

LYON COUNTY BOARD OF COMMISSIONERS MEETING AGENDA
COMMISSIONER'S ROOM
LYON COUNTY GOVERNMENT CENTER
Tuesday, January 6, 2026 at 9:00 AM

1. Opening

Pledge of Allegiance

2. Approve Agenda

Conflict of Interest

Per Diems

3. Consent Agenda

1. Approve Consent Agenda

2. Minutes 12/23/25

3. Commissioner Warrants

4. Auditor Warrants

5. Per Diems

4. Resolutions/Contracts/Routine

4.1 Authorize Auditor/Treasurer To Pay Certain Claims

Approve Resolution

[Resolution - authority for A-T to pay certain claims - 1-06-2026.doc](#)

4.2 Designation of Depositories

Approve resolution designating depositories.

[Resolution - designation of depositories - 1-06-2026.doc](#)

4.3 Electronic Funds Transfer

Approve Resolution authorizing Auditor/Treasurer the use of Electronic Funds Transfers (EFT).

[Resolution - electronic funds transfers - 01-06-2026.docx](#)

4.4 Transfer Funds for Drainage Systems

Approve Resolution authorizing Auditor/Treasurer to transfer funds.

[Resolution - transfer funds for drainage systems - 1-06-2026.doc](#)

5. Regular Agenda

5.1 Elected Out of State Travel Policy

Review the current out of state travel policy for elected officials.

[Out of State Travel.pdf](#)

5.2 Minimum Elected Official Salaries

Consider adopting the attached resolution to set the minimum salary for elected officers.

[Elected Minimum Salary.doc](#)

5.3 Permission to Quote Legacy Grant Well Installation

Consider allowing the Environmental Administrator to request quotes for the installation of

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Lyon County Board of Commissioners. This document does not claim to be complete and is subject to change.

Barrier Fee: All Lyon County Board of Commissioners are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact Loren Stomberg at 507-537-6980 early so necessary arrangements can be made.

a groundwater well.

5.4 Permission to Quote Garvin Park Electrical Upgrades

Consider allowing the Environmental Administrator to request quotes for electrical upgrades of Garvin park campgrounds.

5.5 Permission to Quote Picnic Shelters for Garvin Park

Consider allowing the Environmental Administrator to request quotes for three picnic shelters.

5.6 Permission to Quote Shower and Bathroom Building

Consider allowing the Environmental Administrator to request quotes for a pre-cast shower and bathroom building.

5.7 Permission to Quote Forklift for HHW and Recycling

Consider allowing the Environmental Administrator to request quotes for a new forklift.

5.8 Micro-Purchase Threshold

Motion to approve annual election to set a micro-purchase threshold of \$25,000.

[State Statute.docx](#)

5.9 2026 County Coroner Wage

Set County Coroner 2026 annual wage at \$3314.00.

5.10 2026 Fee Schedule

Consider adopting the 2026 Fee Schedule.

[2026 Fee Schedule.pdf](#)

6. Board Reports

7. Adjournment

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LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Authorize Auditor/Treasurer To Pay Certain Claims
Originating Department: Auditor-Treasurer	Presenter: John Xiong

Board Action Requested:

Approve Resolution

Background:

Annual occurrence authorizing Auditor/Treasurer to pay certain claims

Supporting Documents:

[Resolution - authority for A-T to pay certain claims - 1-06-2026.doc](#)

Resolution No.: _____

**RESOLUTION TO AUTHORIZE THE AUDITOR/TREASURER TO PAY
CERTAIN CLAIMS**

WHEREAS, Minnesota Statute § 375.16 allows the County Board to authorize the Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly itemized and verified bill; and

WHEREAS, Minnesota Statute § 375.18 allows delegation by the County Board for paying certain claims to county administrative official;

THEREFORE, BE IT RESOLVED, that the Auditor/Treasurer is authorized to pay incidental expenses per Minnesota Statute § 375.16 (such as postage, express, freight, telephone, water, light, other utility charges);

BE IT FURTHER RESOLVED, that the County Board delegates and authorizes the Auditor/Treasurer may pay the following types of claims made against the County:

- Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and non-overnight meals and other taxable expenses
- Insurance costs of retirees
- Insurance claims/costs – medical, pharmacy, administrative services, etc.
- Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- Court-ordered payments, including restitution
- Payments with statutory requirements (such as coroner and sexual assault)
- Expenses related to the jail canteen
- Expenses for inmates prescription drugs
- Subpoena/service fees
- Leased vehicle costs
- Monthly support and maintenance (CPT, SWHHS, copier leases, etc.)
- Credit cards and/or other charge cards or accounts with supporting detail for transaction(s) - - to company/business only; not reimbursements to employees for use of a personal card or account
- Expenses that would receive a discount if paid before claims submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor
- Expenses that would incur a penalty if not paid before claims submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor
- Miscellaneous taxes, including property tax and special assessment distributions
- State aid distributions (such as market value credit)
- Refunding overpayments, including tax
- Septic system installations

- Payments to Recorder for document/lien recordings or releases
- Debt payments or other claims with fixed payment schedules (such as clean water partnership loans and capital leases)
- Expenses related to elections
- Payments on board approved contracts or agreements (such as highway projects, recycling, nursing service, and food service), including final payments after board approval
- Registrations and dues approved by the department manager
- Reimbursement to employees for travel related expenses (hotel, mileage, parking, overnight meals, etc.) approved by the department manager
- Costs authorized by the County Board but not submitted that meeting as part of Commissioner warrants (such as ditch expenses, Commissioner mileage, and professional and technical services)
- Appropriations authorized by the County Board via the budget
- Pass-through state monies (SW Ridge Runners, etc.)
- To reissue any Commissioner warrant, after receiving a signed affidavit
- Post office box rental and/or safety deposit box rental
- Transactions authorized by other boards or those boards that have delegated authority for claim payment to the Auditor/Treasurer (including, but not limited to, Southwest Health and Human Services, Southwest Minnesota Regional Emergency Communications Board, MN Public Sector Collaborative, and Lyon County Agricultural Society);

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the Auditor/Treasurer, those bills will not be issued but will be presented to the board for action at its next regularly scheduled meeting;

BE IT FURTHER RESOLVED, that the Auditor/Treasurer will not be held personally liable for payment for any claim falling into the above authorized types the County Board later disagrees with, disapproves of, or questions;

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the Auditor/Treasurer; and

BE IT FURTHER RESOLVED, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the County Board at its next regularly scheduled meeting.

Passed and adopted by the Lyon County Board of Commissioners this 6th day of January, 2026.

Gary Crowley, Chair
Lyon County Board of Commissioners

Loren Stomberg
County Administrator

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Designation of Depositories
Originating Department: Auditor-Treasurer	Presenter: John Xiong

Board Action Requested:

Approve resolution designating depositories.

Background:

Approve resolution designating depositories.

