



**WORK SESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
JULY 27, 2021
5:00 PM**

Call to order

1. Review and discuss intoxicating liquor license fees for 2022.
2. Provide updated Key Financial Strategies (KFS) information; review preliminary proposed 2022 Budget, proposed 2022 Capital Improvement Budget (CIB) and 2023-2026 Capital Improvement Plan (CIP), review of 5 year Street Reconstruction Plan, proposed utility rates, and a review of City fees.

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.



STAFF REPORT NO. 22
WORK SESSION
7/27/2021

REPORT PREPARED BY: Jennifer Anderson, Support Services Manager

DEPARTMENT DIRECTOR REVIEW: Jay Henthorne, Director of Public Safety/Chief of Police
7/19/2021

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
7/22/2021

ITEM FOR WORK SESSION:

Review and discuss intoxicating liquor license fees for 2022.

EXECUTIVE SUMMARY:

During Covid-19, the intoxicating liquor license fee was brought up and a review of the license fee was recommended.

BACKGROUND INFORMATION:

A. HISTORICAL CONTEXT

“Intoxicating liquor” refers to “Ethyl alcohol, distilled, fermented, spirituous, vinous and malt beverages containing more than 3.2 percent of alcohol by weight. This is the Cadillac of liquor licenses as it covers all liquor. On-Sale Intoxicating Licenses may only be issued to hotels, restaurants, brew pubs, and clubs per city code.

There are currently seven establishments (down from 10-12) in Richfield that have chosen to hold an Intoxicating Liquor license for 2021. It is unclear if this number will increase in the future. Staff are unsure if those who downgraded licenses will return to an intoxicating license in 2022. They downgraded licenses during the Covid-19 pandemic.

For almost two decades there has been a range of 10-12 licenses issued in any given year. The Intoxicating Liquor license fee is \$15,036. Per city code, no more than 15 Intoxicating Liquor licenses may be issued per year by the city, excluding licenses issued to clubs like the V.F.W., who pay \$863 because of their club status.

Historically, the Intoxicating Liquor license fee has been high going back several decades. Previous city councils set the fee high to cover the costs of the repeated visits by the Richfield Police Department to a number of problematic establishments as well as to keep pace with rising city costs year after year. Richfield Public Safety responds to 300-400 calls annually to these establishments. The license fees charged are also a factor of the costs incurred to provide the detailed application processing review and yearly renewals by Business Licensing staff as well as a comprehensive background investigation conducted by the Public Safety Department.

Staff time for processing the intoxicating liquor license application is greater than most other license applications. The requirement for Public Safety to complete the extensive background investigation on an establishment and the individuals involved requires on average 8 – 10 weeks. This level of detail is necessary to understand the identity of the true owners and operators of the business, to reveal disqualified or ineligible applicants, and to make certain that the applicants are suitable to run this highly regulated business in compliance with all applicable State and local laws. The privilege of holding an On-Sale Intoxicating Liquor license brings with it a substantial amount of responsibility and the need for more oversight by the City. Once approved at the city level, the application is sent to the State of Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division for approval.

History of Richfield Intoxicating Liquor license fees:

Year	Intoxicating Liquor license fee
2002 – 2004	\$11,200
2005	\$11,536
2006	\$11,882
2007	\$11,936
2008 – 2009	\$12,473
2012	\$14,173
2013	\$14,598
2014 – 2023	\$15,036

In 2004, as a result of no license fee increases between 2002 and 2004, previous administrations directed staff to make more significant increases in fees to account for increased city operating costs. After the 2004 fee increase, staff was encouraged to make small, annual fee increases to cover year to year operating increases in the area of 3% until 2014, when liquor fees have remained the same.

Overall, the seven Intoxicating Liquor licenses will generate \$105,252 in business licensing revenue in 2022. At full strength with 12 licenses, which is how many the city has licensed in the past couple of decades, revenue is typically at \$180,432 for the year. Liquor license revenue pays staff salaries and benefits. Any reduction or restructuring of the Intoxicating Liquor license fee would mean staff layoffs.

Business Licensing has two part-time staff who job share, splitting the week Monday- Wednesday and Wednesday - Friday. Losing a staff position would create significant issues in terms of being able to physically staff the Business Licensing counter on a daily basis, create a bottle-neck in being able to process all incoming applications, some of which have time constraints embedded in the respective city code language and then getting them scheduled in a timely manner on the City Council agenda. Due to the significant expense of online licensing software, application processing is all done by hand.

It is the recommendation of staff to keep a moratorium on the intoxicating liquor license fee through 2023. City staff can address the fee again in 2023 for the year 2024. In doing so, this will allow for a more stable budget projection for Business Licensing now that we're coming out of Covid-19, eliminate confusion for license holders, prevent staff layoffs and allow Public Safety to continue to effectively serve these establishments when needed.

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

C. CRITICAL TIMING ISSUES:

Appendix D fee recommendations are due to the City Clerk on July 21, 2021.

D. FINANCIAL IMPACT:

Any reduction or restructuring of the intoxicating liquor fee would adversely impact the Support Services budget. This could include staff layoffs, increased expenditures, and loss of revenue which will increase the budget and shift the burden onto the tax levy.

Business Licensing has two part-time staff who job share, splitting the week Monday- Wednesday and Wednesday - Friday. Wednesday is the one day when both Licensing staff are in the office. This is

more feasible than hiring a full-time person. Losing a staff position would create significant issues in terms of being able to staff the Business Licensing counter on a daily basis, create a bottle-neck in being able to process all incoming applications, some of which have time constraints embedded in the respective city code language and then getting them scheduled in a timely manner on the City Council agenda. Ultimately, customer service is compromised and along with that usually comes loss of revenue.

