

**CITY OF MANTORVILLE**

**ORDINANCE 2025-02**

**AN ORDINANCE UPDATING THE CITY'S MASTER FEE SCHEDULE**

THE CITY COUNCIL OF THE CITY OF MANTORVILLE, MINNESOTA HEREBY ORDAINS:

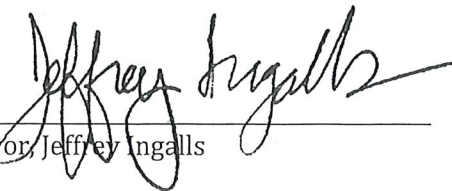
**Section 1.** The City of Mantorville's Master Fee Schedule, which was adopted pursuant to Mantorville City Code, Section 32.02 and is contained in Appendix A to the Mantorville City Code, is hereby amended by replacing it in its entirety with the attached Exhibit A, entitled "City of Mantorville 2025 Master Fee Schedule."

**Section 2.** In accordance with Minnesota Statutes, section 412.191, subd. 4, because publication of this ordinance by title and summary would clearly inform the public of its intent and effect, City staff shall have only the following summary printed in the official City newspaper in lieu of the complete ordinance:

On June 9, 2025, the Mantorville City Council adopted Ordinance 2025-02, An Ordinance Updating the City's Master Fee Schedule, which approved the City's revised master fee schedule. Said ordinance established new fees for records copies, copies of the city code, building permit fees, land use fees, municipal utility rates/fees, utility accessibility charges, stormwater charges, chicken licenses, food truck licenses, excavation permits, contractor permits, park facilities reservations. All other fees were unchanged. A printed copy of the ordinance, which includes the new master fee schedule, is available for inspection by any person during regular office hours at the office of the city clerk-treasurer.

**Section 3.** This ordinance shall be in full force and effect upon its passage and publication. Staff shall keep a copy of the ordinance in the clerk's office at city hall for public inspection and post a full copy of the ordinance in a public place within the city.

Approved by the Mantorville City Council this 9<sup>th</sup> day of June 2025.

  
\_\_\_\_\_  
Mayor, Jeffrey Ingalls

ATTEST:  
  
\_\_\_\_\_  
City Clerk Treasurer, Gretchen Lohrbach

**EXHIBIT A  
CITY OF MANTORVILLE  
2025 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) 50¢ 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 or flash drive
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps – 10 inch x 17 inch size	\$1.00 black and white \$2.00 color
Copy of City Code	\$100.00 – Non-binder, double sided
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$22.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum
Over 60 Days late fee for Fire Dept. Calls	\$25.00

**BUILDING PERMIT FEES:**

Administrative Fee	\$75.00
Plan Review Application Fee	\$150.00 *Applied toward Plan Review Fee if Permit is issued
Plan Review Fee	65% of building permit fee
Valued Permit Fees	
\$1-\$999	\$55.00
\$1,000-\$4,999	\$55+\$20/\$1,000 for each \$1,000>\$1,000
\$5,000-\$19,999	\$121+\$6/\$1,000 for each \$1,000>\$5,000
\$20,000-\$99,999	\$216+\$5/\$10,00 for each \$1,000>\$20,000
\$100,00-\$249,999	\$614.75+\$3.75/\$1,000 for each \$1,000>\$100,000
\$250,000-\$499,999	\$1,176.75+\$3.65/\$1,000 for each \$1,000>\$250,000

\$500,000-\$749,999	\$2,088.50+\$3.50/\$1,000 for each \$1,000>\$500,000
\$750,000-\$999,999	\$2,962.25+\$3.25/\$1,000 for each \$1,000>\$750,000
\$1,000,000-\$1,999,999	\$3,774.50+\$3.20/\$1,000 for each \$1,000>\$1,000,000
\$2,000,000-\$4,999,999	\$6,950.75+\$2.25/\$1,000 for each \$1,000>\$2,000,000
\$5,000,000-\$9,999,999	\$13,695.75+\$2.20/\$1,000 for each \$1,000>\$5,000,000
\$10,000,000 and over	\$24,695.75+\$2.20/\$1,000 for each \$1,000>\$10,000,000
Commercial Re-shingle	Contact CMS to determine if flat fee
Flat Fee Permits: Reroof/side, repair or replace fixture/appliance, windows/doors. Egress Windows NOT FLAT FEE	\$127.00 (fee is ½, \$63.50 if only 1 item maintained per permit)
Manufactured Home	\$220.00
Demolition	\$175.00
All Others	\$100.00
Reinspection Fee (if special trip needed)	\$80.00
Mechanical Permit	\$35.00
Plumbing Permit	\$35.00
State Surcharge Fees Per Minnesota Statute 326B.148	
\$0-\$1,000,000	\$5/\$10,000 for each value up to \$1,000,000
\$1,000,001-\$2,000,000	\$500+\$4/\$10,000 for each value between \$1,000,001 & \$2,000,000
\$2,000,001-\$3,000,000	\$900+\$3/\$10,000 for each value between \$2,000,001 & \$3,000,000
\$3,000,001-\$4,000,000	\$1,200+\$2/\$10,000 for each value between \$3,000,001 & \$4,000,000
\$4,000,001-\$5,000,000	\$1,400+\$1/\$10,000 for each value between \$400,001 & \$5,000,000
Greater than \$5,000,000	\$1,500 +\$0.50/\$10,000 for each value exceeding \$5,000,001
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
Print/Copy plans submitted electronically 11x17 or smaller	\$0.25 per page
Print/Copy large plans (plat size) submitted electronically	\$5 per page

**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 + all associated costs
Final Plat	\$300.00 + all associated costs
Minor Subdivision	\$300.00 (less than 3 lots) + all associated costs
Variance	\$300.00
Rezone	\$400.00
Conditional Use Permit	\$300.00
Parkland Dedication	\$100.00 per lot
Annexation	\$450.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$300.00 + all associated costs

<b>UTILITIES:</b>	
Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$2,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$1000.00 per building
Sewer	\$2,639.00 per building
Residential and Commercial Utility Base Rates and Charges Per Gallon are set annually by the Mantorville City Council. These charges are published on the City webpage and in the local newspaper.	
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>	
STORM WATER	

Residential – Less than 2 Acres	\$4.00 per month
Residential – More than 2 Acres	\$5.00 per month
Non-Residential	\$16.00 per acre with a \$6.00 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	\$430.00
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
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 2024	\$100 plus cost of impound
Kennel License	\$150.00: per renewal; bi-annually
Chicken Permit	\$25.00; per renewal, annually
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00

Food Trucks	\$25.00; per renewal, annually
Excavation Permit (right-of-way)	\$50.00
Water/Sewer Contractor Permit	\$50.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$40.00 per day
Bandshell Reservation	\$50.00 per day / \$100 refundable deposit
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

**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 and 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