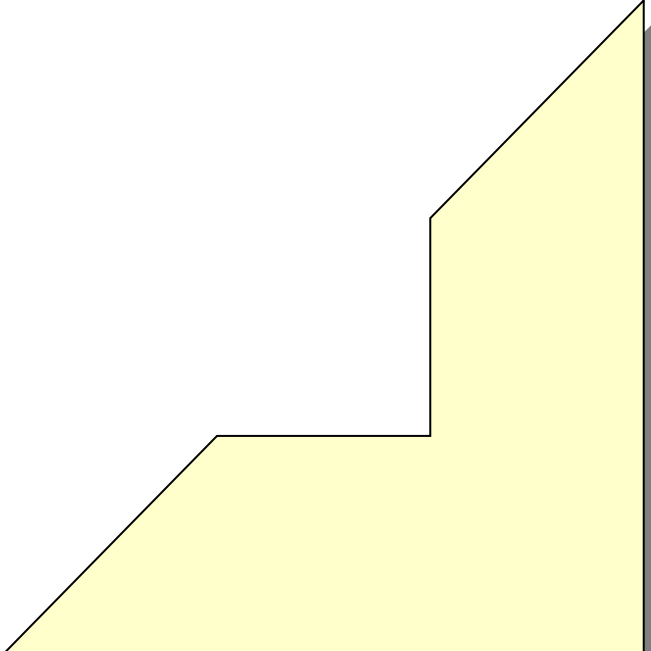
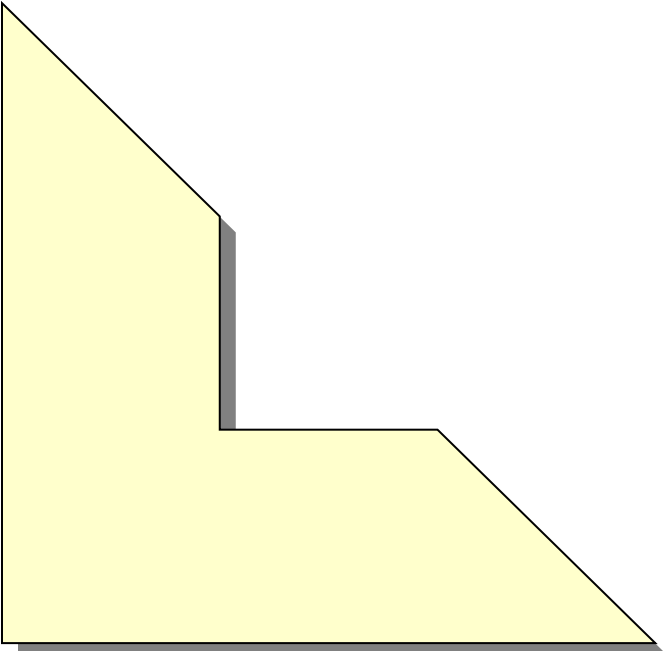




CITY OF SAUK RAPIDS

FEE SCHEDULE



2025-12-08

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**CITY OF SAUK RAPIDS
SCHEDULE OF CURRENT
LICENSES - PERMITS - CHARGES**

<u>TYPE</u> <u>AMOUNT</u>	<u>SECTION</u>	<u>CONDITIONS & REQUIREMENTS</u>	<u>CURRENT ANNUAL</u> <u>OR OTHER</u>
Administrative Penalty		See Appendix G	See Appendix G
Animals			
Dog and Cat Licenses	4.10		
	Redemption Fee(12/2008)	4.10 Owner pays Tri-County Human Society housing & care fee: Schedule: Per day: \$15 dog, cat or other / cage 5 day stay: \$75 dog, cat or other / cage \$25 euthanasia & disposal fee.	
		Additionally, owner pays to the City of Sauk Rapids: \$50.00 redemption fee	
	Dangerous Dog Licensing Fee		\$500
Auction House	4.04	MN License, \$1,000 Bond, \$300,000 Liability Insurance	\$25/Month
Check/Direct Payment Return Fee		NSF/Account Closed	\$30

Credit/Debit Card & ACH Payment Fee's & Limits

The City of Sauk Rapids accepts payments by ACH and Credit/Debit Card. These payments are accepted in four categories under the following terms:

Utilities:

No Fees for credit/debit card payments of \$1,000 or under.

No Fees for ACH payments.

All bi-monthly utility bills exceeding \$1,000 must pay via ACH, cash or check-any credit/debit card payment on an account exceeding \$1,000 bi-monthly bill will be subject to \$35 fee per payment.
\$10,000 Limit

Miscellaneous/Other (includes permits, park rentals, assessments, etc):

3% Convenience Fee for credit/debit card payments.

No Fees for ACH payments

\$10,000 Limit

Compost Stickers:

No Fees for credit/debit card payments.

No Fees for ACH payments.

\$100 Limit

Citations:

No Fees for credit/debit card payments.

No Fees for ACH payments.

\$500 Limit

Collection Fees (12/2008)

An administrative collection fee of 20% of the outstanding invoice will be applied for every past due invoice turned over to the City's collection agency.

**Community Room
Rental Rates**

(See Attached Appendix H)

Copies/Public Data Requests

Fire Department

Incident Report 25¢/Page

Police Department

Accident Record 25¢/Page

Incident Report 25¢/Page

Roadway Use, Run or Block Party Permit \$20.00

Digital Photographs

Color Prints 50¢/Page

B & W Photocopies 25¢/Page

Video Copy

CD or DVD \$5

Audio Copy

CD or DVD \$5

General

City Ordinances 25¢/Page
\$15/chapter
(whichever is less)

City Maps (12/2008) \$15 large
\$5 small (11 x 17 or smaller)

Conduit Debt Policy See Appendix K

Documents (Photocopies) 25¢/Page

Orderly Annexation Area Maps(12/2008) \$15 large
\$5 small (11 x 17 or smaller)

Labor Hourly rate of employee w/ benefits (Labor charges apply if requires

more than 15 minutes.)

Videos

\$20 up to 2hrs;
\$25 2hrs or more.

**Equipment/Labor (12/2022)
Charge Out Rates**

Lawn Mowing/Trimming	\$120/hr – Min 1 hr
Street Sweeper/operator	\$175/hr – Min 1 hr
Skidsteer/Bobcat w/ operator	\$150/hr – Min 1 hr
Bucket(Boom) Truck w/ Operator	\$175/hr - Min 1 hr
Loader w/operator	\$200/hr - Min 1 hr
Dump Truck w/operator	\$175/hr - Min 1 hr
Motor Grader w/operator	\$200/hr - Min 1 hr
Pickup	\$ 75 /hr+labor–Min 1 hr
Tractor Disc mower/operator	\$150/hr – Min 1 hr
Sewer Jetter w/2 operators	\$150/hr - Min 1 hr
Sewer Roder w/2 operators	\$150/hr - Min 1 hr
Jet Vac Truck w/2 operators	\$250/hr - Min 1 hr
Use of barricades(pick up and return)	\$ 80 per event

False Alarms 7.16 Third and subsequent false alarms are charged \$70– per police call
\$530 – per fire call

2024/2025

2026/2027

In City Limits

In City Limits

Fire Calls	Property	No charge <u>first 8 hrs</u>	No charge <u>first 8 hrs</u>
	Vehicle Accidents	No charge <u>first 8 hrs</u>	No charge <u>first 8 hrs</u>
	Utility Property	\$470/470/hr	\$530/530/hr
	RR ROW Property	\$470/470/hr	\$530/530/hr

All calls are a minimum 1 hour charge plus \$360 per hour each hour after the first hour.

Fire Calls for Townships – rates are per the township fire contract agreements.

Forfeited Vehicle Impound Fee (12/2008) \$25/day

Gas or Mechanical Permit 4.16 Each inspection & leakage test, performance test by others to be approved by Bldg Inspector (See Appendix D)

Housing Burning Fee Sauk Rapids Fire Dept \$850.00 or actual fire dept costs, whichever is greater

Housing Code Background Check 9.03 Checks Conducted by the City \$10.00

Rental Units 9.03 Bi-annual inspections (12/2025) of all rental units (12/2025) \$110/1st Unit
\$56/each add'l
Includes one follow up visit. Each visit thereafter is \$50/ unit.
Provisional license after revocation (12/2009) \$1,000

Structure Moving Permit (12/2008) 4.17 Zoning Conditional Use Permit first; consent of utilities, \$1,000 bond, \$400+ Police service

MN License with Public Service Commission (size of “structure” requiring a permit at the discretion of the Building Official.)

Land Use/Development

Annexation Petition		\$400+ State Fees (Includes Zoning)
Building Permits	9.01	(See Attached Appendix A)
Conditional Use Permit	10.17	\$500
Demolition Permit		\$100

Development Specific Fees:

Creekside Lift Station Fee

The following fee is to be charged to the geographic area which may be served by the lift station outside of Creekside Phase I and Phase II as identified on Figure 7 of the city engineers Feasibility Report for Villages at Creek Side, Phase I Improvements or see Appendix O.

Cost per Residential Lot (Flow Unit):

2008 -\$285.54	2009 -\$302.67	2010 -\$320.83	2011 -\$340.08	2012 -\$360.48
2013 -\$382.11	2014 -\$405.04	2015 -\$429.34	2016 -\$455.10	2017 -\$482.41
2018 -\$511.35	2019 -\$542.03	2020 -\$574.55	2021 -\$609.02	2022 -\$645.56
2023 -\$684.29	2024 -\$725.35	2025 -\$768.87	2026 -\$815.00	2027 -\$863.90
2028 -\$915.75	2029 -\$970.70	2030 -\$1,028.90		

Commercial/Industrial fee to be determined by city engineer. The fee shall be increased 6% per year. On or before January 31st of each year, the city shall remit to the Developer all of these lift station fee revenues received by the city during the preceding calendar year.

Excavation Permit	3.01	Licensed excavators only	\$50
Interim Use Permit	10.17A		\$400 (Includes recording fee)
Minor Subdivision (12/2008)	12.04	Survey, Abstract	\$50 for Administrative \$300 for Council
Hoop-Tubular Frame Building Zoning Permit			\$100
Sidewalk Cafe Permit			\$ 50
Parkland Dedication (Residential Property)	12.06 (subd 10)	Amount Required in Lieu of Land. \$500 per lot	
Parkland Dedication (Multi-Family Property)	12.06 (subd 10)	Amount Required in Lieu of Land (700 sf per lot @ \$1.25 = \$875.00 per Unit)	\$1.25 per sq ft.
Parkland Dedication (Commercial Property)	12.06 (subd 10)	Amount Required in Lieu of Land (5% of Land area not including street or other public dedications)	\$2.00 per sq.ft.

Parkland Dedication (Industrial Property)	12.06 (subd 10)	Amount Required in Lieu of Land (\$1.55 per sq ft. (5% of Land area not including street or other public dedications))	
Planned Unit Development (PUD)	10		\$500 application fee
Planned Unit Development Amendment			\$500
<u>Platting</u>			
Preliminary Plat(12/2008)12	Subdivision Regulations		\$500 (for subdivisions with improvements required under Chpt. 12, a \$10,000 cash deposit or letter of credit in a form approved by the City must be deposited)
Final Plat	12.05	Subdivision Regulations	\$100 + \$5 per lot (Max \$500)
Rezoning	4.21		\$500
Zoning Verification Letter			\$200
Site Plan			\$1,000
Future Land Use Plan Amendment			\$500
Sewer Connection/ Capacity Charges			(See Attached Appendix C)
Sewer Rates			(See Attached Appendix C)
Special Assessment Certificate (12/2025)			\$50
Special Meeting		Estimated Cost to hold the meeting (per diems, staff time, advertising, etc.)	Minimum fee of \$500
Storm Sewer Assessment Rates			(See Attached Appendix F)
Storm Water Utility (Ordinance & Fee Schedule)			(See Attached Appendix I)
Storm Water Utility Fee Credit Policy			(See Attached Appendix J)
Stormwater Pollution Prevention Erosion Control & Land Disturbance Permit Fee (10/14/08):			
(This fee includes the application review & all incidental inspections. Does not include the cost of the City Engineer's review.)			
Minimum	\$100	One Acre or less	
	\$ 25	for each additional acre	
Maximum	\$500	17 acres or more	
	\$400	Appeals	
Vacant Commercial Building Registration Fee	8.09 (2/10/2020)		\$1,000
Vacation of Street or Alley			\$400 plus attorney fees if applicable

Variance	\$500 (Includes recording fee)
Water Connection/ Capacity Charges & meter taps	(See Attached Appendix C)
Water Rates	(See Attached Appendix C)
Wetland Delineation Review	\$500
Wetland Conservation Act Application	\$700 + \$25 p/lot(first 40) & \$5 p/lot above 40
Wetland No-Loss Exemption Determination	\$300

Licenses and Permits

Liquor:

<u>3.2 Beer License</u>	4.05	Minn. Stat. Chpt. 340A	
On-Sale			\$225/Year
Off-Sale			\$100/Year
Temporary On-Sale		For up to 7 consecutive days	\$75
<u>Intoxicating Liquor License</u>		4.18A	Minn. Stat. Chpt. 340A
On-sale			
Wine			\$1,500/Year
Club		Under 200 members	\$300/Year
		Between 201 and 500	\$500/Year
		Between 501 and 1000	\$650/Year
		Between 1001 and 2000	\$800/Year
		Between 2001 and 4000	\$1,000/Year
		Between 4001 and 6000	\$2,000/Year
		Over 6000	\$3,000/Year
Restaurant		100 seats/food service required	\$3,000/Year
Special Event		\$250 plus \$500 per day for police services	
		Deposit (clean-up & police services)	
Outdoor Sales (12/2008)			\$200
Special Sunday		Food service required	\$200/Year
Temporary		Clubs & non-profits up to 4 days	\$200
Seasonal Non-Profit			\$350
Investigation fee		Intoxicating liquor only	\$500 (in-state)
Annual On-Sale Inspection Fee			\$50
SECTION 4.18A Liquor Licensing, Subd. 20 Condition of License			
J. Sale to Underage Persons			\$1,000

Occupational:

Right of Way Excavating Contractors License 4.11 \$115/Year
\$1,000,000 commercial liability proof of automobile & workers compensation insurance coverage.

Gasoline/ Bulk Plant License 4.14 Fire Marshall Inspection
Bulk storage of flammable fluids \$175
Bulk storage of liquefied petroleum (LP) \$175
First Nozzle \$ 15
Each add'l nozzle \$ 8
(not to exceed \$100 for each station dispensing gasoline)
Miscellaneous storage of Flammable fluids \$50

Mechanical (Gas Installers) License 4.15 \$25,000 Bond; \$85/Year/Master (12/2022)
\$100,000/\$300,000 Liability
\$100,000 Property Damage
\$15/Year/Journeyman

Peddlers, Solicitors License 4.19 Registration required, \$55 minimum plus(12/2022)
Exemptions apply to fee only; \$15 per person
no soliciting where posted

Plumbers License 4.20 \$25,000 Bond \$110/Year (12/2022)

Miscellaneous:

Amusement License 4.02 Charitable Non-profit (501C3) \$0
Non-profit (501C4) \$60
For Profit Entities \$310

Bingo License 4.06 Issued by State

Compost Permit

Resident: \$40 per Single Family Residence
Non-Resident: \$70 per Single Family Residence (2025)
(sales tax included in fee) (2024-12-09)

(Single-family residents– no commercial, industrial, or duplexes will be allowed to purchase a permit including owner occupied properties. Non-residents approved 7/27/2020)

Dance Hall Permit 4.09 \$100 + Police Service

Fireworks/Pyrotechnics Permit	4.11A		
Retail Permit-Retail seller in the business of fireworks			\$350
Retail Permit- All other retail sellers including Non-Profit			\$100
Display/Show Permit (indoor displays prohibited)		\$150 + actual cost of fire protection services(\$140 min.)	
Re-inspection Fee			\$50
Fuel Tanks Insulation/Removal (above or underground):			
Plan review fee			65% of permit fee
Underground tank removal – per tank			\$50
Gambling Premises Permit Investigation Fee 4.12			
Late filing fee for Qtrly Reports			\$25 per Notice
(Late Filing Notices to be sent monthly)			
Garbage & Refuse (12/2025)	4.13	\$10,000 Bond	\$660 /Year/Truck
		<i>For the 2026 permit year & thereafter</i>	
Pawn Broker, Second	4.18C		\$500 (includes investigation fee)
Hand Goods, Precious Metal Dealer			
Tents/Temporary Membrane Structures			
			\$50
Exemptions: Tents under 200 square feet & Canopy's under 400 square feet.			
Tobacco License	4.07		\$150/Year
Tobacco Penalties			
A.	Licensees-\$150 for a first violation of the tobacco ordinance; \$200 for a second offense at the same licensed premises within a twenty four month period; and \$250 for a third subsequent offense at the same location within a twenty four month period. In addition, after the third offense, the license shall be suspended for not less than sixty (60) days.		
B.	Other Individuals Found To Be In Violation of Tobacco Ordinance-An Administrative fee of \$50.		

Park Rental

(See Attached Appendix B)

**Plumbing and Water
Conditioning Permit Fee**

(See Attached Appendix E)

Signs

Signs	10.16	\$2.00/sq.ft.-Other signs
Temporary/ Portable		\$40 (5 days per year free)
Late Fee for Signs Erected without a Permit		Twice the Permit Fee

**Special Assessment
Application Fee**

For Fire Protection Systems

\$250

Street Light Utility

(See Attached Appendix P)

**Violations of City
Ordinances**

(See Attached Appendix G)

Weed Cutting

By owner; when necessary
by City and assessed

See Appendix G

APPENDIX A

**CITY OF SAUK RAPIDS
BUILDING PERMIT FEE SCHEDULE**

Building Permits

<u>Total Valuation</u>	<u>Fee</u>
a. \$1 to \$500	\$17.00
b. \$501 to \$2,000	\$17.00 first \$500.00 plus \$2.50 for each additional \$100 or fraction thereof, to and including \$2,000.00.
c. \$2,001 to \$25,000	\$54.50 first \$2,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
d. \$25,001 to \$500,000	.00625 times the valuation over \$25, 000 + \$169.50
e. \$500,001 to \$1,000,000	.005 times the valuation over \$500,000 + \$3,138.25
f. Over \$1,000,000	.005 times the valuation over \$1,000,000 + \$5,638.25

State Surcharge = .0005 x Value (up to \$500,000 – for projects over \$500,000, see state schedule)

Plan Review 65% of Permit Fee

Similar Project Plan Review (residential) 25% of Plan Review Fee

Maintenance Permits (*permits must be requested individually*)(12/2025)

Shingle Replacement Permit	\$80
Siding Replacement Permit	\$80
Window Replacement Permit	\$80
Door Replacement Permit	\$80

The State surcharge for fixed fee permits will be the actual surcharge cost added to each permit.

Refund Policy	No refund of Plan Review fee after plans have been reviewed.
	After plan review only - 95% of permit fee
	After first inspection - 80% of permit fee only
	After second inspection - 60% of permit fee only
	After third inspection - 40% of permit fee only
	After fourth inspection - 20% of permit fee only
	After fifth inspection - 0%

Fire Sprinkler Installion fee	1.2% of installation cost-minimum fee of	\$55
Fire Alarm/Monitoring:		
Plan review fee	65% of permit fee	
Installation Permit	1.2% of system cost – minimum fee of	\$55.
Special Fire Suppression:		
Plan review fee	65% of permit fee	
Installation Permit	1.2% of system cost – minimum fee of	\$55.

Electrical Inspection Services: See MN State Statute 326B.37

Disposition Of Funds: Ten/Fifteen percent (10%-2011, 15%-2012 & thereafter) of the fees shall be withheld by the City for expenses incurred. The balance shall be paid to the Inspector.

APPENDIX B

**CITY OF SAUK RAPIDS
MUNICIPAL PARK BUILDING RENTAL POLICY**

PARK BUILDING RENTAL

OLD LOG BLDG (by playground equipment) OR PAVILION (by boat landing)

Resident Fee (Must live in city limits or city employee) (12/2024)						
			2024	2025	2026	2027
Non-Profit Organization			\$ 135.00	\$ 150.00	\$ 155.00	\$ 160.00
Non-Residents			\$ 210.00	\$ 215.00	\$ 225.00	\$ 230.00
City Residents/Employee			\$ 170.00	\$ 175.00	\$ 180.00	\$ 185.00

**OLD LOG BUILDING: 1,800sf, Max Occupancy-93
PAVILION: 1,562sf, Max Occupancy-70**

Rental fee is due within five (5) days of making reservations.

Security deposit for both facilities is \$250 per building, to be deposited when keys are picked up.

Cancellation/Refund Policy:

All cancellations will require a \$25.00 administrative processing fee (12/2022). The city must be notified at least one (1) week in advance of the rental date to get a refund of the rental fee minus the admin fee above. Otherwise the fee will be forfeited & the rental made available for rental.

Sauk Rapids residents within the City limits & City employee's receive a discount on rental as listed above, if making reservation and paying for rental.

****All Companies will pay non-residence fees.**

No rental for the purpose of selling merchandise or property allowed (ie: garage sales, fund raising sales, rummage sales) or subleasing in any way

Please send check for rental to: **INDICATE ON CHECK(S): Park Rental and Date of Rental.**

City of Sauk Rapids Public Works
360 Summit Ave North
Sauk Rapids MN 56379

If you have any questions, call Ashley (258-5316) or Adam (258-5319).

Keys must be picked up at the Public Works building between 7:00AM and 3:30PM weekdays. If you have a building rented on a weekend, keys must be picked up on the Friday prior to your rental. Please call the above number to make arrangements.

THE FOLLOWING RULES MUST BE COMPLIED WITH IF DEPOSIT IS TO BE RETURNED IN FULL:

1. A \$10.00 penalty will be deducted from your deposit if keys are not returned on the same day as rental. Keys can be dropped off in the envelope deposit box outside Public Works.
2. Speed Limit is 5 miles per hour.
3. Fires must be contained to grills or fireplaces.
4. No swimming in the river.
5. No feeding of wildlife.
6. No animals allowed in buildings.
7. Littering prohibited, park must be completely free of litter and refuse.
8. Noise restrictions apply after 10:00PM, and park must be cleaned and vacated by 10:30PM.
9. No camping or motorcycle driving in the park. Building and restrooms locked before leaving park.
10. It is mandatory to have Police Officers present when party consists of 300 or more people. The number of officers present will be determined by the Police Chief. The party must pay separately for police supervision.
11. Building being rented must be swept with broom and garbage put in containers outside.
12. Do not shut off breakers in electrical boxes.
13. Vehicles are to be parked outside of fenced areas.
14. Vehicles may drive in fenced in areas to drop off or pick up supplies only.
15. **Deposits will be returned within the next ten business days or after the park department has inspected the property to insure compliance with these rules and after any necessary deductions have been made from the deposit.
A minimum fee of \$50 will be charged for any non-compliance with the above rules.**

APPENDIX B- Continued

CITY OF SAUK RAPIDS

“THE LOOKOUT” BUILDING (by Water Feature) RENTAL POLICY

Resident Fee (Must live in city limits or city employee) (12/2024)						
			2024	2025	2026	2027
Monday - Thursday	10:00am-10:00pm		\$ 125.00	\$ 100.00	\$ 100.00	\$ 100.00
Friday:	10:00am-10:00pm		\$ 180.00	\$ 125.00	\$ 125.00	\$ 125.00
Saturday:	10:00am-10:00pm		\$ 240.00	\$ 125.00	\$ 125.00	\$ 125.00
Sunday	10:00am-10:00pm		\$ 180.00	\$ 100.00	\$ 100.00	\$ 100.00
Non-Resident Fee(12/2024)			2024	2025	2026	2027
Monday - Thursday	10:00am-10:00pm		\$ 180.00	\$ 125.00	\$ 125.00	\$ 125.00
Friday:	10:00am-10:00pm		\$ 240.00	\$ 150.00	\$ 150.00	\$ 150.00
Saturday:	10:00am-10:00pm		\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00
Sunday	10:00am-10:00pm		\$ 240.00	\$ 125.00	\$ 125.00	\$ 125.00

Rental fee is due within five (5) days of making reservations.

Security deposit for facility is \$150 per building, to be deposited at time key code is given.

Cancellation/Refund Policy#4525355,

All cancellations will require a \$25.00 administrative processing fee. The city must be notified at least one (1) week in advance of the rental date to get a refund of the rental fee minus the admin fee above. Otherwise the fee will be forfeited & the rental made available for rental.

Sauk Rapids residents within the City limits receive a discount on rental as listed above, if making reservation and paying for rental.

****All Companies will pay non-residence fees.**

No rental for the purpose of selling merchandise or property allowed (ie: garage sales, fund raising sales, rummage sales) or subleasing in any way

Please send check for rental to: **INDICATE ON CHECK(S): Park Rental and Date of Rental.**

City of Sauk Rapids Public Works
360 Summit Ave North
Sauk Rapids MN 56379

If you have any questions, call Ashley (258-5316) or Adam (258-5319).

Keys must be picked up at the Public Works building between 7:00AM and 3:30PM weekdays. If you have a building rented on a weekend, keys must be picked up on the Friday prior to your rental. Please call the above number to make arrangements.

THE FOLLOWING RULES MUST BE COMPLIED WITH IF DEPOSIT IS TO BE RETURNED IN FULL:

1. Fires must be contained to grills or fireplaces.
2. No swimming in the river.
3. No feeding of wildlife.
4. No animals allowed in building
5. Littering prohibited, park must be completely free of litter and refuse.
6. Noise restrictions apply after 10:00PM, and park must be cleaned and vacated by 12:00AM.
7. No camping or driving on trails in the park.
8. .Building must be locked before leaving park.
9. It is mandatory to have Police Officers present when party consists of 300 or more people. The number of officers present will be determined by the Police Chief. The party must pay separately for police supervision.
10. Building being rented must be swept with broom and garbage put in containers outside.
11. Do not shut off breakers in electrical boxes.

**Deposits will be returned within the next ten business days or after the park department has inspected the property to insure compliance with these rules and after any necessary deductions have been made from the deposit.
A minimum fee of \$50 will be charged for any non-compliance with the above rules**

APPENDIX B- Continued

CITY OF SAUK RAPIDS

RIVERSIDE TERRACE BUILDING RENTAL POLICY

Riverside Terrace Event Center

A beautiful and unique facility featuring large glass windows overlooking 1851 Square, the Mississippi River, and Southside Park. The Riverside Terrace is very warm and inviting and can accommodate up to 214 guests.

Riverside Terrace Rental Fees(12/2024):

Resident fee (Must live in city limits/ Bride or Groom/ Parents of Bride or Groom or city employee)						
			2024	2025	2026	2027
Monday - Thursday	8:00am-10:00pm		\$ 500.00	\$ 525.00	\$ 550.00	\$ 560.00
Friday:	8:00am-12:00am		\$ 1,340.00	\$ 1,375.00	\$ 1,410.00	\$ 1,435.00
Saturday:	10:00am-10:00pm		\$ 1,680.00	\$ 1,725.00	\$ 1,775.00	\$ 1,810.00
Sunday	10:00am-10:00pm		\$ 1,340.00	\$ 1,375.00	\$ 1,410.00	\$ 1,440.00
<i>Resident for purposes of this section is deemed to be for resident family type events (ie: no group, company or corporate events would qualify)</i>						
Non-Resident Fee(12/2024)						
			2024	2025	2026	2027
Monday - Thursday	8:00am-10:00pm		\$ 730.00	\$ 750.00	\$ 775.00	\$ 800.00
Friday:	8:00am-12:00am		\$ 1,790.00	\$ 1,825.00	\$ 1,860.00	\$ 1,900.00
Saturday:	10:00am-10:00pm		\$ 2,210.00	\$ 2,250.00	\$ 2,285.00	\$ 2,325.00
Sunday	10:00am-10:00pm		\$ 1,790.00	\$ 1,800.00	\$ 1,815.00	\$ 1,850.00

Reservations can be made up to 18 months in advance.

Early access will be allowed ONLY IF the building is not being used the day before the event-must wait until the day before to allow early access.

A security deposit in the amount of \$400 is required to be paid at the time when keys are picked up. Items may not be set-up before the rental time frame. Early vendors may be refused.

At the time of reservation, payment is due in full. Payment must be made by cash or check at the time of the reservation. Keys/fob must be picked up at the Public Works building between 7:00 am and 3:30pm on weekdays. Keys/fob for weekend rentals must be picked up on the Friday before the rental. A \$10 penalty will be deducted from your deposit if keys are not returned at the end of the day of your rental.

If you have questions, call Ashley (258-5316) or Adam (258-5319)

Riverside Terrace Event Center

Rental Includes:

- Tables and chairs to seat a maximum of 150 people (20- 60” round tables)
 - Additional tables available for indoor use for set up (buffet and high top)
 - Sound system with built-in speakers, microphones, Wi-Fi available
 - 2 projection screens with projectors
 - Outdoor ceremony site options and patio
-
- Outdoor fireplace
 - Picnic tables on patio
 - Brides room for dressing and/ or storage
 - Ample restrooms
 - High chairs & booster seats
 - Coat rack

Kitchen Amenities:

- Refrigerator and freezer
- 3-compartment sink
- Stainless steel prep and counter space
- Caterers entrance & separate loading entrance
- Water & electricity

Decoration Guidelines

All decorations and takedown must be done within your rental time period (this includes all personal items). No taping, stapling, nailing, or pinning is allowed inside or outside. We reserve the right to withhold a portion of your facility deposit or charge additional maintenance fees if decorating guidelines are not followed or if excessive cleanup is required.

Indoors:

Tables & Chairs: All tabletop decorations must be freestanding. Candles are permitted. If candles are used, they must be in a container in which the sides are higher than the wick to prevent wax dripping on the tabletop. You may tie decorations to chairs. Indoor tables or chairs may not be moved outside.

Walls & Windows: You may use 3M Command Strips or poster tack that does not leave a residue on the walls and windows.

Extension Cords: We do not provide extension cords; you must supply your own.

Ladder: You will need to provide your own ladder, if needed.

Glitter & Confetti: Glitter confetti, rice, birdseed, streamers, flower petals, glitter or poppers may not be used in building or on park grounds. Bubbles are allowed outdoors only.

Outdoors:

Railing: You may tie decorations onto the railing at the beginning of the walkway from the parking lot to Riverside Terrace and on the railing in the patio area. Lights are allowed; however, you need to provide your own extension cord.

Glitter & Confetti: Glitter confetti, rice, birdseed, streamers, flower petals, glitter or poppers may not be used on park grounds. Bubbles are allowed outdoors only.

