

## **SPECIAL ASSESSMENT PROCEDURE FOR PROPERTY OWNERS**

As a property owner proposed to be assessed for improvements that benefit your property, following is a summary of the procedure you are invited to be a part of:

1. Plans and specifications for the proposed improvement and a schedule indicating an estimate of the cost to be assessed against your property are now open to inspection in the Engineering Department, Fourth Floor of City Hall. Office hours are 8:30 a.m. to 5:00 p.m., Phone (608) 789-7505.
2. Public Hearing to be held before the Finance and Personnel Committee of the Common Council at 6:00 on **September 5, 2019**, in the Council Chambers. You are invited to speak for or against the project or your proposed assessment at this meeting.
3. You may also express approval or object to the improvement or your assessment by submitting a letter to the City Engineer, 400 La Crosse Street, La Crosse, Wisconsin, 54601. If objecting, you must state your reasons for objecting. This written objection must be received by the City Engineer no later than 5:00 p.m. on the day of the F & P meeting (noted above).
4. The assessment resolution is either approved or denied by the Common Council at the regular Council Meeting at 6:00 p.m. on Thursday, September 12, 2019. The public cannot speak at this meeting.
5. If the Common Council adopts the Resolution for Levying Special Assessments, property owners will be sent a copy of the resolution by the City Clerk.
6. Assessments may be paid in cash or shall be payable over a period of ten years or fifteen years to the City Treasurer. Installments shall be placed on the next tax roll after the due date for collection and shall bear interest at the rate established by the council per annum on the unpaid balance from January 1<sup>st</sup> of the year following the levy.
7. The assessments indicated for this project are based on ESTIMATES of proposed work costs. After construction is completed, FINAL assessments are determined that may be LOWER than assessments indicated. **DO NOT MAKE ANY PAYMENT TO THE CITY AT THIS TIME.** If final costs are higher than estimated, the city pays difference.