

**429 ASSESSMENT PROCEDURES CHECKLIST FOR TOWNSHIP**

**MAYWOOD ESTATES ROAD IMPROVEMENTS, SPRINGVALE TOWNSHIP, ISANTI COUNTY**

**Date:**

R	August 7, 2019	Copy of Resolution Directing Engineer to Report Whether Proposed Improvement is Feasible and Estimated Cost.
	October 2, 2019	Engineer's Feasibility Study. Preliminary Draft Assessment Roll
R	October 2, 2019	Copy of Resolution Showing Receipt of Feasibility Study.
R	October 2, 2019	Copy of Resolution Fixing the Date, Time and Place of Improvement Hearing (Public Hearing). Notice : Time & date, Location of Hearing, Nature of Improvement, Estimated Cost of Improvement, Area proposed to be Assessed. Published 2 times in the official paper, 1 week apart. Affidavit of Publication of Notice of Improvement Hearing (from newspapers). Affidavit of Posting of Notice of Improvement Hearing (with attached copy of notice posted) Affidavit of Mailing of Notice of Improvement Hearing (with attached addresses and a copy of notice mailed). not less than 10 days prior to the hearing
	November 6, 2019	Date of Improvement Hearing (Public Hearing). 3 or more days after 2nd publication in the paper
R	November 6, 2019	Copy of Resolution Ordering Improvement. within 6 months after Public Hearing
R	November 6, 2019	Copy of Resolution Directing Preparation of Plans and Specifications. Could occur after Feasibility Study
R	---	Copy of Resolution Declaring Intent to Reimburse (relating to proceeds of bond to be issued).
R	December 4, 2019	Copy of Resolution Approving Plans and Specifications and Ordering Advertisement for Bids. I typically like to have advertisement for bids 3 weeks minimum from when 1st ad to when open bids. 1 month common. Affidavits of Publication of Notice for Bids in Local Paper. Affidavits of Publication of Notice for Bids in Construction Bulletin.
R	January 21, 2020 February 5, 2020	Bid Opening Copy of Resolution Showing Receipt of Bids and Awarding Contract. Award must be within 1 year of Resolution Ordering Improvement,
R	Spring or Summer 2020	Copy of Resolution Declaring Amount to Be assessed Adopted by the Town Board the total amount to be assessed and directing the calculation of the amount to be specifically assessed against each lot and parcel of land. Draft Assessment Roll
R	Spring or Summer 2020	Copy of Resolution adopted by the Town Board directing publication of the Notice of Meeting to consider the proposed assessment. Published in the official paper, not less than 2 weeks prior to hearing. Affidavit of Posting of Assessment Hearing Notice. Notice : Time, Date and Place of Hearing, Nature of Improvement, Area proposed to be Assessed, Total amount proposed to be assessed, Proposed assessment roll file w/clerk, objections will be considered, appeal process, deferment, Amount Specifically Assessed, Partial or Prepayment accepted w/o interest, interest accrued if payment not made prior to deadline. Affidavit of Mailing of Proposed Assessment and Hearing Notice. Affidavit of Publication of Assessment Hearing Notice.
R	NO LATER THAN FALL 2020 RECORDED BY NOVEMBER	Resolution adopted by Town Board adopting the special assessment. Could occur at the Assessment Hearing Certification of Assessment Roll to be submitted to County Auditor.

**DRAFT**  
**2019-08-07**