



HIBBING CITY COUNCIL
Regular Meeting
Wednesday, July 2, 2025
5:00 PM

Councilor Justin Fosso
Councilor John Schweiberger
Councilor James Bayliss
Councilor Jay Hildenbrand
Councilor Jennifer Hoffman Saccoman
Councilor Chris Whitney
Mayor Pete Hyduke

City Administrator Greg Pruszinske
City Clerk-Dep Admin Candie Seppala
Finance Dir - Treasurer Sheena Mulner
City Attorney Andy Borland
Chief of Police Steve Estey
City Engineer Jesse Story

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE:

III. ADDS AND DELETES:

1. ADDs: CONSENT AGENGS #16-21
DELETES: DEPARTMENT & COMMITTEE REPORTS #2b

IV. APPROVAL OF THE AGENDA:

V. APPROVAL OF MINUTES:

1. Approve the Minutes of the Hibbing City Council Meeting of June 18, 2025
2. Approve the Minutes of the Hibbing City Council Workshop Meeting of June 18, 2025

VI. CONSENT AGENDA:

1. Approve Accounts Payable dated June 24, 2025, checks #180313-180317, in the amount of \$1,305,171.22
2. Approve Accounts Payable dated June 27, 2025, checks #180318-180424 and drafts totaling \$1,368,468.77
3. Approve Accounts Payable dated July 2, 2025, checks #180425-180431, in the amount of \$643,013.93
4. Approve City Payroll ending June 27, 2025, in the amount of \$692,662.83
5. Approve the out-of-state travel for Ethan Heyblom to attend defensive tactics instructor training in Eau Claire, WI from October 6-10, 2025
6. Approve the updated address for the 2025 Massage Therapy License of Dena Johnson, 1101 East 37th Street, Suite 11

7. APPROVE RESOLUTION 25-07-01 AUTHORIZING THE APPLICATION FOR FREE TECHNICAL ASSISTANCE FROM AND ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH NORTH SHORE DEVELOPMENT CO.
8. Approve agreement with Widseth for additional Wetland Delineation work in the amount of \$3,800 for the city road to Cobb Cook Place and Missabe Manor.
9. Approve Mayor to sign and send the SHPO/THPO (Tribal) Consultation Letters to the appropriate addressees for the HRA of Hibbing's new housing development.
10. Approve the TC^2 (TRANSPORTATION COLLABORATIVE & CONSULTANTS, LLC) proposal for the Parking and Traffic Study and authorize staff to sign the service agreement in an amount not to exceed \$50,000.
11. Approve the updated Police Commander job description effective July 3, 2025.
12. APPROVE RESOLUTION 25-07-02 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO AND ACCEPT UP TO \$10,000 FROM THE NORTHEAST MINNESOTA OFFICE OF JOB TRAINING TALENT DEVELOPMENT PROGRAM FOR TRAINING.
13. APPROVE RESOLUTION 25-07-03 AUTHORIZING APPLICATION FOR AND ACCEPTANCE OF A DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION PUBLIC WORKS GRANT FOR THE HIBBING REGIONAL PUBLIC SAFETY CENTER IN THE AMOUNT OF \$2,000,000
14. **APPROVE RESOLUTION 25-07-04 TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN THE DULUTH AREA FAMILY YMCA AND THE CITY OF HIBBING.**
15. Authorize Mayor and City Administrator to sign the Right of Access Agreement for the HPU Parcels for the new roadway to Cobb Cook Place and Missabe Manor.
16. Approve the Raffle Permit Application of the Crescendo Youth Orchestra to hold bingo at the Elk's Lodge on September 4, 11, 18, 25 - 2025
Bingo Permit # 25-07-01
17. Approve the 2025 On-Sale and Sunday liquor License Transfers of Palmer's of Hibbing LLC dba Palmer's Tavern
18. Approve the Special Event Permit Application for the No Tap Benefit for Kevin VonderHaar at and in front of the Hibbing Bowling Center on Saturday, July 19, 2025
19. Approve the Temporary On-Sale Liquor License of the Hibbing Bowling Center to allow patrons to drink alcohol in front of the Hibbing Bowling Center on Saturday, July 19, 2025. Alcohol will be dispensed inside the establishment.
20. Approve the Raffle Permit Application Request of Shannon Paulson Suite Dreams

to hold a raffle on Saturday, July 19, 2025 at the Hibbing Bowling Center
Raffle Permit #25-07-02

21. Approve the Special Event Permit Application of the High School Class of 1995 to hold their reunion at the Greyhound Bus Museum on Saturday, August 16, 2025
22. Set the next Hibbing City Council Meeting for 5 p.m. Wednesday, July 16, 2025, in the Hibbing City Hall Council Chambers.
23. Set the next Hibbing City Council Workshop Meeting for Wednesday, July 16, 2025, following the Regular City Council Meeting at 5 p.m. in the Hibbing City Hall Council Chambers
24. Set a Special Hibbing City Council Meeting for a Closed Session - Labor Negotiations Strategy on Wednesday, July 30, 2025 at 5:00 p.m. in the City Council Chamber at City Hall

VII. PRESENTATIONS:

1. 2024 AUDIT PRESENTATION BY ABDO

VIII. PUBLIC FORUM:

IX. DEPARTMENT AND COMMITTEE REPORTS:

1. Building Official Pat Green

- a. Approve a Subdivision Plat Exemption request of the St. Michaels Church Board, 701 East 40th Street, Hibbing, MN 55746, in the R-2, One To Four Family Residence District, and the Hibbing City Code of Ordinances, on the subject property, 701 East 40th Street, Hibbing, MN 55746.
- b. Approve a Conditional Use Permit request of the St. Michaels Church Board, 701 East 40th Street, Hibbing, MN 55746, to allow for the construction of a new Community Building, in the R-2, One To Four Family Residence District, and the Hibbing City Code of Ordinances, which is permitted only with a Conditional Use Permit.

2. City Attorney Andy Borland

- a. Local Transmission Route Permit
- b. Approve the revised purchase agreement between the Hibbing Housing and Redevelopment Authority and the City of Hibbing

3. City Administrator Greg Pruszinske

- a. Administrator's Report

X. BIDS AND QUOTES:

1. City Engineering Jesse Story

- a. Approve the purchase of 80 Niche Columbarium for Maple Hill Cemetery from Hibbing Monument in the amount of \$39,523.00.

2. Finance Director-Treasurer Sheena Mulner

- a. Approve the 3-year proposal from Abdo for auditing services for the years ending December 31, 2025, 2026 and 2027 in an amount not to exceed \$162,525.

3. Chief of Police Steve Estey

- a. Approve using surplus funds to pay for the year one invoice for body/squad cameras to Axon in the amount of \$43,367.98. Purchase was approved at the Dec. 4, 2024, council meeting.

4. Fire Chief Erik Jankila

- a. Approve the quote for professional services between ECP Services, LLC, and the City of Hibbing, DBA Hibbing Fire Department, for ambulance billing
- b. Emergency Operations Plan Update

5. Fleet Manager Joe McKenney

- a. Approve purchase of 2025 F-150 Engineering Department truck to Ford of Hibbing for \$45,433 plus tax, title, and license.
- b. Approve purchase of Highway Surveyors Pack to Crysteel Truck for \$11,770.00

6. Award bid for Carey Lake Campground phase two improvements to Shoreline Landscaping & Contracting

7. Approve the quote from SBS Blacktop Service, Inc for paving the Carey Lake Recreation Area road.

XI. ADJOURNMENT:

PACKET: 03902 Regular Payments 06/24/25
VENDOR SET: 01
BANK : APBNK US BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005638	BOND TRUST SERVICES CORPORATION							
	I-96112	GO BONDS 2018A	R	6/24/2025		44,996.25CR	180313	
	I-96113	GO EQUIPT & REFUND BDS 2020A	R	6/24/2025		19,080.00CR	180313	
	I-96114	GO TI REFUND BONDS 2020B	R	6/24/2025		5,142.50CR	180313	
	I-96115	GO BONDS 2024A	R	6/24/2025		40,825.00CR	180313	
	I-97402	GO BONDS 2018A/AGENT FEE	R	6/24/2025		475.00CR	180313	110,993.75
	I-97403	GO TI REF BDS 2020B/AGENT FEE	R	6/24/2025		475.00CR	180313	
005738	MINNESOTA MANAGEMENT AND BUDGET							
	I-06/23/25	APPLICATION DEPOSIT FEE 6/23/25	R	6/24/2025		324,600.00CR	180314	324,600.00
005738	MINNESOTA MANAGEMENT AND BUDGET							
	I-06/23/25A	NON REF APPL FEE/STONE BEAM	R	6/24/2025		3,240.00CR	180315	3,240.00
000206	PUBLIC UTILITIES COMM							
	I-06/23/25	PUC PFA REQUEST #12	R	6/24/2025		539,168.97CR	180316	539,168.97
005102	SELLMAN BORLAND SIMON PLLC TRUST ACCT							
	I-06/23/25	TRANSIT FACILITY140-0270-00645	R	6/24/2025		327,168.50CR	180317	327,168.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	1,305,171.22	1,305,171.22
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	5	0.00	1,305,171.22	1,305,171.22

