

# ORDINANCE NO. 2022-09

effective October 1, 2022

## AN ORDINANCE AMENDING CITY OF CLEARWATER FEE SCHEDULE FOR 2022

The City Council of the City of Clearwater, Wright and Stearns Counties, Minnesota does ordain as follows:

### FEE SCHEDULE

#### ADMINISTRATIVE FEES

Affidavit of Candidacy		\$2.00
Certification of Delinquent Charges		\$75.00
Copies	Per Page	\$0.25
Faxes (removed "outgoing")	Each	\$3.00
Insufficient Funds (Returned Payments)		\$35.00
Special Meeting of a Board/Commission	Per Meeting	\$300.00
Special Meeting of the City Council	Per Meeting	\$600.00
Special Assessment Searches	Each PID or Address	\$25.00
Official Utility Reports	Each PID or Address	\$25.00
Maps	Each	\$3.00
Postage		Prevailing Rate
Consultant Billing Rate		Contracted Rate
Employee Billing Rate		Hourly Rate + Fringe Benefits

#### City Publications - No Charge for Electronic Copies, if available

Adopted Budget Report	\$12.00
Audited Financial Reports	\$20.00
Comprehensive Plan	\$30.00
Code of Ordinances	actual cost
Subdivision Ordinance	actual cost
Zoning Ordinance	actual cost

#### FIRE DEPARTMENT

False Alarms (within a 12 month period)	
1st - 2nd False Alarm	\$0.00
3rd False Alarm	\$100.00
Each Additional Alarm	Previous Charge Plus Additional \$50.00
Illegal Burns	
Small in Nature - As determined by the Fire Chief	\$100.00
Large in Nature - As determined by the Fire Chief	Actual Cost
Copies of Incident Reports	\$15.00

#### Charges for Emergency Response Services

Apparatus:	Staff Allocated Rate Per Hour:	
Engine	Up to 4 Personnel	\$275.00
Ladder / Aerial	Up to 4 Personnel	\$275.00
Water Tender	Up to 2 Personnel	\$200.00
Heavy Rescue / Rescue / Ambulance	Up to 2 Personnel	\$185.00
Command Vehicle / Utility Truck / Grass Truck	Up to 2 Personnel	\$85.00
ATV / UTV with water tank	Up to 2 Personnel	\$50.00
	Extra Personnel	\$15/hour

**PARKS & RECREATION**

Lions Park Pavilion

Both Meeting Rooms and Kitchen (Resident)	\$50.00
Both Meeting Rooms and Kitchen (Non-Resident)	\$75.00
Cleaning Fee	\$25.00
Security Deposit (Refunded upon verification of no damage and cleaned)	\$100.00

Eldorado Park

Field Reservation	Single Date (Resident/Non-Resident)	\$35.00
	Per Season Application Fee (Resident)	\$75.00
	Per Season Application Fee (Non-Resident)	\$100.00

Sportsman's Park Pavilion

Pavilion Rental - Concession Area included (Resident)	\$50.00	
Pavilion Rental - Concession Area included (Non-Resident)	\$75.00	
Security Deposit (Refunded upon verification of no damage and cleaned)	\$100.00	
Field/Course Reservation	Single Date (Resident/Non-Resident)	\$35.00
(includes pavilion at no extra cost)	Per Season Application Fee (Resident)	\$75.00
	Per Season Application Fee (Non-Resident)	\$100.00

All Other Park/Field/Course/Amenity Rental

Tennis Court, Disc Golf Course,	Single Date (Resident/Non-Resident)	\$35.00
Hockey Rink, Ball Field	Per Season Application Fee (Resident)	\$75.00
	Per Season Application Fee (Non-Resident)	\$100.00

**CODE ENFORCEMENT**

Dog- At-Large Capture (within a calendar year) - only if referred/approved by staff - no resident pick-up

1st Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	\$100.00
2nd Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	\$150.00
3rd Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	\$200.00

Fire Marshall

Initial Inspection of Fire Code Violation	\$0.00
1st Follow Up Inspection	\$100.00
2nd Follow Up Inspection	\$200.00
3rd Follow Up Inspection	\$300.00

Nuisance Abatement

Actual Cost Incurred by the City	Each violation plus actual costs if court action initiated	\$100.00
Administrative Fines - Code Violations	Increases each additional violation	\$100.00

Liquor Violations (occurring within the preceding three-year period)

1st Violation	\$750.00	
2nd Violation	\$1,500.00	
3rd Violation	Suspension of License for 30 days	Suspension

Weed Violations/Lawn Maintenance - per parcel	Includes \$20 Administration Fee	\$120.00
Snow Removal from Sidewalks - per parcel	Includes \$20 Administration Fee	\$120.00

