

**Watertown City Council**

April 25, 2023

|                            |   |
|----------------------------|---|
| <b>Agenda Item:</b>        | <b>2023 Fee Schedule – Ordinance Amendment</b>  |
| <b>Request for Action:</b> | <b>To adopt Ordinance 438, Amending the Adopted 2023 Permits, Licenses, and Fees Schedule and Authorizing Summary Publication</b> |
| <b>Employee/Dept.:</b>     | <b>Jake Foster, City Administrator &amp; Maggie Reisdorf, Administrative Services Director</b>                                    |

**Background:**

In conjunction and related to the 2023 budget, the 2023 fee schedule was updated and approved as Ordinance 435 at the January 10, 2023, City Council meeting. The fees updated at this meeting included increases in utility rates and utility fees.

At the February 14, 2023, City Council meeting, the City Council amended the 2023 Fee Schedule to clarify the cost-share fee for the city's tree removal program that is in place to eliminate and reduce the impact of Emerald Ash Borer on impacted city trees.

Since that meeting, there has been additional City Code review and amendments that have been passed and with those changes, new fees need to be added or changed to reflect those recent City Code changes.

**1. LIQUOR LICENSE FEE AMENDMENT**

At the April 25, 2023, City Council meeting, the City Council reviewed a staff recommended City Code change that would amend the Watertown City Code to reflect recent Minnesota State Statute law (Chapter 86) related to changes in liquor licensing and related rules for baseball parks and stadiums.

In 2022, the State of Minnesota established permission for baseball teams to be able to apply for a liquor license under the current On-Sale Wine and On-Sale Malt Liquor License.

## Expanding authorized establishments to receive on-sale licenses

Minnesota Statutes, section 340A.404, subdivision 1 now allows a city to issue on-sale intoxicating liquor licenses to "resorts," as defined in [Minnesota Statutes, section 157.15, subdivision 11](#). The statute also now allows a municipality to issue an on-sale wine and an on-sale malt liquor license to a baseball team competing in a league established by the Minnesota Baseball Association, or to a person holding a concessions or management contract for beverage sales at a ballpark for the purposes of summer town ball games.

The City of Watertown's On-Sale Wine and On-Sale Malt Liquor License is currently used by 1 (one) establishment (Mario's Italian Kitchen) within the City of Watertown. The license fee is currently set at \$2,000; a fee that has been in place 20+ years.

According to the City Attorney, because state law permits the licensing for baseball teams under the already established license, the fee must apply per the current fee schedule.

Nonetheless, the license would only be active between April 15, 2023 – September 1, 2023 for select games throughout the summer baseball season, making the \$2,000 fee cost prohibitive. Also, according to the City

Attorney, the City of Watertown cannot waive or reduce the fees associated with the license without setting a precedent for the other establishment with the same license.

**Other Cities: On-Sale Wine and On-Sale Malt Liquor Fees**

- City of Mayer - \$200 per year
- City of Cologne - \$525 per year
- City of Hamburg - \$100 per year + Cost of Background Check
- City of Victoria - \$1,650 (wine) + \$50 (malt liquor) per year
- City of Waconia - \$500 per year

City staff is proposing and recommending changing the On-Sale Wine and On-Sale Malt Liquor fee from \$2,000 to \$350.

The proposed \$350 fee is to cover administrative fees related to processing and backgrounds checks.

As far as the establishment with the On-Sale Wine and On-Sale Malt Liquor license, staff is recommending that a reimbursement of \$1,150 to the one establishment currently using the On-Sale Wine and On-Sale Malt Liquor Fee.

|                              |                                  |
|------------------------------|----------------------------------|
| \$2,000/4 = \$500            | (Four months of 2023 @ \$2,000)  |
| \$350                        | (Remainder of 2023 year @ \$350) |
| \$850 Total 2023 License Fee |                                  |
|                              |                                  |
| \$2,000 - \$850 = \$1,150    | Recommended Reimbursement        |

**2. MOBILE FOOD UNIT - \$100 PER APPLICATION**

At the April 11, 2023, City Council meeting, the City Council approved the adoption of Ordinance 436 that amended the City Code to Chapter 42: Peddlers and Solicitors. The amendment included adding “Mobile Food Units” to the City Code and regulations and rules pertaining to the addition.

As part of the City Code amendment, staff is recommending the addition of an annual processing fee in the amount of \$100 per application to cover the cost of staff time related to processing Mobile Food Unit applications.

The proposed fee is highlighted within the amended 2023 Fee Schedule.

**Amendment Updates:**

- Administrative** – Yes.
- Liquor** – Yes.
- Utility Rates** – Changes being made per approved Rate Study. – Approved January 10, 2023.
- Planning** – No Changes
- Parks** – No Changes
- Building Permits** – No Changes
- Public Works** – Change to include the addition of a Tree Removal Fee – Approved February 14, 2023
- Fire Department** – No Changes
- Right Of Way** – No Changes
- Staff Charges** – No Changes

**Recommendation:**

The City Administrator and Administrative Services Director are recommending that the City Council consider amending the 2023 Fee Schedule by approving Ordinance 438 that would amend the 2023 Permits, Licenses, and Fee Schedule with the following:

1. Change On-Sale Wine & On-Sale Malt Liquor from \$2,000 to \$350.
2. Add a \$100 fee for each Mobile Food Unit Application.

Approval would also direct the publication of the amendment in the local newspaper.

