

City Council Agenda Memo

From: Ashley Rentsch, Finance Director

Council Meeting: October 24, 2023

Subject: Resolution 23-094: Special Assessments for Snow Removal and Lawn Care

Presenter: Ashley Rentsch, Finance Director

Summary:

Nine property owners in the City of Brookings have outstanding invoices for snow removal and lawn care services which were performed to bring properties into compliance with City ordinance. The City intends to collect payment on these outstanding invoices by including them on the annual Special Assessment Roll to be applied to the property owner's property taxes.

Background:

The City of Brookings sends invoices to property owners for snow removal and lawn care when properties are out of compliance with City ordinance 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.

Item Details:

The following amounts totaling \$4,621.24 will be added to the annual Special Assessment Roll and collected through property tax billed in 2024.

Name	Property Address	Description	Amount
Alickson, Judy	1409 3 rd Street	snow/lawncare	\$650.00
Crawford, Matthew	2220 Primrose Drive	lawn care	\$395.00
Currier, Jessica	206 Half Moon Road	lawn care	\$285.00
Engelke, John	521 12 th Street South, #103	lawn care	\$200.00
Knudsen, David	914 2 nd Street	lawn care	\$520.00
Stewart, Dexter	409 7 th Avenue South	snow/lawncare	\$265.00
VanSurksum, Tim	720 2 nd Street South, #1	lawn care	\$195.00
Shyne, Courtney	2110 22 nd Avenue South, #30	lawn care	\$1,781.24
Koeniguer, Matthew	2206 Primrose Drive	lawn care	\$330.00

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports a safe, inclusive, and connected community and fiscal responsibility by ensuring properties meet City Code requirements and the beneficiaries of snow removal and lawn care services are charged for the costs.

Financial Consideration:

This resolution recovers \$4,621.24 in outstanding invoices for lawn care and snow removal services provided by City staff.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval.

Supporting Documentation:

Memo

Resolution