

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

	<b>Current Fee</b>	<b>Effective Date</b>
<b><u>AUDITOR/TREASURER FEES:</u></b>		
Confession of Judgment Set Up Fee:	\$25.00	1/1/2008
Research Fee	\$10.00	1/1/2008
Publication Fee	\$30.00 per parcel	7/7/2015
Tax Increment District Set-up Fee	\$100.00 per district	7/7/2015
First Year Special Assessment Set-Up Fee	\$5.00 per parcel	10/7/2014
Special Assessment Annual Maintenance Fee	\$2.00 per parcel	7/7/2015
Preparation of an "Auditor's Certificate"	\$150.00	1/1/2013
Tax Abatement Fee	\$500.00	12/17/2019
Registration of a Dangerous Dog	\$50.00	1/1/2013
Annual Renewal Fee for Dangerous Dog	\$25.00	1/1/2013
Dangerous Dog Sign	\$15.00/per sign	11/16/2021
Dangerous Dog Tag	\$7.00/each	11/16/2021
Transient Merchant License	\$150.00	
Liquor, Wine or 3.2% License	\$40.00	
On Sale Liquor License	\$800.00	
Off Sale Liquor License	\$300.00	
Sunday Sale Liquor License	\$200.00	
Temporary Event License for Sale of Alcohol	\$300.00	
Tobacco License	\$50.00	
Auctioneer License	\$20.00	
Large Assembly Event License	\$400.00	
Subsequent license for same event and location	\$250.00	11/5/2019

<b><u>COURT ADMINISTRATION</u></b>		
Non-Contracted Court Appointed Attorney	\$75/per hour	7/6/2021
Court Contracted Attorney	\$90 to 120/hr	11/16/2021

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**DATA REQUEST FEE SCHEDULE**

	<b>Current Fee</b>	<b>Effective Date</b>
<b>Search, Retrieval, &amp; Data Compiling</b> : No charge for separating public data from non-public data or for retrieving data when the request is made by the data subject	Minnesota Statute Section 13.03	
<b>CD</b>	\$1.00/each	11/16/2021
<b>USB</b>	\$8.00/each	11/16/2021
	\$2.50/first page	
<b>Fax</b>	\$0.50/add'l page	11/16/2021
<b>Mailing Documents</b>	Actual Cost	11/16/2021
	\$1.14/page (B/W)	
<b>Photocopies</b> - Ledger Size	\$2.28/page (Color)	11/16/2021
	\$0.25/page (B/W)	
<b>Photocopies</b> - Legal Size	\$0.35/page (Color)	11/16/2021
	\$0.25/page (B/W)	
<b>Photocopies</b> - Letter Size	\$0.35/page (Color)	11/16/2021

**The right to look at (inspect) all public data that we keep is at no charge.**

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<b><u>GIS DEPARTMENT FEES:</u></b>		
Large Scale Printing		
Setup Fee	\$30.00 per 1/2 hr.	5/15/2007
24" Wide Parcel Map (non-aerial)	\$4.00	5/15/2007
36" Wide Parcel Map (non-aerial)	\$6.00	5/15/2007
42" Wide Parcel Map (non-aerial)	\$8.00	5/15/2007
24" Wide Parcel Map (aerial)	\$6.00	5/15/2007
36" Wide Parcel Map (aerial)	\$8.00	5/15/2007
42" Wide Parcel Map (aerial)	\$10.00	5/15/2007
County Offices	Map Charge	5/15/2007
E-911 Signing	\$100.00	1/19/2012
 <b><u>PARKS DEPARTMENT FEES:</u></b>		
Camping Fees per site per night:	\$14.00	1/1/2019
Reserve Old Wadena Park/Campground with Pavillion	\$200.00/day	1/1/2019
Reserve Old Wadena Park/Campground without Pavillion	\$150.00/day	1/1/2019
Reserve Old Wadena Pavillion-day use/must be out by 10pm	\$50.00/day	1/1/2019
 <b><u>ZONING DEPARTMENT FEES:</u></b>		
Land Use Permits for building	\$75.00	
Land Use Permits for Septic Systems	\$150.00	12/17/2009
Pre-construction soil evaluation	\$100.00	
Conditional Use Permit Application	\$250.00	
Variance Application	\$250.00	
Rezoning	\$250.00	
Preliminary Plats	\$250 + \$100 per lot	
Late Fee (After the Fact Permits)	\$250.00	1/1/2013
Wadena County Plat Book	\$30.00	1/1/2017

