



**CITY OF MARSHALL**  
**Ways and Means Committee**  
**A g e n d a**  
**Tuesday, November 15, 2022 at 11:30 AM**  
**City Hall, 344 W. Main St**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. Consider Approval of the Minutes of the August 29, 2022 Meeting

**TABLE**

**OLD BUSINESS**

**NEW BUSINESS**

2. 2023 Fee Schedule Recommendation

**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

<b>Presenter:</b>	Chair
<b>Meeting Date:</b>	Tuesday, November 15, 2022
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes of the August 29, 2022 Meeting
<b>Background Information:</b>	Attached is the minutes from the August 29, 2022 meeting.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve the minutes from August 29, 2022

MINUTES  
WAYS AND MEANS COMMITTEE MEETING  
August 29, 2022 @ 2 PM  
344 West Main Street  
On Main

MEMBERS PRESENT: John DeCramer, Russ Labat, Mayor Byrnes

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director; Jason Anderson, Director of Public Works; Ilya Gutman, ; Jim Marshall, Police Chief; Scott VanDerMillen, Director of Community Services; E.J. Moberg, Director of Administrative Services; Sharon Hanson, City Administrator; Quentin Brunsvold, Fire Chief; Ryan Serreyn, Marshall Fire Department Relief Association President

The meeting was called to order by Chairman DeCramer at 1:59 pm.

DeCramer asked for approval of the May 2, 2022, minutes of the Ways and Means committee Meeting.

MOTION BY Labat, SECONDED BY Byrnes to approve the May 2, 2022, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman DeCramer asked for discussion on 2023 Fee Schedule. Finance Director, Drown provided a brief background information on the fee schedule process. Staff provided additional information on all changes requested.

MOTION BY DeCramer, SECONDED BY Labat to approve the 0% Surface Water rates be moved forward to council. All voted in favor.

MOTION BY Labat, SECONDED BY Byrnes to approve the 2% Wastewater rates be moved forward to council. All voted in favor.

MOTION BY Byrnes, SECONDED BY Labat to approve the increase of the Standard assessment amount per residential parcel to \$5,850.00 to be moved forward to council. Voted 2-1, Labat.

Chairman DeCramer asked for discussion on consideration of the HVAC License Fee. Gutman provided background information on the HVAC license.

MOTION BY Byrnes, SECONDED BY DeCramer to approve the \$50 for two years HVAC license fee to move forward to Council. Voted 2-1, Labat.

Chairman DeCramer asked for discussion on consideration of the Rental ordinance fees. Gutman provided background information on the rental ordinance fees.

MOTION BY Labat, SECONDED BY Byrnes to have staff take this back and have a joint meeting with landlord and rental owners to make them part of the solution before bringing to Council. All voted in favor.

Chairman DeCramer asked for discussion on Marshall Fire Department Relief Association Benefit level increase. Brunsvold provided background information on the Marshall Fire Department Relief Association Benefit level increase.

MOTION BY Byrnes, SECONDED BY DeCramer to approve the Marshall Fire Department Relief Association Benefit level increase to move forward to Council. Voted 2-0-1, Labat Abstained.

Chairman DeCramer asked for discussion on Request for Proposals – Insurance Agent Services. Moberg provided background information on the Request for Proposals – Insurance Agent Services and the process taken by city staff.

MOTION BY Labat, SECONDED BY Byrnes to approve the RFP-Insurance Agent Services with North Risk Partners to move forward to Council. All voted in favor.

MOTION BY Labat, SECONDED BY Byrnes to adjourn the meeting. Meeting adjourned at 3:57 pm. All voted in favor.

Respectfully Submitted,

*Karla Drown*

Karla Drown  
Finance Director

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, November 15, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2023 Fee Schedule Recommendation
<b>Background Information:</b>	<p>Staff have reviewed the existing 2022 Fee Schedule and are bringing forth recommendations for changes and/or additions for 2023.</p> <p>Once the fee schedule is approved by Council, adjusted fees will become effective January 1, 2023, with the exception of the hangar rents, which are recommended to become effective April 1, 2023.</p> <p>Staff from respective departments will be at the Ways and Means Committee meeting to further discuss, explain or clarify any of the fees as needed.</p>
<b>Fiscal Impact:</b>	Fees have a direct impact on revenues as they relate to the city
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Approval to move the 2023 Fee Schedule to the Council for review and approval.