E. LEGAL CONSIDERATION:

ALTERNATIVE(S):

PRINCIPAL PARTIES EXPECTED AT MEETING:



STAFF REPORT NO. 23
WORK SESSION
7/27/2021

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director
7/21/2021

OTHER DEPARTMENT REVIEW: Scott Kulzer, Public Works

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
7/21/2021

ITEM FOR WORK SESSION:

Provide updated Key Financial Strategies (KFS) information; review preliminary proposed 2022 Budget, proposed 2022 Capital Improvement Budget (CIB) and 2023-2026 Capital Improvement Plan (CIP), review of 5 year Street Reconstruction Plan, proposed utility rates, and a review of City fees.

EXECUTIVE SUMMARY:

Staff will present an updated KFS that includes the preliminary 2022 proposed budget and tax levy, a preview of the status of the 2022 budget, the 2022 CIB/2023-2026 CIP, the 5 year Street Reconstruction Plan, proposed utility rates and a review of City fees.

The City is required under Minnesota Statutes to prepare a five-year plan for street reconstruction in order to issue general obligation bonds to finance the cost of the street reconstruction (Street Reconstruction Bonds).

Staff has prepared a 5 year Street Reconstruction Plan for the purposes of utilizing the Street Reconstruction Bonds to finance the work in place of special assessments.

DIRECTION NEEDED:

Tonight's work session is a chance to review the updated KFS, the proposed 2022 budget, the 2022 CIB/2023-2026 CIP, the 5 year Street Reconstruction Plan, proposed utility rates, and a review of City fees.

BACKGROUND INFORMATION:

A. **HISTORICAL CONTEXT**

N/A

B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**

The 2022 CIB/2023-2026 CIP was approved by the Planning Commission at the June 28, 2021 planning commission meeting.

C. **CRITICAL TIMING ISSUES:**

The 2022 budget is still being formulated. At a special City Council Budget work session on August 24, city staff will present the budget in a more detailed form.

D. FINANCIAL IMPACT:

The KFS is a financial forecast of future tax levies, general fund operations and future debt issuance. The 2022 Budget is the financial plan for the City for funding City services and programs. The 2022 CIB and the 2023-2026 CIP is a plan of proposed future capital projects. The 5 year Street Reconstruction Plan shows proposed street reconstruction and other transportation infrastructure projects over the next five year period. Proposed utility rates and City fees impact the financial operations of the utility funds and general fund revenues.

E. LEGAL CONSIDERATION:

N/A

ALTERNATIVE(S):

None.

PRINCIPAL PARTIES EXPECTED AT MEETING:

N/A

ATTACHMENTS:

	Description	Type
▣	5 Year Street Reconstruction Plan	Exhibit
▣	2021 KFS	Exhibit
▣	City Fees	Exhibit

5-year Street Reconstruction Plan
Projected Project Year Funding Sources

Proposed Year	2021-2023	2021	2022				2024		2025	2026
	77th Underpass	Traffic Signal Controller Upgrades	65th Street Reconstruction	77th Street/Lyndale Avenue Traffic Signal Replacment	Richfield Parkway RRFB Installation	Traffic Signal Controller Upgrades	69th Street Reconstruction	Trunk Highway 62 Noise Wall	70th Street Reconstruction	76th Street W. Reconstruction
Street Reconstruction Bonds			\$9,600,000				\$5,900,000		\$2,900,000	\$5,100,000
Municipal State Aid	\$2,400,000	\$25,000		\$450,000	\$150,000	\$25,000		\$250,000		
Utility Bonds										
City Utility Funds	\$170,000									
Water			\$200,000							
Sanitary										
Storm										
Grants										
Federal	\$5,350,000									
State	\$11,690,000									
County										
Bloomington										
Other										
Special Revenue - LGA										
Transfer In from Sweet Streets										
Special Assessment										
Metropolitan Airports Commission	\$300,000									
MnDOT	\$4,000,000									
Three Rivers Park District	\$300,000									
Xcel Utility Rate Payers (CRFS)									\$100,000	\$1,000,000
CenterPoint Energy										
HRA										
Developer Financed										
TOTAL	\$24,210,000	\$25,000	\$9,800,000	\$450,000	\$150,000	\$25,000	\$5,900,000	\$250,000	\$3,000,000	\$6,100,000



RESOLUTION NO.

**RESOLUTION ESTABLISHING 2022 LICENSE, PERMIT AND MISCELLANEOUS FEES
PURSUANT TO THE PROVISIONS OF APPENDIX D OF THE ORDINANCE CODE OF THE
CITY OF RICHFIELD RESCINDING RESOLUTION NO. 11768**

BE IT RESOLVED by the City Council of the City of Richfield, Minnesota as follows:

Section 1. - Establishing Fees.

- A. License, permit and miscellaneous fees required under the ordinances of the City of Richfield shall be as stated in the sections of this resolution.
- B. A period of no less than 30 days will be allowed for the remittance of City Business license renewal fees contained in Sections 5, 6, 7, 8 and 9 of this resolution.
- C. A 10% administrative surcharge will be assessed upon all renewals contained in Section 5, 6, 7, 8 and 9 of the resolution if not received by the City on or before December 31st of each year. The 10% surcharge will be based upon the cost of the license.
- D. Nothing in this section shall be deemed to require the City to issue or renew any license for which the fee has not been paid in a timely manner.

