

Councilmember Thomes introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 11-2024**

**A RESOLUTION ADOPTING THE 2024 SCHEDULE OF FEES AND CHARGES FOR**

**VARIOUS SERVICES, LICENSES AND PERMITS**

**WHEREAS,** the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City.

**THEREFORE, BE IT RESOLVED,** by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2024 Fee and Rate Schedule:

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| **PLANNING AND ZONING FEES** |  |  |
| Variance Application |  | $300 plus recording fee |
| Conditional Use Permit Application |  | $300 plus recording fee |
| Interim Use Permit Application |  | $300 plus recording fee |
| Ordinance Amendment Application |  | $300 |
| Rezoning Application |  | $300 plus recording fee |
| Land Use Permit Application |  | $45 |
| Fence Permit |  | $45 |
| Sign Permit |  | $45 |
| Preliminary Plat Approval Application |  | $220.00 plus $5 per lot plus deposit |
| Final Plat Approval Application |  | $165 |
| Planned Unit Development Approval Application |  | $210 plus $5 per lot plus deposit |
| Commercial/Industrial Site Plan Review Fee |  | $275 |
| Escrow Requirement Commercial/Industrial Site Plan |  | $525.00 (cover addtl. fees for City consultants/staff review) |
| Park Dedication Fee |  | 5% of estimated market value of buildable area |
| Annexation Fee |  | $5.25 per lot, minimum of $100 |
| Administrative Permit |  | $82 |
| Starting Work Without a Building Permit |  | Double Permit Fee |
| Administrative Subdivision |  | $110.00 plus recording fee |
| Special Meeting Request |  | $275.00 |
| **ECONOMIC DEVELOPMENT** | | |
| Tax Increment Financing Application |  | $10,000.00 and written agreement ($500 with written agreement) |
| Tax Abatement Application |  | $2500.00 and written agreement ($250 with written agreement) |
| Development Agreement |  | $500 and written agreement |
| Purchase Agreement |  | $500 and written agreement |
| Special Meeting Request |  | $210.00 |
| **UTILITY SERVICES** |  |  |
| Meter Deposit - Electric Only |  | Two Months Average Use of Previous Tenant |
| Meter Deposit - Electric/Water/Sewer |  | Two Months Average Use of Previous Tenant |
| Meter Deposit - Electric - Highland Commons |  | $50 |
| Meter Deposit – Electric - Amberfield Building D |  | $50 |
| Water Access Charge |  | $1,325 |
| Sewer Access Charge |  | $3,500 |
| Electric Hookup |  | $160 |
| Sewer User Rate |  | $.00375/gallon |
| Sewer Base Rate |  | $35.10/month plus $4.95 per additional unit |
| Green Isle Sewer Base Rate |  | $27.61/month |
| Water User Rate |  | $.00598/Gallon |
| Water Testing Fee |  | $0.81/month |
| 5/8-3/4 Inch Meter Water Base Rate |  | $10.30/month |
| 1 Inch Meter Water Base Rate |  | $10.82/month |
| 1 1/4 - 1 1/2 Inch Meter Water Base Rate |  | $11.14/month |
| 2 Inch Meter Water Base Rate |  | $12.00/month |
| 3 Inch Meter Water Base Rate |  | $13.11/month |
| 4-8 Inch Meter Water Base Rate |  | $17.62/month |
| Residential Electric Base Rate |  | $9.28/month |
| Residential Energy Rate |  | $.1254/kWh |
| Small Commercial Electric Base Rate |  | $19.61/month |
| Energy Charge $/kWh (Small Commercial Demand <25 kW) |  | $.1101/kWh |
| Large Commercial Electric Base Rate |  | $19.61/month |
| Energy Charge $/kWh (Large Commercial Demand >25 kW) |  | $.0746/kWh |
| Electric Demand Charge (Large Commercial Demand >25 kW) |  | $10.49/kW |
| Utility Disconnect Notice |  | $25 per occurrence |
| Water Reconnect Fee |  | $75 |
| Electric Reconnect - Day |  | $75 |
| Electric Reconnect - After Hours |  | $250 |
| Pole Attachment |  | $12/pole/year |
| Utility Bill Late Fee |  | 10% (less tax) of current bill; $1 minimum |
