

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

**ORDINANCE 235, SECOND SERIES**

**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 4<sup>th</sup> OF DECEMBER, 2017.

APPROVED:

\_\_\_\_\_  
Steven D. Feldman  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held  
City Clerk

(seal)

2018 Exhibit A

**SECTION 9**

**FEE SCHEDULE**

SECTION:

2-9-1: Fee Schedule

**2-9-1: FEE SCHEDULE.**

A. Administrative Penalties.

1. Administrative Enforcement Penalties:
  - a. 1<sup>st</sup> Offense \$100
  - b. 2<sup>nd</sup> Offense \$200
  - c. 3<sup>rd</sup> Offense \$500
  - d. 4<sup>th</sup> Offense \$1,000
  - e. 5<sup>th</sup> Offense and Beyond \$2,000
2. Administrative Hearing Fee \$750

B. Animal Impound Fees.

1. Administrative Fee \$50/day
2. Pick Up Service Fee:
  - a. 8 AM to 6 PM \$60/hour
  - b. 6 PM to 8 AM \$80/hour
3. Boarding Fee \$25/day

C. Animal License:

1. Dog License \$10/1-2 year vaccinations  
\$15/3 year vaccination
2. Kennel:
  - a. First 4 Dogs \$50/year
  - b. Each Additional Dog \$20/year
3. Chickens \$120/one time

D. Amusement and Recreation.

1. Amusement Machine \$15/location + \$15/machine
2. Dance:
  - a. Annual \$100/year
  - b. Per Event \$10/event

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### E. Business and Service License.

1.	Investigation Fee	\$25
2.	Adult Entertainment Use	\$2,000/year
3.	Sauna/Massage Parlors	\$2,000/year
4.	Fireworks – Retail/Tent	\$50/occurrence
5.	Fireworks – Pyrotechnic Display	\$50/occurrence
6.	Pawnbroker	\$1,000/year
7.	Refuse Hauler	\$200/year + \$50/truck
8.	Massage Therapist	\$200/year
9.	Taxicab Driver License Fee	\$150/year
10.	Taxicab Operator License Fee	\$150/year
11.	Towing/Impound	\$150/year
12.	Finger Printing	\$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	\$50
	b. Month	\$150
	c. Year	\$300
14.	Excavations/Mining:	
	a. Active Area Fee	\$50/acre
	b. Inactive Area Fee	\$25/acre
	c. Restoration Credit	\$25/acre

### F. Liquor License.

1.	3.2% Malt – Off Sale	\$50/year
2.	3.2% Malt – Off Sale – Special Event	\$25/event
3.	3.2% Malt – On Sale	\$200/year
4.	Club License	\$200/year
5.	Wine License	\$200/year
6.	Intoxicating Liquor – On Sale	\$4,000/year
7.	Intoxicating Liquor – Sunday Sales	\$200/year
8.	Investigation Fee:	
	a. Single Application	\$200
	b. Partnership	\$300
	c. Corporation	\$400

### G. Tobacco License. \$150/year

### H. Street Disruption.

1.	Road Right-of-Way – Registration	\$35 + \$2,000 escrow
2.	Road Right-of-Way – Permit Application	\$150 + Consultant Fees
3.	Street Opening	\$50 + Bond or Deposit and Consultant Fees

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### I. Document Services.

1.	Accident, Police and Fire Reports	\$.25/page; over 100 pages TBD
2.	Copies	\$.25/page copied
a.	CDs	\$15
b.	Colored Copies of Photos	\$3/page
c.	Certificate of Survey (non-homeowner)	\$2
d.	City Council Agenda & Minutes (mailed):	
1)	Resident	\$25/year
2)	Non-Resident	\$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
1)	Resident	\$12/year
2)	Non-Resident	\$12/year + postage

### J. General and Miscellaneous.

1.	Lockouts	\$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	\$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	\$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or \$75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	\$30/check
9.	Snowmobile Permit	\$15
10.	Special Assessment Administrative Fee	\$100
11.	Special Assessment Search	\$20/each

### K. Equipment and Staff Use.

1.	One Ton Truck with Plow	\$55/hour
2.	Belos with Attachment	\$55/hour
3.	Crane Truck	\$45/hour
4.	Electric Generator	\$60/hour
5.	Grader	\$90/hour
6.	Kubota/Attachments Mower	\$50/hour
7.	Pick Up Truck	\$40/hour
8.	Single Axle Truck	\$65/hour

