

AGENDA



REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF ST. LOUIS COUNTY, MINNESOTA

Tuesday, June 27, 2023, 9:30 A.M.

**Halden Town Hall
5523 S. Savanna Road
Floodwood, Minnesota**

Directions: Highway 2 into Floodwood. Turn West onto W. 9th Avenue/Floodwood Road. In approx. 1.5 miles turn left onto Savanna Road. In approx. 1 mile the Halden Town Hall will be on the right.

**ANNIE HARALA
First District**

**PATRICK BOYLE - CHAIR
Second District**

**ASHLEY GRIMM
Third District**

**PAUL McDONALD
Fourth District**

**KEITH MUSOLF
Fifth District**

**KEITH NELSON - VICE CHAIR
Sixth District**

**MIKE JUGOVICH
Seventh District**

County Auditor
Nancy Nilsen

County Administrator
Kevin Gray

County Attorney
Kimberly Maki

Clerk of the Board
Phil Chapman

Citizens can appear at the meeting in person or submit comments for the public comment portion or for specific Board agenda items prior to the meeting by e-mailing them to publiccomment@stlouiscountymn.gov.

Comments to individual Commissioners or staff are not permitted. The St. Louis County Board promotes adherence to civility in conducting the business of the County. Civility will provide increased opportunities for civil discourse in order to find positive resolutions to the issue before the Board. Tools of civility include: pay attention, listen, be inclusive, do not gossip, show respect, be agreeable, apologize, give constructive criticism and take responsibility [County Board Resolution No. 560, adopted on September 9, 2003]. Speakers will be limited to five (5) minutes.

****In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Administration Department 72 hours prior to the meeting at (218) 726-2450.****

All supporting documentation is available for public review in the County Auditor's Office, 100 North 5th Avenue West - Room No. 214, St. Louis County Courthouse, Duluth, MN, during regular business hours 8:00 A.M. - 4:30 P.M., Monday through Friday. Agenda is also available on our website at <http://www.stlouiscountymn.gov/GOVERNMENT/BoardofCommissioners.aspx>

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9:30 A.M. Moment of Silence
 Pledge of Allegiance
 Roll Call

CITIZEN COMMENTS

At this time, people will be allowed to address the board on items not on the agenda. Speakers will be limited to 5 minutes each. We ask that you direct your remarks to the entire board, refrain from personal attacks, and abide by the county's policy regarding use of civility in the conduct of county board meetings. A copy of the policy is available for inspection along with the printed meeting materials.

For items listed on the board agenda or committee of the whole agenda, citizens will be allowed to address the board at the time a motion is on the floor.

PUBLIC HEARING

9:35 A.M. Public hearing, pursuant to Resolution No. 23-321, adopted June 13, 2023, to obtain public comment to further amend the 2023 Fee Schedule. {23-266}

CONSENT AGENDA

Approval of business submitted on the consent agenda.

REGULAR AGENDA

ADJOURNED:



St. Louis County Board of Commissioners
Request for Board Action 23 – 266
Public Hearing 9:35 A.M.

Committee: **Finance & Budget**

Date: June 27, 2023

From: Mary Tennis, Director, Extension and Depot

Attachments: yes no

Reviewed by: Kevin Z. Gray, County Administrator

Consent: yes no

ITEM: Public Hearing to Consider Adoption of 2023 Fee Schedule Amendment

Background/Overview:

On January 24, 2023, via Board Resolution No. 23-96, the St. Louis County Board amended and adopted the 2023 Fee Schedule. St. Louis County Heritage and Arts Center (The Depot) staff has been reviewing the schedule and is proposing to further amend it to better align with the additionally planned activities at the Depot. Specifically, due to changes surrounding both the usage of the theater and its equipment, it has been determined that fees should be added and/or changed to both align with competitive market conditions and operating costs.

Policy Objectives:

Per Minn. Stat. §373.41, a county may charge a fee for service(s) provided by any county office; therefore, it is necessary to hold a public hearing to propose additional fees to the 2023 St. Louis County Fee Schedule.

