



# CITY COUNCIL OPERATIONS

## AGENDA

**Monday, November 8, 2021 – 5:00 PM | Council Chambers, City Hall**

1. Call Meeting to order
2. Approval of Minutes
  - a. September 13, 2021, No meeting October 12, 2021
3. Public Comment – (Limit to three minutes per person)
4. Old Business (Public Comment period prior to each topic)
5. New Business (Public Comment period prior to each topic)
  - a. New Member Packet Construction – Rob Kersch
  - b. Schedule Tours for new Mayor and Council Members – Rob Kersch
  - c. Plan Extension Training for new Mayor and Council Members - Rob Kersch
  - d. Personnel Policy Updates – CAO Green
  - e. Budget Timeline update – CAO Green
  - f. Master Fee Schedule Review – Mayor Solle
6. Staff or Committee Member Concerns or Comments:
7. Announcement of the Next Meeting
  - a. Monday December 13, 2021, at 5PM
8. Adjournment

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### **City Council Operations Committee**

City Code | Council Bylaws and Policy

#### **Members**

Rob Kersch (Chairperson) | Mary Hathaway | Dick Bauman

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# CITY OF DEER LODGE

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## City Council Operations

# MINUTES

**Monday, September 13, 2021, | Council Chambers, City Hall**

**Members Present:** Rob Kersch, Mary Hathaway, & Dick Bauman

**Members Absent:** None

**Mayor:** Diana Solle

**CAO:** Jordan Green

**Staff:** Cyndi Thompson

**Public:** None

### 1. Call Meeting to Order:

- a. Chairperson Kersch called the meeting to order at 5:00PM

### 2. Approval of Minutes:

- a. July 12, 2021 (no August meeting) -Member Bauman motioned to approve minutes as presented. Member Hathaway seconded the motion. 3 Ayes, 0 No's. Motion passed.

### 3. Public Comment - Limit to three minutes per person.

- a. None.

### 4. Old Business

- a. None

### 5. New Business

- a. Revision of Title 7, 7.03.010: *Outside Burning Prohibited for Stage 2 Fire Restrictions* – Kersch Made a revision to Title 7, section 7.03.010 and 7.03.020 for recommendation to Council and then to Public Hearing. (red strikes are removed-**Yellow highlight** is additions)

#### 7.03.010: **OUTSIDE BURNING PROHIBITED**

- A. It shall be unlawful to burn any garbage or any other refuse outside of any building at any time in the City. No person shall start or maintain any outdoor burning **or** open burning ~~or~~

campfire and no materials shall be burned upon any street, curb, gutter, or sidewalk except as described in 7.03.020: Burning for Personal Enjoyment.

**7.03.020: BURNING FOR PERSONAL ENJOYMENT**

- A. Outdoor fire pits, fireplaces, and chimneys for cooking, ceremonies, or recreation are allowed provided they are contained in an enclosed area, such as a pit or a ring and should include a fire screen.
- B. Outdoor fire pits, fireplaces, and chimneys should be located at least a minimum of twenty (20) feet of any building or property line.
- C. Restrictions
  - 1. Uncontained (not enclosed within an adequate fire ring) campfires are not allowed at any time.
  - 2. Whenever Powell County adopts Stage 2 or higher Fire Restrictions, any wood burning fire pits within the City Limits of Deer Lodge shall not be permitted until the Fire Restrictions are decreased below Stage 2.

Member Hathaway motioned to approve the changes and forward for Council approval. Member Bauman seconded the motion. 3 Ayes, 0 No's. Motion passed.

- b. Status of Titles 1 ,4, 7, 8, 9, 10, 11 & 15 for approval by council. – CAO Green Reviewed the following Titles, revised sections in each Title, and forward recommendations to City Council. Title 1 (General Provisions), Titles 4 (Sewer and Water), Title 7 (Health and Welfare), Title 8 (Animals), Title 9 (Public Peace, Safety and Morals), Title 10 (Vehicles and Traffic), 11 (Land Use), and Title 15 (Buildings and Construction). CAO Green to update zoning map for Title 11.

Member Bauman motioned to approve the changes and forward to City Council for approval. Chairperson Kersch seconded the motion. 3 Ayes, 0 No's. Motion passed.