Balloons: Balloons are allowed; however, all fragments that are on the ground must be picked up. Balloon fragments are dangerous to wildlife. Balloons may not be released in the park.

Outside Flames: Tiki torches, fireworks (including sparklers), portable fire pits, or Chinese lanterns are not allowed on park grounds. Battery operated luminaries only are allowed.

Canopies: Canopies are not allowed.

Outdoor Picnic Tables: A limited number of outdoor picnic tables will be set up on the patio. These tables are for patio use only and may not be moved from the area.

Signs & Banners: Temporary signs on independent laths or freestanding signs may be located within the park. Banners or signs may not be tied, taped, or otherwise affixed to or across trees, signs, or other post-type structures. All signs and banners must be set up and removed within the rental time frame

Food

Food may be brought in from anywhere. The City does not restrict caterers, but the individual renting the facility is responsible for ensuring that the kitchen space is cleaned. All food trucks must comply with City regulations and permits.

Alcohol Policy

Absolutely no sale of intoxicating beverages is permitted unless provided by a licensed Caterer. The Renter will be subject to ejection and prosecution for the underage consumption of alcoholic beverages whether it is occurring with or without the Renter's knowledge. The Renter is allowed to supply beer and wine/champagne, but all spirits and kegs shall be provided by a licensed Caterer.

Cancellation Policy

Cancellations made more than 180 days from the reservation date are 100% refundable.

Cancellations made between 90-180 days from the reservation date are 50% refundable.

Cancellations made less than 90 days from the reservation date are non-refundable.

No refunds are given due to weather conditions unless the park or facility is officially closed due to severe, life-threatening weather. All refunds subject to withholding of fees incurred by the City.

Additional Details

Cleanup: Cleanup is to be completed by a combination of your group and possibly the caterers if you choose. You are responsible to remove everything that was brought into the building prior to your rental period ending. Specific cleanup guidelines can be received from Public Works staff.

Photography: Photography is allowed in the public spaces in the park during your rental period. Your reservation does not provide any exclusive use of the park other than the rental space. Please do not drive on any of the trails.

Music/Amplification: Live bands and DJs are allowed inside the building only; however, music sound levels must not be a nuisance to other park users or neighboring residential properties.

Pets in the Park: Designated trails are provided for walking with pets. Pets must be attended to at all times and on a maximum of a 6-foot non-retractable leash. No pets are allowed inside of park buildings.

Closing: Building must be swept with a broom and garbage put in containers outside. Building and restrooms must be secured and locked before leaving.

APPENDIX C

**CITY OF SAUK RAPIDS
WATER AND SEWER USER, CONNECTION & AREA TRUNK FEES**

1. BI-MONTHLY WATER RATES:
RESIDENTIAL, COMMERCIAL, INDUSTRIAL METERS

(See Attached Schedule)

Coin Operated Water Fill Site at Water Treatment Plant \$5.00 Per Coin (500 Gallons Per Coin)

Non-residents pay double for City water service.
No minimum or Fixed fee applies if service is turned off.

2. BI-MONTHLY SEWER RATES:

A. RESIDENTIAL

1.

- a) Residential (Single Family) rates for sanitary sewer are based upon winter bi-monthly water consumption or the actual water consumption for the bi-monthly period, whichever is lower. (See Attached Schedule)
- b) Commercial rates for sanitary sewer are based on water usage for each respective bi-monthly period. (See Attached Schedule)

No minimum fee applies if service is turned off.

2. Residents who are connected to the City sewer system only, with un-metered private water wells, will pay a minimum bi-monthly charge as follows:

2020	2021	2022	2023	2024	2025	2026	2027
\$67.06	\$67.06	\$70.00	\$70.00	\$75.00	\$75.00	\$75.00	\$80.00

B. COMMERCIAL, INDUSTRIAL - Based on actual bi-monthly period water use.

1. Sewer Charges are as follows:

Minimum charge 6,000 gallons (See Attached Schedule)
Each additional 1,000 gallons of metered water bill (See Attached Schedule)

Non-residents pay double
No minimum fee applies if service is turned off.

3. UTILITY (WATER & SEWER) AVAILABILITY & AREA TRUNK & CHARGES

Water & Sewer Availability Charges (WAC & SAC)

Unless a different fee is negotiated as part of a development contract between the City and the property owner, all property located within the City of Sauk Rapids will be charged water & sewer availability and area trunk charges.

(See Attached Schedules)

Availability Charges will be determined in accordance with the Utility Availability Charges Procedure Manual (see Appendix L)

Area Trunk Charges

Unless a different fee is negotiated as part of a development contract between the City and the property owner, all property located within the City of Sauk Rapids will be subject to area trunk charges. These charges will be payable at the time of any subdivision of property or at the time of requesting a building permit on the property, whichever occurs sooner. Notwithstanding the above, area trunk charges will not apply to property located west of State Highway # 10 and South of State Highway # 15 except as otherwise provided in Section 3.80, Subd 4 of the City Code.

(See Attached Schedules)

Change in Use of Property

In the event any property within the City is redeveloped, or any change in the use or in the intensity of the use of the property occurs such that the redevelopment or change in use results in an increase in demand on the use of the City's Sanitary Sewer Facilities and the Municipal Water Facilities, the City, at the time of platting, rezoning or other land use approval, or issuance of a building permit for the redevelopment or change in use, whichever occurs sooner, shall determine the appropriate area trunk charges and water and sewer availability charges based on the redevelopment or change in use accordance with ordinance section 3.80, Subd 5 and the City's fee schedule.

4. WATER & SEWER MAIN & SERVICE LINE CHARGES

Unless a different fee is negotiated as part of a development contract between the City and the property owner, all property located within the City of Sauk Rapids will be charged these fees.

(See Attached Schedules)

5 METER CHARGES & MAIN TAPPING CHARGES

Residents will be required to purchase a water meter from the City with a remote read at a cost as follows:

Meter Charges

Single Family Units = \$368.50 + tax per 5/8" x 3/4" meter or actual cost whichever is greater.

Multi-Family use and Commercial/Industrial = \$577.50 + tax per 1" meter minimum charge plus actual expenses over \$577.50 per meter.

Larger meters would cost proportionally more. Installation and plumbing are done at the expense of the property owner. Bi-monthly meter readings will be used to determine gallons of sewage to be applied to the current rates being charged.

Main Tapping Charges

Single Family Units and taps of 1 inch or less = \$250 minimum charge plus actual expenses over \$250.

Taps exceeding 1 inch to be done by private contractors with City supervision.

6. OTHER PROVISIONS:

- A. 3 apartment units or more are considered commercial unless metered separately.
- B. Schools are billed as Commercial; Churches as Residential.
- C. Registered senior citizens may deduct \$2.50 from each bi-monthly water bill and \$2.50 from each bi-monthly sewer bill. (12/2022)
- D. New service charge - \$30.00 for all new accounts payable immediately. Current accounts for Sauk Rapids residents who change addresses within the City are exempt from this new service charge.
- E. The late payment penalty on water-sewer bills is 4% of the bill or \$25.00, whichever is greater.
- F. Any meter reading mailed late will have a \$25.00 service fee added to their bill. Any meter reading taken by City personnel will be charged \$25 the first time, \$40 the second time, and \$75 thereafter.

- G. A Disconnect Notice is sent to both the property owner & renter (if applicable) giving 15 days to pay before turn off. Once a disconnect notice is given, full payment by cash or money order is required. If the city turns off service due to non-payment of a delinquent bill, a \$60 Service Termination Fee will be applied with full payment by cash or money order required before service is turned on again. Full payment includes any outstanding delinquent balances that may have already been previously certified but not yet sent to the county auditor for next years' taxes as the county does not accept partial payments (current assessments only, less property taxes).

Those that REQUEST to turn-off or turn-on their service, will be charged a \$60 turn off fee and a \$60 turn on fee.

- H. New house builders will be sent a meter card and billed bi-monthly for water usage only. This will be on the condition the City is notified at the time of sale of such property. If the City is not notified of such sale after the homeowner has occupied said premises where there has been sewer discharge, Home Builder will be responsible for both water and sewer charges for that particular billing period. Builder of a new structure is liable for all charges until notification of change in ownership is given to the City.
- I. Persons who water residential lawns may purchase a separate water meter from the City to measure lawn sprinkling. Such metered water for lawn sprinkling will not be charged for sewer.
- J. Commercial properties shall install separate, independent meters for lawn sprinkling. Such metered water for lawn sprinkling will not be charged for sewer.
- K. The City imposes an initial fee of \$35 on any water user account for property where, after 3 written notices (door hanging or mailed letter), the property owner refuses to allow the conversion of existing water meters to radio read meters or for repair of existing meter. An additional fee of \$50 shall be charged to the account for each subsequent billing cycle in which the existing meter is not converted.

POLICY ON ADJUSTMENTS

1. Adjustments to a water-sewer account will be considered when the evidence indicates it may be warranted. Such adjustment, if any, shall not extend back more than one bi-monthly billing period from the date of the request.
2. Meter readings may be adjusted by the staff when mistakes are discovered to have been made by property owners on the bi-monthly meter reading cards returned to City Hall.
3. Adjustments for penalties or other minor corrections greater than \$50.00 must be approved by the Finance Director.

DEFINITIONS

The terms used in this Fee Schedule shall have the following definitions provided below. When a definition is not provided below, the City will look to the City's Zoning Code, Subdivision Code and the State Building Code, in that order, as the primary source of the meaning of terms in the Fee Schedule.

Developable Property: All property exclusive of dedicated streets, and alleys, dedicated parks, dedicated trails, dedicated ponding areas, and non-buildable wetlands.

Single Family Unit: A dwelling which contains only a single family dwelling unit.

Multi Family Use: Dwelling units which are part of dwellings containing more than a single family unit including, without limitation, apartments, townhouses (including patio homes with common walls), twin homes, elderly housing, & a state licensed residential facility.

**CITY OF SAUK RAPIDS
WATER AND SEWER USER CHARGES**

WATER (Conservation Rates)		Charge per Gallon		
	Gallons Used (Bi-Monthly):	2024	2025	2026
Tier 1 Rate	- 6,000	\$ 0.00261	\$ 0.00269	\$ 0.00279
Tier 2 Rate	6,001 10,000	\$ 0.00444	\$ 0.00457	\$ 0.00475
Tier 3 Rate	10,001 up	\$ 0.00548	\$ 0.00564	\$ 0.00587
Bi-Monthly FIXED FEE-Commercial/Industrial		\$ 25.00	\$ 25.00	\$ 26.00
Bi-Monthly FIXED FEE-Residential		\$ 22.00	\$ 22.00	\$ 23.00
		10.0%	3.0%	4%
<i>Irrigation(Sprinkler) meters will be billed at the Tier 3 Rate for all gallons used.</i>				
SEWER		2024	2025	2026
Minimum Sewer Charge for Minimum Bi-Monthly Usage (6,000 Gallons)		\$ 37.91	\$ 39.05	\$ 40.02
Sewer Charge Per 1,000 Gallons (Over Minimum of 6,000 Gallons)		\$ 6.32	\$ 6.51	\$ 6.67
Bi-Monthly FIXED FEE-Commercial/Industrial		\$ 11.50	\$ 12.00	\$ 12.50
Bi-Monthly FIXED FEE-Residential		\$ 9.50	\$ 10.00	\$ 10.50
		6.00%	3.00%	2.50%
NOTES:				
1) Rates are for all categories of users (Residential, Commercial and Industrial)				
2) Residential (Single Family) rates for sanitary sewer are based on winter bi-monthly water usage. (Jan-Feb Billing)				
3) Commercial rates for sanitary sewer are based on water usage for each respective two months.				

BILLING CYCLE

Billing Period	Approx Meter Reads	Bill Mailed	Payment Due	Disconnect Notice Mailed	Disconnect Service
Jan-Feb	Mar 1	March 30	Apr 15	Apr 30	May 15
Mar-Apr	May 1	May 30	Jun 15	Jun 30	Jul 15
May-June	Jul 1	July 30	Aug 15	Aug 30	Sep 15
July-Aug	Sep 1	Sept 30	Oct 15	Oct 30	Nov 15
Sept-Oct	Nov 1	Nov 30	Dec 15	Dec 30	Jan 15
Nov-Dec	Jan 1	Jan 30	Feb 15	Mar 2	Mar 17

Sewer set period is Jan-Feb

CITY OF SAUK RAPIDS								
SEWER AND WATER AREA TRUNK AND AVAILABILITY CHARGES								
SINGLE FAMILY RESIDENTIAL (R-1)								
	2023		2024		2025		2026	
Sewer Trunk Area Charge ^{(1) (2)} (Per Developable ⁽³⁾ Acre)	\$	2,892 /AC	\$	2,892 /AC	\$	2,892 /AC	\$	2,892 /AC
Water Trunk Area Charge ^{(1) (2)} (Per Developable ⁽³⁾ Acre)	\$	5,648 /AC	\$	5,648 /AC	\$	5,648 /AC	\$	5,648 /AC
Sewer Availability Charge (SAC) ⁽⁴⁾	\$	2,652 /EA	\$	2,700 /EA	\$	2,700 /EA	\$	2,700 /EA
Water Availability Charge (WAC) ⁽⁴⁾	\$	2,040 /EA	\$	2,100 /EA	\$	2,100 /EA	\$	2,100 /EA
MULTI-FAMILY USES								
	2023		2024		2025		2026	
Sewer Trunk Area Charge ^{(1) (2)} (Per Developable ⁽³⁾ Acre)	\$	2,913 /AC	\$	2,913 /AC	\$	2,913 /AC	\$	2,913 /AC
Water Trunk Area Charge ^{(1) (2)} (Per Developable ⁽³⁾ Acre)	\$	5,690 /AC	\$	5,690 /AC	\$	5,690 /AC	\$	5,690 /AC
Sewer Availability Charge (SAC) ⁽⁴⁾	SEE UAC PROCEDURE MANUAL APPENDIX L							
Water Availability Charge (WAC) ⁽⁴⁾								
COMMERCIAL/INDUSTRIAL AND ALL OTHER NON-RESIDENTIAL								
	2023		2024		2025		2026	
Sewer Trunk Area Charge ^{(1) (2)} (Per Developable ⁽³⁾ Acre)	\$	2,880 /AC	\$	2,880 /AC	\$	2,880 /AC	\$	2,880 /AC
Water Trunk Area Charge ^{(1) (2)} (Per Developable ⁽³⁾ Acre)	\$	5,625 /AC	\$	5,625 /AC	\$	5,625 /AC	\$	5,625 /AC
Sewer Availability Charge (SAC) ⁽⁴⁾	SEE UAC PROCEDURE MANUAL APPENDIX L							
Water Availability Charge (WAC) ⁽⁴⁾								
<p>(1) Payable at the time of any subdivision of property or at the time of requesting a building permit on the property, whichever occurs sooner.</p> <p>(2) Trunk charges will not apply to property located west of T.H. 10 and south of T.H. 15 except as provided in Sect 3.80, Subd. 4 & 5 of the City Code.</p> <p>(3) All property exclusive of dedicated streets and alleys, dedicated parks, dedicated trails, dedicated ponding areas, and non-buildable wetlands.</p> <p>(4) Payable at issuance of building permit.</p> <p>(5) Payable at issuance of Certificate of Occupancy(CO).</p>								

CITY OF SAUK RAPIDS								
SEWER AND WATER MAIN SERVICE LINE CHARGES								
	2023		2024		2025		2026	
Standard Sanitary Sewer Main Charge ^{(1) (2)} (Standard 8" main line)	\$	54 /front foot	\$	55 /front foot	\$	55 /front foot	\$	55 /front foot
Standard Water Main Charge ^{(1) (2)} (Standard 8" main line)	\$	54 /front foot	\$	55 /front foot	\$	55 /front foot	\$	55 /front foot
Sewer Service Line ^{(1) (2)} (4 inch)	\$	1,314	\$	1,340	\$	1,340	\$	1,340
Sewer Service Line ^{(1) (2)} (6 inch)	\$	1,469	\$	1,498	\$	1,498	\$	1,498
Water Service Line ^{(1) (2)} (1 inch)	\$	1,314	\$	1,340	\$	1,340	\$	1,340
Water Service Line ^{(1) (2)} (1.5 inch)	\$	1,546	\$	1,577	\$	1,577	\$	1,577
Water Service Line ^{(1) (2)} (6 inch)	\$	3,092	\$	3,154	\$	3,154	\$	3,154
⁽¹⁾ Payable at the time of any subdivision of property or at the time of requesting a building permit on the property, whichever occurs sooner.							0%	
⁽²⁾ The water and sewer main and service line charges above will increase 0-5% per year per Engineer's cost estimate.								