Supporting Documents:

[Resolution - designation of depositories - 1-06-2026.doc](#)

Resolution No.:_____

**RESOLUTION TO DESIGNATE DEPOSITORIES AND AUTHORIZE
AUDITOR/TREASURER TO MAKE INVESTMENTS**

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.”;

WHEREAS, Minn. Stat. § 118A.02, subd. 1. (b) (2) allows the County board to authorize the Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Lyon County Board of Commissioners designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Old National Bank
- MAGIC Fund, managed by PFM Asset Management
- Wells Fargo
- Moreton Capital Markets
- U.S. Bank
- Wells Fargo Advisors
- Wells Fargo Securities
- Bank of the West
- BNP Paribas Group
- First Independent Bank
- First Interstate Bank
- Minnwest Bank
- Multi-Bank Securities
- State Bank of Taunton
- State Farm Bank
- UBS Financial Services
- Vining Sparks;

BE IT FURTHER RESOLVED, that the County Board of Commissioners authorizes the Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law at any one or more of the above;

BE IT FURTHER RESOLVED, the County Auditor/Treasurer and County Administrator are hereby authorized to act and serve as county agents on any County accounts set up or active at any of the above financial institutions, brokers, or investment holders; and

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation

thereof shall have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

Passed and adopted by the Lyon County Board of Commissioners this 6th day of January, 2026.

Gary Crowley, Chair
Lyon County Board of Commissioners

Loren Stomberg
County Administrator

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Electronic Funds Transfer
Originating Department: Auditor-Treasurer	Presenter: John Xiong

Board Action Requested:

Approve Resolution authorizing Auditor/Treasurer the use of Electronic Funds Transfers (EFT).

Background:

Annual delegation of authority to make Electronic Funds Transfer.

Supporting Documents:

[Resolution - electronic funds transfers - 01-06-2026.docx](#)

Resolution No.:_____

**RESOLUTION TO AUTHORIZE THE AUDITOR/TREASURER TO MAKE
ELECTRONIC FUNDS TRANSFERS**

WHEREAS, Minnesota Statute § 471.38, allows for the use of electronic funds transfers as a means of making various payments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- For a claim for a payment from an imprest payroll bank account or investment of excess money;
- For a payment of tax or aid anticipation certificates;
- For a payment of contributions to pension or retirement fund;
- For vendor payments; and
- For payment of bond principal, bond interest and fiscal agent service charge from the debt redemption fund;

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers;

WHEREAS, Minnesota Statute specifies the following policy controls must be enacted:

- The governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- The disbursing bank shall keep on file a certified copy of the delegation of authority;
- The initiator of the electronic transfer shall be identified;
- The initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;
- A list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction; and

WHEREAS, the County Board acknowledges: adequate security procedures and internal controls must be maintained for approval processes; a monthly reconciliation shall be conducted on electronic transfers; settlement arrangement for vendors desiring to use electronic payment methodology shall be authorized by and coordinated within the Auditor/Treasurer's office; and funds may not be released without the appropriately approved documentation prior to settlement;

THEREFORE, BE IT RESOLVED, that the County Board delegates the authority to make electronic fund transfers to the Auditor/Treasurer.

Passed and adopted by the Lyon County Board of Commissioners this 6th day of January 2026.

Gary Crowley, Chair
Lyon County Board of Commissioners

Loren Stomberg
County Administrator

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Transfer Funds for Drainage Systems
Originating Department: Auditor-Treasurer	Presenter: John Xiong

Board Action Requested:

Approve Resolution authorizing Auditor/Treasurer to transfer funds.

Background:

Authorize Auditor/Treasurer to transfer funds from other drainage systems or from the County General Account.

Supporting Documents:

[Resolution - transfer funds for drainage systems - 1-06-2026.doc](#)

Resolution No.:_____

RESOLUTION TO TRANSFER FUNDS FOR DRAINAGE SYSTEMS

WHEREAS, various county, joint, and/or judicial county drainage system accounts have insufficient funds to pay the expenses incurred in maintaining the efficiency of the drainage systems at various times throughout the year; and

WHEREAS, Minn. Stat. § 103E.655, subd. 2. provides the County Board “. . . may, by unanimous resolution, transfer funds from any other drainage system account under its jurisdiction or from the county general revenue fund to the drainage system account. If the board transfers money from another account or fund to a drainage system account, the money plus interest must be reimbursed from the proceeds of the drainage system that received the transfer. The interest must be computed for the time the money is actually needed at the same rate per year charged on drainage liens and assessments.”

THEREFORE, BE IT RESOLVED, that the Lyon County Board of Commissioners authorizes the Auditor/Treasurer make transfers between drainage system accounts as necessary for year-end 2025 and periods thereafter.

Passed and adopted by the Lyon County Board of Commissioners this 6th day of January, 2026.

Gary Crowley, Chair
Lyon County Board of Commissioners

Loren Stomberg
County Administrator

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Elected Out of State Travel Policy
Originating Department: Administration	Presenter: Stomberg

Board Action Requested:

Review the current out of state travel policy for elected officials.

Background:

The county board reviews the out of state travel policy for elected officials annually at the first meeting of the year.

Supporting Documents:

[Out of State Travel.pdf](#)

ELECTED OFFICIALS OUT OF STATE TRAVEL POLICY

AUTHOR: County Board

REFERENCE: The 2005 Session Laws, Chapter 156, MS Statutes 47I.97

PURPOSE: The 2005 Session Laws, Chapter 156, require counties to develop a policy on out of state travel for elected officials.

POLICY: It is the policy of Lyon County to require pre-approval of out-of-state travel requested by elected officials.

PROCEDURE:

- A. This policy applies to only to elected officials of Lyon County and overrules any other travel policy pertaining to out-of-state travel of elected officials.
- B. All out-of-state travel requests are presented to the County Board of Commissioners for consideration prior to the planned date(s) of travel.
- C. The County Board shall consider each request on a case-by-case basis.
- D. The County Board will consider each request using the following guidelines:
 - a. The cost of the conference, institute, training program, and related travel must be within the annual travel expense budget approved by the County Board. The County Board will set any applicable expense limits.
 - b. The contacts made or the information obtained must be important to the improved operation of the County and the respective department.
 - c. Conferences are to be unquestionably professional in content and should be selected only when a similar conference is not held locally within a reasonable period of time.
 - d. Travel for training purposes is limited to technical training specific to an individual's job, which is not available locally.
- E. Whenever possible, employees make travel and accommodations arrangements in advance and request that the County be billed. All authorized travel expenses which are not billed directly to the County are paid by the employee subject to reimbursement
- F. The County Board may advance to any authorized elected official the estimated cost of traveling to and attending meetings out the state while on official business. Any elected official that receives an advance shall present a properly verified itemized claim to the County promptly after the expenses were incurred. If the actual and necessary expenses of the person were more than the amount of the advance the County shall reimburse the elected official for the difference. If the advance exceeded the actual and necessary expenses, the elected official shall promptly return the excess funds to the County. If the funds are not promptly returned, the County may deduct the amount excess funds from any moneys which may become due to the person, including wage or salary.
- G. This policy will be reviewed annually by the County Board at the first meeting of each year.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Minimum Elected Official Salaries
Originating Department: Administration	Presenter: Stomberg

Board Action Requested:

Consider adopting the attached resolution to set the minimum salary for elected officers.

