



Councilmember Thomes introduced the following resolution and moved for its adoption:

RESOLUTION NO. 11-2024
A RESOLUTION ADOPTING THE 2024 SCHEDULE OF FEES AND CHARGES FOR
VARIOUS SERVICES, LICENSES AND PERMITS

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2024 Fee and Rate Schedule:

PLANNING AND ZONING FEES		
Variance Application		\$300 plus recording fee
Conditional Use Permit Application		\$300 plus recording fee
Interim Use Permit Application		\$300 plus recording fee
Ordinance Amendment Application		\$300
Rezoning Application		\$300 plus recording fee
Land Use Permit Application		\$45
Fence Permit		\$45
Sign Permit		\$45
Preliminary Plat Approval Application		\$220.00 plus \$5 per lot plus deposit
Final Plat Approval Application		\$165
Planned Unit Development Approval Application		\$210 plus \$5 per lot plus deposit
Commercial/Industrial Site Plan Review Fee		\$275
Escrow Requirement Commercial/Industrial Site Plan		\$525.00 (cover addtl. fees for City consultants/staff review)
Park Dedication Fee		5% of estimated market value of buildable area
Annexation Fee		\$5.25 per lot, minimum of \$100
Administrative Permit		\$82
Starting Work Without a Building Permit		Double Permit Fee
Administrative Subdivision		\$110.00 plus recording fee
Special Meeting Request		\$275.00
ECONOMIC DEVELOPMENT		
Tax Increment Financing Application		\$10,000.00 and written agreement (\$500 with written agreement)
Tax Abatement Application		\$2500.00 and written agreement (\$250 with written agreement)
Development Agreement		\$500 and written agreement
Purchase Agreement		\$500 and written agreement
Special Meeting Request		\$210.00
UTILITY SERVICES		
Meter Deposit - Electric Only		Two Months Average Use of Previous Tenant
Meter Deposit - Electric/Water/Sewer		Two Months Average Use of Previous Tenant
Meter Deposit - Electric - Highland Commons		\$50
Meter Deposit - Electric - Amberfield Building D		\$50
Water Access Charge		\$1,325
Sewer Access Charge		\$3,500
Electric Hookup		\$160
Sewer User Rate		\$.00375/gallon
Sewer Base Rate		\$35.10/month plus \$4.95 per additional unit
Green Isle Sewer Base Rate		\$27.61/month
Water User Rate		\$.00598/Gallon
Water Testing Fee		\$0.81/month
5/8-3/4 Inch Meter Water Base Rate		\$10.30/month
1 Inch Meter Water Base Rate		\$10.82/month
1 1/4 - 1 1/2 Inch Meter Water Base Rate		\$11.14/month
2 Inch Meter Water Base Rate		\$12.00/month

