

**ORDINANCE:      25-04**

**PASSED: March 3, 2025**

**AN ORDINANCE AMENDING AND ADOPTING THE VILLAGE OF  
SPENCERVILLE'S FEE SCHEDULE AND REPEALING INCONSISTENT  
ORDINANCES**

**WHEREAS,** a Fee Schedule was established for the proper administration of Village related business; and

**WHEREAS,** updates to the current Fee Schedule are required.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Spencerville, Allen County, Ohio, to-wit:

**SECTION ONE:** That the Village of Spencerville hereby amends and adopts Sections D of the current Fee Schedule, attached hereto, made a part hereof, and labeled as Exhibit "A", for use in all Village of Spencerville Departments.

**SECTION TWO:** This Ordinance adopts fees established by previous Ordinances; in the event there are inconsistencies or contentions with a fee, the original Ordinance that established that fee shall govern.

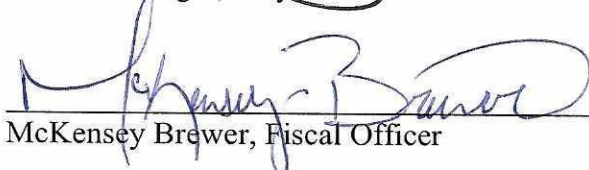
**SECTION THREE:** That Ordinances #10-15, #12-12, #14-38, #16-09, #21-33, #22-38, #23-14, #24-04 and all other Ordinances in conflict with, or inconsistent with this Ordinance, are hereby repealed.

**SECTION FOUR:** That this Ordinance shall take effect April 9<sup>th</sup>, 2025, and be in full force at the earliest period allowed by law.

APPROVED:

  
\_\_\_\_\_  
Darrell E. Pugin, Mayor

ATTEST:

  
\_\_\_\_\_  
McKensy Brewer, Fiscal Officer

**EXHIBIT “A”  
VILLAGE OF SPENCERVILLE**

**FEE SCHEDULE**

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Adopted by Village Council on **June 21, 2010** under Ordinance # **10-15**

Revised and Approved by Village Council on **April 16, 2012** under Ordinance # **12-12**.

Updated Ordinance Number information on **January 2, 2014**.

Revised and Approved by Village Council on **January 5, 2015** under Ordinance #**14-38**.

Revised and Approved by Village Council on March 7, 2016 under Ordinance #**16-09**.

Revised and Approved by Village Council on 10-4-2021 under Ordinance #**21-33**.

Revised and Approved by Village Council on 7-5-2022 under Ordinance #**22-38**.

Revised and Approved by Village Council on 4-17-2023 under Ordinance #**23-14**.

Revised and Approved by Village Council on 2-19-2024 under Ordinance #**24-04**.

**DISCLAIMER:**      ***PLEASE NOTE THAT THE FEES INCLUDED HEREIN ARE SUBJECT TO CHANGE WITHOUT NOTICE.***

## INTRODUCTION

- I. The purpose of this document is to establish a Fee Schedule for all Departments to utilize in determining costs for various activities; primarily related to Public Records requests, but also includes fees associated with the day-to-day operations of all Village Departments.
- II. The fees included herein are subject to change without notice; however, Village Administration will make efforts to advertise any changes on the Village's website at [www.spencervilleoh.com](http://www.spencervilleoh.com) and through The Journal News, a local weekly publication.
- III. All fees shall be paid in full at the time of their request or application submission. No documents shall be released until payment in full has been received. Payment shall be made by one of the following methods: a) personal or certified check, b) money order or c) cash. Checks and Money Orders shall be made payable to the Village of Spencerville. If a person wishes to mail payment to the Village, they may do so to the following address: Village of Spencerville, Attn: Village Fiscal Officer, 116 S. Broadway Street, Spencerville, Ohio 45887.
- IV. Once payment is received, the requested documents shall be released. A Village representative will then provide the person making the request with a receipt for the appropriate amount. If a person wishes to have the requested documents mailed to them, that person shall be responsible for the actual cost of postage required to mail said documents. The person shall also provide the Village with the proper mailing address and contact name and telephone number. The actual cost of postage can be lumped into the actual cost associated with the records request; thus, resulting in one payment to the Village.
- V. Listed on the pages that follow are various items that the Village has determined should have fees associated with them; each item also includes its associated cost. All charges are broken down by Department. Said charges are set by adoption of the accompanying Ordinance and can only be modified or negotiated by Village Council approval; **all fees are non-refundable, unless otherwise approved by Village Council.**
- VI. Where any fee references the term "As per Current Ordinance", the latest Ordinance number may be included in parentheses. In some cases, actual fees from that Ordinance will be displayed; however, it may not be possible to list all fees associated with that particular Ordinance. In which case, one will need to review the Ordinance in its entirety to obtain the actual fee(s) associated with their inquiry.