Section 2. - Construction and Related License Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Heating and Ventilating Installer	400.07	1 Year	\$80.00	--
(2) Sign Installer	416.01—416.13	1 Year	\$80.00	--
(3) Electrical Installer	400.03—400.09	State License Required		
(4) Plumber	400.03—400.09	State License Required		
(5) Well Driller	620	State License Required		

Section 3. - Public Works Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Benches	805.01—805.27	First Year	\$ 80.00	--

		Renewal	\$ 30.00	--
(2) Boulevard feature Permit	811.07	a) Application to place a privately owned feature in the boulevard	\$ 30.00	--
		b) If applied for after installation of feature has begun	\$ 60.00	--
(3) Excavation in Public Right of way	800.01— 800.15	a) For each transverse excavation and each 100 feet or portion thereof longitudinal excavation and for each 100 feet of curb and gutter or portion thereof installed or driveway apron installed, except when survey and grade stakes are set by City	\$ 125.00	--
		b) If applied for after excavation has begun	\$ 250.00	--
		c) For each pothole	\$ 20.00	--
(4) Pole Attachment /Small Cell Facilities Permit	802	a) Application to attach or collocate pole attachment on City facilities in the City Right-of-way	\$500/≤ 5 units & \$100/unit thereafter	--
		b) Application to construct/install new small cell pole w/ attachment in the City Right-of-way	\$1,000/unit	--
		c) Annual rental fee per attachment to collocate on the city structure, per agreement	Up to \$150/unit	--
		d) Annual maintenance fee associated with the collocation, per agreement	Up to \$25/unit	--
		Monthly Electrical Fees		--
		a) Radio node less than or equal to 100 maximum watts	\$73.00/node	--
		b) Radio node over 100 maximum watts	\$182.00/node	--
		c) The actual cost of electricity		

(5) Forestry Permit	810	Applies only to trees on City property and public ROW	\$ 50.00	--
(6) Seasonal Load Limit Exemption		a) Per load	\$ 25.00	--
		b) If applied for after delivery	\$ 50.00	--
(7) Obstruction Permit	802.17	(a) Short term, temporary single lane closure of less than four hours	No fee	--
		(b) Lane closures longer than four hours' duration (or if between 7:00 a.m. and 9:00 a.m. or between 3:30 p.m. and 6:00 p.m.)		
		Arterial		
		Day (per block or portion thereof)	\$ 60.00	--
		Full Closure (per block or portion thereof)	\$ 300.00	--
		Collector		
		Day (per block or portion thereof)	\$ 30.00	--
		Full Closure (per block or portion thereof)	\$ 75.00	--
		Local/Residential		
		Day (per block or portion thereof)	\$ 15.00	--
		Full Closure (per block or portion thereof)	\$ 45.00	--
		Sidewalk/Bike Lanes		
		Day	\$ 30.00	--
		If applied for after obstruction closure has		

		begun		
		(c) Short term, temporary single lane closure less than four hours	No fee	--
		(d) Lane closures longer than four hours' duration (or if between 7:00 a.m. and 9:00 a.m. or between 3:30 p.m. and 6:00 p.m.)		
		Arterial		
		Day (per block or portion thereof)	\$ 120.00	--
		Full Closure (per block or portion thereof)	\$ 300.00	--
		Collector		
		Day (per block or portion thereof)	\$ 60.00	--
		Full Closure (per block or portion thereof)	\$ 150.00	--
		Local/Residential		
		Day (per block or portion thereof)	\$ 30.00	--
		Full Closure (per block or portion thereof)	\$ 90.00	--
		Sidewalk		
		Day	\$ 60.00	--
		If the closures are not removed by the permitted completion date, then additional Days will be charged at double the rate		
(8) Noise Ordinance Exemption	930.35	(a) With conditions added as required	\$ 50.00	--

		(b) If applied for after violation	\$ 100.00	--
(9) Certification Charge	705.03— 705.21	All delinquent accounts	\$ 50.00	--
(10) NSF Check Charge			\$ 30.00	--
(11) Utility Services				
Sanitary Sewer	700.05	All land uses		
New Service			\$ 125.00	--
Repair			\$ 125.00	--
Disconnect			\$ 125.00	--
Replacement			\$ 125.00	--
Sewer Service Line Televising			\$ 75.00	--
Water Service	715.01	All land uses	\$ 125.00	--
New Service			\$ 125.00	--
Repair			\$ 125.00	--
Disconnect			\$ 125.00	--
Replacement				
Turn on/off			\$ 50.00	--
Meter Installation			\$ 50.00	--
Private Hydrant			\$ 50.00	--
Hydrant Meter Fee			\$ 50.00	--

Storm Sewer	720	All land uses		
New Service			\$ 125.00	--
Repair			\$ 125.00	--
Disconnect			\$ 125.00	--
Replacement			\$ 125.00	--
(12) Street Light Banners	855.05	First time applicant to hang street light banners within a district of for an event.	\$ 50.00	--
		Per street light banner installation (no existing hardware)	\$ 20.00	--
		Per street light banner installation if supporting hardware exists on the light pole.	\$ 10.00	--
		Per street light banner removal	\$ 10.00	--
		Permit Renewal: Annually for both decorative and event banners, unless banner design has changed, then full application fee is charged. If annual renewal is not completed, the permittee risks removal of all banners at the permittee's expense.	\$ 10.00	--

Section 4. - Fire Services Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Fire Prevention Code	400.21— 400.29	For initial fee required under code Per Year	\$ 80.00	--
		For each additional fee required under code	\$ 20.00	--

