

Minutes of the Special Proctor City Council meeting held on August 11, 2017 in the Community Center Council Chambers

Mayor Phil Larson called the meeting to order at 8:00 a.m.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Gary Nowak; Mayor Philip Larson

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; David Brenna; Steve Anderson; Kris Bryant; John Engelking; Nicole Swanson; Ian Swanson; Joe Ward

1. NEW BUSINESS

A. Consideration Requests to the City from ISD #704

Casey stated that the information provided is an estimate. He also stated that the CAF fee is a figure from WLSSD, and that there has not been a confirmation of costs from MN Energy.

Steve Anderson, ISD #704 said that the goal is to make the requests revenue neutral. Larson stated that the council would make a recommendation for each line item.

1. Public Hearing Fees – Casey stated that there has been one hearing already, with the estimate of one additional hearing to be scheduled.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To allow up to \$300 in fees payable toward Public Hearings.

2. Engineering – Casey stated that to-date there is a fee of \$2300 outstanding and most likely there will be an additional review. Benson stated that this is not a fee that would be cost neutral. DeWall asked Casey if there was money in the budget for this fee, and he stated yes we do have a line item in the budget for engineering and there is some funds available.

Motion by Nowak, seconded by Schwarzbauer and carried (4-1, Larson opposed): To forgive up to \$5000 in engineering fees and that any money over that amount is the responsibility of ISD #704.

3. Hook Up Fees – Anderson said that they are asking for the city to waive the \$300 sewer hookup fee, and ask to pay the variable cost of sewer expenses. Casey stated that the school is asking for similar things to what a new business would be asking the City for.

DeWall stated that he is in agreement with the variable cost but would like to re-evaluate after a couple of years. Anderson suggested after 5 years.

Motion by Schwarzbauer, seconded by DeWall and carried: To waive the \$300 sewer hookup fee, and charge the variable cost of sewer fees with the understanding of a re-evaluation of this after five (5) years after the opening date.

4. Water & Electric – Larson stated that these are utility issues, however they can make a recommendation.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To recommend to the Proctor Public Utility Commission to look at the variable cost and charge that for an undetermined amount of years and then re-assess.

5. Storm Sewer – Anderson stated that it is unknown if the new facility will hook up or not. If so, this would require an engineering cost that the school would be responsible for paying that fee.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To allow ISD 704 to explore coming into storm sewer and the associated costs.

6. CAF – ISD 704 will pay for this fee

7. MN Energy – Larson stated that there is no natural gas along Kirkus Street and the city has been asking for an estimate from MN Energy. He also stated that it would be advantageous for the city to have the gas hook ups along Kirkus Street. Casey stated that the city can charge a hookup fee through an Ordinance.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To look at sharing expenses with ISD 704 to run a main line and possibly impose an Ordinance for future gas hookups.

8. Plowing – David Brenna stated that in past practices, the city let private practices plow their own, and this cost does not reflect the cost of blades, fuel, etc. He stated that as a taxpayer, he would like to see the school take care of the plowing. Casey stated that if this is accepted, a separate contract would be drawn up. Kris Bryant stated that the city has historically plowed the ice arena areas. DeWall said that he would consider this plowing as a public service. Benson said that he would like to see the cost of plowing per each piece of equipment. Jay Boysen said that he thinks the plowing would be a great service that the city could provide. Schwarzbauer said that the museum gets plowed out by the city and they are very grateful.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): For City Administration to write up a memo of understanding for plowing services at the multi-use facility which includes all additional costs associated with this service.

9. Event Coordinator – Anderson said that they would love to work with the Event Coordinator. Larson stated that no action is required.

10. Permitting – Excavation Permit

Motion by DeWall, seconded by Nowak and carried (5-0): To have the City waive the costs of the excavation permits for both projects.

Building Permits – Larson stated that the fee was based on an estimated project cost of \$8 million. Brenna said that in past practice, fees like this have been waived for businesses. Boysen said that the city has collected plenty of fees in building fees over the years.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): For the city to forgive the permit fees, for discussion. DeWall amended his motion and Schwarzbauer amended his second, with the understanding that any additional cost incurred by the city will be billed to the school.

ADJOURNMENT

John Engelking thanked the mayor and councilors working as a partnership and for taking the time to meet and discuss these options.

Motion by DeWall, seconded by Nowak and carried: To adjourn the Special Meeting at 9:22 a.m.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator