

A G E N D A
CITY COUNCIL MEETING
MONDAY, NOVEMBER 4, 2024
5:30 P.M.
COUNCIL CHAMBERS

Call to Order.

Pledge of Allegiance.

Roll Call.

- (mot) 1. Adoption of Agenda.
- (mot) 2. Approving Minutes from October 21, 2024
- 3. Recognitions and Awards
American Legion & VFW Color Guard
- (mot) 4. *Consent Agenda

Licenses:

Temporary Gambling (raffle): Whitetails Unlimited Southern MN Deer Camp on January 11, 2025

Claims:

- a. Pre-list of bills

Event Applications:

PUBLIC HEARINGS:

- (res) 5. Reviewing a Tax Abatement Application from Bigelow and Lennon Construction
 - a. Approval or Denial of Abatement
- (res) 6. Public Hearing on Assessments for Weed and Grass Removal
 - a. Adopting the Assessment Roll

AWARDING BID:

PETITIONS AND REQUESTS:

- (mot) 7. Rescinding WWTP Automation Request
- (res) 8. Approving Donations
- 9. Granting the Planning and Zoning Department the Power to Contract for the Removal of Junk and/or Illegally Stored Vehicles at the Following Locations:
 - (mot) a. 508 18th Street NW, Lindahl Property
 - (mot) b. 1005 8th Street NW, Fink Property

CITIZENS ADDRESSING THE COUNCIL

HONORARY COUNCIL MEMBER COMMENTS

REPORTS AND RECOMMENDATIONS:

City Administrator

City Council

(mot) Adjourn to **Monday, November 18, 2024** at 5:30 pm in the Council Chambers.

All items listed with an asterisk () are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a council member or citizen so requests in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.

M I N U T E S
CITY COUNCIL MEETING
October 21, 2024
5:30 PM
Council Chambers

MEMBERS PRESENT: Mayor Steve King, Council Members Paul Fischer, Laura Helle, Jason Baskin, Michael Postma, Joyce Poshusta, Geoff Baker and Council Member-at-Large Jeff Austin

MEMBERS ABSENT:

STAFF PRESENT: City Administrator Craig Clark, Director of Administrative Services Tom Dankert, Police Chief David McKichan, Fire Chief Jim McCoy, Public Works Director Steven Lang, Planning and Zoning Administrator Holly Wallace, Park and Rec Director Jason Sehon, City Attorney Craig Byram, Library Director Julie Clinefelter, and City Clerk Brianne Wolf

APPEARING IN PERSON: Austin Daily Herald, Honorary Council Member James Arop Majak

Mayor Steve King called the meeting to order at 5:30 p.m.

Moved by Council Member Baker, seconded by Council Member Fischer, approving the agenda as amended. Carried.

Moved by Council Member Baker, seconded by Council Member Baskin, approving Council minutes from October 7, 2024. Carried.

AWARDS AND RECOGNITIONS

CONSENT AGENDA

Moved by Council Member Fischer, seconded by Council Member Poshusta, approving the consent agenda as follows:

Licenses:

Temporary Liquor: Austin Area Chamber of Commerce on November 12, 2024

Claims:

- a. Pre-list of bills
- b. Financial Report

Event Applications:

Trunk-or-Treat at LIFE Mower County on October 30, 2024

Appointments:

Cindy Stahl as the Honorary Council Member – December 2nd, 2024 to February 17th, 2025

Carried.

PUBLIC HEARINGS

City Clerk Brianne Wolf requested public hearings for the fall assessments. Ms. Wolf stated for each type of assessment, the individual property owners were mailed a notice of hearing and a public notice was also published in the Austin Daily Herald. She is requesting Council adopt the assessments set forth in the resolutions presented tonight. She stated the property owners will have until October 31st, 2024 to pay the assessments or the assessments will be placed on to their property taxes.

A public hearing was held for the assessment of sanitary sewer assessments.

There were no public comments.

Moved by Council Member Baker, seconded by Council Member Postma, adopting the assessment roll for sanitary sewer assessments. Carried 7-0.

A public hearing was held for assessments for miscellaneous sidewalk and driveway projects.

There were no public comments.

Moved by Council Member Postma, seconded by Council Member Baker, adopting the assessment roll for miscellaneous sidewalk and driveway projects. Carried 7-0.

A public hearing was held for the assessment of 2023-2024 snow removal.

There were no public comments.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution for assessments for 2023-2024 snow removal. Carried 7-0.

A public hearing was held on assessments for 2024 junk and garbage removal.

There were no public comments.

Moved by Council Member Baker, seconded by Council Member Fischer, adopting a resolution for assessments for junk and garbage removal. Carried 7-0.

A public hearing was held for the assessments for 2024 grass and weed removal.

Matt Rahlf 71164 220th Ave Hayfield, MN – Mr. Rahlf stated he owns multiple properties. He stated he watched them mow in May and they charged him \$780. He would like to know what the hourly rate is for mowing.

Mr. Dankert stated mowing is handled by the Parks and Recreation department.

Park and Recreation Director Jason Sehon stated he spoke with Mr. Rahlf and requested a written request for all the information he was looking for in writing and Mr. Sehon would be happy to get back with him. Mr. Sehon stated the amount Mr. Rahlf is referencing is the total amount of time that it took the contractor took to mow.

Mayor King stated that Mr. Rahlf needed to schedule a meeting with Mr. Sehon to get this issue taken care of.

Council Member Baker recommended removing the parcels related to Mr. Rahlf and proceed with approving the other assessments on the tax roll.

City Administrator Craig Clark clarified with Council that the motion was to continue the Public Hearing to the next council meeting for Mr. Rahlf's assessments. Council Member Baker and Council Member Postma stated yes.

Moved by Council Member Baker, seconded by Council Member Fischer, adopting a resolution for assessments for 2023 grass and weed removal and continuing the public hearing to the next meeting for the assessments related to parcels 34.916.0310, 34.916.0300, 34.916.0260, 34.916.0250, 34.916.0220. Carried 7-0.

A public hearing was held for assessments for administrative citations.

There were no public comments.

Moved by Council Member Baker, seconded by Council Member Postma, adopting a resolution for the assessment of Park and Recreation administrative citations. Carried 7-0.

Moved by Council Member Fischer, seconded by Council Member Baker, adopting a resolution for the assessment of zoning administrative citations. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Baskin, adopting a resolution for the assessment of rental housing administrative citations. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Fischer, adopting a resolution for the assessment of sump pump administrative citations. Carried 7-0.

Moved by Council Member Postma, seconded by Council Member Fischer, adopting a resolution for the assessment of building department administrative citations. Carried 7-0.

A public hearing was held for the assessment of unpaid vacant property fees.

There were no public comments.

Moved by Council Member Baker, seconded by Council Member Baskin, adopting a resolution for the assessment of unpaid vacant property fees. Carried 7-0.

A public hearing was held for the assessment of hazardous housing abatements.

There were no public comments.

Moved by Council Member Fischer, seconded by Council Member Poshusta, adopting a resolution for the assessment of hazardous housing abatements. Carried 7-0.

AWARDING BID

Planning and Zoning Administrator Holly Wallace stated the City of Austin received bids for the hazard demolition of the residential buildings located at 922 2nd Ave NE (garage only) and 308 12th Ave SW. Work will consist of building demolition, and disconnection of utility services. The only bid received was from Hansen Hauling & Excavating, Inc. for \$12,050. They recommend awarding the bid to Hansen Hauling & Excavating, Inc.

Moved by Council Member Baker, seconded by Council Member Poshusta, awarding a bid to Hansen Hauling and Excavating for Hazardous Housing Demolition. Carried 7-0.

PETITIONS AND REQUESTS

Public Works Director Steven Lang stated in order to improve traffic safety, he proposes to convert the 79 uncontrolled 4-way intersections and 11 uncontrolled T-intersections to two-way stops. Mr. Lang stated the estimated material cost for 160 new stop signs is \$14,000. The stop signs will be installed by City crews. They propose to fund this work from the budgeted street name signage replacement project. The street name signage project is planned for 4 years and would extend another year if necessary.

Council Member Baskin is in full support of this project. He has received positive feedback from the community on this project.

Moved by Council Member Baskin seconded by Council Member Baker approving the installation of additional stop signs. Carried.

Planning and Zoning Administrator Holly Wallace requested Council approve a parking variance for Mill on Main II. They are proposing to provide 125 parking stalls. This would be 30 stalls less than what would be required. Ms. Wallace stated at the October 15th, 2024 Planning Commission meeting they approved the variance that was requested by the Stencil Group. This request is in harmony in with the general purposes and intent of the zoning code, and is consistent with the comprehensive plan.

Moved by Council Member Baker seconded by Council Member Baskin, approving a resolution for a parking variance for Mill on Main II. Carried. 7-0.

Council Member Helle commented recently another community abolished any parking requirements for market rate housing. They did this as a way to make it easier for development.

City Administrator Craig Clark requested the Council approve the union groups health insurance rates for 2025.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with WWTP. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with Parks. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with AAO. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with MNPEA. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with LELS. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with IAFF. Carried 7-0.

Moved by Council Member Baker, seconded by Council Member Poshusta, adopting a resolution approving a MOA with AEA. Carried 7-0.