**SECTION B:**

**INCOME TAX**

Interest:

As per Agreement with the  
Regional Income Tax Agency

Penalty:

As per the Agreement with the  
Regional Income Tax Agency

**SECTION C:                    PARKS AND RECREATION**

Swimming Pool Daily Admission:

As per Current Ordinance  
(22-17)

Swimming Pool Season Admission:

▶ Season Pass

As per Current Ordinance  
(22-17)

Swimming Pool Rental Parties:

As per Current Ordinance  
(22-17)

Shelter House Rental:

No Fee

**SECTION D:**

**POLICE**

Copies of any Reports:

Shall be charged the same per page rate as explained under Section "A" General Department.

Copies of all Audiovisual Media:

Shall be charged a minimum of \$50 but not to exceed a maximum of \$75; price will be determined due to volume of request

**SECTION E: PROPERTY MAINTENANCE**

Property Maintenance work performed by Village personnel (or authorized agent) after Owner's Failure to Comply with PMC Administrator's Notice:

Minimum labor costs shall be 2 hours per event.

Labor costs shall be \$68.25/hour/employee.

When work is performed by an authorized agent/contractor hired by the Village, the cost shall be the direct cost to the Village plus an Administrative Fee of \$100.00.

Equipment costs shall be as listed below:

- Backhoe: \$90.20/hr.
- Big Dump Truck: \$60.15/hr.
- Little Dump Truck: \$45.10/hr.
- Service Truck: \$30.10/hr.
- Sewer Jet/Vac: \$59.90/hr.
- Tractor: \$30.10/hr.
- Tractor w/mower: \$37.60
- Toro mower: \$37.60/hr.
- Skid loader: \$45.30/hr.
- ULV Machine: \$59.90/hr.
- Air Compressor: \$30.10/hr.
- Small tools: \$15.75/hr. (lawn mower, trimmers, chain saw and all other handheld cordless or gasoline powered tools)

Materials cost shall be the direct cost of materials used plus 25%.

Direct costs of injury to employees and/or damage to equipment.

PROPERTY MAINTENANCE

Administrative Fee of \$100.00 shall be applied to every invoice, per event.

Property Maintenance Fees are included in the invoice for the event. The fee is \$100.00 per event, per invoice.

Minimum labor time shall be 1 hour per visit.

Labor cost shall be 150.00 per hour.

When work is performed by a contractor, the contractor shall be responsible for obtaining all necessary permits and licenses. The contractor shall also be responsible for obtaining all necessary insurance coverage.

Permit fees shall be the responsibility of the contractor.

Hourly rate: 150.00 per hour.

Minimum labor time: 1 hour.

Material cost: 200.00 per hour.

Travel time: 20.00 per hour.

Overhead: 20.00 per hour.

Profit: 20.00 per hour.

Total cost: 230.00 per hour.

Administrative fee: 100.00 per invoice.

Total fee: 330.00 per invoice.

**SECTION F:                    SEWER**

<u>Copy of 36" x 36" Collection System Map:</u>	\$15.00
▶ Laminated Collection System Map	\$25.00
<u>Sewer Deduct Water Meter:</u>	\$185.00
▶ Water Meter Washers	\$1.00 each
▶ Remote Water Meter Wire	\$0.35/linear ft
▶ Straight Meter Couplings	\$20.00 each
<u>Sanitary Sewer Tap:</u>	As per Current Ordinance (08-28)
▶ Inspection Fee	No Fee
▶ Re-Inspection Fee	\$100.00
<u>Storm Sewer Tap:</u>	As per Current Ordinance (08-28)
▶ Inspection Fee	No Fee
▶ Re-Inspection Fee	\$100.00
<u>Sanitary Sewer User Fees:</u>	As per Current Ordinance (10-25)

**SECTION G:                    STREETS**

Road Cut (performed by Village forces):

\$1,000.00

Road Bore (performed by Village forces):

\$1,000.00

Bond (for road work by others):

\$2,000 deposit; balance shall be returned upon Village approval of completed work.

**SECTION H:                    WATER**

<u>Copy of 36" x 36" Distribution System Map:</u>	\$15.00
▶ <u>Laminated Distribution System Map</u>	\$25.00
<u>Water Tap:</u>	As per Current Ordinance (08-29)
<u>Water User Fees:</u>	As per Current Ordinance (12-29)
<u>Disconnect/Reconnect for Non-Payment:</u>	As per Current Ordinance (12-29)
<u>Employee Call-Out after Normal Business Hours:</u>	As per Current Ordinance (12-29)
<u>Water Meter Re-Read:</u>	As per Current Ordinance (12-29)
<u>Temporary Disconnect:</u>	As per Current Ordinance (12-29)
<u>Temporary Reconnect:</u>	As per Current Ordinance (12-29)
<u>Fire Hydrant Use Permit:</u>	\$50.00 plus actual water usage at current user fee rates.

