



Schedule of Fees and Charges

APPROVED: April 1, 2003
AMENDED: August 24, 2004
June 13, 2005
July 10, 2006
March 9, 2009
June 8, 2009
February 1, 2010
May 24, 2010
May 23, 2011
July 1, 2012
May 13, 2013
May 20, 2013
April 28, 2014
May 19, 2014
June 23, 2014
May 18, 2015
June 8, 2015
March 14, 2016
May 23, 2016
January 9, 2017
May 22, 2017
May 21, 2018
August 27, 2018
May 20, 2019

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CITY HALL

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Miscellaneous Services
REGIS Mapping Fees

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MISCELLANEOUS SERVICES

SCHEDULE OF FEES AND CHARGES: ADMINISTERING DEPARTMENT OR OFFICE: CITY HALL

Subject Matter or Activity	Former	Current	Unit of Measurement	Resolution #
<u>GENERAL CHARGES</u>				
Copies		.25	Per page	
Notary Fee	1.00	5.00	Per Notarization	
FOIA Requests				
Copies		.10	Per page	
Labor	Lowest paid employee's hourly wage			
Postage	Actual	Actual		
NSF Checks	25.00	30.00		Res. #2906
Leaf Bags	7.50 bundle of 5	1.00	Per sticker	Res. #3162
<u>ASSESSOR'S DEPARTMENT</u>				
Assessment Card Copies		1.50	Two-sided copy	
		1.00	Single-sided copy	
<u>DEPARTMENT OF PUBLIC WORKS</u>				
Pool Fill Hydrant (ELIMINATED)	75.00	Eliminated 8/27/18 445.00		Res. #3142
8/27/2018 Hydrant Use Policy: Contractors who wish to fill a portable tank from the hydrant behind DPW building may purchase a permit at City Hall for \$25.00. Contractors will be charged the current commodity water charge per 1000 gallons. Contractors who need access to water at sites may purchase a permit at City Hall for \$200.00. Contractors will be charged the current commodity water charge per 1000 gallons.				
Wedgwood Park Shelter Rental				
Resident 4 hours or less	35.00	50.00	4 hours	Res. #3162
Resident additional 4 hours	70.00	100.00	8 hours	Res. #3162
Non-Resident	75.00	100.00	4 hours	Res. #3193
Non-Resident additional 4 hours	150.00	200.00	8 hours	Res. #3193
<u>HISTORICAL COMMISSION</u>				
#10 School House Rental	N/A	10.00	Resident	Res. #2896
<u>MARRIAGE CEREMONY</u>				
Performed by Mayor	N/A	25.00	Non-Resident	Res. #2896
	N/A	10.00	Per ceremony	Res. #3085

Current miscellaneous fees are established by the following resolutions:

Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003

Resolution No. 2650 adopted August 23, 2004 effective immediately – leaf bags

Resolution No. 2896 adopted June 8, 2009, effective July 1, 2009

Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010

Resolution No. 2913 adopted January 11, 2010 effective February 1, 2010

Resolution No. 3085 adopted June 8, 2015 effective immediately

Resolution No. 3122 adopted January 9, 2017 effective immediately

Resolution No. 3142 adopted June 12, 2017 effective July 1, 2017

Resolution No. 3139 adopted May 22, 2017 effective July 1, 2017

Resolution No. 3162 adopted May 21, 2018 effective July 1, 2018

Hydrant Use Policy Established August 27, 2018 effective immediately

Resolution No. 3193 adopted May 20, 2019 effective July 1, 2019 – Wedgwood Park Rentals Non Residents

REGIS MAPPING FEES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: CITY MANAGER'S and DEPARTMENT OF PUBLIC WORKS

Subject Matter or Activity	Resident	Non-Resident	Unit of Measurement	Surety Requirements/ Resolution No.
STANDARD MAP PRODUCTS				
1/8 th Section Maps (20" x30")				
1":100' Line Map	15.00	20.00	Per page	
1":100' Composite Map	20.00	25.00	Per page	
1":400' Line Map	15.00	20.00	Per page	
1":400' Composite Map	20.00	25.00	Per page	
Parcel Maps (8.5" x 11")				
1":100' Line Map	8.00	13.00	Per page	
1":400' Composite Map	10.00	15.00	Per page	
Parcel Maps (11" x 17")				
1":100' Line Map	10.00	15.00	Per page	
1":100' Composite Map	12.00	17.00	Per page	
Custom Print Size				
Up to 24" x 36"	5.00	10.00	Per page	
Above 24" x 36"	8.00	13.00	Per page	
Street Map	5.00	5.00	Per map	
Zoning Map	15.00	15.00	Per map	
CUSTOM MAP PRODUCTS Includes adding themes, legends, graphics, wording, etc.				
Service Fee	25.00	30.00	Per 15 minutes	
Digital Image on CD	3.00	5.00		
Current miscellaneous fees are established by the following resolutions: Resolution No. 2593 adopted June 9, 2003				

