

# BROWN COUNTY FEE SCHEDULE

Updated 12-26-2017

## COUNTY WIDE *(Note: applicable unless listed specifically in departmental fees)*

Faxed Document (sent).....	\$1.00/page
Non-Sufficient Funds.....	\$20.00
Photocopies – 8 1/2 x 11.....	\$.10/page
Photocopies – 8 1/2 x 14.....	\$.15/page
Photocopies – 11 x 17.....	\$.25/page

## ASSESSOR

Abatement Application Filing .....	\$20.00
In-Office Abatement Application.....	No Charge
CER Parcel Info & Prodex Map.....	\$3.00/parcel
Certified Letter.....	\$20.00
Fax Outside County with Account.....	\$1.00 plus normal information charge
Fax w/o Account.....	\$5.00 plus normal information charge
Parcel Information/Staff Assisted	
Residential.....	\$1.00/parcel
Commercial.....	\$2.00/parcel
Print Screens.....	\$1.00/parcel
Research - Hourly Charge.....	\$20.00
Research - Minimum Charge.....	\$10.00
Sales Printout (per page).....	\$2.00/page
Sample File Calculations.....	\$10.00
Specific Sales Studies.....	\$5.00 plus 2.00 per page
Staff Assisted Photocopies.....	\$.50/page

*See also: Information Services fee section, as applicable to data/mapping charges*

## AUDITOR/TREASURER

### Special Assessment Fees

Amortized Special Assessment Set-up and One-time Maint. Fee	
Less than 25 parcels.....	\$50 Master + \$5/parcel
25 parcels or more.....	\$100 Master + \$5/parcel
Amortized Projects over 15 years.....	\$300 Master + \$5/parcel
SA project adjustments.....	\$10/parcel
Amortized Special Assessments prior to 12/31/03.....	\$1.00
Certified Special Assessments – Minimum fee of \$50.....	\$8.00
Assessment Search.....	\$6.00
Recycling (per household).....	\$1.00 per parcel

### Tax Increment Financing

TIF Setup.....	\$300.00
TIF Annual Maintenance.....	\$150.00
TIF Modification.....	\$200.00
TIF – Early Decertification.....	\$200.00
TIF – Knockdown per parcel.....	\$5/parcel

### Delinquent Processing

Delinquent Fee.....	\$30.00
Confession of Judgment.....	\$50.00
Confession of Judgment after Expiration of Redemption.....	\$100.00
Confession of Judgment – annual billing fee.....	\$10.00
Confession of Judgment satisfaction.....	\$30.00
Delinquent Tax List.....	\$30.00 + \$0.25/page
Revenue Recapture Fee.....	\$25.00
Tax Forfeited Repurchase Fee.....	\$200.00
Expiration of Redemption	
Preparation of Notices/Publication/Sheriff Service.....	actual costs/# of parcels + \$50.00
Forfeited Tax Listing.....	\$5.00
Annual Forfeited Maintenance Fee Charge	
Non-Sale Year.....	\$500.00
Sale Year.....	\$300.00 per parcel

# **BROWN COUNTY FEE SCHEDULE**

## **AUDITOR/TREASURER** (continued)

### **General Tax**

Photocopies.....	\$0.25
Print Screens (non taxpayer requests).....	\$0.25
GIS Custom mapping.....	\$20.00/hour
Research tax records.....	\$20.00/hour - \$5 minimum charge
Special Handling – Recalc of Certified Tax.....	\$5.00
Abatement Fee – due to no HS application.....	\$25.00
Mobile Home Certificate.....	\$5.00
Authorization of Subordination Agreement for Septics.....	\$25.00
Subordination Agreements where appraisals are required.....	\$30.00
Computer Generated Reports.....	\$25.00 set-up +\$0.25/page
GIS Map – 8.5x11.....	\$10.00
GA Payback Calculation.....	\$25.00
Tax Calculations/Splits.....	\$10.00
Formal Tax Estimates.....	\$10.00 per parcel
Archive Information.....	\$20.00/hr
Certification of Current Tax.....	\$6.00
Certification of Delinquent Tax.....	\$6.00
Duplicate Tax Statement.....	\$5.00
Reprint Tax Statement.....	\$5.00 (new owner-no charge)