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- 9. Single Axle Truck with Plow \$85/hour
- 10. Tool Cat/Skid Steer w/Attachments \$60/hour
- 11. Tractor with Loader or Attachments \$60/hour
- 12. Pay Loader \$90/hour
- \* Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas
- 13. Staff Time Two Times Step 8 of Their Pay Grade

L. Council / Commission Pay.

- 1. City Council Per Diems Per Day \$35 for four hours or less; \$70 for more than four hours
  - a. Special Council Meetings
  - b. Council Retreats/Work Sessions
  - c. Economic Development Authority Meeting (EDA)
  - d. League of MN Cities Functions Prior Approval Required
  - e. Labor Negotiations Prior Approval Required
  - f. Employee Interviews Prior Approval Required
  - g. Mayor Only:
    - 1) School/County Liaison Mayor may appoint Council members to fulfill his obligations and approve attendance
    - 2) MN Mayors Association
    - 3) Speaking Engagements at Other Civic Org.
    - 4) Closing of Property Acquisition
    - 5) Fire District Study Group
- 2. Planning Commission:
  - a. Chairman \$25/meeting paid annually
  - b. Member \$20/meeting paid annually
- 3. Park Commission:
  - a. Chairman \$25/meeting paid annually
  - b. Member \$20/meeting paid annually
- 4. Economic Development Authority \$20/meeting paid annually
- 5. Upper Rum River Watershed – Resident Appointed by Council \$20/meeting paid annually

M. Parks and Recreation.

- |                                      | <u>Resident</u>        | <u>Non-Resident</u>    |
|--------------------------------------|------------------------|------------------------|
| 1. Concession Stand                  | \$25                   | \$50                   |
| Ball Park Use – Outside Organization | \$100/night for season | \$200/night for Season |
| 3. Clean Up Deposit                  | \$50 - refundable      | \$75 - refundable      |
| 4. Key Replacement                   | \$50                   | \$50                   |
| 5. Football Field                    | \$25/each              | \$35/each              |
| 6. Football Youth Program            | \$43/week per team     |                        |

## 2018 Exhibit A

7.	Gazebo Rental	\$50	\$100
8.	Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
9.	Restroom	\$25	\$50
10.	Shelter	\$25	\$50
11.	Soccer	\$34/week per team	
12.	Soccer Field	\$25/each	\$35/each
13.	Warming House	\$50	\$100

- *St. Francis City Council has the authority to charge an annual fee of \$100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits.*

### N. Community Center.

1.	Resident	\$30/event	
2.	Non-Resident	\$55/event	
3.	Damage Deposit	\$150	
4.	Late Key Return	\$25 if not returned within 2 business days of event	
5.	City Purposes	Free	
6.	City Benefit:		
	a. St. Francis Lions/Lioness	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed	
	b. St. Francis Senior Citizens Group		
	c. St. Francis Area Jaycees		
	d. St. Francis Youth Association (4-H, Scouts, Hockey, etc.)		
	e. St. Francis Ambassador Program		
	f. St. Francis Area Chamber of Commerce		
	g. Other Governmental Agencies		
	h. Local Church Organizations		
	i. Local Business/Non-Profit Organizations		Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
7.	Priority for Use in Event of Conflict:		
	a. City of St. Francis	Based on earliest request if more than one applicant of the same class seeks conflicting dates	
	b. Non-Profit located within City limits		
	c. Residents (individuals or groups)		
	d. Non-Profit located outside City limits		
	e. Non-Residents (individuals or groups)		

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### O. Division and Use of Property.

