

**RESOLUTION NO 2013-03**

**A RESOLUTION SETTING FEES  
FOR COPYING, PRODUCTION OF DOCUMENTS,  
AND SERVICES SUPPLIED BY THE CITY OF RONAN,  
RONAN CITY COURT AND RONAN POLICE DEPARTMENT**

*WHEREAS*, members of the public and organizations often request copies of documents and information from the City of Ronan; and

*WHEREAS*, the costs in providing these services include, but are not limited to, paper, supplies, maintenance costs; and staff time; and

*WHEREAS*, the fairest method of paying these costs is to charge those who have requested the service; and

*WHEREAS*, MCA 7-6-4013 authorizes a local government to establish and impose fees for services; and

*WHEREAS*, the City Clerk/Treasurer has requested a Council approved fee schedule for copying, production of documents and services; and

*WHEREAS*, the City has set various charges over the years, most of which have not been reviewed recently; and

*WHEREAS*, this Resolution shall attempt to consolidate the fees charged for services by all department of the City of Ronan, with exception of the building, water and sewer departments; and

*WHEREAS*, the attached fee schedule shall be effective immediately upon passage of this Resolution; and

*WHEREAS*, the City has scheduled and held a public hearing as per MCA 7-1-4131; and

*WHEREAS*, this Resolution shall be incorporated into the Minutes of a regularly scheduled meeting of the City of Ronan.

**NOW, THEREFORE, BE IT RESOLVED BY** the City Council of the City of Ronan, Montana, to set fees for services performed by the staff of the City of Ronan as stated on Exhibit "A", attached to this Resolution. All requests are to be submitted, to the City, in writing. A cost/fee estimate will be given at the time of the request. Payment is required in advance. If the costs/fees are more than the initial estimate and payment, the balance will be

paid prior to delivery of the documentation. If the costs/fees are less than the initial estimate and payment, a refund will be made.

4 ayes 0 nays 2 absent

Passed and approved this 16<sup>th</sup> day of December, 2013.

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Kim Aipperspach, Mayor

Attest:

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Kaylene Melton, Clerk/Treasurer

**Exhibit "A"**

Resolution 2013-03

Copies of Council Minutes	\$.15 per page up to 10 pages \$.25 per page thereafter
All other copies	\$.25 per page No color copies will be made
Employee time to search for records and make copies*	\$35.00 per hour
If the records require examination by the City Attorney Before release, the City Attorney's time will be reimbursed at the rate of	\$100.00 per hour
Faxes	\$1.00 per page
Animal License (dogs and cats)	\$10.00 if spayed or neutered \$20.00 if not spayed/neutered
Duplicate Animal Tag	\$5.00
Request for Minutes in electronic form	Provide CD or USB Plus \$35.00 per hour
Police Reports	\$20.00 each
Vehicle Impound Fees	\$25.00 per day plus Actual tow expense

\*City employees will attempt to produce low volume requests within seven (7) days.

\*City employees will be allowed up to fourteen (14) days to fill requests for large quantities of documents, or requests for documentation older than five (5) years.