



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, January 23, 2024 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. January 23, 2024 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. Resolution #01-2024 Establishing Building Permit Fees	
b. Resolution #02-2024 Accepting Donations for the St. Charles Ambulance	
5. Notices and Communications (if applicable)	INFORMATION
6. Review of Financials	APPROVE
7. Pay Equity Report	APPROVE
8. Ordinance #659 Amending Admin Fines and Fees (1 st 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. Each member of the audience is allotted one three minute block of time to speak.

ADJOURNMENT



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, January 23, 2024**

4. Consent Agenda

- a. Resolution #01-2024 Establishing Building Permit Fees** – With the transition to MNSPECT for building inspection services, we are able to lower our 2024 building permit fees. Traditionally, rate changes have been made via an ordinance update, however, this is not a requirement and building permit fees can be established via resolution.
- b. Resolution #02-2024 Accepting Donations for the St. Charles Ambulance** – Review the attached resolution.

7. Pay Equity Report – Please review the enclosed memo for more information.

8. Ordinance #659 Amending Admin Fines and Fees (1st Reading) – The change is to simply remove the ordinance is to remove building permit fees.

**City of St. Charles
Resolution #01-2024**

RESOLUTION ESTABLISHING BUILDING PERMIT FEES

WHEREAS, the City of St. Charles shall adopt a fee schedule for building permit fees; and

WHEREAS, a surcharge fee shall be collected on all permits issued for work in accordance with MN Statute 326B.

Residential Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

Maintenance Permit Fees:

- Re-Roof: \$64.00 see handout for when building permit is required.
- Re-Side: \$64.00 see handout for when building permit is required.
- Re-Window: \$64.00 see handout for when building permit is required; replacement of same size windows
- Re-Door/Garage door: \$64.00 replacement of same size doors

(Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

Plumbing Permit Fees:

- New fixtures: \$80.00 (minimum) (\$10.00 per fixture after 8 fixtures)
- Lawn Irrigation: \$64.00
- Fixture Maintenance: \$64.00

Mechanical Permit Fees:

- New appliances: \$37.50 each, minimum \$75.00.
- Gas Line (with mechanical permit): \$20.00 per gas line, \$40.00 minimum
- Gas Line only permit: \$64.00
- Appliance Replacement: \$75.00
- Fire Place insert – see Above (Mechanical Permits)
- Fire Place masonry – Based on valuation (building permit required)

Commercial Fees (everything that is not Residential, as defined above)

ALL Commercial permit applications require plan review and permit fees are based on valuation (includes, re-roof, re-side, re-window, re-door, and demolition).

Building Permit minimum: \$75.00
 Plumbing Permit minimum: \$75.00
 Mechanical Permit minimum: \$75.00
 Gas line minimum (unless included with other mechanical work): \$75.00

Fire Sprinkler Systems require regular building permit; fees are based on valuation
 Fire Alarm Systems require regular building permit; fees are based on valuation

Sprinkler Permit minimum: \$75.00
 Fire Alarm Permit minimum: \$75.00

Fee Schedule Base: 1988 (modified)

Valuation Based Fees

Value up to (and including):		For the first:	Plus	For each additional:
\$4000.00	\$63.00			
\$25,000.00	\$63.00	\$4,000.00	\$9.00	\$1,000 or fraction thereof
\$50,000.00	\$252.00	\$25,000.00	\$6.50	\$1,000 or fraction thereof
\$100,000.00	\$414.50	\$50,000.00	\$4.50	\$1,000 or fraction thereof
\$500,000.00	\$639.50	\$100,000.00	\$3.50	\$1,000 or fraction thereof
\$1,000,000.00	\$2039.50	\$500,000.00	\$3.00	\$1,000 or fraction thereof
\$1,000,000.01 & up	\$3539.50	\$1,000,000.00	\$2.75	\$1,000 or fraction thereof

*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

Building Permit Related Fees – (commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Demolition Permit Fees:** based on valuation. Demolition is the deconstruction of a building or structure.
- **Exterior Structures:**
 - Retaining Wall (over 4' in height): based on valuation
 - Fence (over 7' in height): based on valuation
 - Sheds (over 200 sq. feet): based on valuation
 - Seasonal Swimming Pools: \$
 - (Seasonal residential swimming pools requiring permits (over 24" deep or 5000 gallons in capacity, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and it must be kept on site for review as needed.)
 - Permanent and In-ground Swimming Pools: Based on Valuation
- **Pre-moved in single family dwelling:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure:** \$275.00 (does not include foundation/interior remodel)

