

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

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**Agenda Item:** A Resolution Establishing the Forfeiture Schedule and Administrative Fee for Sidewalk Snow and Ice Removal Violations

**Requested & Presented by:** Darcy Perkins, Municipal Services Specialist

**Meeting Date:** Finance and Common Council on 02-03-2026

**Committee Review:** Public Works on 01-15-2026 – *Motion by Fruit to forward Resolution 2026-\_\_\_, establishing the forfeiture schedule and administrative fee for sidewalk snow and ice removal violations, to the Finance Committee for review and recommendation to the Common Council. Seconded by Schultz. Motion carried 2-0 by voice vote.*

**Background:** Chapter 606 authorizes enforcement of sidewalk snow and ice removal requirements by citation and abatement and provides that forfeiture amounts and administrative fees be established by resolution of the Common Council.

The revised Resolution establishes a calendar-year, graduated forfeiture schedule and a \$75 administrative fee to recover inspection, coordination, billing, and enforcement costs.

**Forfeiture Schedule:** Forfeitures are proposed on a graduated, calendar-year basis to encourage compliance and deter repeat violations.

- First offense: \$25
- Second offense: \$50
- Third and Subsequent offenses: \$75

**Administrative Fee:** Administrative tasks occur regardless of abatement time and include inspection, documentation, and enforcement. The \$75 fee reflects actual staff and overhead costs and aligns with peer Wisconsin municipalities.

**Department Recommendation:** Staff recommend adoption of Resolution 2026-03, establishing a forfeiture schedule and administrative fee as authorized by Chapter 606.

**Financial Impact:** The resolution allows the City to recover reasonable costs incurred when abatement and enforcement are necessary, reducing the likelihood that such costs are borne by the general taxpayer

**Requested Action:**

**FINANCE COMMITTEE:** Motion to recommend to the Common Council adoption of Resolution 2026-03, establishing the forfeiture schedule and administrative fee for sidewalk snow and ice removal violations.

**COMMON COUNCIL:** Motion to adopt Resolution 2026-03, establishing the forfeiture schedule and administrative fee for sidewalk snow and ice removal violations, as presented.

**Attachment(s):**

- Resolution 2026-03\_Establishing the Forfeiture Schedule and Administrative Fee for Sidewalk Snow and Ice Removal Violations