



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS *Work Session Agenda*

Tuesday, October 20, 2026

9:45 AM

or immediately following the regular board meeting

Meeting to be held in the County Board Room

at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.TODDCOUNTYMN.GOV](https://www.toddcountymn.gov)

Agenda Item #

Agenda Time:

- | | | |
|----------|---|--------------|
| 1 | Information Systems Use Policy | 9:45 |
| | <i>Lisa Parteka, MIS Director</i> | |
| 2 | After the Fact Fees | 9:50 |
| | <i>Adam Ossefoort, PZ/SWCD Division Director</i> | |
| 3 | Gallager Consultant Proposal to Revise Todd County Personnel Policy Discussion | 10:00 |
| | <i>Jackie Bauer, County Coordinator</i> | |

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.

The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.

Todd County

M I N N E S O T A



Todd County Information Systems Use Policy

Adopted

Revision Date

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Applies To

All County employees, elected officials, appointed officials, temporary employees, interns, volunteers, contractors, vendors, third-party service providers, and other authorized users who access, use, manage, or support County information systems, technology resources, or County information.

Article I Purpose

The purpose of this policy is to establish requirements for the secure, appropriate, and responsible use of County technology resources, information systems, and data assets.

This policy is intended to:

- Protect the confidentiality, integrity, and availability of County information and technology resources.
- Support County operations and services.
- Safeguard public and protected information.
- Reduce cybersecurity risks.
- Establish responsibilities for the appropriate use of County technology resources.
- Ensure compliance with applicable laws, regulations, contractual obligations, and County requirements.

Article II Scope

This policy applies to all County-owned, leased, managed, or authorized technology resources, including:

- Computers and workstations.

- Mobile devices.
- County networks and network-connected devices.
- Email and communication systems.
- Internet access.
- Cloud services.
- Applications and databases.
- Electronic records and information.
- Removable and electronic storage media.
- Artificial intelligence tools.
- Vendor-connected systems and services.

This policy applies regardless of whether access occurs on County property, remotely, or through an approved third-party service. It also applies regardless of where County information is stored, processed, accessed, or transmitted.

This policy applies to County information subject to additional legal, regulatory, contractual, privacy, or security requirements, including Criminal Justice Information (CJI) subject to applicable FBI Criminal Justice Information Services (CJIS) Security Policy requirements.

Additional standards and procedures may establish more specific requirements for particular information types, systems, users, or technology environments.

Where additional legal, regulatory, contractual, or security requirements apply, users and County departments shall comply with those requirements in addition to this policy. Where requirements appear to conflict, the matter shall be referred to the appropriate County authority for determination, unless applicable law or regulation establishes the controlling requirement.

Article IV Definitions

For purposes of this policy:

County Information means information created, received, maintained, or managed by or on behalf of the County in the course of County business.

County Technology Resources means County-owned, leased, managed, operated, or otherwise authorized technology systems, devices, networks, applications, services, and related resources.

User means any employee, elected or appointed official, temporary employee, intern, volunteer, contractor, vendor, or other individual authorized to access County technology resources or information.

Information Technology Department means the County department or organizational unit responsible for County information technology services and technology security.

CJI means Criminal Justice Information as defined by applicable CJIS requirements.

Security Incident means an actual or suspected event that may compromise the confidentiality, integrity, or availability of County systems or information or violate County security requirements.

Protected Information means information subject to legal, regulatory, contractual, privacy, security, or other requirements governing its access, use, disclosure, retention, or protection.

Approved means authorized through applicable County policy, standard, procedure, or designated approval process.

Article IV General Requirements and Governance

4.1 Policy Authority

This policy establishes the County's overarching requirements for the appropriate, secure, and responsible use of County technology resources and information.

The County shall maintain supporting standards and procedures to implement this policy and provide detailed requirements for the protection and use of County technology resources and information.

4.2 Requirements Hierarchy

County users shall comply with this policy and applicable supporting standards and procedures.

Where applicable law, regulation, contractual obligation, or mandatory security requirement establishes a more restrictive requirement, the more restrictive requirement shall apply unless otherwise prohibited by law.

Nothing in this policy authorizes conduct that would violate applicable law, regulatory requirements, contractual obligations, or mandatory security requirements.

Requirements applicable to specific information, systems, users, or technology resources may be established through additional County policies, standards, procedures, contracts, or other authorized requirements.

4.3 User Responsibility and Accountability

Access to County technology resources and information is provided for authorized purposes and is subject to compliance with applicable County requirements.

Users are responsible for:

- Protecting County information and technology resources within their control.

- Using County technology resources appropriately.
- Following applicable County policies, standards, and procedures.
- Protecting assigned credentials, equipment, and access mechanisms.
- Reporting suspected security incidents, policy violations, or other security concerns.
- Completing required training and acknowledgments.

4.4 User Acknowledgment

The County may require users to acknowledge their responsibility to comply with this policy and applicable County technology and security requirements as a condition of access to County technology resources.

The County may require periodic acknowledgment or confirmation of continued compliance.

4.5 Conditional Access

Access to County technology resources and information is granted based on authorized business need and may be modified, restricted, suspended, or removed when appropriate to protect County systems, information, operations, or security.

Access shall be managed in accordance with applicable County access-management requirements.

4.6 Exceptions

Exceptions to this policy or associated County technology and security standards shall be permitted only through the County's established exception process.

Exceptions shall be:

- Supported by a documented business justification.
- Limited to the minimum scope and duration necessary.
- Reviewed and approved by the appropriate County authority.
- Documented and periodically reviewed.

Exceptions shall not be used to circumvent applicable law, regulatory requirements, contractual obligations, or mandatory security requirements.

4.7 Protection of Regulated or Restricted Information

County information subject to additional legal, regulatory, contractual, privacy, or security requirements shall be handled in accordance with those requirements.

This includes, where applicable, Criminal Justice Information (CJI) subject to CJIS requirements.

Requirements applicable to CJI shall be established and maintained through the County's CJIS Security Standard and applicable CJIS procedures.

4.8 Third-Party Requirements

Third parties, contractors, vendors, volunteers, and other authorized users granted access to County technology resources or information shall comply with applicable County requirements and contractual obligations.

Additional requirements may be established through contracts, agreements, access authorizations, or applicable standards and procedures.

4.9 Supporting Standards and Procedures

The County shall maintain supporting standards and procedures addressing the implementation of this policy.

Standards and procedures may establish more specific requirements based on:

- Information sensitivity.
- Technology type.
- Business function.
- Security risk.
- Legal or regulatory requirements.
- Contractual obligations.
- Applicable CJIS requirements.
- Other operational considerations.

Article V Policy Requirements

5.1 Acceptable Use

County technology resources shall be used primarily for authorized County business purposes. Users shall use County technology resources in a lawful, professional, responsible, and secure manner and in accordance with applicable County policies, standards, procedures, and legal requirements.

Limited personal use may be permitted when authorized by County policy or departmental requirements, provided such use does not interfere with County operations, violate County requirements, or create an unreasonable security, legal, or operational risk.

Users Shall:

- Protect County technology resources and information.
- Use technology resources only for authorized purposes.
- Follow applicable County security policies, standards, and procedures.
- Protect accounts, credentials, devices, and information from unauthorized access.
- Report suspected security incidents, unauthorized access, or other security concerns promptly.
- Cooperate with authorized security, monitoring, compliance, and incident-response activities.

Users Shall Not:

- Access County systems or information without authorization.
- Share accounts, credentials, or authentication mechanisms.
- Introduce malicious software or other unauthorized technology.
- Circumvent, disable, or interfere with County security controls.
- Use County technology resources for unlawful or prohibited activities.
- Access, disclose, or use protected County information without authorization.

5.2 Email and Internet Use

County email and internet services shall be used appropriately, securely, and in accordance with County policies, standards, procedures, and applicable legal requirements.

Users shall protect County information, exercise appropriate care when using email and internet services, communicate professionally, and follow applicable records-management requirements.

Users shall not use County email or internet services in a manner that compromises County security, violates County requirements, or results in unauthorized access, disclosure, transmission, or use of County information.

5.3 Access Management

Access to County systems, applications, networks, and information shall be authorized based on job responsibilities, business need, and applicable security requirements.

Users shall access only the systems and information for which they are authorized and shall protect their assigned accounts and access credentials.

County access shall be managed in accordance with applicable County security standards, procedures, and legal or regulatory requirements.

5.4 Passwords and Authentication

Users shall protect passwords, authentication credentials, and other authentication mechanisms used to access County technology resources.

County systems shall use authentication methods appropriate to the sensitivity of the system and information being accessed.

Users shall follow County authentication standards and shall immediately report suspected credential compromise.

5.5 Awareness and Training

Authorized users shall complete required cybersecurity, privacy, technology, and security awareness training appropriate to their responsibilities and access.

Users shall comply with assigned training requirements and apply applicable security practices in the performance of their duties.

Additional training requirements may apply to users with access to specific systems, information, or regulated environments, including systems subject to CJIS requirements.

