

TITLE III: ADMINISTRATION

Chapter

30. GENERAL PROVISIONS

31. DEPARTMENTS, BOARDS AND COMMISSIONS

32. EMERGENCY MANAGEMENT

CHAPTER 30: GENERAL PROVISIONS

Section

- 30.01 City Council meetings
- 30.02 Presiding officer
- 30.03 Minutes
- 30.04 Order of business
- 30.05 Voting
- 30.06 Ordinance, resolutions, motions, petitions and communications
- 30.07 Suspension or amendment of rules
- 30.08 Compensation of Mayor and Council Members
- 30.09 Compensation of officers and employees
- 30.10 Quorum for conducting business
- 30.11 Workers' Compensation
- 30.12 Fees and charges

SECTION 30.01 CITY COUNCIL MEETINGS.

(A) *Regular meetings.* Regular meetings of the City Council shall be held at least once each month, at a date, time and place as established by the City Council. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. All meetings, including special and adjourned meetings, shall be held in the city hall unless the City Council decides otherwise at a prior meeting, or meeting in the city hall is impossible.

(B) *Special meetings.* The Mayor or any two members of the City Council may call a special meeting of the City Council upon at least 24 hours written notice to each member of the City Council. This notice shall be delivered personally to each member or shall be left at the member's usual place of residence with some responsible person. Pursuant to M.S. Section 471.705, as it may be amended from time to time, written notice of any special meeting shall be posted giving the date, time, place and purpose of the meeting at least three days before the meeting. Written notice shall be mailed at least three days before the meeting to anyone who has filed a written request for notice of special meetings. In calculating the three days, if the last day falls on a Saturday, Sunday or legal holiday, the next regular business day shall be counted as the third day.

(C) *Emergency meetings.* Notice of emergency meetings shall be given as required by M.S. Section 471.705, Subd. 1c(c), as it may be amended from time to time. An emergency meeting is a meeting defined by M.S. Section 471.705, Subd. 1c(c), as it may be amended from time to time.

(D) *Initial meeting.* At the first regular City Council meeting in January of each year, the City Council shall:

(1) Designate the depositories of city funds;

(2) Designate the official newspaper;

(3) Choose one of the Council Members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies;

(4) Appoint officers and employees and members of departments, boards, commissions and committees as may be necessary;

(5) Establish and appoint Council Members to those City Council committees as are deemed appropriate for the efficient and orderly management of the city.

(E) *Public meetings.* All City Council meetings, including special, emergency and adjourned meetings shall be conducted in accordance with the Minnesota Open Meeting Law, M.S. Section 471.705, as it may be amended from time to time.

SECTION 30.02 PRESIDING OFFICER.

(A) *Who presides.* The Mayor shall preside at all meetings of the City Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the City Clerk shall call the meeting to order and shall preside until the Council Members present at the meeting choose one of their number to act temporarily as presiding officer.

(B) *Procedure.* The presiding officer shall preserve order, enforce any rules of procedure adopted by the City Council, and determine without debate, subject to the final decision of the City Council on appeal, all questions of procedure and order.

(C) *Appeal procedure.* Any member may appeal to the City Council a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain the ruling, but no other Council Member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present, including the presiding officer.

SECTION 30.03 MINUTES.

(A) *Generally.* Minutes of each City Council meeting shall be kept by the City Clerk or, in the City Clerk's absence, by the Deputy City Clerk. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the City Clerk and can be accurately identified from the description given in the minutes.

(B) *Approval.* The minutes of each meeting shall be reduced to typewritten form, shall be signed by the City Clerk. At the next regular City Council meeting, approval of the minutes shall be considered by the City Council. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the City Council. If there is an objection, the City Council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

SECTION 30.04 ORDER OF BUSINESS.

(A) *Order established.* Each meeting of the City Council shall convene at the time and place appointed therefor. City Council business shall be conducted in the following order unless varied by the presiding officer or by-laws or other procedures adopted by Council resolution:

1. Call to order
2. Roll call
3. Adopt agenda
4. Approval of minutes
5. Auditing claims
6. Visitors
7. Public hearings
8. Citizen's forum
9. Consent agenda
10. Unfinished business
11. New Business
12. Mayor/Council reports
13. Adjournment

SECTION 30.05 VOTING.