City Administrator Craig Clark requested Council approve the new police officer hiring incentive program. This incentive would offer a total of \$7,500 to new police officers hires, structured in two installments.

- \$3,750 after 30 days of satisfactory employment
- \$3,750 after six months of satisfactory employment

Additionally, they would increase the referral incentive to \$2,000 from the previous \$1,000.

Moved by Council Member Baker, seconded by Council Member Poshusta, approving a new police officer hiring incentive program. Carried 7-0.

City Administrator Craig Clark requested \$5,200 in additional funds for employee engagement for Sicora Consulting. The funding will come out of fund balance.

Moved by Council Member Poshusta seconded by Council Member Fischer approving an additional payment to Sicora Consulting for employee engagement. Carried.

City Administrator Craig Clark requested \$15,000 in funding for staffing for Discover Austin in 2025. The funding will be worked into the 2025 budget.

Moved by Council Member Helle seconded by Council Member Postma approving additional funding for Discover Austin. Carried. 6-1. (Baker-Nay)

Public Works Director Steven Lang stated the high waters of the June flood event caused damage to the East Side Lake Dam Plaza Overlook. They have inspected the damage and reviewed the repair plan with local contractors.

Bids were received from two local contractors for repairs; Dolan's Landscape Center and Berg's Nursery. The project will be funded using the Property/Liability Insurance Risk Management Fund. They will seek reimbursement from FEMA for these costs. Dolan's Landscape Center came in with the low bid. Mr. Lang recommended awarding the project to Dolan's Landscape Center.

Moved by Council Member Fischer, seconded by Council Member Poshusta, awarding a bid to Dolan's Landscape Center for the East Side Lake Dam Plaza Landscaping Project. Carried 7-0.

CITIZENS ADDRESSING THE COUNCIL

Tim Sorgine 505 11th Avenue SW Mr. Sorgine would like to address the new cannabis laws. Mr. Sorgine stated he would like to know who he could thank for allowing 4 cannabis licenses coming to town. Chief McKichan stated that the City has not established a cannabis ordinance yet and the Council is still working on deciding on the rules and regulations for the City.

COUNCIL REPORTS

Council Member Fischer stated he was able to participate in operations training with the Police department at the Airport on Sunday. He wanted to thank the officers for allowing him the opportunity to participate. He was able to ride along while they did maneuver drills at the Airport. He also thanked Officer Walski for showing him and teaching him how the course worked.

Council Member Baskin thanked the Fire Department for a great job on their 4th grade education program that they conduct. He also reminded citizens that early voting is open until November 4 at the Mower County Government Center.

Council Member-at-Large Austin stated the Library Board had their meeting recently. He relayed that the Library Director Julie Clinefelter is rolling out an RACI model to the staff so they understand the chain of command and can make decisions at the right level. He stated the library will be closed on October 24th and 25th.

Council Member Postma stated Discover Austin has been working hard at bringing multiple events in to Austin for 2025. He stated the HRA just had their government inspection at the Twin Towers. Their preliminary score at the Twin Towers was 98/100. Kudos to them.

Council Member Helle thanked Lynn Thompson in the Park and Rec department as he takes over responsibilities for Randy Hofner in the P&R department as Randy is recuperating from health challenges. She stated the Culture and Arts Commission has heard the community's voice about the increase in graffiti and they hope to do some wrapping of electric boxes and are applying for grants to be able to do this.

Mayor King read off the October Employee Anniversaries.

Moved by Council Member Baker, seconded by Council Member-at-Large Austin, adjourning the meeting to November 5, 2024. Carried.

Adjourned: 6:06 p.m.

Approved: November 4, 2024

Mayor: _____

City Recorder: _____

HOUSING TAX ABATEMENT APPLICATION

(Application Period 1-1-2023 through 12-31-2025)

Property Owner / Applicant: Bigelow & Lennon Construction

Current Address: 211 1st St SW Byron, MN 55920

Telephone: 507-775-7068 E-Mail: jill@bigelowlennon.com

Has applicant ever defaulted on property taxes? ☐ Yes ☒ No *If Yes, provide details on separate page(s).*

Are property taxes current? ☒ Yes ☐ No

PROJECT		(check all that apply)
Single-Family <input checked="" type="checkbox"/> New Construction ("stick build") <input type="checkbox"/> Modular <input type="checkbox"/> Manufactured on permanent foundation <input type="checkbox"/> Shouse		Multi-family Complex <input type="checkbox"/> Duplex <input type="checkbox"/> Townhomes <input type="checkbox"/> Apartment Building <input type="checkbox"/> Other:
Is this an application for a replacement of an existing housing unit on the same parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Is this application for an existing housing unit you intend to move to this parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If YES, where is the unit being relocated from?</i> <input type="checkbox"/> Outside Mower County OR <input type="checkbox"/> Within Mower County but currently unlivable		
Project Address: <u>2203 9th Pl SW Austin, MN 55912</u>		
Project Legal Description: <u>Excluding E90FT Lot 2, Block 1 Oak Ridge Addition</u>		
Parcel Number: <u>34.523.0025</u>	Estimated Project Valuation: \$ <u>366,000.00</u>	

Attach building plans, site plan, certification from zoning entity that housing project complies with zoning regulations and there are no outstanding land use issues. (Include letter of consent from property owner if subject to purchase agreement or include a copy of the purchase agreement.)

I / We as applicant(s) for the Housing Tax Abatement submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, due to % of completion on January 2nd, there are not any non-compliance or non-conformity outstanding land use issues on the parcel, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded annually following full payment of real estate taxes due.

Signature of Applicant(s): Jill Bigelow Date: 10/4/24

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Mower County

Date:

☐ City or ☐ Township of

Date:

School District of

Date:

Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax abatement. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax abatement offer will be automatically terminated.

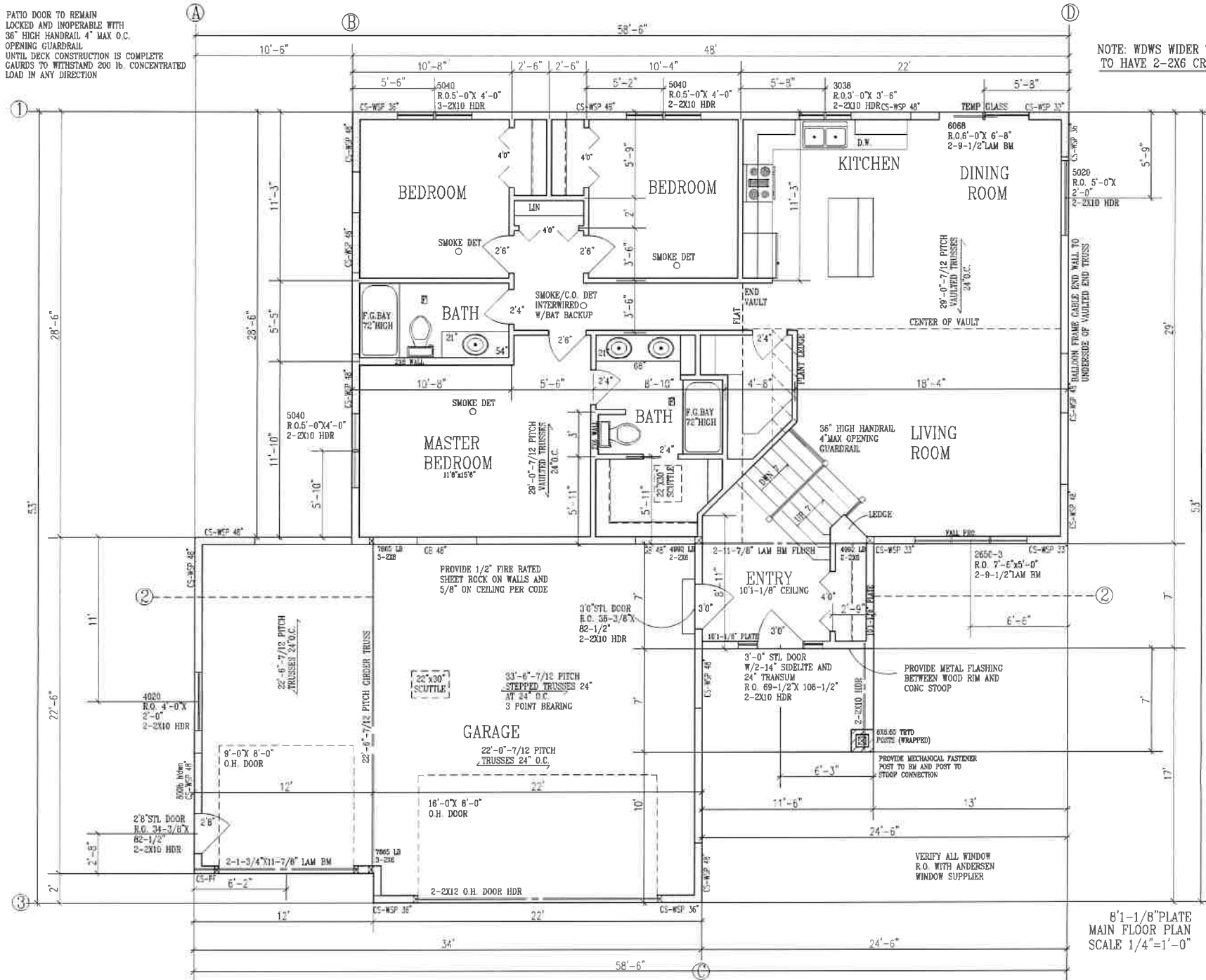
Please submit completed application with attachments to:

Mower County Administration
 201 1st Street NE, Suite 9, Austin MN 55912
 507-437-9549
 Office Hours: M-F 8 a.m. – 4:30 p.m.
 deniseb@co.mower.mn.us

Notice – City of Austin Housing Projects

This application must be approved prior to the building permit being issued by the City of Austin.