5.6 Social Media

County technology resources and social media activities shall be used in a manner that protects County information, maintains professional standards, and complies with applicable County policies and legal requirements.

Only authorized individuals may establish, administer, or represent the County through official County social media accounts.

Users shall not disclose protected County information, imply unauthorized County endorsement, or use County technology resources or social media in violation of County requirements.

5.7 Artificial Intelligence Use

Artificial intelligence and related technologies may be used for authorized County business purposes in accordance with County policies, standards, procedures, applicable law, and approved technology requirements.

Users shall protect County information when using artificial intelligence tools, verify AI-generated information before relying upon it, and remain responsible for decisions, communications, and work products produced with the assistance of AI.

Users shall not submit confidential, private, restricted, CJI, or other protected County information to unauthorized artificial intelligence tools.

5.8 Workstation Security

Users shall protect County workstations, computers, mobile devices, and other County technology equipment from unauthorized access, misuse, loss, theft, and compromise.

Users shall follow County requirements for workstation security, software, configuration, updates, maintenance, and physical protection.

Users shall not disable, circumvent, or interfere with County-configured security controls or management processes.

Users shall not install or use unauthorized software or applications on County-managed devices.

Users shall not use personal or unauthorized images, photographs, graphics, or other content as backgrounds, screensavers, or other display elements on County-managed devices.

5.9 Remote Work

Remote access to County technology resources shall be authorized, secure, and conducted in accordance with County policies, standards, procedures, and applicable security requirements.

Users working remotely shall protect County information, equipment, credentials, and systems from unauthorized access, disclosure, loss, or compromise.

County information shall be accessed remotely only through County-approved devices, connections, systems, and services.

5.10 Data Classification

County information shall be classified and handled according to its sensitivity, legal and regulatory requirements, business needs, and applicable security requirements.

Users shall protect County information in accordance with its assigned classification and shall not disclose, transmit, store, modify, or dispose of information except as authorized.

Information subject to additional legal, regulatory, contractual, privacy, or security requirements shall be handled in accordance with those requirements.

5.11 Incident Response

The County shall maintain processes to identify, report, investigate, contain, respond to, and recover from information security incidents.

Users shall promptly report suspected security incidents and shall cooperate with authorized incident-response activities.

Security incidents involving protected information or systems subject to additional legal, regulatory, contractual, or security requirements shall be handled in accordance with applicable requirements.

5.12 Vendor Access

Third-party access to County technology resources and information shall be authorized, limited to legitimate business needs, and managed in accordance with County security, contractual, and technology requirements.

Vendors and other third parties shall comply with applicable County security requirements while accessing County systems or information.

Vendor access shall be removed when it is no longer authorized or required.

5.13 Records Retention

County electronic records shall be created, maintained, retained, and disposed of in accordance with applicable County records-retention requirements, approved retention schedules, legal requirements, and records-management procedures.

Users shall preserve County records when required and shall not intentionally alter, conceal, or dispose of records outside approved processes.

5.14 Physical Security

Users shall protect County facilities, technology equipment, information, and other resources from unauthorized physical access, theft, damage, loss, and misuse.

Access to areas containing County technology resources or protected information shall be controlled in accordance with County security requirements.

Users shall follow established visitor, facility access, equipment protection, and physical security procedures.

5.15 Personally Owned Equipment and Bring Your Own Device (BYOD)

Personally owned technology equipment shall not be used to access, store, process, or transmit County information or connect to County systems unless specifically authorized by the County through an approved exception process.

The County shall establish requirements for any authorized use of personally owned technology to protect County information and systems.

5.16 Technology Procurement and Asset Management

County technology resources shall be centrally managed throughout their lifecycle to support security, compatibility, operational requirements, financial accountability, and compliance with applicable County requirements.

Technology purchases, subscriptions, services, transfers, and other acquisitions shall be reviewed and authorized through the County's established technology-management and procurement processes.

5.17 Backup and Recovery

The County shall maintain appropriate backup and recovery capabilities to support the availability, integrity, and recovery of County information and technology resources.

Users shall store County information in approved locations and follow County requirements necessary to support backup and recovery processes.

5.18 Media Sanitization

County information stored on electronic media shall be protected from unauthorized access and shall be appropriately sanitized or destroyed before equipment or media is reused, transferred, returned, or disposed of.

Media containing County information shall be sanitized or destroyed only through County-approved processes.

Article VI Monitoring and Compliance

The County may monitor the use of County technology resources to protect County systems and information, detect and respond to security threats, investigate suspected violations, maintain system availability and performance, and meet applicable legal, regulatory, contractual, and operational requirements.

Monitoring shall be conducted by authorized personnel or authorized technology processes in accordance with applicable law and County requirements.

Users shall not interfere with authorized monitoring, security logging, or other security controls.

Users should have no expectation of privacy when using County technology resources except to the extent provided by applicable law.

Detailed monitoring and compliance requirements shall be established in applicable County standards and procedures.

Article VII Enforcement

Users of County technology resources shall comply with applicable County technology, information-security, privacy, records-management, acceptable-use, and other applicable requirements.

The County may take appropriate action when a user violates County requirements or when access presents a risk to County systems, information, or operations.

Depending on the circumstances, enforcement action may include restriction or removal of system access, required training or remediation, corrective or disciplinary action, contract remedies, referral for investigation, or legal action when appropriate.

Enforcement shall be administered consistent with applicable County policies, employment agreements, collective bargaining agreements, contracts, and law.

Detailed enforcement requirements and procedures shall be established in applicable County standards and procedures.

Article VIII Roles and Responsibilities

The County shall assign appropriate responsibilities for the management, protection, use, and oversight of County technology resources and information.

The Information Technology Department shall be responsible for the management and security of County technology systems and for providing appropriate technology and security guidance.

Department Directors and Supervisors shall be responsible for supporting compliance with applicable County requirements within their areas of responsibility.

Users shall be responsible for protecting County resources and information, following applicable security requirements, completing required training, protecting credentials and equipment, and reporting suspected security concerns.

Third parties and other authorized users shall comply with County requirements applicable to their access to County systems, technology resources, and information.

Detailed roles and responsibilities shall be established in applicable County standards and procedures.

Article IX Review and Maintenance

The County shall periodically review this policy and associated standards and procedures to ensure that they remain appropriate and effective.

Reviews shall consider changes in County operations, technology, cybersecurity threats, applicable laws and regulations, organizational structure, technology architecture, security incidents, audit and assessment findings, and other relevant factors.

The County shall update this policy, standards, and procedures when necessary to address changes in operational, security, legal, regulatory, or technology requirements.

Changes shall be documented and approved through the County's established policy-management process.

Current approved versions of the policy, standards, and procedures shall be maintained in an approved County repository and made available to applicable users.



2026

LAND & RESOURCE MANAGEMENT

305 8th Ave W. Alexandria, MN 56308 • 320-762-3863

www.douglascountymn.gov

FEE SCHEDULE

Standard Land Use Permits				
Residential				
Minimum Land Use Fee				\$75.00
Dwelling/Addition per 100/sq ft				\$25.00
Deck or Patio				
100 sq/ft and under				\$75.00
101 to 400 sq/ft				\$150.00
Over 400 sq/ft				\$250.00
Accessory Structures (including ground mount solar)				
200 sq/ft and under				\$75.00
201 to 1000 sq/ft				\$125.00
1001 to 2400 sq/ft				\$275.00
Over 2400 sq/ft				\$400.00
Roof Pitch Change (with no additional living space)				\$150.00
After-the-fact fees (in addition to LUP fee/ \$100 min. fee)				
	Resolved After 1st Notice			2x + fee
	Resolved After 2nd Notice			3x + fee
	Resolved After 3rd Notice			\$1000 + fee
Shoreland Alteration/Landscaping				
Minor Alteration/Landscaping/Riprap				\$150.00
Standard Alteration/Landscaping/Clearing and Grading				\$300.00
Major Alteration/Landscaping				\$500.00
After-the-fact fees (in addition to SAP fee)		Minor	Standard	Major
	Resolved After 1st Notice	\$50.00	\$300.00	\$1,500.00
	Resolved After 2nd Notice	\$150.00	\$600.00	\$2,000.00
	Resolved After 3rd Notice	\$300.00	\$900.00	\$2,500.00
Septic				
Holding Tank/Privy Installation				\$250.00
Septic System Installation (Type I, III-V)(including soil verify)				\$350.00
Septic System Installation (Homeowner self-installation)				\$850.00
Class V Injection Well or Systems w/ more than 9 bedrooms				\$500.00
Cluster Systems				\$1,250.00
Operating Permit				\$150.00
Operating Permit Renewal (prior to expiration/revocation)				\$50.00
Operating Permit Renewal (after expiration/revocation)				\$150.00
Soil Verification				\$125.00
Additional Inspection (per visit)(3rd or more visit to site)				\$125.00

