



CITY OF SPRING PARK  
WORK SESSION AGENDA  
FEBRUARY 20, 2024 – 5:30 PM  
SPRING PARK CITY HALL

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(Work Session discussion times are approximate)

1. 5:30: Water Utility Upgrades Discussion
2. 6:00: Water Rates/Tiered Structure
3. 6:25 Miscellaneous
4. 6:30: Adjourn



## Staff Memo: 2024 Water Utility Upgrades

To: Spring Park – Mayor and Council

From: Mike Anderson, Administrator

Subject: Water Utility Upgrades

City Staff would like to propose an upgrade to the Water Utility Software. In the past, staff would have to walk up to each home to get a meter read (or if you can think back to when the Meter Man had to go into the basement and get it or leave a pink slip on the door 😊). In the last number of years, we have switched over to radio readers which allows staff to drive down roads and grab the meter reads without entering residents' property.

We have now learned, that with this new proposal that inside City Hall, with a click of a button we can grab all meter reads instantly. This is beneficial because Orono does our meter reads, they also have their own reads at the same time of the month we do ours which in hindsight, causes timing conflicts. If there is a faulty meter, sometimes it takes days for Orono to get back to the property to check out the issue.

Having this info at the click of a button would decrease these potential delays and allow for a more efficient process in house.

What is it? A software upgrade within City Hall and an antenna installed on our water tower.

Year #1 would be \$44,660 payment for software upgrade and antenna installation.  
Annual fees for years 2-5 Are between \$4,945 - \$5,395

Budget Impact - \$0 as it would be paid out of the Water Utility.

2023 Water Revenue over Expenditures was \$46,336.42  
2024 Projected Revenue is \$110,000

Staff would like Council discussion and if they are comfortable moving forward, authorizing the City Administrator to proceed with Core and Main with this update.

*City of Spring Park*

4349 WARREN AVENUE, SPRING PARK, MINNESOTA 55384-9711 (952) 471-9051 FAX (952) 471-9160  
WWW.CI.SPRING-PARK.MN.US



Bid Proposal for Spring Park Flexnet Light

SPRING PARK WATER DEPT  
 Bid Date: 12/27/2022  
 Core & Main 2687177

**Core & Main**  
 15800 W 79th St  
 Eden Prairie, MN 55344  
 Phone: 952-937-9666  
 Fax: 952-937-8065

Seq#	Qty	Description	Units	Price	Ext Price
		<b>DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.</b>			
10	1	R100NA COLLECTOR VERIZON PCS (INCLUDES INSTALL)	EA	24,000.00	24,000.00
30	1	SENSUS RNI SET UP FEE	EA	7,450.00	7,450.00
40	1	SENSUS ANALYTIC SET UP FEE	EA	3,530.00	3,530.00
50	1	SENSUS ANALYTICS INTEGRATION	EA	1,880.00	1,880.00
60	1	RNI TRAINING	EA	1,500.00	1,500.00
70	1	SA ENHANCED TRAINING	EA	1,500.00	1,500.00
80	1	SENSUS ANALYTIC ENHANCED YR1	EA	4,800.00	4,800.00
				<b>1ST YEAR STARTUP FEE'S</b>	<b>44,660.00</b>
100	1	SENSUS ANALYTIC ENHANCED YR2	EA	4,945.00	4,945.00
110	1	SENSUS ANALYTIC ENHANCED YR3	EA	5,090.00	5,090.00
120	1	SENSUS ANALYTIC ENHANCED YR4	EA	5,240.00	5,240.00
130	1	SENSUS ANALYTIC ENHANCED YR5	EA	5,395.00	5,395.00

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



## **Staff Memo: 2024 Water Utility Upgrades**

To: Spring Park – Mayor and Council

From: Mike Anderson, Administrator

Subject: Water Rates and Complaints

The City of Spring Park has been using the current Tiered rate structure across the board for as long as I can research back. Over the years, the only thing that has changed is the actual rates themselves in order to keep up with inflation and maintenance, that is a standard practice among Cities.

The City has been receiving ongoing complaints from one customer over the last decade. The complainant has stated that we are not within the law, but after research from staff and the City attorney that accusation has been proven to be inaccurate (see Attorney memo; attached).

The City Council on an annual basis approves the City Fee Schedule which has utility rates listed. The City Council also approves City Code, which states how the utilities are billed (information attached). The Council has voted to use the tiered system along with charging “per unit” rates. Which in this complaint, is one livable unit within a structure. Each apartment within Spring Park gets charged a unit fee per livable unit. Depending on livable units within an apartment complex, determines that amount.

History – dating back at least ten (10) years, the City has only received one ongoing complaint regarding the “unit fees” and tiered billing system.

Consideration – The City could look into billing differently for commercial, multifamily, residential. Council and staff discussion will be needed to accommodate for lost revenue if the current system is to be changed.