Tentative schedule for final adoption of Titles and Ordinance:

September 20<sup>th</sup> – Council Review

October 4<sup>th</sup> – 1<sup>st</sup> Reading Public Hearing

October 18<sup>th</sup> – 2<sup>nd</sup> Reading Public Hearing

November 1<sup>st</sup> - 1<sup>st</sup> Reading of Ordinance (meeting at City Hall due to elections)

November 15<sup>th</sup> – 2<sup>nd</sup> Reading of Ordinance

December 15<sup>th</sup> – Effective Date of Ordinance

- c. Election Preparations – Kersch  
Chairperson Kersch discussed getting an information packet of Bylaws and City procedure, City Code and Form of Government for the new candidates prior to election and schedule a public forum for discussion.

CAO Green stated he will be scheduling a time for Dan Clark, Director of MSU Local Government Center to come in and speak with all the members of the Council (new and old).

d. ARPA Progress and Planning – CAO Green

CAO Green summarized the ARPA planning progress and discussed using Discover Deer Lodge as a business incubator/training location. CAO Green stated, this is work in progress and will be providing more information at Economic Growth & Development meeting. CAO Green also discussed using some of the funds to help support mental health care program for Deer Lodge.

Member Hathaway mentioned after school programs and different outlets for kids to do things. CAO Green stated he has spoken to Amanda about this.

Mayor Solle mentioned using some of the funds for our employees who worked though the pandemic and we never lost one employee. There was a discussion about essential workers.

Chairperson Kersch suggested possibly doing a work session with Council to discuss and plan expenditures.

e. Fireworks Noise Ordinance Consideration - Kersch (*Received a letter requesting a consideration of noise limits on fireworks*)

Chairperson Kersch we discussed a citizen complaint on fireworks noise levels. We are modifying Title 7 to place clearer restrictions on when fireworks can be enjoyed. CAO Green or Mayor Solle to respond back to the citizen about the letter received.

**6. Staff or Committee Comments/Concerns:**

- a. Member Hathaway asked about the status of Hotel Deer Lodge.
- b. Member Bauman asked about the citizen concern of the JC Park Trail. CAO Green stated this will be discussed at Parks & Rec meeting.

**7. Announcement of Next Meeting:**

- a. Tuesday, October 12, 2021, at 5:00 PM. – Monday, October 11th City Holiday, Columbus Day

**8. Adjournment:**

- a. The meeting was adjourned at 6:28PM by consensus.

Prepared by: Cyndi Thompson, City Clerk

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Rob Kersch, Chairperson

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Date

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**City Council Operations Committee  
Members**

Rob Kersch (Chair) | Dick Bauman | Mary Hathaway

## SICK LEAVE

All regular full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. Employees who are sick before they finish the qualifying period may ask their supervisor to grant paid sick leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Sick leave is earned at a rate of eight (8) hours per month, without restriction as to the number of hours that may be accumulated. For calculating sick leave, 2080 hours (52 weeks x 40 hours) equals one year. Sick leave must be credited at the end of each pay period. Employees may not accrue sick leave while in a leave-without-pay status.

Regular part-time employees earn a prorated amount of sick leave if they have worked the qualifying period. Temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period. Short-Time Workers do not accrue leave.

An employee who has passed the 90-day qualifying period and who separated employment from the City of Deer Lodge shall be entitled upon termination to cash compensation pay-out for the unused leave equal to one-fourth the accumulated sick leave. The payout will be based upon the employee's salary at the time of termination.

### Requesting Sick Leave

All requests to use sick leave for purposes of medical appointments should be made to the immediate supervisor, with as much advance notice as possible.

Notification of absence because of illness will be given to the immediate supervisor, via a phone call or email prior to the start of the employee's shift. The supervisor will notify appropriate staff of the absence. If an employee's immediate supervisor is unavailable for the day, the employee is to notify the supervisor's designee or the Chief Administrative Officer or his/her designee. The immediate supervisor may grant permission for alternative notifications or have additional requirements in regard to notification.

### Use of Sick Leave:

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member, or death in the immediate family of employee (refer to bereavement leave). Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employees' presence due to immediate family member's illness or emergency.

Sick leave utilized must not exceed the amount accrued by the employee. If the sick leave balance is exhausted, an employee may choose to use his/her accrued annual leave or Leave Without Pay (with approval from the supervisor-see LWOP policy). The City of Deer Lodge may not require an employee to use Annual Leave for purposes of illness unless the employee agrees per MCA 2-18-615.

Employees using sick leave may be asked to furnish a certification of illness from a qualified doctor upon request of their supervisor or the Mayor/Chief Administrative Officer and/or their designee.

At the City of Deer Lodge's request and expense, an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position.

