



## **Hermantown City Council Meeting – October 18, 2021**

Because of attendance considerations at the regular meeting location due to the health pandemic, Hermantown's October 18, 2021, City Council Meeting will be conducted both remotely and with in-person access to Council Chambers.

The City Council meeting will utilize the platform "Zoom," which allows the public to view and/or hear the meeting from their phone or computer. Interested parties can also choose to attend the City Council Meeting in person at City Hall. Current Minnesota Department of Health guidelines regarding the health pandemic will be observed during this meeting.

The 6:30 p.m. City Council Meeting will be available at:

<https://us02web.zoom.us/j/87417834695?pwd=MEhLbIZIMkVpUU83UkICyIYeGJkUT09>

and/or by calling the number (312) 626-6799 and utilizing the meeting ID number of 874-1783-4695 and the passcode of 415010.

Public comment may be possible, but difficult, during the meeting, but any public comments, questions, or concerns can be e-mailed to Community Engagement Manager, Joe Wicklund, at [jwicklund@hermantownmn.com](mailto:jwicklund@hermantownmn.com) up to 3:30 p.m. the day of the meeting with the e-mail title "October 18, 2021, Meeting." It is important to note that all comments regarding the October 18, 2021, meeting are public data.

A few important tips regarding the Zoom platform:

- If your computer does not support audio, you can still watch the meeting on your computer and call in on your phone to hear the meeting
- It is a challenging situation for all of us, so grace and understanding are appreciated

The 4:30 p.m. Pre-Agenda Meeting will be available in-person only at City Hall. Public comment is not a factor in the pre-agenda meeting, but the meeting is open and members of the public are invited and welcome to attend to this meeting. Attendees of the Pre-Agenda Meeting should expect to follow the current social distancing and mask guidelines.



## **AGENDA**

### **Pre-Agenda Meeting Monday, October 18, 2021 at 4:30 p.m. Council Chambers City Hall - Hermantown Governmental Services Building**

**Pre-agenda:** The Pre-agenda meeting is a work session between the City Council and City staff to review the upcoming City Council meeting and future meetings. The agenda is the same document as the upcoming City Council meeting, but does not follow the same format as the City Council meeting. It is a time for the City Council and City staff to have discussions about the agenda items, and asking and answering questions. Traditionally it is not a time for public comment on the agenda items, as the public can listen to the conversation and ask questions or provide input at the upcoming City Council meeting.

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### **City Council Continuation Meeting October 18, 2021 at 6:30 p.m. Council Chambers City Hall - Hermantown Governmental Services Building**

#### **Invitation to participate:**

The Hermantown City Council welcomes your thoughts, input and opinions to this meeting. The agenda for this meeting contains a brief description of each item to be considered, and the City Council encourages your participation. If you wish to speak on an item contained in the agenda, you will be allowed to address the Council when a motion is on the floor. If you wish to speak on a matter that does not appear on the agenda, you may do so during the public comment period regularly scheduled and set for the beginning of the meeting.

When addressing the City Council, please state your name and address for the record. Please address the City Council as a whole through the Mayor. Comments to individual Council Members or staff are not permitted. Speakers will be limited to three (3) minutes.

#### **Order of discussion**

- 1. Reading of the resolution title by Mayor**
- 2. Motion/Second**
- 3. Staff Explanation**
- 4. Initial Discussion by City Council**
- 5. Mayor invites public to speak to the motion (3 minute rule)**
- 6. Follow up staff explanation and/or discussion by City Council**
- 7. Call of the vote**

**CITY OF HERMANTOWN  
AGENDA**

**Pre-Agenda Meeting Monday, October 18, 2021 at 4:30 p.m.  
Council Chambers  
Hermantown Governmental Services Building**

**City Council Continuation Meeting October 18, 2021 at 6:30 p.m.  
Council Chambers  
Hermantown Governmental Services Building**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ANNOUNCEMENTS** *(Council Members may make announcements as needed.)*
5. **PUBLIC HEARING** – *(Only when necessary. The rule adopted three minutes per person if necessary. Any action required after the public hearing will be taken immediately following the closing of the public hearing.)*
  - A. **Road Improvement District No. 536 (Sundby Road & Swan Lake Road)**
  - B. **Road Improvement District No. 537 (Lavaque Junction Road)**
6. **COMMUNICATIONS**
  - A. **21-175** MN Power  
TO: City of Hermantown  
RE: Duluth Loop Reliability Project
  - B. **21-178** WLSSD  
TO: John Mulder, City Administrator  
RE: 2022 Budget
7. **PRESENTATIONS** *(Department Heads may give reports if necessary.)*
  - A. Kevin Orme, Director of Finance & Administration  
RE: **3<sup>rd</sup> Quarter Financials** *(Pre-Agenda Only)*
8. **PUBLIC DISCUSSION** *(This is the time for individuals to address the Council about any item not on the agenda. The time limit is three minutes per person.)*
9. **CONSENT AGENDA** *(All items on the Consent Agenda are items which are considered routine by the City Council and will be approved by one motion via voice vote. There will be no discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered at the end of the Consent Agenda.)*

This agenda has been prepared to provide information regarding an upcoming meeting of the Hermantown City Council. This document does not claim to be complete and is subject to change at any time.

- A. **Minutes** - Approval or correction of [October 4, 2021 City Council Minutes](#)
- B. **Accounts Payable** – Approve general city warrants from October 1, 2021 through October 15, 2021 in the amount of \$438,982.99

(motion, roll call)

**10. MOTIONS**

**11. ORDINANCES**

- A. **2021-09**      An Ordinance Amending Hermantown Code Of Ordinances Section 270 – Fee Schedule

Second Reading

(motion, roll call)

**12. RESOLUTIONS** *(Roll call will be taken only on items required by law and items requiring 4/5's votes, all others can be done by voice vote.)*

- A. **2021-130**      Resolution Authorizing And Directing The Mayor And City Clerk To Execute And Deliver A Cooperative Agreement Between St. Louis County And The City Of Hermantown For 2022 Crack Sealing CP 0000-477572

(motion, roll call)

- B. **2021-131**      Resolution Approving Utility And Infrastructure Manager Job Description And Position

(motion, roll call)

**13. RECESS**

NOTICE OF HEARING ON ASSESSMENTS FOR THE  
CONSTRUCTION OF 2021 ROAD IMPROVEMENT DISTRICT NO. 536  
(SUNDBY ROAD & SWAN LAKE ROAD)

NOTICE IS HEREBY GIVEN that the City Council will meet at 6:30 p.m. on Monday, October 18, 2021 at the Governmental Services Building, 5105 Maple Grove Road, Hermantown, Minnesota to consider the proposed assessment for the construction of 2021 Road Improvement District No. 536 (Sundby Road & Swan Lake Road) (“Project”).

The area proposed to be assessed for such improvements are the parcels of land determined by the City to be benefited by said improvements based on benefits received.

The proposed assessment roll is on file for public inspection at the office of the City Clerk in the Governmental Services Building, 5105 Maple Grove Road, Hermantown, Minnesota. The amount of the proposed assessment for the entire Project is \$107,250.00.

Written or oral objections by any property owner to the proposed assessment will be considered at the hearing. If a property owner at or prior to the hearing files a written objection to the assessment, the City Council shall consider such objection at an adjourned meeting upon such further notice to such objecting property owner as it deems advisable.

An owner may appeal an assessment to the District Court of St. Louis County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment roll and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk. No such appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the assessment hearing.

Under Sections 435.193 to 435.195 of the Minnesota Statutes, the City Council may, in its discretion, defer the payment of a special assessment for any homestead property owned by a person sixty-five (65) years of age or older or a person who is retired due to permanent disability or a person in the military ordered into active military service for whom it would be a hardship to make the payments.

When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due.

Any assessed property owner meeting the requirements of such law and City of Hermantown Resolution No. 2010-99 may, on a form obtained from the City Clerk, apply for such deferral of payment of a special assessment.

Authorized by the City Council.

Bonnie Engseth, Clerk  
City of Hermantown

NOTICE OF HEARING ON ASSESSMENTS FOR THE  
CONSTRUCTION OF ROAD IMPROVEMENT DISTRICT NO. 537 (LAVAQUE JUNCTION ROAD)

NOTICE IS HEREBY GIVEN that the City Council will meet at 6:30 p.m. on Monday, October 18, 2021 at the Governmental Services Building, 5105 Maple Grove Road, Hermantown, Minnesota to consider the proposed assessment for the construction of Road Improvement District No. 537 (Lavaque Junction Road) (“Project”).

The area proposed to be assessed for such improvements are the parcels of land determined by the City to be benefited by said improvements based on benefits received.

The proposed assessment roll is on file for public inspection at the office of the City Clerk in the Governmental Services Building, 5105 Maple Grove Road, Hermantown, Minnesota. The amount of the proposed assessment for the entire Project is \$429,000.00.

Written or oral objections by any property owner to the proposed assessment will be considered at the hearing. If a property owner at or prior to the hearing files a written objection to the assessment, the City Council shall consider such objection at an adjourned meeting upon such further notice to such objecting property owner as it deems advisable.

An owner may appeal an assessment to the District Court of St. Louis County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment roll and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk. No such appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the assessment hearing.

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When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due.

Any assessed property owner meeting the requirements of such law and City of Hermantown Resolution No. 2010-99 may, on a form obtained from the City Clerk, apply for such deferral of payment of a special assessment.

Authorized by the City Council.

Bonnie Engseth, Clerk  
City of Hermantown

**DATE: 2021**

**TO: City Council Members**

**FROM: John Mulder, City Administrator**

**RE: Correspondence**

In your packet is a correspondence summary log. This briefly summarizes and assigns a log number for written correspondence received at City Hall. You are provided with the summary so that you may request a full copy of any correspondence article of interest to you. Bonnie & I have copied only the correspondence that we believe to be of special interest.

**JM**

9/30/2021	21-174	Gunnar Johnson, Overom Law	CommNet Cellular, Inc., d/b/a Verizon Wireless	Notice of Non- Payment	9/29/2021
10/5/2021	21-175	MN Power	City of Hermantown	Duluth Loop Reliability Project	10/4/2021
10/8/2021	21-176	MN Pollution Control Agency	MNDOT	5506 Hwy 194 Soil Mgmt. Plan Addendum	10/7/2021
10/8/2021	21-177	MN Dept. of Transportation	John Mulder, City Administrator	Hermantown Roadway Reclamation	10/7/2021
10/12/2021	21-178	WLSSD	John Mulder, City Administrator	2022 Budget	9/2/2021
10/12/2021	21-179	MN Pollution Control Agency	Bonnie Engseth, City Clerk	Petroleum Tank Release Site File Closure, 5815 Highway 194	10/11/2021
10/12/2021	21-180	Eric Johnson, Comm. Dev. Dir.	Jon Davis, 4935 Anderson Rd.	Violation of City Zoning Ordinance 500.06.6.1	10/12/2021





AN ALLETE COMPANY

21-175

Re'd  
10-5-21

October 4, 2021

**NOTICE OF PROPOSED TRANSMISSION LINE PROJECT**

**Re: *In the Matter of the Application for a Certificate of Need and Route Permit for the Duluth Loop Reliability Project***  
MPUC Docket Nos. E015/CN-21-140; E015/TL-21-141

**PLEASE TAKE NOTICE** that Minnesota Power (also the “Company”) is applying to the Minnesota Public Utilities Commission (also “Commission”) for a Certificate of Need and Route Permit for the Duluth Loop Reliability Project (also the “Duluth Loop Project” or “Project”).

**Project Description**

The Duluth Loop Project includes: (1) construction of about 14 miles of new 115 kV transmission line between the Ridgeview, Haines Road, and Hilltop Substations; (2) construction of a new approximately one-mile extension connecting an existing 230 kV transmission line to the Arrowhead Substation; (3) upgrades to the Ridgeview, Hilltop, Haines Road, and Arrowhead substations; and (4) reconfiguration, rebuild, and upgrade to existing transmission lines and communications infrastructure in the Project area. A map of the area under consideration for the proposed Project is attached to this letter as **Figure 1**.

