



Title: Approval of the 2025 District Fee Schedule

Resolution number: 26-005

Prepared by: Name: Lauren Stretar
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Reviewed by: Name/Title: Deb Johnson, Office Manager

Recommended action: Approval at January 8, 2026 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.

In 2024 staff recommended and the Board approved changes to the fee schedule for hourly fees for District professional and administrative staff as well as wetland buffer signs. It was also approved by the Board that staff recalculate and submit updated rates every three years for Board review and approval. The next recalculation will be completed in 2027.

For this reason, staff recommends the fee schedule approved in 2025 be carried forward into 2026 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

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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.

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
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Resolution Number 26-005 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 1/8/2026

Secretary Date: _____