



**HERMANTOWN ECONOMIC DEVELOPMENT AUTHORITY
AGENDA**

**Thursday, August 24, 2023 at 5:00 PM Central
Council Chambers, City Hall - Hermantown Governmental Services Building
5105 Maple Grove Rd
Hermantown, MN 55811**

1. CALL TO ORDER

2. ROLL CALL

3. MINUTES

3.A. Approve July 27, 2023 HEDA Minutes 2

4. MOTIONS

5. 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.

6. WORK SESSION (Project Updates)

6.A. Update on Hermantown Marketplace 8

6.B. Update on Hwy 53 Business Park AUAR

6.C. Update on Greenhouse Development

7. RECESS

CITY OF HERMANTOWN
HERMANTOWN ECONOMIC DEVELOPMENT AUTHORITY
Thursday, July 27, 2023 at 5:00 PM Central
Council Chambers, City Hall - Hermantown Governmental Services Building

Mayor Wayne Boucher: Present
Councilor John Geissler: Absent
Dwayne Haapanen: Present
Councilor Andy Hjelle: Present
Councilor Ellie Jones: Present
Councilor Brian LeBlanc: Present
Chad Ronchetti: Present

CITY STAFF: John Mulder, City Administrator; Steve Overom, HEDA Attorney, Heidi Timm - Bijold, Consultant

VISITORS:

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **MINUTES**

A. Approve June 29, 2023 HEDA Minutes

Motion to approve minutes as presented. This motion, made by Councilor Andy Hjelle and seconded by Dwayne Haapanen, Carried.

Chad Ronchetti: Yea
Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Absent
Dwayne Haapanen: Yea
Mayor Wayne Boucher: Yea

Yea: 6, Nay: 0, Absent: 1

4. **WORK SESSION (Project Updates)**

A. Update and Overview of HEDA Activities: John Mulder explained the various HEDA's bylaws and the various actions HEDA should take as part of their annual meeting. The July meeting has been the annual meeting to coincide with the audit being completed by the City's auditors and the preparation of the budget for the next year. John reminded the group that they have been focusing on three major areas for development in the past year: the Stebner Farm, Hwy 53 Business Park, and the Engwall's site. HEDA was also supporting some the marketing efforts of Hermantown's Home Town campaign.

B. Overview and Discussion on Tax Increment Financing Planning: John Mulder explained the development plan that was established in 1993. The development district had generally included land east of Ugstad and north of Maple Grove and south of Maple Grove to approximately Oak Ridge Drive on the east side of Stebner. In order to create a Tax Increment Financing District, property had to be within that development district. In order to allow TIF District on Engwall's site, the Development District needed to be expanded. Staff recommended to include all land east of Ugstad and include Section 4 & 5 along Hwy 53. HEDA discussed the proposed Development district and choose to modify it to include a corridor along Hwy 2, but eliminate east of Ugstad south of Maple Grove and land south of Morris Thomas. Staff was directed to modify the map for the notice of the public hearing.

5. **MOTIONS**

A. Motion to establish the amount of bond at \$300,000 required to be provided by the Treasurer

This motion, made by Dwayne Haapanen and seconded by Councilor Andy Hjelle, Carried.

Chad Ronchetti:	Yea
Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Absent
Dwayne Haapanen:	Yea
Mayor Wayne Boucher:	Yea

Yea: 6, Nay: 0, Absent: 1

B. Motion to approve an annual report to the City

This motion, made by Chad Ronchetti and seconded by Councilor Andy Hjelle, Carried.

Chad Ronchetti:	Yea
Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Absent
Dwayne Haapanen:	Yea
Mayor Wayne Boucher:	Yea

Yea: 6, Nay: 0, Absent: 1

C. Motion to approve for submission to the City Council a budget for the succeeding year of HEDA

This motion, made by Chad Ronchetti and seconded by Dwayne Haapanen, Carried.

Chad Ronchetti:	Yea
Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Absent
Dwayne Haapanen:	Yea
Mayor Wayne Boucher:	Yea

Yea: 6, Nay: 0, Absent: 1

D. Motion to approve a report to the City Council on the Enabling Resolution

This motion, made by Councilor Ellie Jones and seconded by Dwayne Haapanen, Carried.

Chad Ronchetti:	Yea
Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Absent
Dwayne Haapanen:	Yea
Mayor Wayne Boucher:	Yea

Yea: 6, Nay: 0, Absent: 1

E. Motion to appoint depositories

This motion, made by Chad Ronchetti and seconded by Councilor Brian LeBlanc, Carried.

