



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
January 18, 2022  
7:00 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person. Please refrain from attending in person if you are not feeling well.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.
- Call-in. Call in during specific public comment periods at [406-761-4786](tel:406-761-4786). Please note that the call in option may not be the most ideal option as there is a time delay between what is being aired/streamed and the live meeting, and there may be significant waiting times depending on how many calls are in the queue. Public would need to watch the meeting through the viewing methods listed above and call in when prompted by the Mayor. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**PROCLAMATIONS**

National Catholic Schools Week.

**COMMUNITY HEALTH INITIATIVES**

1. Miscellaneous Reports and announcements from City County Health Department.

**PETITIONS AND COMMUNICATIONS**

2. Miscellaneous reports and announcements.

*(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and either your address or whether you are a city resident for the record.)*

**NEIGHBORHOOD COUNCILS**

- 3. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

- 4. Reappointments to the Great Falls Planning Advisory Board/Zoning Commission.
- 5. Miscellaneous reports and announcements from Boards and Commissions.

**CITY MANAGER**

- 6. Miscellaneous reports and announcements from City Manager.

**CONSENT AGENDA**

*The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.*

- 7. Minutes, January 4, 2022, City Commission Meeting.
- 8. Total Expenditures of \$4,601,742 for the period of December 16, 2021 through January 5, 2022, to include claims over \$25,000, in the amount of \$3,363,284.
- 9. Contracts List.
- 10. Approve final payment for the Oddfellows Park Restroom Improvements, in the amount of \$6,348.15 to Kuglin Construction and \$64.13 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.
- 11. Set a public hearing on Resolution 10440, A request from Foothills Christian School for a Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district for 4.25 acres addressed as 3400 Flood Road for February 15, 2022.

**Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member.**

**PUBLIC HEARINGS**

- 12. Resolution 10436, Revising Fee Schedule for Great Falls Fire Rescue Superseding Resolution 10311. *Action: Conduct a public hearing and adopt or deny Res. 10436. (Presented by Jeremy Jones)*

**OLD BUSINESS**

**NEW BUSINESS**

**ORDINANCES / RESOLUTIONS**

**CITY COMMISSION**

- 13. Appointment of Member of City Commission to Serve as *Ex Officio* Non-Voting Member of HB 121 “Governing Body” Entity for the City County Health Board.
- 14. Miscellaneous reports and announcements from the City Commission.
- 15. Commission Initiatives.

## **ADJOURNMENT**

*(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)*

*Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451. Wi-Fi is available during the meetings for viewing of the online meeting documents.*

*Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.*



Commission Meeting Date: January 18, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Reappointments to the Great Falls Planning Advisory Board/Zoning Commission

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint three members to the Great Falls Planning Advisory Board/Zoning Commission.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (reappoint/not reappoint) Dave Bertelsen, Samantha Shinaberger and Kelly Buschmeyer to the Great Falls Planning Advisory Board/Zoning Commission for three-year terms through December 31, 2024.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

**Summary:** Dave Bertelsen was appointed on August 15, 2017 to fill the remainder of a three-year term and was reappointed for his first full three-year term on December 18, 2018. In accordance with Resolution 10235, he is eligible to serve a second full term. Kelly Buschmeyer and Samantha Shinaberger were appointed to three-year terms from January 1, 2019 through December 31, 2021. They are both eligible for second terms.

During their meeting on December 28, 2021 the Planning Board recommended reappointing Mr. Bertelsen, Ms. Buschmeyer and Ms. Shinaberger.

**Background:**

The Great Falls Planning Advisory Board was created in lieu of the Great Falls City-County Planning Board. Further, the advisory board has jurisdiction within the City limits; consists of seven citizen members appointed by the City Commission; and, performs and provides the duties, services and functions specified in Ordinance No. 2913, generally involving growth policies, subdivision applications and plats, annexation applications, zoning and rezoning petitions, conditional use permits, long range planning, transportation planning, Community Transportation Enhancement Program administration, historic preservation services, etc. Members must reside within the city limits. City employees and elected officials are not eligible for appointment.

Current Board Members:

Charles Pankratz	6/20/2017 – 12/31/2022
Lindsey Bullock	3/2/2021 – 12/31/2023
Tory Mills	3/6/2018 – 12/31/2023
Pat Green	5/4/2021 – 12/31/2022

Members seeking reappointment:

Kelly Buschmeyer	1/1/2019 – 12/31/2021
Samantha Shinaberger	1/1/2019 – 12/31/2021
Dave Bertelsen	8/15/2017 – 12/31/2021

**Alternatives:** City Commission could choose not to reappoint at this time and direct staff to advertise for the vacancies.

**Concurrences:** During the Planning Board meeting on December 28, 2021, the Board recommended the reappointments of all three members.

**Attachments/Exhibits:**

Applications  
Resolution 10235



BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

RECEIVED

JUN 22 2017

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

CITY MANAGER

Board/Commission Applying For: <i>Planning Advisory Board and/or Design Review Board</i>	Date of Application: <i>6/20/17</i>
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Name: <i>Dave Bertelsen</i>
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Home Address: <i>323 Fox Dr. Great Falls, MT 59404</i>	Email address: <i>dave@kktuckingmt.com</i>
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Home Phone: <i>771-7675</i>	Work Phone: <i>453-2290</i>	Cell Phone: <i>788-5161</i>
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Occupation: <i>Owner - Vice President</i>	Employer: <i>K&amp;K Trucking, Inc.</i>
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Would your work schedule conflict with meeting dates? Yes  No  (If yes, please explain)

Related experiences or background:  
*Worked for Morgan & Oswald Construction, then Oswald Construction for 12 years before buying & running K&K Trucking, Inc. Have run (with very able assistance from my wife, Vicki) K&K Trucking for nearly 18 years.*

Educational Background:  
*M.S.T. - degree in Construction Engineering Technology  
- studied 3 yrs in Architecture program*

IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:

Previous and current service activities:

- 14 yrs in Cub Scouts/Boys Scouts - last 8 years as Scoutmaster troop 26 - Great Falls*
- Current Board Member - Motor Carriers of Montana (incoming Chairman)*
- Member - Great Falls Area Chamber of Commerce*
- Exec Board Member - Chamber's Military Affairs Committee (MAC)*
- Past Vice Chair of Montana Defense Alliance*

Previous and current public experience (elective or appointive):  
*N/A*

Membership in other community organizations:

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?

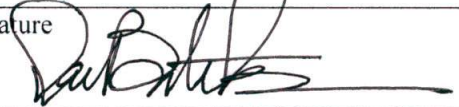
Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?

Are you currently serving on a Board? Yes  No  If yes, which board?  
*No City/County Boards, that is*

Please describe your interest in serving on this board/commission?  
*I would like to get more involved with City/County activities and responsibilities.*

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
*With my education in Engineering/Architecture and past construction experience I feel I would be an asset to this board. I have been part of our team here at K&K Trucking, Inc. as Owner & Vice President, so I believe the experience of a business Owner may benefit the board as well.*

Additional comments:

Signature 

Date: *6/20/17*

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For:  City Planning Board		Date of Application:  11/2/2018	
Name:  Samantha Shinaberger			
Home Address:  3008 2nd Ave North, Great Falls, MT 59405		Email address:  samantha.shinaberger@gfclinic.com	
Home Phone: 406-750-3326	Work Phone: 406-771-3107	Cell Phone: 406-750-3326	
Occupation:  Director of Professional Relations		Employer:  Great Falls Clinic	
Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: In regards to zoning and planning decisions, I worked with LPW and other firms to rezone the Clinic's property in order to earmark a portion of the land for the Foundation. I have limited experience and background on other planning regulations but support development in Great Falls and want to help.			
Educational Background:  Masters in Business Administration from the University of Montana - see CV			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities:  See CV			
Previous and current public experience (elective or appointive):  NA			
Membership in other community organizations:  See CV			



Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?

Are you currently serving on a Board? Yes  No  If yes, which board?  
Board member and officer for Lewis and Clark Foundation, Officer for Great Falls Clinic Legacy Foundation

Please describe your interest in serving on this board/commission?  
I understand the struggle the City had with having proper attendance at the planning board meetings when I was going through the process of seeking City approval. It is a challenge for all businesses, new and old, and it should not be that way if the city of Great Falls wants to see growth. My interest rests with the growth of Great Falls and the fact that the board currently struggles to have a quorum is very alarming. How are we supposed to draw more people of my generation if my generation does not have say?

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
As I mentioned above, I have limited experience with planning but I do have experience with boards and I am familiar with Great Falls and the need for growth. My experience serving on various committees and boards throughout the community would make me a qualified, motivated candidate for board service.

Additional comments:  
I understand if more experience with planning and zoning is a need or a requirement for this board. I do not intend to join a board where I would not do well to serve and if I am incorrectly assuming the board's responsibilities in regards to business and community development, please withdraw my application. However, I am a quick learner and am willing to brush up on items that may help the board/City. Thank you for your consideration.

Signature <i>Samantha Shinaberger</i>	Date: 11/2/2018
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If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net

**SAMANTHA SHINABERGER, MBA**

3008 2<sup>ND</sup> AVE. NORTH | GREAT FALLS, MT 59401 | 406-750-3326 | SHINABERGERS@HOTMAIL.COM

Dedicated and highly motivated professional with 5+ years of healthcare and business experience in marketing, leadership, advertising, public relations, recruiting, communication and non-profit management.

**Core Skills**

- Marketing and Advertising
- Social Media Marketing
- Public Relations
- Communication
- Sales
- Event Management
- Non-profit Management
- Capital Campaign Experience
- Leadership and Team Building
- Physician and Provider Recruiting
- Conflict Resolution

**Education**

UNIVERSITY OF MONTANA COLLEGE OF BUSINESS – Missoula, MT - Master of Business Administration (May 2018)

MONTANA STATE UNIVERSITY OF BILLINGS – Billings, MT – Bachelor of Science in Business Administration (December 2015)

GREAT FALLS COLLEGE MSU - Great Falls, MT – Associate of Arts in General Education (May 2013)

**Work Experience**

**GREAT FALLS CLINIC, LLP**, GREAT FALLS, MT (OCT. 2013 – PRESENT)  
*Marketing, Public Relations, Physician/Provider Recruiting and Compliance Manager*  
 Role to successfully assist the facility to implement marketing and public relations campaigns, special events, and to increase brand and retail awareness of the Great Falls Clinic, Great Falls Clinic Hospital and Great Falls Clinic Surgery Center. In addition, recruiting requirement are to successfully assist the facility in recruiting, onboarding, and retaining qualified physicians and mid-level practitioners.

- Complete marketing campaign revision to develop new branded marketing for all entities including Clinic, Hospital and Surgery Center.
- Created and manage all social media and web presence
- Development, design and roll out of new company website
- Increased company involvement in community activities from sponsorship and volunteer perspective

**GREAT FALLS CLINIC LEGACY FOUNDATION**, GREAT FALLS, MT (APRIL 2015 – PRESENT)  
*Executive Director*

Tasked with starting up a non-existent 501(c)3 non-profit organization with the primary goal to build and sustain a short-term outpatient housing facility for patients traveling to Great Falls for treatment. Responsible for strategic program development, daily

**SAMANTHA SHINABERGER, MBA**3008 2<sup>ND</sup> AVE. NORTH | GREAT FALLS, MT 59401 | 406-750-3326 | SHINABERGERS@HOTMAIL.COM

administration and management of Foundation. Duties included implementing, fund development, marketing, financial management, supervision and coordination of paid staff, board members, committees and volunteers, and maintaining all operations.

- Successfully recruited a board of twelve community leaders
- Successfully launched capital campaign in July of 2017 and raised \$1.3M of its \$2.4M goal in first six months
- Successfully incorporated volunteer program into company locations when applicable

**LENSCRAFTERS, GREAT FALLS, MT**

(JUNE 2013- AUGUST 2014)

*Lead Sales Associate*

Tasked with sales and fitting for optical wear for incoming patients and/or customers. Top sales associate and customer service leader.

- Recognized with Legendary Customer Service Award by Luxottica Retail

**HIGHGATE SENIOR LIVING, GREAT FALLS, MT**

(JUNE 2011-FEBRUARY 2013)

*Medical Technician*

Supervised care partner staff while administering medication to residents and providing emergency care as needed. Collaborated with nursing staff, providers, and management.

**Organizations & Community Involvement**

Secretary, Great Falls Clinic Legacy Foundation

Board Member &amp; Executive Committee Member, Secretary, Lewis &amp; Clark Foundation

Graduate, Great Falls Chamber of Commerce Leadership Great Falls Class of 2014

Member, Great Falls Chamber of Commerce Leadership Great Falls Steering Committee

Member, Great Falls Chamber of Commerce Communications Committee (dissolved Dec. 2015)

Member, Great Falls Advertising Federation

Member, Connect Great Falls

Graduate, Great Falls Police Department Citizens Academy Class of 2018

**References**

Available upon request.



BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

RECEIVED

SEP 24 2018

CITY MANAGER

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws*

Board/Commission Applying For: Planning Advisory Board or Adjustments / Appeals Board	Date of Application: 09/20/18
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Name: Kelly Buschmeyer

Home Address: 47 37th Ave NW Great Falls, MT 59404	Email address: k_buschmeyer@yahoo.com
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Home Phone: 714-420-0242	Work Phone: 406-577-2772	Cell Phone: 714-420-0242
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Occupation: Construction Management	Employer: Jackson Contractor Group
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Would your work schedule conflict with meeting dates? Yes  No  (If yes, please explain)

Related experiences or background:  
I have worked on the design side, as well as the construction side for over the past 15 years. I also have worked for the Office of Historic Preservation, and have extensive experience working with multiple City offices and Public Works Departments.

Educational Background:  
I have my Masters in Anthropology, with an emphasis in Historic Preservation / Archaeology. I am also a Certified Construction Manager with CMCI.

**IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:**

Previous and current service activities:  
I am a volunteer as a guardian ad litem, with CASA in Cascade County. I also volunteer with Race Montana when they need assistance.  
I was a volunteer for PAWS in Chicago (2015), and Cuddly Canines Rescue in Southern California from (2007-2010).

Previous and current public experience (elective or appointive):  
N/A

Membership in other community organizations:  
Member of the Construction Management Association of America, CMAA.  
Member of the Women in Transportation (WTS) - Chicago Chapter

<p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?</p>	
<p>Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?</p>	
<p>Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>	
<p>Please describe your interest in serving on this board/commission?                  We moved to Great Falls July 2017, and I've been seeking different opportunities on how I can become more involved in the community. I was at the Builders Exchange yesterday morning, and was told that there were openings for the above noted Boards and that I could be of value if I applied.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?                  I have worked in the A/E and construction industry for over 15 years. I have a wide variety of project experience from: infrastructure, aviation, transportation, federal, and commercial work. I also have a background in historic preservation, while working for the State of California.</p>	
<p>Additional comments:                  I think I would be a useful candidate for the Planning Advisory Board or Adjustments / Appeals Board. My experience working in different parts of the United States and different agencies, could be useful to the City of Great Falls. I will be more than happy to provide my resume and project history if you prefer. I look forward to hearing from you.</p>	
<p>Signature                  Kelly Buschmeyer</p>	<p>Date:                  09/20/18</p>

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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**RESOLUTION NO. 10235****A RESOLUTION ESTABLISHING A POLICY CONCERNING APPOINTMENTS TO BOARDS AND COMMISSIONS AND REPEALING RESOLUTION 10059.**

**WHEREAS**, the City Commission has the responsibility, both solely and in conjunction with other units of government, for making appointments to several Boards and Commissions; and

**WHEREAS**, Resolution 10235 will apply to all Boards and Commissions unless federal or state law dictates otherwise; and

**WHEREAS**, the purpose of the City Boards and Commissions is to provide opportunity for citizen participation in government and provide assistance and recommendations to the City Commission; and

**WHEREAS**, the City Commission is committed to involving as many citizens as possible in the decision-making process;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA**, that:

1. Except as provided below, or as otherwise specified by ordinance or other resolution adopted by the City Commission, the maximum uninterrupted length of service on any single board or commission shall be two consecutive terms, exclusive of the time served on any unexpired term, for each person appointed by the City Commission.

The following boards and commissions are excepted from this requirement, in the following particulars:

- a) Great Falls Housing Authority: In accordance with state law, tenant members may serve five (5) consecutive two-year terms, exclusive of the time served on any expired term [Mont. Code Ann. § 7-15-4432(2)].
  - b) Business Improvement Districts: district boards established to govern the affairs of a business improvement district may recommend to the City Commission appointments pursuant to any by-laws adopted by the recommending district. Subject to the provisions of Section 5 below, if a district board can demonstrate that its active efforts to recruit qualified and eligible new applicants to replace a board member who has served two consecutive terms have been unsuccessful, the City Commission will consider waiving the term limit for no more than one additional term.
2. Members whose terms expire shall serve until a successor is appointed and qualified.
  3. In the case of a member eligible for and interested in reappointment, if the member is in good standing and the applicable board or commission recommends that the member be reappointed, his or her application shall be brought before the City Commission for consideration for reappointment without advertising for other citizen interest. The City Commission reserves the right to accept or reject that member for reappointment.

4. Boards and commissions are encouraged to make recommendations to the City Commission regarding appointments to vacant positions on any Board or Commission, but the City Commission reserves the right to accept or reject those recommendations.
5. The City Commission acknowledges that some board and commissions may have adopted bylaws and/or policies to assist in the management of their affairs, and that some of these same by-laws and/or policies may contain provisions regarding appointments and tenure of board and commission members, and processes for recruitment. The City Commission is not bound by these bylaws and/or policies. Except as provided by federal or state law, the authority of the City Commission in the appointment process is paramount and supersedes any bylaw provisions and/or policies.
6. The City Commission reserves the right to interview applicants to any board or commission.
7. Citizens may not serve on two or more boards or commissions simultaneously, unless authorized to do so by the City Commission.
8. Unless otherwise provided by resolution or ordinance, all terms shall begin on the date of appointment.
9. The City Manager shall approve an internal advertising and appointment procedure for member recruitment.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, this 5th day of June, 2018.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara R. Sexe, City Attorney

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 4, 2022**

Regular City Commission Meeting

Mayor Kelly presiding

**CALL TO ORDER:** 7:00 PM

Commission Chambers Room 206

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, and Susan Wolff. Commissioner Rick Tryon appeared telephonically. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Public Works Director Paul Skubinna; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; Fire Chief Jeremy Jones; City Attorney Jeff Hindoien; Police Chief Jeff Newton; and, City Clerk Lisa Kunz.

**AGENDA APPROVAL:** There were no proposed changes to the agenda by the City Manager or City Commission. The agenda was approved as presented.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:** None.

**MILITARY UPDATES**

1. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MALMSTROM AIR FORCE BASE (MAFB).**

Colonel Anita Fuegate Opperman updated the Commission on the following:

- Due to the rise in Covid cases on base, mask use is mandatory on base effective today.
- Malmstrom recently won 10 awards as well as the Blanchard Trophy for the fourth time in a row.
- On December 23, 2021, Secretary of the Air Force Frank Kendall and Senator Steve Daines received an intelligence briefing and toured the MAFB wing operation center. Air Force Secretary Kendall also coined five of Malmstrom's outstanding airmen.
- MAFB will be celebrating Martin Luther King Day, Holocaust Remembrance Month, and will be recognizing some outstanding airmen during the quarterly award ceremony.

**PETITIONS AND COMMUNICATIONS**

2. None.

**NEIGHBORHOOD COUNCILS**

3. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS AND COMMISSIONS**



**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 4, 2022**

**4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**CITY MANAGER**

**5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon reported that:

- As part of the capital improvement program, the Housing Authority started demolition on one of the six-plexes in Parkdale to modernize that facility, and will be replacing an elevator in Austin Hall.
- Great Falls Fire Rescue is working on a Community Risk Reduction Program that will be in the form of an on-line dashboard. Information is being collected for a community risk assessment that will provide specific data through visual data charts and statistics, and information will be shared with community partners to help identify risks in the community and to create a collaborative effort to implement strategies to decrease those risks across the City.

Fire Chief Jeremy Jones added that he would like to present a 15-minute overview of how to navigate the on-line dashboard at a future work session, in conjunction with the ISO review.

- Appreciation was expressed to City Plumbing Inspector Bob Skiba for his many years of service and wished him well in his retirement. Ray Cook was recently hired as the new Plumbing Inspector.
- The Aim High Big Sky Aquatics and Recreation Center project (OF 1770) is in the technical design phase of the facility. Responses to a Request for Proposal for sponsorships and fundraising are due tomorrow.
- During Commission Initiatives, Manager Doyon requested that the Commission consider a planning session after the January 26-27 training with Dan Clark, as well as a Special Work Session for a State of the City presentation, which is a prelude to budget discussions beginning in March.

**CONSENT AGENDA.**

6. Minutes, December 21, 2021, City Commission Meeting.
7. Total Expenditures of \$2,465,922 for the period of December 1, 2021 through December 22, 2021, to include claims over \$25,000, in the amount of \$1,958,160.
8. Contracts List.
9. Grants List.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 4, 2022**

- 10. Approve the Community Based Policing Agreement between the Great Falls Police Department and Great Falls Housing Authority effective January 1, 2022 and authorize the City Manager to sign the Agreement.
- 11. Approve the Agreement with Malmstrom Air Force Base for Mutual Aid in Fire Protection and Hazardous Materials Incident Response and authorize the City Manager to execute the Agreement.
- 12. Set a public hearing on Resolution 10436, Revising Fee Schedule for Great Falls Fire Rescue Superseding Resolution 10311 for January 18, 2022.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve the Consent Agenda as presented.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**PUBLIC HEARINGS**

**OLD BUSINESS**

**NEW BUSINESS**

- 13. **LIFT STATION NO. 1 REPAIRS AND SUPPLEMENTAL FORCE MAIN PROJECT. OF 1758.1**

Public Works Director Paul Skubinna reported that this facility is located at Sixth Street North and River Drive North. The lift station pumps wastewater underneath the river directly to the Wastewater Treatment Plant. This station services about one-third of the City’s entire flow. In 2020, TD&H Engineering was selected through a competitive bid process to begin looking at a feasibility study. The existing lift station was constructed in 1979 and is the only river crossing for this section of the City’s sewer collection system. This project will result in providing the necessary upgrades and improvements to the lift station and a redundant force main crossing from the lift station to the Wastewater Treatment Plant. It’s about reliability and resilience for the City’s critical infrastructure and positions the City better for future fluctuations in the flow or any new development in the area.

