the time of the delay in actual notification (but in no event for more than ninety (90) days) and shall not act as a renewal of the Agreement. At the expiration of the Agreement, the parties' rights, duties, responsibilities and obligations shall end. However, the Superintendent will, at the sole discretion of the Mayor, be eligible to take a voluntary demotion into any vacant or newly created position for which the Superintendent is qualified.
- E. In the event of non-renewal of this Agreement, under either Paragraph D above, the Mayor may, in their sole discretion, terminate this Agreement at any earlier date within ninety (90) days of the expiration of this Agreement, as determined by the Mayor. The early termination is to be accomplished by (a) notifying the Superintendent of the date of early termination, and (b) committing to buy out the balance of this Agreement by paying the Superintendent the balance due under this Agreement in a lump sum, including salary and leave benefits (vacation, floating holiday, paid leave, sick leave) earned or to be earned through the original term of this Agreement, together with payment of the City's share of any health insurance premiums or the provision for such payment through the original term of this Agreement. The buy-out may be for the full period left on this Agreement, or any portion of the final ninety (90) days thereof. If this Agreement is terminated early through the provisions of this buy-out clause, the Superintendent's employment with the City ends as of the date of early termination.

V. PERSONNEL ACTIONS

The Superintendent is subject to the Mayor's supervision and is, during the term of this Agreement, subject to the Mayor's authority to impose discipline on or to discharge the Superintendent as is provided in Sec. 9 of the City of Madison Personnel Rules, or as may be renumbered or amended hereafter. The Superintendent shall be entitled to the procedural appeal and provisions contained in such subsection or as may be provided other non-represented employees at the time of imposition of suspension or discharge.

VI. CITY OBLIGATIONS AND RIGHTS

The City shall provide staff, equipment, supplies and space that it deems reasonable, in its sole discretion, for the conduct of the work of the Superintendent. The City retains the sole right to determine the organizational structure and overall functioning of the Parks.

VII. REOPENING THE AGREEMENT

Either party may request that the Agreement be reopened for renegotiation if or when the Superintendent's duties or responsibilities change significantly. A "significant" change in the Superintendent's duties is defined as that degree of change in duties and responsibilities that would qualify a civil service position for reclassification pursuant to standard City personnel practices.

Factors which may be considered include the addition or deletion of duties, changes in Department services or the addition or deletion of programs. If there is no agreement, the original Agreement shall control and shall not be reopened. Agreement changes, if any, and any resulting reclassification of the position shall not be deemed the creation of a new position so as to require competition.

VIII. LIABILITY PROTECTION

The City shall defend and indemnify the Superintendent against and for any and all demands, claims, suits, actions and legal proceedings brought against them in their official capacity or personally for acts performed within the scope of their employment to the extent and only to the extent authorized by the Wisconsin Statutes in effect at the time of the act complained of and as may be provided by any City insurance coverage for employees at such time.

IX. STATEMENT OF ECONOMIC INTERESTS

Pursuant to Madison General Ordinance §3.35 (the Ethics Code), the Superintendent shall file a Statement of Economic Interests with the City Clerk within 14 days of their appointment. Each person required to file a Statement of

Economic Interests shall annually file with the Clerk an updated Statement no later than April 30 of each year.

X. DOCUMENTS AND MATERIALS PROPERTY OF THE CITY

All of the documents, materials, files, reports, data and the like which the Superintendent prepares or receives while this Agreement is in effect are the sole property of the City of Madison. The Superintendent will not publish any such materials or use them for any research or publication without attribution to the City other than as work performed pursuant to the terms of this Agreement.

XI. APPEARANCE BEFORE ANY CITY ENTITY FOLLOWING SEPARATION FROM EMPLOYMENT

The Superintendent shall be subject to the provisions of Madison General Ordinance §3.35 (the Ethics Code).

XII. TERMINATION OF AGREEMENT

A. The Superintendent may elect to terminate this Agreement before the expiration of the contract period. If the Superintendent provides less than forty-five (45) calendar days' notice in writing to the Mayor, the Superintendent forfeits all rights to the cash equivalent of any of the benefits enumerated in Section III. B. of the Agreement. If the Superintendent provides forty-five (45) calendar days' notice, or greater, in writing to the Mayor, the benefits enumerated in Section III. B. of the Agreement will be paid according to the terms of the Superintendent leaving during the contract period. These forfeiture provisions do not apply if the Superintendent retires from this position and qualifies for benefits under the Wisconsin Retirement System.

B. The Superintendent's discharge (as provided for in section 9 of the City of Madison Personnel Rules) during the term of this Agreement shall be deemed a breach of material provision of the Agreement. In the event of a discharge or other breach of a material provision of the Agreement by the Superintendent, the Superintendent shall forfeit all compensation and benefits from the date of notification of the breach by the City. This action shall not impact the receipt of benefits earned during the total period of employment. In the event of an alleged breach of a material provision of this Agreement by either party, the concerned party shall notify the other party in writing within thirty (30) working days, which shall be followed by a meeting of the parties to resolve the alleged breach. In the event the issue is not resolved, the Superintendent or the City may pursue contract remedies.

C. The City retains the right, in its sole discretion, to abolish the position of

Parks Superintendent or to reorganize as it deems in the best interest of the City. In the event the City abolishes the position of Parks Superintendent or reorganizes the Department to the extent that the position of Parks Superintendent is no longer required, this Agreement shall terminate and all rights, duties and obligations of the parties shall mutually end without recourse ninety (90) calendar days after final approval of such abolishment of position or reorganization by the Common Council, except as provided in Madison General Ordinance §3.35 (the Ethics Code). In such case, all benefits provided in renewal or non-renewal of the agreement apply.

XIII. NO ASSIGNMENT OR SUBCONTRACT

The Superintendent shall not assign or subcontract any interest or obligation under this Agreement.

XIV. AMENDMENT

This Agreement shall be amended only by written Addendum to Agreement of the parties approved and authorized for execution in the same fashion as this original Agreement.

XV. NO WAIVER

No failure to exercise and no delay in exercising any right, power or remedy on either party's part shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

XVI. ENTIRE AGREEMENT

No agreements, oral or written, express or implied, have been made by either party hereto, except as expressly provided herein. All prior agreements and negotiations are superseded hereby. This Agreement and any duly executed addenda or amendments thereto constitute the entire Agreement between the parties hereto.

XVII. SEVERABILITY

In the event any provisions of this Agreement are determined by any court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all other provisions of this Agreement shall remain in full force and effect.

XVIII. GOVERNING INTENT AND LAW

This Agreement shall be interpreted in the first instance in accordance with the spirit and intent of the Substitute Report of the Human Resources Committee

Report approved by the Common Council on August 2, 1988 and shall be controlled, construed and enforced in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the day and year contained herein.

CITY OF MADISON
A Municipal Corporation

Witness

Satya Rhodes-Conway, Mayor

Witness

Maribeth L. Witzel-Behl, City Clerk

Witness

Eric M. Knepp, Parks Superintendent

APPROVED:

APPROVED AS TO FORM:

David P. Schmiedicke
Finance Director

Michael Haas, City Attorney