



**MAYOR & COUNCIL COMMUNICATION**

**DATE: Dec. 15, 2015**  
**CONSENT**  
**ITEM #15**  
**MOTION**

**AGENDA ITEM:** Single Fire Station Concept

**SUBMITTED BY:** Greg Malmquist, Fire Chief

**THROUGH:** Public Safety Committee

**REVIEWED BY:** Interim Administrator

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation..... Fire Chief
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**POLICY RECCOMENDER:** Fire Department/Public Safety Committee

**FISCAL IMPACT:** The purchase of land for either one or two future fire station locations.

**SUMMARY AND ACTION REQUESTED:** Review additional information requested at workshop to determine future staffing/fleet/facilities direction for the fire department, identify and secure land while available.

**LEGISLATIVE HISTORY:** At the October 13, 2015 Council Workshop, a presentation on “Public Safety, Staffing and Facilities” was given. The information presented was the result of extensive research and discussion conducted by the Public Safety Committee and the officers of the fire department. The information focused on identifying future staffing, equipment and facility needs for the fire department, (see attachment). The Public Safety Committee was looking for direction from Council for future planning, with the question of following the current Paid on Call (POC), multiple stations model or moving toward a one station with 24/7 staffing needing additional clarification.

Information presented addressed the results of the 2004 and 2011 fire studies which were both based on POC staffing. Studies concluded current stations should be relocated and “Are not adaptable to future expansion”. Analysis of various options and how other communities have addressed this issue.

I would also like to highlight the recruitment efforts pursued over the years to deal with our inability to fully staff. The Public Safety Committee spent considerable time brainstorming and addressing this national/regional/local issue and came up with a pretty thorough list, (see attached). In addition to following up on these recommendations, FD staff went even further by attending training at regional and national levels and networking with local FD’s, yet we continue to have a very low success rate.

At the conclusion of the presentation, Council requested additional information/numbers related to the comparison of 1 vs 2 stations. Chief Malmquist conducted additional research, met with Eagan Fire Chief Mike Scott and had follow up conversation with Chief Officers of Maplewood FD regarding closing of fire stations and operating costs. See attached spreadsheet. Finance Director Cathy Bendel provided the operating cost information on the comparison spreadsheet.

**BACKGROUND INFORMATION (SWOT):**

<b>Strengths</b>	Ensure adequate staffing, long range cost savings (potentially over \$3mil.), meet future response needs of community.
<b>Weaknesses</b>	Increasing land costs. Initial investment in facility. Delaying decision until FD reaches critical staffing point and delivery of service is impacted.
<b>Opportunities</b>	Identify and secure site while still available. Learn from other communities. Possibly partner with Washington County Sheriff’s Department and Lakeview EMS in combined Public Safety Facility.
<b>Threats</b>	Inability to staff by committing to failing Paid on Call system.

**RECOMMENDATION:** The Public Safety Committee and the Officers of the Lake Elmo Fire Department recommend moving to the one centralized fire station model, identify and secure an appropriate site for a future fire station/public safety facility.

**ATTACHMENTS:**

- Station Comparison spreadsheet
- Council Workshop PowerPoint presentation
- Recruitment highlight slides
- CIP Fleet replacement comparison, 1 vs 2 stations

## STATION COMPARISON

		2 STATION MODEL (Volunteer/Paid on Call)		1 STATION MODEL (PT Shift Staffing)	
		COSTS	NOTES	COSTS	NOTES
<b>BUILDING OPERATING COSTS</b>	Electric/Gas	\$12,600.00	Annual Costs Stat 1-\$5,000, Stat 2-\$7,600		Chief Malmquist has reached out to both Maplewood FD and Eagan FD for information regarding cost savings of old stations vs new energy efficient buidings. Both depts. Have or will close old stations and construct new centralized facilities. Information has not been recieved as of this time. Both Chiefs verbalized that significant savings were experienced.
	Phone	\$3,700.00	Annual Costs Stat 1-\$1,400, Stat 2-\$2,300		
	Water	N/A			
	Sewer	N/A			
	Insurance	\$7,000.00			
	Garbage	\$2,900.00	Annual Costs Stat 1-\$2,400, Stat 2-\$500		
	Bldg Maintenance	\$6,200.00			
<b>SUB-TOTAL</b>		<b>\$32,400.00</b>			

SHORT-TERM	EXISTING STATIONS UPGRADES and REPAIRS	Station #1	Station #2	SUB-TOTAL
		\$98,000.00	\$110,000.00	\$208,000.00
		Replace Roof, ADA Compliance, New Electrical Service, Back up Generator, Kitchen Updates, Fire Sprinkler System. These are basic items identified in the 2011 Fire Study. Building will not allow for most improvements. Based on 2011 Shared Services Study. <b><u>Would still need to build new station to meet long term needs.</u></b>		
		Replace Roof, ADA Compliance, Back up Generator, Fire Sprinkler System, Parking Lot. These are basic items identified in the 2011 Fire Study. Building will not allow for most improvements. Based on 2011 Shared Services Study. <b><u>Would still need to build new station to meet long term needs.</u></b>		

LONG-TERM	NEW CONSTRUCTION	Land-Sub Station, (2.5 acres)	Land-Main Station, (5 acres)	Sub Station, (10,000 sq. ft.)	Main Station, (20,000 sq. ft.)	SUB-TOTAL
		\$62,500.00	\$125,000.00	\$2,350,000.00	\$4,700,000.00	\$7,237,500.00
		\$25,000.00/acre. Average tax assessed value	\$25,000.00/acre. Average tax assessed value	\$235/sq. ft. based on average of Stw. And Bayport	\$235/sq. ft. based on average of Stw. And Bayport	
		N/A	\$125,000.00	N/A	\$4,700,000.00	\$4,700,000.00
		\$25,000.00/acre. Average tax assessed value			\$235/sq. ft. based on average of Stw. And Bayport	

PERSONNEL	Wages	Social Security	Medicare	Work Comp	ER Pera	SUB-TOTAL
	\$112,752.20	\$6,990.62	\$1,634.91	\$14,000.00	N/A	\$135,377.73
	Based on 5 yr. average, and approx. 22 FF's	6.27%	1.45%			
	\$307,673.60	\$19,075.76	\$4,460.27	\$2,246.09	\$49,843.12	\$383,298.84
	Based on projections, see attached					
	Based on projections, see attached					
	Based on projections, see attached					
	Based on projections, see attached					
	Based on projections, see attached					

FLEET	Replacement	Maintenance, (Annual)	Fuel, (Annual)	Insurance	SUB-TOTAL
	\$3,115,000.00	\$19,085.00	\$14,309.53	\$9,440.56	\$3,157,835.09
	Based on current CIP, see attached				
	Based on 5 yr. average				
	Based on 5 yr. average				
	Based on 5 yr. average				
	\$2,105,000.00	\$14,285.14	\$10,016.67	\$6,608.39	\$2,135,910.20
	Based on current CIP, see attached				
	Based on 5 yr. average and assumption of eliminating Engine, Utility and Tender.				
	Based on 5 yr. average and assumption of eliminating Engine, Utility and Tender.				
	Based on 5 yr. average and assumption of eliminating Engine, Utility and Tender.				