PATIO DOOR TO REMAIN
LOCKED AND INOPERABLE WITH
36" HIGH HANDRAIL 4" MAX O.C.
OPENING GUARDRAIL
UNTIL DECK CONSTRUCTION IS COMPLETE
CAUDRS TO WITHSTAND 200 LB. CONCENTRATED
LOAD IN ANY DIRECTION



NOTE: WDWS WIDER THAN 4'-1"
TO HAVE 2-2X6 CRIPPLE

8'-1-1/8" PLATE
MAIN FLOOR PLAN
SCALE 1/4"=1'-0"

PROGRESSIVE PLAN
DESIGN LLP
RESIDENTIAL ARCHITECTURE
714 County RD 3 NW Bryon MN, 55909
(507-776-8877) progressiveplandesign@gmail.com

These drawings have been prepared using information provided by the customer/contractor and are not to be used for any other purpose without the written consent of the designer. The designer is not responsible for any errors or omissions in these drawings. The customer/contractor is responsible for obtaining all necessary permits and for ensuring that the drawings comply with all applicable codes and regulations. The designer is not responsible for any construction defects or for any damage to the property. The customer/contractor is responsible for obtaining all necessary permits and for ensuring that the drawings comply with all applicable codes and regulations. The designer is not responsible for any construction defects or for any damage to the property.

CONTRACTOR: _____
OWNER: _____
ACKNOWLEDGED BY: _____
DATE: _____

DATE	8/1/2024
REV	1
BY	R.H.
DATE	1476
REV	1911569
DATE	NOTED



MOBILE



Locate Property

Search for an address or locate on map

▼	Parcel ID, Name, Address	🔍
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RESOLUTION NO.

RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. 469.1813

WHEREAS, the Austin Home Initiative's purpose is to provide incentives to encourage the construction of new owner occupied and residential housing units within the City of Austin for the public benefit including, but not limited to, capturing future taxes from units that would not have otherwise been constructed and increasing housing inventory to support local business growth.

WHEREAS, Minnesota Statute 469.1813 gives authority to the City of Austin to grant an abatement of taxes imposed by the City if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, the City of Austin has adopted the Austin Home Initiative guidelines which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, Bigelow & Lennon Construction is the owner of certain property within the City of Austin legally described as follows:

Lot 2 Exc. E. 90', Block 1, Oak Ridge Addition, City of Austin, County of Mower

WHEREAS, Bigelow & Lennon Construction has made an application to the City of Austin for the abatement of taxes as to the above-described parcel; and

WHEREAS, Bigelow & Lennon Construction has met the statutory requirements outlined under Minnesota Statute 469.1813 Subdivision (1) and Subdivision 2(i) as well as the Austin Home Initiative guidelines for abatement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Austin, Minnesota:

The City of Austin does hereby grant an abatement of the City of Austin's share of real estate taxes upon the above-described parcel for the construction of a single family dwelling on the subject property.

The tax abatement will commence with the receipt of the Certificate of Occupancy, or not more than one year following approval of the taxing authority's resolution, whichever is first, and shall continue for five years.

The City shall provide the awarded abatement payments following the payment of due real estate taxes annually. Payments shall be made to the owner of record at the time of the payment.

The tax abatement shall be limited to the increase in property taxes resulting from the improvement of the property. Land values are not eligible and will not be abated.

The abatement shall be null and void if construction is not commenced within one year of the approval of this resolution or if the real estate taxes are not paid on or before the respective payment deadlines annually.

Passed by a vote of yeas and nays this 4th day of November, 2024.

Yeas

Nays

ATTEST:

APPROVED:

City Recorder

Mayor

City of Austin
Jason Sehon, Director
Parks, Recreation & Forestry
507-433-1881
jsehon@ci.austin.mn.us



500 Fourth Avenue NE
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Jason Sehon, Director of Parks, Recreation & Forestry

DATE: November 4, 2024

SUBJECT: Public Hearing on Assessments for Weed and Grass Removal

The following is a summary of activities regarding weed and grass removal for the following five (5) property parcel ID's owned by Advance Building Movers and Matt Rahlf:

34.916.0250 & 34.916.0310 & 34.916.0300 & 34.916.0260 & 34.916.0220

The following summary of activities is true and accurate to the best of my knowledge:

1. May 29, 2024: An initial inspection of the properties was made by our weed and lawn inspector. Each of the five (5) properties were determined to be in violation of City Code Section 7.06, "It is unlawful for any owner, occupant or agent of any lot or parcel of land in the city to allow any noxious weeds or grass growing upon any such lot or parcel of land to grow to a greater height than eight inches."
2. May 29, 2024: A certified letter was mailed on May 29, 2024. The letter was documented by USPS as received and claimed.
3. June 7, 2024: A follow up inspection was made by our weed and lawn inspector. The properties were not yet mowed and still determined to be in violation of City Code and the City proceeded with contracting out the mowing as per City policy.

4. June 8, 2024: All five (5) properties were mowed by the contractor.

I spoke to the contractor after he mowed the five (5) properties. He commented the grass at the properties was very long and that they actually wrecked two (2) mowers during the process. They also had to call a tow truck to pull one of his mowers out. While this is not a factor in the assessment, it does provide context to the difficulty in getting the property to a compliance level.

He said he had to mow a majority of the properties multiple times because of the grass length. He said he had four (4) mowers and four (4) staff members working to mow the properties. Attachment 5 is a summary of work submitted by the Contractor.

5. July 2024: I received a couple phone calls in July from Mr. Rahlf regarding the mowing of his properties. During these conversations, I answered many of his questions. I also asked him to email me questions in writing that would require me to do research or look for documents relating to his requests. After these conversations with Mr. Rahlf, I determined it would be best to offer to meet with him at his property to explain the City's mowing requirements. We worked together to schedule a meeting for July 29, 2024.

6. July 29, 2024: At the request of Mr. Rahlf, our lawn and weed inspector and I arrived at his property for the meeting and Mr. Rahlf did not show up. His wife happened to be there mowing and we talked briefly to her, but she did not specifically inquire about the mowing requirements of the properties. She suggested we talk to Mr. Rahlf. We asked, and she did not have any questions for us.

7. October 3, 2024: Mr. Rahlf called the office and spoke with our Parks and Recreation Clerk. After a brief discussion, he hung up on her. Because of his rude behavior and foul language reported by her, I asked her to avoid any conversations with him and forward all future calls from Mr. Rahlf directly to me.

Mr. Rahlf called back later that day and I attempted to have a conversation with him. He acted frustrated and was making false statements about recent correspondence from the City. He asked, and I let him know when the next City Council meeting was (October 7) and told him he was more than welcome to attend. After further discussion, and multiple attempts to answer his questions, Mr. Rahlf hung up the phone and I have had no phone conversations with him since.

8. October 21, 2024: During the Public Hearing at the City Council Meeting, Mr. Rahlf stated the City charged him \$700.00 per hour to mow his properties. To

clarify, the City contracts out the mowing of properties in violation and the current contract rate is \$45.00 per hour for residential properties. In addition to the contractor hourly rate, the City charges a \$75.00 administrative fee for each property billed for mowing.

Each of Mr. Rahlf's parcels were billed the following:

<u># Hours:</u>	<u>Hourly Rate:</u>	<u>Subtotal:</u>	<u>Admin Fee:</u>	<u>Total:</u>
7	\$45/hour	\$315.00	\$75.00	\$390.00

9. October 23, 2024: Two (2) days after the October 21, 2024 meeting where Mr. Rahlf was in attendance, I sent him an email asking him to submit any questions/information requests he would like me to address in writing by responding to my email. I also sent him a follow up email asking if he would like to meet in person to discuss anything in regards to his properties.

October 23, 2024: I received an email from Mr. Rahlf. The email was quite convoluted and I did my best to decipher the questions he had within.

October 25, 2024: I responded to Mr. Rahlf's email and answered his questions to the best of my ability.

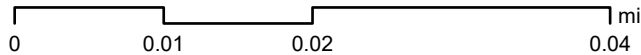
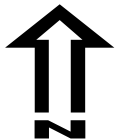
October 30, 2024: I received an email from Mr. Rahlf. In his email, he indicates he disagrees with how long it took the contractor to mow the lots. His only request from his email was to know who the contractor the City uses to do the mowing.

I also received a phone call from Mr. Rahlf. After a brief discussion, he requested the name of the contractor who mowed the property. I was able to provide him with that information.

