



The City Council of the City of St. Charles welcomes you to its Special Meeting of Monday, January 4 at 5:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. January 4, 2016 Agenda	APPROVE
4. Designate Official City Publication	APPROVE
5. Designate Official Depositories	APPROVE
6. Designate Mayoral Committees	APPROVE
7. Designate City Attorney	APPROVE
8. Ordinance #583 Setting Administrative Fine and Fees (2 <sup>nd</sup> Reading)	APPROVE

**UNSCHEDULED PUBLIC APPEARANCES:** Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.  
**ADJOURNMENT**

**\*Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at [nkoverman@stcharlesmn.org](mailto:nkoverman@stcharlesmn.org).**



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Monday, January 4, 2016**

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**4. Designate Official City Publication.** A motion to designate the *St. Charles Press* as the Official Publication for the City of St. Charles is requested.

**5. Designate Official Depositories.** A motion to designate *Merchants Bank of St. Charles, Bremer Bank of St. Charles, and Wells Fargo Investments* is requested at this time.

**6. Designate Mayoral Committees.** A vice-mayor appointment and Committees will be discussed and appointed at the meeting.

2016 Vice Mayor –

Current Boards Serving--

Orv Dahl—Park Board, Public Works

David Kramer—P&Z, School Liaison

Dave Braun—Library, Personnel

Wayne Getz—Sanitary District, High Speed Rail, EDA, P&Z, Personnel

John Schaber—EDA, Communication and Technology, Public Safety, High Speed Rail

**7. Designate City Attorney.** A motion to designate *Flaherty & Hood* as the City Attorney is requested. The fee schedule will increase from \$115 to \$120 per hour for municipal services. This is the first increase in two years.

**8. Ordinance #583 Setting Administrative Fines and Fees (2<sup>nd</sup> Reading).** Please see the ordinance as attached.

**CITY OF ST CHARLES  
ORDINANCE #583**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE  
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES  
AND REPEALING ORDINANCE #575**

**THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is stricken and enclosed in brackets; new material is underlined; subsections which are not being amended are omitted):**

**WHEREAS**, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

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**THE CITY OF ST. CHARLES DOES ORDAIN:**

1. Unless otherwise specifically stated in State of Local Laws, the following fees are established and deemed appropriate for use by the Chief Administrative Official of the City of St. Charles:

**Copy Machine**

Interoffice	\$0.05	per copy
General Public	\$0.25	per copy

**Faxes**

Interoffice	\$0.25	per page
General Public	\$1.00	per page

**Maps**

Size: 1" = 800'	\$3.00
Size: 1" = 400'	\$5.00
Size: 1" = 200'	\$20.00

**Books And Manuals**

Comprehensive Plan	\$25.00	per copy
City Budget Documents	\$25.00	per copy
Capital Improvement Plan	\$10.00	per copy
Zoning Ordinance	\$10.00	per copy
Subdivision Regulations	\$10.00	per copy
City Charter	\$10.00	per copy
Police/Accident Reports	\$5.00	per copy
Digital Media Copy (DVD/CD)	\$30.00	per initial copy
- additional copy of DVD/CD		
\$5.00 each		

**Zoning And Subdivisions**

<u>Fence Permit</u>	<u>\$25.00</u>
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Conditional Use Permit; Home Occupation Permit; Variance & Zoning Amendments	\$50.00
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A)Published Legal Notice	\$50.00
B) 0-10 Mailed Area Notices	\$45.00
C) 11-20 Mailed Area Notices	\$50.00
D) 21-30 Mailed Area Notices	\$55.00
E) Excess Mailed Area Notices	\$60.00

Preliminary Plat Application	
A) Application	\$925.00

B) Each Lot In Subdivision	\$25.00
Final Plat Application	
A) Application	\$925.00
B) Each Lot In Subdivision	\$25.00

**City Day Labor And Equipment – Per Hour**

Day Labor Per Person	\$50.00
Day Labor Per Person (Nights/Weekends)	\$75.00
Equipment: Pickup, Water Tap	\$60.00
Equipment: Dump Truck, Flatbed, Tractor	\$80.00
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick	\$90.00