#### TRANSFER OF SICK LEAVE/SICK LEAVE DONATION

Employees will be permitted to transfer sick leave from one employee to another. The receiving employee must have exhausted all accrued sick leave and annual leave. The contributing employee must make the transfer request in writing and must maintain at least 40 hours of sick leave. The transferred sick leave will not change the receiving employee's employment status.

Hours transferred are on an hour-per-hour basis, not calculated based on donating employees' wages. The transferred sick leave is considered forfeited by the contributing employee. Employees shall not be coerced, intimidated or adversely persuaded to transfer their accrued sick leave to the receiving employee.

#### LEAVE WITHOUT PAY

Leave without pay (LWOP) may be approved by the immediate supervisor or their designee on a case-by-case basis. LWOP is usually requested when an employee has exhausted all applicable leave balances and has a need to be away from their employment. The immediate supervisor or their designee may require an employee to use all appropriate accrued leave or compensatory time before approving LWOP. However, an employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per MCA2-18-615.

Depending upon the circumstances, employees still in their probationary period may be allowed to take LWOP. However, if leave is granted, their probationary period may be extended by the amount of time taken during the leave.

Annual and sick leave will not accrue during LWOP.

LWOP is at the sole discretion of the City of Deer Lodge.

#### NON FMLA RELATED EXTENDED LWOP

***As a public employer, the City of Deer Lodge is subject to the Family and Medical Leave Act (FMLA) even if there are no qualifying City employees.***

Extended LWOP is considered unpaid leave in excess of two (2) consecutive weeks. Extended LWOP may be granted for any cause as determined by the Chief Administrative Officer or Mayor and/or their designee in their sole discretion so long as it doesn't violate any laws, regulations or policies set forth in this manual. Employees may be granted extended LWOP for a specified time generally not to exceed one hundred eighty (180) calendar days during their employment period. This rule does not apply to American's with Disabilities Act (ADA) regulations, please see section addressing ADA for extended leave guidelines for employees who qualify for protection under the ADA.

Whenever possible, the employee should provide their Supervisor or their designee with at least 30 days' notice, so workloads/tasks can be covered. To request Extended LWOP, employees must provide their supervisor, or their designee the beginning and ending dates of the leave and the reason for the requested leave.

Annual and sick leave cease to accrue during Extended LWOP. Any employee who has one (1) pay period without any hours worked, will lose the employer contribution and lose eligibility for benefits for that month. At that time, coverage will be cancelled, and the employee will be offered COBRA as an option to extend coverage. Should coverage be canceled, the employee may be subject to plan and/or policy restrictions, upon returning to work. Plan documents can be requested from the Clerk Office.

An employee who fails to return to work on his or her regularly scheduled workday after the pre-approved Extended LWOP period may be considered to have voluntarily resigned unless the leave period is extended, in advance, by their supervisor or their designee.

## HOLIDAYS

The City of Deer Lodge will observe the same holidays as recognized by the State of Montana. These policies apply to an employee who is required by management to work on an OBSERVED holiday.

- January 1 – New Year’s Day
- Third Monday in January – Martin Luther King Day
- Third Monday in February – President’s Day
- Last Monday in May – Memorial Day
- July 4<sup>th</sup> – Independence Day
- First Monday in September – Labor Day
- Second Monday in October – Columbus Day
- First Tuesday in November during Congressional/Gubernatorial Election Years – State General Election Day
- November 11<sup>th</sup> – Veterans’ Day
- Fourth Thursday in November – Thanksgiving Day
- December 25<sup>th</sup> – Christmas Day

If a holiday falls on a Saturday, the Friday preceding is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday.

Holidays -- observance when falling on employee's day off

- A full-time employee who is scheduled for a day off on a day that is observed as a legal holiday, except Sundays, is entitled to receive a day off with pay either on the day preceding the holiday or on another day following the holiday in the same pay period or as scheduled by the employee and the employee's supervisor, whichever allows a day off in addition to the employee's regularly scheduled days off, provided the employee is in a pay status on the employee's last regularly scheduled working day immediately before the holiday or on the employee's first regularly scheduled working day immediately after the holiday.
- Part-time employees receive pay for the holiday on a prorated basis according to rules adopted by the department of administration or appropriate administrative officer under 2-18-604.
- A short-term worker may not receive holiday pay.

## Eligibility

To be eligible for holiday benefits, an employee must be in a paid status the last regularly scheduled working day before the holiday and the first regularly scheduled working day following the holiday. If, however, the observed holiday falls on the employee's regularly scheduled day off, the employee must be in a paid status on the last regularly scheduled working day immediately before or the first regularly scheduled working day immediately after the holiday.

