

City/County Guide:

Approving a MinnPACE Special Assessment

The Saint Paul Port Authority and the City/County have entered into a Joint Powers Agreement that designates the MinnPACE program as the administrator for Property Assessed Clean Energy (PACE) financing. Under this agreement, MinnPACE is authorized to request a special assessment on behalf of a property owner to finance energy improvements. These improvements are repaid through the property tax system.

According to Minnesota Statute 429.061, the lien for a special assessment becomes effective only when the taxing authority (the City/County) adopts a resolution approving the assessment.

Step-by-Step Approval Process

Step 1: Review the Special Assessment Request

- The designated City/County department (e.g., Environmental Services or Property Tax Division) reviews the MinnPACE request.
- Verify:
 - Property address
 - Parcel Identification Number (PID)
 - Legal property owner

Step 2: Draft the Board Resolution

- Prepare a resolution for the City/County Board to approve the special assessment.
- Include:
 - Project details
 - Assessment amount
 - Term and interest rate
 - Legal description of the property

Step 3: City/County Board Approval

- The City/County Board reviews and adopts the resolution in a public meeting.
- This action officially places the lien on the property per Minn. Stat. § 429.061.

Step 4: Send Certified Resolution to MinnPACE

- Provide MinnPACE with:
 - A certified copy of the resolution **or**
 - Official meeting minutes indicating approval

Step 5: Loan Closing Notification

- MinnPACE sends:
 - A letter confirming the loan has closed
 - A copy of the amortization schedule
 - Lender records loan with recorders office

Step 6: Add Assessment to City/County System

- The City/County's Property Tax Services, Treasurer, or Auditor:
 - Enters the assessment into the tax system
 - Sends the amortization schedule back to MinnPACE for confirmation

Step 7: Annual Assessment Roll

- The City/County prepares the annual assessment roll.
- MinnPACE reviews and signs off on the roll before it is finalized.

Step 8: Collection and Remittance

- The City/County collects the assessment payments with property taxes.
- Payments are remitted to MinnPACE.

Step 9: Disbursement to Lender

- MinnPACE forwards the collected payments to the lender.

Step 10: Adjustments and Early Payoffs

- MinnPACE coordinates with the City/County for:
 - Early payoffs
 - Assessment adjustments
 - Prepayment processing

Legal Reference

- Minnesota Statute § 429.061 outlines the procedures and requirements for adopting and enforcing special assessments .
- MinnPACE operates under authority granted by Minnesota Statutes §§ 216C.435–436 and Chapter 429