



Title: Approval of the 2025 District Fee Schedule

Resolution number: 25-003

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 9, 2025 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.

Last year’s fee schedule saw three changes approved by the Board; the District Professional and Administrative Staff hourly rates as well as an increase to the wetland buffer signs to align with the actual cost of producing the signage. Also approved was a plan for staff to recalculate and submit updated rates every three years for Board review and approval.

Staff recommends the fee schedule approved in 2024 be carried forward into 2025 with no changes. The proposed fee schedule is:

Proposed 2025 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

Resolution number: 25-003

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 25-003 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 1/9/2025

 Secretary Date: _____