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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** RESOLUTIONS APPROVING CERTIFICATION OF UNPAID SERVICE CHARGES FOR MOWING/PROPERTY MAINTENANCE AND MUNICIPAL UTILITY BILLS  
**DATE:** 9/30/2025

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Throughout the year City Staff has been keeping a close eye on nuisances in the city, specifically those nuisances related to mowing of lawns and related nuisance violations on both occupied and unoccupied homes.

All properties with identified violations are mailed a letter regarding specific violations and the corrective action needed by a specified date. In the case of many properties this year (and in past years) the property owners did not take action to have the violations abated and the City engaged mowing and/or property maintenance services to mow properties and/or remove other violations.

Municipal Utilities also utilizes the same procedure to collect on past due municipal utility bills. Charges assessed are for water, sanitary sewer, storm sewer, electric and trash when in the name of the property owner and for renters we are able to assess all but the electric charges. A separate letter outlining the delinquent charges was sent to property owners with delinquent utility bills.

Attached to this memo is a resolution approving the certification of \$1,932.42 total to the property tax rolls as listed for each property for mowing and other property maintenance charges. It should also be noted that \$1,075 of the above total are administrative fees which help offset the cost of the staff inspections and enforcement actions. There were five properties that the city had to mow / clean up throughout the year, but there were 68 violation letters which were sent. As a comparison to past years, the certified mowing charges were:

- \$4,066.47 in 2024
- \$2,523.76 in 2023
- \$4,593.80 in 2022
- \$1,448.49 in 2021
- \$2,434.16 in 2020
- \$2,444.09 in 2019
- \$2,578.04 in 2018

- \$1,503.00 in 2017
- \$2,088.59 in 2016
- \$7,787.20 in 2015

Also attached is a resolution approving the certification of \$7,663.33 to the property tax roll as listed for each property for delinquent municipal utility bills (not including electric charges). The properties on the attached tax rolls did not pay their bills after receiving the final notice. As a comparison, the certified delinquent municipal utility billing charges in previous years were:

- \$7,072.20 in 2024
- \$1,335.19 in 2023
- \$5,311.34 in 2022
- \$4,289.45 in 2021
- \$36,066.13 in 2020
- \$9,338.72 in 2019
- \$5,474.39 in 2018
- \$7,566.52 in 2017
- \$2,645.76 in 2016
- \$6,020.90 in 2015

For all the unpaid service charges and unpaid municipal utility bills the costs constitute an unpaid service charge subject to collection pursuant to City Code Sections 34.01 and 92.50. Each property owner was mailed a Notice of Collection before September 15, 2025 with the exact amount they owed. The attached resolutions, by statute, must be certified to the County Auditors of Scott and LeSueur Counties by October 15, 2025 and must be adopted tonight to meet the deadline.

**Staff Recommendation:**

Staff recommends that the City Council approve the attached resolutions certifying charges to the property tax rolls for mowing/property maintenance and municipal utility bills.