City Council Work Session
Tuesday, July 20, 2021 at 6:00 PM
Public Meeting Room

AGENDA

1. Call to Order/Roll Call
2. Items for Discussion
   A. Camelot Court Estates Development Agreement
   B. Budget Work Session #3: General Overview, Personnel, Fee Schedule, & Franchise Fees
   C. Special Assessment Policy Update and Discussion of Franchise Fees in Lieu of Special Assessments
   D. Discussion of NW Area Water Tower Logos
   E. Buckham Memorial Library Fine Free Discussion
   F. Council Chambers Technology Upgrades
3. Future Discussion
4. Adjournment

Please contact the City Administrator's Office if you need special accommodations while attending this meeting

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Mark DuChene, City Engineer
MEETING DATE:	July 20, 2021
SUBJECT:	Camelot Court Estates Development Agreement

Discussion:
City Staff have been negotiating a development agreement with Gary Wolters, United Asset Development Corporation (Developer) for the pending Camelot Court Estates Plat. Camelot Court Estates is a proposed 13 lot residential subdivision on what was formerly Outlot A, Windsor Park No. 27 subdivision. This is the last undeveloped parcel from the Windsor Park area. Staff is requesting direction from the City Council on few remaining items related to the development agreement. The issues under discussion for City Council are as follows:

Street Signs
Developer Request: The Developer is requesting that the City pay for and install the street name signs and stop sign required for the development.

City Staff Response: This has typically been a 100% Developer cost responsibility including the most recent similar developments Stoneridge Second Addition (Cashin) and Meadows Third Addition (MRA Holdings). The estimated costs for street signs for Camelot Court Estates is less than $500, City staff make/order and install the signs and pass actual material costs back on to the Developer.

City Staff Recommendation: Staff's recommendation is that this should remain 100% Developer cost to remain consistent with past development agreements.

Storm Sewer Cost Share
Developer Request: The Developer is requesting that the City and Developer share in the cost of the storm sewer system such that the Developer pays 8% of the storm sewer costs and the City pays 92%. Based on this cost split, the City's estimated share is up to $119,300. The Developer's justification is that the Camelot Court development only contributes 8% of the flow into the proposed storm sewer system and the City should pay for the oversizing costs of the system to handle the flows that come through the development from outside the developer's

property.

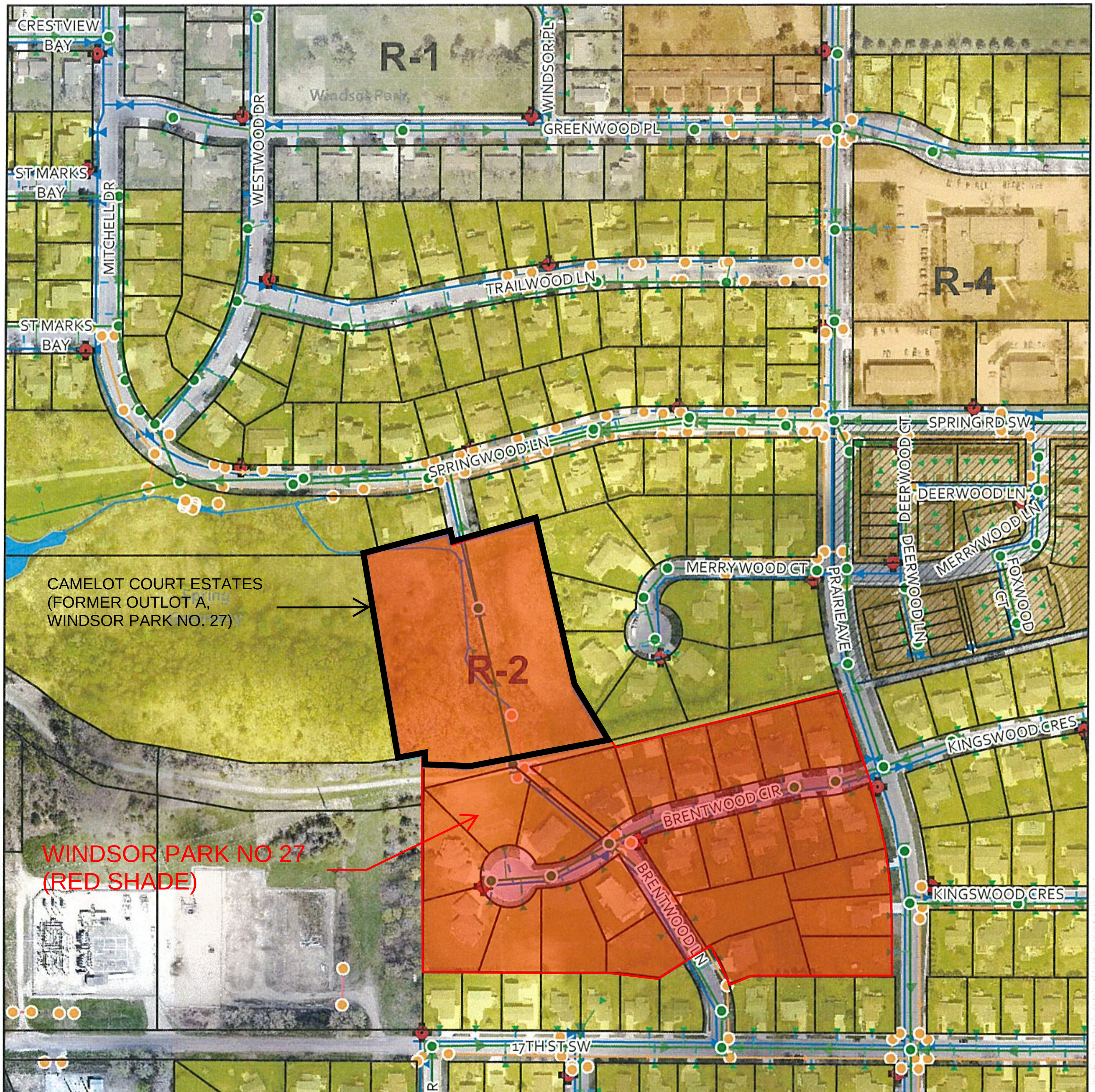
City Staff Response: While the developer may be correct in their percentage of direct flow contribution (this needs to be confirmed), Minnesota drainage law requires downstream properties to perpetuate drainage through their property as is without affecting upstream properties. Developers have the option of either rerouting overland drainage around their site or accommodating the drainage through their development infrastructure. Prior to any development ever happening in this area, there was 50-70 acres of farm land that has always drained through this property via a 42" culvert installed under the former railroad (now City trail). Engineering calculations show that prior to any development happening upstream of Camelot Court Estates, the minimum pipe size required to convey the upstream undeveloped land drainage would have been a 30" pipe system. It should also be noted that the parent parcel of the Camelot Court Estates plat was Outlot A, Windsor Park No. 27 subdivision. The storm sewer pipe being extended through Camelot Court Estates north of the bike trail/former RR was extended from approximately 17th Street NW to the south side of the bike trail/former RR and tied into the 42" RR culvert under the trail. The cost share that was agreed upon as part of the development agreement for Windsor Park No. 27 subdivision, again which the Camelot Court Estates plat is a remnant parcel of, was that the Developer was responsible for the cost of perpetuating drainage through their land under predevelopment conditions and the City paid the oversizing costs above that. IE the pipe installed was a 36" pipe so the City paid the material cost difference between a 36" pipe and the 30" pipe.

City Staff Recommendation: Staff's recommendation is that the City follow the same oversizing cost share arrangement as the Windsor Park No. 27 subdivision agreement of which this subdivision is a remnant of, whereby the City pays the material (pipe and structure) oversizing costs for materials over the 30" equivalent storm sewer size. This cost is estimated to be $28,000. This is not only consistent with the parent parcel subdivision agreement but also consistent with how other similar developments have been required to handle predevelopment off-site drainage through their development including recent plats such as Stoneridge Second Addition (Cashin), Meadows Third Addition (MRA Holdings) and the pending Thompson James Group South Division (C Alan Homes).

Attachments:

1. Camelot Court Estates Location Map

Outlot A, Windsor Park No. 27



Legend

Shoreland Overlay District	**Storm Pipe**	Tile	**Hydrant Category, Hydrant Plugged?**	**Water Pipes** — Water Main
Impervious Surface	**Pipe Category**	**Water Hydrant**	Hydrant	**Pipe Category**
Sanitary Pipe	Culvert	<all other values>	Plugged Hydrant	Abandoned
	Pipe		Yard Hydrant	High Pressure Zone

City Of Faribault

Planning & Zoning Division
November 05, 2019

1 inch = 300 feet

0 150 300 Feet

N W E S

This map is updated periodically to reflect amendmentsand should be used for general reference purposes. The map is current as of the date of the map. Specific inquiries should be directed to the Planning Division at (507) 334-0100

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Jeanne Day, Finance Director
MEETING DATE:	July 20, 2021
SUBJECT:	Budget Work Session #3: General Overview, Personnel, Fee Schedule, & Franchise Fees

Discussion:

We have a series of budget work sessions scheduled over the next few months, along with two meetings open for public comment, that will ultimately be used to first, set the preliminary tax levy in September, and second, set the final tax levy as well as approve the overall 2022 budget and adopt the 5-year Capital Improvement Plan in December.

The first two work sessions consisted of goal setting, discussing the schedule and process, as well as seeking direction from the Council on initiatives and expectations for the 2022 budget, and review of the long-term financial management plan.

This work session we will have a general review of the various types of funds that comprise the City budget - these include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and Internal Service Funds.

The early stages of the budget process focus primarily on those activities funded mainly through property taxes and Local Government Aid (LGA) and the information used to set the tax rate. Property taxes directly support the General Fund, Airport, Community Development Administration, and tax abatements. Property taxes also support a Special PERA Levy and Debt Service. We will also be reviewing the 2022 Proposed Fee Schedule, and Franchise Fees (under the next agenda item), as these revenues have an indirect impact on the property tax levy.

We will review some of the preliminary numbers that are available at this time, to include the preliminary 2022 taxable market values for property in the city; historical data on the tax levy, tax rate, and LGA (along with our proposed 2022 LGA amount); and other known rates/quantities that will impact the budget and the levy.

Preliminary numbers from the County include a taxable market value of

$1,669,665,900. The net tax capacity is $20,517,036 without TIF, this is an increase of $506,474, or a 2.62% increase, of which $235,919 is from new construction. This would absorb a levy increase of $125,000, without an impact to the City tax rate.

Given the uncertainty of future revenues for the next couple of years, Department Heads were asked to only request new/expanded/upgraded positions that come with full or partial offsetting revenues. With that direction there were no new positions requested for 2022. A proposed increase of $5,000 in overtime ($382.50 additional for taxes) for the Police Department is included for mobile field force call outs, and they would also like to use bike patrol for events. An additional $7,000, $535.50 for taxes, has been added in Community Development Administration for a summer intern listed under temporary employees. Park & Recreation is requesting that all hourly wages for temporary help be increased by $2.00/hour as they struggle obtaining staff due to other organizations paying higher wages. This is a total increase of $100,461 over several recreation departments. Also, the Fire Property/Maintenance Inspector position that has remained vacant for the past two years has been removed for a savings of $49,188 each ($98,376 total) across those two departments.

All other personnel costs are set through Collective Bargaining Agreements and the Non-Union Compensation Agreement. As discussed in Budget Work Session #1 as a budget challenge, all of the current labor agreements expire at the end of 2021, and it is unknown when new agreements will be negotiated and approved, and what their impacts may be on the final budget as compared to initial assumptions being made. Included are estimated COLA, step increases based on authorized labor agreements, and 5% increases estimated for health insurance rate increases, workers compensation rates, as well as life & disability insurance rates. The total personnel increase for 2022 is $667,897, of which $600,559 is an impact to the levy, while the remaining $67,338 is in the enterprise funds. This is an overall 4.09% increase to the levy.

Other impacts on the tax levy is removing the reliance on the tax levy to support Special Revenue Funds. There is a reduction of $10,000 for the Airport Fund over a three-year period, ($10,000 each year 2021-2023). This fund will utilize $12,014 of fund balance to balance the budget for 2022. A reduction to the Community Development Administration Fund of $66,151 over a four-year period, ($61,151 each year for 2022-2026). At this point $80,744 will need to come from fund balance. Utilization of fund balance is not sustainable for these funds--increases in revenues, decreases in expenditures, or a combination of both will be necessary. Tax abatements are estimated to be $422,177 which is an increase of $67,238. The last item will be a review of debt service. The debt service levy of $1,373,596 is a decrease for 2022 of $1,733.

The total impact to the levy preliminarily is $652,971, or 6.41%. The overall impact to the tax rate with estimated captured growth for 2022 would be a 0.16% increase. These numbers are preliminary as there are several large assumptions.

Staff has recommended changes to the Fee Schedule for review and there will be opportunity to discuss them, as well as whether or not there are any items that the Council would like to discuss and/or possibly revise for 2022. The proposed changes include increases to alcoholic beverage fees (page 1) to pre-COVID rates. Alternative parkland fees (page 2) are under consideration and will be on a City Council Work Session Agenda in an upcoming meeting. Page 3 reflects the removal of the Septic (ISTS) fees as this has shifted to Rice County via Resolution 2020-12. Changes which were established previously as part of multi-year adjustments include increases (beginning page 4) to the water user rates (to pay for the new Water Treatment Plant) and the storm water rates (for increased requirements) and water availability charge. Page 6 begins with removal of Board/Commission Packet fees for MURL Advisory Board & Rice County HRA. Airport Hangar Rental agreements are proposed to increase 3% as they are to be supportive of the fund versus the tax levy, and Airport Fuel Flowage Fee increase of $0.0015/gallon. Also, on page 6 is a Grading Permit fee is proposed with or without Storm Water Operations and Maintenance Agreement. Utility Pole Rental increases 2% annually (page 7). The Library is proposing to eliminate late fines (page 8) to remove barriers and improve access to the library. They are also hoping this will encourage prior users to come back to the library and attract new users to experience their offerings. Staff is also recommending to remove the cap on Private Activity Bonds (page 8) as there is administrative time for the life of the bond issues. Park & Recreation, beginning on page 9, is proposing minimal increases to some fees, eliminating several fees and establishing new fees to streamline the fee structure. All of these proposed changes can be found in the Proposed 2022 Fee Schedule and are highlighted in yellow with red text.

At this point, franchise fees are currently budgeted in alignment with 2021 budget. The next agenda item could shift this as the added electric & gas franchise fee revenues could be allocated to street improvements freeing up the $650,000 currently allocated there.

Council has previously asked how Faribault compares to other communities. Staff has pulled together a listing of cities with similar population and similar tax capacity. We combed through their 2021 budget and gathered various key components. This data has been compiled into various charts and graphs attached.

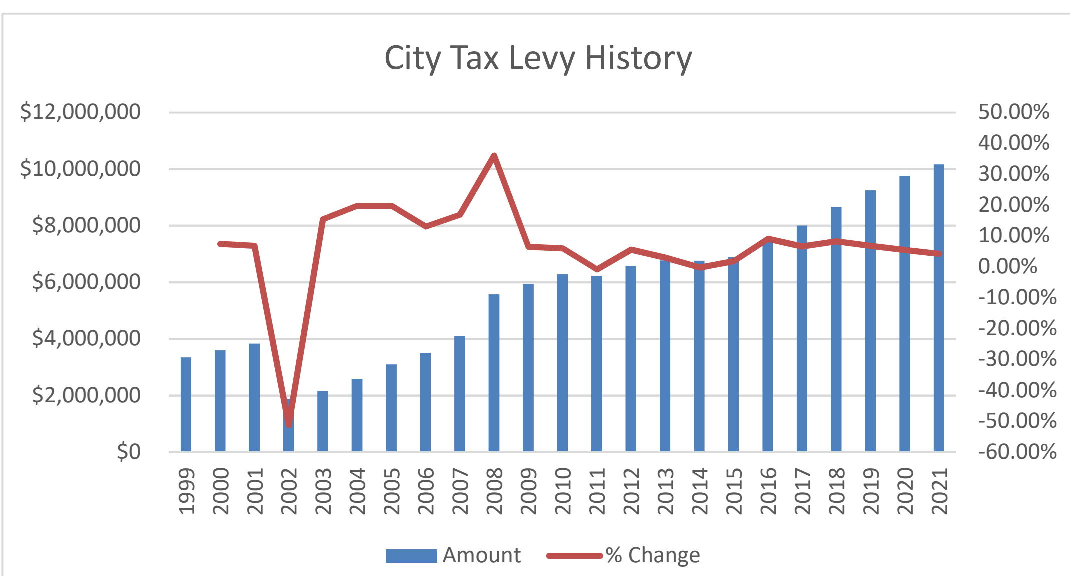
Attachments:

1. Property Tax Levy History
2. LGA History

3. Property Tax & LGA History
4. Property Tax Rate History
5. 2022 Organizational Chart
6. 2018-2022 Personnel Comparisons
7. Debt Levy
8. 2022 Tax Levy Calculation
9. Draft 2022 Fee Schedule
10. 2022 Franchise Fees -Revenues & Allocations
11. 2021 Budget Comparisons to Like Communities
12. Presentation Budget Work Session #3 General Overview, Personnel, Fee Schedule, Franchise Fees

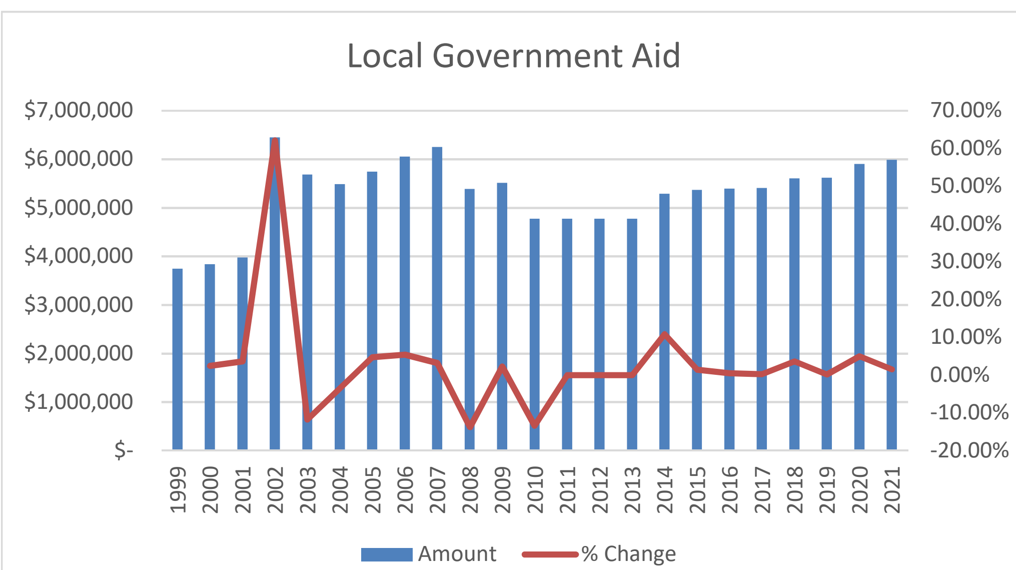
CITY OF FARIBAULT
Property Tax Levy
1999 - 2021

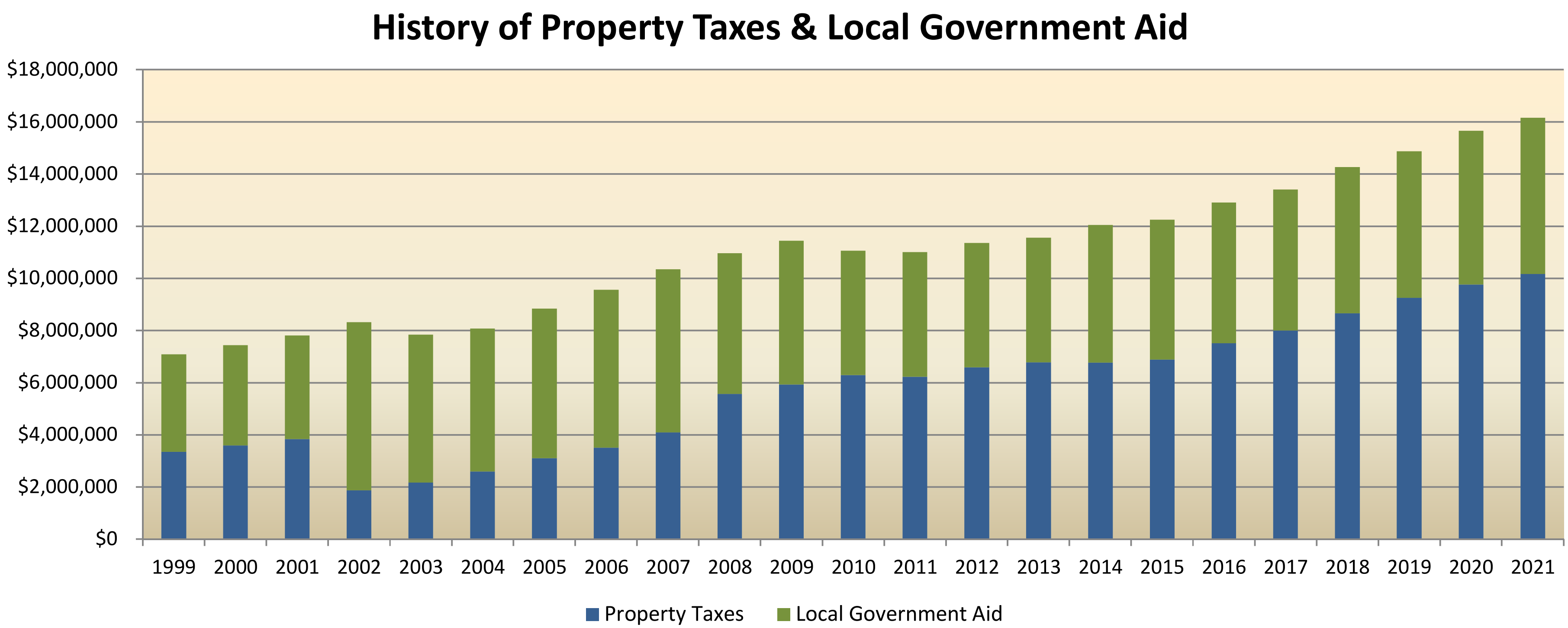
Year	Amount	% Change		Levy Amount Change
1999	$3,340,857			
2000	$3,588,986	7.43%	$	248,129
2001	$3,833,922	6.82%	$	244,936
2002	$1,870,390	-51.21%	$	(1,963,532)
2003	$2,159,574	15.46%	$	289,184
2004	$2,586,705	19.78%	$	427,131
2005	$3,097,046	19.73%	$	510,341
2006	$3,499,656	13.00%	$	402,610
2007	$4,091,580	16.91%	$	591,924
2008	$5,566,255	36.04%	$	1,474,675
2009	$5,929,257	6.52%	$	363,002
2010	$6,284,984	6.00%	$	355,727
2011	$6,231,469	-0.85%	$	(53,515)
2012	$6,577,969	5.56%	$	346,500
2013	$6,775,308	3.00%	$	197,339
2014	$6,758,722	-0.24%	$	(16,586)
2015	$6,880,685	1.80%	$	121,963
2016	$7,503,833	9.06%	$	623,148
2017	$7,999,280	6.60%	$	495,447
2018	$8,658,704	8.24%	$	659,424
2019	$9,250,896	6.84%	$	592,192
2020	$9,752,651	5.42%	$	501,755
2021	$10,162,266	4.20%	$	409,615



CITY OF FARIBAULT
Local Government Aid (LGA)
1999 - 2021

Year	Amount	% Change	$ Change
1999	$ 3,742,063		
2000	$ 3,835,317	2.49%	$ 93,254
2001	$ 3,975,347	3.65%	$ 140,030
2002	$ 6,446,015	62.15%	$ 2,470,668
2003	$ 5,684,738	-11.81%	$ (761,277)
2004	$ 5,486,574	-3.49%	$ (198,164)
2005	$ 5,745,241	4.71%	$ 258,667
2006	$ 6,054,954	5.39%	$ 309,713
2007	$ 6,251,586	3.25%	$ 196,632
2008	$ 5,389,217	-13.79%	$ (862,369)
2009	$ 5,513,289	2.30%	$ 124,072
2010	$ 4,772,748	-13.43%	$ (740,541)
2011	$ 4,772,748	0.00%	$ -
2012	$ 4,772,748	0.00%	$ -
2013	$ 4,772,748	0.00%	$ -
2014	$ 5,290,264	10.84%	$ 517,516
2015	$ 5,368,242	1.47%	$ 77,978
2016	$ 5,395,536	0.51%	$ 27,294
2017	$ 5,409,232	0.25%	$ 13,696
2018	$ 5,607,141	3.66%	$ 197,909
2019	$ 5,617,604	0.19%	$ 10,463
2020	$ 5,900,287	5.03%	$ 282,683
2021	$ 5,988,340	1.49%	$ 88,053

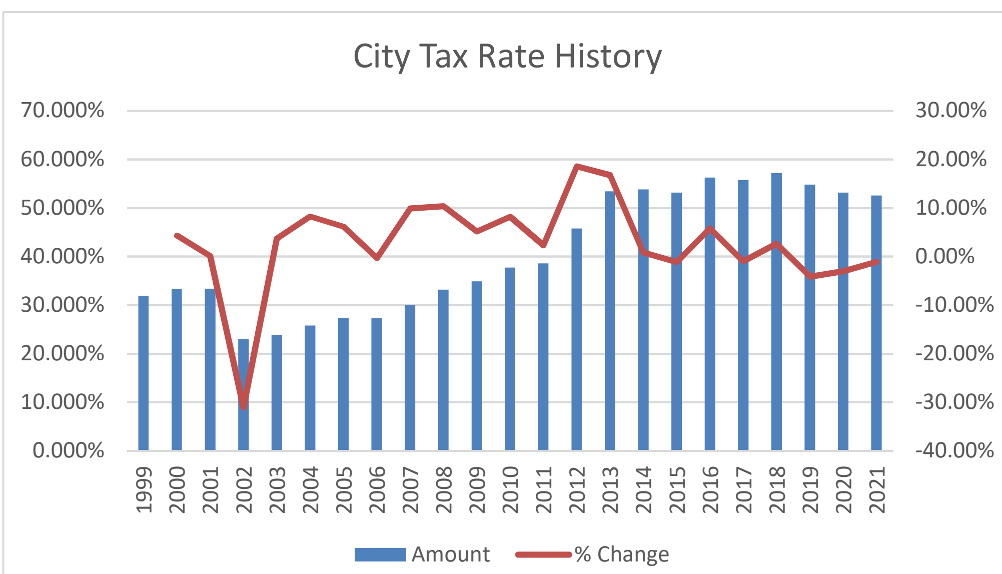


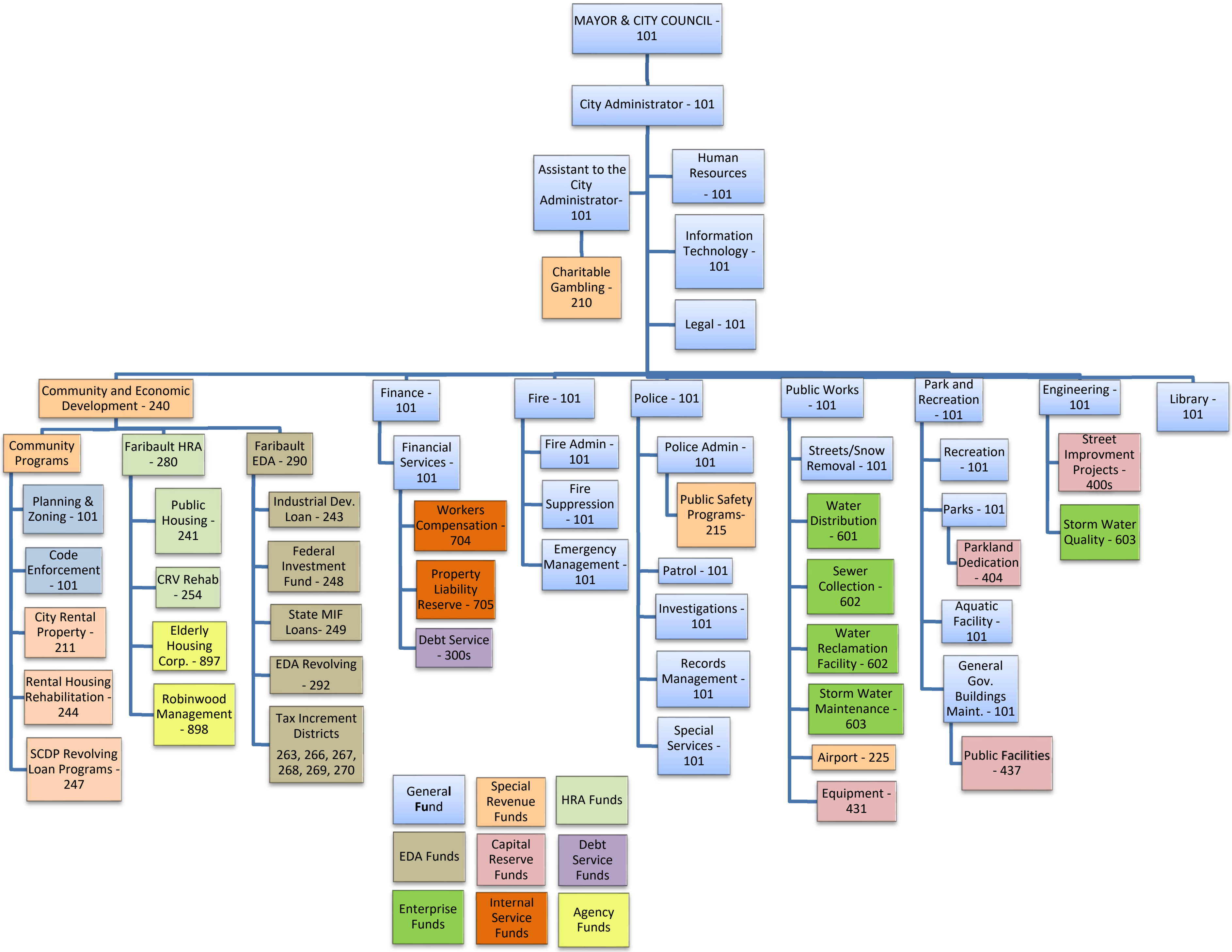


History of Property Taxes & Local Government Aid
$18,000,000
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021
Property Taxes
Local Government Aid

CITY OF FARIBAULT
Property Tax Rate
1999 - 2021

Year	Amount	% Change	Rate Change
1999	31.930%		
2000	33.310%	4.32%	0.01380
2001	33.340%	0.09%	0.00030
2002	22.978%	-31.08%	(0.10362)
2003	23.838%	3.74%	0.00860
2004	25.805%	8.25%	0.01967
2005	27.389%	6.14%	0.01584
2006	27.311%	-0.28%	(0.00078)
2007	30.026%	9.94%	0.02715
2008	33.134%	10.35%	0.03108
2009	34.843%	5.16%	0.01709
2010	37.697%	8.19%	0.02854
2011	38.566%	2.31%	0.00869
2012	45.727%	18.57%	0.07161
2013	53.390%	16.76%	0.07663
2014	53.814%	0.79%	0.00424
2015	53.168%	-1.20%	(0.00646)
2016	56.253%	5.80%	0.03085
2017	55.696%	-0.99%	(0.00557)
2018	57.182%	2.67%	0.01486
2019	54.803%	-4.16%	(0.02379)
2020	53.137%	-3.04%	(0.01666)
2021	52.547%	-1.11%	(0.00590)




MAYOR & CITY COUNCIL - 101
City Administrator - 101
Assistant to the City Administrator- 101
Charitable Gambling - 210
Human Resources - 101
Information Technology - 101
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Community and Economic Development - 240
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Fire Admin - 101
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Police - 101
Police Admin - 101
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Street Improvment Projects - 400s
Storm Water Quality - 603
Library - 101
General Fund
Special Revenue Funds
HRA Funds
EDA Funds
Capital Reserve Funds
Debt Service Funds
Enterprise Funds
Internal Service Funds
Agency Funds

PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
ADMINISTRATION					
ADMINISTRATION (41320)					
City Administrator	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II/Administrative Asst	0.70	0.70	0.00	0.00	0.00
Total Full-Time Employees	**2.70**	**2.70**	**2.00**	**2.00**	**2.00**
PERSONNEL ADMINISTRATION (41800)					
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Payroll Benefit Specialist	0.50	0.50	0.50	0.50	1.00
Total Full-Time Employees	**1.50**	**1.50**	**1.50**	**1.50**	**2.00**
INFORMATION TECHNOLOGY (41580)					
IT Coordinator	1.00	1.00	1.00	1.00	1.00
IT Technician	0.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**1.00**	**2.00**	**2.00**	**2.00**	**2.00**
ELECTIONS (41410)					
Election Judges	61.00	0.00	70.00	0.00	70.00
Total Part-Time Employees	**61.00**	**0.00**	**70.00**	**0.00**	**70.00**
TOTAL EMPLOYEES SUPERVISED	**66.20**	**6.20**	**75.50**	**5.50**	**76.00**
FINANCE					
FINANCIAL ADMINISTRATION (41510)					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.00	1.00	1.00
Accountant	0.00	0.00	0.00	0.00	0.00
Account Technician	2.00	2.00	2.00	2.00	2.00
Payroll Benefit Specialist	0.50	0.50	0.50	0.50	0.00
Administrative Assistant II	1.00	1.00	1.70	1.00	1.00
Total Full-Time Employees	**5.50**	**5.50**	**6.20**	**6.50**	**6.00**
TOTAL EMPLOYEES SUPERVISED	**6.50**	**7.50**	**8.20**	**8.50**	**6.00**

PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
COMMUNITY DEVELOPMENT					
PLANNING AND ZONING (41910)					
City Planner	1.00	1.00	1.00	1.00	1.00
Planning Coordinator/Zoning Administrator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
BUILDING CODE (42400)					
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Planning and Rental Technician/Inspector	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	0.00	0.00	0.00	0.00	1.00
Fire/Property Maintenance Inspector	0.50	0.50	0.50	0.50	0.00
Total Full-Time Employees	**3.50**	**3.50**	**3.50**	**3.50**	**4.00**
COMMUNITY DEVELOPMENT (240)					
Director	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00	1.00	1.00
Department Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II/Department Secretary	1.00	1.00	1.00	1.00	0.00
Administrative Assistant I	0.00	1.00	1.00	1.00	1.00
Administrative Assistant I (Part-Time)	1.00	0.00	0.00	0.00	0.00
Maintenance Specialist	1.00	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**6.00**	**7.00**	**7.00**	**7.00**	**6.00**
Total Part-Time Employees	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**
TOTAL EMPLOYEES SUPERVISED	**12.50**	**12.50**	**12.50**	**12.50**	**12.00**
POLICE					
POLICE ADMINISTRATION (42110)					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Captain	2.00	3.00	3.00	3.00	3.00
Department Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**4.00**	**5.00**	**5.00**	**5.00**	**5.00**

PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
CRIMINAL INVESTIGATION (42121)					
Sergeant	1.00	1.00	1.00	1.00	1.00
Sergeant-Drug Task Force	1.00	0.00	0.00	0.00	0.00
Police Officer	6.00	6.00	6.00	6.00	6.00
Total Full-Time Employees	**8.00**	**7.00**	**7.00**	**7.00**	**7.00**
UNIFORM PATROL (42123)					
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Officer	20.00	20.00	20.00	20.00	20.00
Police Reserve Officers (Part-Time)	24.00	24.00	24.00	24.00	24.00
Total Full-Time Employees	**24.00**	**24.00**	**24.00**	**24.00**	**24.00**
Total Part-Time Employees	**24.00**	**24.00**	**24.00**	**24.00**	**24.00**
RECORDS (42124)					
Records Specialist (Full-Time)	3.00	3.00	3.00	3.00	3.00
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Property Evidence Technician	1.00	1.00	1.00	1.00	1.00
Records Specialist (Part-Time)	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
Total Part-Time Employees	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
COMMUNITY SERVICES (42700)					
CSO Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Officer II	1.00	1.00	1.00	1.00	1.00
Community Services Officer II (Part-Time)	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
Total Part-Time Employees	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
TOTAL EMPLOYEES SUPERVISED	**70.00**	**70.00**	**70.00**	**70.00**	**70.00**
FIRE					
FIRE ADMINISTRATION (42210)					
Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II (Part-Time)	0.30	0.30	0.30	0.38	0.38
Fire/Property Maintenance Inspector	0.50	0.50	0.50	0.50	0.00
Total Full-Time Employees	**1.80**	**1.80**	**1.80**	**1.50**	**1.00**
Total Part-Time Employees	**0.00**	**0.00**	**0.00**	**0.38**	**0.38**

PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
FIRE SUPPRESSION (42220)					
Captain	3.00	3.00	3.00	3.00	3.00
Firefighter	6.00	6.00	6.00	6.00	6.00
Firefighter Paid-On-Call (Part-Time)	24.00	24.00	24.00	24.00	24.00
Total Full-Time Employees	**9.00**	**9.00**	**9.00**	**9.00**	**9.00**
Total Part-Time Employees	**24.00**	**24.00**	**24.00**	**24.00**	**24.00**
TOTAL EMPLOYEES SUPERVISED	**34.80**	**34.80**	**34.80**	**34.88**	**34.38**
ENGINEERING					
ENGINEERING (43190)					
Director of Engineering/City Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Supervisor	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	1.00	1.00	2.00	2.00	3.00
Engineering Technician II	1.00	1.00	0.00	0.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**5.00**	**5.00**	**5.00**	**5.00**	**6.00**
TOTAL EMPLOYEES SUPERVISED	**5.00**	**5.00**	**5.00**	**5.00**	**6.00**
PARKS AND RECREATION					
GENERAL GOVERNMENT BUILDING MAINTENANCE (41940)					
Maintenance Engineer	1.00	1.00	1.00	1.00	1.00
Light Custodian (Full-Time)	2.00	2.00	2.00	2.00	2.00
Light Custodian (Part-Time)	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
Total Part-Time Employees	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
RECREATION ADMINISTRATION (45110 & 45124)					
Director	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	2.00	1.00	1.00	1.00	1.00
Communications Coordinator	0.00	1.00	1.00	1.00	1.00
Recreation Coordinator (Part-Time)	1.00	1.00	1.00	1.00	1.00
Receptionists (Part-Time)	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
Total Part-Time Employees	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**

PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
COMMUNITY CENTER-BUILDING (45122)					
Aquatics Supervisor	1.00	1.00	1.00	1.00	1.00
Fitness Coordinator (Part-Time)	1.00	1.00	1.00	1.00	1.00
Total Part-Time Employees	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
PARKS (45200)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	0.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	0.00	0.00	0.00	0.00
Light Equipment Operator	4.00	4.00	4.00	4.00	4.00
Total Full-Time Employees	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**
TOTAL EMPLOYEES SUPERVISED	**19.00**	**19.00**	**19.00**	**19.00**	**19.00**
LIBRARY					
LIBRARY (45500)					
Library Director	1.00	1.00	1.00	1.00	1.00
Librarian/Program Coordinator	2.00	2.00	2.00	2.00	2.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Library Technician (Part-Time)	2.00	2.00	2.00	2.00	2.00
Receptionist (Part-Time)	2.00	5.00	5.00	5.00	5.00
Circulation Desk Aid (Part-Time)	6.00	4.00	4.00	4.00	4.00
Page (Part-Time)	4.00	4.00	4.00	4.00	4.00
Mending Aide (Part-Time)	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
Total Part-Time Employees	**15.00**	**16.00**	**16.00**	**16.00**	**16.00**
TOTAL EMPLOYEES SUPERVISED	**20.00**	**21.00**	**21.00**	**21.00**	**21.00**
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION (43110)					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**

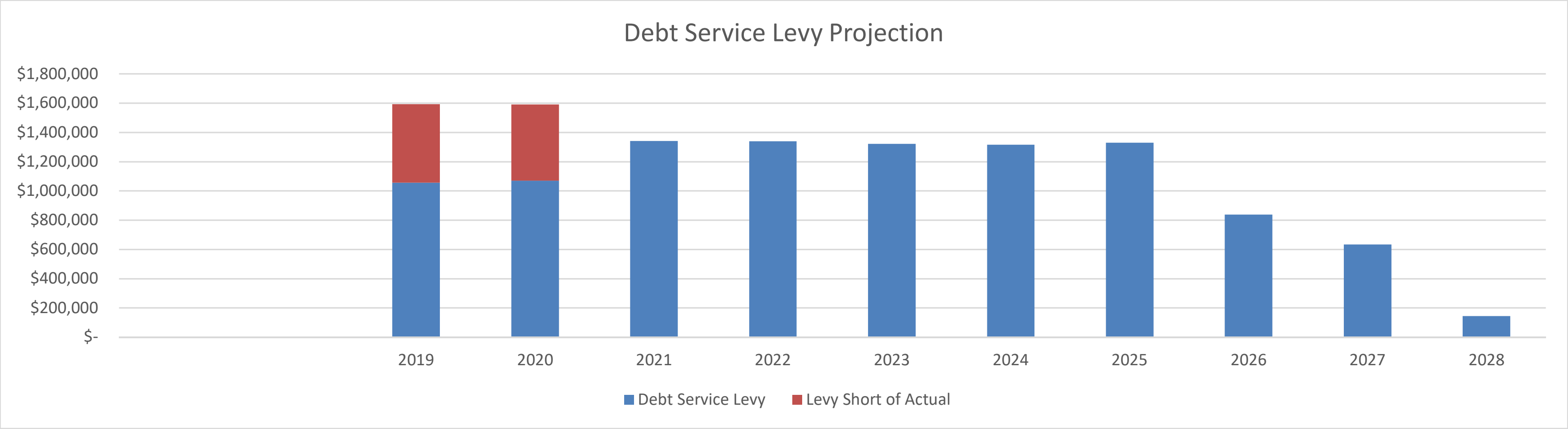
PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
STREET MAINTENANCE (43121)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	4.00	4.00	4.00	4.00	4.00
Light Equipment Operator	3.00	3.00	3.00	3.00	3.00
Total Full-Time Employees	**9.00**	**9.00**	**9.00**	**9.00**	**9.00**
EQUIPMENT MAINTENANCE (43156)					
Foreperson	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
TOTAL EMPLOYEES SUPERVISED	**14.00**	**14.00**	**14.00**	**14.00**	**14.00**
UTILITIES					
WATER DISTRIBUTION (601-49430)					
Foreperson	1.00	1.00	1.00	1.00	1.00
Water/Sewer Operator	2.00	2.00	2.00	2.00	2.00
Utility Clerk (Part-Time)	1.00	0.00	0.00	0.00	0.00
Total Full-Time Employees	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
Total Part-Time Employees	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**
SEWER COLLECTION (602-49450)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Water/Sewer Operator	3.50	3.50	3.50	3.50	3.50
Total Full-Time Employees	**4.50**	**4.50**	**4.50**	**4.50**	**4.50**
TREATMENT PLANT (602-49480)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Treatment Plant Operator	4.00	4.00	4.00	4.00	4.00
Total Full-Time Employees	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**
STORM WATER (603-49500)					
Water Quality Specialist	1.00	1.00	0.00	0.00	0.00
Engineering Technician III	0.00	0.00	1.00	1.00	0.00
Water/Sewer Operator II	0.50	0.50	0.50	0.50	0.50

PERSONNEL COMPARISONS
(2017 - 2021 ADOPTED BUDGETS)

Position	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Proposed
Total Full-Time Employees	**1.50**	**1.50**	**1.50**	**1.50**	**0.50**
TOTAL EMPLOYEES SUPERVISED	**16.00**	**15.00**	**15.00**	**15.00**	**14.00**
GRAND TOTALS					
TOTAL PERMANENT FULL-TIME	128.00	130.00	130.00	130.00	129.00
TOTAL PERMANENT PART-TIME	74.00	73.00	73.00	73.38	49.38
TOTAL PERMANENT EMPLOYEES	**202.00**	**203.00**	**203.00**	**203.38**	**178.38**

Bond Issue	Purpose	2020 Levy Pay 2021	2021 Levy Pay 2022	Maturity Date
G.O. Crossover Refunding Bonds 2012A-2006B	Public Works Facility	$ 557,340	$ 563,220	2025
G.O. Crossover Refunding Bonds 2012A-2008A	Public Safety Facility	421,108	419,218	2026
G.O. Crossover Refunding Bonds 2015A-2007A	Improvements	187,123	187,648	2027
G.O. Improvement Bonds, 2014A	Improvements	96,944	94,109	2028
G.O. Improvement Bonds, 2015A	Improvements	73,990	76,562	2029
Equipment Certificate 2014A	Equipment	38,824	32,839	2023
Total General Obligation Bonds		$ 1,375,329	$1,373,596	



CITY OF FARIBAULT
2022 Tax Levy

MARKET AND TAX CAPACITY VALUES						
Tax Years Payable		**2019**	**2020**	**2021**	Estimated **2022**	**Change**
Taxable Market Value	$	**1,306,954,200**	**1,361,660,500**	**1,554,929,200**	**1,669,665,900**	**7.38%**
Tax Capacity:						
Gross Tax Capacity	$	17,031,091	18,540,886	19,548,171	20,840,884	**6.61%**
Less: Captured Tax Increment		(184,224)	(187,152)	(208,810)	(323,848)	**55.09%**
Plus JOBZ		297,030	0	0	0	**0.00%**
Net Tax Capacity	$	**17,143,897**	**18,353,734**	**19,339,361**	**20,517,036**	**6.09%**
Operating Tax Levies						
General (101)	$	6,129,767	6,538,071	8,134,852	8,796,736	**661,884**
Airport (225)		30,000	30,000	20,000	10,000	**(10,000)**
Buckham Memorial Library (224)		851,863	907,426	0	0	**-**
Street Improvement Fund (401)		600,000	500,000	0	0	**-**
Park Improvement Fund (404)		100,000	100,000	0	0	**-**
Capital Replacement Fund (431)		125,000	150,000	0	0	**-**
Public Facilities Fund (437)		150,000	150,000	0	0	**-**
Community Development (240)		157,782	164,602	264,602	198,451	**(66,151)**
Tax Abatement Projects (240)		38,940	130,008	354,939	422,177	**67,238**
Property Tax Levy	$	**8,183,352**	**8,670,107**	**8,774,393**	**9,427,364**	**652,971**
Special PERA Levy (101)		12,544	12,544	12,544	12,544	**-**
Bond Principal & Interest (300's)		1,055,000	1,070,000	1,375,329	1,373,596	**(1,733)**
Net Tax Levy (Actual Levy)	$	**9,250,896**	**9,752,651**	**10,162,266**	**10,813,504**	**6.41%**
City Tax Rate for Faribault		**0.54803**	**0.53137**	**0.52547**	**0.52705**	**0.30%**
Special Tax Levies						
HRA (280)	$	**229,713**	**251,907**	**295,900**	**309,820**	**13,920**
HRA Tax Rate		0.01364	0.01373	0.01530	0.01510	**-1.31%**
EDA (290)	$	**225,119**	**246,869**	**289,982**	**303,623**	**13,641**
EDA Tax Rate		0.01336	0.01345	0.01499	0.01480	**-1.31%**
Total Tax Rate Special Levies		**0.02699**	**0.02717**	**0.03028**	**0.02989**	**-1.31%**
Net Tax Levy - All City Levies	$	**9,705,728**	**10,251,427**	**10,748,148**	**11,426,947**	**6.32%**
Total Tax Rate City and Special Levi		**0.57503**	**0.55855**	**0.55577**	**0.55695**	**0.21%**
Local Government Aid (LGA)	$	5,617,604	5,900,287	5,988,340	5,988,340	**0.00%**
Local Government Aid Change		208,342	282,683	88,053	0	

EXHIBIT A - Resolution 2021-XXX

2022 FEES, CHARGES AND UTILITY RATES

			2021	2022 Proposed
CHAPTER 4 - ALCOHOLIC BEVERAGES				
Intoxicating				
4-15	**On-sale Liquor*** (Code Sec 4-15 (a) (2)) (MS 340A.408 Subd. 2)		$1,948	$3,896
	Low Volume Liquor (Res. 2009-210)		$1,000	$2,000
	Sunday On-Sale (MS 340A.504) (cannot prorate)		$ 100	$200
	Theater On-Sale (Ord. 2009-04) (License includes Sundays)		$ 250	$500
	Limited Culinary On-Sale (Ord. 2009-05) (License does not include Sundays)		$ 150	$300
	Club On Sale** (MS 340A.408 2b)			
		Membership of 200 or less	$ 150	$300
		Membership between 201 & 500	$ 250	$500
		Membership between 501 & 1000	$ 325	$650
		Membership between 1001 & 2000	$ 400	$800
		Membership between 2001 & 4000	$ 500	$500
		Membership between 4001 & 6000	$1,000	$2,000
		Membership of 6001 or more	$1,500	$3,000
	Off-Sale Liquor** (MS 340A.408,Subd.3a(2) & Subd.3c.		$560; ($100 refunded if conditions set out in SS met)	$560; ($100 refunded if conditions set out in SS met)
	Wine Sale*** (MS 340A.408 2c)		$ 835.50	$1,671
	Theater Wine (Ord. 2009-04)		$ 100	$200
	Temporary On-Sale Intoxicating Liquor		$ 35/day	$35/day
		(City Code Sec 4-15 a. (9) - up to 4 days)		
	Consumption & display permits (Setup) ****			
		(MS 340A.414 Subd. 6)	$300 (plus $150 State fee)	$300 (plus $150 State fee)
	One-day consumption and display permit (Setup) *****			
		(MSA 340A.414 Subd. 9) (Limit 10/year)	$ 25	$25
Malt Liquor (3.2%)				
4-15	**On-Sale License (3.2 Beer)** Can pro-rate		$ 100	$200
	Annual fee - set by City Code (Sec. 4-15 (a) (1))			
	Theater On-Sale Malt Liquor-3.2% Beer (Ord. 2009-04)			
	Off-Sale License (3.2 Beer) Can pro-rate		$100	$100
	Annual fee - set by City Code (Sec. 4-15 (a) (1))			
	Temporary On-Sale License (3.2 Beer)		$50/day up to 7 days	$50/day up to 7 days
		City Code Sec. 4-15 (a) (9)		
	Address Change Fee for 3.2 Licenses		$20	$20
Brewery and Taproom				
4-25	**Brewer Taproom License** (Res. 2014-036)		$ 300	$600
	Small Brewer License (Res. 2014-036)		$ 100	$200
Micro-Distillery				
4-25	**Distiller and Cocktail Room License**		$ 300	$600
	Small Distiller License		$ 100	$200
Investigation Fee	City Code 4-15 (f) (MS 340A.412, subd 2 limits to $500)			
	Investigation Fee - In State (Liquor, Wine, Beer)		$500	$500
	Investigation Fee - Out of State (Liquor, Wine, Beer)		Actual Cost Not to Exceed $10,000	Actual Cost Not to Exceed $10,000
Renewal Application late fee			$100	$100

* Public Hearing required to increase non-state regulated Liquor License Fees according to MS 340A.408 Subd. 3a; fee set by City but subject to limits; fee intended to cover costs of issuing, inspecting, and other directly related costs of enforcement.

** Off-Sale and Club Licenses are State regulated, fees set by 340A.408.

*** Wine fee cannot exceed 1/2 On-Sale Liquor Lic fee or $2,000, whichever is less.

**** Consumption/Display Permits cannot exceed $300 by state regulation.

***** One-day Consumption/Display Permits cannot exceed $25 by state regulation.

		2021	2022 Proposed
CHAPTER 5 - AMUSEMENTS			
Dances			
5-57	Temporary Public Dance License	$25	$25
	License transfer fee	$20	$20
CHAPTER 6 - ANIMALS AND FOWL			
Animals			
6-49	Board fee	$35/day	$35/day
6-24	Voluntary Disposal of Dog	$50	$50
6-36	Kennel License	$150	$150
Prescribed Grazing & Beekeeping		See Zoning Compliance Certificate	See Zoning Compliance Certificate

CHAPTER 7 - BUILDINGS AND BUILDING REGULATIONS

Building Permits			
7-16	1997 Uniform Building Code Permit Plan		
	Checking for Commercial Building Plan Review	65% of permit fee	65% of permit fee
	Residential Plan Check	50% of permit fee	50% of permit fee
	Reinspection Fee		
	Additional Visits (second reinspection and thereafter)	$54	$54
	Special Inspection	$54	$54
	In Ground Pool	$120	$120
	Above Ground Pool	$60	$60
	Demolition Permit ($1,500 escrow for land restoration)	$54	$54
	Building without permit	Double fee	Double fee
	Solar Installations	$110	$110
	State Surcharge (per State Statutes)	$1	$1
7-23	Manufactured Home Set-up	$112	$112
7-24	Surcharge on Park Land Development(Dwelling Unit as defined in Appendix~~C-Zoning~~ B-Sec. 1-120 Definitions)		
	Single-Family Dwelling	$225	$225
	Two-Family Dwelling	$225/unit	$225/unit
	Multiple-Family Dwelling	$150/unit	$150/unit
	Single-Family (Attached)	$200	$200
	Manufactured Homes (Private lots only)	$200	$200
	Dormitory	$90/occ	$90/occ
	Boarding House	$90/occ	$90/occ
	Conversion to Dwelling Units	Same as above	Same as above
	Conversion to Primary Use	$175	$175
	Commercial, Industrial, Institutional		
	Under $100,000	$225	$225
	$100,000 to $500,000	$1,200	$1,200
	$500,000 and up	$3,000	$3,000
Rental License			
7-39	Rental Property license fees		
	Single Family	$110	$110
	Multi-Family	$110/building + $20 per unit	$110/building + $20 per unit
	Re-Inspection fee	$100 (1-3 units)	$100 (1-3 units)
		$50/unit (4+ units)	$50/unit (4+ units)
	Rental Compliance Appeal Fee	$50	$50
	Re-Instatement Fee	$50	$50
	Delinquent Penalty (Sec 7-39, 1. License Fees, City Ordinances)	15% of the amount of the license fee	15% of the amount of the license fee
7-46	Moving Structures - Moving permit per structure	$100	$100
	State Surcharge (per State Statutes)	$1	$1
Shingling/ Roofing Permit			
	One & Two Family Residences	$80	$80
	Partial Shingling	$54	$54
	All Other Uses	Valuation x 1997 FS	Valuation x 1997 FS
	State Surcharge (per State Statutes)	$1	$1
Siding Permit			
	One & Two Family Residences	$80	$80
	Window Replace.	$80	$80
	All Other Uses	Valuation x 1997 FS	Valuation x 1997 FS
	State Surcharge (per State Statutes)	$1	$1
7-112	Electrical Permits, Inspections, and Fees -		
Residential			
	Temporary Electrical Service	$40	$40
	Electrical - New Construction	$170	$170
	Panel Service Charge	$100	$100
	Lower Level (Basement Finish)	$75	$75
	One Trip/One Outlet Fee	$40	$40
	Additional Inspections	$35 each	$35 each
	Pool	$70	$70
	Hot tub/spa	$40	$40
	Sub Panel	$70	$70
	Solar Arrays	$80	$80
	Service Lateral (Conversion to underground/trench inspection)	$40	$40
	Off Peak Car Charger	$45	$45
	Minnesota State Surcharge on All permits (Per Application)	$1	$1

(BUILDINGS AND BUILDING REGULATIONS CONTINUED)

Commercial			
	Commercial Fee Minimums: $40 + $1 State Surcharge (One Trip)	$40 + $1 State Surcharge	$40 + $1 State Surcharge
	Remodel Minimum: $70 + $1 State Surcharge (Two Trips)	$70 + $1 State Surcharge	$70 + $1 State Surcharge
	1.5% of contract cost up to $10,000		
	1% of cost above $10,000 plus surcharge		
	Surcharge = Contract Cost X 0.0005	Contract Cost x 0.0005	Contract Cost x 0.0005
	If total job cost x 1.5% is less than $40 (one trip) $70 (two trips) then minimums must be paid.		
	All fees are subject to State of MN surcharge fees of	$1	$1
Plumbing			
	License verification fee	$50/yr	$50/yr
	Residential dwelling	$99	$99
	Alteration or additional fixtures	$66	$66
	Apartments/per unit	$66	$66
	Commercial/Industrial - New	$155	$155
	Additional plumbing fixture	$5 each	$5 each
	~~Septic (ISTS) ($350 goes to the County - added $50 for City admin to collect fee)~~	~~$400~~	
	State Surcharge (per State Statutes)	$1	$1
Heating and Air Conditioning			
	Residential dwelling (per furnace)	$90	$90
	Heating Alteration/Change Out	$54	$54
	Apartments	$75	$75
	Commercial/Industrial Valuation	$1.00 surcharge if permit fee is under $10,000	$1.00 surcharge if permit fee is under $10,000
	State Surcharge (per State Statutes)	$1	$1
		$.0005 x permit fee	$.0005 x permit fee
CHAPTER 10 - FIRE PREVENTION/PROTECTION			
Fire prevention-Sprinkler review			
	New construction	$.015 x value of project	$.015 x value of project
	Existing/retrofit	$.015 x value of project; minimum of $54	$.015 x value of project; minimum of $54
	State Surcharge (per State Statutes)	$.05 x value of project	$.05 x value of project
Police & Fire Alarm Charges			
False alarm charge			
	Each false alarm in excess of 2	$58	$58
	Each false alarm in excess of 5	$112	$112
	Each false alarm in excess of 10	$224	$224
CHAPTER 11 - GARBAGE AND REFUSE			
11-3	License fee	$70	$70
	Inspection fee for each vehicle (under 2 tons)	$40	$40
	Inspection fee for each vehicle (over 2 tons)	$75	$75
CHAPTER 14 - LICENSE AND BUSINESS REGULATIONS			
Tobacco			
14-27	License fee (can not be prorated)	$200	$200
	Name or address change fee	$20	$20
Salvage Dealers			
14-30	Pawn Shop/Pawnbroker License	$500	$500
	Pawn transaction fee	$1.15/transaction	$1.15/transaction
14-45	License fee	$60	$60
Massage Establishments			
14-56	License fee-Massage therapist (Can Prorate)	$55	$55
Charitable Gambling			
14-100	Gambling license exemptions	$45	$45
	(MS 349.213 Subd. 1a)		
	(Gambling license can not exceed $100 by state regulation.)		
Fireworks			
14-116	Fireworks-Sale of (Fee limits set by State Statute 624.20 Subd.1 (d))		
	Retailers selling only fireworks	$350/yr	$350/yr
	Retailers selling fireworks in addition to other items	$100/yr	$100/yr
14-112	Fireworks Display License Fee (Res 2010-162)	$25	$25
CHAPTER 15 -MOTOR VEHICLES AND TRAFFIC			
15-40	Parking Fine - 18 hr/specialty vehicles/trailers	$50	$50
15-44	Parking Fine - Snow Emergency Parking	$50	$50
15-61	Parking Fine - All Other	$25	$25
15-82	Golf Cart Permits	$150	$150
	Golf Cart Permits (Physical Disability Qualification)	$75	$75
	Mini Truck Permits	$75	$75

CHAPTER 17 - OFFENSES				
17-52.	Repeat Nuisance Calls			
	Petty misdemeanors & misdemeanors offenses	3rd call	$250	$250
		4th call	$350	$350
		5th call	$450	$450
	Gross misdemeanors and felonies	2nd call	$1,000	$1,000
		3rd call	$2,500	$2,500
		4th call	$5,000	$5,000
CHAPTER 18 - PARKS AND RECREATION				
18-10	Keg permit		$30	$30
18-11	Liquor in parks (Beer)		$20	$20
CHAPTER 19 - PEDDLERS				
Peddlers License			$35 per person	$35 per person
CHAPTER 27 - TAXI				
27-31	License fee		$65	$65
	Vehicle Fee - per vehicle		$10 first, $20 each additional	$10 first, $20 each additional
CHAPTER 28 - WATER, SEWER, & STORM WATER				
Water Rates				
	Monthly fixed water service access charge (based on meter size):			
	5/8" - 3/4"		$10.55	$12.30
	1"		$11.68	$13.61
	1 1/2"		$19.65	$22.90
	2"		$22.32	$26.00
	3"		$60.87	$70.92
	4"		$70.59	$82.23
	6"		$93.60	$109.04
	Consumption:			
	Residential/Multi-Family			
	0-12,000 gallons/month		$0.001854/gal	$0.001928/gal
	12,001-24,000 gallons/month		$0.002085/gal	$0.002168/gal
	>24,000 gallons/month		$0.002375/gal	$0.002470/gal
	Commercial			
	0-50,000 gallons/month		$0.001994/gal	$0.002074/gal
	50,001-300,000 gallons/month		$0.002061/gal	$0.002143/gal
	>300,000 gallons/month		$0.002306/gal	$0.002398/gal
	Industrial			
	0-300,000 gallons/month		$0.001473/gal	$0.001532/gal
	300,001-500,000 gallons/month		$0.001694/gal	$0.001762/gal
	>500,000 gallons/month		$0.001902/gal	$0.001978/gal
	Water via Fill Station			$0.007500/gal
	Water Meter		City cost rounded up to nearest dollar	City cost rounded up to nearest dollar
	Water Meter Testing Fee			$125
	Water ~~Reconnection~~Disconnection Processing Fee		$60	$60
	Water Irrigation Meter Reshelving Fee			$60
	Water Meter/System Tampering Fee		$100	$100
	Hydrant Connection Fee		$100	$100
	Water Restriction Violation Fines			
	1st Offense		Warning	Warning
	2nd Offense		$25	$25
	3rd Offense		$50	$50
	4th Offense		$100	$100
	5th Offense		Place restrictive device on sprinkler system and outside water tap	Place restrictive device on sprinkler system and outside water tap
	Lawn Watering Permit		No Charge	No Charge
	NOTE: Required to register newly sodded or planted lawns			
	with Public Works Department			
	Water Availability Charge			
	Standard		$1,382.50	$1,500
	Non-standard		$5,665	$5,665
	Late Payment Fee		A penalty of ten (10) percent of the amount of the consumer's water bill for water supplied by the municipal water system may be imposed on to any such bills that are delinquent.	A penalty of ten (10) percent of the amount of the consumer's water bill for water supplied by the municipal water system may be imposed on to any such bills that are delinquent.
	Service Call Fee (Section 28-82)		$100	$100

(WATER, SEWER, & STORM WATER CONTINUED)

Sewer Rates		
Residential		
Monthly Base Sewerage User Fee ($/month)	$8.32	$8.32
Flow Charge	$0.003610/gal	$0.003610/gal
Based on charges for non-sewered water usage, such as lawn and		
garden watering, for single-family residential users shall be the total		
of the Base Sewerage User Fee of $8.32, plus the Metered Sewerage		
User Fee, which is not to exceed a maximum of $35.00 per month.		
A single-family residence shall be defined as a dwelling unit that is		
individually metered.		
The maximum monthly sewer charge does not apply to a single family		
residence with an irrigation system metered through one water meter.		
There are no sewer charges for a designated irrigation meter.		
Late Payment Fee	A penalty of ten percent (10%) of the amount of the consumer's sewer bill may be imposed onto any such bills that are delinquent.	A penalty of ten percent (10%) of the amount of the consumer's sewer bill may be imposed onto any such bills that are delinquent.
Significant Industrial User (SIU)		
Monthly Fixed Charge	$8.32	$8.32
Flow Charge	*Flow Charge is per individual SIU contract	*Flow Charge is per individual SIU contract
Surcharge/Credit Coefficients:		
CBOD5	$0.26/lb	$0.26/lb
TSS	$0.30/lb	$0.30/lb
NH3	$0.09/lb	$0.09/lb
TP	$0.36/lb	$0.36/lb
Penalties:		
Daily Limit per SIU contract	$500.00	$500.00
Monthly Limit per SIU contract	$1,000.00	$1,000.00
pH	$100.00/incident	$100.00/incident
*SIUs who do not renew their contracts within 90 days of the		
expiration date will sutomatically and retroactively revert to the		
residential flow charge, plus any surcharges and penalites as		
outlined above.		
Sewer Availability Charge		
Standard	$1,500	$1,500
Non-standard	$5,865	$5,865
Storm Water Rates		
Residential Lot Equivalent (RLE)	$5.70/RLE	$6.53/RLE
Late Payment Fee	A penalty of ten percent (10%) of the amount of the consumer's storm water bill may be imposed onto any such bills that are delinquent.	A penalty of ten percent (10%) of the amount of the consumer's storm water bill may be imposed onto any such bills that are delinquent.
Residential Lot Equivalent (RLE) equals 3,500 square feet of impervious		
surface. Each single family residential property is considered to be one RLE.		
The Other Developed Property will be individually assigned a certain number		
of RLEs based on property size, impervious surface, and calculated		
storm water run-off. ~~The property will also receive a credit if it has~~		
~~a storm water retention pond or facility on-site.~~		
Water Availability Charge (WAC) Units & Sewer Availability		
Charge (SAC) Units		
The City will adopt and use the Met-Council WAC & SAC schedule to determine the units for calculation of fees, excluding residential multifamily. Residential multifamily per unit (duplex, fourplex, apartments, etc.) 2 units=1 WAC/SAC.	https://metrocouncil.org/Wastewater-Water/Publications-And-Resources/Appendix-A-SAC-Criteria-for-Commercial-Properties.aspx	https://metrocouncil.org/Wastewater-Water/Publications-And-Resources/Appendix-A-SAC-Criteria-for-Commercial-Properties.aspx
Water Reclamation Facility		
Hauled Waste	$40 per 1,000 gallons	$40/1,000 gallons
Hauled Waste - Annual Registration	$300	$300

ADMINISTRATIVE FEES

Copy fees (100 pages or fewer)	$.25/copy; $.50/2-sided	$.25/copy; $.50/2-sided
Special requests from public for information requiring more than 100 pg	Charge hourly wage of lowest paid employee able to retreive/copy data plus materials and mailing costs.	Charge hourly wage of lowest paid employee able to retreive/copy data plus materials and mailing costs.
City Council packet (Available on website)	$30	$30
Copy of meeting DVD	$10	$10
Board/Commission packets		
Heritage Preservation Commission	$20	$20
Faribault HRA	$25	$25
~~MURL Advisory Board~~	~~$15~~	
Faribault EDA	$25	$25
~~Rice County HRA~~	~~$25~~	
Planning Commission	$25	$25
Ad Hoc Committee	$15	$15
Filing Fee for Mayor's Office & City Council (MS 205.13 Subd.3(b)	$5	$5

(ADMINISTRATIVE FEES CONTINUED)

Maps	$5	$5
Color map (42 x 60)	$30	$30
Color map (24x36)	$20	$20
Color map (11x17)	$5	$5
Color map (8.5x11)	$2	$2
Custom made maps	$25-$50	$25-$50
Project plans and specifications		
Project costs < $50,000	$10/set	$10/set
Project costs < $50,000 - $250,000	$25/set	$25/set
Project costs > $250,000 - $1,000,000	$50/set	$50/set
Project costs> $1,000,000	$75/set	$75/set
Residential Lot Inventory (new document-multiple color pages)	$20	$20
NSF/ACH Returned Item Fee *(per MN Statute 604.113)*	$30	$30
Late fee charge for monthly recurring accounts receivable with delinquent balances.	A penalty of ten (10) percent of the amount of the customer's bill may be imposed onto any such bills that are delinquent.	A penalty of ten (10) percent of the amount of the customer's bill may be imposed onto any such bills that are delinquent.
Assessment Searches		
2 day response	$22	$22
less than 2 day response	$33	$33
Copies		
Adopted Budget Book	$30	$30
Capital Improvement Plan	$50	$50
Comprehensive Annual Financial Report	$30	$30
City Code Book (Available online)		
Code supplements	Actual cost	Actual cost
New Code Book	$150	$150
Currency Exchange License application approval	$110	$110
Airport Hangar Rent (based on 1 year lease-monthly lease add $15 per month)		
Building 2	$184/month	$184/month
Building 3	$184/month	$189.52/month
Building 4	$207/month	$213.21/month
Building 5 - Heated	$385/month	$396.55/month
Building 5 - Unheated	$285/month	$293.55/month
Private hangar land lease (One time charge of $100 linear front ft at start of lease)	$.17/sq ft/year	$.1751/sqft/year
Airport Fuel Flowage Fee	$0.05/gallon	$0.0515/gallon
Engineering Fees		
1. Full engineering services - design, bidding, construction management including inter-agency coordination and permits as well as project inspection and staking.	15%	15%
2. Bidding and construction management including inter-agency coordination and permits as well as project inspections and staking.	9%	9%
3. General project administration, overview and limited inspection to insure compliance to City Standards and project acceptance by the City.	4%	4%
Right-Of-Way Management		
1. Registration Fees	$60	$60
2. Excavation Permit Fees		
A. Hole - Paved Surface	$90	$90
B. Hole - Unpaved Surface	$60	$60
C. Hole - Emergency	$60	$60
D. Trenching or Directional Boring	$10/100 l.f. + holes	$10/100 l.f. + holes
3. Obstruction Permit Fee	$45 + $5/day	$45 + $5/day
4. Permit Extension Fee	$25 + $10/day	$25 + $10/day
5. Driveway/Second curbcut	$30	$30
Utility Restoration Administrative Charge	$300/hr. - 2 hour minimum	$300/hr. - 2 hour minimum
Grading Permit Fee		$25 without recorded Stormwater Operations and Maintenance Agreement $70 with recorded Stormwater Operations and Maintenance Agreement

Antenna Tower/Utility Pole Rental

Lease agreements are negotiated pursuant to rates, but subject to circumstances, technology, available space, etc.