- Connection fee – Accessory structure: \$200.00
- Connection fee – plumbing: \$75.00
- Connection fee – mechanical: \$75.00
- Manufactured home installation: \$275.00 (does not include foundation)
- Site work for manufactured, prefab, or moved in home (foundation, basement, etc.): based on valuation
- Pre-fabricated SFD, “base permit only” - \$275.00 plus state surcharge, Pre-fabricated SFD foundation is based on Valuation for permit, plan review and state surcharge

State Surcharge Fees

State Surcharge: Schedule is based on the currently adopted State Surcharge Table – per MN Statute

326B State Surcharge is applicable on all permits unless otherwise noted.

Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment made payable to the Municipality:	\$60.00
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$95.00/hr
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$95.00/hr
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$95.00/hr
5.	Special Investigation fee (work started without obtaining a permit) – this fee is due whether or not a permit is ultimately issued.	100% of permit fee
6.	Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)	\$.25
7.	Copy charge (black/white 11 x 17)	\$.50
8.	Copy charge (color 8 ½ x 11 and 8 ½ x 14)	\$1.00
9.	Copy charge (color 11 x 17)	\$2.00
10.	Print or copy charge (large plan sheet)	\$4.00
11.	Duplicate permit card fee – short card (8 ½ x 7)	\$25.00
12.	Duplicate permit card fee – long card (8 ½ x 14)	\$35.00
13.	License Look-Up (contractor license verification)	\$5.00
14.	Lead Certification verification (for eligible construction)	\$5.00
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	½ the original permit fee
16.	Change of Use with no other permits issued	\$100.00
17.	Pre-Final inspection (new home or structure)	\$75.00
18.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started)	0%
	Permit fee (if work not started) within 6 months of permit issuance by municipality	60%
	Permit fee (if plan review is complete, but permit is not issued)	80%
	Maintenance Permits	0%

19.	Sump Pump Inspection – Not Subject to State Surcharge	\$50.00
20.	Fence Permit – Not Subject to State Surcharge	\$25.00
21.	Exterior Site Work Permit – Not Subject to State Surcharge	\$25.00
22.	Water/Sewer Inspection Fee – Not Subject to State Surcharge	\$57.00

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles, Minnesota, the following building permit fees are established effective January 24, 2024, upon the passage and adoption of this Resolution.

Adopted this 23rd day of January, 2024 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

**City of St. Charles
Resolution #02-2024**

**RESOLUTION ACKNOWLEDGING DONATIONS TO THE
ST. CHARLES VOLUNTEER AMBULANCE SERVICE**

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, a letter soliciting donations to support the St. Charles Ambulance Service was mail in November 2023; and

WHEREAS, the St. Charles Volunteer Ambulance has received more than \$35,330.00 in donations from the community and the primary service area to be used by the St. Charles Volunteer Ambulance Association.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts all donations received and future donations stemming from the donation letter that was sent in November 2023.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 23rd day of January, 2024 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator



Request for City Council Action

Date: January 8, 2024

Requested Council Date: January 23, 2024

Originating Department: Administration

Council Action Requested: Approve 2023 Pay Equity Report

Background Information: As explained through the Minnesota Management and Budget (MMB) Department’s website, “State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to MMB every 3 years.

What does pay equity mean?

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

It is important to remember that pay equity laws in Minnesota address only gender-based wage disparities and not all types of wage disparities. Pay equity does not replace collective bargaining and does not address all compensation issues.

Part of the 2018 salary comparison study conducted by Flaherty & Hood was designed to help address any potential disparities.

It is recommended to approve the attached report, which demonstrates the city is in compliance, for final submission due January 31, 2024.



