

TO: Honorable Mayor and City Council

FROM: City Administrator Ron Johnson

SUBJECT: Cannon Valley Fair Ass'n Request/Agreement

DATE: April 1, 2016

BACKGROUND

The Cannon Valley Fair Association holds a fair in the city four days each year ("Cannon Valley Fair"); and is requesting to connect the rest rooms at the fairgrounds to the city's sanitary sewer system. A water meter would be installed to measure the usage related to the rest rooms.

SEH reviewed the request and provided staff with requirements if the request is allowed. These requirements are stated in the proposed Agreement. The Public Works Commission reviewed this request at their April meeting and asked staff to work with the City Attorney to draft an agreement with the Association.

The Commission is recommending that the fair association be allowed to install a water meter to measure water/sewer usage to the restrooms only, and allow a connection to the sanitary sewer. They are recommending that the water/sewer be billed once per year and that no monthly minimums be billed or stormwater utility fee be charged- due to the fact they only operate less than a week all year.

REQUESTED COUNCIL ACTION

Approve the Agreement with the Cannon Valley Fair Association regarding the Association's installation of a water meter and the related connection to the city's sanitary sewer system.

Attachment(s): Agreement

AGREEMENT

AGREEMENT made this _____ day of April, 2016, between the **CITY OF CANNON FALLS**, a Minnesota municipal corporation ("City") and **CANNON VALLEY FAIR ASSOCIATION**, a Minnesota nonprofit corporation ("Association").

WHEREAS, the Association holds a fair in the City four days each year ("Cannon Valley Fair"); and

WHEREAS, the Association desires to connect the bathrooms at the fair grounds to the City's sanitary sewer system;

IN CONSIDERATION OF THE MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

1. CONNECTION. At the Association's cost, the Association will connect the bathrooms at the fairground to the City's sanitary sewer system. The connection point is at the lift station near the swimming pool. The plans and specification for the connection must be approved by the City's consulting engineer.

- The connection to the lift station shall be core drilled with a water tight "boot" connection for the pipe.
- An inside drop, such as the IntraFlow as manufactured by Royal Enterprises of America or City approved equal, shall be installed for the pipe connection to the lift station to direct flow down into the wetwell. The length of the inside drop will be determined once the connection elevation and location in the lift station is known.
- Cannon Falls Public Works staff shall witness and approve the connection to the lift station.
- All disturbed areas shall be restored by the Association in-kind to existing conditions

2. WATER METER. The Association shall install a water meter, approved by the City, to measure water usage and sanitary sewer flow at a cost to the Association of \$300 due at time of receipt of meter.

3. BILLING. The City will bill the Association annually for water and sanitary sewer usage. The Association does not have to pay any connections charges. There will be no minimum billing.

4. **TERM.** This agreement is for an indefinite term but may be cancelled by either party upon 90 days written notice to the other party.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date and year first above written.

CITY OF CANNON FALLS

CANNON VALLEY FAIR ASSOCIATION

BY: _____
Lyman M. Robinson, Mayor

BY: _____

AND _____
Ronald S. Johnson, City Administrator

AND _____