



Otter Tail County Fee Schedule 2017

County Wide Fee Policy and Fee Schedules

Objective	Local governments have broad authority to implement various user fees that reasonably cover the costs of operations. This document is intended to publish the list of fees established by Otter Tail County. A fee is a voluntarily incurred governmental charge in exchange for a benefit conferred on the payer and is intended to reasonably approximate the payer's fair share of the costs incurred by the government in providing the benefit.
Policy Statement	On an annual basis, Otter Tail County will review, update, approve and publish a list of fees established by each Division and Department that comprises Otter Tail County.
Scope	In the State of Minnesota, there exists six major source of state and local government revenue used to fund delivery of publicly funded services: · property taxes, individual income taxes, general sales taxes, federal aid, charges and fees, and other non-tax revenue. ¹ For calendar year 2015, it is projected that Minnesota's local units of government (not including school districts) will assess up to \$1.8 billion in special assessments, licenses, permits and service charges representing 10-15% of overall revenues to fund annual budgets.
Statutory References	Minnesota Statutes that refer to local government fees include, but are not limited to, the following: MS115A.929 (Waste Management); MS245A (Human Services Licensing); MS245C.10 (Human Services Background Studies); MS326B.153 (Building Permit Fees); MS357 (Fees); MS390.15 (Coroner, Medical Examiner); MS393.12 (Fees for Social Services); MS462 (Planning, Zoning); MS629.65 (Sheriff Fees)

¹ For information on the "Price of Government", see: <http://www.mn.gov/mmb/images/may13pog.pdf>
Adopted by the County Board on August 18, 2015



Otter Tail County Fee Schedule 2017

Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
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ATTORNEY

Attorney

General

Copies	0.25				
Routine misdemeanor and gross misdemeanor files	0.25				Per page after first 20 pages
Special request for additional compact discs	10.00				Per disk
Special requests for additional paper photocopies	0.25				Per Page for black and white
Special requests for additional paper photocopies	0.50				Per Page for color copies

AUDITOR/TREASURER

Auditor

General

Auctioneer License	20.00				
Board	55.00				Per Day - Other county & ODC inmates
County Highway Map	1.00				
Fee for Confession of Judgment	50.00				
Repurchase Application	10.00				
State Deed Fee	25.00				
State Identification Card	20.25				Duplicate is \$15.75

License/Permit

Driver's License - Class D	26.25				Duplicate is \$15.75
Fireworks Permit.	25.00				
Off Sale 3.2 Malt Liquor	20.00				
On Sale 3.2 Malt Liquor	60.00				
On Sale Liquor	2000.00				Plus \$200.00 for Sunday
On Sale Liquor - Nine Month Seasonal	1750.00				Plus \$175.00 for Sunday
On Sale Liquor - Six Month Seasonal	1600.00				Plus \$160.00 for Sunday
On/Off Sale 3.2 Malt Liquor	80.00				
On-Sale Wine	150.00				



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COMMUNITY SERVICES

Human Services

Access to Public Data - Copy Policy

Copy policy related to public data and private data requests				Counties are authorized to charge a "reasonable fee", including: cost of materials, cost of labor, mailing cost, and any special production costs - MN13.03 and MN Rule1205.03
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Chemical Health Services

Detox Sliding Fee Schedule				Charge is based on annual gross income and family size. 2015 cost ranges from 0 for household of 1 with less than \$11,770 income to 100% for household of 1 with annual gross income greater than \$49,211
Rule 25 Assessment				

Child Care Services

Background Study Fee - Family licensed Child Care	50.00			\$50 for all background studies due at initial licensing and each re-licensing period
Background Study Fee - Unlicensed Child Care				\$50 for all background studies due at initial registration and re-registration.

