



CITY OF MARSHALL
Ways and Means Committee
Agenda
Monday, December 04, 2023 at 12:00 PM
344 W. Main St., City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the Minutes

NEW BUSINESS

- [2.](#) Rental Ordinance Fees
- [3.](#) Administrative Citation Fee
- [4.](#) 2024 Fee Schedule

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Chair
Meeting Date:	Monday, December 4, 2023
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes
Background Information:	Enclosed are the minutes from the previous meeting.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the previous meeting be approved as filed with each member and that the reading of the same be waived.

MINUTES
WAYS AND MEANS COMMITTEE MEETING
April 25, 2023 @ 12:45 PM
344 West Main Street
On Main

MEMBERS PRESENT: Amanda Schroeder, Steve Meister, See Moua-Leske(via zoom)

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director

The meeting was called to order by Chairman Meister, at 12:45 pm.

Meister asked for approval of the January 31, 2023, minutes of the Ways and Means committee Meeting.

MOTION BY Schroeder, SECONDED BY Moua-Leske to approve the January 31, 2023, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman Meister asked for discussion on the Review and Award the 2023 Fire Department Scholarships. City Clerk Anderson provided background, applicants and amounts available to award.

MOTION BY Schroeder, SECOND BY Moua-Leske, to award the 2023 Fire Department Scholarships to all three (3) applicants for \$300/each.
All voted in favor.

MOTION BY Moua-Leske, SECONDED BY Schroeder to adjourn the meeting. Meeting adjourned at 12:54 pm. All voted in favor.

Respectfully Submitted,

Karla Drown
Finance Director



MEMORANDUM
VIA EMAIL TRANSMITTAL

TO: L&O Committee and Weights & Means Committee
THROUGH: Sharon Hanson, City Administrator
FROM: Pamela Whitmore, City Attorney
DATE: November 2, 2023
RE: Rental Ordinance

Background of Rental Ordinances

Rental ordinances are common in cities. In fact, the rights and duties of property owners/landlord and tenants in Minnesota are spelled out not only in local ordinances, but also in federal law, state statutes, safety and housing codes, common law, contract law, and a number of court decisions. In January 2023, the City considered a proposed rental ordinance which met push back from the community. The Council decided to not take action on the proposed ordinance in January 2023, and directed staff to start a process for creation of a Rental Committee. The City Attorney drafted a registration-based ordinance for review and feedback from the Rental Committee once formed.

Rental Committee

The Rental Committee met five times to review the newly drafted ordinance – June 13, July 11, August 8, October 10 and October 31. The Rental Committee was made up of representatives of staff, fire, council, tenant advocates and landlords and was facilitated by John Decramer and Mark Klaith. The Committee participants included Zachary Gilman, James Carr, Brad Meulebroeck, Shawn Butler, Jessica Bentley, Angela Larson, Quentin Brunsvold, Steven Anderson, Jason Anderson, Sharon Hanson, Craig Schafer and James Lozinski.

The Rental Committee engaged in thoughtful and thorough discussion regarding the goals of the city, the interests of the community and the protections of the public. These discussions led to productive collaboration and revisions.

On October 31, 2023, the Rental Committee approved, by unanimous vote, to recommend the attached ordinance. Because the ordinance sets forth fees, this ordinance will need to go to the Weights & Means Committee, in addition to the L&O committee. I have attached to this memo some examples of fee structures for other cities.

Please note, the Rental Committee expressed a desire to be notified of the Weights & Means Committee meeting, and of the future Council Meeting at which the Ordinance will be discussed. The Rental Committee requested that both Weights & Means, and L&O, be made aware that this program is not intended to be cost prohibitive to registrants (and Committee expressed a desire for fees to be reasonable) and should not place a huge burden on staff or city resources.

The Rental Ordinance

The final draft of the Ordinance is attached. As the City will notice, this is a registration only ordinance as desired by staff, with inspections on a complaint basis. Registrations of renewals or new applications are on a biannual basis, with self-inspection of the properties requested on the off years.

I appreciate your patience with the process and really want to re-emphasize the appreciation for the amount of time spent by all involved in the process. Please let me know if you have questions. Additionally, let me know if additional information is required for next steps.

City	Population (2021)	Fee	Tier 1 Fee	Tier 2 Fee	Renewal Period	Notes
Woodbury	76,990	\$18/unit \$80/unit			Annual	Annual Inspection by City.
Moorhead	44,668	\$85-\$500/unit			Annual	Complaint Inspection: \$100/hour
Roseville	35,874	\$35/unit <4	\$102 + \$15/unit >4		Annual	Fire Dept. inspects annually
Hutchinson	14,590	\$205/unit			Annual	Annual Inspection by City.Reinspection/Complaint Inspections: \$50
Alexandria	14,382	\$205/unit <7	\$1520/unit >8	\$712.50/unit HUD housing	Annual	
Fergus Falls	14,029	\$20/single	\$20/unit >1		Annual	\$500 first time registration
New Ulm	14,096	\$35/unit			Annual	Fire Dept. inspects bi-annually
Worthington	13,726	\$80/unit <6	\$50/unit >7		3-year Annual	3-year w/inspection. Annual if in violation, must have 2 good regular scheduled inspections before back to 3yr
Marshall	13,641				Bi-Annual	
St. Peter	11,707	\$44/unit<6			Bi-Annual	City inspection before registration issued
Grand Rapids	11,220	\$100/single	\$150/duplex	\$200-\$700 Multi-unit	Annual	\$500 Initial Registration Fee. Complaint Inspection: \$100, No Manager Info: \$100
Cambridge	9,915	\$25/unit			Bi-Annual	
Detroit Lakes	9,795	\$60/single	\$75/duplex	\$45 + \$15/unit Multi-unit	Annual	\$60 Mobile Home. \$350 VRBO.
Mahtomedi	8,075	\$500 + \$7/unit			Bi-Annual	Reinspection: 25% of license or \$50, whichever is greater
Leseuer	4,178	\$75/unit <3	\$75/unit + \$25/unit		3 year	

