

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

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: Public Works on 01-15-2026

Finance and Common Council on 02-03-2026

Committee Review:

Background: Chapter 606 of the Code of Ordinances 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 proposed resolution establishes a graduated forfeiture schedule on a calendar-year basis to encourage compliance and deter repeat violations. It also establishes an administrative fee to recover the City's costs associated with inspection, documentation, staff time, equipment coordination, billing, and enforcement when abatement is required.

Cost Basis and Fee Justification: Staff evaluated the City's actual administrative costs incurred when performing sidewalk snow and ice abatement to ensure the proposed fees are reasonable, defensible, and proportionate.

Administrative Fee: Administrative activities associated with sidewalk snow and ice abatement include inspection, documentation, work order processing, coordination, billing, enforcement tracking, and follow-up. These activities occur regardless of the duration of physical abatement and require dedicated staff time and administrative resources. The proposed \$75 administrative fee is intended to recover these costs and associated overhead and is consistent with fees used by peer Wisconsin municipalities.

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

Department Recommendation: Staff recommends adoption of Resolution 2026-____, 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:

PUBLIC WORKS: Motion 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.

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

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

Attachment(s):

- Resolution 2026-XX_Establishing the Forfeiture Schedule and Administrative Fee for Sidewalk Snow and Ice Removal Violations