**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: (Public Hearing)** Ordinance 402 Amending City Code Title III Relating to Fees, Charges and Rates

**MEETING DATE: January 16, 2024**

**BACKGROUND**

Please review the attached Ordinance relating to fees the city charges. The changes in fees include, 2% water and storm water and 3% sanitary sewer (which was approved in the budget). Residential water access and sewer access increased to $1000.00 per lot each, excluding the meter which will be billed separate.

The Park Board reviewed the park and pool fees and have recommended to increase the pool fees. The daily admission, water aerobics and lap swim increased by $1.00, annual passes and lessons increased $10.00. Splash parties increased to $200.00.

The Police Department has recommended the following changes:

* BWC or Squad Video recording and Audio Recording. Changed to $25.00 per recording. This matches what is done by CCTV and no longer matters if put on a CD or DVD. Easier to tell a person the cost when inquiries or estimates are made.
* Photos are changed to $1.00 per photo from $1.00 per page. Most photos are printed full page since they want detail that is lost when printed more than one to a page and the change is again to simplify and make it easier to tell a person the cost when inquiries or estimates are made.

The remaining fees all stayed the same.

**STAFF RECOMMENDATION**

After the public hearing, please approve the first reading of Ordinance 402 Amending City Code Title III Relating to Fees, Charges and Rates.

**REQUESTED COUNCIL ACTION**

Please approve Ordinance 402 Amending City Code Title III Relating to Fees, Charges and Rates.

**CITY OF CANNON FALLS GOODHUE COUNTY, MINNESOTA**

**ORDINANCE NUMBER 402 SECOND SERIES**

**AN ORDINANCE OF THE CITY OF CANNON FALLS, MINNESOTA AMENDING CITY CODE TITLE III RELATING TO FEES, CHARGES AND RATES**

THE CITY OF CANNON FALLS ORDAINS:

SECTION 1. ADOPTION. The fee schedule attached hereto as Appendix A is hereby adopted pursuant to City Code Section 35.01. Any and all other fee schedules previously adopted by the City Council are hereby repealed.

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective upon its passage and publication.

PASSED AND ADOPTED by the City Council of the City of Cannon Falls, Minnesota, this

day of , 2024.

Matt Montgomery, Mayor

ATTEST:

Neil L. Jensen, City Administrator

APPENDIX A

License Fee

Tobacco License $75.00/annual

Initial Liquor Application Deposit $550.00/one time

Off-Sale 3.2 Malt License $125.00/annual

Off-Sale Liquor License $200.00/annual

Off-Sale Liquor--\*\*If Compliant with M.S. 340A408 Subd. 3 $100.00/annual On-Sale Club License (malt) $300.00/annual

On-Sale Wine License $750.00/annual

On-Sale Liquor License $2750.00/annual

Combination On/Off Sale Liquor License $2950.00/annual

On-Sale Taproom License $400.00/annual

Off-Sale Brewer License $100.00/annual

On-Sale Sunday Liquor License $200.00/annual

Special On-Sale 3.2 Malt (Temporary License) $25.00/day

Refuse Hauler License $200.00/annual

Initial Massage Therapy Application/Background Check $100.00/one time Massage Therapy License $75.00/annual

Peddler License $400.00/annual

Transient Merchant License $25.00/location Solicitor/Peddler/Transient Merchant Background Check $100.00/application Mobile Food Unit Annual License $250.00/annual fee

Mobile Food Unit Daily License $25.00/daily fee

Permit Fee

Excavation Permit $150.00/application

Right of Way Deposit $900.00/application

Fence Permit $35.00

Sign Permit $75.00

Temporary Sign Permit $25.00

Fireworks Permit $50.00/application

Farmers Market Seasonal Vendor $100.00/season

Farmers Market Daily Vendor $15.00/day

Chicken Permits $5.00/chicken per yr.