**Project Need**

The transmission system in the Duluth area has historically been supported by several coal-fired baseload generators located along Minnesota’s North Shore. For decades, these local generators have contributed to the reliability of the transmission system by delivering power to the local area and providing system support. As Minnesota Power and its customers have transitioned away from reliance on coal to increasingly lower-carbon sources of energy, the idling of the generators on the North Shore has led to an increased reliance on the transmission system to deliver replacement power and system support to the Duluth area and the North Shore. In order to maintain a continuous supply of safe and reliable electricity while replacing the support once provided by these local coal-fired generators, the Duluth area transmission system must be upgraded. To do this, transmission lines in an area known as the Duluth Loop are being connected to enhance stability and reliability.

The Duluth Loop is a network of 115 kV transmission lines and substations, which form two parallel connections between the main Duluth-area transmission source of power and system support (the Arrowhead 230/115 kV Substation) and the North Shore (beginning at the Colbyville Substation on the far northeastern end of Duluth). Many of the customers

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in the Duluth area are served from substations connected to the Duluth Loop, including customers in Hermantown, the Miller Hill Mall, the Duluth International Airport, Duluth Heights, Kenwood, the universities, the downtown hospital district, Woodland, Lakeside, Hunter's Park, and Congdon, among others.

The Duluth Loop Project will replace the system support once provided by the North Shore coal-fired baseload generators and is needed to: (1) resolve severe voltage stability concerns; (2) relieve transmission line overloads; and (3) enhance the reliability of Duluth-area transmission sources.

Further information on the Project need is available on the Project website: [www.duluthloop.com](http://www.duluthloop.com).

### **Regulatory Review Process**

Before Minnesota Power can construct the Project, the Commission must determine whether the Project is needed (Certificate of Need) and if so, will determine the route along which the Project will be built (Route Permit).

The Certificate of Need process is governed by Minnesota law, including Minnesota Statutes section 216B.243, and Minnesota Rules Chapter 7849, specifically Rules 7849.0010 to 7849.0400 and 7849.1000 to 7849.2100. A copy of the Certificate of Need application, once submitted, can be obtained by visiting the Commission's website at <https://mn.gov/puc/> in Docket No. E015/CN-21-140.

In addition to certifying the need for the Project, the Commission must also grant a Route Permit for the Project. The routing of the Project is governed by Minnesota law, including Minnesota Statutes Chapter 216E and Minnesota Rules Chapters 4410 and 7850. A copy of the Route Permit application, once submitted, can be obtained by visiting the Commission's website in Docket No. E015/TL-21-141.

The Commission will not make these determinations until it has completed a thorough review process that encourages public involvement and analyzes the impacts of the Project and various route alternatives. This process includes preparation of an Environmental Assessment ("EA") on the Project by the Minnesota Department of Commerce's Energy Environmental Review and Analysis ("EERA") staff.

Minnesota Power will be submitting an application for a Route Permit with one proposed route for the 115 kV transmission line and one proposed route for the 230 kV transmission line. Other routes can be proposed to be evaluated during the scoping process. The Commission and the EERA staff will decide which routes get studied and considered for approval. Routes that have been shown at public meetings are preliminary and subject to change. In addition, other, new routes may also be studied and considered for approval.

The Commission will review all of the data from the public process and will decide if the Project is needed and which route should be approved. Selection of a final route by the Commission will be based on an evaluation of the routes guided by the factors identified

in Minnesota Statutes section 216E.03, Minnesota Rules part 7850.4100, and stakeholder input received during the regulatory process.

The table below provides a high-level summary of the major steps in the regulatory process.

**Summary of Regulatory Schedule**

Action	Approximate Date
Certificate of Need and Route Permit Applications submitted to Commission	Fall 2021
Informational and Scoping Meetings (public meeting and comment)	Fall/Winter 2021
Draft Environmental Assessment Issued (public meeting and comment period)	Winter/Spring 2022
Public Hearings (public meeting and comment period)	Spring/Summer 2022
Commission Decision	Spring 2023

**Right-of-Way for the Project**

Before beginning construction, Minnesota Power will acquire property rights for the right-of-way, typically through an easement that will be negotiated with the landowner for each parcel. Minnesota Power anticipates acquiring easements with a typical right-of-way of approximately 100 feet wide for the 115 kV transmission line and 130 feet wide for the 230 kV. Where these transmission lines parallel existing lines, less new right-of-way may be required because the new transmission line may share a portion of the existing right-of-way.

**Additional Information and Mailing Lists**

To subscribe to the Project’s Certificate of Need docket and to receive email notifications when information is filed in that docket, please visit <https://mn.gov/puc/>, click on “eDockets” and then click on “eFiling Home/Login” in the left menu. Then, click on the “Subscribe to Dockets” button, enter your email address and select “Docket Number” from the Type of Subscriptions dropdown box, then select “[21]” from the first Docket number drop down box and enter “[140]” in the second box before clicking on the “Add to List” button. You must then click the “Save” button at the bottom of the page to confirm your subscription to the Project’s Certificate of Need docket. These same steps can be followed to subscribe to the Project’s Route Permit docket (21-141).

If you would like to have your name added to the Project Route Permit proceeding mailing list (MPUC Docket No. E015/TL-21-141) you may register by contacting the public advisor in the consumer affairs office at the Commission at [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us), or (651) 296-0406 or 1-800-657-3782. Please be sure to note: 1) how you would like to receive notices (regular mail or email) and 2) your complete mailing or email address. You may also find information about the Project on the Department of Commerce’s webpage at

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<https://mn.gov/eera/web/page/home/> by clicking "Transmission Lines" and locating the Project in the list. Please be aware that the Project may not be listed at this location until the Route Permit application is submitted.

A separate mailing list is maintained for the Certificate of Need proceeding. To be placed on the Project Certificate of Need mailing list (MPUC Docket No. E015/CN-21-140), mail, fax, or email Robin Benson at Minnesota Public Utilities Commission, 121 7th Place E., Suite 350, St. Paul, MN 55101-2147, Fax: 651-297-7073 or [robin.benson@state.mn.us](mailto:robin.benson@state.mn.us).

If you have questions about the state regulatory process, you may contact the Minnesota state regulatory staff listed below:

**Minnesota Public Utilities Commission**

Bret Eknes  
121 7<sup>th</sup> Place East, Suite 350  
St. Paul, Minnesota 55101  
(651) 296-7124  
1-800-657-3782  
[bret.eknes@state.mn.us](mailto:bret.eknes@state.mn.us)  
<https://mn.gov/puc/>

**Minnesota Department of Commerce EERA**

Bill Storm  
85 7<sup>th</sup> Place East, Suite 280  
St. Paul, Minnesota 55101  
(651) 539-1844  
1-800-657-3710  
[bill.storm@state.mn.us](mailto:bill.storm@state.mn.us)  
<https://mn.gov/eera/>

Please visit the Project website at: [www.duluthloop.com](http://www.duluthloop.com) for more information. Project phone and e-mail addresses are:


**Project Phone Number** – (218) 755-5512

**Project e-mail address** – [connect@duluthloop.com](mailto:connect@duluthloop.com)

**Transmission Planning Process in Minnesota**

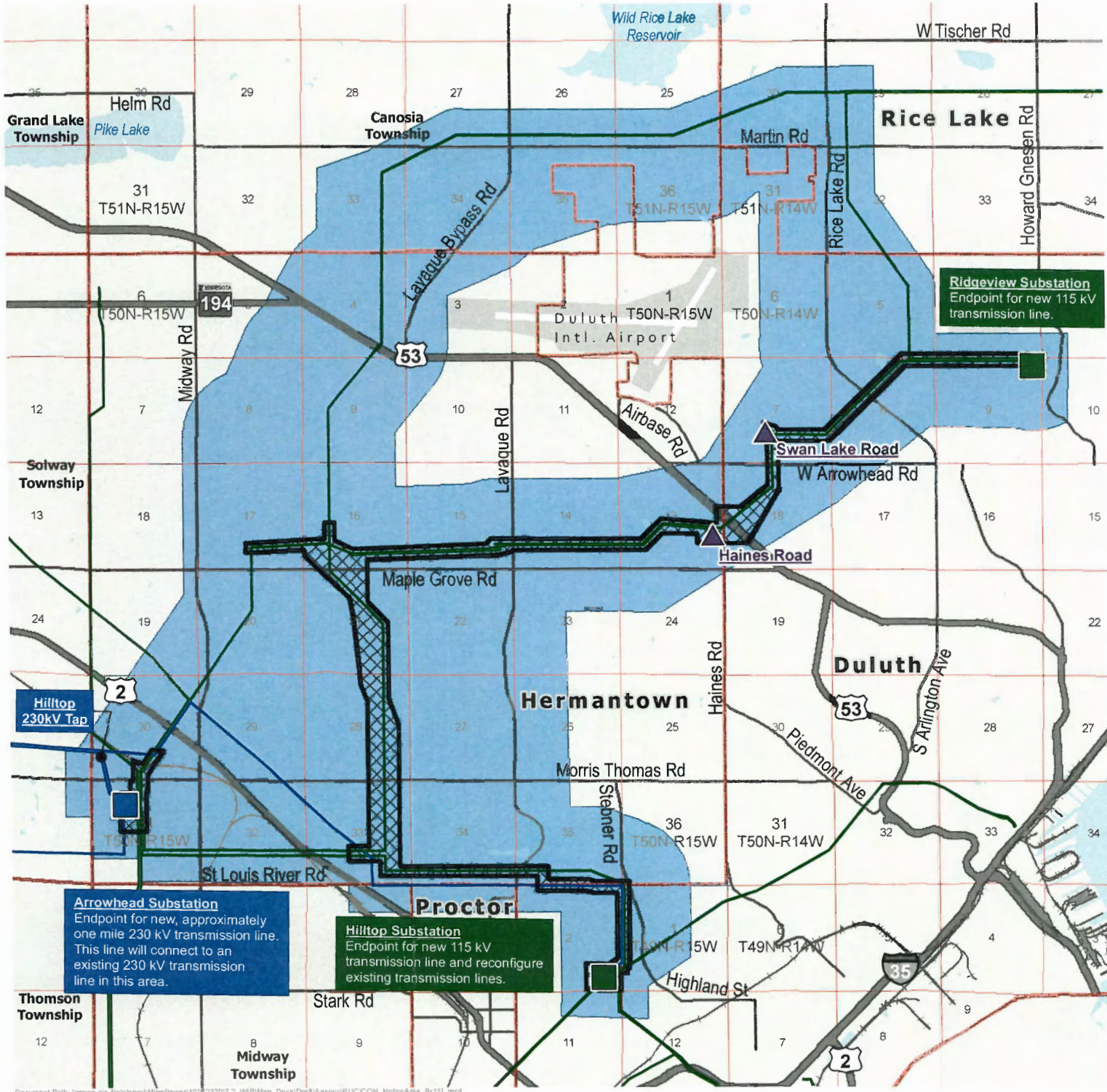
Minnesota Statutes section 216B.2425 requires that each electric transmission owning utility in the state file a biennial transmission planning report with the Commission in the fall of odd-numbered years. These reports information on the transmission planning process used by utilities in the state of Minnesota and information about other transmission line projects. The 2019 Biennial Transmission Planning Report is available at: [www.minnelectrans.com](http://www.minnelectrans.com). The 2019 Biennial Transmission Planning Report was submitted on October 31, 2019. An updated planning report will be submitted later in 2021.

Sincerely,



Jim Atkinson  
Environmental and Real Estate Manager  
Minnesota Power

**Figure 1**  
**Notice Area and**  
**Proposed Route**  
**Duluth Loop**  
**Reliability Project**

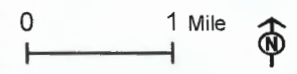


- Proposed Route
- Notice Area
- 115 kV Project Endpoint
- 230 kV Project Endpoint
- Substation
- Existing Transmission
- 115 kV Transmission Line
- 230 kV Transmission Line
- Railroad
- Waterbody
- City / Township Boundary
- Section Line

**Arrowhead Substation**  
 Endpoint for new, approximately one mile 230 kV transmission line. This line will connect to an existing 230 kV transmission line in this area.

