

ORDINANCE NO. 2023-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SCANDIA, MINNESOTA, ADOPTING A FEE SCHEDULE FOR THE CITY OF SCANDIA AND REPEALING AND REPLACING ALL OTHER FEE SCHEDULES IN CONFLICT WITH THIS ORDINANCE.

WHEREAS, the City Council of the City of Scandia desires to provide a single and convenient location for a list of all fees charged by the City of Scandia; and

WHEREAS, such list is intended to repeal and replace all existing fees in conflict with the fee schedule listed on Exhibit A attached and incorporated as part of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCANDIA, MINNESOTA:

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact. The City Council further finds and determines that the rules, regulations, terms, conditions, provisions and requirements of this ordinance are reasonable and necessary to protect the public health, safety and quality of life in the City.

Section 2. The following Fee Schedule is hereby repealed:
2022 Fee Schedule – Adopted by the City of Scandia on December 21, 2021.

Section 3. Repeal and replacement of existing fees. The City Council hereby repeals and replaces all fees levied by the City of Scandia in conflict with the fee schedule attached and incorporated herein as “Exhibit A.” Said repeal and replacement shall be effective on the publication date of January 11, 2023.

Section 4. Resolution of Conflicting Ordinances. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City this ordinance shall control.

Section 5. Severability: If any section, subsection, sentence, clause, phrase, word or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

Section 6. Effective Date. This ordinance shall be in full force and effect upon its adoption and publication according to law.

Passed and adopted by the City Council of the City of Scandia this 4th day of January, 2023.


Christine Macelsky, Mayor

ATTEST:


Anne Hurlburt, Interim City Administrator

CITY OF SCANDIA ORDINANCE NO. 2023-01
EXHIBIT A

2023 RATES, FEES AND CHARGES

| 2023 RATES, FEES AND CHARGES | | Fees | Escrow and Other |
|--|----|-----------|---------------------|
| ADMINISTRATION AND FINANCE | | | |
| Assessment Search | \$ | 20.00 | each |
| | | | per page, plus long |
| Faxes (send or receive) | \$ | 0.25 | distance charges |
| Non-Sufficient Fund Check Fee | \$ | 25.00 | each |
| Photocopies | \$ | 0.25 | each page |
| Audio disk - meetings | \$ | 10.00 | each |
| Special meetings scheduled based on individual request | \$ | 100.00 | |
| Documents - Public Information Data Request | | | |
| The City of Scandia charges for copies of government data. These charges are authorized under section 13.03, subdivision 3. You must pay for the copies before we will give them to you. | | | |
| The actual cost of making paper or electronic copies includes employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. Services performed by City personnel will be billed at one and one-half (1.5) times the actual payroll hourly rate | | | |
| ADMINISTRATION LICENSES AND PERMITS | | | |
| Dangerous Dog Registration | \$ | 300.00 | annual |
| Dog Redemption fee | \$ | 100.00 | each |
| Event Center License fee | \$ | 25.00 | annual |
| Fertilizer/Pesticide | \$ | 100.00 | annual |
| Gambling Licenses | \$ | 15.00 | per application |
| Garbage Hauler License | \$ | 20.00 | annual |
| Special Event Permit | \$ | 25.00 | |
| Liquor License | | | |
| 3.2 percent Malt Liquor On-Sale, Annual | \$ | 150.00 | |
| 3.2 percent Malt Liquor Off-Sale, Annual | \$ | 100.00 | |
| Temporary 3.2 percent Malt Liquor | \$ | 25.00 | |
| Off-Sale Intoxicating Liquor, Annual | \$ | 100.00 | |
| On-Sale Intoxicating Liquor, Annual | \$ | 2,000.00 | |
| Annual Intoxicating Liquor On-Sale, Club License, maximum or as provided by M.S. Ch. 340A | \$ | 2,000.00 | |
| Sunday On-Sale Intoxicating Liquor, Annual | \$ | 200.00 | |
| Combination On-Sale/Off-Sale Intoxicating Liquor, Annual | \$ | 2,500.00 | |
| Temporary On-Sale Intoxicating Liquor | \$ | 50.00 | |
| On-Sale Wine, Annual | \$ | 500.00 | |
| One-Day Consumption and Display Permit, Non-Profit | \$ | 25.00 | |
| Consumption and Display Permit, Regular | \$ | 250.00 | |
| Investigation Fee | \$ | - | |
| If conducted within the State of Minnesota: | \$ | 500.00 | |
| If conducted outside the State of Minnesota, the actual costs will be charged not to exceed: | \$ | 10,000.00 | |
| Tobacco | | | |
| Year-round | \$ | 272.00 | per application |
| Seasonal | \$ | 196.00 | per application |

