



Hermantown City Council Meeting - Monday, November 6, 2023

Hermantown’s upcoming City Council meeting will include both remote access and in-person access to Council Chambers. The remote access will be available through the platform, “Zoom,” which allows the public to view and participate in the meeting via phone or computer. Interested parties can also choose to attend the City Council meetings in person at City Hall.

Remote access to the 6:30 p.m. City Council Meeting via Zoom:

<https://us02web.zoom.us/j/84409952143?pwd=cGdaNzZmU2NYdGxsUDIQVDVxeU9LQT09>

and/or by calling the number (312) 626-6799 and utilizing the meeting ID number of 844 0995 2143 and the passcode of 0260647091.

Public comment may also be submitted in advance of the meeting. Comments, questions, or concerns can be e-mailed to Community Engagement Director, 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
- Everyone has varying levels of comfort regarding remote technology, 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.



AGENDA

Pre-Agenda Meeting Monday, November 6, 2023 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 Monday, November 6, 2023 at 6:30 p.m. Council Chambers, City Hall - Hermantown Governmental Services Building

Invitation to participate:

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

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

Order of discussion

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

**CITY OF HERMANTOWN
AGENDA**

**Pre-Agenda Meeting Monday, November 6, 2023 at 4:30 p.m.
Council Chambers, City Hall - Hermantown Governmental Services Building**

**City Council Meeting Monday, November 6, 2023 at 6:30 p.m.
Council Chambers, City Hall - 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 Proposed Assessment Roll For The Construction Of Road Improvement District No. 538 Richard Avenue And Lindgren Road

6. **COMMUNICATIONS**

A. Correspondence 23-161 through 23-164 placed on file

[5](#)

B. **23-164**

From: Erik Misselt, MN Board of Peace
To: James Crace, CLEO
Re: POST Review

[6](#)

7. **PRESENTATIONS**

A. **Special Revenue Budgets and Enterprise Funds**

Kevin Orme, Director of Finance & Administration
(Pre-Agenda Only)

[7](#)

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. **MOTIONS**

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

Marcus Midwest, LLC dba Lakes Cinema 4351 Stebner Rd On Sale / Sunday

10. **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 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 October 16, 2023 City Council Continuation Minutes [48](#)

- B. **Accounts Payable** - Approve general city warrants from October 16, 2023 through October 31, 2023 in the amount of \$2,778,087.22 [56](#)

11. **ORDINANCES**

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. **2023-153 Resolution Authorizing The City Of Hermantown To Sponsor A Grant Funding Request Via The Minnesota Department Of Transportation Local Road Improvement Program Associated With The Reconstruction Of Hermantown Road** [66](#)

(motion, roll call)

- B. **2023-154 Resolution Approving Cooperative Agreement With St. Louis County SAP 069-606-031 Construction Of Culvert Replacement Project On CSAH 6 (Maple Grove Road) Between TH2 And CSAH 13 (Midway Road) Within The City Of Hermantown Corporate Limits** [70](#)

(motion, roll call)

- C. **2023-155 Resolution Approving Cooperative Agreement With St. Louis County Intends To Undertake A Microsurface Project On Various Paved Roads (CP 0004-778336 (Low) (Arrowhead Road)) Within The City Of Hermantown Corporate Limits** [74](#)

(motion, roll call)

- D. **2023-156 Resolution Approving A Special Use Permit For Grading And Filling Within A Natural Shoreland Overlay Area** [82](#)

(motion, roll call)

13. **CLOSED SESSION**

14. **RECESS**

2023 CORRESPONDENCE

<u>DATE</u>	<u>LOG #</u>	<u>FROM</u>	<u>TO</u>	<u>REGARDING</u>	<u>FILED</u>	<u>FILE</u>	<u>To City Council</u>
10/18/2023	23-161	Eric Johnson, Comm. Dev. Dir.	Planning Commission	SUP, Tracey, 3983 Ugstad Rd.	10/17/2023		11/6/2023
10/18/2023	23-162	Eric Johnson, Comm. Dev. Dir.	Planning Commission	SUB-A, Rainy Day Funding, LLC, 5154 W Arrowhead Rd.	10/17/2023		11/6/2023
10/18/2023	23-163	Eric Johnson, Comm. Dev. Dir.	Planning Commission	Zoning Text Amendedment to Chapter 5	10/17/2023		11/6/2023
10/31/2023	23-164	Erik Misselt, MN Board of Peace	John Mulder, City Administrator	POST Review	10/23/2023		11/6/2023



Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104

Main: (651) 643-3060 | www.mn.gov/post/

October 23, 2023

James Crace, CLEO
Hermantown Police Department
5111 Maple Grove Rd
Hermantown, MN 55811

Dear Chief Crace,

Congratulations, your agency has successfully passed the compliance review conducted on October 18, 2023.

As you are aware, there are three main areas of importance in the compliance review:

1. To review POST mandated policies and ensure they include the appropriate content.
2. To determine that all licensed peace officers have received the mandatory training as required by Minn. § 626.8452, Subd. 2 and 3.
3. To verify that all peace officers who are not exempt, have or will receive training in Emergency Vehicle Operation/Pursuit Driving as mandated by Minn. § 626.8458, Subd. 5.

I want to thank you for your time and the professional courtesy shown during our visit. It's my hope this was a positive experience and that your agency has benefited as a result of our review.

If you have any questions, please feel free to give me a call.

Sincerely,

Erik Misselt
Executive Director

City of Hermantown Special Revenue Budgets

Presented: **Nov 6, 2023**

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: 2024

230 Hermantown Economic Development Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
310100 Current Year Taxes										
310100 Current Year Taxes	158,748	75,790	149,256	84,455	142,500	59%	149,625		149,625	105%
Group:	158,748	75,790	149,256	84,455	142,500	59%	149,625	0	149,625	105%
310200 Delinquent Taxes										
310200 Delinquent Taxes	645	1,411	20	-212	0	***%			0	0%
Group:	645	1,411	20	-212	0	***%	0	0	0	0%
334900										
334999 Other State Grants & Aids			31,787		0	0%			0	0%
Group:			31,787		0	0%	0	0	0	0%
341000 Other Income										
341010 Building Rentals	1	-1			0	0%			0	0%
Group:	1	-1			0	0%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest		4,464	7,441	-1,280	0	***%	8,094		8,094	*****%
362160 Gain (Loss) on Sale of		-6,468	-23,541		0	0%			0	0%
Group:		-2,004	-16,100	-1,280	0	***%	8,094	0	8,094	*****%
362400 911 Signs										
362415 Other Insurance		4	3		0	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	2,774	2,773	2,770	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%
Group:		515,000			0	0%	0	0	0	0%
Fund:	162,164	597,970	167,736	85,733	145,270	59%	160,489	0	160,489	110%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

230 Hermantown Economic Development Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2020	2021	2022	2023	Budget 2023	Exp. 2023	Budget 24	Changes 24	Budget 24	Old Budget 24
465100	HEDA										
101	Full-Time Employees - Reg	19,494	21,638	20,912	16,152	22,682	71%	50,486		50,486	223%
103	Part-Time Employees - Reg	1,950	2,200	2,100	2,400	4,200	57%	1,200		1,200	29%
111	Severance Pay - Vacation/		1,175			0	0%			0	0%
121	PERA Contributions - Coor	1,538	1,588	1,644	1,251	1,701	74%	3,561		3,561	209%
123	PERA Contributions - DCP	53	64	52	79	210	38%	210		210	100%
128	Social Security	1,281	1,344	1,370	1,056	1,481	71%	3,019		3,019	204%
129	Medicare	316	334	336	272	390	70%	749		749	192%
131	Health Insurance	4,248	4,067	5,084	4,241	5,489	77%	14,081		14,081	257%
132	Health Care Savings Plan/	394	215	441		0	0%			0	0%
133	Life Insurance	52	52	51	40	44	91%	114		114	259%
134	Disability Insurance	71	67	72	54	76	71%	204		204	268%
136	MSRS	89	87	251	179	265	68%	874		874	330%
151	Workers Compensation	29	31	33	36	34	106%	70		70	206%
201	Office Supplies					100	0%	100		100	100%
202	Printing Supplies			112	378	200	189%	200		200	100%
305	Engineer Fees		7,488	1,760	4,500	3,000	150%	3,000		3,000	100%
308	Legal Fees	10,534	14,589	24,575	8,732	15,000	58%	16,500		16,500	110%
311	Contracted Escrow Expense		33,442			0	0%			0	0%
315	School & Conference	295		567	295	1,300	23%	850		850	65%
319	Contracted Services	16,375	51,899	178,451	140,306	78,098	180%	70,000		70,000	90%
331	Travel Expense	1,663	1,011	2,769	1,778	2,200	81%	1,950		1,950	89%
343	Community Relations	3,273	500	512	1,500	4,000	38%	2,000		2,000	50%
351	Legal Notices Publishing	209	427	223	66	500	13%	450		450	90%
451	Dues & Subscriptions	3,340	3,140	3,840	3,045	4,000	76%	4,000		4,000	100%
460	Permits & Licenses					100	0%	100		100	100%
499	Miscellaneous		83			200	0%	200		200	100%
	Account:	65,204	145,441	245,155	186,360	145,270	128%	173,918	0	173,918	120%
	Fund:	65,204	145,441	245,155	186,360	145,270	128%	173,918	0	173,918	120%

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: 2024

235 Park Dedication Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2020	2021	2022	2023	Budget 2023	Rec. 2023	Budget 24	Change 24	Budget 24	Budget 24
322400 Licenses & Fees										
322460 Park Dedication Fee	26,490	48,150	71,550	11,550	18,500	62%	18,500		18,500	100%
322470 Park Dedication Fee in	15,950	107,100	51,700	17,600	25,000	70%	25,000		25,000	100%
Group:	42,440	155,250	123,250	29,150	43,500	67%	43,500	0	43,500	100%
362100 Investment Interest										
362100 Investment Interest	1,827	-157			0	0%			0	0%
362160 Gain (Loss) on Sale of	531				0	0%			0	0%
Group:	2,358	-157			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					25,000	0%	50,000		50,000	200%
Group:					25,000	0%	50,000	0	50,000	200%
Fund:	47,648	155,093	123,250	29,150	68,500	43%	93,500	0	93,500	136%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

235 Park Dedication Fund

Account	Object	Actuals				Current Budget 2023	% Exp. 2023	Prelim. Budget 24	Budget Changes 24	Final Budget 24	% Old Budget 24
		2020	2021	2022	2023						
452100	Parks										
224	Land Maintenance & Repair		4,064	30,950		5,000	0%	10,000		10,000	200%
305	Engineer Fees		520			5,000	0%			0	0%
308	Legal Fees		259		60	0	***%			0	0%
319	Contracted Services		2,500			0	0%			0	0%
720	Transfer Out		361,658	92,300		0	0%			0	0%
	Account:		369,001	123,250	60	10,000	1%	10,000	0	10,000	100%
	Fund:		369,001	123,250	60	10,000	1%	10,000	0	10,000	100%

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

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

236 Wetland Mitigation Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2020	2021	2022	2023	Budget 2023	Rec. 2023	Budget 24	Change 24	Budget 24	Budget 24
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%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

236 Wetland Mitigation Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget 2023	Exp. 2023	Budget 24	Changes 24	Budget 24	Budget 24
465300	Hermantown Wetland										
	319 Contracted Services	9,500	18,826	23,466	5,034	5,000	101%	5,000		5,000	100%
	Account:	9,500	18,826	23,466	5,034	5,000	101%	5,000	0	5,000	100%
	Fund:	9,500	18,826	23,466	5,034	5,000	101%	5,000	0	5,000	100%

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

10/18/23
07:29:10

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

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Report ID: B250

245 COVID-ARPA

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
331900										
331999 Other Federal Grants &		4,285	320,646		0	0%			0	0%
Group:		4,285	320,646		0	0%	0	0	0	0%
Fund:		4,285	320,646		0	0%	0	0	0	0%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

245 COVID-ARPA		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
						2023	2023	24	24	24	24
415300	Administration & Finance										
101	Full-Time Employees - Reg		851			0	0%			0	0%
221	General Supplies			1,463		0	0%			0	0%
319	Contracted Services					50,000	0%	400,000		400,000	800%
	Account:		851	1,463		50,000	0%	400,000	0	400,000	800%
416100	City Attorney										
308	Legal Fees		711	297		0	0%			0	0%
	Account:		711	297		0	***%	0	0	0	0%
419100	Community Development										
305	Engineer Fees				360	0	***%			0	0%
308	Legal Fees			291		0	0%			0	0%
319	Contracted Services			14,754	40,867	75,000	54%			0	0%
	Account:			15,045	41,227	75,000	55%	0	0	0	0%
419901	City Hall & Police Building Maintenance										
401	Building Maintenance			10,515		0	0%			0	0%
	Account:			10,515		0	***%	0	0	0	0%
421100	Police Administration										
580	Other Equipment			129,447	60,553	0	***%			0	0%
	Account:			129,447	60,553	0	***%	0	0	0	0%
422100	Fire Administration										
318	Fire Protection			99,400		0	0%			0	0%
319	Contracted Services					100,000	0%			0	0%
	Account:			99,400		100,000	0%	0	0	0	0%
452100	Parks										
219	Other Operating Equipment					19,000	0%			0	0%
319	Contracted Services					150,000	0%			0	0%
580	Other Equipment			23,499		0	0%			0	0%
	Account:			23,499		169,000	0%	0	0	0	0%
456201	Broadband										
308	Legal Fees		2,724	4,694	3,770	0	***%			0	0%
319	Contracted Services			17,789	4,267	100,000	4%			0	0%
	Account:		2,724	22,483	8,037	100,000	8%	0	0	0	0%
465100	HEDA										
319	Contracted Services			18,498	13,822	50,000	28%			0	0%
	Account:			18,498	13,822	50,000	28%	0	0	0	0%
	Fund:		4,286	320,647	123,639	544,000	23%	400,000	0	400,000	74%
											%

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: 2024

251 Police Program Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
351000 Impound & Towing Charges										
351010 Court Fines	3,790	4,025	4,335	3,150	3,000	105%	3,000		3,000	100%
Group:	3,790	4,025	4,335	3,150	3,000	105%	3,000	0	3,000	100%
352000										
352010 Unclaimed Property	4,045	525	2,896	344	0	***%			0	0%
352020 Forfeitures (Veh/Etc)	7,223	2,096	5,492		1,000	0%	1,000		1,000	100%
Group:	11,268	2,621	8,388	344	1,000	34%	1,000	0	1,000	100%
362300 Donations										
362300 Donations	4,469	10,290	5,079	2,890	2,500	116%	2,500		2,500	100%
Group:	4,469	10,290	5,079	2,890	2,500	116%	2,500	0	2,500	100%
Fund:	19,527	16,936	17,802	6,384	6,500	98%	6,500	0	6,500	100%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

251 Police Program Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
		2020	2021	2022	2023	2023	2023	24	24	24	24
421100	Police Administration										
221	General Supplies				86	0	***%			0	0%
343	Community Relations			753		0	0%			0	0%
436	Towing Charges	130				0	0%			0	0%
490	K-9 Expenses	2,613	4,212	16,912	270	1,000	27%			0	0%
499	Miscellaneous			1,580		0	0%			0	0%
580	Other Equipment			2,195		0	0%			0	0%
	Account:	2,743	4,212	21,440	356	1,000	36%	0	0	0	0%
421500	Drug/Alcohol Fund										
308	Legal Fees	78	1,363	1,914		0	0%			0	0%
460	Permits & Licenses	28				0	0%			0	0%
580	Other Equipment			10,230		0	0%			0	0%
	Account:	106	1,363	12,144		0	***%	0	0	0	0%
421801	DARE & Police Liaison Fund										
343	Community Relations		1,597	2,045	1,790	0	***%			0	0%
499	Miscellaneous	468	311			0	0%			0	0%
	Account:	468	1,908	2,045	1,790	0	***%	0	0	0	0%
	Fund:	3,317	7,483	35,629	2,146	1,000	215%	0	0	0	0%

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

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

260 Cable TV Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2020	2021	2022	2023	Budget 2023	Rec. 2023	Budget 24	Change 24	Budget 24	Budget 24
318100 Franchise Fees										
318100 Franchise Fees	37,970	40,807	41,882	17,621	40,000	44%	41,000		41,000	103%
Group:	37,970	40,807	41,882	17,621	40,000	44%	41,000	0	41,000	103%
362100 Investment Interest										
362100 Investment Interest	2,097	1,369	3,107	-527	250	***%	250		250	100%
362120 Interest - Interfund	6,000	6,000	2,000		6,000	0%			0	0%
362160 Gain (Loss) on Sale of	609	-2,246	-9,696		0	0%			0	0%
Group:	8,706	5,123	-4,589	-527	6,250	-8%	250	0	250	4%
362400 911 Signs										
362415 Other Insurance		1	1		0	0%			0	0%
Group:		1	1		0	0%	0	0	0	0%
Fund:	46,676	45,931	37,294	17,094	46,250	37%	41,250	0	41,250	89%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