Approval of the Professional Services Agreement will provide for the design of a new river crossing, as well as some upgrades to the lift station. ARPA funding was approved for this project in the form of a \$2 million dollar grant. Due to the complexity of the project, Director Skubinna concluded that it is their hope this project pivots to use of the alternate project delivery method, General Contractor Construction Manager (GCCM).

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**Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission approve a Professional Services Agreement in the amount of \$1,324,150 to TD&H Engineering Inc., for the Lift Station No. 1 Repairs and Supplemental Force Main, and authorize the City Manager to execute the agreement documents.**

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner McKenney inquired the timeframe of project completion.

Director Skubinna noted he did not have the project schedule in front of him. However, the timeline meets the ARPA deadlines to have the money expended.

Mayor Kelly inquired if the State ARPA funding deadlines were the same as the federal funding deadlines; in other words, obligated by December 2024 and expended by December 2026.

Finance Director Melissa Kinzler responded that the State deadlines might be a little tighter but are along the same guidelines. The State will have recording requirements and will have to report its funding to the federal government.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

**14. APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) THROUGH THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) IN THE AMOUNT OF \$1,350,000 FOR A NEW 107 FOOT QUINT AERIAL APPARATUS.**

Fire Chief Jeremy Jones reported that the requested action is to approve the submission of an application for a new 107' Quint Aerial Apparatus for the Fire Department. The City of Great Falls currently has two aerial apparatus in its fleet of emergency response vehicles - a 2009 Pierce 100' Platform aerial apparatus and a 1996 HME 75' Quint straight stick. The 1996 apparatus has been troublesome for the Fire Department throughout its history and is reaching its 26<sup>th</sup> year of service. Pursuant to the National Fire Protection Association (NFPA) 1911, Annex D the recommended service life of apparatus is 25 years. The cost of the new apparatus with new equipment is \$1,350,000. The AFG grant through FEMA allows for a 10% match. The total cost to the City will be \$122,727.27.

**Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission approve an application to the Federal Emergency Management Agency (FEMA) through the Assistance to Firefighters Grant (AFG) in the amount of \$1,350,000 for a new 107' Quint Aerial Apparatus.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

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Motion carried 5-0.

**15. APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) THROUGH THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR OPERATIONS AND SAFETY EQUIPMENT IN THE AMOUNT OF \$633,612.99.**

Fire Chief Jeremy Jones reported that this is a request for approval of another AFG grant submission for new operations and safety equipment that Great Falls Fire Rescue is lacking. The tools to perform the work in emergency services has changed over the years. The grant in the amount of \$633,612.99 would be for fire hose, thermal imaging cameras, self-containing breathing apparatus and spare bottles, advanced life support equipment, and SCBA harnesses and equipment to monitor and/or repair SCBA brackets. GFFR is currently operating with hose that was placed in service in the 1970's. Approval of the grant submission will allow GFFR to update its lacking tools in one fell swoop.

**Commissioner McKenney moved, seconded by Commissioner Wolff, that the City Commission approve an application to the Federal Emergency Management Agency (FEMA) through the Assistance to Firefighters Grant (AFG) for Operations and Safety Equipment.**

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Mayor Kelly inquired the timeline of AFG grants and when GFFR expects to hear a response.

Chief Jones responded that typically the grant process is announced the end of September or first part of October, open in mid-November and closes by the first of December. This year the application deadline was extended to the middle of this month. Unless the grant application is rejected early, he does not expect to hear if the grant is awarded until September/October.

Commissioner Tryon expressed appreciation to Chief Jones for staying on top of these grants, and to GFFR for the outstanding work they do.

Mayor Kelly called for the vote.

Motion carried 5-0.

**ORDINANCES/RESOLUTIONS**

**16. ORDINANCE 3240 AMENDING ORDINANCE 3238 TO CORRECT THE LEGAL DESCRIPTION FOR PROPERTY LOCATED AT 1300 RIVER DRIVE NORTH.**

Planning and Community Development Director Craig Raymond reported that, on November 2, 2021, the City Commission adopted Ordinance 3238 which approved a rezone of the subject property to Planned Unit Development.

Subsequent to Commission adoption of Ordinance 3238, the applicant completed and recorded a certificate of survey that retraced the subject properties. As a result of the retracement, the

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recorded document has a more accurate legal description. Ordinance 3240 is simply to reflect more accurately the legal description of the property, which is also consistent with the official recorded documents. The ordinance does not modify the previously approved rezone or have any effect on neighboring properties.

**Commissioner Hinebauch moved, seconded by Commissioners McKenney and Tryon, that the City Commission approve Ordinance 3240 amending Ordinance 3238 to correct the legal description for property located at 1300 River Drive North.**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**17. RESOLUTION 10438, ALTERNATIVE PROJECT DELIVERY CONTRACT FINDINGS FOR WATER TREATMENT PLANT (WTP) SOLIDS MITIGATION PROJECT. OF 1698.1.**

Public Works Director Paul Skubinna reported that this item is a request to adopt Resolution 10438 approving the findings that this particular project meets the statutory requirements that provides access to the alternative delivery method for the General Contractor Construction Manager (GCCM). The background section of the agenda report contains a lot of information. This is one of the projects that Public Works will be submitting an application for next week for competitive ARPA funding. Director Skubinna highlighted the statutory criteria and the findings that qualifies this project for the alternative project delivery contract:

- **CRITERIA: § 18-2-502(1)(a), MCA – Demonstrate that the governing body has or will have knowledgeable staff or consultants who have the capacity to manage an alternative project delivery contract.**
  - The City has or will have knowledgeable staff and/or consultants who have the capacity to manage an alternative project delivery contract. In addition to Public Works and Legal Department staff, who have experience with and/or a working knowledge of the GCCM project delivery method and other construction and project management experience, the City has retained the services of Advanced Engineering and Environmental Services (AE2S, Nate Weisenburger, PE) Portage Building, 405 3rd St NW, Suite 205, Great Falls, MT to provide both design and construction administration services attendant to the project at issue. AE2S has direct experience in working with the GCCM procurement method in the context of water treatment facility projects.
- **CRITERIA: § 18-2-502(1)(b), MCA – Clearly describe the manner in which: (i) the alternative project delivery contract award process will be conducted, and (ii) subcontractors and suppliers will be selected.**

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- The alternative project delivery contract structure contemplated for this project will involve a GCCM contract as defined in § 18-2-501(5), MCA. The procurement and award process for that GCCM contract will follow the requirements of § 18-2-503, MCA and will involve the competitive solicitation of proposals from qualified GCCM providers through a combined RFQ & RFP process. Subcontractors and suppliers will then be selected through a competitive solicitation process conducted either (a) solely by the selected GCCM or (b) by the selected GCCM in conjunction with the City.
- **CRITERIA: § 18-2-502(2), MCA - Determine that the proposal meets at least two of the three following criteria: (a) the project has significant schedule ramifications and using the alternative project delivery contract is necessary to meet critical deadlines by shortening the duration of construction, (b) the alternative delivery method design process will contribute to significant cost savings, and (c) the project presents significant technical complexities that necessitate the use of an alternative delivery project contract.**
  - In accordance with § 18-2-502(2)(a), MCA, the City has determined that the timely completion of the contemplated construction has significant schedule ramifications in terms of completing the work with a minimum amount of disruption to the Water Treatment Plant operations, and avoiding (to the extent possible) the need to have to discharge residual solids directly into the sanitary sewer collection system. Maintaining complete operational functionality is of primary importance, whereas constructability input from the GCCM would assist in developing construction staging/sequencing to minimize downtime. The project schedule is aggressively set to achieve substantial completion prior to the winter of 2022, so as to minimize disturbance to plant operations and to reduce direct discharge loading on the wastewater treatment plant and sewer collection system appurtenances. Additionally, cost modeling conducted in 2017 indicated that the project will significantly reduce the current operations and maintenance costs by approximately 50%, or \$125,500 annually and a shortened duration of construction will expedite the realization of those savings.
  - In accordance with § 18-2-502(2)(b), MCA, the City has determined that engaging and utilizing the services of a GCCM during the design and pre-construction phases will provide a greater opportunity for significant cost savings in terms of value engineering, construction planning and building / construction systems analysis and comparison. The site will require the reclamation of areas used to store water treatment residuals, and a portion of the building structure, including underground basins of relatively significant depth, may need to be situated on the reclaimed area. Technical input from the GCCM on means, methods, and strategies to adequately prepare the site for the building, execute the relatively deep excavations and basin construction, and manage potential groundwater issues will greatly enhance the recommendations of the engineering design consultants.

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Additionally, GCCM input regarding the means and methods associated with the initial installation and potential need to remove and replace the equipment over the life cycle of the facility would be beneficial. The initial staging and permanent location of the relatively heavy equipment could be optimized without the need for costly temporary measures to ensure safely placing the equipment into position.

- **CRITERIA:** § 18-2-502(3), MCA - Demonstrate that using an alternative project delivery will not: (a) encourage favoritism or bias in awarding the contract, or (b) substantially diminish competition for the contract.
  - In accordance with § 18-2-502(3), MCA, the City hereby determines that the utilization of an alternative project delivery contract as described above will not either (a) encourage favoritism or bias in awarding the contract or (b) substantially diminish competition for the contract. The basis for that determination is as follows:
    - The procedures utilized for the competitive RFQ & RFP process will involve the same publication and solicitation processes that would otherwise be used to competitively solicit bids from a GC, i.e., publication in major state newspapers, utilization of plan exchanges, etc.;
    - The target pool of qualified GCCM entities will consist – at a minimum – of the same pool of qualified GC entities that would be likely participants in a competitive bid process for construction work only;
    - The criteria utilized to select the GCCM will be those set forth in § 18-2-503(2), MCA and any additional factors unique to the project, all of which are intended to avoid any favoritism or bias in the GCCM contract award process; and
    - At the conclusion of the GCCM selection process, the City will – as required by § 18-2-503(4), MCA – state and document in writing the reasons for selecting the successful GCCM candidate.

**Commissioner Tryon moved, seconded by Commissioners Hinebauch and Wolff, that the City Commission adopt Resolution 10438 which provides written findings demonstrating that the statutory criteria are met for use of an alternative project delivery contract, GCCM, for the Water Treatment Plant Solids Mitigation Project, OF 1698.1.**

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner McKenney inquired how the project pays money back to the City.

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Director Skubinna explained that the ponds with underdrains could not be operated in the wintertime. The waste material is currently discharged into the sanitary sewer and then flows to the Wastewater Treatment Plant where the City pays to get the dirt out of the water again. There will be an efficiency gained already on the wastewater treatment side. As far as the sedimentation ponds, in the springtime the frozen material is taken out of the sedimentation ponds and hauled/handled three or four times before Public Works is able to finally dispose of it permanently. This new one-step process will dewater the material; it will be loaded up and then hauled once to the disposal location.

Commissioner Tryon noted that he was skeptical of the GCCM process until Director Skubinna explained it during a work session. He inquired if the written findings had to be reviewed by the State or anyone else.

Director Skubinna responded that it is his understanding that once this governing body determines that the Resolution is accurate and the findings are appropriate, there is no further statutory review by the State or other higher power.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

**CITY COMMISSION**

**18. APPOINTMENT, MAYOR PRO-TEMPORE.**

Mayor Kelly reported that appointment of a mayor pro-tempore is to run the meetings and perform other duties in the mayor's absence or unavailability.

Article III, Section 3 of the City Charter sets forth that the Mayor Pro Tempore shall serve in the absence of the elected Mayor. The City Commissioners shall elect from among themselves a Mayor Pro Tempore no later than one month after taking office.

**Mayor Kelly moved, seconded by Commissioner Hinebauch, that the City Commission appoint Susan Wolff to serve as Mayor Pro Tempore, effective immediately, for a two-year term or until the City Commission has held an election.**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**19. APPOINTMENTS, GREAT FALLS CITIZEN'S COUNCIL.**

After a brief discussion about availability, **Mayor Kelly moved, seconded by Commissioner Hinebauch, that the City Commission appoint Bob Kelly and Susan Wolff to serve on the Great Falls Citizen's Council, also known as Council of Councils, for the January 25, 2022 meeting.**



**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 4, 2022**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

Mayor Kelly requested that City Clerk Lisa Kunz bring this matter before the Commission again for consideration of appointments for the May 24, 2022 Council of Councils' meeting.

**20. APPOINTMENT, AUDIT COMMITTEE.**

**Mayor Kelly moved, seconded by Commissioners Tryon and Wolff, that the City Commission appoint Commissioner Joe McKenney to the Audit Committee effective January 4, 2022.**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**21. APPOINTMENT, CITY-COUNTY BOARD OF HEALTH.**

Mayor Kelly reported that there are two positions now that are associated with the City-County Board of Health. He currently serves as the City Commission representative to the Interim Governing Body that has been established for six-months that is composed of three County Commissioners and one City Commission member. He will be resigning as the City Commission's representative on the Interim Governing Body and asked that it be placed on the next agenda for the Commission to appoint a new Commission member to the Interim Governing Body.

**Mayor Kelly moved, seconded by Commissioner McKenney, that the City Commission appoint Bob Kelly to the City-County Board of Health as the Mayor's representative, effective January 4, 2022.**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**22. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Mayor Kelly discussed the upcoming training for the Commission members with Dan Clark of the MSU-Local Government Center.

City Manager Doyon discussed the upcoming webinar by Montana Municipal Interlocal Authority (MMIA), Montana League of Cities and Towns (MLCT) and MSU-Local Government Center pertaining to a general overview of services provided to municipal governments, as well as a more in-depth, on-line course offered by those entities.

**JOURNAL OF COMMISSION PROCEEDINGS**  
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**23. COMMISSION INITIATIVES.**

There was a consensus of the Commission to the City Manager's suggestion of scheduling a State of the City presentation.

Manager Doyon noted that the budget will be presented a little different than what the Commission has seen in the past, and will provide opportunity for community input along the way.

Commissioner Tryon suggested use of \$1 million dollars of HOME-ARP funds and \$283,000 from the annual HOME funding for acquisition and development of non-congregate shelter units to help address homelessness in the City. He further suggested:

- building a homeless shelter or to purchase a building and lease it or donate it to provide shelter, other than what is provided by the Great Falls Rescue Mission. Examples that come to mind are the acquisition of an unused building, such as the Washington Elementary School, or design and put up shipping container housing or tiny houses at the Natatorium park.
- The foregoing would be conditioned upon (1) a one-time use of City funds, with no ongoing City funding and (2) partnerships with the faith and/or non-profit community to handle the ongoing costs and staffing.

Although there was not a consensus of the Commission for staff to research utilizing funds for that purpose, Mayor Kelly responded that there has been a lot of conversations with the downtown folks regarding homeless people and he will provide Commissioner Tryon with information to make sure he gets included in upcoming meetings. Discussions have included opportunities and potential to handle some operation going forward. The initial gathering of the building or facility is the easier, tangible part. It is the ongoing operation going forward for the shared responsibilities that are often the challenge.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Wolff moved, seconded by Mayor Kelly, to adjourn the regular meeting of January 4, 2022, at 8:11 p.m.**

Motion carried 5-0.

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Mayor Bob Kelly

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City Clerk Lisa Kunz

**Minutes Approved: January 18, 2022**



Commission Meeting Date: January 18, 2022  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**ITEM:** \$25,000 Report  
 Invoices and Claims in Excess of \$25,000

**PRESENTED BY:** Finance Director

**ACTION REQUESTED:** Approval with Consent Agenda

**LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT**  
<http://greatfallsmt.net/finance/checkregister>

**TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$25,000:**

ACCOUNTS PAYABLE CHECK RUNS FROM NEW WORLD	DEC 23, 2021 - JAN 5, 2022	740,664.21
ACCOUNTS PAYABLE CHECK RUNS FROM MUNIS	DEC 23, 2021 - JAN 5, 2022	3,811,693.58
MUNICIPAL COURT ACCOUNT CHECK RUN FOR	DEC 16, 2021 - DEC 30, 2021	49,384.34
<b>TOTAL: \$</b>		<b><u>4,601,742.13</u></b>

**GENERAL FUND**

<b>CITY/COUNTY HEALTH</b>		
CITY COUNTY HEALTH DEPT	2ND HALF OF ANNUAL CONTRIBUTION	125,000.00

**SPECIAL REVENUE FUND**

<b>GREAT FALLS STORM WATER TID</b>		
US BANK	DEBT SERVICES PAYMENTS PAYMENT	47,334.46
<b>PARK DISTRICT</b>		
I-V ENTERPRISES LLC	GIBSON POND WALL PR642106	52,860.06
<b>FEDERAL BLOCK GRANTS</b>		
GREAT FALLS HOUSING AUTHORITY	SUNRISE COURT ROOF REPLACEMENT	50,900.00

**DEBT SERVICES PAYMENT**

<b>WEST BANK TID BONDS</b>		
US BANK	DEBT SERVICES PAYMENT	55,437.50
<b>DOWNTOWN TID BOND</b>		
US BANK	DEBT SERVICES CHARGE	81,837.50

**ENTERPRISE FUNDS**

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**WATER**

US BANK	DEBT SERVICES PAYMENT	274,325.00
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**SEWER**

US BANK	DEBT SERVICES PAYMENT	237,130.00
US BANK	DEBT SERVICES PAYMENT	213,285.00
US BANK	DEBT SERVICES PAYMENT	117,150.00
US BANK	DEBT SERVICES PAYMENT	339,360.00
VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	270,718.10
VEOLIA WATER NORTH AMERICA	OF 1633.7 WWTP ELECTRICAL DIST REPLACING CABLE	101,465.99

**STORM DRAIN**

US BANK	DEBT SERVICES PAYMENT	104,112.50
US BANK	DEBT SERVICES PAYMENT	150,537.50
US BANK	DEBT SERVICES PAYMENT	142,796.25
WESTERN MUNICIPAL CONSTRUCTION	OF 1463.1 VALERIA WAY 4 STORM DRAIN REPL PH 2	159,158.93

**INTERNAL SERVICES FUND**

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**CENTRAL GARAGE**

MOUNTAIN VIEW COOP	DIESEL GASOLINE	48,748.85
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**TRUST AND AGENCY**

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**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	39,988.68
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**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	47,679.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	52,596.90
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	68,498.38
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	135,576.39
US BANK	FEDERAL TAXES, FICA & MEDICARE	204,887.09
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	40,884.54
WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	30,282.02
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	36,771.06
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	31,744.07
MT VEBA HRA	EMPLOYEE CONTRIBUTIONS	38,945.73

**UTILITY BILLS**

NORTHWESTERN ENERGY	05614938 CHARGES FOR DECEMBER 2021	63,272.76
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**CLAIMS OVER \$25000 TOTAL:**

\$ 3,363,284.26

**CITY OF GREAT FALLS, MONTANA**

**COMMUNICATION TO THE CITY COMMISSION**

**DATE: January 18, 2022**

**ITEM:** CONTRACTS LIST  
 Itemized listing of administratively approved contracts.  
 (Listed contracts are available for inspection in the City Clerk’s Office.)

**PRESENTED BY:** Lisa Kunz, City Clerk

**ACTION REQUESTED:** Ratification of Contracts through the Consent Agenda

**MAYOR’ S SIGNATURE:** \_\_\_\_\_

**CONTRACTS LIST**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>A</b>	Great Falls Public Library	MMW Architects	Current	\$68,000 (Funding by the Library Foundation)	Professional Services Agreement to complete a Library Master Plan <b>OF 1762.2</b>
<b>B</b>	Great Falls Fire Rescue	Montana Disaster and Emergency Services (MTDES)	10/01/2021 – 09/30/2022	\$23,905 Federal Grant Award \$5,976.25 Required Match (soft match=wages of class students) \$29,881.25 Total	Ratification of FY22 Hazardous Materials Emergency Preparedness (HMEP) Grant Agreement for Toxicology Paramedic class and refresher training for all six regional teams that make up the State Hazmat Response Team (Year 3 of 3 year cycle)



Commission Meeting Date: January 18, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Park District: Oddfellows Park Restroom Improvements, OF 1740.4

**From:** Park and Recreation

**Initiated By:** Park and Recreation

**Presented By:** Patty Rearden, Park and Recreation Deputy Director

**Action Requested:** Approve Final Pay Request

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Final Payment for the Oddfellows Park Restroom Improvements, in the amount of \$6,348.15 to Kuglin Construction and \$64.13 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

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**Staff Recommendation:**

Approve the Final Payment of \$6,348.15 to Kuglin Construction and \$64.13 to the State Miscellaneous Tax Fund.

**Summary:**

This project is being funded by Park District dollars. The project included the demolition and removal of the existing restroom in Oddfellows Park, as well as utility and site work for the new restroom. The new prefabricated concrete restroom was purchased from CXT, Inc. of Spokane.

**Background:**

Workload Impacts

Design, plans, specifications, inspections, and construction administration were completed by NCI Engineering, Park and Recreation, and Public Works.

Purpose

The previous restroom had been deteriorating over the years, was non-ADA compliant, and was connected to an on-site drain field. The new restroom is larger, ADA compliant, and is connected to the City wastewater system making the restroom more environmentally friendly.

Evaluation and Selection Process

Three (3) bids were received on March 3, 2021 with the base bid prices ranging from \$151,308 to \$184,170. Kuglin Construction submitted the low bid.

Conclusion

City staff recommends making the Final Payment of \$6,348.15 to Kuglin Construction and \$64.13 to the State Miscellaneous Tax Fund. City staff verified that Kuglin Construction has completed all work and punch list items in accordance with the plans and the contract. The two year warranty period started on October 8, 2021.

**Fiscal Impact:**

Funds are provided through Great Falls Park District and are available for Final Payment.

**Alternatives:** The City Commission could vote to deny Final Payment.

**Attachments/Exhibits:**

OF 1740.4 Final Pay Document

Location Map

Pictures of old restroom

Pictures of new restroom

APPLICATION FOR PAYMENT NO. 4 - Final

To: City of Great Falls (OWNER)
From: Kuglin Construction (CONTRACTOR)
Contract: Oddfellows Park Restroom Improvements
Project: Oddfellows Park Restroom Improvements
OWNER's Contract No. OF 1740.4 ENGINEER's Project No. PR642010
For Work accomplished through the date of: December 29, 2021

Table with 2 columns: Description and Amount. Rows include: 1. Original Contract Price: \$ 151,308.00; 2. Net change by Change Orders and Written Amendments (+ or -): \$ 0.00; 3. Current Contract Price (1 plus 2): \$ 151,308.00; 4. Total completed and stored to date: \$ 147,245.56; 5. Retainage (per Agreement): 0% of Completed Work: \$ 0.00, 0% of stored material: \$ 0.00, Total Retainage: \$ 0.00; 6. Total completed and stored to date less retainage (4 minus 5): \$ 147,245.56; 7. Less previous Applications for Payments: \$ 140,833.28; 8. Gross Amount Due this application: (6 minus 7): \$ 6,412.28; 9. Less 1% State Gross Receipts Tax: \$ 64.13; 10. DUE THIS APPLICATION (8 MINUS 9): \$ 6,348.15

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through 4 inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Dated 12-29-2021 Kuglin Construction CONTRACTOR
By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 12/29/2021 City of Great Falls Public Works ENGINEER
By: [Signature]

EJCDC No. 1910-8-E (1996 Edition) Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute. Modified by the City of Great Falls to add items 9 and 10.