### **Ditch Fees**

<b>Drainage Assessments</b>	
New Lien – Minimum Charge \$50.....	\$5.00
Amortized Ditch – Minimum charge \$50.....	\$25 per Master/\$5 per parcel
Petitions.....	Fees billed to landowner(s)
Drainage Systems Annual Fee (based on length of ditch).....CP 1-5-2016	\$15,000.00
Ditch Split.....	Reimburse engineer costs

### **Financial**

Auditors Certificate (base).....	\$200.00
Auditors Certificate above base information.....	\$30.00 per hour
Certification of Ten Largest Taxpayers.....	\$20.00
Audit Verifications.....	\$60.00
Bond Reports (per hour).....	\$25.00

### **Parcel Maintenance**

Escrow Fee.....	\$5.00 per parcel
Minimum Charge.....	15.00

### **Elections & Voter Registration**

<b>Filing Fees</b>	
County Offices.....	\$50.00
Soil & Water Conservation District.....	\$20.00
Special Elections Fee for Townships/Cities/Schools that conduct an election and are allowed to do so by paper ballot.....effective 1-1-2016...CP 10-6-2015...MS204B.32	\$250.00
Special Elections Fee to those jurisdictions that are required by statute to utilize voting equipment.....effective 1-1-2016...CP 10-6-2015...MS204B.32	\$500.00
Voter Registration Lists & Labels (651-296-6251)	

### **Licensing**

Auctioneer.....	\$20.00
<b>Beer</b>	
On/Off Sale (6 months or less).....	\$10.00
On/Off Sale (1 year).....	\$20.00
Dangerous Dog.....	\$50.00
Estate Sale Conductor (MS 325E.70) filing fee.....CP 2-25-2014	\$20.00
Fireworks.....	\$2.00
<b>Liquor</b>	
Off Sale.....	\$100.00
On Sale.....	\$1,200.00
Sunday.....	\$200.00
Precious Metal Dealer.....	\$50.00
Tobacco.....	\$100.00/yr
Transient Merchant.....	\$150.00
Wine.....	\$20.00

# ***BROWN COUNTY FEE SCHEDULE***

## **COUNTY ATTORNEY**

Copies of documents.....	CP 1-5-2016	\$ .20 per page
Copies of CD's.....	CP 1-5-2016	\$10.00

## **COURT ADMINISTRATION**

Law Library Fee (assessed on all civil & probate filings).....		\$7.00
Modification of Child Support.....		\$20.00
Probate Filing Fee Surcharges.....		\$20.00

## **HUMAN SERVICES**

Chemical Use Assessment (unless collected by the court).....		\$200.00 Maximum–Sliding Fee Schedule
Child Care Licensing Fees.....MS. 245A.10...CP 7-24-07...Effective 1-1-08		
Initial one year licensing fee.....(includes \$100 background check)		\$150.00
Two year re-license fee.....(incl. \$100 background check & \$50/yr licensing fee)		\$200.00
Legal unlicensed fee for two years.....		\$100.00
Dually licensed daycare/foster care provider.....CP 7-24-07...Effective 1-1-08		
Initial one-year licensing fee.....		\$150.00
Two-year re-license fee.....		\$150.00
Corporate Foster Home License Fee – Adult.....		\$350.00 per license
Corporate Foster Home License Fee – Adult/Child.....		\$500.00 per license
Child Support Service Fees		
Non IV-D (per month per case).....		\$15.00
NPA Application Fee (per case).....		\$25.00
Custodial parent applicants [non public assistance].....MS 518A.51		2% of amt. collected
Non-custodial parent applicant [non public assistance].....MS 518A.51		additional 2% fee
Custodial parent [public assistance].....MS 518A.51		2% of amount collected beginning 24 months after end of benefits effective 7-1-04
Custodial parent [non-public assistance].....		Yearly \$25.00 Federal Fee after \$500 collection
Supervised Visit Fee Schedule.....CP 11-25-08..Effective 1-1-09		Sliding Fee
Client Case File (additional copy).....CP 1-6-09		\$ .25/copy
Court Ordered Child Visitation (rate determined quarterly).....		Sliding Fee
Day Care Packet.....		\$5.00
Fax.....		\$1.00/pg
Out-of-County Case Management.....		SEAGR rate
Out-of-Home Placement.....		Sliding Fee
Rep Payee Agency Fee.....		\$25-40/month
School Truancy Residential Consequence Program.....CP 8-24-10		Sliding Fee Schedule

