



# HUBBARD COUNTY

## 2023 County Fee Schedule

Adopted:

<b>Administrator</b>	
<b>Data Practices</b>	
Printed Copies: fewer than 100, letter or legal, one-sided	\$0.25
Printed Copies: fewer than 100, letter or legal, two-sided	\$0.50
Employee Time per hour	\$25.00 minimum
Cost of materials produced internally: ie. CD, DVD, paper, mailing fees, etc	varies by product used
Cost of materials produced externally: ie. Photographs	Actual cost paid by County

<b>Assessor</b>	
Tax Split Estimates: one parcel split into two	\$25.00 \$10.00 each additional parcel involved
Expedite Tax Split Estimates (less than 24 hours): one parcel split into two	\$50.00 \$10.00 each additional parcel involved
Data Query Report: Set-Up Fee	\$25.00 plus \$0.15 per row returned
Field Cards	Free
Green Acres Payback: first parcel up to a 3 year calculation	\$25.00
Additional parcels up to a 3 year calculation	\$10.00
<b>Passport Service Fees</b>	
<b>Passport fee(s) Age 16 and over</b>	
Passport Book	\$130.00
Passport Card	\$30.00
<b>Passport fee(s) Age 15 and under</b>	
Passport Book	\$100.00
Passport Card	\$15.00
<b>In addition to the Passport Fee, the following fees apply:</b>	
Acceptance Fee: Paid separately to Hubbard County	\$35.00
Expedite Fee (if applicable)	\$60.00
Passport Photo Fee (if applicable)	\$10.00
<p><b>*IMPORTANT! Overnight Mail fees may apply in addition to the above prices.</b></p> <p><b>**There is only one execution fee for a combo (passport book and passport card).</b></p>	

<b>Auditor</b>	
Printed Copies: fewer than 100, letter or legal, one-sided	\$0.25
Printed Copies: fewer than 100, letter or legal, two-sided	\$0.50
Printed Copies: not Public Data, per side, including sales tax	\$1.00
Computer printouts: Per Page	\$0.025ea. (\$3.00 min.)
Set Up Fee (applies to both labels & printouts)	
a.) Labels- Complete Township, Section or Plat	\$10.00
b.) Labels- Partial Township, Section or Plat	\$25.00



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<b>Auditor: cont.</b>	
c.) Labels : each	\$0.05 No min.
Email Files	\$25.00 Set-Up Fee plus \$0.15 per record
Fax: Send	\$0.50
Fax: Receive	\$0.25
Tax Searches: per parcel - per tax year	\$1.00
Tax Payment Printout or Statement	\$1.00 per parcel \$1.50 per parcel mailed
Retrieval Fee: per storage area	\$25.00
Copies of tax book required: per copy	\$5.00
Tax Certification with Seal: charges apply for current and delinquent certifications	\$2.50 or \$3.00 mailed
Confession of Judgments Administration Fee: per parcel	\$100.00
Tax Increment Finance District Filing Fee	\$100.00
Repurchase Administration Fee: per parcel	\$100.00
Escrow Parcel Listing: Per Parcel	\$5.00
Escrow Maintenance: Per Parcel	\$5.00
NSF Check Fee: NOT FOR PROPERTY TAX	\$30.00
Special Assessment Administration Fee: First (1st) year on tax rolls	\$100.00
Special Assessment Administration Fee: Each year after certified	\$50.00
Auditor's Certificates	\$150.00
Abatement Fee: charged only if taxpayer at fault	\$25.00
Marriage: Full Price Without Classes	\$115.00
Marriage: With Education Classess	\$40.00
Marriage License Certification	\$9.00
Marriage License: Non-Certified	\$3.00
Notary Filing Fee	\$20.00
Driver's License Manuals: Class D	\$3.50
Driver's License Manuals: Motorcycle	\$3.50
Driver's License Manuals: Commercial	\$6.50
Voters Certificate	\$5.00
<b>Liquor Licenses:</b>	
On-sale	\$1,500.00
Off-sale	\$500.00
On/Off-sale including Sunday	\$ 2,100.00
Sunday	\$100.00
2 A.M.	Varies
Wine	\$200.00
Temporary 1-4 Day	\$25.00
3.2% Beer	\$120.00
Seasonal On-sale	\$850.00
Consumption & Display (Set-up) to Hubbard County	\$150.00
Consumption & Display (Set-up) to Liquor Control	\$250.00



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Adopted:

<b>Environmental Services/Zoning</b>	
<b>Site Permit Schedule:</b>	
Dwelling unit, including attached garage, and/or attached deck(s)/platform(s)	\$200.00
All other structures (non dwelling units)	\$100.00
Legal addition to a structure	\$100.00
Deck or platform	\$100.00
Mechanized lift	\$100.00
<b>E911</b>	
E911 Address	\$100.00
E911 Road Sign	\$250.00
<b>Sanitary Permit Schedule:</b>	
Residential Sub-Surface Treatment System (SSTS)	\$300.00
Privy	\$150.00
<b>Commercial SSTS*:</b>	
a. 0-2,500 gallons per day (gpd)	\$300
b. 2,501-10,000 gpd	\$700
*plus any additional costs for design review and inspection	
c. Re-inspection fee	\$100.00
Shoreland Alteration Permit	\$150.00
Vegetative Alteration Permit	\$150.00
Site Inspection	\$150.00
Sign	\$100.00
<b>Short-term Rental License</b>	
a. Up to 8 occupants	\$300.00
b. 9-12 occupants	\$400.00
c. 13+ occupants	\$500.00
<b>After-the-fact (ATF) permit</b>	
a. Permit obtained within 15 days of violation notice date (does not apply to SSTS or items requiring ATF variance)	normal fee + \$50.00
b. Permit obtained after 15 days of violation notice date	5x normal fee
Conditional Use Application (includes \$46 recording fee)	\$500.00
After-the-fact Conditional Use Permit (includes \$46 recording fee)	\$1,000.00
Conditional Use Operating Permits	\$100.00
Interim Use Permit	\$500.00
Variance (includes \$46 recording fee)	\$500.00
After-the-fact Variance (includes \$46 recording fee)	\$1,000.00
<b>Subdivisions</b>	
Administrative Subdivision	\$80.00 + \$20.00/tract
Minor Subdivision	\$300.00 + \$30.00/tract
Plat	\$500.00 - \$50.00/Lot
Zoning Amendment Fee	\$400.00
Administrative Decision Appeal	\$500.00



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## 2023 County Fee Schedule

Adopted:

<b>Environmental Services/Zoning: cont.</b>	
<b>Adult Use Ordinance #32</b>	
a. Application for License	\$300.00
b. License Application Investigation	\$300.00
c. Annual License Renewal	\$100.00
d. License Renewal Late Fee	\$200.00
e. Appeal of License Suspension, Revocation, or Non-renewal	\$500.00

<b>GIS/Maps</b>	
<b>Custom Hard Copy Color Maps:</b>	
8.5x11 (letter)	\$4.00
8.5x14 (legal)	\$6.00
11x17 (tabloid)	\$8.00
Up to 17x22	\$20.00
Up to 24x36	\$30.00
Up to 36x48	\$40.00
Larger than 36x48	\$50.00
<b>Custom Hard Copy Black &amp; White Maps:</b>	
8.5x11 (letter)	\$2.00
8.5x14 (legal)	\$4.00
11x17 (tabloid)	\$6.00
Up to 17x22	\$10.00
Up to 24x36	\$20.00
Up to 36x48	\$30.00
Larger than 36x48	\$40.00
<b>Custom Digital Copy Maps (PDF):</b>	
8.5x11 (letter)	\$1.00
8.5x14 (legal)	\$1.00
11x17 (tabloid)	\$2.00
Up to 17x22	\$5.00
Up to 24x36	\$10.00
Up to 36x48	\$15.00
Larger than 36x48	\$20.00
<b>Note: Custom map creation may be subject to an additional hourly labor rate of \$50/hr. for special requests.</b>	

