



Hermantown City Council Meeting - Monday, March 4, 2024

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, March 4, 2024 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, March 4, 2024 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, March 4, 2024 at 4:30 p.m.
Council Chambers, City Hall - Hermantown Governmental Services Building**

**City Council Meeting Monday, March 4, 2024 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 24-22 through 24-23 placed on file

[5](#)

7. **PRESENTATIONS**

A. **Building Department Update**

Brandon Holmes, Building Official
(Pre-Agenda Only)

B. **Hermantown Volunteer Fire Department 2023 Annual Report**

Zachary Graves, Fire Chief
(Pre-Agenda Only)

[6](#)

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**

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 February 20, 2024 City Council

[32](#)

Continuation Minutes

- B. **Accounts Payable** - Approve general city warrants from February 16, 2024 through February 29, 2024 in the amount of \$611,689.51 [38](#)

11. **ORDINANCES**

- A. **2024-04 An Ordinance Amending Chapter 10, Housing And Buildings, Of The Hermantown City Code By Deleting The Optional Enforcement Provisions Adopted By The City Of Hermantown** [44](#)

(first reading)

12. **RESOLUTIONS**

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

- A. **2024-26 Resolution Approving Final Plans and Specifications and Ordering Advertisement For Bids For The Improvements To Hermantown Road and Bridge 7724 District No. 541 and 542** [46](#)

(motion, roll call)

- B. **2024-27 Resolution Awarding Contract To Rick's Tree And Stump Removal For Tree Removal On Hermantown Road For \$52,850** [51](#)

(motion, roll call)

- C. **2024-28 Resolution Directing Preparation Of Preliminary Engineering Feasibility Report For The Road Improvement Of Lightning Drive And Thunderchief Lane Including Sanitary Sewer Extension And Other Infrastructure Improvements In Section 14** [57](#)

(motion, roll call)

- D. **2024-29 Resolution Approving Sourcewell Cooperative Purchasing Program Participation Agreement** [61](#)

(motion, roll call)

- E. **2024-30 Resolution Approving An Adjustment To The Wage Rates For Seasonal Employees In 2024** [66](#)

(motion, roll call)

13. **CLOSED SESSION**

14. **RECESS**

2024 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
2/22/2024	24-22	Jim Grace, Dir. of Public Safety	City Council	2023 Annual Report	2/20/2024		
2/23/2024	24-23	Jodi Lumberg, Minnesota Power	City of Hermantown	Claim No.: 4941337	2/21/2024		



Hermantown Volunteer Fire Department

Hermantown, MN, 1-20-2024

Mayor Wayne Boucher
Hermantown City Council
5111 Maple Grove Road,
Hermantown, MN 55811

Re: HVFD 2023 Annual Report

Dear Mr. Boucher and City Council Members:

Enclosed you will find the Hermantown Volunteer Fire Department's Annual Report for 2023 for your review. Once again, it was a busy year for our department, with a total of 1,272 dispatched calls and a total of 6,705 volunteer hours logged.

On behalf of our department, I would like to thank the city council for your continued support of our Fire and EMS First Responder efforts over the past year. Please let me know if you have any questions or if you would like additional information. We look forward to working with you this year.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Marshall".

Mike Marshall Fire Chief Hermantown Volunteer Fire Department

5111 Maple Grove Road
Hermantown, MN 55811
218-729-3661 Office Phone
218-590-8891 Cell Phone
MMARSHALL@hermantownmn.com

Attachment: **HVFD 2023 Annual Report**

cc: MM/ZG/File

2023 HERMANTOWN VOLUNTEER FIRE DEPARTMENT ANNUAL REPORT



1/20/2024

Providing Quality Fire and Emergency Medical Service to the Hermantown , MN Community

The Hermantown Volunteer Fire Department (HVFD) consists of 24 members. They are highly trained in Fire, Rescue, and Emergency, Medical Services.



HVFD 2023 Annual Report



Our History

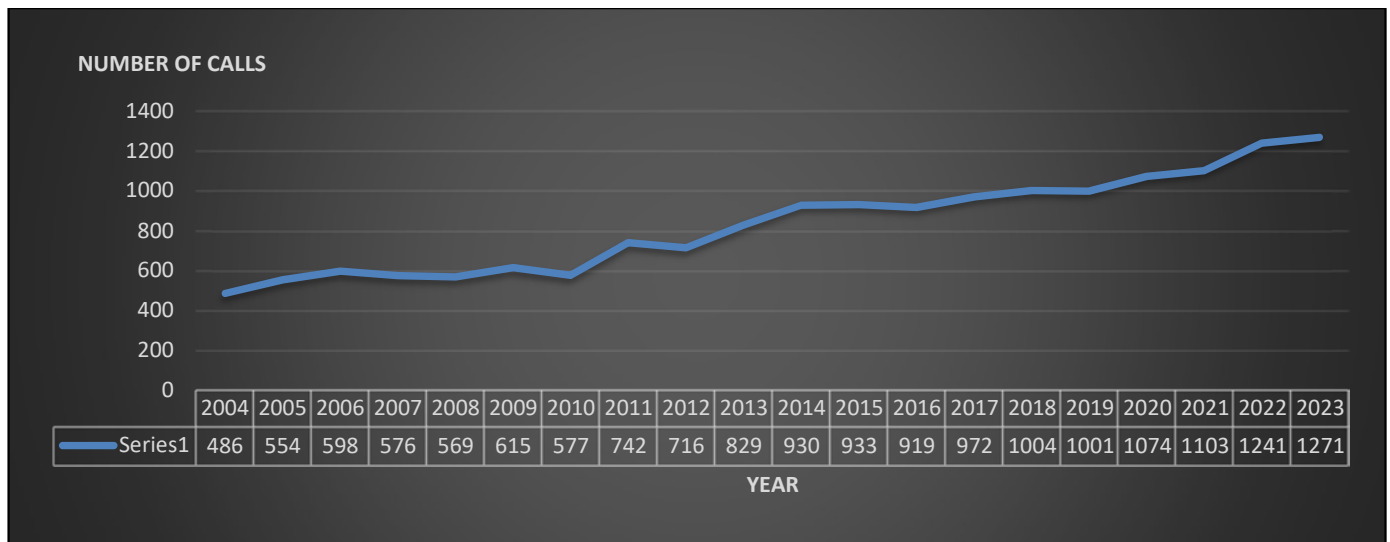
On July 25, 1951, the Hermantown Volunteer Fire Department was formed and held its first meeting. The first meeting consisted of 11 new members. The first fire hall was a one stall garage on Hermantown School property. In the early years of the department, community members would call the fire department number and the school janitor would answer the phone, gather pertinent information, and then set off an alarm to alert community members to relinquish their phone lines so he could start making calls to the firefighters and have them respond to the fire hall.

The volunteer fire department was created by several community members taking loans out on their own homes. That money was then used to purchase apparatus and equipment. The department owns its own equipment and contracts its services to the City of Hermantown. When the township of Hermantown was incorporated into a city in 1976 one of the key reasons this occurred was because of the fully functional and compliant fire department.

About Us

The Hermantown Volunteer Fire Department is a private, non-profit corporation that provides life safety and fire suppression support to the residents and businesses of the City of Hermantown. HVFD is committed to maintaining a fire department for the purpose of providing medical services, keeping the public fire conscious and to protect life and property from destruction by fire, disaster, and hazardous materials.

Response History 2004 to 2023



Total Number of Calls Answered

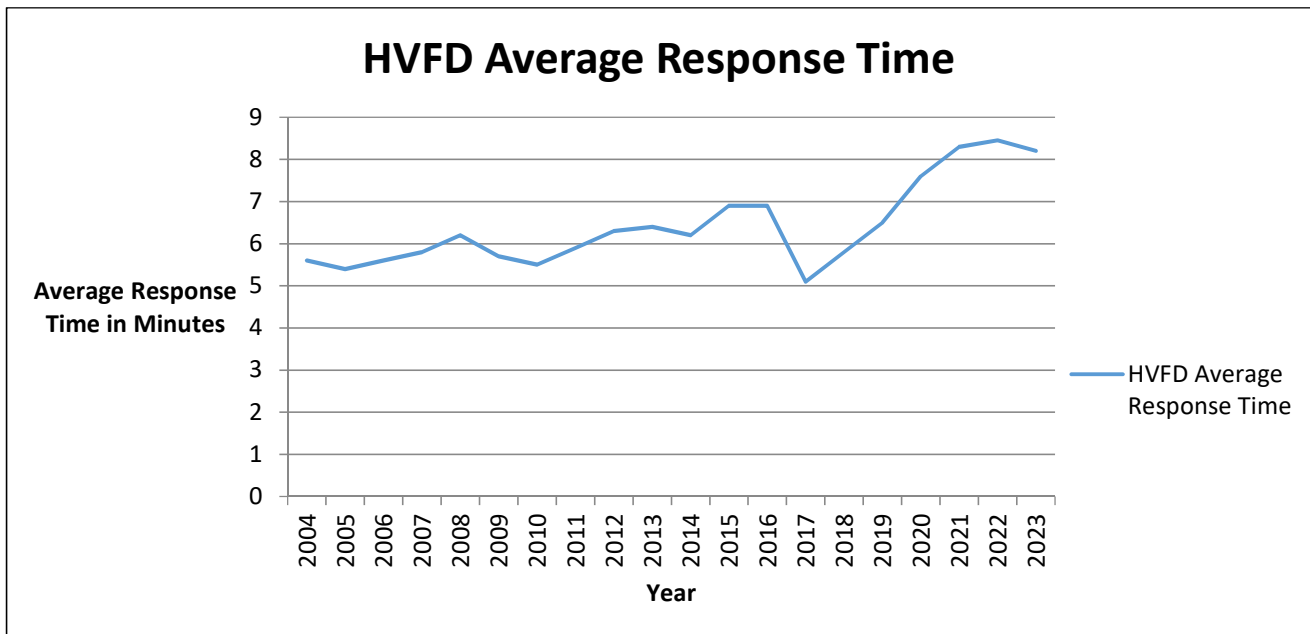


HVFD 2023 Annual Report



2023 Calls for Service Breakdown

The total number of responses for the HVFD have been on the rise since 2004. This year the department responded to 1,271 calls. This is a record number of calls for the department. These included medical emergencies, fires, car accidents gas leaks and other incidents within and outside the community.



The 1,271 Calls the department answered in 2023 were for 29 Fire responses and 1,242 Emergency medical calls and other service rescue related calls. Any 911 call that does not result in a fire or medical emergency is classified as “other” as a type of call by the Minnesota state fire data tracking system. The department supports surrounding communities in both fire and medical calls, several of these calls were for mutual aid to neighboring townships and departments. This call level of 1,271 was an increase in 30 total calls (2.5%) from the year 2022 to 2023. The total response time average was 8.2 minutes in 2023 for all calls and all units on scene as recorded by Saint Lois County Dispatch.

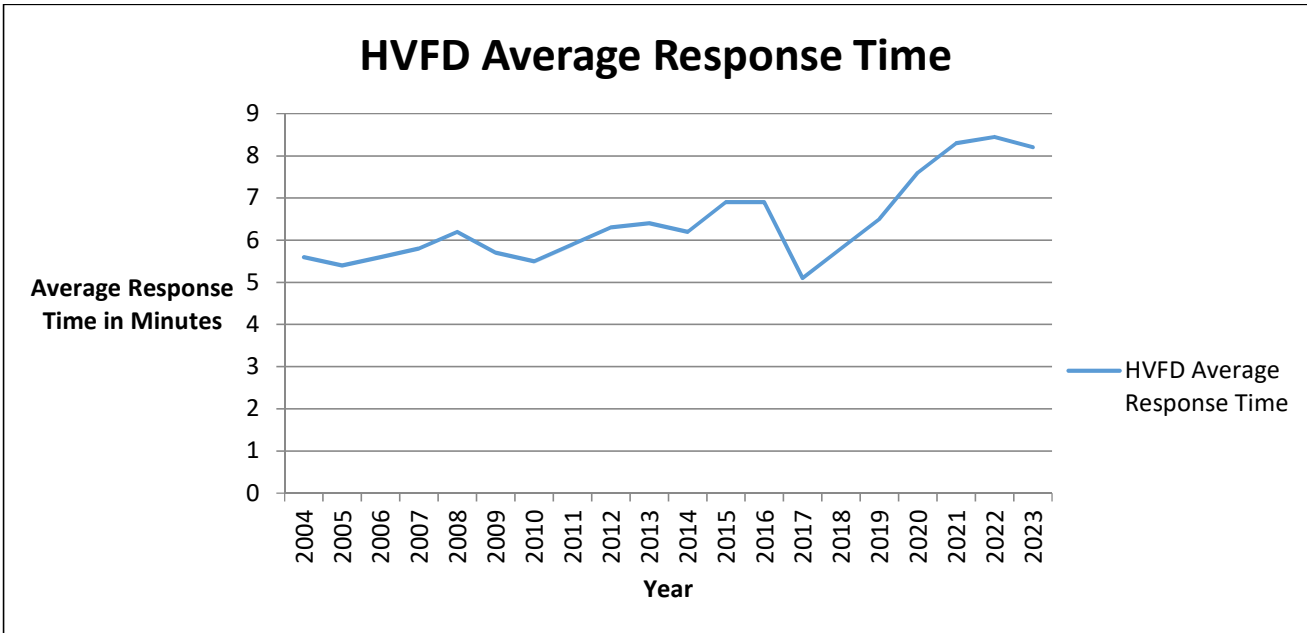
In 2022 the response time was 8.4 minutes, in 2023 there was a 2.3% decrease which is directly influenced by the amount and type of Mutual aid calls to neighboring areas in 2023. With the implementation of daytime duty crew in Hermantown starting in 2017, approximately 50% of all of the 911 calls have occurred during the duty crew staffing hours. Mutual aid calls supporting the surrounding cities and townships were 49 calls with 123 vehicle units dispatched in the year 2023. Many of those calls are for fire and other type response and take longer to get on scene due to the limited speed of large fire apparatus and longer distances traveled.



