

FAIRMONT CITY COUNCIL WORK SESSION

January 22, 2023, 4:30 p.m.

City Hall Council Chambers, 100 Downtown Plaza

Topic: **2024 City of Fairmont Departmental Fee Schedule**

AGENDA

1. Presentation of the proposed 2024 City of Fairmont Departmental Fee Schedule for City Services

Proposed Fee Schedule attached

Note from Interim City Administrator Jeff O'Neill:

At this workshop, staff will be presenting a list of fees currently charged by the City for various services. This will be the first time that the City Council has seen fees listed on one document. Thank you, Patty, for compiling this information from various sources.

It is our goal for the workshop to focus on the new fees or fees proposed for increase. If Council desires to discuss certain fees in more detail, we can set those fees apart for future discussion or go back to them later in the meeting as time allows. The fees relating to electricity, sewer, water, etc. require input from the Public Utilities Commission. Consequently, Council will be asked to adopt these fees in the future after PUC reviews and makes their recommendation.

The presentation will be organized with Staff members reviewing fees pertinent to their department.

From a best practice standpoint and according to State Law, fees must be fair, reasonable, and proportionate and have a nexus to the actual cost of the service for which the fee is imposed. Also, a municipality may adopt a fee schedule by ordinance or resolution, either annually or more frequently, following publication of notice of proposed action on a fee schedule at least ten days prior to a public hearing held to consider action on or approval of the fee schedule. Accordingly, staff will provide notice for a public hearing at the next city council meeting at which time the schedule should be considered for adoption.

CITY OF FAIRMONT

DEPARTMENTAL FEE SCHEDULE FOR CITY SERVICES

Effective Date: ~~January 2021~~
PROPOSED CHANGES FOR 2024

CITY WIDE FEES		
Photo copy – 100 pages or less of black and white, letter or legal size government data	\$.25 per page	
Photo copy – 101 pages or more of government data	\$.25 per page and actual cost of searching for and retrieving government data, including the cost of employee time, certifying, compiling and electronically transmitting the copies of the data	
Photo copy – material provided by the person making request	\$.25 per page	
CD/DVD copy	\$10.00 each	
Flash drive	\$5.00 each Addition to schedule, as making more flash drives in response to data requests	
Fax	\$.50 per page	
Laminate document	\$1.00 per page	
NSF Check Fee	\$30.00	
Credit Card Handling Fee	2.5% of total fee	
ADMINISTRATION & GENERAL GOVERNMENT		
Alcoholic Beverage Licenses		Resolution 3.43(a), 3.94(a) Resolution 2021-32
Intoxicating Liquor	\$2,500.00 per year	
Sunday Liquor	\$200.00 per year	
Club License	\$300.00 per year	
3.2% Beer On-Sale	\$200.00 per year	
3.2% Beer Off Sale	\$100.00 per year	
Wine On-Sale	\$250.00 per year	
Taproom/Brewpub	\$300.00 per year	
Brewer Off-Sale (Growlers/Crowlers)	\$100.00 per year	
Small Brewer Off-Sale 128 oz./day	\$100.00 per year New option through the state	
Temporary Intoxicating Liquor (3-4 day)	\$50.00 per event	
Temporary 3.2% Beer	\$10.00 per event	
Temporary Consumption & Display	\$50.00 per event	
Consumption & Display (Set-up)	\$100.00 per year	
Keg in Park	No Charge, but permit needed	
New License Investigation Fee	\$100.00	