Attachments:

1. Parcel Map
2. (2) Inspection reports (5-28-24 & 7-11-24)
3. Property before mowing photos
4. Contractor Invoice for mowing
5. Overview of work done by contractor
6. Invoices sent to property owner for mowing reimbursement
7. Letters of Notice given for property assessments

Please let me know if you have any questions.



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Mower County Public GIS

Date/Time: 10/24/2024 7:07 AM

Austin Parks - Recreation - Forestry Board

Weed Inspection Report

500 4th Ave NE
Austin, MN 55912
507.433.1881



Name: Matthew Rahlf
Address: 71164 220th Ave
City/State/Zip: Hayfield MN 55940
Legal Description: Ol's Ramsey Park
Lot/Block: 14
Location of : 1303 28th Ave NE Austin, MN
Remarks: Long Grass and Weeds
Date Received: 5/28/2024

34.190.3680
34.916.0250
34.916.0310
34.916.0300
34.916.0260
Work Order # : 8132
Images: 1559, 1560
1558, 1561, 1562
1563

Parks-Recreation-Forestry Weed Inspector - Mel J.

1728, 1729, 1730, 1731
1732

City Ordinance - See Back of Page

Resolution NO. 8647 - Weed and Snow Assessment Policy

WHEREAS, City Code Section 7.06, Subd. 5, relating to grass and weed nuisance violations in which the City has the work done to correct the violation, the City Council shall assess against the abutting property such special assessment to cover the cost of correcting said violation; and **WHEREAS**, the cost to the City for each grass & weed violation is the mowing, plus the administration cost of \$75.00 plus additional fees for repeat violations under City Code Section 1.98, which establishes an administrative citation process.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Austin, MN, that effective as of the date of this resolution that the Weed Assessment Policy of the City of Austin is that the property owners who do not abide by the Grass and Weed Nuisance Ordinance and the City has to do the mowing, that the property would be assessed the actual cost of mowing, plus the administration cost in the amount of \$75.00 for each violation.

Compliance Report

7022 3330 0000 9347 6898

The above property owner, occupant or agent has not complied with the city ordinance.

Certified Letter Sent : 5/29/2024
Order to Contractor: 6/7/24
Contractor Fees w/ tax : 1575.00
Violation Fee : 0.00

Claimed: 6/11/24 @ 11:16am
Contractor Mowed on: Yes 6/8/24

City Admin Fee : 75.00
Total : 1650.00

RECHECKED ON:

6/7/24

§ 10.13 GRASS AND WEEDS ON PRIVATE PROPERTY.



1560, 1559

MOWER
COUNTY



34.916.0380

Locate Property

Search for an address or locate on map



1303 28th Ave NE



Tax Parcels

34.916.0310 - RAHLF MATTHEW

Property Detail

Parcel ID/PIN: 34.916.0310

Physical Addr: 1303 28TH AVE NE ,
AUSTIN MN 55912

GIS Acres: 0.58

Deeded Acres: 0.58

Property Class: RESIDENTIAL

Current Owner:

RAHLF MATTHEW

71164 220TH AVE

HAYFIELD MN 55940

Ownership Type: Sole Ownership

Tax Legal:

SubdivisionName OL'S RAMSEY PARK 26-
103-18 SubdivisionCd 34916 SW1/4 OUT
LOT 14 OLD # 08.038.0310

Tax Statements

Property Card

TNT Notices

Value Notices

Above documents not available on mobile devices

Property Report

Financial Detail

Tax Due

\$ 948.00

Penalty Due

\$ 1

34.916.0350

34.916.0310

1211



MOWER

1562

1559 1558, 1561, 1563

Locate Property

Search for an address or locate on map



1305 28th Ave NE



Tax Parcels

34.916.0300 - ADVANCE BUILDINGS MOVERS

Property Detail

Parcel ID/PIN: 34.916.0300 — 34.916.0260

Physical Addr: 1305 28TH AVE NE,
AUSTIN MN 55912

GIS Acres: 0.58

34.916.0250

Deeded Acres: 0.58

Property Class: RESIDENTIAL

Current Owner:

ADVANCE BUILDINGS MOVERS

71164 220TH AVE

HAYFIELD MN 55940

Ownership Type: Sole Ownership

Tax Legal:SubdivisionName OL'S RAMSEY PARK 26-
103-18 SubdivisionCd 34916 SE1/4 OUT
LOT 14 OLD # 08.038.0300

Tax Statements

Property Card

TNT Notices

Value Notices

Above documents not available on mobile devices

Property Report

Financial Detail

Tax Due

\$ 4,614.00

Penalty Due

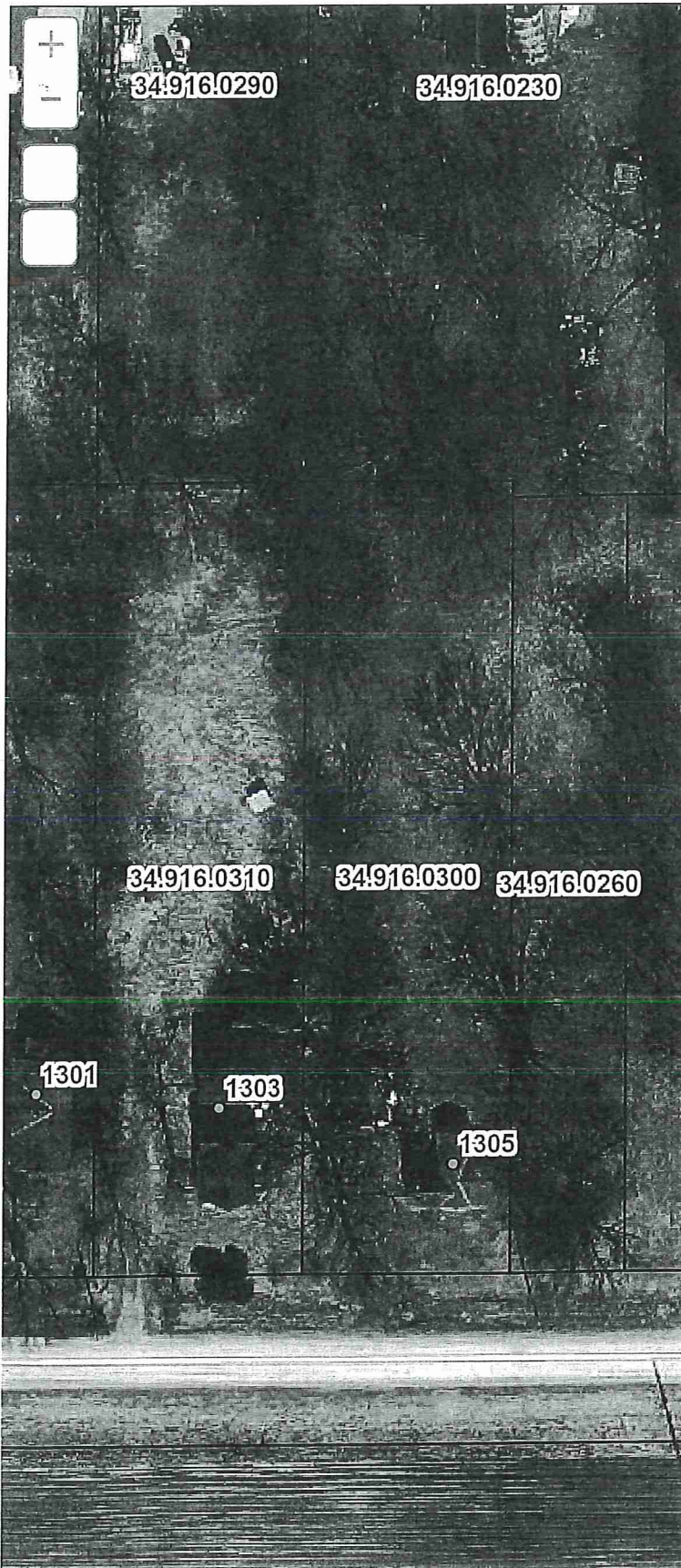
\$ 0.00

34.916.0340

1301



MOWER
COUNTY



Locate Property

Search for an address or locate on map

▼	1405 28th Ave NE	X	Q
---	------------------	---	---

Tax Parcels

34.916.0220 - ADVANCED BUILDING MOVERS OF ROCHESTER, LLC

Property Detail

Parcel ID/PIN: 34.916.0220
Physical Addr: 1405 28TH AVE NE ,
AUSTIN MN 55912
GIS Acres: 2.48
Deeded Acres: 2.48
Property Class: RESIDENTIAL

Current Owner:

ADVANCED BUILDING MOVERS OF
ROCHESTER, LLC
71164 220TH AVE
HAYFIELD MN 55940
Ownership Type: Sole Ownership

Tax Legal:

SubdivisionName OL'S RAMSEY PARK 26-
103-18 SubdivisionCd 34916 OL 11 EXC 1
AC & S1/2 OL 12 OLD # 08.038.0220 &
08.038.0200

Tax Statements

Property Card

TNT Notices

Value Notices

Above documents not available on mobile devices

Property Report

Financial Detail

Austin Parks - Recreation - Forestry Board
Weed Inspection Report
500 4th Ave NE
Austin, MN 55912
507.433.1881



Name:	Matthew Rahlf		34.916.0260
Address:	71164 220th Ave		34.916.0300
City/State/Zip:	Hayfield Mn 55940		34.916.0310
Legal Description:	Ol's Ramsey Park		34.916.0250
Lot/Block:			34.916.0220
Location of :	1303 28th Ave NE Austin, Mn	Work Order # :	8205
Remarks:	Long Grass	Images:	1, 2, 3, 4, 5
Date Received:	7/11/2024		

Parks-Recreation-Forestry Weed Inspector - Mel J.