Staff recommendation – Continue with the current billing until the recently approved rate adjustment concludes. Council approved a 3-year rate adjustment beginning in the year 2023 and concluding at the end of 2025. This would allow Staff to research and bring suggestions to Council ahead of a fall 2025 vote for the next 3-year rate adjustment recommendation.

Mayor Rockvam and Councilor Horton notes – Both agree with staff recommendations on postponing review until the next rate adjustment is approved.

*City of Spring Park*

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**MEMORANDUM**

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**TO:** MAYOR AND COUNCILMEMBERS  
**FROM:** JOSEPH MURPHY, CITY ATTORNEY  
**SUBJECT:** WATER RATES  
**DATE:** FEBRUARY 14, 2024

**Discussion:**

After consultation with city staff, it was suggested that I draft this memo to assist the city council in its discussion of water rates at the upcoming work session.

The city currently charges for water service using two fees billed quarterly - (1) a base, flat rate fee per unit; and (2) a per gallon fee on a three-tiered system based upon metered water usage. Under the city's code, the council periodically adopts by resolution the Schedule of Fees and Charges and the water service billing procedures are implemented by city staff.

The city's legal authority to charge for the use, availability, and connection to the municipal water system stems from state law. Minnesota Statute §444.075 provides that the city "may impose just and equitable charges." Generally, a city has broad authority to determine the best method to charge users and to support the municipal water system. A city may use a combination of methods to set rates for utility services, including flat rates, rates based on usage, and different rates based on the classification of property (commercial, residential, etc).

For purposes of applying the quarterly flat rate, Spring Park considers each household unit a single individual unit, including in a multifamily dwelling or apartment building. This flat rate is billed, therefore, per residential unit, not per meter. Other cities in Minnesota use a similar method of billing a flat rate fee for each residential unit regardless of whether it is a single-family residence or a multifamily residence. On the other hand, some cities set different base rates per unit depending on whether those units are in a single-family or multifamily dwelling. Still other cities utilize a method of charging per meter (not per unit) and set a flat rate based upon the size of the meter.

When a city, like Spring Park, imposes a tiered rate structure to promote water conservation, state statute (§103G.291) requires that the conservation rate structure must consider each residential unit in a multifamily dwelling as an individual user. State statute is silent, however,

with respect to whether or not each residential unit in a multifamily dwelling must be counted as an individual user when a city imposes a base, flat rate.

Notably in a 2022 decision, the Minnesota Court of Appeals upheld a city billing structure that is similar to Spring Park's current method. In that case, the City of Biwabik charged each unit in a multi-unit building a flat-fee base rate, along with a fee based on its metered usage. The owner of a multi-unit building sued the city, arguing that the per-unit flat-fee base rates were not proportionate to the cost of furnishing service and were not just and equitable. The court ruled in favor of the city and concluded that city's rate structure was not "unjust, unreasonable or inequitable." The court noted that in exercising its discretion in setting a reasonable rate structure, the city may "give consideration to all costs of the establishment, operation, maintenance, depreciation and necessary replacements of the system." In addition, the court credited the city's explanation that "imposing flat-fee base rates on all units ensures that all units with access to the sewer and water systems contribute towards the cost of operating and maintaining the systems."



## 2023 FEE SCHEDULE City of Prior Lake

### 2023 CHARGES

#### DEVELOPMENT FEES:

Administration Fee on Development Agreements	6.0%
Administrative Charge for No-Notice to Commence Construction for Utility Connections	\$100.00
Escrow for Construction Observation on Development Agreements	Estimate of 8.0% of construction cost. Actual costs to be paid by developer.
Escrow for Professional Service on Development Agreements (unrelated to Construction Observation)	Actual costs to be paid by developer
Escrow for Preliminary Plats, Final Plats and for major PUD amendments. Remaining funds, if any, shall be refunded at project acceptance or project cancellation	\$5,000.00
Park Dedication Fee	
Residential	\$3,750.00 / unit
Commercial/industrial	\$9,000.00 / ac.
Street Seal Coat Fee	\$1.90 / sy

#### UTILITY DEVELOPMENT FEES:

Trunk Sewer Acreage Charge	\$5,130.00 / ac.
Trunk Water Acreage Charge	\$4,180.00 / ac.
Trunk Stormwater Acreage Charge	
Low density residential (R1,R2)	\$4,550.00 / ac.
High density residential (R3)	\$7,510.00 / ac.
Commercial/industrial	\$9,390.00 / ac.