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	<b>Current Fee</b>	<b>Effective Date</b>
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<b><u>RECORDER'S OFFICE FEES:</u></b>		
<b>Abstract Department</b>		
Recording Document	\$46.00	
Multiple Satisfactions/Partial	\$46.00	
Releases/Assignments/Modifications:	\$46.00	
With 4 document citations or less	\$46.00	1/1/2006
Additional for each document cited over first 4	\$10.00	1/1/2006
Plat	\$56.00	1/1/2006
Amended: Floor Plan (515), Condominium (515A) CIC Plat or Amend (515B)	\$.50 cents per apartment/unit with a \$56.00 minimum	
<b>Torrens Department</b>		
Original Certificate of Title	\$46.00	June 2008
Document Transferring Certificate:	\$46.00	June 2008
For Each Multiple Certificate Issued, thereafter	\$40.00	June 2008
Entry of Each Memorial on Certificate	\$46.00	June 2008
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008
Issuance of Residue Certificate	\$40.00	June 2008
Issuance of Exchange Certificate:		
For Each Cancelled Certificate	\$20.00	June 2008
For Each Certificate Issued	\$20.00	June 2008
Well Disclosure Certificate	\$50.00	7/21/2011
Plat	\$56.00	June 2008
Recording Document affecting 2 or more units:		June 2008
Condo Chapter 515 or CIC (first certificate memorialized)	\$46.00	June 2008
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008
Recording Amended Declaration with Related Amended Floor Plan Chapter 515:	\$56.00	June 2008

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	<b>Current Fee</b>	<b>Effective Date</b>
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008
Issuance of Common Element Certificate of Title (CECT)	\$40.00	June 2008
Recording CIC Declaration and a CIC Plat <b>OR</b> Recording Amendment to CIC Declaration and a Related Amendment to CIC Plat <b>OR</b> Recording Supplemental CIC Declaration and a Related Supplemental CIC Plat:		
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008
Recording Court Certified Copy of a plat of the SURVEY:	\$46.00	June 2008
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008
Registered Land Survey	\$56.00	June 2008
Certified Copy of Registered Land Survey	\$15.00	June 2008
Condition of Register (Certified)	\$50.00	June 2008
<b>Copies and Searches</b>		
Certified Copy of Document - per document flat fee	\$10.00	7/1/2005
Non-Certified Photocopy of Document	\$1.00 per page	7/1/2005
Copy of Official Plat	\$10.00	7/1/2005
Add Certification \$5.00 to above - Large plat size only	\$15.00	7/1/2010
Copy of: Floor Plan (515) Condominium (515A), CIC Plat (515B)	\$1.00 per page \$10.00 minimum	7/1/2005 7/1/2005
Attested Copy (non-cert copy or duplicate original must be submitted w/recording)	\$2.00	7/1/2005
Survey Copy	\$5.00	7/1/2007
Attested Copy	\$2.00	7/1/2007
Fax or E-mail fee	\$5.00	7/1/2005
Tract Search	\$10.00 per parcel	7/1/2005
Federal & State Tax Line Search - per name	\$20.00	7/1/2005
UCC Filing (Orig,Amend,Cont,Term,Info Request, etc.)	\$20.00	7/1/2005
Affidavit to Alter Marriage Certificate (after filed)	\$20.00	1/1/2013

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Passport Photos	\$14.00	
Ministerial Credentials	\$20.00	10/7/2014
<b>Photocopies/document</b>		
Black and White	0.25/per page	6/7/2021
Color	\$1.00/per page	6/7/2021