APPENDIX D

GAS OR MECHANICAL INSTALLATION PERMIT FEES

Subd. 1. FEE REQUIRED. Before issuing any permits for the construction, installation or alteration of any heating or ventilating, a fee is to be paid by the applicant per this schedule.

Subd. 2. RESIDENTIAL GAS OR MECHANICAL PERMITS

1. For installation of any warm air furnace or boiler in a residential structure & mini splits:

First Unit (12/2025)	\$60.00
Replacements (12/2025)	\$50.00
Additional Furnace	\$30.00

2. For installation of any other fuel burning appliance in a residential structure (e.g. gas fireplace, dryer, range, water heater, unit heater, tankless water heaters, includes gas piping, etc.):

First Unit (or first appliance after a furnace)(12/2025)	\$50.00
Replacements & Additional Opening	\$30.00
Water Heaters (see plumbing Fee Schedule)	\$35.00

3. Gas pipe installation only:

First Opening (12/2025)	\$35.00
Each Additional	\$30.00

4. Ductwork only as part of a remodel or addition \$35.00

5. Air to air heat exchanger or full house ventilating fan, A/C, heat recovery ventilator, bath fans, heat pump (12/2025) \$35.00
Each additional unit after one \$30.00

Subd. 3. COMMERCIAL GAS OR MECHANICAL.

Mechanical 2% x value, Minimum Permit Fee \$ 55.00

Subd. 6. OTHER INSPECTIONS AND FEES.

1. The State surcharge will be the actual surcharge cost added to each permit.
2. Inspections outside of normal business hours:
Per Inspection \$ 80.00
3. Inspection fee for additional inspections in excess of one rough-in and one final:
Per Inspection (12/2025) \$ 50.00

4. Inspections for which no fee is specifically indicated:
Per Inspection (12/2025) \$ 50.00

5. Penalty Fee (working without a permit) shall be equal to total Permit Fee less Surcharge

Subd. 7. BOARD OF APPEALS.

A Board of Appeals is hereby created per Section 204 of the Uniform Building Code.

APPENDIX E

PLUMBING AND WATER CONDITIONING PERMIT FEES

Except as hereinafter specifically provided, the fees for all plumbing permits shall be computed on the basis of the number of plumbing fixtures and/or devices provided for in such permit: (4525358,

Each new fixture or device installation or rough-in	\$ 14.00
Each lawn sprinkler system	\$35.00
Replacing only water distribution piping - per inspection	\$35.00
Replacing only drain and/or vent piping - per inspection	\$35.00
Each fixture replacement or relocation	\$14.00
Ground water heat pump discharge to storm sewer	\$40.00
Water Conditioners: New installation or replacement	
Residential:	\$35.00
Commercial:	\$55.00
Minimum permit fee	\$35.00
Commercial Plumbing Rates	2% x value with a minimum \$55.00 fee

Other Inspections and Fees

The State surcharge fee will be the actual surcharge cost added to each permit.

Inspections outside of normal business hours/per inspection	\$ 80.00
Inspection fee for additional inspections in excess of one rough-in and one final/per inspection (12/2025)	\$ 50.00
Inspections for which no fee is specifically (12/2025) indicated/per inspection	\$ 50.00

Penalty Fee (working without a permit) shall be equal to total Permit Fee less Surcharge.

APPENDIX F

STORM SEWER ASSESSMENT RATES

<u>Storm Sewer Rates per Square Foot</u>	<u>Year Assessed</u>
<u>Newly Platted</u>	
28 cents	2007-2008
30 cents	2009-2015
32 cents	2016-
 <u>Reconstruction & Lots Platted prior to Jan. 1, 1997</u>	
18 cents	2007-2008
20 cents	2009-2015
22 cents	2016-

1. **Development Agreement Required with all Petitions for Improvements.** Anyone petitioning the City for improvements, as provided in Minnesota Statutes 429, must enter into a development agreement with the City. All development agreements will set out the terms and conditions of the City’s approval of the installation of the improvements, and all development agreements will require that the Petitioner agree to pay all project costs directly attributable to the Petitioner’s property together with such special assessments as are required by City Policies.
2. **Assessments for Storm Sewer and Drainage Improvements.** In addition to the dedication and/or preservation of property for holding ponds and drainage systems as provided for, now or in the future, by the City, all Residential lots, all new or existing platted Commercial lots, all new or existing Industrial lots, and all new or existing platted Multiple Family Residential lots, will be assessed at the rates listed above, as a minimum assessment charge, plus any storm sewer improvement costs directly attributable to the development, which amounts exceed the amount of the minimum assessments collected. Costs considered “directly attributable” to a development include “system charges” to cover the cost of previously installed improvements which benefit the development; however, “system costs” which result from oversizing and design for future developments and which would not otherwise be required by the current development will not be included in costs considered “directly attributable” to a development.
3. Existing residential lots (including lots annexed to the City of Sauk Rapids) platted prior to January 1, 1997, will be assessed per the above schedule.
4. The City reserves the right to refuse to make stormwater improvements if the costs of such improvements would not be adequately covered by assessments, and the City reserves the right to adjust assessments on annexed properties if costs of stormwater improvements are not adequately covered by assessments under the standard rates.
5. **Application.** This policy amends Resolution No. 86-48 and applies to all subdivisions and plats which have not obtained final approval as of the date of this Resolution.
6. **Review.** The City Council will review the storm sewer assessment rates annually and make adjustments to the rates as may be necessary to ensure that the rates approximate actual costs.

APPENDIX G

<u>City Code Section</u>	<u>Description of Violation</u>	<u>Penalty Amount</u>
Chapter 03 Utilities	All violations involving utilities	\$50 - refer to Section 3.67
Chapter 04 Business Regulations and Licenses; Other Licenses and Permits	All violations involving business regulations, licensing, or permits	\$100
	Animal control regulations - refer to Section 4.10	\$25 (Fine to double with each subsequent violation)
	Unlicensed Pets	\$25
	Noisy Dogs	\$50
	Dogs at Large	\$50
Chapter 05 Public Property	All violations of public park regulations except as otherwise stated	\$100
	Any non-compliance Municipal Park rental rules-see Appendix B	minimum \$50
	Violations of park rules and hours (12/2022)	\$50
	Violations of the use of park property (12/2022)	\$125
Chapter 06 Traffic Regulations; Parking; Snowmobiles	Parking Violations (all)	\$20; After 48 Hours \$30; After 10 days will be converted to a misdemeanor ordinance violation and handled through Benton Co Court fine schedule
	Violations of seasonal weight restrictions	not to exceed \$500 - refer to Section 6.01
	All violations involving snowmobiles	not to exceed \$300 - refer to Section 6.02
	Violations of loud sound amplification systems in motor vehicles	not to exceed \$700 - refer to Section 6.09
	Unreasonable Acceleration	\$100
Chapter 07 Public Protection and Prohibited Acts Generally	All violations except as otherwise stated	\$100
	Driving over fire hose	not to exceed \$500 - refer to Section 7.12
	Third and subsequent false alarms - refer to Section 7.16	
Chapter 08 Nuisances and Offenses	All nuisance violations except as otherwise stated	not to exceed \$500 - refer to Section 8.01

All violations - refer to Section 14.10 \$100

Chapter 14 Stormwater Pollution Prevention

Chapter 15 Illicit Discharge Detection and Elimination All violations - refer to Section 15.05 & 15.11 not to exceed \$1,000 per violation

*Code violations not listed carry a presumptive fine of \$100.00.

**Repeat Violations within 24 Months: The fine for a second and/or subsequent violations of the same type by the same violator is subject to a fine double the amount of the scheduled penalty amount for the previous violation, not to exceed \$1000.00.

APPENDIX H

COMMUNITY ROOM RENTAL FEES

Full Room

Class I: \$0 per day Deposit: \$0

- Any Sauk Rapids civic organizations (When Sauk Rapids Staff is presenting)
- Recognized Sauk Rapids school organizations and school related function
- Local tax supported/government agencies serving the City of Sauk Rapids with city staff participation.
- Benton County

Class II: \$100 (2025) per day Deposit: \$150

- Any Sauk Rapids non-profit community groups
- Any Sauk Rapids civic organizations
- Any Sauk Rapids community resident/City of Sauk Rapids employee
Resident for purposes of this section is deemed to be for resident family type events (ie: no group, company or corporate events would qualify)
- Local tax supported/government agencies serving the City of Sauk Rapids

Class III: \$200 (2025) per day Deposit: \$150

- Any Sauk Rapids commercial and business organizations

Class IV: \$250 (2025) per day Deposit: \$150

- Any group, organization (profit/non-profit) outside the city limits of the City of Sauk Rapids
- No recurring reservations are allowed.

No rental for the purpose of selling merchandise or property allowed (ie: garage sales, fund raising sales, rummage sales) unless approved by council.

Rental area is confined to the community room. Use of other city hall areas are prohibited including the hallway as this may impair official city business.

The rental fee will not be refunded if the renter fails to cancel and/or use the community room the day of the reservation. Acceptable cancellations must occur at least 2 days prior to rental date.

Under no circumstances will the wall partition be opened or closed by non-city staff.

The rental hours are from 7:00am-midnight. The room is NOT available on New Years Eve. Failure to be out of the community room and government center building by the time stated above will result in a charge of \$50.

Failure to be out of the community room and government center building by the time stated above, use of alcohol or tobacco in the building, or failure to comply with any of the community room

policies may result in the loss of future rental privileges.

No live music, DJ equipment (including lights used in conjunction with music) shall be brought into the Community room. If such equipment is used, the renter will automatically forfeit the security deposit.

Music after 10:00PM shall be lowered to a volume where it cannot be heard outside of the Community Room.

Provisions: Commercial use of the facility for sales presentations, sale representatives, sales promotions or direct sales are strictly prohibited.

DEPOSITS:

Please issue one check for rental and one check for deposit.

Deposits will be returned within the next ten (10) business day or after the room has been inspected by City staff and after any necessary deductions have been made from the deposit.

Use of alcohol or tobacco (in the community room or on Government Center property) while renting the Community room will automatically forfeit the deposit.

Renters will be charged the staff time it takes to complete any of the items on the Clean Up Checklist and deducted from the deposit.

APPENDIX I

AN ORDINANCE ADOPTING SECTION 3.81 OF THE CITY CODE ESTABLISHING A STORM WATER UTILITY WITHIN THE CITY AND ADOPTING STORM WATER UTILITY RATES AND CHARGES

The Sauk Rapids City Council ordains:

Section 1. The following is hereby adopted as Section 3.81 of the City Code:

Subd. 1: PURPOSE. This Ordinance sets forth uniform requirements for the establishment of a Storm Water Utility.

The purpose is to provide a funding mechanism for the following services:

- (a) The administration, planning, implementation, and maintenance of storm water Best Management Practices (BMP's) to reduce the introduction of sediment and other pollutants into local water resources.
- (b) The administration, installation, operation, maintenance and replacement of public drainage systems.
- (c) Activities necessary to maintain compliance with the National Pollutant Discharge Elimination System (NPDES) Permit requirements established by the U.S. Environmental Protection Agency, including preparation, implementation and management of a Storm Water Pollution Prevention Plan (SWPPP) to address the following control measures:
 - (1) Public education and outreach on storm water impacts.
 - (2) Public involvement/participation.
 - (3) Illicit discharge detection and elimination.
 - (4) Construction site storm water runoff control.
 - (5) Post-construction runoff control in new development and redevelopment.
 - (6) Pollution prevention for municipal operations.
- (d) Other education, engineering, inspection, monitoring, testing and enforcement activities as necessary to maintain compliance with local, state and federal storm water requirements.

Subd. 2. ESTABLISHMENT OF A STORM WATER UTILITY. There is hereby established a public utility to be known as the Storm Water Utility for the City of Sauk Rapids. The Storm Water Utility shall be operated as a public utility pursuant to the City Code and applicable Minnesota Statutes. The revenues derived therefrom shall be subject to provisions of this Section and Minnesota Statutes Section 444.075. The Storm Water Utility shall be part of the Public Works Department and shall be administered by the Public Works Director. This Ordinance shall apply to the entire City of Sauk Rapids.

Subd. 3. DEFINITIONS. Unless the context specifically indicates otherwise, the following terms, as used in this ordinance, shall have the meanings herein-after designated.

A. Surface Area. “Surface Area”, referred to herein as “SA”, shall be the area of the parcel in acres, subject to any standardization, adjustments or exceptions outlined in this ordinance.

B. Land Use. The “Land Use” for a given parcel shall be the “tax classification” for that parcel on record at the Benton County Recorder’s Office, or other land use classification that is updated by the City Zoning Officer.

C. Residential Equivalency Factor. “Residential Equivalency Factor”, referred to herein as “REF”, is the ratio of the volume of runoff generated by the Surface Area of a particular land use to the Surface Area of a detached single-family land use. Runoff determination shall be based on a 2-inch rainfall and Natural Resources Conservation Services (NRCS) “Type B” soil conditions. The REF for various land uses within the City shall be as set forth in the table below.

<u>Land Use</u>	<u>REF (per acre)</u>
Single-Family Residential	1.00
Multi-Family Residential, Church property	2.72
Institutional: Schools	3.30
Industrial, Railroad Right of Way	3.30
Commercial	4.23
Public	4.23
Parks, Open Spaces, Cemeteries, Vacant	Exempt
Road Right-of-Way	Exempt
Lakes, Streams, Wetlands	Exempt
Agricultural, Undeveloped	Exempt

The REF for Land Uses not listed above shall be determined by the City Engineer based on probable hydrologic response.

D. Unit Rate. “Unit Rate”, referred to herein as “UR”, is the rate in dollars per acre to be charged per one (1) REF.

Subd. 4. RATES AND CHARGES.

