

What is the procedure for ordering a special assessment improvement?

The following is a summary of the procedure for ordering a special assessment improvement:

- **Initiation of the order for the improvement** - The order for the improvement may be initiated by the City Council, by a petition by either, the affected property owners or by a developer, in conjunction with a development or redevelopment.
- **A report for the feasibility of the improvement** The city engineer (or other competent person) must prepare a report on the proposed improvement. The report must include the estimated cost of the proposed improvement, and whether it is necessary, cost-effective, and feasible.
- **Notice of the public hearing on the improvement** - A public hearing must be held on the proposed improvement. The city must publish a notice of the public hearing to consider the proposed improvement. It must be published twice with the notices appearing at least one week apart. At least three days must elapse between the last publication and the date of the hearing. The city must also mail a notice to each property owner in the proposed assessment area at least 10 days prior to the hearing.
- **Public hearing on the improvement** - At the public hearing, interested persons will have an opportunity to voice their concerns, whether or not they are in the proposed assessment area. When a petition signed by 100 percent of the landowner's requests the improvement, the City Council may order the improvement without a hearing.
- **Ordering the improvement and the preparation of the plans** - If the City Council began proceedings because of a petition signed by the owners of property that comprise at least 35 percent of the property frontage abutting the improvement, the City Council can pass a resolution to order the improvement with a majority vote. However, if the City Council initiated the proceedings, a four-fifths majority vote of the City Council is needed to pass the resolution. After the resolution is passed, the city engineer will prepare the necessary plans and specifications. The City Council will decide how the improvement will be done and, if necessary, issue a call for bids.
- **How will I know when the final assessment amounts will be available?** Two weeks prior to the assessment hearing an assessment hearing notice will be sent to the property owners. The notice will state the date, the time and place of the assessment hearing, general nature of the improvement, the area proposed to be assessed, the total amount of the proposed assessment for the improvement and the proposed assessment against the property owners lot or parcel of land.
- **What has to be done to have the assessments placed on my tax statement?** Prior to November 30 of the year in which the assessment was levied, the city is required to send a certified copy of the assessment roll to Hennepin County. The assessed amounts will then appear on your tax statement. However, you may want to notify your mortgage company that there are levied assessments so they can adjust your monthly payment, accordingly.
- **Will I save any interest if I pay off my assessments before the second half of my taxes are due?** No, the interest that appears on your tax statement is calculated for that given year and is current to December 31st.