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Carol Wazelle 6-24-25 ck # 180313-180317

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
** POSTING PERIOD RECAP **								
FUND	PERIOD	AMOUNT						
101	6/2025	1,194,177.47CR						
308	6/2025	6,518.27CR						
311	6/2025	4,365.00CR						
313	6/2025	28,375.00CR						
392	6/2025	5,617.50CR						
396	6/2025	10,600.00CR						
602	6/2025	55,517.98CR						
ALL		1,305,171.22CR						

PACKET: 03903 Regular Payments 06/27/25
VENDOR SET: 01
BANK : APBNK US BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	'GARY NORENBURG'; I-GARY NORENBURG	';'REFUND'	R	6/27/2025		68.54CR	180318	68.54
1	'JAYPEE ABLEMAN'; I-JAYPEE ABLEMAN	';'GRAVE'	R	6/27/2025		350.00CR	180319	350.00
1	'MN MEDICAID'; I-MN MEDICAID 6/25	';'REFUND'	R	6/27/2025		39.24CR	180320	39.24
1	'SARAH WEDGE'; I-SARAH WEDGE 6/25	';'REFUND'	R	6/27/2025		25.00CR	180321	25.00
005326	ABDO LLP I-502670	PROF SVCS 12/31/24 AUDIT	R	6/27/2025		10,000.00CR	180322	10,000.00
000658	AIRGAS USA, LLC I-5516444869 I-5516445004 I-9500909676	ACETYLENE/ARGON/HELIUM OXYGEN ARGON/OXYGEN	R R R	6/27/2025 6/27/2025 6/27/2025		684.24CR 56.62CR 3,616.63CR	180323 180323 180323	4,357.49
000202	ARROWHEAD LIBRARY SYSTEM I-00015273 I-00015306	MARCH 2025 OVERDUE NOTICES MAY 2025 OVERDUE NOTICES	R R	6/27/2025 6/27/2025		9.48CR 17.38CR	180324 180324	26.86
005605	ASCENDANCE TRUCKS CENTRAL, LLC I-XA178004321:01 I-XA178004346:01 I-XA178004395:01 I-XA178004424:01	EXTENSIONS/FR FENDERS COMPRESSOR /AIR/BRAKE/TUFLO GASKET/MOUNTING AIR DRYER CRG KIT	R R R R	6/27/2025 6/27/2025 6/27/2025 6/27/2025		1,336.37CR 4,663.24CR 13.51CR 257.54CR	180325 180325 180325 180325	6,270.66
001744	BARR ENGINEERING 2 I-23692742.01-5	CAREY LK CAMPGND PH2 5/16/25	R	6/27/2025		63,803.17CR	180326	63,803.17
002829	BEACON ATHLETICS LLC I-0614789-IN	DBL SIDED HOME PLATE/RUBBER	R	6/27/2025		803.00CR	180327	803.00
000360	BOB HECIMOVICH MECHANICAL CONTRACTING INC I-4505 I-4514	DRINKING FOUNTAIN/MB CONDENSATE LEAK/DR/MB	R R	6/27/2025 6/27/2025		427.40CR 885.04CR	180328 180328	1,312.44
005177	BOLTON & MENK I-0362298 I-0362300	BME BOUNDARY/SPLIT PROF SVCS BME/RLS PLAT PROF SVCS	R R	6/27/2025 6/27/2025		640.00CR 700.00CR	180329 180329	1,340.00

Carol Wazelsk 6-27-25 ck# 2 180318-180424

6/27/2025 9:25 AM
 PACKET: 03903 Regular Payments 06/27/25
 VENDOR SET: 01
 BANK : APBNK US BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000136	BRAUN INTERTEC CORP I-B432007	23RD ST RECONSTR PROF SVCS	R	6/27/2025		8,575.00CR	180330	8,575.00
000046	CARQUEST AUTO PARTS							
	C-5077-210421	RETURN/TRANSM FILTER/#210410	R	6/27/2025		52.87	180331	
	C-5077-210452	CALIPER/CORE RTN/#210444	R	6/27/2025		53.00	180331	
	I-5077-210276	HI COUNT LED'S	R	6/27/2025		24.46CR	180331	
	I-5077-210277	HI COUNT LED'S	R	6/27/2025		48.92CR	180331	
	I-5077-210282	WIRE/IGN COIL/MANIFOLD	R	6/27/2025		130.35CR	180331	
	I-5077-210285	OIL FILTER & OIL	R	6/27/2025		75.32CR	180331	
	I-5077-210308	IGNITION COIL/SPARK PLUG	R	6/27/2025		69.93CR	180331	
	I-5077-210319	IGNITION COIL/IRIDIUM WIRE	R	6/27/2025		68.07CR	180331	
	I-5077-210325	IGNITION COILS	R	6/27/2025		198.40CR	180331	
	I-5077-210350	HYDRAULIC HOSE/8G 10FJX	R	6/27/2025		149.34CR	180331	
	I-5077-210373	AIR ELEMENT	R	6/27/2025		124.16CR	180331	
	I-5077-210374	WABCO STYLE CART	R	6/27/2025		20.70CR	180331	
	I-5077-210377	ROTT4TR 15W40	R	6/27/2025		305.82CR	180331	
	I-5077-210380	D2 GOVERNOR	R	6/27/2025		33.78CR	180331	
	I-5077-210410	FUEL&OIL&TRAN FILTERS/AIR/MAG	R	6/27/2025		383.24CR	180331	
	I-5077-210416	FUEL LINE CLIP	R	6/27/2025		6.28CR	180331	
	I-5077-210444	BRAKE PADS/CALIPER/ROTOR	R	6/27/2025		350.48CR	180331	
	I-5077-210453	HEADLAMP HALOGEN	R	6/27/2025		83.56CR	180331	
	I-5077-210483	UNIV GOLD FS	R	6/27/2025		15.99CR	180331	
	I-5077-210487	AIR DRYER ASSY/CORE	R	6/27/2025		589.08CR	180331	2,572.01
003604	CENTURY LINK I-6315 JUNE 25	ACT 218-263-6315 JUNE 25	R	6/27/2025		156.61CR	180332	156.61
005076	COMPUDYNE, INC. (LEASE) I-39458939 I-39493983	JULY 2025 CONS ACCT JULY 25 PROD400 G7 LEASE/LIBR	R	6/27/2025		2,089.67CR 1,108.80CR	180333 180333	3,198.47
003611	CONSOLIDATED COMMUNICATIONS (FMR HICKORY TECH) I-5070521052/0 JUN25	ACT 507-052-1052/0 JUNE 25	R	6/27/2025		9.96CR	180334	9.96
005211	CTC I-21595618	INTERNET/PHONES 6/12-7/11/25	R	6/27/2025		5,380.33CR	180335	5,380.33
003937	CULLIGAN OF NORTHEAST MN-VIRGINIA I-425X02179501	BOTTLED WATER DELIVERED	R	6/27/2025		70.95CR	180336	70.95
005630	DAVEY RESOURCE GROUP, INC I-9000116541	TREE KEEPER SOFTWARE	R	6/27/2025		3,600.00CR	180337	3,600.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003579	DEL ZOTTO - PRODUCTS OF MINNESOTA, INC I-005029	2" ADJUSTING RING	R	6/27/2025		1,752.00CR	180338	1,752.00
005623	DRAKES DIESEL LLC I-W 10135	EXCESSIVE SMOKE/2005 FORD	R	6/27/2025		4,256.23CR	180339	4,256.23
000456	DSC COMMUNICATIONS I-2506212	REMOTE SPEAKER MICROPHONE	R	6/27/2025		416.00CR	180340	416.00
003728	DYNAMIC GARAGE DOOR & ACCESS SYSTEMS, LLC I-47621	DOOR REPAIRS/BUS MUSEUM	R	6/27/2025		618.50CR	180341	618.50
005573	ECK DESIGNS, LLC I-2480	SPLASH PAD RULES	R	6/27/2025		270.00CR	180342	270.00
005532	EMS MANAGEMENT & CONSULTANTS, INC I-EMS-016173	MAY 25 EMS FEE	R	6/27/2025		6,867.77CR	180343	6,867.77
005323	ENFORCEMENT LIGHTING, LLC I-6/9/25 H23&H24	2ND 1/2 PMT/VIN 1319 & 1320	R	6/27/2025		10,250.00CR	180344	10,250.00
000037	ERA LABORATORIES I-115210	PH/WASTE WATR/RESID CHLO	R	6/27/2025		470.30CR	180345	470.30
000848	EXCEL BUSINESS SYSTEMS I-79562	BLACK TONER/FD	R	6/27/2025		115.00CR	180346	115.00
	I-79578	PD CLK/LEASE JUNE 25	R	6/27/2025		270.45CR	180346	270.45
	I-79579	ADM/3RD FLR CLK/LEASE JUNE 25	R	6/27/2025		386.47CR	180346	386.47
	I-79580	BLDG & HSNR CLK/LEASE JUNE25	R	6/27/2025		154.06CR	180346	154.06
	I-79581	MEM BLDG CLK/LEASE JUNE 25	R	6/27/2025		409.87CR	180346	409.87
	I-79582	LTPR CLK/LEASE JUNE 25	R	6/27/2025		350.84CR	180346	350.84
	I-79583	FD CLK/LEASE JUNE 25	R	6/27/2025		85.14CR	180346	85.14
000369	EYE CLINIC NORTH, PROF ASSOC I-06/24/25	DEED DRAW #6 - FINAL	R	6/27/2025		14,534.61CR	180347	14,534.61
002347	FASSTENAL INDUSTRIAL & CONSTRUCTION SUPPLIES I-MNHIB12881	COW GRAIN LEATHER GLOVES	R	6/27/2025		223.91CR	180348	223.91
002367	FIRE PROTECTION PUBLICATIONS I-286513	HAZARDOUS MATERIALS TECHNICIAN	R	6/27/2025		196.00CR	180349	196.00