#### UTILITY CONNECTION AND PERMIT CHARGES:

Sewer Connection Charge	\$1,200.00 / unit
Water Connection Charge	\$870.00 / unit
MCES Direct Interceptor Connect Permit Review Charge	\$1,000.00
MCES Metro Sewer Availability Charge	\$2,485.00 / unit
Water Permit	
Industrial, commercial, multi-residential	1.0% of cost (\$54.50 min.)
Residential	\$54.50
Sewer Permit	
Industrial, commercial, multi-residential	1.0% of cost (\$54.50 min.)
Residential	\$54.50

#### UTILITY RATES AND CHARGES:

Water Consumption Rates (Residential, Commercial, Industrial, Churches and Schools)	
Tier 1 - up to 10,000 gallons	\$3.50 per 1,000 gallons
Tier 2 -10,001 to 20,000 gallons	\$4.20 per 1,000 gallons
Tier 2 -20,001 to 30,000 gallons	\$5.46 per 1,000 gallons
Tier 4 - over 30,000 gallons	\$8.20 per 1,000 gallons
Water Consumption Rate (Multi-Unit Residential)	\$5.16 per 1,000 gallons
Water Base Rate (Residential, Commercial, Industrial, Churches and Schools)	\$20.60 per billing cycle
Water Base Rates (Multi-Unit Residential) Based on # of Units at Property	
100+ Units	\$1500 per billing cycle
50 - 99 Units	\$1000 per billing cycle
20 - 49 Units	\$400 per billing cycle
10 - 19 Units	\$200 per billing cycle
Under 10 units	\$40 per billing cycle
Bulk Water Charge	\$5.00 per 1,000 gallons
Prepaid Card Initial/Replacement Fee (for bulk water)	\$5.00
Bulk Water Meter Rental	
Administrative Fee	\$100.00
Meter Deposits	< 1.5 inch - \$500.00 1.5 inch or larger - \$1,500.00
Water Meter - residential 5/8"	cost plus 15%
Pressure Reducer	cost plus 15%
Frost Plates	\$7.50
Meter Testing Costs	Actual cost
Delinquent Utility Account - Door Hanger Charge	\$25.00



## 2023 FEE SCHEDULE City of Prior Lake

### 2023 CHARGES

#### UTILITY RATES AND CHARGES:

Water Shut-off Charge (Day/Night)		\$68/\$102
Water service thawing	1 <sup>st</sup> time – no charge All subsequent times – actual cost	
Sprinkling Violations:		
First Offense		Warning
Second Offense		\$50.00
Third Offense		\$100.00
Each Subsequent Offense (in same calendar year)	Shall Double from the Prior Offense	
Meter Tampering Penalty		\$100.00
Sewer Consumption Rates - City (Residential, Commercial, Industrial, Churches and Schools)		
Tier 1 - up to 10,000 gallons		\$2.60 per 1,000 gallons
Tier 2 -10,001 to 20,000 gallons		\$3.12 per 1,000 gallons
Tier 2 -20,001 to 30,000 gallons		\$4.06 per 1,000 gallons
Tier 4 - over 30,000 gallons		\$6.09 per 1,000 gallons
Sewer Consumption Rate (Multi-Unit Residential)		\$3.64 per 1,000 gallons
Sewer Base Rate (Residential, Commercial, Industrial, Churches and Schools)		\$17.70 per billing cycle
Sewer Base Rates (Multi-Unit Residential) Based on # of Units at Property		
100+ Units		\$1500 per billing cycle
50 - 99 Units		\$1000 per billing cycle
20 - 49 Units		\$400 per billing cycle
10 - 19 Units		\$200 per billing cycle
Under 10 units		\$40 per billing cycle
Met Council Sewer Rate (MCES) - in addition to City Sewer Rate		\$3.21 per 1,000 gallons
Intergovernmental Utility Rates:		
Sewer (City)		Cost per Agreement
Water		Cost per Agreement
Stormwater Management Fee		\$19.03 (residential) / \$57.10 acre per billing cycle

#### PERMITS:

Building Permit		Per City Code Section 401.300
Change of Occupancy Permit		\$54.50
Commercial Contractor's Deposit (Escrow prior to Certificate of Occupancy)		110% of remaining work
Common Home Improvements		Fixed valuation fee
Additions	Use State Average Value or use Contractor/Homeowner Value, whichever is greater	
	1-200 square feet = valuation of \$4,000; Permit cost of \$199.39	
	201 and larger square feet = valuation of \$7,000; permit cost of \$282.81	
Decks		\$108.00
Re-roofing (per unit)		\$108.00
Re-siding		\$108.00
Windows		\$108.00
Solar Panel		\$108.00
Drain Tile		\$108.00
Egress Window		\$108.00
Lower level finish (2 rooms or less)		\$200.00
Lower level finish (3 room)		\$250.00
Lower level finish (4 room)		\$300.00
Swimming pool (above ground)		\$201.79
Swimming pool (below ground)		\$450.16
Driveway Permit (Single-family residential)		\$50.00
Driveway Permit (Multi-family residential & commercial parking lots and private streets)		\$150.00
Demolition Permit		\$200.00
Electrical Inspection	Per State Electrical Inspection Fee Schedule	
Excavation & Grading Permits & Escrows		
Permit for Residential < 1 acre		\$125.00
Permit for Residential >= 1 acre		\$955.00 / month; \$250 minimum