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<b><u>SHERIFF'S DEPARTMENT FEE SCHEDULE:</u></b>		
<b>Serving summons, warrant, writ, subpoena</b>		
for any process issued by a court of reco		
for each defendant served	\$75.00 including mileage	6/4/2013
Taking & approving a bond	\$8.00	6/4/2013
Taking & approving a bond (Certified Copy)	\$2.00	6/4/2013
Collection on execution after levy: <b>10% of amount</b>		
<b>seized, collected, or stipulated</b> to by the parties		
as a result of the Sheriff's lev	10%	6/4/2013
Posting three notices of sal	\$75.00	6/4/2013
Certificate of sale of real estat	\$30.00	6/4/2013
A copy when requeste	\$12.00	6/4/2013
Selling land on foreclosure of a mortgage, for all		
services required, including executing certificate		
of sale and postponing such sal	\$75.00	6/4/2013
Making diligent search and/or inquire and returning		
papers Not Found when defendants cannot be		
found	\$75.00	6/4/2013
Returning an execution unsatisfied when no service		
is made	\$75.00	6/4/2013
Receiving & paying over money paid on redemption		
of property and executing a certificate:		
<b>MN State Statute 580.25</b> for the documents		
delivered to the Sheriff following a redemption	\$20.00	6/4/2013
For issuing the certificate of redemption and ar		
related servic	\$250.00	6/4/2013
Securing and safely keeping property in replevin or		

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attachment or on execution; to be computed on the basis of time spent and hourly rate of: pay of the sheriff or deputy executing the process Plus mileage & deputy's time, if more than one hour	\$75.00	6/4/2013
Standing by on property exchange on Writ of Restitution (Evictions) and other court orders when possible to collect	Deputy time-includes mileage	6/4/2013
Writ of Execution - for each Bank Levy, Wage Levy, or Personal Demand to be paid in advance	\$100.00	6/4/2013
Preparing a Levy	\$20.00	6/4/2013
For services not herein enumerated	\$75.00	6/4/2013
When mileage is allowed the sheriff, it shall be computed from the place where the court is usually held computed on a round trip basis per mile	IRS Rate	12/12/2017
Background checks-in house (each)	\$5.00	6/4/2013
Background checks-in house & dispatch (each)	\$10.00	6/4/2013
Copies of Reports	\$0.25 per sheet	12/12/2017
Copy of CD/DVD	\$10.00	12/12/2017
Towing	Actual cost of towing	12/12/2017
Gun Permit Fee	\$100.00	6/4/2013
Gun Renewal	\$75.00	6/4/2013
Gun Late Renew/replacement	\$10.00	6/4/2013
Storage @ Sheriff's Impound (cap at \$2,400 plus tow bill)	\$15.00 per day	12/12/2017
Rental of deputy	\$50.00/hr includes mileage	6/4/2013
Notice of Intent to Redeem (per MN State Statute 580.24)	\$100.00	6/4/2013
Fingerprinting	\$20.00	6/23/2020

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**Current                      Effective**  
**Fee                              Date**

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The mileage will not be separated out anymore.  
It will be included in the service fees.

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<b><u>FRIENDLY RIDER TRANSIT FEES:</u></b>		
Single Ride - One Way for 0-5 Miles	\$1.50	10/20/2015
Single Ride - One Way for over 5-10 Miles	\$3.00	10/20/2015
Single Ride - One Way for over 10 Miles	\$4.50	10/20/2015
Book of 12 Tickets	\$15.00	10/20/2015
Bus Pass Replacement	\$2.00	1/1/2018
Passes-Unlimited 30 Days (One Way for 0-5 miles)	\$35.00	7/9/2019
Passes-Unlimited 30 days (One Way for 5+-10 miles)	\$70.00	7/9/2019
Passes-Unlimited 30 days (One Way for over 10 miles)	\$100.00	7/9/2019
Side Bus Advertisement	\$75/month	7/9/2019
Back Bus Advertisement	\$75/month	7/9/2019
TV Bus Advertisement	\$50/month	7/9/2019

