

WOODROW TOWNSHIP

ASSESSMENT POLICY SPECIAL MEETING MINUTES

January 16, 2025

6:00 P.M.

The meeting was called to order by Chair Colter Peterson at 6:00 p.m. All joined in the Pledge of Allegiance. Present are Supervisor Wold, Treasurer Tim Mueller and Clerk Cathy Dietrich. To see sign in sheet for citizens present, request from Clerk.

Chris Sonmor, Engineer from Sonmor Consulting is present at this meeting and has been working with the board for a couple years on some of the township projects which include improving roadways and completing feasibility studies. The township will begin a capital improvement plan, the first step was citizen approval that occurred during the 2024 annual meeting and the next is to create an assessment policy. As far as setting up a policy, if there is a need to assess properties for projects, this will be the guidelines.

Chris added, the state has statutes in place to the assessment process. This would be the legal part of the assessment, where the state statute would be followed. The governing body, Woodrow Township, can adjust, whether it's by front foot or by per lot. There are some things the governing body can create as a policy that are not set by statute. As far as notice periods, hearings and things like that, the statute dictates the process.

Supervisor Wold makes clear that there are no existing projects out there, but people have the ability to petition us with signatures to complete a project, whether it's some sort of upgrade of gravel. When this occurs, statutes state the next steps however, when it comes to assessments, the township wants to have a policy in place.

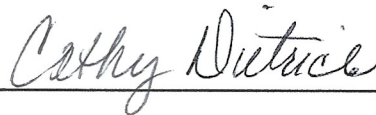
Using a sample assessment policy from another city in MN, this meeting consisted of knowing what sections are in an assessment policy and understanding the topics of each section. See Appendix A for sample assessment policy and Appendix B for the high-level overview of the sections discussed during this meeting. This was just knowledge gathering and no decisions made.

A follow-up meeting is set for Thursday February 13, 2025 at 6:00 p.m.

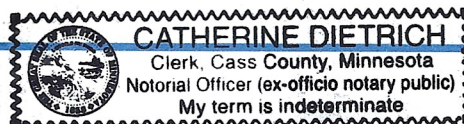
MEETING ADJOURNED M/S/P Wold/Peterson @7:40 p.m.



Chair, Colter Peterson



Clerk, Cathy Dietrich



Woodrow Township
ASSESSMENT POLICY STATEMENT
FOR PUBLIC INITIATED IMPROVEMENTS

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SECTION 1 – General Policy Statement

The purpose of this assessment policy is to determine a fair and equitable manner of recovering and distributing the cost of Public Improvements. The procedures used by Woodrow Township for levying special assessments are those specified by Minnesota Statutes, Chapter 429, which provide that all or a part of the cost of Public Improvements may be assessed against benefiting properties.

While establishing the authority by which communities may proceed to construct public facility projects, that statutes provide no guide as to how costs are to be apportioned. Therefore, it is the responsibility of the local legislative body to establish a fair and reasonable method by which properties will be assessed.

Three (3) basic criteria must be satisfied before a particular parcel can be validly assessed. The are:

- A. The land must have received special benefit from the Public 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.

The test for determining the validity of a special assessment is whether the Public Improvement for which the assessment was levied has increased the market value of the property against which assessment operates in at least the amount of the assessment. It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the determining factor determining the value of the benefit received by the Public Improvement, as long as the cost does not exceed the increase in market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event the Township staff has doubt as to whether or not the costs of the project may exceed the special benefits to the property, the Town Board may obtain such appraisals as may be necessary to support the proposed assessment.

The project cost may include, but are not limited to the following:

- A. Construction costs
- B. Engineering Fees
- C. Administrative Fees
- D. Right-of-Way Acquisition/Condemnation Costs
- E. Legal Fees
- F. Capitalized Interest
- G. Bonding Costs
- H. Signage
- I. Lighting

Initiation of Public Improvements can be undertaken by any of the three (3) following ways:

- A. **Direct Action of the Town Board** – The Town Board may decide a Public Improvement is necessary or desirable for the community.

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- B. Property Owner Petition** – The Town Board may decide on a Public Improvement after receiving a petition for said Public Improvement by the owners of not less than seventy-five percent (75%) in frontage of the real property abutting on the streets named in the petition as the location of the Public Improvement. In addition, all owners (100%) of real property abutting upon any street (or site) named as the location of any Public Improvement may petition the Town Board to construct the Public Improvement and to assess the entire cost against their property. In the latter case, the Town Board may, without a public hearing, adopt a resolution determining such fact and ordering the Public Improvement.
- C. Property Owner of Developer Request** – A property owner or developer who is the owner of all the property within the proposed project area may petition the Town Board to construct the Public Improvement and to assess the entire cost against the Property Owner or Developer's property pursuant to Minnesota Statutes Chapter 429. The City must be notified of all Property Owner or Developer Requested projects prior to December 1 for consideration during the following year construction season. In such event, the Township may, without a public hearing, adopt a resolution determining such fact and ordering the Public Improvement. However, a Developer's Agreement shall be negotiated and executed prior to authorization. The Township has the option to either assess the project over a period of up to 5-years or require an upfront cash escrow.

