



Hermantown City Council Meeting - Monday, December 18, 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, December 18, 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, December 18, 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, December 18, 2023 at 4:30 p.m.
Council Chambers, City Hall - Hermantown Governmental Services Building**

**City Council Meeting Monday, December 18, 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.

6. **COMMUNICATIONS**

A. Correspondence 23-174 through 23-176 placed on file

[7](#)

7. **PRESENTATIONS**

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 Tobacco License Renewal Applications effective January 1, 2024 through December 31, 2024, contingent upon complete applications being received, successful background checks and license fees being paid in full:

Adolph Store	3710 Midway Road
Chalet Lounge	4833 Miller Trunk Highway
Fleet Farm Fuel	4181 Loberg Avenue
Korner Store #100	4704 Hermantown Road
Kwik Trip #216	4805 Miller Trunk Highway
Kwik Trip #220	4978 Miller Trunk Highway
Kwik Trip #572	4145 Haines Road
Midway Calumet	5691 Highway 2
Stokke's Liquor Store	3706 Midway Road
Turning Leaf	4120 Richard Avenue
Walmart #1757	4740 Lobrg Avenue

Holiday Stationstore #190	4795 Miller Trunk Highway
Kareem, Inc.	4221 Haines Road
Pure Pleasure/DIMA Corp.	5193 Miller Trunk Highway
Speedway #4602	5601 Miller Trunk Highway

(motion, roll call)

- B. Motion to approve/deny Massage Establishment License Renewal Applications for the following effective January 1, 2024 through December 31, 2024 contingent upon complete applications being received, successful background checks and license fees paid in full:

Northern Lotus Massage Therapy, LLC	5338 Rose Road
Divine Intentions, LLC	4897 Miller Trunk Highway #222
The Well Co.	4897 Miller Trunk Highway

(motion, roll call)

- C. Motion to approve/deny Massage Therapist License Renewal Applications for the following effective January 1, 2024 through December 31, 2024 contingent upon complete applications being received, successful background checks and license fees paid in full:

Northern Lotus Massage Therapy, LLC	Lind, Heather
Divine Intentions, LLC	Pecchia, Racheal
The Well Co.	Burr, Leah
The Well Co.	Eastvold, Amanda
The Well Co.	Lothert (Finifrock), Hannah
The Well Co.	Greyhawk, Chelsie
The Well Co.	Grondahl, Todd
The Well Co.	Harder, Megan
The Well Co.	Leider, Grace
The Well Co.	O'Leary, Aine
The Well Co.	Rummel, Chad
The Well Co.	Kedrowski, Abigail

(motion, roll call)

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 December 4, 2023 City Council Continuation Minutes [8](#)
- B. **Accounts Payable** - Approve general city warrants from December 1, 2023 through December 15, 2023 in the amount of \$1,950,507.64 [15](#)

11. **ORDINANCES**

A.	<u>2023-10 An Ordinance Amending Section 500 Of The Hermantown Zoning Code, S-1, Suburban</u>	<u>23</u>
	<i>(second reading)</i> <i>(motion, roll call)</i>	
B.	<u>2023-11 An Ordinance Amending Section 700 Of The Hermantown Zoning Code, Special Use Permits</u>	<u>36</u>
	<i>(second reading)</i> <i>(motion, roll call)</i>	
C.	<u>2023-12 An Ordinance Amending Hermantown Code Of Ordinances By Amending Section 850.5, Particular Speed Limits Designated</u>	<u>51</u>
	<i>(first reading)</i>	
12.	<u>RESOLUTIONS</u>	
	<i>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.</i>	
A.	<u>2023-182 Resolution Approving Human Resources Generalist Job Description And Position</u>	<u>54</u>
	<i>(motion, roll call)</i>	
B.	<u>2023-183 Resolution Approving Economic Development Director Job Description And Position</u>	<u>58</u>
	<i>(motion, roll call)</i>	
C.	<u>2023-184 Resolution Adopting The Final 2023 Property Tax Levy Collectible In 2024 In The Amount Of \$8,323,968</u>	<u>64</u>
	<i>(motion, roll call)</i>	
D.	<u>2023-185 Resolution Adopting The Final 2024 City General Fund Budget In The Amount Of \$8,210,560 And The Overall Budget Of \$22,414,309</u>	<u>65</u>
	<i>(motion, roll call)</i>	
E.	<u>2023-192 Resolution Accepting A Proposal For Engineering Services With A Total Not To Exceed Contract Amount Of \$14,410.00 For Field Grading Plan Improvements From Northland Consulting Engineers</u>	<u>66</u>
	<i>(motion, roll call)</i>	
F.	<u>2023-193 Resolution Authorizing And Directing Mayor And City Clerk To Execute And Deliver Agreement With NASCAR Towing, LLC For Wrecker Service And Vehicle Storage For The City Of Hermantown Police Department</u>	<u>70</u>

(motion, roll call)

- G. **2023-194 Resolution Approving Change Orders Numbers 1 Through 2 For District 538 (Richard & Lindgren Roads) To Ulland Brothers, Inc.** [95](#)

(motion, roll call)

- H. **2023-195 Resolution Approving Pay Request Number 6 For Road Improvement District 538 To Ulland Brothers, Inc. In the Amount Of \$199,925.00** [104](#)

(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>	To City Council
12/4/2023	23-174	Eric Johnson, Comm. Dev. Dir.	Mary Vang, MN Dept. of Employment & Econ Dev.	Highway 53 Business Park	11/29/2023		
12/8/2023	23-175	Luis Rodriguez, FEMA	Wayne Boucher, Mayor	Revised Flood Insurance Rate Map	10/11/2023		
12/12/2023	23-176	MN Pollution Control Agency	Wayne Johnson, 5105 Morris Thonmas Rd.	Petroleum Storage Tank Release	12/11/2023		

CITY OF HERMANTOWN
CITY COUNCIL MEETING
Monday, December 4, 2023
6:30 PM Central

MEETING CONDUCTED IN PERSON & VIA ZOOM

CITY STAFF: John Mulder, City Administrator; Alissa Wentzlaff, City Clerk; Kevin Orme, Director of Finance & Administration; Jim Crace, Chief of Police; David Bolf, City Engineer; Trish Crego, Utility and Infrastructure Director; Zach Graves, Fire Chief; Gunnar Johnson, City Attorney

VISITORS: 6

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

Councilor Jones made an announcement that she recently was able to participate a ride along with the Chief of Police and stated that it was a great experience

5. **PUBLIC HEARING**

A. Truth In Taxation Hearing:

Sara Yokel of 4912 Wild Rose Trail appeared before the Council to ask about the process of creating the City Budget.

I. 2023-182 Resolution Approving Human Resources Generalist Job Description And Position

(motion, roll call)

Motion to table 2023-182 Resolution Approving Human Resources Generalist Job Description And Position. 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

II. 2023-183 Resolution Approving Economic Development Director Job Description And Position

(motion, roll call)

Motion to table 2023-183 Resolution Approving Economic Development Director Job Description And Position. This motion, made by Councilor John Geissler 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

III. 2023-184 Resolution Adopting The Final 2023 Property Tax Levy Collectible In 2024 In The Amount Of \$8,531,684

(motion, roll call)

Motion to table 2023-184 Resolution Adopting The Final 2023 Property Tax Levy Collectible In 2024 In The Amount Of \$8,531,684. This motion, made by Councilor Ellie Jones and seconded by Councilor Brian LeBlanc, Tabled.

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

Yea: 5, Nay: 0

IV. 2023-185 Resolution Adopting The Final 2024 City General Fund Budget In The Amount Of \$8,418,276 And The Overall Budget Of \$22,631,263

(motion, roll call)

Motion to table 2023-185 Resolution Adopting The Final 2024 City General Fund Budget In The Amount Of \$8,418,276 And The Overall Budget Of \$22,631,263. This motion, made by Councilor John Geissler and seconded by

Councilor Ellie Jones, Tabled.

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

Yea: 5, Nay: 0

6. **COMMUNICATIONS**

A. Correspondence 23-169 through 23-173 placed on file

7. **PRESENTATIONS**

A. Arena Schematic Design Cost Estimate

John Mulder, City Administrator
(Pre-Agenda Only)

B. Fichtner Park Update

David Bolf, City Engineer
(Pre-Agenda Only)

C. Boards & Commissions Attendance

John Mulder, City Administrator
(Pre-Agenda Only)

D. Proposed Organization Chart

John Mulder, City Administrator
(Pre-Agenda Only)

8. **PUBLIC DISCUSSION**

Shawna Jokinen of 5119 Cedar Ridge Drive appeared before the Council to speak about the Hermantown Arena donations process.

9. **MOTIONS**

10. **CONSENT AGENDA**

A. **Minutes** - Approval or correction of November 20, 2023 City Council Continuation Minutes

B. **Accounts Payable** - Approve general city warrants from November 16, 2023 through November 30, 2023 in the amount of \$237,034.17

Motion to the approve the Consent Agenda. 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

11. **ORDINANCES**

A. **2023-10 An Ordinance Amending Section 500 Of The Hermantown Zoning Code, S-1, Suburban**

(first reading)

B. **2023-11 An Ordinance Amending Section 700 Of The Hermantown Zoning Code, Special Use Permits**

(first reading)

12. **RESOLUTIONS**

A. **2023-186 Resolution Adopting The Final Hermantown Business Park Alternative Urban Areawide Review (AUAR) Document And Mitigation Plan**

(motion, roll call)

Motion to approve 2023-186 Resolution Adopting The Final Hermantown Business Park Alternative Urban Areawide Review (AUAR) Document And Mitigation Plan. This motion, made by Councilor John Geissler 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

B. 2023-187 Resolution Declaring That Peyton Drive, Peyton Lane, And Woodduck Lane Roads And The Related Public Infrastructure Have Been Accepted And Opened By The City Of Hermantown And Authorizing The Mayor And City Clerk To Execute And Deliver An Appropriate Certificate Thereof

(motion, roll call)

Motion to approve 2023-187 Resolution Declaring That Peyton Drive, Peyton Lane, And Woodduck Lane Roads And The Related Public Infrastructure Have Been Accepted And Opened By The City Of Hermantown And Authorizing The Mayor And City Clerk To Execute And Deliver An Appropriate Certificate Thereof. 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

C. 2023-188 Resolution Approving Engineering Services By Northland Consulting Engineers For Benson Road Culverts Improvement Project No. 601

(motion, roll call)

Motion to approve 2023-188 Resolution Approving Engineering Services By Northland Consulting Engineers For Benson Road Culverts Improvement Project No. 601. 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

D. 2023-189 Resolution Approving Pay Request No. 1 For Stebner Park Utility Improvement District 544 To Northern Interstate Construction, Inc In The

Amount Of \$238,050.69

(motion, roll call)

Motion to approve 2023-189 Resolution Approving Pay Request No. 1 For Stebner Park Utility Improvement District 544 To Northern Interstate Construction, Inc In The Amount Of \$238,050.69. 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

E. 2023-190 Resolution Authorizing And Directing The Mayor And City Clerk To Execute And Deliver a Notice to St. Louis County Giving Support for the Rice Lake Road Corridor Project

(motion, roll call)

Motion to approve 2023-190 Resolution Authorizing And Directing The Mayor And City Clerk To Execute And Deliver a Notice to St. Louis County Giving Support for the Rice Lake Road Corridor Project. 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

F. 2023-191 Resolution Approving The City Of Hermantown Earned Sick And Safe Leave Policy

(motion, roll call)

Motion to approve 2023-191 Resolution Approving The City Of Hermantown Earned Sick And Safe Leave Policy. This motion, made by Councilor John Geissler

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

13. **CLOSED SESSION**

14. **RECESS**

Motion to recess at 7:08 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

Mayor

ATTEST:

City Clerk

CITY OF HERMANTOWN

CHECKS #70471-70521
12/01/2023 - 12/15/2023

PAYROLL CHECKS

Electronic Checks - #-67096-67139 \$93,296.95

Electronic Checks - #-67050-67090 \$84,359.64

LIABILITY CHECKS

Electronic Checks - #-67140-67141 \$77,115.11

Electronic Checks - #-67091-67095 \$67,584.08

Electronic Checks - #-67045-67049 \$63,217.38

Checks - #70471-70472 \$2,105.67

Checks - #70517-70521 \$3,858.50

PAYROLL EXPENSE TOTAL \$391,537.33

ACCOUNTS PAYABLE

Checks - #70473-70516 \$697,721.36

Electronic Payments #-99058-99088 \$861,248.95

ACCOUNTS PAYABLE TOTAL \$1,558,970.31

TOTAL \$1,950,507.64

CITY OF HERMANTOWN, MN 12/01/2023-12/15/2023
 Check # is between -99088 and -99058 or Check # is between 70473 and 70516

12/13/2023

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	421100	Police Administration	NORTHEAST SERVICE COOPERATIVE	Health Ins Dec Inactives	1,459.60	-99088
101	134000	Retiree Insurance/Telephone Reimb.	NORTHEAST SERVICE COOPERATIVE	Health Ins Dec Inactives	162.18	-99088
101	421100	Police Administration	WEX HEALTH INC	4th QTR VEBA 2023 D	416.67	-99087
101	419100	Community Development	WEX HEALTH INC	Participant/Cobra Fee - Oct	4.99	-99086
101	415300	Administration & Finance	WEX HEALTH INC	Participant/Cobra Fee - Oct	39.92	-99086
101	422100	Fire Administration	WEX HEALTH INC	Participant/Cobra Fee - Oct	4.99	-99086
601	494400	Water Administration and General	WEX HEALTH INC	Participant/Cobra Fee - Oct	14.93	-99086
602	494900	Sewer Administration and General	WEX HEALTH INC	Participant/Cobra Fee - Oct	14.93	-99086
101	419901	City Hall & Police Building Maintenance	WEX HEALTH INC	Participant/Cobra Fee - Oct	4.99	-99086
101	421100	Police Administration	WEX HEALTH INC	Participant/Cobra Fee - Oct	89.82	-99086
101	431100	Street Department	WEX HEALTH INC	Participant/Cobra Fee - Oct	14.93	-99086
101	217450	Employee Flexplan	WEX HEALTH INC	Claim Reimb	3,984.00	-99085
101	431901	City Garage	FIRST BANKCARD	Oct First Bankcard Heinbuch	22.92	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Heinbuch	14.98	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Crace	91.94	-99084
101	415300	Administration & Finance	FIRST BANKCARD	Oct First Bankcard Heinbuch	182.30	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Crace	16.99	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Gunderson	75.00	-99084
601	494300	Water Distribution	FIRST BANKCARD	Oct First Bankcard Bjonskaas	29.58	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Heinbuch	66.85	-99084
101	452100	Parks	FIRST BANKCARD	Oct First Bankcard Senst	65.22	-99084
101	415300	Administration & Finance	FIRST BANKCARD	Oct First Bankcard Mulder	675.14	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Ross	234.52	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Ross	239.00	-99084
275	452200	Community Building	FIRST BANKCARD	Oct First Bankcard Orme	490.00	-99084
601	494400	Water Administration and General	FIRST BANKCARD	Oct First Bankcard Senst	82.51	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Crace	111.00	-99084
601	494400	Water Administration and General	FIRST BANKCARD	Oct First Bankcard Orme	3.48	-99084
101	415300	Administration & Finance	FIRST BANKCARD	Oct First Bankcard Orme	10.45	-99084
101	421100	Police Administration	FIRST BANKCARD	Oct First Bankcard Heinbuch	164.58	-99084
602	494900	Sewer Administration and General	FIRST BANKCARD	Oct First Bankcard Orme	3.48	-99084
101	415300	Administration & Finance	FIRST BANKCARD	Oct First Bankcard Orme	65.00	-99084
101	415300	Administration & Finance	FIRST BANKCARD	Oct First Bankcard Mulder	117.79	-99084
601	494400	Water Administration and General	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	310.70	-99083
101	421100	Police Administration	AT&T MOBILITY	Cell Phones PD	1,354.65	-99083
101	415300	Administration & Finance	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	149.41	-99083
602	494900	Sewer Administration and General	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	182.02	-99083
101	431100	Street Department	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	157.28	-99083

CITY OF HERMANTOWN, MN 12/01/2023-12/15/2023
Check # is between -99088 and -99058 or Check # is between 70473 and 70516

12/13/2023

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	419901	City Hall & Police Building Maintenance	AT&T MOBILITY	Cell Phones/Tablets-PW/CH	44.94	-99083
101	421100	Police Administration	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica C300&C3320	119.58	-99082
101	415300	Administration & Finance	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica C458	117.87	-99082
275	452200	Community Building	MN ENERGY RESOURCES CORP	Natural Gas EWC - Oct 23	6,255.56	-99081
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas CH/PD	764.87	-99081
101	452200	Community Building	MN ENERGY RESOURCES CORP	Natural Gas Old CH	589.90	-99081
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr - Oct	230.68	-99081
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Old CH	65.55	-99081
602	494900	Sewer Administration and General	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr - Oct	164.77	-99081
601	494400	Water Administration and General	MN ENERGY RESOURCES CORP	Natural Gas Lightning Dr - Oct	263.64	-99081
101	419901	City Hall & Police Building Maintenance	MN ENERGY RESOURCES CORP	Natural Gas - CH/PD	807.80	-99081
101	431901	City Garage	MN ENERGY RESOURCES CORP	Natural Gas Comm Building - Oc	92.31	-99081
101	422901	Firehall #1 Maple Grove Road	MN ENERGY RESOURCES CORP	Natural Gas - FH #1	987.32	-99081
101	419901	City Hall & Police Building Maintenance	ACP CREATIVIT, LLC	Dec 2023 Maintenance	237.85	-99080
101	452200	Community Building	ACP CREATIVIT, LLC	Dec 2023 Maintenance	10.05	-99080
101	422901	Firehall #1 Maple Grove Road	ACP CREATIVIT, LLC	Dec 2023 Maintenance	70.35	-99080
101	431100	Street Department	ACP CREATIVIT, LLC	Dec 2023 Maintenance	16.75	-99080
240	432510	Trunk Sewer Construction	BRAUN INTERTEC CORPORATION	Okerstrom Road - Road and Util	1,582.50	-99079
603	441100	Storm Water	BRAUN INTERTEC CORPORATION	Bridge 7724 Hermantown Road ov	2,197.05	-99079
230	465100	HEDA	BRAUN INTERTEC CORPORATION	HWY 53 Business Park Developme	3,436.00	-99079
101	421100	Police Administration	BRAY & REED LTD.	Prosecution Services Nov 2023	4,500.00	-99078
230	465100	HEDA	CREATIVE ARCADE	Website Monthly Maintenance	250.03	-99077
101	421100	Police Administration	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Replace NForce Visor/Reprogram	759.00	-99076
475	431150	Street Improvements	EPC ENGINEERING & TESTING LLC	Richard Lindgren - SAP 202-080	2,296.00	-99075
412	419100	Community Development	GEI CONSULTANTS, INC.	Keene Creek Townhomes Wetland	3,000.00	-99074
601	494400	Water Administration and General	GOPHER STATE ONE-CALL INC	Nov 23 Locates	61.56	-99073
602	494900	Sewer Administration and General	GOPHER STATE ONE-CALL INC	Nov 23 Locates	41.04	-99073
602	494500	Sewer Maintenance	GREAT LAKES PIPE SERVICE INC	Clean Lift Stations	4,000.00	-99072
602	494500	Sewer Maintenance	GREAT LAKES PIPE SERVICE INC	Clean Lift Stations	3,726.96	-99072
101	431100	Street Department	H & L MESABI	Wing Cutting Edges	6,640.00	-99071
101	431901	City Garage	HARTEL'S/DBJ DISPOSAL CO LLC	Yard Trash Disp Oct23-162885	187.36	-99070
101	419901	City Hall & Police Building Maintenance	HARTEL'S/DBJ DISPOSAL CO LLC	Garbage Recycling Oct23-129404	450.08	-99070
230	465100	HEDA	HTB PROJECT NAVIGATION, LLC	Proposed Hermantown Business P	607.50	-99069
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,353.32	-99068
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	503.50	-99068
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,120.13	-99068
603	441100	Storm Water	LHB INC	Design - Hermantown Rocky Run	4,275.50	-99067
101	431100	Street Department	LIFTPRO	Lifting Harness for Sander	382.13	-99066

