

## Office of the Director of Public Works

**To:** City of Milton Common Council  
**From:** Howard Robinson, Director of Public Works  
**Date:** May 19, 2020  
**Subject:** Discussion and Possible Action on Authorizing Funding and Regarding Preliminary Public Works Resolutions #2020-13 and #2020-14 Concerning the Assessment of Sanitary Sewer Mains for the 2020 Sanitary Sewer Main Installation on North Janesville Street.

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### **Discussion**

The City was notified of the replacement requirement of a septic system located at 331 North Janesville Street. Therefore, the City has two options to provide sanitary sewer service to this property. Resolutions #2020-13 and #2020-14 have been prepared to allow the Council to act on either option:

Option 1: Install a minimum amount of sanitary sewer on North Janesville Street to serve only the subject site at 331 North Janesville Street. This does involve other properties for assessment.

Option 2: Install the sanitary sewer main for the remaining lots on North Janesville Street. Ordinance sections attached. After consulting with Attorney Mark Schroeder, the City Council can delay assessment/connections until the existing private systems fail.

Engineer Mark Langer has provided cost estimates for both options. For long-term planning and if funding is available, extending the sanitary sewer to all properties on North Janesville Street is preferred. Treasurer Dan Nelson has provided funding options. Code of Ordinance section 66-241(6) states that new sanitary sewer main installation is assessable to property owners at 100% of the cost.

Resolution #2020-13 and #2020-14 allow the City Clerk to establish a date for public hearings to be conducted to hear concerns about the assessments from effected property owners that may be levied. The Public Hearings will be held during a Common Council meeting. The Council will determine assessments for North Janesville Street.

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. Upon project completion, the actual assessment is calculated and billed to property owners. Depending on the amount of the estimated assessments, the Council will have the authority to consider payment plan options for property owners.



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

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

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

Approve funding for the installation of Sanitary Sewer Main, Adopt Resolution 2020-13 and 2020-14 and schedule a Public Hearings for potential assessments to effected property owners.

### **Attachments**

- Resolutions #2020-13 and #2020-14
- Cost Estimates
- Sanitary Sewer Ordinances
- Wastewater - Sewer Cash Availability 2020