

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** Zoning Administration

**Meeting Date:** 2/7/2023

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

**Background:**

The Zoning Administrator position has remained vacant for many months. During this period, the City Administrator and Economic Development Director have attempted to address the various zoning requests. Unfortunately, this has been insufficient. As is not uncommon in many municipalities and similar to how Richland Center offers building inspection services, firms were contacted to inquire about contracting services for zoning administration. Of the three firms contacted, only Vierbicher was willing to provide code enforcement services and hold regular office hours.

Vierbicher has provided a proposal outlining the scope of services for zoning administration. The estimated cost for this service is \$1,550 per week (10 hours per week). This includes one day in the office at the Municipal Building per week, travel time, and calls/emails outside of office hours. The hourly billable rate for the main contact is \$155 and \$50/hour for travel (40-45 min commute one way). Vierbicher is willing to provide this service until the position of Zoning Administrator is filled and will continue to provide assistance on an as needed.

**Financial Impact:** Up to \$1,550 per week

**Fund:** Budgeted salary for Zoning Administrator

**Motion:** Motion to authorize the City Administrator to engage with Vierbicher for the purpose of providing zoning administration services.

**Attachments:** Vierbicher's Proposal