Chad Ronchetti:	Yea
Councilor Andy Hjelle:	Yea
Councilor Brian LeBlanc:	Yea
Councilor Ellie Jones:	Yea
Councilor John Geissler:	Absent
Dwayne Haapanen:	Yea
Mayor Wayne Boucher:	Yea

Yea: 6, Nay: 0, Absent: 1

F. Motion to approve an audit to submit to the City Council

This motion, made by Councilor Ellie Jones and seconded by Councilor Andy Hjelle, Carried.

Chad Ronchetti: Yea
Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Absent
Dwayne Haapanen: Yea
Mayor Wayne Boucher: Yea

Yea: 6, Nay: 0, Absent: 1

G. Motion to appoint officers. President Boucher, Vice President Geissler, Treasurer Jones, Secretary LeBlanc, Assistant Treasurer Orme.

This motion, made by Councilor Ellie Jones and seconded by Councilor Andy Hjelle, Carried.

Chad Ronchetti: Yea
Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Absent
Dwayne Haapanen: Yea
Mayor Wayne Boucher: Yea

Yea: 6, Nay: 0, Absent: 1

6. **RESOLUTIONS**

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

A. 2023-10H Resolution Establishing Tax Increment Financing Redevelopment District No. 1-2: The Greenhouse, And Adopting A Tax Increment Financing Plan Therefor

Motion To Approve Resolution Establishing Tax Increment Financing Redevelopment District No. 1-2: The Greenhouse, And Adopting A Tax Increment Financing Plan Therefor. This motion, made by Chad Ronchetti and seconded by Councilor Andy Hjelle, Carried.

Chad Ronchetti: Yea

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

Yea: 6, Nay: 0, Absent: 1

B. 2023-11H Resolution Approving The Independent Producer Agreement With Story North Productions, LLC And Authorizing And Directing The Execution By Hermantown Economic Development Authority

Motion to approve 2023-11H Resolution Approving The Independent Producer Agreement With Story North Productions, LLC And Authorizing And Directing The Execution By Hermantown Economic Development Authority. This motion, made by Councilor Ellie Jones and seconded by Dwayne Haapanen, Carried.

Chad Ronchetti: Yea
Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Absent
Dwayne Haapanen: Yea
Mayor Wayne Boucher: Yea

Yea: 6, Nay: 0, Absent: 1

7. **RECESS**

Motion to recess at 6:15 p.m. This motion, made by Councilor Andy Hjelle and seconded by Councilor Ellie Jones, Carried.

Chad Ronchetti: Yea
Councilor Andy Hjelle: Yea
Councilor Brian LeBlanc: Yea
Councilor Ellie Jones: Yea
Councilor John Geissler: Absent
Dwayne Haapanen: Yea
Mayor Wayne Boucher: Yea

Yea: 6, Nay: 0, Absent: 1

Hermantown Economic Development Authority Continuation Meeting

Thursday, July 27, 2023

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Recorded by:

John Mulder, City Administrator

CITY OF HERMANTOWN

**PRELIMINARY ENGINEERING REPORT
AND
FEASIBILITY STUDY**

Prepared: July 28, 2023

**STREET IMPROVEMENT DISTRICT #XXX
(Stebner Park Improvements)**

NCE JOB NO. 23-80XX

RECOMMENDED:



Hermantown City Engineer

07/28/23

Date

TABLE OF CONTENTS

1. Report
2. Project Cost Estimate
3. Preliminary Plan & Exhibits

LEGAL BASIS FOR REPORT

This report is prepared as part of the City of Hermantown's Road Improvement program which requires the preparation of a preliminary engineering report, pursuant to Minnesota Statutes Section 429.031.

This report is prepared in accordance with said Section 429.031. Specifically, this report hereby advises the City Council & HEDA, in a preliminary way, as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement.

This report also includes the estimated cost of the improvements as recommended.

The compensation paid to Northland Consulting Engineers, LLC. for preparing this report is based on the following factors:

1. The time and labor required.
2. The experience and knowledge of the preparer.
3. The complexity and novelty of the problems involved.
4. The extent of the responsibilities assumed.

The compensation paid to Northland Consulting Engineers, LLC. for preparing this report is not based on a percentage of the estimated cost of the improvement.

PURPOSE

The purpose of this report is to determine the necessity, cost effectiveness, and economic feasibility for a full-depth reconstruction of the main road through Stebner Park. This route is designated for future expansion South of Maple Grove Rd. These parcels have been sitting undeveloped due to a lack of connectivity & absence of public infrastructure. The Trunk Sewer Spur provides these parcels with sanitary sewer. Further development will include water & storm infrastructure.

