

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

Monday, October 28, 2024

5:30 pm

1. ROLL CALL

Mayor Grams, Councilors Kramar, Beauregard, Scott, Jarvela

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 City Council Meeting – October 15, 2024.

4.2 City Council Public Hearing – October 15, 2024.

5. CORRESPONDENCE *

5.1 St. Louis County Public Works – Notice of Temporary Easement Acquisition.

5.2 East Range Joint Powers Board Minutes – August 2024.

6. FINANCIALS – September 2024*

7. GUESTS/CITIZEN FORUM

8. REPORTS FROM STAFF

City Administrator Lammi

Recreation Director West

Library Director Sowers

Public Works Director Snetsinger

Public Utilities Director Berndt

EMS Director Olmstead

ERPD Chief Soular

Fire Chief House

Mesabi East Youth Sports Coordinator Mark Goerd

City Attorney Brunfelt

9. REPORTS FROM ELECTED OFFICIALS

Councilor Kramar

Councilor Beauregard
Councilor Scott
Councilor Jarvela
Mayor Grams

10. OLD BUSINESS

- 10.1 Ordinance regarding zoning for R-4, ordinance no. 152.090.
- 10.2 Ordinance regarding dangerous dogs, ordinance no. 90.22.
- 10.3 Ordinance(s) regarding prohibited animals, ordinance no. 90.21.
- 10.4 Council Meeting Rules of Procedure and Order.
- 10.5 Council Meeting Rules of Public Forum.

11. NEW BUSINESS

- 11.1 Resolution 2024-026 to assess certain parcels of property within the City of Hoyt Lakes.
- 11.2 Resolution 2024-027 to accept donation from the Ranger ATV Snowmobile Club.
- 11.3 Sue Lien – dead trees at Fisherman’s Point Campground.
- 11.4 Discussion regarding East Range coordination.

12. ADJOURNMENT

Next Council Meetings:

- Thursday, November 7, 2024 at 5:00 pm – Canvassing Board Meeting
- Tuesday, November 12, 2024 at 5:30 pm – Regular Meeting
- Monday, November 25, 2024 at 5:30 pm - Regular Meeting
- Monday, November 25, 2024 at or after 6:00 pm – Truth in Taxation

Minutes
Regular Meeting of the Hoyt Lakes City Council
Hoyt Lakes City Hall Council Chambers
Monday, October 15, 2024
5:30 p.m.

PRESENT: Mayor Grams, Councilors Kramar, Beauregard, Scott, Jarvela

ALSO PRESENT: Deputy Clerk Tammy Snetsinger, City Attorney Mitch Brunfelt, Public Works Supervisor Ken Snetsinger

Meeting was called to order by Mayor Grams at 5:30 p.m.

APPROVAL OF CONSENT AGENDA

Moved by Kramar supported by Scott to approve the following consent agenda items:

APPROVAL OF CITY COUNCIL MINUTES*

- 4.1 Regular City Council Meeting – September 23, 2024.
- 4.2 Special City Council Meeting – September 23, 2024.
- 4.3 Special City Council Meeting – September 24, 2024.

CORRESPONDENCE*

- 5.1 Animal Control Reports – May to August 2024.
- 5.2 Colby Ridge Townhomes Owners' Association – Annual Meeting Minutes.
- 5.3 St. Louis County Public Works – Notice of Temporary Easement Acquisition.

FINANCIALS – August 2024*

APPROVAL FOR PAYMENT – CLAIMS*

- 6.1 Disbursements - \$
- 6.2 Payroll - \$
 - 6.2.1 Payroll - \$
 - 6.2.2 Benefits - \$
 - 6.2.3 Insurance - \$

Motion carried unanimously.

APPEARANCES/PUBLIC FORUM

None

REPORTS FROM STAFF

Public Works Director Snetsinger – Fisherman's Point Campground and Hoyt Lakes Golf Course are now closed for the season. His crew has started winterizing lines and will be finishing the cemetery, community gardens, and midway area this week. Salt and sand will be delivered next week. He thanked the Ranger ATV & Snowmobile Club for all the trail improvements they have done; stated he was glad his department could help. The Arena project started today; please be aware of the construction and trucks hauling as they start on the building behind the arena.

REPORTS FROM ELECTED OFFICIALS

Councilor Beauregard shared the Ranger Snowmobile/ATV Club will be hosting the youth ATV class at their building soon. The November meeting is cancelled; December meeting as scheduled. He also provided

trail updates about the trail from the EMS building to the midway and also the Bird Lake trail which will be used as a ski trail in the winter and ATV trail the rest of the year.

Councilor Jarvela reported on the East Range Community Advisory meeting.

Mayor Grams shared the Hoyt Lakes Chamber is hosting the Kids Halloween party and haunted trail at the Community Building on Sunday, October 27th at 4:30 p.m.

OLD BUSINESS

None.

NEW BUSINESS

Moved by Beauregard supported by Kramar to approve Resolution 2024-023 to apply for DIRRR grant for the Hoyt Lakes Recreation and Wellness Center. Motion carries unanimously.

Moved by Beauregard supported by Jarvela to approve Resolution 2024-024 accepting donation from the Hoyt Lakes Chamber of Commerce. Motion carried unanimously.

Moved by Kramar supported by Beauregard to hire Vincent Ebnet as a casual part-time firefighter pending background check, drug test, and physical examination. Motion carried unanimously.

Moved by Beauregard supported by Jarvela to direct City Administrator Lammi to update ordinance no. 152.090 regarding zoning for R-4. Motion carried unanimously.

Moved by Jarvela supported by Beauregard to direct City Administrator Lammi and City Attorney Brunfelt to develop an ordinance regarding dangerous dogs in conjunction with the City of Aurora. Motion carried unanimously.

Moved by Grams supported by Beauregard to direct City Administrator Lammi to develop an ordinance regarding chickens. Motion carried unanimously.

Moved by Jarvela supported by Kramar to approve Resolution 2024-025 accepting donation from US Steel. Motion carried unanimously.

The Council discussed the Council Meeting Rules of Procedure and Order and asked that it be updated to include public forum instead of listening session.

ADJOURNMENT

Moved by Jarvela supported by Beauregard to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 6:22 p.m.

Cherie Grams, Mayor

ATTEST:

Tammy Snetsinger, Deputy Clerk

Minutes
Public Hearing
Council Chambers
Tuesday, October 15, 2024
5:15 p.m.

PRESENT: Mayor Grams, Councilors Kramar, Beauregard, Jarvela

ABSENT: Councilor Scott

ALSO PRESENT: Deputy Clerk Tammy Snetsinger

The public hearing was called to order by Mayor Grams at 5:15 p.m.

The public hearing is being held on assessing delinquent utility bill balances to property taxes. No property owners were present. Terms and process for assessments and utility shut offs were discussed. Property owners are required to pay the assessment and current balance due in full prior to water services being restored.

ADJOURN

Moved by Beauregard supported by Kramar to adjourn the public hearing. Motion carried unanimously.

Meeting adjourned at 5:24 p.m.

