



Hermantown City Council Meeting – October 3, 2022

Because of attendance considerations at the regular meeting location due to the health pandemic, Hermantown’s upcoming, 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/84196996052?pwd=Mm5Wb0k2VWFkWFJsVy9GL0l1O2cyZz09>

and/or by calling the number (312) 626-6799 and utilizing the meeting ID number of 841-9699-6052 and the passcode of 075854.

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 up to 3:30 p.m. the day of the meeting with the e-mail title “City Council Meeting.” It is important to note that all comments regarding this 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, 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 October 3, 2022 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.

**City Council Meeting October 3, 2022 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 October 3, 2022 at 4:30 p.m.
Council Chambers
Hermantown Governmental Services Building**

**City Council Meeting October 3, 2022 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. Public Hearing On An Ordinance Amending The Fee Schedule For Licenses, Permits, And Fees Section 270 Of The Hermantown Code Of Ordinances
 - B. **2022-12** An Ordinance Amending Hermantown Code Of Ordinances Section 270 - Fee Schedule

 Second Reading
6. **COMMUNICATIONS**
 - A. **Correspondence** 22-97 through 22-104 placed on file
7. **PRESENTATIONS** *(Department Heads may give reports if necessary.)*
 - A. Kevin Orme, Director of Finance and Administration
RE: **Special Revenue Budgets** *(Pre-Agenda Only)*
 - B. Kevin Orme, Director of Finance and Administration
RE: Financial Management Plan (FMP) *(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.)

- A. **Minutes** - Approval or correction of September 19, 2022 City Council Continuation Minutes
- B. **Accounts Payable** – Approve general city warrants from September 16, 2022 through September 30, 2022 in the amount of \$525,255.08

10. MOTIONS

- A. Motion to approve/deny the following On Sale Intoxicating Liquor License:

*Bayfront BBQ Inc. (dba Famous Dave’s)	4135 Richard Ave, Ste 101	On Sale/Sunday
		*Contingent upon all paperwork being received
- B. Motion to approve/deny the following Massage Therapist License:

Aine O’Leary	The Well	
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11. ORDINANCES

- A. **2022-13** An Ordinance Amending Title 2 Of The Hermantown City Code By Amending The Official Zoning Map Of The Eastern 8.1 Acres Of Parcel 395-0010-07720

First Reading

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. **2022-117** Resolution Authorizing A Summary Of An Ordinance Amending Hermantown Code Of Ordinances Section 270 – Fee Schedule

(motion, roll call)
- B. **2022-118** Resolution Authorizing The Disposal Of Surplus City Property

(motion, roll call)
- C. **2022-119** Resolution Appointing Election Judges For The General Election Of November 8, 2022

(motion, roll call)
- D. **2022-120** Resolution Approving A Special Use Permit For The Construction Of A Two-Family Home In A R-3 Residential Zoning District And Within A Recreational Shoreland Area

(motion, roll call)

E. 2022-121

Resolution Approving Preliminary And Final Plat Of Maple Grove
Homesites And Imposing Conditions On The Final Plat

(motion, roll call)

13. RECESS

TO: Mayor & City Council
FROM: Kevin Orme, Director of
Finance & Administration



DATE: September 27, 2022 **Meeting Date:** 10/03/2022
SUBJECT: Ordinance - Section 270 - Fee Schedule **Agenda Item:** 5-B **Ordinance:** 2022-12

REQUESTED ACTION

Second Reading of the Ordinance for the 2023 Fee Schedule

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, 2023.

SOURCE OF FUNDS (if applicable)

ATTACHMENTS

Fee Schedule w/ Marked Changes

Ordinance No. 2022-12

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: _____

Section 270 - Fee Schedule

As of January 1, 2023

DESCRIPTION	FEE
Antenna Lease (New or Amendment)	\$1,000
Assessment Searches	
- First Parcel	\$35 \$40
- Additional	\$20
AUDIO/VISUAL	
-Audio CD of Meetings	\$15
- Photo CD's	\$15
- Video Tapes/DVD's	\$15
BUILDING DEPARTMENT	
911 Signs	
Installed Signpost	\$75
Sign and Bracket Only	\$35
Appeals	
Building Code Appeals	\$250
Fire Code Appeals	\$250
Hazardous & Unsafe Structures - Fire Code	\$250
Commercial	
Permit Fees are Based On Value (See Schedule B)	
- Plan Checking Fee (% of Building Permit Fee)	65%
Demolition *- Single Family Res.	\$0
- Other	\$100
*Charge waived if issued with building permit	
Floodproofing Permit Fee	\$25
Inspect Fire sprinkler systems	\$50
Inspections after normal business hours	\$65/hr
Investigation Fee	
First Infraction - Double Permit (Min. \$200)	
Each Add'l in 12 Month -Triple Permit (min \$300)	
Residential	
- Re-roofing Permit	\$30 \$50
- Re-siding Permit	\$30 \$50
- Window Replacement	\$30 \$50
- Door Replacement	\$30 \$50
- Plumbing Permit - initial	\$30 \$50
- Plus per fixture	\$5
- Mechanical Permit - initial	\$25 \$50
- Plus per fixture	\$15
- Replacement	\$25 \$50
- Detached Garage/Accessory Building (less than 1200 sq. ft.)	\$115 \$150
- Mobile/Manufactured -Home Setting Fee	\$600

- Park Dedication Fee - per bedroom	\$150
- Plan Checking Fee (% of Building Permit Fee)	65%
All Other Permit Fees are Based On Value (Schedule A)	
Special Permit Fees	\$25
State Surcharge	See Schedule B
single fixed fee permit for fees under \$10,010	\$1

CEMETERY/BURIAL

- Burial	
- Non-winter weekday	\$600
- Non-winter weekend	\$800
- Winter weekday (Nov 1 - Mar 31)	\$800
- Winter weekend (Nov 1 - Mar 31)	\$1,250
- Burial of Urn	
- New Plot	\$350
- Shared Plot	\$225
- Winter - New Plot (Nov 1 - Mar 31)	\$550
- Winter - Shared Plot (Nov 1 - Mar 31)	\$450
- Weekend	\$1,000

CITY CLERK

BUSINESS LICENSE FEES

Adult Businesses

- Application Fee	
- New Principal License	\$3,500
- Renewal of Principal License	\$725
- New Accessory License	\$725
- Renewal of Accessory License	\$160
- License Fee	
- Principal License	\$1,425
- Accessory License	\$305

LIQUOR LICENSE FEES:

- 3.2% Malt Liquor	
- On Sale	\$550
- Off Sale	\$80
- Temporary - per day	\$60
- Transfer - On Sale	\$110
- Off Sale	\$60

Charities Temporary Service Area \$105

- Club License	
- Under 200 members	\$300
- 201-500 members	\$500
- 501-1000 members	\$650
- 1001-2000 members	\$800
- 2001-4000 members	\$1,000
- 4001-6000 members	\$2,000

- Over 6000 members	\$3,000
- Dance Permit	\$500
- Intoxicating Liquor	
- On Sale	\$3,450
- Off Sale	\$155
- Temporary - per day	\$255
- Transfer/On Sale	\$155
/Off Sale	\$130
- Investigation Fee (Police)	\$210
Summerfest Temporary Service Area	\$250
Temporary Service Area Expansion	\$250
Deposit for Temporary Service Area Expansion	\$250
- Sunday License	\$200
- Wine	
- Only Wine	\$815
- With Hard Beer	\$1,150
- Temporary - per day	\$110
- Transfer	\$110
Other License Fees:	
Pawn Shop	\$3,750
- Transaction Fee	\$6
\$25,000 Bond Required	
Investigation fee with new application	\$660
Massage Establishment	\$125
Massage Therapist	\$55
-Investigation fee with new application	\$30
Tobacco License	\$335
Candidate Filing Fee for City Council	\$5

COPIES, DOCUMENTS, FAXES, MAPS

	No chg under \$5
Data Practice Request	
- Color copies Additional charge per side	\$0
- Copies smaller than 11' x 17' (per copy)	\$0.25
- 2 sided copy	\$0.50
- 11 x 17 - 1st Page	\$2.00
- Add'l	\$1.00
Other Requests	
- 8 1/2 x 11 - 1st Page	\$1
- Add'l	\$0
- 8 1/2 x 14 - 1st Page	\$1.00
- Add'l	\$0
- 11 x 17 - 1st Page	\$2.00
- Add'l	\$1.00
- Larger than 11 x 17	\$10
- Photo - per page	\$4
FAXES	
- Local - 1st Page	\$2.00
- Add'l	\$0

- Long Dist.- 1st Page	\$3.00
- Add'l	\$0

MAPS

- Address	\$1
- 11 x 17	\$10
- 20 x 30	\$10
- 24 x 36	\$45

OTHER FEES

Foot and Bicycle Races	\$25
Gambling Investigation Fee	\$100
Non-Sufficient Funds (NSF) Charge	\$30
Recording Fee	\$60 \$75

PARKS DEPARTMENT

Hermantown Community Park (Passive Park)

- Resident	\$25
- Non Resident	\$75

PLANNING & ZONING DEPARTMENT

Administrative Appeal	\$200
Alternative Energy Systems Permit	\$30
Christmas Tree Permit (\$25 refund after Season)	\$100
Com'l Industrial Development Permit	
- With Development Agreement*	\$665 \$700
- Without Development Agreement	\$400
- Zoning Certificate in lieu of CIDP	\$250
* Plus Professional Fees	
Dog Exception Permit	\$195
Driveway Access	
- Permit (Plus \$250 Deposit)	\$100
Erosion & Sediment Control	
- Multi-Family/Com'l/Industrial	\$250
- Single Family Residential	\$125
- Utility - Per lineal foot disturbed	\$0.125
- Minimum	\$250
Park Fee	
- Single Family, Two Family, Three Family, Residential Parcel	\$1,100
- Multi-Family, 2+ bedrooms	\$800
- Multi-Family, 1 bedroom and studio	\$400
-Commercial and Industrial	\$1,100 per acre
-Planned Unit Development	Proportional to Mix of Development
Fence Permit	
If Building Permit Not Needed	\$30 \$35
Fireworks Permit	

- Established Retail	\$100	
- Temporary Structure	\$350	
Land Alternation Permits (Fill)		
- Flat Fee	\$125	
- Refundable Deposit	\$500	
Mobile Home Park Approval Fee *	\$445	
*Plus Professional Fees		
Non-Conforming Use Permit & Fee Application		
Single Family	\$150	
Commercial	\$400	
Ordinance		
- Amendment	\$300	\$350
- Interpretation	\$185	
Parcel Split Review Fee		
Fee per Split Reviewed	\$300	
Planned Unit Development Approval*		
PUD Fee	\$700	
*Plus Professional Fee		
PUD Amendment	\$350	
Recording Fee	\$75	
Rezoning Application Fee	\$300	\$350
Sign Permits		
- Temporary (Class G)	\$20	
- Com'l (Class C-Other up to 25 ft.)	\$75	
- Com'l (Class C-Other over 25 ft.)	\$110	
- Com'l (Class C-Free Standing)	\$110	
- Billboards (Class D)	\$500	
Special Use Permit *		
- New	\$400	
- Renewal	\$350	
- Amendment	\$350	
* Plus professional fees		
Stormwater *		
- New application	\$450	
- Recording fee	\$75	
* Plus professional fees		
- Concept Plan Review***		
*** Includes professional fees		
Subdivision Plan Approval		
- Preliminary	\$350	
- Final	\$300	
- Combined process	\$600	
Vacation Fee (easement)	\$235	
Variance Application Fee	\$250	\$300
Wetland Permits *		
- Deminimus Exemption	\$250	
- Delineation	\$175	\$200

- No Loss Determination	\$225	\$250
- Replacement Plans		
- Individual/Single Family	\$350	
- Subdivisions/Com'l/Multi Family	\$750	
*Plus Professional Fees		

Wetland Impact Fee

- per sq. ft. x mitigation ratio	\$0.15	
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Zoning Verification Letter	\$25	\$30
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Zoning Certificate Fee	\$30	\$35
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Hermantown Marketplace Zoning Certificate	\$250	
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Zoning Maps (GIS Maps) Plotted

- 11 x 17	\$10	
- 24 x 36	\$45	
- Color map	\$30	

POLICE DEPARTMENT

Animal Licenses (Dog & Cat)	\$10	
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Lifetime Permit	\$50	
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Lifetime Animal Transfer Fee	\$5	
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Duplicate Tag Fee	\$5	
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Animal Licenses at City Impound Facility	\$12	
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Dangerous Animal	\$500	
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Archery (Bow Hunting)

-Resident Permit	\$10	
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-Non-Resident Permit	\$25	\$30
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Fingerprinting	\$25	\$30
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Police Services

Officer for School Events Beyond Contract (per unit per hour)	\$60	\$70
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Officer for Special Events (Per unit per hour)	\$75	\$85
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Administrative Parking Violations under Hermantown Code Section 830

-Handicapped	\$200	
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-All other Parking Violations	\$30	
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Training Center Rental

- Resident - During Working Hours	Free once a month	
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Training Center Rental

- During Working Hours (8:00 am - 4:30 pm)	\$175	\$190
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- After Hours (After 4:30)	\$220	\$245
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Add: Saturday Rental	\$50	\$75
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Vehicle Storage/Impound (per day)	\$25	\$30
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UTILITIES DEPARTMENT (WATER/SEWER)

Administrative fee in delinquent utility property tax certification	\$100	
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Assessment Construction Project Admin. Fee	3.5%	
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Excavating Contractor's License	\$200	
- Permit	\$50	
Excavating Permit for Private Person	\$50	
Fats, Oil, Grease (FOG Program)		
Sewer Service Surcharge	\$100	Monthly
Late Payment Fee (penalty on current balance due)	10%	
Return Check Fee	\$30	
Unpolluted Water Surcharge (monthly)	\$100	
Water Filling Station (per 1008 gallons)	\$15	
<u>Water Rates: (per 1,000 gallons)</u>		
Residential Tier 1 (up to 2,500 gallons)	\$8.48	\$8.82
Residential Tier 2 (between 2,501-4,500 gallons)	\$9.76	\$10.15
Residential Tier 3 (over 4,501 gallons)	\$10.73	\$11.16
<u>Multi Family</u>		
Multi-Family Tier 1 (all usage)	\$9.76	\$10.16
Multi-Family Tier 2 (all usage)	\$9.76	\$10.16
Multi-Family Tier 3 (all usage)	\$9.76	\$10.16
<u>Commercial</u>		
Tier 1 (up to 20,000 gallons)	\$8.77	\$9.12
Tier 2 (between 20,001-50,000 gallons)	\$9.22	\$9.59
Tier 3 (over 50,001 gallons)	\$10.13	\$10.54
<u>Irrigation</u>		
Tier 1 (all usage)	\$10.73	\$11.16
Tier 1 (all usage)	\$10.73	\$11.16
Tier 3 (all usage)	\$10.73	\$11.16
Water testing fee - August annual bill	\$9.72	
Temporary meter rental (construction and hydrant)	\$150 per	
	season	
Service charges - billed monthly		
5/8" to 1" meter	\$9.36	\$9.73
1 1/4" meter	\$14.04	\$14.60
1 1/2" meter	\$14.04	\$14.60
2" meter	\$35.10	\$36.50
3" meter	\$40.94	\$42.58
4" meter	\$52.64	\$54.75
6" meter	\$76.03	\$79.01
On/Off Fees		
Snowbirds	\$25	
Reconnection for delinquent accounts	\$75	
Water Hookups		
Residential (includes duplex)	\$850	
Irrigation Meter	\$850	
Commercial	\$1,400	
<u>Sewer Rates: (per 1,000 gallons)</u>		
Residential Tier 1 (all usage)	\$10.40	\$10.66
Multi-Family Tier 1 (all usage)	\$10.40	\$10.66
Commercial Tier 1 (all usage)	\$10.40	\$10.66

Flat Rate Tier 2 – Residential Average (2,500 gallons)	\$31.21	\$38.07
Flat Rate Tier 3 – Commercial Average (4,500 gallons)	\$46.80	\$47.97
Service charge - monthly	\$3.32	\$3.40
Minimum sewer charges		
Service charge	\$3.32	\$3.40
Sewer Hookup		
Residential (includes duplex)	\$850	
Permit	\$85	
Commercial	\$2,200	
Permit	\$85	
Stool Fee per toilet - max 50 toilets	\$50	
Capacity Availability Fee For Single Family (contact WLSSD for fee determination of commercial buildings)	\$940	
Call for Water & Sewer Availability Charges		

Stormwater Rates:

Equivalent Rate Unit (ERU) ~~————— \$7.00/ERU~~ \$8.00/ERU

Schedule A

Residential Building Permit Fee Schedule

This reflects a roughly 20% increase from 2022 to 2023

The City of Hermantown for purposes of establishing the valuation to be utilized in establishing the building permit fee shall use the most updated building valuation data sheets, which list Minnesota State Building Code Designation for Occupancy, Type and Cost Per Square Foot as provided by the State of Minnesota, Department of Administration, Building Codes and Standards Division. The only exceptions to these are special inspections listed in the Fee Schedule.

Total Valuation		Fee
\$1.00 to \$500.00	\$25.00	\$15.00
\$501.00 to \$2,000.00	\$25 plus \$2.50 for each \$100	\$15.00 for the \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 to \$25,000.00	\$54 plus \$11.00 for each \$1,000	\$45.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$302 plus \$8.00 for each \$1,000	\$252.00 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$497 plus \$5.50 for each \$1,000	\$414.50 for the first \$50,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,000.00 to \$500,000.00	\$767 plus \$4.50 for each \$1,000	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof
\$500,000.00 to \$1,000,000.00	\$2,446 plus \$4.00 for each \$1,000	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$4,246 plus \$2.50 for each \$1,000	\$3,539.50 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof

All fees shall include a surcharge of .0005 times the valuation to determine the total fee. The minimum surcharge for a "fixed fee" permit is \$5.00

Schedule B

Commercial Building Permit Fee Schedule This reflects a roughly 20% increase from 2022 to 2023

The City of Hermantown for purposes of establishing the valuation to be utilized in establishing the building permit fee shall use the most updated building valuation data sheets, which list Minnesota State Building Code Designation for Occupancy, Type and Cost Per Square Foot as provided by the State of Minnesota, Department of Administration, Building Codes and Standards Division. The only exceptions to these are special inspections listed in the Fee Schedule.

Total Valuation		Fee
\$1.00 to \$500.00	\$30.00	\$22.00
\$501.00 to \$2,000.00	\$30 plus \$3.50 for each \$100	\$22.00 for the \$500.00 plus \$2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 to \$25,000.00	\$75 plus \$15.00 for each \$1,000	\$63.00 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$422 plus \$11.00 for each \$1,000	\$352.00 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$696 plus \$7.50 for each \$1,000	\$580.00 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,000.00 to \$500,000.00	\$1074 plus \$6.00 for each \$1,000	\$895.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof
\$500,000.00 to \$1,000,000.00	\$3,426 plus \$5.00 for each \$1,000	\$2,855.00 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$5,946 plus \$3.00 for each \$1,000	\$4,955.00 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof

All fees shall include a surcharge of .0005 times the valuation to determine the total fee. The minimum surcharge for a "fixed fee" permit is \$5.00

Date: September 27, 2022
To: City Council
From: John Mulder, City Administrator
RE: Correspondence

In your agenda 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.

I have included in the agenda packet only the correspondence that we believe to be of special interest.

2022 CORRESPONDENCE

<u>DATE</u>	<u>LOG #</u>	<u>FROM</u>	<u>TO</u>	<u>REGARDING</u>	<u>FILED</u>
9/16/2022	22-97	Elaine Mundle, elainem06@q.com	Councilors Geisler & Nelson & Eric Johnson Comm. Dev. Dir.	New Development Anderson & Hermantown Rd.	9/15/2022
9/21/2022	22-98	Eric Johnson, Comm. Dev. Dir.	Planning Commission	Robb Stauber, SUB, 5140 Morris Thomas Rd.	9/20/2022
9/21/2022	22-99	Eric Johnson, Comm. Dev. Dir.	Planning Commission	Soumis Construction, SUP, 373X Stebner Rd.	9/20/2022
9/21/2022	22-100	Eric Johnson, Comm. Dev. Dir.	Planning Commission	Titan Premier, LLC, Preliminary & Final Plat, 5639 Maple Grove Rd.	9/20/2022
9/21/2022	22-101	Eric Johnson, Comm. Dev. Dir.	Planning Commission	Bethany Cemetary Association, Rezone, 4938 Hermantown Rd.	9/20/2022
9/21/2022	22-102	Diane Langlee, 3718 Keene Creek Ln.	Wayne Boucher, Mayor	Rezoning between Anderson Rd. & Hermantown Rd.	9/12/2022
9/21/2022	22-103	A Jedi - AH, JAH Publications, P. O. Box 561, The Way Home - PMB 205, Gibraltar, (Via London)	Wayne Boucher, Mayor	Letter	8/29/2022
9/21/2022	22-104	Dave Miller, 4793 Anderson Rd.	City Council	Neighborhoods & Zoning	9/6/2022

City of Hermantown Special Revenue Budgets

Presented: **Oct 3, 2022**

Contents include:

- Informational page from Budget booklet (draft form)
- Revenue Sheet
- Expenditure Sheet

Enterprise Funds

1.	Fund 230 HEDA
2.	Fund 235 Park Dedication
3.	Fund 236 Wetlands
4.	Fund 245 COVID-ARPA
5.	Fund 251 Police Program
6.	Fund 260 Cable TV
7.	Fund 275 EWC - Lease
8.	Fund 601 Water Fund
9.	Fund 602 Sewer Fund
10.	Fund 603 Stormwater
11.	Fund 605 Street Lighting

Special Revenue Funds

Fund 230 – Hermantown Economic Development Authority

HEDA's mission is to intentionally lead economic growth, creating a vibrant and prosperous community.

The Hermantown Economic Development Authority (HEDA) was established on April 6, 1992 by Resolution 92-29. HEDA is governed by a board of commissioners with seven members. All of the members of the City Council are board members and two public members. The City is financially accountable for HEDA because the City Council approves the budget for HEDA, levies taxes (if necessary), and must approve any debt issuances. HEDA sponsors projects involving tax exempt financing (“conduit financing”) for the benefit of outside entities. For this reason, HEDA is reported as a discretely presented component unit. HEDA has no employees but funds a portion of the City Administrator’s time. Board members receive pay for each meeting they attend.

Beginning in the fall of 2016 the HEDA Board began a strategic planning process culminating in the adoption of a new mission statement stated above and values that were approved in February, 2017. As part of that planning process, the HEDA Board approved four key strategic objectives:

Objective A: HEDA Organization Development – Build Our Foundation For Action

Objective B: Implement Four Major Strategic Initiative Priorities

Objective C: Development Tools and Growth Policy Development (Foundational)

Objective D: Define, Brand And Promote Hermantown

Each of those objectives had specific key strategies to further the stated objective.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

230 Hermantown Economic Development Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
310100 Current Year Taxes										
310100 Current Year Taxes	75,612	158,748	75,790	84,728	142,500	59%	142,500		142,500	100%
Group:	75,612	158,748	75,790	84,728	142,500	59%	142,500	0	142,500	100%
310200 Delinquent Taxes										
310200 Delinquent Taxes	208	645	1,411	174	0	***%			0	0%
Group:	208	645	1,411	174	0	***%	0	0	0	0%
341000 Other Income										
341010 Building Rentals	1	1	-1		0	0%			0	0%
Group:	1	1	-1		0	0%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest			4,464	-650	0	***%			0	0%
362160 Gain (Loss) on Sale of			-6,468		0	0%			0	0%
Group:			-2,004	-650	0	***%	0	0	0	0%
362400 911 Signs										
362415 Other Insurance			4	3	0	***%			0	0%
362440 Conduit Financing Fees	2,770	2,770	2,770	2,770	2,770	100%	2,770		2,770	100%
Group:	2,770	2,770	2,774	2,773	2,770	100%	2,770	0	2,770	100%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue			5,000		0	0%			0	0%
Group:			5,000		0	0%	0	0	0	0%
391000										
391010 Sale of General Fixed			515,000		0	0%			0	0%
392010 Transfers In	106,696				0	0%			0	0%
Group:	106,696		515,000		0	0%	0	0	0	0%
Fund:	185,287	162,164	597,970	87,025	145,270	60%	145,270	0	145,270	100%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

230 Hermantown Economic Development Fund

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
465100	HEDA										
101	Full-Time Employees - Reg	17,628	19,494	21,638	14,083	22,051	64%	22,682		22,682 103%	
103	Part-Time Employees - Reg	1,800	1,950	2,200	1,850	4,200	44%	4,200		4,200 100%	
111	Severance Pay - Vacation/			1,175		0	0%			0 0%	
121	PERA Contributions - Coor	1,377	1,538	1,588	1,107	1,654	67%	1,701		1,701 103%	
123	PERA Contributions - DCP	45	53	64	45	210	21%	210		210 100%	
128	Social Security	1,152	1,281	1,344	933	1,442	65%	1,481		1,481 103%	
129	Medicare	283	316	334	232	381	61%	390		390 102%	
131	Health Insurance	3,947	4,248	4,067	3,993	4,748	84%	5,489		5,489 116%	
132	Health Care Savings Plan/	188	394	215		0	0%			0 0%	
133	Life Insurance	50	52	52	37	44	84%	44		44 100%	
134	Disability Insurance	68	71	67	48	73	66%	76		76 104%	
136	MSRS	50	89	87	164	111	148%	265		265 239%	
151	Workers Compensation	24	29	31	16	31	52%	34		34 110%	
201	Office Supplies	113				100	0%	100		100 100%	
202	Printing Supplies	267			112	200	56%	200		200 100%	
221	General Supplies	69				50	0%			0 0%	
305	Engineer Fees			7,488	1,500	2,000	75%	3,000		3,000 150%	
308	Legal Fees	1,953	10,534	14,589	22,447	6,000	374%	15,000		15,000 250%	
311	Contracted Escrow Expense			33,442		0	0%			0 0%	
315	School & Conference	295	295		482	1,475	33%	1,300		1,300 88%	
319	Contracted Services	22,625	16,375	51,899	41,336	90,000	46%	78,100		78,100 87%	
325	Postage	1				0	0%			0 0%	
331	Travel Expense	1,655	1,663	1,011	2,379	2,000	119%	2,200		2,200 110%	
343	Community Relations	8,208	3,273	500	253	4,000	6%	4,000		4,000 100%	
351	Legal Notices Publishing	161	209	427	223	500	45%	500		500 100%	
451	Dues & Subscriptions	2,845	3,340	3,140	3,340	4,000	84%	4,000		4,000 100%	
460	Permits & Licenses					0	0%	100		100 *****	
499	Miscellaneous			83		0	0%	200		200 *****	
	Account:	64,804	65,204	145,441	94,580	145,270	65%	145,272	0	145,272 100%	
	Fund:	64,804	65,204	145,441	94,580	145,270	65%	145,272	0	145,272 100%	

%

Fund 235 - Park Dedication Fund

Accounts for the collection of revenues dedicated to the acquisition and capital improvement of City parks. Revenue is collected by charging a park dedication fee on new buildings and developments.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

235 Park Dedication Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
322400 Licenses & Fees										
322460 Park Dedication Fee	16,500	26,490	48,150	10,850	18,500	59%	18,500		18,500	100%
322470 Park Dedication Fee in	17,600	15,950	107,100	81,950	16,000	512%	25,000		25,000	156%
Group:	34,100	42,440	155,250	92,800	34,500	269%	43,500	0	43,500	126%
362100 Investment Interest										
362100 Investment Interest	2,109	1,827	-157		200	0%			0	0%
362160 Gain (Loss) on Sale of	1,466	531			0	0%			0	0%
Group:	3,575	2,358	-157		200	0%	0	0	0	0%
362300 Donations										
362310 Nongovernmental Grants	42,000				0	0%			0	0%
Group:	42,000				0	0%	0	0	0	0%
362400 911 Signs										
362430 Refund & Reimbursement		2,850			0	0%			0	0%
Group:		2,850			0	0%	0	0	0	0%
392000										
392010 Transfers In					0	0%	25,000		25,000	*****%
Group:					0	0%	25,000	0	25,000	*****%
Fund:	79,675	47,648	155,093	92,800	34,700	267%	68,500	0	68,500	197%

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235 Park Dedication Fund

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
451000	Culture and Recreation										
530	Improvements Other Than B	27,152				0	0%			0	0%
	Account:	27,152				0	***%	0	0	0	0%
452100	Parks										
221	General Supplies	377				0	0%			0	0%
224	Land Maintenance & Repair			4,064	30,950	0	***%	5,000		5,000	*****%
305	Engineer Fees	4,905		520	14,694	5,000	294%	5,000		5,000	100%
308	Legal Fees	1,395		259		0	0%			0	0%
319	Contracted Services			2,500		0	0%			0	0%
530	Improvements Other Than B	121,392				0	0%			0	0%
720	Transfer Out	95,065		361,658		0	0%			0	0%
	Account:	223,134		369,001	45,644	5,000	913%	10,000	0	10,000	200%
	Fund:	250,286		369,001	45,644	5,000	913%	10,000	0	10,000	200%

%

Fund 236 - Wetland Mitigation Fund

The Wetland Mitigation Fund accounts for the collection of revenues from landowners who disturb wetlands in connection with the development of a parcel of land to utilize for the acquisition, enhancement, restoration, or creation of Wetlands within the City.

Budget Detail

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236 Wetland Mitigation Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
322100 Building Permits										
322125 Wetland Impact Fee					100	0%	100		100	100%
Group:					100	0%	100	0	100	100%
Fund:					100	0%	100	0	100	100%

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236 Wetland Mitigation Fund

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
465300	Hermantown Wetland										
	319 Contracted Services	7,000	9,500	18,826	5,500	10,000	55%	5,000		5,000 50%	
	Account:	7,000	9,500	18,826	5,500	10,000	55%	5,000	0	5,000 50%	
	Fund:	7,000	9,500	18,826	5,500	10,000	55%	5,000	0	5,000 50%	

Fund 245 – COVID American Rescue Plan Act (ARPA)

COVID – American Rescue Plan Act Fund accounts for revenue and expenditures for the federal dollars received from the American Rescue Plan Act. Costs must be incurred by December 31, 2024.

Budget Detail

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245 COVID-ARPA

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
331900										
331999 Other Federal Grants &			4,285	526,576	500,000	105%			0	0%
Group:			4,285	526,576	500,000	105%	0	0	0	0%
Fund:			4,285	526,576	500,000	105%	0	0	0	0%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

245 COVID-ARPA

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
415300	Administration & Finance										
	101 Full-Time Employees - Reg			851		0	0%			0	0%
	221 General Supplies				1,463	0	***%			0	0%
	319 Contracted Services					0	0%	50,000		50,000	*****%
	Account:			851	1,463	0	***%	50,000	0	50,000	*****%
416100	City Attorney										
	308 Legal Fees			711	297	0	***%			0	0%
	Account:			711	297	0	***%	0	0	0	0%
419100	Community Development										
	308 Legal Fees				291	0	***%			0	0%
	319 Contracted Services					0	0%	75,000		75,000	*****%
	Account:				291	0	***%	75,000	0	75,000	*****%
419901	City Hall & Police Building Maintenance										
	401 Building Maintenance				10,515	0	***%			0	0%
	Account:				10,515	0	***%	0	0	0	0%
421100	Police Administration										
	580 Other Equipment				129,447	0	***%			0	0%
	Account:				129,447	0	***%	0	0	0	0%
422100	Fire Administration										
	319 Contracted Services					0	0%	100,000		100,000	*****%
	Account:					0	***%	100,000	0	100,000	*****%
452100	Parks										
	219 Other Operating Equipment					0	0%	19,000		19,000	*****%
	319 Contracted Services					0	0%	150,000		150,000	*****%
	Account:					0	***%	169,000	0	169,000	*****%
456101	Cable										
	319 Contracted Services					330,000	0%			0	0%
	Account:					330,000	0%	0	0	0	0%
456201	Broadband										
	308 Legal Fees			2,724	2,739	0	***%			0	0%
	319 Contracted Services				1,143	0	***%	100,000		100,000	*****%
	Account:			2,724	3,882	0	***%	100,000	0	100,000	*****%
465100	HEDA										
	319 Contracted Services				5,683	0	***%	50,000		50,000	*****%
	Account:				5,683	0	***%	50,000	0	50,000	*****%
	Fund:			4,286	151,578	330,000	46%	544,000	0	544,000	165% %

Fund 251 - Police Program Fund

Police Program Fund accounts for revenue and expenditures for special police programs such as alcohol/drug forfeitures, and the police K9 program.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

251 Police Program Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
351000 Impound & Towing Charges										
351010 Court Fines	5,409	3,790	4,025	3,285	2,250	146%	3,000		3,000	133%
Group:	5,409	3,790	4,025	3,285	2,250	146%	3,000	0	3,000	133%
352000										
352010 Unclaimed Property		4,045	525	309	0	***%			0	0%
352020 Forfeitures (Veh/Etc)	6,813	7,223	2,096	2,960	1,000	296%	1,000		1,000	100%
Group:	6,813	11,268	2,621	3,269	1,000	327%	1,000	0	1,000	100%
362300 Donations										
362300 Donations	11,865	4,469	10,290	5,079	2,000	254%	2,500		2,500	125%
Group:	11,865	4,469	10,290	5,079	2,000	254%	2,500	0	2,500	125%
Fund:	24,087	19,527	16,936	11,633	5,250	222%	6,500	0	6,500	123%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

251 Police Program Fund

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
421100	Police Administration										
212	Motor Fuels	48				0	0%			0 0%	
221	General Supplies	619				0	0%			0 0%	
331	Travel Expense	279				0	0%			0 0%	
343	Community Relations	2,135			753	0	***%			0 0%	
436	Towing Charges	845	130			0	0%			0 0%	
490	K-9 Expenses	2,576	2,613	4,212	762	0	***%	1,000		1,000 *****%	
499	Miscellaneous				1,378	0	***%			0 0%	
	Account:	6,502	2,743	4,212	2,893	0	***%	1,000	0	1,000 *****%	
421500	Drug/Alcohol Fund										
308	Legal Fees	1,794	78	1,363		0	0%			0 0%	
460	Permits & Licenses	27	28			0	0%			0 0%	
490	K-9 Expenses	14				0	0%			0 0%	
580	Other Equipment				10,230	0	***%			0 0%	
	Account:	1,835	106	1,363	10,230	0	***%	0	0	0 0%	
421801	DARE & Police Liaison Fund										
343	Community Relations	3,395		1,597	2,045	0	***%			0 0%	
499	Miscellaneous		468	311		0	0%			0 0%	
	Account:	3,395	468	1,908	2,045	0	***%	0	0	0 0%	
	Fund:	11,732	3,317	7,483	15,168	0	***%	1,000	0	1,000 *****%	

Fund 260 - Cable Television Fund

Accounts for the revenues and expenditures associated with administering a franchise agreement with Mediacom to provide cable television to Hermantown residents. The current franchise fee charge is 5% of a resident's Mediacom cable television bill.

Budget Commentary:

Administration staff salary and benefits plus salary for an intern are allocated to the Cable Fund.

Budget Detail

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CITY OF HERMANTOWN, MN
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260 Cable TV Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
318100 Franchise Fees	38,688	37,970	40,807	21,732	38,500	56%	40,000		40,000	104%
Group:	38,688	37,970	40,807	21,732	38,500	56%	40,000	0	40,000	103%
362100 Investment Interest										
362100 Investment Interest	2,661	2,097	1,369	-226	500	-45%	250		250	50%
362120 Interest - Interfund	6,000	6,000	6,000		6,000	0%	6,000		6,000	100%
362160 Gain (Loss) on Sale of	1,672	609	-2,246		0	0%			0	0%
Group:	10,333	8,706	5,123	-226	6,500	-3%	6,250	0	6,250	96%
362400 911 Signs										
362415 Other Insurance			1	1	0	***%			0	0%
Group:			1	1	0	***%	0	0	0	0%
Fund:	49,021	46,676	45,931	21,507	45,000	48%	46,250	0	46,250	102%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

260 Cable TV Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget	Exp.	Budget	Changes	Budget	Budget
		2019	2020	2021	2022	2022	2022	23	23	23	23
456101	Cable										
101	Full-Time Employees - Reg	4,462	3,792	3,959	2,771	4,282	65%	4,445		4,445	104%
103	Part-Time Employees - Reg				3,850	0	***%	6,815		6,815	*****%
111	Severance Pay - Vacation/	752				0	0%			0	0%
121	PERA Contributions - Coor	351	301	313	219	321	68%	333		333	104%
128	Social Security	293	239	249	412	266	155%	698		698	262%
129	Medicare	69	56	58	97	62	156%	163		163	263%
131	Health Insurance	1,126	842	811	704	944	75%	966		966	102%
132	Health Care Savings Plan/	40	84	46		0	0%			0	0%
133	Life Insurance	11	8	8	5	8	63%	8		8	100%
134	Disability Insurance	18	13	13	10	13	77%	14		14	108%
136	MSRS	11	16	16	30	20	150%	47		47	235%
151	Workers Compensation	6	6	6	3	6	50%	17		17	283%
308	Legal Fees	115	28			500	0%	500		500	100%
314	Computer/Software Fees			11,915		0	0%			0	0%
319	Contracted Services	7,500	7,500	5,625		7,500	0%			0	0%
331	Travel Expense	217	217	217	146	0	***%			0	0%
361	General Liability Insuran	58	51	48	26	52	50%			0	0%
404	Equipment Maintenance			4,581		1,000	0%	14,000		14,000	1400%
	Account:	15,029	13,153	27,865	8,273	14,974	55%	28,006	0	28,006	187%
	Fund:	15,029	13,153	27,865	8,273	14,974	55%	28,006	0	28,006	187%

Fund 275 – EWC Lease

Accounts for the revenues and expenditures associated with the Essentia lease and building costs at the Essentia Wellness Center.

Budget Detail

CITY OF HERMANTOWN, MN
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For the Year: 2023

275 Essentia Wellness Center

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
341000 Other Income			162,879	7,204	0	***%			0	0%
341000 Other Income			162,879	7,204						
341015 Community Building	57,413	229,652	235,882	191,377	259,998	74%	229,652		229,652	88%
Group:	57,413	229,652	398,761	198,581	259,998	76%	229,652	0	229,652	88%
362900 Flex Plan Revenue Over/Short										
362999 Naming Rights Income	100,000	100,000	100,000		100,000	0%	100,000		100,000	100%
Group:	100,000	100,000	100,000		100,000	0%	100,000	0	100,000	100%
Fund:	157,413	329,652	498,761	198,581	359,998	55%	329,652	0	329,652	91%
Grand Total:	3,869,048	8,445,277	5,322,498	3,488,792	4,100,318		4,091,272	0	4,091,272	

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For the Year: 2023

275 Essentia Wellness Center

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
452200	Community Building										
308	Legal Fees		190	5,178	784	2,000	39%	1,000		1,000	50%
319	Contracted Services	6,626	980	2,635	8,041	1,000	804%	1,000		1,000	100%
321	Telephone	3,077	7,849	7,036	5,020	7,500	67%	5,300		5,300	71%
322	Internet	4,011	11,944	12,507	8,040	11,500	70%	6,000		6,000	52%
361	General Liability Insuran	6,007	17,447	22,698	11,349	22,698	50%	22,698		22,698	100%
381	Electricity	23,651	102,164	126,072	93,959	105,000	89%	87,352		87,352	83%
382	Water Purchases	2,542	18,410	92,881	9,913	34,000	29%	18,000		18,000	53%
383	Heating Gas	8,098	47,666	78,101	56,653	35,000	162%	72,302		72,302	207%
385	Sewer Charges	2,547	18,096	31,680	10,298	36,000	29%	16,000		16,000	44%
405	Computer Maintenance	855	10,917	10,510	8,080	5,300	152%			0	0%
460	Permits & Licenses		220	220		0	0%			0	0%
499	Miscellaneous			287		0	0%			0	0%
	Account:	57,414	235,883	389,805	212,137	259,998	82%	229,652	0	229,652	88%
490000	Miscellaneous Functions										
219	Other Operating Equipment			6,870		0	0%			0	0%
	Account:			6,870		0	***%	0	0	0	0%
	Fund:	57,414	235,883	396,675	212,137	259,998	82%	229,652	0	229,652	88%
											%
	Grand Total:	4,606,895	6,474,922	5,097,611	980,991	4,741,121		4,310,332	0	4,310,332	

Enterprise Funds

Fund 601 - Water Enterprise Fund

This fund accounts for the activity of providing water services to the public. The Hermantown Utility Department is responsible for the distribution of treated water. The City purchases all drinkable water from the City of Duluth. In 2018, the City switched to a Tier System for billing water rates, broken down by Residential, Multi-Family, Commercial and Irrigation.

Utility Commission/Water Department Objectives

- To consider and make recommendations to the City Council with respect to improvements to be constructed and financed pursuant to Chapter 429 of the Minnesota Statutes.
- To administer the public utilities provided by the City of Hermantown
- To perform such other functions as made by resolution of the City Council delegated to it.
- Provide an adequate supply of water. Current city water storage includes a 150,000 gallon elevated storage tank at Ugstad Road/Arrowhead Road and a 600,000 gallon elevated storage tank at Ugstad Road/Hwy 53. These two tanks have sufficient capacity to provide for two days of average daily demand if the city should lose its water supply.
- The city's current water system also includes 64.647 miles of water mains and 543 hydrants for fire control.
- The Public Works Director is responsible for leading the maintenance of city water mains.

The City's water system includes: One 150,000 Gallon Water Tower, One 600,000 Gallon Water Tower, and a Booster Pumping Station

Age of System	62 Years
Total Miles of Water Main Added From 1960 to 1990	46 Miles
Total Miles Added From 1990 to 2001	6.5 Miles
Total Miles Added From 2001 to 2003	1.68 Miles
Total Miles Added From 2003 to 2011	8.547 Miles
Total Miles Added From 2012 to 2015	.92 Miles
Total Miles Added From 2016 to 2022	.7 Miles
Total Miles of Water Main	64.647 Miles

Total Number of Fire Hydrants Added 1960 to 1990	351
Total Number of New Fire Hydrants 1990 to 2001	55
Total Number of New Fire Hydrants 2001 to 2003	19
Total Number of New Fire Hydrants 2003 to 2012	102
Total Number of New Fire Hydrants 2013 to 2015	8
Total Number of New Fire Hydrants 2016 to 2022	9
Total Fire Hydrants	543

Rate Increase Proposal

Water Rates – Per 1,000 Gallons

		2022	2023	Usage in Gallons - Tier Breaks
Residential	Tier 1	8.48	8.82	Up to 2500 Gallons
	Tier 2	9.76	10.15	Between 2500 – 4500 Gallons
	Tier 3	10.73	11.16	Over 4500 Gallons
Multi-Family	Tier 1	9.76	10.16	All Usage
	Tier 2	9.76	10.16	All Usage
	Tier 3	9.76	10.16	All Usage
Commercial	Tier 1	8.77	9.12	Up to 20,000 Gallons
	Tier 2	9.23	9.59	Between 20,000 – 50,000 Gallons
	Tier 3	10.13	10.54	Over 50,000 Gallons
Irrigation	Tier 1	10.73	11.16	All Usage
	Tier 2	10.73	11.16	All Usage
	Tier 3	10.73	11.16	All Usage

Meter Size	<u>Monthly Service Charge</u>	
	2022	2023
5/8"-1"	9.36	9.73
1 1/4"	14.04	14.60
1 1/2"	14.04	14.60
2"	35.10	36.50
3"	40.94	42.58
4"	52.64	54.75
6"	76.03	79.01

Authorized Personnel

The Water Enterprise, Sewer Enterprise, and Storm Water funds includes authorized personnel as follows; Utility Clerk and Utility Workers.

