



**Title:** Approval of the 2024 District Fee Schedule

**Resolution number:** 24-010

**Prepared by:** Name: Tessa Vacek  
 Phone: 952.641.4503  
 tvacek@minnehahacreek.org

**Reviewed by:** Name/Title: Deb Johnson, Office Manager

**Recommended action:** Approval at January 25, 2024 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 is recommending three changes to the current Fee Schedule, as indicated below in red. The hourly rates for professional and administrative staff have not been updated in several years. New rates for each staff category were determined using midpoint averages based on the 2024 compensation structure, blended averages for employee benefits as well as payroll taxes, PERA contributions, unemployment costs and workers' compensation insurance premiums and a small overhead rate allocation. Going forward staff will recalculate and submit for review updated rates every three years. Lastly, the fee for Wetland Buffer signs was adjusted to reflect the increase in actual costs for these signs.

	<b>Current District Fee Schedule</b>	<b>Recommended District Fee Schedule</b>
District professional staff*	\$ <del>65.51</del>	\$ <b>70.07</b>
District administrative staff*	\$ <del>46.69</del>	\$ <b>50.74</b>
Consulting Engineer/Technician	\$ Contracted Rate	\$ Contracted Rate
District Counsel	\$ Contracted Rate	\$ Contracted Rate
Permit Application Fee	\$10.00	\$ 10.00
Wetland Buffer signs	\$ <del>2.00</del>	\$ <b>2.85</b>
B&W Copy Costs (8½ x 11 page)	\$ 0.25 + actual staff time	\$ 0.25 + actual staff time
Color Copy (8½ x 11 page)	\$ 1.00 + actual staff time	\$ 1.00 + actual staff time
Electronic Records	\$ cost of production	\$ 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:** 24-010

**Title:** Approval of the 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.

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

**District Fee Schedule**

District professional staff*	\$ 70.07
District administrative staff*	\$ 50.74
Consulting Engineer/Technician	\$ Contracted Rate
District Counsel	\$ Contracted Rate
Permit Application Fee	\$ 10.00
Wetland Buffer signs	\$ 2.85
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 24-010 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 1/25/2024

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