**TOTAL \$10,771,112.82**

**\$7,219,209.04**

# FLEET REPLACEMENT PLAN - (2 STATION MODEL)

VEHICLE	YEAR PRCHSD	RECOMMENDED REPLACEMENT	REPLACE WITH	ESTIMATED REPLACEMENT COST	RECOMMENDED REPLACEMENT CYCLE	STATION	NOTES
L1 LADDER/ENGINE	2015	2035	ENGINE W/78'LADDER	\$800,000	20 yrs	South	
E2 ENGINE	1990	2016	Rescue/Engine, multi-purpose vehicle	\$550,000	20 yrs	South	Moved to "Reserve" role in 2014 to prolong life.
T1 TENDER	1987	2018	Single axle Tender	\$450,000	20 yrs	South	Water tank was redone in 2004 to extend life,
E1 ENGINE	1997	2021	Engine	\$500,000	20 yrs	North	Refurbished/repainted in 2007. Sept. 2011, all lighting converted to LED to correct electrical issues and extend life.
T2 TENDER/ENGINE	2007	2027	Current similar	\$550,000	20 yrs	North	Pump rebuilt in 2013.
U2	1994	2019+	Utility Truck	\$60,000	10 yrs	North	As needed
B1	2001	2021+	Pick up	\$40,000	10 yrs	South	
B2	2004	2024	Pick up w/skid unit	\$75,000	10 yrs	North	
CV1	2015	2020	Tahoe	\$45,000	5 yrs	N/A	5 YEAR REPLACEMENT
CV2	2006 (purch., used in 2010)	2017	Tahoe	\$45,000	5 yrs	N/A	5 YEAR REPLACEMENT
Boat	2007	?	Current similar		As needed	North	As needed
Ranger	2009	?	Current similar		As needed	South	As needed
100' Platform/Ladder				\$1 million +		South	The purchase/need of this truck will be driven by future development.

**TOTAL    \$3,115,000**

# FLEET REPLACEMENT PLAN - (1 STATION MODEL)

VEHICLE	YEAR PRCHSD	RECOMMENDED REPLACEMENT	REPLACE WITH	ESTIMATED REPLACEMENT COST	RECOMMENDED REPLACEMENT CYCLE	NOTES
L1 LADDER/ENGINE	2015	2035	ENGINE W/78'LADDER	\$800,000	20 yrs	
E2 ENGINE	1990	2016	Rescue/Engine, multi-purpose vehicle	\$550,000	20 yrs	
E1 ENGINE	1997	2021	Engine	<u>\$500,000</u>	20 yrs	Would be eliminated in 1 station model
T1 TENDER	1987	2018	Single axle Tender	<u>\$450,000</u>	20 yrs	Possibly eliminate 1 Tender, <u>DEPENDENT ON STATUS OF WATER SYSTEM/HYDRANT COVERAGE, AS WELL AS AVAILABLE TENDERS IN AREA!</u>
T2 TENDER/ENGINE	2007	2027	Current similar	\$550,000	20 yrs	
U2	1994	2019+	Utility Truck	<u>\$60,000</u>	10 yrs	Possibly combined with Rescue/Engine and eliminated. Won't be able to determine until specs are developed.
B1	2001	2021+	Pick up	\$40,000	10 yrs	
B2	2004	2024	Pick up w/skid unit	\$75,000	10 yrs	
CV1	2015	2020	Tahoe	\$45,000	5 yrs	5 YEAR REPLACEMENT
CV2	2006 (purch., used in 2010)	2017	Tahoe	\$45,000	5 yrs	5 YEAR REPLACEMENT
Boat	2007	?	Current similar		As needed	
Ranger	2009	?	Current similar		As needed	
100' Platform/Ladder				\$1 million +		The purchase/need for this truck will be driven by future development.

Revised 10/19/2015

**TOTAL, (LESS T1 & U2)      \$2,105,000**

# HISTORY TIMELINE

## Public Safety Committee

- 11/13/13 – First meeting of the Public Safety Committee. Began discussion on recruitment/staffing. Many ideas proposed and pursued during this and future meetings.

Newsletter	Solicit Businesses	Mailings
Cable Channel	Increase Response Times	Reduce Requirements
Explorer Program	Public Works Staff	Ads w/LMC
Demographics	Responding to Scenes	Open Houses
HOA's	Promo Video	Incentives
Retention	Turnover	Morale
Rotary Meeting	Community Meetings-Surveys	

KARE11, NOVEMBER 2014



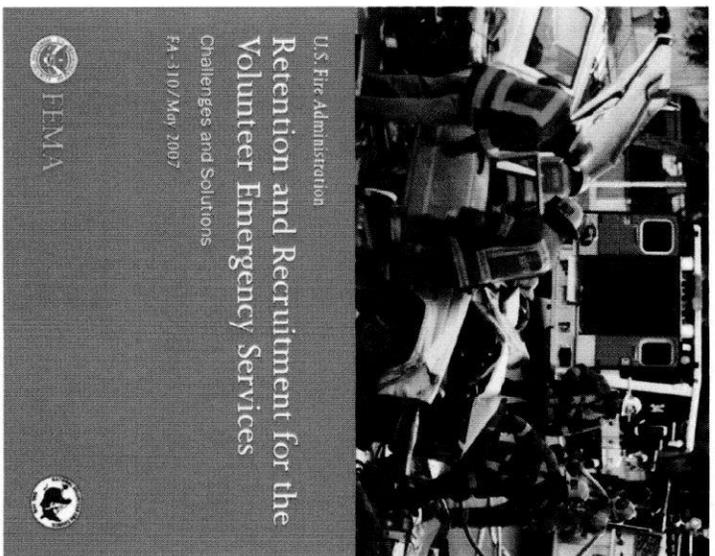
# HISTORY TIMELINE

## ADDITIONAL RESOURCES

"Emergency Management Magazine: Volunteer Fire Departments Face Recruitment, Retention Challenges Minnesota's recruitment and retention efforts have been falling since the 1980s."  
<http://www.emergencymgmt.com/disaster/Volunteer-Fire-Departments-Face-Recruitment-Retention-Challenges.html>

"Fire departments face funding, recruitment challenges"  
<http://www.argusleader.com/story/news/2015/04/18/fire-departments-face-funding-recruitment-challenges/25994171/>

FEMA: Retention and Recruitment in the Volunteer Fire Service: Problems and Solutions (LEFD has applied all feasible solutions presented here)  
<https://www.usfa.fema.gov/downloads/pdf/publications/fa-310.pdf>



261 Page Report





## HISTORY TIMELINE

### 1 STATION STAFFED 24/7 W/PT SHIFTS

#### PROS

- Reduced Costs – Land, Building Construction, Building Maintenance
- Central Location on major travel routes away from residential area.
- Possible reduction of fleet.
- Improved response times.
- Guaranteed response
- Staffing – Potentially a larger pool to hire from
- Reduce training costs by hiring trained FF's
- Interest expressed by Law Enforcement and EMS partners.

