



STAFF REPORT

DATE: December 5, 2017

REGULAR

ITEM #17

TO: Honorable Mayor and City Council
FROM: Brian A. Swanson – Finance Director
AGENDA ITEM: 2018 Fee Schedule
REVIEWED BY:

BACKGROUND:

Based on a previous City Council item on the 2018 Utility Budgets, staff outlined that fee adjustments would be brought forth for City Council consideration. As such, the City's 2018 Fee Schedule will need to be adopted if the fee adjustments are approved.

ISSUES BEFORE THE CITY COUNCIL:

- 1) Does the City Council have any questions regarding the 2018 Proposed Utility Rates?
- 2) Does the City Council have any questions regarding the change to the new sod installation credit or removal of the bulk water swimming pool fill?
- 3) Would the City Council desire to approve the 2018 Fee Schedule?

DISCUSSION:

Since the last fee schedule amendment on September 5, 2017, the only fee changes being proposed pertain to utilities, which are from the Utility Financial Management Plan presented by Northland Securities at the October 3rd regular City Council meeting and City Council direction at the November 14th workshop. Below are some basic recommendations:

- 1) **Water Fund** – Proposed three percent (3%) rate increase across the base and variable rates compared from the 2017 Adopted to 2018 Proposed. Water Availability Charge (WAC) and the Water Connection Charge would remain the same.
- 2) **Sewer Fund** – Proposed one percent (1%) rate increase for the commercial usage, residential usage, and residential base fee, compared from the 2017 Adopted to 2018 Proposed. Sewer Availability Charge (SAC) and the Sewer Connection Charge would remain the same.
- 3) **Storm Water Fund** – Service fee would increase by five dollars (\$5.00) from the 2017 Adopted to 2018 Proposed.

Other Water Fund Changes – New Sod Installation and Swimming Pool Fill

From the November 14th workshop, the City Council discussed the new sod installation and swimming pool bulk water purchases, with the former asking for a staff recommendation, and the latter providing direction. As such, here is information pertaining to each:

- 1) **New Sod Installation** – Based on City Council discussion, staff is recommending a one-time \$40.00 credit be applied to the utility bill at the time of the sod installation for customers that contact the City requesting it. This recommendation is derived from the average credit applied in 2017 to customers of \$41.59.
- 2) **Swimming Pool Fill** – Per City Council direction, staff is eliminating the bulk water swimming pool fill fee. Water will now be billed based on the actual usage and whichever tier the usage corresponds to.

Attachment #1 outlines the complete list of utility changes being proposed to the fee schedule, which is consistent with the attached 2018 Fee Schedule.

Attachment #2 outlines a sample residential property owner not on the 201 system, who has water, sewer and storm water charges, comparing the existing 2017 Utility rates to the 2018 Proposed Utility rates. Based on the attachment, the sample residential property not on the 201 system would see an annual total increase of \$17.24.

FISCAL IMPACT:

By adopting the utility rates proposed in the 2018 Fee Schedule, this will be consistent with the long range financial management plan for the utility funds and working to achieve long-term sustainability. Regular review of the plan and utility rates are crucial to achieving the goal of long-term sustainability in the Water, Sewer and Storm Water funds for the City.

RECOMMENDATION:

- 1) Approve Ordinance 08-191, adopted the 2018 City of Lake Elmo Fee Schedule.
- 2) Adopt Resolution 2017-137 Authorizing Publication of Ordinance 08-191 By Title and Summary.

ATTACHMENTS:

- 1) 2017 Adopted and 2018 Proposed Utility Rates
- 2) 2018 Proposed Utility Rates – Impact on Non-201 Residential Property
- 3) Ordinance 08-191, amending the 2018 City of Lake Elmo Fee Schedule.
- 4) Resolution 2017-137 Authorizing Publication of Ordinance 08-191 By Title and Summary.
- 5) 2018 City of Lake Elmo Fee Schedule