## 2023 FEE SCHEDULE City of Prior Lake

### 2023 CHARGES

<b>PERMITS:</b>	
Security for Residential Restoration	\$2,000 / acre
Permit for Commercial/Developers	\$955.00 / month; \$250 minimum
Security for Commercial/Developer Restoration	\$2,000 / acre
Plan Review	65% Building Permit Fee
Repetitive Plan Review	25% Building Permit Fee
Reimbursement of Permit Fees for Failure to Initiate Work	up to 80% Building Permit Fee
Construction Observation - work performed by city appointed outside consultant	Per Estimate
Structural Review - work performed by city appointed outside consultant	Per Estimate
Retaining Wall Structural Review	Actual cost
Small Wireless Facility Collocation Agreement Application Fee	\$1,500.00
Plumbing Permits	
Industrial, commercial, multi-residential	1.0% of cost (\$54.50 min.)
Residential - new construction (single/two family)	\$154.50
Residential - additions/alterations	\$54.50
Mechanical Permits	
Industrial, commercial, multi-residential	1.0% of cost (\$54.50 min.)
Industrial, commercial, residential Sprinkler/Fire Suppression	1.0% of cost (\$154.50 min.)
Residential - heating/air (single/two family)	\$154.50
Residential - gas fireplaces	\$54.50
Residential - additions/alterations	\$54.50
Moving Permit	\$55.00
Residential Contractor's Deposit	\$2,500.00
Short Term Rental Permit	\$205.00
Tree Preservation Lot Deposit	\$400 per inch of required replacement; minimum \$2,000
Right-of-Way Permit and Telecommunications User Registration	
Yearly Registration Fee for Online Program – paid by each applicant with the first Right-of-Way Permit they of	\$30.00
Right of Way Permit (waived for companies with franchise agreements with City)	\$250.00
Delay Penalty	\$100.00 per day
Right of Way Security Boulevards (waived for companies with franchise agreements with City)	\$500.00
Right of Way Security Streets	125% of restoration estimate
Telecommunications User Registration Fee	\$255.00
<b>SERVICE CHARGES:</b>	
Assessment Search	\$25.00
Customer Lists (annual charge)	\$55.00
Administrative Fee for Assessment of Delinquent Charges	\$100.00
Erosion and Sediment Control or Cleanup (gravel driveways, private property erosion, etc.)	1) Street sweeping - \$155.00/hr. (Min. \$150.00) 2) Other methods – Actual cost
Late License Processing Charge	\$55.00
Merchant Fees for Debit/Credit Card Payments - All Services	Paid by Customer
NSF Charge	\$30.00
Public Works Contracted Service	\$102/hour
Recurring autopayments/ACH completed through online service provider	Paid by Customer
Street Overlay/Resurfacing Assessment	\$1,375.00
<b>POLICE, FIRE &amp; RESCUE SERVICE CHARGES:</b>	
Burning Permit	\$40.00
False Alarms (effective upon 4th false alarm each year)	\$100.00 / \$150.00 / \$200.00 / \$250.00
Police Contracted Rate	\$115/ hour
Police Body Camera Video	\$25.00
Police Evidence Room Storage	\$1/day



## 2023 FEE SCHEDULE City of Prior Lake

### 2023 CHARGES

#### LIQUOR LICENSES:

On Sale Intoxicating - Club	\$650.00
Consumption & Display License (Temporary)	\$25.00
Consumption & Display License	\$550.00
Off Sale Intoxicating	\$380.00
Off Sale 3.2 Malt Liquor	\$100.00
On Sale Intoxicating	\$7,000.00
On Sale 3.2 Malt Liquor	\$500.00
On Sale Sunday Liquor	\$200.00
Temporary On Sale & Temporary On Sale 3.2 Malt Liquor (1-3 days)	\$75.00
On Sale Wine License	\$2,000.00
Investigation Fee - On/Off Sale Intoxicating	New \$500/Renewal \$250
Investigation Fee - On Sale 3.2 Malt Liquor	New \$500/Renewal \$250
Investigation Fee - Off Sale 3.2 Malt Liquor	New \$500/Renewal \$250
Refund Retainage Fee - On Sale Intoxicating	\$400.00
Late Fee for License Renewals	\$50.00
On-Sale Malt Liquor Brewer Taproom	\$650.00
Off-Sale Malt Liquor Small Brewer (Growler)	\$200.00
On-Sale Malt Liquor Brew Pub	\$650.00
Off-Sale Malt Liquor Brew Pub (Growler)	\$200.00

#### MISCELLANEOUS LICENSES & PERMITS:

Temporary Gambling Permit	\$40.00
Gambling Premise Permit	\$105.00
Banner Permit	\$150.00
Cigarette License	New \$500/Renewal \$250
Community Event Application	\$50/\$100
Community Event Costs	100% cost recovery
Community Event Costs: Co-Sponsored	% of cost recovery as determined by City Manager
Dangerous Dog Annual Registration	\$55.00
Fireworks Application	\$100/display
Massage Therapy License	\$105.00
Investigation Fee	actual cost up to \$500 max.
Public Private Gathering Event Permit	\$30.00
Refuse Haulers License	1st truck - \$255.00 each additional truck - \$50.00
Peddler's Permit application	\$50.00
Taxi Cab License	\$105.00/\$55.00 each additional cab

