**Adopting an Expense Report for Enforcing Hazardous Building Proceedings, LMC Model Resolution**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in* [*“Dangerous Properties.”*](https://www.lmc.org/resources/dangerous-properties/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**RESOLUTION NO.** \_\_\_\_\_

**A RESOLUTION ADOPTING AN EXPENSE REPORT FOR COSTS INCURRED IN CARRYING OUT AND ENFORCING THE HAZARDOUS BUILDING PROCEEDINGS AGAINST THE PROPERTY LOCATED AT** **(ADDRESS)**

*Before adopting any resolution ordering adopting an expense report, the city attorney should review the resolution to ensure it includes all necessary provisions and complies with current laws.*

**WHEREAS,** pursuant to Minn. Stat. § 463.22, the city council has kept an accurate account of the expenses incurred in carrying out and enforcing the hazardous building proceeding against the property located at (address) .

**WHEREAS,** documentation to support the expenses and costs are attached to this resolution as Exhibit A.

*Any documents, such as receipts, time cards, bills, statements, etc., that support the amount of the expense should be included in Exhibit A. Each expense line should have some documentation to support the amount*.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA AS FOLLOWS:

1. That the following expenses were incurred in carrying out and enforcing the hazardous building proceeding against the property located at (address):

|  |  |
| --- | --- |
| Filing fees | $ |
| Service fees | $ |
| Publication fees | $ |
| Attorney’s fees | $ |
| Appraisers’ fees | $ |
| Witness fees (including expert witness fees) | $ |
| Traveling expenses incurred by the city from the time the order was originally made | $ |
| Other expenses | $ |
| Credit for property/salvage sold at auction | - $ |
| TOTAL: | $ |

*For “other expenses” Add any other expenses incurred to the table here, adding additional lines if necessary*.

*Subtract the line “credit for property/salvage sold at auction” because it credits the account with any money received from property/salvage sold at the public auction.*

Passed by the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk