Memorandum

Spring Lake Park
History. Community. Home.

To: **Mayor Nelson and Members of the City Council**

From: **Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer**

Date: **October 26, 2026**

Subject: **Public Hearing – Certify Delinquent Administrative Citations**

City staff has assembled an assessment roll of outstanding administrative citations for review and approval by the City Council.

The proposed assessment roll is $31,800.00. Of that total, $28,050.00 is related to unpaid Administrative Offense citations, with the remaining $3,750.00 is related to administrative service charges.

A public hearing on the assessment roll has been scheduled for Monday, November 2, 2026 at 7:00pm (or as soon thereafter). Notices were sent to the affected property owners. The public hearing provides an opportunity for the City Council to review any objections or concerns from the property owners regarding their unpaid balances. After consideration, the City Council may decide to adjust, reduce or certify the full amount of these charges.

If you have any questions, please do not hesitate to contact me at 763-784-6491.