Cherie Grams, Mayor

Attest:

Tammy Snetsinger, Deputy Clerk



Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

October 15, 2024

City of Hoyt Lakes
206 KENNEDY MEMORIAL DR
HOYT LAKES MN 55750



RE: Preliminary Survey/Right of Way Acquisition Notice-Kennedy Memorial Drive-County State Aide Highway
#110110-Project # 642531-SP 069-710-027-324 WESTOVER RD

Dear Sir or Madam,

The St. Louis County Public Works Department is planning a mill and overlay project of Kennedy Memorial Drive, County State Aid Highway 110 (CSAH 110), adjacent to your property. This project will be located along CSAH 110 between a point 0.1 miles west of Wyandotte Road and 0.1 miles east of Coventry Road. Most of the construction will take place in the existing right of way, but there will be a need for a few temporary (construction) easements. The temporary easements will be necessary to provide connections to existing sidewalks, yards, parking lots, and driveways beyond the right of way limits. To complete this project, the County needs to acquire a temporary easement across part of your property. The project is currently scheduled for the 2025 construction season.

Our survey crew has placed, or will soon place, wooden lathe on your property to identify proposed right of way limits. At your convenience, please contact me at 218-742-9879, to discuss the project and the policies and procedures involved in right of way acquisition. I am also available to meet with you at the property. If you would like to inspect the area affected with me, please contact me by October 29, 2024, to set up an appointment.

Please see the enclosed plan for a detailed drawing of the area of your property that is affected. The proposed temporary easement area is shaded green. There are a total of approximately 5000 square feet of additional temporary easement required to complete the project.

The County is required to follow specific rules that have been established by state and federal law for land acquisition. At some time in the future the County will offer to purchase the additional highway right of way that may be necessary for this project.

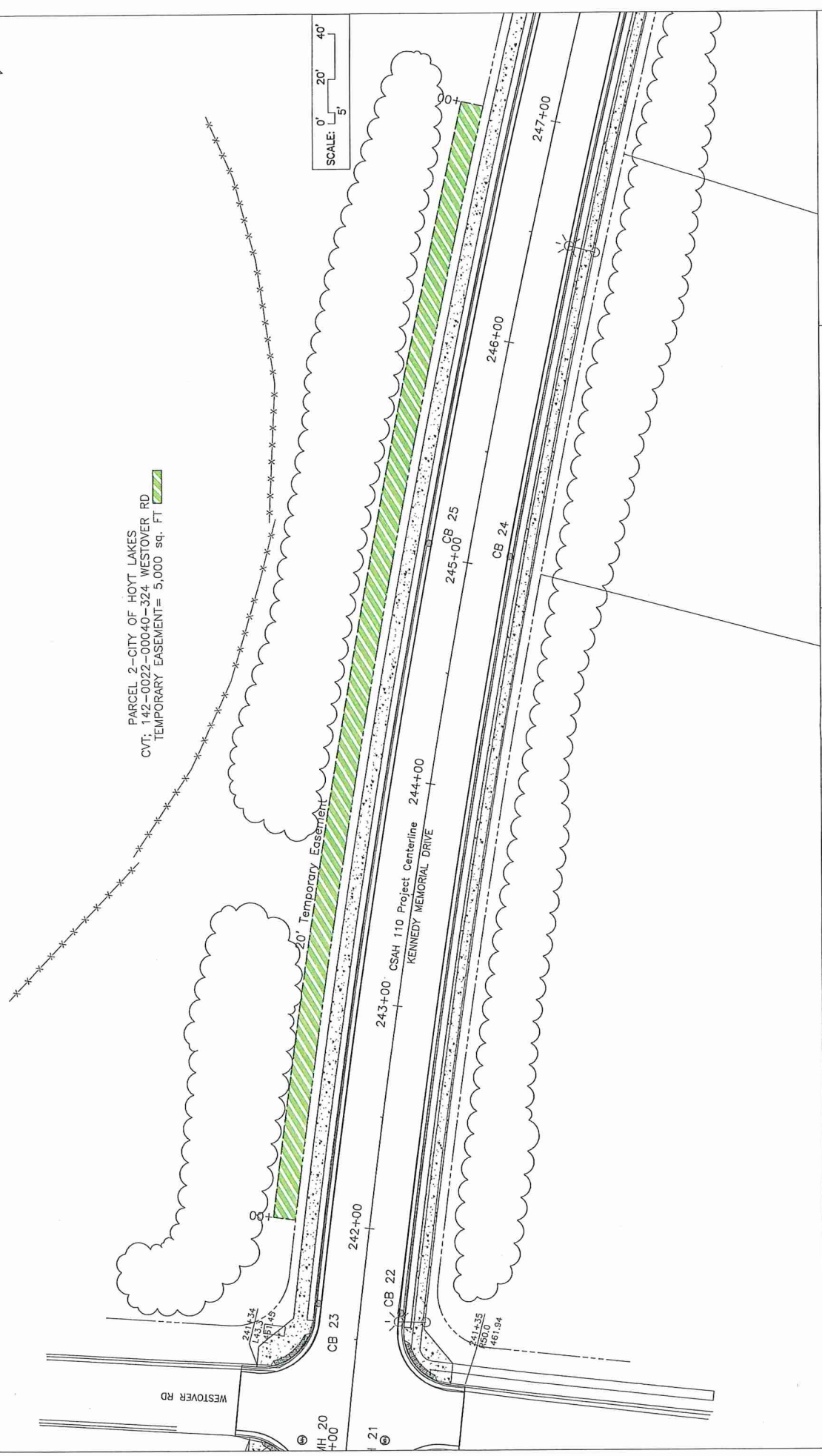
Our department feels that the project will benefit the area, and we look forward to working with you. Please contact me with any questions that you might have.

Sincerely,

Andy Butler-Right of Way Agent
Office Phone:218-742-9879 Cell Phone: 218-404-0732 Email: butlera@stlouiscountymn.gov



PARCEL 2—CITY OF HOYT LAKES
 CVT: 142-0022-00040-324 WESTOVER RD
 TEMPORARY EASEMENT= 5,000 sq. FT



OWNER: CITY OF HOYT LAKES—CVT: 142-0022-00040
 BLOCK 14 HOYT LAKES SUBDIVISION NO. 3

TEMPORARY EASEMENT=4,600 SQ FT

CSAH 110-KENNEDY MEMORIAL DRIVE
 SP 069-710-077

EXHIBIT B-PARCEL 2-324 WESTOVER ROAD
 COUNTY PROJECT 0110-642531

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

MEETING MINUTES
August 27, 2024

The regular meeting of the East Range Joint Powers Board was called to order by Chairman Doug Gregor on Tuesday, August 27, 2024, at 9:00 AM.

ROLL CALL: Present: Jim Weikum, Becky Lammi, Doug Gregor, Ed Kippley

Also present: Jeff Jacobson, Crystal Royer, Jodi Knaus, Dave Setnicker, Luke Heikkila, Cherie Grams, Karl Schuettler, Janelle Greschner, Keke Stephenson and Pete Makowski and Miriam Kero (via Zoom).

Absent: None

Minutes

IT WAS MOVED BY JIM WEIKUM, SUPPORTED BY ED KIPPLEY TO APPROVE THE MINUTES OF THE REGULAR MEETING, AS AMENDED, OF JULY 22nd. UNANIMOUSLY CARRIED.

ERJPB Funds

The Board received status reports on the ERJPB account balances as of August 31, 2024.