EXISTING CONDITIONS

The City of Hermantown has decided this as the best location for expansion. The current driveway is not to the standard set for public roadways & must be developed to meet current specifications.

The project is in Stebner Park. The road serves the soccer fields & access for the Boulder Trail. This section is 24' wide & 1600' long. The street does not capture surface runoff or provide sewer utilities.

Road Condition

The road has undergone cracking. This section will need to be replaced to support increased traffic loads.

DESIGN

It is NCE's recommendation that the roadway improvements are designed and constructed to the City of Hermantown Standard construction specifications. For an urban road design this includes a minimum of 24' bituminous pavement with 2' curb & gutter on each side.

Road Improvements

Full Reconstruction: This will likely entail a 2' sub cut of existing roadway materials, removal of unsuitable soils, and a full rebuild of the 2' section:

Minimum Typical Roadway Section Full Reconstruction – Geotechnical Engineer to recommend
4" Bituminous Pavement
8" Class 5 Aggregate
12" Select Granular Borrow
Geotextile Fabric, Type 5

Any unsuitable soil will be removed from the roadbed to ensure proper compaction & stabilization. Concrete aprons will provide parking lot access off the main route. Field & trail access will be maintained with adequate parking stalls & sidewalks. A geotechnical evaluation will be necessary to determine the extents of unsuitable material.

Utility Evaluation

Watermain: An existing line is located near the Western soccer fields & meets the road near the trail access. Future development will use this main for expansion. For the scope of this project, the watermain will be looped around to Maple Grove to increase redundancy & improve uptime.

Storm Sewer: The current design calls for 12" RCP Storm Pipe with a sediment removal structure. This is to ensure proper drainage & sediment removal before entering the system on Maple Grove Rd

Sanitary Sewer: Sanitary will extend along the driveway to serve future expansion. The sewer will gravity to Maple Grove Rd. The pipe will be 8" PVC SCH35. This aligns with similar projects in Hermantown.

Other Utilities: There are no other public utilities known to be within the proximity of the project.

Site Evaluation

Soils Investigation: It is recommended that soil borings be performed at every 250 lineal feet along the centerline of the roadway. 6 Soil borings are proposed with this methodology. Soil investigation is conducted on projects prior to design to ensure the roadway section is congruent to its design lifetime.

Wetland Permitting: The surrounding area needs to be delineated. The delineation will be used as the basis of future wetland permitting.

CONCLUSION

Northland Consulting Engineers believes the improvements above are beneficial to the City of Hermantown. The improvements will be a major benefit allowing for future development South of

Stebner Rd. Below is a summary of the projected cost for the improvements to the Street Improvement District.

PROJECTED COSTS

Cost Estimates for the Street Improvement District have been developed. The estimated costs are broken down below. These costs are developed by looking at each pavement improvement strategy along each road segment along with utility repair components.

Estimated Construction Costs:

Street Improvement District #XXX – Stebner Park Improvements	\$1,414,344.00
Estimated Total Construction Costs	\$1,414,344.00
Contingency (10%)	\$ 141,434.40
Design Engineering (8%)	\$113,147.52
Construction Engineering (8%)	\$113,147.52
Material Testing	\$10,000.00
Geotechnical Evaluation	\$10,000.00
Boundary & TOPO Survey	\$20,000.00
Legal Proceedings	\$5,000.00
Estimated Total Project Costs	\$1,827,073.44