HVFD 2023 Annual Report



The year 2023 was a year filled with many medical issues and responses. One notable fire incident was a house fire in Solway township February 2023. Additionally, during the year HVFD responded to 35 incidents relating to motor vehicle accidents which resulted in vehicle damage or personal injury. One of these incidents included a fatality.



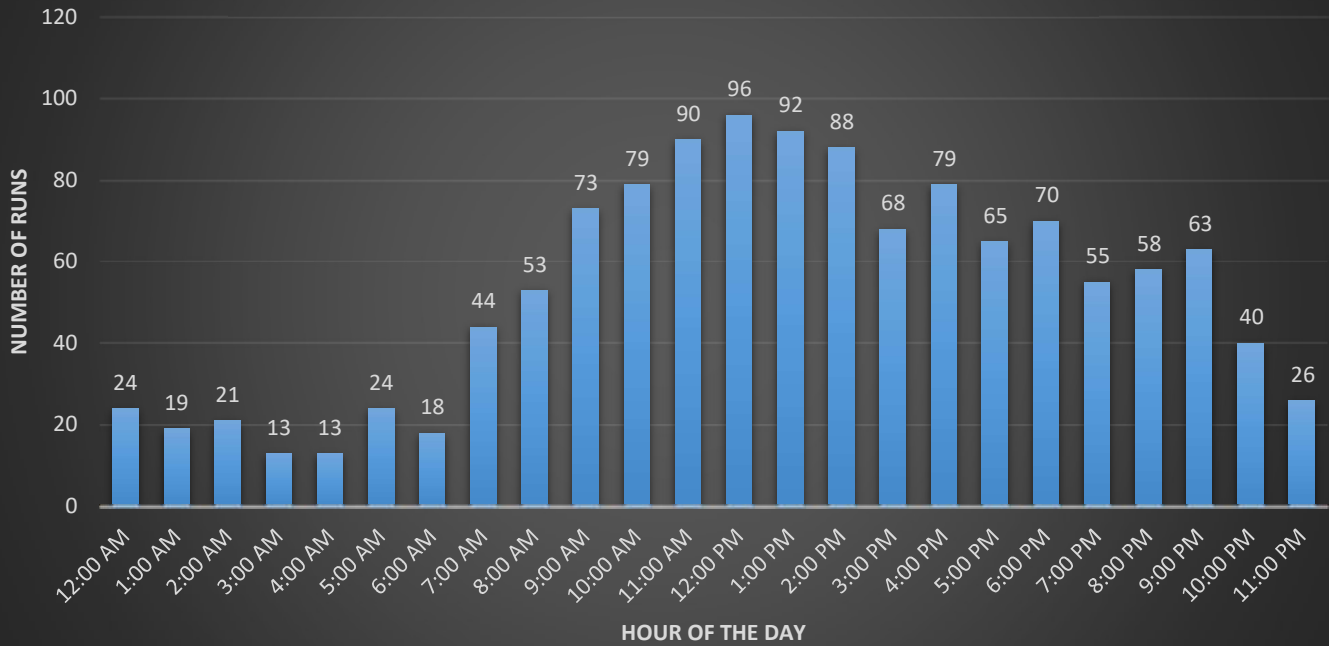


HVFD 2023 Annual Report

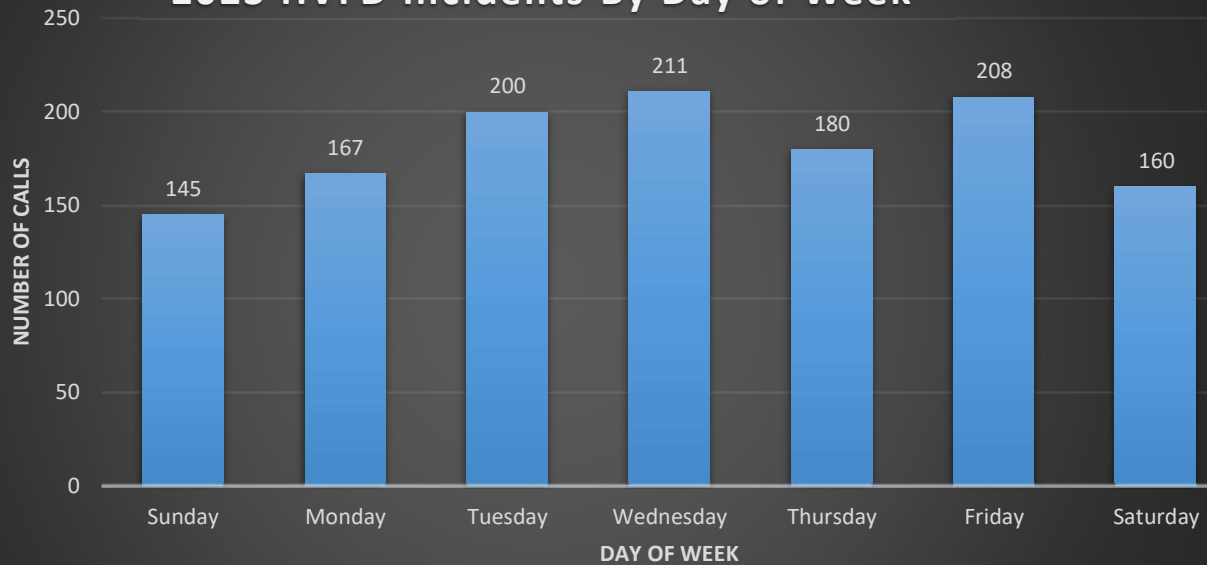


2023 Run Data

2023 HVFD Incidents by Hour of the Day



2023 HVFD Incidents By Day of Week





HVFD 2023 Annual Report



2023 Fire Calls Breakdown



The 29 fire calls answered in 2023 included 12 Structure Fires, 5 Passenger vehicle fires, 2 outdoor rubbish fires, 1 chimney fire, 1 fuel burner malfunctions, 1 off road –heavy vehicle fire, and 7 brush grass mixture fires. There were 0 fatalities due to fires in the city of Hermantown in 2023. The most notable fires HVFD responded to were in Proctor, MN, Canosia, MN and Solway, MN for structure fires. Also, the department performed Wildland fire fighting duties supporting the region for grass fires in and around the Hermantown, MN city limits.



HVFD 2023 Annual Report



Fire Response Photos



Fire Response house fire Solway Township



Fire Response fuel tanker truck fire



Vehicle Accident Response Midway Road



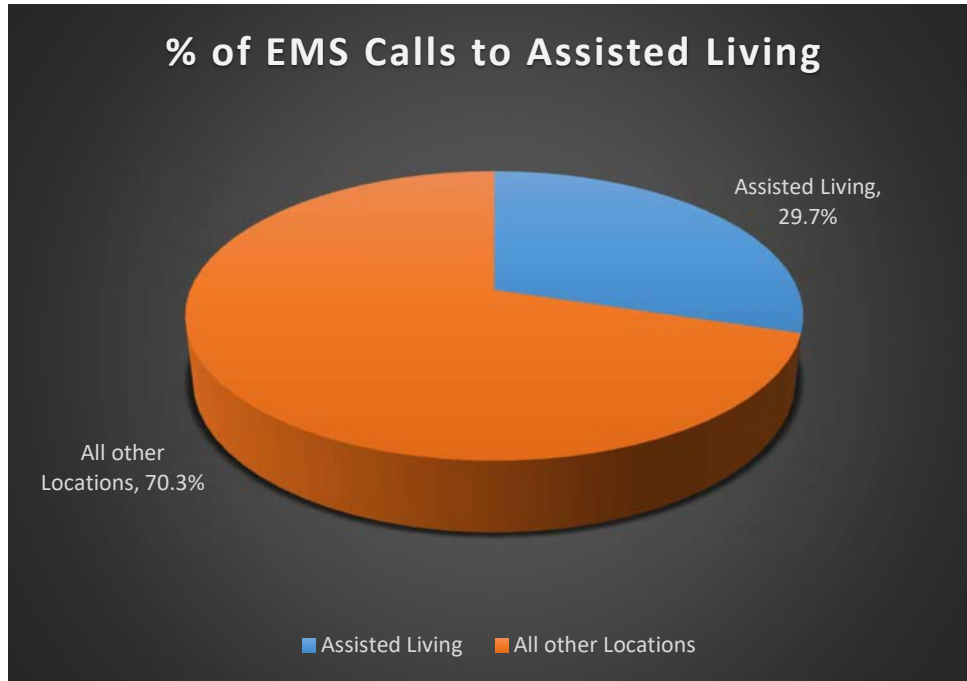
Vehicle Accident Response Hwy 2 & Midway Road



HVFD 2023 Annual Report



2023 EMS Calls Breakdown



There were 1,242 Emergency Medical Service (EMS) or other calls answered in 2023. EMS/Rescue calls make up 1,036 of this group. Those break down into 1,034 EMS medical calls and 2 Rescue/Search/Extraction (elevator rescue) calls. Many of these EMS calls, 308 were at assisted living facilities within the city limits of Hermantown, MN. That is 29.7% of the 1,034 EMS calls were made to assisted living facilities in 2023. An additional 87 of the medical only calls (8.4% of the total of EMS calls) were made to the Essentia, Saint Luke's, and Fresenius Kidney medical clinics within the city. A total of 38.1% of all of the medical calls in Hermantown last year were to licensed medical facilities.



HVFD 2023 Annual Report



Medical Response Photos



10-52 Response Extrication Hwy 53



10-52 Response HWY 194 and Midway Road

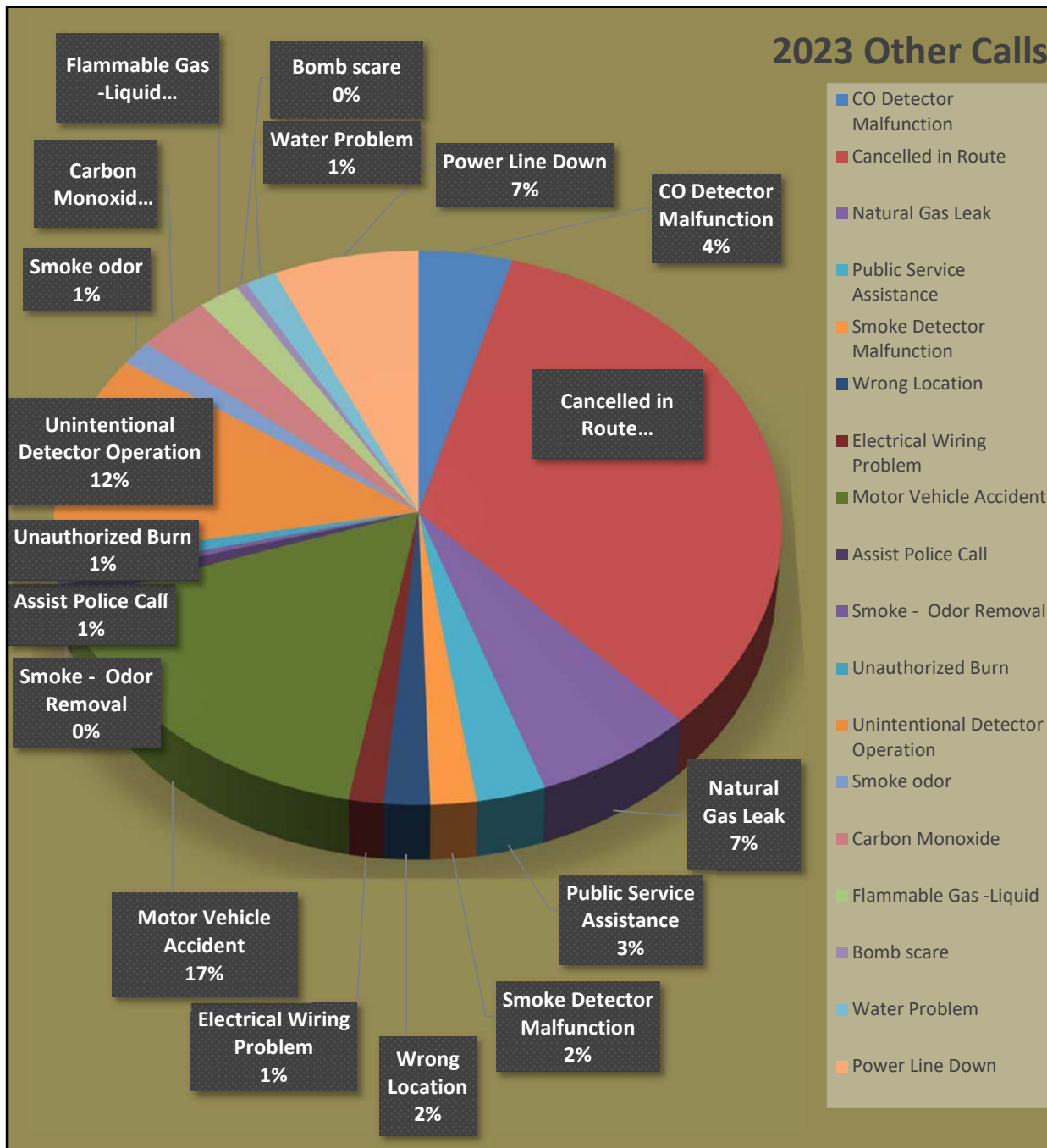


HVFD 2023 Annual Report



2023 Other Calls Breakdown

The other calls total 206 items and are spread across 18 different areas shown in the graph. A windy dry spring season, fuel leaks from vehicles and a number of power lines being knocked down. The classification of these calls is determined by the primary response to each situation.





HVFD 2023 Annual Report



Apparatus

All current department apparatus as of the close of year 2023 are shown here.

Ladder 1



2003 E-One HP 75 Aerial Pumper

Utility Truck 1



2007 Ford F350 Super Duty Brush Rig

Tanker 1



2013 US Tanker 2000 Gallon

Engine 2



2016 E-One Rescue Pumper



HVFD 2023 Annual Report



Rescue 2



2019 Chevy Tahoe

Engine 1



2010 Sutphen Pumper

Engine 3



2021 E-One Pumper 2,500 Gallon

Rescue 3



2017 Chevy Tahoe

Rescue 4



2023 Chevrolet 3500 Pickup

Rescue 1



2018 Chevy Tahoe



HVFD 2023 Annual Report



Chief 400 Rescue



2023 Chevy Tahoe

2023 Equipment Testing and Maintenance Information

Apparatus

Service was performed to pumps and engines on Engine 1, Ladder 1, Engine 2, Engine 3 and Tanker 1 in 2023 for operating hour requirements and general repairs as well as the ladder aerial inspection.

Engine 1 new air controls for the turbo engine start sequence were upgraded and installed. A new Shore Power Air supply connection was installed.

Brush Truck new power steering pump and an exhaust header leak was fixed.

Engine 2 new Diesel Exhaust Fluid (DEF) tank and pump were installed.

Rescue 2 New front bumper and plastic fascia installed after a Deer vehicle collision on a call. A new Plug in Shore power charger installed.

Routine weekly and monthly maintenance was performed on all apparatus during the year to confirm everything in good working order and in service.



HVFD 2023 Annual Report



Additional Equipment Maintenance

In April, all department portable fire extinguishers were tested in accordance with NFPA 10 all tags updated and extinguisher placed in service.

In October, the department annual ladder testing was performed in accordance with NFPA 1932 and all records updated.

In July, the department annual hose testing was completed per NFPA 1962.

In January Self Contained Breathing Apparatus (SCBA) masks were flow tested in accordance with NFPA 1981.

In March 2023 the SCBA Air Compressor was serviced to have new air filters installed and tested.



Fire Hose Testing 2023



Ladder Testing 2023



HVFD 2023 Annual Report



2023 Training Information

HVFD Monthly Training Sessions

Total of **520 Hours**

January	EMS CEU
February	EMS CEU
March	RIT & Fire Ground Survival
April	Communication w/ GLFD Chief
May	Wildland Interface
June	Drafting and Apparatus Trainer
July	SCBA, Fire Apparatus Familiarization
August	Auto Extrication
September	Live Fire Trainer, Fire Ground Operations, ICS
October	CPR Refresher
November	Winter Driving & Truck Checks
December	Fire Fighter Mental Health

HVFD Emergency Medical Responder/Technicians

2 Members completed 144 hour NREMT certification course.

7 members completed 40 hour refresher course.

Total of **568 hours**

HVFD Individuals Continuing Education

Members completed daily and monthly assignments through the HVFD Training Plan.

Total of **144 Hours**

HVFD Firefighter I/II & Officer Certifications

3 Members completed 120 Hour Firefighter I & II course.

4 members completed 40 hour fire instructor I certification course.

Total **520 Hours**

HVFD Community Education & Support

Members taught fire prevention, fire and life safety, conducted tours for business, completed all kindergarten and second grade classroom visits, performed numerous birthday visits, 3 childcare tours, and 3 car seat installation sessions.

Total of **60 Hours**

Total hours of HVFD Training conducted in 2023 **1,812 hours**



HVFD 2023 Annual Report



Auto Extrication Training



Fire Truck Training





HVFD 2023 Annual Report



2023 Membership information

The department had 24 active members at the beginning of the year 2023.

2 new persons joined the department as a probationary member in 2023.

3 members completed probationary status and became full time members in 2023.

0 members retired in 2023.

3 members left the department in 2023.

2 members deployed on active duty military orders in 2023.

There are currently 23 active members at the end of the year 2023.

Statistics

At this time there are 5 members on the department with over 20 years of service and qualified for full retirement.

There are 2 members with greater than 10 years of service time but less than 20 years.

There are 7 members with more than 5 years of service time and less than 10 years total service time.

There are 9 members with less than 5 years of total service time.

There are currently 3 probationary members on the department.



HVFD 2023 Annual Report



2023 Fire Awareness and Community Outreach

- Provided on-site medical responders for home football games at Hermantown High School.
- Participated in local parade and celebrations in the community during the year.
- Participated in the national night out event at the city center Fire hall 1.
- Provided fire safety training to the students at the Hermantown elementary school on site for the public safety day.
- Provided traffic control and participated in the Hermantown summer fest parade.
- Provided donations to two families in Hermantown for Christmas gifts.

Fire Awareness and Community Photos



National Night Out August 2023



National Night Out August 2023



HVFD 2023 Annual Report



Annual Summary for the HVFD

Members

Total Number of Active Members: 24
2023 Retired Members: 0
Members Eligible to Retire in 2023: 5*
Paramedics: 0
EMTs: 13
First Responders: 22
Probationary: 3
Medical Only: 1
Associate Members: 0
5% decrease in membership from Jan. to Dec.

*20 Years of Service full retirement vesting

Total Volunteer Hours Recorded

Business Meeting Hours: 198
Activity Report Hours: 755
Call Hours: 3,940
Training Hours: 1812
Total = 6,705
11% Decrease in volunteer hours in 2023 from 2022

Overall Average Response Time:

8.2 minutes

Call Summary

Total Dispatches: 1,271
Rescue & Emergency Medical Services: 1,071**
Fire: 29
Hazardous Condition: 42
False Alarm – False Call: 39
Good Intent Call: 76
Service Calls: 12
Special Incident Type: 1
2.5% increase in call volume in 2023 from 2022

** includes All car accidents

Mutual Aid Calls

Mutual Aid Given: 49
Mutual Aid Received: 7

Average Attendance Per Call

Number of members on Scene: 3.2



HVFD 2023 Annual Report



Additional HVFD 2023 Annual Report Summary Discussion

Successes in 2023

The department answered all but 25 of its 911 calls in a busy year of both fire and emergency medical service requirements. Mutual aid was utilized to support the department on the unanswered calls. The addition of a Monday through Friday daytime duty crew in 2017 has reduced the department call response time by an overall average of approximately 1.5 minutes during times when the duty crew is staffed. Response time to calls during the day for the duty crew averages 6.5 minutes. This is a major step in providing top quality care and response to the community. The Department equipment was kept in service and the operational availability of each hall was maintained at 100% by rotating vehicles and planning maintenance among the apparatus. Training and qualifications were maintained and met for all members in the year 2023.

Opportunities in 2023

The department had more opportunities to interact with the public this year due to the COVID -19 restrictions being reduced. The national night out event was held at the Hermantown city hall in August with HVFD providing fire tours and demonstrations. The fire department began the process of transition from a volunteer department in 2023 to a paid id on call combination department which will be operated by the city starting on January 1 2024. For recruiting an advertising campaign on Facebook was launched and worked with local media to create a commercial aired during local news hours for the need to have new members join the department.

Challenges in 2023

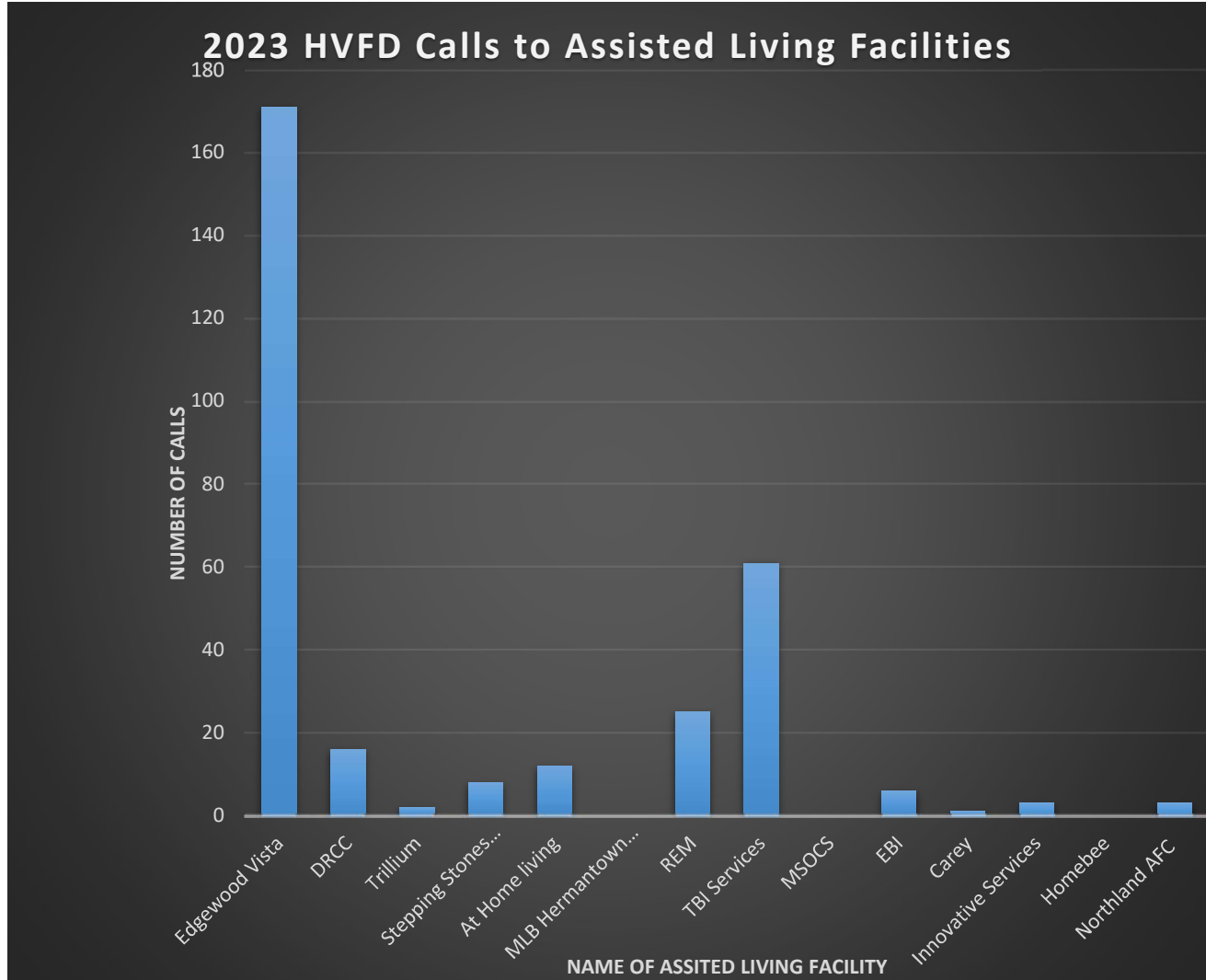
The department continues to face increases in emergency medical calls each year. The largest portion of them to assisted living facilities and medical clinics. There are now numerous times each month where we have multiple calls occurring at the same time of the day. As we evaluated our performance, a plan was created with the city to make the transition to a city operated department. The HVFD will stop operations on January 1 2024 and the city will manage all fire and EMS services for the city of Hermantown from that day forward. Personnel staffing and availability have created burnout and difficulty in responding to 911 calls during different times of the year. The chart on the next page details the facilities we service in Hermantown and the number of total calls to each in 2023. Our department answered more calls in 2023 than the four surrounding departments combined (Proctor, Grand Lake, Solway and Canosia). Although, we did this with the same number of staff as any one of the other departments, and this continues to put a strain on our members.



