

**POPE COUNTY**  
**2017 Services and Fees**

Effective February 1, 2017

ALL COUNTY DEPARTMENTS	Fee	DESCRIPTION/NOTES
Handling Fee (Fax, Email, Mail, FTP,CD)	\$ 6.00	
Black & White Photocopy	.25	Per Statute 13.03 Subd 3c
Color Photocopy	.50	
Research Fee per hour	40.00	½ Hour Minimum
Computer Report Fee	40.00	Set-up Fee per Report
Per page	.25	
Non-Sufficient Funds Checks	30.00	
<b>ASSESSOR</b>		
Assessing Fee – Residential	9.00	Per Parcel
Assessing Fee - Commercial	12.00	Per Parcel
Assessing Fee – Decks/Mobile Home	4.00	Per Parcel
Computer Report Fee	40.00	Set-up Fee per Report
Per Sale	.25	
<b>AUDITOR-TREASURER</b>		
Auditor Certified Bond	150.00	
Confession of Judgment	150.00	
Drainage		
Ditch Lien Satisfaction	5.00	
- Per Parcel	.25	
Delinquent Tax Publication Cost	25.00	
Economic Tax Abatement	100.00	
Escrow Change/Deletes – Per Parcel	3.00	
Escrow – Spring/Listing/Tax Bills	3.00	
Escrow Accounts – Manually		
- Adding Accounts Per Parcel	3.00	
- Annual Maintenance per Parcel	3.00	
License		
- Auctioneer (MN Statute 330)	20.00	
- Dangerous Dog	500.00	
- Fireworks Permit	25.00	
- Gambling – One Day	25.00	
- Transient Merchant (MN Statute 329.1)	150.00	
Monthly Billing Fee	3.00	
Plat Book (tax additional)	30.00	
Print Screen	.25	Per page
- Owner	Free	
Searches –Specials or Tax		
- Tax Search/Certify	5.00	Per Parcel
- Tax Assessment Search/Printout	5.00	
Special Assessments		
Per year	1.00	Per Parcel
- Search	5.00	
Tax Estimate	50.00	Per Parcel

Tax Forfeiture		
- Administrative Fee	100.00	
- Repurchase Fee/Forfeited	150.00	
Tax Increment Financing	100.00	
<b>Information Technology</b>		
GIS		
Consulting Fees	95.00	Per Hour + Supplies
Parcel data with attached Tax System information- Private Sector		
- 125 Parcels (0.40 per additional parcel)	50.00	
- 1,000 Parcels (0.15 per additional parcel)	400.00	
- 5,000 Parcels (0.15 per additional parcel)	1,000.00	
- 10,000 Parcels (0.10 per additional parcel)	1,750.00	
- All Pope County Parcels (approximately 13,900 parcels)	1,751.00	
Prints, Copies, Scans of Maps - Color		
- Prints, Copies	25.00	Per page 36X48
- Scans	10.00	Per page 36x48 + Supplies
- Prints, Copies	5.00	
- Prints, Copies	7.00	
E911 – Five Year Fee Schedule 2011-2015		
New E911 Address -2013	133.00	
E911 Address Changes -2013	133.00	
E911 Address Replacement -2013		
- Replacement Pole	11.00	
- Replacement Flag	16.00	
- Replacement Numbers	13.00	
- New Road or Subdivision	560.00	
- Mapping of new roads	114.00	
Property Tax Information – Private Sector		
Tax Information Reports		
- Tax Information	0.05	Per Parcel: 1-5,000 Parcels + Supplies
- Tax Information	0.02	Per Parcel:5,001 or more Parcels + Supplies
<b>RECORDER</b>		
Online Real Estate Searching (via Laredo)		
250 Minute Plan	50.00	Monthly
- Minutes over 250	.20	Per minute
1000 Minute Plan	100.00	Monthly
- Minutes over 1000	.15	Per minute
Unlimited Minutes	500.00	Monthly
- All Plans – Remote Copies	.35	Per Copy
Passport Photo	13.00	
Vital Statistics		
- Ministerial/Ordination Papers	20.00	
- Replacement of Marriage License	20.00	