		Penalty If not renewed within 2 months of notification Per Year	\$ 75.00	--
(2) Daycare/Adult Foster Care Facility Inspection			\$ 80.00	--
(3) Reimbursement Fee for Fire/Rescue Unit		Per Hour	\$ 375.00	--
(4) Sale of Consumer Fireworks	1131	(a) License per location selling only consumer fireworks Per Year	\$ 350.00	--
		(b) License per location of each other retail seller Per Year	\$ 100.00	--

Section 5. - Amusement and Recreation Licenses and Permits.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Arcade	1105	1 Year	\$ 611.00	\$629.00
(2) Amusement Device	1100.01	(a) Mechanical Amusement Device (Pinball) 1 Year	\$ 15.00	--
		(b) Mechanical Music Box 1 Year	\$ 15.00	--
		(c) Video Games 1 Year	\$ 15.00	--
(3) Lawful Gambling	1100.13	Bingo, Tipboard, Paddle Wheel, Raffle, Pull Tabs	State Fee	

		Investigation Fee	\$ 250.00	--
(4) Itinerant Place of Amusement	1100.05— 1100.11	1 Day	\$ 329.00	399.00
(5) Public Dance	1110.03	For each day dances are held: 1 month:	\$ 4.00 \$ 52.00	-- --
		No fee for locations holding tavern licenses.		
(6) General Amusement	1100.03	(a) Billiard, Pool or Pigeonhole table (each) 1 Year	\$ 15.00	--
		1. Coin operated 1 Year	\$ 15.00	--
		(b) Bowling Alley (per lane) 1 Year	\$ 49.00	50.00
		(c) Circus 1 Year	\$ 202.00	--
		(d) Dance Hall 1 Day	\$ 202.00	--
		(e) Golf		
		1. Miniature 1 Year	\$ 47.00	--
		2. Driving Tee 1 Year	\$ 47.00	--
		(f) Mountback 1 Day	\$ 193.00	--
		(g) Rides, mechanical/animal of any kind (ea) 1 Year	\$ 15.00	--
		(h) Shows, any kind 1 Day	\$ 193.00	--
		(i) Shuffleboard (each lane) 1 Year	\$ 16.00	--
		(j) Other games 1 Day	\$ 15.00	--

(7) Musical Concert	1110.01	Per event	\$52.00	54.00
(8) Theatre Cinema	1120	1 Year	\$256.00	264.00
		Plus a notice publication fee	\$7.00	--
(9) Roller Rink	1115	1 Year or portion thereof	\$256.00	264.00
(10) Commercial Adult-Oriented Enterprises	605	1 Year	\$3,051.00	3143.00
		Investigation fee 1 Year	\$3,051.00	3143.00
(11) Masseur/Masseuse	605	Certificate fee 1 Year	\$ 100.00	103.00
		Investigation fee 1 Year	\$ 249.00	256.00
(12) Public Baths	610	1 Year	\$ 3,534.00	3640.00
		Investigation fee (actual cost minimum)	\$ 3,534.00	3640.00
(13) Fortune Teller and related trade	1130.05— 1130.07	1 Day	\$ 205.00	211.00
		1 Week	\$ 609.00	627.00
		1 Month	\$ 1,216.00	1252.00
		1 Year	\$ 2,035.00	2096.00
(14) Adult Establishments	1196	Annual license 1 Year	\$ 3,051.00	3143.00
		Investigation fee (new license)	\$ 3,051.00	3143.00

Section 6. - Animal Licenses and Permits.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Animals	905.01— 905.29	(a) Animals (Spayed or Neutered) with option to purchase a multi-year license 1 Year	\$ 15.00	--

		(b) Animals (Not Spayed or Neutered) 1 Year	\$ 25.00	--
		(c) Duplicate Animal License	\$ 7.00	--
		(d) Late Penalty	\$ 10.00	--
	905.31— 905.33	(e) Commercial Kennel 1 Year	\$ 217.00	--
		(f) Residential Kennel 1 Year	\$ 100.00	--
		(g) Veterinary	\$ 217.00	--
	905.37— 905.39	(h) Pigeons 1 Year	\$ 43.00	--
	905.41	(i) Non-domestic Animals (Temporary Permit)	\$ 30.00	--
	905.01— 905.29	(j) Impounding (each animal) 1st time	\$ 64.00	68.00
		2nd Time	\$ 127.00	130.00
		3rd time (each impound after)	\$ 191.00	195.00
		(k) Dangerous dog registration fee State Statute 347.51)	\$ 500.00	--
	906.13	(l) Beekeeping Registration fee	\$ 30.00	--

Section 7. - Vehicle and Transportation License and Permit Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Aircraft	1340	1 Day	\$ 58.00	--
(2) Garbage and Refuse Collection	601.01— 601.33	Commercial and Residential		

		First vehicle	1 Year	\$ 305.00	314.00
		Each additional vehicle	1 Year	\$ 65.00	67.00
(3) Motor Vehicle Dealer	1155	Per place of business	1 Year	\$ 456.00	470.00
		Each additional place of business	1 Year	\$ 173.00	178.00
(4) Motor Bicycle Business	1160	Per place of business	1 Year	\$ 265.00	273.00
		Per place of business to sell, rent or lease	1 Year	\$ 121.00	125.00
(5) Sound Truck	1165	Per vehicle	1 Year	\$ 265.00	273.00
		Per vehicle	1 Day	\$ 40.00	41.00
(6) Taxicab	1170	First vehicle or auto livery	1 Year	\$ 660.00	680.00
		Each additional vehicle or auto livery operated at any time within license period	1 Year	\$ 81.00	83.00
(7) Taxicab Driver	1175		1 Year	\$ 62.00	64.00
(8) Rental or Utility Trailers and Trucks	1185	Each place of business	1 Year	\$ 121.00	125.00