Special Use Permits		
Conditional Use Permit		\$600.00
Planned Unit Development		\$850.00
Cellular Communications Tower		\$850.00
Commercial/Utility energy (Solar Farm, WECs, Substation, Battery Storage)		\$1,200.00
Gravel Mining Operation		\$1,200.00
Re-zoning Application		\$850.00
Variance Application		\$600.00
Administrative appeal		\$1,200.00
Preliminary Plat	(Plus \$50.00 per lot)	\$600.00
Final Plat	(Plus \$25.00 per lot)	\$200.00
Park Dedication Fee (per lot)		\$300.00
Environmental Assessment Worksheet/Impact Statement		\$2,500.00
Administrative subdivision (metes and bounds)		\$150.00
Licenses		
Excavation and Landscaping (\$10,000 bond)		\$125.00
SW Disposal Hauler, Transfer Station, Limited Debris Landfill (\$5,000 bond)		\$125.00
Demolition Landfill (\$10,000 bond)		\$125.00
Miscellaneous Fees		
Photo Copies	B/W: \$0.25/page per side; Color: \$0.50/page per side	
Staff Time for Document Preparation	Lowest Hourly Rate in LRM	
Land Use Permit List		\$20/report
Commercial/Industrial		
Buildings or Structures per 100 sq/ft		\$50.00
Minimum Commercial/Industrial Fee		\$150.00
Miscellaneous Land Use Permit		
120 sq/ft and under		\$75.00
121 to 750 sq/ft		\$100.00
751 to 1500 sq/ft		\$150.00
1500 to 5000 sq/ft		\$275.00
Over 5000 sq/ft		\$400.00
Towers		
WECs (Small, Large, Aggregated)		\$275.00
Cellular Communications		\$275.00
Solar Systems		
Rooftop Mounted (Residential or Commercial)	Min. Accessory Structure fee	
Ground Mounted (Residential or Commercial)	Min. Accessory Structure fee	
Community Solar Garden or Solar Farm		\$1,500.00
Signs		
Sign Permit		\$100.00
Billboard		\$300.00

Updated: 01/26/2026

MORRISON COUNTY PERMIT FEE SCHEDULE

Effective 1/1/2026

Fee Description		Fee
Dwellings/Residences	Dwelling Unit / Manufactured Home (\$100 minimum)	\$.30/Sq Ft
	Dwelling Unit Addition (\$100 minimum)	\$.25/sq.ft.
	Basement (new – under existing structure)	\$80
	Roof (Replacement of existing roof deck and/or supports) (\$75 minimum)	\$.08/sq.ft
Address	E911 Address (Including changes to existing addresses)	\$150
Accessory Structures	Garage, Storage, Pole or Utility Shed (\$80 minimum)	\$.10/sq.ft
	Decks, Swimming pools (\$80 minimum)	\$.10/sq.ft
	Outdoor Wood Boilers (allowed in UF, RR, R & SR Zoning Only)	\$80
Agricultural Structures	Barn (New or addition to existing barn) (\$80 minimum)	\$.10/sq.ft
	Silo, Grain Bin, Corn Crib, Grain Storage	\$75
	Manure Storage (liquid)	\$300
	Manure Storage (solid)	\$150
Septic Systems	Septic System Permit Including Holding Tanks	\$250
	Privy, Outhouse (Earthen or Holding Tank)	\$150
	Soil Verification	\$150
	Type IV/V	\$2,500
Commercial Structures	Buildings in Commercial Zoning & Churches (\$150 minimum)	\$.35/sq.ft.
	Cell Tower	\$350
Recreational Vehicle	One time fee for RV	\$175
Shoreland Permits	Grading & Filling / Ice Ridge – Minor	\$150
	Grading & Filling – Major	\$300
	Rip rap	\$150
	Retaining Walls	\$150
	Driveways (in Shoreland Zoning)	\$125
	Stairs, Landings and Lifts	\$125
	Patio (in Shoreland Zoning)	\$100
	Fences (in Shoreland Zoning)	\$80
Signs	Class A (On-site)	\$80
	Class B (Off-site and Billboards) per face	\$250
Wind & Solar Energy	Ground Mount Solar Energy System & Micro Wind Energy	\$100
	Wind Energy System	\$350
	Solar Farm / Community Solar Energy Project	\$300/MW
Subdivisions	Administrative Plat (plus \$15.00 per lot)	\$600
	Plat Hearing (plus \$30.00 per lot)	\$1,775
	Subdivision Review after 3 reviews	\$75
	Platted Road Fee (payable to Public Works)	\$1,200
Public Hearing Fees	Rezone, Conditional Use & Interim Use	\$600
	Variance	\$700
	Appeal to the Board of Adjustment	\$1000
	After the Fact Public Hearing Fee (plus regular fee)	\$300
	Special Public Hearing Fee	Actual Cost of Meeting
	Continuance Fee	\$75
	Recording Fee	\$46
Gravel Pit	& Mining Pit	\$350
Other Fees	Re-Inspection (when more than one site visit is necessary due to applicant error)	\$25
	Late Fee (For building without a permit & paying within 10 days of violation notice)	\$75
	After-the-Fact Building Permit Fee	Permit fee, plus three (3) times the permit fee (applied after 10 days from date of violation notice)
	Administrative Variance (Wetland setback)	\$100
	LOMA – Letter of Map Amendment (Research & Document Prep)	\$150
	Site Evaluation (on-site consult)	\$150

STEARNS COUNTY

2026 Services and Fees

ALL COUNTY DEPARTMENTS	Fee	DESCRIPTION / NOTES
CERTIFIED MAIL	COST	
COUNTY HWY MAP (Most Current Edition)	\$1.00	
COURTHOUSE ROTUNDA RENTAL	\$500.00	Plus Expenses
COURTHOUSE ROTUNDA RENTAL COMMERCIAL	See Note	To be determined on a case by case basis
FAX	\$1.00	Set-up plus Follow copy schedule
MAILING DOCUMENTS		Postage & handling costs at \$25 per hour (\$2 minimum)
TAPE DUBBING	\$10.00	Includes CD & DVD Duplication; If on USB Drive add \$15
DOCUMENT ADMINISTRATION FEE*		
8 1/2" X 11" OR 8 1/2" X 14"	\$0.25	PER PAGE, Non-Commercial Value
	\$1.00	PER PAGE; Commercial Value
DOCUMENT ADMINISTRATION FEE* 11" x 17"	\$1.00	PER PAGE
DOCUMENT ADMINISTRATION FEE* COLOR	\$1.00	PER PAGE
I.T. PROFESSIONAL SERVICE FEE	\$70.00	Per Hour (1 hour minimum) + Supplies (Not Consulting)
NSF CHECKS	\$30.00	
LABELS	\$3.00	Per Hundred plus Time @\$30.00/HR
NOTARY FEES	\$5.00	Non County Transactions
COMPUTER PRINTOUTS	\$0.25	PER PAGE, Non-Commercial Value
	\$1.00	PER PAGE; Commercial Value
COUNTY ORDINANCE	\$5.00	Per Copy (unless stated otherwise in the fee schedule)
CONFERENCE ROOM RENTAL	\$150.00	Full Day (Government Use Only)
	\$100.00	Half Day (Government Use Only)
BOARD ROOM RENTAL	\$150.00	Full Day (Government Use Only)
	\$100.00	Half Day (Government Use Only)
INTEREST CHARGE ON LATE RECEIVABLES	10%	Annual Rate on overdue Balance (Monthly for all fees not set by statute)
ATTORNEY		
ADULT DIVERSION	\$180.00	
JUVENILE DIVERSION FEE	\$55.00	
ADMINISTRATIVE APPEAL FEE	\$500.00	
AUDITOR/TREASURER		
AUD CERT-BOND	\$50.00	
AUDIT VERIFICATION	\$100.00	
BEER LIC OFF SALE	\$100.00	
BEER LIC ON SALE-12 MONTHS	\$190.00	
BEER LIC ON SALE-6 MONTHS	\$130.00	
BEER LICENSE-ONE DAY	\$40.00	
LIQUOR OFF SALE LICENSE	\$400.00	
LIQUOR ON SALE LICENSE	\$2,300.00	
LIQUOR ON/OFF SALE LICENSE	\$2,650.00	
LIQUOR SUNDAY LICENSE	\$200.00	
LIQUOR LICENSE – SPECIAL EVENT	\$50.00	
WINE LICENSE	\$325.00	
WINE LICENSE - SEASONAL	\$150.00	6 months or less license
BOTTLE CLUB	\$200.00	
TEMPORARY LIQUOR LICENSE	\$75.00	
LIQUOR LICENSE-LATE FEE-APPLICATION & PAYMENT	\$10.00	License Fees \$200 or less
LIQUOR LICENSE-LATE FEE-APPLICATION & PAYMENT	\$50.00	License Fees More Than \$200
REFUND PROCESSING FEE - LIQUOR	\$100.00	