## **HEARTLAND EXPRESS BUS SERVICE**

In-County Out-of-Town (each way).....		\$3.00
In-Town (each way).....		\$1.50
Nutrition Site (each way).....		\$.75
Out-of-County Medical (limited availbilty).....		\$3.00 each way plus \$.45/out-of-county mile

## **HIGHWAY**

Culvert Pipe.....		Cost
Equipment Rent (varies with type).....		According to State Aid accounting rate
Plans & Specifications (depends on size)		
At Office.....		\$10.00-\$45.00
Mailed.....		\$15.00-\$50.00
Sign Installation.....		\$45.00/hour
Additional person.....		\$10.00/hour
Material.....		Cost
Sign Man “Gopher One” Call.....		\$20.00 each
Driveway/Field Entrance Permit Fee.....(CP 2-16-10)		\$100.00 plus requirement that applicant must purchase the culvert from county inventory

# **BROWN COUNTY FEE SCHEDULE**

## **INFORMATION TECHNOLOGY**

### **Service Fees**

Professional Service Fee - \$75/hr - Half Hour Minimum

### **Full GIS Datasets**

Complete Parcel Dataset - \$697

Partial Parcel Data - \$0.04 per parcel (\$20 minimum + Service Fee)

Street Centerlines - \$500

Rural Address Points (Cities Not Included) - \$300

Other Brown County GIS Data maintained by Brown County - \$100

All GIS Datasets will be in Shapefile Format, NAD 83, UTM 15 Projection

All GIS Datasets will require a data disclosure to be signed

### **Full Real Estate Datasets**

Complete Parcel Dataset - \$340

Partial Parcel Data, 1 data field - \$0.001 per parcel

All Real Estate Datasets will require a data disclosure to be signed

### **Printed Maps**

8.5 x 11 Color or Black & White - \$5.00

11 x 17 Black & White - \$5.00

Plotter – Less than 36” x 48” (ANSI E) - \$15.00

Plotter – Greater than 36” x 48” (ANSI E) - \$15.00 + \$5 per each addition foot, rounded up to the nearest foot.

*Note: Plotter can accommodate requests that are 36” wide, unlimited length*

### **Other**

Shipping - at cost of postage and mailing supplies

DVD - \$1 (Service Fee added for DVD Creation)

## **LICENSE BUREAU**

ATV, ORV, & Watercraft (renewals).....	\$4.50
ATV, ORV, & Watercraft (duplicate, transfers, & new registrations).....	\$7.00
Snowmobiles (renewals, transfers, & duplicates).....	\$2.00
Drivers License (renewals & duplicates) & Identification Cards MS 171.06...	\$5.00
Game & Fish.....	\$1.00
Motor Vehicle – Registration.....	\$4.50
Transfer of title.....	\$8.50
State Maps.....	\$1.00
Watercraft (titling & title transfer).....	\$7.00

## **PARKS**

Campfire Wood.....	\$1.00
Camping - Primitive Area.....	\$9.00/unit
Tent Area .....CP 1-6-09	\$10.00/unit
Trailer Camper/RV Area (electric sites).....CP 1-6-09	\$20.00/unit
Dump Station - Non-camper.....	\$7.00
Camping Reservation.....	\$5.00
Picnic Shelter Reservation - All Day.....	\$20.00

## **PLANNING & ZONING**

Burning Permit.....	No Fee
New dwellings; New non-ag accessory structures.....	\$.06/sq.foot; \$26.25 min.
Addition to dwellings and non-ag accessory structures, incl. decks & porches	\$.06/sq.foot; \$26.25 min.
Exterior alterations to dwellings, ag, non-ag, commercial structures.....	\$16.00
No change to building footprint–ex:shingling, windows, siding, enclose porch	
Agriculture structures.....	\$.03/sq.foot; \$26.25 min. - \$525 max.
Commercial/business structures and additions permits.....	\$.06/sq.foot; \$52.50 minimum
Late Fee (building is started or built before obtaining a permit).....	2X original fee or \$52.50, whichever is greater
Variance.....	\$300.00
After the fact variance.....	\$550.00
Conditional Use Permit.....	\$300.00
Adult use conditional use permit.....	\$1,000.00
MN PCA Feedlot Permit - New application.....	\$52.50
Update to existing valid.....	\$31.50
Special Meeting of Planning Commission.....	\$420.00
Grading & Filling Permit.....	\$25.00
Pesticide Applicator Testing.....	\$25.00 per person
Preliminary/Final Plat Review.....	\$75.00/lot

