

RESOLUTION NO. 57-03

A RESOLUTION ESTABLISHING FEES TO BE CHARGED TO

PERSONS FOR PERMITS AND ACCESSING AND/OR COPYING OPEN PUBLIC RECORDS

BE IT RESOLVED by the Board of County Commissioners of Lyon County, Kansas:

SECTION 1: **Statement of Purpose, Review:** It is the purpose of this Resolution to establish reasonable fees and charges for the provision of purchasing permits and/or to access or copy open public records in the possession of the County to avoid the necessity of using general public funds of the County to subsidize special services and benefits to a purchaser or record requester. The county official or record custodian shall periodically recommend to the Governing Body such changes in the Resolution as may be necessary to secure this purpose.

SECTION 2: **Fees for Materials, Permits, Records in Files:** (a). Fees for records in file, maps, photos, reports, books and permits are hereby amended as follows:

Photocopies	Copies made by county staff	\$ 0.50 per page
Staff Time	Inspections, Research	\$ 15.00 per hour
FAX of Records	FAX of records made by county staff	\$ 2.00 plus \$ 0.50 per page
E-Mail of Records		\$ 2.00 plus \$ 0.50 per page
Appraiser Records	ICS, AA or COMP	\$ 0.50 per page
	CAMA Reports	\$5.00 plus \$ 0.50 per page
Appraiser Maps	8 ½ x 11	\$ 3.00 plus sales tax
	11 x 17	\$ 4.00 plus sales tax
	36 x 36	\$ 8.00 plus sales tax

Sheriff Reports	Accident Reports	\$ 5.00 per report, plus \$ 0.50 per page for reports over 10 pages
		\$ 5.00 per floppy disk
	Photos on Floppy Disk	\$ 10.00 per CD
	Photos on CD Disk 35 mm reprints	Cost plus sales tax
Computer Records	Hardcopy	\$ 1.00 per page
	Discs – Meetings, etc.	\$ 10.00 per disc
	Discs – Special Reports	\$ 50.00 per disc, includes programming
Photos	Real Estate	\$ 0.50 per image
	Aerial	\$ 1.00 per image
County Permits & Licenses	Moving, CMB, Other	\$ 5.00 per permit or license
County Clerk Maps	Ownership 20x36	\$ 11.00 plus sales tax
	Ownership 25x45	\$ 16.00 plus sales tax
	Ownership 32x56	\$ 25.00 plus sales tax
Mailing Labels		\$ 0.05 per label
County Engineer	Maps	Cost plus sales tax
	Blueprints– Bond Paper	\$ 0.33 per square foot
	Blueprints-Vellum	\$ 1.00 per square foot
	Blueprints-Mylar	\$ 1.67 per square foot
Rural Directories		Cost plus sales tax
Environmental Health	Inspections, Research	\$ 15.00 per hour, plus \$.50 for photocopies
	Photos	\$ 0.50 per image, \$ 5.00 disk, \$ 10.00 CD

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SECTION 3: **Prepayment of Fees:** (a) A county official or record custodian may demand prepayment of the fees established by this Resolution whenever he or she believes this to be in

the best interest of the County. The prepayment amount shall be an estimate of the charges accrued in

fulfilling the purchase or record request. Any overage or underage in the prepayment shall be settled prior to purchase or inspection of the requested item, record or delivery of the requested copies. (b) Prepayment of fees shall be required whenever, in the best estimate of the county official or record custodian, such fees are estimated to exceed \$10.00. (c) Where prepayment has been demanded by the county official or record custodian, no material, permit or record shall be made available to the requester until such prepayment has been made.

SECTION 4: **Payment:** All fees charged under this Resolution shall be paid to the county official or custodian of the records unless the requester has established an account, for the purposes of billing and payment with the County or unless such fees are to be paid to the office of the County Clerk. All fees received shall be turned over to the County Treasurer not less than monthly.

SECTION 5: This Resolution repeals Resolution No. 819; 57-90 and 93-91

SECTION 6: **Effective Date:** This Resolution shall take effect on _____, 2003.

Passed and approved on this ____ day of _____, 2003.

BOARD OF COUNTY COMMISSIONERS

LYON COUNTY, KANSAS

Marshall F. Miller, Chairman

Peggy J. Torrens, Vice-Chair

Myron Van Gundy, Member

ATTEST:

Karen K. Hartenbower, County Clerk