**CITY OF SCANDIA ORDINANCE NO. 2023-01
EXHIBIT A**

2023 RATES, FEES AND CHARGES

Fees

Escrow and Other

BUILDING CONSTRUCTION PERMIT FEES AND LICENSES

Permit fees to be based on job cost valuation or a fixed fee as stated in the following. The determination of value or valuation shall be made by the Building Official.

Building Permit Fee

| | | | |
|--|----|---|------------------------------------|
| Total Valuation | | | |
| \$1.00 to \$4,000.00 | \$ | 99.50 | |
| \$4,000.01 to \$25,000.00 | \$ | 99.50 | for the first \$4,000 |
| | \$ | 14.75 | each additonal \$1,000 |
| \$25,000.01 to \$50,000.00 | \$ | 415.00 | for the first \$25,000 |
| | \$ | 10.75 | each additonal \$1,000 |
| \$50,000.01 to \$100,000.00 | \$ | 680.00 | for the first \$50,000 |
| | \$ | 7.50 | each additonal \$1,000 |
| \$100,000.01 to \$500,000.00 | \$ | 1,050.00 | for the first \$100,000 |
| | \$ | 6.00 | each additonal \$1,000 |
| \$500,00.01 to \$1,000,000.00 | \$ | 3,425.00 | for the fist \$500,000 |
| | \$ | 5.00 | each additonal \$1,000 |
| \$1,000,000.01 and up | \$ | 5,900.00 | for the first \$1,000,000 |
| | \$ | 4.00 | each additonal \$1,000 |
| Air Conditioning (central) | \$ | 30.00 | |
| Air-to-Air Heat Exchanger | \$ | 30.00 | |
| City Inspection fee | \$ | 60.00 | per hour |
| Building permit refund charge - within 1 year with no work performed and no inspections made | | 20% | of permit fee only |
| Building Moving | \$ | 110.00 | \$ 2,500.00 |
| Electrical | | per State Schedule | |
| Fireplace (zero-clearance) | \$ | 30.00 | |
| Gas Piping | \$ | 30.00 | |
| Mechanical | \$ | 35.00 | plus 1 hour minimum inspection fee |
| Plumbing (per fixture) | \$ | 8.00 | plus 1 hour minimum inspection fee |
| Plan Review Fee - Identical Plans | | 25% | of building permit fee |
| Plan Review Fee - Non-identical Plans | | 65% | of building permit fee |
| Returned building permits - permit applications returned without issuance | | 50% | of Plan Review Fee |
| Surcharge Fee | | Surcharge fees shall be collected on all permits issued | |
| Technology Fee | \$ | 2.00 | |
| Investigation Fee | | | |

Whenever any work for which a city permit is required has commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this schedule. The payment of the investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any prescribed by law.

| | | | |
|---|----|--------|-------------|
| DEMOLITION - Accessory Building | \$ | 60.00 | |
| DEMOLITION - Commercial or Residential | \$ | 120.00 | \$ 1,000.00 |

