



MADRAS CITY COUNCIL WORK SESSION

Monday, January 8, 2024 at 12:00 PM

City Council Chambers, 125 SW "E" Street, Madras, OR 97741

Telephone (541) 475-2344 www.ci.madras.or.us

This meeting is open to the public. However, Council does not take public comments at Work Sessions and no formal decisions will be made.

Join via Zoom:

<https://us02web.zoom.us/j/2912614668?pwd=MIJ3ZzhOYzg0ZkhwOTZ0REgrWTFYdz09>

Passcode: **5414752344**

Join via teleconference:

From a cell phone: **971-247-1195**

From a land line phone: **1-877-853-5257**

Meeting ID: **291 261 4668#**

Participant ID: **#**

Passcode: **541 475 2344#**

AGENDA

- I. Call Work Session to Order**
- II. Roll Call**
- III. Work Session Topic(s)**
 1. Committee List Review
 2. Fee Resolution - Review and Make Recommendations
- IV. Additional Discussion**
- V. Adjourn Work Session**

CITY OF MADRAS
Work Session Report

Meeting Date: January 8, 2024

To: Mayor and City Council Members

From: Keli Pollock, City Recorder

Through: Will Ibershof, City Administrator

Subject: **COMMITTEE LIST REVIEW**
Review committee list to make changes, additions, deletions, etc., in preparation for January 23, 2024 assignments.

TYPE OF ACTION REQUESTED:

Discuss

OVERVIEW:

The purpose of this review is to ensure the list of committees is accurate in preparation for making assignments/appointments at the January 23, 2024 Council meeting.

STAFF ANALYSIS:

Items shown in red on the list are changes staff already recognizes will need to be made. Items shown in green are appointments ready to be made in January. These are people who have expressed interest and have been validated by the appropriate department. Once Council has reviewed this list and provide their input, adjustments will be made and the list will be updated and presented at the January 23rd meeting for appointments.

If Council wishes to add any committees, consideration should be give as to the type of committee and what Council's expectations are as far as Staff responsibilities (document preparation, scheduling, notifications, member tracking, etc.). The following are a few examples:

1. Ad Hoc/Task Force - temporary (under a year); special projects of events, or for analyzing issues.

> If it's a City project/issue, City staff would be responsible for document preparation, scheduling, minutes, etc.

2. Advisory - usually lacks City governance and are relied upon more for their expert opinion. Typically, a Council member or staff person would be a member to help the committee understand any limitations the City may have and/or provide insight into opportunities the group may not be aware of (i.e., funding, partnerships, etc.).

> While the City may encourage the development of the committee, the Committee establishes their own processes and procedures. Staff only tracks the committee involvement.

3. Chartered - usually a committee with bylaws that outlines how many members, where they reside or their occupation, how often they meet and other protocols.

> City staff would be responsible for document preparation, scheduling, minutes, etc.

If the City establishes a committee this way, we create bylaws by resolution. Therefore, the committee has to be dissolved by resolution also.

FISCAL INFORMATION:

N/A

SUPPORTING DOCUMENTATION:

Committee List

STRATEGIC GOAL:

N/A

2024 BOARDS, COMMISSIONS AND COMMITTEES

COUNCIL COMMITTEE ASSIGNMENTS

Council Committees P = Primary A = Alternate Purple = Proposed	Mike Lepin Mayor	Jennifer Townsend CC Pres	Mike Seibold	Gabriel Soliz	Patricia Spencer	Gary Walker	Lamar Yoder
Airport-Industrial Site Committee		X					X
Ambulance Service Area Committee of Jefferson County					X		
Budget Committee - City	X	X	X	X	X	X	X
Budget Committee - MURA	X	X	X	X	X	X	X
COCO - Central Oregon Cities Organization	P		A				
COIC - Central Oregon Intergovernmental Council			A	P			
COIC - Jefferson County Transit Advisory Board				X			
COIC - Regional Housing Council				P	A		
Central Oregon Regional Solutions Team	X						
Chamber of Commerce Board of Directors	X						
Childcare Task Force							
Dangerous Canine Commission		X				X	
Deschutes Basin Water Collaborative			X				
Downtown Parking Task Force		X					
EDCO Local Board		P			A		
Homeless Advisory Committee	X		X				
Housing Advisory Committee							
Joint City-County Meetings	X	X	X	X	X	X	X
Madras Redevelopment Commission (MRC)	X	VC	X	C	X	X	X
Madras Sister City - Tomi City Committee	X						
Public Art Advisory Committee			X	X			
Public Safety Advisory Committee			X	X	X		
South Madras Concept Area Refinement Plan Advisory Committee				X		X	X
Transportation Advisory Committee							
Transportation Funding Task Force (Subcommittee of Transportation Advisory Committee)		X	X	X			
Urban Forestry Commission					X	X	

2024 BOARDS, COMMISSIONS AND COMMITTEES

STAFF COMMITTEE ASSIGNMENTS

Staff Committees P = Primary A = Alternate Purple = Proposed	City Admin.	Jeff Hurd	Nick Snead	Kate Knop	HR	Tim Plummer	Other Staff
Airport-Industrial Site Committee	X	X					Airport Manager
Airshow of the Cascades Board							Airport Manager
Budget Committee - City	X			X			
Budget Committee - MURA	X			X			
Central Oregon Area Commission on Transportation (COACT)	P	A					
COCO - Central Oregon Cities Organization	A						
COIC - Regional Housing Council			X				
Deschutes Basin Water Collaborative	A						
Downtown Parking Task Force			X				
Homeless Advisory Committee		X	X			X	
Housing Advisory Committee			X				
Madras Downtown Association Board					X		
Madras Redevelopment Commission (MRC)			X				
Madras Sister City-Tomi City Committee							Michele Quinn
Planning Commission			X				
Public Risk Management Association (PRIMA)					X		
Public Safety Advisory Committee						X	
South Madras Concept Area Refinement Plan Advisory Committee			X				
Transportation Advisory Committee	X	X					
Transportation Funding Task Force (Subcommittee of Transportation Advisory Committee)	X	X		X			
Urban Forestry Commission		X					Chris Funk; Jon Burchell
Weed Abatement Committee							Michele Quinn

2024 BOARDS, COMMISSIONS AND COMMITTEES

CITY GOVERNED MEETINGS

Proposed Committees listed in Purple

COMMITTEE	COMMITTEE MANAGEMENT	SCHEDULED PER YEAR	2022 ACTUALS	2023 ACTUALS
Airport-Industrial	Public Works	11	7	10
Budget-City	Finance	2-3	2	3
Budget-MURA	Finance	1 biennially	1	1
Childcare Task Force	TBD		0	0
City Council	City Recorder	Min 24	31	46
Dangerous Canine	Police	As-Needed	0	0
Downtown Parking	Community Development	6	0	0
Homeless Advisory Committee	Mayor/CDD Director	24	0	12
Housing Advisory	Community Development	TBD 12	0	0
Joint City-County	City Recorder	5	5	6
Madras Redevelopment Commission (MRC)	City Recorder	12	13	13
Planning Commission	Community Development	24	14	9
Public Art Advisory	TBD	TBD (6)	0	0
Public Safety Advisory	Police	TBD (12)	0	0
South Madras Concept Area Refinement Plan Advisory Committee	CDD	4	0	0
Transportation Advisory	TBD	TBD (12)	0	0
Transportation Funding	TBD	TBD (6)	0	0
Urban Forestry	Public Works	12	6	6
	TOTALS:	---	79	106

Committee Management (Notices, Agendas, Packets, Minutes)

Number of meetings managed:

	2022	2023
City Recorder	49	65
Community Development	14	21
Finance	3	4
Public Works	13	16

2024 BOARDS, COMMISSIONS AND COMMITTEES

AIRPORT - INDUSTRIAL SITE COMMITTEE

- Organizer:** City of Madras Public Works Manager
- Date/Time:** 3rd Thursday of Every Month; 4:00 PM
- Location:** Madras Municipal Airport, General Aviation Building
- Terms:** Four (4) Years; Staggered
- Appointments:** Seven to Eleven Members Total
Voting Members:
 Minimum of one (1) Council Member
 Two (2) Current Pilots
 One (1) Industrial business representative
 All but two members must reside within the 97741 and 97734 zip codes; up to two (2) at-large members can reside within Jefferson County
- Non-Voting Members:**
 City Administrator
 Public Works Director
 Airport Manager
 Chamber Director
 County Commissioner
- Purpose:** To communicate, review and consider current and future improvements, activities, and commerce affecting the Madras Airport and Industrial Site.
- Notes:** Established 1959; Changed from Commission to Committee in 2010; See Resolution 1-2020.

Position	Name	Appointed	Reappointed	Expires
City Resident No. 2, Chair	Trevorr Beaver	6-25-2019		12-31-2023
Current Pilot No. 1, Vice-Chair	Chris Tatro	11-8-2016	12-31-2020	12-31-2024
Current Pilot No. 2	Darrell Smith	4-25-2023		12-31-2026
Council Member, Primary	Lamar Yoder	1-24-2023		12-31-2026
Council Member, Alternate	Jennifer Townsend	1-24-2023		12-31-2026
City Resident No. 1	Tom Brown	2-14-2017	12-31-2020	12-31-2024
County Resident No. 1	Eddy A. Fuller	1-1-2017	12-31-2020	12-31-2024
Industrial Park Businessman	Bill Randolph	11-8-2016	12-31-2020	12-31-2024

2024 BOARDS, COMMISSIONS AND COMMITTEES

AIRSHOW OF THE CASCADES COMMITTEE

Organizer: Airshow Board Director
Date/Time: 1st Monday of Every Month; 5:30 PM
Location: Madras Municipal Airport, General Aviation Building
Terms: Continuous by Position
Appointments: Airport Manager
Purpose: Annual community airshow.

Position	Name	Appointed	Reappointed	Expires
Airport Manager	Derek Ables	Per position		Per position

2024 BOARDS, COMMISSIONS AND COMMITTEES

AMBULANCE SERVICE AREA COMMITTEE OF JEFFERSON COUNTY

Organizer: Jefferson County Public Health

Date/Time: 3rd Tuesday; Quarterly (Feb, May, Aug, Nov) 9:00 AM

Location: Jefferson County Public Health Building

Terms: Two (2) Years

Appointments: One (1) Council Member

Purpose:

Position	Name	Appointed	Reappointed	Expires
Council Member	Patricia Spencer	1-24-2023		12-31-2024

2024 BOARDS, COMMISSIONS AND COMMITTEES

**BUDGET COMMITTEE
CITY**

Organizer: City of Madras Finance Director

Date/Time: Typically Two – Three Meetings Annually (April/May); 5:30 PM

Location: Madras City Hall Council Chambers

Terms: Three (3) years; Staggered

Appointments: All Council Members (7)
Seven (7) registered voters residing within City limits

Purpose: Reviews the annual draft budget prepared by staff, reviews Community Grant presentations and staff requests for budget support of their departments and community service offerings. Once the Budget Committee is satisfied with the draft budget, they make a recommendation to the City Council to approve the fiscal year budget.

Position	Name	Appointed	Reappointed	Expires
All Council Members	City Councilors			Per Individual Terms
Seat No. 1	Brad Johnston	1-24-2023		12-31-2025
Seat No. 2	Kate Knop	2-14-2023		12-31-2026
Seat No. 3	Dawn Bright	4-12-2022		12-31-2024
Seat No. 4	Trevorr Beaver	2-12-2019	12-14-2021	12-31-2024
Seat No. 5	Jamasa Sattler	1-24-2023		12-31-2026
Seat No. 6	Deanna Seibold	2-25-2020		12-31-2023
Seat No. 7	Richard Ladeby	1-24-2023		12-31-2025

2024 BOARDS, COMMISSIONS AND COMMITTEES

**BUDGET COMMITTEE
MADRAS URBAN RENEWAL AGENCY**

Organizer: City of Madras Finance Director

Date/Time: Typically Two Meetings in April or May Biennially per MRC Resolution No. 2020-04 beginning 2020

Location: City Hall

Terms: Four (4) Year Terms; Staggered

Appointments: All MRC Commissioners (includes Council)
Up to seven (7) Registered voters who reside within two miles of city limits (excluding Metolius).

Purpose: Established in 2002 to review the Madras Urban Renewal Agency budget.

Position	Name	Appointed	Reappointed	Expires
All Council Members				Per Individual Terms
All MRC Commissioners				Per Individual Terms
Seat No. 1	Dennis Miller	2-8-2022		12-31-2024
Seat No. 2	Trevorr Beaver	2-25-2019	12-14-2021	12-31-2025
Seat No. 3	Dawn Bright	4-12-2022		12-31-2025
Seat No. 4	Brad Johnston	1-24-2023		12-31-2026
Seat No. 5	Jamasa Sattler	1-24-2023		12-31-2026
Seat No. 6	Richard Ladeby	1-24-2023		12-31-2024
Seat No. 7	Deanna Seibold	2-25-2020		12-31-2023

COACT - CENTRAL OREGON AREA COMMISSION ON TRANSPORTATION

Organizer: Central Oregon Intergovernmental Council
 Tammy Baney 541-504-3306 tbaney@coic.org

Date/Time: 2nd Thursday of Alternating Months beginning in January; 3:00 PM

Location: City of Redmond, Public Works Department

Terms: Two (2) Years

Appointments: Two (2) Staff Members (typically City Administrator and Public Works Director)

Purpose: Established in 1998 to serve as a forum for the discussion, understanding, and coordination of transportation issues affecting the Central Oregon region. Reviews processes for determining transportation infrastructure needs, capital investments, and project priorities in the Central Oregon Region. Advocates for Central Oregon transportation issues to neighboring regions, area legislators and other interested organizations, and advises the Oregon Transportation Commission on state and regional policies affecting Central Oregon’s transportation system.

Position	Name	Appointed	Reappointed	Expires
Staff, Primary	Will Ibershof	1-22-2019	1-24-2023	12-31-2023
Staff, Alternate	Jeff Hurd		1-24-2023	12-31-2023

2024 BOARDS, COMMISSIONS AND COMMITTEES

COCO - CENTRAL OREGON CITIES ORGANIZATION

Organizer: Lisa Morgan, 541-447-5627

Date/Time: 3rd Monday of Every Month; 11:30 AM

Location: Redmond City Hall, 411 SW 9th St., Conference Room A

Terms: One (1) Year

Appointments: Mayor, Primary
One (1) Council Member, Alternate
One (1) Staff Member

Purpose: Established in 2002 to effectively and efficiently promote the common interests of the cities in Central Oregon related to water, transportation, economic development, school funding, and tax reform. Organizations include the cities of Bend, Culver, Madras, Redmond, La Pine, Maupin, Metolius, Prineville, and Sisters.

Position	Name	Appointed	Reappointed	Expires
Mayor, Primary	Mike Lepin	1-24-2023		12-31-2023
Council Member, Alternate	Mike Seibold	1-24-2023		12-31-2023
Staff	Will Ibershof			12-31-2023

2024 BOARDS, COMMISSIONS AND COMMITTEES

COIC - CENTRAL OREGON INTERGOVERNMENTAL COUNCIL

Organizer: Central Oregon Intergovernmental Council
Scott Aycock 541-390-4653

Date/Time: First Thursday of Every Month; 5:30 PM

Location: City of Redmond Public Works Department Training Room

Terms: Two (2) Years

Appointments: One (1) Council Member, Primary
One (1) Council Member, Alternate

Purpose: Established in 1972 to jointly identify issues and needs that are regional in scope, to achieve agreement for cooperative actions, and to implement projects and services at a regional scale.

Position	Name	Appointed	Reappointed	Expires
Council Member, Primary	Gabriel Soliz	12-14-2021		12-31-2023
Council Member, Alternate	Mike Seibold	1-24-2023		12-31-2024

COIC - JEFFERSON COUNTY TRANSIT ADVISORY COMMITTEE

Organizer: Central Oregon Intergovernmental Council
Derek Hofbauer, 541-548-9534

Date/Time: Two times/year; times may vary

Location: Virtual or Hybrid

Terms: Four (4) Years

Appointments: One (1) Council Member

Purpose: Prioritize public transportation programs and services for State of Oregon funding through the Statewide Transportation Improvement Fund (STIF).

Position	Name	Appointed	Reappointed	Expires
Council Member	Gabriel Soliz	10-25-2022		12-31-2025

2024 BOARDS, COMMISSIONS AND COMMITTEES

COIC - REGIONAL HOUSING COMMITTEE

Organizer: Central Oregon Intergovernmental Council
Scott Aycock 541-390-4653

Date/Time: TBD

Location: TBD

Terms: One (1) Year

Appointments: One (1) Council Member (Council chose an alternate also)
One (1) Staff Person

Purpose: A body of elected officials and ex-officio decision makers that identify and fill gaps in housing and homelessness programs, systems, and policies. Provides an opportunity to communicate regional priorities to the State and a space to communicate on local and regional housing issues and best practices.

Notes: Committee will be formed in 2023.

Position	Name	Appointed	Reappointed	Expires
Council Member, Primary	Gabriel Soliz	2-22-2022	1-24-2023	12-31-2023
Council Member, Alternate	Patricia Spencer	1-24-2023		12-31-2023
Staff	Nicholas Snead	2-22-2022	1-24-2023	12-31-2023

**CENTRAL OREGON REGIONAL SOLUTIONS
TEAM ADVISORY BOARD**

Organizer: Governor’s Office (Position is vacant at this time; Board is not meeting)

Date/Time: Quarterly

Location: Redmond

Terms: One (1) Year

Appointments: One (1) Council Member (typically Mayor)

Purpose: Established in 2014 (Madras joined in 2019) to discuss State agency coordination and programs related to local government activities, to promote communications & problem solving between State and Local government, help Coordinators and teams identify high level priorities for community and economic development for the region, and help connect resources from the community to expand the collective capacity to solve problems and seize opportunities.

Position	Name	Appointed	Reappointed	Expires
Council Member	Mike Lepin	1-24-2023		12-31-2023

**CHAMBER OF COMMERCE
BOARD OF DIRECTORS**

Organizer: Chamber of Commerce 541-475-2350

Date/Time: 3rd Tuesday of Every Month; 12:00 PM

Location: Chamber of Commerce Conference Room

Terms: Two (2) Years Typical; Appointed by the City

Appointments: Mayor

Purpose: The Chamber of Commerce is involved in the economic status of Jefferson County and incorporated jurisdictions through promotions for the area. They “sell” the Madras and Jefferson County communities and positive things about area recreational places and tourism. The Chamber serves as the Information Center of and for the Community.

Position	Name	Appointed	Reappointed	Expires
Mayor	Mike Lepin	1-24-2023		12-31-2025

CHILDCARE TASK FORCE
Proposed

Organizer: TBD (check with Jefferson County to see if they have one)

Date/Time:

Location:

Terms:

Appointments: One (1) Council Member
Others TBD

Purpose: Ensure Madras receives available resources and leaders are involved with COCC-OCDC project.

Position	Name	Appointed	Reappointed	Expires
Council Member	TBD			

2024 BOARDS, COMMISSIONS AND COMMITTEES

DANGEROUS CANINE COMMISSION

Organizer: City of Madras Police Department

Date/Time: As-needed

Location: Madras City Hall Council Chambers

Terms: Members Serve Until They Resign

Appointments: One (1) Council Member
One (1) Citizen
One (1) Veterinarian

Purpose: To hear evidence (via a formal public hearing) and consider and decide on the classification of a dog, based on the provisions outlined in the City's Dog Control Ordinance and how dangerous the dog is to the community, as well as to determine the steps that must be taken by the owner based on that classification and their desire to keep the dog.

Position	Name	Appointed	Reappointed	Expires
Council Member	Jennifer Townsend	12-14-2021		On-Going
Council Member/Citizen	Gary Walker	3-26-2013		On-Going
Veterinarian	Dr. Jerud Rhen	3-26-2013		On-Going

2024 BOARDS, COMMISSIONS AND COMMITTEES

DESCHUTES BASIN WATER COLLABORATIVE

Organizer: Central Oregon Intergovernmental Council
Scott Aycock 541-390-4653 or Sommers Taylor 541-419-1181

Date/Time: Monthly or Bi-Monthly

Location: Redmond or Bend

Terms: One (1) Year

Appointments: One (1) Council Member, Primary
One (1) Staff, Alternate

Purpose: Established in 2004 to establish ongoing regional water management planning and coordination to address key water issues in the Deschutes Basin, increase understanding of water issues in the region, and meet regional water management needs by developing an integrated regional water management plan.