Out-of-Home Services to Children

Parental Fee/Child Income Recovery Policy				Various statutes authorize fee collection for out-of-home placement costs, i.e., children's mental health services, child protection services & probation services (252.27, 256M.60, 260C.331, 373.41, 393.12) - Based on Adjusted Gross Income (AGI)
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Probation

Supervision Fees

Adult Fees - Community Service Work Only	50.00			
Adult Fees - Driver's License Reinstatement Program	100.00			
Adult Fees - Gross Misdemeanor - Formal Probation	200.00			
Adult Fees - Informal/Unsupervised Probation (exception: monitoring fine payment)	50.00			



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Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
	Adult Fees - Misdemeanor - Formal Probation	150.00			
	Adult Fees - Misdemeanor Diversion	50.00			
	Adult Fees - Pre or Post Trail Conditional Release (electronic monitoring, random testing)	150.00			
	Adult Fees - Transfer In - Gross Misdemeanor	200.00			
	Adult Fees - Transfer In - Misdemeanor	150.00			
	Adult Fees - Transfer Out - Misdemeanor and Gross Misdemeanor	100.00			
	Juvenile Fees - Adjudicated Delinquent - Felony	100.00			
	Juvenile Fees - Adjudicated Delinquent - Gross Misdemeanor	75.00			
	Juvenile Fees - Adjudicated Delinquent - Misdemeanor	50.00			
	Juvenile Fees - Delinquency Offenders (findings withheld)	25.00			
	Juvenile Fees - Informal, Unsupervised Probation	25.00			
	Juvenile Fees - Petty Offenders - Formal or Informal Probation	25.00			
	Juvenile Fees - Transfer Out	50.00			

Public Health

Immunization

Immunization Administration Oral	18.00				
Immunization Administration Fee 1st Dose (non-MnVFC)	25.00				
Immunization Administration Fee Addnl Vaccines	10.00				Up to \$20.00 maximum
Influenza Administration (Vaccine & Mist) (non-MNVFC)	25.00				
Influenza Vaccine	20.00				
OSHA Hep B Adult	66.00				

MSHO

Case Management Para-Professional					Contract Negotiation - \$9.39 current)
Case Management Per Month Payment					Contract Negotiation
Case Management Professional					Contract Negotiation - \$25.46 current)



Otter Tail County Fee Schedule 2017

Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
PCA					
	Assessment	276.65			
	Service Update	140.00			
Visits					
	Nurse Clinic Visit/PHN Med Mgmt/Case Mgmt	27.00			per 15 minutes
	Nurse Home Visit	120.00			
Ages and Stages					
	ASQ – Developmental	15.00			per visit
	ASQSE - Social-Emotional	15.00			per visit
	PH09 - Depression Follow Up	15.00			per visit
Food and Beverage Program					
	FB-1 Base Fee	150.00			
	FB-2 Limited Food Menu	60.00			
	FB-3 Small Establishment	120.00			
	FB-4 Medium Establishment	310.00			
	FB-5 Large Establishment	540.00			
	FB-6 Special Event – No Base	50.00			
	FB-7 Small Menu B & B	120.00			
	FB-8 Small Menu Boarding	120.00			
	FB-9 Food Cart	60.00			
	FB-10 Mobile Food Unit	60.00			
	FB-11 Seasonal Permanent	60.00			
	FB-12 Seasonal Temporary	60.00			
	FB-13 Beer or Wine Table Service	60.00			
	FB-14 Alcohol Service from Bar	165.00			
	FB-15 Late Fee up to 30 Days	120.00			
	FB-16 Late Fee > 30 Days	360.00			
	FB-17 Mobile Food Unit Late Fee	60.00			
	FB-18 Individual Water or Sewer	60.00			Only one individual water or individual sewer fee is applied per licensed establishment
	FB-19 Late Fee for Food Cart, Seasonal Temp Stand, Seasonal Perm Stand or Special Event	60.00			
	FB-20 Re-Inspection Fee	75.00			



