



CITY OF CHATFIELD COMMON COUNCIL
SPECIAL AGENDA
Council Chambers, Thurber Building, 21 Second Street SE
December 15, 2023, 12:00 P.M

- I. Special City Council Meeting, Friday, December 15, 2023, 12:00 p.m. City Council Chambers
 - a. Annual Leave Conversion
 - b. Office Hours December 26-29, 2023
 - c. 2024 Fee Schedule – Second Consideration



Memorandum

To: City Council Members

From: Michele Peterson

Date: December 12, 2023

Annual Leave Conversion for 2023

In an effort to lower existing Vacation and Sick leave balances, I would like to ask the Council to consider a one time pay out for 2023. There would be a requirement that employees retain at least a minimum balance of 176 hours. I would suggest limiting the conversion amount to a maximum of 80 hours per employee.

This conversion would help to lower the overall balances, and therefore lower the liability. The 80-hour conversion would lower the current balance of 9,967 hours to 8,927 hours, that is a 10.4% decrease. While the 40-hour conversion would lower the balance to 9,447 or a 5.2% decrease,

Future discussions are requested to consider an annual conversion with required provisions for each year moving forward.

Action Requested: Approve an annual leave conversion for staff for a maximum of 80 hours, and a required minimum balance of 176 hours.



Memorandum

To: City Council Members

From: Michele Peterson

Date: December 12, 2023

Office Hours

I would like to amend office hours for December 26-29, 2023. I would suggest the following hours:

Tuesday, December 26, 2023: 8 a.m. – 3:00 p.m.

Wednesday, December 27, 2023: 8 a.m. – 3:00 p.m.

Thursday, December 28, 2023: 8 a.m. - 3:00 p.m.

Friday, December 29, 2023: 8 a.m. – 12:00 p.m.

Office staff can flex hours or take PTO as desired for the shortened office hours' time.

Action Requested: Approve amended office hours as presented above.

ORDINANCE NO. 467

AN ORDINANCE RELATING TO FEES CHARGED BY THE CITY OF CHATFIELD FOR VARIOUS PURPOSES, LICENSES OR SERVICES, AMENDING SECTION 11-1 OF CHAPTER 11 OF SUBPART A OF THE CHATFIELD CITY.

THE COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, DOES ORDAIN:

Section 1. The provisions of the Chatfield City Code, Chapter 11, Section 11-1, Subpart A that is entitled to read: “**Particular Fees, Fines and Charges**” are amended as follows:

City of Chatfield 2024 Schedule of Fees	
\$30.00	Returned Check / Payment Fee / etc.
3.5%	Surcharge Fees for Credit & Debit Card Transactions except for swimming pool transactions.
Copying / Printing	
\$.25 / .10*	8.5 x 11 (one sided) Black & White *if customer provides paper
\$.50 / .25*	8.5 x 11 (one sided) Color *if customer provides paper
\$.25 / .10*	11 x 17 (one sided) Black & White *if customer provides paper
\$.50 / .25*	11 x 17 (one sided) Color *if customer provides paper
\$.25 page	Fax (Receive)
\$1.00 flat	Fax (Send)
\$.10	Folding per page stuffed in envelopes
\$10.00	CCTV DVD
Camping	
\$15.00	Per night camping fee at Shady Oak Park
\$90.00	Per week camping fee at Shady Oak Park
Swimming Pool	
\$170.00	Family Membership
\$120.00	Individual Membership
\$7.00	Afternoon Daily Fee
\$5.00	Evening Daily
\$3.00	Sunday Family Swim – Afternoon
\$5.00	Midnight Swim
\$50.00	Swimming Lessons – Members
\$60.00	Swimming Lessons – Non-Members
\$100.00	Swimming Lessons – Private , Participants must be from one nuclear family, must be at the same swimming level, with a maximum of 2 individuals.
\$25.00	Toddler Time – Members
\$30.00	Toddler Time – Non-Members
\$60.00	Lap Swim – Season
\$6.00	Lap Swim – Per Session
\$50.00	Water Aerobics – Season
\$6.00	Water Aerobics per Session
\$150.00	One hour rental of entire facility, up to 25 swimmers plus \$2.00 for additional swimmers.
\$200.00	Two-hour rental of entire facility, up to 25 swimmers plus \$4.00 for additional swimmers.
\$250.00	Three-hour rental of entire facility, up to 25 swimmers plus \$6.00 for additional swimmers.
\$100.00	Non-Refundable Deposit for Pool Rental, with exception for inclement weather.
Ambulance Fees	
\$800.00	BLS Transport

