

POTTAWATOMIE COUNTY RESOLUTION 2019- 84

**RESOLUTION OF BOARD OF COUNTY COMMISSIONERS ESTABLISHING  
AND ADOPTING A UNIFORM FEE SCHEDULE FOR SERVICES PROVIDED BY  
CERTAIN COUNTY OFFICES**

That Whereas certain of the county offices and departments of Pottawatomie County, Kansas, from time to time are required to perform services or provide copies of records to individuals, businesses, persons seeking public office, non-profit organizations and other entities.

And Whereas there must be uniformity in charges made by the various county offices and departments.

And Whereas, to accomplish this purpose, it is necessary to adopt a uniform schedule for use by all offices and departments of the County.

And Whereas this resolution rescinds the provisions of Pottawatomie County Resolution 2019-29.

Now, Therefore, IT IS BY THE BOARD OF COUNTY COMMISSIONERS RESOLVED that the following schedule of fees and charges be adopted:

**ALL COUNTY OFFICES AND DEPARTMENTS;**

Fees for photocopies (non-color – letter & legal)	\$.50 cents per page plus postage, if applicable
Fees for photocopies (color – letter & legal size)	\$1.00 per page plus postage, if applicable
Fees for photocopies (11” x 17”)	\$2.00 per page
FAX copies (incoming)	\$1.00 per page
FAX copies (outgoing)	\$1.50 per page (includes local)
Research & compilation of specialty reports	\$25.00 per hour (rounded to the nearest quarter hour) plus copies at the above rates

**REGISTER OF DEEDS:**

*Refunds of overpaid filing and recording fees to the office of the Register of Deeds shall not be made for amounts of \$20.00 or less.*

UCC Copy (K.S.A. 84-9-407)	\$1.00 per page
Copies of Plats or surveys larger than 11 x 14	\$15.00 each
Plats or Surveys 8 1/2 x 14 or smaller	\$5.00
Plats or Surveys 11 x 17	\$15.00
Numerical Index	\$5.00 per page

(Deeds cont'd)

*Research Fees:*

Microfilm retrieval and Research & Genealogy	\$25.00 per hour (rounded to the nearest quarter hour) With a 1 hour minimum, plus copies at the above rates.
Pre-Programmed Reports	\$10.00

*Recording Fees for Plats & Surveys (K.S.A. 28-115)*

Regular Plat	\$32.00 per page
Short Plat (8 ½ by 14)	\$32.00
Certificate of Survey, (first page only) 8 ½ x 14	\$21.00
Each Additional Page	\$17.00
One Copy of entire document (required)	\$1.00 per page
Large Certificate of Survey (over 8 ½ by 14)	\$32.00
One Copy (required)	\$15.00

*UCC Filings*

Original Financial Statements	\$15.00
Amended Financial Statement	\$15.00
Continuation on a Financial Statement	\$15.00
Financing Statement Indicating Assignment	\$15.00
Termination of Financing Statement	\$15.00
Each Additional Page (after 10 Pages) as an attachment	\$1.00
Information request	\$15.00 per name

*Other Fees of this Office (K.S.A. 28-115)*

Recording Legal Size Deeds, Mortgages, Instruments of Writing	
First Page	\$21.00
Each Additional page	\$17.00
Recording Release or Assignment of Real Estate Mortgage	
Per Book & Page	\$20.00 First pg.
Each Additional Page	\$4.00
Additional Mortgages	\$16.00
Certificate, Certifying any Instrument on Record	\$13.00
Filing	
Notices of Tax Liens Under IRS Code	\$32.00
Releases of Tax Liens, Certificate of Discharge Under IRS Code or Revenue Laws Under the State of Kansas	\$32.00
Liens for Materials and Services Under K.S.A 58-201, and Amendments thereto	\$17.00
State Tax Lien Release	\$71.00 additional pages call Reg of Deeds
Website Document Search	
Annual fee	\$1500, \$800.00 or \$400.00 per year plus 50 cents per copy

**COUNTY CLERK:**

**Lists:**

*(Print or digital copy)*

1 cent per line or per name  
*plus* \$15.00  
*plus* \$25.00 per hour for  
any computer programming  
*plus* postage.

*Labels:*

3 cents per label  
*plus* \$15.00  
*plus*, \$25.00 per hour  
for any computer programming  
*plus* postage.

