



AGENDA ITEM #5.4

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: December 3, 2019

Subject: 2020 Fee Schedule Resolution

Report: Attached is the proposed 2020 Fee Schedule. This Schedule is reviewed annually to ensure that the fees charged cover the City's costs to render the services. Items noted in red are the changes or additions for 2020.

Council Action Requested: Council motion adopting the attached resolution approving the 2020 Fee Schedule.

**CITY OF PEQUOT LAKES
RESOLUTION 19-__**

**AMENDING THE FEE SCHEDULE AND ADMINISTRATIVE FINE
PENALTIES AS ADOPTED BY CITY ORDINANCE**

WHEREAS, according to Chapter 5, Article 5 of the City Code of Ordinances, the City shall have the right to assess or charge to said applicant or requester the reasonable fees as set forth in the City's Fee Schedule; and

WHEREAS, the City reviews its fees and charges on an annual basis to ensure that the fees charged are fair and cover the City's costs associated with the application or transaction; and

WHEREAS, the attached Fee Schedule is an amendment to the Fee Schedule adopted by ordinance on January 8, 2008.

NOW, THEREFORE BE IT RESOLVED, that the Pequot Lakes City Council hereby adopts the attached amended fee schedule effective January 1, 2020.

Passed and adopted by the Pequot Lakes City Council on December 3, 2019.

James Tayloe
Mayor

ATTEST:

Nancy Malecha
City Administrator

EXHIBIT A

CITY OF PEQUOT LAKES 2020 FEE SCHEDULE

Adopted by Ordinance on 1/8/08

Amended 12/3/19

Accident Reports - taxable	\$5 plus additional costs if needed (CDs or pictures)
Address Assignment and 911 Sign Installation	\$75
911 Sign and Post Replacement	\$60
911 Sign Post Replacement	\$25
911 Sign Replacement	\$35
Administrative Fines	See Attached Administrative Fine Fee Schedule
Cemetery	
Lots	\$400
Winter Interments – Opening Lots	\$65 Per Hour / \$65 Minimum
Deed Transfer	\$25
Civil Service - Documents Service	\$25
Cole Memorial Building Reservations	*See Use Policy for Details
Local non-profit and government agencies	No Charge – If during regular business hours
Full Day 5-8 Hours	\$100
Half Day 0-4 Hours	\$50
Damage Deposit	\$100
Copies - taxable	
Black and White	10¢ Each
Color Documents	25¢ Each
Driveways & Approaches	\$300 Deposit
Dubbing - taxable	
DVDs	\$10
Finance Service Fees	
Credit Card Charge Back Fee	\$15
Non-Sufficient Funds Charge	\$35
Stop Payment Charge	\$35

Fingerprinting	\$10
Fire Calls	
First Hour	\$500
Each Additional Hour or Fraction thereof	\$350
Use of Hurst Extraction Tool	\$500
Foam	\$50 / Gallon
Library Fees	
Library Cards – taxable	\$5
Library Building Reservations	*See Use Policy for Details
Local non-profit and government agencies	No Charge – If during regular business hours
Full Day 5-8 Hours	\$100
Half Day 0-4 Hours	\$50
Damage Deposit	\$100
Overdue Materials Postage Fee	\$1-\$3
Liquor Licenses	
On-Sale Intoxicating	\$1,800
On-Sale Wine	\$150
On-Sale Sunday	\$200
On-Sale Beer	\$75
Off-Sale Intoxicating	\$100
Off-Sale Beer	\$25
Special Event Liquor License	\$25
Temporary Liquor Licenses	\$100
Temporary Malt Liquor License	\$25
Club	\$300
Investigation Fees	
Individual License	\$200
Corporation	\$400
Mailbox Posts - Taxable	\$80
Mailbox Post Installation	\$25
Pawnbroker	
License Fee	\$150
Background Check	\$50
Renewal Background Check	\$25
Refuse Hauler Licenses	\$100
Sewer Permit and Inspection Fees	
On-Site Sanitary Sewer Inspection	\$100
On-Site Sanitary Sewer Permit – Single Family	\$100

