

**RESOLUTION NO. 2024-15**

A RESOLUTION OF THE CITY OF WHITE SULPHUR SPRINGS, MONTANA, ESTABLISHING AN AMENDMENT TO THE FEE SCHEDULE ADOPTED AND EFFECTIVE AS OF JUNE 6, 2022.

**WHEREAS**, the City Council adopted Resolution 2022-7 on or about June 6, 2022, which updated the fee schedule effective prior to June 6, 2022; and

**WHEREAS**, the City Council has reviewed the fees currently charged and the cost of doing business represented by those fees, as well as additional fees suggested based on amendments to the Code or items not previously included; and

**WHEREAS**, the City Council has determined adjustments are required to address changing circumstances in the cost of providing certain services, and in recognition of the changes in the licensing and/or registration of businesses within the City; and

**WHEREAS**, the City Council desires to amend the Fee Schedule to address these issues and generally cover the cost of staff time and City resources involved (paper, ink/toner, etc.) in conducting business for the City of White Sulphur Springs.

**NOW, THEREFORE BE IT ORDAINED AND RESOLVED BY THE CITY OF WHITE SULPHUR SPRINGS, MONTANA as follows:**

The City of White Sulphur Springs hereby adopts the attached revised schedule of fees (see Exhibit A) which are to be charged based on the listed City Ordinance code section. Upon adoption, the Schedule will be available online and through the City Clerk’s Office and will be without color differentiation.

All fees addressed by this Resolution continue, replace, or add to fees previously set by prior resolutions, without repealing any of the policy statements contained in those prior Resolutions.

Where applicable, the fees charged shall be applied to the specific departmental budget to offset rising costs. When not applicable to a specific department, the fees shall be put in the general fund to offset costs incurred and otherwise support the work of the City.

This measure is effective as of December 16, 2024.

**PASSED** by the City Council in the City of White Sulphur Springs, Montana, on first reading at a regular session thereof held on the \_\_\_ day of \_\_\_\_\_, 2024.

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Rick Nelson, Mayor

ATTEST:

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Michelle Stidham, City Clerk

APPROVED AS TO FORM:

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Susan L. Wordal, City Attorney

**City of White Sulphur Springs Fee Schedule  
Resolution 2024-X Exhibit A**

Suggested changes in red, and additions in blue [indicating initial alterations] or green [indicating alterations after Nov. 4 meeting]

Code	Description	Fee
1.4.1	General Penalty/Administrative fee	
	Administrative Fee	\$35.00
	Victim Services fee (if services used)	\$50.00
2.1.3	NSF Handling fee <i>(plus bank charges incurred)</i>	\$35.00
2.2.2	Public Records Request	
	Routine records, paper copies,	0.25 per page
	Paper copies, non-routine public records, <10 min	0.25 per page
	Paper copies, non-routine public records, >10 min	0.50 per page
	Time over 10 min includes staff time rate [staff time rate based on hourly rate of pay for staff plus benefits and loss of productivity] <i>[may be prorated by ¼ hour]</i>	\$30 per hour
	Electronic Records	
	hourly rate (staff time) <i>[may be prorated by ¼ hour]</i>	\$30 per hour
	hourly rate (professional services) <i>[may be prorated by ¼ hour]</i>	per contracted rate
	Media	Actual cost
	Outside processing	Actual cost
3.1.2	Alcohol Business License, Annual fee	\$160
3.2.7	Business License	
	General (annual fee) <i>(July 1 – June 30)</i>	
	<i>Base Rate: owner/operator and up to 3 employees</i>	\$25.00
	<i>Up to 4-10 employees</i>	\$40.00
	<i>Over <del>4</del> 10 employees</i>	\$60.00
	<i>New business license applications received after December 31<sup>st</sup>.</i>	<i>½ the listed fee</i>
	<i>Existing businesses submitting application more than 30 days after expiration</i>	<i>2x the regular fee</i>
	<i>Multiple Businesses – single name/owner [based on owner/operator and total employees for all businesses] Note: when any business includes an alcohol or food service license, this fee is in addition to any other requirement under this Code</i>	<i>General Fee plus 5.00 per add'l business</i>
	<i>Registration Fee (Annual: July 1 – June 30) for:</i>	
	<i>Nonprofit, per organization</i>	<i>\$5.00</i>
	<i>Property Management under 3 dwellings (Non-STR)</i>	<i>\$5.00 per facility</i>
	<i>Professionals: Attorneys, Accountants, Medical professionals, including, but not limited to: physicians, surgeons, podiatrists, physician assistants, Dentists/Orthodontists, Mental health counselors or</i>	<i>\$5.00 per person</i>