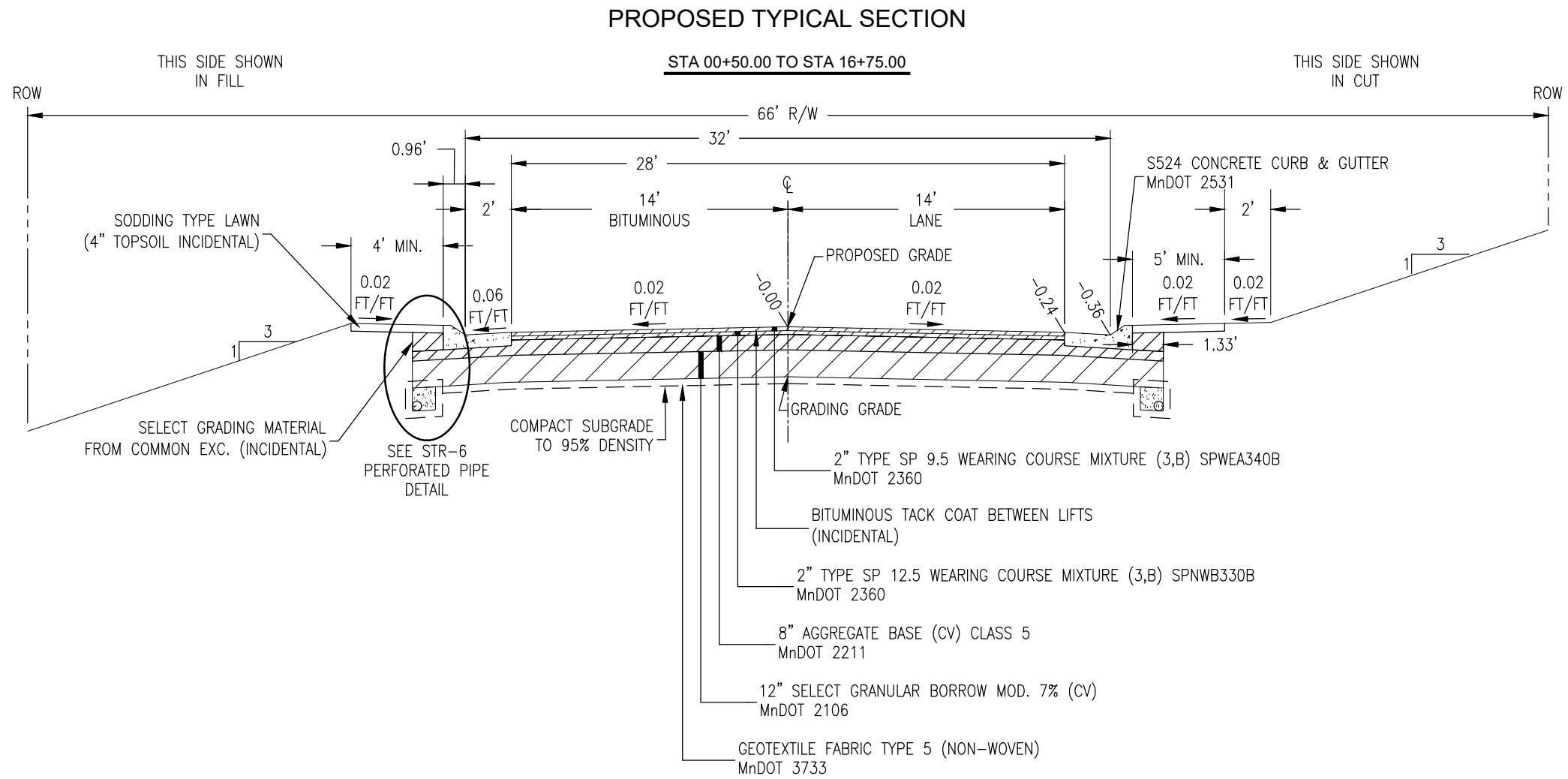


Engineer's Estimate

Date: 07/28/2023

Item No.	Note No.	Spec. No.	Item Description	Unit of Measure	Total Estimated Quantities	NCE Estimated Unit Price	NCE Estimated Total Cost
1		2021.501	MOBILIZATION	LS	1	\$ 50,000.00	\$ 50,000.00
2		2101.505	CLEARING	ACRE	0.5	\$ 5,000.00	\$ 2,500.00
3		2101.505	GRUBBING	ACRE	0.5	\$ 5,000.00	\$ 2,500.00
4		2104.502	SALVAGE SIGN	EACH	11	\$ 10.00	\$ 110.00
5		2104.502	REMOVE HYDRANT	EACH	2	\$ 1,500.00	\$ 3,000.00
6		2104.503	REMOVE METAL CULVERT	LF	44	\$ 150.00	\$ 6,600.00
7		2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	700	\$ 6.00	\$ 4,200.00
8		2104.504	REMOVE BITUMINOUS PAVEMENT	SY	3,500	\$ 5.00	\$ 17,500.00
9		2105.607	SELECT GRANULAR BORROW MOD 7% (CV)	C Y	1,900	\$ 40.00	\$ 76,000.00
10		2106.507	EXCAVATION - COMMON	C Y	5,260	\$ 15.00	\$ 78,900.00
11		2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	5,500	\$ 6.00	\$ 33,000.00
12		2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	1,200	\$ 50.00	\$ 60,000.00
13		2301.504	CONCRETE PAVEMENT 6.0"	S Y	100	\$ 100.00	\$ 10,000.00
14		2360.504	TYPE SP 12.5 WEARING COURSE MIXTURE (3:B) 2.0" THICK	TON	500	\$ 100.00	\$ 50,000.00
15		2360.504	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3:B) 2" THICK	TON	500	\$ 100.00	\$ 50,000.00
16		2501.503	15" CAS PIPE CULVERT	LF	44	\$ 60.00	\$ 2,640.00
17		2503.503	12" RC PIPE SEWER CLASS III	LF	1,750	\$ 150.00	\$ 262,500.00
18		2503.503	8" PVC PIPE SEWER (SDR 35)	LF	1,600	\$ 95.00	\$ 152,000.00
19		2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$ 1,000.00	\$ 1,000.00
20		2503.602	SEWER TRACER BOX	EACH	4	\$ 250.00	\$ 1,000.00
21		2504.601	TEMPORARY WATER SERVICE	LS	1	\$ 25,000.00	\$ 25,000.00
22		2504.602	CONNECT TO EXISTING WATER MAIN (WET TAP)	EACH	1	\$ 2,500.00	\$ 2,500.00
23		2504.602	HYDRANT ASSEMBLY	EACH	4	\$ 12,500.00	\$ 50,000.00
24		2504.602	8" GATE VALVE AND BOX	EACH	4	\$ 4,500.00	\$ 18,000.00
25		2504.602	WATER TRACER BOX	EACH	4	\$ 400.00	\$ 1,600.00
26		2504.603	8" DIPS HDPE WATER MAIN SDR 11	LF	1,000	\$ 100.00	\$ 100,000.00
27		2504.604	3" POLYSTYRENE INSULATION	S Y	8	\$ 25.00	\$ 200.00
28		2506.502	CASTING ASSEMBLY	EACH	12	\$ 750.00	\$ 9,000.00
29		2506.502	CONST DRAINAGE STRUCTURE DESIGN 48-4020	EACH	1	\$ 10,000.00	\$ 10,000.00
30		2506.503	CONST DRAINAGE STRUCTURE DESIGN F	EACH	9	\$ 7,500.00	\$ 67,500.00
31		2506.503	CONST DRAINAGE STRUCTURE DESIGN G	EACH	4	\$ 3,000.00	\$ 12,000.00
32		2506.602	SEAL MANHOLE	EACH	12	\$ 200.00	\$ 2,400.00
33		2521.518	4" CONCRETE WALK	S F	8,000	\$ 12.00	\$ 96,000.00
34		2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LF	3,200	\$ 23.00	\$ 73,600.00
35		2531.618	TRUNCATED DOMES	S F	16	\$ 80.00	\$ 1,280.00
36		2563.601	TRAFFIC CONTROL	LS	1	\$ 5,000.00	\$ 5,000.00
37		2564.502	INSTALL SIGN TYPE C	EACH	11	\$ 250.00	\$ 2,750.00
38		2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 3,000.00	\$ 3,000.00
39		2573.502	STORM DRAIN INLET PROTECTION	EACH	12	\$ 20.00	\$ 240.00
40		2573.503	SILT FENCE; TYPE HI	LF	2,000	\$ 5.00	\$ 10,000.00
41		2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	200	\$ 6.00	\$ 1,200.00
42		2575.501	TURF ESTABLISHMENT	LS	1	\$ 50,000.00	\$ 50,000.00
43		2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	1,600	\$ 2.00	\$ 3,200.00
44		2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	3,200	\$ 2.00	\$ 6,400.00
45		2582.503	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	12	\$ 2.00	\$ 24.00

Water Costs	\$ 200,300.00
Sanitary Costs	\$ 254,900.00
Roadway Cost	\$ 959,144.00
NCE's Total Estimate	\$ 1,414,344.00



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STEBNER PARK PER

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.

