Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT:	REQUESTOR:	MEETING DATE:
Administration	Tami Loff, City Clerk	December 12, 2016
PRESENTER(s): City Clerk Loff	REVIEWED BY: Interim City Administrator/Finance Director Flaherty City Planner Licht City Engineer Wagner Street Operations Manager Lamson Utility Manager Neidermeier Parks & Rec Director Demant	ITEM #: 4.1-2017 Fee Schedule

AGENDA ITEM DETAILS

RECOMMENDATION:

City staff recommends approval of Ordinance 2016-14 establishing the fee schedule of city fees for 2017.

ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No.	Noticed for December 12, 2016.

BACKGROUND/JUSTIFICATION:

Annually, the Council reviews proposed fees to be adopted as part of the City Code for the upcoming year. City staff has outlined the adjustments to the fee schedule for 2017 in the attached draft. Some items to note include:

- Due to the availability of accessing items on the Internet and convenience of email City staff removed some of the general government service fees such as fax, legal and PID information, lot dimensions etc.
- **The R.O.W. Sign Recovery**; this fee allowed for the owner of the sign that was placed in the R.O.W. to pay a fee of $5.00 to recover the sign. Due to storage of the signs and majority never being picked up. City staff removed this option and fee from the schedule.
- **Standard Street Light (new installation)**; this fee was updated to determine city versus developer installed; City Installed is $2,000 per light and Developer installed is $500.00 per light.
- **Above Standard Street Light Operations and Maintenance Rates;** the operations and maintenance rates for the above standard street lighting district are established by the City Council with passage of a separate resolution on an annual basis.
- **Park Dedication Fees**; calculation for revised Park dedication fees are attached as an exhibit.

- **Water & Sewer Availability/Connection Charges**; these increases were based off of an index from Engineering News-Record (ENR) from November 2015 to November 2016.
- **Storm Water Utility Fees**; these increases were based off of annual indices from Engineering News-Record (ENR) going back to 2009 when the fees were initially implemented.

SUPPORTING DOCUMENTS: X ATTACHED ☐ NONE

- Calculation for revised Park dedication fee.
- Draft Ordinance.
- Summary Ordinance.

POSSIBLE MOTION

Please word motion as you would like it to appear in the minutes.

Motion to approve Ordinance 2016-14 establishing the fee schedule of City fees for 2017 and publication in summary form.

BUDGET INFORMATION

FUNDING:	BUDGETED: ☐ YES ☐ NO

EXISTING 2016 Residential Park Dedication Fee:

Land acquisition:	$1,248.00
Neighborhood park development:	$ 996.00
Community Facilities:	$1,011.00
Future trails construction:	$ 145.00
TOTAL	**$3,400.00**

Land Value:

Appraisals done for the 70th Street project identify the fair market value of developable property guided for low density residential uses as $26,000 per acre.

Estimated Raw Land Value Per Acre		Required 12% Land Dedication	.	Per Acre Cash Contribution		Average Residential Density		Per Unit Cash Dedication in Lieu of Land
$26,000	x	12%	=	$3,120	/	2.5		$1,248

Neighborhood Park Development:

$996.00 x 1.03995% ENR Index = $1,036

Community Facilities:

$1,011.00 x 1.03995% ENR Index = $1,051

Future Trails Construction:

$145.00 / dwelling unit x 1.03995% ENR Index = $151.00

PROPOSED 2017 Residential Park Dedication Fee:

Land acquisition:	$1,248.00
Neighborhood park development:	$1,036.00
Community Facilities:	$1,051.00
Future trails construction:	$ 151.00
TOTAL	**$3,486.00**

ORDINANCE NO.: 2016-14

CITY OF OTSEGO
COUNTY OF WRIGHT, MINNESOTA

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR CITY SERVICES, PERMITS AND LICENSES FOR 2017.

