

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

ORDINANCE 337

**AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 2nd DAY OF DECEMBER, 2024.

APPROVED: Joseph Muehlbauer, Mayor
ATTEST: Jennifer Wida, City Clerk

2-9-1. Fee schedule.**ADMINISTRATIVE FEES**

ADMINISTRATIVE PENALTIES	
1 st Offense	\$100
2 nd Offense	\$200
3 rd Offense	\$500
4 th Offense	\$1,000
5 th Offense and beyond	\$2,000
Administrative Hearing Fee	\$750

ANIMAL FEES	
Administrative Fee	\$50/Day
Pick up Service Fee	
- 8 a.m. to 6 p.m.	\$60/Hour
- 6 p.m. to 8 a.m.	\$80/Hour
Boarding Fee	\$25/Day
Dog License	\$10/1-2 Year Vaccinations \$15/3 Year Vaccinations
Potentially Dangerous Dog Registration	\$250/Year
Dangerous Dog Registrations	\$500/Year
Kennel	
- Homebased	\$70/Year
- Commercial	\$90/Year
Chickens	\$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	\$15/Location + \$15/Machine
Dance and/or Special Events	
- Annual	\$100/Year
- Per Event	\$40 25/Event

BUSINESS AND SERVICE LICENSES	
Investigation Fee	\$75 50
Adult Entertainment Use	\$4,000/Year
Bed and Breakfast Use	\$100/Year
Sauna/Massage Parlors	\$2,000/Year
Fireworks	
- Retail/Tent	\$50/Occurrence
- Pyrotechnic Display	\$50/Occurrence
Pawnbroker	\$1,000/Year + \$1.25 per Transaction
Refuse Hauler	\$200/Year + \$50/Truck
Massage Therapist	\$200/Year

EXHIBIT A

Taxicab	\$150/Year
Driver or Operator License Fee	
Towing/Impound	\$150/Year
Finger Printing	\$15.00 per card
Transient Merchant/Peddler	
- Week	\$50
- Month	\$150
- 60 Days	\$300
- Farmers Market - Season	\$120
- Farmers Market - Day	\$20
Excavations/Mining	
- Active Area Fee	\$50/Acre
- Inactive Area Fee	\$25/Acre
- Restoration Credit	\$25/Acre

COUNCIL/COMMISSION PAY	
City Council Per Diems Per Day	\$35 for four hours or less; \$70 for more than four hours
<ul style="list-style-type: none"> - Special Council Meetings - Council Retreats/Work Sessions - Economic Development Authority Negotiations (EDA) - League of MN Cities Functions - Labor Negotiations - Employee Interviews - Mayor Only: <ul style="list-style-type: none"> º School/County Liaison º MN Mayors Association º Speaking Engagements and other Civic Org. º Closing Property Acquisition º Fire District Study Group 	<p>Prior Approval Required</p> <p>Prior Approval Required</p> <p>Prior Approval Required</p> <p>Mayor may appoint Council members to fulfill his obligations and approve attendance.</p>
Planning Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Park Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Economic Development Authority	\$20/Meeting Paid Annually
Upper Rum River Watershed—Resident Appointed by Council	\$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	\$.25/Page; Over 100 Pages TBD
Copies	
- Paper/Copied	\$.25/page
- Thumb Drive - videos or photos	\$40.00 per drive

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EXHIBIT A

- Body worn & squad cam -redaction	\$40.00 minimum per video plus additional redaction fees and staff time.
- Colored Copies of Photos	\$3/Page
- Certificate of Survey (non-homeowner)	\$2/each
- City Council Agenda & Minutes (mailed)	
° Resident	\$25/Year or \$5/weekly
° Non-Resident	\$25/Year + Postage or \$10/weekly + Postage
- Planning/Park Commission Agenda & Minutes (mailed)	
° Resident	\$12/Year
° Non-Resident	\$12/Year + Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	\$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	\$2/Document for non residents
Public Nuisance Violation Administration Fee (assessable)	\$75/Occurrence
Certify Delinquent Invoices (except utilities)	10% of Delinquency
Certify Delinquent Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Fire Department - Burn Permit	\$10.00
Returned Checks	\$30 50/Check
Golf Cart Permit	\$15/Annual
Snowmobile Permit	\$15/Annual
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/Each