Section 8. - Commercial Business and Trade Licenses and Permits.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Firearms Dealer	920.01— 920.05	1 Year	\$ 2,035.00	2096.00

(2) Food Establishments	617	(A) Type I Establishment, a large 1 year high-risk food establishment serving on average 500 or more meals per day; having 175 or more seats; or having 500 or more customers per day		
		(1) Food service establishment	\$ 914.00	941.00
		(2) School, kindergarten through grade 12	\$ 671.00	691.00
		(3) Daycare Center or Preschool	\$ 671.00	691.00
		(B) Type II Establishment, a small high-risk food establishment serving on average fewer than 500 meals per day; having fewer than 175 seats; or having fewer than 500 customers per day		
		(1) Food service establishment	\$ 784.00	808.00
		(2) School, kindergarten through grade 12	\$ 522.00	538.00
		(3) Daycare Center or Preschool	\$ 522.00	538.00
		(C) Type III Establishment, a medium risk food establishment serving mainly non-time/temperature control for safety (TCS) foods and TCS foods prepared elsewhere and only heated or held cold onsite; or serving or retailing foods such as pizza carryout or delivery, requiring handling followed by heat treatment		
		(1) Food service establishment	\$ 671.00	691.00
		(2) School, kindergarten through grade 12	\$ 333.00	343.00
		(3) Daycare Center or Preschool	\$ 333.00	343.00
		(D) Type IV Establishment, a food establishment with minimal food handling such as preparing coffee, hot dogs, blended or mixed drinks, packaged foods customers		

		heat onsite, continental breakfasts, unpackaged baked goods made elsewhere		
		(1) Food service establishment	\$ 437.00	450.00
		(2) School, kindergarten through grade 12	\$ 203.00	209.00
		(3) Daycare Center or Preschool	\$ 203.00	209.00
		(E) Type V Establishment, a food establishment with non-TCS food or food products sold in the original packaging		
		(1) Food service establishment	\$ 269.00	277.00
		(2) School, kindergarten through grade 12	\$ 168.00	173.00
		(3) Daycare Center or Preschool	\$ 168.00	173.00
		(F) Supplemental Facility		
		(1) High Supplemental Facility (like Type I and II)	\$ 168.00	173.00
		(2) Medium Supplemental Facility (like Type III and IV)	\$ 134.00	138.00
		(3) Catering Supplemental Facility (for Food Catering Vehicle(s) and equipment)	\$ 203.00	209.00
		(4) Low Supplemental Facility (like Type V)	\$ 100.00	103.00
		(G) Temporary Food Establishment		
		(1) Complex Temporary 1 to 3 days (like Type I and II)	\$ 168.00	173.00
		(2) Complex Temporary 4 to 21 days (like Type I and II)	\$ 303.00	312.00
		(3) Simple Temporary 1 to 3 days (like Type III, IV and V)	\$ 70.00	72.00

		(4) Simple Temporary 4 to 21 days (like Type III, IV and V)	\$ 162.00	167.00
		(5) Temporary Food Multi-Vendor	\$ 849.00	874.00
		(H) Farmer's Market Stand (stands not exempted from licensing in Minnesota Statute Chapter 28A)	\$ 203.00	209.00
(3) Automobile Washing Establishment	1125	Per calendar Year or fraction thereof	\$ 203.00	209.00
(4) Scavenger	601.17	Each vehicle 1 Year	\$ 60.00	62.00
		Permit fee for opening cesspool or dumping contents of each cesspool into City sewer	\$ 31.00	32.00
(5) Incinerator	601.29— 601.31	1 Year	\$ 60.00	62.00
(6) Tobacco	1146.01(MS 461.12)	Retail Sale and Distribution - License issued on calendar Year (cigarette vending machines prohibited) (Bill No. 1998-19)	\$ 510.00	525.00
(7) Transient Merchant	1181.01— 1181.09	1 Day	\$ 130.00	134.00
(8) Wagon Peddler	1181	1 Year	\$ 306.00	315.00
(9) State hawker or Peddler license	1181	6 month/per person covered	\$ 76.00	78.00
(10) Canvasser or Solicitor	1181	6 month/per person covered	\$ 76.00	78.00
(11) Christmas Tree Sale	1130.03	1 Year	\$ 166.00	171.00
(12) Lodging Establishments	618	(A) Hotel/Motel	\$ 282.00	290.00

		(1) Each Guestroom	\$ 22.00	23.00
(13) Outdoor Merchandising	1135	Permit	\$ 129.00	133.00
(14) Storage Enclosure	1135	Per Enclosure	\$ 111.00	114.00
(15) Pawnbroker	1187	(a) Pawnbroker 1 Year	\$ 5,303.00	5462.00
		(b) Owner investigation fee 1 Year (nonrefundable)	\$ 3,049.00	3140.00
		(c) Manager investigation fee 1 Year (nonrefundable)	\$ 1,103.00	1136.00
		(d) Employee investigation fee 1 Year (nonrefundable)	\$ 106.00	109.00
		(e) Transaction fee - per transaction	\$ 2.00	--
(16) Secondhand Goods Dealer	1186	(a) Secondhand Goods Dealer 1 Year	\$ 582.00	599.00
		(b) Initial investigation fee (nonrefundable) actual costs in excess of above with total not exceeding	\$ 2,438.00	--
		Applicant shall deposit \$1,200.00 with Licensing Clerk along with application. Amount in excess of actual application costs shall be refunded.		
(17) Auto Detailing Establishment	1195.01	1 Year	\$ 453.00	467.00
(18) Tattoo, Body Piercing, Body Painting or Body Branding	630	(a) Tattoo, body piercing, body painting or body branding 1 Year	\$ 1,016.00	1046.00
		(b) Initial investigation fee (nonrefundable)	\$ 3,049.00	1046.00

