WEST PLAINS

September 30, 2026

To: Sam Anselm, City Administrator

From: 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

The city maintains a consolidated list of fees titled Exhibit A, which is part of the city code. This list was reviewed and edited as part of the annual budget process. Departments reviewed the list for reasonableness and to ensure that the cost of the services provided were covered by fees where deemed appropriate.

The list of revised fees were included in the budget work session held on September 29. Any items which have changed from the most recently adopted fee schedule are marked in gold or struck-through on Exhibit A. These mark-ups will be removed on the final copy for the second reading of the ordinance, but are provided for first reading to highlight differences and facilitate review of the fee schedule. (The utility fees are approved on a separate ordinance. They are updated to the proposed rate on this schedule for reference, but if any of those proposed ordinances do not pass or are revised on first reading, those fees will be revised on this schedule for second reading of this ordinance.)

Fiscal Impact

The list of fees attached as Exhibit A is anticipated to have some financial impact on revenues which has been accounted for in the proposed budget presented during the budget work session held September 29.

BILL NO. 4835 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 fess 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 and approvals.

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 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 NOVEMBER 2026.

CITY OF WEST PLAINS, MISSOURI

BY: _____
MAYOR MICHAEL TOPLIFF

ATTEST:

_____
CITY CLERK KELLIE MAYERS

CHAPTER 2 - ADMINISTRATION			
Code Sec.	*Description*	*Fee*	*Notes*
2-414	Fee for payments with insufficient funds	$15.00	

CHAPTER 4 - ALCOHOLIC BEVERAGES			
Code Sec.	*Description*	*Fee*	*Notes*
4-26	Annual License Fees		
	Intoxicating liquor: original package	$150.00	
	Sunday sales	$300.00	
	Malt liquor: original package, not to exceed five percent (includes Sunday sales)	$75.00	
	Malt Liquor: by the drink, not to exceed five percent (includes Sunday sales)	$75.00	
	Malt Liquor and Wine: by the drink, not to exceed 14 percent	$75.00	
	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	

CHAPTER 6 - ANIMALS AND FOWL			
Code Sec.	*Description*	*Fee*	*Notes*
6-45	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	
6-46	Adoption fees:		
	Dogs under six months of age	$40.00	
	Dogs over six months of age	$40.00	
6-48	Impound fee, individual surrender dogs	$25.00	

CHAPTER 10 - BUILDINGS AND CONSTRUCTION			
Code Sec.	*Description*	*Fee*	*Notes*
10-23	Residential Permits:		
	Base fee, up to 1,000 square feet (minimum)	$150.00	
	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	

CHAPTER 10 - BUILDINGS AND CONSTRUCTION			
Code Sec.	*Description*	*Fee*	*Notes*
	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	
	House moving	$50.00	base plus .3% (0.003) of estimated cost 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	
10-180	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	
10-340	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	
10-374	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	
10-419	Fee for additional inspections, per trip	$10.00	
10-506	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	

CHAPTER 12 - BUSINESSES			
Code Sec.	*Description*	*Fee*	*Notes*
12-1	Garage sale permit fee	$1.00	
12-24	Certificate of occupancy permit fee	$25.00	
	Additional inspections, per two trips	$25.00	

CHAPTER 14 - CEMETERIES			
Code Sec.	*Description*	*Fee*	*Notes*
14-10	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	$200.00	

CHAPTER 34 - SIGNS			
Code Sec.	*Description*	*Fee*	*Notes*
34-5-d	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	

CHAPTER 36 - SOLID WASTE			
Code Sec.	*Description*	*Fee*	*Notes*
36-31-b	Use of transfer station:		
	Minimum charge (first 1/2 ton)	$34.10	
	Use, per ton	$68.20	
	Tires - passenger and light truck - No Rim	$6.50	
	Tires - passenger and light truck - With Rim	$11.00	
	Per Item for Appliances	$11.00	
36-32-a-1	Residential household refuse rates:		
	Once weekly trash collection	$16.10	
	Twice weekly trash collection	$32.20	
36-32-a-1	Commercial refuse rates:		
	Once weekly trash collection	$24.00	
	Twice weekly trash collection	$48.00	
36-32-b-1	Dumpster collection rates:		
	1 yard		
	1 day per week	$45.90	
	2 days per week	$79.30	
	3 days per week	$112.75	
	4 days per week	$146.20	
	5 days per week	$179.65	
	6 days per week	$213.10	
	2 yards		
	1 day per week	$66.70	
	2 days per week	$117.95	
	3 days per week	$169.10	
	4 days per week	$220.25	
	5 days per week	$271.50	
	6 days per week	$322.70	

