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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** ASSESSMENT DEFERRAL APPLICATIONS  
**DATE:** NOVEMBER 16, 2023

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According to City Policy, property owners who face an assessment from the City are able to request deferral from the City Council if they meet certain criteria. For property owners who would like to request deferral based on age, disability, military service, or for having unimproved property, the request shall go before the City Council for approval. For applicants requesting deferral based on income, that request is handled administratively.

For the 2023 Street Project, there were three property owners who are requesting deferral. The policy deadline for submittal was November 7<sup>th</sup>, which was 14 calendar days after the approval of the assessments. One of the applicants is requesting deferral based on their income, which is being handled administratively as referenced in the City policy. The two other applicants are requesting deferral based on age.

- Marilyn Sindelar (205 Sunrise Avenue N) – requesting deferral due to “65 years of age or older”
- Susan Kennedy (107 Sunrise Avenue NE) – requesting deferral due to “65 years of age or older.” Of note, this application came in on November 15<sup>th</sup>, which was after the deadline for submittal. It is being included in the packet so that Council may decide whether to accept it or not. The deadline for submitting to the County is November 27<sup>th</sup>. It is my recommendation to accept the application.

The applications for both assessment deferrals have been included for your review.

### **Recommendation**

Staff recommends approval of the assessment deferrals for 205 Sunrise Avenue N and 107 Sunrise Avenue NE.