

**CREDIT RIVER TOWNSHIP  
SCOTT COUNTY  
STATE OF MINNESOTA**

**ORDINANCE NO. 2009 – 03**

**ORDINANCE RELATING TO FEES FOR  
DATA PRACTICES ACT REQUESTS**

The Board of Supervisors for the Town of Credit River, Scott County, Minnesota, does hereby ordain:

**Section 1: Purpose:** The purpose of this Ordinance is to establish certain fees for the delivery of services and processing of various requests for information as established by the Credit River Town Board to equitably allocate administrative costs to those generating the demand or utilizing the service under the Data Practices Act.

**Section 2: Fee Schedule:** The Credit River Town Board hereby establishes the following schedule of fees for Data Practices Act Requests:

<b>Commercial Value</b>	Varies. The Township may charge a fee for data with commercial value to recover actual development costs
<b>Census Data</b>	To be determined depending on scope of request
<b>Copies – Black and White</b> Made on copier or printer	8 ½ x 11 .03 / page + labor costs 11 x 14 .04 / page + labor costs 11 x 17 .05 / page + labor costs
<b>Copies – Color</b> Made on copier or printer	8 ½ x 11 .50 / page + labor costs 11 x 14 .60 / page + labor costs 11 x 17 .65 / page + labor costs
<b>Database Query</b>	Hourly rate for time / materials
<b>Diskettes</b>	CDs 1.00 each Mailers 1.00 each

**Fax**

8 ½ x 11 .03 / page + labor costs  
11 x 14 .04 / page + labor costs

**Mailing Costs**

#10 size standard envelope .07 / envelope  
9 x 12 manila envelope .07 / envelope  
12 ½ x 15 ½ manila envelope .10 / envelope  
6 x 10 padded envelope .13 / envelope  
8 ½ x 12 padded envelope .18 / envelope

**Postage**

Actual cost

**Mileage**

IRS rate

**Photos**

Hourly rate of pay of employee(s) needed to locate photo plus cost of film and/or developing

**Enhanced Data**

Varies. The Township may charge a fee when either data or access is enhanced at the request of the person seeking access

**Staff Time**

Hourly wage of staff assigned to gather and reproduce data

This ordinance shall be effective upon passage and publication in the official Township newspaper.

Passed by the Town Board of the Town of Credit River this 6<sup>th</sup> day of July 2009.

/s \_\_\_\_\_  
Leroy Schommer, Chairman  
Credit River Township

ATTEST:

/s \_\_\_\_\_  
Jerry Maas, Clerk  
Credit River Township

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