The wages for these employees are split between the Water, Sewer, and Storm Water Funds.

Budget Commentary

Transfers out are applied to debt payments in the debt service fund. The 2023 Transfers Out for debt total \$102,988.

The following assets are in the water budget as a Transfer Out to the General Capital Equipment Fund:

2023 One Ton Dirt Service Truck - \$31,750 (Part paid by Sewer and General Fund)

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

601 Water Enterprise Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	2019	2020	2021	2022	Budget 2022	Rec. 2022	Budget 23	Change 23	Budget 23	Budget 23	
321900 Misc Licenses											
321990 Other Licenses & Permits	1,000					0	0%			0	0%
Group:	1,000					0	0%	0	0	0	0%
341000 Other Income											
341070 Assessment Search	4,455	9,823	7,855	3,920	6,000	65%	6,200		6,200	103%	
Group:	4,455	9,823	7,855	3,920	6,000	65%	6,200	0	6,200	103%	
361300 Penalties & Interest											
361300 Penalties & Interest	16	52	9	4	0	***%			0	0%	
Group:	16	52	9	4	0	***%	0	0	0	0%	
362100 Investment Interest											
362100 Investment Interest	70,539	42,152	26,432	-4,372	10,000	-44%	10,000		10,000	100%	
362150 Interest Income/City	338	190	17		0	0%			0	0%	
362160 Gain (Loss) on Sale of	43,904	10,756	-43,492		0	0%			0	0%	
Group:	114,781	53,098	-17,043	-4,372	10,000	-44%	10,000	0	10,000	100%	
362200 Park Field Rental Fees											
362250 City Property Lease	50,868	48,520	51,031		53,018	0%	54,536		54,536	103%	
Group:	50,868	48,520	51,031		53,018	0%	54,536	0	54,536	102%	
362400 911 Signs											
362415 Other Insurance			855	757	0	***%			0	0%	
Group:			855	757	0	***%	0	0	0	0%	
362900 Flex Plan Revenue Over/Short											
362990 Miscellaneous Revenue	11,657	13,190	4,316	5,377	15,000	36%	6,000		6,000	40%	
Group:	11,657	13,190	4,316	5,377	15,000	36%	6,000	0	6,000	40%	
371400 Metered Water Sales											
371400 Metered Water Sales	1,262,773	1,421,117	1,706,759	1,025,073	1,435,200	71%	1,622,400		1,622,400	113%	
371450 Metered-Truck Fill	3,611	4,496	4,800	3,534	1,000	353%	4,400		4,400	440%	
Group:	1,266,384	1,425,613	1,711,559	1,028,607	1,436,200	72%	1,626,800	0	1,626,800	113%	
371500 Water Hookups											
371500 Water Hookups	25,000	28,700	21,500	15,250	25,000	61%	22,000		22,000	88%	
371550 Water Service Line		134			0	0%			0	0%	
Group:	25,000	28,834	21,500	15,250	25,000	61%	22,000	0	22,000	88%	

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

601 Water Enterprise Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2019	2020	2021	2022	Budget 2022	Rec. 2022	Budget 23	Change 23	Budget 23	Budget 23
371700										
371710 Service Charge	242,990	244,380	266,389	175,300	274,560	64%	290,784		290,784	106%
371720 Front Foot Water Cash	3,720	5,525	1,574		4,000	0%	500		500	13%
379999 Late Fee	12,393	6,485	10,055	6,477	7,000	93%	7,000		7,000	100%
391010 Sale of General Fixed			5,298		0	0%			0	0%
392010 Transfers In	44,500	148,158	207,375	3,000	2,000	150%	6,000		6,000	300%
Group:	303,603	404,548	490,691	184,777	287,560	64%	304,284	0	304,284	105%
394000 Contributed Capital										
394000 Contributed Capital	559,139	285,858	498,957		0	0%			0	0%
Group:	559,139	285,858	498,957		0	0%	0	0	0	0%
Fund:	2,336,903	2,269,536	2,769,730	1,234,320	1,832,778	67%	2,029,820	0	2,029,820	110%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

601 Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget 2022	Exp. 2022	Budget 23	Changes 23	Budget 23	Budget 23
471000	Debt Service										
303	Banking Fees		104	2		0	0%			0	0%
	Account:		104	2		0	***%	0	0	0	0%
494300	Water Distribution										
101	Full-Time Employees - Reg	120,924	122,121	152,988	54,767	169,097	32%	166,463		166,463	98%
102	Full-Time Employees - Ove	19,704	9,148	16,773	13,173	12,687	104%	12,020		12,020	95%
103	Part-Time Employees - Reg	1,016	858	493	380	0	***%			0	0%
111	Severance Pay - Vacation/					19,387	0%			0	0%
121	PERA Contributions - Coor	13,443	-71,580	79,359	7,825	13,634	57%	13,386		13,386	98%
128	Social Security	8,655	8,023	9,568	6,235	12,473	50%	11,066		11,066	89%
129	Medicare	2,024	1,876	2,238	1,458	2,917	50%	2,588		2,588	89%
131	Health Insurance	115,158	87,568	67,396	47,263	76,877	61%	78,100		78,100	102%
132	Health Care Savings Plan/	125	440	337		0	0%			0	0%
133	Life Insurance	203	187	199	118	205	58%	205		205	100%
134	Disability Insurance	694	618	749	494	904	55%	932		932	103%
136	MSRS		38	156	222	1,307	17%	390		390	30%
151	Workers Compensation	4,886	6,301	7,185	3,680	7,360	50%	7,381		7,381	100%
212	Motor Fuels	3,566	2,733	4,785	3,387	3,000	113%	4,500		4,500	150%
216	Uniforms	462	454	483	301	500	60%	500		500	100%
219	Other Operating Equipment					0	0%	15,500		15,500	*****%
221	General Supplies	4,501	948	4,988	1,606	5,500	29%	5,500		5,500	100%
228	Utility System Maint Supp			26,495	27,007	39,000	69%	34,000		34,000	87%
314	Computer/Software Fees			2,520	2,500	3,750	67%	3,750		3,750	100%
315	School & Conference	432	416	2,903	355	2,500	14%	2,500		2,500	100%
317	Personnel Testing, Physic	109	109	109		0	0%			0	0%
319	Contracted Services			6,609		30,000	0%	22,000		22,000	73%
321	Telephone				1,304	0	***%			0	0%
325	Postage		14	38		0	0%			0	0%
331	Travel Expense			401		750	0%	750		750	100%
351	Legal Notices Publishing					250	0%	250		250	100%
361	General Liability Insuran	8,086	6,567	6,422	2,922	5,843	50%	4,706		4,706	81%
382	Water Purchases	615,631	728,548	940,120	527,883	740,000	71%	960,000		960,000	130%
404	Equipment Maintenance	2,807	5,908	3,935		4,000	0%	4,000		4,000	100%
406	Vehicle Maintenance	958	1,740	1,092	242	2,000	12%	2,000		2,000	100%
413	Equipment Rental	852		367		7,500	0%	7,500		7,500	100%
417	Uniform Rental					500	0%	500		500	100%
451	Dues & Subscriptions	717	496	963	567	700	81%	700		700	100%
460	Permits & Licenses		3,250	319	19	0	***%			0	0%
470	Booster Pump Repairs	105	375	221		250	0%	250		250	100%
471	Water Line Repairs	44,187	21,980	77,699	20,532	40,000	51%	40,000		40,000	100%
472	Hydrant Repairs	5,186	20,091	13,360	1,451	14,500	10%	15,000		15,000	103%
499	Miscellaneous	1				0	0%			0	0%
540	Office Equip/Furnishings	25,913	421			0	0%			0	0%
544	Motor Vehicles		-31			0	0%			0	0%
580	Other Equipment	8,739	31,258	149,426		5,000	0%			0	0%
	Account:	1,009,084	990,875	1,580,696	725,691	1,222,391	59%	1,416,437	0	1,416,437	116%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

601 Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget	Exp.	Budget	Changes	Budget	Budget
494400	Water Administration and General										
101	Full-Time Employees - Reg	75,376	80,108	72,877	30,536	90,116	34%	90,273		90,273	100%
102	Full-Time Employees - Ove	366	352	369	79	574	14%	565		565	98%
111	Severance Pay - Vacation/	352	4,293	245		0	0%			0	0%
121	PERA Contributions - Coor	7,225	-39,718	32,602	3,828	6,759	57%	6,770		6,770	100%
128	Social Security	4,650	4,990	4,527	3,007	5,587	54%	5,597		5,597	100%
129	Medicare	1,087	1,167	1,059	703	1,307	54%	1,309		1,309	100%
131	Health Insurance	17,324	19,140	23,628	21,141	32,643	65%	30,935		30,935	95%
132	Health Care Savings Plan/	269	563	307		0	0%			0	0%
133	Life Insurance	156	142	134	91	170	54%	155		155	91%
134	Disability Insurance	326	284	283	241	395	61%	409		409	104%
135	Unemployment Insurance			3,332	-3,332	0	***%			0	0%
136	MSRS	146	220	208	347	728	48%	702		702	96%
151	Workers Compensation	109	110	120	63	125	50%	134		134	107%
201	Office Supplies		48	211	99	50	198%	200		200	400%
202	Printing Supplies	338	672	316	64	500	13%	250		250	50%
209	Computer Equipment		271			0	0%			0	0%
221	General Supplies			1,491		0	0%			0	0%
301	Audit/Account Services	5,297	2,798	4,758	3,893	6,750	58%	6,750		6,750	100%
302	Assessors Fees	7				0	0%			0	0%
303	Banking Fees			6,454	6,061	7,200	84%	12,000		12,000	167%
305	Engineer Fees	243	2,100	7,563	12,715	3,000	424%	10,000		10,000	333%
308	Legal Fees	-483	250	4,354	3,382	4,000	85%	4,000		4,000	100%
314	Computer/Software Fees	2,781	3,322	3,564	1,000	3,700	27%	3,700		3,700	100%
315	School & Conference			250		1,000	0%	1,000		1,000	100%
319	Contracted Services	2,641	3,839	6,922	7,607	16,120	47%	10,000		10,000	62%
321	Telephone	2,730	2,529	2,499	3,683	2,510	147%	5,000		5,000	199%
322	Internet	281	485	555	366	400	92%	460		460	115%
323	Gopher One Call Locates	1,869	1,882	1,292	586	1,200	49%	1,100		1,100	92%
325	Postage	4,347	4,621	452	137	622	22%	450		450	72%
331	Travel Expense	1,598	1,566	1,459	730	1,480	49%	1,300		1,300	88%
351	Legal Notices Publishing	611	573	635	1,235	600	206%	1,800		1,800	300%
361	General Liability Insuran	1,285	2,646	6,815	5,451	9,537	57%	12,878		12,878	135%
381	Electricity	6,179	7,504	9,162	5,160	7,000	74%	8,500		8,500	121%
383	Heating Gas	3,201	2,050	2,229	2,932	3,000	98%	4,900		4,900	163%
405	Computer Maintenance	9,525	8,770	20,233	12,530	19,278	65%	22,595		22,595	117%
420	Depreciation Expenses	192,416	217,314	236,556		220,000	0%	236,000		236,000	107%
434	Employee Recognition Prog			74		0	0%			0	0%
451	Dues & Subscriptions		50	50	50	0	***%	50		50	*****%
460	Permits & Licenses				44	0	***%			0	0%
499	Miscellaneous			128		0	0%			0	0%
598	Loss on Sale of Equipment	38				0	0%			0	0%
720	Transfer Out	65,697	69,403	91,838		91,749	0%	102,988		102,988	112%
	Account:	407,987	404,344	549,551	124,429	538,100	23%	582,770	0	582,770	108%
495000	Transfer Out										
720	Transfer Out	100,333	54,299			17,500	0%	31,750		31,750	181%
	Account:	100,333	54,299			17,500	0%	31,750	0	31,750	181%
	Fund:	1,517,404	1,449,622	2,130,249	850,120	1,777,991	48%	2,030,957	0	2,030,957	114%

Fund 602 - Sewer Enterprise Fund

Sewer fund accounts for the activity of providing sewer disposal services to the public. The Hermantown Utility Department is responsible for the collection of sanitary sewer waste. The Western Lake Superior Sanitary District purifies sanitary sewer waste. The rates are set by the Utility Commission and voted by resolution or motion by the City Council.

Objectives

- Provide adequate sanitary sewer operations, the city's sewer system consists of 70.85 miles of sewer mains but continues to expand based upon neighborhood petitions requesting an extension of services.
- The Public Works Director is responsible for leading the maintenance of city sewer mains.

Age of System	52 Years
Total Miles of Low Pressure Force main to 2014	7.31 Miles
Total Miles of Sewer Main Added From 1970 to 1990	24 Miles
Total Miles Added From 1990 to 2001	13 Miles
Total Miles Added From 2001 to 2003	6.68 Miles
Total Miles Added From 2003 to 2010	15.62 Miles
Total Miles Added From 2010 to 2012	1.30 Miles
Total Miles Added From 2012 to 2015	.46 Miles
Total Miles Added From 2016 to 2022	2.48 Miles
Total Miles of Sewer Main	70.85 Miles

Total Number of Manholes Added 1970 to 2001	270
Total Number of Manholes Added 2001 to 2002	123
Total Number of Manholes Added 2002 to 2010	354
Total Number of Manholes Added 2010 to 2012	27
Total Number of Manholes Added 2012 to 2015	16
Total Number of Manholes Added 2016 to 2022	12
Total Manholes	802

Rate Increase Proposal – (Per 1,000 gallons)

	<u>2022</u>	<u>2023</u>	<u>Notes</u>
Residential	10.40	10.66	
Multi-Family	10.40	10.66	
Commercial	10.40	10.66	
Flat Rate	31.21	38.07	
Flat Rate	46.80	47.97	
Service Charge	3.32	3.40	Monthly

Authorized Personnel

The Water Enterprise and Sewer Enterprise fund includes authorized personnel as follows; Utility Clerk and Utility Workers. The wages for these employees are split between the Water, Sewer, and Storm Water Funds.

Budget Commentary

Transfers out are applied to debt payments in the debt service fund. The 2023 Transfers Out for debt total \$57,524.

Also included in the sewer budget are transfers to the General Capital Equipment Fund for a % of the following equipment. 2023 One Ton Dirt Service Truck - \$31,750 (Part paid by Water and General Fund)

Finally, in the sewer budget are the following assets:

Retro Fit Lift Station - \$40,000

Sewer improvements to Richard and Lindgren roads - \$165,000

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

602 Sewer Enterprise Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
341000 Other Income										
341070 Assessment Search	4,455	9,823	7,540	3,920	5,500	71%	5,500		5,500	100%
Group:	4,455	9,823	7,540	3,920	5,500	71%	5,500	0	5,500	100%
361300 Penalties & Interest										
361300 Penalties & Interest	34		61	4	0	***%			0	0%
Group:	34		61	4	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	75,285	41,818	28,696	-4,718	5,000	-94%	5,000		5,000	100%
362150 Interest Income/City	2,104	2,934	1,942	1,129	1,600	71%	1,600		1,600	100%
362160 Gain (Loss) on Sale of	46,842	12,418	-46,936		0	0%			0	0%
Group:	124,231	57,170	-16,298	-3,589	6,600	-54%	6,600	0	6,600	100%
362400 911 Signs										
362415 Other Insurance			641	569	0	***%			0	0%
Group:			641	569	0	***%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue		8,394		8,160	0	***%			0	0%
Group:		8,394		8,160	0	***%	0	0	0	0%
371700										
371710 Service Charge	77,408	78,502	84,247	54,423	85,485	64%	89,421		89,421	105%
Group:	77,408	78,502	84,247	54,423	85,485	64%	89,421	0	89,421	104%
372400 Sewer Usage										
372400 Sewer Usage	1,370,864	1,483,601	1,611,148	1,021,672	1,528,000	67%	1,690,200		1,690,200	111%
Group:	1,370,864	1,483,601	1,611,148	1,021,672	1,528,000	67%	1,690,200	0	1,690,200	110%
372500 Sewer Hookups										
372500 Sewer Hookups	31,600	43,185	31,100	68,129	31,000	220%	32,000		32,000	103%
Group:	31,600	43,185	31,100	68,129	31,000	220%	32,000	0	32,000	103%
372700										
372710 Sewer Permits	3,420	3,925	5,020	3,875	3,200	121%	3,500		3,500	109%
372715 Sewer Capacity	1,542	2,068	6,881	2,970	800	371%	700		700	88%
372720 Front Foot Cash	6,300	38,862			0	0%			0	0%
379999 Late Fee	11,075	5,763	9,063	6,104	5,200	117%	7,000		7,000	135%
391010 Sale of General Fixed			3,369		0	0%			0	0%
Group:	22,337	50,618	24,333	12,949	9,200	141%	11,200	0	11,200	121%

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CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

602 Sewer Enterprise Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
394000 Contributed Capital										
394000 Contributed Capital	1,124,668	3,390,796	478,274		0	0%			0	0%
Group:	1,124,668	3,390,796	478,274		0	0%	0	0	0	0%
Fund:	2,755,597	5,122,089	2,221,046	1,166,237	1,665,785	70%	1,834,921	0	1,834,921	110%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

602 Sewer Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget 2022	Exp. 2022	Budget 23	Changes 23	Budget 23	Budget 23
432500	Sewer Improvements										
550	Street Improvements					50,950	0%	165,000		165,000	324%
	Account:					50,950	0%	165,000	0	165,000	324%
471000	Debt Service										
303	Banking Fees		4				0 0%			0	0%
	Account:		4				0 ***%	0	0	0	0%
494500	Sewer Maintenance										
101	Full-Time Employees - Reg	82,540	91,831	107,275	47,097	124,923	38%	123,086		123,086	99%
102	Full-Time Employees - Ove	11,039	5,782	11,050	7,801	9,227	85%	8,742		8,742	95%
103	Part-Time Employees - Reg	201	138	121	587		0 ***%			0	0%
111	Severance Pay - Vacation/					14,100	0%			0	0%
121	PERA Contributions - Coor	9,079	-51,304	50,061	6,011	10,061	60%	9,887		9,887	98%
128	Social Security	5,767	5,655	6,471	4,810	9,192	52%	8,173		8,173	89%
129	Medicare	1,349	1,323	1,513	1,125	2,150	52%	1,911		1,911	89%
131	Health Insurance	79,671	56,243	51,884	34,506	56,482	61%	57,371		57,371	102%
132	Health Care Savings Plan/	75	264	245		0	0%			0	0%
133	Life Insurance	127	117	127	98	154	64%	154		154	100%
134	Disability Insurance	455	460	509	383	665	58%	686		686	103%
136	MSRS		19	79	222	962	23%	312		312	32%
151	Workers Compensation	3,353	4,716	5,366	2,747	5,494	50%	5,516		5,516	100%
212	Motor Fuels	2,378	1,822	3,190	2,258	1,500	151%	1,500		1,500	100%
216	Uniforms	462	454	483	301	500	60%	500		500	100%
219	Other Operating Equipment					0	0%	15,000		15,000	*****
221	General Supplies	2,932	1,628	3,155	1,121	2,500	45%			0	0%
228	Utility System Maint Supp		4,562	3,763	703	2,500	28%	5,000		5,000	200%
229	Lift Station Maintenance	11,008	11,593	8,765	960	10,000	10%	10,000		10,000	100%
305	Engineer Fees	8,342				0	0%			0	0%
308	Legal Fees	1,263	2,067			0	0%			0	0%
310	Recording/Filing Fees	205	25			0	0%			0	0%
314	Computer/Software Fees			120		5,650	0%	5,650		5,650	100%
315	School & Conference	602	644	2,504	855	1,000	86%	1,000		1,000	100%
317	Personnel Testing, Physic	109	109	109	45	450	10%	450		450	100%
319	Contracted Services	12,128	27,057	17,755	3,776	20,000	19%	20,000		20,000	100%
325	Postage		36	40		0	0%	40		40	*****
331	Travel Expense	428	161	369	443	250	177%	250		250	100%
351	Legal Notices Publishing	561				0	0%			0	0%
361	General Liability Insuran	3,523	2,635	2,430	945	1,890	50%	2,403		2,403	127%
385	Sewer Charges	539,350	573,130	564,176	399,768	619,000	65%	669,000		669,000	108%
403	Road Maintenance					5,000	0%	15,000		15,000	300%
404	Equipment Maintenance	5,598	6,744	6,020	3,794	5,500	69%	5,500		5,500	100%
406	Vehicle Maintenance	1,095	5,444	54		2,500	0%	2,500		2,500	100%
413	Equipment Rental	7,781		467	141	3,500	4%	3,500		3,500	100%
451	Dues & Subscriptions	100		240		150	0%	150		150	100%
460	Permits & Licenses	289	2,250	298	46	250	18%	250		250	100%
475	Sewerline Repairs	2,544	80	9,148	21,740	45,000	48%	15,000		15,000	33%
476	Lift Station Repairs Sewe	12,759	9,944	15,983	11,825	5,000	237%	12,500		12,500	250%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

