



Schedule of Fees and Charges

APPROVED: April 1, 2003
AMENDED: August 24, 2004 *May 23, 2016*
June 13, 2005
July 10, 2006
March 9, 2009
June 8, 2009
February 1, 2010
May 24, 2010
May 23, 2011
July 1, 2012
May 13, 2013
May 20, 2013
April 28, 2014
May 19, 2014
June 23, 2014
May 18, 2015
June 8, 2015
March 14, 2016

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CITY HALL

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Miscellaneous Services
REGIS Mapping Fees

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**MISCELLANEOUS SERVICES
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: CITY HALL**

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement	
<u>GENERAL CHARGES</u>				
Copies		.25	Per page	
Notary Fee	1.00	5.00		
FOIA Requests				
Copies		.10	Per page	
Labor	Lowest paid employee's hourly wage	Lowest paid employee's hourly wage		
Postage	Actual	Actual		
NSF Checks	25.00	30.00		Res. #2906
Leaf Bags		8.00	Per bundle of 10	Res. #2650
<u>ASSESSOR'S DEPARTMENT</u>				
Assessment Card Copies		1.50	Two-sided copy	
		1.00	Single-sided copy	
<u>DEPARTMENT OF PUBLIC WORKS</u>				
Pool Fill		75.00		
Park Shelter Rental	25.00	35.00	Resident	Res. #2906
		50.00	Non-Resident	
<u>HISTORICAL COMMISSION</u>				
#10 School House Rental		10.00	Resident	Res. #2896
		25.00	Non-Resident	Res. #2896
<u>MARRIAGE CEREMONY</u>				
Performed by Mayor		10.00	Per ceremony	Res. #3085

Current miscellaneous fees are established by the following resolutions:
Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003
Resolution No. 2650 adopted August 23, 2004 effective immediately – leaf bags
Resolution No. 2896 adopted June 8, 2009, effective July 1, 2009
Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010
Resolution No. 2913 adopted January 11, 2010 effective February 1, 2010
Resolution No. 3085 adopted June 8, 2015 effective immediately

REGIS MAPPING FEES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: CITY MANAGER'S and DEPARTMENT OF PUBLIC WORKS

Subject Matter or Activity	Resident	Non-Resident	Unit of Measurement
<u>STANDARD MAP PRODUCTS</u>			
1/8 th Section Maps (20" x30")			
1":100' Line Map	15.00	20.00	Per page
1":100' Composite Map	20.00	25.00	Per page
1":400' Line Map	15.00	20.00	Per page
1":400' Composite Map	20.00	25.00	Per page
Parcel Maps (8.5" x 11")			
1":100' Line Map	8.00	13.00	Per page
1":400' Composite Map	10.00	15.00	Per page
Parcel Maps (11" x 17")			
1":100' Line Map	10.00	15.00	Per page
1":100' Composite Map	12.00	17.00	Per page
Custom Print Size			
Up to 24" x 36"	5.00	10.00	Per page
Above 24" x 36"	8.00	13.00	Per page
Street Map	5.00	5.00	Per map
Zoning Map	15.00	15.00	Per map
<u>CUSTOM MAP PRODUCTS</u> Includes adding themes, legends, graphics, wording, etc.			
Service Fee	25.00	30.00	Per 15 minutes
Digital Image on CD	3.00	5.00	
Current miscellaneous fees are established by the following resolutions: Resolution No. 2593 adopted June 9, 2003			

CITY CLERK

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Business Licenses and Permits
Miscellaneous Services

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BUSINESS LICENSES AND PERMITS

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement	Surety Requirements
BUSINESS LICENSES				
General Business License		100.00	One-time fee ^(a)	Res. 3055
Kiosk Business License		25.00	One-time fee ^(a)	
Failure to Comply		50.00	Second notice	
<u>Services</u>				
Rubbish Haulers		25.00	Annual – per vehicle	Proof of Insurance: ^(b) - PL 500,000/1,000,000 - PD 250,000
Snow Plowers		25.00	Annual – per vehicle	Proof of Insurance: ^(b) - PL 500,000/1,000,000 - PD 250,000
<u>Service Stations</u>				
Gasoline Station Only		50.00	Annual	
Gasoline Station with Convenience Store		75.00	Annual	
Gasoline Station with Laundromat		100.00	Annual	

