

ORDINANCE NO. 2021-13000

AN ORDINANCE AMENDING CITY FEE SCHEDULE

The Council of the City of Sartell hereby ordains:

SECTION 1. FEE SCHEDULE

That the attached schedule of City fees is hereby adopted.

SECTION 2. EFFECTIVE DATE

That this ordinance is effective on January 1, 2022.

PASSED BY THE SARTELL CITY COUNCIL THIS 13TH DAY OF DECEMBER 2021.


MAYOR

ATTEST:


ADMINISTRATOR-CLERK

SEAL

The following official summary of the ordinance referred to has been approved by the City Council of Sartell as clearly informing the public of the intent and effect of the ordinance:

SUMMARY ORDINANCE NO. 2021-1366
AN ORDINANCE AMENDING CITY FEE SCHEDULE

The Council of the City of Sartell hereby ordains:

Summary

The 2022 Schedule of City fees is hereby adopted. The fees adopted include Administrative, Cemetery, Community Center, Compost, Development-Related, Fire Department, Licenses, Liquor, Maps, Parks, Police, Public Safety, Public Works, Rental and Utility Service Fees.

Effective Date

That this ordinance is effective on January 1, 2022.

A printed copy of the entire ordinance itemizing all City fees is available for inspection by any person during regular office hours at the office of the City Clerk at the Sartell City Hall.

PASSED BY THE SARTELL CITY COUNCIL THIS 13TH DAY OF DECEMBER 2021.



MAYOR

ATTEST:



ADMINISTRATOR-CLERK

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments	
ADMINISTRATIVE			
Photocopies (first 100 pages)	\$.25/page		
Photocopies (after 100 pages)	\$.15/page	PLUS \$16/hour	
Data Retrieval for public data requests	Salary & benefit costs of lowest cost employee able to do the data retrieval	1 hour minimum for data retrieval over 15 mins	
Municipal election filing fee	\$5		
Fax Machine Usage	\$1 per page	For non-City of Sartell government faxes	
Returned check	\$30		
Council Meeting DVD	\$5		
Notary Fee - per document	\$1		
Turf Grass & Vegetation Maint Fine	\$50	per lot penalty if not paid w/in 30 days	
Pinecone Road Sign Rental - top sign panel - announcements	\$5 per day or \$15 per week	Community events, subject to City approval; plus tax	
Pinecone Road Sign Rental - bottom sign panel - advertisements	\$2,400/year mos \$350/1 mo	\$1,500/6 mos \$100/week	Plus tax; all signs subject to City approval
Plus set up/admin fee	\$50 set up; \$15 per change	Plus tax	
Electrical Affidavit Books	\$25 pickup;+postage to ship 1 book		
	\$50 pickup; + postage to ship 2 books		
	\$75 pickup; + postage to ship 3 books		
	\$100 pickup; + postage to ship 4 books		
Special Assessment Search	\$20	Written request required; per parcel	
Municipal Subsidy Application	\$5,000	Deposit, plus actual costs	
Telecomm Administrative Fee	\$100	in addition to pass through	
Certifying overdue bills to taxes	\$100	in addition to interest charge	
ANIMALS			
Impounding Fee - per unlicensed dog or non-resident animal *	\$150	1st offense/license year	
Potentially Dangerous Animal Registration	\$100	per year	
Dangerous Animal Registration	\$200	per year	
Animal Running at Large	\$50		
Failure to provide proof of rabies vaccine	\$75		

