



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Item - Ordinance 503 – 2026 Fee Schedule

Prepared By: Brian Grimm, Finance Director

Meeting Date: December 8, 2025

Item:

The City Council is being asked to approve the 2026 fee schedule by ordinance. A Public Hearing is being held for this item. The water utility rates are proposed to change based on previous discussions with City Council. The recycling quarterly fee is also changing based on the rates needing to cover the cost of the contract with Waste Management as well as operational costs. As well as the sewer rate is proposed to go up \$8 a quarter. Other minor changes have been incorporated into land use fees, public safety related fees, and other sections as necessary. Any changes have been notated and are next to the strikeouts of the appropriate items for the amounts and fees that have been changed for 2026.

City staff has reviewed the current 2025 fee schedule within their departments and made changes for 2026 as deemed necessary. City staff also have reviewed their fee structure to other entities as well as reviewing it internally.

Recommended City Council Action: Staff recommends City Council approve ordinance 503 – 2026 fee schedule which would go into effect after the summary publication has been published and would be effective starting with calendar year 2026. Staff also recommends adopting the attached Resolution to publish ordinance 503 – 2026 fee schedule by summary and title due to its length.

Does Recommended Action meet City Mission Statement? Yes No

Does Recommended Action meet City Goals/Priorities? Yes No

Explain: **Annual update to City Fee Schedule**

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE NO 503

2026 Fee Schedule

The City Council of Minnetrista hereby ordains as follows:

In the event of a conflict between this schedule and the City Code, the fee schedule shall prevail. If the applicable section of the Code does not provide for a specific fee, the amount listed on the fee schedule shall prevail. In connection with any permit or procedure described herein, an applicant may be required to pay fees for consultation with experts, professionals or other qualified persons and other costs related to processing the application, resulting in the imposition of a fee greater than listed in this fee schedule. Fees for consultation with experts, professionals or other qualified persons will be billed at the annual hourly rate set by each consultant.

**BUILDING PERMIT FEES:
VALUATION OF STRUCTURE**

\$1.00 - \$500	\$29.50
\$501 - \$2,000	\$28 + \$3.70 per \$100 over \$500
\$2,001 - \$25,000	\$83.50 + \$16.55 per \$1000 over \$2000
\$25,001 - \$50,000	\$464.15 + \$12.00 per \$1000 over \$25,000
\$50,001 - \$100,000	\$764.15 + \$8.45 per \$1000 over \$50,000
\$100,001 - \$500,000	\$1186.65 + \$6.75 per \$1000 over \$100,000
\$500,001 - \$1,000,000	\$3886.65 + \$5.50 per \$1000 over \$500,000
\$1,000,001 and up	\$6636.65 + \$4.50 per \$1000 over \$1,000,000 State Surcharge for valuations greater than \$1,000,000 –See State MN Statutes

***Total Building Permit Fee includes the above, plan check fee =
65% of the above fee, plus a State Surcharge (.0005 x valuation).**

Site Inspection	\$60.00 (pre-construction), Backfill Inspection & Admin Review
Re-inspection Fee	\$60.00 (No Show or Not Ready)

Building Permit Renewal	\$ ½ of building Permit fee (<i>provided no changes have been made or will be made in the original plans and specifications for such work</i>)
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Permit Alteration	Fees incurred for changes (Plan Review)
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Cancellation Fee	20% of Building Permit fee plus fees incurred for plan review prior to Cancellation
General Building Permit (re-roof/re-side/window replacement) Stucco removal requires demo permit.	\$90.00 + State Surcharge
Stucco (Removal requires demo)	Building Permit Required to re-apply stucco
Temporary Cert. of Occupancy	Incomplete Code Requirements = 150% of value of incomplete work \$1,000 minimum Final Grade between Nov.15 and June 30 = \$5,000 Emergency Final Grade between July 1 and Nov. 14 = \$10,000.00
Tree Preservation Escrow	\$1,000.00 escrow/lots subject to tree preservation
Engineer Grading Survey Review	\$300.00 (includes initial and final) + any additional costs

WORK BEGUN OR FINISHED WITHOUT REQUIRED PERMIT IS 2X THE REQUIRED PERMIT FEE

Electronic Payments (non-utilities) *

Credit Card Payments	3.00% Convenience Fee (permits over \$100)
Credit Card Payments	3.00% Convenience Fee + flat fee (permits under \$100)
Electronic Check Payments	\$1 Flat Convenience Fee per Transaction

* Applies to building permits, plumbing permits, heating, permits, (non-utility transactions)

COMMERCIAL PLUMBING, MECHANICAL, FIRE ALARM/SUPPRESSION SYSTEM PERMIT FEES

1.5% for valuations between \$5,000 and \$10,000. 1% for valuations over \$10,000.
Minimum commercial fee is \$75.00 Plus State Surcharge.