Tenant's leasing space on City elevated tower or monopole.

1. One to three PCS or Cellular, Community, Repeater, RCC, Multi-User, or Single User Antennas at same elevation.	$5,500/year	$5,500/year
2. Four to nine PCS or Cellular, Community, Repeater, RCC, Multi-User, or Single User Antennas at same elevation.	$16,500/year	$16,500/year
a. Additional antenna	$1,850/year	$1,850/year

(ADMINISTRATIVE FEES CONTINUED)

3. Additional Fees and Requirements		
a. Microwave or Sat. Dish < 2' additional fee	$500/year	$500/year
b. Microwave or Sat. Dish 2-3' additional fee	$750/year	$750/year
c. Microwave or Sat. dish > 3' additional fee	$950/year	$950/year
d. Small Cell/Can Antenna/Antenna Tower/Utility Pole Rental	Up to $150 per year rent	Up to $150 per year rent
(1) Maintenance Fee	$25 per year	$25 per year
(2) Electrical Service for nodes <= 100 watts	$73 per radio node	$73 per radio node
(3) Electrical Service for nodes > 100 watts	$182 per radio node	$182 per radio node
	Actual costs if exceeding the fees listed above	Actual costs if exceeding the fees listed above
e. Limit one coaxial line per antenna, or	$950/year	$950/year
add per additional coaxial line.		
f. Initial consulting fee for review, mapping, study, etc.	$2,500	$2,500
paid prior to review.		
g. Initial landscape and restoration fee paid prior to	$1,500	$1,500
construction.		
4. Utility Pole Rental (increase 2% per year)	$1,836	$1,872.72

Subdivision Fees and Vacation Application Fees

Minor Subdivision	$100*	$100*
Preliminary plat	$200+$10/parcel*	$200+$10/parcel*
Final plat	$300+$15/parcel*	$300+$15/parcel*
Extend Deadline to Report Approved Plat	$150	$150
Minor Subdivision/Plat Escrow	$1,500 - $10,000	$1,500 - $10,000
Vacation of street, easement, or other public reservation	$350*	$350*

*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.

Zoning Application Fees

Conditional Use Permit (single-family residential)	$300*	$300*
Conditional Use Permit (all other uses)	$500*	$500*
Conditional Use Permit Amendement (All Uses)	$300*	$300*
Interim Use Permit (All Uses)	$500*	$500*
Interim Use Permit Amendment (All Uses)	$300*	$300*
Ordinance Amendment	$350*	$350*
PUD (Residential)	$600*	$600*
PUD (All other uses; 0-5 acres)	$750*	$750*
PUD (All other uses; 5-20 acres)	$1,500*	$1,500*
PUD (All other uses; 20+ acres)	$3,000*	$3,000*
PUD Amendment	$300*	$300*
Rezoning of Property	$350*	$350*
Site Plan Review	$100	$100
Site Plan Security (may be cash, certified check, performance bond, or irrevocable letter of credit-subject to approval of the City)	110% of improvements	110% of improvements
Variance (Single-Family Residential)	$300+$50 each additional*	$300+$50 each additional*
Variance (All other uses)	$350+$50 each additional*	$350+$50 each additional*

*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.

Administrative Zoning Permit Fees

Home Occupation Permit (Original Application)	$40 for first two years	$40 for first two years
Home Occupation Permit (Renewel)	$25 for every two years after the first two years	$25 for every two years after the first two years
Natural Landscape Permit	No Charge	No Charge
Sign Permit (Under 100 sq. ft.)	$60*	$60*
Sign Permit (100 sq. ft or more)	$85*	$85*
Sign Permit, Structural Plan Review & Inspection Fee	$100	$100
Sign Permit, Sign Face Replacement (non-structural) Fee	$25	$25
Sign Permit (state surchare for footing or electrical)	$1	$1
Sign Permit (Penalty for installation without a permit)	Double the Sign Permit	Double the Sign Permit
Zoning Certificate	$25	$25
Zoning Compliance Letter	$30	$30
Zoning Compliance Letter (Rush within two business days)	$50	$50

*Plus electical inspection fees for lighted signs when applicable

*When there is more than one sign per wall or leased area frontage, each sign is charged seperately

Other Planning and Zoning Fees

Address change request from property owner	$200	$200
Annexation Petition	$200+$5/acre*	$200+$5/acre*
Annexation Escrow	$10,000*	$10,000*
Comprehensive Plan Amendment	400*	400*
EAW or EIS	300*	300*
EAW or EIS Escrow	$10,000+	$10,000+
Extension to record documents or start construction	$150	$150

(ADMINISTRATIVE FEES CONTINUED)

Police Department Fees		
Pictures (i.e. accident, burglary, etc.)	$6/photo	$6/photo
Copies of police reports	$.25/pg for first 100 pgs	$.25/pg for first 100 pgs
Over 100 copies	Charge hourly wage of lowest paid employee able to retreive/copy the data plus materials/mailing costs.	Charge hourly wage of lowest paid employee able to retreive/copy the data plus materials/mailing costs.
Copy of items put onto CD or DVD	$12	$12
Library Fees		
Micro film copies	$.15/sheet	$.15/sheet
Double sided	$.30/sheet	$.30/sheet
Meeting Room (Non-profit groups - no charge)	$30/4 hours	$30/4 hours
Photo copies	$.15/sheet	$.15/sheet
3D Printing	$0.10/gram of filament	$0.10/gram of filament
Non-Residential Card Fee (Set by State)	$40	$40
Replacement cards	$2	$2
~~Fines~~		
~~Paperback Book~~	~~$.20/day up to $10/item~~	
~~Books, Cassettes, & Compact Discs~~	~~$.20/day up to $10/item~~	
~~Magazines~~	~~$.20/day up to $10/item~~	
~~Video Cassettes & DVDs~~	~~20 cents/day max $10/movie~~	
Payment for lost and damaged ~~books~~ materials	Replacement cost	Replacement cost
Obituary research	$10/obituary	$10/obituary
Headphones	$1	$1
Flash Drives	$10	$10
Private Activity (Tax Exempt) Bonds Issuance		
Administrative Fee	1/2 of 1% of the face amount of Bond ~~not to exceed $5,000~~	1/2 of 1% of the face amount of Bond
Point of Sale Inspection		
Inspector license	$113	$113
Inspection fee		
Inspection fee	$35	$35
Additional visits	$35	$35
Commercial and Industrial Development Program Application		
Application Fee		
Special Program Application Fee	$150	$150
Industrial Development Loan	$350	$350
Minnesota Investment Fund	$350	$350
Economic Development Revolving Fund	$350	$350
Micro Loan Program	$100	$100
Tax Abatement Program		
Application fee	$500	$500
Tax Abatement escrow	$10,000*	$10,000*
* Note: Applicants pay City's legal costs**and consultant costs**	Balance returned after City costs are recovered*	Balance returned after City costs are recovered*
Tax Increment Financing		
Application fee	$500	$500
Tax Increment Financing escrow	$20,000*	$20,000*
* Note: Applicants pay City's legal costs and consultant costs	Balance returned after City costs are recovered*	Balance returned after City costs are recovered*
Recreation Center (periodically allows discounts up to 20% on programs for promotional purposes)		
Aquatics		
Lap swim punchcard (14 times)	$46	$46
Lap swim	$5	$5
Open swim-Ages 3 and up	$3	$3
Open swim family	$12	$12
Open swim punch c (15 punches)	$40	$40
3 month lap swim unlimited-Individual	$75	$75
Annual lap swim unlimited-Individual (Jan - Dec 31)	$250	$250
Pool rental-One hour	$65	$68
Birthday Party Rental (Room and Pool)	$83	$87
Swim lessons	$34	$36
Private swimming lessons		
1 person	$25	$27
3 person	$60	$66
5 person	$100	$100

(ADMINISTRATIVE FEES CONTINUED)

Semi-Private Lessons per one half hour						
1 person	$45			$45		
3 person	$120			$120		
5 person	$185			$185		
Water Fitness						
14 classes/punchcard	$46			$46		
Pay each time	$5			$5		
Fitness Room						
Weight room passes	Individual	Couples	Family	Individual	Couples	Family
3 month	$78	$125	$140	$78	$125	$140
1 month	$36	$55	$62	$36	$55	$62
6 month	$140	$235	$250	$140	$235	$250
12 month	$255	$350	$400	$255	$350	$400
Daily	$5			$5		
Punchcard (14 Punches)	$46			$46		
Personal Training	varies			varies		
Group Rate (6 or more from same organization - monthly)	$32	$48	$55	$32	$48	$55
All Around Pass	Individual	Couples	Family	Individual	Couples	Family
1 month	$40	$65	$75	$40	$65	$75
3 month	$105	$175	$145	$105	$175	$145
6 month	$200	$330	$365	$200	$330	$365
12 month	$360	$550	$610	$360	$550	$610
Aerobics	Individual			Individual		
Punch Card (14 times)	$46			$46		
Daily rate	$5			$5		
Locker Rooms						
Daily lock rental	$0			$0		
1 Month - Small Locker	$6			$6		
1 Month - Large Locker	$7			$7		
2 Months - Small Locker	$8			$8		
2 Months - Large Locker	$10			$10		
3 Months - Small Locker	$11			$11		
3 Months - Large Locker	$13			$13		
4 Months - Small Locker	$13			$13		
4 Months - Large Locker	$15			$15		
5 Months - Small Locker	$17			$17		
5 Months - Large Locker	$19			$19		
6 Months - Small Locker	$22			$22		
6 Months - Large Locker	$24			$24		
Miscellaneous fees and charges						
Noon time adult basketball-Daily fee	$3			$3		
Open Gym	$3			$3		
Open Gym Punchcard (14 Punches)	$32			$33		
Sauna Punchcard (14 punches)	$45			$46		
Sauna Only	$5			$5		
Pickle Ball Punchcard (14 punches)	$38			$40		
Youth programs						
~~Indoor soccer~~	~~$33~~					
~~Bitty basketball~~						
~~6 sessions~~	~~$26~~					
~~8 sessions~~	~~$33~~					
~~10 sessions~~	~~$41~~					
~~Youth basketball~~	~~$34~~					
~~Floor hockey~~	~~$31~~					
Youth Sports (indoor soccer, bitty basketball, youth basketball, floor hockey)						
4 sessions				$26		
6 sessions				$32		
8 sessions				$38		
Flag football	$37			$38		
Cub football	$45			$48		
Summer Ball (includes all youth summer ball programs)	$38			$38		
~~T-Ball~~	~~$33~~					
~~Softpitch~~	~~$33~~					
Baseball	$40			$45		
~~Baseball Clinic~~	~~$75~~					
~~Summer softball~~	~~$34~~					
Hershey track	$24			$25		
~~Investigators 8 weeks~~	~~$42~~					
~~Preschool~~	~~$36~~					
Safety Camp	$41			$40 3-day camp; $45 4-day camp		

(ADMINISTRATIVE FEES CONTINUED)

~~Small Wonders 8 Sessions~~	~~$42~~	
Youth Camps - 3 1/2 to 8 years		
4 Sessions		$28
6 Sessions		$40
Science Camp		$34
~~Fun Center 3 weeks~~	~~$51~~	
~~2 weeks~~	~~$38~~	
Fun Center 2 days		$20
2 weeks Morning		$30
Afternooon		$38
Full Day		$60
Tennis	$42	$45
Youth volleyball	$34	$36
Spirit Team	$30	$32
Adult Programs		
TKD (Taekwondo) (10 punchcard)	$35	$35
20 Punchcard	$60	$60
40 Punchcard	$90	$90
3 on 3 basketball	$185	$185
Racquetball league	$40	$40
Racquetball		
Daily	$5 PP/Hr	$5 PP/Hr
1 Month	$30	$30
Punchcard (14 Punches)	$46	$46
Adult volleyball	$31/game	$32/game
Adult volleyball double headers	$31/game	$32/game
Beginner golf	$48	$48
Softball (team fee)		
Plus men 20 games	$32/game	$33/game
Plus other leagues 12G	$32/game	$33/game
Fall Softball (10 games)		
Team	$32/game	$33/game
Teen softball league	$300	$300
Drop-In Programs		
Ice Arena		
Public skating		
Individual	$5	$5
Family	$18	$18
Punchcard (14 Punches)	$45	$45
Ice skating lessons	negotiable	negotiable

Faribault Family Aquatic Center

General Admission at Entrance	$6 w/tax	$6 w/tax
Active Military Rate	$3.50 w/tax	$3.50 w/tax
Admission After 5:00 pm	$3.50 w/tax	$3.50 w/tax
Resident Discount Passes		
10 passes	$50 + tax	$50 + tax
20 passes	$90 + tax	$90 + tax
30 passes	$105 + tax	$105 + tax
Non-Resident Discount Passes		
10 passes	$50 + tax	$50 + tax
Season Passes		
Individual	$70 + tax	$70 + tax
Family (2A, 2Y Plus $20 any extra immediate family members)	$160 + tax + addtl. members	$160 + tax + addtl. members
Pool Rental (Before or After hours) per hour rates	$245 per hour + tax	$245 per hour + tax

Park Shelter Reservation Fee

Full day	$46	$48
Entire park (Not North or South Alexander)	$250/day	$250/day

Facility Rent

Regular Hours		
Class rooms	$20/hour	$20/hour
Gymnasium	$32/hour	$35/hour
After or Before hours		
Class rooms	$33/hour	$33/hour
Gymnasium	$45/hour	$48/hour
Washington Center		
3 hour rental	$160	$160
12 hour rental	$275	$275

(ADMINISTRATIVE FEES CONTINUED)

Community Center (includes 2 hrs pool)		
3 hour rental	$240	$240
12 hour rental	$480	$480
Armory Building		
Class rooms	$25/hour	$25/hour
Gymnasium	$40/hour	$45/hour
Buckham West		
Dining Hall and Activity Room - during regular hours	$20/hour	$20/hour
Dining Hall and Activity Room - before or after regular hours	$33/hour	$33/hour
Conference Room - during regular hours	$50/hour	$50/hour
Conference Room - before or after regular hours	$65/hour	$65/hour
Commons Area - during regular hours	$40/hour	$40/hour
Commons Area - before or after regular hours	$55/hour	$55/hour
Small Offices - during regular hours	$15/hour	$15/hour
Small Offices - before or after regular hours	$20/hour	$20/hour
Military Discount (Active & Families)	10%	10%

CITY OF FARIBAULT
FRANCHISE FEE HISTORY

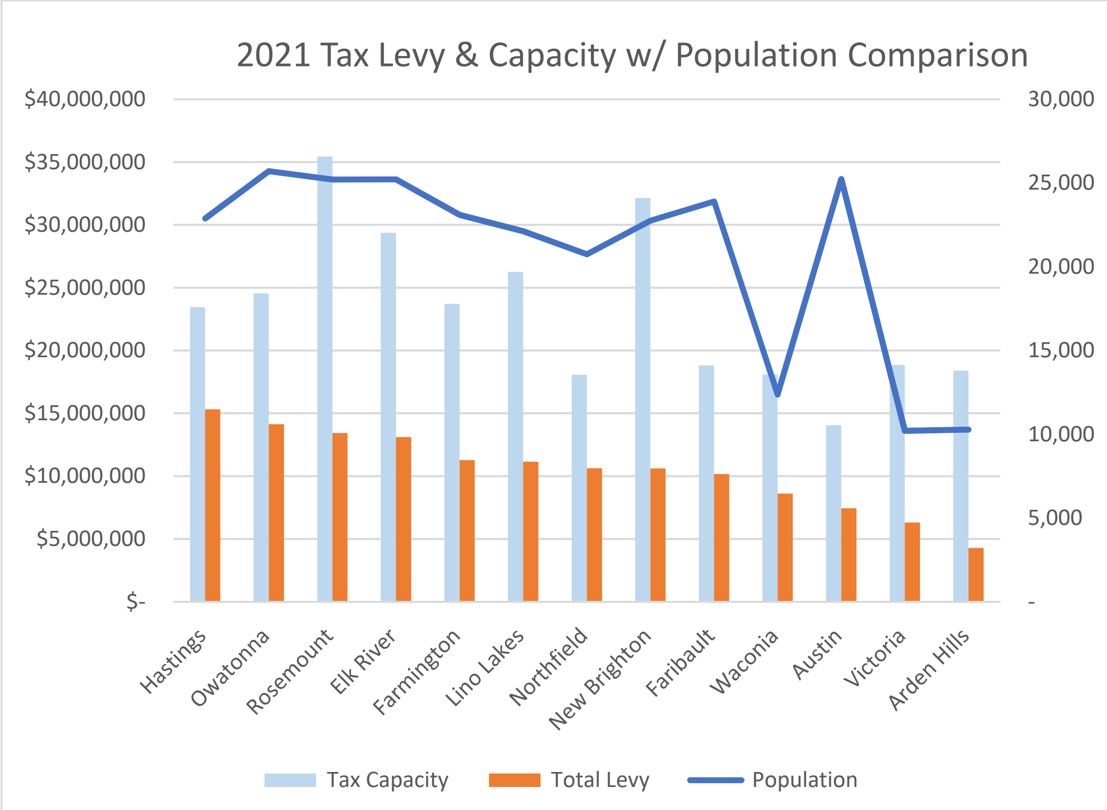
	2017	2018	2019	2020	Revised 2 2021 (Est.)
REVENUE					
Cable Television (100% general fund-NO)	$ 262,791	$ 267,347	$ 266,877	$ 250,579	**$ 265,000**
Gas & Electric (split below)	$ 760,311	$ 760,814	$ 850,933	$ 940,998	**$ 920,000**
Water (changed to fixed amount transfer in 2018)		$ 78,858	$ 78,858	$ 94,630	**$ 94,630**
Sewer (changed to fixed amount transfer in 2018)		$ 171,142	$ 171,142	$ 205,370	**$ 205,370**
TOTAL	$ 1,306,960	$ 1,278,160	$ 1,367,811	$ 1,491,577	**$ 1,485,000**
DESIGNATIONS (Cable Television)					
General Fund - 101					**$ 245,000**
Street Improvement Fund - 401					**$ 20,000**
TOTAL					**$ 265,000**
DESIGNATIONS (Gas & Electric)					
General Fund - 101	$ 380,156	$ 355,000	$ 354,000	$ 405,000	
Street Improvement Fund - 401	$ 190,078	$ 100,000	$ 100,000	$ 75,000	**$ 380,000**
Public Facility Projects - 437	$ 114,047	$ 112,000	$ 112,000	$ 87,000	**$ 162,000**
Public Works Bond - 344 (old ~~342~~)	$ 76,031	$ 51,500	$ 51,500	$ 51,500	**$ 51,500**
Economic Development Projects (240)	$ -	$ 142,314	$ 50,000		
Community & Economic Development (240)				$ 100,000	
Capital Equipment Fund (431)					**$ 75,000**
Park Improvements Fund (404)			$ 183,433	$ 222,498	**$ 251,500**
TOTAL	$ 760,311	$ 760,814	$ 850,933	$ 940,998	**$ 920,000**
DESIGNATIONS (Water & Sewer)					
General Fund - 101	$ 95,039	$ 125,000	$ 125,000	$ 200,000	
Street Improvement Fund - 401	$ 47,519	$ 62,500	$ 62,500	$ 50,000	**$ 250,000**
Public Works Bond - 344 (old ~~342~~)	$ 19,008	$ 25,000	$ 25,000	$ 25,000	**$ 25,000**
Public Facility Projects - 437	$ 28,512	$ 37,500	$ 37,500	$ 25,000	**$ 25,000**
TOTAL	$ 190,078	$ 250,000	$ 250,000	$ 300,000	**$ 300,000**
DESIGNATIONS (Overall)					
General Fund - 101	$ 784,875	$ 747,347	$ 745,877	$ 855,579	**$ 245,000**
Street Improvement Fund - 401	$ 261,042	$ 162,500	$ 162,500	$ 125,000	**$ 650,000**
Public Works Bond - 344 (342)	$ 104,417	$ 76,500	$ 76,500	$ 76,500	**$ 76,500**
Public Facility Projects - 437	$ 156,626	$ 149,500	$ 149,500	$ 112,000	**$ 187,000**
Economic Development Projects (240)*		$ 142,314	$ 50,000		
**EDA would no longer pay Cost Allocation charges to Community Development Dept. beginning in 2020*					
Community & Economic Development (240)				$ 100,000	
Capital Equipment Fund (431)					**$ 75,000**
Park Improvements Fund (404)			$ 183,433	$ 222,498	**$ 251,500**
TOTAL	$ 1,306,960	$ 1,278,160	$ 1,367,810	$ 1,491,577	**$ 1,485,000**

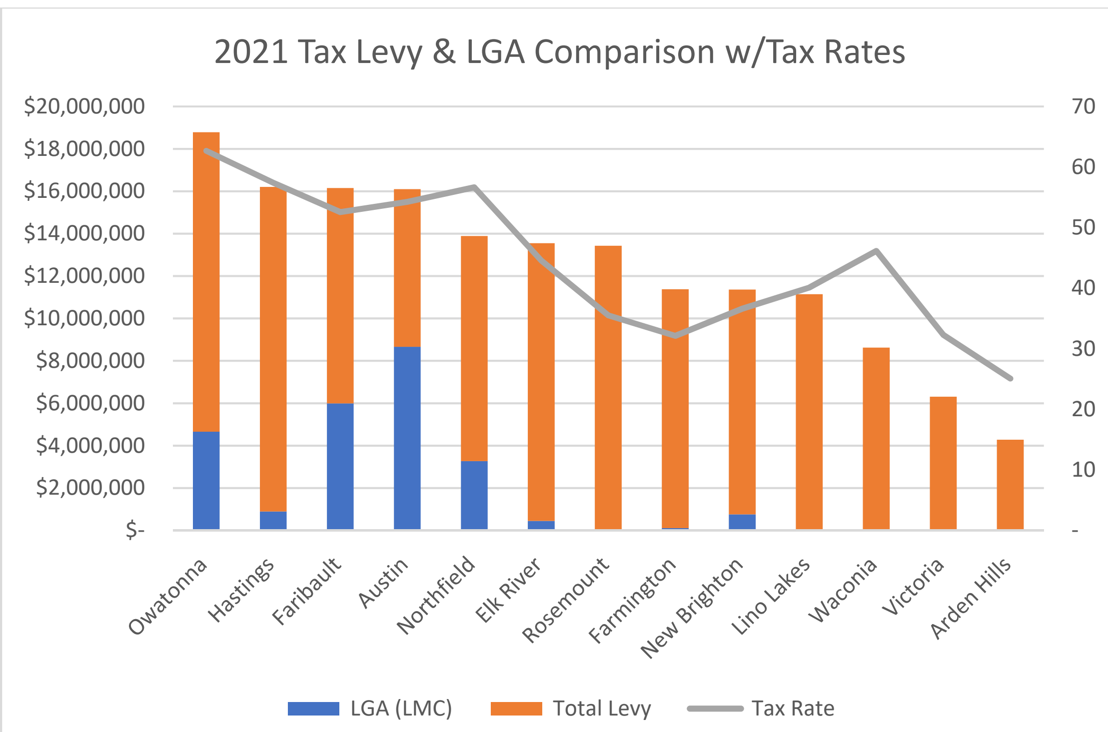
Estimated amount of additional revenue due to adopted fee increases	$ 159,000

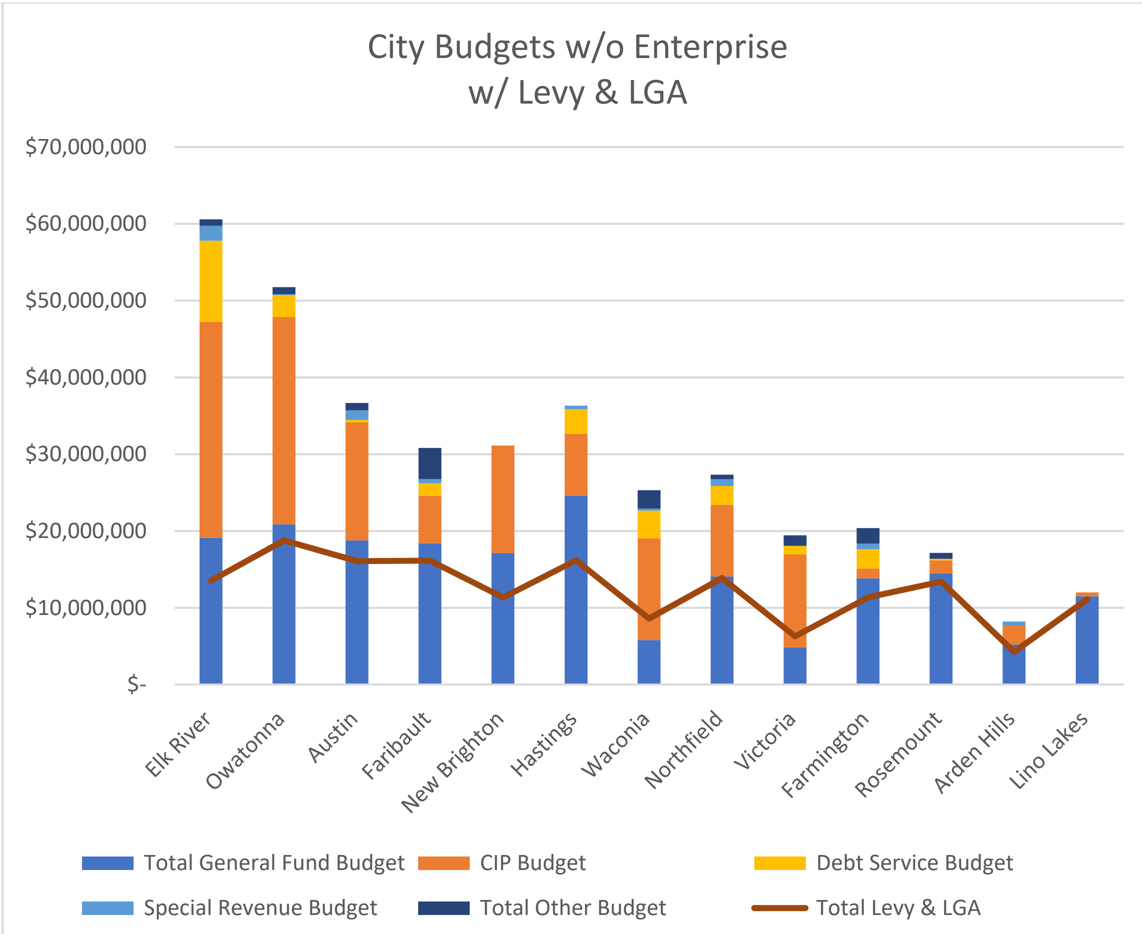
NOTES:
Ordinances 2005-20 and 2005-21 established the electric and gas franchise fees effective January 1, 2006.
Hickory Tech was granted a cable television franchise in 2006.
Greater Minnesota Gas was granted a natural gas franchise in 2018.
10%/year increases on electric and natural gas franchise fees in 2019 and 2020 adopted per Ord. 2018-09
2021 Consolidation of Franchise Fees and Operating Levy