On Site Sanitary Sewer Permit – Multi Family	\$75 / Family
On-Site Commercial Small Flow System Permit (less than 1,000 gallons per day.)	\$175
On-Site Commercial Large Flow System Permit (greater than 1,000 gallons per day.)	\$225
Short Term Rental Permit Fee	\$75
Sidewalk Snow Removal	\$75/hour – 1 hr. minimum
Signs	
Private Street Sign Installation	
Single sign	\$90
Double sign	Additional \$35
Trailblazing	\$350 per sign for 3 yr. period
Special Assessment Searches	\$10
Street Repair Deposit	(Actual cost of repair)
Blacktop	\$1,000 Deposit
Gravel	\$500 Deposit
Street Vacation	\$500 escrow “\$500 Escrow to cover associated costs. Additional associated costs will be covered by the applicant.”
Tobacco Licenses	\$50
Transient Merchant, Peddler	\$25 / Day
Solicitor	No Fee

All professional fees such as legal, engineering, surveying, consulting, architectural, etc. shall be at actual cost and at the same rate the City pays.

Mileage, postage, publications, service, meeting expenses, etc., at actual cost.

**CITY OF PEQUOT LAKES
2020 WATER & SEWER FEE SCHEDULE**

Commercial	
Water	
Base Rate	\$21.94 \$22.16 for first 5,000 gallons
Volumetric Rates	\$7.99 \$8.07 for 5,001 to 300,000 gallons
	\$11.98 \$12.10 for 300,001 to 400,000 gallons
	\$14.98 \$15.13 for 400,001 to 450,000 gallons
	\$18.72 \$18.91 for 450,001 gallons and up
Sewer	
Base Rate	\$24.91 \$25.16 for first 5,000 gallons
Volumetric Rate	\$11.83 \$11.95 for each additional 1,000 gallons
Multi-Family Units	
Water	\$21.94 \$22.16 multiplied by number of units
Sewer	\$24.91 \$25.16 multiplied by number of units
Residential	
Water	
Base Rate	\$7.88 \$8.11
Volumetric Rates	\$7.39 \$7.61 for 0 to 10,000 gallons
	\$11.08 \$11.41 for 10,001 to 12,000 gallons
	\$13.85 \$14.26 for 12,001 to 15,000 gallons
	\$17.31 \$17.83 for 15,001 gallons and up
Sewer	
Base Rate	\$23.49 \$23.73 for first 2,000 gallons
Volumetric Rate	\$11.83 \$11.95 for each additional 1,000 gallons
Un-Metered – Commercial/Residential	
Water	\$36.05 \$37.13 per month
Sewer	\$35.70 \$36.06 per month
Duplicate Bill Fee	
Commercial	\$1 per month
Residential	\$1 per month

Meter Maintenance Fee	
5/8" and 3/4" Meters	\$2.70 \$2.78 per month
1" and Larger Meters	\$4.37 \$4.50 per month
Meter Fees	
5/8" Meter	\$145 \$155
3/4" Meter	\$185 \$202
1" Meter	\$240 \$260
1 1/2" Meter	\$500 \$550
Meter Frost Plates	\$10
5/8" Copperhorn	\$73 \$75
3/4" Copperhorn	\$80
1" Copperhorn	\$130 \$140
Single Port MXU	\$150 \$145
Double Port MXU	\$210 \$160
Miscellaneous Fees	
Contractor Water Usage - taxable	\$50 for first 2,000 gallons \$25 for each additional 1,000 gallons
Disconnect/Reconnect for Nonpymt	\$50
Disconnect/Reconnect for Seasonal	\$25
Late Fee	\$5 per month
Water/Sewer Personnel	\$50 per hour per employee
WAC Fee	
Commercial - taxable	\$2,000 per Equivalent Residential Connection (ERC)
Residential	\$2,000 per Equivalent Residential Connection (ERC)
SAC Fee	
Commercial	\$2,000 per Equivalent Residential Connection (ERC)
Residential	\$2,000 per Equivalent Residential Connection (ERC)

**CITY OF PEQUOT LAKES
2020 LAND USE FEE SCHEDULE**

Residential Construction*	
Main Floor (basement not included in cost factor)	\$.20 sq. ft.
Additional Floors (includes basement & attached garage)	\$.10 sq. ft.
Accessory Building (over 100 sq. ft. & without plumbing)	\$.15 sq. ft.
Accessory Building (over 100 sq. ft. & with plumbing)	\$.20 sq. ft.
Accessory Building (100 sq. ft. or less)	\$50 (min. fee does not apply)
Demolition	\$75
Minimum Permit Fee	\$125
Commercial Construction**	
Building (without plumbing)	\$.20 sq. ft.
Building (with plumbing)	\$.25 sq. ft.
Accessory Building (100 sq. ft. or less)	\$50 (min. fee does not apply)
Paved Parking Lots	\$100
Demolition	\$75
Minimum Permit Fee	\$125
Signage	
Commercial, Permanent, and Offsite	\$100
Home Occupation	\$50
Commercial Sign Concept Plan	\$100
Residential Sign Concept Plan	\$100
Hearing Fees	
Residential Conditional Use	\$350 Plus Recording Fee - \$46
Commercial Conditional Use	\$450 Plus Recording Fee - \$46
Residential Variance	\$350 Plus Recording Fee - \$46
Commercial Variance	\$450 Plus Recording Fee - \$46
Rezoning Request	\$350
Petition for Ordinance Amendment	\$250
Subdivisions	
Sketch Plan Review	\$150 (credited to preliminary plat)
Preliminary Plat (less than 14 lots)	\$600
Preliminary Plat (14 lots or more)	\$3,000 Deposit (direct expenses invoiced and taken from deposit)
Final Plat	\$250
Metes and Bounds (less than 10 acres per parcel)	\$300
Metes and Bounds (10 acres or greater per parcel)	\$50
Miscellaneous Fees	
Communication Towers (50 ft. – 1,000 ft.)	\$500 + CUP
Communication Towers (over 1,000 ft.)	\$1,000 + CUP

Fence	\$50
Shoreline Alteration	\$150
Mobile Home in Mobile Home Park	\$25
Grading	\$125
Administrative Fees	
Extension of Permit	10% original fee (\$50 min.)
Special Meetings (per applicants request)	\$500
Appeals to Board of Adjustment (from action of Zoning Administrator)	\$0
Appeals to Council (from action of Planning Commission or Board of Adjustment)***	\$300

AFTER THE FACT FEES – 5 times base fee (included) with a minimum penalty of \$300.

*Residence (for more than two families, use commercial schedule).

**There is a \$5,000 maximum permit charge for one commercial development.

***If appeal is upheld by Council, fee shall be refunded.

Note: Any non-permitted work or construction shall be removed and/or restored.

Note: When costs associated with processing or reviewing an application exceeds the original application fee, the applicant shall reimburse the City for any reasonable and customary additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to hire in reviewing permits. Any outstanding fees due to the City shall be paid before issuance of the permit and any construction of the project begins.

**CITY OF PEQUOT LAKES
2020 ADMINISTRATIVE FINE PENALTIES**

<u>Offense</u>	<u>Statute/Code</u>	<u>Penalty</u>
Abandoned or Inoperable Vehicles Violation	City Code Chapter 17, Section 7.5	\$100 per day – \$1,000 max. per year
Animal Husbandry Violation	City Code Chapter 17, Section 7.8	\$100 per day – \$1,000 max. per year
Construction Materials	City Code Chapter 17, Sections 7.5-7.6	\$100 per day – \$1,000 max. per year
Curfew Violation	City Code Chapter 7, Article 3	\$60
Dog Ordinance Violation – No / Exp Vaccinations	City Code Chapter 9, Article 2	\$100 per day – \$1,000 max. per year
Dog Ordinance Violations - All Other Sections	City Code Chapter 9, Article 2	\$60
Exterior Storage Violation	City Code Chapter 17, Section 7.5	\$100 per day – \$1,000 max. per year
Fence Standards Violation	City Code Chapter 17, Section 7.3	\$100 per day – \$1,000 max. per year
Garbage-Refuse-Debris Violation	City Code Chapter 17, Sections 7.2-7.4	\$100 per day – \$1,000 max. per year
Lawn/Noxious Weeds Violation	City Code Chapter 17, Section 7.4	\$100 per day – \$1,000 max. per year
Property Maintenance Violation	City Code Chapter 17, Sections 7.4-7.6	\$100 per day – \$1,000 max. per year
Public Nuisance	City Code Chapter 7, Article 2	\$60
Short-Term Rental Violation	City Code Chapter 9, Section 10.1	\$100 per day – \$1,000 max. per year
Sign Standards Violation	City Code Chapter 17, Section 7.1	\$100 per day – \$1,000 max. per year
Snow Removal Parking Violation	City Code Chapter 11, Article 1	\$40
Visual Standards / Negative Impact Violation	City Code Chapter 17, Section 7.6	\$100 per day – \$1,000 max. per year
Waste Violation	City Code Chapter 17, Section 7.7	\$100 per day – \$1,000 max. per year