PACKET: 03903 Regular Payments 06/27/25
VENDOR SET: 01
BANK : APBNK US BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000026	FORD OF HIBBING							
	I-192599	FRONT BRAKE PAD/ROTOR/SLIDES	R	6/27/2025		815.78CR	180350	
	I-530745	FILTER ASY/DIESEL/EXHAUST SYST	R	6/27/2025		3,864.72CR	180350	
	I-530746	SWITCH ASY ALARM	R	6/27/2025		37.80CR	180350	
	I-530767	WATER HEATER HOSE/GAS EXHAUST	R	6/27/2025		303.44CR	180350	
	I-530795	SENSOR EXHAUST GAS TEMPERA	R	6/27/2025		119.20CR	180350	
	I-530827	SWITCH ASY/ LAMP/ALARM	R	6/27/2025		15.11CR	180350	5,156.05
000261	GOPHER STATE ONE CALL							
	I-5050474	MAY 2025 EMAIL/VOICE	R	6/27/2025		311.85CR	180351	311.85
001021	GRAINGER PARTS							
	I-9529127939	SPONGE	R	6/27/2025		37.58CR	180352	
	I-9529849029	HAND DRYER	R	6/27/2025		569.79CR	180352	607.37
005652	GUARDIAN AMMUNITION LLC							
	I-148	223 55GR-CASE/AMMUNITION	R	6/27/2025		1,180.00CR	180353	1,180.00
000309	HAWKINS INC							
	I-7093386	ALUM SULF LIQUID	R	6/27/2025		8,259.11CR	180354	
	I-7098116	CHLOR & SULF DIOX CYLS	R	6/27/2025		2,966.27CR	180354	11,225.38
005592	HERREID & ASSOCIATES							
	I-1318	CONSULTING SVCS/LIBRARY	R	6/27/2025		2,762.50CR	180355	2,762.50
003976	HIBBING HEATING AND AIR CONDITIONING							
	I-8667	FLEX SHAFT/CLUB HOUSE	R	6/27/2025		150.00CR	180356	150.00
005733	HOISINGTON KOEGLER GROUP INC. DBA HKGI							
	I-025-009-3	HGB COMPR PLAN MAY 2025	R	6/27/2025		11,374.80CR	180357	11,374.80
005477	ICS CONSULTING, LLC							
	I-12573	C HALL PROF SVCS 5/31/25	R	6/27/2025		14,359.94CR	180358	14,359.94
004014	ILLINOIS LIBRARY ASSOCIATION							
	I-317034	IREAD PURCHASE	R	6/27/2025		249.42CR	180359	249.42
000488	IMPERIALDADE (FRMLY DALCO)							
	I-4387711	SUPER POLISH FLOOR PAD	R	6/27/2025		44.98CR	180360	
	I-4388178	WYPALL WIPES	R	6/27/2025		147.52CR	180360	192.50
005009	INGRAM LIBRARY SERVICES							
	I-63186013	BOOKS/COVERS/JACKETS	R	6/27/2025		1,222.65CR	180361	
	I-63189218	BOOKS/COVERS/JACKETS	R	6/27/2025		238.82CR	180361	1,461.47