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<b><u>HIGHWAY DEPARTMENT FEES:</u></b>		
Mailbox Supports	\$80.00 Each	11/17/2020
Commodity Sales to Townships & Local Agencies: Cost + Sales Tax	+ 10% Handling	1/19/2012
Tandem Truck Rental w/Operator	\$150.00/HR	11/17/2020
Excavator Rental w/Operator	\$200.00/HR	11/17/2020
Skid Steer Rental w/Operator	\$100.00/HR	11/17/2020
Blade/Grader Rental w/Operator	\$200.00/HR	11/17/2020
Broom Rental w/Operator	\$60.00/HR	11/17/2020
Craftco Tar Melter(Requires 4 Hwy Maint Employees @ \$40/hr ea)	\$150/HR	7/6/2021
1 1/2 Ton Truck Rental	\$1.30/Mile	7/6/2021
Packer Rental	\$100/Day	7/6/2021
Sign Truck	\$1.71/mile	7/6/2021
Hwy Maintenance Worker III	\$40.00/HR	11/17/2020
Entrance Permit (\$100 Deposit + \$150 Fee Costs)	\$250.00	6/4/2013
Sand/Salt Mixture	\$50/ton	1/1/2018
Sand/Salt Mixture	\$4.00 bucket	7/7/2015
Cold Patch Material	\$5.00/bucket	11/16/2021
Culverts and Signs	10% Handling Fee	1/1/2013
Crack Seal Filler	\$1.00/lb	7/6/2021
Rock Salt	127.60/ton	11/5/2019
Used Posts	\$3.00 each	1/1/2013
Used Cutting Edges	\$3.00 each	1/1/2013
5 Gallon Salt	\$4 per bucket	6/4/2013
Used/Salvage Materials: cost to dispose	plus 10% Handling	7/7/2015
Aggregate Gradation (Full)	\$94.00	7/9/2019
Copies	\$0.25/Page	7/9/2019
Large Format Printing/Copying	\$0.50/Page	7/9/2019

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Borrow Material	\$1.00/CY	11/17/2020	
		7/6/2021	
<b>SPIRAL CULVERT PRICE LIST</b>			
<u>Diameter</u>	<u>Culvert Per (Lin. Ft)</u>	<u>10' Length</u>	<u>20' Length</u>
15" Diameter	\$15.62	\$156.20	\$312.40
Sales Tax	\$1.15	\$11.52	\$23.04
<b>15" Total</b>	<b>\$16.77</b>	<b>\$167.72</b>	<b>\$335.44</b>
18" Diameter	\$19.53	\$195.30	\$390.60
Sales Tax	\$1.44	\$14.40	\$28.81
<b>18" Total</b>	<b>\$20.97</b>	<b>\$209.70</b>	<b>\$419.41</b>
24" Diameter	\$24.73	\$247.30	\$494.60
Sales Tax	\$1.82	\$18.24	\$36.48
<b>24" Total</b>	<b>\$26.55</b>	<b>\$265.54</b>	<b>\$531.08</b>
30" Diameter	\$39.05	\$390.50	\$781.00
Sales Tax	\$2.88	\$28.80	\$57.60
<b>30" Total</b>	<b>\$41.93</b>	<b>\$419.30</b>	<b>\$838.60</b>
36" Diameter	\$46.86	\$468.60	\$937.20
Sales Tax	\$3.46	\$34.56	\$69.12
<b>36" Total</b>	<b>\$50.32</b>	<b>\$503.16</b>	<b>\$1,006.32</b>
 <u>Diameter</u>	 <u>Bands Each</u>	 <u>End Sections</u>	
15" Diameter	\$47.12	\$84.82	
Sales Tax	\$3.48	\$6.26	
<b>15" Total</b>	<b>\$50.60</b>	<b>\$91.08</b>	
18" Diameter	\$58.90	\$93.17	
Sales Tax	\$4.34	\$6.87	
<b>18" Total</b>	<b>\$63.24</b>	<b>\$100.04</b>	
24" Diameter	\$74.61	\$133.49	
Sales Tax	\$5.50	\$9.84	
<b>24" Total</b>	<b>\$80.11</b>	<b>\$143.33</b>	
30" Diameter	\$94.25	\$308.70	
Sales Tax	\$6.95	\$22.77	
<b>30" Total</b>	<b>\$101.20</b>	<b>\$331.47</b>	

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36" Diameter	\$113.88		\$394.91
Sales Tax	\$8.40		\$29.12
<b>36" Total</b>	<b>\$122.28</b>		<b>\$424.03</b>

Culverts are sold in 10 and 20 foot lengths.

All bands are 24 inch width.

Prices included handling fee.

Only Wadena County Townships and Cities are allowed to charge to the Highway Department.

All others must pay at time of pickup.

Culverts will be picked up by appointment Monday through Thursday.

**Minimum of two weeks** required for availability of non-stock items and quantities consisting of 5 or more of the same size.

