

## Office of the Director of Public Works

**To:** City of Milton Common Council  
**From:** Howard Robinson, Director of Public Works  
**Date:** May 5, 2020  
**Subject:** Discussion and Possible Action Regarding the Preliminary Public Works Resolution 2020-11 Concerning the Assessment of Sanitary Sewer Lift Station #12 Installation Improvement Project.

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### **Discussion**

Lift Station #12 Installation has been installed. Code of Ordinance section 66-241(assessment schedule) states that new sanitary sewer lift station service areas are assessable to the property owners.

Resolution #2020-11 allows the City Clerk to establish a date for a public hearing to be conducted to hear concerns about the assessments from affected property owners. The Public Hearing will be held during a Common Council meeting. The Council will determine assessments for the sanitary sewer lift station. After a Public Works Resolution is passed, a report is made by the Public Works Director. This report is sent to property owners and provides an estimate on the cost to property owners. Once the project is finalized with the contractor, the actual assessment is then calculated and billed to property owners. Depending on the amount of the estimated assessments, the Common Council will have the authority to consider payment plan options for property owners per Common Council adopted policy.

Step 1: Adopt a resolution establishing a date for the public hearing of potential assessments.

Step 2: Notify effected property owners by mailing the report of the Director that includes estimated assessments.

Step 3: Conduct the public hearing for effected property owners hearing concerns or comments of the estimated assessments. At that time, the Common Council may consider payment options which will be listed in a Resolution to be adopted by Common Council.

Step 4: Upon completion of the project, notify effected property owners of actual assessment amounts due with optional payment plans, if available.

### **Staff Recommendation**

Adopt Resolution 2020-11 and schedule a Public Hearing for potential assessments to effected property owners.

### **Attachments**

- Resolution 2020-11
- Project Map