

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**ORDINANCE NO. 2023-01**

**AN ORDINANCE ADOPTING THE CITY OF MANTORVILLE  
MASTER FEE SCHEDULE FOR 2023**

The City Council of the City of Mantorville, Minnesota, hereby ordains:


**Section 1.** The City of Mantorville Master Fee Schedule, which was adopted pursuant to Mantorville City Code, Section 32.02 and is contained in Exhibit A to the Mantorville City Code, is hereby amended by replacing it in its entirety with the attached Exhibit A entitled, "Exhibit A City of Mantorville 2023 Master Fee Schedule; and

**Section 2.** This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this 9<sup>th</sup> day of January 2023.

  
\_\_\_\_\_  
Chuck Bradford  
Mayor

ATTEST:

  
\_\_\_\_\_  
Shirley R. Bucksler  
City Clerk-Treasurer

**EXHIBIT A**  
**CITY OF MANTORVILLE**  
**2022~~3~~ MASTER FEE SCHEDULE**

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

**ADMINISTRATIVE FEES:**

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps	\$1.00 black and white \$2.00 color
Assessment Search	\$30.00
Copy of City Code	\$65.00 - Binder \$50.00 - Non-binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$15.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum

**BUILDING PERMIT FEES:**

Administrative Fee	\$75.00 (not applied to flat fee permits)
Building Permit	30% of 1997 UBC rates
Plan Check Fee	65% of building permit fee
State Surcharge	.0005 of valuation
Commercial Reshingle	Contact CMS to determine, if flat fee
Door Replacement-Entire Frame-Unlimited	\$105.00
Flat Fee Permits: Reroof, reside, replace water heater, replace furnace, add fireplace, etc.	\$55.00
Mechanical Permit	\$55.00
Plumbing Permit	\$55.00
Window Replacement (Unlimited)-Entire Frame	\$105.00 (if vinyl inserts replacement - No Permit)
Ingress Windows - Flat Fee	Egress Windows - NOT FLAT FEE

Reissue of Expired Permit	Equal to original permit fee
Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

**LAND USE FEES:**

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.

Preliminary Plat	\$350.00 + \$1.00/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00

<b>UTILITIES:</b>	
Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$614.00 per building
Sewer	\$2,639.00 per building
2022 Utility Rates	
Water Base	\$18.75
Water per Thousand Gallons	\$ 4.66
Sewer Base	\$34.74
Sewer per Thousand Gallons Water	\$ 8.20
Water Shut Off/Reconnection	\$100.00
<i>**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.</i>	
<b>STORM WATER</b>	
Residential – Less than 2 Acres	\$3.00 per month
Residential – More than 2 Acres	\$4.00 per month

Non-Residential	\$15.00 per acre with a \$5.00 minimum charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$300.00
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

**LICENSE & PERMIT FEES:**

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2022	See attached impound form
Kennel License	\$150.00; Renewal N/C
Chicken Permit	\$25.00; Renewal N/C
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00
Excavation Permit (right-of-way)	\$30.00

Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$30.00 per day
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00 (handicapped)

**MANTORVILLE FIRE DEPARTMENT  
2023 BILLING RATES**

	Cost
Fire (e.g., Structure, Grass, Vehicle, etc.) – First two hours	<del>\$500</del> <u>750.00</u>
Hours beyond first two hours	<del>\$150</del> <u>250.00</u> per hour
Incident where major equipment and manpower used	<del>\$500</del> <u>750.00</u>
Hours beyond first two hours	<del>\$150</del> <u>250.00</u> per hour
Request for Assistance (minimal or no equipment used)	\$250.00 per hour
Request for Assistance (cancelled before arrival)	NO CHARGE
Alarm Investigation (e.g., carbon monoxide, smoke/odor)	<del>\$250</del> <u>500.00</u>
False House Alarm System Triggered (investigate)	<del>\$250</del> <u>500.00</u>
False House Alarm System Triggered (cancelled before arrival)	NO CHARGE
Hazardous Material Spill (e.g., fuel spill, etc.)	<del>\$250</del> <u>500.00</u>
Motor Vehicle Accident ( <u>per vehicle involved</u> )	<del>\$500</del> <u>750.00</u>
First Responder Only Request	NO CHARGE
<u>Charge for Foam</u>	<u>\$250.00 per</u> <u>5 gallons</u>

**\*\* Multiple vehicles involved – total bill divided among all vehicles**

Direct Expense Additions

~~Replacement Cost for Foam~~

Mutual Aid Bills from Other Fire Departments  
(typically fuel, foam)

Mutual Aid Provided to Other Departments --- cost of fuel and foam

Travel time is not included in any billing hours.