HVFD 2023 Annual Report



2023 Run Data for Assisted Living Facilities in Hermantown





HVFD 2023 Annual Report



Appendix 1: Minnesota State Fire Report Data:

NFIRS Run Data Report - Alarm to Arrival

This Report Doesn't Include Times Greater Than 90 Minutes

Response Times	Number of Incidents	Percent of Total
0 - 1.0 Minutes	12	1.00%
1 - 2.0 Minutes	14	1.16%
2 - 3.0 Minutes	31	2.58%
3 - 4.0 Minutes	70	5.82%
4 - 5.0 Minutes	157	13.05%
5 - 6.0 Minutes	178	14.80%
6 - 7.0 Minutes	150	12.47%
7 - 8.0 Minutes	137	11.39%
8 - 9.0 Minutes	103	8.56%
9 - 10.0 Minutes	83	6.90%
10 - 11.0 Minutes	77	6.40%
11 - 12.0 Minutes	53	4.41%
12 - 13.0 Minutes	31	2.58%
13 - 14.0 Minutes	27	2.24%
14 - 15.0 Minutes	19	1.58%
15 - 16.0 Minutes	23	1.91%
16 - 17.0 Minutes	8	0.67%
17 - 18.0 Minutes	12	1.00%
18 - 19.0 Minutes	7	0.58%
19 - 20.0 Minutes	2	0.17%
20 - 21.0 Minutes	3	0.25%
21 - 22.0 Minutes	2	0.17%
22 - 23.0 Minutes	1	0.08%
23 - 24.0 Minutes	1	0.08%
29 - 30.0 Minutes	2	0.17%
Total: 1,203		Total: 100.00%

95% Fractile responses

Description

This Report Doesn't Include Times Greater Than 90 Minutes



HVFD 2023 Annual Report



Annual Fire Situation Report Summary

Annual Fire Situation Report - Summary	
Basic Incident Type Code And Description (FD1.21)	Total Fires
111 - Building fire	12
114 - Chimney or flue fire, confined to chimney or flue	1
116 - Fuel burner/boiler malfunction, fire confined	1
118 - Trash or rubbish fire, contained	1
122 - Fire in motor home, camper, recreational vehicle	1
131 - Passenger vehicle fire	5
141 - Forest, woods or wildland fire	4
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	2
150 - Outside rubbish fire, other	1
321 - EMS call, excluding vehicle accident with injury	1,034
322 - Motor vehicle accident with injuries	30
324 - Motor vehicle accident with no injuries	5
353 - Removal of victim(s) from stalled elevator	2
411 - Gasoline or other flammable liquid spill	3
412 - Gas leak (natural gas or LPG)	14
422 - Chemical spill or leak	1
424 - Carbon monoxide incident	7
441 - Heat from short circuit (wiring), defective/worn	2
444 - Power line down	14
461 - Building or structure weakened or collapsed	1
520 - Water problem, other	1
522 - Water or steam leak	2
531 - Smoke or odor removal	1
551 - Assist police or other governmental agency	2
553 - Public service	4
561 - Unauthorized burning	2
600 - Good intent call, other	2
611 - Dispatched and cancelled en route	69
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	3
721 - Bomb scare - no bomb	1
736 - CO detector activation due to malfunction	7
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	25
745 - Alarm system activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	2
814 - Lightning strike (no fire)	1
911 - Citizen complaint	1
Total:	1,271



HVFD 2023 Annual Report



Annual Fire Alarm Report Summary

Annual Alarm Report - Summary	
Basic Incident Type Category (FD1.21)	Total Alarms
1 - Fire	29
3 - Rescue & Emergency Medical Service Incident	1,071
4 - Hazardous Condition (No Fire)	42
5 - Service Call	12
6 - Good Intent Call	76
7 - False Alarm & False Call	39
8 - Severe Weather & Natural Disaster	1
9 - Special Incident Type	1
	Total: 1,271

Report Filters

Basic Incident Date Time: is between '1/1/2023 12:00 AM' and '12/31/2023 11:30 PM'

Annual Apparatus Run Report Summary

NFIRS Run Data Report - Average Non- Transport Call PSAP to Alarm			
Apparatus Resource Vehicle Call Sign	Total Incidents	Total Call Time	Average Call Time
Brush Truck	29		
Engine 1	82		
Engine 2	23		
Engine 3	21		
Ladder 1	2		
POV	931		
Rescue 1	818	0	0.00
Rescue 2	473	0	0.00
Rescue 3	135		
Rescue 4	52		
Squad 400	67		
Tanker 1	17		



HVFD 2023 Annual Report



Mutual Aid Summary Report

NFIRS Run Data Report - Mutual Aid Given Summary

Basic Incident Type Code And Description (FD1.21)	Number of Incidents
Basic Aid Given Their Fire Department ID (FD1.23): (None)	
111 - Building fire	11
131 - Passenger vehicle fire	1
141 - Forest, woods or wildland fire	1
143 - Grass fire	1
321 - EMS call, excluding vehicle accident with injury	32
424 - Carbon monoxide incident	1
611 - Dispatched and cancelled en route	1
622 - No incident found on arrival at dispatch address	1
	Total: 49
	Total: 49

NFIRS Run Data Report - Mutual Aid Recieved Summary

Basic Incident Type Code And Description (FD1.21)	Number of Incidents
141 - Forest, woods or wildland fire	2
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	1
422 - Chemical spill or leak	1
	Total: 7

CITY OF HERMANTOWN

City Council Meeting

Tuesday, February 20, 2024

6:30 PM Central

MEETING CONDUCTED IN PERSON & VIA ZOOM

Mayor Wayne Boucher: Present

Councilor John Geissler: Present

Councilor Andy Hjelle: Present

Councilor Ellie Jones: Present

Councilor Brian LeBlanc: Present

CITY STAFF:

John Mulder, City Administrator; Alissa Wentzlaff, City Clerk; Joe Wicklund, Assistant City Administrator; Jim Crace, Director of Public Safety; Trish Crego, Utility & Infrastructure Director; David Bolf, City Engineer; Gunnar Johnson, City Attorney

VISITORS: 3

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **ANNOUNCEMENTS**

5. **PUBLIC HEARING**

6. **COMMUNICATIONS**

A. **Correspondence 24-06 through 24-21 placed on file**

I. **24-21**

From: John Mulder, City Administrator

To: Mayor & City Council

Re: Funding Agreement - Ice Arena

7. **PRESENTATIONS**

A. **Hermantown Police Department Swearing In Ceremony**

4:30 p.m. Training Center

(Pre-Agenda Only)

- B. **2023 Preliminary 4th Quarter Financials**
Kevin Orme, Director of Finance & Administration
(Pre-Agenda Only)
- C. **Comprehensive Plan Update**
John Mulder, City Administrator
(Pre-Agenda Only)
- D. **Hermantown Police Department Annual Report**
Jim Crace, Director of Public Safety
(Pre-Agenda Only)

8. **PUBLIC DISCUSSION**

A representative from the Convention of States appeared before council to speak about the organization.

9. **MOTIONS**

- A. Appointment of the following for a three-year term:

Planning & Zoning Commission
- Matthew Fournier

(motion, roll call)

Motion to appoint Matthew Fournier to Planning & Zoning Commission for a three-year term. This motion, made by Councilor John Geissler and seconded by Councilor Brian LeBlanc, Carried.

Councilor Andy Hjelle: Yea

Councilor Brian LeBlanc: Yea

Councilor Ellie Jones: Yea

Councilor John Geissler: Yea

Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

- B. Motion to approve or deny the following Tobacco License Application effective February 21, 2024 through December 31, 2024, contingent upon complete application being received, successful background checks, and license fees being paid in full:

CAPL Retail LLC dba Joe's Kwik Marts 4221 Haines Road

(motion, roll call)

Motion to approve the following Tobacco License Application effective February 21, 2024 through December 31, 2024 contingent upon complete application being received, successful background checks, and license fees being paid in full. 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

- C. Motion to approve or deny the following THC License Application effective February 21, 2024 through December 31, 2024, contingent upon complete application being received, successful background checks, and license fees being paid in full:

CAPL Retail LLC dba Joe's Kwik Marts 4221 Haines Road

(motion, roll call)

Motion to approve the following THC License Application effective February 21, 2024 through December 31, 2024 contingent upon complete application being received, successful background checks, and license fees being paid in full. This motion, made by Councilor John Geissler and seconded by Councilor Ellie Jones, Carried.

Councilor Andy Hjelle: Yea

Councilor Brian LeBlanc: Yea

Councilor Ellie Jones: Yea

Councilor John Geissler: Yea

Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

- D. Motion to approve or deny the following 3.2 Off Sale Liquor License Application effective February 21, 2024 through June 30, 2024, contingent upon complete application being received, successful background checks, and license fees being paid in full:

CAPL Retail LLC dba Joe's Kwik Marts 4221 Haines Road

(motion, roll call)

Motion to approve the following 3.2 Off Sale Liquor License Application effective February 21, 2024 through June 30, 2024 contingent upon complete application being received, successful background checks, and license fees being paid in full. 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

10. **CONSENT AGENDA**

- A. **Minutes** - Approval or correction of February 05, 2024 City Council Continuation Minutes
- B. **Accounts Payable** - Approve general city warrants from February 01, 2024 through February 15, 2024 in the amount of \$3,861,986.50

Motion to the approve the Consent Agenda. 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

11. **ORDINANCES**

12. **RESOLUTIONS**

A. **2024-23 Resolution Approving Final Plans And Specifications And Ordering Advertisement For Bids For The Improvements To Fichtner Park**

(motion, roll call)

Motion to approve 2024-23 Resolution Approving Final Plans And Specifications And Ordering Advertisement For Bids For The Improvements To Fichtner Park. 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

B. **2024-24 Resolution Approving Compensation Plan**

(motion, roll call)

Motion to approve 2024-24 Resolution Approving Compensation Plan. This motion, made by Councilor Andy Hjelle and seconded by Councilor John Geissler, Carried.

Councilor Andy Hjelle: Yea

Councilor Brian LeBlanc: Yea

Councilor Ellie Jones: Yea

Councilor John Geissler: Yea

Mayor Wayne Boucher: Yea

Yea: 5, Nay: 0

C. **2024-25 Resolution Approving Reclassification Of Certain Positions And Placing Them On The Newly Adopted 2024 Compensation Plan**

(motion, roll call)

Motion to approve 2024-25 Resolution Approving Reclassification Of Certain Positions And Placing Them On The Newly Adopted 2024 Compensation 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

13. **CLOSED SESSION**

14. **RECESS**

Motion to recess at 7:02 p.m. 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

ATTEST:

Mayor

City Clerk

CITY OF HERMANTOWN

CHECKS #70700-70747
02/16/2024 - 02/29/2024

PAYROLL CHECKS

Electronic Checks - #-66666-66732 \$104,916.53

LIABILITY CHECKS

Electronic Checks - #-66659-66665 \$67,489.41

Checks - #70742-70747 \$4,036.60

PAYROLL EXPENSE TOTAL \$176,442.54

ACCOUNTS PAYABLE

Checks - #70700-70741 65 \$76,702.39

Electronic Payments #-98946-98965 \$358,544.58

ACCOUNTS PAYABLE TOTAL \$435,246.97

TOTAL \$611,689.51

2/28/2024

Page 1

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
601	494300	Water Distribution	CITY OF DULUTH COMFORT SYSTEMS	Jan 24 Water Charges	73,243.57	-98965
101	415300	Administration & Finance	GREATAMERICA FINANCIAL SERVICES	Copier Lease/Konica bizhub C30	96.00	-98964
601	494400	Water Administration and General	PITNEY BOWES PURCHASE POWER	Refill Postage Meter Utility	54.81	-98963
101	414100	Elections	PITNEY BOWES PURCHASE POWER	Refill Postage Meter Election	1,577.17	-98963
101	421100	Police Administration	PITNEY BOWES PURCHASE POWER	Refill Postage Meter Police	103.09	-98963
101	424100	Building Inspection	PITNEY BOWES PURCHASE POWER	Refill Postage Meter BI	15.99	-98963
602	494900	Sewer Administration and General	PITNEY BOWES PURCHASE POWER	Refill Postage Meter Utility	36.54	-98963
101	415300	Administration & Finance	PITNEY BOWES PURCHASE POWER	Refill Postage Meter Clerk	144.63	-98963
101	419100	Community Development	PITNEY BOWES PURCHASE POWER	Refill Postage Meter PZ	82.77	-98963
101	422901	Firehall #1 Maple Grove Road	ACP CREATIVIT, LLC	Feb 2024 Maintenance	70.35	-98962
101	431100	Street Department	ACP CREATIVIT, LLC	Feb 2024 Maintenance	16.75	-98962
101	419901	City Hall & Police Building Maintenance	ACP CREATIVIT, LLC	Feb 2024 Maintenance	237.85	-98962
101	452200	Community Building	ACP CREATIVIT, LLC	Feb 2024 Maintenance	10.05	-98962
602	494500	Sewer Maintenance	BRAUN INTERTEC CORPORATION	Sanitary Sewer System Inspecti	2,056.50	-98961
101	421100	Police Administration	BRAY & REED LTD.	Prosecution Services Jan 2024	6,750.00	-98960
101	421100	Police Administration	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Install Opticom - SQD 14	57.50	-98959
601	494400	Water Administration and General	GOPHER STATE ONE-CALL INC	Jan 24 Locates/Annual Fee	59.16	-98958
602	494900	Sewer Administration and General	GOPHER STATE ONE-CALL INC	Jan 24 Locates/Annual Fee	39.44	-98958
230	465100	HEDA	HTB PROJECT NAVIGATION, LLC	Proposed Hermantown Business P	405.00	-98957
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	574.98	-98956
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	676.79	-98956
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,261.18	-98956
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	671.27	-98956
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	1,127.08	-98956
101	431100	Street Department	INTER CITY OIL CO INC	Fuel	679.03	-98956
402	431150	Street Improvements	MSA PROFESSIONAL SERVICES, INC.	Ugstad Road Reconditioning - C	2,321.46	-98955
101	422100	Fire Administration	NORTHERN DOOR & HARDWARE INC	Spring Cages/Keys	26.50	-98954
101	422100	Fire Administration	NORTHERN DOOR & HARDWARE INC	Install Keypad Lock FD/PD	1,180.00	-98954
101	214500	Escrow Deposits Payable	NORTHLAND CONSULTING ENGINEERS L.L.P.	Peyton Property Development	160.00	-98953
101	421100	Police Administration	OVEROM LAW, PLLC	2018 Police Dept Personnel Mat	39.00	-98952
101	421100	Police Administration	OVEROM LAW, PLLC	Body Camera Matters	91.00	-98952
101	421100	Police Administration	OVEROM LAW, PLLC	2024 Police Department Personn	233.00	-98952
412	419100	Community Development	OVEROM LAW, PLLC	Hermantown Trail Connector Eas	416.00	-98952
415	465200	Community Development	OVEROM LAW, PLLC	Arena Construction	336.00	-98952
101	421100	Police Administration	OVEROM LAW, PLLC	Police Department Knox Box Acc	51.00	-98952
415	465200	Community Development	OVEROM LAW, PLLC	Schematic Design Development -	272.00	-98952
230	465100	HEDA	OVEROM LAW, PLLC	HEDA Xcel Development	978.00	-98952
415	465200	Community Development	OVEROM LAW, PLLC	Funding Agreement - Recreation	3,536.00	-98952