PACKET: 03903 Regular Payments 06/27/25

**** CHECK LISTING ****

VENDOR SET: 01
BANK : APBNK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003574	INNOVATIVE OFFICE SOLUTIONS, LLC FRMLY NBP							
	C-CCM128358	RECT WS/EDGEAND NO GROM	R	6/27/2025		147.57	180362	
	C-COM128874	OVERHEAD METAL FLIPPER DOOR	R	6/27/2025		245.39	180362	
	C-SCN-132217	ROLL THERMAL PAPER	R	6/27/2025		53.88	180362	
	I-CIN127992	POST/STRAP/PANEL/BRACKET/CONN	R	6/27/2025		3,974.36CR	180362	
	I-IN4854770	PAPER 20#	R	6/27/2025		479.90CR	180362	
	I-IN4855960	ROLL CASH REG	R	6/27/2025		63.29CR	180362	
	I-IN4857969	INDEX BNRD/3 HOLE PUNCH/TRIMME	R	6/27/2025		127.74CR	180362	
	I-IN4859007	CAN LINERS	R	6/27/2025		139.65CR	180362	
	I-IN4860197	SCRUB DADDY SCRUBBER	R	6/27/2025		73.50CR	180362	
	I-IN4861799	PAPER/PENS/PADS/TABS	R	6/27/2025		123.98CR	180362	
	I-IN4862797	EYEWASH/DRUM/TONER	R	6/27/2025		709.67CR	180362	5,245.25
005607	INSIGHT PUBLIC SECTOR, INC.							
	I-1101279480	MO 365 BUSINESS PREMIUM	R	6/27/2025		3,064.96CR	180363	
	I-1101280412	VEEAM BACKUP MO 365	R	6/27/2025		1,116.00CR	180363	4,180.96
005546	IRON RANGE MANAGEMENT LLC							
	I-06/26/25	HEDA LOAN DRAW #1/1920 4TH AVE	R	6/27/2025		25,341.91CR	180364	25,341.91
000286	IRON RANGE PLUMBING & HEATING							
	I-7014	A/C CHILLER START UP/LIBRARY	R	6/27/2025		1,027.68CR	180365	
	I-7107	SUPPLY & INSTALL MIX VALVE EYE	R	6/27/2025		1,886.75CR	180365	2,914.43
001473	IRON RANGE TIRE SERVICE							
	I-36038	FLAT REPAIR/UNIT #56	R	6/27/2025		71.50CR	180366	
	I-36040	225/70R19.5 GDYR G622 RSD	R	6/27/2025		1,543.28CR	180366	
	I-36052	LT245/75R17 E GDYR WRL AT ADV	R	6/27/2025		1,281.00CR	180366	
	I-36073	23x9.50-12 4PR TURF MASTER	R	6/27/2025		262.50CR	180366	3,158.28
005388	IRON RANGE TOWING AND AUTOMOTIVE LLC							
	I-25-18797	TOW SVC/H13	R	6/27/2025		125.00CR	180367	125.00
001402	KGM CONTRACTORS							
	I-PAY APP#1 23RD ST	PAY APP #1/23RD ST E/6/10/25	R	6/27/2025		399,757.96CR	180368	399,757.96
005552	KRONOS SAASHR, INC.							
	I-110080007386	UKG PAYROLL/ACA MGR/READY ATTE	R	6/27/2025		1,008.07CR	180369	1,008.07
005718	KUTAK ROCK LLP							
	I-3583079	PROF SVCS/DOWNTOWN REDEV	R	6/27/2025		585.00CR	180370	585.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000285	L & L RENTALS INC							
	I-206421	PINK & GREEN FLUOR MARK PAINT	R	6/27/2025		933.84CR	180371	
	I-207636	48" ELECTRONIC LEVEL TECH	R	6/27/2025		723.76CR	180371	
	I-207939	SANDBAGS/100	R	6/27/2025		84.00CR	180371	
	I-208408	100LB PROPANE FILL	R	6/27/2025		176.00CR	180371	1,917.60
000334	L & M FLEET SUPPLY							
	I-HIB-01-10008806	TRIMMER LINE	R	6/27/2025		36.76CR	180372	
	I-HIB-01-10008853	ZIP TIES/SPARK PLUGS	R	6/27/2025		30.35CR	180372	
	I-HIB-01-10008892	PAPER TOWELS/TURTLE WAX	R	6/27/2025		28.48CR	180372	
	I-HIB-01-10009901	HOSE REEL CART/NITRILE GLOVES	R	6/27/2025		161.47CR	180372	
	I-HIB-01-10009906	AUTOCUT HEAD	R	6/27/2025		58.88CR	180372	
	I-HIB-02-10009331	HASP/SAFETY & SWIVEL/GLASSES	R	6/27/2025		49.34CR	180372	
	I-HIB-02-10010569	OIL MIX/SAFETY GLASSES/HEAD/CH	R	6/27/2025		140.88CR	180372	
	I-HIB-02-10010571	BRASS NOZZLE/HOSE PRO	R	6/27/2025		265.93CR	180372	
	I-HIB-03-10021356	SAFETY BOOTS/CORY NELSON	R	6/27/2025		156.74CR	180372	
	I-HIB-03-10024671	RESPIRATOR MASK/GLADE AIR/BARR	R	6/27/2025		46.96CR	180372	
	I-HIB-03-10024857	POLY TARP/FIRE HOSE NOZZLE	R	6/27/2025		19.92CR	180372	
	I-HIB-03-10025675	LANYARDS/GUN CLN PATCHES/LETTE	R	6/27/2025		95.76CR	180372	
	I-HIB-03-10025871	GARBAGE BAGS/PUNCH CHISEL	R	6/27/2025		32.28CR	180372	
	I-HIB-03-10025874	BATTERIES	R	6/27/2025		34.18CR	180372	
	I-HIB-03-10026554	NAILS/NUTSETTER SET/NAILER	R	6/27/2025		356.58CR	180372	
	I-HIB-03-10026842	FLASHLIGHT	R	6/27/2025		28.49CR	180372	
	I-HIB-03-10027935	SPRING WATER	R	6/27/2025		3.70CR	180372	
	I-HIB-03-10028272	SOCKET ADAPTER	R	6/27/2025		13.26CR	180372	
	I-HIB-04-10019437	GLOVES/GREASE	R	6/27/2025		180.27CR	180372	
	I-HIB-04-10019760	BALL MT REDUCER/W/CR	R	6/27/2025		2.85CR	180372	
	I-HIB-04-10020730	HOSE CLAMP	R	6/27/2025		2.82CR	180372	
	I-HIB-04-10020836	SPRING WATER	R	6/27/2025		29.56CR	180372	
	I-HIB-04-10020907	T WAX PASTE	R	6/27/2025		25.62CR	180372	
	I-HIB-04-10020972	SALT CLEAN CHOICE PELLETS	R	6/27/2025		33.20CR	180372	
	I-HIB-04-10020980	PADLOCKS/VESTS	R	6/27/2025		55.06CR	180372	
	I-HIB-04-10021338	SALT CLEAN CHOICE PELLETS	R	6/27/2025		99.61CR	180372	
	I-HIB-05-10021614	SPRING WATER/PADLOCK/TUBE	R	6/27/2025		56.56CR	180372	
	I-HIB-08-10003367	SAFETY BOOTS/JOHN YURETICH	R	6/27/2025		147.24CR	180372	
	I-HIB-08-10003439	CHAIN/SAW CHAIN	R	6/27/2025		4.33CR	180372	2,197.08
000893	LAKE COUNTRY POWER							
	I-0900 JUNE 25	ACT 2330900 JUNE 25	R	6/27/2025		12.00CR	180373	
	I-1000 JUNE 25	ACT 2331000 JUNE 25	R	6/27/2025		249.00CR	180373	
	I-1900 JUNE 25	ACT 4081900 JUNE 25	R	6/27/2025		57.00CR	180373	
	I-3600 JUNE 25	ACT 8704803600 JUNE 25	R	6/27/2025		12.00CR	180373	
	I-5101 JUNE 25	ACT 141665101 JUNE 25	R	6/27/2025		64.00CR	180373	
	I-5201 JUNE 25	ACT 143315201 JUNE 25	R	6/27/2025		50.15CR	180373	
	I-7900 JUNE 25	ACT 2207900 JUNE 25	R	6/27/2025		18,770.00CR	180373	19,214.15

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
001840	LAKE SUPERIOR COLLEGE I-1301131	HAZMAT TECH HYBRID	R	6/27/2025		1,000.00CR	180374	1,000.00
000166	LAWSON PRODUCTS INC I-9312560864	WIRE LOOM/FLAT WASHERS/NUT	R	6/27/2025		158.11CR	180375	158.11
005445	LIFE-ASSIST, INC I-1598062 I-1607722 I-1608427	AIRCARE ENDOTRACHEAL TUBE KETOROLAC TROMETHAMINE/EPINEPH TRANEXAMIC ACID	R R R	6/27/2025 6/27/2025 6/27/2025		33.90CR 1,429.40CR 70.90CR	180376 180376 180376	1,534.20
005739	LINNEA KINGBIRD-MARTINI I-100	OJIBWE EXH MINEVIEW MURAL	R	6/27/2025		300.00CR	180377	300.00
000207	LVC COMPANIES (J.N. JOHNSON) I-171846 I-172042 I-172191	ANN FIRE EXT SVC & MAINT/FD ANN FIRE EXT SVC & MAINT FIRE EXTG 5LB ABC	R R R	6/27/2025 6/27/2025 6/27/2025		1,137.77CR 174.70CR 190.74CR	180378 180378 180378	1,503.21
000246	MACQUEEN EQUIPMENT INC I-P65554 I-W16521	WATERPROOF GRE ACCUMULATOR/VACTOR 2100	R R	6/27/2025 6/27/2025		45.78CR 1,047.49CR	180379 180379	1,093.27
002867	MEDIACOM LLC I-3244 JUNE 25	ACT 8384923250093244 JUNE 25	R	6/27/2025		316.24CR	180380	316.24
003521	MEDICAREBLUE RX I-JULY 2025	JULY 2025 BILLING	R	6/27/2025		30,682.70CR	180381	30,682.70
000881	MESABI TRIBUNE/APG MEDIA OF MN I-1004 MAY 25 I-213 MAY 25	ACT 1004 MAY 25/BIDS/ALLEY SEG ACT 213 MAY 25/NORTHERN ADVENT	R R	6/27/2025 6/27/2025		576.00CR 100.00CR	180382 180382	676.00
000339	METRO SALES INC I-INV2804750	IMC2510 ENGINEERS/MAY 25	R	6/27/2025		154.33CR	180383	154.33
003847	MICROMARKETING LLC I-982218 I-982418 I-982617 I-982789 I-982901 I-982933 I-983087 I-983186 I-983290	UNCD LPTP'S/LPHC'S LPTP LPHC'S UNCD UNCD'S UNCD LPTP LPTP'S	R R R R R R R R R	6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025		42.49CR 195.37CR 27.20CR 292.10CR 33.99CR 180.16CR 29.74CR 27.20CR 49.59CR	180384 180384 180384 180384 180384 180384 180384 180384 180384	877.84