The City Administrator and Administrative Services Director are also recommending the reimbursement of \$1,150 to an establishment (Mario's Italian Kitchen) if the City Council approves the 2023 fee amendment for the On-Sale Wine and On-Sale Malt Liquor Licenses.

**Motion Type:**

Simple majority vote of members present.

**Requested Action/Motion:**

*"I make a motion to approve Ordinance 438 approving amended 2023 Permits, Licenses, and Fee Schedule and to authorize summary publication".*

*"I make a motion to reimburse \$1,150.00 in liquor license fees to Mario's Italian Kitchen based on the amendment to the On-Sale Wine and On-Sale Malt Liquor Fee License".*

**Attachments:**

Ordinance 438.

Ordinance Summary: Ordinance 438 (For Newspaper).

Amended 2023 Fee Schedule.

**CITY OF WATERTOWN  
ORDINANCE NO. 438**

**AN ORDINANCE ESTABLISHING THE 2023 PERMITS, LICENSES AND FEES SCHEDULE**

**The City Council of the City of Watertown does hereby ordain:**

**SECTION 1.** That the following attachment is the 2023 Permits, Licenses and Fees Schedule, and is effective, April 25, 2023.

**SECTION 2.** This Ordinance shall become effective upon passage, approval, and publication according to law.

Adopted by the City Council of the City of Watertown on this 25<sup>th</sup> day of April 2023.

---

Michael Walters, Mayor

---

Margaret Reisdorf, Administrative Services Director

**ORDINANCE SUMMARY**

**ORDINANCE NO. 438**

**CITY OF WATERTOWN**

The following official summary of Ordinance No. 438 has been approved by a vote of the City Council of the City of Watertown as clearly informing the public of the intent and effect of the Ordinance:

AN ORDINANCE AMENDING THE 2023 PERMITS, LICENSES AND FEES SCHEDULE has been amended as follows and are effective April 25, 2023:

1. Change On-Sale Wine & On-Sale Malt Liquor from \$2,000 to \$350.
2. Add a \$100 fee for each Mobile Food Unit Application.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, 309 Lewis Ave South, Watertown, and shall be posted by law. Any person may request the city to send the full text of the ordinance via standard electronic mail by calling City Hall at 952-955-2681.

**2023 Administrative Fees**

| Type                                 | Terms & Conditions                              | 2023 Fee |              |  |                     |
|--------------------------------------|---|----------|--------------|--|---------------------|
| <b>Business Licenses and Permits</b> |   |          |              |  |                     |
|                                      | Adult Use License Application Fee               |          | \$ 20,000.00 |  |                     |
|                                      | Adult Use License Application Investigation Fee |          | \$ 5,000.00  |  |                     |
|                                      | Adult Use License Renewal Fee                   |          | \$ 5,500.00  |  |                     |
|                                      | Pawn Shop License                               |          | \$ 10,000.00 |  |                     |
|                                      | Cigarette License                               |          | \$ 100.00    |  |                     |
|                                      | Fireworks Sales and Display Permit              |          | \$ 200.00    |  |                     |
|                                      | Garbage Hauler Permit                           |          | \$ 100.00    |  | Plus \$50 per truck |
|                                      | Mobile Home Permit                              | Per Pad  | \$ 20.00     |  |                     |
|                                      | Mobile Food Unit                                |          | \$ 100.00    |  | Annual              |
|                                      | Peddler Permit                                  |          | \$ 100.00    |  | Annual              |

| <b>Community Center Rental</b> |              |  | 7.375% Tax Rate |              |              |
|--------------------------------|--------------|--|-----------------|--------------|--------------|
| Resident                       | Non-Resident |  | Resident        | Non-Resident |              |
| \$ 125.00                      | \$ 175.00    | One Room                                   | \$ 134.22       | \$ 187.91    | Includes Tax |
| \$ 200.00                      | \$ 300.00    | Two Rooms                                  | \$ 214.75       | \$ 322.13    | Includes Tax |
| \$ 275.00                      | \$ 425.00    | Three Rooms                                | \$ 295.28       | \$ 456.34    | Includes Tax |
| \$ 10.00                       | \$ 15.00     | One Room M - F City Hall Hours Hourly Rate | \$ 10.74        | \$ 16.11     | Includes Tax |

| <b>Copy and Fax Costs</b> |  | B&W      | Color   |  |          |
|---------------------------|--|----------|---------|--|----------|
|                           | Copy / Fax   | \$ 0.25  |         |  | per page |
|                           | 8 1/2 x 11   | \$ 0.25  | \$ 0.50 |  | per page |
|                           | 11 x 17  | \$ 0.50  | \$ 1.00 |  | per page |
|                           | Custom Printing (Large format)                                 | \$ 5.00  | \$ 7.50 |  | per page |
|                           | Electronic Copies (Comp Plan, design standards, studies, etc.) | \$ 25.00 |         |  |          |
|                           | Video Tape Dubbing   | \$ 25.00 |         |  |          |