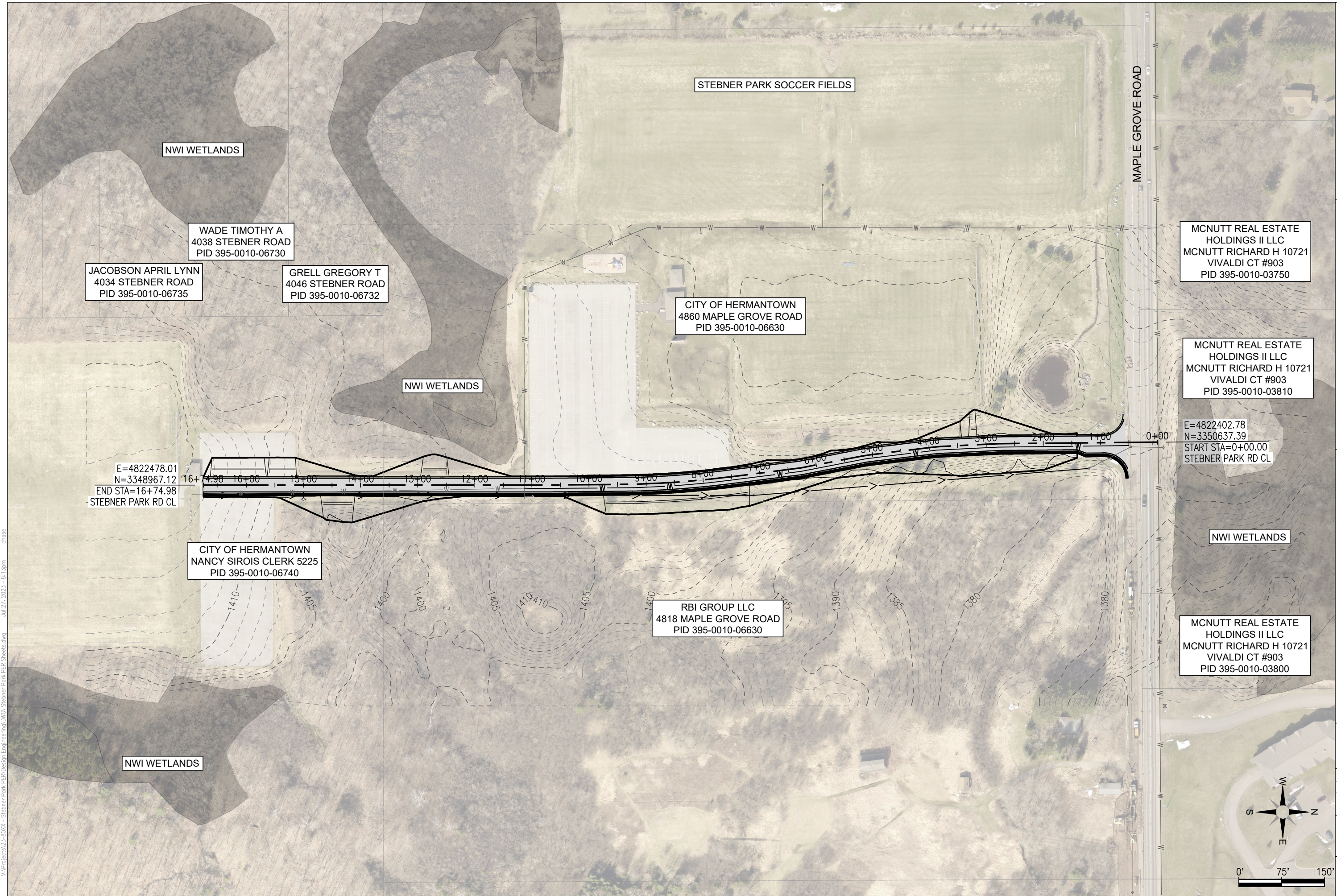
PRELIMINARY
NOT FOR CONSTRUCTION

Engineer: DAVID G. BOLF, P.E. Lic. No: 40926

revision

Proj: XX-XXX
 Date: 07/28/23
 Drawn: DRH
 Checked: TTP

DETAILS
Sheet Title
Sheet Number
1



NWI WETLANDS

STEBNER PARK SOCCER FIELDS

MAPLE GROVE ROAD

WADE TIMOTHY A
4038 STEBNER ROAD
PID 395-0010-06730

JACOBSON APRIL LYNN
4034 STEBNER ROAD
PID 395-0010-06735

GRELL GREGORY T
4046 STEBNER ROAD
PID 395-0010-06732

NWI WETLANDS

CITY OF HERMANTOWN
4860 MAPLE GROVE ROAD
PID 395-0010-06630

MCNUTT REAL ESTATE HOLDINGS II LLC
MCNUTT RICHARD H 10721
VIVALDI CT #903
PID 395-0010-03750

MCNUTT REAL ESTATE HOLDINGS II LLC
MCNUTT RICHARD H 10721
VIVALDI CT #903
PID 395-0010-03810

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CITY OF HERMANTOWN
NANCY SIROIS CLERK 5225
PID 395-0010-06740