**Hilltop Substation**  
 Endpoint for new 115 kV transmission line and reconfigure existing transmission lines.

**Ridgeview Substation**  
 Endpoint for new 115 kV transmission line.





2626 Courtland Street  
Duluth, MN 55806-1894  
phone 218.722.3336  
fax 218.727.7471  
www.wlssd.com

21-178

## Western Lake Superior Sanitary District

September 28, 2021

City of Hermantown  
Mr. John Mulder  
City Administrator  
5105 Maple Grove Road  
Hermantown, MN 55811

RE: 2022 Budget Western Lake Superior Sanitary District (WLSSD)

Dear Mr. Mulder:

The Board of Directors of the Western Lake Superior Sanitary District approved its 2022 budget at the September 27, 2021 board meeting. The Board approved a 4.11% increase in the wastewater budget. The 2022 budgeted wastewater treatment charges for the City of Hermantown are shown below:

Total Annual Charges	\$ 578,737
Total Monthly Charge	\$ 48,228

This amount represents an increase from 2021 of \$67,387 or 13.18%. The budget for 2022 reflects the higher peak flow allocation (3.8 MGD) for Hermantown included in the 2022 – 2026 capacity allocation permit. Although Hermantown's peak flow allocation was increased from 1.282 MGD in 2017, 2022 is the first year the higher peak flow has been included in Hermantown's wastewater treatment budget.

Please note that any year-end adjustment relating to 2021 wastewater charges will be calculated in January 2022 and sent to you under a separate letter.

The District-wide allocation remains unchanged at \$355,000 for 2022. The 2022 District-wide allocation for the City of Hermantown is \$37,424. This amount may be paid in two equal installments. The first is due on or before July 1, 2022, and the second on or before December 1, 2022.

If you have any questions on this information please call my office at 218-740-4805.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Bohren', is written over a light blue wavy line.

Marianne Bohren  
Executive Director

**WLSSD 2022 BUDGETED FLOWS AND LOADINGS  
FLOW (MGD)**

	<u>BUDGET 2021</u>	<u>ESTIMATE 2021</u>	<u>BUDGET 2022</u>
DULUTH	12.700	11.316	12.700
CLOQUET	1.150	0.896	1.150
HERMANTOWN	0.650	0.614	0.650
PROCTOR	0.450	0.369	0.450
ESKO (Includes Helb/Lars)	0.2062	0.165	0.2062
SCANLON	0.169	0.121	0.169
CARLTON	0.150	0.146	0.150
THOMSON (City only)	0.010	0.008	0.010
TWIN LAKES	0.070	0.028	0.070
RICE LAKE	0.060	0.052	0.060
OLIVER	0.022	0.018	0.022
PIKE LAKE	0.100	0.081	0.100
KNIFE RIVER	0.022	0.018	0.022
MPCA LANDFILL	0.002	0.002	0.002
WRENSHALL	0.027	0.025	0.027
JAY COOKE	0.002	0.002	0.002
BUFFALO/MIDWAY	0.0030	0.004	0.0030
DULUTH/NORTH SHORE	0.050	0.049	0.050
<b>MUNICIPAL SUBTOTAL</b>	<b>15.843</b>	<b>13.914</b>	<b>15.843</b>
SAPPI	16.000	17.456	16.500
USG	0.450	0.483	0.450
ST PAPER 1	0.000	0.455	0.500
SPECIALTY MINERALS	0.240	0.231	0.240
<b>INDUSTRIAL SUBTOTAL</b>	<b>16.690</b>	<b>18.625</b>	<b>17.690</b>
<b>TOTAL FLOW</b>	<b>32.533</b>	<b>32.538</b>	<b>33.533</b>

**WLSSD 2022 BUDGETED FLOWS AND LOADINGS  
BOD (LBS/DAY)**

	<b>BUDGET 2021</b>	<b>ESTIMATE 2021</b>	<b>BUDGET 2022</b>
DULUTH	13,100	14,025	13,100
CLOQUET	1,717	1,337	1,717
HERMANTOWN	1,150	1,023	1,150
PROCTOR	530	452	530
ESKO	263	263	263
(Includes Helb/Lars)			
SCANLON	282	202	282
CARLTON	160	160	160
THOMSON	17	14	17
(City only)			
TWIN LAKES	292	115	292
RICE LAKE	100	87	100
OLIVER	37	29	37
PIKE LAKE	167	136	167
KNIFE RIVER	37	30	37
MPCA LANDFILL	3	3	3
WRENSHALL	45	41	45
JAY COOKE	3	4	3
BUFFALO/MIDWAY	8	9	8
DULUTH/NORTH SHORE	83	81	83
MUNICIPAL SUBTOTAL	<b>17,993</b>	<b>18,011</b>	<b>17,993</b>
SAPPI	42,000	44,958	42,500
USG	1,300	1,655	1,450
ST PAPER 1	0	12	15
SPECIALTY MINERALS	6	6	6
INDUSTRIAL SUBTOTAL	<b>43,306</b>	<b>46,631</b>	<b>43,971</b>
<b>TOTAL BOD</b>	<b>61,299</b>	<b>64,642</b>	<b>61,964</b>



**WLSSD 2022 BUDGETED FLOWS AND LOADINGS  
SUSPENDED SOLIDS (LBS/DAY)**

	BUDGET 2021	ESTIMATE 2021	BUDGET 2022
DULUTH	15,800	18,510	16,100
CLOQUET	2,522	1,964	2,522
HERMANTOWN	1,100	1,015	1,100
PROCTOR	600	577	600
ESKO	305	305	305
(Includes Helb/Lars)			
SCANLON	282	202	282
CARLTON	183	183	183
THOMSON	17	14	17
(City only)			
TWIN LAKES	262	103	262
RICE LAKE	100	87	100
OLIVER	37	29	37
PIKE LAKE	167	136	167
KNIFE RIVER	37	30	37
MPCA LANDFILL	3	3	3
WRENSHALL	45	41	45
JAY COOKE	3	4	3
BUFFALO/MIDWAY	5	7	5
DULUTH/NORTH SHORE	83	81	83
MUNICIPAL SUBTOTAL	<u>21,551</u>	<u>23,291</u>	<u>21,851</u>
SAPPI	14,000	19,957	16,500
USG	600	1,488	1,100
ST PAPER 1	0	25	23
SPECIALTY MINERALS	800	330	300
INDUSTRIAL SUBTOTAL	<u>15,400</u>	<u>21,800</u>	<u>17,923</u>
TOTAL DISTRICT	<u>36,951</u>	<u>45,091</u>	<u>39,774</u>

**2022 Budget  
Wastewater Unit Costs**

<u>VOLUME</u>	<u>BUDGET 2021</u>	<u>BUDGET 2022</u>	<u>% CHANGE</u>
FLOW (MGD)	32.53	33.53	3.07%
BOD (LBS/DAY)	61,299	61,964	1.08%
SUSPENDED SOLIDS (LBS/DAY)	36,951	39,774	7.64%
 <u>O &amp; M UNIT COSTS</u>			
FLOW (COST/1000 GAL)	\$0.5957	\$0.6415	7.69%
PEAK FLOW	\$0.0435	\$0.0315	-27.56%
BOD (COST/LB)	\$0.2030	\$0.2055	1.27%
SUSPENDED SOLIDS (COST/LB)	\$0.3349	\$0.3189	-4.78%
 <u>O &amp; M + DEBT SERVICE UNIT COSTS</u>			
FLOW (COST/1000 GAL)	\$0.8019	\$0.8614	7.42%
PEAK FLOW	\$0.0990	\$0.0851	-14.00%
BOD (COST/LB)	\$0.2539	\$0.2580	1.61%
SUSPENDED SOLIDS (COST/LB)	\$0.3968	\$0.3781	-4.70%
DOMESTIC EQUIV (COST/1000GAL)	\$1.9862	\$2.0075	1.07%

**2022 Budget  
Wastewater Treatment Charges**

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	\$9,397,598	\$9,368,535	-\$29,062	-0.31%
CLOQUET	\$1,006,748	\$1,053,638	\$46,891	4.66%
PROCTOR	\$327,748	\$341,820	\$14,072	4.29%
HERMANTOWN	\$511,351	\$578,737	\$67,387	13.18%
ESKO	\$146,702	\$162,337	\$15,635	10.66%
SCANLON	\$116,873	\$136,329	\$19,456	16.65%
CARLTON	\$113,973	\$117,347	\$3,373	2.96%
RICE LAKE	\$52,159	\$54,023	\$1,865	3.58%
TWIN LAKE	\$92,756	\$96,707	\$3,951	4.26%
PIKE LAKE	\$77,323	\$82,205	\$4,882	6.31%
KNIFE RIVER	\$20,354	\$19,976	-\$378	-1.86%
OLIVER	\$17,194	\$18,215	\$1,021	5.94%
THOMSON	\$9,371	\$9,874	\$503	5.37%
WRENSHALL	\$22,163	\$24,209	\$2,045	9.23%
JAY COOKE	\$2,759	\$2,515	-\$244	-8.85%
MIDWAY	\$5,050	\$4,902	-\$148	-2.93%
MPCA LANDFILL	\$11,827	\$9,049	-\$2,778	-23.49%
DULUTH/NORTH SHORE	\$49,443	\$48,068	-\$1,375	-2.78%
SUBTOTAL	\$11,981,391	\$12,128,486	\$147,095	1.23%
SAPPI	\$11,685,656	\$12,431,269	\$745,614	6.38%
GEORGIA PACIFIC DEBT SERV ONLY	\$32,088	\$19,881	-\$12,207	-38.04%
USG	\$479,239	\$542,890	\$63,652	13.28%
ST PAPER 1	\$1,018,679	\$1,188,398	\$169,719	16.66%
SPECIALTY MINERALS	\$225,296	\$155,224	-\$70,072	-31.10%
SUBTOTAL	\$13,440,958	\$14,337,663	\$896,705	6.67%
TOTAL DISTRICT	\$25,422,349	\$26,466,149	\$1,043,801	4.11%

**2022 Budget  
Wastewater Treatment Charges**

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	\$9,397,598	\$9,368,535	-\$29,062	-0.31%
CLOQUET	\$1,006,748	\$1,053,638	\$46,891	4.66%
PROCTOR	\$327,748	\$341,820	\$14,072	4.29%
HERMANTOWN	\$511,351	\$578,737	\$67,387	13.18%
ESKO	\$146,702	\$162,337	\$15,635	10.66%
SCANLON	\$116,873	\$136,329	\$19,456	16.65%
CARLTON	\$113,973	\$117,347	\$3,373	2.96%
RICE LAKE	\$52,159	\$54,023	\$1,865	3.58%
TWIN LAKE	\$92,756	\$96,707	\$3,951	4.26%
PIKE LAKE	\$77,323	\$82,205	\$4,882	6.31%
KNIFE RIVER	\$20,354	\$19,976	-\$378	-1.86%
OLIVER	\$17,194	\$18,215	\$1,021	5.94%
THOMSON	\$9,371	\$9,874	\$503	5.37%
WRENSHALL	\$22,163	\$24,209	\$2,045	9.23%
JAY COOKE	\$2,759	\$2,515	-\$244	-8.85%
MIDWAY	\$5,050	\$4,902	-\$148	-2.93%
MPCA LANDFILL	\$11,827	\$9,049	-\$2,778	-23.49%
DULUTH/NS	\$49,443	\$48,068	-\$1,375	-2.78%
SUBTOTAL	\$11,981,391	\$12,128,486	\$147,095	1.23%
	<u>Billed Estimate</u>			
SAPPI	\$12,870,258	\$12,431,269	-\$438,988	-3.41%
GEORGIA PACIFIC DEBT SERV ONLY	\$32,088	\$19,881	-\$12,207	-38.04%
USG	\$624,575	\$542,890	-\$81,684	-13.08%
ST PAPER 1 *	\$1,139,910	\$1,188,398	\$48,488	4.25%
<i>*Billed Estimate Reflects Entire Year for 2021</i>				
SPECIALTY MINERALS	\$157,200	\$155,224	-\$1,976	-1.26%
SUBTOTAL	\$14,824,031	\$14,337,663	-\$486,368	-3.28%
TOTAL DISTRICT	\$26,805,422	\$26,466,149	-\$339,272	-1.27%