# 2023 FEE SCHEDULE

Approved 12-XX-2022

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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**

	<b><u>Fee/Charge</u></b>	
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**

	<b><u>Fee/Charge</u></b>	
Brewer Tap Room	\$ 500.00	Annual
Club License	\$ 275.00	Annual
Consumption & Display	\$ 130.00	Annual
	\$ 25.00	1 Day
Growlers License	\$ -	Annual
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
Replacement of tag	\$ 1.00	
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 <del>(40 pages or more)</del>	<u>Fee/Charge</u>
	\$ 0.25 Per Side
Administrative Fee for Retiree Insurance ( <i>Health/Dental</i> )	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	<u>Fee/Charge</u>
	\$ 15.00
Returned check for all City departments	\$ 30.00
Budget Reports	\$ 25.00
Audit Reports	\$ 25.00
Business Tax Abatement Application	\$ 750.00

**COMMUNITY SERVICES**

	<u>Fee/Charge</u>		<u>Deposit</u>
Shelter Rent	<del>\$50</del> \$ 25.00		<del>\$50</del> \$25.00
Park Gazebo Rent	<del>\$30</del> \$ 25.00		<del>\$30</del> \$25.00
Band Shell Rent	<del>\$200</del> \$ 150.00 Per Day		<del>\$100</del> \$50.00
Moving Liberty Park Benches for Events	\$ 100.00		
Collapsible Picnic Tables (Min:6/Max:50)	<del>\$15</del> \$ 10.00 Per Table/Per Day		
Tents 20 x 20	<del>\$250</del> \$ 200.00 Weekend	<del>\$250</del>	\$200.00
	<del>\$200</del> \$ 100.00 Per Day	<del>\$200</del>	\$200.00
Tents 20 x 30	<del>\$250</del> \$ 200.00 Weekend	<del>\$250</del>	\$200.00
	<del>\$200</del> \$ 100.00 Per Day	<del>\$200</del>	\$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	<del>\$80</del> \$ 75.00 Per Day		\$100.00
Independence Park Youth Ballfields	<del>\$80</del> \$ 50.00 Per Day/ONE Field/No Lights		<del>\$100.00</del>
(2 Fields: 1 Lighted & 1 Not Lighted)	<del>\$100</del> \$ 75.00 Per Day/One Field/Lighted		<del>\$100.00</del>
	\$ 125.00 Per Day/Two Fields/One Field Lighted		
American Legion Field Ballfield	<del>\$200</del> \$ 150.00 Per Day/Without Lights		<del>\$100.00</del>
	<del>\$250</del> \$ 200.00 Per Day/With Lights		<del>\$100.00</del>
Legion Field Park Youth Ballfields	<del>\$50</del> \$ 25.00 Per Day		<del>\$50.00</del>
Justice Park Youth Baseball/Softball Field	<del>\$50</del> \$ 25.00 Per Day		<del>\$50.00</del>
Marshall Aquatic Center (Minimum 25 pec	<del>\$125</del> \$ 100.00 Per Hour &		
	<del>\$5</del> \$ 3.00 Per Person		
Concessions Trailer	\$ 300.00 Per Day	ServSafe Manager Certification required	
Vandalism Clean-up/Repairs	\$ 55.00 Per Hour/Per Staff		

**Stage Rental**

	<b><u>Fee/Charge</u></b>	
Damage Deposit	\$ 500.00	
Call-Back	<b>\$55</b> \$ <del>50.00</del>	Per Hour

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

Marshall non-profit business or agency \$ 250.00

Marshall for profit business or agency \$ 350.00

All others \$ 600.00

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

Marshall non-profit business or agency \$ 350.00

Marshall for profit business or agency \$ 500.00

All others \$ 1,200.00

**Studio 1 TV**

	<b><u>Fee/Charge</u></b>	
DVD	<b>\$15</b> \$ <del>11.00</del>	Includes Tax
CD	<b>\$5</b> \$ <del>3.00</del>	
CD w/Printed Cover	<b>\$10</b> \$ <del>5.00</del>	