Example: Holiday is a Friday. Employees must be in a paid status (work, Sick Leave or Annual Leave) on both Thursday AND Monday to earn the Holiday Pay. If Monday is the employee's normal day off, then they must be in a paid status on Thursday AND Tuesday.

## Use of Leave

If one or more regular holidays fall in the period of an employee's annual leave, the annual leave record will not be charged for the holiday.

## Work on a Holiday

An employee who is designated as non-exempt and who is required by management to work on a holiday shall receive one and one-half times the regular rate for the hours actually worked on the holiday AND receive holiday benefit hours paid at the regular rate.

Exempt employees required by management to work on a day a holiday is observed shall be granted another day off, within the same pay period.

## JURY DUTY LEAVE

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay. This may also include when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive.

A probationary employee may have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who received notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position. The City of Deer Lodge reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible for reporting the amount of the issued check for all jury or witness fees to the Clerk/Payroll Specialist. If an employee chooses to be paid for their time away instead of using their leave bank, employee must sign over the check to the City for reimbursement. Reimbursement for mileage and actual expense fees are not required to be forfeited to the City of Deer Lodge. The employee may keep any witness fees or court payment if the services are performed on the days of his/her regularly scheduled days.

Benefits continue to accrue while an employee is on jury duty leave. If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.



## PUBLIC OFFICE LEAVE

Employees elected or appointed to a public office shall be granted an unpaid leave of absence, not to exceed 180 days per year while performing the public service. Employees will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed prior to their leaves of absence for public service. Employees must return to work within 10 days following the completion of the service unless they are unable to return due to an illness that has been certified by a medical doctor. The City of Deer Lodge will comply with all relevant restrictions and guidelines provided within the Hatch Act, (5 U.S.C. 7321 through 7326, as amended).

## MILITARY LEAVE

The City of Deer Lodge shall comply with all provisions outlined in the uniformed services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 4031 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard.

An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year.

Unused leave may roll to the next calendar year, not to exceed 240 hours total for the calendar year. Any excess leave, beyond 240 hours, will be forfeited. Military Leave can be for attending regular encampments, training classes, and similar training programs of the military forces of the United States.

Employees employed less than six months are entitled to unpaid leave for the purposes listed above. Employees using Military Leave must report it as such on their timesheets and have prior approval for leave. This leave will not be charged against the employee's annual leave.

## MATERNITY LEAVE

Pregnant employees will be granted a reasonable unpaid leave of absence for such pregnancy. Such leave should be requested as soon as possible. An employee disabled as a result of pregnancy may be asked to produce medical certification verifying that she is not able to perform her employment duties. An employee disabled as a result of pregnancy will not be denied any compensation to which she is entitled as a result of the accumulation of disability or leave benefits.

Upon signifying her intent to return to work at the end of her leave of absence, an employee on pregnancy leave will be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, and fringe benefits unless the employer's circumstances have so changed as to make it impossible or unreasonable to do so.

## NURSING MOTHER ACCOMMODATIONS

The City shall provide a reasonable break time for an employee to nurse or to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has need to nurse or express the milk. The City shall also provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to nurse or express breast milk.

The selection of the space will be made on a case-by-case basis in consultation with the employee. Standard break times will be primarily utilized with additional unpaid break time provided as mutually agreed upon. Additionally, the City of Deer Lodge will make every effort to provide suitable facilities for milk storage during the employee's daily work period. All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217 will be complied with.

## GENERAL WORK RULES

### PROFESSIONAL COMMUNICATION IN THE WORKPLACE

The City of Deer Lodge is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with us are treated in a respectful and fair manner. We expect everyone to act in a mature and responsible way at all times.

Though it is not possible to list all forms of behavior that are considered acceptable or unacceptable in the workplace, the following are examples of behavior that all of us are responsible for maintaining when communicating in any professional capacity:

- Actively listening, without interrupting or ignoring the speaker who has the floor
- Maintaining a relationship of trust, respect and professionalism with everyone
- Accepting staff members, city council members and city officials for who they are, while forgiving past problems/issues
- Building open and honest relationships by using direct and respectful communication
- Promptly addressing issues/problems/concerns directly with the Chief Administrative Officer.
- Refraining from complaining, blaming, gossiping, or engaging in public reprimands *while* reminding others who are engaging in these behaviors that it is inappropriate
- Abstaining from criticism on matters unrelated or minimally related to the person's job performance or description

Furthermore, the following are examples of behaviors that are not appropriate for a professional setting:

- Taking responsibility for another person's ideas
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Manipulating the ability of someone to do his or her work or deliberately interfering with day-to-day City Hall processes that hired staff are responsible for maintaining
- Encouraging others to participate in any of the behaviors listed above

These lists are not intended to be exhaustive so please reach out to the Chief Administrative Officer with any clarifying questions you may have. During your employment with The City, the Mayor or his/her designee will let you know individually if your conduct is inappropriate in any way so that you understand what is expected of you.