COMPREHENSIVE FINANCIAL STATEMENT	\$50.00	
CONFESSION OF JUDGEMENT	\$95.00	
ESCROW ACCOUNTS-MANUALLY		
ADDING ACCOUNTS	\$7.00	Per Parcel
ANNUAL MAINTENANCE	\$2.50	Per Parcel
ESCROW ACCOUNTS-ELECTRONICALLY		
FULL FILE	\$100.00	
REQUEST FILE	\$0.25	Per Parcel (\$25 Minimum)
PAYMENT FILE	\$0.25	Per Parcel
EXPRESS PROCESSING FEE	Actual Cost	USPS Cost plus \$5 Processing Fee
FIREWORKS PERMIT	\$60.00	And Bond or Certificate of Insurance of \$1.5 million
GAMBLING LICENSE APPLICATION	\$15.00	One Day
GAMBLING LICENSE APPLICATION	\$20.00	Annual Premise Permit
GREEN ACRES PAYBACK COMPUTATION	\$50.00	
MARRIAGE LICENSE - CUSTOMER REQUESTED CHANGE AFTER LICENSE PRINTED	\$20.00	
MARRIAGE CERTIFICATE AMENDMENT	\$40.00	
ORDINATION FILING FEE	\$40.00	
OFFICE SERVICE FEE	\$50.00	Per Hour
PROFESSIONAL SERVICE FEE	\$75.00	Per Hour
PASSPORT PHOTO	\$18.00	(MN Sales Tax Included in Price)
PLAT BOOK-REGULAR SIZE	\$25.00	2015 Edition
PRECIOUS METAL LICENSE	\$60.00	
PRINTOUT OF CURRENT TAX STATUS	See Note	Follow Copy Schedule
DELINQUENT TAX LIST	\$75.00	
ADMINISTRATIVE FEES	\$30.00	Delinquent Administration Fee
REPURCHASE	\$175.00	
PACE LOAN SPECIAL ASSEMENT PROCESSING FEE	\$50.00	One time set up fee; no annual fees
CERTIFIED COLLECTION VIA TAX STATEMENT - INITIAL YEAR	\$6.00	Per Parcel – County Entered
CERTIFIED COLLECTION VIA TAX STATEMENT - INITIAL YEAR	\$150.00	Project Fee plus \$0.20 Per Parcel – Import Fee
CERTIFIED COLLECTION VIA TAX STATEMENT	\$0.40	Per Parcel (Each additional Year)
CERTIFIED COLLECTION VIA TAX STATEMENT	\$0.75	Per Parcel (Each additional Yr)Quarterly Payments
CERTIFIED COLLECTION VIA TAX STATEMENT - REVISION FILE	\$75.00	
SPECIAL ASSESSMENT TAX ROLL REMOVAL	\$10.00	
TAX/ASSESSMENT SEARCH/PRINTOUT	See Note	Follow Copy Schedule
TIF CERTIFICATE	\$300.00	Base Fee Plus \$10 Per Parcel up to 10 parcels then \$5 per parcel
TIF ADMINISTRATIVE FEE	0.20%	Per Year. .2% (.002) of Increment for new TIF Certifications after 1/1/2009
TRANSIENT MERCHANT	\$150.00	Set by State Statute
ECONOMIC TAX ABATEMENT	\$550.00	
LOAN ORIGATION FEE	\$1,400.00	Watershed Districts requesting financing through the County
CONDUIT DEBT ISSUANCE FEE	0.50%	Of bond issue; Min \$5,000 and Max \$25,000
ALL CREDIT CARD & ONLINE PAYMENT ACCEPTANCE FEE	COST	Cost assessed to County by Credit Card Company
MOTORCYCLE DRIVER'S MANUAL	\$8.00	Includes Sales Tax
AUTOMOBILE DRIVER'S MANUAL	\$8.00	Includes Sales Tax
COMMERCIAL DRIVER'S MANUAL	\$12.00	Includes Sales Tax
TOBACCO SALE VIOLATION ADMINSTRATIVE PENALTY		
--LICENSEE FIRST OFFENSE	\$75.00	Set by State Statute
--LICENSEE SECOND OFFENSE	\$200.00	Set by State Statute
--LICENSEE THIRD OFFENSE	\$250.00	Set by State Statute
--SELLER OFFENSE	\$50.00	Set by State Statute
TOBACCO RETAIL LICENSE FEE	\$250.00	Per Year

ONLINE APPLICATION SUBSCRIPTION FEES		
IMAGED RECORDED DOCUMENTS	\$0.25	Per Page
LANDSHARK MONTHLY SUBSCRIPTION FEE (SUBSCRIBERS)	\$50.00	
LANDSHARK MONTHLY SUBSCRIPTION FEE (GOVERNMENTAL AGENCIES)	\$no fee	
LANDSHARK IMAGED RECORDED DOCUMENTS FEE (SUBSCRIBERS AND GOVERNMENT AGENCIES)	\$0.25	Per Page
PORTAL MONTHLY SUBSCRIPTION FEE (GOVERNMENTAL AGENCIES)	\$1.00	
PORTAL SUBSCRIPTION FEE (ONE-TIME ACCESS W/ MAP)	\$5.00	Access for 24 hours
PORTAL MONTHLY SUBSCRIPTION FEE (SUBSCRIBERS)	\$30.00	
PORTAL YEARLY SUBSCRIPTION FEE (SUBSCRIBERS)	\$300.00	
ENVIRONMENTAL SERVICES - FEEDLOT		
FEEDLOT CONSTRUCTION SITE PERMIT OR INTERIM PERMIT	\$115.00	Plus \$1 per Animal Unit (500AU Max)
ENVIRONMENTAL SERVICES - FOOD, BEVERAGE & LODGING		
LARGE GATHERING PERMIT - NEW APPLICATION	\$1,140.00	
LARGE GATHERING PERMIT - RENEWAL APPLICATION	\$480.00	
FOOD SERVICE LICENSE FEE	\$350.00	1-4 Employees
FOOD SERVICE LICENSE FEE	\$410.00	5-18 Employees
FOOD SERVICE LICENSE FEE	\$600.00	19-28 Employees
FOOD SERVICE LICENSE FEE	\$690.00	29-35 Employees
FOOD SERVICE LICENSE FEE	\$780.00	36+ Employees
BEVERAGE LICENSE FEE	\$120.00	In addition to Food Service License Fee
ADD-ON CATERING FOOD LICENSE	\$150.00	In addition to Food Service License Fee
CATERERS LICENSE FEE	\$420.00	
ADD-ON HACCP LICENSE FEE	\$145.00	In addition to Food Service License Fee
INSPECTION FEE - REINSPECT/VHR CONSULTATION FEE	\$275.00	Per Inspection;Per Inspector
LIMITED FOOD LICENSE FEE	\$245.00	
SPECIAL EVENT FOOD LICENSE FEE	\$75.00	Per Year; Maximum of 10 days per year
MOBILE FOOD UNIT / FOOD CART LICENSE FEE	\$180.00	
LODGING LICENSE	\$360.00	Plus \$10 Per Room
SEASONAL PERMANENT FOOD LICENSE	\$180.00	
SEASONAL TEMPORARY FOOD LICENSE	\$180.00	
MOBILE HOME PARK LICENSE FEE	\$430.00	Plus \$10 Per Site
CAMPGROUND LICENSE	\$430.00	Plus \$10 Per Site
SPECIAL EVENT CAMPING LICENSE	\$430.00	
CONSTRUCTION SITE PERMIT MHP/CAMPGROUND	\$180.00	
PENALTY - OPERATING WITHOUT A LICENSE	2x	License Fee
POOL LICENSE FEE	\$295.00	Plus \$100.00 For each additional Pool
SPA LICENSE FEE	\$295.00	Plus \$100.00 For each additional Spa
ENVIRONMENTAL HEALTH VARIANCE APPLICATION FEE	\$200.00	
PENALTY - LATE SUBMITTAL OF SPECIAL EVENT LICENSE APPLICATION (<5 BUSINESS DAYS TO EVENT)	2x LICENSE FEE	
PENALTY - CONSTRUCTION WITHOUT PLAN REVIEW	2X PLAN REVIEW FEE	
PLAN REVIEW FEE - HIGH RISK FOOD/BEVERAGE SERVICE	\$1,200.00	
PLAN REVIEW FEE - MEDIUM RISK FOOD/BEVERAGE SERVICE	\$920.00	

