City of WADENA

Something is happening here....

2026 Fee Schedule

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Administrative Office		
Accounts Receivable Late Charges (per month)		1.5%
Lease Building Maintenance Fees (HRA – per office)	$	300.00
City Address Listing	$	50.00
City Council Chambers Rental		
Half day rental	$	25.00
Full day rental	$	50.00
Copies		
8 ½ x 11, one-sided (per page)	$	.25
8 ½ x 11, two-sided (per page)	$	.25
8 ½ x 14, one-sided (per page)	$	.30
8 ½ x 14, two-sided (per page)	$	.30
Facsimile		
Incoming (per page)	$	.50
Outgoing (per page - $2.00 minimum)	$	1.00
Public Information Request Copies (per page)	$	.25
Returned Check Fees (all City departments – per check)	$	30.00
Special Assessment Research for Title Companies (per property)	$	40.00
Special Assessment, Unpaid Utility and Account Receivable Certification to Taxes Administration Fee	$	50.00
Credit/Debit Card Fees to Customer		Up to 3.5%

Alcoholic Beverages & Cannabis – Licenses and Permits		
Alcoholic Beverage License		
On-sale intoxicating liquor license (per year)	$	2,500.00
On-sale intoxicating liquor club license (per year*)	$	500.00
Temporary on-sale intoxicating license (1 to 4 days) (per day)	$	75.00
Sunday on-sale intoxicating liquor license (per year)	$	200.00
On-sale wine license (per year)	$	250.00
Off-sale 3.2 percent malt liquor (beer) license (per year)	$	240.00
On-sale 3.2 percent malt liquor (beer) license (per year)	$	200.00
On and off-sale 3.2 percent malt liquor (beer) license (per year)	$	250.00
Temporary on-sale 3.2 percent malt liquor (beer) license (per year)	$	75.00
On-sale malt liquor (beer) license	$	200.00
Off-sale brew pub license (per year)	$	400.00
Off-sale brew pub ("small brewer") license (per year)	$	400.00
On-sale brew pub license (per year)	$	400.00
On-sale brewer tap room license (per year)	$	400.00
Off-sale micro distillery license (per year)	$	400.00
On-sale micro distillery license (aka cocktail room) (per year)	$	400.00
Alcoholic Beverage Permit		
Consumption-and-display permit (per year)	$	40.00
Temporary one-day consumption-and-display permit (per day)	$	25.00
Caterer's permit	$	300.00
*Includes three temporary licenses and 12 on-premises Sundays. Note: these require prior city council approval.		
Cannabis Business License	$	500.00

Retail Low Potency Only Cannabis (initial fee)	$	125.00
Cannabis licenses below – fee for all registration renewals after initial	$	1,000.00
Retail Cannabis (initial fee)	$	500.00
Cultivator/Endorsement (initial fee)	$	500.00
Medical Cannabis Combination (initial fee)	$	500.00
Manufacturer, Wholesale, Testing Facility (initial fee)	$	500.00
Transport, Delivery (initial fee)	$	250.00

Licenses and Permits		
Auction Permit (per auction)	$	30.00
Bonfire Permit	$	30.00
Cigarette License (per year)	$	75.00
Commercial Refuse Hauling (per year)	$	40.00
Exotic Animal License (two-year license)	$	40.00
Going out of Business Sale (per sale)	$	40.00
House Moving Permit (per building)	$	40.00
Kennel License (per year)	$	40.00
Massage Licenses		
Massage License Investigation Fee (one-time fee)	$	30.00
Massage License (per year)	$	40.00
Mobile Food Unit License		
Annual	$	200.00
1-Day to 4-Day Temporary (each)	$	50.00
Pawn Broker License (per year)	$	60.00
Peddlers and Transient Merchant License		
Three-day (consecutive)	$	50.00
Four plus day ($50 plus per day rate)	$	10.00
Recycling License (per year)	$	40.00
Special Use Vehicle License (per year)	$	40.00
Tattoo Licenses		
Tattoo License Investigation Fee (one-time fee)	$	30.00
Tattoo License (per year)	$	40.00
Taxi Operators License (per year)	$	40.00

Contractor Charges		
Advance Warning Signs (each - per day)	$	10.00
Barricades		
Type I (each - per day)	$	7.50
Type III (each - per day)	$	10.00
Flashers (each - per day)	$	5.00
No Parking Signs (each - per day)	$	5.00
Traffic Cones (each - per day)	$	1.00
Note: fee may be waived for charity, special events, or in exchange for services.		

