

ORDINANCE NO. 515-2025A

CITY OF EMPIRE FEE SCHEDULE

The City Council of the City of Empire ordains as follows:

SECTION 1. TITLE

This ordinance shall be known, cited, and referred to as the City of Empire Fee Schedule, herein referred to as this Ordinance.

SECTION 2. PURPOSE, SCOPE

The purpose of this Ordinance is to establish the official fee structure for the City of Empire for the reimbursement of administrative expenses, operating expenses, and out of pocket expenses for services provided by the City, whether or not included in separate ordinances. When a fee structure is conflicting in one or more ordinances, the most recently adopted fee schedule shall prevail.

SECTION 3. FEE SCHEDULE

Applications:

Variance	\$250.00 non-refundable	\$500.00 escrow*
Conditional Use Permit	\$250.00 non-refundable	\$1,200 escrow *
Interim Use Permit	\$250.00 non-refundable	\$1,200 escrow *
Mining Interim Use Permit	\$2500.00 non-refundable	\$5000.00 escrow *
Mining Permit Renewal	\$250.00 non-refundable	\$2500.00 escrow *
Seasonal Mining IUP	\$1000.00 non-refundable	\$3000.00 escrow *
Seasonal Mining Permit Renewal	Sliding Scale (see Ordinance No. 450-D)	
Comprehensive Plan Amendment	\$250.00 non-refundable	\$1,200 escrow *
Zoning Ordinance Amendment	\$250.00 non-refundable	\$1,200 escrow *
Site Plan Review	\$250.00 non-refundable	\$1,200 escrow *
Metes and Bounds Subdivision	\$250.00 non-refundable	\$1,200 escrow *
Sketch Plan	\$250.00 non-refundable	\$2500.00 escrow *
Preliminary Plat	\$250.00 non-refundable	\$5000.00 escrow *
Final Plat	\$250.00 non-refundable	\$5000.00 escrow *
Environmental Reviews		\$5000.00 escrow *

* This is the minimum escrow amount due with applications. Any escrow fund that is depleted in the application review must be replaced in equal amount prior to action on the application and any balance due will require full payment as a condition of any approval and receipt of payment prior to the commencement of any activity authorized in the approval. Failure to pay all bills exceeding an escrow fund required in this Ordinance may result in placing delinquent payments on property taxes.

Development Contracts:

Contract Administration Fee 2% of Estimated Construction Costs
Construction Observation & Inspection Escrow 8% of Estimated Construction Costs.

Development Contract Fee and Escrow to be collected upon execution of Development Contract, with the Developer responsible for the actual costs of Observation and Inspections over and above the dollar amount held in escrow.

Residential Building Permits:

<u>Work Valuation</u>	<u>Permit Fee</u>
\$0.00 - \$500.00	\$25.00
\$501.00 - \$2000.00	\$25.00 for the first \$500.00 + \$3.25/additional \$100.00
\$2001.00 - \$25,000.00	\$73.50 for the first \$2000.00 + \$14.75/additional \$1000.00
\$25,001.00 - \$50,000.00	\$413.00 for the first \$25,000.00 + \$10.75/additional \$1000.00
\$50,001.00 - \$100,000.00	\$681.75 for the first \$50,000.00 + \$7.50/additional \$1000.00
\$100,000.01 - \$500,000.00	\$1056.75 for the first \$100,000.00 + \$6.00/additional \$1000.00
\$500,001.00 - \$1,000,000.00	\$3456.75 for the first \$500,000.00 + \$5.00/additional \$1000.00
\$1,000,000.01 and higher	\$5956.75 for the first \$1,000,000.00 + \$4.00/ additional \$1000.00
 <u>Plan Review Fee</u>	 65% of permit