3 Inch Meter Water Base Rate	\$13.11/month
4-8 Inch Meter Water Base Rate	\$17.62/month
Residential Electric Base Rate	\$9.28/month
Residential Energy Rate	\$.1254/kWh
Small Commercial Electric Base Rate	\$19.61/month
Energy Charge \$/kWh (Small Commercial Demand <25 kW)	\$.1101/kWh
Large Commercial Electric Base Rate	\$19.61/month
Energy Charge \$/kWh (Large Commercial Demand >25 kW)	\$.0746/kWh
Electric Demand Charge (Large Commercial Demand >25 kW)	\$10.49/kW
Utility Disconnect Notice	\$25 per occurrence
Water Reconnect Fee	\$75
Electric Reconnect - Day	\$75
Electric Reconnect - After Hours	\$250
Pole Attachment	\$12/pole/year
Utility Bill Late Fee	10% (less tax) of current bill; \$1 minimum
Utility Account Payment Agreement	\$10 Adm. Fee to be paid at time of drafting Agreement
Load Management Disconnect	\$50
Metering Fee for Meter on Private Wells	Cost of parts and labor
Lawn Sprinkler Meter	Cost of meter plus tax
Lawn Sprinkler Meter Repair Fee	Cost of parts and labor
STORM WATER RATES:	
Residential Unit	\$11.02/month
0.0000 TRE to 1.0000 TRE	\$17.33/month
1.0001 TRE to 5.0000 TRE	\$25.20/month
5.0001 TRE to 10.0000 TRE	\$40.95/month
10.0001 TRE to 15.0000 TRE	\$48.83/month
15.0001 TRE to 20.0000 TRE	\$56.70/month
20.0001 TRE to 25.0000 TRE	\$64.58/month
25.0001 TRE or Greater	\$72.45/month
LIBRARY FEES	
Copies	\$.10 single side and \$.15 for duplex
Laser Printer	First 2 Free, \$.10 per additional page
Color Printer	\$0.50
Library Card	First is free, replacement is \$2
Book Fines	\$.10 a day after one-week grace period
Video Fines	\$1/day
Faxes	\$1/page
ANIMAL/PET LICENSES AND FEES	
New Pet License (Jan.1 thru Dec. 31)	\$5 per animal
Pet License Late Fee (April 1 thru Dec. 31)	\$10 per animal
Chicken/Duck Permit Fee	\$10 one-time fee
Animal (Stray) Impound Fee	\$75
Animal (Stray) Boarding Fee for Dog	\$50/day
Animal (Stray) Boarding Fee for Cat	\$45/day
Animal Redemption Fee	\$50
Animal Redemption Fee (Non-Licensed)	\$75
MISCELLANEOUS LICENSES AND FEES	
All Parking Violations	\$35
Vehicle Towing - Impound	Set by Towing Company
Vehicle Storage	\$25/day (inside or outside) + Towing fee
Replacement of Sign Resulting from Accident	\$200 (billable to driver or insurance)
Blight/Nuisance/Mowing/Snow Removal (Ords #178, #259)	Contractor Cost plus \$5 Administrative Fee.
Contracted Commercial Snow Removal	\$15 (Small), \$25 (Med.), \$75 (Large) \$150 (Xtra) \$1,200 (Gig)
Repeat Nuisance Call Fee (Ord #259)	\$30
Peddler Permit (Ord #243)	\$10/day, \$25/week, \$50/month, \$100/Year
Drone Permit (Ord #303)	\$0 Permit Only Required.
Chipping	\$30 plus \$1.00/minute, plus tax (discuss whether charged/min.)
Credit Card Convenience Fee	2.5% (\$2.00 minimum)
e-check	\$1.50 (via Point & Pay)
Copies (up to 100 pages, then hourly rate)	\$.15 for B/W; \$.25 for color (per single-sided page)
Faxes/Scan to Email	\$.15 per page received and \$1 per document sent
Laminating	\$1.00/foot plus \$5
Non-Sufficient Fund Check Returns (NSF's)	\$30 per occurrence plus any bank fees
Residential Solid Waste Permit	\$100 (Maximum of 3)

Commercial Solid Waste Permit	\$100 (Maximum of 6)
Illuminating Portable Sign Permit	\$20
Election Filing Fee	\$2
Assessment Search Fee	\$5
Dance Permit	\$20 per event or \$200 for a yearly
Police Report (via paper or fax)	\$15 (including insurance or personal request)
Police Report – digital media	\$15 per DVD (changed to be consistent with Admin. Chrg.)
Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning)	\$50
Police Response to Subpoena	\$50/hr. + mileage
Paper Service (only within City limits-only for evictions and family dispute matters of conflict)	\$50
Special Police Event (>2 officers)	Actual Per Hour Cost of Officer(s) Used (Salary & Benefits)
Lost/Unreturned key to City Facility	Cost of Rekey plus One (1) Hour Admin Time
Fire Extinguisher Recharge	Cost plus \$5
BEER/LIQUOR LICENSES	
Temporary Malt Liquor License	\$50 per event
Liquor License - On Sale	\$1,300
Liquor License - Off Sale	\$100
Liquor License – On Sale – Partial Year	\$450 (applies to Raceway)
Liquor License-On Sale for Non-Profits	\$50
Setup License	\$20
Temporary 1-4 Day On Sale Liquor License	\$50 per event
Caterer's Permit	\$50 per event
Sunday Liquor License	\$100
Event Center Liquor License - On Sale	\$250 (7/01-6/30 mid-year cycle est.by State of MN)
CEMETERY FEES	
Burial Permits	\$125
Burial Plots	\$400 Resident of Arlington/ \$600 Non-Resident
COLUMBARIUM:	
Urn Placement	\$150
Niche Plaque (Single or Double with Full Dates)	\$645
Niche Plaque (Double without Full Dates)	\$745
Columbarium (Front – Rows 1 & 2)	\$750
Columbarium (Front – Row 3)	\$675
Columbarium (Front – Rows 4 & 5)	\$600
Columbarium (Rear – Rows 1 & 2)	\$675
Columbarium (Rear – Row 3)	\$600
Columbarium (Rear – Rows 4 & 5)	\$525
Memory Wall Plaque	\$310
FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)	
\$500/hr. min. for first hour then \$1000 per hour thereafter	
Missing Person	\$500/hr. based on situation
Fire Call	\$500 plus supplies/foam/fuel for first hour/\$1000 each addl. hrs
Helipad (Reso #15-2014)	\$250
CO2 Call	\$350
Gas Leak/smell of gas	\$350/hr.
Gas Leak/hit	\$1000/hr.
Hazardous Material	\$1,500 (in addition to call fee)
Foam	\$25 0-1-gallon, applicable supply replacement cost for each gallon thereafter
Jaws of Life	\$250 in addition to call fee
Fuel Charges - City	\$50
Fuel Charges - Rural	\$100
False Alarm	First two = \$0; after two, up to \$500 per-officer in charge decides
Mutual Aid	Supplies
Pool Fills - 3,500 Gallon Tanker Truck at water rate plus	City Residents - \$100 per haul, Rural Residents - \$150 per haul
Township Protection Fee	Per Section \$416.91 (2023)
Any expense AFD incurs will be passed on (backhoe, etc.)	