\$900.00	BLS Transport Outside PSA
\$15.00	Per Loaded Mile
\$1,200.00	ALS Transport
\$1,300.00	ALS Transport Outside PSA
\$1,200.00	EMT Class (Test Not Included)
\$300.00	EMT Refresher Class (Test Not Included)
\$100.00	Practical Test
\$50.00	First Aid for Daycare (Includes CPR)
\$45.00/ 75.00	CPR or First Aid Class / Both
Street	
\$3,000.00	Street Excavation Deposit to ensure restoration of street surface Decrease from \$4,000
\$150.00	Hourly rate for cleaning streets related to private contractor/construction
Water Rates	
\$18.60	Base Monthly Fee Increase from \$16.17
\$6.49	Per 1,000 gallons > 2,000 \$.00649 per gallon Increase from \$5.64 / \$.00564
\$9.95	Bulk Water per 1,000 gallons \$.00995 per gallon Increase from \$8.65 / \$.00865
\$1,600.00	Residential Hook-up Fee. Non-residential fees are based on an equivalency calculation
\$3,000.00	Water Access Charge/Acre
Sanitary Sewer Rates	
\$48.55	Base Monthly Fee
\$10.42	Per 1,000 gallons > 2,000 \$.01042 per gallon
\$64.16	Non-Metered Monthly Fee based on 3,500 gallons
\$2,600.00	Residential Hook-up Fee. Non-residential fees are based on an equivalency calculation
\$2,000.00	Sewer Access Charge/Acre
Apartment Building Hook-up Fees (Combined water & sewer)	
\$4,200.00	2 Unit Building
\$6,300.00	3 – 4 Unit Building
\$8,400.00	5 – 8 Unit Building
\$10,500.00	9 – 12 Unit Building
\$12,600.00	13 – 16 Unit Building
\$14,700.00	17 – 20 Unit Building
\$16,800.00	21 – 24 Unit Building
Residential Solid Waste	
\$8.80	Garbage Service Per Month
\$6.62	Recycling Fee
Variable	Fuel Surcharge by Calculation each month
\$2.15 or \$2.33 with SW Tax	Yellow Bag – 33 Gallon
\$1.50 or \$1.62 with SW Tax	Yellow Bag – 15 Gallon
Electric Vehicle Charger	
\$.20	Per kwh
Cat / Dog Licenses	
\$15.00	Neutered/Spayed
\$25.00	Non-Neutered/Spayed
\$15.00	Impound / Release Fee (Minimum)
\$10.00	Penalty for Late Licensure
\$3.00	Pound Fee (Daily, after the first 24 hours)
Adult Entertainment License Fees	
\$750.00	Initial Investigation Application Fee for Adult Entertainment Business License