State Surcharge

<u>Work Valuation</u>	<u>Surcharge</u>
\$1,000,000.00 or less	(.0005) X the valuation
\$1,000,000.01 - \$2,000,000.00	(.0004) X the valuation + \$500.00
\$2,000,000.01 - \$3,000,000.00	(.0003) X the valuation + \$900.00
\$3,000,000.01 - \$4,000,000.00	(.0002) X the valuation + \$1200.00
\$4,000,000.01 - \$5,000,000.00	(.0001) X the valuation + \$1400.00
\$5,000,000.01 and higher	(.00005) X the valuation + \$1500.00
Flat Fee (permits under \$2,010)	\$1.00

Interior Remodeling/Basement Finish

Permit Fee	\$100.00
Plan Review Fee	\$100.00
State Surcharge	\$5.00

Building Repair/Maintenance/Other

Roofing	\$100.00 + State Surcharge from table above
Siding	\$100.00 + State Surcharge
Windows – new openings	Based on UBC Fee Schedule
Windows – same openings	Based on UBC Fee Schedule
Above Ground Pool >5000 gal	\$10.00 + State Surcharge
In-ground Pool	Valuation table above + State Surcharge from table above
Water Heater	\$100.00 + State Surcharge
Demolition	\$150.00 + State Surcharge
Fences 6’ height	Valuation table above + State Surcharge from table above
Fences < 6’ height	No Fee – Check setback requirements

Plumbing Permits	\$100.00 + State Surcharge
Mechanical Permits	\$100.00 + State Surcharge
ISTS/SSTS:	\$400.00
Electrical Permits	Fee Schedule established in Minnesota Statutes 326B.37

Commercial Building Permits:

<u>Work Valuation</u>	<u>Permit Fee</u>
\$0.00 - \$500.00	\$25.00
\$501.00 - \$2000.00	\$25.00 for the first \$500.00 + \$3.25/additional \$100.00
\$2001.00 - \$25,000.00	\$73.50 for the first \$2000.00 + \$14.75/additional \$1000.00
\$25,001.00 - \$50,000.00	\$413.00 for the first \$25,000.00 + \$10.75/additional \$1000.00
\$50,001.00 - \$100,000.00	\$681.75 for the first \$50,000.00 + \$7.50/additional \$1000.00
\$100,000.01 - \$500,000.00	\$1056.75 for the first \$100,000.00 + \$6.00/additional \$1000.00
\$500,001.00 - \$1,000,000.00	\$3456.75 for the first \$500,000.00 + \$5.00/additional \$1000.00
\$1,000,000.01 and higher	\$5956.75 for the first \$1,000,000.00 + \$4.00/ additional \$1000.00

Plan Review Fee 65% of permit fee

State Surcharge

<u>Work Valuation</u>	<u>Surcharge</u>
\$1,000,000.00 or less	(.0005) X the valuation
\$1,000,000.01 - \$2,000,000.00	(.0004) X the valuation + \$500.00
\$2,000,000.01 - \$3,000,000.00	(.0003) X the valuation + \$900.00
\$3,000,000.01 - \$4,000,000.00	(.0002) X the valuation + \$1200.00
\$4,000,000.01 - \$5,000,000.00	(.0001) X the valuation + \$1400.00
\$5,000,000.01 and higher	(.00005) X the valuation + \$1500.00
Flat Fee (permits under \$2,010)	\$1.00

Plumbing Permits

Permit Fee	The greater of 1% of work valuation or \$100.00
Plan Review Fee	65% of permit fee
State Surcharge	The greater of \$5.00 or (.0005) X Permit Fee

Mechanical Permits

Permit Fee	The greater of 1% of work valuation or \$100.00
Plan Review Fee	65% of permit fee
State Surcharge	The greater of \$5.00 or (.0005) X Permit Fee

Electrical Permits Fee Schedule established in Minnesota Statutes 326B.37
ISTS/SSTS: \$400.00

Demolition Permits

Permit Fee	The greater of 1% of work valuation or \$100.00
Plan Review Fee	65% of permit fee

Utility Fees:

Water user fees include a quarterly minimum charge or base rate of \$44.10 per REU, which includes the first 6000 gallons of metered water usage. Quarterly fees for water usage include the base rate plus the following additional rates:

1. 7,000-12,000 gallons are an additional \$2.09/1,000 gallons over 6,000 gallons,
2. 13,000-24,000 gallons are an additional \$2.65/1,000 gallons over 12,000 gallons,
3. Over 24,000 gallons are an additional \$3.31/1,000 gallons over 24,000 gallons.
4. Met Council WWTP \$2.09/1,000 gallons over 6,000 gallons

Sanitary sewer user fees include a quarterly minimum charge or base rate of \$42.06 per REU plus a sewer usage rate of \$1.23 per 1000 gallons after the first 6,000 gallons, based upon the average metered water consumption rate for the previous months of October, November, December, January, February, and March. Users without a service account which includes prior winter months for averaging shall pay sanitary sewer user fees based upon actual water consumption.

Sewer Only Users: Quarterly Charge of \$55.59

Stormwater Operating -User Fees \$6.00 per REU per quarter

Public Street Lighting Fee \$6.50 per REQ per quarter

The City Council may consider adjustments to unusually high sanitary sewer user fees, in such new account instances, or for sewer customers that do not have water accounts, on a case-by-case basis. Late Penalties calculated at 10% of total utility bill. Outstanding balances at year end are assessed at 12% interest.

Public Utility Ordinance (Ord No. 510)- Water Conservation Violations and Fees

First Offense: \$25.00

Second Offense: \$50.00

Each violation per day is a separate offense.

Ordinance Fees:

Public Nuisance Payable Offence (Ord No. 281-A) \$75.00 per Offence

Fire False Alarms (Ord No. 505-A)

Malicious/Mischievous Alarms	Staff time plus equipment rate
Non-Residential Property-	\$150 up to five false alarms, \$500 per call thereafter
Residential Property-	\$150 up to five false alarms, \$300 per call thereafter

Peddlers Ordinance Peddlers License (Ord No. 270-B) \$100.00 per co. + \$20.00 for each additional co. representative. \$200.00 for permits issued after the fact.

Parking in ROW (Ord No. 250-B) and Winter Parking (Ord. No. 240-B) \$40.00 per Offence

<u>Golf Cart Ordinance (Ord No. 282)</u>	Fine for Violation	\$75.00 per Offence
	Golf Cart Permit	\$25.00

Liquor Ordinance (Ord No. 285)	Intoxicating Liquor – On Sale	\$3,500.00
	Intoxicating Liquor – Off Sale	\$240.00
	3.2 Malt Liquor – On Sale	\$240.00
	3.2 Malt Liquor – Off Sale	\$240.00
	Intoxicating Liquor – On Sale Sunday	\$200.00
	3.2 Malt Liquor – Temporary	\$70.00
	Intoxicating Liquor- Temporary	\$70.00
	Once Day Consumption & Display	\$25.00
	On-Sale Wine	\$275.00
	Temporary Off-Sale Wine	\$70.00

Cannabis Retail Registration

Initial Registration +Year 1 Renewal	\$500.00
Renewal Registration	\$1,000.00
Mezzobusiness Retail Reg. +Yr 1 Renew	\$500.00
Mezzobusiness Retail Annual Renewal	\$1,000.00
Microbusiness Retail Reg. +Yr 1 Renew	\$0
Microbusiness Retail Annual Renewal	\$1,000.00

Miscellaneous:

Water shut off	\$25.00-regular hours*; \$250.00-after hours
Water turn on	\$25.00-regular hours*; \$250.00-after hours
Meter testing	\$50.00-regular hours*
Rewire Meter Reader	\$50.00-regular hours*
Building Rental	\$50.00-\$500.00 (varies by usage and location)
Document Recording fee	\$100.00
Names/addresses lists	\$60.00 per hour
Research	\$60.00 per hour
Copies	20 cents per blk & white / 50 cents for color – per copy
* By appointment between the hours of 7:00 a.m.-3:00 p.m. Monday-Friday (non-holidays)	