City Ordinance - See Back of Page

Resolution NO. 8647 - Weed and Snow Assessment Policy

WHEREAS, City Code Section 7.06, Subd. 5, relating to grass and weed nuisance violations in which the City has the work done to correct the violation, the City Council shall assess against the abutting property such special assessment to cover the cost of correcting said violation; and **WHEREAS**, the cost to the City for each grass & weed violation is the mowing, plus the administration cost of \$75.00 plus additional fees for repeat violations under City Code Section 1.98, which establishes an administrative citation process.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Austin, MN, that effective as of the date of this resolution that the Weed Assessment Policy of the City of Austin is that the property owners who do not abide by the Grass and Weed Nuisance Ordinance and the City has to do the mowing, that the property would be assessed the actual cost of mowing, plus the administration cost in the amount of \$75.00 for each violation.

Compliance Report

9589 0710 5270 1422 2601 78

The above property owner, occupant or agent has not complied with the city ordinance.

Refused 8/5/24 @ 9:38am

Certified Letter Sent :	7/12/2024	Claimed:	Yes <input checked="" type="radio"/> No <input type="radio"/>
Order to Contractor:		Contractor Mowed on	
Contractor Fees w/ tax		City Admin Fee	
Violation Fee		Total	

RECHECKED ON:

7/22/24

§ 10.13 GRASS AND WEEDS ON PRIVATE PROPERTY.



Citation #

WO038.24

ADMINISTRATIVE CITATION
City of Austin, MN

This Citation charges you with violation(s) of the Austin City Code

Payment is due 30 days from the date of citationIf the citation is not paid within 30 days, a \$25 late fee will be added.

Violator's Name:

Matthew Rahlf

Street Address:

71164 220th Ave

City:

Hayfield

State:

MN

Zipcode:

55940

Is the violator the property owner?

YES - X

NO

Violation Information

Date of Violation:

7/11/2024

Location:

1303 28th Ave NE Austin, MN

ViolationCode SectionFine

Grass & Weeds

10.13

\$125

Total amount due (not to exceed \$2000)

\$125.00

Description

X

Same violation within 24 months : Dates:

5/29/2024

Unsafe or dangerous conditions

Inspector:

Mel Joseph

Department:

Lawn & Weeds

Date:

7/12/2024



Parks, Recreation, Forestry Departments & Arenas
500 4th Ave NE Austin, MN 55912
507.433.1881 Fax: 507.433.9078
Jason Sehon, Director
www.ci.austin.mn.us

Date:

7/12/2024

Citation #:

WO038.24

Property Violation Address:

1303 28th Ave NE Austin, MN

Tax ID #:

34.916.0310

34.916.0300

34.916.0260

34.916.0250

34.916.0220

Property Owner:

Enclosed you will find an Administrative Citation with a fee payable to the City of Austin Clerk's office within 30 days for the repeat violation of the City Grass & Weed Ordinance at the property stated above.

This fine is in addition to any fees associated for the mowing of the property. Please see the back of the enclosed citation for all directions.

5/29/24

1,2,3,4,5



34.916.0300

34.916.0260

34.916.0250

34.916.0220

Locate Property

Search for an address or locate on map



Tax Parcels

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Ownership Type: Sole Ownership

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103-18 SubdivisionCd 34916 SW1/4 OUT
LOT 14 OLD # 08.038.0310

Tax Statements

Property Card

TNT Notices

Value Notices

Above documents not available on mobile devices

Property Report

Financial Detail

Tax Due

\$ 948.00

Penalty Due

\$ 4.00

Before Mowing Photos (Initial Inspection) 5-29-24









Before Mowing Photos (Follow-up Inspection) 6-7-24







#20's

arens

LAWN SERVICE

Commercial & Residential

507.219.9652 | P.O. Box 711 | Austin, MN 55912

June 30 2024

Date

Customer

ATTEM WEL (Lawn Inspector)

Address

Austin Park & Rec

JOB DESCRIPTION				AMOUNT
# W.O.	HRS	RATE		
34.916.0250	7	45. ⁰⁰		315. ⁰⁰
34.916.0310	7	45. ⁰⁰		315. ⁰⁰
34.916.0300	7	45. ⁰⁰		315. ⁰⁰
34.916.0260	7	45. ⁰⁰		315. ⁰⁰
34.916.0220	2	45. ⁰⁰		315. ⁰⁰
Thank you Mike !!				
CHECK NO. _____				
SUB-TOTAL				1575. ⁰⁰
TAX				
TOTAL				

Thank You!

Received by _____

Submitted by Mike Arens on 10-29024

Re: 6/8/24

28th Avenue Properties.

I am writing per your request.

- we had to walk through yard to find large debris, there were hidden bricks etc.
- the lawns had not been touched for 2 and 1/2 years prior
- we worked from 8:00 AM until almost 5
- there were 4 guys
- used 4 mowers with 60" decks
- we had to mow multiple times just to get through the thickness
- in spots the weeds were over 4' high
- lost one mower as it fell into a well hole and snapped all lugs on tire rim
- went through belt (snapped)
- you would not have been able to get through that with anything but a commercial mower (I think you know that)
- Mel notified owners and after 10 days I was to complete the work order

Mike Arens

Arens Lawn Service

COPY

CITY OF AUSTIN
CITY BUILDING - 500 4TH AVE. N.E.
AUSTIN, MN 55912
(507) 437-9940

PLEASE MAKE CHECKS PAYABLE TO CITY OF AUSTIN

Matthew Rahlf
71164 220th Ave
Hayfield, MN 55940

July 2, 2024

Grass & Weed Removal on 1303 28th Ave NE
SW ¼ Out Lot 14
Section 26-103-18
34.916.0310

06/08/24 \$390

Total Due \$390

For Office Use Only:
(/NUIS)

Date Paid:

COPY

CITY OF AUSTIN
CITY BUILDING - 500 4TH AVE. N.E.
AUSTIN, MN 55912
(507) 437-9940

PLEASE MAKE CHECKS PAYABLE TO CITY OF AUSTIN

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

July 2, 2024

Grass & Weed Removal on 1305 28th Ave NE
SE ¼ Out Lot 14
Section 26-103-18
34.916.0300

06/08/24 \$390

Total Due \$390

For Office Use Only:
(/NUIS)

Date Paid:

COPY

CITY OF AUSTIN
CITY BUILDING - 500 4TH AVE. N.E.
AUSTIN, MN 55912
(507) 437-9940

PLEASE MAKE CHECKS PAYABLE TO CITY OF AUSTIN

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

July 2, 2024

Grass & Weed Removal on .31 Acre Lot East of 1305 28th Ave NE
W. 45' W. 90' S. 300.87' Out Lot 13
Section 26-103-18
34.916.0260

06/08/24 \$390

Total Due \$390

For Office Use Only:
(/NUIS)

Date Paid:

CITY OF AUSTIN
CITY BUILDING - 500 4TH AVE. N.E.
AUSTIN, MN 55912
(507) 437-9940

COPY

PLEASE MAKE CHECKS PAYABLE TO CITY OF AUSTIN

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

July 2, 2024

Grass & Weed Removal on 1309 28th Ave NE
E. 120' S. 300' Out L ot 13 Out Lot NW ¼ NE ¼
Section 26-103-18
34.916.0250

06/08/24 \$390

Total Due \$390

For Office Use Only:
(/NUIS)

Date Paid:

CITY OF AUSTIN
CITY BUILDING - 500 4TH AVE. N.E.
AUSTIN, MN 55912
(507) 437-9940

COPY

PLEASE MAKE CHECKS PAYABLE TO CITY OF AUSTIN

Advanced Building Movers of Rochester, LLC
71164 220th Ave
Hayfield, MN 55940

July 9, 2024

Grass & Weed Removal on 1405 28th Ave NE
Out Lot 11 Exc 1 Ac & S. ½ Out Lot 12
Section 26-103-18
34.916.0220

06/08/24 \$390

Total Due \$390

For Office Use Only:
(/NUIS)

Date Paid:

City of Austin



500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us

September 19, 2024

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

Dear Property Owner:

NOTICE IS HEREBY GIVEN that the City Council for the City of Austin, Minnesota will meet at 5:30 p.m. on October 21, 2024, in the Council Chambers in the lower level of City Hall, 500 4th Avenue NE, to approve the proposed assessment for abating the grass and weeds on your property in the City of Austin, pursuant to Austin City Code.