Position	Name	Appointed	Reappointed	Expires
Council Member, Primary	Mike Seibold	1-24-2023		12-31-2023
Staff, Alternate	Vacant	1-22-2019	1-24-2023	12-31-2023

2024 BOARDS, COMMISSIONS AND COMMITTEES

DOWNTOWN PARKING TASK FORCE

Organizer: City of Madras Community Development Director

Date/Time: TBD

Location: TBD

Terms: TBD

Appointments: One (1) Council Member
One (1) City Community Development Director
Citizens, Business Owners, TBD

Purpose: Finalize Downtown parking plan.

Position	Name	Appointed	Reappointed	Expires
Council Member	Jennifer Townsend			
Community Development Director	Nicholas Snead			

2024 BOARDS, COMMISSIONS AND COMMITTEES

**ECONOMIC DEVELOPMENT FOR CENTRAL OREGON - (EDCO)
LOCAL ADVISORY BOARD**

Organizer: EDCO, 541-388-3236

Date/Time: 2nd Thursday (Jan, Mar, May, July, Sept, Nov); 8:30 AM

Location: Redmond City Hall

Terms: Two (2) Years

Appointments: One (1) Council Member

Purpose: Established in 1981 to provide advice, guidance, support, and advocacy for the Jefferson County office of Economic Development, set goals and policies; establish objectives, identify opportunities, develop strategies and support their achievement, assess the job market and help stay in tune with trends in industry and the economy. This Board also serves as a liaison with business, industry, and government agencies, and in acquiring resources necessary to advance the mission by taking an active role in private fundraising efforts.

Position	Name	Appointed	Reappointed	Expires
Council Member	Jennifer Townsend	1-1-2018	12-14-2021	12-31-2023
Council Member, Alternate	Patricia Spencer	1-24-2023		12-31-2023

2024 BOARDS, COMMISSIONS AND COMMITTEES

HOMELESS ADVISORY COMMITTEE

- Organizer:** City of Madras (Nick Snead, Secretary)
- Date/Time:** Once or twice per month; Time TBD
- Location:** City Council Work Room, 125 SW “E” Street
- Terms:** Until resignation.
- Appointments:** Thirteen members total appointed by Council
Nine Voting Members:
 One (1) Council Member
 One (1) Jefferson County Health Department Director
 One (1) Best Care Treatment Behavior Health Staff
 One (1) Faith Based Network Staff
 City Police Chief
 Jefferson County Sheriff
 One (1) Jefferson County Fire & EMS Staff
 One (1) Legal Advocate
 One (1) Community Partner
- Four Non-Voting Members:**
 City Administrator
 City PD Sergeant
 City Community Development Director, Secretary
 City Public Works Director
- Purpose:** Ensure all service agencies are working toward common goals on local homelessness issues including homeless camping.
- Notes:** First meeting 4-17-2023; Resolution No. 03-2023.

Position	Name	Appointed	Reappointed	Expires
Council Member	Mike Lepin, Chair	5-9-2023		
Jefferson County Public Health Director	Michael Baker, VC	5-9-2023		
Best Care Staff	Cindi Potter	5-9-2023		
Jefferson County Faith Based Network	Tony Mitchell	5-9-2023		
City Police Chief	Tim Plummer	5-9-2023		
Jefferson County Sheriff	Jason Pollock	5-9-2023		
Jefferson County Fire & EMS	Penny Codemo	5-9-2023		
Legal Advocate	Tim Gassner	5-9-2023		
Community Advocate	Trent Titus	12-12-2023		

HOUSING ADVISORY COMMITTEE
Proposed

Organizer: City of Madras Community Development Director

Date/Time: TBD

Location: TBD

Terms: TBD

Appointments: One (1) Council Member
One (1) City Community Development Director
One (1) City Public Works Director
Others TBD

Purpose: Manage multitude of housing issues. Planning, Code/Land Use, Code Enforcement, Affordable Housing, etc.

Position	Name	Appointed	Reappointed	Expires
Council Member	TBD			
Community Development Director	Nicholas Snead			
Public Works Director	Jeff Hurd			

2024 BOARDS, COMMISSIONS AND COMMITTEES

JOINT CITY-COUNTY MEETINGS

Organizer: Jefferson County Executive Administrative Assistant

Date/Time: 1st Wednesday of every month (except August) 8:15 AM

Location: Jefferson County Annex

Terms: Per Individual Terms

Appointments: All Council Members
City Administrator
Other Directors per Topics

Purpose: For Council and County Commissioners to work on projects together.

Notes: **City Recorder prepares agendas and packets, notices.** County prepares minutes.

Position	Name	Appointed	Reappointed	Expires
All Council Members				Per Individual Terms
City Administrator				

2024 BOARDS, COMMISSIONS AND COMMITTEES

MADRAS DOWNTOWN ASSOCIATION BOARD

Organizer: Madras Downtown Association Board President

Date/Time: Last Monday of Every Month; 5:30 PM

Location: Varies

Terms: Three (3) years; staggered. No more than two consecutive terms without stepping down for a minimum of one year.

Appointments: One (1) Staff Member

Purpose: Established in 2017 to create a thriving Downtown that serves as the economic, social, and cultural heart of the community.

Position	Name	Appointed	Reappointed	Expires
Staff	Charo Miller	10-25-2021		10-25-2024

2024 BOARDS, COMMISSIONS AND COMMITTEES

MADRAS REDEVELOPMENT COMMISSION

- Organizer:** Madras City Recorder
- Date/Time:** 4th Tuesdays; 5:30 PM
- Location:** Madras City Hall Council Chambers
- Terms:** Four (4) Years; Staggered for At-Large Members
Per Terms for Councilors
Chair & Vice-Chair are elected every year
- Appointments:** Minimum membership is nine (9); maximum is thirteen (13)
All Council Members (7)
Up to six (6) At Large Members residing within two miles of city limits (excluding Metolius)
- Purpose:** Established in 2002 to discuss proposed sales or purchases of land, review project proposals that help remove blight in the downtown area, and oversee the Housing Urban Renewal District.
- Notes:** See Resolution MRC 2022-01 (bylaws). **January 2023 changed to one meeting per month (special meeting if additional meeting is needed).**

Position	Name	Appointed	Reappointed	Expires
Council Member, Chair	Gabriel Soliz	12-12-2023		12-31-2024
Seat No. 2, Vice Chair	Chandra Potter	12-12-2023		12-31-2024
All Council Members (7)	All Council			Per Individual Terms
Seat No. 1	Trevorr Beaver	1-1-2023		12-31-2026
Seat No. 2	Chandra Potter	1-1-2022		12-31-2024
Seat No. 3	Les Weidner	1-1-2023		12-31-2026
Seat No. 4	William O'Daniel	1-1-2023		12-31-2026

2024 BOARDS, COMMISSIONS AND COMMITTEES

MADRAS SISTER CITY (TOMI CITY) BOARD

- Organizer:** Board Secretary
- Date/Time:** Monthly or 5-6 times per year; 5:00 PM
- Location:** Council Work Room or TBD
- Terms:** Two years
- Appointments:** Mayor; Non-voting Ex-officio
- Purpose:** Established in 2000 to be a liaison with the Tomi City group and students and to promote the program.
- Notes:** 501c3 to provide high school students with an opportunity to go to Japan and experience the culture. Tomi City students visit Madras in exchange.

Position	Name	Appointed	Reappointed	Expires
Mayor	Mike Lepin	1-24-2023		Per Individual Term

2024 BOARDS, COMMISSIONS AND COMMITTEES

PLANNING COMMISSION

- Organizer:** City of Madras Community Development Director
- Date/Time:** 1st Wednesday of Every Month; 3rd Wednesday (If Needed); 6:00 PM
- Location:** City Hall, Council Chambers
- Terms:** Three (3) years; Staggered
- Appointments:** Five (5) Members Total
 One (1) Resident of the City of Madras
 Two (2) Residents Outside City Limits but within Urban Growth Boundary; and not more than two (2) members who reside outside the Madras city limits but within a three (3) mile radius of the Madras City limits
- History:** Established 1946; See Ordinance 866.
- Purpose:** To provide balance, leadership, fairness, and equity, regarding zoning ordinances and future city planning.

Position	Name	Appointed	Reappointed	Expires
City Resident	Joel Hessel, Chair	1-8-2019	12-14-2021	12-31-2024
3-Mile Resident	Ashlyn Etter, Vice-Chair	6-14-2022	1-1-2024	12-31-2027
City Resident	Mary Kendall	12-8-2020	1-1-2024	12-31-2027
City Resident	Michael Baker	12-10-2019	12-8-2020	12-31-2023
UGB Resident	Melissa Irvine	6-11-2019	12-8-2020	12-31-2023

PUBLIC ART ADVISORY COMMITTEE
Proposed

Organizer: TBD

Date/Time: TBD

Location: TBD

Terms: TBD

Appointments: Two (2) Council Members
Others TBD (art community, citizens)

Purpose: Beautification of City with murals, statues, roundabouts, etc.

Position	Name	Appointed	Reappointed	Expires
Council Member No. 1	Mike Seibold			
Council Member No. 2	Gabriel Soliz			

2024 BOARDS, COMMISSIONS AND COMMITTEES

PUBLIC RISK MANAGEMENT ASSOCIATION (PRIMA)

- Organizer:** PRIMA
- Date/Time:** 2nd Friday of Every Month; 12:00 PM
- Location:** Varies; determined by the Board
- Terms:** Two years; staggered
- Appointments:** One (1) Staff Member (typically HR Director)
- Purpose:** Established in 2012 to increase the proficiency of management of risk, insurance and benefits in government and other public entities through education and networking. To support and strengthen the public sector by promoting risk management concepts and strategies.

Position	Name	Appointed	Reappointed	Expires
Staff	Charo Miller	1-1-2022		12-31-2023

2024 BOARDS, COMMISSIONS AND COMMITTEES

PUBLIC SAFETY ADVISORY COMMITTEE
Proposed

Organizer: City of Madras Police Department

Date/Time: TBD

Location: TBD

Terms: TBD

Appointments: Three (3) Council Members
Police Chief
Others TBD (citizens, HOA's)

Purpose: Community safety, livability issues, collective problem-solving.