Old Restroom located in Oddfellows Park





New Restroom in Oddfellows Park







Commission Meeting Date: January 18, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

- Item:** Resolution 10440 - Set the public hearing for a request of a Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district for 4.25 acres addressed as 3400 Flood Road and legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4 Section 22, T20N, R4E, P.M.M., Cascade County, Montana
- From:** Lonnie Hill, Planner I, Planning and Community Development
- Initiated By:** Foothills Community Christian School
- Presented By:** Craig Raymond, Director, Planning and Community Development Department
- Action Requested:** City Commission set Resolution 10440 for a public hearing on February 15, 2022.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) Resolution 10440 for a public hearing on February 15, 2022.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

**Staff Recommendation:**

The Zoning Commission recommended that the City Commission approve the applicant’s request for a Conditional Use Permit for a “Community center” land use at the conclusion of a public hearing held on December 28, 2021. In addition, staff recommends approval with the following conditions:

**Conditions of Approval:**

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

2. **Non-establishment:** The conditional use permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **Sign Code:** The proposed project shall be consistent with codes within *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts* rather than *OCCGF §17.60.4.010 – Residential districts*.
5. **Pedestrian Crossing:** The applicant shall design and install a pedestrian crossing across Flood Road to the existing neighborhood to the east. These improvements shall comply with the standards of the City Land Development Code and Public Works Design Standards.
6. **General Code Compliance:** With exception to Condition of Approval #4 above, the proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
7. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.
8. **Shared Parking Agreement:** The applicant shall formalize an access and shared parking agreement with Valley Community Bible Church, which shall be filed at the Cascade County Clerk and Recorder.

### **Background:**

Foothills Community Christian School submitted an application requesting a Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district for the property located south of an existing church at 3400 Flood Road. The definition of the Community center land use in City’s Land Development Code includes buildings that are used for purposes of recreation. The applicant proposes to develop a 16,100 square foot indoor athletic facility as well as an outdoor soccer field. Foothills intends to host sporting events that are school related, but also partner with other outside organizations for recreational play at various levels from youth to adult competition. Larger events, such as tournaments, are expected to be held 2-4 times a year. These events would have an attendance of around 500 spectators, and would utilize the proposed on-site parking lot in addition to the existing parking lot of the church. Most events will occur on weekday evenings or on weekends.

The 4.25 acre property was originally part of the Valley Community Bible Church located to the north, which was annexed in 2008. At that time, the property was also assigned R-3 zoning. The use of a worship facility was approved through a Conditional Use Permit, which ran concurrently with the annexation request. This application for a Community center/athletic facility is following the same Conditional Use Permit process. The 4.25 acre site was created by Valley Community Bible Church through a boundary line adjustment which was recorded at the Cascade County Clerk and Recorder on October 12, 2021.

To the west of the subject property is the Burlington Northern Santa Fe Railroad which is not within City limits. To the south is a vacant parcel within the County that has Suburban Residential zoning. To the east are existing single-family residences within the City limits across Flood Road. These residential lots are zoned R-3, Single-family High Density.

As part of the Conditional Use Permit, Foothills Christian School is requesting an exemption from the signage requirements for residential zoning districts. The provisions related to on-premise signs for residential districts are listed within *OCCGF §17.60.4.010 – Residential districts*. Instead, Foothills has requested that on-premise signage be reviewed under the provisions of *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts*. Staff concludes that the request is appropriate and has noted the allowance in Condition of Approval #4.

The basis of decision for a Conditional Use Permit is listed in *OCCGF §17.16.36.040*. The Zoning Commission's recommendation and the City Commission's decision to approve, conditionally approve, or deny an application shall be based on whether the application, staff report, public hearing, and additional information demonstrates that the criteria which are attached as *Basis of Decision* have been met. Notice of this Public Hearing was published in the *Great Falls Tribune* on December 12, 2021. Notice was additionally mailed to all property owners within 150 feet of the subject property, and a sign is posted on the property.

As of the submission of this report, staff has received comment from two nearby residents. A concern of traffic safety was raised by both residents. One resident voiced concern due to the lack of a turn lane or other traffic controls on this narrow section of Flood Road. Another voiced concern of the rate-of-speed and driver behavior through this section of roadway. Although it is acknowledged that Flood Road will likely see substantial improvements at an unknown future date, the resident stated a need for traffic control in the short-term to improve traffic safety.

### **Improvements:**

Site improvements will include a new access drive from Flood Road across from the Derby Drive intersection to serve the interior circulation and off-street parking of the development. The applicant is proposing to construct 95 new parking spaces dedicated to the proposed development with cross-access to the existing 116 existing parking spaces which were constructed for the adjacent church. The applicant will be required to formalize an access and shared parking agreement with the church, which will be filed at the Cascade County Clerk and Recorder. This requirement is listed as Condition #8 in the agenda report.

City Staff concludes that the proposed parking arrangement will provide adequate capacity for day-to-day recreation activities, while also providing for overflow parking for larger events that are held less frequently. In discussions with the applicant, these larger tournament events would happen 2-4 times per year. Additionally, staff identified the need for a safe pedestrian connection into the existing neighborhood to the east of the subject property. This crossing should be located at the intersection of either Derby Drive or Dixie Lane and Flood Road to account for residents of the existing neighborhood who may want to access the facility. This requirement is identified as Condition of Approval #5.

This development will require additional site improvements in conformance with the standards of the City Land Development Code and Public Works Design Standards. Improvements to Flood Road have been deferred until the City deems necessary. These future improvements were specified within the annexation agreement for the property in 2008. This would include establishment of curb, gutter,



sidewalks, and boulevard landscaping along Flood Road. This is why staff advised the applicant to set the location of the parking area further away from Flood Road.

Currently, the Average Daily Trips (ADT) for Flood Road are relatively low; 1650 trips were counted in 2020 near the intersection of Flood Road and 45<sup>th</sup> Avenue SW. This is a very manageable number, even for a narrow two-lane roadway. Based on data contained in the Institute for Transportation Engineers (ITE) Trip Generation Manual, the proposed community center/athletic facility is projected to add a little over 500 additional trips along Flood Road. During afternoon/evening traffic peak hours, approximately 44 vehicles would be entering and exiting the facility along Flood Road. While the total amount of traffic will still be manageable, the traffic safety at the project's intersection with Flood Road should be monitored.

Additionally, water and sewer mains are located adjacent to the property, which will allow the applicant to install service connections. There is no storm water infrastructure in the immediate area, which will mean development of the project will require the applicant to install storm water detention in the southwest portion of the property. The location of this detention area will most likely occur in or near the proposed outdoor soccer field.

**Phasing:**

Conditional uses require the applicant to execute development activity within one year of approval. Because the applicant will be fund raising for the project, the timing of construction has been identified as an issue to be resolved. The applicant has indicated that the soccer field portion of the development can be executed by the fall of this year. Because there will be parking from the church that will be legalized through a shared access and parking agreement, staff is satisfied with this level of development for the first year.

**Neighborhood Council Input:**

The subject property is located within Neighborhood Council #1. Information related to the project was presented to the Council at their regularly scheduled December 14, 2021, meeting. The Council voted unanimously to recommend approval of the project.

**Fiscal Impact:**

Approval of the Conditional Use Permit would have no adverse fiscal impacts upon the City of Great Falls. This development will connect to existing water and sewer utility mains and the property is already served by City Police and Fire. New water and sewer services will be required, and the cost of the connection improvements will be borne by the applicant.

**Alternatives:**

The City Commission could decline to set the public hearing for Resolution 10440 for the Conditional Use Permit. Due process normally requires that the City Commission schedule public hearings to hear requests of this type.

**Concurrences:**

Representatives from the City's Public Works, Fire/Rescue, and Building Departments have reviewed the proposal and have no objections to the issuance of the Conditional Use Permit.

**Attachments/Exhibits:**

- Resolution 10440
- Basis of Decision

- Aerial Map
- Zoning Map
- Project Narrative
- Preliminary Site Plan & Renderings

RESOLUTION 10440

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A “COMMUNITY CENTER” LAND USE IN THE R-3 SIGNLE-FAMILY HIGH DENSITY ZONING DISTRICT UPON A PARCEL OF LAND LEGALLY DESCRIBED AS BLOCK 15A OF THE SECOND AMENDED PLAT OF TRACT 3 OF BLOCK 14 AND BLOCK 15, BELVIEW PALISADE ADDITION TO THE CITY OF GREAT FALLS, SE 1/4 NW 1/4 SECTION 22, T20N, R4E, P.M.M., CASCADE COUNTY, MONTANA.

\* \* \* \* \*

WHEREAS, Foothills Community Christian School has petitioned the City of Great Falls to approve a Conditional Use Permit to allow for the establishment of a “Community center” land use upon the property legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4 Section 22, T20N, R4E, P.M.M., Cascade County, Montana (subject property); and,

WHEREAS, the subject property is presently zoned R-3 Single-family High Density, wherein a "Community center" land use is permitted upon receiving approval of a Conditional Use Permit; and,

WHEREAS, the proposed Conditional Use Permit for the establishment of a “Community center” land use upon the subject property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF) Section 17.16.36.040; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on December 28, 2021, to consider said Conditional Use Permit application and, at the conclusion of said hearing, passed a motion recommending a Conditional Use Permit for a “Community center” land use be granted by the City Commission for the subject property, subject to the following conditions:

CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT

- 1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such

proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

2. **Non-establishment:** The conditional use permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **Sign Code:** The proposed project shall be consistent with codes within *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts* rather than *OCCGF §17.60.4.010 – Residential districts*.
5. **Pedestrian Crossing:** The applicant shall design and install a pedestrian crossing across Flood Road to the existing neighborhood to the east. These improvements shall comply with the standards of the City Land Development Code and Public Works Design Standards.
6. **General Code Compliance:** With exception to Condition of Approval #4 above, the proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
7. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.
8. **Shared Parking Agreement:** The applicant shall formalize an access and shared parking agreement with Valley Community Bible Church, which shall be filed at the Cascade County Clerk and Recorder.

WHEREAS, the City Commission having allowed for proper public notice, conducted a public hearing to consider said application, and considered the comments and recommendations made by the Zoning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

That a Conditional Use Permit be granted for a “Community center” land use at the property legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4

Section 22, T20N, R4E, P.M.M., Cascade County, Montana, conditioned upon the owner complying with the conditions listed herein; and,

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that, pursuant to the Official Code of the City of Great Falls (OOCGF) 17.16.36.090, the permit shall be considered a covenant that runs with the land and shall be binding on all subsequent property owners. Additionally, pursuant to OOCGF 17.16.36.100, the Conditional Use Permit shall expire two (2) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion. If the Conditional Use is established, but ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective from and after the date of the filing of said document in the office of the Cascade County Clerk and Recorder.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on February 15, 2022.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Jeffrey Hindoien, City Attorney

## CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting the approval of a Conditional Use Permit (CUP) for a “Community center” land use to develop an athletic facility within the R-3 zoning district for the property addressed as 3400 Flood Road and legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4 Section 22, T20N, R4E, P.M.M., Cascade County, Montana.

**1. The zoning and conditional use is consistent with the City’s Growth Policy and applicable neighborhood plans, if any.**

The proposed conditional use for the subject property is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The proposed project specifically supports the following Goals and Policy from the Social and Physical portions of the Growth Policy:

- Social Policy 1.3.3 – Partner with other governmental and non-governmental entities to coordinate improvement projects, promote joint uses, avoid duplication, and maximize the public benefit of facilities and services.
- Physical Policy 4.1.2 – Expand neighborhood commercial uses where appropriate.
- Physical Policy 4.1.5 – Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City’s existing infrastructure.

**2. The establishment, maintenance or operation of the zoning and conditional use will not be detrimental to, or endanger the health, safety, morals comfort or general welfare.**

The establishment, maintenance or operation of the proposed conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare of the community. The existing church to the north was annexed and zoned for similar purposes of general assembly. The proposed development will be similar in terms of impacts and will fit safety into the context of the surrounding area. In addition, the applicants have expressed interest in partnering with community organizations for use of the facility for recreational competition. This community partnership will benefit the citizens of the neighborhood and City as a whole by creating another opportunity for indoor gym recreation through the community partnerships.

**3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted. Although the property is zoned for single-family residential, the subject property is located upon Flood Road which is classified as a collector roadway with anticipated upgrades to be done at a future date. This classification of roadway will allow for appropriate ingress/egress to and from the site without negative impacts to the adjacent neighborhood. In addition, the City is requiring the construction of a pedestrian crossing to connect this development to the existing neighborhood. It is not anticipated that this project would diminish and impair property values within the neighborhood, but rather would increase the tax base of the City.

**4. The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The proposed project will not impede the normal and orderly development and improvement of surrounding properties. An existing church is located to the north, an existing Burlington Northern Santa Fe Railroad is located to the west, a vacant County lot zoned SR1 is located to the south, and existing single-family residences zoned R-3 are located to the east across Flood Road. The proposed conditional use will not negatively impact the future development options for the vacant land to the south, nor any of the existing uses. The location of the project adjacent to the railroad creates no option for access to and from the west, which is less than ideal for residential development that would require an internal residential street network. For these reasons this proposal fits well onto the subject property and within the context of the surrounding properties.

**5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.**

Utilities, access roads, drainage and other necessary facilities currently exist in the vicinity of the subject property. City water and sewer mains are currently within the right-of-way of Flood Road. The applicant will be required to connect to these existing facilities. Existing access is located via Flood Road to the east, which will serve as the public access point for circulation throughout the site. The proposed development will be required to meet the Public Works Department's storm water quantity and the Environmental Division water quality requirements.

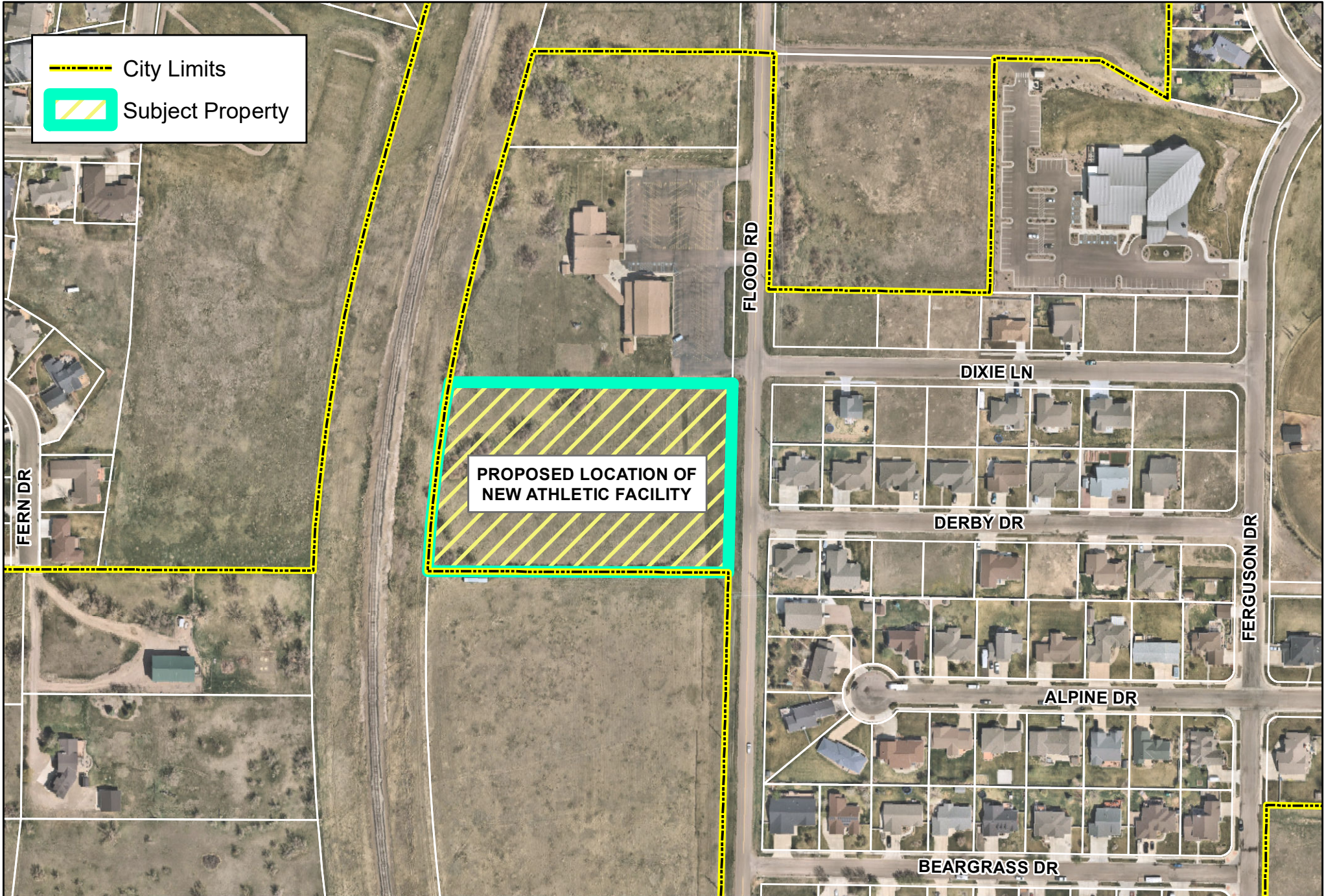
**6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

As part of the required site improvements, access points will be restricted to the site from the intersections of Dixie Lane and Derby Lane. Aligning access points with these existing roadways will increase safety, minimize traffic congestion and make vehicular ingress/egress more predictable. The City is also requiring the construction of a pedestrian crossing to connect this development to the existing neighborhood. All access driveways, interior circulation and parking will be required to conform to current City standards.

**7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.**

The proposed conditional use will conform to all applicable regulations of the *Title 17 - Land Development Code* with the exception of one requested deviation from the requirements of *Title 17, Chapter 60 – Sign code* by the applicant. Foothills has requested on-premise signage be reviewed under the provisions of *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts* rather than *OCCGF §17.60.4.010 – Residential districts*. Staff concludes the request is appropriate for the context of this project as the land use is better aligned with Public lands and institutional than residential and the provisions of the requested code fit the nature and scale of the project.

# Location Map

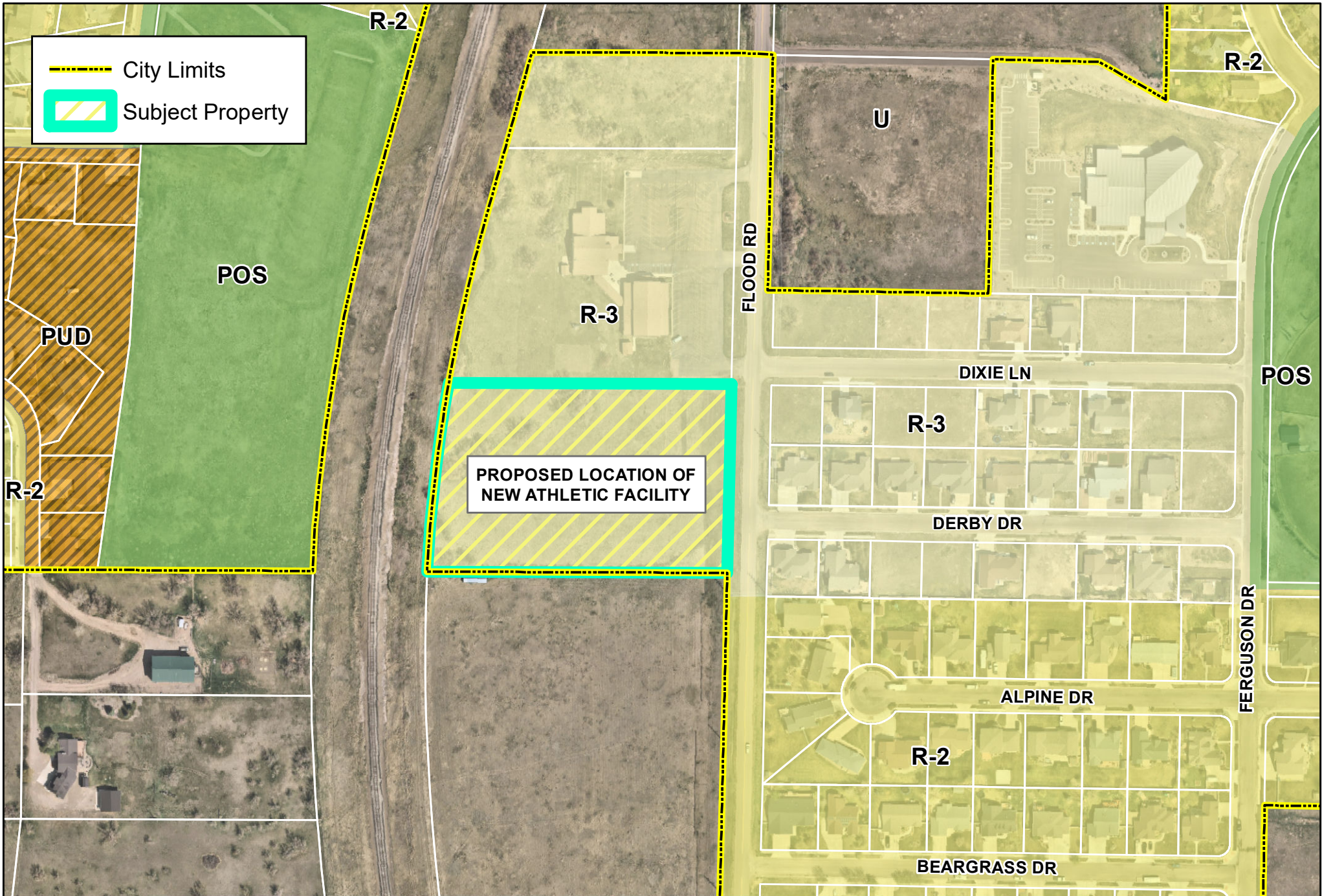


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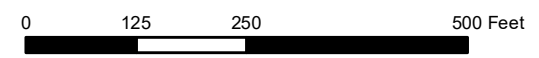


# Zoning Map



--- City Limits  
▨ Subject Property

PROPOSED LOCATION OF  
NEW ATHLETIC FACILITY



# Foothills Community Christian School

2210 5<sup>th</sup> Avenue North • Great Falls, Montana 59401 • (406) 452-5276  
 advancement@foothillschristian.org • www.foothillschristian.org

## Falcons Take Flight

Foothills Community Christian School is requesting a conditional use permit for the property located near the Bridge Church at 3400 Flood Road. The conditional use permit is required for the requested use of a community center within the R3 zoning district.

