

**TO: MAYOR AND CITY COUNCIL**

**FROM: LANELL ENDRES, INTERIM CITY ADMINISTRATOR**

**SUBJECT: PUBLIC HEARING & FIRST READING OF ORDINANCE FOR 2014  
LICENSE FEES**

**DATE: FEBRUARY 18, 2014**

**BACKGROUND**

The City Council approved Resolution Number 2054, a resolution to establish license fees and compensation on January 7, 2014. After the adoption of the resolution, staff was notified by our City Attorney that some of the fees adopted by this resolution are actually required to be adopted by ordinance. At the advice of our Attorney, we are holding a public hearing and providing the first reading to adopt an ordinance on all the fees outlined in the resolution.

**STAFF RECOMMENDATION**

Conduct the public hearing to consider the first reading of the ordinance adopting 2014 license fees and compensation.

**REQUESTED COUNCIL ACTION**

The Council is asked to conduct the public hearing to take input on the proposed 2014 license fees and consider the first reading of the ordinance.

Attachment:  
Ordinance No. 334

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

**ORDINANCE NUMBER 334  
SECOND SERIES**

**AN ORDINANCE ADOPTING THE CITY OF CANNON FALLS  
FEE SCHEDULE**

THE CITY COUNCIL OF CANNON FALLS ORDAINS:

**Section 1.** The Cannon Falls City Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

**Section 2. Effective Date.** This ordinance shall be effective immediately upon its passage and publication according to law.

**PASSED AND DULY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by the City Council of the City of Cannon Falls, Minnesota.

CITY OF CANNON FALLS

BY: \_\_\_\_\_  
Lyman M. Robinson, Mayor

ATTEST:

\_\_\_\_\_  
Lanell Endres, Interim City Administrator

## EXHIBIT A

<b><u>License</u></b>	<b><u>Fee</u></b>
Tobacco	\$75.00/yr.
Initial Liquor Application Deposit	\$550.00
Off-Sale Beer	\$125.00/yr.
Off-Sale Liquor	\$200.00/yr.
Off-Sale Liquor-If Compliant with M.S. 340A408 Subd. 3	\$100.00/yr.
On-Sale Club (beer)	\$300.00/yr.
On-Sale Wine	\$750.00/yr.
On-Sale Liquor License	\$2,750.00/yr.
On-Sale Sunday License	\$200.00/yr.
Special On-Sale 3.2 Beer (Temporary)	\$25.00/day
Refuse Hauler	\$200.00/yr.
Initial Massage Therapy Application Deposit	\$100.00/yr.
Massage Therapy	\$75.00/yr.
Street Excavation	\$150.00/yr.
Peddlers, Canvassers, Transient Merchants (Solicitor's License)	\$400.00/yr
	\$100 Investigation Fee/yr.
<b><u>Animal Control</u></b>	<b><u>Fee</u></b>
Dog License, Spayed/Neutered	\$10.00/yr.
Dog License, Not Spayed/Neutered	\$15.00/yr.
Penalty after June 1 <sup>st</sup>	\$2.00
Duplicate License	\$1.00
Impoundment Fee	\$35.00
Dangerous Dog Certification Fee	\$500.00
<b><u>Assessment Searches</u></b>	\$25.00/each
<b><u>Burning Permit</u></b>	\$2.00
<b><u>Dance</u></b>	\$25.00 plus deposit
<b><u>Fireworks Permit</u></b>	\$50.00
<b><u>General Government Charges</u></b>	<b><u>Fee</u></b>
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, Planning Commission, or EDA Meeting on behalf of one individual	\$750.00
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**General Government Compensation**

Mileage	<b>Fee</b> IRS Rate
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**Park and Recreation**

Residents:	<b>Fee</b>
½ Day	\$25.00
Full Day	\$40.00
Band Shell	\$25.00
Commercial/Out-of-Town	
½ Day, group of less than 100	\$50.00
½ Day, group of more than 100	\$100.00
Full Day, group of less than 100	\$100.00
Full Day, group of more than 100	\$200.00

**Planning, Zoning, and Building**

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.