Position	Name	Appointed	Reappointed	Expires
Council Member No. 1	Mike Seibold	1-24-2023		
Council Member No. 2	Gabriel Soliz	1-24-2023		
Council Member No. 3	Patricia Spencer	1-24-2023		
Madras Police Chief				

SOLID WASTE COMMITTEE

Organizer: Jefferson County
Date/Time: Varies
Location: County Annex Building, 66 SE "D" Street
Terms: On-Going
Appointments: One (1) Staff Person

Purpose:

Position	Name	Appointed	Reappointed	Expires
Staff	Michele Quinn			On-Going

2024 BOARDS, COMMISSIONS AND COMMITTEES

**SOUTH MADRAS CONCEPT AREA REFINEMENT PLAN
ADVISORY COMMITTEE**

- Organizer:** City of Madras Community Development Director
- Date/Time:** Per project schedule. Approximately one meeting every 3 months; Time TBD
- Location:** City Hall or otherwise determined by Committee
- Terms:** Two Years; Until Project Completion
- Appointments:** Five (5) Members Total
Three (3) Council Members
One (1) City Planning Commissioner
One (1) City Community Development Staff Person
- Purpose:** Develop South Madras Concept Area Refinement Plan proposal for City Planning Commission and City Council Consideration
- Notes:** Established 2023.

Position	Name	Appointed	Reappointed	Expires
Council Member	Gabriel Soliz	5-9-2023		Upon Completion of Project
Council Member	Gary Walker	5-9-2023		Upon Completion of Project
Council Member	Lamar Yoder	5-9-2023		Upon Completion of Project
Planning Commissioner	Ashlyn Etter	5-9-2023		Upon Completion of Project
Community Development	Nick Snead	5-9-2023		Upon Completion of Project

2024 BOARDS, COMMISSIONS AND COMMITTEES

TRANSPORTATION ADVISORY COMMITTEE
Proposed

Organizer: TBD

Date/Time: TBD

Location: TBD

Terms: On-Going

Appointments: Two (2) Council Members
Public Works Director
City Administrator
Others (Citizens, Business Owners)

Purpose: To review all large transportation projects and make recommendations to subcommittees. JC Pathway, JC Transportation Equity Project, Funding Measure, ODOT project, etc.

Position	Name	Appointed	Reappointed	Expires
Council Member No. 1				
Council Member No. 2				
Public Works Director	Jeff Hurd			
City Administrator				

2024 BOARDS, COMMISSIONS AND COMMITTEES

**TRANSPORTATION FUNDING TASK FORCE
Subcommittee of Transportation Advisory Committee**

Organizer: TBD

Date/Time: TBD

Location: Council Work Room

Terms: Until project completed

Appointments: Three (3) Council Members
Public Works Director
City Administrator
City Communications Officer
Chamber Director
Citizens/Business Owners

History: Reconvened December 11, 2018; See Resolution 31-2018; On Hold due to COVID; To be reconvened in 2023

Purpose: To research and analyze potential funding revenues for the transportation infrastructure network within the City of Madras. FCS Group and staff facilitate the meetings and provide information at the request of the Task Force to aid them in preparing recommendation(s) to be presented to the Madras City Council for approval, after the study has been completed.

Position	Name	Appointed	Reappointed	Expires
Council Member No. 1	Mike Seibold	1-24-2023		Project End
Council Member No. 2	Gabriel Soliz	9-25-2018	12-14-2021	Project End
Council Member No. 3	Jennifer Townsend	9-25-2018		Project End
Public Works Director	Jeff Hurd			Project End
City Administrator				Project End
<i>City Communications</i>				Project End
Chamber Director	Joe Krenowicz			Project End
Citizen	<i>Mack Gardner – TBD</i>			Project End
Citizen	<i>Louise Muir – TBD</i>			Project End

2024 BOARDS, COMMISSIONS AND COMMITTEES

URBAN FORESTRY COMMISSION

Organizer: City of Madras Public Works Office Coordinator

Date/Time: 1st Tuesday of Every Month; 6:00 PM

Location: Madras City Hall Work Room

Terms: Three (3) Years; Staggered

Appointments: Nine (9) Members Total consisting of:
 Two (2) Council Members
 Three Members (3) can be UGB or Jefferson County Residents
 Four Members (4) Must be City Residents

Non-Voting Members:

Chris Funk
 Jon Burchell

Purpose: Established in 1993 to communicate, review, and consider tree placement, selection, and removal of damaged or diseased trees located on City property, maintain the City’s Tree City USA designation and schedule, participate in, and manage the Arbor Day celebration each year, assist in updating the City’s Transportation Master Plan, Water System Master Plan, Wastewater System Master Plan, Design Standards and Construction Specifications document, Parks System Master Plan, review street signage and safety issues, ordinances related to water, wastewater, parks.

Position	Name	Appointed	Reappointed	Expires
Council Member No. 1	Patricia Spencer	1-24-2023		12-31-2025
Council Member No. 2	Gary Walker	1-24-2017	1-24-2023	12-31-2025
County Resident No. 1	John Arena	12-31-2018	1-12-2021	12-31-2023
County Resident No. 2	Rebekah Burchell	1-1-2018	12-8-2020	12-31-2023
County Resident No. 3	Bill Donahu		2-14-2023	12-31-2025
City Resident No. 1	Cindy Stanfield	3-14-2023		12-31-2024
City Resident No. 2	Jordan Vasquez	3-14-2023		12-31-2024
City Resident No. 3	Louise Muir	10-23-2018	1-24-2023	12/31/2025
City Resident No. 4	Vacant			12-31-2025

WEED CONTROL ADVISORY COMMITTEE

- Organizer:** Jefferson County
- Date/Time:** Varies
- Location:** County Annex Building, 66 SE “D” Street
- Terms:** On-Going
- Appointments:** One (1) Staff Person
- Purpose:** Established in 2018 to serve the public interest in an ethical and responsible manner by:
1. Assisting the county in effective education, outreach, and treatment of noxious weeds.
 2. Advocating for effective weed control programs.
 3. Receiving information from county staff in order to make informed decisions.
 4. Cooperating with local interest groups and state and federal agencies thereby promoting partnerships.
 5. Assisting in accessing funding.
 6. Reporting and making recommendations to the Jefferson County Board of Commissioners.
 7. Assisting the county with the identification of appropriate additions to and deletions from the Jefferson County Noxious Weed List.
 8. The Weed Advisory Committee is subject to the laws applicable to public bodies.

Position	Name	Appointed	Reappointed	Expires
Staff	Michele Quinn	10-13-2020	12-14-2021	On-Going

CITY OF MADRAS
Work Session Report

Meeting Date: January 8, 2024

To: Mayor and City Council Members

From: Rose Vanderschaegen, Interim Finance Director

Through: Will Ibershof, City Administrator

Subject: Council to review changes, additions, and deletions to Fee Resolution proposed by staff.

TYPE OF ACTION REQUESTED:

Discuss

OVERVIEW:

Changes, deletions, and additions to the Fee Resolution have been made by Finance, Public Works, Police, and Community Development.

STAFF ANALYSIS:

These changes have been made with the intention of presenting a more concise, easy-to-follow format for the Fee Resolution.

FISCAL INFORMATION:

N/A

SUPPORTING DOCUMENTATION:

See redline (edited) version of Fee Resolution and final pdf version attached.

STRATEGIC GOAL:

#4: Organizational Development - improve internal functions, communication, and transparency.

RESOLUTION NO. 25-2023

A RESOLUTION OF CITY OF MADRAS AMENDING, RESTATING, SUPERSEDING, AND REPLACING RESOLUTION NO. 10-2023, WHICH RESOLUTION ESTABLISHED A FEE RATE AND SCHEDULE FOR CITY SERVICES, PERMITS, APPLICATIONS, LICENSES AND OTHER MISCELLANEOUS CHARGES.

WHEREAS, the City of Madras has incurred increasing expenses for various services provided to residents of the City of Madras; and

WHEREAS, it is necessary to review on a regular basis and to bring current, fees and assessments charged by the City of Madras; and

WHEREAS, by adoption of this Resolution No. 25-2023 (this "Resolution"), the Madras City Council desires to amend, restate, supersede, and replace Resolution No. 10-2023 in its entirety.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Madras as follows:

1. Findings. The above-stated findings contained in this Resolution are hereby adopted.
2. Fee Schedule. City hereby adopts the following fee rate and schedule (as set forth below in this Section 2) as the current fees to be charged by City for City services such as permits, applications, licenses and other miscellaneous charges by City:

ADMINISTRATIVE FEES	AMOUNTS
Building Permit	Uniform Building Code
City <u>Public Works Plan</u> Review	\$100.00
Consent to Annex	\$150.00
County Recording Fee	Actual Cost
Demolition Permit	County Building Department
Mechanical Permit	County Building Department
Mobile Home/ Manufactured Home Placement Permit	County Building Department
Non-Remonstrance (recording fee)	\$46.00 plus \$5.00 each additional page
Right-of-Way Permit includes sidewalk (Excludes Franchises)	\$100.00
Sanitary Sewer Connection/ Inspection Permit	\$175.00
Vacation (Streets, Alley Ways)	Actual cost of service
Water Connection/ Inspection Permit	\$125.00
Jefferson County Fire District	10% of amount billed
-administrative fee for billing/ collecting Fire District permit fees)	

City Tax and Business Applications	AMOUNTS
Auction License	\$125/ day
Year-Round Business License (annual Fee, pro-rated 50% after January 1	
For Profit Inside City limits (New Applicant)	\$60.00
For Profit – Inside City Limits (Renewal)	\$50.00
For Profit – (Outside City Limits)	\$60.00
Non-profit/ exempt – Inside / Outside City Limits	0.00
Food Carts (by location)	\$40.00
Seasonal Business License (i.e. Street Vendor, fruit stand, etc.)	\$40.00 per Quarter
<i>Seasonal Business must meet the following: a) operate no longer than 90 days, b) business occurs wholly or primarily during one of the four seasons (e.g. spring, summer, fall, or winter) and c) occurs solely on private property, unless otherwise authorized to operate on public right-of-way.</i>	
Temporary Business license	\$40.00
<i>Temporary Business operates within the city for 30 days or less, and occurs on private property.</i>	
Administrative Fee for Replacement and/ or Changes on business license	No Charge
Business License Late Penalty	10% per month of license balance
<i>(Per section 12.2 of Business Ordinance, not to exceed balance of license)</i>	
Business License list	\$20.00 + Postage
Liquor License	
New Applications	\$100.00
Change in Ownership	\$75.00
Renewals or temporary Applications	\$35.00
Medical Marijuana Dispensary Permit Application and investigation fees	
Initial Permit Application and Investigation Fee	\$200.00
Permit Renewal Application and Investigation Fee	\$70.00
Golf Course Rates	Amounts
Standard Green Fees	
9 Holes Week Days	\$18.00/Round
9 Holes Week End	\$20.00/Round
18 Holes Week Day	\$27.00/Round
18 Holes Week End	\$29.00/Round
Junior Rate (Applies To Children Under 18 Years Of Age)	1.00/Round
Membership Initiation Fee (One Time Fee To New Members	\$100