#### PARK FACILITY RENTALS:

Boat slip rental	
Seasonal-resident/non-resident	\$3,700/\$5,000 per boat slip
Non-refundable cancellation fee for seasonal boat slip rental	10% of rental fee
Canoe/Kayak Rack rental (Sandpoint) - Seasonal (05/01 - 09/30)	
Resident	\$100.00
Non-Resident	\$200.00
Community Garden (05/01 - 10/31) Rental - Resident/Nonresident:	\$50/\$75
Community Garden Clean Up Fee	\$300.00
Lakefront Park Pavilion Rental (includes Gazebo):	
Monday - Thursday:	
Resident Group (private)	\$175/day, \$150 damage deposit
Non-Resident* Group (private, public or business)	\$350/day, \$150 damage deposit
Friday - Sunday:	
Resident Group (private)	\$350/day, \$300 damage deposit
Non-Resident* Group (private, public or business)	\$500/day, \$300 damage deposit

\*Outside of corporate city limits of Prior Lake



## 2023 FEE SCHEDULE City of Prior Lake

### 2023 CHARGES

#### **PARK FACILITY RENTALS:**

Picnic Shelter/Band Shell (Community Parks)	\$100/\$150 per day
Resident/non-resident	<i>No Charge</i>
Prior Lake Lions Club (Sand Point Beach Only)	
School District #719, Youth Organizations, Non-Profit Civic Groups, Churches and Governmental Agencies	<i>No Charge - Monday through Thursday</i>
<b>Other:</b>	
Park Facility Reservation Change/Cancel Fee (Lakefront Park pavilion only) (Resident/Non-resident)	10% of rental fee
Park Facility Reservation Change/Cancel Fee (All other shelters, Canoe/Kayak Rack)	10% of rental fee

#### **CITY FACILITY RENTALS:**

Facility Usage Fee (City Hall, Beaches, Main St., Athletic facilities) Resident/Non-resident	\$300/\$450/day, Clean-up fee, if needed
Athletic Tournament Fee (Resident/Non-resident)	\$500/\$600 per tournament
Fire Station, City Hall Conference Room-Parkview and Council –Resident/Non-resident	Clean-up fee, if needed

#### **FIELD RESERVATIONS:**

Field Reservations (with maintenance services)	Cost Per Agreement
Field Reservations (no maintenance services)	\$50/\$100 per field, per day
Field Striping	
Initial Layout	\$0.06/linear foot
Restripe	\$0.06/linear foot
Field Lighting	\$23 per hour, per field

#### **RECREATION AND CLUB PRIOR PROGRAMS**

	<b>Cost Per Agreement</b>
Registration late fee (registrations received after the deadline)	\$10.00/registration
Adult Sports Programs	Cost Per Agreement
Classes	Cost Per Agreement and City admin fees
Community Events	Free
Youth Camps	\$15-\$200/week/camp
Youth/Senior Trips	Cost Per Agreement
Late Pick Up Fee	\$1/minute, per child after 10 minute grace period
Registration Cancellation Fee	\$5/participant/program

#### **PARK PERMITS**

Daily Admission ( <i>Sand Point Beach</i> )	\$6/day
Seasonal Parking Pass ( <i>Sand Point Beach</i> )	\$60/season
Barricades /Cones	\$125 (up to 4 barricades) / additional \$20/barricade
Garbage Barrels	\$125 (up to 4 barrels) / additional \$20/barrel
Picnic Table Rental (minimum 4 tables)	\$200 (up to 4 tables) / additional \$25/table

#### **ZONING/SUBDIVISION FEES:**

Administrative Plat Fee	\$255.00
CIC Plat Fee	\$255.00
Comprehensive Plan Amendment	\$555.00
Concept Plan	\$255.00
Conditional Use Fee	\$530.00
Conditional Use Minor Amendment	\$280.00
Fence Permit (under 7 feet in height)	n/c
Fence Permit (over 7 feet in height)	\$55.00
Final Plat Application Fee	\$255.00 + \$10/lot
Final Plat Minor Modification	\$205.00
Final Plat Major Modification	\$205.00
Interim Use Permit	\$530.00
Letter of Credit (residential building relocation)	\$5,000.00
Metes & Bounds Subdivision	\$255.00
P.U.D. (prelim)	\$780.00
P.U.D. (final)	\$505.00
P.U.D. Minor Amendment	\$255.00