#### CONS

- Staffing – Increased costs, All Call response w/POC's



## SERVICE AREA ANALYSIS: EXISTING FIRE STATIONS

### Current Service Area for Fire Protection Services in Lake Elmo

Map 7 shows the area that can be served within 4 minutes (from the time a staffed fire vehicle leaves the station) from the two existing Lake Elmo fire stations. The 4-minute standard applies to career stations (those with full-time firefighters) according to the National Fire Protection Association. The service area on Map 7 takes into account the road pattern, speed limits on each road, and delays presented by traffic control devices.

The map shows that, while the two stations serve the middle part of the city very well, vast portions of Lake Elmo fall cannot be served within 4-minute benchmark from the current stations. In general, station number 1 (blue outline), serves a vast area along the eastern border of the City, and is also able to cover the full area to the western border with Wooddale. Station number 2 also serves the middle section of the City, and is able to cover the area to the northeast of Tri Lakes, generally extending to Lake Elmo Boulevard. However, the significant overlap of the service areas leaves many areas un-served with fire protection services. This suggests to us that the current fire station locations are inefficient, and do not work well together as a team to maximize the coverage area in the City.

In particular, the location of station number 2 on the south side of the Tri Lakes area renders it ineffective in serving the northeast corner of the City. Despite its close location "at the cross files" near the homes north or east of Lake Demontreville, station number 2 cannot quickly, easily serve this area due to circuitous roads and lake barriers. With regard to station number 1, the park reserve greatly restricts the service area to the south and west.

Another critical area that is currently not served within 4 minutes is the entire southern portion of Lake Elmo, where future development density will be highest in the City.

1. Fire Publications NFPA 1171: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations in the Public Safety Community, 2016 Edition.

Dahlgren, Shardlow and Urban, Inc.  
Urbanship, Minnesota

**DAHLGREN  
SHARDLOW  
AND URBAN**



## Preliminary Staffing Costs for 1 Station, PT shifts

This is having 1 officer @ \$14.20/hr and 2 FF's @ \$12.20/hr

FF Needed	Hours per week	Cost Per Hour	Total Cost
2 FF @ \$12.20	40	\$24.40	\$976.00
1 Officer @ \$14.20	40	\$56.80	\$568.00
<b>Total</b>	<b>80</b>	<b>\$38.60</b>	<b>\$3,088.00</b>

FF's PT M-F 8-4  
FF's PT M-F 4pm-8am  
FF's PT Friday 4pm - Monday 8am

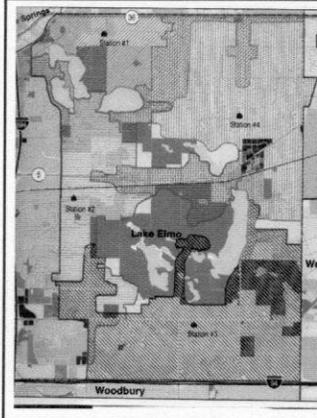
Hours per week: 168  
Total Cost Per Week: \$5,916.80  
Total Cost Per Year (52 Weeks): \$307,873.60

Benefit	Rate	Cost
SS	6.20%	\$19,075.76
Medicare	1.45%	\$4,460.27
ER Pera	16.20%	\$49,843.12
Work Comp	\$7.32/\$1000	\$2,246.09
<b>TOTAL</b>		<b>\$383,298.84</b>

FT staff will be the officer



Response times do not include time for Paid On Call staff to drive to stations.



Proposed 4-Station/  
4-minute Response  
Fire Service

Comprehensive Fire Services Study  
Lake Elmo, Minnesota



**DAHLGREN  
SHARDLOW  
AND URBAN**



## PRELIMINARY ANALYSIS: FIRE PROTECTION NEEDS Lake Elmo, Minnesota

TO: Mr. Chuck Dillard  
City of Lake Elmo

FROM: Mr. Thomas O'Neil  
Mr. Hongyi Duan  
Dahlgren, Shardlow and Urban, Inc.

### INTRODUCTION

DSU Research, the research arm of Dahlgren, Shardlow and Urban (DSU), was hired by the City of Lake Elmo to determine the community's needs for fire protection infrastructure now and in the future. DSU was charged to recommend new infrastructure and site locations (stations and routes) and address staffing issues. In particular, DSU was hired to identify the best locations for fire stations and routes, and to determine the number of stations that would fully serve the city.

This memo is intended to provide preliminary information to Lake Elmo officials, to meet the deadline of year's end for the delivery of important information on fire station locations. Given that information on the development pattern in the southern portion of the city was unavailable for the deadline, the project is not complete, and will not be, until we receive accurate information on the future land use pattern, street locations and development densities in the southern portion of Lake Elmo.

The mapping analysis portion of the project has been completed, and is outlined as full in the memorandum. This analysis helps us to determine the station locations and sites that would serve the city most effectively. The map also gives us the ability to provide preliminary recommendations on the value of possibly pursuing a regional fire service plan, or joint agreements with specific cities to provide service to specific parts of Lake Elmo.

We are also still determining the general space, facility and staffing needs for the fire department, which depends on the opinions of the Fire Chief and his officers. While we have interviewed these officials, we still need to gather additional information on facility needs and to finalize details on these parts of our recommendations. It will finalize the information after the first of the year. We will also address any ISD related issues at this point.



Response times do not include time for Paid On Call staff to drive to stations.