Foothills is excited to partner with our community to expand our facility and opportunities with the construction of a 16,000-foot athletic facility and a soccer field.

In addition to the case support for why the school is exploring this new facility and the need for the facility itself is included with this document. In order to facilitate discussion about our project, we want to expand more on what this project will provide and the impact it may have on the neighborhood. The following information is intended to further explain our rationale for the requested conditional use permit.

### Activities

- Primary activities will be gymnasium related – volleyball, basketball at Elementary, Middle, and High School level (school related) as well as potential community opportunities for recreational play at various levels from youth to adult.
- Other court-based sports such as pickleball, could be held in the facility
- The outdoor area will be used primarily for high school soccer in the fall but could also be used for other club sports such as Lacrosse. The field size would accommodate football games but does not provide seating for large competitive football events.
- Tournaments will also be held from time to time. High school tournaments would be on weekends primarily and not usually more often than once a quarter.
- Large scale tournaments that would have attendance of more than 500 on average, would be held 2-4 times a year.
- Outside of athletic events, the facility will be available for use for community groups for fundraising opportunities or similar group meetings.
  - No kitchen facilities are included at this time other than basic concessions for standard athletic events.
- Other general outdoor recreation could take place on the athletic field and possibly outdoor events such as graduations and group gatherings.



*Assisting parents in providing a Christ-centered education that values  
 Exceptional academics, strong moral character, and service to others*



# Foothills Community Christian School

2210 5<sup>th</sup> Avenue North • Great Falls, Montana 59401 • (406) 452-5276  
 advancement@foothillschristian.org • www.foothillschristian.org

## Times of Use

- Since the location is in conjunction with Foothills Community Christian School, primary use of the facility will be weekdays after school until early evening – generally 3:30p-8:00pm.
- Weekend use will be primarily on Saturdays for morning games and activities and may also include some evenings.
- Use of the location on Sundays will be limited to special tournaments and organizers who rent the facility and those are anticipated to be infrequent.
- During evening events, it is anticipated that activity will be completed by 10pm on weekends and should rarely, if ever, extend beyond 11pm.
- Summer use and hours may vary based on any groups or events taking place but usually not before 8am and not extending later than the 8pm time frame consistent with the rest of the year.

## Traffic and Neighborhood Impact

- While the facility will seat approximately 1200 guests, the events that bring in that number will be limited and not likely exceed one per quarter.
- General events will more often draw 250-500 attendees and most of these will be early evening hours.
- Since the facility is a gym, noise should be minimal to the surrounding area and neighborhoods.

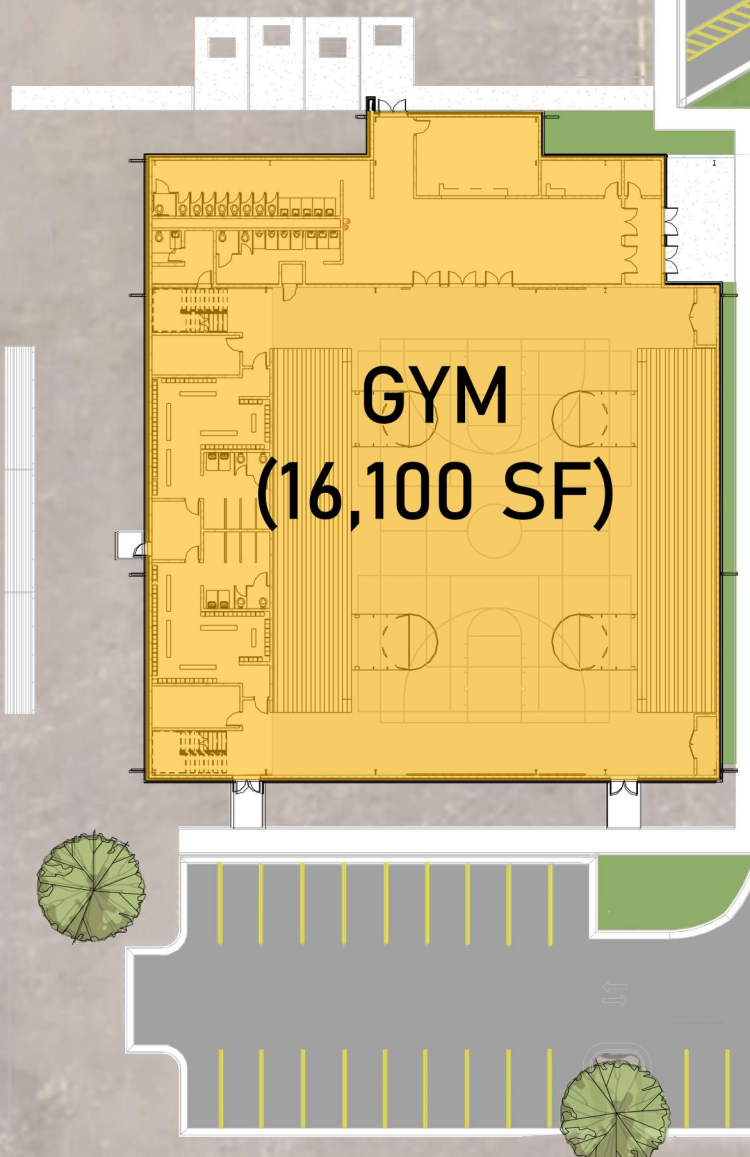
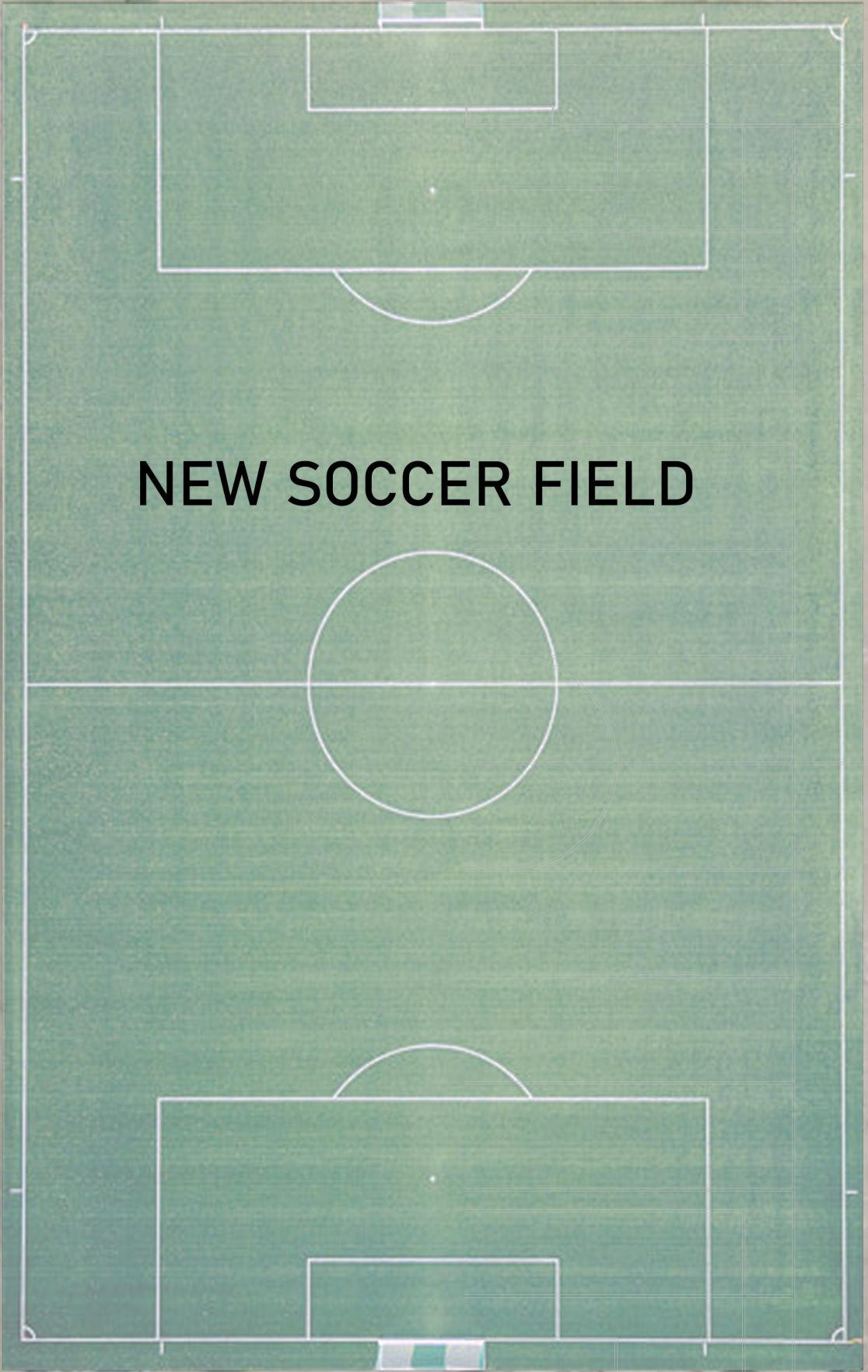
## Other considerations

- As part of the Conditional Use Permit, we also request an exemption from the signage requirements for the existing residential zoning. We ask that school representatives work with City Planning Officials regarding signage for the facility that is reasonable for its intended use. Signage needs for the venue will include a large school logo on the building (see rendering), an electronic marquee to promote events, games, and community information, as well as the school signage already located on the property to identify its ownership.



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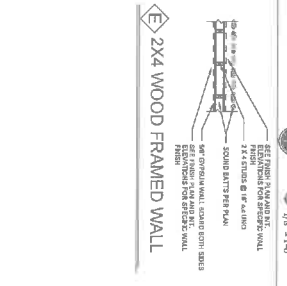
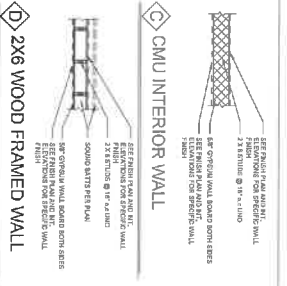
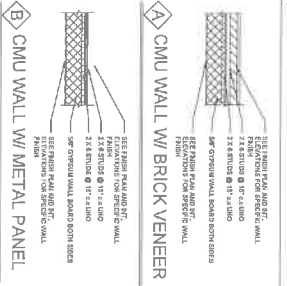
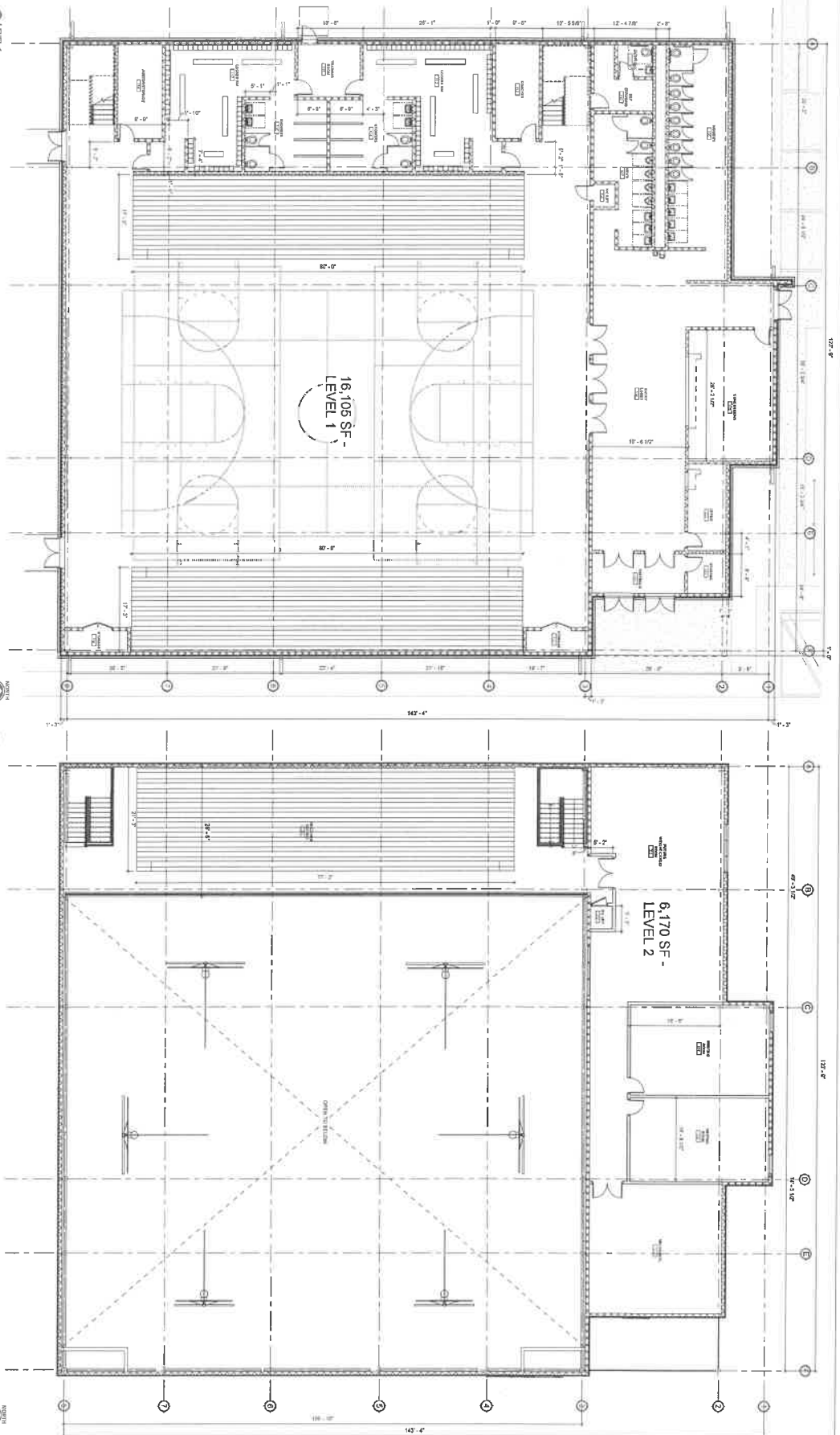




FLOOD RD

DIXIE LN

DERBY DR



**GENERAL WALL TYPES NOTES:**

1. FINISHES SHALL BE AS SHOWN ON FINISH PLAN AND ITC. FINISHES FOR SPECIFIC WALL.
2. WALLS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2015 INTERNATIONAL BUILDING CODE (IBC) AND THE 2015 INTERNATIONAL RESIDENTIAL CODE (IRC).
3. WALLS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2015 INTERNATIONAL BUILDING CODE (IBC) AND THE 2015 INTERNATIONAL RESIDENTIAL CODE (IRC).
4. WALLS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2015 INTERNATIONAL BUILDING CODE (IBC) AND THE 2015 INTERNATIONAL RESIDENTIAL CODE (IRC).

**FOOTHILLS CHRISTIAN GYMNASIUM**  
Project Line 2

FLOOR PLAN

**ARCHITECTURE**  
www.lpuarchitect.com  
PHONE: 408.718.7870  
OFFICE: 1101 S. 1ST ST., SUITE 100  
SANTA ANA, CA 92701

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

**LPU**

DATE: 08-08-2018  
DRAWING NO: 00-000  
SHEET NO: A1.1





LPW  
ARCHITECTURE







Commission Meeting Date: January 18, 2022  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Resolution No. 10436 Revising Fee Schedule for Great Falls Fire Rescue  
 Superseding Resolution 10311

**From:** Mike McIntosh, Fire Marshal

**Initiated By:** Mike McIntosh, Fire Marshal

**Presented By:** Jeremy Jones, Fire Chief

**Action Requested:** Conduct public hearing and adopt Resolution 10436.

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**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10436.”

2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:** Staff recommends that the City Commission adopt Resolution 10436.

**Summary:** At the June 15, 2021 Commission Work Session, Great Falls Fire Rescue (GFFR) presented information to the Commission on the need to adjust GFFR’s fee schedule in regard to repeated fire code violations. Under the current fee schedule, GFFR receives funds from the issuance and renewal of Safety Inspection Certificates (SIC). Per 5.2.010 of Title 5 of the City of Great Falls, every business, in a building or office, in the jurisdictional limits of the City of Great Falls shall be required to obtain a Safety Inspection Certificate. As part of the SIC Program, GFFR performs safety inspections for roughly 3000 businesses annually.

When GFFR staff finds fire code violation/violations, staff works with the responsible party for the business to ensure that the fire code violation/violations is corrected. GFFR staff will give the business a reasonable amount of time to correct the fire code violation/violations. GFFR staff will then schedule a date for a reinspection of the business to check on the status of the fire code violation. In most instances, the majority of businesses will have the fire code violation corrected on or before the date of GFFR’s reinspection. However, there are those businesses who do not address and correct the code violations in a timely manner, requiring multiple visits from GFFR staff.

After GFFR staff has made multiple reinspections, and no headway is being made to correct the fire code violation, GFFR staff will turn the matter over to the City Attorney's Office to pursue judicial enforcement under OCCGF 15.09.050 (misdemeanor punishable by up to six (6) months jail, fine up to \$500, or both).

GFFR currently is not reimbursed or nor charges any fees for the staff time expended in making repeated attempts to secure compliance with the City code by getting fire code violations addressed and corrected.

GFFR has researched multiple jurisdictions across the state, region and country and found that the majority of these jurisdictions charge fees for fire inspections.

In the June 15, 2021 meeting, the Commission was presented with the following proposed fee structure for fire inspections:

- First inspection is covered by the cost of the issuance or renewal of the SIC
- First reinspection is covered by the cost of the issuance or renewal of the SIC
- Second reinspection is a \$200 fee charged by GFFR
- Third reinspection is a \$300 fee charged by GFFR
- Fourth reinspection, if fire code violation is not corrected, the business is turned over to the City Attorney's Office to pursue the language of 15.9.050 of the City Code

From the presentation made to the Commission on June 15, 2021, GFFR was granted the ability to move forward towards the adoption of the proposed fire code fees. At its January 4, 2022 meeting, the City Commission set Resolution 10436 for public hearing on January 18, 2022.

**Background:** Under the current fire inspection process, the FPB will conduct an annual safety inspection for a business. During this inspection, if a fire code violation is found, the violation is noted on the inspection form and the responsible person for the business is allotted a reasonable amount of time to correct the fire code violation (on average this is 30 days).

The FPB staff member conducting the inspection will then schedule a time for a re-inspection to occur. Given the allotted time to correct the violation/violations, the FPB staff member will then conduct a re-inspection. If the violation is not corrected during this reinspection, a second re-inspection will be scheduled (on average another 30 days will be granted).

A third re-inspection will be scheduled and conducted by FPB staff. On this re-inspection, if the violation/violations are not corrected, another re-inspection is scheduled (on average this is a 15-day timeline).

On the fourth re-inspection, if the violation is not corrected, past practice is the FPB staff member will draft an official letter coming from the FPB giving the business 15 days to comply with the correction of the fire code violation/violations. If these violations are not corrected, the matter will be referred to the City Attorney's Office.

When the fire code violation/violations are referred to the City Attorney's Office for judicial enforcement, another 15 days to correct the fire code violation/violations are granted. Once this 15-day timeline expires, the business will then be subject to a judicial enforcement proceeding in Municipal Court.

From the date of the first notification of the fire code violation/violations, the process to correct the fire code violation/violations could take upwards to 6 months or more.

**Fiscal Impact:** The fiscal impact of the collection of fire code violation fees for repeat reinspections will help offset the staff time expended by the FPB when attempting gain compliance with the fire code. The collection of fees for inspections in the context of repeated fire code violation/violations will also increase code compliance within the city as there would be a greater fiscal consequence for businesses that do not comply in a timely manner with the required correction of fire code violations.

**Alternatives:** If the change to the fire code fee schedule is not implemented, the FPB will continue to have to operate with an inspection system that requires the FPB to spend an exorbitant amount of staff time trying to obtain secure compliance with the City's code. By not implementing this change to the fire code fee schedule, businesses that do not address fire code violations in a timely manner face no consequence for their non-compliant conduct unless and until a judicial enforcement proceeding is commenced in Municipal Court.