Presenter:	Steven Anderson
Meeting Date:	Monday, December 4, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Administrative Citation Fee
Background Information:	<p>On August 8, 2023, the city council adopted Ordinance 23-020 creating Chapter 2, Article 2-VIII Administrative Citations. This ordinance was sought by staff to address City Code violations in a prompt and timely manner rather than seeking enforcement under the criminal court system that could be potentially more costly than the original violation. As part of the Administrative Citation process City Code violators are given their due process through Section 2-410 Administrative Hearing Procedure.</p> <p>A written notice requesting a hearing and a filing fee shall be given to the City Clerk to schedule a hearing with an impartial third party (hearing officer) who will conduct the hearing and make judgement based on the information provided by city staff and the defendant. The ordinance requires that the hearing officer be a current licensed attorney or a retired judge. Attorney Whitmore has garnered the interest of a couple of attorneys who would be willing to be hearing officers for the City of Marshall remotely. Staff are recommending contracting with hearing officers at a rate of \$150/hr. which includes attendance at the hearing and a written decision that includes a finding of fact, conclusion of law and an order.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To recommend that a \$150 Administrative Hearing filing fee be added to the fee schedule for 2024.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Karla Drown
Meeting Date:	Monday, December 4, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 Fee Schedule
Background Information:	<p>Staff have recommended changes to the City’s Fee Schedule for 2024.</p> <p>Staff review the fee schedule at a minimum annually and make recommendations for changes and/or additions to the existing fee schedule. Those recommendations are included in the attached redlined document.</p> <p>Staff will be present to provide further explanation and answer any questions.</p>
Fiscal Impact:	Fees have a direct impact on revenues as they relate to the city
Alternative/ Variations:	None
Recommendations:	Move 2024 fee schedule to full council for approval.



MARSHALL
CULTIVATING THE BEST IN US

2024 FEE SCHEDULE

Approved **MM/DD/YYYY**

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Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing

ASSESSING DEPARTMENT

	<u>Fee/Charge</u>	
Copies	\$ 0.25	Per Side
Sales Summary	\$ 10.00	Each
Apartment List	\$ 15.00	
Ownership Searches	\$ 4.00	Per Parcel
Yearly Subscription Rate	\$ 75.00	

CLERK

	<u>Fee/Charge</u>	
Brewer Tap Room	\$ 500.00	Annual
Club License	\$ 275.00	Annual
Consumption & Display	\$ 130.00	Annual
Growlers License	\$ ———	Annual remove
On-Sale Liquor License	\$ 3,000.00	Annual
Financial Background (on-sale liquor)	Charged at rate of 3rd Party Vendor	
Off-Sale 3.2% Malt Liquor	\$ 90.00	Annual
On-Sale 3.2% Malt Liquor	\$ 250.00	Annual
Sunday Liquor	\$ 200.00	Annual
Temporary On-Sale Liquor	\$ 30.00	Per Day
Temporary On-Sale 3.2% Malt Liquor	\$ 30.00	Per Day
	\$ 50.00	Month
Tobacco License	\$ 150.00	Annual
Wine License	\$ 600.00	Annual
Dangerous Animals	\$ 150.00	Annual
Dog or Cat License	\$ ———	Annual remove
Replacement of tag	\$ ——— 1.00	remove
Pick-up (Animal at large)	\$ 10.00	
Board	\$ 10.00	Per Day
Animal at Large	\$ 90.00	
No City License	\$ 90.00	
Rabies Vaccination not current	Court	
Disturbing the Peace	Court	
Garbage & Refuse Haulers	\$ 160.00	Annual
Special Vehicle Permit	\$ 35.00	Annual
Non-profits Exempt (must provide certification)		
Taxicabs	\$ 100.00	Annual
	\$ 25.00	Per Additional Vehicle
Transient Merchant	\$ 30.00	Per Month
	\$ 160.00	Semiannual
	\$ 315.00	Annual
Mobile Food Units/Food Carts	\$ 150.00	Annual
Refunding of License Fee	20% of fee up to a maximum of \$100.00	

ADMINISTRATION & HUMAN RESOURCES

Copies \$ 0.25 Per Side
Administrative Fee for Retiree Insurance (Health/Dental) 2% of total cost to the City

City Hall Conference Room Rental

Half Day (4 hours or less) \$ 25.00
Full Day (4 hours or more) \$ 50.00
After 4:30 PM \$ 50.00 Plus \$20/Per Hour (One hour charge minimum)

FINANCE

Assessment Searches \$ 15.00
Returned check for all City departments \$ 30.00
~~Budget Reports \$ 25.00 remove~~
~~Audit Reports \$ 25.00 remove~~
Business Tax Abatement Application \$ 750.00
~~Administrative added to invoices \$ 25.00~~
Administrative charge (i.e., mowing, snow, etc.)

COMMUNITY SERVICES

Shelter Rent \$60.00 ~~\$ 50.00~~ Deposit \$50.00
Park Gazebo Rent \$ 30.00 \$30.00
Band Shell Rent \$ 200.00 Per Day \$100.00
Moving Liberty Park Benches for Events \$ 100.00
Collapsible Picnic Tables (Min:6/Max:50) \$ 15.00 Per Table/Per Day

Tents 20 x 20 \$300.00 ~~\$ 250.00~~ Weekend \$250.00
\$250.00 ~~\$ 200.00~~ Per Day \$200.00
Tents 20 x 30 \$300.00 ~~\$ 250.00~~ Weekend \$250.00
\$250.00 ~~\$ 200.00~~ Per Day \$200.00

Channel Parkway Complex \$ 100.00 Per Day \$100.00
\$ 150.00 2 Days \$100.00
Amateur Sports Complex \$ 250.00 Per Day \$100.00
\$ 200.00 2 Days \$100.00
One Ballfield \$ 80.00 Per Day \$100.00
Independence Park Youth Ballfields \$ 80.00 Per Day/ONE Field/No Lights \$100.00
(2 Fields: 1 Lighted & 1 Not Lighted) \$ 100.00 Per Day/One Field/Lighted \$100.00
\$ 125.00 Per Day/Two Fields/One Field Lighted
American Legion Field Ballfield \$ 200.00 Per Day/Without Lights \$100.00
\$300.00 ~~\$ 250.00~~ Per Day/With Lights \$100.00
Legion Field Park Youth Ballfields \$ 50.00 Per Day \$50.00
Justice Park Youth Baseball/Softball Field \$ 50.00 Per Day \$50.00

Marshall Aquatic Center (min. 25 people) \$150.00 ~~\$ 125.00~~ Per Hour &
\$6.00 ~~\$ 5.00~~ Per Person

Concessions Trailer \$ 300.00 Per Day ServSafe Manager Certification required
Vandalism Clean-up/Repairs \$ 55.00 Per Hour/Per Staff

Stage Rental

	<u>Fee/Charge</u>	
Damage Deposit	\$ 500.00	
Call-Back	\$ 55.00	Per Hour

Basic Unit; 24x20 ft., set-up and take down

Marshall non-profit business or agency	350.00	\$ 250.00
Marshall for profit business or agency	450.00	\$ 350.00
All others	800.00	\$ 600.00

Basic Unit; plus additional 16x4 ft., set-up and take down

Marshall non-profit business or agency	500.00	\$ 350.00
Marshall for profit business or agency	700.00	\$ 500.00
All others	1,600.00	\$ 1,200.00

Studio 1 TV

	<u>Fee/Charge</u>	
DVD	\$ 15.00	Includes Tax
CD	\$ 5.00	
CD w/Printed Cover	\$ 10.00	

Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 15.00	Per Hour
Certification Training	\$ 100.00	
Student (high school & full-time post secondary)	\$ 30.00	Per Hour

Park Land Development

	<u>Fee/Charge</u>	
For any residential or commercial subdivision of property after March 10, 2009, upon initial sale		
Residential Lot	\$ 500.00	Per Lot
Commercial Lot		2% Of gross unimproved value per commercial lot

Telecommunication

	<u>Fee/Charge</u>	
Application & Permit fee	\$ 1,500.00	Plus
	\$ 2.00	Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way

Adult Community Center

	<u>Fee/Charge</u>		<u>Deposit</u>
Copies	\$ 0.25	Per Side	
Oaktree & Wildflower Rooms	\$ 30.00	Per Hour	\$30.00
Prairie Winds Dining Area - MASC personal use only	\$ 35.00	Per Hour	\$100.00
Prairie Winds Dining Area - general public	\$ 80.00	Per Hour	\$100.00
Kitchen - Serving only	\$ 40.00	Per Hour	\$50.00
Projection & Sound system	\$ 25.00	Per Event	

~~No charge for MASC/City of Marshall sponsored events/Local public agencies and Non-Profit organizations.
Any group of seniors meeting during regular scheduled hours (9-4), depending on space assignment.~~

Private/Commercial/State of Minnesota Groups charged per above.

Meeting after regular scheduled hours (after 4:00 p.m.)

Rentals will be made as follows based on space availability:

1. Senior Center Programs/Activities
2. Marshall Area Senior Citizens, Inc. Members
3. Seniors (age 55 & older)
4. All others

Red Baron Arena and Expo Center

	<u>Fee/Charge</u>	
Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	\$ 30.00	Per Hour Per Staff
Skate Sharpening	\$ 5.00	

Ice Rink

	<u>Fee/Charge</u>	
Open Rate	\$ 150.00	Per Hour
10 or more hours booked at one time	\$ 130.00	Per Hour
30 or more hours booked at one time	\$ 120.00	Per Hour
Marshall Community Services	\$ 75.00	Per Hour
Marshall High School	\$ 75.00	Per Hour
(Marshall High School will not be charged ice time during high school games or tournaments)		
Southwest Figure Skating Club	\$ 75.00	Per Hour
Marshall Area Hockey Association (MAHA)		Per Agreement
Off season (June 1–August 31)(Saturday and Sunday)	\$ 80.00	Per Hour
Ice Painting Equipment	\$ 250.00	Per Day

Expo/Meeting Room

	<u>Fee/Charge</u>	
Full day expo floor rental for wedding event	\$ 1,400.00	Per Day
Caterer within Marshall city limits	\$ 1,250.00	Per Day
Full day expo floor rental	\$ 1,250.00	Per Day
Expo floor rental (April 1 - October 1)	200.00 \$ 80.00	Per Hour
Event SETUP (8am-5pm)	\$ 250.00	Per Day
Event SETUP (after 5pm)	\$ 55.00	Per Hour
Event CLOSURE (after 5pm)	\$ 55.00	Per Hour
Club Room	\$ 400.00	Per Day or Event
	\$ 80.00	Per Hour
Meeting Room	\$ 200.00	Per Day
	\$ 30.00	Per Hour

FIRE DEPARTMENT

	<u>Fee/Charge</u>	
Fire/Rescue Calls (Outside city limits)*	\$ 1,000.00	
Fire/Rescue Calls (Within city limit)*	\$ 750.00	
*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Department Association Mutual Aid Agreement		
Hazardous Materials Trailer	\$ 750.00	Plus supplies & materials used
Pumping Fuel or Gas (48 hours to pick up)	\$ 1.00	Per Gallon in and out (48 hours to pick up)**

**If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste

Natural Gas line hits	\$	750.00	Per Call
Automatic fire alarm activation***	\$	750.00	Per Call
*** (3rd call and after, within 72 hour period OR 3 business days, until functional)			
Education Trailer (to all departments)	\$	150.00	Per Day
Fire Chief's call for service (officer's pages)	\$	100.00	Per Hour

Calls that are caused by negligence, or lasting longer than 5 hours on scene*, will be billed out on cost basis of equipment and manpower:

*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Dept. Association Mutual Aid Agreement for all departments that were called for mutual aid.

<u>Fire Equipment</u>	<u>Fee/Charge</u>		
Rescue Truck	\$	125.00	Per Hour
1500 GPM Engine	\$	295.00	Per Hour
1000 GPM Engine	\$	200.00	Per Hour
Ladder Truck	\$	750.00	For Initial First Hour
	\$	250.00	Per Hour thereafter
Tanker	\$	160.00	Per Hour
Grass Rig	\$	125.00	Per Hour
Haz-Mat Trailer	\$	125.00	Per Hour
Water Auger with Engine or Tanker	\$	150.00	Per Hour
UTV	\$	85.00	Per Hour
Each firefighter responding to the call for service	\$	25.00	Per Hour
Mileage to organizations outside the Southwest/West Central Fire Department Mutual Aid	\$	1.75	Per Mile

****Any equipment/tools damaged/destroyed due to the call for service will be assessed at actual cost to the owner or responsible party of the call for service.