2/28/2024

Page 2

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
415	465200	Community Development	OVEROM LAW, PLLC	Naming Rights Agreement Matter	48.00	-98952
412	419100	Community Development	OVEROM LAW, PLLC	Zierden/BMAX Property Purchase	860.60	-98952
101	416100	City Attorney	OVEROM LAW, PLLC	Purchasing Policy Matters	65.00	-98952
101	419100	Community Development	OVEROM LAW, PLLC	Community Development Matters	39.00	-98952
101	422100	Fire Administration	OVEROM LAW, PLLC	Creation of New City Fire Dept	455.00	-98952
101	416100	City Attorney	OVEROM LAW, PLLC	Paul Senst Accident Claim	39.00	-98952
402	431150	Street Improvements	OVEROM LAW, PLLC	Ugstad & Arrowhead Rd Improv D	247.00	-98952
101	422100	Fire Administration	OVEROM LAW, PLLC	2024 Fire Department Personnel	285.00	-98952
101	416100	City Attorney	OVEROM LAW, PLLC	2023 Compensation Review	520.00	-98952
230	465100	HEDA	OVEROM LAW, PLLC	HEDA Agenda Matters	320.00	-98952
416	452100	Parks	OVEROM LAW, PLLC	Fichtner Field Park Improvemen	80.00	-98952
101	416100	City Attorney	OVEROM LAW, PLLC	Dog Leash Ordinance Amendment	175.00	-98952
415	465200	Community Development	OVEROM LAW, PLLC	State Grant - Bond Financed Pr	474.00	-98952
101	416100	City Attorney	OVEROM LAW, PLLC	General Matters/Retainer	2,100.00	-98952
101	422100	Fire Administration	PRO PRINT INC	EMS Reports	149.63	-98951
601	494400	Water Administration and General	PRO PRINT INC	1,000 #10/500 #9 Envelopes- Ut	189.92	-98951
602	494900	Sewer Administration and General	PRO PRINT INC	1,000 #10/500 #9 Envelopes- Ut	189.93	-98951
402	431150	Street Improvements	ULLAND BROTHERS INC	Ugstad Rd Improvements	118,979.02	-98950
402	431150	Street Improvements	ULLAND BROTHERS INC	Pay App 7	65,321.82	-98949
101	424100	Building Inspection	VC3	Quarterly Billing Jan-Mar 2024	391.26	-98948
101	413100	Mayor	VC3	Quarterly Billing Jan-Mar 2024	391.26	-98948
101	415300	Administration & Finance	VC3	Quarterly Billing Jan-Mar 2024	2,347.58	-98948
101	415300	Administration & Finance	VC3	Recycling PC's w/HD's	50.00	-98948
101	415300	Administration & Finance	VC3	HDMI Cable - Wilson's Monitor	19.96	-98948
101	411100	Council	VC3	Quarterly Billing Jan-Mar 2024	224.04	-98948
101	419100	Community Development	VC3	Quarterly Billing Jan-Mar 2024	1,173.78	-98948
101	421100	Police Administration	VC3	Quarterly Billing Jan-Mar 2024	7,515.00	-98948
601	494400	Water Administration and General	VC3	Recycling PC's w/HD's	25.00	-98948
601	494400	Water Administration and General	VC3	Quarterly Billing Jan-Mar 2024	1,565.06	-98948
602	494900	Sewer Administration and General	VC3	Quarterly Billing Jan-Mar 2024	1,173.78	-98948
101	431100	Street Department	VC3	Quarterly Billing Jan-Mar 2024	1,565.06	-98948
101	422100	Fire Administration	VC3	Quarterly Billing Jan-Mar 2024	2,347.58	-98948
101	422100	Fire Administration	VC3	Computer Supplies - FD	56.84	-98948
602	494900	Sewer Administration and General	VIA ACTUARIAL SOLUTIONS	FYE 2024 OPEB Billing for Janu	150.00	-98947
101	415300	Administration & Finance	VIA ACTUARIAL SOLUTIONS	FYE 2024 OPEB Billing for Janu	650.00	-98947
601	494400	Water Administration and General	VIA ACTUARIAL SOLUTIONS	FYE 2024 OPEB Billing for Janu	150.00	-98947
603	441100	Storm Water	VIA ACTUARIAL SOLUTIONS	FYE 2024 OPEB Billing for Janu	50.00	-98947
602	494500	Sewer Maintenance	WLSSD	Wastewater Charges	48,473.00	-98946

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
401	431100	Street Department	ABS AUTO SOLUTIONS INC	Rust Proof/Floor Mats/Mud Flap	1,414.90	70700
101	431100	Street Department	B & F FASTENER SUPPLY CO.	Plow Bolts	5.71	70701
245	415300	Administration & Finance	BAKER TILLY US, LLP	Classification & Compensation	9,900.00	70702
101	431901	City Garage	BORDER STATES INDUSTRIES INC.	Wire Stripper & Wire connector	155.21	70703
101	422100	Fire Administration	BOUND TREE	BP Cuff/Gloves/Case/Splint	1,057.80	70704
101	422100	Fire Administration	BOUND TREE	Hot Pack	46.53	70704
101	422100	Fire Administration	CENTURY COLLEGE	Training - FD	2,875.00	70705
101	422902	Firehall #2 Morris Thomas Road	CENTURLINK	Internet FH#2 01/28/24-02/27/2	79.98	70706
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70707
101	431901	City Garage	CINTAS CORPORATION	Mats, Uniforms, Supplies	30.03	70707
101	431901	City Garage	CINTAS CORPORATION	Supplies	28.51	70707
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70707
101	431100	Street Department	CINTAS CORPORATION	Mats, Uniforms, Supplies	7.92	70707
101	431901	City Garage	CINTAS CORPORATION	Mats, Uniforms, Supplies	28.51	70707
101	431100	Street Department	CINTAS CORPORATION	Uniforms	61.36	70707
101	431901	City Garage	CINTAS CORPORATION	Mats, Uniforms, Supplies	10.35	70707
101	431100	Street Department	CINTAS CORPORATION	Uniforms	7.92	70707
101	431901	City Garage	CINTAS CORPORATION	Mats - PW	10.35	70707
101	431100	Street Department	CINTAS CORPORATION	Uniforms	42.98	70707
101	431901	City Garage	CINTAS CORPORATION	1st Aid Cabinets	153.26	70707
601	494300	Water Distribution	CORE & MAIN LP	Meters	792.00	70708
240	433500	Water Improvements	CORE & MAIN LP	Water Radios - AMI Conversion	31,860.00	70708
245	465100	HEDA	COSTIN GROUP MN	City Lobbyist	1,500.00	70709
603	441100	Storm Water	CREGO, PATRICIA	Travel Reimbursement - MECA Co	217.08	70710
101	415300	Administration & Finance	CUNNINGHAM, DANA	Mileage/Food Ehlers Conference	242.55	70711
602	494900	Sewer Administration and General	CUSTOMER ELATION INC	01/16 - 02/12/24 Answering	22.18	70712
601	494400	Water Administration and General	CUSTOMER ELATION INC	01/16 - 02/12/24 Answering	33.25	70712
101	431100	Street Department	DSC COMMUNICATIONS	Radios - Old PW Pickups	2,420.00	70713
401	431100	Street Department	DSC COMMUNICATIONS	Radios - New PW Pickup	1,210.00	70713
101	415300	Administration & Finance	EHLERS' 2024 PUBLIC FINANCE SEMINAR	Seminar - Kevin Orme	330.00	70714
101	431901	City Garage	FIREPRO SPRINKLER SPECIALISTS, INC	Annual Sprinkler Inspection -	315.00	70715
101	415300	Administration & Finance	HERMANTOWN STAR LLC	2024 Budget Statement	288.75	70716
101	415300	Administration & Finance	HERMANTOWN STAR LLC	City Council Minutes	99.00	70716
101	421100	Police Administration	INTEGRATED OFFICE SOLUTIONS	Copy Overage Konica C3000	229.89	70717
101	421100	Police Administration	INTEGRATED OFFICE SOLUTIONS	Copy Overage Konica C3320	195.00	70717
101	421100	Police Administration	KOLAR	Oil & Filter SQD 18	108.50	70718
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Car Wash PD	273.00	70719
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	Gas Street	361.68	70719

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	421100	Police Administration	KWIK TRIP EXTENDED NETWORK	Gas PD	3,172.64	70719
101	422100	Fire Administration	KWIK TRIP EXTENDED NETWORK	Gas FD	997.13	70719
101	431100	Street Department	KWIK TRIP EXTENDED NETWORK	PW Propane Exch	23.94	70719
602	494500	Sewer Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Utility	267.79	70719
601	494300	Water Distribution	KWIK TRIP EXTENDED NETWORK	Gas Utility	401.69	70719
101	419901	City Hall & Police Building Maintenance	KWIK TRIP EXTENDED NETWORK	Gas Building	50.34	70719
101	431100	Street Department	LINDE GAS & EQUIPMENT INC.	Cylinder Rent/Safe Env fee 12/	73.51	70720
601	494300	Water Distribution	MENARD INC	Nuts/Butt Splice	7.92	70721
101	419901	City Hall & Police Building Maintenance	MENARD INC	Reflectors/Oak Board/Caulk Gun	125.15	70721
101	419901	City Hall & Police Building Maintenance	MENARD INC	Brace/Anchor/Stud Finder	20.92	70721
601	494300	Water Distribution	MENARD INC	Drill Bits/Screws - Water Radi	36.61	70721
601	494300	Water Distribution	MENARD INC	Drill Bit	5.28	70721
101	431100	Street Department	NAPA AUTO PARTS	Brake Fluid	17.76	70722
101	431100	Street Department	NAPA AUTO PARTS	Transmission/Fuel Filters	-64.27	70722
101	431100	Street Department	NAPA AUTO PARTS	Antifreeze	38.25	70722
101	431100	Street Department	NAPA AUTO PARTS	Napa Auto Parts	59.08	70722
101	431100	Street Department	NAPA AUTO PARTS	Fuel Filter for Tank	45.93	70722
101	421100	Police Administration	NEXTEC SYSTEMS	Replace/Repair - Training Room	698.76	70723
101	422100	Fire Administration	NORTH RISK PARTNERS	Workers Comp - Policy Change	1,247.00	70724
101	431100	Street Department	O'DAY EQUIPMENT, LLC	Hose for Fuel Tank	96.75	70725
101	415300	Administration & Finance	ORME, KEVIN	Mileage Ehlers Conference	217.08	70726
101	431100	Street Department	POMP'S TIRE SERVICE INC	Tire REpair on Grader	597.86	70727
401	431100	Street Department	PRO TIRE	Back Window Protector H-5	428.58	70728
602	494900	Sewer Administration and General	SAFEGUARD QBS	1096 Sheets	4.32	70729
101	415300	Administration & Finance	SAFEGUARD QBS	1096 Sheets	12.96	70729
601	494400	Water Administration and General	SAFEGUARD QBS	1096 Sheets	4.32	70729
101	421100	Police Administration	SHEL/DON GROUP INC	Business Cards - Towner, Kleiv	315.36	70730
101	422100	Fire Administration	SHERWIN WILLIAMS	Paint	31.44	70731
101	422100	Fire Administration	SHERWIN WILLIAMS	Paint	31.44	70731
101	422100	Fire Administration	SHERWIN WILLIAMS	Paint	14.00	70731
101	422100	Fire Administration	SHERWIN WILLIAMS	Paint	58.96	70731
460	465100	HEDA	ST LOUIS COUNTY AUDITOR	2023-TIF Maintenance Charge	494.30	70732
101	431100	Street Department	ST LOUIS COUNTY AUDITOR	Brine Solution Jan 2024	1,074.45	70733
101	421100	Police Administration	STREICHER'S	Uniform - Hedin	532.40	70734
101	421100	Police Administration	STREICHER'S	Uniform - Kleive	87.98	70734
101	421100	Police Administration	STREICHER'S	Uniform - Hedin	353.95	70734
101	421100	Police Administration	STREICHER'S	Uniform - Hedin	159.98	70734
101	421100	Police Administration	STREICHER'S	Ammo	3,062.98	70734

