



November 20, 2023

Dear Resident/Property Owner:

The Brooklyn Center City Council recently ordered a street and utility improvement project in your neighborhood as part of the community's Capital Improvement Program. On September 25, 2023, the City Council received a Feasibility Report regarding the proposed improvements. An Improvement Public Hearing to consider ordering the improvements was held on October 23, 2023. At the Improvement Public Hearing the City Council received public comments on the proposed improvements and ordered the street and utility improvements.

Enclosed are the following documents: (1) an official Notice of Public Hearing on proposed special assessments affecting your property and (2) a copy of the proposed special assessment roll pertaining to your property.

A Special Assessment Public Hearing has been scheduled to consider approval of the special assessment for the proposed improvements.

1. **A public hearing for special assessments will be held on Monday, December 11, 2023, at 7:00 p.m. or as soon thereafter as part of the regular City Council meeting.** At the assessment public hearing the City Council will receive public comments on the special assessments for the improvements and at such time and place all persons owning property affected by said improvements will be given the opportunity to be heard with reference to said assessment. If you have any objections to the special assessments please follow the procedures outlined within the official Notice of Public Hearing on Proposed Special Assessments (copy is enclosed).

The proposed special assessments for residential properties zoned R1 (single-family) and R2 (two-family) were calculated in accordance with the City's Special Assessment Policy for partial street reconstruction. The 2024 special assessment rates are \$3,852 per property or per equivalent property for street improvements. These are fixed amounts that were adopted by the City Council on November 13, 2023. The special assessments will not exceed these amounts. The cost for proposed water main, storm sewer, and sanitary sewer improvements will not be assessed to adjacent properties for this project. Please contact the Engineering Division at 763-569-3340 if you have any questions regarding the calculation of special assessment amounts.

The proposed special assessments for non-residential properties, zoned R4-R7, will be assessed at an acreage basis per the City Assessment Policy. Special assessments are calculated based on the total project cost accepted by the City Council with the Feasibility Report on September 25, 2023. The special assessments will not exceed the amounts on the attached special assessment roll.

You are not required to attend the Special Assessment Public Hearing on December 11, 2023. If you are unable to attend and wish to make comment, you may send your comments in writing to our office by noon on December 1, 2023, and we will ensure the City Council receives copies. The public hearings are televised and can be viewed on the local cable channel 16, or may be viewed online at www.brooklyncentermn.gov.

Options for Paying Special Assessments:

Special assessment charges for your property are included on the proposed pending assessment roll. If the City Council adopts the proposed special assessments, **this letter will serve as your notice of the amount due.** If the City Council makes a change to the proposed special assessments at the public hearing, a revised special assessment levy roll will be sent to you.

If the City Council adopts the proposed special assessments, you have the following payment options:

If you choose to pay in full between April 15 and November 15, 2024:

1. You may pay the total special assessment in full, without interest, any time between April 15 and September 30, 2024.
2. From October 1 through November 15, 2024, you may pay the total special assessment, with interest calculated at 5.5 percent from October 1, 2024, to the date of payment. Please contact the Community Development Department at 763-569-3330 for a payoff balance.

If you choose to pay your special assessment in full, you may do so by mail. Please make checks payable to "City of Brooklyn Center". Enclose a note stating that this is a payment of a special assessment, and include the address of the property. Mail your payment to Brooklyn Center City Hall, 6301 Shingle Creek Parkway, Brooklyn Center, MN 55430. If you wish to deliver your payment in person, please deposit the payment in an envelope at the Utility Billing drop box near the front entrance to City Hall or at City Hall in the Community Development Department.

If you choose to pay in installments with your property taxes, starting in 2025:

1. You may choose to make payments with your property taxes over a 10-year period, at 5.5 percent interest. If the special assessment is not paid in full by the end of the business day on November 15, 2024, it automatically "rolls over" to your property taxes. The first payment will be due with your taxes in 2025. If you choose this option and your property taxes are escrowed, we suggest you review your mortgage papers. Some mortgage companies require you to send them copies of any notifications of special assessments.
2. If at some point in the future you wish to pay off the balance of your special assessment, you may do so prior to November 15 of any year. Please contact the Community Development Department at 763-569-3330 for a payoff balance.

Partial payments:

The City will accept partial prepayments of special assessments.

Special note to seniors and property owners who are retired due to disability:

There is a deferral program available which may help you pay the proposed special assessments. You may be eligible to pay a portion of your special assessment now, with the balance deferred to when you sell your property. You must meet certain income requirements to qualify. If you are interested in participating in this program, contact the Engineering Division at 763-569-3340 as soon as possible for more information.

If you have any questions regarding the amount of this special assessment, please contact the Engineering Division at 763-569-3340. If you have any questions regarding payment, please contact the Community Development Department at 763-569-3330.

Sincerely,



Lydia Ener, PE
Principal Engineer