Filming w/Certification \$ 50.00 Per Day

Editing w/Certification **\$15** \$ ~~10.00~~ Per Hour

Certification Training \$ 100.00

Student (high school & full-time post secor **\$30** \$ ~~25.00~~ Per Hour**Park Land Development**

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**

	<b><u>Fee/Charge</u></b>	
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**

	<b><u>Fee/Charge</u></b>	<b><u>Deposit</u></b>
Oak & Wildflower Rooms	\$ 30.00	
Prairie Winds Dining Area	\$ 35.00 Per Hour	\$80.00
Kitchen	\$ 40.00 Per Hour/Serving Only	
Meeting Room (24 chairs only or 16 with tables)	\$ <del>20.00</del> Per Hour	Groups A , B
	\$ <del>20.00</del> Per Hour	Group C
Dining Hall (140 chairs with tables)	\$ <del>30.00</del> Per Hour	Groups A , B
	\$ <del>30.00</del> Per Hour	Groups A , B**
	\$ <del>75.00</del> Per Hour	Group C

The kitchen is not available for use. This applies to all caterers and renters.

(This includes the refrigerator, stove, freezer, sink, dishwashers, etc.)

No charge for Seniors/City of Marshall sponsored events/Local public agencies and Non-Profit organizations.

Group A: Seniors/City of Marshall sponsored events.

Any group of seniors meeting during regular scheduled hours (9-4), depending on space assignment.

Group B: Local public agencies and non-profit organizations.

Group C: Private/Commercial/State of Minnesota Groups

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 (receive a \$5/hr. discount)
3. Seniors (age 55 & older)
4. All others

### **Red Baron Arena and Expo Center**

	<b><u>Fee/Charge</u></b>	
Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	<b>\$30</b> \$ 25.00	Per Hour Per Staff

Skate Sharpening \$ 5.00

### **Ice Rink**

	<b><u>Fee/Charge</u></b>	
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**

	<b><u>Fee/Charge</u></b>	
Full day expo floor rental	\$ 1,250.00	Per Day
Expo floor rental (April 1 - October 1)	<b>\$ 80.00</b>	<b>Per Hour</b>
Event SETUP	<b>\$55</b> \$ 50.00	Per Hour after 5pm
Event CLOSURE	<b>\$55</b> \$ 50.00	Per Hour after 5pm
Club Room	\$ 400.00	Per Day or Event
	\$ 80.00	Per Hour
Meeting Room	\$ 200.00	Per Day
	\$ 30.00	Per Hour

### **FIRE DEPARTMENT**

	<b><u>Fee/Charge</u></b>
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.

<b><u>Fire Equipment</u></b>	<b><u>Fee/Charge</u></b>	
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	\$ <del>17.50</del>	Per Hour <span style="color: red;">\$25</span>
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.

**Supplies: (Billed out at cost incurred)**

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

**PUBLIC SAFETY DEPARTMENT**

<b><u>PUBLIC SAFETY DEPARTMENT</u></b>	<b><u>Fee/Charge</u></b>	
Police Records	\$ 0.25	Per Sheet of six pages or more <span style="color: red;">Per Side</span>

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	<del>\$ 35.00</del>
In-house Background Check	\$	20.00	
Funeral Escorts (3 or more Officers)	\$	150.00	
Bank Escorts	\$	50.00	

### **Parking Violations**

		<b><u>Fee/Charge</u></b>	<b><u>After 10 Days</u></b>
Prohibited Parking	\$	20.00 <del>\$ 15.00</del>	\$ 30.00
Double Parking	\$	20.00 <del>\$ 15.00</del>	\$ 30.00
Blocking Driveway	\$	20.00 <del>\$ 15.00</del>	\$ 30.00
No Parking Zone	\$	20.00 <del>\$ 15.00</del>	\$ 30.00
Blocking Alley	\$	20.00 <del>\$ 15.00</del>	\$ 30.00
Parking in Alley	\$	20.00 <del>\$ 15.00</del>	\$ 30.00

