



MARSHALL
CULTIVATING THE BEST IN US

2025 FEE SCHEDULE

Approved **XX/XX/2024**

Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing

ASSESSING DEPARTMENT

	<u>Fee/Charge</u>	
Copies	\$ 0.25	Per Side
Sales Summary	\$ 10.00	Each
Apartment List	\$ 15.00	
Ownership Searches	\$ 4.00	Per Parcel
Yearly Subscription Rate	\$ 75.00	

CLERK

	<u>Fee/Charge</u>	
Brewer Tap Room	\$ 500.00	Annual
Club License	\$ 275.00	Annual
Consumption & Display	\$ 130.00	Annual
	\$ 25.00	1 Day
On-Sale Liquor License	\$ 3,500.00	Annual
Financial Background (on-sale liquor)	Charged at rate of 3rd Party Vendor	
Off-Sale 3.2% Malt Liquor	\$ 150.00	Annual
On-Sale 3.2% Malt Liquor	\$ 300.00	Annual
Sunday Liquor	\$ 200.00	Annual
1-3 Day Temporary On-Sale Liquor	\$ 75.00	Per Day
Temporary On-Sale 3.2% Malt Liquor	\$ 30.00	Per Day
	\$ 50.00	Month
Tobacco License	\$ 150.00	Annual
Wine License	\$ 600.00	Annual

Cannabis Business Registration

Lower Potency Hemp Edible Manufacturer	\$ 500.00	
Lower Potency Hemp Edible Retailer	\$ 125.00	
Event Organizer	\$ 375.00	
Microbusiness	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Mezzobusiness	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Cultivator	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Manufacturer	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Retailer	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Wholesaler	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Transporter	\$ 250.00	Initial
	\$ 500.00	Renewal
Testing Facility	\$ 500.00	Initial
	\$ 1,000.00	Renewal

Delivery Service	\$	250.00	Initial
	\$	500.00	Renewal
Dangerous Animals	\$	150.00	Annual
Pick-up (Animal at large)	\$	10.00	
Board	\$	10.00	Per Day
Animal at Large	\$	90.00	
No City License	\$	90.00	
Rabies Vaccination not current			Court
Disturbing the Peace			Court
Garbage & Refuse Haulers	\$	160.00	Annual
Special Vehicle Permit	\$	35.00	Annual
Non-profits Exempt (must provide certification)			
Taxicabs	\$	100.00	Annual
	\$	25.00	Per Additional Vehicle
Transient Merchant	\$	30.00	Per Month
	\$	160.00	Semiannual
	\$	315.00	Annual
Mobile Food Units/Food Carts	\$	300.00	\$ 150.00 Annual
	\$	50.00	Per Day (Up to 7 days)
Refunding of License Fee			20% of fee up to a maximum of \$100.00
Administrative Citation Fee			
Filing Fee	\$	150.00	
Hearing Officers	\$	150.00	Per Hour

ADMINISTRATION & HUMAN RESOURCES

	<u>Fee/Charge</u>
Copies	\$ 0.25 Per Side
Administrative Fee for Retiree Insurance (<i>Health/Dental</i>)	2% of total cost to the City
City Hall Conference Room Rental	
Half Day (4 hours or less)	\$ 25.00
Full Day (4 hours or more)	\$ 50.00
After 4:30 PM	\$ 50.00 Plus \$20/Per Hour (One hour charge minimum)
Administrative Citation Fine	\$ 100.00
<i>(Against all ordinances, unless otherwise stated)</i>	

FINANCE

	<u>Fee/Charge</u>
Assessment Searches	\$ 15.00
Returned check for all City departments	\$ 30.00
Business Tax Abatement Application	\$ 750.00
Administrative charge (i.e., mowing, snow, etc.)	\$ 25.00

COMMUNITY SERVICES

	<u>Fee/Charge</u>	<u>Deposit</u>
Special Event Permit	\$ 100.00	Per Day/Per Vendor
Collapsible Picnic Tables	\$ 15.00	Per Table/Per Day

Tents 20 x 20	\$	300.00	Weekend	\$250.00
	\$	250.00	Per Day	\$200.00
Tents 20 x 30	\$	300.00	Weekend	\$250.00
	\$	250.00	Per Day	\$200.00
Concessions Trailer	\$	300.00	Per Day	ServSafe Manager Certification required
Vandalism Clean-up/Repairs	\$	55.00	Per Hour/Per Staff	

<u>Parks</u>	<u>Fee/Charge</u>	<u>Deposit</u>
Shelter Rent	\$ 60.00	\$50.00
Park Gazebo Rent	\$ 30.00	\$30.00
Band Shell Rent	\$ 200.00 Per Day	\$100.00
Moving Liberty Park Benches for Events	\$ 100.00	

<u>Ballfields</u>	<u>Fee/Charge</u>	<u>Deposit</u>
Channel Parkway Complex	\$ 100.00 Per Day	\$100.00
	\$ 150.00 2 Days	\$100.00
Amateur Sports Complex	\$ 250.00 Per Day	\$100.00
	\$ 200.00 2 Days	\$100.00
One Ballfield	\$ 80.00 Per Day	\$100.00
Independence Park Youth Ballfields	\$ 80.00 Per Day/ONE Field/No Lights	\$100.00
<i>(2 Fields: 1 Lighted & 1 Not Lighted)</i>	\$ 100.00 Per Day/One Field/Lighted	\$100.00
	\$ 125.00 Per Day/Two Fields/One Field Lighted	
American Legion Field Ballfield	\$ 200.00 Per Day/Without Lights	\$100.00
	\$ 300.00 Per Day/With Lights	\$100.00
Legion Field Park Youth Ballfields	\$ 50.00 Per Day	\$50.00
Justice Park Youth Baseball/Softball Field	\$ 50.00 Per Day	\$50.00

