RESOLUTION AMENDING THE CITY OF MANKATO FEE SCHEDULE RELATED TO RENTAL LICENSING

WHEREAS, City staff have identified, through administration of the rental licensing program and annual renewal process, several areas where clarification and adjustments to the rental licensing fee schedule would improve the consistency and effectiveness of program administration; and

WHEREAS, the existing administrative penalty provisions do not clearly establish when penalties should be imposed for the intentional avoidance or delay of required inspections or reinspections, and additional inspections may be necessary when violations are not corrected, resulting in additional staff time and administrative costs; and

WHEREAS, City staff also expend significant time following up with rental license holders who have not timely scheduled required inspections or submitted renewal fees, and the initial rental license application and transfer processes require additional administrative review and, in some cases, inspection activities; and

WHEREAS, City staff have reviewed the administrative time and costs associated with these processes and compared the City's rental licensing fees with those charged by other Minnesota cities, including Bemidji, Moorhead, Rochester, and St. Cloud; and

WHEREAS, the City's rental license fees have not been increased since September 2011, and the proposed amendments are intended to better reflect specific administrative and inspection-related costs without increasing the existing per-unit rental license rates; and

WHEREAS, the proposed changes are intended to provide greater clarity and consistency in the administration of the rental licensing program, encourage timely compliance, and more appropriately align certain fees with the costs of administering the program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mankato, Minnesota, that the City's fee schedule is hereby amended as follows (see attached):

1. **Administrative Penalties.** Establish administrative penalties for the intentional avoidance or delay in scheduling required inspections or reinspections as follows:
    - First occurrence - failure to schedule before September 1 of the expiration year: **$50**
    - Second occurrence - failure to schedule before November 1 of the expiration year: **$100**
    - Third and each additional inspection required for compliance: **$100**
2. **Rental Application Fee.** Establish a **$150 rental application fee** for new rental license applications.
3. **Rental License Renewal Late Fee.** Establish a **$100 late fee** when the rental license renewal fee is not paid by December 31 of the license expiration year.

4. **Rental License Transfer Fee.** Increase the rental license transfer fee from **$15 to $25**.

BE IT FURTHER RESOLVED that City staff are authorized and directed to update the rental licensing fee schedule and take such administrative actions as are reasonably necessary to implement the amendments approved by this Resolution.

This Resolution shall become effective upon its passage and without further publication.

Dated this 14th day of September 2026.

_____
Najwa Massad
Mayor

Attest: _____
Renae Kopischke, MMC
City Clerk