



2012 MASTER FEE SCHEDULE

EXHIBIT A for Ordinance 162, Second Series, Subd. 2

ANIMAL IMPOUND FEES

1st Offense	\$50
2nd Offense	\$85
3rd Offense	\$125
Boarding Fee	\$20/day

ANIMAL LICENSE

Dog License (May-April)	\$5/(1-2 year vaccinations) \$7/(3 year vaccinations)
Kennel	
First 10 dogs	\$100/year
Each Additional dog	\$10/year

AMUSEMENT & RECREATION

Amusement Machine	\$15/location + \$15/machine
Dance	
Annual	\$100/year
Per Event	\$10/event

BUSINESS & SERVICE LICENSE

Investigation Fee	\$25
Adult Use	\$2,000/year
Fireworks (per City Ordinance)	\$50/year
Pawnbroker	\$1,000/year
Refuse Hauler	\$150/year + \$25/truck
Sauna/Massage Parlor	\$200/year
Taxicab Driver License Fee	\$150/year
Taxicab Operator License Fee	\$150/year
Towing/Impound	\$150/year
Transient Merchant/Peddler	
Week	\$50
Month	\$150
Year	\$300

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

STREET DISRUPTION

Road Right of Way - Registration	\$35 + \$2,000 escrow
Road Right of Way - Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + Bond or Deposit & Consultant Fees
Street Culvert	\$25

DOCUMENT SERVICES

Accident, Police & Fire Reports	1-3 pages free; 4 pages \$1; \$.25 per page after 4
Copies	\$.25 per page copied
Certificate of Survey	\$2
City Council Agenda & Minutes (mailed)	
Resident	\$25/year
Non-Resident	\$25/year + postage
Planning/Park Comm Agenda & Minutes (mailed)	
Resident	\$12/year
Non-Resident	\$12/year + postage

GENERAL & MISCELLANEOUS

Lockouts	\$25
Mileage Reimbursement for Personal Vehicle	Current IRS Rate
Notary	\$2/document
Public Nuisance Violation Admin Fee (assessable)	\$75/occurrence
Certify delinquent invoices (except utilities)	Lesser of 10% of delinquency or \$75
Certify delinquent utilities	10% of delinquency
Fire Department charges	See Ordinance 138
Returned Checks	\$30/check
Snowmobile permit	\$15.00
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/each

EQUIPMENT AND STAFF USE

1 Ton Truck w/Plow	\$55/hour
Belos w/Attachment	\$55/hour
Crane Truck	\$45/hour
Electric Generator	\$60/hour
Grader	\$90/hour
Kubota/Attachments Mower	\$50/hour
Pick Up Truck	\$40/hour
Single Axle Truck	\$65/hour
Single Axle Truck w/Plow	\$85/hour
Skid Steer w/Attachments	\$60/hour
Tractor w/loader or Attachments	\$60/hour
Hourly equipment rates DO NOT include the cost of the operator.	
Staff Time	2 x's Step 8 of their Pay Grade

COUNCIL/COMMISSION PAY

City Council Per Diems per day	\$35/4 hours or less; \$70/more than 4 hours
Special City Council Meetings	
Council Retreats/Work Sessions	
Economic Development Authority Meeting (EDA)	
League of MN Cities functions	Prior approval required
Labor negotiations	Prior approval required
Employee interviews	Prior approval required
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.
School/County Liaison	
MN Mayor's Assn. functions	
Speaking Engagements at other Civic Organizations	
Closing of Property Acquisition	
Fire District Study Group Meetings	
Planning Commission	
Chairman	\$20/meeting – paid annually
Member	\$15/meeting – paid annually
Park Commission	
Chairman	\$20/meeting – paid annually
Member	\$15/meeting – paid annually

PARKS AND RECREATION

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$27/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour	\$50/hour
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$27/each
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.

COMMUNITY CENTER

Resident	\$30/event
Non-Resident	\$55/event
Damage Deposit	\$100
Late Key Return	\$25 if not returned within two business days of event
City Purposes	Free
City Benefit	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed.
St. Francis Lions/Lioness	
St. Francis Senior Citizens Group	
St. Francis Area Jaycees	
St. Francis Youth Assn. (4-H, Scouts, Hockey, etc.)	
St. Francis Ambassador Program	
St. Francis Area Chamber of Commerce	
Other Governmental Agencies	
Local Church organizations	
Local Business/Non-Profit Organizations	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	Based on earliest request if more than one applicant of the same class seeks conflicting dates.
City of St. Francis	
Non-Profit located within City limits	
Residents (individuals or groups)	
Non-Profit located outside City limits	
Non-Residents (individuals or groups)	