<u>Aquatic Center</u>	<u>Fee/Charge</u>
Marshall Aquatic Center (min. 25 people)	\$ 150.00 Per Hour &
	\$ 6.00 Per Person
Pool Party	
Up to 75 people	\$ 400.00 Per Event
76 people or more	\$ 500.00 Per Event

<u>Stage Rental</u>	<u>Fee/Charge</u>
Damage Deposit	\$ 500.00
Call-Back	\$ 55.00 Per Hour

Basic Unit; 24x20 ft., set-up and take down	
Marshall non-profit business or agency	\$ 350.00
Marshall for profit business or agency	\$ 450.00
All others	\$ 800.00

Basic Unit; <u>plus additional</u> 16x4 ft., set-up and take down	
Marshall non-profit business or agency	\$ 500.00
Marshall for profit business or agency	\$ 700.00
All others	\$ 1,600.00

Studio 1 TV

	<u>Fee/Charge</u>	
DVD	\$ 15.00	Includes Tax
CD	\$ 5.00	
CD w/Printed Cover	\$ 10.00	
Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 15.00	Per Hour
Certification Training	\$ 100.00	
Student (high school & full-time post secondary)	\$ 30.00	Per Hour

Park Land Development

	<u>Fee/Charge</u>
For any residential or commercial subdivision of property after March 10, 2009, upon initial sale	
Residential Lot	\$ 500.00 Per Lot
Commercial Lot	2% Of gross unimproved value per commercial lot

Telecommunication

	<u>Fee/Charge</u>
Application & Permit fee	\$ 1,500.00 Plus
	\$ 2.00 Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way

Adult Community Center

	<u>Fee/Charge</u>	<u>Deposit</u>
Copies	\$ 0.25 Per Side	
Oaktree & Wildflower Rooms	\$ 30.00 Per Hour	\$30.00
MASC Room-with MASC board approval	\$ 50.00 Per Hour	\$100.00
Prairie Winds Dining Area - MASC personal use only	\$ 35.00 Per Hour	\$100.00
Prairie Winds Dining Area - general public	\$ 80.00 Per Hour	\$100.00
Kitchen - Serving only	\$ 40.00 Per Hour	\$50.00
Projection & Sound system	\$ 25.00 Per Event	

Red Baron Arena and Expo Center

	<u>Fee/Charge</u>
Video Board usage for events	\$ 300.00 Per Event
Plus Staff time	\$ 30.00 Per Hour Per Staff
Skate Sharpening	\$ 5.00

Ice Rink

	<u>Fee/Charge</u>	
Open Rate	\$ 150.00 Per Hour	\$ 175.00
Skating Bundle (Ice and Skates)	\$ 225.00 Per Hour	
10 or more hours booked at one time	\$ 130.00 Per Hour	
30 or more hours booked at one time	\$ 120.00 Per Hour	
Marshall Community Services	\$ 75.00 Per Hour	
Marshall High School	\$ 75.00 Per Hour	
<i>(Marshall High School will not be charged ice time during high school games or tournaments)</i>		
Southwest Figure Skating Club	\$ 75.00 Per Hour	
Marshall Area Hockey Association (MAHA)	Per Agreement	
Off season (June 1-August 31)(Saturday and Sunday)	\$ 80.00 Per Hour	
Ice Painting Equipment	\$ 250.00 Per Day	

Expo/Meeting Room

	<u>Fee/Charge</u>		
Full day expo floor rental for wedding event	\$ 1,400.00	Per Day	
Caterer within Marshall city limits	\$ 1,250.00	Per Day	
Full day expo floor rental	\$ 1,250.00	Per Day	
Expo floor rental (April 1 - October 1)			
Youth or Community Activities Only	\$ 200.00	Per Hour	
Event SETUP (8am-5pm)	\$ 250.00	Per Day	\$ 350.00
Event SETUP (after 5pm)	\$ 55.00	Per Hour	
Event CLOSURE (after 5pm)	\$ 55.00	Per Hour	
Club Room	\$ 400.00	Per Day or Event	\$ 450.00
	\$ 80.00	Per Hour	\$ 90.00
Meeting Room	\$ 200.00	Per Day	\$ 240.00
	\$ 30.00	Per Hour	\$ 40.00
Birthday Party Package	\$ 250.00	Per Event	
<i>(Includes: 1 hour on ice; skates; 1 hour in meeting room)</i>			

PUBLIC SAFETY DEPARTMENTS

Fire Department

	<u>Fee/Charge</u>	
Fire/Rescue Calls (Outside city limits)*	\$ 1,000.00	
Fire/Rescue Calls (Within city limit)*	\$ 750.00	
<i>*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Department Association Mutual Aid Agreement</i>		
Hazardous Materials Trailer	\$ 750.00	Plus supplies & materials used
Pumping Fuel or Gas (48 hours to pick up)**	\$ 1.00	Per Gallon in and out (48 hours to pick up)
<i>**If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste</i>		
Natural Gas line hits	\$ 750.00	Per Call
Automatic fire alarm activation***	\$ 750.00	Per Call
<i>***(3rd call and after, within 72 hour period OR 3 business days, until functional)</i>		
Education Trailer (to all departments)	\$ 150.00	Per Day
Fire Chief's call for service (officer's pages)	\$ 100.00	Per Hour