**2023 Administrative Fees**

| <b>Fines</b> |                   | <b>Terms and Contions</b>                         |          |  |                           |
|--------------|-------------------|---|----------|--|---------------------------|
|              | Code Violations   | Includes but not limited to: weeds, mowing, trash | \$ 50.00 |  | Plus actual cost incurred |
|              | Smoking Violation | Underage smoking                                  | \$ 75.00 |  |                           |
|              | Vehicle Impound   | Towing Fee and Administrative Fee                 | \$ 50.00 |  | Plus cost of tow          |
|              | Impound Storage   | Per 24 hours                                      | \$ 15.00 |  |                           |

| <b>Pet Fees and Fines</b> |                       |             |           |  |                          |
|---------------------------|-----------------------|-------------|-----------|--|--------------------------|
|                           | Dog Off Leash         |             | \$ 35.00  |  |                          |
|                           | Animal Pick-up Charge |             | \$ 50.00  |  |                          |
|                           | Impoundment Fines     | 1st Offense | \$ 35.00  |  | Kennel fees not included |
|                           |                       | 2nd Offense | \$ 75.00  |  | Kennel fees not included |
|                           |                       | 3rd Offense | \$ 100.00 |  | Kennel fees not included |

| <b>Service Fees and Miscellaneous</b> |                                      |  |                               |  |                            |
|---------------------------------------|--------------------------------------|--|-------------------------------|--|----------------------------|
|                                       | Public Notice & Mailing              |  | Cost plus \$50 min staff time |  |                            |
|                                       | Recording Fees                       |  | Cost plus \$50 min staff time |  |                            |
|                                       | Rental Housing inspection            |  |                               |  | Per Rental Inspection Ord. |
|                                       | Returned Check Charge                |  | \$ 29.00                      |  |                            |
|                                       | Election Filing Fee                  |  | \$ 15.00                      |  |                            |
|                                       | Deliquent Charge Certification       |  | \$ 50.00                      |  |                            |
|                                       | Special Assessment Search            |  | \$ 25.00                      |  |                            |
|                                       | Municipal Subsidy Application Escrow | (application for Tax Increment Financing, Tax Abatement, etc.) | \$9,000                       |  |                            |

## 2023 Liquor Fees

| Type  |             |  |
|---|-------------|--|
| 3.2% Malt Liquor On-Sale                                      | \$ 200.00   |  |
| 3.2% Malt Liquor Off-Sale                                     | \$ 240.00   |  |
| Consumption & Display, Bottle Club                            | \$ 300.00   | \$250 state license fee + \$50 City license fee        |
| Consumption & Display, One Day                                | \$ 25.00    |  |
| Bed and Breakfast On-Sale Wine License                        | \$ 2,000.00 |  |
| Wine/Strong Beer License On-Sale (this includes Sunday sales) | \$ 350.00   |  |
| Off-Sale Intoxicating Liquor License                          | \$ 240.00   | State Maximum allowed by law                           |
| Off-Sale Small Brewer   | \$ 300.00   | Includes Sunday Growler sales                          |
| Off-Sale Brew Pub   | \$ 300.00   | Includes Sunday Growler sales                          |
| Off-Sale Microdistillery                                      | \$ 240.00   | State Maximum allowed by law                           |
| On-Sale Intoxicating Liquor License                           | \$ 5,000.00 |  |
| Sunday On-Sale Intoxicating liquor                            | \$ 200.00   |  |
| On-Sale Brewer Tap Room                                       | \$ 300.00   |  |
| On-Sale Brew Pub  | \$ 300.00   |  |
| On-Sale Microdistillery Cocktail Room                         | \$ 300.00   |  |
| Temporary 3.2% Malt Liquor On-Sale                            | \$ 10.00    |  |
| Temporary 3.2% Malt Liquor On-Sale                            | \$ 30.00    | Multi day up to 3 days                                 |
| Temporary Liquor On-Sale                                      | \$ 50.00    | One day  |
| Temporary Liquor On-Sale                                      | \$ 200.00   | Multi day up to 4 days                                 |
| License Investigation Fee                                     | \$ 500.00   | All License Types/Deposit Plus Additional Costs if Any |
| 2 a.m. License  | Varies      | Set by State on Application                            |



**2023 Utility Fees**

Type

Terms and Conditions

2023 Fee

| <b>Sewer - Monthly</b> |                           |  |  |          |
|------------------------|---------------------------|--|--|----------|
|                        | Monthly Basic Charge      |  | Rate per ERU (Equivalent Residential Unit) | \$ 23.36 |
|                        | 1 to 2,000 gallons        |  | Usage: 1-2000 gallons                      | \$ 3.22  |
|                        | 2001 + gallons            |  | per 1000 gallons PLUS rate shown above     | \$ 6.78  |
|                        |                           |  |  |          |
|                        | Commercial Sewage Dumping |  | per 1000 gallons                           | \$ 60.00 |
|                        | Non-metered sewer         |  |  | \$ 13.02 |

| <b>Stormwater - Monthly</b> |                      |  |  |         |
|-----------------------------|----------------------|--|--|---------|
|                             | Monthly Basic Charge |  |  | \$ 5.63 |

| <b>Water - Monthly</b> |                             |  |   |                           |
|------------------------|-----------------------------|--|---|---------------------------|
|                        | Water Base Charge           |  | Rate per ERU (Equivalent Residential Unit)      | \$ 19.72                  |
|                        | Minnesota Water Testing Fee |  |   | \$ 0.83                   |
|                        | 1-2,000 gallons             |  | per 1000 gallons                                | \$ 2.11                   |
|                        | 2001-8000                   |  | per 1000 gallons PLUS rate shown above          | \$ 4.10                   |
|                        | 8001-15000                  |  | per 1000 gallons PLUS rate shown above          | \$ 4.99                   |
|                        | 15001-50000                 |  | per 1000 gallons PLUS rate shown above          | \$ 5.28                   |
|                        | 50000+                      |  | per 1000 gallons PLUS rate shown above          | \$ 5.85                   |
|                        |                             |  |   |                           |
|                        | Hydrant Use                 |  | Minimum Charge                                  | \$ 6.50 Per 1,000 gallons |
|                        |                             |  |   |                           |
|                        | Hydrant Meter deposit       |  | Refundable if returned in preexisting condition | \$ 500.00                 |
|                        |                             |  |   |                           |
|                        | Utility Penalty (late fee)  |  | 10% of unpaid balance per month                 |                           |

| <b>Utility Area Charges</b> |                   |  |  |                      |
|-----------------------------|-------------------|--|--|----------------------|
|                             | Sewer Area Charge |  |  | \$ 3,399.00 Per acre |
|                             | Water Area Charge |  |  | \$ 829.00 Per acre   |

