

# City Council Agenda Item Memo

**From:** Charles Richter, City Engineer

**Council Meeting:** September 23, 2025

**Subject:** Resolution 25-081: Levying Assessment for Concrete Maintenance Project No. 2022-01SWR

**Person(s) Responsible:** Charles Richter, City Engineer

## **Summary and Recommended Action:**

Resolution 24-016 authorized City staff to proceed with the design, bidding, and construction of Concrete Maintenance Project 2024-09STI, for the repair or installation of sidewalks in the City of Brookings at the Expense of Abutting Property Owners. The concrete maintenance project has been completed and requires a public hearing to levy the assessment. Staff recommends approval.

## **Item Details:**

Annually, the Public Works Engineering Division inspects one-fifth of the sidewalks for trip hazards as part of the annual sidewalk program. These trip hazards are identified to adjacent property owners by mail and provided a chance to repair the defect on their own. If the defect was not repaired within one year, the City proceeds with repairing the sidewalk and assessing the repair costs back to the property owner.

On February 13, 2024, the City Council approved Resolution 24-016 which authorized the City to proceed with designing, bidding, and constructing the project. The project included excavation, gravel and concrete installation, and seeding.

This public hearing and adoption of the resolution is the final step to assess the property owners with their portion of the construction and engineering costs. In accordance with the Special Assessment Policy adopted on August 9, 2022, all abutting properties will be divided into five (5) equal annual installments and an interest rate equal to the current index "Federal Home Loan Bank of Chicago 10-year fixed Rate" + 3.5%. As of January 30, 2024, two weeks prior to the adoption of the Resolution of Necessity, the rate, per the calculation equals 7.98% per annum, which shall accrue on the unpaid balance of the assessment for property owners who wish to pay over the five-year period.

The City published the notice of the public hearing and each property owner was mailed a copy of notice and assessment roll as required.

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.

**Financial Consideration:**

The assessment costs will be collected by the City and deposited in the Special Assessment Fund. The repayment schedule will span a 5-year term at 7.98% interest on property owner's taxes; assessments under \$300 would be assessed in one payment.

**Supporting Documentation:**

Resolution

Assessment Roll

Sidewalk Repair Location Map