

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: January 11, 2018

TITLE: 2018 Fee Schedule

RESOLUTION NUMBER: 18-001

PREPARED BY: Lars Erdahl

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TELEPHONE: 952-471-0590

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input checked="" type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

PURPOSE or ACTION REQUESTED:

Adopt the 2018 Fee Schedule

SUMMARY:

Minnesota Statutes, Section 103D.345 sets a limit of \$10.00 to defray the costs of recording and processing an application fee. This Section also provides that the District may charge a field inspection fee of "at least" \$35.00 to cover the actual costs related to field inspections. Applicable inspection 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. Costs of monitoring an activity authorized by a permit may also be charged and collected as necessary after the issuance of a permit.

For 2018, staff will evaluate existing fees and report back to the Board of Managers with any recommended changes. At this time staff recommends that the District makes no changes to the existing fee schedule until a further analysis has been completed.

Staff recommends the following 2018 fee schedule effective 1/11/2018:

	<u>2018 Fees</u>
District professional staff*	\$ 65.51
District interns*	\$ 40.35
District clerical staff*	\$ 46.69
Consulting Senior Engineer	\$ contracted rate
Consulting Engineer/Technician	\$ contracted rate

**DRAFT for discussion purposes only and subject to Board approval and the availability of funds.
Resolutions are not final until approved by the Board and signed by the Board Secretary.**

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District Counsel	\$ contracted rate
Application fee	\$ 10.00
B&W Copy costs (per 8½X 11 page)	\$.25 + actual staff time
Color copies (per 8½X11 page)	\$ 1.00 + actual staff time
Watershed Plan (Paper)	\$ cost of production
Watershed Plan CD	\$ 10.00
Watershed Plan CIP	\$ 10.00
Electronic recording of meetings	\$ 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*

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WHEREAS, it is the intent of the MCWD 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 2018 fee schedule:

Staff recommends the following 2018 fee schedule effective 1/11/2018:

	<u>2018 Fees</u>
District professional staff*	\$ 65.51
District interns*	\$ 40.35
District clerical staff*	\$ 46.69
Consulting Senior Engineer	\$ contracted rate
Consulting Engineer/Technician	\$ contracted rate
District Counsel	\$ contracted rate
Application fee	\$ 10.00
B&W Copy costs (per 8½X 11 page)	\$.25 + actual staff time
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**Blended/burdened professional rate*

Resolution Number 18-001 was moved by Manager _____, seconded by Manager _____.

Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____