### 2023 Utility Fees

| Utility Connection Charges                            |                             | Terms and Conditions |                 |
|---|-----------------------------|----------------------|-----------------|
| Sewermain Trunk Charge                                | Fee is per ERU              | \$ 5,230.00          |                 |
| Sewer Inspection Fee                                  |                             | \$ 60.00             |                 |
| Storm System Charge                                   | Fee is per ERU              | \$ 2,254.00          |                 |
| Watermain Trunk Charge                                | Fee is per ERU              | \$ 4,416.00          |                 |
| Water Inspection Fee                                  |                             | \$ 57.00             |                 |
| Water Meter Reinspection fee                          |                             | \$ 134.00            |                 |
|   | Radio Remote (MXU Only)     | \$ 195.00            |                 |
| 5/8" Meter, MXU, horns and connections                | Minimum 1 hour installation | \$ 550.00            |                 |
| 1" Meter, MXU, horns and connections                  |                             |                      | Material Costs  |
| 1 1/2" Meter, MXU and flanges                         |                             |                      | Material Costs  |
| 2" Meter, MXU and flanges                             |                             |                      | Material Costs  |
| 2" C2 compound, MXU and flanges                       |                             |                      | Material Costs  |
| 3" C2 compound, MXU and flanges                       |                             |                      | Material Costs  |
| 4" C2 compound, MXU and flanges                       |                             |                      | Material Costs  |
| Water Service Involuntary Disconnect Charge           |                             | \$ 155.00            |                 |
| Water Service Voluntary Reconnect & Disconnect Charge |                             | \$ 52.00             | irrigation only |
| Water Service Involuntary Reconnect Charge            |                             | \$ 155.00            |                 |

| Utility Miscellaneous             |                                |             |          |
|-----------------------------------|--------------------------------|-------------|----------|
| Televis Lines                     | 2 person crew - 1 hour minimum | \$ 175.00   | Per hour |
| Utility research                  | Minimum 1 hour charge          | \$ 50.00    | Per hour |
| Water Meter Testing Fee           |                                | \$ 50.00    |          |
| Utility Franchise Application Fee |                                | \$ 5,000.00 |          |
| Utility Franchise Escrow          |                                | \$ 5,000.00 |          |

| Watering Restrictions |             |                  |
|-----------------------|-------------|------------------|
|                       | 1st Offense | Warning/Citation |
|                       | 2nd Offense | \$ 75.00         |
|                       | 3rd Offense | \$ 250.00        |

## 2023 Planning Zoning Fees

Type

Terms and Conditions

| Escrow Deposits |  |   |             |                          |  |
|-----------------|--|---|-------------|--------------------------|--|
|                 | Cell/Antenna Tower   | Prior to site plan review/CUP               | \$10,000.00 |                          |  |
|                 | Environmental Assessment Worksheet   | Costs accumulated by city                   |             | Cost estimate            |  |
|                 | New Development Escrow   | Required as part of sketch plan application | \$15,000.00 |                          |  |
|                 | Project Deemed Necessary by Council  |   | \$10,000.00 |                          |  |
|                 | Resident or Non-Resident Requested feasibility study   | Council Approval Required                   |             | Cost plus \$1,500 escrow |  |
|                 | Developer shall maintain the escrow account in good standing throughout the planning process. If the escrow account falls below a zero balance, the city may stop all work on the project until the account is replenished to the pre-determined amount. Any remaining funds in the escrow account will be refunded upon completion of the project and acceptance by the city. |   |             |                          |  |

| Planning and Zoning Fees |   |                             |            |                       |  |
|--------------------------|---|-----------------------------|------------|-----------------------|--|
|                          | Annexation Application Fee  | 5 acres or less             | \$200.00   |                       |  |
|                          | Annexation Application Fee  | Greater than 5 acres        | \$500.00   |                       |  |
|                          | Appeal  |                             | \$200.00   |                       |  |
|                          | Engineering Grading Survey Review   |                             |            | Cost incurred by City |  |
|                          | Vacation of Property, Public Right-of-Way and Easements                     |                             | \$250.00   |                       |  |
|                          | Zoning Permit (Fences 6' or less, swimming pool, shed less than 120 SF, pat | One Time Administrative Fee | \$75.00    |                       |  |
|                          | Subdivision Plat Extension  |                             | \$50.00    |                       |  |
|                          | Subdivision   | Sketch Plan                 | \$500.00   |                       |  |
|                          |   | Preliminary Plat            | \$500.00   | Plus \$10 per lot     |  |
|                          |   | Final Plat                  | \$400.00   | Plus \$10 per lot     |  |
|                          | Petition for Municipal Services   | One Time Administrative Fee | \$250.00   | Non-Refundable        |  |
|                          |   | Escrow                      | \$1,500.00 |                       |  |
|                          | Comprehensive Plan Amendment  | One Time Administrative Fee | \$750.00   | Non-Refundable        |  |
|                          |   | Escrow                      | \$2,500.00 |                       |  |