260 Cable TV Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
		2020	2021	2022	2023	2023	2023	24	24	24	24
456101	Cable										
101	Full-Time Employees - Reg	3,792	3,959	4,113	3,171	4,445	71%	4,583		4,583	103%
103	Part-Time Employees - Reg			6,050	4,950	6,815	73%	6,815		6,815	100%
121	PERA Contributions - Coord	301	313	325	250	333	75%	344		344	103%
128	Social Security	239	249	634	507	698	73%	707		707	101%
129	Medicare	56	58	148	119	163	73%	165		165	101%
131	Health Insurance	842	811	896	809	966	84%	1,006		1,006	104%
132	Health Care Savings Plan/	84	46	94		0	0%			0	0%
133	Life Insurance	8	8	8	6	8	75%	8		8	100%
134	Disability Insurance	13	13	14	11	14	79%	15		15	107%
136	MSRS	16	16	45	35	47	74%	62		62	132%
151	Workers Compensation	6	6	12	13	17	76%	17		17	100%
308	Legal Fees	28			1,261	500	252%	500		500	100%
314	Computer/Software Fees		11,915			0	0%			0	0%
319	Contracted Services	7,500	5,625	37,790		0	0%	2,000		2,000	*****%
331	Travel Expense	217	217	217	162	0	***%			0	0%
361	General Liability Insuran	51	48	26		0	0%			0	0%
404	Equipment Maintenance		4,581			14,000	0%	14,000		14,000	100%
	Account:	13,153	27,865	50,372	11,294	28,006	40%	30,222	0	30,222	108%
	Fund:	13,153	27,865	50,372	11,294	28,006	40%	30,222	0	30,222	108%

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
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
275 Essentia Wellness Center										
341000 Other Income										
341000 Other Income		162,879	117,435	56,519	0	****%			0	0%
341015 Community Building	229,652	235,882	224,567	210,514	229,652	92%	229,652		229,652	100%
Group:	229,652	398,761	342,002	267,033	229,652	116%	229,652	0	229,652	100%
362100 Investment Interest										
362100 Investment Interest			53,213		0	0%			0	0%
Group:			53,213		0	0%	0	0	0	0%
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:	329,652	498,761	495,215	267,033	329,652	81%	329,652	0	329,652	100%
Grand Total:	329,652	498,761	495,215	267,033	329,652		329,652	0	329,652	

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget 2023	Exp. 2023	Budget 24	Changes 24	Budget 24	Budget 24
275 Essentia Wellness Center											
452200	Community Building										
308	Legal Fees	190	5,178	817		1,000	0%	1,000		1,000	100%
319	Contracted Services	980	2,635	8,641	600	1,000	60%	1,000		1,000	100%
321	Telephone	7,849	7,036	7,637	6,179	5,300	117%	5,300		5,300	100%
322	Internet	11,944	12,507	12,551	8,612	6,000	144%	6,000		6,000	100%
361	General Liability Insuran	17,447	22,698	22,698	11,349	22,698	50%	30,866		30,866	136%
381	Electricity	102,164	126,072	148,581	115,066	87,352	132%	87,352		87,352	100%
382	Water Purchases	18,410	92,881	15,731	14,448	18,000	80%	18,000		18,000	100%
383	Heating Gas	47,666	78,101	95,849	60,045	72,302	83%	64,134		64,134	89%
385	Sewer Charges	18,096	31,680	16,357	14,773	16,000	92%	16,000		16,000	100%
405	Computer Maintenance	10,917	10,510	10,800		0	0%			0	0%
460	Permits & Licenses	220	220	220	220	0	***%			0	0%
499	Miscellaneous		287			0	0%			0	0%
	Account:	235,883	389,805	339,882	231,292	229,652	101%	229,652	0	229,652	100%
490000	Miscellaneous Functions										
219	Other Operating Equipment		6,870			0	0%			0	0%
	Account:		6,870			0	***%	0	0	0	0%
	Fund:	235,883	396,675	339,882	231,292	229,652	101%	229,652	0	229,652	100%
	Grand Total:	235,883	396,675	339,882	231,292	229,652		229,652	0	229,652	%

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 2023	.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 2023	9
Total Fire Hydrants	543

Rate Proposal

	2023	2024	Usage in Gallons - Tier Breaks
Tier 1	8.82	9.22	Up to 2500 Gallons
Tier 2	10.15	10.61	Between 2500 – 4500 Gallons
Tier 3	11.16	11.66	Over 4500 Gallons
Tier 1	10.16	10.61	All Usage
Tier 2	10.16	10.61	All Usage
Tier 3	10.16	10.61	All Usage
Tier 1	9.12	9.53	Up to 20,000 Gallons
Tier 2	9.59	10.02	Between 20,000 – 50,000 Gallons
Tier 3	10.54	11.01	Over 50,000 Gallons
Tier 1	11.16	11.66	All Usage
Tier 2	11.16	11.66	All Usage
Tier 3	11.16	11.66	All Usage

Monthly Service Charge

Meter	2023	2024
5/8" to 1"	9.73	10.17
1 1/4"	14.60	15.26
1 1/2"	14.60	15.26
2"	36.50	38.14
3"	42.58	44.49
4"	54.75	57.21
6"	79.01	82.63

Authorized Personnel

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

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

Budget Commentary

In the 2024 Budget there is \$71,447 transferred out for debt service and \$25,000 for part of a one ton Extended Cab truck.

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
341000 Other Income										
341070 Assessment Search	9,823	7,855	4,845	3,283	6,200	53%	3,500		3,500	56%
Group:	9,823	7,855	4,845	3,283	6,200	53%	3,500	0	3,500	56%
361300 Penalties & Interest										
361300 Penalties & Interest	52	9	49	1	0	***%			0	0%
Group:	52	9	49	1	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	42,152	26,432	59,123	-9,628	10,000	-96%	10,000		10,000	100%
362150 Interest Income/City	190	17			0	0%			0	0%
362160 Gain (Loss) on Sale of	10,756	-43,492	-177,136		0	0%			0	0%
Group:	53,098	-17,043	-118,013	-9,628	10,000	-96%	10,000	0	10,000	100%
362200 Park Field Rental Fees										
362250 City Property Lease	48,520	51,031	53,669	6,105	54,536	11%	54,600		54,600	100%
Group:	48,520	51,031	53,669	6,105	54,536	11%	54,600	0	54,600	100%
362400 911 Signs										
362415 Other Insurance		855	1,161		0	0%			0	0%
362430 Refund & Reimbursement				389	0	***%			0	0%
Group:		855	1,161	389	0	***%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	13,190	4,316	8,126	12,695	6,000	212%	5,000		5,000	83%
Group:	13,190	4,316	8,126	12,695	6,000	212%	5,000	0	5,000	83%
371400 Metered Water Sales										
371400 Metered Water Sales	1,421,117	1,706,759	1,595,069	1,254,730	1,622,400	77%	1,647,360		1,647,360	102%
371450 Metered-Truck Fill	4,496	4,800	5,471	5,245	4,400	119%	5,500		5,500	125%
Group:	1,425,613	1,711,559	1,600,540	1,259,975	1,626,800	77%	1,652,860	0	1,652,860	102%
371500 Water Hookups										
371500 Water Hookups	28,700	21,500	22,900	24,900	22,000	113%	21,000		21,000	95%
371550 Water Service Line	134				0	0%			0	0%
Group:	28,834	21,500	22,900	24,900	22,000	113%	21,000	0	21,000	95%
371700										
371710 Service Charge	244,380	266,389	283,481	206,839	290,784	71%	305,760		305,760	105%
371720 Front Foot Water Cash	5,525	1,574		-520	500	***%	400		400	80%
379999 Late Fee	6,485	10,055	11,089	7,582	7,000	108%	7,500		7,500	107%

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
391010 Sale of General Fixed		5,298			0	0%			0	0%
392010 Transfers In	148,158	207,375	6,000		6,000	0%	6,000		6,000	100%
Group:	404,548	490,691	300,570	213,901	304,284	70%	319,660	0	319,660	105%
394000 Contributed Capital										
394000 Contributed Capital	285,858	498,957	581,779		0	0%			0	0%
Group:	285,858	498,957	581,779		0	0%	0	0	0	0%
Fund:	2,269,536	2,769,730	2,455,626	1,511,621	2,029,820	74%	2,066,620	0	2,066,620	102%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
						2023	2023	24	24	24	24
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	122,121	152,988	126,380	49,028	166,463	29%	172,962		172,962	104%
	102 Full-Time Employees - Ove	9,148	16,773	22,542	13,220	12,020	110%	20,900		20,900	174%
	103 Part-Time Employees - Reg	858	493	942	405	0	***%			0	0%
	111 Severance Pay - Vacation/			10,696	14,805	0	***%			0	0%
	121 PERA Contributions - Coor	-71,580	79,359	11,567	7,000	13,386	52%	14,540		14,540	109%
	128 Social Security	8,023	9,568	9,248	5,621	11,066	51%	12,019		12,019	109%
	129 Medicare	1,876	2,238	2,163	1,315	2,588	51%	2,811		2,811	109%
	131 Health Insurance	87,568	67,396	61,721	44,544	78,100	57%	81,651		81,651	105%
	132 Health Care Savings Plan/	440	337			0	0%			0	0%
	133 Life Insurance	187	199	165	112	205	55%	216		216	105%
	134 Disability Insurance	618	749	675	386	932	41%	1,066		1,066	114%
	136 MSRS	38	156	349	293	390	75%	520		520	133%
	151 Workers Compensation	6,301	7,185	7,371	5,821	7,381	79%	7,960		7,960	108%
	212 Motor Fuels	2,733	4,785	6,729	6,060	4,500	135%	7,000		7,000	156%
	216 Uniforms	454	483	535	412	500	82%	600		600	120%
	219 Other Operating Equipment				11,920	15,500	77%	5,000		5,000	32%
	221 General Supplies	948	4,988	5,571	5,701	5,500	104%	6,000		6,000	109%
	228 Utility System Maint Supp		26,495	37,727	39,361	34,000	116%	39,000		39,000	115%
	314 Computer/Software Fees		2,520	2,500		3,750	0%	4,000		4,000	107%
	315 School & Conference	416	2,903	1,167	140	2,500	6%	2,500		2,500	100%
	317 Personnel Testing, Physic	109	109	109	123	0	***%			0	0%
	319 Contracted Services		6,609	830	839	22,000	4%	5,000		5,000	23%
	321 Telephone			1,304		0	0%	1,304		1,304	*****%
	325 Postage	14	38	15		0	0%			0	0%
	331 Travel Expense		401	234	876	750	117%	500		500	67%
	351 Legal Notices Publishing					250	0%	250		250	100%
	361 General Liability Insuran	6,567	6,422	5,275	2,378	4,706	51%	5,884		5,884	125%
	382 Water Purchases	728,548	940,120	893,851	755,551	960,000	79%	1,069,200		1,069,200	111%
	404 Equipment Maintenance	5,908	3,935	1,333	885	4,000	22%	4,000		4,000	100%
	406 Vehicle Maintenance	1,740	1,092	242	161	2,000	8%	2,000		2,000	100%
	413 Equipment Rental		367		430	7,500	6%	7,500		7,500	100%
	417 Uniform Rental					500	0%	500		500	100%
	451 Dues & Subscriptions	496	963	590	721	700	103%	700		700	100%
	460 Permits & Licenses	3,250	319	1,552		0	0%	1,500		1,500	*****%
	470 Booster Pump Repairs	375	221			250	0%	250		250	100%
	471 Water Line Repairs	21,980	77,699	42,452	54,329	40,000	136%	40,000		40,000	100%
	472 Hydrant Repairs	20,091	13,360	6,904	29,176	15,000	195%	15,000		15,000	100%
	540 Office Equip/Furnishings	421				0	0%			0	0%
	544 Motor Vehicles	-31				0	0%			0	0%
	580 Other Equipment	31,258	149,426	4,467		0	0%			0	0%
	Account:	990,875	1,580,696	1,267,206	1,051,613	1,416,437	74%	1,532,333	0	1,532,333	108%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Object	Actuals				Current Budget 2023	% Exp. 2023	Prelim. Budget 24	Budget Changes 24	Final Budget 24	% Old Budget 24
		2020	2021	2022	2023						
494400	Water Administration and General										
101	Full-Time Employees - Reg	80,108	72,877	75,414	41,816	90,273	46%	108,750		108,750	120%
102	Full-Time Employees - Ove	352	369	349	205	565	36%	602		602	107%
111	Severance Pay - Vacation/	4,293	245			0	0%			0	0%
121	PERA Contributions - Coor	-39,718	32,602	5,696	4,757	6,770	70%	8,156		8,156	120%
128	Social Security	4,990	4,527	4,487	3,710	5,597	66%	6,743		6,743	120%
129	Medicare	1,167	1,059	1,050	868	1,309	66%	1,577		1,577	120%
131	Health Insurance	19,140	23,628	26,805	26,676	30,935	86%	38,239		38,239	124%
132	Health Care Savings Plan/	563	307	630		0	0%			0	0%
133	Life Insurance	142	134	132	121	155	78%	206		206	133%
134	Disability Insurance	284	283	350	274	409	67%	522		522	128%
135	Unemployment Insurance		3,332			0	0%			0	0%
136	MSRS	220	208	526	485	702	69%	1,248		1,248	178%
151	Workers Compensation	110	120	130	271	134	202%	763		763	569%
201	Office Supplies	48	211	107	537	200	269%	200		200	100%
202	Printing Supplies	672	316	64	154	250	62%	300		300	120%
209	Computer Equipment	271				0	0%			0	0%
216	Uniforms				78	0	***%			0	0%
221	General Supplies		1,491			0	0%			0	0%
301	Audit/Account Services	2,798	4,758	3,893	6,116	6,750	91%	8,550		8,550	127%
303	Banking Fees		6,454	9,823	8,984	12,000	75%	13,000		13,000	108%
305	Engineer Fees	2,100	7,563	30,260	525	10,000	5%	11,000		11,000	110%
308	Legal Fees	250	4,354	3,658	412	4,000	10%	4,000		4,000	100%
314	Computer/Software Fees	3,322	3,564	2,996	2,289	3,700	62%	2,100		2,100	57%
315	School & Conference		250			1,000	0%	1,000		1,000	100%
319	Contracted Services	3,839	6,922	16,461	6,302	10,000	63%	10,000		10,000	100%
321	Telephone	2,529	2,499	3,987	2,805	5,000	56%	5,000		5,000	100%
322	Internet	485	555	549	424	460	92%	470		470	102%
323	Gopher One Call Locates	1,882	1,292	1,085	1,067	1,100	97%	1,100		1,100	100%
325	Postage	4,621	452	247	409	450	91%	450		450	100%
331	Travel Expense	1,566	1,459	1,083	828	1,300	64%	1,300		1,300	100%
351	Legal Notices Publishing	573	635	1,235	1,724	1,800	96%	2,000		2,000	111%
361	General Liability Insuran	2,646	6,815	11,206	8,191	12,878	64%	12,103		12,103	94%
370	Interest Expense			132		0	0%			0	0%
381	Electricity	7,504	9,162	8,847	7,493	8,500	88%	10,500		10,500	124%
383	Heating Gas	2,050	2,229	4,198	2,407	4,900	49%	4,900		4,900	100%
405	Computer Maintenance	8,770	20,233	14,358	18,788	22,595	83%	32,380		32,380	143%
420	Depreciation Expenses	217,314	236,556	245,650		236,000	0%	250,000		250,000	106%
434	Employee Recognition Prog		74	100	100	0	***%			0	0%
451	Dues & Subscriptions	50	50	75	50	50	100%	75		75	150%
460	Permits & Licenses			44	5	0	***%			0	0%
499	Miscellaneous		128		44	0	***%			0	0%
720	Transfer Out	69,403	91,838	91,749		102,988	0%	71,447		71,447	69%
	Account:	404,344	549,551	567,376	148,915	582,770	26%	608,681	0	608,681	104%
495000	Transfer Out										
720	Transfer Out	54,299		17,500		31,750	0%	25,000		25,000	79%
	Account:	54,299		17,500		31,750	0%	25,000	0	25,000	79%
	Fund:	1,449,622	2,130,249	1,852,082	1,200,528	2,030,957	59%	2,166,014	0	2,166,014	107%

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 2023	2.98 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 2023	18
Total Manholes	802

Rate Proposal – (Per 1,000 gallons)

	<u>2023</u>	<u>2024</u>	<u>Notes</u>
Residential	10.66	10.87	
Multi-Family	10.66	10.87	
Commercial	10.66	10.87	
Flat Rate	38.07	38.83	
Flat Rate	47.97	48.93	
Service Charge	3.40	3.47	Monthly

Authorized Personnel

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

Budget Commentary

In the 2024 Budget there is \$25,326 transferred out for debt service and \$25,000 for part of a one ton Extended Cab truck.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	2020	2021	2022	2023	Budget 2023	Rec. 2023	Budget 24	Change 24	Budget 24	Old Budget 24
341000 Other Income										
341070 Assessment Search	9,823	7,540	4,845	3,283	5,500	60%	3,600		3,600	65%
Group:	9,823	7,540	4,845	3,283	5,500	60%	3,600	0	3,600	65%
361300 Penalties & Interest										
361300 Penalties & Interest		61	48	1	0	***%			0	0%
Group:		61	48	1	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	41,818	28,696	59,034	-10,082	5,000	***%	10,000		10,000	200%
362150 Interest Income/City	2,934	1,942	1,643	1,029	1,600	64%	1,300		1,300	81%
362160 Gain (Loss) on Sale of	12,418	-46,936	-185,491		0	0%			0	0%
Group:	57,170	-16,298	-124,814	-9,053	6,600	***%	11,300	0	11,300	171%
362400 911 Signs										
362415 Other Insurance		641	972		0	0%			0	0%
Group:		641	972		0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	8,394		38,070	62,083	0	***%			0	0%
Group:	8,394		38,070	62,083	0	***%	0	0	0	0%
371700										
371710 Service Charge	78,502	84,247	88,570	63,275	89,421	71%	91,800		91,800	103%
Group:	78,502	84,247	88,570	63,275	89,421	71%	91,800	0	91,800	103%
372400 Sewer Usage										
372400 Sewer Usage	1,483,601	1,611,148	1,648,963	1,216,323	1,690,200	72%	1,694,400		1,694,400	100%
Group:	1,483,601	1,611,148	1,648,963	1,216,323	1,690,200	72%	1,694,400	0	1,694,400	100%
372500 Sewer Hookups										
372500 Sewer Hookups	43,185	31,100	75,779	30,995	32,000	97%	32,000		32,000	100%
Group:	43,185	31,100	75,779	30,995	32,000	97%	32,000	0	32,000	100%
372700										
372710 Sewer Permits	3,925	5,020	4,725	2,430	3,500	69%	2,200		2,200	63%
372715 Sewer Capacity	2,068	6,881	3,948	865	700	124%	700		700	100%
372720 Front Foot Cash	38,862				0	0%			0	0%
379999 Late Fee	5,763	9,063	9,665	6,973	7,000	100%	7,500		7,500	107%
391010 Sale of General Fixed		3,369			0	0%			0	0%
Group:	50,618	24,333	18,338	13,726	11,200	92%	10,400	0	10,400	93%