Calls that are caused by negligence, or lasting longer than 5 hours on scene*, will be billed out on cost basis of equipment and manpower:

**After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Dept. Association Mutual Aid Agreement for all departments that were called for mutual aid.*

Fire Equipment

	<u>Fee/Charge</u>	
Rescue Truck	\$ 125.00	Per Hour
1500 GPM Engine	\$ 295.00	Per Hour
1000 GPM Engine	\$ 200.00	Per Hour
Ladder Truck	\$ 750.00	For Initial First Hour
	\$ 250.00	Per Hour thereafter
Tanker	\$ 160.00	Per Hour

Grass Rig	\$	125.00	Per Hour
Haz-Mat Trailer	\$	125.00	Per Hour
Water Auger with Engine or Tanker	\$	150.00	Per Hour
UTV	\$	85.00	Per Hour
Each firefighter responding to the call for service	\$	25.00	Per Hour
Mileage to organizations outside the Southwest/West Central Fire Department Mutual Aid	\$	1.75	Per Mile

Any equipment/tools damaged/destroyed due to the call for service will be assessed at actual cost to the owner or responsible party of the call for service.

Supplies: (Billed out at cost incurred)

	<u>Fee/Charge</u>	
AFFF Foam	\$	150.00 Per Pail
AR-AFFF Foam	\$	200.00 Per Pail
Floor Dry	\$	15.00 Per Bag
55 Gallon steel barrel with metal lid	\$	135.00 Per Barrel
8"x10' absorbent boom	\$	145.00 Per Boom
4' X 8' Plywood	\$	25.00 Per Sheet

Police Department

	<u>Fee/Charge</u>	
Police Records	\$	0.25 Per Side
DVD/CD of Photos, Videos and Audio	\$	20.00 Each
False Alarm Call (after 3rd)	\$	60.00
Residence Check		
First three checks	\$	40.00
After 3rd check	\$	10.00
Towing Administration Fee	\$	15.00
Storage	\$	25.00 Per Day
Opening Car Door	\$	50.00
In-house Background Check	\$	20.00
Funeral Escorts (3 or more Officers)	\$	150.00
Bank Escorts	\$	50.00

Parking Violations

	<u>Fee/Charge</u>	<u>After 10 Days</u>
Prohibited Parking	\$ 20.00	\$ 30.00
Double Parking	\$ 20.00	\$ 30.00
Blocking Driveway	\$ 20.00	\$ 30.00
No Parking Zone	\$ 20.00	\$ 30.00
Blocking Alley	\$ 20.00	\$ 30.00
Parking in Alley	\$ 20.00	\$ 30.00

MERIT Center

<u>Classroom</u>	Room A or B		Room A & B	
	<u>1/2 Day</u>	<u>Full Day</u>	<u>1/2 Day</u>	<u>Full Day</u>
Public Safety/Non-Profit	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00
Business	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00

Props & Simulators

	<u>Fee/Charge</u>	
Public Safety/ Non-Profit	\$ 35.00	Per Item Per Day
Business	\$ 50.00	Per Item Per Day

Driving Course

	<u>1/2 Day</u>	<u>1/2 Day Hourly</u>	<u>Full Day</u>	<u>Full Day Hourly</u>
Government/Non-Profit	\$ 120.00	\$ 20.00	\$ 200.00	\$ 35.00
Business	\$ 200.00	\$ 30.00	\$ 300.00	\$ 50.00

Rate Categories

Public Safety : training of police, fire, ambulance, hazardous material teams, etc.

Non-Profit : training for entities such as civic, charitable, service clubs, government organizations, etc.

Business : training for private individuals, organizations, and businesses of any kind.

Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.

Administrative Services	\$ 100.00
<i>(Managing class participants, ordering/delivering food, etc.)</i>	

PUBLIC WORKS DEPARTMENTS

Airport

T-Hangar Rent

Fee/Charge

Base Rates

1708 & 1710 units; 1044 sq. ft.	\$ 130.00	Per Month
1712 units; 1235 sq. ft.	\$ 160.00	Per Month
Winch; if available and desired in hangar	\$ 10.00	Per Month
Electric service for Heater	\$ 10.00	Per Month
Full Enclosed	\$ 25.00	Per Month

T-Hangar 1708

Unit 1 ; 40.5' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 165.00	Per Month
Unit 2-8 ; 40.5' bi-fold door, 13.67' tail ht	\$ 130.00	Per Month

T-Hangar 1710

Fee/Charge

Units 1, 6 ; 40.5' bi-fold door, 13.67' tail ht	\$ 140.00	Per Month	(includes winch)
Units 2-5, 7-8 ; 40.5' bi-fold door, 13.67' tail ht	\$ 130.00	Per Month	

T-Hangar 1712

Unit 1 ; 43.45' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 195.00	Per Month	
Units 2,4 ; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$ 185.00	Per Month	
Units 3,5,6 ; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$ 195.00	Per Month	(includes winch)

Arrival/Departure Building-Office Space	\$ 12.00	Per Square Foot / Per Year
Arrival/Departure Building-Community Lobby Space	\$ 6.00	Per Square Foot / Per Year
Commercial - Ground Rent	\$ 0.35	Per Square Foot / Per Year
Non-commercial - Ground Rent	\$ 0.216	Per Square Foot / Per Year

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.; With Operator)

Oshkosh/FWD 24' Snow Plow with Batwings	\$	150.00	Per Hour
Oshkosh Blower	\$	150.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$	150.00	Per Hour
Dump Truck	\$	125.00	Per Hour
Skid Loader	\$	125.00	Per Hour

Community Planning

Fee/Charge

NOTE: Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute.