### 2023 Planning Zoning Fees

| Planning and Zoning Fees Continued   | One Time Administrative Fee | Escrow     |  |  |  |
|--|-----------------------------|------------|--|--|--|
| Boundary Adjustment/Lot Split  | \$500.00                    | \$1,500.00 |  |  |  |
| Conditional Use Permit, Variance, Interim Use Permit   | \$500.00                    | \$1,500.00 |  |  |  |
| Minor Subdivision (Lot division or consolidation)  | \$500.00                    | \$1,500.00 |  |  |  |
| Site Plan  | \$500.00                    | \$1,500.00 |  |  |  |
| Site Plan Amendment  | \$500.00                    | \$1,500.00 |  |  |  |
| Rezoning   | \$500.00                    | \$1,500.00 |  |  |  |
| Zoning Text Amendment  | \$500.00                    | \$1,500.00 |  |  |  |
| Other Planning Requests of the City Council  | \$500.00                    | \$1,500.00 |  |  |  |
| <p>In addition to the application fee, the applicant for development plan review must also pay all costs incurred by the City including City staff time, legal, engineering, administrative, building inspection services, and services of other persons or entities employed or contracted by the City for, or in any way involved in, the review and inspection of the development plan and public utility extensions contemplated thereby, including but not limited to streets, sidewalks, trails, water lines, sanitary sewer lines, storm sewer lines, street lights, electric and gas lines, water retention areas and all other improvements intended for public use or benefit constructed or caused to be constructed by the owner and under no condition shall the fee be refunded for the failure of the City to approve the development plan. All charges incurred for this review shall be the sole responsibility of the applicant.</p> |                             |            |  |  |  |
| <p>All fees are doubled for after the fact applications</p>  |                             |            |  |  |  |

| Miscellaneous    |  |  |    |          |  |
|------------------|--|--|----|----------|--|
| Driveway Deposit |  |  | \$ | 1,000.00 |  |

| Meetings               |  |                          |    |        |                     |
|------------------------|--|--------------------------|----|--------|---------------------|
| Regular Meeting        |  | Planning or City Council | \$ | 100.00 |                     |
| Special Meeting Fee    |  | Planning Commission      | \$ | 200.00 |                     |
|                        |  | Park Commission          | \$ | 200.00 |                     |
|                        |  | City Council             | \$ | 250.00 |                     |
| Sign Permit            |  |                          | \$ | 100.00 |                     |
| Sign Permit Appeal Fee |  |                          | \$ | 500.00 | Plus \$1,500 Escrow |

## 2023 Park Fees

|  | Type  | Terms and Conditions                             |           |          |
|--|---|--|-----------|----------|
|  | Watertown Organization/Team Annual Field Use Fee        | Per Season (spring, summer, fall, winter)        | \$ 300.00 | Plus Tax |
|  | Non- Watertown Organization/Team Seasonal Field Use Fee | Per Season (spring, summer, fall, winter)        | \$ 500.00 | Plus Tax |
|  | Watertown Team Field Use for Short Season               | Less than 12 events including practice           | \$ 75.00  | Plus Tax |
|  | Non-Watertown Organization/Team Field Use Fee           | Per day/Event                                    | \$ 60.00  | Plus Tax |
|  | Resident Park Facility Reservation Fee                  | Per Day  | \$ 25.00  | Plus Tax |
|  | Non-Resident Park Facility Reservation Fee              | Per Day  | \$ 35.00  | Plus Tax |
|  | Concession Usage Fee (Per Year)                         | Per Year   | \$ 50.00  | Plus Tax |
|  | Single Event (Circus, Race, Event, etc.)                |  | \$ 250.00 | Plus Tax |
|  | Deposit per key (Concessions, Press Box, Restrooms)     |  | \$ 25.00  |          |
|  | Damage Deposit for concession Stand                     |  | \$ 100.00 |          |
|  | Damage Deposit for scoreboard remote                    |  | \$ 100.00 |          |
|  | Damage Deposit for shelter/general use                  |  | \$ 100.00 |          |
|  | Damage/Cleanup Deposit Single Event                     |  | \$ 250.00 |          |
|  |   |  |           |          |
|  | Highland Park Lights                                    | Non-Watertown Teams                              | \$ 60.00  | Per game |
|  | Hockey Rink Lights                                      |  | \$ 60.00  | Per use  |
|  | Key Deposit   | Concessions, press box, restrooms, warming house | \$ 25.00  | Per key  |

7.375% Tax Rate

|                        |                    |              |
|------------------------|--------------------|--------------|
| <b>Park Dedication</b> | Valuation per acre | \$ 40,000.00 |
|------------------------|--------------------|--------------|

|                             |   |           |
|-----------------------------|---|-----------|
| <b>Tree Replacement Fee</b> | Per caliper inch for trees not replaced | \$ 100.00 |
|-----------------------------|---|-----------|