<b>Heartland Express</b>	
County Transportation: Call 218-732-9328	\$6.00 Round Trip
Park Rapids City Buss: Call 218-732-3500	
a.) One-Way Fare	\$1.50
b.) 10 Punch Pass	\$15.00
c.) 20 Punch Pass	\$30.00
d.) Monthly Unlimited Pass: good only for that calendar month	\$30.00
<b>NOTE: Children 12 and under ride free with an adult</b>	



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Adopted:

<b>Highway</b>	
<b>Permits</b>	
Entrance Permit: non-refundable	\$100.00
Oversized Load Permit:	
a.) Mobile/Modular Home	\$10.00
b.) Single Use- Unless an Annual Oversized Moving Permit Is Issued	\$10.00
c.) Annual- Valid from date of approval until 12/31 same year	\$100.00
Utility Permit	\$100.00
Specific Services Sign	\$200.00
Adopt-A-Highway	\$0.00
<b>*NOTE: ALL FEES ARE DUE WITH APPLICATION</b>	
<b>Goods &amp; Services</b>	
Culverts/Aprons/Bans (Intergovernmental Only)	*Restocking Cost + 10%
Traffic Signs (Intergovernmental Only)	*Restocking Cost + 10%
Posts	*Restocking Cost + 10%
Copies (up to 11x17, b/w or color, one-sided)	*0.25
Large format prints (b/w or color, larger than 11x17)	*\$10.00 ea.
E911 Addressing (replacement sign)	\$25.00 + tax
E911 Addressing (replacement post)	\$10.00 + tax
Engineering /Admin fee for construction projects	Actual Cost
Engineering/Admin fee for participation in annual maintenance contracts	5% of final invoice

<b>Natural Resource Management</b>		
<b>Lease Fee</b>	<b>Charge</b>	<b>Notes</b>
Recreational Cabin Lease Fee (Increases 2% annually)	\$530.60	
<b>Violation Type</b>	<b>Minimum Charge</b>	<b>Notes</b>
Failure to give 3 day notice, receive approval to start operations, or attend pre-work meeting	\$100.00	Per incident
Remove equipment prior to final inspection and approval from Resource Manager	\$250.00	Per incident
Failure to obtain prior approval of road or landing locations	\$250.00	Per incident
Damage to residual timber exceeding 3% or more of the residual trees per cutting block	\$25.00 per tree \$250.00 minimum	Damage is injury to 30% or more of the crown or exposure ≥ 50 square inches of the layer beneath the bark of any tree ≥ 4 inches DBH.
Non-compliance with slash disposal requirements	\$100.00	Per incident



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Adopted:

<b>Natural Resource Management: cont.</b>		
Violation of rutting guidelines	\$250.00	\$10.00 per foot charge after initial footage is exceeded
Roads and landings exceed 3% of harvest area per block	\$250.00	Per incident
Ignoring Resource Manager's directives and/or sale regulations	\$250.00	Per incident
Unauthorized activity within 50 feet of any wetland or stream or within 200 feet of any lake	\$250.00	Per incident
Road, landing, or skid trails not compliant with Resource Manager's directives	\$250.00	Per incident
Violation Type	Minimum Charge	Notes
Erosion control measures (water bars, slash mats, etc.) on roads, landings, or skid trails not compliant with Resource Manager's directives	\$250.00	Per incident
Failure to block newly created access trails or previously blocked trails following harvest activities	\$250.00	Per incident
Violation of reserve patch requirements	\$250.00	Per incident
Unauthorized activity outside sale boundary	\$250.00	Per incident
Failure to mitigate oil, fuel, or chemical spills	\$250.00	Per incident
Litter left on site	\$100.00	Per incident
Stacking processed wood or slash against residual/reserve trees	\$250.00	Per incident
Damage to gates, signs, fences, or other property	\$250.00	Per incident Plus restitution
Failure to insert consumer scale ticket stub in lock box	\$250.00	Written warning letter may be issued for first incident. Potential loss of Consumer Scale privileges on subsequent violations
Failure to return unused consumer scale tickets	\$50.00	Per contract
<b>All of the above fines or penalties may have additional charges for correcting the violation if the Field Operator does not correct them within the specified time period. Fines may be doubled for repeated violations.</b>		
<b>These charges are required to be paid in full or the Contractor/Field Operator will be ineligible to bid at any Hubbard County Timber Auctions or open any existing permits or cutting blocks.</b>		