Occupational license (K.S.A. 41-2622)	\$100.00
Moving Permit (K.S.A. 17-1915)	\$25.00
Cereal Malt Beverage (K.S.A.41-2702 and Resolution 2002-21)	State Fee \$25.00 plus County Fee \$50.00

*Election Filing Fees*

*Fees set per State Schedule*

*Township*

*\$1.00*

*City, School, Drainage, Township*

*\$20.00*

*County Positions*

*\$50.00 plus 1% of annual wage*

*Hunting & Fishing: Per Kansas Department of Wildlife, Parks & Tourism*

Big Game Permits  
(deer, turkey, & rattlesnake)  
Park Permits  
(camping, vehicle & rail trail)

Fees set per State Schedule

Fees set per State Schedule

**COUNTY TREASURER:**

Return Check Fee (K.S.A. 21-3707)	\$30.00
Driver's License User Fee	\$5.00 per transaction

**COUNTY APPRAISER:**

Property Record Card (PRC), Comparable Sheet Or Commercial Valuation Sheets	\$2.50 per parcel
Query Report from Orion Valuation System	\$25.00 per report
Screen Prints	\$.50 per page
 Website Parcel Search and Document Module	
Initial Buy-In Fee	\$150
Level 1 (Appraised Values only-Current & Previous)	Free
Level 2 Subscriber (Data only)	\$100 (to be adjusted annually)**

(Appraiser cont'd)

Level 3 Subscriber (Data and Sales) \$250 (to be adjusted annually)\*\*

\*\*Subscriber's maintenance fee based upon yearly renewal cost of the website provider and the number of subscribers to the website.

**GIS:**

Hard Copy Maps -

County Road Maps (small) \$5.00  
County Road Maps (large) \$15.00  
Premade 36X36 Maps \$11.50  
Small Map (8.5 x 11) \$2.50  
Ownership Books \$25.00 each

Digital Data -

Other GIS Layers \$50.00  
Orthos (1 section) \$15.00  
Parcels (geographic twp) \$50.00 per geographic township  
Subdivisions (geographic twp) \$50.00

Other -

Copies (ledger size 11x17) \$2.00  
Compact Disc \$1.00  
Custom Projects \$40.00/hr + printing charge if applicable

**ZONING:**

*Application / Licenses*

Application to Rezone \$250.00  
Special Purpose Overlays \$150.00  
Sign Permits \$25.00  
Temporary Job Permits \$100.00  
Conditional Use Permit \$250.00  
Variances/Exceptions \$250.00  
Appeals to the Board of Appeals \$100.00  
Manufactured Home Parks & \$50.00  
Recreational Vehicle (RV) Parks *plus \$1.00 per Lot space / per yr.*

*Plat Review*

Includes review by Office of Planning and Zoning, GIS, Register of Deeds and Director of Public Works

First Review \$20 per lot with a minimum of \$50.

Subsequent Reviews \$10 per lot with a minimum of \$50 if plat/survey is unable to be completed because of errors

*Building Permits*

Residential Dwellings \$200.00  
Residential Additions \$50.00  
Residential Accessory \$50.00  
Accessory Dwelling Unit \$100.00  
Commercial Structures \$250.00  
Commercial Additions \$100.00  
Commercial Accessory \$100.00

(Zoning cont'd)

Industrial Structures	\$250.00
Industrial Additions	\$100.00
Industrial Accessory	\$100.00
Institutional Buildings	\$200.00
Institutional Additions	\$100.00
Institutional Accessory	\$100.00
Temporary Building Permits	\$75.00
Home Occupation Permit	\$25.00
Special Events Permits	\$25.00

**NOXIOUS WEED:**

*Chemicals* – The following chemicals are sold for farmer application to Pottawatomie County taxpayers at 75% of the County's cost and/or subject to cost-share certificate. K.S.A. 2-1319

Tordon 22K	Vanquish
2,4D LV4	2,4D A4
Remedy	Vista
Plateau	Escort
Roundup Pro	Arsenal
Chaparral	Pasture Gard
Habitat	Overdrive
Speedzone	Milestone

100% of cost

Activator 90
Brody Activator
Generic Roundup

Bentonite Clay	Sold at Cost
Sprayer Rental	\$25.00 per day
Labor	\$25.00 per hour
Equipment (truck & tractor)	\$39.00 per hour

**ADMINISTRATION:**

Budget Preparation	
Cities	\$200.00
Townships & Districts	\$75.00
(Administration cont'd)	
Benefit District Administration fee	5% of Total estimated project cost

**COMMISSION:**

Application for Tax Exemption (Res. 1998-5)	\$250.00
Annual Tax Exemption Renewal Fee (Res.1998-5)	\$100.00

**HEALTH:**

*Adult/Child Health/Maternal and Infant/Family Planning/Well Women – 100% (75%, 50%, 25% fees charged when patient income warrants, 0% patients are asked for a donation).*