Compliance Report

Jurisdiction: St. Charles
830 Whitewater Avenue

Report Year: 2024
Case: 1 - 2023 Data (Private (Jur Only))

St. Charles, MN 55972

Contact: Andrew Langholz

Phone: (507) 932-3020

E-Mail: alangholz@stcharlesmn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	11	5	0	16
# Employees	18	7	0	25
Avg. Max Monthly Pay per employee	6305.28	4879.72		5906.12

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 90.90909 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	3
b. # Below Predicted Pay	4	2
c. TOTAL	11	5
d. % Below Predicted Pay (b divided by c = d)	36.36	40.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 23	Value of T = -2.088
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a. Avg. diff. in pay from predicted pay for male jobs = -29

b. Avg. diff. in pay from predicted pay for female jobs = 156

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 4.00

B. Avg. # of years to max salary for female jobs = 4.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2023 Data

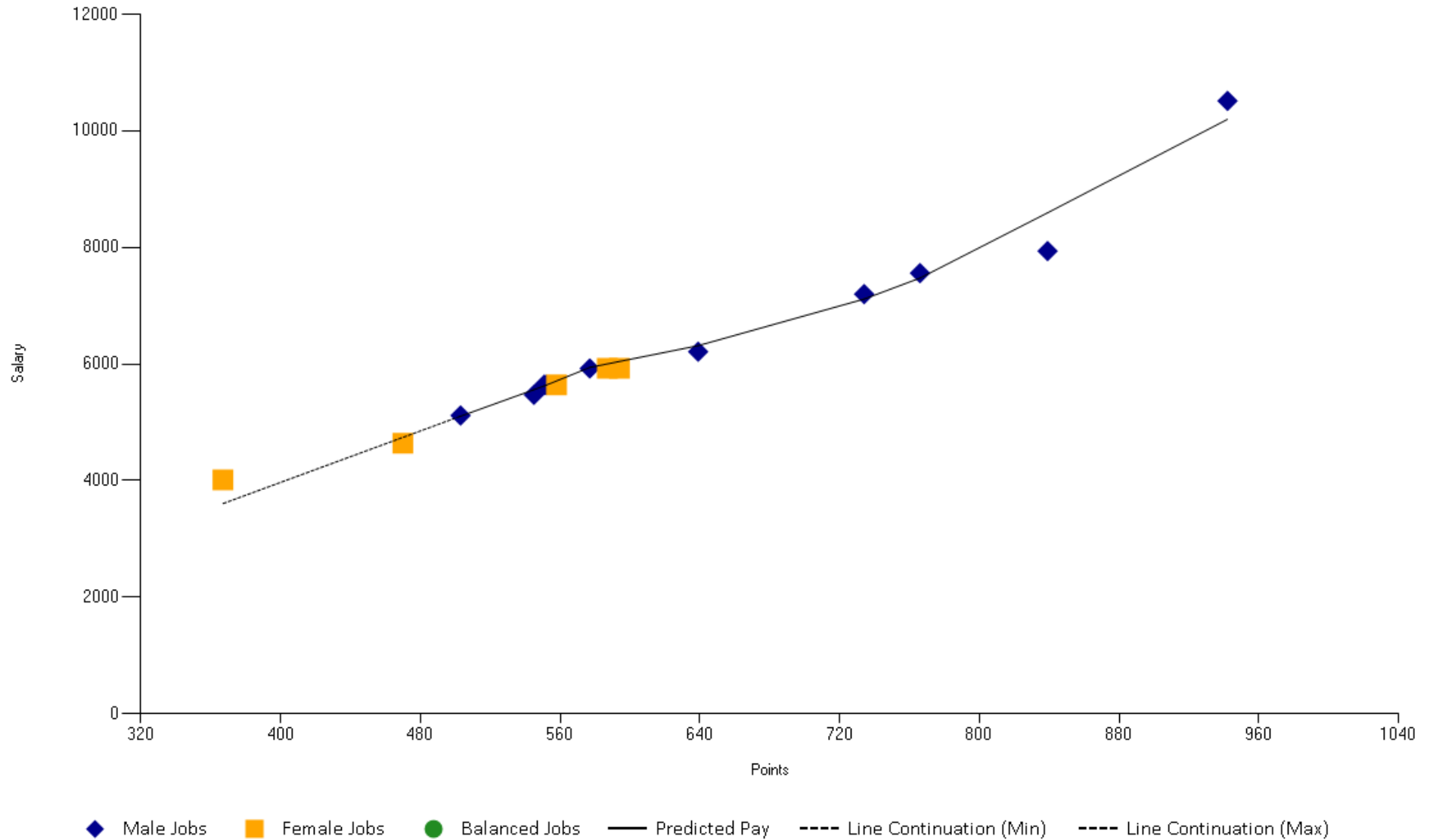
St. Charles

LGID: 1278

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Library Assistant	0	3	0	F	367	3207.47	4009.33	4.00	0.00	
2	Customer Service Specialist	0	1	0	F	470	3713.04	4641.30	4.00	0.00	
3	Public Works Maintenance Work	1	0	0	M	503	4093.63	5117.04	4.00	0.00	
4	Apprentice Lineworker/ Mainten	1	0	0	M	545	4377.71	5472.13	4.00	0.00	
5	Street Superintendent	1	0	0	M	551	4513.23	5641.53	4.00	0.00	
6	Water Superintendent	1	0	0	M	551	4513.23	5641.53	4.00	0.00	
7	Police Officer	5	1	0	M	552	4513.23	5641.53	4.00	0.00	
8	Deputy Clerk	0	1	0	F	558	4513.23	5641.53	4.00	0.00	
9	Police Sergeant	1	0	0	M	577	4738.89	5923.61	4.00	0.00	
11	Library Director	0	1	0	F	587	4738.89	5923.61	4.00	0.00	
12	Accountant	0	1	0	F	594	4738.89	5923.61	4.00	0.00	
10	Journeyman Lineworker	3	0	0	M	639	4969.81	6212.27	4.00	0.00	
13	Park/Recreation Director	1	0	0	M	734	5760.15	7200.19	4.00	0.00	
14	Police Chief	1	0	0	M	766	6048.16	7560.20	4.00	0.00	