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

Section 1. Section 2-4-2 of the Otsego City Code is hereby amended establishing a fee schedule for City services, permits and licenses for 2017:

2-4-2: **Fee Schedule:** The City Council hereby establishes the following schedule of fees:

A. Licenses:

1. Liquor:

a.	3.2 Liquor (on-sale):	$100.00
b.	3.2 Liquor (off-sale):	$100.00
c.	Club:	$75.00
d.	Intoxicating Liquor (on-sale):	$4,500.00
e.	Intoxicating Liquor (off-sale):	$150.00
f.	Intoxicating Liquor (Sunday):	$200.00
g.	Investigation Fee (single):	$500.00
h.	Investigation Fee (corporation):	$500.00
i.	Set-ups:	NO COST
j.	Wine:	$150.00
k.	Temporary Non-Intoxicating Liquor:	$50.00 per day
l.	Temporary Intoxicating Liquor:	$50.00 per day

m.	Premises Extension Permit (on-sale):	$75.00
n.	Small-Brewer, Off-Sale:	$150.00
o.	Brewpub License:	$150.00
p.	Taproom License:	$150.00
q.	Special Meeting:	$500.00 plus cost incurred.
2.	Garbage Hauler:	$50.00
3.	Peddlers, Solicitors, Transient Merchant:	
a.	License:	$100.00/applicant
4.	Rental Housing License:	
a.	License (initial/renewal):	$150.00 /du
b.	Inspections:	$50.00/hour (minimum 1 hour) after two inspections for initial license or renewal.
5.	Pawnbrokers, precious metals dealers and/or Second hand good dealers:	
a.	Annual License:	$500.00
b.	Investigation Fee:	$200.00 + costs incurred
c.	Reportable Transaction Fee:	$50.00/transaction
d.	Daily Reporting Penalty:	$50.00/day

B. Permits:

1. Building Permit:

a. Building Permit Fees:

Total Valuation	Fee
$1.00 to $1,200.00	$50.00
$1,201.00 to $2,000.00	$50.00 for the first $500.00 plus $3.27 for each additional $100.00, or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$76.18 for the first $2,000.00 plus $15.40 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$430.38 for the first $25,000.00 plus $11.11 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$708.13 for the first $50,000.00 plus $7.70 for each additional $1,000.00, or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,093.13 for the first $100,000.00 plus $6.16 for each additional $1,000.00, or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,557.13 for the first $500,000.00 plus $5.23 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,0001.00 and up	$6,169.63 for the first $1,000,000.00 plus $4.02 for each additional $1,000.00, or fraction thereof

b. State of Minnesota Surcharge: A surcharge fee shall be collected on all permits issued for work governed by Chapter 4, Section 1 of the City Code in accordance with Minnesota Statutes §16B.70.

c. Electrical Permit: The fees schedule set forth in Minnesota Statutes § 326B.37 is adopted by reference and incorporated herein.

d. Special Investigation Fee: The fee for a special investigation shall be equal to (but in addition to) the building permit fee.

e. Water Connection Charge ~~$1,613.00~~ $1,663.00/REC

f. Sewer Connection Charge: ~~$6,932.00~~ $7,147.00 /REC

g. Water Meter Assembly:

1. 5/8" ~~$442.00~~ $403.00/ea

2. 1" ~~$615.00~~ $582.00/ea

3. 1 1/2" ~~$745.00~~ $715.00/ea

4. 2" ~~$938.00~~ $914.00/ea

5. Over 2" QUOTE

h. Other Permit Fees (Flat Fee):

Item	Fee	Surcharge	Total
Fireplace	$50.00	$1.00	$51.00
Roof	$150.00	$1.00	$151.00
Siding	$150.00	$1.00	$151.00
Windows	$50.00	$1.00	$51.00
Furnace	$50.00	$1.00	$51.00
Air Conditioner	$50.00	$1.00	$51.00
Furnace and Air Conditioner (same house)	$75.00	$1.00	$76.00
Septic Install/Repair	$150.00	$0.00	$150.00

i. Construction Escrows:

(1) Landscape/As-Built Grading: $3,000/lot (minimum)

(2) Driveway/Sidewalk: $2,000/lot (minimum)

2. Burning Permit: NO COST

3. Fence Permit:

a. Basic permit: $50.00

b. Easement encroachment: $100.00

4. Home Occupation Permit: $50.00

5. Sign Permit: $50.00

6. Sewer and Water Hook-Up Inspection: $50.00/hr

7. Swimming Pool Administrative Permit: $50.00

8. Lawful Gambling Permits:

a. State Permit: $100.00

b. Local Permit: $100.00

9. Archery Permit: NO COST

10. Play Field Use:

a. City Sponsored Users: No Charge

b. Recognized Youth Associations:

(1) Ballfield: $75.00/seasonal field assignment

(2) Soccer 4v4:

(a) Non-irrigated: $50.00/seasonal field assignment

(b) Irrigated: $70.00/ seasonal field assignment

(3) Soccer (full size field): $100.00/seasonal field assignment

c. All Other Users:

(1) Monday-Thursday:

(a) Baseball: $50.00/field/day

(b) Field game: $50.00/field/day

(2) Saturday/Sunday:

(a) Baseball: $100.00/field/day

(b) Field game: $100.00/field/day

d. Other charges:

(1) Public Works staff/equipment: Per Sec. 2-4-2.E.13

(2) Portable toilets/trash containers: Cost incurred.