602 Sewer Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget 2022	Exp. 2022	Budget 23	Changes 23	Budget 23	Budget 23
477	I & I Maintenance	676		13,444		15,000	0%	15,000		15,000	100%
478	Sewer Cleaning	37,350	36,531	29,916	5,295	40,000	13%	40,000		40,000	100%
499	Miscellaneous	379				7,500	0%			0	0%
510	Land Acquisition	573				0	0%			0	0%
540	Office Equip/Furnishings	2,450	421			0	0%			0	0%
580	Other Equipment		26,917	24,267		47,500	0%			0	0%
590	Pumping Plant & Lift Stat	17,632		42,908		40,000	0%	40,000		40,000	100%
	Account:	866,173	829,498	984,305	559,403	1,115,550	50%	1,096,031	0	1,096,031	98%
494900	Sewer Administration and General										
101	Full-Time Employees - Reg	56,420	64,933	61,996	30,406	90,116	34%	90,273		90,273	100%
102	Full-Time Employees - Ove	272	254	277	79	574	14%	565		565	98%
111	Severance Pay - Vacation/	352	3,219	140		0	0%			0	0%
121	PERA Contributions - Coor	5,359	-31,233	23,704	3,818	6,759	56%	6,770		6,770	100%
128	Social Security	3,508	3,869	3,517	3,000	5,587	54%	5,597		5,597	100%
129	Medicare	821	905	823	702	1,307	54%	1,309		1,309	100%
131	Health Insurance	12,773	14,129	17,706	19,376	32,643	59%	30,935		30,935	95%
132	Health Care Savings Plan/	134	281	153		0	0%			0	0%
133	Life Insurance	126	120	108	91	170	54%	155		155	91%
134	Disability Insurance	252	241	229	241	395	61%	409		409	104%
135	Unemployment Insurance			3,332	-3,332	0	***%			0	0%
136	MSRS	122	194	182	347	728	48%	702		702	96%
151	Workers Compensation	88	96	113	63	125	50%	134		134	107%
201	Office Supplies		48	211	99	25	396%	200		200	800%
202	Printing Supplies	257	527	316	64	400	16%	300		300	75%
209	Computer Equipment		271			0	0%			0	0%
221	General Supplies			1,491		0	0%			0	0%
301	Audit/Account Services	5,297	2,798	4,758	3,893	6,750	58%	6,750		6,750	100%
303	Banking Fees			6,454	6,061	7,200	84%	12,000		12,000	167%
305	Engineer Fees	3,115	240	2,568	1,240	2,000	62%	2,500		2,500	125%
308	Legal Fees	271	250	5,671	908	2,000	45%	2,000		2,000	100%
314	Computer/Software Fees	2,781	3,322	3,493	1,000	3,700	27%	3,000		3,000	81%
315	School & Conference					1,000	0%	1,000		1,000	100%
319	Contracted Services	4,100	113	6,944	7,149	12,620	57%	10,000		10,000	79%
321	Telephone	2,446	2,372	2,364	4,937	2,510	197%	5,000		5,000	199%
322	Internet	421	727	776	550	400	138%	850		850	213%
323	Gopher One Call Locates	1,246	1,255	861	391	1,200	33%	900		900	75%
325	Postage	2,898	3,105	264	83	622	13%	450		450	72%
331	Travel Expense	813	802	759	730	960	76%	1,300		1,300	135%
351	Legal Notices Publishing	45	219	248	266	0	***%	300		300	****%
361	General Liability Insuran	1,585	3,267	7,136	5,452	9,537	57%	12,878		12,878	135%
381	Electricity	7,608	8,297	6,790	6,660	8,000	83%	8,500		8,500	106%
383	Heating Gas	2,001	1,281	1,393	1,833	2,000	92%	4,900		4,900	245%
405	Computer Maintenance	9,525	8,770	20,232	12,530	19,278	65%	22,595		22,595	117%
420	Depreciation Expenses	491,433	503,649	515,627		556,747	0%	525,000		525,000	94%
432	Bad Debts	407				0	0%			0	0%
434	Employee Recognition Prog			74		0	0%			0	0%
451	Dues & Subscriptions		50	50	50	0	***%			0	0%

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CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

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Report ID: B240

602 Sewer Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget 2022	Exp. 2022	Budget 23	Changes 23	Budget 23	Budget 23
460	Permits & Licenses		38		5	0	***%			0	0%
720	Transfer Out	54,609	56,853	67,944		56,260	0%	57,524		57,524	102%
	Account:	671,085	655,262	768,704	108,692	831,613	13%	814,796	0	814,796	98%
495000	Transfer Out										
720	Transfer Out	63,333	188,158	113,545		17,500	0%	31,750		31,750	181%
	Account:	63,333	188,158	113,545		17,500	0%	31,750	0	31,750	181%
	Fund:	1,600,591	1,672,922	1,866,554	668,095	2,015,613	33%	2,107,577	0	2,107,577	105%

Fund 603 – Storm Water Enterprise Fund

This fund accounts for the activity of managing and maintaining our storm water system. The City has a state permit under the MS4 (Municipal separate storm sewer system) which includes roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains. It is the City's responsibility under this permit to monitor and maintain these elements to insure that they are functioning properly and treating and capturing storm water. The Storm Water Utility Fee provides funds for this system. The rates are voted by resolution or motion by the City Council.

Objectives

- Funds will be used to undertake new infrastructure improvements as well as to maintain the existing storm water system. In 2023 in addition to maintaining the existing storm water system the City plans on using storm water fees for the following.
 - Pay for storm water improvements while implementing the City's Road Improvement plan
- The Public Works Director is responsible for leading the maintenance of City owned storm water systems.
- The Community Development Director is responsible for the inspection of private systems and the coordination with property owners on the upkeep of their systems.

Budget Commentary

In 2023 there is a rate increase from \$7 to \$8 per ERU per month being proposed.

Transfers out are applied to debt payments in the debt service funds. The 2023 Transfers Out for debt total \$21,000.

Also included in the Storm Water budget are the following capital items:

Lindhahl Road Bridge = \$175,000

Hermantown Road Bridge = \$104,000 (Part of project)

Storm Water Improvements to Richard and Lindgren roads = \$181,000

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

603 Storm Water Enterprise Fund

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
322100 Building Permits										
322120 SWPP and Stormwater Mgmt		2,692	3,546	450	0	***%	500		500	*****%
Group:		2,692	3,546	450	0	***%	500	0	500	*****%
361300 Penalties & Interest										
361300 Penalties & Interest			72	5	0	***%			0	0%
Group:			72	5	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest		1,524	1,837	-268	0	***%			0	0%
362160 Gain (Loss) on Sale of		-1,342	-2,661		0	0%			0	0%
Group:		182	-824	-268	0	***%	0	0	0	0%
362400 911 Signs										
362415 Other Insurance			191	168	0	***%			0	0%
Group:			191	168	0	***%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue			643		0	0%			0	0%
Group:			643		0	0%	0	0	0	0%
372700										
372750 Stormwater Fee	434,342	386,154	413,492	263,743	410,670	64%	451,000		451,000	110%
379999 Late Fee	5,462	1,903	4,552	3,124	1,500	208%	3,000		3,000	200%
Group:	439,804	388,057	418,044	266,867	412,170	65%	454,000	0	454,000	110%
394000 Contributed Capital										
394000 Contributed Capital		243,505			0	0%			0	0%
Group:		243,505			0	0%	0	0	0	0%
Fund:	439,804	635,079	421,029	267,222	412,170	65%	454,500	0	454,500	110%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

603 Storm Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2019	2020	2021	2022	Budget 2022	Exp. 2022	Budget 23	Changes 23	Budget 23	Budget 23
441100	Storm Water										
101	Full-Time Employees - Reg	95,958	71,853	76,562	17,536	64,487	27%	67,129		67,129	104%
102	Full-Time Employees - Ove	5,679	3,756	6,207	4,907	2,108	233%	2,129		2,129	101%
103	Part-Time Employees - Reg			250		0	0%			0	0%
111	Severance Pay - Vacation/	352	3,219	140		1,762	0%			0	0%
121	PERA Contributions - Coor	6,972	38,350	30,496	3,365	4,974	68%	5,173		5,173	104%
128	Social Security	5,629	4,420	5,026	2,664	4,221	63%	4,276		4,276	101%
129	Medicare	1,316	1,024	1,188	623	987	63%	1,000		1,000	101%
131	Health Insurance	57,787	41,451	35,001	21,988	25,229	87%	25,436		25,436	101%
132	Health Care Savings Plan/	184	457	122		0	0%			0	0%
133	Life Insurance	176	171	147	71	104	68%	103		103	99%
134	Disability Insurance	402	449	341	215	309	70%	335		335	108%
136	MSRS	104	173	233	237	514	46%	390		390	76%
151	Workers Compensation	309	1,105	1,627	831	1,662	50%	1,727		1,727	104%
221	General Supplies			686		0	0%	100		100	*****%
302	Assessors Fees	50				0	0%			0	0%
305	Engineer Fees	19,346	10,500	6,068	17,684	10,000	177%	20,000		20,000	200%
308	Legal Fees	1,568	1,032	454	187	1,500	12%	1,500		1,500	100%
310	Recording/Filing Fees	138	184	158		500	0%	500		500	100%
314	Computer/Software Fees	828	750	3,118	1,000	1,500	67%	1,500		1,500	100%
319	Contracted Services	39,353	627	15,621	3,764	30,000	13%	30,000		30,000	100%
325	Postage	337		83		500	17%	500		500	100%
331	Travel Expense	769	724	716	243	300	81%	300		300	100%
351	Legal Notices Publishing	261			177	0	***%			0	0%
403	Road Maintenance		14,303	36,808	4,144	11,000	38%	11,000		11,000	100%
404	Equipment Maintenance			538		0	0%			0	0%
405	Computer Maintenance	3,723	1,716			0	0%			0	0%
413	Equipment Rental	6,998	18,046	18,046	28,291	20,000	141%	20,000		20,000	100%
420	Depreciation Expenses			10,835		0	0%			0	0%
451	Dues & Subscriptions	1,739	1,740	1,740	1,880	2,000	94%	2,000		2,000	100%
530	Improvements Other Than B	-4,178				200,000	0%	279,000		279,000	140%
550	Street Improvements					60,000	0%	181,000		181,000	302%
580	Other Equipment		2,352			0	0%			0	0%
720	Transfer Out			31,189		21,473	0%	21,000		21,000	98%
	Account:	245,800	218,402	283,317	109,890	465,130	24%	676,098	0	676,098	145%
471000	Debt Service										
303	Banking Fees		104	2		0	0%			0	0%
	Account:		104	2		0	***%	0	0	0	0%
495000	Transfer Out										
720	Transfer Out		8,369	80,076		1,496	0%			0	0%
	Account:		8,369	80,076		1,496	0%	0	0	0	0%
	Fund:	245,800	226,875	363,395	109,890	466,626	24%	676,098	0	676,098	145%

Fund 605 - Street Lighting & Traffic Signalization Fund

Street Lighting fund was created to account for the activity of lighting and signalizing public streets. The City is responsible for the expenditures to maintain the traffic signals to control traffic flow at the following intersections: Cirrus Drive & Hwy 53, Ugstad & 53, Lavaque & 53, Arrowhead & 53, Mall Drive & 53, Haines Rd & Hermantown Road, Maple Grove & Loberg, and Maple Grove & Stebner. A monthly franchise fee is charged to electric power customers through MN Power to residents at a rate of \$2 per month.

Other revenue includes a portion of the gas franchise fees paid by gas customers of MN Energy Resources. Forty percent of the gas franchise fee goes to the General Fund while the remaining sixty percent is budgeted in the Street Lighting & Traffic Signalization Fund.

Also included in the franchise fees is Minnesota Power.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2023

605 Street Lighting & Traffic Signalization

Account	Actuals				Current Budget 2022	% Rec. 2022	Prelim. Budget 23	Budget Change 23	Final Budget 23	% Old Budget 23
	2019	2020	2021	2022						
318100 Franchise Fees	135,326	137,343	139,542	71,524	137,000	52%	139,000		139,000	101%
Group:	135,326	137,343	139,542	71,524	137,000	52%	139,000	0	139,000	101%
362100 Investment Interest										
362100 Investment Interest	6,635	4,732	3,440	-561	1,000	-56%	1,000		1,000	100%
362120 Interest - Interfund	22,000	22,000	22,000		22,000	0%	22,000		22,000	100%
362160 Gain (Loss) on Sale of	4,111	1,382	-5,577		0	0%			0	0%
Group:	32,746	28,114	19,863	-561	23,000	-2%	23,000	0	23,000	100%
362400 911 Signs										
362410 Insurance Recoveries		4,250			0	0%			0	0%
Group:		4,250			0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue		4,358			0	0%			0	0%
Group:		4,358			0	0%	0	0	0	0%
Fund:	168,072	174,065	159,405	70,963	160,000	44%	162,000	0	162,000	101%
Grand Total:	5,700,376	8,200,769	5,571,210	2,738,742	4,070,733		4,481,241	0	4,481,241	

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2023

605 Street Lighting & Traffic Signalization

Account	Object	Actuals				Current Budget 2022	% Exp. 2022	Prelim. Budget 23	Budget Changes 23	Final Budget 23	% Old Budget 23
		2019	2020	2021	2022						
431150	Street Improvements										
	227 Street Lights & Signs		29,399			0	0%			0	0%
	305 Engineer Fees		355			0	0%			0	0%
	Account:		29,754			0	***%	0	0	0	0%
431160	Street Lighting										
	227 Street Lights & Signs	73,781	10,252	5,282		5,000	0%	5,000		5,000	100%
	381 Electricity	25,500	29,207	29,964	25,414	28,000	91%	38,000		38,000	136%
	495 Property Damage Reimb. by		5,250			0	0%			0	0%
	550 Street Improvements					96,000	0%			0	0%
	Account:	99,281	44,709	35,246	25,414	129,000	20%	43,000	0	43,000	33%
	Fund:	99,281	74,463	35,246	25,414	129,000	20%	43,000	0	43,000	33%
											%
	Grand Total:	3,463,076	3,423,882	4,395,444	1,653,519	4,389,230		4,857,632	0	4,857,632	

CITY OF HERMANTOWN
CITY COUNCIL MEETING
September 19, 2022
6:30 p.m.

MEETING CONDUCTED IN PERSON & VIA ZOOM

PLEDGE OF ALLEGIANCE

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

CITY STAFF: Jackie Dolentz, City Clerk; Eric Johnson; Community Development Director; Joe Wicklund, Communications Manager; Kevin Orme, Director of Finance & Administration; Gunnar Johnson, City Attorney

ABSENT:

VISITORS: 45

ANNOUNCEMENTS

Farewell to Councilor Peterson as this was her last City Council meeting. Thank you for your years of thoughtful service to the Hermantown Community.

PUBLIC HEARING

COMMUNICATIONS

Communications 22-93 through and including 22-96 were read and placed on file.

Communication 22-94 from Dave Miller, Hermantown resident, to the City Council, regarding concerns neighborhood and zoning.

Communication 22-96 from P&R Properties, to the City Council, regarding Ordinance 2022-11 and rezoning of 4747 Hermantown Road.

PRESENTATIONS

Kevin Orme, Director of Finance and Administration, presented the 2023 Debt Service Budgets.

Joe Wicklund, Communications & Community Engagement, presented on the educational efforts for the Community Recreation Initiative.

PUBLIC DISCUSSION

CONSENT AGENDA

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

- A. Approve September 6, 2022 City Council Continuation Minutes

- B. Approve general city warrants from September 1, 2022 through September 15, 2022 in the amount of \$356,991.55

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

MOTIONS

ORDINANCES

- 2022-10** An Ordinance Recommending That Portions Of The Hermantown City Code Be Temporarily Suspended To Further Study The “Earn-A-Buck” Requirement For The Hermantown City 2022 Bow Hunt

Second Reading

Motion made by Councilor Peterson, seconded by Councilor Nelson, to adopt Ordinance 2022-10, An Ordinance Recommending That Portions Of The Hermantown City Code Be Temporarily Suspended To Further Study The “Earn-A-Buck” Requirement For The Hermantown City 2022 Bow Hunt. Roll Call: Councilors Geissler, Hauschild, Nelson, Peterson, Mayor Boucher, aye. Motion carried.

- 2022-11** An Ordinance Amending Title 2 Of The Hermantown City Code By Amending The Official Zoning Map 4747 Hermantown Road (Parcels 395-0010-07045 And 395-0010-07050)

Second Reading

Motion made by Councilor Peterson, seconded by Councilor Hauschild, to adopt Ordinance 2022-11, An Ordinance Amending Title 2 Of The Hermantown City Code By Amending The Official Zoning Map 4747 Hermantown Road (Parcels 395-0010-07045 And 395-0010-07050).

Dante Tomassoni, 5546 Morris Thomas Road, spoke to the City Council in his role as COO of Development of P&R Properties and voiced his support of the rezoning of this property from R-3 to commercial.

Dave Miller, 4793 Anderson Road, presented a letter to the City Council and voiced his concerns about the rezoning of this property from R-3 to commercial. He does not support rezoning.

Rod Saline, 3296 North Little Alden Lake Road, as owner of the property in question, voiced his support of the rezoning from R-3 to commercial.

Beverly Donaldson, 3713 Keene Creek Lane, voiced her concerns about the rezoning of this property from R-3 to commercial. She does not support rezoning.

Diane Langlee, 3719 Keene Creek Lane, voiced her concerns about the rezoning of this property from R-3 to commercial. She does not support rezoning.

Tammy Johnson, 3884 Okerstrom Road, voiced her concerns about the rezoning of this property from R-3 to commercial. She does not support rezoning.

Alex Bushey, 800 B W Railroad Street, spoke to the City Council in his role as an agent for F.I. Salter Real Estate, voiced his support of the rezoning of this property from R-3 to commercial.

Mary Miller, 4793 Anderson Rd, voiced her concerns about the rezoning of this property from R-3 to commercial. She does not support rezoning.

Kevin Shea, 4777 Anderson Rd, voiced his concerns about the rezoning of this property from R-3 to commercial. He does not support rezoning.

David Johnson, 4792 Anderson Rd, voiced his concerns about the rezoning of this property from R-3 to commercial. He does not support rezoning.

Myrna Johnson, 4774 Anderson Rd, voiced her concerns about the rezoning of this property from R-3 to commercial. She does not support rezoning.

Crystal Andres, 3847 Arthur Lane, voiced her concerns about the rezoning of this property from R-3 to commercial. She does not support rezoning.

Dave Allison, 3735 Keene Creek Lane, voiced his concerns about the rezoning of this property from R-3 to commercial. He does not support rezoning.

Kimberly Parmeter, 5590 Stark Road, spoke to City Council in her role as the President of the Hermantown Area Chamber of Commerce. She supports the rezoning of this property from R-3 to commercial.

Paul Johnson, 3884 Okerstrom Rd, voiced his concerns about the rezoning of this property from R-3 to commercial. He does not support rezoning.

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

Short recess from 7:38 p.m. to 7:45 p.m.

2022-12 An Ordinance Amending Hermantown Code Of Ordinances Section 270 - Fee Schedule

First Reading

RESOLUTIONS

2022-114 Resolution To Adopt The Proposed Property Tax And Proposed Budget For Taxes Payable 2023 And Scheduling The Truth In Taxation Hearing

Motion made by Councilor Hauschild seconded by Councilor Geissler, to adopt Resolution 2022-114 Resolution To Adopt The Proposed Property Tax And Proposed Budget For Taxes Payable 2023 And Scheduling The Truth In Taxation Hearing. Roll Call: Councilors Geissler, Hauschild, Nelson, Peterson, Mayor Boucher, aye. Motion carried.

2022-115 Resolution Establishing An Absentee Ballot Board For The 2022 General Election

Motion made by Councilor Nelson, seconded by Councilor Geissler, to adopt Resolution 2022-115 Resolution Establishing An Absentee Ballot Board For The 2022 General Election. Roll Call: Councilors Geissler, Hauschild, Nelson, Peterson, Mayor Boucher, aye. Motion carried.

2022-116 Resolution Authorizing The City Of Hermantown To Partner With Minnesota Trout Unlimited On A Grant Funding Request Associated With The Okerstrom Road Culvert At Keene Creek Park And Contributing \$35,000 Towards The Purchase And Installation Of Culvert

Motion made by Councilor Peterson, seconded by Councilor Nelson, to adopt Resolution 2022-116 Resolution Authorizing The City Of Hermantown To Partner With Minnesota Trout Unlimited On A Grant Funding Request Associated With The Okerstrom Road Culvert At Keene Creek Park And Contributing \$35,000 Towards The Purchase And Installation Of Culvert. Roll Call: Councilors Geissler, Hauschild, Nelson, Peterson, Mayor Boucher, aye. Motion carried.

Motion made by Councilor Peterson, seconded by Hauschild to recess the meeting at 7:51 p.m. Motion carried.