CITY OF SCANDIA ORDINANCE NO. 2023-01
EXHIBIT A

2023 RATES, FEES AND CHARGES

ELECTRICAL PERMIT FEES

RESIDENTIAL

| | Fees | Escrow and Other |
|---|-------------|-------------------------|
| Inspection Fee | \$ 40.00 | inspection / trip |
| 0 to 400 Amp Power Source | \$ 50.00 | source |
| 401 - 800 Amp Power Source | \$ 100.00 | source |
| Over 800 Amp Power Source | \$ 150.00 | source |
| 0 to 200 Amp Circuit or Feeder | \$ 8.00 | feeder or circuit |
| Over 200 Amp Circuit or Feeder | \$ 30.00 | feeder or circuit |
| New One- or Two-Family Dwelling does not include service (up to 25 circuits and feeders per unit) | \$ 125.00 | dwelling unit |
| New One- or Two-Family Dwelling does not include service (additional circuits over 25 per unit) | \$ 8.00 | feeder or circuit |
| Existing One- or Two-Family Dwelling (up to 15 feeders or circuits are installed or extended per unit) | \$ 125.00 | dwelling unit |
| Existing One- or Two-Family Dwelling (where less than 15 feeders or circuits are installed or extended) | \$ 8.00 | feeder or circuit |
| Separate bonding inspection | \$ 40.00 | inspection |
| Inspection of concrete-encased grounding electrode | \$ 40.00 | inspection |
| Technology circuits & circuits less than 50 volts | \$ 0.75 | device |
| Pools | \$ 80.00 | |
| Panel changes (per enclosure) | \$ 100.00 | enclosure |
| Additional inspection trip(s) | \$ 40.00 | inspection / trip |
| Special inspection (Weekends) | \$ 80.00 | inspection / trip |
| Surcharge | \$ 1.00 | permit |

NON-RESIDENTIAL AND MULTIFAMILY

| | | |
|--|-----------|-------------------|
| Inspection Fee | \$ 40.00 | inspection / trip |
| 0 to 400 Amp Power Source | \$ 50.00 | source |
| 401 - 800 Amp Power Source | \$ 100.00 | source |
| Over 800 Amp Power Source | \$ 150.00 | source |
| 0 to 200 Amp Circuit or Feeder | \$ 8.00 | feeder or circuit |
| Over 200 Amp Circuit or Feeder | \$ 30.00 | feeder or circuit |
| *Over 250 volts: | | |
| *0 to 400 Amp Power Source | \$ 100.00 | source |
| *401 - 800 Amp Power Source | \$ 200.00 | source |
| *Over 800 Amp Power Source | \$ 300.00 | source |
| *0 to 200 Amp Circuit or Feeder | \$ 16.00 | feeder or circuit |
| *Over 200 Amp Circuit or Feeder | \$ 60.00 | feeder or circuit |
| New Multi-Family Dwelling Unit (with up to 20 circuits and feeders per unit) | \$ 100.00 | unit |
| New Multi-Family Dwelling Unit (additional circuits over 20 per unit) | \$ 8.00 | feeder or circuit |
| Existing Multi-Family Dwelling Unit | \$ 100.00 | unit |
| Existing Multi-Family Dwelling Unit (up to 10 feeders or circuits are installed or extended) | \$ 8.00 | feeder or circuit |
| Transformer (Light, Heat or Power) rated up to 10KVA | \$ 20.00 | transformer |
| Transformer (Light, Heat or Power) rated in excess of 10KVA | \$ 40.00 | transformer |
| Manufactured Home Park (Lot Supply) | \$ 40.00 | pedestal |
| RV Pedestals (all circuits originating in pedestal incl. factory circuits) | \$ 8.00 | circuit |
| Street, Parking Lot, Outdoor, Traffic Standards | \$ 5.00 | standard |
| Power Supplies for Signs & Outline Lighting | \$ 5.00 | power supply |
| Technology circuits & circuits less than 50 volts | \$ 0.75 | device |
| Retrofit of existing lighting fixtures | \$ 0.25 | fixture |
| Pools | \$ 80.00 | |
| Panel changes (per enclosure) | \$ 100.00 | enclosure |
| Additional inspection trip(s) | \$ 40.00 | inspection / trip |
| Additional inspection trip(s) | \$ 40.00 | inspection / trip |
| Special inspection (Weekends) | \$ 80.00 | inspection / trip |
| Surcharge | \$ 1.00 | permit |