15	Director of Public Works	1	0	0	M	839	6350.56	7938.21	4.00	0.00	
16	City Administrator	1	0	0	M	942	8411.67	10514.58	4.00	0.00	

Job Number Count: 16

Predicted Pay Report for: St. Charles Case: 2023 Data



Predicted Pay Report for: St. Charles

Case: 2023 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Library Assistant	0	3	0	3	Female	367	4009.3300	3605.6193	403.7107
2	Customer Service Specialist	0	1	0	1	Female	470	4641.3000	4748.6212	-107.3212
3	Public Works Maintenance Work	1	0	0	1	Male	503	5117.0400	5105.3089	11.7311
4	Apprentice Lineworker/ Mainten	1	0	0	1	Male	545	5472.1300	5560.2365	-88.1065
5	Street Superintendent	1	0	0	1	Male	551	5641.5300	5626.2218	15.3082
6	Water Superintendent	1	0	0	1	Male	551	5641.5300	5626.2218	15.3082
7	Police Officer	5	1	0	6	Male	552	5641.5300	5636.9562	4.5738
8	Deputy Clerk	0	1	0	1	Female	558	5641.5300	5702.9415	-61.4115
9	Police Sergeant	1	0	0	1	Male	577	5923.6100	5942.7194	-19.1094
11	Library Director	0	1	0	1	Female	587	5923.6100	5874.6770	48.9330
12	Accountant	0	1	0	1	Female	594	5923.6100	5921.9678	1.6422
10	Journeyman Lineworker	3	0	0	3	Male	639	6212.2700	6314.6165	-102.3465
13	Park/Recreation Director	1	0	0	1	Male	734	7200.1900	7114.9886	85.2014
14	Police Chief	1	0	0	1	Male	766	7560.2000	7474.4972	85.7028
15	Director of Public Works	1	0	0	1	Male	839	7938.2100	8595.0882	-656.8782
16	City Administrator	1	0	0	1	Male	942	10514.5800	10198.6082	315.9718

Job Number Count: 16

**CITY OF ST CHARLES
ORDINANCE #659**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #658**

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;

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;

THE CITY OF ST. CHARLES DOES ORDAIN:

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	
Mileage		
City Car Available	80% 2024 IRS Rate	
City Car Unavailable	2024 IRS Rate	
Meal Per Diem		
Breakfast	\$10.00	
Lunch	\$15.00	
Dinner	\$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	Per additional copy