Code Sec.	*Description*	*Fee*	*Notes*
36-32-b-1	Dumpster collection rates (continued):		
	3 yards		
	1 day per week	$89.20	
	2 days per week	$158.15	
	3 days per week	$227.10	
	4 days per week	$296.05	
	5 days per week	$364.95	
	6 days per week	$433.95	
	4 yards		
	1 day per week	$112.50	
	2 days per week	$200.10	
	3 days per week	$287.75	
	4 days per week	$375.50	
	5 days per week	$463.05	
	6 days per week	$550.70	
	6 yards		
	1 day per week	$139.65	
	2 days per week	$246.70	
	3 days per week	$353.75	
	4 days per week	$460.75	
	5 days per week	$567.85	
	6 days per week	$674.85	
	8 yards		
	1 day per week	$183.15	
	2 days per week	$325.95	
	3 days per week	$468.75	
	4 days per week	$611.50	
	5 days per week	$754.35	
	6 days per week	$897.15	
	10 yards		
	1 day per week	$226.70	
	2 days per week	$405.30	
	3 days per week	$583.85	
	4 days per week	$762.40	
	5 days per week	$941.00	
	6 days per week	$1,119.60	
	Permanent Recycle Dumpsters - Rent:		
	1-3 Yard - Per Month	$17.90	
	4-6 Yard - Per Month	$29.90	
	Residential Temporary Sets:		
	4 Yard		
	Deposit	$40.00	
	Dump Fee	$47.75	
	Rental Per Day	$2.40	
	6 Yard		
	Deposit	$60.00	
	Dump Fee	$71.60	
	Rental Per Day	$2.40	

CHAPTER 36 - SOLID WASTE (continued)			
Code Sec.	*Description*	*Fee*	*Notes*
36-32-b-2	Commercial roll-off units:		
	Deposit	$200.00	
	Base fee per pull	$119.35	
	Dump Fee, per ton	$68.20	
	Rental Per Day	$4.80	
	Roll-off set up or moving fee	$59.80	
	Special Pick Up:		
36-32-b-3	Yard waste (maximum six bags)	$5.00	
	Bag, can or bundle of yard waste in excess of six (each)	$0.50	
36-32-b-5	Residential carpeting, furniture, appliances	$13.00	
36-34-d	Brush Disposal		
	Minimum charge (first 500 lbs)	$29.80	
	Use, per ton	$48.00	

CHAPTER 38 - STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES			
Code Sec.	*Description*	*Fee*	*Notes*
38-44	Resurfacing fee	$20.00	
38-130	Street naming application	$100.00	
38-160	Wireless facilities in ROW administrative fee	$500.00	
38-271	Pole attachment:		
	Not-for-profit entities	$7.00	
	For-profit entities	$9.50	

CHAPTER 40 - SUBDIVISIONS			
Code Sec.	*Description*	*Fee*	*Notes*
40-111	Inspection fees:		
	Preliminary plat, per lot	$40.00	
	Final plat, per lot	$10.00	

CHAPTER 44 - TRAFFIC AND VEHICLES			
Code Sec.	*Description*	*Fee*	*Notes*
44-71	Victims' services fee; pleading guilty in drug-related offense	$5.00	
44-573	City transit bus fares:		
	Single pickup:		
	On bus	$1.50	Per Person Each Way
	Discount card, each	$0.95	
	Bus Pass	$15.00	Per Pass for 10 Rides
	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	
44-574	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	