Background:

The County Board is required by statute to set the minimum elected officials salary in the year of the the election for County Sheriff and County Attorney.

Supporting Documents:

[Elected Minimum Salary.doc](#)

Resolution No. _____

RESOLUTION SETTING MINIMUM ELECTED SALARIES

WHEREAS, at the January meeting prior to the first date on which applicants can file for offices of Attorney and Sheriff, the Board of Commissioners shall set by resolution the minimum salary to be paid those officers for the term beginning in 2027.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary for the Lyon County Attorney shall not be less than \$118,500; and

BE IT FURTHER RESOLVED, and that the minimum salary for the Lyon County Sheriff shall not be less than \$118,500.

CERTIFICATION

STATE OF MINNESOTA)
 (ss
COUNTY OF LYON)

I, Loren Stomberg, Administrator of said County of Lyon, do hereby certify that I have compared the foregoing copy with the original resolution adopted by the County Board on the 6th day of January, 2026, and now remaining on file and of record in my office and that the same is a correct transcript and of the whole of such original.

Loren Stomberg, County Administrator
Lyon County, Minnesota

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Permission to Quote Legacy Grant Well Installation
Originating Department: Environmental Office	Presenter: Schroeder

Board Action Requested:

Consider allowing the Environmental Administrator to request quotes for the installation of a groundwater well.

Background:

Legacy Grant GMRPTC 25-010 proposes a new groundwater well to supply the proposed shower/bathroom building in the camper cabin area. Ninety percent of the installation cost to be paid through Minnesota Legacy Amendment funds to support parks and trails.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Permission to Quote Garvin Park Electrical Upgrades
Originating Department: Environmental Office	Presenter: Schroeder

Board Action Requested:

Consider allowing the Environmental Administrator to request quotes for electrical upgrades of Garvin park campgrounds.

Background:

Legacy grant GMRPTC 26-012 proposes electrical upgrades for both the Lower Campground, and Upper Campground of Garvin County Park. Ninety percent of the upgrade cost to be paid with Legacy Amendment funds to support parks and trails. If reasonable quotes are received, and site conditions allow, construction could begin in Spring of 2026.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Permission to Quote Picnic Shelters for Garvin Park
Originating Department: Environmental Office	Presenter: Schroeder

Board Action Requested:

Consider allowing the Environmental Administrator to request quotes for three picnic shelters.

Background:

Legacy grants GMRPTC 25-010 & 26-012 propose picnic shelter upgrades for the Camper Cabin Area, Upper Campground, and Ballfield Area of Garvin County Park. Purchase and Installation are being managed concurrently to optimize construction cost. Ninety percent of the upgrade cost to be paid with Legacy Amendment funds to support parks and trails.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Permission to Quote Shower and Bathroom Building
Originating Department: Environmental Office	Presenter: Schroeder

Board Action Requested:

Consider allowing the Environmental Administrator to request quotes for a pre-cast shower and bathroom building.

Background:

As part of Legacy grant GMRPTC 25-010 a shower/bathroom is proposed for the Camper Cabin Area of Garvin County Park. Ninety percent of the upgrade cost to be paid with Legacy Amendment funds to support parks and trails.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Permission to Quote Forklift for HHW and Recycling
Originating Department: Environmental Office	Presenter: Schroeder

Board Action Requested:

Consider allowing the Environmental Administrator to request quotes for a new forklift.

Background:

As discussed with the County Capital Committee the existing forklift is a 2013 Yale with 8800 hrs. The existing machine is used daily in support of mattress and car seat recycling. Purchase would utilize a combination of HHW stipend, PaintCare reimbursement, and solid waste assessment.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: Micro-Purchase Threshold
Originating Department: Auditor-Treasurer	Presenter: Xiong

Board Action Requested:

Motion to approve annual election to set a micro-purchase threshold of \$25,000.

Background:

See attached.

Supporting Documents:

[State Statute.docx](#)

2 CFR § 200.320 (a) (1)(iv) states:

(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- (A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;
- (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
- (C) For public institutions, a higher threshold consistent with State law.

This threshold will be requested annually moving forward.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: 2026 County Coroner Wage
Originating Department: Sheriff	Presenter: Sheriff Eric Wallen

Board Action Requested:

Set County Coroner 2026 annual wage at \$3314.00.

Background:

Dr. Steven Meister has served as the appointed Lyon County Coroner for several years, and was most recently reappointed in 2025 for a term extending through 2028. During the appointment, the County Board set a 2025 annual wage for the County Coroner at \$3217.00. Wages for the subsequent years of the appointment were not addressed. Dr. Meister has been contacted and is aggregable to a 3% increase for a 2026 annual wage of \$3314.00.

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 01/06/26	Item: 2026 Fee Schedule
Originating Department: Administration	Presenter: Stomberg

Board Action Requested:

Consider adopting the 2026 Fee Schedule.

Background:

See attached proposed fee schedule.

Supporting Documents:

[2026 Fee Schedule.pdf](#)

2026



Fee Schedule

All Departments		
Fax Copies/Print Screens Single Double Sided Color	2025	2026
	\$ 1.00 per Page	\$ 1.00 per Page
	\$ 0.25 per Page	\$ 0.25 per Page
	\$ 0.50 per Page	\$ 0.50 per Page
	\$ 1.00 per Page	\$ 1.00 per Page
Administration		
Passport Photo	2025	2026
	\$ 10.00	\$ 10.00

Road & Bridge Department			
	2025		2026
E911 Rural Address Signage Material & Installation			
New Installation	\$ 115.00		\$ 115.00
Repair Materials			
Sign & Hardware	\$ 50.00		\$ 50.00
Post	\$ 15.00		\$ 15.00
Installation	\$ 50.00		\$ 50.00
Complete Replacement	\$ 115.00		\$ 115.00
Utility Permits			
Underground Construction of Utilities			
Liquid and Gas Lines Exceeding 6" Diameter	\$ 0.16 per Foot		\$ 0.16 per Foot
Electric, Telephone, Liquid and Gas Lines 6" or Less in Diameter	\$ 0.03 per Foot		\$ 0.03 per Foot
Boring or Tunneling Under Roadway	\$ 50.00 Each		\$ 50.00 Each
Open Cut Crossing Roadway			
Gravel	\$ 150.00		\$ 150.00
Bituminous	\$ 450.00 Each (If Allowed by County Engineer)		\$ 450.00 Each (If Allowed by County Engineer)
Tile Outlet to Road Ditch	\$ 50.00 Each		\$ 50.00 Each
Above Ground & Under Ground Minimum Processing Fee	\$ 50.00 Each		\$ 50.00 Each
Adopt-A-Highway Program	No Deposit		No Deposit
Transportation Permits/Per Vehicle			
Overwidth	\$ 50.00 Each		\$ 50.00 Each
Overweight	\$ 50.00 Each		\$ 50.00 Each
Annual Overwidth	\$ 500.00 Each		\$ 500.00 Each
Annual Overweight - 90,000 lbs.	\$ 300.00 Each		\$ 300.00 Each
Annual Overweight - 97,000 lbs.	\$ 500.00 Each		\$ 500.00 Each
Driveway Permits	\$ 100.00 Each		\$ 100.00 Each
Swing Away Mailbox Post Assembly	\$ 100.00 Each (Installed on County Roads Only)		\$ 100.00 Each (Installed on County Roads Only)
Materials Only	\$ 75.00 Each		\$ 75.00 Each
ALL FEES ARE NON-REFUNDABLE			