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	2020	2021	2022	2023	Budget 2023	Rec. 2023	Budget 24	Change 24	Budget 24	Budget 24	
394000 Contributed Capital											
394000 Contributed Capital	3,390,796	478,274	9,868			0	0%			0	0%
Group:	3,390,796	478,274	9,868			0	0%	0	0	0	0%
Fund:	5,122,089	2,221,046	1,760,639	1,377,175	1,834,921	75%	1,843,500	0	1,843,500	100%	

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
432500	Sewer Improvements										
550	Street Improvements					165,000	0%			0	0%
	Account:					165,000	0%	0	0	0	0%
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	91,831	107,275	102,410	36,766	123,086	30%	127,878		127,878	104%
102	Full-Time Employees - Ove	5,782	11,050	12,765	7,389	8,742	85%	15,200		15,200	174%
103	Part-Time Employees - Reg	138	121	587	191	0	***%			0	0%
111	Severance Pay - Vacation/			6,418	8,883	0	***%			0	0%
121	PERA Contributions - Coor	-51,304	50,061	8,816	5,028	9,887	51%	10,731		10,731	109%
128	Social Security	5,655	6,471	7,043	4,035	8,173	49%	8,871		8,871	109%
129	Medicare	1,323	1,513	1,647	944	1,911	49%	2,075		2,075	109%
131	Health Insurance	56,243	51,884	44,475	30,615	57,371	53%	59,978		59,978	105%
132	Health Care Savings Plan/	264	245			0	0%			0	0%
133	Life Insurance	117	127	136	90	154	58%	162		162	105%
134	Disability Insurance	460	509	517	300	686	44%	784		784	114%
136	MSRS	19	79	349	293	312	94%	416		416	133%
151	Workers Compensation	4,716	5,366	5,505	4,349	5,516	79%	5,943		5,943	108%
212	Motor Fuels	1,822	3,190	4,486	4,040	1,500	269%	5,000		5,000	333%
216	Uniforms	454	483	535	412	500	82%	5,000		5,000	1000%
219	Other Operating Equipment				11,920	15,000	79%	2,500		2,500	17%
221	General Supplies	1,628	3,155	3,496	14	0	***%			0	0%
228	Utility System Maint Supp	4,562	3,763	5,968	24,006	5,000	480%	6,000		6,000	120%
229	Lift Station Maintenance	11,593	8,765	7,729	29	10,000	0%	10,000		10,000	100%
308	Legal Fees	2,067				0	0%			0	0%
310	Recording/Filing Fees	25				0	0%			0	0%
314	Computer/Software Fees		120			5,650	0%	5,000		5,000	88%
315	School & Conference	644	2,504	1,117	485	1,000	49%	1,500		1,500	150%
317	Personnel Testing, Physic	109	109	154	123	450	27%	450		450	100%
319	Contracted Services	27,057	17,755	7,030	8,245	20,000	41%	20,000		20,000	100%
325	Postage	36	40			40	0%	40		40	100%
331	Travel Expense	161	369	534	84	250	34%	600		600	240%
361	General Liability Insuran	2,635	2,430	2,146	1,201	2,403	50%	2,086		2,086	87%
385	Sewer Charges	573,130	564,176	644,235	433,449	669,000	65%	735,900		735,900	110%
403	Road Maintenance					15,000	0%	15,000		15,000	100%
404	Equipment Maintenance	6,744	6,020	5,058	4,649	5,500	85%	5,000		5,000	91%
406	Vehicle Maintenance	5,444	54			2,500	0%			0	0%
413	Equipment Rental		467	141		3,500	0%	3,500		3,500	100%
451	Dues & Subscriptions		240		260	150	173%	150		150	100%
460	Permits & Licenses	2,250	298	1,648		250	0%	1,500		1,500	600%
475	Sewerline Repairs	80	9,148	32,399	3,890	15,000	26%	15,000		15,000	100%
476	Lift Station Repairs Sewe	9,944	15,983	11,997	8,406	12,500	67%	12,500		12,500	100%
477	I & I Maintenance		13,444			15,000	0%	15,000		15,000	100%
478	Sewer Cleaning	36,531	29,916	17,640	37,200	40,000	93%	40,000		40,000	100%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Object	Actuals				Current Budget 2023	% Exp. 2023	Prelim. Budget 24	Budget Changes 24	Final Budget 24	% Old Budget 24
		2020	2021	2022	2023						
495	Property Damage Reimb. by				1,200	0	***%			0	0%
540	Office Equip/Furnishings	421				0	0%			0	0%
580	Other Equipment	26,917	24,267	4,467		0	0%			0	0%
590	Pumping Plant & Lift Stat		42,908		33,713	40,000	84%	40,000		40,000	100%
	Account:	829,498	984,305	941,448	672,209	1,096,031	61%	1,173,764	0	1,173,764	107%
494900	Sewer Administration and General										
101	Full-Time Employees - Reg	64,933	61,996	75,284	41,816	90,273	46%	108,750		108,750	120%
102	Full-Time Employees - Ove	254	277	349	205	565	36%	602		602	107%
111	Severance Pay - Vacation/	3,219	140			0	0%			0	0%
121	PERA Contributions - Coor	-31,233	23,704	5,686	4,757	6,770	70%	8,156		8,156	120%
128	Social Security	3,869	3,517	4,480	3,710	5,597	66%	6,743		6,743	120%
129	Medicare	905	823	1,048	868	1,309	66%	1,577		1,577	120%
131	Health Insurance	14,129	17,706	24,627	25,026	30,935	81%	38,239		38,239	124%
132	Health Care Savings Plan/	281	153	315		0	0%			0	0%
133	Life Insurance	120	108	131	121	155	78%	206		206	133%
134	Disability Insurance	241	229	350	274	409	67%	522		522	128%
135	Unemployment Insurance		3,332			0	0%			0	0%
136	MSRS	194	182	525	485	702	69%	1,248		1,248	178%
151	Workers Compensation	96	113	130	271	134	202%	763		763	569%
201	Office Supplies	48	211	107	537	200	269%	200		200	100%
202	Printing Supplies	527	316	64	154	300	51%	310		310	103%
209	Computer Equipment	271				0	0%			0	0%
216	Uniforms				78	0	***%			0	0%
221	General Supplies		1,491			0	0%			0	0%
301	Audit/Account Services	2,798	4,758	3,893	6,116	6,750	91%	8,550		8,550	127%
303	Banking Fees		6,454	9,823	8,984	12,000	75%	12,000		12,000	100%
305	Engineer Fees	240	2,568	1,240	270	2,500	11%	2,500		2,500	100%
308	Legal Fees	250	5,671	1,214	684	2,000	34%	2,500		2,500	125%
314	Computer/Software Fees	3,322	3,493	2,937	2,224	3,000	74%	2,000		2,000	67%
315	School & Conference					1,000	0%	1,000		1,000	100%
319	Contracted Services	113	6,944	16,003	6,302	10,000	63%	12,000		12,000	120%
321	Telephone	2,372	2,364	4,984	1,975	5,000	40%	4,500		4,500	90%
322	Internet	727	776	824	637	850	75%	850		850	100%
323	Gopher One Call Locates	1,255	861	724	711	900	79%	900		900	100%
325	Postage	3,105	264	165	265	450	59%	450		450	100%
331	Travel Expense	802	759	1,083	828	1,300	64%	1,300		1,300	100%
351	Legal Notices Publishing	219	248	266	20	300	7%	300		300	100%
361	General Liability Insuran	3,267	7,136	11,207	8,191	12,878	64%	15,627		15,627	121%
370	Interest Expense			132		0	0%			0	0%
381	Electricity	8,297	6,790	10,629	7,092	8,500	83%	9,500		9,500	112%
383	Heating Gas	1,281	1,393	2,624	1,504	4,900	31%	4,500		4,500	92%
405	Computer Maintenance	8,770	20,232	13,983	16,464	22,595	73%	29,951		29,951	133%
420	Depreciation Expenses	503,649	515,627	545,000		525,000	0%	560,000		560,000	107%
434	Employee Recognition Prog		74	100	100	0	***%	100		100	****%
451	Dues & Subscriptions	50	50	50	50	0	***%	50		50	****%
460	Permits & Licenses	38		5	5	0	***%			0	0%
499	Miscellaneous				44	0	***%			0	0%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Object	Actuals				Current Budget 2023	% Exp. 2023	Prelim. Budget 24	Budget Changes 24	Final Budget 24	% Old Budget 24
		2020	2021	2022	2023						
720	Transfer Out	56,853	67,944	56,260			25,326		25,326	44%	
	Account:	655,262	768,704	796,242	140,768	814,796	17%	861,220	0	861,220	106%
495000	Transfer Out										
720	Transfer Out	188,158	113,545	17,500		31,750	0%	25,000		25,000	79%
	Account:	188,158	113,545	17,500		31,750	0%	25,000	0	25,000	79%
-	Fund:	1,672,922	1,866,554	1,755,190	812,977	2,107,577	39%	2,059,984	0	2,059,984	98%

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 2024 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 2024 there is a rate increase from \$8 to \$8.28 per ERU per month being proposed.

Transfers out are applied to debt payments in the debt service funds. The 2024 Transfers Out for debt total \$26,687

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

Hermantown Road Stormwater improvements = \$200,000

Hermantown Road Bridge = \$150,000 (Part of project)

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

603 Storm Water Enterprise Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
322100 Building Permits										
322120 SWPP and Stormwater Mgmt	2,692	3,546	450		500	0%	500		500	100%
Group:	2,692	3,546	450		500	0%	500	0	500	100%
336300 Other Grants & Aids										
336300 Other Grants & Aids				70,000	0	***%			0	0%
Group:				70,000	0	***%	0	0	0	0%
361300 Penalties & Interest										
361300 Penalties & Interest		72	116	32	0	***%			0	0%
Group:		72	116	32	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	1,524	1,837	3,671	-623	0	***%			0	0%
362160 Gain (Loss) on Sale of	-1,342	-2,661	-11,460		0	0%			0	0%
Group:	182	-824	-7,789	-623	0	***%	0	0	0	0%
362400 911 Signs										
362415 Other Insurance		191	168		0	0%			0	0%
Group:		191	168		0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	643		12,896		0	0%			0	0%
Group:	643		12,896		0	0%	0	0	0	0%
372700										
372750 Stormwater Fee	386,154	413,492	407,664	334,277	451,000	74%	480,000		480,000	106%
379999 Late Fee	1,903	4,552	2,962	3,824	3,000	127%	3,500		3,500	117%
Group:	388,057	418,044	410,626	338,101	454,000	74%	483,500	0	483,500	106%
394000 Contributed Capital										
394000 Contributed Capital	243,505				0	0%			0	0%
Group:	243,505				0	0%	0	0	0	0%
Fund:	635,079	421,029	416,467	407,510	454,500	90%	484,000	0	484,000	106%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
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603 Storm Water Enterprise Fund

Account	Object	Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		2020	2021	2022	2023						
441100	Storm Water										
101	Full-Time Employees - Reg	71,853	76,562	59,462	42,478	67,129	63%	79,331		79,331	118%
102	Full-Time Employees - Ove	3,756	6,207	8,236	3,946	2,129	185%	4,151		4,151	195%
103	Part-Time Employees - Reg		250			0	0%			0	0%
111	Severance Pay - Vacation/	3,219	140	4,279	5,922	0	***%			0	0%
121	PERA Contributions - Coor	38,350	30,496	5,229	5,041	5,173	97%	6,239		6,239	121%
128	Social Security	4,420	5,026	4,151	3,979	4,276	93%	5,157		5,157	121%
129	Medicare	1,024	1,188	971	930	1,000	93%	1,206		1,206	121%
131	Health Insurance	41,451	35,001	29,184	31,394	25,436	123%	30,223		30,223	119%
132	Health Care Savings Plan/	457	122	315		0	0%			0	0%
133	Life Insurance	171	147	105	104	103	101%	137		137	133%
134	Disability Insurance	449	341	321	306	335	91%	425		425	127%
136	MSRS	173	233	365	338	390	87%	728		728	187%
151	Workers Compensation	1,105	1,627	1,695	1,459	1,727	84%	2,224		2,224	129%
201	Office Supplies				275	0	***%			0	0%
221	General Supplies		686		1,683	100	***%			0	0%
301	Audit/Account Services				100	0	***%	5,700		5,700	****%
305	Engineer Fees	10,500	6,068	22,668	44,089	20,000	220%	20,000		20,000	100%
308	Legal Fees	1,032	454	264	632	1,500	42%	1,500		1,500	100%
310	Recording/Filing Fees	184	158	46	92	500	18%	500		500	100%
314	Computer/Software Fees	750	3,118	2,937	2,126	1,500	142%	1,500		1,500	100%
319	Contracted Services	627	15,621	16,767	18,174	30,000	61%	60,000		60,000	200%
325	Postage			83	124	500	25%	500		500	100%
331	Travel Expense	724	716	361	270	300	90%	300		300	100%
351	Legal Notices Publishing			177	261	0	***%	200		200	****%
403	Road Maintenance	14,303	36,808	49,272	32,634	11,000	297%	50,000		50,000	455%
404	Equipment Maintenance		538			0	0%			0	0%
405	Computer Maintenance	1,716			2,861	0	***%	7,080		7,080	****%
413	Equipment Rental	18,046	18,046	28,291	16,024	20,000	80%	20,000		20,000	100%
420	Depreciation Expenses		10,835	10,835		0	0%			0	0%
451	Dues & Subscriptions	1,740	1,740	1,954	820	2,000	41%	2,000		2,000	100%
510	Land Acquisition				500	0	***%			0	0%
530	Improvements Other Than B				76,890	279,000	28%	400,000		400,000	143%
550	Street Improvements					181,000	0%	200,000		200,000	110%
580	Other Equipment	2,352				0	0%			0	0%
720	Transfer Out		31,189	21,473		21,000	0%	26,687		26,687	127%
	Account:	218,402	283,317	269,441	293,452	676,098	43%	925,788	0	925,788	137%
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	0%
	Account:	8,369	80,076	1,496		0	***%	0	0	0	0%
	Fund:	226,875	363,395	270,937	293,452	676,098	43%	925,788	0	925,788	137%

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: 2024

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
605 Street Lighting & Traffic Signalization										
318100 Franchise Fees										
318100 Franchise Fees	137,343	139,542	142,916	71,787	139,000	52%	142,000		142,000	102%
Group:	137,343	139,542	142,916	71,787	139,000	52%	142,000	0	142,000	102%
362100 Investment Interest										
362100 Investment Interest	4,732	3,440	7,696	-1,306	1,000	***%	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	1,382	-5,577	-24,023		0	0%			0	0%
Group:	28,114	19,863	5,673	-1,306	23,000	-6%	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:	174,065	159,405	148,589	70,481	162,000	44%	165,000	0	165,000	101%
Grand Total:	174,065	159,405	148,589	70,481	162,000		165,000	0	165,000	

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

Account	Object	Actuals				Current Budget 2023	% Exp. 2023	Prelim. Budget 24	Budget Changes 24	Final Budget 24	% Old Budget 24
		2020	2021	2022	2023						
605 Street Lighting & Traffic Signalization											
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	10,252	5,282	3,358		5,000	0%	5,000		5,000	100%
	308 Legal Fees			520		0	0%			0	0%
	319 Contracted Services				560	0	***%	40,000		40,000	*****%
	381 Electricity	29,207	29,964	42,101	27,372	38,000	72%			0	0%
	495 Property Damage Reimb. by	5,250				0	0%			0	0%
	Account:	44,709	35,246	45,979	27,932	43,000	65%	45,000	0	45,000	105%
	Fund:	74,463	35,246	45,979	27,932	43,000	65%	45,000	0	45,000	105% %
	Grand Total:	74,463	35,246	45,979	27,932	43,000		45,000	0	45,000	

**CITY OF HERMANTOWN
CITY COUNCIL MEETING**

Monday, October 16, 2023

6:30 PM Central

MEETING CONDUCTED IN PERSON & VIA ZOOM

Mayor Wayne Boucher: Present
Councilor John Geissler: Present
Councilor Andy Hjelle: Present
Councilor Ellie Jones: Present
Councilor Brian LeBlanc: Present

CITY STAFF: John Mulder, City Administrator; Alissa Wentzlaff, City Clerk; Eric Johnson; Community Development Director; Patricia Crego; Utility & Infrastructure Director; Joe Wicklund, Communications & Community Engagement Director; Kevin Orme, Director of Finance & Administration; David Bolf, City Engineer; Steven Overom, Interim City Attorney

VISITORS: 10

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ANNOUNCEMENTS**
5. **PUBLIC HEARING**

- A. Public Hearing to consider the proposed assessment for the construction of Ugstad and Arrowhead Reconditioning SP 202-101-014, Minn Project No: STBG 6922(198) ei: District No. 534 ("Project")

Mark Frick of 4241 Ugstad Road opposed the proposed assessment stating that his property did not benefit by \$9,750.00.