Mayor

ATTEST:

City Clerk

CITY OF HERMANTOWN

CHECKS #69154-69231
09/16/2022-09/30/2022

PAYROLL CHECKS

Electronic Checks - #-68838-68880	\$78,308.24
Electronic Checks - #-68827-68832	\$3,387.06
Checks - # 69222-69224	\$1,074.50

LIABILITY CHECKS

Electronic Checks - #-68833-68837	\$59,428.20
Electronic Checks - #-68824-68826	\$654.84
Checks - #69230-69231	\$352.10
Checks - #69225-69228	\$4,108.97

PAYROLL EXPENSE TOTAL **\$147,313.91**

ACCOUNTS PAYABLE

Checks - #69154-69221	\$295,576.69
Electronic Payments #-99664-99680	\$82,364.48

ACCOUNTS PAYABLE TOTAL **\$377,941.17**

TOTAL **\$525,255.08**

CITY OF HERMANTOWN, MN 09/16/2022-09/30/2022
Check # is between 69154 and 69221 or Check # is between -99680 and -99664

9/28/2022

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	421100	Police Administration	AT&T MOBILITY	Cell Phones PD	1,368.40	-99680
101	415300	Administration & Finance	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica Sept	96.00	-99679
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas -CH/PD 45%	778.83	-99678
101	422901	Firehall #1 Maple Grove Road	MN ENERGY RESOURCES CORP	Natural Gas -FH#1	951.91	-99678
101	411100	Council	VC3	Meraki Access Points	163.07	-99677
101	413100	Mayor	VC3	Meraki Access Points	40.77	-99677
101	415300	Administration & Finance	VC3	Meraki Access Points	244.60	-99677
101	419100	Community Development	VC3	Meraki Access Points	122.30	-99677
101	421100	Police Administration	VC3	Meraki Access Points	774.57	-99677
101	424100	Building Inspection	VC3	Meraki Access Points	40.77	-99677
101	431100	Street Department	VC3	Meraki Access Points	163.07	-99677
601	494400	Water Administration and General	VC3	Meraki Access Points	122.30	-99677
602	494900	Sewer Administration and General	VC3	Meraki Access Points	122.30	-99677
240	433200	Water Tower	BOLTON & MENK, INC.	Hwy 53 Water Tower Recon	12,256.50	-99676
101	421100	Police Administration	BRAY & REED LTD.	Prosecution Services Aug 2022	4,500.00	-99675
101	421100	Police Administration	BRAY & REED LTD.	Prosecution Services July 2022	4,500.00	-99675
101	452100	Parks	BRENT'S SEPTIC SERVICE LLC	Portable Toilets	1,875.00	-99674
101	419901	City Hall & Police Building Maintenance	TELCOLOGIX	Sept 2022 Maintenance	237.85	-99673
101	421100	Police Administration	TELCOLOGIX	IP Phone -Refurb	95.00	-99673
101	422901	Firehall #1 Maple Grove Road	TELCOLOGIX	Sept 2022 Maintenance	70.35	-99673
101	431100	Street Department	TELCOLOGIX	Sept 2022 Maintenance	16.75	-99673
101	452200	Community Building	TELCOLOGIX	Sept 2022 Maintenance	10.05	-99673
101	452100	Parks	DULUTH LAWN CARE INC	Fert/Weed/Insect Treatment Fie	5,206.00	-99672
101	416100	City Attorney	OVEROM LAW, PLLC	JAZB Board of Appeals and Adju	176.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	Nuisance Ordinance	275.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	Fee Schedule	55.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	Fire Protection District	198.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	Independent Living Facility	99.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	General Matters/Retainer	1,900.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	Paul Sens Accident Claim	319.00	-99671
101	416100	City Attorney	OVEROM LAW, PLLC	Northwoods Properties Inc	55.00	-99671
101	419100	Community Development	OVEROM LAW, PLLC	P&R Properties Engwalls Develo	1,442.00	-99671
101	419100	Community Development	OVEROM LAW, PLLC	Stebner Farms Projects	518.00	-99671
101	421100	Police Administration	OVEROM LAW, PLLC	Prosecution Contract Matters	44.00	-99671
101	421100	Police Administration	OVEROM LAW, PLLC	Police Dept Personnel Matters	1,496.00	-99671
101	421100	Police Administration	OVEROM LAW, PLLC	Gale Rachuy Vehicle Claim	110.00	-99671
101	421100	Police Administration	OVEROM LAW, PLLC	Bow Hunting Ordinance Admendme	393.00	-99671
101	421100	Police Administration	OVEROM LAW, PLLC	Edible Cannabinoids	952.00	-99671

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
230	465100	HEDA	OVEROM LAW, PLLC	2021 Recreation Facility	266.00	-99671
230	465100	HEDA	OVEROM LAW, PLLC	Hwy 53 Business Park Developme	266.00	-99671
230	465100	HEDA	OVEROM LAW, PLLC	HEDA Agenda Matters	322.00	-99671
601	494400	Water Administration and General	OVEROM LAW, PLLC	Utility Deposit Policy Update	42.00	-99671
601	494400	Water Administration and General	OVEROM LAW, PLLC	Utility Commission	55.00	-99671
602	494900	Sewer Administration and General	OVEROM LAW, PLLC	Utility Commission	55.00	-99671
602	494900	Sewer Administration and General	OVEROM LAW, PLLC	Private Sewer Agreements	44.00	-99671
602	494900	Sewer Administration and General	OVEROM LAW, PLLC	Utility Deposit Policy Update	42.00	-99671
475	431150	Street Improvements	OVEROM LAW, PLLC	Richard Avenue-Lindgren Rd MN	88.00	-99671
275	452200	Community Building	OVEROM LAW, PLLC	Water Loss at EWC	33.00	-99671
230	214500	Escrow Deposits Payable	OVEROM LAW, PLLC	Oppidan Development	1,204.54	-99671
101	214500	Escrow Deposits Payable	OVEROM LAW, PLLC	eyton Acres Development Matter	98.00	-99671
601	214500	Escrow Deposits Payable	OVEROM LAW, PLLC	T-Mobile Application	220.00	-99671
605	431160	Street Lighting	OVEROM LAW, PLLC	Cooperative Signal Light Agree	520.00	-99671
245	456201	Broadband	OVEROM LAW, PLLC	Broadband Expansion	1,078.00	-99671
245	456201	Broadband	OVEROM LAW, PLLC	Howtown Fiber	37.50	-99671
601	494400	Water Administration and General	GOPHER STATE ONE-CALL INC	Aug 22 Locates	161.19	-99670
602	494900	Sewer Administration and General	GOPHER STATE ONE-CALL INC	Aug 22 Locates	107.46	-99670
602	494500	Sewer Maintenance	GREAT LAKES PIPE SERVICE INC	Clean MH @Getchel & Marko	755.00	-99669
602	494500	Sewer Maintenance	GREAT LAKES PIPE SERVICE INC	Vac LS Radar Rehab	1,825.00	-99669
603	441100	Storm Water	GREAT LAKES PIPE SERVICE INC	Clean Culverts	755.00	-99669
230	465100	HEDA	HTB PROJECT NAVIGATION, LLC	Proposed Hermantown Business P	375.00	-99668
245	456201	Broadband	HTB PROJECT NAVIGATION, LLC	Broadband	656.25	-99668
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	714.02	-99667
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,537.00	-99667
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,124.32	-99667
240	433200	Water Tower	OSSEO CONSTRUCTION CO. LLC	Water Tower Reconditioning	25,175.00	-99666
101	431100	Street Department	NORTHERN STATES SUPPLY INC	Cotter Pins	19.81	-99665
230	465100	HEDA	IGNITE	Digital Campaign-Youth Sports	3,000.00	-99664
101	321150	Dance Permits	AAD SHRINERS	Event Cancelled Refund	250.00	69154
101	414100	Elections	ALANDER, PATRICIA	Election Judge Training	48.00	69155
101	427100	Poundmaster	ANIMAL ALLIES HUMANE SOCIETY	Aug Boarding	228.00	69156
101	419100	Community Development	ARROWHEAD ABSTRACT & TITLE CO.	O-309310 - O&E Ward	75.00	69157
101	414100	Elections	ATIEMO, AMANDA	Primary Election Judge	207.00	69158
101	214000	Security Deposits Payable	BEACON SPORTS BAR & GRILL	Event Deposit Refund	250.00	69159
101	414100	Elections	BOSLEY, DAVID	Primary Election Judge	207.00	69160
101	431100	Street Department	CENTRAL PENSION FUND	Training Per Contract	47.27	69161
601	494300	Water Distribution	CENTRAL PENSION FUND	Training Per Contract	47.26	69161

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
602	494500	Sewer Maintenance	CENTRAL PENSION FUND	Training Per Contract	47.27	69161
101	422902	Firehall #2 Morris Thomas Road	CENTURLINK	Internet FH2 8/28-22 - 9/27/22	79.98	69162
101	414100	Elections	CHAPINSKI, MARIE	Primary Election Judge	263.25	69163
101	414100	Elections	CHRISTENSON, CAROL	Election Judge Training	24.00	69164
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at CH	8.88	69165
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at FD/PD	30.72	69165
101	431100	Street Department	CINTAS CORPORATION	Uniforms	26.93	69165
101	431100	Street Department	CINTAS CORPORATION	Uniforms	9.72	69165
101	431901	City Garage	CINTAS CORPORATION	Supplies	37.50	69165
101	431901	City Garage	CINTAS CORPORATION	Mats at PW	30.03	69165
101	431100	Street Department	COMPASS MINERALS AMERICA	Winter Road Salt	11,157.13	69166
101	431100	Street Department	COMPASS MINERALS AMERICA	Winter Road Salt	7,762.99	69166
240	433500	Water Improvements	CORE & MAIN LP	AMI Antenna	36,085.00	69167
230	465100	HEDA	CREATIVE ARCADE	Website Monthly Maintenance	250.03	69168
601	494400	Water Administration and General	CUSTOMER ELATION INC	8/02 - 08/29 Answering	30.09	69169
602	494900	Sewer Administration and General	CUSTOMER ELATION INC	8/02 - 08/29 Answering	20.06	69169
101	414100	Elections	DEBOER, SHAUNNA	Primary Election Judge	214.00	69170
101	415300	Administration & Finance	DOLENTZ, JACKIE	MCFOA Renewal	51.48	69171
101	414100	Elections	DONALDSON, BEVERLY	Primary Election Judge	266.50	69172
101	414100	Elections	DONALDSON, THOMAS	Election Judge Training	24.00	69173
101	431100	Street Department	DULUTH READY MIX INC	Winter Road Sand	9,529.70	69174
101	431100	Street Department	DULUTH READY MIX INC	Winter Road Sand	7,741.35	69174
101	431100	Street Department	DULUTH READY MIX INC	Winter Road Sand	3,798.38	69174
101	415300	Administration & Finance	EHLERS & ASSOCIATES INC	2022 Financial Management Plan	4,615.00	69175
601	494400	Water Administration and General	EHLERS & ASSOCIATES INC	2022 Utility Rate Study	476.66	69175
602	494900	Sewer Administration and General	EHLERS & ASSOCIATES INC	2022 Utility Rate Study	476.66	69175
603	441100	Storm Water	EHLERS & ASSOCIATES INC	2022 Utility Rate Study	476.68	69175
602	494500	Sewer Maintenance	ELECTRIC PUMP, INC.	Radar Rd LS Rehab	43,245.56	69176
602	494500	Sewer Maintenance	ELECTRIC PUMP, INC.	Arrowhead LS #2	930.00	69176
601	494400	Water Administration and General	ENVIRONMENTAL SYSTEMS RESEARCH INST. INC	ArcGIS License	1,996.14	69177
602	494900	Sewer Administration and General	ENVIRONMENTAL SYSTEMS RESEARCH INST. INC	ArcGIS License	1,937.43	69177
603	441100	Storm Water	ENVIRONMENTAL SYSTEMS RESEARCH INST. INC	ArcGIS License	1,937.43	69177
101	414100	Elections	FICHTNER, LORI	Primary Election Judge	225.00	69178
101	414100	Elections	FLEMMING, DAVID	Primary Election Judge	120.00	69179
101	414100	Elections	FREY, BONNIE	Election Judge Training	50.00	69180

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	413100	Mayor	GALLERY COLLECTION	Christmas Cards 10571048	183.75	69181
101	414100	Elections	GARRISON, KANDISE	Primary Election Judge	111.00	69182
101	414100	Elections	HANE, JUDITH	Primary Election Judge	126.00	69183
101	414100	Elections	HARRISS, DONALD	Primary Election Judge	111.00	69184
101	431100	Street Department	HERMANTOWN HYDRAULICS	Hose for Big Mower	146.88	69185
101	431100	Street Department	HERMANTOWN HYDRAULICS	Hose Plugs	20.60	69185
101	421100	Police Administration	HERMANTOWN SERVICE CENTER INC	Cooler Tube/Tank - SQD 21	578.83	69186
101	414100	Elections	HILL, JOLYNN	Primary Election Judge	201.00	69187
245	419100	Community Development	HOISINGTON KOEGLER GROUP INC.	Comprehensive Plan Update-Augu	2,037.50	69188
101	415300	Administration & Finance	INNOVATIVE OFFICE SOLUTIONS, LLC	Keyboard, Marker, Folder	96.39	69189
101	421100	Police Administration	INNOVATIVE OFFICE SOLUTIONS, LLC	Pen/Form	54.40	69189
101	431100	Street Department	JAKE'S COMPANIES LLC	Road CaCl- Arrowhead Road 2nd	2,702.50	69190
101	414100	Elections	JENNISCH, SANDRA	Primary Election Judge	105.00	69191
101	414100	Elections	KAUFMAN, ALEXANDRA	Primary Election Judge	207.00	69192
101	414100	Elections	KLEIN, VICKI	Election Judge Training	24.00	69193
601	494300	Water Distribution	KTM PAVING INC	Watermain Break Patches	11,538.07	69194
101	419901	City Hall & Police Building Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Building	77.47	69195
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Car Wash PD	202.97	69195
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Gas PD	4,346.75	69195
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Gas Street	794.70	69195
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Car Wash PW	10.00	69195
601	494300	Water Distribution	KWIK TRIP EXTENDED NETWORK	Gas Utility	810.58	69195
602	494500	Sewer Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Utility	540.38	69195
101	431100	Street Department	LINDE GAS & EQUIPMENT INC.	CylRent/SafeEnvFee7/20-8/20/22	49.66	69196
101	424100	Building Inspection	M-R SIGN CO INC	911 Signs	561.44	69197
101	421100	Police Administration	MENARD INC	Batteries - PD Remote	9.98	69198
101	431100	Street Department	MENARD INC	Batteries	46.68	69198
101	452100	Parks	MENARD INC	Grass Seed/ Clips	5.06	69198
601	494300	Water Distribution	MENARD INC	Wire	74.66	69198
602	494500	Sewer Maintenance	MENARD INC	Marking Wand	63.96	69198
602	494500	Sewer Maintenance	MENARD INC	Water/Sanitary Misc Tools	43.19	69198
602	494500	Sewer Maintenance	MENARD INC	LS Brackets	26.26	69198
602	494500	Sewer Maintenance	MENARD INC	Sewer Marking Paint	1,303.26	69198
101	452200	Community Building	MENARD INC	Blinds - Community Building	29.97	69198
101	452200	Community Building	MENARD INC	Blinds/Toilet Flapper/Stylus-C	49.88	69198
603	441100	Storm Water	MENARD INC	Board-Cover CB Grate	12.19	69198
101	414100	Elections	MERRIER, PATRICIA	Primary Election Judge	167.25	69199
101	414100	Elections	MISIAK, CAROL	Primary Election Judge	276.25	69200

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	421100	Police Administration	MN CHIEFS OF POLICE ASSN	Critical Issues Webinar Regist	600.00	69201
601	494300	Water Distribution	MN DEPARTMENT OF HEALTH	Water Supply System Operator-M	23.00	69202
275	452200	Community Building	MN DEPT OF LABOR & INDUSTRY	EWC - Elevator Annual Op Lic	200.00	69203
101	419901	City Hall & Police Building Maintenance	MN TELECOMMUNICATIONS	Sept 2022 Internet	360.00	69204
101	422901	Firehall #1 Maple Grove Road	MN TELECOMMUNICATIONS	Sept 2022 Internet	90.00	69204
101	431100	Street Department	MONARCH PAVING COMPANY	Cold Mix - Potholes	2,295.38	69205
101	431100	Street Department	NAPA AUTO PARTS	Floor Dry	49.76	69206
245	465100	HEDA	NORTHSPAN GROUP INC	Business Grant Study ARPA	383.00	69207
101	215000	Performance Bond Deposits Payable	P&R COMPANIES	Stormwater Improv Escrow	122,178.00	69208
101	414100	Elections	PAGANO, PAMELA	Election Judge Training	24.00	69209
101	414100	Elections	PAGEL, LAUREL	Primary Election Judge	111.00	69210
101	414100	Elections	PAGEL, WILLIAM	Primary Election Judge	111.00	69211
101	421100	Police Administration	PER MAR SECURITY SERVICES INC	CCTV 10-01-2022 - 12/31/2022	85.08	69212
101	431100	Street Department	SATHERS, LLC	Class 5 - Crushed Material	196.00	69213
101	414100	Elections	SHOGREN, PATRICIA	Primary Election Judge	256.75	69214
101	421100	Police Administration	SHRED-N-GO INC	Shredding Contract	170.40	69215
101	421100	Police Administration	ST LUKES CLINICS	Blood Draws - Aug 22	174.60	69216
101	422902	Firehall #2 Morris Thomas Road	STACK BROS MECHANICAL, INC.	FH #2 EXH Fan	146.00	69217
101	414100	Elections	TANSKI, JOAN	Election Judge Training	24.00	69218
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - '15 Tahoe	798.12	69219
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - SQD 22	89.59	69219
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - SQD 14	91.33	69219
101	419901	City Hall & Police Building Maintenance	UHL COMPANY INC	VAV Controller	617.00	69220
101	419901	City Hall & Police Building Maintenance	UHL COMPANY INC	VAV #2 Service Call	1,457.00	69220
101	419901	City Hall & Police Building Maintenance	UHL COMPANY INC	AHU 5 Service Call	369.00	69220
601	494400	Water Administration and General	VALLI INFORMATION SYSTEMS, INC	August 2022 Bill Print	531.71	69221
602	494900	Sewer Administration and General	VALLI INFORMATION SYSTEMS, INC	August 2022 Bill Print	531.71	69221
603	441100	Storm Water	VALLI INFORMATION SYSTEMS, INC	August 2022 Bill Print	531.72	69221

Totals: 177 records printed

377,941.17

TO: Mayor & City Council
FROM: Eric Johnson, Community
Development Director



DATE: September 27, 2022

Meeting Date: 10/03/2022

SUBJECT: Zoning Map Amendment from P,
Public to R-3 Residential

Agenda Item: 11-A

Ordinance: 2022-13

REQUESTED ACTION

Conduct a first reading on the proposed amendment to the Hermantown Zoning Map by rezoning the eastern 8.1 acres of Parcel 395-0010-07720 from P, Public to R-3 Residential. This is the eastern portion of the Bethany Cemetery property.

DESCRIPTION OF REQUEST

Requested is the proposed change to the Hermantown Zoning Map by rezoning the eastern 8.1 acres of Parcel 395-0010-07720 from P, Public to R-3, Residential. The purpose of the rezoning is to facilitate the sale of the property for future residential development.

A public hearing for this application was held on Tuesday, September 20, 2022. In addition to the applicant, there were five other members of the public present to speak on the application. Concerns expressed by the public included what plans there were for the property, the ability to develop the property if the land was gifted to the cemetery association and potential wetlands on the property.

The Planning and Zoning Commission is a recommending body in the City Process. The Planning and Zoning Commission recommended to approve the rezoning on a 5-2 vote

SITE DATA

Address: 4938 Hermantown Road (395-0010-07720)
Comprehensive Plan: Concept Area 1: Maintain Suburban Character, Preserve Critical Natural Features, Phase Residential Development, Existing and New Park Areas
Current Zoning: P, Public
Current Use: Vacant/undeveloped
Lot Size: 8.1 acres
Wetlands: Yes, per the National Wetland Inventory
Shoreland Overlay: No
Airport Zoning: N/A

ZONING PROCESS

Bethany Cemetery Association (Applicant) is requesting a rezoning from P, Public to R-3, Residential. Applicant has stated the purpose of the rezoning is to facilitate the sale of the property for future residential development. Other than the cemetery property, the surrounding properties are zoned R-3, Residential.

Dimensional standards would change as follows:

Dimensional Standards	P	R-3
Height	50 feet	35 feet
Setbacks		
<i>Front</i>	35 feet	50 feet
<i>Side (abutting street)</i>	35 feet	10 feet
<i>Side</i>	15 feet	10 foot minimum, 25 foot aggregate
<i>Rear</i>	25 feet	40 feet
Minimum lot area	None	½ acre
Minimum lot width	None	100 feet
Maximum lot coverage	35%	35%

COMPREHENSIVE PLAN

The site is in Area 1 on the Hermantown Comprehensive Plan Concepts Map. The goal for Area 1 is to maintain suburban character, preserve critical natural features, phase residential development, and develop existing and new park areas. Suburban character includes residential development and is compatible with the uses of the adjacent properties.

BACKGROUND

Bethany Cemetery Association owns two parcels associated with the Bethany Cemetery; 395-0010-07740 and 395-0010-07720. Parcel 395-0010-07740 and the western portion of 395-0010-07720 contain the cemetery with the eastern 8.1 acres of 395-0010-07720 being vacant. The Applicant does not foresee the need for this eastern portion of land and is seeking rezoning of this portion of property in order to be marketed for residential development.

With the exception of the cemetery land to the west, the subject property is bordered by the R-3, Residential zoning district. Rezoning of this property would be in keeping with the surrounding zoning and land use.