Alternative 2-Station/  
4.5-Minute Response  
Fire Service

Comprehensive Fire Services Study  
Lake Elmo, Minnesota



**DAHLGREN  
SHARDLOW  
AND URBAN**







## Fire station Evaluation Assumptions

- a) We will continue to have a Lake Elmo Fire Department
- b) Land will continue to be purchased for development reducing options for locations
- c) Cost of land will continue to increase over time
- d) National shortage of POC firefighters will continue
- e) New firefighters will continue to cost \$6k+ to train
- f) Want to continue to have exceptional response times
- g) Will continue to have historical response workload
- h) Moving toward a part-time structure will facilitate the recruitment and retention of firefighters
- i) Want to incorporate cost savings where possible to be good stewards of the tax dollars
- j) Maximize the flexibility of the space to allow for multiple uses for the City and for partnerships that could bring revenue to the City
- k) Reduce the cost of the LEFD fleet; size and maintenance
- l) Endeavor to meet future needs of the City

## How to Read Assessment of Options

Option #	Description	Criteria Rank	Evaluation Criteria (ranking: Lower is Best)							Total Weighted Rank (Lower is Best)
			Speed	Cost	Safety	Maint	Future	Other	Partners	
1	Firehouse #1	1	1	2	3	2	2	2	2	55
2	Firehouse #2	2	2	1	1	1	4	4	4	75
3	Firehouse #3	3	1	2	3	3	3	3	3	76
4	Firehouse #4	4	1	2	6	12	15	18	21	80
5	Firehouse #5	5	1	2	6	8	10	6	7	80

Ranking of each Option for the Evaluation Criteria (1 is best)  
 Evaluation Criteria ranking of importance (1 is most important)  
 Weighted rank of each option = Evaluation Criteria Rank x Option Rank  
 Sum of weighted ranks for the Option (lowest is best)

## Evaluation Criteria Definitions

- **Response Time:** time for staff to drive to a call
- **Staffing Full-up:** most likely to have full staff
- **Staffing Cost:** annual cost to have full staff
- **Pedestrian Safety:** safest option for pedestrians
- **Railroad:** time to transit to furthest location in city when there is a train in the way & distance from railroad for hazmat release safety
- **Maintenance/Utilities:** cost to maintain the facilities or annual cost of utilities
- **Equipment Cost:** cost to maintain necessary equipment for city
- **Cost to Build:** is the cost to update, buy land or build the new facility
- **Future City Growth:** multi-use government building possible for incorporation of city offices, multi-use space, or meeting space into the facility
- **Public Safety Partners:** ability of the city to work with partner organizations providing space to Sheriff, Ambulance service, other... (some may involve rent for use of the space)

## Assessment of Options

### Evaluation of Lake Elmo Fire station Options

Option #	Description	Evaluation Criteria (ranking: Lower is Best)										Total Weighted Rank (Lower is Best)
		Response Time	Staffing Full-up	Staffing Cost	Pedestrian Safety	Railroad	Maint/Utilities	Equip. Cost	Future City Growth	Public Safety Partners	Cost to Build	
1	One Firehouse Downtown (3-5 acres)	1	1	2	3	3	1	1	4	2	2	119
	Weighted rank	3	2	1	2	2	4	2	1	5	4	
2	Update Existing Two Firehouses	3	4	3	8	10	24	14	8	45	40	159
	Weighted rank	2	1	2	4	4	2	1	2	3	3	
3	One Firehouse Expand Fire station #1	2	2	6	16	20	12	7	16	27	30	138
	Weighted rank	1	1	2	3	3	3	1	5	1	1	
4	One Firehouse Downtown (10+ acres)	1	2	6	12	15	18	7	40	8	10	120
	Weighted rank	4	1	2	1	1	4	1	3	4	2	
5	One Firehouse Distant to Downtown (3-5 acres)	4	1	2	1	1	4	1	3	4	2	132
	Weighted rank	4	2	6	4	8	24	7	24	36	20	

## Options Evaluated

1. One Firehouse (3-5 acres): one station on minimum space required to house fireservice needs
2. Update Existing Two Firehouses: improve existing firehouses to meet OSHA requirements and update to make functional
3. One Firehouse Expand Fire station #1: expand fire station #1 into the building immediately north of it (into Mohar Building)
4. One Firehouse (10+ acres): one station on larger space that would allow for additional city construction in the future
5. One Firehouse Distant to Downtown (3-5 acres): one station distant to downtown for less expensive land and in lower traffic area

## WHERE ARE WE NOW?

- FD is understaffed and struggling to get POC's. National problem.
- Need to plan for future, staffing and facilities.
- Determine which direction, 1 station w/PT Shifts or 2 stations w/POC will better meet the emergency response needs of the City?
- Based on direction, acquire land/option for either 1 or 2 stations while still available.
- 9/17/15 - Public Safety Comm. moved to recommend the City Council discuss securing land in a centralized location near Highway 5 for a fire station under a one station model. Motion carried 5 - 0.

## QUESTIONS?



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 15, 2015  
**REGULAR**  
**ITEM** #16

**AGENDA ITEM:** Financial Planning Services Agreement-Northland Services  
**SUBMITTED BY:** Clark Schroeder, Interim City Administrator  
**THROUGH:** Clark Schroeder, Interim City Administrator  
**REVIEWED BY:** Finance Director Bendel, Finance Committee, Northland Securities

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Interim City Administrator

**IMPACT:** Not to exceed \$3,000 for base model and \$160/hr for quarter (estimated at less than 4 hours per quarter) - unbudgeted expense

**SUMMARY AND ACTION REQUESTED:**

It is recommended that Northland Services be hired to take over the pro forma projection model as they have done similar work like this for the City in the past.

**BACKGROUND INFORMATION (SWOT):**

In 2012, the City of Lake Elmo entered into a contract with Northland Securities to provide Financial Planning Services/Analysis, specific to the Enterprise Funds. A detailed report was prepared and presented to the Lake Elmo City Council on February 28, 2013.

Since that time, a new model has been developed that has become unmanageable and cumbersome.

Hiring Northland will allow the City to return to a more simplified approach for analyzing the Enterprise Funds. Northland will develop and present a report to the Finance Committee and City Council and provide subsequent quarterly updates.

**Strengths** An independent analysis will provide the Council with a clear picture of the impact to the funds and free up staff time. It will remove the distraction and burden that has put on staff.

**Weaknesses** The City will have less detailed info and lose flexibility for interim updates.

**Opportunities** Northland is very familiar with Lake Elmo and the planned growth to date and envisioned for the future, thereby being best situated to provide advice to the Finance Committee and City Council.

**Threats** None identified.

**RECOMMENDATION:**

Staff is recommending that the City Council approve entering into a Financial Planning Agreement between the City of Lake Elmo and Northland Securities for an amount not to exceed \$3,000 for generating a pro-forma model for the Enterprise Funds and \$160 per hour for subsequent quarterly updates.