CHAPTER 46 - UTILITIES			
Code Sec.	*Description*	*Fee*	*Notes*
46-3	Utility service charge for connecting services:		
	Normal operating hours	$30.00	Includes connect & disconnect
	After regular service hours	$60.00	
46-91	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	
	Commercial:		
	Electric & Water	$500.00	
	Electric or Water (each)	$250.00	
46-92	Electric charges:		
	Residential		
	Minimum monthly charge	$21.68	
	Usage per KWHR	$0.1083	
	Commercial without Demand		
	Minimum monthly charge	$32.56	
	Usage per KWHR	$0.1414	
	Commercial with Demand		
	Minimum monthly charge	$75.12	
	Demand	$8.15	
	Usage per KWHR	$0.0839	
	Industrial		
	Minimum monthly charge	$100.16	
	Demand	$8.15	
	Usage per KWHR	$0.0781	
46-93	Water charges:		
	Minimum monthly charge		
	< 1" Meter	$16.64	
	1"- 2" Meter	$34.67	
	< 2" - 4" Meter	$86.63	
	< 4" Meter	$251.94	
	Rate charge per 1,000 gallons	$3.73	
	Fire Hydrant Meters - For contractors	$0.00	

CHAPTER 46 - UTILITIES (continued)			
Code Sec.	*Description*	*Fee*	*Notes*
46-94	Sewer charges:		
	Minimum monthly charge, Residential	$18.39	
	Minimum monthly charge, Commercial	$38.44	
	Rate charge per 1,000 gallons	$3.40	
46-95-a	Water tap		
	3/4 inch connection to water system from main to property (including setting meter), minimum	$1,200.00	
46-95-b	Sewer tap	$20.00	
46-98	Late Fee	$25.00	
	Disconnection Fee	$50.00	
46-102	Street cut, per square foot	$4.50	
46-651	Fiber internet monthly rates		
	Dedicated internet cost:		
	25 Mb up/down	$325.00	
	50 Mb up/down	$375.00	
	100 Mb up/down	$450.00	
	IPv4 address rental:		
	Fixed IPv4 address	$5.00	Each
	Dark fiber connection:		
	Dark fiber drop (connection)	$250.00	Per person
46-652	Potential customer costs		
	Service call for internet outage:		
	Crew deployment cost	$75.00	per deployment
	Dark fiber installation costs		Based on built in costs in excess of $2,500
	Service lights:		
	Installed with pole	$300.00	
	Installed with no pole	$75.00	
	Monthly charge	$20.00	

CHAPTER 48 - VEHICLES FOR HIRE			
Code Sec.	*Description*	*Fee*	*Notes*
48-45	License for taxicabs:		
	First taxicab	$20.00	
	Additional taxicab, each	$10.00	

CHAPTER 50 - ZONING			
Code Sec.	*Description*	*Fee*	*Notes*
	Appeal application	$35.00	
	Supplementary regulation application	$50.00	
50-32	Application filing fee	$50.00	
	Notice of hearing publication fee	Actual Cost	
50-789	Application for permit, wireless communications facilities	$500.00	

WEST PLAINS PARKS DEPARTMENT			
Code Sec.	*Description*	*Fee*	*Notes*
	Youth Volleyball League	$45.00	Draft fees waived in 2027
	Youth Basketball League	$45.00	Draft fees waived in 2027
	Youth Baseball League	$45.00	Draft fees waived in 2027
	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	$6.00	
	Pool Admission - ages 12 & up	$7.00	
	10 Punch Pass	$40.00	
	2 Hour 1 Pool	$275.00	
	2 Hours 2 Pools	$475.00	
	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
	Pavilion Rental (All Day)	$45.00	
	Evans Complex 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	

WEST PLAINS PUBLIC LIBRARY			
Code Sec.	*Description*	*Fee*	*Notes*
	Non-resident Membership Fee by Household	$40.00	
	Insufficient Funds Returned Check	$25.00	
	Library Card Replacement	$1.00	
	Fines - Library of Things & Fishing Poles	$1.00	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		
	1st Page	$2.00	
	Each Additional Page	$1.00	
	Copies - Black & White		
	8 1/2" by 11"	$0.20	Each
	11" by 17"	$0.50	Each
	Copies - Color		
	8 1/2" by 11"	$0.50	Each
	11" by 17"	$0.75	Each
	Laminating		
	8 1/2" by 11"	$1.75	Each
	11" by 17"	$2.25	Each
	Poster	$4.00	Each
	Community Room Rental	Free with $150 refundable cleaning fee	