COMMERCIAL PLAN REVIEW FEE (IF REQUIRED) is 25% of Total Permit Fee

State Surcharge .0005 of the permit valuation (minimum of \$5.00) Valuation for \$1,000,000 or less

Electrical Permits

See State for Electrical Permits

LAND USE FEES:

Fees for land use and other applications must include the fee established

by this fee schedule ordinance and any unpaid fees from previous applications involving essentially the same property by the same or similar applicant.

FEES ARE DOUBLED FOR AFTER-THE-FACT APPLICATIONS AND PERMITS PENALTIES WILL APPLY

Simple Subdivision	\$400.00* + \$400 Deposit
Class I Subdivision	
Sketch	\$500.00* + \$1,000 Deposit
Preliminary	\$800.00* + \$30/Lot + \$500 per lot Deposit
Final	\$350.00* + \$30/Lot + \$500 per lot Deposit
Class II Subdivision	
Sketch	\$500.00* + \$1,000 Deposit
Preliminary	\$800.00* + \$30/Lot + \$500 per lot Deposit
Final	\$350.00* + \$30/Lot + \$500 per lot Deposit
Class III Subdivision	
Sketch	\$600.00* + \$1,000 Deposit
Preliminary	\$1000.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Final	\$500.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Planned Unit Development	
Concept/Sketch	\$600.00* + \$1,000 Deposit
Preliminary	\$1000.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Final	\$500.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
PUD Amendment	\$300.00* + \$1,000 Deposit
Expedited Land Subdivision	
Sketch	\$100.00* + \$300 Engineer Review Deposit
Preliminary/Final	\$500.00* + \$30/Lot + \$500 per lot Deposit
Variance	
Structural	\$300.00* + \$300 Engineer Review Deposit
Wetlands	\$300.00* + \$300 Engineer Review Deposit
Road Vacation	
Easement/Utility Vacation	\$500.00* + \$1,000 Deposit
Fire Lane Vacation	\$1500.00* <i>per adjacent property owner</i>
Administrative Appeal	\$250.00* + \$1,500 Deposit
Amendments	
Comp Plan (Major)	\$800.00* + \$1,000 Deposit + Printing Costs
Code/Text/Rezoning	\$400.00* + \$1,000 Deposit + Printing Costs

Conditional Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1,500 Deposit
Home Occupation (administrative)	\$100.00*
Accessory Building >1000 Sq.ft.	\$250.00* + \$1,000 Deposit
Conditional Sign Permit	\$150.00*
CUP Annual Inspection	\$75.00*
Agreement New/Modification	\$250.00* + \$1,000 Deposit

Interim Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1,500 Deposit

Excavation/Fill Permit

Non-Shoreland District	\$300.00* + \$300 Deposit
Shoreland District	\$400.00* + \$1,000 Deposit
Adm. Review Required Only	\$300 + \$300 Deposit

General Wetland Review

\$250* + \$1000 Deposit

Engineer Concept Plan Review

\$200.00*

Park, Trail and Open Space Plan	\$100.00 Hard Copy \$25.00 Electronic Copy
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Watertower/Telecommunications Site Inspection Fee	\$500.00* + Bldg Permit Fee + Deposit \$1000
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Uniform Land Use Confirmation Forms	\$10.00
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Other Land Use Fees

Warning Siren Fee (part of subdivision)	\$64/unit
Park Dedication Fee	Per City Ordinance 301 Per City Code Max \$38,000/unit
Wetland Mitigation GIS Database Update Fee*	\$350.00 / development
Map Update Fee*	\$450.00 / development
Utility Base Map Update Fee*	\$1,000.00 / development
Late Fee on Land Use Accounts for amounts past due. (30 days)	.34% (1/3%) compounded monthly
Interest Rate on Land Use Accounts for amounts past due. (30 days)	.66% (2/3%) compounded monthly
Seal Coat Fee (for developers)	Actual cost plus 10% Admin Fee

*** MISCELLANEOUS & CONSULTANT FEES:**

The land-use applicant shall pay miscellaneous costs and fees to defray any additional expenses Incurred by the City in the review and processing of said application in excess of the application fee. Such expenses, as determined by the City Administrator or the Administrator’s designee, may include, but are not limited to, direct city payroll and overhead costs; fees paid to consultants/professionals; and the cost of printing, mailing and supplies. Such miscellaneous costs and fees shall come due immediately upon notification by the City. The City shall provide, upon the request of the applicant, a breakdown of the various expenses incurred by the City. The City may withhold any final action on a land use application, and/or rescind prior actions, until all miscellaneous costs and fees are paid in full. Furthermore, the City may request additional deposits if deemed necessary.

