

Agenda
Regular City of Hoyt Lakes Council Meeting
City Hall Council Chambers

Monday, July 28, 2025

5:30 pm

1. ROLL CALL

Councilors in attendance: ☐ Grams ☐ Jarvela ☐ Eckman ☐ Mathison ☐ Mayor Scott
ALSO PRESENT: Administrator Weiberg, Directors:

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

*Consent Agenda: asterisked items are routine, non-controversial, and/or have been discussed at a previous Council meeting. These items will be approved in one motion unless discussion is requested in which case the item will be considered in its normal sequence on the agenda.

4. APPROVAL OF CITY COUNCIL MINUTES *

4.1 Regular Council Meeting – July 14, 2025

4.2 Special Council Meeting – July 21, 2025

5. CORRESPONDENCE *

5.1 Eveleth Heritage Society Digital Newsletter

5.2 East Range Joint Powers June 24th Minutes

5.3 Library Board June 17th Minutes

5.4 Fire Department June 4th Minutes

6. FINANCIALS –*

7. GUESTS/CITIZEN FORUM

8. REPORTS FROM STAFF

City Administrator Weiberg

Recreation Director Peterson

Library Director Lammi

Public Works Director Snetsinger

Public Utilities Director Berndt

EMS Director Olmstead

ERPD Chief Klovstad

Fire Chief House

Mesabi East Youth Sports Coordinator Mark Goerd

City Attorney Joel Lewicki

9. REPORTS FROM ELECTED OFFICIALS

Councilor Grams
Councilor Jarvela
Councilor Eckman
Councilor Mathison
Mayor Scott

10. OLD BUSINESS

10.1 First National Bank of Gilbert – Member Impact Fund Grant Award

11. NEW BUSINESS

11.1 Civics Annual Symposium September 11-12, 2025
11.2 2025 Clerks Academy
11.3 Max Grey Wellness Center Pay Application No 10 for \$603,859.71
11.4 Utilities Request for 219 Hampshire
11.5 North Shore Development Company Memorandum of Understanding
 a. Sample Resolution of Support
11.6 Westover Street Reconstruction Advertisement to Bid

12. ADJOURNMENT

Next Council Meetings:

Monday, August 11, 2025@ 5:30 pm – Regular Meeting
Monday, August 25, 2025@ 5:00 pm – Public Forum Meeting
Monday, August 25, 2025@ 5:30 pm – Regular Meeting

Minutes

Regular City of Hoyt Lakes Council Meeting

City Hall Council Chambers

Monday, July 14, 2025
5:30 pm

1. ROLL CALL

The Hoyt Lakes City Council meeting was called to order Monday, July 14 2025, at 5:30pm by Mayor Scott.

Councilors in attendance: ☒ Grams ☒ Jarvela ☒ Eckman ☒ Mathison ☒ Mayor Scott
ALSO PRESENT: Administrator Weiberg, Directors: Peterson, Lammi, Berndt, Olmstead, Fire Chief House, City Attorney Lewicki

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

*Consent Agenda: asterisked items are routine, non-controversial, and/or have been discussed at a previous Council meeting. These items will be approved in one motion unless discussion is requested in which case the item will be considered in its normal sequence on the agenda.

4. APPROVAL OF CITY COUNCIL MINUTES *

- 4.1 Special Council Meeting – June 20, 2025
- 4.2 Public Forum – June 23, 2025
- 4.3 Regular City Council Meeting – June 23, 2025.

5. CORRESPONDENCE *

- 5.1 Iron Range Economic Alliance June 18th Meeting Minutes
- 5.2 FEMA Westover Determination Denial Letter
- 5.3 Verizon Right of Entry Agreement (New Cell Tower Location)
- 5.4 East Range Joint Fire Hall Concept (Fire District)
- 5.5 MDH Quarterly Monitoring Report

6. FINANCIALS -*

- a. **Approval for Payment – Claims**
 - 6.1 Disbursements – \$998,031.68
 - 6.2 Payroll - \$199,811.17
 - 6.2.1 Payroll - \$176,133.59
 - 6.2.2 Benefits - \$23,677.58
 - 6.2.3 Insurance - \$65,417.60

7. GUESTS/CITIZEN FORUM

8. REPORTS FROM STAFF

City Administrator Weiberg reported on the meeting with the IRRRB regarding current and future projects. Also provided updated information on the funding of 665 and 110 Hoyt Lakes portion of the project costs.

Recreation Director Peterson updated the City Council on the Arena project and changed order number three from Max Grey construction and removed the request for the rear entrance repair. Also noted the successful golf tournament they hosted over the past weekend.

Library Director Lammi provided a summary of the summer activities at the Library. Also announced the Library has one state park pass which can be checked out for seven days.

Public Utilities Director Berndt provided an update on the ongoing challenge with the manganese at the water treatment plant with all the rain which is tinting the water slightly. There is also an upcoming scheduled visit by the Minnesota Department of Health to inspect the facility in August. Also updated on the property damage from the recent storm and insurance claim.

EMS Director Olmstead noted they have had 625 runs year to date versus 465 this time last year which is a significant increase year over year.

Fire Chief House had 8 fire calls in the month of June and 30 year-to-date and noted they collected most of the monies from the state from the Jenkins Creek and Brimson fires.

City Attorney Joel Lewicki had nothing to report at this time.

9. REPORTS FROM ELECTED OFFICIALS

Councilor Grams attended the three-day Minnesota League of Cities conference in Duluth and updated on the Water Carnival.

Councilor Jarvela attended the East Range Police Department meeting and toured the new/used K9 unit purchased from the City of New Ulm.

Councilor Eckman reported on the Fire Department Night Out August 6th and all the activities associated with it. Also, informed the Council summer Arts and Crafts is wrapping up and attended a RAMS meeting with Mayor Scott.

Councilor Mathison updated the Council on the contract negotiations with City Administrator Weiberg and the progress of the Boase School demolition.

Mayor Scott attended the IRRB meeting with Administrator Weiberg, RAMS meeting with Councilor Eckman.

10. OLD BUSINESS - None

11. NEW BUSINESS

- 11.1 First National Bank of Gilbert – Member Impact Fund Grant Award
 - a. Tabled – FNBG was to attend and will be rescheduled.

11.2 Mechanic/Heavy Equipment Operator Posting

Moved by Jarvela; supported by Mathison to post internal and external for the position of Mechanic/Equipment Operator Position. All in favor; Motion Carried Unanimously.

11.3 Resignation of Public Utilities Director

Moved by Jarvela; supported by Eckman for the acceptance of Public Utilities Director Berndt's letter of resignation. All in favor; Motion Carried Unanimously.

11.4 Public Utilities Director Posting

Moved by Mathison; supported by Jarvela for the internal posting for the Public Utilities Director position. All in favor; Motion Carried Unanimously.

11.5 Purchase Request for Ambulance Equipment

Moved by Eckman; supported by Jarvela for the purchase of a Stair-PRO Model 6252 Stair Chair demo at the discounted price of \$3,200.00 for a demo model to equip the one ambulance that currently does not have one. All in favor; Motion Carried.

11.6 Approval of Garden Club Use of Pavilion and Community Center Fee Waived

Moved by Grams; supported by Mathison waving the fees and granting the Garden Club use of the Pavilion and Community Center on August 19th for their annual cookout.

11.7 Affidavit of Identity – Informational

- a. Affidavit of Identity was filed with St Louis County updating three parcels certificate of titles to The City of Hoyt Lakes from The Village of Hoyt Lakes.

11.8 Max Grey Change Order Request #3

Moved by Eckman; supported by Mathison to approve Max Grey's Change Request #3 in the amount of \$38,499.07 and removing rear entrance improvements of \$37,570.52. All in favor; Motion Carried Unanimously.

Note: Max Grey to be notified to provide an updated change request.

11.9 Utility Bill Penalty Forgiveness Request

Moved by Jarvela; supported by Eckman to authorize Administrator Weiberg to negotiate a payment plan with 207 Brandon's property owners and requiring at least \$1,000 good faith down payment. All in favor; Motion Carried Unanimously.

11.10 Blight Concerns and Anonymity of Complainant

- a. This subject was tabled. Administrator Weiberg to review Aurora's current policy and bring a proposal to an upcoming Council meeting for further review.

11.11 Garden Club Donation Resolution

Moved by Grams; supported by Jarvela to accept a \$500 donation from the Timothy Robinson VFW Post #8144 to be used by the Hoyt Lakes Garden Club. All in favor; Motion Carried Unanimously.