Fiscal/Budget Impacts/Funding Source/FTE Considerations:

Different rates are proposed for Depot tenants, non-profit organizations, and for-profit organizations to encourage use of the Depot theatre and its equipment and enable St. Louis County to help cover the costs of operating the Depot Theatre. The goal of the fees is to generate enough revenue to position the Depot theatre for a fiscally sustainable future.

Recommendation:

It is recommended that the St. Louis County Board approve the amended 2023 Fee Schedule.

Public Hearing to Consider Adoption of 2023 Fee Schedule Amendment

BY COMMISSIONER _____

WHEREAS, The St. Louis County Board held a public hearing at 9:35 a.m. on Tuesday, June 27, 2023, at the Halden Town Hall, Floodwood, MN, to receive comment and consider the amendment of the Fee Schedule for various St. Louis County Heritage and Arts Center services for the year 2023; and

WHEREAS, The St. Louis County Board previously adopted the 2023 Fee Schedule via Resolution No. 22-596 and the amended 2023 Fee Schedule via Resolution No. 23-96; and

WHEREAS, St. Louis County Heritage and Arts Center (The Depot) staff is proposing to amend the Fee Schedule to align with planned activities at the Depot.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the amended 2023 Fee Schedule to include additional fees with regard to the Depot Theatre and its equipment usage.

DEPARTMENT/SERVICE	2021 FEE/CHRG	2022 PROPOSED	2023 PROPOSED	Notes Explain any Fee Changes
DEPOT				
Special Events				
- Chairs per chair (non-tenant)	\$5.00	\$5.00	\$5.00	
- Tables per table (non-tenant)	\$10.00	\$10.00	\$10.00	
- Chair Damage Replacement	\$50.00	\$50.00	\$50.00	
- Table Damage Replacement	\$75.00	\$75.00	\$75.00	
- Extra Trash per 6 yard dumpster			\$350.00	
- Evening Rental: Great Hall (non-tenant)	\$800.00	\$800.00	\$800.00	
- Late Night Rental per hour (non-tenant)	\$150.00	\$150.00	\$200.00	
- Day Rental Great Hall (non-tenant)	\$1,000.00	\$1,000.00	\$1,000.00	
- Board Room Rental per hour (non-tenant)	\$50.00	\$50.00	\$50.00	
- Classroom Rental per hour (non-tenant)			\$50.00	
- Extra key cards for event personnel	\$10.00	\$10.00	\$10.00	
- Full Facility Rental per evening	\$3,000.00	\$3,000.00	\$3,000.00	
- Full Facility Rental per day	\$10,000.00	\$10,000.00	\$10,000.00	
- Full Facility Rental Late Night per hour	\$500.00	\$500.00	\$500.00	
- Farmer's Market Stall 10X10	\$50.00	\$50.00		
- Electrical for Farmer's Market Stall	\$25.00	\$25.00		
- Vendors: regular per day	\$75.00	\$75.00		
- Vendors: special per day	\$25.00	\$25.00		
- Vendors Small			\$60.00	
- Vendors: Medium			\$80.00	
- Vendors: Large			\$100.00	
- Vendors: Enrichment Collaborator			\$25.00	
- Vendors: multiple day			\$60.00	
- Long Term Pop-up per month	\$300.00	\$300.00	\$300.00	
- Long Term pop-up per month, peak season	\$600.00	\$600.00	\$600.00	
- Long term pop-up per month , Non-Profit	\$0.00	\$100.00	\$100.00	
- Extra Cleaning per hour	\$45.00	\$45.00	\$100.00	
- Non emergency work requests, off hours			\$50.00	
- Special Property Management Requests per hour (minimum one hour)			\$100.00	
- Moving fee, per hour			\$100.00	
- late fee, event request form			\$50.00	
- Special Cleaning	\$60.00	\$60.00	\$200.00	
- False Alarms	\$250.00	\$250.00	\$250.00	
- Visitor's Desk After hours per hour	\$20.00	\$20.00		
Theatre				
- Depot Theatre - Weekly Rental (Tenant/Collaborator)			\$750.00	
- Depot Theatre - Weekly Rental (Non Profit)			\$2,200.00	New Fee
- Depot Theatre - Weekly Rental (For Profit)			\$3,225.00	New Fee
- Depot Theatre - Daily Performance (Tenant/Collaborator)			\$175.00	
- Depot Theatre - Daily Performance (Non Profit)			\$550.00	New Fee
- Depot Theatre - Daily Performance (For Profit)			\$825.00	New Fee
- Depot Theatre - Daily Rehearsal (Tenant/Collaborator)			\$100.00	
- Depot Theatre - Daily Rehearsal (Non Profit)			\$275.00	New Fee
- Depot Theatre - Daily Rehearsal (For Profit)			\$400.00	New Fee
- Sound Board Per Event (Tenant/Collaborator)			\$150.00	New Fee
- Sound Board Per Event (Non Profit)			\$150.00	New Fee
- Sound Board Per Event (For Profit)			\$225.00	New Fee
- Podium Per Event (Non Profit)			\$50.00	New Fee
- Podium Per Event (For Profit)			\$50.00	New Fee
- Light Board Per Event (Tenant/Collaborator)			\$150.00	New Fee
- Light Board Per Event (Non Profit)			\$150.00	New Fee
- Light Board Per Event (For Profit)			\$225.00	New Fee
- Box Office Per Hour (Non Profit)			\$50.00	New Fee
- Box Office Per Hour (For Profit)			\$50.00	New Fee
- Microphones Per Channel (Tenant/Collaborator)			\$30.00	New Fee
- Microphones Per Channel (Non Profit)			\$30.00	New Fee
- Microphones Per Channel (For Profit)			\$30.00	New Fee
- Microphones/Wireless Per Channel (Tenant/Collaborator)			\$65.00	New Fee
- Microphones/Wireless Per Channel (Non Profit)			\$65.00	New Fee
- Microphones/Wireless Per Channel (For Profit)			\$65.00	New Fee
- Equipment Storage (Non Profit)			\$50.00	New Fee
- Equipment Storage (For Profit)			\$50.00	New Fee
- Security/Damage (Tenant/Collaborator)			\$175.00	New Fee
- Security/Damage (Non Profit)			\$175.00	New Fee
- Security/Damage (For Profit)			\$175.00	New Fee
- Change in Rep Plot (Tenant/Collaborator)			\$600.00	New Fee