Kimberly Hanson of 4173 Ugstad Road opposed the proposed assessment stating that the users of Ugstad Road, Hermantown Schools, the Wellness Center, and the AERY should also bear the burden of the assessment.

Lisa Volk of 4328 Ugstad Road opposed the proposed assessment stating that there was no improvement to the property or her family's situation.

Amber Olson 4324 Ugstad Road opposed the proposed assessment and urged Council to read her letter. Ms. Olson also stated concerns for her and her children's safety.

6. **COMMUNICATIONS**

A. Correspondence 23-156 through 23-160 placed on file

7. **PRESENTATIONS**

A. **Quarterly Financial Report**

Kevin Orme, Director of Finance & Administration
(*Pre-Agenda Only*)

B. **Hermantown Arena Design Update**

John Mulder, City Administrator
(*Pre-Agenda Only*)

C. **Hermantown Road Bridge & Keene Creek Trail Update**

David Bolf, City Engineer
(*Pre-Agenda Only*)

8. **PUBLIC DISCUSSION**

Jerrie Terhaar appeared before Council to express thanks on behalf of the Public Works department for approving a recruitment and retention incentive.

9. **MOTIONS**

10. **CONSENT AGENDA**

A. **Minutes** – Approval or correction of October 2, 2023 City Council Continuation Minutes

B. **Accounts Payable** - Approve general city warrants from October 1, 2023 through October 15, 2023 in the amount of \$2,242,867.31

Motion to approve the Consent Agenda. This motion, made my Councilor Andy Hjelle and seconded by Councilor John Geissler, Carried.

Yea: 5, Nay: 0

11. **ORDINANCES**

A. **2023-09 An Ordinance Amending Title 2 Of The Hermantown City Code By Amending The Official Zoning Map Of The Northern 6.4 Acres of Parcels 395-0010-0782 And 395-0010-07840**

(second reading)

Greg Zimmerman of 3855 Getchell Road opposed approving this ordinance in order to retain the integrity of the neighborhood.

William Hahn of 3840 Getchell Road opposed approving this ordinance with concerns relating to the water flow and drainage if this area is developed.

Nancy Deever of 3868 Getchell Road opposed approving this ordinance stating that a development would cause hardship to surrounding properties due to excess water flow.

Carissa Hahn of 3840 Getchell Road opposed approving this ordinance stating concerns about water flow, and asked questions about what kind of development may go in this area.

Jonathan Thornton of 5869 Hermantown Road spoke to Council on behalf of the Union Cemetery Association to state that there have not been any conversations with any developers other than single family residential builders, and that there is no individual within the Cemetery Association that is directly benefiting from the sale.

(motion, roll call)

Motion to approve 2023-09 An Ordinance Amending Title 2 Of The Hermantown City Code By Amending The Official Zoning Map Of The Northern 6.4 Acres of Parcels 395-0010-0782 And 395-0010-07840. This motion, made by Councilor Andy Hjelle and seconded by Councilor Brian LeBlanc, Carried.

Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Yea
Mayor Wayne Boucher:	Yea

Yea: 5, Nay: 0

12. RESOLUTIONS

A. 2023-146 Resolution Joining Statewide Volunteer Firefighter Pension Coverage For The Hermantown Fire Department Effective As Of January 1, 2024

(motion, roll call)

Motion to approve 2023-146 Resolution Joining Statewide Volunteer Firefighter Pension Coverage For The Hermantown Fire Department Effective As Of January 1, 2024. This motion, made by Councilor John Geissler and seconded by Councilor Brian LeBlanc, Carried.

Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Yea
Mayor Wayne Boucher:	Yea

Yea: 5, Nay: 0

B. 2023-147 Resolution Authorizing And Directing The Mayor And City Clerk To Execute And Deliver The Fire Services Transition Agreement Between the Hermantown Volunteer Fire Department And The City Of Hermantown

(motion, roll call)

Motion to approve 2023-147 Resolution Authorizing And Directing The Mayor And City Clerk To Execute And Deliver The Fire Services Transition Agreement Between the Hermantown Volunteer Fire Department And The City Of Hermantown. This motion, made by Councilor Ellie Jones and seconded by Councilor John Geissler, Carried.

Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Yea
Mayor Wayne Boucher:	Yea

Yea: 5, Nay: 0

C. **2023-148 Resolution Receiving Bids And Approving Award Of Contract To Northstar Insulating Systems, Inc. For The Labor And Materials Necessary To Insulate The Attic Of The Administration In An Amount Not To Exceed \$150,000.00**

(motion, roll call)

Motion to approve 2023-148 Resolution Receiving Bids And Approving Award Of Contract To Northstar Insulating Systems, Inc. For The Labor And Materials Necessary To Insulate The Attic Of The Administration In An Amount Not To Exceed \$150,000.00. This motion, made by Councilor Andy Hjelle and seconded by Councilor Ellie Jones, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea
Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

D. **2023-149 Resolution Approving Change Orders Numbers 15 Through 16 For Road Improvement Project 534 (Ugstad & Arrowhead Roads)**

(motion, roll call)

Motion to approve 2023-149 Resolution Approving Change Orders Numbers 15 Through 16 For Road Improvement Project 534 (Ugstad & Arrowhead Roads). This motion, made by Councilor Andy Hjelle and seconded by Councilor John Geissler, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea
Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

E. **2023-150 Resolution Approving Pay Request Number 5 For Road Improvement District 534 To Ulland Brothers, Inc. In The Amount Of \$833,405.49**

(motion, roll call)

Motion to approve 2023-150 Resolution Approving Pay Request Number 5 For Road Improvement District 534 To Ulland Brothers, Inc. In The Amount Of \$833,405.49. This motion, made by Councilor Brian LeBlanc and seconded by Councilor Ellie Jones, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea
Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

F. **2023-151 Resolution Receiving Bids And Awarding Contract To Northern Interstate Construction, Inc. For 2023 Sewer Improvement District No. 544 (Stebner Park Improvement District - Sewer, Water, & Road) In The Amount Of \$344,170.00**

(motion, roll call)

Motion to approve 2023-151 Resolution Receiving Bids And Awarding Contract To Northern Interstate Construction, Inc. For 2023 Sewer Improvement District No. 544 (Stebner Park Improvement District - Sewer, Water, & Road) In The Amount Of \$344,170.00. This motion, made by Councilor John Geissler and seconded by Councilor Ellie Jones, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea
Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

G. **2023-152 Resolution Approving Pay Request Number 4 For Road Improvement District 538 To Ulland Brothers, Inc. In The Amount Of \$644,298.28**

(motion, roll call)

Motion to approve 2023-152 Resolution Approving Pay Request Number 4 For Road Improvement District 538 To Ulland Brothers, Inc. In The Amount Of \$644,298.28. This motion, made by Councilor Brian LeBlanc and seconded by Councilor Ellie Jones, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea
Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

13. CLOSED SESSION

A. Motion to close the meeting of the Hermantown City Council pursuant to Minnesota Statutes § Section 13D.05 Subd. 3 (b) to develop and consider an offer or counteroffer for the sale of real property for economic development

(motion, roll call)

Motion to recess at 7:43 p.m. Motion to close the meeting of the Hermantown City Council pursuant to Minnesota Statutes § Section 13D.05 Subd. 3 (b) to develop and consider an offer or counteroffer for the sale of real property for economic development. Following this closed session, the Hermantown City Council will re-convene in open session. This motion, made by Councilor Brian LeBlanc and seconded by Councilor Andy Hjelle, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea
Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

Motion to reconvene into open sessions at 8:39 p.m. This motion, made by Councilor Ellie Jones and seconded by Councilor Andy Hjelle, Carried.

Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Yea

Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

14. **RECESS**

- A. Motion to recess at 8:39 p.m. This motion, made by Councilor Brian LeBlanc and seconded by Councilor John Geissler, Carried.

Councilor Andy Hjelle: Yea

Councilor Brian LeBlanc: Yea

Councilor Ellie Jones: Yea

Councilor John Geissler: Yea

Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

Mayor

ATTEST:

City Clerk

CITY OF HERMANTOWN

CHECKS #70331-70404
10/16/2023 - 10/31/2023

PAYROLL CHECKS

Electronic Checks - #-67257-67304 \$88,846.88

Electronic Checks - #-67251-67256 \$3,545.81

LIABILITY CHECKS

Electronic Checks - #-67248-67250 \$735.84

Electronic Checks - #-67257-67261 \$67,321.09

Checks - #70362-70367 \$4,003.10

PAYROLL EXPENSE TOTAL \$164,452.72

ACCOUNTS PAYABLE

Checks - #70331-70361 \$463,974.04

Checks - #70368-70404 \$228,956.12

Electronic Payments #-99120-99158 \$1,920,704.34

ACCOUNTS PAYABLE TOTAL \$2,613,634.50

TOTAL \$2,778,087.22

10/30/2023

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	431100	Street Department	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	156.80	-99158
101	415300	Administration & Finance	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	149.08	-99158
101	421100	Police Administration	AT&T MOBILITY	Cell Phones PD	1,352.92	-99158
601	494400	Water Administration and General	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	310.42	-99158
602	494900	Sewer Administration and General	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	181.83	-99158
101	419901	City Hall & Police Building Maintenance	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	44.80	-99158
601	494300	Water Distribution	CITY OF DULUTH COMFORT SYSTEMS	Sept Water Charges	80,740.97	-99157
603	441100	Storm Water	FIRST BANKCARD	Sept First Bankcard Orme	274.80	-99156
601	494400	Water Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	94.76	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Johnson	-25.00	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Crace	1,238.72	-99156
601	494400	Water Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	3.48	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Ross	287.20	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Ross	-100.00	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Dwyer	55.92	-99156
101	431100	Street Department	FIRST BANKCARD	Sept First Bankcard Orme	236.90	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Pfeiffer	68.28	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Ross	242.58	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Crace	164.99	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Crace	-50.00	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Crace	38.25	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Gunderson	90.91	-99156
101	419901	City Hall & Police Building Maintenance	FIRST BANKCARD	Sept First Bankcard Heinbuch	154.32	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Mulder	-100.00	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Heinbuch	-50.00	-99156
602	494900	Sewer Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	3.48	-99156
101	415300	Administration & Finance	FIRST BANKCARD	Sept First Bankcard Mulder	225.85	-99156
101	431901	City Garage	FIRST BANKCARD	Sept First Bankcard Heinbuch	52.90	-99156
101	419100	Community Development	FIRST BANKCARD	Sept First Bankcard Orme	641.20	-99156
101	421100	Police Administration	FIRST BANKCARD	Sept First Bankcard Gunderson	1,195.00	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Esterbrook	-100.00	-99156
601	494400	Water Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	17.76	-99156
101	419901	City Hall & Police Building Maintenance	FIRST BANKCARD	Sept First Bankcard Orme	327.84	-99156
275	452200	Community Building	FIRST BANKCARD	Sept First Bankcard Orme	490.00	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Orme	-1,000.00	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Senst	-100.00	-99156
101	431100	Street Department	FIRST BANKCARD	Sept First Bankcard Senst	26.49	-99156
101	422901	Firehall #1 Maple Grove Road	FIRST BANKCARD	Sept First Bankcard Orme	193.32	-99156

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
275	452200	Community Building	FIRST BANKCARD	Sept First Bankcard Orme	1,356.93	-99156
101	415300	Administration & Finance	FIRST BANKCARD	Sept First Bankcard Orme	2.79	-99156
101	431100	Street Department	FIRST BANKCARD	Sept First Bankcard Orme	44.38	-99156
101	422901	Firehall #1 Maple Grove Road	FIRST BANKCARD	Sept First Bankcard Orme	81.96	-99156
101	362430	Refund & Reimbursement	FIRST BANKCARD	Sept First Bankcard Pfeiffer	-25.00	-99156
602	494900	Sewer Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	458.00	-99156
101	415300	Administration & Finance	FIRST BANKCARD	Sept First Bankcard Orme	340.00	-99156
275	452200	Community Building	FIRST BANKCARD	Sept First Bankcard Orme	1,044.30	-99156
101	415300	Administration & Finance	FIRST BANKCARD	Sept First Bankcard Orme	10.45	-99156
602	494900	Sewer Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	26.62	-99156
602	494900	Sewer Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	142.14	-99156
101	419901	City Hall & Police Building Maintenance	FIRST BANKCARD	Sept First Bankcard Orme	773.26	-99156
601	494400	Water Administration and General	FIRST BANKCARD	Sept First Bankcard Orme	458.00	-99156
101	415300	Administration & Finance	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica C308	96.00	-99155
101	421100	Police Administration	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica C300&C3320	119.58	-99155
101	415300	Administration & Finance	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica C458	117.87	-99155
101	419100	Community Development	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	58.59	-99154
101	424100	Building Inspection	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	47.34	-99154
101	452100	Parks	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	0.63	-99154
101	421100	Police Administration	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	146.99	-99154
601	494400	Water Administration and General	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	151.19	-99154
101	415300	Administration & Finance	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	196.46	-99154
602	494900	Sewer Administration and General	PITNEY BOWES PURCHASE POWER	Refill Postage Meter	100.80	-99154
101	431100	Street Department	ADVANTAGE SIGNS & GRAPHICS, INC	Street Sign Posts	6,015.00	-99153
240	432510	Trunk Sewer Construction	BRAUN INTERTEC CORPORATION	Okerstrom Road - Road and Util	2,272.50	-99152
402	431150	Street Improvements	BRAUN INTERTEC CORPORATION	Ugstad Road Project	16,225.00	-99152
230	465100	HEDA	BRAUN INTERTEC CORPORATION	Future Business Park Site - AU	1,259.39	-99152
416	452100	Parks	BRAUN INTERTEC CORPORATION	Fitchner Park	8,422.50	-99152
240	433500	Water Improvements	BRAUN INTERTEC CORPORATION	Stebner Park Rdwy & Utilities	4,917.50	-99152
101	421100	Police Administration	BRAY & REED LTD.	Prosecution Services Sept 2023	4,500.00	-99151
230	465100	HEDA	CREATIVE ARCADE	Website Monthly Maintenance	250.03	-99150
101	419901	City Hall & Police Building Maintenance	DOORCO, INC.	Repair Liftmaster	1,250.00	-99149
101	452100	Parks	DULUTH LAWN CARE INC	Fert/Weed Treatment	5,261.25	-99148
475	431150	Street Improvements	EPC ENGINEERING & TESTING LLC	Richard Lindgren - SAP 202-080	946.00	-99147
275	452200	Community Building	ESC SYSTEMS SOUND AND LIFE SAFETY	EWC Monitoring - 12 months	600.00	-99146
602	494900	Sewer Administration and General	GOPHER STATE ONE-CALL INC 58	Sept 23 Locates	104.22	-99145
601	494400	Water Administration and General	GOPHER STATE ONE-CALL INC	Sept 23 Locates	156.33	-99145
602	494500	Sewer Maintenance	GREAT LAKES PIPE SERVICE INC	Sewer Cleaning	3,700.00	-99144

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
230	465100	HEDA	HTB PROJECT NAVIGATION, LLC	Proposed Hermantown Business P	1,248.75	-99143
230	465100	HEDA	HTB PROJECT NAVIGATION, LLC	Proposed Hermantown Business P	607.50	-99143
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,546.99	-99142
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,164.69	-99142
101	424100	Building Inspection	M-R SIGN CO INC	911 Signs - 19	626.78	-99141
415	465200	Community Development	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hermantown Ice Arena	2,042.50	-99140
230	465100	HEDA	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hwy 53 Business Park Feasibili	2,000.00	-99140
101	431130	City Engineer	NORTHLAND CONSULTING ENGINEERS L.L.P.	Preagenda/City Council/Four Sq	1,800.00	-99140
475	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hermantown Rd & Old Midway Rd	28,720.00	-99140
240	433500	Water Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Haines & Anderson Rd Watermain	5,850.00	-99140
402	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Ugstad Rd - SP 202-101-014	2,160.00	-99140
412	419100	Community Development	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hermantown Trail Project	2,375.00	-99140
240	433500	Water Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Stebner Park Utilities	46,585.00	-99140
416	452100	Parks	NORTHLAND CONSULTING ENGINEERS L.L.P.	Fichtner Park Improvements	3,505.00	-99140
240	432510	Trunk Sewer Construction	NORTHLAND CONSULTING ENGINEERS L.L.P.	Oak Ridge Dr. Sanitary Sewer E	7,775.00	-99140
475	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Richard Lindgren - SAP 202-080	7,725.00	-99140
101	214500	Escrow Deposits Payable	NORTHLAND CONSULTING ENGINEERS L.L.P.	Peyton Property Development	480.00	-99140
101	431130	City Engineer	NORTHLAND CONSULTING ENGINEERS L.L.P.	Design Engineering Services	360.00	-99140
101	419100	Community Development	OVEROM LAW, PLLC	Stebner Farms Projects	120.00	-99139
101	416100	City Attorney	OVEROM LAW, PLLC	2023 Compensation Review	624.00	-99139
240	432510	Trunk Sewer Construction	OVEROM LAW, PLLC	Okerstrom Sewer & RD Project N	36.00	-99139
101	416100	City Attorney	OVEROM LAW, PLLC	3M PFAS Class Action	108.00	-99139
101	421100	Police Administration	OVEROM LAW, PLLC	Police Dept Personnel Matters	120.00	-99139
235	452100	Parks	OVEROM LAW, PLLC	Park Dedication Fee Amendment	60.00	-99139
101	416100	City Attorney	OVEROM LAW, PLLC	General Matters/Retainer	2,000.00	-99139
230	465100	HEDA	OVEROM LAW, PLLC	HEDA Agenda Matters	210.00	-99139
101	421100	Police Administration	OVEROM LAW, PLLC	Student Resource Officers (SRO	228.00	-99139
415	465200	Community Development	OVEROM LAW, PLLC	State Grant - Bond Financed Pr	13.75	-99139
415	465200	Community Development	OVEROM LAW, PLLC	Arena Construction	1,451.00	-99139
412	419100	Community Development	OVEROM LAW, PLLC	Hermantown Trail Connector Eas	1,328.50	-99139
101	422100	Fire Administration	OVEROM LAW, PLLC	Creation of New City Fire Dept	1,184.00	-99139
230	214500	Escrow Deposits Payable	OVEROM LAW, PLLC	HEDA Sale to Brett Kolquist	127.60	-99139
230	465100	HEDA	OVEROM LAW, PLLC	Hermantown Business Park Rezon	192.00	-99139
416	452100	Parks	OVEROM LAW, PLLC	Fichtner Field Park Improvemen	45.00	-99139
101	416100	City Attorney	OVEROM LAW, PLLC	City Hall Roof Insulation Proj	453.50	-99139
412	419100	Community Development	OVEROM LAW, PLLC	Zierden Okerstrom Road Develop	120.00	-99139
101	421100	Police Administration	OVEROM LAW, PLLC	Bow Hunting Ordinance Admendme	231.50	-99139
230	214500	Escrow Deposits Payable	OVEROM LAW, PLLC	P&R Properties Tax Increment M	2,064.62	-99139

