

Ravenna Township Assessment Policy and Procedures for Public Improvements

Ravenna Township – Dakota County – Minnesota

Adopted November 14, 2013

1. General Policy Statement

The purpose of this Assessment Policy is to establish a fair and equitable manner of recovering and distributing the cost of public improvements. The procedures used by the Township of Ravenna for levying special assessments are those specified by Minnesota Statutes Chapter 429 which provide that all or part of the cost of improvements may be assessed against benefiting properties.

It is understood that this policy is not intended to address every situation and that certain circumstances may justify deviations from this policy.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

- a. The land must have received special benefit from the improvement.
- b. The amount of the assessment must not exceed the special benefit.
- c. The assessment must be uniform in relation to the same class of property within the assessment area.

2. Types of Improvements

- a. To acquire, open, and widen any street, and to improve the same by constructing or reconstructing,
- b. To install, replace, extend, and maintain street lights and street lighting systems and special lighting systems.
- c. To construct, reconstruct, extend, and maintain dikes and other flood control works

3. Initiation of Improvements

The initiation of improvements may occur in one of three ways:

- a. Petition of not less than 35% of property owners. An improvement project can begin with a signed petition by the owners of not less than 35% of the affected property owners. This improvement can only be ordered after a public hearing.
- b. Petition of 100% of property owners. An improvement project can begin with a signed petition by 100% of the affected property owners. This improvement does not require a public hearing and may be ordered by a simple majority vote by the Township Board if the property owners agree to pay 100% of the costs of the improvements.
- c. Township Board Initiation. No petition is needed. This improvement can only be ordered by a public hearing. The resolution ordering the improvement must be adopted by all Township Board members.

4. Public Improvement Procedures

The following is the general procedure, which will be followed by the Township Board for all public improvement projects from initiation of such project through certification of the assessment role to the County Auditor.

- a. Project initiation
 1. Clerk gets an estimate from two contractors for paving the road
 2. Clerk provides a letter to resident that explains 75% of residents must sign and that all costs incurred (paving, engineering,(10% of paving costs) legal, publication, etc) will be paid by land owners.

NOTE: 1 lot = 1 vote, if husband/wife own lot, each one is ½ vote
- b. Clerk gets signatures and yes/no vote from land owners on petition card.
- c. Clerk provides petition to Town Board.
 1. If there is not 75% approval – road petition is denied / closed.
 2. If there is 75% approval – road petition is approved and engineering is hired to determine costs necessary to complete the project.
- d. Clerk to get a preliminary interest rate from the bank for the certificate of indebtedness.
- e. Engineering provides feasibility study to Town Board. If approved, Resolution Receiving Feasibility Report and Calling Hearing on Improvement must be signed.
- f. Post Feasibility Report on website.
- g. Post and Publish Notice of Hearing in Improvement and mail letters to affected land owners at least 10 days prior to hearing date.
- h. Town Board holds public hearing.
 1. Engineering provides costs/data/information from feasibility report
 2. Landowners can provide comment
 3. Town Board discusses if they should move forward
 4. Accept or reject Resolution Ordering Improvement and Preparation of Plans
- i. Engineering prepares final plans / project manual for bid letting
- j. Engineering publishes advertisement for bids
- k. Engineering and Clerk open bids
- l. Engineering provides Town Board bid results and recommendation

- m. Town Board motions to award the project to lowest bidder
- n. Engineering drafts contracts
- o. Clerk works with Attorney to start Certificate of Indebtedness process. Town Board approves Resolution Declaring the Intent of Township to Reimburse Certain Expenditures from the Proceeds of Certificate to be Issued by the Township.
- p. Town Board approves/signs contracts. Clerk distributes contracts and Letter to Proceed.
- q. Engineering holds Pre-Construction meeting.
- r. Town Board approves/signs General Obligation Certificate of Indebtedness
 - 1. Resolution Awarding Certificate
 - 2. Tax Certificate
 - 3. General Certificate of the Township
 - 4. Certificate of Receipt and Delivery
 - 5. 8038-G
 - 6. Certificate
- s. Clerk sets up Certificate of Indebtedness in CTAS
- t. Town Board determines full assessment amount and determine date for Hearing on Proposed Assessment. Both items are adopted by Resolution.
- u. Clerk prepares assessment roll for public inspection.
- v. Clerk posts and publishes notice on Hearing. Clerk mails Notice of Hearing on Proposed Assessment and prepares affidavit of mailing.
- w. Town Board conducts Assessment Hearing.
 - 1. Town Board considers objections to assessment.
 - 2. Town Board considers any deferred assessments for no more than 10 years
 - 3. Town Board re-adopts assessment amount by resolution
- x. Clerk receives payments for landowners and adjusts assessment accordingly
- y. Clerk provides County Special Assessments Input Form prior to December 2nd

5. Financing of Public Improvements

- a. The interest rate for the certificate indebtedness will be determined by the bank.

- b. The assessment costs will be financed for no more than five (5) years.
- c. Any assessments deferred will still accrue interest as set by the Township Board and will not be deferred for more than ten (10) years.
- d. Before the assessments are forwarded to the County Auditor, a resident will have time to make a full or partial payment on their assessment.

6. Methods of Assessment

There are two different methods of assessment: per lot or adjusted front foot. The township board will select the preferred method of calculating the assessment at the time the project is ordered.

- a. Adjusted Front Foot: The cost per adjusted front foot shall be defined as the quotient of the assessable cost divided by the total assessable frontage benefiting from the improvement.
- b. Per Lot: The cost per lot shall be defined as the quotient of the assessable cost divided by the total assessable lots or parcels benefiting from the improvement.
 - Corner lots – assessed on the road in which their driveway leads to the house
 - Outlots – not assessed
 - Non-frontage roads – not assessed, will be assessed when road is built to access the lot