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

Tuesday, November 24, 2026
5:30 pm

1. **ROLL CALL – Meeting called to order by Mayor Scott at 5:30 pm.**
   Councilors in attendance: ☐Grams ☐Jarvela ☐Eckman ☐Mathison ☐Mayor Scott
   ALSO PRESENT: Administrator Weiberg

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 November 10th, 2026, Canvassing Board Meeting
   4.2 November 10th, 2026, Regular Council Meeting
   4.3 November 10th, 2026, Special Meeting

5. **CORRESPONDENCE ***
   5.1 SLC Hazard Mitigation Meeting Minutes
   5.2 MDH Quarterly Report

6. **FINANCIALS –***
   6.1 September Reconciliation Report
   6.2 Balance Sheets
   6.3 Fund Summary YTD Exp/Budget
   6.4 Combined Cash Investment
   6.3 Investment Report

7. **GUESTS/CITIZEN FORUM**
   7.1 Northshore Development Presentation

8. **REPORTS FROM STAFF**
   City Administrator Weiberg
   Recreation Director Peterson
   Library Director Lammi
   Public Works Director Snetsinger
   Public Utilities Director Benda
   EMS Director Olmstead
   ERPD Chief Klovstad
   Fire Chief House
   Mesabi East Youth Sports Coordinator Mark Goerdt
   City Attorney Joel Lewicki

9. REPORTS FROM ELECTED OFFICIALS

Councilor Grams
Councilor Jarvela
Councilor Eckman
Councilor Mathison
Mayor Scott

10. OLD BUSINESS

10.1 Resident Reimbursement Request
10.2 Sanitary Sewer Maintenance Policy

11. NEW BUSINESS

11.1 Resolution 2026-028 Authorizing the City of Hoyt Lakes to file and an application and administer management of grant with the State of Minnesota, Office of Emergency Medical Services.

11.2 Posting for applications for the part-time position of Concessions/Janitorial position.

11.3 Approval of the Working Forman's Job Description

11.4 Resolution 2026-029 to apply for the Minnesota Department of Labor and Industry Safety

ADJOURNMENT

Next Council Meetings:

Tuesday December 08, 2026 – Regular Council Meeting 5:30 PM
Tuesday December 08, 2026 – Special Council Meeting – Budget Working Meeting
Tuesday December 08, 2026 – Truth in Taxation Public Hearing **6:30 PM**

Minutes
Hoyt Lakes Canvassing Board Meeting
Hoyt Lakes City Hall Council Chambers
Thursday, November 10,2026
5:15 p.m.

PRESENT: Mayor Scott, Councilors Eckman, Jarvela, Mathison

ABSENT: Grams

AlSO PRESENT: City Administrator Weiberg

Meeting was called to order by Mayor Scott at 5:15 p.m.

Moved by Jarvela supported by Grams to approve elections results:

Mayor – Two (2) Year Term	
Brennan Scott	840
Write-in	20

Councilor – Four (4) Year Term	
Brent Mathison	748
Tomieka Defoe	555
Write-in	24

And declare the following candidates, receiving the highest number of votes are elected to the respective offices and terms:

Mayor: Brennan Scott
Councilor, 4-year term: Brent Mathison, Tomieka Defoe
Motion carried unanimously.

ADJORNMENT
Moved by Jarvela supported by Eckman to adjourn the special meeting. Motion carried unanimously.
Meeting adjourned at 5:17 p.m.

_____
Brennan Scott, Mayor

ATTEST:

_____
Dean Weiberg, City Administrator

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

Tuesday, November 10, 2026
5:30 pm

1. **ROLL CALL – Meeting called to order by Mayor Scott at 5:30 pm.**
   Councilors in attendance: ☐Grams ☒Jarvela ☒Eckman ☒Mathison ☒Mayor Scott
   Absent: Grams
   ALSO PRESENT: Administrator Weiberg, 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.

   Motion by Jarvela; Supported by Eckman to approve the consent agenda. All in favor, motion carried unanimously.

4. **APPROVAL OF CITY COUNCIL MINUTES ***
   4.1 October 27th Public Forum
   4.2 October 27th Regular Council Meeting

5. **CORRESPONDENCE ***
   5.1 Rural Capacity Program Newsletter
   5.2 Minnesota Power Rate Change Memo

6. **FINANCIALS –***
   6.1 August Reconciliation Report
   6.2 Approval for Payments – Claims
      6.2.1 Disbursements - $157,647.45
      6.2.2 Payroll - $90,211.67
         Payroll - $78,652.18
         Benefits - $11,559.49
         Insurance - $1,164.50

7. **GUESTS/CITIZEN FORUM**

8. **REPORTS FROM STAFF**
   City Administrator Weiberg - No Report

   Library Director Lammi thanked everyone who came out to the Halloween Party.

   Public Works Director Snetsinger reminded residents calendar parking is still in effect and no overnight parking is allowed until April and for the residents to keep items off the curb, so they don't hit them plowing.

Public Utilities Director Benda reported on the recent rain fall and the treatment plant handled it well and turbidity is starting to climb in Colby.

City Attorney Joel Lewicki – No Report

9. REPORTS FROM ELECTED OFFICIALS

Councilor Grams – Absent

Councilor Jarvela reported on the upcoming Water Board meeting.

Councilor Eckman announced the playground meeting on Thursday November 19th.

Councilor Mathison – No Report

Mayor Scott recapped the Boase School meeting with the IRRR and St. Louis County on path forward and thanked the election judges.

10. OLD BUSINESS - None

11. NEW BUSINESS

11.1 City of Hoyt Lakes Infrastructure Policy and Citizen Request

City Administrator Weiberg was directed to work with City Attorney Lewicki on this issue and was motioned by Jarvela; Supported by Eckman to table 11.1 regarding the policy. All in favor, motion carried.

Motion by Jarvela; Supported by Mathison to direct City staff to not reimburse the citizen's request until it is determined where the blockage was and if it was the responsibility of the City or homeowner.

11.2 RAMS Notice of Nominations For RAMS Board of Directors

Motion by Jarvela; supported by Eckman to nominate Mayor Scott to represent Hoyt Lakes on the RAMS Board of Directors. All in favor, motion carried.

11.3 2027 Liquor License Applications, pending receipt of all documents:

a. JayWay LLC d/b/a Haven Bar and Grill
b. SKF Friendly Liquors Inc. d/b/a Friendly Liquor
c. VFW 8144 d/b/a Timothy Robinson Post

Motion by Mathison; Supported by Eckman to approve the 2027 Liquor License Applications. All in favor, motion carried.

11.4 Water Carnival Committee Bingo Application

Motion by Eckman; Supported by Mathison to approve the Water Carnival Committee's Bingo Application. All in favor, motion carried.

11.5 Resolution 2026-027 Approval Acceptance of Funds From the Chamber to the Senior Center.

Motion by Jarvela; Supported to approve Resolution 2026-027 approval acceptance of funds from the Chamber to the Senior Center. All in favor, motion carried.

11.6 Resolution 2026-026 Authorizing the City Administrator to file an application with the Department of Iron Range Resources and Rehabilitation for the reconstruction of Westover and relocation of the existing RV dump station.

Motion by Jarvela; supported by Mathison to approve Resolution 2026-026 authorizing the City Administrator to file an application with the Department of Iron Range Resources and Rehabilitation for the reconstruction of Westover and relocation of the existing RV Dump Station. All in favor, motion carried.

11.7 Resolution 2026-025 Authorizing the Pursuit of 2026 Local Road Improvement Program Funding for the Westover Road Reconstruction Project

Motion by Jarvela, supported by Eckman to approve Resolution 2026-025 authorizing the pursuit of 2026 Local Road Improvement Program Funding for the Westover Road Reconstruction Project. All in favor, motion carried.

11.8 Resolution 2026-024 Authorizing the City of Hoyt Lakes to make application to and accept funds from the Commercial Redevelopment Grant Program - Phase II Boase School Emergency Site Clean-up

Motion by Jarvela, Supported Eckman to approve Resolution 2026-024 authorizing the City of Hoyt Lakes to make application to and accept funds from the Commercial Redevelopment Grant Program - Phase II Boase School Emergency Site Clean-up. All in favor, motion carried.

11.9 Ranger Snowmobile and ATV Club Sponsor Agreement

Motion by Mathison; Supported by Eckman to approve the Ranger Snowmobile ATV Club Sponsor Agreement. All in favor, motion carried.

11.10 Posting the Foreman Position for a 2027 Start.

Motion by Eckman; Supported by Jarvela to approve the Foreman position budgeted for 2027. All in favor, motion carried.

ADJOURNMENT

Motion by Jarvela; Supported by Eckman for adjournment. Meeting adjourned at 6:15 pm.