11.12 Resolution 2025-018 Minnesota Joint Powers Agreement

Moved by Mathison; supported by Grams to accept Resolution 2025-018 approving State of Minnesota Joint Powers Agreements with the City of Hoyt Lakes on behalf of its Prosecuting Attorney. All in favor; Motion Carried Unanimously.

11.13 Council Meeting Day Discussion

- a. Discussion on moving the council meeting back to Tuesday – Council member to review their schedules and city staff will look at the current calendar to see if there would be any issues. A proposal will be presented in a future meeting prior to publishing 2026 City Book.

12. ADJOURNMENT

Moved by Jarvela; supported by Grams for adjournment. All in favor; Motion Carried Unanimously. Meeting adjourned at 6:47pm.

Next Council Meetings:

Monday, July 28, 2025 @ 5:00 pm – Public Forum
Monday, July 28, 2025 @ 5:30 pm – Regular Meeting
Monday, August 11, 2025 @ 5:30 pm – Regular Meeting

Brennan Scott, Mayor

ATTEST:

Dean Weiberg, City Administrator

**Special City Council Meeting Minutes
Monday July 21, 2025**

The City Council of the City of Hoyt Lakes will conduct a special meeting on **Monday, July 21, 2025 at 5:30 pm** in the Council Chambers at the Municipal Building, regarding the following items:

The Hoyt Lakes City Council meeting was called to order Monday, July 21, 2025, at 5:30pm by Mayor Scott.

Councilors in attendance: ☒Grams ☒Jarvela ☒Eckman ☒Mathison ☒Mayor Scott
ALSO PRESENT: City Administrator Weiberg, Deputy Clerk Snetsinger

1. Personnel Committee's recommendation for the City Administrator Contract.

Moved by Jarvela; supported by Grams to approve the five-year employment contract with Dean Weiberg for the City Administrator position which will be updated to correct some recommended verbiage changes by Councilor Grams. All in favor; Motion carried unanimously.

2. Hiring process with DDA.

Moved by Grams; supported by Jarvela to end the City Administrator Search Contract with DDA. All in favor; Motion carried unanimously.

Motion by Jarvela; supported by Mathison to adjourn special council meeting. All in Favor; Motion carried unanimously. Meeting Adjourned at 5:50pm.

Brennan Scott, Mayor

ATTEST:

Dean Weiberg, City Administrator



EVELETH HERITAGE SOCIETY

MISSION: To preserve, interpret, and promote
Eveleth's unique culture, history, and heritage.

July 7, 2025

Mayor Brennan Scott and City Council
City of Hoyt Lakes, Minnesota
206 Kennedy Memorial Dr.
Hoyt Lakes, MN 55750

Dear Mayor Scott and City Council:

Preserving Iron Range History: A Digital Newspaper Initiative An Ambitious Project by the Eveleth Heritage Society (EHS)

The Eveleth Heritage Society (EHS) Board of Directors, representing the people of Eveleth, Minnesota, and the surrounding Iron Range communities, wishes to announce an expanded initiative in collaboration with the Minnesota Historical Society (MNHS). This ambitious project aims to digitize historical newspapers from Eveleth (which is in progress), Virginia, and other Iron Range cities, ensuring their availability and accessibility for future generations. The digitized collection will be added to MNHS's "The Minnesota Digital Newspaper Hub," (<https://www.mnhs.org/newspapers/hub> - See instructions/examples included in this communication.). Currently there are 27,092 pages of Eveleth Newspapers available online along with millions of pages of other Minnesota newspapers.

Scope of the Project

Digitization of the following Iron Range Newspapers with MNHS to augment what is currently available, ensuring a more comprehensive representation of the Iron Range's printed history.

Phase	Newspaper(s) Each Serving Several Communities	Pages	Years	Status
I	Eveleth Mining News, Eveleth News, Eveleth News-Clarion	27,092	1898 to 1941	Available online
II	Eveleth News, Eveleth News-Clarion, Eveleth Range Scene	23,882	1942 to 2006	Pending
III	Virginia Enterprise, Mesabi Daily News, Mesabi Tribune	Approximately 600,000	1902 to 1969	Pending

The goal is to digitize the remaining newspapers, making them a resource for researchers, students, historians, genealogists, and amateur history enthusiasts. This initiative represents an invaluable step toward preserving and sharing the rich printed history of the Iron Range.

EVELETH HERITAGE SOCIETY

~ 2 ~

Funding and Cost Estimates

The estimated \$800,000 required for this project reflects the extensive effort involved in preservation. Notable expenditure includes:

- Digitization: Approximately \$1.00 per page for potentially 700,000 pages.
- Transportation: Costs associated with moving fragile newspapers.
- Administration: Organizational and logistical expenses to manage the project.
- Copyright Fees: Ensuring all legal requirements related to intellectual property are met.
- Labor: Employing skilled archivists, technicians, and digitization experts.

We kindly request your financial assistance to support this significant initiative. EHS, is a registered IRS 501(c)3 nonprofit organization; contributions to this project are tax-deductible. Every donation, regardless of size, will play a crucial role in funding the project and ensuring its success. Your generosity will help us achieve our fundraising goal and secure the preservation of an invaluable chapter of Minnesota's heritage for generations to come. Please consider donating. Your support matters, and every contribution brings us closer to preserving this important piece of history. Thank you for standing with us in this endeavor.

Why This Project Matters

Digitizing these newspapers will not only preserve these fragile historical documents but also make them accessible virtually anywhere by creating a permanent, searchable online resource. This will safeguard a wealth of historical information and provide insights into the social, economic, and cultural fabric of the Iron Range communities.

Let us work together to preserve the heritage of the Iron Range and make this treasure trove of history available to all. Join us in this vital mission to celebrate and safeguard our past for the future.

Yours truly,

Eveleth Heritage Society Board Members

- John "Johnny" Snidarich, President
- Craig "Figgy" Ritacco, Vice President
- James "Jim" Luke, Treasurer
- Charlene Luke, Secretary
- Robert Kivela, Member at Large

Instructions for the Minnesota Historical Society Digital Newspaper Hub

Introduction

This guide covers the steps to navigate the Minnesota Historical Society Digital Newspaper Hub website to find and review specific newspaper issues.

Step-by-Step Instructions

Step	Action	Details/Examples
1	Launch the Website	https://www.mnhs.org/newspapers/hub
2	Choose "SEARCH NEWSPAPERS"	Enter the search interface to filter collections
3	Apply Filters	Example: • Date Range: 1960-01-01 to 1969-12-31. • City: "Eveleth, MN". • Search for: iron ore
4	Review Matching Results	List of all newspapers matching selected criteria is displayed: <u>See example of results below: PAGE 1.</u>
5	Select and Review a Newspaper	Click a newspaper to review: <u>See example of results below: PAGE 2.</u>

Step 4 Example

The screenshot displays the Minnesota Historical Society Digital Newspaper Hub search interface. At the top, the header reads "MINNESOTA HISTORICAL SOCIETY" and "MINNESOTA DIGITAL NEWSPAPER HUB". Below the header is a navigation bar with links: "Browse Issues", "Browse By Date", "Search", "Map Search", "About Titles", and "Help".

The search interface includes the following elements:

- Titles:** A dropdown menu set to "All".
- From date:** A text input field containing "1960-01-01".
- to date:** A text input field containing "1969-12-31".
- in:** A dropdown menu set to "Date Range".
- Search for:** A text input field containing "iron ore".
- in:** A dropdown menu set to "All".
- Search:** A button to execute the search.
- Add Search Term:** A button to add additional search criteria.
- Remove Search Term:** A button to remove search criteria.
- Filters:** A sidebar on the left with a list of filters: "Title (2)", "Year published (8)", "Month published (12)", "Day published (31)", "Subject-Country (1)", "Subject-State (1)", "Subject-County (1)", and "Subject-City (1)". Below this list is a checkbox for "Eveleth" with a count of "190".
- Sort By:** A dropdown menu set to "Relevance".
- Display Columns:** A dropdown menu set to "4".
- Items Per Page:** A dropdown menu set to "50".
- Search for date published 196:** A text input field.

The search results are displayed in a grid. The first result is titled "Eveleth news-clarion." with a publication date of "January 12, 1961". The second result is titled "The Eveleth news." with a publication date of "February 27, 1964".