Your property located at 1305 28th Ave NE is to be assessed as follows:

SE ¼ Out Lot 14, Section 26-103-18

The amount to be specially assessed against your particular lot, piece, or parcel or land is **\$390.00**. You may, at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property. If you decide not to pay the total amount due, the assessment will be added in one installment to your 2025 property taxes. This installment will include interest from November 1, 2024 through December 31, 2025 at an interest rate of 5.25%. If your payment is received prior to October 31, 2024 no interest will be charged.

The proposed assessment roll is on file for public inspection at the City Clerk's Office. Written or oral objections will be considered at the meeting.

A handwritten signature in cursive script that reads "Brianne D. Wolf".

Brianne D. Wolf, City Clerk

CITY OF AUSTIN
CITY HALL 500 4TH AVENUE NE
AUSTIN, MN 55912

PLEASE MAKE CHECKS PAYABLE TO: CITY OF AUSTIN

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

**Payment due by October 31, 2024 to avoid interest.
If assessment is not paid it will automatically go on real estate taxes.**

2024 Assessment
Invoice Date: September 19, 2024

Property Address - 1305 28th Ave NE
SE ¼ Out Lot 14
26-103-18

Grass & Weed Removal	\$390
----------------------	-------

FOR OFFICE USE:

(/NUIS)
Date Paid:

City of Austin



500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us

September 19, 2024

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71164 220th Ave
Hayfield, MN 55940

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Your property located at .31 Acre Lot East of 1305 28th Ave NE is to be assessed as follows:

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The amount to be specially assessed against your particular lot, piece, or parcel or land is **\$390.00**. You may, at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property. If you decide not to pay the total amount due, the assessment will be added in one installment to your 2025 property taxes. This installment will include interest from November 1, 2024 through December 31, 2025 at an interest rate of 5.25%. If your payment is received prior to October 31, 2024 no interest will be charged.

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CITY OF AUSTIN
CITY HALL 500 4TH AVENUE NE
AUSTIN, MN 55912

PLEASE MAKE CHECKS PAYABLE TO: CITY OF AUSTIN

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

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If assessment is not paid it will automatically go on real estate taxes.**

**2024 Assessment
Invoice Date: September 19, 2024**

Property Address - .31 Acre Lot East of 1305 28th Ave NE
W. 45' W. 90' S. 300.87' Out Lot 13
26-103-18

Grass & Weed Removal	\$390
----------------------	-------

FOR OFFICE USE:

(/NUIS)
Date Paid:

City of Austin



500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us

September 19, 2024

Matthew Rahlf
71164 220th Ave
Hayfield, MN 55940

Dear Property Owner:

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Your property located at 1303 28th Ave NE is to be assessed as follows:

SW ¼ Out Lot 14, Section 26-103-18

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CITY HALL 500 4TH AVENUE NE
AUSTIN, MN 55912

PLEASE MAKE CHECKS PAYABLE TO: CITY OF AUSTIN

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71164 220th Ave
Hayfield, MN 55940

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2024 Assessment
Invoice Date: September 19, 2024

Property Address - 1303 28th Ave NE
SW ¼ Out Lot 14
26-103-18

Grass & Weed Removal	\$390
----------------------	-------

FOR OFFICE USE:

(/NUIS)
Date Paid:

City of Austin



500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us

September 19, 2024

Advanced Building Movers of Rochester, LLC
71164 220th Ave
Hayfield, MN 55940

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Your property located at 1405 28th Ave NE is to be assessed as follows:

Out Lot 11 Exc 1 Ac & S. ½ Out Lot 12, Section 26-103-18

The amount to be specially assessed against your particular lot, piece, or parcel or land is **\$390.00**. You may, at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property. If you decide not to pay the total amount due, the assessment will be added in one installment to your 2025 property taxes. This installment will include interest from November 1, 2024 through December 31, 2025 at an interest rate of 5.25%. If your payment is received prior to October 31, 2024 no interest will be charged.

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CITY OF AUSTIN
CITY HALL 500 4TH AVENUE NE
AUSTIN, MN 55912

PLEASE MAKE CHECKS PAYABLE TO: CITY OF AUSTIN

Advanced Building Movers of Rochester, LLC
71164 220th Ave
Hayfield, MN 55940

**Payment due by October 31, 2024 to avoid interest.
If assessment is not paid it will automatically go on real estate taxes.**

**2024 Assessment
Invoice Date: September 19, 2024**

Property Address - 1405 28th Ave NE
Out Lot 11 Exc 1 Ac & S. ½ Out Lot 12
26-103-18

Grass & Weed Removal	\$390
----------------------	-------

FOR OFFICE USE:

(/NUIS)
Date Paid:

City of Austin



500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us

September 19, 2024

Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

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Your property located at 1309 28th Ave NE is to be assessed as follows:

E. 120' S. 300' Out L ot 13 Out Lot NW ¼ NE ¼, Section 26-103-18

The amount to be specially assessed against your particular lot, piece, or parcel or land is **\$390.00**. You may, at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property. If you decide not to pay the total amount due, the assessment will be added in one installment to your 2025 property taxes. This installment will include interest from November 1, 2024 through December 31, 2025 at an interest rate of 5.25%. If your payment is received prior to October 31, 2024 no interest will be charged.

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CITY HALL 500 4TH AVENUE NE
AUSTIN, MN 55912

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Advance Buildings Movers
71164 220th Ave
Hayfield, MN 55940

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2024 Assessment
Invoice Date: September 19, 2024

Property Address - 1309 28th Ave NE
E. 120' S. 300' Out L ot 13 Out Lot NW ¼ NE ¼
26-103-18

Grass & Weed Removal	\$390
----------------------	-------

FOR OFFICE USE:

(/NUIS)
Date Paid:

RESOLUTION NO.

ADOPTING 2024 ASSESSMENTS FOR WEED & GRASS CUTTING

WHEREAS, the Weed Inspector of the City of Austin has heretofore given due notice to the property owners whose land is hereinafter described that noxious weeds and shrub and bush obstructions are growing upon the property hereinafter described, in the form provided by the Commissioner of Agriculture, and that said weeds must be cut down or eradicated within seven days from the issuance of the notice; and

WHEREAS, said weeds were not cut down, destroyed or eradicated within said time and said Weed Inspector caused the same to be cut down or otherwise destroyed or eradicated, and has made his/her report to the City of Austin as to the expense of such eradication and such expense has been paid by the City of Austin; and

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for weed removal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Austin that:

1. Such proposed assessment, a copy which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment made to defray the expenses for the cutting of weeds and grass on the premises named therein and that the amount of such expense shall constitute and be a lien in favor of the City of Austin and against the land involved hereby considered and passed.
2. Such assessment shall be payable in one installment to be payable on the first Monday in January 2025, and shall bear interest at the rate of 5.25 percent per annum. This installment shall be added interest on the entire assessment from November 1, 2024 until December 31, 2025.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, except that no interest shall be charged if the entire assessment is paid by November 8, 2024.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax list of the County and such assessment shall be collected and paid over the same manner as other municipal taxes.

Passed by a vote of yeas and nays this 4th day of November, 2024.

YEAS

NAYS

ATTEST:

APPROVED:

City Recorder

Mayor

61 Extra Days
Fund -
Code: /nuis

Grass Weed Removal

Resolution No.
Interest Starting 5.25% starting November 1, 2024
1 years

<u>PIN</u>	<u>Property Owner</u>	<u>Legal Description</u>	<u>Section/Addition</u>	<u>Total</u>
34.916.0250	Advance Buildings Movers	E. 120' S. 300' Out L ot 13 Out Lot NW ¼ NE ¼	26-103-18	\$390.00
34.916.0310	Matthew Rahlf	SW ¼ Out Lot 14	26-103-18	\$390.00
34.916.0300	Advance Buildings Movers	SE ¼ Out Lot 14	26-103-18	\$390.00
34.916.0260	Advance Buildings Movers	W. 45' W. 90' S. 300.87' Out Lot 13	26-103-18	\$390.00
34.916.0220	Advanced Building Movers of Rochester, LLC	Out Lot 11 Exc 1 Ac & S. ½ Out Lot 12	26-103-18	\$390.00
			Total:	\$1,950.00

MINUTES
COMMITTEE-OF-THE-WHOLE WORK SESSION
October 21, 2024
City Council Chambers

MEMBERS PRESENT: Mayor Steve King, Council Members Laura Helle, Michael Postma, Joyce Poshusta, Jason Baskin, Paul Fischer, Geoff Baker and Council Member-at-Large Jeff Austin

MEMBERS ABSENT:

STAFF PRESENT: City Administrator Craig Clark, Director of Administrative Services Tom Dankert, Police Chief David McKichan, Public Works Director Steven Lang, Planning and Zoning Administrator Holly Wallace, Park and Rec Director Jason Schon, Director of Library Services Julie Clinefelter, Director of Human Resources Trish Wiechmann, and City Clerk Brianne Wolf

APPEARING IN PERSON: Austin Daily Herald, Waste Water Treatment Plant Employees Clint Purkapile and Chad Heard, SEH representatives Susan Danzl and Diane Matthews

Mayor Steve King opened the meeting at 6:11 p.m.

