



TO: Mayor Thomas Ross
Members of the City Council

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

DATE: February 5, 2024

SUBJECT: RESOLUTION ESTABLISHING FIRE PERMIT, LICENSE, INSPECTION FEES.

I. RECOMMENDED ACTION

It is recommended City Council approve the resolution setting the 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.

B. Proposed Project

A proposed resolution establishing fire permit, license, and inspection fees is attached.

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 resolution.
- B. Council could 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 Resolution establishing Fire Permit, License, and Inspection Fees.*