Miscellaneous Licenses			
Tobacco/Cigarette	\$150.00 per year		Resolution 14.18, 14.42
THC/Edibles	\$200.00 per year		
Refuse Hauling	\$75.00 per truck		
Taxi	\$50.00 per vehicle		
Theater	\$75.00 per year		
Peddler/Solicitor/Transient Merchant	\$300 per year \$150.00 per month		Resolution 19.17(b)
Parade	\$15.00 per event Included with Event Permit		
Golf Cart Permit	\$20.00 per year		Clerk 16.6(a)
ATV Permit	\$20.00 per year		Council 16.92(a)
Event Permit	\$15.00 per event		
Food Wagon/Vendor Permit	\$25.00 per event – Must be in conjunction with an event		Ordinance 18.45(1)
Overnight Camping	\$50.00 per event – Must be in conjunction with an event		
Dog/Cat License	\$10.00 per year- if spayed or neutered \$15.00 per year – if not spayed or neutered		Admin. Change 7/28/21
Dangerous Dog Registration	\$100.00, plus license fee		
Motor Vehicle Impound/Storage Fees	\$10.00 per day		
Leased Parking Stall	\$25.00 per month, plus tax		
Rental Registration	\$5.00 per unit up to \$100.00 for 3 years		Approved by Council 27.11
Rental Inspection	\$40.00		
Vacant Building Registration	\$100.00		Ord. 2021-04
Assessment Certificate	\$15.00		
Administrative Citations			Resolution 2.6(c)
Violation	1 st	2 nd	3 rd
<u>Animals</u>			
4-21 Running at Large	\$50.00	\$75.00	\$100.00
4-24 Nuisances	\$50.00	\$75.00	\$100.00
4-25 Sanitation	\$50.00	\$75.00	\$100.00
Liquor Violations	\$750.00	\$1,500.00	\$2,000.00
	Fourth Violation – Revocation of License (5 year look back period)		
All other	\$50.00	\$75.00	\$100.00
<u>Building Code</u>			
6-18 Enforcement	\$150.00	\$300.00	\$500.00
<u>Miscellaneous Provision & Offenses</u>			
15-1 Curfew for Minors	\$25.00	\$50.00	\$75.00
15-2 Noise	\$25.00	\$50.00	\$75.00
<u>Nuisances</u>			
17-1 Junk	\$150.00	\$300.00	\$500.00

17-2 Weeds & Grass	\$25.00	\$50.00	\$75.00	
<u>Solid Waste</u>				
22-18 Storage	\$150.00	\$300.00	\$500.00	
22-20 Open Burning	\$150.00	\$300.00	\$500.00	
22-21 Dumping in Streets	\$50.00	\$75.00	\$100.00	
23-3 Ice and Snow	\$50.00	\$75.00	\$100.00	
<u>26-26 Zoning</u>	<p>Not to exceed \$500.00 May accrue each day violation continues</p> <p>This sets a maximum zoning violation penalty at \$500. Currently, any zoning violations are covered by a Miscellaneous penalty of \$100 for first time violations, up to \$300 for a third violation. Zoning penalties are very rare and are only issued after conversations and warning letters are exhausted. Only one penalty was issued in 2023 related to a contractor working without permits. Separately, a major violation of the zoning code occurred in 2023 related to permanent clear cutting a shoreland bluff. Staff did not issue a penalty of \$100 because the penalty would have been far too low and instead ordered specific remedial actions to be taken. In this extreme case, a larger fine should have been issued in addition to remedial actions. \$500 is recommended as a maximum penalty for 2024.</p>			
<u>Rental Housing Code</u>				
27-4 Rental Registration	\$100.00	\$200.00	\$300.00	
27-5 Rental Inspection	\$100.00	\$200.00	\$300.00	
<u>Stormwater Management</u>	<p>Inspections due to noncompliance are charged at 2.5 times the hourly rate of the inspector. Abatement of violations include a \$75.00 administrative fee in addition to the actual costs of abatement. If abatement requires more than one hour of staff time, the property owner is charged \$150.00 per hour. A \$50.00 charge is added to accounts where expenses are not paid, and special assessment is levied against the property owner and the account is certified to the county for collection.</p>			Code: 25.1006
Illicit Discharges & Connection	<p>Major Violation \$1,000.00 Minor Violation \$500.00</p>			Code: 25-1002
Illicit Connection to Stormwater System	<p>Major Violation \$1,000.00 Minor Violation \$500.00</p>			