		1 Year		
(19) Temporary Tattoo, Body Piercing, Body Branding and Body painting events	630	Per booth	\$ 60.00	62.00
(20) Massage Therapy Enterprise License (Business license)	1188	Annual license 1 Year	\$ 986.00	1016.00
		Investigation fee (new license)	\$ 986.00	1016.00
Massage Therapist (Individual License)		Annual license 1 Year	\$ 97.00	100.00
		Investigation fee (new license)	\$ 100.00	103.00
Temporary Massage Therapist License		Per temporary location	\$ 204.00	210.00
(21) Public Swimming Pools	619	(A) Indoor		
		(1) First pool	\$ 269.00	277.00
		(2) Each additional pool	\$ 134.00	138.00
		(B) Outdoor		
		(1) First pool	\$ 269.00	277.00
		(2) Each additional pool	\$ 134.00	138.00
		(C) School, K through grade 12, pools		
		(1) First pool	\$ 175.00	180.00

		(2) Each additional pool	\$ 100.00	--
(22) Motion pictures and commercial photography permit	1197	Per event Photography Motion picture (based on application)	\$ 50.00 \$ 200.00	-- --

**PLAN REVIEW FEE FOR FOOD, THERAPEUTIC MASSAGE AND LODGING
PERCENTAGE OF FACILITY INVOLVED WILL BE DETERMINED BY STAFF**

Descriptions:

Type I Establishment, a large high-risk food establishment serving on average 500 or more meals per day; having 175 or more seats; or having 500 or more customers per day.

Type II Establishment, a small high-risk food establishment serving on average fewer than 500 meals per day; having fewer than 175 seats; or having fewer than 500 customers per day.

Type III Establishment, a medium risk food establishment serving mainly non-time/temperature control for safety (TCS) foods and TCS foods prepared elsewhere and only heated or held cold onsite; or serving or retailing foods such as pizza carryout or delivery, requiring handling followed by heat treatment.

Type IV Establishment, a food establishment with minimal food handling such as preparing coffee, hot dogs, blended mixed drinks, packaged foods customers heat onsite, continental breakfasts, unpackaged baked goods made elsewhere.

Type V Establishment, a food establishment with non-TCS food or food products sold in the original packaging.

Environmental plan review—includes the physical remodeling, updating, equipment replacement, equipment additions and the general overall review of all plans/work. This also includes all new development projects.

	New Construction and/or Major Remodel (over 50% of facility involved)	Extensive Remodel (25—50% of facility)	Minor Remodel 0—24% of facility)	Non-remodel approval consultation \$5,000 or less in costs)
Type I	\$3,242.00 \$3,339.00	\$1,690.00 \$1,741.00	\$913.00 \$940.00	\$155.00 \$160.00
Type II	\$2,233.00 \$2,300.00	\$1,224.00 \$1,261.00	\$680.00 \$700.00	\$155.00 \$160.00

Type III	\$1,224.00 \$1,261.00	\$681.00 \$701.00	\$406.00 \$418.00	\$155.00 \$160.00
Type IV	\$599.00 \$617.00	\$234.00 \$241.00	\$117.00 \$121.00	No fee
Type V	New project or change of owner - \$142.00 \$146.00		Minor remodel - permit but no plan check fee	
Therapeutic Massage	\$155.00 \$160.00	\$155.00 \$160.00	\$155.00 \$160.00	\$155.00 \$160.00

Section 9. - Liquor and Related License and Permit Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) 3.2 Malt Liquor	1202.05	(a) On-Sale 1 Year	\$ 912.00	--
		(b) Tavern (dance) 1 Year	\$ 745.00	--
		(c) Wholesale 1 Year	\$ 44.00	--
		(d) Growler (Micro Brewery Off-Sale Malt Liquor) 1 Year	\$ 175.00	--
		(e) Off-Sale 1 Year	\$ 264.00	--
		(f) Club (Bottle Club) 1 Year	\$ 603.00	--
		(g) Temporary per event	\$ 67.00	70.00
(2) Liquor	1202.05	(a) On-Sale 1 Year	\$ 15,036.00	--
		(b) Sunday (Fee set by state law) 1 Year	\$ 200.00	--
		(c) Wine 1 Year	\$ 1,325.00	--
		(d) Taproom (Micro Brew On-Sale Malt Liquor) 1 Year	\$ 700.00	--

		(e) Cocktail Room (Micro Distillery On Sale) 1 Year	\$ 800.00	--
		(f) Micro Distillery Off Sale 1 Year	\$ 600.00	--
		(g) Veterans' Organization (Ex-Sunday) 1 Year	\$ 863.00	--
		(h) Temporary per event	\$ 137.00	141.00
(3) Employee License On-Sale Liquor Establishments	1208.01	Effective 10/1/95 all licenses issued shall be valid for a period of two years from the date of initial application	\$ 37.00	--
(4) Investigation Fee	1202.01— 1202.21	(a) On-Sale liquor including Veterans' Organization	\$ 824.00 and	--
		Each person shown on application	\$ 247.00	--
		Each additional investigation for each person not listed on original or renewal application (excluding Veteran's Organizations)	\$ 247.00	--
	1202.11	(b) Wine, Taproom, Brewpub, Distillery, and	\$ 824.00	--
		Each person shown on application	\$ 247.00	--
		Each additional investigation for each person not listed on original or renewal application	\$ 247.00	--
	1202.11	Investigation of substitute manager	\$ 103.00	--