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Schools					
	SC-1 Base Fee	150.00			
	SC-2 Limited Food Menu	60.00			
	SC-3 Small Establishment	120.00			
	SC-4 Medium Establishment	310.00			
	SC-5 Large Establishment	540.00			
	SC-6 Additional Inspection Fee	360.00			
	SC-7 Late Fee up to 30 Days	120.00			
	SC-8 Late Fee > 30 Days	360.00			
	SC-9 Re-Inspection Fee	75.00			
Mobile Home Parks					
	MH-1 Base Fee	150.00			
	MH-2 Year Round	4.00			Per Site
	MH-3 Late Fee up to 30 Days	120.00			
	MH-4 Late Fee > 30 Days	360.00			
	MH-5 Individual Water or Sewer	60.00			Only one individual water or individual sewer fee is applied per licensed establishment
	MH-6 Re-Inspection Fee	75.00			
Recreational Campground					
	RC-1 Base Fee 24 or Less Sites	50.00			
	RC-2 Base Fee 25-99 Sites	212.00			
	RC-3 Base Fee > 99 Sites	300.00			
	RC-4 Seasonal (6 Months or Less)	4.00			Per Site
	RC-5 Late Fee up to 30 Days	120.00			
	RC-6 Late Fee > 30 Days	360.00			
	RC-7 Special Event Camp Base Fee	150.00			
	RC-8 Special Event Camp Site Fee	1.00			Per Site
	RC-9 Individual Water or Sewer	60.00			Only one individual water or individual sewer fee is applied per licensed establishment
	RC-10 Late Fee Special Event Camping	360.00			
	RC-11 Re-Inspection Fee	75.00			



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Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
Youth Camp					
	YC-1 Up to 99 Campers	325.00			
	YC-2 100-199 Campers	550.00			
	YC-3 200 or More Campers	750.00			
	YC-4 Individual Water or Sewer	60.00			Only one individual water or individual sewer fee is applied per licensed establishment
	YC-5 Late Fee up to 30 Days	120.00			
	YC-6 Late Fee > 30 Days	360.00			
	YC-7 Re-Inspection Fee	75.00			
Lodging (Max \$1000)					
	LG-1 Lodging Base Fee	150.00			
	LG-2 Number of Units x Rate	10.00			Per Unit
	LG-3 Individual Water or Sewer	60.00			Only one individual water or individual sewer fee is applied per licensed establishment
	LG-4 Late Fee up to 30 Days	120.00			
	LG-5 Late Fee > 30 Days	360.00			
	LG-6 Re-Inspection Fee	75.00			
Swimming Pools and Spas					
	SP-1 Base Fee for Standalone Pools	150.00			
	SP-2 Public Swimming Pools	325.00			
	SP-3 Each Additional Pool	175.00			
	SP-4 Spa Pool	175.00			
	SP-5 Each Additional Spa	100.00			
	SP-6 Late Fee up to 30 Days	120.00			
	SP-7 Late Fee > 30 Days	360.00			
	SP-8 Individual Water or Sewer	60.00			Only one individual water or individual sewer fee is applied per licensed establishment
	SP-9 Re-Inspection Fee	75.00			



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Plan Review Program – New Construction

PR-1 Limited Food Menu	275.00				
PR-2 Small Establishment	400.00				
PR-3 Medium Establishment	450.00				
PR-4 Large Establishment	500.00				
PR-5 Additional Food Service	150.00				Per Service
PR-6 Beer or Wine Table Service	150.00				
PR-7 Alcohol Service from Bar	250.00				
PR-8 Lodging < 25 Rooms	375.00				
PR-9 Lodging 25 to 99 Rooms	400.00				
PR-10 Lodging 100 Rooms or More	500.00				
PR-11 Lodging 1 to 4 Cabins	350.00				
PR-12 Lodging 5 to 9 Cabins	400.00				
PR-13 Lodging 10 Cabins or More	450.00				
MHP/RCA/SECA Plan Review					
PR-14 Less than 25 Sites	375.00				
PR-15 25 to 99 Sites	400.00				
PR-16 100 Sites or More	500.00				

Plan Review Program - Remodel

RR-1 Limited Food Menu	250.00				
RR-2 Small Establishment	300.00				
RR-3 Medium Establishment	350.00				
RR-4 Large Establishment	400.00				
RR-5 Additional Food Service	150.00				Per Service
RR-6 Beer of Wine Table Service	150.00				
RR-7 Alcohol Service from Bar	250.00				
RR-8 Lodging < 25 Rooms	250.00				
RR-9 Lodging 25 to 99 Rooms	300.00				
RR-10 Lodging 100 Rooms or More	450.00				
RR-11 Lodging 1 to 4 Cabins	250.00				
RR-12 Lodging 5 to 9 Cabins	350.00				
RR-13 Lodging 10 Cabins or More	400.00				