CITY OF HERMANTOWN, MN 02/16/2024-02/29/2024
 Check # is between 70700 and 70747 or Check # is between -98965 and -98946

2/28/2024

Page 5

Fun d	Account	Department	Vendor Name	Description	Amount	Check #
101	421100	Police Administration	STREICHER'S	Trainers - Handcuffs	371.00	70734
101	421100	Police Administration	STREICHER'S	Uniform - Hedin	72.99	70734
101	421100	Police Administration	STREICHER'S	Uniform - Hedin	209.99	70734
101	421100	Police Administration	STREICHER'S	Uniform - Kleive	226.97	70734
101	421100	Police Administration	THOMSON REUTERS - WEST	Clear Subscription	165.00	70735
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - SQD 17	167.30	70736
101	422100	Fire Administration	TROY'S BP AMOCO INC	Remove/Replace Water Pump	394.68	70736
101	421100	Police Administration	TROY'S BP AMOCO INC	Oil & Filter - SQD 21	79.79	70736
101	419901	City Hall & Police Building Maintenance	UHL COMPANY INC	AHU 2 Service Call	1,455.74	70737
601	494400	Water Administration and General	VALLI INFORMATION SYSTEMS, INC	Jan 2024 Bill Print	572.20	70738
602	494900	Sewer Administration and General	VALLI INFORMATION SYSTEMS, INC	Jan 2024 Bill Print	572.20	70738
603	441100	Storm Water	VALLI INFORMATION SYSTEMS, INC	Jan 2024 Bill Print	572.20	70738
101	414100	Elections	WENTZLAFF, ALISSA	Mileage Reimbursement	18.76	70739
101	417200	Communications	WICKLUND, JOE	Reim Food/Cell Phone/Reg/suppl	150.00	70740
101	417200	Communications	WICKLUND, JOE	Reim Food/Cell Phone/Reg/suppl	33.90	70740
101	417200	Communications	WICKLUND, JOE	Reim Food/Cell Phone/Reg/suppl	125.00	70740
101	417200	Communications	WICKLUND, JOE	Reim Food/Cell Phone/Reg/suppl	225.20	70740
101	431100	Street Department	ZIEGLER INC	Door Latch	34.30	70741

Totals: 170 records printed

435,246.97



CITY COUNCIL MEETING DATE: March 4, 2024

TO: Mayor & City Council

FROM: Brandon Holmes, Building Official

SUBJECT: Ordinance – Removal of Optional Fire Protection and Grading Provisions

RESOLUTION: **ORDINANCE:** 2024-04 **OTHER:**

REQUESTED ACTION

Remove Chapter 1306, Option Enforcement Provisions Regarding Special Fire Protection Systems and Grading

BACKGROUND

The City of Hermantown is removing the optional enforcement provisions of Chapter 1306, Special Fire Protection Systems and 2018 IBC Appendix Chapter J-Grading. In the opinion of the City’s Building Official and Fire Chief, these special provisions are not necessary for Hermantown.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENTS

Ordinance No. 2024-04, Ordinance Amending Chapter 10 of the Hermantown City Code

Ordinance No. 2024-04

The City Council of the City of Hermantown does ordain:

AN ORDINANCE AMENDING CHAPTER 10, HOUSING AND BUILDINGS, OF THE HERMANTOWN CITY CODE BY DELETING THE OPTIONAL ENFORCEMENT PROVISIONS ADOPTED BY THE CITY OF HERMANTOWN

Section 1. **Purpose and Intent.** The purpose and intent of this amendment is to remove Section 1000.02, Option Enforcement Provisions Adopted, granted to the City through the removal of the Chapter 1306, Special Fire Protection Systems, of the Minnesota State Building Code as the adoption to sprinkler and grading requirements are not applicable to the City’s current existing and new building requirements.

Section 2. **Amendment to Section 1000.02.** Section 1000.02, Option Enforcement Provisions Adopted, is hereby deleted.

Section 3. **Amendment to be Reflected in Code.** After this Ordinance becomes effective, the changes made by this Ordinance shall be made in the appropriate place in the Hermantown City Code. This Ordinance shall be published in the official newspaper of the City.

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.

Dated: _____

Mayor

Attest:

City Clerk

Adopted: _____

Published: _____

Effective Date: _____



CITY COUNCIL MEETING DATE: March 4, 2024

TO: Mayor & City Council

FROM: Trish Crego, Utility and Infrastructure Director

SUBJECT: Improvements to Hermantown Road and Bridge

RESOLUTION: 2024-26 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve plans and authorize advertisement for bids for the improvements to Hermantown Road and Bridge 7724.

BACKGROUND

The Council is asked to approve the plans and authorize the advertisement for bids for the improvements to Hermantown Road (Ugstad to Highway 2) and Hermantown Road Bridge #7724. If approved, bids would be accepted on April 4, 2024 and the Council will be asked to award a contract on April 15, 2024.

SOURCE OF FUNDS (if applicable)

475-431150-351 Project 541
603-441100-351 Project 542

ATTACHMENTS

Resolution
Advertisement
Plan Set Excerpts

Resolution No. 2024-26

Resolution Approving Final Plans and Specifications and Ordering Advertisement For Bids For The Improvements To Hermantown Road and Bridge 7724 District No. 541 and 542

WHEREAS, Northland Consulting Engineers, LLP, the City Engineer has prepared final plans and specifications for the Improvements to Hermantown Road and Bridge 7724; and

WHEREAS, such final plans and specifications have been presented to the City Council; and

WHEREAS, the City Council has reviewed such final plans and specifications and believes it to be in the best interest of the City of Hermantown to approve such final plans and specifications; and

WHEREAS, by law the City of Hermantown is obligated to advertise for bids for construction of the improvements described in such final plans and specifications; and

WHEREAS, the City Council believes that it is in the best interest of the City of Hermantown that such bids be advertised for at the earliest possible time.

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

1. The final plans and specifications prepared by Northland Consulting Engineers, LLP are hereby approved and ordered placed on file in the office of the City Clerk.

2. The City Clerk is hereby directed to file such final plans and specifications in the permanent records of the City.

3. The City Clerk is hereby further authorized and directed to prepare and cause to be inserted in the Hermantown Star, the official newspaper an advertisement for bids for the Improvements to Hermantown Road and Bridge 7724 in accordance with the plans and specifications approved by the City Council. The advertisement for bids shall be published in the Hermantown Star on, March 7, 2024, March 14, 2024, March 21, 2024, and March 28, 2024.

4. Such advertisement shall specify the work to be done, shall state that the bids will be publicly opened and tabulated by the Consulting Engineer and the City Clerk on **Thursday, April 4, 2024, at 10:00 a.m.**, that the tabulated bids will be considered at the City Council meeting on **April 15, 2024 at 6:30 p.m.**, and shall state that no bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Hermantown for five percent (5%) of the amount bid.

5. The notice to be published shall be substantially in the form of the one attached

hereto as Exhibit A.

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, aye.

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted March 4, 2024.

EXHIBIT A

ADVERTISEMENT FOR BIDS

NOTICE IS HEREBY GIVEN that the City Council of the City of Hermantown, Minnesota, will receive bids at the office of the City Clerk until 10:00 a.m. Local Time, Thursday, April 4, 2024 for the improvements to Fichtner Park, in the City of Hermantown in accordance with the plans and specifications at the Minnesota Builders Exchange and QuestCDN. Major work items include: Reconstruction of roads, bridge, culverts, and ditching including but not limited to common excavation, select granular borrow, class 5 surfacing, storm sewer, bituminous paving, and turf establishment.

All bids shall be made on the proposal form and schedule of prices contained in the specifications and shall be accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the order of the City of Hermantown for not less than five percent (5%) of the amount bid.

Digital image copies of the Bidding Documents are available via QuestCDN. These documents may be downloaded by selecting this project from the PROJECT BID INFORMATION on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com.

Bids shall be mailed or delivered to the City Clerk, securely sealed and endorsed upon the outside wrapper with a brief statement or summary as to the work for which the bid is made.

The City Council reserves the right to reject all bids. All bids and the award of bid shall be subject to the Competitive Bidding Rules of the City of Hermantown.

Bids will be opened and compiled by the City Clerk and the City Engineer at **10:00 a.m. Local Time on Thursday, April 4, 2024**, at the Hermantown Government Services Building. Any questions regarding the project should be directed to the City Engineer, David Bolf, P.E. at (218) 727-5995 or david@nce-duluth.com. All questions shall be submitted no later than March 21, 2024.

Authorized by the City Council

Alissa Wentzlaff, Clerk
City of Hermantown

CITY OF HERMANTOWN

DEPARTMENT OF PUBLIC WORKS AND UTILITIES

CONSTRUCTION PLANS FOR:

HERMANTOWN ROAD AND OLD MIDWAY ROAD ROAD RECONSTRUCTION



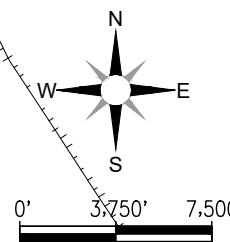
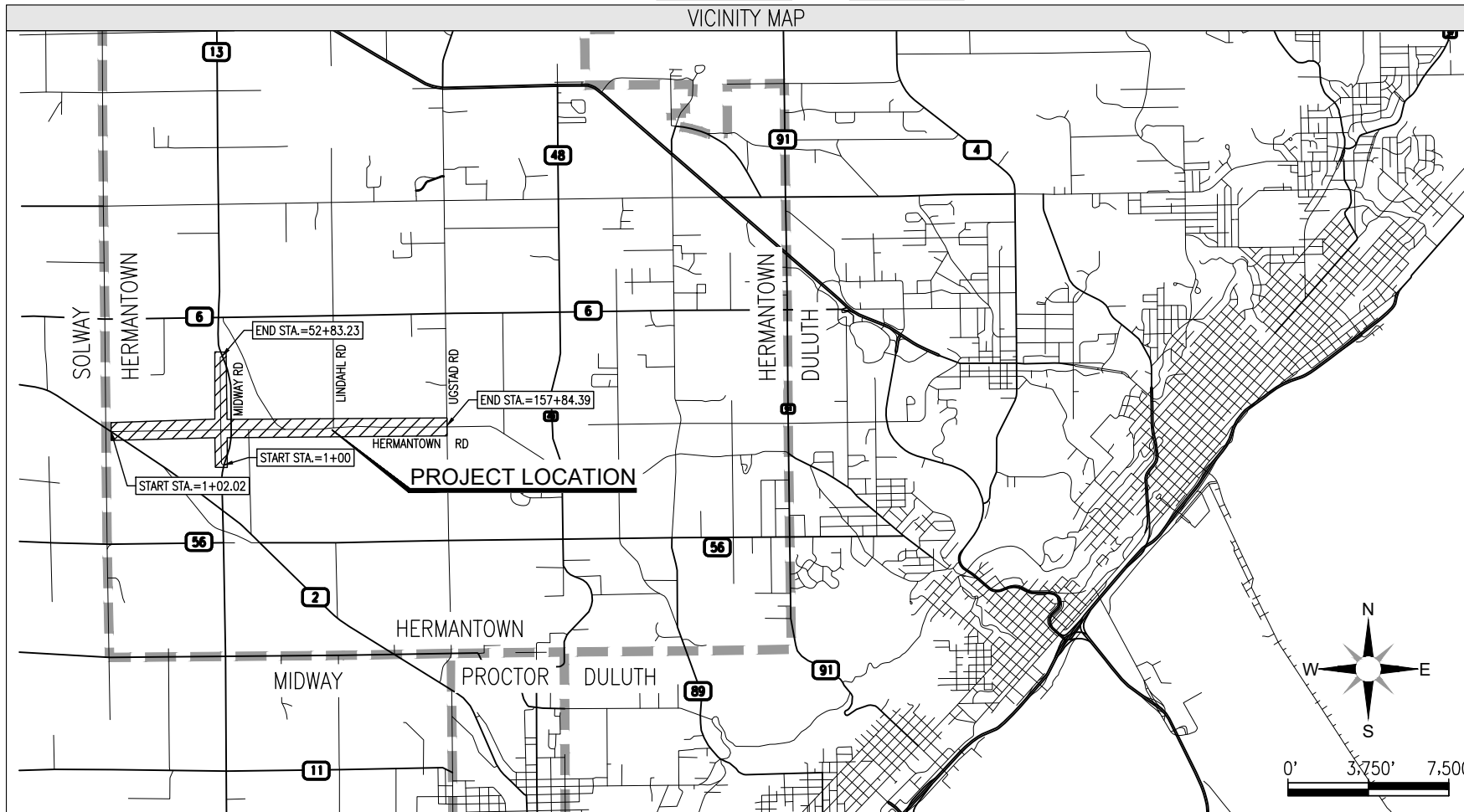
PROJECT LOCATION
ST. LOUIS COUNTY
CITY OF HERMANTOWN