## City Budget Financial Planning Timeline

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Color Key: New Budget Executive Planning Deadlines / Treasurer Deadlines / Federal Audit Report Dates / Non-Federal Audit Report Dates / Council & Finance Committee Dates / AFR (Annual Financial Report) Dates

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- December 31 AFR Filing Fees due to LGSB
- January (1<sup>st</sup> Council Meeting) Treasurer's Quarterly Budget Review (Oct-Dec)
- January 15 Request Department Heads to Submit Budget Requests
- February (1<sup>st</sup> Finance Meeting) Finance Committee Review Rates - Water Utility
- February 28 DEADLINE for Department Head Budget Requests – due
- March 1 AFR 60-day Grace Period ends for AFR & Filing Fee Submittal
- March (1<sup>st</sup> Finance Meeting) Finance Committee Review Rates – Sewer Utility
- March – May Executive Branch prepares a draft budget proposal
- March 31 DEADLINE – Federal Audit Report – due
- April (1<sup>st</sup> Finance Meeting) Finance Committee Review Rates – Solid Waste
- April (1<sup>st</sup> Council Meeting) Treasurer's Quarterly Budget Review (Jan-Mar)
- April 30 DEADLINE – Federal Audit Corrective Action Plans – due
- May (1<sup>st</sup> Finance Meeting) Finance Committee Review Rates – General Fees & Licenses
- May 31 DEADLINE for Executive draft budget proposal prepared
- May – July Finance Committee reviews draft budget proposal
- June (1<sup>st</sup> Finance Meeting) Finance Committee Review Rates – Lighting Districts
- July (1<sup>st</sup> Council Meeting) Treasurer's Quarterly Budget Review (Apr-Jun)

- June 30 AFR 180-day Grace Period ends for AFR submittals – Public Noticed
- June 30 DEADLINE – Non-Federal Audit Reports – due
- July (1<sup>st</sup> Finance Meeting) Finance Committee Review Rates – Street Maintenance District
- July 30 DEADLINE – Non- Federal Audits Corrective Action Plans - due
- July 31 DEADLINE for Finance Committee draft budget proposal
- August (1<sup>st</sup> Council Meeting) DEADLINE - Tax Valuation Report from Dept. of Rev. Powell Co.
- August (2<sup>nd</sup> Council Meeting) DEADLINE by 2<sup>nd</sup> meeting in Aug. have resolutions for the tax levies from the County / 2ns resolutions approved for annual tax levies and copies back to the County
- August (3<sup>rd</sup> Week) DEADLINE for Finance Committee for final budget proposal for Council
- August (2<sup>nd</sup> Council Meeting) City Council moves Budget forward for Public Hearings
- August (3<sup>rd</sup> Week) Advertise & Post Notices of Budget Public Hearings for 2 weeks
- September (1<sup>st</sup> Council Meeting) Public Hearing for preliminary budget
- September (2<sup>nd</sup> Council Meeting) City Council – Final Approval of fiscal year budget
- September 30 DEADLINE – Delinquent Federal Audit Report – publicly noticed
- October (1<sup>st</sup> Council Meeting) Treasurer’s Quarterly Budget Review (Jul-Sep)
- October 1 DEADLINE Budget Report sent to Department of Admin.
- November 1 Public Notice of *Delinquent Budget Report* if not received by Oct. 1
- December 31 Delinquent Non-Federal Audit Reports – publicly noticed

THROUGH DECEMBER 31<sup>ST</sup>, 2021



## Building Permit Fee Schedule

### SEASON OF REDUCED BUILDING RATES

Fence (after zoning compliance).	\$20
Windows & Doors with Header Changes. ➤ Includes all windows & doors at one time. If done using separate Permits, price is per Permit.	\$20
Siding: Partial House. ➤ Up to 50-percent of entire house.	\$20
Stairs, ADA Ramps & Landings.	\$20
Roof: Partial House. ➤ Up to 50-percent of entire roof.	\$20
Demolition.	\$20
Egress Window: With excavation and egress area well. ➤ Otherwise \$45. ➤ Includes all above egress windows done at one time. If done using separate Permits, price is per Permit.	\$40
Siding: Entire House.	\$40
Deck or Decks.	\$40
Roof: Entire House.	\$40
Plan Review (if necessary).	\$35 to \$150
All Other Permits.	Appendix L
Starting Without Permit.	Double Original Fee

Appendix L of 2018 International Residential Building Code Book.