The Township must recover the expense of installing Public Improvements, if undertaken, while ensuring that each parcel pays its fair share of a project cost in accordance with these assessment guidelines. While there is no perfect assessment policy, it is important that assessments be implemented in a reasonable, consistent and fair manner. There may be exceptions to the Assessment Policy or unique situations or circumstances which may require special consideration and discretion by the Township staff and the Town Board.

The Assessment Policy statement, in brief summary consists of five (5) main section addressing the purpose, method of assessment, improvement type and correlating application, assessment conditions and a supplementary guide section. A glossary section, devoted to specialized terms and definitions, is included as an index. The Assessment Policy is intended to serve as a guide to a systematic assessment process for Woodrow Township.

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SECTION II – Methods of Assessment

The nature and parcel configuration of a Public Improvement determines the method of assessment. The objective is to choose the assessment method that will arrive at a reasonable, fair and equitable assessment that will be uniform upon the same class of property within the assessed area. The most frequently recognized assessment methods are: the unit assessment, the front footage assessment and the area assessment. Depending upon the individual project, any one or a combination of these methods may be utilized to arrive at an appropriate cost distribution. Township staff will consider all methods and weigh their applicability to the project. A description of each assessment and its corresponding policy application is presented. Separate sections will identify typical assessment methods for specific types of projects and analyze why each is generally used.

- A. Unit Assessment.** A unit assessment shall be derived by dividing the total project cost by the number of Equivalent Residential Unit (ERU) units in the project area. An ERU is defined as a single-family residential unit. All platted and un-platted property will be assigned ERU unit values equivalent to the underlying zoning. When the existing land use is less than the highest and best permitted use, the Town Board may consider the current use as well as the full potential of land use in determining the appropriate number of ERU units. Otherwise, the following ERU chart will apply on a per unit basis, subject to adjustment by the Town Board for any inequities:

Single Family	1.00 ERU
Duplex	1.00 ERU
Condominium	0.80 ERU
Multifamily	0.80 ERU
Townhouse	1.00 ERU
Commercial	X.XX ERU
Industrial	X.XX ERU

The unit approach has proved to be the best method in those instances where the individual lot sizes and shapes are generally similar, the Public Improvement largely benefits all property owners to the same degree and the cost of the Public Improvement is not generally affected by the parcel size.

- B. Area Assessment.** The assessable area shall be expressed in terms of the number of acres or the number of square feet subject to assessment. When determining the assessable area, the following considerations will be given:

1. Ponding Assessment Consideration – Lakes, ponds and swamps may be considered part of the assessable area of a parcel. However, the property owner has the option of providing storm water ponding easement to the Township for the land under the lake, pond or swamp if integrated into the storm water management system. If such ponding easement is accepted based upon its functional integration into the storm water management system, a reduction in area equal to the area of the easement for the lake, pond or swamp will be subtracted from the gross acreage assessment of the parcel. Lots utilizing a ponding area for the purpose of density credit shall be charged

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for that area within the portion of the easement necessary to meet minimum lot standards.

2. Road Right-of-Way Assessment Consideration – Up to twenty percent (20%) of the gross acreage may be deducted for street right-of-way purpose within un-platted parcels of five (5) acres or more depending upon the parcel configuration. Parcels less than five (5) acres may not qualify and may be assessed full acreage. The reason for this size restriction is that, in most instances, parcels of less than five (5) acres cannot support an internal road system.
3. Park Dedication Assessment Consideration – When park land is dedicated as part of a development, as required by the Park Dedication Ordinance, the developer shall not be assessed an acreage charge on the portion of land dedicated.

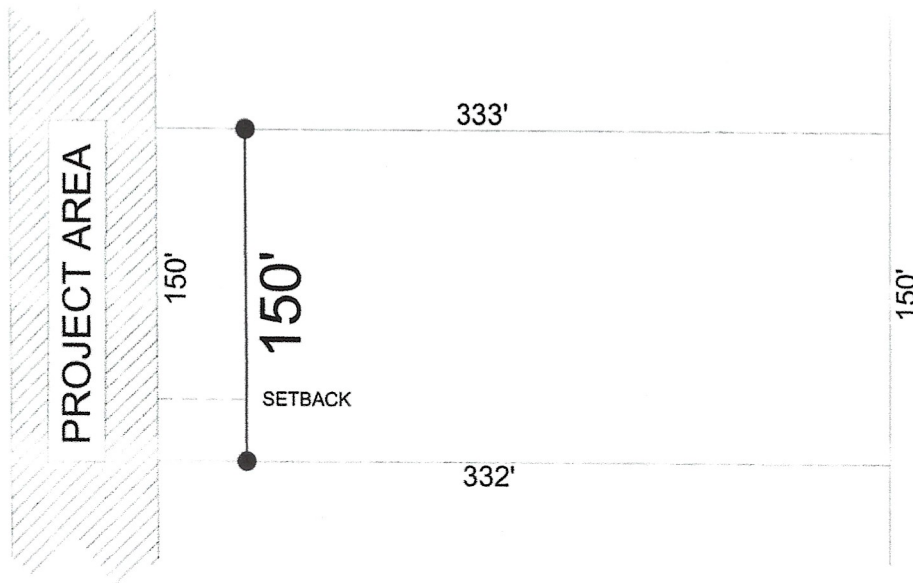
C. Front Footage Assessment. The actual physical dimension of a parcel abutting a Public Improvement shall **NOT** be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an adjusted front footage will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature, differ considerably in shape and area. The following procedures will apply when calculating adjusted front footages. The selection of the appropriate procedure will be determined by the specific configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded up or down to the nearest foot dimension with any excess fraction deleted. In cases where the footage is calculated to be midway between two whole frontages (1/2-foot) the distance shall be rounded up. Categorical type descriptions are as follows:

1. Standard Rectangular Lots
2. Triangular Lots
3. Cul-de-sac Lots
4. Curved Lots
5. Irregularly Shaped Lots
6. Corner Lots
7. Flag Lots
8. Double Frontage Lots
9. Three-Sided Frontage Lots

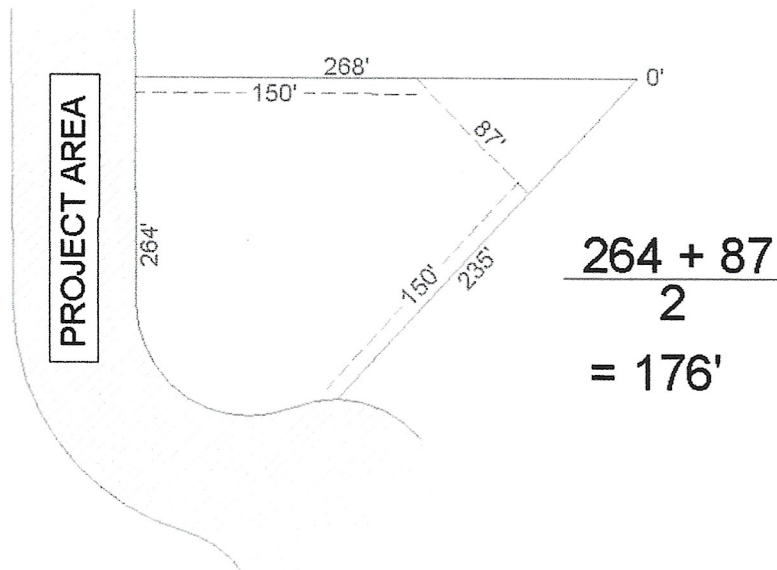
The ultimate objective of these procedures is to arrive at a fair and equitable distribution of cost whereby consideration is given to lot size and all parcels are comparably assessed.

1. Standard Rectangular Lots. For a lot that is approximately rectangular and uniform in shape, the adjusted front footage is the width of the lot as measured along a line offset the setback distance into the lot. This method is only used where the difference between front and rear lot lines is fifty feet (50') or less.

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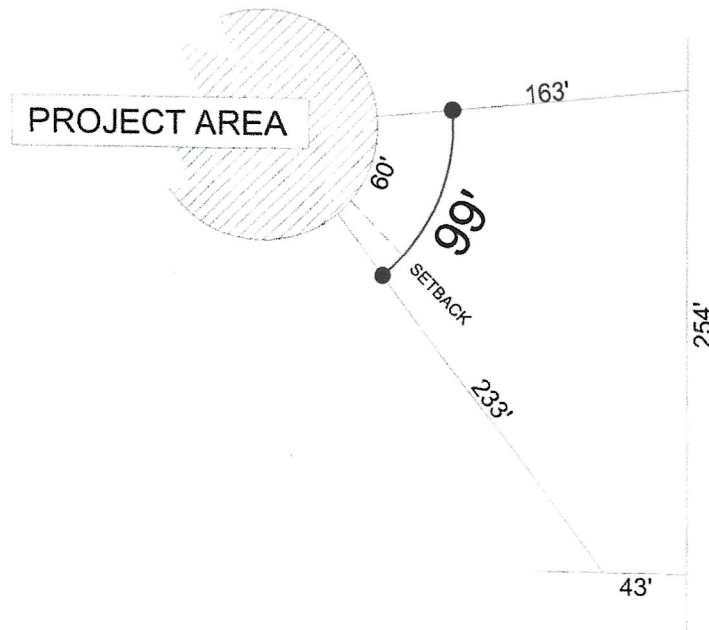
2. Triangular Lots. For a triangular shaped lot, the adjusted front footage is computed by averaging the front and back lot lines. This method is used only where the difference between front and rear lot lines exceeds fifty feet (50'). The measurement at the back lot width shall not exceed a maximum distance in depth of one hundred fifty feet (150').



3. Cul-de-sac Lots. The adjusted front footage for cul-de-sac lots will be the width of the lot as measured along a line offset the setback distance into the lot. Or, if the lots are

