

**ORDINANCE NO. 2023-14**

**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 The following Fee Schedule is hereby repealed:**

2023 Fee Schedule – Adopted by the City of Scandia on January 4, 2023.

**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 as of January 1, 2024.

**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 19<sup>th</sup> day of December, 2023.



Steve Kronmiller, Acting Mayor

ATTEST:

  
\_\_\_\_\_  
Kyle Morell, City Administrator

**CITY OF SCANDIA ORDINANCE NO. 2023-14**

**EXHIBIT A**

**2024 RATES, FEES AND CHARGES**

	Fees	Escrow and Other
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**ADMINISTRATION AND FINANCE**

Assessment Search	\$	20.00 each
Faxes (send or receive)	\$	0.25 per page, plus long 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
<b>Documents - Public Information Data Request</b>		

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
Special Event Permit	\$	25.00
<b>Liquor License</b>		
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

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Fees	Escrow and Other
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**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
\$500,000.01 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.

<b>DEMOLITION - Accessory Building</b>	\$	60.00	
<b>DEMOLITION - Commercial or Residential</b>	\$	120.00	\$ 1,000.00

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**2024 RATES, FEES AND CHARGES**

Fees	Escrow and Other
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**ELECTRICAL PERMIT FEES**

**RESIDENTIAL**

Inspection Fee	\$	50.00	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	\$	12.00	feeder or circuit
Over 200 Amp Circuit or Feeder	\$	50.00	feeder or circuit
New One- or Two-Family Dwelling does not include service (up to 25 circuits and feeders per unit)	\$	150.00	dwelling unit
New One- or Two-Family Dwelling does not include service (additional circuits over 25 per unit)	\$	12.00	feeder or circuit
Existing One- or Two-Family Dwelling (up to 15 feeders or circuits are installed or extended per unit)	\$	150.00	dwelling unit
Existing One- or Two-Family Dwelling (where less than 15 feeders or circuits are installed or extended)	\$	12.00	feeder or circuit
Inspection of concrete-encased grounding electrode	\$	50.00	inspection
Technology circuits & circuits less than 50 volts	\$	1.00	device
Pools - plus circuits	\$	100.00	
Panel changes (per enclosure)	\$	100.00	enclosure
Additional inspection trip(s)	\$	50.00	inspection / trip
Surcharge	\$	1.00	permit

**NON-RESIDENTIAL AND MULTIFAMILY**

Inspection Fee	\$	50.00	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	\$	12.00	feeder or circuit
Over 200 Amp Circuit or Feeder	\$	30.00	feeder or circuit
<b>*Over 250 volts:</b>			
*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	\$	24.00	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)	\$	12.00	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)	\$	12.00	feeder or circuit
Transformer (Light, Heat or Power) rated up to 10KVA	\$	25.00	transformer
Transformer (Light, Heat or Power) rated in excess of 10KVA	\$	50.00	transformer
Manufactured Home Park (Lot Supply)	\$	50.00	pedestal
RV Pedestals (all circuits originating in pedestal incl. factory circuits)	\$	12.00	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	\$	1.00	device
Retrofit of existing lighting fixtures	\$	0.50	fixture
Pools- plus circuits	\$	100.00	
Panel changes (per enclosure)	\$	100.00	enclosure
Additional inspection trip(s)	\$	50.00	inspection / trip
Surcharge	\$	1.00	permit

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<b>Fees</b>	<b>Escrow and Other</b>
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**FIRE**

Fireworks	\$	100.00	
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**PARKS AND COMMUNITY CENTER**

		Resident	Non-resident
Community Center Rental			
Community groups			
- less than 150 guests	\$	150.00	
- 150+ guests	\$	300.00	
Heritage Room - 50 guests or less	\$	50.00	
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
Audio-Visual Equipment	\$	100.00	100.00
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
<b>Variance</b>			
Variance application	\$	200.00	1,800.00
Variance Extension			
Variance Extension - Administrative	\$	50.00	
Variance Extension - Council	\$	100.00	450.00
<b>Conditional Use Permit (CUP)</b>			
Pre-application review - Planning Commission	\$	50.00	750.00
Conditional Use Permit	\$	200.00	2,500.00
CUP Amendment	\$	200.00	2,500.00
CUP Extension			
CUP Extension - Administrative	\$	50.00	
CUP Extension - Council	\$	100.00	450.00
<b>Interim Use Permit</b>	\$	200.00	1,500.00
<b>Annual Operating Permit</b>			
Annual Operating Permit renewal - administrative	\$	100.00	450.00
Annual Operating Permit renewal - council	\$	200.00	1,500.00

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**Administrative Permits**

Grading/Land Alteration	\$	50.00	\$	600.00
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		

**Planned Unit Development**

Planned Unit Development Concept Plan	\$	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

**SITE PLAN REVIEW**

Pre-application Site Plan Review	\$	50.00	\$	750.00
Site Plan Review, Minor Projects	\$	100.00	\$	1,500.00
Site Plan Review, Major Projects	\$	250.00	\$	3,000.00
Plan Modification	\$	50.00	\$	500.00
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	\$	2,500.00
Final Plat	\$	200.00	\$	1,500.00
Park Dedication Fee for each new parcel	\$	3,000.00		

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**Vacation**

Right-of-Way	\$ 350.00	\$ 1,500.00
Utility Easement	\$ 350.00	\$ 1,500.00

**Wetland Review**

Wetland Review including No loss exemption / determination, Delineation approval, Replacement plan application, Wetland banking application, and other	\$ 100.00	\$ 800.00
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**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	

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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				
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	\$	1,542.63	
	quarterly	\$	385.66	
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	
<b>Uptown Sewer System</b>				
Base Charge				
	Annual	\$	628.90	
	quarterly	\$	157.23	
Volume Charge		\$	74.10	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	