PLAN REVIEW FEE - LOW RISK FOOD/BEVERAGE SERVICE	\$490.00	
PLAN REVIEW FEE - ADD'NS/REMODEL<1000 SQ FT	\$360.00	
PLAN REVIEW FEE - ADD'NS/REMODEL>1000 SQ FT	\$630.00	
PLAN REVIEW FEE - BEVERAGE ONLY	\$335.00	
PLAN REVIEW FEE - CATERER	\$340.00	
PLAN REVIEW FEE - VHR/GROUP HOME	\$340.00	
PLAN REVIEW FEE - HAZARD ANALYSIS CRITIAL CONTROL POINT (HACCP)	\$300.00	
PLAN REVIEW FEE - HOTEL/MOTEL	\$1,200.00	New Construction
PLAN REVIEW FEE - HOTEL/MOTEL	\$720.00	Remodel
PLAN REVIEW FEE - MOBILE FOOD UNITS/FOOD CARTS - NEW	\$600.00	
PLAN REVIEW FEE - MOBILE FOOD UNITS/FOOD CARTS - EXISTING	\$240.00	
PLAN REVIEW FEE - MOBILE HOME PARK - NEW	\$1,500.00	
PLAN REVIEW FEE - MOBILE HOME PARK - REMODEL	\$900.00	
PLAN REVIEW FEE - RECCREATIONAL/YOUTH CAMPGROUND - NEW	\$1,500.00	
PLAN REVIEW FEE - RECCREATIONAL/YOUTH CAMPGROUND - REMODEL	\$900.00	
PLAN REVIEW FEE - SEASONAL TEMPORARY FOOD STAND	\$600.00	
PLAN REVIEW FEE - SEASONAL PERMANENT FOOD STAND	\$600.00	
INSPECTION FEE - SCHOOL FOOD SERVICE (NSLP)	\$330.00	Annual, (1 st Inspection is Free. 2 nd Inspection is \$330)
ENVIRONMENTAL SERVICES - SEWAGE TREATMENT SYSTEM		
SSTS CONSTRUCTION PERMIT - TYPES I & II	\$360.00	
SSTS CONSTRUCTION PERMIT - TYPE III	\$400.00	
SSTS CONSTRUCTION PERMIT - TYPE IV - RESIDENTIAL	\$960.00	Plus Operating Permit
SSTS CONSTRUCTION PERMIT - TYPE IV - OTHER ESTABLISHMENT	\$1,800.00	Plus Operating Permit
SSTS CONSTRUCTION PERMIT - TYPE V	\$2,400.00	Plus Operating Permit
SSTS CONSTRUCTION PERMIT - COLLECTOR/COMMUNITY SYSTEM 0-2499 GAL	\$900.00	Plus Operating Permit, if required
SSTS CONSTRUCTION PERMIT - COLLECTOR/COMMUNITY SYSTEM 2500-5000 GAL	\$1,800.00	Plus Operating Permit, if required
SSTS CONSTRUCTION PERMIT - COLLECTOR/COMMUNITY SYSTEM 5001-10,000 GAL	\$1,920.00	Plus Operating Permit, if required
PENALTY - INSTALLATION W/O PERMIT	2X PERMIT FEE	In Addition to Permit
SEPTIC SYSTEM REINSPECTION	\$160.00	After Final Inspection
SSTS CONSTRUCTION PERMIT - TANK OR SOIL DISPERSAL SYSTEM REPLACEMENT ONLY	\$240.00	
SSTS CONSTRUCTION PERMIT - DWELLING OR STRUCTURE HOLDING TANK	\$240.00	
SSTS CONSTRUCTION PERMIT - PRIVY PERMIT - PIT/HOLDING TANK	\$180.00	
SSTS OPERATING PERMITS - CLUSTER ISTS 0-2499 GAL	\$500.00	Initial OP good for 5 years
SSTS OPERATING PERMITS - CLUSTER ISTS 2500-5000 GAL	\$550.00	Initial OP good for 5 years
SSTS OPERATING PERMITS - CLUSTER MSTs 5001-10,000 GAL	\$550.00	Initial OP good for 5 years
SSTS OPERATING PERMITS - TYPE IV	\$350.00	Initial OP good for 5 years
SSTS OPERATING PERMITS - TYPE V	\$350.00	Initial OP good for 5 years

SSTS OPERATING PERMITS - RENEWAL CLUSTER ISTS 0-2499 GAL	\$180.00	Renewal OP good for 3 years
SSTS OPERATING PERMITS - RENEWAL CLUSTER ISTS 2500-5000 GAL	\$180.00	Renewal OP good for 3 years
SSTS OPERATING PERMITS - RENEWAL CLUSTER ISTS 5001-10,000 GAL	\$180.00	Renewal OP good for 3 years
SSTS OPERATING PERMITS - RENEWAL TYPE IV	\$215.00	Renewal OP good for 3 years
SSTS OPERATING PERMITS - RENEWAL TYPE V	\$215.00	Renewal OP good for 3 years
INFIELD VERIFICATION OF SOILS - BASIC INSPECTOR	\$180.00	
INFIELD VERIFICATION OF SOILS - ADVANCED	\$225.00	
INCOMPLETE DESIGN - 2ND & SUBSEQUENT REVIEWS	\$90.00	Each Review
ENVIRONMENTAL SERVICES - SHORELAND		
SHORELAND ALTERATION PERMIT MAJOR W/O PERMIT	\$2,200.00	In Addition to Major Permit – Issue resolved after first notice
SHORELAND ALTERATION PERMIT MAJOR W/O PERMIT	\$2,500.00	In Addition to Major Permit – Issue resolved after second notice
SHORELAND ALTERATION PERMIT MAJOR W/O PERMIT	\$2,800.00	In Addition to Major Permit – Issue resolved after third notice
SHORELAND ALTERATION PERMIT MINOR W/O PERMIT	3x Permit Fee	In Addition to Minor Permit – Issue resolved after first notice
SHORELAND ALTERATION PERMIT MINOR W/O PERMIT	3x Permit Fee plus \$200	In Addition to Minor Permit – Issue resolved after second notice
SHORELAND ALTERATION PERMIT MINOR W/O PERMIT	3x Permit Fee plus \$400	In Addition to Minor Permit – Issue resolved after third notice
SHORELAND ALTERATION PERMIT MINOR/MAJOR BY UNLICENSED CONTRACTOR W/O PERMIT	\$1,000.00	In Addition to Permit and After-the-fact Fee
SHORELAND ALTERATION PERMIT - MINOR - SAND	\$50.00	
SHORELAND ALTERATION PERMIT - MINOR - 1 COMPONENT (NOT SAND)	\$300.00	
SHORELAND ALTERATION PERMIT - MINOR - 2 OR MORE COMPONENTS	\$600.00	
SHORELAND ALTERATION PERMIT - MAJOR	\$2,500.00	
SHORELAND EXCAVATORS LICENSE FEE	\$250.00	
SHORELAND EXCAVATORS BOND	\$10,000.00	
ENVIRONMENTAL SERVICES - SOLID WASTE		
BUSINESS HAZARDOUS WASTE DISPOSAL FEE	2X	The current MN State Contract for Hazardous Waste Disposal Costs - Except as listed below
BUSINESS HAZARDOUS WASTE DISPOSAL FEE (INDUSTRIAL CYLINDERS, FIRE EXTINGUISHER, BUTANE CYLINDERS, LIGHTERS, AMMUNITION, MERCURY, IRRITANT SPRAYS, DRUM RATE)	1.5x	The current MN State Contract for Hazardous Waste Disposal Costs
HAZARDOUS WASTE DISPOSAL FEE (SOLE CONSUMER)	1x	Actual cost of disposal supplies
FLUORESCENT LAMPS 4' OR LESS	\$1.25	Each
FLUORESCENT LAMPS OVER 4'	\$1.75	Each
COMPACT FLOURESCENT LAMP (CFL)	\$1.75	Each
U BEND AND CIRCULAR FLUORESENT LAMP	\$1.75	Each
HIGH INTENSITY DISCHARGE LAMP (HID)	\$3.00	Each
NEON LIGHT	\$8.00	Per Pound
ULTRA VIOLET BULB (UV)	\$7.50	Each
SOLID WASTE OPERATION LICENSE - COLLECTION & TRANSPORTATION	\$200.00	+ \$50.00 per Truck
SOLID WASTE OPERATION LICENSE - COLLECTION & TRANSPORTATION BOND	\$10,000.00	
SOLID WASTE OPERATION LICENSE - MSW INTERMEDIATE DISPOSAL LICENSE	\$290.00	