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
601	494300	Water Distribution	MCCOY CONSTRUCTION & FORESTRY, INC	310 Hammer Repair	3,707.86	-99065
101	431100	Street Department	MCCOY CONSTRUCTION & FORESTRY, INC	Grader Hitch Pin	143.59	-99065
101	431100	Street Department	MCCOY CONSTRUCTION & FORESTRY, INC	Fuel Filter - Excavator	45.85	-99065
101	431100	Street Department	MCCOY CONSTRUCTION & FORESTRY, INC	Fuel Filters - 135 Excavator	172.56	-99065
101	431100	Street Department	MCCOY CONSTRUCTION & FORESTRY, INC	Fuel Filter Glass	106.19	-99065
101	424100	Building Inspection	M-R SIGN CO INC	911 Signs - 17	561.99	-99064
101	431100	Street Department	NORTHERN STATES SUPPLY INC	Nuts/Bolts	8.90	-99063
412	419100	Community Development	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hermantown Trail Project	1,155.00	-99062
240	432510	Trunk Sewer Construction	NORTHLAND CONSULTING ENGINEERS L.L.P.	Oak Ridge Dr. Sanitary Sewer E	2,040.00	-99062
240	433500	Water Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Stebner Park Utilities	7,755.00	-99062
101	431130	City Engineer	NORTHLAND CONSULTING ENGINEERS L.L.P.	Preagenda/City Council/Four Sq	2,070.00	-99062
402	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Ugstad Rd - SP 202-101-014	2,160.00	-99062
240	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Stebner Park Drive	892.50	-99062
475	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Richard Lindgren - SAP 202-080	18,610.00	-99062
416	452100	Parks	NORTHLAND CONSULTING ENGINEERS L.L.P.	Fichtner Park Improvements	23,904.25	-99062
101	431130	City Engineer	NORTHLAND CONSULTING ENGINEERS L.L.P.	Design Engineering Services	2,165.00	-99062
415	465200	Community Development	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hermantown Ice Arena	2,612.50	-99062
475	431150	Street Improvements	NORTHLAND CONSULTING ENGINEERS L.L.P.	Hermantown Rd & Old Midway Rd	22,750.00	-99062
101	416100	City Attorney	OVEROM LAW, PLLC	General Matters/Retainer	2,000.00	-99061
230	465100	HEDA	OVEROM LAW, PLLC	Hwy 53 Business Park Developme	690.00	-99061
475	431150	Street Improvements	OVEROM LAW, PLLC	Richard Avenue and Lindgren Rd	72.00	-99061
230	465100	HEDA	OVEROM LAW, PLLC	HEDA Agenda Matters	165.00	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	Paul Senst Accident Claim	36.00	-99061
101	419100	Community Development	OVEROM LAW, PLLC	Hoff/Sydow Development (Engwal	60.00	-99061
260	456101	Cable	OVEROM LAW, PLLC	2023 Mediacom Franchise Renewa	60.00	-99061
101	421100	Police Administration	OVEROM LAW, PLLC	Edible Cannabinoids	24.00	-99061
415	465200	Community Development	OVEROM LAW, PLLC	Naming Rights Agreement Matter	60.00	-99061
412	419100	Community Development	OVEROM LAW, PLLC	Zierden/BMAX Property Purchase	2,357.25	-99061
101	422100	Fire Administration	OVEROM LAW, PLLC	Creation of New City Fire Dept	192.00	-99061
415	465200	Community Development	OVEROM LAW, PLLC	Arena Construction	840.00	-99061
412	419100	Community Development	OVEROM LAW, PLLC	Hermantown Trail Connector Eas	135.00	-99061
415	465200	Community Development	OVEROM LAW, PLLC	Construction Manager at Risk M	2,808.00	-99061
230	465100	HEDA	OVEROM LAW, PLLC	HEDA Xcel Development	60.00	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	Sugar Maple Drive Erosion	71.00	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	Complaint Against City by Dale	1,257.96	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	Earned Sick and Safe Time	734.50	-99061
402	431150	Street Improvements	OVEROM LAW, PLLC	Ugstad & Arrowhead Rd Improv D	744.00	-99061
416	452100	Parks	OVEROM LAW, PLLC	Fichtner Field Park Improvemen	105.00	-99061

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
415	465200	Community Development	OVEROM LAW, PLLC	Purchase of Chiller - Recreati	360.75	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	Deferrals of Assessments	110.34	-99061
415	465200	Community Development	OVEROM LAW, PLLC	State Grant - Bond Financed Pr	165.00	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	5547 Highway 2 Zoning Violatio	287.00	-99061
101	421100	Police Administration	OVEROM LAW, PLLC	Police Department Mental Healt	215.00	-99061
475	431150	Street Improvements	OVEROM LAW, PLLC	Joe Peterson - Patriot Propert	172.50	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	3M PFAS Class Action	1,131.85	-99061
101	416100	City Attorney	OVEROM LAW, PLLC	Speed Limit Matters - 2023 Ord	261.75	-99061
402	431150	Street Improvements	ULLAND BROTHERS INC	Ugstad Rd Improvements	98,514.43	-99060
475	431150	Street Improvements	ULLAND BROTHERS INC	Richard Lindgren Street Improv	487,504.57	-99060
101	431100	Street Department	ULLAND BROTHERS INC	Getchell/Birch Valley-Paving	38,003.00	-99060
101	411100	Council	VC3	Quarterly Billing July-Sept 20	186.21	-99059
101	415300	Administration & Finance	VC3	Quarterly Billing July-Sept 20	3,682.34	-99059
101	421100	Police Administration	VC3	Quarterly Billing July-Sept 20	7,132.97	-99059
601	494400	Water Administration and General	VC3	Quarterly Billing July-Sept 20	1,841.18	-99059
101	422100	Fire Administration	VC3	Setup and Configure - FD	918.77	-99059
101	419100	Community Development	VC3	Quarterly Billing July-Sept 20	1,098.68	-99059
101	424100	Building Inspection	VC3	Quarterly Billing July-Sept 20	366.22	-99059
602	494900	Sewer Administration and General	VC3	Quarterly Billing July-Sept 20	1,841.18	-99059
101	413100	Mayor	VC3	Quarterly Billing July-Sept 20	366.22	-99059
101	431100	Street Department	VC3	Quarterly Billing July-Sept 20	1,464.90	-99059
101	421100	Police Administration	VC3	New Workstation - S Johnson &	2,778.00	-99059
602	494500	Sewer Maintenance	WLSSD	Wastewater Charges	46,175.00	-99058
101	134000	Retiree Insurance/Telephone Reimb.	MN LIFE	Dec Inactive - Rich	21.51	70473
101	134000	Retiree Insurance/Telephone Reimb.	MN LIFE	Dec Inactive - Volk	44.41	70473
601	494300	Water Distribution	A & S TRUCK AND TRAILER REPAIR	DOT/Oil Change - H2	485.45	70474
601	494300	Water Distribution	A & S TRUCK AND TRAILER REPAIR	DOT H-23	125.00	70474
601	494300	Water Distribution	A & S TRUCK AND TRAILER REPAIR	DOT - H8	125.00	70474
601	494300	Water Distribution	A & S TRUCK AND TRAILER REPAIR	DOT/Oil Change - H3	485.45	70474
601	494300	Water Distribution	A & S TRUCK AND TRAILER REPAIR	DOT - Heavy Haul Trailer	150.00	70474
601	494300	Water Distribution	ACME TOOLS	Batteries for Cordless Tools	307.12	70475
602	494500	Sewer Maintenance	ACME TOOLS	Batteries for Cordless Tools	307.12	70475
101	214000	Security Deposits Payable	BILLMAN CONSTRUCTION INC	Drwy Dep Rfd-4467 Sugar Maple	250.00	70476
101	214000	Security Deposits Payable	BILLMAN CONSTRUCTION INC	Drwy Dep Rfd-4475 Sugar Maple	250.00	70476
601	494300	Water Distribution	BORDER STATES ELECTRIC SUPPLY	Wire for Water Meter Radios	153.48	70477
101	431100	Street Department	BW DISTRIBUTING	Vehicle Wash	389.96	70478
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at CH	8.88	70479
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	10.35	70479

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Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	431901	City Garage	CINTAS CORPORATION	1st Aid Cabinets	94.39	70479
101	431100	Street Department	CINTAS CORPORATION	Uniforms	23.38	70479
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70479
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	10.35	70479
101	431100	Street Department	CINTAS CORPORATION	Uniforms	42.37	70479
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70479
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70479
101	419901	City Hall & Police Building Maintenance	CINTAS CORPORATION	Mats at FD/PD	30.72	70479
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70479
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70479
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70479
101	431100	Street Department	CINTAS CORPORATION	Uniforms	23.38	70479
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	30.03	70479
101	214000	Security Deposits Payable	CLEAR VISION BUILDERS	DrWy Dep Rfnd-4059 & 4061 Ugst	250.00	70480
601	494300	Water Distribution	CORE & MAIN LP	Water Meters	5,770.78	70481
240	433500	Water Improvements	CORE & MAIN LP	AMI Radios	86,022.00	70481
245	465100	HEDA	COSTIN GROUP MN	City Lobbyist	1,500.00	70482
602	494900	Sewer Administration and General	CUSTOMER ELATION INC	10/24 - 11/20/23 Answering	20.96	70483
601	494400	Water Administration and General	CUSTOMER ELATION INC	10/24 - 11/20/23 Answering	31.43	70483
101	214000	Security Deposits Payable	DOBLAR, ROBERT	DrWy Dep Rfnd-48XX Hermantown	250.00	70484
601	494300	Water Distribution	FERGUSON WATERWORKS #2516	Curb Stop/Pipes/Coupler	371.88	70485
601	494300	Water Distribution	FERGUSON WATERWORKS #2516	Check Valves	214.55	70485
101	214000	Security Deposits Payable	GUERNREAU, ANDREW	DrWy Dep Rfnd-4301 Thielke Rd	250.00	70486
101	214000	Security Deposits Payable	HACKER CONSTRUCTION	DrWy Dep Rfnd-4858 Hermantown	250.00	70487
101	214000	Security Deposits Payable	HACKER CONSTRUCTION	DrWy Dep Rfnd-4432 Sugar Maple	250.00	70487
101	214000	Security Deposits Payable	HACKER CONSTRUCTION	DrWy Dep Rfnd-4005 Getchell Rd	250.00	70487
101	214000	Security Deposits Payable	HACKER CONSTRUCTION	DrWy Dep Rfnd-4013 Getchell Rd	250.00	70487
101	431100	Street Department	HERMANTOWN HYDRAULICS	Coupler - ROW Mower	246.40	70488
101	431100	Street Department	HERMANTOWN HYDRAULICS	Hydraulic Hose COuplers for JD	571.35	70488
101	431100	Street Department	HERMANTOWN HYDRAULICS	Hoses - 928	70.36	70488
101	431100	Street Department	HERMANTOWN HYDRAULICS	Hoses - H4	94.28	70488
101	431100	Street Department	HERMANTOWN HYDRAULICS	Couplers - ROW Mower	225.25	70488
101	421100	Police Administration	HERMANTOWN STAR LLC	PD Wrecker Service Proposals	82.50	70489
101	411300	Ordinance, Public Notice and Proceedings	HERMANTOWN STAR LLC	City Council Minutes	66.00	70489
101	419100	Community Development	HERMANTOWN STAR LLC	Public Hearing P&Z	66.00	70489
101	421100	Police Administration	HOLIDAY COMPANIES	Car Washes - Nov 2023	35.00	70490
101	415300	Administration & Finance	INNOVATIVE OFFICE SOLUTIONS, LLC	Ribbon/Keyboard/Marker	67.65	70491
101	413100	Mayor	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	6.15	70492

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	421100	Police Administration	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	116.85	70492
601	494400	Water Administration and General	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	18.45	70492
101	419100	Community Development	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	18.45	70492
101	415300	Administration & Finance	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	36.90	70492
101	431100	Street Department	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	24.60	70492
101	424100	Building Inspection	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	6.15	70492
602	494900	Sewer Administration and General	JOHNS TWIN PORTS RECYCLING	Recycling Office Equipment	18.45	70492
318	362990	Miscellaneous Revenue	KREIDLER, DREW	Overpayment on Assessment 395-	180.00	70493
101	419901	City Hall & Police Building Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Building	88.87	70494
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Car Wash PD	166.00	70494
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Car Wash PW	11.00	70494
601	494300	Water Distribution	KWIK TRIP EXTENDED NETWORK	Gas Utility	316.01	70494
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Gas Street	285.33	70494
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Gas PD	3,481.85	70494
602	494500	Sewer Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Utility	210.68	70494
101	214000	Security Deposits Payable	LEBLANC, BRIAN	DrWy Dep Rfnd-4998 Thompson Rd	50.00	70495
101	431100	Street Department	LINDE GAS & EQUIPMENT INC.	CylDrRntSfEnvFee10/20-11/20/23	71.31	70496
101	431901	City Garage	MENARD INC	Vaccum - PW Office	97.54	70497
101	431901	City Garage	MENARD INC	Cleaning Supplies - PW Office	104.77	70497
101	431901	City Garage	MENARD INC	Sheet Metal - In Floor Cover P	109.92	70497
601	494300	Water Distribution	MENARD INC	Ratchet Extension	17.95	70497
101	422901	Firehall #1 Maple Grove Road	MN TELECOMMUNICATIONS	Nov 2023 Internet	90.00	70498
101	419901	City Hall & Police Building Maintenance	MN TELECOMMUNICATIONS	Nov 2023 Internet	360.00	70498
101	431100	Street Department	NAPA AUTO PARTS	Diesel Fuel Additive	18.99	70499
101	431100	Street Department	NAPA AUTO PARTS	Rust Protector	119.76	70499
101	431100	Street Department	NAPA AUTO PARTS	Diesel Fuel Additive	31.98	70499
601	494300	Water Distribution	NAPA AUTO PARTS	Brakes - H25	500.75	70499
240	432510	Trunk Sewer Construction	NORTHERN INTERSTATE CONSTRUCTION, INC.	Stebner Park Utility Improveme	238,050.69	70500
101	431901	City Garage	OXYGEN SERVICE COMPANY	In Line Air Filter/Cover/Cart	814.04	70501
101	431100	Street Department	PRO TIRE	Tires - H7	1,662.00	70502
101	431100	Street Department	SATHERS, LLC	Class 5 - Crushed Material/ Pi	3,425.00	70503
101	431100	Street Department	SATHERS, LLC	Recycled Blacktop	721.00	70503
601	494300	Water Distribution	SATHERS, LLC	Class 5 - Crushed Material/Pit	2,048.90	70503
601	494300	Water Distribution	SATHERS, LLC	Class 5 - Road Gravel	823.20	70503
601	494300	Water Distribution	SATHERS, LLC	Rock - Water Brakes	980.00	70503
235	452100	Parks	SCHMINSKI, LORI	Refund Park Dedication Fee	1,100.00	70504
602	220100	Refund Payable	STAUBER, ROBB OR SHIVAUN	Sod Credit - Refund	428.13	70505
101	452100	Parks	STONE RIVER WILDLIFE CONTROL	Beaver Removal - Baseball Fie	100.00	70506

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101	421100	Police Administration	STREICHER'S	Uniform - Towner	65.00	70507
101	214000	Security Deposits Payable	SUOMIS, IAN	DrWy Dep Rfnd-37XX Stebner	250.00	70508
101	214000	Security Deposits Payable	SUOMIS, IAN	DrWy Dep Rfnd-373X Stebner	250.00	70508
101	431100	Street Department	TARS & STRIPES	Turn Lane Painting	9,400.00	70509
101	431100	Street Department	TARS & STRIPES	Rd Striping - Getchell	500.00	70509
101	421100	Police Administration	TROY'S BP AMOCO INC	Tires - SQD 13	718.00	70510
101	421100	Police Administration	TROY'S BP AMOCO INC	Tires - SQD 20	1,282.17	70510
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - SQD 15	83.57	70510
101	431100	Street Department	UNITED TRUCK BODY COMPANY INC	Boss Plow Edges	631.97	70511
101	421100	Police Administration	UW_STOUT/TRANSCRIPTS	Transcript - Lucas Hedin	10.00	70512
240	432510	Trunk Sewer Construction	VEIT & COMPANY INC	Okerstrom Rd Sewer Improvement	325,314.81	70513
101	415300	Administration & Finance	WENTZLAFF, ALISSA	MCFOA Membership	50.00	70514
101	431100	Street Department	ZIEGLER INC	Repair Ride Control System - 9	1,342.18	70515
101	431100	Street Department	ZIEGLER INC	Filter - 928	177.96	70515
101	214000	Security Deposits Payable	ZIERDEN, JAY	5183 & 5185 Arrowhead Rd	250.00	70516

Totals: 243 records printed

1,558,970.31



CITY COUNCIL MEETING DATE: December 18, 2023

TO: Mayor & City Council

FROM: Eric Johnson, Community Development Director

SUBJECT: Zoning Text Amendment to Chapter 5 Section 500 – S-1 Suburban to allow Agritainment

RESOLUTION: **ORDINANCE:** 2023-10 **OTHER:**

REQUESTED ACTION

City Staff recommends zoning ordinance text amendments to Chapter 5 Section 500 – S-1, Suburban to allow Agritainment.