Annual Membership (Single Payment Option)

Single	\$600.00 <u>700.00</u> /Year
Couple	800.00 <u>\$700.00</u> /Year
Senior- Single (65 And Older)	\$550.00 <u>650.00</u> /Year
Senior Couple (65 And Older)	\$650.00 <u>750.00</u> /Year
Add Child To Any Membership (Under18 Living At Home)	\$90.00 <u>100.00</u> /Year

Annul Membership

Single	\$54.00 <u>62.00</u> Month
Couple	\$62.00 <u>70.00</u> /Month
Senior- Single (65 And Older)	\$49.00 <u>58.00</u> /Month
Senior Couple (65 And Older)	\$58.00 <u>67.00</u> /Month
Add Child To Any Membership (Under18 Living At Home)	\$10.00 <u>15.00</u> /Month

Cart Storage Fee

Electric Cart Storage	\$30.00/Month
Gas Cart Storage	\$20.00/Month

Range Tokens

\$3.00/small bucket

Trail Fee

Annual	\$100.00/YR
9-Holes	\$5.00/Day
18-Holes	\$8.00/Day

The City has the ability to adjust green fees for, including but not limited to, weekday specials, tournaments, twilight, and winter rates.

Airport

Amounts

Fuel Sales

Jet A	Based on Market Rate set by Airport Manager
100LL Aviation Gasoline	Based on Market Rate set by Airport Manager

Hanger Rent

Based on Market Rate set by Airport Manager

Fuel Flowage Fee (Per Ordinance No.859)

\$0.10 per Gallon

Other fees such as hangar rent, tie down fees, fuel sales, and similar airport use related fees are to be coordinated with airport management.

Airport Billing Late Fee

\$25.00

Land Use Application Ordinances

Amounts

Annexation	\$3,538.00
Accessory Dwelling Unit	\$590.00
Appeals	
Planning Commission	\$590.00
City Council	\$1769.00
Code Enforcement	
10% of Community development Structure building permit fee	
Comprehensive Plan Text Amendment	\$10613.00
Comprehensive Plan Amendment w/Rezone	\$4717.00
Conditional Use (Includes Site Plan Review)	
Project value less than \$12,500	\$858.00
Project value between \$12,500 - \$25,000	\$1,180.00
Project value between \$25,000 - \$50,000	\$1,394.00
Project value between \$50,000 - \$100,000	\$1,608.00
Project value greater than \$100,000	\$1,822.00+
Plus \$56 per each additional \$50,000 value	\$56.00/\$50,000
Copies	
Complete Municipal Code	\$295.00
Comprehensive Plan	\$59.00
Development Code	\$54.00
Public Improvement Design & Construction Standards	\$59.00
Storm Drainage Master Plan	\$30.00
Urban Forestry Management Plan	\$30.00
Transportation System Plan	\$59.00
Wastewater Master Plan	\$59.00
City of Madras Zoning Map	\$30.00
Development Plans & Maps	
Full Size - Color	\$35.00
Full Size - Black and White	\$24.00
Declaratory Ruling	
Type II	\$884.00
Type III	\$1,179.00
DMV License Review Fee	\$27.00 <u>270.00</u>
Extension	\$236.00
Request	
Final Plat Review Application	

Major (Subdivision)	\$590.00
Minor (Lot Line Adjustment and Partition)	\$295.00
Administrative Flood Review	\$5,896.00
Floodway Review Floodplain Review	\$590.00
Floodway Review Floodplain Review	\$236.00
Home Occupation	\$3,216.00
Infrastructure Review: Mfg. Home & RV Parks & Cottage Clusters	\$1,769.00
Land Partition	\$89.00
Land Use Application Notification Postage)	\$236.00
Land Use Hearing Public Notice (Newspaper	\$1,000.00
Landscape Security Deposit (Residential/Commercial/Industrial)	\$590.00
Lot Line Adjustment	\$2,948.00
Lot of Record Determination	\$1,769.00
Master Plan Review, Less than 5 Acres	\$4,717.00
Master Plan Review, More than 5 Acres	\$1,769.00
<u>Medical and/or Recreational Marijuana Land Use Review</u>	
<i>(New Construction will require site plan review and applicable fees will apply)</i>	
Modification of Application	50% of original application fees
Modification of Approval and or Conditions of Approval	50% of original application fees
Modification or Waiver of Residential Development & Design Standards	25% of original site plan review fees
Public Hearing facilitated by Planning Commission and/or City Council	\$590.00
Public Hearing facilitated by Hearings Officer	\$2,358.00
Reimbursement District (plus actual costs)	\$884.00
Sign	
New	\$295.00
Face change	\$118.00
Temporary Special Permit	\$177.00
Site Plan Review	
Project value less than \$12,500	\$858.00
Project value between \$12,500 -	\$1,179.00
Project value between \$25,000 -	\$1,394.00
Project value between \$50,000 -	\$1,608.00
Project value greater than \$100,000	\$1,822.00 +
Plus \$66 per each additional \$50,000 value	\$ 66.00/\$50,000
Subdivision	\$2,358 + \$94/Lot

Temporary Use	\$295.00
Technology Fee (per application)	\$263.00
Urban Reserve Area Development Review	
Subdivision	\$590.00 + \$30.00/lot
Partition	\$590.00
Wireless Communication Tower Review {Type II & Type III}:	
Project Value less than \$12,500	\$858.00
Project value between \$12,500 - \$25,000	\$1,179.00
Project value between \$25,000 - \$50,000	\$1,394.00
Project value between \$50,000- \$100,000	\$1,608.00
Project value greater than \$100,000	\$1,822.00
Plus \$55 per each additional \$50,000 in value	\$55.00/\$50,000
Vacation	
Petition Fee	\$118.00
Vacation Fee Deposit*	\$884.00
(*If costs exceed the calculated minimum deposit, the petitioner is responsible to pay the additional services provided by the City)	
Variance	
Major	\$1,769.00
Minor	\$884.00
Development Code Text Amendment	\$4,717.00
Zoning Review	
Land Use Zoning Review	\$295.00
New or Expanded Structures	
\$241.00 + .006 X Valuation \$ 0 to \$300,000	
\$2,171.00 + .005 X Valuation \$300,001 to \$1,000,000	
\$5,630.00 + .004 X Valuation \$1,000,001 to \$5,000,000	
\$23,075.00 + .002 X Valuation Over \$5,000,000	
<i>For Example: A structure valued at \$450,000.00 would be figured as follows:</i>	
<i>\$2,171.00 + (\$450,000.00 X .005 = \$2,250) = \$4,421.00</i>	
No New or Expanded Structures	\$107.00
Zoning Verification	\$236.00 per request

Miscellaneous	Amounts
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Equipment Rental/Operator-Equipment rental is operated (1 hour minimum).

Aqua Tech	\$450.00 \$500.00/Hour
Back hoe	\$200.00 /Hour--
Boom Truck	\$150.00 \$200.00/Hour

Grader	\$275.00/Hour
Loader	\$200.00/Hour
Roller	\$100.00/Hour
Sander	\$250.00/Hour
Street Sweeper	\$400.00/Hour <u>450.00</u>
Tractor	\$100.00/Hour
Water Truck	\$175.00/Hour
Dump Truck	\$170.00/Hour
Mechanical Weed Sprayer	\$100.00/Hour

*A standard operator fee of \$75.00 per hour is included in the rental price stated above with the exception of the Aqua Tech which includes two operators (time based on 15 minute increments)

Traffic Control Device Rental

No rental fee; Refundable deposit required.

A \$200.00 security deposit is required for each order of traffic control devices. The deposit will be refunded if returned in good condition within two weeks of drop-off. If items are lost or damaged, and exceed the collected security deposit, applicant is responsible to reimburse the City for actual cost of damages or loss

Conference/Meeting Room Rentals (requires meeting room rental permit)

Available Facilities (When not in use by the City):

- 1) General Aviation Building- Conference Room (Airport)
- 2) City Hall Council Chambers
- 3) City Hall Council Work Room
- 4) Conference Room

Typical Availability:

Monday through Friday (excluding holidays)

Hours Available (if not reserved):

8 a.m. to 5 p.m.

For Profit Organizations

Week Day Room Rental	\$50.00/Day
Week Day Room Rental (incl. any food/drink or catering brought into the room)	\$100.00/Day
Refundable Deposit (required on all room rentals)	\$100.00/Day

Non-Standard- Outside office hours, weekends, holidays Additional \$50.00/Hour for staff

Non-Sufficient Funds Check Charge \$35.00

Nuisance Enforcement Fee

20% of required Com. Dev. Structural Bldg Permit Fee
\$35.00

Stop Payment Fee

Weed Abatement	Cost + 10% (not less than \$30 not to exceed \$100)
Weed Abatement (Filing and Collection fee for unpaid bills)	\$100.00
Lien Search Fee (both electronic and manual searches)	\$30.00 per search
Administrative Theft of Services Fee (damage to water meters or sewer services)	\$100.00
(Plus actual costs to replace the damaged property will also be billed to the account)	

SPECIAL EVENT FEES

~~Events involving public right of ways (i.e. streets, trails, bike paths):~~

- ~~• Non-Profit and Private Events: No charge for non-profit community events that are sponsored by legally established non-profit organizations or by a group of individuals that are sponsoring the event for community benefit and without profit making intent.~~
- ~~• For Profit Events: Private "for profit" organizations will be assessed a \$50 charge for a one day event. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.~~

~~Events involving city parks:~~

- ~~• Non-Profit and Private Party Events: There is no fee for reserving city parks for non-profit community or private events. It is the responsibility of the permittee to secure the permitted location the day of your event. The City does not rope off or sign reserved areas. Community events that benefit the residents of Madras will take precedence over private party applications.~~
- ~~• For Profit Events: The City of Madras reserves the right to charge "For Profit" entities a fee for utilizing city parks for money making events. Private "for profit" organizations will be assessed a \$50 charge for a one-day event. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.~~
- ~~• Use of city water and electricity for events: There is a \$25 fee per event for the use of city utilities for events. Does not apply to Non-Profit Organizations.~~