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<b><u>PUBLIC HEALTH DEPT. LICENSE FEE SCHEDULE:</u></b>		
Vaccine MNVFC admin cost per dose	\$15.00/vaccine no-cost	1/1/2018
Private Vaccine (flu only) - self pay	\$15.00+cost of vaccine	1/1/2018
Private Vaccine (flu only) - roster billing (+\$2 billing fee)	\$17.00+cost of vaccine	1/1/2018
Private Vaccine (flu) - insurance	\$20.00+cost of vaccine	1/1/2018
Private Vaccine (HBV) - eligible organizations	\$20.00+cost of vaccine	1/1/2018
Private Vaccine (HBV) - County First Responders	\$15.00+50% of vaccine	1/1/2018
Radon Test Kits - Short	\$5.00	1/1/2004
Radon Test Kits - Long	\$10.00	1/1/2004

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Current Fee	Effective Date
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**SOLID WASTE DEPARTMENT FEES:**

*( Out-of-County Rate is Double the In-County Rate)*

*(Attendant has final determination on weighed loads vs. per cubic yard loads)*

**White Goods:**

**Wadena County Taxpayer Rates :**

All Appliances Non-Freon (stove, microwave, dishwasher, dryer, etc.)	\$5.00	11/17/2020
All Appliances Freon (refrigerator, freezer, A/C unit, etc.)	\$10.00	11/17/2020
Commercial-type Appliances	5/sq. ft. + \$2 handling fee	1/1/2011

**Electronics :**

Flatscreen Computer Monitors & Televisions	\$10.00	1/1/2017
Tube Computer Monitors & Televisions up to 26"	\$10.00	11/17/2020
Tube Televisions 27" and Larger	\$15.00	11/17/2020
Computer Towers/Laptops/Servers	\$5.00	11/17/2020
Small Printers/Copiers/Scanners/Fax/DVD/VCR/Cable Bc	\$4.00	11/17/2020
Large Printers/Copiers/Scanners (floor standing)	\$50.00	11/17/2020

**Furniture:**

*(Acceptable Items)*

Hide-a-bed	\$20.00	11/17/2020
Mattress/Box springs (twin size)	\$10.00	11/17/2020
Mattress/Boxsprings (full/queen)	\$12.00	11/17/2020
Mattress/Box springs (king)	\$15.00	11/17/2020
Sofas, Loveseats, Sectional Pieces	\$12.00	11/17/2020
Stuffed Chair/Recliner	\$6.00	11/17/2020

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<b><u>Tire Fee Schedule :</u></b>		
<i>(Acceptable Tires)</i>		
Small Passenger Tire up to 15" ( Minimum)	\$3.00	1/1/2011
Small Passenger Tire up to 15" With Rim	\$6.00	1/1/2011
Large Passenger Tire up to 16"+	\$4.00	11/17/2020
Large Passenger Tire up to 16"+ With Rim	\$8.00	11/17/2020
Semi truck/Trailer Tire	\$15.00	11/16/2021
Semi truck/Trailer Tire With Rim	\$25.00	11/16/2021
Tractor (38 or smaller)	\$30.00	11/16/2021
Tractor (larger than 38)	\$50.00	11/16/2021
Bulk Passenger Tires	\$250/ton	11/16/2021
Bulk Tractor Tires	\$350/ton	11/16/2021
Other Sizes Not Listed, Tracks, etc.	\$400/ton	11/16/2021
 <b><u>Annual Parcel Service Fee:</u></b>		
Residential Parcels	\$60.00	1/1/2019
Commercial parcels \$60 for first ton	\$50.00	1/1/2017
and \$55 per ton additional ton thereafter	\$60 first ton	11/17/2020
	\$55 per add	11/17/2020
 <b><u>Solid Waste Collection and Transportation License:</u></b>		
Annual License Fee (includes one vehicle)	\$100.00	11/5/2019
Additional Fee (per year for each additional vehicle)	\$10.00	11/5/2019
Non-cancellable surety bond	\$5,000.00	11/5/2019
Auto Liability Combined Single Limit \$1,000,000		11/5/2019
<b>Commercial General Liability:</b>		11/5/2019
Each Occurrence \$1,000,000		11/5/2019
General Aggregate \$2,000,000		11/5/2019
Products and Completed Operations Aggregate \$2,000,000		11/5/2019
Personal Injury and Advertising Injury \$1,000,000		11/5/2019