BUSINESS LICENSES AND PERMITS (cont'd)
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement
<u>Transient Sales or Auctions</u>			
Peddlers and Solicitors		50.00	Per week or
		25.00	Per day
Auctions		100.00	Per day
Temporary Sales		50.00	Per week or
		25.00	Per day
Agricultural Sales for permanent business license holders		No Charge	
Massage Parlor Application		100.00	Non-returnable
Massagist Application		100.00	Non-returnable
Massage Parlor License		300.00	Annual
Massagist Application		25.00	Annual

BUSINESS LICENSES AND PERMITS (cont'd)
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement	
LIQUOR LICENSES – initial license Single Day Liquor License – must have acquired initial liquor license – within one year prior		500.00 100.00		Res. #2881
KENNEL LICENSES		40.00		Must also acquire County kennel license
HIGHWAY CONSTRUCTION LICENSE		10.00	Annual	

(a) – Annual business license renewal issued at no charge upon return of completed forms
(b) - Each applicant shall file certificates of insurance for public liability and property damage insuring both the applicant and the City in the minimum limits of liability as follows

Current business license fees established by the following resolutions:
Resolution No. 2231 adopted April 12, 1999 effective July 1, 1999
Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003 – amend liquor license amount
Resolution No. 2683 adopted June 13, 2005 – agricultural sales permit
Resolution No. 2881 adopted March 9, 2009 – Single Day Liquor License
Resolution No. 3020 adopted May 13, 2013 – Snowplowers and Highway Const. License insurance limits
Resolution No. 3055 adopted April 28, 2014 – Kiosk Business License, effective July 1, 2014
Resolution No. adopted June 23, 2014 – Remove fees for Amusement Enterprises, effective July 1, 2014

MISCELLANEOUS SERVICES
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement	
ELECTIONS				
Voters – diskette/CD		25.00		
Voters – printout		.01	Per name	
Voters – labels		.03	Per name	
Voters – via email		3.00	Per email	
Precinct Map		5.00		
TAX ABATEMENTS				
District (includes certificate)		500.00		
Certificate		500.00		
COMMUNITY BUILDING RENTAL				
Resident				
4 hrs. or less	50.00	60.00		Res. #2906
Over 4 hours - each additional hour		10.00		
Non-Resident				
4 hours or less	100.00	120.00		
Over 4 hours - each additional hour		20.00		
Senior Center Volunteer				
4 hours or less	10.00	20.00		Res. #2906
Over 4 hours – each additional hour	00	10.00		Res. #2906

Current rates are established by the following resolutions:
Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003
Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010

CITY MANAGER

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Planning and Zoning Fees

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PLANNING AND ZONING
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: CITY MANAGER

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement
Preliminary Plat		150.00 plus 5.00 per lot	Per lot
Final Plat		1.00	
Final Plat Recording		25.00	
Site Plan Review – less than 1 acre		250.00	
Site Plan Review – additions		250.00	
Site Plan Review – over 1 acre		250.00	
Rezoning		300.00	
PUD		1,500.00	Plus escrow
Variance Application		250.00	
Special Land Use		200.00	Plus site plan review fee
Telecommunications Permit		.00	
Construction Board of Appeals Request		100.00	
Signs		1.00 per sq. ft.	30.00 minimum charge
Zoning Ordinance		30.00	Includes zoning map
Zoning Map		2.00	
Master Plan		15.00	
Master Plan Map		2.00	

Current planning and zoning fees are established by the following resolutions:
Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003
Resolution No. 2752 adopted July 10, 2006

POLICE DEPARTMENT

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Miscellaneous Services

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MISCELLANEOUS SERVICES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: POLICE DEPARTMENT

Subject Matter or Activity	FORMER	CURRENT	Unit of Measurement	
Bicycle License		.00		
Accident Reports	3.00	5.00		Res. #2906
Fingerprinting				
Resident	.00	10.00		
Non-Resident	10.00	15.00		
In-house Record Check	.00	10.00		Res. #2906
PBT	.00	10.00		Res. #2906
Vehicle Inspections		50.00		
Salvage Inspections	50.00	100.00		Res. #2906
Concealed Weapon Permit		.00		
Notary	1.00	5.00		Res. #2906
FOIA Requests				
Basic Police Report	3.00	5.00	Up to 4 pages	Res. #2906
Additional Pages		.10	Per page	
Extensive Request			Include cost of Support Services Sergeant hourly wage	
Photographs				
4 x 6		2.00	Each	
8 x 10		10.00	Each	
CD – digital pictures		10.00	Each	
Printed copy of digital picture		3.00	Up to 4 photos	
Additional printed copy of digital picture		.10	Each additional photo	