For Further Information Contact

Dan Green | Building Inspector  
dgreen@cityofdeerlodgemt.gov | 406.439.6029

City of Deer Lodge  
300 Main Street, Deer Lodge, MT 59722  
406.846.2238



# Building Permit Fee Schedule

Fence (after zoning compliance).	\$45
Windows & Doors with Header Changes. > Includes all windows & doors at one time. If done using separate Permits, price is per Permit.	\$45
Siding: Partial House. > Up to 50-percent of entire house.	\$60
Stairs, ADA Ramps & Landings.	\$65
Roof: Partial House. > Up to 50-percent of entire roof.	\$70
Demolition.	\$80
Egress Window: With excavation and egress area well. > Otherwise \$45. > Includes all above egress windows done at one time. If done using separate Permits, price is per Permit.	\$90
Siding: Entire House.	\$125
Deck or Decks.	\$125
Roof: Entire House.	\$130
Trailer or Modular install with deck, steps or landing	\$225
Plan Review (if necessary).	\$35 to \$150
All Other Permits.	Appendix L
Starting Without Permit.	Double Fee

Appendix L of 2018 International Residential Building Code Book.

For Further Information Contact

Dan Green | Building Inspector  
 dgreen@cityofdeerlodgmt.gov | 406.439.6029

City of Deer Lodge  
 300 Main Street, Deer Lodge, MT 59722  
 406.846.2238

**THROUGH DECEMBER 31<sup>ST</sup>, 2021**

**City of Deer Lodge Fees/Fines**

**Business Licenses**

Local Resident Business License	\$125.00 Annually
Non-Resident Business License	\$150.00 Annually
Contractors Business License	\$50.00 Up to 6 Months
Major Home Occupation	\$50.00 Annually (Initial CUP Fees at \$50.00)
Minor Home Occupation	\$25.00 Annually
Itinerant Vendor	\$50.00 Up to 90 Days
Transient Retail Vendor	\$20.00 Up to 1 Year
Duplicate Licenses	\$35.00
Non-profit License	\$35.00
<b>Failure to Display License Fine</b>	<b>\$50.00</b>

**Animal Control**

Dog License (Up to 2)	Altered: \$10.00      Unaltered: \$15.00
Excess Dog Fee (Up to 5)	\$25.00 (+ Double Dog License Fee Above)
Replacement Dog License Tag	\$2.00 (per tag)
<b>Failure to Obtain Dog License Fine</b>	<b>\$100.00 (+ cost of Dog License)</b>
<b>Impound Dog Fee</b>	<b>\$35.00 (+ \$25.00 each additional day)</b>
<b>Dog at Large Fine</b>	<b>1<sup>st</sup> Offense:\$50.00/2<sup>nd</sup>:\$100.00/3<sup>rd</sup>:\$200.00</b>
<b>Dog Off Leash Fine</b>	<b>\$25.00</b>
<b>Pet Adoption Fee</b>	<b>\$35.00</b>

Livestock Permit	\$50.00 (meet restriction requirements)
Poultry Permit	\$25.00 (meet restriction requirements)
Failure to Obtain Permit	1 ½ cost of permit = permit fee

**Beverage Licenses/Fees**

Liquor License (all beverages)	\$275.00 Annually
Beer License	\$175.00 Annually
Beer and Wine License	\$225.00 Annually
Brewery License	\$225.00 Annually

**Watering Violation Fines: (Hours currently 6:00AM – 9:00AM, 6:00PM – 9:00PM)**

1<sup>st</sup> Offense: \$50.00/ 2<sup>nd</sup> Offense: \$85.00/ 3<sup>rd</sup> Offense: \$110.00/ 4<sup>th</sup> Offense: \$160.00  
Open Hose Offense \$250.00