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
CEMETERY		
Cemetery Lot - resident	\$600	
Cemetery Lot - non-resident	\$850	
Open & Close Grave (Summer Rates)	Per contract + \$100	Contract pricing subject to change
Adult	\$600	Includes \$100 admin
Infant (up to 3 feet)	\$375	Includes \$100 admin
Cremation	\$375	Includes \$100 admin
Open & Close Grave (Winter Rates)	Per contract + \$100	Contract pricing subject to change
Adult	\$750	Includes \$100 admin
Infant (up to 3 feet)	\$500	Includes \$100 admin
Cremation	\$500	Includes \$100 admin
Private Family Mausoleum Interment	\$300	Contract pricing
Sunday or holiday burial surcharge	\$75	
Monument, Marker, Mausoleum Foundation Locate Fee	\$50	
COMMUNITY CENTER		
Fees		
Open Gym, Pickle Ball or Walking Track - Resident of Sartell or School District	\$4/time	under 18 & 55+
Open Gym, Pickle Ball or Walking Track - Resident of Sartell or School District	\$5/time	18-54
Open Gym, Pickle Ball or Walking Track - Non-resident	\$5/time	under 18 & 55+
Open Gym, Pickle Ball or Walking Track - Non-resident	\$6/time	18-54
10 Punch Card - Residents of Sartell or School District	\$35	Youth, Adult & Senior
20 Punch Card - Residents of Sartell or School District	\$70	Youth, Adult & Senior
10 Punch Card - Non-resident	\$45	under 18 & 55+
10 Punch Card - Non-resident	\$55	18-54
20 Punch Card - Non-resident	\$90	under 18 & 55+
20 Punch Card - Non-resident	\$110	18-54
Walking Track Membership - Single - Resident of Sartell or School District	\$40	6 month
Walking Track Membership - Couple - Resident of Sartell or School District	\$70	6 month
Walking Track Membership - Single - Resident of Sartell or School District	\$65	12 month; 10% off when purchasing 10+
Walking Track Membership - Couple - Resident of Sartell or School District	\$120	12 month
Walking Track Membership - Single - Non-resident	\$50	6 month
Walking Track Membership - Couple - Non-resident	\$90	6 month
Walking Track Membership - Single - Non-resident	\$75	12 month
Walking Track Membership - Couple - Non-resident	\$140	12 month
St. Cloud Orthopedic Kids Zone - Resident of Sartell or School District	FREE	
St. Cloud Orthopedic Kids Zone - Non-resident	\$3/child or \$5/family	
Rental Rates		
American Heritage Bank Board Room - Group 1	\$10/hour	
American Heritage Bank Board Room - Group 2	\$15/hour	
Gymnasiums - Gym 1,2, and 3 - Group 1	\$22.50/hour/court	
Gymnasiums - Gym 1,2, and 3 - Group 2	\$27.50/hour/court	

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Liberty Bank Suites (1 and 2) - Group 1	\$40/hour	
Liberty Bank Suites (1 and 2) - Group 2	\$50/hour	
Liberty Bank Suite 1 - Group 1	\$20/hour	
Liberty Bank Suite 1 - Group 2	\$25/hour	
Liberty Bank Suite 2 - Group 1	\$25/hour	
Liberty Bank Suite 2 - Group 2	\$30/hour	
Commercial Kitchen - Group 1 & 2	\$75/hour	
Maker Space - Group 1	\$20/hour	
Maker Space - Group 2	\$25/hour	
Party Room - Group 1	\$15/hour	
Party Room - Group 2	\$20/hour	
St. Could Orthopedic Kid Zone - Group 1	\$20/hour	
St. Could Orthopedic Kid Zone - Group 2	\$25/hour	
Senior Room - Group 1	\$35/hour	
Senior Room - Group 2	\$40/hour	
Indoor Events - Charitable	First 2 hours free	Additional hours charged at Group 1 rate, additional fees charged for extra staffing or equip \$38/hour each additional hour, Additional fees for staffing, PA, satellites, tables, hauling of equip, will need to obtain special event permit \$38/hour each additional hour, Additional fees for staffing, PA, satellites, tables, hauling of equip, will need to obtain special event permit \$50/hour each additional hour, will need to obtain special event permit
Outdoor Events - Charitable	\$100/4 hours	
Outdoor Events - non-charitable or fundraising event - Group 1	\$150/4 hours	
Outdoor Events - non-charitable or fundraising event - Group 2	\$200/4 hours	
Additional Fees		
Special Events and Tournaments	\$100	\$50 prior and \$50 after the event will be assessed for additional setup and teardown
Hospitality		
1-15 people	\$15	Hospitality Fee will be assessed to those groups who choose to bring food into the Center
16-30 people	\$37.50	
31-45 people	\$67.50	
46-60 people	\$90	
61-75 people	\$112.50	
Over 75 people		
Additional Staff	\$25/hour	Will be assessed based on the number of attendees
Damage Deposit		Each Staff assigned; \$75/hour when event has alcohol Refundable Damage/Security Deposit 30 days prior to the event