### **MERIT CENTER**

#### **Classroom**

	Room A or B <u>1/2 Day</u>	Room A or B <u>Full Day</u>	Room A & B <u>1/2 Day</u>	Room A & B <u>Full Day</u>
Public Safety	<del>\$ 10.00</del>	<del>\$ 10.00</del>	<del>\$ 20.00</del>	<del>\$ 20.00</del>
Government/Non-Profit	<del>\$ 30.00</del>	<del>\$ 50.00</del>	<del>\$ 45.00</del>	<del>\$ 75.00</del>
Public Safety/Non-Profit	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00
Business	<del>\$ 50.00</del>	<del>\$ 75.00</del>	<del>\$ 75.00</del>	<del>\$ 100.00</del>
	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00

### **Props & Simulators**

	<b><u>Fee/Charge</u></b>	
Public Safety	<del>\$ 35.00</del>	Per Item Per Day
Government/Non-Profit	<del>\$ 36.00</del>	Per Item Per Day
Public Safety/ Non-Profit	\$ 35.00	Per Item Per Day
Business	\$ 50.00	Per Item Per Day

### **Driving Course**

	<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, ect.)

## **PUBLIC WORKS DEPARTMENTS**

### **Airport**

Hangar Rent

**Hangar Rates Effective April 1, 2023**

### **Fee/Charge**

#### **Base Rates**

1708 & 1710 units; 1044 sq. ft.	\$	130.00	Per Month
1712 units; 1235 sq. ft.	\$	160.00	Per Month
<del>Single Engine</del>	<del>\$</del>	<del>80.00</del>	<del>Per Month</del>
<del>Twin Engine</del>	<del>\$</del>	<del>100.00</del>	<del>Per Month</del>
Winch; if available and desired in hangar	\$	10.00	Per Month
Electric service for Heater 10.00	<del>\$</del>	<del>5.00</del>	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**

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 Batwin	150.00	<del>\$</del>	<del>130.00</del>	Per Hour
Oshkosh Blower	150.00	<del>\$</del>	<del>130.00</del>	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	150.00	<del>\$</del>	<del>130.00</del>	Per Hour
Dump Truck	125.00	<del>\$</del>	<del>115.00</del>	Per Hour
Skid Loader	125.00	<del>\$</del>	<del>110.00</del>	Per Hour

### **Building Inspection**

### **Fee/Charge**

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

HVAC License \$ 50.00 Bi-Annual

### **Building/Plumbing/Sign Permit Application**

### **Fee/Charge**

#### **Total Valuation**

\$1.00 - \$500.00	22.00	<del>\$</del>	<del>21.00</del>	
\$501.00 - \$2,000.00	22.00	<del>\$</del>	<del>21.00</del>	First \$500 +
	3.40	<del>\$</del>	<del>3.25</del>	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	73.00	<del>\$</del>	<del>69.75</del>	First \$2,000 +

	12.50	\$ <del>12.00</del>	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	360.50	\$ <del>345.75</del>	First \$25,000+
	8.90	\$ <del>8.50</del>	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	583.00	\$ <del>558.25</del>	First \$50,000+
	6.80	\$ <del>6.50</del>	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	923.00	\$ <del>883.25</del>	First \$100,000+
	5.25	\$ <del>5.00</del>	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	3,023.00	\$ <del>2,883.25</del>	First \$500,000+
	4.75	\$ <del>4.50</del>	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	5,398.00	\$ <del>5,133.25</del>	First \$1,000,000+
	3.70	\$ <del>3.50</del>	Each Add 'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the

**Minimum Permit Valuation** \$ 100.00

Building Permit Valuation Policy (See Appendix C)

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

First Violation	25% of building permit fee <b>OR</b>
	\$ 50.00 whichever is greater
Consecutive Violations	50% of building permit fee <b>OR</b>
	\$ 100.00 whichever is greater
Second Re-inspection of the same item	\$ 50.00
Copy of Prior Permit or Certificate of Occupancy	\$ 5.00
Demolition Permit	35% of calculated fees
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	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
Exiting the Building			
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**

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.

