



**Title:** Approval of District Fee Schedule

**Resolution number:** 22-004

**Prepared by:** Name: Deb Johnson  
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**Recommended action:** Approval at January 13, 2022 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 2021 be carried forward into 2022 with no changes. The proposed fee schedule is:

**2022 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.

**Supporting documents (list attachments):**

Resolution



**RESOLUTION**

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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 2021 schedule.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the following 2022 District fee schedule.

**2022 District Fee Schedule**

District professional staff*	\$ 65.51
District administrative staff*	\$ 46.69
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District Counsel	\$ Contracted Rate
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Resolution Number 22- 004 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 1/13/2022

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