Failure to Provide Adequate Preventative Measures to Prevent an Illicit Discharge	Major Violation \$500.00 Minor Violation \$200.00	
Failure to Report a Spill	\$200.00	
Failure to Clean up a Spill	\$200.00	
Failure to Respond to a Notice of Violation	\$100.00	
Grass clippings found on the street	Verbal Warning \$25.00 \$100.00	
<u>Land Disturbing Activities</u>		Code: 25-1003
Per each Distinct Violation	Major Violation \$500.00 Minor Violation \$250.00	
<u>Structural Stormwater BMP Violations</u>		Code: 25-1004
Failure to perform proper maintenance of a structural stormwater BMP	Major Violation \$500.00 Minor Violation \$250.00	
Removal and/or alteration to a structural stormwater BMP or easement	Major Violation \$500.00 Minor Violation \$250.00	
Failure to submit required easement and/or maintenance agreement	\$250.00	
Failure to submit maintenance records	\$100.00	
<u>Miscellaneous Code Violations Not Listed</u>	\$100.00 \$200.00 \$300.00	
COMMUNITY DEVELOPMENT	Fees are doubled if no permit was issued prior to starting work	
Building Permits	Fees + state surcharge fees	Code section 6.6(b) references Ordinance 2000-4 for the fees
The City is currently using the State's Fee Schedule from 2001. These changes reflect the current state fee schedule. The State updates the schedule every four years.		
\$1.00 to \$1,000.00 \$500.00	\$40.00 \$29.50	
\$1,001.00 \$501.00 to \$2,000.00	\$40.00 \$28.00 for the first \$1,000.00 plus \$3.05 \$3.70 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	Code section 6.6(b) references Ordinance 2000-4 for the fees
\$2,001.00 to \$25,000.00	\$70.50 \$83.50 for the first \$2,000.00 plus \$14.00 \$16.55 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00	Code section 6.6(b) references

\$25,001.00 to \$50,000.00	\$392.50 \$10.10 \$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	Ordinance 2000-4 for the fees
\$50,001.00 to \$100,000.00	\$645.00 \$7.00 \$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	
\$100,001.00 to \$500,000.00	\$995.00 \$5.60 \$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	
\$500,000.00 to \$1,000,000.00	\$3,235.00 \$4.75 \$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00	
\$1,000,001 and up	\$5,610.00 \$3.65 \$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof	
Plan Review Fee	65% of the Permit Fee	
State Surcharge	As per Minnesota Statute 16B.70	
<u>Other Inspections & Fees</u>		
Outside of normal business hours	\$47.00 \$63.25 per hour (minimum charge two hours)	
Reinspection fees under Minnesota Building Code Section 1300.0160	\$47.00 \$63.25 per hour	
Outside Consultants for plan checking and inspections, or both	Actual costs	
<u>Flat fees for small residential projects</u>	<u>Base permit fee</u>	
Roofing	\$41.00 \$69.50	
Siding	\$41.00 \$69.50	
Window/Door	\$41.00 \$69.50	
Plumbing (water heater, etc.)	\$41.00 \$69.50	
Mechanical (furnace, A/C, etc.)	\$41.00 \$69.50	
Demolition	\$25.00	
PLANNING & ZONING	These have been updated to include recording and public notice publishing costs for each type of application. Currently the City loses money on these costs for each application received. Zoning Permits, which cover the majority of simple zoning requests for residents, is proposed to remain \$25.	
Appeal/Code Amendment	\$150.00	
Administrative Appeal	\$50.00	
Conditional Use	\$150.00 \$250.00	
Home Occupation	\$30.00 \$150.00	
Minor Plat	\$90.00	

Planned Unit Development	\$150.00 \$250.00	
Preliminary Plat	\$150.00 \$300.00	
Rezoning	\$150.00 \$300.00	
Variance	\$90.00	
Variance (Residential)	\$150.00	
Variance (Commercial)	\$250.00	
Zoning Verification	\$25.00	
Zoning permit – Sheds/Fence/Steps	\$25.00	
ENGINEERING DEPARTMENT		
Land Disturbance	Fee is doubled if no permit was issued prior to starting work	
5,000 square feet – 0.49 acres	\$25.00 \$50.00	
.05 acres - .99 acres	\$75.00	
1 acre or greater	\$200.00	
Yard Waste Recycling (Commercial Use Only)	\$1,500.00 per year	
Oversized Load	\$40.00/\$80.00	
Right-of-Way Improvement Permit	\$25.00	
After the Fact ROW Permit	Two times original permit fee	
FIRE DEPARTMENT		
Fire Call	\$500.00	
Fire Call – Mutual Aid Base Charge	\$1,000.00	
		Amount set in Code 10.2
PARKS & RECREATION		
Park Shelter Rental	\$85.00 per day, plus tax Lincoln	
	\$125.00 per day, plus tax Sylvania	Park Policy 1-23-2023
	\$125.00 per day, plus tax Cedar	Park Policy 1-23-2023
Weddings	\$200.00 per day, plus tax	
Fish Cleaning Key Card	\$5.00 per year	
SMEC Rental	*Rentals for full week are only charged for 4 days	
For Profit	\$100.00 per day *	
	\$50.00 per half day *	
	\$550.00 monthly/short term (6 mos. or less)	
	\$400.00 Volume Discount (daily/week)	
	\$200.00 Volume Discount (half days/week)	
Non-profit	\$50.00 per day *	
	\$25.00 per half day *	