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000492	MIDWEST TAPE I-507284151 I-507284153 I-507307209 I-507312150	DVD'S DVD DVD'S DVD'S	R R R R	6/27/2025 6/27/2025 6/27/2025 6/27/2025		110.90CR 26.99CR 121.73CR 131.21CR	180385 180385 180385 180385	390.83
002965	MIRIAM KERO CONSULTING I-HIB19 DEED	GRANT WR/REDEV ASSIST	R	6/27/2025		1,126.56CR	180386	1,126.56
005169	MLAKER MONUMENT COMPANY I-ENGR MAY 25	ENGRAVINGS MAY 2025	R	6/27/2025		1,100.00CR	180387	1,100.00
003173	MN FIRE SERVICE CERTIFICATION BOARD I-13423 I-14191 I-14201	INSTR 1 CERT EXAMS RETEST FEES RETEST FEE/MATT RICE	R R R	6/27/2025 6/27/2025 6/27/2025		786.00CR 375.00CR 75.00CR	180388 180388 180388	1,236.00
000267	MN LIFE INSURANCE COMPANY I-JUNE 2025	JUNE 2025 LIFE INSURANCE	R	6/27/2025		2,189.01CR	180389	2,189.01
005726	MORGAN OLSON I-100/4	OJIBWE HULL RUST MV/CONSULT	R	6/27/2025		300.00CR	180390	300.00
005737	MORNINGBIRD I-06/20/25	JUNE 2025 PARK CONCERT	R	6/27/2025		1,000.00CR	180391	1,000.00
000570	MTI DISTRIBUTING I-1478963-00 I-1479945-00	1 1/2" SWING JOINT CONV/ADAPTER/FLANGE	R R	6/27/2025 6/27/2025		335.65CR 206.94CR	180392 180392	542.59
002935	O'REILLY AUTO PARTS I-1824-192961	A/T FILTER	R	6/27/2025		45.64CR	180393	45.64
000748	OVERHEAD DOOR CO HIBBING I-55521	DOOR/OPERATOR REPAIR/LIBR	R	6/27/2025		165.00CR	180394	165.00
000491	PORTABLE JOHN SERVICES INC (FORMERLY CARPENTER) I-36058 I-36853 I-36854 I-36856 I-36929 I-37008 I-37435 I-37522 I-37524 I-37525 I-37526 I-37529 I-37530 I-37531 I-37532	MINEVIEW ADDN'L 5/26-6/22/25 BENNETT PK1 5/26-6/22/25 AL NYBERG FLD 5/26-6/22/25 VIC PWR SOFTBALL/5/26-6/22/25 EMERGENCY TOILET/SEWAGE BACKUP MIRACLE FIELD ADDN'L 5/26-6/22 PICKLEBALL CT 5/26-6/22/25 CAREY LK/DUPONT 5/26-6/22/25 GRNVN SOCCER 5/26-6/22/25 WOODLAND PARK 5/26-6/22/25 DOG PARK 5/26-6/22/25 MUNI GC 5/26-6/22/25 MIRACLE FIELD 5/26-6/22/25 BENNETT PK2/5/26-6/22/25 MINEVIEW 5/26-6/22/25	R R R R R R R R R R R R R R R R	6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025	123.00CR 43.43CR 43.43CR 154.72CR 94.00CR 75.00CR 13.72CR 328.00CR 64.00CR 64.00CR 64.00CR 128.00CR 100.00CR 64.00CR 164.00CR	180395 180395 180395 180395 180395 180395 180395 180395 180395 180395 180395 180395 180395 180395 180395		

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001235	I-37533	VIC PWR COMPLEX 5/26-6/22/25	R	6/27/2025		584.00CR	180395	
	I-37536	RECYCLE CTR 5/26-6/22/25	R	6/27/2025		64.00CR	180395	
	I-37537	CEMETERY 5/26-6/22/25	R	6/27/2025		128.00CR	180395	
	I-37540	STAGE TRAILER 5/26-6/22/25	R	6/27/2025		64.00CR	180395	2,363.30
001235	POWERPLAN OIB (FORMERLY NORTRAX)							
	I-2527163	MACHINE INSPECTION/15 JD644K	R	6/27/2025		6,155.35CR	180396	
	I-2527218	ENGINE VALVE LASH ADJ/18 JD624	R	6/27/2025		2,405.64CR	180396	
	I-2527294	ENGINE VALVE LASH ADJ/10 JD644	R	6/27/2025		2,228.38CR	180396	
000206	I-2527302	ENGINE VALVE LASH ADJ/15 JD644	R	6/27/2025		2,366.47CR	180396	13,155.84
	PUBLIC UTILITIES COMM							
	I-5/1/25-5/31/25	5/1/25-5/31/25 UTILITIES PMT	R	6/27/2025		42,224.56CR	180397	42,224.56
000559	QUILL CORPORATION							
	I-44418765	REPORT COVERS/PAPER	R	6/27/2025		230.95CR	180398	230.95
000077	RADKO IRON & SUPPLY INC							
	I-24345/1	NUTS/BOLTS/WASHERS	R	6/27/2025		7.74CR	180399	
	I-24388/1	POLE SAW	R	6/27/2025		199.00CR	180399	
	I-24397/1	PUMP TRANSFER 12V WAYNE	R	6/27/2025		129.99CR	180399	
	I-24406/1	17PC E-TORX SOCKET BIT SET	R	6/27/2025		14.99CR	180399	
	I-24511/1	FLAT PER FOOT	R	6/27/2025		14.24CR	180399	
	I-24530/1	BALL MOUNT REDUCER/KIT	R	6/27/2025		67.98CR	180399	
	I-24559/1	NUTS/BOLTS/WASHERS	R	6/27/2025		1.80CR	180399	435.74
005244	RMB ENVIRONMENTAL LABORATORIES, INC.							
	I-D074501	INFLUENT & EFFLUENT 5/27/25	R	6/27/2025		118.09CR	180400	
	I-D074668	INFLUENT & EFFLUENT 5/28/25	R	6/27/2025		118.09CR	180400	
	I-D074785	INFLUENT & EFFLUENT 5/29/25	R	6/27/2025		326.88CR	180400	
	I-D075040	INFLUENT & EFFLUENT 6/3/25	R	6/27/2025		118.09CR	180400	
000135	I-D075127	INFLUENT & EFFLUENT 6/4/25	R	6/27/2025		118.09CR	180400	799.24
	ROAD MACHINERY SUPPLIES							
	C-E0161405	INCORRECT BILL KOMATSU LOADER	R	6/27/2025		306,464.36	180401	
	C-S3338105	WIRING KIT/HARNES/RESTOCK	R	6/27/2025		356.61	180401	
	I-E0160805	INCORRECT INVOICE/KOMATSU LOAD	R	6/27/2025		306,464.36CR	180401	
000978	I-E0161505	KOMATSU WA380-8 LOADER	R	6/27/2025		306,167.36CR	180401	
	I-S3348305	FREIGHT OUT PARTS	R	6/27/2025		426.22CR	180401	
	I-S3415205	END BIT	R	6/27/2025		245.27CR	180401	306,482.24
	SCHOLASTIC, INC. EDUCATION BOOKS							
	I-73236891		R	6/27/2025		2,796.25CR	180402	2,796.25

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005264	SCHOOL LIFE, A DIVISION OF IMAGESTUFF I-200100068	TAGS	R	6/27/2025		412.67CR	180403	412.67
003724	SHARROW LIFTING PRODUCTS I-1005059	RATCHET BINDER/LEG CHAIN SLING	R	6/27/2025		601.09CR	180404	601.09
000256	SHERWIN WILLIAMS I-2814-7 I-2917-8 I-3263-6	GUARD RAC 5/STFS PR ZM YL RAC 5 TIP/GUARD RAC STFS A300 PR ZM WH	R R R	6/27/2025 6/27/2025 6/27/2025		905.49CR 131.47CR 1,461.00CR	180405 180405 180405	2,497.96
004131	SHRED-N-GO, INC. I-183654	SHRED SVCS THRU 6/2/25	R	6/27/2025		83.93CR	180406	83.93
005725	SPLASH XPRESS CARSH WASH - HIBBING I-00118	GOLD UNLIMITED PLAN MAY 25	R	6/27/2025		217.60CR	180407	217.60
005052	SPORTSTURF IRRIGATION I-0117344-IN	ELECTRIC COMPLETE/RB 7K KEY	R	6/27/2025		810.14CR	180408	810.14
000514	ST LOUIS COUNTY AUDITOR I-00012548	MAY 2025 OBLIGATIONS	R	6/27/2025		5,304.12CR	180409	5,304.12
003003	ST LOUIS COUNTY PUBLIC WORKS HIBBING I-299682	MAY 2025 FUEL	R	6/27/2025		28,942.00CR	180410	28,942.00
000522	STATE INDUSTRIAL PRODUCTS I-903819807	CAR & TRUCK WASH	R	6/27/2025		213.30CR	180411	213.30
000462	SULLIVAN CANDY AND SUPPLY I-704985	SNOWCONE SYRUP	R	6/27/2025		47.25CR	180412	47.25
000722	SUPER ONE FOODS - RETAIL ACCOUNTING I-00344080 I-00462404 I-00462479	GROCERY/PRODUCE/BAKERY WATER/FRUIT/DONUTS/MUFFINS GROCERY/PRODUCE/BAKERY	R R R	6/27/2025 6/27/2025 6/27/2025		149.12CR 66.81CR 162.58CR	180413 180413 180413	378.51
003881	TACTICAL SOLUTIONS PUBLIC SAFETY EQUIPMENT I-10805	CERTIFICATOINS/RADAR/LASER	R	6/27/2025		455.00CR	180414	455.00
003754	TITAN MACHINERY I-PS0791777-1	MOTOR BLOWER ASSY/HVAC CONTR	R	6/27/2025		1,650.25CR	180415	1,650.25

