



REQUEST FOR COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Ordinance 2024-06 Amending City Code Section §34.1 Fee Schedule

DATE: For the City Council Meeting of November 25, 2024

PURPOSE/ACTION REQUESTED

Consider approving Ordinance 2024-06 Amending City Code Section §34.01 Fee Schedule

SUMMARY

The City Council annually considers adjustments to the fees that the City charges for various items. Attached is the 2025 proposed fee schedule. I have included the entire list of fees with the highlighted portions reflecting proposed increases for 2025.

The City Council previously approved the fees for cannabis related businesses, those are highlighted on the attached simply because they are newly added to the schedule.

Utility fees are proposed to increase based on the 2025 proposed budget and the Utility Rate Study (accepted by the City Council in 2022) and the rates for garbage service from Dick's Sanitation which will increase by 5% in 2025 per the contract between the City and Dick's Sanitation.

RECOMMENDATION

Motion to approve Ordinance 2024-06 Amending City Code Section §34.01 Fee Schedule.

ORDINANCE 2024-06

**CITY OF DUNDAS
RICE COUNTY
STATE OF MINNESOTA**

*An Ordinance Amending Section §34.01 Fee Schedule
of the Dundas City Code*

WHEREAS, the City Council (the “Council”) of the City of Dundas (“City”) has determined it is in the best interest of the City to amend certain fees charged for services; and

WHEREAS, after considering all information received, the Council determined fees appropriate to the welfare of the City;

WHEREAS, the attached Summary of Ordinance 2024-39 is hereby approved for publication purposes.

NOW THEREFORE BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DUNDAS:

Section 1. Chapter §34.01 of the Dundas City Code is hereby rescinded and replaced with the following beginning January 1, 2025 and the level of such fees shall continue thereafter until changed by the City Council. Any fee currently charged by the City which is not changed by this ordinance shall continue at the level charged prior to the adoption of this ordinance until changed by the City Council. Omission from this ordinance shall not be deemed to be a waiver by the City of its right to charge a particular fee.

Section 2. The City of Dundas shall charge fees listed below:

Land Use Fees	Application Fee	Escrow Fee
Administrative Parcel Combination/Split	\$250	\$0
Administrative Permit		\$50
Annexation request	\$750	\$2,500
Appeal of Zoning Administrator decision	\$250	\$500
Site Plan/Concept Plan/Sketch Plan Building Plan Review	\$600	\$5,000
Conditional Use Permit	\$500	\$1,000
Comprehensive Plan Amendment	\$750	\$2,500
Environmental Assessment Worksheet	Actual Cost	\$5,000
Environmental Impact Statement	Actual Cost	\$5,000
Final Plat	\$750	\$1,000
Interim Use Permit	\$500	\$1,000
Lot Combination	\$750	\$750
Ordinance Amendment (map/rezoning/text)	\$750	\$750
Planned Unit Development	\$750	\$2,500
Preliminary Plat	\$750	\$2,500

R.O.W./Easement/Vacation	\$500	\$1,000
Variance	\$300	\$750
Wetland Mitigation Permit	\$300	\$2,000
Zoning Request Letter	\$75	\$0

Sewer Trunk charge: residential/commercial/industrial	\$2,700 per acre Minimum \$500
Water trunk charge: residential/commercial/industrial	\$2,700 per acre Minimum \$500
Storm sewer utility/trunk charge: residential/commercial/industrial	\$1,000 per acre Minimum \$500
Record drawing/GIS fee (per lot) residential/commercial/industrial	\$90 per lot \$250 per acre

Water and Sewer Fees	Fee
Water Access Connection (WAC)	
Single family unit	1": \$1,500
Multi-family unit	1": \$1,200
Commercial/Industrial Formula based on 80% SFD	1" and larger see formula for charge
For service larger than one inch: ratio of service size to be installed to the area of a one-inch service multiplied by the SFU WAC charge. Example: 3-inch water connection: Area of 3-inch (7.07 sq in)/area of 1-inch (0.78 sq in)= Ratio (9.06) Ratio (9.06) x SFU WAC \$2,000)= C/I WAC for 3 inch (\$18,120)	
Sanitary Sewer System Connection (SAC)	
Single family unit	\$2,000
Multi-family unit	\$1,400
Commercial/Industrial Formula based on 80% SFD	See formula for charge
Ratio of SFU SAC charge to SFU WAC charge: multiply by WAC charge as determined by water system connection charge calculation example for 3-inch water connection: SFU SAC charge (\$4,000)/SFU WAC charge (\$2,000) = ration (2) WAC charge (\$18,120 x ratio (2) = C/I SAC (3-inch water) (\$36,240)	