## 2023 Building Permit Fees

|  | Total Valuation                | Fees  |  |  |  |
|--|--------------------------------|---|--|--|--|
| <b>Permit Fees</b>   | \$0 to \$2,000.00              | \$75.00 minimum. \$28.00 for the first \$500.00 plus \$3.70 for each \$100.00 or fraction thereof, to and including \$2,000.00.   |  |  |  |
|  | \$2,001.00 to \$25,000.00      | \$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.   |  |  |  |
|  | \$25,001.00 to \$50,000.00     | \$464.15 for the first \$25,000.00 plus \$12 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.  |  |  |  |
|  | \$50,001.00 to \$100,000.00    | \$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   | \$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.  |  |  |  |
|  | \$500,001.00 to \$1,000,000.00 | \$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.  |  |  |  |
|  | \$1,000,001.00 and up          | \$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof.   |  |  |  |
| Permit Valuations will be based on the supplied construction value with a minimum of the calculated value from the approved building department valuation schedule |                                |   |  |  |  |
|  |                                |   |  |  |  |
| <b>Building Permit Fee:</b>  |                                |   |  |  |  |
|  |                                | Schedule is 100% of the above fee schedule for Residential and Commercial Projects.   |  |  |  |
|  |                                | (Includes all Residential and Commercial building permits, Commercial plumbing permits, Commercial Mechanical permits, fire alarm/suppression permits, demolitions, etc.) when plan review is required - all permits are valuation-based unless otherwise specified)(Fences over 7', sheds over 200 sq. ft, and retaining walls over 4' required a building permit) |  |  |  |
|  |                                | Residential Building Permit: \$75.00 minimum  |  |  |  |
|  |                                | Commercial Building Permit: \$75.00 minimum   |  |  |  |
|  |                                | Commercial Plumbing Permit: \$75.00 minimum   |  |  |  |
|  |                                | Commercial Mechanical Permit: \$75.00 minimum   |  |  |  |
| <b>Plan Check Fee:</b>   |                                |   |  |  |  |
|  |                                | 65% of the Building Permit fee for Residential and Commercial Projects  |  |  |  |
|  |                                | Master Plan: For similar plans submitted under a master plan: 25%.  |  |  |  |
|  |                                | Review of State-Approved Plans: 25% of the plan review required by the adopted fee schedule (for orientation to the plans)  |  |  |  |
|  |                                |   |  |  |  |
|  |                                |   |  |  |  |
| <b>State Surcharge Fee:</b>  |                                | For Residential and Commercial Projects   |  |  |  |
|  |                                | Schedule is based on the currently adopted State Surcharge Table - per MN Statute 326B. State Surcharge is applicable on all permits unless otherwise noted.  |  |  |  |
|  |                                |   |  |  |  |
| <b>Building Site Condition Escrow</b>  |                                | (erosion control & infrastructure protection): \$2,000  |  |  |  |
|  |                                |   |  |  |  |
| <b>Sediment &amp; Erosion Control Fee:</b>   |                                |   |  |  |  |
|  |                                | .0006 x permit valuation for all Building Permits except Re-Roof, Re-Side, Re-Window, Decks and Interior Remodels.  |  |  |  |
|  |                                | Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt Construction.   |  |  |  |
|  |                                |   |  |  |  |
| <b>Inspections and Other Fees:</b>   |                                |   |  |  |  |
|  |                                | Reinspection fee: \$50.00   |  |  |  |
|  |                                | Additional plan review required by changes, additions, or revisions to approved plans: \$75.00 (one-half hour minimum)  |  |  |  |
|  |                                | Inspections for which no fee is specifically indicated (minimum ½ hour): \$75.00  |  |  |  |
|  |                                | Commercial Site Inspection (includes initial SEC), required on all new construction (new building and accessory structures): \$90.00  |  |  |  |
|  |                                | Residential Site Inspection (includes initial SEC) , required on all new construction (new homes, detached garages, and accessory structures): \$60.00  |  |  |  |
|  |                                | Building Site Condition Escrow (erosion control & infrastructure protection): \$2,000   |  |  |  |
|  |                                | Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum): \$75.00   |  |  |  |
|  |                                | Copy Charge (black/white 8.5x11 and 8.5x14) \$.25/sheet   |  |  |  |
|  |                                | Copy Charge (black/white 11x17) \$.50/sheet   |  |  |  |
|  |                                | Copy Charge (color 8.5x11 and 8.5x14) \$1.00/sheet  |  |  |  |
|  |                                | Copy Charge (color 11x17) \$2.00/sheet  |  |  |  |

|  |   |  |  |  |
|--|---|--|--|--|
|  | Print or copy charge (large plan sheet) \$4.00  |  |  |  |
|  | Change of Use Permit: \$100.00  |  |  |  |
|  | Duplicate Inspection Record: \$25.00  |  |  |  |
|  | Permit Extension/Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number issued): 50% of original permit fee |  |  |  |
|  | Permit Renewal after 6 mos. of expiration (new permit required): based on valuation of remaining work (requires new permit)                   |  |  |  |
|  | License Look-Up (Contractor License Verification): \$5.00 (326B.815)  |  |  |  |
|  | Lead Certification (for eligible construction) Contractor Lead Certification Verification): \$5.00  |  |  |  |
|  | Temporary Certificate of Occupancy – Escrow (less costs to administer): City fee TBD  |  |  |  |
|  | Refunds (MN Rules Chapter 1300.0160 Subp. 9 “The municipality shall establish a permit and plan review refund policy.”)                       |  |  |  |
|  | o Plan Review (if plan review has not started): no charge   |  |  |  |
|  | o Plan Review (if plan review has started): 0%  |  |  |  |
|  | o Permit fee (if work not started) within 6 months of permit issuance by municipality): 75%   |  |  |  |
|  | o Maintenance Permits (OTC): 0%   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  | <b>Special Investigation Fee: 100% of permit fee.</b>   |  |  |  |