1. WWTP Automation & Staffing Plan – Steven Lang

SEH Representatives Susan Danzl and Diane Matthews gave a presentation on the new Waste Water Treatment Plant automation and staffing plan. Ms. Danzl stated they have added new lift stations, aeration tanks, UV disinfection for solids handling and gravity belt thickeners which have a polymer feed system. They've added a dewatering system, which also has a polymer feed system and filtrate pump stations.

SEH Representatives Diane Matthews stated they looked at what the appropriate number of staff for the new treatment facility should be and stated the reason it's so important to have the correct amount of staff at the wastewater facility is that it has to protect public health, it has to meet environmental conditions and permit requirements and they want it to maximize the investment the City has made in the facilities upgrades. She stated they want to maximize the City's investment, minimize the cost and improve operations.

Ms. Matthews stated right now the plant has 16 staff members. They've looked at the Northeast Staffing Guide for estimating staffing. With our facilities and the type of treatment processes the new plant is designed for, they recommend a staffing range between 19 and 25 staff members. They recommend hiring a computerized maintenance management system position and two relief operators. The relief operators would be able to work both operations and maintenance.

Director of Public Works Steven Lang is requesting three new staff members over the next three years. The positions would be funded using sewer user fees. Mr. Lang is requesting a CMMS staff member for 2025 and a relief operator in 2026.

Council Member Postma stated he is trying to figure out why we need more staffing for a plant that we are spending millions of dollars on. He doesn't understand why we would need a 2nd shift or a weekend shift if we are performing preventative maintenance.

Ms. Matthews stated a component to remember is that you are cross training and that the operators are also going to be doing the preventative maintenance. They are not only operating, but they are doing maintenance on the equipment. It's having the people available to do the maintenance.

Mr. Lang stated that plant is actually more labor intensive because of all the chemicals and monitoring that we have to do. Unfortunately, that's the way we had to go in order to meet current and new regulations. He stated the additional chemical requires additional monitoring and therefore additional staff. They currently staff the treatment plant with one person on Saturday and Sunday. They're anticipating it will require two people moving forward with the new plant. He stated these would be some of the differences between the existing and the new plant that require additional staffing.

Council Member Helle stated that we are not handling more water but we are processing it differently and with a more expensive technology that requires more labor and the water will be cleaner. What happens if we can't find the human beings to fill the positions.

Mr. Lang stated there is a program at Riverland Community College to train Waste Water Treatment Plant Operators. There is an opportunity to help us keep positions filled.

Council Member Postma stated he doesn't understand the difference between the operations supervisor and the maintenance supervisor. He would like Mr. Lang to further elaborate.

Mr. Lang stated the operation side is managing the lab. It's more of an office-based position where you're managing the paperwork required by the MPCA. You are ensuring that all of our test results are done in accordance with MPCA requirements, ordering chemicals, and other related duties. On maintenance, you would be managing the plant and the maintenance crew. He stated because of the strength and flow that comes to our wastewater treatment plant, it is sized much greater than a typical community of our size.

Council Member Baker stated he is not in favor of adding additional people. He asked Ms. Danzl if Council had said, you don't get additional people, would you have designed it different or would you have walked away from the project.

Ms. Danzl stated it was designed with the intention of adding operators. The rates were set with that in mind. They estimated from the beginning, assuming they were going to be more people or as a tradeoff to keep capital cost low. They could have done more expensive capital projects then maybe minimize some of the operation. But that would have resulted in much, much larger, more expensive capital assets.

Council Member Baskin asked if there were any additional automation opportunities available to add to the project.

Ms. Danzl stated there is not much more that can be added.

Council Member-at-Large Austin asked if the current sewer user rates would support this position.

Mr. Lang stated they would be increasing the rates and the rates would support this.

Mayor King stated this is a great use of personnel and he is in support of this position moving forward.

Council Member Baker would like another firm to look at the automation at the Waste Water Treatment Plant.

Council Member Fischer does not favor this and would not like to spend more money.

Mayor King called for a motion for a second party engineering firm to look at automation at the Waste Water Treatment Plant.

Moved by Council Member Baker, seconded by Council Member-at-Large Austin, to not have a second party look at automation at the Waste Water Treatment Plant. Carried. 6-1 (Baker-Nay)

Moved by Council Member Fischer, seconded by Council Member Helle, approving the addition of one staff member at the Waste Water Treatment Plant in 2025. Carried. 6-1 (Baker-Nay)

2. 5-Year Capital Improvement Plan Discussion – Tom Dankert

Director of Administrative Services Tom Dankert presented the 2025-2029 Capital Improvement Plan. The plan identifies approximately \$143 million dollars in capital improvements for the City, some of which are contingent on receiving grant funds. The purpose of the work session was to review and ask questions about any of the proposed items. Then the Council will approve the document in December 2024 which authorizes the staff to purchase the 2025 items that are indicated in the CIP. For years 2026 and beyond, the document serves as a guide for the future but is subject to change as the City's needs change.

Police Chief David McKichan discussed the Police Department's capital improvement plan and noted that it is budgeted to replace two marked police cars and one unmarked vehicle in 2025. He also noted other computer upgrades and other equipment purchases over the next five years, including the possibility of adding body cameras beginning in 2026. Finally, a \$400,000 use of fund balance is projected for 2025 to purchase a Bearcat armored SIRT vehicle to replace the aged Humvee we currently have on loan from the federal government.

Fire Chief Jim McCoy presented the Fire Department's capital improvement item, noting a replacement of the Chief's vehicle is the only thing scheduled for the next five years at an estimated cost of \$70,000 in 2025. The next purchase then would not come until 2031.

Library Director Julie Clinefelter stated the Library will be replacing two hot water heaters for \$5,000 in 2025. Other projects stretching into 2026 thru 2029 include new staff work stations,

improvements to the outdoor programming space, meeting room upgrades, and some roof replacement. The rubber roof is scheduled for replacement in 2025.

Director of Administrative Services Tom Dankert reviewed Parks and Recreation requests at the Nature Center stating the grants are proposed to fund emerald ash borer removal/replacement, along with grant funding for a bridge replacement and trail work.

Director of Administrative Services Tom Dankert discussed Administration's capital improvement projects stating that funds are being budgeted for public works equipment, new computers and other engineering equipment. In 2025, \$20,000 is being set aside for computers and another \$61,150 for new software and licenses. There is \$64,000 for a new phone system, and \$6,000 for some audio and visual upgrades to conference room B, all of which to be funded by the Building Fund (48000). A market study for \$15,000 and engineering equipment for \$60,000 is also proposed for 2025.

Steven Lang reviewed the Waste Water Treatment Plant (WWTP) noting the large Waste Water Treatment Plant improvement project which is now almost 50% complete. Other improvements to a pump at the Hope Street lift station, a make-up air unit at the SW lift station, and Hope Street force main and bar screen/muffin monster improvements are also scheduled for 2025.

Steven Lang presented on the proposed improvements to the Central Garage including replacement of two rooftop units, a building alarm system and \$690,000 of new vehicles. Mr. Lang noted they have reconfigured their fleet, noting they have roughly 33 pickups available for multiple staff to use.

Steven Lang stated the Waste Transfer Station is in need of some repairs over the next few years mainly the re-siding of the building itself. The City now has a lease agreement for the lease of the transfer station so additional improvements may be made in the future.

Steven Lang stated the airport is wrapping up many of the large projects this year, so going forward for the next five years is limited, with nothing scheduled for 2025.

Steven Lang reviewed the non-MSA streets, noting that these are not supported by the state gas tax. These are local projects paid for with local tax dollars and assessments in order to fund the construction. Each year the street department looks at the proposed streets to see if they need to be reprioritized based on deterioration. In 2025, \$3.185 million dollars in projects are scheduled.

Steven Lang discussed the MSA streets that are funded with approximately \$1 million of state gas tax money each year. The projects scheduled for 2025 total \$2.97 million dollars.

Steven Lang discussed the upcoming trail projects, noting only one for 2025 to connect Oakland Avenue West through to the trailer park east of town.

Steven Lang noted the Sanitary Sewer capital improvement plans. Each year funds are allocated for manhole replacements; for inspection of all City mains and inspection of all private lines and plumbing; and for replacement of mains with street construction projects. Lift stations are also scheduled for reconstruction. He also stated the city will be doing some additional inspections to determine what caused the sewage backup in some homes during the June rain event.

Steven Lang discussed the items under Miscellaneous Other Projects including the hazardous building removal for 2025. Other arena improvements are also scheduled.

Parks and Recreation Director Jason Sehon discussed the proposed park projects for 2025, noting that connecting the Todd Park complex to a city sewer main is a high priority. Additionally, replacing park playground equipment will be scheduled annually for the next few years, along with pool repairs. Finally, they are spending around \$300,000 annually to replace older vehicles and mowers.

Steven Lang discussed the storm water utility district noting there are various projects scheduled over the next five years to the current system. There have been drainage issues identified that will be addressed through these projects.

Mr. Dankert noted the Senior Citizens Center budget and stated they will be replacing an air heating unit in 2026, and a potential roof project in 2029.

The City is planning on some scattered site acquisitions in the flood plain, including the Salvation Army and Terp Ballroom. Some wastewater treatment plant levee improvements are also planned for the next five years.