Fire Department		
Copies of Reports (per page) + Postage	$	.25
Foam		
Per Stick	$	35.00
Per Pail	$	150.00
Emergency Calls		
Firefighter hours will be billed directly from the roll call list in one-hour increments and billed at the annually council approved hourly rate plus:		
First half-hour or part of half-hour		No charge
Half-hour up to 1 hour	$	250.00
Rate per hour after the first hour, no maximum	$	500.00
Yearly false fire alarm fees/nuisance		
3 or more occurrences (each time)	$	500.00
Pool Water		
Haul load of water in city limits (per load)	$	100.00
Haul load of water outside of city limits (per load, 2-mile radius)	$	175.00
Todd-Wadena Association Mutual Aid Agreement	$	No charge
Township Standby Fire Contracts (Formula based annually, see Fire Contracts)		

Leases		
Land Lease		
Highway 71 Billboards (per year)	$	600.00
Olmstead Pasture Ground (per year)	$	200.00
Highway Maintenance Agreement – per State/County Formula		
Dish Rental (per year)	$	850.00

Airport		
Ground Lease		
40-foot-deep lot (per front foot, per year)	$	4.50
50-foot-deep lot (per front foot, per year)	$	5.00
T-Hangar Lease		
42-foot door (per month)	$	135.00
45-foot door (per month)	$	150.00
Main Hangar Lease		
Daily (per day, plus 75% of monthly utilities)	$	30.00
Monthly (plus 75% of monthly utilities)	$	500.00
Meeting Room		
½ Day	$	25.00
Full Day	$	50.00

Maslowski Wellness and Research Center		
Memberships		
ACH Memberships have no expiration		
Administrative Fee on any new or expired membership	$	20.00
24/7 Access card	$	20.00

Replacement card of any type						$ 20.00
	Family	Adult Single	Adult Couple	Student (Age 4-18)	Senior Single (60+)	Senior Couple (60+)
One-month trial	$88.00	$68.00	$79.00	$52.00	$54.00	$74.00
Three months	$258.00	$196.00	$242.00	$159.00	$146.00	$200.00
12 months	$746.00	$560.00	$680.00	$412.00	$516.00	$572.00
ACH monthly	$66.00	$48.00	$58.00	$40.00	$45.00	$52.00
Daily Fee		$8.00		$5.00	$7.00	
Punch Card		$72.00		$45.00	$63.00	
M-State Full-Time Student (per school year)						$ 350.00
Military Rate (active or past service)						
Daily rate - $1.00 off						
Punch card rate - $5.00 off						
Membership rate – 10% off						
Corporate Membership – Minimum of 5 employees to qualify						
Each employee receives 10% off 12-month membership paid by ACH						
Each employee receives 15% off 12-month membership paid in full						
Lockers						
Large (yearly)						$ 125.00
Small (yearly)						$ 60.00
Room/Space Rental						
Full facility (includes courts, pool area, party room, meeting rooms B & C. Does not include the fitness area)						
Member rented (per hour plus $100 damage deposit)						$ 275.00
Non-member rented (per hour plus $100 damage deposit)						$ 300.00
Meeting room						
Member rate (per hour plus $50 damage deposit)						$ 50.00
Non-member rate (per hour plus $50 damage deposit)						$ 55.00
Multi-purpose gym						
Hourly rental–member rented (per hour, plus $50 damage deposit)						$ 50.00
Half-day rental (plus $100 damage deposit)						$ 400.00
Full-day rental (plus $100 damage deposit)						$ 550.00
Non-profit group room discount						25%
Special Events**						
½ Day up to 12 hours (non-alcohol) *Plus 100.00 cleaning fee						$ 600.00
Full Day 12+ hours (non-alcohol) *Plus 100.00 cleaning fee						$ 1,000.00
Full Day 12+ hours (alcohol) *Plus 250.00 cleaning fee						$ 1,500.00
Party room						
Member rented with pool (per hour, plus $50 damage deposit. Up to 15 swimmers, additional swimmers are $4.00 each)						$ 70.00
Non-member rented with pool (per hour, plus $50 damage deposit. Up to 15 swimmers, additional swimmers are $4.00 each)						$ 75.00
Pool Rental (includes lap pool, recreation pool and spa)						
Member rented (per hour)						$ 75.00
Non-member rented (per hour)						$ 80.00
Projector rental with room rental (per day)						$ 20.00
Room setup and take down (not mandatory but available)						