<b>SHERIFF</b>		
Paper Services/per individual served		
- Summons & Complaint	35.00	
- Summons & Petition	35.00	
- Notice of Mortgage Foreclosure Sale	35.00	
- Notices	35.00	
- Statement of Claim & Summons	35.00	
- Writ of Execution	35.00	
- Writ of Recovery	35.00	
- Unlawful Detainer	35.00	
- Subpoena	35.00	
- Cancellation of Contract for Deed	35.00	
- Garnishment Summons	35.00	
- Land Title Summons	35.00	
- Order	35.00	
- Order to Show Cause	35.00	
- Notice of Motion & Motion	35.00	
- Affidavit	35.00	
- Harassment Order	35.00	
- Levy	35.00	
- Order for Seizure/Replevin	35.00	
- Certificate of Sale	35.00	
- Posting of Notice	35.00	
- Not Found/Returned	20.00	
- Quiet Title Action	35.00	
- Harassment Order/Petition	35.00	
- Order for Protection Petition	N/C	
- All Other Services	35.00	
Fees		
- Application Fee – Permit to Carry - New	75.00	
- Application Fee – Permit to Carry - Renewal	50.00	
- Mortgage Foreclosure Sale	75.00	
- Redemption	250.00	
- Filing of Notice/Redemption	100.00	
- Copies of Reports	.25 each page	
- If 10 pages or more	Coping charge plus copy time	(minimum \$20.00)
- Photographs	2.00 each for 4x4 size	
- Transcribed documents to CD	5.00 plus hourly rate	(minimum \$20.00)
- Urinalysis Test	10.00	
- Portable Breath Test (PBT) Court Ordered, Probation	10.00	
- Buccal Swab	10.00	
- Fingerprints	10.00	
- Criminal History Checks	8.00	
- Background checks (local businesses, etc)	5.00	
- Print-out of Registered Owner’s request for list of vehicles	2.00	
- Lien check	2.00	

- Interview of personnel while on duty	75.00 per hour	2 hr. minimum
Collection of Execution		
- 10% of 1 <sup>st</sup> \$250/Balance is 6%		
Mileage	.435 per mile	
Officer's Presence		
- Lockout, Seizures, Removal of Property, etc	60.00 per hr. plus mileage	

**Notice:**

There are additional department fee schedules not included on this listing that have been adopted by the County Board by separate resolution.

**Disclaimer:**

Consistent with the Minnesota Government Data Practices Act, with respect to non-routine, excessive or unduly cumbersome or burdensome data practices requests, Pope County reserves the 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 course of County business, but which could be created by County staff, Pope County reserves the right to charge its actual cost associated with creating such a document. Further, in such instances, Pope County reserve the right to determine the format in which the document, once created, will be provided, including providing such document solely in electronic format. Pope 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.

**ROAD & BRIDGE**  
**2017 FEE SCHEDULE**

Services

Labor-without equipment  
(Maintenance/Shop/Engineering/Signing)      employee's hourly rate + 30%

Permits

Driveway/Approach      \$100.00  
Drainage      \$100.00  
Event      No Charge  
Moving - Single Trip Oversize      No Charge  
Moving - Single Trip Overweight      \$100.00  
Seasonal Harvest 10% Overweight      \$60.00  
Special 6-axle Overweight (Annual)      \$300.00  
Special 7-axle Overweight (Annual)      \$500.00  
Utilities      No Charge

Various Maintenance Materials

New Materials (Signs/Posts/Salt/Sand/Patch/Culverts)      cost+30%  
Used and Obsolete Sign Posts      \$5.00 each  
Used Culverts      50% replacement cost  
Used Bridge Timbers      \$0.10 per board foot  
Mailbox Support      \$50.00  
Mailbox Support Installed      \$60.00  
E911 Address Sign Installed      \$50.00

**ROAD & BRIDGE**  
**2017 A/R EQUIPMENT RATES**

Equipment A/R Rates (including operator)

MOTOR GRADERS	\$100.00
w/snow plowing equip.	\$130.00
DUMP TRUCKS	\$100.00
w/snow plowing equip. or pup trailer	\$130.00
UTILITY TRUCKS	
Sign Truck	\$75.00
Water Truck	\$100.00
BLOWER TRUCK	\$200.00
WHEEL LOADER	\$125.00
RUBBER TIRE BACKHOE/LOADER	\$90.00
DOZER/CRAWLER	\$150.00
TRACTORS	\$60.00
w/ implement/attachment/mower/blower	\$90.00
SELF PROPELLED BROOM	\$65.00
PICKUPS (w/o operator)	\$ 0.75/mile
1-TON TRUCK w/2-3 yd dump body (w/o operator)	\$ 1.00/mile
MISCELLANEOUS (w/o operators)	\$25.00/hr or \$100.00/day
ATV	
Bit. Patch Trailer	
Router	
Melter	
Pull-type Pneumatic Roller	
Steamer	
Liquid Chloride Spreader	
Portable Air Compressor	
Shouldering Disc	
Weed Sprayer	

