PURPOSE

The City of Richland Center aims to provide financial flexibility to applicants facing temporary hardships in meeting their municipal obligations. This procedure outlines the terms and conditions under which payment plans may be established for municipal services.

ELIGIBILITY

Individuals who are experiencing financial difficulties and are unable to make full and timely payments for municipal services may be eligible for a payment plan. Eligibility will be determined on a case-by-case basis, taking into consideration the resident's financial circumstances.

PAYMENT PLANS

Payment plans shall be classified as follows:

a. Short-Term Plans: Up to 6 months for debts of $50-$300.
b. Medium-Term Plans: 6 months to 12 months for debts of $300 or more.
c. Long-Term Plans: 12 months to 24 months for debts of $300 or more.

APPLICATION PROCESS

Applicants requesting a payment plan must submit a formal request to the City Treasurer providing the following:

a. Proof of financial hardship (e.g., recent pay stubs, unemployment documentation, medical bills).
b. Details of outstanding municipal obligations.
c. Proposed payment plan duration and amount.

APPROVAL PROCESS

The City Treasurer will review the application within 10 business days and notify the resident of the decision. Approval will be based on the resident's financial situation and adherence to past payment agreements.

TERMS AND CONDITIONS

1. **Down Payment**: A down payment may be required, representing a percentage of the outstanding balance. *A 10% down payment shall be recommended to all applicants.*
2. **Installment Amounts:** Equal monthly installments will be determined based on the outstanding balance and the chosen plan.
3. **Interest:** A 1% interest fee will be charged on the outstanding balance during the payment plan period.
4. **Late Payments:** Late payments may result in the termination of the payment plan. Applicants will be subject to standard penalties for late payments pursuant to the City of Richland Center Financial Policies.

5. **Modifications**: Applicants may request modifications to payment plans due to unforeseen circumstances, subject to approval by the City Administrator.

NONCOMPLIANCE AND TERMINATION OF PAYMENT PLAN

The City of Richland Center reserves the right to terminate a payment plan if:

a. The resident fails to make consecutive payments; or
b. The resident does not adhere to the terms and conditions of the agreement; or
c. When applicable, upon sale of subject property wherein a payment plan exists prior to the establishment of a special assessment.

The City Treasurer will pursue one of the following options for noncompliant payment plans:

a. The State of Wisconsin Tax Refund Intercept Program
b. The State of Wisconsin Debt Collection System
c. Small Claims Court or other suit through the Richland County Court System
d. A Special Assessment on the property tax bill.

APPEALS

Applicants may appeal a denied payment plan request within 15 calendar days of receiving the denial notification. Appeals will be reviewed by the City Administrator. Appeal decisions issued by the City Administrator may be appealed to the Finance Committee upon written request by applicant within 10 calendar days of receiving the denial notification.

CONFIDENTIALITY

All financial information provided by applicants in support of payment plan applications will be maintained in accordance with established confidentiality policies.

REVIEW AND AMENDMENTS

This procedure will be reviewed as needed and may be amended as necessary by the City Administrator.

CONTACT INFORMATION

For inquiries and submission of payment plan requests, please contact the City Treasurer at (608) 647-3466.

EFFECTIVE DATE

This Payment Plan Policy is effective as of [date].

APPROVAL

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Ashley Oliphant, City Administrator

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