(3) A deposit for clean-up of the site and or equipment replacement may be required in an amount approved by the Parks and Recreation Commission.

11. Prairie Park Shelter:

a. Weekdays: $10/reservation period

b. Weekends/Holidays: $20/reservation period

12. Prairie Center:

a. Assembly Room:

(1) Entire room:

(a) Resident: $35.00/hr. + sales tax

(b) Non-Resident: $50.00/hr. + sales tax

(2) Carpet side only:

(a) Resident: $20.00/hr. + sales tax

(b) Non-Resident: $30.00/hr. + sales tax

(3) Tile side only:

(a) Resident: $20.00/hr. + sales tax

(b) Non-Resident: $30.00/hr. + sales tax

b. Conference Room 1(Fireplace):

(1) Resident: $20.00/hr. + sales tax

(2) Non-Resident: $30.00/hr. + sales tax

c. Conference Room 2 (Northeast):

(1) Resident: $15.00/hr. + sales tax

(2) Non-Resident: $20.00/hr. + sales tax

d. Conference Room 3 (Small):

(1) Resident: $10.00/hr. + sales tax

(2) Non-Resident: $15.00/hr. + sales tax

e. Conference Room 4 (Southwest):

(1) Resident: $20.00/hr. + sales tax

(2) Non-Resident: $30.00/hr. + sales tax

f. Kitchen:

(1) Resident: $10.00/hr. + sales tax

(2) Non-Resident: $15.00/hr. + sales tax

g. There shall be a $15.00/hour surcharge for room rentals after 5:00PM Monday through Thursday, after 12:00 Noon on Friday or on Saturday and Sunday.

h. The City may charge additional fees (and sales tax when required) for a security officer to be present or unusual or extra-ordinary services or facilities as determined by the Parks and Recreation Manager.

i. Nonprofits serving the Otsego area will have the opportunity to rent space at Prairie Center once per month for a fee of 50% of the regular residential fee rate for that space.

13. Special Event Permit: $200.00

14. Outdoor Entertainment Permit:

a. Single Event: $50.00

b. Reoccurring event on same day(s) of week each calendar year: $50.00

C. Development Applications:

1. Zoning Amendment (map or text):

a.	Base Fee:	$ 500.00
b.	Escrow:	$1,000.00
c.	Total:	$1,500.00

2. Variance:

a.	Base Fee:	$ 500.00
b.	Escrow:	$1,000.00
c.	Total:	$1,500.00

3. Conditional Use Permit:

a.	Base Fee:	$ 500.00
b.	Escrow:	$1,000.00
c.	Total:	$1,500.00

4. Interim Use Permit:

a.	Base Fee:	$ 500.00
b.	Escrow:	$1,000.00
c.	Total:	$1,500.00

5. Administrative Permit:

a.	Base Fee:	$ 200.00
b.	Escrow:	$ 400.00
c.	Total:	$ 600.00

6. Site Plan Review:

a.	Base Fee:	$ 200.00
b.	Escrow:	$1,000.00
c.	Total:	$1,200.00

7. Sketch Plan:

a.	Base Fee:	$ 500.00
b.	Escrow:	$2,800.00

c. Total: $3,300.00

8. Preliminary Plat:

a. Base Fee: $ 500.00
b. Escrow: $3,000.00
c. Total: $3,500.00

9. Final Plat:

a. Base Fee: $ 500.00
b. Escrow: $3,000.00
c. Total: $3,500.00

10. Administrative Subdivision:

a. Base Fee: $200.00
b. Escrow: $300.00
c. Total: $500.00

D. Development Fees:

1. Collector Street Access:

a. Sand Soils: ~~$1,460.00~~ $1515.00/unit

b. Clay Soils: ~~$1,725.00~~ $1795.00/unit

c. MacIver Avenue: $1,690.00/unit

2. Water Availability Charge ~~$1,613.00~~ $1,663.00 /REC

3. Sewer Availability Charge: ~~$2,310.00~~ $2,382.00 /REC

4. Storm Water Impact:

a. Lefebvre Creek: ~~$2,180.00~~ $2310.00/gross acre
b. Otsego Creek: $3,290.00/net acre

c. North Mississippi Watershed: $10,685/gross ac.

