

PUBLIC NOTICE

Notice is hereby given, the Houston County Board of Commissioners will hold a public hearing at 9:45 on 24 September, 2019 in conjunction with their regular board meeting to address the update of miscellaneous fees charged for services provided by county offices and officials. The County Fee schedule may be found on the County website: www.co.houston.mn.us.

Contact the County Administrator Jeff Babinski at 507-725-5827 for further information.

**DRAFT PENDING PUBLIC HEARING AND BOARD APPROVAL
SUBJECT TO CHANGE**

Houston County Fee Schedule

The following fee schedule was adopted by the Houston County Board of Commissioners on Sep X, 2019 and is effective on 1 Oct 2019. This fee schedule is not exhaustive since the Board of Commissioners may adopt or change fees in various formats that may not be reflected here. Note: Unless you contact the County, all overpayments of five dollars or less will not be refunded and will be receipted as "miscellaneous" to improve efficiency and cost effectiveness. Additionally, the County will waive charges if the cost to provide the data is less than the cost to process the payment.

Department	Service	Fee	Changed from
General Fees	Copies (letter or legal size) - B/W, under 100	\$.25 per printed page	
General Fees	Copies (letter or legal size) - B/W, over 100	\$.25 per printed page and actual employee time	
General Fees	Copies (letter or legal size) - Color	\$1.00 per printed page	
General Fees	Employee time: Research, compile, retrieve data, etc.	\$15.99 per hour (billed for actual time, in 15-min increments. Requestor will be provided a cost estimate, 50% must be remitted prior to commencing the research project.	\$24.65 per hour
General Fees	Scanning, Copying, and e-mailing	11x17 \$2.00 18x24 \$9.00 22x34 \$10.00 24x36 \$11.00 Larger than 24X36 \$4.00 per foot	
General Fees	E-mailing plats (22x34)	\$10.00	
General Fees	Minimum mailing charge	\$1.00	
General Fees	Non-Sufficient Funds (NSF)	\$30.00 per check	
General Fees	Notary Fee	No Charge	
Assessor	Website Fees: Comp results tab	\$100.00/yr	VALID?
Attorney	Child Support Work	Attorney time: \$100/hr Support staff time: \$25/hr	
Attorney	Copies of discovery documents	See general fees....plus \$5.00 per CD	
Auditor/Treasurer	Certificate as to taxes & taxable property	\$200 per certificate - \$100 extra for top 25 taxpayers	
Auditor/Treasurer	Confession of Judgement	\$800 per judgment	
Auditor/Treasurer	Copy of Financial Statement	\$10 per year	
Auditor/Treasurer	Copy of Township and Cities Officer List	\$5 per year	
Auditor/Treasurer	Delinquent Tax Publication Fee	\$30 per publication	
Auditor/Treasurer	Tax Increment Financing set Up	\$225 per district	
Auditor/Treasurer	Tax Increment Financing annual maintenance	\$125 per district	
Auditor/Treasurer	Administration & collection of special assessments	\$1.35 per assessment per year	
Auditor/Treasurer	Tax Certificates	\$2 per parcel plus: \$2 for special assessments \$2 for delinquent taxes no maximum charge	
Auditor/Treasurer	Escrow Account Maintenance	\$3 per parcel	VALID?
Auditor/Treasurer	Revenue Recapture Processing Fee	\$30	
Auditor/Treasurer	Escrow Fee	\$5	
A/T Licenses and Permits	Fireworks Permit	\$25 per event	
A/T Licenses and Permits	Beer License/On Sale	\$50 per year	
A/T Licenses and Permits	Beer License/Off Sale	\$50 per year	
A/T Licenses and Permits	Liquor License/On Sale	\$1200 per year	