WEST PLAINS FIRE DEPARTMENT			
Code Sec.	*Description*	*Fee*	*Notes*
	Water	$3.61	Current rate of water in 1,000 gallon increments

WEST PLAINS POLICE DEPARTMENT			
Code Sec.	*Description*	*Fee*	*Notes*
	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 PLANNING DEPARTMENT			
Code Sec.	*Description*	*Fee*	*Notes*
	Map Printing		
	Per Sq. Ft. With No Aerial	$0.50	
	Per Sq. Ft. With An Aerial	$1.00	

WEST PLAINS CIVIC CENTER				
Code Sec.	*Description*	*Price*		*Notes*
		Commercial	*Non Profit*	
	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	$90.00	$70.00	
	Dogwood 2	$70.00	$50.00	
	Dogwood 3	$90.00	$70.00	
	Dogwood 1 & 2	$160.00	$100.00	
	Dogwood 2 & 3	$160.00	$100.00	
	Dogwood 1 & 2 & 3	$215.00	$150.00	
	Exhibit Hall	$550.00	$350.00	
	Lobby (West)	$75.00	$50.00	
	Magnolia	$250.00	$175.00	
	Mezzanine	$75.00	$50.00	
	Redbud & Gohn	$140.00	$100.00	
	Theater	$600.00	$350.00	
	Theater Move In/Out	$150.00	$75.00	
	Redbud	$30/hr	$20/hr	$90/day
	Gohn	$30/hr	$20/hr	$90/day
	Walnut	$30/hr	$20/hr	$90/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.

Advertising:	
Arena Center-Hung Scoreboard	$2,500.00
West Entrance	$2,000.00
East Entrance	$1,750.00
Box Office	$1,500.00
Business Office	$1,250.00
Concession Stand	$1,500.00

WEST PLAINS REGIONAL AIRPORT

Code Sec.	*Description*	*Fee*	*Notes*
	After Hours Call Out	$ 60.00	Outside the hours of M-F 8am-5pm
	Monthly Rentals - 5% Discount if full year paid upfront		
	Hangar 1, 2	$ 85.00	
	Hangar 14, 22, 36, 38	$ 90.00	
	Hangar 9, 11, 12, 15, 19, 20, 21, 23, 28, 29, 30	$ 115.00	
	Hangar 17, 39	$ 155.00	
	Hangar 10, 13, 16, 18, 24, 31, 32, 37, 40	$ 170.00	
	Hangar 3	$ 180.00	
	Hangar 5, 6	$ 195.00	
	Hangar 7, 8	$ 205.00	
	Land Lease Agreement Fee	$ 0.25	per sq. ft.

WEST PLAINS MUNICIPAL GOLF COURSE

		Price		
Code Sec.	*Description*	*Annual*	*Monthly*	*With A Cart*
	Memberships			
	Single	$ 1,080	$ 90	$1,740 / $145 mo.
	Family	$ 1,320	$ 110	$1,920 / $160 mo.
	Junior	$ 840	$ 70	$1,440 / $120 mo.
	Senior	$ 960	$ 80	$1,620 / $135 mo.
	Senior & Spouse	$ 1,080	$ 90	$1,740 / $145 mo.
	Hero	$ 960	$ 80	$1,620 / $135 mo.
	Hero Family	$ 1,080	$ 90	$1,740 / $145 mo.
	Referral (Single)	$ 960	$ 80	$1,620 / $135 mo.
	Referral (Family)	$ 1,080	$ 90	$1,740 / $145 mo.
	Student (3 mo. minimum)		$ 70	$120/mo.
	Cart Storage - Gas	$ 375		
	Cart Storage - Electric	$ 400		
	Private Cart Trail Fee	$ 350		
		9-Holes/18-Holes		
	Green Fees	(Walking)		9-Holes/18-Holes (With a Cart)
	Monday - Thursday	$22/$28		$30/$50
	Fri-Sun & Holidays	$26/$36		$34/$54
	Tournament	Green Fee/Cart Fee Rates		
	Monday - Thursday		$ 40	
	Fri-Sun & Holidays		$ 50	
	Full Course Reservation Minimums			
	Monday - Thursday	$4,800 (full day)		
	Fri-Sun & Holidays	$6,500 (full day)		