Land Subdivision

Assuming the 8.1 acre parcel is rezoned, the Applicant will submit an application for an Administrative Parcel Split. The proposed subdivision of Parcel 395-0010-07720 would create 2 parcels, with the western 8 acre portion containing the cemetery and remaining a P, Public zoning and the eastern 8.1 acres being rezoned to R-3 Residential and marketed for residential development.

Utilities

There is public water and sanitary sewer within the Stebner Road right of way. Any future residential development will be required to connect to the public utilities and pay any applicable connection and availability fees.

Wetlands

Per the National Wetland Inventory (NWI) there is the presence of a wetland on the southern 1/3 of the property. Any proposed wetland impacts in this area of the property will require a wetland delineation for review and approval by the Hermantown Technical Evaluation Panel.

SUMMARY

The proposed rezoning meets the criteria of the Comprehensive Plan and the overall goals and policies of the Zoning Ordinance. The 8.1 acre site is located in an area that has an existing residential character and rezoning of the parcel would be complementary to the area. Staff recommends approval of the rezoning based on the following Findings of Fact:

1. The Planning Commission of the City of Hermantown (“Planning Commission”) held a public hearing on the rezoning request on September 20, 2022 at which time all parties desiring to be heard were afforded the opportunity to be heard.
2. A rezoning to R-3, Residential is compatible with the surrounding uses as it mirrors the existing development patterns of the surrounding/abutting parcels.
3. A rezoning to R-3, Residential allows for the maximization of existing water and sanitary sewer infrastructure thus allowing for more development opportunities than can be realized under a P, Public zoning.
4. The Land falls within the City’s Urban Services Boundary. Sanitary sewer and water mains are within the adjacent right of way of Stebner Road.
5. The property is included in the suburban development concept area (Area 1) of the Comprehensive Plan within which residential development is currently allowed.

SOURCE OF FUNDS (if applicable)

N/A

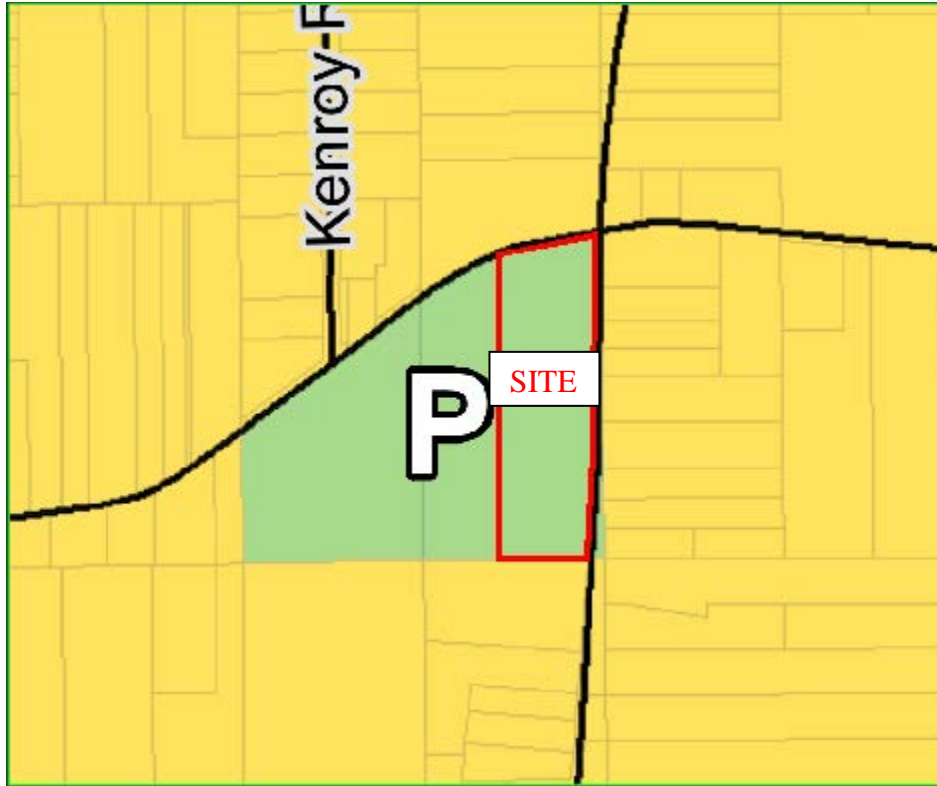
ATTACHMENTS

- Location Map
- Current and Proposed Zoning Maps
- Ordinance

Location Map



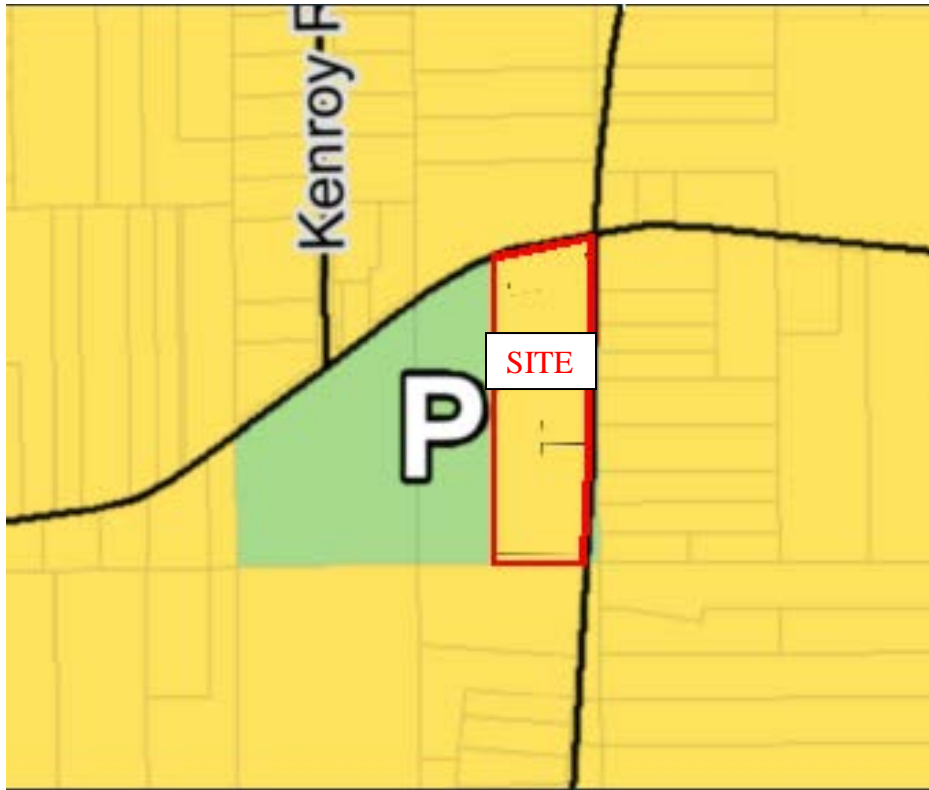
Existing Zoning Map
















Hermantown Zoning Districts

- HM-Hermantown Marketplace
- BLM-Business/Light Manufacturing
- C-General Commercial
- C1-Office/Light Industrial
- C1A-Sexually Oriented Uses
- M2-Heavy Industrial
- O-Conservation/Open Space
- P-Public Facilities
- PUD-Planned Unit Development
- R1-Residential
- R3-Residential
- R3a-Multiple Family Dwellings
- S1-Rural/Suburban

Proposed Zoning Map



Hermantown Zoning Districts

	HM-Hermantown Marketplace
	BLM-Business/Light Manufacturing
	C-General Commercial
	C1-Office/Light Industrial
	C1A-Sexually Oriented Uses
	M2-Heavy Industrial
	O-Conservation/Open Space
	P-Public Facilities
	PUD-Planned Unit Development
	R1-Residential
	R3-Residential
	R3a-Multiple Family Dwellings
	S1-Rural/Suburban

Ordinance No. 2022-13

The City Council of the City of Hermantown does ordain:

**AN ORDINANCE AMENDING TITLE 2 OF THE HERMANTOWN CITY CODE
BY AMENDING THE OFFICIAL ZONING MAP OF
THE EASTERN 8.1 ACRES OF PARCEL 395-0010-07720**

Section 1. Amendment to Official Zoning Map. The Official Zoning Map of the City of Hermantown is hereby amended so that the eastern 8.1 acres of Parcel 395-0010-07720 is zoned R-3, Residential. See Exhibit A for Legal Description.

Section 2. Purpose and Intent. The purpose of this amendment is to rezone the eastern 8.1 acres of Parcel 395-0010-07720 to R-3, Residential with the following Findings of Fact:

Findings of Fact.

1. The Planning Commission of the City of Hermantown (“Planning Commission”) held a public hearing on the rezoning request on September 20, 2022 at which time all parties desiring to be heard were afforded the opportunity to be heard.

2. A rezoning to R-3, Residential is compatible with the surrounding uses as it mirrors the existing development patterns of the surrounding/abutting parcels.

3. A rezoning to R-3, Residential allows for the maximization of existing water and sanitary sewer infrastructure thus allowing for more development opportunities than can be realized under a P, Public zoning.

4. The Land falls within the City’s Urban Services Boundary. Sanitary sewer and water mains are within the adjacent right of way of Stebner Road.

5. The property is included in the suburban development concept area (Area 1) of the Comprehensive Plan within which residential development is currently allowed.

Section 3. Effective Date. This amendment to Title 2 of the Hermantown Code that amends the Official Zoning Map shall be effective after adoption immediately upon (1) the publication of this Amendment to Title 2 of the Hermantown City Code once in the legal newspaper of the City of Hermantown and (2) the filing of this Amendment to Title 2 with the County Recorder of St. Louis County.

Dated: _____ Mayor _____

Attest:

City Clerk

Adopted: _____

Published: _____

Effective Date: _____

Exhibit A – Legal Descriptions

PARENT LEGAL DESCRIPTION FOR PARCEL 395-0010-07720 PER TAX STATEMENT

That part of the East Half of the Southeast Quarter of the Northeast Quarter of Section 26, Township 50 North, Range 15 West of the Fourth Principal Meridian, St. Louis County, Minnesota, lying South of Hermantown Road.

LEGAL DESCRIPTION FOR PARCEL A

The East 300 feet of the East Half of the Southeast Quarter of the Northeast Quarter of Section 26, Township 50 North, Range 15 West of the Fourth Principal Meridian, St. Louis County, Minnesota, lying South of the Centerline of Hermantown Road.

Said parcel contains 352,887 Sq. Feet or 8.10 Acres.

LEGAL DESCRIPTION FOR PARCEL B

The East Half of the Southeast Quarter of the Northeast Quarter of Section 26, Township 50 North, Range 15 West of the Fourth Principal Meridian, St. Louis County, Minnesota, lying South of the Centerline of Hermantown Road.

EXCEPT: The East 300 feet thereof.

AND EXCEPT: The recorded plat of BETHANY CEMETERY FIRST ADDITION.

Said parcel contains 349,787 Sq. Feet or 8.03 Acres.

Parcel

395-0010-07720

Resolution No. 2022-117

**RESOLUTION AUTHORIZING A SUMMARY OF AN ORDINANCE AMENDING
HERMANTOWN CODE OF ORDINANCES SECTION 270 – FEE SCHEDULE**

WHEREAS, the City Council has adopted Ordinance No. 2022-12, an Ordinance Amending Hermantown Code of Ordinances Section 270 – Fee Schedule; and

WHEREAS, Minnesota Statutes Section 412.191, Subd. 4 (2017) authorizes the City Council to publish a summary of lengthy ordinances upon a four-fifths vote of its members; and

WHEREAS, the Ordinance is quite lengthy and detailed; and

WHEREAS, the City Council desires to publish a summary of the Ordinance; and

WHEREAS, a summary of the Ordinance has been prepared and attached hereto as Exhibit A; and

WHEREAS, a copy of the full text of the Ordinance is available for review at the Hermantown City Offices, 5105 Maple Grove Road, Hermantown, MN 55811 during regular business hours.

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

1. That a summary attached hereto as Exhibit A of the Ordinance be published in lieu of the publication of the entire Ordinance; and

2. The City Council hereby authorizes and directs the City Administrator to publish the summary attached hereto as Exhibit A once in the Hermantown Star.

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:

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 3, 2022.

Attachment 1

As of January 1, 2023

DESCRIPTION	ORIGINAL FEE	NEW FEE
Assessment Searches		
- First Parcel	\$35.00	\$40.00
<u>BUILDING DEPARTMENT</u>		
Residential		
- Re-roofing Permit	\$30.00	\$50.00
- Re-siding Permit	\$30.00	\$50.00
- Window Replacement	\$30.00	\$50.00
- Door Replacement	\$30.00	\$50.00
- Plumbing Permit - initial	\$30.00	\$50.00
- Plus per fixture	\$5.00	
- Mechanical Permit - initial	\$25.00	\$50.00
- Plus per fixture	\$15.00	
- Replacement	\$25.00	\$50.00
- Detached Garage/Accessory Building (less than 1200 sq. ft.)	\$115.00	\$150.00
<u>CITY CLERK</u>		
Candidate Filing Fee for City Council		\$5.00
<u>OTHER FEES</u>		
Recording Fee	\$60.00	\$75.00
<u>PLANNING & ZONING DEPARTMENT</u>		
Com'l Industrial Development Permit		
- With Development Agreement*	\$665.00	\$700.00
Fence Permit		
If Building Permit Not Needed	\$30.00	\$35.00
Ordinance		
- Amendment	\$300.00	\$350.00
Rezoning Application Fee	\$300.00	\$350.00
Variance Application Fee	\$250.00	\$300.00
Wetland Permits *		
- Delineation	\$175.00	\$200.00
- No Loss Determination	\$225.00	\$250.00
Zoning Verification Letter	\$25.00	\$30.00
Zoning Certificate Fee	\$30.00	\$35.00
<u>POLICE DEPARTMENT</u>		
Archery (Bow Hunting)		
-Non-Resident Permit	\$25.00	\$30.00
Fingerprinting	\$25.00	\$30.00
Police Services		
Officer for School Events Beyond Contract (per unit per hour)	\$60.00	\$70.00
Officer for Special Events (Per unit per hour)	\$75.00	\$85.00
<u>Training Center Rental</u>		
Training Center Rental		
- During Working Hours (8:00 am - 4:30 pm)	\$175.00	\$190.00
- After Hours (After 4:30)	\$220.00	\$245.00
Add: Saturday Rental	\$50.00	\$75.00
Vehicle Storage/Impound (per day)	\$25.00	\$30.00

UTILITIES DEPARTMENT (WATER/SEWER)**Water Rates: (per 1,000 gallons)**

Residential Tier 1 (up to 2,500 gallons)	\$8.48	\$8.82
Residential Tier 2 (between 2,501-4,500 gallons)	\$9.76	\$10.15
Residential Tier 3 (over 4,501 gallons)	\$10.73	\$11.16

Multi Family

Multi-Family Tier 1 (all usage)	\$9.76	\$10.16
Multi-Family Tier 2 (all usage)	\$9.76	\$10.16
Multi-Family Tier 3 (all usage)	\$9.76	\$10.16

Commercial

Tier 1 (up to 20,000 gallons)	\$8.77	\$9.12
Tier 2 (between 20,001-50,000 gallons)	\$9.22	\$9.59
Tier 3 (over 50,001 gallons)	\$10.13	\$10.54

Irrigation

Tier 1 (all usage)	\$10.73	\$11.16
Tier 1 (all usage)	\$10.73	\$11.16
Tier 3 (all usage)	\$10.73	\$11.16

Service charges - billed monthly

5/8" to 1" meter	\$9.36	\$9.73
1 1/4" meter	\$14.04	\$14.60
1 1/2" meter	\$14.04	\$14.60
2" meter	\$35.10	\$36.50
3" meter	\$40.94	\$42.58
4" meter	\$52.64	\$54.75
6" meter	\$76.03	\$79.01

Sewer Rates: (per 1,000 gallons)

Residential Tier 1 (all usage)	\$10.40	\$10.66
Multi-Family Tier 1 (all usage)	\$10.40	\$10.66
Commercial Tier 1 (all usage)	\$10.40	\$10.66
Flat Rate Tier 2 – Residential	\$31.21	\$38.07
Flat Rate Tier 3 – Commercial	\$46.80	\$47.97

Service charge - monthly

\$3.32 \$3.40

Minimum sewer charges

Service charge	\$3.32	\$3.40
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Stormwater Rates:

Equivalent Rate Unit (ERU) \$7.00/ERU \$8.00/ERU

TO: City Council Members
FROM: Paul Senst, Public Works
Director



DATE: September 15th, 2022 **Meeting Date:** 10/03/2022
SUBJECT: Asset Disposition **Agenda Item:** 12-B **Resolution:** 2022-118

REQUESTED ACTION

Approve Public Works disposing of a riding lawnmower that is way past its useful life.

BACKGROUND

Public Works has a riding lawnmower that was due to be replaced next year. In the meantime, this lawnmower started on fire and melted. It had mechanical issues before the fire that were going to lead it to be unusable beyond the 2022 season. Public Works is just asking for the lawnmower to be removed from the asset list.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENTS

Resolution
Asset Disposal form

Resolution No. 2022-118

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS CITY PROPERTY

WHEREAS, the Public Works Director of the City of Hermantown is seeking authorization to dispose of city surplus equipment; and

WHEREAS, various vehicles are removed from use through sale or trade-in; and

WHEREAS, the Hermantown City Council deems it appropriate to dispose of such surplus equipment; and

WHEREAS, the Hermantown City Council desires to proceed forward with the disposal of the surplus equipment listed as follows:

- A. Asset #1029 John Deere LX 279 Lawn Tractor VIN/Serial# 2279B021183

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

1. The City Administrator and Public Works Director are hereby Authorized and Directed to Proceed to Dispose of Surplus Equipment in the Possession of the City of Hermantown as listed below.
2. All items will be scrapped or discarded by administrative staff in accordance with all applicable laws, rules and regulations.
3. The sale of the vehicle will be sold through Do-Bid Auction. Once sold, the asset will be removed from inventory.

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:

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 3, 2022.

DISPOSITION OR LOSS OF AN ASSET

City of Hermantown

Disposition of a capitalized asset requires City Council approval prior to disposing the asset. This form should be completed and forwarded to Finance within 2 weeks of the disposition of any capital asset. If this trade in item is included in purchasing a new asset, please note it and complete an acquisition form for that item. Employees and related parties are prohibited from purchasing or receiving City surplus property.

Asset No: 01029

VIN/Serial #: 2279B021183 (best we could get off of it)

City ID/Vehicle #: N/A

Description: John Deere LX 279 Lawn Tractor

Department: Public Works

Date of Change: 5/26/2022

Type of Change: Disposal

Sold (To Whom?): N/A

Amount:

Transferred: Destroyed To Dept.: _____

Trade In:

For new asset (describe)

Destroyed: 8/26/2022

How Disposed? Dumpster-Partially Blown Head Gasket, then started on fire and melted most of the electrical components, fuel lines and hood.



Entered on the Fixed Asset System: Yes or No

Department Head: Paul Senst

Finance Dept.: _____

Insurance notified? Yes No N/A Date of notification:

Notes: _____

Resolution No. 2022-119

**RESOLUTION APPOINTING ELECTION JUDGES FOR
THE GENERAL ELECTION OF NOVEMBER 8, 2022**

BE IT RESOLVED by the City Council of the City of Hermantown as follows:

The persons named below are hereby appointed judges for the General Election to be held in the City of Hermantown, County of St. Louis, State of Minnesota, on Tuesday, November 8, 2022.

The following judges are appointed with substitutions as necessary:

Patricia Alander	Vicki Klein
Beverly Allison	Patricia Merrier
Amanda Atiemo	Pepper Miller
David Bosley	Carol Misiak
Marie Chapinski	Eric Nichols
Carol Christenson	Pamela Pagano
Shaunna DeBoer	Laurel Pagel
Beverly Donaldson	William Pagel
Eric Enberg	Kimberly Parmeter
Lori Fichtner	Steven Peterson
Bonnie Frey	Liz Shannon
Kandise Garrison	Patricia Shogren
Donald Harriss	Joan Tanski
Jolynn Hill	Bonita Tucker
Sandra Jennisch	Richard Tucker
Alexandra Kaufman	

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:

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 3, 2022.

TO: Mayor & City Council

FROM: Eric Johnson, Community
Development Director



DATE: September 26, 2022

Meeting Date: 10/3/2022

SUBJECT: Special Use Permit – Construction
of a two-family structure in a R-3
zoning district

Agenda Item: 12-D

Resolution: 2022-120

REQUESTED ACTION

Approval of a Special Use Permit for construction of a two-family residential structure in a R-3, Residential zoning district.

SITE INFORMATION:

Parcel Size: 1.5 acres total
Legal Access: 373x Stebner Road
Wetlands: Yes, delineated September 26, 2022
Existing Zoning: R-3, Residential
Airport Overlay: N/A
Shoreland Overlay: No
Comprehensive Plan: Residential

BACKGROUND

The applicant (Soumis Construction, Inc.) purchased the property located at 373x Stebner Road along with abutting land to the north for the purpose of reconfiguring the property lines in order to create a 0.6 acre single family home lot and a 1.5 acre two family home lot. The properties are both zoned R-3, Residential. The property consisting of the proposed two family structure is 1.5 acres in size with a wetland located along the front 150 feet abutting Stebner Road.

A public hearing for this application was held on Tuesday, September 20, 2022. Other than the applicant, there were no other members of the public present to speak on the application. The Planning and Zoning Commission recommended the application unanimously onto the City Council for their approval.