CITY OF SCANDIA ORDINANCE NO. 2023-01
EXHIBIT A

2023 RATES, FEES AND CHARGES

Fees

Escrow and Other

FIRE

| | | |
|-----------|----|--------|
| Fireworks | \$ | 100.00 |
|-----------|----|--------|

PARKS AND COMMUNITY CENTER

| | | Resident | Non-resident |
|--|----|--|---------------------|
| Community Center Rental | | | |
| Community groups | | | |
| - less than 150 guests | \$ | 150.00 | |
| - 150+ guests | \$ | 300.00 | |
| Funerals | \$ | 100.00 | \$ 150.00 |
| Hall | \$ | 200.00 | \$ 475.00 |
| Prior Day Set-up | \$ | 100.00 | \$ 150.00 |
| Heritage Room | \$ | 75.00 | \$ 100.00 |
| Kitchen | \$ | 300.00 | \$ 300.00 |
| Attendant if liquor served | \$ | 135.00 | \$ 135.00 |
| Cash Deposit Required | | | |
| Cleaning / Damage | \$ | 100.00 | \$ 300.00 |
| Equipment (VCR/DVD/TV/PA/Projector) | \$ | 50.00 | each |
| Park Shelter Reservation | | | |
| Park Shelter Reservation | | | |
| Hay Lake Shelter | \$ | 25.00 | \$ 50.00 |
| Warming House | \$ | 50.00 | \$ 100.00 |
| Cleaning / Damage Deposit | \$ | 100.00 | \$ 100.00 |
| Security deposit for lighted ballfield reservations | \$ | 50.00-300.00 | \$ 50.00-300.00 |
| Ice Time Reservations Ice Rink - 1 session per week for the season | \$ | 200.00 | + tax |
| Ballfield Reservation | | | |
| Lighted ballfield | | \$0 for Scandia Softball Association, others City may charge the estimated cost for lighting | |

PLANNING AND ZONING

| | | FEE | ESCROW DEPOSIT |
|--|----|------------|-----------------------|
| Variance | | | |
| Variance application | \$ | 200.00 | \$ 1,200.00 |
| Variance Extension | | | |
| Variance Extension - Administrative | \$ | 50.00 | |
| Variance Extension - Council | \$ | 100.00 | \$ 450.00 |
| Conditional Use Permit (CUP) | | | |
| Pre-application review - administrative | \$ | - | |
| Pre-application review - Planning commission | \$ | 50.00 | \$ 750.00 |
| Open Space Conservation Subdivision CUP | \$ | 750.00 | \$ 4,500.00 |
| Planned Unit Development CUP | \$ | 500.00 | \$ 3,000.00 |
| All other Conditional Use Permits | \$ | 200.00 | \$ 2,250.00 |
| CUP Amendment | \$ | 200.00 | \$ 2,250.00 |
| CUP Extension | | | |
| CUP Extension - Administrative | \$ | 50.00 | |
| CUP Extension - Council | \$ | 100.00 | \$ 450.00 |
| Interim Use Permit | \$ | 200.00 | \$ 1,500.00 |
| Annual Operating Permit | | | |