CITY OF LAKE ELMO
2017 Adopted and 2018 Proposed Utility Charges
December 5, 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	2018 PROPOSED	CHANGE FROM 2017 TO 2018	ADDITIONAL INFORMATION
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00	\$3,000.00	0.00%	Per REC Unit: collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	\$2,485.00	0.00%	Per REC Unit: \$2,485.00 to Met Council at time of connection.
Sewer Connection Charge	\$1,000.00	\$1,000.00	0.00%	Per REC Unit collected at time of plat for new lot. This fee maybe deferred through special assessment for parcels with existing structures.
Sewer Lateral Benefit Charge	\$11,000.00	\$11,300.00	2.73%	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed.
Sewer Base Charge – Residential – Non 201 Off Site	\$52.50 per quarter	\$53.03 per quarter	1.00%	Allowance of 10,000 gallons (10 Units) per quarter
Sewer Rate	\$4.50/1,000 Gal	\$4.55/1,000 Gal	1.00%	
201 Off-Site Maintenance Fee	\$75.00/unit/quarter	\$75.75/unit/quarter	1.00%	
Surface Water				
Residential	\$50.00	\$55.00	10.00%	
Non-Residential (Commercial etc.)	\$50.00	\$55.00	10.00%	Utility rate factor per code
Review Fee	\$125.00	\$137.50	10.00%	\$82.50 Review/\$55 Storm Water Fund
Water Availability Charge (WAC)	\$3,000.00	\$3,000.00	0.00%	Per REC Unit; collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.
Water Connection Charge	\$1,000.00	\$1,000.00	0.00%	Per REC Unit, collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.
Water Equipment/Set up				
Meter (3/4" or less)	\$350.00	\$360.50	3.00%	Additional fees apply to larger sized meters
Driveway Curb Stop Lid	\$100.00	\$103.00	3.00%	Additional fees apply to larger sized meters
Disconnect Service	\$80.00	\$82.40	3.00%	Additional fees apply to larger sized meters
Reconnect Service	\$80.00	\$82.40	3.00%	Additional fees apply to larger sized meters
Water Lateral Benefit Charge	\$5,800.00	\$5,800.00	0.00%	Per REC Unit connecting to a Trunk Water Main and that has never been assessed.
Water Usage				
Residential - Quarterly Rate	\$20.00 Base	\$20.60 Base	3.00%	
Residential - Plus Rate per 1,000 Gallons				
Plus Rate for 0-15,000 Gallons	\$2.00	\$2.06	3.00%	
Plus Rate for 15,001-30,000 Gallons	\$2.40	\$2.47	3.00%	
Plus Rate for 30,001-50,000 Gallons	\$2.88	\$2.97	3.00%	
Plus Rate for 50,001-80,000 Gallons	\$3.46	\$3.56	3.00%	
Plus Rate for 80,001 + Gallons	\$4.15	\$4.27	3.00%	

CITY OF LAKE ELMO
2017 Adopted and 2018 Proposed Utility Charges
December 5, 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	2018 PROPOSED	CHANGE FROM 2017 TO 2018	ADDITIONAL INFORMATION
Water Usage				
Commercial - Quarterly Rate	\$25.00 Base	\$25.75 Base	3.00%	
Commercial - Plus Rate Per 1,000 Gallons				
Plus Rate for 0 - 15,000 Gallons	\$3.11	\$3.20	3.00%	
Plus Rate for 15,001 - 30,000 Gallons	\$3.26	\$3.36	3.00%	
Plus Rate for 30,001 - 50,000 Gallon	\$3.77	\$3.88	3.00%	
Plus Rate for 50,001 - 80,000 Gallons	\$5.00	\$5.15	3.00%	
Plus Rate for 80,001 + Gallons	\$6.63	\$6.83	3.00%	
Water Usage				
Hotel / Motel - Quarterly Rate	\$25.00 Base	\$25.75 Base	3.00%	For metered non-irrigation (domestic) consumption
Hotel / Motel - Plus Rate Per 1,000 Gallons				
Plus Rate for 0 -30,000 Gallons	\$3.11	\$3.20	3.00%	For metered non-irrigation (domestic) consumption
Plus Rate for 30,001 - 50,000 Gallons	\$3.26	\$3.36	3.00%	For metered non-irrigation (domestic) consumption
Plus Rate for 50,001 + Gallons	\$4.00	\$4.12	3.00%	For metered non-irrigation (domestic) consumption
Water Usage Delinquent Accounts				
Regular	6% per quarter	6% per quarter	0.00%	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with property taxes.
Storm Water	10% per year	10% per year	0.00%	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with property taxes.
Bulk Water Purchase				
Water from Hydrant	\$100.00 minimum	\$103.00 minimum	3.00%	Plus \$3.36/additional 1,000 gallons
Sod Installation (New Construction)	\$100.00 minimum	\$40.00 one-time credit	N/A	Applied to utility bill at time of installation
Swimming Pool Fill	\$100.00 minimum	Eliminated	N/A	Eliminated per City Council direction
Considered by City Council - 12-5-17				

