



MEMORANDUM

TO: Victoria Resident
FROM: Jennifer Kretsch, City Clerk
RE: Petition for Local Improvement

Attached please find a copy of the City of Victoria Petition for Local Improvement. The purpose of this petition is to provide an official means for residents from the City of Victoria to request a feasibility study for street improvements pursuant to Minnesota Statutes, Chapter 429. In accordance with this Statute, owners representing at least 35% of the property owners of parcels abutting the street to be improved must sign the petition in order for the City to consider completing a feasibility study on the improvement.

When the City receives a petition meeting these requirements, it is taken to the City Council for consideration. If the Council declares the petition adequate, they may order the preparation of a feasibility study. A feasibility study is a study to identify the need and scope of necessary improvements, estimate the costs of the improvements and financing of improvements including potential assessments of the property.

Assessments are a common method of raising money for projects on the local level and are used by municipalities to reduce the burden on local taxes. Generally, assessments are considered more equitable to the taxpayer as those receiving the benefit of the improvement help to contribute to a portion of the financing. Assessments in Victoria are governed by the City's "Special Assessment Policies and Procedures for Public Improvements" adopted by the City in May of 2003 in order to be consistent, fair and equitable to all the property owners and taxpayers in the City.

Upon completion of the feasibility study, it is presented to the City Council. If the Council accepts the feasibility study and determines that a project is necessary, feasible and cost effective, a public hearing is ordered. A Notice of Public Hearing is mailed to each known property of record and is published twice in the official local newspaper.

The City Council will receive input from the impacted property owners at the public hearing, at the conclusion of the hearing, the Council will determine if the project is necessary and in the best interest in the community. They must vote in favor of a resolution to proceed with the project (ordering the improvement).

After the project is ordered, detailed design work will begin and plans and specifications for construction of the improvements will be prepared. A contractor will be selected through competitive bidding for the construction of the improvements. Upon completion of the improvements, final assessments will be determined and an Assessment Hearing will be held. The assessment hearing is held to allow impacted property owners to publicly voice their concerns to the Council to consider before it votes on adopting the final assessments.

The adoption of the assessment roll begins the assessment payment process; again governed by State statute. After the assessment roll is adopted, a property owner may make a full or partial payment and/or allow the remaining assessment amount to be placed onto their property statement, payable over a designated number of years.

Questions concerning this process should be directed to the City Engineer at 952/443-2782.

CITY OF VICTORIA

PETITION FOR LOCAL IMPROVEMENT

DATE:

TO THE CITY COUNCIL OF VICTORIA, MINNESOTA:

We, the undersigned, owners representing at 35% of the affected property parcels abutting on _____
_____ (*enter street names from intersection to intersection or cross street*), hereby petition the city to complete a feasibility study for street improvements along _____
_____ (*list individual street names*) pursuant to Minnesota Statutes, Chapter 429.

We understand that by signing this petition, the City may recommend improvements to be completed that are consistent with the City’s design standards for public streets and may recommend additional improvements, as deemed necessary in the City’s opinion, to be completed in conjunction with said improvements (such as storm sewer system and drainage provisions as deemed necessary by the City, or extending watermain or sanitary sewer service to unserved properties prior to reconstructing City streets).

We also understand that if the City Council orders the improvements, we may be assessed for these improvements in accordance with the City’s “Special Assessment Policies and Procedures for Public Improvements” adopted by the City of Victoria in May 2003. Consistent with State Statutes and City policies, we understand that the City Council has full authority to authorize improvements to be made, and assessments to be levied against my property, and that any decision to order the improvements is NOT subject to vote by the abutting properties.

(To allow for proper City notifications, each signature must be accompanied by a legibly printed name and address)

SIGNATURE OF PROPERTY OWNER(S) NAME(printed) ADDRESS(printed)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

PETITION FOR LOCAL IMPROVEMENT

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22. _____

23. _____

24. _____

Examined, checked, and found to be in proper form to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

Jennifer Kretsch, City Clerk

(Seal)