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MHP/RCA/SECA Plan Review					
	RR-14 Less than 25 Sites	250.00			
	RR-15 25 to 99 Sites	300.00			
	RR-16 100 Sites or More	450.00			

Variance Application Fee

	VF-1 Program Areas as Allowed	150.00			
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Veterans Services Office

Van Transportation

	To provide OTC veterans with affordable transportation to and from the VA Medical Center in Fargo	30.00			
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INTERNAL SERVICES

Geographic Information Systems

Attribute File

	Extracted from County Tax System	0.03			per record - \$35.00 minimum
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Plotting Existing Map or Graphic

	Any Size above Ledger	40.00			
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GIS Residential Markers

	New	100.00			
	Replacement (Sign Only)	50.00			

LAND

Assessor

General

	Copies (per side if mailed)	1.00			2.00 minimum charge
	Copies (per side if requested and picked up in office)	0.25			If owner requests copies of their property records there is no charge.
	One-time minimum fee applies to disclosure regardless of format (paper, compact disc, text, audio, video, photos, etc.)	15.00			With the exception of routine misdemeanor files

Split Fees

	Complex (metes & bounds description)	50.00			Per Parcel - If less than 3 working days advance notice these fees double
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Simple (Lot & Block type splits)	25.00				Per Parcel - If less than 3 working days advance notice these fees double
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Tax Estimates

Estimates and splits - faxed	5.00				In addition to estimate
Written tax estimate (any land program or payback of a land program)	50.00				
Written tax estimate (for a known value or new construction value)	25.00				
Written tax estimate for known value (Escrow, etc)	20.00				

**Auditor/Treasurer
General**

Execution of Passport	25.00				Payable to County Treasurer
Passport	80.00				Age 16 and under - Payable to US Dept. of State
Passport	110.00				Age 17 and over - Payable to US Dept. of State

Recorder

General

Printed Copy	.50				Per Printed Page
Email or Faxed Copy	5.00				Flat Fee
Passport Photo	15.00				

Laredo

Plan Selection	Per Minute	Monthly Subscriber Fee	Min. Overage Fee	Copy Fee
Plan A	0-250	\$82.50	.35 per minute	Free for 2017
Plan B	251-500	\$108.75	.35 per minute	Free for 2017
Plan C	501-1000	\$136.25	.35 per minute	Free for 2017
Plan D	1001-2001	\$161.25	.35 per minute	Free for 2017
Plan E	Unlimited	\$177.50	N/A	Free for 2017

Real Estate

Fees	10.00				Certified Copy
Fees	46.00				Recording Fee

Vital Statistics

Birth Certificate (Certified)	26.00				With Tangible Interest
Birth Certificate (Certified)	19.00				Each additional copy of the certificate
Birth Certificate (Non-Certified)	13.00				



Otter Tail County Fee Schedule 2017

Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
	Death Certificate	13.00			With Tangible Interest
	Death Certificate	6.00			Each additional copy of the certificate
	Marriage License	9.00			Certified copy of marriage license
	Marriage License	40.00			Reduced fee if marriage requirements are met
	Marriage License	115.00			
	Ministerial Credentials	20.00			
	Notary Filing	20.00			

Well Disclosure

	50.00				
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PUBLIC WORKS

Land & Resource

General

After-the-Fact Request	1,000.00				Plus the normal fee.
Appeal	300.00				
Conditional Use Permit Application					Includes State Legislature Set Recording Fee of \$46.00
• Topographical Alteration/Extractive	500.00				
• Commercial/PUD/Miscellaneous	500.00				
Interim Use Permit	500.00				
Lot Alteration Permit					
Topographical Alteration					
• 0 – 100 yds ³	200.00				
• 101 – 500 yds ³	200.00				
• 501 – 1,000 yds ³	200.00				
Impervious Surface					
• 0 – 100 ft ²	50.00				
• 101 – 500 ft ²	75.00				
• 501 ft ² or more	100.00				
Pre-Application Inspection	50.00				
Restrictive Layer Verification	50.00				
Sewage System Permit					
Basic					
• Licensed Installer (&Privies)	175.00				
• Self-Install	350.00				