Next Council Meetings:

Tuesday, November 24, 2026 – Public Forum
Tuesday, November 24, 2026 – Regular Council Meeting
Tuesday, December 08, 2026 – Regular Council Meeting
Tuesday, December 08, 2026 – Truth in Taxation Public Hearing

_____
Brennan Scott, Mayor

ATTEST:

_____

Dean Weiberg, Administrator

Minutes
Special City of Hoyt Lakes Council Meeting
City Hall Council Chambers

The City Council of the City of Hoyt Lakes held a special meeting on **Tuesday, November 10th directly following the Regular Council Meeting** in the Council Chambers at the Municipal Building, regarding the following items:

1. **ROLL CALL – Meeting called to order by Mayor Scott at 5:30 pm.**
   Councilors in attendance: ☐Grams ☒Jarvela ☒Eckman ☒Mathison ☒Mayor Scott
   ALSO PRESENT: Administrator Weiberg
   Absent: Grams

2 **Budget Planning**
   a. Fee Schedule
   b. Early Approval for Long Leadtime Capital

   Motion by Jarvela; Supported by Eckman to utilize Public Work capital equipment reserves to purchase the equipment in the Public Works 2027 Capital Requests. All in favor, motion carried.

3 **Adjournment**

Motion by Jarvela; Supported by Eckman for adjournment. All in favor, motion carried. Meeting adjourned at 7:56 pm.

_____

Brennan Scott, Mayor

ATTEST:

_____

Dean Weiberg, Administrator

St. Louis County HMP Planning Team Meeting #2
11/9/26 Meeting Summary & Documentation

Summary: On November 9, 2026, St. Louis County Emergency Management convened key county, city, and township representatives, as well as neighboring jurisdictions and other stakeholders to participate in the 2nd and final Planning Team Meeting for the update of the St. Louis County Hazard Mitigation Plan (HMP). The purpose of the meeting was to formally convene the St. Louis County HMP Planning Team for a presentation on the draft plan and discussion of key items prior to public review and submission of the plan to HSEM and FEMA. The meeting was held via Zoom webinar video conference and was facilitated by members of the U-Spatial at the University of Minnesota-Duluth project team.

Stakeholder Invitations: St. Louis County Emergency Management invited all stakeholders included on the county's HMP Update Jurisdictional Contact List, which includes the key County Contacts, City Contacts, Township Contacts, Other Stakeholder Contacts, and Neighboring Jurisdiction Contacts identified to be invited to participate in the plan update process. Contacts were encouraged to engage additional staff or to send someone in their stead if they could not attend.

Meeting Participants: Following is a list of people that attended the meeting. Representation included elected officials and departmental staff from St. Louis County and participating jurisdictions who were available to attend. Other stakeholders, including neighboring jurisdictions, also participated in the meeting. A participant list is provided below:

1. Josh Brinkman, St. Louis County Sheriff's Office, Emergency Management Coordinator
2. Alex Jaye, St. Louis County Sheriff's Office, Emergency Management Specialist
3. Scott Lesnau, St. Louis County Public Health, Emergency Preparedness Coordinator
4. Steven Leslie, St. Louis County Public Health, Public Health Supervisor
5. Tony Chamberlin, City of Babbitt, Fire Chief and Street Supervisor
6. Michael Schultz, City of Biwabik, City Administrator
7. Robecca Jaeger, City of Buhl, Clerk-Treasurer/Administrator
8. Tiffany Larson, City of Chisholm Ambulance Service, Director
9. Dawn Kehoe, City of Cook, Clerk/Treasurer
10. Daniel Manick, City of Cook, Mayor
11. Jim Shoberg, City of Duluth, Landscape Architect
12. Robert Morehouse, City of Duluth Fire Department, Deputy Fire Chief
13. Ben VanTassel, City of Duluth, Director, Planning & Economic Development
14. Tom Johnson, City of Duluth Public Works and Utilities, Senior Engineer
15. Cari Pedersen, City of Duluth, Director, Public Works and Utilities Department
16. Ryan Granlund, City of Duluth, Utility Programs Coordinator
17. Dave Marshall, City of Ely Fire Department, Fire Chief
18. Pat Oman, City of Eveleth, City Administrator
19. Brian Ness, City of Eveleth Police Department, Deputy Chief
20. Corinne Suonvieri, City of Floodwood, Deputy Clerk

21. Ryan Jaeger, City of Kinney/Great Scott Fire Department, Fire Chief
22. Toni Blomdahl, City of Rice Lake, City Administrator
23. Jayme Heim, City of Rice Lake, Mayor
24. Tammy Mortaloni, City of Tower, Clerk/Treasurer
25. Nicole Mattson, City of Virginia Police Department, Chief Of Police
26. Scott Fredrickson, City of Virginia Fire Department, Fire Chief
27. Gloria Erickson, Retired Dovetail Partners, Retired Contracted St. Louis County Firewise Coordinator
28. Teresa Floberg, Dovetail Partners, Project Director
29. Abby Andrus, Dovetail Partners, Facilitator and Project Manager
30. Laura Murphy, Minnesota Department of Natural Resources Firewise, Northeast Minnesota Region Firewise Specialist
31. Kim Boland, Minnesota Department of Natural Resources, Area Hydrologist
32. Clinton Little, MN DNR - Minnesota's Lake Superior Coastal Program, Coastal Program Data Specialist
33. Nathan Lynum, National Weather Service - Duluth Office, Embedded Meteorologist
34. Brian Grondahl, Lake Country Power, Area Supervisor
35. Meredith Cornett, Unitarian Universalist Congregation of Duluth, Board Member
36. Margaret Rinne, Alango Township, Township Clerk
37. Sherry Rovig, Clifton Township Volunteer Fire Department, Firewise Coordinator
38. Armand Nelson, Duluth Township, Emergency Management Director
39. Heidi Yokel, Ellsburg Township Volunteer Fire Department, Emergency Medical Responder / Secretary
40. Bobbi Pirkola, Northland Township, Deputy Clerk
41. Kathy Weiand, Portage Township, Township Clerk
42. Allen Treviranus, Pequaywan Township, Township Supervisor
43. Stephen Jones, Pequaywan Township, Township Supervisor - Board Chair
44. Jeff Keppers, Solway Township, Township Supervisor
45. Lisa Dusek, Van Buren Township, Township Supervisor
46. Steven Lotz, Vermilion Lake Township, Fire Chief
47. Patrice Erickson, Aitkin County Sheriff Office, Dispatch Supervisor/Deputy Emergency Manager
48. John Linder, Itasca County Sheriff's Office, Emergency Manager

Presentation Overview: The PowerPoint presentation covered the following items about the process and content of the plan update:

- Meeting Purpose and Agenda
- Recap of Key HMP Points
- Review of the Prioritization of Natural Hazards
- Overview of HMP Deliverables (website and document)

- Review of Risk Assessment and Vulnerability Analysis in website
- Overview of FEMA Hazard Mitigation Assistance Grant Funding
- Review of Mitigation Action Plans and Strategies
- Comments and Questions
- Overview of Next Steps to close out the HMP update

During the presentation, participants were provided with opportunities to review and discuss the information provided. These discussion periods offered an opportunity for questions and answers prior to the U-Spatial Team completing the draft plan document and website for public review.

St. Louis County HMP Planning Team Meeting #2 Discussion Notes

- During the walk-through and demonstration of the draft St. Louis County HMP website, Clinton Little and Jayme Heim pointed out some corrections in mapping for the City of Rice Lake to Stacey Stark, which were noted and will be addressed for the final version.

- Tom Johnson asked "Can we add critical infrastructure to the GIS mapping that is currently not shown?" > Stacey Stark replied: "Tom, yes, what did you have in mind? Do you have location (x,y) for the infrastructure?" > Tom Johnson: "There a number of critical infrastructure assets. I can provide additional information regarding type and location." > Stacey Stark: "Great." > Josh Brinkman commented "I ask that any very sensitive critical infrastructure information not be included, just due to public visibility of the plan." > Stacey Stark responded "Yes Josh, only public data for CI is shown; no Tier 2 facilities."

- Regarding FEMA HMA grant funding, Bobbi Pirkola asked "Is there a link to apply for generator grants from FEMA?" **Bonnie directed anyone interested in learning more about HMA grants** to visit the following website to review programs and guidance on eligibility of mitigation activities: https://www.fema.gov/grants/mitigation/learn/hazard-mitigation-assistance-guidance

- Regarding local plan adoptions, Abby Andrus asked "Will broader townships (beyond city limits) get mitigation action plans? If not, does that suggest they will not be able to apply for/receive FEMA funding?" Stacey and Bonnie answered that townships do not need to adopt the HMP by resolution unless they intend to apply for a FEMA grant independently of St. Louis County. Otherwise, townships are covered by the umbrella of the county adopting resolution. Townships are also free to adopt the plan if it is just something they would like to do.

- Adopting resolution templates will be made available after FEMA provides Approval Pending Adoption Status. Please contact Josh Brinkman if you are not a city government but are seeking to adopt the county HMP.

Documentation: Accompanying this meeting summary is a copy of the meeting invitation to stakeholders and a handout of the Power Point presentation slides.

To submit comments or questions regarding this meeting summary, please contact:
Josh Brinkman, St. Louis County Emergency Management Coordinator
218-625-3966| BrinkmanJ@StLouisCountyMN.gov

Outlook

St. Louis County Hazard Mitigation Planning Meeting

From Josh Brinkman <BrinkmanJ@StLouisCountyMN.gov>
Date Thu 9/10/2026 1:37 PM
To Josh Brinkman <BrinkmanJ@StLouisCountyMN.gov>
Cc Bonnie K Hundrieser <hundrieserconsulting@outlook.com>; Stacey Stark <slstark@d.umn.edu>

Good afternoon,

Your presence is requested at the 2nd and final Planning Team Meeting for the update of the **St. Louis County Hazard Mitigation Plan (HMP).** You are requested to participate in this vital meeting because you have a position of administrative or departmental responsibility within either the county, a municipal government, or are a key stakeholder related to the planning process. Emergency Managers from neighboring jurisdictions are also encouraged to attend so we may strengthen our shared mitigation efforts. We will be holding the meeting virtually using Zoom webinar.