	\$500.00 monthly/short term (6 mos. or less)	
	\$200.00 Volume Discount (daily/week)	
	\$100.00 Volume Discount (half days/week)	
Individual Rental	\$85.00 Added to keep this in line with the park shelter rentals.	
Aquatic Park		
Daily Admission	\$6.00 \$7.00 per person 2 years and up	
Punch Card (12 admissions)	\$60.00 \$70.00	
Punch Card (12 fitness admissions)	\$30.00	
— Student Pass	\$75.00	
Single Individual Pass	\$95.00 \$90.00	
Family Membership (up to 5 people)	\$175.00 \$190.00	
Additional family member/Caregiver	\$25.00 each	
Fitness Class Admission	\$3.00	
Swimming Lessons	\$45.00 per session	
Private Lessons	\$15.00 \$20.00 per session for one swimmer	
	\$25.00 \$35.00 per session for two swimmers	
	\$30.00 \$45.00 per session for three swimmers	
Facility Rental	\$200.00 per two hours for two pools	
Facility Rental	\$400.00 per two hours for four pools	
PUBLIC WORKS DEPARTMENT	The equipment fees within the Public Works Department were never denoted in the Fee Schedule. The fees are in-line with the Federal Emergency Management Agency (FEMA) refundable costs. They do not include the operator.	
Front End Loader	\$95.00/hour	
Backhoe	\$95.00/hour	
Dump Truck	\$75.00/hour	
Pickup Truck	\$40.00/hour	
Street Sweeper	\$185.00/hour	
Bucket Truck	\$95.00/hour	
Skid Loader	\$55.00/hour	
Vactor Machine	\$107.00/hour	
Labor Costs	\$85.00/hour	
UTILITIES	PUC will discuss Fees in February or March 2024	
Electric Deposit	\$150.00	
Water Deposit	\$50.00	

Water Treatment Connection Fee	Single Family Residential - \$300.00	
	Multiple Family Residential - \$300 for first dwelling unit plus \$150.00 for each additional dwelling unit	Per Water/Sewer Connection & Distribution Policy dated November 12, 1992
	Commercial Connection - \$300.00, which includes one outlet, plus a \$150.00 charge for each additional business/retail outlet.	Per Water/Sewer Connection & Distribution Policy dated November 12, 1992
	Industrial – established based on the type of operation conducted by the industry. \$300.00 plus a \$12.00 per employee per shift charge, plus an additional charge relating to the amount of water used in the industrial process	
	Institutional & Governmental - \$300.00 plus a \$12.00 per each employee per shift, resident, and/or bed charge.	
	Hotel, Motel & Overnight Lodging Facility (without eating and/or liquor facilities) - \$300.00 plus a \$38.00 per sleeping unit charge	
	Restaurant, Lounge and On Sale Liquor Establishment - \$300.00 plus \$20.00 per seat capacity	
	Commercial Establishments, which also serve food and have seating areas as part of the food service - \$300.00, which includes one outlet, plus \$150.00 for each additional business/retail outlet, plus \$20.00 per seat capacity.	
Water Distribution Connection Fee	Single Family Residential - \$1,500.00	
	Multiple Family Residential - \$3,000.00	
	Commercial - \$4,000.00	
	Industrial - \$6,000.00	
	Institutional & Governmental - \$4,000.00	
	Hotel, Motel, Overnight Lodging Facility, Restaurant, Lounge and /or On Sale Liquor Establishment - \$4,000.00	
	Use and/or construction of a branch water line to provide service to property which does not directly abut the water main - \$5,000.00	
Wastewater Treatment Connection Fee	Single Family Residential - \$300.00	
	Multiple Family Residential - \$300.00 for the first dwelling unit plus \$150.00 for each additional dwelling unit	

