



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator on behalf of the Finance Committee</i>	Meeting Date: <i>12/1/2025</i>	Item Name: Ordinance to Approve 2026 Fee Schedule
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BACKGROUND

Each year, the City sets a fee schedule which authorizes the city to charge for its services provided. The City Council approved the fee schedule last meeting, however, this should be approved as an ordinance. There were no changes made since Council last saw this.

OVERVIEW

Attachment A includes the fee schedule as approved on 11/3/2025. The highlighted cells include a change in fee or addition to fee schedule. Below is a summary of the proposed changes:

Fee / Category	Description / Rationale
Replacement License Fee (Dog and Golf Cart)	Covers the cost of the physical permit and administrative time required to issue a replacement.
Shipping, Handling & Postage	Additional fee to recover the costs incurred when a permit or license must be mailed.
Transaction Fee	With the new software, the City will now accept credit card payments. A 3.5% transaction fee will apply to cover processing costs.
Mileage Rate	Clarified that the City cannot charge more than the IRS-established mileage rate.
Mailbox Support & Installation	Sales tax will be added for residents to pay.
Short-Term Rental License	Increased to cover the costs of administering short-term rental licenses. Beginning in 2026, a health and safety inspection will be included to confirm that properties comply with basic safety items. The proposed fee covers this inspection.
Sewer Service	The City's sewer fund is currently operating at a loss. To address the deficit, the Finance Committee recommends a \$10.00 rate increase (last increase was \$5.00 in 2023). <i>Proper communication will be sent to residents.</i>
Assessment Search Fee	Updated to cover staff time required to process requests.
Room Rental Fees	New fees established for additional rooms in the new City Hall facility. Staff reviewed rental rates from surrounding communities.
Disc Golf Tournament Fee	Added based on a 2024 Council discussion at which time the fee was set at \$100. Finance Committee proposes increasing to \$150.
Park Pavilion Rentals	Increased to cover labor costs associated with event setup and cleanup.
Key Replacement	New fee for lost or unreturned key cards issued for City Hall facility rentals.
Community Garden Plot	Increased by \$10.00 following review by staff and the Parks Committee after the first season (2025).
Columbarium & Niche Plaques	Increased to reflect actual costs.
Cemetery, Burial Service fees	Increased to cover actual costs and align with surrounding community rates.



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STAFF RECOMMENDATION

Approve Ordinance to Approve 2026 Fee Schedule.

SUPPORTING DOCUMENTS

Attachment A- 2026 Fee Schedule