



AGENDA
BIG LAKE CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS

OCTOBER 26, 2022
5:00 p.m.

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PROPOSED AGENDA**
- 4) BUSINESS**
 - 4A. Review 2023 Fee Schedule
 - 4B. Discuss setting a Special Council Workshop to Review the 2023 Staffing Analysis and Compensation Pay Report
- 5) OTHER**
- 6) ADJOURN**

Disclaimer: This agenda has been prepared to provide information regarding an upcoming work session of the Big Lake City Council. This document does not claim to be complete and is subject to change.



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>10/26/2022</i>	Item No. 4A
Item Description: <i>2023 Fee Schedule changes and discussions</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Departments</i>	

COUNCIL DIRECTION REQUESTED

Provide Staff direction on the 2023 Fee Schedule that will be considered at the 12/14/2022 Council Meeting.

BACKGROUND/DISCUSSION

The proposed fee schedule changes have been reviewed by the department heads and are highlighted in yellow on attached proposed fee schedule. In addition, new fees as well as the changes to the Water and Sewer fees are listed below:

- ✓ **General Fee Changes**
 - Hearing fee for Potential Dangerous or Dangerous Dog
 - Each hearing - \$250.00
 - Antenna Site Application
 - Lease for tower space on the City’s infrastructure, new fee of \$850
 - This application along with supporting documents of the installation plans will be included in the site lease. This application will be sent on to the Consultant to review and determine the escrows funds needed to proceed with the review of the plans.
 - All plans will be referenced as an exhibit in the site lease agreement. The site lease agreement will detail the monthly lease payment due from the lessee.
 - Farmers Market Application Fee for full summer season
 - Increase from \$120 to \$140
 - THC – Cannabinoid Product Retailers Licenses
 - TBD – this is just a place holder for any future license
- ✓ **Planning Fee Changes**
 - Amendments-Ordinance, Map, Comprehensive Plan fee
 - Increase to \$500 from \$325
 - Concept Plan fee
 - Increase to \$200 from \$100
 - Conditional Use Permit (CUP) fee
 - Increase to \$500 from \$400
 - Home Occupation Permit fee
 - Decrease to \$55 from \$150
 - Map Upgrade fee for new developments per lot
 - New fee of \$120 (usually outlined in the development agreement)
 - Remove Site Plan Review – Administrative and just have Site Plan Reviews

- Temporary Use Permits, just a change in the wording to remove Event.
- ✓ **Water Fee Changes**
 - Residential/Multi Family – no change in fee from 2022
 - Irrigation – no change in fee from 2022
 - Commercial – no change in fee from 2022
 - Municipal –
 - all usage - \$10.86 per 1,000 gallons
 - Industrial per Contract –
 - usage under 51,000 gallons - \$3.80 per 1,000 gallons
 - usage over 51,000 gallons - \$4.22 per 1,000 gallons
 - monthly fixed rate changed to \$385.69 per month
- ✓ **Sewer Fee Changes**
 - Residential/Multi Family/Commercial
 - All usage - \$9.17 per 1,000 gallons
 - Industrial
 - All usage - \$12.69 per 1,000 gallons
 - Monthly fixed rate changed to \$26.59 per month
 - Brewery
 - Per barrel based on actual monthly production - \$2.78
 - Cargill Contract
 - Flow – \$11.62
 - BOD - \$.27
 - TP - \$6.75
 - Sewer Base Rate - \$28.72
 - Sludge Processing Fee
 - Per dry pound - \$.65

FINANCIAL IMPACT

All rates have been included in the 2022 General Fund and Enterprise Fund Budgets.