CITY OF LAKE ELMO
ESTIMATED UTILITY BILL
ACTUAL 2017 AND PROPOSED 2018
December 5, 2017

Household Size **4**
Water units per quarter (per thousand gallons) **24**
Sewer base units allowance (per thousand gallons) **10**
Sewer consumption units **8**

<u>Service Type</u>	<u>Actual 2017</u>	<u>Proposed 2018</u>	<u>Dollar Change</u>
Water			
Per unit rate - Tier 1 - 0 -15 Units	\$ 2.00	\$ 2.06	\$ 0.06
Per unit rate - Tier 2 - 16 - 30 Units	2.40	2.47	0.07
Base Fee	\$ 20.00	\$ 20.60	\$ 0.60
Consumption Charge Tier 1	30.00	30.90	0.90
Consumption Charge Tier 2	21.60	22.23	0.63
Water Quarterly Bill	\$ 71.60	\$ 73.73	\$ 2.13
Sewer - Non 201 Property			
Per unit	\$ 4.50	\$ 4.55	\$ 0.05
Base Fee - First 10 units	\$ 52.50	\$ 53.03	\$ 0.53
Consumption - Amount over 10 units	36.00	36.40	0.40
Sewer Quarterly Bill	\$ 88.50	\$ 89.43	\$ 0.93
Total Water and Sewer Quarterly Bill	<u>\$ 160.10</u>	<u>\$ 163.16</u>	<u>\$ 3.06</u>
Storm Sewer			
Annual Service Fee	\$ 50.00	\$ 55.00	\$ 5.00
Total Annual Storm Sewer Bill	<u>\$ 50.00</u>	<u>\$ 55.00</u>	<u>\$ 5.00</u>
Total Annual Utility Bill Cost - Water, Sewer, and Storm	<u>\$ 690.40</u>	<u>\$ 707.64</u>	<u>\$ 17.24</u>

**CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA**

ORDINANCE NO. 08-191

**AN ORDINANCE ADOPTING A 2018 FEE SCHEDULE FOR THE CITY OF LAKE
ELMO**

The City Council of the City of Lake Elmo ordains:

SECTION I. Schedule Adopted. The attached fee schedule is hereby adopted.

SECTION II. Not Codified. This ordinance is transitory in nature and shall not be codified in the City Code. This ordinance and the fee schedule established hereby shall be placed on file and available for public inspection at City Hall.

SECTION III. Effect. The fees set out in the attached fee schedule apply notwithstanding any other fees the City has established which may be inconsistent. Any other fees imposed by the City which do not appear on the attached fee schedule remain in full force and effect.

SECTION IV. Effective Date. This ordinance shall become effective for all billings rendered after December 31, 2017, and upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION V. Adoption Date. This Ordinance No. 08-191 was adopted on this 5th day of December, 2017, by a vote of ___Ayes and ___Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance _____ was published on the _____ day of _____, 2017.

**CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA**

RESOLUTION NO. 2017-137

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 08-191 BY TITLE
AND SUMMARY**

WHEREAS, the City Council of the City of Lake Elmo has adopted Ordinance No. 08-191, an ordinance amending the City Code of Ordinances by amending the City's provisions related to the City Council; and

WHEREAS, the Ordinance includes a chart 8 pages in length; 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; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Elmo, that the City Clerk shall cause the following summary of Ordinance No. 08-191 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of Lake Elmo has adopted Ordinance No. 08-191, which adopts the City's 2018 Fee Schedule.