Alcohol License Fees	
\$125.00	3.2 Beer License (Annual)
\$50.00	Intoxicating Liquor License Investigation Fee (Individual)
\$100.00	Intoxicating Liquor License Investigation Fee (Corporation)
\$100.00	Off-Sale License
\$300.00	Club License
\$100.00	Wine License On-Sale
\$75.00	Temporary On-Sale License
\$900.00	On-Sale License for applicant who has not held a license in the city for a period of 12 full consecutive months prior to making application.
\$900.00	Renewal Fee for establishments with liquor sales between \$0 - \$19,999.99.
\$1,100.00	Renewal Fee for establishments with liquor sales between \$20,000 - \$39,999.99.
\$1,300.00	Renewal Fee for establishments with liquor sales between \$40,000 - \$59,999.99.
\$1,500.00	Renewal Fee for establishments with liquor sales between \$60,000 - \$79,999.99.
\$1,700.00	Renewal Fee for establishments with liquor sales between \$80,000 - \$99,999.99.
\$1,900.00	Renewal Fee for establishments with liquor sales between \$100,000 - \$119,999.99.
\$2,100.00	Renewal Fee for establishments with liquor sales between \$120,000 - \$139,999.99.
\$2,300.00	Renewal Fee for establishments with liquor sales between \$140,000 - \$159,999.99.
\$2,500.00	Renewal Fee for establishments with liquor sales between \$160,000 - \$179,999.99.
\$2,700.00	Renewal Fee for establishments with liquor sales between \$180,000 - \$199,999.99.
\$2,900.00	Renewal Fee for establishments with liquor sales greater than \$200,000.00.
No Charge	Sunday Liquor Surcharge
Merchant Fees	
\$20.00	Transient Merchant Fee
Fire Department Charges	
\$500.00 +	Fire Call + Cost of Supplies
Cost of Supplies +	Fire Call
\$250/hr. after 1 st hr.	Fire Call
\$500.00	Fire Department response to an auto accident
Zoning / Building Permit / Development Fees	
\$300 + \$20 per lot	General Development Plan Filing
\$400 + \$20 per lot	Preliminary Plat Filing
\$150 + \$20 per lot	Final Plat Filing
1/10 th acre per Unit	Parkland Dedication Fee is 1/10 th of an acre per residential unit or the cash equivalent, whichever is chosen by the city.
\$375.00	Variance Application
\$250.00	Conditional Use Permit Application
\$375.00	Zoning Amendment Application
As charged by County	Addressing Fee, per lot – Olmsted County
As charged by County	Addressing Fee, per lot – Fillmore County
\$10.00	Permit Application for use of a semi-trailer for storage
By Appl.	Sign Permit Application
By Appl.	Building Permit
By Appl.	Plan Review Fee
By Appl.	Mechanical Permit Fee
By Appl.	Plumbing Permit Fee
By Appl.	Water Heater Permit Fee
By Appl.	Fireplace Permit Fee
By Appl.	Roofing Permit Fee
By Appl.	Siding Permit Fee

By Appl.	Furnace Permit Fee (\$1.00 State Surcharge is included)
By Appl.	Air Conditioner Permit Fee (\$1.00 State Surcharge is included)
By Appl.	Install Gas Pipeline Fee (\$1.00 State Surcharge is included)
By Appl.	Mfg. Home Demolition (\$1.00 State Surcharge is included)
By Appl.	Window / Door Replacement Fee (\$1.00 State Surcharge is included)
By Appl.	Demolition Permits
Administrative Fines	
\$100.00	Prohibited damage or destruction of trees/flora
\$100.00	Unauthorized services and meter tampering
\$100.00	Unlawful deposit of waste or refuse
\$50.00	Dog or Cat Licenses; certain animals prohibited
\$25.00	Number of Dogs/Cats exceeding the number allowed
\$25.00	Animals running at large
\$25.00	Interference with apprehension of animals/tampering with impound
\$25.00	Animal Causing Disturbance
\$50.00	Abusing animals
\$50.00	Condition of premises; Excrement
\$25.00	U-turns prohibited at certain intersections (Main & First, Second, Third & Fourth)
\$50.00	Violation of traffic control devices
\$100.00	Violation of traffic control devices in a manner endangering public safety
\$50.00	Curfew violation (juvenile petty offense)
\$50.00	Legal Guardian allowing curfew violation
\$50.00	Excessive noise prohibited, generally
\$50.00	Loud Parties prohibited
\$100.00	Public Nuisance, generally
\$100.00	Discharging firearms in city
\$50.00	Violation of building codes, including permits, fees, etc.
\$25.00	Location/permanent use: parking recreational equipment on city streets, 48-hour limit
\$25.00	Winter Parking Violation
Police Administration	
\$10.00	Fingerprinting Applicant Card (Includes up to 2 cards for fee)
\$150.00	Standard Tow and Impound
Actual Cost	Extra Tow charge (any tow beyond standard)
\$20.00	Impound Fee (for any extra tow)
\$10.00	Storage-per day (after 1 st 24 hours)
No Charge	Copy of Reports: Less than 10 pages
\$.25 per page	Copy of Reports: 10 – 100 pages
Actual Cost	Copy of Reports: More than 100 pages (per statute)
\$20.00	Copy of Video Tape
\$15.00	Copy of DVD
\$10.00	Copy of Video Recording

Section 2. This ordinance shall be effective 30 days following its publication.
Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 11th day of
December 2024.

Attest: Its City Clerk

Its Mayor