BACKGROUND

Hermantown City staff has received inquiries regarding agricultural based entertainment activities (corn mazes, wedding barns, etc.) in the past. In 2018, the City revised Sections 525 and 530 to allow for Agritainment and required a Special Use Permit be obtained for the use.

Recently, City staff have received inquiries regarding Agritainment based uses within the S-1, Suburban zoning district. City staff has concluded that Agritainment based uses are a logical extension to the S-1, Suburban zoning district as long as a Special Use Permit is obtained and conditions are set pertaining to the particular Agritainment use.

A public hearing for this proposed text change was held on November 21, 2023. There was one member of the public who spoke in favor of it. The Planning and Zoning Commission unanimously recommended the text change to the City Council for their review and approval.

City staff is proposing amendments to both Chapter 5, Section 500 S-1, Suburban and Chapter 7 Special Use Permits regarding Agritainment.

Changes to the Zoning text amendments include:

- Adding Section 500.03.12 Agritainment
- Adding Section 725.03.04 Agritainment

SOURCE OF FUNDS (if applicable)

HEDA

230-465100-319

ATTACHMENTS

- Ordinance
- Draft Chapter 5 S-1, Suburban - Agritainment – Mark-up version
- Draft Chapter 5 S-1, Suburban - Agritainment – Clean version

Section 500 – S-1, Suburban

500.01 Purpose. To establish and protect areas of the community which are not yet urbanized, unsuitable for urban development because of drainage and terrain, or used for agricultural purposes. The district will be low density by its nature of large lot sizes and would not be slated for public water or sewer services.

500.02 Permitted Uses.

500.02.1. Accessory uses clearly incidental to principal use:

500.02.2. Agriculture, to include farm dwellings and agricultural buildings including livestock (20 acres or more lot size);

500.02.3. Churches, synagogues, convents;

500.02.4. Dwelling, seasonal or recreational;

500.02.5. Dwelling, single family;

500.02.6. Dwelling, two family;

500.02.7. Game preserve, public or private;

500.02.8. Public buildings;

500.02.9. Public parks and recreation areas; and

500.02.10. Public service utility, excepting plants.

500.02.11. State licensed Residential care facilities and housing with services establishments licensed under Minnesota Statutes chapter 144D serving six or fewer persons.

500.02.12. State licensed group family daycare facility serving 14 or fewer children.

500.02.13. State licensed adult daycare facility service 12 or fewer persons.

(Am. Ord. 2014-02, passed 3-17-2014)

500.03 Uses Allowed With a Special Use Permit Only.

500.03.1. Accessory structures in excess of 2,400 square feet.

(Am. Ord. 2014-08, passed 8-18-2014)

500.03.2. Agriculture, to include farm dwellings and agricultural buildings including livestock (less than 20 acres lot size);

500.03.3. Beach, private or public;

500.03.4. Clear cutting;

500.03.5. Country club;

500.03.6. Golf course, private or public;

500.03.7. Greenhouse, nursery; sales and production;

500.03.8. Kennel, boarding;

500.03.9. Model home;

500.03.10. Private camps and recreational areas; and

500.03.11. Public service utility plants.

500.03.12 Agritainment.

500.03.12.1 A minimum lot size of 10 acres is required.

500.03.12.2 Each proposed use and location shall be depicted on a site plan.

500.03.12.3 The City may set the length of operations by date and time.

500.04 Requirements.

<i>Dimension Type</i>	Requirement
1. Minimum lot area private water and sewer	5 acres
2. Minimum lot width	300 feet
3. Minimum depth of front yard from R.O.W.	
Principal structure	50 feet
4. Minimum side yard setbacks	
Principal structure	15 feet
Minimum depth corner side yard from R.O.W.	50 feet
5. Minimum rear yard setback	
Principal structure	50 feet
6. Maximum lot coverage principal structure	30%
7. Maximum building height	
Principal structure (highest point of roof)	35 feet

Am. Ord. 2014-08, passed 8-18-2014)

500.05 Environmental Assessment Worksheet Required.

500.05.1. Categories. An environmental assessment worksheet shall be prepared consistent with state law.

500.06 Accessory Uses. The following provisions shall apply to accessory uses:

500.06.1. Accessory structures of 2,400 square feet or less may be constructed within ten feet of the rear lot line provided that no portion of the accessory structure shall extend or overhang within seven feet of the lot line and that buildings containing livestock shall not be closer than 100 feet from any lot line and shall comply with the state and county health requirements.

500.06.2. Accessory structures shall not be utilized for any use or activity not otherwise allowed in the zone district in which such accessory building is to be located. Home occupations may not be conducted in detached accessory structures built after March 1994.

500.06.3. Maximum lot coverage including all structures shall not exceed 35 percent.

500.06.4. Dimensional requirements for accessory structures of 2,400 square feet or less:

Minimum depth of front yard from R.O.W.	50 feet
Minimum side yard setback	15 feet
Minimum depth of corner side yard from R.O.W.	50 feet
Minimum rear yard setback	10 feet
Maximum building height	50 feet
Maximum sidewall height	17 feet

500.06.5. Dimensional requirements for accessory structures in excess of 2,400 square feet.

Minimum depth of front yard from R.O.W.	Equal to or greater than the building line of the primary structure
Minimum side yard setback	Equal to the height of the accessory structure
Minimum depth of corner side yard from R.O.W.	50 feet
Minimum rear yard setback	40 feet
Minimum setback from primary structure	10 feet
Maximum building height	50 feet
Maximum sidewall height	17 feet

(Am. Ord. 2014-08, passed 8-18-2014)

500.06.6. Small Scale Agricultural Activities shall be permitted as an Accessory Use, subject to the following provisions:

500.06.6.1. Zoning Certificate. No person shall keep Small Farm Animals without first obtaining a Zoning Certificate pursuant to Sections 305 and 310 from the Zoning Officer. The

application for Zoning Certificate shall include a site plan depicting the location for keeping Small Farm Animals. A copy of the application shall be mailed to adjacent property owners within 150 feet of the outer boundaries of the applicant's premises by the Zoning Officer at least ten days before the Zoning Certificate is issued. Comments, if received from neighbors during such ten-day period, will be considered in setting conditions for the Zoning Certificate. The applicant may alternatively provide written permission from neighbors as part of the application. Violation of the terms of the Zoning Certificate, the City Code, or the Zoning Code shall be grounds for revocation of the Zoning Certificate.

500.06.6.2. Ownership; Two or more Dwelling Unit Properties. Any person who keeps Small Farm Animals shall live in the dwelling on the property. Small Farm Animals are not allowed on properties with two or more dwelling units.

500.06.6.3. Limitation. Any person who keeps Small Farm Animals shall have at least one acre per animal or beehive, except that geese, ducks, female chickens, pigeons, and rabbits may be kept at a ratio of five animals per acre.

500.06.6.4. Prohibitions.

500.06.6.4.1. No person shall keep any Small Farm Animal in such a manner that causes a nuisance.

500.06.6.4.2. The slaughter of Small Farm Animals is prohibited.

500.06.6.4.3. The raising of Small Farm Animals for breeding purposes is prohibited.

500.06.6.4.4. Small Farm Animals shall not be kept inside a dwelling or garage.

500.06.6.5. Shelter and Enclosures. Small Farm Animals shall be property protected from the weather and predators in a shelter or enclosure.

500.06.6.5.1. Small Farm Animals, except honeybees, shall have access to the outdoors in an enclosure or fenced area.

500.06.6.5.2. The shelter and/or enclosure shall be set back a minimum of 50 feet from any adjacent property line.

500.06.6.5.3. Honeybees shall be kept outdoors in a hive structure intended for beekeeping.

(Am. Ord. 2015-08, passed 8-17-2015)

500.07 Off-Street Parking. Off-street parking spaces shall be provided in accordance with the specifications in this section whenever any new use is established or existing use is enlarged:

<i>Use</i>	Parking Spaces Required
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Dwelling	2 per dwelling unit
Church, synagogue, convent	1 per 4 seats in principal assembly room
Greenhouse sales	1 for every 200 feet of floor space
Public buildings	1 for every 250 square feet of floor space
Other	To be determined on an individual basis by the City Council. Factors to be considered in such determination shall include (without limitation) size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency and number of delivery or service vehicles.

500.07.1. Parking spaces may be located on a lot other than that containing the principal use with the approval of the Board of Appeals and Adjustments.

500.07.2. Any off-street parking lot for more than five vehicles shall be graded for proper drainage and so as to provide a durable and dustless surface.

500.07.3. Any lighting used to illuminate any off-street parking lot shall be so arranged as to reflect the light away from adjoining premises.

500.07.4. All off-street parking areas shall have access from driveways rather than from public streets. Said driveway access shall be limited to 24 feet in width at the public street line.

500.08 Off-Street Loading. One off-street loading berth of not less than 35 feet shall be provided for every business and industrial use with a floor area of more than 10,000 square feet, with an additional berth required for each additional 25,000 square feet of floor area.

500.09 Temporary Structures. Temporary structures and trailers used in conjunction with construction work shall be permitted only during the period that the construction work is in progress. Permits for temporary structures shall be issued by the Zoning Officer for a six-month period, subject to the requirements of the Hermantown Building Code.

(Ord. 2004-18, passed 12-6-2004) (Am. Ord. 2014-02, passed 3-17-2014)

Ordinance No. 2023-10

The City Council of the City of Hermantown does ordain:

AN ORDINANCE AMENDING SECTION 500 OF THE HERMANTOWN ZONING CODE, S-1, SUBURBAN

Section 1. Purpose and Intent. The purpose of this Ordinance is to amend the provisions of Section 500 of the Zoning Ordinance to incorporate the policy recommendations of the City Council and Planning Commission pertaining to permitted uses and performance standards for such uses, as well as to modernize the terms of Section 500.

Section 2. Amendment. Section 500 of the Hermantown Zoning Code is amended in its entirety to read as shown on Exhibit A attached hereto.

Section 3. Added to Zoning Code. The terms and provisions of this ordinance shall be amended in the appropriate place in the Hermantown Zoning Code, after adoption and becoming effective.

Section 5. Effective Date. The provisions of this Ordinance shall be effective after adoption immediately upon publication once in the official newspaper of the City of Hermantown and upon recording with the St. Louis County Recorder’s Office.

Dated: _____ Mayor: _____

Attest:

City Clerk

Adopted: _____

Published: _____

Effective Date: _____

Section 500 – S-1, Suburban

500.01 Purpose. To establish and protect areas of the community which are not yet urbanized, unsuitable for urban development because of drainage and terrain, or used for agricultural purposes. The district will be low density by its nature of large lot sizes and would not be slated for public water or sewer services.

500.02 Permitted Uses.

500.02.1. Accessory uses clearly incidental to principal use:

500.02.2. Agriculture, to include farm dwellings and agricultural buildings including livestock (20 acres or more lot size);

500.02.3. Churches, synagogues, convents;

500.02.4. Dwelling, seasonal or recreational;

500.02.5. Dwelling, single family;

500.02.6. Dwelling, two family;

500.02.7. Game preserve, public or private;

500.02.8. Public buildings;

500.02.9. Public parks and recreation areas; and

500.02.10. Public service utility, excepting plants.

500.02.11. State licensed Residential care facilities and housing with services establishments licensed under Minnesota Statutes chapter 144D serving six or fewer persons.

500.02.12. State licensed group family daycare facility serving 14 or fewer children.

500.02.13. State licensed adult daycare facility service 12 or fewer persons.

(Am. Ord. 2014-02, passed 3-17-2014)

500.03 Uses Allowed With a Special Use Permit Only.

500.03.1. Accessory structures in excess of 2,400 square feet.

(Am. Ord. 2014-08, passed 8-18-2014)

500.03.2. Agriculture, to include farm dwellings and agricultural buildings including livestock (less than 20 acres lot size);

500.03.3. Beach, private or public;

500.03.4. Clear cutting;

500.03.5. Country club;

500.03.6. Golf course, private or public;

500.03.7. Greenhouse, nursery; sales and production;

500.03.8. Kennel, boarding;

500.03.9. Model home;

500.03.10. Private camps and recreational areas; and

500.03.11. Public service utility plants.

500.03.12 Agritainment.

500.03.12.1 A minimum lot size of 10 acres is required.

500.03.12.2 Each proposed use and location shall be depicted on a site plan.

500.03.12.3 The City may set the length of operations by date and time.

500.04 Requirements.

<i>Dimension Type</i>	Requirement
1. Minimum lot area private water and sewer	5 acres
2. Minimum lot width	300 feet
3. Minimum depth of front yard from R.O.W.	
Principal structure	50 feet
4. Minimum side yard setbacks	
Principal structure	15 feet
Minimum depth corner side yard from R.O.W.	50 feet
5. Minimum rear yard setback	
Principal structure	50 feet
6. Maximum lot coverage principal structure	30%

7. Maximum building height	
Principal structure (highest point of roof)	35 feet

Am. Ord. 2014-08, passed 8-18-2014)

500.05 Environmental Assessment Worksheet Required.

500.05.1. Categories. An environmental assessment worksheet shall be prepared consistent with state law.

500.06 Accessory Uses. The following provisions shall apply to accessory uses:

500.06.1. Accessory structures of 2,400 square feet or less may be constructed within ten feet of the rear lot line provided that no portion of the accessory structure shall extend or overhang within seven feet of the lot line and that buildings containing livestock shall not be closer than 100 feet from any lot line and shall comply with the state and county health requirements.

500.06.2. Accessory structures shall not be utilized for any use or activity not otherwise allowed in the zone district in which such accessory building is to be located. Home occupations may not be conducted in detached accessory structures built after March 1994.

500.06.3. Maximum lot coverage including all structures shall not exceed 35 percent.

500.06.4. Dimensional requirements for accessory structures of 2,400 square feet or less:

Minimum depth of front yard from R.O.W.	50 feet
Minimum side yard setback	15 feet
Minimum depth of corner side yard from R.O.W.	50 feet
Minimum rear yard setback	10 feet
Maximum building height	50 feet
Maximum sidewall height	17 feet

500.06.5. Dimensional requirements for accessory structures in excess of 2,400 square feet.

Minimum depth of front yard from R.O.W.	Equal to or greater than the building line of the primary structure
Minimum side yard setback	Equal to the height of the accessory structure
Minimum depth of corner side yard from R.O.W.	50 feet
Minimum rear yard setback	40 feet
Minimum setback from primary	10 feet

structure	
Maximum building height	50 feet
Maximum sidewall height	17 feet

(Am. Ord. 2014-08, passed 8-18-2014)

500.06.6. Small Scale Agricultural Activities shall be permitted as an Accessory Use, subject to the following provisions:

500.06.6.1. Zoning Certificate. No person shall keep Small Farm Animals without first obtaining a Zoning Certificate pursuant to Sections 305 and 310 from the Zoning Officer. The application for Zoning Certificate shall include a site plan depicting the location for keeping Small Farm Animals. A copy of the application shall be mailed to adjacent property owners within 150 feet of the outer boundaries of the applicant’s premises by the Zoning Officer at least ten days before the Zoning Certificate is issued. Comments, if received from neighbors during such ten-day period, will be considered in setting conditions for the Zoning Certificate. The applicant may alternatively provide written permission from neighbors as part of the application. Violation of the terms of the Zoning Certificate, the City Code, or the Zoning Code shall be grounds for revocation of the Zoning Certificate.

500.06.6.2. Ownership; Two or more Dwelling Unit Properties. Any person who keeps Small Farm Animals shall live in the dwelling on the property. Small Farm Animals are not allowed on properties with two or more dwelling units.

500.06.6.3. Limitation. Any person who keeps Small Farm Animals shall have at least one acre per animal or beehive, except that geese, ducks, female chickens, pigeons, and rabbits may be kept at a ratio of five animals per acre.

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500.06.6.5.1. Small Farm Animals, except honeybees, shall have access to the outdoors in an enclosure or fenced area.

500.06.6.5.2. The shelter and/or enclosure shall be set back a minimum of 50 feet from any adjacent property line.

500.06.6.5.3. Honeybees shall be kept outdoors in a hive structure intended for beekeeping.

(Am. Ord. 2015-08, passed 8-17-2015)

500.07 Off-Street Parking. Off-street parking spaces shall be provided in accordance with the specifications in this section whenever any new use is established or existing use is enlarged:

<i>Use</i>	Parking Spaces Required
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Public buildings	1 for every 250 square feet of floor space
Other	To be determined on an individual basis by the City Council. Factors to be considered in such determination shall include (without limitation) size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency and number of delivery or service vehicles.

500.07.1. Parking spaces may be located on a lot other than that containing the principal use with the approval of the Board of Appeals and Adjustments.

500.07.2. Any off-street parking lot for more than five vehicles shall be graded for proper drainage and so as to provide a durable and dustless surface.

500.07.3. Any lighting used to illuminate any off-street parking lot shall be so arranged as to reflect the light away from adjoining premises.

500.07.4. All off-street parking areas shall have access from driveways rather than from public streets. Said driveway access shall be limited to 24 feet in width at the public street line.

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(Ord. 2004-18, passed 12-6-2004) (Am. Ord. 2014-02, passed 3-17-2014)



CITY COUNCIL MEETING DATE: December 18, 2023

TO: Mayor & City Council

FROM: Eric Johnson, Community Development Director

SUBJECT: Zoning Text Amendment to Chapter 7 Special Use Permit to allow Agritainment

RESOLUTION: **ORDINANCE:** 2023-11 **OTHER:**

REQUESTED ACTION

City Staff recommends zoning ordinance text amendments to Chapter 7 Special User Permits to allow Agritainment.

BACKGROUND

Hermantown City staff has received inquiries regarding agricultural based entertainment activities (corn mazes, wedding barns, etc.) in the past. In 2018, the City revised Sections 525 and 530 to allow for Agritainment and required a Special Use Permit be obtained for the use.

Recently, City staff have received inquiries regarding Agritainment based uses within the S-1, Suburban zoning district. City staff has concluded that Agritainment based uses are a logical extension to the S-1, Suburban zoning district as long as a Special Use Permit is obtained and conditions are set pertaining to the particular Agritainment use.

A public hearing for this proposed text change was held on November 21, 2023. There was one member of the public who spoke in favor of it. The Planning and Zoning Commission unanimously recommended the text change to the City Council for their review and approval.

City staff is proposing amendments to both Chapter 5, Section 500 S-1, Suburban and Chapter 7 Special Use Permits regarding Agritainment.