*“Move to approve hiring Northland Securities Inc. to provide Financial Analysis Services to the City of Lake Elmo for an amount not to exceed \$3,000.00 for generating a pro-forma model for the Enterprise Funds and \$160.00 per hour for subsequent quarterly updates”.*

**ATTACHMENT:**

None



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 15, 2015  
**REGULAR**  
**ITEM** #17

**AGENDA ITEM:** Cost of Service Study for Water and Sanitary Sewer Utilities – Approve Authorization for TKDA.

**SUBMITTED BY:** Jack Griffin, City Engineer

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Cathy Bendel, Finance Director  
Mike Bouthilet, Public Works

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item.....City Staff
- Report/Presentation.....City Staff
- Questions from Council to Staff ..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Administration/Finance/Engineering.

**FISCAL IMPACT:** \$13,900 to be funded 50% through the Water Enterprise Fund and 50% through the Sanitary Sewer Enterprise Fund.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to approve the Cost of Service Study for the Water and Sanitary Sewer Utilities Task Order with TDKA. The recommended motion for the action is as follows:

*“Move to approve the Cost of Service Study for the Water and Sanitary Sewer Utilities Task Order with TDKA in an amount not to exceed \$13,900.”*

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

City staff has contacted and met with Bernie Bullert from TKDA, an experienced utility manager, to prepare a Cost of Service Study for the water and sanitary sewer utilities. In particular, the goal of the

study will be to better understand the cost of service for each utility so that a system of rates and charges can be confidently reviewed and developed to best meet the Utility's funding requirements, addressing conservation, and that are fair and equitable. The work includes a review of the City's water and sanitary sewer operational costs based on best practices, capital costs, and depreciation costs projected for 2016-2025. The report findings may then be used by the City Finance Department for the purpose of projecting cash flows, bonding needs and evaluating user rates and charges.

**RECOMMENDATION:**

Staff is recommending that the City Council approve the Cost of Service Study for the Water and Sanitary Sewer Utilities Task Order with TDKA. The recommended motion for the action is as follows:

***“Move to approve the Cost of Service Study for the Water and Sanitary Sewer Utilities Task Order with TDKA in an amount not to exceed \$13,900.”***

**ATTACHMENT(S):**

1. None.



## MAYOR & COUNCIL COMMUNICATION

**DATE:** December 15, 2015  
**CONSENT**  
**ITEM #18**  
**MOTION**

**AGENDA ITEM:** Proposal to Reduce Water Rates effective 1/1/2016

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Finance Committee

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Finance Committee, Interim City Administrator and Finance Director

**FISCAL IMPACT:** Estimated impact to the Water fund of \$75,000 - \$85,000

**SUMMARY AND ACTION REQUESTED:** A recommendation is being brought forward to reduce the residential water rates effective 1/1/2016. The commercial water rates will be reviewed at the Finance Committee meeting in January and any proposed changes will be made effective 1/1/2016.

**BACKGROUND INFORMATION:** At the October 20, 2015 City Council meeting, direction was given that the Finance Committee was to review the existing water rates for potential modifications and make a recommendation for the timing of implementation for the proposed changes.

**STAFF REPORT:**

After review of the current position of the existing operational water fund balance, and future funding requirements of the fund, the Finance Committee recommends a reduction in the residential water rates effective 1/1/16. The specific modifications to the tiered rates being recommended for the residential water rates are listed below.

The Finance Committee is recommending the following changes for residential water rates effective 1/1/2016:

	Current	Proposed
Base fee	\$25.00	\$20.00
0 – 15,000 gallons	\$2.14 per 1,000	\$2.00 per 1,000
15,001-30,000 gallons	\$2.86 per 1,000	\$2.60 per 1,000
30,001-50,000 gallons	\$3.77 per 1,000	\$3.38 per 1,000
50,001-80,000 gallons	\$5.00 per 1,000	\$4.39 per 1,000
80,001 +	\$6.63 per 1,000	\$5.71 per 1,000

The Finance Committee plans to bring a recommendation related to the Commercial water rates in January after review by the Finance Committee at the next meeting in January. Those recommendations will then be brought to Council to be effective 1/1/16 on the first quarter 2016 water bills.

**RECOMMENDATION:** Based on the aforementioned, the Finance Committee and staff recommend the City Council approve the tier modifications presented above related to the residential water rates for adoption with the 2016 fee sheet.

**ATTACHMENT:**

None



## MAYOR & COUNCIL COMMUNICATION

**DATE:** December 15, 2015

**REGULAR**

**ITEM:** #19

**AGENDA ITEM:** Municipal Electrical Permitting and Inspections Program

**SUBMITTED BY:** Clark Schroeder, Interim City Administrator

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Rick Chase, Building Official  
Cathy Bendel, Finance Director

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** Minimal if any lost net revenue; expense savings due to removal of a manually extensive reconciliation.

**SUMMARY AND ACTION REQUESTED:** In 2013 the Building Department proposed and approved to move the electrical inspections in house. As a result, a contract was executed with an electrical inspector effective 2/1/14. At that time, it was thought that with the increased build out activity the net revenue would be significant while allowing the City to improve service timing and customer service. However, the net revenue has been very minimal and the process has created additional labor for the building department and the accounting staff.

In addition, feedback from the contractors and residents, primarily as a result of a new streamlined, on-line inspection system put into place at the State of Minnesota, is that their preference would be to work direct with the State as it would be more efficient and timely.

The current contracted electrical inspector, Joe Wheaton is the same individual who does the permitting and inspections for the State of Minnesota under the state contract.

Staff is recommending that the City Council revert to the prior process of having the State of Minnesota performing all City Electrical Permitting and Inspections through the following motion:

***“Move to repeal Ordinance 08-093 which to adopted the City Electrical Permitting and Inspections Program.”***

In addition, Staff is recommending that the City Council amend the City’s Fee Schedule through the following motion:

***“Move to repeal Ordinance 08-094 to amend the City’s Fee Schedule to incorporate fees related to the City Electrical Permitting and Inspections Program.”***

Finally, Staff recommends the approval of the Electrical Inspection Services Agreement through the following motion:

***“Move to discontinue the Electrical Inspection Services Agreement with Joe Wheaton effective 1/1/2016”***

**LEGISLATIVE HISTORY:** N/A

**BACKGROUND INFORMATION (SWOT):**

**Strengths**

With the new on-line system recently implemented by the State of Minnesota, it is now more user friendly to residents and contractors to be able to use the on-line system to request permits and inspections. This system was not in place in 2013 when the electrical permitting program was brought in house. The City is hearing more and more from contractors and residents that it would be far more convenient and timely for them not to have to come to work through the City for this service. In house electrical inspection creates additional work for the Building and Finance Departments with minimal income to cover the increase in costs. Other Cities are also moving back to the State for Electrical Inspections due to their streamlined on-line process.