**2022 Budget  
O&M Cost Comparison**

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	\$6,220,486	\$6,234,031	\$13,545	0.22%
CLOQUET	\$722,785	\$741,683	\$18,898	2.61%
PROCTOR	\$225,499	\$232,675	\$7,176	3.18%
HERMANTOWN	\$371,011	\$402,733	\$31,723	8.55%
ESKO	\$105,358	\$112,641	\$7,284	6.91%
SCANLON	\$93,100	\$103,087	\$9,987	10.73%
CARLTON	\$73,712	\$75,441	\$1,729	2.35%
RICE LAKE	\$35,440	\$36,656	\$1,216	3.43%
TWIN LAKE	\$71,401	\$72,526	\$1,124	1.57%
PIKE LAKE	\$56,600	\$59,368	\$2,768	4.89%
KNIFE RIVER	\$13,766	\$13,464	-\$302	-2.20%
OLIVER	\$12,559	\$13,072	\$513	4.09%
THOMSON	\$6,036	\$6,109	\$73	1.21%
WRENSHALL	\$15,395	\$16,357	\$963	6.25%
JAY COOKE	\$1,217	\$1,199	-\$18	-1.47%
MIDWAY	\$1,890	\$1,899	\$9	0.46%
MPCA LANDFILL	\$2,329	\$1,544	-\$785	-33.69%
DULUTH/NORTH SHORE	\$31,373	\$30,662	-\$711	-2.27%
SUBTOTAL	\$8,059,957	\$8,155,148	\$95,191	1.18%
SAPPI	\$8,428,454	\$9,058,491	\$630,037	7.48%
USG	\$279,396	\$350,801	\$71,405	25.56%
ST PAPER 1	\$0	\$207,158	\$207,158	
SPECIALTY MINERALS	\$154,542	\$94,551	-\$59,991	-38.82%
SUBTOTAL	\$8,862,391	\$9,711,001	\$848,610	9.58%
TOTAL DISTRICT	\$16,922,349	\$17,866,149	\$943,801	5.58%

**2022 Budget  
Debt Service Costs**

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	\$3,177,112	\$3,134,505	(\$42,607)	-1.34%
CLOQUET	\$283,962	\$311,955	\$27,992	9.86%
PROCTOR	\$102,249	\$109,146	\$6,897	6.75%
HERMANTOWN	\$140,340	\$176,004	\$35,664	25.41%
ESKO	\$41,344	\$49,695	\$8,352	20.20%
SCANLON	\$23,773	\$33,242	\$9,469	39.83%
CARLTON	\$40,261	\$41,905	\$1,644	4.08%
RICE LAKE	\$16,718	\$17,367	\$649	3.88%
TWIN LAKE	\$21,355	\$24,181	\$2,826	13.23%
PIKE LAKE	\$20,723	\$22,837	\$2,114	10.20%
KNIFE RIVER	\$6,588	\$6,513	(\$75)	-1.14%
OLIVER	\$4,635	\$5,142	\$507	10.94%
THOMSON	\$3,334	\$3,765	\$430	12.90%
WRENSHALL	\$6,769	\$7,852	\$1,083	16.00%
JAY COOKE	\$1,542	\$1,316	(\$226)	-14.67%
MIDWAY	\$3,160	\$3,003	(\$157)	-4.96%
MPCA LANDFILL	\$9,498	\$7,505	(\$1,993)	-20.99%
DULUTH/NORTH SHORE SUBTOTAL	\$18,070 \$3,921,434	\$17,406 \$3,973,338	(\$664) \$51,904	-3.68% 1.32%
SAPPI	\$3,257,202	\$3,372,779	\$115,576	3.55%
GEORGIA PACIFIC DEBT SERV ONLY	\$32,088	\$19,881	(\$12,207)	-38.04%
USG	\$199,842	\$192,089	(\$7,753)	-3.88%
ST PAPER 1	\$1,018,679	\$981,240	(\$37,439)	-3.68%
SPECIALTY MINERALS SUBTOTAL	\$70,755 \$4,578,566	\$60,673 \$4,626,662	(\$10,082) \$48,096	-14.25% 1.05%
TOTAL DISTRICT	\$8,500,000	\$8,600,000	\$100,000	1.18%

Senior Sanitary District

Service	Operating Expenses, based on Actual Flows and Loads				Debt Svc - based on Allocated Flows and Loads							
	Budget Basis	Flow	Excess Fl	BOD	TSS	TOTAL	FLOW	PEAK FLOW	TOTAL FLOW	BOD	TSS	TOTAL
Duluth-	Budget	\$2,973,587	\$403,817	\$982,813	\$1,873,813	\$6,234,031	\$1,376,070	\$935,381	\$2,314,451	\$323,993	\$499,061	\$3,134,
	Budget	\$269,262	\$50,046	\$128,800	\$293,576	\$741,683	\$112,433	\$93,376	\$205,809	\$37,109	\$69,037	\$311,
	Budget	\$105,363	\$17,717	\$39,763	\$69,832	\$232,675	\$48,415	\$34,198	\$82,613	\$11,336	\$15,197	\$109,
	Budget	\$152,191	\$36,240	\$86,277	\$128,025	\$402,733	\$58,777	\$52,227	\$111,004	\$29,542	\$35,458	\$176,
	Budget	\$48,280	\$9,132	\$19,731	\$35,498	\$112,641	\$18,516	\$15,106	\$33,622	\$6,621	\$9,453	\$49,
	DE	\$39,570	\$9,560	\$21,149	\$32,808	\$103,087	\$11,466	\$12,190	\$23,655	\$4,566	\$5,020	\$33,
	Budget	\$35,121	\$7,018	\$12,004	\$21,299	\$75,441	\$21,167	\$13,454	\$34,621	\$3,096	\$4,168	\$41,
	DE	\$14,048	\$3,451	\$7,508	\$11,648	\$36,656	\$6,842	\$5,302	\$12,144	\$2,468	\$2,755	\$17,
	Budget	\$16,390	\$3,797	\$21,899	\$30,440	\$72,526	\$7,217	\$6,489	\$13,707	\$5,013	\$5,461	\$24,
	DE	\$5,151	\$4,027	\$12,514	\$19,413	\$59,368	\$8,685	\$7,327	\$16,012	\$3,235	\$3,590	\$22,
	DE	\$5,151	\$1,289	\$2,753	\$4,271	\$13,464	\$2,081	\$2,622	\$4,703	\$851	\$958	\$6,
	DE	\$5,151	\$897	\$2,753	\$4,271	\$13,072	\$1,914	\$1,620	\$3,535	\$761	\$846	\$5,
	DE	\$2,341	\$575	\$1,251	\$1,941	\$6,109	\$1,412	\$1,070	\$2,482	\$614	\$669	\$3,
	DE	\$6,322	\$1,415	\$3,379	\$5,242	\$16,357	\$3,115	\$2,149	\$5,264	\$1,226	\$1,361	\$7,
	DE	\$468	\$92	\$250	\$388	\$1,199	\$518	\$300	\$818	\$229	\$269	\$1,
	DE	\$702	\$51	\$563	\$582	\$1,899	\$1,376	\$772	\$2,148	\$374	\$481	\$3,
	DE	\$468	\$437	\$250	\$388	\$1,544	\$3,317	\$1,578	\$4,894	\$1,220	\$1,390	\$7,
	DE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	DE	\$11,707	\$2,991	\$6,257	\$9,707	\$30,662	\$6,177	\$6,066	\$12,243	\$2,425	\$2,738	\$17,
ipilities		\$3,709,539	\$552,553	\$1,349,916	\$2,543,141	\$8,155,148	\$1,689,497	\$1,191,227	\$2,880,725	\$434,680	\$657,933	\$3,973,
ffice		\$0	\$0	\$0	\$0	\$0	\$4,748	\$1,852	\$6,600	\$10,679	\$2,603	\$19,
		\$3,683,322	\$86,286	\$3,188,515	\$1,920,368	\$9,058,491	\$1,314,181	\$469,647	\$1,783,828	\$1,075,809	\$513,141	\$3,372,
		\$117,070	\$86,286	\$1,125	\$2,677	\$207,158	\$335,237	\$156,549	\$491,786	\$434,712	\$54,742	\$981,
		\$105,363	\$8,629	\$108,785	\$128,025	\$350,801	\$48,766	\$23,482	\$72,248	\$43,182	\$76,659	\$192,
		\$56,194	\$2,991	\$450	\$34,916	\$94,551	\$21,776	\$9,784	\$31,560	\$166	\$28,947	\$60
erials		\$4,141,950	\$184,191	\$3,298,875	\$2,085,985	\$9,711,001	\$1,724,707	\$661,315	\$2,386,022	\$1,564,548	\$676,092	\$4,626
erials		\$7,851,488	\$736,744	\$4,648,791	\$4,629,126	\$17,866,149	\$3,414,205	\$1,852,542	\$5,266,747	\$1,999,228	\$1,334,025	\$8,600

**WLSSD DISTRICT-WIDE ALLOCATION  
2022 BUDGET**

	TAX CAPACITY			TAX CAPACITY		
	VALUE 2021 (THOUSANDS)	% OF TOTAL	DWA 2021	VALUE 2022 (THOUSANDS)	% OF TOTAL	DWA 2022
<b>ST. LOUIS COUNTY</b>						
DULUTH	\$84,237	61.99%	\$220,074	\$87,700	62.28%	\$221,104
HERMANTOWN	\$14,736	10.84%	\$38,499	\$14,844	10.54%	\$37,424
PROCTOR	\$2,841	2.09%	\$7,422	\$2,839	2.02%	\$7,158
CANOSIA	\$2,791	2.05%	\$7,292	\$2,901	2.06%	\$7,314
DULUTH TOWNSHIP	\$635	0.47%	\$1,660	\$655	0.47%	\$1,651
GRAND LAKE	\$3,315	2.44%	\$8,661	\$3,438	2.44%	\$8,668
LAKEWOOD *	\$641	0.47%	\$1,674	\$674	0.48%	\$1,699
MIDWAY *	\$546	0.40%	\$1,426	\$537	0.38%	\$1,354
RICE LAKE	\$3,745	2.76%	\$9,784	\$3,968	2.82%	\$10,004
SOLWAY *	\$549	0.40%	\$1,434	\$546	0.39%	\$1,376
<b>SUBTOTAL</b>	<b>\$114,036</b>	<b>83.92%</b>	<b>\$297,925</b>	<b>\$118,102</b>	<b>83.87%</b>	<b>\$297,751</b>
<b>CARLTON COUNTY</b>						
CARLTON/THOMSON	\$723	0.53%	\$1,889	\$704	0.50%	\$1,775
CLOQUET	\$9,378	6.90%	\$24,501	\$9,609	6.82%	\$24,226
SCANLON	\$837	0.62%	\$2,187	\$881	0.63%	\$2,221
WRENSHALL	\$379	0.28%	\$990	\$394	0.28%	\$993
SILVERBROOK*	\$595	0.44%	\$1,553	\$629	0.45%	\$1,585
THOMSON TOWNSHIP	\$6,662	4.90%	\$17,405	\$6,990	4.96%	\$17,623
TWIN LAKES	\$3,273	2.41%	\$8,551	\$3,501	2.49%	\$8,826
<b>SUBTOTAL</b>	<b>\$21,847</b>	<b>16.08%</b>	<b>\$57,075</b>	<b>\$22,708</b>	<b>16.13%</b>	<b>\$57,249</b>
<b>TOTAL DWA</b>	<b>\$135,882</b>	<b>100.00%</b>	<b>\$355,000</b>	<b>\$140,810</b>	<b>100.00%</b>	<b>\$355,000</b>

\* Charges for unsewered areas are based on 25% of net tax capacity.