5. Park and Trail Fee in Lieu of Land Dedication:

a. Residential Development: ~~$3,400.00~~ $3,486.00/du

b. Commercial Development: $7,000.00/gross acre

c. Industrial Development: $3,500.00/gross acre

6. CSAH 39/TH 101 AUAR: $280.00 / gross acre

E. General Government Services:

1. General Labor (minimum 15 min.): $30.00/hour

2. Copies:

a. Letter, legal, ledger: $0.25/per sheet

b. Larger scale prints: $10.00/per sheet

~~3. Fax: $0.25/per page~~

~~4. Legal and PIN/PID information: $35.00/parcel~~

~~5~~3. Zoning Confirmation Letter: $60.00/parcel

~~6. Lot Dimension: $35.00/parcel~~

~~7~~4. Special Assessment Search: $35.00/parcel

~~8. Septic Search: $35.00/parcel~~

~~9~~5. Returned Check Fee: $30.00

~~10~~6. Assessment Administration Fee: $100.00/parcel

~~11~~7. Assessment Roll Copy: $100.00

~~12~~8. Inspection Fee:

a. Fire Sprinkler Inspections:

1. Residential (townhomes) $1.50/per square foot

2. Commercial Based on valuation

b. Other (non-permit) Building Safety Inspections: $150.00 + $75 for each re-inspection

c. Biannual Fire Inspection – (commercial, industrial, and institutional uses): No Charge for the first two inspections / costs incurred for any other inspection.

d. FOG Interceptor/Separator Inspection: No charge. ~~for the first two inspections when conducted with required fire inspection / costs incurred for any other inspection.~~

~~1~~39. Public Works (not otherwise specified):

a. Labor per Employee: $50.00/hour + overtime per City policy.

b. Equipment:

(1)	Tandem Axle Truck:	$30.00/hour
(2)	Single Axle Truck:	$25.00/hour
(3)	Loader:	$50.00/hour
(4)	Grader:	$50.00/hour
(5)	Cat 305 Excavator:	$30.00/hour
(6)	JD 320D Skid Loader:	$25.00/hour
(7)	Skid Loader with Attachment	$30.00/hour
(8)	Tractor with 3-Point:	$20.00/hour
(9)	Tractor with Attachment:	$25.00/hour
(10)	Power Tools:	

(a)	Weed Whip:	$5.00/hour
(b)	Chain Saw:	$5.00/hour
(c)	Blower:	$5.00/hour
(11)	Jet-Vac:	$110.00/hour
(12)	JD 1545 w/ snowblower:	$25.00/hour
(13)	Street Sweeper:	~~$35.00~~ $50.00/hour
c.	Sandbags/Sand:	$10.00 / bundle of 30 sandbags
d.	Items Not Listed:	
(1)	City Equipment:	FEMA Schedule of Equipment Rates
(2)	Rental:	Costs Incurred
e.	Minimum Charge:	One (1) hour
~~1~~410.	Expenses, services, supplies:	Actual Cost + 15%

F. Documents:

1.	City Map:	$5.00
2.	Zoning Map – Large Scale:	$10.00
3.	Zoning Map – Small Scale:	$5.00
4.	Floodplain Map:	NO COST
5.	Other Documents:	Costs incurred + 15%

G. Animals:

1.	Impound Fees:	All costs incurred.
2.	Fowl Keeping License:	$20.00

H. Public Safety:

1. Administrative Enforcement Civil Penalties:

a.	Class A (animal violations):	$50.00
b.	Class B (Zoning (except signs) violations)	$200.00
c.	Class C (nuisance, Signs Ordinance, business license, and building regulation violations):	$200.00
d.	Nuisance Abatement Fee:	$200.00 + costs incurred

2. False Alarm Charge:

   a. Fire: No charge for first three (3) alarms, 200.00 for fourth alarm, $200.00 + $50.00 for each successive alarm per calendar year.

   b. Other: No charge for first three (3) alarms, $50.00 for fourth alarm, $100.00 for each successive alarm per calendar year.