LIQUOR AND TOBACCO LICENSE , CBD AND TCH REGISTRATION	
Liquor License	
- 3.2% Malt—Off Sale	\$50/Year
- 3.2% Malt—Off Sale—Special Event	\$25/Event
- 3.2% Malt—On Sale	\$200/Year
- Club License	\$200/Year
- Wine License	\$200/Year
- Intoxicating Liquor—On Sale	\$4,000/Year
- Intoxicating Liquor—Sunday Sales	\$200/Year
- Investigation Fee:	
° Single Application	\$200
° Partnership	\$300
° Corporation	\$400
Tobacco License	\$150/Year
Tobacco Product Shop License	\$500/Year
Penalties:	1st Offense: \$300.00
	2nd Offense: \$600.00
	3rd Offense: \$1,000.00

EXHIBIT A

CBD and THC Registration Registration Violation Annual Renewal	\$500.00 or 50% of state, whichever is less \$2000.00 \$1000.00 or 50% of state, whichever is less
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BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended.

BUILDING PERMIT BY EVALUATION	
\$1 to \$500	\$29.50
\$501 to \$2,000	\$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building permits & all commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only.)	

BUILDING PERMIT—SET FEE	FEE	ESCROW/STATE FEE
Admin Zoning Fee for Permits	\$50	
Accessory Structures 200 sq. ft. and less	\$50 zoning permit	
Accessory Structure over 200 sq. ft	By valuation	State Surcharge
Basement Finishes Permit	\$140	State Surcharge
Building Demolition	\$110	\$500
Building Demolition—Commercial	By Valuation	\$1,000
Building Relocation Permit	\$110	Performance Security Required
Contractor Verification Fee	\$10	
Dock Permit	\$50	\$250

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EXHIBIT A

Driveway Permit—New & Replacement		
- Under 75' Length	\$50	\$250
- Over 75' Length	\$100	\$500
- Over 600' Length	\$350	\$2,000
- Parking Pad or Driveway Extension	\$50	
Fence—Residential Only		
- 6' and under	\$50 Zoning Permit	
Fireplace	\$120	State Surcharge
Fuel Tank Removal	\$120	
Engineer's Review of Building Permit	\$154	
HVAC—Heating Installations	\$120	State Surcharge
HVAC—Air Conditioning	\$120	State Surcharge
Inspections—After Hours	\$70/Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation—Connected to City	\$75 back flow preventer	State Surcharge
Manufactured Home Setup	\$100	State Surcharge
Micro-Unit Inspection, per MN Rule 327.30	\$100	
On-Site Septic		
- Type I—IV	\$275	
- Type V	By cost incurred	
- Operating Permit	\$125/Year	
- Soil Verification	\$120	
- Septic System Pumping Verification	\$20	
Parking Lot—Commercial	\$120	\$1,000 + State Surcharge
Plan/Zone Review of Building Permit	\$195	
Plumbing	\$120	State Surcharge
Pools exceeding 5,000 gallon and 24" in depth	By Valuation	State Surcharge
Re-Inspection Fee	Not to exceed \$75/Trip	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing—Residential Single-Unit Detached	\$120	State Surcharge
Roofing—Residential attached townhomes, twinhomes, and multifamily	By Valuation	State Surcharge
Siding—Residential Only	\$95	State Surcharge
Signs	\$120	State Surcharge
Solar—Residential/Commercial	\$120	State Surcharge
Water Softener Permit—Residential Only	\$75	State Surcharge
Water Heater—Residential Only	\$75	State Surcharge
Windows/Doors	\$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

- All commercial permits and anything not listed above will be based on valuation + plan review + State Surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.

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- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State Surcharge.
- STATE SURCHARGE collected in accordance with MN Statutes 326B.148.