Up to 50 attendees	$	25.00
Up to 100 attendees	$	50.00
Up to 200 attendees	$	75.00
More than 200 attendees	$	100.00
Wall advertising lease (per year)	$	1,500.00
Scoreboard advertising lease (per year)	$	300.00
Swim Lessons		
Group lessons		
Member	$	60.00
Non-member	$	65.00
Private lessons		
Member	$	75.00
Non-member	$	80.00

Planning and Zoning Department		
Building Permits		
Residential		
Additions – over $25,000	$	150.00
Additions – under $25,000	$	125.00
Decks	$	75.00
Fences	$	100.00
Garages and Utility Buildings – unattached	$	150.00
New Dwelling	$	325.00
Penalty after construction has started	$	200.00
Storage Sheds – under 200 square feet	$	75.00
Commercial/Industrial		
Accessory Buildings – over 1,000 square feet	$	175.00
Accessory Buildings – under 1,000 square feet	$	150.00
Additions and Remodeling – over $100,000	$	300.00
Additions and Remodeling – $21,000 - $99,000	$	250.00
Additions and Remodeling – under $20,000	$	200.00
Awnings, Decks, Porches, Attachments	$	125.00
Fences	$	125.00
New Construction – under $100,000	$	300.00
New Construction - $100,000 - $499,999	$	400.00
New Construction - $500,000 - $999,999	$	750.00
New Construction – over $1,000,000	$	1,500.00
Penalty after construction has started	$	200.00
Obstruction and Excavating Permits		
Additional Excavation (paved area)	$	30.00
Additional Excavation (unpaved area)	$	20.00
Minimum Permit Fee – new installation	$	100.00
Obstruction Permit	$	75.00
Telcom Tower	$	200.00
Refundable Deposit for Excavation Permits (minimum amount)	$	250.00
Penalty After Construction Has Started	$	200.00
Registration	$	25.00

Sidewalk Removal Fee	$	50.00
Underground Utility/Telecom Installation – Directional Boring (minimum, covers service drop less than 30 days – 100 LF)	$	15.00
Underground Utility/Telecom Installation – Tunneling (minimum, covers service drop less than 30 days – 100 LF)	$	15.00
Underground Utility/Telecom Installation – Open Trenching (minimum, covers service drop less than 30 days – 100 LF)	$	17.50
Underground Utility/Telecom Installation – Plowing (minimum, covers service drop less than 30 days – 100 LF)	$	17.50
Water and Sewer – repair or replacement	$	50.00
Conditional Use Permit	$	350.00
Conditional Use Permit – County filing fee for approved permit	$	46.00
Rezone	$	350.00
Street Vacation	$	350.00
Variance	$	350.00
Corner Stake Location (per hr, one hr minimum–no accuracy guarantee)	$	50.00
Maps		
Cad Map – paper copy (per sheet)	$	10.00
City Map – small format	$	5.00
City Map – large format copies and printing (per sheet)	$	10.00
Sign Permits		
One Sign	$	75.00
Two or more Signs	$	125.00
Subdivision Platting	$	500.00
County filing fee for approved action	$	46.00
Subdivision Regulations	$	15.00
Zoning Regulations	$	20.00
Demolition Permit	$	50.00

Police Department		
Copies of police records		
Digital photos (per page, four pictures per page)	$	2.00
Single page – up to 100 (per page)	$	.25
Double sided – up to 100 (per page)	$	.50
More than 100 pages (per page, plus actual labor. Written request required. MN 13.03)		
CDs (each)	$	5.00
VHS or DVD (each)	$	50.00
Dog impoundment fees (per day, five days maximum)	$	13.00
Motor vehicle storage, daily fee the first 7 days	$	10.00
Motor vehicle storage, daily fee following the first 7 days	$	1.00
Notary Fee	$	2.00
Opening locked cars (per event)	$	25.00
Parking Fine (per violation)	$	30.00
Police officer private pay for special event (per hour)	$	100.00