NWI WETLANDS

RBI GROUP LLC
4818 MAPLE GROVE ROAD
PID 395-0010-06630

MCNUTT REAL ESTATE HOLDINGS II LLC
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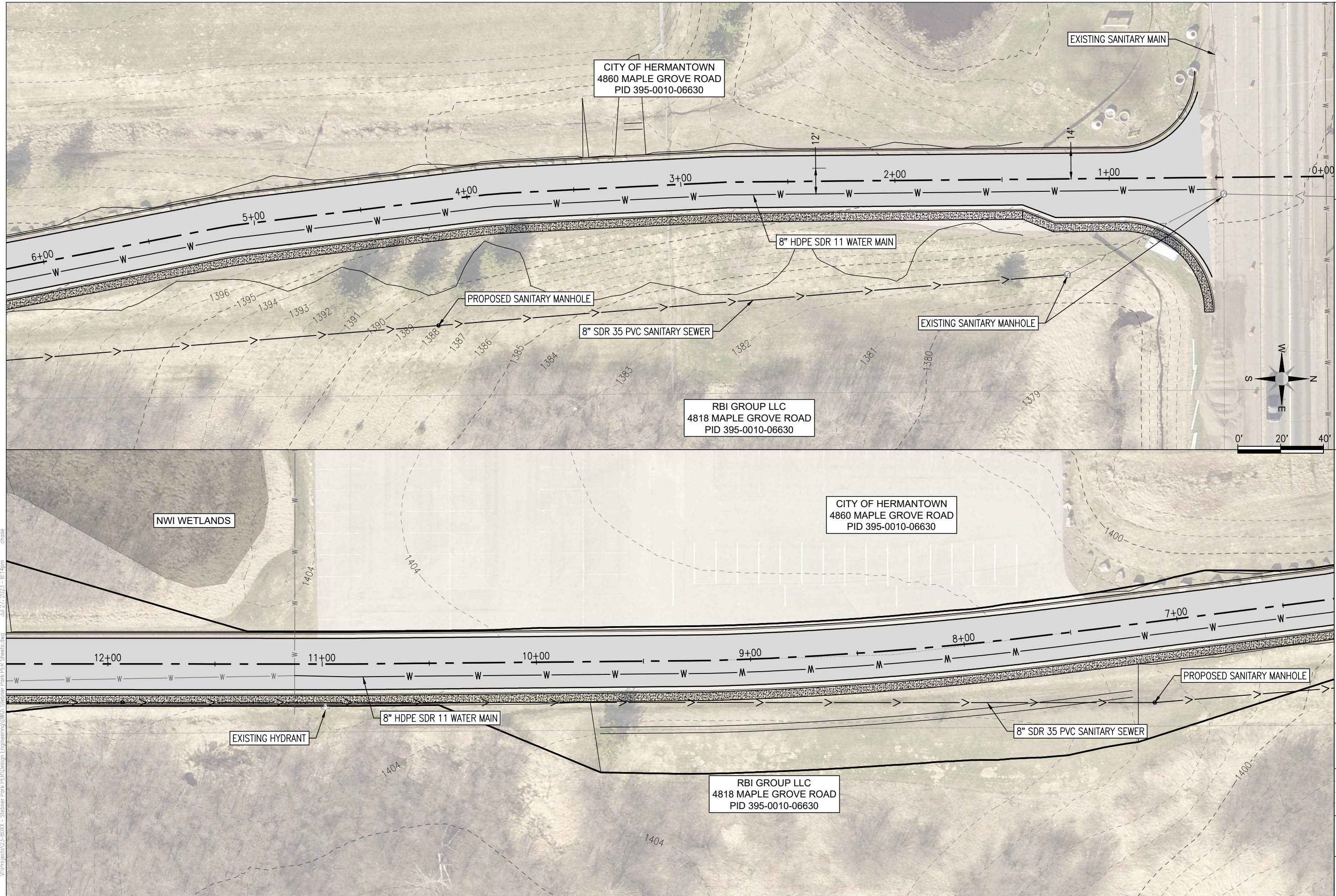
NWI WETLANDS



STEBNER PARK PER

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. Lic. No: 40926

revision	
Proj: XX-XXX	
Date: 07/28/23	
Drawn: DRH	
Checked: TTP	
SITE PLAN	
Sheet Title	
Sheet Number	2