NEW CONSTRUCTION/REMODEL ESCROW DEPOSITS	
Admin Escrow Fee/Non-Refundable	\$250/per property
3" Topsoil	\$1,000
Culvert	\$1,500
Curb Box and Meter	\$1,500
Driveway	\$3,000
Erosion Control	\$300—\$500
Final Grading	\$500—\$1,500
Litter/Debris Clean-Up	\$300—\$500
Retaining Wall	\$30.00 per sq. ft.
Sidewalk	\$12.00 per sq. ft.
Sod/Seed	\$3,500
Steps	\$12.00 per sq. ft.
Swimming Pool Fence	\$1,500
Street Cleaning	\$250
Trees	\$750

COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	\$350	\$2,000
Annexation	\$250	\$2,000
Appeal	\$200	\$1,000
Comprehensive Plan Amendment	\$450	\$2,000
Conditional Use Permit	\$350	\$2,000
Environmental Review /EAW	\$350	\$650 \$50,000
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$2,000
Home Occupation (IUP)	\$350	\$2,000
Interim Use Permit	\$350	\$2,000
Minor Subdivision	\$350	\$2,000
Ordinance Amendment	\$350	\$2,000
Planned Unit Development	\$350	\$2,000
Rental Housing Licensing <ul style="list-style-type: none">- Single Family or First Unit- Each Additional Unit- Late Fee Due 1/16- Late Fee Due 3/16- Conversion Fee- Re-Inspection Fee	\$50 \$15/Each \$50 \$150 \$100 \$25/Each Unit	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	

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EXHIBIT A

Sign Permit—Commercial	By Valuation	State Surcharge
Rezoning	\$350	\$2,000
Site and Building Plan Review (Admin)	\$100	\$250
Site and Building Plan Review (Full)	\$350	\$2,000
Street/Utility Easement Vacation	\$350	\$1,000
Subdivision		
- Sketch Plan	\$300	\$500
- Preliminary Plat (Rural)	\$400	\$400 + \$125/Lot
- Preliminary Plat (Urban)	\$400	\$425 + \$175/Lot
- Final Plat	\$350	\$650
Temporary Habitat Permit	\$500	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland		
- Replacement Plan Review with Plat	\$350	\$650
- Replacement Plan and Excavation	\$350	\$650
- Delineation	\$350	\$1,000
Vacant Building Registration Fee		
- First Year	\$125	
- Second Year Renewal	\$250	
- Third Year Renewal	\$350	
- Fourth Year Renewal	\$500	
- Fifth Year Renewal and Beyond	\$700	
- Vacant Building Administration Fee	\$100	
Variance Application	\$350	\$2,000
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	\$350	\$3,000

- Applicants are responsible for all costs incurred by City for consultant fees.

PUBLIC WORKS FEES

PARK AND FIELD	Resident	Non-Resident
Concession Stand	\$50/Event	\$100/Event
Ball Park Use—		
• Non-profit Organization	\$150 - Annual Fee	
• Outside Organization	\$100/Night for Season	\$200/Night for Season
• One Game Fee	\$40/Game	\$80/Game
Damage Deposit	\$50—Refundable	\$75—Refundable
Key Replacement	\$50/Each	\$50/Each
Football Field	\$40/Each	\$50/Each
Football Youth Program	\$60/Week per team	
Woodbury Gazebo Rental	\$80/Event	\$130/Event
Rink Rental for Reserved Time	\$30/Hour for afterhours rental	\$80/Hour for afterhours rental
Restroom	\$30/Event	\$60/Event
Picnic Shelter	\$30/Event	\$60/Event
Soccer Youth Program	\$60/Week per team	
Soccer Field	\$40/Each	\$50/Each

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Warming House	\$80/Event	\$130/Event
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COMMUNITY CENTER - 23340 Cree Street	
Resident	\$50/Event
Non-Resident	\$100/Event
Damage Deposit	\$150
Late Key Return	\$25 if not returned within 2 business days of event
City Benefit — St. Francis Lions/Lioness — St. Francis Senior Citizens Group — St. Francis Area Jaycees — St. Francis Youth Association — (4 H, Scouts, Hockey, etc.) — St. Francis Ambassador Program — St. Francis Area Chamber of Commerce — Other Government Agencies — Local Church Organizations — St. Francis Based Non-Profit Organizations	Damage Deposit + Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed. Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed.
Priority for Use in Event of Conflict — City of St. Francis — Non-Profit located with the City limits — Residents (individuals or groups) — Non-Profit located outside of City limits — Non-Residents (individuals or groups)	Based on earliest request if more than one applicant of the same class seeks conflicting dates.