A. Establishing Unit Rates: The City Council shall from time to time, by resolution, establish the Unit Rate for each REF. The Unit Rate so established shall be on file with the City Administrator/Clerk and shall be used to compute the charges for a given parcel of land based on the following formula:

$$\text{Storm Water Charges} = (\text{UR}) \times (\text{REF}) \times (\text{SA})$$

B. Standard Single Family Rate: The standard SF rate shall equal $.28 \times \text{UR} + \text{Fixed Charge}$

Standardized Charges. The following rules shall apply for the purpose of simplifying

and equalizing charges:

- (1) A standard Surface Area of 0.28 acres shall be used for detached single-family homes and for patio homes.
- (2) A standard Surface Area of 0.28 acres for each unit shall be used in computing storm water charges for the following multi-family dwellings: duplexes, twin homes, townhouses, and detached townhouses. (For example, a parcel that contains four townhouse units shall have a Surface Area computed as follows: 4 units x 0.28 acres/unit = 1.12 acres).
- (3) Parcels subject to these standardized charges shall not be eligible for Adjustments to Charges or Adjustments to Area as set forth elsewhere herein.

C. Adjustments (Credits) to charges. A system of credits, which may reduce the stormwater charge that is imposed, as provided for above, is hereby established. A credit shall be granted for developed or undeveloped property pursuant to the rules provided for herein. The city engineer shall, pursuant to the rules provided for herein, grant a credit to those owners or non-owner users of properties, against which stormwater charges are imposed, who employ structural or non-structural BMPs or other stormwater management practices on-site that significantly reduce the quantity or improve the quality of stormwater runoff from their property that enters the system. The city engineer shall propose rules providing guidelines for the awarding of credits. The Council shall approve, or approve as modified, these rules for the awarding of credits. The rules shall be consistent with this section.

The City Council may by resolution adopt policies providing for the adjustment of charges for parcels or groups of parcels based upon hydrologic response substantially different from the REF being used for the parcel or parcels. Such adjustment shall be made only after receiving the recommendation of the City Engineer, and shall not be made effective retroactively. If the adjustment would have the effect of changing the REF for all or substantially all of the land uses in a particular classification, such adjustment shall be accomplished by amending the REF table in Subdivision 3 of this ordinance.

D. Adjustment to Area. The total parcel area as shown in the City Assessor's records will be used to calculate the Surface Area for a given parcel, except that apparent errors in the recorded values may be subject to recalculation by the City. It is the responsibility of the owner or manager of any parcel to provide the City with necessary surveys, and other information as the City may reasonably request, to determine if a parcel, or portion of a parcel, qualifies for an exception or area adjustment. Requests for exceptions and/or area adjustments will be reviewed after receipt of all requested information. Exceptions and/or adjustments must be approved by the City Engineer and Public Works Director, and shall become effective the beginning of the next billing cycle following approval.

E. Exceptions. The following land uses are exempt from the Storm Water Utility Fees established herein: 1) public street right-of-way, 2) wetlands and public waters as defined by state law, 3) ponds designated and used exclusively for storm water retention or treatment purposes up to the 100-year flood elevation, 4) undeveloped parcels, 5) publicly-owned park lands, natural areas, and recreational fields 6) cemeteries, 7) and unsewered parcels situated within the AG (Agricultural) zoning district of the City.

F. Falsification of Information. Willful failure to provide information that the City may reasonably request related to the use, development and area of a premise, or falsification of such information, shall constitute a violation of this Ordinance.

G. Estimated Charges. If, for any reason, precise information related to the use, development or area of a premises is not available, then Storm Water Utility Charges for such premise shall be estimated, and billed, based upon information then available to the City.

H. Billing Method. Storm Water Utility Fees will be computed and collected by the City together with other City utility fees, in accordance with the procedures set forth in Section __ of this Code.

I. Delinquent Accounts. Delinquent and unpaid storm water utility fees may be certified to the County Auditor for collection with real estate taxes during the following year or any year thereafter in the manner prescribed in this Code, pursuant to Minnesota Statute 444.075, Subdivision 3.

J. Appeal: If a property owner believes that the fee charged a particular property is incorrect, she/he may request review and re-computation of said fee.

STORM WATER RATES:					
Year	REF	2023	2024	2025	2026
Standardized Rate Per SF Homeowner per Month		\$ 3.25	\$ 3.25	\$ 3.25	\$ 3.25
Fixed Charge Per SF Homeowner per Month		\$ 2.00	\$ 2.50	\$ 2.50	\$ 3.75
Total SF Homeowner Monthly Cost		\$ 5.25	\$ 5.75	\$ 5.75	\$ 7.00
Annual Homeowner Cost		\$ 63.00	\$ 69.00	\$ 69.00	\$ 84.00
Unit Rate (per acre)	1.00	\$ 11.61	\$ 11.61	\$ 11.61	\$ 11.61
SF Rate based on avg acre size:		0.28	0.28	0.28	0.28
MONTHLY RATE					
	REF	2023	2024	2025	2026
Multi-Family Res/Church Prop	2.72	\$ 31.57	\$ 31.57	\$ 31.57	\$ 31.57
Institutional: Schools	3.30	\$ 38.30	\$ 38.30	\$ 38.30	\$ 38.30
Industrial	3.30	\$ 38.30	\$ 38.30	\$ 38.30	\$ 38.30
Commercial	4.23	\$ 49.10	\$ 49.10	\$ 49.10	\$ 49.10
Public	4.23	\$ 49.10	\$ 49.10	\$ 49.10	\$ 49.10
BI-MONTHLY RATE					
	REF	2023	2024	2025	2026
Multi-Family Res/Church Prop	2.72	\$ 63.14	\$ 63.14	\$ 63.14	\$ 63.14
Institutional: Schools	3.30	\$ 76.61	\$ 76.61	\$ 76.61	\$ 76.61
Industrial	3.30	\$ 76.61	\$ 76.61	\$ 76.61	\$ 76.61
Commercial	4.23	\$ 98.20	\$ 98.20	\$ 98.20	\$ 98.20
Public	4.23	\$ 98.20	\$ 98.20	\$ 98.20	\$ 98.20

APPENDIX J

City of SAUK RAPIDS Storm Water Utility Credit Policy

Policy Statement

All properties within the City of Sauk Rapids shall contribute to the Storm Water Utility in an amount proportional to the runoff contributed by each particular parcel.

Exemptions

Land use classes that are exempt from all charges are:

Parks, Open Spaces, Cemeteries and Vacant Land
Street and Highway Right-of-Ways
Lakes, Streams and Wetlands
Agricultural and Undeveloped Land.

Fee Basis

Land Use - Land use for determining Storm Water Utility fees shall be the existing land use at the date of enactment of the Storm Water Utility Ordinance. As land is developed, or redeveloped, the fees will be re-computed based on the revised land use.

Soils - Natural Resources Conservation Services (NRCS) - Type B soils shall be assumed for determining the runoff index (CN) in the revenue equation. Rainfall (P) - A 2-inch rainfall will be used in the revenue equation. Runoff Indices (CN) - The runoff indices for the property classifications are as follows:

Classification	Land Use	Runoff Index (CN)
1	Residential	72
2	Multi-family	85
3	Apartments/Condos/Townhomes	85
4	Commercial	92
5	Industrial	88
6	Institutional : Schools	88
7	Church Property	85
8	Public/Government	92
9	Parks/Open Space/Cemetaries	EXEMPT
10	Road Right-of-Way	EXEMPT
11	Lakes/Streams/Wetlands	EXEMPT
12	Agricultural/Vacant	EXEMPT

Revenue Equation - The revenue equation for computing the runoff volume (Q) shall be based on the runoff equation in the Soil Conservation Service (SCS) National Engineering Handbook Section 4 - Hydrology. The equation is as follows:

$$Q = \frac{(P-0.2S)^2}{P + 0.8S} \quad \text{where } S = (1000/CN) - 10 \\ \text{and } P = 2''$$

Commercial, Industrial, Public, Institutional, and Multi-Family Land Use Categories:

Credits

Storm Water Utility fees may be adjusted under the conditions stated below. It shall be the responsibility of the property owner to provide justification for the fee adjustment. City staff or the City Engineer must approve all credit applications. Credits may be applied for year round. Parcels subject to the standardized charges shall not be eligible for Adjustments to Charges or Adjustments to Area as set forth elsewhere herein.

Note that maximum Credits are cumulative and cannot exceed 90 percent.

Wetland areas shall be excluded from the total parcel area when calculating the Utility Fee. Wetland areas that are shown on the Benton Co. National Wetlands Inventory have already been subtracted from the parcel area assessed for the Utility Fee.

Storm Water Quantity Reduction - If it can be demonstrated that an individual parcel detains stormwater runoff in an on-site constructed stormwater management facility to the predevelopment rate for a 10 and 100-year runoff event, that parcel shall be eligible for a 50% Storm Water Utility Fee reduction.

If it can be demonstrated that an individual parcel retains stormwater runoff in an on-site constructed stormwater management facility to at least 20 % or more of its runoff and the landowner maintains the pond (not city), the storm water utility fee will be reduced by an equivalent percentage, up to 90%.

Water Quality Improvements - Those parcels having facilities constructed specifically for the purpose of water quality enhancement may be eligible for a credit. Best Management Practices listed below shall be eligible for Storm Water Utility Fee reduction.

Best Management Practices

Documentation must be provided to the City for evaluation of the water quantity reduction or water quality improvement applied for. **It is suggested that the documentation be prepared by a licensed professional engineer of the State of Minnesota and provide the necessary drawings and calculations to support the claim. It is the applicant's responsibility to prove the claim.**

Examples of Best Management Practices:

Storm water retention and detention ponds
Infiltration trenches or ponds
Sand Filters; Soak Away Pits
Raingardens
Dry Wells

Wet or dry swales; Filter Strips
Underground Storage or Filters
Green Roof
Pervious Pavers

Land Use Credits

Vacant Land Credit

Vacant land meeting the following criteria may be granted up to a 90% reduction from the monthly charge. The credit shall be calculated based on the percentage of the total parcel eligible.

Criteria:

The property must not be developed in any way, or have been developed in the past ten (10) years. The property must reflect land in an “undisturbed, natural state” with non-impacted soils (i.e., the soils are not compacted).

The vacant land must represent at least 20% of the total parcel.

Vacant land does not include “green space” as outlined below.

Green Space Credit

Green space areas meeting the following criteria may be granted up to a 90% reduction from the monthly charge. The credit shall be calculated based on the difference between the calculated designated landuse runoff and the green space runoff and also the percentage of the total parcel eligible.

Criteria:

Green spaces shall be contiguous, pervious, vegetated areas incorporated into the developed parcel.

The space shall not have more than 25% impacted, compacted soils. Examples of impacted spaces are trails and compacted gravel areas.

The green space must be at least 20% of the total parcel.

Adjustment of Fees

Storm Water Utility Fees will be adjusted under the following conditions:

Revision of Unit Rate - The estimated expenditures for the management of stormwater shall be reviewed by City Council. The Unit Rate will be adjusted accordingly and will follow established procedures for adjustment of utility rates.

Maximum Fees – The City Council may establish a maximum monthly fee for parcels.

Application for Credit - The City shall establish and utilize a credit application form for consideration of fee reduction. It is the responsibility of the property owner to apply for a credit.

Change in Developed Condition of Parcel - In the case of residential property, the revised utility rate will take effect immediately following occupancy of the dwelling. With all other development, the revised utility rate will be applied as soon as drainage/water quality features are developed

APPENDIX K

PROCEDURE FOR APPLICATION TO THE CITY OF SAUK RAPIDS FOR PRIVATE ACTIVITY REVENUE BOND FINANCING (CONDUIT DEBT FINANCING)

PART I

GENERAL

Under the Minnesota Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 to 469.1651 (the “Industrial Development Act”), the City of Sauk Rapids has authority to issue industrial, commercial, and health care revenue bonds or notes to attract or promote economically sound industry and commerce to the City.

Under Minnesota Statutes, Chapter 462C (the “Housing Act”) the City is authorized to issue housing revenue bonds to finance multi-family residential housing projects for low and moderate income persons and elderly persons. Projects must be consistent with the City's Housing Plan and must be embodied in a Housing Program as these terms are defined in the Housing Act.

The Council is aware that such financing for certain private activities may be of benefit to the City and will consider requests for tax exempt financing subject to these Guidelines. **The Council considers tax exempt financing to be a privilege, not a right.**

It is the judgment of the Council that tax exempt financing is to be used on a selective basis to encourage certain development that offers a benefit to the City as a whole, including significant employment and housing opportunities. It is the applicant's responsibility to demonstrate the benefit to the City, both in writing and at the required public hearing. The applicant should understand that although approval may have been granted by the City for the issuance of financing for a similar project or a similar debt structure that is not a basis upon which approval will be granted. Each application will be judged on the merits of the project as it relates to the public purposes of the Housing Act or the Industrial Development Act and the benefit to the City at the time the request for financing is being considered.

PART II

GUIDELINES

1. The Council will consider tax exempt financing for commercial, industrial and health care projects under the Industrial Development Act and housing projects under the Housing Act. An applicant for tax exempt financing must submit to the City the application contained in Part IV of these Guidelines.
2. Projects must be compatible with the overall development plans and objectives of the City and comply with the zoning and land use regulations of the City.
3. An application will not be considered by the Council until tentative City Code findings and requirements have been made with respect to zoning, building plans, platting, streets, and utility services.

4. The project must be a positive benefit to the City. The project must be of a nature that the City wishes to attract, or an existing business which the City wishes to have expand within the City, considering employment opportunities, incentive for further development, impact on City services, and support for the industrial, commercial or health care operations currently located in the City. A housing project must provide significant housing opportunities for low and moderate income persons or the elderly.
5. The applicant must select a qualified financial adviser or underwriter to assist the applicant in preparing all necessary application documents and materials. The financial adviser will submit a letter that establishes the financial feasibility of the project. Applications may, in the alternative, include a signed letter from a responsible financial institution indicating that the project is economically feasible and viable and stating that bonds can be successfully sold for the project or that an individual or institution intends to purchase all of the bonds.

The applicant must receive approval from the appropriate state agencies, secure financing and commence construction within one year of the date of the resolution giving preliminary approval to the project or the housing program. Upon application, the Council may approve an extension of the preliminary approval.

The City will appoint bond counsel for the bond issue, which will normally be the City's regularly retained bond counsel.

7. Pursuant to the Industrial Development Act and the Housing Act, consideration of an application for tax exempt financing must be done at a public hearing held by the Council. Modifications to the project after the public hearing and preliminary approval must be consistent with the scope of the project as proposed at the time of preliminary approval.
8. The City is to be reimbursed and held harmless for and from any out-of-pocket expenses related to the tax exempt financing including, but not limited to, legal fees, financial analyst fees, bond counsel fees, the City staff's expenses in connection with the application, and any deposits or application fees required under state law in order to secure allocation of bonding authority. The applicant must execute a letter to the City undertaking to pay all such expenses. A form of the required letter is set forth as Part IV of these Guidelines. **A non-refundable application fee in the amount of \$2,500 must be included with the submission of the application.**
9. At closing and delivery of the bonds for the project, the applicant must pay one time administrative fee in the amount of .5% of the original principal amount of the bonds up to a maximum of \$50,000 for a 501c 3 non-profit organization.
10. Applications for financing must be made on the forms attached to these Guidelines
11. The Council may, in its sole discretion, impose conditions exceeding those required under the City building code in respect to exterior building materials, landscaping, signage lighting, and such other aspects as the Council may consider appropriate on a case-by-case basis.
12. The Council may, in its sole discretion, withdraw its preliminary approval of a project at any time if in its judgment the purposes of the Act will not be served by going forward with the project and its financing.