SOLID WASTE OPERATION LICENSE - MSW INTERMEDIATE DISPOSAL LICENSE - BOND	\$10,000.00	
SOLID WASTE OPERATION LICENSE - PERMANENT LANDFILL OPERATOR	\$340.00	
SOLID WASTE OPERATION LICENSE - PERMANENT LANDFILL OPERATOR - BOND	\$10,000.00	Applied to all Landfills
LANDSPREADING SITE ASSESSMENT	\$480.00	
HHW MOBILE UNIT FEES - UNIT AND 1 STAFF	\$90.00	Per Hour + \$1.20 Per Mile + Expenses
HHW MOBILE UNIT FEES - EACH ADDITIONAL STAFF	\$75.00	Per Hour
HHW RESIDENTIAL DROP OFF FEE - CONTRACTED COUNTIES	\$40.00	Per Car
E-WASTE FEE	\$10.00	Per Electronic Screen Recycled
ENVIRONMENTAL SERVICE FEE	8.00%	Non residential Customer Solid Waste Bill
ENVIRONMENTAL SERVICE FEE	\$8.00	All Residential Categories
ENVIRONMENTAL SERVICE FEE – SELF HAULERS	\$8.00	Per Ton
DELINQUENT REFUSE ACCOUNT PROCESSING FEE	10%	Of amount Certified by hauler as delinquent, Minimum Fee \$50
CONCRETE BURIAL PERMIT	\$200.00	Includes Recording Fee
ENVIRONMENTAL SERVICES - WETLANDS		
NO LOSS / EXEMPTION CERTIFICATE	\$25.00	
REPLACEMENT PLAN APPLICATION (BANKING)	\$400.00	0-0.5 acres
REPLACEMENT PLAN APPLICATION (BANKING)	\$700.00	0.51 or more acres
REPLACEMENT PLAN APPLICATION (NOT VIA BANKING)	\$1,000.00	0-0.5 acres
REPLACEMENT PLAN APPLICATION (NOT VIA BANKING)	\$1,800.00	0.51 or more acres
WETLAND BANKING APPLICATIONS: EACH ACTION REQUIRING WRC APPROVAL (INCLUDING INITIAL DEPOSIT)	\$1,300.00	\$200 for the delineation may be charged with the balance charged at the time of full application
WETLAND BANKING APPLICATIONS: APPLICATION FOR DEPOSIT	\$200.00	
SPECIAL MEETING OF WETLAND RULES COMMITTEE	\$350.00	
WETLAND APPEAL FEE	\$2,000.00	
DELINEATION REVIEW	\$250.00	Base Fee includes 3 hours; Plus \$65 each additional hour; \$2,000 maximum
ENVIRONMENTAL SERVICES - ZONING		
CONSTRUCTION SITE PERMIT - NEW OR REPLACEMENT RESIDENTIAL DWELLING	\$625.00	
CONSTRUCTION SITE PERMIT - RECREATIONAL VEHICLE	\$500.00	
CONSTRUCTION SITE PERMIT - NEW OR REPLACEMENT RESIDENTIAL DWELLING IN SHORELAND	\$1,000.00	
CONSTRUCTION SITE PERMIT	\$500.00	
CONSTRUCTION SITE PERMIT - SOLAR FARM	\$2,500.00	
CONSTRUCTION W/O PERMIT FEE	\$250.00	In Addition to Major Permit – Issue resolved after first notice
CONSTRUCTION W/O PERMIT FEE	\$500.00	In Addition to Major Permit – Issue resolved after second notice
CONSTRUCTION W/O PERMIT FEE	\$1,000.00	In Addition to Major Permit – Issue resolved after third notice
APPEAL APPLICATION FEE	\$1,200.00	
VARIANCE APPLICATION FEE	\$1,200.00	
AFTER THE FACT VARIANCE APPLICATION FEE	\$2,400.00	
CONDITIONAL USE PERMIT / INTERIM USE PERMIT	\$1,500.00	
ADMINISTRATIVE SUBDIVISION	\$500.00	
CONSERVATION EASEMENT FEE	\$100.00	Per Hour; \$1,000 Maximum
PRELIMINARY PLAT APPLICATION - MAJOR	\$3,600.00	Base Fee + \$100 Per Lot
PRELIMINARY PLAT APPLICATION - MINOR	\$900.00	

APPLICATION FOR ORDINANCE AMENDMENT - REZONING	\$1,200.00	
APPLICATION FOR ORDINANCE AMENDMENT - TEXT AMENDMENT	\$2,500.00	
ADMINISTRATIVE MINING APPLICATION	\$750.00	
SPECIAL PLANNING COMMISSION MEETING	COST	Actual Cost of Mileage and Per Diem
SPECIAL BOARD OF ADJUSTMENTS MEETING	COST	Actual Cost of Mileage and Per Diem
STORM WATER PERMIT APPLICATION	\$750.00	
ENVIRONMENTAL IMPACT STATEMENT / ENVIRONMENTAL ASSESSMENT WORKSHEET REVIEW	\$100.00	Per Hour plus Mileage, Materials, Consultant Contract which the County has the right to approve. Estimated Cost Escrowed
COPY OF ZONING ORDINANCE	\$20.00	
COPY OF ZONING ORDINANCE - MAILED	\$30.00	
VACATION SHORT TERM RENTAL PROVISIONAL USE PERMIT	\$800.00	Initial Year
VACATION SHORT TERM RENTAL PROVISIONAL USE PERMIT	\$400.00	1st Renewal w/o violation
VACATION SHORT TERM RENTAL PROVISIONAL USE PERMIT	\$200.00	2nd and Subsequent renewals w/o violation
INTERIM USE PERMIT(V/STR)	\$2,000.00	1st Renewal w/o violation
INTERIM USE PERMIT (V/STR)	\$1,500.00	2nd and Subsequent renewals w/o violation
EXTENSION		
PRESSURE GAUGE TESTING	\$3.00	
HUMAN SERVICES - DEPARTMENT WIDE		
OUT OF HOME PLACEMENT	COST	Fee is Percent of family income based on Out of Home fee determination form
HUMAN SERVICES - FAMILY & CHILDREN		
FOSTER CARE LICENSE - CORPORATE	\$500.00	Initial License (pursuant to 2007 Legislation)
FOSTER CARE LICENSE - CORPORATE	\$500.00	Re-License (pursuant to 2007 Legislation)
ADOPTION STUDY	\$3,100.00	Per Study
COURT ORDERED CUSTODY-RELATED SERVICES	\$75.00	Per Hour for persons over poverty guidelines
HUMAN SERVICES - ADULTS & DISABILITY SERVICES		
WITHDRAWAL MANAGEMENT SERVICES	COST	+\$58; Human Services Sliding Fee Schedule will apply
HUMAN SERVICES - PUBLIC HEALTH SERVICES		
NURSING VISIT	\$204.00	
NURSING OFFICE VISIT	\$66.00	
HOURLY NURSING FEE	\$220.00	
HOME VISITS - CHW	\$92.00	Home visits by paraprofessional
CHILD DEVELOPMENT ASSESSMENT	\$71.00	Bill to insurance - Amt received based on contract with insurance provider - completed during home visit
DENTAL VARNISHING	\$61.00	Bill to insurance - Amt received based on contract with insurance provider
IMMUNIZATION ADMINISTRATION	\$71.00	\$21.22 max for MA
POST PARTUM DEPRESSION SCREENING	\$77.00	Bill to insurance - Amt received based on contract with insurance provider
PARKS - COUNTY		
SHELTER PERMITS - MISSISSIPPI OPEN AIR	\$60.00	Per Day
SHELTER PERMITS - ROCKVILLE OPEN AIR	\$60.00	Per Day
SHELTER PERMITS - SPRING HILL OPEN AIR	\$60.00	Per Day
SHELTER PERMITS - TWO RIVERS OPEN AIR	\$60.00	Per Day
SHELTER PERMITS - WARNER LAKE - OPEN AIR	\$90.00	Per Day
SHELTER PERMITS	50%	Surcharge for Weddings
NATURE CENTER RENTAL	\$125.00	For 1-4 Hours; 50% Discount for Non-Profit Groups
	\$25.00	Each additional Hour
	50%	Surcharge for Weddings
VEHICLE PERMIT DAILY - LABOR DAY THRU MEMORIAL DAY	\$5.00	
VEHICLE PERMIT DAILY - MEMORIAL DAY THRU LABOR DAY	\$10.00	