**2023 FEE SCHEDULE**  
**City of Prior Lake**

**2023 CHARGES**

**ZONING/SUBDIVISION FEES:**

P.U.D. Major Amendment	\$630.00
Preliminary Plat Application Fee	\$530.00 + \$15/lot
Preliminary/Final Plat Combination Fee	\$530.00 + \$15/lot
Registered Land Survey	\$280.00
Rezoning	\$555.00
Sidewalk Sales Permit	\$105.00
Sign Permit (permanent) - Single Tenant Buildings	\$80.00 - 1st 40 sq. ft. plus .50/sq. ft. thereafter
Sign Permit (permanent) - Multiple Tenant Buildings	\$80.00 - 1st 40 sq. ft. plus .50/sq. ft. thereafter
Sign Permit (temporary)	\$55.00
Site Plan	\$255.00
Tree Preservation Lot Deposit	\$400 per inch of required replacement; minimum \$2,000
Vacation Fee	\$305.00
Variance Fee	\$530.00
Zoning Code Amendment	\$505.00
Zoning Appeal (Administrative & Planning Commission)	\$305.00
Zoning Verification Letter	\$40.00

**MUNICIPAL FINANCING APPLICATION FEES:**

Annexation Filing Fee (plus city expenses)	\$500.00
Bond Administration fee (new money)	The greater of \$10,000 or .5% of the principle amount of the bonds allocated to the city.
Bond Administration fee (refunding)	The greater of \$10,000 or .25% of the principle amount of the bonds allocated to the city.
Non-Refundable application fee	\$2,500.00
TIF Application Fee (plus additional city expenses incurred)	\$5,000.00
TIF Reassignment	Cost

**PUBLICATIONS:** *(many are available online at no charge)*

Comprehensive Utility Plans (each)	\$30.00
Public Works Design Manual	\$15.00

**MAPS:** *(many are available online at no charge)*

Aerial Maps <i>(small/regular/large)</i>	\$10.00 / \$15.00 / \$20.00
City Maps <i>(small/regular/large)</i>	\$7.50 / \$10.00 / \$15.00
GIS data files (cd format)	
2-ft contours, planimetric data	\$12.00/ac.
parcels only	\$.05/parcel
custom data	\$50.00/hr.
Plan Copies (regular/large)	\$10.00 / \$15.00
Developers will be given 1 set of S&W as-builts at no charge-add'l prints will be charged above rate	
Topo Maps <i>(small/regular/large)</i>	\$15.00/ \$20.00 / \$30.00

**MISCELLANEOUS:**

Copy charge per 8 1/2 x 11 page in accordance with MN Government Data Practices Act	\$.25 ea.
Charge for compiling data in accordance with MN Government Data Practices Act	Actual Cost
DVD	Actual Cost
Lost key cards (external meeting room users only)	Actual Cost + Staff Time
Key fobs	Actual Cost
Flash Drive	Actual Cost
Any failure to obtain required permit/license/approval/registration for project/work/activity/business	Double the Stated Fee
Memorial benches: 6' metal coated	\$2,000.00
Memorial plaques	\$250.00
Memorial plaque stand	\$100.00
Sand bags (empty)	\$.25/bag
Street standard plates (cd format)	\$10.00



**2023 FEE SCHEDULE**  
**City of Prior Lake**

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**2023 CHARGES**

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**MISCELLANEOUS:**

Wetland marker signs	\$10.00
Wetland Conservation Act (WCA) application fee	\$150.00
Wetland field estimate	\$250.00
Wetland Conservation Act (WCA) administration	Actual Cost

- Amd. Ord. 113-13, publ. 12/14/13
- Amd. Ord. 114-10, publ. 05/17/14
- Amd. Ord. 115-01, publ. 01/17/15
- Amd. Ord. 115-14, publ. 06/05/15
- Amd. Ord. 115-22, publ. 08/22/15
- Amd. Ord. 115-27, publ. 01/02/16
- Amd. Ord. 116-02, publ. 03/05/16
- Amd. Ord. 116-11, publ. 05/09/16
- Amd. Ord. 116-23, publ. 12/17/16
- Amd. Ord. 117-04, publ. 04/01/17
- Amd. Ord. 117-14, publ. 07/29/17
- Amd. Ord. 117-20, publ. 12/09/17
- Amd. Ord. 118-09, publ. 07/21/18
- Amd. Ord. 118-21, publ. 12/15/18
- Amd. Ord. 119-14, publ. 12/7/19
- Amd. Ord. 120-11, publ. 11/14/20
- Amd. Ord. 121-17, publ. 12/25/21
- Amd. Ord. 122-11, publ. 12/17/22

**CITY OF SPRING PARK  
SPRING PARK, MINNESOTA**

**RESOLUTION #22-24**

**A RESOLUTION OF THE SPRING PARK CITY COUNCIL  
SETTING UTILITY RATES**

**WHEREAS**, The Spring Park City Council establishes utility rates by resolution; and

**WHEREAS**, utility rates have been reviewed in light of the budgetary needs for the water and sewer utilities; and

**WHEREAS**, utility rates for City of Spring Park utility accounts are being increased to better reflect our infrastructure needs;

**NOW, THEREFORE, BE IT RESOLVED** by the City of Spring Park that the utility rates shall be amended as set forth in Attachment A for years 2023-2025.