Please click on the link below to register.

Date: Monday, November 9, 2026
Time: 1:00-2:30 p.m.
Register here for the meeting

The purpose of this meeting is to provide an overview of the plan and interactive website, including a review of the updated risk assessment for natural hazards that affect the county. We will also discuss the Mitigation Action Charts that will be specific to St. Louis County and each city, as well as funding opportunities available under the FEMA Hazard Mitigation Assistance grant programs.

Your participation in this meeting and feedback on the draft plan is important to us. The draft St. Louis County HMP is nearing completion and will be ready for review by planning team members and the public in the coming weeks.

When you register, you will automatically be placed on an RSVP list. If you are not able to attend, please consider sending another representative in your stead.

Thank you,

Josh Brinkman
Emergency Management Coordinator
St. Louis County Sheriff's Office
5735 Old Miller Trunk Hwy
Duluth, MN 55811
Office: 218-625-3966
brinkmanj@stlouiscountymn.gov

St. Louis County
Hazard Mitigation Plan Update 2026
Planning Team Meeting #2

November 9, 2026

U-Spatial
University of Minnesota

Welcome & Introductions

U-Spatial@UMD Project Leads



Stacey Stark
Project Manager
U-Spatial, UMD



Jane Lindelof
Project Coordinator, Communications Specialist
U-Spatial, UMD



Bonnie Hundrieser
HM Planning Specialist
Hundrieser Consulting LLC

St. Louis County Project Lead

- Josh Brinkman, St. Louis County Emergency Management Coordinator

Please type your name and representation in the CHAT – so others know who is here

PRESENTER: STACEY STARK

Zoom Logistics

PLEASE REMAIN MUTED AND VIDEO OFF SO EVERYONE CAN HAVE THE BEST EXPERIENCE.

USE CHAT:

- Send a message to everyone
- Send a message to individuals or
- Send a message to host to ask for help or ask a question that isn't for the whole group. The host is Stacey Stark





ASK TO SPEAK:



PRESENTER: U-SPATIAL

Meeting Purpose & Agenda



This meeting formally convenes the St. Louis County HMP Planning Team for a presentation on the draft plan and discussion of key items prior to public review and submission of the plan to HSEM and FEMA.

Agenda

- Recap of Key HMP Points
- Preview of Deliverables
- Review of Risk Assessment & Vulnerability Analysis in Website
- Overview of FEMA HMA Funding and Mitigation Action Charts
- Review & Feedback
- Next Steps

PRESENTER: U-SPATIAL

Overview of Plan Update

- St. Louis County is updating its **Hazard Mitigation Plan (HMP)** to fulfill a state & federal requirement.
- The plan must be updated every **5** years. The county's last plan was updated in **2020**.
- The purpose of the plan is to identify & assess natural hazards that pose risk to the county and its jurisdictions and **develop long-term strategies and mitigation actions** that will help to reduce or eliminate the impact of future hazard or disaster events.



Hazard Mitigation is any action taken to reduce or eliminate long term risk to people and property from natural disasters.

PRESENTER: BONNIE HUNDRIESER

Who the Plan Covers

This is a **multi-jurisdictional plan** that covers St. Louis County, including all **27** cities and **72** townships within the county.

The plan also takes into consideration the needs and concerns of other stakeholders such as schools, watershed districts, and agencies or organizations involved in mitigation or services to vulnerable populations within the county.



PRESENTER: BONNIE HUNDRIESER

Stakeholder Involvement



Planning Team

- Representatives from: St. Louis County, all cities and townships, neighboring jurisdictions, and related agencies or organizations.
- Participation in planning team meetings, public outreach, local mitigation survey, provision of spatial or other data, and review of draft plan.

The Public

- Opportunity to learn about the plan and provide feedback on local-level concerns, mitigation ideas, and review of draft plan.

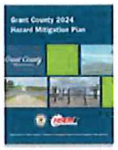
PRESENTER: BONNIE HUNDRIESER

Deliverables

PDF document:

- All FEMA required elements
- Limited figures & images
- Integrated links to website
- Local mitigation surveys
- Plans & programs in place
- Past mitigation action review
- Planning team meetings
- Outreach & engagement documentation





- Risk and vulnerability of each hazard
- Mitigation actions!

Both formats

Website companion:

- Links to PDF components
- **Interactive maps** and context
- Critical infrastructure and assets
- Simple, concise explanations
- Public input form on site

PRESENTER: U-SPATIAL

Prioritization of Hazards for St. Louis County

NATURAL HAZARDS

- Probability and Severity of natural hazard events (risk)
- Observed increase or decrease in risk since last plan
- Jurisdictional variations in risk (i.e., local vulnerabilities, changes in development)

HAZARD	St. Louis County 2026
Flooding	High
Wildfire	High
Windstorms	High
Winter Storms	High
Tornadoes	Moderate
Hail	Moderate
Extreme Cold	Moderate
Extreme Heat	Moderate
Drought	Moderate
Lightning	Moderate
Coastal Erosion	Moderate
Landslides	Low
Land Subsidence	Low
Dam/Levee Failure	Low

PRESENTER: U-SPATIAL

Hazards Risk Assessment







- Validates the prioritization of hazards
- Provides probability and severity of future events as possible
- Identifies vulnerable populations and structures at risk as possible
- Considers variable geographic vulnerability
- Informs Mitigation Actions in the HMP

PRESENTER: U-SPATIAL

Website Demo

Example:
z.umn.edu/StLouisHMP

Comments and Questions?

Overview of Jurisdictional Mitigation Action Plans



Mitigation Action Plans are the end product of the HMP.

They demonstrate each community's 5-year plan to:

- Reduce future risk to natural hazard events.
- Address local vulnerabilities through targeted activities.
- Utilize local capabilities to implement actions.

PRESENTER: BONNIE HUNDRIESER

Mitigation Action Development

Each mitigation action includes the following:

- ✓ Hazard + Mitigation Action★
- ✓ Mitigation Strategy
- ✓ Priority
- ✓ Timeframe
- ✓ Responsibility
- ✓ Comments on Implementation and Integration
- ✓ Possible Funding

★ *Eligible FEMA HMA grant activities **must** be included in the plan of action to support a future grant application.*

PRESENTER: BONNIE HUNDRIESER

St. Louis County

Wildfire: Provide targeted wildfire mitigation information, training, and assistance to homeowners in high-risk WUI areas to increase defensible space and reduce fuels around structures.

- **Strategy:** Education and Awareness Programs
- **Status:** Existing
- **Priority:** High
- **Timeframe:** 2027–2032
- **Responsibility:** St. Louis County Firewise
- **Comments on Implementation and Integration:** This is ongoing work conducted through the St. Louis County Firewise program. Firewise specialists and trained local fire departments have conducted hundreds of free, on-the-ground Home Site Assessments. They evaluate roof materials, gutter debris, and vegetation gaps to help individual property owners establish a 30-foot ignition-resistant perimeter.
- **Possible Funding:** St. Louis County Firewise program funding

City of Chisholm

Flooding: Work with the Minnesota Department of Natural Resources (MN DNR) to address flood mitigation issues with Longyear Lake during high rain events.

- **Strategy:** Structure and Infrastructure Projects
- **Status:** Existing
- **Priority:** Moderate
- **Timeframe:** 2027–2032
- **Responsibility:** City Maintenance
- **Comments on Implementation and Integration:** Longyear Lake floods its banks during high rain events. When the lake crests past its capacity, water backs up into the town. In past historic floods, this has resulted in widespread residential basement flooding and ankle-deep water entering municipal buildings, including the local Fire Hall. The city of Chisholm has been working with the MN DNR to clean out Longyear Lake to increase drainage when we do have times of high water.
- **Possible Funding:** City general operating fund, MN DNR funding

"Previous Integration of HMP"



In addition to development of jurisdictional mitigation actions, the plan must include:

- How the past HMP was **integrated into other planning mechanisms** by the county and each participating city jurisdiction.
- This section of the plan has been developed based on information provided in the Local Mitigation Survey forms.

What are "Planning Mechanisms"?

- *Plans, Policies, Ordinances*
- *Public Education & Outreach*
- *Implementation of projects (i.e., warning sirens, flood mitigation, installation of generators)*
- *Other EM related programs or projects (i.e., shelter planning)*
- *County and partner coordination*

FEMA Mitigation Grant Funding

FEMA

Sec. 406 - (Public Assistance Mitigation) – Post disaster. Tied to repair of disaster-damaged infrastructure.

Sec. 404 (HMGP) - Available only after a Presidential Disaster Declaration declared for a state – may include 5% Initiative funding

Annual Pre-Disaster HMA Programs (national)
- BRIC
- FMA
- HMGP Post Fire

*A grant application begins with submitting a Notice of Interest (NOI)

*Watch for Notice of Funding Opportunity (NOFO) from HSEM

*Potential grant activities must be included in plan of action, but are not a guarantee to be eligible/awarded

*Eligible Applicants: State and local government, State agencies, and certain Private Non-Profit Orgs

FEMA Hazard Mitigation Assistance Program and Policy Guide (link)

PRESENTER: BONNIE HUNDRIESER

Strategy #1 - Local Planning & Regulations

Examples:

- Enforcement of ordinances that reduce impacts of high rain events (Floodplain, Shoreland)
- Partnering with agency partners on coastal erosion and watershed related planning.
- Enforcement of burning restrictions during periods of extreme drought.
- Enforcement of state or local regulations for new development.









PRESENTER: BONNIE HUNDRIESER

Strategy #2 - Structure & Infrastructure Projects









Examples:

- Installation of new outdoor warning sirens
- Safe Room Construction (retrofit/new construction)
- Utility retrofit projects (i.e., power line conversion)
- Property buyouts for flooding
- Minor Localized Flood Risk Reduction Projects (i.e., stormwater management, upsizing culverts)
- Ignition-resistant construction (i.e., installation of metal roofs > must be combined with a defensible space component)

PRESENTER: BONNIE HUNDRIESER

Strategy #3 - Natural Systems Protection







Examples:

- Conduct vegetation management along roads to reduce the risk of downed trees and branches resulting from heavy snow, ice, or high winds.
- Other examples:
  - Planting Living Snow Fences to reduce snow drifting
  - Installing Rain Gardens to reduce impacts of high rain events
  - Hazardous fuels reduction (i.e. fuel breaks)
  - Defensible space activities

PRESENTER: BONNIE HUNDRIESER

Strategy #4 - Education & Awareness Programs



Examples:

- Promoting sign-up for county and local emergency notification systems.
- Encouraging residents to be aware of and prepared for severe weather events, extreme temperatures, wildfire risk, and extended power outages.
- Communities identify how they share information with the public (via websites, social media, community bulletin boards, local newspapers, public meetings, or other in-person events0.







PRESENTER: BONNIE HUNDRIESER

Strategy #5 - Mitigation Preparedness & Response Support







Examples:

- Obtaining generators for backup power (FEMA grant funding eligibility: stand alone generators must protect a "Critical Facility" or part of a larger eligible project)
- Emergency Operations Plans
- Shelter Plans
- Planning assistance to schools and LTC Facilities for vulnerable populations
- Testing of outdoor warning sirens.
- Local EM planning, training, and exercising

PRESENTER: BONNIE HUNDRIESER

Comments and Questions?

Next Steps

Nov-Dec, 2026

Review of Draft Plan and Public Review & Comment Period



Following Planning Team Mtg. #2

- Completion of City MAC reviews
- Local government review of draft plan
- Public review & comment period (News Release #2) – documentation of local postings

PRESENTER: BONNIE HUNDRIESER

Next Steps

December, 2026

Draft Plan Submission to HSEM & FEMA, Plan Approval, and Collection of Adopting Resolutions

- Draft plan will be submitted first to HSEM and then to FEMA for approval for meeting all Federal requirements.
- Typically requires 1-2 months.
- **FEMA "APA" letter**
- EM coordination of adopting resolutions and submission to HSEM.
- **Final FEMA approval letter**

PRESENTER: BONNIE HUNDRIESER

Questions?

What questions do you have for U-Spatial@UMD about the draft HMP or next steps ?

PRESENTER: U-SPATIAL

Contact Information

Stacey Stark, MS, GISP
U-Spatial@UMD
slstark@d.umn.edu
218-726-7438

Bonnie Hundrieser, HM Planner
Hundrieser Consulting LLC
hundrieserconsulting@outlook.com
218-343-3468

U-Spatial

HUNDRIESER CONSULTING LLC

PRESENTER: U-SPATIAL

5.7

DEPARTMENT OF HEALTH

Protecting, Maintaining and Improving the Health of All Minnesotans

November 16th, 2026

Hoyt Lakes City Council
c/o Ms. Becky Lammi, Clerk
Hoyt Lakes City Hall
206 Kennedy Memorial Drive
Hoyt Lakes, Minnesota 55750

Dear Council Members:

Subject: Quarterly Report, TOC/Alkalinity Monitoring for the Control of Disinfection Byproduct (DBP) Precursors, Hoyt Lakes, St. Louis County, PWSID 1690028

Your water system has been collecting total organic carbon (TOC) and alkalinity samples to determine compliance with the precursor removal requirement of the Stage 1 Disinfectant/Disinfection Byproduct (DBP) Rule. The Stage 1 DBP Rule requires surface water systems that use conventional filtration treatment to achieve specified TOC removal levels or meet one of the alternative compliance criteria specified in the rule.

The attached table contains your TOC and alkalinity results for the last four quarters. If your surface-water treatment plant is classified as a conventional or alternative filtration system, the table includes C/E values that are the ratios of the achieved to the required TOC removal rates. An average C/E value of 1.0 or greater, i.e., C/E $\geq$1.0, indicates that the TOC removal requirement has been met. If your surface-water treatment plant is classified as a direct filtration system, that classification is noted beneath the table, the treatment plant is not required to meet the removal levels or alternative compliance criteria specified in the rule (40 CFR § 141.135), and the C/E values in the last column of the report are not applicable.

Conventional- and alternative-filtration water systems must submit TOC and alkalinity samples as required by rule. Failure to submit these samples will result in a monitoring violation, to be determined quarterly. Compliance for TOC removal will be determined quarterly, based on the running average of the most recent 12 months monitoring results.

If you have any questions regarding the monitoring, results, or the alternative compliance criteria, please contact Indran Kamalanathan at indran.kamalanathan@state.mn.us or (651)-201-5180.

Sincerely,

Indran Kamalanathan

Indran Kamalanathan, P.E., Compliance Engineer
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

IK
Enclosure
cc: Water Superintendent
Jennifer Showers, MDH District Engineer, Duluth Office

Hoyt Lakes (1690028) – 2026 Quarter 3, TOC/Alkalinity Monitoring Results

			A	B	C	D	E	C/E*			
PWSID	PWS Name	Date	Raw TOC	Treated TOC	% Removed	Raw Alkalinity	% Required		DOC	UV@254	**SUVA***
1690028	Hoyt Lakes	09/01/26	18.0	7.3	59.4	44	50.0	1.19			
		08/05/26	18.0	6.8	62.2	40	50.0	1.24			
		07/08/26	18.0	6.4	64.4	33	50.0	1.29			
		06/16/26	19.0	6.3	66.8	28	50.0	1.34			
		05/19/26	20.0	5.4	73.0	19	50.0	1.46			
		04/21/26	22.0	6.2	71.8	16	50.0	1.44			
		03/04/26	15.0	6.3	58.0	80	40.0	1.45			
		02/04/26	16.0	5.7	64.4	77	40.0	1.61			
		01/06/26	18.0	7.0	61.1	70	40.0	1.53			
		12/02/25	21.0	6.0	71.4	64	40.0	1.79			
		11/04/25	23.0	5.7	75.2	62	40.0	1.88			
		10/06/25	27.0	6.8	74.8	58	50.0	1.50			
							Average:	**1.48**			

*System meets TOC removal requirement with average C/E greater than or equal to 1.00

DBP precursor removal required for surface water systems and GWUDI of surface water systems using conventional treatment:

Source Water TOC mg/L	Source Water Alkalinity mg/L as CaCO3		
	0-60	>60-120	>120
>2.0 - 4.0	35.0%	25.0%	15.0%
>4.0 - 8.0	45.0%	35.0%	25.0%
>8.0	50.0%	40.0%	30.0%

Report Criteria:
Print Outstanding Checks and Deposits and Bank and Book adjustments

GENERAL CHECKING (GENERAL CHECKING) (1)
September 30, 2026

Account: 00110100
Bank Account Number: 4900800

Bank Statement Balance:	2,903,193.05	Book Balance Previous Month:	2,932,346.64
Outstanding Deposits:	42,763.95	Total Receipts:	559,468.17
Outstanding Checks:	178,469.03	Total Disbursements:	718,575.49
Bank Adjustments:	5,751.35	Book Adjustments:	.00
Bank Balance:	2,773,239.32	Book Balance:	2,773,239.32
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
22	320.00-	1040	965.00-	1041	1,000.00	1205	3,488.00
1206	2,808.00	1213	1,768.00	1214	2,056.18	1215	4,008.00
1220	360.00	1221	7,975.75	1222	5,048.00	1223	5,143.71
1224	4,239.41	1229	938.55-	2000078	1,077.93	2000079	424.00
20230522	5,012.27	20230523	578.25				
Grand Totals:							42,763.95

Deposits cleared: 107 items Deposits Outstanding: 18 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
80436	4,978.28	80439	2,355.00	80440	18,465.55	80441	3,293.37
80442	9,520.47	80443	2,512.50	92202	577.19-	202200	92.35
203246	343.85	203983	650.37	204003	50.00	204990	790.10
206067	13.50	207850	25.00	208240	1,004.17	208895	225.00
209632	359.76	210117	56.25	210583	1,359.79	210631	350.00
210718	343.33	210773	708.55	210785	1,896.47	210787	47.94
210788	2,681.36	210793	312.08	210795	244.98	210796	40.72
210797	3,339.05	210798	2,130.95	210801	4,500.00	210809	290.80
210811	25.00	210813	2,736.10	210814	2,536.84	210816	1,500.00
210821	132.62	210822	655.50	210823	882.06	210824	414.97
210836	83,619.76	210837	733.00	210838	20,928.98	210839	1,314.15
210840	421.38	210841	109.32	240408003	55.00		
Grand Totals:							178,469.03

Checks cleared: 176 items Checks Oustanding: 47 items

Bank Adjustments Section

Description	Amount	Description	Amount
Partially Cleared Deposit	4,350.00	September Adjustmenr	1,401.35
Grand Totals:			5,751.35

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 101 - GENERAL

	ASSETS		
101-10101	FUND CASH	951,879.83	
101-10300	PETTY CASH	300.00	
101-10400	INVESTMENTS	216,403.07	
101-10500	TAXES RECEIVABLE	43,802.67	
101-11501	ACCOUNTS RECEIVABLE - CIVICS	(1,193.79)	
101-11600	GRANTS RECCEIVABLE	4,289.07	
101-15500	PREPAID ITEMS	66,108.00	
	TOTAL ASSETS		1,281,588.85
	LIABILITIES AND EQUITY		
	LIABILITIES		
101-20200	ACCOUNTS PAYABLE	20,779.22	
101-20700	BUILDING DEPOSIT LIABILITY	300.00	
101-20810	SALES TAX PAYABLE	(52.60)	
101-20910	LODGING TAX PAYABLE	3,360.81	
101-21600	ACCRUED WAGES & SALARIES PAYAB	34,947.54	
101-21704	PERA	2,593.79	
101-21706	HEALTH INSURANCE	1,277.20	
101-21708	MN PAID LEAVE PAYABLE	2,072.24	
101-21710	OTHER DEDUCTIONS	580.86	
101-22200	DEFERRED REVENUE	31,874.05	
101-24231	ASSIGNED - ARENA	7,500.00	
	TOTAL LIABILITIES		105,233.11
	FUND EQUITY		
101-24100	NONSPENDABLE	66,108.00	
101-24201	ASSIGNED - FISHERMANS POINT	561,370.07	
101-24203	RESERVED FOR OPEB	38,300.00	
101-24221	ASSIGNED - FIRE EQUIP	40,000.00	
101-24222	ASSIGNED - FIRE WILDFIRE BAL	67,736.04	
101-24230	ASSIGNED - PLAYGROUND EQUIP	75,000.00	
101-24241	ASSIGNED - PW EQUIPMENT	150,000.00	
101-24280	ASSIGNED - GRANT MATCHING FUND	50,000.00	
101-25300	UNASSIGNED	355,434.75	
	REVENUES OVER EXPENDITURES - YTD	(227,593.12)	
	TOTAL FUND EQUITY		1,176,355.74
	TOTAL LIABILITIES & EQUITY		1,281,588.85

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 201 - AMBULANCE SPECIAL REVENUE

	ASSETS		
201-10101	FUND CASH	567,041.69	
201-10400	INVESTMENTS	152,916.30	
201-11500	ACCOUNTS RECEIVABLE	367,681.25	
201-11501	ACCOUNTS RECEIVABLE - CIVICS	1,200.00	
201-15500	PREPAID ITEMS	12,606.00	
	TOTAL ASSETS		1,101,445.24
	LIABILITIES AND EQUITY		
	LIABILITIES		
201-20200	ACCOUNTS PAYABLE	5,775.49	
201-21600	ACCRUED WAGES & SALARIES PAYAB	18,916.43	
	TOTAL LIABILITIES		24,691.92
	FUND EQUITY		
201-24100	NONSPENDABLE	12,606.00	
201-25300	UNASSIGNED	1,002,481.13	
	REVENUES OVER EXPENDITURES - YTD	61,666.19	
	TOTAL FUND EQUITY		1,076,753.32
	TOTAL LIABILITIES & EQUITY		1,101,445.24

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 202 - CEMETERY SPECIAL REVENUE

	ASSETS		
202-10101	FUND CASH	53,479.97	
	TOTAL ASSETS		53,479.97
	LIABILITIES AND EQUITY		
	FUND EQUITY		
202-24249	ASSIGNED - MEMORIAL TREES	100.00	
202-25300	UNASSIGNED	47,202.42	
	REVENUES OVER EXPENDITURES - YTD	6,177.55	
	TOTAL FUND EQUITY		53,479.97
	TOTAL LIABILITIES & EQUITY		53,479.97

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 450 - RANGER ATV FISCAL AGENT

	ASSETS		
450-10101	FUND CASH	(134,613.64)	
	TOTAL ASSETS		(134,613.64)
	LIABILITIES AND EQUITY		
	FUND EQUITY		
450-25300	UNASSIGNED	(130,710.41)	
	REVENUES OVER EXPENDITURES - YTD	(3,903.23)	
	TOTAL FUND EQUITY		(134,613.64)
	TOTAL LIABILITIES & EQUITY		(134,613.64)

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 601 - WATER ENTERPRISE

	ASSETS		
601-10101	FUND CASH	740,885.69	
601-10400	INVESTMENTS	105,326.38	
601-11500	ACCOUNTS RECEIVABLE	78,413.05	
601-14100	INVENTORY	17,401.39	
601-15500	PREPAID ITEMS	11,482.00	
601-16100	LAND	20,000.00	
601-16200	BUILDINGS	2,428,435.81	
601-16210	A/D - BUILDINGS	(1,805,485.33)	
601-16300	IMPROVEMENTS	331,836.54	
601-16310	A/D - IMPROVEMENTS	(52,692.17)	
601-16400	EQUIPMENT	312,700.74	
601-16410	A/D - EQUIPMENT	(273,002.09)	
601-16440	VEHICLES	73,848.29	
601-16450	A/D - VEHICLES	(73,848.29)	
601-16500	CONSTRUCTION IN PROGRESS	2,041,511.06	
	TOTAL ASSETS		3,956,813.07
	LIABILITIES AND EQUITY		
	LIABILITIES		
601-20200	ACCOUNTS PAYABLE	153,689.91	
601-20810	SALES TAX PAYABLE	369.33	
601-21500	ACCRUED INTEREST PAYABLE	39,618.25	
601-21600	ACCRUED WAGES & SALARIES PAYAB	4,081.66	
601-23101	BONDS PAYABLE - CURRENT	6,750.00	
601-23107	FUND DEBT PAYMENTS	118,800.00	
601-23108	BONDS PAYABLE 2025A UTIL REV	880,000.00	
601-23109	TEMP GO UTILITY REV NOTE 2025B	1,690,000.00	
601-23903	COMPENSATED ABSENCES - CURRENT	5,404.18	
601-23904	COMPENSATED ABSENCES-LT	4,240.64	
601-29000	UNDISTRIBUTED RECEIPTS	(188.27)	
	TOTAL LIABILITIES		2,902,765.70
	FUND EQUITY		
601-25300	UNASSIGNED	110,461.42	
601-28000	NET INVESTMENT IN CAPITAL ASSE	836,245.00	
	REVENUES OVER EXPENDITURES - YTD	107,340.95	
	TOTAL FUND EQUITY		1,054,047.37
	TOTAL LIABILITIES & EQUITY		3,956,813.07

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 602 - SEWER ENTERPRISE

	ASSETS		
602-10101	FUND CASH	779,262.09	
602-10400	INVESTMENTS	563,810.99	
602-11500	ACCOUNTS RECEIVABLE	112,830.62	
602-11600	GRANTS RECEIVABLE	1,127.63	
602-14100	INVENTORY	10,541.04	
602-15500	PREPAID ITEMS	11,252.00	
602-16100	LAND	20,000.00	
602-16200	BUILDINGS	1,010,217.88	
602-16210	A/D - BUILDINGS	(751,699.75)	
602-16300	IMPROVEMENTS	17,816,501.40	
602-16310	A/D - IMPROVEMENTS	(1,617,053.75)	
602-16400	EQUIPMENT	75,509.17	
602-16410	A/D - EQUIPMENT	(59,826.96)	
602-16440	VEHICLES	268,816.26	
602-16450	A/D - VEHICLES	(132,379.12)	
602-16500	CONSTRUCTION IN PROGRESS	180,002.76	
	TOTAL ASSETS		18,288,912.26
	LIABILITIES AND EQUITY		
	LIABILITIES		
602-20200	ACCOUNTS PAYABLE	8,559.31	
602-21500	ACCRUED INTEREST PAYABLE	39,277.22	
602-21600	ACCRUED WAGES & SALARIES PAYAB	4,081.64	
602-23101	BONDS PAYABLE - CURRENT	250,250.00	
602-23102	BONDS PAYABLE 2017A	1,290,000.00	
602-23103	PFA LOAN	859,000.00	
602-23106	2020A PFA LOAN	1,511,000.00	
602-23107	FUND DEBT PAYMENTS	761,200.00	
602-23108	BONDS PAYABLE 2025A UTIL REV	220,000.00	
602-23903	COMPENSATED ABSENCES - CURRENT	5,404.18	
602-23904	COMPENSATED ABSENCES-LT	4,240.64	
	TOTAL LIABILITIES		4,953,012.99
	FUND EQUITY		
602-24250	ASSIGNED - WW CAPITAL REPLACE	200,000.00	
602-25300	UNASSIGNED	1,168,052.40	
602-28000	NET INVESTMENT IN CAPITAL ASSE	11,958,634.00	
	REVENUES OVER EXPENDITURES - YTD	9,212.87	
	TOTAL FUND EQUITY		13,335,899.27
	TOTAL LIABILITIES & EQUITY		18,288,912.26