2021 Budget Comparisons to Like Communities

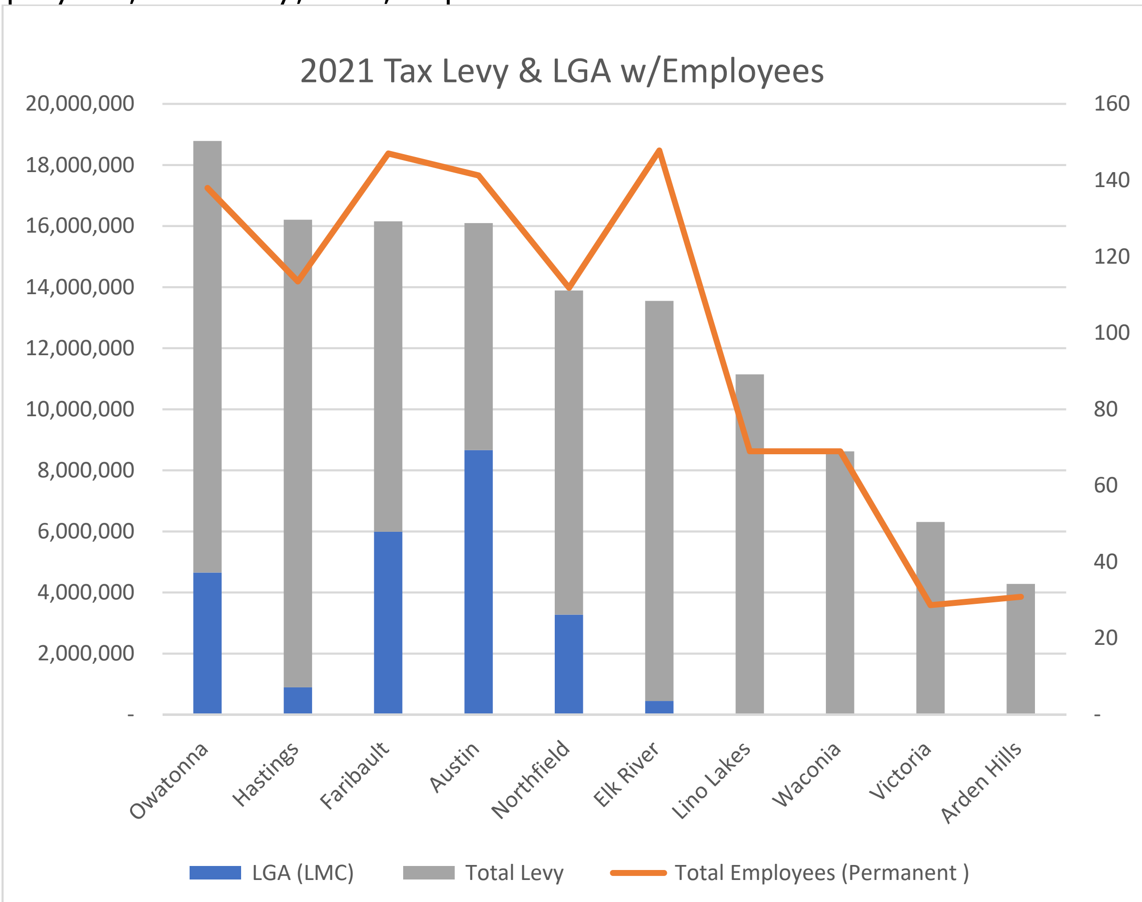
Tax Levies, LGA, Tax Capacity, Population

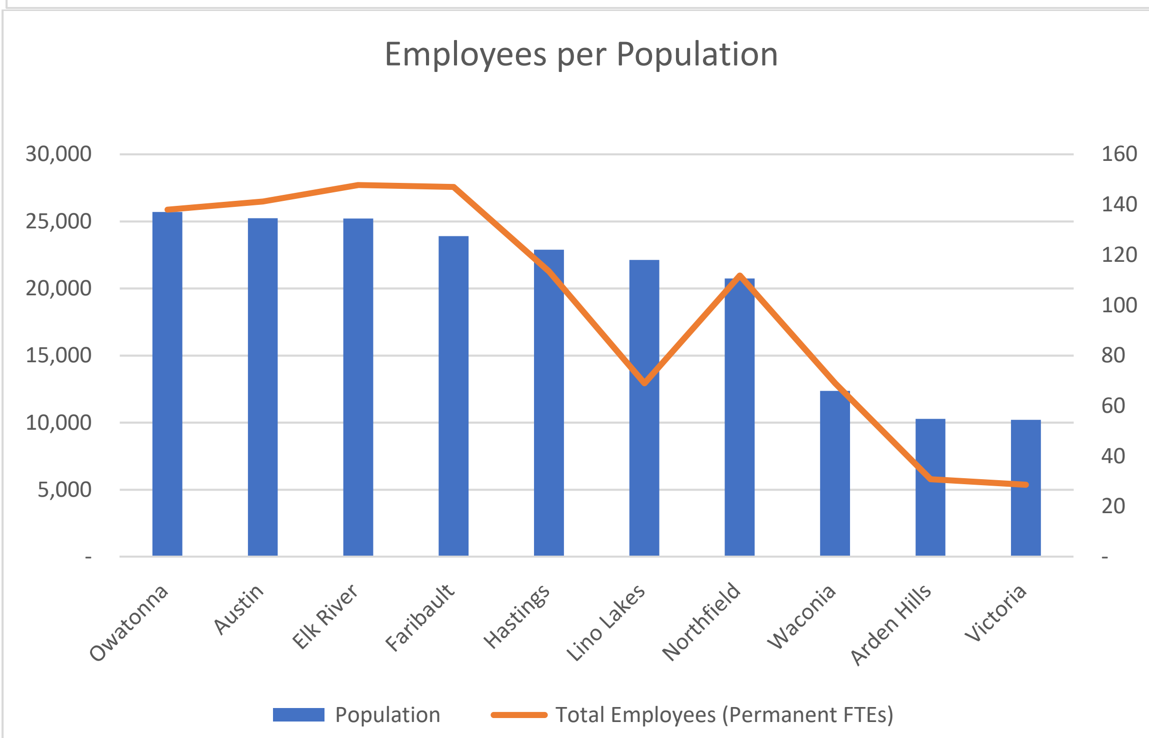




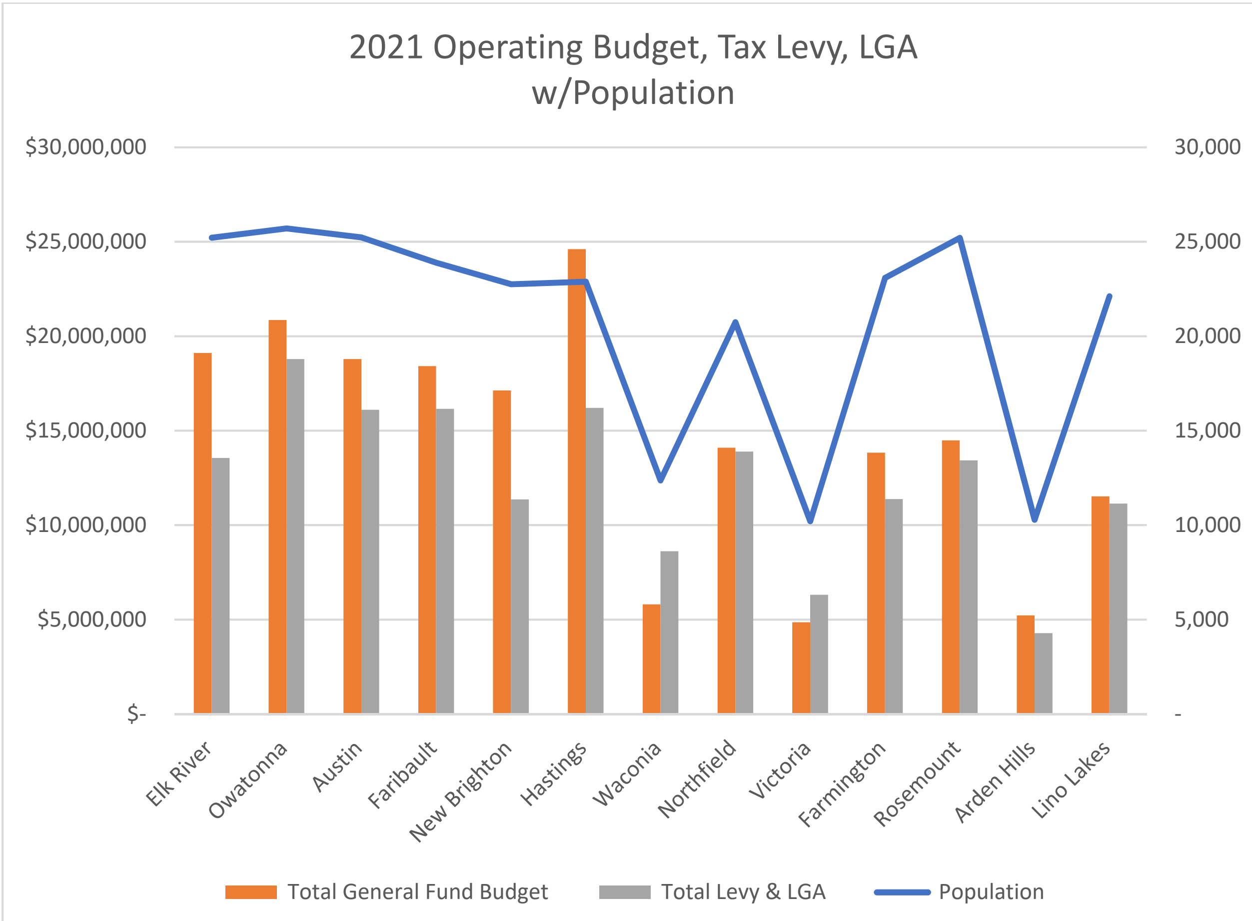

City Budgets w/o Enterprise
w/ Levy & LGA
$70,000,000
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$-
Elk River
Owatonna
Austin
Faribault
New Brighton
Hastings
Waconia
Northfield
Victoria
Farmington
Rosemount
Arden Hills
Lino Lakes
Total General Fund Budget
CIP Budget
Debt Service Budget
Special Revenue Budget
Total Other Budget
Total Levy & LGA

Employees, Tax Levy, LGA, Population





Operating Budget, Population, Employees



City Of Faribault

Council Work Session

Tuesday, July 20, 2021

General Overview
Personnel
Fee Schedule
Franchise Fees

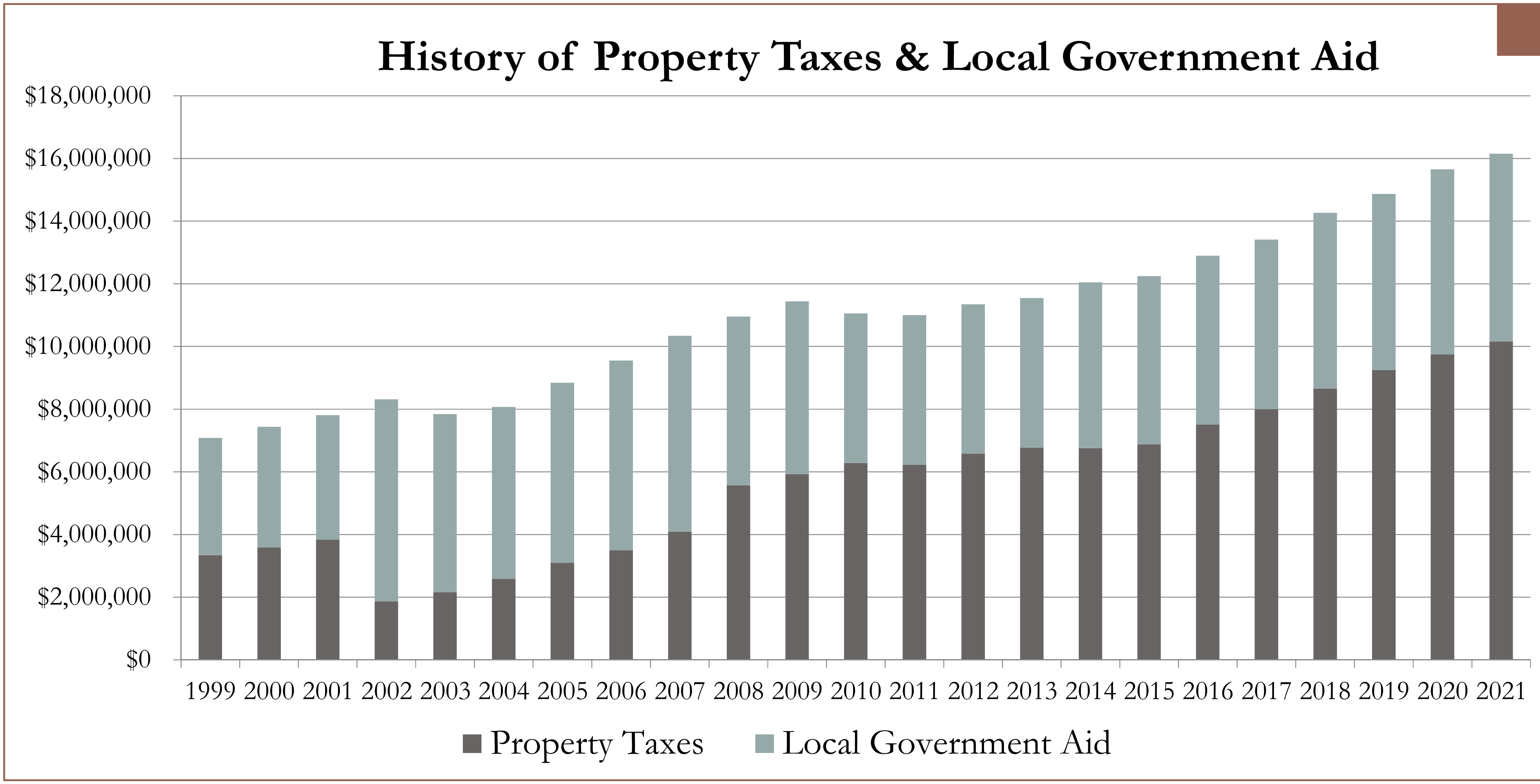
Budget Work Session #3

2022 Budget Overview

Taxable Market Value
$1,669,665,900

Net Tax Capacity
$506,474 2.62%

New Growth
$235,919
($125,000 Levy)



History of Property Taxes & Local Government Aid
$18,000,000
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021
Property Taxes
Local Government Aid

General Overview

- Property Tax & LGA Support
  - General Fund
  - Airport
  - Community Development Administration
  - Tax Abatements
  - Special PERA Levy
  - Debt Service

General Overview

Airport

$10,000 (2021-2023)

Shortfall $12,014

Community Development

$61,151 (2022-2025)

Shortfall $80,744

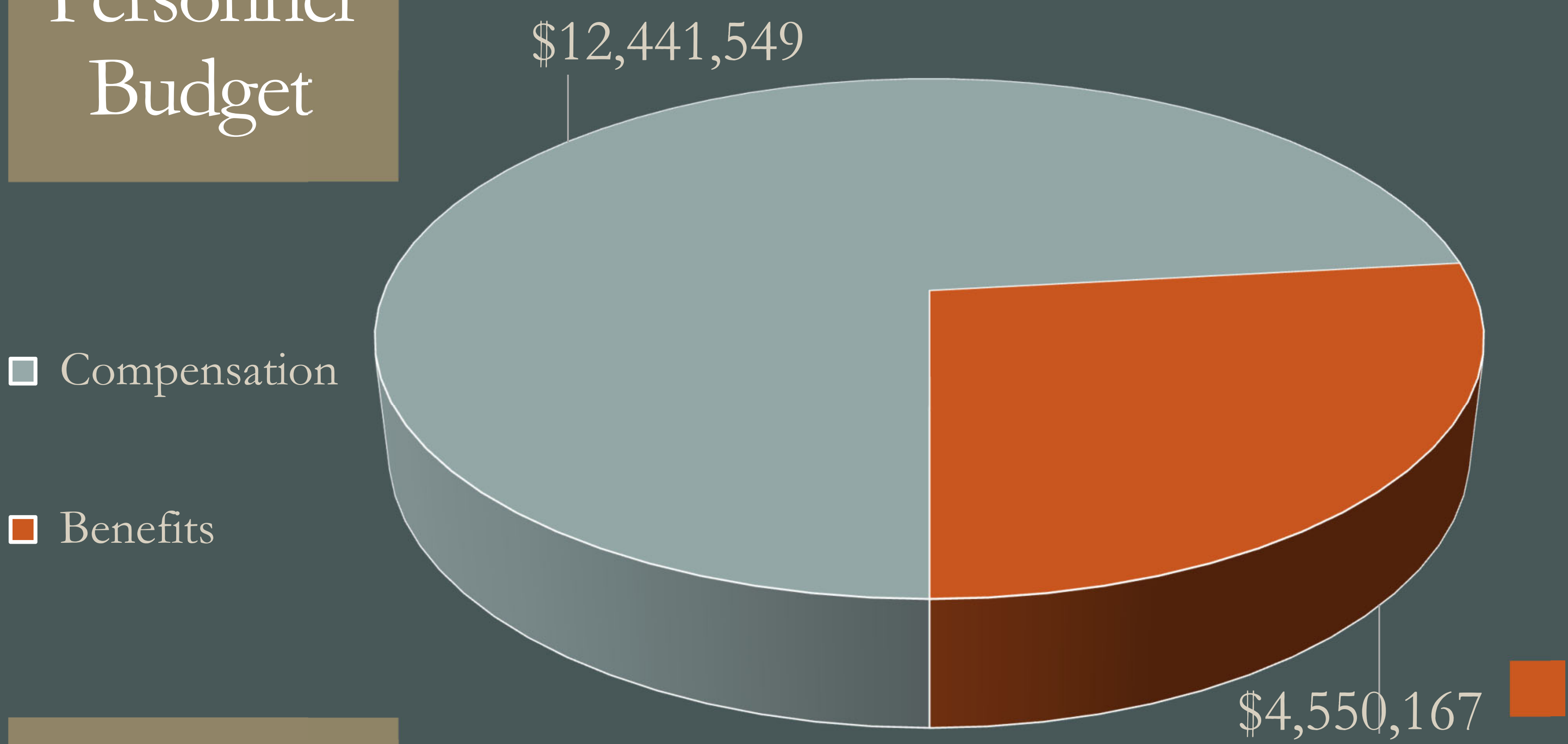
Debt Service

Reduction $1,733

Tax Abatements

Increase $67,238

2022 Personnel Budget



2022 Personnel

Police OT
$5,383

Comm Dev Admin
Intern $7,536

Park & Recreation
$2/hour $100,461

Fee Schedule

- Alcohol Beverage Fees
- Alternative Parkland Fees
- Remove Septic (ISTS) Fees
- Water, Sewer, & Storm Water Rates & Charges
- Utility Pole Rental
- Remove Packet Fees:
  - MURL Advisory Board & Rice County HRA

Fee Schedule (continued)

- Airport
  - Hangar Rental Agreements & Fuel Flowage Fees
- Grading Permit Fees
- Remove Library Late Fees
- Remove Cap of Private Activity Bonds
- Park & Recreation
  - Small Increases & Restructure

Franchise Fees

Cable

$265,000

Gas & Electric

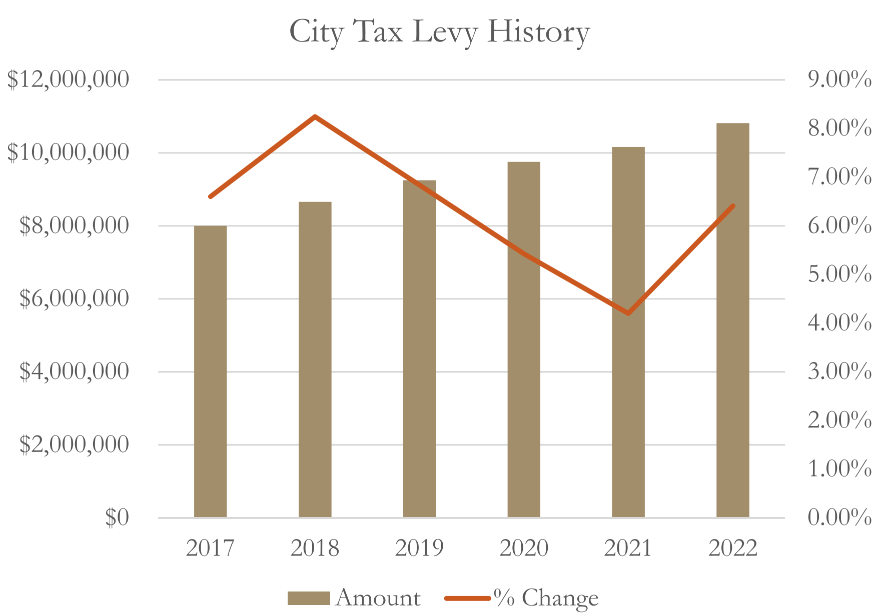
$920,000

Water & Sewer

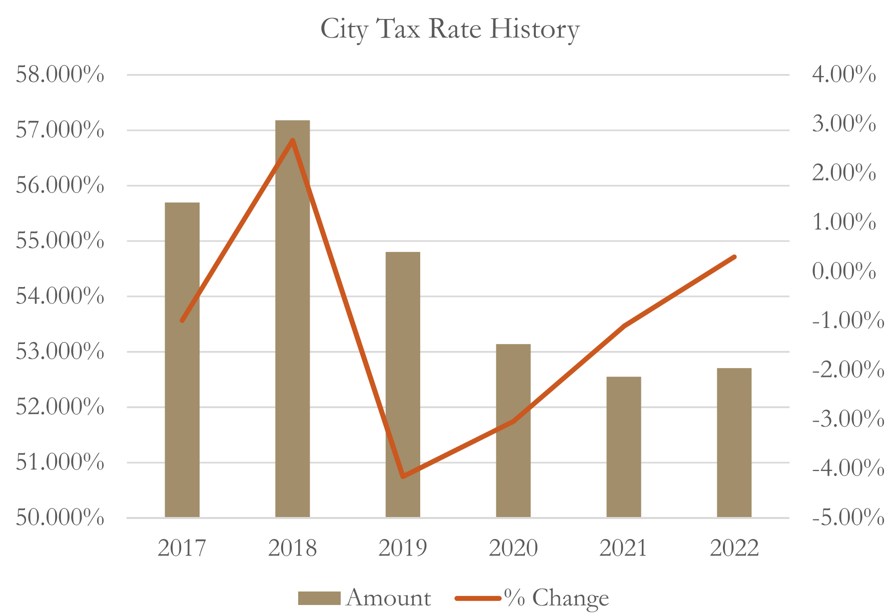
$300,000

Tax Levy

Preliminary Levy Increase

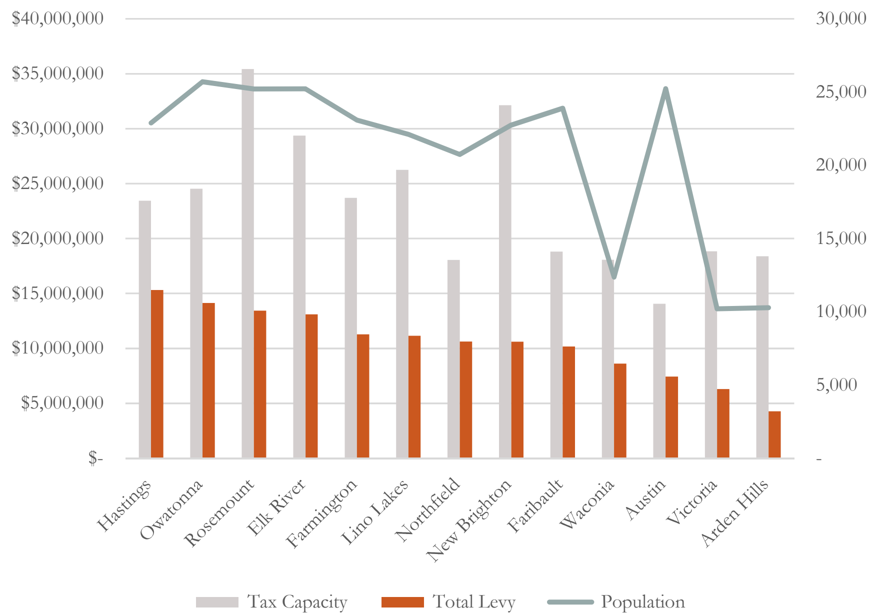


Preliminary Tax Rate Increase

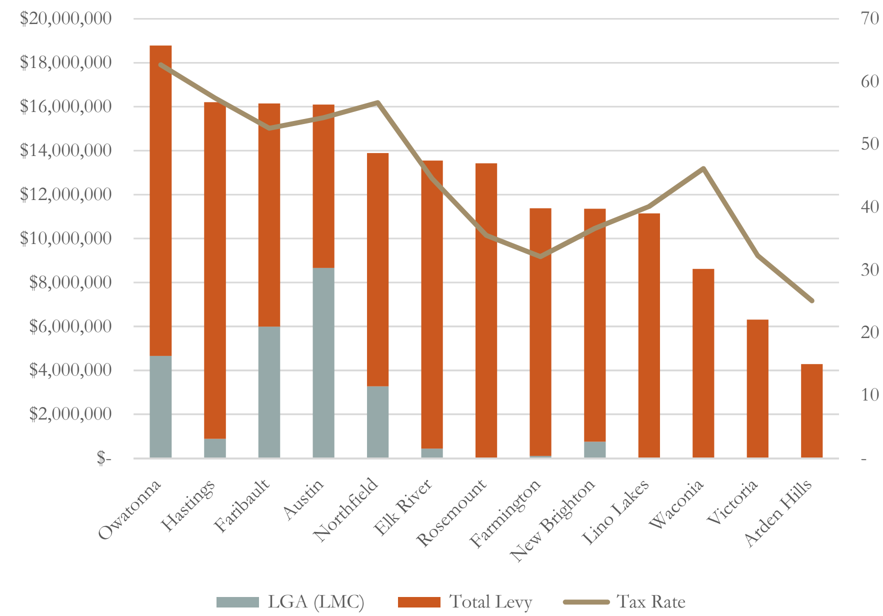


Comparative Budget Information

2021 Tax Levy & Capacity w/Population Comparison



2021 Tax Levy & LGA Comparison w/Tax Rates



2022 Budget Schedule

July 20
- Personnel
- Fee Schedule
- Franchise Fees

August 10 After Council Mtg
- Civic/Non-Profits
- General Fund
- Levies & Tax Impact

September 7
- Special Revenue
- Enterprise Funds

September 14 Council Mtg
- Preliminary Levy
- Set Budget Hearing Date

Questions?

General Overview
Personnel
Fee Schedule
Franchise Fees

Budget Work Session #3

City Of Faribault

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Mark DuChene, City Engineer
MEETING DATE:	July 20, 2021
SUBJECT:	Special Assessment Policy Update and Discussion of Franchise Fees in Lieu of Special Assessments

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Discussion:

<u>Special Assessment Rates/Policies</u>

Section 12-1 of the City Code of Ordinances establishes the City's special assessment policies, having been updated upon the passage of Ordinance 2014-10. The Ordinance references Minnesota Statutes Chapter 429, the City Charter, and also "… policy provisions adopted by ordinance or resolution." This last item would primarily be the information outlined in the City's Community Management Plan for general application of assessments on improvement projects, and more specifically resolutions adopted by the Council which have set the actual assessment rates. The most recent of these was Resolution 2020-152, adopted on September 22, 2020, which established the rates for 2021 and 2022 street reconstruction, street overlay, and sidewalk construction improvements. Note the rates were held flat from the 2019 rates due to concerns over the economy related to the uncertainty of the effects of the COVID 19 pandemic. The City has been funding a portion of street improvements costs with special assessments for decades, having gone to fixed unit costs for the past 30-plus years. Per State Statute Ch. 429, the amount of a special assessment on a property may not exceed the level of benefit received (commonly the increase in the market value due to the improvement).

An update to the City's special assessment policies was reviewed by the City's Finance Committee last on January 21, 2020. Per direction from that meeting, City staff have updated the Public Improvement Standards and Assessment Polices chapter of the City's Community Management Plan to reflect the changes discussed at the January 21, 2020 meeting to update the policies to reflect current special assessment practices as well as the City's pavement management program and sidewalk/trail pavement management program. A copy pf the updated Public Improvement Standards and Assessment Polices chapter of the City's Community Management Plan is attached and will be reviewed briefly by staff at the work session.

Franchise Fees Option

As an alternative to levying special assessments for street improvements, a number of cities in Minnesota are now using utility franchise fees to fund their street improvement projects in lieu of charging special assessments. The City of Faribault already collects utility franchise fees, a portion of which is allocated to our Street Improvement Fund (401) for street improvements.

An analysis ran for an increase in the franchise fees of $5.00/month on both electric and gas (with commercial/industrial accounts higher) shows an estimated revenue increase of $1,500,000 per year (a copy of the analysis is attached). For comparison, a review of the past ten (10) years of street improvement projects (excluding 2019 which was abnormally large due to the TH 60 project) was done, which showed that the average amount funded each year from the combination of special assessments and the City Street Improvement Fund (401) was about $1,500,000.

There are a number of pros and cons to be considered in the use of franchise fees in lieu of special assessments. A copy of an article from Minnesota Cities publication is attached which lists a number of these, along with other background information on the use of franchise fees. Similarly, a Frequently Asked Questions document is also attached, this one prepared by the City of Northfield (link here: https://www.ci.northfield.mn.us/1393/Franchise-Fees), which just recently adopted the collection and use of franchise fees in lieu of special assessments for street improvements.

City staff will lead council on a more in depth discussion on the pros and cons of considering replacing the City's use of special assessments with franchise fees and is seeking the council's interest in pursuing this further as an alternative to special assessments.

Attachments:

1. Draft - Public Improvement Standards and Assessment Polices chapter of the City’s Community Management Plan
2. Draft Proposal of Revenues from Franchise Fees In Lieu of Special Assessments and Supporting Documentation

PUBLIC IMPROVEMENT STANDARDS AND ASSESSMENT POLICIES

City of Faribault, Minnesota

Adopted by the Faribault City Council on _________ __, 2021

<u>Policy Revisions</u>

Table of Contents

I. Public Improvement Design Standards

The following standards shall apply to all public improvements unless otherwise modified by a majority of the City Council.

A. Street and Other Surface Improvements Functional Classifications.

Street Classifications and Standards – Streets within the city of Faribault fall under numerous jurisdictions: Federal (Interstate), State (Trunk Highway), Rice County (County State Aid Highway and County Road), City (Municipal State Aid Street and City Street), and Private Streets. The following classifications are intended to outline typical standards for City streets, with other roadways subject to the corresponding jurisdiction's requirements.

1. Arterial Streets – Shall be a minimum of "9 ton" design and of adequate width to accommodate projected traffic volumes, with a typical minimum width of 44 feet (face-to-face of curb). While the City does not have a complete access management policy for its street system, accesses onto arterial streets should be limited whenever practical. Arterial streets shall be resurfaced at or near their established service limit, subject to existing condition, or at such time as the City Council determines it is appropriate.

2. Collector Streets – Shall be a minimum of "9 ton" design with a typical minimum width of 40 feet (face-to-face of curb). Collector streets shall be resurfaced at or near their established service limit, subject to existing condition, or at such time as the City Council determines it is appropriate.

3. Local Streets - Shall be a minimum of "7 ton" design in residential areas and "9 ton" design in commercial or industrial areas. Streets accommodating both local and through traffic shall have a typical minimum width of 36 feet (face-to-face of curb), while cul-de-sac or streets with little or no connectivity shall have a typical minimum width of 30 feet (face-to-face of curb). Local streets shall be resurfaced at or near their established service limit, depending on existing conditions, or at such time as the City Council determines it is appropriate.

4. Private Streets – The construction of private streets is only allowed as part of a P.U.D. (Planned Unit Development) in the city of Faribault. Design of such streets shall be determined as part of the P.U.D. approval. At a minimum, streets shall have a width of 24 feet (face-to-face of curb) with a "7-ton" pavement.

5. Alleys – When paved, alleys shall have the same pavement strength as local street requirements, with a minimum paved width of 12 feet. Unlike streets, curb and gutter is not required for alleys. Alleys shall be resurfaced at or near their established service limit, depending on existing conditions, upon receipt of a petition from the adjoining property owners.

6. Concrete curbing or curb and gutter shall be installed at the same time as street surfacing, except where a permanent "rural" street design (which requires no curbs) is approved by the City Council. Boulevard width should be a minimum of 10 feet whenever practical (15 feet preferred) to allow for construction of sidewalks, installation of buried utilities behind the curb, and planting of boulevard trees when appropriate.

7. Prior to street construction or resurfacing, all utility service lines intended to be placed primarily beneath the pavement (including sanitary sewers, water lines, gas, electric, telephone, and cable television) shall be installed to facilitate each known or assumed building location. Surface improvements to only part of a block of street are not permitted, unless these are intended to complete a block only partially improved.

B. Street Reconstruction Standards

1. Concrete curb and gutter shall be included with a reconstructed street. Where the existing curb is poor condition or of the "2-piece" design, the existing curb and gutter shall be removed and new curb and gutter installed. In special cases of extremely narrow streets or large trees near the edge of the existing pavements, the installation of curb and gutter may not be required. The project will not, however, have a City share as part of the financing of the improvements.

2. Driveways along reconstructed streets shall be replaced with in-kind surfacing, with the exception that gravel driveways will be replaced with bituminous from the curb to the right-of-way line.

C. Sidewalk Design & Construction/Replacement Standards

1. Sidewalks running parallel within the public right-of-way shall be a minimum of five (5) feet in width and located one (1) foot off of the adjoining property line. Six (6) foot wide pedestrian sidewalks shall be considered in areas where: high-volume pedestrian traffic is anticipated, the adjoining street is an arterial, the public right-of-way is of sufficient width to maintain a boulevard area between the sidewalk and curb of at least six (6) feet in width.

2. Sidewalks may be constructed adjoining the street curb line and at a varying width when approved by the City Council; such as in commercial districts, where adjoining property is deemed undevelopable, or where typical construction standards are not technically feasible. Sidewalks shall be constructed of concrete materials with a minimum of four (4) inches of thickness.

