

HERMANTOWN ECONOMIC DEVELOPMENT AUTHORITY

AGENDA

Thursday, September 23, 2021 at 5:00 p.m. – Council Chambers
Governmental Services Building

1. **ROLL CALL**
2. **MINUTES** – Approval or correction
 - a. [July 29, 2021 HEDA Minutes](#)
3. **PUBLIC DISCUSSION**
4. **CORRESPONDENCE**
5. **MOTIONS**
6. **RESOLUTIONS**
 - A. **2021-04H** Resolution Approving An Agreement For Professional Consulting Services With Braun Intertec Corporation For The Total Consideration Of \$18,973.00

(motion, roll call)
 - B. **2021-05H** Resolution Approving An Agreement For Professional Consulting Services With Northland Consulting Engineers, LLP For The Total Consideration Of \$9,820.00

(motion, roll call)
7. **WORK SESSION**
 - a. Special Meeting Time: October 25, 2021, 5:00 p.m. - Strategic Planning Review with Northspan
 - b. Discussion on Marketing Plan – Joe Wicklund
8. **RECESS**

HERMANTOWN ECONOMIC DEVELOPMENT AUTHORITY

July 29, 2021

5:00 p.m.

MEETING CONDUCTED IN PERSON & VIA ZOOM

ROLL CALL: Commissioners Geissler, Haapanen, Hauschild, Nelson, Peterson, Ronchetti, Mayor Boucher

CITY STAFF: John Mulder, City Administrator; Eric Johnson, Community Development Director; Steve Overom, City Attorney

ABSENT:

VISITORS:

MINUTES

Motion made by Commissioner Geissler, seconded by Commissioner Nelson to approve the May 27, 2021 HEDA Minutes. Roll Call: Commissioners Haapanen, Hauschild, Nelson, Peterson, Ronchetti, Mayor Boucher, aye. Motion carried.

MOTIONS

Motion made by Commissioner Peterson, seconded by Commissioner Nelson to establish the amount of bond at \$300,000 required to be provided by the treasurer. Motion carried.

Motion made by Commissioner Hauschild, seconded by Commissioner Nelson to approve a report to the City. Motion carried.

Motion made by Commissioner Geissler, seconded by Commissioner Peterson to approve for submission to the City Council a budget for the succeeding year of HEDA. Motion carried.

Motion made by Commissioner Hauschild, seconded by Commissioner Nelson to approve a report to the City Council on the Enabling Resolution. Motion carried.

Motion made by Commissioner Ronchetti, seconded by Commissioner Geissler to appoint depositories.

Motion made by Commissioner Nelson, seconded by Commissioner Peterson to approve an audit to submit to the City Council.

RESOLUTIONS

2021-02H Resolution Approving An Agreement For Consulting Services With HTB Project Navigation LLC

Motion made by Commissioner Hauschild, seconded by Commissioner Geissler to adopt Resolution 2021-02H, Resolution Approving An Agreement For Consulting Services With HTB Project Navigation LLC. Roll Call: Commissioners Geissler, Haapanen, Hauschild, Nelson, Peterson, Mayor Boucher, aye. Commissioner Ronchetti, abstained. Motion carried.

2021-03H Resolution Approving Certificate Of Completion With Glenn A. Hansen And Debra L. Hansen And Authorizing And Directing The Execution By Hermantown Economic Development Authority

Motion made by Commissioner Nelson, seconded by Commissioner Geissler to adopt Resolution 2021-03H, Resolution Approving Certificate Of Completion With Glenn A. Hansen And Debra L. Hansen And Authorizing And Directing The Execution By Hermantown Economic Development Authority. Roll Call: Commissioners Geissler, Haapanen, Hauschild, Nelson, Peterson, Ronchetti, Mayor Boucher, aye. Motion carried.

WORK SESSION

Strategic Plan Follow-Up

John Mulder gave an update on some follow up work on the Strategic Directives in the plan.

SD1: PROMOTING OUR COMMUNITY FOR INVESTMENT: John Mulder and Joe Wicklund have begun putting some framework together for a marketing plan.