This resolution shall become effective upon its passage without publication.

This rate structure will be implemented effective with all utility charges payable and due on each Utility bill due beginning the first Quarter in 2023.

**ADOPTED** by the City Council of the City of Spring Park this 7<sup>th</sup> day of November, 2022.

**CITY OF SPRING PARK**

Approved:

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Jerome P. Rockvam  
Mayor

Attest:

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Jamie Hoffman  
City Clerk

**CITY OF SPRING PARK  
SPRING PARK, MN**

**ATTACHMENT “A” FOR RESOLUTION 22-24  
SCHEDULE OF FEES AND CHARGES  
AMENDED UTILITY RATES**

<b>Chapter 34. Utilities</b>		
	<i>Public Utilities 2023</i>	
§ 34-41	Sewer minimum charge per quarter per unit	25.00
	Sewer (per 1,000 gallons)	4.50
	Sewer/Met Council Charge (per 1,000 gallons)	4.50
§ 34-192	Water minimum charge per quarter per unit	25.00
	Water (per 1,000 gallons)	0-8,999 Gallons – 3.18 9,000-17,999 Gallons – 4.78 18,000+ Gallons – 6.37
	Test Fee, Residential Per Year	7.04
	Test Fee, Commercial Per Year	7.04
	<i>Public Utilities 2024</i>	
§ 34-41	Sewer minimum charge per quarter per unit	26.00
	Sewer (per 1,000 gallons)	5.17
	Sewer/Met Council Charge (per 1,000 gallons)	5.18
§ 34-192	Water minimum charge per quarter per unit	26.00
	Water (per 1,000 gallons)	0-8,999 Gallons – 3.66 9,000-17,999 Gallons – 5.50 18,000+ Gallons – 7.33
	Test Fee, Residential Per Year	7.76
	Test Fee, Commercial Per Year	7.76
	<i>Public Utilities 2025</i>	
§ 34-41	Sewer minimum charge per quarter per unit	27.00
	Sewer (per 1,000 gallons)	5.69

	Sewer/Met Council Charge (per 1,000 gallons)	5.70
§ 34-192	Water minimum charge per quarter per unit	27.00
	Water (per 1,000 gallons)	0-8,999 Gallons – 4.03 9,000-17,999 Gallons – 6.05 18,000+ Gallons – 8.06
	Test Fee, Residential Per Year	8.54
	Test Fee, Commercial Per Year	8.54



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**Sec. 34-292. Equalization fee based on units.**

- (a) The city council shall determine the costs attributable to increase the reserve capacity necessary for expansion and maintenance of the municipal water and sewer systems, which shall be based on engineering estimates obtained by dividing the cost of sewer and water improvements benefiting future development by the projected number of future equivalent units. Equalization fees shall be adjusted in accordance with the Engineering News Record Construction Cost Index, or similar publication, in order to enable the charges to remain abreast of inflationary trends. Such fees shall be determined by the city council from time to time in accordance with the criteria set forth in this subsection.
- (b) Definition and computation of units shall be as follows:
- (1) Single-family houses, townhouses and duplex units shall comprise one unit for each living unit.
  - (2) Common interest communities and apartments shall each comprise one unit for each living unit.
  - (3) Other buildings and structures shall be assigned one unit for each 100,000 gallons of flow per year which it is estimated they will discharge, and commercial and industrial building units shall be assigned a minimum of one unit.
  - (4) Basis for determination of units for commercial, industrial and institutional connection shall be the same as determined by metropolitan waste control commission's SAC charge schedule.

(Ord. No. 32:09, § III, 6-21-1982)



## Staff Memo: 2024 Current/Conservation Rate Schedule Comparison

To: Spring Park – Mayor and Council

From: Tria Xiong, Finance Clerk

Subject: Comparison of Projected Utility Revenues

The City of Spring Park uses an increase block rate utility billing schedule in which the usage price of each tier is charged at a higher rate than the previous. The conservation rates, which would apply to multi-family dwellings, take the total usage divided by the number of units, which is charged according to the block rate schedule as shown in the example below.