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Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
	Advanced				(includes Operating Permit when Applicable)
	• 0 – 2,500 GPD	300.00			
	• 2,501 – 5,000 GPD	500.00			
	• 5,001 – 10,000 GPD	1,000.00			
	Operating Permit Renewal	100.00			
	Site Permit				
	• 0 – 260 Sq ft ²	150.00			
	• 261 – 1,000 ft ²	200.00			
	• 1,001 ft ² or larger	200.00			
	Subdivision Filing	650.00			Plus \$50 per Lot
	Variance Application	500.00			Includes State Legislature Set Recording Fee of \$46.00
	Wind Energy Conversion System Permit				
	• Non-Commercial	150.00			
	• Commercial	275.00			

Recording Fee

Final Plat	56.00			Set by State Legislature
Common Interest Community	56.00			Set by State Legislature
Covenants	46.00			Set by State Legislature

Solid Waste

Batteries

Car/Boat/Motorcycle	1.00	0.00	1.00	
Commercial	10.00	0.00	10.00	
Truck/Tractor	4.00	0.00	4.00	

Brush

Dump Truck (10 yards)	20.00	0.00	20.00	We only accept 3"-4" in diameter or less
Per Yard	2.00	0.00	2.00	We only accept 3"-4" in diameter or less
Pickup/Trailer (level box)	5.00	0.00	5.00	We only accept 3"-4" in diameter or less

Demolition Debris

Clean Concrete (per yard minimum)	4.00		4.00	
Dump Truck (10 yards)	80.00	6.00	86.00	
Minimum (1/2 Yard)	4.00	0.30	4.30	
Per Yard	8.00	0.60	8.60	



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Electronics					
	Computer Monitors	5.00	0.00	5.00	
	Computers (CPU's, Small Printers etc.)	5.00	0.00	5.00	
	Large Printers (Copy Machine etc.)	9.00	0.00	9.00	
	Microwaves	5.00	0.00	5.00	
	Televisions < 19"	5.00	0.00	5.00	
	Televisions 19" or greater	10.00	0.00	10.00	
Haulers License Fees					
	Bond	5000.00	0.00	5000.00	
	License Fee (base)	100.00	0.00	100.00	
	License Fee (per truck)	10.00	0.00	10.00	
Miscellaneous					
	Carpeting (per yard)	0.85	0.15	1.00	
	Mattresses	5.13	0.87	6.00	
	Propane Tanks (5-20-40 pounds)	4.00	0.00	4.00	
	Sofa	5.13	0.87	6.00	
	Stuffed Chair	5.13	0.87	6.00	
Mixed Municipal Waste/Household Waste					
	Cubic yard (compacted)	23.29	3.96	27.25	
	Cubic Yard (uncompacted)	11.28	1.92	13.20	
	Per Bag (Oversized 35-45 gallon bags)	2.78	0.47	3.25	
	Per Container (minimum)	2.14	0.36	2.50	
	Per Container (Standard sizes 30-35 gallons)	2.14	0.36	2.50	
	Per Ton	70.51	11.99	82.50	
Non Otter Tail County Waste					
	Non Otter Tail County Waste				3 times the county rate
Scrap Iron & Metal					
	Commercial (10 Yards)	25.00	0.00	25.00	Refer to Local Scrap Dealer
	Cubic Yard	2.50	0.00	2.50	Refer to Local Scrap Dealer
	Minimum	1.00	0.00	1.00	Refer to Local Scrap Dealer
Service Fee					
	Per Service Fee Point	8.50	0.00	8.50	



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Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
Tires					
	Flotation Tire	50.00	0.00	50.00	
	Passenger Car/Pickup	2.00	0.00	2.00	
	Semi-truck/Trailer	5.00	0.00	5.00	
	Tractor (38 or smaller)	15.00	0.00	15.00	
	Tractor (Larger than 38)	25.00	0.00	25.00	
Unprotected Loads					
					2.0 Times the Posted Rate
Unsorted Waste Hauler Loads					
	Per Ton	141.02	23.98	165.00	
	Sorting Cost Per Ton	50.00	8.50	58.50	
Whitegoods					
	Commercial Appliances (freezers, coolers, etc.)	50.00		50.00	
	Major Appliances (stove, freezer, etc.)	5.00	0.00	5.00	
Yard Waste					
		Must be clean of contaminates			

