

City of Minot

TO: Mayor Shaun Sipma
Members of the City Council

FROM: Luke Tillema, Building Official

DATE: June 7, 2021

SUBJECT: CRAFTSMEN LICENSE ORDINANCE/RESOLUTION

I. RECOMMENDED ACTION

1. Approve the proposed ordinance on first reading
2. Adopt the attached resolution upon approval of the ordinance amendment on second reading.

II. DEPARTMENT CONTACT PERSONS

Luke Tillema, Building Official 857-4104

III. DESCRIPTION

A. Background

The Inspection Department is proposing three things:

1. Setting the fees for Electricians, Gas Fitters, HVAC Installers, and Plumbers (Craftsmen) by resolution instead of having it codified in the Code of Ordinances. The Department made a similar change with its permit fees in recent years and found it increased accessibility to have all comparable fees listed in a resolution rather than spread out across several ordinances.
2. Amending the fees for Craftsmen to be consistent and comparable to the licensing fees required by other cities in North Dakota. An attachment created by Inspections describes the amended fees in more detail.
3. Abolishing the temporary work permits for Gas Fitters and HVAC Installers. The Inspection Department has not issued a temporary work permit in the past six years, and would rather the Craftsmen sit for their exam and pay their license fee than work under a temporary work permit.

B. Proposed Project

The attached ordinance will amend the Code of Ordinances by changing the language to allow the City Council to set the Craftsmen fees by resolution. The attached ordinance also rescinds language in the Code of Ordinances allowing Gas Fitters and HVAC Installers to apply for temporary work permits.

The attached resolution lists and sets the Inspection Department's proposed licensing and examination fees for Craftsmen.

C. Consultant Selection

No consultants were used.

IV. IMPACT:

A. Strategic Impact

In addition to increasing accessibility, if the City Council wanted to change craftsmen licensing fees, they could do so by passing a resolution (which requires one reading), rather than passing an ordinance (which requires two readings).

B. Service/Delivery Impact

C. Fiscal Impact

Some fees will be increased, which will result in more revenue.

V. ALTERNATIVES

A. The Council could elect to keep the fees listed in the Code of Ordinances.

B. The Council could propose an alternative arrangement.

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

- A. Proposed Ordinance (clean)
- B. Proposed Ordinance (including markup)
- C. Proposed Resolution
- D. Licensing Fees Summary