SD2: COMPREHENSIVE PLANNING FOR TARGETED GROWTH: Included in the 2022 HEDA Budget is some dedicated funding to begin the comprehensive planning process

SD3: POSITIONING & PROVIDING INFRASTRUCTURE FOR DEVELOPMENT: John Mulder presented some initial thoughts on sewer extensions to provide sewer to unserved areas and reported that the Broadband Taskforce would hold its first meeting in August.

SD4: CREATING A GROWTH ENVIRONMENT & TOOLS FOR BUSINESSES: Hiring a consultant to work on some specific projects is a start toward this direction.

D5: ESTABLISHING A DIVERSE, LIVABLE COMMUNITY WITH A SENSE OF PLACE: No specific action was taken in this area.

Motion made by Commissioner Nelson, seconded by Commissioner Peterson to recess at 6:25 p.m. Motion carried.

Recorded by:

John Mulder, Executive Director

TO: HEDA Members
FROM: John Mulder, Executive Director

**Hermantown Economic
Development Authority**

DATE: September 16, 2021 **Meeting Date:** 9/23/21
SUBJECT: Potential Hwy 53 Business Park **Agenda Item:** 6A & B

**STRATEGIC DIRECTION:
SD2: COMPREHENSIVE PLANNING FOR TARGETED GROWTH**

ACTION STEP:

- A3. Create clear goals for potential growth areas
 - A5. Consider new zoning districts to meet growth opportunities
-

REQUESTED ACTION

Consider approving agreements/accepting proposals from Braun and Northland Consulting Engineers for geotechnical, environmental, & infrastructure site assessment for a potential Hwy 53 Business Park.

BACKGROUND

For years, certain parcels of land at the intersection of Hwy 53 and Ugstad were part of a Superfund site because of contamination. Very recently, the site has been “de-listed” and is no longer considered a Superfund site. At various times, there has been talk of possible development at that site. Earlier this year, the City entered into an agreement with HTB Project Navigation LLC to assist in the successful redevelopment of that site.

We have requested and received proposals from Braun Intertec and Northland Consulting Engineers to do a desktop review of the geotechnical, environmental, & infrastructure elements of that site.

SOURCE OF FUNDS (if applicable)

HEDA Funds 230-465111-311 - Contracted Services
Will be offset by revenue from the sale of the Ethan Allen Building.

ATTACHMENTS

Proposals

Hermantown Economic Development Authority

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

Hermantown Economic Development Authority
Resolution No. 2020-04H

HEDA Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH BRAUN INTEREC CORPORATION FOR THE TOTAL CONSIDERATION OF \$18,973.00

WHEREAS, the Hermantown Economic Development Authority (“HEDA”) desires to obtain consulting services for a geotechnical and environmental desktop review of a potential future business park; and

WHEREAS, Braun Intertec Corporation (“Braun”) submitted a proposal to provide such services to the HEDA (“Proposal”); and

WHEREAS, Braun and HEDA desire to enter into an Agreement for Professional Consulting Services (“Agreement”) as shown on Exhibit A attached hereto in which Braun provides services to HEDA pursuant to these terms of the Agreement and the Proposal; and

WHEREAS, the HEDA Commissioners have reviewed the Agreement and hereby believe that it is in the best interests of HEDA to approve the Agreement and authorize and direct the President and Secretary of HEDA to execute and deliver the Agreement on behalf of HEDA.

NOW THEREFORE, BE IT RESOLVED by the Commissioners of HEDA as follows:

1. The President and Secretary of HEDA are hereby authorized and directed to execute and deliver the Agreement on behalf of HEDA and execute and deliver whatever documents are necessary to consummate the transactions contemplated by the Agreement.
2. The City Clerk shall enter this Resolution in the records of HEDA immediately after the execution of this Resolution by the HEDA Administrator.

The motion for the adoption of the foregoing resolution was duly seconded by HEDA Commissioner _____ and, after full discussion thereof and upon a vote being taken thereon, the following HEDA Members voted in favor thereof:

Commissioners

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 23rd day of September, 2021.