<b>Recorder</b>	
<b>ABSTRACT FEES</b>	<b>STATUTE §357.18</b>
Recording Fees	\$46.00 per document
Multiple Satisfactions, Assignments, and Partial Releases	\$46.00 for <= 4 mtg. citations and an additional \$10.00 per add'l citation



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Adopted:

<b>Recorder: cont.</b>	
Plat Recording	\$56.00
Amended: Floor Plan (515), Condo (515A), CIC Plat or Amend (515B) (CIC= common interest community)	\$0.50 per apartment/unit with a \$56.00 minimum
<b>TORRENS FEES</b>	<b>STATUTE §508.82</b>
Original Certificate of Title or First Certificate of Possessory Title (CPT)	\$46.00, See Statute §508.74
Transfers	\$46 First Certificate Cancelled or Issued \$40 Each Additional Certificate Issued
Memorials	\$46.00 for 1st, \$20.00 per additional
Issuance of CECT/CICCT (CECT = common elements certificate of title) (CICCT= common interest community certificate of title)	\$40.00
<b>TORRENS FEES</b>	<b>STATUTE §508.82</b>
Residue Certificates	\$40.00
Exchange Certificates	\$20.00 to cancel each old certificate \$20.00 to issue each new certificate
Plat	\$56.00
Amendment to Declaration	\$46.00 \$20.00 for add'l entries
Amended Floor Plan	\$56.00
Amendment to CIC Declaration and Plat (CIC = Common Interest Community)	\$46.00 \$20.00 for add'l entries
Condominium or CIC plat or Amendment	\$56.00
Section 515B CIC affecting 2 or more units	\$46.00 for 1st 10 affected certificates, \$10.00 for each add'l entry
Filing a Certified Copy of a Plat of the Survey for Judicial Determination of Boundaries	\$46.00 (per MS 508.23 or 508.671)
Registered Land Survey Recording	\$56.00
Certified Copy of a Registered Land Survey	\$15.00
Certified Copy of Certificate of Title	\$10.00
Non-certified Copy of Certificate of Title	\$10.00 (\$1.00 for named owner)
<b>COPY, SEARCH, &amp; MISC FEES</b>	<b>SET BY STATUTE AND COUNTY BOARD</b>
Self-serve document copies made onsite by customer	\$0.50 per page
Copies of documents for property you own	\$1.00 per page
Research of and/or copies of documents made by Recorder staff for properties other than your own	\$10.00 per document and \$.50 per page



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## 2023 County Fee Schedule

Adopted:

<b>Recorder: cont.</b>	
Certified Copies	\$10.00
Plat Copies (plat size)/Large Format Copies	\$10.00
Certified Plat Copies (plat size)	\$15.00
Floor plan (515), Condo (515A), or CIC Plat (515B) copy	\$1.00 per page, \$10.00 minimum
Conformed/Attested Copies	\$2.00 per document
Computer-generated reports	\$25.00 set-up fee and \$0.25 per page
Credit Reports	\$50.00 per month
County, State, and Federal Tax Lien Search	\$20.00 per name; resulting document copies are optional and \$1.00 per page per MS 270C.63 (13) & 336.9-525
Judgment Searches are available from Court Administration and online: <a href="http://www.mncourts.gov/selfhelp">www.mncourts.gov/selfhelp</a>	Court Administration: 218-732-3573
Monthly iDocMarket Subscription	\$75.00 or \$175.00 per user ID
Bulk Sales of Document Images (02/05/2019)	\$.20 per image plus \$.02 vendor upcharge
Photo copies or print screens (01/17/2017)	\$1.00
Filing of ordination/marriage credential (02/21/2017)	\$20.00
<b>VITAL STATISTICS</b>	<b>FEES SET BY STATUTE</b>
MR&C (MN Registration & Certification) Birth or Death Listing	\$15.00 per year
Certified Copy of Birth Certificate	\$26.00 for the 1 <sup>st</sup> copy, \$19.00 for each additional copy
Non-certified Copy of Birth Certificate	\$13.00
Certified Copy of Death Certificate	\$13.00 for the 1 <sup>st</sup> copy, \$6.00 for each additional copy
Non-certified Copy of Death Certificate	\$13.00
Marriage information is maintained by our License Bureau	218-732-3426
<p><b>The Hubbard County Board of Commissioners has adopted a county policy to not issue refunds for amounts of \$5.00 or less.</b></p> <p><b>**Any research that requires staff to access off-site archived documents will be subject to a fee of \$10.00 per document and \$0.50 for each additional page.</b></p>	