3. Sidewalks shall be thickened to six (6) inches through driveway locations. All sidewalk construction shall conform to the current City of Faribault Standard Specifications for Construction. Alternate materials and/or construction may be considered by the City Council on a case by case basis.

4. In addition to local requirements, surface improvements shall conform to all minimum standards imposed by those Federal, State, or County agencies having funding jurisdiction over installation. All improvements shall comply with the latest addition of the "Standard Specifications for Construction," City of Faribault, Minnesota and other project specific specifications.

5. Sidewalk Construction/Replacement

a) Wherever street reconstruction or overlay improvements are undertaken, any part of an abutting sidewalk judged to be in hazardous condition shall be replaced and financed as a city share.

b) Wherever street reconstruction or overlay improvements are undertaken, any part of an abutting sidewalk judged to be in poor condition shall be replaced or repaired, upon request of the adjoining property owner, at a 50/50 cost share between the City and the adjoining property owner.

c) Sidewalk improvements should be undertaken in a planned manner, based on the financial capability of the City of Faribault. Installation of sidewalks identified within the Comprehensive Sidewalk and Trail Plan should occur in a comprehensive manner, crossing lines between subdivisions, new and old neighborhoods, in order to avoid incremental or piecemeal improvements lacking continuity.

D. Sanitary Sewer and Water System Improvements

1. Sanitary sewer and watermain improvements shall be designed and constructed to serve both current and projected land use.

2. All installation shall conform to the minimum standards established by those state and federal agencies having jurisdiction over such installation. Also, all installation shall conform to the most recent edition of the City Engineers Association of Minnesota (CEAM) "Standard Specifications" except as modified by City Engineering Department special provisions.

3. Installation of laterals for future extension to serve adjacent properties shall be included whenever practical. Service lines to each known or assumed building location shall be installed in conjunction with the construction of the main.

E. Storm Sewer and Drainage Improvements

1. Drainage improvements shall be designed and constructed to serve current and projected land use.

2. All storm sewer improvements shall have a minimum design frequency of five years in existing residential areas and ten years in all other areas. Based upon site conditions or other circumstances, a greater design frequency may be required at the direction of the

City Engineer or at the request of the benefited property owners. Storage sites/ponding areas shall be designated to provide frequency of protection designated by the City Engineer and as indicated in the City's Stormwater Management Guidelines and Ordinances and in compliance with the City's most current Municipal Separate Storm Sewer System permit.

II. Life Expectancy of Improvements

A. New Improvements.

A public improvement shall be judged to have a normal usable life expectancy. Therefore, it is necessary in the case of reconstruction projects to establish the life expectancies of improvements. This will assure that property owners will be appropriately assessed for replacement of improvements. The City Engineer shall determine if an improvement requires replacement. Under no circumstances shall this policy be considered a warranty for City improvements.

1. Surface Improvements:

a)	Grading/base/bituminous surface:	
	7-ton pavement design:	15 years
	9-ton pavement design:	20 years
b)	Grading/base/Portland cement /concrete surfacing:	50 years
c)	Concrete curb and gutter:	50 years
d)	Concrete sidewalks:	20 years
e)	Street lighting (City):	15 years
f)	Unpaved streets and streets without curb and gutter shall be deemed unimproved.	

2. Subsurface Improvements:

a)	Watermain:	30 years
b)	Sanitary sewer main:	30 years
c)	Storm sewer main:	30 years

B. Existing Improvements.

When improvements are ordered to existing facilities that have not yet reached their expected service life, any assessments to be levied will be a proportionate share of the costs based on the ratio of the age of the improvement to the adjudged usable life expectancy. This is upon the determination of the City Engineer.

III. Street Pavement Management Program

A. Program Objectives

1. A basic service of the City of Faribault is to provide a transportation system for its citizens. In order to maintain a system in sound condition, a concise plan ensuring orderly and timely pavement preservation and reconstruction of the City's streets is needed.

2. The City Engineer shall annually inspect street conditions and prioritize a five- year pavement management plan, included as part of the City's 5-year Capital Improvement Plan, to be filed with the Council. A pavement management plan does not mean addressing the "worst" streets first but rather indicating the right pavement preservation treatment at the right time.

3. The Council shall review the Engineer's recommendations and initiate pavement preservation and reconstruction projects as warranted. Projects shall be prioritized by petition status, street condition, and target areas. The City does have annual funding limitations for capital improvement work, therefore, the Council shall consider all petitioned projects prior to initiating other capital improvement projects.

4. The condition of existing utilities shall be reviewed as part of the consideration of a street reconstruction project, as well as system capacity needs. Utility repair or replacement that is needed should be done in conjunction with, or immediately prior to, the street reconstruction work whenever possible.

B. Pavement Management Policy

1. Street Treatment Definitions: The City of Faribault has a Pavement Management Policy based on a pavement life expectancy of 50-60 years as shown on the following table.

Street Life Cycle **Program Basis; 50-60 year Service Life**

Action	Year
Original Construction	0
1st Crack Seal & Seal Coat	5 to 8
2nd Crack Seal & Seal Coat	12 to 15
1st Mill & Overlay (or Pavement Rehabilitation/Replacement)	20 to 25
3rd Crack Seal & Seal Coat	25 to 28
4th Crack Seal & Seal Coat	32 to 35
2nd Overlay (or Pavement Rehabilitation/Replacement)	40 to 45
5th Crack Seal & Seal Coat	45 to 48
Reconstruction (Full or Partial)	50 to 60

This life cycle table shall be considered a guide for the City to plan for bituminous pavement preservation projects.

A detailed description of each Action Type is as follows:

a. Crack Seal and Seal Coat – Crack sealing involves patching and sealing cracks in the roadway. This is followed by seal coating, which involves spraying the road with oil and covering it with a layer of small rock. Crack sealing and seal coating is generally considered routine roadway maintenance.

b. Mill and Overlay – Milling and overlaying consists of grinding off the upper layer of asphalt (typically 1½”-2”) and replacing it with a new layer of asphalt. This is generally done on roadways that have a fair amount of cracking and other surface distress. This is considered a structural improvement that will renew the street surface and extend its useful life.

c. Rehabilitate/Pavement Replacement – Rehabilitating a roadway consists of grinding up the existing asphalt and mixing it with a portion of the underlying gravel base (typically 4”- 8”). This combination of bituminous and gravel is then used as the new road base, and a new asphalt surface is paved over this. This is generally done on roadways that have a significant amount of distress. This can be a good alternative to reconstructing a road if the existing road base appears to be structurally sufficient, there are no known underground utility issues, the existing curb is structurally and functionally sound and there are no known significant drainage or geometric deficiencies with the roadway alignments.

d. Partial Reconstruct – Partial reconstruction of a roadway consists of completely removing the existing road and underlying gravel and sand base material, and constructing a new road section. This may also include correcting any poor base material beneath the section, or updating the road to meet design standards such as width and drainage. This is often done in conjunction with utility repairs/replacement. This is generally done on roadways that exhibit signs of major distress, such as rutting, cracking, and potholes. For the purposes of this policy, to be considered a partial reconstruct, a majority of existing concrete curb and gutter must be salvaged.

e. Full Reconstruct – Reconstructing a roadway consists of completely removing the existing road and underlying gravel and sand base material, bituminous curbing (or a majority of the existing concrete curb and gutter) and constructing a new road section. This may also include correcting any poor base material beneath the section, or updating the road to meet design standards such as width and drainage. This is often done in conjunction with utility repairs/replacement. This is generally done on roadways that exhibit signs of major distress, such as rutting, cracking, and potholes.

2. In the life cycle of streets, inevitably a point is reached when normal maintenance practices cannot sustain an adequate paved surface. A higher level of maintenance shall be conducted on those streets identified for reconstruction and until such time as reconstruction proves feasible. Alternatively, the Council may consider a reduction in maintenance levels upon recommendation of the City Engineer and completion of a public improvement hearing.

3. Where a street is either a dead end or serves only the adjoining property owners or has reached total failure, it may be graveled until reconstruction is ordered. Should maintenance levels be reduced by Council, the City Engineer shall inform adjoining property owners of the action and present all available improvement alternatives.

4. As a general rule, a street shall not be considered for an overlay if more than 15% of the roadway surface requires reconditioning prior to overlaying.

5. Streets without the minimum standard residential pavement section design of 3 inches bituminous mixture over 6 inches aggregate base shall not be considered for overlays under these policies, except for streets with pavements deemed structurally adequate by the City Engineer.

6. Streets without "salvageable" curb and gutter will not be considered for overlays under these policies. Salvageable curb and gutter shall be defined as curb and gutter of monolithic (one-piece) design true in horizontal and vertical alignment. Minor replacement of curb and gutter will be included as part of an overlay project as required.

7. No more than two overlays shall typically be constructed on any given street, unless the top portion of the pavement is removed (milled) at least to the depth of the overlay to be placed.

8. If an overlay project for a given segment of a street is warranted and recommended by the City Engineer but not ordered by the City Council at the request of the adjoining property owners, future maintenance practice shall consist of bituminous dump patching until a reconstruction project is required.

IV. Sidewalk/Trail Pavement Management Program

A. Program Objectives & Pavement Management Policy

1. On relatively high-volume public streets, there is a recognized and acknowledged need for designated pedestrian walkways.

2. The Comprehensive Pedestrian/Trail Improvement Plan, as developed does not relieve or preclude any private developer from sidewalk installation requirements in newly platted or newly improved areas, should the City of Faribault deem that such improvements meet the following requirements:

a) Such improvements are necessary for safe access of pedestrians in newly developed areas.

b) Such improvements are a logical extension of the existing city-wide system and satisfy the goals and objectives identified herein.

3. Based on financial feasibility and level of pedestrian benefit, sidewalk installations in new or previously unserved areas should occur, in most cases, on a minimum of one side of the street. Such determination shall be made on the basis of engineering and financial feasibility.

4. Construction proximity, street reconstruction schedules, project costs, and other factors may demand that the prioritization of projects be modified to take advantage of available cost savings. Moreover, construction of portions of designated segments may be preferable based on various construction and cost factors, again to maximize cost versus benefit.

B. Maintenance responsibilities.

1. The responsibility for maintenance, repair, and replacement of sidewalks is that of the adjoining property owner, as defined in Chapter 25, Sections 26 and 41, of the Faribault Code of Ordinances, including snow and ice removal.

2. The City of Faribault is responsible for maintenance of all sidewalks adjoining city-owned buildings and properties. In addition, where sidewalks are constructed adjoining undeveloped property, the city may assume maintenance responsibility until development occurs. In new subdivisions where sidewalk construction is required, the developer/property owner shall be responsible for maintenance.

3. Where sidewalks are located in rear yard areas or adjoining undevelopable property, the city may designate those sections as trails for the purpose of long-term maintenance responsibilities.

V. Special Assessment Program

A. Definitions of Eligible Public Improvements.

1. The City Council shall have the power to make improvements and finance the improvements through special assessment levies within the City of Faribault as allowed under the authority of Minnesota State Statutes, primarily 429.021 and the City Charter.

2. The City of Faribault also retains the authority to recover maintenance costs, service charges, or unpaid utility bills through special assessments as allowed under the authority of Minnesota State Statutes, primarily 429.021 and the City Charter.

3. The City Administrator shall report to and file with the City Council, on an annual basis, the list of special assessment delinquencies within the city of Faribault (Res. 82-71).

B. Initiation and Summary of Special Assessment Improvement Procedures

1. Initiation of Improvement Project

a) By Petition – Petitions for improvements can be obtained at City Hall. Such petitions circulated by the affected owners require 35% of the property be represented, as figured on frontages of the real property abutting on the improvement; or in the case of sanitary sewer, watermain, and storm sewer by 25% of the area intended to be served by the improvement. Petitions will be received at any time by the City Council. A feasibility report is then ordered and returned with convenient speed, with a recommendation of the City's capacity to undertake the project.

b) By Council Action – If the Council determines that an improvement is in the best interest of the City it can, without petition, initiate such an improvement.

c) Petition and Waiver - Miscellaneous construction (curb and gutter, street paving, sidewalks, etc.) or minor extensions of various improvement projects may be undertaken without a public hearing if all affected property owners sign a waiver which relinquishes their right to a hearing. These projects shall be constructed either by annual miscellaneous bid or by a supplemental agreement to an existing contract.

2. Preparation of Feasibility Report

After a petition is filed and its adequacy determined or based on Council Action, the City Engineer shall prepare a feasibility report for the proposed improvements. Engineering Feasibility Report. At a minimum, a project's feasibility report shall address the following:

a) Background information on the project, including process by which initiated, purpose for undertaking the improvements, description of existing improvements being replaced or extended, if applicable, and other general information regarding the project.

b) The technical and financial feasibility of undertaking the proposed improvement.

c) Consideration of various options or alternatives for construction of the improvements.

d) Reference to standards being used for the design of the improvements, to include findings on recommended improvements or standards outlined in relevant comprehensive plans or studies.

e) Recommendation on whether or not the proposed improvement should be undertaken individually, in whole or in phases, or in connection with another improvement project. Identification of related improvement projects undertaken previously or scheduled to occur in the future.

f) Whether or not existing public rights-of-way or easements are in place for the construction of the proposed improvements, or if dedication or acquisition of additional right-of-way or easements is required. The timing of the acquisition should be considered in establishing a project schedule, and the cost should be included in the proposed financing plan.

g) Identification of permits required for the construction of the improvements.

h) Estimated cost of undertaking the proposed improvements, including all design, engineering and other administrative costs.

i) Identification of the properties considered as being benefited by the improvements, either immediate or future, thereby subject to special assessments.

j) A proposed financing plan for the improvements, including the application of existing assessment policies and other financing methods to the project. Method of assessments, where applicable, detailing applied costs based on a frontage basis, an area basis, a per unit basis, a combination of two or more, or other basis as may be deemed appropriate.

k) Determination of a City cost share and the proposed funding source, if any, for the project based upon current City assessment and financing policies.

l) A proposed schedule for the project, including public hearing dates, bid date, and timeline for construction of the improvements.

m) Consideration of sidewalk installation shall be included with all new street construction projects. (Res. 86-34)

n) All projects involving street reconstruction will include sidewalk replacement or repair, or installation if deemed appropriate. (Res. 86-34)

3. Public Hearing (Consideration of Improvement)

A public hearing is then scheduled, at which all interested persons shall have an opportunity to be heard. Upon conclusion of the hearing, the City Council shall determine whether or not to order the improvements, either as proposed or with modifications. If the improvements are ordered, the Council shall authorize the preparation of necessary plans and specifications. Upon approval of all plans and specifications, the Council shall authorize advertisement of bids, and receive same. Upon receipt of said bids the following procedures are to be undertaken:

a) In the case of improvements to currently unimproved property, the City Council has the option to award the bid upon receipt or to establish a public hearing for the purpose of levying a special assessment upon the benefiting property owners. In the latter case, the City Council shall have the option to accept or reject the bids thirty days after the cost of the improvement project has been levied upon the benefiting property owners.

b) In the case of the reconstruction of improvements, or the construction of additional improvements on already improved property, the City Council has the option to award the bid upon receipt or to establish a public hearing for the purpose of levying special assessments upon benefiting property owners.

c) In any case, if the bid on the improvement project is more than 25% above the estimated cost, an additional public hearing shall be held.

4. Public Hearing (Levying of Assessments)

a) Either prior to, upon receipt of the bids or after the final acceptance of project improvements, the benefiting property owners will be mailed a notice which states the date and time of the special assessment hearing, as well as the proposed cost to be assessed against the benefited property.

b) At the hearing all interested property owners shall have the opportunity to express their views concerning the proposed special assessment levy. In the case of a special assessment hearing held prior to a project's completion, the City Council shall hold an additional hearing, if necessary, upon completion of the project to determine any adjustments, deletions or additions to its cost. Pursuant to State of Minnesota Statutes and upon adoption of a special assessment roll, all affected and benefiting owners shall be notified of the cost levied upon their property and the procedure of payment.

c) In the case of a special assessment levy hearing held prior to a project's completion, the City Council will, upon completion, pass a resolution accepting the project. At this time the previously levied assessments will become active assessments, accruing interest at the established rate.

5. Summary of Standard Procedures and Actions for Public Improvements

a) Staff Procedure – Petition received by City Administrator and reviewed to determine its sufficiency.

b) Council Action – Resolution declaring adequacy of petition and ordering preparation of feasibility report by City staff.

c) Council Action (Alternate) – Resolution ordering preparation of feasibility report for Council-initiated projects.

d) Staff Procedure – Preparation of feasibility report.

e) Council Action – Resolution receiving/filing feasibility report and establishing Public Hearing.

f) Staff Procedure (optional) – Conduct informational meeting with affected property owners.

g) Staff Procedure - Notice must be published twice in the official newspaper. The two publications must be a week apart and at least three days must elapse between the last publication date and the date set for the hearing. Notice shall be mailed to the owner of each parcel within the area to be assessed not less than ten (10) days before the hearing.

h) Staff Procedure - Affidavit of publication of hearing notice.

i) Staff Procedure – Affidavit of mailing notice to affected property owners.

j) Council Action - Conduct Public Hearing.

k) Staff Procedure - Minutes of Public Hearing showing testimony and findings.

l) Council Action - Resolution ordering improvement and preparation of plans and specifications.

m) Staff Procedure - Preparation of plans and specifications for improvement.

n) Council Action – Resolution approving plans and specifications, establishing bid date, declaring cost to be assessed, and establishing special assessment hearing.

o) Staff Procedure – Publication of advertisement for bids.

p) Staff Procedure – Affidavit of publication of advertisement for bids.

(Note: Items q). through w). may happen at any time after the advertisement for bids including up to and after the project completion and final project acceptance at the discretion of the Council)

q) Staff Procedure – Preparation of assessment roll.

r) Staff Procedure – Notice shall be published one or more times in the official newspaper at least two weeks prior to the date of the hearing. Notice shall be mailed to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

s) Staff Procedure – Affidavit of publication of hearing notice.

t) Staff Procedure – Affidavit of mailing notice to affected property owners.

u) Council Action – Conduct Public Hearing.

v) Staff Procedure – Minutes of Public Hearing showing testimony and findings.

w) Council Action – Resolution ordering special assessment levy on property owners.

x) Council Action – Resolution accepting bid and awarding contract.

y) Staff Procedure – Preparation of contract.

z) Staff Procedure – Receipt of contractor's bonds (or City Attorney's approval) and execution of contract.

aa) Staff Procedure – Progress payments to contractor for work completed.

bb) Staff Procedure – Engineer's recommendation for final acceptance and payment of retainage amount and filing of as-builts.

cc) Council Action – Resolution accepting improvements, activating assessments (interest accrual begins) and authorizing payment of final contract price and engineering costs.

dd) Staff Procedure – Notice of activation of assessment and payment procedures to affected property owners.

ee) Staff Procedure – Certification of assessment to County Auditor as set by MN Statute 429. (Note: If annual certification plan is followed, the City Administrator may wish to include a separate sub-step for each year.)

ff) Staff Procedure – Notice of assessment against public corporation when applicable.

VI. Special Assessment Policy

A. Policy Definitions

1. Adjacent or Abutting Property: A property directly adjacent to public improvements.

2. Access: Properties shall be considered to have access to public street improvements when they may enter onto the improvement from their own private driveway, private road, common driveway, shared easement, or public street. Properties shall be considered to

have access to underground utility improvements when they directly abut or are within 100 feet of the utility and can easily gain access to it.

3. Adjusted Area: An area of a benefited property that has been modified by an adjustment factor to more accurately represent the true benefit that property receives from an improvement in comparison to other properties in the assessment area. The adjustment will be based on the improvement design parameters that are applicable to that parcel, as approved by the City Council. Design parameters that may be used to determine the adjustment factor include, but are not limited to: trip generation; storm water runoff coefficients; water or sanitary sewer use; needed fire flow; wetlands, easements or other encumbrances on the property that make all or a portion of the property undevelopable, and zoning or future land use.

4. Adjusted Frontage: The assessable front footage of a benefited property that has been modified by an adjustment factor to more accurately represent the true benefit that property receives from an improvement in comparison to other properties in the assessment area. The adjustment will be based on the improvement design parameters that are applicable to that parcel, as approved by the City Council. This is useful for flag lots or other improved properties that have little direct frontage adjacent to the improvement but access is available directly to and from the improvement area. Design parameters that may be used to determine the adjustment factor include, but are not limited to: lot area comparison to surrounding lots in order to calculate equivalent front footage; trip generation; storm water runoff coefficients; water or sanitary sewer use; needed fire flow; wetlands, easements or other encumbrances on the property that make all or a portion of the property undevelopable and zoning or future land use.

5. Assessed Cost: Those costs of public improvements that have been determined to benefit specific properties. The assessed cost will be equal to the project cost minus the City cost. Project costs eligible for assessment include all costs associated with the improvements, including, but not limited to, land acquisition, demolition, construction, administration, permit fees, surveying, engineering, contract administration, testing, legal, financing and other costs as determined by the City Council. The financing charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond attorney's fees, and capitalized interest.

6. Assessable Area: The assessable area is the total area of all of the benefiting properties, when using an area-based assessment.

7. Assessable Footage: The assessable footage is the total front footage of all of the benefiting properties, calculated by using the front footage method.

8. Assessment Rate: The assessment rate is determined and adopted by the City Council by resolution. The Council adopts a front foot rate based on the type of improvement proposed and the type of land use of the benefiting properties. The City Council reserves the right to adjust the adopted assessment rate on a project by project basis if in the Councils opinion unique circumstances support a modified rate.

9. Assessment Unit: Front footage, area or unit.

10. Benefit: The increase in property value as a result of a public improvement such as, but not limited to, a street, sidewalk, trail, curb and gutter, water main, sanitary sewer, storm sewer, park, or street landscaping.

11. Deferment: A process of postponing the collection of the cost of public improvements and funding them as a system cost with the intention of collecting at a later date.

12. Driveway Approach: That area which lies between the existing pavement and the right-of-way line; curb cut to curb cut.

13. Front Footage: The distance measured along the right-of-way line that directly abuts an improvement.

14. Government-Owned Properties: Government-owned and City properties will be treated the same as private property when computing assessments. Government properties shall be specially assessed upon resolution passed by the City Council.

15. Looping Costs: Costs associated with the installation of additional segments of watermain not necessarily needed for service connections but which serve to "loop" or network the water system, providing improved flows and eliminating dead ends.

16. Lot Definitions:

a) Corner Lot: A lot located at a street intersection having both front and side-lot footage.

b) Double Frontage Lot: A lot with access to two separate non-intersecting or intersecting streets but not a corner lot.

c) Irregularly Shaped Lot: Those lots abutting curved streets, cul-de-sacs, or other lots

d) where there is more than five feet of difference in length between the front and back lot lines.

e) Rectangular Lot: A lot with less than five feet of difference in length between the front and back lot lines.

f) Lots Not Built Upon: A lot which has not been improved such as the construction of a dwelling or commercial use.

g) Special Case Lot: A lot which accesses the improvement but may have little or no real property fronting the improvement shall be assessed in a fair and equitable manner consistent with surrounding properties fronting the improvement. Adjusted frontage shall be considered.

17. Public Improvement: Improvements as allowed by State statute that provide a special benefit to properties, including but not limited to streets, alleyways, sidewalks, trails, curb,

gutter, sanitary sewer systems, storm sewer systems, stormwater management systems, water treatment and distribution systems.

18. Special Assessment: A legal process whereby the benefited property is charged for all or a portion of the cost of public improvements.

19. Standards for Surface Improvements: Standards for surface improvements have been established by the City's Engineering Department.

20. Street: All public ways designed as means of access to the adjoining properties.

21. Storm Drainage: Stormwater runoff. A storm drainage assessment is applied to all properties receiving improvement if the property has not previously been assessed for this one-time assessment unless the storm drainage improvements are assessed as part of larger project such as a street reconstruction.

22. System Cost: That portion of the assessable cost that benefits properties whose assessments are deferred because they qualify for green acres status, are located outside of the City limits, or are unable to make use of the improvements due to factors beyond their control. The City may recoup such system costs from the benefiting properties when the basis for the deferral is no longer valid.

23. Unit: A unit is based on a lot or parcel of land being designated as one unit, regardless of size or use, a unit may also include, but is not limited to: a household; a parcel/lot; water or sewer main length and size; sidewalk or trail length, width and depth; infiltration area per parcel/lot; contributing drainage area.

24. Calculating Total Project Improvement Costs

a) Computation of Total Improvement Project Cost. The following format shall serve as a model for arriving at the total cost of a capital fund improvement project. The final financing plan for a project shall provide for complete funding of the total cost for the improvement, determined by the application of the applicable assessment policies, City share funding, and other financing committed.

Construction Costs:

Contract Amount	________________
Change Orders/Supplemental Agreement	________________
Day Labor Construction	________________
Other Construction Costs	________________
Subtotal – Construction Costs	________________

Non-Construction Costs:

Easement and/or Right of Way Acquisition	________
Permit Fees	________
Consultant Services	________
City Engineering Staff Design Services	________
City Engineering Staff Construction Services	________
Miscellaneous	________
Subtotal – Non-construction Costs	________
Total Cost	________

b) Following is additional explanation of the components in the preceding Computation of Improvement Project Costs formula:

(1) Construction Costs

(a) Contract Amount – The total sum paid to the contractor as part of the original contract. Payments are based either on unit prices established in the original bid, with payments made on actual quantities used in the project, or on a percentage of work completed for “Lump Sum” contracts.

(b) Change Orders/Supplemental Agreements – The total adjustment to the contract amount as a result of work either added to or deleted from the contract.

(c) Day Labor Construction – The cost associated with construction work undertaken on a project by the City labor force. This cost is determined by multiplying the hourly rate for an employee (plus the percentage of fringe benefits) times the number of hours worked. This does not include typical services performed by the City Engineering Department.

(d) Other Construction Costs – Costs of material and labor necessary for the completion of an improvement project which are incurred by the City. These may include bituminous mixture for patching, piping appurtenances, signage, etc., or other items intended to accommodate citizens during the construction phase of the capital improvement project.

(2) Non-construction Costs

(a) Easement and/or Right-of-Way Costs – All costs associated with obtaining easements and/or right-of-way that are necessary to the completion of improvement projects.

(b) Permit Fees – The cost of all permits from governing or review agencies required for a project

(c) Consultant Services – Fees paid for professional engineering, architectural or planning consulting services.

(d) City Engineering Staff Design Services – Any cost incurred by the Engineering Division associated with preliminary design, contract administration or final design. This amount shall typically be five (5) percent of the final contract amount, including any change orders or supplemental agreements. On projects where reimbursement for City Design Services is received from the City's Municipal State Aid, other agencies, or outside funding sources, the amount shall equal that of the reimbursement. On projects where a developer or other agency provides design services, the amount shall be as specified in the project Development Agreement, Cooperative Construction Agreement, or other pertinent documents.

(e) City Engineering Staff Construction Services – Any costs incurred by the Engineering Department during the construction phase of the improvement project for field design work, construction staking, monitoring and inspection of installation, quality control, and contract administration. This amount shall typically be seven (7) percent of the total contract amount, including any change orders or supplemental agreements. On projects where reimbursement for City Construction Services is received from the City's Municipal State Aid account, other agencies, or outside funding sources, the amount shall equal that of the reimbursement. On projects where a developer or other agency provides construction services, the amount shall be as specified in the project Development Agreement, the Cooperative Construction Agreement, or other pertinent documents.

(f) Miscellaneous Costs – All other project costs that cannot be accounted within one of the previous categories are counted as miscellaneous. Examples are legal notices for bid, advertisements, technical services, soil explorations, etc. These are entered on an actual cost basis.

(3) Interest Rate and Other Financing Costs.

(a) The City Council shall establish the rate of interest for a capital improvement project that is levied (in part or in whole) as a special assessment, payable in yearly installments. Such rate of interest shall be sufficient to cover all administrative, legal, bonding, capitalized interest, delinquencies, and other costs associated with the administration and financing of said capital improvement project.

(b) The interest rate shall typically be 2% above the current City bonding rate on GO/SA Improvement Bonds.

B. Methods of Assessment

1. All properties benefiting from improvements are subject to the special assessment.

2. The special assessment methods described in the policy statement cannot be considered as all inclusive. Unique or unusual circumstances may, at times, justify special consideration. In such situations, the Council may, from time to time, establish by resolution or as part of a Feasibility Study, amendments to the assessment policy to cover situations that may not have been contemplated in this policy.

3. Prior to assessment role adoption the special assessment levy shall be verified to be at or below that of the benefit received by subject properties. The City Council may consider assessing up to 100% of total project costs or proven benefit whichever is less when such cases are warranted.

4. Special assessments can be made for improvements listed in Minnesota Statutes Chapter 429 and are not limited to those listed in this policy.

5. For pavement preservation projects, all properties will typically be assessed by front-foot. For drainage improvement projects, properties will be assessed based on their percentage of contributing drainage area benefiting from the improvement. The City Council reserves the right to determine the most equitable way to assess benefiting properties and modify the method of assessment on a project by project basis if need be as allowed by governing laws and statutes.

a) **Front Footage Method:** This method is used for calculating assessment units based on front footages or in the case of credits or special circumstances adjusted front footages. Front footages shall be calculated as follows:

(1) Corner Lot: A lot located at a street intersection having both front and side-lot footage adjacent to improvements shall be assessable for both sides. However, no assessment would occur for an unimproved side (i.e. platted right-of-way but no street).

(2) Double Frontage Lot: A lot with access to two separate non-intersecting or intersecting streets but not a corner lot will only be assessed for any street improvement that it has direct access to. Direct access shall

usually mean a driveway connection to the street.

(3) Irregularly Shaped Lot: Those lots abutting curved streets, cul-de-sacs, or other lots where there is more than five feet of difference in length between the front and back lot lines the front footage shall be calculated using an average or other equitable means such as the width of the lot at the building setback line.

(4) Rectangular Lot: A lot with less than five feet of difference in length between the front and back lot lines shall be assessed based on front feet.

(5) Special Case Lot: A lot which accesses the improvement but may have little or no real property fronting the improvement (i.e. a "flag lot") shall be assessed in a fair and equitable manner consistent with surrounding properties fronting the improvement. Adjusted frontage shall be considered.

b) Credits to Front Footage Method: The following credits shall be applied to parcels assessed under the front footage method:

(1) Corner Lot Credit: A corner lot shall get a credit of fifty percent (50%) of the front footage on each side of the lot that is being improved and assessed. The front footage after the credit shall be the adjusted front footage.

(2) Previous Project Assessment Credit: Lots which were assessed for a full frontage assessment prior and not given an eligible credit, such as a corner credit, shall be credited the footage previously assessed if the previous assessment roll is still active.

(3) Partial Undevelopable Parcel Credit: A credit may be given for parcels with frontages that abut areas of the parcel deemed undevelopable or receiving no benefit from the proposed improvement project, such as areas of public waters, wetlands, significant encumbering easements that restrict development, narrow strips of land, or other areas as deemed undevelopable by zoning or permitting regulations or as deemed by the City Council.

(4) Double Frontage Lot Credit: Double frontage lots will not be assessed for the frontage of the rear yard of the lot unless (1) the parcel has direct access to the street on the rear lot frontage or (2) the parcel is a large multi-family, commercial, institutional or industrial parcel. In the case of a parcel with access to both frontages, the same credit as the corner lot credit shall be applied.

(5) Non-Assessable Frontage: Frontage that abuts a parcel that is undevelopable or which the City Council determines would receive no direct benefit from the proposed improvement project.

(6) Lots Not Built Upon Credit: For vacant lots with residential uses, the frontage shall be calculated as one-half (1/2) of the side of the lot abutting the improvement.

(7) Reconstruction Front Footage Cap: For low density residential properties only, where the proposed improvement project is a partial or full reconstruction, front footages shall be capped at one-hundred (100) feet unless the parcel has the potential to be legally subdivided per the current applicable zoning regulations. If the property can be legally subdivided into 2 or more parcels and there are current plans to subdivide the property, the footage shall be capped at an amount equal to the minimum subdivided footages. If there are no current plans to subdivide the property, the assessable footage shall be capped at one-hundred (100) feet but the City shall retain the right to recoup the costs for the improvement on the un-assessed footage as part of a negotiated payment in lieu of the special assessment which shall be negotiated as part of a parcel subdivision agreement at the time of subdivision.

c) Workmanship of Improvements by Property Owners. Property owners may choose to perform certain work themselves. This is only permitted under the following conditions:

(1) Written request must be made within two weeks after the public hearing on the project and before the contract has been awarded to a contractor.

(2) All work and materials must conform to the established standards and criteria of the City of Faribault.

(3) Work must be coordinated with contractor's operation. Sidewalk removal and/or replacement, utility services, driveway paving, and turf restoration are the only items for work that may be performed by the property owner.

(4) No credit to the assessment rate will be given to property owners electing to perform work themselves covered under this item.