CITY CLERK / ADMINISTRATION

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Business Licenses and Permits
Miscellaneous Services

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BUSINESS LICENSES AND PERMITS

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK / ADMINISTRATION

Subject Matter or Activity	Former	Current	Unit of Measurement	Surety Requirements/ Resolution No.
General Business License		100.00	One-time fee ^(a)	Res. 3055
Kiosk Business License		25.00	One-time fee ^(a)	
Failure to Comply		50.00	Second notice	
<u>Services</u>				
Rubbish Haulers		25.00	Annual – per vehicle	Proof of Insurance: ^(b) - PL 500,000/1,000,000 - PD 250,000
Snow Plowers		25.00	Annual – per vehicle	Proof of Insurance: ^(b) - PL 500,000/1,000,000 - PD 250,000
<u>Service Stations</u>				
Gasoline Station Only		50.00	Annual	
Gasoline Station with Convenience Store		75.00	Annual	
Gasoline Station with Laundromat		100.00	Annual	
<u>Transient Sales or Auctions</u>				
Peddlers and Solicitors		50.00	Per week or	
		25.00	Per day	
Auctions		100.00	Per day	
Temporary Sales		50.00	Per week or	
		25.00	Per day	

^(a) – Annual business license renewal issued at no charge upon return of completed forms

^(b) - Each applicant shall file certificates of insurance for public liability and property damage insuring both the applicant and the City in the minimum limits of liability as follows

Current business license fees established by the following resolutions:

Resolution No. 2231 adopted April 12, 1999 effective July 1, 1999

Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003 – amend liquor license amount

Resolution No. 2683 adopted June 13, 2005 – agricultural sales permit

Resolution No. 2881 adopted March 9, 2009 – Single Day Liquor License

Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010

Resolution No. 3020 adopted May 13, 2013 – Snowplowers and Highway Const. License insurance limits

Resolution No. 3055 adopted April 28, 2014 – Kiosk Business License, effective July 1, 2014

Resolution No. 3122 adopted January 9, 2017 effective immediately

Resolution No. adopted June 23, 2014 – Remove fees for Amusement Enterprises, effective July 1, 2014

Resolution No. 3162 adopted May 21, 2018 - Removed dog license fees effective July 1, 2018

BUSINESS LICENSES AND PERMITS (cont'd)

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK / ADMINISTRATION

Subject Matter or Activity	Former Fee	Current	Unit of Measurement	Surety Requirements/ Resolution No.
Agricultural Sales for permanent business license holders		No Charge		
Massage Parlor Application		100.00	Non-returnable	
Massagist Application		100.00	Non-returnable	
Massage Parlor License		300.00	Annual	
Massagist Application		25.00	Annual	
LIQUOR LICENSES – initial license		500.00		
Single Day Liquor License – must have acquired initial liquor license – within one year prior		100.00		Res. #2881
DOG LICENSES				
Resident	No charge	Eliminated		Res. #3162
Non-Resident	5.00	Eliminated		Res. #3162
KENNEL LICENSES		40.00		Must also acquire County kennel license
HIGHWAY CONSTRUCTION LICENSE		10.00	Annual	
(a) – Annual business license renewal issued at no charge upon return of completed forms (b) - Each applicant shall file certificates of insurance for public liability and property damage insuring both the applicant and the City in the minimum limits of liability as follows Current business license fees established by the following resolutions: Resolution No. 2231 adopted April 12, 1999 effective July 1, 1999 Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003 – amend liquor license amount Resolution No. 2683 adopted June 13, 2005 – agricultural sales permit Resolution No. 2881 adopted March 9, 2009 – Single Day Liquor License Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010 Resolution No. 3020 adopted May 13, 2013 – Snowplowers and Highway Const. License insurance limits Resolution No. 3055 adopted April 28, 2014 – Kiosk Business License, effective July 1, 2014 Resolution No. 3122 adopted January 9, 2017 effective immediately Resolution No. adopted June 23, 2014 – Remove fees for Amusement Enterprises, effective July 1, 2014 Resolution No. 3162 adopted May 21, 2018 - Removed dog license fees effective July 1, 2018				