**ROAD & BRIDGE**  
**2017 On-System Equipment Rates**

MOTOR GRADERS	\$70.00	Rate 1
w/snow plowing equip.	\$80.00	Rate 2
DUMP TRUCKS	\$65.00	Rate 1
w/snow plowing equip. or pup trailer	\$75.00	Rate 2
UTILITY TRUCKS		
Sign Truck	\$40.00	Rate 1
Water Truck	\$70.00	Rate 1
BLOWER TRUCK	\$100.00	Rate 1
WHEEL LOADER	\$85.00	Rate 1
RUBBER TIRE BACKHOE/LOADER	\$60.00	Rate 1
DOZER/CRAWLER	\$100.00	Rate 1
TRACTORS	\$35.00	Rate 1
w/ implement/attachment/mower/blower	\$50.00	Rate 2
SELF PROPELLED BROOM	\$45.00	Rate 1
PICKUPS (w/o operator)	\$ 0.75/mile	Rate 1
1-TON TRUCK w/2-3 yd dump body	\$ 1.00/mile	Rate 1
MISCELLANEOUS		
ATV	\$25.00/hr	Rate 1
Router	\$25.00/hr	Rate 1
Melter	\$25.00/hr	Rate 1
Steamer	\$25.00/hr	Rate 1
Steel Roller	\$25.00/hr	Rate 1
Portable Air Compressor	\$25.00/hr	Rate 1
Weed Sprayer	\$25.00/hr	Rate 1
Wood Chipper	\$40.00/hr	Rate 1

**LAND AND RESOURCE MANAGEMENT  
2017 PROPOSED FEE SCHEDULE**

Individual Subsurface Sewage Treatment System (ISTS) Permit

Type I, II or III ( $\leq$ 2500 gal/day) .....	= \$210.00
Type I, II or III ( $>$ 2500 gal/day) .....	= \$350.00
Type IV, V, MSTS.....	= \$350.00
Holding Tank/Component/partial system .....	= \$150.00

Operating Permit

*Type III, IV, V, MSTS.....	= \$150.00
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Operating Permit Renewal

Type III, IV, V, MSTS.....	= \$30.00
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Land Use Permit

- 1.) Commercial Structure..... = \$250.00
- 2.) Residential Structure..... = \$225.00  
(Includes Guest Homes, Cottages and  
Detached Garage w/living space above)
- 3.) Residential Addition (up to 600 sq ft) ..... = \$125.00
- 4.) Accessory Structure\*\* ..... = \$100.00
- 5.) Minimum Land Use Permit Fee ..... = \$75.00
- 6.) Floodplain Permit ..... = \$75.00

Conditional Use Permit..... = \$315.00 + \$46 Recording fee

Variance Permit ..... = \$315.00 + \$46 Recording fee

Shoreland Alteration Permit ..... = \$100.00

Re-inspection Fee..... = \$50.00

After-the Fact Application ..... =150% of the application fee plus any real costs incurred by the department to achieve compliance. *Note: this is in addition to the application fee*

Rezoning or Amendment ..... = \$315.00

EAW ..... = \$525.00

Minor Plat ..... = \$260.00 (does not include Recording fee)

Preliminary Plat Application..... = \$260.00 + 160.00/lot



Final Plat Review ..... = \$210.00 (does not include Recording fee)

Request for Special Meeting of Planning  
Commission or Board of Adjustment ..... = \$315.00

Solid Waste Collection & Transportation License ..... = \$55.00/year

Solid Waste Disposal Operation License

- 1.) Demolition Landfill ..... = \$300.00
- 2.) Sanitary Landfill ..... = \$300.00

Solid Waste Processing or Transfer Station License

- 1.) Recycling ..... = \$200.00
- 2.) Transfer Facility ..... = \$200.00
- 3.) Composting, Refuse Derived Fuel, Incinerator. = \$200.00
- 4.) Other processing facility..... = \$200.00

The Department may utilize consultants or private contractors to complete various tasks as required by County ordinances. Examples of these include review and responding to Environmental Assessment Worksheets/Environmental Impact Statements, wetland delineations, stormwater and erosion control plans or other specialized documents. Contractors could also be employed for removal of structures, shoreland restoration projects or other situations. The costs to complete these activities will be paid by the project applicant to Pope County prior to issuance of any permits.

