



Executive Summary

City Council Business Meeting

AGENDA ITEM:	Ordinance No 2026-351 Amending the City Fee Schedule
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: 2 Motions	<ol style="list-style-type: none">1. Motion to Approve Ordinance 2026-351 Amending the City Fee Schedule2. Motion to Approve Summary Publication of Ordinance 2026-351

Summary

Ordinance 2026-351 updates the City's fee schedule relating to Right-of-Way (ROW) activities to ensure fees accurately reflect the administrative oversight, inspection demands, and regulatory compliance required under Minnesota law. The ordinance establishes revised fees for Right-of-Way Permits and Right-of-Way Registrations, consistent with standard industry practices and the City's actual cost of service.

The proposed updates include:

- Right-of-Way Permit: A base fee of \$250.00, plus \$0.60 per lineal foot for trenching or boring. For projects with multiple locations, fees may be set by agreement. A \$1,000 escrow is required, along with a performance bond as provided under Minnesota Rules.
- Right-of-Way Registration: Establishes a \$500.00 annual registration fee for entities operating within the public right-of-way.

These revisions clarify the City's permitting requirements, support consistent cost recovery, and ensure adequate protection of public infrastructure during construction and utility work.

Staff reviewed comparable fee structures from local jurisdictions and applied guidance from Minnesota Rules regarding utility permitting and bonding.

Recommendation

Staff recommends approval of Ordinance 2026-351 amending the 2026 Fee Schedule, as well as approving the ordinance summary publication.