## **SECTION I: ZONING/LAND DEVELOPMENT**

### Zoning/Building Permit:

- ▶ Minimum Zoning Permit Fee \$20.00
- ▶ Construction or Placement of ANY structure \$0.15/square foot
- ▶ Decks & Porches (does not include poured concrete slabs) \$0.15/square foot
- ▶ Reconstruction or replacement of any existing structure, which does not result in an increase in overall square footage No Fee
- ▶ Fence Permit \$20.00
- ▶ Demolition of ANY Structure \$20.00
- ▶ Sign Permit \$50.00
- ▶ Swimming Pools (Permanent) \$25.00
- ▶ Swimming Pools (Temporary) \$10.00
- ▶ Concrete/Asphalt driveways and concrete slabs No Fee

### Conditional Use Permit:

\$500.00

### Variance:

\$500.00

### Zoning Ordinance and/or Map Amendment:

\$1,000.00

### Petition to Vacate any Village Public Right-of-Way:

\$1,000.00

### Appeal to Board of Zoning Appeals:

\$100.00

### Non-Conforming Use and/or Construction by Landowner:

Fee shall be double of the initial fee paid by landowner for original petition or application.

### Minor Subdivision Review (Lot Split):

\$75.00

### Land Transfer Review:

\$75.00

### Minor Subdivision Variance Application:

\$250.00

### Major Subdivision Application (Filing Fee):

\$150.00

<u>Major Subdivision – Overall Development Plan:</u>	\$250.00
<u>Major Subdivision – Construction Drawings:</u>	\$250.00
<u>Major Subdivision – Final Plat:</u>	\$250.00
<u>Major Subdivision Review:</u>	\$150.00 per hour (This shall be charged when review is required by a Registered Professional Engineer or Registered Professional Surveyor)

**AN ORDINANCE SETTING POOL ADMISSION PRICES AND SPECIAL ACTIVITIES  
AND TO REPEAL INCONSISTENT ORDINANCES**

**WHEREAS**, it is deemed to be in the best interest of the citizens of the Village of Spencerville, to open and set admission prices for the Municipal swimming pool.

**NOW, THEREFORE BE IT ORDAINED**, by the Council of the Village of Spencerville, Allen County, Ohio, to-wit:

**SECTION ONE:** The pool admission prices shall be as follows:

**SEASON ADMISSION PRICES**

	Preseason Until May 31	Full Season
Season Pass	\$40.00 per person (no limit; no price break)	\$50.00 per person up to 4 people; then \$40.00 per person for the 5th person and every individual above and beyond.

Season pass prices shall be reduced by one-half (1/2) on July 15<sup>th</sup> of each season, and remain at the reduced price until the end of each swimming pool season.

**DAILY ADMISSION PRICES**

Age 0 – 2	FREE
Age 3 and over	\$3.00

There shall be no complimentary passes.

**SECTION TWO:** The pool admission prices for special events shall be:

1. Pool Parties up to 50 (Fifty) people:
  - a. Two (2) hour PRIVATE party: \$175.00 (Every Day 7:00 p.m. – 9:00 p.m.)
  - b. Three (3) hour PRIVATE party: \$250.00 (Every Day 7:00 p.m. - 10:00 p.m.)

- c. Three (3) hour SEMI-PRIVATE party: \$200.00 (Every Day 6:00 p.m. – 9:00 p.m.)
  - d. All pool party prices are based off of a maximum of 50 people; if there are more than 50 people, an additional charge of \$25/hour over 50, shall be assessed to the person/organization that rented the pool as follows:
    - 51-100: \$25/hour additional
    - 101-150: \$50/hour additional
    - 151-200: \$75/hour additional
    - 201-250: \$100/hour additional
2. Private Instructional Classes: \$50.00 (two (2) hour session)
  3. Shelter House Rental (Normal Business Hours ONLY): \$25.00 (DOES NOT include cost of admission).
  4. Daily admission price on each Tuesday of each swimming pool season shall be \$2.00/person for ages 3 and over.
  5. Daily admission price on each Saturday of each swimming pool season shall be \$1.00/person for ages 3 and over.
  6. That the daily admission for opening day and closing day of each pool season, shall be free.

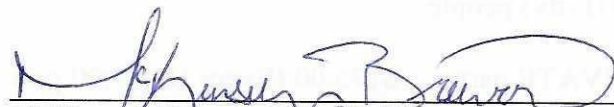
**SECTION THREE:** That Ordinance 10-08, Ordinance 10-12, Ordinance 11-07, Ordinance 16-21, Ordinance 19-11, Ordinance 22-17, Ordinance 24-14 and all other Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance but containing identical provisions are hereby superseded by this Ordinance and shall be of no further effect.

**SECTION FOUR:** That this Ordinance shall become effective and be in full force at the earliest period allowed by law.

APPROVED:

  
Darrell Pugin, Mayor

ATTEST:

  
McKensy Brewer, Fiscal Officer