The votes of the Council Members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of the Council Members on any action taken shall be recorded in the minutes.

SECTION 30.06 ORDINANCE, RESOLUTIONS, MOTIONS, PETITIONS AND COMMUNICATIONS.

(A) *Signing and publication proof.* Every ordinance and resolution passed by the City Council shall be signed by the Mayor and attested by the City Clerk. Every resolution passed by the City Council shall be signed by the Mayor and/or City Clerk. Signed ordinances and resolutions shall be filed by the City Clerk in the ordinance and resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

(B) *Repeals and amendments.* Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

SECTION 30.07 SUSPENSION OR AMENDMENT OF RULES.

These rules may be suspended only by a two-thirds vote of the members present and voting.

SECTION 30.08 COMPENSATION OF MAYOR AND COUNCIL MEMBERS.

The compensation of the Mayor and the compensation of each Council Member shall be established from time to time by City Council ordinance pursuant to M.S. Section 415.11, as it may be amended from time to time. The compensation established by the ordinance shall not take effect until after the next city election after the ordinance was adopted and published.

SECTION 30.09 COMPENSATION OF OFFICERS AND EMPLOYEES.

Officers and employees of the city shall be compensated at a rate as established from time to time by the City Council.

SECTION 30.10 QUORUM FOR CONDUCTING BUSINESS.

(A) A quorum shall consist of a majority of the entire City Council, including the Mayor. A quorum shall be necessary to transact the business of the City Council.

(B) If no quorum is present, the City Council shall not thereby stand adjourned, but the members present shall adjourn or recess the City Council by a majority vote.

SECTION 30.11 WORKERS COMPENSATION.

Pursuant to Minnesota Statutes Section 176.01. Subdivision 9, Clause 6, elected officials and members of the following boards, commissions and committees are included in the coverage of the Workers' Compensation Act: Annandale City Council, Economic Development Authority, Housing and Redevelopment Authority and the Planning and Zoning Commission.

SECTION 30.12 FEES AND CHARGES.

1. **Intoxicating, Non-Intoxicating Liquor, Wine, Sunday, Beer and Set-ups.**
 - A. **Intoxicating Liquor Licenses**

On Sale	\$3,000	August 1st - annually
Off Sale	\$ 100	August 1st - annually
 - B. **Beer**

On Sale	\$ 300	January 1st - annually
Off Sale	\$ 25	January 1st - annually
 - C. **Brewery Licenses**

On Sale	\$ 250	August 1st - annually
Off Sale	\$ 250	August 1st - annually
 - D. **Wine**

	\$ 300	August 1st - annually
--	--------	-----------------------
 - E. **Sunday**

	\$ 200	August 1st - annually
--	--------	-----------------------
 - F. **Set-up**

	\$ 300	August 1st - annually
--	--------	-----------------------
 - G. **Club**

	\$ 200	January 1st - annually
--	--------	------------------------
 - H. **Special Permit (3 day)**

	\$ -	Council Decision (must be sponsored by Charitable Organization of 3 yrs duration)
--	------	---
2. **Liquor Violation Fees**
 - A. First Offense over a 24 month period \$700.00 fine
 - B. Second Offense over a 24 month period \$1500.00 fine and suspension up to 60 days
 - C. All Other Offenses over a 24 month period \$2,000.00 fine and suspension up to 60 days
3. **General License and Permits**
 - A. Limited Keeping of Chickens License \$50.00 Initial fee, \$10 annual renewal
 - B. Tobacco License \$50.00 January 1st - annually
 - C. THC Registration License \$250.00 January 1st – annually
 - D. Sanitation (refuse) Commercial License \$100.00 January 1st – annually
 - E. Massage, Tattoo, Piercing Application \$0 January 1st – annually, one-time background check required
 - F. Charitable Gambling Permit \$0 Per Permit
 - G. Parade Permit \$0 Plus cost of police services, if necessary
 - H. Background Fee \$35.00
 - I. Mobile Food Units \$25.00 Per Day
 - J. Peddler/Transient Merchant

\$50.00	1-3 Day Permit
\$100.00	4-10 Day Permit
\$250.00	30 Day Permit (peddlers only)
\$500.00	Annual permit (peddlers only)

Chamber sponsored events such as the Fourth of July Celebration, All City Garage Sale, Craft Fair, etc. are exempt from these City permit fees, but must instead obtain separate Chamber approval.