AMBULANCE FEES	
BLS Emergency - Service Area	\$1,450 plus mileage
BLS Non-Emergency - Service Area	\$1,450 plus mileage
ALS Intercept	\$250 plus mileage
ALS Non-emergency - Service Area	\$1,875 plus mileage
ALS1 Emergency - Service Area	\$1,875 plus mileage
ALS2 Emergency - Service Area	\$2100 plus mileage
Intercept	\$250
Specialty Transport	\$2,500 plus mileage
Lift Assist/Response Fee (no transport)	\$550
Mileage Rate	\$27.50/ loaded mile
Township Protection Fee	Per Section \$114.28 (2023)
Green Isle Protection Fee	\$4363.97 (2023)
EVENT CENTER FEES	
Rental Fees will not be charged for any organization having a city related budget (i.e. Fire Dept.; Ambulance)	\$0
Weekly User Rate (one section only)	\$120 per time
School Use (Testing/Retreats)	\$50 per time
Room 1 (West) Rent	\$180 per event
Room 2 (Center) Rent	\$240 per event
Room 3 (East) Rent	\$180 per event
All Rooms Rent	\$850 per event
Extra Day Rental	\$300
Hourly Rental Rate (2 hrs. or less, no set-up/tear down)	\$40 per hour/room (two-hour maximum)
Set-Up Fee	\$100/room or \$200 per event
Attendant Fee	\$35/attendant/hr. per event (5 hour minimum)
Kitchen Use Fee (Full)	\$100 per event
Kitchen Use Fee (Partial)	\$50 per time
Dish Rental	\$1/person or .11 per piece
Dish Rental for City-chartered organizations	\$25
Wine Glasses (Limited Supply)	\$.15/piece
Linens	Set by Distributor
LCD Projector	\$50
Wireless Microphone (from library)	\$15 to be paid to the library
Damage Deposit (for rental of more than one section)	\$500 with Credit Card or cash/check
Damage Deposit (one section)	\$200 for 1 section or \$300 for 2 sections Cash/check or Credit Card
Lost Key	\$50
Council Chambers Rent	\$40 per event
Caterer Serving Fee (sliding scale):	Number of Guests - Fee (\$)
	1 - 100 \$1/person
	101 - 200 \$150
	201 - 400 \$250
	401+ \$350
Cleaning and Utility Cost (Non-Profits)	\$300 on Fri/Sat and \$220 from Sun-Thursday
Bar Rental (sliding scale):	Number of Guests - Fee (\$)
	1 - 200 \$100
	200 - 300 \$200
	300 - 400 \$300
Bar Rental (sliding scale): cont.	400 - 500 \$400
	500+ \$500
EMS CONFERENCE ROOM FEES	
Meeting Room, 0-2 hours	\$25 per event
Meeting Room, 2-4 hours	\$50 per event
Meeting Room, 4-8 hours	\$75 per event
LIONS CENTER @ FOUR SEASONS PARK	
Rent	\$150 per event with \$250 deposit
SIGN RENTAL	
Main Street Sign	\$30/week (both sides) or \$15/week (one side)
Main Street Sign (Additional Week)	\$15/week
Community Center Electronic Sign	\$25 New Message set up, \$30 weekly coverage
Community Center Electronic Sign, Non-Profit	\$25 non-profit new message set up, \$25 weekly coverage
Community Center Electronic Sign, daily	\$25 New Message set up, \$10/day (profit/non-profit)