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
up to 50 guests	\$0-\$100	
51-100 guests	\$100-\$250	
101-200 guests	\$250-\$500	
more than 200 guests	\$500-\$1000	
Cancellations		Must be received by email originating from the main contact's email address, US mail or Federal Express
180 days prior to event	Full Refund	
120 days prior to event	75% refund	
60 days prior to event	50% refund	
0-59 days prior to event	No refund	
COMPOST		
Permit Fee - Sartell City residents	\$30	first vehicle per household
Additional Permit - Sartell City resident	\$10	each additional vehicle per household
Replacement Permit Fee - Sartell City resident (for new vehicles)	\$10	
Permit Fee - Non-residents	\$70	per vehicle; limited to residents of LeSauk Township and City of St. Cloud
Additional Permit - Non-resident	\$10	each additional vehicle per household
Replacement Permit Fee - Non-resident (for new vehicles)	\$10	
Permit Fee - manufactured home park property owners, churches, HOA	\$100	per vehicle

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
DEVELOPMENT RELATED		
Blasting Permit	\$250	Plus engineering
Mailbox Swing Away Post (no box included)	\$100	Post only - no box or installation included
State Surcharge	Actual surcharge cost added to each permit	
Building Permit Fees	\$40	\$0 - \$2,000
	\$80	\$2,001 - \$10,000
	\$120	\$10,001 - \$25,000
	\$0.006	\$25,001 - \$50,000
	\$0.006	\$50,001 - \$75,000
	\$0.006	\$75,001 - \$100,000
	\$0.006	\$100,001 - \$500,000
	\$0.006	\$500,001 - \$1,000,000
	\$6,000 + \$0.005 x value > \$1 million	\$1,000,000+
Inspections - other than normal business hours	\$80	per hour - 1 hr min
Inspections - other/miscellaneous/re-inspections	\$75	per hour - 1 hr min
Building Plan Review Fee	65% of permit fee	Comm/Ind/Multi-Family Only
	25% of permit fee	New Single Family Construction Only
	50% of permit fee	Other residential (additions, decks, etc)
	25% of permit fee	Residential - similar plans
House/Large Object Moving Permit	Based upon valuation; \$100 minimum	Moves to/from City - applications at City Hall
	\$100	Pass thru City only - apply at Police Dept
Demolition Permit	\$75 (Flat Fee)	Based upon same valuation as bldg permit
Land Disturbance Permit	\$50	Single Family Residential (principal structure only)
	\$75	Comm/Ind/Multi-Family/Development Sites
Flat Work Permit	\$50	Single Family Residential (principal structure only)
	\$50	Comm/Ind/Multi-Family/Development Sites
Shingle Replacement Permit	\$75	
Window Replacement Permit	\$75	
Door Replacement Permit	\$75	
Siding Replacement Permit	\$75	

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Replacement Building Inspection Record Card	Deck, roofing, siding, lower level finish, fence, etc card: \$10 Single family or larger projects: \$20	
Investigation Fee/Work without a permit	Double Bldg Permit Fee, minimum	Includes zoning, sign, LD permits
Temporary or Seasonal Structure	\$75	
Plumbing Fees-per fixture	\$50	per event or season
Plumbing Fees-pump discharge	\$9	
Plumbing Fees-per inspection replace piping	\$40	
Plumbing Fees-water conditioner-residential	\$40	
Plumbing Fees-water conditioner-commercial	\$60	
Plumbing Fees-minimum	\$40	
Plumbing Fees - backflow preventer (rpz/pvb)	\$40	
Plumbing (Commercial)	2% x value; \$60 minimum	
Mechanical (Commercial)	2% x value; \$60 minimum	
HVAC Plan review (Commercial)	10% of mechanical permit; \$60 minimum	
Mechanical Fees-per furnace/air handler & ductwork	\$48.50	new installations-residential
Mechanical Fees-per appliance	\$30	new installations-residential
Mechanical Fees- new gas piping	\$40 minimum; \$11 each opening	residential
Mechanical Fees-minimum	\$40	residential
Electrical Fees	Per State fee schedule	
Building Permit Refunds		No refund of permit fees after construction work begins 50% of permit fees will be retained as a processing fee No refund of plan review or land disturbance fees after plans have been reviewed 80% of plan review & land disturbance fees if plan review not completed Refund must be requested before permit application expires (180 days)