SHERIFF

Detention

General

Booking Fee	25.00			All OTC inmates booked
Fingerprints	15.00			All individuals requesting fingerprinting except law enforcement
Mantoux Test	10.00			All inmates here 14 days or more
Med Co-Pay	0.25			Per Dose - All OTC sentenced inmates
Nurse Visit	5.00			All inmates requesting to see the nurse
Pay for Stay	20.00			Per Day - All OTC sentenced inmates
Physician Visit	10.00			All inmates requesting to see the doctor
STS Skid Steer	20.00			Per Hour - Use of Skid Steer
STS Trailer	20.00			Per Day - Use of Trailer
STS Work	2.00			Per Hour Per Person - agencies requesting assistance from STS
UA (urinalysis)	15.00			STS and Work Release Inmates
Work Release	20.00			Per Day



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Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
<i>Sheriff</i>					
	Assisting Petitioner/Respondent				With separation of property per final divorce decrees, hourly deputy time + mileage
	Commission on unusual real estate sales				4% of bid
	Domestic Abuse Protection Orders				No charge
	Evictions				Hourly deputy time + mileage
	Filing of Redemption Documents	20.00			
	Harassment Restraining Orders				Will be charged \$30 + mileage if legislature amends statute to allow Sheriff service fees.
	Mileage (round trip from Fergus Falls)	0.45			Automatic increase to \$.50 per mile if retail gas prices rise above \$1.50 per gallon or \$.55 per mile if prices rise above \$2.00 per gallon (and to keep adding an additional \$.05 per mile with each additional \$.50 per gallon
	Mortgage Foreclosure Sales	75.00			
	Notice of Intent to Redeem	100.00			
	Posting 3 Sale notices				\$35.00 + mileage
	Redemption of Property (all others)				1% to Max. \$250.00
	Redemption of Property (Recorded Fee Holder)				1% to Max. \$250.00
	Replevin				\$75.00 + mileage + hourly deputy time if more than 1 hour
	Report of Sale & Certificate	20.00			
	Request for Process Returned				\$30.00 + mileage
	Service Attempted/Not Found				\$30.00 + mileage; If priority service is requested, meaning within 4 hours of receipt at the Sheriff's Office, requester MAY BE required to pay 1 hour deputy time, plus regular fees
	Service of Process Fee				\$35.00 + mileage; If priority service is requested, meaning within 4 hours of receipt at the Sheriff's Office, requester MAY BE required to pay 1 hour deputy time, plus regular fees
	Sheriff Sales				\$50.00 + mileage
	Writ of Attachments - Securing property of seizures				\$30.00 + mileage + hourly deputy time if more than 1 hour



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Division/Department/Category	Item	County Fee	State Asmt	Total	Comment
General	Writ of Execution Commission Fee				6% of gross amount collected, or 6% of settlement occurring after the Sheriff's Office has taken any action on the Writ of Execution
	Writ of Execution Returned Wholly Unsatisfied				\$30.00 + mileage
	Securing Property on Seizures <ul style="list-style-type: none"> • Writ of Executions • Writ of Restitution 				Hourly Deputy Time Hourly Deputy Time
	Copies (100 or less)				.25 per page will be charged for up to 100 or less white, letter, or legal size photocopies. Mailing costs will be based on the current cost for stamps and envelopes.
	Copies (over 100)				For copies of more than 100 pages, actual costs of searching for and retrieving the government data, including employee time, and for making, certifying, compiling, and electronically transmitting the copies of the data will be used.
	Criminal History Checks Mandated by Statute	8.00			State of MN Criminal Conviction Information
	Gun Permit Fee	50.00			
	Impound Fee	20.00			Plus \$5.00 a day exclusive of the 1st and last (release) day
	Transcripts of Tapes				\$1.00 per page for transcribing reports with a \$15.00 minimum charge
	Video Tape/Compact Disc Reproductions	20.00			Tape/Compact Disc provided by S.O.
Video Tape/Compact Disc Reproductions	15.00			Tape/Compact Disc provided by subject	