

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: October 28, 2025

Subject: Resolution 25-085: Special Assessments for Lawn Care

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution authorizing special assessments lawn care. Three properties in the City of Brookings have outstanding invoices totaling \$3,213.40 for lawn care services which were performed to bring properties into compliance with City Code. The City intends to collect payment on these invoices by including them on the annual Special Assessment Roll to be applied to the owner's property taxes.

Item Details:

The City of Brookings sends invoices to property owners for lawn care when properties are out of compliance with City Code, and City employees are required to perform the services. Outstanding invoices at the end of each year can be included on the annual Special Assessment Roll to be applied to the property owner's property taxes in accordance with SDCL 9-32-12. The proposed Resolution includes three (3) properties with outstanding lawn care invoices totaling \$3,213.40 to be assessed to property taxes payable in 2026.

Legal Consideration:

None.

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.
- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.

Financial Consideration:

This resolution recovers \$3,213.40 in outstanding invoices to the City's General Fund for lawn care services performed by City Staff.

Supporting Documentation:

Resolution