
TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 2nd Reading
DATE: December 2, 2024

OVERVIEW:

Fee Schedule changes for the 2025 calendar year are as follows:

- Dance – clarify it also includes special event permits
- Investigative fee – due to increased costs, increasing fee
- Taxicab – remove no longer licensing
- Returned Check fee – due to increased costs, increasing fee
- Golf Cart Permit- approved for permitting to match snowmobile permits when city opened access to greater areas in the City
- Liquor and Tobacco – update to include Ordinance identified and existing fees for tobacco, CBD/THC fees for registration, violations and renewal -set by the OCM.
- Environmental Review/EAW, identify that this item includes the EAW and increase escrow to anticipated maximum cost of documentation
- Community Center – Defined fees are specific to 23340 Cree Street Community room. Removal of waiver of damage deposit will provide funds in the event of room damage, spills and cleaning above normal use

At the November 16th meeting Council requested comparisons in regard to the fee's for the community center rental. The following were found:

Andover

- Senior Center - \$5 annual membership, large room with kitchen and pool table
- Community Center – attached to YMCA, rooms to seat 16 to 40 people

Anoka

- Senior Center – daily scheduled activities
- Meeting Room - \$200 deposit, seats 72, small kitchen, cable tv, commercial coffee maker
- City Hall Room A – for 220 people
 - \$50 to \$150 a day depending on day of the week and time of the day. No difference between resident and non-resident
 - \$200 deposit
- City Hall Room B – Kitchenette area with service window and counters
 - \$25.00 add on to Room A

Athens Township – no information online about a community center

Bethel – no information online about a community center

East Bethel

- Senior Center - \$10 annual membership, fits 200, kitchen and meeting space
- Community Center – 2200 square feet, seats 175, unsure about kitchen
 - Residents \$0 fee plus \$100 deposit
 - Non-residents \$50 a day fee plus \$100 deposit
 - Non supervised, city provides key

Elk River

- Senior Center - \$75 hour with a 2 hour minimum, \$100 deposit. Tables, chairs (dining style) desk, computer, fireplace, pool table
- Meeting space “Lobby Room” - \$125 hour, seats 150

Ham Lake

- Senior Center – entire lower level of city hall building, structured daily activities, unsure if rentable.
- Indoor space (several at parks)
 - Resident \$50 fee plus \$150 deposit,
 - Monday – Thursday
 - Non-resident \$100 fee plus \$150 deposit, Monday – Thursday
 - Resident \$100 fee plus \$150 deposit, Friday – Sunday

- Non-resident \$175 fee plus \$150 deposit, Friday - Sunday

Linwood Township

- Senior Center – daily structured events
- Meeting Room – rentable by the hour, table/chairs, tv, wifi

Nowthen

- Historic Town Hall – 220 people
 - Resident \$54.06, Non-Resident \$108.13
 - Damage deposit not identified

Oak Grove – no information online for a community center

Ramsey

- Park Facilities (multiple) – kitchens, tables/chairs, indoor and outdoor seating options, BBQ, heat. No staff monitoring, keys picked up and dropped off
 - Resident \$15 to \$40 room dependent
 - Non-resident \$25 to \$60 room dependent
 - \$100 damage deposit
 - \$65 for city to move tables and chairs

TIMELINE:

1st Reading: November 18, 2024

2nd Reading: December 2, 2024

30-day public Comment: December 6, 2024

Effective: January 6, 2025

ACTION TO BE CONSIDERED:

Council to review and approve the first reading of the ordinance amendment to 2-9-1 Fee

Schedule as presented.

Attachments:

- Ordinance Amendment xx to Chapter 2, Section 9 Fee Schedule – Red Line Version