	<u>Fee/Charge</u>	<u>Escrow</u>
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	
Map Amendment (Rezoning) Application	\$ 300.00	\$ 300.00

Subdivision Platting

Preliminary Plat	\$ 70.00	Per Acre (\$225.00 Minimum) <del>+ Direct Costs</del>
		\$ 300.00

Final Plat	\$	50.00	Per Acre (\$75.00 Minimum)	<del>± Direct Costs</del>
				\$ 300.00 (if Separate from Preliminary)
Planned Unit Development (PUD) (excludes platting fee)	\$	200.00	Per Acre	+ Direct Costs
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**

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

### **Overweight Load Permit**

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 In-Town Permit Application	\$	200.00	\$	200.00
Moving on Public Right of Way Permit Application	\$	50.00		

Direct costs include but are not limited to:

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

### **Copying/Plotting/Printing (No Charge if under \$5)**

	<b><u>Fee/Charge</u></b>	
Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.25	<del>Per Sheet</del> 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)**

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

### **City Right of Way Permits**

	<b><u>Fee/Charge</u></b>	
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**

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 \$30.00/hour for operator.

### **Storm Sewer Connection Permits**

(Inside Diameter of Sewer Service Pipe Entering the Building)	Connect +	Inspection =	Total
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.	<del>\$ 35.00</del>	50.00
Site 5,000 sq. ft. to one (1) acre	<del>\$ 100.00</del>	150.00
Site one (1) acre to five (5) acres	<del>\$ 200.00</del>	300.00
Site greater than five (5) acres	<del>\$ 300.00</del>	500.00

### **Administrative Fines for Violations of City Code Chapter 30 Environment**

#### **Administrative Offense**

	<u>Fee/Charge</u>
<u>Illicit Discharges and Connections</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

#### 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**

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

<u><b>Street</b></u>	<u><b>Fee/Charge</b></u>	
Weed/Mowing/Snow/Nuisance Enforcement	\$ <del>50.00</del>	+ Direct Costs <span style="color: red;">\$55</span>

(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 ~~\$50.00~~ \$55.00/hour for operator.

*Elgin Sweeper	<span style="color: red;">125.00</span>	\$ 105.00	Per Hour
*Cat/John Deere Front-End Loader	<span style="color: red;">125.00</span>	\$ 95.00	Per Hour

*Tractor-Loader Backhoe	125.00	\$ <del>85.00</del>	Per Hour
*Motor Grader	125.00	\$ <del>95.00</del>	Per Hour
*Cat Loader w/Snow-Go Blower	150.00	\$ <del>115.00</del>	Per Hour
*Truck with Vactor (Catch Basin Cleaning	125.00	\$ <del>80.00</del>	Per Hour
*Truck with Snowplow	125.00	\$ <del>80.00</del>	Per Hour
*Skid Loader	125.00	\$ <del>70.00</del>	Per Hour
*Dump Truck	125.00	\$ <del>75.00</del>	Per Hour
*Boom Truck	125.00	\$ <del>75.00</del>	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	\$ <del>50.00</del>	Per Hour

## **WASTEWATER**

	<b><u>Fee/Charge</u></b>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge	\$ 23.10	Per Month	Base Charge
Violation under Sec. 78-73, 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	
Industrial	\$ 2.91	Per 1,000 Gallons	
(Surcharge by strength as follows):			
Excess CBOD	\$ 317.89	Per 1,000 Pounds	
Excess Suspended Solids	\$ 317.70	Per 1,000 Pounds	
Excess Phosphorus (industrial)	\$ 3.50	Per Pound	

\*Five-Year Rate Projections (See Appendix B)