<b>Goods And Materials</b>	Cost/Postage +10%
Copperhorn	\$38.00
Meter Spuds	\$15.00
Remote Water Meter	\$200.00
Water Valve Extension & Cover	\$30.00
	As set by Council through Ordinance
Water Usage (Per 1000 Gallons)	\$6.00
Meter Bottom	\$66.00/YD
Sand & Salt Mixture	

**Mileage**

City Car Available	\$0.45
City Car Unavailable	<del>\$(0.565)</del> (0.54)

**Meal Per Diem**

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

**Dog Licenses (2 Year)**

Regular License Fee	\$18.00
Neutered/Spayed	\$9.00
Late Fee	\$10.00
<u>Multiple Pet Permit</u>	<u>\$20.00</u>

**Cat Licenses (2 Year)**

1) Regular License Fee	\$12.00
2) Neutered/Spayed	\$6.00
3) Late Fee	\$10.00

**Subdivision Inspection Fees**

Street & Utility Inspection Fee	\$4500.00	Up to 15 lots
	\$300.00	Per additional lot

**Park Dedication Fee**

Per Residential Lot	\$650.00
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**Hook-Up Fees**

Sanitary District Connection Fee -Single Family	\$2,640.00
Sanitary District Connection Fee Multi-Family Without Individual Laundry	\$2,115.00
Sanitary District Connect Fee Multi-Family Without Garbage Disposal Or Dishwasher	\$1,980.00
Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals Or Dishwasher	\$1,580.00
Water Hook-Up Fee	\$700.00
Sewer Hook-Up Fee	\$800.00

**Water & Sewer Impact Fee**

Water \$1,350.00/Sewer \$2,500.00	\$3,850.00	per acre
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**Dance Permit Fees**

Dance	\$10.00
Officer (4 Hours)	\$100.00 per officer
Additional Officer Hours	\$25.00 each additional hour

**ATV Permit Fee (2 year)**

\$25.00

**Building Permit Fees**

		Fee
Value	\$1-\$500	\$25.00
Value	\$501-\$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
Value	\$2,001-\$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
Value	\$25,001-\$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
Value	\$50,001-\$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
Value	\$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
	Plan Check Fee:	75% of building permit fee.
	State Surcharge:	Valuation multiplied by .0005
	Water/Sewer Inspection Fee:	\$ 57.00
	Plumbing Fee:	\$ 45.00 Add State of Minnesota \$5.00 fee
	Mechanical Fee:	\$ 45.00 Add State of Minnesota \$5.00 fee

**Miscellaneous Building Permit Fees: (All Miscellaneous Building Permit Fees will be charged an additional \$5.00 fee by the State of Minnesota)**

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$45.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$45.00	Re-Roof	\$45.00
Install Air Conditioned	\$45.00	Re-Side	\$45.00
Install Water Heater	\$45.00	Pool/Spa/Hot Tub	\$45.00
Demolition	\$75.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$45.00		

**Administrative Fines/Fees**

Statute/Ordinance	Description	Administrative Fine/Fee
	Building Code Violation (various)	\$50.00
	Failure to License animals	\$25.00
	Public Nuisance (various)	\$50.00
	Snowmobile Violations	\$50.00
	Failure to License ATV	\$50.00
	Garbage Refuse Scavenging	\$25.00
	Vehicle on Bike Path	\$25.00
	Various Offenses; animals	\$25.00
	Loud music/party (certain hours)	\$50.00
	Unauthorized service/meter tampering	\$50.00
	Snow Parking (\$70.10)	\$25.00
	<u>Storage of Seized Property</u>	<u>\$25.00/day-maximum of 30 days</u>
	<u>Firearms Storage</u>	<u>\$5/month</u>
	<u>Digital Video Evidence</u>	<u>\$25.00</u>
	Description	State Administrative Citations
	Speeding Ticket (10 mph under per Minn. Stat. 169.14)	\$60.00
	Stop Line Violations under Minn. Stat. 169.30, 169.46 to 169.68 and 169.69 to 165.75)	\$60.00
	Administrative Citation Hearing Officer	\$30.00/case

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. Ordinance (~~#567~~) #575 is hereby repealed.

4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this 12<sup>th</sup> day of January, 2015 by the Council of the City of St. Charles, Minnesota.

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**Mayor John Schaber**

Attest:

\_\_\_\_\_  
**Nick Koverman, City Administrator**

*First Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

*Second Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

*Published:*

Date: \_\_\_\_\_