## **BROWN COUNTY FEE SCHEDULE**

### **PLANNING & ZONING** (continued)

Rezoning.....	\$300.00
Septic Installation Permit	
New Type I, II, & III.....	\$150.00
Upgrade Type I, II, & III.....	\$75.00
Type IV & V.....	\$200.00
Compliance Inspection for Existing Septic System (if not completed by private sector Compliance Inspector CP 4-27-10).....	\$600.00
Compliance Inspection for New/Replacement Septic System.....(CP 4-27-10)	1 <sup>st</sup> inspection: No Fee Every additional inspection: \$50.00
Operation Permit for Holding Tanks.....(CP 4-27-10)	\$25.00
Operation Permit for Other Type 2, 4, & 5 Septic System.....(CP 4-27-10)	\$100.00
Septic Loan Application Fee.....	\$175.00
Septic Soil Verification.....	1 <sup>st</sup> is no fee, every additional is \$50.00
Septic Design Review.....	1 <sup>st</sup> is no fee, every additional is \$50.00
Sign Permit (five year renewal).....	\$31.50
New E911 Address (Fee: Hwy Dept \$60 and P&Z \$15).....CP 1-6-09	\$75.00
Towers – Cell, wind turbine, etc.....	\$5/ft in height; \$500 min.
Wind turbine under 55kw.....CP 12-18-07	\$250.00
Wetland Contractor Liability & Landowner Statement Form.....CP 1-6-09	No Fee
Wetland Exemption or No-Loss Application.....	\$26.25
Wetland Delineation Review	
Areas less than 10 acres in size.....	\$100.00
Areas 10-25 acres in size.....	\$150.00
Areas 25+ acres in size.....	\$200.00
Wetland Replacement Plan (no enforcement).....	\$125.00 for plan review plus \$25.00/hr for site visits & TEP Meetings
Wetland Replacement Order (enforcement).....	\$250.00 for plan review plus \$50.00/hr for site visits & TEP Meetings
Monitoring (required with replacement orders & optional to have County perform under no enforcement).....	\$100.00/year
Wetland Restoration Order (enforcement).....	\$250.00/order plus \$50.00/hr for site visits & TEP Meetings
Appeal of WCA TEP decision to County Board.....	\$250.00
Wetland Banking Applications.....	\$262.50

### **PROBATION** – MS 244.18 CP 12-27-2011

<b>Description</b>	<b>Adult</b>	<b>Juvenile</b>
Juvenile Treatment Court.....	---	\$250.00
Intensive Supervision Program .....	\$600.00	\$200.00
Felony D.W.I. offense, (not ISP) supervision.....	\$450.00	---
Felony offense supervision.....	---	\$125.00
Gross Misdemeanor offenses (including continuances).....	\$350.00	\$75.00
Misdemeanor offenses (including continuances and pettys).....	\$250.00	\$50.00
Continuance for Dismissal – Felony offense.....	\$450.00	NA
Adult Diversion.....	\$100	---
Adult Pretrial.....Effective 1-1-2018 CP 11-21-2017	\$100	---
Transfer In (from outside probation agencies/States to Brown County).....	\$100.00	\$75.00
Transfer Out (probation transferred from Brown County to outside agencies/States)...	\$100.00	\$75.00

### **ASSESSMENTS/REPORTS**

Chemical Health Assessment (Rule 25).....	\$200.00	\$200.00
Updated Chemical Health Assessment (within 6 months of initial assessment).....	\$100.00	\$100.00
PSI/PDI Only (no actual supervision takes place; occurs mostly for transfer cases).....	\$200.00	\$100.00
Domestic Violence Assessment.....	\$200.00	\$200.00

