

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: January 27, 2020  
Item No.: 9.e

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Approve 2020 Apportionment of Assessments

**BACKGROUND**

Whenever the legal description of property changes, it is necessary to reassign previously levied assessments remaining on the property to the proper frontage or area of the new lot or lots. This is called "Reapportionment of Assessments." This typically happens when a property is subdivided or an easement is recorded on the property. The City Council must approve all reapportionments.

Until 1993, each reapportionment was done with a separate Council Action request and Resolution. The need to process separate reapportionments was very costly and time consuming. In the past, there have been as many as 30 reapportionments in a single year. By adopting one resolution authorizing the Public Works Director to reapportion the assessments the overall process is streamlined and saves time for the City Council and staff.

**POLICY OBJECTIVE**

The City Council must approve the reapportionment of levied assessments for property subdivisions. The Engineering staff does the calculations to reapportion the assessments and processes all support documentation for each request.

**STAFF RECOMMENDATION**

This system has been used since 1993 and has worked well. It is the staff recommendation to continue this action for 2020.

**REQUESTED COUNCIL ACTION**

Approval of a resolution authorizing the Public Works Director to reapportion assessments in 2020.

Prepared by: Jesse Freihammer, City Engineer  
Attachments: A: Resolution

**EXTRACT OF MINUTES OF MEETING  
OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

\* \* \* \* \*

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City  
2 of Roseville, County of Ramsey, Minnesota was duly held on the 27<sup>th</sup> day of January,  
3 2020, at 6:00 p.m.

4  
5 The following members were present and the following members were absent: .

6  
7 Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION RELATING TO APPORTIONMENT OF  
ASSESSMENTS FOR THE YEAR 2020**

8  
9  
10  
11 WHEREAS, the assessment rolls for various improvements in the City of Roseville were  
12 certified to the County Auditor of the County of Ramsey, and since the certifications, a  
13 number of parcels of property contained within said assessment rolls have been divided  
14 and conveyed, and

15 WHEREAS, said division requires that apportionment of the original assessments be  
16 made by the City Council of the City of Roseville in order that the proper assessment can  
17 be extended by the County Auditor against each parcel of property thereafter, and

18 WHEREAS, during the year, numerous requests to apportion the original assessments on  
19 numerous parcels are received by the City of Roseville, and

20 WHEREAS, it would be more expedient to allow the Public Works Director, or his  
21 assigned staff, to apportion the original assessments in as much as the City Council of the  
22 City of Roseville approves all apportionment prepared by city staff when requested.

23 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville  
24 that the Public Works Director or his assigned personnel are hereby authorized to make  
25 the apportionment of original assessments against all of the requested properties for the  
26 year of 2020.

27 The City Manager of the City of Roseville is hereby authorized to prepare a certified  
28 copy of this resolution and to certify the same to the County Auditor of Ramsey County,  
29 Minnesota.

30 The motion for the adoption of the foregoing resolution was duly seconded by Member  
31 , and upon a vote being taken thereon, the following voted in favor thereof: ,

32           ,           ,           , and Mayor           , and the following voted against the same:  
33           .

34   WHEREUPON said resolution was declared duly passed and adopted.