Public Works Department		
Equipment Rates with Operator		
Skid steer/utility loader (per hour)	$	116.00
Big front-end loader (per hour)	$	133.00
Front-end loader with snow blower	$	224.00
Small front-end loader (per hour)	$	133.00
Tractor (per hour)	$	91.00
Motor grader (per hour)	$	205.00
Motor grader with wing (per hour)	$	221.00
Pickup (per hour)	$	4.00
Pickup – 4x4 with plow (per hour)	$	80.00
Street sweeper (per hour)	$	224.00
Trucks – one ton (per hour)	$	78.00
Trucks – tandem axel without plow (per hour)	$	112.00
Trucks – tandem axel with plow (per hour)	$	138.00
Services Offered		
Blacktop patching – equipment, time, labor	$	Actual cost
Blacktop roller (per hour)	$	102.00
Ice cutting with motor grader (per hour)	$	252.00
Impound storage fees (per month, per vehicle)	$	12.00
Mowing – minimum (plus damages)	$	70.00
Mowing – after first hour (per half hour plus damages)	$	40.00
Salt and sand – customer pick up (per yard)	$	32.00
Salt and sand for lots (per yard)	$	46.00
Salt and sand for lots – in and out	$	32.00
Septic hauler dumping (sample required)		
Per 2,000-gallon load, regular business hours, $40 minimum	$	46.00
Per 2,000-gallon load, off hours, $80 minimum	$	94.00
Porta potty dumping (billed at actual gallons – per 1,000 gallons)	$	25.00
Sewer jetter with vac all (two-person crew) (plus $1.40 per mile)	$	183.00
Sidewalk snow removal (minimum)	$	40.00
Sludge truck (per hour)	$	95.00
Snow hauling		
Tandem axle, loader loaded (per load)	$	49.00
Tandem axle, blower loaded (per load)	$	80.00
Steamer		
Two-person crew, per regular business hour	$	106.00
Two-person crew, per off hour	$	143.00
Water truck – per hour plus water charges of $5 per 1,000 gallons with a $25 minimum	$	78.00
3” Water Pump with man (per hour)	$	66.00
4” Water Pump with man (per hour)	$	71.00

Sunnybrook Campground		
Camping fees		
Tents (per night)	$	21.00
Full hookups (per night)	$	39.00

Full hookups (per week)	$	200.00
Full hookups (monthly)	$	673.00
Reservations (one night minimum) Deposit to hold	$	
Cozy Cabin (per night)	$	41.00
A-Frame Cabin (per night)	$	64.00
Camper water tank fill (per fill)	$	5.00
Dump station (per dump)	$	5.00
Showers	$	2.00
Military/Veteran discount (must show ID)		
Per night	$	5.00
Per week	$	10.00

Parks		
Adult Softball Team Registration	$	178.00
Adult Church League Team Registration	$	87.00
Memorial Tree Lane Plaque	$	32.00
Softball Complex Rental (for profit groups) (per event)	$	105.00
Shelters	$	Donation

Utilities		
Electricity Rates		
Residential Rates		
Service charge (per month, plus tax)	$	16.40
All kWh (June – August) (per kWh, plus tax)	$	.102
All kWh (September) (per kWh, plus tax)	$	.092
First 1,000 kWh per month (October – May) (per kWh, plus tax)	$	.092
Over 1,000 kWh per month (October – May) (per kWh, plus tax)	$	.077
Commercial Rates		
Single phase service charge (per month, plus tax)	$	22.50
Three phase service charge (per month, plus tax)	$	34.00
All kW demand (June – August) (per kWh, plus tax)	$	.103
All kW demand (September – May) (per kWh, plus tax)	$	.091
Large Power		
Service charge (per month, plus tax)	$	56.00
All kW demand (June – August) (per kWh, plus tax)	$	17.65
All kW demand (September – May) (per kWh, plus tax)	$	14.40
All kWh usage per month (per kWh, plus tax)	$	.045
Off Peak Heat Service Charge	$	5.75
All load control service charge (per month, per kWh, plus tax)	$	.051
Electric Service Disconnect/Dispatch Fees		
Single phase – during regular business hours (Monday – Friday, 8 am – 4:30 pm)	$	30.00
Three phase – during regular business hours (Monday – Friday, 8 am – 4:30 pm)	$	75.00
Disconnection other than at the meter – single phase, during regular business hours (Monday – Friday, 8 am – 4:30 pm)	$	100.00
Cut Meter Seal	$	30.00