KENNEDY & GRAVEN FEES:

Reimbursable Work for:	Attorney	Paralegal	Law Clerks
CUP	\$310/hr	\$139/hr \$143/hr	\$103/hr \$106/hr
IUP	\$310/hr	\$139/hr \$143/hr	\$103/hr \$106/hr
PUD	\$310/hr	\$139/hr \$143/hr	\$103/hr \$106/hr
Simple Easements	\$201/hr \$210/hr	\$129/hr \$133/hr	\$103/hr \$106/hr
Subdivisions	\$310/hr	\$139/hr \$143/hr	\$103/hr \$106/hr
Vacations	\$201/hr \$210/hr	\$129/hr \$133/hr	\$103/hr \$106/hr
Variances	\$201/hr \$210/hr	\$129/hr \$133/hr	\$103/hr \$106/hr
Zonings	\$310/hr	\$139/hr \$143/hr	\$103/hr \$106/hr

WSB ENGINEER FEES:

Billing Rate/Hour

Principal/Associate	\$195-\$281 \$202-\$291
Sr Project Manager/Sr Project Engineer	\$195-\$251 \$202-\$263
Project Manager	\$171-\$191 \$178-\$199
Project Engineer/ Graduate Engineer	\$115-\$190 \$120-\$198
Sr Landscape Architect / Sr. Landscape Architect	\$86-\$182 \$89-\$189
Project Manager Assistant	\$95-\$155 \$98-\$161
Planner / Sr. Planner	\$89-\$188 \$92-\$195
GIS Specialist/Sr GIS Specialist	\$86-\$188 \$89-\$195
Engineering Technician / Engineering Specialist / Enviromental Scientist	\$76-\$189 \$79-\$197
Survey Crew - One Person	\$197 \$204
Survey Crew -Two Person	\$265 \$275
Survey Office Technician	\$136-\$169 \$141-\$176
Office Technician	\$67-\$147 \$70-\$152
Construction Observer	\$117-\$152 \$121-\$158
Drone Pilot	\$197 \$204

Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc. Multiple rates illustrate the varying levels of experience within each category.

Rate Schedule is adjusted annually

LICENSE FEES:

3.2 Malt Liquor - On-Sale	\$175.00 + Insurance
3.2 Malt Liquor - Off-Sale	\$50.00 + Insurance
Temporary 3.2 Malt Liquor	\$25.00 + Insurance
Intoxicating Liquor - Off-Sale	\$240.00 + Insurance
Intoxicating Liquor - On-Sale	\$4,500.00 + Insurance
Intoxicating Liquor - Club	\$300.00 + Insurance
Intoxicating Liquor - Sunday On-Sale	\$200.00
Temporary Intoxicating Liquor - On-Sale	\$40.00 + Insurance
Wine - On-Sale	\$2,000.00 + Insurance
Temporary consumption & display Liquor - Consumption & Display	\$25.00
Culinary Class limited On-Sale	\$250.00
Temporary Wine - Off-Sale	\$100.00 + Insurance
Brew Pub On-Sale	\$25.00 + Insurance
Brewer Off-Sale	\$200.00 + Insurance
Brewer Temporary On-Sale	\$75.00 + Insurance
New Liquor License-Background Investigation Fee	\$25.00 + Insurance
Liquor - After 1:00am	\$250.00 In-State Actual Cost, Not to Exceed \$10,000
Dock Annual (New or Modified)	Out-State
Home Owners Association (HOA)	\$200.00
Dock Annual (Renewal, No Changes)	\$300.00
HOA	\$50.00
Dock Annual After 1/31 (late fee HOA)	\$115.00
Kennel - Hobby	\$20.00 + CUP & Licenses
Kennel - Commercial	\$50.00 + CUP
Garbage & Rubbish Hauling	\$30.00 1st truck + \$10.00/each add'l truck

PERMIT FEES:

Burning Permit	\$35.00
Fireworks Permit	\$50.00
Fireworks Sales	\$100.00
Pressure Reducing Valve	\$50.00 On Site Inspection-Dependent on Necessity
Electronic Meter 1"	\$365.00
Electronic Meter 1 1/2"	\$445.00
Electronic Meter 2"	\$965.00
Commercial 4" Meter	\$1700.00
Firearm Discharge (Clubs, Dog Training)	\$3400.00
	\$25.00