City Day Labor and Equipment – Per Hour		
Day Labor Per Person (Water Tank -Min 1/2 hr. charge)	\$60.00	
Day Labor Per Person (Nights/Weekends)	\$90.00	
Water Base Charge/Minimum 1,000 gallons (per project)	As set by Council through Ordinance	
Equipment: Pickup, Water Tap	\$60.00	Per Hour
Equipment: Dump Truck, Flatbed, Tractor	\$80.00	Per Hour
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick	\$90.00	Per Hour
Goods and Materials		
	Cost/Postage + 10%	
Copperhorn	At cost	
Meter Spuds	At cost	
Remote Water Meter	At cost	
Water Valve Extension & Cover	At cost	
Water Usage (Per 1000 Gallons)	As set by Council through Ordinance	
Meter Bottom	At cost	
Sand & Salt Mixture	Cost + 10%	
Replacement Key	\$5.00	Plus administrative expenses

Pet License (2 Year)		
Regular License Fee	\$20.00	
- Neutered/Spayed	\$10.00	
Late Fee	\$15.00	
Multiple Pet	\$20.00	
Replacement Tag	\$0.00	
Chicken License (1 Year)		
	\$25.00	
Specialty Licenses		
ATV Permit Fee (2 year)	\$25.00	
Dance Permit Fees		
Dance	\$10.00	
Officer (4 Hours)	\$200.00	Per officer
Additional Officer Hours	\$50.00	Each additional hour
Community and Pavilion Center Rental		
Monday-Friday	\$25.00	Per hour
- Non-profit rate	\$20.00	Per hour
Saturday - Sunday	\$200.00	Weekend Deposit
Kitchen Charge (weekend only if available)	\$20.00	(\$10 paid to Senior Center)
Pavilion Rental Charge	\$30.00	5-hour increment
Pavilion Deposit Charge	\$50.00	
- (7 am-noon, noon-5 pm, 5 pm-10pm)		

Church Property Rental (Including deck)	
Base Rate (3 hour rental)	\$180.00
Per Additional Hour	\$60.00
Rental Deposit	\$200.00

Administrative Fines/Fees	
Statute/Ordinance Description	Fine/Fee
- Building Code Violation (various)	\$50.00
- Failure to License animals	\$25.00
- Various Offenses; 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
- Loud music/party (certain hours)	\$50.00
- Unauthorized service/meter tampering	\$50.00
- Snow Parking (§70.10)	\$25.00

Zoning and Subdivisions	
Conditional Use Permit; Home Occupation Permit; Variance & Zoning Amendments – Publishing/Mailing/Recording	\$250.00

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

Subdivision Inspection Fees	
Street & Utility Inspection Fee	\$4,500.00 Up to 15 lots
- Additional lot Inspection Fee (16+ lots)	\$300.00 Per additional lot

Parkland Dedication Fee	
Per Residential Lot	\$650.00
Per Commercial/ Industrial Acre	\$250.00

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
Temporary/Permanent Electric Hookup	\$50.00

Water & Sewer Impact Fee	
Water \$1,350.00/Sewer \$2,500.00	\$3,850.00 Per acre
Water Disconnection/Reconnection Fee	\$50.00
Electrical Disconnection/Reconnection Fee	
Single Phase	\$50.00
Three Phase	\$150.00
Meter Deposit	
Residential Owner Occupied	\$50.00
Residential Tenant	\$75.00
Commercial	\$100.00
Solar Application Fee	
<20 kW	\$100.00
20 – 39.9 kW	\$250.00
Pre-application/electrical engineer review	\$300.00

Miscellaneous Building Permit Fees			
Install New Fireplace/Woodstove	\$100.00	Install Gas Pipe Line	\$100.00
Replacement of Fireplace Gas Insert	\$100.00	Roof Top (HVAC)	\$100.00
Replace Furnace	\$100.00	Re-Roof	\$100.00
Install Air Conditioner	\$100.00	Re-Side	\$100.00
Install Water Heater	\$100.00	Pool/Spa/Hot Tub (5000 gal. or less)	\$100.00
Demolition	\$175.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$50.00	Fence Permit	\$25.00
Windows	\$175.00	Exterior Site Work Permit	\$25.00
		Water/Sewer Inspection Fee	\$57.00
Door Replacement	\$150.00		

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge + Deposit)
Plan Review Fee Calculation

<u>Plan Review Application Fee*</u>	<u>\$150.00</u>	=	=	=	=
<u>Plan Review Fee</u>	<u>65% of Permit Fee.</u>				

*The Plan Review Application Fee will applied toward Plan Review Fee if a Permit is issued.