POLICE DEPARTMENT

AMOUNTS

Audio Tape Copies	\$30.00/Case File
Impound Fee (Each Offense)	\$75.00/Neihcle
Photographic Copies	\$30.00/Case File
Police Protection Service	\$50.00/Hr/Officer <u>loaded Police officer rate</u>
Report Copies (Crime/Incident Reports)	\$10.00/Case File
Video Tape Copies	\$30.00/Case File
Digital Recordings	\$30.00/Case File

PUBLIC RECORDS REQUEST

AMOUNTS

(Refer to Public Records Request Policy for Additional Information)

Attorney fees	Actual Cost
Audio Tapes (each)	\$15.00
<i>Disks, Compact (each; CDs provided by the City due to risk of viruses)</i>	\$15.00
Fax Machine (limited to 25 pages)	\$2.00 first page; \$0.50/add'l page
Electronic Mail/Email	No Cost
No cost to transmit public records requests via E-mail; however, may be	
Financial Statement/Audit or Budget Reports	\$35.00
Labor Costs (chargeable in quarter hour increments)	\$40.00/hour
Maps and Plans	
Color	\$30.00
Black and white	\$20.00
Photocopies	
Letter (8 1/2" X 11")	\$0.25/page
Legal (8 1/2" X 14")	\$0.25/page
Non-Standard Size (11" X 17" or larger)	Actual Cost
Certified Copies	\$3.75/page
Postage or Delivery	
(Postage or Courier Fees)	Actual Cost

Additional Charges

If a request is of such magnitude and nature that compliance will disrupt City's normal operation, City may impose such additional charges as are reasonably necessary to reimburse City for its actual costs of producing the requested public records.

PUBLIC WORKS **Amounts**

Plan Review, Quality Assurance Administration and Inspection Fee

Deposit required prior to review of plans and will be held by the City thru end of project. Actual costs will be taken from deposit and any remaining amount will be refunded. Eligible costs include but are not limited to City Engineer, City Engineer sub-consultants, geotechnical services, traffic engineering services, structural engineering services, environmental permitting services, legal fees, staff time, equipment costs, office supplies, copying fees, recording fees, postage, additional testing materials, additional testing services, inspection permits and inspection fees. If costs exceed the calculated minimum deposit, the developer/applicant is responsible to pay the additional services provided by the City. Deposit minimum amount determined by using following table.

Estimated Cost of Infrastructure	Deposit
\$0.00to \$10,000	\$1,500.00
10,001 to 20,000	\$1,500+10% over \$10,000
20,001 to 50,000	\$2,500 + 8% over \$20,000
50,001 to 80,000	\$4,900 + %6 over \$50,000
80,001 to 100,00	\$6,700 + 4% over \$80,000
100,001 to 300,000	\$7,500 + 2% over \$100,000

300,001 to 500,000	\$11,500 + 1%b over \$300,000
500,001 and Over	\$13,500 + 0.5%

Billing rate for plan review, quality assurance administration, inspection and testing

Public Works Director	\$125.00/Hour
Public Works Inspector (other than Public Works Director) subject to labor	\$75.00/Hour
Administrative Assistant/Clerical	\$50.00/Hour

All hourly rates based on whole hour increments

All other costs, professional services and testing billed at actual cost plus 15%.

Photo Copies

Letter (8 1/2" X 11")	\$0.25/page
Legal (8 1/2" X 14")	\$0.25/page
Non-Standard Size (11" X 17" or larger)	Actual Cost
Certified Copies	\$1.00/page

Postage or Delivery

(Postage or Courier Fees)	Actual Cost
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~~Reimbursement District Formation Fee~~

~~Deposit and actual costs to be paid in same methodology as the Plan Review/Quality Assurance fee, or as approved by the Public Works Director.~~

Sidewalk in Lieu of Fee \$100.00/per linear feet of street frontage

Fee to be paid in lieu of constructing sidewalks in accordance with the City's Sidewalk Ordinance 921.

Sewer Rates

Camera Fee with Two Operators	\$350.00/Hour
Sewer Service Deposit (Non-Owner Occupied; 2 mo. minimum bill)	\$145.70

Sewer Monthly Fees

1 EDU = 195 Gallons per Day or 782 Cubic Feet per month. New construction may be required to provide a separate meter for landscaping and one for domestic use. Sewer rates for developments with separate domestic use meters will be billed monthly according to the current meter readings. Existing development without a separate meter for domestic use, will be billed for sewer service based on the meter readings taken during the winter months and will be reviewed and adjusted on an annual basis. (Charges are based on a flow rate method.) For seasonal businesses the calculated rates will be established based on a twelve month average use to account for seasonal trends. The City reserves the right to look at commercial/industrial users on a 12 month average

Inside City Limits	72.85
Outside City Limits	2.5 times Inside City Limit rate (unless consent to annex waiver signed)

Initial accounts will be based on the table below

A. Residential

Hotels/Motels/Motor Court/RV Park	1	EDU for Management
Multiple Dwelling (Duplexes Apartments and Trailer Courts)	0.7	EDU per unit
Senior Multi-Housing	1	For management
	0.8	Per additional unit
Single-Family Dwelling	1	EDU
Single-Family Dwelling with ADU	0.7	EDU per additional unit

B. Non Residential

Churches	1	EDU per 200 seats
Kitchens	1	EDU
Government Buildings	1	EDU per 10m individuals operating there
Hospitals/ Nursing Homes	1	EDU Per 3 beds
Administrators and Staff	1	EDU Per 10 employees
Schools	1	EDU per 30 individuals including students, teachers, administration, and other staff:

C. Commercial/ Industrial

Where more than one business occupies a building, each business will be considered separately.

Barber shops	0.3	EDU per chair
Beauty Shops	0.5	EDU per chair
Bowling Alley	1	EDU per 10 lanes
Space for serving food	1	EDU for 600 sq ft gloss floor
Car Wash	1	EDU per two stalls
Civic Clubs, Lodges, Senior Centers -Serving food	1	EDU per 30 seats
Delicatessens	1	EDU per 600 sq ft plus building or other businesses
Dry Cleaners	1	EDU per 500 sq ft
Exercise Salon with no pool or Gym	1	EDU per 1,500 sq ft
Grocery Stores	1	EDU for each 10 employees
	1	EDU for each prep room
Industrial	1	EDU per 10 employees

(Additional charges may be assessed for toxic discharges) Plus: Charges for process waters according to demand where 360.5 gallons@ BOD loading of 200 mg/l and TSS loading of 216 mg/l equals 1 EDU

Laundry, Coin operated	.05	EDU per washing Machine
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Medical, Dental, and veterinary Clinics/Offices	1	EDU per 1,000 Sq Ft
Recreational Vehicle Dump Facility	1	EDU Per dump outlet
Restaurants and Drive-ins	1	EDU per 17-person seating capacity
	1	EDU for each 10 employees
Retail stores, Service & Repair shops, Banks and general Offices (with exception of Medical, dental, and Veterinary)	1	EDU per 10 employees
Service Stations	2	EDUs
Spas and recreational Facilities with Pool or Gym	1	EDU per 1,000 sq ft
Tavern / Lounges	1	EDU per 17 seats

Charges for facilities not listed will be based upon similar listed facilities, expected flows, and concentration of effluent or actual metering of water or wastewater.

SYSTEMS DEVELOPMENT CHARGES

The City adopts the Annual Updates for Inflation for periodic application of a cost index for all System Development Charges administrated by the City. The City adopted on April 23, 2019 additional System Development Exemptions to incentivize residential development, create jobs within the enterprise zone, and establish a schedule of typical transportation impacts within the C2 and C3 zones. Refer to Resolutions 10-2019, 2019, and 13-2019 for those exemptions and programs.

SDC Deferral Application Fee **\$200.00**

Parks

Single-Family Residential (i.e. one EDU)	\$2358. 4000
Duplex or Multi-Family Residential (per# units)	
\$220.00 <u>\$235.00</u>	
Commercial (i.e. one EDU)	
2358.00 <u>\$2200.00</u>	
Industrial (i.e. one EDU)	\$2200.00
\$2358.00 <u>\$2358.00</u>	

Wastewater SOC shall consist of both a reimbursement fee and an improvement fee.

Per meter capacity equivalent (MCE) per Wastewater System Development Charge Update November 2018.

Wastewater inside city limits (3/4 x 5/8 meter) **\$6500.00MCE**

See chart for additional meter sizes, multiple family & lodging facility unit charges.

Wastewater outside city limits 2.5 times inside city limits rate*

* = unless applicant has signed a Consent to Annex and One Year Waiver

Transportation **\$3083.00**

Per peak-hour person trip per current ITE manual & SOC Final Report methodology June 2019.

Storm Drainage **\$277.00/RDE**

Residential Drainage Equivalent (ROE)
 (3,000 Sq. Ft. Impervious Surface)
 Residential/Commercial/Industrial \$277.00

Water **\$1704.00MCE**
 Per meter capacity equivalent (MCE) per Water Rate and System Development Charge
 Update March 2017. (1 MCE = 5/8" x 3/4 meter)

Water Rates

Backflow Device Testing by City Contractor	Actual Costs
Backflow Device Testing by City Staff- all devices	\$80.00
Cross-Connection Variance	\$45.00

Meter Replacement/Test

3/4-inch Service	\$50.00
Larger Service	Actual Costs

Meter Size Charges on Base (1st 500 cubic feet) **\$43.35**

Each 100 Cubic Feet (excess of 500 minimum) **\$2.22/100 cu ft**

Repair Service -After 3:30 pm \$75.00 minimum fee plus (\$25.00 for each additional half hour)

Repair Service - During Office Hours (billed in half hour increments) \$25.00 per half hour
 (No Charge if Customer Installs Shut-Off Valve)

Utility Re-Connect Fee

Water Account \$40.00

~~Sewer Account Only~~
~~Sewer Disconnect Cap (must be dug up and capped at property line) \$250.00~~

Water/Sewer Service Deposit (Non-Owner Occupied; 2 mo. minimum bill) \$232.40

Water Meter Installation Fee **\$250.00**
 3/4-inch to 1.5 inch Service Actual Cost of Meter and Meter setter
 Larger Service

Delinquency Letter Notice Fee **\$5.00**

Door Hanger Notice Fee **\$25.00**

Other fees and charges may be charged to recover costs for city services as determined by the City Administrator

1. Fee Schedule: Effective Date. This Resolution amends, replaces, restates, and supersedes Resolution No. 10-2023 in its entirety. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution (including the fees contained herein) will be in full force and effect from and after its approval and adoption.