### **CLASSES/PROGRAMS**

Driver Impact Panel.....Effective 1-1-2018 CP 11-21-2017	\$50.00	\$50.00
Teen Court.....	---	\$50.00
Cognitive Skills.....	\$250.00	\$125.00
Termination Fee for Cogs.....	\$100.00	\$75.00
Victim Offender Mediation.....	\$100.00	\$50.00

# **BROWN COUNTY FEE SCHEDULE**

## **PROBATION (continued)**

### **DRUG TESTING Non-Probation**

DNA Testing.....	\$30.00	\$30.00
1 Drug Dip Test.....	\$5.00	\$5.00
5 Drug Dip Test.....	\$10.00	\$10.00
12 Drug Dip Test.....	\$25.00	\$25.00
EtG.....	\$20.00	\$20.00
Confirmation test includes above plus k2/spice, bath salts, etc.....	\$50.00	\$50.00

### **DRUG TESTING PROBATION**

Positive Drug Test Confirmation/Admission by Client or Diluted Sample by confirmation; includes k2, spice, bath salts, all confirmations includes admission or No Show for scheduled test	\$100.00	\$100.00
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### **Sentence to Services (STS) & Community Work Service (CWS)**

Adult STS/Juvenile CWS Processing Fee.....	\$50.00	\$50.00
STS Termination Fee.....	\$100.00	\$50.00
STS In Lieu of Jail (non-jail participants).....	\$20.00/day	---

### **OTHER FEES**

Copies of Documents on Closed Cases.....	\$10.00	\$10.00
Detention Placement Fee.....	---	Per Grid

Note: Non probation means cases not assigned to the Brown County Probation Department

## **PUBLIC HEALTH MS 145A.04, Subd.4C**

### **1) Disease Prevention & Control Health Promotion**

Blood Pressures – Individual, In-Office Monitoring, Referral & Counseling	
Screening, Counseling & Referral.....	No Charge
Blood Pressures – Community Clinics.....	No Charge
Chicken Pox Assessment.....	No Charge
Ear/Hearing Assessment.....	No Charge
Head Lice / Rash Check.....	No Charge
Community Health Fair – Setup & Distribution of Information.....	No Charge
Tympanogram.....	No Charge
Group Education Programs.....	\$50.00 per hour

### **2) Home Health Care** \*Sliding Fee Scale – Based on income & number of persons dependent on that income

Home Health Aide	*Sliding Fee Scale.....Effective 7-1-2015 (CP 6-23-2015)	\$55.00 per visit
Skilled Nursing	*Sliding Fee Scale.....	\$135.00 per visit

\*Cost Report 4-24-2012 Effective 7-1-2012

### **3) Immunizations**

MN Department of Health recommended vaccinations.....Effective 9-3-13	\$18.00 administration fee plus cost of vaccine
Tuberculin Skin Test.....Effective 8-1-10	\$35.00 per test
Routine Infant, Child VFC and Adult UUAV–administration of each vaccine..	\$18.00

### **4) Other Services**

Family Planning Services Sliding Fee	
<18 years of age.....	\$50.00 per year
>18 years of age.....	\$75.00 per year
Jail/Correctional Health.....	Contract
Maternal Child Health Skilled Nursing Visit.....	*\$135.00 per visit
*Cost Report 4-24-2012 Effective 7-1-2012 (MA/insurance reimbursement accepted or MCH grant)	
Pregnancy Testing (Sliding Fee Scale, MCH Grant, or MA reimbursement)...	\$15.00
School Health.....	Contract

## **RECORDER (Abstract Department)**

Abstract Certification	
New certificate on an abstract.....	\$60.00
Each continuation certificate.....	\$60.00
Abstract Entry.....	\$5.00
Abstracts, Exhibits on.....	\$1.00/page
Abstractor's Report – Faxed.....	\$80.00
Abstractor's Report – Emailed.....	\$30.00 - \$50.00
Name Searches.....	\$2.00/name
Certified copies.....(effective 7-1-05)	\$10.00
Condominium Floor Plans.....(effective 7-1-05)	\$56.00
Copy of Condominium Floor Plans.....	\$1.00/page with \$10.00 minimum