|  |  |   |  |  |
|--|--|---|--|--|
| <b>Commercial Mechanical and Plumbing Fees</b> |  |   |  |  |
|  | Based on valuation (plan review required) - includes commercial water heater           |   |  |  |
| <b>Residential Plumbing Permit Fees</b>        |  |   |  |  |
|  | New/Replacement Fixtures: \$10 per fixture with a \$75 minimum                         |   |  |  |
|  | Irrigation System: \$75  |   |  |  |
| <b>Residential Mechanical Permit Fees</b>      |  |   |  |  |
|  | New/Replacement Appliances: \$75 (minimum) \$37.50 each                                |   |  |  |
|  | Gas Fitting with Mechanical permit: \$50 (includes all gasoline/fittings)              |   |  |  |
|  | Gas Line only permit: \$75.00 (includes all gas lines)                                 |   |  |  |
| <b>Residential Maintenance Permits</b>         |  |   |  |  |
|  | Reroof, Reside, Window Replacement, Door Replacement, Garage Door Replacement: \$75.00 |   |  |  |
| <b>Permit Fees</b>                             |  |   |  |  |
|  | Deck Permit fee  | Permit valuation plus state surcharge                               |  |  |
|  | Demolition   | Based on valuation (plan review required) plus state surcharge      |  |  |
|  | Fencing over 7 Feet  | Based on valuation (plan review required)                           |  |  |
|  | Fireplace - Wood   | Permit valuation + Plan Review plus state surcharge                 |  |  |
|  | Irrigation - Commercial  | Permit valuation (backflow preventer included) plus state surcharge |  |  |
|  | Pre-Fabricated SFD   | \$250 plus state surcharge  |  |  |
|  | Pre-Fabricated Foundation  | Permit valuation + Plan Review plus state surcharge                 |  |  |
|  | RPZ Backflow Preventer - Commercial  | Based on valuation (plan review required)                           |  |  |
|  | Reroof - Residential   | \$75.00 plus state surcharge  |  |  |
|  | Reroof - Commercial  | Based on valuation (plan review required)                           |  |  |
|  | Residing - Residential   | \$75.00 plus state surcharge  |  |  |
|  | Retaining Wall - Residential 4+ feet from footing                                      | Based on valuation (plan review required)                           |  |  |
|  | Retaining Wall - Commercial  | Based on valuation (plan review required)                           |  |  |
|  | Septic - Residential   | \$100.00 plus state surcharge                                       |  |  |
|  | Water Heaters - Residential  | \$75.00 plus state surcharge  |  |  |
|  | Water Heaters - Commercial   | Based on valuation (plan review required)                           |  |  |
|  | Water Softeners  | \$75.00 plus state surcharge  |  |  |
|  | Window/Door/Garage Door Replacement - Residential                                      | \$75.00 plus state surcharge  |  |  |
|  | Window Replacement - Commercial  | Based on valuation (plan review required)                           |  |  |

|  |  |   |         |  |  |
|--|--|---|---------|--|--|
|  |  |   |         |  |  |
|  |  | Zoning Permit (Fences, swimming pool, accessory structures, patio, etc. - a building permit and/or variance may also be required) | \$75.00 |  |  |
| Anything not listed above the permit cost is based on valuation, unless determined by the Building Official. |  |   |         |  |  |

|                |  |   |  |  |  |
|----------------|--|---|--|--|--|
| <b>Move-In</b> |  |   |  |  |  |
|                |  | Pre-Move Inspection: \$180.00 each  |  |  |  |
|                |  | Moved-In Structure (not including foundation, interior remodel, etc.): \$300.00 each  |  |  |  |
|                |  | Move-In Mobile Home (not including foundation, interior remodel, etc.): \$500.00 each |  |  |  |



**2023 Public Works Fees**

| Equipment                | Terms and Conditions | Charge    |          |
|--------------------------|----------------------|-----------|----------|
| GMC 1 Ton                |                      | \$ 50.00  | Per hour |
|                          | With plow and sander | \$ 80.00  | Per hour |
|                          | With sprayer         | \$ 80.00  | Per hour |
| Generator - 20 hp        |                      | \$ 30.00  | Per hour |
| Generator - Portable     |                      | \$ 20.00  | Per hour |
| Jetter/Vac               |                      | \$ 150.00 | Per hour |
| Toro Grounds Master 7210 | With 100" deck       | \$ 100.00 | Per hour |
|                          | With broom           | \$ 75.00  | Per hour |
|                          | With snow blower     | \$ 75.00  | Per hour |
|                          | with v-plow          | \$ 75.00  | Per hour |
| Kubota MX 125            |                      | \$ 75.00  | Per hour |
|                          | With Blower          | \$ 100.00 | Per hour |
| Kubota RTV 900           |                      | \$ 35.00  | Per hour |
|                          | With post pounder    | \$ 50.00  | Per hour |
|                          | With sprayer         | \$ 50.00  | Per hour |
| Kubota RTV 1100          |                      | \$ 35.00  | Per hour |
|                          | With Blade           | \$ 50.00  | Per hour |
| Mower - Walk Behind      |                      | \$ 20.00  | Per hour |
| Mower - Rider            |                      | \$ 35.00  | Per hour |
| Chain saw                |                      | \$ 25.00  | Per hour |
| Weed trimmer             |                      | \$ 25.00  | Per hour |
| Cut off saw              |                      | \$ 25.00  | Per hour |
| Plate compactor          |                      | \$ 25.00  | Per hour |
| Payloader                |                      | \$ 100.00 | Per hour |
|                          | with plow            | \$ 150.00 | Per hour |
| Pickup                   |                      | \$ 35.00  | Per hour |
|                          | With plow            | \$ 50.00  | Per hour |
| Single Axel Truck        |                      | \$ 50.00  | Per hour |
|                          | With plow and wing   | \$ 75.00  | Per hour |
| Tandem Axel Truck        |                      | \$ 80.00  | Per hour |
|                          | With plow and wing   | \$ 100.00 | Per hour |
| Skid Loader              |                      | \$ 75.00  | Per hour |