	<u>Fee</u>	<u>Escrow</u>
1. Administrative Subdivision	\$200	\$1,000
2. Annexation	\$250	\$2,000
3. Appeal	\$200	\$ 250
4. Comprehensive Plan Amendment	\$450	\$2,000
5. Conditional Use Permit	\$350	\$2,000
6. Environmental Review	\$350	\$ 650
7. Excavation/Fill Permit (Admin)	\$100	\$ 250
8. Excavation/Fill Permit (IUP)	\$350	\$2,000
9. Home Occupation (IUP)	\$350	\$2,000
10. Home Occupation (Permitted)	\$50	
11. Interim Use Permit	\$350	\$2,000
12. Minor Subdivision	\$350	\$2,000
13. Ordinance Amendment	\$350	\$1,000
14. Planned Unit Development	\$350	\$2,000
15. Rental Housing Licensing:		
a. Single Family or First Unit	\$50	
Each Additional Unit	\$15/each	
Late Fee Due 1/16	\$50	
Late Fee Due 5/1	\$150	
Conversion Fee	\$100	
Re-inspection Fee	\$25/each unit	
16. Sign Permit Zoning Review (Admin)	\$75	
17. Sign Permit Zoning Review (Full)	\$250	\$ 350
18. Sign Permit Zoning Review (Temporary)	\$25	
19. Rezoning	\$350	\$1,000
20. Site and Building Plan Review (Admin)	\$100	\$ 250
21. Site and Building Plan Review (Full)	\$350	\$ 450
22. Street/Utility Easement Vacation	\$350	\$1,000
23. Subdivision:		
a. Sketch Plan	\$300	\$500
b. Preliminary Plat (Rural)	\$400	\$400 + \$125/lot c.
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot d. Final
Plat	\$350	\$650
24. Temporary Habitation Permit	\$200	\$5,000
25. Temporary Outdoor Sales Permit/License	\$50	
26. Wetland Replacement Plan Review		
With Plat	\$350	\$650
27. Wetland Replacement Plan and		
Excavation	\$350	\$650
28. Wetland Delineation	\$1,000	\$1,000

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29. Vacant Building Registration Fee;		
a. First Year	\$125	
b. Second Year Renewal	\$175	
c. Third Year Renewal	\$250	
d. Fourth Year Renewal	\$350	
e. Fifty Year Renewal and Beyond	\$500	
30. Vacant Building Administration Fee	\$100	
31. Variance Application	\$350	\$1,500
32. Park Dedication	\$2,500/lot	
33. TIF Application/Business Subsidy	\$3,000	\$3,000
34. Escrow Admin Fee	\$250 per property	

• *Applicants are responsible for all costs incurred by the City for consultant fees.*

### P. Building Permits.

#### Valuation Schedule for Building Permit Fees

##### Subdivision 1. Building permits.

(a) Fees for building permits include:

- (1) the fee as set forth in the fee schedule in paragraph; and
- (2) the surcharge required by section Minnesota Statutes Section 326B.148.

(b) The total valuation and fee schedule is:

- (1) \$1 to \$500, \$29.50;
- (2) \$501 to \$2,000, \$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
- (3) \$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;
- (4) \$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;
- (5) \$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;
- (6) \$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;
- (7) \$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; and
- (8) \$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.



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	<u>Fee</u>	<u>Escrow/State Fee</u>
1. Accessory Structures		
Less than 200 square ft.	\$0	Need Zoning Permit
200 square ft. and greater	By Valuation	
2. Basement Finishes Permit	\$140	**See Below
3. Building Demolition	\$110	**See Below + \$500
4. Building Demolition – Commercial	By Valuation	\$1,000
5. Building Relocation Permit	\$110	Performance Security Required
6. Contractor Verification Fee	\$10	
7. Dock Permit	\$50	\$100
8. Driveway Permit	\$50	\$200 (may be waived by staff)
9. Fence –		
a. Residential Over –Seven Feet in Height	By Valuation	
b. Residential-Under Six Feet	\$50	Zoning Permit
c. Commercial	By Valuation	
10. Fireplace	\$95	**See Below
11. Fuel Tank Removal	\$95	**See Below
12. Engineer’s Review of Building Permit	\$154	
13. HVAC – Heating Installations	\$95/each	**See Below
HVAC – Air Conditioning	\$55/each	**See Below
14. Inspections – After Hours	\$70/hour, minimum 2 hours	
15. Investigation Fee	Not to exceed permit fee	
16. Manufactured Home Setup	By Valuation	
17. On-Site Septic:		
a. Type I – IV	\$275	**See Below
b. Type V	By cost incurred	
c. Operating Permit	\$125/year	**See Below
18. Planning Review of Building Permit	\$195	
19. Plumbing (includes Water Heater)	\$95	
20. Pools – Above Ground	\$75	**See Below
• <i>Letter must be submitted annually stating that an above ground pool will         be placed in the same location each year as per the initial site plan.</i>		
21. Pools – In Ground	By Valuation	
22. Re-inspection Fee	Not to exceed \$75/trip	
23. Retaining Wall Over Four Feet	By Valuation	
24. Roofing:		
a. Residential	\$95	**See Below
b. Commercial	By Valuation	
25. Septic System Pumping Verification	\$20	

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26. Siding:		
a. Residential	\$95	**See Below
b. Commercial	By Valuation	
27. Signs	By Valuation	
28. Solar- Residential	\$120	
Commercial	\$120	
29. Water Softener Permit:		
a. Residential	\$55	**See Below
b. Commercial	By Valuation	
30. Windows/Doors – Inserts Only	\$95	
31. Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	

- 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.
- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.

