



City of Pine City
Ordinance # 19-01

An Amendment to Ordinance #19-01 Establishing 2019 Fee Schedule for fees and charges for licenses, permits, services and other charges within the City of Pine City, Minnesota

The City Council of the City of Pine City, Minnesota hereby ordains:

The following schedule of license, permit, and service fees and other City charges is hereby adopted by the City Council of Pine City, Minnesota as follows:

ANIMALS:	
Adoption Fee	\$35.00* (City Administrator or Mayor Can waive fee)
Beekeeping Permit	\$25.00
Chicken Keeping Permit	\$25.00
Dog License	\$10.00 (same term as rabies vaccination)
Duplicate Dog License	\$5.00
Impoundment Fee w/ License	\$25.00 (plus \$95.00 during off duty hours)
Impoundment Fee w/o License	\$50.00 (plus \$95.00 during off duty hours)
Impoundment Boarding Fee	\$5.00* per day
Small Kennel License (3-4 dogs)	\$75.00 for a 5-year permit
Commercial Kennel License (boarding/breeding)	Council Determination at time of permitting
CEMETERIES (no tax):	
	For both Birchwood & Hilltop
Cremation grave opening/closing	\$325.00
Grave Lots	\$375.00
Grave opening/closing	\$575.00
Infant grave lots	\$175.00
Infant grave opening/closing	\$325.00
COMMUNITY DEVELOPMENT (Building, Planning and Zoning):	
Financial Assistance Applications includes:	
- Revolving Loan Fund Application	
- Tax Increment Financing	\$250.00 plus escrow deposit**
- Tax Abatement	\$1,500.00 plus \$10,000 to \$20,000 escrow deposit**
- Land Subsidy Applications	\$1,500.00 plus escrow deposit**
- WAC/SAC Reduction	\$125.00 plus escrow deposit**
	\$50.00 plus escrow deposit**
Preliminary Financial Assistance Review	\$100.00 plus escrow deposit** as determined by City Administrator per application
Loan Closing Fee	2% of loan or actual costs whichever is lower
BUILDING (all building permits are subject to state surcharges)	
Basement Finishing Inspection Fee	\$210.00
- Includes rough-in, plumbing and mechanical NOT electrical	
Building Permit Fees	
- One- & two-family dwellings and accessory structures (decks, fences over 7 feet, post frame structures) are subject to a plan review fee of 50% of permit fee.	
- All other structures are subject to a plan review fee of 65% of the permit fee.	
- Valuations are calculated per square foot by use/occupancy and then applied to the 1997 Uniform Building	

- \$100,001.00 to \$500,000.00	\$100,000.00 \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
- \$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
- \$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof
Demolition Permit Fee	\$50.00
Grading, Filling & Mining Permit Fee	
- 50 cubic yards or less	\$23.50 (no plan review fee)
- 51 – 100 cubic yards	\$37.00 plus \$23.50 plan review fee
- 101 – 1,000 cubic yards	\$37.00 for the first 100 cubic yards, plus \$17.50 for each additional 100 cubic yards or fraction thereof, plus \$37.00 plan review fee
- 1,001 – 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards or fraction thereof, plus \$49.25 plan review fee
- 10,001 – 100,000 cubic yards	\$325.00 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards or fraction thereof, plus \$49.25 plan review fee for the first 10,000 cubic yards, plus \$24.50 for each additional 10,000 cubic yards or fraction thereof
- 100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards or fraction thereof, plus \$269.75 plan review fee for the first 100,000 cubic yards, plus \$13.25 plan review fee for each additional 10,000 cubic yards up to 200,001 cubic yards or more, then \$402.25 for the first 200,000 cubic yards, plus \$7.25 for each additional 10,000 cubic yards
Manufactured Home Installation Permit Fee	\$150.00
New Dwelling Plumbing & Mechanical Inspection Fee	\$125.00
One- & Two-Family Residential Maintenance Permit Fee	\$49.00 each
	- Roof Replacement
	- Siding Replacement
	- Window/Door Replacement
	- Water Heater/Furnace Replacement
Work without Permit Fees	Double the required permit amount
Building Permit Refund	75% permit fee
- Work Cancelled/Not Performed by Contractor	- No refund of surcharge or plan review fee
- Written Request to City by Customer	