**20223 CAMPSITE FEE SCHEDULE**  
**WATER - SEWER - ELECTRIC**  
**SITES 1 - 10**

**All fees listed include required State tax**

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00

**EXHIBIT A  
CITY OF MANTORVILLE  
2023 MASTER FEE SCHEDULE**

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

**ADMINISTRATIVE FEES:**

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps	\$1.00 black and white \$2.00 color
Assessment Search	\$30.00
Copy of City Code	\$65.00 - Binder \$50.00 - Non-binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$15.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum

**BUILDING PERMIT FEES:**

Administrative Fee	\$75.00 (not applied to flat fee permits)
Building Permit	30% of 1997 UBC rates
Plan Check Fee	65% of building permit fee
State Surcharge	.0005 of valuation
Commercial Reshingle	Contact CMS to determine, if flat fee
Door Replacement-Entire Frame-Unlimited	\$105.00
Flat Fee Permits: Reroof, reside, replace water heater, replace furnace, add fireplace, etc.	\$55.00
Mechanical Permit	\$55.00
Plumbing Permit	\$55.00
Window Replacement (Unlimited)-Entire Frame	\$105.00 (if vinyl inserts replacement - No Permit)
Ingress Windows - Flat Fee	Egress Windows - NOT FLAT FEE



Reissue of Expired Permit	Equal to original permit fee
Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

**LAND USE FEES:**

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.	
Preliminary Plat	\$350.00 + \$1.00/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00

<b>UTILITIES:</b>	
Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$614.00 per building
Sewer	\$2,639.00 per building
2022 Utility Rates	
Water Base	\$18.75
Water per Thousand Gallons	\$ 4.66
Sewer Base	\$34.74
Sewer per Thousand Gallons Water	\$ 8.20
Water Shut Off/Reconnection	\$100.00
<b><i>**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.</i></b>	
<b>STORM WATER</b>	
Residential - Less than 2 Acres	\$3.00 per month
Residential - More than 2 Acres	\$4.00 per month

Non-Residential	\$15.00 per acre with a \$5.00 minimum charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$300.00
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

**LICENSE & PERMIT FEES:**

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2022	See attached impound form
Kennel License	\$150.00; Renewal N/C
Chicken Permit	\$25.00; Renewal N/C
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00
Excavation Permit (right-of-way)	\$30.00

Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$30.00 per day
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00 (handicapped)

**MANTORVILLE FIRE DEPARTMENT  
2023 BILLING RATES**

	<b>Cost</b>
<b>Fire (e.g., Structure, Grass, Vehicle, etc.) - First two hours</b>	<b>\$750.00</b>
<b>Hours beyond first two hours</b>	<b>\$250.00 per hour</b>
<b>Incident where major equipment and manpower used</b>	<b>\$750.00</b>
<b>Hours beyond first two hours</b>	<b>\$250.00 per hour</b>
<b>Request for Assistance (minimal or no equipment used)</b>	<b>\$250.00 per hour</b>
<b>Request for Assistance (cancelled before arrival)</b>	<b>NO CHARGE</b>
<b>Alarm Investigation (e.g., carbon monoxide, smoke/odor)</b>	<b>\$500.00</b>
<b>False House Alarm System Triggered (investigate)</b>	<b>\$500.00</b>
<b>False House Alarm System Triggered (cancelled before arrival)</b>	<b>NO CHARGE</b>
<b>Hazardous Material Spill (e.g., fuel spill, etc.)</b>	<b>\$500.00</b>
<b>Motor Vehicle Accident (per vehicle involved)</b>	<b>\$750.00</b>
<b>First Responder Only Request</b>	<b>NO CHARGE</b>
<b>Charge for Foam</b>	<b>\$250.00 per 5 gallons</b>

**Direct Expense Additions**

**Mutual Aid Bills from Other Fire Departments  
(typically fuel, foam)**

**Mutual Aid Provided to Other Departments --- cost of fuel and foam**

**Travel time is not included in any billing hours.**

**2023 CAMPSITE FEE SCHEDULE  
WATER – SEWER – ELECTRIC  
SITES 1 – 10**

**All fees listed include required State tax**

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00