MISCELLANEOUS SERVICES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: CITY CLERK / ADMINISTRATION

Subject Matter or Activity	Former	Current	Unit of Measurement	Surety Requirements/ Resolution No.
ELECTIONS				
Voters – diskette/CD		25.00		
Voters – printout		.01	Per name	
Voters – labels		.03	Per name	
Voters – via email		3.00	Per email	
Precinct Map		5.00		
TAX ABATEMENTS				
District (includes certificate)		500.00		
Certificate		500.00		
COMMUNITY BUILDING RENTAL				
Resident				
4 hrs. or less	60.00	120.00		Res. #3162
Over 4 hours - each additional hour	10.00	20.00		Res. #3162
Non-Resident				
4 hours or less	120.00	250.00		Res. #3162
Over 4 hours - each additional hour	20.00	50.00		Res. #3162
Senior Center Volunteer				
4 hours or less	10.00	20.00		Res. #3162
Over 4 hours – each additional hour	10.00	10.00		Res. #3162
Deposit (paid when key is picked up)	100.00	150.00		Res. #3162
<p>Current business license fees established by the following resolutions: Resolution No. 2231 adopted April 12, 1999 effective July 1, 1999 Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003 – amend liquor license amount Resolution No. 2683 adopted June 13, 2005 – agricultural sales permit Resolution No. 2881 adopted March 9, 2009 – Single Day Liquor License Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010 Resolution No. 3020 adopted May 13, 2013 – Snowplowers and Highway Const. License insurance limits Resolution No. 3055 adopted April 28, 2014 – Kiosk Business License, effective July 1, 2014 Resolution No. 3122 adopted January 9, 2017 effective immediately Resolution No. adopted June 23, 2014 – Remove fees for Amusement Enterprises, effective July 1, 2014 Resolution No. 3162 adopted May 21, 2018 - Removed dog license fees effective July 1, 2018</p>				

CITY MANAGER

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Planning and Zoning Fees

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PLANNING AND ZONING
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: CITY MANAGER

Subject Matter or Activity	Former	Current	Unit of Measurement	Surety Requirements/ Resolution No.
Preliminary Plat	150.00 plus 5.00 per lot	600.00 plus 5.00 per lot	Per lot	Res. #3139
Final Plat		1.00		
Final Plat Recording		25.00		
Site Plan Review – less than 1 acre	250.00	350.00		Res. #3139
Site Plan Review – additions	250.00	350.00		Res. #3139
Site Plan Review – over 1 acre	250.00	350.00		Res. #3139
Rezoning	300.00	500.00		Res. #3139
PUD		1,500.00	Plus escrow	
Variance Application	250.00	350.00		Res. #3139
Special Land Use	200.00	500.00	Plus site plan review fee	Res. #3139
Telecommunications Permit	No Charge	150.00		Res. #3139
Planned Residential Development	150.00	300.00		Res. #3139
Construction Board of Appeals Request		100.00		
Signs		1.00 per sq. ft.	30.00 minimum charge	
Zoning Ordinance		30.00	Includes zoning map	
Zoning Map		2.00		
Master Plan		15.00		
Master Plan Map		2.00		

Current planning and zoning fees are established by the following resolutions:
Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003
Resolution No. 2752 adopted July 10, 2006
Resolution No. 3139 adopted May 22, 2017 effective July 1, 2017

POLICE DEPARTMENT

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Miscellaneous Services

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MISCELLANEOUS SERVICES
SCHEDULE OF FEES AND CHARGES
ADMINISTERING DEPARTMENT OR OFFICE: POLICE DEPARTMENT

Subject Matter or Activity	Former	Current	Unit of Measurement	Surety Requirements/ Resolution No.
Bicycle License		.00		
Accident Reports	5.00	12.00		Res. #3122
Fingerprinting				
Resident	.00	10.00		
Non-Resident	10.00	15.00		
In-house Record Check	.00	10.00		Res. #2906
PBT	.00	10.00		Res. #2906
Vehicle Inspections		50.00		
Salvage Inspections	50.00	100.00		Res. #2906
Concealed Weapon Permit		.00		
Notary	1.00	5.00		Res. #2906
FOIA Requests		Per 2015 FOIA Policy Calculation		Res. #3122
Image Disk	35.00	75.00		Res. #3122
Live Scan Fees				
Resident	62.00	64.00		Res. #3193
Non-Resident	67.00	69.00		Res. #3193

Current fees charged by the police department are established by the following resolutions:
Resolution No. 2576 adopted February 24, 2003 effective April 1, 2003
Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010
Resolution No. 3122 adopted January 9, 2017 effective immediately
Resolution No. 3193 adopted May 20, 2019 effective July 1, 2019 – Live Scan

DEPARTMENT OF PUBLIC WORKS

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CEMETERY SERVICES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: DEPARTMENT OF PUBLIC WORKS

