



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / December 16, 2026

SUBJECT: Adoption of 2026 City Fee Schedule

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/10/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve Ordinance No. 2025-02 adopting the 2026 Fee Schedule for the City of Long Lake, and to direct staff to publish a summary ordinance.

Overview / Background

The fees charged for City goods and services are reviewed annually by City staff to ensure that the fees charged reflect the actual value of the goods and services provided. Fees are also compared with those charged by neighboring cities for similar services. City staff reviewed the fees charged in 2025 and is recommending minimal adjustments to the City's fee schedule for 2026, described in detail below. Generally, permitting fees remain comparable to those charged by neighbor and area cities.

- **Note: Utility Rates** – The attached fee schedule includes the most current utility billing rates and new monthly billing schedule as adopted by Resolution of the City Council at the November 18, 2025 meeting. Staff will be prepared to review the impact of the approved rate changes at the end of 2026.
- **Removed: Long Lake Fire Department, False Alarms & Incident Billing Fees** – With Shoreline Fire Department beginning service January 1, 2026, Long Lake Fire Department false alarm and incident billing fees have been removed from the City's fee schedule.
- **Recommended Rate Adjustment: Right of Way (ROW) Permit Fee** – City ordinance requires Right of Way (ROW) Permits for work on any existing or proposed structure or infrastructure that projects onto, under or over any municipal ROW. These permits are nearly 100% issued to utility companies and their subcontractors for work within City right of way. The current Right of Way Permit fee is \$75.00. Local area cities are charging anywhere between \$50.00 and \$250.00 for these permits. Recognizing that right of way permitted work typically entails utility locates be performed by Public Works staff, staff recommends increasing the City's Right of Way Permit fee to \$100.00.
- **Recommended Rate Adjustment: Tobacco Products License Fee** – City ordinance requires that any business apply for, obtain, and annually renew a Tobacco License in order to sell any tobacco products. Staff recommends the City's annual Tobacco License fee be increased from \$150.00 to \$175.00 – an increase of \$25.00, and the first increase in this license fee since 2007. This recommendation is based upon a review of Tobacco License fees charged by local and neighbor cities, including Maple Plain, Orono and Wayzata.

Supporting Information

- Ordinance No. 2025-02 and Summary Ordinance for Publication
- 2026 City Fee Schedule