6. **Unit Method:** This method is used for calculating assessment units based on a per unit method.

a) Residential Lots: A lot that is of such a size that it may be subdivided in the future shall be assessed the number of units equal to the number of lots that may be created through the subdivision process according to the applicable zoning and building codes for the property.

b) Special Case Lot Residential: A lot which may not directly abut the improvement shall be assessed on a per unit basis if the improvement can be accessed.

7. **Contributing Area Method:** This method is used for calculating assessment units based on a contributing area method. A unit shall be defined as one area unit (i.e. square foot or acre).

a) 1. All Lots: The City shall determine the benefiting area of each parcel and calculate the assessment rate by dividing the total assessable costs by the benefiting area. Each parcel shall pay their proportionate share based on multiplying the calculated assessment rate by their contributing area.

C. Determining Assessment Methods and Assessment Rates.

Assessments shall typically be levied against abutting properties within the benefited areas based on the property frontage. A designated City Share, funded from the Capital Projects Funds, on these projects it is intended to keep assessment amounts relatively stable and uniform from project to project. Assessments for these improvements are levied on a frontage basis at a fixed unit cost. Due to varying work quantities and frontage adjustments/credits, the percentage or amount of the City Share fluctuates, with the cost of individual assessments remaining fixed.

City Share: A portion of the funding for a project may be deemed as a “City Share” due to the nature of the improvement or specific project circumstances. These may include projects where the costs for an improvement are not entirely attributable to the needs of the area served by said improvement, or where unusual conditions affecting an improvement would result in an inequitable special assessment distribution. Inclusion of a City Share is determined by the City Council and represents the excess costs attributed to a given area served by the improvement.

Oversizing: Some of the required improvements for a given project or development may serve extended areas that are not included within the project boundaries, and need to be constructed to a larger standard than that required solely for the project. This would include constructing a street to collector or arterial standards as part of a residential development, or installing larger diameter sewer or water mains to provide capacity beyond that needed for the project area. In these or similar cases, the City Council may authorize a City Share as part of the funding, to be equal to the additional cost associated with the “oversizing” of the improvements.

The following describes the most typical capital improvement projects that utilize a portion or all of their funding from special assessments. The City reserves the right to deviate from these policies on a case- by case basis as determined by the City Council.

1. Residential Street Reconstruction Assessment Policies

a) The policies hereunder listed apply only to existing improved streets, unless exception is made by the City Council.

b) Street Reconstruction: Street reconstruction rates shall be per the most current City Council resolution adopting special assessment rates. Street reconstruction rates are set to a target of twenty (20%) of the current estimated typical street reconstruction total project improvement costs. The unit cost for assessments shall be fixed, applied on an "adjusted frontage" basis. The unit cost shall be established by the City Council on an annual basis or at such other time as deemed appropriate by the Council.

c) Costs for street reconstruction not funded from special assessments shall be a City Share, funded from the Capital Projects Fund, from General Obligation Bonding, or from other funding sources as may be available.

d) In addition to reconstruction of the street pavement, the fixed unit cost assessment includes the following work items. Unless specifically addressed, no reduction in the unit cost or "credits" will be allowed for work not included or not required as part of a project.

(1) Replacement of concrete curb and gutter - A reduction to the unit cost will be allowed in cases where the existing curb and gutter can remain in place. The amount of reduction will be established by the City Council in conjunction with the fixed unit cost.

(2) Construction of new sidewalk – There shall be no increase in the fixed unit cost for the installation of a new sidewalk included with the reconstruction of an existing street.

(3) Sidewalk replacement – The cost to replace existing sidewalk in hazardous condition or of "panel" type construction shall be included in the fixed unit cost. Existing sidewalk that is in poor, but not hazardous, condition that is replaced at the request of the abutting property owner shall have the cost split 50/50 between the abutting property and the City.

(4) Driveway approach replacement – Replacement of the driveway approach from the back of curb to the sidewalk, property line, or construction limits is included with the reconstruction assessment. The cost to construct a new driveway and the additional cost to either widen an existing driveway or have a concrete driveway as a replacement for an existing gravel or asphalt driveway approach shall be the responsibility of the property owner.

(5) Turf establishment – Disturbed boulevard areas will be sodded. No credit will be allowed for those property owners requesting to restore the boulevards abutting their properties themselves.

e) The cost to replace existing public utility mains will be funded by the City, from the appropriate Utility Depreciation Fund, the Capital Projects Fund, or other funds as may be available. The cost to install new utility mains to serve currently unserved property or to replace utilities with new facilities with greater capacity as may be required will be assessed to benefiting properties.

f) Lead water service lines shall be replaced for a fixed lump sum cost, the amount to be established by the City Council on an annual basis or at such other time as deemed appropriate by the Council.

g) Properties abutting Municipal State Aid (MSA) Streets, and along County Highways or State Highways for which the City has funding responsibility as part of the project, shall be assessed for improvements at the standard fixed unit cost for reconstruction.

2. Non-Residential Street Reconstruction Assessment Policies

a) New street reconstruction standards and special assessment policies shall apply as it relates to the design and financing of any approved improvements to non- residential streets except as modified hereafter.

b) Assessments shall be levied on a frontage basis, unless the City Council determines that a different basis would result in a more equitable distribution of the costs.

c) Where a street serves a significant role as part of the overall City street system or where the abutting land use is a mixture of residential and non-residential, a fixed unit cost for the non-residential properties may be used for assessments. The amount of the fixed unit cost shall be established between the residential rate (minimum) and the actual cost of the improvements (maximum).

3. Street Overlay Assessment Policies

a) Bituminous Street Overlays: Bituminous street overlay rates shall be per the most current City Council resolution adopting special assessment rates. Bituminous street overlay rates are set to a target of fifty (50%) of the current estimated typical street overlay total project improvement costs. Generally, the only improvements to existing sidewalk as part of a bituminous overlay project are improvements to bring pedestrian ramps into compliance with the most recent American with Disabilities Act (ADA) standards per the City's ADA Transition Plan. New sidewalk added to a bituminous street overlay project would be assessed at the current sidewalk construction special assessment rate.

b) The unit cost for assessments shall be fixed, applied on an "adjusted frontage" basis. The unit cost shall be established by the City Council on an annual basis or at such other time as deemed appropriate by the Council. Non-residential properties abutting local streets may be assessed for up to 100% of the actual cost of street overlay improvements. At a minimum, the amount shall typically not be less than the fixed unit cost for residential properties.

c) Repair or replacement of existing curb and gutter, sidewalk, or other miscellaneous improvements done at the discretion of the City in conjunction with an overlay improvement shall be included in the fixed unit cost.

d) The costs for new curb and gutter, sidewalk, or other miscellaneous improvements included with an overlay project shall be specially assessed to the abutting properties.

e) Costs for street overlays not funded from special assessments shall be a City Share, funded from the Capital Projects Revolving Fund, from General Obligation Bonding, or from other funding sources as may be available.

4. Sidewalk

a) In new developments, the costs for the installation of concrete sidewalks shall be entirely assessed to the abutting properties.

b) Costs for installing new sidewalks along existing streets as part of either a reconstruction or overlay or standalone sidewalk project shall be assessed against abutting properties at a fixed unit cost established annually by the City Council, or at such other time deemed appropriate, based on the "adjusted frontage." Costs not financed from special assessments shall be a City share.

c) In a case where a sidewalk is constructed on only one side of the street, the total cost of the improvement shall be assessed upon property abutting both sides of the street.

d) The cost of sidewalk replacement that is undertaken as part of a street reconstruction project shall typically be included in the fixed unit cost for the assessments to the abutting property owners.

e) It is the responsibility of the abutting property owner to keep sidewalks in good condition. If major repair or replacement of existing sidewalk becomes necessary, the City shall order such at the expense of the abutting property owner. If such repair becomes necessary due to conditions beyond the control of the property owner, (e.g. damage to the sidewalk by City contract work, routine City maintenance operations, work by utilities, etc. (but not damage done by tree roots), the City may at its discretion, pay or cause to be paid, either part or all of the cost of such repair or replacement.

5. Driveway Pavement.

a) New Construction – The City Council has declared that driveway pavement is of benefit only to the affected property and as such all costs of driveway construction shall be borne by the benefiting property.

b) Reconstruction – As part of the project, driveway approaches will be replaced from the back of curb to the property line, or to the point required for proper construction of the other improvements. Driveway surfacing shall be replaced in-kind, with the exception that previously unpaved driveway approaches will be constructed with bituminous surfacing.

6. Frontage Roads: Frontage roads along highways or other arterial streets are deemed to be of benefit only to the properties served. The entire cost of an improvement to a

frontage road shall be fully assessable to those properties.

7. Alleyway Improvements: Properties abutting alleyway improvements shall be assessed a prorated share, based on property frontage abutting the alleyway, of one hundred percent (100%) of the total alleyway project improvement costs.

8. New Street and Utility Construction: In new developments or subdivisions, improvement costs shall typically be levied on an equal basis per lot, if lots are of comparable size and function, or as otherwise outlined in the project Development Agreement. New street and utility construction shall be assessed one hundred percent (100%) of the total project improvement costs according to the most equitable method as determined solely by the City Council. Utilizing special assessments to fund new street and utility construction is solely at the discretion of the City Council. See Section **6 Private Development Requirements for Public Improvements and Assessment Considerations** for more information and requirements.

9. Utility Replacement –

a) Existing municipal utility facilities that are replaced or rehabilitated as part of an improvement project due to their age and condition are financed from the appropriate utility depreciation fund. Where utilities need to be replaced to provide additional capacity or service, the benefiting properties shall be assessed, at a minimum, the cost to provide for the additional capacity or service.

b) Trunk/Collector Sanitary Sewer

(1) The total cost of a sanitary trunk sewer (normally 10" or larger in residential areas) including lift stations and associated construction may be assessed on a per unit basis, area basis, or adjusted frontage basis where appropriate.

(2) A trunk sanitary sewer is designed to serve a specific service area determined by an engineering analysis. Where such a sewer does not provide direct service/connections to abutting properties, the total cost of the sewer should be assessed equally over the entire service area.

(3) Where a trunk sewer does provide direct service/connections to abutting properties, the equivalent cost of a lateral sewer (typically 8" diameter for residential areas) shall be assessed to the abutting properties. The cost to oversize the pipe diameter, to construct the sewer at a greater depth, or take other measures beyond that of a standard lateral sewer installation shall then be assessed over the remaining service area or shall be funded by the City. The single-family residential site is considered the base unit. Large tracts of land designated or used in an educational (school site), commercial, industrial, governmental, or institutional capacity shall be converted into base units for assessment purposes.

(4) This section shall not prevent the City from assessing special

benefits or creating special sanitary sewer trunk line assessment districts if deemed advisable and proper in a particular situation.

c) Lateral Sanitary Sewer

(1) The cost of a sanitary lateral sewer is assessed equally to each building site served by the lateral. Commercial, industrial, governmental or institutional units shall be assessed by area or by converting them into base or residential units.

(2) Lateral sanitary sewers shall be entirely assessed against benefited properties since there is an immediate availability of service.

(3) Connection charges are collected at the time of connection to the system. Charges are paid toward treatment plant bond amortization for previously constructed reserve capacity currently in service. A connection fee shall be normally collected when a sewer connection is obtained. If a parcel is subject to special (non-standard) connection charges, the City Council may elect to finance such a charge like a special assessment.

d) Trunk Watermain

(1) The cost of trunk watermains shall be assessed on an area basis that takes into consideration the areas served, looping, and total system area. This shall be determined by the City Council, utilizing data submitted by the City Engineer and the amount of benefit derived from the extension of a trunk watermain.

(2) The total costs of a watermain trunk including valves, valve boxes, manholes, and fire hydrants shall be assessed on an area and unit basis. The required capacity of the watermain trunk is calculated and the average flow requirements for various types of user demand are determined, in order to arrive at the unit charge. This charge is found by dividing the total watermain trunk costs by the number of units and area that can be served.

(3) A trunk watermain shall be a minimum of 8" in diameter, and shall typically be 10” or larger.

(4) An individual development project may not in itself require trunk watermain installation or watermain looping, but oversizing of the internal mains or looping may be necessary to provide adequate service and capacity for areas beyond. In such cases, the oversizing and/or looping cost in excess of a standard lateral main (8” diameter) shall either be assessed against the benefited areas or shall be otherwise financed by the City.

(5) Where deemed advisable and proper, the City shall establish a

special water distribution assessment district.

e) Lateral Watermain

(1) The cost of watermain laterals shall be assessed equally to each building site served by the watermain. Large tracts of land shall be converted into base or residential units for purposes of assessment.
(2) Lateral watermain systems shall be entirely assessed against benefited properties. Any unit that is directly served by a trunk system and thereby requires no lateral service shall be assessed an amount equal to cost of lateral watermain installation.

(3) Connection charges are collected at the time of connection to the system. Charges are paid toward pumping station, well, and tower bond amortization for previously constructed reserve capacity currently in service. A connection fee shall be normally collected when a water connection is obtained. If a parcel is subject to special (non-standard) connection charges, the City Council may elect to finance such a charge like a special assessment.

(4) <u>Water and Sewer Service Line Repair or Replacement Maintenance.</u> It shall be the responsibility of the property owner as a consumer of the municipal water system and a user of the municipal sewage system to keep water and sewer service lines, including all connections and shut off valves, in good working condition. If major repair or replacement of a service line becomes necessary, the City shall order such at the expense of the property owner following the procedures for miscellaneous assessment.

10. Storm Sewer and Drainage Improvements

a) Drainage improvements including but not limited to storm sewers, ditches, grading modifications, stormwater management best management practices and flood mitigation improvements assessments, or other installations for the conveyance and control of storm or ground water, shall typically be levied equally against each benefiting property owner based on contributing drainage area as calculated by the City Engineer or their representative.

b) Assessment Formula for Storm Sewer and Drainage Improvements

(1) Storm sewer or drainage improvements designed and constructed to serve a new development shall be assessed entirely to the development, except where the improvements are oversized or otherwise constructed beyond that required only for the drainage needs of the subdivision.

(2) Assessments to be levied against properties within an area benefited by storm sewer and drainage improvements shall in general be distributed on an area basis. In certain situations, adjustments may be

made at the discretion of the City Engineer for land use or “credits” granted to those properties that have on-site ponding or other drainage improvements that mitigate the runoff from the property.

(3) The "assessable unit" to be applied to drainage improvements shall be "area" expressed in terms of square feet or acres times a land-use multiplier if necessary for differing land uses or intensities.

(4) The "assessment rate" to be applied against all properties shall be equal to the "assessable cost" of the project divided by the total number of assessable units benefited by the improvement. Drainage districts that contain the area served by the improvement will be determined by the City Engineer.

11. Street Lighting. Unless unusual circumstances exist, such as excessive block length, the City shall provide standard street lighting at intersections without assessment. All ornamental or other non-standard street lighting installed shall be assessed on an "adjusted front" foot basis.

12. Non-Standard Cases – For improvements where the non-assessable frontage exceeds 20% of the total assessable frontage, the project may qualify for City General Obligation (G.O.) bond funding. The extent of the participation shall be contingent upon:

a) Whether the affected property has an active assessment.

b) Variance from minimum acceptable development standards (street width, pipe diameters, etc.)

c) Project costs in excess of "normal" city-wide averages.

d) Whether the affected property has received G.O. bond participation before

D. Current Assessment Rates

The assessment rates listed may change year to year depending on Council rate adjustments. Special assessment rates shall be set by council resolution as necessary (a copy of the current resolution is attached).

State of Minnesota
County of Rice

CITY OF FARIBAULT

RESOLUTION #2018-227

ADOPT SPECIAL ASSESSMENT RATES FOR 2019 - 2020

WHEREAS, the City levies special assessments against benefiting properties pursuant to Minnesota Statutes, Chapter 429, for street reconstruction, street overlays, and sidewalk construction, on a fixed per-unit basis.

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby adopts the following schedule of Special Assessment Rates for 2019 and 2020:

	2019	2020
Street Reconstruction		
Low Density Residential Property	$74.00/l.f.	$75.50/l.f
High Density Residential Property	$81.50/l.f.	$83.00/l.f.
Commercial/Industrial/Institutional Property	$88.50/l.f.	$90.00/l.f
Credit for Salvaged Curb	(-)$15.00/l.f.	(-)$15.00/l.f.
Lead Water Service Replacement	$825.00/ea	$825.00/ea
Bituminous Street Overlays		
Low Density Residential Property	$20.50/l.f.	$21.00/l.f.
High Density Residential Property	$22.50/l.f.	$23.00/l.f.
Commercial/Industrial/Institutional Property	$24.50/l.f.	$25.00/l.f.
New Curb & Gutter Added	(+)$15.00/l.f.	(+)$15.00/l.f.
Sidewalk Construction		
Low Density Residential Property	$ 6.00/l.f.	$ 6.50/l.f.
Other Property	$22.50/l.f.	$23.00/l.f.

Date Adopted: November 13, 2018

Faribault City Council

Kevin F. Voracek

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray

Timothy C. Murray, City Administrator

E. Payment of Assessments

1. Assessments for residential and multi-family can usually be paid over a 15-year period or other time period as determined by City Council, through certification to property taxes as a special assessment. Interest rates vary but are set no more than 2% above the City's rate on the bond sale or 2% over the current bond rate average as determined by the Finance Director if the project is not funded in whole or in part by bond proceeds. The increased rate covers administration and collection of the assessments over the life of the repayment period.

2. Property owners may wish to make a payment to the City within 30 days of the Assessment Hearing. Property owners may choose to make a full or partial (25% minimum) payment. No interest will be applied to payments received within 30 days of the Assessment Hearing or as defined in the adopting resolution. Payments received after 30 days of the Assessment Hearing or after the date in the adopting resolution but before certification to Rice County (November 30) interest will be applied to the payment calculated from the date of the Assessment Hearing. The City will accept no more than two (2) payments up until the certification deadline (November 30) date. Unpaid balances will be certified to Rice County for payment with property taxes after November 30 of the year in which the Assessment Hearing was conducted.

3. It should be noted that if only a partial payment is made before certification to Rice County then the assessment balance can be paid over the same period as defined in the adopting resolution, typically 15 years.

F. Petition and Waiver (Consent Assessment)

1. Minnesota Chapter 429 provides for petition and waiver process by benefiting property owners as one of the methods to initiate said improvements. The City uses a petition and waiver process to complete miscellaneous improvements to properties that are in the best interest of the City. Examples include, widening a driveway or replacing a private sewer or water service at the time of a planned reconstruction or replacing sidewalk in conjunction with a City contract. Property owners sign a consent assessment agreement (a copy of which is included in Appendix A)

2. The City Council approved the use of the Petition and Waiver Process for financing reconstruction of water and sanitary sewer services through Resolution 2009-148.

3. The term of the assessment shall be based on the following:

Amount	Repayment	Interest Rate
Under $1,000	**1 year**	**2% over bond rate**
$1,001 to $3,000	**2 years**	**2% over bond rate**
$3,001 to $7,500	**5 years**	**2% over bond rate**
Over $7,500	**10 years**	**2% over bond rate**

G. Deferred or Delayed Assessments

1. Minnesota Statute Chapter 429 allows for deferred and delayed assessments. This section is only meant to cover the most frequent cases encountered by the City in past years. Minnesota Statutes shall govern in all cases.

2. A. Senior Citizen, Disability, National Guard and/or Military Reserves Deferrals

3. Minnesota Statutes 435.193 authorizes the City Council to enact said deferrals. Therefore, the City Council shall, at its discretion, defer the payment of an assessment for any homestead property owned by a person for who it would be a hardship to make the payment if the owner is one of the following:

   a) A person who is 65 years of age or older.
   b) A person who is retired by virtue of a permanent and total disability.
   c) A member of the National Guard or other military reserves called into active service.

4. In order to determine financial hardship, the Finance Director (or his/her designee) shall review the applicant's income statement. As a general guideline, a financial hardship deferral is automatically met if household adjusted gross income is at or below 125% of the most recently published Federal Poverty Line issued by the Department of Health and Human Services. This financial hardship guideline is intended to make clear the standard basis for financial hardship and remain non-discriminatory in financial hardship reviews. However, the Finance Director (or his/her designee) may approve deferrals where extenuating circumstances exist as presented by the applicant.

5. It should be noted that a deferred assessment may accrue interest. The deferment comes due with accrued interest upon death of the owner, sale/transfer/subdivision of property, loss of homestead status of the property, or determination by the Council that requiring immediate or partial payment would impose no hardship.

6. Per Sec. 12-4, City Code of Ordinances

   (a) General rule. The Council may defer the payment of any special assessment on homestead property owned by a person who is sixty-five (65) years of age or older, or who is retired by virtue of permanent and total disability. The administrator may record the deferment of special assessments where the following conditions are met:

   (1) The applicant must apply for the deferment not later than ninety (90) days after the assessment is adopted by the Council;

   (2) The applicant must be sixty-five (65) years of age, or older, or retired by virtue of permanent disability;

   (3) The applicant must be the owner of the property;

   (4) The applicant must occupy the property as a principal place of residence; and

(5) The applicant's income from all sources does not exceed the low-income limit as established by the department of housing and urban development as used in determining the eligibility for section VIII housing.

(b) Eligibility. The deferment will be granted for as long a period of time as the hardship exists and the conditions as aforementioned have been met. The applicant must notify the administrator of any change in applicant's status that would affect eligibility for deferment.

(c) End of deferment. The entire amount of deferred special assessments is due within sixty (60) days after loss of eligibility by the applicant. If the special assessment is not paid within sixty (60) days, the administrator must add thereto interest at the applicable rate for the bond issue for the project. If there is no bond issue for the project, interest will be fixed by resolution of the Council. The total amount of principal and interest from the due date through December 31 of the following year must be certified to the county auditor for collection with taxes the following year. If the applicant demonstrates, to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty (60) days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date (including principal and interest) with the balance thereafter paid according to the terms and conditions of the original special assessment.

(d) Termination. The option to defer the payment of special assessments terminates and all amounts accumulated plus applicable interest become due upon the occurrence of any one of the following:

(1) The death of the owner when there is no spouse who is eligible for deferment;

(2) The sale, transfer or subdivision of all or any part of the property;

(3) Loss of homestead status on the property; or

(4) Determination by the Council for any reason that there would be no hardship to require immediate or partial payment.

7. Deferment of Special Assessments - Agricultural Property

Per Sec. 12-5, City Code of Ordinances

The Council may defer the payment of any special assessments on agricultural land in accordance with the provisions set forth in Minnesota Statutes Section 273.111, commonly known as the "Green Acres Law."

8. Deferment of Special Assessments - Undeveloped Property

Per Sec. 12-6, City Code of Ordinances

(a) General rule. Pursuant to Minnesota Statutes, Section 429.061, subdivision 2, the Council may, by resolution, defer the payment of any special assessments where the following conditions are met:

(1) The special assessments are greater than ten thousand dollars ($10,000.00); and

(2) The land to be specially assessed is unimproved property, five (5) acres or larger in size.

(b) Termination. The Council shall indicate in the resolution that the deferral of the payment of special assessments terminates and all amounts accumulated become due pursuant to the terms of the resolution, upon the occurrence of any of the following:

(1) Until a specified future year;

(2) Until the property is sold, transferred, platted; or

(3) Until building improvements are constructed on the property. The council shall also indicate in the resolution whether interest will accrue and be added to the principal, will be paid annually or, will be forgiven while the assessment is deferred, and, the number of installments in which the assessments are to be paid when the deferral terminates. However, in no event shall the last installment be paid more than thirty (30) years after the assessment was levied. If payment is not received by that time, no development of the property shall be permitted, nor shall any physical connection to the City's utility or drainage facilities be made to the property, until the assessment (or connection fee) is certified for collection.

9. Benefits Outside of City.

a) If the City installs utility facilities which benefit property lying outside the corporate limits, that area and the allocable costs shall be included in the original public hearing for the improvement.

b) The City may attempt to negotiate a contract with the owner of property outside the corporate limits which will provide payment to the City on the same basis as if the property were in the City, and assessed for the improvement as a prepayment upon completion of the project.

c) If such a contract cannot be executed, the City will assume temporary responsibility for cost allocable to the property lying outside the corporate limits. In that event, the original principle amount of the assessment, provided it had been assessed, plus interest at a rate determined by the Council, would accumulate for up to fifteen (15) years if no payment were received.

d) At a time when the property is annexed to the City, a public hearing may be held for that property and an assessment roll prepared, adopted and certified to the County Auditor. This assessment will be payable at the same rate and terms as were applicable at the time of the original assessment, although the total due will have increased.

e) The City shall reserve the right to delay the assessment for facilities previously installed, and to make such assessment instead at the same time it constructs further improvements on the property after its annexation.

f) When property lies outside the city limits, no physical connection to the City's utility or drainage system will be permitted unless a utility agreement and contract is executed, which satisfies all costs.

10. Deletions from Assessment Rolls:

a) The City shall reserve the right to delete land within the assessable area from the assessment rolls if, in the opinion of the City, the land cannot be developed. Development of such a property shall not be permitted, nor shall any connection between the City's utility or drainage facilities be made to that property, unless and until an assessment (or connection fee) is adopted and certified for collection.

b) The City will assume temporary responsibility for payment of the cost allocable to the property. The original assessment principle, provided it had been assessed, shall be increased annually at a rate of interest determined by the City Council, up to a maximum of fifteen (15) years for which no payment is made. At that time a public hearing may be held for the property and an assessment roll prepared, adopted and certified to the County Auditor. This assessment will be payable at the same rate and terms as the original assessment, although the total due will have increased.

11. Special Assessment Delinquencies:

a) The City Administrator shall report to and file with the City Council, on an annual basis, a list of special assessment delinquencies within the City of Faribault.

b) For property in which a personal guarantee has been provided to secure the cost of installing public improvements and where the special assessments levied upon said property are delinquent, the City Council may declare the personal guarantee in default and seek satisfaction of same.

H. Nuisance Abatement, Maintenance, Repair, Replacement, or Emergency Work and Unpaid Service Charges Special Assessment Policy

1. The City may assess property owners for the maintenance, repair or replacement of private infrastructure or to public infrastructure that the property owner is responsible for that due to its condition presents a hazard to the health or safety of the general public or to public infrastructure.

a) Nuisance Abatement. As provided for by the Code of Ordinances, the City may undertake the abatement of nuisances such as mowing, weed removal, building demolition, and other work necessary provided proper notice is given the affected property owner. Cost of all work shall be billed to the property owner as a service charge.

b) Emergency Work and Unpaid Services Charges. The City reserves the right to undertake emergency work required to protect the health, safety, and general welfare of the public and charge the cost to the benefited property owner. In the event that charges are unpaid the City will levy the cost as a special assessment following the requirement of Minnesota State Statutes.

2. In the event that a service charge remains unpaid the City reserves the right to levy the service charge as a special assessment following the requirements of Minnesota State Statutes. Examples of service charges are, but are not limited to, snow removal, permit fees, street/parking lot sweeping, water/sewer charges, and airport hangar rental.

3. Staff Procedures

a) Resolution declaring required maintenance repair or replacement to be undertaken.

b) Mail notice to affected property owner allowing thirty (30) days in which to respond to the City Engineer that work is under contract to be completed within a reasonable time frame given the improvement required.

c) If the property owner fails to respond to the notice or fails to undertake the work the City shall undertake the work and shall bill the property owner for the cost.

d) (Alternate) If property owner objects to the required work Staff shall proceed with a public hearing before the City Council prior to undertaking the work. The Council will determine whether the work is required.

e) If the property owner fails to make payment for the work when due, City Staff will initiate a special assessment hearing following the proper requirements of Minnesota State Statutes for assessment of the cost to the benefited property.

VII. Private Development Requirements for Public Improvements and Assessment Considerations

A. Assessment Policies for Construction of New Street and Surface Improvements

1. The assessments to be levied against properties within the benefited areas shall be distributed on the basis of the following provisions.

2. Construction of new streets and other public surface improvements shall be to the generally accepted engineering standards that are warranted for the project and shall typically be 100% specially assessed.

3. In certain cases, it may be necessary to "overdesign” or “oversize" a street improvement due to the needs of abutting properties, other properties serviced by the improvement, or the function of the street in the City’s transportation system. The additional cost attributed to the improvement’s "overdesign” or “oversize" may be specially assessed to the abutting properties needing the “overdesign” or to other properties benefiting from the improvement or may be funded in whole or in part as a City Share.

4. The "assessment rate" applied to each individual property shall be equal to the "assessable cost" of the project divided by the total number of assessable units benefiting from the improvement.

5. For low-density residential development, the assessable unit to be used for surface improvement assessments shall typically be per lot. For high-density residential or other development, the assessable unit to be used shall typically be either per lot, on a frontage basis, or on an area basis, unless otherwise specified by the City Council or otherwise specified in a project Development Agreement.

6. The cost of street or other surface improvement projects that receive federal, state, county or other funding shall be assessed to benefiting properties in an amount up to the equivalent cost of an improvement project constructed to the standards applicable for the needs of the benefiting properties. In other words, benefiting parcels of land shall be assessed based on “Local Street” costs, with the oversizing or additional construction costs due to other agency requirements being funded by other agencies or as a City Share.

7. Developers proposing projects that will be public infrastructure upon completion shall be completed as a Public Improvement Project and require the Developer to petition the City for said improvement according to the 429 process. 100% of the total project cost shall be paid by the petitioner(s) unless stipulated otherwise in a Development Agreement approved by the City Council.

B. Workmanship of Improvements by Private Developers.

1. In order to warrant a project for the life expectancy previously set forth, the City must have certain controls over the quality of materials, workmanship and design standards involved. The following policies provide this control:

2. Depending on work load of the City Engineering Department, three alternatives may be available for providing Engineering Services Private Improvements. The fees for the various options are based on the construction costs as determined by competitive bids let by the City or cost estimates provided by the Developer’s Consultant and approved by the City. A private developer may have his plans prepared by other than City staff under the following conditions. All plans, drawings, specifications and related documents shall be prepared by a professional engineer, registered in the State of Minnesota.

3. The developer shall enter into a Development Agreement with the City detailing the responsibilities associated with the construction of the improvements, including the type and amount of security to be provided to ensure proper completion of and reimbursement for the work or services rendered.

4. The developer shall be charged for the services noted below, at a value determined on a percent basis as indicated below in Table A, or otherwise agreed upon by the developer and the City before the project is begun, to be included as part of the project Development Agreement.

Table A – City Engineer Service Fees

Project Amount	Option 1	Option 2	Option 3
	15 %	9 %	5 %

Option 1 – In this case, the Developers are required to submit the required information for the platting process and the City Engineer will complete design, let the project and oversee the construction of the public utility and street improvements as well as perform the construction staking on the project based on sub-division monumentation provided by the Developers. The City Engineering services also include preparation of the sub-division agreement, general project administration, and attendance at all meetings, coordination of the development project through the City process including the review of the preliminary plat submittal, the final plat and preparation of the assessment role. Also included in the City Engineering services is project coordination with City, County and State Agencies as well as the application and payment for all local, state and federal permits required for the installation of City Utilities and Streets. Under Option 1 the City will produce as-built drawings (including ties to all service locations).

Option 2 – Same as Option 1 however, the Developers hire a private consulting engineering firm (consultant) to complete the final design engineering, plans and specifications. All consulting engineering firms are subject to approval by the City Engineer. The Developers have retained a Private Consultant to prepare the Plans and Specifications.

Option 3 – Same as Option 2, except that the Developers also retain the private consulting engineering firm to oversee the construction of the public utility and street improvements as well as perform the construction staking as well as to produce as-built drawings (including ties to all service locations) using reproducible originals and computer drawing files (compatible with the City's software).

1. Construction Staking - The Consulting Engineer shall be responsible for all staking services for grading, sanitary sewer, watermain, storm sewer, lot services, sidewalks, trails, and all roadway improvements, including curb elevations and centerline "blue-topping" for tolerancing subgrade and Class 5 aggregate base.

2. Construction Inspection and Testing – The construction contract work shall include requirements for all contractors to perform testing that is identified as contractor responsibility under the governing specifications (latest editions of MnDOT Standard Specifications for Construction and CEAM Standard Specifications, and the project Special Provisions) and provide copies of all test results to the City. Access, coordination, and assistance with City personnel for other testing work being done by City shall also be included as part of the construction contract work.

3. Televising of Sanitary Sewers - The construction contract work shall include the televising of all sanitary sewers installed as part of the Public Improvements and a copy of said recording (on DVD) shall be provided to the City.

4. As-Built/Record Drawings – At the completion of construction, a full set of as-built drawings for the Site Grading and the Public Improvements (including ties to all service locations) using reproducible originals and computer drawing files (compatible with the City's software) shall be provided to the City.

All inspection and testing services that are the responsibility of the Developer shall be performed by competent personnel, currently certified by the Minnesota Department of Transportation in the areas of construction being performed as part of the Project, or having other certification of training acceptable to the City.