Chicken Permit Application and Site Plan Review $20.00/initial application only

Assessment Searches $25.00/each

General Government Charges Fee

Comprehensive Plan $100.00/Book

City Code $250.00/Book

Bad Check Charge $25.00 + Bank Fee

Copies $0.25/Page

Notary $1.00

Video Copy $25.00

DVD $15.00

BlueRay $20.00

Fax Use $0.50/Page-Incoming

$1.00/Page-Outgoing

Special City Council, $750.00

Planning Commission, or EDA Meeting On behalf of one individual

General Government Compensation Fee

Mileage IRS Rate

Park and Recreation Fee

Groups of 15-50 $50.00/day

Groups of 51 or more $100.00/day

Beer & Wine Consumption Permit $10.00/day

Catered Liquor Event Permit $25.00/day

Pool Admission and Lesson Rates Daily Admission

Children (4 and Under) Free

Children (5-17) $3.00

Adults $4.00

Annual Passes

Family – City Resident $125.00

Family - Non -Resident $180.00

Family Without Lessons – City Resident $90.00

Family Without Lesson – Non-Resident $140.00

Single – City Resident $80.00

Single – Non-Resident $125.00

Single - Without Lessons – City Resident $75.00

Single – Without Lessons – Non-Resident $120.00

Punchcard (20 Times) $45.00

Lesson Only

City Resident $55.00

Non-Resident $70.00

Private Lessons $70.00

Junior Lifeguarding $35.00

Splash Party

Two Hours (Saturday and Sunday Only) $200.00

Water Aerobic Exercises

Each $7.00

Eleven Weeks $60.00

Lap Swim

Daily $4.00

Planning, Zoning, and Building Fee

See Attachment A

Utility Costs Fee

Sanitary Sewer See Attachment B

Water See Attachment B

Ambulance Fee

Service Charges See Attachment C

Police Department

Copies - 1-100 pages $0.25/Page \*\*

Copies - 101 + pages Actual cost \*

BWC or Squad Video recording $25.00 per recording

Audio Recording $25.00 per recording

Photos $1.00 per photo

Lab Printed Photos Actual cost \*\*\*\*

Finger Printing - city resident $15.00

Finger Printing – non-resident $30.00

Clearance Letter $15.00

Vehicle Impound Administrative charge $20.00

Vehicle Storage Police Impound $10.00 per day

Dog Impoundment Charge $45.00 per Dog \*\*\*\*\*

Dangerous Dog $500.00

\* A cost estimate may be provided, and a deposit required before reproduction is started.

Actual time is staff time to compile request and copy, but not time redacting, copier charge and any other cost incurred as allowed by Minnesota Statute.

\*\* The victim of domestic abuse or the driver of a motor vehicle involved in an accident will be provided with a copy of the report for that incident without charge.

\*\*\*\* Lab reproduction and staff costs.

**\*\*\*\*\*** Plus any vet and boarding actual fees charged by boarding facility.

ATTACHMENT A

Permit Procedures and Fees

Permits Required. The applicant for a permit shall provide an estimated construction value at the time of application. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems.

The Building Office sets the permit valuation using:

1. The Size or Square Footage of the Proposed Project;
2. The Use or Occupancy of the Structure; and
3. The Construction Type of the Structure.

Construction valuation data are provided by ICC and the State as guidelines.

Work Commencing Before Permit Issuance. If work of any kind for which a permit is required from the City has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee shall be collected that is double the permit fee or $200 whichever is greater.

Fee Refunds. The building official may authorize refunding of not more than 80 percent of the permit fee when no work has been done under a permit issued. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

PERMIT FEES:

Building Permit fees are extracted from the 1991 Uniform Building Code. See Attachment A1 for current fee schedule of Zoning and Subdivision Fees. OTHER FEES:

Fences (residential) $35.00

(commercial) $75.00

Drainage Plan Review $100.00

Construction Deposit/Connection Deposit $2,000.00 (new residences, 1% of

costs but not less than $200 for other projects)

Water Meter & Pressure Regulator for

Residential, Commercial, Industrial, Institutional City cost plus 5% and sales tax

Water System Access (WAC)

Residential $1,000.00

Commercial, Industrial, Institutional $5,600.00

Sewer System Access (SAC)