Hi-Fi Savings	7,313.84
ERJPB Checking	130,292.46
MN Housing Trust Fund	14,919.47
ERJPB Loan Fund	<u>88,181.54</u>
TOTAL	\$240,707.31

IT WAS MOVED BY JIM WEIKUM, SUPPORTED BY BECKY LAMMI TO APPROVE THE FINANCIAL REPORTS AS WRITTEN. UNANIMOUSLY CARRIED.

Bills and Payroll

IT WAS MOVED BY ED KIPPLEY, SUPPORTED BECKY LAMMI TO APPROVE THE BILLS AND PAYROLL IN THE AMOUNT OF \$9,832.58. UNANIMOUSLY CARRIED.

Guests

IRRR, Janelle Greschner and Keke Stephenson – 2025 Program Guide reviewed (presentation attached). A collaborative approach is being used focusing on timber, taconite and transportation. Partnering with SBDC for a downtown redevelopment program.

Pete Makowski, Senator Smith's Office - attended the joint water groundbreaking ceremony; there have been congressionally designated spending inquiries (600+ requests); Legislative branch will reconvene in September for budgeting/campaigning.

Miriam Kero, Hello Range - Fall workshops will be held on the East Range. Welcoming America week is September 13 - 22. Events will be hosted during that week.

Staff Activity Report

- a) Northspan report (see attached) – Continue work on action plan priorities.
- o IRTB Marketing Committee – meeting for strategic planning on marketing. Embarrass Fair highlighted for August. Camping Under the Stars at Loon Lake is in September.
 - o MN Housing Partnership – Meeting today and October in Grand Rapids. A page could be added to the website for housing efforts.
 - o ERJPB strategic Plan will be reviewed to look at goals.
- b) East Range Joint Water Project
- Groundbreaking ceremony was held on August 21.

Board Member Updates/Community Projects

Aurora

- Community meetings will be held for the County Hwy 100 project.
- City passed a resolution in support of a County grant for the bridge over the railway.
- West industrial park building to go up this fall.
- Community Center pre-design plans.
- Study conducted on a natural sulfate removal process.
- Ehlers firm is conducting a financial plan review.
- Dana Prohpet hires as an Administrative Assistant.

Biwabik

- The campground Phase I renovation is underway.
- MNDOT repairing driving surfaces and sidewalks.

Hoyt Lakes

- City passed a resolution in support of a County grant for the bridge over the railway in Aurora.
- Midway renovations are complete for 2024.
- Budget/strategic planning meetings being held with the Council
- 4 seats open for the November elections -2 candidates for Mayor
- Bolten & Menk provided alternatives for the water plant study
- \$2.4 million bond issued for the Wellness Center project

Town of White

- FEMA project will address 47 issues from June flood; insurance claims to be addressed
- Loon Lake will host a Camping Under the Stars event in August (low numbers to date)
- Internet to Scenic Acres - costly to run pipe under the swamp so MediaCom will not connect
- Annual meeting is September 10th

Other Business – Crystal Royer discussed the Lucnh Buddies program at Mesabi East. Volunteers appreciated.

Resolution to accept grant funds from the IRRR FY25 Development Partnership Program.

IT WAS MOVED BY BECKY LAMMI, SUPPORTED BY ED KIPPLEY TO ACCEPT THE GRANT FUNDS IN THE AMOUNT OF \$50,000. UNANIMOUSLY CARRIED.

Next Meeting

Scheduled for Tuesday, September 24th at 9:00 AM at the City/Town Government Center.

IT WAS MOVED BY JIM WEIKUM, SUPPORTED BY BECKY LAMMI TO ADJOURN MEETING AT 10:09 AM. UNANIMOUSLY CARRIED.

Investment Report

6

09/30/2024

Ambulance

Bank	FDIC	% Return	Purchase Date	Maturity Date	Type	Amount
Bank Deposit Program						\$ 149,678.77
						\$ 149,678.77

General

Bank	FDIC	% Return	Purchase Date	Maturity Date	Type	Amount
Live Oak BKG Co	58665	0.4	1/11/2021	7/15/2025	CD - Fixed	\$ 100,000.00
Bank Deposit Program						\$ 115,957.38
						\$ 215,957.38

Sewer

Bank	FDIC	% Return	Purchase Date	Maturity Date	Type	Amount
Charles Schwab	57450	5.2	3/7/2023	9/16/2024	CD - Fixed	
BMW Bank of North Amer	35141	0.4	11/18/2020	11/20/2024	CD - Fixed	\$ 100,000.00
Bank Hapoalim	33686	0.45	11/13/2020	11/17/2025	CD - Fixed	\$ 150,000.00
Bank Deposit Program						\$ 307,381.08
						\$ 557,381.08

Water

Bank	FDIC	% Return	Purchase Date	Maturity Date	Type	Amount
JP Morgan Chase Bank	628	1	9/22/2020	2/18/2029	CD-Fixed	\$ 100,000.00
Bank Deposit Program						\$ 4,818.28
						\$ 104,818.28

Total: \$ 1,027,835.51

CITY OF HOYT LAKES
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	9,722.50	1,121,921.27	2,142,609.00	1,020,687.73	52.4
LICENSES & PERMITS	300.00	5,050.00	7,000.00	1,950.00	72.1
FEDERAL, STATE AND LOCAL AID	282,650.00	1,003,256.67	1,184,250.00	180,993.33	84.7
CHARGES FOR SERVICES	10,865.53	136,889.99	153,500.00	16,610.01	89.2
FINES & FORFEITS	1,754.81	4,505.95	.00	(4,505.95)	.0
MISCELLANEOUS REVENUE	2,283.68	295,330.70	12,000.00	(283,330.70)	2461.1
CAMPGROUND REVENUE	30,087.60	220,085.86	217,500.00	(2,585.86)	101.2
OTHER REVENUE	2,983.33	26,849.97	7,500.00	(19,349.97)	358.0
	<u>340,647.45</u>	<u>2,813,890.41</u>	<u>3,724,359.00</u>	<u>910,468.59</u>	<u>75.6</u>
<u>EXPENDITURES</u>					
ELECTED OFFICIALS	3,189.00	59,272.77	60,195.00	922.23	98.5
ADMINISTRATION	34,618.70	354,696.60	490,392.00	135,695.40	72.3
ELECTIONS	349.61	8,424.99	10,012.00	1,587.01	84.2
AUDITOR	.00	.00	32,000.00	32,000.00	.0
ATTORNEY	1,615.00	17,615.00	28,000.00	10,385.00	62.9
OTHER GENERAL GOVT	3,760.56	87,631.96	122,600.00	34,968.04	71.5
PLANNING & ZONING	745.97	11,520.18	14,293.00	2,772.82	80.6
BUILDINGS	10,729.69	236,715.76	158,187.00	(78,528.76)	149.6
POLICE	50,981.65	571,733.51	605,984.00	34,250.49	94.4
FIRE	4,256.59	69,737.14	122,748.00	53,010.86	56.8
AMBULANCE	.00	56.25	12,000.00	11,943.75	.5
ANIMAL CONTROL	827.42	6,995.02	10,669.00	3,673.98	65.6
PUBLIC WORKS	64,671.26	656,649.55	958,449.00	301,799.45	68.5
RECREATION	8,873.04	100,381.60	117,012.00	16,630.40	85.8
ARENA	13,841.42	380,236.96	202,913.00	(177,323.96)	187.4
RETIREEES CENTER	59.76	1,616.21	3,700.00	2,083.79	43.7
COMMUNITY BUILDING	1,226.76	11,759.61	18,065.00	6,305.39	65.1
GOLF COURSE	18,378.27	126,998.01	146,984.00	19,985.99	86.4
LIBRARY	14,796.99	165,978.12	237,835.00	71,856.88	69.8
FISHERMAN'S POINT	17,466.83	86,530.57	168,800.00	82,269.43	51.3
ECONOMIC DEVELOPMENT	75.00	7,575.00	25,050.00	17,475.00	30.2
	<u>250,463.52</u>	<u>2,962,124.81</u>	<u>3,545,888.00</u>	<u>583,763.19</u>	<u>83.5</u>
	<u>90,183.93</u>	<u>(148,234.40)</u>	<u>178,471.00</u>	<u>326,705.40</u>	<u>(83.1)</u>

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

AMBULANCE SPECIAL REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
FEDERAL, STATE AND LOCAL AID	4,619.57	70,615.06	72,800.00	2,184.94	97.0
CHARGES FOR SERVICES	77,849.51	628,521.18	797,858.00	169,336.82	78.8
MISCELLANEOUS REVENUE	197.91	16,025.36	12,000.00	(4,025.36)	133.5
	<u>82,666.99</u>	<u>715,161.60</u>	<u>882,658.00</u>	<u>167,496.40</u>	<u>81.0</u>
<u>EXPENDITURES</u>					
AMBULANCE	76,592.30	715,932.22	985,085.00	269,152.78	72.7
DEPT 49990	.00	.00	5,000.00	5,000.00	.0
	<u>76,592.30</u>	<u>715,932.22</u>	<u>990,085.00</u>	<u>274,152.78</u>	<u>72.3</u>
	<u>6,074.69</u>	<u>(770.62)</u>	<u>(107,427.00)</u>	<u>(106,656.38)</u>	<u>(.7)</u>

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

CEMETERY SPECIAL REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,750.00	13,307.00	23,000.00	9,693.00	57.9
	2,750.00	13,307.00	23,000.00	9,693.00	57.9
<u>EXPENDITURES</u>					
CEMETERY	1,953.90	7,480.98	13,118.00	5,637.02	57.0
	1,953.90	7,480.98	13,118.00	5,637.02	57.0
	796.10	5,826.02	9,882.00	4,055.98	59.0

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

ARP SPECIAL REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
<u>EXPENDITURES</u>					
DEPARTMENT 000	.00	180,015.63	.00	(180,015.63)	.0
	.00	180,015.63	.00	(180,015.63)	.0
	.00	(180,015.63)	.00	180,015.63	.0

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

RANGER ATV FISCAL AGENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
FEDERAL, STATE AND LOCAL AID	290,371.18	780,910.76	.00	(780,910.76)	.0
MISCELLANEOUS REVENUE	.00	948.00	.00	(948.00)	.0
	<u>290,371.18</u>	<u>781,858.76</u>	<u>.00</u>	<u>(781,858.76)</u>	<u>.0</u>
<u>EXPENDITURES</u>					
RANGER ATV FISCAL AGENT	290.00	782,791.10	.00	(782,791.10)	.0
	<u>290.00</u>	<u>782,791.10</u>	<u>.00</u>	<u>(782,791.10)</u>	<u>.0</u>
	<u>290,081.18</u>	<u>(932.34)</u>	<u>.00</u>	<u>932.34</u>	<u>.0</u>

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

WATER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	197.91	698.04	800.00	101.96	87.3
UTILITY REVENUE	49,207.82	452,477.64	522,500.00	70,022.36	86.6
	<u>49,405.73</u>	<u>453,175.68</u>	<u>523,300.00</u>	<u>70,124.32</u>	<u>86.6</u>
<u>EXPENDITURES</u>					
WATER	45,467.96	457,980.30	614,606.00	156,625.70	74.5
	<u>45,467.96</u>	<u>457,980.30</u>	<u>614,606.00</u>	<u>156,625.70</u>	<u>74.5</u>
	<u>3,937.77</u>	<u>(4,804.62)</u>	<u>(91,306.00)</u>	<u>(86,501.38)</u>	<u>(5.3)</u>

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SEWER ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
FEDERAL, STATE AND LOCAL AID	.00	21,940.10	.00	(21,940.10)	.0
MISCELLANEOUS REVENUE	197.91	17,563.71	3,000.00	(14,563.71)	585.5
UTILITY REVENUE	75,541.34	732,128.45	884,000.00	151,871.55	82.8
	<u>75,739.25</u>	<u>771,632.26</u>	<u>887,000.00</u>	<u>115,367.74</u>	<u>87.0</u>
<u>EXPENDITURES</u>					
WASTE WATER	31,664.64	707,947.93	994,360.00	286,412.07	71.2
	<u>31,664.64</u>	<u>707,947.93</u>	<u>994,360.00</u>	<u>286,412.07</u>	<u>71.2</u>
	<u>44,074.61</u>	<u>63,684.33</u>	<u>(107,360.00)</u>	<u>(171,044.33)</u>	<u>59.3</u>

CITY OF HOYT LAKES
 FUND SUMMARY
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

SANITATION ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	.00	601.84	.00	(601.84)	.0
UTILITY REVENUE	33,336.58	295,674.12	334,000.00	38,325.88	88.5
	<u>33,336.58</u>	<u>296,275.96</u>	<u>334,000.00</u>	<u>37,724.04</u>	<u>88.7</u>
<u>EXPENDITURES</u>					
SANITATION	42,608.41	260,422.82	337,036.00	76,613.18	77.3
	<u>42,608.41</u>	<u>260,422.82</u>	<u>337,036.00</u>	<u>76,613.18</u>	<u>77.3</u>
	<u>(9,271.83)</u>	<u>35,853.14</u>	<u>(3,036.00)</u>	<u>(38,889.14)</u>	<u>1180.9</u>

Supplemental Information
Regular City of Hoyt Lakes Council Meeting
10/28/2024

10.1 Ordinance regarding zoning for R-4, ordinance no. 152.090.

This ordinance has been referred to the Zoning Commission for their consideration at their next meeting.

Questions from last meeting:

Do we currently enforce the removal of un-rented trailers? In discussion with senior employees, this has never been enforced.

Is the new owner aware of the plowing rules? Yes; City Administrator Lammi discussed the requirement with him previously.

Supplemental Information
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10.2 Ordinance regarding dangerous dogs, ordinance no. 90.22.

A draft ordinance has been provided to the City of Aurora for review. City Administrator Lammi and Chief Soular will meet with Aurora to discuss at a future date.

Supplemental Information

Regular City of Hoyt Lakes Council Meeting

10/28/2024

10.3 Ordinance(s) regarding prohibited animals, ordinance no. 90.21.

A draft ordinance is attached. Due to the nature of some Hoyt Lakes lots, adjacent landowners for signature was changed to properties within 100 feet. This is because some properties are only 20 feet apart, but not adjacent to each other.

The City of Ely does not allow backyard chickens. Both the City of Duluth and the City of Grand Rapids have permitting processes.

The City of Duluth only allows backyard chickens and ducks in areas zoned rural-conservation (RC) or residential-rural 1 (RR1). RC lots are no less than 10 acres, and RR1 lots are no less than 5 acres. Additional requirements:

- ❖ One year term; \$12 license fee.
- ❖ Mandatory inspection by animal control.
- ❖ Animal control can refuse to grant or revoke a license if in violation of the code 3 times; or convicted of cruelty to animals.
- ❖ Keeping of chickens:
 - Maximum of 5 chickens
 - No roosters
 - No keeping chickens inside the dwelling unit
 - No slaughtering of chickens
 - Chickens provided a well-ventilated roofed structure in compliance with building and zoning requirements; must be fully-enclosed, wind-proof, one square foot of window to 15 square feet of floor space, and have a heat source to provide adequate indoor temperature; must be kept in clean condition, with droppings collected daily and placed in a fire-proof covered container; must be kept in roofed structure of fenced-in yard enclosure at all times; fence must be made of mesh material with protective overhead netting; fenced area shall be well-drained with no accumulation of moisture; floor area (of coop and/or coop and fenced area) shall not be less than 10 square feet per chicken; cannot be located within 25 feet to any residential dwelling on adjacent lots.

City of Grand Rapids does not regulate based on lot zoning. Additional requirements:

- ❖ One year term; \$20 license fee.
- ❖ Animal control may inspect.
- ❖ Permit will not be granted if 75% of adjacent land owners do not consent; adjacent land owners must consent ever year.
- ❖ Keeping of chickens:
 - Maximum of 5 chickens
 - No roosters
 - One chicken allowed per 2,500 square feet of lot size
 - Chickens provided a coop and run screened with a solid fence or buffered with landscaping with a minimum of four feet; cannot be located within 25 feet to any residential dwelling on adjacent lots; must be in compliance with building and zoning requirements; cannot exceed 10 square feet per chicken; cannot exceed 6 feet in height; chicken run must not exceed 20 square feet per chicken and 6 feet in height; runs must be enclosed with wood and/or woven wire materials and allow chickens to contact ground; chicken feed and manure must be kept in rodent and racoon proof containers; coops must be either elevated at least 24 inches or floor/foundation/footings constructed using rodent-resistant concrete construction; cannot cause odor to adjacent property.

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There are currently no residential properties that would be eligible to have backyard chickens under the City of Duluth ordinance. It is believed smallest residential lot in Hoyt Lakes is approximately 6200 square feet, so under the Grand Rapids ordinance, that owner could have a maximum of 2 chickens; all properties in town may be eligible for backyard chickens, if the chickens are not located within 25 feet of a neighboring dwelling.

**CITY OF HOYT LAKES
ORDINANCE NO. XXX**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 90, PROHIBITED
ANIMALS OF THE GENERAL REGULATIONS PROVISIONS.**

The City Council of the City of Hoyt Lakes hereby ordains:

SECTION 1. Repealing 90.21 Prohibited Animals of the Hoyt Lakes City Code. 90.21 of the Hoyt Lakes City Code, regarding prohibited animals, is hereby repealed.

The City of Hoyt Lakes last updated this chapter in 2011. To allow for addition of backyard hens within the City, this chapter is repealed.

SECTION 2. Replacing 90.21 Prohibited Animals of the Hoyt Lakes City Code. 90.21 of the Hoyt Lakes City Code, regarding prohibited animals, is hereby replaced and shall read:

ANIMALS PROHIBITED.

(A) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

FARM ANIMALS. Cattle, horses, mules, sheep, goats, swine (including pot-bellied pigs), ponies, all other hoofed animals, honeybees and other animals that are typically or customarily kept for purposes of agriculture and farm animal-husbandry.

NON-DOMESTICATED ANIMAL. Any animal, reptile or fowl, which is not naturally tame or gentle but normally is wild in nature or disposition and which, because of its size, vicious nature or other characteristics would constitute a danger to human life or property; and any farm animals.

POULTRY. Includes ducks, geese, pigeons, guinea hens and turkeys.

(B) No person shall keep, maintain, or harbor within the city any of the following animals:

(1) Any animal or species prohibited by state or federal law; and/or

(2) Any non-domesticated animal or species, including, but not limited to, the following:

(a) Any skunk, whether captured in the wild, domestically raised, de-scented or not de-scented, vaccinated against rabies or not vaccinated against rabies;

(b) Any large cat of the family Felidae, such as lions, tigers, jaguars, leopards, cougars and ocelots, except commonly accepted domesticated house cats;

(c) Any member of the family Canidae, such as wolves, foxes, coyotes, dingoes and jackals, except domesticated dogs that are not a cross breed with or hybrid with another member of the family Canidae;

(d) Any poisonous viper; and

(e) Any other animal which is not listed explicitly above, but which can be reasonably defined by the terms in division (B)(1) above, including but not limited to, bears and badgers.

(C) Exceptions.

(1) Any person desiring to keep animals prohibited under division (B)(2) above shall obtain a temporary permit from the city. A permit may be issued for a period not to exceed 30 days and shall specify further conditions under which the animals shall be kept; provided, however, that no permit may be issued unless the prohibited animal is brought into the city for entertainment, exhibition, show

or promotional purposes only. A public zoo or other institution engaged in a permanent display of animals may be issued a special use permit provided applicable zoning requirements are met.

(2) Fish in bowls, non-poisonous snakes, birds kept indoors, hamsters, mice, rabbits, gerbils, white rats, guinea pigs, chinchillas, lizards, ferrets and similar small animals capable of being maintained continuously in aquariums or cages, are also exempt and do not require a permit so long as the keeping of the animals does not constitute a nuisance or a danger.

(3) Handicapped persons keeping monkeys trained as household helpers are exempt from the permit requirement.

(4) Animals classified as farm animals in division (A) above may be kept in a specific zoning district if permitted by the city zoning regulations or if allowed by a conditional use permit granted by the City Planning Commission.

(D) Any animal kept in violation of this chapter may be impounded by the city, and after it being so impounded for ten days or more following notice to the owner without being reclaimed by the owner, may be destroyed, sold or otherwise disposed of. Any person reclaiming any impounded animal shall pay the costs of impounding and keeping the same.

This Ordinance shall take effect after adoption upon publication in the City's official newspaper.

The foregoing Ordinance offered by Councilor XXX and upon the motion, supported by Councilor XXX, was declared adopted this XXth day of XXX 2024, by the following vote:

Ayes:

Nays:

Absent:

Dated: XXX

Cherie Grams, Mayor

Attest: _____
Becky Lammi, City Administrator

Posted:

Published:

**CITY OF HOYT LAKES
ORDINANCE NO. XXX**

**AN ORDINANCE AMENDING CHAPTER 90 OF THE GENERAL REGULATIONS
PROVISIONS TO ADD BACKYARD CHICKEN PERMITTING.**

The City Council of the City of Hoyt Lakes hereby ordains:

SECTION 1. Adding 90.23 Backyard Chicken Permitting to the Hoyt Lakes City Code. 90.23 of the Hoyt Lakes City Code, regarding backyard chickens shall read:

BACKYARD CHICKENS

- (A) Any person who keeps chickens shall obtain an annual permit prior to acquiring the chickens. Only one permit shall be allowed per one-family dwelling. The permit year commences on January 1 and ends on the following December 31. Applications shall be made to the city clerk. The city clerk shall collect the permit fee; there will be no proration for partial year fees, and no refunds issued for any reason.
- (B) Fees to be charged for the issuance of a permit to keep chickens shall be set in accordance the City's annual fee ordinance.
- (C) All permits shall be subject to inspection at the discretion of the animal control authority.
- (D) Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. Also included must be the prior written consent of 75 percent of landowners within 100 feet of the premises.
- (E) The animal control authority may refuse to grant or may revoke a permit if the chickens become a nuisance, as evidenced by a third violation of the Hoyt Lakes City Code within 12 months in a rolling calendar.
- (F) The animal control authority may refuse to grant or may revoke a permit to a person convicted of cruelty to animals under a code, ordinance or statute from this state, or a code, ordinance or statute from another state.
- (G) All reports of such inspections and reviews shall be in writing and maintained by the animal control authority.
- (H) Each person holding a permit to keep chickens within the city shall comply with the following:
- (1) The principle use of the property where the chickens are to be kept is a one-family dwelling as defined by Title XV: Land Usage.
 - (2) No person shall keep more than three chickens.
 - (3) No person shall keep a rooster.
 - (4) No person shall keep any chickens inside a dwelling unit.
 - (5) No person shall slaughter any chickens within the city.
 - (6) Chickens shall be provided a secure and well-ventilated roofed structure in compliance with the current zoning and building codes.
 - (7) The roofed structure shall be fully enclosed, wind proof, have one square foot of window to 15 square feet of floor space and have a heat source to maintain an adequate indoor temperature during extreme cold conditions.
 - (8) The floors and walls of the roofed structure shall be kept in a clean, sanitary and healthy condition with all dropping and body excretions collected on a daily basis and placed in a fire-proof covered container until applied as fertilizer, composted or transported off the premises.
 - (9) Chickens shall be kept in the roofed structure or any attached fenced yard enclosure at all times.
 - (10) The fence around the yard enclosure shall be securely constructed with a mesh type material and shall have protective overhead netting to keep the chickens separated from other animals.

- (11) The fenced yard enclosure shall be well drained so there is no accumulation of moisture.
- (12) A floor area or combination of the floor and fenced yard area for keeping chickens shall not be less than ten square feet of floor space per chicken and not more than 15 square feet per chicken.
- (13) No roofed structure or fenced yard enclosure shall be located closer than 25 feet to any residential dwelling on the adjacent lots.

This Ordinance shall take effect after adoption upon publication in the City’s official newspaper.

The foregoing Ordinance offered by Councilor XXX and upon the motion, supported by Councilor XXX, was declared adopted this XXth day of XXX 2024, by the following vote:

Ayes:

Nays:

Absent:

Dated: XXX

Cherie Grams, Mayor

Attest: _____
Becky Lammi, City Administrator

Posted:

Published:

Supplemental Information
Regular City of Hoyt Lakes Council Meeting
10/28/2024

10.4 Council Meeting Rules of Procedure and Order.

For better clarity, the public forum rules were removed from the regular and special meeting rules. Attached are the updated rules of procedure and order.

Potential motion:

Moved by _____ supported by _____ to approve the Council Meeting Rules of Procedure and Order.



City of Hoyt Lakes Council Meeting Rules of Procedure and Order

General Information: The City of Hoyt Lakes would like consistent processes and procedures regarding Council meetings.

Agendas:

Meeting agendas for regular meetings will be developed the Thursday prior to the meeting. Anyone wishing to add an agenda item is required to submit documentation to the City Clerk's Office outlining the nature of the request along with their first and last name no later than the Wednesday prior to the meeting at 4:00 pm. If the item is not the responsibility of the City or the item is inappropriate, the item will not be added to the agenda. Any two members of the council or the Mayor may request an agenda item be added to a regular meeting. No matter may be submitted for Council action by an administrative official, department head, or employee unless it has first been presented to the City Administrator for investigation or study for inclusion on the Council agenda.

Special meetings can be called by the mayor or two council members by filing a written request with the City Clerk describing the agenda item(s) no less than 5 business days prior to the requested meeting date and time to allow proper notification of the public.

Regular Meetings:

Meeting agendas are set in the following order:

1. Roll Call
2. Pledge of Allegiance
3. Consent Agenda (items marked with a *)
4. Approval of City Council Minutes*
5. Correspondence*
6. Financials*
7. Guests/Citizen Forum
8. Reports from Staff
9. Reports from Elected Officials
10. Old Business
11. Public Hearing (if applicable)
12. New Business
13. Adjournment

Role of the Public:

The City Council welcomes the public to all Council meetings, workshops, and hearings and they are encouraged to express their opinion during these meetings. To keep the agenda moving smoothly, the Council has adopted basic guidelines for making presentations before the Council. The purpose of the guidelines is:

- To provide for an orderly meeting.
- To provide equal and adequate time for review and consideration of agenda item.
- To provide equal rights to all members of the public who address the presiding officer.
- To provide the City Council with an equal and rational approach to all decisions.

The City Council has established the following guidelines for the conduct of City Council meetings:

1. Persons not on the agenda attending a Council meeting may address the Council during the guests/citizen forum.
2. When addressing the Council, the person shall approach the podium and begin presenting by stating their name and city.
3. All remarks from the person are limited to three (3) minutes. Each person is limited to one turn. The Mayor may use discretion whether to allow repeat statements from the same person.
4. To help maintain order, applause or other disturbances are discouraged.
5. The Council will not accept any documentation handed out during the meeting; all documents must be submitted to the Clerk's Office as outlined under "agendas."
6. Audience members are encouraged to address the Council during the guests/citizen forum item but cannot make motions or otherwise participate in the meeting or other agenda items.
7. Personal attacks or inappropriate remarks will not be tolerated.
8. No member of the public should engage in conversation when not recognized to speak; background conversations can make it difficult for others to hear.

Voting:

A roll-call vote of the members of the council for financial matters, including budget, levy, bond issuance, etc.

Unless a member of the Council states that the member is not voting, the member's silence must be recorded as an affirmative vote.

Rules of Procedure:

Guiding Principles:

- Council members and staff have the right to participate in discussion if they wish.
- Everyone deserves to be able to hear and know what is going on at all times.
- Everyone deserves to speak without being interrupted.
- Only one topic can be addressed at a time.
- All members have equal rights, privileges, and obligations. The presiding officer must ensure all members are treated equally.

When a topic comes before the Council for consideration, the following shall occur:

1. The Mayor and/or staff member introduce the item.

2. The members of the Council and staff discuss the item.
3. The members of the Council act in one of the following ways:
 - a. Motion to table: this is to set the topic aside for a future meeting, with or without changes. This motion must be seconded and pass with a majority vote.
 - b. Motion to approve: this is to pass the topic. This motion must be seconded and pass with a majority vote, unless 2/3rds or 4/5ths majority is required elsewhere.
 - c. Motion to deny: this is to deny the topic. This motion must be seconded and pass with a majority vote, unless 2/3rds or 4/5ths majority is required elsewhere.
 - d. Motion to direct: this is to direct a committee or member of staff to act on a topic. This motion must be seconded and pass with a majority vote, unless 2/3rds or 4/5ths majority is required elsewhere.
 - e. Informational: the Council considers the topic as information only and will not act on this topic at the present meeting or at a future meeting (unless the topic is added to the agenda again, as above).

