



TOWN COUNCIL COMMUNICATION

DATE: April 21, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Consider an Ordinance repealing Appendix A, “Fee Schedule” of the Town of Bartonville Code of Ordinances and adopting a new Appendix A, “Fee Schedule” and providing an effective date of May 1, 2026.

SUMMARY:

The Town’s current Appendix A – Fee Schedule has not been comprehensively updated in many years, with the majority of the fees remaining unchanged since 2012. Over time, the cost of providing municipal services including administration, development review, inspections, and other regulatory functions has increased. As a result, several existing fees no longer accurately reflect the cost of delivering these services.

Staff conducted a review of the current fee schedule and compared it with neighboring communities and the actual administrative and operational costs associated with providing these services. Based on this review, staff developed an updated Appendix A – Fee Schedule that modernizes the Town’s fees and aligns them more closely with current service costs and regional standards.

The proposed ordinance would repeal the current Appendix A, “Fee Schedule” and adopt a new Appendix A, “Fee Schedule,” which incorporates updated fees and clarifies certain fee categories to improve consistency and transparency.

Updating the fee schedule will help ensure the Town can continue providing quality services while maintaining fiscal responsibility and fairness for residents, businesses, and developers utilizing Town services.

FINANCIAL IMPACT:

The updated fee schedule is expected to help offset the administrative and operational costs associated with providing municipal services. The exact fiscal impact will vary depending on the volume and type of services requested throughout the year.

RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance repealing Appendix A, “Fee Schedule” of the Town of Bartonville Code of Ordinances and adopting a new Appendix A, “Fee Schedule” and providing an effective date of May 1, 2026.

ATTACHMENTS:

- Fee Schedule – Red Lined
- DRAFT Ordinance Adopting New Fee Schedule