<b>Sheriff</b>	
<b>Hubbard County Civil Process Fee-for-Service Schedule</b>	
<b>**\$70.00 deposit received with papers to be served - No service if we have "Past Due" bills pending**</b>	
Service of process fee	\$60.00 plus mileage
Service attempted/not found	\$60.00 plus mileage
Mileage (round trip)	Current IRS Rate/\$10.00 min.
Sheriff's Foreclosure Sale	\$60.00
Redemption of property : (preparation of redemption certificate)	\$250.00
Posting of three sale notices	\$70.00 plus mileage
Execution levy preparation fee	\$45.00





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## 2023 County Fee Schedule

### Adopted:

<b>Sheriff: cont.</b>	
Writ of Execution: commission fee of the amount collected	10% first \$250.00, 6% remainder
Evictions	\$45.00 (per deputy per hour) (1 hr minimum)
Service of Domestic Abuse Protection Orders & Harassment Restraining Orders	No Charge
Securing Property in Replevin, Attachment, Execution, or forced move under Eviction/Writ of Recovery.	\$60.00 per document served plus mileage Plus \$45.00 Deputy time (1 hr minimum)
Alarm Fees	\$50.00 Third false alarm · Increase by \$25.00 for each succeeding and subsequent false alarm thereafter. · Maximum of \$200.00 per violation.
Alarm Permits	\$20.00 payable at issuance of permit.
Fingerprinting (blue cards)	\$20.00 per set of 1 to 2 cards
Gun Permits (to acquire)	No charge
Gun Permits (to carry)	\$50.00 new application \$50.00 renewal
Impound Lot : Storage fees, Towing fees	\$10.00 per day storage fee for days at impound lot. Must reimburse actual towing expenses to the department.
Incident Report Copies	Refer to Data Practices Policy for the Public
Raft / Buoy Permits	\$10.00 payable at issuance of permit No charge for renewals
<b>Special Event Permits:</b>	
Public race, regatta, tournament, competition, exhibition or trial race on water or ice	\$10.00

<b>Detention Center</b>	
Booking Fee	\$25.00
Huber	\$25.00 per day
Pay to Stay	\$25.00 per day
Out of County Housing - For individuals wanting to serve time in Hubbard rather than the county they were convicted in.	\$60.00
Drug Screens/UA - Huber & STS	\$25.00



# HUBBARD COUNTY

## 2023 County Fee Schedule

Adopted:

<b>Solid Waste</b>			
<b>ACCEPTABLE ITEMS</b>	<b>HUBBARD COUNTY CONTRACTOR/BUSINESS</b>	<b>HUBBARD COUNTY ASSESSED PROPERTY OWNER</b>	<b><u>*NON-ASSESSED * NON- RESIDENT *OUT OF COUNTY WASTE</u></b>
Single bag Household waste	-	N/C	\$6.00
Compacted Municipal Solid Waste (MSW) per yard	Must report/weigh	N/C	\$75.00
Annual permit for Household garbage out of county (OOC)	-	N/C	\$250.00
Non-Burnable MSW per yard	\$21.00	N/C	\$32.00
Non-Burnable MSW per ton	5.00 min < 100lbs. \$145.00/ton	N/C	\$10.00 min.< 100 lbs \$220.00/ton
Burnable MSW per ton (Loads must be sorted)	N/C - Must report/weigh	N/C	\$10.00 min < 100 lbs \$220.00/ton
Burnable MSW per yard (Loads must be sorted)	N/C - Must report/weigh	N/C	\$32.00
OOC Mixed Recycling (No Commercial Allowed)	N/C	N/C	\$3.00/bag \$20.00/yard
Demolition Debris per cubic yard	\$15.00	N/C	\$30.00
Demolition Debris per ton	\$2.00 min. < 100lbs. \$60.00/ton	N/C	\$5.00 min. < 100lbs. \$120.00/ton
Clean Concrete/cubic yard (SOUTH ONLY)	\$8.00	N/C	\$16.00
Clean Concrete/ton (SOUTH ONLY)	\$2.00 min. < 100lbs. \$17.00/ton	N/C	\$5.00 min. < 100lbs. \$34.00/ton
Clean Asphalt Shingles per cubic yard (SOUTH ONLY)	\$5.00	N/C	\$10.00



