

**CITY OF MANTORVILLE**

**ORDINANCE No. 2026-02**

**AN ORDINANCE UPDATING THE CITY OF MANTORVILLE' MASTER FEE SCHEDULE**

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

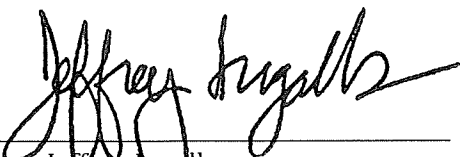
**Section 1.** The City of Mantorville's Master Fee Schedule, which was adopted pursuant to Mantorville City Code, Section 32.02 and is contained in Appendix A to the Mantorville City Code, is hereby amended by replacing it in its entirety with the attached Exhibit A, entitled "2026 Master Fee Schedule for the City Of Mantorville."

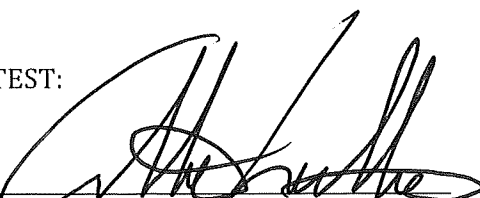
**Section 2.** In accordance with Minnesota Statutes, section 412.191, subd. 4, because publication of this ordinance by title and summary would clearly inform the public of its intent and effect, City staff shall have only the following summary printed in the official City newspaper in lieu of the complete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

On March 9, 2026, the Mantorville City Council adopted Ordinance 2026-02, An Ordinance Updating the City's Master Fee Schedule, which approved the City's revised master fee schedule. Said ordinance established new fees for open records/public information requests, MDH fees set by the State of Minnesota, food trucks, fire department billing rates, and camping fees. 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 March, 2026.

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

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

**EXHIBIT A**  
**CITY OF MANTORVILLE**  
**2026 MASTER FEE SCHEDULE FOR THE CITY OF MANTORVILLE**

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)<br>50¢ double-sided<br>\$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<br>\$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    | \$23.50  |
| 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<br>*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.<br>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)            | \$1.28 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                         | \$10.00 per day, per applicant                  |
| Background Investigation                   | \$100.00  |

|                                  |   |
|----------------------------------|---|
| Food Trucks                      | \$100.00 for a 6 month permit, \$250.00 for 12 months. 1 day permit is \$50.00 & not to exceed \$100.00   |
| 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;<br>\$30.00 each dwelling for 4 to 8 units;<br>\$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>\$850.00</b>                 |
| <b>Hours beyond first two hours</b>                                   | <b>\$300.00 per hour</b>        |
| <b>Incident where major equipment and manpower used</b>               | <b>\$850.00</b>                 |
| <b>Hours beyond first two hours</b>                                   | <b>\$300.00 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>Fire Call fee + expenses</b> |
| <b>Motor Vehicle Accident (per vehicle involved)</b>                  | <b>\$800.00</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  | \$32.00  |
| 2 NIGHTS | \$64.00  |
| 3 NIGHTS | \$96.00  |
| 4 NIGHTS | \$128.00 |
| 5 NIGHTS | \$160.00 |
| 6 NIGHTS | \$192.00 |
| WEEKLY   | \$224.00 |
| MONTHLY  | \$896.00 |