

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:
Set Public Hearing to Consider Adopting a Countywide Fee Schedule

Requested Meeting Date: 5/13/2014 Estimated Presentation Time: Consent Agenda

Presenter: Roxy Traxler, Interim County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation) *n/a*
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Notice of Public Hearing, draft


Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: Aitkin County Commissioners
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager 

Date: May 7, 2014

Subject: Set Public Hearing to Consider Adopting a Countywide Fee Schedule

Background Information

Fee schedules from all departments have been consolidated into one fee schedule. The county-wide fee schedule provides consistency in fees from department to department and allows the Board to adopt one fee schedule per year, rather than multiple schedules.

We are proposing the public hearing be held on June 10, 2014 at 10:00 a.m. See draft notice of public hearing attached.

Action Requested

Set public hearing on June 10, 2014, at 10:00 a.m. to consider adopting a countywide fee schedule.

**NOTICE OF PUBLIC HEARING
Aitkin County
Board of Commissioners**

DRAFT

Adopt Countywide Fee Schedule

Notice is hereby given that the County Board of Aitkin County, MN, will hold a public hearing in the Aitkin County Boardroom, 217 – 2nd Street NW, Aitkin, MN 56431 on Tuesday, June 10, 2014 at 10:00 a.m. The purpose of this hearing is to consider adopting a Countywide Fee Schedule. All interested persons are invited to attend the public hearing.

Roxy Traxler
Interim Aitkin County Administrator
218-927-7276

**Aitkin County
Fee Schedule
Approved by the Board on [insert date]
Effective [insert date]**

**Draft - Set Public Hearing to Consider Adopting a
Countywide Fee Schedule**

Postage expenses shall be borne by requestor.

COMMON FEES

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each

ASSESSOR'S OFFICE

FIELD CARDS	
Fax of Field Cards	\$ 0.50 per parcel
Email of Field Cards	\$ 0.50 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

ATTORNEY'S OFFICE

AUDIO/VIDEO	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

AUDITOR'S OFFICE

ASSESSMENT (SPECIAL) Admin Set-up	\$ 7.00 per parcel
ASSEMBLY LICENSE	\$ 500.00 plus \$25,000 bond
AUCTIONEER	\$ 20.00
BEER (3.2%) LICENSE	\$ 40.00 off sale \$ 10.00 on sale \$ 50.00 on & off sale
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$ 250.00 each
CONSUMPTION & DISPLAY / Set-Ups Temporary Consumption & Display Permit	\$ 250.00 each (paid to State) \$ 25.00 per each date
COPIES See Common Fees Section Maps, Black and White, 8 1/2" x 11" Maps, Color, 8 1/2" x 11"	\$ 2.00 \$ 3.00
DANGEROUS DOGS	\$ 25.00
DITCH AND HWY LIEN RELEASES	\$ 15.00
FAXES See Common Fees Section	
FIREWORKS	\$ 2.00 Auditor's fee \$ 8.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF Initial Fee Payments on	\$ 25.00 per description \$ 2.00 per statement
JUDGMENT COST - Publication	\$ 20.00 per parcel
LIQUOR LICENSE	\$ 100.00 club \$ 1,500.00 on sale \$ 360.00 off sale \$ 120.00 Sunday
PLATS (NEW) - AUDITOR'S FEE	\$ 75.00 plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$ 150.00 after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$ 25.00
REPURCHASE - COST OF FORF FEE	\$ 100.00
REPURCHASE - SHERIFF'S COST	\$ 40.00

APPENDIX C
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

TAX/ASSESSMENT SEARCH	\$ 5.00 per parcel
TAX STATEMENTS - Duplicate	\$ 2.00
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$ 150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$ 100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$ 150.00
TOBACCO LICENSE	\$ 50.00
WASTE HAULERS	\$ 100.00
WINE LICENSE	\$ 100.00 yearly
Temporary Wine License	\$ 50.00 per each date
VOTER'S CERTIFICATION	\$ 2.00

ECONOMIC DEVELOPMENT

APPLICATION FEE	
JOBZ (expires in 2015)	\$ 500.00
Tax Abatement	\$ 500.00
TIF	\$ 500.00

GIS

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00 per hour
Plotting Existing Map or Graphic	
8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile	*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.03 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