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2023 RATES, FEES AND CHARGES

| | Fees | | Escrow and Other | |
|---|----------------|-----------|------------------|-----------|
| Annual Operating Permit renewal - administrative | \$ | 100.00 | \$ | 450.00 |
| Annual Operating Permit renewal - council | \$ | 200.00 | \$ | 1,500.00 |
| Administrative Permits | | | | |
| Grading/Land Alteration | \$ | 50.00 | \$ | 500.00 |
| Grading/Land Alteration more than 100 c.y. | \$ | 50.00 | \$ | 1,000.00 |
| Land Clearing | \$ | 75.00 | \$ | 500.00 |
| Cell Tower Admin Permit | \$ | 50.00 | \$ | 375.00 |
| Lot Line Adjustment/Lot Consolidation | \$ | 50.00 | \$ | 375.00 |
| Sign (permanent) | \$ | 50.00 | | |
| All other Administrative Permits, zoning verification letter included | \$ | 50.00 | | |
| Site Plan Review | | | | |
| Pre-application sketch review, Planned Unit | | \$200.00 | \$ | 750.00 |
| PUD preliminary plan | | \$200.00 | \$ | 1,500.00 |
| PUD final plan | | \$200.00 | \$ | 3,000.00 |
| PUD amendment | | \$500.00 | \$ | 1,500.00 |
| Pre-application sketch review, Open Space or Conservation Subdivision | | \$500.00 | \$ | 750.00 |
| Pre-application sketch review, all other | \$ | 50.00 | \$ | 375.00 |
| Preliminary staff panel review | \$ | 50.00 | \$ | 375.00 |
| Site Plan Review, Minor Projects | \$ | 100.00 | \$ | 1,500.00 |
| Site Plan Review, Major Projects | \$ | 250.00 | \$ | 3,000.00 |
| Plan Modification | \$ | 50.00 | | |
| Site Plan Extension | | | | |
| | Administrative | \$ 50.00 | | |
| | Council | \$ 100.00 | \$ | 450.00 |
| Amendment | | | | |
| Rezoning (Map Amendment) | \$ | 500.00 | \$ | 1,500.00 |
| Amendment—Development Code Text | \$ | 500.00 | \$ | 1,500.00 |
| Amendment—Comprehensive Plan Map | \$ | 500.00 | \$ | 1,500.00 |
| Amendment—Comprehensive Plan Text | \$ | 500.00 | \$ | 1,500.00 |
| Environmental Review | | | | |
| EAW (Environmental Assessment Worksheet) | \$ | 750.00 | \$ | 3,000.00 |
| EIS (Environmental Impact Statement) | \$ | 750.00 | \$ | 15,000.00 |
| Subdivision | | | | |
| Concept plan | | | | |
| Minor Subdivision | \$ | 100.00 | \$ | 1,500.00 |
| Preliminary Plat/ Major Subdivision | \$ | 250.00 | \$ | 2,250.00 |
| Final Plat | \$ | 200.00 | \$ | 1,500.00 |
| Vacating of Right-of-ways (streets or alleyways) | \$ | 350.00 | \$ | 1,500.00 |
| Park Dedication Fee for each new parcel | | | | |
| | \$ | 3,000.00 | | |

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2023 RATES, FEES AND CHARGES