- Change in Rep Plot (Non Profit)				\$600.00	New Fee
- Change in Rep Plot (For Profit)				\$600.00	New Fee
- Change in Rigging (Tenant/Collaborator) Includes cyc (screen) for projector				\$275.00	New Fee
- Change in Rigging (Non Profit) Includes cyc (screen) for projector				\$275.00	New Fee
- Change in Rigging (For Profit) Includes cyc (screen) for projector				\$275.00	New Fee
- Projector (Tenant/Collaborator)				\$150.00	New Fee
- Projector (Non Profit)				\$150.00	New Fee
- Projector (For Profit)				\$225.00	New Fee
- Tech Support Per Hour minimum (Tenant/Collaborator)				\$100.00	New Fee
- Tech Support Per Hour minimum (Non Profit)				\$100.00	New Fee
- Tech Support Per Hour minimum (For Profit)				\$175.00	New Fee
Tours					
- General Tours, per adult	\$8.00	\$8.00		\$8.00	
- General Tours, per child	\$5.00	\$5.00		\$5.00	
- Specialty Tours, per adult	\$10.00	\$10.00		\$10.00	
- Specialty Tours, per child	\$8.00	\$8.00		\$8.00	
- School Tours, per child K-5	\$4.00	\$4.00		\$4.00	
- School Tours, per child 6-12	\$5.00	\$5.00		\$5.00	
- Chaperone Rate	\$0.00	\$0.00		\$0.00	
- General Admission	\$14.00	\$14.00			
- Donations					
- Luxury Tours	\$25.00	\$25.00		\$25.00	
- Other Damages		Cost of Repair/ Replacement	Cost of Repair/ Replacement	Cost or Repair/ Replacement	
- Locks, Lock Repair				Cost or Repair/ Replacement	
- Early Setup				\$50.00	
- Late Requests				\$50.00	
- Late Event/Exhibit Forms				\$50.00	