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
230	465100	HEDA	OVEROM LAW, PLLC	HEDA: Misc and Contracts	45.00	-99139
101	419100	Community Development	OVEROM LAW, PLLC	Radar Road - Getchell Road - K	90.00	-99139
101	416100	City Attorney	OVEROM LAW, PLLC	Damage to Property Claims	60.00	-99139
101	416100	City Attorney	OVEROM LAW, PLLC	Paul Senst Accident Claim	72.00	-99139
415	465200	Community Development	OVEROM LAW, PLLC	Construction Manager at Risk M	1,403.50	-99139
415	465200	Community Development	OVEROM LAW, PLLC	Naming Rights Agreement Matter	585.00	-99139
230	465100	HEDA	OVEROM LAW, PLLC	Hwy 53 Business Park Developme	150.00	-99139
101	415300	Administration & Finance	PITNEY BOWES GLOBAL FINANCIAL SVCS	Quarterly Postage Meter Lease	295.29	-99138
101	421100	Police Administration	TIMECLOCK PLUS, LLC	ScheduleAnywhere License 11/29	1,320.00	-99137
101	419901	City Hall & Police Building Maintenance	TLX COMMUNICATIONS	Oct 2023 Maintenance	237.85	-99136
101	431100	Street Department	TLX COMMUNICATIONS	Oct 2023 Maintenance	16.75	-99136
101	452200	Community Building	TLX COMMUNICATIONS	Oct 2023 Maintenance	10.05	-99136
101	422901	Firehall #1 Maple Grove Road	TLX COMMUNICATIONS	Oct 2023 Maintenance	70.35	-99136
101	431100	Street Department	VIKING INDUSTRIAL CENTER	Safety Supplies	437.58	-99135
602	494500	Sewer Maintenance	WLSSD	Wastewater Charges	46,175.00	-99134
101	452200	Community Building	MN ENERGY RESOURCES CORP	Natural Gas Old CH	136.91	-99133
601	494400	Water Administration and General	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr - Oct	38.91	-99133
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr - Oct	34.05	-99133
602	494900	Sewer Administration and General	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr - Oct	24.32	-99133
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas CH/PD	422.67	-99133
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Old CH	15.21	-99133
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas - CH/PD	491.97	-99133
101	422901	Firehall #1 Maple Grove Road	MN ENERGY RESOURCES CORP	Natural Gas - FH #1	601.30	-99133
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Comm Building - Oc	37.28	-99133
275	452200	Community Building	MN ENERGY RESOURCES CORP	Natural Gas EWC - Oct 23	3,857.42	-99133
101	422902	Firehall #2 Morris Thomas Road	MN POWER	FH #2 MorrisThomas & Stebner	99.78	-99132
101	422903	Firehall #3 Midway Road	MN POWER	FH #3 Midway/Rose	75.43	-99132
605	431160	Street Lighting	MN POWER	Street Lights	729.51	-99132
605	431160	Street Lighting	MN POWER	Overhead St Lights	467.19	-99132
605	431160	Street Lighting	MN POWER	Street Lights	352.52	-99132
605	431160	Street Lighting	MN POWER	Street Lights (Roundabout)	21.59	-99132
101	452100	Parks	MN POWER	Little Leagues	30.74	-99132
101	431901	City Garage	MN POWER	5255 Maple Grove Rd Garage	22.19	-99132
275	452200	Community Building	MN POWER	4289 Ugstad Rd/EWC	14,820.74	-99132
101	452100	Parks	MN POWER	Parks	307.22	-99132
605	431160	Street Lighting	MN POWER	Street Lights	395.13	-99132
101	452200	Community Building	MN POWER	Community Bldg	465.04	-99132
605	431160	Street Lighting	MN POWER	Traffic Lights	751.34	-99132

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
275	452200	Community Building	MN POWER	EWC Garage	19.85	-99132
605	431160	Street Lighting	MN POWER	Street Lights	463.56	-99132
601	494400	Water Administration and General	MN POWER	Water	436.15	-99132
101	422901	Firehall #1 Maple Grove Road	MN POWER	City Hall/Police/Fire	1,888.02	-99132
602	494900	Sewer Administration and General	MN POWER	4971 Lightning Dr	121.75	-99132
101	419901	City Hall & Police Building Maintenance	MN POWER	City Hall/Police/Fire	2,953.05	-99132
101	431901	City Garage	MN POWER	4971 Lightning Dr	304.38	-99132
602	494900	Sewer Administration and General	MN POWER	Sewer	565.71	-99132
601	494400	Water Administration and General	MN POWER	4971 Lightning Dr	182.63	-99132
101	431100	Street Department	WEX HEALTH INC	Monthly Participant fee	14.79	-99131
101	415300	Administration & Finance	WEX HEALTH INC	Monthly Participant fee	39.44	-99131
101	421100	Police Administration	WEX HEALTH INC	Monthly Participant fee	90.33	-99131
601	494400	Water Administration and General	WEX HEALTH INC	Monthly Participant fee	14.79	-99131
101	419100	Community Development	WEX HEALTH INC	Monthly Participant fee	4.93	-99131
602	494900	Sewer Administration and General	WEX HEALTH INC	Monthly Participant fee	14.79	-99131
101	419901	City Hall & Police Building Maintenance	WEX HEALTH INC	Monthly Participant fee	4.93	-99131
101	422100	Fire Administration	WEX HEALTH INC	4th QTR VEBA 2023 B	1,250.00	-99130
101	452100	Parks	ELITE PORTABLE TOILETS, LLC	Portable Toilets	545.00	-99129
101	452100	Parks	ELITE PORTABLE TOILETS, LLC	Portable Toilets	545.00	-99129
101	452100	Parks	ELITE PORTABLE TOILETS, LLC	Portable Toilets	1,350.00	-99129
475	431150	Street Improvements	EPC ENGINEERING & TESTING LLC	Richard Lindgren - SAP 202-080	2,096.00	-99128
412	419100	Community Development	GEI CONSULTANTS, INC.	Keene Creek South Trail	2,346.36	-99127
402	431150	Street Improvements	MSA PROFESSIONAL SERVICES, INC.	Ugstad Road Reconditioning - C	26,421.76	-99126
402	431150	Street Improvements	MSA PROFESSIONAL SERVICES, INC.	Ugstad Road Reconditioning - C	40,623.02	-99126
101	431100	Street Department	NORTHERN ENGINE & SUPPLY INC	Box Tag Parts	89.85	-99125
603	441100	Storm Water	REDROCK PRECAST	Culvert - Sunnyview	1,842.50	-99124
603	441100	Storm Water	REDROCK PRECAST	Culvert - Lindahl	1,490.50	-99124
402	431150	Street Improvements	ULLAND BROTHERS INC	Ugstad Rd Improvements	833,405.49	-99123
475	431150	Street Improvements	ULLAND BROTHERS INC	Richard Lindgren Street Improv	644,298.28	-99122
240	432510	Trunk Sewer Construction	EIP CREDIT CO., LLC	Wetland Credits Oak Ridge & Ok	5,659.20	-99120
101	431100	Street Department	ABS AUTO SOLUTIONS INC	Under Coating - H7	925.00	70331
601	494300	Water Distribution	ACME TOOLS	Pressure Nozzles - Vac Trailer	269.90	70332
601	494300	Water Distribution	ACME TOOLS	Shovels - H25	153.97	70332
101	427100	Poundmaster	ANIMAL ALLIES HUMANE SOCIETY	Sept 2023 Boarding	1,032.00	70333
101	421100	Police Administration	BUREAU CRIMINAL APPREHENSION	CJDN Access Fee (BCA) - Jul 20	600.00	70334
101	431100	Street Department	CENTRAL PENSION FUND	Training Per Contract	37.52	70335
602	494500	Sewer Maintenance	CENTRAL PENSION FUND	Training Per Contract	37.51	70335
601	494300	Water Distribution	CENTRAL PENSION FUND	Training Per Contract	37.52	70335

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	422903	Firehall #3 Midway Road	CENTURYLINK	Internet FH3 09/22/23-10/21/23	79.98	70336
101	422902	Firehall #2 Morris Thomas Road	CENTURYLINK	Internet FH2 09/28/23-10/27/23	79.98	70336
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70337
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	10.35	70337
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	30.03	70337
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70337
101	431100	Street Department	CINTAS CORPORATION	Uniforms	23.38	70337
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70337
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at FD/PD	30.72	70337
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at CH	8.88	70337
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70337
101	431100	Street Department	CINTAS CORPORATION	Uniforms	23.38	70337
245	465100	HEDA	COSTIN GROUP MN	City Lobbyist	1,500.00	70338
101	419901	City Hall & Police Building Maintenance	DALCO	TP/Kleenex/Wash/Gloves/Urinal	414.64	70339
415	465200	Community Development	DSGW ARCHITECTS	Hermantown Arena	29,070.00	70340
101	431100	Street Department	DULUTH READY MIX INC	Road Sand	2,880.44	70341
101	431100	Street Department	DULUTH READY MIX INC	Road Sand	5,855.86	70341
101	421100	Police Administration	ESSENTIA HEALTH	Test - Graves	1,879.00	70342
601	494300	Water Distribution	FERGUSON WATERWORKS #2516	Water Corp Copper Discs	120.40	70343
601	494300	Water Distribution	FERGUSON WATERWORKS #2516	1" Water Corp copper discs	40.82	70343
101	413100	Mayor	GALLERY COLLECTION	Christmas Cards 10571048	108.77	70344
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	City Council Minutes	115.50	70345
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	Bids - City Hall Attic Repairs	57.75	70345
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	City Council Minutes	107.25	70345
240	433500	Water Improvements	HERMANTOWN STAR LLC	Bids - Stebner Park Utility	165.00	70345
101	422100	Fire Administration	HERMANTOWN VOLUNTEER FIRE DEPT	4th QTR Fire Protection	140,908.50	70346
602	494900	Sewer Administration and General	INNOVATIVE OFFICE SOLUTIONS, LLC	Return Keyboard/Mouse	-11.72	70347
101	415300	Administration & Finance	INNOVATIVE OFFICE SOLUTIONS, LLC	Post-It/Calendars/AptBook/Flag	240.40	70347
601	494400	Water Administration and General	INNOVATIVE OFFICE SOLUTIONS, LLC	Return Keyboard/Mouse	-11.72	70347
602	494500	Sewer Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Utility	357.78	70348
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Car Wash PW	11.00	70348
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Car Wash PD	261.98	70348
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Gas PD	5,556.49	70348
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Gas Street	646.28	70348
601	494300	Water Distribution	KWIK TRIP EXTENDED NETWORK	Gas Utility	536.68	70348
101	431100	Street Department	LINDE GAS & EQUIPMENT INC.	CyInDrRnt/SfEnvFee8/20-9/20/23	71.31	70349
101	419901	City Hall & Police Building Maintenance	MENARD INC	DrillBit/Snaplock/Screw	57.39	70350
602	494500	Sewer Maintenance	MENARD INC	Marking Ribbon	14.46	70350

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	431901	City Garage	MENARD INC	Shop Supplies	154.62	70350
101	431100	Street Department	MENARD INC	Spray Paint - H0	58.74	70350
101	419901	City Hall & Police Building Maintenance	MENARD INC	LED/Threadlocker/Lampholder/Pa	247.70	70350
602	494500	Sewer Maintenance	MIDWAY SEWER SERVICE	Septic Tank Pumping	250.00	70351
275	452200	Community Building	MN DEPT OF LABOR & INDUSTRY	Boiler - EWC	20.00	70352
101	422901	Firehall #1 Maple Grove Road	MN TELECOMMUNICATIONS	Oct 2023 Internet	90.00	70353
101	419901	City Hall & Police Building Maintenance	MN TELECOMMUNICATIONS	Oct 2023 Internet	360.00	70353
101	431100	Street Department	NAPA AUTO PARTS	Oil Filter - H7	29.31	70354
601	494300	Water Distribution	NAPA AUTO PARTS	Oil Filter - H5	19.54	70354
101	431100	Street Department	NAPA AUTO PARTS	Aluminum Wash	13.49	70354
101	421100	Police Administration	PETTY CASH	Water - PD	11.98	70355
101	421100	Police Administration	PETTY CASH	DMT Tabs - PD	14.25	70355
101	421100	Police Administration	ST LUKES CLINICS	Blood Draws - Sept 23	58.20	70356
101	421100	Police Administration	STREICHER'S	Uniform - Towner	75.00	70357
101	421100	Police Administration	STREICHER'S	Uniform - Prouse	46.99	70357
101	421100	Police Administration	STREICHER'S	Uniform - Towner	101.97	70357
101	421100	Police Administration	TROY'S BP AMOCO INC	Brakes - SQD 21	952.64	70358
602	494900	Sewer Administration and General	VALLI INFORMATION SYSTEMS, INC	Sept 2023 Bill Print	560.97	70359
603	441100	Storm Water	VALLI INFORMATION SYSTEMS, INC	Sept 2023 Bill Print	560.97	70359
601	494400	Water Administration and General	VALLI INFORMATION SYSTEMS, INC	Sept 2023 Bill Print	560.97	70359
240	432510	Trunk Sewer Construction	VEIT & COMPANY INC	Okerstrom Rd Sewer Improvement	263,887.58	70360
101	431100	Street Department	ZIEGLER INC	Throttle Repair - 928 Loader	1,491.88	70361
101	431100	Street Department	A & S TRUCK AND TRAILER REPAIR	Brakes/Oil Change - H0	714.72	70368
101	431100	Street Department	A & S TRUCK AND TRAILER REPAIR	DOT - Old H1	125.00	70368
101	431100	Street Department	A & S TRUCK AND TRAILER REPAIR	DOT - H1	125.00	70368
101	431100	Street Department	A & S TRUCK AND TRAILER REPAIR	Air Leak/DOT/Oil Change - H4	791.41	70368
101	421100	Police Administration	BATTERIES PLUS BULBS	Back-Up Battery	21.99	70369
101	431100	Street Department	BDI	Belting for sanders	2,433.85	70370
101	431100	Street Department	BOYER TRUCKS INC	Oil Filter - H1/H4/H0	139.72	70371
101	431100	Street Department	BOYER TRUCKS INC	Floormats - H1	364.37	70371
101	419901	City Hall & Police Building Maintenance	CAPITAL ONE TRADE CREDIT	Adjust Sales TX PD	-25.47	70372
101	431901	City Garage	CAPITAL ONE TRADE CREDIT	Air Compressor Fittings - Shop	52.99	70372
101	431901	City Garage	CAPITAL ONE TRADE CREDIT	Wheel dollies	436.00	70372
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70373
101	431100	Street Department	CINTAS CORPORATION	Uniforms	23.38	70373
101	431901	City Garage	CINTAS CORPORATION	1st Aid Cabinets	235.79	70373
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70373
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70373