Community Center Electronic Sign, Monthly	\$25 New Message set up, \$100 month coverage
RIGHT OF WAY PERMITS	
Registration Fee	\$40
Excavation Permit Fees - Hole	\$125
Excavation Permit Fees - Trench	\$275
Obstruction Permit Fee	\$50
Permit Extension Fee	\$55
Delay Penalty	\$60 for first 3 days, \$10/day thereafter
EQUIPMENT RATES (Rates below are for Equipment only. Hourly Rate for City Employee: \$45.00) Min. of 1 Hr. Charge Per Employee	
Deere Payloader Case Payloader \$80/hour	\$125/hour
Deere Payloader w/Larue Snow Blower Case Payloader w/ SnoGo Snow Blower	\$165/hour
New Holland Tractor w/ attachment	\$100/hour
Chevy Dump Truck	\$85/hour
Chevy Sanding/Plow Truck	\$95/hour
Elgin Street Sweeper	\$130/hour
Chevy Bucket Truck	\$90/hour
Chevy Digger Truck	\$90/hour
Backpack Mosquito Sprayer	\$40/hour
Truck Mount Mosquito Sprayer (with chemical)	\$150/hour
Vermeer Brush Chipper	\$30/hour **Min.1 hour charge**
Pull Behind Street Roller/Packer	\$35/hour
Kubota Lawn Mower	\$55/hour
Pickup W/Snowblade	\$60/hour
CITY DIRT AND GRAVEL	
Class 5 Gravel	\$20/yd

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Litfin; and upon poll being taken thereon the following voted in favor thereof: Meyer, Thomes, Matz, Ling, Litfin; the following abstained: none; and the following were absent: none.

Adopted by the City Council of the City of Arlington on this 5th day of February 2024.

Signed: _____
Mayor Matthew Scharpe

Attest: _____
City Administrator Jessica Steinke

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

BUILDING PERMIT FEES (90% of the 1997 Fee Schedule)