Valued Permit Fee

<u>Permit Valuation*</u>			<u>Permit Fee Calculation**</u>	<u>Deposit = % x Permit Fee</u>	
<u>\$1,999</u>	<u>\$65.00</u>	=	=	=	
<u>\$1000 – \$4,999</u>	<u>\$65.00</u>	+	<u>\$20.00</u>	<u>/\$1000 x for each \$1000 >\$1,000</u>	<u>50%</u>
<u>\$5,000 – \$19,999</u>	<u>\$131.00</u>	+	<u>\$6.00</u>	<u>/\$1000 x for each \$1000 >\$5,000</u>	<u>50%</u>
<u>\$20,000 – \$99,999</u>	<u>\$226.00</u>	+	<u>\$5.00</u>	<u>/\$1000 x for each \$1000 >\$20,000</u>	<u>50%</u>
<u>\$100,000 – \$249,999</u>	<u>\$704.75</u>	+	<u>\$3.75</u>	<u>/\$1000 x for each \$1000 >\$100,000</u>	<u>25%</u>
<u>\$250,000 – \$499,999</u>	<u>\$1,266.75</u>	+	<u>\$3.65</u>	<u>/\$1000 x for each \$1000 >\$250,000</u>	<u>25%</u>
<u>\$500,000 – \$749,999</u>	<u>\$2,178.50</u>	+	<u>\$3.50</u>	<u>/\$1000 x for each \$1000 >\$500,000</u>	<u>25%</u>
<u>\$750,000 – \$999,999</u>	<u>\$3,052.25</u>	+	<u>\$3.25</u>	<u>/\$1000 x for each \$1000 >\$750,000</u>	<u>25%</u>
<u>\$1,000,000 – \$1,999,999</u>	<u>\$3,864.50</u>	+	<u>\$3.20</u>	<u>/\$1000 x for each \$1000 >\$1,000,000</u>	<u>25%</u>
<u>\$2,000,000 – \$4,999,999</u>	<u>\$7,040.75</u>	+	<u>\$2.25</u>	<u>/\$1000 x for each \$1000 >\$2,000,000</u>	<u>25%</u>
<u>\$5,000,000 – \$9,999,999</u>	<u>\$13,785.75</u>	+	<u>\$2.20</u>	<u>/\$1000 x for each \$1000 >\$5,000,000</u>	<u>25%</u>
<u>\$10,000,000 and over</u>	<u>\$24,785.75</u>	+	<u>\$2.20</u>	<u>/\$1000 x for each \$1000 >\$10,000,000</u>	<u>25%</u>
** An additional \$35 Mechanical and/or Plumbing Fee will be added to applicable Permits					

State Surcharge per Minnesota Statute 326B.148

<u>Permit Valuation*</u>	<u>State Surcharge Fee Calculation</u>	
<u>\$0 – \$1,000,000</u>	<u>\$5/\$10000 x the valuation</u>	=
<u>\$1,000,001 – \$2,000,000</u>	<u>\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000)</u>	=
<u>\$2,000,001 – \$3,000,000</u>	<u>\$900 + \$3/\$10000 x value between \$2,000,000 & \$3,000,000)</u>	
<u>\$3,000,001 – \$4,000,000</u>	<u>\$1200 + \$2/\$10000 x value between \$3,000,000 & \$4,000,000)</u>	
<u>\$4,000,001 – \$5,000,000</u>	<u>\$1400 + \$1/\$10000 x value between \$4,000,000 & \$5,000,000)</u>	
<u>Greater than \$5,000,000</u>	<u>\$1500 + \$0.50/1000 x value that exceeds \$5,000,000)</u>	

*Permit Valuation in accordance with Section 1300.0160 Subp3 of the MN State Building Code

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

3. Ordinance (#658) #659 is hereby repealed.

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

Adopted this ____ day of _____ 2024 by the Council of the City of St. Charles, Minnesota.

Mayor John Schaber

Attest:

Andrew Langholz, City Administrator

Ordinance #659

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____