HEDA Administrator

September 9, 2021

Proposal QTB145711

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

Re: Proposal for Geotechnical and Environmental Desktop Review Services
Future Business Park – Near Intersection of TH 53 and Lavaque Bypass Road
Hermantown, Minnesota

Dear Mr. Mulder:

Braun Intertec Corporation is pleased to submit this proposal to provide geotechnical and environmental desktop review services for the proposed future business park located near the Intersection of Trunk Highway 53 and Lavaque Bypass Road in Hermantown, Minnesota.

Background

The area being considered for the future business park is approximately 170 acres in size, a portion of which includes the former Arrowhead Refinery Superfund Site that was recently delisted from the U.S. Environmental Protection Agency (EPA) Nation Priority List (NPL). Although the former Arrowhead Refinery Superfund Site was previously cleaned up to an industrial cleanup standard acceptable to EPA, it is likely that soil and groundwater contamination remain in place that will require consideration for redevelopment. In addition, current geotechnical conditions at the former Arrowhead Refinery Superfund Site after cleanup will need to be confirmed as it related to future redevelopment.

The desktop review services outlined in this proposal were selected to help the City of Hermantown's project team to better understand the "big picture" geotechnical, environmental, wetland and civil engineering challenges related to future development of the business park based on available existing information, and also provide the City with options and cost estimates for likely additional geotechnical and environmental services needed to advance and further refine the project.

Scope of Services

Task 1 – Desktop Information Review

Braun Intertec will conduct a desktop review of relevant available existing information containing relevant information on geotechnical and environmental conditions and related considerations for development of the business park. The desktop information review is anticipated to include the following elements:

- Order and review historical aerial photographs covering the entire proposed business park area to observe past land uses and related changes over time.
- Review the Minnesota Pollution Control Agency (MPCA) What's in My Neighborhood database to identify known existing sites of regulatory interest within (and adjacent to) the proposed business park.
- Review existing documents on the former Arrowhead Refinery Superfund Site that are available online to identify data providing information on historical soil, sediment and groundwater contamination, completed corrective actions, locations and details regarding clean backfill placement, and institutional controls/deed restrictions placed on the Site that will be relevant to future development.
- Request and review additional files available at the MPCA for the former Arrowhead Refinery Superfund Site. Contact and interview MPCA staff with knowledge of the former Arrowhead Refinery Superfund Site for additional insight on site conditions and documents of interest.
- Compilation of soil boring logs and laboratory analytical results that are representative of post cleanup soil and groundwater conditions and that may provide insight on current geotechnical and environmental conditions requiring consideration for future development and identify data gaps that may require additional geotechnical or environmental information.
- Query the Minnesota Department of Natural Resources (DNR) Natural Heritage Information System (NHIS) and the U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IpaC) tool for data related to known occurrences of threatened, endangered, or special concern species located within or near the future business park.

- Review available public resources for boring logs, geological atlas, and other available subsurface data with the intent of defining the overall geological conditions as it relates to geotechnical conditions that may impact potential future developments.

In addition to the above, David Bolf of Northland Consulting, LLC will conduct additional desktop information reviews related to wetland and selected civil engineering topics important to redevelopment planning. These services are addressed in a separate proposal prepared by Mr. Bolf.

Task 2 – Technical Memorandum Preparation

Braun Intertec will prepare a technical memorandum summarizing the results of the geotechnical and environmental desktop review. The memorandum will be prepared jointly with David Bolf of Northland Consulting, LLC who will incorporate information on wetland and selected civil engineering topics relevant to future development. The memorandum will include the following information:

- Environmental Review– The memorandum will include summaries of known environmental information for all parcels within the future business park based on the information contained in existing reports and information reviewed from Task 1. Parcel-specific summary sheets and site diagrams depicting the relevant environment conditions, features and property locations affected by deed restrictions/institutional controls will be provided.
- Geotechnical Review – The memorandum will include a discussion of known geotechnical information for the area of the future business park based on our knowledge of area subsurface conditions from past nearby project experience, published geologic information sources, and available soil boring information included in the environmental reports reviewed under Task 1.
- Wetland Review – ***[Information and discussion to be provided by David Bolf of Northland Consulting, LLC.]***
- Other Civil Engineering Topics – ***[Information and discussion to be provided by David Bolf of Northland Consulting, LLC.]***
- Cost Estimate Ranges for Future Services – The technical memorandum will include discussions of the likely additional geotechnical, environmental, wetland and civil engineering services (and sequencing) that may be needed to advance and further refine the project. This information is

intended to provide the City with information to assist with project budgeting for technical consulting services.