HVAC per Unit (new home furnace/AC = 1 unit)	\$38.00 Each + State Surcharge
Gas Fittings	\$10 per gas fitting (minimum \$20)
House Moving	Pre-Inspection \$250.00 + \$500.00 + Deposit based on Time & Expense
Plumbing	\$5.00 per fixture (min \$75 + State surcharge)
Commercial Plumbing Plan Review	See Dept of Labor and Industry's Plumbing Division
Right of Way Utility Permit Charge	\$250.00 Fee Dependent on Application
Right of Way Obstruction/ Street Permit Charge	\$250.00 Dumpster/storage Container on Street or Blocking Sidewalk
Annual Right of Way Registration Fee	\$10.00
Right of Way Delay Penalty	\$500.00
SAC Charge	\$2,485 (Set by the Met Council)
Sewer Connection*	\$2,400 \$2,600 per unit + \$65.00 permit
Solicitor/Peddler	\$50.00 + DL & Vehicle Info
Trunk Water Charge	\$13,000/acre \$15,600/acre above Ordinary High Water Level
Trunk Sewer Charge	\$2,400 \$2,600 per acre above OHW
Trapping	\$100.00 + \$300.00 deposit
Water Connection Woodland Cove 4 th and 5 th Addn	\$3,040.99 per unit + \$65 permit
Water Connection Woodland Cove 6 th -8 th Addn	\$3,100.00 per unit + \$65 permit
Woodland Cove – Lake Additions	\$2,725 per unit + \$65 permit
Water Connection	\$4,500 \$5,400 per unit + \$65 permit
<u>Special Water Connection*</u>	
Charge Kings Point Road	\$4,612.05 per unit (Applicable Parcels)
Charge Halstead Drive	\$4,675.00 per unit (Applicable Parcels)
* Provided area charge is paid	
Construction Sign Rental	\$350.00 Deposit
Park Dedication Fee	\$37,000 Per Unit

SERVICE FEES:

Address List	\$30.00
Ag-Preservation Application	\$250
Alarm (False) per year	(3rd - \$100.00) (4th - \$150.00) (5th - \$250.00) (6th + \$350.00)
City Code - Entire Copy w/ Cover	\$150.00
City Code - Entire Copy w/o Cover	\$120.00
City Code Chapter 4 - Building/Housing	\$12.00
City Code Chapter 5 - Land Use Reg.	\$63.00
City Code - Subdivision	\$18.00
City Code - Zoning	\$33.00

Comprehensive Plan	\$100.00
Electronic Copies	\$0.25 per page (up to 100 pages)
Copies - Black & White Single sided - Letter/Legal	\$0.25 per page (up to 100 pages)
Copies-B&W Copies 11"x 17" (Ledger)	\$0.50 per page (up to 100 pages)
Copies- Color 8 1/2 x 11	\$1.00 per page (up to 100 pages)
Copies -Color 11 x 17	\$2.00
Map - Zoning Large	\$25.00
Outsourced Copying	Cost of Copies + \$50 Staff Time
Mobile Home Connection	\$50.00
Park Plan - Color Copy	\$140.00
Park Plan - B/W Copy	\$75.00
Park Plan - Electronic Copy	\$25.00
Recycle Curbside Pick-Up Service	\$16 per quarter
Returned Payment	\$20.00
Special Assessment Searches	\$15.00
Specifications (Engineering)	\$75.00 Book or \$8.00 per plate
Video Tape/DVD Copy	\$30.00

- * Postage/handling fees will be added to orders for copies that are mailed out (based on actual cost). Quotes for UPS rates are available upon request.
- * Requests for Electronic or Paper Documents exceeding 100 pages will include a charge for staff time.
- * All requests with a cost exceeding \$50.00 requires pre-payment.

NOTICE: Data Privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private.

DOG IMPOUND FEES:

1st Offense	\$40.00
2nd Offense (within year)	\$50.00
3rd Offense (within year)	\$60.00
Impound Facility may have additional Fees	

UTILITY RATES:

Administrative Fee (for assessing delinquent utilities to property)	\$30.00 per property
Public Works Service Call	\$40 \$75 per trip -During working hours (per management discretion)
After Hours PW Service Call	\$175 (per management discretion)
Water Shut off	\$75 During Working Hours \$175 After Hours \$0 Emergency (1st - Warning Letter) (2nd - Citation +\$75.00) (3rd and up Citation + \$250.00)
Outdoor Watering Citation	
Safe Water Test	\$9.72 per year
Recycling	\$46 \$18 per quarter

