



February 12, 2025

To: Sam Anselm, City Administrator

From: Kellie Mayers, City Clerk; Earlene Rich, Finance Director

Re: Adoption of City Fees – Exhibit A

Executive Summary

Staff recommends adoption of Exhibit A to update the listing of city fees in the City Code.

Discussion

In the past, the city consolidated a list of fees titled Exhibit A which is currently part of the city code. As the years passed and fees were updated by council/staff, the document was not updated. For example, the annual utility fees which are adopted annually by ordinance have not been updated on Exhibit A. Staff plans to add this as part of the annual budget process, but in the interim, each department has reviewed and updated the attached document to reflect current fees.

The next update for Exhibit A will be during the 2026 Budget process scheduled to be adopted in October/November 2025. Those fees will be effective January 1, 2026.

Fiscal Impact

The list of fees attached as Exhibit A is the current list of fees. No fiscal impacts are anticipated.

BILL NO. 4792

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE ADOPTION OF A FEE SCHEDULE FOR CERTAIN CITY SERVICES AND APPROVALS BY THE CITY OF WEST PLAINS, MISSOURI.

WHEREAS, the City Council is empowered to establish and amend fees pursuant to Article III, section 3.1 of the City of West Plains Code of Ordinances, as applicable; and

WHEREAS, certain fees must be updated so that they are commensurate with the services provided.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: The City Council hereby adopts and imposes the fees listed in Exhibit A (attached hereto and incorporated by reference) for those listed services and approvals.

Section 2: The fees listed in Exhibit A supersede and replace any fees previously established under the City of West Plains Code of Ordinances, and any other prior ordinances or resolutions establishing fees for city services.

Section 3: The collection and enforcement of the fees established in Exhibit A shall be governed by existing city policies and procedures, including penalties for non-payment as outlined in chapter 1, section 1-10 of the city code.

Section 4: The absence of a fee from the list should not be construed to mean that there is no fee for that particular service or approval.

Section 5: That this ordinance shall be in full force and effect immediately from and after the date of its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 20__.

CITY OF WEST PLAINS, MISSOURI

BY: _____
MAYOR MICHAEL TOPLIFF

ATTEST:

CITY CLERK KELLIE MAYERS

WEST PLAINS PARKS DEPARTMENT
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Youth Volleyball League	\$45.00	
Youth Basketball League	\$45.00	
Youth Baseball League	\$45.00	
Youth Competitive & School Basketball league	\$225.00	
Youth Competitive Baseball League	\$300.00	
Youth Competitive Volleyball	\$250.00	
Adult Winter Basketball league	\$400.00	
Adult Volleyball League	\$200.00	
Adult Softball	\$300.00	
Baseball Tournament Team Fees	\$185.00	
Pool Admission - ages 3-11	\$5.00	
Pool Admission - ages 12 & up	\$6.00	
10 Punch Pass	\$30.00	
2 Hour 1 Pool	\$225.00	
2 Hours 2 Pools	\$400.00	
Day Rental for Pool	\$1,000.00	
Swim Lessons (Per Person)	\$40.00	
Jimmie Carrol Sports Complex Day Pass	\$2.00	
Pickleball Open Gym	\$2.00	
Pickleball Punch Pass (20)	\$40.00	
Jimmie Carroll Sports Complex Rental All Day	\$400.00	
Jimmie Carroll Sports Complex Rental Per Court	\$45.00	Per Hour
Pavillion Rental (All Day)	\$45.00	\$100 deposit
Evans Complees Rental All Day	\$200.00	
Ball Field 1 hour	\$20.00	
Ball Field All Day	\$120.00	
Ball Field Complex All Day (4 plex)	\$300.00	
Ball Field Lights	\$25.00	Per Field
Deposit for Remote for Scoreboard	\$100.00	
Banner Sponsors	\$300.00	
Art In The Park	\$45.00	Per Person

WEST PLAINS PUBLIC LIBRARY
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Non-resident Membership Fee by Household	\$40.00	
Insufficient Funds Returned Check	\$25.00	
Library Card Replacement	\$1.00	
Interlibrary Loan	\$2.00	Per Filled Req plus cost of return postage
Fines		
	Fishing Poles	\$0.25
	Library of Things	\$1.00
		Each day an item is late
		Each day an item is late
Charges for lost or damaged barcodes, video cases, audio disc cases, or hanging bags will be replacement cost for the item.		
Certified Final Notice Letter	Current United States Postal Service Rate	
Fax	\$2.00	1st Page
	\$1.00	Each Additional Page
Copies - Black & White	\$0.20	Each
Copies - Color	\$0.50	Each
Laminating		
	8 1/2 x 11	\$1.75
	11 x 17	\$2.25
	Poster	\$4.00
		Each
Community Room Rental	Free with \$150 refundable cleaning fee	