Current fees charged by the police department are established by the following resolutions:

Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003

Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010

DEPARTMENT OF PUBLIC WORKS

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CEMETERY SERVICES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: DEPARTMENT OF PUBLIC WORKS

Subject Matter or Activity	FORMER	CURRENT	Notes
Single Grave			15% of sale price shall be placed in Cemetery Capital Improvement Fund added to burial fees and based on vault (box) being sealed
Resident	350.00	450.00	Res. #2906
Non-resident	650.00	800.00	Res. #2906
Babyland Grave and Interment			
Resident	80.00	100.00	Res. #2906
Non-resident	175.00	255.00	Res. #2906
Interment (adult grave)			
Cremation	150.00	200.00	Res. #2906
Infant casket (up to 24") placed on adult grave	100.00	150.00	Res. #2906
Drop-off any casket over 24"	400.00	500.00	Res. #2906
Disinterment		Double the rate of interment	
Overtime charges			
Monday-Friday after 4:00 p.m.	75.00	150.00	Res. #2906
Saturdays	200.00	300.00	Res. #2906
Sundays & Holidays	300.00	400.00	Res. #2906
Foundation Rates			
Based on actual size of foundation		.25	Per sq. inch
Mark location for placing by others		25.00	

CEMETERY SERVICES (cont'd)

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: DEPARTMENT OF PUBLIC WORKS

Transfer of Gravesite ownership			
Resident to Resident		25.00	
Non-resident to Non-resident		25.00	
Resident to Non-resident	325.00	350.00	Res. #2906
Welfare Burials		Charge full rate	
Additional Services (Added to the Interment or Drop-off Rate)			
Graveside Services	100.00	200.00	Res. #2906
Chapel Services		50.00	
Winter Rates for Graveside (11/1 – 4/1)	125.00	.00	

Current cemetery fees established by the following resolutions:

Resolution No. 2121 adopted June 9, 1997 – amendment to various cemetery fees effective July 1, 1997

Resolution No. 2196 adopted June 8, 1998 – amendment to cemetery stone requirements

Resolution No. 2576 adopted February 24, 2003 – amendment to various cemetery fees effective April 1, 2003

Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010

Resolution No. 3104 adopted March 8, 2016 – change the Cemetery Perpetual Care Fund to Cemetery Capital Improvement Fund

UTILITY CHARGES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: DEPARTMENT OF PUBLIC WORKS/CITY HALL

Consumption Charges - per 1,000 gal.			
Water		2.24	Res. #3109
Sewer – (minimum \$30.00) – over 10,000 gal.		3.00	Res. #3021
Water RTS charges – per quarter based on meter size			
5/8"		13.43	Res. #3109
1"		33.58	Res. #3109
1 ½"		76.55	Res. #3109
2"		134.30	Res. #3109
3"		308.89	Res. #3109
4"		550.63	Res. #3109
6"		1,235.56	Res. #3109
Sewer RTS charges – per quarter based on meter size			
5/8"		9.60	Res. #3083
1"		24.01	Res. #3083
1 ½"		54.74	Res. #3083
2"		96.03	Res. #3083
3"		220.86	Res. #3083
4"		393.71	Res. #3083

Resolution No. 2846 adopted May 19, 2008 effective July 2008

Resolution No. 2927 adopted May 24, 2010 effective July 2010

Resolution No. 2959 adopted May 23, 2011 effective July 2011

Resolution No. 2990 adopted May 21, 2012 effective July 2012

Resolution No. 3021 adopted May 20, 2013 effective July 2013

Resolution No. 3056 adopted May 19, 2014 effective July 2014

Resolution No. 3083 adopted May 18, 2015 effective July 2015 (sewer commodity and ready to serve charges)

Resolution No. 3109 adopted May 23, 2016 effective July 2016 (water commodity and ready to serve charges)