A/T Licenses and Permits	Liquor License/Off Sale	\$115 per year	
A/T Licenses and Permits	Liquor License/Sunday	\$50 per year	
A/T Licenses and Permits	Wine License	\$250 per year	
A/T Licenses and Permits	1 to 3 Day 3.2 Beer License	\$5 first day, plus \$1 each additional day	
A/T Licenses and Permits	1 to 4 Day Liquor License	\$25 per event	
A/T Licenses and Permits	Tobacco License	\$100 per year	
A/T Licenses and Permits	Auctioneer	\$20 per year	VALID?
A/T Licenses and Permits	Transient Merchant	??	
Highway Department	County Maps	\$5.25 mailed \$8.50 for two mailed \$3 per map, plus actual postage for additional	
Highway Department	Address Sign - New Address	\$130	
Highway Department	Address Sign - reuse sign/post	\$65	
Highway Department	Bolts (6" or 8")	\$1	???
Highway Department	Used Grader Plades	\$10	
Highway Department	Used Sign Posts	\$2.50	
Highway Department	Charge for cutting culverts	\$20	
Highway Department	Permit for Overdimension Load	\$25 per trip; \$100 annual permit	
Highway Department	Permit for Work within ROW	\$20	
Highway Department	Permit for Special Event Road Closure	\$20	
Highway Department	Entrance Permit (policy of 2 loads of rock being furnished by County is continued)	\$350 residential/ag \$450 street/commercial	
Highway Department	Mailbox installation	\$130 plus cost of mailbox	
Highway Department	Message Board Signs (govt agencies only)	\$20 per day per sign	
Highway Department	Inventory Items	cost + 15%	
Highway Department	Driveway Permit	\$50 (temporary access, no rock inc.) \$175 (revised/extension or improvement to an entrance/driveway, includes 10 cyds of rock upon satisfactory completion)	
Human Services	Chemical Dependency Evaluations/Non-MA clients	\$75	
Human Services	Uas (urinalysis)	\$10	
Human Services	Child Care Licensing (background study required)	\$50 initial \$100 2-yr renewal	150 initial 150 annual renewal
Public Health	Vaccines (fee fluctuates to match cost)	\$55 Influenza regular \$70 Influenza high dose \$100 Adult Hepatitis B \$80 Adult Tdap Contact PH office for other immunization fees - uninsured and underinsured individuals can receive MNVAC vaccine (free from the State) for an administrative fee of \$20 to \$30, waivable if individual is unable to pay	
Public Health	Radon Testing Kit	\$10 if picked up \$12 if mailed	
Recorder	Real Estate Documents	\$46	
Recorder	Plats	\$56	
Recorder	Referencing more than 4 documents	\$10 per reference after 4	
Recorder	Conforming Copy	\$2	
Recorder	Deed Tax & Mortgage Registration Tax	See Treasurer's fees	
Recorder	Abstract - Typed Entry	\$5	
Recorder	Abstract - Exhibit	\$1	

Recorder	Abstract - STL/FTL Certificate	\$5 per name	\$2
Recorder	Abstract - Judgement Certificate	\$5 per name	
Recorder	Abstract - Tax Certificate per PIN each for Auditor and Treasurer	\$5	\$2
Recorder	Landshark Access	\$50 for initial Set-up fee \$50 for Level 1 (1-250 pages per mo.) \$100 for Level 2 (251-500 pages per mo.) \$200 for Level III (501-1000 pages per mo.)	
Recorder	Real Estate Research Fee	Same as General Fees? \$24.65 or	
Recorder	Tract Search - limited, uncertified, 1 PIN	\$40 plus copies	\$30
Recorder	Copies by staff	\$2 per page	
Recorder	E-mailed copies	\$2 per page	
Recorder	Digital copies	\$2 per page	
Recorder	Fax	\$5 first page, \$2 per page after	
Recorder	Certified Copy	\$10 per document	
Recorder	Expedite Fee	\$30 per request	was \$25
Recorder	Passport Photos (2)	\$15 (includes tax)	was \$13
Recorder	Vitals - Birth Certificate	\$26 for certified copy \$19 for additional certified copy requested at same time/same person \$13 non-certified copy	
Recorder	Vitals - Certificate of No Birth Record on File	\$16	
Recorder	Vitals - Death Certificate/Fetal Death Certificate	\$13 for certified copy \$6 for additional certified copy requested at same time/same person \$13 non-certified copy	
Recorder	Vitals - Certificate of No Death Record on File	\$13	
Recorder	Geneology Research	\$20 per hour	
Recorder	Marriage License	\$115 per license \$40 per reduced fee license \$20 to correct/reprint any marriage paperwork \$9 for certified Marriage Certificate	
Recorder	Ordination Papers recording fee	\$20	
Recorder	Notary Commission	\$20 recording fee \$20 name/address change \$5 for Notary Certification	
Recorder	Extended Hours Staff Fee	\$50 per hour (if staff is available)	\$25
Recorder	Abstractor's Continuation Certificate	\$75	\$25
Recorder	Abstractor's Original Certificate	\$100	\$50
Recorder	O & E Report (Includes Deed Copy)	\$75	New Fee
Recorder	O & E Report (2 owner, includes deed copy)	\$100	New Fee
Recorder	40 year search	\$150 plus copies	New Fee
Sheriff's Office	Deposit: Civil Process Service	\$75	
Sheriff's Office	Deposit: Writ of Execution	\$100	
Sheriff's Office	Deposit: Writ of Recovery	\$100	
Sheriff's Office	Deposit: Lien Sales	\$100	
Sheriff's Office	Deposit: Vehicle Seizures	\$300 from Attorney \$500 Pro Se	
Sheriff's Office	Civil Process Service - Personal Service/Non-Service - Posting	\$75 (5 attempts max) per person	
Sheriff's Office	Levy	\$10	
Sheriff's Office	Execution Returned	5% of total collected	
Sheriff's Office	Mechanic Lien Sale	\$100	
Sheriff's Office	Sheriff's Sale	\$50	
Sheriff's Office	Execution Sale	\$100	
Sheriff's Office	Redemption Fee	\$250	
Sheriff's Office	Postponement/Cancellation of Sheriff's Sale	\$10	
Sheriff's Office	Replevin	\$50 plus deputy time	