**Concurrences:**

Planning and Community Development  
Great Falls Police Department  
City Attorney's Office  
City Manager's Office

**Attachments/Exhibits:**

Resolution 10436  
Draft of the Standard Operating Guide  
City of Redmond Fire Department Fees  
City of Durham Fire Department Permits and Fees  
City of Cedar Rapids Fire Permits and Fees  
City of Dickinson Fee Schedule

**RESOLUTION 10436**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, REVISING THE FEE SCHEDULE FOR GREAT FALLS FIRE RESCUE (GFFR) AND SUPERSEDING RESOLUTION 10311**

**WHEREAS**, the Great Falls City Commission adopted Resolution 10311 on August 6, 2019, setting forth fees for services provided by Great Falls Fire Rescue (GFFR); and

**WHEREAS**, providing ancillary services or special circumstances are beyond the scope of those services covered by typical emergency work; and

**WHEREAS**, pressing issues facing GFFR include compliance of the annual Safety Inspection Certificate (SIC) program, repeated re-inspections on deficient life safety systems found during annual service requirements, and repeated false activation of fire alarm systems; and

**WHEREAS**, after the issuance of SICs, GFFR conducts life safety inspections. Inspections and all subsequent re-inspections require multiple visits to businesses to gain code compliance, man hours drafting compliance letters in conjunction with the City Attorney’s Office after repeated non-compliance of annual inspections, that results in a drawn out process to gain overall compliance of the SIC program to ensure that commercial buildings in Great Falls are safe; and

**WHEREAS**, service reports of annual inspections of life safety systems are submitted through the City’s online reporting vendor. When systems are found to be deficient, GFFR shall follow up on these deficiencies. GFFR may have to make multiple re-inspections to gain compliance. This process follows the same process as the SIC inspections; and

**WHEREAS**, false alarm calls cause expenditures of time, staff and other resources that are already limited. The current code authorizes the imposition of fines or penalties for inadvertent false alarms relating to unauthorized entry (burglar alarms), and should be extended to repeated activation of fire alarm systems; and

**WHEREAS**, GFFR presented at the June 15, 2021 work session and the Commission subsequently adopted Ordinances pertaining to Safety Inspection Certificates and False Alarms.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:**

- 1) Resolution 10311 is superseded by these terms.
- 2) Great Falls Fire Rescue service fees are set forth as follows:

**Great Fall Fire Rescue (GFFR) Fee Schedule**

**REPORTS:**

Incident Reports	\$11.00
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Fire Investigation Report & Photos – BY SUBPOENA ONLY \$100  
Single page copies \$0.25/page

**FIRE INSPECTION FEES:**

First Inspection Covered by SIC  
1<sup>st</sup> Re-Inspection Covered by SIC  
2<sup>nd</sup> Re-Inspection \$200.00  
3<sup>rd</sup> Re-Inspection \$300.00  
4<sup>th</sup> Re-Inspection see OCCGF  
§ 15.9.050

**FALSE ALARM FEE:**

3<sup>rd</sup> False Activation in a 365-day time period \$100.00

**FACILITIES (daily rates):**

Training Center classroom (*includes audio/visual equip*) \$121 per day  
Training Center facility (*includes Tower, Roof/Burn Props*)\* \$286 per day  
*\*Note: Burn prop requires GFFR supervision*

**APPARATUS (hourly rates – personnel costs not included):**

1 ALS Rescue Engine \$224 per hour  
1 Fire Engine \$188 per hour  
1 Aerial Apparatus 100 foot Pierce Platform \$335 per hour  
1 Command Vehicle \$120 per hour  
1 Rescue Vehicle \$120 per hour  
1 Hazmat Trailer w/equip \$142 per hour  
Hazmat supplies/tools cost + 20%

**SERVICES OTHER:**

CPR Training Class \$35 per student  
Fire Water Line Flush \$100 each

**PERSONNEL (regular hourly rates at cost to City):**

Current

1 Management Current salary plus benefits  
1 Command Officer Current salary plus benefits  
1 Company Officer Current salary plus benefits  
1 Firefighter Current salary plus benefits

*\*Overtime hours will be calculated at the rate of 1.5 times regular rate*

**EQUIPMENT:**

Ladder testing (per ladder) \$77  
Hose repair (per length) \$19  
Repair parts cost + 20%

**CASCADE SYSTEM – BREATHING AIR:**

30 / 60 min bottle filling with NFPA certified Air \$24 per cylinder

*Note: All rates are invoiced at a minimum of 1 hour and rounded to the nearest half hour.*

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA** that these fees shall become effective upon adoption. Great Falls Fire Rescue shall post the fee schedule on the GFFR webpage of the City’s website.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, this 18<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Jeffrey M. Hindoiem, City Attorney



## GREAT FALLS FIRE RESCUE Standard Operating Guide

SECTION: Fire Prevention	GUIDE NUMBER: FP-004
SUBJECT: Fire Inspections and Fire Inspection Fee's	EFFECTIVE DATE: REVISION DATE:

### SCOPE

This guide identifies the best practices and procedures used by Great Falls Fire Rescue (GFFR) when it comes to performing fire inspections and the charging of fire inspection fees for non-compliance with the International Fire Code and referenced NFPA Standards.

### PURPOSE

This guideline is intended to provide uniform application for compliance to violations of the International Fire Code and the referenced NFPA Standards.

### POLICY

In accordance with the city code of the City of Great Falls, the International Fire Code, and referenced NFPA standards, GFFR has recognized the following guide to establish compliance of all applicable codes and standards.

If during the inspection of a building, or structure, or any building system, in whole or part:

1. Conditions found constitute a clear and immediate threat to human life, safety, or health an immediate order of correction shall be issued.
2. Conditions found in violation of the International Fire Code and/or referenced NFPA standards, a written notice for compliance shall be issued. This written notice can be made on the GFFR Inspection Form, or it can be issued as a direct written letter. All written notice of violations shall be kept on GFFR's document reporting system.

A written notice of violation shall include the following information:

- A description of the condition deemed unsafe. Photographs of the violation shall be taken when applicable and attached to the written notice.
- Citation of the applicable International Fire Code or NFPA standard violated.
- List a timeframe for the violation to be corrected.

The timeframe for correction of the violations shall be determined to the *Fire Code Official*; however, reasonable accommodation shall be given for the violation to be corrected, unless the violation is an imminent threat to human life, safety or health. If the violation is an imminent threat to human life, safety, or health, then the *Fire Code Official* can require immediate action taken to correct the violation.

The GFFR Fire Prevention Bureau will conduct life safety inspections for the businesses within the jurisdiction of the City of Great Falls. These life safety inspections are conducted as part of the City of Great Falls Safety Inspection Certificate Program (Title 5 of the City of Great Falls).

The following fee schedule will be applied for life safety inspections:

- First inspection is at no cost as the fee is covered by the cost of the Safety Inspection Certificate.
- If a violation or violations are found, a second inspection will be conducted at no cost.
- If a third inspection is required and the violations have not been corrected at that time, a \$200 fee can be assessed.
- If a fourth inspection is required and the violations have not been corrected at that time, a \$300 fee can be assessed.
- If a fifth inspection is required and the violations have not been corrected at that time, the business will be referred to the City Attorney's office to proceed forward with 15.9.050 Violation-penalty of the city code.

Per Ordinance 3237 of the City of Great Falls, Inspection, Testing and Maintenance reports for life safety systems shall be submitted through the cities online reporting vendor. If life safety systems are found to be deficient, these systems will fall under the same fee schedule as the life safety inspections:

- First notice of deficiencies, no fee charged.
- First, follow up on deficiencies, no fee charged.
- Second, follow up on deficiencies, if deficiencies are not corrected, a \$200 fee can be assessed.
- Third, follow up on deficiencies, if deficiencies are not corrected, a \$300 fee can be assessed.
- Fourth, follow up on deficiencies, if deficiencies are not corrected, the business will be turned over to the City Attorney's office to proceed forward with 15.9.060 Violation-penalty of the city code.

The *Fire Code Official* has the ability to develop a plan of correction with the business after the annual inspection or the Inspection, Testing and Maintenance process has been implemented. If the annual inspection or the Inspection, Testing and Maintenance process identifies necessary corrections, compliance timeframes will be set forth in a plan of correction. The *Fire Code Official* may amend the plan of correction timeframes if the business was unable to meet requirements due to unforeseen circumstances, valid project delays, or other reasons deemed reasonable by the *Fire Code Official*. In the event the business disregarded the plan of correction and made no effort to become compliant, the *Fire Code Official* may proceed with the appropriate administrative penalties as outlined by this SOG.

Appeals may be submitted in writing, to the city Board of Appeals (Chapter 9 of the City Code of the City of Great Falls).



**FIRE DEPARTMENT FEES  
City of Redmond**

Section	Contents
A	Building Permit Fees
B	Fire Alarm System Installation Permit Fees
C	Fire Sprinkler System Installation Permit Fees
D	Fixed Suppression System Installation Permit Fees
E	Penalties, Overtime Rates and Other Fees
F	Administrative and Suppression Fees
G	Fire Code Operational Permits
G-1	Annual Fire Code Operational Permits
G-2	Single-Use Fire Code Operational Permits
H	Fire Code Construction Permits

**A. Building Permit Fees**

<b>Commercial</b>	Exterior alteration, tenant improvement
<b>Mixed Use</b>	Exterior alteration, residential remodel, tenant improvement
<b>Multi-Family</b>	Exterior alteration, remodel
<b>Green Commercial</b>	Tenant improvement
<b>Green Mixed-Use</b>	Residential remodel, tenant improvement
<b>Green Multi-Family</b>	Remodel

Construction Value	Fee*
≤ \$100,000	\$459.45
\$100,000.01 - \$499,999.99	\$968.72
\$500,000.00 - \$2,500,000.00	\$1,855.55
\$2,500,000.01 - \$15,000,000	\$4,389.35
> \$15,000,000	\$6,492.45
Expedited	\$335.28

<b>Commercial</b>	New
<b>Mixed Use</b>	New
<b>Green Commercial</b>	New
<b>Green Mixed Use</b>	New

Construction Value	Fee*
≤ \$1,000,000	\$1,450.12
\$1,000,000.01 - \$2,500,000.00	\$3,426.47
\$2,500,000.01 - \$15,000,000	\$4,389.35
> \$15,000,000	\$6,492.45

<b>Change of Occupancy</b>	To Multi-Family
<b>Multi-Family</b>	New
<b>Green Multi-Family</b>	New

Construction Value	Fee*
≤ \$750,000	\$1,450.12
\$750,000.01 - \$2,500,000	\$3,426.47
\$2,500,000.01 - \$15,000,000	\$4,389.35
> \$15,000,000	\$6,492.45

<b>Change of Occupancy</b>	To Commercial
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Construction Value	Fee*
≤ \$100,000	\$436.64
\$100,000.01 - \$1,000,000	\$1,298.18
\$1,000,000.01 - \$2,500,000	\$3,426.47
\$2,500,000.01 - \$15,000,000	\$4,389.35
> \$15,000,000	\$6,492.45

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

**FIRE DEPARTMENT FEES  
City of Redmond**

**A. Building Permit Fees (Continued)**

All fees will be assessed at permit submittal. Valuation is rounded to the nearest cent.

<b>Commercial</b>	Addition, garage, accessory structure
<b>Multi-Family</b>	Addition, garage, accessory structure
<b>Mixed Use</b>	Addition, garage, accessory structure
<b>Green Commercial</b>	Addition
<b>Green Multi-Family</b>	Addition
<b>Green Mixed Use</b>	Addition

Construction Value	Fee*
≤ \$100,000	\$459.45
\$100,000.01 - \$499,999.99	\$968.72
\$500,000.00 - \$2,500,000.00	\$1,855.55
\$2,500,000.01 - \$15,000,000.00	\$4,389.35
> \$15,000,000	\$6,492.45

<b>Residential</b>	Accessory Structure, addition, deck, manufactured home, new, remodel
<b>Green Residential</b>	New

Construction Value	Fee*
Any Value	\$202.72

<b>Change to Occupancy</b>	To residential
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Construction Value	Fee*
Any value	\$630.93

**Other Fees**

Permit Type (Applicable Work Classes)	Fee*
Awning (signage, no signage)	\$225.50
Commercial (portable, modular)	\$326.85
Demolition	\$225.50
Dock	\$233.23
Rack storage	\$326.85
Solar panel (photovoltaic)	\$326.85
Stormwater vault	\$225.50
Swimming pool (commercial, mixed use, multi-family)	\$225.50
Tank	\$326.85
Wireless communications facility (new, addition)	\$225.50
Additional plan reviews (per hour minimum)	\$190.19
Miscellaneous requests (per hour minimum)	\$190.19

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

**FIRE DEPARTMENT FEES**  
**City of Redmond**

**B. Fire Alarm System Installation Permit Fees**

All fees will be assessed at permit submittal

**New System**

<i>Number of Alarm Devices</i>	<u><b>Fee:*</b></u>
1-25	\$732.27
26-100	\$1,292.24
>100	\$1,335.59 + \$4.29 for each device over 100

**System Modification**

<i>Number of Alarm Devices</i>	<u><b>Fee:*</b></u>
1-5	\$377.54
6-10	\$478.90
11-20	\$529.57
21-40	\$732.27
41-100	\$1,292.24
> 100	\$1,657.68 + \$3.65 for each device over 100

In addition to the device fees shown above, the following charges apply:

<i>Device(s)</i>	<u><b>Fee:*</b></u>
Fire Alarm Control Panel (FACP)	\$407.95
Transmitter	\$357.27
Both an FACP and Transmitter	\$712.01
Power Sub-Panel	\$174.83

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

**FIRE DEPARTMENT FEES**  
**City of Redmond**

**C. Fire Sprinkler System Installation Permit Fees**

All fees will be assessed at permit submittal

**NFPA 13 System, New System**

<i>Number of Heads or Devices</i>	<b><u>Fee:*</u></b>
1-50	\$907.11
51-100	\$1,342.92
> 100	\$1,388.20 + \$4.48 for each device over 100
Water supply <sup>+</sup> , each	\$101.35
Fire pump, each	\$1,087.03
Standpipe <sup>++</sup> , each	\$1,289.75

**NFPA 13 System, System Modifications (Including Quick Start)**

<i>Number of Heads or Devices</i>	<b><u>Fee:*</u></b>
1-20	\$428.21
21-40	\$805.75
41-100	\$907.11
> 100	\$929.77 + \$2.28 for each device over 100

**NFPA 13D systems (Single Family Residential)**

<i>Number of Heads or Devices</i>	<b><u>Fee:*</u></b>
1-40	\$551.84
> 40	\$653.84
Additions or Modifications, any quantity	\$190.19

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

<sup>+</sup> One supply shall consist of a post or wall indicator valve, a double detector check valve assembly, and a fire department connection (one each).

<sup>++</sup> A standpipe system consists of a fire department connection supply inlet and associated outlets.

**FIRE DEPARTMENT FEES**  
**City of Redmond**

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**D. Fixed Suppression System Installation Permit Fees**

All fees will be assessed at permit submittal.

**New System**

<i>Number of Heads or Devices</i>	<i>Fee:*</i>
1-20	\$580.25
21-40	\$681.60
> 40	\$738.66 + \$5.67 for each device over 40
Releasing Panel	\$202.72

**System Modification**

Per Device or Nozzle

<i>Number of Heads or Devices</i>	<i>Fee:*</i>
1-10	\$428.21
11-20	\$478.90
> 20	\$538.96 + \$5.98 for each device over 20
Releasing Panel	\$202.72

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

**E. Penalties, Hourly Rates and Other Fees**

1. Penalties:

Penalties shall conform to the City of Redmond Enforcement Regulations. The following shall apply.

- Fees shall be doubled for work begun without a valid permit for the first infraction in one year.
- Fees shall be five times original fees for work done without a permit for the second and each subsequent infraction in one year.
- Work done without a permit may also result in stop work orders or other actions or remedies. Actions may include the loss of the applicant's business license.

2. New and Existing Construction - Hourly Rate \$190.19\*

One submittal will be processed under the initial permit, review and inspection fees. The original permit, review, and inspection fee covers one inspection and one reinspection to verify compliance for each inspection type.

Additional plan review/revisions	For revisions to plans with an issued permit or for significant changes to plans currently in review, additional review time will be charged at the hourly rate.
Plan review extension	Submittals that are in plan review and have not been approved may have the expiration date extended up to 365 days at a fee equal to one half the prevailing hourly rate noted above. One plan review extension is allowed.
Permit extension	Issued permits that are not expired may have the permit expiration date extended up to 365 days at a fee equal to one half the prevailing hourly rate noted above.

3. New and Existing Construction - 2nd and subsequent Reinspection \$250.00\*

The original permit, review and inspection fee covers one inspection and one reinspection to verify compliance for each inspection type. Additional inspections for the same inspection type will be charged the above reinspection fee.

4. New and Existing Construction - After-hours Hourly Rate \$190.19

After-hours plan review	After-hours plan reviews (when available) shall be charged the prevailing hourly rate for a minimum of two hours. The 2-hour time includes permit processing and mark-up of plans. When an expedited plan review requires more than 2 hours, additional time will be charged at the prevailing hourly rate.
After-hours inspection	<p>The rate for inspection outside of regular business hours (when available) shall be charged at the prevailing hourly rate for a minimum of two hours. The 2-hour time includes the inspection and writing of inspection reports, as applicable. When an after-hours inspection takes longer than 2 hours, additional time will be charged at the prevailing hourly rate.</p> <p>Notice of after-hours inspection cancellation must be provided to Redmond Fire Prevention at least 48 hours (2 business days) prior to the scheduled inspection. Failure to provide 48-hours' notice will result in a forfeiture of the after-hours inspection fee.</p>

5. New and Existing Construction – Technical Review

The hourly rate shall be charged for the processing of extensive technical reviews associated with such involved issues as high-piled storage, hazardous materials, and flammable liquids. These reviews may be outsourced for third party review and charged at third-party cost rates.

City Performed	\$285.28*
Third-party	Third Party Cost**

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

\*\*The technology surcharge fee will also be applied on outsourced third party costs.

**E. Penalties, Hourly Rates, and Other Fees (continued)**

5. New and Existing Construction – Permit Reactivation

Permits shall automatically become invalid if there have been no inspections of the authorized work in the last 365 days or if the work is suspended or abandoned for 365 days after an inspection has been conducted. Before work can recommence, the permit shall be reactivated at a fee equal to one-half the new permit fee amount, provided no changes have been made to the original construction documents. A new permit shall be obtained if more than 365 days have passed from the date of expiration or changes have been made to the original construction documents.

6. Special Review Processes:

Quick Start Permits: These permits shall be charged at the same rate as regular permits. Quick start permit fees are non-refundable and due at the time of permit submittal.

7. Existing Building and Occupancy Fire Inspections – Reinspections

Initial inspection	No Charge
First re-inspection	No Charge
Second re-inspection	No Charge
Third re-inspection	\$100.00
Fourth and subsequent re-inspections	\$250.00

6. Preventable Fire Alarms \$433.28/hr. \*

- a) The fee shall be the combined active-duty hourly rates of one pumper truck and three fire suppression personnel as listed in Table F.
- b) An hourly charge of no less than one hour's fee shall apply for each preventable alarm requiring a fee.
- c) Problematic systems may not qualify for fee relief and may be subject to additional fees.
- d) Failure to provide an approved and required fire watch will result in a fee of not less than that noted in (a) above.

<p>*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.</p>
<p>**The technology surcharge fee will also be applied on outsourced third party costs.</p>

**F. Administrative and Suppression Fees:**

1. Arson or Negligence Incidents: \$89.22/hr.\*

This hourly fee is to be used for recovering department personnel costs related to incidents caused from arson or incidents caused by negligence of an individual.

2. Aid Car Standby: \$105.70/hr.\*

This hourly fee is to be used at times when a fire department aid car is to be staffed by EMT's whom are not on duty. The fee is to cover the personnel costs associated with the activity. No fee would be charged for events officially sponsored in part or wholly by the City of Redmond.

3. Special Service – Hazardous Waste and Other Cleanup: \$89.22/hr.\*

This hourly fee provides for recovering department personnel costs related to hazardous materials incidents. In addition, this section provides for the ability to collect reimbursement for equipment or apparatus contaminated, damaged, destroyed, or lost while providing service. Also, special items, supplies, or cost of services may be reimbursed from companies or agencies responsible for the incident related to hazardous material, hazardous waste, or similar incidents.

**Table F. Vehicle and Personnel Hourly Cost Schedule**

**Labor Costs Per Hour Including Overhead**

<i>Labor Category</i>	<i>Hourly Rate*</i>	<i>Overtime Rate*</i>
Fire Suppression, Emergency Aid & Other Services	\$89.22/hr.	\$105.70/hr.
Fire Prevention & Investigation	\$141.50/hr.	\$212.25/hr. (2-hour minimum)

**Vehicle Equipment Costs Per Hour Including Overhead**

<i>Vehicle</i>	<i>Active Duty Hourly Rate*</i>	<i>Standby Duty Hourly Rate*</i>	<i>Mileage Rate*</i>
Aerial Truck	\$247.04/hr.	\$114.14/hr.	\$0.95/hr.
Pumper Truck	\$165.61/hr.	\$107.73/hr.	\$0.95/hr.
Emergency Medical Van	\$80.74/hr.	\$52.64/hr.	\$0.42/hr.
Rescue Van	\$92.44/hr.	\$57.87/hr.	\$0.42/hr.
Command Vehicle	\$19.69/hr.	\$12.05/hr.	\$0.42/hr.