Changes to the Zoning text amendments include:

- Adding Section 725.03.04 Agritainment

SOURCE OF FUNDS (if applicable)

HEDA

230-465100-319

ATTACHMENTS

Ordinance

Draft Chapter 7 Special Use Permits - Agritainment – Mark-up version

Draft Chapter 7 Special Use Permits - Agritainment – Clean version

CHAPTER 7. SPECIAL USE PERMITS

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📖 Section 700 - Application

700.01 Generally. A special use permit may be initiated by the owner, user or potential user of the subject property by making application in writing to the City Clerk on such forms as the Clerk may provide for such purposes. The application shall contain such information as may be required by the Planning and Zoning Commission to properly consider the application. The application shall be accompanied by the fee specified from time to time by resolution of the City Council. Any fee paid to the City Clerk shall be refunded if the applicant withdraws his or her permit application prior to consideration of such application by the Planning and Zoning Commission.

700.02 Floodplain District. In the case of an application for a special use permit within a General Floodplain Sub-district of the Floodplain District, see [Chapter 15](#), Floodplain Management Regulations, of these Zoning Regulations.

📖 **Section 705 – Planning and Zoning Commission Consideration**

705.01 Consideration by Commission. The Planning and Zoning Commission shall hold a public hearing on the application for a special use permit within 30 days after such application is received by the City Clerk.

📖 **Section 710 – Notice of Public Hearing**

710.01 Notice of Public Hearing. Notice of the time, place and purpose of the public hearing shall be published in the official newspaper at least ten days prior to the day of the hearing. Notice shall also be mailed at least ten days before the day of the hearing to each owner of affected property and the owners of property situated wholly or partly within 350 feet of the property affected by the variance. For purposes of giving mailed notice, owners shall be those as shown to be such on the records of the St. Louis County Auditor. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply with this notice provision has been made. Notice of a hearing for any special use permit affecting any property in a Shoreland or Floodplain District shall be mailed to the Commissioner of Natural Resources of the State of Minnesota at least 15 days prior to any such hearing.

📖 **Section 715 – Report to City Council**

715.01 Report. The Planning and Zoning Commission shall submit its report on such application to the City Council within 65 days after the public hearing held by it on such application; provided, that the City Council may, upon good cause, grant an extension of this period upon application by the Planning and Zoning Commission or the applicant. Such report shall include an accurate description of the proposed special use, the legal description of the property upon which the special use is sought to be located, any recommendations or proposed conditions by the Planning and Zoning Commission, the conclusions of the Planning and Zoning Commission with respect to the compatibility of the proposed use with the Hermantown Comprehensive Plan and the conclusions of the Planning and Zoning Commission with respect to the compatibility of the proposed use with the character and development of the neighborhood and the conclusions of the Planning and Zoning Commission with respect to any other criteria required is to be met before the permit for which application is made can be issued.

📖 **Section 720 – City Council Consideration**

720.01 Consideration of Application. The City Council shall thereafter consider such application for a special use permit and may hold such public meetings or such public hearing or hearings as it may deem appropriate to aid it in making a determination on such application. Any public hearing held by the City Council on such application shall be given as specified in Section [710](#) of this chapter. The City Council may require the applicant to submit to it whatever information it deems necessary for it properly to evaluate and pass on the application.

📖 Section 725 – Governing Criteria

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

725.01.1. 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;

725.01.2. 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;

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

725.01.4. 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; and

725.01.5. Any other criteria required to be considered by it under the provisions of this code for any special use permit.

725.02 Grading and Filling. In addition to the criteria for any special use permit a special use permit for grading and filling within a Shoreland or Wetland District shall not be issued unless the following factors are given due consideration:

725.02.1. Whether the proposed activity is primarily dependent on being located in the Shoreland or Wetland District and whether feasible alternative sites are available;

725.02.2. The smallest amount of bare ground is exposed for as short a time as possible;

725.02.3. Adequate methods to prevent erosion and trap sediment are employed;

725.02.4. Fill is stabilized to accepted engineering standards;

725.02.5. 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;

725.02.6. 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;

725.02.7. Adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and

725.02.8. Any fill used will consist of suitable material free from toxic pollutants in other than trace quantities.

725.03 Accessory Structure. In addition to the criteria for any special use permit, a special use permit for an accessory structure in an S-1, R-1, R-2 or R-3 Zone District shall not be issued unless positive findings are made with respect to each and every one of the following criteria:

725.03.1. Adequate safeguards and assurances have been provided to the City that no use or activity not otherwise allowed in the zone district in which such accessory structure is to be located will take place in the accessory structure at any time;

725.03.2. The accessory structure shall be aesthetically consistent with surrounding, adjoining properties. Aesthetic factors shall be considered with a view towards the highest possible use of the area in the vicinity of the proposed accessory structure. In making its determination, the City Council shall consider the size, shape, general appearance, structural materials and landscaping of the accessory structure; and

725.03.3. Conflicts with adjacent land uses shall be eliminated by providing, where necessary, buffer zones, dividing, screening or fencing.

725.04 Agritainment. In addition to the criteria for any special use permit, a special use permit for an Agritainment type use in a C-1, C-1A or S-1 Zone District shall not be issued unless positive findings are made with respect to each and every one of the following criteria:

725.04.1. A Minnesota State Licensed Architect and Engineer shall draw and approve current or new structure with code analysis.

725.04.2. All State requirements pertaining to occupancy use and building and fire code.

725.04.3. All City requirements pertaining to public safety.

725.04.4. Provide a traffic analysis prepared by a Minnesota Licensed Traffic Engineer generating trip calculations and analyzing property/site access.

Section 730 – Decision by the City Council

730.01 Decision and Action. The City Council shall make its decision on an application for a special use permit as soon as possible following the receipt by it of the report and recommendation of the City Council. Action on any application shall be by majority vote of the members of the City Council present and voting.

730.02 Decision to be in Writing. The decision of the City Council shall be in writing with the factual basis and reasons supporting such decision set forth in the resolution containing the decision.

730.03 Safeguards and Restrictions. The City Council may impose appropriate safeguards, conditions and restrictions, including performance bonds and a time limitation on such permit, to ensure that the spirit and intent of the Comprehensive Plan is met and to conserve and protect property and property values in the neighborhood. Further, for special use permits in a Floodplain District or a Wetland District all special use permits issued for grading or filling shall be subject to the following conditions:

730.03.1. That the smallest amount of bare ground is exposed for as short a time as feasible;

730.03.2. That temporary groundcover, such as mulch, is used, and permanent groundcover, such as sod, is planted;

730.03.3. That adequate methods to prevent erosion and trap sediment are employed;

730.03.4. That fill is stabilized to accepted engineering standards;

730.03.5. That 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;

730.03.6. That 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;

730.03.7. That adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and

730.03.8. That the fill used will consist of suitable material free from toxic pollutants in other than trace quantities.

730.04 Violations. Violations of any such conditions and safeguards, when made a part of the terms under which the special use permit is granted, shall be deemed a violation of this code.

Section 735 – Finality of Decision

735.01 When Final. A decision on a special use permit shall be final upon the adoption of the resolution containing such decision by the City Council.

735.02 Filing of Copy. After such decision is final, a certified copy of it shall be filed for record with the County Recorder or Registrar of Titles of St. Louis County. Each special use permit shall contain the legal description of the property.

735.03 Mailing of Copy; Shoreland or Wetlands. A copy of all special use permits for grading or filling in a Shoreland District or Wetland District shall be furnished by mail to the Commissioner of Natural Resources of the State of Minnesota and the St. Paul District of the U.S. Army Corps of Engineers within five days of the special use permit becoming final.

735.04 Mailing of Copy; Floodplain District. A copy of all special use permits for activity in a Flood Plain District shall be forwarded by mail to the Commissioner of Natural Resources for the State of Minnesota within ten days of such special use permit becoming final.

📖 **Section 740 – Duration of Permit**

740.01 Duration of Permit. Any permit issued by the City Council shall remain in effect so long as the conditions imposed in such permit are observed or the expiration of the time limitation imposed on such permit, whichever is earlier; provided, however, that nothing herein shall prevent the City Council from enacting or amending official controls to change the status of any special use permit.

📖 **Section 745 – Renewals**

745.01 Renewals. Upon the expiration of the time period established as a limit on any permit granted hereunder, such permit shall terminate and the use authorized by such permit shall immediately cease; provided, however, that if the permittee shall make application for a renewal of such special use permit prior to the expiration of such time period, such permit shall continue in effect until action is taken by the City Council on such application for the renewal of such permit. Upon the City Council taking action on such application for renewal, the previous permit shall terminate and the use authorized by such permit shall immediately cease, if such application for renewal is denied, or continue under the renewal permit, if such application for renewal is granted. All such applications for renewals shall be made in accordance with the procedures set forth in this [Chapter 7](#).

Ordinance No. 2023-11

The City Council of the City of Hermantown does ordain:

AN ORDINANCE AMENDING SECTION 700 OF THE HERMANTOWN ZONING CODE, SPECIAL USE PERMITS

Section 1. Purpose and Intent. The purpose of this Ordinance is to amend the provisions of Section 700 of the Zoning Ordinance to incorporate the policy recommendations of the City Council and Planning Commission pertaining to permitted uses and performance standards for such uses, as well as to modernize the terms of Section 700.

Section 2. Amendment. Section 700 of the Hermantown Zoning Code is amended in its entirety to read as shown on Exhibit A attached hereto.

Section 3. Added to Zoning Code. The terms and provisions of this ordinance shall be amended in the appropriate place in the Hermantown Zoning Code, after adoption and becoming effective.

Section 5. Effective Date. The provisions of this Ordinance shall be effective after adoption immediately upon publication once in the official newspaper of the City of Hermantown and upon recording with the St. Louis County Recorder's Office.

Dated: _____

Mayor: _____

Attest:

City Clerk

Adopted _____

Published _____

Effective Date _____

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📖 Section 700 - Application

700.01 Generally. A special use permit may be initiated by the owner, user or potential user of the subject property by making application in writing to the City Clerk on such forms as the Clerk may provide for such purposes. The application shall contain such information as may be required by the Planning and Zoning Commission to properly consider the application. The application shall be accompanied by the fee specified from time to time by resolution of the City Council. Any fee paid to the City Clerk shall be refunded if the applicant withdraws his or her permit application prior to consideration of such application by the Planning and Zoning Commission.

700.02 Floodplain District. In the case of an application for a special use permit within a General Floodplain Sub-district of the Floodplain District, see [Chapter 15](#), Floodplain Management Regulations, of these Zoning Regulations.

📖 **Section 705 – Planning and Zoning Commission Consideration**

705.01 Consideration by Commission. The Planning and Zoning Commission shall hold a public hearing on the application for a special use permit within 30 days after such application is received by the City Clerk.

📖 **Section 710 – Notice of Public Hearing**

710.01 Notice of Public Hearing. Notice of the time, place and purpose of the public hearing shall be published in the official newspaper at least ten days prior to the day of the hearing. Notice shall also be mailed at least ten days before the day of the hearing to each owner of affected property and the owners of property situated wholly or partly within 350 feet of the property affected by the variance. For purposes of giving mailed notice, owners shall be those as shown to be such on the records of the St. Louis County Auditor. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply with this notice provision has been made. Notice of a hearing for any special use permit affecting any property in a Shoreland or Floodplain District shall be mailed to the Commissioner of Natural Resources of the State of Minnesota at least 15 days prior to any such hearing.

📖 **Section 715 – Report to City Council**

715.01 Report. The Planning and Zoning Commission shall submit its report on such application to the City Council within 65 days after the public hearing held by it on such application; provided, that the City Council may, upon good cause, grant an extension of this period upon application by the Planning and Zoning Commission or the applicant. Such report shall include an accurate description of the proposed special use, the legal description of the property upon which the special use is sought to be located, any recommendations or proposed conditions by the Planning and Zoning Commission, the conclusions of the Planning and Zoning Commission with respect to the compatibility of the proposed use with the Hermantown Comprehensive Plan and the conclusions of the Planning and Zoning Commission with respect to the compatibility of the proposed use with the character and development of the neighborhood and the conclusions of the Planning and Zoning Commission with respect to any other criteria required is to be met before the permit for which application is made can be issued.

📖 Section 720 – City Council Consideration

720.01 Consideration of Application. The City Council shall thereafter consider such application for a special use permit and may hold such public meetings or such public hearing or hearings as it may deem appropriate to aid it in making a determination on such application. Any public hearing held by the City Council on such application shall be given as specified in Section [710](#) of this chapter. The City Council may require the applicant to submit to it whatever information it deems necessary for it properly to evaluate and pass on the application.

📖 Section 725 – Governing Criteria

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

725.01.1. 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;

725.01.2. 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;

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

725.01.4. 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; and

725.01.5. Any other criteria required to be considered by it under the provisions of this code for any special use permit.

725.02 Grading and Filling. In addition to the criteria for any special use permit a special use permit for grading and filling within a Shoreland or Wetland District shall not be issued unless the following factors are given due consideration:

725.02.1. Whether the proposed activity is primarily dependent on being located in the Shoreland or Wetland District and whether feasible alternative sites are available;

725.02.2. The smallest amount of bare ground is exposed for as short a time as possible;

- 725.02.3.** Adequate methods to prevent erosion and trap sediment are employed;
- 725.02.4.** Fill is stabilized to accepted engineering standards;
- 725.02.5.** 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;
- 725.02.6.** 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;
- 725.02.7.** Adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and
- 725.02.8.** Any fill used will consist of suitable material free from toxic pollutants in other than trace quantities.
- 725.03 Accessory Structure.** In addition to the criteria for any special use permit, a special use permit for an accessory structure in an S-1, R-1, R-2 or R-3 Zone District shall not be issued unless positive findings are made with respect to each and every one of the following criteria:
- 725.03.1.** Adequate safeguards and assurances have been provided to the City that no use or activity not otherwise allowed in the zone district in which such accessory structure is to be located will take place in the accessory structure at any time;
- 725.03.2.** The accessory structure shall be aesthetically consistent with surrounding, adjoining properties. Aesthetic factors shall be considered with a view towards the highest possible use of the area in the vicinity of the proposed accessory structure. In making its determination, the City Council shall consider the size, shape, general appearance, structural materials and landscaping of the accessory structure; and
- 725.03.3.** Conflicts with adjacent land uses shall be eliminated by providing, where necessary, buffer zones, dividing, screening or fencing.
- 725.04 Agritainment.** In addition to the criteria for any special use permit, a special use permit for an Agritainment type use in a C-1, C-1A or S-1 Zone District shall not be issued unless positive findings are made with respect to each and every one of the following criteria:
- 725.04.1.** A Minnesota State Licensed Architect and Engineer shall draw and approve current or new structure with code analysis.

- 725.04.2. All State requirements pertaining to occupancy use and building and fire code.
- 725.04.3. All City requirements pertaining to public safety.
- 725.04.4. Provide a traffic analysis prepared by a Minnesota Licensed Traffic Engineer generating trip calculations and analyzing property/site access.

📖 Section 730 – Decision by the City Council

730.01 Decision and Action. The City Council shall make its decision on an application for a special use permit as soon as possible following the receipt by it of the report and recommendation of the City Council. Action on any application shall be by majority vote of the members of the City Council present and voting.

730.02 Decision to be in Writing. The decision of the City Council shall be in writing with the factual basis and reasons supporting such decision set forth in the resolution containing the decision.

730.03 Safeguards and Restrictions. The City Council may impose appropriate safeguards, conditions and restrictions, including performance bonds and a time limitation on such permit, to ensure that the spirit and intent of the Comprehensive Plan is met and to conserve and protect property and property values in the neighborhood. Further, for special use permits in a Floodplain District or a Wetland District all special use permits issued for grading or filling shall be subject to the following conditions:

730.03.1. That the smallest amount of bare ground is exposed for as short a time as feasible;

730.03.2. That temporary groundcover, such as mulch, is used, and permanent groundcover, such as sod, is planted;

730.03.3. That adequate methods to prevent erosion and trap sediment are employed;

730.03.4. That fill is stabilized to accepted engineering standards;

730.03.5. That 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;

730.03.6. That 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;

730.03.7. That adequate methods are employed for the preservation or establishment of local vegetation that provides wildlife habitat and screening; and

730.03.8. That the fill used will consist of suitable material free from toxic pollutants in other than trace quantities.

730.04 Violations. Violations of any such conditions and safeguards, when made a part of the terms under which the special use permit is granted, shall be deemed a violation of this code.

📖 **Section 735 – Finality of Decision**

735.01 When Final. A decision on a special use permit shall be final upon the adoption of the resolution containing such decision by the City Council.

735.02 Filing of Copy. After such decision is final, a certified copy of it shall be filed for record with the County Recorder or Registrar of Titles of St. Louis County. Each special use permit shall contain the legal description of the property.

735.03 Mailing of Copy; Shoreland or Wetlands. A copy of all special use permits for grading or filling in a Shoreland District or Wetland District shall be furnished by mail to the Commissioner of Natural Resources of the State of Minnesota and the St. Paul District of the U.S. Army Corps of Engineers within five days of the special use permit becoming final.

735.04 Mailing of Copy; Floodplain District. A copy of all special use permits for activity in a Flood Plain District shall be forwarded by mail to the Commissioner of Natural Resources for the State of Minnesota within ten days of such special use permit becoming final.

📖 **Section 740 – Duration of Permit**

740.01 Duration of Permit. Any permit issued by the City Council shall remain in effect so long as the conditions imposed in such permit are observed or the expiration of the time limitation imposed on such permit, whichever is earlier; provided, however, that nothing herein shall prevent the City Council from enacting or amending official controls to change the status of any special use permit.

📖 **Section 745 – Renewals**

745.01 Renewals. Upon the expiration of the time period established as a limit on any permit granted hereunder, such permit shall terminate and the use

authorized by such permit shall immediately cease; provided, however, that if the permittee shall make application for a renewal of such special use permit prior to the expiration of such time period, such permit shall continue in effect until action is taken by the City Council on such application for the renewal of such permit. Upon the City Council taking action on such application for renewal, the previous permit shall terminate and the use authorized by such permit shall immediately cease, if such application for renewal is denied, or continue under the renewal permit, if such application for renewal is granted. All such applications for renewals shall be made in accordance with the procedures set forth in this [Chapter 7](#).

Ordinance No. 2023-12

The City Council of the City of Hermantown does ordain:

**AN ORDINANCE AMENDING HERMANTOWN
CODE OF ORDINANCES BY AMENDING SECTION 850.5,
PARTICULAR SPEED LIMITS DESIGNATED**

Section 1. Purpose and Intent. The City of Hermantown (“City”) is granted the authority under Minnesota Statutes § 169.14 to establish and amend speed limits on the City’s streets in its jurisdiction. The purpose and intent of this Ordinance is to amend the City Code by extending the 30-mph speed limit on Ugstad Road, a City street, to Falcon Drive, as shown on Exhibit A attached hereto, to improve the safety and mobility for all users and all modes of transportation utilizing this road segment.