4. Animal License

- | | | |
|----|-------------|---------------------------------------|
| A. | Dog License | \$25.00 One Time Registration per dog |
|----|-------------|---------------------------------------|

5. Animal Violations

- | | | |
|----|-------------------------------------|---------|
| A. | 1st pickup - licensed | \$20.00 |
| B. | 1st pickup - unlicensed | \$50.00 |
| C. | 2nd pickup - licensed or unlicensed | \$50.00 |
| D. | 3rd pickup - licensed or unlicensed | \$75.00 |
| E. | Failure to clean up after animal | \$25.00 |
| F. | Pet not on a leash | \$25.00 |
| G. | Habitual Barking - 1st offense | \$25.00 |
| H. | Habitual Barking - 2nd offense | \$50.00 |
| I. | Habitual Barking - 3rd or more | \$75.00 |

6. Building Usage Rental

- | | | |
|----|---------------------------|----------------------------------|
| A. | Community Room-No Alcohol | \$20.00 (M-F Rate: per day) |
| | | \$100.00 (Sat-Sun Rate: per day) |

\$50 damage deposit required for each rental by check returned in 7-10 days.

No rent charge for senior dining or related activities for senior citizens.

Other renters approved by the City Council will be charged a flat monthly fee rather than a per use charge based upon regular usage.

7. Park Pavilion

(\$200 (non-alcohol)/\$400 (alcohol) Damage Deposit required for each level - check returned in 7 - 10 days; Payment of one-half of rental fee is required to reserve either level and that amount is non-refundable in event of cancellation). \$50 discount for consecutive day rentals.

- | | |
|---------------------------|----------------------------------|
| Upper Level Resident | \$200.00 (Fri-Sun Rate: per day) |
| Upper Level Resident | \$100.00 (M-Th Rate: per day) |
| Upper Level Non -Resident | \$250.00 (Fri-Sun Rate: per day) |
| Upper Level Non-Resident | \$150.00 (M-Th Rate: per day) |

- | | |
|---------------------------|----------------------------------|
| Lower Level Resident | \$250.00 (Fri-Sun Rate: per day) |
| Lower Level Resident | \$150.00 (M-Th Rate: per day) |
| Lower Level Non -Resident | \$300.00 (Fri-Sun Rate: per day) |
| Lower Level Non-Resident | \$200.00 (M-Th Rate: per day) |

8. Service Fees

- | | | | |
|----|---------------------------|---|---------------------------|
| A. | Cutting Grass | \$ 50.00 | Per hour (2 hour minimum) |
| B. | Snow Removal | \$100.00 | Per hour (3 hour minimum) |
| C. | Bituminous Replacement | Reimburse cost & contractor expense | |
| D. | Damaged Meters | Reimburse meter & labor at \$50.00/hour | |
| E. | Main to Stand Pipe | Reimburse materials & labor at \$50.00/hour | |
| F. | Stand Pipe to Owner | Property Owner expense/responsibility | |
| G. | Criminal Background Check | \$20.00 | Per Household Check |

9. Utility Fees

A.	Water Meters - New	\$370.00	Per 3/4 or 5/8 meter
B.	Water Access Charge - Res	\$2,800.00	Per residential unit
C.	Water Access Charge - Com/Ind (base fee)	\$2,800.00	Per REU*
D.	Sewer Access Charge	\$5,500.00	Per residential unit
E.	Sewer Access Charge - Com/Ind (base fee)	\$5,500.00	Per REU*

* The City will determine the actual fees to be charged to commercial/industrial units based upon their estimated impact on the City's water and sewer systems. The base fee is the minimum fee to be charged. The City will use the Metropolitan Council Environmental Services Service Availability Charge Procedures Manual (January, 1996) as a guide in determining the impact and establishing the fee. Any developer who disagrees with City staff's determination of the Hook Up fees may appeal the decision to the City Council for final determination.

