



JACKSON COUNTY
MINNESOTA

Fee Schedule

Resolution 23-038

Effective January 1, 2024

Unless otherwise stated

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 23-038
RESOLUTION ADOPTING THE JACKSON COUNTY FEE SCHEDULE

WHEREAS, Minnesota Statute 373.41 states a county may charge a fee to record, file, certify, or provide copies of any instrument, document, or paper that is required by law to be filed or which may be filed in any county office; and

WHEREAS, MS 373.41 also states a county may charge fees for service provided by any county office, official, department, court, or employee; and

WHEREAS, MS 373.41 states a county board may, after a public hearing, establish the amounts of fees to be charged for the services, unless a statute has specified the amount; and

WHEREAS, MS 373.41 states there must be a reasonable relation between the fee and the cost of providing the service.

NOW, THEREFORE, BE IT RESOLVED, the Jackson County Board hereby adopts the Jackson County Fee Schedule as presented with said fees to become effective January 1, 2024.

Duly passed and adopted this 19th day of December, 2023.



Jackson County Board of Commissioners'
Chair

ATTEST:



Ryan Krosch, County Administrator

Jackson County Fee Schedule - effective 01/01/2024 (unless otherwise noted)

NOTE: Sales Tax included where applicable

All Departments		
Printouts		
Hourly Setup Rate	\$ 30.00	Billed in 1/4 hour increments - 1 hour (\$30) minimum charge
Data Extract	\$ 100.00	Entire County - no filtering or setup included; N/C for Govt. entities
Data Extract subset	\$ 100.00	PLUS Hourly Setup Rate; N/C for Govt. entities
Printouts - Letter/Legal - B/W	\$ 0.25	per page plus setup, if applicable
Printouts - Letter/Legal - Color	\$ 1.00	per page plus setup, if applicable
Printout Ledger (11X17) - B/W	\$ 2.50	per page plus setup, if applicable
Printout Ledger (11X17) - Color	\$ 5.00	per page plus setup, if applicable
Printout/Copy > 11"X17" - Color	\$ 20.00	per page plus setup, if applicable - was \$15.00
Printout/Copy > 11"X17" - B/W	\$ 15.00	per page plus setup, if applicable - was \$10.00
Printout to Electronic File (PDF or TIFF)	\$ 30.00	plus \$.025 per page
Labels	\$ 0.50	per page plus setup, if applicable
Digital Media - CD/DVD/USB Thumb Drive	\$ 15.00	plus setup, if applicable
Data Files/Extracts		
GIS Parcel Data	\$ 100.00	Entire County - no filtering or setup included; N/C for Govt/non-profit entities
Non-Parcel GIS files	\$ 100.00	per layer; N/C for Govt/non-profit entities
Creation of Map products (<i>special requests - materials extra</i>)	\$ 33.00	per hour - 1/2 hour minimum charge
Copy - (B/W or Color) 100 pages or less (NOT data subject)	\$ 0.25	per page; \$.50 for a two-sided copy
Copy - B/W 10 pages or more (Data subject)	actual cost	N/C for property owner/subject for less than 10 pages; \$.02/page plus \$.25/minute for employee time to prepare copies (sort, label data, remove staples, take data to copier), and to make copies); plus mailing costs.
Copy - B/W over 100 pages (NOT data subject)	actual cost	\$.02/page plus \$.25/minute for employee time to retrieve data (except for retrieval from off-site storage), time to prepare copies (sort, label data, remove staples, take data to copier), and to make copies); plus mailing costs.
Copy - Color over 100 pages (NOT data subject)	actual cost	\$.10/page plus \$.25/minute for employee time to retrieve data (except for retrieval from off-site storage), time to prepare copies (sort, label data, remove staples, take data to copier), and to make copies); plus mailing costs.
Copy - Color over 100 pages (Data subject)	actual cost	\$.10/page plus \$.25/minute for employee time to prepare copies (sort, label data, remove staples, take data to copier), and to make copies); plus mailing costs.
Copy - Original provided by customer (Must be related to County Business)	\$ 0.25	per page
Certified Copy	\$ 10.00	flat fee
Emailed or Digital Download Documents - already in digital format	N/C	
Emailed or Digital Download Documents - Scanned	\$ 1.00	first page - N/C if part of service provided
Additional pages	\$ 0.25	N/C if part of service provided
Fax - Incoming	\$ 1.50	first page - N/C if part of service provided
Additional pages	\$ 0.50	N/C if part of service provided
Fax - Outgoing (Local or Toll-Free)	\$ 1.00	first page - N/C if part of service provided
Additional pages	\$ 0.25	N/C if part of service provided
Fax - Outgoing (Long Distance)	\$ 2.00	first page - N/C if part of service provided
Additional pages	\$ 1.00	N/C if part of service provided
Laminating	\$ 1.00	per page
Late Fee (Over 90 days past due)	\$ 0.01	per month - minimum \$1.50/month
Notary Fee	\$ 1.00	N/C if part of service provided
NSF Check	\$ 30.00	
Postage	actual cost	
Research Fee	\$ 5.00	each 15 minutes - N/C for first 15 minutes
Service Fee for Invoicing	\$ 5.00	Minimum billing fee of \$5.00 if invoiced (does not apply if bill paid at time of service)
Special Meeting of County Board	\$ 500.00	