Water Rates All rates include 300 cubic foot minimum (all commercial water is taxable)		
Service Charges and Rates (per 100 cubic feet) (per month)		
Initial Water Service Fees:		
¾" Meter	$	250.00
1" Meter	$	350.00
1 ¼" Meter	$	600.00
1 ½" Meter	$	725.00
2" and Larger	$	Quote
Commercial Water Service Connection Fee	$	400.00
Service Charge - .75" – 1" meter	$	14.50
.75" – 1" meter – first 750 cubic feet	$	2.80
.75" – 1" meter – over 750 cubic feet	$	2.95
.75" – 1" meter – over 750 cubic feet (Summer)	$	3.10
Service Charge - 1.25" – 1.5" meter	$	20.65
1.25" – 1.5" meter – first 7,500 cubic	$	2.80
1.25" – 1.5" meter – over 7,500 cubic feet	$	2.95
1.25" – 1.5" meter – over 7,500 cubic feet (Summer)	$	3.10
Service Charge – 2" meter	$	26.80
2" meter – first 15,000 cubic feet	$	2.80
2" meter – over 15,000 cubic feet	$	2.95
2" meter – over 15,000 cubic feet (Summer)	$	3.10
Service Charge – 3" meter	$	39.00
3" meter – first 20,000 cubic feet	$	2.80
3" meter – over 20,000 cubic feet	$	2.95
3" meter – over 20,000 cubic feet (Summer)	$	3.10
Service Charge – 4" meter	$	44.25
4" meter – first 30,000 cubic feet	$	2.80
4" meter – over 30,000 cubic feet	$	2.95
4" meter – over 30,000 cubic feet (Summer)	$	3.10
Water Service Disconnect (per disconnection)	$	80.00
Sewer Rates All rates include 300 cubic foot minimum (all commercial sewer is taxable)		
Service Charges and Rates (per 100 cubic feet) (per month)		
Residential Sewer Service Connection Fee	$	205.00
Commercial Sewer Service Connection Fee	$	410.00
Service Charge - .75" – 1" meter	$	17.95
.75" – 1" meter – first 750 cubic feet	$	6.40
.75" – 1" meter – over 750 cubic feet	$	6.50
.75" – 1" meter – first 750 cubic feet – Food Service Business	$	6.70
.75" – 1" meter – over 750 cubic feet – Food Service Business	$	6.80
Service Charge - 1.25" – 1.5" meter	$	23.20
1.25" – 1.5" meter – first 7,500 cubic	$	6.40
1.25" – 1.5" meter – over 7,500 cubic feet	$	6.50
1.25" – 1.5" meter – first 7,500 cubic feet – Food Service Business	$	6.70
1.25" – 1.5" meter – over 7,500 cubic feet – Food Service Business	$	6.80
Service Charge – 2" meter	$	28.50
2" meter – first 15,000 cubic feet	$	6.40

2″ meter – over 15,000 cubic feet	$	6.50
2″ meter – first 15,000 cubic feet – Food Service Business	$	6.70
2″ meter – over 15,000 cubic feet – Food Service Business	$	6.80
Service Charge – 3″ meter	$	34.85
3″ meter – first 20,000 cubic feet	$	6.40
3″ meter – over 20,000 cubic feet	$	6.50
3″ meter – first 20,000 cubic feet – Food Service Business	$	6.70
3″ meter – over 20,000 cubic feet – Food Service Business	$	6.80
Service Charge – 4″ meter	$	40.10
4″ meter – first 30,000 cubic feet	$	6.40
4″ meter – over 30,000 cubic feet	$	6.50
4″ meter – first 30,000 cubic feet – Food Service Business	$	6.70
4″ meter – over 30,000 cubic feet – Food Service Business	$	6.80
Fixed sewer – not on city water (per month)	$	64.65
Inaccessible Meter Estimate (after two months)	$	15.40
Cut Meter Seal Fee	$	10.25