**\*Fees do not apply to subordinate service district. ie Clearwater Bay**

**\*\*Accessory Structure for permitting purposes includes: detached garages, sheds, pole bldgs., grain bins, decks, patios, ect.**

**Note: Portable unattached structures of less than 144 square feet w/no sleeping or residential quarters do not require a permit. They are however required to comply with all impervious surface and setback standards.**

## Human Services Fees

### 1. Child Care Licensing Fees

Per MN Statute, Pope County Human Services (PCHS) completes all child care licensing tasks for any individual residing in Pope County who wishes to provide child care in their home. These licensing duties are clearly outlined and defined in MN Statutes 9502 and 245A. PCHS also completes licensing duties for Home and Community Based Services (HCBS)/Corporate Sites.

Statute clearly outlines the fees that counties may charge for completing licensing duties. These fees are as follows:

- For purposes of family and group family child care licensing, a county agency may charge a fee to an applicant or license holder to recover the actual cost of background studies, but in any case not to exceed \$100 annually. A county agency may also charge a license fee to an applicant or license holder not to exceed \$50 for a one-year license or \$100 for a two-year license. Pope County Human Services will charge a licensing fee of \$50 for a one-year Family Child Care license and \$100 for a two-year license renewal.
- Pope County Human Services will charge a \$15 fee per household member for background checks, not to exceed \$100 annually for all licensed providers (AFC, CFC, FCC, and LNL). This fee will also apply to Legal Non Licensed care providers. There will be no other fees for Legal Non Licensed providers or Family Child Foster Care providers.
- An applicant for an initial Corporate Child Foster Care or Adult Foster Care license or certification issued by the Commissioner shall submit a \$250 application fee with each new application required under this subdivision and a \$500 relicensing fee for a two year license renewal.
- An applicant for an initial day services facility license under chapter 245D shall submit a \$250 application fee with each new application and a \$500 fee for a two year license renewal.
- Except as provided in 245A.10, Subd. 3 clauses (1) to (3), an applicant shall apply for a license to provide services at a specific location.
- All fees are non-refundable

### 2. Chemical Dependency/Rule 25 Evaluation

Per State Statute/Rule (MN Statute 256M.60, subd. 6; MN Statute 393.12; MN Statute 373.41; MN Statute 245.481, A recipient of services at Pope County Human Services may be charged a fee for a Rule 25 CD (Chemical Dependency) Assessment based on gross income and household size of the service recipient(s). Those recipient's whose income is below Consolidated Chemical Dependency Treatment Fund (CCDTF) guidelines, will not be charged a fee. Human Services may charge a fee for services provided to a family or individual not on public assistance. Recipients who are fee-eligible will be asked

to pay for the service of the Chemical Dependency Assessment on the date provided. At no time does a charged fee exceed the total cost of the services provided.

### 3. Parental Fee For Child Out Of Home Placement

Per MN Statute, the ability to charge parental fees are clearly outlined and defined in MN Statutes. Whenever feasible, parents should contribute to paying for the cost of a child's placement outside of the parental home. The following are taken into consideration:

**Ability to Pay:** If there is no apparent medical reason for that parent not to work. A medical reason will require a doctor statement.

**Fee:** The monthly amount charged to the individual or family for services rendered or costs incurred on behalf of the child.

a) **Child Fee:** Income and resources attributable to the child including but not limited to Social Security, SSI, VA benefits, Railroad retirement, adoption subsidies, Child Support, trusts and conservatorships.

b) **Parental Fee:** Determined monthly amount in accordance with the Child Support Guidelines and Pope County Fee Policy. If child support is ordered and redirected to the county, this will be considered a non-custodial parental fee.

**Cost of Service:** Costs incurred by the County for services rendered include only costs that are not reimbursable by State or Federal revenues. This includes, but is not limited to children placed in facilities under Rule 1 (foster homes), Rule 8 (group homes, Rule 5 (residential treatment centers), correctional facilities, child shelter, respite care (for children placed out of the home), and detention facilities.

### 4. Child Support Paternity Testing

If a voluntary request is made for a Paternity Test, and paternity establishment is not required, a fee of \$27.50 per person may be charged. If paternity establishment is required, in most cases there is no fee.

### 5. Data Requests

If a request for data is made, Pope County Human Services follows the Pope County Fee schedule for handling data requests and photocopies. Per MN Statute 13.03, if a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data.