Mr. Dankert presented some economic development areas including 8th Avenue NE redevelopment and Port Authority property clean up. He also noted funding for daycare projects has been set aside.

Mr. Dankert concluded the discussion stating he would make minor modifications to the capital improvement plan and bring it back to the Council for adoption in late 2025. No additional Council action needed at this time.

3. Budget Discussion (No Backup) – Tom Dankert

Mr. Dankert stated he has two new ideas for the budget. We have a health insurance savings of \$34,000. We have an increase of \$15,000 for Discover Austin. If Council would like to have additional discussion about the budget, we can do this at the first meeting in November.

4. Administrative Report

None

5. Open Discussion

None

Moved by Council Member Baker, seconded by Council Member Fisher, adjourning the meeting at 8:16 p.m. Carried.

Respectfully Submitted,

Brianne Wolf, City Clerk

RESOLUTION NO.

ACCEPTING DONATIONS TO THE CITY OF AUSTIN

WHEREAS, the City has received the following gifts:

<u>Gift</u>	<u>Donor</u>	<u>For</u>
Hockey Tickets (\$12.00 evaluation per ticket)	Austin Bruins Hockey Team	First Responders Night

NOW THEREFORE, BE IT RESOLVED that the Austin City Council
accepts said gifts to the City of Austin.

Passed by a vote of yeas and nays this 4th day of November, 2024.

YEAS

NAYS

ATTEST:

APPROVED:

City Recorder

Mayor

**City of Austin
Zoning Department**



**500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9950
Fax: 507-437-7101
www.ci.austin.mn.us**

August 7th, 2024

Bernice Lindahl
504 18th St NW
Austin, MN 55912

RE: Zoning Violations at 504 18th St NW Austin, MN 55912

Dear Bernice:

The City of Austin Planning and Zoning Department has observed a violation of City Code on your property. An investigation of this complaint was conducted on August 7th, 2024 at this site and the following issues need to be resolved:

Remove all junk from property

The violation of Austin City Code Sections 10.14 Subd.1(B) 4 and 10.14 Subd.4-6 were found.. These City Code sections read as follows:

City Code Section 10.14, Subd. 1(B):

JUNK. All scrap metal, rags, batteries, paper, trash, rubber tires, debris, waste, wood, and/or construction materials not used in connection with a building or which is carried as inventory in an on-going construction business at a lawful place of business, dismantled vehicles, machinery and appliances or parts thereof and parts of vehicles, glass, tinware, plastic, aluminum and/or steel cans, old or discarded household goods, household furnishings or furniture, hardware or appliances. Neatly stacked firewood located so as to comply with the setback requirements as set forth in Chapter 11 and in accordance with side yard or rear yard setback requirements shall not be considered junk.

City Code Section 10.14, Subd. 4. *Notice and abatement.*

B. *Public nuisances affecting health*

5. Accumulations of manure, refuse, junk or other debris;

D. *Public nuisances affecting peace and safety.*

16. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation;

City Code Section 10.14, Subd. 4(E-G)

NOTICE AND ABATEMENT.

E. Whenever a public officer or other person charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the City enforcement officer shall notify in writing the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated.

F. The notice shall be served in person or by certified or registered mail. If the premises are not occupied and the owner is unknown, the notice may be served by posting it on the

premises. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding ten (10) days, within which the nuisance is to be abated.

G. If an emergency exists that presents an immediate danger to citizens affecting their safety, the officer shall require immediate abatement of such nuisance. If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the Council and may take such other appropriate action as may be necessary. The Council may, after notice to the owner or occupant, provide for the abating of the nuisance by the City.

City Code Section 10.14, Subd. 5:

RECOVERY OF COST. The owner of the premises on which a nuisance has been abated by the City shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Recorder shall prepare a bill for the cost and mail it to the owner. There upon, the amount shall be immediately due and payable at the Office of the City Recorder. Ownership shall be presumed to be the owner as shown on the records of the County Treasurer unless the City Recorder has reason to know that such information is not accurate, in which event, notice shall be given to such other person as the City Recorder has reason to believe is, in fact, the true owner of said premises.

City Code Section 10.14, Subd. 6:

ASSESSMENT. If the cost of abating said nuisance is not paid in full to the City Recorder before September 1, next, then on or before September 1, next, following the abatement of the nuisance, the City Recorder shall list the total unpaid charges along with other such charges, as well as other charges for current services to be assessed under Minnesota Statutes 429.101 against each separate lot or parcel to which charges are attributable. The Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the Council may determine in each case.

Please resolve the City Code violations within **10 days** of the date of this letter, or the matter will be referred to the Austin City Council for corrective action. Council generally meets the first and third Mondays of every month. You will be fined a minimum of \$100, the amount varies depending on the type of violations.

Your cooperation with this matter will be greatly appreciated, and if you have any questions, please call me at my office at (507)437-9950.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Johnson", with a stylized flourish at the end.

Brent Johnson
Zoning Inspector

City of Austin
Zoning Department



500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9950
Fax: 507-437-7101
www.ci.austin.mn.us

Memorandum

To: Mayor and City Council

Cc: Bernice Lindahl
504 18th St NW, Austin, MN 55912

From: Holly Wallace, Planning & Zoning Administrator

Re: Accumulation of Refuse and Junk
At 504 18th St NW, Lindahl Property

Date: November 1, 2024

May I ask the City Council to approve granting the Planning & Zoning Department the power to contract for the removal of refuse and junk at 504 18th St NW. The property owner has been notified of this violation to the City Code Sections 10.14 Subd.1(B), 10.14 Subd.4-6 but has failed to resolve this issue. (See Attached)

Therefore, I am requesting the Mayor and City Council to approve empowering the Planning & Zoning Department to act on the removal of this junk. Such action is permitted by the City Code Section 10.14.

Thank You

504 18th St NW



October 30, 2024
10:55 AM

**City of Austin
Zoning Department**



**500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9950
Fax: 507-437-7101
www.ci.austin.mn.us**

March 19th, 2024

Sarah Fink
1005 8th St NW
Austin, MN 55912

RE: Zoning Violations at 1005 8th St NW Austin, MN 55912

Dear Sarah:

The City of Austin Planning and Zoning Department has observed a violation of City Code on your property. An investigation of this complaint was conducted on March 19th, 2024 this site and the following issues need to be resolved:

Remove all junk from property

The violation of Austin City Code Sections 10.14 Subd.1(B) 4 and 10.14 Subd.4-6 were found. These City Code sections read as follows:

City Code Section 10.14, Subd. 1(B):

JUNK. All scrap metal, rags, batteries, paper, trash, rubber tires, debris, waste, wood, and/or construction materials not used in connection with a building or which is carried as inventory in an on-going construction business at a lawful place of business, dismantled vehicles, machinery and appliances or parts thereof and parts of vehicles, glass, tinware, plastic, aluminum and/or steel cans, old or discarded household goods, household furnishings or furniture, hardware or appliances. Neatly stacked firewood located so as to comply with the setback requirements as set forth in Chapter 11 and in accordance with side yard or rear yard setback requirements shall not be considered junk.

City Code Section 10.14, Subd. 4. *Notice and abatement.*

B. *Public nuisances affecting health*

5. Accumulations of manure, refuse, junk or other debris;

D. *Public nuisances affecting peace and safety.*

16. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation;

City Code Section 10.14, Subd. 4(E-G)

NOTICE AND ABATEMENT.

E. Whenever a public officer or other person charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the City enforcement officer shall notify in writing the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated.

F. The notice shall be served in person or by certified or registered mail. If the premises are not occupied and the owner is unknown, the notice may be served by posting it on the

premises. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding ten (10) days, within which the nuisance is to be abated.

G. If an emergency exists that presents an immediate danger to citizens affecting their safety, the officer shall require immediate abatement of such nuisance. If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the Council and may take such other appropriate action as may be necessary. The Council may, after notice to the owner or occupant, provide for the abating of the nuisance by the City.

City Code Section 10.14, Subd. 5:

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Please resolve the City Code violations within **10 days** of the date of this letter, or the matter will be referred to the Austin City Council for corrective action. Council generally meets the first and third Mondays of every month. You will be fined a minimum of \$100, the amount varies depending on the type of violations.

Your cooperation with this matter will be greatly appreciated, and if you have any questions, please call me at my office at (507)437-9950.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Johnson", with a stylized flourish at the end.

Brent Johnson
Zoning Inspector

City of Austin
Zoning Department



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Memorandum

To: Mayor and City Council

Cc: Sarah Fink
1005 8th St NW, Austin, MN 55912

From: Holly Wallace, Planning & Zoning Administrator

Re: Accumulation of Refuse and Junk
At 1005 8th St NW, Fink Property

Date: November 1, 2024

May I ask the City Council to approve granting the Planning & Zoning Department the power to contract for the removal of refuse and junk at 1005 8th St NW. The property owner has been notified of this violation to the City Code Sections 10.14 Subd.1(B), 10.14 Subd.4-6 but has failed to resolve this issue. (See Attached)

Therefore, I am requesting the Mayor and City Council to approve empowering the Planning & Zoning Department to act on the removal of this junk. Such action is permitted by the City Code Section 10.14.

Thank You



October 30, 2024
11:00 AM

1005 8th St NW