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Automatic Fire Extinguishing System Inspection Fee	2% of System Cost; \$75 min fee	
Fire Alarm/Monitoring Installation Permit	2% of System Cost; \$75 min fee	
Fire Suppression (Hood) Installation Permit	2% of System Cost; \$75 min fee	
Auto Extinguish, Fire Alarm & Fire Suppression (Hood) Plan Review Fee	65% of permit fee	
Zoning Permit	\$50	
Lawn Irrigation System Permit	\$35	
Change of Use/Occupancy classification (when no construction being done)	\$100	per hour - 1 hr min
Driveway curb cut	\$25	post infrastructure construction, except no permit fee for new construction, just a notice to the City for additional inspection
Boat dock permit	REMOVED	annual fee
Permanent Sign	\$80	Building & Planning Staff Approval
Temp Signs 1-4	\$200	
Temp Signs 5-10	\$400	
Temp Signs 11-20	\$800	
Temp Signs - each sign over 20	\$50	
Temp Commercial Sign	\$100	3 signs per year included in permit fee
Temp Construction Sign	\$35	
Community Events Sign	\$35	Planning Staff Approval
Street sign - installed	\$120	per sign
Confiscated sign recovery	\$15	per sign
Water/Sewer Hookup Inspection - single family	\$50	each inspection
Water/Sewer Hookup Inspection -Comm/Indus/Institut/Multi-family	\$100	each inspection
Right of Way Management	\$20	Annual Registration Fee
	\$35/hole plus \$35 per 100 lineal feet up to 400 feet; \$25 per 100 feet beyond 400	Excavation Permit
	\$50 base fee plus 5 cents per lineal foot for overhead work	Obstruction Permit
	\$25	Permit Extension
	\$20 plus \$10 per day after 3 days	Delay Penalty Fee
Water Trunk Charge, attached Ex A sample	\$2,546	Per acre - paid at time of final plat signing
Sewer Trunk Charge, attached Ex A sample	\$2,546	Per acre - paid at time of final plat signing
Storm Trunk Charge, attached Ex A sample	\$0.100	Per square foot - single family residential
	\$0.134	Per square foot - multi family residential

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Park Dedication-Single Family	\$0.201 1,150 sq ft or \$978	Per square foot - commercial/industrial per unit: paid or dedicated at final plat
Park Dedication-Multiple Family	1,150 sq ft or \$978	per unit: paid or dedicated at site plan or final plat approval
Park Dedication - Commercial/Industrial	5% land or cash equiv \$1.64 per sq ft	Cash or land - Council discretion: paid at final plat
Special Meeting of Council, Planning Comm or Park Board	\$400	
Public Hearing Continuation requested by applicant	\$100	
Wetland delineation review	\$800	\$700 to engineer
Wetland Application (WCA Permit)	\$700	\$600 to engineer
Wetland No-Loss & Exemption Determination	\$300	\$200 to engineer
Wetland Banking Application	\$1,700	\$1,500 to engineer
EAW Review	\$1,500	\$1,200 to engineer
AUAR/EIS Review	\$1,500	plus reimbursables, including engineering
Annexation Petition	\$450	
Conditional Use Permit Application	\$425	Includes recording fee
Interim Use Permit Application	\$425	Includes recording fee
Land Use Plan/Map Amendment	\$775	
Small Cell/DAS ROW Co-location Application	\$500	Includes up to 5 small wireless facilities. An additional \$100 for each small wireless facility beyond five. Annual fee of \$270 per small wireless facility for all recurring fees.
Small Cell/DAS ROW New Pole Application	\$1,000	Annual fee of \$270 per small wireless facility for all recurring fees.
Site plan review for commercial and industrial sites less than 1 acre	\$1,500	\$1,100 to engineer; each revision/resubmittal will require \$1,000 addl fee (\$800 to engineer)
Site plan review for commercial and industrial sites of 1 to 5 acres	\$2,000	\$1,500 to engineer; each revision/resubmittal will require \$1,500 addl fee (\$1,100 to engineer)
Site plan review for all residential projects (except single family detached) and all commercial and industrial sites larger than 5 acre site	\$3,000	\$2,000 to engineer; each revision/resubmittal will require \$2,000 addl fee (\$1,400 to engineer)
Review Certificate of survey/Minor Subdivision	\$425	
Staff or Planning Commission Sketch Plan/Concept Plan review	\$400	\$300 to engineer
New or Revised Grading or drainage plans review	\$500 base fee + \$10 per lot	All fees to engineer
Residential Preliminary Plat Review - first 80 lots	\$800 + \$35 per lot + \$90 County Fee	\$400 to Engineer first 10 lots; \$35 per lot 10-80;
Residential Preliminary Plat Review - each addl lot over 80	\$20	per lot fee to Engineer