ZONING ANALYSIS

Two-family dwellings are allowed by Special Use Permit (SUP) in the R-3 – Residential Zoning District. There are specific conditions which apply to two-family dwellings in addition to the standard regulations in the zoning district. The existing property meets the minimum lot dimensions associated with the construction of a two-family dwelling.

Table 1. Twin Home Requirements	Requirement	Provided
Minimum lot area	1.0 acre	1.5 acre
Minimum lot width	150 feet	176 feet
Minimum depth of front yard	50 feet	50 feet minimum
Minimum rear yard	40 feet	40 feet minimum
Minimum side yard	40 feet	40 feet minimum
Minimum distance from nearest condominiums, town homes, two-family dwellings	200 feet	Greater than 200 feet.
Minimum living area per unit	792 sq. ft.	1,640 sq. ft.

Utilities

There are existing water and sanitary sewer service in Lavaque Road. The applicant is required to provide new lateral services to the proposed two-family structure as well as being responsible for any connection or availability fees.

Wetlands

A wetland delineation was performed in late September 2022. The proposed two-family will require wetland impacts and the potential purchase of wetland credits in order to be constructed. The applicant will be required to submit an application to the Hermantown Technical Evaluation Panel for approval of these wetland impacts prior to being able to construct the two-family home.

Special Use Permit

The Special Use Permit is for construction of a two-family residential structure in a R-3, Residential zoning district. Staff finds the following in regard to the criteria for Special Use Permits in the Zoning Ordinance:

No special use permit shall be approved unless positive findings are made with respect to each and every one of the following criteria:

- 1. The proposed development is likely to be compatible with development permitted under the general provisions of this chapter on substantially all land in the vicinity of the proposed development;**

The development of a two family residential home is allowed with a special use permit under the R-3, Residential zoning district. The proposed use is compatible with development within the vicinity which is characterized by low and medium density residential and residential compatible uses.

- 2. The proposed use will not be injurious to the use and enjoyment of the environment, or detrimental to the rightful use and enjoyment of other property in the immediate vicinity of the proposed development;**

Conditions placed on the SUP restricting wetland impacts the intent of the zoning ordinance to protect natural resources. The development of a two-family residence is allowed in the R-3 zoning district with residential property being the primary use of all surrounding developed land.

3. The proposed use is consistent with the overall Hermantown Comprehensive Plan and with the spirit and intent of the provisions of this chapter;

The property is within an area marked for residential development in the Hermantown Comprehensive Plan. A two-family home is consistent with the density and purpose of the R-3 – Residential zoning district.

4. The proposed use will not result in a random pattern of development with little contiguity to existing programmed development and will not cause negative fiscal and environmental effects upon the community.

The proposed use is similar to uses of nearby properties in density and style.

5. Other criteria required to be considered under the provisions of this code for any special use permit.

The project will meet requirements for minimum distance from other two-family dwellings and minimum living area per unit. Refer to Table 1 for specifics of the zoning analysis.

Findings of Fact and Recommendations

Staff recommends approval of the special use application to construct a two-family dwelling subject to the following:

1. The applicant shall connect to public sewer and water services at their own cost and be responsible for any connection or availability fees.
2. Prior to issuance of a building permit, the applicant will submit a site plan showing the lot dimensions and location of the two-family residence relative to the side lot lines.
3. Erosion control measures shall be utilized and remain in place throughout the construction period, and shall not be removed until vegetation is established on the site.
4. Prior to issuance of a building permit, all necessary permits shall be obtained.
5. The approval is for a Special Use Permit for Shoreland area for the purpose of constructing a two-family structure. The Community Development Director may approve minor variations to filling and grading as long as the variations do not result in any wetland impacts.
6. Prior to the issuance of a building permit, the applicant is to submit an application for a wetland delineation and impacts for review and approval by the Hermantown Technical Evaluation Panel.
7. The applicant shall sign a consent form assenting to all conditions of this approval.
8. The applicant shall pay an administrative fine of \$750 per violation of any condition of this approval.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENTS

- Location Map
- Proposed Site Plan
- Proposed Floor Plan
- Proposed Building Elevation

Resolution No. 2022-120

RESOLUTION APPROVING A SPECIAL USE PERMIT FOR THE CONSTRUCTION OF A TWO-FAMILY HOME IN A R-3 RESIDENTIAL ZONING DISTRICT AND WITHIN A RECREATIONAL SHORELAND AREA

WHEREAS, Soumis Construction Inc. (“Applicant”), owner of the properties at 395-0010-08103, 395-0010-07552, 395-0010-07562 and 395-0010-07563 submitted an application for a Special Use Permit for the construction of a two-family home in a R-3 Residential District (the “Project”), and legally described in Attachment A.; and

WHEREAS, The Hermantown Planning and Zoning Commission held a public hearing on the Special Use Permit application at its meeting on September 20, 2022 and recommended approval of the Special Use Permit at such meeting; and

WHEREAS, after due consideration of the entire City file, the testimony at the public hearing and all other relevant matters the City Council hereby makes the following findings related to the Special Use Permit.

FINDINGS OF FACT

- 1. The proposed development is likely to be compatible with development permitted under the general provisions of this chapter on substantially all land in the vicinity of the proposed development;**

The development of a two-family residential home is allowed with a special use permit under the R-3, Residential zoning district. The proposed use is compatible with development within the vicinity which is characterized by low and medium density residential and residential compatible uses.

- 2. The proposed use will not be injurious to the use and enjoyment of the environment, or detrimental to the rightful use and enjoyment of other property in the immediate vicinity of the proposed development;**

Conditions placed on the SUP restricting wetland impacts the intent of the zoning ordinance to protect natural resources. The development of a two-family residence is allowed in the R-3 zoning district with residential property being the primary use of all surrounding developed land.

- 3. The proposed use is consistent with the overall Hermantown Comprehensive Plan and with the spirit and intent of the provisions of this chapter;**

The property is within an area marked for residential development in the Hermantown Comprehensive Plan. A two-family home is consistent with the density and purpose of the R-3 – Residential zoning district.

- 4. The proposed use will not result in a random pattern of development with little contiguity to existing programmed development and will not cause negative fiscal and environmental effects upon the community.**

The proposed use is similar to uses of nearby properties in density and style.

5. Other criteria required to be considered under the provisions of this code for any special use permit.

The project will meet requirements for minimum distance from other two-family dwellings and minimum living area per unit. Refer to Table 1 for specifics of the zoning analysis.

CONCLUSION

On the basis of the foregoing Findings of Fact, the City Council of the City of Hermantown is hereby resolved as follows:

1. The applicant shall connect to public sewer and water services at their own expense and pay any applicable connection or availability fees.
2. Prior to issuance of a building permit, the applicant will submit a site plan showing the lot dimensions and location of the two-family residence relative to the side lot lines.
3. Erosion control measures shall be utilized and remain in place throughout the construction period, and shall not be removed until vegetation is established on the site.
4. Prior to issuance of a building permit, all necessary permits shall be obtained.
5. The approval is for a Special Use Permit for the purpose of constructing a two-family structure. The Community Development Director may approve minor variations to filling and grading as long as the variations do not result in any wetland impacts.
6. The applicant shall sign a consent form assenting to all conditions of this approval.
7. The applicant shall pay an administrative fine of \$750 per violation of any condition of this approval.

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:

and the following voted in opposition thereto:

None

WHEREUPON, such resolution was declared duly passed and adopted October 3, 2022.

(TOP THREE INCHES RESERVED FOR RECORDING DATA)

SPECIAL USE PERMIT

Permission is hereby granted to Soumis Construction Inc. (“Applicant”), owner of the properties located at 395-0010-08103, 395-0010-07552, 395-0010-07562 and 395-0010-07563, submitted an application for construction of a two-family home at 395-0010-08103, 395-0010-07552, 395-0010-07562 and 395-0010-07563 (“Project”), and legally described in Attachment A.

The permission hereby granted is expressly conditioned as follows:

- a. That the Project will be constructed as described in the plans accompanying the application and the conditions contained herein.
- b. The Zoning Officer of the City of Hermantown shall be notified at least five (5) days in advance of the commencement of the work authorized hereunder and shall be notified of its completion within (5) days thereafter.
- c. No change shall be made in the Project without written permission being previously obtained from the City of Hermantown.
- d. Applicant shall grant access to the site at all reasonable times during and after construction to authorized representatives of the City of Hermantown for inspection of the Project to see the terms of this permit are met.
- e. The permit is permissive only. No liability shall be imposed upon or incurred by the City of Hermantown or any of its officers, agents or employees, officially or personally, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of Applicant or any of Applicant’s agents, employees or contractors relating to any matter hereunder. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person against Applicant, its agents, employees of contractors, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the City of

Hermantown against Developer, its agents, employees or contractors for violation of or failure to comply with the permit or applicable provisions of law.

- f. This permit may be terminated by the City of Hermantown at any time it deems necessary for the conservation of water resources, or in the interest of public health and welfare, or for violation of any of the provisions of this permit.
- g. Applicant is initially and continually in compliance with all of the ordinances and regulations of the City of Hermantown Building Code and the Hermantown Fire Code.
- h. All state licenses and other permits required for the Project have been obtained by the Applicant and copies are provided to the City of Hermantown.
- i. That Applicant pay all direct costs incurred by the City of Hermantown in connection with the enforcement and administration of this permit within fifteen (15) days of Applicant being invoiced by the City for such costs.
- j. The approval is for a Special Use Permit for construction of a two family home at the applicants property located at 395-0010-08103, 395-0010-07552, 395-0010-07562 and 395-0010-07563.
- k. The applicant shall connect to public sewer and water services at their own expense and pay any applicable connection or availability fees.
- l. Prior to issuance of a building permit, the applicant will submit a site plan showing the lot dimensions and location of the two-family residence relative to the side lot lines.
- m. Erosion control measures shall be utilized and remain in place throughout the construction period, and shall not be removed until vegetation is established on the site.
- n. Prior to issuance of a building permit, all necessary permits shall be obtained.
- o. The approval is for a Special Use Permit for filling for the purpose of constructing a two-family structure. The Community Development Director may approve minor variations to filling and grading as long as the variations do not result in any wetland impacts.
- p. The applicant shall sign a consent form assenting to all conditions of this approval.
- q. The applicant shall pay an administrative fine of \$750 per violation of any condition of this approval.

ATTACHMENT A

THAT PART OF N 138.18 FT OF SLY 276.37 FT OF NE1/4 OF SE1/4 OF SE1/4 LYING E OF CENTERLINE
OF STEBNER RD OF SECTION 26 RANGE 15 TOWNSHIP 50

Property ID: 395-0010-08103

NLY 138 18/100 FT OF SLY 276 37/100 FT OF W 1/2 OF W 1/2 OF NW 1/4 OF SW 1/4 OF SW ¼ OF
SECTION 26 RANGE 15 TOWNSHIP 50

Property ID: 395-0010-07552

LEGAL DESCRIPTION PENDING

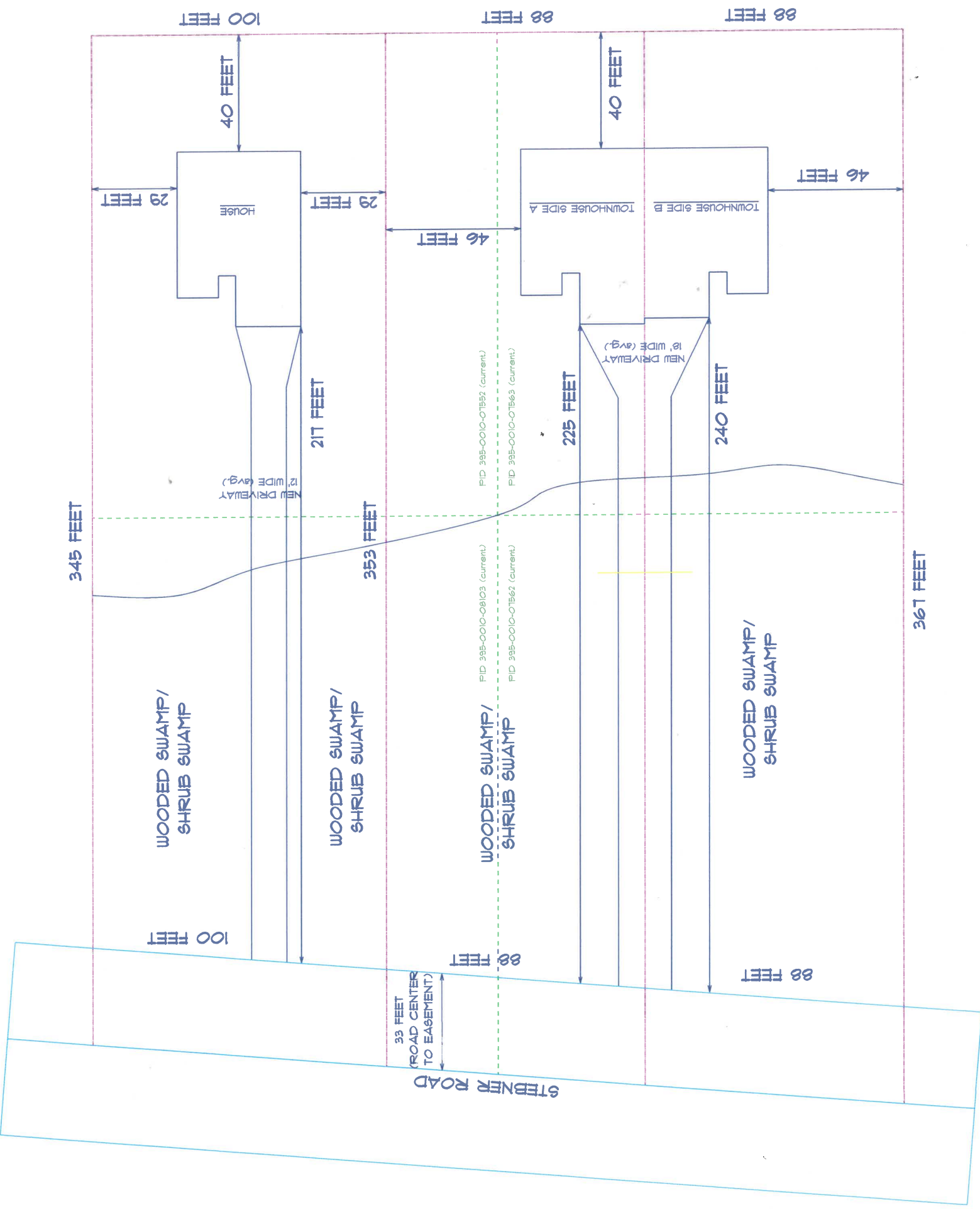
Property ID: 395-0010-07562

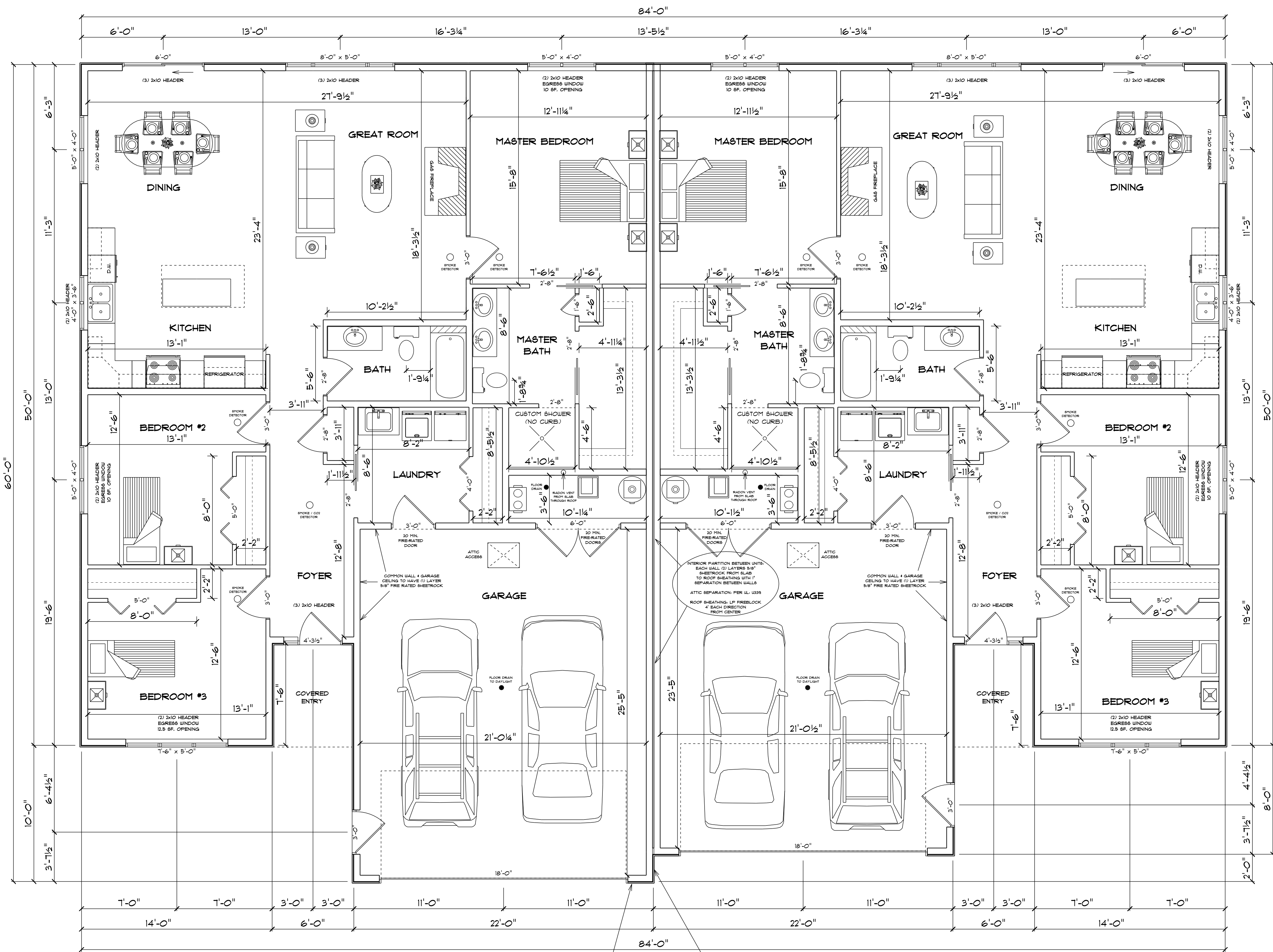
LEGAL DESCRIPTION PENDING

Property ID: 395-0010-07563

Location Map







SIDE A (43XX LAVAQUE RD.)

MAIN LEVEL

1724 SF. FINISHED
576 SF. GARAGE
9' CEILINGS

SIDE B (43XX LAVAQUE RD.)

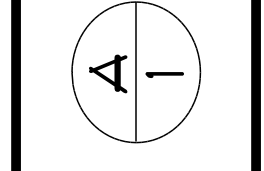
MAIN LEVEL

1724 SF. FINISHED
540 SF. GARAGE
9' CEILINGS

EXTERIOR WALLS: 8" SH-SHEETROCK
4" EACH DIRECTION FROM CENTER
WITH 1/4" OSB OVER TOP
ON EXTERIOR

GARAGE OFFSET (2) 8" SH-SHEETROCK WITH 1/4"
OSB OVER TOP ON EXTERIOR

EXTERIOR OVERHANGS: 8" SH-SHEETROCK
EXTENDS THROUGH TO TRUSS TAIL
+ PUSH TO SOFT



The homeowner or licensed general contractor shall assume full responsibility for the accuracy of this drawing. 1. Obtain all required building permits prior to construction. 2. Obtain all required building permits prior to construction. 3. Provide any necessary site information to the architect. 4. Verify the accuracy of the drawing for the project and before construction. 5. Verify the accuracy of the drawing for the project and before construction. 6. Verify the accuracy of the drawing for the project and before construction. 7. Verify the accuracy of the drawing for the project and before construction. 8. Verify the accuracy of the drawing for the project and before construction. 9. Verify the accuracy of the drawing for the project and before construction. 10. Verify the accuracy of the drawing for the project and before construction.

CLIENT: Lavaque Rd. Townhouse
SCALE: 1/4" = 1'
DATE: 26 April 2022

Soumis Construction, Inc.
4323 Lavaque Rd. Hermantown, MN 55811
Ian: 218.591.6612 Jesse: 218.391.2052
Email: ian@soumisconstruction.com
MN License: BC6383878





TO: Mayor & City Council
FROM: Eric Johnson, Community
Development Director



DATE: September 26, 2022

Meeting Date: 10/3/2022

SUBJECT: Preliminary and Final Plat for a 4-
lot subdivision in a S-1 zoning
district

Agenda Item: 12-E

Resolution: 2022-121

REQUESTED ACTION

Approval of a Preliminary and Final Plat for the subdivision of a 25.0 acre parcel into 4 residential lots. The property is located at 5639 Maple Grove Road and is in a S-1 zoning district.

SITE INFORMATION:

Parcel Size: 25.0 acres total
Legal Access: 5639 Maple Grove Road
Wetlands: None per the National Wetland Inventory
Existing Zoning: S-1, Suburban
Airport Overlay: No
Shoreland Overlay: No
Comprehensive Plan: Suburban

BACKGROUND

The applicant (Titan Premier, LLC) is proposing to subdivide the two existing parcels totally 25.0 acres located at 5639 Maple Grove Road into 4 residential lots, each being a minimum of 5.0 acres in size. The proposed lots directly abut Maple Grove Road and will take access from the existing right of way/road. There is an existing garage located on the property from the previous residence which will be incorporated into one of the lots.