5. In order to warrant the construction for the life expectancy previously set forth, the City of Faribault will provide inspection of all phases of construction as set forth in the contract documents.

6. The City and its representatives shall at all times have access to the work in order to complete the services as herein provided, and the developer shall give the City timely notice of his readiness for inspections or other work to be rendered. Permits, licenses and easements, or permanent changes in existing facilities shall be secured and paid for by the developer.

7. The developer shall furnish the City with one reproducible copy of the construction plan "as-builts."

8. Upon completion of sanitary sewers, storm sewers, watermains, curb and gutter, roadway base, surfacing, or sidewalk by the developer, the City will accept said public improvements by resolution and thereafter maintain them under a one-year guarantee to the City.

9. For property in which a personal guarantee has been given to secure the cost of installing public improvements, and where the special assessments levied against said property are delinquent, the City Council may declare the personal guarantee in default and seek satisfaction of the same.

VIII. Improvement Districts.

Nothing in this document shall prevent the City of Faribault from establishing within its limits "Improvement Districts" after a public hearing has been held with the appropriate published notice. These districts may be established to levy improvement costs over a particular area. Types of Improvement Districts are as follows:

A. Sanitary Sewer Trunkline Improvement Districts

Shall be established only through documented evidence presented by the City Engineer. Its purpose is to establish a region that benefits directly from installation or future installation of sanitary sewer trunklines.

B. Water Trunkline Improvement Districts

Shall be established only through documented evidence presented by the City

Engineer. Its purpose is to establish a region that benefits directly from installation or future installation of water trunklines.

C. Storm Sewer Improvement Districts

Shall be established only through documented evidence presented by the City Engineer. The purpose of the district is to acquire, construct, reconstruct, extend, maintain or otherwise improve the storm sewer system and related facilities within its boundaries. Storm water holding areas and ponds may also be so acquired, maintained and improved for the benefit of the district.

D. Sidewalk Improvement District

May be established in order to pay all or part of the cost of sidewalk construction or repair by apportioning the cost throughout the area benefited.

E. Neighborhood Park and Open Space Improvement District

Shall be established only through documented evidence presented by the City Planner and/or Parks and Recreation Director and information contained in the City of Faribault Park and Open Space Plan. The purpose of the district is to develop neighborhood parks and open space facilities within a neighborhood planning district, the cost of which can be assessed to the benefiting properties within the district.

		Existing Faribault 2021 Franchise Fees		Proposed Additional Franchise Fees in Lieu of Special Assessments		Proposed Total Franchise Fees	
XCEL	Estimated No. of Meters	Monthly Fee	Estimated Existing Reveune	Monthly Fee	Estimated New Revenue	Total Proposed Monthly Fee	Total Estimated Revenue
Electric - Residential	8,328.87	$ 1.63	$ 13,576.05	$ 5.00	$ 41,644.33	$ 6.63	$ 55,220.39
Electric - Sm C&I Non Demand	749.11	$ 1.94	$ 1,453.28	$ 20.00	$ 14,982.27	$ 21.94	$ 16,435.55
Electric - Sm C&I Demand	313.50	$ 38.72	$ 12,138.85	$ 20.00	$ 6,270.07	$ 58.72	$ 18,408.92
Electric - Large C&I	77.03	$ 338.80	$ 26,098.89	$ 100.00	$ 7,703.33	$ 438.80	$ 33,802.23
Gas - Residential	7,076.21	$ 1.96	$ 13,869.38	$ 5.00	$ 35,381.07	$ 6.96	$ 49,250.44
Gas - Comm Firm Non-Demand	814.16	$ 4.57	$ 3,720.71	$ 20.00	$ 16,283.20	$ 24.57	$ 20,003.91
Gas - Comm Firm Demand	5.62	$ 39.20	$ 220.30	$ 20.00	$ 112.40	$ 59.20	$ 332.70
Gas - Small Interruptible	9.89	$ 111.08	$ 1,098.58	$ 20.00	$ 197.80	$ 131.08	$ 1,296.38
Gas - Med & Lg Interruptible	6.00	$ 326.70	$ 1,960.20	$ 100.00	$ 600.00	$ 426.70	$ 2,560.20
		Monthly Revenue	$ 74,136.25		$ 123,174.47		$ 197,310.72
		Yearly Revenue	$ 889,634.99		$ 1,478,093.60		$ 2,367,728.59

		Existing Faribault 2021 Franchise Fees		Proposed Additional Franchise Fees in Lieu of Special Assessments		Proposed Total Franchise Fees	
Steele Waseca Electric	Estimated No. of Meters	Monthly Fee	Estimated Existing Reveune	Monthly Fee	Estimated New Revenue	Total Proposed Monthly Fee	Total Estimated Revenue
Electric - Residential	-	$ 1.63	$ -	$ 5.00	$ -	$ 6.63	$ -
Electric - Sm C&I Non Demand	41.00	$ 1.94	$ 79.54	$ 20.00	$ 820.00	$ 21.94	$ 899.54
Electric - Sm C&I Demand	4.00	$ 38.72	$ 154.88	$ 20.00	$ 80.00	$ 58.72	$ 234.88
Electric - Large C&I	7.00	$ 338.80	$ 2,371.60	$ 100.00	$ 700.00	$ 438.80	$ 3,071.60
		Monthly Revenue	$ 2,606.02		$ 1,600.00		$ 4,206.02
		Yearly Revenue	$ 31,272.24		$ 19,200.00		$ 50,472.24

		Existing Faribault 2021 Franchise Fees		Proposed Additional Franchise Fees in Lieu of Special Assessments		Proposed Total Franchise Fees	
Greater MN Gas	Estimated No. of Meters	Monthly Fee	Estimated Existing Reveune	Monthly Fee	Estimated New Revenue	Total Proposed Monthly Fee	Total Estimated Revenue
Gas - Residential	1.00	$ 1.96	$ 1.96	$ 5.00	$ 5.00	$ 6.96	$ 6.96
Gas - Small Commercial	-	$ 4.57	$ -	$ 20.00	$ -	$ 24.57	$ -
Gas - Commercial	4.00	$ 4.57	$ 18.28	$ 20.00	$ 80.00	$ 24.57	$ 98.28
Gas - Mid Commercial	5.00	$ 39.20	$ 196.00	$ 20.00	$ 100.00	$ 59.20	$ 296.00
Gas - Large Commercial	5.00	$ 39.20	$ 196.00	$ 20.00	$ 100.00	$ 59.20	$ 296.00
Gas - Agricultural	-	$ 111.08	$ -	$ 20.00	$ -	$ 131.08	$ -
Gas - Industrial	-	$ 326.70	$ -	$ 100.00	$ -	$ 426.70	$ -
		Monthly Revenue	$ 412.24		$ 285.00		$ 697.24
		Yearly Revenue	$ 4,946.88		$ 3,420.00		$ 8,366.88

Total Monthly Revenue	**$ 77,154.51**		**$ 125,059.47**		**$ 202,213.98**
Total Yearly Revenue	**$ 925,854.11**		**$ 1,500,713.60**		**$ 2,426,567.71**

Diversify Revenues WITH Franchise Fees

BY NICK ANHUT AND JESSICA COOK

Have you ever wondered why cities across the nation have more revenue options than we do in Minnesota? New York City has an income tax; Colorado cities collect most of their budgets from local sales taxes.

Minnesota cities rely on a complicated property tax system as their main source of revenue. The property tax is predictable compared to income and sales tax, but many consumers of city services do not pay property taxes. Franchise fees are an often overlooked alternative for Minnesota cities to diversify their revenue streams.

Many cities have been collecting a cable franchise fee for years. Under Minnesota Statutes, section 216B.36, a city may also impose a fee on a gas or electric utility in exchange for the use of public rights-of-way.

The utility companies collect the fee from their customers and remit it to the city every billing cycle. Cities can determine the amount, structure, and use of franchise fees. There is no cap on the franchise fee rate on gas and electric utilities.

Use of the fees

Franchise fees can be used for any public purpose. Recently, many cities have directed franchise fees to specific capital improvements such as pavement management programs. One reason is that proving benefit for special assessments has become more difficult in a time of declining residential property values.

The City of Morris has collected franchise fees for about 10 years and dedicates them entirely to road maintenance. "Over 30 percent of our city is comprised of tax-exempt property," says City Manager Blaine Hill. "Before franchise fees, we had two-thirds of the property owners paying for 100 percent of the streets."

The City of Edina recently adopted franchise fees in lieu of raising taxes to fund sidewalks, trails, bike paths, and other pedestrian-related improvements. The fees will provide a stable funding source to undertake projects on a pay-as-you-go basis. While there is no specific statutory authority to issue bonds based on franchise fee revenues, cities can use the revenues to write down annual debt levies.

If your city is interested in implementing franchise fees, there are three primary steps you should take.

Pros & Cons of Franchise Fees

PROS	CONS
Local control	Raises utility costs
Easy to administer after first year	Initial coordination with utilities and/or public can be complex
Diversifies revenues; flexible funding source	Perception by public as another tax
Growth in revenues proportional to growth in business activity and development	May require periodic review or adjustment
Not subject to loss of revenue resulting from loss of state aid	Opposition from nonprofit users

STEP 1: Establish the need

To avoid getting mired in a fee vs. tax discussion, take the time to clearly articulate and develop consensus around the need for a new revenue source. In Champlin, the City Council had established the goal of a 0 percent tax rate increase. As capital needs grew and property values stalled, new revenue sources were needed.

Staff identified various funding options, including additional property tax levy, a stormwater utility, and franchise fees. The council chose to add franchise fees because they give the city a more balanced approach to budgeting.

STEP 2: Structure the fee to suit city needs

There are two broad options for structuring the franchise fee: as a fixed charge per account or as a percentage of the customer's bill. Forest Lake charges its electric utility customers $4 per month for a residential account. The council selected a flat fee because it assigns the cost of road maintenance to properties at a fixed amount, and it provides a steady revenue stream for the city.

Alternatively, franchise fees can be structured to correlate with the customer's energy use. Coon Rapids charges all users 4 percent of their utility bill. Other cities choose a fixed charge per therm or kilowatt hour. With these structures, revenue will expand and shrink with the business cycle and seasons but, over time, will keep pace with inflation.

STEP 3: Adopt an ordinance

The only authorizing action required to establish a franchise fee is the adoption of an ordinance. The ordinance establishes the terms of the fee: the structure, collection schedule, and the effective dates. Once adopted, utility providers may need to undergo a 90-day filing period through the Minnesota Public Utilities Commission before the fee can be imposed.

While there is no statutory public hearing or notice requirement, some cities opt to provide opportunities for public comment and education. Forest Lake informed its residents of the proposed fees by creating a handout and providing news updates. Hastings leaders added a sunset provision so that new action must be taken after five years to extend the fee.

Nick Anhut and Jessica Cook are financial specialists with Ehlers (**www.ehlers-inc.com**). Ehlers is a member of the League's Business Leadership Council (**www.lmc.org/sponsors**).

Franchise Fees

The Northfield City Council approved utility franchise fees as an alternative revenue source from special property tax assessments primarily for street improvement projects, and secondarily for ancillary improvements (i.e. trail gaps, sidewalk gaps and climate actions and initiatives as outlined in the strategic plan).

Northfield maintains nearly 78 miles of paved city streets, and 84 miles of trails and sidewalks.

The city spends $3.5 million annually to maintain city streets.

Home and business owners are assessed between 25 to 50% for street improvement projects. Replacing streets typically occurs every 40 to 50 years. The city uses general property taxes and bonds to pay for the remaining costs of street replacements.

What is a franchise fee?

Many cities in Minnesota have a franchise agreement with each utility company (gas, electric) for the use of publicly-owned right-of-way for their business purpose. The right-of-way is the public property located adjacent to roadways for utilities, construction access, and snow storage. By law (Minnesota Statute 216B.36), cities may charge utility companies a fee to manage the use of the publicly-owned right-of-way to deliver service.

The City determines the amount of franchise fees as established by an ordinance that is mutually agreed upon by the City and the utility company. In Northfield that utility company is Xcel Energy. Xcel Energy currently only allows a flat rate for residential and commercial customers, based on their defined customer categories.

Utility companies have the right to pass franchise fees on to their customers. Utility customers will see a line item on their gas and electric bills for a “city fee.” The utility companies collect this fee and remits all of the payment directly to the City.

What is a street assessment?

Home and business owners are assessed for street improvement projects and owners typically pay between 25% to 50% of the project costs based on the benefit of the improvement to property. The type of street improvement can vary, from a Mill and Overlay, to Reclamation, to Reconstruction. The expected life of a street is between 40 and 50 years. Typically, you will have one type of street improvement on your street every 20 years.

On average, residential property owners have paid an average of $6,800 for their street assessment.

Street assessments are typically based on front footage. An appraiser determines the special assessment linear foot rate. This rate is then applied to the front footage of each property adjacent to the street maintenance project.

What are the benefits of franchise fees over a street assessment?

- Smaller monthly fees instead of one large assessment.
- Less time-consuming and substantially less costly overall for the city (approximately $75,000 less expensive per year).
- Keeps maintenance and reconstruction on a proactive and timely schedule.
- More equitable to people who move into, out of, or within the city.

What are the benefits of franchise fees over increasing property taxes?

- New construction would contribute immediately, which would eliminate the one to two-year lag for the City to receive property taxes for property owners receiving municipal services
- A wider base than property taxes; property taxes exempt renters, non-profits, schools, and other entities that use the public infrastructure pays franchise fees.

How will the franchise fee be used?

Franchise fees primarily are used for street maintenance, which includes mill and overlays, full depth reclamations, and reconstructions.

Secondary use of funds (approximately 8% of the total collected) will assist with implementation of actions in the Northfield Climate Action Plan which may include other transportation infrastructure such as trail and sidewalk gaps.

Construction projects

Climate Action Plan

Why will some of this fee be used toward implementing the city’s Climate Action Plan?

Many city services are funded through collection of fees from the community such as water, sewer, and garbage. At this time, there is no dedicated fee to fund the Climate Action Plan.

How will I benefit from the City implementing the Climate Action Plan?

Select Language

Carrying out the Climate Action Plan will be beneficial to the City and residents in many ways such as:

- Cleaner air from less fossil fuel emissions
- Healthier community
- More options for transportation/getting around
- Save money by being more energy efficient
- Reduce heat island effect
- Reduce flooding impacts
- Build resiliency and extend the life of infrastructure
- Improve food and water security
- Extend the lifespan of the County landfill

How much will I be charged?

Residents will see a charge of $3.25 on their electric bill and $2.25 on their gas bill every month.

Commercial and industrial properties will need to contact Xcel Energy to find your classification. When contacting Xcel Energy, please identify yourself as a city of Northfield commercial user.

Xcel Energy Business Solution Center
1-800-481-4700
Email Business Solution Center (email may be quicker)

Electric

Class	Amount per premise per month
Residential	$3.25
Small commercial and industrial: non-demand	$4.00
Small commercial and industrial: demand	$32.50
Large commercial and industrial	$999.00
Public street lighting	$0.00
Municipal pumping demand	$0.00
Municipal pumping non-demand	$0.00

Gas

Class	Amount per premise per month
Residential	$2.25
Commercial firm: non-demand	$12.50
Commercial firm: demand	$485.00
Small interruptible	$99.50
Medium and large interruptible	$1,880.00
Firm transportation	$0.00
Interruptible transportation	$0.00

Why now?

Residents who have gone through a street assessment process have stated they do not like the large unanticipated assessment and the appraisal process is complex and exhausting to figure out the assessment amount. The appraisal process and bonding make the overall projects more expensive. Scheduled assessments in 2020 average $6,800.

By implementing a franchise fee, residents will pay a flat fee per month. This revenue replacement is more manageable and eliminates an unanticipated expense for the projects the City has planned.

Construction projects

Is this just another tax?

This is revenue replacement - a different revenue source for the city. Franchise fees will replace special assessments.

What if I am paying for a street assessment?

Continue to pay your street assessment. A refund program for eligible properties plan will be put in place to offset the franchise fee.

View the resolution for a franchise fee refund program

Why not add this fee to the water bill? Why don't you just charge a 'Street Fee' to each property and bill it similar to a water bill? Why go through a third party for collection?

State law does not allow a city to charge a direct street fee for maintenance. State law does allow for the collection of a franchise fee from utility service providers for their use of the right-of-way. That is why we are charging this fee to the utility companies and then dedicate its use to maintain the city street system. The State Legislature is currently working on a bill (SF 607 and HF 745) that would allow for the direct billing by a city for a street maintenance fee. This same idea has been discussed at past legislative sessions but has yet to be passed and signed into law.

I live in an apartment, town home or manufactured home. Will I be charged the fee?

Yes, you will pay the standard residential fee.

I live on a private road or county road. Will I be charged the fee?

Yes, you will pay the standard residential fee.

When will this go into effect?

The franchise fees go into effect March 2021.

When do I have to pay the franchise fee?

The franchise fee is included on your gas and electric bill every month.

How long will the city have franchise fees?

The fee is expected to be a long-term funding option for the city and not anticipated to be eliminated.

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Mark DuChene, City Engineer
MEETING DATE:	July 20, 2021
SUBJECT:	Discussion of NW Area Water Tower Logos

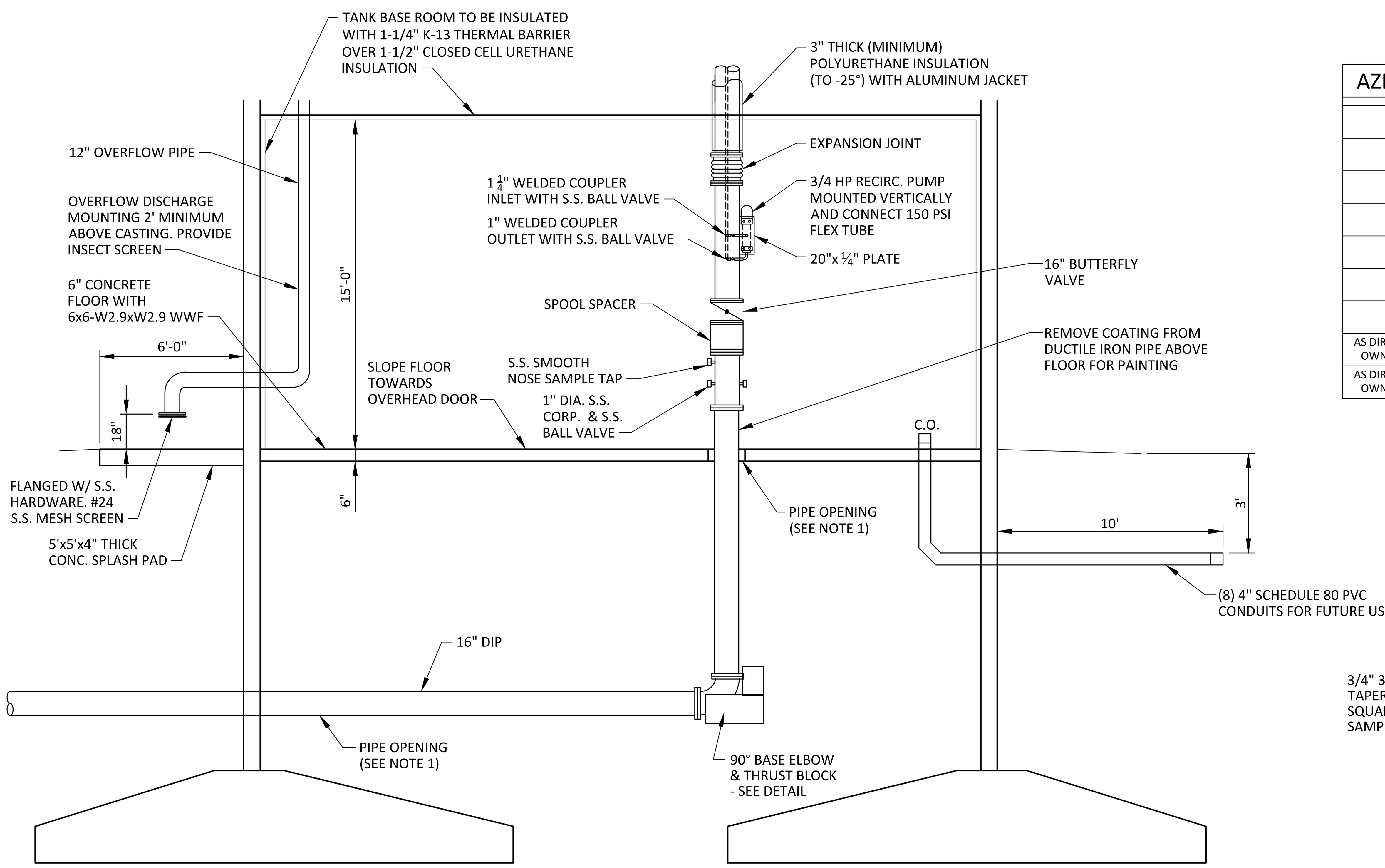
Discussion:

When the NW Area Water Tower project plans and specifications and authorization to bid was approved by the City Council there was a request for discussion about the proposed logos that are planned to be painted on the north and south sides of the water tower. The proposed logos included in the bid documents are the official City of Faribault logo as shown on the attached plan sheet. The City Council awarded the water tower contract to Caldwell Tanks and the contractor has indicated that the cost of each logo per their bid is $9,500 ($19,000) total.

Attached are some examples of water towers with various logo styles. Staff is looking for feedback and direction from the council about if they want something different painted on the water tower, and if so what, so that the contractor can be asked to provide updated pricing.

Attachments:

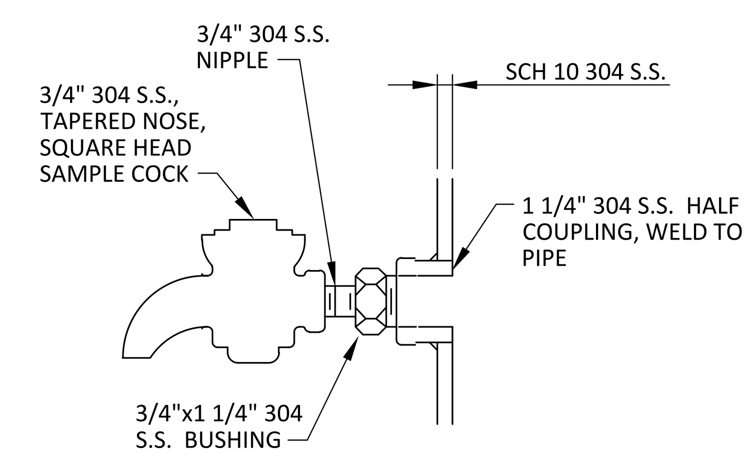
1. Water Tower Logo Examples
2. Water Tower Coloring Winners



COMPOSITE ELEVATED TANK BASE - SECTION VIEW

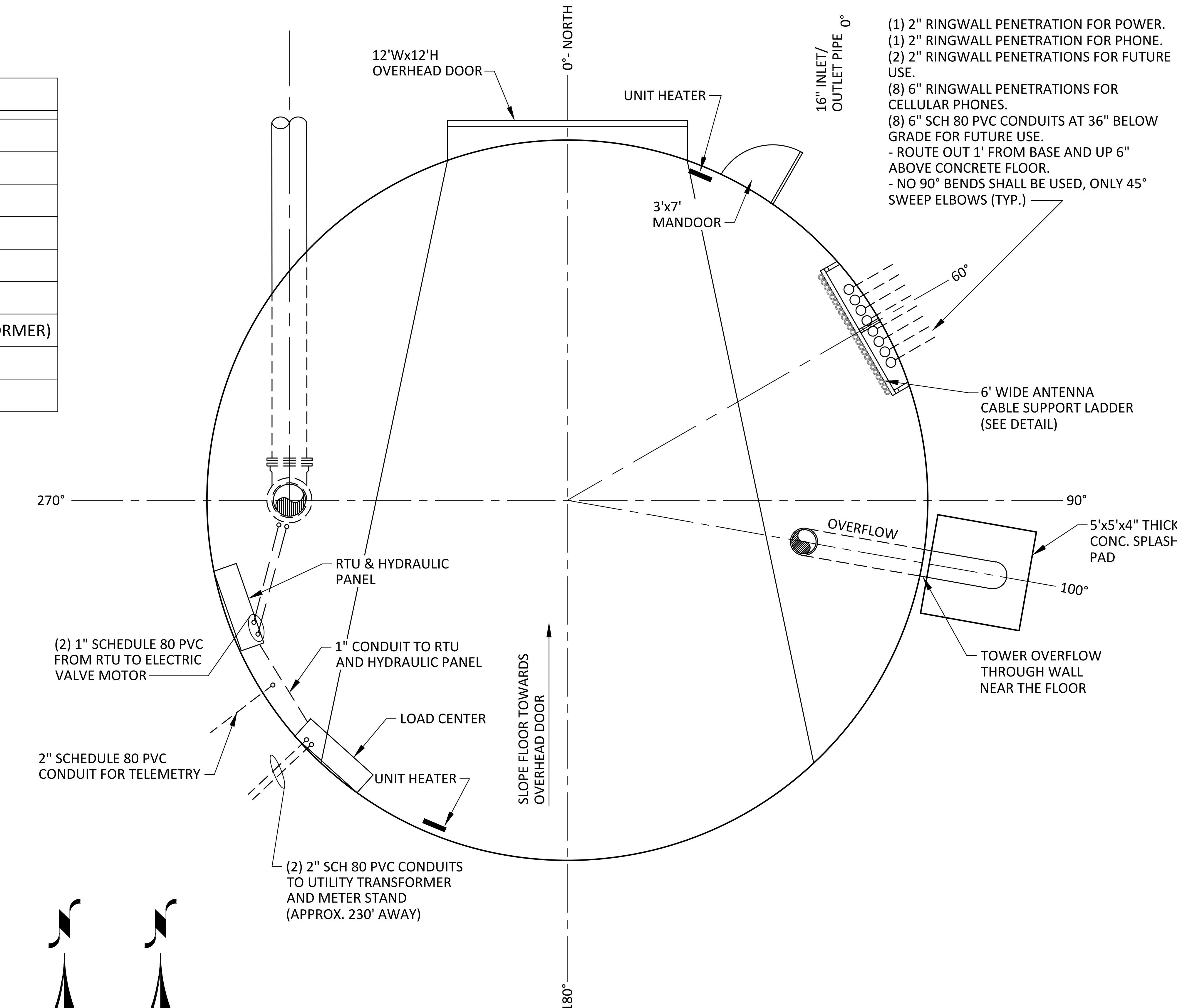
NOT TO SCALE (ROTATED FOR CLARITY - SEE ORIENTATION PLAN)

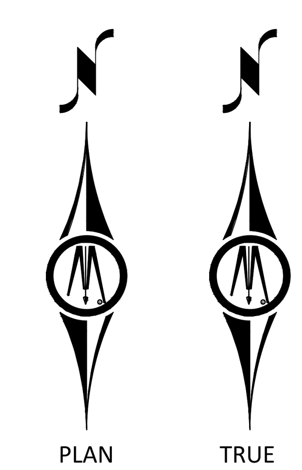
AZIMUTH	DESCRIPTION
0°	NORTH ARROW
0°	INLET/OUTLET PIPE
30°	PERSONNEL DOOR
60°	CONDUIT BAY
100°	OVERHEAD DOOR
180°	OVERFLOW - SPLASH PAD
225°	ELECTRICAL ENTRANCE (UTILITY TRANSFORMER)
AS DIRECTED BY THE OWNER/ENGIEER	SIGN/LOGO
AS DIRECTED BY THE OWNER/ENGIEER	SIGN/LOGO



SAMPLE COCK

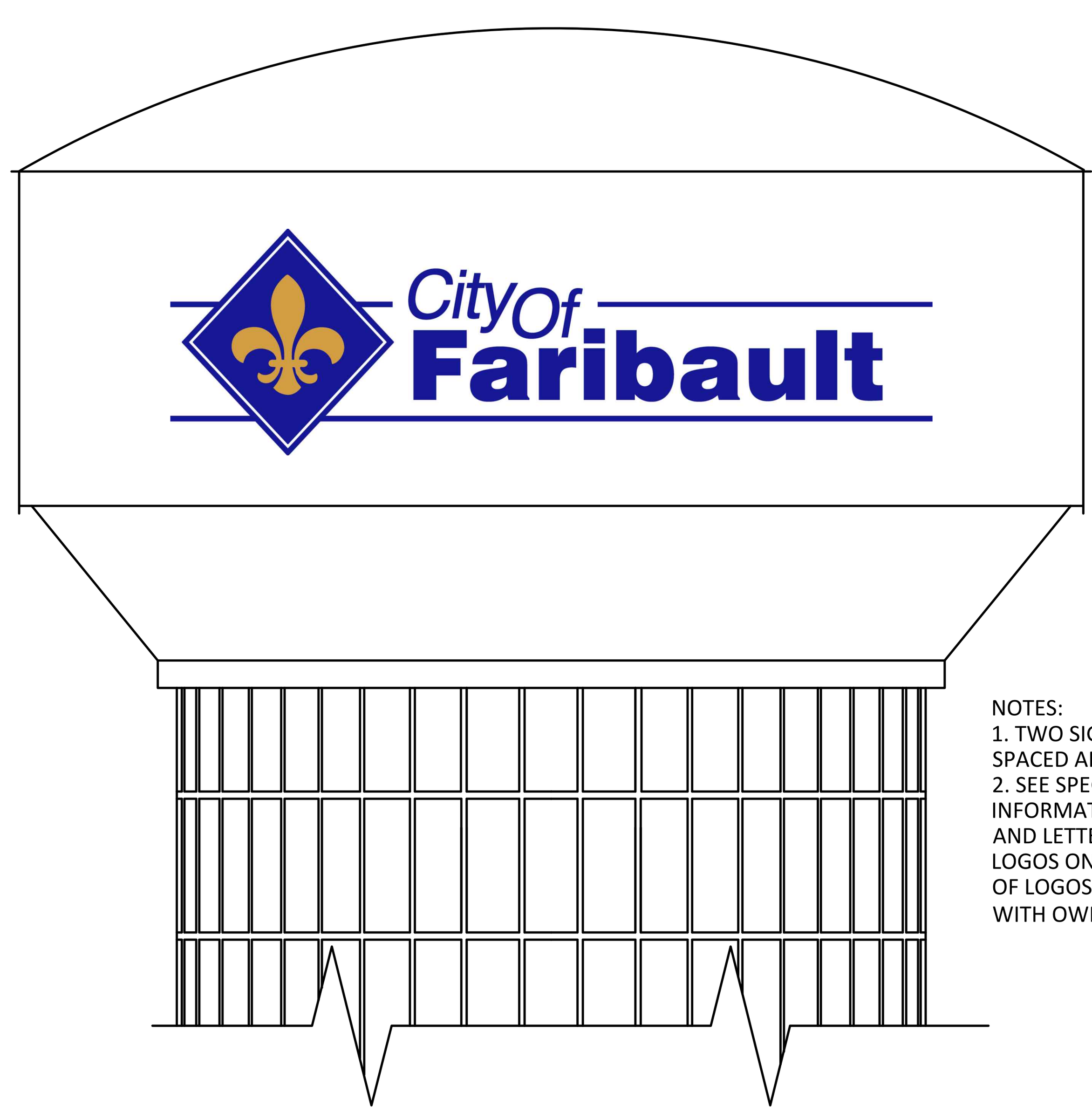
NOT TO SCALE





ORIENTATION PLAN - GROUND LEVEL

NOT TO SCALE



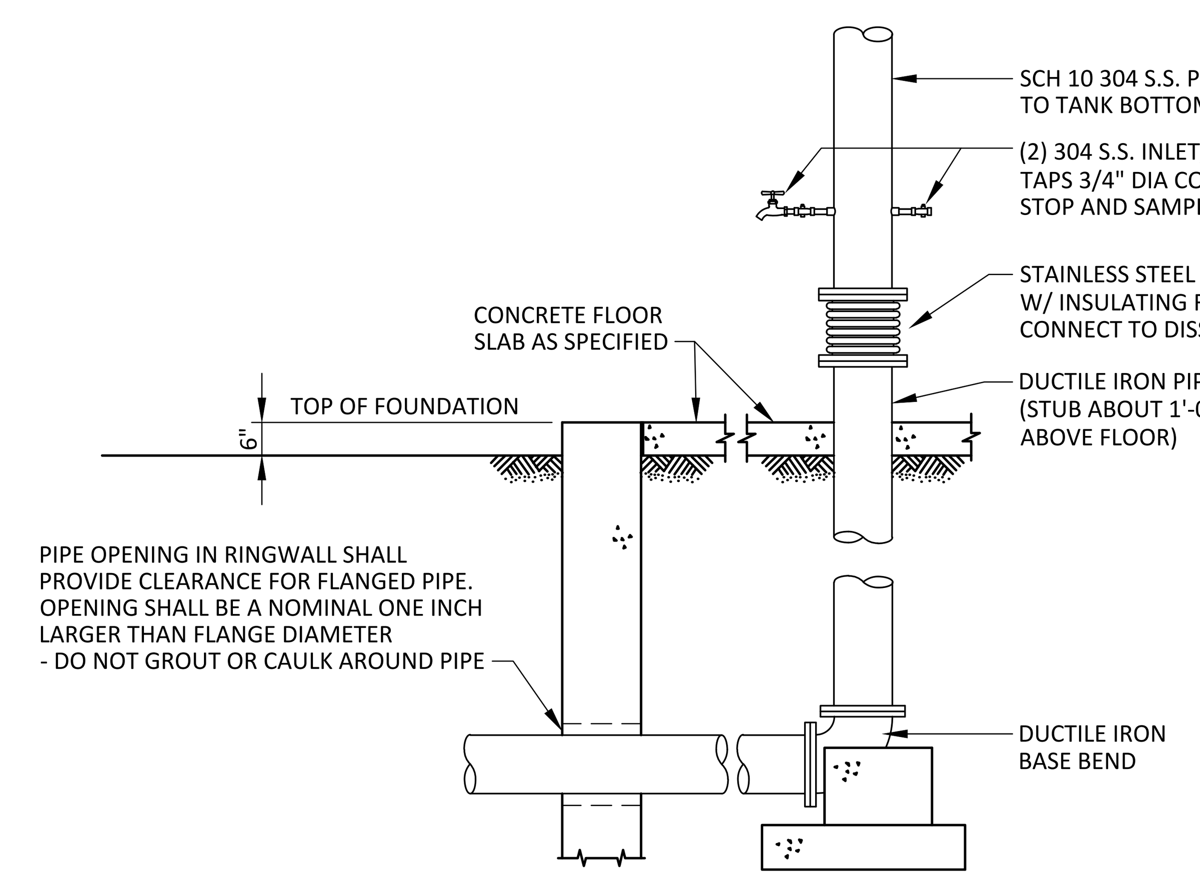
NOTES:
1. TWO SIGNS TO BE EVENLY SPACED AROUND THE TOWER.
2. SEE SPECIFICATION FOR FURTHER INFORMATION ON COLOR, LOGO AND LETTERING. PROVIDE TWO LOGOS ON TOWER. ORIENTATION OF LOGOS TO BE COORDINATED WITH OWNER/ENGINEER.