EAST RANGE JOINT POWERS BOARD
City/Town Government Center
Aurora, MN 55705

MEETING MINUTES
June 24, 2025

The regular meeting of the East Range Joint Powers Board was called to order by Chairman Ed Kippley on Tuesday, June 24, 2025, at 9:04 AM.

ROLL CALL: Doug Gregor, Steve Biondich, Ed Kippley, Dave Jarvela

Also present: Karl Schuettler, Jeff Jacobson, Adam Cochran, Cherie Grams, Sean Peyla, Jeff Burgess, Dean Weiberg, Patti Wallert, Dave Setnicker, Christine Cromley and Georgia Lane.

Absent: None.

Minutes

IT WAS MOVED BY DOUG GREGOR, SUPPORTED BY DAVE JARVELA APPROVE THE MINUTES OF THE REGULAR MEETING OF MAY 27th. UNANIMOUSLY CARRIED.

ERJPB Funds

The Board received status reports on the ERJPB account balances as of June 30, 2025.

Hi-Fi Savings	7,315.19
ERJPB Checking	116,484.28 (MN HTF \$37,216.55)
ERJPB Loan Fund	<u>170,726.27</u>
TOTAL	\$ 294,525.74

IT WAS MOVED BY DOUG GREGOR, SUPPORTED BY STEVE BIONDICH TO APPROVE THE FINANCIAL REPORTS AS WRITTEN. UNANIMOUSLY CARRIED.

Bills and Payroll

IT WAS MOVED BY STEVE BIONDICH, SUPPORTED BY DOUG GREGOR TO APPROVE THE BILLS AND PAYROLL IN THE AMOUNT OF \$12,142.86. UNANIMOUSLY CARRIED.

Guests

Georgia Lane, Arrowhead Area Agency on Aging, ARDC – shared a presentation showing population statistics for our communities regarding age, jobs, opportunities and programs (see attached report). Showing the importance of age-friendly communities and contributions to area, local champion needed in each community for a 5-year program on the 8 Domains of Livability (stakeholders, outcomes and action plan).

Adam Cochran, USFS – Provided an update on the Jenkins Creek and Brimson fires, which are declared contained. Roads are open and there will be salvage sales for the timber planes, assessment of needs for area and reforestation plan.

Staff Activity Report

a) Northspan report (see attached) – Continue work on action plan priorities.

- Update on consultants – Sean Hainey is no longer with Northspan. Karl will be our main contact.
- Housing – Jason Hale, consultant for the committee, received grant funds to begin work with the ERJPB group. A resolution will be prepared for the next meeting (Karl will email to each City).
- The East Range Summit was well-attended. Presenter Ben Winchester had positive feedback.
- BRE visits will begin with talks on loan fund and regional issues.
- Fire District discussion – draft concept provided. Already have mutual aid between the departments. Many points to discuss – locations, equipment, buildings, staff, response time. NS has funds to facilitate meetings. Karl will email information to be reviewed for July meeting.

b) East Range Joint Water Project

- Water Board meets monthly. Hoyt Lakes funding was approved at the meeting. Intake site nearly complete and will begin on structure. Work continues at the water treatment site through the summer. Land was purchased for the treated water line to be placed. WIF funding cap raised (\$10 million) may benefit project.

Board Member Updates/Community Projects

Aurora

- Celebrate Aurora prepares for 3rd and 4th events
- Northern Lights Music Festival will be performing at ME throughout July
- Ashley Bergquist named new City Councilor
- Recruiting for a new City Administrator
- W. Industrial Park ribbon cutting planned for August
- New commercial tenant adjacent to N. Industrial Park
- \$50,000 grant received from 1st Nat'l Bank of Gilbert for Knuti Drive project
- Community Center – exterior work will be done for the 3rd of July events – interior to begin after
- Franchise Agreement signed with Zito

Biwabik

- Jeff Jacobson will resign as Administrator effective July 9. Will start recruitment process
- BACA planning for July 4th celebration and events
- Music in the Park began June 12 – 2nd and 4th Thursdays through August
- Mesabi Trail is now open for use along the highway
- County has completed the bridge work over the railroad tracks

Hoyt Lakes

- County Rd. 110 and 665 projects have begun (water/sewer updates will be made by the City). Should be passable for the Water Carnival celebration in July
- Arena project is ongoing – open house planned when complete
- 2 heavy equipment openings in public works – 1 has been filled

- Blight officer resignation accepted by the council. Post for new officer
- Tobacco/THC license approved for the golf course
- Dean Wieberg will be the new full-time Administrator
- \$50,000 received from 1st Nat'l Bank of Gilbert for rec department projects
- Ceremony June 25 with CN Railroad and America in Bloom at the Birch Cove Area Shelter for grant funds they provided
- Working with FEMA on culvert repairs caused by '23 flooding

Town of White

- Fire Hall demolition quotes can in reasonably
- Housing presentation was made to the Township – new homes being built
- Graveling of roads due to recent flood damage
- St. Louis County has denied their road grants (same for last 5 years)
- 2 fire trucks were in a collision – usable but need costly repairs

Other Business

Next Meeting

Scheduled for Tuesday, July 22nd at 9:00 AM at the City/Town Government Center.

IT WAS MOVED BY DOUG GREGOR, SUPPORTED BY STEVE BIONDICH TO ADJOURN THE MEETING AT 10:13 AM.

7/18/2025

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ERJPB Account Balances

As of 7/31/2025

Account	Total
Assets	
Hi-Fi Savings Account	7,315.18
ERJPB Checking	101,817.06
ERJPB Loan Fund	172,182.41
Total Assets	281,314.65
Net Worth	281,314.65

Loan Account/Current Balances 07/2025

Account	Opening Balance	Current Balance	Payment Amount	Status
Aurora Chiropractic	25000	21481.4	\$220.00	current
Classic Woodworks North	45000	22093	\$375.00	Current
Golden Paws Dog Training	50000	33772.4	\$438.60	Current
Red Top Construction	20000	13684.16	\$175.44	Current
Stern Assembly, Inc.	50000	32500.13	\$416.67	Current

7/18/2025

ERJPB Income/Expense
All accounts

7/1/2025 through 7/31/2025

Num	Date	Payee	Category	Amount
Income Categories				
Quarterly Contract Payments				
	Quarterly Contract Payments - Unassigned			
	7/16/2025	City of Biwablk	Quarterly Contr...	3,750.00
				3,750.00
Total Quarterly Contract Payments				3,750.00
Total Income Categories				3,750.00
Expense Categories				
Advertising				
Print	7/22/2025	APG Media of MN	Advertising	(825.00)
Total Advertising				(825.00)
Consulting Services				
Print	7/22/2025	Northspan Grou...	Consulting Serv...	(15,624.88)
Total Consulting Services				(15,624.88)
Office Expense				
Subscriptions				
AW	7/30/2025	Intuit	Office Expense ...	(35.00)
				(35.00)
Telephone/Fax				
Print	7/22/2025	CTC	Office Expense ...	(49.44)
				(49.44)
Total Office Expense				(84.44)
Payroll				
Employer Contribution/Medicare				
AW	7/28/2025	E.F.T.P.S.	Payroll : Emplo...	(24.17)
				(24.17)
Employer Contribution/Soc.Sec.				
AW	7/28/2025	E.F.T.P.S.	Payroll : Emplo...	(103.33)
				(103.33)
Federal Tax Withholding				
AW	7/28/2025	E.F.T.P.S.	Payroll : Federa...	(40.00)
				(40.00)
Medicare Withholding				
AW	7/28/2025	E.F.T.P.S.	Payroll : Medica...	(24.17)
				(24.17)
PERA Withholding				
AW	7/28/2025	P.E.R.A.	Payroll : PERA ...	(233.35)
				(233.35)
Salaries Payable				

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7/1/2025 through 7/31/2025

Num	Date	Payee	Category	Amount
	7/15/2025	Cherie Grams	Payroll : Salarie...	(678.42)
AW	7/31/2025	Cherie Grams	Payroll : Salarie...	(678.42)
				(1,356.84)
		Social Security Withholding		
AW	7/28/2025	E.F.T.P.S.	Payroll : Social ...	(103.33)
				(103.33)
		Total Payroll		(1,885.19)
		Total Expense Categories		(18,419.51)
		Grand Total		(14,669.51)

7

HOYT LAKES PUBLIC LIBRARY

June 17, 2025

The meeting was called to order at 5:00 p.m. by Chair Holly Gross. Present: Sharon Nelson, Sheri Zins, Sarah Royseth, Michele Lammi, and Council Liaison Jill Eckman. Shelly Leffel was absent for cause.