PART III

MISCELLANEOUS MATTERS

1. Refundings. The Council will normally approve the refunding of a tax-exempt issue but only upon a showing by the applicant of (i) substantial debt service savings, (ii) the removal of bond covenants significantly impairing the financial feasibility of the project, or (iii) both (i) and (ii). An administrative fee of .5% of the principal amount refunded plus reimbursement of all legal costs is required at time of closing.

2. City Contact. Initial contacts about tax-exempt financing are made by contacting:

Finance Director
City of Sauk Rapids
250 Summit Ave North
Sauk Rapids, MN 56379

PART IV

**APPLICATION FOR
TAX-EXEMPT FINANCING**

1. APPLICANT

- a. Business Name:
- b. Business Address:
- c. Business Form (corporation, partnership, sole proprietorship, etc.):
- d. Authorized Representative:
- e. Principal contact person and telephone number:
- f. Applicants legal counsel and telephone number:

2. PURPOSE OF REQUESTED FINANCING:

- a. New Facility (describe-including location):
- b. Expansion (describe-including location):
- c. Refunding (attach explanatory letter)

3. GIVE BRIEF DESCRIPTION OF NATURE OF BUSINESS, PRINCIPAL PRODUCTS, ETC.:

4. ESTIMATED PROJECT COSTS: (Not required for refunding)

Land	\$ _____
Building	_____
Equipment	_____
Architectural, Engineering	_____
Costs of Issuance	_____
Capitalized Interest, including discount	_____
Other	_____

Total Financing Requested \$ _____

5. AMOUNT OF FINANCING REQUESTED: \$ _____ (___ % of project costs)

6. TYPE OF FINANCING PROPOSED:

Bonds _____ Tax Exempt Mortgage _____
Expected Term of Financing _____ Years
Security:
Mortgage _____ Letter of Credit _____
Guaranty (third party) _____ Guaranty (personal) _____
Unsecured _____ Other (specify) _____

7. BUSINESS PROFILE: (Not required for refunding)

A brief description of the organizational structure of Applicant, including parent subsidiary and affiliate organizations (if applicant is other than an individual).

Statement of Applicant's business history, including any multi-family rental projects.

- a. Is the business located in the City of Sauk Rapids now?
 - b. Number of employees in City:
 - 1) Before this project:
 - 2) After this project:
 - c. Approximate annual sales:
 - d. Length of time in business:
Length of time in business in City:
 - e. Do you have operations/plants in other locations? If so, where?
8. NAMES OF:
- a. Underwriter (name and contact person):
 - b. Corporate Counsel:
 - c. Underwriter's Counsel:
9. WHAT IS YOUR TARGET DATE FOR:
- a. Construction start:
 - b. Construction completion:

INDEMNIFICATION AGREEMENT

Applicant agrees as follows:

1. Applicant agrees to pay or reimburse the City for any and all costs and expenses which the City may incur in connection with its consideration of the project and the granting of tax exempt revenue bond financing therefor, whether or not the project is preliminarily approved by the City, whether or not the project is approved by the State of Minnesota, whether or not revenue bond financing is finally approved by the City, whether or not the bonds are issued and sold, and whether or not the project is carried to completion.
2. Applicant agrees to indemnify and hold the City, its officers, employees and agents harmless against any and all losses, claims, damages, expenses or liabilities, including attorneys fees incurred in their defense, to which the City, its officers, employees and agents may become subject in connection with the City's consideration, issuance or sale of the bonds for Applicant's project and the carrying out of the transactions contemplated by this agreement and any resolutions adopted, or agreements executed by the City in connection with the issuance of its bonds for this project.
3. Applicant hereby releases the City, its officers, agents and employees from any claims, causes of action, losses, damages, or liabilities which it may have against the City, its officers, agents, and employees or which it may incur in connection with: the City's consideration of the application for industrial development revenue bond financing for Applicant's project; the failure of the City, in its discretion, to issue tax-exempt revenue bonds for Applicant's project; the issuance and sale of the bonds; the construction of the project; or any other matter or thing of any type or nature whatsoever which may arise in connection with the foregoing.
4. Applicant is aware of the City's application and administrative fee structure for tax exempt financing and agrees and covenants that all such fees will be paid in the amount and at the times required.

I certify that the information provided above contains no misrepresentations, omissions or concealments of material facts and that the information given is true and complete to the best of my knowledge. I have been furnished a copy of the Procedure for Application to the City of Sauk Rapids for Private Activity Revenue Bond Financing and am aware of its content and agree to be bound by its terms and the terms of the indemnification letter.

Signature

Print Name

Date

Title

Its _____

Attachments:

Initial application fee - \$2,500

APPENDIX L

UTILITY (WATER & SEWER) AVAILABILITY CHARGES

(UACs)
Procedure Manual

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- 1. Definitions**
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Plumbing Waste Fixture Units

1. DEFINITIONS

City: City of Sauk Rapids.

Commercial Property: Any property connected either directly or indirectly to the Publicly Owned Treatment Works (POTW) that is not residential or industrial property. Includes institutions, such as schools, hospitals, etc.

Comprehensive Plan: The Comprehensive Plan of the City of Sauk Rapids and any amendments to the plan.

Credit: A UAC credit is a unit that has been freed up within the building/property.

Demolition: A demolition occurs when a building or structure is torn down or destroyed.

Determination: The computation of UAC unit(s) assigned to a given building/property. A determination should be performed when a modification is made to the use of the property.

Dwelling Unit: A building (or portion thereof) designated as a residence for a single family.

Grandparent(ed)(ing): Credit for those properties that were in existence and connected to the water and or sewer system before 2001.

Industrial Property: Any property that is discharging wastewater from an industrial process connected either directly or indirectly to the POTW and that is subject to being permitted by POTW for industrial discharges. Note that many “industries” are not industries for UAC purposes. City considers these to be commercial properties. City will make the final determination regarding ambiguous property classifications.

New Use: The redevelopment of a property for a different use, evidenced by a building permit issued by the City.

(POTW): City's Publicly Owned Treatment Works

Permitted Industrial User: Any user of the POTW who discharges industrial waste is subject to permitting requirements. The user should complete an Industrial Discharge Permit application. City staff shall review each application and determine if a permit is needed.

Residential Property: A property that is used exclusively for permanent human living space, including single family homes, attached homes, town house, condominiums, and manufactured homes. Does not include motels/hotels, camps, apartment complexes, nursing homes, senior housing, or prisons.

Sewer Availability Charge (SAC): Is a unit charge equal to 274 gallons of daily wastewater flow volume.

Site-Specific Credit: A UAC Credit restricted to future use only to the benefit of the specific property from which it arose.

Utility Availability Charge (UAC): *Is the charge the City assesses to property owners for their portion of reserve capacity in the City's Water System and POTW. UACs are assessed at the time of connection. UAC is a broad term, which includes both a 'WAC' (Water Availability Charge) and a 'SAC' (Sewer Availability Charge) Water Availability Charge (WAC): Is a unit charge equal to 274 gallons of daily water volume.*

2. DESCRIPTION OF THE UAC SYSTEM

The Utility Availability Charge (“UAC”) is similar to fees used by many water / wastewater utilities, typically known as “impact” or “connection” fees. The City of Sauk Rapids has levied UAC units since 2001 for new demand at the time of new connections or increased volume use of the Water Treatment Facility and/or the POTW.

UAC units are assessed based upon the maximum potential daily water and wastewater flows, which is in turn, based upon the usage of individual properties. Single-family houses, townhouses, duplex units and most apartments each equal one WAC & one SAC per Dwelling Unit or one unit of UAC each. One UAC unit is defined as 274 gallons of daily wastewater flow volume **and** one UAC unit of daily water volume. Commercial properties are assessed UAC units based on maximum potential daily water and wastewater flow. Industrial properties are assessed UAC units based on maximum normal daily water and wastewater flow volume separately for process areas and maximum potential daily water and wastewater flow volume for commercial areas.

2.1 History of the UAC Program

While City has levied UAC units since 2001, it was not part of the original rate structure.

Heavy capital costs were inevitable as the City needed to expand and improve treatment, distribution and collection capacity for the area, to serve a population that continues to grow.

The question facing the City was how to pay for the capital projects reserved for future users. Then, as now, the “reserved” share represents excess capacity built into the current capital projects, so that treatment plants and interceptors provide capacity not only for today’s population but also for the population growth expected over the next 20 to 50 years.

While the UAC system proved acceptable to communities in the early stages of development, other communities challenged the UAC system in court. These communities characteristically were mature and already developed. In a District Court ruling, later upheld by the Minnesota Supreme Court, the UAC system was found consistent with state law.

2.2 UAC Determinations

The City collects UACs from property owners, generally, the City issues permits (building permits or plumbing permits) indicating that development or redevelopment is occurring and that the demand for water and sewer utilities is likely to change. The change in demand triggers a UAC determination. The City’s determinations are based upon the recommendations developed and supported by Water/Wastewater Engineering standards.

2.3 UAC Revenue

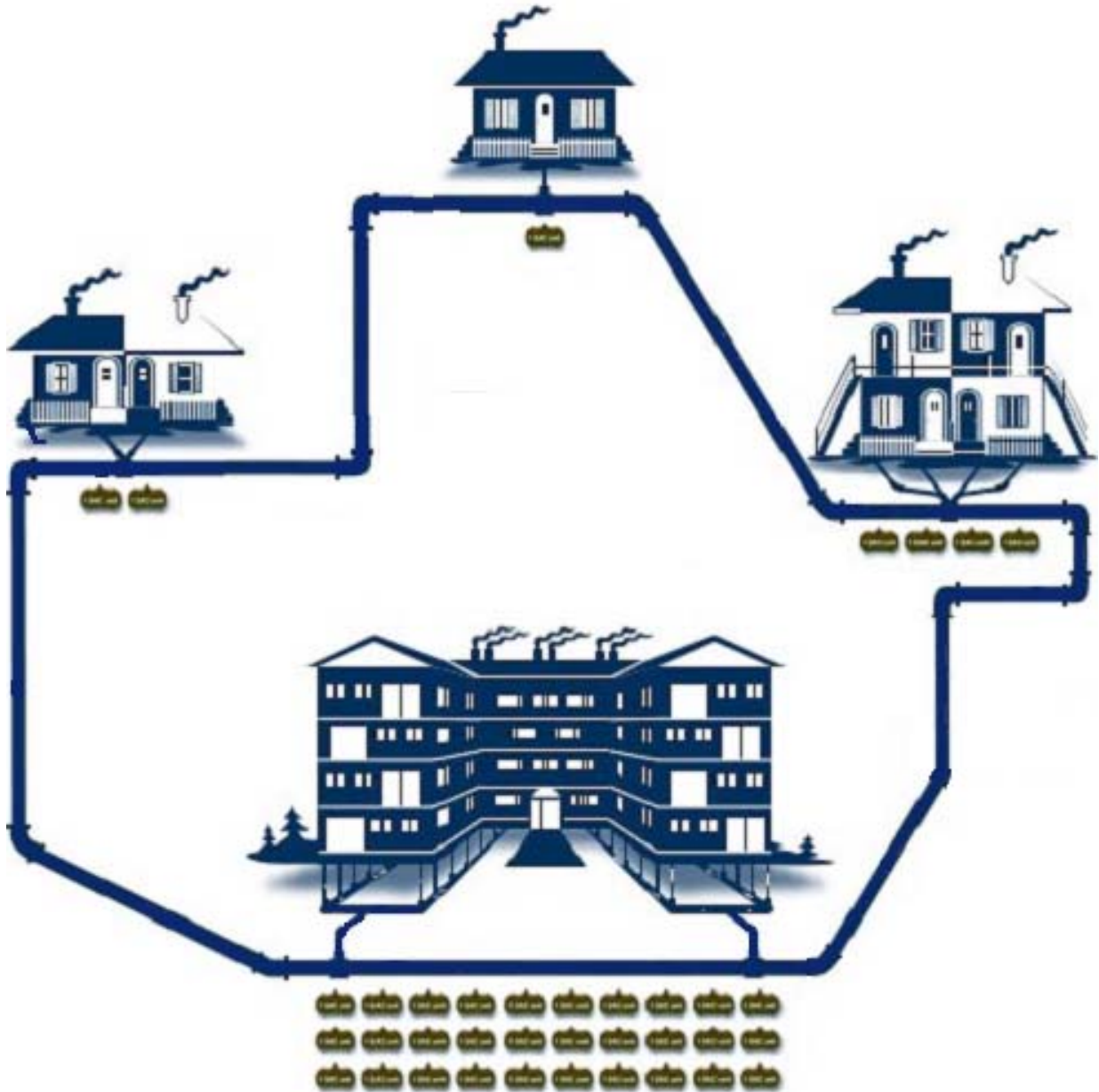
The UAC revenues collected by the City is used to finance the reserved capacity portion of the capital costs of the City’s Water System and City’s Sanitary Sewer System as either direct



funding or as debt utility payments.

The per-unit Utility Availability Charge is determined and approved by the City Council. The rate is dependent on various factors including the amount of the direct funding anticipated, the UAC reserve balances, and the number of UAC units forecasted to be collected within that period.

UAC Residential Flow Diagram with the number of UAC units indicated



3. RULES

All properties using the City's Water and/or Sewer System will pay UACs. There are different rules for different types of properties: i.e., Residential, Commercial and Industrial (see Definitions in Section 1).

3.1 Residential Properties

Building, plumbing, or utility connection permits generally trigger UAC determinations for residential properties. Examples include the construction of a house or connecting a house to the City's Sanitary Sewer and or City's Water System for the first time.

3.1.1 UAC Determination – Residential Properties

3.1.1.1 UAC Assignment

All residential properties shall be assigned one UAC unit each per dwelling unit.

3.1.1.2 Remodeling

Remodeling that changes the number of dwelling units shall cause a determination which is generally triggered by the building permit for the remodeling.

3.1.1.3 Additions

Additions that do not change the number of dwelling units do not trigger a determination.

3.1.2 UAC Credits – Residential Properties

3.1.2.1 Previous Dwelling Units

If the property previously held a residence, one credit each will be assigned provided that:

- the building was connected to the City's Sanitary Sewer System and or City's Water System; and
- the property owner applied for a demolition permit.

If a new residence is being built, no net UACs (i.e., no additional UAC payments) are due. If a new use is requested there will be one UAC unit each for water and sewer credited against new UAC determinations.

3.1.2.2 Non-Dwelling Units

If the property was previously classified as commercial or industrial and is changing use, the previous units of UAC's will be determined and credited to the new use, if it is determined that the new use has less UAC's than the previous use, no monetary reimbursement of credits will be given. The City will keep the remaining credits in reserve for that building/property.

3.1.3 Discounts

Some residential properties are eligible for certain discounts as described below:

3.1.3.1 Multi Family Use Discount

Property Types	UAC	Requirements	Discount or Waiver
Multi Family Use	One per unit each		le:20% reduction in base fee Base Fee\$1,000 20% discount <u>200</u> Discounted UAC\$800

The following examples are for illustration purposes only:

Example 1: A single-family dwelling is remodeled into a duplex. One new UAC unit each is due.

Example 2: An existing single family home is remodeled into four units, Four UAC units each are due at 80% of the UAC rates (to account for the four new dwelling units), and one credit will be issued at 100% of the UAC rate for each (to account for the removal of the single family home).

