



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: SPECIAL ASSESSMENT POLICY UPDATE
DATE: OCTOBER 25, 2023

In the past year, the City has updated its assessment policy to better match the assessments that were being given. Prior to this, assessment policy was being reworked year to year, using the previous years assessments as a guideline.

As we have updated the policy, more items have come to light as situations arise that were not previously considered. The attached policy includes some clarifications to the previous policy (2022) and adds some language to better account to all lot types across the City.

Some of the notable changes include:

- Adding definitions for different types of residential properties to match the varied assessment rates for those properties (page 4)
- Adding varied assessment rates for various dwelling types (pg 6)
- Adding assessment explanations for previously unencountered lot types (pg 6)
- Changing multi-family to a special rate, instead of charging the commercial rate (pg 6-7)
- Clarifying State statute language in reference to deferred assessments on unimproved property (pg 10)

Recommendation

Staff recommends approval of the updated Special Assessment Policy, dated November 6, 2023.