School/Daycare Physical Exam	\$40.00
Developmental Screen	\$31.50
Hearing Screen	\$14.00
Tympanometry Hearing Screen	\$10.00
Vision Screen	\$14.00
Hemoglobin	\$10.00
Urine Screen (dipstick)	\$10.00
Full KBH Exam (including all components as indicated on the EPSDT)	\$70.00
Foot Care	\$20.00
Fluoride Varnish	\$17.00
Nurse Visit	\$20.00
Initial Family Planning Exam	\$85.00
Initial Well Woman Exam	\$80.00
Annual Family Planning Exam	\$70.00
Annual Well Woman Exam	\$65.00
Interim Gyn Visit	\$45.00
Pap Smear with Exam	\$20.00
Liquid Pap	\$20.00
Wet Mount	\$10.00
Pregnancy Test	\$12.00
Blood Sugar (finger stick)	\$6.00
Hemocult	\$6.00
STD/STI testing & treatment	Cost plus shipping & handling fee

Adult Health Services Not on sliding Fee Scale. Blood draw clients with no insurance – Cost of labwork per cytocheck fee plus nurse fee \$20.00

*Immunizations – 100%*

State Provided vaccines are administration fee charge of \$20.00 per shot and County Purchased vaccines are cost of vaccine plus \$20.00 per shot

DTaP	Influenza
DTaP, HBV, IPV (Pediatrix)	Td - Tdap
HepB	Pneumococcal
DTap, HIB, IPV (Pentacel)	PPD TB Skin Test
DT	DTaP/IPV (Kinrix)
MMR/V	Rotavirus
MCV4	Varicella
MMR	HPV9
Zoster	HepA
MenB	PCV13
IPV	HIB

Or any other combination of the vaccines above or any newly ACIP recommended vaccines

(Health cont'd)

CONTRACEPTIVES – *Subject to sliding fee scale with 0% patients asked to pay a minimum of 25% rate for supplies.*

Oral Contraceptives	Cost plus \$4.00
Depo-Provera	\$40.00
Condoms	NO CHARGE
NuvaRing	\$40.00
Plan B	\$12.00

*Consultation Fees 100% (75%, 50%, 25%, 0% fees charged when patient income warrants, 0% patients are asked for a donation).*

Dietitian Fee – Nutrition Counseling	\$30/30 min & \$60/60min
Prenatal Nursing Assessment (1 per trimester 3 visits)	\$65 each visit
Newborn Home Visit	\$65 each visit
Nursing Assessment Postpartum (2 visits)	\$65 each visit
Social Worker	\$20/30min & \$40/60min

**EMS:**

Base Fee

BLS Non-Emergent	\$464.00
BLS Emergent	\$545.00
ALS Level 1, Non-Emergent	\$567.00
ALS Level 1, Emergent	\$777.00
ALS Level 2, Emergent	\$1064.00
Specialty Care Transport	\$1240.00
Loaded Mileage per/mile	\$13.04/14.00
Football Standby	\$200.00
Event Standby	\$100.00/hr
Non-profit Standby	Subject to event
Pt. Refusal	\$100.00

\*All accounts past 90 days will be turned over for collection. Settlements, charity and discharge of accounts will be at the recommendation of the EMS Director with final approval by the County Administrator.

\*Noted that for standby's and football games fee is set by the estimated cost to the county.

\*Classes & Education fee(s) shall be subject to the associated cost of the sponsoring classes such as PHTLS, EVO, ACLS, AMLS and other relevant classes and certifications.

\*AHA CPR and HeartSaver classes shall be billed at \$25.00 per person, plus the associated cost of issued cards.

**SHERIFF:**

VIN Inspection (K.S.A. 8-116a)	\$20.00 (\$2 to state)
Civil Process Fee (K.S.A.28-110)	\$15.00
Out of State Civil Process Fee	\$20.00
Driver's License Report	\$10.00 (State fee)
Accident Report	\$2.00
Conceal Carry	\$32.50
Out of County Residents Fingerprints	\$10.00

**PUBLIC WORKS:**

**ROAD AND BRIDGE:**

**COUNTY ROAD IMPROVEMENT**

Individuals requesting road improvements, for dedicated easements recorded in the County road records where there are no visible road improvements maintained by the County within the easement, shall be paid by the requesting landowner. The improvements shall be constructed to minimum roadway standards established by the Public Works department.

Individuals requesting road improvements, for dedicated easements recorded in the County road records where there is an existing grass or dirt road currently maintained by the County within the easement, shall pay 50% of the cost of the improvements. The improvements shall be constructed to minimum roadway standards established by the Public Works department.