Water Meter	Fee
Water meter	Actual cost
Yoke (if required)	Actual cost
Initial setup	\$125
Unscheduled meter read	\$50

Utility Fees	Current Fee	Proposed Fee
Water Base Charge: minimum monthly charge includes 1,000 gal	\$24.95	\$25.70
Water Rate Charge: charge billed monthly for water over 1,000 gal	\$4.18	\$4.31
Water Rate Charge: Outside Water per 1,000 gal	\$6.37	\$6.56
Sewer Base Charge: minimum monthly charge includes 1,000 gal	\$28.78	\$29.93
Sewer Base Charge: charge billed monthly for water over 1,000 gal	\$9.20	\$9.57
Garbage Monthly Charge plus tax		
	35-gallon cart	\$12.80 + \$1.25
	65-gallon cart	\$16.07 + \$1.57
	95-gallon cart	\$19.70 + \$1.92
		\$13.44 + \$1.31
		\$16.87 + \$1.65
		\$20.69 + \$2.02

Storm water fee minimum monthly	\$3.69
Duplicate utility billing	\$2/billing
Late payment fee – monthly on current unpaid utility charges	10% of unpaid balance
Certification fee for unpaid utility charges	10.5% + County charge
Violation of water use regulation	First offense: written warning Further offenses: \$50 per occurrence
Turn on water fee – reinstating utility services	\$75
Discharging storm water into sanitary sewer	\$100 plus treatment fee for amount of discharge
Rental charge for use of fire hydrant	\$25 per day Water: \$10/1,000 gal Deposit \$100

Memorial Park Shelter Rental (includes tax)	
M-F	\$80
Saturday or Sunday	\$135
Damage Deposit	\$150

Building Permit Fees
1997 Uniform Building Code Fees

Total Valuation	Fee
\$1.00 to \$500	\$23.00
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000

\$50,001 to \$100,000	\$643.75 for first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to 500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof

Paid with Building Permit	Fee
Landscape/Erosion Escrow	\$2,500

OTHER INSPECTIONS AND FEES:	
1. Inspections outside of normal business hours	\$50
2. Reinspection fees	\$50
3. Additional plan review required by changes, additions or revisions to plans	\$50

State Surcharge	
a. Based on valuation of project cost	0.0005 x valuation
b. Based on a flat fee building permit	\$1.00
Building permit refund for cancelled permit	Cost less 50%
Penalty for Working without permit	Double permit fee
Building permit renewals (work hasn't commenced within 180 days)	Half original cost
Demolition permit	\$100 fee with escrow based on valuation of demolition

Building (residential only)	Fee
Re-Roof	\$100
Re-Side	\$100
Window Replacements – no constructional alterations	\$100
Door/Patio Replacement – no constructional alterations	\$100
Deck	Based on Valuation

All the above include State Surcharge Fee

Mechanical/HVAC (residential only)	Fee
New Home HVAC (all inclusive)	\$126
Factory Fireplace	\$61
Furnace Replacement	\$61
Air Conditioner	\$61
Garage Heater	\$61
Air Exchanger	\$61
Miscellaneous	\$61

All the above include State Surcharge Fee

Plumbing	Fee
New Home Plumbing System (all inclusive)	\$126
Bathroom Finish	\$61
Lawn Sprinkler	\$61
Water Heater	\$61
Water Softener	\$61
Minimum Fee	\$61

All the above include State Surcharge Fee

Commercial and Multi Family Mechanical and Plumbing Permits

Base Permit	Contract Price x .020
Plan Review	65% of Base Permit Fee
State Surcharge	Contract Price x .0005
Minimum Fee	\$50