Through Dec 31, 2021..... pgs 2

### Health and Welfare

Fireworks Sales/Public Display Permit (5 days)	\$50.00
Failure to Buy/Display Permit Fine	\$150.00
Fireworks Fine – 1 <sup>st</sup> Offense	\$50.00
Fireworks Fine – 2 <sup>nd</sup> Offense	\$125.00
Decay/Nuisances – 1 <sup>st</sup> Offense	\$200.00 – Subsequent Offenses: \$500.00
Garbage Collection Violation – 1 <sup>st</sup> Offense	\$50.00 – Subsequent Offenses: \$125.00
Unlawful Dumping – 1 <sup>st</sup> Offense	\$250.00 – Subsequent Offenses: \$500.00
Burning of Refuse Violation – 1 <sup>st</sup> Offense	\$75.00 – Subsequent Offenses: \$150.00

### Planning Fees/Land Use Schedule

Major Subdivisions (5+ Parcels)	\$1000.00
Minor Subdivisions (1-4 Parcels)	\$600.00
Conditional Use Permit (CUP) Application	\$50.00
Floodplain Development Permit	\$50.00
Annexation Plan Amendments	\$50.00
Rezoning Application	\$50.00
Variance Application	\$50.00
Certificate of Survey (COS)	\$50.00 (+ Examining Land Surveyor Cost)
Utility Right-of-Way Permit	\$50.00
Appeal of Administrative Decision	\$50.00
Zoning Permit	Included in Cost of Business License

**Applicants are Subject to all Costs (Newspaper Ads, Mailings, Administrative Costs, etc.)**

### Public Works Call Out Fees

After Hours Work Week Rate (Mon-Fri)	\$200.00
Weekend Call Out Fee	\$300.00
Holiday Call Out Fee	\$400.00

**Does NOT Include Additional Incurred Expenses**

### Deer Lodge Police Department: Case/Accident Report Request Form

Involved Party Request	\$7.00
Third Party/Public at Large Request	\$25.00



## City of Deer Lodge Fees/Fines

### Business Licenses

-Local Resident Business License	\$125.00 Annually
-Non-Resident	\$150.00 Annually
-Contractors	\$ 50.00 Up to 6 Months
Major Home Occupation	\$ 50.00 - CUP (\$300.00)
Minor Home Occupation	\$ 25.00 Annually
Itinerant Vendor	\$ 50.00 Up to 90 Days
Transient Retail Vendor	\$ 20.00 Up to 1 Year
Duplicate Licenses	\$ 35.00
Non-Profit	\$ 35.00
<b>Failure to Display License Fine</b>	<b>\$ 50.00</b>

### Animal Control

Dog License (Up to 2)	Altered: \$ 10.00	Unaltered: \$ 15.00
Excess Dog Fee (Up to 5)	\$ 25.00 (+ double Dog License Fee: \$ 20.00/\$ 30.00)	
Replacement Dog License Tag	\$ 2.00 (per tag)	
<b>Failure to obtain Dog License Fine</b>	<b>\$ 100.00 (+ cost of Dog License)</b>	
<b>Impound Dog Fee</b>	<b>\$ 35.00 (+ \$ 25.00 each additional day)</b>	
<b>Dog at Large Fine</b>	<b>1<sup>st</sup> Offense: \$ 50.00/2<sup>nd</sup>: \$100.00/3<sup>rd</sup>: \$200.00</b>	
<b>Dog Off Leash Fine</b>	<b>\$ 25.00</b>	
<b>Pet Adoption Fee</b>	<b>\$ 35.00</b>	
Livestock Permit	\$ 50.00 (must meet restriction requirements)	
Poultry Permit	\$ 25.00 – Permanent (must meet restriction requirements)	
Failure to Obtain Permit	1 ½ cost of permit = permit fee	

### Beverage Licenses/Fees

Liquor License (all beverages)	\$275.00 Annually
Beer License	\$175.00 Annually
Beer and Wine License	\$225.00 Annually
Brewery License	\$225.00 Annually

### Watering Violation Fines: (Hours currently 6:00 AM – 9:00 AM, 6:00 PM – 9:00 PM)

First Offense:\$ 50.00/ Second Offense:\$ 85.00/ Third Offense:\$110.00/ Fourth Offense: \$160.00  
Open Hose Offense: \$250.00