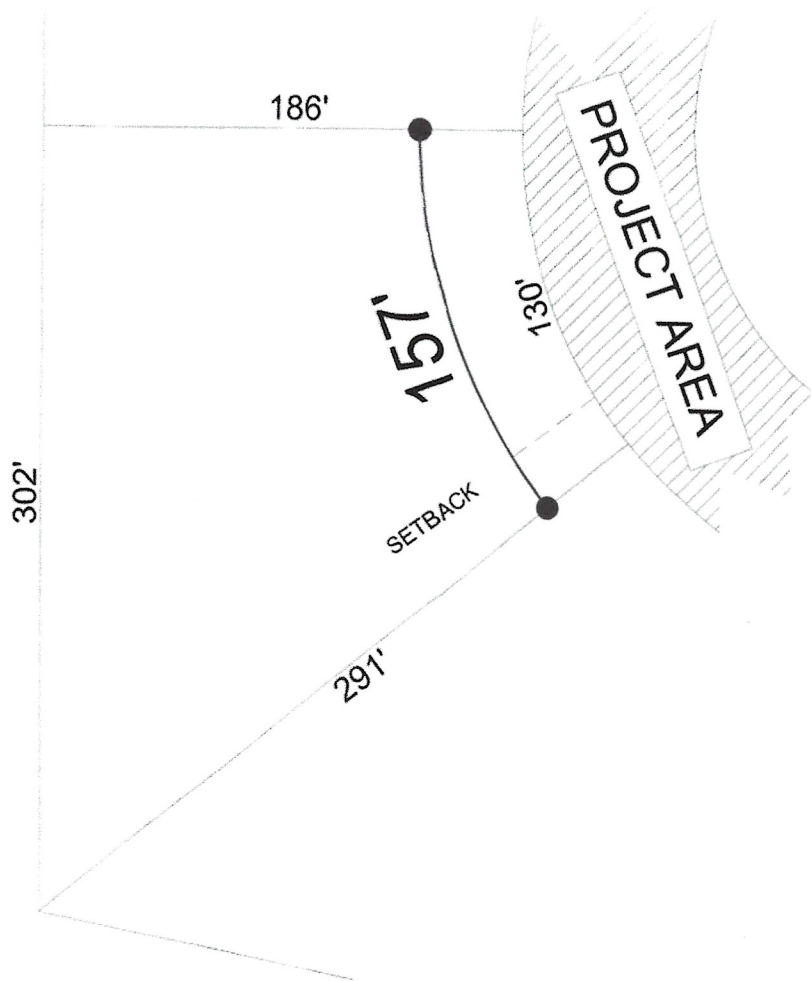
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similar in nature and configuration, a common lot width may be assigned based upon an evaluation of typical lots within the subdivision.

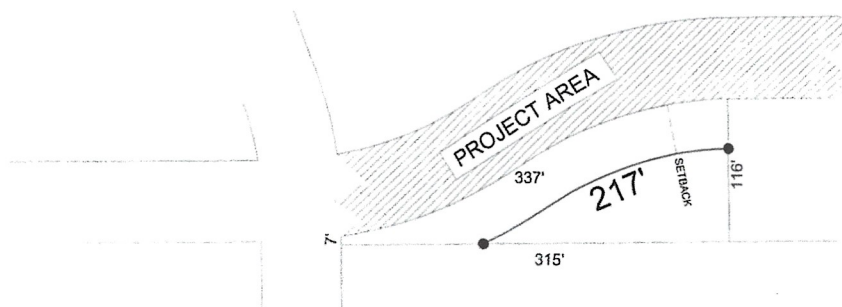


4. Curved Lots. In certain situations, such as those where lots are located along meandering trail system streets, road patterns create curvilinear frontages. In such instances, the adjusted front footage will be the width of the lot as measured along a line offset the setback distance into the lot.

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5. **Irregularly Shaped Lots.** In many cases, un-platted parcels that are legally described by a metes and bounds description, are irregular and odd shaped. The adjusted front footage will be the width of the lots as measured along a line offset the setback distance into the lot.



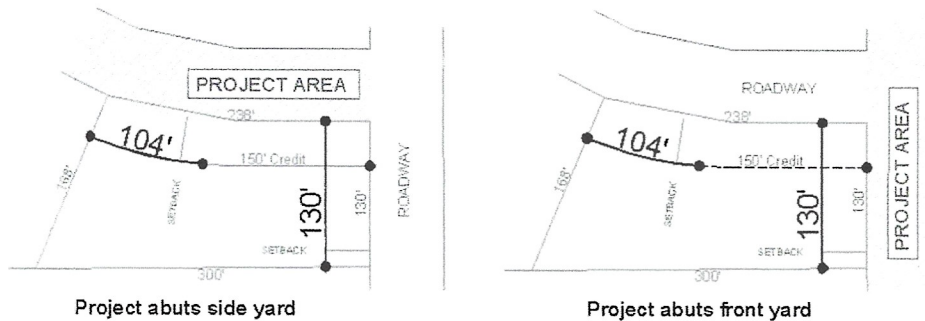
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6. **Corner Lots.** In cases where Public Improvements are located on one or both sides of a lot situated at the intersection of two roadways, the lot has two frontage distances and is eligible for additional assessments. To minimize the assessable distances, the following definitions shall be used (regardless of which way the lot is addressed or what direction the house faces):

Front Lot Distance – Distance along the shortest side of the lot as it is configured.

Side Lot Distance – Distance along the longest side of the lot as it is configured.

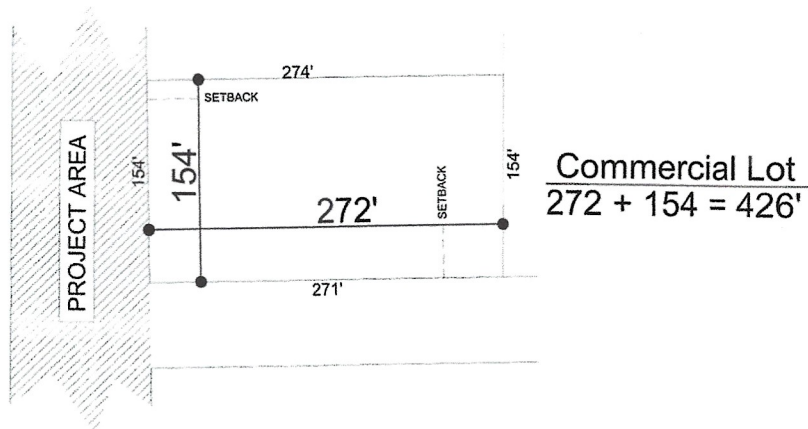
- a. **Residential Lots.** The adjusted front footage will be assessed on the short side. A one hundred fifty foot (150') side lot allowance credit will apply along the adjacent street. Any remaining frontage will constitute an additional assessment. The short side will be assessed in those cases where the Public Improvement may exist on one side only as well as for Public Improvements abutting on both sides. Such corner lots shall only be assessed once when Public Improvements abut the property, regardless of what side the Public Improvements actually affect. It should be noted that this may result in the assessment distance being based on the side of the lot that does not abut the proposed Public Improvement.



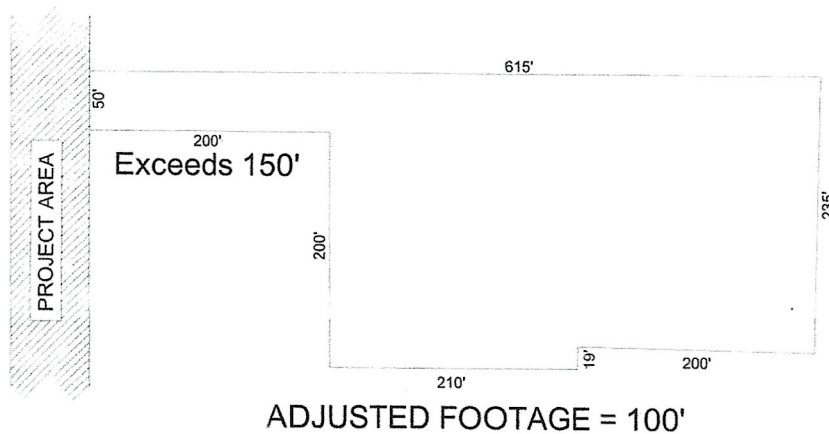
$$\frac{\text{Residential Lot}}{130 + 104 = 234'}$$

- b. **Commercial Lots.** No allowance relief will be granted because of the higher inherent property value associated with improved traffic frontages and greater visibility along business district, institutional, and industrial park intersections. The adjusted front footage calculation shall be the entire frontage measured along the setback line comprising the building envelope.

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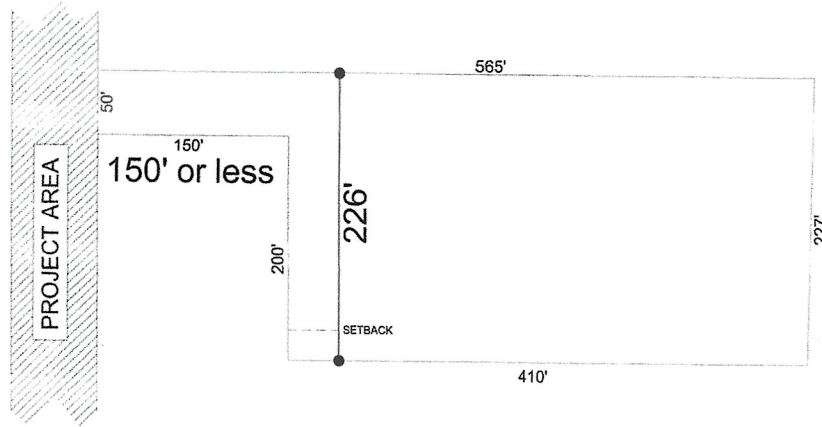


7. **Flag Lots.** Properties that utilize a narrow (less than minimum lot width) private easement or maintain ownership of such access to their property will be assigned an adjusted front footage as follows:
- For lots that exceed a depth of one hundred fifty feet (150') as measured along the shortest side of the access, the adjusted front footage will be one hundred feet (100'). This dimension is consistent with the subdivision ordinance that prescribes such width as a minimum lot frontage along a public roadway.

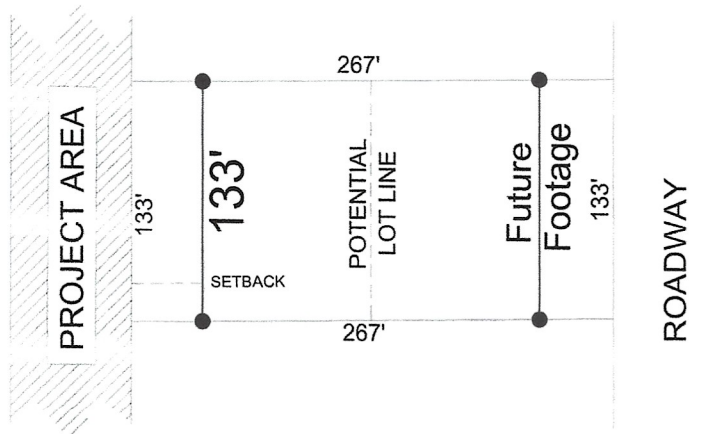


- For lots that are equal to or less than a depth of one hundred fifty feet (150') as measured along the shortest side of the access, the adjusted front footage feet will be measured at the building setback line from the access terminus.