The full text of Ordinance No. 08-191 is available for inspection at Lake Elmo city hall during regular business hours.

BE IT FURTHER RESOLVED by the City Council of the City of Lake Elmo that the City Administrator keep a copy of the Ordinance at City Hall for public inspection and that a copy be placed for public inspection at the Lake Elmo Public Library.

Dated: December 5, 2017.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

(SEAL)

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared duly passed and adopted.



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Amateur Radio Antenna	\$875.00		Planning
Appeal (to Board of Adjustment and Appeals)	\$250.00		Administration
Bee Keeping Permit	\$25.00	Valid for 2 years from issuance	Administration
Building Regulations		* State Sur Charge Collected per MN Statute 326B.148 on all permits	Building
Building Permit Fee Schedule			
Total Valuation			
\$1.00 to \$500.00	\$29.50		Building
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.		Building
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 + \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.		Building
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 + \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.		Building
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 + \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.		Building
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 + \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.		Building
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 + \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.		Building
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 + \$4.50 for each additional \$1,000.00, or fraction thereof.		Building
Planning and Zoning Compliance Review and Verification	\$100.00		Building
Plan Review Fee	65% of building permit fee		Building
Plan review for similar plans	25% of normal building permit fee (MN Rules 1300.0160 subp. 5)		Building
Single Family Decks	Fee based on Valuation		Building
Single Family Residential Basement Finish	Fee Based on Valuation		Building
Swimming Pool In-Ground	\$150.00		Building
Swimming Pool Above-Ground	\$75.00		Building
Reinspection Fee	\$75.00		Building
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		Building
Investigation fee - work started without required permit	Equal to permit fee amount		Building
Replace Inspection Record Card	\$25.00		Building
Additional Plan Review required by changes, addendum or revisions to plans	\$75.00 per hour, one hour minimum		Building
Building Demolition - Residential	\$200.00		Building



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Building Demolition - Commercial	\$300.00		Building
Fuel Tank Removal (Underground)	\$250.00		Building
Fuel Tank Installation	2% Value of the work		Building
Roofing - Residential	Fee Based on Valuation		Building
Roofing - Commercial	Fee Based on Valuation		Building
Siding - Residential	Fee Based on Valuation		Building
Siding - Commercial	Fee Based on Valuation		Building
Retaining Walls over 4'	Fee Based on Valuation		Building
Commercial Plumbing	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building
Residential Plumbing	\$60.00 per Unit, max fee \$180.00		Building
Sewer Service Installation Inspection	\$60.00		Building
Water Service Installation Inspection	\$60.00		Building
Sewer & Water Service Installation Inspection when completed together	\$60.00		Building
Investigation fee - Plumbing work started without required permit	Equal to permit fee amount		Building
Commercial HVAC	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building
Residential HVAC	\$60.00 per Unit, max fee \$180.00		Building
Fireplace Installation	\$60 per unit		Building
Investigation fee - HVAC work started without required permit	Equal to permit fee amount		Building
Manufactured Home Move In	\$200.00		Building
Manufactured Home Move Out	\$200.00		Building
Moving House or Primary Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building
Moving Accessory Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building
Automatic Fire Extinguishing Systems	2% Value, \$100.00 minimum		Building
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount		Building
Fire Alarm Systems	2% Value, \$100.00 minimum		Building
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount		Building
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350.00		Building
Annual Retail Consumer Fireworks (all other retailers)	\$100.00		Building
Outdoor Public Fireworks Display	\$150.00		Building
Residential Day Care Inspections	\$50.00		Building



