



**Title:** Approval of the 2023 District Fee Schedule

**Resolution number:** 23-004

**Prepared by:** Name: Deb Johnson  
 Phone: 952.641.4500  
 djohnson @minnehahacreek.org

**Recommended action:** Approval at January 12, 2023 board meeting

**Summary:**

Minnesota Statutes 103D.345 sets a limit of \$10.00 to defray the costs of processing a permit application. This section also provides that the District may charge a fee of at least \$35.00 to cover the actual costs related to field inspections. Applicable costs include inspections of the area affected by the proposed activity, analysis of the proposed activity, services of a consultant, and any required subsequent monitoring of the proposed activity. Cost of monitoring an activity authorized by a permit may also be charged and collected as necessary after the issuance of a permit.

Staff recommends the fee schedule from 2022 be carried forward into 2023 with no changes. The proposed fee schedule is:

**2023 District Fee Schedule**

District professional staff*	\$ 65.51
District administrative staff*	\$ 46.69
Consulting Engineer/Technician	\$ Contracted Rate
District Counsel	\$ Contracted Rate
Permit Application Fee	\$10.00
B&W Copy Costs (8½ x 11 page)	\$ 0.25 + actual staff time
Color Copy (8½ x 11 page)	\$ 1.00 + actual staff time
Electronic Records	\$ cost of production

District expenses for postage, mailing labels, contracted services, and other miscellaneous services will be billed at cost. The “Application Fee” applies to all permits, including fast track permits.

\*Blended/burdened professional rate.



**RESOLUTION**

**Resolution number:** 23-004

**Title:** Approval of the 2023 District Fee Schedule

WHEREAS, It is the intent of the Minnehaha Creek Watershed District to serve the public in a fiscally responsible and fair manner; and

WHEREAS, Minnesota Statutes 103D.345 allows watershed districts to recover certain costs related to issuing permits; and

WHEREAS, It is appropriate for local governmental units to recover the cost for certain activities and services; and

WHEREAS, The District fee schedule shall remain flat with no changes to service costs from the 2022 schedule.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the following 2023 District fee schedule.

**2023 District Fee Schedule**

District professional staff*	\$ 65.51
District administrative staff*	\$ 46.69
Consulting Engineer/Technician	\$ Contracted Rate
District Counsel	\$ Contracted Rate
Permit Application Fee	\$ 10.00
B&W Copy Costs (8½ x 11 page)	\$ 0.25 + actual staff time
Color Copy (8½ x 11 page)	\$ 1.00 + actual staff time
Electronic Records	\$ cost of production

District expenses for postage, mailing labels, contracted services, and other miscellaneous services will be billed at cost. The "Application Fee" applies to all permits, including fast track permits.

\*Blended/burdened professional rate.

Resolution Number 23-004 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 1/12/2023

\_\_\_\_\_  
 Secretary Date: \_\_\_\_\_