

CONSENT ITEM – 8Q



DATE: March 9, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Julie Hanson, Assistant to the City Administrator/City Clerk

SUBJECT: Amended 2026 Fee Schedule

Budgeted Amount:	Actual Amount:	Funding Source:
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Council Should Consider

Motion to approve, table, or deny the following:

- Ordinance 2026-002 Appendix A – Amended 2026 Fee Schedule
- Publication of a Summary Ordinance 2026-002

A Summary Ordinance requires a 4/5 vote

Background/Discussion

At its meeting on December 9, 2025, the City Council adopted the 2026 Fee Schedule. Staff has subsequently identified necessary updates to the following sections:

- I Administrative
 - City Logo Use
 - Council adopted a formal City Logo Use Policy in January 2026, which calls for a fee for use of the City’s logo by For-Profit entities. Staff recommends an application fee of \$100.00 related to For-Profit use and notes this fee will be waived, per the Policy, for Non-Profit use. Proof of non-profit status must be provided.
- II Building Construction
 - The City contracts with Rum River Consultants to perform commercial plumbing plan review on behalf of the City. The Rum River Consultants fee schedule is attached to the draft Amended Fee Schedule as Exhibit B.

- V Parks and Recreation
 - City Hall Non-Business Hours Rental – Community Room or Small Conference Room
 - This change to City Government or Army National Guard usage mirrors a fee of \$0.00 as indicated in prior sections pertaining to City Hall Business Hours Rentals for the Community Room and Small Conference Room which has no fee for these groups.

- IX Miscellaneous/Retail Activities
 - Removal of Tent Permit.
 - This is a housekeeping change as Section VI Planning and Zoning already has an established Zoning Permit that addresses temporary structures (tents) for a fee of \$100.00.
 - Addition of a Lower Potency Hemp Edible Retailers Registration in the amount of \$125.00.
 - This fee addresses the initial registration and renewal of a low potency registration locally. The OCM licenses lower potency hemp edible retailers and State Statute provides for a maximum of \$125.00 for an initial registration and \$125.00 for a renewal of such, at the local level.
 - Note this item is separate from the City’s established Adult Cannabis Retail Sales Registration fee of \$500.00 for an initial registration and \$1,000.00 for a renewal of such.

- XV Recycling Fee
 - Addition of a \$2.00 fee for an additional residential cart. This is per the City’s agreement with Walters Refuse and Recycling.

If approved, the amended 2026 Fee Schedule will be updated on the City’s website and the Summary Ordinance will be published in the St. Paul Pioneer Press.

Attachments

Attachment A: Ordinance 2026-002 – Appendix A – Amended 2026 Fee Schedule (Red-Lined Version)

Attachment B: Ordinance 2026-002 – Appendix A – Amended 2026 Fee Schedule (Clean Version)

Attachment C: Summary Ordinance 2026-002