CITY OF HOYT LAKES
BALANCE SHEET
OCTOBER 31, 2026

FUND 603 - SANITATION ENTERPRISE

	ASSETS		
603-10101	FUND CASH	93,472.26	
603-11500	ACCOUNTS RECEIVABLE	36,378.35	
603-11501	ACCOUNTS RECEIVABLE - CIVICS	7,268.56	
603-15500	PREPAID INSURANCE	1,025.00	
	TOTAL ASSETS		138,144.17
	LIABILITIES AND EQUITY		
	LIABILITIES		
603-20200	ACCOUNTS PAYABLE	15,310.51	
603-20810	SALES TAX PAYABLE	2,770.05	
603-21600	ACCRUED WAGES & SALARIES PAYAB	1,227.61	
	TOTAL LIABILITIES		19,308.17
	FUND EQUITY		
603-25300	UNASSIGNED	50,163.89	
	REVENUES OVER EXPENDITURES - YTD	68,672.11	
	TOTAL FUND EQUITY		118,836.00
	TOTAL LIABILITIES & EQUITY		138,144.17

6.3

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	11,665.71	1,590,772.46	2,883,742.00	1,292,969.54	55.2
LICENSES & PERMITS	250.00	4,484.00	7,000.00	2,516.00	64.1
FEDERAL, STATE AND LOCAL AID	94,483.21	1,087,216.22	1,219,688.00	132,471.78	89.1
CHARGES FOR SERVICES	4,903.38	286,105.83	171,600.00	(114,505.83)	166.7
FINES & FORFEITS	300.09	1,420.13	.00	(1,420.13)	.0
MISCELLANEOUS REVENUE	33,188.77	59,649.40	11,700.00	(47,949.40)	509.8
CAMPGROUND REVENUE	14,885.00	255,810.74	223,500.00	(32,310.74)	114.5
OTHER REVENUE	.00	.00	7,500.00	7,500.00	.0
	159,676.16	3,285,458.78	4,524,730.00	1,239,271.22	72.6
EXPENDITURES					
ELECTED OFFICIALS	1,948.89	36,003.26	51,913.00	15,909.74	69.4
ADMINISTRATION	52,934.18	463,184.23	545,973.00	82,788.77	84.8
ELECTIONS	.00	4,420.66	11,862.00	7,441.34	37.3
AUDITOR	.00	36,000.00	35,000.00	(1,000.00)	102.9
ATTORNEY	1,720.00	19,075.00	25,000.00	5,925.00	76.3
OTHER GENERAL GOVT	17,686.53	77,379.83	120,700.00	43,320.17	64.1
PLANNING & ZONING	1,028.86	10,130.46	12,512.00	2,381.54	81.0
BUILDINGS	83,012.05	214,928.91	241,397.00	26,468.09	89.0
POLICE	152,897.80	673,141.54	687,750.00	14,608.46	97.9
FIRE	6,082.91	199,988.51	172,695.00	(27,293.51)	115.8
AMBULANCE	.00	.00	14,400.00	14,400.00	.0
ANIMAL CONTROL	624.37	8,292.65	7,754.00	(538.65)	107.0
PUBLIC WORKS	76,861.10	932,841.57	1,222,041.00	289,199.43	76.3
RECREATION	23,134.26	132,145.91	133,684.00	1,538.09	98.9
ARENA	10,431.62	173,204.60	221,646.00	48,441.40	78.1
RETIREES CENTER	96.53	1,655.32	2,900.00	1,244.68	57.1
COMMUNITY BUILDING	965.74	12,996.08	14,582.00	1,585.92	89.1
GOLF COURSE	22,068.30	213,422.52	222,589.00	9,166.48	95.9
LIBRARY	23,179.93	192,757.31	250,724.00	57,966.69	76.9
FISHERMAN'S POINT	4,570.75	100,233.54	106,410.00	6,176.46	94.2
ECONOMIC DEVELOPMENT	.00	11,250.00	20,050.00	8,800.00	56.1
DEPT 49990	.00	.00	384,095.00	384,095.00	.0
	479,243.82	3,513,051.90	4,505,677.00	992,625.10	78.0
	(319,567.66)	(227,593.12)	19,053.00	246,646.12	(1194.

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

AMBULANCE SPECIAL REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
FEDERAL, STATE AND LOCAL AID	5,479.98	114,168.78	100,400.00	(13,768.78)	113.7
CHARGES FOR SERVICES	106,907.87	761,197.26	903,937.00	142,739.74	84.2
MISCELLANEOUS REVENUE	3,167.55	6,489.40	12,000.00	5,510.60	54.1
	115,555.40	881,855.44	1,016,337.00	134,481.56	86.8
EXPENDITURES					
AMBULANCE	91,385.30	820,189.25	1,000,806.00	180,616.75	82.0
	91,385.30	820,189.25	1,000,806.00	180,616.75	82.0
	24,170.10	61,666.19	15,531.00	(46,135.19)	397.1

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

CEMETERY SPECIAL REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
CHARGES FOR SERVICES	3,400.00	13,575.00	23,000.00	9,425.00	59.0
MISCELLANEOUS REVENUE	.00	854.06	.00	(854.06)	.0
	3,400.00	14,429.06	23,000.00	8,570.94	62.7
EXPENDITURES					
CEMETERY	1,661.31	8,251.51	12,111.00	3,859.49	68.1
	1,661.31	8,251.51	12,111.00	3,859.49	68.1
	1,738.69	6,177.55	10,889.00	4,711.45	56.7

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

HL WELLNESS CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
STATE GRANTS	.00	599,363.98	.00	(599,363.98)	.0
	.00	599,363.98	.00	(599,363.98)	.0
EXPENDITURES					
HL WELLNESS CENTER	.00	131,208.53	.00	(131,208.53)	.0
	.00	131,208.53	.00	(131,208.53)	.0
	.00	468,155.45	.00	(468,155.45)	.0

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

RANGER ATV FISCAL AGENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
FEDERAL, STATE AND LOCAL AID	.00	2,470.80	.00	(2,470.80)	.0
	.00	2,470.80	.00	(2,470.80)	.0
EXPENDITURES					
RANGER ATV FISCAL AGENT	.00	6,374.03	.00	(6,374.03)	.0
	.00	6,374.03	.00	(6,374.03)	.0
	.00	(3,903.23)	.00	3,903.23	.0

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
MISCELLANEOUS REVENUE	.00	400.95	.00	(400.95)	.0
UTILITY REVENUE	66,635.24	627,981.82	729,845.00	101,863.18	86.0
	66,635.24	628,382.77	729,845.00	101,462.23	86.1
EXPENDITURES					
WATER	70,610.40	521,041.82	632,444.00	111,402.18	82.4
	70,610.40	521,041.82	632,444.00	111,402.18	82.4
	(3,975.16)	107,340.95	97,401.00	(9,939.95)	110.2

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
MISCELLANEOUS REVENUE	.00	400.95	5,000.00	4,599.05	8.0
UTILITY REVENUE	113,106.80	980,184.19	1,070,365.00	90,180.81	91.6
	113,106.80	980,585.14	1,075,365.00	94,779.86	91.2
EXPENDITURES					
WASTE WATER	35,460.92	971,372.27	960,906.00	(10,466.27)	101.1
	35,460.92	971,372.27	960,906.00	(10,466.27)	101.1
	77,645.88	9,212.87	114,459.00	105,246.13	8.1

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

SANITATION ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
MISCELLANEOUS REVENUE	290.63	1,387.66	.00	(1,387.66)	.0
UTILITY REVENUE	34,299.49	346,861.37	350,700.00	3,838.63	98.9
	34,590.12	348,249.03	350,700.00	2,450.97	99.3
EXPENDITURES					
SANITATION	24,266.69	279,576.92	345,753.00	66,176.08	80.9
	24,266.69	279,576.92	345,753.00	66,176.08	80.9
	10,323.43	68,672.11	4,947.00	(63,725.11)	1388.2

6.4

CITY OF HOYT LAKES
COMBINED CASH INVESTMENT
OCTOBER 31, 2026

COMBINED CASH ACCOUNTS

001-10100	POOLED CASH	2,593,854.34
001-10105	UTILITY CASH CLEARING	(809.11)
	TOTAL COMBINED CASH	2,593,045.23
001-10106	AR CASH CLEARING	(931.85)
001-10101	ALLOCATED TO OTHER FUNDS	(2,592,113.38)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL	951,879.83
201	ALLOCATION TO AMBULANCE SPECIAL REVENUE	567,041.69
202	ALLOCATION TO CEMETERY SPECIAL REVENUE	53,479.97
450	ALLOCATION TO RANGER ATV FISCAL AGENT	(134,613.64)
601	ALLOCATION TO WATER ENTERPRISE	740,885.69
602	ALLOCATION TO SEWER ENTERPRISE	779,262.09
603	ALLOCATION TO SANITATION ENTERPRISE	93,472.26
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,051,407.89
	ALLOCATION FROM COMBINED CASH FUND - 001-10101	(2,592,113.38)
	ZERO PROOF IF ALLOCATIONS BALANCE	459,294.51

10.3

BALANCE
$1,001,819.72
AVAILABLE CASH
$56,661.00

EXPAND ALL / COLLAPSE ALL

ADD/EDIT EXTERNAL ACCOUNT

Assets

4 account(s)

EDIT	TOTALS:	AVAILABLE CASH $56,661.00	BALANCE $1,001,819.72
	City of Hoyt Lakes (Ambulance) xxxxV966		
EDIT PORTFOLIO STATEMENTS		$6,110.50	$144,153.86
	City of Hoyt Lakes (General) xxxxD835		
EDIT PORTFOLIO STATEMENTS		$20,974.84	$203,802.36
	City of Hoyt Lakes (Sewer) xxxx2089		
EDIT PORTFOLIO STATEMENTS		$23,246.53	$555,715.50
	City of Hoyt Lakes (Water) xxxxY097		
EDIT PORTFOLIO STATEMENTS		$6,329.13	$98,148.00

As of 11/18/2026 3:41 PM ET.