HVAC License	\$	50.00	Bi-Annual
Rental Registration Per Building	\$	100.00	Bi-Annual

No fee for leased manufactured home lots where the unit is owned by someone else

Building/Plumbing/Sign Permit Application

Fee/Charge

Total Valuation

Up to \$500.00	\$	22.00	
\$501.00 - \$2,000.00	\$	22.00	First \$500 +
	\$	3.40	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$	73.00	First \$2,000 +
	\$	12.50	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$	360.50	First \$25,000+
	\$	8.90	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$	583.00	First \$50,000+
	\$	6.80	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$	923.00	First \$100,000+
	\$	5.25	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$	3,023.00	First \$500,000+
	\$	4.75	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	\$	5,398.00	First \$1,000,000+
	\$	3.70	Each Add 'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy (See Appendix C)

	<u>Fee/Charge</u>
Minimum Permit Valuation	\$ 100.00
Demolition Permit	35% of calculated fees

Fee/Charge

Investigation Fee (when work is started prior to obtaining a Permit)

First Violation		25% of building permit fee OR
	\$	50.00 whichever is greater
Consecutive Violations		50% of building permit fee OR
	\$	100.00 whichever is greater
Second Re-inspection of the same item (building permit)	\$	100.00
Valid Complaint Based Rental Inspection	\$	200.00

Rental Re-inspection (repairs not complete prior to deadline)	\$	400.00	Plus Time
Copy of Prior Permit or Certificate of Occupancy	\$	5.00	
Plan Review			
Commercial Projects			65% of building permit fee
New one & two Family Dwelling			35% of building permit fee

WWTF Sanitary Sewer Connection Permit Application

Nominal Size of Sanitary Sewer Pipe	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
Exiting the Building			
4"	200.00	50.00	\$ 250.00
6"	575.00	50.00	\$ 625.00
> 6"	2,000.00	50.00	\$ 2,050.00

Planning Commission Action Request Application

Fee/Charge

Escrow

Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50.

Variance Adjustment Permit	\$	300.00		\$	300.00
Conditional Use Permit	\$	300.00		\$	300.00
Interim Use Permit	\$	300.00		\$	300.00
Vacation of Zoning Permit	\$	100.00			
Moving a House into Town Permit	\$	300.00		\$	300.00
Map Amendment (Rezoning) Application	\$	300.00		\$	300.00
Zoning Ordinance Amendment Application	\$	300.00			
Subdivision Platting					
Preliminary Plat				\$	300.00
		\$	70.00 Per Acre (\$225.00 Minimum)		
Final Plat			(if Separate from Preliminary)	\$	300.00
		\$	50.00 Per Acre (\$75.00 Minimum)		
Planned Unit Development (PUD) (excludes platting fee)	\$	200.00 Per Acre		\$	300.00
Base Map Updating (whichever is greater)	\$	5.00 Per Lot			
	\$	15.00 Per Acre			
Zoning Letter	\$	25.00			

Direct costs include but are not limited to:

- 1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

Engineering

Fee/Charge

RTVision BidVAULT Electronic Bidding Fee	\$25.00	+ 3rd Party Payment Processing Fee
<i>Fee collected and administered by RTVision</i>		

Overweight Load Permit

Fee/Charge

Single Trip	\$	50.00	Per Vehicle
Annual from application date			
<= 6 Axles/90,000 lbs.	\$	300.00	Per Vehicle
> 6 Axles/90,000 lbs.	\$	500.00	Per Vehicle
Annexation Application	\$	200.00	\$ 200.00
Vacation of Public Rights of Way/Public Easements Application	\$	200.00	\$ 200.00
Moving on Public Right of Way Permit Application	\$	50.00	

Copying/Plotting/Printing (No Charge if under \$5)

	<u>Fee/Charge</u>
Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.25 Per Side
Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.60 Per Sheet
Large Scale (18 x 24 and larger)	\$ 3.00 Per Square Foot

Aerial Photo Printing (No charge if under \$5)

	<u>Fee/Charge</u>
8½ x 11	\$ 2.00
11 x 17	\$ 5.00
Large Scale Prints	\$ 4.00 Per Square Foot

City Right of Way Permits

	<u>Fee/Charge</u>
Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit	
Utility Companies-Post Yearly	\$ 5,000.00 Bond
The \$5,000 bond is in lieu of the \$400 deposit on each individual project	
Excavation in Row Permit	\$ 400.00 Deposit plus
	\$ 50.00 Inspection
Driveway Permit	\$ 300.00 Deposit plus
	\$ 50.00 Inspection
Sidewalk Permit	\$ 50.00 Inspection
Investigation Fee (when work is started prior to obtaining Permit)	\$ 50.00
City Sidewalk Cost Participation	\$ 2.50 Per Square Foot (Not to exceed \$750)
Special Event Permit	\$ 100.00 Per Day/Per Vendor

Special Projects

	<u>Fee/Charge</u>
Standard Engineering for Special Assessment Projects	16% (Construction Cost + Contingencies)
Engineer (Registered)	\$ 200.00 Per Hour
Assistant Engineer	\$ 160.00 Per Hour
Senior Engineering/Specialist	\$ 140.00 Per Hour
Engineering Technician/Specialist	\$ 100.00 Per Hour
Building Official	\$ 140.00 Per Hour
Building Inspector	\$ 100.00 Per Hour
Administrative Assistant	\$ 100.00 Per Hour
Office Assistant/Receptionist	\$ 85.00 Per Hour
GPS Survey	\$ 150.00 Per Hour

Watermain Tapping & Water Meters (Refer to Marshall Municipal Utilities for application and fees.)