**Weaknesses**

Having the City in the Electrical permitting loop creates an additional step for the contractors and residents which slows down the process for electrical permits and inspections.

**Opportunities**            Returning to the State for the electrical permitting and inspections equation would be responsive to the feedback from contractors and residents.

**Threats**                    None identified.

**RECOMMENDATION:**

Staff is recommending that the City Council repeal the City Electrical Permitting and Inspections Program through the following motion:

***“Move to repeal Ordinance 08-093 effective 1/1/2016 which adopted the City Electrical Permitting and Inspections Program.”***

In addition, Staff is recommending that the City Council amend the City’s Fee Schedule through the following motion:

***“Move to repeal Ordinance 08-094 effective 1/1/2016 to amend the City’s Fee Schedule to incorporate fees related to the City Electrical Permitting and Inspections Program.”***

Finally, Staff recommends the approval to discontinue the Electrical Inspection Services Agreement through the following motion:

***“Move to discontinue the Electrical Inspection Services Agreement with Joe Wheaton effective 1/1/2016.”***



# MAYOR & COUNCIL COMMUNICATION

**DATE: December 15, 2015**

**REGULAR**

**ITEM #20**

**AGENDA ITEM:** Adoption of Amended 2016 Fee Schedule

**SUBMITTED BY:** Julie Johnson, City Clerk

**THROUGH:** Clark Schroeder, City Administrator

**REVIEWED BY:** Cathy Bendel, Finance Director; Stephen Wensman, City Planner; Joan Ziertman, Planning Assistant

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**SUGGESTED ORDER OF BUSINESS (if removed from the consent agenda):**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** Specific annual dollar amount impact is not available at this time. Several fees are being increased to more accurately account for the time spent to provide services and costs to city. This therefore should provide an increase in revenue if the volume of service provided is the same.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to adopt Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule. The suggested motion is as follows:

***“Move to approve Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule.”***

**LEGISLATIVE HISTORY:** It is incumbent upon the City to continually and regularly review the Municipal Fee Schedule to ensure that it is in compliance with state and local law as well as continually able to be justified. Changes and modifications are highlighted in yellow on the attached proposed fee schedule.

**RECOMMENDATION:** The City Council is respectfully requested to adopt Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule. *As part of its consent agenda, no formal motion is required.* If Council would like to remove this item from the Consent Agenda, the suggested motion is as follows:

***“Move to approve Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule.”***

**ATTACHMENTS:**

1. Ordinance 08-115
2. 2016 City of Lake Elmo Fee Schedule



# City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
<b>Accessory Bldg forward of Primary Structure (\$154.092)</b>	\$200.00		Planning
<b>Administrative Citations</b>			Administration
<b>General Code Violations:</b>			Administration
1 <sup>st</sup> offense	\$100.00 per violation		Administration
2 <sup>nd</sup> offense within one year from the first citation	\$200.00 per violation		Administration
3 <sup>rd</sup> offense within one year from the first citation	\$500.00 per violation		Administration
4 <sup>th</sup> offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.			Administration
<b>Building and Safety Code Violations:</b>			Building
1 <sup>st</sup> offense	\$100.00 per violation		Building
2 <sup>nd</sup> offense within one year from the first citation	\$500.00 per violation		Building
3 <sup>rd</sup> offense within one year from the first citation	\$1000.00 per violation		Building
4 <sup>th</sup> offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.			Building
<b>Amateur Radio Antenna</b>	\$875.00		Planning
<b>Appeal (to Board of Adjustment and Appeals)</b>	\$250.00		Administration
<b>Bee Keeping Permit</b>	\$25.00	Valid for 2 years from issuance	Administration
<b>Building Demolition</b>			Administration
Residential	\$200.00	Plus \$5.00 Surcharge (State Mandated)	Building
Commercial	\$300.00		Building
<b>Burning Permit</b>			Fire
Residential	\$45.00		Fire
Commercial	\$80.00		Fire
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire
<b>Chicken Keeping Permit</b>	\$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
<b>Comprehensive Plan Amendment</b>	\$1,300.00		Planning
<b>Conditional Use Permit (CUP)</b>		Wireless Communication Facilities Fee Escrow \$6,000.00. Flood Plain Ordinance Fee Escrow \$500.00.	Planning
New	\$1,050.00		Planning
Amended	\$500.00		Planning
<b>Contractor License Fees</b>			Licensing



## City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Demolition	\$50.00		Licensing
Driveway	\$50.00		Licensing
Excavator	\$50.00		Licensing
HVAC	\$50.00		Licensing
Irrigation	\$50.00		Licensing
Sewer/Water Line Installer	\$50.00		Licensing
Sign Installer	\$50.00		Licensing
Solid Waste Hauler	\$120.00		Licensing
<b>Copy Services (Paper/Electronic)</b>			Administration
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	Administration
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	Administration
Data DVD Fee	\$15.00		Administration
GIS Scaled Aerial	\$25.00		Administration
Existing Maps	\$5.00		Administration
Custom (Per Hour Rate)	\$70.00		Administration
Plan Size Maps (Larger than 11x17)	\$15.00		Administration
Development Standards Specs/Details	\$55.00		Administration
Video reproduction	\$10.00		Administration
<b>Culverts in Developments with Rural Section</b>	\$160.00		Administration
<b>Daycare Inspection Fee</b>	\$60.00	Plus \$5.00 Surcharge (State Mandated) Plus 1% of Value. Minimum \$100.00	Fire
<b>Dog License- altered</b>	\$20.00		Licensing
<b>Dog License- unaltered</b>	\$25.00		Licensing
<b>Dog License- late fee</b>	\$2.50 per month	Maximum \$10	Licensing
Service Dog License	No Charge		Licensing
Duplicate License or Tag	\$1.00		Licensing
First Impound- Unlicensed Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee	Licensing
First Impound- Licensed Dog	\$42.00		Licensing
First Impound- Cat	\$42.00		Licensing
Subsequent dog/ cat impound	\$85.00		Licensing
<b>Driveway</b>			Planning
Residential	\$70.00		Planning