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

	<b><u>Fee/Charge</u></b>
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	<b><u>Fee/Charge</u></b>	
During Business Hours	55.00	\$ 50.00 Per Hour
After Business Hours	125.00	\$ 120.00 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	\$ 51.00	Per 1,000 Gallons plus \$25.00/load
Leachate	\$ 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	\$ 50.00 Per Hour
*Skid Loader	125.00	\$ 70.00 Per Hour
*Water Truck 3,000 Gal.	125.00	\$ 60.00 Per Hour
*Dump Truck	125.00	\$ 75.00 Per Hour
*Semi Tractor Tanker Trailers	125.00	\$ 100.00 Per Hour
*Pickup		\$ 60.00 Per Hour
*Crane Truck	125.00	\$ 75.00 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	\$ 24.00
TSS	\$ 12.00
Ph	\$ 6.00
Ammonia	\$ 20.00
Total Phosphorus	\$ 16.00
Fecal Coliform	\$ 19.00
Chlorides	\$ 15.00
Dissolved Oxygen	\$ 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

		0.00%					
Projected Surface Water Rate Adjustment	Projected Change		0.75%	1.00%	1.00%	1.00%	1.00%
	2024-2028	2023	2024	2025	2026	2027	2028
	growth in volume						
Operating Revenues	0.00%	1,287,488	1,297,144	1,310,116	1,323,217	1,336,449	1,349,813
Operating Expenses							
Salaries and benefits	3.00%	-	-	-	-	-	-
Supplies	3.00%	15,375	15,836	16,311	16,801	17,305	17,824
Equipment Repair & Maintenance	3.00%	15,000	15,450	15,914	16,391	16,883	17,389
Other Repairs and Maintenance	5.00%	25,500	26,775	28,114	29,519	30,995	32,545
Other services and charges	3.00%	350,296	360,805	371,629	382,778	394,261	406,089
Insurance	3.00%	5,951	6,130	6,313	6,503	6,698	6,899
Utilities	5.00%	23,310	24,476	25,699	26,984	28,333	29,750
Depreciation - Existing		655,561	622,783	591,644	562,062	533,959	507,261
Depreciation - New			22,840	53,299	85,973	104,225	128,996
Total Operating Expenses		1,090,993	1,095,094	1,108,924	1,127,011	1,132,659	1,146,753
Operating Income (Loss)		196,495	202,050	201,192	196,206	203,790	203,060
Nonoperating Revenues (Expenses)							
Interest	0.50%	26,665	7,660	7,614	7,399	4,689	4,835
Refunds and reimbursements		-	-	-	-	-	-
Rents		-	-	-	-	-	-
Gain/(loss) on disposal of assets		-	-	-	-	-	-
Interest Expense - existing debt		(78,772)	(64,797)	(50,750)	(39,416)	(28,327)	(19,315)
Interest Expense - new debt		-	-	(27,413)	(60,247)	(56,951)	(70,267)
Total Nonoperating Revenues (Expenses)		(52,107)	(57,137)	(70,549)	(92,264)	(80,588)	(84,748)
Income (Loss) Before Transfers		144,389	144,913	130,643	103,942	123,202	118,313
Transfers							
Transfers In		-	-	-	-	-	-
Transfers (Out)	0.00%	-	-	-	-	-	-
Total Transfers		-	-	-	-	-	-
Net Income (Loss)		144,389	144,913	130,643	103,942	123,202	118,313
Beginning Cash & Investments		2,179,295	1,531,950	1,522,868	1,479,707	937,813	966,945
Net Income		144,389	144,913	130,643	103,942	123,202	118,313
Depreciation		655,561	645,623	644,943	648,035	638,184	636,257
Acquisition and Construction of Assets		(885,202)	(1,138,781)	(1,205,205)	(772,563)	(943,139)	(426,750)
Proceeds from Long-Term Debt		-	913,781	980,205	-	743,139	-
Principal Payments on Long-Term Debt - New		-	-	(49,131)	(101,404)	(104,700)	(175,200)
Principal Payments on Long-Term Debt - Existing		(562,093)	(574,617)	(544,617)	(419,903)	(427,553)	(331,205)
Ending Cash & Investment Balance		1,531,950	1,522,868	1,479,707	937,813	966,945	788,360
Minimum Cash & Investment Balance							
Designated for Capital Improvements - Beginning		353,394	330,572	324,092	314,300	304,281	320,292
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	177,178	218,520	215,208	214,981	216,012	212,728
Capital Reserve Used for Improvements/Expansion		(200,000)	(225,000)	(225,000)	(225,000)	(200,000)	(225,000)
Adjustment to Capital Reserve							-
Designated for Capital Improvements - Ending		330,572	324,092	314,300	304,281	320,292	308,020
Designated for Revenue Bonds (following yrs DS)		639,414	671,911	620,970	617,531	595,988	466,045
Net Operating Cash		561,964	526,865	544,437	16,002	50,665	14,295
Unassigned Operating Reserve (25% of Oper. Exp.)		273,774	277,231	281,753	283,165	286,688	286,688
Recommended Minimum Operating Cash		273,774	277,231	281,753	283,165	286,688	286,688
Amount Over (Under) Goal		288,190	249,634	262,685	(267,163)	(236,023)	(272,393)