A draft copy of the technical memorandum will be provided electronically for review and comment. Upon receipt of comments, Braun Intertec will work with David Bolf of Northland Consulting, LLC to issue the final technical memorandum. Only an electronic copy of the Technical Memorandum will be submitted to you unless you request otherwise.

Task 3 – Project Correspondence and Meetings

A preliminary budget has been established for initial project correspondence and meetings related to the project. This task includes additional detailed discussions of the desktop review findings and discussions of options and strategies for future follow up geotechnical and environmental services that may be needed to support the project planning.

Task 4 – Project Management and Administration

Braun Intertec staff will provide project oversight, budget review, communication, invoicing, word processing, and other associated administrative services in support of the first three tasks.

Cost Estimate

Braun Intertec will provide the services described herein on an hourly and unit-cost basis. The estimated cost breakdown summary is listed below and in detail on the attached cost proposal sheet.

	Cost
- Task 1 – Desktop Information Review	\$8,860
- Task 2 – Technical Memorandum Preparation	6,755
- Task 3 – Project Correspondence and Meetings (estimated budget)	2,041
- Task 4 – Project Management and Administration	<u>800</u>
Estimated Total	\$18,973

Braun Intertec will begin the project upon receipt of your authorization. The estimated cost of **\$18,973** presented is based on the Scope of Services described herein.

Schedule

Braun Intertec will schedule and complete all activities and tasks within 3 weeks of authorization, or to a specific agreed upon date acceptable to the parties.

Acceptance of Proposal/General Remarks

Our services will be performed under the Master Services Agreement for Professional Services between the City of Hermantown and Braun Intertec Corporation, dated March 11, 2020. Please sign and return this proposal as authorization to proceed.

If you have any questions regarding this proposal, please feel free to contact Ken Larsen 952.995.2455 (desk) or 612.599.1704 (cell).

Sincerely,

BRAUN INTERTEC CORPORATION



Kenneth A. Larsen, PE, PG
Vice President, Principal Engineer



Joseph C. Butler, PE
Business Unit Manager, Senior Engineer

Attachments:
Project Proposal

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB145711

Future Business Park

Client:

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

Work Site Address:

Near Intersection of TH 53 and Lavaque Bypass
Road
Hermantown, MN

Service Description:

Geotechnical and Environmental Desktop
Review Services

	Description	Quantity	Units	Unit Price	Extension
Phase 1	Geotechnical and Environmental Desktop Review Services				
Activity 1.1	Desktop Information Review				\$8,877.10
174	Staff Scientist - Environmental	2.00	Hour	125.00	\$250.00
175	Project Scientist - Environmental	8.00	Hour	145.00	\$1,160.00
126	Project Engineer - Geotechnical	2.00	Hour	145.00	\$290.00
176	Senior Scientist - Environmental	14.00	Hour	175.00	\$2,450.00
128	Senior Engineer - Geotechnical	10.00	Hour	175.00	\$1,750.00
130	Principal Engineer - Environmental	12.00	Hour	205.00	\$2,460.00
SUB	Historical Aerial Photos	1.00	Each	500.00	\$500.00
1661	Vehicle mileage, per mile	30.00	Each	0.57	\$17.10
Activity 1.2	Technical Memorandum Preparation				\$7,255.00
386	GIS Specialist/Drafter	4.00	Hour	125.00	\$500.00
174	Staff Scientist - Environmental	2.00	Hour	125.00	\$250.00
175	Project Scientist - Environmental	5.00	Hour	145.00	\$725.00
126	Project Engineer - Geotechnical	4.00	Hour	145.00	\$580.00
176	Senior Scientist - Environmental	10.00	Hour	175.00	\$1,750.00
128	Senior Engineer - Geotechnical	8.00	Hour	175.00	\$1,400.00
130	Principal Engineer - Environmental	10.00	Hour	205.00	\$2,050.00
Activity 1.3	Meetings and Correspondence				\$2,041.00
176	Senior Scientist - Environmental	4.00	Hour	175.00	\$700.00
128	Senior Engineer - Geotechnical	2.00	Hour	175.00	\$350.00
130	Principal Engineer - Environmental	4.00	Hour	205.00	\$820.00
1661	Vehicle mileage, per mile	300.00	Each	0.57	\$171.00
Activity 1.4	Project Management and Administration				\$800.00
238	Project Assistant	4.00	Hour	75.00	\$300.00
125	Project Control Specialist	4.00	Hour	125.00	\$500.00
Phase 1 Total:					\$18,973.10