$4 \text{ UAC} \times 80\% = 3.2 \text{ UAC}$ $\underline{\quad -1 \text{ Credit}} \quad$ 2.2^* UAC due <p>(UAC is rounded to the nearest whole number so 2 units are due.)</p>

Example 3: A commercial business is torn down and apartments are built. The business had 22 grandparented UAC units each. There will be 20 UAC units each in the new apartment building at the time it is built. Thus, there are 2 credits available (20 UAC units each in the new use - 22 UAC units each are grandparented = 2 credits available and held in reserve).

3.2 Commercial Properties

A commercial property, for UAC purposes, is broadly defined to include any property that is not a residential or industrial property. This includes governmental and non-profit properties and some properties that are likely thought of as “industrial” for other purposes. See the Definitions section for specific explanations of these terms.

3.2.1 UAC Determinations – Commercial Properties

3.2.1.1 Basis

The UAC determination is based on the commercial property’s approximate maximum water/wastewater volume potential. The City will use the criteria in Appendix A for determining the UAC units for identified types of commercial facilities. This criterion is based upon the recommendations developed and supported by Water/Wastewater Engineering standards.

3.2.1.2 Minimum Charge

There is a minimum charge of one UAC unit each for every new building. Note that this charge is per building/service, not per business occupying the building. Individual businesses occupying the same building are not each subject to the minimum one UAC unit each.

3.2.1.3 Shell Buildings (Speculative)

The UAC determination of commercial property is based on the future use of the building. In the case of a shell building that will be occupied by multiple tenants, with the use of each space not known, the UAC is determined and collected based on the speculative use of the shell building. As the tenants occupy the building, the only time that a new UAC determination has to be made is when the tenant's use varies from the speculative use.

3.2.1.4 Multipurpose Areas

For a multi-purpose area (or room) the determination is based on the use that would generate the most flow/volume. For example, a church with removable pews, where the space doubles as a banquet hall, will be charged as a banquet hall.

3.2.1.5 Determinations

A determination is required whenever there is a change in use or a change in water and or sewer demand, whether or not a demolition is involved. Examples that require determination include: a change from retail to restaurant, any physical change in the building that requires a building and/or plumbing permit.

3.2.1.6 Scheduled Determinations

A determination of commercial users may be done every third year to account for flow/volume changes (e.g., the flow/volume has significantly increased by a change such as expanding the work day, but no building permit was issued).

3.2.1.7 Retroactive UAC

The City will retroactively assess UACs when appropriate determinations should have been assessed, but did not occur for any reason, within the previous seven years.

3.2.2 UAC Credits – Commercial Properties

3.2.2.1 Credits for New Use

Credit for UACs previously paid on a property (plus UAC units grandfathered into the system, if any) is allowed when a new use is established on the site. Credits cannot be taken at the time of demolition when a business shuts down.

3.2.2.2 Reporting Requirements for Demolitions

All demolitions must have a demolition permit in order for the prior use to be eligible for any credit on the property.

3.2.2.3 Properties with Water and Sewer-Connected Buildings

If the property previously had buildings, a minimum of one credit per building will be assigned,

provided that each building was connected to a sanitary sewer and one credit if connected to water.

Such credits are typically used to reduce any new UACs from the new construction. If additional credits remain, the City will keep the remaining credits in reserve for that building/property.

3.2.2.4 Merging or Splitting Properties

If properties are merged into a single legal description, the potential UAC credits for each is the sum of the two individual properties' potential credits. If properties are split, a logical division of the UAC credits potential for each will be determined by the City based on the use of the buildings in each new parcel.

3.2.2.5 City Review and Approval

The City calculates all credit determinations.

The following Commercial Property examples are for illustration purposes only:

$\begin{array}{r} 10 \text{ Grandparented UAC units each} \\ + 5 \text{ UAC units each paid} \\ \hline 15 \text{ UAC units each assigned to building} \end{array}$
--

Example C-1: A restaurant, seating 80, was in operation in 1997 (10 grandparented UAC units each), and in 2006 this restaurant paid 5 UAC units each for a 40-seat expansion. The UAC's assigned for this property is 15 units each.

$\begin{array}{r} 15 \text{ UAC units each paid/Grandparented} \\ -20 \text{ UAC units each for new use} \\ \hline 5 \text{ UAC units each due to City} \end{array}$
--

Example C-2: In the example C-1, if the restaurant is currently being replaced by an 11,800 square foot game room with a bar (20 UAC units each), then 5 net UAC units each are due to City.

3.3 Industrial Properties

"Industrial" has a special meaning for UAC purposes. Many businesses commonly referred to as industrial are "commercial" for UAC purposes. (See Definitions in Section 1).

3.3.1 UAC Determination – Industrial Properties

3.3.1.1 Determinations

City makes all industrial determinations. Permitted industrial users must contact city whenever a determination is needed.

3.3.1.2 Basis for Determinations

Determinations for permitted industrial users are derived by adding two components: i) commercial criteria (see Appendix A) for non-process areas, and ii) the sum of domestic water/wastewater plus the normal maximum industrial process wastewater for process areas.

3.3.1.3 Determinations

Determinations can be triggered by the commercial criteria described in section 3.2.1.1 (e.g., building permits and changes in use).

3.3.1.4 Scheduled Determinations

A determination of permitted industrial users may be done every third year to account for flow/volume changes (e.g., the flow/volume has significantly increased by a change such as expanding the work day or increasing the rate of the process, but no building permit was issued).

3.3.2 UAC Credits – Industrial Properties

3.3.2.1 Credits for New Use

Credit for UACs previously paid on a property (plus UAC units grandparented into the system, if any) is allowed when a new use is established on the site. Credits cannot be taken at the time of demolition when a business shuts down.

3.3.2.2 Reporting Period for Demolitions

All demolitions must have a demolition permit in order for the prior use to be eligible for any credit on the building/property.

3.3.2.3 Properties with Water and Sewer-Connected Buildings

If the property previously had buildings, a minimum of one credit per building will be assigned, provided that each building was connected to a sanitary sewer and one credit if connected to water.

Such credits are typically used to reduce any new UAC's from the new construction. If additional credits remain, the City will keep the remaining credits in reserve for that building/property.

3.3.2.4 Merging or Splitting Properties

If properties are merged into a single legal description, the potential UAC credits for each is the sum of the two individual properties' potential credits. If properties are split, a logical division of the UAC credits potential for each will be determined by the City based on the use of the buildings in each new parcel.

3.3.2.5 City Review and Approval

The City calculates all credit determinations.

The following Industrial Property examples are for illustration purposes only:

Example I-1: An industry has total UACs paid (and grandparented) of 20 units each, and is closed and replaced by a new use that only requires 13 UAC units each. A credit of 7 UAC units each is held in reserve for that building/property.

20 Paid and grandparented UAC units each <u>-13 UAC units each for new use</u> 7 UAC units each held in reserve

Example I-2: An industry has paid UACs of 30 units each. They add a third shift to increase production and a determination indicates 75 UAC units each is needed. The industry would pay for the 45 new UAC units each.

30 Paid UAC units each
- 75 UAC units each for
<u>new use</u>
45 UAC units each due City

3.4 Credit System

3.4.1 Use of Credits

3.4.1.1 Designation of Credits

If the new use on a property has fewer UAC units each than the prior use, a net credit balance is held in reserve for that building/property.

3.4.1.2 Designation Irrevocable

The designation of credits is site-specific.

3.4.1.3 Use of Site-Specific Credits

Site-Specific UAC credits are only available to defer future UAC charges on the site against which they are recorded and not any other types of charges. Note that the value of these credits may change substantially as the City Council changes the monetary value of UAC's unit charge.

3.4.2 Grandparenting

3.4.2.1 Credit to 2001 Users and Earlier

UAC grandparenting refers to allowing credit for those buildings and operations that were in place and were using the sanitary sewer and/or water systems when UACs were first established in 2001.

3.4.2.2 Determination Method

The determination for grandparented properties is based on applying current UAC criteria to the known facts of the structure(s) and operation, as they existed before 2006. Records such as architectural floor plans, and/or water records, are necessary to establish the usage before 2006.

3.4.2.3 Cooling Water Discharges

Non-contact or uncontaminated cooling water discharges before 2006 are not eligible for treatment as grandparented wastewater flow.

3.4.2.4 City Review and Approval

The City calculates all grandparenting determinations.

3.4.2.5 Connection to City Water & Sewer Systems

No credit is allowed if the building was not connected to the POTW and/or City's Water System.

3.4.2.6 Demolition Permit Required

There must be a demolition permit or other verifiable documentation to support the claim.

4. APPENDICES

Appendix A: UAC Criteria for Commercial Properties

FACILITY	PARAMETER	UAC
Animal Clinic (humane societies, animal research, boarding, etc.)		
Animal holding areas	17 fixture units	1
Animal runs (kennels)	34 fixture units	1
Archery (6 feet/lane)	6 lanes	1
Arenas (bleachers 18 inches/person)	110 seats	1
Auditoriums (7 square feet/person)	110 seats	1
<u>Automobile Utility</u>		
Fast Utility (less than 4 hours/car)	2 Utility bays	1
Major Utility (more than 4 hours/car)	14 employees	1
Car dealership (charges for office, retail, etc. are separate at established rates)	2 Utility bays	1
Fast Utility (number of Utility bays x 30%)	2 Utility bays	1
Major Utility (Number of Utility bays x 70% x 1 employee/bay)	14 employees	1
Ballroom (exclude dance floor)		
Facility without liquor Utility	825 square feet	1
Facility with liquor Utility	590 square feet	1
Bank (exclude bank vault)	2400 square feet	1
Banquet Room (15 square feet/person)		
Food catered	2,060 square feet	1
Food catered with dishwashing	1,180 square feet	1
Food catered with liquor	1,028 square feet	1
Food catered with dishwashing and liquor	750 square feet	1

FACILITY	PARAMETER	UAC
Food preparation and dishwashing	825 square feet	1
Food preparation with dishwashing and liquor	590 square feet	1
<u>Barber</u>	4 chairs	1
Batting Cages (6 feet/lane)	6 lanes	1
<u>Beauty Salon</u>	4 cutting stations	1
Bingo Hall (used only for bingo)	110 seats	1
Boarding House (dorm rooms)	5 beds	1
Body Shop (major Utility – more than 4 hours/car, no vehicle washing)	14 employees	1
Bowling Alleys (does not include bar or dining area)	3 alleys	1
Camps (number of gallons x occupant or site)		
Children’s camps (central toilet and bath; overnight, primitive cabins; number of occupants x 50 gallons/occupant)	274 gallons	1
Day camps (no meals served; number of occupants x 10 gallons/occupant)	274 gallons	1
Labor/construction camps (number of occupants x 50 gallons/occupant)		
Resorts (housekeeping cabins; number of occupants x 60 gallons/occupant)	274 gallons	1
Travel trailer parks		
With water and sewer hookup (number sites x 100 gallons/site)	274 gallons	1
With central toilet and showers (number of sites x 75 gallons/site)	274 gallons	1
Sanitary dump (sites without hookup; number of sites x 10 gallons/site)	274 gallons	1
Car Wash	City makes Determination	
Catering	City makes Determination	
Churches (for sanctuary, nave, chancel; 7 square feet/person seating area; remainder use other criteria; sacristy and ambulatory at no charge)	275 seats	1

FACILITY	PARAMETER	UAC
Cocktail lounge (no food Utility)	23 seats	1
Coffee Shop (no food Utility)	23 seats	1
Correction Facility (prison)	2.5 inmates	1
Court Rooms	1,650 square feet	1
Dorm Rooms (on and off campus; charge for classrooms is additional)	5 students	1
<u>Daycare</u>		
Number of children for which facility is licensed	14 children	1
Child/adult play area (not licensed)	490 square feet	1
Dry Cleaners (retail)	3,000 square feet	1
Elder Housing (at 100% of current UAC rate; see formula below to determine the number of residents)		
No washer/dryer in each unit	3 residents	1
Washer/dryer in each unit	2.5 residents	1
Three bedroom unit with washer/dryer (separate from formula below)		
Calculate the number of residents as follows:		
Number of efficiency units x 1.0 residents/unit		
+ Number of one-bedroom units x 1.5 residents/unit)		
+ Number of two-bedroom units x 2.0 residents/unit)		
+ <u>Number of three-bedroom units x 3.0 residents/unit)</u>		
Total number of residents for UAC calculation		
Exercise Area/Gym (juice bars at no charge; sauna and whirlpool included)	700 square feet	1
No showers	2,060 square feet	1
Fire Station (charges for office, meeting rooms, etc., are separate, at established rates)		
Washing (hose tower, truck)	274 gallons	1
Full time, overnight people (75 gallons/person)	274 gallons	1
Volunteer (occasional overnight stays)	14 volunteers	1

FACILITY	PARAMETER	UAC
Funeral Home (charge for viewing areas only: i.e., chapel)	770 square feet	1
Apartment	1 apartment	1
Game Room (billiards, video and pinball games)		
With bar	590 square ft	1
Without bar	2,060square ft	1
Golf Course (if facility has showers, use Locker Room criteria for those areas)		
18 hole		3
9 hole (par 3)		2
Miniature		3
Country club (private)		
Dining room (used only on evenings and weekends)	15 seats	1
Bar and grill (with bar and grill separate)		
Bar only	23 seats	1
Grill	15 seats	1
Golf Dome or Driving Range	6 driving stations	1
<u>Greenhouse</u>		
Area not open to the public	15,000 square feet	1
Area open to the public	5,000 square feet	1
General retail area	3,000 square feet	1
<u>Group Home</u>		
Secondary treatment (residents leave during the day)	5 beds	1
Primary treatment (residents stay all day)	3 beds	1
Guest Rooms (in an apartment or condominium complex; charge UAC as apartment)		
Washer/dryer	100% of current UAC rate	
No washer/dryer	80% of current UAC rate	
No kitchen	50% of current UAC rate	
<u>Handball and Racquetball Courts</u>	1 court	2

FACILITY	PARAMETER	UAC
Hospitals (licensed beds or baby cribs)	1 bed	1
Outpatient clinic	17 fixture units	1
Sterilizers (4 hours x gallons per minute x 60 minutes)	274 gallons	1
X-ray film processors (9 hours continuous operation; 4 hours intermittent operation; operation time (hours) x gallons per minute x 60 minutes)	274 gallons	1
Dental clinic vacuum device (9 hours x gallons per minute x 60 minutes)	274 gallons	1
<u>Ice Arena</u>		
Showers (see <i>Locker Rooms</i>)		
Team Rooms (plumbing fixture units)	17 fixture units	1
Bleachers	110 seats	1
Ice resurfacers (if discharge goes to the sanitary sewer)		4
Laundromat (required water volume for cycle time x 8 cycles/day)	274 gallons	1
Library (subtract book storage areas, file areas; charge for common plumbing fixture units in public areas)	17 fixture units	1
Meeting rooms, board rooms, reception, book checkout offices	2,400 square feet	1
<u>Loading Dock</u>	7,000 square feet	1
Locker Rooms (if showers – 20 gallons/locker)	14 lockers	1
Medical Clinic (see <i>Hospitals, Outpatient Clinic</i>)		
Meeting Rooms (conference rooms)	1,650 square feet	1
Mini-storage (storage area – no charge)		
Living area		1
Public restroom	17 fixture units	1
<u>Mobile Home</u>		
Motels and Hotels (assume 2 persons/room; no charge for pools, saunas, whirlpools, game rooms, or exercise rooms used exclusively by guests)	2 rooms	1