PLANNING & ZONING

Comprehensive Plan	\$25.00/copy of plan
Conditional Use & Interim Use Permits Fee	\$350.00 plus \$46.00 recording fee plus \$800.00 escrow deposit**/permit
- Amendment to CUP/IUP Fee	\$350.00 plus \$46.00 recording fee plus \$800.00 escrow deposit**/permit
Lot Combination Fee	\$100.00 plus \$46.00 recording fee plus \$800.00 escrow deposit**
Minor Subdivision/Lot Rearrangement/Re-plat Fee	\$350.00 plus \$46.00 recording fee plus \$1,000.00 escrow deposit**
Plat – Preliminary Fee	\$400.00 plus \$4,000 - \$8,000 escrow deposit**
	- Residential 1- 10 lots and commercial less than 2 acres \$4,000.00

- Change in Use Street, Alley, or Easement Vacation Request; and re-establish a Vacated Street Request Variance Fee	\$350.00 plus \$46.00 recording fee plus \$750.00 escrow deposit** \$350.00 plus \$46.00 recording fee plus \$500.00 escrow deposit**
Zoning Amendment/ Rezoning Request Fee	\$350.00 plus \$46.00 recording fee plus \$500.00 escrow deposit**
Zoning Permits	\$50.00 for each <ul style="list-style-type: none"> - Accessory Structures < 200 square feet - Signs (replacement/change-out) - Fences < 7ft - Retaining Walls < or = 4 feet - Pool/Spa
Zoning Verification Letter	\$25.00
FIRE DEPARTMENT SERVICES CHARGES – Bills for this section shall be billed to the property owner, party at fault (if known), or the roadway authority (roadway authority having right-of-way, easements or property ownership, i.e.: township, city, county, state, or railroad authority). <i>Existing contracts i.e. Mutual Aid, MN DNR, or WI DNR shall be billed at current contract rates.</i>	
EMS Assistance	None
False Fire Alarm	
1 st time	No charge
2 nd time	\$250.00 if for same reason or malfunction
3 rd time or more	\$750.000 if for the same reason or malfunction
Fire Call or Emergency Services where services are provided	\$750.00 plus extra expenses (i.e. foam, heavy equipment charges, etc.) and an hourly charge of \$300.00 per hour if over two hours
Motor Vehicle Accidents where services are provided	\$500.00 plus extra expenses (i.e. foam, heavy equipment charges, etc.) and an hourly charge of \$250.00 per hour if over two hours
Rescue	None
GENERAL LICENSES	
Outdoor Dining Application – new	\$40.00
Outdoor Dining Application – renewal	\$10.00
Event Permit	\$30.00/event (can be waived by Administrator for non-profit dance)
Fireworks Display Permit	\$30.00/event (can be waived by Administrator for non-profit)
Games License Fee	\$20.00/establishment
Mobile Food Units	\$20.00 per location (per street address and block) per mobile unit
Solicitors, Transient Merchants, Peddlers license	\$20.00/day/person or \$75.00/week/person and background check fees/person (as set by the City Council)
Solid Waste License	\$500.00 Residential, \$500.00 Commercial plus \$10.00 for each vehicle used for residential and \$10.00 for each vehicle used for Commercial/ annual
INSPECTIONS/REGISTRATIONS	
RENTAL INSPECTIONS (Every three years, or upon change of ownership)	
Single Unit	\$50.00
Two Rental Units	\$65.00
Three Rental Units	\$80.00
Four Rental Units	\$95.00
More than Four Rental Units	\$95.00 plus \$15 per unit over 4 units
Assisted Living/Institution Inspections	\$250.00
RENTAL REGISTRATION (annually)	
Single Family Unit	\$25.00
Multiple Family Unit (2, 4 units)	\$50.00

Outdoor Beer License – new	\$75.00/annual
Outdoor Beer License – re-new	\$15.00/annual
Outdoor Liquor License – new	\$75.00/annual
Outdoor Liquor License – re-new	\$15.00/annual
Brew Pub License	\$150.00/annual
Brewer Tap Room License	\$150.00/annual
Brewery License	\$300.00/annual
Distillery License	\$300.00/annual
Investigation Fees	\$50.00 for single, \$125.00 for partnership/establishment
Off-sale Malt Liquor License	\$150.00/annual
On-sale Beer	\$150.00/annual
On-sale Liquor	\$2,000.00/annual
On-sale Wine	\$300.00/annual
Special Club License	\$2,000.00/annual
Special on-sale Sunday Sales	\$200.00/annual
Temporary on-sale Beer	\$50.00/event
Temporary on-sale Liquor	\$50.00/event
Winery License	\$300.00/annual