Utility Department		
Electric		
Cable Puller (per hour plus operator cost)		
Utility customer	$	60.00
Non-utility customer	$	120.00
Hole Hog (per foot plus operator cost)		
Utility customer	$	15.00
Non-utility customer	$	30.00
Pickup (per hour plus operator cost)		
Utility customer	$	30.00
Non-utility customer	$	60.00
Pole Rental Fee to Other Utilities and Entities (per pole) Bare Pole	$	20.00
Security Lights (per month)		
Customer Supplies Power		
100 W HPS or 42 W LED	$	3.40
150 W HPS or 57 W LED	$	4.70
City Supplies Power		
100 W HPS or 42 W LED	$	6.60
150 W HPS or 57 W LED	$	8.30
Security Light Installation		
100 W LED Kit	$	265.00
150 W LED Kit	$	285.00
Truck Rental		
Bucket Truck (Vehicle #26) (per hour plus operator costs)		
Utility customer	$	90.00
Non-utility customer	$	180.00
Bucket Truck (Vehicle #28) (per hour plus operator costs)		
Utility customer	$	110.00
Non-utility customer	$	220.00

Digger Truck (Vehicle #25) (per hour plus operator costs)		
Utility customer	$	100.00
Non-utility customer	$	200.00
Vacuum Excavator/Chipper/Cable Puller (per hour plus operator costs)		
Utility customer	$	60.00
Non-utility customer	$	120.00
Trencher/Plow/Skid Loader		
Utility customer	$	70.00
Non-utility customer	$	140.00
Used Poles	$	45.00
New residential UG service (up to 100')	$	450.00
Additional cost per foot over 100'	$	5.00
Temp Construction Power	$	100.00
Water		
Materials – billed at actual cost		
Bulk Water Load (per 1,000 gallons, $25 minimum)	$	5.80
Fire Protection – Monthly Service Charge (per connection)	$	8.25
Meter Couplings		
¾" meter coupling (each)	$	20.00
1" meter coupling (each)	$	40.00
Private Hydrant Maintenance Fee (per year)	$	40.00
Thaw Jobs		
Regular working hours		
First hour, one hour minimum (per job)	$	175.00
Each additional half hour (per job)	$	75.00
After regular working hours		
First hour, one hour minimum (per job)	$	250.00
Each additional half hour (per job)	$	125.00
Trench Shoring Box		
One day or less (minimum charge)	$	275.00
Each additional day	$	110.00

Whitetail Run Golf Course		
Memberships (tax included, unless otherwise indicated)		
Single Membership Special (plus tax)	$	700.00
Single Membership (two-year membership) (plus tax)	$	1,200.00
Single Membership (three-year membership) (plus tax)	$	1,500.00
High School ages 13-15	$	120.00
High School ages 16-17	$	175.00
Ages 18-22	$	200.00
Range membership – single	$	250.00
Range membership – family up to 4 members	$	500.00
Green Fees		
9 Hole Green Fee	$	25.00
18 Hole Green Fee	$	50.00
14 – 9-hole punch card – seasonal	$	350.00
14 – 9-hole punch card – includes ½ cart – seasonal	$	560.00

14 – 18-hole punch card – seasonal	$	700.00
14 – 18-hole punch card, includes ½ cart – seasonal	$	980.00
14 – senior punch card with ½ cart	$	700.00
Golf Cart Rental		
Mechanized golf cart – 9 holes	$	30.00
Mechanized golf cart – 18 holes	$	40.00
Season cart rental – husband and wife	$	900.00
Season cart – single	$	725.00
Member Golf Cart Storage		
Member golf cart storage and usage fee – electric	$	625.00
Member golf cart storage and usage fee – gas	$	600.00
Group Rates		
Closed course – Memorial Day through Labor Day – 18 holes, minimum 100 golfers	$	3,900.00
Groups of 80 golfers or more (per person)	$	68.00
Nonprofit fundraising activities (per person, includes cart) - up to 80 players	$	55.00
Clubhouse Rental		
January 1 through Labor Day	$	75.00/hour
Graduation rentals (flat fee)	$	275.00
Class reunions (Max $400)	$	50.00/hour
Wedding receptions – April through November rentals	$	TBD/ Ea Event
Cart shed locker (per year)	$	50.00
Handicap Card (per season)	$	50.00
Range Balls (no punch card) (2 sizes)	$	7 or 15.00
School Lease (per year)	$	3,000.00
Storage Off Course/Cart Trail Fee	$	400.00