SPRINGSTED INCORPORATED - UTILITY PLANNING MODEL  
WASTEWATER UTILITY FUND PROJECTIONS

WASTEWATER UTILITY PROJECTIONS

Appendix B

		2.00%					
Projected Wastewater Rate Adjustment	Projected Change		1.00%	1.00%	1.00%	1.00%	1.00%
		2023	2024	2025	2026	2027	2028
	growth in volume						
<b>Operating Revenues</b>							
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	5,422,349	5,476,572	5,531,338	5,586,651	5,642,518	5,698,943
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	42,400	42,400	42,400	42,400	42,400	42,400
<b>Total Operating Revenues</b>		<b>5,464,749</b>	<b>5,518,972</b>	<b>5,573,738</b>	<b>5,629,051</b>	<b>5,684,918</b>	<b>5,741,343</b>
<b>Operating Expenses</b>							
Salaries and benefits	3.00%	1,256,294	1,293,983	1,332,802	1,372,786	1,413,970	1,456,389
Supplies	4.00%	443,175	460,902	479,338	498,512	518,452	539,190
Repair and maintenance	4.00%	202,600	210,704	219,132	227,897	237,013	246,494
Other services and charges	2.50%	587,542	602,231	617,286	632,718	648,536	664,750
Insurance	1.00%	60,301	60,904	61,513	62,128	62,749	63,377
Utilities	5.00%	333,954	350,652	368,184	386,593	405,923	426,219
Depreciation-Existing		1,758,208	1,670,298	1,586,783	1,507,444	1,432,071	1,360,468
Depreciation-New			37,440	114,853	171,728	251,472	323,178
<b>Total Operating Expenses</b>		<b>4,642,074</b>	<b>4,687,113</b>	<b>4,779,892</b>	<b>4,859,807</b>	<b>4,970,188</b>	<b>5,080,065</b>
<b>Operating Income</b>		<b>822,675</b>	<b>831,859</b>	<b>793,846</b>	<b>769,244</b>	<b>714,730</b>	<b>661,278</b>
<b>Non-Operating Revenue (Expenses)</b>							
Special Assessments		-	-	-	-	-	-
Other income (expense)		-	-	-	-	-	-
Investment earnings (loss)	1.10%	17,221	74,626	57,249	65,537	67,551	49,558
Refunds and reimbursements		19,492	19,492	19,492	19,492	19,492	19,492
Rents		14,809	14,809	14,809	14,809	14,809	14,809
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		-	-	-	-	-	-
Interest Expense - existing debt		(242,371)	(208,615)	(177,725)	(151,431)	(127,480)	(109,117)
Interest Expense - new debt			-	-	(55,570)	(113,564)	(103,314)
<b>Total Non-Operating Revenues</b>		<b>(190,850)</b>	<b>(99,689)</b>	<b>(86,175)</b>	<b>(107,164)</b>	<b>(139,192)</b>	<b>(128,573)</b>
<b>Income (Loss) Before Transfers</b>		<b>631,825</b>	<b>732,171</b>	<b>707,670</b>	<b>662,080</b>	<b>575,537</b>	<b>532,705</b>
Operating Transfers							
Transfers In		-	-	-	-	-	-
Transfers Out		(12,600)	-	-	-	-	-
<b>Total Operating Transfers</b>		<b>(12,600)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>		<b>619,225</b>	<b>732,171</b>	<b>707,670</b>	<b>662,080</b>	<b>575,537</b>	<b>532,705</b>
Beginning Cash & Investments		7,189,021	6,784,164	5,204,456	5,957,864	6,140,989	4,505,251
Net Income		619,225	732,171	707,670	662,080	575,537	532,705
Depreciation		1,758,208	1,707,738	1,701,636	1,679,172	1,683,543	1,683,646
Acquisition and Construction of Assets		(1,125,200)	(2,324,399)	(1,645,392)	(2,394,310)	(2,153,177)	(1,686,528)
Proceeds from Long-Term Debt		-	-	1,587,711	1,792,310	-	1,184,528
Principal Payments on Long-Term Debt - New		-	-	-	(135,339)	(292,854)	(303,104)
Principal Payments on Long-Term Debt - Existing		(1,657,090)	(1,695,217)	(1,598,217)	(1,420,788)	(1,448,788)	(961,788)
<b>Ending Cash &amp; Investment Balance</b>		<b>6,784,164</b>	<b>5,204,456</b>	<b>5,957,864</b>	<b>6,140,989</b>	<b>4,505,251</b>	<b>4,954,709</b>
<b>Minimum Cash Balance</b>							
Designated for Capital Improvements - Beginning		3,437,902	3,004,922	1,308,722	1,877,968	2,145,180	853,727
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	574,380	586,069	569,246	567,212	559,724	561,181
Capital Reserve Used for Improvements/Expansion		(1,007,360)	(2,282,269)	-	(300,000)	(1,851,177)	(200,000)
Adjustment to Capital Reserve							-
Designated for Capital Improvements - Ending		3,004,922	1,308,722	1,877,968	2,145,180	853,727	1,214,908
Designated for Revenue Bonds (following yrs DS)		1,903,832	1,775,942	1,763,128	1,982,686	1,477,323	1,472,347
<b>Net Operating Cash</b>		<b>1,875,410</b>	<b>2,119,792</b>	<b>2,316,769</b>	<b>2,013,123</b>	<b>2,174,200</b>	<b>2,267,454</b>
Unassigned Operating Reserve (40% of Oper. Exp.)		1,874,845	1,911,957	1,943,923	1,988,075	2,032,026	2,032,026
<b>Recommended Minimum Operating Cash</b>		<b>1,874,845</b>	<b>1,911,957</b>	<b>1,943,923</b>	<b>1,988,075</b>	<b>2,032,026</b>	<b>2,032,026</b>
<b>Amount Over (Under) Goal</b>		<b>565</b>	<b>207,835</b>	<b>372,846</b>	<b>25,048</b>	<b>142,174</b>	<b>235,428</b>