Sheriff's Office	Writ of Restitution	\$50 plus deputy time	
Sheriff's Office	Deputy time/Escort	\$75 per hour, per deputy (2hr min)	
Sheriff's Office	Permit to Carry	100 \$50 for military veterans & post-certified officers	proposed discount new
Sheriff's Office	Permit to Carry Renewal	\$75 \$25 for military veterans & post-certified officers	proposed discount new
Sheriff's Office	Criminal History Check (local records only)	\$10	
Sheriff's Office	Copy of Police Report	\$.25 per page	
Sheriff's Office	Copy of Video	\$25 per DVD	
Sheriff's Office	Copy of Photos	\$10 per CD \$2 per page (4 photos per page)	
Sheriff's Office	Fax Fee	\$5 for 1-10 pages \$.25 per additional page	
Sheriff's Office	Transcription	\$50 per hr (2hr min)	
Sheriff's Office	Dangerous Dog Permit	\$25	
Sheriff's Office	Fingerprint Card	\$5 per card	
Sheriff's Office	Jail Fee - Pay for Stay Prisoners	\$20 per day	
Sheriff's Office	Jail Fee - Weekender Prisoners	\$90	
Sheriff's Office	Jail Fee - Out of County Prisoners	\$55 per day (single) \$50 per day for groups of 5 or more	
Sheriff's Office	Jail - Booking Fee	\$10	
Sheriff's Office	UA Tests	\$10	
Surveyor	Survey work for private sector, cities and townships	\$65 per hour for County Surveyor \$50 per hour for Assistant County Surveyor	
Surveyor	County-wide aerial imagery (digital)	\$525, includes county-provided storage device	New
Surveyor	Registered land surveys	\$80 plus \$5 per tract	
Surveyor	Plat Review	\$150 per plat and/or condo plat plus \$15 per lot and/or condo unit - Incomplete applications may be charged hourly rate for review at County Surveyor's discretion	
Environmental Services	Zoning Permit - Accessory Building or Accessory Addition	\$.15/sf, max charge \$300	\$75, 150,225, or 300 dependent on building price
Environmental Services	Zoning Permit - Dwelling or Addition	\$400 (includes deck, porch, attached garage) \$150 for additions	\$75, 150,225, or 300 dependent on building price
Environmental Services	Septic Permits	\$200 for holding tank \$375 for Type I <2,500 gpd \$400 for Type III \$500 for Type IV \$400 for homeowner install holding tank \$750 for homeowner install non-holding tank \$500 for >2,500 gpd	\$100 \$100-300 \$100-300 \$100-300 new fee new fee \$100-300
Zoning	Public Hearing - Variance	\$500	\$400
Zoning	Public Hearing - Zoning Appeal	\$500	\$400
Zoning	Public Hearing - Conditional Use Permit	\$700	\$500
Zoning	Public Hearing - Interim Use Permit	\$700	\$500
Zoning	Public Hearing - Rezone	\$700	\$500
Zoning	Public Hearing - Ordinance Amendment	\$700	\$500
Zoning	Soil Erosion Control Plan	\$80 for Type I \$160 for Type II \$240 for Type III	
Zoning	E911 Address Assignment	\$50	
Zoning	Parcel Split Review	\$300 for buildable parcel \$50 for non-buildable parcel	new fees
Zoning	Wetland Permits	\$150 for no loss or exemption \$300 for replacement or banking	\$100 \$250
Zoning	Noxious Weed Control	\$20 per Pesticide Applicator Test	new

Solid Waste and Recycling	Refuse (household garbage)	\$2 per 30 gal bag \$2.50 per 45 gal bag \$2 min	1.50 min
Solid Waste and Recycling	Demo/nonhouse	\$.15 per lbs. or \$18 per c.y.	
Solid Waste and Recycling	Large Household Items	\$.15 per lbs. or \$18 per c.y.	new fees
Solid Waste and Recycling	Tire Disposal	\$2 per auto tire plus \$4 if on rim \$10 per semi/large truck/implement tire \$20 per tractor tire	\$1.75 per tire after 4 free per day \$4.25 for tires on rim
Solid Waste and Recycling	Appliance	\$0 per item/residential \$20 per item/business \$20 per item/camper (gas or amonia) plus \$50 per item if uncleaned	
Solid Waste and Recycling	E-waste	\$0 residential \$.35 per lb/business	
Solid Waste and Recycling	Mattresses & Boxspring	\$5 per mattress if clean/recyclable \$15 per mattress if wet/soiled/unrecyclable	new fee for clean mattresses
Solid Waste and Recycling	Hauler's License	\$50 per year	