MISCELLANEOUS

Accounts Receivable late fee	12% APR on past due balance
Annexation Request	\$396.00 plus \$800.00 escrow deposit**
Bad Check Fee (NSF)	\$35.00/check
Candidacy – Filing Fees (Mayor or Council)	\$2.00
Copies (per page)	\$.25 – 8 ½ x 11(letter) \$.50 – 8 ½ x 14 (legal) \$.75 – 11 x 17 (tabloid) \$50.00 – 24" large print (from plotter)
Fax (per page)	\$5.00 to send and \$.25 to receive
Gambling (City Code: Section 515)	3% of gross revenues
Ordinance Amendments	\$350.00 plus \$500.00 escrow deposit**
Research Fees	No charge for first hour, after one-hour rate of \$40.00 per hour.
Special Assessment Search Fee	\$35.00
Special City Council Meeting	\$400.00
Special Planning Commission Meeting	\$400.00

PARKS SERVICES

Dumpster	If a dumpster is requested for an event, the event will pay the fee based on weight of the dumpster after event (this cost is determined by Community Hauler, which is the dumpster provider for the City).
Lost Park & Recreation or Public Works Key	Actual cost of rekeying buildings if needed with a \$10.00 minimum fee
Moving Picnic Tables and/or Benches from another park	\$20.00/table or bench moving from park to park (moving picnic table and/or benches within a park has no associated fee).
Park Reservation Fee	\$75.00 (\$25.00 park reservation fee & \$50.00 damage deposit)
Softball Field Maintenance Fee (annual)	\$125.00/team
Softball Complex Fee	\$550.00 Pine City Organizations (\$50.00 fee & \$500.00 damage deposit) \$650.00 Non-Pine City Organizations (\$150.00 fee & \$500.00 damage deposit)
Swimming Lessons	\$25.00 per child per session \$75.00 per student for Jr. Lifeguarding

PUBLIC WORKS

Labor/Operator rate is not included in the equipment price and will be billed separately. All equipment and labor will

Sewer Jetting (requires 2 operators minimum)	\$125.00/hour
Sewer Televising (requires 2 operators minimum)	\$125.00/hour
Skid Steer (requires 1 operator minimum)	\$65.00/hour
Street Opening	\$500.00 is a minimum fee. If the cost to repave the disturbed area exceeds \$500.00, the permittee will pay actual repaving costs. (Utilities can supply a Bond to the City.)
Towing Fee	\$140.00
Impoundment (Vehicle) Fee	\$15.00/day after 48hours
Vac Truck (requires 2 operators minimum)	\$125.00/hour
ON-SITE SYSTEMS	
On-Site Sewer Installation/Replacement Inspection	\$385.00 (complete system, holding tank/privy, or replacement of drain field)
Septic Repair Inspection including tank set or piping repair	\$235.00
SEWER AND WATER	
Bulk Water (water sold by loads per 1,000 gallons)	\$22.72
Bulk Water Replacement Key	\$10.00
Meter Calibration Fee	Actual Cost
Meter Frost Plate Replacement	\$15.00
Meter Testing Fee (customer initiated)	\$25.00
Monthly unmetered sewer rate	\$27.35
Monthly Service Charge	\$12.00 for a 5/8" meter \$25.00 for a 1" – 1 1/2" meter \$35.00 for a 2" meter \$45.00 for a 3" meter \$50.00 for a 4" meter
New Customer Meter Charge (one-time charge)	10% of the cost of the new meter based on meter size at time of purchase (single family home approx. \$30.00)
Sewer Availability Charge (SAC) – Single Family	\$1,500.00 (see REC chart Appendix B for all other uses)
Sewer Rate per gallon	\$.0083 (\$8.30 per 1,000 gallons)
Other Sewer Rates:	
CLAWSSD Sewer Rate	\$2.01 per 1,000 gallons
Henriette Sewer Rate	\$1.39 per 1,000 gallons
Pokegama Sewer Rate	\$1.91 per 1,000 gallons
Sprinkler Meter	Actual Cost
State Water Connection Fee (monthly)	\$0.53
Utility Bill Late Payment Fee	10% of billed amount due
Water Availability Charge (WAC) – Single Family note: water availability charge on commercial is charged sales tax*	\$1,500.00 (see REC chart Appendix B for all other uses)
Water Connection/reconnection charge	\$50.00 during on duty hours or \$145.00 for off duty hours (\$50.00 plus \$95.00 call out)
Water Extension (must be inspected by City)	Actual cost to be paid by property owner
Water/Sewer Extension Inspection Fee	\$150.00 (one fee)
Water/Sewer Installers License	\$20.00 (annual)
Water Rates per gallon	
0 – 5,000 gallons	\$0.0108
5,001 – 10,000 gallons	\$0.0118
10,001 gallons and over	\$0.0125