All motions must be discarded prior to discussing another motion. A motion can be discarded by failing to obtain a second after the presiding officer calls three times, the original motion maker and seconder rescind the motion, or the motion fails the vote.

Speakers may be interrupted by Council members or staff for the following reasons:

- Personal Privilege – you cannot hear the speaker, safety reasons, etc.
- Point of Order – you see a breach of the rules
- Appeal – you disagree with the presiding officer’s ruling

Decorum by Council Members:

While the Council is in session, Council members must preserve order and decorum, and a member must neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any Council member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.

Council members must be respectful of diverse opinions. Personal attacks will not be tolerated. Members must honor the role of the Presiding Officer to focus discussion on current agenda items. Objections to the Presiding Officer or other members’ actions should be voiced politely and with reason.

Care must be exercised to define and constrain discussions among members to the facts and relevant information.

The Mayor and Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. The Mayor and Council members are role models for residents, business people, and often stakeholders involved in public debate.

Members should support the majority opinion of the Council once a vote has been taken.

Code of Conduct:

The Mayor and Council members are dedicated to govern efficiently and effectively with a commitment to the promotion of values and integrity of local government democracy.

The following principles govern the conduct of the Mayor and every City Council member:

1. The professional and personal conduct of members must be above reproach and avoid the appearance of impropriety. Members should refrain from abusive

conduct, personal charges, or verbal attacks upon the character or motives of other members of the Council, Boards, Commissions, staff or the public intended to disrupt or impede the orderly conduct of the City's business.

2. Members must comply with all applicable laws in the performance of their public duties, specifically including the Minnesota Government Data Practices Act and the Open Meeting Law, Minnesota Statutes Chapters 13 and 13D.
3. Members must perform their duties in accordance with these Rules established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions by the Council and City staff.
4. The Mayor and Council members must maintain the confidentiality of information concerning property, personnel, or legal affairs of the City. They must neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests. Such disclosure is a violation of these Rules.
5. Members will represent the official policies or positions of the Council to the best of their abilities. When presenting their individual opinions and positions, members must explicitly state they do not represent the position of the entire Council.
6. Each member must support the maintenance of a positive and constructive work place environment for City staff, private citizens, and businesses dealing with the City. Council members will recognize their roles, as delineated State Statutes, in individual dealings with City staff.
7. No member may use one's public position for personal gain or to secure special privileges or exemptions for the person or for others.
8. No member must, except as specifically permitted by Minnesota Statutes Section 471.895, accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form under circumstances in which it could be reasonably expected to influence the member in the performance of the member's official duties or intended as a reward for the member's official actions.
9. Public decision-making must be fair and impartial and must not be discriminatory on the basis of those protected classes outlined in federal, state, and city laws and ordinances. The Mayor and Council members must conduct business and operate in a manner that is free from illegal discrimination.

Censure:

It is the intention of the City Council that all of its members must comply with federal and state law, City ordinances, and the City Council's Code of Conduct. Violation of such law or rule of procedure tends to injure the City and to undermine the effectiveness of the City Council as a whole. Such conduct is deemed to be a dereliction of duty.

Censure is a formal resolution of the City Council officially reprimanding one of its members. An official reprimand is a punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of a member as an elected official. Censure is an appropriate measure when the violation of law or the Code of Conduct is deemed by the City Council to be a serious offense.

The City Council must not impose censure on any of its members for the violation of any law while criminal charges are pending. However, when the criminal proceedings are final,

the City Council need not be bound by the conclusion of a court or jury and may hold a censure hearing.

Procedure

1. A request for a censure hearing must be submitted to the Personnel Committee in writing by a member of the Council. The request must contain the specific charges on which the proposed censure is based. A copy of the request for censure and the charges must be delivered to the Council member who is the subject of the requested censure at least three days prior to the Personnel Committee meeting at which censure will be considered.
2. The Personnel Committee must determine whether:
 - a. Further investigation of the charges is required;
 - b. The matter is to be set for a public hearing; or
 - c. No action is required.
3. This determination is subject to confirmation by the City Council as part of the Personnel Committee report at the next regular Council meeting.
4. Further investigation, if required, must be done by an ad hoc committee appointed by the Mayor. If the Mayor is the subject of the request, the committee must be formed by the mayor pro tem.
5. If the matter is set for public hearing, it must be scheduled far enough in advance to give the accused member adequate time to prepare a defense, not to exceed 30 days.
6. At the hearing, the Council member who is the subject of the requested censure must be given the opportunity to make an opening and closing statement and to question one's accusers. The Council member who is the subject of the requested censure may be represented and may have the representative speak or question on their behalf. Testimony must be taken only from witnesses having direct knowledge of facts or circumstances relevant to the specific charges under consideration. The strict rules of evidence applicable to judicial proceedings do not apply to the hearing and the procedures may be generally informal.
7. A decision to censure requires adoption of a resolution making findings with regard to the specific charges, based on substantial evidence and approved by two-thirds of the Council members eligible to vote on the matter. The Council member who is the subject of the requested censure may not vote on the matter.

Enforcement:

Sergeant-at-Arms. The Chief of Police, or such member or members of the Police Department as designated, must be the Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms carries out orders and instructions given by the Presiding Officer or by majority of the Council present for the purpose of maintaining order and decorum at the Council meetings. Upon instructions of the Presiding Officer, or majority of the Council, it is the duty of the Sergeant-at-Arms, or any members of the Police Department present, to place any person who violates the order and decorum of the meeting under arrest or restrained, and cause the individual to be prosecuted or civilly restrained, as appropriate.

Disruption. The public will be allowed to appear and speak before the Council during public hearings as set forth in these rules, unless the person disrupts or otherwise impedes

the orderly conduct of any Council meeting, hearing, or other proceeding of the Council such as using threatening language, making personal defamatory statements, undertaking indecent or threatening behavior or violent actions. If, after receiving a warning from the Presiding Officer, the person persists in such conduct or otherwise disrupting the meeting, the Presiding Officer, pursuant to these rules, may expel and direct the person to leave the meeting. Any Council member may appeal the order of the Presiding Officer and upon a majority vote of the Council members present such order of the Presiding Officer will be set aside. The vote is not debatable. Such person must be readmitted at a future Council meeting as long as there are not further disturbances or disruptions by such person at the future public meeting.

Banners and Signs. Holding or placement of a banner or sign in the Council Chambers in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending the meeting is a violation of these rules.

Recess or Adjourn. All members of the Council must assist the Presiding Officer in preserving decorum and in providing for the efficient operation of the meeting. By a majority vote of those present, the Council may vote to recess or adjourn the meeting to preserve order and decorum or for public safety.

Supplemental Information
Regular City of Hoyt Lakes Council Meeting
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10.5 Council Meeting Rules of Public Forum.

Rules are updated as per previous council discussion. Additional decisions should be made regarding frequency of public forums (just prior to the last meeting of the month?), length of public forums (15 minutes? 30 minutes?).

Potential motion:

Moved by _____ supported by _____ to approve the Council Meeting Rules of Public Forum with _____ changes.



City of Hoyt Lakes Public Forum Rules of Procedure

General Information: The City of Hoyt Lakes would like consistent processes and procedures regarding Council Public Forums.