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Comm/Ind Preliminary Plat Review - first 10 lots	\$800 + \$200 per lot + \$90 County fee	per lot fee to Engineer
Comm/Ind Preliminary Plat Review - each addl lot over 10	\$50	per lot fees to Engineer
Residential PUD/ESA preplat - first 80 lots	\$900 + \$35 per lot	Plus \$90 County fee; \$400 plus per lot fee to engineer
Residential PUD/ESA preplat - each lot over 80	\$15	per lot fee to Engineer
Comm/Ind PUD/ESA preplat - first 10 lots	\$900 + \$200 per lot	Plus \$90 County fee; per lot fee to engineer
Comm/Ind PUD/ESA preplat - each lot over 10	\$50	per lot fee to Engineer
Final Plat	\$600	\$500 to engineer
Vacation Petition	\$525	Includes County fees
Variance Petition	\$375	Includes County fees
Zoning Change	\$775	

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
FIRE DEPARTMENT		
Sale of consumer fireworks - inside a building	\$100	Annual
Sale of consumer fireworks - outside a building	\$350	Annual
Pyrotechnic Displays - seasonal	\$250 plus FD equip itemized below	Plus fire dept standby fees; May 1st through October 31st
Pyrotechnic Displays - single event *WAIVED FOR COUNTRY LIGHTS FESTIVAL	\$150 plus FD equip itemized below	Plus fire dept standby fees
Engine pumper/ladder	\$350 per hour	Includes 4 firefighters
Tenders/tanker	\$250 per hour	Includes 2 firefighters
Air Van/cube	\$300 per hour	Includes 4 firefighters
Rescue squad/truck	\$250 per hour	Includes 3 firefighters
Brush rig/All terrain 6x6	\$200 per hour	Includes 2 firefighters
Brush rig/boat	\$225 per hour	Includes 2-3 firefighters
Brush rig	\$175 per hour	Includes 2 firefighters
Fire Lock Boxes	\$190 surf mount; \$210 recess	
Fire Watch	\$100/hr	Owner given 45 min to have rep on site; otherwise hourly rate starts with 2 hour minimum applied
Flammable Fluids	\$184 \$106 \$45	per site - bulk gas stations dispensing miscellaneous
High Piled Storage	\$50	Over 500 square feet
Hood/grease duct cleaning	\$50	
Tanks - removal or installation	\$100 + 65% plan review	
Natural Resource Mgmt Burn Permit	\$30 \$50	1 to 5 acres Over 5 acres
Tents/Temp Membrane Structures	\$75	per Fire Code
Daycare/Foster - other State Inspec	\$50	
Repetitive False Alarms	\$350	More than 3 in calendar year
Mobile Food Vendor Permit	\$80 \$25	Annual permitting fee through December 31st 1-3 day event permitting fee
LICENSES		
Tobacco	\$225	per year
Tobacco 1st violation	\$100	
Tobacco 2nd violation	\$250	within a 24 month period
Tobacco 3rd or subsequent offense	\$400	within a 24 month period
Contractors- commercial	\$60	Cert of insurance & \$25,000 bond or copy of State
HVAC	\$60	Cert of insurance & \$25,000 bond or copy of State
Sign Installers	\$60	Cert of insurance & \$25,000 bond or copy of State
Home Occupations- first year	\$125	Need Permit from Zoning Administrator