DIVISION AND USE OF PROPERTY

	Fee	Escrow
Administrative Subdivision	\$200	\$250
Annexation	\$250	\$300
Appeal	\$200	\$250
Comprehensive Plan Amendment	\$450	\$650
Conditional Use Permit	\$350	\$650
Driveway Permit	\$50	\$200 (May be waived by Staff)
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$650
Home Occupation (IUP)	\$350	\$650
Interim Use	\$350	\$650
Minor Subdivision	\$350	\$400
Ordinance Amendment	\$350	\$650
Planned Unit Development	\$350	\$650
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$650
Site & Building Plan Review (Admin)	\$100	\$250
Site & Building Plan review (Reg)	\$350	\$450
Street/Utility Easement Vacation	\$350	\$650
Subdivision		
Sketch Plan	\$300	\$500
Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
Final Plat	\$350	\$650
Wetland Replacement Plan Review w/Plat	\$350	\$650
Wetland Replacement Plan and Excavation	\$350	\$650
Variance Application	\$350	\$650
Park Dedication	\$2,500/lot	
TIF Application	\$2,500	\$2,500
Landscaping Escrow Administration Fee	\$100	

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

BUILDING PERMITS

Building Demolition	\$50 + \$.50 state surcharge	*(see below)
Building Demolition - Commercial	By Valuation	
Fence	\$40.00	
Fireplace	\$75 + 50 state surcharge	*(see below)
Fuel Tank Removal	\$50 + \$.50 state surcharge	*(see below)
Engineers Grading Review of Building Permit	\$100	
Hot Water Heater	\$15 + \$.50 state surcharge	*(see below)
HVAC	\$50/unit + \$.50 state surcharge	*(see below)
Irrigation	\$50 back flow preventer + \$	
Mobile Home Setup	By Valuation	
On-Site Septic		
Standard Trench	\$250	
Innovation Mound	\$250	
Soil Verification	\$100	
Plumbing	\$5/opening w/\$50 minimum charge	*(see below)
Pools	\$75 + state surcharge	*(see below)
	Letter must be submitted annually stating that the above ground pool will be placed in the same location each year as per the initial site plan.	
Pools - Inground	By Valuation	
Roofing		
Residential	\$75 + \$.50 state surcharge	*(see below)
Commercial	By Valuation + plan review + state surcharge	*(see below)
Siding		
Residential	\$75 + \$.50 state surcharge	*(see below)
Commercial	By Valuation + plan review + state surcharge	*(see below)
Signs	By Valuation + plan review + state surcharge	
Windows	\$50 + \$.50 state surcharge	*(see below)
Permit Card Replacements	\$30	
Commercial Buildings (Plbg, Mech, Fire Alarm, Etc.)	By Valuation + plan review + state surcharge	
	Anything not listed above will be based on valuation + plan review + state surcharge.	
	Permit Extension – ½ Permit Fee and Building Inspector makes determination.	
	Refunds – City retains Plan Check Fee	

* Any fixed Surcharge Tax from July, 1 2010 through June 30, 2013 with a fixed rate of \$0.50 was increase by the State of MN to be \$5.00

ESCROW DEPOSITS

Urban	
Curb Box & Meter	\$1,500
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod	\$2,000
Seeding/Sprinkler	\$2,000
3" Black Dirt	\$500
Erosion Control in Place	\$300
Street Cleaned	\$200
Driveway Installed	\$1,500
Rural	
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod/Seeding	\$300 - \$2,000
Erosion Control in Place	\$300
Culvert	\$1,500
Driveway Installed	\$1,500

UTILITY FEES

Access Charge	
Sewer Equivalent Connection Charge	\$4,200
Water Equivalent Connection Charge	\$3,000
Tapping & Connection Permits	
Tapping & Water Connection	\$125
Tapping & Sewer Connection	\$125
Water Connection	\$50
Sewer Connection	\$50
Meter Deposit	
¾"	Cost
1" and larger	Cost + 10%
Water Shut Off (7:00 am to 3:30 pm)	\$35
Water Reconnect (7:00 am to 3:30 pm)	\$35
*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 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.	
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum
Curbstop Locate	
Summer	\$25 minimum
Winter	\$50 minimum
Curbstop Driveway Cover	\$70
Curbstop Repair	Time & material w/ \$50 minimum
Curbstop Box	Cost
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum
Hydrant Meter Deposit	\$800
Non-response to Tagging Notice	\$250 per month until resolved
Un-Metered Use of City Water	\$200

WATER RATES

Monthly Base Fee	\$12.28 (includes \$.53 for State Test Fee)
Charge per 1,000 Gallons Used per Equivalent Connection	
0-14,999	\$4.05/equivalent connection
15,000-29,999	\$4.25/equivalent connection
30,000-44,999	\$4.95/equivalent connection
>=45,000	\$5.95/equivalent connection
Bulk Water	
System Access Charge	\$50
Charge per 1,000 Gallons Used	\$4

SEWER RATES

Monthly Base Fee	\$12
Charge per 1,000 Gallons Used	\$4.55/equivalent connection
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

Summer Sewer usage calculation for May-October will be based on the average usage from the January, February and March readings of the same year with a minimum billing of 3,000 gallons but not to exceed the water usage for the month.