(Equipment hourly rate/not including operator). Add \$55.00/hour for operator.

Storm Sewer Connection Permits

(Inside Diameter of Sewer Service Pipe Entering the Building)	<u>Connect +</u>	<u>Inspection =</u>	<u>Total</u>
4" Gravity	100.00	30.00	\$ 130.00
6" Gravity	120.00	30.00	\$ 150.00
8" Gravity	200.00	60.00	\$ 260.00
10" Gravity	360.00	60.00	\$ 420.00
12" or > Gravity	500.00	90.00	\$ 590.00

1 1/2"	Force	100.00	30.00	\$	130.00
2"	Force	120.00	30.00	\$	150.00
3"	Force	140.00	60.00	\$	200.00
4"	Force	160.00	60.00	\$	220.00

Municipal Separate Storm Sewer System (MS4)

Surface Water Management MS4 Construction Plan Review

Drainage/Land Disturbance Application

	<u>Fee/Charge</u>
Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ 50.00
Site 5,000 sq. ft. to one (1) acre	\$ 150.00
Site one (1) acre to five (5) acres	\$ 300.00
Site greater than five (5) acres	\$ 500.00

Administrative Fines for Violations of City Code Chapter 30 Environment

Administrative Offense

	<u>Fee/Charge</u>
<u>Illicit Discharges and Connections</u>	
Illicit Discharge to Storm water System (Minor)	\$ 50.00
Illicit Discharge to Storm water System (Major)	\$ 1,000.00
Illicit Connection to Storm water System (Minor)	\$ 30.00
Illicit Connection to Storm water System (Major)	\$ 1,000.00
Failure to Report a Spill	\$ 300.00
Failure to Cleanup a Spill	\$ 300.00
Failure to Respond to a Notice of Violation	\$ 100.00

Construction Site Erosion/Sediment Control Violations

	<u>Fee/Charge</u>
Site Dewatering	\$ 200.00
Waste and Material Disposal	\$ 100.00
Tracking (Minor)	\$ 100.00
Tracking (Major)	\$ 500.00
Drain Inlet Protection	\$ 100.00
Site Erosion Control (Minor)	\$ 500.00
Site Erosion Control (Major)	\$ 1,000.00
Failure to Provide/Maintain Concrete Washout Facility	\$ 200.00
Failure to Respond to a Notice of Violation	\$ 100.00
Failure to Conduct/Document Site inspections	\$ 100.00
Failure to Maintain SWPPP/Inspection Documents	\$ 100.00

Post Construction Structural Storm water BMP Violations

	<u>Fee/Charge</u>
Failure to Perform Proper Maintenance (Minor)	\$ 500.00
Failure to Perform Proper Maintenance (Major)	\$ 1,000.00
Unauthorized Removal or Alterations to BMPs (Minor)	\$ 500.00
Unauthorized Removal or Alterations to BMPs (Major)	\$ 1,000.00
Failure to Submit/Maintain Maintenance Records	\$ 100.00

SURFACE WATER MANAGEMENT UTILITY

	<u>Fee/Charge</u>		
Minimum fee or below, whichever is greater	\$ 6.25	Per Month	6.50
Single Family Residential (Classification 1) Flat rate	\$ 6.25	Household Per Month	6.50
Two-Family Residential (Classification 2)	\$ 24.71	Per Acre Per Month	24.93
Manufactured Housing (Classification 3)	\$ 35.01	Per Acre Per Month	35.31
Industrial, Multi-Family, Railroad Right-of-Way (Classification 4)	\$ 42.47	Per Acre Per Month	42.84
Commercial/Office/Parking (Classification 5)	\$ 54.44	Per Acre Per Month	54.91
Vacant (Classification 7)	\$ 2.96	Per Acre Per Month	2.98
Agricultural (Classification 8)	\$ 0.74	Per Acre Per Month	\$ 0.75

Five-Year Rate Projections (See Appendix A)

Street

	<u>Fee/Charge</u>
Weed/Mowing/Snow/Nuisance Enforcement	\$ 55.00 + Direct Costs

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

*(Equipment hourly rate/not including operator). Generally we will use City employees. Add-\$55.00/hour for operator.

*Elgin Sweeper	\$ 125.00	Per Hour
*Cat/John Deere Front-End Loader	\$ 125.00	Per Hour
*Tractor-Loader Backhoe	\$ 125.00	Per Hour
*Motor Grader	\$ 125.00	Per Hour
*Cat Loader w/Snow-Go Blower	\$ 150.00	Per Hour
*Truck with Vactor (Catch Basin Cleaning Unit)	\$ 125.00	Per Hour
*Truck with Snowplow	\$ 125.00	Per Hour
*Skid Loader	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Boom Truck	\$ 125.00	Per Hour
*1-Ton	\$ 70.00	Per Hour
*Pick Up	\$ 60.00	Per Hour
Brush Chipper	\$ 70.00	Per Hour
Portable Pumps	\$ 60.00	Per Hour
Barricades - Type II	\$ 5.00	Per Day
Barricades - Type III	\$ 10.00	Per Day
Traffic Control Devices (12 Cones)	\$ 5.00	Per Day Minimum
Operator	\$ 55.00	Per Hour