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## 2023 County Fee Schedule

Adopted:

<b>Solid Waste: cont.</b>			
<b>ACCEPTABLE ITEMS</b>	<b>HUBBARD COUNTY CONTRACTOR/BUSINESS</b>	<b>HUBBARD COUNTY ASSESSED PROPERTY OWNER</b>	<b><u>*NON-ASSESSED</u> <u>* NON- RESIDENT</u> <u>*OUT OF COUNTY</u> <u>WASTE</u></b>
Clean Asphalt Shingles per ton (SOUTH ONLY)	\$2.00 min. < 100lbs. \$14.00/ton	N/C	\$5.00 min. < 100lbs. \$28.00/ton
Brush, Stump, per yard	\$5.00 (12 load max/site)	N/C	N/A
Brush, Stump, per ton	\$2.00 min. < 100lbs. \$75.00/ton (12 load max)	N/C	N/A
Burned Structure Debris (MSW)	\$25.00/yard \$145.00/ton	N/C	N/A
Mobile Home (Whole)	\$600.00	\$600.00	\$2,400.00
Camper (Whole)	Under 20' - \$150.00 Over 20' - \$300.00	Under 20' - \$150.00 Over 20' - \$300.00	Under 20' - \$600.00 Over 20' - \$1,200.00
Boats (Whole)	\$125.00 each or \$145.00/ton	\$125.00 each or \$145.00/ton	\$250.00 each or \$220.00/ton
Television < 32"	\$6.00	N/C	\$12.00
Television > 32"	\$12.00	N/C	\$24.00
Flat Screen/Monitor	\$6.00	N/C	\$12.00
Computer/Laptop/Printer	\$4.00	N/C	\$8.00
White Goods	\$6.00	N/C	\$18.00
Auto/Marine Batteries	N/C	N/C	\$6.00
Fluorescent Bulbs and Ballasts	N/C	N/C	Market rate + \$0.20/unit
Car/Van Tires	\$4.00	N/C Max 20/year	\$12.00
Truck Tires (Passenger)	\$7.00	N/C Max 20/year	\$21.00
Large Truck Tires (Semi, Tandem)	\$17.00	\$17.00	\$34.00
Irrigator/Tractor Tire (38" or smaller)	\$28.00	\$28.00	\$56.00
Irrigator/Tractor Tires (< 38")	\$44.00	\$44.00	\$88.00



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<b>Solid Waste: cont.</b>			
ACCEPTABLE ITEMS	HUBBARD COUNTY CONTRACTOR/BUSINESS	HUBBARD COUNTY ASSESSED PROPERTY OWNER	<u>*NON-ASSESSED * NON- RESIDENT *OUT OF COUNTY WASTE</u>
Skidder Tires / Tracks	\$60.00	\$60.00	\$120.00
Snowmobile/ATV Tracks	\$8.00	\$8.00	\$24.00
Tires per ton	\$288.00	\$288.00	\$576.00
Crushed Concrete <u>Out</u> per yard	\$12.00	\$12.00	\$12.00
Brush/Wood/Compost <u>Out</u> per yard (loading fee)	N/A	\$3.00	N/A
Yard Estimator:	Car Trunk – 1/2 yd Small Trailer/Mini Pickup–1yd	Van – 1 yd Heaped Pickup box – 2yd	Pickup Box – 1.5 yd
Certified Scale Weight		\$3.00	
*Sorting Fee		\$15.00/yard or \$60.00/ton	
*Includes – Burnable MSW		*Unsorted loads may be rejected*	