



MAYOR & COUNCIL COMMUNICATION

DATE: 06/17/2014

CONSENT

ITEM #: 14

AGENDA ITEM: Special Assessment Policy – Resolution to Adopt Minor Revisions

SUBMITTED BY: Adam Bell, City Clerk

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Dean A. Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS (if pulled from Consent):

- Introduction of ItemStaff
- Report/Presentation.....Staff
- Questions from Council to Staff Mayor Facilitates
- Open Public Improvement Hearing; Public Input Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: None.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving Resolution No. 2014-42, adopting minor revisions to the City of Lake Elmo Special Assessment Policies and Procedures for Public Improvements. As part of the Consent Agenda, no specific motion is required. If the Council chooses to pull the item for discussion, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-42, adopting minor revisions to the City of Lake Elmo Special Assessment Policies and Procedures for Public Improvements.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

On November 16, 2010, the City Council adopted the Special Assessment Policies and Procedures for Public Improvements. The policy was developed by an assessment policy review Subcommittee working with the City Administrator, City Engineer, and City Attorney to review and develop an updated policy based upon the goals and objectives established by the Council.

Over the course of the past year, and specifically two council meetings on April 23, 2014 and May 6, 2014, the City Council worked with staff to formalize a policy to calculate and apply the Lateral Benefit Charge for properties in and outside of the areas planned to receive municipal sewer utilities. On May 6, 2014, the Council passed ordinance language outlining the new procedure. As a result of the new ordinance language, the *Special Assessment Policies and Procedures for Public Improvements* language also needs to be updated to make it consistent with the ordinance language.

Strengths	Amending the Assessment Policy will make the policy language consistent with the ordinance language. This is necessary for consistent and clear application of the policy.
Weaknesses	None
Opportunities	The language may need to be amended again as the policy or the comprehensive plan changes.
Threats	None

RECOMMENDATION:

Staff is recommending that the City Council consider approving Resolution No. 2014-42, adopting minor revisions to the City of Lake Elmo Special Assessment Policies and Procedures for Public Improvements. As part of the Consent Agenda, no specific motion is required. If the Council chooses to pull the item for discussion, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-42, adopting minor revisions to the City of Lake Elmo Special Assessment Policies and Procedures for Public Improvements.”

ATTACHMENT(S):

1. City of Lake Elmo Special Assessment Policies and Procedures for Public Improvements; Amended June 17, 2014
2. Resolution 2014-42, A Resolution Adopting Minor Revisions to the City of Lake Elmo Special Assessment Policies and Procedures for Public Improvement