### Cash/Investments per Fund

Fund	
240 City Sales Tax Fund	10,388,420
601 Water Fund	5,134,387
602 Sewer Fund	5,435,174
101 General Fund	3,800,770
235 Park Dedication	348,846
Other	<u>6,838,426</u>
Total	31,946,023

### Who holds our money

4M	5,609,704
RBC	17,174,303
Wells Fargo	5,927
TD Ameritrade	1,032,971
National Bank of Commerce	<u>8,123,118</u>
Total	31,946,023














### How our money is invested

	9/30/2021	6/30/2021	3/31/2021	12/31/2020	11/30/2015
Cash	8,123,118	4,729,110	4,797,921	7,460,932	8,677,550
Short Term Investment (Money Market)	5,612,816	6,578,759	9,795,498	8,531,872	1,820,749
Investment - Section 24 and Road Plan	1,032,971	2,349,897	991,182	1,471,845	
Long Term Investment	<u>17,177,118</u>	<u>16,222,195</u>	<u>13,013,298</u>	<u>13,800,810</u>	<u>3,924,540</u>
Total	31,946,023	29,879,961	28,597,899	31,265,459	14,422,839

### Year our Investments mature

2021	495,132
2022	4,444,999
2023	8,203,655
2024 and later	<u>4,033,333</u>
Total	17,177,118

**City of Hermantown**  
**Select Departmental and Funds Expenditure Actual to Budget Report**

		<b>TARGET (Q3 2021 )</b>	<b>ACTUAL (Q3 2021)</b>	<b>PERCENT UNDER (OVER)</b>
Administration & Finance		494,161	446,882	10%
Community Development		190,281	151,311	20%
Police Administration		2,237,567	2,147,122	4%
Fire Administration		390,870	390,870	0%
Street Dept. (Incl. Gen Eng)		564,965	575,312	-2%
Parks		96,909	136,948	-41%
Capital Equipment Transfer		257,250	-	100%
Facilities		250,270	267,397	-7%
Other		233,879	237,608	-2%
<b>General Fund Expenditure Total</b>		<b>4,716,151</b>	<b>4,353,450</b>	<b>8%</b>
Water		1,551,403	1,170,842	25%
Sewer		1,388,041	741,985	47%
Stormwater		364,658	134,861	63%
<b>Sales Tax Revenue</b>		<b>1,993,333</b>	<b>2,372,454</b>	<b>19%</b>

Sales Tax Revenue is 8 months actual and budget

Parks - Red due to Reimbursed Tree Grant expenditures and general expenditures over runs

Facilities - Red due to unexpected Firehall repairs at all 3 Firehalls

Street - Road maintenance over runs

Other - City Attorney costs more than budget



CITY OF HERMANTOWN  
CITY COUNCIL MEETING  
October 4, 2021  
6:30 p.m.

## **MEETING CONDUCTED IN PERSON & VIA ZOOM**

### **Pledge of Allegiance**

**ROLL CALL:** Councilors Geissler, Hauschild, Peterson, Mayor Boucher

**CITY STAFF:** John Mulder, City Administrator; Bonnie Engseth, City Clerk; Kevin Orme, Director of Finance & Administration; Eric Johnson; Community Development Director; Joe Wicklund, Communications Director; Steve Overom, City Attorney; David Bolf, City Engineer

**ABSENT:** Councilor Nelson

**VISITORS:** 6

### **ANNOUNCEMENTS**

#### **PUBLIC HEARING - 2022 Fee Schedule – Increase of Planning & Zoning Fees**

##### **NOTICE OF PUBLIC HEARING ON 2022 FEE SCHEDULE – INCREASE OF PLANNING & ZONING FEES**

NOTICE IS HEREBY GIVEN, that the City Council of the City of Hermantown will meet in the Council Chambers of Governmental Services Building, 5105 Maple Grove Road, Hermantown, Minnesota, at 6:30 p.m. on Monday, October 4, 2021 to consider the 2022 Fee Schedule – Increase of Planning & Zoning Fees effective January 1, 2022.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting. Written or oral comments are encouraged and will be considered at this hearing.

The Public Hearing held Monday, October 4, 2021 regarding the 2022 Fee Schedule – Increase of Planning & Zoning Fees has been recorded but not transcribed. There were no persons speaking regarding this project.

Public Hearing closed at 6:33 p.m.

### **COMMUNICATIONS**

Communications 21-162 through and including 21-173 were read and placed on file.

### **PRESENTATIONS**

### **PUBLIC DISCUSSION**

### **CONSENT AGENDA**

Motion made by Councilor Peterson, seconded by Councilor Geissler to approve the Consent Agenda which includes the following items:

- A. Approve September 20, 2021 City Council Continuation Minutes
- B. Approve general city warrants from September 16, 2021 through September 30, 2021 in the amount of \$1,071,845.55

Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

## **MOTIONS**

## **ORDINANCES**

**2021-09**      An Ordinance Amending Hermantown Code Of Ordinances Section 270 – Fee Schedule

First Reading

## **RESOLUTIONS**

**2021-122**      Resolution Approving Change Order Number 2 For Road Improvement District No. 537 (Lavaque Junction Road)

Motion made by Councilor Hauschild, seconded by Councilor Geissler to adopt Resolution 2021-122, Resolution Approving Change Order Number 2 For Road Improvement District No. 537 (Lavaque Junction Road). Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-123**      Resolution Approving Pay Request Number 6 For Road Improvement District No. 537 (Lavaque Junction Road) To Ulland Brothers, Inc. In The Amount Of \$224,407.10

Motion made by Councilor Peterson, seconded by Councilor Hauschild to adopt Resolution 2021-123, Resolution Approving Pay Request Number 6 For Road Improvement District No. 537 (Lavaque Junction Road) To Ulland Brothers, Inc. In The Amount Of \$224,407.10. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-124**      Resolution Approving A Special Use Permit For The Construction Of A Two-Family Home In A R-3 Residential Zoning District

Motion made by Councilor Geissler, seconded by Councilor Peterson to adopt Resolution 2021-124, Resolution Approving A Special Use Permit For The Construction Of A Two-Family Home In A R-3 Residential Zoning District. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-125**      Resolution Approving Change Order Number 7 For Sewer Improvement District No. 448

Motion made by Councilor Hauschild, seconded by Councilor Geissler to adopt Resolution 2021-125, Resolution Approving Change Order Number 7 For Sewer Improvement District No. 448. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-126**      Resolution Approving Pay Request Number 14 For Sewer Improvement District No. 448 To Utility Systems Of America, Inc. In The Amount Of \$175,610.15

Motion made by Councilor Peterson, seconded by Councilor Hauschild to adopt Resolution 2021-126, Resolution Approving Pay Request Number 14 For Sewer Improvement District No. 448 To Utility Systems Of America, Inc. In The Amount Of \$175,610.15. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-127**      Resolution Approving Amendments To Planned Unit Development For The Plat Of Pine View

Motion made by Councilor Peterson, seconded by Councilor Hauschild to adopt Resolution 2021-127, Resolution Approving Amendments To Planned Unit Development For The Plat Of Pine View. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-128**      Resolution Approving Preliminary And Final Plat Of Red Tail Hawk And Imposing Conditions On The Final Plat

Motion made by Councilor Geissler, seconded by Councilor Hauschild to adopt Resolution 2021-128, Resolution Approving Preliminary And Final Plat Of Red Tail Hawk And Imposing Conditions On The Final Plat. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

**2021-129**      Resolution Approving Preliminary And Final Planned Unit Development For Red Tail Hawk Development

Motion made by Councilor Peterson, seconded by Councilor Hauschild to adopt Resolution 2021-129, Resolution Approving Preliminary And Final Planned Unit Development For Red Tail Hawk Development. Roll Call: Councilors Geissler, Hauschild, Peterson, Mayor Boucher, aye. Councilor Nelson, absent. Motion carried.

Motion made by Councilor Peterson, seconded by Councilor Geissler to recess the meeting at 6:57 p.m. Motion carried.

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Mayor

ATTEST:

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Clerk

**CITY OF HERMANTOWN**

CHECKS #67941-67983  
10/01/2021-10/15/2021

PAYROLL CHECKS

Electronic Checks - #70214-70253 72,216.10

LIABILITY CHECKS

Electronic Checks - #70209-70213 \$55,477.52

Check - #67981-67982 \$934.19

**PAYROLL EXPENSE TOTAL \$128,627.81**

ACCOUNTS PAYABLE

Check - #67941-67980 \$258,584.95

Check - #67983 \$2,926.25

Electronic Payments -#-99841-99844 \$48,843.98

**ACCOUNTS PAYABLE TOTAL \$310,355.18**

**TOTAL \$438,982.99**

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	414100	Elections	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	18.75	-99844
101	415300	Administration & Finance	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	3,718.75	-99844
101	419100	Community Development	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	1,250.00	-99844
101	419901	City Hall & Police Building Maintenance	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	812.50	-99844
101	421100	Police Administration	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	21,250.00	-99844
101	422901	Firehall #1 Maple Grove Road	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	250.00	-99844
101	424100	Building Inspection	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	1,437.50	-99844
101	431100	Street Department	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	3,787.50	-99844
101	431901	City Garage	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	250.00	-99844
101	452100	Parks	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	250.00	-99844
260	456101	Cable	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	37.50	-99844
230	465100	HEDA	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	193.75	-99844
101	490100	Cemetery	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	25.00	-99844
601	494300	Water Distribution	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	2,875.00	-99844
601	494400	Water Administration and General	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	1,162.50	-99844
602	494500	Sewer Maintenance	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	1,687.50	-99844
602	494900	Sewer Administration and General	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	787.50	-99844
101	452200	Community Building	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	125.00	-99844
603	441100	Storm Water	FURTHER ELECTRONIC PAYMENTS	4th Qtr VEBA	1,956.25	-99844
101	217450	Employee Flexplan	FURTHER ELECTRONIC PAYMENTS	Claim Reimbursement - Electron	185.00	-99843
101	415300	Administration & Finance	FIRST BANKCARD	Aug First Bankcard Orme	9.74	-99842
101	415300	Administration & Finance	FIRST BANKCARD	Aug First Bankcard Orme	99.00	-99842
101	419901	City Hall & Police Building Maintenance	FIRST BANKCARD	Aug First Bankcard Heinbuch	57.58	-99842
101	419901	City Hall & Police Building Maintenance	FIRST BANKCARD	Aug First Bankcard Heinbuch	400.52	-99842
101	419901	City Hall & Police Building Maintenance	FIRST BANKCARD	Aug First Bankcard Heinbuch	193.99	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Esterbrooks	489.82	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Dwyer	8.63	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Leibel	28.16	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Enright	302.44	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Ross	45.80	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Leibel	92.89	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Johnson	76.44	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Leibel	92.24	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Dwyer	31.09	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Crace	12.95	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Crace	35.87	-99842
101	421100	Police Administration	FIRST BANKCARD	Aug First Bankcard Sorensen	88.37	-99842
101	431100	Street Department	FIRST BANKCARD	Aug First Bankcard Senst	173.38	-99842