SIGN OR LOGO

NOT TO SCALE

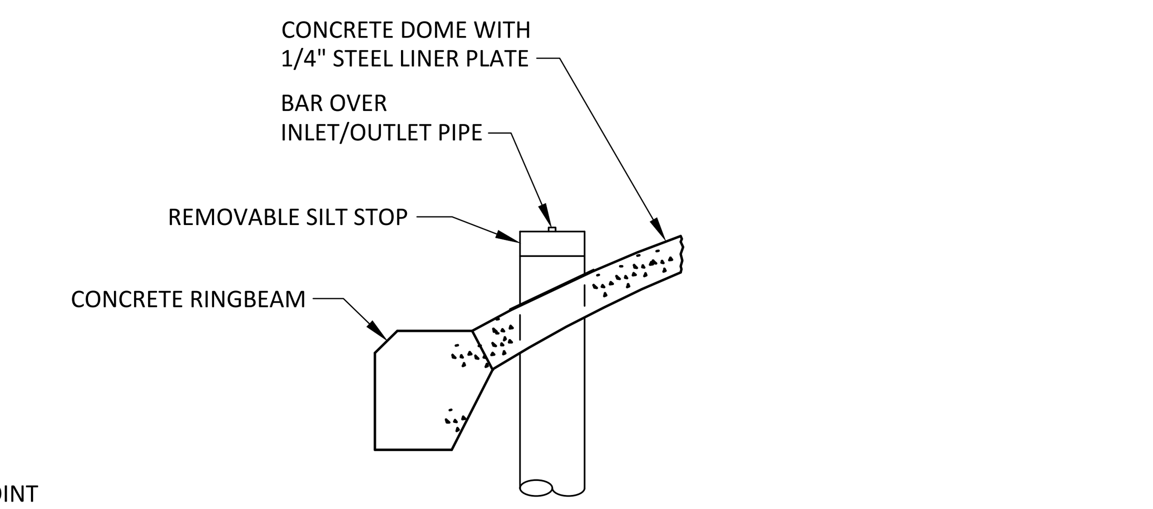
SIGN OR LOGO RENDERING

NOT TO SCALE



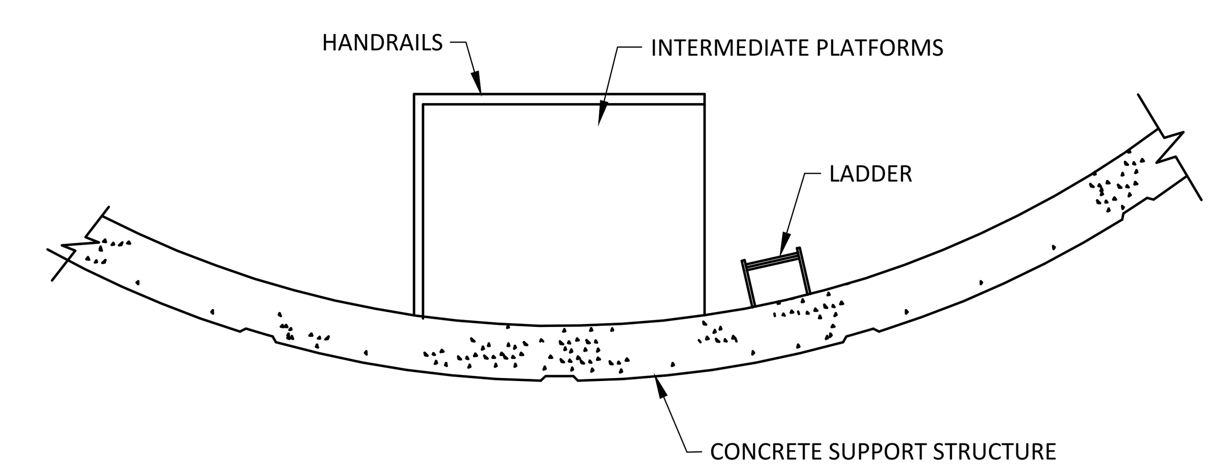
RISER PIPE DETAIL

NOT TO SCALE



INLET/OUTLET PIPE WITH BAR OVER AND REMOVABLE SILT STOP

NOT TO SCALE



TYPICAL PLAN OF LADDER AND INTERMEDIATE PLATFORM

NOT TO SCALE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: [signature] TYPED OR PRINTED NAME: Herman A. Dharmarajah
DATE: 5-11-2021 LIC. NO. 18256

BOLTON & MENK

12224 NICOLLET AVENUE
BURNSVILLE, MINNESOTA 55337
Phone: (952) 890-0509
Email: Burnsville@bolton-menk.com
www.bolton-menk.com

DESIGNED	HAD
DRAWN	WRH
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CLIENT PROJ. NO.	T21.119018

NO.	ISSUED FOR	DATE
A		12-10-20
0		5-11-21

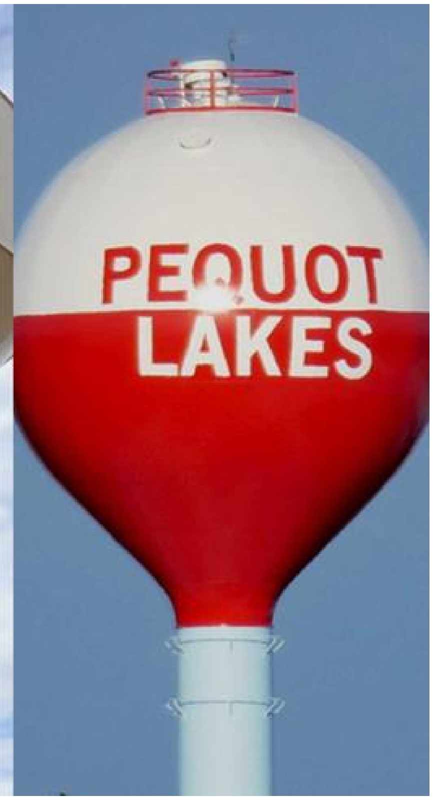
FARIBAULT, MINNESOTA
750,000 GALLON NW AREA TOWER
ORIENTATION PLANS, SECTIONS AND DETAILS

SHEET 3 OF 7


PRINCETO


Pine
River


BAXTER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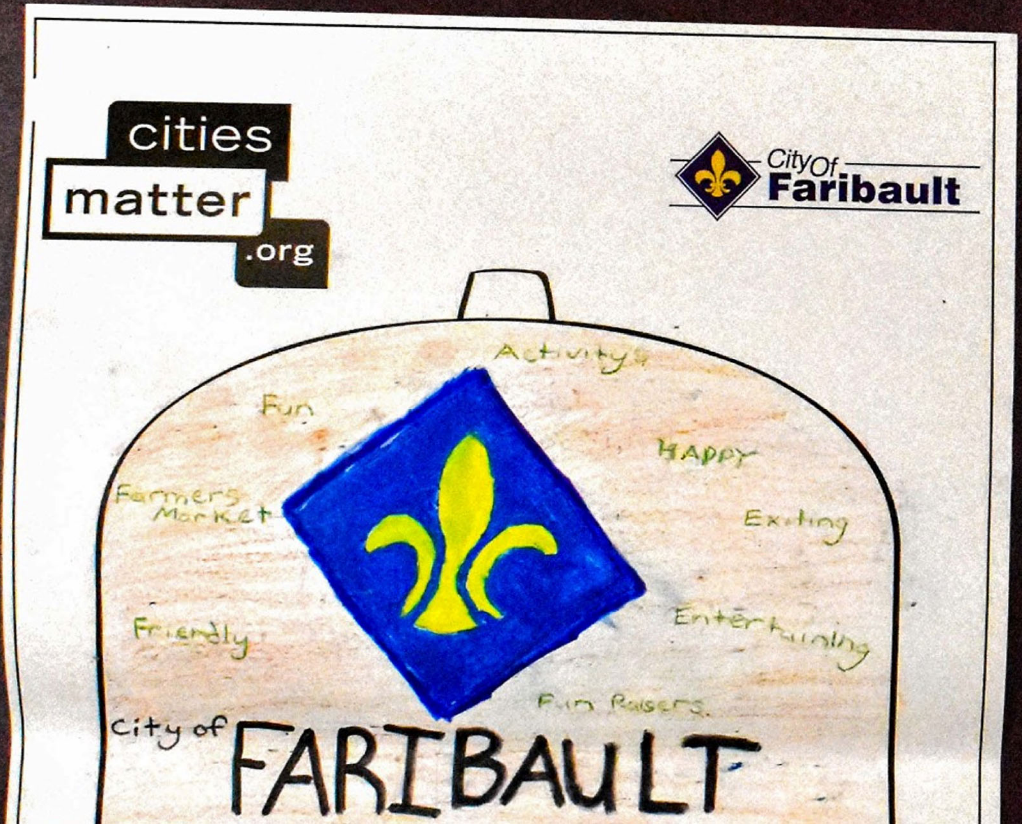
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Faribault
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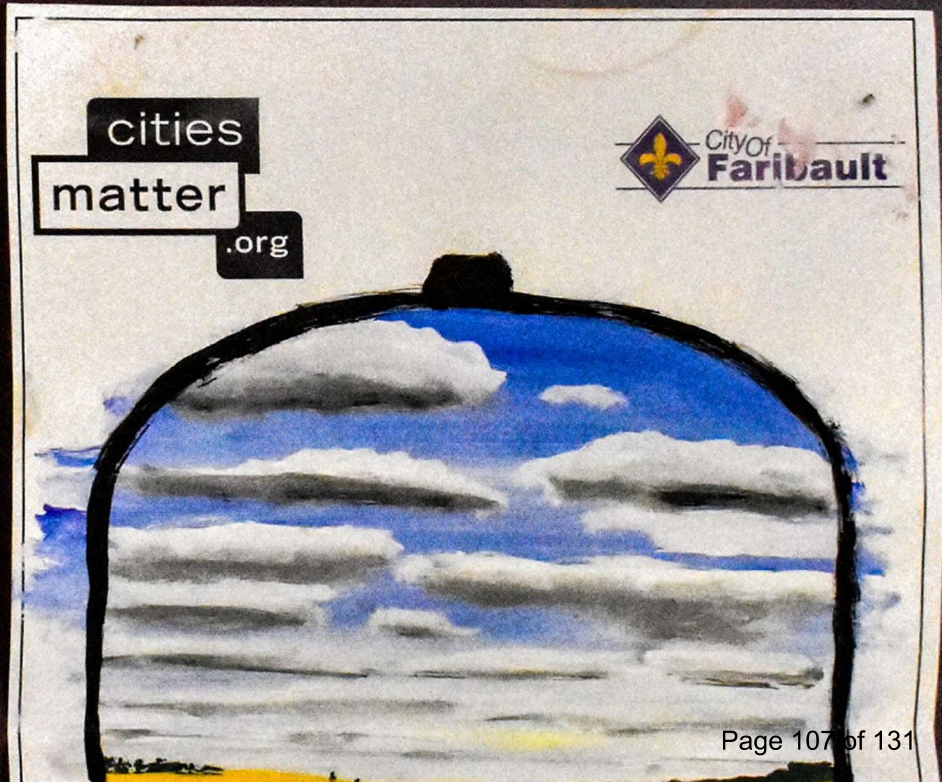
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City Of
Faribault

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Delane James, Library & Communications Director
MEETING DATE:	July 20, 2021
SUBJECT:	Buckham Memorial Library Fine Free Discussion

Discussion:
As part of the 2019-2022 Buckham Memorial Library Strategic Plan, the Library Advisory Board and staff reviewed library policies and procedures and identified fines on overdue materials as a barrier to library access. Patrons' accounts are blocked when they have accumulated late fines and fees of $10 or more. With a blocked account, patrons are not able to check out library materials. Late fines can also create negative associations with library usage such as embarrassment, shame, frustration and financial hardship for those that need the library the most.

Working within the framework of the library's current strategic plan, the Library Advisory Board and staff have created the following proposal to eliminate late fines:

- Starting January 1, 2022, Buckham Memorial Library will become fine free.
- All current late fines will be cleared from patrons' accounts.
- Fees for lost and damaged items will remain on patrons' accounts.
- Patrons will be billed and their accounts blocked when items are 50 days overdue.
- Patrons will have the opportunity to make donations to the Library and the Friends of Buckham Memorial Library at the Circulation Desk.

Staff are seeking discussion, feedback and consideration of this fine free proposal.

Attachments:
1. Fine Free Discussion Presentation

BUCKHAM MEMORIAL LIBRARY
Fine Free Discussion

BUCKHAM MEMORIAL LIBRARY STRATEGIC PLAN 2019-2022

Focus Area: Community Outreach

Objective: Reduce barriers to library usage

- Task: Explore eliminating fines on library materials
- Task: Review library policies and procedures to identify areas that are a barrier to library access
- Task: Identify barriers for non-library users and those living in poverty

City Of Faribault
Buckham Memorial Library

A MAJORITY OF SELCO LIBRARIES ARE FINE FREE

- SELCO Libraries that were fine free pre-pandemic: 9
  - Browndale PL, Harmony PL, Hokah PL, Lanesboro PL, Mabel PL, Plainview PL, Rushford PL, Van Horn PL (Pine Island), West Concord PL
- SELCO Libraries that have gone fine-free since March 2020: 11
  - Austin PL, Blooming Prairie PL, Cannon Falls PL, Dodge Center PL, Grand Meadow PL, Lake City PL, Owatonna PL, Red Wing PL, Rochester PL, Stewartville PL, Winona PL
- SELCO Libraries currently considering going fine-free: 2
  - Northfield PL, Buckham Memorial Library

(There are currently 35 public libraries in the SELCO Regional Library System)

OTHER LIBRARIES AROUND THE STATE AND ACROSS THE COUNTRY THAT ARE FINE FREE

- Waseca-Le Sueur Library System:

  (Montgomery, Waseca, Le Sueur, Waterville, Elysian, Janesville, New Richland & Waldorf)
- St. Paul Public Library
- Hennepin County Public Library
- Duluth Public Library
- Cedar Falls Public Library
- Madison Public Library
- And hundreds more…

City Of Faribault
Buckham Memorial Library

REASONS FOR GOING FINE FREE

- Eliminating late fines removes barriers and improves access to the library.
- Late fines are not a sustainable or dependable form of revenue. Public libraries across the nation are reporting money collected from late fines has gone down steadily for the last 10 years.
- Staff have fewer hard and negative interactions with patrons.

City Of Faribault
Buckham Memorial Library

WILL PEOPLE STILL RETURN LIBRARY MATERIALS IF THERE ARE NO FINES?

- Studies have shown that small fines do not have any impact on return rates.
- According to "Removing Barriers to Access," a Colorado State Library whitepaper: "The scant research on the impact of library fines and fees does not indicate a clear benefit to administering these polices and may be costly to enforce."

City Of Faribault
Buckham Memorial Library

LIBRARIES ACROSS THE COUNTRY ARE ELIMINATING LATE FINES, WITH NO REPORTED NEGATIVE OUTCOMES.

- In fine-free libraries, people still return items.
- Library users still need to return items, and will still receive reminders when a due date approaches and when it has passed.
- Libraries that eliminate late fines still block accounts of library users who do not return materials.
- Libraries still collect fees for lost and damaged items.

City Of Faribault
Buckham Memorial Library

BUDGET IMPACT

Revenue from late fines has declined over the past decade:

2011- $27,294

2012- $24,652

2013- $21,291

2014- $18,600

2015- $18,579

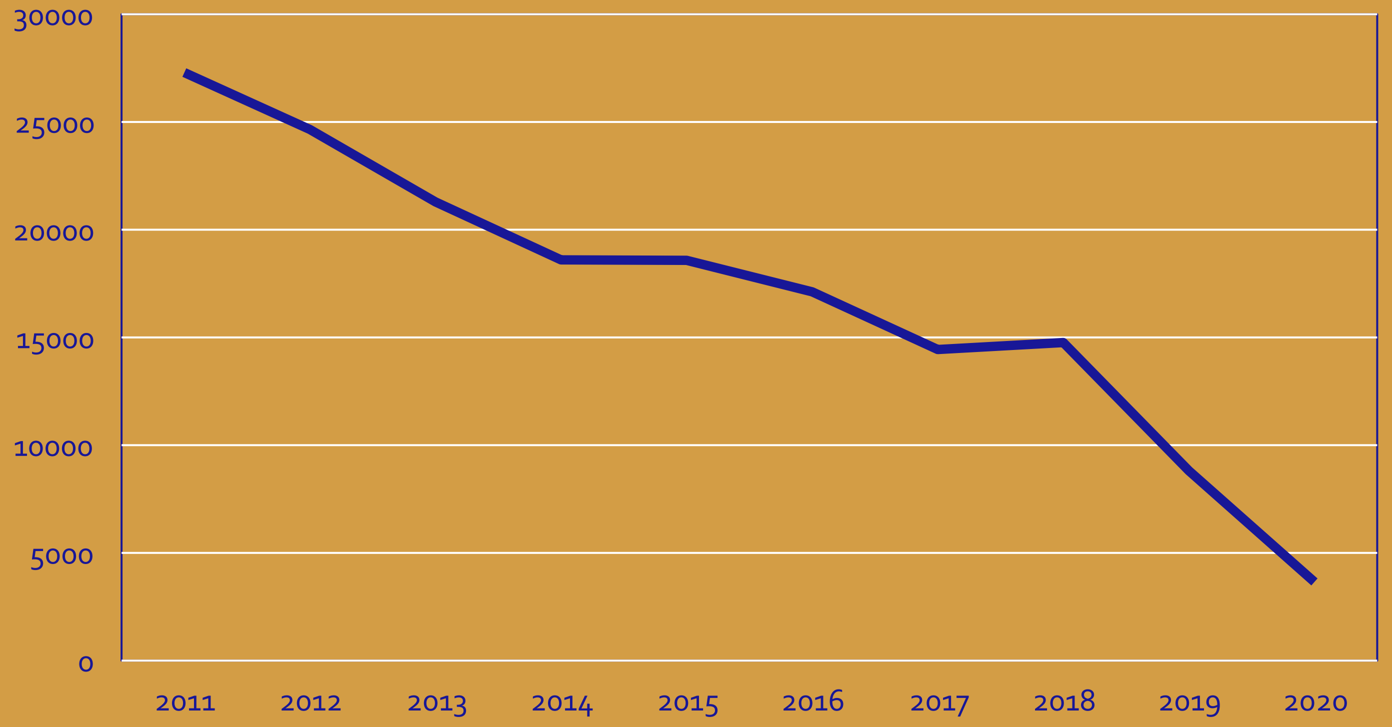
2016- $17,117

2017- $14,440

2018- $14,763

2019- $8,813

2020- $3,652



City Of Faribault
Buckham Memorial Library

PATRON IMPACT

- Current late fine is set at $.20 per day per item up to $10 per item
- Borrowers' library cards are blocked when they owe $10 or more in late fines & fees.
- Number of borrowers blocked from using their library cards because of late fines of $10 or more: 614
- Amount of late fines owed by borrowers blocked due to late fines: $11,665
- Total amount of unpaid late fines owed: approximately $79,605 dating back 23 years to 1998 ($3,461 per year)

City Of Faribault
Buckham Memorial Library

FINE FREE PROPOSAL

- Starting January 1, 2022, Buckham Memorial Library will become fine free.
- All current late fines will be cleared from patrons' accounts.
- Fees for lost and damaged items will remain on patrons' accounts.
- Patrons will continue to be charged for lost and damaged items.
- Patrons will be billed and their accounts blocked when items are 50 days overdue.
- Patrons will have the opportunity to make donations to the Library and the Friends of Buckham Memorial Library at the Circulation Desk.

City Of Faribault
Buckham Memorial Library

WHY FINE FREE?
IT'S GOOD FOR OUR COMMUNITY.

Our community is stronger and healthier when people have access to the programs, services, and materials they need to pursue their educational, career, family, and life goals.

We hope this will encourage prior users to come back to the library and attract new users to experience our offerings.

City Of Faribault
Buckham Memorial Library

QUESTIONS?

Thank you!

City Of Faribault
Buckham Memorial Library

City Of Faribault

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Kevin Bushard, Human Resources Manager
MEETING DATE:	July 20, 2021
SUBJECT:	Council Chambers Technology Upgrades

Discussion:

Over the past several months there have been issues with the live broadcasting of Council and Planning Commission meetings on Faribault Community Television (FCTV). Staff had brought those concerns to Council Work Session on June 1, 2021. Council recommended that Staff bring forward quotes for upgrading equipment before direction could be given to move forward.

Staff is now seeking direction on how to further proceed with these options:

1. Move forward with upgrades to the Council chambers, including an updated encoder, broadcasting equipment and new microphones to enhance the sound on the live broadcasts. The quotes for this are attached, with costs from Advanced Systems Integration, LLC coming in at $75,856 and our current provider Video Services, Inc. (VSI) coming in at $93,400.
2. Continue with the current system, until it no longer works at which point meetings would no longer "go-live" on FCTV, but would continue to stream live on our website. Staff would also investigate utilizing YouTube and Facebook Live as other avenues to provide live streaming of meetings. Staff would still provide a recording to FCTV to use on their channels following the meeting.

Staff has had conversations regarding the issues/concerns with Troy Temple at FCTV and it should be noted that FCTV does support the latter option.

Attachments:

1. City of Faribault - Proposals - Rev II
2. City_of_Faribault_ASI-998 (1)

City of Faribault – Rev II
Proposals

July 12, 2021

video services inc.

211 Mohr Drive, Suite 100
Mankato, MN 56001
507-625-1650

audio|video|technology *specialists*

Council Chambers AV

Demo all the existing equipment in the council chambers. Replace existing A/V equipment with new. Install new Shure wired mic at the dais and presenter as previously quoted. Relocate all the headend equipment into existing control desk. Replace broadcast and streaming equipment at the council chambers and high school for public access channel. Custom programming touchscreen control system. CAD as-built drawings.

Re-use existing: display mounts – control desk – raceway – cabling where applicable.

Not in scope: Granicus Server, connections, and coordination

Options:

Add second 10" touchscreen for control at the dais. Add $1,800

QTY	MFG	MODEL	DESCRIPTION	
1	VSI	XXXX	All NEW EQUIPMENT - A/V UPGRADE	
1	VSI	XXXX	NEW WIRED MIC OPTION	
1	VSI	XXXX	DEMO OLD SYSTEM	
1	VSI	XXXX	SHARELINK WIRELESS GATEWAY	
1	VSI	XXXX	ENGINEERING -W/CAD DRAWINGS	
			TOTAL	**$93,400.00**

VSI Conditions as Noted

1.	All specified materials, installation, programming, and commissioning of the systems is included.
2.	No provisions for the following: AC power, Raceway, Cutting, Patching and Painting.
3.	Quote may be subject to tariff increases.
4.	Quote valid for 30 days.
5.	**No provisions for state and local taxes.**

CITY OF FARIBAULT - COUNCIL CHAMBERS

SCOPE

Video
The following video equipment will be reused in the council chambers:
Vaddio Cameras and break out boxes
Extron SMP Recorder
Extron DTP HD DA8 HDMI Distribution Amplifier
Extron IN1808

This proposal leaves equipment at the dais location. All HDMI input locations will remain in place. The video to the city encoder can either be reused or removed. City staff would record the meetings on the Extron recorder and upload to the city website.

Audio
The existing microphones will be removed and replaced with the Audio Technica 18" Microline Gooseneck microphones with Dante bases. A total of 7 Dais mics, 4 Staff mics, and 1 Podium microphone. There will be a total of seven Innovox Microlift VC speakers installed at the dais and staff locations. These will be used for voice lift and playback of presentation video sources. ASI will program the audio system to incorporate precision timing so audio will be heard at each speaker at the proper time. The Innovox HLA-UB1 articulation speakers will be installed in the ceiling (one above the dais and the other three in the gallery). These speakers will be ceiling mounted down the center of the room and can be paint matched to the ceiling. ASI will surface mount the cables using raceway over the sheetrock walls and ceiling. The existing Lab Gruppen amplifer will be removed and replaced with the Powersoft Mezzo amplifiers.

Control
The existing Extron control system will be removed and replaced with a Crestron Control System using a wireless touch screen that can be placed at the Dais or the Control Desk area. The following controls will be on the touch panel:

- Display Power On/Off
- Laptop Presentation Source Selection
- Camera Source Selection
- Recording Controls
- Presentation Volume Control

CONTROL

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	Netgear GS716TPP-100NAS 16-Port Gigabit Ethernet PoE+ Smart Switch w/ optional Cloud/Remote Management and 2 SFP Ports (300W)	$389.26	$389.26	$389.26
1	Crestron TST-902 8.7" Wireless Touch Screen	$2,159.09	$2,159.09	$2,159.09
1	Crestron CEN-GWEXER infiNET EX & ER Wireless Gateway	$255.68	$255.68	$255.68
1	Crestron TST-902-DS Table Dock for TST-902 (Secondary Location)	$113.64	$113.64	$113.64
1	Crestron CP4N 4-Series Control System	$1,590.91	$1,590.91	$1,590.91

RACK

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	Symetrix 1 U Rack Tray 19" rack tray for mounting of half-rack units	$46.59	$46.59	$46.59
2	Juice Goose RP100-15A 19" rackmount PDU with digital power meter (volts or amps) and two USB power ports. 10 outlets, rotated and spaced for wall warts. 20A capacity. Reinforced Tour Class chassis. Includes 12 foot power cord. Spike and AC noise suppression.	$317.05	$634.10	$634.10
4	Middle Atlantic U1V 1SP VENTED UTILITY SHELF	$36.93	$147.72	$147.72

AUDIO

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
12	Audio Technica ATND8677a Microphone Desk Stand with Dante™ Network Output	$426.14	$5,113.68	$5,113.68
12	Audio Technica ES925ML18/XLR 18" MicroLine® Condenser Gooseneck Microphone with XLR Power Module	$242.90	$2,914.80	$2,914.80
1	Netgear GS724TP-200NAS 24P GE POE+ SMART MANAGED PRO SWITC	$356.82	$356.82	$356.82
6	Innovox AE MicroLift VC Blk Table-top / pew-back monitor, black / with volume control & headphone amp.	$430.68	$2,584.08	$2,584.08
1	Innovox AE-MicroLift blk Table-top / pew-back monitor	$275.00	$275.00	$275.00
4	Innovox HLA-UB1 cst Precise under-balcony coverage, 4 x 3.5" mid, 6" ribbon HF	$725.00	$2,900.00	$2,900.00
1	ASI Custom Innovox Custom Paint Setup Fee	$284.09	$284.09	$284.09
1	Symetrix Radius NX 12x8 AEC-2 Radius NX 12x8 plus Radius NX AEC-2 Coprocessor	$2,504.55	$2,504.55	$2,504.55
1	Symetrix Prism 0x0 Dante Only Audio Processor	$1,097.73	$1,097.73	$1,097.73
4	Powersoft Mezzo 324 AD 4 X 80 watts into 8 ohms, with DSP+DANTE	$923.86	$3,695.44	$3,695.44

PARTS

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	ASI Parts Installation Materials	$519.74	$519.74	$519.74

EQUIPMENT TOTAL	$27,582.92
LABOR TOTAL	$14,403.75
CITY OF FARIBAULT - COUNCIL CHAMBERS TOTAL	**$41,986.67**

OPTION #1 - MOVE VIDEO EQUIPMENT

SCOPE

The existing video equipment will be moved to the rear control workstation at the back of the chambers.

PARTS

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	ASI Parts Installation Materials	$655.71	$655.71	$655.71

PARTS TOTAL	$3,070.71
SHIPPING AND TAXES	$55.00

SUMMARY

EQUIPMENT TOTAL	$655.71
LABOR	$2,415.00
SALES TAX	$0.00

OPTION #2 - AV OVER IP

SCOPE

Move all video equipment to AV over IP. This would give the control operator the ability to send any source to any display.

CONTROL

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	Netgear GS724TP-200NAS 24P GE POE+ SMART MANAGED PRO SWITC	$356.82	$356.82	$356.82

CONTROL TOTAL	$2,886.82
SHIPPING AND TAXES	$32.20

CREDITS FOR REPLACED ITEMS

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	Netgear GS716TPP-100NAS 16-Port Gigabit Ethernet PoE+ Smart Switch w/ optional Cloud/Remote Management and 2 SFP Ports (300W)	$389.26	$389.26	$389.26

CREDITS	-$389.26
SHIPPING AND TAXES	-$0.00

VIDEO

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
6	Visionary Solutions PacketAV Duet 2 Decoder A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Single Port AES67/Dante	$903.41	$5,420.46	$5,420.46
5	Visionary Solutions PacketAV Duet 2 Encoder A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante	$903.41	$4,517.05	$4,517.05

VIDEO TOTAL	$12,467.51
SHIPPING AND TAXES	$257.00

PARTS

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
1	ASI Parts Installation Materials	$620.00	$620.00	$620.00

PARTS TOTAL	$620.00

QTY	DESCRIPTION	PRICE	PRICE EXT	TOTAL
	SHIPPING AND TAXES			$0.00

SUMMARY

EQUIPMENT TOTAL	$10,525.07
LABOR	$5,060.00
SALES TAX	$0.00

CITY OF FARIBAULT - BROADCAST PARTS

SCOPE

The existing Marshall H.264 Encoder at city hall and the Decoder at the school will be removed and replaced with the Osprey Talon G2. ASI will assist client with configuration and testing.

VIDEO

QTY	DESCRIPTION			PRICE	PRICE EXT	TOTAL
1	Osprey Video	96-02012	Osprey Talon-G2-Encoder H.264 Video Encoder	$1,718.18	$1,718.18	$1,718.18
1	Osprey Video	96-02021	Osprey Talon-G2-Decoder H.264 Video Decoder	$1,536.36	$1,536.36	$1,536.36

EQUIPMENT TOTAL	$3,254.54
LABOR TOTAL	$805.00
CITY OF FARIBAULT - BROADCAST PARTS TOTAL	**$4,059.54**

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE
NET 30

EQUIPMENT TOTAL	$30,837.46
SHIPPING TOTAL	$811.20
LABOR TOTAL	$15,208.75
SUBTOTAL	$46,857.41
TOTAL SALES TAX	$0.00
PROJECT TOTAL	$46,857.41

OPTIONS Not included in the project total. Initial to the left to add the option to your project.

________	OPTION #1 - MOVE VIDEO EQUIPMENT	+$3,125.71
________	OPTION #2 - AV OVER IP	+$15,874.27