<u>Supplies: (Billed out at cost incurred)</u>	<u>Fee/Charge</u>		
AFFF Foam	\$	150.00	Per Pail
AR-AFFF Foam	\$	200.00	Per Pail
Floor Dry	\$	15.00	Per Bag
55 Gallon steel barrel with metal lid	\$	135.00	Per Barrel
8"x10' absorbent boom	\$	145.00	Per Boom
4' X 8' Plywood	\$	25.00	Per Sheet

<u>PUBLIC SAFETY DEPARTMENT</u>	<u>Fee/Charge</u>		
Police Records	\$	0.25	Per Side
DVD/CD of Photos, Videos and Audio	\$	20.00	Each
False Alarm Call (after 3rd)	\$	60.00	
Residence Check			
First three checks	\$	40.00	
After 3rd check	\$	10.00	

Towing Administration Fee	\$	15.00	
Storage	\$	25.00	Per Day
Opening Car Door	\$	50.00	
In-house Background Check	\$	20.00	
Funeral Escorts (3 or more Officers)	\$	150.00	
Bank Escorts	\$	50.00	

<u>Parking Violations</u>	<u>Fee/Charge</u>	<u>After 10 Days</u>
Prohibited Parking	\$ 20.00	\$ 30.00
Double Parking	\$ 20.00	\$ 30.00
Blocking Driveway	\$ 20.00	\$ 30.00
No Parking Zone	\$ 20.00	\$ 30.00
Blocking Alley	\$ 20.00	\$ 30.00
Parking in Alley	\$ 20.00	\$ 30.00

MERIT CENTER

<u>Classroom</u>	Room A or B		Room A & B	
	<u>1/2 Day</u>	<u>Full Day</u>	<u>1/2 Day</u>	<u>Full Day</u>
Public Safety/Non-Profit	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00
Business	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00

<u>Props & Simulators</u>	<u>Fee/Charge</u>
Public Safety/ Non-Profit	\$ 35.00 Per Item Per Day
Business	\$ 50.00 Per Item Per Day

<u>Driving Course</u>	<u>1/2 Day</u>	<u>1/2 Day Hourly</u>	<u>Full Day</u>	<u>Full Day Hourly</u>
Government/Non-Profit	\$ 120.00	\$ 20.00	\$ 200.00	\$ 35.00
Business	\$ 200.00	\$ 30.00	\$ 300.00	\$ 50.00

Rate Categories

Public Safety: training of police, fire, ambulance, hazardous material teams, etc.

Non-Profit: training for entities such as civic, charitable, service clubs, government organizations, etc.

Business: training for private individuals, organizations, and businesses of any kind.

** Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.*

Administrative Services	\$	100.00
(Managing class participants, ordering/delivering food, etc.)		

PUBLIC WORKS DEPARTMENTS

<u>Airport</u>	<u>Fee/Charge</u>
Hangar Rent	
Base Rates	
1708 & 1710 units; 1044 sq. ft.	\$ 130.00 Per Month
1712 units; 1235 sq. ft.	\$ 160.00 Per Month
Winch; if available and desired in hangar	\$ 10.00 Per Month

Electric service for Heater	\$	10.00	Per Month
Full Enclosed	\$	25.00	Per Month

Hangar 1708

Unit 1; 40.5' bi-fold door, 13.67' tail ht, heated, enclosed	\$	165.00	Per Month
Unit 2-8; 40.5' bi-fold door, 13.67' tail ht	\$	130.00	Per Month

Hangar 1710

	<u>Fee/Charge</u>		
Units 1, 6; 40.5' bi-fold door, 13.67' tail ht	\$	140.00	Per Month (includes winch)
Units 2-5, 7-8; 40.5' bi-fold door, 13.67' tail ht	\$	130.00	Per Month

Hangar 1712

Unit 1; 43.45' bi-fold door, 13.67' tail ht, heated, enclosed	\$	195.00	Per Month
Units 2,4; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$	185.00	Per Month
Units 3,5,6; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$	195.00	Per Month (includes winch)

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.; With Operator)

Oshkosh/FWD 24' Snow Plow with Batwings	\$	150.00	Per Hour
Oshkosh Blower	\$	150.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$	150.00	Per Hour
Dump Truck	\$	125.00	Per Hour
Skid Loader	\$	125.00	Per Hour

Community Planning

Fee/Charge

NOTE: Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute.

HVAC License	\$	50.00	Bi-Annual
Rental Registration Per Building	100.00	\$ 50.00	One-Time Fee (Renewals Free) Bi-annual

Building/Plumbing/Sign Permit Application

Fee/Charge

<u>Total Valuation</u>			
Up to \$500.00	\$	22.00	
\$501.00 - \$2,000.00	\$	22.00	First \$500 +
	\$	3.40	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$	73.00	First \$2,000 +
	\$	12.50	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$	360.50	First \$25,000+
	\$	8.90	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$	583.00	First \$50,000+
	\$	6.80	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$	923.00	First \$100,000+
	\$	5.25	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$	3,023.00	First \$500,000+
	\$	4.75	Each Add 'l \$1000 or fraction thereof

\$1,000,001.00 and up \$ 5,398.00 First \$1,000,000+
 \$ 3.70 Each Add'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy (See Appendix C)

Minimum Permit Valuation \$ 100.00
 Demolition Permit 35% of calculated fees

Investigation Fee (when work is started prior to obtaining a Permit)

First Violation 25% of building permit fee **OR**
 \$ 50.00 whichever is greater

Consecutive Violations 50% of building permit fee **OR**
 \$ 100.00 whichever is greater

Second Re-inspection of the same item (**building permit**) ~~\$ 50.00~~ 100.00

Valid Complaint Based Rental Inspection ~~\$ 100.00~~ 200.00

Rental Re-inspection (repairs not complete prior to deadline) \$ 400.00 Plus Time

Copy of Prior Permit or Certificate of Occupancy \$ 5.00

Plan Review

Commercial Projects 65% of building permit fee
 New one & two Family Dwelling 35% of building permit fee

WWTF Sanitary Sewer Connection Permit Application

Nominal Size of Sanitary Sewer Pipe Exiting the Building	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
4"	200.00	50.00	\$ 250.00
6"	575.00	50.00	\$ 625.00
> 6"	2,000.00	50.00	\$ 2,050.00

Planning Commission Action Request Application

Fee/Charge Escrow

Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50.