### **Health and Welfare**

Fireworks Sales/Public Display Permit (5 days)	\$ 50.00
Failure to Buy/Display Permit Fine	\$ 150.00
Fireworks Fine – 1 <sup>st</sup> Offense	\$ 50.00
Fireworks Fine – 2 <sup>nd</sup> Offense	\$ 125.00
Floodplain Fee	\$100.00 (+ costs)
Decay/Nuisances – 1 <sup>st</sup> Offense	\$200.00 – Subsequent Offenses: \$500.00
Garbage Collection Violation – 1 <sup>st</sup> Offense	\$ 50.00 – Subsequent Offenses: \$125.00
Unlawful Dumping – 1 <sup>st</sup> Offense	\$250.00 – Subsequent Offenses: \$500.00
Burning of Refuse Violation – 1 <sup>st</sup> Offense	\$75.00 – Subsequent Offenses: \$150.00

### **Planning Fees/Land Use Schedule**

Subdivisions, Major (5+ Parcels)	\$1000.00
Subdivisions, Minor (1-4 Parcels)	\$ 600.00
Conditional Use Permit (CUP)	\$ 300.00
Annexation Plan Amendments	\$ 300.00
Rezoning/Variances	\$ 300.00
Certificate of Survey (COS)	\$ 150.00
Utility Right of Way Permit	\$ 150.00
Appeal of Administrative Decision	\$300.00

**Applicants are Subject to all Costs (Newspaper Ads, Mailings, Administrative Costs, etc.)**

### **Public Works Call Out Fees**

After Hours Work Week Rate (Mon-Fri)	\$200.00
Weekend Call Out Fee	\$300.00
Holidays Call Out Fee	\$400.00

**Does NOT include Additional Incurred Expenses**

### **Deer Lodge Police Department: Case/Accident Report Request Form**

Involved Party Request	\$ 7.00
Third Party/Public at Large Request	\$ 25.00

## City of Deer Lodge Fee Schedule

### LEGEND

- \*: Fees marked with an asterisk are set by resolution.
- #: Fees marked with a pound sign are set by ordinance and cannot change without a City Code Title Change.
- !: Fees marked with an exclamation point are not clearly defined.
- ^: Fees marked with a caret are being set by resolution, but there is also an ordinance description.
- ~: Fees marked with a tilde are not defined in City Code but are implied to exist.
- @: Fees marked with an at sign are bond-satisfaction rates and should not be changed

### TITLE 1: GENERAL PROVISIONS

- ❖ Fees, Licenses, or Permits: None
- ❖ Fines/Penalty: Title 1 GENERAL PROVISIONS: Chapter 1.08: GENERAL PENALTY contains the basis for all Fines that are not specifically identify in the City Code of Deer Lodge.

#### 1.08.010: GENERAL PENALTY

- A. Whenever in any provision of this Code or other ordinance of the City any act is prohibited or is made or declared to be unlawful, a misdemeanor or an offense, or whenever in any such provision or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is otherwise provided therefor, any person upon conviction for the violation of any such provision of this Code or ordinances shall be punished by a fine not exceeding five hundred dollars (\$500.00) or by imprisonment not to exceed six (6) months or by both such fine and imprisonment, for each such offense. Each day any violation of any provision of any ordinance shall continue, shall constitute a separate offense.
- B. In the construction and interpretation of this section, the revocation of a license or permit shall not be considered as a recovery or penalty so as to bar any other penalty being enforced.

*(Ordinance 1 – 1/17/1980: Effective 1/17/1980)*

#### 1.08.020: EXECUTION OF A FINE.

- A. If the judgment is for a fine alone, execution may issue thereon as on a judgment in a civil case.
- B. A judgment that the defendant pay a fine may also direct that he be imprisoned until the fine be satisfied, in the proportion of one day's imprisonment for every ten dollars (\$10.00) of the fine.

### TITLE 2: ADMINISTRATION AND PERSONNEL

- A. No Fees, Licenses, Permits, or Fines  
*(Ordinance 2019-6 – 08/19/2019: Effective 08/19/2019)*

### TITLE 3: REVENUE AND FINANCE

- A. No Fees, Licenses, Permits, or Fines

### TITLE 4: SEWER AND WATER

- A. Fees, Licenses, Permits, Cost of Service
  - 1. Public Works Call Out Fees [4.13.040]
    - a. During Normal Work Hours (8:00 AM – 5:00 PM, Monday – Friday) ..... \$0.00\*
    - b. After Hour Work Week Rate (Monday - Friday) ..... \$200.00\*
    - c. Weekends ..... \$300.00\*
    - d. Holidays ..... \$400.00\*
  - NOTE: FEES DO NOT INCLUDE ANY OTHER ADDITIONAL EXPENSES INCURRED.
  - 2. Water Line Attachment Fee [4.20.020.A]