

MINUTES  
WAYS AND MEANS COMMITTEE MEETING  
December 4, 2023 @ 12 PM  
344 West Main Street  
On Main

MEMBERS PRESENT: Amanda Schroeder, Steve Meister (via zoom), See Moua-Leske

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director; Jason Anderson, Director of Public Works; E.J. Moberg, Director of Administrative Services; Katie Brusven, Adult Community Center Coordinator; Ilya Gutman, Plans Examiner; Quentin Brunsvold, Fire Chief; Scott Truedson, Wastewater Superintendent; Preston Stensrud, Parks Superintendent

OTHERS PRESENT: Pamela Whitmore(City Attorney); John DeCramer; Marc Klaith; Brad Meulebroeck; James Carr

The meeting was called to order by Chairman Meister at 12:01 pm.

Meister asked for approval of the April 25, 2023, minutes of the Ways and Means committee Meeting.

MOTION BY Schroeder SECONDED BY Moua-Leske to approve the April 25,2023, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman Meister asked for discussion on Rental Ordinance Fees. City Attorney Whitmore provided brief background information on the rental ordinance. An ordinance was come up with multiple meetings and input. Complaint based program with a registration fee. Registration fee every two years would not be nominal. Landlords have a checklist and retaining within their files. Plans Examiner, Gutman stated that it is \$100 per building. This came from the discussion of the rental committee, per Director of Public Works, Anderson. Six months after enactment of the rental ordinance to register property for the first time with waiving of the fee. \$200 complaint-based inspection fee with a \$400 escalation fee.

MOTION BY Schroeder, SECONDED BY Moua-Leske to approve the rental registration fee bi-annually for \$100 with \$200 complaint-based inspection fee, \$400 re-inspection fee for non-cooperation plus time. All voted in favor.

Chairman Meister asked for discussion on Administrative Citation Fee. City Clerk Anderson provided background. The hope is to re-coop for the first hearing of the hour. The range found was \$0-\$165 for the hearing. Either an attorney or retired judge would need to be the hearing officer. City Attorney Whitmore provided information on the administrative penalty ordinance passed earlier this year. Property owners receive a violation notice and a process of appealing. Shifts cost from the city to the property owner for the formal processes that go through the court. Additional fees will need to be added to the city fee schedule based on the ordinances. This is something that will need to be worked on through identifying the code where the violation would be relevant. Today, this is what the hearing officers would be reimbursed. City staff would not be reimbursed

for their time. There is a fee for the hearing itself. A rate of \$150/hour is being recommended for the hearing officer reimbursement amount. A filing fee of \$150 is recommended. Staff time fee was discussed. Whitmore stated that we could enter into an agreement with property owners if the city is requested to assist in correcting the violation, a charge could be worked into this.

MOTION BY Meister, SECONDED BY Moua-Leske to approve the \$150 administrative hearing filing fee and \$150/hour for the hearing officer, who shall be attorney or retired judge. Not to exceed \$700 per grievance. All voted in favor.

Chairman Meister asked for discussion on the 2024 Fee Schedule. The Finance Director Drown introduced the 2024 fee schedule. Dog or cat license are in the city ordinance to have licensed. Discussion as to why this was part of the fee schedule. Renewal is based on rabies shots for animals. Most vets take care of this for the animal owner. The finance had some updates and discussed the purpose of those changes. Charging more for out-of-town caterers as the arena and expo. WW Superintendent Truedson explained the sump pump hookup fee.

MOTION BY Moua-Leske, SECONDED BY Schroeder to approve the 2024 Fee Schedule to be moved forward to the full council with the rental and administrative fee. All voted in favor.

MOTION BY Moua-Leske SECONDED BY Schroeder to adjourn the meeting. Meeting adjourned at 1:08 pm. All voted in favor.

Respectfully Submitted,

Karla Drown  
Finance Director