



The City Council of the City of St. Charles welcomes you to its Special Meeting of Wednesday, January 2, 2019 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 2, 2019 Agenda	APPROVE
4. Oath of Office	HOLD
5. Designate Official City Publication	APPROVE
6. Designate Official Depositories	APPROVE
7. Designate Mayoral Committees	APPROVE
8. Designate City Attorney	APPROVE
9. Ordinance #607 Administrative Fines and Fees (1 <sup>st</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  
Wednesday, January 2, 2019**

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**4. Oath of Office.** The Oath of Office will be given to John Schaber, Dave Braun and David Kramer.

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

**6. 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.

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

2018 Vice Mayor – Dave Braun

Proposed Boards to Serve--

Dave Braun—Park Board

David Kramer—P&Z, Library, Sanitary District, Public Works

Craig Hilmer—School Board, Personnel

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

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

**8. Designate City Attorney.** A motion to designate *Flaherty & Hood* as the City Attorney is recommended. The fee schedule will increase from \$135 to \$140 per hour for municipal services, real estate matters (\$140-\$145/hr) and labor/employment matters (\$140-\$145 but the first 25 hours are at \$125 as a CGMC member), .

**9. Ordinance #607 Administrative Fines & Fees (1<sup>st</sup> Reading).** Please see the enclosed ordinance for review.

**CITY OF ST CHARLES  
ORDINANCE #607**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE  
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES  
AND REPEALING ORDINANCE #598**

**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:**

**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  
(Fence Permit)**

~~(\$25.00)~~

Conditional Use Permit; Home Occupation Permit;  
Variance & Zoning Amendments

\$50.00

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

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

Day Labor Per Person (Water Tank Fill Meeting- <u>Minimum 1/2 hr charge</u> )	\$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

	Cost/Postage +10%
<b>Goods And Materials</b>	
Copperhorn	\$72.00
Meter Spuds	\$15.00
Remote Water Meter	\$220.00
Water Valve Extension & Cover	\$30.00
	As set by Council through Ordinance
Water Usage (Per 1000 Gallons)	\$6.00
Meter Bottom	\$80.00/YD
Sand & Salt Mixture	

<b>Mileage</b>	
City Car Available	\$0.45
City Car Unavailable	<del>\$(0.545)</del> 0.58

<b>Meal Per Diem</b>	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

<b>Dog Licenses (2 Year)</b>	
Regular License Fee	\$18.00
Neutered/Spayed	\$9.00
Late Fee	\$10.00
Multiple Pet Permit	\$20.00

<b>Cat Licenses (2 Year)</b>	
1) Regular License Fee	\$12.00
2) Neutered/Spayed	\$6.00
3) Late Fee	\$10.00

<b>Chicken License (1 Year)</b>	\$25.00
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<b>Subdivision Inspection Fees</b>	
Street & Utility Inspection Fee	\$4500.00 Up to 15 lots
	\$300.00 Per additional lot

<b>Parkland Dedication Fee</b>	
Per Residential Lot	\$650.00
(Per Commercial/ Industrial Acre)	\$250.00

<b>Hook-Up Fees</b>	
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
	\$50.00

**Water & Sewer Impact Fee**

Water \$1,350.00/Sewer \$2,500.00 \$3,850.00 per acre

**Specialty Licenses**

ATV Permit Fee (2 year) \$25.00

**Solar Application Fee**

&lt;20 kW \$100.00

20 – 39.9 kW \$250.00

**Dance Permit Fees**

Dance \$10.00

Officer (4 Hours) \$100.00 per officer

Additional Officer Hours \$25.00 each additional hour

**Community and Pavilion Center Rental**Monday-Friday \$20.00/hour(Community Center Damage Deposit (weekend only)) (\$15.00/hrSaturday - Sunday non-profit

\$200.00+

\$20.00/hour

Community Center Kitchen Charge (weekend only if available) \$20.00 (\$10 paid to Senior Center)Pavilion Rental Charge \$25.00 5 hour increment (7-noon, noon-5 pm.,  
5 p.m.-10 p.m.)~~(ATV Permit Fee (2-year))~~ ~~(\$25.00)~~**Building Permit Fees**

		<u>Fee</u>
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:	\$ 50.00( <del>45.00</del> Add State of Minnesota \$5.00 fee)
	Mechanical Fee:	\$ 50.00( <del>45.00</del> Add State of Minnesota \$5.00 fee)

**Miscellaneous Building Permit Fees:**

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	<del>\$(45.00)</del> 50.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	<del>\$(45.00)</del> 50.00	Re-Roof	<del>\$(45.00)</del> 50.00
Install Air Conditioner	<del>\$(45.00)</del> 50.00	Re-Side	<del>\$(45.00)</del> 50.00
Install Water Heater	<del>\$(45.00)</del> 50.00	Pool/Spa/Hot Tub	<del>\$(45.00)</del> 50.00
Demolition	\$75.00	Reactivate permit	\$25.00
Sump Pump Inspection	<del>\$(45.00)</del> 50.00	Fence Permit	\$25.00

**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
	Storage of Seized Property	\$25.00/day-maximum of 30 days
	Firearms Storage	\$5/month
	Digital Video Evidence	\$25.00
	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 (~~#598~~) #598 is hereby repealed.

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

Adopted this 8<sup>th</sup> day of January, 2019 by the Council of the City of St. Charles, Minnesota.

\_\_\_\_\_  
**Mayor John Schaber**

Attest:

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

*First Reading:*

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

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

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

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

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

*Second Reading:*

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

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

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

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

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

*Published:*

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