****Geospatial data shall not be released until a proper license agreement is on file with this office.**

*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour. Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

HEALTH AND HUMAN SERVICES

INCOME MAINTENANCE

LICENSING	
Child Care Initial Licensing Fee	\$ 30.00
Child Care Renewal Licensing Fee	\$ 50.00
BACKGROUND CHECK	
Initial Processing Fee	\$ 50.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00
SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$101.00)	
CD ASSESSMENTS	
Ordered by the Court (DUI or DWI)	\$ 200.00 May be subject to sliding fee scale.
All Other	\$ 200.00 May be subject to sliding fee scale.
CUSTODY STUDIES	
Ordered by the Court	\$ 1,000.00 Each parent responsible for half.
VISITATION EXPEDITOR/VISITATION SUPERVISOR	
Fee based on what Remica House charges.	\$ 25.00 per hour, per family.
ADOPTION FINALIZING	
Fingerprint Process for Licensing	\$ 5.00 per person
COMMUNITY EDUCATION	\$ 400.00 per month, registration fee
CORPORATE FOSTER CARE	\$ 250.00 per home, per licensing year
PUBLIC HEALTH	
SAFETY SEATS	
Convertible	\$ 45.00
Combo	\$ 45.00
No Back Booster	\$ 12.00
Britax Laptop	\$ 45.00

BIKE HELMETS	
Toddler	\$ 10.00
Child	\$ 10.00
Youth	\$ 10.00
Adult	\$ 10.00
Child/Youth Multi-sport	\$ 15.00
Youth/Adult Multi-sport	\$ 15.00
NIPPLE SHIELDS (price subject to change)	\$ 7.25
RADON KITS	
Short-term	\$ 8.00
Long-term	\$ 16.00
LEAD DRAW	\$ 19.00
IMMUNIZATIONS	
Hepatitis B	\$ 52.00
Td	\$ 39.00
Tdap	\$ 55.00
Pneumonia	\$ 66.00
Fluzone Influenza (Q2038 and 90658)	\$ 28.00
Fluzone High-dose (90662)	\$ 45.00
FluMist Quad (90660)	\$ 36.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 23.00
Mantoux (Admin and Read Only)	\$ 19.00
CHILD SUPPORT AND OTHER COLLECTIONS	
IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$ 25.00
IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies

HIGHWAY DEPARTMENT

EQUIPMENT (including Operator):	
Motor Grader	\$ 90.00 per hour
Tandem Truck	\$ 100.00 per hour
Single Axle Truck	\$ 95.00 per hour
3 Cubic Yard Articulating Loader	\$ 85.00 per hour
Dozer	\$ 85.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$ 75.00 per hour
Track Backhoe	\$ 85.00 per hour
ASV Posi Track with Brush Head	\$ 80.00 per hour
Tractor/Mower	\$ 75.00 per hour
Sioux Steamer w/Truck	\$ 45.00 per hour
Self Propelled Steel Drum Roller	\$ 55.00 per hour
MATERIALS (for Other Governmental Units Only):	
Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price
MATERIAL (for Private Sale):	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost
MISCELLANEOUS:	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 each

IT DEPARTMENT

REPORTS OR LABELS	See Common Fees Section
CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater

RECORDER'S OFFICE

Rates established by the State are subject to change without notice.

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 50.00
COPIES OF LARGE MAPS	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00
FAX FEE	Refer to Common Fees Section

VITAL RECORDS	
Birth Certificates	\$ 26.00
Duplicate Birth Certificate	\$ 19.00
Death Certificates	\$ 13.00
Duplicate Death Certificates	\$ 6.00

SHERIFF'S OFFICE

ALARM FEES

Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00

GUN PERMIT TO CARRY

New	\$ 100.00
Renewal	\$ 75.00

BACKGROUND CHECKS

\$ 10.00

REPORTS AND ICR'S

Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs

AUDIO/VIDEO/PHOTOGRAPHY

Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00

FINGERPRINTING

Aitkin County Resident	No charge
Non-resident	\$ 5.00

BOAT & WATER

Raft Permits	\$ 2.00 per year (renewed in 5 year increments)
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CIVIL PROCESS

¹ For Paper Service, \$100.00 Deposit is required.

Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	\$ 0.05
Deputy Time	\$ 30.00 plus mileage

STORAGE FEES

Vehicle	\$ 10.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 5.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$50 per month for any portion of the month from In date through Out date.

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

SHERIFF'S OFFICE (JAIL)

BOARDING OF PRISONERS

BOOKING FEE

FINGERPRINTING

HUBER FEES

per day

JAIL NURSE

Co-pay	
Medication Co-Pay	

PAY TO STAY

per day

URINALYSIS

STS	
Huber	

TREASURER'S OFFICE

RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00

ZONING AND ENVIRONMENTAL SERVICES

ACCESSORY BUILDINGS/SIGN

<120 sq.ft. (no pre-onsite)	\$ 50.00
>121 sq.ft. to 239 sq.ft. (no pre-onsite)	\$ 75.00
>240 sq.ft. and/or WATER ORIENTED	\$ 175.00
Open on three sides or lean-to	\$ 75.00

Accessory Structures are buildings used for personal storage with no sleeping quarters and no toilet, bathtub, or shower facilities. Any structure with sleeping quarters or these facilities is considered a residence. A septic system must be installed when there is running water to or within a structure - refer to wetland and sewer fees.

FENCE (8 feet or greater in height)	\$ 50.00
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COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)

<500sq.ft.	\$ 200.00
501 – 1500 sq.ft.	\$ 300.00
1501 – 2500 sq.ft.	\$ 400.00
>2501 sq.ft.	\$ 500.00

RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)

Additions (decks, porches and platforms are separate permit fees)	
<500 SQ.FT.	\$ 200.00
501 – 1000 sq.ft.	\$ 250.00
1001 – 2000 sq.ft.	\$ 300.00
2001 – 3000 sq.ft.	\$ 350.00
>3001 sq.ft.	\$ 500.00

DECK/PLATFORM

<100 sq.ft	\$ 75.00
>100 sq.ft.	\$ 125.00

(Platforms are larger than 32 sq.ft. Less than 30 inches above ground.)

LAND ALTERATIONS \$ 150.00

VEGETATION ALTERATION No fee

PLANNING CALL/SITE REVIEW \$ 100.00

CONDITIONAL USE PERMIT \$ 600.00

AMENDMENT TO EXISTING CUP \$ 600.00

VARIANCE (DOES NOT INCLUDE PERMIT FEE) \$ 600.00

APPEAL TO BOA \$ 600.00

REPUBLICATION OF VARIANCE OR CUP \$ 50.00

REZONING \$ 600.00

ORDINANCE AMENDMENT \$ 500.00

TOWER / WECC APPLICATION \$ 700.00

PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units) \$ 600.00

(6 or more lots/units an additional \$50.00/lot/unit)

FINAL PLATS AND RESIDENTIAL PUD'S \$ 600.00

(6 or more lots/units an additional \$50.00/lot/unit)

NEW ROAD SIGN AND POST (each sign and post in new plat) \$ 175.00

COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots --no CUP) \$ 300.00

SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots) \$ 150.00

(6 or more lots/units an additional \$20.00 per lot/unit)

ENGINEERS REVIEW FEE \$ 150.00

REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee) \$ 200.00

ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval) \$ 75.00 per lot

-If wetlands exist on parcels and/or if onsite inspection to verify submitted info -- add'nl \$ 100.00

COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee) \$ 200.00

REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL \$ 100.00

911 ADDRESSING (includes assignment of number, sign, and post) \$ 55.00

AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances and CUP's)

RESIDENTIAL SEWERS FEES

The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.

Drainfield/Bed	\$ 250.00
Mound/At-Grade	\$ 300.00
Other//Performance Systems	\$ 350.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 150.00
Operating Permits	\$ 100.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00

COMMERCIAL and CLUSTER SEWERS

Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00

plus any additional costs for design review and inspections (5)

WETLAND CONSERVATION ACT FEES

Wetland Exemption Certificate	\$ 25.00
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 300.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County

APPENDIX C
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning)	\$	10.00
Shoreland and General Zoning Ordinances	\$	25.00
Comprehensive Land Use Plan	\$	25.00
EAW Fees	\$	50.00 per hour, + any additional costs to County
Administrative Fee	\$	50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$	25.00