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	30.03	70373
101	431100	Street Department	CINTAS CORPORATION	Uniforms	42.37	70373
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	10.35	70373
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70373
602	494900	Sewer Administration and General	CUSTOMER ELATION INC	09/26 - 10/23/23 Answering	20.78	70374
601	494400	Water Administration and General	CUSTOMER ELATION INC	09/26 - 10/23/23 Answering	31.17	70374
350	415300	Administration & Finance	EHLERS & ASSOCIATES INC	2023 Debt Study	662.50	70375
601	494300	Water Distribution	FERGUSON WATERWORKS #2516	Water Corp Copper Discs	-120.40	70376
601	494300	Water Distribution	FERGUSON WATERWORKS #2516	Alpha Hydrant Base 90	1,628.00	70376
230	214500	Escrow Deposits Payable	FRYBERGER, BUCHANAN, SMITH & FREDERICK,	Engwalls Redevelopment TIF Dis	1,950.00	70377
101	431901	City Garage	GREAT LAKES ELECTRICAL EQUIPMENT CO INC	Wall Pack Lights	210.19	70378
101	431100	Street Department	HERMANTOWN HYDRAULICS	Hose Ends - 928 Loader	20.35	70379
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	Hearing Assessments Rd Improv	231.00	70380
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	Ordinance - 22023-07	82.50	70380
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	City Council Minutes	82.50	70380
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	Ordinance - 22023-08	49.50	70380
101	419100	Community Development	HERMANTOWN STAR LLC	Opening - P&Z	66.00	70380
230	465100	HEDA	HERMANTOWN STAR LLC	Opening - HEDA	66.00	70380
101	422100	Fire Administration	HERMANTOWN STAR LLC	Fire Inspector Opening	16.50	70380
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	Ordinance - Smoking Policy	123.75	70380
101	419100	Community Development	HERMANTOWN STAR LLC	Public Hearing P&Z	49.50	70380
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	Hearing Assessments - Ugstad R	198.00	70380
245	419100	Community Development	HOISINGTON KOEGLER GROUP INC.	Comprehensive Plan Update- Sep	8,861.78	70381
101	415300	Administration & Finance	INNOVATIVE OFFICE SOLUTIONS, LLC	Ribbon/Note Pad	19.02	70382
101	415300	Administration & Finance	INNOVATIVE OFFICE SOLUTIONS, LLC	Receipt Book/Post It	34.18	70382
603	441100	Storm Water	KTM PAVING INC	Patching for culvert replaceme	6,354.37	70383
101	421100	Police Administration	LSFT & ICAC TF	Phone Dump	550.00	70384
601	494300	Water Distribution	MAYO CONCRETE SAWING SERVICES, INC.	Sawcutting for watermain break	42.78	70385
101	452100	Parks	MENARD INC	RV Anti Freeze - Park Winteriz	39.48	70386
101	452100	Parks	MENARD INC	RV Antifreeze and plumbing rep	64.46	70386
101	419901	City Hall & Police Building Maintenance	MENARD INC	Elbow/Tape/Wire Strippers/Outl	33.17	70386
101	419901	City Hall & Police Building Maintenance	MENARD INC	Batteries/Caulk/Seal/Cover	68.68	70386
101	419901	City Hall & Police Building Maintenance	MENARD INC	Doorbell/Dishwand	26.65	70386
601	494300	Water Distribution	MENARD INC	Nuts/Screws for Water Radios &	12.83	70386
101	419901	City Hall & Police Building Maintenance	MENARD INC	Bolt/Glue/Drywall Anchor	13.94	70386
101	431901	City Garage	MENARD INC	Furnace Filters	23.08	70386
240	432510	Trunk Sewer Construction	MN BOARD OF WATER & SOIL RESOURCES	Wetland Credits Oak Ridge & Ok	89.91	70387
475	431150	Street Improvements	MN POWER	Relocate Overhead Power Line/T	96,058.16	70388

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
601	494300	Water Distribution	MN RURAL WATER ASSN	Assoc Mmbrship 12/2023-11/2024	200.00	70389
602	494500	Sewer Maintenance	MN RURAL WATER ASSN	Associate Membership 12/2023-1	200.00	70389
245	452100	Parks	MN-WI PLAYGROUND	GameTime Play Equipment	84,082.03	70390
101	421100	Police Administration	ROSS, DANA	Mileage Reimbursement MAPET Co	277.72	70391
601	494300	Water Distribution	SATHERS, LLC	Pit Run Sand	3,409.10	70392
601	214500	Escrow Deposits Payable	SHORT ELLIOTT HENDRICKSON INC	HERT 22 Sprint @ Hawk Circle W	3,648.86	70393
101	421100	Police Administration	SHRED-N-GO INC	Shredding Contract	126.89	70394
101	414100	Elections	ST LOUIS COUNTY AUDITOR	Model 200 Machine/Firmware Mai	1,275.00	70395
101	421100	Police Administration	ST LOUIS COUNTY RECORDER	Notary Ashley Johnson	20.00	70396
101	452100	Parks	STONE RIVER WILDLIFE CONTROL	Beaver Removal - Baseball Fie	700.00	70397
601	494300	Water Distribution	TRENCHERS PLUS, INC	Vac Trailer Plunger	169.11	70398
601	494300	Water Distribution	TRENCHERS PLUS, INC	Coupler/Suction/Freight Credit	-6.51	70398
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - SQD 19	40.73	70399
101	431100	Street Department	UNITED TRUCK BODY COMPANY INC	Plow Parts	104.00	70400
101	415300	Administration & Finance	WENTZLAFF, ALISSA	Mileage/Lunch Reimbursement	211.52	70401
101	411100	Council	WICKLUND, JOE	Ipad Keyboard - Geissler	97.98	70402
412	419100	Community Development	ZIEGLER INC	Brush Mulcher Rental	10,205.00	70403
602	362990	Miscellaneous Revenue	WLSSD	CAF Fee - Laif Deel	940.00	70404

Totals: 322 records printed

2,613,634.50



CITY COUNCIL MEETING DATE: November 6, 2023

TO: Mayor & City Council

FROM: Trish Crego, Director Utilities and Infrastructure

SUBJECT: Resolution Approving Application to the MNDOT for Local Road Improvement Program Funding

RESOLUTION: 2023-153 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve a grant funding application to the Minnesota Department of Transportation (MNDOT) in order to reconstruct Hermantown Road and sidewalk between Haines and Okerstom Road

BACKGROUND

In 2020, the City has made prior funding requests with a successful award from MNDOT for the construction of the roads in the marketplace district. This new application is to MNDOT for a Local Road Improvement Program funding would help to reconstruct the 1/2-mile segment of, Hermantown Road from Haines Road to Okerstrom Road.

The grant application is for the 2025 funding season. The City match does not need to be spent until the 2025 funding year, assuming a successful award. If the City is awarded the grant, we would then be required to enter into an operations and maintenance agreement associated with this road segment at the time of the grant award.

SOURCE OF FUNDS (if applicable)

State Aid Funding. The program is administered by MnDOT’s State Aid for Local Transportation Division.

ATTACHMENTS

Resolution
Attachment

Resolution No. 2023-153

Resolution Authorizing The City Of Hermantown To Sponsor A Grant Funding Request Via The Minnesota Department Of Transportation Local Road Improvement Program Associated With The Reconstruction Of Hermantown Road

BE IT RESOLVED by the city council of the City of Hermantown, Minnesota, as follows:

WHEREAS, the City of Hermantown has the legal authority to sponsor a grant funding request to Minnesota Department of Transportation for a Local Road Improvement Program (LRIP) Grant (STATE) for the Hermantown Road Reconstruction Project (PROJECT), in order to provide connection to trunk highway roads ; and

WHEREAS, the City is fully aware of the information provided in the funding request, including any non-state match and any other long-term commitments as defined in the funding request as submitted; and

WHEREAS, that, if selected for funding by the STATE, the City shall act as a legal sponsor for the PROJECT as funded by the MN Department of Transportation and that the Infrastructure and Utility Director is hereby authorized to apply to the STATE for funding of this project on behalf of the City; and

WHEREAS, the City of Hermantown has not incurred any development costs; and

WHEREAS, that upon approval of its application by the STATE, the City may enter into an agreement with the STATE for the above referenced project, and that the City certifies that it will comply with all applicable laws and regulations as stated in the grant contract

NOW, THEREFORE BE IT RESOLVED that the City Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of Hermantown.

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors, _____, and Mayor Boucher, aye.

and the following voted in opposition thereto:

None.

WHEREUPON, such resolution was declared duly passed and adopted November 6, 2023.

Local Road Improvement Program

Program Overview

The Local Road Improvement Program (LRIP) provides funding assistance to local agencies for constructing or reconstructing local roads. Funds for the program are appropriated based on [Minnesota Statute 174.52](#)¹. The program was created in 2002 and began with two types of funding: Trunk Highway Corridor Account and Routes of Regional Significance Account. In 2005, the Rural Road Safety Account was added to the program. The program is administered by MnDOT's State Aid for Local Transportation Division.



Trunk Highway Corridor Account

This account is used for grants to federally recognized Indian Tribes, cities, towns, and counties to assist in paying the local share of trunk highway projects that have local or tribal costs related to the trunk highway improvement and are not funded or are only partially funded with other state and federal funds.

Routes of Regional Significance Account

This account is used grants to federally recognized Indian Tribes, cities, towns, and counties for the costs of constructing or reconstructing city streets, county highways, towns or tribal roads with statewide or regional significance that have not been fully funded through other state, federal, local or tribal funding sources.

Rural Road Safety Account

This account is used for grants to counties for constructing or reconstructing improvement projects that are intended primarily to reduce traffic crashes, fatalities, injuries, and property damage crashes on rural County State Aid Highways.

Guidance and Criteria

Guidance

Eligible local agencies include federally recognized Indian Tribes, counties, cities, and townships. Non-state aid cities (generally those with populations less than 5,000) and townships must request the sponsorship of a county to apply for and implement their project.

¹ <https://www.revisor.mn.gov/statutes/cite/174.52>

Criteria

Projects are selected through a competitive solicitation process using the following criteria along with recommendations from the Local Road Improvement Program Advisory Committee.

- The availability of other state, federal, local, tribal funds
- The regional significance of the route
- Effectiveness of the proposed project in eliminating a transportation system deficiency
- The number of persons positively impacted by the project
- Project’s contribution to other local, regional, or state, economic development or redevelopment efforts
- Ability of the local unit of government to adequately provide for the safe operation and maintenance

In accordance with state statute, an Advisory Committee provides recommendations as to which projects will be funded. The committee is made up of one county commissioner, one county engineer, one city engineer, two city council members or city administrators (one each from cities with population less than and greater than 5,000), and one town board member (appointed by the Minnesota Association of Townships).

Funding Summary

Funds available for the program vary with each legislative bond appropriation. Funds shown in the table under competitive LRIP do not include engineering costs.

Year	Competitive LRIP		Earmarked LRIP	
	LRIP Funds (millions)	No. of Projects Funded	LRIP Funds (millions)	No. of Projects Funded
2014	\$54.4	3	-	-
2015	\$4.3	9	\$9.3	3
2016	\$0.0	n/a	-	-
2017*	\$25.3	45	\$90.6	11
2018*	\$35.0	53	\$75.4	16
2019	\$0.0	n/a	-	-
2020*	\$75.0	75	\$109.9	23
2021*	\$5.5	8	\$30.9	10
2022	\$0.0	n/a	-	-
2023	\$102.967		\$282.163	46

*Competitive LRIP account is still open, so number of projects funded is subject to change

For More Information

See LRIP program webpage² or contact Rashmi Brewer, State Programs Engineer at Rashmi.Brewer@state.mn.us or 651-366-3830.

² <http://www.dot.state.mn.us/stateaid/lrip.html>



CITY COUNCIL MEETING DATE: November 6, 2023

TO: Mayor & City Council

FROM: Trish Crego, Director Utilities and Infrastructure

SUBJECT: Resolution Approving Cooperative Agreement with St. Louis County SAP 069-606-031

RESOLUTION: 2023-154 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve a Cooperative Agreement with St. Louis County for re-construction of a culvert on CSAH 6 (Maple Grove Road) between TH 2 and CSAH 13 (Midway Road).

BACKGROUND

St. Louis County intends to perform a culvert replacement project on CSAH 6 (Maple Grove Road) between TH 2 and CSAH 13 (Midway Road) in the City of Hermantown in 2024 in preparation for a future reclaim/overlay. St. Louis County will be funding the project with State Aid dollars; therefore, they need municipal consent from the City of Hermantown.

SOURCE OF FUNDS (if applicable)

State Aid Funding obtained by St. Louis County

ATTACHMENTS

Resolution
Plan

Resolution No. 2023-154

Resolution Approving Cooperative Agreement With St. Louis County SAP 069-606-031 Construction Of Culvert Replacement Project On CSAH 6 (Maple Grove Road) Between TH 2 And CSAH 13 (Midway Road) Within The City Of Hermantown Corporate Limits

WHEREAS, the St. Louis County plans for SAP 069-606-031 includes the reconstruction of a culvert on CSAH 6 (Maple Grove Road) between TH 2 and CSAH 13 (Midway Road), (hereinafter the “Project”) within the limits of the City of Hermantown as a State Aid Project have been prepared and presented to the City; and

WHEREAS, the project to be completed in 2024

WHEREAS, the County is willing to fund the “Project” with State Aid Monies

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

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

1. St. Louis County’s preliminary plans of SAP NO. 069-606-031 have been in all things approved by the City of Hermantown.

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors _____, Mayor Boucher, aye.

and the following voted in opposition thereto:

None.

WHEREUPON, such resolution was declared duly passed and adopted November 6, 2023.

K:\Projects\1 - 40 CSAH\CSAH 6\CP 0006-725970\400 Design\410 Drawings\520 Sheets\CP 0006-725970 TITLE SHEET & INDEX MAP.dwg

PLAN SYMBOLS

SECTION SUBDIVISION LINE	---
EXISTING R/W	---
NEW R/W	---
TEMP EASE	---
RAILROAD R/W	---
ROAD SHOULDER	---
EDGE OF LAKE	---
SWAMP BOUNDARY	---
MISCELLANEOUS BOUNDARY	---
CORPORATE OR CITY LIMITS	////
PROPERTY LINE	---
RECREATIONAL TRAIL	---
ROAD ALIGNMENT	---
ALIGNMENT POINTS	○
RIVER OR CREEK	---
DRAINAGE DITCH	---
BRIDGE	---
RAILROAD (SINGLE TRACK)	---
RR CROSSING PAVEMENT MARKING	---
RR CROSSING GATE	---
RR CROSSBUCK SIGN	---
RR CROSSBUCK SIGN W/LIGHTS	---
BARBED WIRE FENCE	---
CHAIN LINK FENCE	---
WOVEN WIRE, COMBINATION WOVEN AND BARB	---
WOOD FENCE	---
BILLBOARD	---
RETAINING WALL	---
GUARDRAIL (CABLE)	---
GUARDRAIL (PLATE BEAM)	---
DRAIN TILE	---
CULVERT	---
CULVERT WITH APRONS	---
TREELINE OR BRUSHLINE	---
DECIDUOUS TREES	---
CONIFER (EVERGREEN) TREES	---
HEDGE	---
BUSH OR SHRUB	---
SWAMP OR MARSH	---
MONUMENT (CI,ACT,ACP,BCP,...)	---
CONCRETE OR STONE MONUMENT	---
IRON PIPE, PIN OR REBAR	---
IRON PIN WITH BRASS DISK	---
NAIL, PK NAIL, SPIKE, SFP, T-BAR, ...	---
VERTICAL CONTROL	---
HORIZONTAL CONTROL	---
POWER POLE	---
LIGHT POLE	---
LIGHT AND TELEPHONE POLE	---
LIGHT, TELEPHONE AND POWER POLE	---
GUY POLE	---
POLE ANCHOR	---
TELEPHONE POLE	---
TELEPHONE AND POWER POLE	---
UNDERGROUND UTILITY PEDESTAL	---
TELEPHONE MANHOLE (VAULT)	---
ELECTRIC CABLE IN CONDUIT	---
TELEPHONE CABLE IN CONDUIT	---
BURIED ELECTRIC CABLE	---
BURIED TELEPHONE CABLE	---
GAS LINE	---
WATER LINE	---
VALVE	---
FIRE HYDRANT	---
WATER MANHOLE	---
WELL	---
LAWN SPRINKLER HEAD	---
MANHOLE	---
CATCH BASIN	---
SEPTIC TANK	---
FORCE MAIN LIFT STA.	---
SEWER LINE	---
PERMANENT BARRICADE	---
TRAFFIC SIGNAL LIGHT	---
HAND HOLE	---
ENTRANCE	---
BUILDING	---
SATELLITE DISH	---
STEEL TOWER	---
FLAG POLE	---
SIGN	---
TYPE III BARRICADE	---
CHANNELIZING DEVICE	---
TYPE A WARNING LIGHT	---

MINNESOTA DEPARTMENT OF TRANSPORTATION SAINT LOUIS COUNTY

CONSTRUCTION PLAN FOR: PIPE CULVERTS, GRADE CORRECTION, AND BITUMINOUS SURFACING PATCHES

SAP 069-606-031, CP 0006-725970
LOCATED ON CSAH 6 (MAPLE GROVE RD)
FROM TH 2 TO CSAH 13 (MIDWAY RD)

GROSS LENGTH	18,277.00	FEET	3.462	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	18,277.00	FEET	3.462	MILES

SAP 069-635-002, CP 0035-725734
LOCATED ON CSAH 35 (SCHULTZ RD)
FROM CSAH 48 (LAVAQUE RD) TO CSAH 4 (RICE LAKE RD)

GROSS LENGTH	12,650.00	FEET	2.395	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	12,650.00	FEET	2.395	MILES

SAP 069-733-031, CP 0133-696700
LOCATED ON HWY 133
FROM 0.10 MI EAST OF PINE RD TO 0.44 MI WEST OF CSAH 47

GROSS LENGTH	8,370.00	FEET	1.585	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	8,370.00	FEET	1.585	MILES

CP 0571-659056
LOCATED ON CR 571 (SOUTH PIKE LAKE RD)
FROM WEST TERMINUS TO CR 889 (SOLWAY RD)

GROSS LENGTH	1,143.00	FEET	0.216	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	1,143.00	FEET	0.216	MILES

CP 0694-658132
LOCATED ON CR 694 (SEVILLE RD)
FROM CR 859 (CARIBOU LAKE RD) TO TH 53

GROSS LENGTH	11,543.00	FEET	2.186	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	11,543.00	FEET	2.186	MILES

CP 0696-658527
LOCATED ON CR 696 (ST. LOUIS RIVER RD)
FROM CSAH 98 (CANOSIA RD) TO CSAH 13 (MIDWAY RD)

GROSS LENGTH	21,028.00	FEET	3.983	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	21,028.00	FEET	3.983	MILES

