



*"In the Spirit of Town Government"*

Town of Buchanan  
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Appleton, Wisconsin 54915

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September 28, 2021

**RE: 2021 Creekview Lane & Railroad Street Construction**

Dear Property Owner,

The project is concluding and I wanted to reach out and to say thank you for your patience and also to give you a little more information on what will happen next with special assessments.

The preliminary resolution for special assessments was adopted on June 15, 2021. At that time, you received notice of a public hearing and the Engineer's report which included the special assessment amount set by the Town Board (\$3,865.50) and estimate for the driveway aprons (based on square footage). *The Engineer's Report is available on the Town website. The actual measurements and calculations are being determined for the final driveway apron costs.*

The process for the final resolution for special assessments is similar to the preliminary resolution process. You will receive notice and will be provided the final amount by mail (no public hearing). The final resolution will be considered by the Town Board—*likely at the October 19 regular meeting, but that is not confirmed.*

Upon adoption of the final resolution, each property owner will need to complete and return an Election of Payment form to the Town by November 1, 2021. The Election of Payment form will be sent to you with the final special assessment information and will include the final Payment Terms. The following are general payment terms that were also included in the Engineer's Report:

Assessments may be partially or in whole prepaid after the installment method has been selected. The following is a payment schedule:

1. Payments not received by December 31 of the year the project was completed will start accruing interest on January 1 of the following year.
2. One (1) annual installment if the assessment is less than \$500.00.
3. Two (2) annual installments if the assessment is at least \$500.00 but less than \$999.00.

4. Five (5) annual installments if the assessment is at least \$1,000.00, but less than \$4,999.00.
5. Ten (10) annual installments if the assessment is greater than \$5,000. In no event shall the assessment installments be greater than ten (10) years.

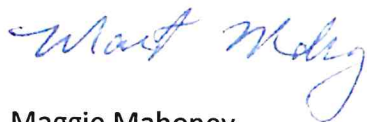
Separate current year special assessments may be combined to establish eligibility for the limits identified in the payment schedule. Town must be notified within two weeks of the certified letters being sent to a property owner notifying them of special assessment.

The rate of interest on outstanding balances shall be at least 2.0% greater than the rate of interest the Town paid on the debt obligations which were issued to finance the project, or in the event no debt obligations were issued, then at least 1.5% greater than the average rate of interest on all debt issued in the previous calendar year. *The actual interest rate will be included the final terms listed on the Election of Payment form.*

**Do not respond to this letter with your selection for payment terms—the Election of Payment form will be mailed to you per the process outlined in this letter.** This letter serves to explain the process to give you as much time as possible to consider your options.

If you have any questions, please contact me at (920) 734-8599.

Sincerely,



Maggie Mahoney  
Town Administrator

cc: Thad Majkowski, Town Engineer  
Cynthia Sieracki, Town Clerk/Treasurer