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	\$55/Hour
Belos with Attachment	\$55/Hour
Crane Truck	\$60/Hour
Electric Generator	\$60/Hour
Grader	\$90/Hour
Zero Turn Mower	\$50/Hour
Pick Up Truck	\$40/Hour
Tandem Axle Truck	\$90/Hour
Tandem Axle Truck with Plow	\$110/Hour
Tool Cat/Skid Steer w/Attachments	\$80/Hour
Tractor with Loader or Attachments	\$60/Hour
Pay Loader - Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas.	\$90/Hour
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS

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Road Right-of-Way—Registration	\$35 + \$2,000 Escrow
Road Right-of-Way—Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + bond or Deposit and Consultant Fees
Small Cell/Pole Attachment	\$500 per unit 1-5 \$100 per unit 6+

UTILITY FEES	
Access Charge	
- Sewer Equivalent Connection	\$4,284/Each
- Water Equivalent Connection	\$3,060/Each
Truck Line Charge	
- Water Truck Line Availability	\$2,956/Net developable acres
- Sanitary Sewer Truck Line Availability	\$4,150/Net developable acres
Tapping and Connection Permits	
- Tapping and Water Connection	\$125
- Tapping and Sewer Connection	\$125
- Water Connection	\$50
- Sewer Connection	\$50
Water Meter Deposit Equipment	
- ¾"	\$465.15
- 1" and Larger	Cost + 10%
Water Shutoff/Disconnect	\$35
7:00 a.m.—3:00 p.m.,	\$35
Water Reconnect	The Disconnect and Reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March.
7:00 a.m.—3:00 p.m.	
Meter Repair (not removal or installation)	Time and Materials/\$50 minimum
Curb Stop	
- Locate	
° Summer	\$25 minimum
° Winter	\$50 minimum
- Driveway Cover	Cost
- Repair	Time and Materials with \$50 minimum
- Box	Cost
Hydrant and Gate Valve Repair	Time and Materials with \$50 minimum
Hydrant Meter Deposit	\$800
Non-Response to Tagging Notice	\$250/Month until resolved
Unmetered Use of City Water	\$200/per occurrence
Wells and Well based Irrigations	\$20

SEWER RATES	
Monthly Base Fee	\$21.66
Charge per 1,000 Gallons Used	\$8.49 equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.

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• Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.

• Note: Consumption amounts are not billed greater than actual usage.

STORMWATER	
Stormwater Rate	\$6.00/Month per Parcel (\$72/Year) \$10.00 Late fee, applied July 1st
Grading/ESC Escrow	\$2,000 per gross acre or \$750 per SF or Twin family home. Whichever is greater.

WATER RATES	
Monthly Base Fee	\$16.04
- MN State Test Fee	\$0.81
Charge per 1,000 Gallons Used per Equivalent Connection	
- 0—14,999	\$4.97 equivalent conn
- 15,000—29,999	\$5.21 equivalent conn
- 30,000—44,999	\$6.10 equivalent conn
- 45,000+	\$7.18 equivalent conn
Bulk Water	
- System Access Charge	\$50
- Charge per 1,000 Gallons Used	\$6.84

(Ord. 196, SS, 7-21-2014, eff. 8-24-2014; Ord. 201, SS, 6-05-2015, eff. 7-06-2015; Ord. 226, SS, 12-05-2016, eff. 1-09-2017; Ord. 230, SS, 9-5-2017; Ord. 235, SS, 12-4-2017; Ord. 241, § 1, 7-2-2018; Ord. 244, SS, 12-17-2018, eff. 1-16-2019; Ord. 248, SS, § 1(Exh. A), 5-20-2019; Ord. 256, SS, § 1(Exh. A), 12-2-2019; Ord. 267, SS, § 1(Exh. A), 12-7-2020, eff. 1-11-2021; Ord. 286, SS, 12-20-2021; Ord. 302, SS, § 1(Exh. A), 12-5-2022; Ord. 311, SS, § 1(Exh. A), 4-3-2023; Ord. 324, SS, § 1(Exh. A), 11-20-2023)