



# CITY COUNCIL MEETING

## AGENDA ITEM

<b>Prepared By:</b> <i>Allie Polsfuss, City Administrator on behalf of the Finance Committee</i>	<b>Meeting Date:</b> <i>11/3/2025</i>	<b>Item Name:</b> <b>Approve the 2026 Fee Schedule</b>
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### **BACKGROUND**

Each year, the City sets a fee schedule which authorizes the city to charge for its services provided. City staff met to review the fee schedule in depth and provide recommendations for changes and additions to the Finance Committee. The Finance Committee reviewed the changes proposed and are now recommending the schedule for approval.

### **OVERVIEW**

Attachment A includes the draft fee schedule. 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
<b>Replacement License Fee (Dog and Golf Cart)</b>	Covers the cost of the physical permit and administrative time required to issue a replacement.
<b>Shipping, Handling &amp; Postage</b>	Additional fee to recover the costs incurred when a permit or license must be mailed.
<b>Transaction Fee</b>	With the new software, the City will now accept credit card payments. A 3.5% transaction fee will apply to cover processing costs.
<b>Mileage Rate</b>	Clarified that the City cannot charge more than the IRS-established mileage rate.
<b>Mailbox Support &amp; Installation</b>	Sales tax will be added for residents to pay.
<b>Short-Term Rental License</b>	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.
<b>Sewer Service</b>	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>
<b>Assessment Search Fee</b>	Updated to cover staff time required to process requests.
<b>Room Rental Fees</b>	New fees established for additional rooms in the new City Hall facility. Staff reviewed rental rates from surrounding communities.
<b>Disc Golf Tournament Fee</b>	Added based on a 2024 Council discussion at which time the fee was set at \$100. Finance Committee proposes increasing to \$150.
<b>Park Pavilion Rentals</b>	Increased to cover labor costs associated with event setup and cleanup.
<b>Key Replacement</b>	New fee for lost or unreturned key cards issued for City Hall facility rentals.
<b>Community Garden Plot</b>	Increased by \$10.00 following review by staff and the Parks Committee after the first season (2025).
<b>Columbarium &amp; Niche Plaques</b>	Increased to reflect actual costs.
<b>Cemetery, Burial Service fees</b>	Increased to cover actual costs and align with surrounding community rates.



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### **STAFF RECOMMENDATION**

Approve the 2026 Fee Schedule as presented or direct staff to make additional changes to approve on December 1, 2025.

### **SUPPORTING DOCUMENTS**

Attachment A- Draft Fee Schedule