Section 2. Addition to Chapter 8. Chapter 8, Traffic Regulations, of the City of Hermantown Code of Ordinances is hereby amended by amending Section 850.5, Particular Speed Limits Designated, to read as shown on Exhibit B attached hereto.

Section 3. Amendment to be Inserted in Code. After the amendment made by this ordinance becomes effective, it shall be inserted in the appropriate place in the Hermantown City Code.

Section 4. Effective Date. The provisions of this Ordinance shall be effective after adoption and immediately upon publication once in the official newspaper of the City of Hermantown and when appropriate signs giving notice thereof are erected on such street pursuant to Section 850.04 of the City Code.

Dated: _____ Mayor: _____

Attest:

City Clerk

Adopted: _____

Published: _____

Effective Date: _____

EXHIBIT A

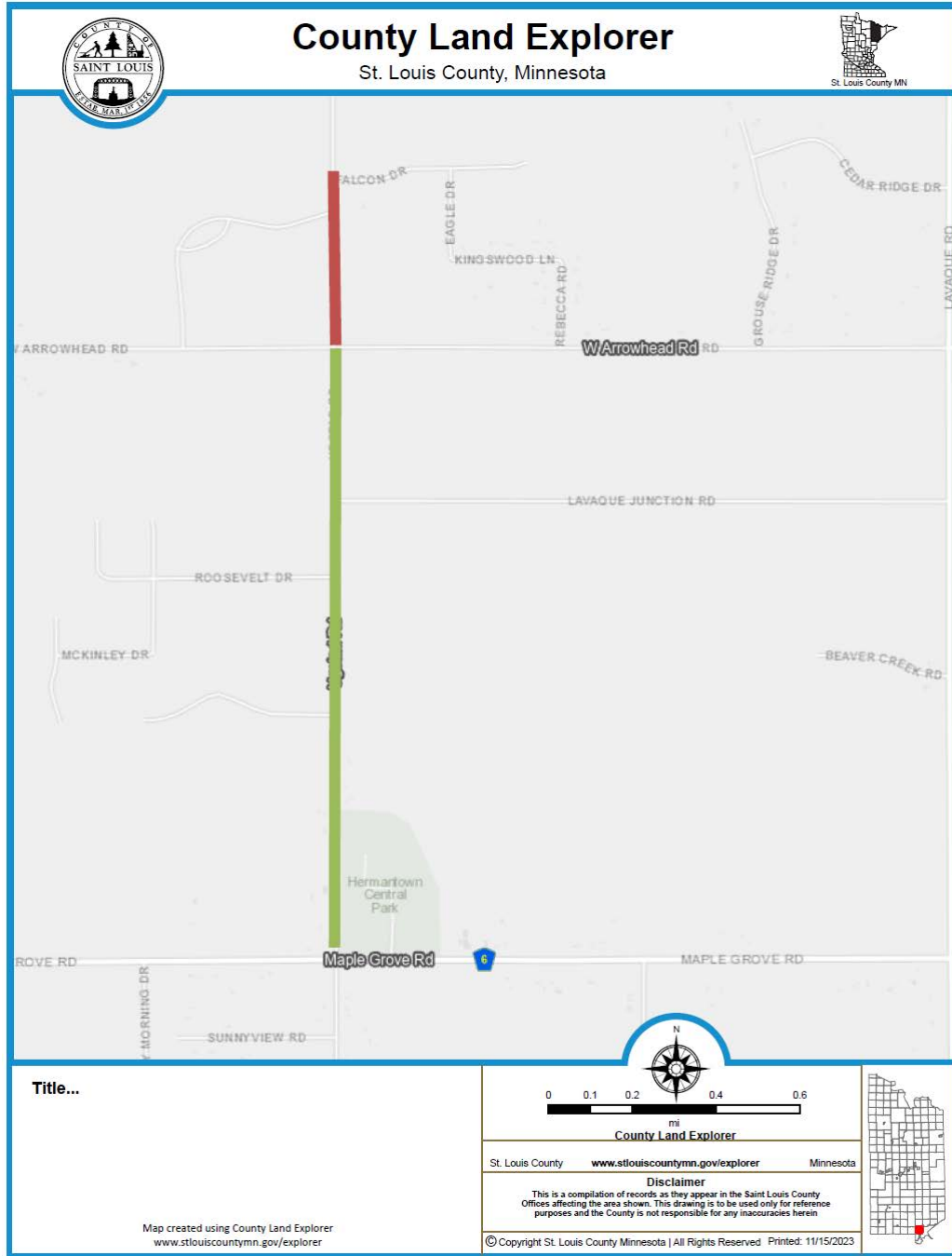


EXHIBIT B

850.05 Particular Speed Limits Designated. No person shall operate any motor vehicle at speeds in excess on the following speed limits on the roads in the City of Hermantown, to wit:

850.05.1 Twenty-five (25) miles per hour speed zone:

850.05.1.1 Lavaque Junction Road beginning at Lavaque Road intersection and ending at Ugstad Road intersection.

850.05.2 Thirty (30) miles per hour speed zone:

850.05.2.1 Sundby Road from Swan Lake Road to Airbase Road.

850.05.2.2 Ugstad Road from Maple Grove Road to Falcon Drive.

850.05.3 Forty (40) miles per hour speed zone:

850.05.3.1 Swan Lake Road from Sundby Road to Haines Road

Deleted language is struck out and added language is underlined.



CITY COUNCIL MEETING DATE: December 18, 2023

TO: Mayor & City Council

FROM: John Mulder, City Administrator

SUBJECT: Human Resource Generalist

RESOLUTION: 2023-182 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve job description and position of a Human Resource Generalist position.

BACKGROUND

The City’s current human resource function is scattered, de-centralized, and unorganized. Many of our current policies are outdated, and have not kept up with changes in laws, and the changing nature of the work force. The vast majority of the general fund’s expenditures are personnel related, and our employees provide the services that the City Council and residents expect. In a time of severe labor force pressures, the City needs to be more organized and strategic in providing human resources services. We will continue to face pressure in tight labor market, and the various changes to employment related law – for example employee safe and sick time, and employee leave laws enacted by the state of Minnesota. In addition, we will be taking on additional employees with the on-call fire department.

This person can assist in making sure the City is getting the best value and strategic benefits in our purchased benefits such as health, dental, life, and disability insurance.

While current employees may be able to gain the expertise in this area, there simply isn’t enough time to be pro-active and strategic in the area of human resources without a dedicated person.

This person would report directly to the Director of Finance and Administration.

SOURCE OF FUNDS (if applicable)

2024 General Fund Budget – Tax Levy

ATTACHMENTS

Job Description

Resolution No. 2023-182

Resolution Approving Human Resources Generalist Job Description And Position

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

WHEREAS, the position of Human Resources Generalist is to perform professional work assisting the City in handling a variety of human resources functions such as: benefits administration, HR policies and compliance, safety program, employee onboarding, and workers compensation; and

WHEREAS, attached as Exhibit “A” is the Job Description for the position of Human Resources Generalist; and

WHEREAS, the City Council supports the addition of a Human Resources Generalist to perform the duties as described in the Job Description under the supervision of the Director of Finance and Administration; and

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

1. Job Description and Position of Human Resources Generalist in Grade 8 of the Management Compensation plan.

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors _____, and Mayor Boucher, aye.

and the following voted in opposition thereto:

Councilors _____, and Mayor Boucher, nay.

WHEREUPON, such resolution was declared duly passed and adopted December 18, 2023.

City of Hermantown Job Description

JOB TITLE: Human Resources Generalist

DEPARTMENT: *Finance & Administration* **FLSA Status:** *Non-Exempt*

General Definition of Work

Under the direction of the Director of Finance & Administration, this employee will be responsible for handling a variety of human resources functions such as: benefits administration, HR policies and compliance, safety program, employee onboarding, and workers compensation. The Human Resources (HR) Generalist plays a vital role in supporting the day-to-day operations of the City by providing a wide range of HR services to employees and management.

Qualification Requirements

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

Essential Functions

- Administers the City's employee benefit program by coordinating the implementation, providing information, administering the plans, maintaining awareness, coordinating benefit plan renewal process, ensure resolution of benefit plan issues.
- Oversees the development, updating and enforcement of personnel policies and ensures any changes are disseminated to all affected employees and provides training on policies as needed
- Oversees the worker's compensation program including investigating and processing claims, reviewing claims for trends and identifies actions to reduce the number and severity of injuries
- Coordinates the City employee safety programming and assists in ensuring compliance with relevant laws, rules and regulations
- Reviews and analyzes new and existing state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability
- Develops and revises job descriptions, establishes minimum qualifications
- Assists the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background investigations. Guide applicant through the entire pre-employment process until their successful onboarding into the organization
- Manages the insurance enrollment, renewal and change processes
- Establishes and maintains all permanent personnel files and approves all items entered and removed from the files
- Coordinates and directs employee wellness programs
- Assists in labor negotiations/agreements and interpreting and administering the contracts, conducts research, identifies concerns and develops proposals and responses

- Serves as internal contact for supervisors, provides advice and coaching to employees and department heads and other staff members by providing technical assistance and advice in personnel and labor relations matters and consistent interpretation and application of policies
- Oversees employee leaves of absences (FMLA, Parenting Leave, Military Leave, etc.) and advises employees on eligibility for continued benefits during the leaves and administers COBRA
- Other duties as assigned

Knowledge, Skills and Abilities

Intermediate knowledge and experience in the principles and techniques of human resources; A disposition and approach to relationships and work which is open, honest trustworthy and fair; Able to manage information with discretion and in a confidential and professional manner; Ability to manage complex projects, handle multiple tasks and meet deadlines; Professional written, verbal and interpersonal skills; Strong organizational and time management skills and attention to detail; Strong work ethic and time commitment to organizational success; Self-directed individual with initiative and flexibility

Education and Experience

Bachelor's degree in human resources, business, or a related field; Two (2) or more years of experience in human resources or any combination of education and experience to demonstrate the knowledge, skills, and abilities to perform the duties identified above; Must pass background investigation; Valid Driver's License

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, speaking or hearing, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Ongoing training expectations:
Human Resource training as needed.

Last Revised:

11/29/2023



CITY COUNCIL MEETING DATE: December 18, 2023

TO: Mayor & City Council

FROM: John Mulder, City Administrator

SUBJECT: Economic Development Director

RESOLUTION: 2023-183 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve job description and position of Economic Development Director

BACKGROUND

In 2022, the City had an organization review completed to review staffing levels. One of the conclusions was that the City had no back up in the area of Community Development. We currently have one employee specifically assigned to Community Development that in addition to all of the planning and land use applications, is also responsible for park and trail planning which includes the Hermantown Connector trail. This person staffs the Park Board as well. This model does not provide any back up to handle all of the activities.

This position would supervise and coordinate the activities of the Community Development Director and the Building Official. Currently the Community Development Director and Building Official work together but are considered separate departments. Having them supervised by this position could provide better coordinating of community development related functions (land use – and building inspections, building assets)

One of five strategic directions from the HEDA Strategic plan that was prepared in 2021 was “creating a growth environment & tools for businesses.” One of the identified actions steps within that direction was to “determine funding, job description, and recruitment process for economic development position, ensuring staff capacity to implement comprehensive plan.”

If the City/HEDA want to take a proactive approach to appropriate economic development in our community, we need to be more involved in regional and state organizations such as Northspan, APEX, Chambers of Commerce, and economic development groups. We currently do not have the time to devote to fostering these relationships to the fullest extent. A simple example is that HEDA completed a business retention and expansion survey, but lacked the time to really adequately follow up with businesses. This person could create, build, and maintain those relationships.



In 2024, the City will be completing its Comprehensive Plan, this position could assist in proactively leading economic development to implement the plan, as opposed to simply waiting and hoping for developers to come to the City

SOURCE OF FUNDS (if applicable)

HEDA Fund 25%
General Fund 75%

ATTACHMENTS

Resolution
Proposed Job Description

Resolution No. 2023-183

Resolution Approving Economic Development Director Job Description And Position

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

WHEREAS, the position of Economic Development Director is to perform professional work providing leadership for developing and carrying out the strategic vision and direction for the City and is responsible for establishing relationships with and among our economic development partners and building public/private partnerships, trust, and credibility throughout the business and development community; and

WHEREAS, attached as Exhibit “A” is the Job Description for the position of Economic Development Director; and

WHEREAS, the City Council supports the addition of an Economic Development Director to perform the duties as described in the Job Description under the supervision of the City Administrator; and

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

1. Job Description and Position of Economic Development Director in Grade 14 of the Management Compensation plan.

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors _____, and, aye.

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted December 18, 2023.

**City of Hermantown
Job Description**

JOB TITLE: Economic Development Director

DEPARTMENT *Community Development* FLSA Status: *Exempt*

General Definition of Work

The Director provides leadership for developing and carrying out the strategic vision and direction for the City and is responsible for establishing relationships with and among our economic development partners and building public/private partnerships, trust, and credibility throughout the business and development community. The Director will work under the administrative direction of the City Administrator, with broad decision-making authority and considerable latitude for independent judgment and initiative.

In addition to ensuring compliance with all state and federal regulations, the Economic Development Director will be the primary staff person along with the City Administrator for the Hermantown Economic Development Authority who’s the mission is to intentionally lead economic growth, creating a vibrant and prosperous community.

Qualification Requirements

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

Essential Functions

- Coordinate with the City's economic development partners in recruiting new or expanded business opportunities and assisting in providing location and workforce solutions and appropriate financial incentives as needed.
- Confer with developers, other City, County, and State agencies, and the community to coordinate planning, zoning, and development matters and serve as liaison to the community to interpret the objectives of the City's planning activities and to answer citizens' inquiries, requests, and complaints.
- Perform technical review work in preparation and implementation of the City's planning and community development plans; process and monitor annexation and zoning requests including researching and analyzing applications for compliance and conformity with the City's land use plan, Comprehensive Plan, development policies, and other applicable rules and regulations.
- Serve as the Director of the Hermantown Economic Development Authority (HEDA), reporting to a seven-member Board with an economic development mission closely coordinated with the City of Hermantown.

- Manage and direct the personnel and programs of Community Development Director, and Building Official
- Facilitates communication and cooperation to assure the efficient provision of development services to residents, developers, business owners, and others.
- As directed, works closely with developers, consultants, individuals, City personnel, City Council, community groups, and other agencies on development activities; negotiates site and development items and terms.
- Participate in, and lead as directed, development negotiations related to issues including site plan design, public financial assistance and other development terms as needed.
- Works with City Attorney to prepare development agreements and collect financial sureties as required.
- Works closely with other departments and the City Administrator to ensure overall coordination of City activities associated with planning, and development in accordance with City Council goals and policies.
- Actively monitor and evaluate the efficiency and effectiveness of the department's service delivery processes and procedures to ensure that the Planning and Economic Development Department is sensitive and responsive to the needs of a wide variety of stakeholders and interest groups.
- Monitor developments related to planning, building, land use, economic development, grant and bond programs, code enforcement, and redevelopment; evaluate their impact upon City operations and recommend policy and procedural modifications.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of City planning and economic and community development; comprehensive knowledge of economics and municipal finance as they apply to City planning; thorough knowledge of current literature and recent developments in the field; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to operate standard office equipment and applicable software packages; ability to interpret and analyze technical and statistical information to prepare and present technical oral and written reports; ability to communicate effectively with governing bodies, the public, and developers; ability to establish and maintain professional working relationships with employees, officials, other agencies and the general public.

Education and Experience

Six or more years progressively knowledgeable and responsible professional experience in planning, business/economic development, business, or organizational management, the majority of which shall have been acquired in a managerial capacity.

Required education and work experience includes graduation from an accredited college or university with a degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Real Estate Development, Public Administration, Civil Engineering, Economic Development, or closely related field.

Physical Requirements

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

Special Requirements

Class D Minnesota Driver's license.

Last Revised:

11/29/2023

Resolution No. 2023-184

Resolution Adopting The Final 2023 Property Tax Levy Collectible In 2024 In The Amount Of \$8,323,968

BE IT RESOLVED by the City Council of the City of Hermantown, County of St. Louis, Minnesota, that the following sums of money be levied for the current year, collectible in 2024 upon the taxable property in the City of Hermantown, for the following purposes:

General Fund	\$7,626,985
General Obligation	\$ 395,134
Miscellaneous – HEDA	\$ 157,500
Other Debt	\$
Abatement – Fleet Farm	\$ 144,349
 Total Levy	 \$8,323,968

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

1. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of St. Louis County, Minnesota.

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 December 4, 2023.

Resolution No. 2023-185

**Resolution Adopting The Final 2024 City General Fund Budget In The Amount Of
\$8,210,560 And The Overall Budget Of \$22,414,309**

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 December 4, 2023.



CITY COUNCIL MEETING DATE: December 18, 2023

TO: Mayor & City Council

FROM: Trish Crego, Utility and Infrastructure Director

SUBJECT: Engineering Proposal – Field Grading Plan

RESOLUTION: 2023-192 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Accept proposal from Northland Consulting Engineers for the design and construction engineering services for construction of improvements to the old football field North of Fichtner Park of grading and filling plan as part of the Hermantown Road redesign project.

BACKGROUND

As part of the Hermantown Road redesign project there is excess fill that will be removed and relocated for improvements to old football field north of Fichtner Park. It is recommended that the City hire Northland Consulting Engineers to prepare the detailed plans and specifications as part of the Hermantown road overall project. Final plans will be presented to the City Council before requesting bids. Plans would be finalized so that bids could be received in summer of 2024, and construction could begin as soon as possible.

This work would be done under the City Engineer’s existing contract.

SOURCE OF FUNDS (if applicable)

475-431150-305 - 541

ATTACHMENTS

Resolution
Proposal

Resolution No. 2023-192

Resolution Accepting A Proposal For Engineering Services With A Total Not To Exceed Contract Amount Of \$14,410.00 For Field Grading Plan Improvements As Part Of The Community Recreation Initiative From Northland Consulting Engineers

WHEREAS, the City of Hermantown (“City”) desires to obtain design and construction engineering services with respect to Improvements to Fichtner Park (“Project”); and

WHEREAS, Northland Consulting Engineers (“Engineer”) submitted a proposal as shown on Exhibit A to the City to provide such services and

WHEREAS, the City Council believes that it is in the best interests of the City of Hermantown to accept the proposal.

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

1. The proposal from Northland Consulting Engineers for design and construction engineering services attached hereto as Exhibit A for Fichtner Park Improvements is hereby accepted.

2. The source of payment for the consultant services will be City Fund No. 475-431150-305 - 541

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 December 18, 2023.