**Section G.**

**Administrative Guidelines for Fire Code Operational and Installation Permits; Re-inspection Fees; and Preventable Fire Alarm Fees.**

1. Annual operational permits will be issued for one year (12 months) based upon the first day of the month in which the permit became required.
2. The annual maximum fees per facility or company are based upon the calendar year. A facility's fees shall not exceed \$2,500 per year.
3. Additional annual operational permits may be prorated to correspond with an existing permit's annual renewal date. The pro-ration shall be based upon the number of days remaining on the existing permit divided by 365 days, multiplied by the additional fee required.
4. City of Redmond-sponsored events requiring operational permits shall be issued permits at no cost unless the City of Redmond has hired vendors or contractors to provide such services for which the vendors or contractors directly profit. In such cases, the vendor or contractor shall obtain and pay fees for required permits.
5. City of Redmond facilities requiring operational permits shall be issued permits at no cost unless the City of Redmond has leased or rented that portion of the facility requiring the permit to another organization. In such cases, the lessee or renter shall obtain and pay fees for required permits.
6. Non-profit organizations designated as an IRS 501 (c) (3) organization shall be issued operational permits at no cost.
7. The Fire Code Official (FCO) shall have the authority to resolve disputes related to the assessment of all Redmond Fire Department User Fees.
8. The Fire Code Official (FCO) shall have administrative authority to adjust the fee to apply to any individual operational or installation permit where, in the professional opinion of the FCO, the specific circumstances of the use do not well fit the level description found in this fee schedule or where an adjusted fee is part of the resolution of a dispute regarding the application or administration of this fee schedule. The adjustment to be made shall be limited to no more than 50% above or below the fee set forth in this fee schedule.
9. The installation permit will serve as the operational permit for a period of up to one year from the last day of the month in which the installation permit became required.
10. Public School Districts shall be issued Place of Assembly Operational permits at no cost.
11. A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

**FIRE DEPARTMENT FEES**  
**City of Redmond**

<b>Table G-1. Fire Code Operational Permit Fees – Annual Permits</b>		
<b>Permit Type</b>	<b>Permit Threshold</b>	<b>Fee</b>
Aerosol Products	500 lbs. agg. of Level 2 or 3	\$189.35*
Aviation Facilities	Per structure	\$240.04*
Cellulose nitrate film	Per type A Occupancy	\$101.35*
Combustible dust-producing operations	Any operations	\$152.03*
Combustible fiber storage	Any operations	\$152.03*
Compressed Gases	Inert, simple asphyxiant, oxidizing and/or carbon dioxide gases above IFC permit thresholds	\$152.03*
	Corrosive and/or Flammable gases above IFC permit thresholds	\$202.72*
	Highly toxic, toxic and/or Pyrophoric gases above IFC permit thresholds	\$405.42*
Cryogenic fluid	Above IFC permit thresholds	\$152.03*
Cutting and welding	Any operations	\$202.71*
Dry Cleaning Plants	Type I, II, IIIA, IIIB system	\$304.07*
	Type IV & V system	\$152.03*
Emergency Responder Radio System	Per System	\$202.72*
Explosives	Above IFC permit thresholds	\$152.03*
Fire Alarm System (Fire alarm operational permit)	Per Fire Alarm system	\$100.00
Fire hydrants and valves	Issued by Development Engineering Division, Planning Dept.	N/A
Flammable or Combustible liquids (\$1,000 maximum per facility)	Interior storage, $5 < x \leq 500$ gal., aggregate	\$152.03*
	Interior storage, $500 < x \leq 1,000$ gal., aggregate	\$304.07*
	Interior storage, $> 1,000$ gal. aggregate	\$405.42*
	Any exterior storage above IFC permit thresholds	\$152.03*
	Any retail sales	\$202.72*
	Spray cabinets, drying booths/rooms, or conveyor systems per building	\$304.07*
	Any operation of tank vehicles, pipelines, wells, refineries	\$506.77*

**FIRE DEPARTMENT FEES**  
**City of Redmond**

<b>G-1. Fire Code Operational Permit Fees – Annual Permits (Continued)</b>		
<b>Permit Type</b>	<b>Permit Threshold</b>	<b>Fee</b>
Fruit and crop ripening	Any operations	\$304.07*
Fumigation and thermal insecticide fogging	Any operations or maintain	\$202.72*
Hazardous materials, quantity (\$1,000 maximum hazardous materials annual operational permit fees per facility per Resolution 1281)	1–5 classes above IFC permit thresholds	\$202.72*
	6–10 classes above IFC permit thresholds	\$354.75*
	> 10 classes above IFC permit thresholds	\$506.77*
Hazardous materials, facility (\$1,000 maximum hazardous materials annual operational permit fees per facility per Resolution 1281)	Any H-1, H-2, or H-3 occupancy	\$506.77*
	Any HPM (semiconductor, H-5) facility	\$506.77*
High-piled storage	500 < x ≤ 2,500 sq. ft., including aisles	\$152.03*
	2,500 < x ≤ 12,000 sq. ft., including aisles	\$253.39*
	> 12,000 sq. ft., including aisles	\$354.75*
HMMP standard form review		\$304.07*
HMMP, HMIS review		\$202.72*
Hot-work operations	per site	\$202.72*
Industrial ovens	Per facility	\$101.36*
Liquefied petroleum gases: store, handle, use, install, or dispense (\$500 maximum per facility)	≤ 1,000 lbs., aggregate	\$152.03*
	1,000 < x ≤ 4,000 lbs., aggregate	\$304.07*
	> 4,000 lbs.	\$405.42*
	Storage rooms used for gas manufacturing	\$506.77*
Lumber yards	> 100,000 board feet	\$405.42*
Magnesium working	> 10 pounds per facility	\$202.72*
Miscellaneous combustible storage	Per site	\$152.03*
Mobile food preparation vehicle	Per vehicle	\$152.03*
Motor fuel dispensing facilities	Per site	\$253.38*

**FIRE DEPARTMENT FEES**  
**City of Redmond**

<b>G-1. Fire Code Operational Permit Fees – Annual Permits (Continued)</b>		
<b>Permit Type</b>	<b>Permit Threshold</b>	<b>Fee</b>
Open flames and torches	Required to remove paint or use in a wildlife risk area	\$138.67*
Open flames and candles	per assembly area, dining areas of restaurants	\$50.67*
Organic coatings	Producing more than 1 gallon	\$202.72*
Places of assembly	50 ≤ x < 100 occupants, aggregate	\$101.35*
	100 ≤ x < 200 occupants, aggregate	\$152.03*
	200 ≤ x < 300 occupants, aggregate	\$304.07*
	≥ 300 occupants, aggregate	\$405.42*
Plant extraction system	Per system	\$304.07*
Private fire hydrants	Operation and annual maintenance	\$0.00*
Pyroxylin plastics	> 25 lbs	\$152.03*
Refrigeration equipment	Per site	\$304.07*
Repair garage	Per site	\$253.38*
Rooftop heliport	Per site	\$253.38*
Spraying and dipping	Any operation of dip tanks, application of combustible powder coatings	\$202.72*
	Any operation of spray booths, room	\$405.42*
Tire and scrap tire	> 2,500 s.f. indoor storage of tires and scrap tires, tire byproducts	\$202.72*
Tire rebuilding plant	Operation and maintenance of tire rebuilding plant	\$506.77*
Waste handling	Per facility/Yard	\$202.72*
Wood products	Store chips, hogged material, lumber or plywood > 200 c.f.	\$506.77*

**FIRE DEPARTMENT FEES**  
**City of Redmond**

**Table G-2. Fire Code Operational Permit Fees – Single-Use Permits**

Permit Type	Permit Threshold	Fee
Amusement buildings	Per use	\$138.67*
Carnivals & fairs	Interior, 349 < x ≤ 10,000 sq. ft. Exterior, 999 < x ≤ 10,000 sq. ft.	\$152.03*
	Interior or exterior, 10,000 < x ≤ 40,000 sq. ft.	\$304.07*
	Interior or Exterior, > 40,000 sq ft	\$506.77*
Covered mall building	Per event site	\$304.07*
Exhibits and trade shows	Per exhibit or show	\$294.89*
Fireworks ( <i>Pyrotechnics</i> )	Outside & < 10 minutes	\$152.03*
	Outside & > 10 minutes	\$304.07*
	Proximate	\$405.42*
Flammable or combustible liquids, tank removal	Residential: ≥ 300 gal.	\$304.07*
	Commercial, any size	\$304.07*
Floor finishing	Per site	\$152.03*
Hazardous materials, facility	H-occupancy facility closure	\$506.77*
Liquid or gas fueled vehicles or equipment in assembly occupancies of buildings	Per each 6 such vehicles or pieces of equipment	\$202.72*
Open burning	Per site	\$304.06*
Open flames and candles	per assembly area, dining areas of restaurants	\$50.67*
Open flames and torches	Required to remove paint or use in a wildlife risk area	\$138.67*
Outdoor assembly event	Per event	\$405.42*
Temporary membrane structures, tents (If any event has multiple locations to be inspected, each location will be considered a separate inspection and will be charged based upon the number of tents setup at each location.)	1 tent above IFC permit thresholds	\$152.03*
	2 ≤ x ≤ 5 tents above IFC permit thresholds	\$304.07*
	≥ 6 tents above IFC permit thresholds	\$506.77*

**FIRE DEPARTMENT FEES  
City of Redmond**

**H. Fire Code Construction Permit Fees**

Permit fees are due at permit application submittal.

Permit Type	Level	Description	Fee*
Flammable/combustible liquids	Level 1	> Permit Amount + ≤ 500 Gallons	\$506.77
	Level 2	> 500 Gallons ≤ 1,000 Gallons	\$912.20
	Level 3	> 1,000 Gallons	\$1,317.62
Hazardous materials	Level 1	1-5 Materials	\$608.14
	Level 2	6-10 Materials	\$1,013.57
	Level 3	> 10 Materials	\$1,621.70
High piled storage	Level 1	≤ 2,500 sq. ft.	\$506.77
	Level 2	>2,500 sq. ft. ≤ 12,000 sq. ft.	\$1,013.57
	Level 3	> 12,000 sq. ft.	\$1,216.27
HPM facilities	Level 1	1-4 ct. Specialized Equipment	\$506.77
	Level 2	5-8 ct. Specialized Equipment	\$912.20
	Level 3	Any new facility	\$2,027.12
Liquid petroleum (LP) gas	Level 1	<1,000 lbs	\$405.42
	Level 2	1,000 lbs. ≤ 4,000 lbs.	\$506.77
	Level 3	> 4,000 lbs	\$1,013.57
Places of assembly	Level 1	50 - 100 occupants	\$405.42
	Level 2	101 - 500 occupants	\$608.14
	Level 3	> 500 occupants	\$810.85
Refrigeration equipment	Level 1	Greater than or equal to permit amount and not a level 2 or 3	\$506.77
	Level 2	Refrigerant Machinery Room	\$1,013.57
	Level 3	Refrigeration systems required to be equipped with a treatment, flaring, or ammonia diffusion system	\$1,216.27
Smoke control system	Level 1	Modification of existing system	\$912.20
	Level 2	Prescriptive system	\$1,317.62
	Level 3	Performance-based design	\$2,533.90
Spraying and dipping	Level 1	1 spray area, dip tank or powder coating operation/fire area	\$304.07
	Level 2	2 ≤ 3 spray areas, dip tanks or powder coating operations/fire area	\$506.77
	Level 3	> 3 spray areas, dip tanks or powder coating operations/fire areas	\$1,013.57

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

**FIRE DEPARTMENT FEES**  
**City of Redmond**

**H. Fire Code Construction Permit Fees (continued)**

Permit Type	Description	Fee*
Battery Systems	Each	\$354.75
Capacitor energy storage system	Per system	\$354.75
Compressed Gases	Each	\$354.75
Cryogenic Fluids	Each	\$405.42
Emergency Responder Radio Coverage System - Installing each	Each	\$1,216.27
Fuel cell power system	Per system	\$354.75
Gas detection system	Per system	\$304.07
Motor vehicle repair rooms and booths	Per room or booth	\$304.07
Plant extraction system	Per system	\$912.20
Gates or Barricades	Per gate or barricade across a fire apparatus access road	\$405.42
Industrial Ovens	Each	\$304.07
Private Fire Hydrant	Each	\$304.07
Solar Photovoltaic Power Systems	per system	\$304.07
Special event structure	per structure	\$304.07
Underground sprinkler supply piping	Permits issued by Development Engineering Division, Planning Department	\$0.00*

\*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

# FIRE DEPARTMENT

## Permits and Fees

The inspections program provides enforcement of fire and life safety codes and regulations. Code enforcement helps prevent and reduce injury or the loss of life due to fire in commercial structures. The Durham Fire Department inspects properties for fire code violations and works to regulate the design and implementation of building features and fire protection systems.

### BILLING FOR INSPECTIONS AND PERMITS

A partnership between the Durham Fire Department and California-based Fire Recovery USA (FRUSA) allows Fire Inspectors to utilize an automated inspection program. Inspectors use iPads to send billing and inspection reports immediately by email.

- o Invoices and receipts will be emailed from Fire Recovery USA.
- o For invoicing and online payment inquiries, please contact Fire Recovery USA (FRUSA) at 888-640-7222, Extension 2 or via email.
- o Business owners without email addresses will receive bills through traditional mail.

### INSPECTION AND PERMIT FEES

All owners or tenants of buildings in the City of Durham requiring inspection by the Durham City Fire Marshal are subject to the Inspection and Permit fees in the tables below.

### INSPECTION FEE SCHEDULE

Type of Inspections	Fee
Inspection Tier 1: 0 - 999 square feet	\$50
Inspection Tier 2: 1,000 - 2,499 square feet	\$70
Inspection Tier 3: 2,500 - 9,999 square feet	\$110



Type of Inspections	Fee
Inspection Tier 4: 10,000 - 49,999 square feet	\$190
Inspection Tier 5: 50,000 - greater (99,999) square feet	\$325
Inspection Tier 6: 100,000 - 249,999 square feet	\$450
Inspection Tier 7: 250,000 - 499,999 square feet	\$600
Inspection Tier 8: 500,000 - above - square feet	\$750
Complaint Investigation, Life Safety (w/violation)	
First Offense (Per Calendar Year)	\$500
Second Offense (Per Calendar Year)	\$750
Third Offense/& subsequent offenses (Per Calendar year)	\$1000
Complaint Investigation, All Others (w/violation)	\$100
Commercial Cooking Hood Inspection	\$75 per hood
Commercial Cooking Hood Inspection Follow-ups	\$75 per hood
Follow-up Inspection Per Visit (Routines Only)	
1st Re-inspection	\$50
2nd Re-inspection	\$100
3rd Re-inspection	\$200
Follow-up Inspections for Construction	Per Square Footage Tiers
Working Without a Permit	
First Offense (Per Calendar Year)	\$500
Second Offense (Per Calendar Year)	\$750
Third Offense/& subsequent offenses (Per Calendar year)	\$1000

List of the types of inspections with associated costs.

### PERMIT FEE SCHEDULE

Types of Permits	Fee
Aerosol Products (105.6.1)	\$75
Amusement Buildings (105.6.2)	\$75
Aviation Facilities (105.6.3)	\$75
Blasting (Explosives) - 60-day Permit (105.6.15)	\$300
Bonfire (1-day; 105.6.32)	\$150
Carbon Dioxide Systems >100 lbs. (105.6.4)	\$75

Types of Permits	Fee
Carnivals and Fairs (105.6.5)	\$150
Cellulose Nitrate Plastic (105.6.6)	\$150
Combustible Fibers/Dust (105.6.7 or 105.6.8)	\$75
Compressed Gases (105.6.9)	\$75
Construction Burning (30 days; 105.6.32)	\$300
Covered Mall Buildings (105.6.10)	\$150
Cryogenic Fluids (105.6.11)	\$75
Discharge of Fireworks/Pyrotechnics (1-day) (105.6.38)	\$175
Dry Cleaning Plants (105.6.13)	\$150
Exhibits and Trade Shows (105.6.14)	\$150
Flammable/Combustible Liquids (105.6.17)	\$150
Fumigation & Thermal Insecticide Fogging	\$150
Hazardous Materials (Up to 500 gals/lbs.) (Table 105.6.21)	\$150
Hazardous Materials (> 500 gals/lbs.) (Table 105.6.21)	\$350
High-Piled Combustible Stock >500 sq. ft.	\$75
Installation or Removal of (per site) and AGST or UGST Tank	\$300
Liquid/Gas Fueled Vehicles/Equip. in Assembly (105.6.27)	\$150
Lumber Yards (105.6.26 >100K Board Ft.)	\$150
Magnesium >10 lbs. (105.6.28)	\$150
Motor Fuel Dispensing Facilities (105.6.31)	\$150
Industrial Ovens (105.6.25)	\$150
Places of Assembly (105.6.36)	\$75
Repair Garage (105.6.41)	\$150
Tent (30 days; 105.6.45 >800 sq. ft. closed >1800 sq. ft. open)	\$150 per tent
Tire Rebuilding Plant (105.6.46)	\$150
Welding and Cutting (365 days; 105.6.12)	\$75
Junk Yards/Waste Handling/Scrap Yards (105.6.47)	\$150

List of permits and associated costs.

 Government Websites by CivicPlus®

**PERMITS AND FEES REQUIRED BY THE CEDAR RAPIDS FIRE CODE**

Permits shall be in accordance with **Section 105** of the Cedar Rapids Fire Code. There are two types of permits: **Construction and Operational**.

**FIRE INSPECTION FEES**

**Owner(s) of a property with one or more structures**

The owner(s) of a property being inspected shall be charged a rate of \$75 per hour for inspection and administrative time. The owner(s) of a property being inspected shall be charged \$25 for each 20 minutes of inspection and administrative time. Time segments shall be rounded up to the next 20-minute period for fee calculation.

**Tenants located within a structure**

With agreement of the Fire Code Official and the owner of a structure, tenants within that structure shall be charged fire fees at \$25 for each 20 minutes of inspection and administrative time related to that tenant space. Time segments shall be rounded up to the next 20-minute period for fee calculation. Owners shall remain responsible for fire inspection fees for all other areas within the structure.

**Re-Inspections**

There shall be no fire inspection fee charged for the first re-inspection of owner or tenant spaces within a structure. Each subsequent re-inspection of an owner or tenant space may be charged fire inspection fees at \$25 for each 20 minutes of inspection and administrative time. Time segments shall be rounded up to the next 20-minute period for fee calculation.

**Trip Charge**

There may be a \$50 fee for inability to access a structure or tenant space for a scheduled inspection appointment.

**Complaint Inspection**

A complaint inspection where fire code infractions are found may be charged \$75 for the first 20 minutes of inspection time (this fee includes drive time and administrative time). The owner/tenant of a property being inspected shall be charged \$25 for each additional 20 minutes of inspection and administrative time.

**Failure to Obtain a Permit**

Failure to obtain the proper permit may result in a double fee.

**OPERATIONAL PERMITS 105.6**

The code official is authorized to issue operational permits renewable annually for the operations set forth in the 2018 Cedar Rapids Fire Code, Sections 105.6.1 through 105.6.48. This also includes State required operations which include but not limited to, Health Care, Day Care, Schools, Colleges, Hospitals and businesses which sell or distribute alcohol and tobacco.

\$50 shall be added to each inspection with operational permit(s) for drive time and administrative time. In addition to required Fire Inspection Fees, an additional \$25 fee shall be charged for each operational permit required, except as specified below for operational permits.

**Operational Permits**

- **Repair Garage** – Compressed Gas fees shall not be an additional permit charge when issuing a Repair Garage Operational Permit.
- **State License** – Oxygen cylinders shall not be an additional permit charge when issuing a State License Operational Permit for Health Care operation.
- **Carnivals and Fairs**                 **\$60**
- **Exhibits and Trade Shows**         **\$100**
- **Explosives**                                 **\$100**
- **Open Burning**                             **\$30**
- **Open Flames and Torches**         **\$70**
- **Open Flames and Candles**         **\$70**
- **Outdoor Place of Assembly**         **\$55**  
 An annual operational permit is required to operate an outdoor assembly event. Typically, a “special event” committee review is also required.
- **Pyrotechnic Special Effects Material**   **\$115**  
 Charged per site, per event
- **Temporary Membrane Structures, Tents & Canopies** **\$55**

**CONSTRUCTION PERMITS**

**Automatic Fire-Extinguishing Systems**

**Fire Alarm and Detection Systems**

<b>Number of Sprinkler Heads</b>	<b>Fees</b>	<b>Review for Devices</b>	<b>Fees</b>
<50 heads	\$150	<30 devices	\$75
51-100 heads	\$175	31-60 devices	\$110
101-200 heads	\$205	61-90 devices	\$145
201-300 heads	\$230	91 + devices	\$175
301-400 heads	\$265		
401-500 heads	\$290		
501-600 heads	\$320		
601 + heads	\$345		

**CONSTRUCTION PERMITS (CONTINUED)**

**Battery Systems (per system) \$110**

**Compressed Gases \$90**

**Fire Pumps and Related Equipment \$60**

**Flammable & Combustible Liquids (required permit)**

- To repair or modify a pipeline for the transportation of flammable or combustible liquids – **No fee assessed**
- To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used **\$130 per tank**
- To install, alter, place temporarily out of service or otherwise dispose of a tank which contained flammable or combustible liquids **\$130 per tank**
- To remove or abandon a tank or tanks at the same site in the same week which contained flammable or combustible liquids **\$130 per project**
- To construct a use, dispensing, mixing room, liquid storage room or liquid storage warehouse **\$175 per room or warehouse**

**Hazardous Materials \$130**

**Industrial Ovens \$110 per oven**

**LP Gas**

- Permanent Tank Installation **\$80 per tank**
- Temporary Tank Installation **\$75 per tank**

**Spraying and Dipping \$120**

**Standpipe Systems \$115**

**Temporary Membrane Structures, Tents and Canopies**

- **\$55** fee per temporary tent
- **\$25** fee for an additional temporary tent at the same site
- Fees will change **from \$55 to \$75** for turning a Canopy into a Temporary Tent without prior approval or having not obtained a permit prior to installation.

**REQUIRED FEES BY THE CITY OF CEDAR RAPIDS FIRE DEPARTMENT**

**False Alarm Fees**

Fire Alarm Systems, which are monitored, may be assessed a fee for false alarms, which occur during any consecutive 12-month period as follows:

<b>Number of False Alarms</b>	<b>Fee for each False Alarm</b>
1 <sup>st</sup> alarm	No charge
2-4 alarms	\$75
5 and above	\$150

**False Alarm**

Any person or persons causing a false and or malicious fire alarm may be charged or a minor's legal custodian for fire response, personnel and investigative wages, plus fire apparatus costs during such response.

**Fire Code Compliance Process Fee**

The service includes Fire Code compliance for construction site inspections and part-time assistance to the City of Cedar Rapids Building Department plan review person for Fire Code compliance. The Building Official shall assess an additional Fire Code compliance fee for Building Permit issuance based on the valuation of work for the Building Permit. This fee does NOT apply to one and two family dwellings, permits for only roofing or siding or Group U occupancies. The fee shall be rounded to the nearest dollar and based on the following table. The total of this fee shall NOT exceed \$4,000.

<b>Building Permit Valuation</b>	<b>Fee Calculations</b>
\$1-500,000	Fee 1 – multiply the permit valuation up to the first \$500,000 by a factor of 0.003 to obtain the fee
\$501,000 – 1,000.000	Fee 2 – Subtract \$500,000 from the total permit valuation and multiply this remainder up to and including \$500,000 by 0.0015. Add Fee 1 to Fee 2
\$1,000.000 and up	\$2,250 for the first \$1,000.000 plus \$1.00 for each additional \$1,000.000 or fraction thereof. Maximum fee of \$4,000.000

**Construction Certificate of Occupancy (C of O) Trip Fee**

Shall be assessed to the General Contractor as follows:

- Initial trip – no charge if incomplete
- Second trip – no charge if incomplete
- Third, Fourth, etc. trip - \$75 trip fee is required whether compliance is met or not at the time of re-inspection

**REQUIRED FEES BY THE CITY OF CEDAR RAPIDS FIRE DEPARTMENT  
(CONTINUED)**

**Fire Hydrant Flow Test**

A \$75 fee shall be charged for a fire hydrant flow test when tests are not specifically for installing a new fire sprinkler system.

**Fire Lane Fee**

A \$75 fee shall be charged for fire lane identification at a property (through owner request).

**Fire Report Fee**

The fee for a copy of a fire report shall be \$5.

**Gas Line Response Fee**

The fee of \$1,000 for fire to respond to gas line breaks may be assessed to the contractor for each response.

**Vehicle Extrication or Vehicle Fire Fee**

Applicable ONLY to non-residents of the City of Cedar Rapids. The fee for an emergency involving extrication from a vehicle OR a fire involving a vehicle shall be \$300.

**Inspector Fee**

Complaints of overcrowding which cause Code Enforcement personnel to respond after normal Fire Prevention Bureau hours OR overcrowding found in the course of “night patrol duty” shall incur an Inspector Fee. If the violation of overcrowding found is greater than 10 percent over the legal occupant load, then a fee of per Fire Department rate shall be assessed to the owner of the business (typical of 1 ½ times the salary with a minimum 3 hour charge – labor contract). This shall be in addition to any court ordered fines or charges.

**Site Assessment Fee**

This is a fee assessed to review properties for our record of Underground and Aboveground Storage Tanks, ground contamination and hazardous material spills. A fee of \$30 per site or property reviewed.