**\*\* STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently \$1 per permit.**

Q. Escrow Deposits

1. Urban:	
a. Curb Box and Meter	\$1,500
b. Final Grading	\$500 - \$1,000
c. Litter/Debris Cleanup	\$100 - \$300
d. 2" Caliper Tree (new)	\$300
e. Sod	\$2,000
f. Seeding/Sprinkler	\$2,000
g. 3" Black Dirt	\$500
h. Erosion Control in Place	\$300
i. Street Cleaned	\$200
j. Driveway Installed	\$1,500
2. Rural:	
a. Final Grading	\$500 - \$1,000
b. Litter/Debris Cleanup	\$100 - \$300
c. 2" Caliper Tree (new)	\$300
d. Sod/Seeding	\$300 - \$2,000
e. Erosion Control in Place	\$300
f. Culvert	\$1,500
g. Driveway Installed	\$1,500

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### R. Utility Fees.

1.	Access Charge:	
	a. Sewer Equivalent Connection	\$4,284
	b. Water Equivalent Connection	\$3,060
2.	Trunk Line Charge:	
	a. Water Trunk Line Availability	\$2,956
	b. Sanitary Sewer Trunk Line Availability	\$4,150
3.	Tapping and Connection Permits:	
	a. Tapping and Water Connection	\$125
	b. Tapping and Sewer Connection	\$125
	c. Water Connection	\$50
	d. Sewer Connection	\$50
4.	Meter Deposit:	
	a. 3/4"	Cost
	b. 1" and larger	Cost + 10%
5.	Water Shutoff (7:00 am - 3:30 pm)	\$35
6.	Water Reconnect (7:00 am - 3:30 pm)	\$35
	<ul style="list-style-type: none"> <li>• <i>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. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.</i></li> </ul>	
7.	Meter Repair (not removal or Installation)	Time and materials with \$50 minimum
8.	Curb Stop Locate:	
	a. Summer	\$25 minimum
	b. Winter	\$50 minimum
9.	Curb Stop Driveway Cover	Cost
10.	Curb Stop Repair	Time and materials with \$50 minimum
11.	Curb Stop Box	Cost
12.	Hydrant and Gate Valve Repair	Time and materials with \$50 minimum
13.	Hydrant Meter Deposit	\$800
14.	Non-Response to Tagging Notice	\$250/month until resolved
15.	Unmetered Use of City Water	\$200
16.	Irrigation/Wells	\$20 Plus Sales Tax

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S.	<u>Water Rates.</u>	<b><u>*11/1/15 / *12/1/16 Effective Date</u></b>
1.	Monthly Base Fee	\$16.50 / \$19.80
	a. MN State Test Fee	\$ .53
2.	Charge per 1,000 Gallons Used per Equivalent Connection:	
	a. 0 – 14,999	\$5.10 /\$6.12 equivalent conn
	b. 15,000 – 29,999	\$5.34 /\$6.42 equivalent conn
	c. 30,000 – 44,999	\$6.18 /\$7.42 equivalent conn
	d. 45,000+	\$7.38 /\$8.86 equivalent conn
3.	Bulk Water:	
	a. System Access Charge	\$50
	b. Charge per 1,000 Gallons Used	\$6.16

T.	<u>Sewer Rates.</u>	
1.	Monthly Base Fee	\$17.50 /\$24.50
2.	Charge per 1,000 Gallons Used	\$6.86 / \$9.60 equivalent
3.	Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate
	• <i>Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.</i>	
	• <i>Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the 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 actual usage up to the minimum average calculated.</i>	
	• <i>Note: Consumption amounts are not billed greater than actual usage.</i>	

**STARTING IN 01/01/2016**

Storm Water Rates    \$5.00/month/parcel (\$60 annual)