STAFF RECOMMENDATION

Direct Staff to move forward with the proposed changes or any recommendations from Council

ATTACHMENTS

2023 Proposed fee schedule



2023 PROPOSED FEE SCHEDULE
Adopted: December 14, 2022 (effective Jan. 1, 2023)
Amended:

Code	Description	Amount
GENERAL FEES		
Animal Licensing/Fees		
	Pet Pig License - same as Dog License requirements	
391.01	Dangerous Dog Registration - every year	\$ 300.00
	Potentially Dangerous Dog Registration -every year	\$ 150.00
	Animal Impound Fee	\$ 50.00
	Hearing Fee for Potentially Dangerous or Dangerous Dog	\$ 250.00
Antenna Site Application		
	Lease application for antennas on City's infrastructure	\$ 850.00
Farmers Market		
	Farmers Market Application Fee - For full Summer Season	\$ 120.00
	Farmers Market Application Fee - For full Summer Season	\$ 140.00
	Farmers Market Application Fee - For full Winter Season	\$ 60.00
	Farmers Market Application Fee - Business/Organization -fundraising for Nonprofit - per year	\$ 50.00
	Farmers Market Application Fee - per week	\$ 10.00
	Farmer Market Bags - Per Bag (includes sales tax)	\$ 2.00
	Farmers Market Application Fee Refunded	\$ 5.00
Tobacco License		
350.03	Tobacco License per Calendar year	\$ 100.00
THC - Cannabinoid Product Retailers		
	Cannabinoid Products Retailer Licenses - place holder	TBD
LAND USE FEES (Planning, Zoning, Subdivision)		
In addition to the fees listed, City Engineer, City Attorney, Planning Consultant, or other consultant fees will be charged on an actual cost basis and will be pass through to developer's escrow account.		
	Amendments - Ordinance or Comprehensive Plan - (plus escrow listed below)	\$ 325.00
	Amendments - Ordinance, Map, Comprehensive Plan - (plus escrow listed below)	\$ 500.00
	Concept Plan - (plus escrow listed below)	\$ 100.00
	Concept Plan - (plus escrow listed below)	\$ 200.00
	Concept Plan Escrow	\$ 1,000.00
	Conditional Use Permit (CUP) Resident/Commercial/Industrial/Signs - (plus escrow listed below)	\$ 400.00
	Conditional Use Permit (CUP) - (plus escrow listed below)	\$ 500.00
	Conditional Use Permit - Escrow	\$ 1,000.00
	Home Occupation Permit	\$ 150.00
	Home Occupation Permit	\$ 55.00
	Interim Use Permit - (plus escrow listed below)	\$ 500.00
	Interim Use Permit Escrow	\$ 1,000.00
	Investigation Fee	\$ 55.00
	Map Upgrade Fee for new developments - per lot	\$ 120.00
	Rezoning	\$ 500.00
	Site Plan Review - Administrative (no escrow needed) plus escrow listed below	\$ 300.00
	Site Plan Reviews - (plus escrow listed below)	\$ 300.00
	Site Plan Reviews Escrow	\$ 2,000.00
	Temporary Use/Event Permits (non-profit or community events - within City Limits - waived) Remove "Event"	\$ 25.00
	Temporary Use Permits (non-profit or community events - within City Limits - waived)	\$ 25.00
WATER/SEWER/STORM SEWER FEES:		
Water Rates - Residential		
800.21	0 - 6,500 gallons monthly usage - Per 1,000 gallons	\$ 4.30
	over 6,500 gallons monthly usage - Per 1,000 gallons	\$ 5.36
	Monthly Fixed Fee	\$ 6.81
Water Rates - Multi-Family		
	0 - 88,600 gallons monthly usage - Per 1,000 gallons	\$ 4.30
	over 88,600 gallons monthly usage - Per 1,000 gallons	\$ 5.36