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005727	THE TORO COMPANY - NSN I-411847457 I-411991486	ESSENT 36 SVC MAY 2025 ESSENT 36 SVC JUNE 2025	R R	6/27/2025 6/27/2025		220.00CR 220.00CR	180416 180416	440.00
003884	UNITED STATES TREASURY I-2ND QTR25 FORM720	FORM 720/2ND QTR 25/41-6005232	R	6/27/2025		1,124.28CR	180417	1,124.28
001677	UNIVERSITY MEDICAL CENTER FAIRVIEW I-1962915/MAY 25 I-2083283/MAY 25	EMPL SCRNS/VACS/PW & PD PRE-EMPL SCRNS/PD	R R	6/27/2025 6/27/2025		303.00CR 1,320.00CR	180418 180418	1,623.00
005463	VALVOLINE INSTANT OIL CHANGE I-203876 I-204159 I-204163 I-204208 I-204250 I-204372	OIL CHANGE/6859 OIL CHANGE/8100 OIL CHANGE/8580 OIL CHANGE/6582 OIL CHANGE/3137 OIL CHANGE/4450	R R R R R R	6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025 6/27/2025		65.60CR 47.58CR 47.58CR 47.58CR 47.58CR 47.58CR	180419 180419 180419 180419 180419 180419	303.50
001513	WOLFF BODY SHOP INC. I-06/17/25 455468	2023 CHEV TRAVERSE LT1 AWD	R	6/27/2025		1,155.70CR	180420	1,155.70
005713	WSB LLC I-R-027955-000-5	DAYCARE/ROW PROF SVCS 5/31/25	R	6/27/2025		429.75CR	180421	429.75
000633	ZIEGLER, INC I-IN001943223	AIR FILTERS/CAT HYDO ADV 10-W	R	6/27/2025		874.81CR	180422	874.81
005394	ZOOBEAN INC I-35279	BEANSTACK PLUS 2025-2026	R	6/27/2025		1,080.45CR	180423	1,080.45
005317	ZUBICH, ERICA I-MINEVIEW 5/25	MINEVIEW PROF SVCS 5/31/25	R	6/27/2025		540.00CR	180424	540.00
* * T O T A L S * *					DISCOUNTS	CHECK AMT	TOTAL APPLIED	
REGULAR CHECKS:					0.00	1,132,328.81	1,132,328.81	
HANDWRITTEN CHECKS:					0.00	0.00	0.00	
PRE-WRITE CHECKS:					0.00	0.00	0.00	
DRAFTS:					0.00	0.00	0.00	
VOID CHECKS:					0.00	0.00	0.00	
NON CHECKS:					0.00	0.00	0.00	
CORRECTIONS:					0.00	0.00	0.00	
REGISTER TOTALS:					0.00	1,132,328.81	1,132,328.81	

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A / P CHECK REGISTER
**** CHECK LISTING ****

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
180389	01-000267	MN LIFE INSURANCE COMPANY	8	CHECK DATE < PAY DATE	TRAN NO#: I-JUNE 2025
180381	01-003521	MEDICAREBLUE RX	7	CHECK DATE < PAY DATE	TRAN NO#: I-JULY 2025
180417	01-003884	UNITED STATES TREASURY	11	CHECK DATE < PAY DATE	TRAN NO#: I-2ND QTR25 FO
TOTAL ERRORS: 0			TOTAL WARNINGS: 3		

6/27/2025 9:25 AM
PACKET: 03903 Regular Payments 06/27/25
VENDOR SET: 01
BANK : APBNK US BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
** POSTING PERIOD RECAP **								
FUND	PERIOD	AMOUNT						
101	6/2025	216,445.72CR						
211	6/2025	18,319.64CR						
250	6/2025	25,341.91CR						
255	6/2025	1,898.50CR						
400	6/2025	399,301.87CR						
401	6/2025	48,022.50CR						
402	6/2025	360,310.46CR						
418	6/2025	585.00CR						
602	6/2025	41,531.05CR						
603	6/2025	14,937.49CR						
610	6/2025	2,728.63CR						
612	6/2025	2,906.04CR						
ALL		1,132,328.81CR						

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
000726	US BANK FARGO I-05/25/25	LANDFILL TIP FEES 4/26-5/25/25	D	6/27/2025		52,870.80CR	001699	52,870.80
005703	SMITH HEALTH, INC. I-20250615_SRX019829	VEBA/PPO RX CLMS/JUNE 2025	D	6/27/2025		52,927.50CR	001700	52,927.50
005708	AMERIHEALTH ADMINISTRATORS I-7010201062	MEDICAL CLAIMS PAID 6/16/25	D	6/27/2025		33,038.10CR	001701	33,038.10
005708	AMERIHEALTH ADMINISTRATORS I-7010202412	MEDICAL CLAIMS PAID 6/23/25	D	6/27/2025		97,303.56CR	001702	97,303.56

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	0.00	236,139.96	236,139.96
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	4	0.00	236,139.96	236,139.96

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Carol Waselek 6/27/25 drafts

PACKET: 03904 Regular Payments 06/27/25
VENDOR SET: 01
BANK : SWPBK SWEEP BANK ACCOUNT

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
** POSTING PERIOD RECAP **								
FUND			PERIOD			AMOUNT		
603			6/2025			52,870.80CR		
805			6/2025			183,269.16CR		
ALL						236,139.96CR		

7/02/2025 1:48 PM
ACCT: 03907 REGULAR PAYMENT 07/02/25
VENDOR SET: 01
BANK : APENK US BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
001433	CITY OF HIBBING I-7/1/25 HBG PSB	BLDG PERMIT/HBG PSB	R	7/02/2025		170,784.66CR	180425	170,784.66
001402	KGM CONTRACTORS I-PAY APP#2 23RD ST	PAY APP#2/23RD ST E 6/25/25	R	7/02/2025		463,142.10CR	180426	463,142.10
005505	PARK STATE BANK I-6/18/25	2022A EQUIPMENT CERTS INTEREST	R	7/02/2025		4,043.23CR	180427	4,043.23
005740	PRECIOUS PAWS HUMANE SOCIETY OF CHISHOLM I-H.2025.03 I-H.2025.04 I-H.2025.05 KITTENS	HIBBING INTAKE CAT FEE (3) HIBBING INTAKE CAT FEE (3) HBG INTAKE KITTEN FEE (6)	R R R	7/02/2025 7/02/2025 7/02/2025		750.00CR 750.00CR 1,500.00CR	180428 180428 180428	750.00 750.00 3,000.00
003088	RANGE REGIONAL AIRPORT AUTHORITY I-9257	JUL 25 ANIM SHELT GRND LEASE	R	7/02/2025		400.00CR	180429	400.00
004131	SHRED-N-GO, INC. I-184799	SHRED SVCS THRU 6/30/25	R	7/02/2025		143.94CR	180430	143.94
005615	WIDSETH SMITH NOLTING & ASSOC., INC. I-237091	PROF SVCS 3/14/25 PUBLIC SAFET	R	7/02/2025		1,500.00CR	180431	1,500.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	7	0.00	643,013.93	643,013.93
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	7	0.00	643,013.93	643,013.93

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Cassie Temasetti
ck# 180425-180431 \$643,013.93

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
** POSTING PERIOD RECAP **								
FUND			PERIOD			AMOUNT		
101			7/2025			3,529.54CR		
255			7/2025			14.40CR		
312			7/2025			4,043.23CR		
400			7/2025			172,284.66CR		
401			7/2025			384,229.87CR		
402			7/2025			78,912.23CR		
ALL						643,013.93CR		

CITY OF HIBBING (6195543)
401 E 21ST ST
Hibbing, MN 55746-5510
United States
41-6005232

Payroll Recap & Funding
Biweekly Regular 07/03/2025

Pay Date: 07/03/2025

Payroll Overview

Payroll	Biweekly Regular 07/03/2025		
Pay Date	07/03/2025		
# Employees	200		
# Paid Employees	200		
# Regular	200		
# Pay Periods	1		
Base Compensation Changes	7		
New Hires	2		

Employee Payments

	#	EE's	\$ Amount
Direct Deposits Debited	263	200	321,553.86 ^D
Total			321,553.86
(D) POD6 UKG Payroll Services Admin Debit			-321,553.86
Your Remaining Bank Account Liability			0.00
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	41-6005232	164	41,968.02
FICA/ER	41-6005232	140	16,064.93
FICA/EE	41-6005232	140	16,064.93
MEDI/ER	41-6005232	200	6,693.83
MEDI/EE	41-6005232	200	6,693.83
SIT:MN/EE	8022766	172	19,664.00
Total			107,149.54
Your Remaining Tax Liability			107,149.54