Surcharge	Value	Fee Cost	Surcharge	Value	Fee Cost	Surcharge	Value	Fee Cost
\$0.25	Up To \$500.00	\$20.70	\$15.50	\$31,000.00	\$406.67	\$37.50	\$ 75,000.00	\$736.88
\$0.30	\$600.00	\$23.90	\$16.00	\$32,000.00	\$415.76	\$38.00	\$ 76,000.00	\$743.88
\$0.35	\$700.00	\$26.64	\$16.50	\$33,000.00	\$424.85	\$38.50	\$ 77,000.00	\$750.88
\$0.40	\$800.00	\$29.39	\$17.00	\$34,000.00	\$433.94	\$39.00	\$ 78,000.00	\$757.88
\$0.45	\$900.00	\$32.13	\$17.50	\$35,000.00	\$443.03	\$39.50	\$ 79,000.00	\$764.88
\$0.50	\$1,000.00	\$34.88	\$18.00	\$36,000.00	\$452.12	\$40.00	\$ 80,000.00	\$771.88
\$0.55	\$1,100.00	\$37.62	\$18.50	\$37,000.00	\$461.21	\$40.50	\$ 81,000.00	\$778.88
\$0.60	\$1,200.00	\$40.37	\$19.00	\$38,000.00	\$470.30	\$41.00	\$ 82,000.00	\$785.88
\$0.65	\$1,300.00	\$43.11	\$19.50	\$39,000.00	\$479.39	\$41.50	\$ 83,000.00	\$792.88
\$0.70	\$1,400.00	\$45.86	\$20.00	\$40,000.00	\$488.48	\$42.00	\$ 84,000.00	\$799.88
\$0.75	\$1,500.00	\$48.60	\$20.50	\$41,000.00	\$497.57	\$42.50	\$ 85,000.00	\$806.88
\$0.80	\$1,600.00	\$51.35	\$21.00	\$42,000.00	\$506.66	\$43.00	\$ 86,000.00	\$813.88
\$0.85	\$1,700.00	\$54.09	\$21.50	\$43,000.00	\$515.75	\$43.50	\$ 87,000.00	\$820.88
\$0.90	\$1,800.00	\$56.84	\$22.00	\$44,000.00	\$524.84	\$44.00	\$ 88,000.00	\$827.88
\$0.95	\$1,900.00	\$59.58	\$22.50	\$45,000.00	\$533.93	\$44.50	\$ 89,000.00	\$834.88
\$1.00	\$2,000.00	\$62.33	\$23.00	\$46,000.00	\$543.02	\$45.00	\$ 90,000.00	\$841.88
\$1.50	\$3,000.00	\$74.93	\$23.50	\$47,000.00	\$552.11	\$45.50	\$ 91,000.00	\$848.88
\$2.00	\$4,000.00	\$87.53	\$24.00	\$48,000.00	\$561.20	\$46.00	\$ 92,000.00	\$855.88
\$2.50	\$5,000.00	\$100.13	\$24.50	\$49,000.00	\$570.29	\$46.50	\$ 93,000.00	\$862.88
\$3.00	\$6,000.00	\$112.73	\$25.00	\$50,000.00	\$579.38	\$47.00	\$ 94,000.00	\$869.88
\$3.50	\$7,000.00	\$125.33	\$25.50	\$51,000.00	\$585.68	\$47.50	\$ 95,000.00	\$876.88
\$4.00	\$8,000.00	\$137.93	\$26.00	\$52,000.00	\$591.98	\$48.00	\$ 96,000.00	\$883.88
\$4.50	\$9,000.00	\$150.53	\$26.50	\$53,000.00	\$598.28	\$48.50	\$ 97,000.00	\$890.88
\$5.00	\$10,000.00	\$163.13	\$27.00	\$54,000.00	\$604.58	\$49.00	\$ 98,000.00	\$897.88
\$5.50	\$11,000.00	\$175.73	\$27.50	\$55,000.00	\$610.88	\$49.50	\$ 99,000.00	\$904.88
\$6.00	\$12,000.00	\$188.33	\$28.00	\$56,000.00	\$617.18	\$50.00	\$100,000.00	\$911.88
\$6.50	\$13,000.00	\$200.93	\$28.50	\$57,000.00	\$623.48	Plan Review is 65% of permit valuations.		
\$7.00	\$14,000.00	\$213.53	\$29.00	\$58,000.00	\$629.78			
\$7.50	\$15,000.00	\$226.13	\$29.50	\$59,000.00	\$636.08	Valuations over \$100,000 will include \$5.04 for each additional \$1,000 or fraction thereof above \$100,000 to and including \$500,000.		
\$8.00	\$16,000.00	\$238.73	\$30.00	\$60,000.00	\$642.38			
\$8.50	\$17,000.00	\$251.33	\$30.50	\$61,000.00	\$648.68			
\$9.00	\$18,000.00	\$263.93	\$31.00	\$62,000.00	\$654.98			
\$9.50	\$19,000.00	\$276.53	\$31.50	\$63,000.00	\$661.28	Valuations over \$500,000 will include \$4.27 for each additional \$1,000 or fraction thereof above \$500,000 to and including \$1,000,000.		
\$10.00	\$20,000.00	\$289.13	\$32.00	\$64,000.00	\$667.58			
\$10.50	\$21,000.00	\$301.73	\$32.50	\$65,000.00	\$673.88			
\$11.00	\$22,000.00	\$314.33	\$33.00	\$66,000.00	\$680.18			
\$11.50	\$23,000.00	\$326.93	\$33.50	\$67,000.00	\$686.48	Valuations over \$1,000,000 will include \$2.83 for each additional \$1,000 or fraction thereof above \$1,000,000		
\$12.00	\$24,000.00	\$339.53	\$34.00	\$68,000.00	\$692.78			
\$12.50	\$25,000.00	\$352.13	\$34.50	\$69,000.00	\$699.08			
\$13.00	\$26,000.00	\$361.22	\$35.00	\$70,000.00	\$705.38			
\$13.50	\$27,000.00	\$370.31	\$35.50	\$71,000.00	\$711.68	Roofing Permit is \$50.00		
\$14.00	\$28,000.00	\$379.40	\$36.00	\$72,000.00	\$717.98			
\$14.50	\$29,000.00	\$388.49	\$36.50	\$73,000.00	\$724.28	Siding Permit is \$50.00		
\$15.00	\$30,000.00	\$397.58	\$37.00	\$74,000.00	\$730.58			
Window Replacement Permit is \$50.00		Plumbing & Mechanical Permit is \$50.00 (each)				Demolition Permit is \$50.00		