| Utility Account Payment Agreement |  | $10 Adm. Fee to be paid at time of drafting Agreement |
| Load Management Disconnect |  | $50 |
| Metering Fee for Meter on Private Wells |  | Cost of parts and labor |
| Lawn Sprinkler Meter |  | Cost of meter plus tax |
| Lawn Sprinkler Meter Repair Fee |  | Cost of parts and labor |
| **STORM WATER RATES:** |  |  |
| Residential Unit |  | $11.02/month |
| 0.0000 TRE to 1.0000 TRE |  | $17.33/month |
| 1.0001 TRE to 5.0000 TRE |  | $25.20/month |
| 5.0001 TRE to 10.0000 TRE |  | $40.95/month |
| 10.0001 TRE to 15.0000 TRE |  | $48.83/month |
| 15.0001 TRE to 20.0000 TRE |  | $56.70/month |
| 20.0001 TRE to 25.0000 TRE |  | $64.58/month |
| 25.0001 TRE or Greater |  | $72.45/month |
| **LIBRARY FEES** |  |  |
| Copies |  | $.10 single side and $.15 for duplex |
| Laser Printer |  | First 2 Free, $.10 per additional page |
| Color Printer |  | $0.50 |
| Library Card |  | First is free, replacement is $2 |
| Book Fines |  | $.10 a day after one-week grace period |
| Video Fines |  | $1/day |
| Faxes |  | $1/page |
| **ANIMAL/PET LICENSES AND FEES** |  |  |
| New Pet License (Jan.1 thru Dec. 31) |  | $5 per animal |
| Pet License Late Fee (April 1 thru Dec. 31) |  | $10 per animal |
| Chicken/Duck Permit Fee |  | $10 one-time fee |
| Animal (Stray) Impound Fee |  | $75 |
| Animal (Stray) Boarding Fee for Dog |  | $50/day |
| Animal (Stray) Boarding Fee for Cat |  | $45/day |
| Animal Redemption Fee |  | $50 |
| Animal Redemption Fee (Non-Licensed) |  | $75 |
| **MISCELLANEOUS LICENSES AND FEES** |  |  |
| All Parking Violations |  | $35 |
| Vehicle Towing - Impound |  | Set by Towing Company |
| Vehicle Storage |  | $25/day (inside or outside) + Towing fee |
| Replacement of Sign Resulting from Accident |  | $200 (billable to driver or insurance) |
| Blight/Nuisance/Mowing/Snow Removal (Ords #178, #259) |  | Contractor Cost plus $5 Administrative Fee. |
| Contracted Commercial Snow Removal |  | $15 (Small), $25 (Med.), $75 (Large) $150 (Xtra) $1,200 (Gig) |
| Repeat Nuisance Call Fee (Ord #259) |  | $30 |
| Peddler Permit (Ord #243) |  | $10/day, $25/week, $50/month, $100/Year |
| Drone Permit (Ord #303) |  | $0 Permit Only Required. |
| Chipping |  | $30 plus $1.00/minute, plus tax (discuss whether charged/min.) |
| Credit Card Convenience Fee |  | 2.5% ($2.00 minimum) |
| e-check |  | $1.50 (via Point & Pay) |
| Copies (up to 100 pages, then hourly rate) |  | $.15 for B/W; $.25 for color (per single-sided page) |
| Faxes/Scan to Email |  | $.15 per page received and $1 per document sent |
| Laminating |  | $1.00/foot plus $5 |
| Non-Sufficient Fund Check Returns (NSF's) |  | $30 per occurrence plus any bank fees |
| Residential Solid Waste Permit |  | $100 (Maximum of 3) |
| Commercial Solid Waste Permit |  | $100 (Maximum of 6) |
| Illuminating Portable Sign Permit |  | $20 |
| Election Filing Fee |  | $2 |
| Assessment Search Fee |  | $5 |
| Dance Permit |  | $20 per event or $200 for a yearly |
| Police Report (via paper or fax) |  | $15 (including insurance or personal request) |
| Police Report – digital media |  | $15 per DVD (changed to be consistent with Admin. Chrg.) |
| Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning) |  | $50 |
| Police Response to Subpoena |  | $50/hr. + mileage |
| Paper Service (only within City limits-only for evictions and family dispute matters of conflict) |  | $50 |
| Special Police Event (>2 officers) |  | Actual Per Hour Cost of Officer(s) Used (Salary &Benefits) |
| Lost/Unreturned key to City Facility |  | Cost of Rekey plus One (1) Hour Admin Time |
| Fire Extinguisher Recharge |  | Cost plus $5 |