Vendor Liabilities

	EE's	\$ Amount
AFSCME MN COUNCIL 65	1	4.20
City of Hibbing Insurance	134	148,567.86 ^D
EMPOWER	66	10,035.45
HIBBING POLICE ASSOCIATION	15	150.00 ^D
Lincoln Financial Group	18	4,363.47
MN CHILD SUPPORT PAYMENT CE	2	765.56 ^D
MN PERA	142	97,943.93
NATIONWIDE	14	2,040.00
NCPERS GROUP LIFE INS C/O ME	4	64.00 ^C
PREMIUM PROCESSING	1	24.96
Total		263,959.43
(D) POD6 UKG Payroll Services Admin Debit		-149,483.42
(C) Vendor Checks		-64.00
Your Remaining Vendor Liability		114,412.01

Total

Total	692,662.83
POD6 UKG Payroll Services Admin Debit	-471,037.28
Total of Your Responsibility	221,625.55

Recap

POD6 UKG Payroll S	Date	Bank Account #	\$ Amount
Vendor Payment SPA	07/02/2025	x0087	149,483.42
Empl. Dir. Dep. SPA	07/02/2025	x0087	321,553.86
Total Debits			471,037.28

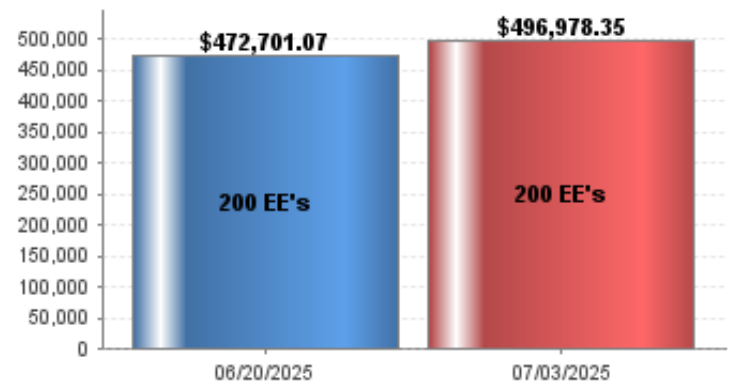
Cash Requirements: x0087

	\$ Amount
Vendor Payment SPA	149,483.42
Vendor Checks	64.00
Tax Payment	107,149.54
Empl. Dir. Dep. SPA	321,553.86
Total	578,250.82

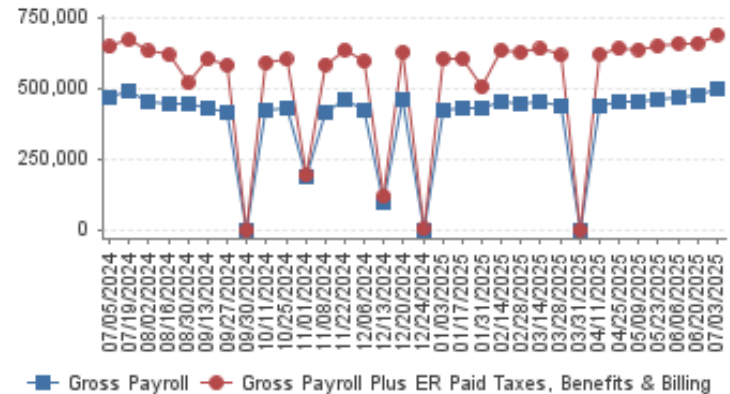
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	498,962.56	148.96
ER Deduction	171,090.47	
ER Tax (Offset)	22,758.76	
ER Tax		22,758.76
Tax		84,390.78
Deduction		92,868.96
ER Deduction (Offset)		171,090.47
Direct Deposit		321,553.86
	692,811.79	692,811.79

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Grouped By: None
Sorted By: None
Filtered By: None

Kronos SaaShr, Inc.
City of Hibbing



Generated: 07/01/2025 12:25p
Generated By: OWEN D. WALTERS
Page 1 of 1



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments:

Main Agenda

..

Consent Agenda X

Description of Agenda Item:

Travel

Strategic Initiative:

Training

Owner of Agenda Item/Department/email address/Phone:

Chief Estey
stevenestey@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Approve the out of state travel for Ethan Heyblom to attend defensive tactics instructor training in Eau Claire, WI from October 6th-10th.

Board/Commission/Committee Actions(s):

N/A

Budgetary/Fiscal Impact:

Training

Action Requested: Questions, discussion, questions, City Council Action

Council Approval

PLEASE USE THIS FORM FOR TRAVEL IN 2025



TRAVEL REQUEST FORM

(Fill Out Prior to Travel)

TRAVEL INFORMATION SECTION:	
Employee Name: Ethan Heyblom	Department: Hibbing Police Dept.
Purpose for Travel: DT Instructor GST L1 Certification	
City/State: Eau Claire, WI	Dates of Travel: 10/06/25-10/10/25

COST CALCULATION SECTION:	ESTIMATED TOTAL COST	PAID DIRECT BY CITY	EMPLOYEE PAID	ADVANCED
REGISTRATION FEE:	\$1,500			
TRANSPORTATION:				
Air Fare				
Personal Car _____ Miles @ \$0.70	Squad			
Other – Parking, Tolls, etc.				
LODGING: 5 Days @ 149.00	845.60			
ALLOWABLE MEALS:				
Breakfast <u>5</u> @ \$10.00	\$ 50			
Lunch <u>5</u> @ \$15.00	\$ 75			
Dinner <u>5</u> @ \$20.00	\$ 100			
MISCELLANEOUS:				
SALARY: <u>40</u> Hours @ <u>\$33.00</u>	\$ 1,320			
TOTAL ESTIMATED COST:	\$ 3,840.6			

Departmental Approval: 	Date:
Budget Approval:	Date:
City Administrator Approval:	Date:

Revised and Effective: 1/1/25

Stay in Eau Claire

Oct 5, 2025 - Oct 10, 2025

SpringHill Suites by Marriott Eau Claire

Expedia itinerary: 73137443587455

Reservation details

Booked

Check-in

Sun, Oct 5

4:00 PM

Check-out

Fri, Oct 10

11:00 AM

Check-in and special instructions

Check-in time starts at 4:00 PM

Location

1111 MENOMONIE ST, Eau Claire, WI, 54703 United States of America

Room details

Suite, 1 King Bed with Sofa bed

Reserved for

Ethan Heyblom, 1 adult

Requests

Non-Smoking

Change and cancellation rules

Free cancellation until Oct 3 at 11:59am (property local time)

If you cancel or change your plans, please cancel your reservation in accordance with the property's cancellation policies to avoid a no-show charge.

There is no charge for cancellations made before 11:59am (property local time) on Oct 3, 2025.

Cancellations or changes made after 11:59am (property local time) on Oct 3, 2025 or no-shows are subject to a property fee equal to the first night's rate plus taxes and fees.

Payment details

Room price

Sun, Oct 5	\$149.00
Mon, Oct 6	\$149.00
Tue, Oct 7	\$149.00
Wed, Oct 8	\$149.00
Thu, Oct 9	\$149.00
Taxes	\$100.60

Total

\$845.60
Pay at property

Your One Key rewards

You'll earn \$14.90 in OneKeyCash after this stay

Expedia support

Contact Expedia if you need help managing this itinerary.

GST L1 - Eau Claire, WI (October 6-10, 2025)

Oct 6 to 10, 2025

Eau Claire, Wisconsin - United States

☒ Select Tickets > ☒ Share Details > ☒ Request Placed

Choose
Your
Tickets

Your Order

Ticket Details

Price

Level 1 \$:
Certifica

Level 1 Certification

1 x \$1,500.00

\$1,500.00

Mat
space is
limited
and this
course is
expecte
d to sell
out in
advance.

Actual Amount

1 Ticket

\$1,500.00

***No cancellation policy: Order cancellation not allowed.**

This
ticket is

for a

GST Level 1 - Eau Claire, WI (October 6-10, 2025)

This is a **TENTATIVE** course. Early registration is highly recommended to guarantee your slot. For those traveling from out of town, we suggest holding off on booking airfare and hotel accommodations until we confirm this course is a go. We will have a definitive answer within 45 days of the course date.

Mat space is limited and we strongly recommend saving your spot if you're interested in attending. Course tuition is **non-refundable**, unless Gracie University cancels this seminar for any reason. If for any reason you cannot attend, your agency may send a replacement officer in your place. Alternatively, you may transfer your registration to a different GST course location/date as long as notice is provided at least one month prior to your originally scheduled course.