	therapists, <a href="#">[when the professional is part of an independent/private practice]</a>	
	<a href="#">Professionals associated solely with governmental entity when proof of state license shown</a>	<a href="#">Exempt</a>
	Hospitals, Nursing Homes, Senior Care facilities, and similar residential care facilities <a href="#">[which includes associated professionals when they are ONLY attached to facility or governmental entity]</a>	<a href="#">\$20.00 per facility</a>
	Others exempt by MT law	<a href="#">\$5.00 per person or \$20.00 per entity</a>
	<a href="#">STR</a>	<a href="#">\$10.00 per location</a>
	<a href="#">Home-based business</a>	<a href="#">\$10.00</a>
	Out-of-town business doing business with City	
	1-3 employees	\$35.00
	4-10 employees	\$50.00
	Over 11 employees	\$70.00
3.3.3	Itinerant Vendor/Merchant (90-day license)	\$50.00
	Annual license	\$120.00
	Itinerant Vendor/Merchant (with valid license under 3.2.7)	Exempt
3.4.2	Advertising/Handbills	\$25.00
3.6.3	Marijuana Business Registration	<a href="#">N/A while Red County</a>
4.3.4	Weed Abatement	
	Base Rate (up to 8,600 sq. ft.)	\$200.00
	8,600 - 12,900 = 1.5 x base rate	\$300.00
	12,901 - 17,200 = 2 x base rate	\$400.00
	1 acre = 5 x base rate	\$1000.00
4.4.4	Garbage Contractor License fee	
	1-3 trucks	\$100.00*
	4-10 trucks	\$150.00*
	*plus a volume fee of \$10/mo per yard based on average estimated collection	
5.2.3	Animal License/Registration Annual fee	
	Spayed/Neutered	\$15.00
	Unaltered	\$30.00
	<a href="#">Replacement tags</a>	<a href="#">\$2.00</a>
5.2.8	Notice and Redemption (Release Fee)	
	Food/Shelter: 1 <sup>st</sup> offense	\$15/day
	Food/Shelter: 2 <sup>nd</sup> offense	\$25/day
	Food/Shelter: 3 <sup>rd</sup> offense within 1 year	\$45/day
	Mileage for transportation	state mileage rate
	Out-of-town housing/shelter	Actual cost
5.2.14	Dangerous Dog Impound fee	Add'l \$15.00 over Impound fee under 5.2.33
5.2.33	Impound fees – ACO or Law Enforcement impound	