EXHIBIT A

Civil Engineering Fee Proposal



Date: 11/28/23

Proposal #: P1128

Project Title: Field Grading Plan
Project Location: Hermantown, MN
Company: City of Hermantown
Client Contact: John Mulder
Full Address: 5105 Maple Grove Road, Hermantown, MN 55811

Client Email: jmulder@hermantownmn.com
Office Phone: 218-729-3600
Cell Phone:

Project Description

This project provides a fill site for the excavated material from the Hermantown Road Project. The intent is to raise the west 1/2 of the former football field and track in preparation for park expansion. This project will need a special use permit for fill in a shoreland.

Scope of Civil Engineering Services

1. Meetings and Communications.
2. Site and Grading Plan
3. Storm Water Management Plan
4. Special Use Permit Exhibit

Proposed Fee Calculation Table	Estimated Hours / Hourly Rates					Extended Cost
	Principal	PE	Tech.	Clerical	Other	
Design Engineering	\$185.00	\$145.00	\$85.00	\$60.00		
Communications with City, MNDNR and MPCA	2	4				\$ 950.00
Site Grading Plan and SUP Exhibit	2	4	24			\$ 2,990.00
Storm Water Management Plan		2	4			\$ 630.00
Permit Preparations	2	4	4			\$ 1,290.00
					Subtotal	\$ 5,860.00
Construction Engineering	\$185.00	\$145.00	\$85.00	\$60.00		
Project Management and Coordination		10				\$ 1,450.00
Construction Inspection			10			\$ 850.00
					Subtotal	\$ 2,300.00
Sub-Consultant - Alta Land Survey Company						
Topographic Survey			LUMP SUM			\$ 5,000.00
Construction Staking			LUMP SUM			\$ 1,250.00
					Subtotal	\$ 6,250.00
Total NCE Engineering Fees						\$ 14,410.00

Assumptions

1. Compensation for services described above will be performed on a Lump-Sum-Fee basis based on the overall project description and scope of services listed above.
2. Additional Services may be required. Additional services will be performed only upon written approval by the client and billed on an hourly rate basis in accordance with NCE current rate schedule.
3. If acceptable, this proposal along with the attached terms and conditions sheet will serve as our contract for the project.

We understand that this proposal including the attached terms and conditions will serve as our contract for this project.

Submitted By

 11/28/23

Signature _____ Date _____
 David Bolf, P.E.
 Principle Partner - Civil Department Manager
 Northland Consulting Engineers LLP

Accepted By

Signature _____ Date _____
 Printed Name _____
 Title _____
 Representing _____



CITY COUNCIL MEETING DATE: December 18, 2023

TO: Mayor & City Council

FROM: Jim Crace, Director of Public Safety

SUBJECT: 2024-2025 Wrecker Services

RESOLUTION: 2023-193 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

The Chief of Police recommends that the City issue the 2024-2025 towing contract to NASCAR Towing.

BACKGROUND

The City of Hermantown is required by ordinance to biannually request proposals for a towing contract. In comparing proposals, it appears that NASCAR will be most beneficial and cost effective to the City of Hermantown. Their quotes are more economical and they have provided quality service for the police department when we have used them on occasion throughout the years.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENTS

Resolution
Agreement
Comparison Worksheet
Proposal

Resolution No. 2023-193

Resolution Authorizing And Directing Mayor And City Clerk To Execute And Deliver Agreement With NASCAR Towing, LLC For Wrecker Service And Vehicle Storage For The City Of Hermantown Police Department

WHEREAS, the City is in need of wrecker service and vehicle storage; and

WHEREAS, the City solicited proposals for such services pursuant to a Request for Proposal; and

WHEREAS, NASCAR Towing, LLC has agreed to honor their proposal and enter into an agreement with the City; and

WHEREAS, the City Council has duly considered the attached Agreement for Professional Services and believes that it is in the best interests of the City of Hermantown for it to enter into such Agreement with NASCAR Towing, LLC.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hermantown that the Mayor and City Clerk are hereby authorized and directed to execute and deliver on behalf of the City of Hermantown the Agreement for Professional Services attached hereto between the City of Hermantown and NASCAR Towing, LLC.

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 December 18, 2023.

AGREEMENT

THIS AGREEMENT is made effective as of the _____ day of _____, 20____ by and between the CITY OF HERMANTOWN, a statutory city under the laws of the State of Minnesota, hereinafter referred to as “The City”, and NASCAR Towing, LLC, in Hermantown, Minnesota, hereinafter referred to as “Contractor.”

WITNESSETH:

WHEREAS, towing and wrecker services will be needed from time to time by the City; and

WHEREAS, the City desires that Contractor provide such towing and wrecker services to it as a Contractor.

NOW, THEREFORE, Owner and the Contractor do mutually agree as follows:

1. Services to be Performed. Contractor shall provide towing and wrecker services to the City, including the services described in Exhibit A attached hereto.
2. Personnel. Contractor will secure, at its own expense, all personnel required to perform the towing and wrecking services under this Agreement, and such personnel shall not be the employee(s) of, nor have a contractual relationship with, The City
3. Equipment. Contractor is responsible for providing all the wreckers and other equipment necessary to provide services under this agreement.
4. Assignability. Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written approval of The City.
5. Agreement Period. This Agreement shall be effective as of the date hereof and shall continue until December 31, 2025 unless sooner terminated as provided in paragraph 6 hereof.
6. Termination of Agreement. Either Contractor or The City may, by giving written notice specifying the effective date which shall not be less than thirty (30) days from the date such notice is given, terminate this Agreement in whole or in part. The Agreement may be terminated immediately in the event of default by Contractor.
7. Independent Contractor. The relationship between Contractor and The City shall be that of an independent contractor. Nothing herein shall in any way make or create any employer employee relationship between Contractor and The City.
8. Standard of Performance and Insurance. All services to be performed by Contractor hereunder shall be performed in a skilled, professional and non-negligent manner. Contractor shall

obtain and maintain at his/her/its cost and expense liability insurance that covers the towing and wrecking services performed by it for The City with a combined single limit of liability of at least One Million Five Hundred Thousand Dollars (\$1,500,000.00). Upon the execution hereof and thereafter, upon receipt, Contractor shall provide The City with a certificate evidencing the existence of such insurance and shall provide The City with evidence of such insurance at such other times as The City may request. Contractor shall indemnify and hold harmless any and all persons, firms or corporations, including The City and St. Louis County or other governmental agencies of the State of Minnesota from and against all errors, omissions and/or negligent acts causing claims, damages, liabilities and damages arising out of the performance of its services hereunder, including but not limited to, any loss sustained by any unlawful or unauthorized damage to a vehicle which Contractor tows at the request of The City or stores as part of its responsibilities under this Agreement.

9. Compensation. Contractor shall be compensated for the services performed hereunder as set forth in Exhibit B. Contractor shall submit to The City itemized statements of services rendered during each month, setting forth the date such services were rendered, a description of the services actually performed, the person performing such services and the amount of time expended in performing such services.

10. Recordkeeping. Contractor hereby agrees:

a. To maintain all books, documents, papers, accounting records and other evidence pertaining to the fees and expenses for which it seeks payment or reimbursement hereunder and appropriate records with respect to the services performed by it under this Agreement.

b. To make such materials available at its office at all reasonable times during the Agreement Term and for three (3) years from the date of final payment under this Agreement for inspection by The City and copies thereof shall be furnished to The City upon request by The City.

c. To provide, pursuant to Ordinance No. 97-04, the Chief of Police of The City with a copy of each bill or statement prepared for each owner of a vehicle towed or stored at the request of The City.

11. Miscellaneous. Contractor hereby agrees:

a. That no employee, officer or agent of The City, any member of the family of any such person any partner of any such person or any organization which employs or is about to employ any of the above has a financial or other interest in the business of Contractor.

b. That wrecker and towing service will be available to The City 24 hours a day and 365 days a year.

c. That police requests within The City will be a priority and will receive an

immediate response.

d. That wrecking and towing service will be available to The City for the removal of stranded or abandoned vehicles during severe snowstorms or other natural disasters.

e. That a secure fenced storage/impound area will be available near or within The City limits for the storage of towed vehicles.

f. That Contractor will release no vehicle from the storage/impound area without a police authorization.

g. That Contractor will comply with the provisions of Sections 8 & 9 of Ordinance 97-04 regarding calls to the scene of an accident and soliciting at the scene of an accident.

12. Contractor's Representations. In order to induce The City to enter into this Agreement, Contractor makes the following representations:

a. Contractor has familiarized itself with the locality, and all local conditions, laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of wrecker and towing services.

b. Contractor possesses all necessary licenses and permits required to perform the services hereunder.

IN WITNESS WHEREOF, The City and Contractor has signed this Agreement as of the date first above written.

CITY OF HERMANTOWN

CONTRACTOR

By _____
Its Mayor

NASCAR Towing, LLC

ATTEST:

BY _____
Its City Clerk

EXHIBIT A

1. Provide personnel and equipment for 24-hour wrecker and towing service at the request of police or city personnel/officials.
 - a. From the scene of accidents
 - b. For vehicles, which are illegally parked
 - c. For stranded or abandoned vehicles
2. Provide secure storage for all vehicles towed and/or impounded.
3. Maintain records of all towing and wrecker services provided.
4. Coordinate with Chief of Police of The City to provide information on all towing services provided and to provide copies of all billings for each owner of a vehicle towed/stored at the request of The City.

Comparison Worksheet

	<u>Troy's</u>	<u>NASCAR</u>	<u>Notes</u>
<u>Standard Towing Services</u>			
Towing - Public Vehicles (Traffic Violations - Owner Responsibility)	\$120.00	\$95.00	
Towing - Public Vehicles (Traffic Violations - Police Forfeited - City Responsibility)	\$65.00	\$65.00	
After Hours Charges - (Between the hours of 1800-0800 hours)	\$25.00	\$25.00	2300-0600
Service Call (Jump Starts, Vehicle Unlocks, Tire Change, etc)	\$95.00	\$65.00	
<u>Specialized Services</u>			
Medium / Heavy Towing	\$300.00	\$300.00	
Heavy Towing (per hour)	\$300.00	300.00	
Rotator service (per hour)	\$700.00	700.00	
Winching and recovery fees (per hour)	\$95.00	\$95.00	
<u>Storage</u>			
Outside Storage (Police Forfeit) first 72 hours	\$0.00	\$0.00	
Inside Storage per day	\$40.00	\$40.00	
Outside Storage (Police Forfeit) per month	\$25.00	\$25.00	
Outside Storage (Public) per day	\$30.00	\$30.00	
<u>City Owned Vehicles</u>			
Towing (Squads, Light Trucks, etc)	\$0.00	\$0.00	
Service Call (Jump Starts, Vehicle Unlocks, Tire Change, etc)	\$0.00	\$0.00	
Medium/Heavy Towing (per hour)	\$300.00	\$250.00	
Heavy Towing (per hour)	\$300.00	300.00	
<u>Other</u>			
Admin Fees (State Notification)	\$20.00	\$20.00	

	Troy's	NASCAR	Notes
Standard Towing Services			
Towing - Public Vehicles (Traffic Violations - Owner Responsibility)	\$120.00	\$95.00	
Towing - Public Vehicles (Traffic Violations - Police Forfeited -City Responsibility)	\$65.00	\$65.00	
After Hours Charges - (Between the hours of 1800-0800 hours)	\$25.00	\$25.00	
Service Call (Jump Starts, Vehicle Unlocks, Tire Change, etc)	\$95.00	\$65.00	
Specialized Services			
Medium / Heavy Towing	\$300.00	\$300.00	
Heavy Towing (per hour)	\$300.00	300.00	
Rotator service (per hour)	\$700.00	700.00	
Winching and recovery fees (per hour)	\$95.00	\$95.00	
Storage			
Outside Storage (Police Forfeit) first 72 hours	\$0.00	\$0.00	
Inside Storage per day	\$40.00	\$40.00	
Outside Storage (Police Forfeit) per month	\$25.00	\$25.00	
Outside Storage (Public) per day	\$30.00	\$30.00	
City Owned Vehicles			
Towing (Squads, Light Trucks, etc)	\$0.00	\$0.00	
Service Call (Jump Starts, Vehicle Unlocks, Tire Change, etc)	\$0.00	\$0.00	
Medium/Heavy Towing (per hour)	\$300.00	\$250.00	
Heavy Towing (per hour)	\$300.00	300.00	
Other			
Admin Fees (State Notification)	\$20.00	\$20.00	

Owners & Documents

Owner:
Maurice Bourdage

I have been a Hermantown resident for the past 19 years. Six years ago I became a home owner in the City of Hermantown and two years ago purchased a building in the Hermantown Industrial Park which is where NASCAR Towing calls home.

Over the past 7 years I have donated my time and resources to local events in Hermantown such as; Transportation Night at Hermantown High School, Hermantown D.A.R.E. program, donated multiple vehicles to Hermantown Fire Dept for extrication training and sponsor Hermantown Hockey program through advertising at the hockey arena. I take pride in the city that I live in and own a business in.

I have been involved in the towing industry for over 23 years. In 2016 when I started NASCAR Towing I knew that Hermantown is where I wanted to base my business from because Hermantown supports local businesses.

(Supporting Business

Big or small, developer or contractor, established or only an idea, Hermantown has the resources, committed support, and track record to make your path to business success clear.) Quote from the Hermantown Website

I started with one tow truck in 2016 and now have three with a forth truck coming in the near future. When I first started I was 50% owner and now own 100% of the company. I also own Stadium Towing in Superior, WI.

**Office of the Minnesota Secretary of State
Certificate of Organization**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: NASCAR Towing, LLC

File Number: 903524700020

Minnesota Statutes, Chapter: 322C

This certificate has been issued on: 09/27/2016



Steve Simon

Steve Simon
Secretary of State
State of Minnesota

EQUIPMENT OWNED

**-2019 DODGE RAM 5500 WRECKER WITH A TWIN
LINE BOOM 12000LBS TOWING CAPACITY**

**-2020 DODGE RAM 5500 FLATBED 10000LBS
TOWING CAPACITY**

**-CAPABLE OF TOWING TWO VEHICLES AT
ONCE**

**-2022 DODGE RAM 5500 FLATBED 10000LBS
TOWING CAPACITY**

**-CAPABLE OF TOWING TWO VEHICLES AT
ONCE**

**-2014 FORD EXPLORER LIGHT SERVICE VEHICLE
USED FOR LOCKOUTS, JUMP STARTS, TIRE
CHANGES & ACCIDENT CLEAN UP ASSISTANCE**

IMPOUND LOT & STORAGE YARD

NASCAR TOWING IMPOUND LOT IS LOCATED AT 4918 LIGHTNING DRIVE IN THE HERMANTOWN INDUSTRIAL PARK. ALL TRUCKS ARE DISPATCHED FROM THIS LOCATION DURING NORMAL BUSINESS HOURS AND COMMON CRASH HOURS TO ALLOW FOR QUICK ETAs.

NASCAR TOWING IMPOUND LOT IS ABOUT 800 FEET FROM THE HPD IMPOUND LOT. A CONVENIENCE FOR OFFICERS IF A VEHICLE BECOMES A FORFEIT AFTER INITIAL TOW, WHICH DOES HAPPEN.

NEW IMPOUND - NASCAR TOWNSHIP



Help
Feedback
Disclaimer

Le

County Land Explorer
St. Louis County, MN



Le

Cadastral



4172 THUNDERCHIEF LN

4917 LIGHTNING DR



4918 lightning dr



Show search results for ...

4940 LIGHTNING DR

4918 LIGHTNING DR

Search result

4918 Lightning Dr, Hermantown, M

Zoom to

Lightning Dr

604

46.81112 -92.17661 Degrees

App State

Click to restore the map extent and layers visibility where you left off.



Help
Feedback
Disclaimer

HPD Impound Lot

Le

County Land Explorer
St. Louis County, MO

Le

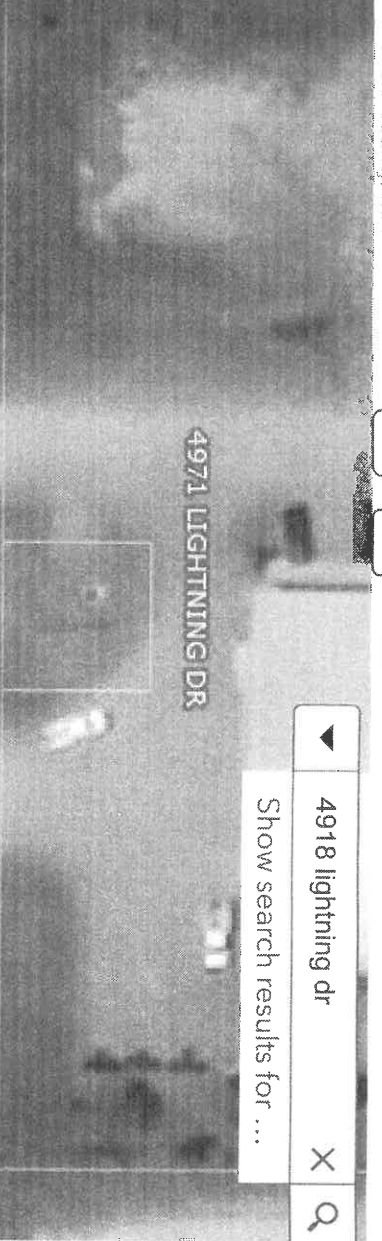
Cadastral

Map navigation controls:

- Home button
- Previous view button (←)
- Zoom out button (-)
- Zoom in button (+)
- Next view button (→)

Search results dropdown:

- ▼ 4918 lightning dr
- Show search results for ...