F.	Late Meter Reading	\$20.00	Per meter
G.	Water Reconnect Penalty	\$40.00	Per reconnect after late payment
H.	Water Usage Rates		
	Volume Charge	\$4.42	Per thousand gallons based on metered water usage
	Base Rate Fee - Residential	\$10.54	Monthly
	Base Rate Fee - Comm/Ind	\$11.10	Monthly
I.	Sewer Use Rates		
	Volume Charge	\$4.08	Per thousand gallons based on metered water usage
	Base Rate Fee - Residential	\$16.40	Monthly
	Base Rate Fee - Comm/Ind	\$16.96	Monthly
J.	WWTP Fee	\$7.91	Per thousand gallons based on metered water usage
K.	Refuse Rates		
	35 gallon:	\$11.92	Per month
	35 gallon:	\$10.55	Per month (every other week service)
	65 gallon:	\$13.75	Per month
	95 gallon:	\$16.05	Per month
L.	Recycling	\$5.72	Per month
M.	Stormwater Residential	\$3.25	Per month
N.	Stormwater Commercial	\$4.25	Per month
O.	Late Payment Charge:	\$5.00	Per service
P.	Sanitary Sewer Area Charges	\$1,200.00	Per acre
Q.	Water Area Charges	\$1,000.00	Per acre
R.	Storm Sewer Area Charges	\$500.00	Per acre
S.	NSF Check Charge	\$20.00	
T.	Snow Bird Reconnect	\$25.00	one time, paid before turn-off

10. Zoning Fees

A.	Variance/Appeal	\$200.00	Plus Escrow
B.	Conditional/Interim Use	\$200.00	Plus Escrow
C.	CUP/IUP Monitoring Fee	Hourly	
D.	Rezoning (Text or Map)	\$200.00	Plus Escrow
E.	Minor Subdivision	\$200.00	Plus Escrow
F.	Preliminary Plat	\$350.00	Plus \$2,000 Escrow
G.	Final Plat	\$150.00	Plus \$1,000 Escrow
H.	PUD - Prelim and Final Plan	\$200.00	Plus Escrow
I.	Comprehensive Plan Amendment	\$200.00	Plus Escrow
J.	Septic Systems Permit	\$105.00	Per application
K.	Grading/Filling Permit	\$ 40.00	Per permit
L.	Right of Way Permit	\$ 40.00	Per permit (excavation/obstruction)
M.	Concept Plan Review	\$200.00	Plus Escrow
N.	Site Plan Review	\$200.00	Plus Escrow
O.	Zoning Inspections	Hourly	
P.	Tower Location Requests	\$400.00	Min. or actual cost of review, Escrow
Q.	Small Cell Wireless Permit	\$300.00	
R.	Consulting Planner Review Fee	Hourly	
S.	Consulting Engineer Review Fee	Hourly	
T.	TIF District App Fee	\$6,500.00	
U.	Wetland Application	\$200	Plus \$1,000 Escrow
V.	Mitigation Fee	\$35,000.00	Per acre
	Escrow Fee - Residential	\$500.00	applies to all applications Unless otherwise noted
	Escrow Fee - Commercial	\$2,000.00	applies to all applications unless otherwise noted

**If multiple application, highest fee and escrow only are applicable.

11. Administrative Fees

A.	Copier Services	\$.25	Per B/W copy (one side)
		\$.50	Per Color copy (one side)
B.	Council Packets	\$10.00	Per Packet
C.	Zoning or Subd. Code	\$10.00	Per copy
D.	City Code (entire)	\$25.00	Per copy
E.	Assessment Searches	\$30.00	Per Search
F.	Police Reports	\$.25	Per Page (one side)–Per State Statue
G.	Paper Service	\$20.00	Per Service
H.	Police Special Services	\$35.00	Per Hour
I.	Open Burning Permit	\$ 0	
J.	Finger Printing	\$15.00	

- 12. Building Fees:** The City of Annandale sets its building permit fee schedule by Ordinance. The building permit fees are based upon the estimated value of the finished structure.