Variance Adjustment Permit	\$ 300.00	\$ 300.00	
Conditional Use Permit	\$ 300.00	\$ 300.00	
Interim Use Permit	\$ 300.00	\$ 300.00	
Vacation of Zoning Permit	\$ 100.00		
Moving Into Town Permit	300.00 \$ 200.00	\$ 200.00	300.00
Map Amendment (Rezoning) Application	\$ 300.00	\$ 300.00	
Zoning Ordinance Amendment Application	\$ 300.00		

Subdivision Platting

Preliminary Plat \$ 300.00
 \$ 70.00 Per Acre (\$225.00 Minimum)

Final Plat \$ 300.00 (if Separate from Preliminary)

	\$	50.00	Per Acre (\$75.00 Minimum)	
Planned Unit Development (PUD) (excludes platting fee)	\$	200.00	Per Acre	+Direct Costs 300 escrow
Base Map Updating (whichever is greater)	\$	5.00	Per Lot	
	\$	15.00	Per Acre	
Zoning Letter	\$	25.00		

Direct costs include but are not limited to:

- 1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

Engineering

	<u>Fee/Charge</u>	<u>Escrow</u>
RTVision BidVAULT Electronic Bidding Fee	\$25.00	+ 3rd Party Payment Processing Fee
Fee collected and administered by RTVision		

Overweight Load Permit

	<u>Fee/Charge</u>	<u>Escrow</u>
Single Trip	\$ 50.00	Per Vehicle
Annual from application date		
<= 6 Axles/90,000 lbs.	\$ 300.00	Per Vehicle
> 6 Axles/90,000 lbs.	\$ 500.00	Per Vehicle

Annexation Application	\$ 200.00	\$ 200.00
Vacation of Public Rights of Way/Public Easements Application	\$ 200.00	\$ 200.00

Moving on Public Right of Way Permit Application	\$ 50.00
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Copying/Plotting/Printing (No Charge if under \$5)

	<u>Fee/Charge</u>
Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.25 Per Side
Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.60 Per Sheet
Large Scale (18 x 24 and larger)	\$ 3.00 Per Square Foot

Aerial Photo Printing (No charge if under \$5)

	<u>Fee/Charge</u>
8½ x 11	\$ 2.00
11 x 17	\$ 5.00
Large Scale Prints	\$ 4.00 Per Square Foot

City Right of Way Permits

	<u>Fee/Charge</u>
Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit	
Utility Companies-Post Yearly	\$ 5,000.00 Bond
Excavation in Row Permit	\$ 400.00 Deposit plus
	\$ 50.00 Inspection
Driveway Permit	\$ 300.00 Deposit plus
	\$ 50.00 Inspection
Sidewalk Permit	\$ 50.00 Inspection
Investigation Fee (when work is started prior to obtaining Permit)	\$ 50.00

City Sidewalk Cost Participation \$ 2.50 Per Square Foot (Not to exceed \$750)

Special Projects

	<u>Fee/Charge</u>
Standard Engineering for Special Assessment Projects	16% (Construction Cost + Contingencies)
Engineer (Registered)	\$ 200.00 Per Hour
Assistant Engineer	\$ 160.00 Per Hour
Senior Engineering/Specialist	\$ 140.00 Per Hour
Engineering Technician/Specialist	\$ 100.00 Per Hour
Building Official	\$ 140.00 Per Hour
Building Inspector	\$ 100.00 Per Hour
Administrative Assistant	\$ 100.00 Per Hour
Office Assistant/Receptionist	\$ 85.00 Per Hour
GPS Survey	\$ 150.00 Per Hour

Watermain Tapping & Water Meters (Refer to Marshall Municipal Utilities for application and fees.)
 (Equipment hourly rate/not including operator). Add \$55.00/hour for operator.

Storm Sewer Connection Permits

(Inside Diameter of Sewer Service Pipe Entering the Building)	<u>Connect +</u>	<u>Inspection =</u>	<u>Total</u>
4" Gravity	100.00	30.00	\$ 130.00
6" Gravity	120.00	30.00	\$ 150.00
8" Gravity	200.00	60.00	\$ 260.00
10" Gravity	360.00	60.00	\$ 420.00
12" or > Gravity	500.00	90.00	\$ 590.00
1 1/2" Force	100.00	30.00	\$ 130.00
2" Force	120.00	30.00	\$ 150.00
3" Force	140.00	60.00	\$ 200.00
4" Force	160.00	60.00	\$ 220.00

Municipal Separate Storm Sewer System (MS4)

Surface Water Management MS4 Construction Plan Review

Drainage/Land Disturbance Application

	<u>Fee/Charge</u>
Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ 50.00
Site 5,000 sq. ft. to one (1) acre	\$ 150.00
Site one (1) acre to five (5) acres	\$ 300.00
Site greater than five (5) acres	\$ 500.00

Administrative Fines for Violations of City Code Chapter 30 Environment

Administrative Offense

Illicit Discharges and Connections

	<u>Fee/Charge</u>
Illicit Discharge to Storm water System (Minor)	\$ 50.00
Illicit Discharge to Storm water System (Major)	\$ 1,000.00
Illicit Connection to Storm water System (Minor)	\$ 30.00
Illicit Connection to Storm water System (Major)	\$ 1,000.00
Failure to Report a Spill	\$ 300.00
Failure to Cleanup a Spill	\$ 300.00
Failure to Respond to a Notice of Violation	\$ 100.00

Construction Site Erosion/Sediment Control Violations

Site Dewatering	\$	200.00
Waste and Material Disposal	\$	100.00
Tracking (Minor)	\$	100.00
Tracking (Major)	\$	500.00
Drain Inlet Protection	\$	100.00
Site Erosion Control (Minor)	\$	500.00
Site Erosion Control (Major)	\$	1,000.00
Failure to Provide/Maintain Concrete Washout Facility	\$	200.00
Failure to Respond to a Notice of Violation	\$	100.00
Failure to Conduct/Document Site inspections	\$	100.00
Failure to Maintain SWPPP/Inspection Documents	\$	100.00