|   |                              |           |          |
|---|------------------------------|-----------|----------|
|   | asphalt planer               | \$ 65.00  | Per hour |
|   | box broom                    | \$ 65.00  | Per hour |
|   | grappel                      | \$ 45.00  | Per hour |
|   | auger & bit                  | \$ 45.00  | Per hour |
|   | plow                         | \$ 20.00  | Per hour |
|   | broom                        | \$ 20.00  | Per hour |
|   | blower                       | \$ 20.00  | Per hour |
| Snow Blower Walk Behind   |                              | \$ 20.00  | Per hour |
| Sweeper   |                              | \$ 250.00 | Per hour |
| Tractor - 35 HP   |                              | \$ 30.00  | Per hour |
|   | With sprayer                 | \$ 40.00  | Per hour |
| Tractor - 60 HP   |                              | \$ 40.00  | Per hour |
|   | With 14' mower               | \$ 75.00  | Per hour |
|   |                              |           |          |
| Water Pumps   | Both the 1 1/2" and 2" pumps | \$ 35.00  | Per hour |
| Water Wagon   |                              | \$ 20.00  | Per hour |
|   |                              |           |          |
| A one hour minimum charge applies to all Public Works fees. City equipment is not rented without a city employee operator. Usage fees do not include labor. |                              |           |          |

**2023 Public Works Maintenance Supplies**

|                               |                            |          |            |
|-------------------------------|----------------------------|----------|------------|
| Winter Maintenance Treatments |                            |          |            |
|                               | salt brine                 | \$ 0.25  | per gallon |
|                               | salt brine amp 80/20 blend | \$ 0.80  | per gallon |
|                               | salt brine amp 90/10 blend | \$ 0.60  | per gallon |
|                               | untreated rock salt        | \$ 90.00 | per ton    |
|                               |                            |          |            |
|                               |                            |          |            |
|                               |                            |          |            |

### 2023 Fire Department Fees

| Type   | Terms and Conditions        |           |
|--|-----------------------------|-----------|
| Aerial Ladder or Platform  | Hourly Rate with Staff of 6 | \$ 525.00 |
| Engine 1250 GPM  | Hourly Rate with Staff of 5 | \$ 410.00 |
| Tanker with a pump   | Hourly Rate with Staff of 2 | \$ 260.00 |
| Tanker without a pump  | Hourly Rate with Staff of 2 | \$ 210.00 |
| Grass Rig  | Hourly Rate with Staff of 2 | \$ 180.00 |
| Heavy Rescue   | Hourly Rate with Staff of 6 | \$ 430.00 |
| Light Rescue   | Hourly Rate with Staff of 4 | \$ 275.00 |
| Utility  | Hourly Rate with Staff of 4 | \$ 240.00 |
| Boat   | Hourly Rate with Staff of 2 | \$ 195.00 |
| Haz Mat Trailer  | Hourly Rate with Staff of 6 | \$ 400.00 |
| ATV  | Hourly Rate with Staff of 2 | \$ 150.00 |
|  |                             |           |
| A one hour minimum charge applies to all Fire Department fees. City equipment is not rented without a city employee operator. Usage fees do not include labor. |                             |           |

**2023 Right-of-Way Fees**

Type

|   |           |   |                 |  |
|---|-----------|---|-----------------|--|
| Annual Registration Fee                     | \$ 25.00  |   |                 |  |
| Extra Work Added Permit                     | \$ 50.00  |   |                 |  |
| Installing utilities in an existing conduit | \$ 125.00 |   |                 |  |
| Obstruction Permit                          | 0-7 days  | 8-30 days   | 31 or more days |  |
|   | \$ 25.00  | \$ 75.00  | \$ 125.00       |  |
| Residential Drop                            | \$ 125.00 |   |                 |  |
| Utility Permit                              | \$ 400.00 | Plus \$0.25 per foot over 300' to be capped at 5,280' |                 |  |
| Work without a permit fine                  |           | Double standard permit fee                            |                 |  |

**2023 Staff Fees**

|   |          |                   |  |  |
|---|----------|-------------------|--|--|
| City Staff Rate   | \$ 50.00 | Per hour          |  |  |
|   |          |                   |  |  |
| <b>There is a minimum charge of 2 hours for staff called out after normal business hours.</b>   |          |                   |  |  |
|   |          |                   |  |  |
| Bolten and Menk   |          | Cost incurred     |  |  |
|   |          |                   |  |  |
| Campbell Knutson  |          | Cost incurred     |  |  |
| MK Land   |          | Cost incurred     |  |  |
| Other Consultants   |          | Cost incurred     |  |  |
| Police  |          | Per contract cost |  |  |
|   |          |                   |  |  |
| Additional Consultant Fees. There may be situations where additional consultants are needed depending upon the circumstance. These costs will be charged to the applicant at no mark up and based on the actual costs incurred by the City. |          |                   |  |  |