Tony Erjavec
Owner
Roto-Rooter Sewer & Drain
7574 Ely Lake Drive
Eveleth, MN 55734

744-2315

INVOICE

10.1

ROTO-ROOTER®
SEWER-DRAIN SERVICE

SEWER AND DRAIN CLEANING SERVICE

7574 ELY LAKE DR. PHONE 744-2315 EVELETH, MN 55734

311 Andover
Hoyt Lakes

Job Address

Order No. № 28408 Date 10.21.24

Cause of Stoppage: Roots X Grease _____ Scale _____

Other: _____

Total Footage Cleaned: 85' Knives Used: 6"

Job Description and Remarks:

Main sewer line

☐ Job Not Guaranteed For Following Reason

Amount $ 300.00

PLEASE PAY FROM THIS INVOICE

± 1370

CUSTOMER SIGNATURE

[illegible]

OPERATOR SIGNATURE

GUARANTEE

ROTO-ROOTER® SEWER-DRAIN SERVICE

For the period of 30 days from the above date we agree to re-clean the above described line at no additional cost (or refund your money) in the event the sewer or pipe fails to function due to root stoppage. This guarantee does not include stoppages caused by paint, rags, leaves, cement, grease, garbage, or other debris ... or broken or settled section of tile or pipe.

(This agreement is void if detached from invoice.)

Signed: _____

OPERATOR FOR ROTO-ROOTER SEWER AND DRAIN CLEANING SERVICE

SANITARY SEWER MAINTENANCE POLICY

This is a sample policy for guideline purposes only. Please consult your City attorney when developing your own policy.

This model policy is intended to be used with the Sanitary Sewer Toolkit discussion on Considerations for Sanitary Sewer Maintenance Policies and Overview of Sanitary Sewer Maintenance Policies in the League of Minnesota Cities Insurance Trust's Sanitary Sewer Toolkit.

1. Purpose

It is the policy of the City of _____ to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has _____ feet of public sanitary sewer mains, _____ manholes and _____ lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The _____ (*designate the appropriate authority*) may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property _____ (*examples: up to and including the connection to the public system; up to but excluding the connection to the public system, etc.*)

Schedule – The City's goal is to inspect and maintain the components of its sanitary sewer system according to the attached schedule.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The City's sanitary sewer mains will be inspected by television camera in accordance with the attached schedule. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

B. Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule.

The _____ *(insert employee title: public works director, utility superintendent, team lead, etc.)* will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

C. Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP).

Components of SOP and SMP include:

- Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
- Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well
- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and backup pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Clean force mains
- Identify problem areas/components

3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.

4. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency

response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

C. Work Schedule

Full-time City employees in the _____ (*insert name of department*) department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

D. Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

6. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of _____.

7. Other Sanitary Sewer System Policies

The City has a number of other policies and/or ordinances that are important to the ongoing operation of the City's sanitary sewer system. The following documents are available on the City's web site and in the public works department.

- Emergency Response Policy
- Public Sanitary Sewer Use Ordinance
- System Rehabilitation Policy

"Minnesota's Star of the North"

City of Aurora
Excavation Permit Application

Job Address: _____

Legal Description: Lot Number _____ Block _____ Plat Area _____

Parcel Code: _____

Home/Business Owner: _____ Daytime Phone _____

Address: _____

Contractor: _____ License Number _____

Address: _____ Daytime Phone _____

Engineer: _____ Daytime Phone _____

Address: _____

Type of Work: Check all that apply. ❑ Driveway-Curbing/Roadway ❑ Plumbing/Service Lines

Class of Work: ❑ New ❑ Addition ❑ Alteration ❑ Repair ❑ Other

Connect to City: ❑ Water ❑ Sanitary ❑ Storm ❑ Not Applicable

Taper Driveway to Roadway: ❑ Yes ❑ No ❑ Not Applicable

Describe Work: _____

_____

_____

Called Gopher State One-Call: ❑ Yes ❑ No Ticket Number _____

Restoration Activity: (Check all that apply) ❑ Asphalt ❑ Concrete/Curbing ❑ Gravel Base ❑ Compaction ❑ Replace Backfill

(Performance Bond) The estimated cost of said project is $_____ and the contractor has placed on file with the Clerk-Treasurer, a certified check, bank money order, or bond in a penal amount of 25% of the estimated cost of the project or $ _____ .

(Insurance) The contractor hereby states that he/she is insured with _____ and has Public Liability, Property Damage Insurance and Vehicle Insurance in the following amounts to-wit: Public Liability/General $100,000.00-$300,000.00; Property Damage $50,000.00 or combined single limit of $600,000.00. The City of Aurora must be named as an additional insured on this policy and a Certificate of Insurance must be provided to the Clerk-Treasurer for city file.

(Workers Compensation) The City of Aurora requires acceptable evidence of workers compensation insurance. Information provided will be placed on file by the City and may be made available, upon request to the Department of Labor and Industry.

Insurance Company Name: _____

Policy Number: _____

Self Insurance Permit Number: _____ ❑ N/A

Dates of Coverage: _____

(Hold Harmless) The contractor agrees to indemnity and hold the City of Aurora harmless from any liability for injury or damage arising out of the action of the applicant in performance of the work, or expense whatsoever incurred by the contractor incident to a claim or action brought or commanded by any person arising therefrom.

(Standards and Safety Practices) The contractor agrees to comply with all OSHA, Department of Labor/Industry, Uniform Traffic Codes, state Building Codes and/or City Code/Standards that may apply.

(Work Performance) The Contractor agrees that all work shall be completed on or before _____ of _____ (date). In the event that the work is not performed in accordance with and within the time previously mentioned, or shall cease or be abandoned without due cause, the City of Aurora may after six (6) hours notice in writing to the permit holder whose intention it was to do the work, correct the work, fill in the excavation and repair the property to it's original state and the cost thereof shall be paid by the person holding the permit. Within sixty (60) days following the completion of repairs, the Director of Public Works, Building/Zoning office or Clerk/Treasurer shall determine actual costs of any repairs incurred by the City of Aurora including costs of investigation and prepare and furnish to such permit holder an itemized statement thereof and claim additional payment from or make refund without interest to the permit holder from the funds held by the City of Aurora.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of laws and codes governing this type of work will be complied with, including filing of all appropriate insurance papers.

_____ _____

Signature of Contractor Date

_____ _____

Signature of Director/Public Works Date

_____ _____

Signature of Building/Zoning Officer Date

_____ _____

Signature of Clerk/Treasurer Date

City of Hoyt Lakes
Resolution 2026-028

A Resolution **Authorizing the City Administrator to File an Application and Administer Management of Grant with the State of Minnesota, Office of Emergency Medical Services.**

WHEREAS, the City of Hoyt Lakes approves of the application to the State of Minnesota, Office of Emergency Medical Services;

WHEREAS, the City of Hoyt Lakes agrees to accept funding for the project if approved by the State of Minnesota;

WHEREAS, the City supports this grant application that will be utilized as reimbursement for future expenses based on submitted budget and work plan.

NOW, THEREFORE BE IT RESOLVED, the City Administrator through actions of the Mayor and City Council, is hereby authorized to execute and file an application on behalf of the City of Hoyt Lakes, with the State of Minnesota Office of Emergency Medical Services for the Grant described above.

Moved by Councilor XXX and seconded by Councilor XXX that the foregoing resolution be adopted.

Voting Aye:
Voting No:

Adopted this 24th day of November 2026.