	Commercial - \$300.00, which includes one outlet, plus a \$150.00 charge for each additional business/retail outlet	
	Industrial - \$300.00 plus a \$12.00 per employee per shift charge, plus an additional charge relating to the amount wastewater generated in the industrial process which is discharged to the municipal sanitary sewer system	
	Industrial & Governmental - \$300.00 plus a \$12.00 per each employee per shift, resident and/or bed charge	
	Hotel, Motel & Overnight Lodging Facility (without eating and/or liquor facilities) - \$300.00 plus \$38.00 per sleeping unit charge	
	Restaurant, Lounge and On Sale Liquor Establishment - \$300.00 plus \$20.00 per seat capacity	
	Commercial Establishments, which also serve food and have seating areas as part of the food service - \$300.00, which includes one outlet, plus \$150.00 for each additional business/retail outlet, plus \$20.00 per seat capacity.	
Wastewater Collection System Connection Fee	Single Family Residential - \$1,800.00	
	Multiple Family Residential - \$3,600.00	
	Commercial - \$4,800.00	
	Industrial - \$7,200.00	
	Institutional & Governmental - \$4,800.00	
	Hotel, Motel, Overnight Lodging Facility, Restaurant, Lounge and/or On Sale Liquor Establishment - \$4,000.00	
	Use and/or construction of a manhole to provide a branch service to property which does not directly abut the sewer line - \$6,000.00	
ELECTRIC DEPARTMENT		
Large Trucks #24, 26, 29	\$125.00 per hour	
Mini-Excavator	\$125.00 per hour	
Pickup Truck	\$55.00 per hour	
Small Trencher	\$35.00 per hour	
Cable Locator	\$75.00 per hour	
Secondary Cable Fault Locator	\$75.00 per hour	
Primary Fault Locator	\$100.00 per hour	
Vacuum Excavator (includes 1-man)	\$125.00 per hour	
Infrared Viewer	\$125.00 per hour	

WATER DEPARTMENT		
Backhoe	\$130.00 \$185.00 per hour	
Backhoe with Cement Breaker/Tamper	\$130.00 \$225.00 per hour	
Air Compressor	\$50.00 per hour	
Pumps	See Wastewater Charges	
Tap Charges ¾” – 2”	\$110.00 per Man Hour	
Tap Charges 4” – 8”	\$140.00 per Man Hour	
Meter Repair	\$175.00	
Dump Truck	\$90.00 per hour	
Water Shut off	\$75.00	
WASTEWATER DEPARTMENT		
Vactor	\$195.00 \$330.00 per hour	
Rodder	\$75.00 per hour No longer have a rodder	
TV Camera – Main Line	\$125.00 per hour	
TV Camera – Lateral	\$50.00 per attempt – \$100.00 Successful with CD	
Mileage Cost (Port to Port)	IRS Rate	No longer do
Septage Fee	\$55.00 \$65.00 per 1,000 gallons	
PUMPS	Half DayAll Day	
6” Pump	\$180.00\$320.00	
4” Pump	\$125.00\$215.00	
3” Pump	\$ 95.00\$140.00	
1 ½” – 2” Pump	\$ 55.00\$ 85.00	
Shoring (labor extra if required)	\$100.00\$200.00	
Labor cost – As specified in IBEW Union Contract plus benefits.		
It should be understood that the above charges are for repair of equipment damaged by accidents or charged to other cities or utilities. The above charges will be used for repairs as specified in the Electric, Water and Wastewater service policies.		

AIRPORT		
Ramp fee	\$100.00 - \$500.00	
Hangar Rental Rate	\$35.00 - \$150.00 per night (depending on aircraft size)	
Monthly Hangar T-hangar rent	6 units at \$80.00 per month 6 units at \$110.00 per month 5 units at \$120.00 per month 5 units at \$155.00 per month 4 units at \$125.00 per month 1 unit at \$315.00 per month 1 unit at \$125.00 per moth Big Box Hangar \$300.00 - \$600.00 per month (depending on aircraft size)	