Residential $1,000.00

Commercial, Industrial, Institutional $5,600.00

Attachment A1

|  |  |  |  |
| --- | --- | --- | --- |
| CITY OF CANNON FALLS  ZONING AND SUBDIVISION FEE SCHEDULE 2024 | | | |
|  | Base Fee/Recording | Escrow Deposit\* | Total |
| Zoning: | | | |
| Comprehensive Plan Amendment | $450 | $0 | $450 |
| Variance | $450 | $0 | $450 |
| Appeal | $450 | $0 | $450 |
| Rezoning and Ordinance Text Amendment | $450 | $0 | $450 |
| Amendment | $450 | $0 | $450 |
| Conditional Use Permit | $450 | $0 | $450 |
| Planned Unit Development / Conditional Use Permit | $450 | $0 | $450 |
| Site Plan Review | $0 | $0 | $0 |
| Interim Use Permit | $450 | $0 | $450 |
| Administrative Permit | $150 | $0 | $150 |
| Home Occupation | $150 | $0 | $150 |
|  |  |  |  |
| Annexation Petition | $450 | $0 | $450 |
| Vacation | $450 | $0 | $450 |
| Renewal Permit | $150 | $0 | $150 |
| Other | $250 | $0 | $250 |
| Subdivision: | | | |
| Administrative Subdivision | $250 | $0 | $250 |
| Concept Plan | $250 | $0 | $250 |
| Preliminary Plat | $500 | $2,500 | $3,000 |
| Final Plat | $500 | $500 | $1,000 |
| Park Dedication: | | | |
| All Residential Units  Commercial  Industrial | Fees set by City Council Resolution  Fees set by City Council Resolution  Fees set by City Council  Resolution | NA  NA  NA | 10% land  $1,390.00/unit  10% land  $2,000.00/acre  10% land  $2,000.00/acre |

\**Whether or not an Escrow Deposit is required, if a consultant is engaged by the City to review the application and a cost is incurred for services rendered the applicant is responsible for payment of any and all professional service expenses. The final determination by the City Council will not be recorded unless and until any and all fees due have been paid by the applicant.*

ATTACHMENT B

Water User Charges

Effective with the billing for January 1, 2024 usage, the following rates shall apply for residential, multi-family, commercial and industrial users of City water:

* 1. Base Charges:
     1. The base residential water charge shall be $7.20 for the month.
     2. The base commercial/industrial water charge shall be $7.20 for the month.
  2. Residential Usage Charges:
     1. The water charge shall be $3.04 per 100 cu. ft. per month for usage up to 300 cu. ft. for the month.
     2. The water charge shall be $3.81 per 100 cu. ft. for usage between 301 cu. ft. up to 900 cu. ft for the month.
     3. The water charge shall be $4.75 per 100 cu. ft. for usage between 901 cu. ft. up to 6,000 cu. ft for the month.
     4. For usage over 6,000 cu. ft., the rate shall be $7.09 per 100 cu. ft. per month.
  3. Commercial/Industrial Usage Charges:
     1. The water charge shall be $3.04 per 100 cu. ft. per month for usage up to 800 cu. ft. for the month.
     2. The water charge shall be $3.81 per 100 cu. ft. for usage between 801 up to 2,800 cu. ft. for the month.
     3. The water charge shall by $4.75 per 100 cu. Ft. for usage between 2,801 up to 7,500 cu. ft. for the month.
     4. For usage over 7,500 cu. ft., the rate shall be $7.09 per 100 cu. ft. per month.
  4. Irrigation Charges:
     1. The charge for irrigation meters shall be $7.09 per 100 cu. ft. per month.
  5. Multiple Dwelling Units

The water usage for multiple dwelling units is calculated by multiplying the number of units by the tier breaks (ex: 3 units X 300 cu. ft. = 900 cu ft for the first tier). The base charge is the flat fee multiplied by the number of units. Such water charges for multiple dwelling units shall be based upon the number of living units per structure, whether said living units are occupied or not.