Road & Bridge Department		
	2024	2025
Construction Project Bidding Information		
Construction Proposal	\$ 25.00 Includes Sales Tax	\$ 25.00 Includes Sales Tax
Project Plans	\$ 25.00 Includes Sales Tax (1-20 Sheets)	\$ 25.00 Includes Sales Tax (1-20 Sheets)
	\$ 50.00 Includes Sales Tax (Over 20 Sheets)	\$ 50.00 Includes Sales Tax (Over 20 Sheets)
Shipping	\$ 10.00 Includes Sales Tax	\$ 10.00 Includes Sales Tax
Townships & Municipalities (Labor)	Hourly Labor & Equipment + Labor Additive	Hourly Labor & Equipment + Labor Additive
Townships (Purchases)	Cost + 20% Overhead	Cost + 20% Overhead
Municipalities (Purchases)	Cost + 20% Overhead (No Overhead on Fuel Pump Repairs)	Cost + 20% Overhead (No Overhead on Fuel Pump Repairs)
Individuals (Labor)	Hourly Labor & Equipment + Labor Additive	Hourly Labor & Equipment + Labor Additive
Individuals (Purchases)	(Cost + Sales Tax) + (20% Overhead + Sales Tax on Overhead)	(Cost + Sales Tax) + (20% Overhead + Sales Tax on Overhead)
Landfill (Labor)	Hourly Labor & Equipment + Labor Additive	Hourly Labor & Equipment + Labor Additive
Landfill (Purchases)	Cost	Cost
County Departments (Labor)	Hourly Labor - No Equipment Charge	Hourly Labor - No Equipment Charge
County Departments (Purchases)	Cost	Cost
Government Center		
Sheriff's Department		
Government Center Maintenance		
Fairgrounds		
SWCD, P&Z, Ditches		
Highway		
Parks		
GIS		
HHW/Recycling		
Other Entities (Labor)	Hourly Labor & Equipment + Labor Additive	Hourly Labor & Equipment + Labor Additive
Advance Opportunities		
Marshall - Lyon County Library		
Marshall Public Housing Commission		
United Community Action Partnership		
SWHHS		
Other		
Other Entities (Purchases)	(Cost +Sales Tax) + (Overhead) No Overhead on Fuel Pump Repairs	(Cost +Sales Tax) + (Overhead) No Overhead on Fuel Pump Repairs
Advance Opportunities		
Marshall - Lyon County Library		
Marshall Public Housing Commission		
United Community Action Partnership		
SWHHS		
Other		

FUEL SYSTEM		
All purchasers pay cost of gas/diesel fuel PLUS \$0.05 per gallon overhead. All purchasers pay cost of diesel fuel PLUS \$0.285 (or as adjusted by State Regulations) Special Fuel Tax as appropriate for diesel.		
In the event of gas/diesel fuel pump equipment maintenance, repair or replacement, including software upgrades, the costs will be prorated to each user based on percentage of fuel consumption for the prior year. Users will be notified of software upgrades prior to purchase.		
	2025	2026
Agency (All Agencies)	\$ 0.05 per Gallon	\$ 0.05 per Gallon
City of Marshall		
Marshall - Lyon County Library		
Marshall Public Housing Commission		
United Community Action Partnership		
SWHHS		
Advance Opportunities		
Landfill		
	Cost of Gas / Diesel	Cost of Gas / Diesel
County Departments		
Government Center		
Sheriff's Department		
Fairgrounds		
SWCD, P&Z, Ditch		
Highway		
Parks		
GIS		
Labor Additive 50% of Labor Cost		

Environmental Office (Parks, Fairgrounds, HHW, Recycling, Landfill)		
	2025	2026
CAMPING		
Primitive Campground Sites	N/A	N/A
Electrical Sites	\$ 25.00 per Night	\$ 25.00 per Night
Septic	\$ - Use	\$ - Use
Firewood	\$ 5.00 per Bundle	\$ 5.00 per Bundle
BUILDING RENTALS		
Warming House Rental	\$ 50.00 per Day	\$ 50.00 per Day
Horse Arena & Infield	\$ 85.00 per Day	\$ 85.00 per Day
4H Building	\$ 200.00 per Day	\$ 200.00 per Day
RALCO Building	\$ 200.00 per Day	\$ 200.00 per Day
Bathrooms	\$ 55.00 per Day	\$ 55.00 per Day
Fairgrounds Rental Damage Deposit	\$ 400.00 Deposit	\$ 400.00 Deposit
Office/Announcer Stand	\$ 30.00 per Day	\$ 30.00 per Day
Hoop Barn	\$ 85.00 per Day	\$ 85.00 per Day
VFW Building & Bathroom	\$ 90.00 per Day	\$ 90.00 per Day
VFW Building & Bathroom (For Veteran's Group)	\$ 50.00 per Day	\$ 50.00 per Day
Event Set-up/Empty Building	\$ 300.00 per Event	\$ 300.00 per Event
Environmental Fair	\$ 375.00 per Event	\$ 375.00 per Event
Portable Stage Rental	\$ 450.00 per Rental	\$ 450.00 per Rental
WINTER STORAGE RENT		
Boats, Cars, Campers, Watercraft < 20'	\$ 50.00 per Month	\$ 50.00 per Month
Campers/Vehicles 20' - 30'	\$ 60.00 per Month	\$ 60.00 per Month
Campers/Vehicles > 30'	\$ 80.00 per Month	\$ 80.00 per Month
Sheriff Storage of Vehicles	\$ 120.00 per Month	\$ 120.00 per Month
SWCD Equipment Storage	\$ 120.00 per Year	\$ 120.00 per Year
PERMITS		
Hunting Permit (Deer or Turkey Hunting)	\$ 10.00 Permit	\$ 10.00 Permit

