

**TO: MAYOR AND CITY COUNCIL**

**FROM: Neil Jensen, City Administrator**

**SUBJECT: Fair Grounds Water Bill**

**MEETING DATE: June 18, 2024**

**BACKGROUND**

The Fair Board in the past was sent a water bill once a year due to having only one or two events per year. Since then, the Fair Board has escalated the number of events to many per month all summer long. I brought this to the Finance Committee on Monday, June 10<sup>th</sup> to discuss the options. I also had in the packet a sample water bill which has a 50% reduction in the storm water fee. This fee can be reduced to 50% by application and review by the City Engineer. It will start out at 100% and be up to the Fair Board if they wish to apply. (See attached.) The Finance Committee instructed staff to figure out the metering of the grounds so all water is accounted for including water for the tracks.

The Finance Committee passed unanimously a motion to start monthly water bills for the Fair Board.

**STAFF RECOMMENDATION**

Please make a motion to start water bills monthly for all water used in the Fair Grounds.

**REQUESTED COUNCIL ACTION**

Please make a motion to start water bills monthly for all water used in the Fair Grounds.

## Neil Jensen

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**From:** Ellen Hartman  
**Sent:** Friday, May 31, 2024 12:21 PM  
**To:** Neil Jensen  
**Subject:** fair bill

Sample Draft

50% Storm Credit.

**Water:**  
Base Charge \$7.20  
200cf \$6.08  
Water Total \$13.28  
**Sewer:**  
Up to 400cf \$46.61  
**Storm Water on 18.5 acres:**  
\$31.53/acre \$583.31  
**Sales Tax?:** \$0.91  
**State Surcharge:** \$0.81  
  
**Total:** \$644.92  
\$644.01 if tax exempt

**Ellen Hartman**  
Utility Clerk  
**Phone:** 507-263-9300  
918 River Road  
Cannon Falls, MN 55009  
[www.cannonfallsmn.gov](http://www.cannonfallsmn.gov)

# City of Cannon Falls Storm Water Utility Credit Application

Business / Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Owner Billing Address: \_\_\_\_\_

(If different than above) \_\_\_\_\_

Parcel I.D. Number: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_ Land Use Category: \_\_\_\_\_

## CREDIT REQUIREMENTS:

It shall be the responsibility of the owner to provide justification for a credit (fee adjustment). Credits are cumulative and cannot exceed 75% of the base fee. The credit shall be applied, to the billing cycle directly following credit approval from the City and shall not be applied retroactively.

Attach the following documentation with your credit application for each of the Credits you are applying to receive.

- 1) **Detention Credit** – Provide drawings and calculations to verify that the storm water runoff from the site is detained to at least the predevelopment rate for a 24-hour, 2-, 10- and 100-year runoff event. Possible 25% credit available.
- 2) **Retention Credit** – Provide drawings and calculations to verify that the parcel retains or infiltrates at least 1 inch runoff volume calculated over the entire site. Retention or infiltration must be done in an on-site, constructed storm water management facility. Please provide documentation that clearly states that the landowner will be responsible for maintaining the management facility (Maintenance agreement). Possible 25% credit available.
- 3) **Regional Treatment Credit** – Provide drawings and calculations to verify that at least 75% of the parcel's runoff directly enters a regional treatment facility by storm sewer or overland flow. Also provide drawings and calculations to verify that the regional storm water facility meets any of the above credit reductions for the total area draining to the regional facility. Possible 25% credit based on above credit requirements.
- 4) **Water Quality Credit** – Provide documentation demonstrating the water quality improvement. It is required that the documentation be prepared by a licensed professional engineer of the State of Minnesota. Also provide the necessary drawings and calculations to support the storm water benefit. It is the applicant's responsibility to prove the benefit. Possible 25% credit based proportionally on treatment capacity (load reduction).
- 5) **Green/Vacant Space Land Use Credit** – Provide a diagram(s) and documentation that clearly dimensions the green/vacant space and shows that the green/vacant space meets all of the following criteria:
  - a. Green/vacant space shall be pervious, continuously vegetated areas incorporated into the developed parcel.
  - b. The property must comply with other City of Cannon Falls ordinances such as mowing and nuisance or noxious weed ordinances.
  - c. The space shall not have more than 25% impacted, compacted soils. Examples of impacted spaces are trails and compacted gravel areas.
  - d. The green/vacant space must be at least 10% of the total parcel.
  - e. The eligible green/vacant space must have a separation of at least 10 feet from any impervious surface.

Possible 50% credit based proportionally to the total parcel eligible.

## PARCEL CREDITS:

	Owners Estimate	(City Use Only) City Approved
Detention Credit (25%)	_____	_____
Retention Credit (25%)	_____	_____
Regional Treatment Credit (Up to 25%)	_____	_____
Water Quality Credit (Up to 25%)	_____	_____
Green/Vacant Space Credit (Up to 50%)	_____	_____
<b>TOTAL CUMULATIVE CREDIT (75% Max.)</b>	<b>_____</b>	<b>_____</b>

## City Use Only:

Base Utility Fee	x	Approved Credit Percent	=	Adjusted Monthly Fee	Review Initials	Date
	x	_____	=	_____		