## City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Commercial	\$160.00		Planning
<b>Easement Encroachment</b>	\$150.00	Staff & Recording Fee	Planning
<b>Electronic Fund Withdrawal/Bill Payment</b>	Fee + Trans. Charge		Administration
<b>Environmental Review</b>			
Village Area AUAR Fee	\$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	Planning
<b>Erosion Control</b>			Building
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Building
<b>Excavating &amp; Grading ≥ 50 cubic yards, up to 400 cubic yds</b>	\$125.00	Security \$500.00	Building
<b>Excavating &amp; Grading ≥ 400 cubic yards</b>	\$500.00	\$500.00 fee escrow plus security \$1,500.00 per acre with \$1,500 minimum.	Engineering
<b>False Alarms (12 Month Period)* (*1-3 no charge)</b>			Fire
Residential			Fire
4-6 False Alarms	\$110.00		Fire
In Excess of 6 False Alarms	\$185.00		Fire
Commercial			Fire
4-6 False Alarms	\$315.00		Fire
In Excess of 6 False Alarms	\$520.00		Fire
<b>Fire Alarm Systems (new or rework including low voltage systems)</b>	1.2% of value	plus \$5.00 surcharge; Minimum \$100	Building
<b>Flood Plain District Delineation</b>	\$500.00		Planning
<b>Fuel Tank Removal (Underground)</b>	\$250.00	Plus \$5.00 Surcharge (State Mandated)	Administration
<b>Fuel Tank Install</b>	2% of value of work	Minimum \$100.00	Administration
<b>HVAC</b>			Building
Residential	\$60.00/unit	Up to 3 units, max fee \$180.00 plus \$5.00 Surcharge (State Mandated)	Building
Commercial	\$60.00/unit	Up to 3 units or 1% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
<b>Interim Use Permit (IUP)</b>			Planning
Fee	\$1,050.00		Planning



## City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Renewal	\$300.00		Planning
<b>Land Use Escrow</b>	<b>\$2,500.00</b>	<b>Escrow Agreement</b>	Planning
<b>Liquor License</b>			Licensing
Club On-Sale Intoxicating	\$100.00		Licensing
On-Sale Intoxicating	\$1,500.00		Licensing
Off-Sale Intoxicating	\$200.00		Licensing
Off-Sale Non-Intoxicating	\$150.00		Licensing
On-Sale Intoxicating- 2nd Building	\$750.00		Licensing
On-Sale Non-Intoxicating	\$100.00		Licensing
Investigation	\$350.00		Licensing
On-Sale Sunday Intoxicating	\$200.00		Licensing
Temporary Intoxicating	\$25.00		Licensing
Wine	\$300.00		Licensing
<b>Lot Line Adjustment</b>	<b>\$325.00</b>		Planning
<b>Manufactured Home Parks</b>			Planning
Fee	\$1,000.00		Planning
New	\$1,200.00	Plus \$2,500.00 Fee Escrow	Planning
Move home out of the city	\$200.00	Plus \$5.00 Surcharge (State Mandated)	Building
Move home into the city	\$200.00	Plus \$5.00 Surcharge (State Mandated)	Building
<b>Massage Therapy Premises License</b>			Licensing
Application Fee	\$100.00	Fee includes one Therapist	Licensing
Investigation Fee	\$100.00		Licensing
<b>Massage Therapy Practitioner License</b>			Licensing
Application Fee	\$50.00		Licensing
Investigation Fee	\$25.00		Licensing
<b>Massage Therapy Premises License Renewal</b>	<b>\$50.00</b>	Fee includes one Therapist	Licensing
<b>Massage Therapy Practitioner License Renewal</b>	<b>\$25.00</b>		Licensing
<b>Massage Therapy License Amendment</b>	<b>\$25.00</b>		Licensing
<b>Minor Subdivision</b>	<b>\$525.00</b>		Planning
<b>Moving House or Primary Structure into City</b>	<b>\$520.00</b>	Plus security w/amount to be determined by the City w/recommendation from building official	Administration
<b>Moving Accessory Structure into City</b>	<b>\$305.00</b>	Plus security to be determined by the City w/recommendation from building official	Administration
<b>Other Inspections and Fees</b>			Building
Inspection outside of business hours	\$100.00 (2 Hr. Min.)		Building



# City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Re-inspection Fees Assessed	\$50.00 per hour		Building
Inspections with no fee assigned	\$50.00 per hour		Building
Construction Escrow	\$5,000.00	Or determined by Building Official	Building
Cancelled or Refunded Permits	\$25.00		Building
Work without Permit	see notes	Investigative fee to equal permit fee	Building
Duplicate Inspection Card	\$25.00		Building
<b>Park Dedication</b>			Planning
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per \$153.14	Planning
Commercial	\$4,500.00 per acre		Planning
<b>Parking Lots</b>			Planning
New Commercial	\$175.00	\$500 Fee Escrow. Security \$1,500.00 per acre with \$1,500.00 minimum.	Planning
Existing Commercial	\$200.00		Planning
<b>Platting</b>			
Sketch Plan Review (Subdivision)	\$500.00	\$3,500.00 Fee Escrow	Planning
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000.00 Fee Escrow	Planning
Final Plat (Subdivision)	\$1,250.00	\$8,000.00 Fee Escrow	Planning
Concept Plan (OP Development)	\$1,250.00	\$5,000.00 (<100 units) Fee Escrow	Planning
		\$7,500.00 (>100 units) Fee Escrow	
Preliminary Plat Review (OP Development)	\$1,850.00	\$5,000.00 (<100 units) Fee Escrow	Planning
		\$7,500.00 (>100 units) Fee Escrow	
Final Plat (OP Development)	\$1,250.00	\$5,000.00 (<100 units) Fee Escrow	Planning
		\$7,500.00 (>100 units) Fee Escrow	
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
<b>Planned Unit Development</b>			Planning
General Concept Plan	\$1,250.00	\$7,500.00 Fee Escrow	Planning
Development Stage Plan	\$1,850.00	\$7,500.00 Fee Escrow	Planning
Final Plan	\$1,250.00	\$7,500.00 Fee Escrow	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
<b>Plumbing</b>			Administration
Residential	\$60.00/unit	Up to 3 units, max fee \$180.00 plus \$5.00 Surcharge (State Mandated)	Building
Commercial	\$60.00/unit	Up to 3 units or 1% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
<b>Private Roads (Permitted only in AG zone)</b>	\$150.00		Planning