| **BEER/LIQUOR LICENSES** |  |  |
| Temporary Malt Liquor License |  | $50 per event |
| Liquor License - On Sale |  | $1,300 |
| Liquor License - Off Sale |  | $100 |
| Liquor License – On Sale – Partial Year |  | $450 (applies to Raceway) |
| Liquor License-On Sale for Non-Profits |  | $50 |
| Setup License |  | $20 |
| Temporary 1-4 Day On Sale Liquor License |  | $50 per event |
| Caterer's Permit |  | $50 per event |
| Sunday Liquor License |  | $100 |
| Event Center Liquor License - On Sale |  | $250 (7/01-6/30 mid-year cycle est.by State of MN) |
| **CEMETERY FEES** |  |  |
| Burial Permits |  | $125 |
| Burial Plots |  | $400 Resident of Arlington/ $600 Non-Resident |
| **COLUMBARIUM:** |  |  |
| Urn Placement |  | $150 |
| Niche Plaque (Single or Double with Full Dates) |  | $645 |
| Niche Plaque (Double without Full Dates) |  | $745 |
| Columbarium (Front – Rows 1 & 2) |  | $750 |
| Columbarium (Front – Row 3) |  | $675 |
| Columbarium (Front – Rows 4 & 5) |  | $600 |
| Columbarium (Rear – Rows 1 & 2 ) |  | $675 |
| Columbarium (Rear – Row 3) |  | $600 |
| Columbarium (Rear – Rows 4 & 5) |  | $525 |
| Memory Wall Plaque |  | $310 |
| **FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)** |  |  |
| $500/hr. min. for first hour then $1000 per hour thereafter |  |  |
| Missing Person |  | $500/hr. based on situation |
| Fire Call |  | $500 plus supplies/foam/fuel for first hour/$1000 each addl. hrs |
| Helipad (Reso #15-2014) |  | $250 |
| CO2 Call |  | $350 |
| Gas Leak/smell of gas |  | $350/hr. |
| Gas Leak/hit |  | $1000/hr. |
| Hazardous Material |  | $1,500 (in addition to call fee) |
| Foam |  | $25 0-1-gallon, applicable supply replacement cost for each gallon thereafter |
| Jaws of Life |  | $250 in addition to call fee |
| Fuel Charges - City |  | $50 |
| Fuel Charges - Rural |  | $100 |
| False Alarm |  | First two = $0; after two, up to $500 per-officer in charge decides |
| Mutual Aid |  | Supplies |
| Pool Fills - 3,500 Gallon Tanker Truck at water rate plus |  | City Residents - $100 per haul, Rural Residents - $150 per haul |
| Township Protection Fee |  | Per Section $416.91 (2023) |
| Any expense AFD incurs will be passed on (backhoe, etc.) |  |  |
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| **AMBULANCE FEES** |  |  |
| BLS Emergency - Service Area |  | $1,450 plus mileage |
| BLS Non-Emergency - Service Area |  | $1,450 plus mileage |
| ALS Intercept |  | $250 plus mileage |
| ALS Non-emergency - Service Area |  | $1,875 plus mileage |
| ALS1 Emergency - Service Area |  | $1,875 plus mileage |
| ALS2 Emergency - Service Area |  | $2100 plus mileage |
| Intercept |  | $250 |
| Specialty Transport |  | $2,500 plus mileage |
| Lift Assist/Response Fee (no transport) |  | $550 |
| Mileage Rate |  | $27.50/ loaded mile |
| Township Protection Fee |  | Per Section $114.28 (2023) |
| Green Isle Protection Fee |  | $4363.97 (2023) |
| **EVENT CENTER FEES** |  |  |
| Rental Fees will not be charged for any organization having a city related budget (i.e. Fire Dept.; Ambulance) |  | **$0** |
| Weekly User Rate (one section only) |  | $120 per time |
| School Use (Testing/Retreats) |  | $50 per time |
| Room 1 (West) Rent |  | $180 per event |
| Room 2 (Center) Rent |  | $240 per event |
| Room 3 (East) Rent |  | $180 per event |
| All Rooms Rent |  | $850 per event |
| Extra Day Rental |  | $300 |
| Hourly Rental Rate (2 hrs. or less, no set-up/tear down) |  | $40 per hour/room (two-hour maximum) |
| Set-Up Fee |  | $100/room or $200 per event |
| Attendant Fee |  | $35/attendant/hr. per event (5 hour minimum) |
| Kitchen Use Fee (Full) |  | $100 per event |
| Kitchen Use Fee (Partial) |  | $50 per time |