LOCATION: HERMANTOWN ROAD FROM US HWY 2 TO UGSTAD ROAD
LENGTH: 15682.37 FEET 2.970 MILES
LOCATION: OLD MIDWAY ROAD FROM MIDWAY ROAD TO MIDWAY ROAD
LENGTH: 5183.23 FEET 0.982 MILES



1-800-252-1166

VICINITY MAP



DEFINITIONS

ABBREVIATION	DESCRIPTION
EG	EXISTING GRADE
FFE	FINISH FLOOR ELEVATION
FG	FINISH GRADE
N/A	NOT AVAILABLE
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
PT	POINT OF TANGENT

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION 'STANDARD SPECIFICATIONS FOR CONSTRUCTION' SHALL GOVERN. AVAILABLE AT: <http://www.dot.state.mn.us/pre-letting/spec/>

THE 2022 EDITION OF THE CITY OF HERMANTOWN STANDARD CONSTRUCTION SPECIFICATIONS AND SUPPLEMENTS OR ADDENDUMS SHALL APPLY. AVAILABLE AT: GOVERNMENTAL SERVICES BUILDING <https://hermantownmn.com/departments/community-development/construction-standards/>

UTILITY DETAIL LEVEL

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

WARNING:

LOCATION OF UNDERGROUND UTILITIES TO BE VERIFIED BY CONTRACTOR. CALL BEFORE DIGGING. GOPHER STATE ONE CALL 1-800-252-1166 REQUIRED BY LAW.

BASIS OF BEARING/CONTROL

CONTROL BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996

POINT NAME:	NORTHING:	EASTING:	ELEVATION:
BM	3345146.9800	4802929.25	1296.84
MONUMENT	3345158.28	4798703.30	1321.92
MONUMENT	3346255.91	4799723.07	1323.15

DESIGN DESIGNATION - 8820.9936 (URBAN)

R VALUE	8	ESAL's=1,284,000
ADT (BASE YEAR)	2023	=4800
ADT (FUTURE YEAR)	2043	=17,080
D (DIRECTION DISTRIB.)		=50/50
T (HEAVY COMMERCIAL)		=12.79%
FUNCTIONAL CLASSIFICATION		=MINOR COLLECTOR
NUMBER OF TRAFFIC LANES		=(2) 12'
CURB REACTION DISTANCE		= N/A
SHOULDER WIDTH		=(2) 2'
DESIGN LOADING		=10 TON
DESIGN SPEED		=40 MPH
STOPPING SIGHT DISTANCE BASED ON		3.5 HEIGHT EYE AND 2' HEIGHT OF OBJECT

SHEET INDEX

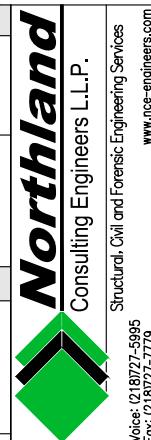
SHEET NO	DESCRIPTION
1	TITLE
2	GENERAL LAYOUTS
3-4	TYPICAL SECTIONS
5-6	STATEMENT OF ESTIMATED QUANTITIES
7-19	TABULATIONS
20	GENERAL NOTES
21-24	DETAILS
25-43	EXISTING CONDITIONS & REMOVALS
44-79	PLAN AND PROFILE
80-98	STORM WATER POLLUTION PREVENTION PLAN (SWPPP)
99	FICHTNER FIELD GRADING
100	FICHTNER FOOTBALL FIELD SWPPP
101	SWPPP NARRATIVE
102	SWPPP NOTES
103	TRAFFIC CONTROL
104-182	CROSS SECTIONS
183	FINAL STRIPING
184-192	EARTHWORK CHARTS

---THIS PLAN CONTAINS 192 SHEETS---

CITY APPROVAL

**PRELIMINARY
NOT FOR CONSTRUCTION**

APPROVED _____ HERMANTOWN CITY ENGINEER _____ DATE _____



HERMANTOWN ROAD AND OLD MIDWAY ROAD
ROAD RECONSTRUCTION
HERMANTOWN, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
**PRELIMINARY
NOT FOR CONSTRUCTION**
Engineer: DAVID G. BOLF, P.E.

revision _____
Proj: 23-8007
Date: 3/5/24
Drawn: TLL
Checked: DGB

TITLE
Sheet Title
Sheet Number



CITY COUNCIL MEETING DATE: March 4, 2024

TO: Mayor & City Council

FROM: Paul Senst, Public Works-Director

SUBJECT: Tree Removal – 2024 Hermantown & Old Midway Road Project

RESOLUTION: 2024-27 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve Tree Removal Contract for 2024 Road Improvement Plan

BACKGROUND

As a requirement of the 2024 Road Improvement Plan, the tree removal for the project must be completed before 3/31/2024. Public Works solicited 2 quotes for this work from Ricks Tree & Stump Removal and Hulls Logging & Clearing.

I am recommending that the work be awarded to Ricks Tree & Stump Removal, LLC for a contract in the amount of \$52,850.00.

SOURCE OF FUNDS (if applicable)

2024 Road Improvement Plan
475-431150-319 Project 541

ATTACHMENTS

Resolution
Ricks Tree & Stump Removal Quote
Hull Forest Product

Resolution No. 2024-27

Resolution Awarding Contract To Rick’s Tree And Stump Removal For Tree Removal On Hermantown Road For \$52,850

WHEREAS, the City of Hermantown needs to remove trees in the right of way along Hermantown Road and Old Midway Road; and

WHEREAS, after fully considering this matter, the City Council of the City of Hermantown believes that it is in the best interest of the City of Hermantown to award the contract for the tree removal to Ricks Tree & Stump Removal; and

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

1. Rick’s Tree and Stump Removal provided the low quote and is a responsible bidder.
2. The price of \$52,850 is hereby accepted.

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors _____, aye.

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted March 4, 2024.



BID FORM

Project Name: 2024 Hermantown & Old Midway Construction Project.

Contractor Name: Rick's Tree & Stump Removal

Address: 4168 W. Calvary Rd
Duluth, MN 55803

Cost to perform tree removal/brush clearing as shown on drawings,

1 Lump Sum \$ 52,850⁰⁰

Unit Price per each for additional tree \$ 150⁰⁰

Contact Signature: Dave Hanson

Printed Name: Dave Hanson Date: 2/12/2024

Working together to serve and build our community.

5105 Maple Grove Road, Hermantown, MN 55811
218-729-3600 hermantownmn.com



January 26th, 2024

To: Bidders

RE: Tree Removal- 2024 Hermantown & Old Midway Road Construction Project

Bidders,

The City of Hermantown will receive quotes for the attached plans for tree clearing for the 2024 Hermantown & Old Midway Road Construction Road Project. Quotes are due to the Director of Public Works, Paul Senst on or before February 16st, 2024 @ 12 PM via email, on the attached bid form.

The trees that need to be cleared are shown on the attached drawings along with the following:

- 1) Tree/brush removal as shown on plan sheets. Grubbing will be under General road contract.
- 2) A Unit Price per tree if additional trees come into this scope of work under the same mobilization.

3) *WORK must be completed in its entirety by 3/31/24*

Proof of Insurances will be required, Please see below and attached. These are minimums that will be required.

- *Insurance* – Attach hereto a certificate indicating that you have obtained an insurance policy with a combined single limit of coverage of at least \$1,000,000.00 that provides coverage against all claims and liabilities arising from any construction activity performed by you under the Excavating Contractor License for which application is made and that names the City of Hermantown as an additional insured under such policy and that meets the other requirements of Section 310 of the Hermantown City Code. Also, please read and complete the form entitled “Proof of Workers Compensation Insurance Coverage” which has been provided to you by the City.
- *Hold Harmless Agreement* – Attach hereto a Hold Harmless Agreement executed by an authorized representative of the applicant.
- *Bond* – Attach hereto a surety bond in the amount of \$5000.00 in favor of the City that meets the requirements of Section 310 of the Hermantown City Code.

Working together to serve and build our community.

5105 Maple Grove Road, Hermantown, MN 55811
218-729-3600 hermantownmn.com



If you have any questions please contact me.

Respectfully,

Paul Sens
Public Works Director
psens@hermantownmn.com
218-729-3640

Working together to serve and build our community.

5105 Maple Grove Road, Hermantown, MN 55811
218-729-3600 hermantownmn.com



BID FORM

Project Name: 2024 Hermantown & Old Midway Construction Project.

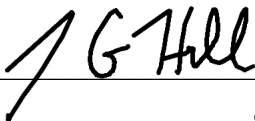
Contractor Name: Hull Forest Products LLC

Address: 5511 N. Tischer Rd., Duluth, MN 55804

Cost to perform tree removal/brush clearing as shown on drawings,

1 Lump Sum \$ 108,400.00

Unit Price per each for additional tree \$ 20.00

Contact Signature: 

Printed Name: Joshua G Hull, President Date: 2/13/2024

Working together to serve and build our community.

5105 Maple Grove Road, Hermantown, MN 55811
218-729-3600 hermantownmn.com



CITY COUNCIL MEETING DATE: March 4, 2024

TO: Mayor & City Council

FROM: John Mulder, City Administrator

SUBJECT: Section 14 Feasibility Study

RESOLUTION: 2024-28 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Order the preparation of a feasibility study for infrastructure improvements in Section 14 of the City.

BACKGROUND

Lightning Drive and Thunderchief Lane in the City’s industrial park have been on the City’s list and part of the Road Improvement Plan for a number of years. As part of the discussion, a number of other possible infrastructure improvements in Section 14 have been identified and discussed.

The attached map identifies those other possible improvements:

1. Re-construct Getchell from Maple Grove to Lightning Drive
2. Extension of Getchell from Lightning Drive to the Timber Trails subdivision
3. Reconstruct Lightning Drive
4. Reconstruct Thunderchief Lane
5. Extend the sanitary sewer to the trunkline and eliminating two lift stations
6. Construct as segment of the Hermantown Connector Trail
7. Create a new road by extending Lightning Drive

SOURCE OF FUNDS (if applicable)

Feasibility Study would be funded by General Sales tax

ATTACHMENTS

- Resolution
- Proposal
- Map

Resolution No. 2024-28

Resolution Directing Preparation Of Preliminary Engineering Feasibility Report For The Road Improvement Of Lightning Drive And Thunderchief Lane Including Sanitary Sewer Extension And Other Infrastructure Improvements In Section 14

WHEREAS, the City Council has considered the options to provide sewer service to the Lightning Drive and Thunderchief Lane and extension in Section 14

WHEREAS, the City Council desires to consider an extension of a sewer trunk line spur through Section 14 of the City; and

WHEREAS, the City Council desires and intends to assess the benefited property for all or a portion of the cost of the Project pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, Section 429.031 of the Minnesota Statutes requires that the City Council obtain a preliminary report from the City's consulting engineer before it establishes a date for a public hearing on the Project.

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

1. The Project is hereby referred to the City Engineer for study and the City Engineer is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed Project within the City of Hermantown is necessary, cost-effective and feasible and as to whether it should best be made as proposed or in connection with some other improvement and the estimated cost of the Project as recommended.

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:

WHEREUPON, such resolution was declared duly passed and adopted on March 4, 2024.

Civil Engineering Fee Proposal



Date: 2/12/24

Project Title: Lightning Drive
Project Location: Hermantown MN
Company: City of Hermantown
Client Contact: John Mulder
Full Address: 5105 Maple Grove Road

Client Email: jmulder@hermantownmn.com
Office Phone: 218.729.3600
Cell Phone: 218.390.1894

Project Description

Prepare a Preliminary Engineering Report for the City of Hermantown. The project area includes Lightning Drive, Thunderchief Lane, Getchell Road, a new trail alignment and sanitary sewer extension

Scope of Civil Engineering Services

1. Utility Investigation
2. Prelim Plan Development
3. Prepare PER and Estimate of Costs

Proposed Fee Calculation Table	Estimated Hours / Hourly Rates					Extended Cost
	Principal	PE	Tech.	Clerical	Other	
Preliminary Engineering Report	\$190.00	\$160.00	\$85.00	\$60.00		
Gather Existing Road and Utility Information and Prepare Maps	4	8	8			\$ 2,720.00
Preliminary Plan Set - Road, Utilities and Trail	8	16	40			\$ 7,480.00
Identify Parcels that COH needs Easements		2	4			\$ 660.00
Meetings - Staff, CC, UC, WLSSD, Wetland Regulators and Property Owners	16	8				\$ 4,320.00
Prepare PER and Estimate of Probable Costs	4	16	16			\$ 4,680.00
					Subtotal	\$ 19,860.00
Total NCE Engineering Fees						\$ 19,860.00

Assumptions

1. Compensation for **Preliminary Design Engineering** services described above will be performed on a **Fixed 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 will be billed on an **Hourly Rate** basis in accordance with NCE current rate schedule.
3. Exclusions: any service not listed in the scope, wetland delineation, additional on site meetings.