MINUTES from May 20 were read and a change was needed. May 20 minutes indicated Sue Sowers was present, she was not. A motion was made by Sarah and seconded by Holly to approve the minutes reflecting that change. Unanimously carried.

TREASURER'S REPORT AND NEW INVOICES: The Treasurer's Report and new invoices were read and approved. A motion was made by Sharon and seconded by Sheri to approve the Treasurer's Report and new invoices. Unanimously carried.

LIBRARIAN REPORT: There were 10 new registrations in May. Local usage was 84%. TalkBox had 2 uses, Cricut had 2 and lockers had 2. Downloadable items and Hoopla total 358. Hoopla usage was 171. ILL's sent out were 154. ILL's received were 68. The total circulation for May was 1113. Computer usage was 141.

A motion was made by Sheri and seconded by Holly to approve the Librarian's Report. Unanimously carried.

OLD BUSINESS:

1. Policy and Procedure Updates
 - a. Hotspot: A motion by Sarah, 2nd Sharon to approve with indicated changes. Unanimously carried.
 - b. Internet procedure: A motion by Sarah, 2nd by Holly to approve with indicated changes. Unanimously carried
 - c. Law Enforcement procedure: A motion by Sharon, 2nd by Sheri to approve with indicated changes. Unanimously carried.
 - d. Laptop c/o and use: A motion by Sarah, 2nd by Holly to table for further review. Unanimously carried.
 - e. Teen space: A motion by Holly, 2nd by Sharon to withdraw policy. Unanimously carried.
2. Sue's retirement party was well attended by over 70 ppl.
3. Michele attended and joined up the Library as a HL Chamber of Commerce member.
4. 13 ppl attended the May Tuesday Creation charcuterie board presentation.
5. Summer Reading Program kickoff went well. 112 ppl attended and 56 gift bags were given out to kids who had earned 5 gold coins by completing 5 activities for 1 gold coin each. As of this meeting, 73 kids have signed up for the SRP.
6. 79 ppl attended the Brondini Comedy Magic show and Mario Bingo had 50 ppl.
7. T-Mobile hotspots are all up and running making 10 hotspots.
8. Total spend on programs in May was \$294.56.

NEW BUSINESS:

1. Upcoming programs:
 - a. Closed for June 19 for Juneteenth and July 4 for Independence Day.
 - b. Storytime at the Gazebo, hula hoop competition June 25, 12:30pm.
 - c. Putters Picnic at the HL Golf Course June 30, noon (July 10 rain date)
 - d. Dinosaurs with the Science Museum July 8, 1:00pm
 - e. Northern Lights concert at the HLPL July 17, 11:00am
2. MN State Park Pass contract with DNR for 7-day park passes runs July 1, 2025 to June 30, 2028. 1 park pass placard will be available for check out with receipt for 7 days to HL residents. No renewals are allowed, but can be c/o more than once. A hold list can be maintained (1 hold/family/season)

3. Two broken library windows are to be replaced in the next few weeks.

The next Library Board meeting will be Tuesday July 15, 2025 at 5:00pm. (Sheri will be out of state.)

A motion was made by Sarah and seconded by Sheri to adjourn at 5:54pm. Unanimously carried.

Respectfully submitted,

Sarah Royseth

6.4

June 4th 2025

Fire Chief House called the monthly meeting of the HLFD to order at 6:35pm

Fire members present: Radtke, Olmstead, House, Hanson, K. Eckman, Dudley, Wolner, Shimmin, Westlund, Leffel, Mirau, Scott, Benck, J Nyman

EMS members present: Wippler, Routsalianen, J. Eckman, Zimmer

EQUIPMENT CHECK: Mirau-Fire, Rice -Ambulance, Westlund-Fire, Baudek-Ambulance, Ridlon-Fire

Fire- Pumping all trucks, Hydrants
SCBA

Ambulance- June 11th- DE- Penetrating Chest Trauma- Guardian You
June 18th- Stop the Bleed- Hanson
June 25th- DE- TXA, Traumatic Bleeding and EMS- Guardian You

AMBULANCE REPORT

- 105 Calls-May
- C-collars- all falls get them
- LVAD in Hoyt Lakes- Wyandotte
- New Address in Aurora

COMMITTEE REPORTS

- J. Eckman and J. Nyman to chair National Night Out
- Turnout gear delivered

CORRESPONDENCE

- **Thank You** cared from Legacy Studio of Dance

MONTHLY SOG

- **PROTECTIVE CLOTHING**

NEW BUSINESS

- Water Carnival- Hairball will have pyrotechnics
- Road Construction- done in stages, next detour down Wyandotte, Approach to south fire garage not usable Monday 6/9-6/15
- No water from Wyandotte leaving town for 12 hours starting 6/5
- Wildland Fire- invoices submitted, except two ambulance days
- Pack test probable- 2026
- Let officer know if equipment breaks or need repair

RELIEF-General Fund

Monthly Financial Report passed around.

The checkbook and all financial information were on display for members to view before, during, and after meeting.

Ajournement motion Dudley 2nd Shimmin at 7 :11pm



Resources

Symposium »

Partners »

Symposium

25th Annual Symposium

Please join us for our 25th annual Civic Symposium where we intend to be in-person. Use the Symposium to discuss new product releases, train new employees and discover how to fully utilize your current software

What: Civic Systems 25th Annual Symposium

When: *New User Sessions* – September 8 – 9, 2025 (Virtual Only)

Regular Sessions – September 11 – 12, 2025 (In-Person Only)

Where: Wilderness Resort

How: Click here to REGISTER!

Registration Deadline: September 1, 2025

Resources:

Click here for Session Agenda

Click here for the Session Agenda by Track

Click here for Session Descriptions

Hotel Reservations: To make a reservation, please call 800.867.9453 and state that you are with the Civic Systems 2025 Annual Conference at Glacier Canyon Lodge, Leader #853213. Rooms are \$109.00 for a double queen and \$144.00 for a two(2) bedroom deluxe. These rates are available through August 11, 2025. Rates are subject to applicable state and local taxes (currently 12.25%) in effect at the time of check-in and a taxable \$29.95 nightly resort fee.

Handouts: Coming soon!

Questions: Please contact Amber Gawel at 608.240.2600 or 888.241.1517.

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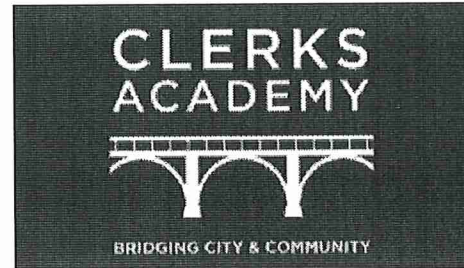
NEWS AND EVENTS
Symposium

CONTACT US
(888) 241-1517
(608) 240-2600
Fax: (608) 249-1050
sales@www.civicsystems.com

4807 Innovate Ln
Madison, WI 53707-7398
MAP

2025 Clerks Academy

Clerks Academy: Bridging City & Community



City clerks play an integral role, bridging city hall with the council, community, and fellow city staff. If you're new to your role as city clerk, mark your calendars for the 2025 Clerks Academy happening this fall!

During this blended learning program, you'll combine on-demand, online coursework with two days of in-person learning and networking to explore current issues, challenges, and legal requirements that will help you navigate your complex role.

Who should attend?

New city clerks and deputy clerks who have been in the position fewer than two years.

Clerks Academy Overview:

This blended learning program provides you with online, on-demand courses for you to take at your convenience in our [MemberLearn](#) platform, combined with a two-day in-person program in either Staples or Roseville.

Dates & Locations

Sept. 4-5 — Staples

Sourcewell
202 12th St. NE
Staples, MN 56479

[Hotel information for Staples.](#)

Sept. 11-12 — Roseville

Roseville Skating and Banquet Center
2661 Civic Center Dr.
Roseville, MN 55113

[Hotel information for Roseville.](#)

Fee

\$250 (lodging not included)

Core Competencies

The League of Minnesota Cities has developed 10 competencies for city clerks that are fundamental to success in your role. Competencies fall under three categories: values, knowledge, and skills.