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	452100	Parks	FIRST BANKCARD	Aug First Bankcard Senst	429.95	-99842
101	452100	Parks	FIRST BANKCARD	Aug First Bankcard Senst	71.98	-99842
101	452100	Parks	FIRST BANKCARD	Aug First Bankcard Senst	2,439.22	-99842
601	494300	Water Distribution	FIRST BANKCARD	Aug First Bankcard Senst	242.91	-99842
601	494400	Water Administration and General	FIRST BANKCARD	Aug First Bankcard Orme	3.25	-99842
601	494400	Water Administration and General	FIRST BANKCARD	Aug First Bankcard Senst	250.00	-99842
602	494500	Sewer Maintenance	FIRST BANKCARD	Aug First Bankcard Bjonskaas	40.22	-99842
602	494900	Sewer Administration and General	FIRST BANKCARD	Aug First Bankcard Orme	3.25	-99842
275	452200	Community Building	FIRST BANKCARD	Aug First Bankcard Orme	354.90	-99842
275	452200	Community Building	FIRST BANKCARD	Aug First Bankcard Orme	158.46	-99842
275	452200	Community Building	FIRST BANKCARD	Aug First Bankcard Orme	456.32	-99842
101	452200	Community Building	FIRST BANKCARD	Aug First Bankcard Heinbuch	34.96	-99842
101	415300	Administration & Finance	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	11.10	-99841
101	419100	Community Development	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	0.80	-99841
101	419901	City Hall & Police Building Maintenance	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	0.80	-99841
101	421100	Police Administration	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	33.90	-99841
101	431100	Street Department	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	4.00	-99841
601	494400	Water Administration and General	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	3.62	-99841
602	494900	Sewer Administration and General	FURTHER ELECTRONIC PAYMENTS	Monthly Participant Fee Oct	5.43	-99841
101	415300	Administration & Finance	ADVANTAGE EMBLEM & SCREEN PRINTING INC	Melde Employee Recognition	23.98	67941
101	452100	Parks	BEDROCK-FLINT INC	Masonry Work at Soccer Buildin	7,200.00	67942
475	431150	Street Improvements	BRAUN INTERTEC CORPORATION	MnDOT PvmntTest/ProjMngmt Lav	2,050.00	67943
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at FD/PD	30.72	67944
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at CH	8.88	67944
101	431100	Street Department	CINTAS CORPORATION	Uniforms	10.80	67944
101	431100	Street Department	CINTAS CORPORATION	Uniforms	83.78	67944
101	431100	Street Department	CINTAS CORPORATION	Uniforms	86.12	67944
101	431100	Street Department	CINTAS CORPORATION	Uniforms	10.80	67944
101	431100	Street Department	CINTAS CORPORATION	Uniforms	26.81	67944
101	431100	Street Department	CINTAS CORPORATION	Uniforms	10.80	67944
101	431901	City Garage	CINTAS CORPORATION	Mats at PW	7.00	67944
101	431901	City Garage	CINTAS CORPORATION	Supplies	30.00	67944
101	431901	City Garage	CINTAS CORPORATION	1st Aid Cabinet	192.54	67944
101	431901	City Garage	CINTAS CORPORATION	Supplies	15.00	67944
101	431901	City Garage	CINTAS CORPORATION	Mats at PW	25.48	67944
101	431901	City Garage	CINTAS CORPORATION	Mats at PW	7.00	67944
101	431901	City Garage	CINTAS CORPORATION	Supplies	130.00	67944
101	431901	City Garage	CINTAS CORPORATION	Supplies	15.00	67944



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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	415300	Administration & Finance	CITIES DIGITAL INC	Scanner DR-M1060	659.93	67945
601	494400	Water Administration and General	CITIES DIGITAL INC	Scanner DR-M1060	329.96	67945
602	494900	Sewer Administration and General	CITIES DIGITAL INC	Scanner DR-M1060	329.96	67945
101	431100	Street Department	COMPASS MINERALS AMERICA	Road Salt 2021 State Bid	10,027.57	67946
101	431100	Street Department	COMPASS MINERALS AMERICA	Road Salt 2021 State Bid	4,049.15	67946
101	431100	Street Department	COMPASS MINERALS AMERICA	Road Salt 2021 State Bid	5,597.71	67946
275	452200	Community Building	CW TECHNOLOGY GROUP INC	EWC -CW Care Oct-Dec	2,640.00	67947
101	431100	Street Department	DSC COMMUNICATIONS	FCC License for Truck Radios	185.00	67948
602	494500	Sewer Maintenance	FERGUSON WATERWORKS #2516	Manhole Umbrella	165.76	67949
101	431901	City Garage	GOODIN COMPANY INC	Birdproof Top & Pipe	83.60	67950
101	421100	Police Administration	GREAT LAKES MOBIL LUBE EXPRESS	Oil Change Squad 12	43.73	67951
101	421100	Police Administration	GREAT LAKES MOBIL LUBE EXPRESS	Oil Change Squad 14	43.73	67951
101	419901	City Hall & Police Building Maintenance	HARTEL'S/DBJ DISPOSAL CO LLC	Garbage Recycling September	414.34	67952
101	419100	Community Development	HERMANTOWN STAR LLC	Public Hearing P&Z	82.50	67953
101	419100	Community Development	HERMANTOWN STAR LLC	Public Hearing 2022 Fee Schedu	33.00	67953
101	421100	Police Administration	HERMANTOWN STAR LLC	Ordinance 2021-07	231.00	67953
402	431150	Street Improvements	HOME MENDERS INC	Curb Patching - Arrowhead Rd	23,362.00	67954
603	441100	Storm Water	HOME MENDERS INC	Curb Patching - Arrowhead Rd	32,038.00	67954
602	494500	Sewer Maintenance	KRAEMER CONSTRUCTION, INC.	Stainless tube-Ugstad #2 LS	2,160.00	67955
101	419901	City Hall & Police Building Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Building	93.14	67956
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Car Wash PD	190.04	67956
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Gas PD	3,666.44	67956
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Gas Street	441.77	67956
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Car Wash PW	10.00	67956
601	494300	Water Distribution	KWIK TRIP EXTENDED NETWORK	Gas Utility	566.01	67956
602	494500	Sewer Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Utility	377.34	67956
101	424100	Building Inspection	M-R SIGN CO INC	911 Signs (15)	346.25	67957
101	431100	Street Department	M-R SIGN CO INC	Street Signs	237.18	67957
101	431100	Street Department	M-R SIGN CO INC	Street Signs	1,497.96	67957
101	419901	City Hall & Police Building Maintenance	MENARD INC	Floor Mop CH	11.97	67958
101	431901	City Garage	MENARD INC	Batteries & Flashlight	105.67	67958
601	494300	Water Distribution	MENARD INC	H2O Tower Conduit & Heater	23.70	67958
601	494300	Water Distribution	MENARD INC	Wire Hwk Crcl Wtr Tower & Heat	141.02	67958
601	494300	Water Distribution	MENARD INC	Wire/Breaker Hwk Crcl Wtr Towe	73.95	67958
601	494300	Water Distribution	MENARD INC	Rigid Insulation Wtr Tower Roo	27.96	67958
101	452200	Community Building	MENARD INC	LED Old CH	18.97	67958
101	421100	Police Administration	METRO SALES INC	Copier Lease	388.29	67959
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas - CH/PD	258.73	67960

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas CH/PD	47.93	67960
101	422901	Firehall #1 Maple Grove Road	MN ENERGY RESOURCES CORP	Natural Gas - FH#1	316.23	67960
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Comm Building	28.79	67960
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas old CH	54.73	67960
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr	22.72	67960
601	494400	Water Administration and General	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr	25.98	67960
602	494900	Sewer Administration and General	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr	16.24	67960
275	452200	Community Building	MN ENERGY RESOURCES CORP	Natural Gas EWC	4,077.64	67960
101	452200	Community Building	MN ENERGY RESOURCES CORP	Natural Gas old CH	6.08	67960
601	494300	Water Distribution	MN MUNICIPAL UTILITIES ASSN	2021 Annual Drug/Alco testing	108.50	67961
602	494500	Sewer Maintenance	MN MUNICIPAL UTILITIES ASSN	2021 Annual Drug/Alco testing	108.50	67961
275	452200	Community Building	MN POLLUTION CONTROL AGENCY	EWC-Petroleum Brownfields Reim	250.00	67962
275	452200	Community Building	MN POLLUTION CONTROL AGENCY	EWC- VIC Reimbursements	62.50	67962
101	431100	Street Department	NAPA AUTO PARTS	Headlight H3	9.69	67963
101	431100	Street Department	NAPA AUTO PARTS	Toggle Switch H3	33.57	67963
101	431901	City Garage	NAPA AUTO PARTS	Latex Gloves	30.99	67963
101	415300	Administration & Finance	NORTHERN BUSINESS PRODUCTS	Envelopes/Files	38.87	67964
101	415300	Administration & Finance	NORTHERN BUSINESS PRODUCTS	Chair Mats	362.08	67964
101	431100	Street Department	NORTHLAND CONSTRUCTORS OF DULUTH, LLC	Lindah Rd 2021 Upgrade	78,330.36	67965
412	419100	Community Development	NORTHLAND CONSULTING ENGINEERS L.L.P.	Keene Creek Trail	390.00	67966
101	419100	Community Development	NORTHLAND CONSULTING ENGINEERS L.L.P.	PO 2320 Accurate Auto	325.00	67966
240	433200	Water Tower	NORTHLAND CONSULTING ENGINEERS L.L.P.	Water Tower RFP	480.00	67966
601	494400	Water Administration and General	NORTHLAND CONSULTING ENGINEERS L.L.P.	Morris Thomas Rd - Utility Rel	390.00	67966
602	494900	Sewer Administration and General	NORTHLAND CONSULTING ENGINEERS L.L.P.	PO 2336 Sanitary Availability	130.00	67966
402	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	PO 2312 Bridge Inspections	80.00	67966
475	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	RichardLindgren-SAP202-080-003	9,310.00	67966
475	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Lavaque Junction Rd Reconstruc	8,480.00	67966
402	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Ugstad Rd - SP 202-101-014	650.00	67966
101	431130	City Engineer	NORTHLAND CONSULTING ENGINEERS L.L.P.	Pre-Agenda,City Council, 4 SQ	1,560.00	67966
240	432510	Trunk Sewer Construction	NORTHLAND CONSULTING ENGINEERS L.L.P.	HT Trunk Sewer Spur Sec 24	5,135.00	67966
101	415300	Administration & Finance	PITNEY BOWES GLOBAL FINANCIAL SVCS	QTRLY Pstg Meter Lease Jul-Oct	269.13	67967
101	415300	Administration & Finance	PITNEY BOWES PURCHASE POWER	Refill Postage Meter 4745753	140.41	67968
101	419100	Community Development	PITNEY BOWES PURCHASE POWER	Refill Postage Meter 4745753	104.04	67968
101	421100	Police Administration	PITNEY BOWES PURCHASE POWER	Refill Postage Meter 4745753	235.11	67968
101	424100	Building Inspection	PITNEY BOWES PURCHASE POWER	Refill Postage Meter 4745753	49.58	67968
601	494400	Water Administration and General	PITNEY BOWES PURCHASE POWER	Refill Postage Meter 4745753	105.82	67968
602	494900	Sewer Administration and General	PITNEY BOWES PURCHASE POWER	Refill Postage Meter 4745753	70.54	67968
601	494400	Water Administration and General	PRO PRINT INC	1,000 #10 Window Envelopes- Ut	85.64	67969

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
602	494900	Sewer Administration and General	PRO PRINT INC	1,000 #10 Window Envelopes- Ut	85.64	67969
601	494300	Water Distribution	PROCTOR BUILDERS	Hawk Circle H2O Tower SCADA Ro	36.95	67970
101	431100	Street Department	SATHERS, LLC	Class 5 - Crushed Material	189.00	67971
602	494500	Sewer Maintenance	SJE-RHOMBUS, INC.	SCADA Monitoring Jul-Sept 2021	1,264.50	67972
412	419100	Community Development	ST LOUIS COUNTY AUDITOR	Bike/Ped X/Down Arrow Signs	555.00	67973
230	465100	HEDA	STORY NORTH PRODUCTIONS	Video Production & Photos	1,155.00	67974
601	220100	Refund Payable	SUMBS, LARRY	Overpayment Acct 1933-01	5.90	67975
101	421100	Police Administration	TACTICAL SOLUTIONS	Radar Certifications	424.00	67976
101	415300	Administration & Finance	TOSHIBA FINANCIAL SERVICES	Copier Lease Toshiba	145.57	67977
101	421100	Police Administration	TROY'S BP AMOCO INC	Rotate Tires Squad 17	20.00	67978
101	421100	Police Administration	TROY'S BP AMOCO INC	Tires Squad 18	687.68	67978
101	415300	Administration & Finance	WICKLUND, JOE	Cell Phone Stipend Jan-June	150.00	67979
602	494500	Sewer Maintenance	WLSSD	Wastewater Charges	41,026.00	67980
602	494500	Sewer Maintenance	BRAUN INTERTEC CORPORATION	Sanitary Sewer Inspections	1,963.75	67983
475	431150	Street Improvements	BRAUN INTERTEC CORPORATION	MnDotSoilTest/ProjMgntLavJct	962.50	67983

Totals: 167 records printed

310,355.18

**TO:** Mayor & City Council

**FROM:** Kevin Orme, Director of  
Finance & Administration



**DATE:** October 13, 2021

**Meeting Date:** 10/18/21

**SUBJECT:** Ordinance - Section 270 - Fee Schedule      **Agenda Item: 11-A**      **Ordinance 2021-09**

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**REQUESTED ACTION**

**Second Reading of the Ordinance for the 2022 Fee Schedule**

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**BACKGROUND**

Each year, the department heads are asked to review the Fee Schedule. The document following this memo shows in red all the proposed changes to the Fee Schedule beginning January 1, 2022.