**CITY OF SARTELL
Fee Schedule**

	Type	Final 2022	Comments
Home Occupations- renewal		\$80	
Junk Dealer		\$1,000	\$2,000 bond
Plumber's License Verification Fee		\$10	
Refuse hauler license - first vehicle		\$400	Cert. Of Insur.-liability & wkrs comp
Each additional vehicle		\$200	
Transient Merchant		\$80	per day
Transient Merchant - non profit		\$10	per day
Transient Merchant background check		\$15	per name
Excavator's License		\$125	\$5,000 bond; cert. of insur; per year; no additional ROW annual registration fee required
Massage License		\$465	Initial Fee
		\$80	Annual Inspection Fee

**CITY OF SARTELL
Fee Schedule**

	Type	Final 2022	Comments
LIQUOR - INTOXICATING			Prorated to quarters - no refunds
Investigation Fee		In state: \$250 + \$50 per person requiring background up to \$500 Out State: \$5,000	On initial application only
On Sale		\$3,000	Copy of liquor liability policy
Off Sale		\$150	Copy of liquor liability policy
Club On Sale < 200 members		\$300	Copy of liquor liability policy
201 - 500 members		\$500	Copy of liquor liability policy
501 - 1,000 members		\$650	Copy of liquor liability policy
1,001 - 2,000 members		\$800	Copy of liquor liability policy
2,001 - 4,000 members		\$1,000	Copy of liquor liability policy
4,001 - 6,000 members		\$2,000	Copy of liquor liability policy
6,001 + members		\$3,000	Copy of liquor liability policy
2 AM Closing		\$0	In combination w/base license
Temporary (clubs & non-profits)		\$20	Copy of liquor liability policy
Consumption & Display		\$300	Copy of liquor liability policy
Outdoor/Patio License		\$0	In combination w/base license & CUP
Sunday On Sale		\$200	Copy of liquor liability policy
Brewpub Off-Sale Liquor		\$150	Copy of liquor liability policy
Brewer Off-Sale Liquor		\$150	Copy of liquor liability policy
Brewer Taproom On-Sale		\$300	Copy of liquor liability policy
Microdistillery Off-Sale		\$150	Copy of liquor liability policy
Microdistillery Cocktail Room		\$300	Copy of liquor liability policy
LIQUOR - WINE&BEER			Prorated to quarters - no refunds
On Sale - 3.2 Beer		\$150	Copy of liquor liability policy
Off Sale - 3.2 Beer		\$65	Copy of liquor liability policy
Temporary 3.2 On Sale - per day		\$20	Copy of liquor liability policy
On Sale - Wine License		\$200	Copy of liquor liability policy