# City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
<b>Restrictive Soils and Wetland Restoration Protection and Preservation Permit</b>	\$800.00	\$1,500.00 Fee Escrow	Planning
<b>Retaining Walls over 4'</b>	\$150.00	Plus \$5.00 State Surcharge	Building
<b>Returned Check (NSF)</b>	\$25.00		Administration
<b>Right-of-Way Permit</b>			Engineering
Annual Registration	\$200.00	\$5,000.00 Security	Engineering
Excavation Permit	\$275.00 + \$.60/foot		Engineering
Joint Trench Permit (per lot per utility)	\$275.00 + \$.60/foot		Engineering
Obstruction Permit	\$275.00		Engineering
Permit Extension	\$100.00		Engineering
Delay Penalty (per calendar day)	\$25.00		Engineering
<b>Roofing</b>			Building
Residential	\$150.00	Plus \$5.00 State Surcharge	Building
Commercial	see notes	Based on valuation	Building
<b>SAC Charge (City) (Sewer Availability Charge)</b>	\$3,000.00	Per REC Unit: collected at time of plat for new lot or at time of connection for existing.	Engineering
<b>SAC Charge (Met Council) (Sewer Availability Charge)</b>	\$2,485.00	Per REC Unit: \$2,485.00 to Met Council at time of connection.	Engineering
<b>Sewer Connection Charge</b>	\$1,000.00	Per REC Unit	Engineering
<b>Sewer Lateral Benefit Charge</b>	\$5,800.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Engineering
<b>Sewer Rate</b>	\$4.50/1,000 Gal		Administration
<b>201 Off-Site Maintenance Fee</b>	\$75.00/unit/quarter		Administration
<b>Real Estate Searches</b>	\$15.00/Search	For special assessment or utility search	Administration
<b>Siding</b>			Building
Residential	\$150.00	Plus \$5.00 State Surcharge	Building
Commercial	see notes	Based on valuation	Building
<b>Signs - Permanent</b>	\$180.00		Planning
<b>Signs - Temporary</b>	\$75.00		Planning
Temporary Renewal	\$25.00		Planning
Re-inspection Fee	\$25.00		Planning
<b>Special Event Permit</b>	\$75.00	City must be listed as additional insured	Planning
<b>Sprinkler System (Inspection Fee)</b>	1.2% of value	plus \$5.00 surcharge; Minimum \$100	Building
<b>Sprinkler System (Re-Inspection Fee)</b>	\$50.00		Building
<b>Surface Water</b>			Administration
Residential	\$50.00		Administration



# City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Non-Residential (Commercial etc.)	\$50.00	Utility rate factor per code	Administration
Review Fee	\$125.00	\$75 Review/\$50 Storm Water Fund	Administration
<b>Vacations (Streets or Easements)</b>			Planning
Easements	\$515.00	\$500.00 Fee Escrow	Planning
Streets	\$515.00	\$500.00 Fee Escrow	Planning
<b>Variance</b>	\$750.00		Planning
Shoreland Variance	\$1,500.00		Planning
<b>Water Availability Charge (WAC)</b>	\$3,000.00	Per REC Unit; collected at time of plat for new lot or at time of connection for existing.	Engineering
<b>Water Connection Charge</b>	\$1,000.00	Per REC Unit	Administration
<b>Water Equipment/Set up</b>			Administration
Meter (3/4" or less)	\$350.00	Additional fees apply to larger sized meters	Administration
Driveway Curb Stop Lid	\$100.00		Administration
Disconnect Service	\$80.00		Administration
Reconnect Service	\$80.00		Administration
<b>Water Lateral Benefit Charge</b>	\$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Engineering
<b>Water Usage</b>			Administration
Residential - Quarterly Rate	\$20.00 Base		Administration
Residential - Plus Rate per 1,000 Gallons			Administration
Plus Rate for 0-15,000 Gallons	\$2.00		Administration
Plus Rate for 15,001-30,000 Gallons	\$2.60		Administration
Plus Rate for 30,001-50,000 Gallons	\$3.38		Administration
Plus Rate for 50,001-80,000 Gallons	\$4.39		Administration
Plus Rate for 80,001 + Gallons	\$5.71		Administration
<b>Water Usage</b>			Administration
Commercial - Quarterly Rate	\$25.00 Base		Administration
Commercial - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 - 15,000 Gallons	\$3.11		Administration
Plus Rate for 15,001 - 30,000 Gallons	\$3.26		Administration
Plus Rate for 30,001 - 50,000 Gallon	\$3.77		Administration
Plus Rate for 50,001 - 80,000 Gallons	\$5.00		Administration
Plus Rate for 80,001 + Gallons	\$6.63		Administration
<b>Water Usage</b>		For metered non-irrigation (domestic) consumption	Administration
Hotel / Motel - Quarterly Rate	\$25.00 Base		Administration



## City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Hotel / Motel - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 -30,000 Gallons	\$3.11		Administration
Plus Rate for 30,001 - 50,000 Gallons	\$3.26		Administration
Plus Rate for 50,001 + Gallons	\$4.00		Administration
<b>Water Usage Delinquent Accounts</b>			Administration
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Storm Water	10% per year	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
<b>Bulk Water Purchase</b>			Administration
Water from Hydrant	\$61.20 1st 5,000 Gal	Plus \$3.26/additional 1,000 gallons	Administration
Sod Installation (New Construction)	\$61.20 1st 5,000 Gal	Up to 45 days. Resident must contact city in advance.	Administration
Swimming Pool Fill	\$61.20 1st 5,000 Gal	Plus \$3.26 per 1,000 gallons and \$15.00/hr labor	Administration
<b>Wind Generator</b>	\$850.00	\$2,000.00 Fee Escrow	Planning
<b>Wireless Communication Permit</b>	\$500.00	\$6,000.00 Fee Escrow	Planning
<b>Zoning Amendment (Text or Map)</b>	\$1,245.00		Planning
<b>Zoning Certification Letter</b>	\$25.00		Planning
<b>Zoning Permit - Certificate of Zoning Compliance</b>			Planning
Accessory Structures < 200 SF	\$75.00		Planning
Fence (less than 6')	\$75.00		Planning
Swimming Pool	\$75.00		Planning
Other	\$75.00		
<b>Definition of Terms</b>			
<i>* Fee Escrow: City will maintain a fee escrow to cover all City review costs. Application fees include all professional fees and expenses incurred by the City.</i>			
<i>** Security: City will retain a security escrow to ensure completion of work as directed by the approved permit/application and compliance with the State Building Code and the City of Lake Elmo Municipal Code.</i>			

**CITY OF LAKE ELMO  
WASHINGTON COUNTY  
STATE OF MINNESOTA**

**ORDINANCE NO. 08-127**

**AN ORDINANCE SETTING MUNICIPAL FEES FOR CALENDAR YEAR 2016**

The Lake Elmo City Council hereby adopts the following fee schedule for calendar year 2016 and directs that it be added to the Lake Elmo Municipal Code as Appendix A.

Appendix A – 2016 Fee Schedule

**ADOPTION DATE:** Passed by the Lake Elmo City Council on the 15th day of December, 2015.

CITY OF LAKE ELMO

By: \_\_\_\_\_  
Mike Pearson  
Mayor

ATTEST:

\_\_\_\_\_  
Julie Johnson  
City Clerk

**EFFECTIVE DATE:** This ordinance shall become effective on January 1, 2016 following adoption and publication.

**PUBLICATION DATE:** Published on the \_\_\_\_\_ day of \_\_\_\_\_ 2013.