Zoning and Subdivision Fee Schedule

	<b>Base Fee / Recording</b>	<b>Escrow Deposit*</b>	<b>Total</b>
<b>Zoning:</b>			
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
<b>Subdivision:</b>			
Administrative Subdivision	\$250	\$0	\$250
Concept Plan	\$250	\$0	\$250
Preliminary Plat	\$500	\$2,500	\$3,000
Final Plat	\$500	\$500	\$1,000
<b>Park Dedication:</b>			
All Residential Units	Fees set by City Council Resolution	N/A	10% land \$1,390.00/unit
Commercial	Fees set by City Council Resolution	N/A	10% land \$2,000.00/acre
Industrial	Fees set by City Council Resolution	N/A	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.*

**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 Commercial, Industrial, Institutional	City cost plus 5% and sales tax
Water System Access (WAC) Residential	\$556.00
(Includes Water Meter & Recycling Setup)	
Commercial, Industrial, Institutional	
Group 1 (3/4" – 1")	\$5,600.00
Group 2 (1.5" – 2")	\$9,800.00
Group 3 (3" – 4")	\$17,150.00
Group 4 (6" – 8")	\$30,010.00
Sewer System Access (SAC)	
Residential	\$194.00
Commercial, Industrial, Institutional	
Group 1 (4")	\$5,600.00
Group 2 (6")	\$9,800.00
Group 3 (8")	\$17,150.00
Group 4 (10")	\$30,010.00

**Utility Costs**

**Water User Charges**

Effective with the January 1, 2014 billing, the following rates shall apply for residential, multi-family, commercial and industrial users of City water:

1. Base Charges:
  - a. The base residential water charge shall be \$5.46 for the month.
  - b. The base commercial/industrial water charge shall be \$5.46 for the month.
  
2. Residential Usage Charges:
  - a. The water charge shall be \$2.31 per 100 cu. ft. per month for usage up to 300 cu. ft. for the month.
  - b. The water charge shall be \$2.88 per 100 cu. ft. for usage between 301 cu. ft. up to 900 cu. ft. for the month.
  - c. The water charge shall be \$3.60 per 100 cu. ft. for usage between 901 cu. ft. up to 6,000 cu. ft. for the month.

- d. For usage over 6,000 cu. ft., the rate shall be \$5.39 per 100 cu. ft. per month.
3. Commercial/Industrial Usage Charges:
    - a. The water charge shall be \$2.31 per 100 cu. ft. per month for usage up to 800 cu. ft. for the month.
    - b. The water charge shall be \$2.88 per 100 cu. ft. for usage between 801 up to 2,800 cu. ft. for the month.
    - c. The water charge shall be \$3.60 per 100 cu. ft. for usage between 2,801 up to 7,500 cu. ft. for the month.
    - d. For usage over 7,500 cu. ft., the rate shall be \$5.39 per 100 cu. ft. per month.
  4. Irrigation Charges:
    - a. The charge for irrigation meters shall be \$5.39 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 January 1, 2014 billing, the following rates shall apply for residential, multi-family, commercial and industrial users of City water:

1. Residential Usage Charge
  - a. The minimum residential sewer charge shall be \$24.38 per month and allows for usage up to 400 cu. ft. for the month.
  - b. The sewer charge for usage over 400 cu. ft. the rate shall be \$8.51 per 100 cu. ft. for the month.

2. Commercial/Industrial Usage Charge
  - a. The minimum commercial sewer charge shall be \$35.10 per month and allows for usage up to 400 cu. ft. for the month.
  - b. The sewer charge for usage over 400 cu. ft. the rate shall be \$8.51 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 AND SUSPENDED SOLIDS EXCEEDING DOMESTIC STRENGTH

	BOD \$ per 100 lb.	TSS \$ per 100 lb.	Phosphorus \$ per 100 lb.	Nickel & Zinc \$ per 100 lb.
Effective 1/1/14	\$65.00	\$63.00	\$107.00	\$62.00

4. 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 January 1, 2014, the resident charge shall be \$81.31 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 January 1, 2014 billing, the following unit rates shall apply for residential, multi-family, commercial and industrial accounts:

Residential:	\$ 6.50
Multi-Family:	\$17.68
Institutional:	\$21.46
Industrial:	\$21.46
Commercial:	\$27.51

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 \$2.47 monthly charge.