



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA J. TETZLAFF– CITY ADMINISTRATOR  
**FROM:** KEN ONDICH – COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PROPOSED AMENDMENTS TO 2025 OFFICIAL CITY FEE SCHEDULE  
**DATE:** SEPTEMBER 29, 2025

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Attached to this memo is a proposed amendment to the 2025 Official City Fee Schedule. Any language or fees that are proposed to change are highlighted in yellow.

The proposed amendments at this time include:

- Adding a fee for “Lower Potency Hemp Edible – Retailer” for both the first registration and annual renewal. This fee is authorized by City Code Chapter 121 but was not included in the fee schedule when initially adopted as it was not clear if a fee was authorized to be charged for this retailer category. It was recently clarified that the maximum fee is \$125 for the initial registration and annual renewal.
- Adding a fee for “Cannabis Microbusiness – Retailer Renewal” which is specific to cannabis microbusinesses in that the statute prohibits cities from charging an initial registration fee but does allow an annual renewal fee (similar to regular cannabis retailers). A microbusiness is allowed to grow, make and sell cannabis products on a small scale. The renewal fee is suggested at \$1,000 which matches the amount for cannabis retailers.

City Staff also notes that sometime after January 1<sup>st</sup>, the City’s THC Licensing ordinance (and associated licensing fees) will need to be repealed as the state is finally taking over THC licensing (now known as Lower Potency Hemp). For the time being, the City Attorney’s office recommends keeping the license in place as the Office of Cannabis Management (OCM) provided for a grace period until the end of the year to get all businesses transitioned to the state licenses and city registrations.

### Staff Recommendation

Approval of the attached “Resolution Adopting An Official 2025 Fee Schedule”.