Role of the Public:

The City Council welcomes the public to all Council public forums and they are encouraged to express their opinion during these meetings. To keep the forum moving smoothly, the Council has adopted basic guidelines for making presentations before the Council. The purpose of the guidelines is:

- To provide for an orderly meeting.
- To provide equal and adequate time for review and consideration of each item.
- To provide equal rights to all members of the public who address the presiding officer.
- To provide the City Council with an equal and rational approach to all decisions.

The City Council has established the following guidelines for the conduct of City Council public forums:

1. When addressing the Council, the person shall approach the podium and begin presenting by stating their name and city.
2. All remarks from the person are limited to three (3) minutes. Each person is limited to one turn. The Mayor may use discretion whether to allow repeat statements from the same person.
3. The public forum will end at 5:30 pm to start the Regular Meeting.
4. To help maintain order, applause or other disturbances are discouraged.
5. The Council will not accept any documentation handed out during the meeting.
6. Personal attacks or inappropriate remarks will not be tolerated.
7. No member of the public should engage in conversation when not recognized to speak; background conversations can make it difficult for others to hear.
8. Staff will note questions of the speaker, and if the speaker leaves a phone number or address, will follow up within a reasonable time frame with answers to those questions if directed by the Council.

Voting:

No vote of the council will take place on any matter brought to the public hearing, with the exception of directing staff to follow up with the speaker.

Rules of Procedure:

Guiding Principles:

- Council members and staff have the right to participate in discussion if they wish.
- Everyone deserves to be able to hear and know what is going on at all times.
- Everyone deserves to speak without being interrupted.
- Only one topic can be addressed at a time.
- All members have equal rights, privileges, and obligations. The presiding officer must ensure all members are treated equally.

Speakers may be interrupted by Council members or staff for the following reasons:

- Personal Privilege – you cannot hear the speaker, safety reasons, etc.
- Point of Order – you see a breach of the rules
- Appeal – you disagree with the presiding officer’s ruling

Decorum by Council Members:

While the Council is in session, Council members must preserve order and decorum, and a member must neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any Council member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.

Council members must be respectful of diverse opinions. Personal attacks will not be tolerated. Members must honor the role of the Presiding Officer to focus discussion on current items. Objections to the Presiding Officer or other members’ actions should be voiced politely and with reason.

Care must be exercised to define and constrain discussions among members to the facts and relevant information.

The Mayor and Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. The Mayor and Council members are role models for residents, business people, and often stakeholders involved in public debate.

Members should support the majority opinion of the Council once a vote has been taken.

Supplemental Information
Regular City of Hoyt Lakes Council Meeting
10/28/2024

11.1 Resolution 2024-026 to assess certain parcels of property within the City of Hoyt Lakes.

This resolution is subject to change; a final resolution will be provided at the meeting.

Public hearing for the assessments was held on October 15, 2024. No comments for or against the assessments were received.

Potential motion:

Moved by _____ supported by _____ to approve Resolution 2024-026 to assess certain parcels of property within the City of Hoyt Lakes.

CITY OF HOYT LAKES
Resolution 2024-026

A Resolution Placing Certain Parcels of Property Within the City of Hoyt Lakes
on an Assessment Roll for Current Services.

WHEREAS, payment has not been made in full for water, sewer, garbage collection service and/or long grass mowing services for the following list of properties in the City of Hoyt Lakes; and

WHEREAS, the owners of these properties have been billed for this service and have been given the opportunity to state their objections to this assessment.

THEREFORE, BE IT RESOLVED, that the City Clerk-Treasurer is directed to forward this assessment roll to St. Louis County for collection.

Name	Address	Amount	Parcel Code
Christina Lindbeck	323 Coventry Rd	\$1,222.44	142-0024-00960
Terry Lamprecht	216 Suffolk Dr	\$900.00	142-0020-01380
James Hillman	307 Fairfax Rd	\$1,820.19	142-0024-02000
John Isakson	219 Hampshire Dr	\$1,820.19	142-0024-02330
Kyle Leffell	5611 Cty Rd 666	\$256.15	142-0053-00041
Lois Myers	431 Arlington Rd	\$923.07	142-0024-05720
Edward Pospeck	212 Suffolk Dr	\$2,756.62	142-0020-01360
John Radtke	207 Brandon Rd	\$996.24	142-0020-00800
Alan Sanders	421 Coventry Rd	\$1,445.02	142-0024-05390
James Segraves	303 Elmwood Rd	\$1,004.83	142-0024-01790
Andrew Thorsen	416 Kent Rd	\$1,128.08	142-0024-04440
Michael Ventrella	216 Elmwood Rd	\$2,363.61	142-0020-01790

Adopted this 28th day of October 2024 by the Hoyt Lakes City Council.

Cherie Grams, Mayor

ATTEST: _____
Becky Lammi, City Administrator

**City of Hoyt Lakes
Resolution 2024-027**

WHEREAS, the City of Hoyt Lakes is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, Ranger ATV Snowmobile Club has donated a storage container valued at approximately \$4,500 to the City for use by the Hoyt Lakes Fire Department.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered, with the understanding they are in serviceable condition.

NOW THEREFORE, be it resolved by the City Council of the City of Hoyt Lakes, Minnesota as follows:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the Hoyt Lakes City Council this 28th day of October 2024.

Voting Aye:

Voting No:

Cherie Grams, Mayor

Attest:

Becky Lammi, City Administrator

Supplemental Information
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11.3 Sue Lien – dead trees at Fisherman’s Point Campground.

On 10/08/2024 Ms. Lien reported a tree fell on her camper to Deputy Clerk Snetsinger. On 10/09/2024 City Administrator Lammi spoke to Ms. Lien regarding the damage; City Administrator Lammi stated that damage sustained to private property at the campground should be reported to the property owner’s insurance, trees falling are an act of god, and use of Fisherman’s Point Campground is at-your-own-risk.

In follow-up to Ms. Lien’s 10/22/2024 email, City Administrator Lammi asked clarifying questions. Ms. Lien did not report the tree to anyone prior to the incident; she believes the tree was entirely dead; the event took place between 10/05/2024 and 10/08/2024; she has an itemized report of damages.

Public Works removes trees reported dead, as well as other maintenance work, multiple times throughout the year at Fisherman’s Point Campground. During windstorms, an equal number of live and dead trees are typically blown down. For example, in the September 2023 storm, the City lost over 1,000 trees. Approximately 95% of those trees were alive at the time of the storm.

Becky Lammi

From: Sue Lien <slien0@yahoo.com>
Sent: Tuesday, October 22, 2024 3:02 PM
To: Info
Subject: Removal of dead trees from campground sites

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.

I would like to speak to the council on October 28th regarding the dead poplar trees at the campground and who is responsible for their removal.

I just sustained over \$10,000 of damages to my camper from a dead tree that should have been taken care of several years ago.

Thank you
Sue Lien

Sent from Yahoo Mail for iPhone

Supplemental Information
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11.4 Discussion regarding East Range coordination.

The East Range Joint Powers has requested each local unit of government discuss their thoughts regarding coordination of East Range ordinances, regulations, and planning, specifically around adult-use cannabis, trails, and capital projects. They would like a more cohesive East Range plan to best leverage local dollars and utilize economy of scale.

The Council should consider if they would like to appoint members from the Council and staff to work on these with the other entities; if they'd be more interested in citizen taskforces; and what information or thoughts they have on the topics initially.