[Learn more about the core competencies.](#)

Your LMC Resource

Event Registration

(651) 281-1200

registration@lmc.org

Credits Available

By attending this full event, you can earn **four (4) Experience Points** towards your professional certification. [Learn more about professional certification on the MCFOA website.](#)

Cancellation Policy

All cancellation requests must be emailed to registration@lmc.org by Aug. 18 (Staples) or Aug. 25 (Roseville) to receive a full refund. After this date, you will be charged a cancellation fee of \$55.

Thank you to our sponsor:

11.3

Tammy Snetsinger

From: Daren Johnson <djohnson@sehinc.com>
Sent: Wednesday, July 9, 2025 2:49 PM
To: Dean Weiberg; Tammy Snetsinger
Cc: Matt Reid
Subject: Hoyt Lakes Arena - Pay application #10
Attachments: 2422-00 Hoyt Lakes Arena Improvements Owner Pay Application 10_SEH Reviewed.pdf

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Dean / Tammy –

Please find attached pay request as received from general contractor Max Gray Construction for the month of June. The overall project % completed has now increased to 70%. Costs are in line based on the work completed.

Progress updates:

- Both the fixed and telescopic bleacher packages have been ordered, and scheduled for delivery/ install in month of October time frame.
- Equipment for the ice making system continues to get set and installed in the mechanical building, with electricians following behind and making final power connections.
- The motor control center for the new system is scheduled to be installed mid August, with tentative date of end of August to complete final connections and programming set-ups.
- The exterior refrigeration condensers were set in place on their foundations.
- The hollow metal doors and frames were set in place in the mechanical room.
- The steel for the vestibule lid/ transformer support in the mechanical room has been set in place.
- Tentative end of July for final tie-in of refrigeration line mains in the mechanical room.
- Tentative early August to begin dasher board install around arena.
- Scheduled to begin parking lot and site work right after Water Carnival, hopefully to start around July 31st time frame, with final goal to be completed prior to Labor Day weekend.
- Refrigeration contractor anticipates initial start-up of system in mid to late September. An emergency planning/ hazard analysis meeting needs to get scheduled with City (mid to late August timeframe) prior to charging refrigerant into the system and start-up.

If you have any questions, please let me know.

--

Thanks
Daren

Daren Johnson
Project Design Leader
Short Elliott Hendrickson Inc. (SEH®)
651.256.0422 direct | 651.490.2000 main
djohnson@sehinc.com

Building a Better World for All of Us®
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APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: CITY OF HOYT LAKES
206 KENNEDY MEMORIAL DR
HOYT LAKES, MN 55750

PROJECT: HOYT LAKES ARENA IMPROVEMENTS
206 KENNEDY MEMORIAL DR.
HOYT LAKES, MN 55750

APPLICATION NO.: 10
PERIOD TO: Jun 30, 2025
PROJECT NOS.: 2422-00
INVOICE NO.: 2422-0010
CONTRACTOR
DISTRIBUTION TO:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

ARCHITECT: DAREN JOHNSON
PO BOX 64780

ST. PAUL, MN 55164-0780

FROM: Max Gray Construction, Inc.
CONTRACTOR: 2501 5th Ave. W. PO Box 689
Hibbing, MN 55746
United States of America

CONTRACT FOR: HOYT LAKES ARENA IMPROVEMENTS

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM \$ 3,929,866.00
2. Net change by change orders \$ 43,572.91
3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 3,973,438.91
4. TOTAL COMPLETED & STORED TO DATE \$ 2,815,174.73
(Column 1 on G703)

5. RETAINAGE:
(Total retainage Column K of G703) \$ 140,758.78
6. TOTAL EARNED LESS RETAINAGE \$ 2,674,415.95
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 2,070,556.24
8. CURRENT PAYMENT DUE \$ 603,859.71
(Line 6 from prior Certificate)
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 1,299,022.96
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	43,572.91	0.00
APPROVED THIS MONTH		
Number	Date Approved	

Net Change by Change Orders	0.00	43,572.91
Current Total	0.00	43,572.91

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006
This document was produced at 01:10:19 on 07/07/2025 under Order No. and is not for resale.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

By: [Signature] Date: 7/7/2025
Contractor: Max Gray Construction, Inc.

State of: Minnesota
County of: St. Louis

Subscribed and sworn to before me this 7th day of July, 2025

Notary Public: Jennifer C Sparks
My Commission expires: January 31, 2029



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 603,859.71

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: DAREN JOHNSON
By: [Signature] Date: 7/9/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest cent.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 10

APPLICATION DATE: Jun 30, 2025 INVOICE NO.:

PERIOD TO: Jun 30, 2025 2422-0010

PROJECT NO: 2422-00

A	B	C	D	E	F	G	H	I	J	K		
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL SOV	SOV CHANGES	SCHEDULED VALUE	WORK COMPLETED (F+G)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(I/E)	BALANCE TO FINISH	THIS PERIOD RETAINAGE	RETAINAGE
					FROM PREVIOUS APPLICATION	THIS PERIOD						
01	GENERAL CONDITIONS	223,001.00	26,942.71	249,943.71	212,452.15	12,497.19	0.00	224,949.34	24,994.37	90.00	624.87	11,247.50
02	SITEWORK	476,691.00	0.00	476,691.00	43,320.00	0.00	0.00	43,320.00	433,371.00	9.09	0.00	2,166.00
03	CONCRETE	141,979.00	0.00	141,979.00	141,979.00	0.00	0.00	141,979.00	0.00	100.00	0.00	7,098.95
04	MASONRY	96,723.00	11,952.00	108,675.00	108,675.00	0.00	0.00	108,675.00	0.00	100.00	0.00	5,433.75
05	METALS	37,327.22	0.00	37,327.22	34,640.30	0.00	0.00	34,640.30	2,686.92	92.80	0.00	1,732.01
06	WOOD & PLASTIC	5,000.00	0.00	5,000.00	4,442.63	557.37	0.00	5,000.00	0.00	100.00	27.87	250.01
07	THERMAL & MOISTURE PROTECTION	135,960.00	0.00	135,960.00	112,507.09	0.00	0.00	112,507.09	23,452.91	82.75	0.00	5,625.35
08	DOORS & WINDOWS	64,849.56	2,645.00	67,494.56	64,494.55	0.00	0.00	64,494.55	3,000.01	95.56	0.00	3,224.73
09	FINISHES	52,900.00	0.00	52,900.00	5,800.00	0.00	0.00	5,800.00	47,100.00	10.96	0.00	290.00
11	EQUIPMENT	181,734.00	0.00	181,734.00	0.00	0.00	0.00	0.00	181,734.00	0.00	0.00	0.00
14	CONVEYING SYSTEMS	84,236.22	0.00	84,236.22	0.00	0.00	0.00	0.00	84,236.22	0.00	0.00	0.00
15	MECHANICAL	2,326,465.00	0.00	2,326,465.00	1,395,214.00	600,611.00	0.00	1,995,825.00	330,640.00	85.79	30,030.55	99,791.25
16	ELECTRICAL	103,000.00	0.00	103,000.00	53,975.00	21,976.25	0.00	75,951.25	27,048.75	73.74	1,098.81	3,797.56
90	MISCELLANEOUS	0.00	2,033.20	2,033.20	2,033.20	0.00	0.00	2,033.20	0.00	100.00	0.00	101.67
Project Total:		3,929,866.00	43,572.91	3,973,438.91	2,179,532.92	635,641.81	0.00	2,815,174.73	1,150,264.18	70.65	31,782.10	140,758.78

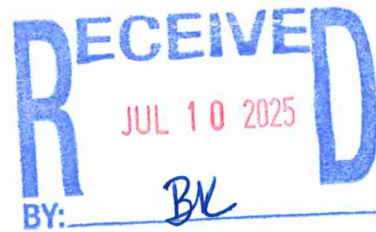
AIA DOCUMENT G703 - APPLICATION AND CERTIFICATE FOR PAYMENT
THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006

7/10/25

Re: John Isakson Property

219 Hampshire Dr

Hoyt Lakes, MN 55750



City of Hoyt Lakes Board:

James Isakson is the son of John Isakson. There are no other children of John so James was left to handle all Johns belongings after being estranged from him for 5 years. It took us over a month to get him buried. Having to do an emergency special administration.

We are trying to do the right thing and get his property sold and cleaned up so some new family can come in and start their life in Hoyt Lakes. This has been a horrible process, and we are hoping to not walk away from the property due to utilities.

After researching the process, we are having a hard time getting the utilities back on due to outstanding balances. We are not in the position to pay for any of these utility balances as we had to get court waivers just to get through the court process.