Section 10. - Housing Inspection and Rental License Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) License for Apartment Houses and Rental Homes	407	(a) Apartment House 1 Year	\$ 150.00	--
		Each unit	\$ 15.00	--
		(b) Rental Home - single family dwelling 1 Year	\$ 150.00	--
		(c) Duplexes/double bungalows/townhouses		
		First unit 1 Year	\$ 150.00	--
		Each additional rental unit 1 Year	\$ 85.00	--
		(d) Late Fee—To be charged each month the license is late	10% of the annual license fee, with a minimum monthly fee of \$50.00 and a maximum monthly fee of \$500.00, charged each month the fee is late	--
		(e) License Transfer Fee	\$ 50.00	--
		(f) Reinstatement of suspended license	100% of license fee (minimum \$80.00)	--
		(g) Reinstatement of Revoked license	200% of license fee	--
		(h) Re-Inspection Fee		
		1. multi-family	\$80.00 for each building with 4 to 11 units \$100.00 for each building with 12 or more units	--

		2. single family & duplex	\$50.00 ea.	--
		(Inspection over standard 2 inspections) Reinspection fees shall be payable at the time of license renewal and no renewal license shall be issued unless		
		all inspection fees are paid		
		(i) Provisional license for apartment house Includes first unit	\$ 300.00	--
		Each additional unit	\$ 30.00	--
		Provisional license for Rental Home—single family dwelling 1 Year	\$ 300.00	--
		Provisional license for duplex First unit	\$ 300.00	--
		Each additional unit	\$ 170.00	--
		(j) Investigation fee for operating a rental property without a license	\$ 500.00	--
(2) Certificate of Housing maintenance Compliance	408	Single family home (includes one reinspection)	\$ 150.00	--
		2-family home (includes one reinspection)	\$ 230.00	--
		Condominium (includes one reinspection)	\$ 100.00	--
		Reinspection Fee	\$ 50.00	--
		Fee to process cash escrow agreement	\$ 50.00	--
		Fee to process Agreement to Comply	\$ 50.00	--

(3) Richfield Apartment Managers' Association Fee	407	Fee to support RAMA services	\$ 1.50/unit	
(4) Permit Fee for Rooming House	406	1 Year	\$ 170.00	--

Section 11. - Miscellaneous Fees.

Type of Permit or License	Section Requiring	Description	Fee	2022 Proposed
(1) Permit to reside	1190	In motel for more than six Months	\$ 17.00	--
(2) Permit to Carry a Gun		Permit Issued By County		
(3) False Alarms (billable)		(a) in excess of 2 for calendar Year	\$ 100.00	--
		(b) in excess of 10 for calendar Year	\$ 200.00	--
		(c) in excess of 20 for calendar Year	\$ 300.00	--
(4) Nuisance Conduct Fee	925	Third call to a property for nuisance conduct within a 365-day period	\$ 350.00	300.00
(5) Copying Services Provided		Flat rate (per page)	\$.25	--
		Special rate		
		(a) Black & White Photocopy rate		
		8.5 x 11 (per side)	\$.25	--
		8.5 x 14 (per side)	\$.25	--
		MN Statute 13.03C		

		11 x 17 (each)	\$.50	--
		24 x 36 (each)	\$ 2.50	--
		X-large	\$ 2.50	--
		Color Photocopy rate		
		8.5 x 11 (per side)	\$ 1.00	--
		8.5 x 14 (per side)	\$ 2.00	--
		11 x 17 (each)	\$ 4.00	--
		24 x 36 (each)	\$ 18.00	--
		X-large	\$ 3.00/ sq. ft.	--
		(b) Labor	hourly wage & 33%	--
		(c) Postage	prevailing rate	--
		(d) Fax per page	\$.50	--
		(e) CD of meeting (per CD)	\$ 5.00	--
		(f) DVD of meeting (per DVD)	\$ 15.00	--
		(g) Electronic copies (CD or disk)	\$ 5.00	--
		(h) As built (per image)	\$.50	--
(6) Notary Fee		Fee Set By State		
(7) Candidate Filing Fee	City Charter 4.04		\$ 25.00	--

(8) Photo Fee		Includes 2 photos	\$ 16.00 including tax	--
(9) Assessing Fees	Special	Special Assessment Searches		
		- One free property identification number (PID) search per Day		
		- if more than one search per Day (per search)	\$ 3.00	--
		Special Assessment Search Report		
		- per PID	\$ 15.00	--
		Creation of New or Special Report		
		- Fees to be based on time and materials to create report		
		- Minimum Fee	\$ 25.00	--
		Review of Comparable Property Records		
		Residential Field Card Report	\$.25	--
		- for up to five comparable properties (per copy)		
		Commercial/Industrial/Apartment Field		
(10) Domestic Partnership	120	Registration	\$ 30.00	--
(11) Certified copy of various documents		To certify documents i.e. resolutions, ordinances, minutes, registration forms, etc. on file (per copy)	\$ 5.00	--
(12) Vacant Building Registration Fee	925	Single Family Home or Duplex - Vacant less than one Year	\$ 300.00	--
		Single Family Home or Duplex - Vacant one Year or longer	\$ 350.00	--

		Any other type of property of less than 20,000 square feet in building size AND less than 1 acres of lot size - Vacant less than one Year	\$ 550.00	--
		Any other type of property of less than 20,000 square feet in building size AND less than 1 acres of lot size - Vacant one Year or longer	\$ 1,050.00	--
		Any other type of property larger than 20,000 square feet in building size OR more than 1 acres of lot size - Vacant less than one Year	\$ 1,300.00	--
		Any other type of property larger than 20,000 square feet in building size OR more than 1 acres of lot size - Vacant one year or longer	\$ 2,550.00	--

Section 12. - Room and Park Shelter Rental Fees.