_____
Brennan Scot
Mayor

ATTEST: _____
Dean Weiberg
City Administrator

Contact Information

Operating Deficit Grant Contact Information

MINNESOTA
OFFICE OF EMERGENCY MEDICAL SERVICES

Information Needed	Response
Title of Official with Authority to Sign Grant Contract	City Administrator
Name of Official with Authority to Sign Grant Contract	Dean Weiberg
Phone Number of Official with Authority to Sign Grant Contract	(218)225-2344
Email of Official with Authority to Sign Grant Contract	dweiberg@hoytlakesmn.gov
Name of Primary Program Contact	Melanie Olmstead
Primary Program Contact Phone Number	(218)225-2110
Primary Program Contact Email	emsdirector@hoytlakesmn.gov
State of Minnesota SWIFT (Statewide Integrated Financial Tools) Vendor ID	VN0000198397

Exhibit A **Budget**

Operating Deficit Grant Budget
Hoyt Lakes Fire Department Ambulance

MINNESOTA
OFFICE OF EMERGENCY MEDICAL SERVICES

Budget Line Items: Goals/Objectives	Grant Period (1/1/2027-3/31/2028)
Operational Expenses	**$ 19,960.62**
Personnel	$ 19,960.62
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
Capital Expenses	**$ -**
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
TOTAL	**$ 19,960.62**

MINNESOTA
OFFICE OF EMERGENCY
MEDICAL SERVICES

Operating Deficit Work Plan

Expense Category: Goal/Objective	Description of Tasks, Duties, and Deliverables	Evaluation Plan	Expected Outcomes	Timeline
Operational Expenses: day-to-day operations of an ambulance service				
Personnel	Maintain adequate staffing for 24/7 ambulance coverage. Pay salaries and benefits for all full time,part-time, and casual employees. Adding 2 full time Emts.	To evaluate the goal of maintaining 24/7 ambulance coverage, we will track staffing through shift schedules and payroll records, monitoring whether all shifts are filled and overtime is used effectively. Success will be measured by ensuring no unfilled shifts, and maintaining response times within	Full staffing maintained; reduced shift coverage gaps, reduced overtime.	Jan-Dec 2027
Capital Expenses: assets with an expected useful life of greater than five years				
N/A				

11.7

PUBLIC NOTICE
CITY OF HOYT LAKES

The City of Hoyt Lakes is accepting applications for the part-time position of Concessions/Janitorial at the hourly rate of $16.51. This position will work as needed based on facility activities and staffing needs, with an increase in hours starting in January; evening and weekend availability is required.

Application packets are available on the City of Hoyt Lakes website www.hoytlakes.com or can be picked up at the Clerk's Office, 206 Kennedy Memorial Drive, Hoyt Lakes. Deadline for applications is 11:30 a.m. on Friday, November 20 or 27, 2026.

Publish: East Range Times – November 18, 2026
Post: November 11, 2026
Website: November 11, 2026
Facebook: November 11, 2026
City Sign: November 11, 2026
Attached: Position Description & City Application

City of Hoyt Lakes
Job Description

Position Title: Concessions/Janitorial
Department: Recreation
FLSA Status: Non-exempt
Pay Equity Points: 4

Primary Objective of Position

Performs food service, golf simulator operations, customer service, admissions, and routine janitorial duties at the Arena and other City buildings. Assists with Arena operations and performs other duties as assigned.

Employees may work during hockey games, practices, tournaments, public skating, special events, and scheduled simulator hours. Duties may require moving between concessions, the simulator, admissions, and other areas during the same shift.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Prepares and serves food in accordance with applicable St. Louis County Health Department requirements.
- Monitors concession inventory and reports supply needs to the supervisor.
- Cleans concession and kitchen areas, food-service equipment, dishes, and utensils; returns items to proper storage.
- Collects concession, skating admission, golf simulator, and other applicable fees; makes accurate change and follows City cash-handling procedures.
- Answers telephone calls, provides facility information, and courteously assists customers and visitors.
- Manages golf simulator reservations, walk-ins, check-in, payments, cancellations, and schedule changes as directed.
- Assists simulator customers with startup, basic controls, course selection, and general use.
- Monitors simulator use for safety, proper equipment use, and compliance with City rules; reports damage or concerns.
- Performs basic simulator troubleshooting and reports unresolved equipment problems to the supervisor or designee.
- Keeps the simulator room clean, organized, and ready for customers.
- Performs opening and closing duties for concessions and the golf simulator.
- Assists the Zamboni driver and Arena attendant with facility operations, events, and customer needs.

- Performs routine cleaning, including vacuuming, dusting, trash removal, window washing, and cleaning locker rooms, bathrooms, kitchens, bleachers, floors, and other building surfaces.
- Reports equipment malfunctions and facility maintenance concerns.
- Sweeps or shovels snow from walkways and entrances and applies salt or sand as needed.
- Performs other Recreation Department duties as assigned.

Required Knowledge, Skills, and Abilities

- General knowledge of cleaning practices and safe operation of food-service and janitorial equipment.
- Basic computer skills and the ability to learn golf simulator, reservation, and payment systems.
- Ability to troubleshoot basic equipment problems and recognize when additional assistance is needed.
- Ability to handle cash accurately and process customer payments.
- Ability to communicate courteously and explain facility procedures to customers.
- Ability to organize reservations, follow schedules, and manage multiple duties during busy events.
- Ability to work independently, efficiently, and cooperatively with staff.
- Ability to understand and follow oral and written instructions.

Minimum Qualification

- Physical ability to perform assigned duties.
- Alibility to learn and safely operate assigned food-service, cleaning, and golf simulator equipment.

Position Type and Schedule

Part-time, as needed. Hours vary based on facility activities and staffing needs, with an anticipated increase in hours beginning in January. Evening and weekend availability is required.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Hoyt Lakes is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Updated: 11/24/2026

113

City of Hoyt Lakes
Job Description

Position Title: Working Foreman
Department: Public Works
FLSA Status: Non-exempt
Pay Equity Points: 265

Primary Objective of Position

Performs lead work overseeing public works maintenance projects; performs skilled work operating heavy equipment; and performs related duties as required. Works under the general supervision of the Public Works Director.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Oversees public works, street, and parks operations including assigning and prioritizing work, distributing work, coaching, training, and assisting in reviewing work of full-time employees.
- Oversees the part-time employees involved in the summer hire program; assigns, trains, and oversees work such as painting, mowing, cleaning.
- Enforces safety rules, responds to problems, oversees contract workers.
- Responds to complaints from the public; provides information or refers as appropriate.
- Maintains a log of safety problems for the city.
- Operates a variety of public works equipment such as grader, backhoe, sweeper, forklift, front-end loader, tandem truck, dozer, powerline truck, mowers, and packer/roller.
- Performs winter maintenance on streets such as plowing and sanding.
- Performs summer maintenance on street such as sweeping, laying gravel, repaving, patching potholes, excavating, and grading.
- Maintains parks, campgrounds, golf courses, and beaches including buildings and grounds maintenance, dock installation, painting, minor carpentry.
- Assists in maintaining city vehicles and equipment.
- Oversees and performs work on water main and sewer line repairs to include homeowner notification, traffic routing, excavating of affected utility, line repair, backfilling, and reopening of roadway.
- Responds to calls for emergencies such as water main breaks, leaks, frozen water lines.
- Straightens and replaces street signs that are damaged; installs and removes Christmas decorations.
- Delivers equipment and materials to various locations.
- Digs graves and assists in duties at cemetery.
- Assist in annual City wide clean up.

- Regularly inspects equipment for potential malfunctions.
- Assists in maintenance and repair of City buildings including windows, doors, shelves; performs basic carpentry, plumbing and/or welding as needed.
- Remove diseased or damaged trees; removes stumps.
- Replaced curbs and sidewalks when necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITES

- Knowledge of the standard materials, equipment and safe work practices related to heavy equipment operation.
- Knowledge of the traffic laws, ordinances, and regulations involved in equipment operation.
- Knowledge of the occupational hazards involved and safety precautions necessary in equipment operation.
- Knowledge of maintenance and repair of heavy equipment including special uses to which the equipment can be used.
- Skill in operating heavy equipment in and alongside excavations and traffic.
- Skill in repairing and maintaining city vehicles and equipment.
- Ability to communicate effectively with other employees and the general public.
- Ability to perform heavy manual labor including lifting, carrying, and moving heavy objects for extended periods of time, sometimes under adverse weather conditions.
- Ability to understand oral and written instructions.
- Ability to perform street maintenance repair and clean up using heavy equipment.

Minimum Qualification

Valid Minnesota Class A driver's license and two years of experience operating public works equipment.

Desirable Qualifications

- Additional street and/or utility maintenance, construction or farming experience including the use of associated equipment
- Experience working in a leadership role of a municipal public works department
- History of safe work habits and clean driving record

Supervision of Others

Serves as lead worker over full- and part-time Public Works employees. Serves the lead role at Public Works when Public Works Director is absent.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Hoyt Lakes is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

11.4

City of Hoyt Lakes
Resolution 2026-029

A Resolution for **to apply for the Minnesota Department of Labor and Industry Safety Grant.**

WHEREAS, the City of Hoyt Lakes is authorized to apply for said grant monies; and

WHEREAS, the City of Hoyt Lakes desires to complete a project to install lift tailgates to a 2023 Ford F-250 and a 2026 Ford F-150.

BE IT RESOLVED:

1) The project will help prevent and reduce workplace injuries; and

2) The City of Hoyt Lakes, Minnesota agrees to enter into necessary and required agreements with the Minnesota Department of Labor and Industry for the specific purpose of completing the project; and

3) That City Administrator of the City of Hoyt Lakes, Minnesota is authorized and directed to execute said application and serve as the official liaison with the Minnesota Department of Labor and Industry.

Adopted by the Hoyt Lakes City Council this 24th day of November, 2026.

_____
Brennan Scott, Mayor

Attest:

_____
Dean Weiberg, City Administrator