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Fire Damage \$100,000		11/5/2019
 <b><u>MSW and Demolition Debris Fee:</u></b>		
<i>Mixed Municipal Waste/Household Waste</i>		
13 Gallon Bag (minimum)	\$3.00	11/17/2020
Per Bag (30-33 Gallon Bag)	\$5.00	11/17/2020
Full Garbage Can/35 Gallon bag or larger	\$6.00	11/17/2020
Bulk garbage (per yard)	\$22.00	11/17/2020
MSW per ton (without discount or tax)	\$138.00	11/16/2021
MSW per ton (with discount, w/o tax)	\$129.00	11/16/2021
Construction Demolition (per yard)	\$16.00	11/16/2021
Minimum (1/2 yard) demolition	\$8.00	11/17/2020
Clean Concrete	\$8.00	11/16/2021
Clean Shingles	\$8.00	11/16/2021
 <b><u>Unsorted Waste Loads:</u></b>		
Sorting Cost per hour, per employee	\$100.00	11/17/2020
Unsorted Waste Load per ton (without discount)	\$270.00	11/17/2020
Unsorted Waste Load per ton (with discount)	\$252.00	11/17/2020
 <b><u>Compost Loading Fee:</u></b>		
Per Loader Bucket	\$15.00	1/1/2011
Per Skid Steer Bucket	\$5.00	1/1/2011
 <b><u>Scale Fee:</u></b>		
Per Weight Ticket	\$5.00	1/1/2011
 <b><u>Yard Waste/Brush:</u></b>		
Must be CLEAN and free of contaminates	No Charge to Residential Customers	

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Commercial per yard	\$5.00	1/1/2013
<b><u>Fluorescent Bulbs /Batteries:</u></b>		
4' and under fluorescent bulbs-First 10 are no charge to residential cu	\$0.30	1/1/2013
5' and over fluorescent bulbs-First 10 are no charge to residential cus	\$0.50	1/1/2013
CFL-First 10 are no charge to residential customer	\$0.30	1/1/2013
Round/Ubend/Circular Bulbs-First 10 are no charge to residential	\$0.45	1/1/2013
HID	\$1.55	1/1/2013
UV Bulbs	\$3.75	1/1/2013
Capacitors	\$1.35	1/1/2013
PCB Ballasts (per pound)	\$0.55	1/1/2013
Batteries-Large Quantities (per pound)	\$1.50	1/1/2013
Lead-acid automotive batteries	No Charge to Residential Customers	
<b><u>Recycling</u></b>		
Commercial Collection of Residential Recycling (per household per m	\$1.25	6/23/2020
Processing fee for In-County Recycling	No Charge	6/23/2020
Processing fee for Out-of County Recycling (per ton)	\$115.00	6/23/2020
<b><u>Credit Card Transaction Fee</u></b>		
Per Transaction minimum fee (\$10-78 transaction)	\$1.95	6/23/2020
Per Transaction Percentage fee (Transactions over \$78)	2.50%	6/23/2020
<b><u>Direct Haul Market Price</u></b>		
Current Recovery or Disposal-PLMSWA, Perham, MN	\$134.58/ton	11/16/2021
Market Price-Dakota Landfill, Gwinner, ND	\$84.37/ton	11/16/2021

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

Current Fee	Effective Date
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**WADENA COUNTY HUMAN SERVICES FEE COLLECTION**

**A. Adoption of one-time collection fee to be applied to collection accounts which:**

1. Are more than 90 days overdue,  
    And;
2. Are not following a satisfactory repayment agreement
3. Authorized by M.S. §373.41

**B. Fee determined to be:**

1. \$50.00 fee per account (without expense of court action)
2. \$100.00 fee per account (with expense of court action)

**C. Fee would apply to both existing and future accounts**

1. Fee would be applied to existing Social Service debts i.e.: Detox,  
    Elderly Waiver / MA Spend down, Child Welfare, CW/Corrections, etc.
2. Fee would be applied to Maxis claims when client has been off the program  
    for 90 days and there have been no payments for 90 days.
3. Fee would be applied to future accounts on a case-by-case basis.
4. Fee is subject to Revenue Recapture and court action.
5. Fee will be paid first before principal.