3. Fire Service Charges:

   a. Mutual Aid:

(1)	Agriculture, Residential Building, Vacant Parcel:	Cost Incurred
(2)	Commercial, Industrial, Institutional Building:	Cost Incurred

~~4. R.O.W. Sign Recovery Fee: $5.00/sign~~

I. Engineering:

1.	Mineral Extraction:	$0.10 per cubic yard mined per calendar year
2.	Wetland Delineation Review:	$2,000.00 escrow
3.	Water Tower/Antenna Review:	~~$1,500.00~~ $3,500.00 escrow
4.	Street Sign (sign + installation of new sign):	$250.00/sign
5.	Certification of Grading:	

a. Initial Survey Review: $150.00/lot

b. Each Re-Inspection: $125.00/lot

6. Petition for R.O.W. or Easement Vacation:

a. Base Fee: $500.00
b. Escrow: $1,000.00
c. Total: $1,500.00

7. R.O.W. Permit:

a. Excavation Fee: $200.00 + costs incurred

b. Obstruction Fee: $2.50/linear foot

8. Site Development (Grading) Permit:

a. Under one (1) acre: $200.00 escrow

b. One (1) acre up to five (5) acres: $500.00 escrow

c. More than five (5) acres: $1,000.00 escrow

9. GIS Data Entry:

a. Residential: $100.00/ac

b. Commercial, Industrial, Other: $ 250.00/lot

J. Public Utilities:

1. Municipal Water and Sewage Usage Rates:

a. Water and sewer usage rates are established by the City Council with passage of a separate resolution on an annual basis. Any usage rate increases will be effective with the March billing.

2. Watering Ban Violation Fee: $50.00

3. Delinquent Account Administration Fee: $100.00

4. Water Disconnect/Reconnect At Service Valve Fees:

A minimum of $75.00 will be charged, which includes one hour of labor. Additional labor will be charged in 15 minute increments at the Public Works labor rate. Equipment and material charges will apply as necessary.

5. Annual Storm water District Utility Fee for lots final platted after November 15, 1990:

a. Agricultural Districts:

(1) A-2 District: ~~$29.00~~ $34.29/parcel

b. Residential Districts:

(1) R-C, R-1, R-2, R-3 Districts: ~~$29.00~~ $34.29 /lot

(2) R-4A, R-4 Districts: ~~$15.00~~ $17.76/lot

(3) R-5 Districts: ~~$12.00~~ $14.08/unit

(4) R-MH District: ~~$8.00~~ $9.49/unit

(5) R-6 District: ~~$6.25~~ $7.35/unit

(6) R-7 District: ~~$2.85~~ $3.37/unit

c. Business Districts: ~~$64.00~~ $75.92/gross acre

d. Industrial Districts: ~~$64.00~~$75.92-/gross acre

~~6. Standard Street light (new installation) $2,000.00/unit~~

6. Standard Street light (new installation):

a.	City Installed:	$2,000.00 / light
b.	Developer Installed:	$500.00 / light

7. Above Standard Street Light Operations and Maintenance Rates:

~~a. Commercial: $144.36 acre/year~~

a. The operations and maintenance rates for the above standard street lighting district are established by the City Council with passage of a separate resolution on an annual basis.

Section 2. This Ordinance shall become effective January 1, 2017 upon its passage and publication according to law.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of Otsego this 12th day of December, 2016.

CITY OF OTSEGO

BY:_____
Jessica L. Stockamp, Mayor

ATTEST:_____
Tami Loff, City Clerk

SUMMARY ORDINANCE NO.: 2016-14

CITY OF OTSEGO
COUNTY OF WRIGHT, MINNESOTA

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR CITY SERVICES, PERMITS AND LICENSES FOR 2017.

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

Section 1. Section 2-4-2 of the Otsego City Code is hereby adopted establishing a fee schedule for City services, permits and licenses for 2017:

2-4-2: Fee Schedule: The City Council hereby establishes the following schedule of fees:

A. Licenses

B. Permits

C. Development Applications.

D. Development Fees

E. General Government Services

F. Documents

G. Animals

H. Public Safety

I. Engineering

J. Public Utilities

Section 2 This Ordinance shall become effective January 1, 2017 upon its passage and publication.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of Otsego this 12h day of December, 2016.

CITY OF OTSEGO

BY: Jessica L. Stockamp, Mayor

ATTEST: Tami Loff, City Clerk

Pursuant to Minnesota Statutes 412.191, Subd. 4 and 331A.01, subd.10, this Ordinance is published in summary form. Complete copies of the ordinance are available for inspection by contacting the City Clerk, Otsego City Hall, 13400 90th Street NE, Otsego, Minnesota 55330 during regular office hours.