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
MAPS		
Base Map - large	\$25	
Base Map - 11 x 17	\$10	
Zoning Map - large	\$50	
Zoning Map - 11 x 17	\$10	
Land use plan map - large	\$50	
Land use plan map - 11 x 17	\$10	
Copy of any above on a CD	\$5	
PARKS/PAVILIONS - Rental Fees & Damage Deposits waived for Partner organizations under Agreement with the City; shelter rentals available May 1 thru Sept 30 unless otherwise noted		
North Side Park Shelter - resident	\$30	Rental form & liquor form (if applic.)
North Side Park Shelter - non resident	\$60	Rental form & liquor form (if applic.)
Northside Park Soccer Field	\$10	Per hour for reserved use
Lions Park Gazebo - resident	\$25	Per hour; Rental form & liquor form (if applic.)
Lions Park Gazebo - non resident	\$50	Per hour; Rental form & liquor form (if applic.)
Watab Creek Park Shelter - resident	\$75	Rental form & liquor form (if applic.)
Watab Creek Park Shelter - non resident	\$150	Rental form & liquor form (if applic.)
Val Smith Park Shelter - resident	\$75	Rental form & liquor form (if applic.)
Val Smith Park Shelter - non resident	\$150	Rental form & liquor form (if applic.)
Rental Admin Fee	\$25	Fee for cancelling or re-scheduling park shelter rental after making initial reservation; full rental forfeited if cancel or re-schedule within 14 days of scheduled rental date
Damage Deposit	\$100	required on all parks
POLICE		
Photocopies (first 100 pages)	\$.25/page	
Photocopies (after 100 pages)	\$.15/page	PLUS \$16/hour
Duplicate Permit Charge	\$5	
Fax Machine Usage	\$1 per page	
VHS copies	\$25	per copy
DVD/CD Copies	\$5	per copy
PBT Samples	\$10	
Fingerprinting	\$15	
Paper Service Fee	\$65	
Repetitive False Alarms - Police and Fire	\$85 for 2nd; \$160 for 3rd and subsequent	within 1 year period
Impounded Vehicle Storage Fee	\$25	per day, \$500 maximum
Firearms storage fee	\$2/day	\$500 maximum
Prohibited Parking	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking on Wrong Side of Street	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking Violation - Fire Hydrant/Lane	\$25	Plus \$5 late fee if not paid w/in 7 days

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Forfeiture processing administrative fee	\$65	
Winter Parking Violation	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking Variance Permit	\$25	Parking variance for up to 14 days

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
PUBLIC SAFETY		
Extraordinary events/demand on public services and/or intentional false alarms or arson response	Case by Case Basis	Charges to recipient of services for arson, intentional false alarms, or extended emergency response/response causing extraordinary costs to the City will be determined using the City's fee schedule rates for equipment and actual costs for personnel
SPECIAL EVENTS - WAIVED FOR SUMMERFEST & APPLE DUATHLON; Street barricade & block party permit fees are waived for National Night Out provided PD approves street closure plans and applicant picks up barricades from PW Dept.		
Special Event Permit/Block Party	\$20	Requires Council approval - add additional charges which may apply as itemized below
Special Event Services - licensed police officer	\$75/hour or actual cost on holidays	3 hour min
Special Event Services - reserve officer	\$25/hour	3 hour min; May be used in conjunction with licensed officer
Special Event Services - squad car	\$25 per squad	Per event - In addition to officer fees
Noise Exemption	\$50	
Private Parking Lot Utilization w/liquor	\$25	
Pyrotechnic Displays	See FD fees	
Street Closure- barricades	\$40	
No Parking Signs	\$25	Required for all road races
Parade/Race on Street	\$50	

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
PUBLIC WORKS		
Dump truck (w/operator)	\$200	per hour; 1 hour minimum
Tractor (w/operator)	\$200	per hour; 1 hour minimum
Sweeper (w/operator)	\$200	per hour; 1 hour minimum
Wheel Loader (w/operator)	\$200	per hour; 1 hour minimum
Skid Loader (w/operator)	\$150	per hour; 1 hour minimum
Riding mower/snowblower (w/operator)	\$150	per hour; 1 hour minimum
Pickup Truck (w/operator)	\$150	per hour; 1 hour minimum
Jetter (w/operator)	\$200	per hour; 1 hour minimum
Vac machine (w/operator)	\$250	per hour; 1 hour minimum
Tree Spade (w/operator)	\$170	per hour; 1 hour minimum
Picnic Tables	\$50	Per hour, per City staff person; Only available in off season (Oct-March)
Additional Admin Fee	\$50	add to equip rental for turf ordinance
Additional Personnel Fee to increase above 1	\$50	per hour additional to all above
Street light/public infrastructure knock down/damage administrative fee	\$200	in addition to actual light replacement costs
Street sign knock down replacement fee	\$200	replacement fee
RENTAL DWELLINGS		
License fee - up to 2 Units	\$100	Reinstatement of revoked licenses require same fees regardless of time of year for reinstatement
License fee - Each addl unit above 2	\$55	
License fee - Each addl unit above 2 - crime free	\$25	
Additional Inspections (after initial and one re-inspection)	\$75	
Late fee - license renewal filed or paid after deadline	\$150 up to 2 units plus additional \$5 per unit above 2	Late fees are <u>in addition to</u> all base license fees
UTILITY SERVICE FEES		
Sanitary Sewer Service Rates:		
Base Fee	\$5.00	Bi-monthly base sewer fee
Service Charge		
Residential & churches, convents, elem & high schools, mobile homes, nursing homes & nursing apartments	\$5.70 per 100 cubic feet	Based upon bi-monthly water usage except months of June-Sept based upon winter water use per City ordinance
Residential	\$58	Bi-monthly flat sewer rate where un-metered, and frozen meters
Commercial	\$5.70 per 100 cubic feet	Volume calculated as 100% of the current bi-monthly water usage
Large industrial - Dezurik, Verso, Grede	\$5.70 per 100 cubic feet	Volume calculated at 100% of sewage discharge into system
Excess Sewer Strength beyond domestic strength	actual	per charge from treating agency

