**Certifying Unpaid Charges, LMC Model Resolution**

*League models are thoughtfully developed by our staff for a 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* [“Securing Payment of Utility Charges.”](https://www.lmc.org/resources/securing-payment-of-utility-charges/)

**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 CERTIFYING UNPAID CHARGES**

**WHEREAS**, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property, with interest accrued to date of payment, to the \_\_[clerk or other city staff] \_\_\_\_\_, except that no interest shall be charged if the entire certified amount is paid within thirty (30) days from the adoption of the resolution. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid, with interest accrued to \_\_\_\_\_\_\_, of the year in which payment is made. Such payment must be made before \_\_\_\_\_\_\_, or interest will be charged through \_\_\_\_\_\_\_ of the following year.

Insert the month and day in each of these blanks.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes

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

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

Mayor

Attested:

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

City Clerk

**CITY OF** \_\_\_\_\_\_\_

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

**EXHIBIT 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification Listing** | **Parcel Description** | **Service** | **Amount** |
| Name | Address | Water bill | $000.00 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_\_\_) ) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of \_\_\_\_\_\_\_, certify that the attached Resolution of the City Council adopting a(n) certification for unpaid charges under the \_\_\_\_\_\_\_ Ordinance, is a true copy of the original, of which is on file at the City of \_\_\_\_\_\_\_.

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_

Seal

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

City Clerk

City of \_\_\_\_\_\_\_