CONSERVATION RATES EXAMPLE			
Total Water Used		100	
Units		50	
Water used per unit (Total/Units)			2
0-8999	\$ 3.18	2	\$ 6.36
9000-17999	\$ 4.78	0	\$ -
18000+	\$ 6.37	0	\$ -
Total Water (added amount from tiers * units)			\$ 318.00
Per Unit Water Fee	\$ 25.00	50	\$ 1,250.00
Water Service Total			\$ 1,568.00
Res Sewer Rate	\$ 4.50	2	\$ 9.00
Total Sewer (sewer rate amount * units)			\$ 450.00
Per Unit Sewer Fee	\$ 25.00	50	\$ 1,250.00
Res Sewer Total			\$ 1,700.00
Total Met Sewer (sewer rate amount * units)			
Sewer/Met Council	\$ 4.50	2	\$ 9.00
			\$ 450.00
Res Test Fee	\$ 1.760	50	\$ 88.00
Total Bill			\$ 3,806.00

*City of Spring Park*

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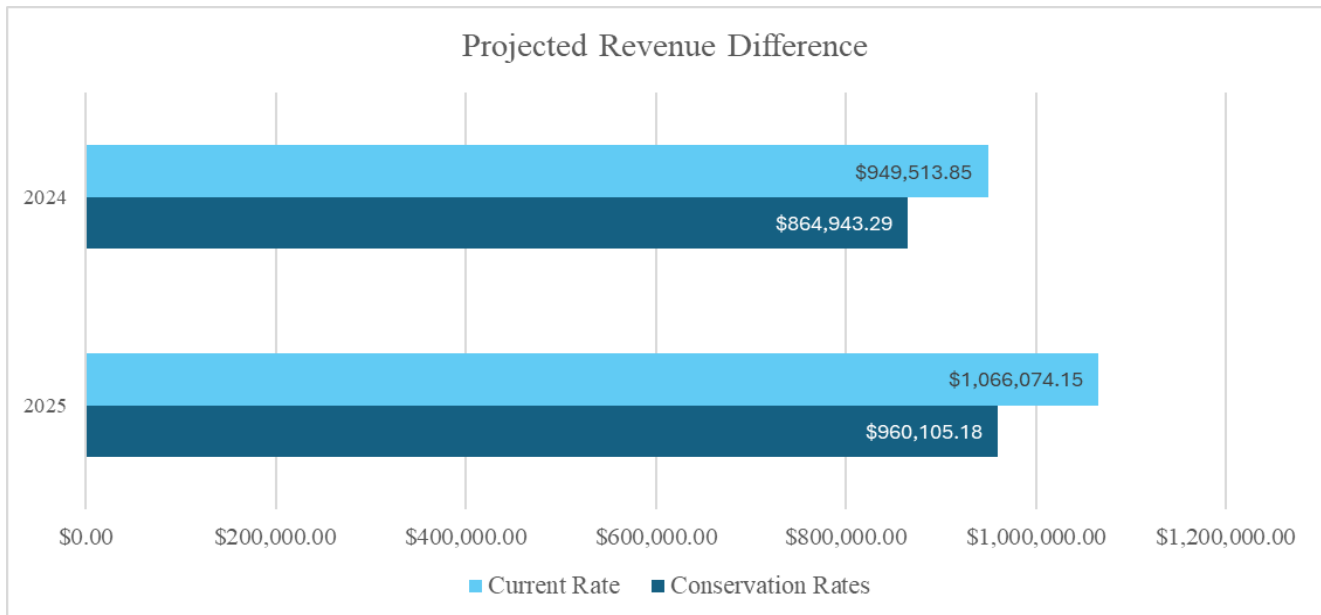


Based on the average usage from the last five years of the multi-family dwellings, this is a comparison of revenue and projected revenue of the current rate schedule and the conservation rate schedule.

Apartments Revenue Including Pres. Homes				
	Year	Current Rate Schedule	Conservation Rate Schedule	Difference
	2022	\$453,805.20	-	-
	2023	\$587,394.90	-	-
Projected	2024	\$661,609.52	\$566,447.63	\$95,161.89
Projected	2025	\$727,270.87	\$610,710.57	\$116,560.30

Comparing the current rate schedule and the conservation rate to the projected total utility revenue for 2024 and 2025 is a 10-11% difference each year.

Year	Projected Revenue with Current Rate	Percentage of difference to Revenue	Projected Revenue with Conservation Rate
2024	\$960,105.18	10%	\$864,943.29
2025	\$1,066,074.15	11%	\$949,513.85



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The per unit charges for 2024 are anticipated as shown below.

2024			
Account	Per Unit Charge	Units	Total Charge
Mtka Edgewater	\$26.00	82	\$2,132.00
Lord Fletcher's Apts.	\$26.00	88	\$2,288.00
Bayview	\$26.00	107	\$2,782.00
The Mist	\$26.00	116	\$3,016.00
Lakeview Lofts	\$26.00	39	\$1,014.00
Park Island	\$26.00	56	\$1,456.00
Park Island West	\$26.00	25	\$650.00
Pres Home - Parkshore Apts.	\$26.00	92	\$2,392.00
Pres Home - Health Care	\$26.00	90	\$2,340.00
Pres Home - Assisted Living	\$26.00	66	\$1,716.00
Pres Home - Memory Care	\$26.00	70	\$1,820.00
Pres Home - Independent Living	\$26.00	100	\$2,600.00

2024's quarterly total water revenue for per unit charges is expected to be \$24,206.00 and \$96,824.00 for the year.

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