## **BROWN COUNTY FEE SCHEDULE**

Credit Bulletin.....	\$288.00/year
Fax/E-Mail Search and Copy Fee.....	\$1.00/page with \$5.00 minimum
Judgment Search.....	\$5.00/name
Listing of documents of one instrument type/by Grantor/Grantee, per name searched.....	\$25.00 for (15) pages, \$1.00 /page after (15)
Multiple Assignments /Satisfactions	
With up to four (4) citations.....(effective 7-1-05)	\$46.00
Each additional citation over four (4).....	\$10.00
Plat .....(effective 7-1-05)	\$56.00
Copy of Plat .....(effective 7-1-05)	\$10.00
In Addition if Certified .....(effective 7-1-05)	\$5.00
Recording Document .....(effective 7-1-05)	\$46.00
Uncertified Copies Image/Oversized.....	\$1.00/\$3.00
Well Certificate.....	\$50.00

### **RECORDER (Torrens Department)**

Certificate Showing Condition of Register.....(effective 7-1-05)	\$50.00 each
Certified Copies.....(effective 7-1-05)	\$10.00
Condominium Floor Plans .....(effective 7-1-05)	\$56.00
Copy of Condominium Floor Plans.....	\$1.00/page with \$10.00 minimum
Exchange Certificate.....(effective 7-1-05)	\$40.00
Fax Fee.....	\$5.00 plus \$1.00/page
Recording Document .....(effective 7-1-05)	\$46.00
Plat .....(effective 7-1-05)	\$56.00
Copy of Plat .....(effective 7-1-05)	\$10.00
In Addition if Certified .....(effective 7-1-05)	\$5.00
Registered Land Survey.....(effective 7-1-05)	\$56.00
Residue Certificate.....(effective 7-1-05)	\$40.00
Well Certificate.....	\$50.00

### **RECORDER – Land Shark Land Record Web Access**

Land Shark Start-up Fee.....(CP 2-16-10)	\$50.00
Monthly Subscription Fee.....(CP 2-16-10)	\$50.00
Document Fee.....(CP 2-16-10)	\$1.00 per document viewed

### **RECORDER (Vital Statistics Department)**

Birth Certificate – Certified .....(effective 7-1-10)	\$26.00
Additional – Certified .....(effective 7-1-10)	\$19.00 each
Birth Certificate – Uncertified.....	\$13.00
Birth and Death Listing.....	\$15.00/birth list \$15.00/death list
Death Certificate – Certified .....(effective 8-1-05)	\$13.00
Additional – Certified.....(effective 8-1-05)	\$6.00 each
Marriage Application .....(effective 7-1-10)	\$115.00
Qualified Reduced Fee.....(effective 8-1-07)	\$40.00
Copy of Marriage Certificate .....	\$9.00
Replacement of lost or amended marriage license.....	\$25.00
Notary/Ordination Filing.....	\$20.00
Passport Book .....(effective 7-13-10)	\$110.00/adult \$80.00/child
Passport Card .....(effective 7-13-10)	\$30.00/adult \$15.00/child
Execution Fee.....	\$25.00
Take & print passport photos.....	\$15.00

### **RECORDER**

Service fee for credit/debit card transaction.....MS 471.381 Subd. 2	\$2.00..... CP 12-26-2017
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## ***BROWN COUNTY FEE SCHEDULE***

### **SOLID WASTE**

Appliances.....		\$12.00 each
Car Tire.....	CP 11-28-17 effective 1-1-2018	\$4.00 each
Electronics Recycling (TVs; Computer monitors; Printers; Scanners; Fax Machines)		\$15.00
Electronics Recycling (Copiers; Stereos).....	CP 8-16-16 effective 8-16-2016	\$10.00
Fluorescent Bulbs.....		Recycle cost
Landfill Tipping Fee (compacted).....	CP 9-26-17 effective 1-1-2018	\$19.25/cubic yard
Recycling Curbside Service.....	CP 11-21-17 effective 1-1-2018	\$38.00/household
Recycling Dropbox Service.....	CP 11-21-17 effective 1-1-2018	\$19.00/household
Tractor Tire.....	CP 11-28-17 effective 1-1-2018	\$18.00 each
Truck Tire.....	CP 11-28-17 effective 1-1-2018	\$9.00 each