Proposal Total:	\$18,973.10
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Hermantown Economic Development Authority
Resolution No. 2021-05H

HEDA Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH NORTHLAND CONSULTING ENGINEERS, LLP FOR THE TOTAL CONSIDERATION OF \$9,820.00

WHEREAS, the Hermantown Economic Development Authority (“HEDA”) desires to obtain consulting services for site assessment of a potential future business park; and

WHEREAS, Northland Consulting Engineers, LLP (“NCE”) submitted a proposal to provide such services to the HEDA (“Proposal”); and

WHEREAS, NCE and HEDA desire to enter into an Agreement for Professional Consulting Services (“Agreement”) as shown on Exhibit A attached hereto in which NCE provides services to HEDA pursuant to these terms of the Agreement and the Proposal; and

WHEREAS, the HEDA Commissioners have reviewed the Agreement and hereby believe that it is in the best interests of HEDA to approve the Agreement and authorize and direct the President and Secretary of HEDA to execute and deliver the Agreement on behalf of HEDA.

NOW THEREFORE, BE IT RESOLVED by the Commissioners of HEDA as follows:

1. The President and Secretary of HEDA are hereby authorized and directed to execute and deliver the Agreement on behalf of HEDA and execute and deliver whatever documents are necessary to consummate the transactions contemplated by the Agreement.

2. The City Clerk shall enter this Resolution in the records of HEDA immediately after the execution of this Resolution by the HEDA Administrator.

The motion for the adoption of the foregoing resolution was duly seconded by HEDA Commissioner _____ and, after full discussion thereof and upon a vote being taken thereon, the following HEDA Members voted in favor thereof:

Commissioners

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 23rd day of September, 2021.

HEDA Administrator

Civil Engineering Fee Proposal

September 15, 2021

Proposal #: P2021



Project Title: Highway 53 Business Park
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

NCE will assist the City of Hermantown with a Site Assessment of approximately 160+ acres of property near the intersection of Highway 53 and Lavaque Rd. which will be referred to as the Highway 53 Business Park. NCE will evaluate existing information such as Utility As-Builts, LIDAR Topography, Wetlands, Easement Restrictions, Underlying Zoning, Stormwater Management Site Access and Future Public Road Layouts.

Scope of Civil Engineering Services

1. Meetings, Communications with the Owners and Design Team
2. Site Assessment, Cost Estimating
3. Wetland Desktop Review

Proposed Fee Calculation Table	Estimated Hours / Hourly Rates					Extended Cost
	Principal	PE	Tech.	Clerical	Other	
Design Engineering Services	\$160.00	\$130.00	\$80.00	\$50.00		
Site Assessment: Meetings, Communications, Consulting, (1) Site Visit, Site Evaluation, Review of Geotechnical Information, Utility Investigation, Cost Estimating	16	24	16			\$ 6,960.00
Summary Report of Findings	2	8				\$ 1,360.00
	Subtotal					\$ 8,320.00
Sub Consultant Fees / Other Reimbursable Charges						
WSP Desktop Wetland Review	Lump Sum					\$ 1,500.00
	Subtotal					\$ 1,500.00
Total Proposed NCE Fee						\$ 9,820.00

Assumptions

1. Compensation for Engineering Services described above will be performed on an Hourly basis based on the overall project description and limited 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.
4. The proposal is based off of discussions with the owner. If scope of work is to change significantly, NCE reserves the right to adjust their fee estimate.

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

Submitted By

 9/16/21

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

Accepted By

Signature _____ Date _____
 Printed Name _____
 Title _____
 Representing _____