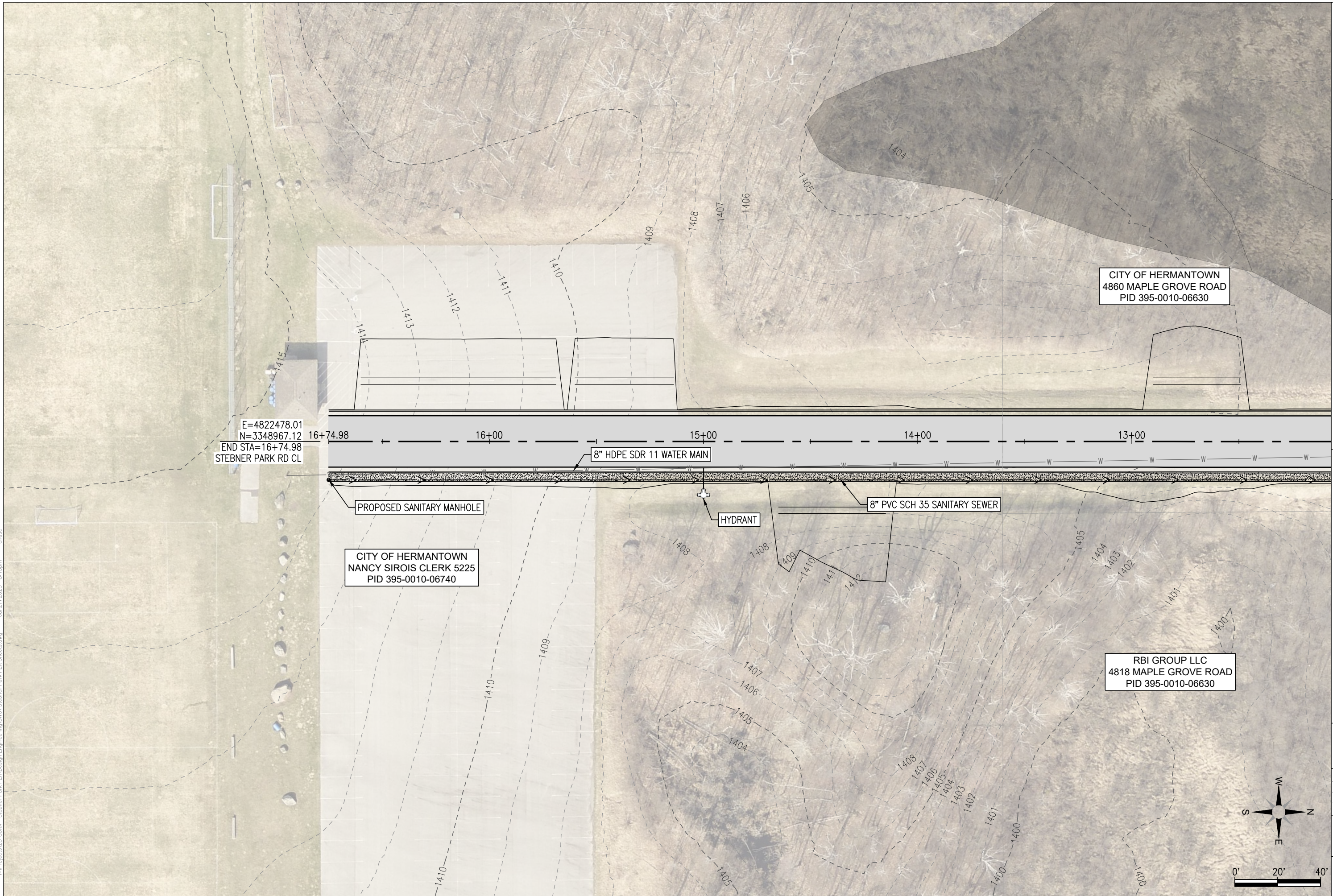
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 Engineer: DAVID G. BOLF, P.E.
 Lic. No: 40926
 XXXXX

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SITE PLAN	
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Sheet Number	3

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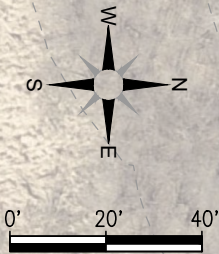


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CITY OF HERMANTOWN
NANCY SIROIS CLERK 5225
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CITY OF HERMANTOWN
4860 MAPLE GROVE ROAD
PID 395-0010-06630

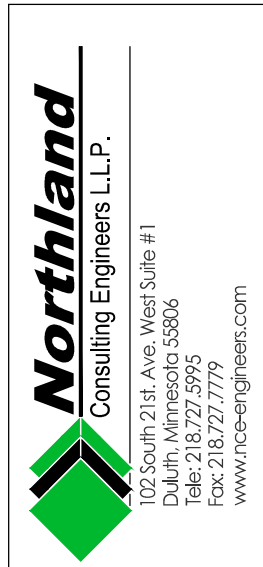
RBI GROUP LLC
4818 MAPLE GROVE ROAD
PID 395-0010-06630



STEBNER PARK PER

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.
Lic. No: 40926
XXXXXX

revision
Proj: XX-XXX
Date: 07/28/23
Drawn: DRH
Checked: TTP
SITE PLAN
Sheet Title
Sheet Number
4



STEBNER PARK PER
CITY OF HERMANTOWN

24X36

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. BOLT, P.E. Lic. No: 4926

REVISIONS:

PROJECT: XX-XXX
CHECKED: TTP
DRAWN: DRH
DATE: 07/28/23

Sheet Title
24X36

Sheet Number