2023 PROPOSED FEE SCHEDULE
Adopted: December 14, 2022 (effective Jan. 1, 2023)
Amended:

Code	Description	Amount
	Monthly Fixed Fee	\$ 15.63
	Water Rates - Municipal	
	All gallons monthly usage - Per 1,000 gallons	\$ 10.34
	All gallons monthly usage - Per 1,000 gallons	\$ 10.86
	Monthly Fixed Fee	\$ 16.20
	Monthly Fixed Fee	\$ 18.71
	Water Rates - Irrigation	
	0 - 88,600 gallons monthly usage - Per 1,000 gallons	\$ 4.30
	over 88,600 gallons monthly usage - Per 1,000 gallons	\$ 5.36
	Monthly Fixed Fee	\$ 15.63
	Water Rates - Commercial	
800.21	0 - 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 2.65
	over 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 2.91
	Monthly Fixed Fee - based on meter size - see chart below all rates per month fee:	
	5/8" - 1"	\$ 6.81
	1 1/2 "	\$ 9.72
	2"	\$ 15.63
	3"	\$ 59.32
	4"	\$ 75.50
	6"	\$ 113.24
	8"	\$ 156.38
	Water Rates - Industrial (per Contract)	
800.21	0 - 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 3.52
	0 - 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 3.80
	over 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 3.91
	over 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 4.22
	Monthly Fixed Fee	\$ 357.12
	Monthly Fixed Fee -	\$ 385.69
	Sewer Rates - Residential	
810.17	Per 1,000 gallons of monthly usage - summer months bills are based on Average of Nov - April water bills	\$ 8.99
	Per 1,000 gallons of monthly usage - summer months bills are based on Average of Nov - April water bills	\$ 9.17
	Monthly Fixed Fee	\$ 11.55
	Sewer Rates - Multi - Family	
810.17	Per 1,000 gallons of monthly usage - summer months bills are based on Average of Nov - April water bills	\$ 8.99
	Per 1,000 gallons of monthly usage - summer months bills are based on Average of Nov - April water bills	\$ 9.17
	Monthly Fixed Fee	\$ 11.55
	Sewer Rates - Municipal	
810.17	Per 1,000 gallons of monthly usage - summer months based on Nov - April average usage of water	\$ 11.63
	Monthly Fixed Fee	\$ 16.66
	Sewer Rates - Commercial	
810.17	Per 1,000 gallons of monthly usage - summer months bills are based on Average of Nov - April water bills	\$ 8.99
	Per 1,000 gallons of monthly usage - summer months bills are based on Average of Nov - April water bills	\$ 9.17
	Monthly Fixed Fee	\$ 18.28
	Sewer Rates - Industrial	
810.17	Per 1,000 gallons of monthly usage based on actual water usage	\$ 11.75
	Per 1,000 gallons of monthly usage based on actual water usage	\$ 12.69
	Monthly Fixed Fee	\$ 24.62
	Monthly Fixed Fee	\$ 26.59
	Brewery	
810.17	Per barrel based on actual monthly production	\$ 2.78
	Cargill Contract	
	Flow	\$ 10.76
	Flow	\$ 11.62



2023 PROPOSED FEE SCHEDULE
 Adopted: December 14, 2022 (effective Jan. 1, 2023)
 Amended:

Code	Description	Amount
	BOD	\$ 0.25
	BOD	\$ 0.27
	TSS	\$ 0.05
	TP	\$ 6.25
	TP	\$ 6.75
	Sewer Base Rate	\$ 26.59
	Sewer Base Rate	\$ 28.72
810.19	Sewer Late Charges - Per Monthly billing	10% or \$5, whichever is greater
	Sludge Processing Fee - per dry pound	\$ 0.65



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>10/26/2022</i>	Item No. 4B
Item Description: <i>Discuss setting a Special Council Workshop to Review the 2023 Staffing Analysis and Compensation Pay Report</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i> Reviewed By: <i>Personnel Committee</i>	

COUNCIL DIRECTION REQUESTED

Provide direction on setting a Special Council Workshop for a presentation/discussion on the 2023 Staffing Analysis and Compensation Pay report.

BACKGROUND/DISCUSSION

BakerTilly Consultants would like to present the Staffing Analysis and Compensation Pay report to the full Council on Monday, November 14, 2022 at 4:00 p.m. The consultants will be presenting to the Personnel Committee on 10/25/2022 but would like to have a couple weeks to address any questions and/or recommendations that come from the Personnel Committee.

There is already a special Council Meeting scheduled at 5:30 p.m. on November 14 to canvass the results of the General Election, so Council will already be coming in for a meeting that night. If Council wishes to move forward with scheduling a special workshop, staff is recommending the workshop start at 4:00 p.m. and will need to adjourn by approximately 5:15 p.m.

FINANCIAL IMPACT

The 2023 budget as well as future budgets.

STAFF RECOMMENDATION

Provide direction on setting a Special Council Workshop for a presentation/discussion on the 2023 Staffing Analysis and Compensation Pay report.

ATTACHMENTS

N/A