Location	Description	Fee Classification	Fee	2022 Proposed
Richfield Municipal Center	Bartholomew Room	Civic and non-profit groups and governmental agencies	\$ 75.00/Hr (2-hour minimum)	--
		Resident groups	\$ 100.00/Hr (2-hour minimum)	--
		Non-Resident and other groups	\$500.00/4-hour block	--
Richfield Municipal Center	Heredia Room	Civic and non-profit groups and governmental agencies	\$ 65.00/Hr (2-hour minimum)	--
		Resident groups	\$ 80.00/Hr (2-hour minimum)	--
		Non-Resident and other groups	\$400.00/4-hour block	--

Richfield Municipal Center	Fred Babcock Room	Civic and non-profit groups and governmental agencies	\$ 65.00/Hr (2-hour minimum)	--
		Resident groups	\$ 80.00/Hr (2-hour minimum)	--
Richfield Community Center	Augsburg Room Fireside Room Nicollet Room Ruth Johnson Room	Non-Profit	\$ 38.00/Hr	\$40.00/Hr
		Private	\$ 55.00/Hr	\$57.00/Hr
	Combined Nicollet/Augsburg or Richfield Room	Non-Profit	\$ 67.00/Hr	\$69.00/Hr
		Private	\$ 93.00/Hr	\$95.00/Hr
	Kitchen	All Renters	\$ 36.00/booking	\$38.00/booking
			Free with combined Nicollet/Augsburg room rental	--
Wood Lake Nature Center	Auditorium	Non-Profit	\$ 38.00/Hr	\$40.00/Hr
		Private	\$ 56.00/Hr	\$58.00/Hr
Park Buildings (depending on availability)	Augsburg, Christian, Donaldson (East), Jefferson, Madison, Taft, Washington Park Buildings	All Renters	\$ 27.90/Hr (2hr min)	\$29.76/Hr
Park Shelters	Wood Lake Nature Center - Emily Day Pavilion		\$ 74.40/4-hour block	76.26
	Fairwood, Monroe, Augsberg Park Shelters		\$ 37.20/4-hour block	39.06
	Sheridan Park Shelter		\$ 74.40/4-hour block	76.26
	Veterans Park Shelter	<u>Monday – Thursday</u> Day: 4-Hour Block (Includes Tax)	1 Section: \$120.90 2 Sections: \$190.65 3 Sections: \$260.40 1 Section: \$93.00	1 Section: \$130.20 2 Sections: \$199.95 3 Sections: \$274.35 1 Section: \$97.65

		Evening: 3-Hour Block (Includes Tax) <u>Friday - Sunday</u> Day: 4-Hour Block (Includes Tax) Evening: 3-Hour Block (Includes Tax)	2 Sections: \$148.80 3 Sections: \$195.30 1 Section: \$125.55 2 Sections: \$195.30 3 Sections: \$260.40 1 Section: \$97.65 2 Sections: \$153.45 3 Sections: \$199.95	2 Sections: \$158.10 3 Sections: \$209.25 1 Section: \$130.20 2 Sections: \$204.60 3 Sections: \$274.35 1 Section: \$102.30 2 Sections: \$162.75 3 Sections: \$213.90
Athletic Fields	Premium Baseball Fields Donaldson, Roosevelt	Resident Non-Resident	\$ 44.00/hr \$ 260.00/day (first 8 hrs) \$ 56.00/hr \$ 320.00/day (first 8 hrs)	--
	Premium Softball Fields Lincoln, Taft	Resident Non-Resident	\$ 25.00/hr \$ 120.00/day (first 8 hrs) \$ 35.00/hr \$ 175.00/day (first 8 hrs)	--
	General Baseball/Softball Fields All other	Resident Non-Resident	\$ 18.50/hr \$ 91.00/day (first 8 hrs) \$ 35.00/hr \$ 175.00/day (first 8 hrs)	--
	Soccer/Football Fields Christian, Donaldson, Taft, Washington	Resident Non-Resident	\$ 52.00/hr \$ 77.00/hr	--

Broomball/Hockey Rink	All broomball/hockey rinks	Resident	\$ 18.00/hr	--
		Non-Resident	\$ 26.00/hr	
Tennis Courts	All parks	Resident	\$ 5.00/court/hr	--
		Non-Resident	\$ 6.00/court/hr	
Open Space	All parks	Resident	\$ 18.00/hr	--
		Non-Resident	\$ 26.00/hr	
Athletic Facility Light Use	Softball, Baseball, Soccer, Football, Hockey, Tennis	All renters	\$ 28.00/hr	--
Richfield Band Shell	Stage and Equipment	All renters	Stage Equipment	\$140.00/hr \$60/booking

Passed by the City Council of the City of Richfield this 21st day of September, 2021.

 Maria Regan Gonzalez, Mayor

ATTEST:

 Kari Sinning, City Clerk