Environmental Office (Parks, Fairgrounds, HHW, Recycling, Landfill)		
LANDFILL OPERATIONS	2025	2026
Solid Waste Hauling Operation	\$ 50.00 Base	\$ 50.00 Base
Solid Waste Hauling Truck License	\$ 25.00 per Truck	\$ 25.00 per Truck
Solid Waste Facility Application	\$ 250.00 Application	\$ 250.00 Application
Solid Waste Facility License	\$ 100.00 Annual	\$ 100.00 Annual
Municipal Solid Waste Tip Fee	\$ 49.00 per Ton	\$ 49.00 per Ton
Solid Waste Surcharge (GMLCF)	\$ 7.00 per Ton	\$ 7.00 per Ton
Minimum Charge - 500 lbs.	\$ 20.00 up to first 500 lbs.	\$ 20.00 up to first 500 lbs.
Demolition Debris	\$ 36.00 per Ton	\$ 36.00 per Ton
Solid Waste Surcharge (GMLCF)	\$ 2.00 per Ton	\$ 2.00 per Ton
Minimum Charge - 500 lbs.	\$ 15.00 up to first 500 lbs.	\$ 15.00 up to first 500 lbs.
Industrial Waste - Daily Cover	\$ 18.00 per Ton	\$ 18.00 per Ton
Petroleum Contaminated Soils	\$ 36.50 per Ton	\$ 36.50 per Ton
Contaminated Soils (non-petroleum)	N/A	N/A
Banned Material (not removed from loads - i.e. appliances, electronics, tires, etc.)	Same Rate as Disposal Cost per Item x2	Same Rate as Disposal Cost per Item x2
BULBS & BALLASTS		
***Fluorescent Tubes, U-Shape, Circular	\$ 1.00 per Item	\$ 1.00 per Item
***Compact Fluorescent Bulb (CFL) - Residential	\$ - per Item	\$ - per Item
***CFL - Commercial	\$ 2.00 per Pound	\$ 2.00 per Pound
High Density (HID)	\$ 3.00 per Item	\$ 3.00 per Item
Shatter-Shield or Lamp with Ballast	\$ 3.00 per Item	\$ 3.00 per Item
Ballast	\$ 6.00 Each	\$ 6.00 Each
Broken Bulbs	\$ 5.00 per Pound	\$ 5.00 per Pound
E-WASTE		
Appliances	\$ 15.00 per Item	\$ 15.00 per Item
Flat Screen TV / Monitor / Flat Screen	\$ 10.00 per Item	\$ 10.00 per Item
Other (Printer / DVD / VCR / Dish / etc.)	\$ 5.00 per Item	\$ 5.00 per Item
Commercial (Large) Copier / Printer	\$ 25.00 per Item	\$ 25.00 per Item
CRT TV / Monitor	\$ 20.00 per Item	\$ 20.00 per Item

Environmental Office (Parks, Fairgrounds, HHW, Recycling, Landfill)		
AUTOMOTIVE WASTE	2025	2026
Tire Individual (Car / Light Truck)	\$ 5.00 per Item	\$ 5.00 per Item
Semi-Truck Tire	\$ 15.00 per Item	\$ 15.00 per Item
Tire with Rim	\$ 15.00 per Item	\$ 15.00 per Item
Tire by Pound (Car / Light Truck/ Semi-Truck)	\$ 325.00 per Ton	\$ 325.00 per Ton
Tire by Pound (Large Truck & Tractor)	\$ 425.00 per Ton	\$ 425.00 per Ton
Tire by Pound (Heavy Equipment, Tracks, Solid)	\$ 450.00 per Ton	\$ 450.00 per Ton
Oil Filters	\$ 1.00 Each	\$ 1.00 Each
MATTRESSES		
Mattress Recycled (In Region)	\$ 20.00 Mattress/Foundation	\$ 20.00 Mattress/Foundation
Mattress Recycled (Outside Region)	\$ 25.00 Mattress/Foundation	\$ 25.00 Mattress/Foundation
Mattress in Garbage	\$ 60.00 Mattress/Foundation	\$ 60.00 Mattress/Foundation
CAR SEATS		
Car Seat Recycled (In Region)	\$ - Each	\$ - Each
HHW-VSQG DISPOSAL		
Fuels/Solvents		
Oil Paint (Non-Architectural)	\$ 0.50 per Pound	\$ 0.50 per Pound
Latex Paint (Non-Architectural)	\$ 0.50 per Pound	\$ 0.50 per Pound
Lab Pack	\$ 2.25 per Pound	\$ 2.25 per Pound
Aerosol Cans	\$ 0.75 per Pound	\$ 0.75 per Pound
Oil Filters	\$ 0.50 Each	\$ 0.50 Each

Planning & Zoning						
	2025	ATF Price	(after the fact)	2026	ATF Price	(after the fact)
Building Permit - House	\$ 200.00	\$ 400.00		\$ 200.00	\$ 400.00	
Building Permit - Decks, Signs, Storage Sheds 66 - 400 sq. ft.	\$ 40.00	\$ 80.00		\$ 40.00	\$ 80.00	
Building Permit - Additions, Any Other Structures, Billboards, Essential Service Lines / Structures	\$ 75.00	\$ 150.00		\$ 75.00	\$ 150.00	
Conditional Use Permits	\$ 400.00	\$ 800.00		\$ 400.00	\$ 800.00	
Essential Service	\$ 600.00	\$ 1,200.00		\$ 600.00	\$ 1,200.00	
Rezoning	\$ 400.00	\$ 800.00		\$ 400.00	\$ 800.00	
Variance Request	\$ 400.00	\$ 800.00		\$ 400.00	\$ 800.00	
Preliminary Plat	\$ 750.00	\$ 1,500.00		\$ 750.00	\$ 1,500.00	
Final Plat	\$ 1,000.00	\$ 2,000.00		\$ 1,000.00	\$ 2,000.00	
Septic System Permit (New or Replacement)	\$ 250.00	\$ 500.00		\$ 250.00	\$ 500.00	
Septic System Permit (Holding Tank or Major Repair)	\$ 150.00	\$ 300.00		\$ 150.00	\$ 300.00	
Special Hearing	\$ 500.00			\$ 500.00		
Appeal	\$ 750.00			\$ 750.00		
Ditches						
Approved Trapping of Beaver Affecting County Drainage Systems	\$ 75.00	per Beaver		\$ 75.00	per Beaver	

GIS		
Sales Tax is Included in the Fees, Where Applicable.		
Postage is Charged at Actual Cost.		
Material Costs Identified Below May Have Associated Labor Fees.		
Hard Copy Printing Costs:	2025	2026
Size A: 8 1/2 x 11	\$ 1.00	\$ 1.00
Size B: 11 x 17	\$ 2.00	\$ 2.00
Plotter Printing	\$ 2.50 per Linear Foot	\$ 2.50 per Linear Foot
Large Format Scanning	\$ 50.00 per Hour, 1/4 Hr. Minimum	\$ 50.00 per Hour, 1/4 Hr. Minimum
Data on CD	\$ 3.00	\$ 3.00
Data on DVD	\$ 5.00	\$ 5.00
Digital PDF Lyon County GIS Map Book	\$ - (Unlimited Online Download)	\$ - (Unlimited Online Download)
Special Map Requests	\$ 50.00 per Hour, 1/4 Hr. Minimum	\$ 50.00 per Hour, 1/4 Hr. Minimum
Data is subject to the terms of the current Lyon County GIS Cooperative Agreement. Multiple year licenses include one free update per quarter, per calendar year, upon request. One full calendar year absence of purchasing additional year updates will cause a gap in the data licensing of the cooperative agreement and require execution of a new Lyon County GIS Cooperative Agreement at first year rates.		

Auditor/Treasurer's Office			
	2025		2026
Auditor's Certificate as to Taxes and Taxable Property:			
From Computer System	\$ 150.00	per Certificate	\$ 150.00 per Certificate
With Requests not Completed by System	\$ 200.00	per Certificate	\$ 200.00 per Certificate
Certificate as to Taxes Collected, Delinquent & Settlement	\$ 125.00	per Certificate - or Hourly Rate	\$ 125.00 per Certificate - or Hourly Rate
		of Employee that Completes it	of Employee that Completes it
Confirmation Requests (Taxes Collected, Delinquent, Settlement, etc.)	up to \$ 100.00	per Confirmation	\$ 100.00 per Confirmation
Tax Increment Financing - Split 2/3 A-T & 1/3 Assessor			
Initial Set Up and Certification	\$ 300.00	per District	\$ 300.00 per District
Annual Maintenance	\$ 150.00	per District	\$ 150.00 per District
Plan Modification or Decertification	\$ 300.00	per District	\$ 300.00 per District
Special Assessments - Apply to All Except County Solid Waste			
Initial Set Up	\$ 5.00	per Parcel	\$ 5.00 per Parcel
Annual Maintenance	\$ 1.50	per Parcel; \$100 per year for Tracy Water Project; min of \$50 Between Set-up and Maintenance	\$ 1.50 per Parcel; \$100 per year for Tracy Water Project; min of \$50 Between Set-up and Maintenance
Confession of Judgment	\$ 150.00	per Parcel	\$ 150.00 per Parcel
Repurchase of Forfeited Land	\$ 150.00	per Parcel	\$ 150.00 per Parcel
Tax Forfeiture Administration	\$ 100.00	per Parcel per Year	\$ 100.00 per Parcel per Year
Delinquent Tax Publication	\$ 50.00	per Parcel	\$ 50.00 per Parcel
Ditch Petitioner Bond/Cash at Filing Improvements (Minn. Stat. 103E.202, subd. 5 States Needs to be at least \$10,000)	\$ 20,000.00		\$ 20,000.00
Escrow Maintenance			
Duplicate Tax Statement - Current and Previous Year Avl	\$ 3.00	per Parcel	\$ 3.00 per Parcel
Online for Free	\$ 3.00	per Statement in Person	\$ 3.00 per Statement in Person
	\$ 3.00	Per Statement if Mailed or E-mailed	\$ 3.00 Per Statement if Mailed or E-mailed
Transient Merchant License	\$ 150.00	plus \$1,000 Bond	\$ 150.00 plus \$1,000 Bond
Dangerous Dog Permit	\$ 300.00	Annual Fee	\$ 300.00 Annual Fee

Auditor/Treasurer's Office		
	2025	2026
Liquor Licenses - Public Hearing Required Prior to Rate Increase Per Minn. Stat. 340A.408, subd. 3a		
3.2% Off-Sale Liquor License	\$ 50.00	\$ 50.00
3.2% On-Sale Liquor License	\$ 50.00	\$ 50.00
On-Sale Wine License	\$ 100.00	\$ 100.00
On-Sale Liquor License	\$ 700.00	\$ 700.00
Off-Sale Liquor License	\$ 500.00	\$ 500.00
Sunday Liquor License	\$ 150.00	\$ 150.00
One Day Liquor License	\$ 30.00	\$ 30.00
Auctioneer License	\$ 20.00 plus \$1,000 Bond	\$ 20.00 plus \$1,000 Bond
Tobacco License	\$ 100.00	\$ 100.00
Precious Metal License	\$ 100.00	\$ 100.00
Mobile Home Revenue Recapture	\$ 20.00 per Parcel	\$ 20.00 per Parcel
Computer Listing	\$ 50.00 Minimum Set-Up Fee	\$ 50.00 Minimum Set-Up Fee
Computer Labels	\$ 50.00 Minimum Set-Up Fee	\$ 50.00 Minimum Set-Up Fee
Fax Copies	\$ 2.50 Service Fee plus \$1.00 per Page	\$ 2.50 Service Fee plus \$1.00 per Page
Non-sufficient Funds (NSF) - Check, ACH, any Other Delievery	\$ 30.00	\$ 30.00
Truth in Taxation Administration	\$ 0.40 per Parcel	\$ 0.40 per Parcel
Filing Fee - County Office	\$ 50.00	\$ 50.00
Filing Fee - SWCD	\$ 20.00	\$ 20.00

Assessor's Office			
	2025		2026
Fax	\$ 2.50 Plus \$1.00 per Page		\$ 3.00 Plus \$1.00 per Page
Scan - Mail/E-mail	\$ 2.50 Plus \$1.00 per Page		\$ 3.00 Plus \$1.00 per Page
Sales Study - Annual Subscription	\$ 50.00		\$ 50.00
Sales Study - Per Page	\$ 1.00 per Page		\$ 1.00 per Page
Pictometry Aerial Photo Copy	\$ 1.00		\$ 1.00
Duplicate Tax, Valuation, or TNT Notice	\$ 2.00 In Person		\$ 2.00 In Person
	\$ 3.00 If Mailed or E-mailed		\$ 3.00 If Mailed or E-mailed
Assessment Contract per Taxable Parcel	\$ 12.00		\$ 12.00
Assessment Commercial Only	\$ 15.00		\$ 15.00
Report Set-Up Fee for Information Requests	\$ 50.00		\$ 50.00
Written Tax Estimates	\$ 5.00		\$ 5.00
Tax History, Searches, & Estimates	\$ 30.00		\$ 30.00

Recorder's Office					
Copies	2025		2026		
	Pages 1 - 5	\$ 1.00 per Page	\$ 1.00 per Page		
	Pages 6 - 15	\$ 0.75 per Page	\$ 0.75 per Page		
	Pages 16 and Over	\$ 0.60 per Page	\$ 0.60 per Page		
Certified Copies		\$ 10.00 per Document	\$ 10.00 per Document		
Postage and Handling		\$ 2.50	\$ 2.50		
Faxed Copies					
	1st Page	\$ 2.50 Plus Copy Fee of \$3.50	\$ 2.50 Plus Copy Fee of \$3.50		
	Each Additional Page	\$ 1.00 Plus Copy Fee of \$2.00	\$ 1.00 Plus Copy Fee of \$2.00		
E-mailed Copies					
	Pages 1 - 5	\$ 5.00	\$ 5.00		
	Each Additional Page	\$ 1.00	\$ 1.00		
Certificate of No Marriage Record		\$ 10.00	\$ 10.00		
Computer Generated Reports		\$ 20.00 Set up Fee Plus \$1.00 per Page	N/A		
NSF (Service Fee)		\$ 30.00	\$ 30.00		
Re-issue Marriage Certificate		\$ 25.00	\$ 25.00		
Marriage Amendments		\$ 40.00	\$ 40.00		
Ordinations and Certificate of Filing		\$ 20.00	\$ 20.00		
Judicial Security Fee			\$ 75.00		
Off-site Computer Access (Real Estate Records Only)					
Charges for the Per-Minute Plan:					
Plan	Fees for Remote User	Overage Charge	Addl. Option Print Results	Per Print	
0-250 Minutes	\$ 80.00 per Month	\$ 0.25 per Minute	\$ 25.00 per Month	\$	0.40
251-1,000 Minutes	\$ 130.00 per Month	\$ 0.25 per Minute	\$ 25.00 per Month	\$	0.40
1,001 - 3,000 Minutes	\$ 250.00 per Month	\$ 0.25 per Minute	\$ 25.00 per Month	\$	0.40
3,001 - 6,000 Minutes	\$ 360.00 per Month	\$ 0.25 per Minute	\$ 25.00 per Month	\$	0.40
Unlimited	\$ 600.00 per Month	N/A	\$ 25.00 per Month	\$	0.40
***The Charge for Printing at the Remote Site is \$0.40 per Image (This is Per Page NOT Per Document)					