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		Building
Escrow Administration Fee	\$100.00		Building
New Single Family Dwelling Construction Escrow	\$2,000.00		Building
Two or more dwelling units per building Construction Escrow	\$1,000.00 per unit		Building
Commercial/Industrial and Other structures	\$5,000.00 or amount determined by the Building Official		Building
Burning Permit			Fire
Residential	\$45.00		Fire
Commercial	\$80.00		Fire
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire
Chicken Keeping Permit	\$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
Comprehensive Plan Amendment	\$1,300.00	Land Use Escrow \$2500	Planning
Conditional Use Permit (CUP)			Planning
New	\$1,050.00	Wireless Communication Facilities Fee Escrow \$6,000.00. Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow \$2500	Planning
Amended	\$500.00		Planning
Contractor License Fees			Licensing
Driveway	\$50.00		Licensing
Solid Waste Hauler	\$120.00		Licensing
Copy Services (Paper/Electronic)			Administration
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	Administration
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	Administration
Data DVD Fee	\$15.00		Administration
GIS Scaled Aerial	\$25.00		Administration
Existing Maps	\$5.00		Administration
Custom (Per Hour Rate)	\$70.00		Administration
Plan Size Maps (Larger than 11x17)	\$15.00		Administration
Development Standards Specs/Details	\$55.00		Administration
Video reproduction	\$10.00		Administration
Culverts in Developments with Rural Section	\$160.00		Administration
Dog License- altered	\$20.00		Licensing
Dog License- unaltered	\$25.00		Licensing
Dog License- late fee	\$2.50 per month	Maximum \$10	Licensing
Service Dog License	No Charge		Licensing



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Dog - duplicate license or tag	\$1.00		Licensing
Dog and Cat Impound fees			
First Impound- Unlicensed Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee	Licensing
First Impound- Licensed Dog	\$42.00		Licensing
First Impound- Cat	\$42.00		Licensing
Subsequent dog/ cat impound	\$85.00		Licensing
Driveway			Planning
Residential	\$70.00		Planning
Commercial	\$160.00		Planning
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Administration
Environmental Review (EAW/EIS)	\$1,500.00	\$2,500 Land Use escrow	
Village Area AUAR Fee	\$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	Planning
Erosion Control			Building
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Building
Excavating & Grading \geq 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	Building
Excavating & Grading \geq 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus Security as Determined by the Planning Department	Engineering
False Alarms (12 Month Period)* (*1-3 no charge)			Fire
Residential			Fire
4-6 False Alarms	\$110.00		Fire
In Excess of 6 False Alarms	\$185.00		Fire
Commercial			Fire
4-6 False Alarms	\$315.00		Fire
In Excess of 6 False Alarms	\$520.00		Fire
Flood Plain District Delineation	\$500.00		Planning
Interim Use Permit (IUP)			
Fee	\$1,050.00	\$2,500.00 Escrow	Planning
Renewal	\$300.00		Planning
Liquor License			Licensing



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Club On-Sale Intoxicating	\$100.00		Licensing
On-Sale Intoxicating	\$1,500.00		Licensing
Off-Sale Intoxicating	\$200.00		Licensing
Off-Sale Non-Intoxicating	\$150.00		Licensing
On-Sale Intoxicating- 2nd Building	\$750.00		Licensing
On-Sale Non-Intoxicating	\$100.00		Licensing
Investigation	\$350.00		Licensing
On-Sale Sunday Intoxicating	\$200.00		Licensing
Temporary Intoxicating	\$25.00		Licensing
Wine	\$300.00		Licensing
Lot Line Adjustment	\$325.00	None	Planning
Massage Therapy Premises License			
Application Fee	\$100.00	Fee includes one Therapist	Licensing
Investigation Fee	\$100.00		Licensing
Massage Therapy Practitioner License			
Application Fee	\$50.00		Licensing
Investigation Fee	\$25.00		Licensing
Massage Therapy Premises License Renewal	\$50.00	Fee includes one Therapist	Licensing
Massage Therapy Practitioner License Renewal	\$25.00		Licensing
Massage Therapy License Amendment	\$25.00		Licensing
Minor Subdivision	\$525.00	\$1,000.00 escrow	Planning
Park Dedication			
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per §153.14	Planning
Commercial	\$4,500.00 per acre		Planning
Parking Lots			
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department	Planning
Platting			
Sketch Plan Review (Subdivision)	\$500.00	\$3,500 Fee Escrow	Planning
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000 Fee Escrow	Planning
Final Plat (Subdivision)	\$1,250.00	\$8,000 Fee Escrow	Planning
Planned Unit Development			
General Concept Plan	\$1,250.00	\$7,500 Fee Escrow (Waive Subdivision Escrow)	Planning
Development Stage Plan	\$1,850.00	\$10,000 Fee Escrow (Waive Subdivision Escrow)	Planning
Final Plat	\$1,250.00	\$8,000 Fee Escrow (Waive Subdivision Escrow) and (City will retain escrows to reimburse review costs for each stage of Development)	Planning