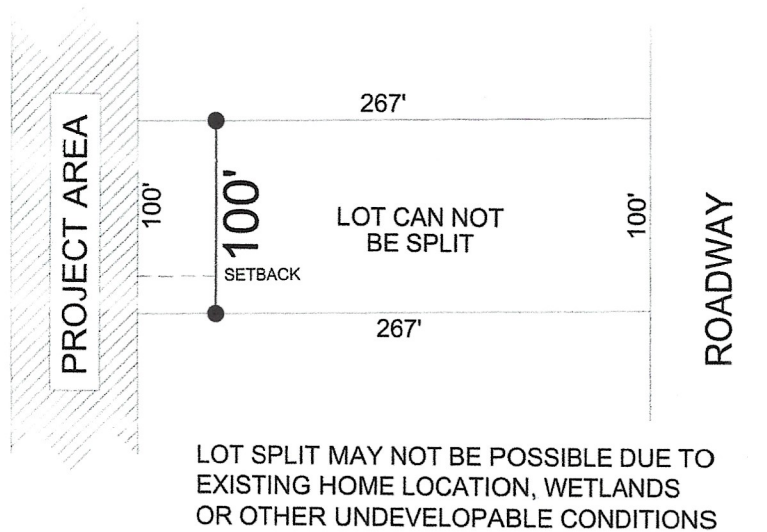
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8. Double Frontage Lots. If a parcel other than a corner lot, comprises frontage on two (2) public streets and is eligible for subdivision, then an adjusted front footage assessment will be charged along each street. For double frontage lots lacking the necessary depth for subdivision, a single adjusted front footage only will be computed.

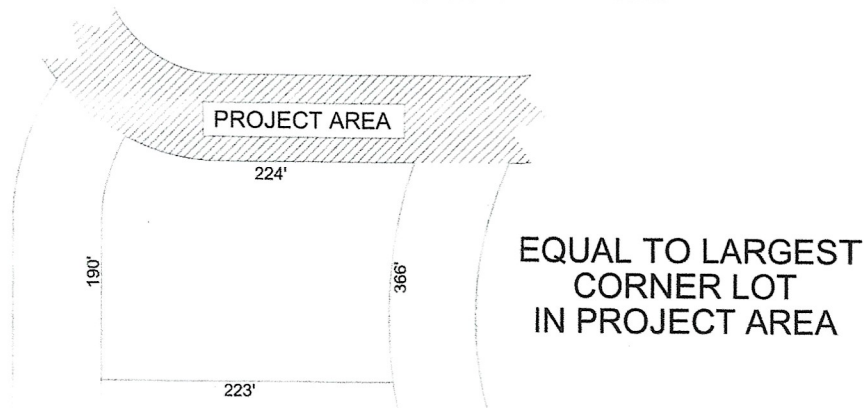


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9. Three-Sided Frontage Lots. With three-sided frontage lots, the intent of this policy is to assess them similar to corner lots. If a parcel is configured such that it has frontage on three or more sides, the lot shall be assigned an adjusted front footage equivalent to the largest footage calculated for a corner lot contained within the project area.

If no corner lots are available in the project area, the adjusted front footage shall equal twice the minimum frontage allowed by the current zoning ordinance. Corner or cul-de-sac lots shall not be used in this calculation.



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SECTION III – Improvement Type Application

- A. Non-Motorized (Bicycle/Pedestrian) Path Installation.** The safety of non-motorized traffic is regarded as an overall neighborhood benefit. Therefore, it shall be the policy of the Township to pay for such Public Improvements from other available funding sources and not assess them to abutting property owners.
- B. Roadways & Streets.** If street construction is done over a non-bituminous surface, i.e., gravel, sand, in-situ soils, etc., then the assessment shall be for one-hundred percent (100%) of the total project cost.
- C. Street Resurfacing.** Street resurfacing is commonly known and referred to as street overlaying whereby a new bed of road material such as bituminous is installed over an existing paved road to specific thickness. Regardless of age, street resurfacing improvements of presently paved streets in the City shall be assessed as follows:

Residential Parcels – One-hundred percent (100%) of the total project cost, up to 26-feet in road way width shall be assessed to abutting property owners. The Township shall pay all project costs for the portion of a roadway width in excess of 26-feet.

Commercial Parcels – One-hundred percent (100%) of the total project cost, up to 26-feet in roadway width shall be assessed to abutting property owners. The Township shall pay all project costs for the portion of a roadway width in excess of 26-feet.

- D. Sealcoating & Crack Filling Street Improvements.** Sealcoating and crack filling shall be treated as a general maintenance expense which shall be one-hundred percent (100%) supported through the Township's operating budget. No assessments will be associated with sealcoating or crack filling.
- E. Storm Water Drainage Improvements.** Storm water drainage improvements will continue to be a required portion of all new residential, commercial, institutional, and industrial developments. Storm water associated with road redeveloping projects shall be on a case-by-case basis.