**D. Collections Officer would attempt to contact client regarding the account and the fee prior to authorizing posting of fee**

1. Existing accounts would be sent a notice mailer with monthly billing statement.
2. Future accounts would be sent a notice letter upon referral to collections.
3. Clients would be given no more than 30 days to either pay in full or to make  
    and keep satisfactory repayment arrangements to avoid the fee.
4. In payment arrangement situations, one missed or late payment would  
    immediately incur the collection fee.

**Rule of /25 Chemical Dependency**

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

	Current Fee	Effective Date
<b>Assessment Fee</b>		
A \$200.00 fee will be assessed to clients who have health insurance.	\$200.00	1/1/2013
<p>Clients who have private health insurance or no PPHP will be charged a CD assessment fee based on a sliding fee scale. CD assessment fee will be determined by a client's income. An Assessment fee is due the day of the Assessment Appointment. Payment is made is made directly to the Wadena County Human Services. Payments maybe check or cash. Credit card payment will not be accepted.</p>		
"Adam Walsh" background study fee in cases of step-parent adoptions	\$50.00	1/1/2013

**OUT OF HOME PLACEMENT FEES:**

**WADENA COUNTY HUMAN SERVICES FEE POLICY**

**OUT-OF-HOME PLACEMENTS**

Amended to reflect current child support guidelines 10/14

The assessment and collection of parental fees is authorized by MN Statutes 373.41, 260C.331, 260C.188, 260B.331, 393.12, 256M.60, 242.192, 252.27, and Wadena County Human Services Policy.

**Part A – Child Fee**

1. The child’s fee is the full amount of his/her unearned income, such as Social Security benefits, child support, investments, trusts, etc. The clothing and personal needs allowance is allowed to be retained by the child and deducted from the unearned income regardless of the length of placement.
2. Child support paid by a non-custodial parent is considered the child’s income and is assigned to Wadena County Human Services.
3. The child’s fee cannot exceed the cost of service. The child’s fee

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

Current Fee	Effective Date
----------------	-------------------

and parental fee combined cannot exceed the cost of service.

**Part B – Parent Fee**

1. Individuals or families receiving cash maintenance grants will not be charged a fee. Those receiving Food Support or Medical Assistance will be assessed a fee based on the fee schedule.
2. The Minnesota Child Support Guidelines MN Statutes, Chapter 518A and its subdivision will be applied in determining the parental fee.
3. The assessed fee is only for months that the child is placed outside of the home. Any partial month counts as a whole month. (ex. Monthly fee is \$300 and child is out of the home for 45 days, the fee is \$600).
4. The parent fee is in addition to any child fee.
5. The parent fee cannot exceed the cost of the service. The parent fee combined with the child fee cannot exceed the cost of service.
6. Fees are in addition to insurance collections.
7. If insurance coverage is applied to the out-of-home placement cost, the balance of the uncovered cost is subject to child and parent fees, not to exceed the actual out-of-home cost.
8. If the parent refuses to provide requested information to calculate fees, the parent will be assessed the full cost of the service.
9. In addition to the parent fee, parents are responsible for clothing, not including the initial clothing allowance.
10. In addition to the parent fee, medical and dental

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

Current Fee	Effective Date
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expenses are the responsibility of the parents.

11. The parental obligation shall be determined by the current fee schedule prepared by the state for determination of parental fees for reimbursement of Medical Assistance and MN supplemental Aid. The amount determined under that fee schedule shall be the maximum amount that parents shall be required to pay each month toward the reimbursement of expenditures made by the county under these programs in each given month.