VEHICLE PERMIT ANNUAL	\$25.00	
PARKS EVENT FEE - FOR PROFIT ORGANIZATIONS	10%	Of gross registration fee not to exceed \$500
PARKS EVENT FEE - NON PROFIT ORGANIZATIONS	5%	Of gross registration fee not to exceed \$200
BUS PARKING / ANY VEHICLE TOWING A TRAILER / LIMO PERMIT (QUARRY PARK)	\$15.00	Preapproved school groups free parking
FIREWOOD	\$75.00	Per Cord
FAILURE TO PURCHASE PARKING PERMIT FOR QUARRY PARK - LABOR DAY THRU MEMORIAL DAY	\$10.00	
FAILURE TO PURCHASE PARKING PERMIT FOR QUARRY PARK - MEMORIAL DAY THRU LABOR DAY	\$15.00	
PROPERTY SERVICES - ASSESSOR		
TAX ESTIMATE-SIMPLE	\$10.00	Per Estimate
TAX ESTIMATE-COMPLEX	\$20.00	Per Estimate
TAX SEARCH-USING STAFF TIME	\$3.00	Per Parcel
ASSESSING FEES - IMPROVED TAXABLE PARCEL WITH BUILDING	\$11.45	Per Parcel
ASSESSING FEES - UNIMPROVED TAXABLE PARCEL	\$8.75	Per Parcel
ASSESSING FEES - IMPROVED TAXABLE PARCEL WITH ONLY AUXILIARY IMPROVEMENTS	\$9.20	Per Parcel
ASSESSING FEES - IMPROVED EXEMPT PARCEL WITH BUILDING	\$6.25	Per Parcel
ASSESSING FEES - UNIMPROVED EXEMPT PARCEL	\$4.50	Per Parcel
ASSESSOR TIF/ECONOMIC ABATEMENT PROCESSING SERVICE	\$60.00	Per Hour
PROFESSIONAL SERVICE FEE	\$60.00	Per Hour
PARTIAL ASSESSMENT DATA EXTRACT	\$0.02	Per Record plus \$60 per hour for staff time
FULL ASSESSMENT DATA EXTRACT	\$0.01	Per Record plus \$60 per hour for staff time
PROPERTY SERVICES - LAND MANAGEMENT		
2006 LIDAR DATA	\$50.00	Per Section
CERTIFICATE OF PLAT CORRECTION	\$100.00	
DIGITAL AERIAL PHOTO DATA ALL FLIGHTS	\$30.00	Per Section
DIGITAL AERIAL PHOTO DATA ALL FLIGHTS	\$450.00	Per Township
DIGITAL AERIAL PHOTO DATA ALL FLIGHTS	\$4,500.00	County
FINAL PLAT CHECKING	\$350.00	Base Fee; Plus \$35 Per Lot
FINAL REGISTERED LAND CHECKING	\$350.00	Base Fee; Plus \$35 Per Lot
FORFEITURE AFFIDAVIT	\$35.00	
GIS DATA SETUP	\$100.00	Per Hour; 30 Minute Minimum: 15 Min Increments
GIS SERVICES FEE	\$100.00	Per Hour; 30 Minute Minimum: 15 Min Increments
MAP PRINTING (PLOTTER PRINTS)	\$15.00	17" x 22" (C Size)' Add'l \$5 shipping and handling, if mailed
MAP PRINTING (PLOTTER PRINTS)	\$25.00	22" x 34" (D Size)' Add'l \$5 shipping and handling, if mailed
MAP PRINTING (PLOTTER PRINTS)	\$40.00	34" x 44" (E Size)' Add'l \$5 shipping and handling, if mailed
OFFICE SERVICE FEE	\$45.00	Per Hour
PROFESSIONAL SERVICE FEE	\$60.00	Per Hour
PROPERTY TAX INFORMATION	\$0.02	Per Parcel; \$30 Minimum
RECHECK REVISED BOUNDARY	\$100.00	Per Plat
RECOMPUTE RECONFIGURED LOTS	\$35.00	Per Lot
SPECIAL ASSESSMENT REPORT	\$30.00	
PROPERTY SERVICES - RECORDER		
DOCUMENT ADMINISTRATION FEE*		Follow Document Administration fee under All County Departments
COMPUTER REPORT	\$20.00	Set-Up plus Document Administration fee
JUDICIAL SECURITY ACT	\$75.00	Per each parcel of land
MAILING TUBE	\$10.00	Per Mail Tube used for return mailing
LANDSHARK MONTHLY SUBSCRIPTIONS	\$50.00	Monthly Subscription; Plus \$2 per document viewed and \$5 for Torrens Certificate
LANDSHARK MONTHLY SUBSCRIPTIONS - GOVERNMENTAL AGENCIES	\$0.00	No Charge

LANDSHARK MONTHLY SUBSCRIPTIONS - COLLEGE/UNIVERSITIES	\$0.00	No Charge For Teaching Purposes
LANDSHARK OCCASIONAL REMOTE ACCESS	\$10.00	\$10 Service Fee plus \$4 per document viewed
LANDSHARK FUND ESCROW ACCOUNT BY CREDIT CARD	COST	Cost assessed to County by Credit Card Company
MAILING DOCUMENTS	\$5.00	Plus Document Administrative Fee
ARCASEARCH eCOMMERCE	\$365.00	1 Year (365 days) - No charge for documents viewed
ARCASEARCH eCOMMERCE	\$40.00	1 Month (30 days) - No charge for documents viewed
ARCASEARCH eCOMMERCE	\$20.00	1 day (24 hours) access - No charge for documents viewed
EMAIL CONVENIENCE FEE FOR EMAILS WITH COMMERCIAL VALUE	\$5.00	Plus Document Administrative Fee
PUBLIC WORKS		
CULVERTS	100%	Of Cost
DELIVERY FEE (CULVERTS)	\$150.00	
DRAINAGE/TILING PERMIT	\$100.00	
UTILITY PERMITS	\$100.00	Initial Permit--1 Mile
UTILITY PERMITS	\$50.00	Each Additional Mile
APPROACH PERMITS	\$100.00	
OVERWEIGHT MOVING PERMIT	\$25.00	Legal - 100,000 lbs
OVERWEIGHT MOVING PERMIT	\$50.00	100,001 - 150,000 lbs
OVERWEIGHT MOVING PERMIT	\$75.00	150,001 - 200,000 lbs
OVERWEIGHT MOVING PERMIT	\$100.00	200,001 - 250,000 lbs
OVERWEIGHT MOVING PERMIT	\$150.00	250,001 - 300,000 lbs
OVERWEIGHT MOVING PERMIT	\$200.00	over 300,000 lbs
MOVING PERMIT - BASIC SINGLE	\$25.00	Basic Single
MOVING PERMIT - ANNUAL	\$200.00	Annual
MOVING PERMIT - ANNUAL FLEET	\$1,000.00	Annual Fleet
MISCELLANEOUS RIGHT-OF-WAY	\$25.00	
PLAT REVIEW (FOR ROADWAY PURPOSES)	\$90.00	
SPECIFIC SERVICE SIGNS	\$500.00	Per New Sign or Replacement Sign
SPECIFIC SERVICE SIGNS-ANNUAL ADMIN FEE	\$25.00	Per Year
SPECIAL CONSTRUCTION MATERIAL HAULING PERMIT	\$300.00	Annually; Up to 90,000lbs
SPECIAL CONSTRUCTION MATERIAL HAULING PERMIT	\$500.00	Annually; 90,001 - 97,000lbs
UTILITY BOND	\$100,000	Per Utility Company
RIGHT OF WAY WORK BOND	\$500.00	
ROADWAY WORK BOND	\$1,500.00	
ANNUAL TREE TRIMMING IN RIGHT OF WAY	\$100.00	
APPROACH PERMITS FOR NEW DWELLING WITH MAIL BOX SUPPORT INSTALLATION	\$250.00	Plus \$500 refundable deposit; includes mailbox support and installation
MAILBOX SUPPORT & INSTALLATION	\$150.00	
TESTING FEE FOR AG SPRAYING LICENSE	\$60.00	Per Category
ANNUAL AGRICULTURAL OVERWEIGHT HAULING PERMIT	\$300.00	Up to 90,000lbs with six or more axles to haul raw/unprocessed agricultural products
ANNUAL AGRICULTURAL OVERWEIGHT HAULING PERMIT	\$500.00	Up to 97,000lbs on seven or more axles to haul raw/unprocessed agricultural products
SHERIFF		
FALSE ALARMS	\$75.00	For the 4th Alarm
FALSE ALARMS	\$150.00	For the 5th Alarm
FALSE ALARMS	\$250.00	For the 6th and subsequent alarms
BOARDING OUT-COUNTY PRISONERS	\$75.00	Per Day
LOCKERS	\$0.25	
HUBER FEES	\$20.00	Per Day
DRUG TESTING - INITIAL SCREENING	\$30.00	Screens 3-5 Drugs
DUPLICATE AFFIDAVIT FEE	\$5.00	
JAIL BOOKING FEE	\$25.00	
JAIL DOCTOR CO-PAY	\$10.00	Per Visit

JAIL NURSE CO-PAY	\$5.00	Per Visit to the Jail Nurse
JAIL MEDICATION CO-PAY	\$1.00	Per Dosage over-the-counter Meds
CIVIL PROCESS	\$70.00	
EXECUTION	\$70.00	
EXECUTION COMMISSION	4%	Of Total
EXECUTION NOT FOUND	\$70.00	
SALE NOTICE	\$70.00	
SHERIFF SALE	\$70.00	
FILING NO SERVICE	\$70.00	
LEGALS NOT FOUND	\$70.00	
SECURING PROPERTY	\$60.00	Per Hour Per Deputy
REPORT OF SALE	\$70.00	
REDEMPTION OF PROPERTY	\$250.00	Mortgagor; \$250 for Junior Creditor/Up Front Payment
EXPLOSIVE PERMITS	\$25.00	
BUILDING MOVES	\$65.00	Per Hour; Per Deputy
FINGERPRINTING	\$20.00	
EVICITION	\$60.00	
911 CALL RECORDINGS	\$10.00	Per CD + \$25 for first half hour + \$25 each add'l hour
DANGEROUS DOG	\$500.00	
TRANSCRIBING 911 CALL OR DISPATCH RADIO TRAFFIC	\$40.00	First 1/2 Hour + \$40 each additional hour
NON-CONTRACTED SECURITY SERVICES	\$65.00	Per Hour
MOUNTED PATROL SERVICES	\$30.00	Per Hour; Per Staff
HOUSING OF INMATES	\$20.00	Per Day
OUT OF STATE TRANSPORT FOR EXTRADITION	\$75.00	Per Hour; Per Deputy
STORAGE OF SEIZED VEHICLES	\$10.00	Per Day; \$500 Maximum
CONCEAL AND CARRY PERMIT	\$100.00	
CONCEAL AND CARRY PERMIT-MILITARY VETERANS	\$50.00	
RENEWAL CONCEAL AND CARRY PERMIT	\$75.00	
RENEWAL CONCEAL AND CARRY PERMIT - MILITARY VETERANS	\$50.00	
DUPLICATE CONCEAL AND CARRY PERMIT	\$10.00	

***Disclaimer**

Consistent with the Minnesota Government Data Practices Act, in no instance are fees for access to and copies of noncommercial public data intended to exceed Stearns County's actual or allowable cost in administering, producing and providing such data. The fees related to administering, producing and providing noncommercial information represent a cap on costs for routine requests. In any instance where the County's actual or allowable costs for a routine request do not meet or exceed the cap set in this fee schedule, an individual Department Director may waive, or appropriately modify, the fee as necessary without further action by the County Board. With respect to non-routine, excessive or unduly cumbersome or burdensome data practices requests, Stearns County reserves its right to charge its actual costs under the Minnesota Data Practices Act in responding to such requests. Additionally, when a request is for a document that does not exist and is unnecessary to the regular course of County business, but which could be created by County staff, Stearns County reserves the right to charge its actual cost associated with creating such a document. Further, in such instances, Stearns County reserves the right to determine the format in which the document, once created, will be provided, including providing such document solely in an electronic format. Finally, Stearns County reserves all rights and remedies, whether arising at law or in equity, available to it with respect to any aspect of this fee schedule or its implementation and administration.