Auditor/Treasurer		
<u>Assessment Maintenance Fees</u>		
Special Assessment Set-up	\$ 25.00	per assessment code
Special Assessment Maintenance	\$ 1.00	annual/parcel
Special Assessment Search	\$ 10.00	per parcel
TIF District Set-up	\$ 250.00	
<u>Birth Certificate - certified</u>	\$ 26.00	
Additional copies	\$ 19.00	per copy for same person's birth record
<u>Birth Certificate - uncertified</u>	\$ 13.00	
Additional copies	\$ 6.00	per copy for same person's birth record
<u>Death Certificate - certified</u>	\$ 13.00	
Additional copies	\$ 6.00	per copy for same person's death record
<u>Death Certificate - uncertified</u>	\$ 13.00	
Additional copies	\$ 6.00	per copy for same person's death record
Death Record Report	\$ 15.00	
<u>Delinquent & Forfeited Property Fees</u>		
Delinquent Publication	Actual Cost	
Expiration of Redemption	\$ 25.00	

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NOTE: Sales Tax included where applicable

Tax Lien Recording	\$ 15.00	
Tax Lien Release	\$ 15.00	
Revenue Recapture	\$ 15.00	
Confession of Judgment (First One)	\$ 200.00	
Confession of Judgment (Second One)	\$ 300.00	
Repurchase Forfeit Property	\$ 100.00	
Election Filing Fees		
County Offices	\$ 50.00	
Soil & Water Conservation District	\$ 20.00	
Financial Management Fees		
Bond Report/Auditor Certificate	\$ 200.00	
Audit Report	\$ 25.00	
Audit Verification	\$ 25.00	
General Tax Fees		
Certification of Current or Delinquent Tax	\$ 5.00	
Delinquent Tax List	\$ 30.00	plus \$.25/page
Escrow Tax Lists	\$ 2.00	per parcel
Duplicate Tax Statement	\$ 0.50	no charge for owner
Plat Fees		
First Parcel Created	\$ 30.00	
Each Additional Parcel	\$ 5.00	
Plat Books	\$ 30.00	
License / Permit Fees		
Auctioneer	\$ 20.00	
Auctioneer (Out-of-State)	\$ 30.00	
Fireworks	\$ 20.00	
3.2 Malt Liquor License		
On Sale (1 year)	\$ 50.00	
On and Off Sale (1 year)	\$ 75.00	
Off Sale Only (1 year)	\$ 50.00	
On Sale (6 months or less)	\$ 25.00	
Off Sale (6 months or less)	\$ 25.00	
On Sale (1 to 4 Day Temporary))	\$ 40.00	
Liquor License		
On Sale	\$ 1,000.00	New licenses will be prorated to the state annual expiration date of March 31st.
Sunday	\$ 150.00	New licenses will be prorated to the state annual expiration date of March 31st.
Off Sale	\$ 150.00	New licenses will be prorated to the state annual expiration date of March 31st.
Tobacco License		
Tobacco (1 year)	\$ 200.00	
Tobacco (6 months or less)	\$ 100.00	
Late Fee - Beer, Liquor or Tobacco License	\$ 500.00	Late fee charged for license applications and renewals that miss the County Board agenda deadline and require a special meeting.
Precious Metal	\$ 50.00	
Transient Merchant	\$ 150.00	
Marriage Certificate	\$ 9.00	
Marriage License - w/12 hrs. counseling	\$ 40.00	requires letter from clergy
Marriage License - w/o counseling	\$ 115.00	
Marriage License - To amend license prior to marriage	\$ 25.00	
Tax Abatement Fee	\$ 250.00	

Assessor		
Beacon On-line Access Annual Subscription	\$ 150.00	User Account
CER Printouts (for appraisal purposes)	\$ 12.00	booklet
Information Listings	\$ 5.00	minimum plus .10 per page
Sales Printouts	\$ 5.00	per year of study
Non-contracted Commercial/Industrial Assessments	\$ 17.00	per parcel
Non-contracted Non-Comm/Ind Assessments	\$ 12.00	per parcel
Tax Calculations (non-owners)	\$ 5.00	

Recorder		
Credit Records Report	\$ 0.25	per page
Genealogy Search	\$ 10.00	per hour
Notary Registration	\$ 20.00	
Ordination	\$ 20.00	
Passports		
Passport Age 15 and Under		see Travel.state.gov
Passport Age 16 and Over		see Travel.state.gov
Passport Card - Age 15 and Under		see Travel.state.gov
Passport Card - Age 16 and Over		see Travel.state.gov
Passport Book & Card - Age 15 and Under		see Travel.state.gov
Passport Book & Card - Age 16 and Over		see Travel.state.gov

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Passport Expedite Fees		see Travel.state.gov
Passport - Photo	\$ 15.00	
Plat - Certified Copy	\$ 10.00	
Record Plat	\$ 56.00	
Record Real Estate	\$ 46.00	
Scanned Document Copy	\$ 0.25	per page
Well Certificate	\$ 50.00	

Court Services		
Alcohol Assessments	\$ 125.00	Set by District Court
Domestic Abuse Assessments	\$ 125.00	Set by District court
Probation Supervision		
Misdemeanor	\$ 100.00	Set by District Court
Gross Misdemeanor	\$ 200.00	Set by District Court
Urinalysis	\$ 10.00	Set by District Court

SWCD		
Construction Short Form and Interim Permit	\$ 200.00	
Feedlot Registration	\$ 40.00	
Feedlot Notification - > 1000 animal unit	\$ 100.00	
Subdivided the SSTS Site Evaluation & Final Inspection		
SSTS Site Evaluation & Final Inspection (Type 1-3 Systems)	\$ 175.00	
SSTS Site Evaluation & Final Inspection (Type 4-5 Systems)	\$ 275.00	

PUBLIC WORKS		
Highway		
911 Rural Address fee	\$ 150.00	
Driveway Permit	\$ 250.00	If the driveway permit is issued a \$100 refund will be returned to applicant upon completion & inspection approval by JCHD
Highway Map	\$ 1.00	first map free to County resident
Highway Map - Laminated	\$ 10.00	
Moving Permit - Base Fee plus ESAL Fee		
Base Fee	\$ 25.00	
Plus per ESAL per mile traveled	\$ 7.00	
Construction Materials & Special Farm Product Permit		
Six-axle vehicles	\$ 300.00	Permit applies MN statute 169.865 & 169.869 to County roads
Seven-axle vehicles	\$ 500.00	Permit applies MN statute 169.865 & 169.869 to County roads
Radius Extension Permit	\$ 1,000.00	\$700 returned upon successful completion of final inspection
Utility Permit	\$ 25.00	