4971 LIGHTNING DR

4970 LIGHTNING DR

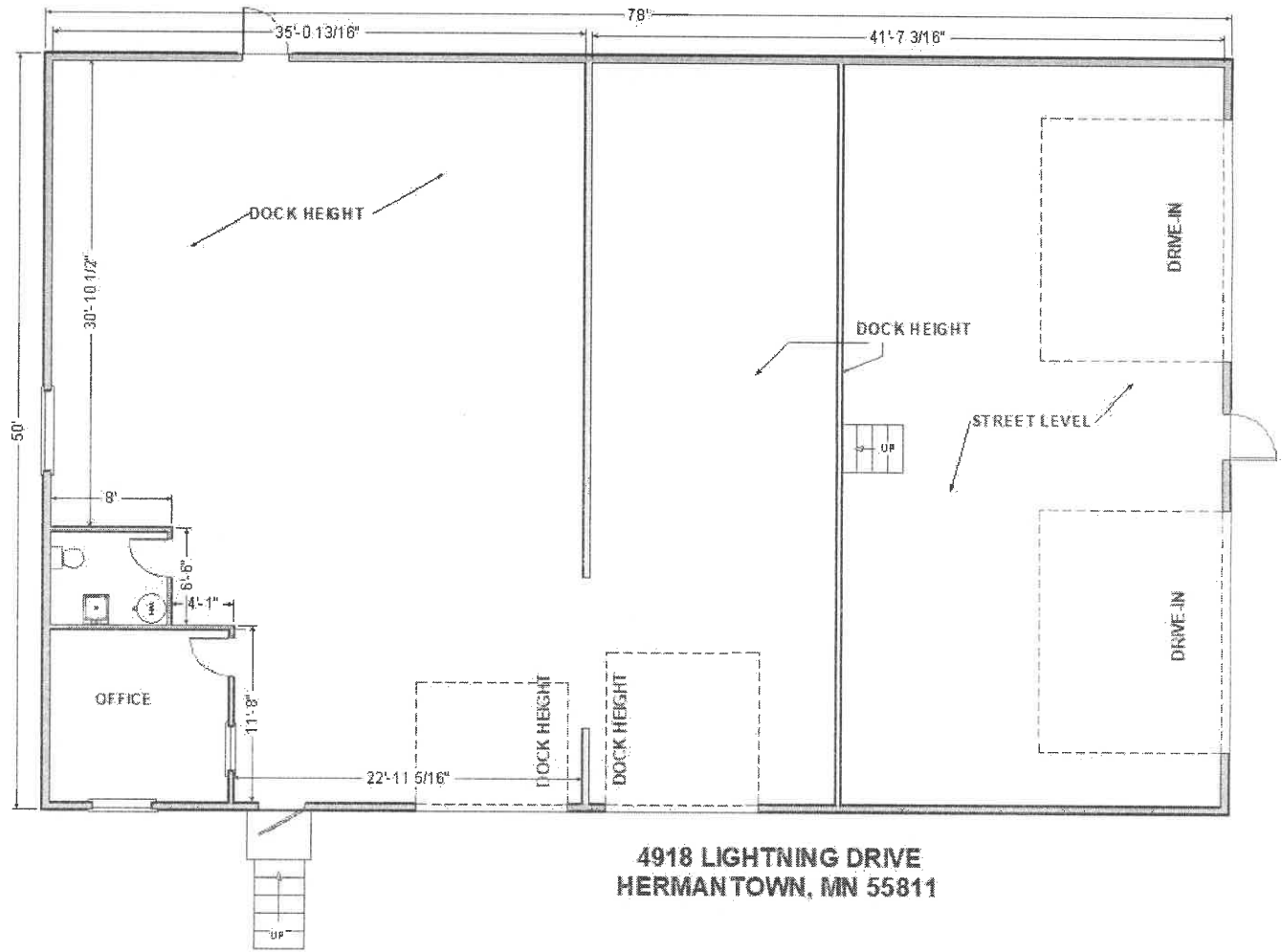


20K

44.81155 -92.20191 Address

App State

Click to restore the map extent and layers visibility where you left off.

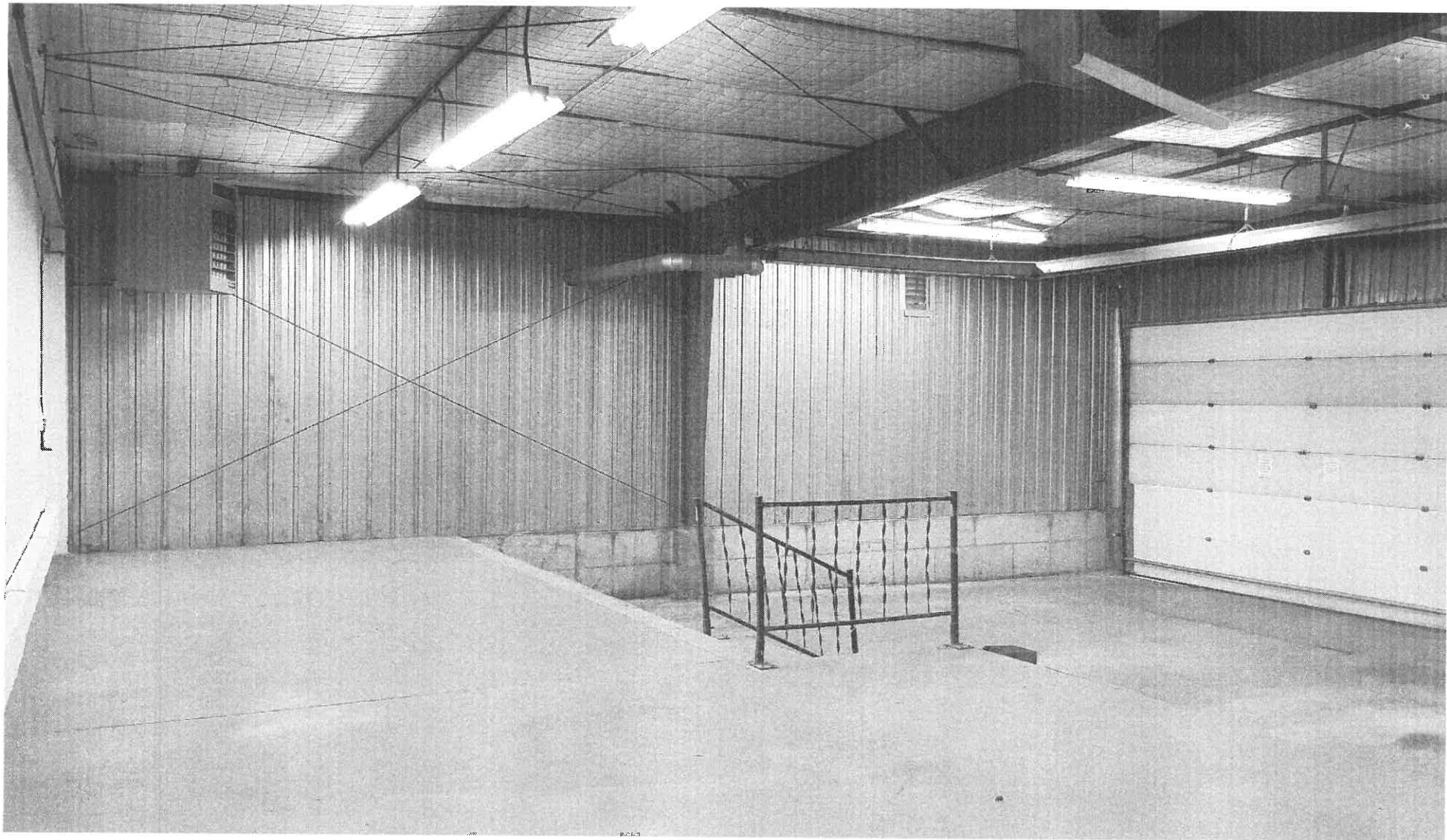


3/10

*INSIDE STORAGE FOR
8 PLUS VEHICLES IF
NEEDED*







5/10



7/10



6/10

PRINCIPAL OPERATORS

Kole Hanson

After having many years in the customer service industry; I feel as though I have the skills and passion to continue on working in this field.

I can be a jack of all trades, and when it comes to my customers I do whatever it takes to make sure they are taken care of in a timely manner.

WORK EXPERIENCE

Miller Hill Subaru — Service Advisor

03/2020 to Present, Duluth, MN

As a service advisor I'm in charge of speaking with all of the customers, and schedule there appointments. As well as talking to the techs to make sure they know what the job that needs to be done and ordering the correct parts.

Duluth Dodge — Sales & Service Advisor

01/2017 to 02/2020, Duluth, MN

At Duluth Dodge I started in the sales position and switched to the service department. In both fields I worked in a customer service setting, whether it be scheduling appointments or making sure my customer was taken care of.

Peterson Masonry — Laborer

05/2013 to 01/2017, Brule, WI

At Peterson Masonry we handled all types of construction jobs, when it be roofing, siding, drywalling. It also gave me experience in heavy equipment operation.

EDUCATION

WITC — Criminal Justice

09/2014 to 05/2015

Only went

Samuel A. Maki

- I served in the United States Marine Corps Reserve for 6 years from June 2015 through June of 2021. My time after training was spent with 4th Law Enforcement battalion support company in 1st platoon.

Community service

- I helped construct a haunted house which raised several thousand dollars for Cook Minnesota's community center.
- Every spring from 2008 until 2015 I helped collect food for the local cook food shelf.
- The summers of 2013 and 2014 I helped collect food for the Duluth food shelf.

Education

- I graduated from North Woods High School May 28, 2015
- Through high school I took PSEO classes.

Work Experience

- Employed at my family owned hardware store, Maki's, from 2003 to 2007
- McDonalds crew member intermittently from 2012 - 2016
- Laborer for Stephan Bodri construction from the spring of 2014 until the spring of 2015.
- Laborer for Peter Stone Construction the April of 2016 until July of 2016
- Served as a military police officer in the Marine Corps reserves from 2015 thru 2021.
- Residents aide and shift leader at Hillcrest Nashwauk from June 2016 until May 2017
 - Contact info 218-263-4157
- Laborer at G&B maintenance from May 2017 until April 2018
 - Form setting, dirt work, and concrete finishing.
 - Framing for houses, minor plumbing, welding, and operating equipment.
 - Contact info Tom Grabanski 218-969-3750
- Discount tire April 2018 until July 2019
 - Contact info 218-722-4300
- Nascar towing July 2019 until present
 - Contact 218-591-0020

Achievements

- I received the rank of Eagle Scout the spring of 2015.
- Through military police school I was in the leadership position of Guide for my platoon which involved ensuring 90+ Marines under my leadership were in good physical, emotional, and mental health to get through the weeks of training, this also consisted of making sure their thousands of dollars' worth of equipment and gear was in working condition and that they had everything they needed each day.
- I was in charge of four junior marine in my platoon keeping track of their career and making sure they achieve the necessary requirements to advance as fast as they can in their career thru the marine corps.
- Shortly after becoming a team leader I was promoted to Squad leader which put me in charge of 16 marines and their gear.

References

- Stephan Bodri (218)780-6761
- Hank Weirich (218)376-1047
- Rock Gilson (218)666-5453

Resolution No. 2023-194

Resolution Approving Change Orders Numbers 1 Through 2 For District 538 (Richard & Lindgren Roads) To Ulland Brothers, Inc.

WHEREAS, the City of Hermantown has contracted with Ulland Brothers Inc, for Road Improvement Project 538 (Richard and Lindgren Roads) (“Project:”); and

WHEREAS, Ulland Brothers, Inc, have submitted Change Orders No. 1 through 2 for:

Change Order #	Descriptions	Cost
1	Additional Utility, Frontage Road, Storm, Road Materials and Installation	\$ 61,467.74
2	Lumen Delay Costs	21,601.44
	TOTAL	\$ 83,069.18

WHEREAS, Ulland Brothers Inc, has recommended such Change Orders No. 1 through 2, and;

WHEREAS, the project engineer Northland Consulting Engineers LLP has approved such Change Orders No. 1 through 2, and;

WHEREAS, the City Administrator has reviewed the change orders and recommends their approval.

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

1. Change Orders No. 1 through 2 are hereby approved.

Councilor _____ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor _____, 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 has been duly passed and adopted December 18, 2023.

Date of Issuance: 12/12/23	Effective Date:
Owner: City of Hermantown	Owner's Contract No.: 21-8006
Contractor: Ulland Brothers, Inc.	Contractor's Project No.:
Engineer: Northland Consulting Engineers	Engineer's Project No.: 21-8006
Project: Richard-Lindgren	SID: 537


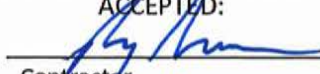
The Contract is modified as follows upon execution of this Compensating Change Order:

Description: This change order covers (4) items of work.

1. The work included a locate by hand & vac truck as they dug on the South side of Lindgren Rd from 1+00 to 5+75 in an attempt to spot a Minnesota Power fiberline. The utility was marked in the wrong location.
The lump sum cost of the time, materials, & labor for this effort is = \$2,655.00
2. The existing conditions on the Frontage Rd were not as designed. This area has been redesigned to match in place conditions. The 8" dual wall storm pipe is \$76.60 / LF for this change. The additional materials includes 55' of pipe & \$350.00 / Bulkhead Pipe Ends (2 total).
The lump sum cost of the time, materials, & labor for this effort is = \$4,913.00
3. Storm drain pipe connections to manholes & connections into structures needed to be adjusted due to undocumented pipes.
The lump sum cost of the time, materials, & labor for this effort is = \$3,677.94
4.
 - a. There was 696 CY of Class 5 used on Lindgren Road, replacing a thicker bituminous section than records showed under Stevie Drive, and for sidewalk installation & widening.
(696 CY)(\$37/CY) = \$25,752.00*
 - b. 696 CY of Select Granular Embankment MOD 7% was used on the section on Lindgren Rd & backfill for the sewer trench on Stevie Dr. Material planned for construction was unsuitable.
(696 CY)(\$32/CY) = \$22,272.00*
 - c. 111 CY of Common - Ex was required under new sidewalk sections & where walk was widened.
(111 CY)(\$19.80/CY) = \$2,197.80*

Total = \$61,467.74

<u>CHANGE IN CONTRACT PRICE</u>	<u>CHANGE IN CONTRACT TIMES</u>
Original Contract Price: \$ 2,209,180.00	
Increase from previously approved Change Orders: \$ 0	
Contract Price prior to this Change Order: \$ 2,209,180.00	
Increase of this Change Order: \$ 61,467.74	
Contract Price incorporating this Change Order: \$ 2,270,647.74	

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: 	By: _____	By: 	By: _____	By: _____	By: _____
Title: City Engineer	Title: _____	Title: U. P.	Title: _____	Title: _____	Title: _____
Date: 12/12/23	Date: _____	Date: 12-13-23	Date: _____	Date: _____	Date: _____

Date of Issuance: 12/12/23

Effective Date:

Owner: City of Hermantown

Owner's Contract No.: 21-8006

Contractor: Ulland Brothers, Inc.

Contractor's Project No.:

Engineer: Northland Consulting Engineers

Engineer's Project No.: 21-8006

Project: Richard-Lindgren

SID: 537

The Contract is modified as follows upon execution of this Compensating Change Order:

Description: This change order covers (4) items of work.

1. Lumen delayed the project timeline for about 1 month due to a utility pole being in the proximity of the proposed watermain & typical roadway section on the East side of Lindgren Rd. See attached reference.
The lump sum cost of the time, materials, & labor for this effort is = \$5,893.00

Due to Lumen delay, it was necessary for the contractor to work on frozen ground & did not allow the concrete sidewalk to be finished. The result of this was:

2. The work included a grader tolerancing Class 5 due to frozen material. See attached.
The lump sum cost of the time, materials, & labor for this effort is = \$1,092.00
3. Install Class 5 behind curb to protect for winter suspension. See attached.
The lump sum cost of the time, materials, & labor for this effort is = \$5,842.34
4. Cover curb & walk with white poly & blanket for dates 10/27/23, & 10/30/23-11/01/23. See attached.
The lump sum cost of the time, materials, & labor for this effort is = \$8,774.10

Total = \$21,601.44

Attachments: 1) Ulland & JMF Documentation

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 2,209,180.00</u>	
Increase from previously approved Change Orders: <u>\$ 61,467.74</u>	
Current Contract Price prior to this Change Order: <u>\$ 2,270,647.74</u>	
Increase of this Change Order: <u>\$ 21,601.44</u>	Extend project deadline to June 30th, 2024 to allow for sidewalk installation & final stabilization.
Contract Price incorporating this Change Order: <u>\$ 2,292,249.18</u>	

RECOMMENDED:
By: 
Engineer

ACCEPTED:
By: _____
Owner

ACCEPTED:
By: 
Contractor

Title: City Engineer
Date: 12/12/23

Title: _____
Date: _____

Title: U.P.
Date: 12-13-23

From: Ryan Swanson <ryan@ulland.com>
Sent: Monday, November 27, 2023 5:12 PM
To: Chase Ernste
Cc: David Bolf
Subject: RE: Lumen cost impacts
Attachments: [Lumen delay cost's.pdf](#)

Chase,
Attached is a spreadsheet of more costs that we need to get paid for based on Lumens delays on moving the poles out of the way on the Richard Avenue project. These costs total **\$ 6,934.34**.

Please call with any questions.
Thanks.

Ryan T. Swanson, PE, V.P. | Lead Estimator / Project Manager

Ulland Brothers, Inc. | 1634 Hwy. 210 | Carlton, MN 55718
Business: 218-384-4266 | Fax: 218-384-4110 | Direct: 218-384-5007 | Mobile: 218-966-9822
rswanson@ulland.com | www.ulland.com



From: Ryan Swanson
Sent: Friday, October 6, 2023 10:15 AM
To: Chase Ernste <chase@nce-duluth.com>
Cc: David Bolf <david@nce-duluth.com>
Subject: Lumen cost impacts

Chase,

① Due to the Lumen line being in the way on the Richard Avenue project for about 1 month we have incurred some costs that we will need to be paid for. I have outlined them below.

- a) 2 extra mobs for a backhoe and 2 extra mobs for a dozer (8 hours total at \$ 234.00 / hour = \$ 1,872.00)
- b) Build safe slope along Haines Road as requested by county (3 hours with skidsteer at \$ 151.00 / hour = \$ 453.00)

(3 hours with quad truck at \$ 162.00 / hour = \$ 486.00)

(36 ton of Select Granular at

\$ 6.75 per ton = \$ 243.00)

- c) Crew inefficiency while placing waterline along Lumen line (3 hours of extra time at \$ 697.00 / crew hour = \$ 2,091.00)
- d) Build pad for truck to hold Lumen pole up (3 hours with backhoe at \$ 187.00 / hour = \$ 561.00)
- e) Remove old Lumen poles (1 hour with backhoe at \$ 187.00 / hour = \$ 187.00)

Overall costs incurred are **\$ 5,893.00**. Please setup a change order for this extra.
Thanks!

Ryan T. Swanson, PE, V.P. | Lead Estimator / Project Manager

Ulland Brothers, Inc. | 1634 Hwy. 210 | Carlton, MN 55718

Business: 218-384-4266 | Fax: 218-384-4110 | Direct: 218-384-5007 | Mobile: 218-966-9822

rswanson@ulland.com | www.ulland.com



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②

Extra grader hours tolerancing Class-5 due to material being frozen				
Equipment	Quantity	Units	\$ / unit	Extension
Grader	6	Hours	\$ 182.00	\$ 1,092.00
			Total:	\$ 1,092.00

③

Install Class-5 behind all curb to protect for winter suspension (10/31/23 and 11/2/23)				
Equipment	Quantity	Units	\$ / unit	Extension
Backhoe	9	Hours	\$ 156.00	\$ 1,404.00
930 loader	6	Hours	\$ 144.00	\$ 864.00
Laborer	3	Hours	\$ 86.00	\$ 258.00
Skidsteer	8	Hours	\$ 142.00	\$ 1,136.00
Truck	8	Hours	\$ 153.00	\$ 1,224.00
Class-5 material	138	Tons	\$ 6.93	\$ 956.34
			Total:	\$ 5,842.34

Grand Total: \$ 6,934.34

JMF Construction, Inc.