Sewer Charges

Sewer system charges are hereby imposed upon all users in a total amount sufficient to pay the costs of the treatment system. Sewer system charges shall consist of the minimum charge, the O & M User Charge for most users, and the industrial charge for users subject to regular monitoring or which have BOD5 or TSS concentrations higher than domestic waste. User rates shall be updated annually to reflect current costs and to maintain equity in user fees.

Effective with the billing for January 1, 2024 usage, the following rates shall apply for residential, multi-family, commercial and industrial users of City water:

1. Residential Usage Charge
   1. The minimum residential sewer charge shall be $32.38 per month and allows for usage up to 400 cu. ft. for the month.
   2. If the total usage is over 400 cu. ft., the sewer charge for all usage, including the first 400 cu. ft., the rate shall be $11.30 per 100 cu. ft. for the month.
2. Commercial/Industrial Usage Charge
   1. The minimum commercial sewer charge shall be $46.61 per month and allows for usage up to 400 cu. Ft. for the month.
   2. If the total usage is over 400 cu. ft., the sewer charge for all usage, including the first 400 cu. ft., the rate shall be $11.30 per 100 cu. ft. for the month.
3. The Industrial Charge

The industrial charge shall be applicable to industrial discharges subject to regular wastewater monitoring for biochemical oxygen demand (BOD5) and suspended solids (SS). The unit rates for the industrial charges are as follows:

O & M UNIT RATES FOR BOD5 & SUSPENDED SOLIDS EXCEEDING DOMESTIC STRENGTH

BOD TSS Phosphorus Nickel & Zinc

$ per 100 lb. $ per 100 lb. $ per 100 lb. $ per 100 lb.

Effective 1/1/14 $65.00 $63.00 $107.00 $62.00

1. Surcharge

If the character of any user’s waste discharge is such that special laboratory testing, monitoring, pretreatment or other extraordinary costs are incurred by

the City, then such extra costs shall be added to said user’s bill and paid in the same manner as other user charges.

Sewer Only Users

1. All commercial, industrial and apartment dwelling of five (5) families or more that are not using City water shall be required to purchase and install a water meter at user’s expense. Sewer charges shall be at current rates based upon water meter readings.
2. Dwellings of 4 or less units not using City water but connected to City sewer may either purchase a meter and be charged at the ongoing sewer rates or pay a resident charge per unit per monthly billing period for sewer usage in lieu thereof.

Effective with the billing for January 1, 2024, the resident charge shall be

$107.97 per unit per monthly period. Subd. C. Sewer Usage Credit (Sprinkling Credit)

Since water used on lawns, gardens, trees and the like, does not go into the sanitary sewer, the City will give a credit for said use. The credit shall be the difference between the actual metered use and an amount equal to 150% of the average use from November 1 to March 31. The sewer credit shall be applied to billings for May through September usage (June through October billings).

Storm Water Charges

Effective with the billing for January 1, 2024 usage, the following unit rates shall apply for residential, multi-family, commercial and industrial accounts:

|  |  |
| --- | --- |
| Residential: | $ 7.47 |
| Multi-Family: | $20.27 |
| Institutional: | $24.60 |
| Industrial: | $24.60 |
| Commercial: | $31.53 |

The unit rate is the rate charged per acre. For example, a residential unit is based upon 0.38 acres that would result in a $2.84 monthly charge.

Attachment C

Level of Service

BLS Non-emergency $1,600.00

BLS Emergency $1,900.00

ALS 1 $1,800.00

ALS 1 Emergency $2,100.00

ALS 2 $2,300.00

Specialty Care Transport $2,600.00

Mileage $30.00 per mile

BLS- Assessment & Treatment $300.00

ALS- Assessment & Treatment $450.00

ALS- No Transport Cardiac Arrest $1,850.00

EMS Standby $225.00

Community Care Paramedic $100.00 / hour

EMS personnel standby, per person

$50.00 / hour

Lift Assist, 3 and more times $250.00

Patient assessment and refusal

– Motor Vehicle Crash

$200.00

Waiting time $100.00 / 30 mins