BE IT FURTHER RESOLVED that these fees shall become effective on January 1, 2024.

ADOPTED by the City Council and signed by the Mayor this 12th day of December, 2023.

Ayes: _____
Nays: _____
Abstentions: _____
Absences: _____
Vacancies: _____

ATTEST:

Mike Lepin, Mayor

Keli Pollock, City Recorder

RESOLUTION NO. XX-2024

A RESOLUTION OF THE CITY OF MADRAS AMENDING, RESTATING, SUPERSEDING, AND REPLACING RESOLUTION NO. 10-2023, WHICH RESOLUTION ESTABLISHED A FEE RATE AND SCHEDULE FOR CITY SERVICES, PERMITS, APPLICATIONS, LICENSES AND OTHER MISCELLANEOUS CHARGES.

WHEREAS, the City of Madras has incurred increasing expenses for various services provided to residents of the City of Madras; and

WHEREAS, it is necessary to review on a regular basis and to bring current, fees and assessments charged by the City of Madras; and

WHEREAS, by adoption of this Resolution No. XX-2024 (this "Resolution"), the Madras City Council desires to amend, restate, supersede, and replace Resolution No. 10-2023 in its entirety.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Madras as follows:

1. Findings. The above-stated findings contained in this Resolution are hereby adopted.
2. Fee Schedule. City hereby adopts the following fee rate and schedule (as set forth below in this Section 2) as the current fees to be charged by City for City services such as permits, applications, licenses and other miscellaneous charges by City:

Airport		
Fuel Sales		
Jet A		Based on Market Rate set by Public Works Director
100LL Aviation Gasoline		Based on Market Rate set by Public Works Director
Hanger Rent		Based on Market Rate set by Public Works Director
Fuel Flowage Fee (Per Ordinance No.859)		\$0.10 per Gallon
<i>Other fees such as hangar rent, tie down fees, fuel sales, and similar airport use related fees are to be coordinated with airport management.</i>		
Airport Billing Late Fee		\$25.00

Business Licenses		AMOUNTS
Auction License		\$125/ day
Year-Round Business License (annual Fee, pro-rated 50% after January 1		
For Profit Inside City limits (New Applicant)		\$60.00
For Profit – Inside City Limits (Renewal)		\$50.00
For Profit – (Outside City Limits)		\$60.00
Non-profit/ exempt – Inside / Outside City Limits		\$0.00
Food Carts (by location)		\$40.00
Seasonal Business License (i.e. Street Vendor, fruit stand,		\$40.00 per Quarter
<i>Seasonal Business must meet the following: a) operate no longer than 90 days, b) business occurs wholly or primarily during one of the four seasons (e.g. spring, summer, fall, or winter) and c) occurs solely on private property, unless otherwise authorized to operate on public right-of-way.</i>		
Temporary Business license		\$40.00
<i>Temporary Business operates within the city for 30 days or less, and occurs on private property.</i>		
Business License Late Penalty		10% per month of license balance
<i>(Per section 12.2 of Business Ordinance, not to exceed balance of license)</i>		
Business License list		\$20.00 + Postage

Liquor License	
New Applications	\$100.00
Business Licenses (continued)	AMOUNTS
Change in Ownership	\$75.00
Renewals or temporary Applications	\$35.00
Medical Marijuana Dispensary Permit Application and investigation fees	
Initial Permit Application and Investigation Fee	\$200.00
Permit Renewal Application and Investigation Fee	\$70.00
Golf Course	Amounts
Standard Green Fees	
9 Holes Week Days	\$18.00/Round
9 Holes Week End	\$20.00/Round
18 Holes Week Day	\$27.00/Round
18 Holes Week End	\$29.00/Round
Junior Rate (Applies To Children Under 18 Years Of Age)	\$1.00/Round
Membership Initiation Fee (One Time Fee To New Members)	\$100
Golf Course Rates (continued)	Amounts
Annual Membership (Single Payment Option)	
Single	\$700.00/Year
Couple	\$800.00/Year
Senior- Single (65 And Older)	\$650.00/Year
Senior Couple (65 And Older)	\$750.00/Year
Add Child To Any Membership (Under18 Living At Home)	\$100.00/Year
Annul Membership	
Single	\$62.00/Month
Couple	\$70.00/Month
Senior- Single (65 And Older)	\$58.00/Month
Senior Couple (65 And Older)	\$67.00/Month
Add Child To Any Membership (Under18 Living At Home)	\$15.00/Month
Cart Storage Fee	
Electric Cart Storage	\$30.00/Month
Gas Cart Storage	\$20.00/Month
Range Tokens	\$3.00/small bucket
Trail Fee	
Annual	\$100.00/Year
9-Holes	\$5.00/Day
18-Holes	\$8.00/Day
<i>*The City has the ability to adjust green fees for, including but not limited to, weekday specials, tournaments, twilight, and winter rates.*</i>	
Community Development & Planning	Amounts
Annexation	\$3,538.00
Accessory Dwelling Unit	\$590.00
Appeals	
Planning Commission	\$590.00
City Council	\$1,769.00

Community Development & Planning	Amounts
Code Enforcement	10% of Community development Structure building permit
Comprehensive Plan Text Amendment	\$10,613.00
Comprehensive Plan Amendment w/Rezone	\$4,717.00
Conditional Use (Includes Site Plan Review)	
Project value less than \$12,500	\$858.00
Project value between \$12,500 - \$25,000	\$1,180.00
Project value between \$25,000 - \$50,000	\$1,394.00
Project value between \$50,000 - \$100,000	\$1,608.00
Project value greater than \$100,000	\$1,822.00+
Plus \$56 per each additional \$50,000 value	\$56.00/\$50,000
Copies	
Complete Municipal Code	\$295.00
Comprehensive Plan	\$59.00
Development Code	\$54.00
Public Improvement Design & Construction Standards	\$59.00
Storm Drainage Master Plan	\$30.00
Urban Forestry Management Plan	\$30.00
Transportation System Plan	\$59.00
Wastewater Master Plan	\$59.00
City of Madras Zoning Map	\$30.00
Development Plans & Maps	
Full Size - Color	\$35.00
Full Size - Black and White	\$24.00
Declaratory Ruling	
Type II	\$884.00
Type III	\$1,179.00
DMV License Review Fee	\$25.00
Extension Request	\$236.00
Final Plat Review Application	
Major (Subdivision)	\$590.00
Minor (Lot Line Adjustment and Partition)	\$295.00
Administrative Flood Review	
Floodway Review	\$5,896.00
Floodplain Review	\$590.00
Home Occupation	\$236.00
Infrastructure Review: Mfg. Home & RV Parks & Cottage Clusters	\$3,216.00
Land Partition	\$1,769.00
Land Use Application Notification (Postage)	\$89.00
Land Use Hearing Public Notice (Newspaper)	\$236.00
Landscape Security Deposit (Residential/Commercial/Industrial)	\$1,000.00
Lot Line Adjustment	\$590.00
Lot of Record Determination	\$2,948.00
Master Plan Review, Less than 5 Acres	\$1,769.00
Master Plan Review, More than 5 Acres	\$4,717.00
Medical and/or Recreational Marijuana Land Use Review	<i>(New Construction will require site plan review and applicable fees will apply)</i>
Modification of Application	50% of original application fees
Modification of Approval and or Conditions of Approval	50% of original application fees

Community Development & Planning**Amounts**

Modification or Waiver of Residential Development & Design Standards	25% of original site plan review fees
Nuisance Enforcement Fee	20% of required Comm. Dev. Structural Bldg. Permit Fee
Public Hearing facilitated by Planning Commission and/or Public Hearing facilitated by Hearings Officer	\$590.00
Reimbursement District (plus actual costs)	\$2,358.00
Sign	\$900.00
New	\$295.00
Face change	\$118.00
Temporary Special Permit	\$177.00
Site Plan Review	
Project value less than \$12,500	\$858.00
Project value between \$12,500 -	\$1,179.00
Project value between \$25,000 -	\$1,394.00
Project value between \$50,000 -	\$1,608.00
Project value greater than \$100,000	\$1,822.00 +
Plus \$66 per each additional \$50,000 value	\$66.00/\$50,000
Subdivision	\$2,358 + \$94.00/Lot
Temporary Use	\$295.00
Technology Fee (per application)	\$263.00
Urban Reserve Area Development Review	
Subdivision	\$590.00 + \$30.00/lot
Partition	\$590.00
Wireless Communication Tower Review (Type II & Type III):	
Project Value less than \$12,500	\$858.00
Project value between \$12,500 - \$25,000	\$1,179.00
Project value between \$25,000 - \$50,000	\$1,394.00
Project value between \$50,000- \$100,000	\$1,608.00
Project value greater than \$100,000	\$1,822.00
Plus \$55 per each additional \$50,000 in value	\$55.00/\$50,000
Variance	
Major	\$1,769.00
Minor	\$884.00
Development Code Text Amendment	\$4,717.00
Zoning Review	
Land Use Zoning Review	\$295.00
New or Expanded Structures	
\$241.00 + .006 X Valuation \$ 0 to \$300,000	
\$2,171.00 + .005 X Valuation \$300,001 to \$1,000,000	
\$5,630.00 + .004 X Valuation \$1,000,001 to \$5,000,000	
\$23,075.00 + .002 X Valuation Over \$5,000,000	
<i>For Example: A structure valued at \$450,000.00 would be figured as follows:</i>	
\$2,171.00 + (\$450,000.00 X .005 = \$2,250) = \$4,421.00	
No New or Expanded Structures	\$107.00
Zoning Verification	\$236.00 per request

