



Board of County Commissioners Agenda Request

26
Agenda Item #

Requested Meeting Date: January 26, 2016

Title of Item: Countywide Fee Schedule

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Seeking County Board approval to make the changes indicated on the attached Countywide Fee Schedule and to adopt the updated fee schedule effective January 26, 2016. This year only two departments submitted changes: Health & Human Services Department, and the Recorder's Office.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve changes as indicated and adopt updated fee schedule effective January 26, 2016.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

**Aitkin County
 Fee Schedule
 Approved by the Board on January 26, 2016
 Effective January 26, 2016**

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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	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 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

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	\$ 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	
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	*\$0.04	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 = \$77.00 ~~\$84.00~~)

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	\$ 25.00	per hour, per family.
Fee based on what Remica House charges.		
ADOPTION FINALIZING		
Fingerprint Process for Licensing	\$ 10.00	per person
COMMUNITY EDUCATION	\$ 400.00	per month, registration fee
CORPORATE FOSTER CARE	\$ 250.00	per home, per licensing year

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PUBLIC HEALTH

SAFETY SEATS		
Convertible	\$ 45.00	
Combo	\$ 55.00	\$45.00
No Back Booster	\$ 25.00	\$12.00
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	\$ 10.00	
**for NON WIC or Home Visiting Clients		
HYDROGEL PADS	\$ 9.00	
**for NON WIC or Home Visiting Clients		
THERASHELLS	\$ 11.00	
**for NON WIC or Home Visiting Clients		
LEAD DRAW	\$ 19.00	\$18.00
IMMUNIZATIONS (prices subject to change based on price of serum)		
Hepatitis B (1st in Series)	\$ 56.00	\$55.00
Hepatitis B (2nd in Series)	\$ 56.00	\$55.00
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$ 56.00	\$55.00
Td	\$ 39.00	\$38.00
Tdap	\$ 54.00	
Pneumonia	\$ 66.00	\$65.00
Fluzone Influenza-Quad (90685 & 90686)	\$ 35.00	\$34.00
Fluzone High-dose (90662)	\$ 50.00	\$47.00
FluMist Quad (90672)	\$ 39.00	\$37.00
Flulaval Influenza-Quad (90685 & 90686)	\$ 39.00	(add)
MNVFC Immunizations (Child and Adult)	\$ 19.00	
Mantoux (Serum, Admin, and Read)	\$ 25.00	
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

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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
OVERSIZE COPIES (up to 36 inches) COPIES OF LARGE MAPS	\$ 5.00 (change in wording)
COPY OF OFFICIAL PLAT	\$ 10.00 (add)
Certification on Official Plat	\$ 5.00 (add)
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
FAX FEE	Refer to Common Fees Section
FAX FEE FOR RECORDED DOCUMENTS	\$5.00 base fee, plus \$1.00 per page
VITAL RECORDS	
Birth Certificates	\$ 26.00
Duplicate Additional Birth Certificate at same time	\$ 19.00 (change in wording)
Death Certificates	\$ 13.00
Duplicate Additional Death Certificates at same time	\$ 6.00 (change in wording)

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	\$ 10.00

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	5%	
Deputy Time	\$ 30.00	plus mileage

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STORAGE FEES

Vehicle	\$ 5.00	per day
Boat	\$ 1.00	per foot, per day
Snowmobile	\$ 5.00	per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$5.00	per day storage

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	per Sheriff
BOOKING FEE	\$ 20.00
FINGERPRINTING	\$ 10.00 for out of county
HUBER FEES	\$ 20.00 per day
JAIL NURSE	
Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00
PAY TO STAY	\$ 20.00 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
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

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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	\$	650.00
AMENDMENT TO EXISTING CUP	\$	650.00
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$	650.00
APPEAL TO BOA	\$	650.00
REPLICATION OF VARIANCE OR CUP	\$	50.00
REZONING	\$	650.00
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

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
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WATER LAB TESTING FEES

Bacteria Water Analysis (Coliform and E. Coli)	\$	25.00
Nitrate Water Analysis	\$	25.00
Bacteria AND Nitrate Analysis	\$	40.00
Fee if Aitkin County Collects the Sample for You	\$	40.00 per hour