## 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<sup>a</sup>, additions, and remodelings Minimum valuation

Finished floor - main	\$95 per SF
Finished floor – 2 <sup>nd</sup> and above	\$65 per SF
Finished basement/half-basement	\$55 per SF
Semi-finished basement (wall studs, underfloor plumbing)	\$35 per SF
Unfinished basement (fully open, mid-bearing allowed)	\$25 per SF
3-season porch	\$60 per SF
Open/screened porch	\$30 per SF
Roof over patio (patio not included)	\$10 per SF
Attached finished garage	\$35 per SF
Attached unfinished garage	\$30 per SF
Finishing full basement from unfinished	\$25 per SF
Finishing full basement from semi-finished	\$15 per SF

##### Accessory buildings<sup>e</sup>

Detached garage	\$30 per SF
Storage shed	\$25 per SF
Open gazebo	\$20 per SF

##### Others

Attached deck (wood) <sup>b</sup>	\$24	\$20 per SF
Reroof (asphalt and metal) <sup>c</sup>		\$300 per square
Residing (vinyl and wood) <sup>d</sup>		\$250 per square
Window replacement (except bay and picture windows) <sup>e</sup>		\$700 per window
Single exterior door (w/o sidelight) replacement <sup>e</sup>		\$700 per door
Overhead garage door		\$800 single, \$1,500 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 based on occupancy and type of construction.