A public hearing for this application was held on Tuesday, September 20, 2022. There were no members of the public who spoke regarding the application. The Planning and Zoning Commission recommended the application unanimously onto the City Council for their approval.

ZONING ANALYSIS

The property is zoned S-1, Suburban which requires a minimum of 5.0 acre lots and 300 feet of road frontage. Three of the proposed lots meet both of these requirements with the fourth lot being a flag lot which meets the minimum dimensionally requirements.

Plat

The applicant is proposing to divide the 25.0-acre property into 4 lots. A preliminary plat has been provided as part of the application. A final plat prepared by a registered land surveyor will be required for the project.

Utilities

These proposed lots are in a section of the City which does not have City utilities. Each lot will have its own private well and septic system and will require permit review and approval by St. Louis County.

Stormwater

These are single family lots and as such are not required to have an additional stormwater requirements. Each lot will incur a monthly stormwater utility fee once they are developed.

Access

The 4 lots directly abut Maple Grove Road with access being provided from the existing right of way/road.

Wetlands

The National Wetland Inventory (NWI) does not show the potential presence of wetlands on the overall 25.0 acre site.

Park Dedication Fees

The applicant will be required to pay park dedication fees consistent with the requirements of the City Zoning Ordinance. A park dedication fee of \$1,100 per lot/unit will be paid at the time of final PUD/Plat approval. Bedroom fees at the rate of \$150/bedroom will be paid at the time of building permit.

Summary

Staff recommends approval of the Preliminary and Final Plat based on the following findings and conditions:

1. The proposed preliminary plat meets the intent of the S-1, Suburban Zoning District and the overall goals and policies of the Zoning Ordinance.
2. The preliminary plat is in accordance with and conformity to the Hermantown Comprehensive Plan and Hermantown Zoning Ordinance.
3. The lots will be served by private well and septic systems which will be constructed by the individual builder/homeowner. This work will require permit review and approval by St. Louis County.
4. The preliminary and final Plat hereby approved is hereby expressly subject to the following conditions:
 - a. Property Owner is initially and continually in compliance with all of the ordinances and regulations of the City of Hermantown.
 - b. Trees and brush cannot be burned on the Land, but may be chipped and shredded.
 - c. Erosion control measures must be in place prior to any construction on the Final Plat.

- d. The Property Owner shall take measures to control erosion that has the potential to damage adjacent land, and control sedimentation that has the potential to leave the site.
 - e. Prior to issuance of a building permit, all necessary permits shall be obtained, including, without limitation, any stormwater permits required by the Minnesota Pollution Control Agency.
5. The Applicant will be required to pay park dedication fees consistent with the requirements of the City Zoning Ordinance. A park dedication fee of \$1,100 per lot/unit will be paid at the time of final Plat approval. The applicant/builder will be responsible for the \$150/bedroom park dedication at the time of building permit.
 6. Final plat approval will be void if: (1) a final plat is not recorded with St. Louis County within one calendar year of preliminary plat approval; and (2) the City has not received and approved a written request for a time extension within one calendar year of final plat approval.
 7. The title of the land underlying the plat shall be approved by the City Attorney.
 8. Lots 1, 3 and 4 will meet the minimum standards for lot area (5 acres) and width (300'), all other design standards of the Hermantown Zoning Ordinance, including but not limited to:
 - a) Section 1020.02.2. Frontage. The entire required frontage of each lot must abut on a street that has been officially accepted by the City of Hermantown or other governmental body with jurisdiction over such street, except as provided for flag lots and cul-de-sacs
 - b) Section 1010.04 Flag Lots. Flag lots may be allowed in the S-1, R-1, and R-3 Zoning Districts provided that:
 - The resulting lots do not violate any provision of the Hermantown Zoning Regulations, Comprehensive Plan, or any other local ordinance.
 - The width of the flag lot at the front yard setback line must meet the lot width requirements of the Hermantown Zoning Regulations.
 - The pole portion of a flag lot shall not exceed 500 feet.
 - The pole portion of a flag lot must have a minimum width of 30 feet, be of uniform width, be a platted part of the flag lot, and connect to a public street. The driveway shall be set back a minimum of 10 feet from the neighboring property that was not used to create the flag lot and five feet from the mother property.
 - The pole portion of the flag lot will not be included in calculating the minimum lot area.
 - Only one flag lot may be created from an existing/mother property.
 - Must be used exclusively for single family dwelling and accessory uses.
 - The City must determine that the creation of the flag lot will not interfere with future development of roads or interior lands.
 - The City must determine that the flag lot provides adequate accessibility of emergency responders.
 - All flag lots must display an address at their closest point of access to a public street for emergency responders.

9. The Applicant shall sign a consent form assenting to all conditions of this approval.
10. The Applicant is responsible for payment of all City Engineer and City Attorney fees incurred by the City in the review and approval of the plat/project.
11. The Applicant shall pay an administrative fine of \$750 per violation of any condition of this approval.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENTS

- Location Map
- Preliminary Plat

Resolution No. 2022-121

RESOLUTION APPROVING PRELIMINARY AND FINAL PLAT OF MAPLE GROVE HOMESITES AND IMPOSING CONDITIONS ON THE FINAL PLAT

WHEREAS, Titan Premier LLC (Applicant) has requested a preliminary and final plat for Maple Grove Homesites comprised of 4 lots on the overall property described in Exhibit A, in an S-1 zoning district; and

WHEREAS, the Hermantown Planning and Zoning Commission recommended the approval of the preliminary and final plat following a public hearing on September 20, 2022; and

WHEREAS, upon the satisfaction of the conditions set forth herein, the final plat will satisfy the requirements of the Hermantown Zoning Code; and

WHEREAS, the City Council has duly considered this matter and believes that it is in the best interests of the City of Hermantown that the final plat be approved, subject to certain conditions being met.

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

1. The final plat is in accordance with and conformity to the Hermantown Comprehensive Plan and Hermantown Zoning Ordinance.
2. The preliminary and final plat of Maple Grove Homesites is hereby approved.
3. The following conditions are imposed upon the final plat:
 - a. Final plat approval will be void if: (1) a final plat is not recorded with St. Louis County within one calendar year of preliminary plat approval; and (2) the City has not received and approved a written request for a time extension within one calendar year of final plat approval.
 - b. The title of the land underlying the plat shall be approved by the City Attorney.
4. The lots will be served by private well and septic systems which will be constructed by the individual builder/homeowner. This work will require permit review and approval by St. Louis County.
5. The preliminary and final Plat hereby approved is hereby expressly subject to the following conditions:
 - a. Property Owner is initially and continually in compliance with all of the ordinances and regulations of the City of Hermantown.
 - b. Trees and brush cannot be burned on the Land, but may be chipped and shredded.
 - c. Erosion control measures must be in place prior to any construction on the Final Plat.

- d. The Property Owner shall take measures to control erosion that has the potential to damage adjacent land, and control sedimentation that has the potential to leave the site.
 - e. Prior to issuance of a building permit, all necessary permits shall be obtained, including, without limitation, any stormwater permits required by the Minnesota Pollution Control Agency.
7. The Applicant will be required to pay park dedication fees consistent with the requirements of the City Zoning Ordinance. A park dedication fee of \$1,100 per lot/unit will be paid at the time of final Plat approval. The applicant/builder will be responsible for the \$150/bedroom park dedication at the time of building permit.
8. Final plat approval will be void if: (1) a final plat is not recorded with St. Louis County within one calendar year of preliminary plat approval; and (2) the City has not received and approved a written request for a time extension within one calendar year of final plat approval.
9. The title of the land underlying the plat shall be approved by the City Attorney.
10. Regardless 1, 3 and 4 will meet the minimum standards for lot area (5 acres) and width (300'), all other design standards of the Hermantown Zoning Ordinance, including but not limited to:
 - a) Section 1020.02.2. Frontage. The entire required frontage of each lot must abut on a street that has been officially accepted by the City of Hermantown or other governmental body with jurisdiction over such street, except as provided for flag lots and cul-de-sacs
 - b) Section 1010.04 Flag Lots. Flag lots may be allowed in the S-1, R-1, and R-3 Zoning Districts provided that:
 - The resulting lots do not violate any provision of the Hermantown Zoning Regulations, Comprehensive Plan, or any other local ordinance.
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 - The pole portion of the flag lot will not be included in calculating the minimum lot area.
 - Only one flag lot may be created from an existing/mother property.
 - Must be used exclusively for single family dwelling and accessory uses.
 - The City must determine that the creation of the flag lot will not interfere with future development of roads or interior lands.
 - The City must determine that the flag lot provides adequate accessibility of emergency responders.
11. The Applicant shall sign a consent form assenting to all conditions of this approval.

12. The Applicant is responsible for payment of all City Engineer and City Attorney fees incurred by the City in the review and approval of the plat/project.
13. The Applicant shall pay an administrative fine of \$750 per violation of any condition of this approval.

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

And the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 3, 2022.

EXHIBIT A

SE1/4 OF SW1/4 EX WLY WLY 260 FT AND EX NLY 293 FT LYING E OF WLY 260 FT
AND EX ELY 300 FT OF SLY 798.6 FT OF SECTION 17 TOWNSHIP 50 RANGE 50

Parcel: 395-0010-04757

AND

ELY 300 FT OF SLY 798.6 FT OF SE1/4 OF SW1/4

Parcel: 395-0010-04755

Location Map



MAPLE GROVE HOMESITES

LOCATED IN PART THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 17, TOWNSHIP 50 NORTH, RANGE 15 WEST OF THE FOURTH PRINCIPAL MERIDIAN, ST. LOUIS COUNTY, MINNESOTA

KNOW ALL PERSONS BY THESE PRESENTS: That Titan Premier, LLC, a Texas limited liability company, owner of the following described property:

Certificate of Title 354184

SE1/4 of SW1/4 Section 17 Township 50 North of Range 15 West of the Fourth Principal Meridian, EXCEPT the W'ly 260 feet thereof, AND FURTHER EXCEPTING the N'ly 293 feet lying E'ly of the W'ly 260 feet thereof.

Has caused the same to be surveyed and platted as MAPLE GROVE HOMESITES and does hereby dedicate to the public for public use the public way(s) and/or the drainage and utility easement(s) as created by this plat.

In witness whereof said Titan Premier, LLC, a Texas limited liability company, have hereunto set their hand this _____ day of _____, 2022.

Kevin Kuklis, Member

STATE OF MINNESOTA
COUNTY OF ST. LOUIS

This instrument was acknowledged before me on this _____ day of _____, 2022 by Kevin Kuklis.

Notary Public, _____ County, _____ State
My Commission Expires _____

I, David R. Evanson, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 2022.

David R. Evanson, Licensed Land Surveyor
Minnesota License Number 49505

STATE OF MINNESOTA
COUNTY OF ST. LOUIS

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2022 by David R. Evanson, Minnesota License Number 49505.

Notary Public, St. Louis County, Minnesota
My Commission Expires _____

CITY OF HERMANTOWN PLANNING COMMISSION

We do hereby certify that on the _____th day of _____, 2022 the City Council of Hermantown, Minnesota has approved MAPLE GROVE HOMESITES.

Mayor, City of Hermantown _____ City Clerk, City of Hermantown _____

ST. LOUIS COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 2022.

Nick C. Stewart _____
County Surveyor _____ Deputy _____

ST. LOUIS COUNTY AUDITOR

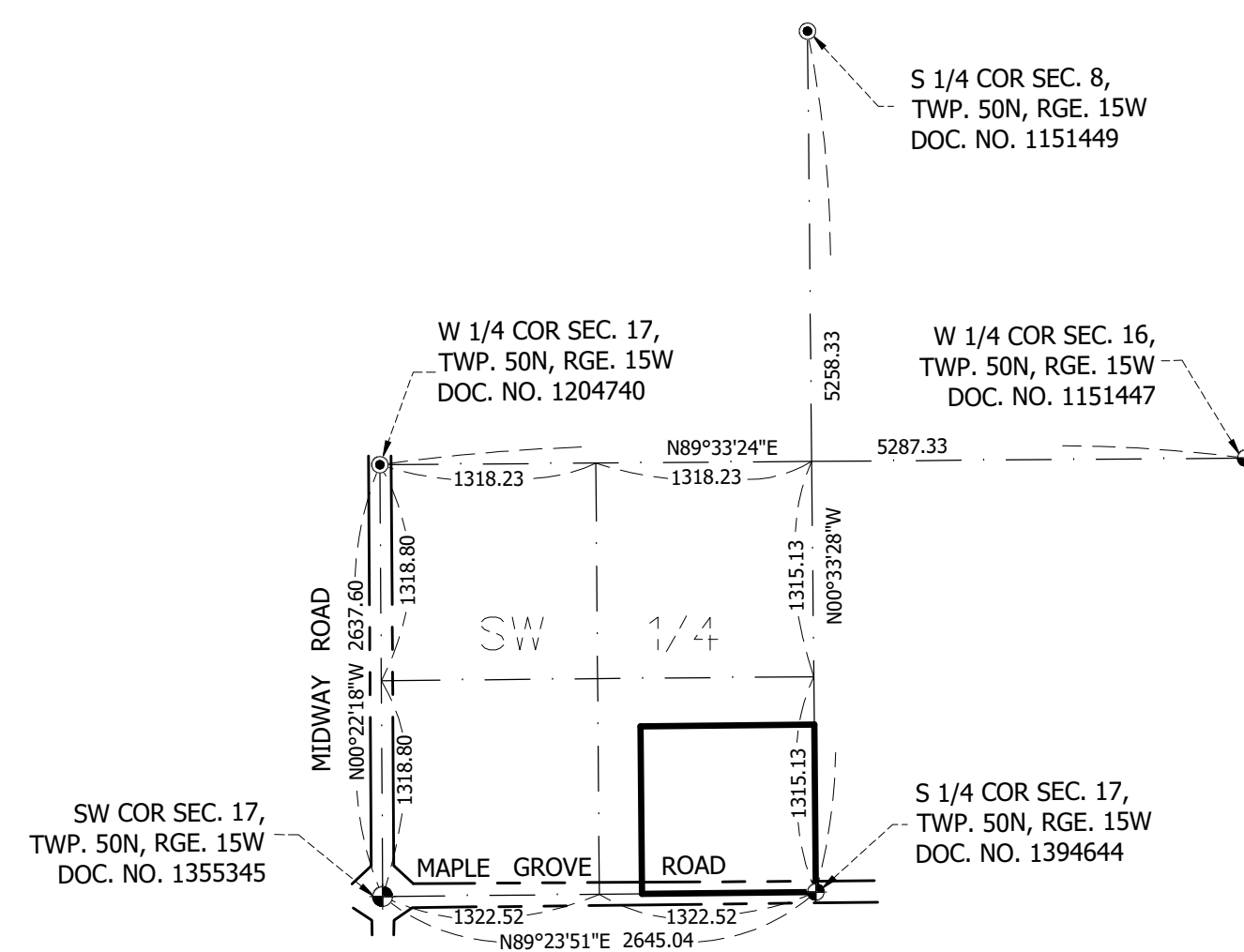
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, and to Minnesota Statutes, Section 272.12, taxes payable in the year 20____ on the land hereinbefore described have been paid; there are no delinquent taxes and transfer entered this _____ day of _____, 2022.

Nancy Nilsen _____
County Auditor _____ Deputy _____

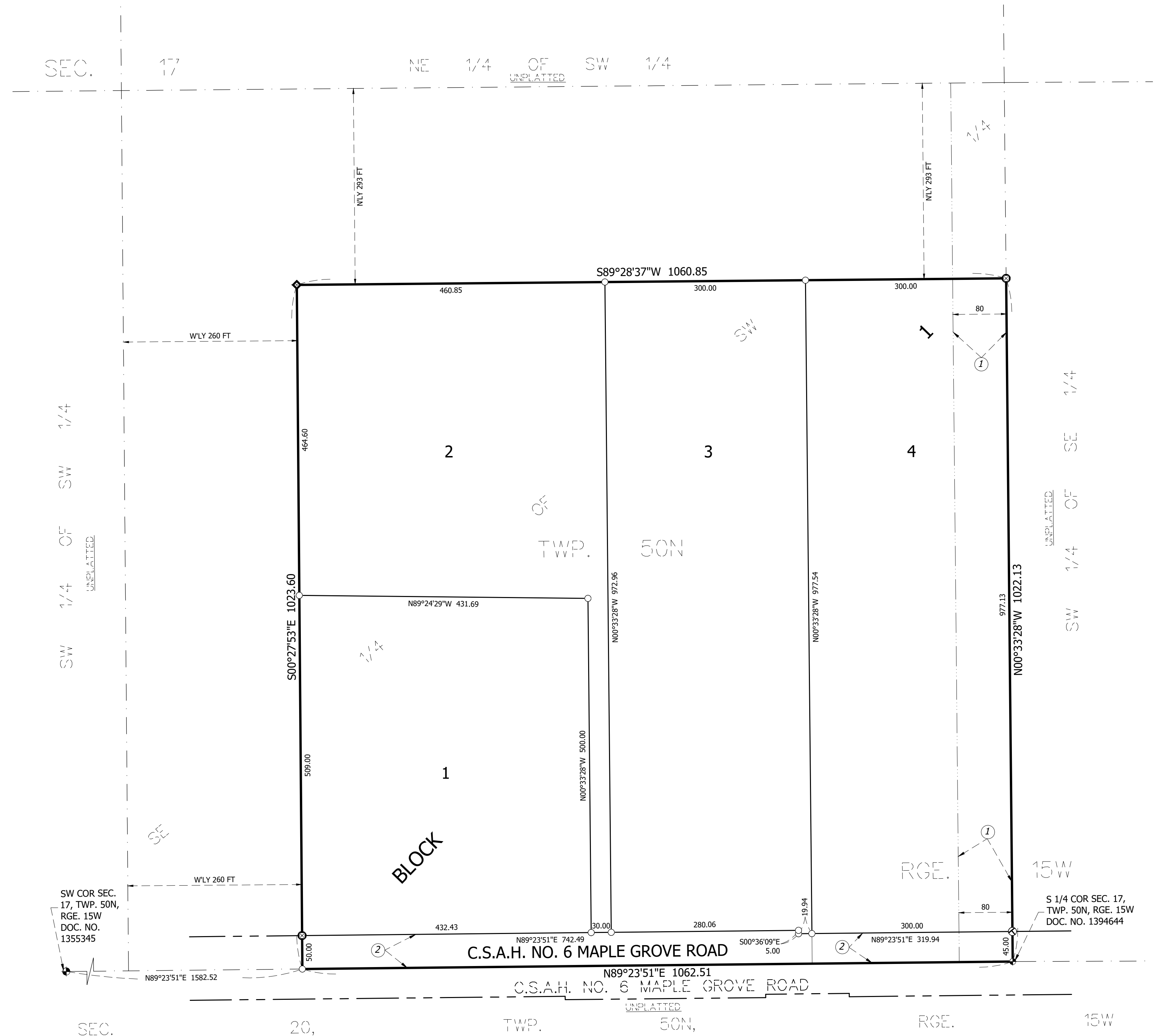
ST. LOUIS COUNTY REGISTRAR OF TITLES

I hereby certify that this plat of MAPLE GROVE HOMESITES was filed in this office of the Registrar of Titles for public record on this _____ day of _____, 2022, at _____ o'clock _____ M., as Document No. _____ affecting Certificate(s) of Title No. 354184

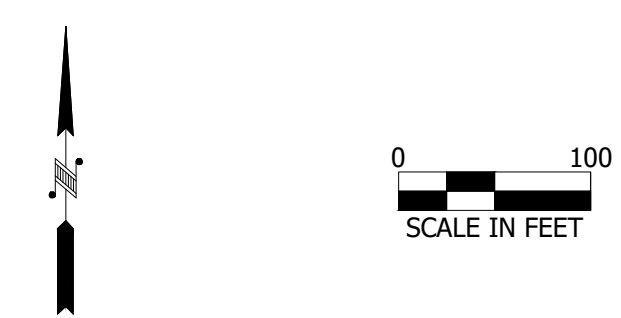
Wendy Levitt _____
Registrar of Titles _____ Deputy _____



BREAKDOWN SOUTHWEST QUARTER
SEC. 17, TWP. 50N, RGE. 15 W
NO SCALE



LEGEND	
	SECTION SUBDIVISION LINE
	RIGHT OF WAY LINE
	EXISTING EASEMENT LINE
	PLAT BOUNDARY LINE
	LOT LINE
	CAST IRON MONUMENT
	ALUMINUM CAPPED MONUMENT
	FOUND BRASS CAPPED MONUMENT
	FOUND T-STAKE MONUMENT RLS. NO. 13794
	FOUND CAPPED REBAR CAP ILLEGIBLE
	FOUND CAPPED REBAR RLS. NO. 49505
	SET CAPPED REBAR RLS. NO. 49505



- SURVEYOR'S NOTES
- GAS PIPELINE EASEMENT PER BOOK NO. 1074 OF DEEDS, PAGE NO. 291. NO EASEMENT WIDTH PROVIDED IN THIS DOCUMENT. OTHER DOCUMENTATION INDICATES A POSSIBLE WIDTH OF 80 FEET WHICH APPEARS CONSISTENT WITH CURRENT USE/OCCUPATION.
 - HIGHWAY EASEMENT PER DOCUMENT NO'S 604435 AND 478618.
 - BEARING ARE BASED ON THE SOUTH LINE OF THE SW 1/4 OF SEC. 17, TWP. 50N, RGE. 15W, WHICH IS SAID TO HAVE A BEARING OF N89°23'51"E.