**Permit-Required for Confined Space Fee**

This fee shall be assessed to employers that have Permit-Required Confined Spaces with OSHA required identification of Cedar Rapids Fire Department as the rescue service in their emergency plan. Fees shall be assessed to employers as follows:

Number of Permit-Required Confined Space	
1 - 4	\$600
5 to 10	\$850
>10	\$1,200



**Tier II Fee Structure**

The fee structure used by the City of Cedar Rapids is based on the potential risk these chemicals possess. The same table used by the Environmental Protection Agency (EPA) was used in the determination of which storage amount code was used in the calculation of the fee. Along with the storage amount code a method of estimating cost of response to incidents was devised. This cost is based on the State model of a HazMat "Work Unit" being five trained personnel. The amount of the chemical present was then used to determine the amount of time and number of "Work Units" needed to mitigate the incident. Also taken into account were those incidents involving Extremely Hazardous Substances (EHS) [as identified by the EPA] in determining the risk associated with these potential incidents. Below are the EPA storage amount categories and their associated fees.

<b>Category</b>	<b>Pounds</b>	<b>Standard Tier II</b>	<b>EHS</b>
01	0 - 99	\$100	\$200
02	100 - 999	\$200	\$400
03	1,000 – 9,999	\$400	\$800
04	10,000 – 99,999	\$800	\$1,600
05	100,00 – 999,999	\$1,600	\$3,200
06	1,000,000 – 9,999,999	\$3,200	\$6,400
07	10,000,000 – 49,999,999	\$3,200	\$6,400
08	50,000,000 – 99,999,999	\$3,200	\$6,400
09	100,000,000 – 499,999,999	\$3,200	\$6,400
10	500,000,000 – 999,999,999	\$3,200	\$6,400
11	1 Billion > 1 Billion	\$3,200	\$6,400

The Calculations made to determine the rate by category are as follows:

<b>Category</b>	<b>Work Units Needed</b>	<b>Number of Hours</b>
01	1	1
02	2	1
03	1	4
04	2	4
05	2	8
06	4	8
07	4	8
08	4	8
09	4	8
10	4	8
11	4	8

(One "Work Unit" will consist of 5 trained personnel at an average rate of \$20/hr. EHS rates are double due to the hazards those chemicals present.)

## **PERMITS AND FEES REQUIRED BY THE CEDAR RAPIDS FIRE CODE**

Permits shall be in accordance with **Section 105** of the Cedar Rapids Fire Code. There are two types of permits: **Construction and Operational**.

### **FIRE INSPECTION FEES**

#### **Owner(s) of a property with one or more structures**

The owner(s) of a property being inspected shall be charged a rate of \$75 per hour for inspection and administrative time. The owner(s) of a property being inspected shall be charged \$25 for each 20 minutes of inspection and administrative time. Time segments shall be rounded up to the next 20-minute period for fee calculation.

#### **Tenants located within a structure**

With agreement of the Fire Code Official and the owner of a structure, tenants within that structure shall be charged fire fees at \$25 for each 20 minutes of inspection and administrative time related to that tenant space. Time segments shall be rounded up to the next 20-minute period for fee calculation. Owners shall remain responsible for fire inspection fees for all other areas within the structure.

#### **Re-Inspections**

There shall be no fire inspection fee charged for the first re-inspection of owner or tenant spaces within a structure. Each subsequent re-inspection of an owner or tenant space may be charged fire inspection fees at \$25 for each 20 minutes of inspection and administrative time. Time segments shall be rounded up to the next 20-minute period for fee calculation.

#### **Trip Charge**

There may be a \$50 fee for inability to access a structure or tenant space for a scheduled inspection appointment.

#### **Complaint Inspection**

A complaint inspection where fire code infractions are found may be charged \$75 for the first 20 minutes of inspection time (this fee includes drive time and administrative time). The owner/tenant of a property being inspected shall be charged \$25 for each additional 20 minutes of inspection and administrative time.

#### **Failure to Obtain a Permit**

Failure to obtain the proper permit may result in a double fee.

### **OPERATIONAL PERMITS 105.6**

The code official is authorized to issue operational permits renewable annually for the operations set forth in the 2018 Cedar Rapids Fire Code, Sections 105.6.1 through 105.6.48. This also includes State required operations which include but not limited to, Health Care, Day Care, Schools, Colleges, Hospitals and businesses which sell or distribute alcohol and tobacco.

\$50 shall be added to each inspection with operational permit(s) for drive time and administrative time. In addition to required Fire Inspection Fees, an additional \$25 fee shall be charged for each operational permit required, except as specified below for operational permits.

**Operational Permits**

- **Repair Garage** – Compressed Gas fees shall not be an additional permit charge when issuing a Repair Garage Operational Permit.
- **State License** – Oxygen cylinders shall not be an additional permit charge when issuing a State License Operational Permit for Health Care operation.
- **Carnivals and Fairs**                 **\$60**
- **Exhibits and Trade Shows**       **\$100**
- **Explosives**                               **\$100**
- **Open Burning**                         **\$30**
- **Open Flames and Torches**       **\$70**
- **Open Flames and Candles**       **\$70**
- **Outdoor Place of Assembly**   **\$55**  
 An annual operational permit is required to operate an outdoor assembly event. Typically, a “special event” committee review is also required.
- **Pyrotechnic Special Effects Material** **\$115**  
 Charged per site, per event
- **Temporary Membrane Structures, Tents & Canopies** **\$55**

**CONSTRUCTION PERMITS**

**Automatic Fire-Extinguishing Systems**

**Fire Alarm and Detection Systems**

<b>Number of Sprinkler Heads</b>	<b>Fees</b>	<b>Review for Devices</b>	<b>Fees</b>
<50 heads	\$150	<30 devices	\$75
51-100 heads	\$175	31-60 devices	\$110
101-200 heads	\$205	61-90 devices	\$145
201-300 heads	\$230	91 + devices	\$175
301-400 heads	\$265		
401-500 heads	\$290		
501-600 heads	\$320		
601 + heads	\$345		

**CONSTRUCTION PERMITS (CONTINUED)**

**Battery Systems (per system) \$110**

**Compressed Gases \$90**

**Fire Pumps and Related Equipment \$60**

**Flammable & Combustible Liquids (required permit)**

- To repair or modify a pipeline for the transportation of flammable or combustible liquids  
– **No fee assessed**
- To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used  
**\$130 per tank**
- To install, alter, place temporarily out of service or otherwise dispose of a tank which contained flammable or combustible liquids **\$130 per tank**
- To remove or abandon a tank or tanks at the same site in the same week which contained flammable or combustible liquids **\$130 per project**
- To construct a use, dispensing, mixing room, liquid storage room or liquid storage warehouse **\$175 per room or warehouse**

**Hazardous Materials \$130**

**Industrial Ovens \$110 per oven**

**LP Gas**

- Permanent Tank Installation **\$80 per tank**
- Temporary Tank Installation **\$75 per tank**

**Spraying and Dipping \$120**

**Standpipe Systems \$115**

**Temporary Membrane Structures, Tents and Canopies**

- **\$55** fee per temporary tent
- **\$25** fee for an additional temporary tent at the same site
- Fees will change **from \$55 to \$75** for turning a Canopy into a Temporary Tent without prior approval or having not obtained a permit prior to installation.

**REQUIRED FEES BY THE CITY OF CEDAR RAPIDS FIRE DEPARTMENT**

**False Alarm Fees**

Fire Alarm Systems, which are monitored, may be assessed a fee for false alarms, which occur during any consecutive 12-month period as follows:

<b>Number of False Alarms</b>	<b>Fee for each False Alarm</b>
1 <sup>st</sup> alarm	No charge
2-4 alarms	\$75
5 and above	\$150

**False Alarm**

Any person or persons causing a false and or malicious fire alarm may be charged or a minor’s legal custodian for fire response, personnel and investigative wages, plus fire apparatus costs during such response.

**Fire Code Compliance Process Fee**

The service includes Fire Code compliance for construction site inspections and part-time assistance to the City of Cedar Rapids Building Department plan review person for Fire Code compliance. The Building Official shall assess an additional Fire Code compliance fee for Building Permit issuance based on the valuation of work for the Building Permit. This fee does NOT apply to one and two family dwellings, permits for only roofing or siding or Group U occupancies. The fee shall be rounded to the nearest dollar and based on the following table. The total of this fee shall NOT exceed \$4,000.

<b>Building Permit Valuation</b>	<b>Fee Calculations</b>
\$1-500,000	Fee 1 – multiply the permit valuation up to the first \$500,000 by a factor of 0.003 to obtain the fee
\$501,000 – 1,000,000	Fee 2 – Subtract \$500,000 from the total permit valuation and multiply this remainder up to and including \$500,000 by 0.0015. Add Fee 1 to Fee 2
\$1,000,000 and up	\$2,250 for the first \$1,000,000 plus \$1.00 for each additional \$1,000,000 or fraction thereof. Maximum fee of \$4,000,000

**Construction Certificate of Occupancy (C of O) Trip Fee**

Shall be assessed to the General Contractor as follows:

- Initial trip – no charge if incomplete
- Second trip – no charge if incomplete
- Third, Fourth, etc. trip - \$75 trip fee is required whether compliance is met or not at the time of re-inspection

**REQUIRED FEES BY THE CITY OF CEDAR RAPIDS FIRE DEPARTMENT**  
**(CONTINUED)**

**Fire Hydrant Flow Test**

A \$75 fee shall be charged for a fire hydrant flow test when tests are not specifically for installing a new fire sprinkler system.

**Fire Lane Fee**

A \$75 fee shall be charged for fire lane identification at a property (through owner request).

**Fire Report Fee**

The fee for a copy of a fire report shall be \$5.

**Gas Line Response Fee**

The fee of \$1,000 for fire to respond to gas line breaks may be assessed to the contractor for each response.

**Vehicle Extrication or Vehicle Fire Fee**

Applicable ONLY to non-residents of the City of Cedar Rapids. The fee for an emergency involving extrication from a vehicle OR a fire involving a vehicle shall be \$300.

**Inspector Fee**

Complaints of overcrowding which cause Code Enforcement personnel to respond after normal Fire Prevention Bureau hours OR overcrowding found in the course of “night patrol duty” shall incur an Inspector Fee. If the violation of overcrowding found is greater than 10 percent over the legal occupant load, then a fee of per Fire Department rate shall be assessed to the owner of the business (typical of 1 ½ times the salary with a minimum 3 hour charge – labor contract). This shall be in addition to any court ordered fines or charges.

**Site Assessment Fee**

This is a fee assessed to review properties for our record of Underground and Aboveground Storage Tanks, ground contamination and hazardous material spills. A fee of \$30 per site or property reviewed.

**Permit-Required for Confined Space Fee**

This fee shall be assessed to employers that have Permit-Required Confined Spaces with OSHA required identification of Cedar Rapids Fire Department as the rescue service in their emergency plan. Fees shall be assessed to employers as follows:

<b>Number of Permit-Required Confined Space</b>	
1 - 4	\$600
5 to 10	\$850
>10	\$1,200

**Tier II Fee Structure**

The fee structure used by the City of Cedar Rapids is based on the potential risk these chemicals possess. The same table used by the Environmental Protection Agency (EPA) was used in the determination of which storage amount code was used in the calculation of the fee. Along with the storage amount code a method of estimating cost of response to incidents was devised. This cost is based on the State model of a HazMat "Work Unit" being five trained personnel. The amount of the chemical present was then used to determine the amount of time and number of "Work Units" needed to mitigate the incident. Also taken into account were those incidents involving Extremely Hazardous Substances (EHS) [as identified by the EPA] in determining the risk associated with these potential incidents. Below are the EPA storage amount categories and their associated fees.

Category	Pounds	Standard Tier II	EHS
01	0 - 99	\$100	\$200
02	100 - 999	\$200	\$400
03	1,000 – 9,999	\$400	\$800
04	10,000 – 99,999	\$800	\$1,600
05	100,00 – 999,999	\$1,600	\$3,200
06	1,000,000 – 9,999,999	\$3,200	\$6,400
07	10,000,000 – 49,999,999	\$3,200	\$6,400
08	50,000,000 – 99,999,999	\$3,200	\$6,400
09	100,000,000 – 499,999,999	\$3,200	\$6,400
10	500,000,000 – 999,999,999	\$3,200	\$6,400
11	1 Billion > 1 Billion	\$3,200	\$6,400

The Calculations made to determine the rate by category are as follows:

Category	Work Units Needed	Number of Hours
01	1	1
02	2	1
03	1	4
04	2	4
05	2	8
06	4	8
07	4	8
08	4	8
09	4	8
10	4	8
11	4	8

(One "Work Unit" will consist of 5 trained personnel at an average rate of \$20/hr. EHS rates are double due to the hazards those chemicals present.)

# **ADMINISTRATION/MISCELLANEOUS**

2020 Addition  
Updated or Edited

## **Alcohol and Tobacco Related Licenses**

Application	\$250.00 One Time
Annual Renewal Late Fee	\$100.00 Per License
Taproom License	\$2,000.00 Annual
Beer and Wine	\$2,000.00 Annual
Beer and Wine Concessions (Limited)	\$550.00 Annual
Beer Only	\$700.00 Annual
Commercial On & Off Sale	\$3,000.00 Annual
License Location Transfers	\$250.00 One Time
Lodge or Club	\$3,000.00 Annual
Microbrewery/ Distillery	\$700.00 Annual
Military Beer & Wine	\$700.00 Annual
Motel and Hotel	\$3,000.00 Annual
Restaurant On-Sale	\$2,500.00 Annual
*Special Event Alcoholic Permit	\$25.00 Per Event
*Rush Late Fee	

If less than 10 days prior to the event - the fee is \$100

Applications received less than 3 days prior to event will be DENIED

Annual Fee plus Application Fee plus a prorated amount from commission approved date, approved 1-1-11

License Transfer Fee

## **Tobacco Related Licenses**

Application Fee	\$50.00 Per License
Annual Renewal	\$50.00 Per License
Annual Renewal Late Fee	\$50.00 Per License

## **Animal**

Abandonment/Surrender Fee	\$50.00 Per Animal
Adoption Fee	
Cat	\$5.00 Each plus veterinary cost
Dog	\$25.00 Each plus veterinary cost
Animal Code Violation for Article 5.08 and 5.12	\$50.00 Each
Impound Fee - Dogs/Cats	\$50.00 Each
Boarding fees	\$10.00 Per day
Pet License	
Dog and Cat	\$10.00 Lifetime

## **Armory Building Rental**

Gymnasium Rental Fee	\$400.00 Per Day
Classrooms	\$80.00 Per Day

## **Gaming Related Licenses**

Site Authorization	\$100.00 Annual
Annual Permit	\$25.00 Annual
Single Event Permit	\$10.00 Each

## **Business/Contractor Licenses**

Arborist	\$25.00 Annual
Adult Entertainment	\$2,000.00 Annual
Bicycle	\$5.00 Lifetime
Concrete Contractor	\$100.00 Annual
Excavators License	\$100.00 Annual
House Mover	\$50.00 Annual
Junk Dealer	\$50.00 Annual
Pawn Broker	\$50.00 Annual
RV Park/Campground	\$250.00 Annual
	\$100.00 less if in combination with mobile home fees

State, Municipality, or Non-Profit Agency are all exempt

Mobile Home Tiered Fees	
3-10 Lots	\$100.00 Annual
11-25 Lots	\$150.00 Annual
26-50 Lots	\$200.00 Annual
More than 50 Lots	\$250.00 Annual
Pesticides-Commercial Applicator	\$50.00 Annual
Pet Daycare Operator	\$125.00 Annual Renewal
Plumbers License	\$100.00 Annual
Heating & Air License	\$100.00 Annual
Contractor License	\$100.00 Annual
Taxicab/Chauffeur/Omnibus	\$50.00 Annual

## **Event Permit**

Circus / Carnival	\$50.00 Per Day
*Parade/Street Closure	\$50.00 Per Day
*Non-Alcohol / Street Closure	\$50.00 Per Day
*Rush Late Fee	

If less than 10 days prior to the event - the fee is \$100

Applications received less than 3 days prior to event will be DENIED



**Misc Fees**

DVD and CD Copy	\$2.00 Each
Fax	\$2.00 Per Page
Microfilm Copies	
Full size	\$1.00 Each
w/card	\$1.50 Each
Xerox Copies	
8 1/2 x 11 and 8 1/2 x 14	\$0.25 Per Page
11 x 17	\$0.25 Per Page
Copies by Mail	\$5.00 Minimum + charge for copies over 10
24x36 Copy (Maps)	\$35.00 Per Page
City-Vehicle Commuter Rate	\$1.50 per one-way commute
NSF Fee	\$40.00 Per Check

**BUILDING & CODE ENFORCEMENT**

<b>Board of Adjustment - Variance</b>	\$150.00 Per Application
<b>Board of Appeals</b>	\$150.00 Per Application
<b>Building &amp; Construction Permits (Based on valuation)</b>	
<i>Building Permit Fees</i>	
Up to \$1,000	\$50.00
In excess of \$1,000	
First \$1,000	\$60.00
Each add'l \$1000 or fraction to \$200,000	\$4.00
Each add'l \$1000 or fraction over \$200,000	\$5.50
<i>Plan Review</i>	
Building - Residential	\$80.00 Per/ Hr
Building - Commercial/Industrial	Actual + 10%
Fire Department	\$100.00 Per Application
Engineering Department	\$200.00 Per/Hr for Commercial
<b>Demolition Permit</b>	\$75.00
<b>Energy Certificate</b>	\$3.00
<b>Fence Permit</b>	\$60.00
<b>Fireplace Permit</b>	\$35.00
<b>Moving Permit</b>	\$75.00 Each
<b>Mechanical Permits</b>	
(Includes Single/Mobile Home/Multi-family/Commercial)	
First Unit	\$50.00
Each Additional Unit	\$15.00
Replace Furnace or Water Heater	\$35.00
<b>Plumbing Permits</b>	
First 16 Fixture units	\$120.00
Each Additional Fixture units	\$1.00
<b>Public Space Management Permit</b>	
3x3 area or smaller	\$50.00 Annual
Up to 25' storage frontage	\$250.00 Annual
26' - 50' store frontage	\$500.00 Annual
Over 50' store frontage	\$750.00 Annual
Annual Renewal (with no changes)	\$200.00
<b>Re-Inspection Fee</b>	\$200.00
<b>Sign Permits (Based on valuation)</b>	
<i>Plan Review</i>	
	\$80.00
<i>Sign Permit Fees</i>	
Up to \$1,000	\$50.00
In excess of \$1,000.....	
First \$1,000	\$60.00
Each additional \$1,000 or fraction	\$3.50
<b>Sprinkler System (underground)</b>	\$60.00 Each
<b>Water Well Permit</b>	\$80.00 Each

*Water and Sewer Connection Fees ( see Water/Sewer Section)*

**BUILDINGS AND SITES**

<b>Cemetery</b>	
Grave Site - City Resident	\$500.00

Grave Site - Non-Resident	\$600.00
Infant Grave Site	\$100.00
Buy-back of cemetery lot	
Will pay price paid if they have receipts, otherwise:	
Single	\$25.00
Side by Side	\$75.00
Forfeiture of Cemetery Lots	\$250.00
Open/Close Grave Site	
Normal Charge	\$700.00
During Winter (Nov 15 to April 1)	\$1,000.00
Infant Grave	No Charge
Double Deep	\$800.00
Double Deep Winter (Nov 15 to April 1)	\$1,100.00
Reburial of Surface Vault	\$460.00
Moving of Necessary Monuments	\$50.00
Name Plate Replacement	\$25.00
Disinterment	\$1,100.00
Cremation (Hand without vault)	\$210.00
Cremation (With vault)	\$210.00
Cremation (Marking & Admin Only)	\$60.00

**Mausoleum - based on casket size space**

Inside Facing	\$1,670 - \$4,235
Outside Facing	\$1,470 - \$3,635
Niches	\$350 - \$470

**Property Maintenance**

Weed Control/Snow Removal	
Lot mowing	\$500.00 Per hour with \$500 minimum
Snow Removal	\$400.00 Per hour with 1 hour minimum
Mosquito Suppression	
Residential Application	Per Lot Size
Commercial	\$1.00 Per sq. ft of area treated

**ENGINEERING**

<b>Concrete Permit (for new construction only)</b>	\$150.00 Residential	\$500.00 Commercial
<b>Public Infrastructure Permit</b>	<b>\$50.00</b>	
<b>Plan/Plat Review</b>	\$0.00 Residential	\$200.00/hr Commercial
<b>Construction Inspection</b>	<b>10% of the Bid Price</b>	
<b>Oil Well Permits</b>	\$1,000.00 Per Application	
<b>City Floodplain Permit</b>	Free Residential	\$150.00 Commercial
Re-Review Fee	\$100.00	
<b>FIRM Modifications Plan Review/Re-Review</b>	\$2,000.00 per acre of floodplain and tributary to be reviewed started in 2019	
(not to exceed \$12,000 per review)		
<b>Re-Inspection Fee</b>	\$100.00 Per Inspection	
<b>Utility Crossing Permit (Non Franchise)</b>	\$1,000.00 Per Application	
<b>Utilities Permits (for new construction only)</b>	\$100.00 Residential	\$500.00 Commercial

**Overweight Vehicles** (fees are set by Western Dakota Energy Association and are subject to change. GW = Gross Weight).