Appendix A

The City uses a valuation method to determine the value of a construction project which requires a value for determining the cost of the permit. This method takes into consideration the use, occupancy and square footage.

Use	Valuation Factor Per Square Foot
Crawl Space	\$ 15.43
Unfinished Basement Area	\$ 16.17
Finished Basement Area	\$ 44.52
Main/First Floor Area	\$ 101.32
Second Floor Area	\$ 83.17
Detached Garage	\$ 39.37
Attached Garage	\$ 47.83
Garage Conversion to Living Space	\$ 47.94
Carport/Gazebo	\$ 31.23
Pole Barn	\$ 19.23
Shed - to 200 SF	\$ 16.18
Lean-to-Shed	\$ 13.39
Basement Finish Only	\$ 21.47
Remodeled Area	\$ 17.57
Porch (open)	\$ 37.36
Porch (3-Season)	\$ 85.88
Porch (3-Season on Existing Deck)	\$ 65.80
Porch (Screen Porch/Breezeway)	\$ 59.10
Solarium	\$ 95.91
Deck	\$ 25.00
Deck (Screen In & Roof Over Existing)	\$ 30.12
In-Ground Pool	\$ 23.43
Above-Ground Pool	\$ 11.43
Fireplace - Mechanical/Gas	\$ 4,944.36
Fireplace - Masonry	\$ 22,900.20
Building Occupancies	Valuation Factor per Square Foot
Assembly, theaters with stage	\$ 151.06
Assembly, theaters without stage	\$ 134.32
Assembly, nightclubs	\$ 118.36
Assembly, restaurants, bars, banquet halls	\$ 117.47
Assembly, churches	\$ 136.25
Assembly, general, community hall, libraries museums	\$ 133.43
Assembly, arenas	\$ 133.43
Business / Office / Clinic	\$ 109.22
Basement All Groups	\$ 16.50
Educational / Child Daycare	\$ 121.20
Factory and industrial, moderate hazard	\$ 58.24
Factory and industrial, low hazard	\$ 57.35

Residential, care/assisted living facilities	\$ 115.19
Storage, moderate combustion hazard	\$ 51.33
Storage, low combustion hazard	\$ 50.44
Utility, Miscellaneous, Private Garages (IRC-4)	\$ 39.72

Appendix B

Sewer service rates and charges to users of the wastewater treatment facility shall be determined and fixed in a sewer service charge system developed according to the provisions of this division. Sewer service rates will be based upon residential equivalent charges (REC) plus a per gallon charge. The REC units will be used as part of the calculation to determine the minimum bill. The minimum number of gallons that will be billed for sewer per REC per quarter is 5,000 gallons. Residential equivalent charges (REC) units for various commercial, residential, and industrial uses shall be set forth as following:

Type of Facility	Number of RECs
Apartments with individual laundry hookups	1 per dwelling unit
Apartments without individual laundry hookups	1 per 1.5 dwelling units
Arenas (bleachers 18 inches/person)	1 per every 110 seats
Auditoriums (7 square feet/person)	1 per every 110 seats
Automobile service / automobile body shop	1 per every two (2) service bays
Automobile dealer w/service	1 per every two (2) service bays and 1 per every 2,000 square feet of office/show room space
Automobile dealer w/o service	1 per every 2,000 square feet
Bank	1 per every ten (10) employees
Banquet Room—Food catered	1 per every 2,060 square feet
Bar / Cocktail lounge (without food service)	1 per every 30 seats
Barber Shop / Beauty Salon	1 per every four stations
Bowling Alleys (does not include bar or dining area)	1 per every 3 alleys
Car Wash	3 per every car wash stall
Churches	1 per every 300 seats
Clinic: Chiropractic	1 per every three (3) exam rooms
Clinic: Medical	1 per every three exam rooms and 1 per every two procedure rooms
Clinic: Dental	1 per every two (2) exam rooms
Court Rooms	1 per every 1,650 square feet
Daycare (stand alone, not within a residence)	1 per every 14 children
Dry Cleaners (retail)	1 per every 3,000 square feet
Elderly housing and assisted living facilities	1 per every 1.5 dwelling units
Fair Grounds	1 per every building that is connected to the water supply
Fire Station (volunteer)	1 per every fifteen (15) volunteers
Funeral Home (charge for viewing areas only)	1 per every 770 square feet
Gas Station / Convenience Store	1 per every restroom facility
General Commercial and Retail not otherwise listed	1 per every 2,400/sf of floor space
Golf Course – 18 hole	3 units
Golf Course – 9 hole (par 3)	2 units
Golf Course – Miniature (if water included in course)	3 units
Golf Course – Dining room	Golf course REC + 1 per every 20 seats
Golf Course – Bar only	Golf course REC + 1 per every 15 seats
Hospitals	1 per every two (2) beds
Jail / Prison	1 per every 2.5 inmates
Gym (showers, sauna, and whirlpool included)	1 per every 700 square feet
Gym (no showers, whirlpool, or sauna)	1 per every 2,060 square feet
Multiple commercial not otherwise listed	1.5 per up to five small businesses (under ten [10] employees)
Laundromats – self service	1 per every 1.5 washing machines
Laundromats – commercial	1 per every washing machine
Manufactured housing / mobile homes	1 per dwelling unit

Schools (Grades 8-12)	1 per every 20 students
Schools (Post-Secondary w/o student housing)	1 per every 30 students
Single Family Residence	1 unit
Theater	1 per every 64 seats
Theater – Drive In	1 per every 55 parking stalls
Veterinary Clinic	1 per every exam station
Warehouse	1 per every 10 employees

Revenues collected for sewer service shall be deposited in a separate fund known as the Sewer Service Fund. Income from revenues collected will be expended to off-set the cost of operation, maintenance and equipment replacement for the facility and to retire the debt for capital expenditure. Sewer service charges and the sewer service fund will be administrated in accordance with the provisions of Subsection 400.116. A connection fee as fixed by the City shall be charged to each user connecting a new service to the sanitary sewer system. The connection fee shall be due and payable at the time of construction when the appropriate permit is pulled.

KEY

① or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include the supervision, overhead, equipment, hourly wages and benefits of the employees involved.

* plus Minnesota State Sales Tax

** An Escrow Account shall be established as indicated above to cover all outside consulting expenses incurred by the City (i.e. legal, planning, engineering, financial, etc.) In the case of applications, including multiple requests, the highest escrow deposit amount will be the only one initially required. The applicant is responsible for all costs incurred by the City. If the escrow amount drops below 10% of the original deposit amount, the City will require the submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City that the project is complete or expired, the City will return the remaining escrow deposit to the applicant. In some cases, the City Administrator may determine that escrow monies are not required or may be increased at the time of a new or subsequent project application.

Gambling licenses are issued through the State of Minnesota Gambling Control Board. Some licenses need to be approved by the City Council prior to submission to the State by the licensee.

All prices are subject to change as they are based on manufacturer's costs. All other resolutions and/or ordinances or parts of resolutions and/or ordinances of the City of Pine City that may be in conflict herewith are hereby released. Some data requests may fall under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, and may have different fees charged. This Ordinance becomes effective upon its adoption and publication according to law.

All other ordinances or parts of ordinances and resolutions or parts of resolutions of the City of Pine City that may be in conflict herewith are hereby repealed. Some data requests may fall under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, and may have different fees charged. This ordinance becomes effective upon its adoption and publication according to law. Adopted by the City Council of the City of Pine City, Minnesota this 2nd day of January, 2019.

Adopted by the City Council of the City of Pine City, Minnesota this 5th day of June, 2019



Matthew Van Steenwyk, City Administrator



Carl Pederson, Mayor