Street & Maintenance:

Clean-up of Yard Clippings from Street	\$150 per address
Nuisance Abatement	\$TBD (Based on Staff Time and Equipment Usage)

Public Works Rental:

Resident Fees/Non-Profit Groups:

Monday-Thursday No Alcohol	
All Day	\$150.00 +\$150.00 damage deposit
Monday-Thursday Alcohol	
All Day	\$250.00+ \$250.00 damage deposit
Friday-Sunday No Alcohol	
All Day	\$200.00 + \$200.00 damage deposit

Friday- Sunday Alcohol

All Day \$350.00 + \$350.00 damage deposit

Regular Fees:

Monday-Thursday No Alcohol

All Day \$200.00 + \$200.00 damage deposit

Monday-Thursday Alcohol

All Day \$300.00 + \$300.00 damage deposit

Friday- Sunday No Alcohol

All Day \$250.00 + \$250.00 damage deposit

Friday-Sunday Alcohol

All Day \$600.00 + \$600.00 damage deposit

Stelzel Fields Rental:

Weekday Monday-Thursday

Fields: \$22 per field

Lights: \$22 per field

Weekend Friday-Saturday

Fields: \$66 per field/ \$264 all fields/ \$792 all weekend

Lights: \$22 per field

Garbage: \$82.50 per season, in addition \$ 30.00 per day (Friday-Sunday)

Concessions: \$\$70 Per day (Friday-Sunday) / \$60.00 per day (Monday-Thursday)

Seasonal Maintenance Fee for FGFA & FTBA: \$300.00

Lost Keys/Credentials: \$400 per instance

City Hall Meeting Room Rental (Non-Profits Only):

\$25.00 + \$75.00 Deposit

Town Hall Park Picnic Shelter:

\$25.00 + \$75.00 Deposit

Mobile Food Units:

Single event (1-3 days) \$50.00

Seasonal (4-21 days) \$125.00

The City may impose a double fee for applicants who have been found to operate a Mobile Food Unit without prior license approval by the City Council.

SECTION 4. FEE PAYMENT AND COMPLETE APPLICATIONS

Applications for zoning actions and construction permits shall not be considered complete until all fees required in this Ordinance have been received by the City. Outstanding debts from previous zoning actions, construction permits and other City services must also be paid by an applicant before a new application or permit will be considered complete.

All applications for any permit or approval shall be signed by the applicant(s) and all owners of the property to which the request applies. The applicant(s) and owner(s) shall be deemed jointly and severally liable for the payment of all fees and escrows required by Section 3 of this Ordinance. The escrows set forth in Section 3 of this Ordinance are minimum estimates only, and actual costs may exceed the escrow amounts. In the event the City's administrative expenses, operating expenses, and out of pocket expenses incurred in processing the applicants' and owners' request exceed the escrow amount deposited, the applicant(s) and property owner(s) shall remain liable for the difference between the amount of such costs incurred by the City and the amount of the escrow posted with the City regardless of whether the applicants' and/or property owners' request is granted or denied.

In the event the applicant or property owner does not reimburse the City within 10 days of billing for the difference between the amount of escrow deposited and the actual costs the City incurred in processing the applicant(s)/owners(s) request, the City shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the owner's property taxes pursuant to Minn. Stat. § 366.012. All unused escrow funds will be returned to the applicant upon completion of processing of the application in question.

SECTION 5. REPEAL AND REPLACEMENT

City of Empire Ordinance No. 515-2024 is repealed and replaced by City of Empire Ordinance No. 515-2025.

SECTION 6. EFFECTIVE DATE

Ordinance No. 515-2025A was adopted this 30th day of December 2024 and shall take effect after its adoption and publication according to law.

ATTEST:

Trent Larson, Mayor

Charles Seipel-Teng, Clerk-Administrator

Summary Published in the Dakota County Tribune on January 10, 2025