Parks		
Camping - All Campgrounds		
1 day w/o electricity	\$ 18.00	
1 day w/electricity	\$ 25.00	
1 day w/electricity and water	\$ 26.00	
1 day full hook-up w/sewer	\$ 32.00	
1 day designated lakeside	\$ 30.00	
30 day w/o electricity- remote tent sites only at Robertson	\$ 450.00	No Senior Citizen or Veteran Discount
30 day w/electricity	\$ 575.00	No Senior Citizen Discount or Veteran Discount
30 day full hook-up site	\$ 750.00	No Senior Citizen Discount or Veteran Discount
1 day Camping Cabin	\$ 60.00	
7 day Camping Cabin	\$ 360.00	No Senior Citizen Discount or Veteran Discount
Shelter House Rental	\$ 40.00	
Senior Citizen and Veteran Discount	\$ (2.00)	per site, per night stayed Monday through Thursday; 62+
Coupon Book	\$ 250.00	Pay for ten nights with electrical, get two free
Payment Solicitation	\$ 40.00	Sherriff's Fees for collection of payments outstanding
Dumpstation	\$ 5.00	for non-campers only

Planning & Zoning		
Setback Permit < \$1000	\$ 15.00	
Setback Permit >\$1001-100,000	\$ 55.00	
Setback Permit >\$100,000	\$ 80.00	
Setback Permit - Commercial	\$ 0.05	per sq. ft - \$50 minimum
Setback Permit - Wind Turbine >= 1mw	\$ 500.00	
County Permitted Solar Project	\$ 500.00	
Variance	\$ 450.00	
Conditional Use Permit	\$ 450.00	
Re-Zoning	\$ 450.00	
Subdivisions	\$ 500.00	
Sign Permit	\$6 + .25/sf	
Solid Waste License	\$ 50.00	per vehicle
Special Meeting	\$ 1,000.00	
After the Fact Permit	double	

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Sheriff		
Accident Report	\$ 5.00	
Boarding Out-of-County Prisoners	\$ 75.00	per day
Boarding Out-of-County Prisoners - Special Management	\$ 120.00	per day
Booking Fee	\$ 10.00	
Burning Permit	\$ -	
Certificate of Sale	\$ 65.00	
Dangerous Dog Registration	\$ 50.00	annual registration
Drive-by Inspection	\$ 25.00	plus IRS Mileage Rate
Drug/Alcohol Test	\$ 10.00	
Execution Not Found	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person
Filing for Inspection (Notices of Intent to Redeem - MS 580.24)	\$ 100.00	
Filing for Public Inspections (MS 580.25)	\$ 20.00	
Filing Notice of Intent to Redeem with the Sheriff's Office	\$ 100.00	
Fingerprint Card (non-criminal)	\$ 10.00	per card
Gun Permit - New	\$ 80.00	
Gun Permit - Renewal	\$ 60.00	
Gun Permit - U.S Military Veteran/U.S. Military active duty	\$ 25.00	(New or Renewal) Proof of military service required
Huber/Work Release Fee	\$ 20.00	per day, up to \$140/week
Incident Report	\$ 0.25	per page
Levy	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person
Collection on Execution after Levy	10% on 1st \$250 plus 6% of remainder	
Medical/Dental copay	\$ 5.00	
Pay for Stay	\$ 20.00	per day
Photos	\$ 15.00	per CD
Posting Sale Notices (3)	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person
< 1 Full Business Day Notice of Cancelled/Postponed Sale	\$ 75.00	
Property - Serving & Safely Keeping	\$ 50.00	per hour per officer
Redemption of Property (MS 580.25)	\$ 250.00	
Service - if no other charge	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person
Service - Not Found/Return - Summons	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person
Service - Summons or other process	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person
Sheriff Sale - all services required	\$ 75.00	includes Certificate of Sale
Special Duty - Deputy - As Requested	\$ 100.00	per hour per officer - 2 hour minimum
Body Worn Camera Video/Squad Video DVD (Pre-payment required)	\$ 50.00	per DVD
Vehicle Storage	\$ 10.00	per day
Verify VIN Number	\$ 5.00	
Writ of Execution (Service Fee)	\$ 65.00	5 plus service attempts & a charge of \$75 will be imposed; if more than 1 person on service call then \$20.00 additional per person