| Dish Rental |  | $1/person or .11 per piece |
| Dish Rental for City-chartered organizations |  | $25 |
| Wine Glasses (Limited Supply) |  | $.15/piece |
| Linens |  | Set by Distributor |
| LCD Projector |  | $50 |
| Wireless Microphone (from library) |  | $15 to be paid to the library |
| Damage Deposit (for rental of more than one section) |  | $500 with Credit Card or cash/check |
| Damage Deposit (one section) |  | $200 for 1 section or $300 for 2 sections Cash/check or Credit Card |
| Lost Key |  | $50 |
| Council Chambers Rent |  | $40 per event |
| Caterer Serving Fee (sliding scale): |  | Number of Guests - Fee ($) |
|  |  | 1 - 100 $1/person |
|  |  | 101 - 200 $150 |
|  |  | 201 - 400 $250 |
|  |  | 401+ $350 |
| Cleaning and Utility Cost (Non-Profits) |  | $300 on Fri/Sat and $220 from Sun-Thursday |
| Bar Rental (sliding scale): |  | Number of Guests - Fee ($) |
|  |  | 1 - 200 $100 |
|  |  | 200 - 300 $200 |
|  |  | 300 - 400 $300 |
| Bar Rental (sliding scale): cont. |  | 400 - 500 $400 |
|  |  | 500+ $500 |
| **EMS CONFERENCE ROOM FEES** |  |  |
| Meeting Room, 0-2 hours |  | $25 per event |
| Meeting Room, 2-4 hours |  | $50 per event |
| Meeting Room, 4-8 hours |  | $75 per event |
| **LIONS CENTER @ FOUR SEASONS PARK** |  |  |
| Rent |  | $150 per event with $250 deposit |
| **SIGN RENTAL** |  |  |
| Main Street Sign |  | $30/week (both sides) or $15/week (one side) |
| Main Street Sign (Additional Week) |  | $15/week |
| Community Center Electronic Sign |  | $25 New Message set up, $30 weekly coverage |
| Community Center Electronic Sign, Non-Profit |  | $25 non-profit new message set up, $25 weekly coverage |
| Community Center Electronic Sign, daily |  | $25 New Message set up, $10/day (profit/non-profit) |
| Community Center Electronic Sign, Monthly |  | $25 New Message set up, $100 month coverage |
| **RIGHT OF WAY PERMITS** |  |  |
| Registration Fee |  | $40 |
| Excavation Permit Fees - Hole |  | $125 |
| Excavation Permit Fees - Trench |  | $275 |
| Obstruction Permit Fee |  | $50 |
| Permit Extension Fee |  | $55 |
| Delay Penalty |  | $60 for first 3 days, $10/day thereafter |
| **EQUIPMENT RATES (Rates below are for Equipment only. Hourly Rate for City Employee: $45.00) Min. of 1 Hr. Charge Per Employee** |  |  |
| Deere Payloader Case Payloader $80/hour |  | $125/hour |
| Deere Payloader w/Larue Snow Blower Case Payloader w/ SnoGo Snow Blower |  | $165/hour |
| New Holland Tractor w/ attachment |  | $100/hour |
| Chevy Dump Truck |  | $85/hour |
| Chevy Sanding/Plow Truck |  | $95/hour |
| Elgin Street Sweeper |  | $130/hour |
| Chevy Bucket Truck |  | $90/hour |
| Chevy Digger Truck |  | $90/hour |
| Backpack Mosquito Sprayer |  | $40/hour |
| Truck Mount Mosquito Sprayer (with chemical) |  | $150/hour |
| Vermeer Brush Chipper |  | $30/hour \*\*Min.1 hour charge\*\* |
| Pull Behind Street Roller/Packer |  | $35/hour |
| Kubota Lawn Mower |  | $55/hour |
| Pickup W/Snowblade |  | $60/hour |
| **CITY DIRT AND GRAVEL** |  |  |
| Class 5 Gravel |  | $20/yd |
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The motion for the adoption of the foregoing resolution was duly seconded by Councilmember

Litfin; and upon poll being taken thereon the following voted in favor thereof: ­Meyer, Thomes, Matz, Ling, Litfin; the following abstained: none; and the following were absent: none.

Adopted by the City Council of the City of Arlington on this 5th day of February 2024.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Matthew Scharpe

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Administrator Jessica Steinke

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

