



REQUEST FOR COUNCIL ACTION

Date: 2/25/2019

Item No.: 9.f

Department Approval

City Manager Approval

Item Description: Adopt a Resolution to Approve 2019 Apportionment of Assessments

1 **BACKGROUND**

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

7
8 Until 1993, each reapportionment was done with a separate Council Action request and
9 Resolution. The need to process separate reapportionments was very costly and time consuming.
10 In the past, there have been as many as 30 reapportionments in a single year. By adopting one
11 resolution authorizing the Public Works Director to reapportion the assessments the overall
12 process is streamlined and saves time for the City Council and staff.

13 **POLICY OBJECTIVE**

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

17 **STAFF RECOMMENDATION**

18 This system has been used since 1993 and has worked well. It is the staff recommendation to
19 continue this action for 2019.

20 **REQUESTED COUNCIL ACTION**

21 Approval of a resolution authorizing the Public Works Director to reapportion assessments in
22 2019.

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 25th day of February,
3 2019, 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:
8
9

10 **RESOLUTION No.**

11
12 **RESOLUTION RELATING TO APPORTIONMENT OF**
13 **ASSESSMENTS FOR THE YEAR 2019**

14
15 WHEREAS, the assessment rolls for various improvements in the City of Roseville were
16 certified to the County Auditor of the County of Ramsey, and since the certifications, a
17 number of parcels of property contained within said assessment rolls have been divided
18 and conveyed, and

19
20 WHEREAS, said division requires that apportionment of the original assessments be
21 made by the City Council of the City of Roseville in order that the proper assessment can
22 be extended by the County Auditor against each parcel of property thereafter, and

23
24 WHEREAS, during the year, numerous requests to apportion the original assessments on
25 numerous parcels are received by the City of Roseville, and

26
27 WHEREAS, it would be more expedient to allow the Public Works Director, or his
28 assigned staff, to apportion the original assessments in as much as the City Council of the
29 City of Roseville approves all apportionment prepared by city staff when requested.

30
31 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville
32 that the Public Works Director or his assigned personnel are hereby authorized to make
33 the apportionment of original assessments against all of the requested properties for the
34 year of 2019.
35

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

39

40 The motion for the adoption of the foregoing resolution was duly seconded by Member
41 _____, and upon a vote being taken thereon, the following voted in favor thereof: _____,
42 _____, _____, and Mayor _____,
43 and the following voted against the same: _____.

44

45 WHEREUPON said resolution was declared duly passed and adopted.

Reapportionment of Assessments

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of February, 2019 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25th day of February, 2019.

Patrick Trudgeon, City Manager

(SEAL)