WASTEWATER

	<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge)	\$ 24.26	Per Month	Base Charge 25.47
Violation under Sec. 78-73, Marshall Code of Ordinance	\$ 50.00	Monthly Surcharge	
Violation under Sec. 78-74, Marshall Code of Ordinance	\$ 100.00	Monthly Surcharge	
Domestic	\$ 4.78	Per 1,000 Gallons	5.02
Industrial	\$ 3.06	Per 1,000 Gallons	3.21

Surcharge by strength as follows:

Excess CBOD	\$ 333.78	Per 1,000 Pounds	350.47
Excess Suspended Solids	\$ 333.59	Per 1,000 Pounds	350.26
Excess Phosphorus (industrial)	\$ 6.00	Per Pound	6.30

Five-Year Rate Projections (See Appendix B)

Summer sewer rate takes into account the added water usage for lawn and yard sprinkling. For one to four family residential properties, the monthly user charges on the June through November bills shall not exceed the average monthly user charges of the previous February through May billings.

<u>Pretreatment of Industrial Wastewater Violations (Sec. 78-48)</u>	<u>Fee/Charge</u>
Failure to meet Preliminary Treatment Requirements	\$ 500.00

The City has the right to charge and assess violators for all costs to the City for damages from any discharge or other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.
5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$1,000.00

Call-Out	<u>Fee/Charge</u>
During Business Hours	\$ 55.00 Per Hour
After Business Hours	\$ 125.00 Per Hour

Biosolids Application \$50.00 to \$100.00 Per Acre
Sliding rate based on cost of fertilizer and nutrient quality of biosolids

Porta Potty Waste/Septage	56.23	\$ 53.55	Per 1,000 Gallons plus \$25.00/load
Leachate	5.06	\$ 4.82	Per 1,000 Gallons plus \$25.00/load

Equipment Rental Fee/Charge
 (These rates are for governmental agencies only. For non-governmental entities, **multiply rate by 1.5.**)

<i>*(Equipment hourly rate/not including operator.)</i>			
Operator	\$	55.00	Per Hour
*Skid Loader	\$	125.00	Per Hour
*Water Truck 3,000 Gal.	\$	125.00	Per Hour
*Dump Truck	\$	125.00	Per Hour

*Semi Tractor Tanker Trailers	\$	125.00	Per Hour
*Pickup	\$	60.00	Per Hour
*Crane Truck	\$	125.00	Per Hour
Jet Vac Truck	\$	150.00	Per Hour With Operator
Sludge Applicator Vac/Pressure Sys.	\$	150.00	Per Hour With Operator
Sewer Camera	\$	150.00	Per Hour With Operator
6" Portable Pumps	\$	60.00	Per Hour
6" Hose 100'	\$	30.00	Per Day
Mileage	\$	1.50	Per Mile Includes Operator

Laboratory Testing Services

(Minnesota Pollution Control Agency Permit #0022179)

	<u>Fee/Charge</u>	
CBOD	\$ 25.20	26.46
TSS	\$ 12.60	13.23
Ph	\$ 6.30	6.62
Ammonia	\$ 21.00	22.05
Total Phosphorus	\$ 16.80	17.64
Fecal Coliform	\$ 19.95	20.95
Chlorides	\$ 15.75	16.54
Dissolved Oxygen	\$ 10.50	11.03

Sump Pump Connections

Fee/Charge

Place seal on valve preventing discharge into sanitary sewer system	\$	25.00	Service Charge
Breaking seal on valve to allow discharge to flow into sanitary sewer system	\$	25.00	Service Charge
Discharge fee when seal is broken on valve	\$	25.00	November 1 - March 31
Unpermitted discharge fee	\$	300.00	

Special Assessment For Street Reconstruction

Fee/Charge

Detailed calculation procedures for special assessments are found in the Special Assessment Policy.

The annual assumptions used in those calculations are as follows:

1. Standard assessment amount per residential parcel \$ 5,850.00
2. Frontage feet for average residential parcel 77 Lineal Foot
3. Area of average residential parcel 12,000 Square Feet
4. Standard street width 36 Feet
5. Standard street load rating 7 Ton

Interest Rate

Projects Bonded	2.00% Plus Bond Interest Rate
Projects Not Bonded	2.50%

ECONOMIC DEVELOPMENT DEPARTMENT

Fee/Charge

(Government and Non-profit only)

