



Executive Summary

City Council Business Meeting

AGENDA ITEM-NEW BUSINESS:	Resolution 2025-0825-01- Allow for Admin to Process Past Due Escrow to Collections
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION: Adopt Resolution No. 2025-0825-01 to authorize the placement of the past due escrow balance with Pioneer Capital Solutions, Inc.	

Summary

River Oaks of Minnesota submitted a land use application on January 3, 2024, for the property located at 1520 Wyman Avenue. The City incurred costs totaling \$5,651.38 for project review and related services, which were invoiced in accordance with the City's Fee Schedule and the signed application agreement.

Despite multiple collection attempts—including a formal notice issued on July 2, 2025, and confirmed delivery on July 9, 2025—River Oaks of Minnesota has not remitted payment or provided a resolution. The City has exhausted direct collection efforts.

To recover the outstanding balance, the City has entered into a Service Agreement with Pioneer Capital Solutions, Inc., dated July 18, 2025. Under this agreement, Pioneer Capital Solutions will retain 30% of any amount successfully collected, which equates to \$1,695.41 if the full balance is recovered. This fee is only payable upon successful collection.

The attached resolution authorizes the City Administrator to place the debt with Pioneer Capital Solutions and provide all necessary documentation to support the collection process. Upon placement, the City will cease direct collection efforts in accordance with the agreement.

Recommendation:

Adopt Resolution No. 2025-0825-01 to authorize the placement of the past due escrow balance with Pioneer Capital Solutions, Inc.