



**TO:** Mayor  
Members of the City Council

**FROM:** *Kelli Kronschnabel, Fire Chief*  
*Stefanie Stalheim, City Attorney*  
*Corbin Dickerson, Assistant City Attorney*

**DATE:** January 15, 2024

**SUBJECT: AMEND CHAPTER 13 OF THE CITY OF MINOT'S CODE OF ORDINANCES TO ALLOW THE CITY COUNCIL TO ESTABLISH FIRE PERMIT, LICENSE, INSPECTION FEES BY RESOLUTION, AND MAKE GENERAL UPDATES.**

**I. RECOMMENDED ACTION**

- A. *Approve the proposed ordinance on first reading.*
- B. *Review and consider the draft resolution setting fire inspection fees.*

**II. DEPARTMENT CONTACT PERSONS**

*Kelli Kronschnabel, Fire Chief*  
*Stefanie Stalheim, City Attorney*  
*Corbin Dickerson, Assistant City Attorney*

**III. DESCRIPTION**

A. Background

The Fire Department is implementing a fee schedule to begin charging for annual and operational permits as well as construction. There has not been charging for these in the past, but implementing the fees falls in line with other area jurisdictions. We are also modernizing and cleaning-up the language within Chapter 13, Code of Ordinances.

B. Proposed Project

A proposed resolution establishing fire permit, license, and inspection fees is attached. If this ordinance is approved on first reading, this resolution will be presented to the Council alongside the attached ordinance on second reading.

**IV. IMPACT:**

A. Strategic Impact:

This change will allow us to better track permitted occupancies as well as high hazard processes and will allow us to generate revenue to offset our prevention office.

B. Service/Delivery Impact:

C. Fiscal Impact:

Conservatively this project we have estimated to generate \$56,000 annually.

**V. CITY COUNCIL ASPIRATIONS**

This will allow us to continue to make Minot safer and welcoming through our fire prevention efforts.

**VI. ALTERNATIVES**

- A. Council could decline to pass the ordinance.
- B. Council could modify the ordinance.
- C. Council could make recommendations and modify the resolution.

**VII. TIME CONSTRAINTS**

Once the ordinance is passed on second reading, and the resolution is adopted, the City can begin charging and collecting the inspection fees.

**VIII. LIST OF ATTACHMENTS**

- A. *Proposed Ordinance*
- B. *Proposed Ordinance - Redlines*
- C. *Proposed Resolution establishing Fire Permit, License, and Inspection Fees.*