Sewer per Quarter	\$420 \$128 (Commercial/Schools/Apts) = .00531G .00568)
Storm/Surface Water Management	\$29.00 per Quarter
Water – Residential/Apts	\$40.97 \$75.00 base per Quarter
0-25,000 0-24,000 gallons	\$5.76 \$6.00 per 1,000 gallons
25,001-65,000 24,001-48,000 gallons	\$8.01 \$9.00 per 1,000 gallons
Over 65,001 48,001-72,000 gallons	\$14.43 \$13.50 per 1,000 gallons
Over 72,000 gallons	\$20.25 per 1,000 gallons
Water- Commercial/Schools	\$40.97 \$75.00 base per Quarter
0-300,000 gallons	\$5.76 \$6.00 per 1,000 gallons
300,001-600,000 400,000 gallons	\$8.01 \$9.00 per 1,000 gallons
Over 600,001 400,001-600,000 gal	\$14.43 \$13.50 per 1,000 gallons
Over 600,000 gallons	\$20.25 per 1,000 gallons
Water Meter Testing	\$75.00 + cost of meter testing (meter faulty-no charge)
Water/Sewer Tie Map	\$1.00 per page
Utility Billing Late Fee	15% of the amount past due compounded quarterly

PUBLIC WORKS FEES:

Culvert	Cost of Culvert + \$140 Delivery Fee
Culvert Inspection/Determination	\$75.00
Hydrant Meter Rental	\$30.00 Base + \$15.00/week + \$1500 Deposit + Water Tiered Rate
Street Cut Inspection	\$110.00
Sump Pump Inspection	\$75.00
Sump Pump not inspected/month	\$75.00
Re-inspection Fee 3 rd Inspection (curbstop, S&W, Water Meter Install)	\$75.00

PUBLIC SAFETY FEES:

Accident/Incident Reports	\$0.25 Each Page
Community Service Officer	\$50.00/hr (2 hour min.)
Photos - Printed	\$3.00/page
Squad Video/DVD	\$30.00 (one case per disc/cd)
Photos/Audio/Data on CD	\$15.00 (one case per disc/cd)
Fingerprints (2 cards max.)	\$20.00 per Person
Police Officer	\$100.00/hr (2 hour min.) (3 hour min)
Research/Special Report	\$30.00/hr (1 hour min.) + Postage (\$1 min.)
Reserve Officer	\$30.00/hr (donation requested)
Storage Fee	\$5.00 per Day + Tow & Impound Fees
Training Room	\$50.00 * (per management discretion)
	* Damage Deposit may be required

Bodyworn Camera (BWC) Per Camera	\$35.00 \$50.00
Mini Truck Permit	\$25.00
Special Event Permit	Fees are Case by Case
Civil Subpoena Police Officers	\$150/hr (3 hour min)

[DATA PRACTICES POLICY LINK](#)

Data privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private, fingerprint sessions, and for drivers license checks. Drivers license checks for DL holders only, unless required by law or waiver signed by subject is presented. Payment must be made in advance, unless otherwise approved. Estimates will be provided, upon request.

All fees herein are deemed to be service fees and the city intends to avail itself of all collection methods permitted under law, including but not limited to those authorized pursuant to Minnesota Statutes sections 366.012 and 415.01

Ordinance No. ____ was published in THE LAKER on _____ and is effective January 1st, 2026.

This Ordinance No. 503 was adopted on this 8th day of December 2025 by a vote of ____ Ayes and ____ Nays.

s: _____
Mayor

Attest: s: _____
City Clerk

City Seal

CITY OF MINNETRISTA

RESOLUTION NO. 110-25

RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 503 BY TITLE AND SUMMARY

WHEREAS, the city council of the City of Minnetrista has adopted Ordinance Number 503 an ordinance amending the City of Minnetrista Fee Schedule; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE BE IT RESOLVED, by the city council of the City of Minnetrista, that the city administrator shall cause the following summary of Ordinance 503 to be published in the official newspaper in lieu of the entire ordinance:

PUBLIC NOTICE

The city council of the City of Minnetrista has adopted Ordinance Number 503: the ordinance amends the City of Minnetrista Fee Schedule and sets fees for standard city services, land use fees, sewer and water rates, permits, public safety fees and licenses. The full text of Ordinance Number 503 is available for inspection at the Minnetrista City Hall during regular business hours.

S: Brian Grimm
Finance Director

This resolution was approved on the 8th day of December 2025 by a vote of ____ Ayes and ____ Nays.

Mayor

ATTEST:

City Clerk