Talking to a realtor it will be harder to sell the property without utilities on. We may have to take a lower offer without them on. Right now, we are thinking we could possibly sell this property for what is currently owed between mortgages, assessments and utilities. We would need the water turned on with an invoice for balance due at closing.

It was suggested to write a letter to tell our situation to see if we can get some grace and get the water turned back on. We have no issues with having this balance due at closing, we understand he was behind in payments, we are more than willing to help get you paid. We are currently trying to work with power and energy to see what options are available as well.

Thanks you for your consideration:

James Isakson 763-458-0740

Karissa Isakson 763-458-0710

11.5

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between North Shore Development Co. and [enter local unit of government], a [Minnesota municipal corporation/Tribal Nation].

1. Purpose

This Memorandum of Understanding (MOU) outlines a mutual understanding between North Shore Development Co. ("NSDC") and [Local Government Name] ("City/County/HRA/EDA/Nation") to collaborate on housing-focused technical assistance. The purpose of this relationship is to support [Local Government Name] in identifying housing needs and building local capacity to plan, coordinate, and advance development-related efforts.

This MOU is a non-binding agreement and serves as the foundation of the relationship between parties and establishes the understanding regarding the provision of technical assistance ("TA").

2. Scope of Technical Assistance

NSDC will provide time-limited, no-cost TA services, which may include but is not limited to the following services:

- Review of existing programs and resources and provide corresponding recommendations
- Review zoning ordinance for opportunities
- Assist with site selection and developability
- Help draft documents and navigate the public approval process
- Site selection and property due diligence
- Tax increment financing and/or tax abatement financing
- Proforma review
- Make connections to resources and opportunities
- Framework-building to support long-term housing development efforts

NSDC's role and ambition is to provide objective, independent, and strategic guidance. NSDC is not a legal, financial, or engineering advisor and recommends that [Local Government Name] seek professional counsel and services as needed. Therefore, both parties understand and agree that NSDC:

- Does not guarantee any specific outcome
- Is not a substitute for professional or legal counsel
- Does not replace the work of local government staff or consultants

- Is intended to offer meaningful feedback and support that helps clients move forward toward a defined goal or deliverable

3. Nature of Relationship

- NSDC is not an employee, agent, or representative of [Local Government Name].
- This is a non-binding, at-will relationship. Either party may terminate TA services at any time with written notice.
- NSDC reserves the right to discontinue assistance at its sole discretion, but will not do so without cause. For example, NSDC may discontinue TA in the event the [Local Government Name] and/or its designated point of contact consistently fails to engage in a timely or productive manner.
- Participation in this program does not obligate either party to future services or funding opportunities.

4. Mutual Responsibilities

[Local Government Name] agrees to:

- Designate a primary point of contact
- Participate in coordination calls and planning activities
- Provide relevant background documents or information as requested
- Communicate any changes in priorities, staffing, or capacity

NSDC agrees to:

- Provide reasonable and responsive support based on the community's goals
- Endeavor to communicate clearly, timely and transparently
- Align assistance with best practices in housing development and local government engagement

5. Terms of Engagement

- This MOU is effective upon signature and will remain in place for the duration of the TA effort. It may be amended or terminated at any time by either party, with or without cause, through written notification.
- The maximum consecutive length of time of TA services is 12 months.
- If TA services conclude or are terminated for any reason, [Local Government Name] may reapply for services after a 6-month waiting period.

6. Nature of Understanding

This Memorandum of Understanding is non-binding and does not create any legally enforceable obligations. It reflects the mutual intentions of the parties and is designed to guide collaboration in good faith. Specifically:

- Non-Binding: Either party may discontinue the technical assistance relationship at any time without penalty or obligation.
- Communication: This document serves to clarify the roles, expectations, and intent of both parties and to support transparency and effective coordination.

7. Acknowledgement

Both parties acknowledge that the assistance is being provided at no cost and that the scope is limited. This MOU reflects a shared understanding of the purpose and terms of this collaboration.

North Shore Development Co.

Jason Hale, Founder

Date: _____

[Local Government Name]

Name, Title

Date: _____

11.5a

Sample Resolution of Support

[Name of Local Unit of Government]

Resolution No. [####]

RESOLUTION AUTHORIZING APPLICATION FOR FREE TECHNICAL ASSISTANCE FROM AND ABILITY TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH NORTH SHORE DEVELOPMENT CO.

WHEREAS, the [Name of Local Unit of Government] recognizes the importance of addressing housing needs and advancing housing initiatives within its community; and

WHEREAS, North Shore Development Co. ("NSDC") offers free technical assistance to eligible local units of government to support housing development and planning efforts;

WHEREAS, NSDC requires the [Name of Local Unit of Government] to execute a memorandum of understanding to ensure both parties understand the terms of the technical assistance; and

WHEREAS, this assistance is provided at no cost to the applicant through the Northland Foundation, which was awarded State funding for this effort during the 2023 Minnesota legislative session; and

WHEREAS, the [Name of Local Unit of Government] desires to apply for such technical assistance to help further its housing goals; and

WHEREAS, the governing body of the [Name of Local Unit of Government] supports the community's participation in this program and commits to actively engaging in the technical assistance process;

NOW, THEREFORE, BE IT RESOLVED, that the [Name of Local Unit of Government]:

1. Authorizes submission of an application to North Shore Development Co. for free technical assistance;
2. Authorizes [Name of Local Unit of Government] to execute a Memorandum of Understanding (attached as Exhibit A) regarding the terms of said technical assistance;

3. Demonstrates its desire to address its housing challenges by virtue of this resolution.

Adopted this [day] of [month], [year], by the [governing body name].

Signature: _____

Name: [Name of Authorized Official]

Title: [Title, e.g., Mayor, Chair, Council President]

11.6

Supplemental Information
Regular City of Hoyt Lakes Council Meeting
7/28/2025

11.6 Westover Street reconstruction advertisement to bid: The design and engineering of Westover is complete and the project can be advertised for competitive bidding. Although FEMA has denied the funding of the project, it is recommended we take this step while we pursue alternate funding as a 2026 project.

The Eligibility Determination Memorandum we received from FEMA has been sent to our legislators for their support and/or further guidance.

11/6

ADVERTISEMENT FOR BIDS

WESTOVER STREET RECONSTRUCTION

CITY OF HOYT LAKES
HOYT LAKES, MN

RECEIPT AND OPENING OF PROPOSALS: Proposals for the work described below will be received online through QuestCDN.com until 10 AM on Thursday August 14th at which time the bids will be opened and publicly read at the office of the City Administrator, City of Hoyt Lakes, 206 Kennedy Memorial Drive, Hoyt Lakes, MN 55750.

DESCRIPTION OF WORK: The work includes the construction of approximately:

COMMON EXCAVATION – 4176 CUBIC YARDS	8" PVC PIPE SEWER – 780 LINEAR FEET
TYPE 9.5 WEARING COURSE – 240 TONS	12" – 48" RC PIPE SEWER CLASS III – 1050 LINEAR FEET
TYPE 12.5 NON-WEARING COURSE – 400 TONS	6" & 8" PVC WATERMAIN – 890 LINEAR FEET

together with numerous related items of work, all in accordance with Plans and Specifications. This project is subject to Responsible Contractor Certification.

COMPLETION OF WORK: All work under the Contract must be complete and ready for substantial payment by 10/31/2025 and complete and ready for final payment by 6/1/2026.

PLAN HOLDERS LIST, ADDENDUMS AND BID TABULATION: The plan holders list, addendums and bid tabulations will be available for download on-line at www.questcdn.com or www.bolton-menk.com.

TO OBTAIN BID DOCUMENTS: Complete digital project bidding documents are available at www.questcdn.com or www.bolton-menk.com. You may view the digital plan documents for free by entering Quest project #9758038 on the website's Project Search page. Documents may be downloaded for \$50.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information.

BID SUBMITTAL: A bid shall be submitted online no later than the date and time prescribed. For this project, the Owner will only be accepting online electronic bids through QuestCDN. To access the electronic bid form, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted.