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Private Roads (Permitted only in AG zone)	\$150.00		Planning
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		Planning
Returned Check (NSF)	\$25.00		Administration
Right-of-Way Permit			
Annual Registration	\$200.00	\$5,000 Security	Engineering
Excavation Permit	\$275.00 + \$.60/foot		Engineering
Joint Trench Permit (per lot per utility)	\$275.00 + \$.60/foot		Engineering
Obstruction Permit	\$275.00		Engineering
Small Wireless Permit Fee	\$275.00		Engineering
Permit Extension	\$100.00		Engineering
Delay Penalty (per calendar day)	\$25.00		Engineering
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00	Per REC Unit: collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.	Engineering
Sewer Connection Charge	\$1,000.00	Per REC Unit collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
Sewer Lateral Benefit Charge	\$11,300.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Engineering
Sewer Base Charge - Residential - Non 201 Off Site	\$53.03 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	Administration
Sewer Rate	\$4.55/1,000 Gal		Administration
201 Off-Site Maintenance Fee	\$75.75/unit/quarter		Administration
Real Estate Searches	\$15.00/Search	For special assessment or utility search	Administration
Signs - Permanent	\$180.00		Planning
Signs - Temporary	\$75.00		Planning
Temporary Renewal	\$25.00		Planning
Re-inspection Fee	\$25.00		Planning
Special Event Permit	\$75.00	City must be listed as additional insured	Planning
Surface Water			Administration
Residential	\$55.00		Administration
Non-Residential (Commercial etc.)	\$55.00	Utility rate factor per code	Administration
Review Fee	\$137.50	\$82.50 Review/\$55 Storm Water Fund	Administration
Vacations (Streets or Easements)			Planning
Easements	\$515.00	\$500 Fee Escrow	Planning



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Streets	\$515.00	\$500 Fee Escrow	Planning
Variance	\$750.00	\$500 Fee Escrow	Planning
Shoreland Variance	\$1,500.00	\$500 Fee Escrow	Planning
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
Water Connection Charge	\$1,000.00	Per REC Unit, collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Administration
Water Equipment/Set up			Administration
Meter (3/4" or less)	\$360.50	Additional fees apply to larger sized meters	Administration
Driveway Curb Stop Lid	\$103.00		Administration
Disconnect Service	\$82.40		Administration
Reconnect Service	\$82.40		Administration
Water Lateral Benefit Charge	\$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Engineering
Water Usage			Administration
Residential - Quarterly Base Rate	\$20.60 Base		Administration
Residential - Plus Rate per 1,000 Gallons			Administration
Plus Rate for 0-15,000 Gallons	\$2.06		Administration
Plus Rate for 15,001-30,000 Gallons	\$2.47		Administration
Plus Rate for 30,001-50,000 Gallons	\$2.97		Administration
Plus Rate for 50,001-80,000 Gallons	\$3.56		Administration
Plus Rate for 80,001 + Gallons	\$4.27		Administration
Water Usage			Administration
Commercial - Quarterly Rate	\$25.75 Base		Administration
Commercial - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 - 15,000 Gallons	\$3.20		Administration
Plus Rate for 15,001 - 30,000 Gallons	\$3.36		Administration
Plus Rate for 30,001 - 50,000 Gallon	\$3.88		Administration
Plus Rate for 50,001 - 80,000 Gallons	\$5.15		Administration
Plus Rate for 80,001 + Gallons	\$6.83		Administration
Water Usage			Administration
Hotel / Motel - Quarterly Rate	\$25.75 Base	For metered non-irrigation (domestic) consumption	Administration
Hotel / Motel - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 -30,000 Gallons	\$3.20		Administration
Plus Rate for 30,001 - 50,000 Gallons	\$3.36		Administration