Sheriff's Office		
	2025	2026
Audio / Video Copies	Actual Cost or as Allowable per Gov Data Practices	Actual Cost or as Allowable per Gov Data Practices
Booking Fee	\$ 15.00	\$ 15.00
Work Release Inmates	\$ 25.00 per Day	\$ 25.00 per Day
Pay for Stay	\$ 20.00 per Day Sentenced	\$ 20.00 per Day Sentenced
Drug and Alcohol Screen Testing (Urine)	\$ 15.00	\$ 15.00
Out of County Inmates	\$ 85.00 per Day, Unless Otherwise Contracted	\$ 85.00 per Day, Unless Otherwise Contracted
Out of County Inmates (Special MGMT Needs Inmate)	\$ 300.00 per Day, Unless Otherwise Contracted	\$ 300.00 per Day, Unless Otherwise Contracted
Includes Increased Intense Medical Care Behavioral Issues on MH/Suicide Watch; or Require Intense Supervision and iso/ Segregation Housing. Fee Dropped if/When Returned to General Population.		
Returned Check	\$ 30.00	\$ 30.00
Burn Permits	No Charge	No Charge
Handgun Permits to Carry	\$ 100.00 Initial Issued/Renewal \$75.00	\$ 100.00 Initial Issued/Renewal \$75.00
Vehicle Lockout	\$ 30.00 If Opened - No Charge if Child/Pet in Vehicle	\$ 30.00 If Opened - No Charge if Child/Pet in Vehicle
In-House / Local Records Crim History Check	\$ 10.00	\$ 10.00
Fingerprinting	\$ 20.00 per Card	\$ 20.00 per Card
Animal Impound (*Quarantine)	Actual Cost for Quarantine. Including Care for Housing and Vet Clearance Exam If Needed.	Actual Cost for Quarantine. Including Care for Housing and Vet Clearance Exam If Needed.
911 Calls / Calls and Radio (Rel Only According to Law)	Actual Cost or as Allowable per Gov Data Practices Written Transcript = Cost to Complete	Actual Cost or as Allowable per Gov Data Practices Written Transcript = Cost to Complete
Residential and Business - False Alarms and Alarm Malfunctions or Human Errors	3 False/4+ Alarms at 2 Hrs. Deputy OT Rate Per Occur	3 False/4+ Alarms at 2 Hrs. Deputy OT Rate Per Occurrence
Water (Event and Structure) Permits	\$ 25.00 Each - Per Event or Yearly (Seasonal Structure)	\$ 25.00 Each - Per Event or Yearly (Seasonal Structure)
ICE (Event) Permits	\$ 25.00	\$ 25.00
Duplicate Permits	\$ 10.00	\$ 10.00
Blasting Permits	\$ 25.00	\$ 25.00
Deputy Hourly Municipaility Contract Rate	\$ 54.85	\$ 56.58
Deputy Hourly Rate (Standard)	\$ 66.76	\$ 68.76
Deputy Hourly Rate OT	\$ 87.62	\$ 90.25
Deputy Escort Mileage Rate	Current IRS Rate Per Mile (Roundtrip)	Current IRS Rate Per Mile (Roundtrip)
Bailiff Duties (Hour)	\$ 26.52	\$ 27.32
Data Req Personnel Prep Fee (Per Hour)	\$ 27.10	\$ 28.93
Data Requests Shipping and Mailing	Actual Cost	Actual Cost
Fax	\$ 1.00 per Page - US \$4.00 per Page - INT	\$ 1.00 per Page - US \$4.00 per Page - INT
Firearms Storage	\$ 2.00 per Firearm, per Day	\$ 2.00 per Firearm, per Day
Paper Service (ALL-Served) Certified Return - 3 Attempts	\$ 70.00	\$ 70.00
Redemption of Property	\$ 250.00	\$ 250.00

Sheriff's Office		
	2025	2026
Copies (B&W on Paper) of Reports and Records/Data		
Inquiry Requests 0-4 Pages	\$ -	\$ -
5-100+ Pages	\$ 0.25	\$ 0.25
100+ Pages	Additional Data Practices Prep Fee (per Single Side Page) or as Allowed/Restricted by Gov Data Practices	Additional Data Practices Prep Fee (per Single Side Page) or as Allowed/Restricted by Gov Data Practices
Records/Data Inquiry Requests (Printed or Digital Medium per Page Single Sided) 0-4 Pages	\$ -	\$ -
5-100+ Pages	\$ 0.25	\$ 0.25
100+ Pages	Additional Data Practices Prep Fee (per Single Sided Page) or as Allowed/Restricted by Gov Data Practices	Additional Data Practices Prep Fee (per Single Sided Page) or as Allowed/Restricted by Gov Data Practices
Sheriff's Sales	\$ 75.00	\$ 75.00
Copy of Certificate of Sale	\$ 10.00	\$ 10.00
Due Diligent Search and Inquiry "Not Found" (ALL-UTL/DNF) Minimum of 3 Attempts	\$ 70.00	\$ 70.00
Return of Execution Unsatisfied	\$ 70.00	\$ 70.00
Re-service of Execution	\$ 70.00	\$ 70.00
Securing, Seizure and/or Safely Keeping Property	2 Hr Minimum at Deputy OT Rate - Per Deputy Required	2 Hr Minimum at Deputy OT Rate - Per Deputy Required
All Other Process Per Service/Person Served - 3 Attempts	\$ 70.00	\$ 70.00
Duplicate Certificate	\$ 5.00	\$ 5.00
Notary Fee for Out of State Process	\$ 5.00	\$ 5.00
Stand by on Property Exchange/Stand By's or Evictions	2 Hr Minimum at Deputy OT Rate - Per Deputy Required	2 Hr Minimum at Deputy OT Rate - Per Deputy Required
Advance Fee for Service of any Process (per Service, per Individual to be Served)	\$ 70.00	\$ 70.00
Advance Fees for Seizure of Property	Discretion of the Sheriff Depending on Property to be Seized	Discretion of the Sheriff Depending on Property to be Seized
Services not herein enumerated	Sheriff Entitled to Same Fees as Similar Duties	Sheriff Entitled to Same Fees as Similar Duties
Mileage (Civil Process)	Mileage Not Charged	Mileage Not Charged
Filing of Redemption Documents	\$ 20.00 Per Document	\$ 20.00 Per Document
Notice of Intent to Redeem	\$ 100.00	\$ 100.00
Inquiry of Property Abandonment and Certificate	\$ 70.00	\$ 70.00
Vehicle Storage on County Property	Tow Bill + \$30 per day (30 Day Max) - Not Charged if Forfeiture is Completed by the LCSO	Tow Bill + \$30 per day (30 Day Max) - Not Charged if Forfeiture is Completed by the LCSO
Photos Printed (Digital and 35 MM) 1 Photo per Page	Actual Cost or as Allowable per Gov Data Practices	Actual Cost or as Allowable per Gov Data Practices
Redaction (Audio/Video) *Deposit Required	Hourly x Current Records Prep Fee	Hourly x Current Records Prep Fee
Collection of Execution / Sheriff's Commission	7%	7%