Subject Matter or Activity	Former	Current	Notes / Resolution No.
Single Grave			15% of sale price shall be placed in Cemetery Capital Improvement Fund added to burial fees and based on vault (box) being sealed
Resident	350.00	450.00	Res. #2906
Non-resident	650.00	800.00	Res. #2906
Babyland Grave and Interment			
Resident	100.00	300.00	Res. #3139
Non-resident	255.00	450.00	Res. #3139
Interment (adult grave)			
Cremation	200.00	300.00	Res. #3139
Infant casket (up to 24") placed on adult grave	150.00	250.00	Res. #3139
Drop-off any casket over 24"	500.00	700.00	Res. #3139
Disinterment		Double the rate of interment	
Overtime charges			
Monday-Friday after 4:00 p.m.	75.00	150.00	Res. #2906
Saturdays	200.00	300.00	Res. #2906
Sundays & Holidays	300.00	400.00	Res. #2906
Foundation Rates			
Based on actual size of foundation		.25	Per sq. inch
Mark location for placing by others		25.00	

Current cemetery fees established by the following resolutions:
 Resolution No. 2121 adopted June 9, 1997 – amendment to various cemetery fees effective July 1, 1997
 Resolution No. 2196 adopted June 8, 1998 – amendment to cemetery stone requirements
 Resolution No. 2576 adopted February 24, 2003 – amendment to various cemetery fees effective April 1, 2003
 Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010
 Resolution No. 3104 adopted March 8, 2016 – change the Cemetery Perpetual Care Fund to Cemetery Capital Improvement Fund
 Resolution No. 3139 adopted May 22, 2017 effective July 1, 2017

CEMETERY SERVICES (cont'd)

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: DEPARTMENT OF PUBLIC WORKS

Subject Matter or Activity	Former	Current	Notes / Resolution No.
Transfer of Gravesite ownership			
Resident to Resident		25.00	
Non-resident to Non-resident		25.00	
Resident to Non-resident	325.00	350.00	Res. #2906
Welfare Burials		Charge full rate	
Additional Services (Added to the Interment or Drop-off Rate)			
Graveside Services	200.00	0.00	Res. #3139
Chapel Services	50.00	0.00	Res. #3139
Winter Rates for Graveside (11/1 – 4/1)		Eliminated	Res. #3139

Current cemetery fees established by the following resolutions:

Resolution No. 2121 adopted June 9, 1997 – amendment to various cemetery fees effective July 1, 1997

Resolution No. 2196 adopted June 8, 1998 – amendment to cemetery stone requirements

Resolution No. 2576 adopted February 24, 2003 – amendment to various cemetery fees effective April 1, 2003

Resolution No. 2906 adopted December 28, 2009 effective February 1, 2010

Resolution No. 3104 adopted March 8, 2016 – change the Cemetery Perpetual Care Fund to Cemetery Capital Improvement Fund

Resolution No. 3139 adopted May 22, 2017 effective July 1, 2017

UTILITY CHARGES

SCHEDULE OF FEES AND CHARGES

ADMINISTERING DEPARTMENT OR OFFICE: DEPARTMENT OF PUBLIC WORKS/CITY HALL

Subject Matter or Activity	Former	Current	Notes / Resolution No.
Water	2.85	2.89	Res. #3194
Sewer – (minimum \$30.00) – over 10,000 gal.		3.00	Res. #3021
Water RTS charges – per quarter based on meter size			
5/8"	16.67	16.92	Res. #3194
1"	41.68	42.30	Res. #3194
1 ½"	95.02	96.44	Res. #3194
2"	166.70	169.20	Res. #3194
3"	383.41	389.16	Res. #3194
4"	683.47	683.72	Res. #3194
6"	1,533.64	1,556.64	Res. #3194
Sewer RTS charges – per quarter based on meter size			
5/8"		9.60	Res. #3083
1"		24.01	Res. #3083
1 ½"		54.74	Res. #3083
2"		96.03	Res. #3083
3"		220.86	Res. #3083
4"		393.71	Res. #3083
Red Tag	.00	10.00 per tag	Res. #3122

Resolution No. 2846 adopted May 19, 2008 effective July 2008
 Resolution No. 2927 adopted May 24, 2010 effective July 2010
 Resolution No. 2959 adopted May 23, 2011 effective July 2011
 Resolution No. 2990 adopted May 21, 2012 effective July 2012
 Resolution No. 3021 adopted May 20, 2013 effective July 2013
 Resolution No. 3056 adopted May 19, 2014 effective July 2014
 Resolution No. 3083 adopted May 18, 2015 effective July 2015 (sewer commodity and ready to serve charges)
 Resolution No. 3109 adopted May 23, 2016 effective July 2016 (water commodity and ready to serve charges)
 Resolution No. 3122 adopted January 9, 2017 effective immediately
 Resolution No. 3136 adopted May 22, 2017 effective July 2017 (water commodity and ready to serve charges)
 Resolution No. 3163 adopted May 21, 2018 effective July 2018 (water commodity and ready to serve charges)
 Resolution No. 3194 adopted May 20, 2019 effective July 2019 (water commodity and ready to serve charges)