CP 0859-658153
LOCATED ON CR 859 (CARIBOU LAKE RD)
FROM TH 194 TO TH 53

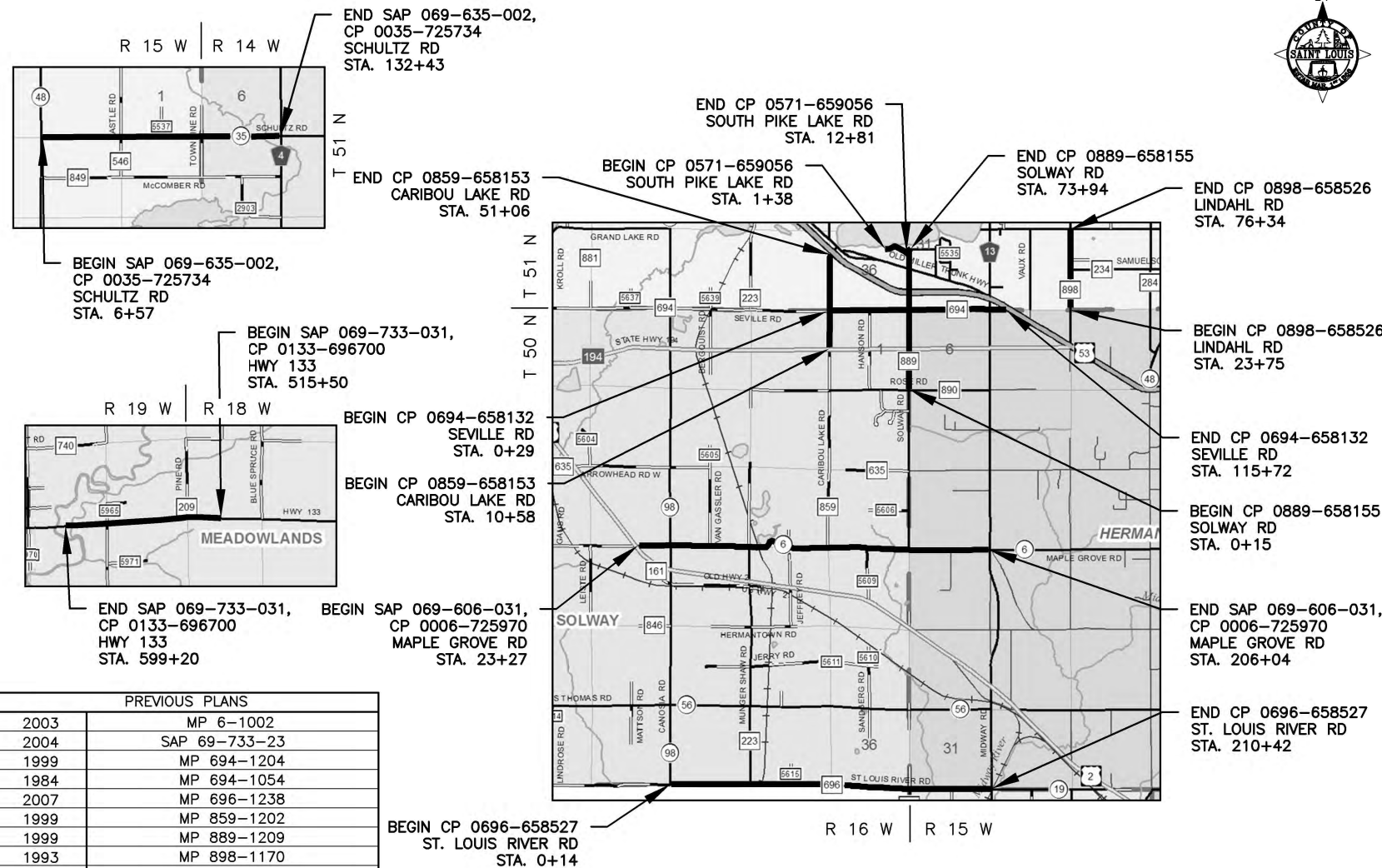
GROSS LENGTH	4,048.00	FEET	0.767	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	4,048.00	FEET	0.767	MILES

CP 0889-658155
LOCATED ON CR 889 (SOLWAY RD)
FROM ROSE RD TO SOUTH PIKE LAKE RD (NORTHERLY LEG)

GROSS LENGTH	7,379.00	FEET	1.398	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	7,379.00	FEET	1.398	MILES

CP 0898-658526
LOCATED ON CR 898 (LINDAHL RD)
FROM HERMANTOWN CITY LIMITS TO CSAH 9 (MARTIN RD)

GROSS LENGTH	3,868.00	FEET	0.733	MILES
BRIDGES-LENGTH	0.00	FEET	0.000	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	3,868.00	FEET	0.733	MILES



PREVIOUS PLANS	
2003	MP 6-1002
2004	SAP 69-733-23
1999	MP 694-1204
1984	MP 694-1054
2007	MP 696-1238
1999	MP 859-1202
1999	MP 889-1209
1993	MP 898-1170
1998	MP 232-1187

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

SAP 069-606-031/CP 0006-725970 (LOW PRIME), SAP 069-635-002/CP 0035-725734, SAP 069-733-031/CP 0133-696700
CP 0571-659056, CP 0694-658132, CP 0696-658527, CP 0859-658153, CP 0889-658155, CP 0898-658526

MINN. PROJ. NO.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.

AVAILABLE AT: <http://www.dot.state.mn.us/pre-letting/spec/index.html>

ALL TRAFFIC CONTROL SIGNING AND DEVICES SHALL CONFORM TO AND BE PLACED IN ACCORDANCE WITH THE MINNESOTA "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MMUTCD) INCLUDING PART VI, THE CURRENT FIELD MANUAL, THE MINNESOTA STANDARD SIGNS MANUAL PARTS I, II, III, AND APPROPRIATE MATERIAL SPECIFICATIONS.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THE QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASGE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

INDEX OF SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX MAP
2-3	STATEMENTS OF ESTIMATED QUANTITIES
4-9	QUANTITY TABULATIONS
10-14	CULVERT TREATMENTS AND DETAILS
	CULVERT PLAN VIEWS
15-16	GRADE CORRECTION PLAN
17-32	TRAFFIC CONTROL PLAN
33	PAVEMENT MARKINGS
34-42	CROSS SECTIONS

THIS PLAN CONTAINS XX SHEETS

DESIGNERS: SOUTH DESIGN (M ARCHAMBAULT, J PEDERSEN, M WHITE, A HESS)

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: STEPHEN E. KRASAWAY

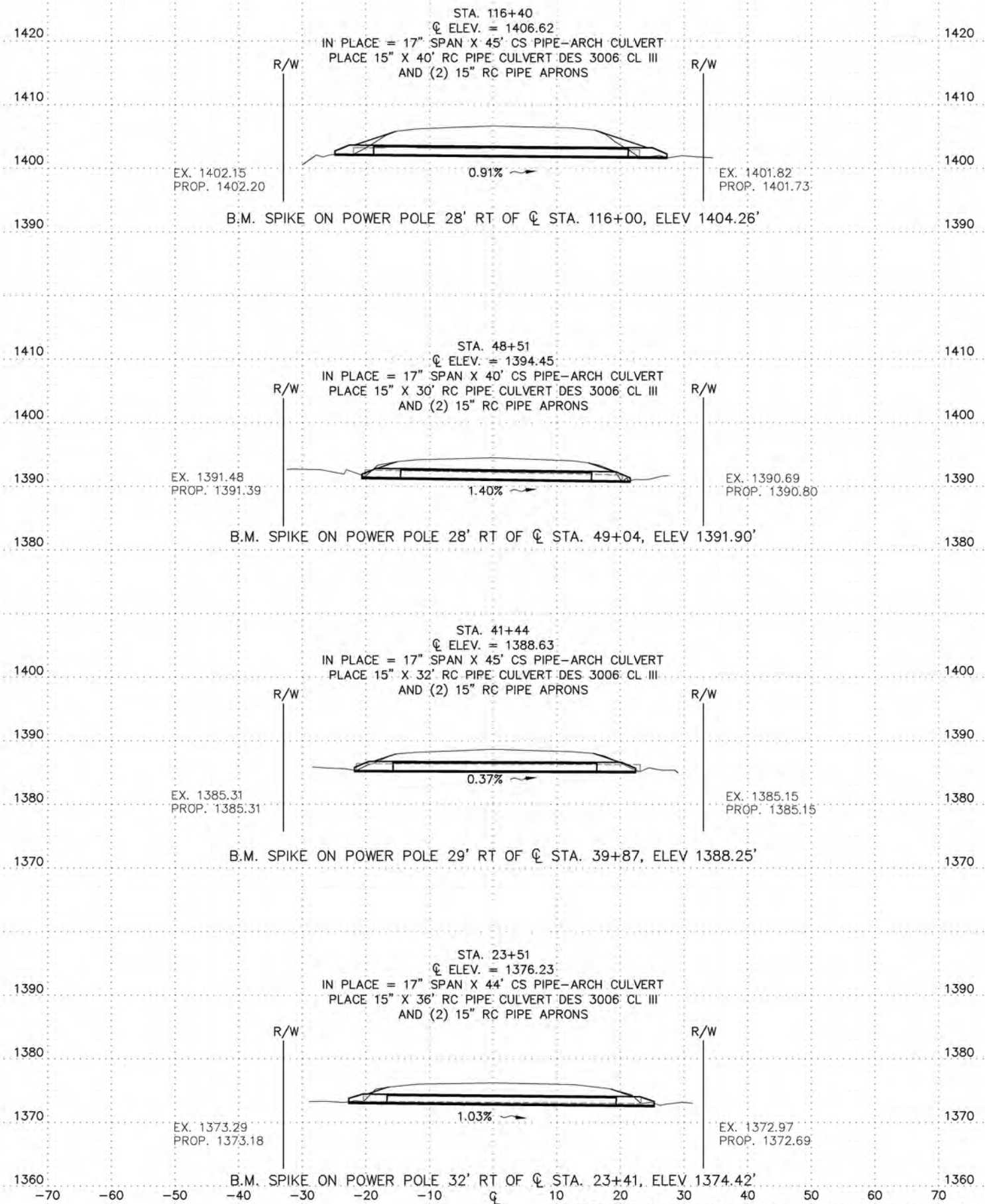
SIGNATURE: _____

DATE: _____ LIC. NO.: 45397

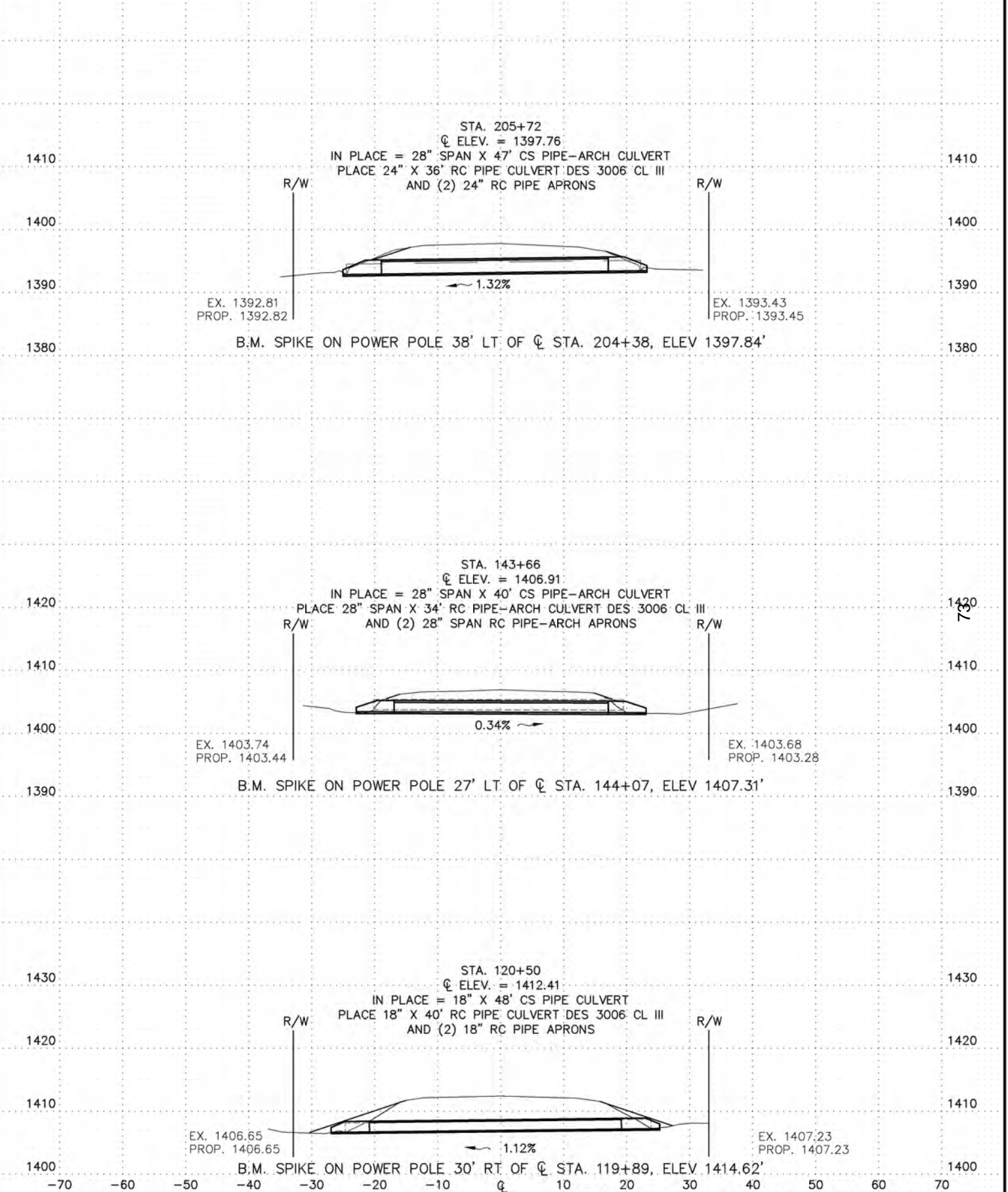
APPROVED: _____ DATE: _____
ST. LOUIS COUNTY HIGHWAY ENGINEER

SHEET NO. 1 OF XX SHEETS

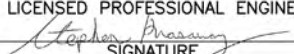
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SAP 069-606-031, CP 0006-725970
MAPLE GROVE ROAD



SAP 069-606-031, CP 0006-725970
MAPLE GROVE ROAD

I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  SIGNATURE	MM/DD/YY	SAP 069-606-031/CP 0006-725970 (LOW PRIME), SAP 069-635-002/CP 0035-725734	CROSS SECTIONS SHEET NO. 35 OF XX SHEETS
	DATE	SAP 069-733-031/CP 0133-696700, CP 0571-659056, CP 0694-658132	
	45397	CP 0696-658527, CP 0859-658153, CP 0889-658155, CP 0898-658526	
	LIC. NO.		



CITY COUNCIL MEETING DATE: November 6, 2023

TO: Mayor & City Council

FROM: Trish Crego, Director Utilities and Infrastructure

SUBJECT: Resolution Approving Cooperative Agreement with St. Louis County CP 0004-778336

RESOLUTION: 2023-155 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve a Cooperative Agreement with St. Louis County intends to undertake a Microsurface project on various paved roads (CP 0004-778336 (Low)).

BACKGROUND

St. Louis County intends to undertake a Microsurface project on various paved and roads and the City of Hermantown intends to undertake a Microsurface project on Arrowhead Road from Thielke Circle to TH 53 (CP 0000-823811) St. Louis County shall prepare a contract for the construction of the County Project and City of Hermantown Project as provided for below, intended for letting and construction as a single, unitary construction project in 2024, and it is justified and mutually beneficial for City of Hermantown and St. Louis County to combine these projects. St. Louis County will advertise, bid, and enter into a contract with the low bidder for construction of the Project. City of Hermantown will pay St. Louis County our portion of the construction costs as well as \$3,000 for plan preparation and construction administration.

SOURCE OF FUNDS (if applicable)

402-431150-530

ATTACHMENTS

Resolution
Plan

Resolution No. 2023-155

Resolution Approving Cooperative Agreement With St. Louis County Intends To Undertake A Microsurface Project On Various Paved Roads (CP 0004-778336 (Low) (Arrowhead Road)) Within The City Of Hermantown Corporate Limits

WHEREAS, St. Louis County intends to undertake a Microsurface project on various paved roads (CP 0004-778336 (Low)), hereinafter referred to as the “County Project”; and

WHEREAS, City of Hermantown intends to undertake a Microsurface project on: Arrowhead Road from Thielke Circle to TH 53 (CP 0000-823811) hereinafter referred to as the “City of Hermantown Project”; and

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

WHEREAS, St. Louis County shall prepare a contract for the construction of the County Project and City of Hermantown Project as provided for below, intended for letting and construction as a single, unitary construction project in 2024 (the “Contract”), and it is justified and mutually beneficial for City of Hermantown and St. Louis County to combine these projects to mutually benefit from economies of scale, mobilization, and contract administration; and

WHEREAS, St. Louis County will advertise, bid, and enter into a contract with the low bidder for construction of the Project.

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

1. St. Louis County intends to undertake a Microsurface project on various paved roads (CP 0004-778336 (Low))
2. City of Hermantown intends to undertake a Microsurface project on: Arrowhead Road from Thielke Circle to TH 53 (CP 0000-823811)

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors _____, Mayor Boucher, aye.

and the following voted in opposition thereto:

None.

WHEREUPON, such resolution was declared duly passed and adopted November 06, 2023.



Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

October 19, 2023

City of Hermantown
Trish Crego
5105 Maple Grove Rd.
Hermantown, MN 55811
tcrego@hermantownmn.com

Re: Cooperative Agreement for 2024 Microsurface
CP 0004-778336 (Low); CP 0000-823811

Dear Ms. Crego:

Please find enclosed, the Cooperative Agreement for the above listed project. Please have the proper City of Hermantown officials sign the agreement and return to me at clarkc2@stlouiscountymn.gov, or at the following address for further processing:

St. Louis County Public Works
Attn: Christine Clark
4787 Midway Rd.
Duluth, MN 55811

Once fully executed, a copy will be returned to you.

Sincerely,

Christine Clark
Contract Administration Manager

Enclosure(s)

c: File

**COOPERATIVE AGREEMENT
BETWEEN**

**ST. LOUIS COUNTY
AND THE
CITY OF HERMANTOWN**

THIS AGREEMENT is made and entered into between the **COUNTY OF ST. LOUIS**, a duly organized county within the State of Minnesota, hereafter referred to as “St. Louis County”, and the **CITY OF HERMANTOWN**, a duly organized City within the County of St. Louis within the State of Minnesota, hereinafter referred to as “City of Hermantown”.

WITNESSETH:

WHEREAS, St. Louis County intends to undertake a Microsurface project on various paved roads (CP 0004-778336 (Low)), hereinafter referred to as the “County Project”; and

WHEREAS, City of Hermantown intends to undertake a Microsurface project on:

- Arrowhead Road from Thielke Circle to TH 53 (CP 0000-823811)

hereinafter referred to as the “City of Hermantown Project”; and

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

WHEREAS, St. Louis County shall prepare a contract for the construction of the County Project and City of Hermantown Project as provided for below, intended for letting and construction as a single, unitary construction project in 2024 (the “Contract”), and it is justified and mutually beneficial for City of Hermantown and St. Louis County to combine these projects to mutually benefit from economies of scale, mobilization, and contract administration; and

WHEREAS, St. Louis County will advertise, bid, and enter into a contract with the low bidder for construction of the Project.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. St. Louis County shall prepare plans and specifications for the construction of the Project. St. Louis County shall include the plans and specifications in the proposed bid package, from which the costs for the City of Hermantown Project will be determined by the bid prices in accordance with the terms of the proposal.
2. St. Louis County and City of Hermantown shall perform, by contract, the construction work provided for in the Plan, with the construction costs of the County Project covered by the County and the construction costs of the City of Hermantown Project covered by the City of Hermantown. St. Louis County shall prepare bid documents by compiling pay items from the County Project and City of Hermantown Project and

- shall award the contract for said projects to the lowest responsible bidder in accordance with current specifications. After contract letting, and prior to contract award, St. Louis County will provide City of Hermantown with an abstract of all bids received. City of Hermantown will promptly review bid information. The County will award the Contract if the low bid is no more than 20 percent over the engineers estimate for the City of Hermantown Project without further approval from the City of Hermantown.
3. St. Louis County shall perform all construction engineering, staking, inspection, material certification and acceptance, and measurement of all items in accordance with State Aid standard for the Project.
 4. All further costs for change orders, work orders and supplemental agreements related to the County Project shall be allocated to and paid for by the County. All further costs for change orders related to the City of Hermantown Project shall be allocated to and paid for by City of Hermantown.
 5. City of Hermantown will pay St. Louis County \$3,000 for plan preparation and construction administration.
 6. St. Louis County shall take all actions necessary to prepare the Project for construction, including, but not limited to obtaining any and all applicable environmental permits as required by law, temporary storage sites, temporary or permanent easements, and site restoration at its cost and expense.
 7. In the event that City of Hermantown takes any action, except as authorized by this Agreement that results in lost time or efficiency or a delay of completion of the County's construction of the County Project, City of Hermantown shall bear the full financial responsibility for any claims or causes of action arising therefrom.
 8. City of Hermantown will pay to St. Louis County, within thirty (30) days after award of Contract, an amount equal to ninety-five percent (95%) of the estimated cost of City of Hermantown's portion of the City of Hermantown's Project, based on the contract unit prices as contained in the successful Contractor's bidding documents.
 9. City of Hermantown shall make final payment to St. Louis County after final acceptance of the City of Hermantown Project. Payment will be due within thirty (30) days of receipt of a valid statement of final Contract quantities for City of Hermantown's cost as described herein. If any funds are received by St. Louis County in excess of the project costs, they will be returned to City of Hermantown without interest.
 10. St. Louis County shall require all contractors and subcontractors performing work on the project described in this agreement to name City of Hermantown as an insured party in the amounts listed in the insurance requirements contained in the Plan.
 11. City of Hermantown shall indemnify, hold harmless and defend St. Louis County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which St. Louis County, its officers or

employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of City of Hermantown, its agents, servants or employees, in the execution, performance, or failure to adequately perform City of Hermantown's obligations pursuant to this Agreement.

12. St. Louis County shall indemnify, hold harmless and defend City of Hermantown, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which City of Hermantown, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of St. Louis County, its agents, servants or employees, in the execution, performance, or failure to adequately perform St. Louis County's obligations pursuant to this Agreement.
13. Each party designates an Authorized Representative for the purpose of administering this Agreement. A party's authorized representative has the authority to give and receive notices, and to make any other decision required or permitted by this Agreement.

St. Louis County:	City of Hermantown:
Steve Krasaway, P.E.	Trish Crego
Public Works Dept/Resident Engineer	Utility and Infrastructure Director
4787 Midway Road	5105 Maple Grove Road
Duluth, MN 55811	Hermantown, MN 55811
(218) 625-3841	218-729-3613
krasaways@stlouiscountymn.gov	tcrego@hermantownmn.com

14. Any and all employees of St. Louis County, while engaged in the performance of any work or service which St. Louis County is specifically required to perform under this Agreement, shall be considered employees of St. Louis County only, and not of City of Hermantown, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees, shall be the sole obligation of St. Louis County.
15. Any and all employees of City of Hermantown, while engaged in the performance of any work or service which City of Hermantown is specifically required to perform under this Agreement, shall be considered employees of City of Hermantown only, and not of St. Louis County, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, shall be the sole obligation of City of Hermantown.
16. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, each Party to this Agreement

expressly declines responsibility for the acts or omissions of the other Party.

17. This Agreement may be terminated only as follows:

- a. At any time by mutual agreement of the parties;
- b. By any party at any time upon 30 days notice in the event of default by a party, provided however that such termination shall not be effective if the defaulting party cures such default by the end of the 30-day notice period. In the event of such termination, the County and City shall be entitled to pro-rata payment for work and services performed up to the effective date of such termination.

COUNTY OF ST. LOUIS

By: *James T. Holden*
Public Works Director/
Highway Engineer

Date: 10/19/23

APPROVED AS TO FORM AND
EXECUTION:

By: _____
Assistant County Attorney

Date: _____

Saint Louis County Contract Number:

CITY OF HERMANTOWN

COUNTERSIGNED:

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____



CITY COUNCIL MEETING DATE: November 6, 2023

TO: Mayor & City Council

FROM: Eric Johnson, Community Development Director

SUBJECT: Special Use Permit – Grading and filling within a Natural Environment Shoreland Overlay for construction of a single-family home and associated driveway

RESOLUTION: 2023-156 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Council approval of a Special Use Permit for filling and grading within a Natural Environment Shoreland Overlay Zone.

BACKGROUND

Michael Tracey (Applicant) desires to subdivide his property and build a single family residence on a lot at 3983 Ugstad Road. The proposed single family home and driveway are within a Natural Environment Shoreland Area associated with an unmapped tributary to the Midway River and will require filling and grading within an approximately 9,000 square feet area of disturbance.

SITE INFORMATION:

Parcel Size:	2.65 acres
Legal Access:	3983 Ugstad Road
Wetlands:	None per the National Wetland Inventory
Existing Zoning:	R-3, Residential
Airport Overlay:	None
Shoreland Overlay:	Yes – Natural Development Shoreland
Comprehensive Plan:	Residential

BACKGROUND

The applicant owns the property at 3983 Ugstad Road and is looking to subdivide the northern portion of the lot in order to build a new single family residential home and related driveway. The Department of Natural Resources has identified an unmapped tributary to the Midway River along the western right of way associated with Ugstad Road. The proposed driveway and house location work is on the western edge of a Natural Environment Shoreland Area and is expected to impact approximately 9,000 square feet of shoreland area.

Prior to the issuance of any building permit, the applicant will be required to subdivide the property in order to create the new lot.

A public hearing for this application was held on Tuesday, October 17, 2023. There were no members of the public who spoke regarding the application. The Planning and Zoning Commission unanimously recommended the application to the City Council for approval.

Wetlands

Per the National Wetland Inventory (NWI) there are no wetlands associated with the property.

Shoreland Area

Per the Department of Natural Resources, there is an unmapped tributary to the Midway River along the western right of way associated with Ugstad Road. The majority of the property is located within a Natural Environment Shoreland Area and is subject to the requirements of the City's Shoreland Ordinance as it pertains to grading a filling within a shoreland area.

Special Use Permit

The Special Use Permit is for grading and filling in a Natural Environment Shoreland Overlay Zone. 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 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 and clearing and grading within 50 feet of the unmapped tributary to Midway River meet the intent of the zoning ordinance to protect natural resources. The development of a single 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. The purpose of the Shoreland Overlay Zone is to protect public waterways. Impervious surface caps are included to prevent excessive runoff from constructed surfaces. The proposed impervious surface is below maximum limits and the required 50 feet buffer zone will protect the unmapped tributary to the Midway River.

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 applicant will follow the rules for grading and filling in a Shoreland Overlay Zone established in Section 725.02 and Section 555.07.1 and 555.07.2.

- A. No impervious surface or clearing, grubbing and grading will be allowed within 50 feet of the Ordinary High Water Level of the unnamed tributary.
- B. The elevation of the lowest floor level shall be at least three feet above the Ordinary High Water Level of unnamed tributary.

Findings of Fact and Recommendations

Staff recommends approval of the special use application to construct a single family dwelling in a Natural Environment Shoreland Overlay Area, subject to the following:

- 1. The approval is for a Special Use Permit for filling and grading in a Natural Environment Shoreland Overlay area for the purpose of constructing a single family structure and associated driveway. The Community Development Director may approve minor variations to filling and grading as long as the variations do not result in any wetland impacts.
- 2. The Applicant will follow the rules for grading and filling in a Shoreland Overlay Zone established in Section 725.02 and Section 555.07.1 and 555.07.2 including, but not limited to:
 - a. The smallest amount of bare ground is exposed for as short a time as feasible;
 - b. Temporary groundcover, such as mulch, is used, and permanent groundcover, such as sod, is planted;

- c. Adequate methods to prevent erosion and trap sediment are employed;
 - d. Fill is stabilized to accepted engineering standards;
 - e. Adequate methods are employed to reduce the runoff and/or flow of water on or over the affected shoreland so that the grading, filling or alteration of the natural topography does not contribute to downstream flooding;
 - f. Adequate methods are employed to preserve water quality so that the grading, filling or alteration of the natural topography will not detrimentally affect the quality of the public waters of the City of Hermantown;
 - g. Adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and
 - h. Fill used will consist of suitable material free from toxic pollutants in other than trace quantities.
3. The applicant shall sign a consent form assenting to all conditions of this approval.
4. 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

Resolution
Location Map
Shoreland Overlay Map

Resolution No. 2023-156

Resolution Approving A Special Use Permit For Grading And Filling Within A Natural Shoreland Overlay Area

WHEREAS, Michael M. Tracey and Raeann Tracey, a married couple, (“Applicant”), owners of the property at 395-0010-05765 submitted an application for a Special Use Permit for grading and filling within a Natural Environment Shoreland Overlay Area for the purpose of constructing a single family home in a R-3 Residential District (the “Project”), with a legal description as follows:

Property ID: 395-0010-05765

E1/2 OF NE1/4 OF NE1/4 OF SE1/4 EX NLY 165 FT; & EX S 147.42 FT SECTION 21 TOWNSHIP 50 RANGE 15

WHEREAS, The Hermantown Planning and Zoning Commission held a public hearing on the Special Use Permit application at its meeting on October 17, 2023 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 single family residential home is allowed 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 and clearing and grading within 50 feet of the unmapped tributary to Midway River meet the intent of the zoning ordinance to protect natural resources. The development of a single 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. The purpose of the Shoreland Overlay Zone is to protect public waterways. Impervious surface caps are included to prevent excessive runoff from constructed surfaces. The proposed impervious surface is below maximum limits and the required 50 foot buffer zone will protect the unmapped tributary to the Midway River.

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 applicant will follow the rules for grading and filling in a Shoreland Overlay Zone established in Section 725.02 and Section 555.07.1 and 555.07.2. Additional details of note include:

- A. No impervious surface or clearing, grubbing and grading will be allowed within 50 feet of the Ordinary High Water Level of the unnamed tributary.
- B. The elevation of the lowest floor level shall be at least three feet above the Ordinary High Water Level of the unnamed tributary

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 approval is for a Special Use Permit for filling and grading in a Natural Environment Shoreland Overlay area for the purpose of constructing a single family structure and associated driveway. The Community Development Director may approve minor variations to filling and grading as long as the variations do not result in any wetland impacts.
- 2. The Applicant will follow the rules for grading and filling in a Shoreland Overlay Zone established in Section 725.02 and Section 555.07.1 and 555.07.2 including, but not limited to:
 - a. The smallest amount of bare ground is exposed for as short a time as feasible;
 - b. Temporary groundcover, such as mulch, is used, and permanent groundcover, such as sod, is planted;
 - c. Adequate methods to prevent erosion and trap sediment are employed;
 - d. Fill is stabilized to accepted engineering standards;
 - e. Adequate methods are employed to reduce the runoff and/or flow of water on or over the affected shoreland so that the grading, filling or alteration of the natural topography does not contribute to downstream flooding;

- f. Adequate methods are employed to preserve water quality so that the grading, filling or alteration of the natural topography will not detrimentally affect the quality of the public waters of the City of Hermantown;
 - g. Adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and
 - h. Fill used will consist of suitable material free from toxic pollutants in other than trace quantities.
3. The applicant shall sign a consent form assenting to all conditions of this approval.
4. 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:

Councilors _____ and Mayor Boucher, aye.

and the following voted in opposition thereto:

None

WHEREUPON, such resolution was declared duly passed and adopted November 6, 2023.

(TOP THREE INCHES RESERVED FOR RECORDING DATA)

SPECIAL USE PERMIT

Permission is hereby granted to Michael M. Tracey and Raeann Tracey, a married couple, (“Applicant”), owners of the property at 395-0010-05765, submitted an application for grading and filling within a Natural Environment Shoreland Overlay Area for the purpose of constructing a single family home and associated driveway at 395-0010-05765 (“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 Applicant, 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. Prior to issuance of a building permit, the applicant will submit an application for a property subdivision.
- k. 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.
- l. Prior to issuance of a building permit, all necessary permits shall be obtained.
- m. The approval is for a Special Use Permit for filling and grading in a Natural Environment Shoreland Overlay area for the purpose of constructing a single family structure and associated driveway. The Community Development Director may approve minor variations to filling and grading as long as the variations do not result in any wetland impacts.
- n. The Applicant will follow the rules for grading and filling in a Shoreland Overlay Zone established in Section 725.02 and Section 555.07.1 and 555.07.2 including, but not limited to:
 - 1. No impervious surface or clearing, grubbing and grading will be allowed within 50 feet of the Ordinary High Water Level of the unnamed tributary.
 - 2. The elevation of the lowest floor level shall be at least three feet above the Ordinary High Water Level of the unnamed tributary.
 - 3. The smallest amount of bare ground is exposed for as short a time as feasible;
 - 4. Temporary groundcover, such as mulch, is used, and permanent groundcover, such as sod, is planted;
 - 5. Adequate methods to prevent erosion and trap sediment are employed;
 - 6. Fill is stabilized to accepted engineering standards;
 - 7. Adequate methods are employed to reduce the runoff and/or flow of water on or over the affected shoreland so that the grading, filling or alteration of the natural topography does not contribute to downstream flooding;
 - 8. Adequate methods are employed to preserve water quality so that the grading, filling or alteration of the natural topography will not detrimentally affect the quality of the public waters of the City of Hermantown;
 - 9. Adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and

10. Fill used will consist of suitable material free from toxic pollutants in other than trace quantities.

- q. The applicant shall sign a consent form assenting to all conditions of this approval.
- r. The applicant shall pay an administrative fine of \$750 per violation of any condition of this approval.

Michael M. Tracey and Raeann Tracey, a married couple, (“Applicant”), hereby acknowledges and accepts the conditions specified on the foregoing Resolution and covenants and agrees to comply with each and every such condition.

Applicant acknowledges that the failure to comply with all of the modifications and conditions shall constitute a violation of the Hermantown Zoning Ordinance and that the City of Hermantown may, in such event, exercise and enforce its rights against the undersigned by instituting any appropriate action or proceeding to prevent, restrain, correct or abate the violation including, without limitation, exercising and enforcing its rights against any security that the undersigned may provide to the City to insure its compliance with the conditions contained in the foregoing Resolution.

Applicant acknowledges that this Resolution shall be recorded with the title to the property described in the text of the Resolution.

IN WITNESS WHEREAS, Michael M. Tracey and Raeann Tracey, a married couple, has executed this acceptance this ____ day of _____, 2023.

Michael M. Tracey

Raeann Tracey

STATE OF MINNESOTA)
)ss.
COUNTY OF ST. LOUIS)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by Michael M Tracey and Raeann Tracey, a married couple.

Notary Public

ATTACHMENT A

E1/2 OF NE1/4 OF NE1/4 OF SE1/4 EX NLY 165 FT; & EX S 147.42 FT SECTION 21
TOWNSHIP 50 RANGE 15

Property ID: 395-0010-05765

Location Map



Shoreland Map