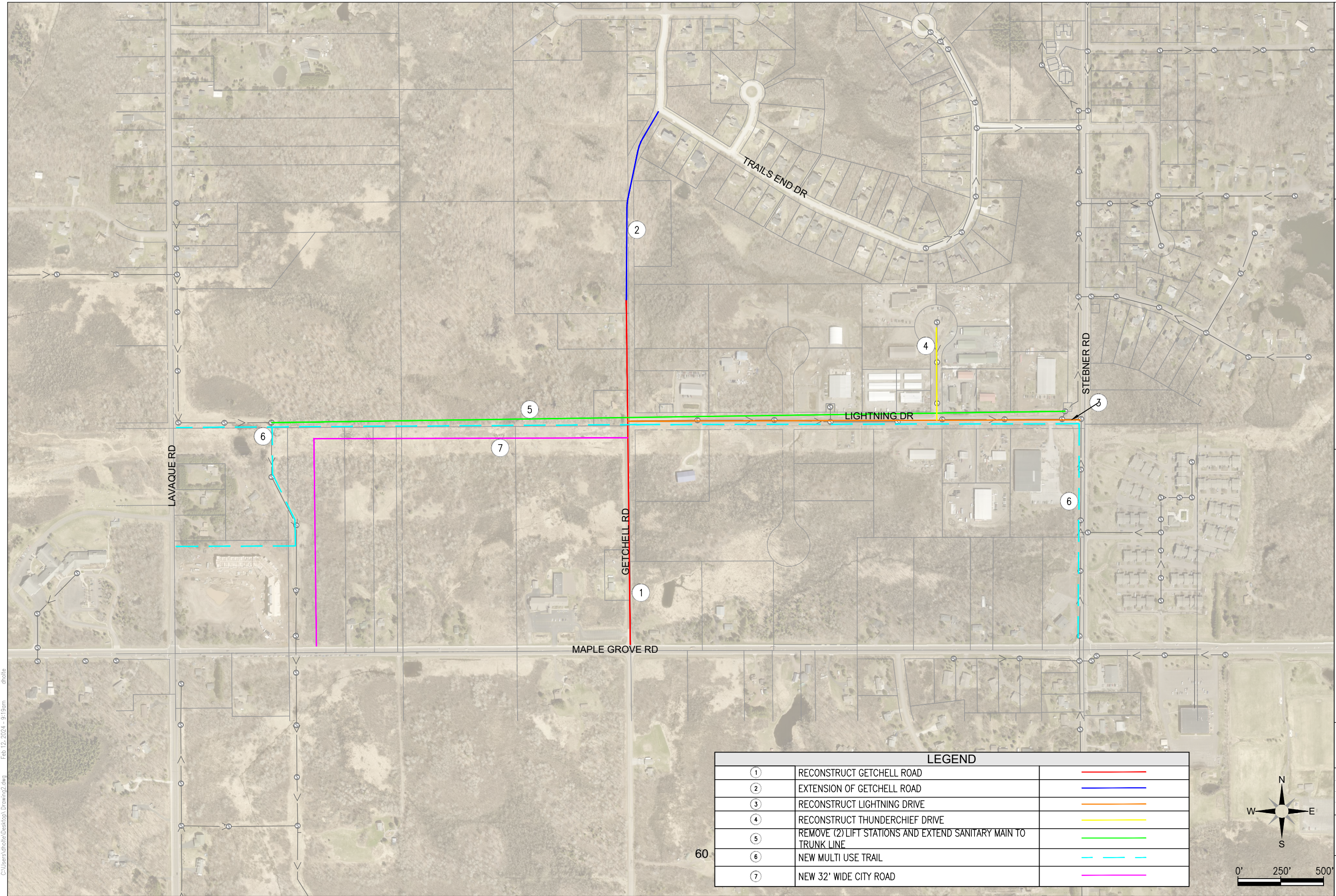
We understand that this proposal including the attached terms and conditions will serve as our contract for this project.

Submitted By

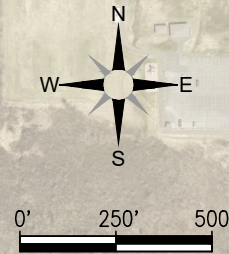
Accepted By

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

Signature _____ Date _____
 Printed Name _____
 Title _____
 Representing _____



LEGEND		
①	RECONSTRUCT GETCHELL ROAD	
②	EXTENSION OF GETCHELL ROAD	
③	RECONSTRUCT LIGHTNING DRIVE	
④	RECONSTRUCT THUNDERCHIEF DRIVE	
⑤	REMOVE (2) LIFT STATIONS AND EXTEND SANITARY MAIN TO TRUNK LINE	
⑥	NEW MULTI USE TRAIL	
⑦	NEW 32' WIDE CITY ROAD	



C:\Users\dholte\Desktop\Drawing2.dwg Feb 12, 2024 - 9:13am dholte

 #####
 #####

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
 Xref: Signature Block.dwg
 Engineer: ##### Lic. No.: #####

revision
 ####
 ####
 #####

Proj: #####
 Date: #####
 Drawn: #####
 Checked: #####

 Sheet Title
 Sheet Number
 #####



CITY COUNCIL MEETING DATE: March 4, 2024

TO: Mayor & City Council

FROM: John Mulder, City Administrator

SUBJECT: Sourcewell Participation Agreement

RESOLUTION: 2024-29 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve a participation agreement with Sourcewell.

BACKGROUND

Sourcewell is a State of Minnesota local government and service cooperative which obtains competitive bids on items that schools and cities may want to purchase. The City can then purchase directly through them. The City wishes to enter an agreement with them in order to directly purchase for Fichtner Park (playground equipment and turf). Having an agreement with them will allow the City to purchase the materials and possibly other equipment directly.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENTS

Resolution
Participation Agreement

Resolution No. 2024-29

Resolution Approving Sourcewell Cooperative Purchasing Program Participation Agreement

WHEREAS, Sourcewell is a State of Minnesota local government and service cooperative created under Minnesota Statutes § 123A.21; and

WHEREAS, City is authorized by Minnesota Statutes § 471.59 to enter into a Joint Powers Agreement with another governmental unit and authorized by Minnesota Statutes § 469.064 to cooperate with a state public body to perform its obligations; and

WHEREAS, governmental units that enter in a Joint Powers Agreement may jointly or cooperatively exercise any power common to the contracting parties or any similar powers; and

WHEREAS, Sourcewell has authorized cooperative purchasing services pursuant to its Bylaws and consistent with the specific authority of Minnesota Statutes § 123A.21, Subd. 7(23); and

WHEREAS, City administration and legal counsel have reviewed the Sourcewell Cooperative Purchasing Program Participation Agreement (“Participation Agreement”) and recommended that the City Council authorize the City to enter into the Participation Agreement and authorize the Mayor and City Clerk to execute the Participation Agreement on behalf of City; and

WHEREAS, the City Council has duly considered this matter and finds that entering into the Participation Agreement as shown on Exhibit A is in the best interests of the City.

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

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

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted on March 4, 2024.

EXHIBIT A

Sourcewell Cooperative Purchasing Program Participation Agreement

This Participation Agreement is between Sourcewell and Participating Entity to provide access to Sourcewell's Cooperative Purchasing Program. Sourcewell's Board of Directors has approved these terms and conditions through operation of this intergovernmental Participation Agreement. Participating Entity approves this Agreement upon registration with Sourcewell.

Section 1: Authority

1.1 Sourcewell is a service cooperative established by Minn. Stat. § 123A.21 as a local unit of government pursuant to the Minn. Const. art. XII, sec. 3.

1.2 Sourcewell is authorized to provide a Cooperative Purchasing Program by Minn. Stat. § 123A.21, subd. 7(23) to Participating Entities.

1.3 Sourcewell's cooperative purchasing contracts and master agreements are offered through Minn. Stat. § 471.59 and this Participation Agreement. The Sourcewell Board of Directors has approved these participation terms, and Sourcewell is authorized to enter this interlocal or joint powers agreement with an eligible Participating Entity through this Participation Agreement.

1.4 Participation in Sourcewell's Cooperative Purchasing Program is open to eligible Participating Entities. A Participating Entity is any eligible entity registering with Sourcewell, including: any government unit, including a state, city, county, town, village, school district, political subdivision of any state, federally recognized Indian tribe, any agency of the United States, any instrumentality of a governmental unit, any other entity as defined in Minn. Stat. § 471.59 Subd. 1(b), and any entity as defined in Art. VI of the Sourcewell Bylaws.

1.5 Participating Entity and Sourcewell agree this Participation Agreement is for the purpose of allowing access to available Sourcewell Cooperative Purchasing Program contracts and master agreements with awarded suppliers.

1.6 Participating Entity represents, through an authorized signatory, it is eligible for participation as defined in this Agreement.

Section 2: General Terms

2.1 Sourcewell will make its Cooperative Purchasing Program available to Participating Entity. Sourcewell programs and master agreements are provided to Participating Entity "as is." Sourcewell makes no representation as to warranties of quality, merchantability, or fitness for a particular purpose. Participation in the Program is voluntary and non-exclusive.

2.2 To purchase from Sourcewell contracts and master agreements, Participating Entity must enter into a purchase order or other subsequent agreement in accordance with the terms and conditions of master agreements directly with a supplier. Participating Entity will be responsible

for all aspects of its purchase, including ordering its goods and services, inspecting, accepting the goods and services, and prompt payment to supplier who will have directly billed the Participating Entity.

2.3 The Parties to this Agreement will adhere to all applicable laws concerning the procurement of goods and services in its respective jurisdiction.

2.4 Access to the Cooperative Purchasing Program is effective upon the date of Participating Entity’s completed registration. The Agreement will remain in effect until canceled by either party upon thirty (30) days written notice to the other party.

2.5 Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof.

2.8 There will be no financial remunerations by or obligations upon Participating Entity for participation in Sourcewell Cooperative Purchasing Program.

2.9 Sourcewell’s Cooperative Purchasing Program master agreements will be procured in compliance with Minnesota law and the Sourcewell Cooperative Purchasing Program.

2.10 The records and documents related to this this Agreement are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

Section 3: Approval

The Sourcewell Board of Director has approved this Policy effective July 1, 2022.

Sourcewell:

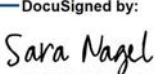
Participating Entity: City of Hermantown

DocuSigned by:
By 
Authorized Signature – Signed

By _____
Authorized Signature – Signed

By Greg Zylka
Name – Printed
Title Sourcewell Board of Directors Chair
Date 8/19/2022 | 9:40 AM CDT

By Wayne Boucher
Name – Printed
Title Its Mayor
Date _____

DocuSigned by:
By 
Authorized Signature – Signed

And by _____
Authorized Signature - Signed

By Sara Nagel
Name – Printed
Title Sourcewell Board of Directors Clerk
Date 8/19/2022 | 10:35 AM CDT

By Alissa Wentzlaff
Name: Printed
Title Its City Clerk
Date _____



CITY COUNCIL MEETING DATE: March 4, 2024

TO: Mayor & City Council

FROM: Paul Senst, Public Works Director

SUBJECT: PW Seasonal Help Wage Rate Amendment

RESOLUTION: 2024-30 **ORDINANCE:** **OTHER:**

REQUESTED ACTION

Approve an amendment to the Public Works Seasonal Help wage rates

BACKGROUND

On 1/16/2024 with resolution 2024-11, Hermantown City council approved pay scale for the PW Seasonal help. While recruiting this seasonal help it has been difficult to recruit seasonal employees at the rates that were set. PW is asking to raise the 5 seasonal positions wages by \$2/hour. This would make the grass cutters wage \$15.62/hour, Semi-Skilled wage \$17.91/hour and the Large Mower Operator @ \$19.64/hour. This would have an overall budget impact of \$6,400+/-.

SOURCE OF FUNDS (if applicable)

General Fund

ATTACHMENTS

Resolution

Resolution No. 2024-30

Resolution Approving An Adjustment To The Wage Rates For Seasonal Employees In 2024

WHEREAS, the City of Hermantown has several part-time employees; and

WHEREAS, these employees are not covered by a labor agreement; and

WHEREAS, the City Administrator recommends a pay adjustment of \$2.00 hour; and

WHEREAS, the wage rates listed below are effective January 1, 2024 through December 31, 2024.

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

	Position	Hours	Schedule	2024 Rate	Adjusted New Rate
PW Seasonal Help	2	500	Varies	\$13.62	\$15.62
PW Seasonal Help	2	500	Varies	\$15.91	\$17.91
Large Mower Operator	1	500	Varies	\$17.64	\$19.64

Councilor _____ introduced the foregoing resolution and moved its adoption.

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

Councilors _____, aye.

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted March 4, 2024.