Fee/Charge

Post Construction Structural Storm water BMP Violations

Failure to Perform Proper Maintenance (Minor)	\$	500.00
Failure to Perform Proper Maintenance (Major)	\$	1,000.00
Unauthorized Removal or Alterations to BMPs (Minor)	\$	500.00
Unauthorized Removal or Alterations to BMPs (Major)	\$	1,000.00
Failure to Submit/Maintain Maintenance Records	\$	100.00

SURFACE WATER MANAGEMENT UTILITY

Fee/Charge

Minimum fee or below, whichever is greater	\$ 5.80	Per Month	6.25
Single Family Residential (Classification 1) Flat rate	\$ 5.80	Household Per Month	6.25
Two-Family Residential (Classification 2)	\$ 24.49	Per Acre Per Month	24.71
Manufactured Housing (Classification 3)	\$ 34.69	Per Acre Per Month	35.01
Industrial, Multi-Family, Railroad Right-of-Way (Classification 4)	\$ 42.09	Per Acre Per Month	42.47
Commercial/Office/Parking (Classification 5)	\$ 53.95	Per Acre Per Month	54.44
Vacant (Classification 7)	\$ 2.94	Per Acre Per Month	2.96
Agricultural (Classification 8)	\$ 0.74	Per Acre Per Month	
*Five-Year Rate Projections (See Appendix A)			

Street

Fee/Charge

Weed/Mowing/Snow/Nuisance Enforcement	\$	55.00	+ Direct Costs
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(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

*(Equipment hourly rate/not including operator). Generally we will use City employees. Add-\$55.00/hour for operator.

*Elgin Sweeper	\$	125.00	Per Hour
*Cat/John Deere Front-End Loader	\$	125.00	Per Hour
*Tractor-Loader Backhoe	\$	125.00	Per Hour
*Motor Grader	\$	125.00	Per Hour
*Cat Loader w/Snow-Go Blower	\$	150.00	Per Hour
*Truck with Vactor (Catch Basin Cleaning Unit)	\$	125.00	Per Hour
*Truck with Snowplow	\$	125.00	Per Hour

*Skid Loader	\$	125.00	Per Hour
*Dump Truck	\$	125.00	Per Hour
*Boom Truck	\$	125.00	Per Hour
*1-Ton	\$	70.00	Per Hour
*Pick Up	\$	60.00	Per Hour
Brush Chipper	\$	70.00	Per Hour
Portable Pumps	\$	60.00	Per Hour
Barricades - Type II	\$	5.00	Per Day
Barricades - Type III	\$	10.00	Per Day
Traffic Control Devices (12 Cones)	\$	5.00	Per Day Minimum
Operator	\$	55.00	Per Hour

WASTEWATER

	<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge Violation under Sec. 78-73, Marshall Code of Ordinance	\$ 23.10	Per Month	Base Charge 24.26
Violation under Sec. 78-74, Marshall Code of Ordinance	\$ 50.00	Monthly Surcharge	
Violation under Sec. 78-74, Marshall Code of Ordinance	\$ 100.00	Monthly Surcharge	
Domestic	\$ 4.55	Per 1,000 Gallons	4.78
Industrial	\$ 2.91	Per 1,000 Gallons	3.06
(Surcharge by strength as follows):			
Excess CBOD	\$ 317.89	Per 1,000 Pounds	333.78
Excess Suspended Solids	\$ 317.70	Per 1,000 Pounds	333.59
Excess Phosphorus (industrial)	\$ 5.00	Per Pound	6.00
*Five-Year Rate Projections (See Appendix B)			

Summer sewer rate takes into account the added water usage for lawn and yard sprinkling. For one to four family residential properties, the monthly user charges on the June through November bills shall not exceed the average monthly user charges of the previous February through May billings.

Pretreatment of Industrial Wastewater Violations (Sec. 78-48)

	<u>Fee/Charge</u>
Failure to meet Preliminary Treatment Requirements	\$ 500.00

* The City has the right to charge and assess violators for all costs to the City for damages from any discharge or other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.
5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must

specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$1,000.00

Call-Out	<u>Fee/Charge</u>	
During Business Hours	\$ 55.00	Per Hour
After Business Hours	\$ 125.00	Per Hour
Biosolids Application	\$50.00 to \$100.00	Per Acre
		Sliding rate based on cost of fertilizer and nutrient quality of biosolids
Porta Potty Waste/Septage	53.55 \$ 51.00	Per 1,000 Gallons plus \$25.00/load
Leachate	4.82 \$ 4.59	Per 1,000 Gallons plus \$25.00/load

Equipment Rental

Fee/Charge

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

*(Equipment hourly rate/not including operator.)

Operator	\$ 55.00	Per Hour
	<u>Fee/Charge</u>	
*Skid Loader	\$ 125.00	Per Hour
*Water Truck 3,000 Gal.	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Semi Tractor Tanker Trailers	\$ 125.00	Per Hour
*Pickup	\$ 60.00	Per Hour
*Crane Truck	\$ 125.00	Per Hour
Jet Vac Truck	\$ 150.00	Per Hour With Operator
Sludge Applicator Vac/Pressure Sys.	\$ 150.00	Per Hour With Operator
Sewer Camera	\$ 150.00	Per Hour With Operator
6" Portable Pumps	\$ 60.00	Per Hour
6" Hose 100'	\$ 30.00	Per Day
Mileage	\$ 1.50	Per Mile Includes Operator

Laboratory Testing Services

Fee/Charge

(Minnesota Pollution Control Agency Permit #0022179)

CBOD	25.20 \$ 24.00
TSS	12.60 \$ 12.00
Ph	6.30 \$ 6.00
Ammonia	21.00 \$ 20.00
Total Phosphorus	16.80 \$ 16.00
Fecal Coliform	19.95 \$ 19.00
Chlorides	15.75 \$ 15.00
Dissolved Oxygen	10.50 \$ 10.00

Sump Pump Connections

Fee/Charge

Place seal on valve preventing discharge into sanitary sewer system	\$ 25.00	Service Charge
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Breaking seal on valve to allow discharge to flow into sanitary sewer system	\$	25.00	Service Charge
Discharge fee when seal is broken on valve	\$	25.00	November 1 - March 31
Unpermitted discharge fee	\$	300.00	

Special Assessment For Street Reconstruction

Fee/Charge

Detailed calculation procedures for special assessments are found in the Special Assessment Policy.