2024 Municipality Law Enforcement Services Contract Rates				
BASE FEE - Municipality Population Based Minimums for LE Contracted Services *				
POPULATION	Min Hours Per Week	Annual Rate	Monthly	
Under 200	0	Negotiated Terms		Additional Dedicated Patrol Hrs can be added at rates below/ 2 hr min
201- 400	10	\$25,560.00	\$2,130.00	
401- 550	15	\$38,340.00	\$3,195.00	
401- 550	20	\$51,120.00	\$4,260.00	
551-750	30	\$76,680.00	\$6,390.00	
751-1300	40	\$102,240.00	\$8,520.00	
1301-1800	60	\$153,360.00	\$12,780.00	
Contracted law enforcement services outside of the minimum Base Fee and Min Hours require reduced negotiated contracted terms.				
* Calculations are based on population of the municipality and based on a per individual work(er) hour minimum.				
Dedicated Proactive Patrol Hour Increase Rates - Weekly (Min 2 hour Inc) + Base Fee Contract Required **				
Hours Per Week	Annual Rate	Monthly		
2	\$5,111.87	\$425.99		
3	\$7,667.80	\$638.98		
4	\$10,223.73	\$851.98		
5	\$12,779.67	\$1,064.97		
** Service Contract Hours are calculated by work week and at an average of 4 work weeks per month (i.e 10 hours (\$54.85 hr deputy hourly rate) x AVG Month (4 weeks) = \$2,130.00 monthly x 12 months = \$25,560.00 (annual fee).				

2025 Municipality Law Enforcement Services Contract Rates				
BASE FEE - Municipality Population Based Minimums for LE Contracted Services *				
POPULATION	Min Hours Per Week	Annual Rate	Monthly	
Under 200	0	Negotiated Terms		Additional Dedicated Patrol Hrs can be added at rates below/ 2 hr min
201- 400	10	\$26,328.00	\$2,194.00	
401- 550	15	\$39,492.00	\$3,291.00	
401- 550	20	\$52,656.00	\$4,388.00	
551-750	30	\$78,984.00	\$6,582.00	
751-1300	40	\$105,312.00	\$8,776.00	
1301-1800	60	\$157,968.00	\$13,164.00	
Contracted law enforcement services outside of the minimum Base Fee and Min Hours require reduced negotiated contracted terms.				
* Calculations are based on population of the municipality and based on a per individual work(er) hour minimum.				
Dedicated Proactive Patrol Hour Increase Rates - Weekly (Min 2 hour Inc) + Base Fee Contract Required **				
Hours Per Week	Annual Rate	Monthly		
2	\$5,265.60	\$438.80		
3	\$7,898.40	\$658.20		
4	\$10,531.20	\$877.60		
5	\$13,164.00	\$1,097.00		
** Service Contract Hours are calculated by work week and at an average of 4 work weeks per month (i.e 10 hours (\$54.85 hr deputy hourly rate) x AVG Month (4 weeks) = \$2,194.00 monthly x 12 months = \$26,328.00 (annual fee).				

2026 Municipality Law Enforcement Services Contract Rates

BASE FEE - Municipality Population Based Minimums for LE Contracted Services *

POPULATION	Min Hours Per Week	Annual Rate	Monthly	
Under 200	0	Negotiated Terms		Additional Dedicated Patrol Hrs can be added at rates below/ 2 hr min
201- 400	10	\$27,158.40	\$2,263.20	
401- 550	15	\$40,737.60	\$3,394.80	
401- 550	20	\$54,316.80	\$4,526.40	
551-750	30	\$81,475.20	\$6,789.60	
751-1300	40	\$108,633.60	\$9,052.80	
1301-1800	60	\$162,950.40	\$13,579.20	

Contracted law enforcement services outside of the minimum Base Fee and Min Hours require reduced negotiated contracted terms.

* Calculations are based on population of the municipality and based on a per individual work(er) hour minimum.

Dedicated Proactive Patrol Hour Increase Rates - Weekly (Min 2 hour Inc) + Base Fee Contract Required **

Hours Per Week	Annual Rate	Monthly	
2	\$5,489.28	\$452.64	
3	\$8,233.92	\$678.96	
4	\$10,978.56	\$905.28	
5	\$13,723.20	\$1,131.60	

** Service Contract Hours are calculated by work week and at an average of 4 work weeks per month (i.e 10 hours (\$56.58 hr deputy hourly rate) x AVG Month (4 weeks) = \$2,263.20 monthly x 12 months = \$27,158.40 (annual fee).

2027 Municipality Law Enforcement Services Contract Rates

BASE FEE - Municipality Population Based Minimums for LE Contracted Services *

POPULATION	Min Hours Per Week	Annual Rate	Monthly	
Under 200	0	Negotiated Terms		Additional Dedicated Patrol Hrs can be added at rates below/ 2 hr min
201- 400	10	\$28,036.80	\$2,336.40	
401- 550	15	\$42,055.20	\$3,504.60	
401- 550	20	\$56,073.60	\$4,672.80	
551-750	30	\$84,110.40	\$7,009.20	
751-1300	40	\$112,147.20	\$9,345.60	
1301-1800	60	\$168,220.80	\$14,018.40	

Contracted law enforcement services outside of the minimum Base Fee and Min Hours require reduced negotiated contracted terms.

* Calculations are based on population of the municipality and based on a per individual work(er) hour minimum.

Dedicated Proactive Patrol Hour Increase Rates - Weekly (Min 2 hour Inc) + Base Fee Contract Required **

Hours Per Week	Annual Rate	Monthly	
2	\$5,709.12	\$467.28	
3	\$8,563.68	\$700.92	
4	\$11,418.24	\$934.56	
5	\$14,272.80	\$1,168.20	

** Service Contract Hours are calculated by work week and at an average of 4 work weeks per month (i.e 10 hours (\$58.41 hr deputy hourly rate) x AVG Month (4 weeks) = \$2,336.40 monthly x 12 months = \$28,036.80 (annual fee).