Miscellaneous	Amounts
Consent to Annex	\$150.00
County Recording Fee	Actual Cost
Credit Card Transaction Fee	3% of fees due for fees totaling more than \$1,000.00
Jefferson County Fire District	10% of amount billed
-administrative fee for billing/ collecting Fire District permit fees)	
Conference/Meeting Room Rentals (requires meeting room rental permit)	
<i>Available Facilities (When not in use by the City):</i>	
1) General Aviation Building- Conference Room (Airport)	
2) City Hall Council Chambers	
3) City Hall Council Work Room	
4) Conference Room	
<i>Typical Availability:</i>	
Monday through Friday (excluding holidays)	
<i>Hours Available (if not reserved):</i>	
8 am to 5 pm	
For Profit Organizations	
Week Day Room Rental	\$50.00/Day
Week Day Room Rental including any food/drink/catering	\$100.00/Day
Refundable Deposit (required on all room rentals)	\$100.00/Day
Non-Standard- Outside office hours, weekends, holidays	Additional \$50.00/Hour for staff
Non-Sufficient Funds Check Charge	\$35.00
Stop Payment Fee	\$35.00
Lien Search Fee (both electronic and manual searches)	\$30.00 per search

POLICE DEPARTMENT	AMOUNTS
Impound Fee (Each Offense)	\$75.00/Vehicle
Photographic Copies	\$30.00/Case File
Police Protection Service	Loaded Patrol Officer Rate
Report Copies (Crime/Incident Reports)	\$10.00/Case File
Video Tape Copies	\$30.00/Case File
Digital Recordings	\$30.00/Case File

PUBLIC RECORDS REQUEST	AMOUNTS
<i>(Refer to Public Records Request Policy for Additional Information)</i>	
Attorney fees	Actual Cost
Disks (CDs/DVDs provided by the City due to risk of viruses and file size)	\$15/ each

PUBLIC RECORDS REQUEST (continued)**AMOUNTS**

Fax Machine (limited to 25 pages)	\$2.00 first page; \$0.50/add 'l page
Financial Statement/Audit or Budget Reports	\$35.00
Labor Costs (chargeable in quarter hour increments)	\$40.00/hour
Maps and Plans	
Color	\$30.00
Black and white	\$20.00
Photocopies	
Letter (8 1/2" X 11")	\$0.25/page
Legal (8 1/2" X 14")	\$0.25/page
Non-Standard Size (11" X 17" or larger)	Actual Cost
Certified Copies	\$3.75/page
Postage or Delivery	
(Postage or Courier Fees)	Actual Cost

Additional Charges

If a request is of such magnitude and nature that compliance will disrupt City's normal operation, City may impose such additional charges as are reasonably necessary to reimburse City for its actual costs of producing the requested public records.

PUBLIC WORKS & ENGINEERING**Amounts****Equipment Rental (1 hour minimum).**

Aqua Tech	\$500.00/Hour
Boom Truck	\$200.00/Hour
Street Sweeper	\$450.00/Hour
Utility Camera	\$350.00/Hour

**A standard operator fee of \$75.00 per hour is included in the rental price stated above with the exception of the Aqua Tech and camera which includes two operators (time based on 15 minute increments)*

Traffic Control Device Deposit

A \$200.00 security deposit is required for each order of traffic control devices. The deposit will be refunded if returned in good condition within two weeks of drop-off. If items are lost or damaged, and exceed the collected security deposit, applicant is responsible to reimburse the City for actual cost of damages or loss

Plan Reviews : Public Improvement Plans	\$500.00
Submittal Fee	\$75.00
Plans/Per Sheet	
Plan Reviews : Commercial Site Plans	\$200.00
Submittal Fee	\$50.00
Plans/Per Sheet	
Plan Reviews : Residential	\$100.00
New Construction	\$100.00
Remodel/Alteration/Addition	

**Includes up to two reviews. If a third is required, a fee per sheet of resubmitted plans will apply per the rates above.*

Site Development Public Inspection (Based on approved plans)

Utilities/Linear Foot	\$0.40
Utilities/Linear Foot	\$0.06

Sidewalks, Driveway Approaches/Square Foot	\$100.00
Structures (Manholes, Drywells, Catch Basins)/Each	\$0.12
Roadway (Pavement, Agg Base)/SY	

Right-of-Way Permit includes sidewalk (Excludes Franchises) \$100.00

Sanitary Sewer Connection/ Inspection Permit \$175.00

Water Connection/ Inspection Permit \$125.00

Vacation of public ROW

Petition Fee \$120.00

Vacation Fee Deposit* \$900.00

(*If costs exceed the calculated minimum deposit, the petitioner is responsible to pay the additional services

Warranty Agreement for Public Improvements \$500.00

Agreement between the City and contractor for a one year warranty on public improvements. Contractor to provide a 10% warranty bond.

Improvement Agreement for Public Improvements(Bond) \$750.00

Agreement between the City and owner for a one year warranty on public improvement not completed prior to platt or Certificate of Occupancy

SYSTEM DEVELOPMENT CHARGES (SDC)

Wastewater inside city limits (3/4 x 5/8 meter) \$6,500/MCE

Per meter capacity equivalent (MCE) per Wastewater System Development Charge Update November 2018.

See chart for additional meter sizes, multiple family & lodging facility unit charges.

Transportation \$3,083.00

Per peak-hour person trip per current ITE manual & SDC Final Report methodology June 2019.

Storm Drainage 3,000 sq.ft. impervious surface

Residential Drainage Equivalent (RDE) \$277.00/RDE

Residential/Commercial/Industrial

Water \$1,704/MCE

Per meter capacity equivalent (MCE) per Water Rate and System Development Charge Update March 2017. (1 MCE = 5/8" x 3/4 meter)

Parks

Single-Family Residential (i.e. one EDU) \$2,358.00

Duplex or Multi-Family Residential (per# units) \$235.00

Commercial (i.e. one EDU) \$2,358.00

Industrial (i.e. one EDU) \$2,358.00

UTILITIES

Sewer Monthly Fees

1 EDU = 195 Gallons per Day or 782 Cubic Feet per month. New construction may be required to provide a separate meter for landscaping and one for domestic use. Sewer rates for developments with separate domestic use meters will be billed monthly according to the current meter readings. Existing development without a separate meter for domestic use, will be billed for sewer service based on the meter readings taken during the winter months and will be reviewed and adjusted on an *Inside City Limits* \$72.85/month

Sewer Service Deposit (Non-Owner Occupied) 2 mo. minimum bill

Sewer Monthly Fee Outside City limits 2.5 times inside city limits rate*

* = unless applicant has signed a Consent to Annex and One Year Waiver

Initial sewer accounts will be based on the table below:

A. Residential

Hotels/Motels/Motor Court/RV Park	1 EDU for Management
Multiple Dwelling (Duplexes, Apartments, Trailer Courts)	0.7 EDU per unit
Senior Multi-Housing	1 EDU for Management and 0.8 Per additional unit
Single-Family Dwelling	1 EDU
ADU	0.7 EDU per additional unit

B. Non-Residential

Churches	1 EDU per 200 seats
Kitchens	1 EDU
Government Buildings	1 EDU per 10 individuals operating the premises
Hospitals/ Nursing Homes	1 EDU Per 3 beds
	1 EDU Per 10 employees, administrators, and staff
Schools	1 EDU per 30 individuals including students, teachers, administration, and other staff:

C. Commercial/ Industrial

Where more than one business occupies a building, each business will be considered separately.

Barber shops	0.3 EDU per chair
Beauty Shops	0.5 EDU per chair
Bowling Alley	1 EDU per 10 lanes plus 1 EDU for 600 sq ft gloss floor space for serving food
Car Wash	1 EDU per two stalls
Civic Clubs, Lodges, Senior Centers	1 EDU per 30 seats
Delicatessens	1 EDU per 600 sq ft plus building or other businesses space
Dry Cleaners	1 EDU per 500 sq ft
Exercise Salon with no pool or Gym	1 EDU per 1,500 sq ft
Exercise Salon with no Pool or Gym	1 EDU per 1,500 sq ft
Grocery Stores	1 EDU for each 10 employees plus 1 EDU for each prep room

(Additional charges may be assessed for toxic discharges) Plus: Charges for processed water according to demand where

Laundry, Coin operated	0.05 EDU per washing Machine
Medical, Dental, and veterinary Clinics/Offices	1 EDU per 1,000 Sq Ft

Recreational Vehicle Dump Facility	1 EDU Per dump outlet
Restaurants with or without Drive-thrus	1 EDU per 17-person seating capacity plus 1 EDU for each 10 employees
Retail stores, Service & Repair shops, Banks and general C (with exception of Medical, dental, and Veterinary)	1 EDU per 10 employees
Service Stations	2 EDUs
Spas and recreational Facilities with Pool or Gym	1 EDU per 1,000 sq ft
Taverns / Lounges	1 EDU per 17 seats
<i>Charges for facilities not listed will be based upon similar listed facilities, expected flows, and concentration of effluent or</i>	
Meter Replacement/Test	
3/4-inch Service	\$50.00
Larger Service	Actual Costs
Water Rates	
Backflow Device Testing by City Contractor	Actual Costs
Backflow Device Testing by City Staff- all devices	\$80.00
Cross-Connection Variance	\$45.00
Meter Size Charges on Base (1st 500 cubic feet)	\$43.35
Each 100 Cubic Feet (excess of 500 minimum)	\$2.22/100 cu ft
Repair Service -After 3:30 pm	75.00 minimum fee plus \$25.00 for each additional half hour
Repair Service - During Office Hours (billed in half hour increments)	\$25.00 per half hour
<i>(No Charge if Customer Installs Shut-Off Valve)</i>	
Administrative Theft of Services Fee (damage to water meters or sewer services)	\$100.00
<i>(Plus actual costs to replace the damaged property will also be billed to the account)</i>	
Utility Re-Connect Fee	
Water Account	\$40.00
Water/Sewer Service Deposit (Non-Owner Occupied)	2 months minimum bill
Water Meter Installation Fee	
3/4-inch to 1.5 inch Service	\$250.00
Larger Service	Actual Cost of Meter and Meter setter
Delinquency Letter Notice Fee	\$5.00
Door Hanger Notice Fee	\$25.00
<i>Other fees and charges may be charged to recover costs for city services as determined by the City Administrator</i>	

1. Fee Schedule: Effective Date. This Resolution amends, replaces, restates, and supersedes Resolution No. 10-2023 in its entirety. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution (including the fees contained herein) will be in full force and effect from and after its approval and adoption.

BE IT FURTHER RESOLVED that these fees shall become effective on January 23, 2024.

ADOPTED by the City Council and signed by the Mayor this 23rd day of January, 2024.

Ayes: _____
Nays: _____
Abstentions: _____
Absences: _____

Vacancies: _____

ATTEST:

Mike Lepin, Mayor

Keli Pollock, City Recorder