Basins are considered an amenity to the development and must conform to the intent of the Minnesota Pollution Control Agency (MPCA) National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit requirements. The most current permit version shall govern.

Residential Parcels – The Township shall pay fifty percent (50%) of the curb & gutter project costs when a storm water project is coordinated with a street reconstruction project to

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service existing primarily developed areas or when the Township determines there is a Township-wide benefit to a project area.

Commercial Parcels - The Township shall pay fifty percent (50%) of the curb & gutter project costs when a storm water project is coordinated with a street reconstruction project to service existing primarily developed areas or when the Township determines there is a Township-wide benefit to a project area.

- F. **Collector Street Improvements.** Unless eligible for other funds, all collector street projects will be negotiated between the Township and the Developer. The Developer shall dedicate up to a maximum of sixty-six feet (66') of right-of-way. The Developer shall be responsible for the construction of up to a maximum of twenty-six feet (26') road with a ten (10) ton design and any turn lanes required for the development.

If eligible for MSAS funds, the Township shall designate MSAS routes and expand this policy as necessary.

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SECTION IV – Assessment Conditions

- A. **Terms of Assessments.** Special assessments shall be collected in equal annual installments for a period of years as indicated for the following types of Public Improvements.
1. **Road & Street Improvements**
 - a. New Construction
 - i. Gravel to bituminous pavement construction
 - ii. 12-years
 - b. Mill & Overlay Projects
 - i. 7-years
 - c. Reconstruction & Full Depth Reclamation Projects
 - i. 12-years
 2. **Storm Water Drainage Improvements**
 - a. New Construction
 - i. Gravel to bituminous pavement construction
 - ii. 12-years
 - b. Mill & Overlay Projects
 - i. 7-years
 - c. Reconstruction & Full Depth Reclamation Projects
 - i. 12-years
- B. **Interest Rate.** With the exception of a Developer requested project, the interest rate charged on assessments for all projects financed by debt issuance shall be one and one-half percent (1.5%) greater than the True Interest Cost (TIC) rate of the bond issue. This is necessary in order to insure adequate cash flow when the Township is unable to reinvest assessment prepayments at an interest rate sufficient to meet the interest cost of debt or when the Township experiences problems of payment collection delinquencies. If the Township elects to finance a Developer requested project through special assessment processes, the interest rate charged on Developer requested projects shall be two percent (2%) greater than the TIC rate of bond issue. Interest on initial special assessment installment shall begin to accrue from the date of the resolution adopting the assessment. Owners must be notified by mail of any changes adopted by the Town Board regarding interest rates or prepayment requirements that differ from those contained in the notice of the proposed assessment.
- C. **Payment Procedures.** The property owner has five (5) available options when considering payment of assessments:
1. Tax Payment – If no action is undertaken by the property owner, the special assessment installations will appear annually on the individual’s property tax statement for the duration of the assessment term.
 2. Full Payment – No interest will be charged if the entire assessment is paid of within thirty (30) days from the date of adoption of the assessment roll.

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3. Partial Payment – The property owner has a one-time opportunity to make a partial payment reduction of any amount against his/her assessment. This option may only be exercised within the thirty (30) day period immediately following adoption of the assessment roll.
4. Prepayment - The property owner may, at any time prior to November 15 after the initial year, prepay the balance of the assessment with interest accrued to December 31 of that year. The property owner may also choose to pay the remaining assessment balance at any time, with the exception of the current year's installment of principal and interest.
5. Hardship (Senior Citizen, Disability, or Military Active Duty) Deferment – Any individual who is the owner of a homesteaded residential property “Owner) and who is sixty-five (65) years of age or older, retired by reason of permanent and total disability, or ordered into active military service which would create a hardship and can satisfy the requirements listed below.
 - a.
 - i. The Owner's annual gross household income from all sources, according to the most recent year's federal income tax return, plus any tax-exempt income, does not exceed the most current United States Department of Housing and Urban Development (HUD) definition of Low Income for Cass County. To be classified as “Low Income”, the Owner's annual gross household income must be eighty (80) percent or lower than the median Cass County income, based upon the number of persons in the household, utilizing HUD's most recent Income Limits Documentation System table or its successor. If no such return was made, the applicant shall be required to submit the other pertinent information to show this qualification is met.
 - ii. The average annual payment due for all assessments levied against the property exceeds one and one-half percent (1.5%) of the Owner's income as thus calculated.
 - iii. The total special assessments to be deferred exceed two thousand dollars (\$2,000).
 - iv. The County Assessor's most recent estimated market value of the Owner's homestead parcel shall not exceed one-hundred fifty percent (150%) of Woodrow Township's median home value as determined by the U.S. Census Bureau.
 - b. Documentation Required: Annually, no later than August 31, the Owner shall be required to complete the Township application requesting deferral of the annual special assessment installment and shall be required to submit the assessment deferral application fee, as indicated on the Township's fee schedule, for recording the annual deferral with Cass County. In addition, the Owner, based upon the type of deferral requested, must supply the following documentation with the application:
 - i. Age/income Deferral for Owner(s) age 65 years or older applying for deferral based on income:

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1. Copy of driver's license or birth certificate to verify Owner's age and;
 2. Copy of the most recent year's federal income tax return or a copy of Social Benefit Statement and any other income sources if federal income taxes are no longer filed by the Owner.
- ii. Disability/Income Deferral for Owner(s) permanently disabled applying for deferral based on income:
1. Copy of the most recent year's federal income tax return or a copy of Social Security Benefit Statement and any other income sources if federal income taxes are no longer filed by the Owner; and
 2. Licensed medical doctor's sworn affidavit, social security disability certification or other verifying documentation attesting the Owner is unable to be gainfully employed because of a permanent and total disability.
- iii. Active Military Service/Income Deferral for owner(s) who are members of the Minnesota National Guard or other military reserves who are ordered into active military service, as defined in section 190.05, subdivision 5b or 5c, as stated in the military orders, for whom it would be a hardship to make the payments:
1. Copy of the most recent year's federal income tax return; and
 2. Copy of military orders
- c. Termination: The option to defer the payment of special assessments shall terminate and all amounts accumulated, plus applicable interest, shall become due upon the occurrence of any one of the following events:
- i. Death: The death of the Owner when there is no spouse who is eligible for deferment;
 - ii. Disposition of Property: The sale, transfer, or subdivision of all or any part of the property;
 - iii. Loss of Homestead Status: Loss of homestead status on the property;
 - iv. Determination of Board: Determination by the Board for any reason that there would be no hardship to require immediate or partial payment;
 - v. Deferred for Military Service Limitation: If deferred due to eligible military service, the deferral is limited to a period of no more than three years from the start of active duty; or
 - vi. Failure to Renew: Failure to file a renewal application within the time prescribed by subsection b of this section.

Upon the occurrence of one of the events specified above, the deferment shall terminate and the Township Clerk shall notify the County Auditor of the termination, including the amounts

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accumulated on unpaid installments, plus the applicable interest, which shall become due and payable as a result of the termination.

- D. **Appeal Procedures.** No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owner is filed with the Township Clerk's office prior to the assessment hearing or presented to the presiding officer at the Hearing. The property owner may appeal the assessment to District Court by serving notice of the appeal upon the office of Township Chair or Township Clerk within thirty (30) days after the adoption of the assessment and filing such notice with the District Court within ten (10) days after service of the appeal upon the Township Chair or Township Clerk.
- E. **Reapportionment Upon Land Division.** When a tract of land against which a special assessment has been levied is subsequently divided or subdivided by plat or otherwise, the Township may, on application of the owner of any part of the tract or on its own motion, equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract.
- a. In cases where a previously levied special assessment is to be equally apportioned to all lots in the revised configuration per the original assessment parameters, the property owner or developer requesting the new apportionment shall be required to pay for costs associated with the re-allocation per the current Township Fee Schedule.
 - b. In cases where a previously levied special assessment is to be apportioned per special request of the property owner or is not equally spread across the new configuration per the original assessment parameters an Assessment Agreement shall be required. The property owner or developer requesting the new apportionment shall be required to enter into the Agreement and shall be responsible for all costs associated with re-calculation of the assessment including, but not limited to, legal fees, consultant fees, and administrative fees.

The Town Board may require furnishing of a satisfactory surety bond in certain cases as specified in Minnesota Statute Section 429.071, Subd. 3. Notice of the apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. In most cases, dividing the assessment balance evenly on a unit or lot basis would result in an equitable apportionment. The practice of unit assessment redistribution and recertification to the Cass County Auditor's Office will be followed when the amount of the unit assessment exceeds \$1,000. In those instances when the property subdivision would result in smaller increments, the entire assessment shall be paid at the time the Developer's Agreement or Plat is approved.

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F. **Assessment Cost.** All such Public Improvements described under Section III, with the exception of D (Sealcoating and Crack Filling Street Improvements) shall be financed in part or entirely by special assessments for the cost of the Public Improvements not to exceed the original amount of benefit to the property at the time of original installation.

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Capital Improvement Plan involves having a policy on assessments for projects. State statutes drive this policy for the most part.

Woodrow Township Draft Policy on Assessments for Capital Improvement Road Projects:

Sections and topics below is the information discussed at high level during the meeting. It was to understand what should be considered outside of the state statutes.

Section 1 – General Policy Statement = Summary of the Statutes and Criteria. 3 Basic criteria.

Different ways of assessing:

Direct Action Town Board

Property Owner Petition

Property Owner Development Request

Section 2 – Assessment (Talk to Brad Person about experience)

Different ways to assess.

Unit Assessment – dividing how many properties

Area Assessment – number of acres

Front Footage Assessment – physical dimension of the property

Section 3 – Improvement Type Application

Samples:

Path Installation

Roadway

Street resurfacing

Storm Water drainage

Rebuilding Gravel Road

Section 4 – Assessment Conditions – Terms of Assessments

Term of assessment

Interest Rate

Payment Procedures – Property owner options and legal items in statute

Etc. (more in draft) i.e. Reapportionment upon land division

APPENDIX B

Other topics to understand how assessments affect property owners and township.

Owners that use the road but don't have a lot on the road being improved. Other townships branch off from the township road that was improved.

Will there be a township contribution and if so, provide reasoning, general maintenance, tree clearing, signs, etc.

Government Programs i.e. Local Roads Improvement Program (LRIP), etc.