**Part C – Parents’ Financial Responsibility and agency responsibility**

1. Parents are required to complete and return a financial disclosure form in order to assess a proper and accurate parental fee along with income verification.
2. Step parent income is not used in the calculation nor is the step parent responsible to pay a parental fee.
3. Parents not residing together will each be assessed a monthly parental fee.
4. Parents with more than one child in placement
5. will only be assessed one parental fee.
6. Individuals are exempt from a parental fee while he/she is receiving a public assistance cash grant.
7. The fee will be billed in full each month, regardless of how long the child is in placement during the month. The monthly fee will never be in excess of what was actually paid by the county for the month.
8. A monthly bill will be sent by US Postal mail each

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

	Current Fee	Effective Date
9. month to the responsible parent until the account is paid in full. Parents who fail to make an effort to pay their obligation will be subject to further collection action including tax refund interception, collection fees, and conciliation court.		
10. It is the parents responsibility to cooperate with the Human Services agency and to turn over any income of the child they receive that they county has claimed as the child's fee. Child's income includes Social Security Benefits, child support, and all unearned income.		
11. A parent assessed a fee has the right to appeal the action per MN Statute 256.045. The parent must request an appeal hearing to the MN Department of Human Services in writing within 30 days of receiving their fee determination notice.		
12. The parent may request a review of their parental fee at any time due to a household or income change.		
13. The parent is responsible for notifying Wadena County Human Services of any changes in income, household size, or address.		
14. The county agency will mail the parent a notice once the parental fee is determined and/or modified in the future.		

**Part D – Minnesota Child Support Payment Guidelines**

1. Minnesota Statute, Chapter 518A and subdivisions within in will be used to calculate monthly parental fees.

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

	<b>Current Fee</b>	<b>Effective Date</b>
<b>Fee for Representative Payee Services:</b>		
The monthly fee will be the current monthly fee authorized by the Social Security Administration, which may change annually.	\$39.00	1/1/2014
<ol style="list-style-type: none"> <li>1. New clients will be given a six-month grace period before they will be charged the payee fee (unless they are transferred from another payee service company like Payee Central or another county and the fee has already been established).</li> <li>2. The fee is collected from the beneficiary's monthly Social Security and/or Supplemental Security Income (SSI) benefits providing:               <ol style="list-style-type: none"> <li>a. You are authorized in writing by the Social Security Administration to collect a fee as payment for providing representative payee services, AND</li> <li>b. You are the payee of record and the beneficiary receives a Social Security and/or SSI payment, AND you provided payee services for that month.</li> </ol> </li> </ol>		
<b>Corporate Foster Care Licensing and Background Study Fee</b>		
1. Corporate adult foster care and corporate child foster care providers will be charged \$350 for initial licensing inspections and related services.		1/1/2009
Corporate adult foster care and child foster care providers will be charged \$500 every 2 years for re-licensing inspections and related services.		11/5/2019

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

	Current Fee	Effective Date
<p>2. Corporate adult foster care and corporate child foster care providers will be charged \$50 per background study request. In addition, the corporate foster care providers will be billed the cost of any charges due to other states to conduct a background check in another state.</p>		1/1/2009

**WADENA COUNTY DETOX POLICY**

1. The Social Worker will provide the Collections Department with the detox information which will include: name, address, social security number and wage information of the client, the dates of service, provider of the service, and the total cost of the service.
2. The Collections Department will verify the public assistance status of the client. If the client is a recipient of a cash maintenance grant or SSI, collection will not be pursued. If the client receives Food Stamps or MA, the client will be contacted.
3. The client will be contacted by a letter informing them of an appointment time with the Collections Department and are asked to complete the Family Income Eligibility Form and bring income

**WADENA COUNTY SCHEDULE OF FEES**  
**Approved 11-16-21**

Current Fee	Effective Date
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verification to the appointment.

4. The Collections Department will calculate the reimbursement amount for the detox services and will notify the client at the time of the appointment or by letter, the fee amount.

The client will be notified that they can receive a discount if they pay their fee timely.

5. The Collections Department will notify the Accounting Department to set up an account for the client and the client will receive a monthly statement.

- \* The detox fee will be based upon the fee schedule attached.
- \* No fee will be assessed for clients on cash assistance or SSI.
- \* Clients have 30 days to appeal the assessed fee from the date of the fee notice.
- \* If the client fails to provide the necessary information to apply the fee scale, the client will be charged the full cost of the service.

**DETOX FEE DISCOUNTS**

Wadena County Social Services will offer discounts to clients who pay their fee timely.

Discounts will be applied as follows:

20% Discount if fee is paid in full within 30 days of the first billing statement.

15% Discount if fee is paid in full within 60 days of the first billing statement.

10% Discount if fee is paid in full within 90 days of the first billing statement