



Board of County Commissioners Agenda Request

2J

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Approve Fee Schedule Amendment

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: A review of the Aitkin County Fee Schedule is completed annually in July. The last revision was adopted on July 23, 2024. Please see the attached red-lined agreement for requested updates.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Fee Schedule Amendments as attached.		
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 <i>Please Explain:</i>		

Aitkin County
Fee Schedule 2024-2025
Approved by the Board on XXX, 2024
Effective XXX, 2024

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	\$ 50.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 50.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each
DISHONORED CHECK/PAYMENT FEE	\$ 30.00
ZIP DRIVE FEE	\$ 20.00

ADMINISTRATION

Copies of Meeting Recordings	\$ 25.00
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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
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
CANNABIS REGISTRATION FEE (all license types)	\$500.00
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2" x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00
DANGEROUS DOGS	\$25.00
DITCH AND HWY LIEN RELEASES	\$15.00
FAXES See Common Fees Section	
FIREWORKS	\$10.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement
JUDGMENT COST - Publication	\$20.00 per parcel
LIQUOR LICENSES:	

Consumption & Display/Set-Ups	\$250.00 each (paid to State)
Temporary Consumption & Display Permit	\$25.00 per each date
3.2% Beer License	\$10.00 off sale \$40.00 on sale \$50.00 on & off sale
Wine License	\$100.00 yearly
Temporary Wine License	\$50.00 per each date
Temporary On-Sale Liquor License	\$50.00 per each date
Combination Wine/Strong Beer License	\$500.00
Liquor License	\$100.00 club \$1,500.00 on sale \$360.00 off sale \$120.00 Sunday Varies
PASSPORT	
PLATS (NEW) - AUDITOR'S FEE	\$75.00 plus \$2.00 per lot
PRECIOUS METALS	\$25.00
REPURCHASE - COST OF FORF. FEE	\$100.00
REPURCHASE - SHERIFF'S COST	\$40.00
SOLID WASTE HAULER FEE (to include commercial curbside recycling pick-up)	\$100.00
TAX/ASSESSMENT SEARCH	\$5.00 per parcel
TOBACCO LICENSE	\$100.00
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
VOTER'S CERTIFICATION	\$ 2.00

COMMUNITY CORRECTIONS

SUPERVISION FEES	
Felony and Supervised Release (with over one year supervision) Case Fee	\$ 400.00
Supervised Release (under one year supervision) Case Fee	\$ 200.00
Gross Misdemeanor Case Fee	\$ 300.00
Misdemeanor Case Fee	\$ 200.00
Short-Term Supervision Case Fee	\$ 50.00
Non Resident Supervision Fee	\$ 200.00
Juvenile Client Fee	\$ 50.00
Juvenile Diversion Client Fee	\$ 25.00
URINALYSIS FEES	\$ 15.00 Per Drug Lab Screened (Non-Clients Only)
ELECTRONIC HOME MONITORING FEES	\$ 22.00 Per Day
DVI ASSESSMENT	\$ 50.00
DRIVING WITH CARE CLASS FEES	
Level I Class	\$ 75.00
Level II Class	\$ 150.00

ECONOMIC DEVELOPMENT

APPLICATION FEE	
Tax Abatement	\$ 500.00
TIF	\$ 500.00

ENVIRONMENTAL SERVICES

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	\$ 50.00
All water test fees must be paid in advance - no invoicing will be accepted	

VACATION / SHORT-TERM RENTAL

Annual Inspection Fees (years other than interim use permit required every 3 years)	\$ 100.00
Annual Inspection Fee Price Per Bedroom (years other than interim use permit required every 3 years)	\$ 100.00 Per Bedroom

ZONING

ACCESSORY BUILDINGS/SIGN	
Accessory Buildings/Sign <239 sq.ft.(no pre-onsite)	\$ 50.00
Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented	\$ 200.00

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

Accessory Buildings 1001 sq.ft. and larger	\$ 300.00
FENCE (8 feet or greater in height)	\$ 50.00
COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)	
<500sq.ft.	\$ 300.00
501 – 2500 sq.ft.	\$ 400.00
2501 sq. ft. and larger	\$ 600.00
RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)	
Additions (decks, porches and patios are separate permit fees)	
<500 SQ.FT.	\$ 300.00
501 – 2000 sq.ft.	\$ 400.00
2001 sq. ft. and larger sq.ft.	\$ 550.00
DECK/PATIO	
<199 sq.ft	\$ 100.00
200 sq. ft. and larger	\$ 150.00
(Patios are those within the required building setback to the lake)	
LAND ALTERATIONS	\$ 200.00
VEGETATION ALTERATION	No fee
PLANNING CALL/SITE REVIEW	\$ 100.00
CONDITIONAL/INTERIM USE PERMIT	\$ 650.00
AMENDMENT TO EXISTING CUP	\$ 650.00
RENEWAL OF INTERIM USE PERMIT	\$ 650.00
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$ 650.00
APPEAL TO BOA	\$ 650.00
REPUBLICATION OF VARIANCE OR CUP	\$ 50.00
REZONING	\$ 650.00
ORDINANCE AMENDMENT	\$ 500.00
TOWER / WECC APPLICATION	\$ 650.00
PRELIMINARY PLATS AND RESIDENTIAL PUD'S (1-5 lots/units)	\$ 650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
FINAL PLATS AND RESIDENTIAL PUD'S	\$ 650.00
(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)	
SURVEYOR REVIEW FEE (for Administrative subdivision if needed) - per lot	\$25.00
SURVEYOR REVIEW FEE (for conditional use permit)	\$50.00
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)	\$ 100.00 per lot
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l	\$ 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)	\$ 70.00
AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)	
RESIDENTIAL SEWERS FEES	
Drainfield/Bed (Type 1)	\$ 300.00
MoundAt-Grade (Type 1)	\$ 350.00
Holding Tank (Type 2)	\$ 200.00
Other/Performance Systems (Type 3)	\$ 400.00
Other/Performance Systems (Type 4, Type 5)	\$ 400.00 plus any additional costs for design review and inspections
Tank Replacement/Outhouse/Privy	\$ 150.00
Operating Permits	\$ 150.00
Late Operating Permit Renewal Fee	\$ 200.00
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)
SEWER PERMIT ONE-YEAR EXTENSION FEE	\$ 200.00
WETLAND CONSERVATION ACT FEES	
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 400.00
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