The annual assumptions used in those calculations are as follows:

1. Standard assessment amount per residential parcel	\$	5,850.00	
2. Frontage feet for average residential parcel		77	Lineal Foot
3. Area of average residential parcel		12,000	Square Feet
4. Standard street width		36	Feet
5. Standard street load rating		7	Ton

Interest Rate

Projects Bonded	2.00%	Plus Bond Interest Rate
Projects Not Bonded	2.50%	

ECONOMIC DEVELOPMENT DEPARTMENT

Fee/Charge

(Government and Non-profit only)

Advertising Kiosk Space (as per agreement)	\$	250.00	Per Year; 7/1-6/30 (may pro rate)
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SURFACE WATER UTILITY PROJECTIONS

Appendix A

Projected Surface Water Rate Adjustment	Projected Change 2025-2029	2.00% Approximate Level Rate Increases!!!					
		2024	2025	2026	2027	2028	2029
	growth in volume						
Operating Revenues	0.00%	1,310,586	1,336,797	1,363,533	1,390,804	1,418,620	1,446,993
Operating Expenses							
Salaries and benefits		-	-	-	-	-	-
Supplies	0.00%	15,375	15,375	15,375	15,375	15,375	15,375
Equipment Repair & Maintenance	0.00%	15,000	15,000	15,000	15,000	15,000	15,000
Other Repairs and Maintenance	0.00%	25,500	25,500	25,500	25,500	25,500	25,500
Other services and charges	3.00%	354,133	364,757	375,700	386,971	398,580	410,537
Insurance	3.00%	6,182	6,367	6,558	6,755	6,958	7,167
Utilities	5.00%	20,100	21,105	22,160	23,268	24,432	25,653
Depreciation - Existing		670,529	637,003	605,152	574,895	546,150	518,843
Depreciation - New			9,541	48,246	78,341	123,926	130,651
Total Operating Expenses		1,106,819	1,094,648	1,113,692	1,126,105	1,155,921	1,148,726
Operating Income (Loss)		203,767	242,150	249,841	264,699	262,699	298,267
Nonoperating Revenues (Expenses)							
Interest	2.00%	20,974	34,948	31,014	27,232	23,564	14,480
Property taxes		-	-	-	-	-	-
Other Income		3,000	-	-	-	-	-
Special assessments		4,600	-	-	-	-	-
Refunds and reimbursements		-	-	-	-	-	-
Rents		-	-	-	-	-	-
Gain/(loss) on disposal of assets		-	-	-	-	-	-
Interest Expense - existing debt		(162,067)	(135,095)	(115,539)	(96,842)	(79,929)	(65,976)
Interest Expense - new debt		-	(40,640)	(68,776)	(68,776)	(110,361)	(99,782)
Total Nonoperating Revenues (Expenses)		(133,493)	(100,147)	(125,165)	(138,386)	(166,726)	(151,278)
Income (Loss) Before Transfers		70,274	142,002	124,676	126,313	95,973	146,988
Transfers							
Transfers In		-	-	-	-	-	-
Transfers (Out)	0.00%	-	-	-	-	-	-
Total Transfers		-	-	-	-	-	-
Net Income (Loss)		70,274	142,002	124,676	126,313	95,973	146,988
Beginning Cash & Investments		2,167,435	1,747,393	1,550,722	1,361,616	1,178,208	723,999
Net Income		70,274	142,002	124,676	126,313	95,973	146,988
Depreciation		670,529	646,543	653,399	653,236	670,076	649,494
Acquisition and Construction of Assets		(586,227)	(1,461,156)	(1,202,854)	(1,567,551)	(426,750)	(1,036,295)
Proceeds from Long-Term Debt		-	1,161,156	902,854	1,367,551	-	1,036,295
Principal Payments on Long-Term Debt - New		-	-	(98,979)	(179,403)	(302,254)	(312,833)
Principal Payments on Long-Term Debt - Existing		(574,617)	(685,217)	(568,203)	(583,553)	(491,255)	(374,770)
Ending Cash & Investment Balance		1,747,393	1,550,722	1,361,616	1,178,208	723,999	832,878
Minimum Cash & Investment Balance							
Designated for Capital Improvements - Beginning		584,463	502,984	426,493	342,008	359,807	352,553
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	218,520	223,510	215,514	217,800	217,745	223,359
Capital Reserve Used for Improvements/Expansion		(300,000)	(300,000)	(300,000)	(200,000)	(225,000)	-
Adjustment to Capital Reserve		-	-	-	-	-	-
Designated for Capital Improvements - Ending		502,984	426,493	342,008	359,807	352,553	575,911
Designated for Revenue Bonds (following yrs DS)		820,312	823,361	928,574	983,800	853,362	970,768
Net Operating Cash		424,098	300,868	91,033	(165,398)	(481,915)	(713,802)
Unassigned Operating Reserve (25% of Oper. Exp.)		273,662	278,423	281,526	288,980	287,181	287,181
Recommended Minimum Operating Cash		273,662	278,423	281,526	288,980	287,181	287,181
Amount Over (Under) Goal		150,436	22,445	(190,493)	(454,379)	(769,097)	(1,000,983)