| | | Fees | Escrow and Other |
|--|----|--------|------------------|
| Wetland Review | | | |
| Wetland Review including No loss exemption / determination, Delineation approval, Replacement plan application, Wetland banking application, and other | | | |
| | \$ | 100.00 | \$ 800.00 |
| Mines | | | |
| AOP | \$ | 500.00 | \$ 5,000.00 |
| CUP | \$ | 500.00 | \$ 10,000.00 |
| City Staff and Consultant Billing | | | |
| For applications that include excessive staff time, services performed by City personnel will be billed at one and one-half (1.5) times the actual payroll hourly rate. Services provided by City consultants will be billed at the current consultant rate. All recording fees to be billed at current rates. | | | |
| Investigation Fee | | | |
| Whenever any work for which a city permit is required has commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this schedule. The payment of the investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any prescribed by law. | | | |
| Payment of Fees and Escrow deposit | | | |
| No application shall be considered complete until the fees have been paid. Application fees are not refundable. In addition to the application fee, applicants shall be required to reimburse the city for all out-of-pocket costs that are incurred for processing, reviewing and hearing the application. These costs shall include, but are not limited to: parcel searches; publication and mailing of notices; review by the city's engineering, planning and other consultants; legal costs, and recording fees. A minimum escrow deposit to cover these costs shall be collected by the city at the time of application. The Zoning Administrator shall have discretion to increase the amount of the escrow for any application at any time if the city's costs are reasonably expected to exceed the minimum amount. The Zoning Administrator shall also have discretion to require an escrow deposit even where no minimum amount is specified by this ordinance, if authorized by the Development Code. Applications for projects requiring more than one type of review (for example, a Conditional Use Permit and a Preliminary Plat) shall include the cumulative total of all application fees specified for each type of review. The minimum escrow deposit shall be the cumulative total for each type of application required for the project, unless the Zoning Administrator determines that this amount would significantly exceed the city's reasonable expenses to review the applications, in which case the amount of the escrow deposit may be reduced. After review of the application has been completed and all costs have been paid, any costs exceeding the escrow balance shall be invoiced to the applicant. Any escrow balance remaining shall be refunded to the applicant. No interest shall be paid on escrow deposits. Amendments to previously approved applications shall require the payment of the same fees as for the initial permit application, except for Plan Modifications not requiring review by the Planning Commission and City Council or as otherwise provided by the Development Code. | | | |
| PUBLIC WORKS FEES: | | | |
| Right of Way | | | |
| Driveway Access | \$ | 50.00 | \$ 500.00 |
| Obstruction | \$ | 50.00 | |
| Excavating / Street opening | \$ | 150.00 | \$ 3,500.00 |
| Small Cell Wireless Co-locate wireless support structure | \$ | 150.00 | |
| Small Cell Wireless Co-location annual maintenance | \$ | 25.00 | |
| Small Cell Wireless electrical service | | | |

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EXHIBIT A

2023 RATES, FEES AND CHARGES

| Fees | Escrow and Other |
|------|------------------|
|------|------------------|

| | |
|--|-------------|
| per radio node - Less than or equal to 100 maximum watts | \$ 73.00 |
| per radio node - greater than 100 maximum watts | \$ 182.00 |
| If actual cost of electricity if greater than foregoing | Actual Cost |
| Small Cell Wireless application fee - per site | \$ 100.00 |
| Small Cell Wireless annual fee - per site | \$ 270.00 |

| | |
|---|---------------------------------------|
| Equipment – Per hour charge (does not include operator) | Latest published FEMA equipment rates |
| Public Works Operator per hour | Wages and fringes per hour worked |
| Contracted work , materials, and supplies | cost +10% |
| Administrative fee | 5% of labor and equipment total |

SEWER

201 Community Sewer System

| | | |
|--|-----------|---------------------------------------|
| Base Charge | | |
| | annual | \$ 1,234.10 |
| | quarterly | \$ 308.52 |
| Energy Adjustment Charge | | |
| | annual | \$ 10.00 |
| | quarterly | \$ 2.50 |
| Late Payment Fee | \$ | 10.00 |
| Annual interest rate on account balances 30 days past due; | | 12% |
| Annual interest rate on delinquent accounts certified for collection with property taxes | | 12% |
| Connection fee, per dwelling unit | \$ | 10,000.00 |
| Cost of repairs | | |
| Equipment – Per hour charge (does not include operator) | | Latest published FEMA equipment rates |
| Public Works Operator per hour | | Wages and fringes per hour worked |
| Contracted work , materials, and supplies | | cost +10% |
| Administrative fee | | 5% of labor and equipment total |

Uptown Sewer System

| | | |
|--|-----------|-------------------------|
| Base Charge | | |
| | Annual | \$ 503.13 |
| | quarterly | \$ 125.78 |
| Volume Charge | \$ | 59.28 per 1,000 gallons |
| Late Payment Fee | \$ | 10.00 |
| Annual interest rate on account balances 30 days past due; | | 12% |
| Annual interest rate on delinquent accounts certified for collection with property taxes | | 12% |
| Connection fee, per dwelling unit | \$ | 10,000.00 |