**CITY OF SARTELL
Fee Schedule**

	Type	Final 2022	Comments
Sewer Availability Charge (SAC)		\$3,075	per unit; see minimums below;- year end permits & plan review must be paid w/in 30 days of permit approval to lock rates

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Water Service Rates:		
Base Fee	\$5.00	Bi-monthly base water fee
Service Charge	\$3.10 per 100 cubic feet	\$3.00 per 100 cubic feet if "true-up" charges exceed \$400
Construction water turn-on fee	\$20	
Delinquent payment fee	\$10 or 10%	of past-due balance: higher of the two
Red Tag fee	\$10	Charged if property red tagged for late payment - in addition to initial delinquent payment fee of \$10 or 10%
Water turn on after shut-off for non-payment	\$50	
Water turn on after shut-off for non-payment: after hours	\$110	
Requested water turn-on/off	\$15	
Requested water turn-on/off: after hours	\$50/hour	Two hour minimum charge
Water tap in	\$175	
Water Availability Charge (WAC)	\$3,821	per unit; see minimums below; plus State sales tax; year end permits & plan review must be paid w/in 30 days of permit approval to lock rates
Water Meter Charge	actual cost of meter	For initial meter installation or for replacement meter replaced prematurely because of damage or Owner preference
Alternate Meter System Reading Fee	\$50 install and \$25 per billing cycle thereafter	For any new meter not able to be remotely read due to Owner preference
Meter Access Charge/Non-Compliance Fee	\$25	Charged monthly until City can access meter
Unauthorized hydrant access	\$500	
Hydrant Permit	\$30	
Safe Water Act	\$1.62	State fee pass thru - was annual and will be bi-monthly charge beginning Jan/Feb 2020 cycle
First out of cycle meter reads	\$0	
Second and subsequent out of cycle meter reads	\$50/visit	
Storm Sewer Utility Rates:		
Storm Utility - Single Family Res	\$15.00	4 units or less; per account per billing
Storm Utility - Commercial/Multi/Other	\$38.00	5 or more resid/all C/I; per account per bi-monthly billing

Exhibit A

Sample Trunk Charge Calculations

Sample Parcel:

Total Parcel Area

Dedicated Right of Way

Delineated Wetlands

**CITY OF SARTELL
Fee Schedule**

Type	Final 2022	Comments
Existing Water Body easement (ditch, pond, etc.)		
<u>Trunk Sanitary Sewer Charges:</u> 20.0 AC x \$ Current Rate = Trunk Sanitary Sewer Charge*		
<u>Trunk Water Main Charges:</u> 20.0 AC x \$ Current Rate = Trunk Water Main Charge*		
<u>Trunk Storm Sewer Charges:</u> (20.0 AC – 4.0 AC – 1.5 AC – 0.50 AC) x \$ Current Rate = Trunk Storm Sewer Charge*		
*If over-sizing of the lateral utility lines is required of the Developer, those costs are deducted from the trunk charges due. Estimated costs of over-sizing will be based upon the current project cost estimate, or by a reasonable estimate of the City Engineer.		