WEST PLAINS FIRE DEPARTMENT
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Water	\$3.61	Current rate of water in 1,000 gallon increments
Miscellaneous		Parking Lots, Watering the Golf Course Greens, Down Town Projects, Watering Gravel, Cleaning Out Culverts, Etc. These are services we have done but have not charged for. Purchasing Dept. has an equipment break down rate.

WEST PLAINS TRANSIT DEPARTMENT
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Bus Ride	\$1.50	Per Person Each Way
Bus Pass	\$15.00	Per Pass for 10 Rides

WEST PLAINS POLICE DEPARTMENT
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Incident Reports	\$2.00	Per Report
Accident Reports	\$2.00	Per Report
Arrest / Citation Reports	\$2.00	Per Report
Copying in Bulk	\$0.10	Per Page
Copies onto Disk	\$10.00	Per Disk
Finger Prints	\$5.00	Per Card / Effective 4-1-2014

Section 610.026 RSMo, allows a maximum of .10 cents per page plus an hourly fee for copying public records, not to exceed the average hourly rate of pay of clerical staff, plus the actual costs incurred for any research time for processing the request.

WEST PLAINS ENGINEERING DEPARTMENT
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Map Printing	\$0.50	Per Sq. Ft. With No Aerial
	\$1.00	Per Sq. Ft. with an Aerial

WEST PLAINS WATER TREATMENT
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Fire Hydrant Meters	\$0.00	Checked Out to Contractors / No Charge
Water Used	\$3.61	Current Water Rates Per 1,000 Gallons
ODC Time and Material		Accounting does Billing

WEST PLAINS ADMINISTRATION
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Insufficient Check	\$15.00	

WEST PLAINS ADMINISTRATION - ALCOHOLIC BEVERAGES
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Annual License Fees		
Intoxicating liquor: original package	\$150.00	
Sunday sales	\$300.00	
Malt liquor: original package	\$75.00	Not to exceed 5% (includes Sunday Sales)
Malt Liquor: by the drink	\$75.00	Not to exceed 5% (includes Sunday Sales)
Malt Liquor and Wine: by the drink	\$75.00	Not to exceed 14%
Sunday sales	\$300.00	
Resorts: liquor by the drink	\$450.00	
Sunday sales	\$300.00	
Exempt organizations: liquor by the drink	\$450.00	
Sunday sales	\$300.00	
Microbrewery: liquor by the drink	\$450.00	
Sunday sales	\$300.00	

WEST PLAINS ADMINISTRATION -Animals and Fowl
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Impounding fees:		
First offense	\$25.00	
Second offense	\$40.00	
Third offense	\$65.00	
Fourth or subsequent offenses	\$100.00	
Charge for feed and care, per day	\$15.00	
Adoption fees:		
Dogs under six months of age	\$40.00	
Dogs over six months of age	\$40.00	
Impound fee, individual surrender dogs	\$25.00	

WEST PLAINS ADMINISTRATION -Buildings and Construction
FEE REPORT

Description	Price	Notes
Residential Permits:		
Base fee, up to 1,000 square feet (minimum)	\$100.00	
Over 1,000 square feet (per square foot)	\$ 0.075	
Detached garage/storage building:		
Base fee, up to 150 square feet	\$25.00	
Over 150 square feet	\$ 0.010	
Base plumbing fee (minimum):		
Residential	\$40.00	
Commercial	\$75.00	
Water outlets, each	\$1.00	
Hot water heater, each	\$2.00	
Commercial and Industrial:		
Plan review fee	\$50.00	
Base fee, up to 1,500 square feet (minimum)	\$150.00	
Next 3,500 square feet (per square foot)	\$0.10	
Next 10,000 square feet (per square foot)	\$0.065	
Over 15,000 square feet (per square foot)	\$0.03	
Plumbing fees: same as residential, except for special plumbing requirements; actual cost to city for material and installation		
Remodeling and renovations of existing facilities	\$50.00	base plus .3% (0.003) of estimated cost
House moving	\$50.00	plus actual cost to city to accommodate move
Mechanical:		
New heating, ventilation and air conditioning (per ton)	\$5.00	
Replacing existing heating, ventilation or air conditioning (per ton)	\$5.00	
Fee for license to engage in business of heating, ventilation and air conditioning	\$20.00	
Renewal fee (annual)	\$20.00	
Late payment for renewal (per month)	\$5.00	
Fee for license to engage in business of electrical construction or wiring and apparatus for electrical lights, appliances, heating or power	\$50.00	
Renewal fee (annual)	\$20.00	
Late payment for renewal (per month)	\$5.00	