Advertising Kiosk Space (as per agreement)	\$	250.00	Per Year; 7/1-6/30 (may pro rate)
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		Approximate Level Rate Increases!!!					
Projected Surface Water Rate Adjustment	Projected Change 2026-2030	2.00%	2.00%	2.00%	2.00%	2.00%	
	2025	2026	2027	2028	2029	2030	
	growth in volume						
Operating Revenues	0.00%	1,340,298	1,367,104	1,394,446	1,422,335	1,450,782	1,479,797
Operating Expenses							
Salaries and benefits		-	-	-	-	-	-
Supplies	0.00%	15,200	15,200	15,200	15,200	15,200	15,200
Equipment Repair & Maintenance	0.00%	15,000	15,000	15,000	15,000	15,000	15,000
Other Repairs and Maintenance	0.00%	25,500	25,500	25,500	25,500	25,500	25,500
Other services and charges	3.00%	360,658	371,478	382,622	394,101	405,924	418,101
Insurance	3.00%	6,061	6,243	6,430	6,623	6,822	7,026
Utilities	5.00%	17,910	18,806	19,746	20,733	21,770	22,858
Depreciation - Existing		887,730	843,344	801,176	761,118	723,062	686,909
Depreciation - New			32,818	52,746	70,934	83,588	116,264
Total Operating Expenses		1,328,059	1,328,388	1,318,420	1,309,208	1,296,865	1,306,859
Operating Income (Loss)		12,239	38,716	76,026	113,127	153,917	172,939
Nonoperating Revenues (Expenses)							
Interest	2.00%	42,780	42,053	45,091	47,119	50,365	55,680
Property taxes		-	-	-	-	-	-
Other Income		-	-	-	-	-	-
Special assessments		4,000	4,000	4,000	4,000	4,000	4,000
Refunds and reimbursements		-	-	-	-	-	-
Rents		-	-	-	-	-	-
Gain/(loss) on disposal of assets		-	-	-	-	-	-
Interest Expense - existing debt		(135,095)	(115,539)	(96,842)	(79,929)	(65,976)	(52,847)
Interest Expense - new debt			(22,209)	(41,240)	(56,594)	(64,380)	(86,961)
Total Nonoperating Revenues (Expenses)		(88,315)	(91,695)	(88,991)	(85,404)	(75,990)	(80,128)
Income (Loss) Before Transfers		(76,076)	(52,978)	(12,965)	27,723	77,926	92,810
Transfers							
Transfers In		-	-	-	-	-	-
Transfers (Out)	0.00%	(49,023)	(49,023)	(49,023)	(49,023)	(49,023)	(49,023)
Total Transfers		(49,023)	(49,023)	(49,023)	(49,023)	(49,023)	(49,023)
Net Income (Loss)		(125,099)	(102,001)	(61,988)	(21,300)	28,903	43,787
Beginning Cash & Investments		2,375,244	2,102,658	2,254,526	2,355,965	2,518,265	2,783,990
Net Income		(125,099)	(102,001)	(61,988)	(21,300)	28,903	43,787
Depreciation		887,730	876,162	853,922	832,051	806,650	803,173
Acquisition and Construction of Assets		(984,540)	(597,829)	(545,641)	(379,634)	(980,280)	-
Proceeds from Long-Term Debt		634,540	597,829	545,641	379,634	980,280	-
Principal Payments on Long-Term Debt - New			(54,089)	(106,942)	(157,196)	(195,058)	(287,396)
Principal Payments on Long-Term Debt - Existing		(685,217)	(568,203)	(583,553)	(491,255)	(374,770)	(383,820)
Ending Cash & Investment Balance		2,102,658	2,254,526	2,355,965	2,518,265	2,783,990	2,959,734
Minimum Cash & Investment Balance							
Designated for Capital Improvements - Beginning		396,917	620,427	916,337	1,208,391	1,493,031	1,770,382
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	223,510	295,910	292,054	284,641	277,350	268,883
Capital Reserve Used for Improvements/Expansion		-	-	-	-	-	-
Adjustment to Capital Reserve							
Designated for Capital Improvements - Ending		620,427	916,337	1,208,391	1,493,031	1,770,382	2,039,265
Designated for Revenue Bonds (following yrs DS)		760,040	828,577	784,974	700,184	811,024	737,664
Net Operating Cash		722,191	509,613	362,600	325,050	202,584	182,806
Unassigned Operating Reserve (25% of Oper. Exp.)		332,097	329,605	327,302	324,216	326,715	326,715
Recommended Minimum Operating Cash		332,097	329,605	327,302	324,216	326,715	326,715
Amount Over (Under) Goal		390,094	180,008	35,298	834	(124,130)	(143,909)