BID SECURITY: A Proposal Bond in the amount of not less than 5 percent of the total amount bid, drawn in favor of City of Hoyt Lakes shall accompany each bid.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

DATED: _____ /s/ Dean Weiberg
City Administrator

Published:

Finance and Commerce: July 31, 2025, August 7, 2025
QuestCDN: July 29, 2025
Mesabi Tribune: July 31, 2025, August 7, 2025

****END OF SECTION****

11.6
Supplemental

Dean Weiberg

From: Dean Weiberg
Sent: Wednesday, July 23, 2025 9:28 AM
To: Rachel_LoefflerKemp@klobuchar.senate.gov; Orion_DiFranco@smith.senate.gov; desiree.koetzle@mail.house.gov
Cc: Ida.Rukavina@state.mn.us
Subject: Hoyt Lakes Disaster Relief FEMA Denial
Attachments: Project 758537 - DR4797MN - Hoyt Lakes City of DM 35735 OCC Review (1).docx

All,

I am reaching out for assistance on a FEMA denial of funding request resulting from the June 28, 2024, Major disaster declaration (FEMA-4797-DR-MN.) The city of Hoyt Lakes under the advice of the FEMA inspectors submitted four requests for assistance. Three of the four were approved and funds have been received. One of the requests for funding of a partial road collapse which occurred during the flooding. This was much larger in scale than the other requests requiring full civil engineering services. We now have the project engineered and ready to be bid. However, after going through many hands, the most current FEMA manager has denied the request stating the failure was due to preexisting corrosion (which is attached.)

In discussion with Ida Rukavina and other IRR staff, she recommended us to reach out to our legislators to make you aware of the situation we and others are facing with FEMA and if there is anything you may be able to do.

Thank you for your assistance,

Dean

Dean Weiberg
Administrator – Clerk/Treasurer
206 Kennedy Memorial Dr.
Hoyt Lakes, MN 55750
O: 218-225-2344 ext. 1060 C: 218-780-1650
Dweiberg@hoytlakes.com



ELIGIBILITY DETERMINATION MEMORANDUM

City of Hoyt Lakes

FEMA-4797-DR-MN

PA ID 137-30302-00

Applicant Type	☐ State Agency	☒ Local Government	☐ Tribe	☐ Private Nonprofit
Grants Manager:		EMMIE:		
Project No.	758537	EMMIE Project Worksheet No.	00431	
Version No.		Version No.		
Damage Inventory No.	1396197	EMMIE Project Cost	N/A	
		Total Amount Obligated	N/A	
Project Title		Westover Road Storm Sewer System		
Project Size	☐ Large ☒ Small	Category of Work	F - Utilities	
Issue(s):				
Project Amount Requested:	\$669,507.04	Eligibility Issue Type(s)	☐ Applicant Eligibility	
Amount Denied:	\$669,507.04		☐ Facility Eligibility ☒ Work Eligibility ☐ Cost Eligibility	
Issue Keyword(s)	Result of the Incident / Lack of Documentation			

Project Description:

On June 28, 2024, the President issued a major disaster declaration (FEMA-4797-DR-MN) due to severe storms and flooding throughout Minnesota, with an incident period of June 16, 2024, through July 4, 2024. City of Hoyt Lakes (Applicant) requests funding under the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program for repairs in the amount of \$669,507.04.¹ The Applicant claims that the event caused heavy rainfall, overland flooding, and excessive runoff resulting in the collapse of a storm sewer pipe (Facility) along Westover Street.

FEMA performed a site inspection on October 3, 2024, to document the damage and take photographs. The Applicant reported that a 68-foot-long section of subgrade 48-inch (IN) corrugated metal pipe (CMP) had collapsed during the incident, resulting in a sinkhole which damaged 68 linear feet of the street, curb, gutter, and 362.67 cubic yards (CY) of unclassified fill.² No damage was visible to the Facility at the time of the inspection because the Applicant had already completed temporary repairs. Applicant-provided photos show temporary repairs made in

¹ 758537 - DR4797MN - City of Hoyt Lakes - Engineers Estimate_Westover Road 2.pdf.

² WO #100759 - DI #1396197 - SIR.pdf, at 2-3.

the 68-foot section, including slip lining of a smaller 24 IN HDPE culvert into the damaged storm sewer, reestablishing of the grade, and patching the road.³

The Applicant submitted an Engineer's Estimate totaling \$1,081,273.33 for the planned permanent work dated September 13, 2024. The estimate proposes a much larger scope of work than quantities of the damages reported during the site inspection. The estimate included replacing 875 linear feet of 48-inch CMP storm sewer, 1,600 square yards (SY) of pavement, 3 manhole replacements, and various other cost items.⁴

FEMA issued a Request for Information (RFI) on March 20, 2025, to clarify the claimed disaster-related damage.⁵ On April 18, 2025, the Applicant responded with a technical memorandum prepared by Bolton and Menk, Inc. assessing the damage and Closed-Circuit Television (CCTV) images taken on October 16, 2024. The memorandum is based on assumptions drawn from city staff reports, partial visual inspection, CCTV, and interpreted evidence of pressurization and bedding erosion. The report details findings from the CCTV investigation, including "sectional loss (corrosion) and side wall failure" and "Large void space along the side wall of the CMP in areas of sectional loss."⁶ The report asserts that the pressurization during the event caused the corroded sections of the CMP sidewall to fail, allowing water to escape into the surrounding bedding, undermining the pipe support and leading to structural collapse beneath the street. The engineer concludes that the claimed damage was due to the "aged storm sewer network becoming pressurized well above normal and anticipated conditions."⁷ The attached CCTV photos show large holes in the CMP sidewall near the collapsed area, with apparent voids in the supporting material. Directly upstream of the collapsed area, photos show pitting corrosion with supporting bedding material visible through holes in the sidewalls.⁸ The holes were localized below the waterline and did not have torn or folded edges which would be characteristic of over pressurization. Gravel and fill eroded from the supporting backfill had also settled at the bottom of the pipe upstream of the collapsed area.

On May 5, 2025, FEMA notified the Applicant that the corrosion appeared to be a significant contributing factor in the sewer's failure and that the provided cost estimate included a scope of work significantly greater than the reported damage dimensions.⁹ FEMA requested:

- Maintenance records, inspection reports, activity logs, invoices, pre-incident photographs, and any other documentation to establish the Facility's pre-disaster condition;
- Technical data or an analysis showing the deterioration did not significantly contribute to the claimed damage; and
- Documentation demonstrating that the full scope of work outlined in the cost estimate is required to restore any disaster-related damage.

³ WO #100759 - DI #1396197 - Photo Page.pdf, photos 1 and 10.

⁴ DR4797MN - City of Hoyt Lakes - Engineers Estimate_Westover Road.pdf.

⁵ 758537 - DR4797MN - City of Hoyt Lakes - Request for information.pdf.

⁶ 758537 - DR4797MN - City of Hoyt Lakes - Engineers Estimate_Westover Road 2.pdf, at 3.

⁷ *Id.*

⁸ *E.g.*, 758537 - DR4797MN - City of Hoyt Lakes - 2024-10-16_Upstream Failed Section_Mid.jpg.

⁹ 758537 - DR4797MN - Request for Information Response Received 5.28.2025.pdf, at 2.

On May 28, 2025, the Applicant responded with a revised cost estimate, reducing the scope of work quantities and the total estimated cost to \$669,507.04.¹⁰ The revised report's scope of work included fewer units for each cost item, but still exceeded the reported damage dimensions.¹¹

The Applicant also included a Street and Infrastructure Capital Improvement Plan (CIP) dated February 28, 2018.¹² The plan evaluates infrastructure conditions and prioritizes the city's roads, curbs and gutters, sidewalks, and underground utilities based on their condition and functionality. The CIP prioritized planned improvements by all the infrastructure on a given street based on three categories: Category A (high priority), Category B (medium priority), and Category C (low priority). The Westover Street was prioritized as a Category B and the Facility section was rated as being in a "Good/Fair" condition, indicating "deteriorated/aging, but functioning, underground utilities."¹³ This assessment was based on city staff's "recent experiences and assessment" of the utilities.¹⁴ The report did not include a description of the Facility's condition based on direct observations or investigations, or include any documentation of Facility maintenance or inspections.

Additionally, the Applicant submitted a revised version of the Bolton and Menk, Inc. technical memorandum, dated May 15, 2025.¹⁵ Compared to the original April 18, 2025, memorandum, the revised memorandum adjusts its characterization of the corrosion observed in the CCTV inspection and provides a new conclusion.¹⁶ The memorandum states that considering the "good/fair condition rating assessment from the CIP, the damage to the street and storm sewer network was the result of conditions exhibited during the June 18th storm event."¹⁷

Issue(s):

Did the Applicant demonstrate the claimed damage to the Facility occurred as a direct result of the incident?

Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act), 42 U.S.C. § 5121 et seq.:

Stafford Act § 406(a), (e)

¹⁰ 758537 - DR4797MN - Engineers Estimate Westover Road V2.pdf, at 5.

¹¹ *Id.* The revised estimate included 375 LF of sewer replacement, 711 SY of pavement, and 2800 CY of fill and subgrade.

¹² *Id.* at 6-26.

¹³ *Id.* at 12-13, 17, and 21.

¹⁴ *Id.* at 12.

¹⁵ *Id.* at 1-4.

¹⁶ *E.g.*, the revised memorandum removes "Sectional loss (corrosion) and side wall failure to the 48-inch CMP is evident near the area where the street collapsed (Kensington and Westover)," and replaces "Televising of the storm sewer informed that the 48-inch CMP exhibits corrosion" with the revised, "exhibits minor corrosion with sections of side wall failure."

¹⁷ *Id.* at 3.

- Title 44 of the Code of Federal Regulations (C.F.R.) (2022):

44 C.F.R. §§ 206.203(d)(1), 206.223(a)(1), 206.226(e)

- FEMA Policy:

Public Assistance Program and Policy Guide FP 104-009-2 (PAPPG) (June 2020) (PAPPG)
PAPPG, at 51-52, 63-64, 153, and 166-167.

Analysis:

FEMA may provide PA funding for the costs to repair, restore, reconstruct, or replace a facility damaged or destroyed by a major disaster to its pre-disaster design, function, and capacity and in conformity with current codes, specifications, and standards.¹⁸ For work to be eligible under the PA Program, the applicant must demonstrate that the damage was caused directly by the declared incident.¹⁹ FEMA does not provide PA funding to repair damage caused by deterioration, deferred maintenance, an applicant's failure to take measures to protect a facility from further damage, or negligence.²⁰ When necessary to establish the damage is the result of the incident, an Applicant must provide documentation, such as pre-incident photographs or maintenance records, which distinguishes between pre-existing damage and incident-related damage.²¹ If a facility was functioning prior to the disaster and the disaster caused damage that rendered the facility non-functional, the facility may be eligible provided the pre-disaster condition was not a significant contributing factor in the cause of failure.²²

FEMA requires documentation to formulate costs and to support eligibility.²³ Documentation should provide the "who, what, when, where, why, and how much" for each item claimed.²⁴ If the requested documentation is not available, FEMA works with the Applicant to obtain alternative documentation to support eligibility. However, it is the Applicant's responsibility to substantiate its claim as eligible. The Applicant must provide more than statements or opinions to substantiate its claims; it must submit documentation or other empirical evidence to support its position.²⁵ If the Applicant does not provide sufficient documentation to support its claim as eligible, FEMA cannot provide PA funding for the work.²⁶

In this case, the Applicant has not demonstrated the claimed damage was not a significant contributing factor in the cause of the Facility's failure. CCTV images show advanced corrosion

¹⁸ Stafford Act § 406(a)(1)(A).

¹⁹ 44 C.F.R. § 206.226(a)(1); *PAPPG*, at 51.

²⁰ 44 C.F.R. § 206.223(e); *PAPPG*, at 52.

²¹ *PAPPG*, at 52.

²² *Id.*; See, e.g., FEMA Second Appeal Analysis, *Town of Goshen*, FEMA-4624-DR-NH at 5 (Oct. 21, 2024).

²³ *PAPPG*, at 51, 63.

²⁴ *PAPPG*, at 63.

²⁵ See, e.g., FEMA Second Appeal Analysis, *City of Brenham*, FEMA-4272-TX, at 4-5 (Mar. 12, 2019); FEMA Second Appeal Analysis, *Gulf Coast Council of La Raza, Inc.*, FEMA-4332-TX, at 3-4 (Apr. 21, 2023); and FEMA Second Appeal Analysis, *The Ethician Foundation*, FEMA-4332-DR-TX, at 4 (Jul. 2, 2020).

²⁶ *PAPPG*, at 64.

in the CMP sidewall and erosion in the surrounding bedding.²⁷ These conditions are characteristic of long-term deterioration and not the result of a single storm event. The holes and section loss from corrosion and loss of bedding support apparently compromised the Facility's structural integrity, which significantly contributed to its failure during the incident.

The original April 18, 2025, technical memorandum acknowledges the pre-existing deterioration and its contribution to the Facility's collapse based on its review of the CCTV images.²⁸ While the revised memorandum minimizes the corrosion's severity and amends this conclusion, it does not provide any new evidence which supports the Facility's pre-disaster condition or that the deterioration did not significantly contribute to the Facility's failure. Rather, the revised memorandum relies on verbal reports and a general reference to a "good/fair" rating in the Applicant's 2018 CIP.²⁹ The CIP likewise relies on statements from City staff and does not include any maintenance records, direct inspections, or technical assessments demonstrating that the CMP was in good condition prior to the incident or showing that the damage was not substantially due to the Facility's deteriorated state.

The Applicant did not provide any supporting documentation which differentiates between incident-related damage and damage due to the Facility's condition prior to the incident.³⁰ Accordingly, the Applicant has not demonstrated the damage is the direct result of the incident and the work is not eligible for PA funding.³¹

Eligibility Determination: ☐ Partially Approved ☒ Denied

Notice of Right to Appeal:

The Applicant may appeal this determination through the Recipient (and may do so via the FEMA Grants Portal/Grants Manager System (GM)), pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must: 1) contain documented justification supporting the Applicant's position, 2) specify the monetary figure in dispute, and 3) cite the provisions in Federal law, regulation, or policy with which the Applicant believes the initial action was inconsistent.

The appeal must be submitted to the Recipient, Homeland Security and Emergency Management A Division of the Minnesota Department of Public Safety (HSEM), by the Applicant within 60 days from the date of this FEMA eligibility determination. The Recipient must then electronically transmit the appeal, through GM, with a written recommendation, within 120 days from the date of this determination. If you have any questions, please contact the HSEM, Bill Hirte at Bill.Hirte@state.mn.us.

²⁷ 758537 - DR4797MN - City of Hoyt Lakes - 2024-10-16_Upstream Failed Section_Mid.jpg. These conditions are visible even upstream of the claimed damage area.

²⁸ 758537 - DR4797MN - City of Hoyt Lakes - Engineers Estimate_Westover Road 2.pdf, at 2-3; See 758537 - DR4797MN - City of Hoyt Lakes - 2024-10-16_Upstream Failed Section_Mid.jpg.

²⁹ 758537 - DR4797MN - Engineers Estimate Westover Road V2.pdf, at 12 and 17.

³⁰ FEMA Second Appeal Analysis, *Town of Western*, FEMA-4625-DR-NY, at 5 (Jan. 27, 2025); FEMA Second Appeal Analysis, *Town of Goshen*, FEMA-4624-DR-NH at 5 (Oct. 21, 2024) (where the administrative record showed predisaster deterioration significantly contributed to the facility's failure during the incident).

³¹ Since none of the claimed damages are the direct result of the incident, this determination does not address the Applicant's larger scope of work (e.g., 375 LF of sewer pipe replacement vs 68 FT) than the claimed damages.

Approval:

PA Management:

Signature: _____

Date: _____

Document Index:

Document Description	File Name
Contractor Estimate	DR4797MN - City of Hoyt Lakes - Engineers Estimate_Westover Road.pdf
Applicant Provided SOW/Cost Estimate; Contractor Estimate	758537 - DR4797MN - City of Hoyt Lakes - Engineers Estimate_Westover Road 2.pdf
Request For Information (RFI)	758537 - DR4797MN - City of Hoyt Lakes - Request for information.pdf
Photo Page	758537 - DR4797MN - City of Hoyt Lakes - Applicant Provided Photos.pdf
Photo Page	WO #100759 - DI #1396197 - Photo Page.pdf
Site Inspection Report	WO #100759 - DI #1396197 - SIR.pdf
Applicant-Provided Photo	758537 - DR4797MN - City of Hoyt Lakes - 2024-10-16 Upstream Failed Section_Mid.jpg.
Correspondence, Email, Letter, etc.	FW_ Hoyt Lakes - St. Louis County Damage Flood Awareness Reporting.pdf
Technical Report	758537 - DR4797MN - Engineers Estimate Westover Road V2.pdf
RFI/RFI Response	758537 - DR4797MN - Request for Information Response Received 5.28.2025.pdf