WEST PLAINS ADMINISTRATION -Buildings and Construction - Continued
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Electrical permit fees:		
New wiring:		
Residential, per amp (secondary load)		\$1.00
Commercial, per amp (secondary load)		\$1.00
Rewiring (total not to exceed what a new permit costs)		
Replacing or relocating main service panel without meter base		\$25.00
Replacing or adding branch circuits (base fee)		\$25.00
Plus, per circuit		\$1.00
Fee for additional inspections, per trip		\$10.00
Fee for license to engage in business of plumbing construction or installation of pipe apparatus		\$50.00
Renewal fee (annual)		\$20.00
Late payment for renewal (per month)		\$5.00

WEST PLAINS ADMINISTRATION -Businesses
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Garage sale permit fee		\$1.00
Standard occupational license fee (annual)		\$30.00
Certificate of Occupancy Permit fee		\$25.00
Late fee (per month)		\$10.00

WEST PLAINS ADMINISTRATION -Cemeteries
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Lot of four grave spaces	\$1,200.00	\$300/each
Recording Fee (pass through to county)		\$24.00
Grave opening:		
Weekdays		\$400.00
Weekends or holidays		\$500.00
Grave opening for cremated remains:		
Weekdays		\$100.00
Weekends or holidays		\$125.00

WEST PLAINS ADMINISTRATION -Fire Prevention and Protection
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Liquid petroleum gas permits:		
Construction	\$25.00	
Operational	\$25.00	
Combined permit (const & operational)	\$25.00	

WEST PLAINS ADMINISTRATION -Health and Sanitation
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Food handler's permit		\$3.00
Duplicate card, per duplication		\$2.00

WEST PLAINS ADMINISTRATION -Signs
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Sign permits:		
Portable sign (each)	\$10.00	
40 square feet and under (each)	\$25.00	
41 through 128 square feet (each)	\$50.00	
129 through 250 square feet (each)	\$75.00	
Greater than 250 square feet (each)	\$100.00	

WEST PLAINS ADMINISTRATION - Solid Waste
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Residential household refuse rates:		
Once weekly trash collection	\$14.90	
Twice weekly trash collection	\$29.79	
Commercial refuse rates:		
Once weekly trash collection	\$22.07	
Twice weekly trash collection	\$44.13	
Special Pick Up:		
Yard waste (maximum six bags)	\$5.00	
Bag, can or bundle of yard waste in excess of six (each)	\$0.50	
Residential carpeting, furniture, appliances	\$13.00	

WEST PLAINS ADMINISTRATION - Solid Waste - Continued
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Use of transfer station:		
Minimum charge (first 1/2 ton)	\$31.52	
Use, per ton	\$63.04	
Tires - passenger and light truck - No Rim	\$6.50	
Tires - passenger and light truck - With Rim	\$11.00	
Per Item for Appliances	\$11.00	
Brush Disposal		
Minimum charge (first 500 lbs)	\$27.50	
Use, per ton	\$44.25	
Dumpster collection rates:		
1 yard		
1 day per week	\$42.40	
2 days per week	\$73.32	
3 days per week	\$104.25	
4 days per week	\$135.17	
5 days per week	\$166.10	
6 days per week	\$197.02	
2 yards		
1 day per week	\$61.68	
2 days per week	\$109.01	
3 days per week	\$156.34	
4 days per week	\$203.68	
5 days per week	\$251.01	
6 days per week	\$298.34	
3 yards		
1 day per week	\$82.45	
2 days per week	\$146.20	
3 days per week	\$209.93	
4 days per week	\$273.69	
5 days per week	\$337.41	
6 days per week	\$401.19	
4 yards		
1 day per week	\$103.98	
2 days per week	\$185.02	
3 days per week	\$266.05	
4 days per week	\$347.09	
5 days per week	\$428.12	
6 days per week	\$509.16	