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**SOURCE OF FUNDS (if applicable)**

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**ATTACHMENTS**

Summary of Changes

**Ordinance No. 2021-09**

The City Council of the City of Hermantown does ordain:

**AN ORDINANCE AMENDING HERMANTOWN CODE OF ORDINANCES SECTION 270 -  
FEE SCHEDULE**

Section 1. Amendment of Section 270 - Fee Schedule. Section 270 is hereby amended as follows:

See attached Exhibit A.

The terms and provisions of Section 270 remain in full force and effect except as modified as shown on Exhibit A.

Section 2. Nexus. Pursuant to Minnesota Statutes § 462.353, Subd.4 (2008), as it may be amended from time to time, the City has determined that there is a nexus between the fees and the City's costs and purposes based upon the City's actual costs in providing the services described above. The City's actual costs include employee time for investigative services as well as administrative costs and expenses.

Section 3. Added to Code. The terms and provisions of this ordinance shall be added in the appropriate place in Title 2 of the Hermantown City Code after adoption and becoming effective.

Section 4. Effective Date. The provisions of this Ordinance shall be effective after adoption immediately upon publication once in the official newspaper of the City of Hermantown.

Dated:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Adopted:

Published:

Effective Date:

## CEMETERY/BURIAL

- Burial		
- Non-winter weekday	<del>\$550</del>	\$600
- Non-winter weekend	<del>\$750</del>	\$800
- Winter weekday (Nov 1 - Mar 31)	<del>\$750</del>	\$800
- Winter weekend (Nov 1 - Mar 31)	<del>\$1,000</del>	\$1,250
- Burial of Urn		
- New Plot	<del>\$325</del>	\$350
- Shared Plot	<del>\$205</del>	\$225
- Winter - New Plot (Nov 1 - Mar 31)	<del>\$500</del>	\$550
- Winter - Shared Plot (Nov 1 - Mar 31)	<del>\$440</del>	\$450
- Weekend	<del>\$750</del>	\$1,000

## LIQUOR LICENSE FEES:

- Sunday License	<del>\$205</del>	\$200
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## PLANNING & ZONING DEPARTMENT

Administrative Appeal	<del>\$185</del>	\$200
Park Fee		
- <del>per parcel created</del> <b>Single Family, Two Family, Three Family Residential Parcel</b>	\$1,100	
- <del>per unit (PUD)</del> <b>Multi-family, 2+bedroom units</b>	<del>\$1,100</del>	\$800
- <del>per acre (Commercial/Industrial)</del> <b>Multi-family, 1 bedroom and studio</b>	<del>\$1,100</del>	\$400
- <b>Commercial and Industrial</b>	\$1,100 per acre	
- <b>Planned Unit Development</b>	Proportional to Mix of Development	
Parcel Split Review Fee		
Fee per Split Reviewed	<del>\$250</del>	\$300
Planned Unit Development Approval*		
PUD Fee	<del>\$665</del>	\$700
*Plus Professional Fee		
Subdivision Plan Approval		
- Preliminary	<del>\$300</del>	\$350
- Final	<del>\$270</del>	\$300
- Combined process	<del>\$500</del>	\$600
Wetland Permits *		
- De minimus Exemption	<del>\$200</del>	\$225
- Delineation	<del>\$150</del>	\$175
- No Loss Determination	<del>\$200</del>	\$225

## POLICE DEPARTMENT

Administrative Parking Violations under Hermantown Code Section 830

-Handicapped \$200  
 -All other Parking Violations \$30

**UTILITIES DEPARTMENT (WATER/SEWER)**

Administrative fee in delinquent utility property tax

certification	\$50	\$100
Administrative fee in delinquent utility property tax Certification — 2 <sup>nd</sup> and ongoing years	\$75	remove
<b>Assessment Construction Project Admin. Fee</b>	3.5%	
<b>City Contracts up to 10 yrs</b>	— 8.0%	remove
<b>Customers without radio read meters (monthly)</b>	— \$25	remove
<b>Excavating Contractor's License</b>	\$175	\$200
- Permit	\$25	\$50
<b>Excavating Permit for Private Person</b>	\$25	\$50
<b>Fats, Oil, Grease (FOG Program)</b>		\$100
<b>Sewer Service Surcharge</b>	\$50	Monthly
<b>Water Filling Station ( per 1008 gallons)</b>	\$14	\$15

**Water Rates: (per 1,000 gallons)**

Residential Tier 1 (up to 2,500 gallons)	<del>\$8.15</del>	\$8.48
Residential Tier 2 (between 2,501-4,500 gallons)	<del>\$9.38</del>	\$9.76
Residential Tier 3 (over 4,501 gallons)	<del>\$10.32</del>	\$10.73

**Multi Family**

Multi-Family Tier 1 (all usage)	<del>\$9.38</del>	\$9.76
Multi-Family Tier 2 (all usage)	<del>\$9.38</del>	\$9.76
Multi-Family Tier 3 (all usage)	<del>\$9.38</del>	\$9.76

**Commercial**

Tier 1 (up to 20,000 gallons)	<del>\$8.43</del>	\$8.77
Tier 2 (between 20,001-50,000 gallons)	<del>\$8.87</del>	\$9.22
Tier 3 (over 50,001 gallons)	<del>\$9.74</del>	\$10.13

**Irrigation**

Tier 1 (all usage)	<del>\$10.32</del>	\$10.73
Tier 1 (all usage)	<del>\$10.32</del>	\$10.73
Tier 3 (all usage)	<del>\$10.32</del>	\$10.73

Temporary meter rental (construction and hydrant) \$150 per season

**Service charges - billed monthly**

<b>5/8" to 1" meter</b>	<del>\$9.00</del>	\$9.36
<b>1 1/4" meter</b>	<del>\$13.50</del>	\$14.04
<b>1 1/2" meter</b>	<del>\$13.50</del>	\$14.04
<b>2" meter</b>	<del>\$33.75</del>	\$35.10
<b>3" meter</b>	<del>\$39.37</del>	\$40.94

4" meter	<del>\$50.62</del>	\$52.64
6" meter	<del>\$73.11</del>	\$76.03
<b>On/Off Fees</b>		
Snowbirds	<del>\$15</del>	\$25
Reconnection for delinquent accounts	<del>\$50</del>	\$75
<b>Water Hookups</b>		
Residential (includes duplex)	<del>\$800</del>	\$850
<b>Irrigation Meter</b>		\$850
Commercial	<del>\$1,300</del>	\$1,400
<b><u>Sewer Rates: (per 1,000 gallons)</u></b>		
Residential Tier 1 (all usage)	<del>\$10.15</del>	\$10.40
Multi-Family Tier 1 (all usage)	<del>\$10.15</del>	\$10.40
Commercial Tier 1 (all usage)	<del>\$10.15</del>	\$10.40
Flat Rate Tier 2 – Residential Average (2,500 gallons)	<del>\$25.37</del>	\$31.21
Flat Rate Tier 3 – Commercial Average (4,500 gallons)	<del>\$45.66</del>	\$46.80
<b>Service charge - monthly</b>	<del>\$3.24</del>	\$3.32
<b>Minimum sewer charges</b>		
Service charge	<del>\$3.24</del>	\$3.32
<b>Sewer Hookup</b>		
Residential (includes duplex)	<del>\$800</del>	\$850
Permit	\$85	
Commercial	<del>\$2,000</del>	\$2,200
<b>Permit</b>		\$85



**Resolution No. 2021-130**

**RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR  
AND CITY CLERK TO EXECUTE AND DELIVER A COOPERATIVE AGREEMENT  
BETWEEN ST. LOUIS COUNTY AND THE CITY OF HERMANTOWN  
FOR 2022 CRACK SEALING CP 0000-477572**

WHEREAS, St. Louis County intends to undertake a crack sealing project on various paved roads (CP-0000-447572), hereinafter referred to as the “County Project”; and

WHEREAS, City of Hermantown intends to undertake a crack sealing project on Arrowhead Road between Trunk Highway 53 and Ugstad Road hereinafter will be referred to as the “City of Hermantown Project”; and

WHEREAS, the County Project and City of Hermantown Project shall be hereinafter referred to together as the “Project”; and

WHEREAS, St. Louis County shall prepare a contract for the construction of the County Project and City of Hermantown Project as provided for in the attached Agreement hereto as Exhibit A; and

WHEREAS, the City Administrator and City Council have reviewed the Agreement and believe that it is in the best interest of the City of Hermantown to approve the Agreement and authorize and direct the Mayor and City Clerk to execute and deliver it on behalf of the City of Hermantown.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hermantown, Minnesota as follows:

1. An Agreement substantially in the form of the one attached hereto as Exhibit A is hereby approved.
2. The Mayor and City Clerk are hereby authorized and directed to execute and deliver the Agreement on behalf of the City.

Councilor \_\_\_\_ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor \_\_\_\_ and, upon a vote being taken thereon, the following voted in favor thereof:

Councilors

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 18, 2021.

**EXHIBIT A**  
**Cooperative Agreement**

## AGREEMENT

THIS AGREEMENT is between the CITY OF HERMANTOWN, a duly organized City within the County of St. Louis within the State of Minnesota, hereinafter referred to as "CITY OF HERMANTOWN", and the COUNTY OF ST. LOUIS, a duly organized county within the State of Minnesota, hereinafter referred to as "ST LOUIS COUNTY".

WITNESSETH:

WHEREAS, ST LOUIS COUNTY intends to undertake a Crack Sealing project on various paved roads (CP 0000-447572), hereinafter referred to as the "County Project"; and

WHEREAS, CITY OF HERMANTOWN intends to undertake a Crack Sealing project on Arrowhead Road between Trunk Highway 53 and Ugstad Road; hereinafter referred to as the "City of Hermantown Project"; and

WHEREAS, the County Project and City of Hermantown Project shall be hereinafter referred to together as the "Project"; and

WHEREAS, ST LOUIS COUNTY shall prepare a contract for the construction of the County Project and City of Hermantown Project as provided for below intended for letting and construction as a single, unitary construction project in 2022 (the "Contract"), and it is justified and mutually beneficial for CITY OF HERMANTOWN and ST LOUIS COUNTY to combine these projects to mutually benefit from economies of scale, mobilization, and contract administration; and

WHEREAS, ST LOUIS COUNTY will advertise, bid, and enter into a contract with the low bidder for construction of the Project.