Todd County

Proposal Outline

September 18, 2026

Jennifer Christopher
Manager, Customer Success, HR & Organizational Effectiveness

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Gallagher
Human Resources & Compensation Consulting
2850 Golf Road
Rolling Meadows, IL 60008

AJG.com



Gallagher

Insurance | Risk Management | Consulting

Introduction

We are happy that you're considering Gallagher HR & Organizational Effectiveness, as an HR partner for Todd County. Based on our discussions, we can provide expertise and support to fill gaps at your organization, and we are prepared with trusted solutions for your HR and payroll needs.

Gallagher HR & Organizational Effectiveness has over 20 years of experience providing premium HR consulting services to thousands of organizations across every industry. We help our clients improve their organizational effectiveness and create extraordinary employee experiences by designing and delivering customized solutions. Organizations face many HR challenges, but our segmented approach to consulting makes us ready to partner with you with cost-effective solutions at every stage of growth.

Please review the proposed Statement of Work (SOW) for the services we discussed and let us know if you have any questions or would like to get together to refine the scope.

Sincerely,

Jennifer Christopher

Our Suite of Services

Gallagher HR & Organizational Effectiveness and its team of HR professionals offer a comprehensive suite of HR related services and support designed to meet the needs of businesses of all types and sizes, across all industries.

Some of our most popular and sought after services include:



Scope of Work

OUTLINE OF SERVICES TO BE PROVIDED	
Project:	Employee Handbook Services
Client Project Manager:	Lisa Guzek
Scope:	Gallagher will create a customized Employee Handbook for the Client, which is compliant with all federal requirements and regulations set forth in the Client's one (1) locations: - MN Gallagher will utilize our PolicySmart Technology* platform to produce a template that will serve as the Handbook's foundation. Handbook will consist of a main National Handbook with State Addendums. Utilization of other templates or updates to established handbooks not available within this level of service. Does not include a complete review of prior handbooks or the extraction of policies from them. Client will be required to provide consultant with any company-specific policies they would like to include at the time of the intake meeting. The Handbook customization and rollout process may include (but is not limited to) the following policies and steps: - Completion of a client questionnaire which will provide critical information to be used to customize the Handbook template, including (but not limited to): - Names and contact information for key individuals to be included in the manual (i.e. HR representatives, etc.). - Mission statements. - T&E Policy. - PR/Media and Social Media Policies. - Utilization of employee classification statuses (i.e. full-time, part-time, exempt, non-exempt, etc.). - Employee headcount at each location. - Utilization of confidentiality and non-compete agreements. - Performance Review schedule. - Payroll schedule. - Work schedules. - Remote Work Policies. - FMLA and Parental Leave. - Employee Monitoring. - Paid Time Off. - Holidays. - Tuition Reimbursement. - Review of identified existing policies (formal, written, or implied), which might include:

	• Progressive discipline. • Professional membership reimbursements. • Emergency closings. • Reconciliation between company-specific policies and those mandated by federal or state law. • Inclusion of Client policies into PolicySmart template while maintaining all required compliance standards. • Presentation of an initial Handbook draft to the Client for review, discussion, and edits. The final output will be a compliant electronic Employee Handbook in both Word and PDF format. *PolicySmart Technology is powered by global employment and labor law firm Littler Mendelson.
Resource Level:	HR Business Partner and Project Leader
Estimated Hours:	10 - 14 hours; to be completed within six months from execution of this project.
Initial Budget*:	\$3,600 - \$4,320, which includes a \$1,650 non-refundable template fee. *This budget is an estimate of the time and resources needed for the scope of services. Gallagher will invoice for actual time incurred, <i>which may vary based on client needs</i>.
Invoicing Terms:	The Template Fee of \$1,650 shall be billed upon execution of this project, with the balance billed weekly for time expended in the prior week. The duration of a handbook project is dependent on the client's engagement and responsiveness. If, due to Client's delay or failure to engage, this Handbook is not completed within six (6) months of the start date listed above, Client will forfeit any fees paid and will be required to enter into a new project for same.
Expiration:	This proposal is valid for sixty (60) days from inception date.

Resource Level	Rate Per Hour
HR Coordinator	\$115
HR Specialist	\$140
HR Business Partner	\$180
Senior HR Business Partner	\$250
Senior Compensation Manager	\$300
Project Leader – HR	\$330
Practice Leader - HR	\$375

As your Trusted Advisor we have additional information for your consideration based on your current focus

You can expect a trusted advisor in Gallagher, not just a vendor focusing on only one aspect of your HR offerings. While there are numerous vendors that can provide HR consulting, our subject matter expertise is brought to life in the way we partner with our clients and is what truly sets Gallagher apart.

Our consulting style is proactive and collaborative. We strive to provide you with relevant information and partner with you to support informed decisions and anticipate the future. As experts in providing a broad spectrum of human resource and talent management capabilities, depending on the results/findings of your assessment, we typically see organizations that work with us on HR may also be looking to engage in one or more of the following areas:

Leadership and Strategy Consultant Advisory

We can provide tailored solutions for leadership transitions, workforce planning, organizational design, culture transformation, and team effectiveness. Our experienced consultants provide expertise and processes to boards during impending leadership transitions. Leveraging data driven insights, we deliver executive coaching, leadership development, and retention strategies to align talent with business goals, enhance performance, and drive sustainable organizational growth.

We can help you with:

- Executive Coaching
- Leadership Development Programs
- Organizational Readiness Assessments for Future Needs (i.e., workforce skill gaps, retention risks)
- Workforce Planning
- People Strategy/Business Goals Alignment
- Team Assessments
- Internal Talent Assessment
- Organizational Design
- Culture Transformation
- Employee Retention & Engagement Strategy
- Change Management
- Developing a Board Pathway
- Hire and Develop Talent
- Facilitated Focus Groups

Communications

You may encounter some cases that require communication such as sharing outcomes and findings of your engagement survey. Our award-winning Communications Practice is a global leader in employee communications. We **increase your business performance** by amplifying the entire employee experience through world leading employee communications.

Here are some of the ways we may be able to help you:

- Benefits (Total Wellbeing) Communications
- **Compensation Communication**
- Reward Communication
- Retirement Communication
- **Internal Communication (IC)**
- Audit and Insight – Communication Effectiveness
- Organizational Change Communication
- Digital (Communication) Experience
- **Employee Value Proposition (EVP) Development and Communication**
- Personalized Portals
- Non-personalized Portals
- Decision-support Tools



Compensation & Rewards

We strengthen the employer-employee relationship by designing fair, equitable, competitive, and seamless compensation and rewards programs. We deliver on this promise with our world-class consultants, who are experts in the industry – and equally amazing people.

Our unique approach combines exceptional data-driven methodologies with industry-specialized experience.

We offer a wide variety of compensation consulting services:

- Executive Compensation
- Specialized Comp & Class Industries
- Sales Compensation
- Online Total Rewards
- Pay Equity/Gender / Ethnicity
- Market Pricing
- Pay Benchmarking
- Pay Program/Practices / Structures
- Incentive Design
- Compensation & Reward Strategy
- Job Measurement/Leveling
- Job Architecture
- Corporate Governance - Compensation Committee
- Board of Directors Compensation (Board Level)

Policy

Think of our team as an extension of your HR & Organizational Change team - we can help you with strategic advisory, one-off projects, and "HR in a box" solutions.

From HR policy development, compliance guidance, DEI matters, career transition services, HR technology selection and implementation, People Operations (Policies, Handbooks, JDs, Leave, Workplace Investigation) and organizational change management, we offer a wide variety of HR support.

Here are some of the ways we can provide support:

- Employee Policies
- Handbooks
- Job Descriptions
- Leave Management
- Investigations into allegations of inappropriate workplace conduct
- Harassment
- Assaults and customer complaints about staff



We welcome the opportunity to further explore how we can partner with you in these critical areas.