**PERMITS & LICENSES**

Animal License (Dogs or Chickens)	Life Time License	\$10.00
	Replacement Tag	\$10.00
Business Registration	Annual	\$25.00
Rental Housing Registration	Annual	\$75.00
Failure to Register/Late Registration	Per Property	\$150.00
Re-inspection Fee (each subsequent reinspection) (paid by property owner)	\$10/bldg + \$50/unit	
Adult-Oriented Business (Principal Activity) Annually		\$1,000.00
Adult-Oriented Business (Accessory Activity) Annually		\$500.00
Right-of-Way Permit (Obstruction, Excavation, other)	Per Occurrence	\$150.00
	Failure to Obtain	\$500.00
Refuse/Recycle Hauler Annually	Residential or Commercial	\$150.00
Transient Merchant/Peddler License	Per Person, 1-7 days	\$25.00
Special Event Permit		\$25.00
Golf Cart/Specialty Vehicle Permit	Per Cart - expires 3 years after issuance	\$35.00
Mobile Food Unit - Annual Permit	Application Fee	\$100.00
	Per Day each day past 21 days	\$7.00
Gambling - Temporary Permit		\$25.00
Sign Permit - Temporary	Per Permit/Event - Valid for 40 days	\$25.00
<b>Liquor Licenses</b>		
On-Sale Intoxicating - Annual		\$3,000.00
On-Sale Wine - Annual		\$300.00
On-Sale Sunday - Annual		\$200.00
On-Sale Beer - Annual		\$100.00
On-Sale Club	Per Mn Statutes	
Off-Sale Intoxicating - Annual		\$100.00
Off-Sale 3.2% Malt Liquor - Annual		\$25.00
Temporary Malt Liquor License (1-4 Day Event)		\$50.00
Background Investigation Fee	Annually	\$100.00
Temporary 3.2% License		\$50.00

**Building Permits**

New Construction - Per the 1997 UBC Fee Schedule	Per the 1997 UBC Fee Schedule	
Sign Permits (Not Temporary)	Per the 1997 UBC Fee Schedule	
Lead Certification		\$5.00
Over the Counter Permits (Residential Only) (includes \$1.00 state surcharge)		
Maintenance (Roofing/Siding/Doors/Windows/Plumbing/HVAC/Mechanical)		\$50.00
Accessory Structures	Under 200 square feet	\$50.00
Fence Permits	Under 6 feet in height	\$50.00
Building Permit Violations - Failure to Pull	Double the actual permit fee	

## Public Utilities/Public Services

### Water Rates

#### Monthly Charges

Base Fee per Equivalent Residential Unit		\$5.90
Metered Usage - Residential	Per 1,000 Gallons up to 9,999 Gallons	\$1.60
Metered Usage - Residential	Per 1,000 Gallons over 9,999 Gallons	\$2.20
Metered Usage - Commercial	Per 1,000 Gallons up to 9,999 Gallons	\$1.60

#### Other Charges

Water Access Charge (WAC)		\$2,500.00
Water Trunk Fee		\$2,000.00
Unauthorized Hydrant Usage		\$100.00
Hydrant Demand Charges (Per 1,000 gallons)		\$10.00
Disconnect Fee / Re-connect Fee (At Curb Stop)		\$50.00
Requested Meter Accuracy Test (Refer to Policy)		Actual Cost
Minnesota Department of Health Test Fee		Prevailing Rate
Water Meter/Radio Read		Actual Cost

### Sanitary Sewer

#### Monthly Charges

Base Fee per Equivalent Residential Unit		\$31.50
Sewer Surcharge per account		\$10.00
Residential Flow Charges	Per 1,000 Gallons	\$10.50
Commercial & Industrial Flow Charges	Per 1,000 Gallons	\$14.70

#### Other Charges

Sewer Access Charge (SAC)		\$3,500.00
Sewer Trunk Fee		\$2,000.00

### Refuse & Recycling

Refuse	32 Gallon Can / Monthly	\$10.00
Refuse	64 Gallon Can / Monthly	\$13.00
Refuse	96 Gallon Can / Monthly	\$15.00
Recycling	Per Month	\$5.00
Bulk Pick-up		actual cost
Garbage Tags (extra bags)	Per Bag	\$3.50

### Storm Sewer

Per Utility Account	During winter months (Sep - Apr)	\$5.00
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### Mosquito Control

	During summer months (Jun - Sep)	\$10.00
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### Late Payment Fee

	Monthly, per account	\$15.00
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*In addition to the charges outlined below, the applicant will reimburse the city for all outside legal, engineering, planning, and/or other administrative expenses related to the application. The initial escrow amounts shown will be used to cover these costs. If the costs exceed the initial escrow amount, the applicant will be billed for the additional expenses. Any unused escrow funds will be returned to the applicant upon completion of the project.*

	Initial Escrow (refundable if not used)	Application Fee (non-refundable)
<b><u>PLANNING &amp; ZONING</u></b>		
Administrative Permit		\$50.00
Conditional Use Permit Application	\$2,000	\$400.00
Interim Use Permit Application	\$2,000	\$400.00
Variance Application	\$2,000	\$400.00
Wetland Application		actual cost
Easement Vacation	\$2,000	\$400.00
Rezoning Application	\$2,000	\$400.00
Concept Plan (Site Plan Review)	\$2,000	\$400.00
Street/Alley Vacation Request	\$2,000	\$400.00
<b><u>SUBDIVISION</u></b>		
Minor Subdivision/Lot Split/Lot Combination	\$2,000	\$400.00
Preliminary Plat	\$5,000	\$500.00
Final Plat	\$5,000	\$500.00
Park Dedication Fees - General	Per Subdivision Ordinance	
Park Dedication Fees - Sunrise Crest	Per lot per development agreement	\$400.00
	<i>To be paid at the time that the building permit is issued</i>	
<b><u>OTHER DEVELOPMENT/SPECIAL REQUESTS</u></b>		
Annexation Petition	\$1,000	\$100.00
Comprehensive Plan Amendment	\$1,000	\$400.00
TIF (Tax Increment Financing)	\$12,000	\$100.00
Tax Abatement	\$6,500	\$100.00


This ordinance is effective August 1, 2022 following adoption and summary publication.

Adopted this 11th day of July, 2022, Corrected this 14th day of November, 2022

ATTEST:

  
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 Annita M. Smythe, City Administrator

APPROVED:

  
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 Andrea Lawrence Wheeler, Mayor