WEST PLAINS ADMINISTRATION - Solid Waste - Continued
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
6 yards		
1 day per week	\$129.14	
2 days per week	\$228.09	
3 days per week	\$327.05	
4 days per week	\$426.01	
5 days per week	\$524.97	
6 days per week	\$623.93	
8 yards		
1 day per week	\$169.32	
2 days per week	\$301.35	
3 days per week	\$433.38	
4 days per week	\$565.40	
5 days per week	\$697.43	
6 days per week	\$829.46	
10 yards		
1 day per week	\$209.62	
2 days per week	\$374.72	
3 days per week	\$539.82	
4 days per week	\$704.91	
5 days per week	\$870.01	
6 days per week	\$1,035.11	
Permanent Recycle Dumpsters - Rent:		
1-3 Yard - Per Month	\$16.55	
4-6 Yard - Per Month	\$27.58	
Residential Temporary Sets:		
4 Yard		
Deposit	\$40.00	
Dump Fee	\$44.13	
Rental Per Day	\$2.21	
6 Yard		
Deposit	\$60.00	
Dump Fee	\$66.20	
Rental Per Day	\$2.21	
Commercial roll-off units:		
Deposit	\$200.00	
Base fee per pull	\$110.33	
Dump Fee, per ton	\$63.04	
Rental Per Day	\$4.41	
Roll-off set up or moving fee	\$55.17	

WEST PLAINS ADMINISTRATION - Streets, Sidewalks and Other Public Places
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Resurfacing fee		\$20.00

WEST PLAINS ADMINISTRATION - Subdivisions
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Inspection fees:		
Preliminary plat, per lot		\$40.00
Final plat, per lot		\$10.00

WEST PLAINS ADMINISTRATION - Traffic and Vehicles
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Victims' services fee; pleading guilty in drug-related offense		\$5.00
City transit bus fares:		
Single pickup:		
On bus		\$1.50
Discount card, each		\$0.95
Five to nine person pickup:		
On bus		\$1.00
Discount card, each		\$0.70
Ten or more person pickup:		
On bus		\$0.75
Discount card, each		\$0.50
Bus advertising rates:		
Exterior 12-foot by two-foot strip on side (two slots), each per month		\$100.00
Bug shield (one slot), each per month		\$50.00
Exterior across back (two slots), each per month		\$50.00
Interior one-foot by one-foot (four slots), each per month		\$25.00

WEST PLAINS ADMINISTRATION - Utilities
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Utility service calls	\$20.00	Includes connect & disconnect
After regular service hours	\$40.00	
Service/Meter Deposits:		
Residential:		
Electric & Water	\$100.00	
Electric or Water (each)	\$50.00	
Residential with poor payment history from prior account:		
Electric & Water	\$200.00	
Electric or Water (each)	\$100.00	
Late Fee	\$25.00	
Disconnection Fee	\$50.00	
3/4 inch connection to water system from main to property (including setting meter), minimum	\$650.00	
Sewer tap	\$20.00	
Service lights:		
Installed with pole	\$100.00	
Installed with no pole	\$0.00	
Monthly charge	\$10.00	
Street cut, per square foot	\$4.50	
Water charges:		
Minimum monthly charge		
< 1" Meter	\$16.16	
1" - 2" Meter	\$33.66	
< 2" - 4" Meter	\$84.11	
< 4" Meter	\$244.60	
Rate charge per 1,000 gallons	\$3.62	
Sewer charges:		
Minimum monthly charge, Residential	\$17.85	
Minimum monthly charge, Commercial	\$37.32	
Rate charge per 1,000 gallons	\$3.30	

WEST PLAINS ADMINISTRATION - Utilities - Continued
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Electric charges:		
Residential		
Minimum monthly charge	\$20.05	
Usage per KWHR	\$0.1001	
Commercial without Demand		
Minimum monthly charge	\$30.10	
Usage per KWHR	\$0.1308	
Commercial with Demand		
Minimum monthly charge	\$69.46	
Demand	\$7.53	
Usage per KWHR	\$0.0776	
Industrial		
Minimum monthly charge	\$92.61	
Demand	\$7.53	
Usage per KWHR	\$0.0722	

WEST PLAINS ADMINISTRATION - Vehicles for Hire
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
License for taxicabs:		
First taxicab	\$20.00	
Additional taxicab, each	\$10.00	
Sticker or plate issued, each	\$5.00	

WEST PLAINS ADMINISTRATION - Zoning
FEE REPORT

<i>Description</i>	<i>Price</i>	<i>Notes</i>
Appeal application	\$35.00	
Supplementary regulation application	\$50.00	

WEST PLAINS CIVIC CENTER
FEE REPORT

<i>Description</i>	<i>Price</i>		<i>Notes</i>
	<i>Commercial</i>	<i>Non Profit</i>	
Arena & Exhibit Hall	\$1,700.00	\$900.00	
Arena Move In/Out	\$400.00	\$200.00	
Arena Floor Change	\$500.00	\$500.00	
Dogwood 1	\$80.00	\$60.00	
Dogwood 2	\$60.00	\$40.00	
Dogwood 3	\$80.00	\$60.00	
Dogwood 1 & 2	\$150.00	\$100.00	
Dogwood 2 & 3	\$150.00	\$100.00	
Dogwood 1 & 2 & 3	\$200.00	\$150.00	
Exhibit Hall	\$500.00	\$350.00	
Lobby (West)	\$75.00	\$50.00	
Magnolia	\$250.00	\$175.00	
Mezzanine	\$75.00	\$50.00	
Redbud & Gohn	\$130.00	\$90.00	
Theater	\$500.00	\$300.00	
Theater Move In/Out	\$100.00	\$50.00	
Redbud	\$25/hr	\$15/hr	\$80/day
Gohn	\$25/hr	\$15/hr	\$80/day
Walnut	\$25/hr	\$15/hr	\$100/day
Grounds:			
East/South Parking Lot	\$200.00	\$125.00	
East Lawn	\$200.00	\$125.00	

Note: Rental of meeting rooms and theater includes tables, chairs and table skirting as required.
 Arena or Exhibit Hall staging, floor chairs and other equipment and support services are not part of rental rate. Arena or Exhibit Hall or Theater on ticketed events the rate will be shows / vs a percentage of ticket sales.

WEST PLAINS REGIONAL AIRPORT

FEE REPORT

Description	Price	Notes
After Hours Call out	\$60.00	Outside the hours of M-F 8am-5pm
Hangar 1,2	\$60.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 14,22,36,38	\$65.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 9,11,12,15,19,20,21,23,28,29,30	\$90.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 17,39	\$130.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 10,13,16,18,24,31,32,37,40	\$145.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 3	\$155.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 5,6	\$170.00	Mo Rental Rate - 5% Discount if pd yearly
Hangar 7,8	\$185.00	Mo Rental Rate - 5% Discount if pd yearly

WEST PLAINS MUNICIPAL GOLF COURSE

FEE REPORT

Description	Price		
	Annual	Monthly	With A Cart
Single	\$ 960.00	\$ 80.00	\$1,620 / \$135 mo.
Family	\$ 1,200.00	\$ 100.00	\$1,800 / \$150 mo.
Junior (Single/ 20 & under)	\$ 720.00	\$ 60.00	\$1,320 / \$110 mo.
Senior	\$ 840.00	\$ 70.00	\$1,500 / \$125 mo.
Senior & Spouse	\$ 960.00	\$ 80.00	\$1,620 / \$135 mo.
Hero	\$ 840.00	\$ 70.00	\$1,500 / \$125 mo.
Hero Family	\$ 960.00	\$ 80.00	\$1,620 / \$135 mo.
Referral (Single)	\$ 840.00	\$ 70.00	\$1,500 / \$125 mo.
Referral (Family)	\$ 960.00	\$ 80.00	\$1,620 / \$135 mo.
Student (3 mo. minimum)		\$ 70.00	\$120 mo.
Cart Storage - Gas	\$ 350.00		
Cart Storage - Electric	\$ 375.00		
Private Cart Trail Fee	\$ 325.00		

Green Fees	9-Holes/18-holes (walking)	9-holes/18-holes (riding)
Monday - Thursday	\$18/\$28	\$28/\$48
Fri- Sun & Holidays	\$22/\$32	\$32/\$52

Tournament	Green Fee/Cart Fee Rates
Mon-Thurs	\$40.00
Fri-Sun & Holidays	\$50.00

Full Course Reservation Minimums	
Mon-Thurs	\$4800.00 (Full day)
Fri-Sun & Holidays	\$6500.00 (Full day)