		5.00%					
Projected Wastewater Rate Adjustment	Projected Change		5.00%	5.00%	5.00%	5.00%	5.00%
		2024	2025	2026	2027	2028	2029
	growth in volume						
Operating Revenues							
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	5,626,349	5,907,667	6,203,050	6,513,203	6,838,863	7,180,806
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	-	-	-	-	-	-
Total Operating Revenues		5,626,349	5,907,667	6,203,050	6,513,203	6,838,863	7,180,806
Operating Expenses							
Salaries and benefits	3.00%	1,366,295	1,407,284	1,449,502	1,492,987	1,537,777	1,583,910
Supplies	4.00%	542,325	564,018	586,579	610,042	634,444	659,821
Repair and maintenance	4.00%	255,760	265,990	276,630	287,695	299,203	311,171
Other services and charges	2.50%	619,507	634,995	650,870	667,141	683,820	700,915
Insurance	3.00%	81,202	83,638	86,147	88,732	91,394	94,135
Utilities	5.00%	280,760	294,798	309,538	325,015	341,266	358,329
Depreciation-Existing		1,725,408	1,639,138	1,557,181	1,479,322	1,405,356	1,335,088
Depreciation-New			42,852	119,980	173,645	559,247	616,486
Total Operating Expenses		4,871,257	4,932,713	5,036,426	5,124,579	5,552,505	5,659,856
Operating Income		755,092	974,954	1,166,624	1,388,624	1,286,358	1,520,950
Non-Operating Revenue (Expenses)							
Special Assessments		-	-	-	-	-	-
Other income (expense)		-	218,076	218,077	218,077	218,077	218,077
Investment earnings (loss)	3.10%	71,587	180,487	215,765	243,442	207,652	232,124
Refunds and reimbursements		19,492	19,492	19,492	19,492	19,492	19,492
Rents		21,390	21,390	21,390	21,390	21,390	21,390
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		-	-	-	-	-	-
Interest Expense - existing debt		(200,605)	(170,175)	(144,351)	(120,870)	(102,987)	(92,638)
Interest Expense - new debt			-	(64,534)	(90,257)	(387,177)	(388,044)
Total Non-Operating Revenues		(88,136)	269,270	265,839	291,275	(23,553)	10,401
Income (Loss) Before Transfers		666,956	1,244,224	1,432,463	1,679,898	1,262,805	1,531,351
Operating Transfers							
Transfers In		-	-	-	-	-	-
Transfers Out		(6,180)	-	-	-	-	-
Total Operating Transfers		(6,180)	-	-	-	-	-
Net Income (Loss)		660,776	1,244,224	1,432,463	1,679,898	1,262,805	1,531,351
Beginning Cash & Investments		6,372,755	5,822,159	6,960,155	7,852,982	6,698,453	7,487,857
Net Income		660,776	1,244,224	1,432,463	1,679,898	1,262,805	1,531,351
Depreciation		1,725,408	1,681,990	1,677,160	1,652,967	1,964,602	1,951,574
Acquisition and Construction of Assets		(1,287,564)	(2,080,822)	(1,579,115)	(11,570,047)	(1,719,184)	(2,118,985)
Proceeds from Long-Term Debt		-	1,843,822	892,115	8,722,157	1,184,528	2,118,985
Principal Payments on Long-Term Debt - New		-	-	(157,170)	(238,716)	(990,560)	(1,128,556)
Principal Payments on Long-Term Debt - Existing		(1,649,217)	(1,551,217)	(1,372,627)	(1,400,788)	(912,788)	(780,788)
Ending Cash & Investment Balance		5,822,159	6,960,155	7,852,982	6,698,453	7,487,857	9,061,437
Minimum Cash Balance							
Designated for Capital Improvements - Beginning		3,049,156	2,921,161	3,496,297	3,756,961	1,770,124	2,121,113
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	586,069	575,136	560,663	559,053	550,989	654,867
Capital Reserve Used for Improvements/Expansion		(714,064)	-	(300,000)	(2,545,890)	(200,000)	-
Adjustment to Capital Reserve							
Designated for Capital Improvements - Ending		2,921,161	3,496,297	3,756,961	1,770,124	2,121,113	2,775,980
Designated for Revenue Bonds (following yrs DS)		1,721,392	1,738,682	1,850,631	2,393,512	2,390,026	2,636,792
Net Operating Cash		1,179,605	1,725,176	2,245,391	2,534,817	2,976,718	3,648,664
Unassigned Operating Reserve (40% of Oper. Exp.)		1,973,085	2,014,570	2,049,832	2,221,002	2,263,943	2,263,943
Recommended Minimum Operating Cash		1,973,085	2,014,570	2,049,832	2,221,002	2,263,943	2,263,943
Amount Over (Under) Goal		(793,480)	(289,394)	195,559	313,815	712,775	1,384,722

Community Planning Department Building Permit Valuation Policy

The Community Planning Department reserves the right to set valuations based on the below costs.

Residential Construction (single family through four-plex, wood framed)

New houses ^a , additions, and remodelings	Minimum valuation	
Finished floor - main	105	\$95 per SF
Finished floor – 2 nd and above	70	\$65 per SF
Finished basement/half-basement	60	\$55 per SF
Semi-finished basement (wall studs, underfloor plumbing)	40	\$35 per SF
Unfinished basement (fully open, mid-bearing allowed)	30	\$25 per SF
3-season porch		\$60 per SF
Open/screened porch		\$30 per SF
Roof over patio (patio not included)	15	\$10 per SF
Attached finished garage	40	\$35 per SF
Attached unfinished garage	35	\$30 per SF
Finishing full basement from unfinished		\$25 per SF
Finishing full basement from semi-finished		\$15 per SF
 Accessory buildings^e		
Detached garage		\$30 per SF
Storage shed		\$25 per SF
Open gazebo		\$20 per SF
 Others		
Attached deck (wood) ^b	28	\$24 per SF
Reroof (asphalt and metal) ^c	450	\$300 per square
Residing (vinyl and wood) ^d	400	\$250 per square
Window replacement (except bay and picture windows) ^e	800	\$700 per window
Single exterior door (w/o sidelight) replacement ^e	800	\$700 per door
Overhead garage door	900	\$800 single, \$1,500 1,700 double

Notes:

- a. Houses with full height brick or stone veneer on any wall – add 25%
- b. Non-wood decks – add 50%
- c. Wood roofs – add 100%
- d. Engineered wood and fiber-cement siding - add 50%; metal siding and EIFS - add 100%
- e. Bay and picture windows, doors with sidelights, patio doors, and double doors – add 100%
- f. All areas used for valuation calculations shall be gross areas.
- g. Plan review fees shall be reduced to 25% of the permit fee for similar houses per MSBC.

Commercial construction

For new buildings and additions follow 2014 Minnesota Department of Labor and Industry construction valuation data per square foot **plus 20%** based on occupancy and type of construction.