	1 <sup>st</sup> Offense	\$40.00
	2 <sup>nd</sup> Offense	\$60.00
	3 <sup>rd</sup> or subsequent Offense	\$120.00
	Impound fees – mistaken rescue by non-law enforcement	
	1 <sup>st</sup> Offense (Responsible Person)	\$35.00
	2 <sup>nd</sup> Offense (Responsible Person)	\$75.00
5.7.5	Fire Protection Outside City Limits (per response)	
	Minimum fee	\$200.00
	Maximum fee	Actual Expenses
5.8.4	Fireworks Public Display Permit ( <i>base fee + 1-hr inspection</i> ) <i>Plus additional inspection and other fees as incurred</i>	\$75.00
5.11.2	Public Assembly Permit	\$50.00
<u>6.1.13</u>	<u>Curb Loading Zone Permit</u>	<u>\$30.00 + costs</u>
6.1.18	Vehicle Removal and Impound over 5 days	Tow Bill + \$20/day <i>+ pkg fine</i>
	<i>Plus costs for publication and/or sale if applicable</i>	
	<i>Vehicle redeemed w/in 5 days</i>	<i>Tow Bill + Pkg Fine</i>
7.4.16	Arborist License (plus proof of insurance/bond)	\$50.00
<u>7.5.13</u>	<u>Park Reservations Fee (one-time event)** (plus costs as incurred)<sup>4</sup></u>	
	<u>Base fee: 0 – 25 attendees expected</u>	<u>\$15.00</u>
	<u>26 – 50 attendees expected</u>	<u>\$25.00</u>
	<u>51 – 75 attendees expected</u>	<u>\$40.00</u>
	<u>More than 75 attendees</u>	<u>\$60.00</u>
	<u>Reserved Use Permit Administrative Fee (one-time or multiple event)**</u>	
	<u>General Public: Minimum (plus costs as incurred)<sup>4</sup> [multi-day/wk]</u>	
	<u>0 – 25 attendees expected</u>	<u>\$25.00</u>
	<u>26 – 50 attendees expected</u>	<u>\$50.00</u>
	<u>51 – 75 attendees expected</u>	<u>\$75.00</u>
	<u>More than 75 attendees</u>	<u>\$100.00</u>
	<u>Clubs/Organizations: Minimum (plus costs as incurred)<sup>4</sup></u>	<u>\$30.00</u>
	<u>Schools/Charitable Groups (plus costs as incurred)<sup>4</sup></u>	<u>\$5.00</u>
	<u>Personal/Private For-Profit Event Fee</u>	<u>\$50.00</u>
	<u>Special Permits involving archery or other projectiles**</u>	<u>\$150.00</u>
	<u>User Agreement [Baseball field, Pavilion, Tennis/Pickleball Court, etc.]</u>	
	<u>** Provide proof of insurance, organization status, open container waiver, and other information as required</u>	
	<u><sup>4</sup>Costs incurred may include inspection charges for staff time, repair costs for any damage, and other costs not typical for the City, which may be billed rather than estimated</u>	
	<u>Damage Deposit [when not waived or included in above fees as determined by Mayor or calculated based on nature of the event]</u>	
	<u>Minimum</u>	<u>\$50.00</u>
	<u>Large Event</u>	<u>\$100.00</u>
	<u>Note: Inspection fees are estimated at a minimum of 2 employees' hourly wage times 2 hours, or billed as incurred</u>	
8.1.2	Connection to Public Water Main Tap Application Fee	\$1750.00
	Digging/Tearing up Street/Alley	\$750.00

	Additional fee for street/alley repairs	Actual Cost
	<u>Larger line than ¾"</u>	<u>Cost difference</u>
	<u>Commercial Connection</u>	<u>Actual Cost</u>
8.1.4	Water Shut Off ( <u>City Notice</u> )	\$50.00
	<u>Water Turn Off (Customer Notice)</u>	<u>\$30.00</u>
8.1.5	Delinquency or Late Charge/Fee	\$30.00
	Water Turn on Following Delinquency	\$75.00
	<u>Security Deposit following Delinquency Shut Off</u>	<u>\$100.00</u>
	<u>Call out after hours (evenings/weekends/holidays)</u>	<u>2x standard rate</u>
8.1.15(A)	Water Turn on Fee	\$50.00
	<u>After hours (evenings/weekends/holidays)</u>	<u>2x standard rate</u>
8.1.14	Contractor/Builder Building Water Use Permit	Actual Cost Estimate
	<u>Potable Water (Bulk Water) Purchase</u>	
	<u>Application Fee</u>	<u>\$20.00</u>
	<u>Water Rate</u>	<u>\$3.00/1,000 gal.</u>
<u>8.1.24</u>	<u>SID Application for Connection</u>	<u>Connection fee plus meter(s) plus assessment of SID on property</u>
8.2.4	Water Well Permit	\$40.00
8.2.7	Water Well Appeal Fee ( <u>see appeal note at end of schedule</u> )	<del>\$20.00</del>
8.3.2	Connection to Public Sewer Main Tap Application Fee	\$1750.00
	Digging/Tearing up Street/Alley	\$750.00
	Additional fee for street/alley repairs	Actual Cost
	<u>Commercial Connection</u>	<u>Actual Cost</u>
8.3.3	Private Wastewater System Permit and Inspection Fee	\$100.00
	Private Wastewater System to Public System Plan Inspection Fee	\$60.00
8.3.4	Building Sewer Permit Fees	
	Residential	\$100.00
	Commercial	\$150.00
	Industrial	\$200.00
	Resubmission Fee	\$40.00
	<u>Plan Inspection Fee</u>	<u>Actual Cost</u>
8.4.6	Wastewater Service Charge and Penalty	\$30.00
8.5.1	Wastewater Hauler Business License Fee	\$50.00
8.5.8	Wastewater Hauler Discharge Fees	
	Domestic Wastewater 0-500 gallons	\$50.00
	Domestic Wastewater 500-999 gallons	\$80.00
	Domestic Wastewater 1000-1500 gallons	\$100.00
	For every 500 gallons thereafter add	\$50.00
8.5.9	Wastewater Hauler Liability Insurance Amounts	
	Minimum per claimant	\$750,000.00
	Minimum per occurrence	\$1,500,000.00
	City of WSS is listed as additional insured	
9.1.3	Land Use Permit (Building) <sup>1</sup>	\$50.00

	<u>Variance Application<sup>1</sup></u>	<u>\$50.00</u>
	<u><sup>1</sup>Plus all costs associated with professional services used to review application</u>	
9.6.190	Planning Fee Schedule	
	<u>NOTE: All costs below are base costs to which professional service fees for contract planner/engineer/other will be added</u>	
	Pre-Application Review	\$250.00
	Pre-application Fee per Lot	\$10.00
	Preliminary Plat - Minor Subdivision - Flat Fee	\$750.00
	Preliminary Plat - Minor Subdivision - Per Lot	\$75.00
	Preliminary Plat - Major Subdivision - Flat Fee	\$1800.00
	Preliminary Plat - Major Subdivision - Per Lot	\$75.00
	Final Plat - Flat Fee - Minor Subdivision	\$330.00
	Final Plat - Per Lot - Minor Subdivision	\$25.00
	Final Plat - Flat Fee - Major Subdivision	\$650.00
	Final Plat - Per Lot - Major Subdivision	\$25.00
	Annexation Plus any applicable fees <u>and costs</u>	\$500.00
	Amended Annexation	\$150.00
	Exemption	\$200.00
	Preliminary Plat Extension	\$230.00
	<u>Variances</u>	
	<u>Application – Residential</u>	<u>\$300.00</u>
	<u>Application – Commercial</u>	<u>\$400.00</u>
	Additional Review [ <u>minimum</u> ]	\$100/hr
<u>Any</u>	<u>Unless otherwise stated herein, an appeal fee shall be assessed upon filing an appeal of any decision by the Mayor or City Council or other board/committee with the City Clerk. All appeal fees shall be in addition to any costs or consulting fees incurred during the process. The fee shall cover costs related to notification requirements listed in the specific code provision or as required by state law, including but not limited to: publication fees, certified mailing fees, general mailing fees, and duplication of documents. In the event the appeal is successful, all but \$20.00 of the fee shall be refunded to the appellant. The \$20.00 shall be applied to help cover publication fees, mailing fees, and staff time related to the appeal. The Mayor, or designee, may authorize a payment plan or may waive the fee based on ability to pay.</u>	<u>\$75.00</u>