<b>Trucks &amp; Trailers</b>	
GW under 105,500, but over-width or over-length	\$20.00
GW 105,501 – 110,000	\$30.00
GW 110,001 – 115,000	\$40.00
GW 115,001 – 120,000	\$50.00
GW 120,001 – 125,000	\$60.00
GW 125,001 – 130,000	\$70.00
GW 130,001 – 135,000	\$80.00
GW 135,001 – 140,000	\$90.00
GW 140,001 – 145,000	\$100.00
GW 145,001 – 150,000	\$110.00
GW over 150,000 (Excess)	\$5.00 Per Ton Per Mile
<b>Workover Rigs &amp; Cranes</b>	
GW 40,000 – 60,000	\$30.00
GW 60,000-100,000	\$40.00
GW 100,001 – 110,000	\$60.00
GW110,001 – 115,000	\$70.00
GW 115,001 – 120,000	\$80.00
GW 120,001 – 125,000	\$90.00
GW 125,001 – 130,000	\$100.00
GW 130,001 – 135,000	\$110.00
GW 135,001 – 140,000	\$120.00
GW 140,001 – 145,000	\$130.00
GW 145,001 – 150,000	\$140.00
GW over 150,000 (Excess)	\$5.00 Per Ton Per Mile
<b>Earth Moving Equipment (Roaded)</b>	
GW 0,000 – 70,000	\$30.00

GW 70.001 and over	\$50.00		
<b>Drilling Rig Move</b>	\$500.00	Per Move	
<b>Storm Water Management Permits</b>			
Storm Water Permit	\$100.00	Ea/Resident	\$250.00/Ac Commercial
Failure to obtain Storm Water Mgmt. Permit	\$250.00	Ea/Resident	\$1000.00/Ea Commercial
Non-compliance	\$250.00	Per Day/Resi	\$250.00/day Commercial
Re-inspection	\$200.00	Per Insp/Res	\$200.00 Commercial
<b>Street Closure for Construction (up to seven days)</b>			
Local Street	\$100.00	Full Closure	\$50.00 Partial Closure
Collector Street	\$500.00	Full Closure	\$100.00 Partial Closure
Arterial Street	\$1,000.00	Full Closure	\$250.00 Partial Closure

## FIRE

<b>Alarm Response fee</b>			
Residential	\$50.00	Per Occurrence	
Commercial	\$100.00	Per Occurrence	
<b>Fire Report</b>	\$0.25	Per Page (8.5x11 or 8.5x14)	
<b>Locating Records</b>	First Hour No Charge, thereafter \$25/hour		
<b>Postage, Maps, Photos</b>	Actual Cost will be billed		
<b>Fire Suppression System Plan Review</b>	\$300.00	Per Building	
<b>Fire Plan Review</b>	\$100.00	Per Application	
<b>Fire Alarm System Review - Per Building</b>	\$300.00	If Panel Required	
<b>Re-Inspection Fee</b>	\$100.00		
<b>Hazardous Materials Spill/Release</b>			
Fire Apparatus with Personnel	\$125.00	Per Hour	
Utility Vehicle with Personnel	\$85.00	Per Hour	
Firework Display permit	\$100.00	per application	
<b>Use of Training Site</b>			
Per Hour	\$50.00	Per Hour	
Apparatus with personnel	\$125.00	Per Hour	
FD Instructor	\$50.00	Per Hour	For Each Instructor

## LIBRARY

<b>Copy Charge</b>			
Letter size	\$0.15	Per page	
Legal size	\$0.25	Per page	
11 x 17	\$0.25	Per page	
<b>Damaged or lost material</b>	\$7.00	Plus replacement cost	
<b>Fax - sending / receiving</b>	1.00/1.00	Per page	
<b>Fines</b>			
Book/audio book, magazines	\$0.25	Per day per item	
Videos, DVD's	\$1.00	Per day per item	
<b>Library Cards</b>			
Non-resident - Individual	\$20.00	Per Year	
Non-resident - Family	\$25.00	Per Year	
Temporary	\$20.00	Per Year	
<b>Microfilm Reader/Printer - 8 1/2 x 11 paper</b>	\$0.15	Per page	

## MUSEUM

<b>Admission to Dickinson Museum Center</b>			
Adults (17 to 64)	\$6.00	Person	
Seniors (65 and over)	\$5.00	Person	
Children 3-16 years of age	\$4.00	Person	
Children (2 and under)	Free		
Stark County Historical Society Members	Free		
Museum Center Members	Free		
Southwestern North Dakota Museum Foundation Merr	Free		
School Field Trips	\$2.00	Per Child/Chaperone	
(Teacher admission free)			
<b>Individual Memberships to Dickinson Museum Center</b>			
Student (under 18)	\$15.00	Per Year	
Seniors (65 and over)	\$20.00	Per Year	
Individual	\$25.00	Per Year	
Family (One Household)	\$50.00	Per Year	
Supporter (One Household)	\$100.00	Per Year	
<b>Business Memberships to Dickinson Museum Center</b>			
Business Supporter	\$100.00	Per Year	
Business Sustaining	\$250.00	Per Year	

Business Patron	\$500.00 Per Year
Business Benefactor	\$1,000.00 Per Year
Business Partner	\$5,000.00 Per Year
<b>Birthday Parties (up to 10 children)</b>	<b>\$100.00</b>
Each Additional Child	\$5.00
<b>Rentals</b>	
Heritage Pavilion Picnic Shelter - per hour	\$15.00 Per Hour
- per day	\$120.00 Per Day
Ridgeway Church	\$50.00 Per Hour
<b>Photocopies</b>	\$0.15 Each
<b>Photographic Reproduction</b>	
<i>Black &amp; White Reprints: Single Use, Not for Distribution</i>	
<i>Canvas Gallery Prints</i>	
Customized Size and Finish	Price Varies Contact Museum Gift Shop
<b>Electronic Images and Scanning</b>	
Reference print of scan on copy paper	\$1.00 Each
New Scan or modified scan fee	\$7.00 Each
<b>Still Image Use/Reproduction Fees</b>	
Broadcast / video	\$15.00 Per Image
Advertisement	\$15.00 Per Image
Commercial Display	\$15.00 Per Image
Books & Periodicals	\$15.00 Per Image
Other published works	\$50.00 Per Image
(including those in electronic format, such as websites)	

\*use fees are waived for in-state newspapers, television stations, state agencies, N.D. municipalities, public schools and non-profit museums

## PLANNING DEPARTMENT

<b>Annexation Application Fee</b>	\$5,000.00
<b>Crew Camp Housing Special Use Permit</b>	\$500.00 Per Unit
<b>Comp Plan Text/Map Amendment</b>	\$750.00
<b>Development Agreement Fee</b>	\$500.00
<b>Final Plat Application Fee</b>	\$350.00
<b>Final Plat Recording Fee</b>	
4 lots or less	\$25.00
Over five lots	\$50.00
<b>Lot Split/Combo Application Fee</b>	\$250.00
<b>Planning Compliance Review</b>	\$40.00
<b>Plat Vacation</b>	\$250.00 Per Application
<b>PUD Permit</b>	\$1,250.00 Per Application
<b>Temporary Use Permit</b>	\$100.00 Per Application
<b>Zoning Compliance Letter</b>	\$100.00 Per Hour
<b>Zoning Compliance Letter - ETZ</b>	\$200.00
<b>Zoning Confirmation Letter</b>	\$50.00
<b>Vacate Easement or Street/Alley</b>	\$250.00 Per Application

### **Park District Residential Development Fees**

<b>Cash-in-Lieu of Land Payment</b>	
R-1 Properties	\$500.00 Per Lot
R-2 Properties	\$0.10 Per Square Foot
R-3 Properties	\$0.15 Per Square Foot
MH Properties	\$500.00 Per Living Unit
<i>R-2 Properties and R-3 Properties will have a minimum charge of \$500</i>	

### **Park District Commercial/Industrial Development Fees**

<b>Off-Site Impact Assessment</b>	
LC Properties	\$500.00 Per Acre
DC Properties	\$500.00 Per Acre
CC Properties	\$500.00 Per Acre
GC Properties	\$500.00 Per Acre
LI Properties	\$500.00 Per Acre
GI Properties	\$500.00 Per Acre

### **Rezone Petition**

Public/Agricultural	\$250.00 Per Application
Residential	\$350.00
Commercial/Industrial	\$750.00

<b>Special Use Permit</b>	\$350.00 Per Application
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### **Subdivision Platting**

One to Ten Lots	\$500.00 Plus Appl Park Dist Fees
11 to 25 Lots	\$750.00 Plus Appl Park Dist Fees
26 to 40 Lots	\$1,500.00 Plus Appl Park Dist Fees
Above 40 Lots	\$2,000.00 Plus Appl Park Dist Fees

## POLICE

<b>Accident Report</b>	\$10.00 Each
<b>Alarm Response fee</b>	
Residential	\$50.00 Per Occurrence
Commercial	\$100.00 Per Occurrence
<b>Copy of audio/video evidence</b>	\$20.00
<b>Fingerprints</b>	
One set	\$10.00
Each Additional Set	\$5.00 each
<b>Impound Vehicle fee</b>	\$50.00 Plus Towing Fee
<b>Incident Report</b>	\$1.00 Per Sheet

## SOLID WASTE

### **Baler Building Fees**

Asbestos	\$75.00 Per Ton
Car bodies	NOT ALLOWED
Clean Wood and Trees	\$17.00 Per Ton
Compost	\$20.00 Per Ton
Construction Materials	\$36.00 Per Ton
Contaminated Soil	\$50.00 Per Ton
Crushed Asphalt	\$25.00 Per Ton
Crushed Concrete	\$25.00 Per Ton
Dead Animals - small/large	10.00/25.00 Each
Disposal Without Approval	\$150.00 Per Offense
Failure to Rescale (exiting out)	Equal to the amount of scale in
Household	\$47.00 Per Ton
Industrial	\$50.00 Per Ton
Inert	\$22.00 Per Ton
Minimum Scale Fee	\$5.00 Flat Fee
No Tarping Fee (Pickup)	\$35.00 Each
No Tarping Fee (8' to 16' Container)	\$50.00 Each
No Tarping Fee (Greater than 16' Container)	\$75.00 Each
Non-Compliant Loads	\$100.00 Per Ton
First Offense	\$250.00
Second Offense	\$500.00
Third Offense	\$1,000.00 revocation of city landfill privileges
Non-Refrigerated Appliances	\$5.00 Each
Oilfield/Pipeline	\$185.00 Per Ton - plus separation policy
Refrigerated Appliances	\$15.00 Each
Scale Use	\$25.00 Each
Shingles (Asphalt Only)	\$22.00 Per Ton
Sludge	\$17.00 Per Ton
Tires	
Auto	\$4.00 Each
Truck	\$15.00 Each
Tractor	\$30.00 Each
by Ton	\$250.00 Per Ton
Wood Chips/Mulch	\$15.00 Per Ton Only
Used Street Chips	\$8.00 Per Ton
Used Mill Material	\$12.50 Per Ton

### **Residential Solid Waste Collection/ Recycling Rates**

Single Family	\$17.25 Per Month
Each additional container	\$6.50 Per Month
Multiple - 2 units	\$34.50 Per Month
Multiple - 3 units	\$51.75 Per Month
Additional Recycle Container	\$6.50 Per Month

Requested Rear Load Collection \$20.00 Limited Restrictions

<b>Commercial Solid Waste Collection Rates</b>	<b>1.5 Yards/300 gallons</b>	<b>2 yards</b>	<b>3 yards</b>	<b>4 yards</b>	<b>6 yards</b>	<b>8 yards</b>	<b>6 Yd Compactor</b>	<b>300 Gallon Recycling</b>
Once time per week	\$34.70	\$40.78	\$55.05	\$74.31	\$100.33	\$135.46	\$216.72	\$ 25.50
Two times per week	\$69.40	\$81.56	\$110.10	\$148.62	\$200.66	\$270.92	\$433.44	\$ 51.00
Three times per week	\$104.10	\$122.34	\$165.15	\$222.93	\$300.99	\$406.38	\$650.16	\$ 76.50
Four times per week	\$138.80	\$163.12	\$220.20	\$297.24	\$401.32	\$541.84	\$866.88	\$ 102.00
Five times per week	\$173.50	\$203.90	\$275.25	\$371.55	\$501.65	\$677.30	\$1,083.60	\$ 127.50
Once per month	\$17.36	\$20.39	\$27.53	\$37.16	\$50.17	\$67.73	\$108.36	N/A
Twice per month	\$26.02	\$30.58	\$41.29	\$55.74	\$75.25	\$101.60	\$162.54	\$ 12.75
On Call	\$17.36	\$20.39	\$27.53	\$37.16	\$50.17	\$67.73	\$108.36	N/A
Rent/month	\$9.45	\$11.81	\$15.35	\$16.54	\$23.62	\$29.52	\$129.14	\$ 9.45

### **Small Business - 96 gallon recycling container**

Collected Twice per Month	\$4.25 Per Month
Collected Once per Week	\$8.50 Per Month

**Small Business - 90 gallon container**

One time per week	\$17.37
Two times per week	\$34.74
Three times per week	\$52.11
Additional garbage placed next to commercial container	\$8.00 Per Yard
On-Call	\$8.69 Each

**Commercial Roll-off Service Rates**

Hauling Fee - Roll-off	\$100.00 Each
Hauling Fee - Roll-off Compactor	\$200.00 Each
Container Rent without Lid (20 yd)	\$100.00 Per Month
Container Rent with Lid (25 yd)	\$150.00 Per Month
Container Rent without Lid (30 yd)	\$150.00 Per Month
Tipping Fee	varies according to material
Container Rent	\$15.00 Per Day

**STREET**

**Personnel**

Supervisor	\$75.00 Per Hour
Equipment Operator	\$61.00 Per Hour
Laborer	\$50.00 Per Hour

**Equipment w/ Operator**

Loader	\$150.00 Per Hour
Snow Plowing - add	\$75.00 Per Hour
Snow Blowing - add	\$150.00 Per Hour
Motor Grader	\$175.00 Per Hour
Snow Plowing - add	\$75.00 Per Hour
Asphalt Paver (Includes 2 Operators)	\$210.00 Per Hour
Roller	\$110.00 Per Hour
Backhoe	\$160.00 Per Hour
Mini-Excavator	\$125.00 Per Hour
Skidsteer	\$100.00 Per Hour
Tandem Axle Dump Truck	\$125.00 Per Hour
Snow Plowing - add	\$75.00 Per Hour
Traffic Attenuator - add	\$20.00 Per Hour
Single Axle Dump Truck	\$110.00 Per Hour
Snow Plowing - add	\$75.00 Per Hour
Sander (Plus truck rate and material)	\$40.00 Per Hour
Brine Truck (Plus truck rate and material)	\$25.00 Per Hour
Water Truck (Plus Water)	\$110.00 Per Hour
Sweeper - Pickup	\$175.00 Per Hour
Sweeper - Side Delivery	\$110.00 Per Hour
Trailer (Flat Bed)	\$20.00 Per Hour
Striper (Plus Paint)	\$75.00 Per Hour
Genie Lift	\$85.00 Per Hour
Scissor Lift	\$75.00 Per Hour
Pickup Truck (1 ton or less)	\$65.00 Per Hour
Pickup Truck (1 1/4 ton)	\$75.00 Per Hour

**Street Repair**

Asphalt	Actual Cost + 20%	Per Ton
Concrete	Actual Cost + 20%	Per CU. YD
Pavement Cuts - Asphalt		\$50.00 LN.FT.
Pavement Cuts - Concrete		\$75.00 LN.FT.
Recycled Asphalt/Concrete		\$25.00 Per Ton

**Signing**

Barricade (Type I)	\$10.00 Ea/day
Barricade (Type II)	\$15.00 Ea/day
Barricade (Type III)	\$20.00 Ea/day
* With flashing warning light additional \$5.00 each	
Signs	\$10.00 Ea/day
Traffic Cone	\$10.00 Ea/day

**Brine Rates**

Product 1 (Brine)	\$0.75 Per Gallon
Product 2 (95% Brine, 5% Beet 55)	\$0.78 Per Gallon
Product 3 (90% Brine, 10% Beet 55)	\$0.82 Per Gallon
Product 4 (85% Brine, 15% Beet 55)	\$0.85 Per Gallon
Product 5 (80% Brine, 20% Beet 55)	\$0.89 Per Gallon
Product 6 (75% Brine, 25% Beet 55)	\$0.92 Per Gallon
Product 8 (95% Brine, 5% Ice B'Gone Magic)	\$0.78 Per Gallon
Product 9 (90% Brine, 10% Ice B'Gone Magic)	\$0.82 Per Gallon
Product 10 (85% Brine, 15% Ice B'Gone Magic)	\$0.85 Per Gallon
Product 11 (80% Brine, 20% Ice B'Gone Magic)	\$0.89 Per Gallon

Product 12 (75% Brine, 25% Ice B'Gone Magic) \$0.92 Per Gallon

## UTILITY BILLING

### Water Base Rates

Non-Water Metered Customer (Well)	\$5.00 Per Month
Disconnected Meter Base Rate	\$5.00 Per Month
Commercial Non-Water Metered	\$8.00 Per Month
5/8" Meter	\$6.57 Per Month
3/4" Meter	\$10.00 Per Month
1" Meter	\$15.00 Per Month
1 1/2" Meter	\$29.00 Per Month
2" Meter	\$49.00 Per Month
3" Meter	\$76.00 Per Month
4" Meter	\$130.00 Per Month
6" Meter	\$270.00 Per Month

**Water Usage Rate** \$6.70 Per 1,000 gallons

### Sewer Base Rates

#### Inside City Limits

Residential Non-Water Metered Customer (Well)	\$25.00 Per Month
Residential Base Rate	\$13.00 Per Month
Commercial/Industrial Base Rate	
Minimum (including non-metered)	\$24.00 Per Month
1-1/2 inch water meter	\$35.00 Per Month
2 inch water meter	\$46.00 Per Month
3 inch water meter	\$60.00 Per Month
4 inch water meter	\$130.00 Per Month
6 inch water meter	\$300.00 Per Month

\* EDU (Equivalent Domestic Unit) = 5,000 gallons per month

#### Outside City Limits

Base Rate for Residential Customers	Equivalent City Base Rate plus 10% and costs of chemical pretreatment
Base Rate for Non-Residential Customers	Equivalent City Base Rate plus 35% and costs of chemical pretreatment
South Heart Base Rate	\$14.30 per EDU (727 EDU = \$10,396.10)
Dakota Prairie Refining Base Rate	\$17.55 per EDU (1,314 EDU = \$23,060.70)
Baker Boy Base Rate	\$17.55 per EDU (55 EDU = \$965.25)
Martin Construction	\$17.55 per EDU

### Sewer Usage Rates

Usage Rate	\$2.15 Per 1,000 gallons
Residential Summer Usage Cap	5,000 gallons
Overage Surcharge (for contract customers)	\$4.00 Per 1,000 gallons
Non-Compliance Surcharge (for contract customers)	\$4.00 Per 1,000 gallons

### Storm Water Service Charges

Residential	\$3.00
Commercial	\$5.00

### Street Light and Traffic Signal Utility Charge

Non-Water Metered Customer	\$3.25
5/8" Meter	\$3.15
3/4" Meter	\$3.15
1" Meter	\$5.25
1 1/2" Meter	\$12.00
2" Meter	\$17.50
3" Meter	\$28.25
4" Meter	\$43.50
6" Meter	\$54.00

### Misc Utility Billing Fees

Utility Bill late fee	1.75% of amount due
Utility Disconnect fee (non-delinquent)	\$25.00 (e.g. Snowbird, Vacationers)
Utility Re-connect fee (delinquent account)	\$100.00
Meter Check labor service call	\$30.00 Labor Flat Fee Plus Actual Cost to Replace Inventory if Applicable

## WASTEWATER

Domestic Septage Hauler	\$60.00 Per 1,000 gallons
Irrigation Water (If Available)	\$80.00 Per 1,000,000 gallons
Video Sewer Lines	\$3.50 Per Foot
Reuse Water	\$20.00 Per 1,000 gallons
Sewer Jet Truck	\$125.00 Per Hour
Vacuum Truck	\$225.00 Per Hour

Utility Operator \$61.00 Per Hour

**Wastewater Surcharge (non-resident)**

Biochemical Oxygen Demand (BOD) \$0.04 /lb., Surcharge Above 200mg/L  
Total Suspended Solids (TSS) \$0.02 /lb., Surcharge Above 200mg/L

**WATER/SEWER**

**Water/Sewer Access (Connection Fees)**

Sewer Access Fees \*

3/4"	\$1,800.00
1"	\$1,800.00
1 1/2"	\$3,000.00
2"	\$4,000.00
3"	\$5,000.00
4"	\$7,000.00
6" and larger	\$10,000.00

\*based on water meter size

Water Access Fees

3/4" Meter and below	2,500.00
1" Meter	3,000.00
1 1/2" Meter	3,500.00
2" Meter	5,500.00
3" Meter	6,700.00
4" Meter	8,850.00
6" Meter	15,000.00

**Water Purchase - Bulk (Potable)**

Water Vendor & others (treated) \$19.00 Per 1,000 gallons





Commission Meeting Date: January 18, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointment of Member of City Commission to Serve as *Ex Officio* Non-Voting Member of HB 121 “Governing Body” Entity

**From:** City Commission

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Appoint Member of City Commission to Serve as the *Ex Officio* Non-Voting Member of HB 121 “Governing Body” Entity for the Cascade City-County Board of Health

**Suggested Motion:**

1. Commissioner moves:  
  
 “I move that the City Commission appoint \_\_\_\_\_ to serve as the *ex officio* non-voting member of the interim HB 121 “Governing Body” entity for the Cascade City-County Board of Health.
2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

**Background:** In accordance with the provisions of Montana law governing local public health regulation, the City of Great Falls and Cascade County entered into an *Agreement* in 1975 to “unite in the organization of a City-County Health Department [CCHD]” to be administered by a City-County Board of Health [BOH]. The BOH consists of a County Commissioner and the Mayor (or his/her designee), along with at least five (5) additional members appointed by the mutual consent of the County Commission and the City Commission. The CCHD and BOH have since operated under the general structure of that *Agreement* since its inception in 1975.

At its Regular Meeting on November 16, 2021, the City Commission approved the terms of an Amendment to the 1975 *Agreement* that temporarily created an interim “governing body” entity to meet the requirements of HB 121 as passed by the Legislature in 2021. The role of the new “governing body” entity includes, among other things, directly employing the local public health officer, adopting public health regulations as recommended by an appointed BOH and reviewing (and potentially amending or rescinding) any public health orders issued by a local BOH in response to a formal emergency or disaster declaration by the Governor. The Legislature specifically provided, however, that the purpose of HB 121 is limited:

“It is a purpose of this chapter to address ongoing issues or conditions created during a declared state of emergency as a result of orders, directives or mandates issued by the governor as allowed under Title 10, chapter 3, for a state of emergency acting longer than 7 days. It is not a purpose of this chapter to hinder, slow or remove non-emergency-related powers granted to a local board of health.”

The City and County have not yet been able to reach an agreement as to what the membership of a permanent “governing body” should consist of and legal staff for both the City and County are continuing in their efforts to secure a resolution of that dispute. In the meantime, however, the Amendment to the 1975 *Agreement* calls for the appointment of a member of the Great Falls City Commission to serve as a non-voting *ex-officio* member of the governing body entity.

At its Regular Meeting on November 16, 2021, the Commission appointed Mayor Kelly to serve in that role. However, the Commission has since taken action at its Regular Meeting on January 4, 2022 to have Mayor Kelly replace former City Commissioner Owen Robinson as the City’s elected representative on the BOH. This appointment will be to now replace Mayor Kelly as the City’s non-voting *ex-officio* member of the interim HB 121 governing body entity.