FACILITY	PARAMETER	UAC
Breakfast only (complimentary)	45 seats	1
Cocktail hour (complimentary)	55 seats	1
Kitchenettes (number of kitchenettes x 10 gallons/day)	274 gallons	1
<u>Museum</u>	2,400 square feet	1
<u>Nursing Home</u>	3 beds	1
<u>Office</u>		
General office (deduct mechanical rooms, elevator shafts, stairwells, restroom and storage areas)	2,400 square feet	1
Dental and Doctor's offices, see <i>Hospital, Outpatient Clinic</i>		
Police Station (charge as Office)		
Cells (overnight – jail)	3 people	1
Cells (holding area with no overnight stays)	14 people	1
<u>Recording/Film Studios</u>	7,000 square feet	1
<u>Restaurant</u>		
Drive-in	9 parking spaces	1
Fast food (with disposable plates, drink cups, and table utensils)	22 seats	1
Take-out (no seating)	3,000 square feet	1
Full Utility (with washable plates, drink cups, and table utensils)	8 seats	1
Retail Stores (deduct mechanical rooms, elevator shafts, stairwells, escalators, restrooms and unfinished storage areas)	3,000 square feet	1
Roller Rink (skating area only)	825 square feet	1
Rooming Houses (no food Utility)	7 beds	1
RV Dumping Station (not in association with camp grounds)		1

FACILITY	PARAMETER	UAC
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Schools

Elementary schools (15 gallons/student; 30 square feet/student)	18 students	1
Colleges/technical/vocational (30 square feet/student)	18 students	1
Lecture halls (15 square feet/student)	18 students	1
Labs (50 square feet/student)	18 students	1
Dorm rooms (on and off campus students)	5 students	1
Nursery schools (number of children for which facility is licensed)	14 students	1
House of worship nurseries (used during worship Utility only; 30 square feet/child)	55 children	1
Nursery (health clubs, bowling alleys, etc.)	2,400 square feet	1
Secondary schools (30 square feet/student, at 20 gallons/student)	14 students	1
Labs (50 square feet/student)	14 students	1
Weekly worship schools (i.e., not daily parochial schools; 30 square feet/student)	55 students	1

Utility Station

Gas pumping		1
Convenience center	3,000 square feet	1
Utility bays	2 bays	1
Car wash (see <i>Car Wash</i>)		

Shooting Ranges (rifle and handgun ranges, @ 6 feet per lane) 6 lanes 1

Swimming Pools (public, swimming pool area only; no charge for private residential, townhouse, apartments, condominiums, hotels, or motels) 900 square feet 1

Tanning Rooms 3,000 square feet 1

Tennis Courts (public; shower facilities available) 1 court 2

Theatre 64 seats 1

 Drive-in (parking spaces) 55 spaces 1

FACILITY	PARAMETER	UAC
<u>Vehicle Garage</u>		
Employees stationed in garage	14 employees	1
Vehicle drivers (per day)	28 drivers	1
Vehicle washing (number of vehicles per day x gallons per minute x minutes/vehicle)	274 gallons	1
Warehouses		
Assembly areas	7,000 square feet	1
Office/warehouse		
Minimum 30% office	2,400 square feet	1
Maximum 70% warehouse	7,000 square feet	1
Whirlpools, therapy (at doctor's office or clinic; number of gallons to fill tank x 8 fills/day)	274 gallons	1
Yard Storage Buildings (i.e., lumber storage; customer pickup; no permanent employees)	15,000 square feet	1

Plumbing Waste Fixture Units

Type of Fixture

Fixture Unit Value (f.u.)

Note: 17 Fixture Units (f.u.) = 1 UAC

Drinking Fountain

1

Floor Drain

2" waste (only if hose bib included)

2

3" waste (only if hose bib included)

3

4" waste (only if hose bib included)

4

Trench drain: per 6-foot section

2

Sinks

Lab in exam room, bathroom

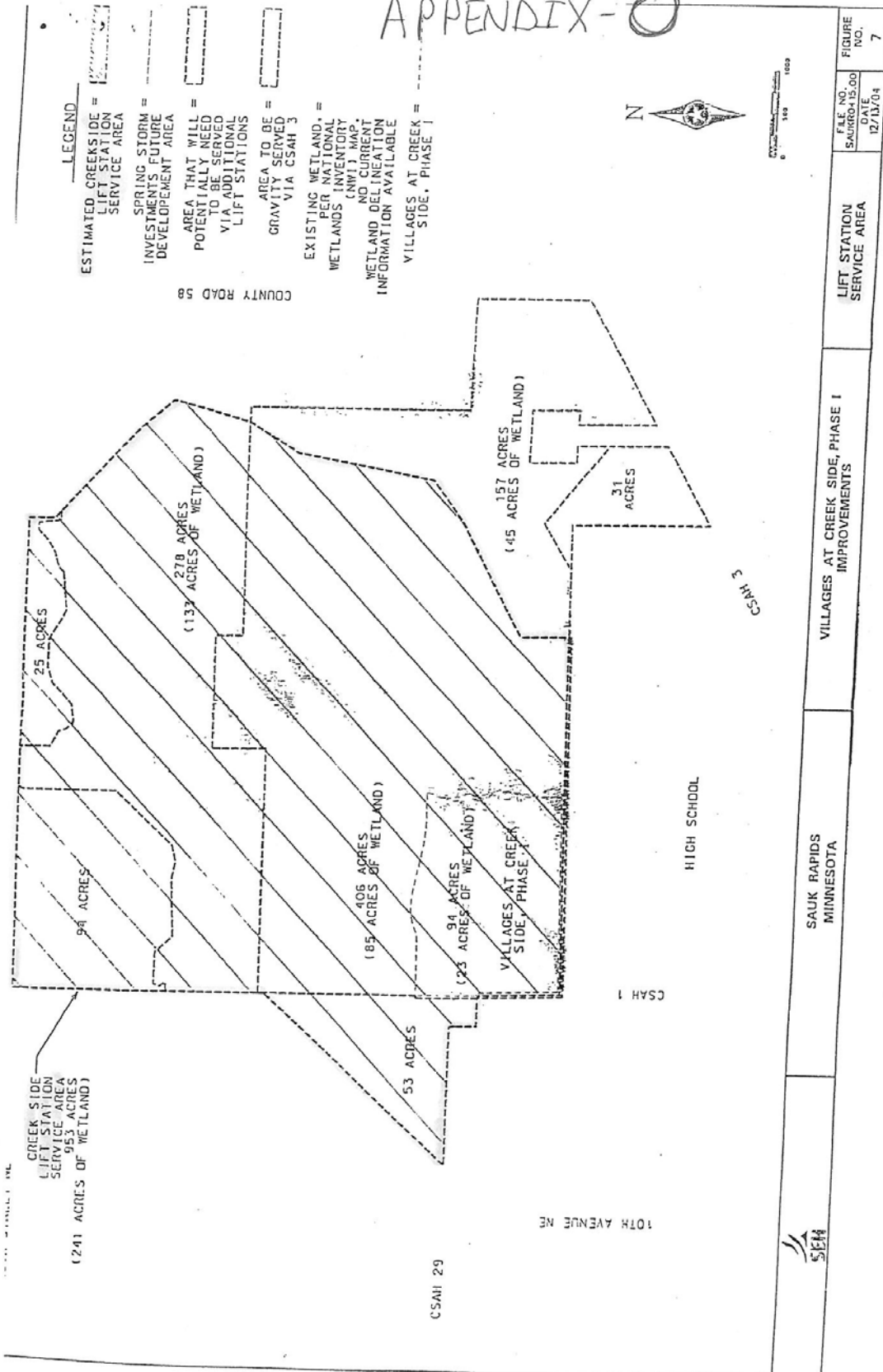
1

Kitchen and others

2

FACILITY	PARAMETER	<i>UAC</i>
Surgeon		3
Janitor		4
Water closet		6

APPENDIX - 0



APPENDIX P

Street Light Utility

Section 3.82 of City Code

Subd. 1: Authority & Purpose. Minnesota Statutes Section 429.021 authorizes cities to install, replace, extend & maintain street lights & street lighting systems & special lighting systems. The City Council has determined that in order to promote the general health, safety & welfare of the citizens of the City, it is in the best interest of the citizens that the City operate & maintain a City street lighting system utility & has further determined that the operation & maintenance of such utility benefits each & every property within the City. The City Council has therefore determined that it is fair, appropriate & reasonable that the costs of such operation & maintenance be paid on a fair & reasonable basis by all of the property in the City so benefitted & the cost should be charged & collected from all such benefitted property, except for those exempted in Subd. 4.

Subd. 2: Street Light Utility Established. The City of Sauk Rapids hereby establishes a Street Light Utility. The system consists of all street lighting facilities owned by the City & all street lighting facilities for which the City purchases & supplies electrical energy. The operation of such utility shall be under the supervision of the Public Works Director.

Subd. 3: Definitions. Unless the context specifically indicates otherwise, the following terms as used in this ordinance shall have the meanings designated.

A) Areas Served by Standard Street Lighting Systems. This includes portions of the City where street lights are installed at intersections only or are spaced more than 400 feet apart.

B) Areas Served by Enhanced Street Lighting Systems. This includes portions of the City where the standard street lighting system has been upgraded or enhanced to include any of the following:

- (1) Mid-Block street lights spaced less than 400 feet apart
- (2) City-provided alley lights
- (3) Ornamental or decorative street lights
- (4) Whiteway street lights (in commercial & industrial areas only)

C) Unit Area. Unit Area shall be determined by the following formula:

- (1) Divide the area of a parcel (expressed in square feet) by 20,000.
- (2) Round-down the quotient to one decimal place. The minimum Unit Area (UA) for any parcel shall be 1.0. The maximum Unit Area for any parcel shall be 50, excluding multi-family.

Subd. 4: Rates & Collection of Fees

A) Rates & Charges: Every property within the City shall be charged for a fair & equitable share of the cost to provide, operate & maintain the City-wide street lighting system. The City Council shall from time to time by resolution, change the unit area rate for each area served. Charges shall be apportioned according to property use & service level as follows:

(1) Areas Served by Standard Street Lighting Systems:

<u>Land Use</u>	<u>Monthly Charge</u>
Single-Family, patio homes, townhouse, duplex residential, detached Townhouse, twin-home & vacant residential.	\$4.75 per parcel

Multi-family residential containing three or more attached dwelling Units including Dormitories & Nursing Homes, Manufactured Home Parks. Excluded from 50 UA maximum.	<i>Developed parcels:</i> \$2.20 per unit <i>Undeveloped parcels:</i> UA x \$4.75 per parcel
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Schools, Daycare Facilities serving 16 or more persons & Religious Institutions, Other Institutional, Commercial Industrial, Hospital, Medical District & Other uses.	UA x \$3.40 per parcel
---	------------------------

Land Use	UA RATE REF	2023	2024	2025	2026
Areas Served by Standard Street Lighting Systems		Monthly Charge			
Single-Family, patio homes, townhouse, duplex residential, detached townhouse, twin-home & vacant residential.	1.00	\$ 4.50	\$ 4.75	\$ 4.75	\$ 4.75
Multi-family residential containing three or more attached dwelling Units including Dormitories & Nursing Homes, Manufactured Home Parks. (Excluded from 50 UA maximum)	Developed Parcels Per Unit	\$ 2.10	\$ 2.20	\$ 2.20	\$ 2.20
	Undeveloped Parcels UA x Rate p/parcel	\$ 4.50	\$ 4.75	\$ 4.75	\$ 4.75
Schools, Daycare Facilities serving 16 or more persons & Religious Institutions, Other Institutional, Commercial Industrial, Hospital, Medical District & Other Uses. UA x Rate per parcel	UA x Rate p/parcel	\$ 3.30	\$ 3.40	\$ 3.40	\$ 3.40

(2) Areas Served by Enhanced Street Lighting Systems:

<u>Land Use</u>	<u>Monthly Charge</u>
Single-Family, patio homes, townhouse, duplex residential, detached Townhouse, twin-home & vacant residential.	\$5.75 per parcel
Multi-family residential containing three or more attached dwelling Units including Dormitories & Nursing Homes, Manufactured Home Parks. Excluded from 50 UA maximum.	<i>Developed parcels:</i> \$2.90 per unit <i>Undeveloped parcels:</i> UA x \$5.75 per parcel
Schools, Daycare Facilities serving 16 or more persons & Religious Institutions, Other Institutional, Commercial Industrial, Hospital, Medical District & Other uses.	UA x \$4.80 per parcel

Land Use	UA RATE REF	2023	2024	2025	2026
Areas Served by ENHANCED Street Lighting Systems		Monthly Charge			
Single-Family, patio homes, townhouse, duplex residential, detached townhouse, twin-home & vacant residential.	1.00	\$ 5.50	\$ 5.75	\$ 5.75	\$ 5.75
Multi-family residential containing three or more attached dwelling Units including Dormitories & Nursing Homes, Manufactured Home Parks. (Excluded from 50 UA maximum)	Developed Parcels	Per Unit	\$ 2.80	\$ 2.90	\$ 2.90
	Undeveloped Parcels	UA x Rate p/parcel	\$ 5.50	\$ 5.75	\$ 5.75
Schools, Daycare Facilities serving 16 or more persons & Religious Institutions, Other Institutional, Commercial Industrial, Hospital, Medical District & Other Uses. UA x Rate per parcel	UA x Rate p/parcel	\$ 4.70	\$ 4.80	\$ 4.80	\$ 4.80

(3) All Other Areas:

<u>Land Use</u>	<u>Monthly Charge</u>
All types	\$4.75 per parcel

B) Collection of Fees: Street Lighting Utility charges may be billed & collected on an annual, quarterly, bi-monthly or monthly basis as determined by the Public Works Director.

C) Exemptions: The following land uses are exempt from the established Street Light Utility Charges.

- (1) Public street right of way
- (2) City owned land
- (3) Railroad right of way
- (4) Cemeteries
- (5) Vacant parcels *(effective 2020 for annually billed vacant parcels)*

Vacant Parcel Clarification:

Properties that can be developed based on the zoning ordinance.

(Does not include lots that are owned by same adjacent property owner for combined use).

(6)

D) Penalty for Late Payments: A penalty in the amount of Ten Dollars (\$10.00) shall be added to all utility accounts not paid in full by the due date. The penalty for late payment shall be added to the balance for which the account remains unpaid.

E) Certification of Past Due Surcharges on Taxes: Any past due Street Light Utility charges may be certified to the applicable County Records Office for collection with real estate taxes in the following year pursuant to Minnesota Statutes Section 444.075, Subdivision 3. In addition, the City shall also have the right to bring a civil action or take other legal remedies to collect the unpaid surcharges.

F) Rate Adjustments: At the request of the property owner or manager, the Public Works Director or Finance Director may review the Street Light Utility rate applied to a premise & may adjust that rate if in his/her opinion it is appropriate to do so. It is the responsibility of the owner or manager of the premises to provide the City with any requested information related to the use, occupancy or development of the premises to facilitate the rate review & determination. Failure to provide or falsification of such information shall constitute a violation of this ordinance.

Adjustments will be considered when the evidence indicates it may be warranted.

Such adjustment, if any, shall not extend back more than one bi-monthly billing period from the date of the request.

Original Ordinance adopted 9/8/2014 & shall be effective January 1, 2015.