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the aforementioned project, of ST LOUIS COUNTY's and CITY OF HERMANTOWN's paved streets and highways the parties hereby agree to the following:

1. ST LOUIS COUNTY shall prepare plans and specifications for the construction of the Project. ST LOUIS COUNTY shall include the plans and specifications in the proposed bid package, from which the costs for the City of Hermantown Project will be determined by the bid prices in accordance with the terms of the proposal.
2. ST LOUIS COUNTY and CITY OF HERMANTOWN shall perform, by contract, the construction work provided for in the Plan, with the construction costs of the County Project covered by the County and the construction costs of the City of Hermantown Project covered by the CITY OF HERMANTOWN. ST LOUIS COUNTY, shall prepare bid documents by compiling pay items from the County Project and City of Hermantown Project, and shall award the contract for said projects to the lowest

- responsible bidder in accordance with current specifications. After contract letting, and prior to contract award, ST LOUIS COUNTY will provide CITY OF HERMANTOWN with an abstract of all bids received. CITY OF HERMANTOWN will promptly review bid information. The County will award the Contract if the low bid is no more than 20 percent over the engineers estimate for the City of Hermantown Project without further approval from the CITY OF HERMANTOWN.
3. ST LOUIS COUNTY shall perform all construction engineering, staking, inspection, material certification and acceptance, and measurement of all items in accordance with State Aid standard for the Project.
  4. All further costs for change orders, work orders and supplemental agreements related to the County Project shall be allocated to and paid for by the County. All further costs for change orders related to the City of Hermantown Project shall be allocated to and paid for by CITY OF HERMANTOWN.
  5. CITY OF HERMANTOWN will pay ST LOUIS COUNTY \$500 for plan preparation and construction administration
  6. ST LOUIS COUNTY shall take all actions necessary to prepare the Project for construction, including, but not limited to obtaining any and all applicable environmental permits as required by law, temporary storage sites, temporary or permanent easements, and site restoration at its cost and expense.
  7. In the event that CITY OF HERMANTOWN takes any action, except as authorized by this Agreement that results in lost time or efficiency or a delay of completion of the County's construction of the County Project, CITY OF HERMANTOWN shall bear the full financial responsibility for any claims or causes of action arising therefrom.
  8. CITY OF HERMANTOWN will pay to ST LOUIS COUNTY, within thirty (30) days after award of Contract, an amount equal to ninety-five percent (95%) of the estimated cost of CITY OF HERMANTOWN's portion of the City of Rice Project, based on the contract unit prices as contained in the successful Contractor's bidding documents.
  9. CITY OF HERMANTOWN shall make final payment to ST LOUIS COUNTY after final acceptance of the City of Hermantown Project. Payment will be due within thirty (30) days of receipt of a valid statement of final Contract quantities for CITY OF HERMANTOWN's cost as described herein. If any funds are received by ST LOUIS COUNTY in excess of the project costs, they will be returned to CITY OF HERMANTOWN without interest.
  10. ST LOUIS COUNTY shall require all contractors and subcontractors performing work on the project described in this agreement to name CITY OF HERMANTOWN

as an insured party in the amounts listed in the insurance requirements contained in the Plan.

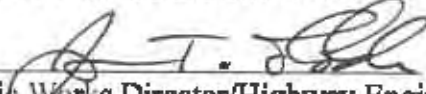
11. CITY OF HERMANTOWN shall indemnify, hold harmless and defend ST LOUIS COUNTY, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which ST LOUIS COUNTY, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of CITY OF HERMANTOWN, its agents, servants or employees, in the execution, performance, or failure to adequately perform CITY OF HERMANTOWN 's obligations pursuant to this Agreement.
12. ST LOUIS COUNTY shall indemnify, hold harmless and defend CITY OF HERMANTOWN its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which CITY OF HERMANTOWN, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of ST LOUIS COUNTY, its agents, servants or employees, in the execution, performance, or failure to adequately perform ST LOUIS COUNTY 's obligations pursuant to this Agreement.
13. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

IT IS FURTHER AGREED, that any and all employees of the County of St. Louis, while engaged in the performance of any work or service which ST LOUIS COUNTY is specifically required to perform under this Agreement, shall be considered employees of ST LOUIS COUNTY only and not of CITY OF HERMANTOWN, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees, shall be the sole obligation of ST LOUIS COUNTY.

IT IS FURTHER AGREED, that any and all employees of CITY OF HERMANTOWN, while engaged in the performance of any work or service which CITY OF HERMANTOWN is specifically required to perform under this Agreement, shall be considered employees of CITY OF HERMANTOWN only and not of ST LOUIS COUNTY, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, shall be the sole obligation of CITY OF HERMANTOWN.

IN WITNESS WHEREOF, the parties have executed this Agreement this  
day of \_\_\_\_\_, 2021.

COUNTY OF ST LOUIS COUNTY

By   
Public Works Director/Highway Engineer

APPROVED AS TO FORM AND EXECUTION:

By \_\_\_\_\_  
Assistant County Attorney  
Damion #:

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CITY OF HERMANTOWN

COUNTERSIGNED:

\_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Clerk

**TO:** Mayor & City Council  
**FROM:** John Mulder, City Administrator  
**DATE:** October 13, 2021  
**SUBJECT:** Utility and Infrastructure  
Manager Position



**Meeting Date:** 10/18/21

**Agenda Item: 12-B**      **Resolution 2021-131**

**REQUESTED ACTION**

**Approve the creation of the Utility and Infrastructure Manager position, job description, and pay grade.**

**BACKGROUND**

In May of this year, the City Council discussed the possibility of adding a new position. Attached is a proposed job description for the requested position.

Over the past several years, the City has taken a more proactive approach by developing a road improvement program and planning infrastructure improvements (for example – Section 24 sewer project). In addition, the requirements related to Stormwater Management and the MS4. So much of this work has been divided up between several staff members and at times there is an unclear line of expectations and responsibilities. This would also free up time for the City Administrator to focus on other areas like the community recreation initiative and economic development.

The City operates 4 separate utilities (Water, Sewer, Stormwater, & Street Lights) with a combined budget of approximately \$4 million. In addition to that, the City has 3 franchise agreements (MN Energy Resources, MN Power, & Mediacom). The City’s right of way is used by local telephone companies and various broadband providers.

In 2019, the City started a Road Improvement Plan, which requires considerable staff time to coordinate and process and can last between 18 to 24 months with planning, construction, and the assessment process.

**SOURCE OF FUNDS (if applicable)**

- 601 Water Fund
- 602 Sewer Fund
- 603 Storm water Fund
- 101 General Fund

**ATTACHMENTS**

- Staff Requisition Form
- Proposed Job Description
- Costing Information

**Resolution No. 2021-131**

**RESOLUTION APPROVING UTILITY AND INFRASTRUCTURE MANAGER  
JOB DESCRIPTION AND POSITION**

WHEREAS, the City of Hermantown is a Plan “A” Statutory City; and

WHEREAS, the position of Utility and Infrastructure Manager is to perform professional work assisting the City Administrator and other Department Heads; and

WHEREAS, attached as Exhibit “A” is the Job Description for the position of Utility and Infrastructure Manager; and

WHEREAS, the City Council supports the addition of a Utility and Infrastructure Manager to perform the duties as described in the Job Description under the supervision of the City Administrator; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Hermantown approves the following:

1. Job Description and Position of Utility and Infrastructure Manager in Grade 12 of the Management Compensation plan.

Councilor \_\_\_\_ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor \_\_\_\_ and, upon a vote being taken thereon, the following voted in favor thereof:

Councilors

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 18, 2021.



# STAFF REQUISITION

Title of requested position: **Utilities and Infrastructure Manager**

Department: Utilities

Date of Request: 10/11/21

Classification of position request (check one in each column)

<input checked="" type="checkbox"/> Regular Position	<input checked="" type="checkbox"/> Full time
<input type="checkbox"/> Temporary Position	<input type="checkbox"/> Part time _____
Duration: _____ --	Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, replacement position or addition to staff, any other significant information):

This is a new position to lead and manage the planning and implementation of the City's overall right of way, utility, and infrastructure programs. The City's infrastructure is a major investment and recently the City has taken on a more proactive approach to maintenance and development. Planning for infrastructure can lead to community and economic growth. There is continued pressure on the use of city right of way in the area of telecommunications and broadband.

If approved, recruitment would begin immediately with the hopes of having a new person on board right around the first of the year.

Define the budgetary impact of this request (Tax levy, State or Federal grants, proposed hourly rate, requested fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

The cost of this position will be split between the Water, Sewer, and Stormwater utilities, and the General Fund. The costs of wages and benefits are shown in the costing sheet which is attached.

Explain the adverse effects on the department if this request is not approved:

Work and responsibilities would continue to be spread out over several departments and the City Administrator, preventing them from spending time on new tasks and responsibilities. There is concern that certain program areas such as stormwater are not getting the attention needed to proactively address issues, and the City ends up to reacting to problems after the fact.

Approved by the City Council on \_\_\_\_\_ Resolution Number 2021-  
Date

# Administration

## Utility and Infrastructure Manager

Dept/Div: *Utilities*

FLSA Status: *Exempt*

### **General Definition of Work**

Under the direction of the City Administrator and City Council. Performs complex professional work to lead and manage the planning and implementation of the City's overall right of way, utility, and infrastructure programs and other various projects assigned by the City Administrator.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Functions**

Administers the City right of way plan (this includes the development of a comprehensive Right of Way ordinance) by processing and coordinating work in the right of way by private individuals, and private utilities.

Coordinates overall MS4 program and manages the City's Stormwater Utility.

Works with the City Engineer and City Administrator, manages the City's road improvement plan by doing the following: Prepares RFP for engineers, solicits quotes for Geotech work, reviews affected properties for assessments, generates mailing lists, conducts neighborhood meetings prior to public hearings, presents at public hearings and any other tasks necessary to bring projects to successful conclusions.

Works with City Engineer to coordinate and oversee contract construction activities of city improvement and maintenance projects.

Works with City Engineer to develop and maintain a utility improvement plan, coordinating with the road improvement program.

Leads and manages efforts on petitions for sewer & water improvements.

Leads & manages City's assessment database/record keeping of paid and payable assessments.

Keeps the public, employees, and affected agencies informed of relevant engineering projects and issues, by participating at public meetings.

Provides general or technical information in response to written or oral inquiries from the general public, employees, and State and Federal agencies.

Leads efforts to track and record City public infrastructure assets using GIS database. Must have a working knowledge of GIS to maintain City's use of this tool.

Provides staff support and program leadership for the Utility Commission

Administration of water tower leases.

Represent the City on the Metropolitan Interstate Committee's (MIC) Transportation Advisory Committee (TAC).

Coordinates City's efforts on broadband expansion and coordinating with road improvements and work within the City's ROW.

Works with other departments to implement capital improvements to parks and trails.

Lead on City Council priority projects as assigned by the City Administrator

Researches policy issues; evaluates and directs efforts to improve City operations; leads efforts on assigned City Council priority projects and other projects as assigned by the City Administrator.

Prepares memos, drafts policy and procedure documents related to City utilities and infrastructure

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the principles and practices of civil engineering. General knowledge of the principles and practices of City planning and community development; basic knowledge of municipal finance as they apply to City infrastructure development and maintenance; ability to interpret and analyze technical and statistical information to prepare and present technical oral and written reports; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with City, state and local officials, civic and business leaders, associates and the general public, ability to operate standard office equipment and applicable software packages (including GIS).

### **Education and Experience**

Bachelor's degree from four-year college or university in a related field; or two to four years related experience and/or training or equivalent combination of education and experience. Professional license in Engineering with the State of Minnesota desired, but not required.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work frequently speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

### **Special Requirements**

Valid driver's license.

# City of Hermantown

## Budget Form - Personnel Costs

Department															
Utilities				101	121	128	129					131			151
Position	Hourly Rate	Annual Hours	Annual Wages	PERA 7.50%	FICA 6.20%	Medicare 1.45%	Health Insurance		Cost	VEBA Cont	Dental	Work Comp 0.15%	Misc	Total Cost	
Current															
Utility Manager	\$ 40.60	2080	84,448.00	6,333.60	5,235.78	1,224.50	1		25,583.58	5,000.00	787.32	125.06	1,094	<u>129,832.83</u>	
														<u>129,832.83</u>	

Sources:

Assumptions: Start Grade 12  
Assumes Family coverage

Date: 10/11/2021  
Prepared by: John Mulder