City of Lake Elmo - 2018 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2018 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Plus Rate for 50,001 + Gallons	\$4.12		Administration
Water Usage Delinquent Accounts			Administration
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Storm Water	10% per year	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Bulk Water Purchase			Administration
Water from Hydrant	\$103.00 minimum	Plus \$3.36/additional 1,000 gallons	Administration
Sod Installation (New Construction)	\$40.00 one-time credit	Applied to utility bill at time of installation	Administration
Wind Generator	\$850.00	\$2,000 Fee Escrow	Planning
Wireless Communication Permit	\$500.00	\$6,000 Fee Escrow	Planning
Zoning Amendment (Text or Map)	\$1,245.00	\$2,500 Escrow	Planning
Zoning Certification Letter	\$25.00		Planning
Zoning Permit - Certificate of Zoning Compliance			Planning
Accessory Structures < 200 SF	\$75.00		Planning
Fence (less than 6')	\$75.00		Planning
Other	\$75.00		
Definition of Terms			
<i>*Fee Escrow: City will maintain a fee escrow to cover all City review costs. Application fees include all professional fees and expenses incurred by the City.</i>			
<i>**Security: City will retain a security escrow to ensure completion of work as directed by the approved permit/application and compliance with the State Building Code and the City of Lake Elmo Municipal Code.</i>			
Considered by City Council - 12-5-17			

2013 FEE SCHEDULE MODIFICATIONS SUMMARY

Asphalt/Concrete License	Item and fee deleted
Fire Suppression License	Item and fee deleted
Landscaping License	Item and fee deleted
Fire Alarm Systems	Fee changed from "\$60; plus \$5.00 surcharge; plus 1% of value" to "1.2% of value; plus \$5.00 surcharge; Minimum \$100"
Sprinkler System (Inspection Fee)	Fee changed from "2% of value" to "1.2% of value; plus \$5.00 surcharge; Minimum \$100"
Fines for General Code Violations are as follows:	
1 st offense	\$100.00 for each violation
2 nd offense	\$200.00 for each violation within one year from the first citation
3 rd offense	\$500.00 for each violation within one year from the first citation
Fines for Building and Safety Code Violations are as follows:	
1 st offense	\$100.00 for each violation
2 nd offense	\$500.00 for each violation within one year from the first citation
3 rd offense	\$1000.00 for each violation within one year from the first citation
4th offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.	

5/21/2013

Returned Check (NSF)	\$25.00
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,435.00
Sewer Connection Charge	\$1,000.00
Sewer Lateral Benefit Charge	\$5,800.00
Water Availability Charge (WAC)	\$3,000.00
Water Connection Charge	\$1,000.00
Meter (3/4" or less)	\$300.00
Water Lateral Benefit Charge	\$5,800.00
Water Usage Delinquent Accounts	
Regular	6% per quarter
Storm Water	10% per year

7/2/2013

Free Contract	\$70.00
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12/16/2015

GIS Scaled Aerial	\$25.00
Easement Encroachment	\$150.00
Fuel Tank Removal (Underground)	\$250.00
Inspection outside of business hours	\$100.00 (2 Hr. Min.)
Cancelled or Refunded Permits	\$25.00
Scaled Aerial Drawing	\$15.00
Site Plan Review	\$980.00
Surface Water	
Review Fee	\$125.00
Zoning Certification Letter	\$25.00
Meter (3/4" or less)	\$350.00

	Administration
Per REC Unit: collected at time of plat for new lot or at time of connection for existing.	Engineering
Per REC Unit: \$2,435.00 to Met Council at time of connection.	Engineering
Per REC Unit	Engineering
Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Engineering
Per REC Unit; collected at time of plat for new lot or at time of connection for existing.	Engineering
Per REC Unit	Administration
Additional fees apply to larger sized meters	Administration
Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Engineering
	Administration
Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration

	Licensing
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	Administration
Staff & Recording Fee	Planning
Plus \$5.00 Surcharge (State Mandated)	Administration
	Building
	Building
	Planning
	Planning
	Administration
\$75 Review/\$50 Storm Water Fund	Administration
	Planning
	Administration

2014 FEE SCHEDULE MODIFICATIONS SUMMARY

APPLICATION/FEE/PERMIT TYPE	2013 FEE	ESCROW OR ADDITIONAL CHARGE	MODIFICATION
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	Clarified to reflect state law.
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	Clarified to reflect state law.
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	Clarified to reflect state law.
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	Clarified to reflect state law.
Data DVD Fee	\$15.00		New fee. Previously included in Video Reproduction fee.
City Street Maps (36x40)	\$20.00		Eliminated separate fee. Follow general fee rate.
Plan Size Maps (Larger than 11x17)	\$20 <u>\$15</u>		Fee lowered \$5.00.
Code Book	\$160.00		Eliminated separate fee. Follow general fee rate.
Code Book Sections 1,2,4,6-12,14	\$12.00		Eliminated separate fee. Follow general fee rate.
Code Book Section 3	\$52.00		Eliminated separate fee. Follow general fee rate.
Code Book Sections 5 & 13	\$27.00		Eliminated separate fee. Follow general fee rate.
Comprehensive Plan	\$125.00		Eliminated separate fee. Follow general fee rate.
OP Ordinance	\$12.00		Eliminated separate fee. Follow general fee rate.
Parks Plan	\$80.00		Eliminated separate fee. Follow general fee rate.
Video reproduction	\$10.00		Fee lowered \$25.00.
Dog License- late fee	\$2.50 per month	<u>Maximum \$10</u>	Maximum amount clarified.
Service Dogs License	\$5 <u>No Charge</u>		Eliminated fee.
Application Fee	\$100.00	<u>Fee includes one Therapist</u>	Clarified policy to reflect intention of ordinance.
Massage Therapy Premises License Renewal	\$50.00	<u>Fee includes one Therapist</u>	Clarified policy to reflect intention of ordinance.
Massage Therapy License Amendment	\$50 <u>\$25</u>		Fee lowered \$25.00.
SAC Charge (Met Council) (Sewer Availability Charge)	\$2435 <u>\$2485</u>	Per REC Unit: \$2,435.00 <u>\$2,485.00</u> to Met Council at time of connection.	Metropolitan Council raised fee by \$50 effective 1/1/2014.
Sod Installation (New Construction)	<u>\$61.20 1st 5,000 Gal</u>	<u>Up to 45 days. Resident must contact city in advance.</u>	New fee.

2015 FEE SCHEDULE MODIFICATIONS SUMMARY

APPLICATION/FEE/PERMIT TYPE	2014 FEE	2015 FEE	NOTES	MODIFICATION
Appeal (to Board of Adjustment and Appeals)	\$150.00	\$250.00		Increased to more accurately reflect staff time and cost to city.
Cancelled or Refunded Building Permits	\$25.00	\$25.00		Clarified that refunded permits are also subject to fee.
Duplicate Inspection Card	N/A	\$25.00		New Fee. Staff previously did not collect for this service. Most communities do.
Easement Encroachment	\$100.00	\$150.00	Includes Recording Fee	Increased to more accurately reflect staff time and cost to city including recording costs.
GIS Scaled Aerial Map	\$15.00	\$25.00		Increased to more accurately reflect staff time and cost to city.
Inspection outside of business hours	\$70.00 (2 Hr. Min.)	\$100 (2 Hr. Min.)		Increased to more accurately reflect staff time and cost to city. Also encourages inspections during city business hours.
Scaled Aerial Drawing	\$15.00	N/A		Eliminated separate fee. Follow general schedule.
Site Plan Review	\$980.00	N/A		Eliminated separate fee. Follow general schedule.
Surface Water Review Fee	N/A	\$125.00	\$75 Review/\$50 Storm Water Fund.	New Fee. This one-time fee only applies to new construction to monitor impact to storm ponds.
Water Meter (3/4" or less)	\$300.00	\$350.00		Increased to reflect actual cost to city.
Zoning Certification Letter	N/A	\$25.00		New Fee. Staff previously did not collect for this service. Most communities do.