WASTEWATER UTILITY PROJECTIONS

Projected Wastewater Rate Adjustment	Projected Change						
		2025	2026	2027	2028	2029	2030
	growth in volume						
Operating Revenues							
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	6,077,798	6,381,688	6,700,772	7,035,811	7,387,601	7,756,982
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	-	-	-	-	-	-
Total Operating Revenues		6,077,798	6,381,688	6,700,772	7,035,811	7,387,601	7,756,982
Operating Expenses							
Salaries and benefits	3.00%	1,442,198	1,485,464	1,530,028	1,575,929	1,623,207	1,671,903
Supplies	4.00%	602,470	626,569	651,632	677,697	704,805	732,997
Repair and maintenance	4.00%	323,575	336,518	349,979	363,978	378,537	393,678
Other services and charges	2.50%	582,430	596,991	611,916	627,213	642,894	658,966
Insurance	3.00%	77,144	79,458	81,842	84,297	86,826	89,431
Utilities	5.00%	259,233	272,195	285,804	300,095	315,099	330,854
Depreciation-Existing		1,627,750	1,546,363	1,469,044	1,395,592	1,325,813	1,259,522
Depreciation-New			86,667	184,760	249,257	279,218	1,966,316
Total Operating Expenses		4,914,800	5,030,224	5,165,005	5,274,058	5,356,398	7,103,668
Operating Income		1,162,998	1,351,464	1,535,768	1,761,753	2,031,204	653,314
Non-Operating Revenue (Expenses)							
Special Assessments		-	-	-	-	-	-
Other income (expense)		-	218,076	218,077	218,077	218,077	218,077
Investment earnings (loss)	3.10%	146,130	196,835	220,326	232,689	288,097	365,615
Refunds and reimbursements		21,816	21,816	21,816	21,816	21,816	21,816
Rents		(28,610)	(28,610)	(28,610)	(28,610)	(28,610)	(28,610)
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		-	-	-	-	-	-
Interest Expense - existing debt		(170,175)	(144,351)	(120,870)	(102,987)	(92,638)	(83,995)
Interest Expense - new debt			-	(61,661)	(56,405)	(50,965)	(1,545,335)
Total Non-Operating Revenues		(30,839)	263,766	249,077	284,580	355,777	(1,052,431)
Income (Loss) Before Transfers		1,132,159	1,615,230	1,784,845	2,046,333	2,386,980	(399,117)
Operating Transfers							
Transfers In		-	-	-	-	-	-
Transfers Out		(65,193)	65,193	65,193	65,193	65,193	65,193
Total Operating Transfers		(65,193)	65,193	65,193	65,193	65,193	65,193
Net Income (Loss)		1,066,966	1,680,423	1,850,038	2,111,526	2,452,173	(333,924)
Beginning Cash & Investments		7,808,009	6,349,508	7,107,275	7,506,103	9,293,443	11,794,040
Net Income		1,066,966	1,680,423	1,850,038	2,111,526	2,452,173	(333,924)
Depreciation		1,627,750	1,633,029	1,653,805	1,644,849	1,605,030	3,225,838
Acquisition and Construction of Assets		(2,602,000)	(2,944,808)	(1,554,053)	(900,817)	(50,614,948)	-
Proceeds from Long-Term Debt		-	1,761,750	-	-	50,000,000	-
Principal Payments on Long-Term Debt - New		-	-	(150,174)	(155,430)	(160,870)	(4,528,026)
Principal Payments on Long-Term Debt - Existing		(1,551,217)	(1,372,627)	(1,400,788)	(912,788)	(780,788)	(787,788)
Ending Cash & Investment Balance		6,349,508	7,107,275	7,506,103	9,293,443	11,794,040	9,370,140
Minimum Cash Balance							
Designated for Capital Improvements - Beginning		3,227,426	2,802,562	3,045,145	3,389,488	3,740,757	4,289,040
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	575,136	542,583	544,343	551,268	548,283	535,010
Capital Reserve Used for Improvements/Expansion		(1,000,000)	(300,000)	(200,000)	(200,000)	-	-
Adjustment to Capital Reserve							
Designated for Capital Improvements - Ending		2,802,562	3,045,145	3,389,488	3,740,757	4,289,040	4,824,050
Designated for Revenue Bonds (following yrs DS)		1,516,978	1,733,493	1,227,610	1,085,261	6,945,144	6,943,404
Net Operating Cash		2,029,968	2,328,637	2,889,004	4,467,425	559,857	(2,397,314)
Unassigned Operating Reserve (40% of Oper. Exp.)		2,012,089	2,066,002	2,109,623	2,142,559	2,841,467	2,841,467
Recommended Minimum Operating Cash		2,012,089	2,066,002	2,109,623	2,142,559	2,841,467	2,841,467
Amount Over (Under) Goal		17,878	262,635	779,381	2,324,866	(2,281,610)	(5,238,781)

Community Planning Department

Building Permit Valuation Policy

The Community Planning Department reserves the right to set valuations based on the below costs.

Residential Construction (single family through four-plex, wood framed)

New houses^a, additions, and remodelings

Minimum valuation

Finished floor - main	\$105 per SF
Finished floor – 2 nd and above	\$70 per SF
Finished basement/half-basement	\$60 per SF
Semi-finished basement (wall studs, underfloor plumbing)	\$40 per SF
Unfinished basement (fully open, mid-bearing allowed)	\$30 per SF
3-season porch	\$60 per SF
Open/screened porch	\$30 per SF
Roof over patio (patio not included)	\$15 per SF
Attached finished garage	\$40 per SF
Attached unfinished garage	\$35 per SF
Finishing full basement from unfinished	\$25 per SF
Finishing full basement from semi-finished	\$15 per SF

Accessory buildings^e

Detached garage	\$ 35 30 per SF
Storage shed	\$25 per SF
Open gazebo	\$20 per SF

Others

Attached deck (wood) ^b	\$ 3528 per SF; <u>\$3 per SF for decking and railing replacement only.</u>
Reroof (asphalt and metal) ^c	\$450 per square
Residing (vinyl and wood) ^d	\$400 per square
Window replacement (except bay and picture windows) ^e	\$ 900800 per window (<u>vinyl</u>)
Single exterior door (w/o sidelight <u>and/or glass</u>) replacement ^{fe}	\$800 per door
Overhead garage door ^g	\$900 single, \$1,700 double

Notes:

- a. Houses with full height brick or stone veneer on any wall – add 25%.
- b. Non-wood decks – add 50%.
- c. Wood roofs – add 100%; membrane roofs – add 25%.
- d. Engineered wood and fiber-cement siding - add 50%; metal siding and EIFS - add 100%.
- e. Bay and picture windows, ~~doors with sidelights, patio doors, and double doors~~ – add 100%; new windows and windows requiring opening enlargement – add 50%; new and enlarged windows located in the basement – add 50%; composite window – add 25%; metal clad window – add 50%.
- f. Doors with sidelights, sliding patio doors, and double doors – add 100%; doors with glass – add 50%.
- gf. OH garage doors 8 foot high – add 25%; doors with insulation – add 25%; doors with lights – add 25%.
- h. All areas used for valuation calculations shall be gross areas.
- g. ~~Plan review fees shall be reduced to 25% of the permit fee for similar houses per MSBC.~~
- i. All increases listed in footnotes are cumulative.

Commercial construction

For new buildings and additions follow 2014 Minnesota Department of Labor and Industry construction valuation data per square foot plus 20% based on occupancy and type of construction.

Membrane reroofing

\$5 per SF