Other	Fee
Moving permit (house)	\$250
Grading/Fill permit	\$100 Expenses exceeding the permit fee will be billed to the owner/contractor
Change of occupancy permit – Building Official and/or Building Inspector	\$50/hour
Driveway permit	\$100
Fence permit	\$50
Sign permit (new and replacement)	\$100
Temporary portable sign permit	\$25 annually

Liquor Licenses	Fee
Liquor sale licenses (July 1 through June 30) investigation/background check fee, initial and annual renewal	\$125
Comprehensive/out-of-state liquor license investigation	Actual, but not to exceed \$10,000
On-sale intoxicating license	\$\$2,335 annually
On-sale wine license	\$585 annually
Special Sunday on-sale license	\$200 annually
Off-sale intoxicating license	\$200 annually
On-sale brew pub license	\$100 annually
Off-sale brewer intoxicating license	\$200 annually
Temporary on-sale brewer intoxicating license	\$50 per event
Temporary on-sale intoxicating license	\$50 per event
Combination on-sale/off-sale intoxicating license	\$2,435 annually
On-sale culinary class limited license	\$100 annually
Temporary off-sale wine license	\$50 per event
Brewer taproom license	\$200 annually
Temporary small brewer or micro-distillery on-sale	\$50 per event

Micro-distillery cocktail room license	\$400 annually
On-sale 3.2% malt liquor license	\$100 annually
Off-sale 3.2% malt liquor license	\$100 annually
Temporary off-sale malt liquor license	\$50 per event
Penalty for late application	\$100
Certification from county on property taxes	\$10

Tobacco License	Fee
Tobacco license (January 1 through December 31 – includes background check)	\$150 Initial application \$100 Annual renewal

Cannabis Retail Business Registration	Fee
Cannabis microbusiness – initial registration and first renewal	\$0.00
Cannabis microbusiness – second and subsequent renewal	\$1,000
Cannabis mezzobusiness – initial registration and first renewal	\$500
Cannabis mezzobusiness – second and subsequent renewal	\$1,000
Cannabis retailer – initial registration and first renewal	\$500
Cannabis retailer – second and subsequent renewal	\$1,000

Temporary Cannabis Events	Fee
Temporary Cannabis Event Permit	\$50

Adult Entertainment	Fee
Business license	\$1,500
Manager license	\$100
Preliminary background	\$200
Comprehensive background investigation	\$1,000
Out-of-state comprehensive background	\$10,000

Dance Licenses	Fee
Temporary public dance license	\$25 per event
Dance hall license	\$500 annually
Cabaret license	\$500 annually

Tattooing or body piercing services	\$500 annually
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Gambling Permit	Fee
Background Investigation (January 1 through December 31)	\$50 annually
Gambling special permit investigation	\$50 per event

Miscellaneous	Fee
ATV permit (3-year permit)	\$30

Golf cart permit (3-year permit)	\$30
Peddler or transient merchant permit	\$125 annually
Accident/Incident reports (Police Dept)	\$5 per report
Dangerous Dog registration fee (M.S. §347051 subd. 3)	\$250 annually
Animal release fee	1 st impound: \$50 2 nd impound: \$100 Subsequent: \$200 Plus all boarding costs
Photo copies – black/white	\$0.25 per page per side
Photo copies – color	\$0.50 per page per side
Research time for public information	Per M.S. §13.03
Duplicate city license or permit	\$15
Election filing fee	\$2
Special assessment and utility bill search fee per parcel	\$30
Small cell wireless permit	\$300
Return/insufficient funds check	\$30 or legal maximum + bank fee

Equipment	Fee
Skid steer	\$125/hr includes operator
Skid steer with grapple	\$150/hr includes operator
Dump Truck – 8 yard	\$125/hr includes operator
Dump Truck with plow and wing	\$200/hr includes operator
1-ton pick-up truck	\$100/hr includes operator
1-ton pick-up truck with plow	\$125/hr includes operator
Dump trailer (7' x 14')	\$90/hr

Consultant	Fees
Staff	Loaded cost
City Attorney	Actual Cost
City Engineer	Actual Cost
City Planner	Actual Cost

APPROVED by the City Council of Dundas, Minnesota, on this 9th day of December 2024.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen, City Administrator/Clerk