**CONTRACTED SERVICES PROVIDED TO OUTSIDE ENTITIES:**

Labor	Employee Benefit Wage <u>plus</u> Equipment usage at hourly rate
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**DRIVEWAY ENTRANCE CULVERT APPLICATION (OUTSIDE BLUE TOWNSHIP SEWER DISTRICT):**

Deposit until work is satisfactorily completed per County	\$500.00
Application and Inspection Fee (non-refundable)	\$50.00 (requires separate check)
Second/Multiple Entrances Fee	\$1,500.00 (requires separate check)

**DRIVEWAY EXTENSIONS**

Pottawatomie County policy allows the replacement of an existing pipe up to 24' with no cost to the Landowner. The cost to extend the entrance pipe past the existing 24' is the responsibility of the landowner, billed at our cost. The cost includes: additional pipe, sales tax and a \$502.00 installation fee.



(Public Works cont'd)

DUST CONTROL:

Dust Control Application Fee

\* Subject to Actual Cost

\$400.00 per (Single Dust Control Application for the first 500 feet) *plus* \$.80 per additional linear foot treated

SUNFLOWER ROOM RENTALS:

Deposit

\$25.00 per event

Room Only

\$30.00 per day

Room & Kitchen

\$40.00 per day

Room & IT Equip

\$40.00 per day

Room, IT and Kitchen

\$50.00 per day

LANDFILL:

*Solid Waste Transfer Station Rates*

All Loads

Recycling Trip Fee

\$.50

Scale Fee

\$.50

Minimum charge up to 400lbs

\$9.00

Solid Waste

\$45.00 per ton

Construction Debris

\$45.00 per ton

Tires

Standard Passenger or pickup truck

\$2.50 per tire

\$3.50 with rim

Motorcycle & Lawnmower

\$2.00 per tire

Medium truck or semi or

\$7.50 per tire

Farm tractor front small

\$12.00 with rim

Skid Loader/Fork lift

\$8.00 per tire

Super Single

\$10.00 per tire

Small Tractor Rear/Combine

\$15.00

Large Tractor Rear/Combine

\$30.00

Commercial Equipment

\$15.00 /ft. tread to tread

Extra Large Tractor

\$20.00 w/rim tread to tread

**Note - Large tires with rims will be charged double**

Refrigerant Appliances (not certified CFCs removed)

\$15.00

(Refrigerators, Freezers, Air Conditioners, Dehumidifiers, Coolers)

Mobile Home Disposal (Clean no contents)

\$250.00

Mobile Home Disposal (With Contents or appliances)

\$300.00

Grass, leaves, limbs (when separated) Commercial (small)	\$10.00 per load
Grass, leaves, limbs (when separated) Commercial (medium)	\$30.00 per load
Grass, leaves, limbs (when separated) Commercial (large)	\$50.00 per load
(Landfill cont'd)	
Grass, leaves, limbs (when separated) Private	NO CHARGE
County residents:	
Recyclables, used oil, compost	NO CHARGE
Household Hazardous Wastes, E-Wastes	NO CHARGE
Used oil over 20 gallons	\$.25/Gallon

Unsecured or non-tarped loads may be charged double above rates.

**SANITARY CODE:**

SCHEDULE OF FEES (Section 1-3.33 County Sanitary Code 07-01-97)

Health Permit for New Construction waste disposal system	\$150.00
Health Permit for re-construction waste disposal system	\$25.00
Health Permit for Replacement of Septic Tank	\$25.00
Permit for Land Disposal of Septage, each site	\$500.00 annually
Permit for Non-Public Water Supply	\$75.00 annually

*Facilities Inspections:*

Waste Disposal System only	\$50.00
Water Potability Only	\$25.00
Water and Waste Disposal	\$75.00 plus \$25.00 for each extra sample

*Water Testing:*

Bacteria & Nitrate Potability (Includes chlorination)	Lab Cost plus Admin fee of \$15.00
Other	Lab Cost plus Admin fee of \$10.00
Late Fee Assessment	\$100.00
Copy of Regulations	\$2.50
Percolation Test / Profile	No charge

Any of the above fees changed by Kansas statute will automatically replace the fees adopted in this fee schedule. This Resolution shall become effective January 1, 2020 unless otherwise stated above.

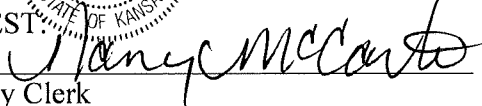
ADOPTED this 16 day of Dec., 2019.

  
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Travis Altenhofen, Chairman

  
\_\_\_\_\_  
Dennis P. Weixelman, Member

\_\_\_\_\_  
Deloyce McKee, Member



ATTEST:   
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County Clerk