

MEETING DATE: January 10, 2019

TITLE: Approval of the 2019 Fee Schedule

RESOLUTION NUMBER: 19-003

PREPARED BY: Cathy Reynolds

E-MAIL: Creynolds@minnehahacreek.org

TELEPHONE: 952-641-4503

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 type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Final Action on January 10, 2019	

PURPOSE or ACTION REQUESTED:

To set the District Fee Schedule for 2019.

PROJECT/PROGRAM COST:

There are no costs associated with this action.

PAST BOARD ACTIONS:

There have been no other actions on this matter.

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.

Staff recommends the following 2019 fee schedule as modified from the 2018 fee schedule:

District professional staff*	\$ 65.51
District interns	\$ 40.35
District administrative staff*	\$ 46.69
Consulting Engineer/Technician	\$ Contracted Rate
District Counsel	\$ 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.**

Application Fee	\$ 10.00
B&W Copy costs (per 8 1/2 x 11 page)	\$ 0.25 + actual staff time
Color Copy (per 8 1/2 x 11 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
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 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, the Minnehaha Creek Watershed District Board of Managers hereby approves the following 2019 fee schedule.

2019 District Fee Schedule

District professional staff*	\$ 65.51
District administrative staff*	\$ 46.69
Consulting Engineer/Technician	\$ Contracted Rate
District Counsel	\$ Contracted Rate
Application Fee	\$ 10.00
B&W Copy costs (per 8 1/2 x 11 page)	\$ 0.25 + actual staff time
Color Copy (per 8 1/2 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 19-003 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

_____ Date: _____
Secretary