

Minutes of the Special Assessment Committee
Aug. 8, 2018 at 6:00 p.m.
Duck Creek Conference Room

Call to Order

B. McIntyre called the meeting to order at 6:00 p.m.

Roll Call

Members: President Burt McIntyre; Trustees Ray Suennen, Adam Lemorande, and Craig McAllister

Also: Village Administrator Paul Evert, Public Works Director Geoff Farr, Village Engineer Mike Kaster

Approve Agenda

R. Suennen moved to approve the agenda. A. Lemorande seconded. **The motion carried unanimously.**

Approve Minutes

C. McAllister moved to approve the minutes from the July 24, 2018 meeting. R. Suennen seconded. **The motion carried unanimously.**

Current Deferred Assessments

P. Evert provided a breakdown of outstanding assessments by fund and category, which was prepared by Finance Director Chris Haltom. The balance of deferred assessments that are not subject to interest under the village policy is \$2,392,881.29. R. Suennen inquired how much of that is unlikely to ever be repaid and requested staff provide a map that shows where the improvements are that have the deferred payment plans and a map of future special assessments.

Comparison of Other special Assessment policies

G. Farr and Mike Kaster reviewed the special assessment policies of Howard, Ashwaubenon, Suamico, Ledgeview, Bellevue, Green Bay, De Pere, Allouez and Appleton. The focus was on credits property owners receive on corner lots, third and fourth sides, non-dividable large lots, wetland/non-assessable land, septic credits, and minimum lot frontage. Comparison of financing options was also provided. Utility assessments, streets, and driveway apron comparisons were made.

Staff believes that in most cases Howard's assessment policy to existing residents is the friendliest. Corner credits are larger than other communities. Payment plans and interest rates are less burdensome, and only Howard appears to offer the interest-free deferred special assessments for vacant land. Only Suamico gives a credit for owners who are assessed for installed new septic system within five years.

Utility connection requirement

P. Evert said the village ordinance requires connection to municipal sewer within 30 days of being informed that it is available. The ordinance provides that a property owner must connect to municipal water when available. G. Farr stated that the practice has been to not require connection by a property owner to either utility until

both water and sewer are available to be efficient with the installation connection for which a property owner must pay. He said the village requires people hook up to water by our formal agreement with Central Brown County Water Authority.

Future agenda items The committee would like to discuss recommendations for improvements to the village's special assessment policy and deferred interest policy. C. McAllister requested further discussion about connection requirements.

Future meeting date The next meeting will be held at 5:30 p.m. on Sept. 5, 2018

Adjourn A. Lemorande moved to adjourn. R. Suennen seconded. **The motion carried unanimously, and the committee adjourned at 7:35 p.m.**

Meeting minutes recorded by:
Paul Evert