| CITY OF WINONA<br>WINONA, MINNESOTA<br><br>**ADMINISTRATIVE PROCEDURE** | NUMBER:<br>109-1 | REVISED:<br>1 | PAGE 1<br>OF 1 |
|---|---|---|---|
| | SUBJECT: **PROCEDURE FOR PROCESSING LOCAL IMPROVEMENT PROJECTS AND ASSESSMENT ROLLS** | | |

## 1.0 POLICY

When local improvement projects are undertaken by the City, procedural steps are followed for processing the projects and for preparing property assessment pursuant to Minnesota Statutes 429.011-429.111. Such capital improvements are water lines, sanitary sewer lines, storm sewer lines, curb and gutter, sidewalk, and street grading and base.

The Procedure for Processing Local Improvement Projects (Appendix A) shall be followed when the above capital improvement projects are assumed and when assessment rolls are required.

## 2.0 ORGANIZATIONS AFFECTED:

City Manager, Director of Public Works, City Clerk & City Council.

## 3.0 APPENDICES:

A. Procedure for Processing Local Improvements Projects

| DEPARTMENT: | SUPERSEDES: | PREPARED BY: | APPROVED BY: | DATE: |
|---|---|---|---|---|
| CITY CLERK | 8-15-95 | MHM | EBS | 1-16-02 |

**PROCEDURE FOR PROCESSING LOCAL IMPROVEMENT PROJECTS**
**UNDER STATUTES 429.011 – 429.111**
**CITY OF WINONA, MINNESOTA** **APPENDIX "A"**

## CITY MANAGER

(1) Petition owners (Form 1) or Manager recommendation - (Form 2). Initiating project – Submit to City Clerk.

(6) Determine area to be assessed and recommend on Engineers report or feasibility. Submit to City Clerk (Form 5)

(13) Make recommendation on plans, etc. Submit to City Clerk (Form 9)

(21A) Act on Form 13.

(27) Recommend amount to be assessed and send to City Clerk (Form 15)

(33) Review proposed assessment roll and make required revisions and recommend number of annual payments required (not over 30), and interest rate (not over 6% per anum) (Form 17). Submit report and roll to City Clerk.

## ENGINEER

(5) Analyze petition, make feasibility report. (This report gives correct description of project to be used in all subsequent papers) (Form 5), submit to City Manager, if petition by landowners, do report on validity and submit it also.

(10) Make survey, prepare plans, specifications and detailed estimate.

(12) Submit plans, etc., with Engineers estimate and proposed date for taking bids to City Manager (Form 9).

(18) Print plans, specifications, and proposals for bidders.

(19) Send sewer and water plans to the state for approval. File approval letter with City Clerk.

(21) Make recommendation to City Council for award (Form 13) and submit to City Manager.

(26) Construction inspections and final estimate. Report to City Manager (Form 15)

(31) Prepare proposed assessment roll.

(32) Submit assessment roll to City Manager (Form 17)

## CITY CLERK

(2) Prepares resolution (Form 3 or 4) Place petition or report with resolution on agenda.

(4) Send copy of resolution to Engineer.

(7) Prepare resolution (Form 6 or 7) and place report and resolution on agenda.

(9) Send copy of resolution to Engineer.

(11) Publish notice of hearing (Form 8). Publish twice in official newspaper a week apart and at least 3 days must elapse between last publication and hearing. Also mail notice to owners.

(15) Prepare resolution. (Form 11) (Place report, plans, resolution on agenda)

(17) Advertise for bids (Form 12), (If estimated cost is less than $100,000 bids are to be opened within 10 days after first advertisement, if estimated cost exceeds $100,000 publication shall be no less than 3 weeks before the last day for submission of bids. Submit copy of resolution to City Engineer.

(22) Prepare resolution (Form 14). Put report and resolution on agenda.

(24) Send copy of resolution (Form 14) to Engineer.

(25) Prepare contract and bond forms and send to contractor. (City Attorney prepares on request)

(28) Prepare resolution (Form 16) and put report and resolution on agenda.

(30) Send copy of resolution to Engineer.

(34) Prepare report (Form 17 and resolution Form 18) (Notice by recorder to Council that assessment roll is prepared and on file) Put reports and resolution on agenda.

(36) Send copy of resolution to Engineer.

(37) Public notice of assessment hearing (Form 19) at least 2 weeks prior to the hearing. Also mail notice to owners.

(40) Notify each owner of assessment, who may within 20 days appeal to district court if aggrieved.

(41) File assessment roll, and certify annually to County Auditor.

## CITY COUNCIL

(3) Adopt resolution ordering report on adequacy, etc.

(8) Adopt resolution declaring adequacy of petition, receiving Engineers report, ordering public hearing, list property to be assessed, order survey and plans.

(14) Public hearing (Form 10).

(16) Adopt resolution confirming project approving plans, ordering bids.

(20) Receive bids and refer to committee (Motion from floor).

(23) Adopt resolution accepting bid.

(29) Adopt resolution, paying contractor and specifying amount to be assessed and ordering preparation of assessment roll.

(35) Adopt resolution ordering assessment hearing.

(38) Assessment hearing (Form 20).

(39) Adopt resolution (Form 21) accepting assessment.

TO CORRECT, REVISE OR REAPPORTION AN ASSESSMENT; RERUN STEPS TWENTY-SEVEN TO FORTY-ONE.

**STEP 1 TO 12 - 90 DAYS MINIMUM** TIME REQUIRED

**STEP 12 TO 23 - 30 DAYS MINIMUM** TIME REQUIRED