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$2,000	\$20.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001 to \$25,000	\$50.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000	\$252 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	\$414.50 for the first \$50,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000 or fraction thereof to and including \$500,000.00
\$500,001 to \$1,000,000	\$2,039.50 for the first \$500,000.00 plus \$3 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$3,539.50 for the first \$1,000,000.00 plus \$2 for each additional \$1,000 or fraction thereof
A. State Surcharge:	\$1.00
B. Demolition Permit	\$55.00
C. Building/Sign Permit	Per Application
	Fee based on valuation – see schedule
D. Fireplace Permit	\$55.00
E. Residing Permit	\$50.00
F. Reroofing Permit	\$50.00
G. Window Replacement	\$50.00
H. Water Softener/Heater	\$50.00
I. Domestic Irrigation	\$50.00
J. Residential HVAC Permit	\$50.00
K. Assessment Fee	Per Application
(New Construction)	Under \$500,000.00
	\$500,000.00 or over

A late fee will be charged for commencing construction without a permit.

A building permit plan review fee of 65% of the building permit shall also be charged and collected by the City at the time a building permit is issued.

Mechanical and plumbing charges are additional charges based upon units – check with the building inspector.

13. Council, Board and Staff Reimbursement

- A. HRA:** No salary
- B. EDA:**
 - Board Chair: \$30.00/month
 - Board Member: \$20.00/month
- C. Planning and Park Commission:**
 - Commission Chair: \$55.00/month
 - Commission Member: \$35.00/month
- D. City Council:**
 - Mayor: \$425.00/month+\$30.00 per special Council meeting
 - Council Member: \$300.00/month+\$30.00 per special Council meeting

(The special meeting wage only applies where a quorum is present.)

14. Staff and Officials Reimbursement Schedule: The following rates will be applied for reimbursement of Council approved activities on behalf of the City, in addition to reimbursement and advances for expenses for City business as approved by the City Council:

Mileage	IRS Standard
Meals	Per Personnel Policy
Workboots (PW)	\$250.00

15. Cemetery Fees

- A.** Woodlawn Lot Purchase \$500.00
- B.** Pleasant View Lot Purchase \$500.00
- C.** Interment Fee \$100.00
- D.** Disinterment Fee \$175.00
- E.** Monument Marking Fee \$ 35.00

16. Administrative Penalties

- A.** Administrative Fine/Code Violation \$100.00
- B.** Stop Sign/Semaphore Violation \$ 60.00
- C.** Restricted Turn or U-Turn \$ 60.00
- D.** Excessive Vehicle Noise \$ 60.00
- E.** Exhibition Driving \$ 60.00
- F.** Obstructing View of Driver \$ 60.00
- G.** Vehicle Equipment and Safety Violation \$ 60.00
- H.** Tinted Window Violation \$ 60.00
- I.** Speeding (1-15 over) \$ 60.00
- J.** Disturbing the Peace/Noise Violation \$ 60.00
- K.** Seatbelt Violation \$ 40.00
- L.** Garbage/Dumpster Violation \$ 40.00
- M.** Peddler/Transient Merchant w/o License \$ 75.00

N.	Parking in traffic lane or alley	\$ 25.00
O.	Winter Parking Violation	\$ 25.00
P.	Parking oversized or unallowed vehicle	\$ 25.00
Q.	Parking on Landscaped Area	\$ 25.00
R.	Parking on Wrong Side of Street	\$ 25.00
S.	Other Parking Violations	\$ 25.00
T.	Prohibited Bicycle/Skateboarding	\$ 25.00
U.	Snowmobile Violation	\$ 25.00
V.	Sidewalk Obstruction	\$ 25.00
W.	Open Burning Violation	\$ 25.00
X.	Curfew	\$ 25.00

17. Fire Fees

A.	Engine Type 1 & 2	\$500 per hour
B.	Engine Type 3-7	\$250 per hour
C.	Aerial Apparatus	\$750 per hour
D.	Tenders	\$400 per hour
E.	Utility & Rescue	\$500 per hour
F.	Boat/Water-Ice Rescue	\$250 per hour
G.	Personnel (each)	\$40 per hour