3613 Martin Road
Duluth, MN 55803

Invoice

Date	Invoice #
11/16/2023	5308

Bill To
ULLAND BROTHERS INC. P.O. BOX 340 CLOQUET, MN 55720

PO#	Terms	JMF Project#
	Net 30	23025 Richard / Lindgren

Description	Quantity	Rate	Amount
④ Winter Weather Conditions WORK ORDER # 20231103	1	8,774.10	8,774.10

PLEASE PAY FROM INVOICE	Total	\$8,774.10
	Payments/Credits	\$0.00
	Balance Due	\$8,774.10

Phone #	Fax #	E-mail
218-525-1701	218-525-1754	JOHN@JMFCONSTRUCTION.NET



JMF CONSTRUCTION INC.

3613 Martin Rd.
Duluth, MN 55803

P: 218-525-1701 E: office@jmfconstruction.net

TIME & MATERIAL (OR)
CHANGE IN CONTRACT
"CHANGE ORDER"

JMF Job #/Project Name:	23025 Richard Lindgren Reconstruction	Date:	11/3/2023
Authority Requesting Work:	Ulland	WO #	20231103

Site Location:				Richard / Lindgren			
NAME	RATE	HRS	TOTAL	EQUIPMENT	HRS/QTY	RATE	TOTAL
SUPERINTENDENT(Includes Truck & Small Tools)	\$168.95	8.00	\$1,351.58	Pickup Truck	8.00	\$32.00	\$256.00
FINISHER	\$109.80	8.00	\$878.38	Pickup Truck	6.00	\$32.00	\$192.00
LABORER	\$106.21	6.00	\$637.26	Small Equipment Trailer	6.00	\$15.00	\$90.00
FINISHER	\$109.80	6.00	\$658.79	Large Equipment trailer	1.00	\$48.00	\$48.00
LABORER	\$106.21	6.00	\$637.26	Small Equipment Trailer	2.00	\$15.00	\$30.00
FINISHER	\$109.80	6.00	\$658.79	Quad Axle Dump Truck	2.00	\$69.00	\$138.00
LABORER	\$106.21	8.00	\$849.68	Tandem Dump Truck	1.00	\$44.00	\$44.00
LABORER	\$106.21	6.00	\$637.26				
LABORER	\$106.21	6.00	\$637.26				
LABORER	\$106.21	3.00	\$318.63				
OPERATOR	\$111.71	2.00	\$223.42				
LABOR TOTAL:			\$7,488.31	EQUIPMENT TOTAL:			\$798.00

MATERIALS	QTY	U/M	PRICE	TOTAL	MATERIALS	QTY	U/M	PRICE	TOTAL
White Poly 10 X 100' 4mil	10.00	EA	\$45.28	\$452.79					
Blanket	7.00	DAYS	\$5.00	\$35.00					
MATERIALS TOTAL:					\$487.79				

Grand Total:	\$8,774.10
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DESCRIPTION OF WORK

Winter Weather Conditions
 Covered poured concrete & blanket grade (2hr / Day) (2hr Clean up @ end of week)
 Mowing in blanket rack & mowing out

JMF Personnel: McClarey, Travis L

WORK ACCEPTED BY: _____

The above work was done in accordance with instructions and was not covered by the plans and specification. It will be billed at our normal overhead and profit rates or per arrangement.



JMF CONSTRUCTION INC.

3613 Martin Rd.
Duluth, MN 55803

P: 218-525-1701 E: office@jmfconstruction.net

TIME & MATERIAL (OR)
CHANGE IN CONTRACT
"CHANGE ORDER"

JMF Job #/Project Name: RICHARD / LINDGREN Date: 11-3-2023
Authority Requesting Work: ULLAND WO #
Site Location:

Table with columns: EMPLOYEES, HOURS, EQUIPMENT, HOURS. Rows include Travis M (8), GAR G (8), JOE P (6), Jim R (6), JOE S (6), MIKET (6), CAMREN B (8), JEREMY V (6), CASEY R (6), CODY H (3), BERTIE K (2). Totals: TOTAL MANHOURS, TOTAL EQUIPMENT HOURS.

Table with columns: MATERIALS, QNTY, MATERIALS, QNTY. Rows include 10x100 POLY-TENET (10), CONCRETE BLANKETS (50).

DESCRIPTION OF WORK

COVER Poured CONCRETE + BLANKET GRADE (2HR/DAY)
(2HR CLEAN UP @ END OF WEEK)
MOBING IN BLANKET RACK + MOBING OUT

JMF PERSONNEL: TRAVIS MCLAREY

WORK ACCEPTED BY:

December 12, 2023

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

Re: Richard Lindgren - Street Improvement District No. 538

Dear John:

Attached is Pay Application #6 for the work associated with the Richard Lindgren Project – Street Improvement District No. 538 from November 10, 2023 through December 8, 2023. NCE and Ulland Brothers, Inc. have reviewed the project progress thus far and agreed upon quantities of work completed. The amount of Pay Application #6 is **\$2,149,900.66**. Total payment to date is **\$1,896,228.14**. The City will hold a 2.5% retainage of the completed construction through the duration of the project. This retainage amount for pay application #6 is **\$53,747.52**.

NCE has reviewed the quantities through construction inspection and discussions with Ulland Brothers, Inc. representatives. I recommend payment in the amount of **\$199,925.00** be authorized at the December 18, 2023 City Council Meeting.

Please contact me with any questions you may have.

Thank you,



David Bolf, P.E. – City Engineer
Northland Consulting Engineers
218-727-5995
david@nce-duluth.com

CC: Chase Ernste, E.I.T., Northland Consulting Engineers
Ryan Swanson, P.E., Ulland Brothers, Inc.

Resolution No. 2023-195

Resolution Approving Pay Request Number 6 For Road Improvement District 538 To Ulland Brothers, Inc. In the Amount Of \$199,925.00

WHEREAS, the City of Hermantown has contracted with Ulland Brothers, Inc. for Road Improvement District 538 (“Project”); and

WHEREAS, Ulland Brothers, Inc. has performed a portion of the agreed upon work in said Project; and

WHEREAS, Ulland Brothers, Inc. has submitted Pay Request No. 6 in the amount of \$199,925.00; and

WHEREAS, the City will maintain an accumulated retainage as shown on the pay requests until the final work and documentation is completed; and

WHEREAS, Northland Consulting Engineers LLP has approved such Pay Request No. 6 provided that \$53,747.52 as retainage of 5% be withheld pending final acceptance of the Project by the City of Hermantown.

WHEREAS, the necessary documentation for the pay request is on file and available for inspection.

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

1. Pay Request No. 6 is hereby approved.
2. The City is hereby authorized and directed to pay to Ulland Brothers, Inc. the sum of \$199,925.00 which is the amount represented on Pay Request No. 6.

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 has been duly passed and adopted December 18, 2023.

Contractor's Application for Payment			No. 6
Application Period:	November 10, 2023 through December 8, 2023	Application Date:	12/12/2023
To (Owner):	City of Hermantown	From (Contractor):	Ulland Brothers Inc.
Owner's Contract Number:	Street Improvement District #538	Engineer Project Number:	21-8006
Project:	Richard-Lindgren Street Impr. District #538	Via (Engineer):	Northland Consulting Engineers, LLP


Application For Payment Change Order Summary		
Approved Change Orders		
Number	Additions	Deductions
1	\$61,467.74	
2	\$21,601.44	
3		
4		
5		
TOTAL		
NET CHANGE BY CHANGE ORDER:		\$83,069.18

Application For Payment Previous Pay Application Summary		
Approved Pay Applications		
Number	Date	Amount
1	7/17/2023	\$381,674.40
2	8/21/2023	\$344,444.04
3	9/25/2023	\$38,306.85
4	10/16/2023	\$644,298.28
5	11/15/2023	\$487,504.57
8. TOTALS		\$1,896,228.14

1. ORIGINAL CONTRACT PRICE.....	\$ 2,209,180.00
2. Net change by Change Orders.....	\$ 83,069.18
3. Current Contract Price (Line 1 ± 2).....	\$ 2,292,249.18
4. TOTAL COMPLETED AND STORED TO DATE	
See attached Pay Application Summary.....	\$ 2,149,900.66
5. RETAINAGE:	
a. 2.5% X \$2,149,900.66 Work Completed.....	\$ 53,747.52
b. 0% X Stored Material.....	\$
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 53,747.52
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 2,096,153.14
7. LESS PREVIOUS PAYMENTS (Line 8).....	\$ 1,896,228.14
9. AMOUNT DUE THIS APPLICATION.....	\$ 199,925.00
10. BALANCE TO FINISH, PLUS RETAINAGE	
(Line 3 - 4 + Line 5.c above).....	\$ 196,096.04

Payment of: \$ 199,925.00

(Line 9 or other - attach explanation of the other amount)

Contractor's Certification	
<p>The undersigned Contractor certifies, to the best of its knowledge, the following:</p> <p>(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;</p> <p>(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or</p>	
Contractor Signature - Ulland Brothers Inc.	
By: 	Date: 12-13-2023

Recommended by:


David Bolt, P.E. - City Engineer 12/12/2023 (Date)

Approved by:

John Mulder, City Administrator (Date)



Pay Application #6 - December 12, 2023
City of Hermantown - Richard Lindgren
SAP 202-080-003
Street Improvement District #538

Item No.	Spec. Number	Item Description	Unit of Measure	Contract Total Quantities	Ulland Unit Price	Total Project	
						Completed Quantities	Completed Cost
BASE BID							
1	2021.501	MOBILIZATION	LS	1	\$ 40,397.10	1	\$40,397.10
2	2101.502	CLEARING	EACH	18	\$ 145.00	58	\$8,410.00
3	2101.502	GRUBBING	EACH	18	\$ 145.00	58	\$8,410.00
4	2101.505	CLEARING	ACRE	1	\$ 5,900.00	0.44	\$2,596.00
5	2101.505	GRUBBING	ACRE	1	\$ 8,700.00	0.44	\$3,828.00
6	2104.502	REMOVE CASTING	EACH	1	\$ 200.00	1	\$200.00
7	2104.502	REMOVE CONCRETE APRON	EACH	1	\$ 230.00	1	\$230.00
8	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	7	\$ 420.00	7	\$2,940.00
9	2104.502	REMOVE GATE VALVE AND BOX	EACH	1	\$ 1,300.00	1	\$1,300.00
10	2104.502	REMOVE HYDRANT	EACH	1	\$ 1,900.00	1	\$1,900.00
11	2104.502	REMOVE MAIL BOX SUPPORT	EACH	2	\$ 50.00	2	\$100.00
12	2104.502	REMOVE SIGN TYPE C	EACH	4	\$ 50.00	4	\$200.00
13	2104.503	REMOVE CURB AND GUTTER	LF	1612	\$ 4.60	1636	\$7,525.60
14	2104.503	REMOVE PIPE CULVERTS	LF	126	\$ 17.00	126	\$2,142.00
15	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	20	\$ 85.00	20	\$1,700.00
16	2104.503	REMOVE SEWER PIPE (STORM)	LF	726	\$ 16.00	726	\$11,616.00
17	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	666	\$ 1.90	666	\$1,265.40
18	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	262	\$ 8.20	262	\$2,148.40
19	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	4226	\$ 4.00	4226	\$16,904.00
20	2104.504	REMOVE CONCRETE PAVEMENT	SY	37	\$ 20.00	37	\$740.00
21	2104.504	REMOVE CONCRETE WALK	SY	538	\$ 12.00	504	\$6,048.00
22	2106.507	EXCAVATION - COMMON	CY	8194	\$ 11.00	8194	\$90,134.00
23	2106.507	EXCAVATION - MUCK	CY	6782.32	\$ 15.00	6782.32	\$101,734.80
24	2106.507	GRANULAR EMBANKMENT (CV)	CY	7832.58	\$ 21.00	7832.58	\$164,484.18
25	2106.507	SELECT GRANULAR EMBANKMENT MOD 7% (CV)	CY	5560.8	\$ 32.00	5560.8	\$177,945.60
26	2108.604	GEOTEXTILE FABRIC TYPE 5	SY	9860	\$ 3.50	9860	\$34,510.00
27	2118.507	AGGREGATE SURFACING (CV) CLASS 5	CY	106	\$ 50.00	106	\$5,300.00
28	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	2691	\$ 37.00	2691	\$99,567.00
29	2232.504	MILL BITUMINOUS SURFACE (2.0")	SY	2454	\$ 3.60	2454	\$8,834.40
30	2301.602	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	104	\$ 10.00	45	\$450.00
31	2360.509	TYPE SP 9.5 BITUMINOUS MIXTURE FOR PATCHING	TON	56	\$ 210.00	56	\$11,760.00
32	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	1302	\$ 85.00	1390	\$118,150.00
33	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	1268	\$ 81.00	1227	\$99,387.00
34	2501.502	12" RC PIPE APRON	EACH	1	\$ 1,000.00	1	\$1,000.00
35	2501.502	15" RC PIPE APRON	EACH	1	\$ 1,100.00	1	\$1,100.00
36	2501.502	30" RC PIPE APRON	EACH	2	\$ 1,700.00	2	\$3,400.00
37	2501.502	12" CS PIPE APRON	EACH	2	\$ 400.00	2	\$800.00
38	2501.503	12" CS PIPE CULVERT	LF	40	\$ 50.00	40	\$2,000.00
39	2501.503	15" CP PIPE CULVERT	LF	24	\$ 50.00	24	\$1,200.00
40	2501.503	30" RC PIPE CULVERT DESIGN 3006 CLASS III	LF	72	\$ 220.00	72	\$15,840.00
41	2502.503	4" PERF PVC PIPE DRAIN	LF	2845	\$ 11.00	2845	\$31,295.00
42	2503.503	12" RC PIPE SEWER CLASS III	LF	1000	\$ 120.00	1000	\$120,000.00
43	2503.503	15" RC PIPE SEWER CLASS III	LF	660	\$ 125.00	660	\$82,500.00
44	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 2,600.00	1	\$2,600.00
45	2504.602	6" GATE VALVE AND BOX	EACH	4	\$ 4,800.00	4	\$19,200.00
46	2504.602	8" GATE VALVE AND BOX	EACH	7	\$ 5,800.00	5	\$29,000.00
47	2504.602	ADJUST VALVE BOX	EACH	1	\$ 500.00	1	\$500.00
48	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	3	\$ 3,200.00	4	\$12,800.00
49	2504.602	HYDRANT ASSEMBLY	EACH	4	\$ 12,500.00	4	\$50,000.00
50	2504.602	WATER TRACER BOX	EACH	4	\$ 255.00	4	\$1,020.00
51	2504.603	6" HDPE SDR 11 SERVICE PIPE	LF	96	\$ 80.00	96	\$7,680.00
52	2504.603	8" DIPS HDPE WATER MAIN SDR 11	LF	1642	\$ 66.00	1642	\$108,372.00
53	2504.604	4" POLYSTYRENE INSULATION	SY	4	\$ 100.00	0	\$0.00
54	2506.502	ADJUST FRAME AND RING CASTING	EACH	2	\$ 500.00	2	\$1,000.00
55	2506.502	CASTING ASSEMBLY	EACH	27	\$ 800.00	27	\$21,600.00
56	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LF	25.4	\$ 830.00	25.4	\$21,082.00
57	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN F	LF	6.2	\$ 800.00	6.2	\$4,960.00
58	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LF	49.7	\$ 800.00	49.7	\$39,760.00
59	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	LF	40.5	\$ 1,300.00	40.5	\$52,650.00
60	2506.601	INFILTRATION/FILTRATION SYSTEM	LS	1	\$ 156,000.00	1	\$156,000.00
61	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	5	\$ 2,100.00	5	\$10,500.00
62	2506.602	MANHOLE FRAME SEAL (EXTERNAL)	EACH	4	\$ 400.00	0	\$0.00
63	2506.602	MODIFY DRAINAGE STRUCTURE	EACH	2	\$ 2,700.00	2	\$5,400.00
64	2511.507	RANDOM RIPRAP CLASS II (FRACTURED)	CY	16	\$ 75.00	0	\$0.00
65	2521.518	4" CONCRETE WALK	SF	16577	\$ 6.10	1170	\$7,137.00
66	2521.518	6" CONCRETE WALK	SF	3150	\$ 9.50	1089	\$10,345.50
67	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LF	320	\$ 32.00	320	\$10,240.00
68	2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LF	4719	\$ 22.50	5320	\$119,700.00
69	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	232	\$ 71.00	176	\$12,496.00
70	2531.618	TRUNCATED DOMES	SF	128	\$ 43.00	60	\$2,580.00
71	2540.602	MAIL BOX SUPPORT	EACH	2	\$ 100.00	2	\$200.00
72	2563.601	TRAFFIC CONTROL	LS	1	\$ 4,800.00	1	\$4,800.00
73	2564.518	SIGN PANELS TYPE C	SF	124.29	\$ 58.00	121.55	\$7,049.90
74	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 1,800.00	1	\$1,800.00
75	2573.502	STORM DRAIN INLET PROTECTION	EACH	39	\$ 195.00	10	\$1,950.00
76	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	1293	\$ 4.30	1117	\$4,803.10
77	2573.503	SILT FENCE, TYPE HI	LF	3523	\$ 3.30	3065	\$10,114.50
78	2574.508	FERTILIZER TYPE 3	LB	356	\$ 1.00	0	\$0.00
79	2575.504	SODDING TYPE LAWN	SY	1807	\$ 7.80	0	\$0.00
80	2575.505	RAPID STABILIZATION METHOD 2	ACRE	2.9	\$ 1,500.00	0	\$0.00
81	2575.505	SEEDING	ACRE	1.43	\$ 550.00	0	\$0.00
82	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	5005	\$ 2.00	5005	\$10,010.00
83	2575.508	SEED MIXTURE 25-131	LB	315	\$ 9.00	0	\$0.00
84	2582.503	24" SOLID LINE PREFORM THERMO GROUND IN	LF	90	\$ 26.00	90	\$2,340.00
85	2582.503	4" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	LF	108	\$ 1.00	108	\$108.00
86	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	2706	\$ 2.00	2706	\$5,412.00
87	2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	5589	\$ 1.00	5589	\$5,589.00
88	2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	SF	720	\$ 19.50	720	\$14,040.00
CO1		YEAR END CHANGE ORDER - 2023	LS	1	LS	1	\$61,467.74
CO2		LUMEN CHANGE ORDER	LS	1	LS	1	\$21,601.44

TOTAL AMOUNT EARNED **\$2,149,900.66**

Water Utility Fund	\$231,772.00
Storm Sewer	\$567,045.60
Sanitary Utility Fund	\$2,700.00
Participating Fund	\$1,348,383.06