GIS and COUNTY SURVEYOR

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
 PROFESSIONAL SERVICES	 \$	 50.00 per hour
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

SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$77.00 \$83.00)

COPIES FOR RECORDS REQUESTS		
Data Subject	\$	0.06 per copy, plus \$5.64 \$7.37 per 15 minutes of time to make copies
Member of the public	\$	0.25 per copy
 LICENSING		
Child Care Initial Licensing Fee	\$	50.00
Child Care Renewal Licensing Fee	\$	100.00
 BACKGROUND CHECK		
Adult Foster Care	\$	20.00
Family Child Care Providers (18 years of age and older)	\$	40.00
Family Child Care Providers (under 18 years of age)	\$	20.00
COMMUNITY RESIDENTIAL SETTING LICENSE FEE	\$	250.00 per home, per licensing year
 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.
 PUBLIC HEALTH		
SAFETY SEATS		
Convertible	\$	55.00
Combo	\$	65.00
No Back Booster	\$	25.00
Car Seat Education	\$	40.00 per provider license
NIPPLE SHIELDS	\$	7.00
**for NON WIC or Home Visiting Clients		
HYDROGEL PADS	\$	9.00
**for NON WIC or Home Visiting Clients		
THERASHELLS	\$	13.00
**for NON WIC or Home Visiting Clients		
LEAD DRAW	\$	21.00
 IMMUNIZATIONS (each vaccine administered has a Vaccine Administration add on charge, prices subject to change based on price of serum)		
Vaccine Administration	\$	21.00
Hepatitis A (1st in Series)	\$	69.00
Hepatitis A (2nd in Series)	\$	69.00
Hepatitis B (1st in Series)	\$	115.00
Hepatitis B (2nd in Series)	\$	115.00
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$	115.00
Td	\$	39.00
Tdap	\$	40.00
Varicella	\$	127.00
Pneumonia	\$	66.00
FluLaval Influenza (90688)	\$	34.00
FluMist Influenza (90672)	\$	38.00
Fluzone High-dose (90662)	\$	66.00
Fluzone Influenza-Quad 90688	\$	34.00
MNVFC Immunizations (Child and Adult)	\$	19.00
Mantoux (Serum, Admin, and Read)	\$	31.00

Mantoux (Admin and Read Only)	\$ 19.00
Menningoccal	\$ 135.00
MMR-II	\$ 90.00
HPV	\$ 239.00
Polivirus	\$ 21.00
MMRV	\$ 21.00
Shingles	\$ 201.00
COVID-19	\$ 131.00

CHILD SUPPORT AND OTHER COLLECTIONS

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	\$ 110.00 per hour
Tandem Truck	\$ 115.00 per hour
Single Axle Truck	\$ 110.00 per hour
3 Cubic Yard Articulating Loader	\$ 100.00 per hour
Dozer	\$ 105.00 per hour
Tractor	\$ 60.00 per hour
Tractor/Loader/Backhoe	\$ 90.00 per hour
Track Backhoe	\$ 105.00 per hour
ASV Posi Track with Brush Head	\$ 95.00 per hour
Tractor/Mower	\$ 90.00 per hour
Sioux Steamer w/Truck	\$ 55.00 per hour
Self Propelled Steel Drum Roller	\$ 65.00 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)	\$ 45.00 each
Mailbox Supports	\$ 75.00 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	Inventory Cost

MISCELLANEOUS:	
Driveway Approach Deposits	\$ 500.00 Refundable
Engineering Services	Hourly Employee Fringe Rate
Utility Permit	\$ 100.00 each up to 1 mile, additional \$50.00 per mile

HR DEPARTMENT

LIST OF EMPLOYEE REPORTS	\$ 15.00
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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

LAND DEPARTMENT AND COUNTY SURVEYOR

PROFESSIONAL SERVICES	\$ 50.00 per hour
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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)	\$ 5.00
COPY OF OFFICIAL PLAT	\$ 10.00
Certification on Official Plat	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
FAX FEE	Refer to Common Fees Section
DOCUMENT RESEARCH AND DELIVERY FEE	\$5.00 base fee, plus \$1.00 per page
FILING FEES	
Credentials of Minister	\$ 20.00

Notary Commission	\$ 20.00
VITAL RECORDS	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 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

\$ 20.00

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
Video Recordings - Body Worn Camera - DVD	\$ 10.00
Video Recordings - Squad Camera - DVD	\$ 10.00

FINGERPRINTING

Aitkin County Resident	No charge
Non-resident	\$ 10.00

BOAT & WATER

Raft Permits	\$ 4.00 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	actual cost plus mileage

STORAGE FEES

Vehicle	\$ 10.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 10.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$10.00 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	\$ 10.00
Huber	\$ 10.00

TREASURER'S OFFICE

MARRIAGE LICENSE	
(with Premarital Education)	\$ 40.00
(without Premarital Education)	\$ 115.00
MARRIAGE CERTIFICATE	\$ 9.00
MARRIAGE AMENDMENT	\$ 40.00
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00