To pay with credit card, complete the registration process here. To pay by check, wire, or ACH, please select the payment method at checkout. To reserve your spot with a purchase order, or if you need a quote/invoice, please select "Reserve with a purchase order" at checkout.

You **MUST** be active (reserve/guard okay) military personnel, law enforcement personnel, corrections officers, firefighters/EMTs, probation officers, or other first responder status to participate. Active status will be verified prior to the course.

International Participants: All non-US based LE and MIL personnel must be pre-approved before registering. To begin the approval process, please contact GSTSupport@GracieUniversity.com

State Training Credit

IADLEST National Certification Program™

Course Number: 23641-2305

Total Training Time: 30 hours

Since the hosting state is a state covered by the IADLEST National Certification Program (NCP), officers from the hosting state may obtain POST credit upon successful completion of this course. If you are attending the course from out of state, you may qualify for POST credit in your state. To confirm if your state offers credit for this course, please visit GracieUniversity.com/POST or email GSTSupport@GracieUniversity.com.

At a Regular Meeting of the Hibbing City Council held on Wednesday, July 2, 2025, at 5:00 p.m. in the Hibbing City Hall Council Chamber, Councilor [INSERT NAME] offered the following Resolution and moved its adoption:

STATE OF MINNESOTA
ST. LOUIS COUNTY
CITY OF HIBBING

RESOLUTION NO. 25-07-XX

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

WHEREAS, the City of Hibbing recognizes the importance of addressing housing needs and advancing housing initiatives within its community; and

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

WHEREAS, NSDC requires the City of Hibbing to execute a memorandum of understanding to ensure both parties understand the terms of the technical assistance; and

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

WHEREAS, the City of Hibbing desires to apply for such technical assistance to help further its housing goals; and

WHEREAS, the governing body of the City of Hibbing supports the community’s participation in this program and commits to actively engaging in the technical assistance process;

NOW, THEREFORE, BE IT RESOLVED, by the City of Hibbing, Minnesota, as follows:

1. City staff are hereby authorized to submit an application to North Shore Development Co. for free technical assistance.
2. City staff are further authorized to execute a Memorandum of Understanding (attached as Exhibit A) regarding the terms of said technical assistance.

3. This Resolution serves as a demonstration of the City of Hibbing's commitment to addressing housing challenges and engaging with available technical resources to further its housing goals.

The motion to adopt the foregoing Resolution was duly supported by Councilor [INSERT NAME], and upon being put to a vote, carried as follows:

FOR ADOPTION:

AGAINST:

ABSTAINED:

ABSENT:

Passed and adopted this 2nd day of July, 2025.

CITY OF HIBBING

Pete Hyduke, Mayor

Candie Seppala, City Clerk/Dep. Admin

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between North Shore Development Co. and City of Hibbing, a Minnesota Statutory City.

1. Purpose

This Memorandum of Understanding (MOU) outlines a mutual understanding between North Shore Development Co. (“NSDC”) and the City of Hibbing to collaborate on housing-focused technical assistance.

The purpose of this relationship is to support the City of Hibbing in identifying housing needs and building local capacity to plan, coordinate, and advance development-related efforts.

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

2. Scope of Technical Assistance

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

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

NSDC’s role and ambition is to provide objective, independent, and strategic guidance. NSDC is not a legal, financial, or engineering advisor and recommends that the City of Hibbing seek professional counsel and services as needed. Therefore, both parties understand and agree that NSDC:

- Does not guarantee any specific outcome
- Is not a substitute for professional or legal counsel

- Does not replace the work of local government staff or consultants
- Is intended to offer meaningful feedback and support that helps clients move forward toward a defined goal or deliverable

3. Nature of Relationship

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

4. Mutual Responsibilities

The City of Hibbing agrees to:

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

NSDC agrees to:

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

5. Terms of Engagement

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

6. Nature of Understanding

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

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

7. Acknowledgement

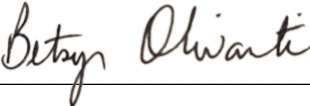
Both parties acknowledge that the assistance is being provided at no cost and that the scope is limited. This MOU reflects a shared understanding of the purpose and terms of this collaboration.

North Shore Development Co.

Jason Hale, Founder

Date: _____

The City of Hibbing

 Community Development Director

Name, Title

Date: 07/02/2025

June 24, 2025

Ms. Betsy Olivanti
City of Hibbing
401 East 21st Street
Hibbing, MN 55746
Phone: 218-312-1579
Email: BetsyOlivanti@hibbingmn.gov

Hibbing
704 East Howard Street
Hibbing, Minnesota 55746
218.263.6868
Hibbing@Widseth.com
Widseth.com

**RE: WETLAND DELINEATION AND REPORT PROPOSAL
Hibbing, MN**

Dear Ms. Olivanti:

Widseth Smith Nolting & Associates, Inc. (Widseth) appreciates the opportunity to present our proposal to you for the delineation of aquatic resources within parcel numbers 139-0050-04696, 140-0290-00607, 140-0290-00609 and 139-0050-04710 in St. Louis County, MN. It is our understanding that you would like to connect the roads on the east and west sides of the Project Area. Specifically, the approximate Project Area is included in the map below.

Below is a list of the services we will provide and an outline of the proposed schedule.

Project Scope of Services

1. Research

Widseth will review existing records/maps/surveys and existing data as required by the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual (1987 Manual). This will include aerial photos, National Wetland Inventory maps, and soil surveys.

2. Field Delineation

Widseth will analyze the hydrology, vegetation, and soils of the Project Area to determine what areas must be classified as wetlands. The delineation will be performed using the methods outlined in the 1987 Manual, the standard practice required under the Minnesota Wetland Conservation Act (WCA) and by the U.S. Army Corps of Engineers. We will stake the wetland areas for visual reference. We will survey the wetland boundaries and sample point locations with GPS equipment.

3. Report

Widseth will prepare a report for the Project Area summarizing and discussing our findings and include site maps and aerial photos showing the location of delineated areas. The report will document the delineation methodology and provide detailed Field Data Sheets. The report will use the methods and include the information required by the regulatory agencies to address wetland concerns.

4. Attend WCA Technical Evaluation Panel Meeting

Widseth will attend the WCA Technical Evaluation Panel (TEP) meeting on your behalf.

5. Additional Services Available

Submit wetland application to agencies. If wetland impacts are anticipated an application may be required, prior to working within the wetlands. This is not included in this scope of work.

Proposed Schedule

The following is a schedule outline for the wetland delineation:

June – July 2025

- On-site wetland delineation
- Complete wetland report
- Submit joint application and wetland report to agencies for review (60 days)
- Meet TEP onsite (if available)

August – September 2025

- Receive Notice of Decision

Proposed Fee

Our estimated fee for the above scope of work is \$3,800.00.

This price is effective until July 25, 2025.

Thank you again for this opportunity, we look forward to working with you. Attached to this proposal you will find our General Provisions sheet. Please review all of this information, sign and date below and return to us via email.

Sincerely,

WIDSETH

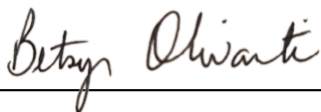


Mike Pederson
Director of Environmental Services, CMWP #1265

BY: 

Blaine M. Green, P.E., V.P.

ACCEPTED: Widseth is authorized to perform the scope of work in accordance with the attached general provisions and proposed fees.

BY: 

DATE: 06/24/2025



LEGEND

- PROPOSED BITUMINOUS ROADWAY
- PROPOSED CONCRETE WALK / DRIVEWAY
- PROPOSED B624 CURB & GUTTER

PROPOSED 40TH STREET WEST LAYOUT

LHB | CITY OF HIBBING



General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

June 24, 2025

Jaylen Strong, THPO
Bois Forte Band (Nett Lake) of the Minnesota Chippewa Tribe
1500 Bois Forte Road
Tower, MN - 55790

Subject: THPO Consultation Request

Haven Court Apartments

417 East 32nd Street
Hibbing, St. Louis County, Minnesota 55746
Parcel ID #: 140-0098-2270, 140-0098-2280, and 140-0098-2290
Latitude: 47.413576, Longitude: -92.936363

Dear THPO Strong,

The City of Hibbing is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the City of Hibbing has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

The City of Hibbing will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

PRESENT CONDITION OF THE SITE:

The subject property consists of four (4) two-story multi-family apartment buildings with basements, fifteen (15) two-story multi-family townhome buildings with basements, four (4) two-story multi-family duplex buildings with basements, and one (1) single-story Project Free Care Clinic building with a basement, all of which were constructed in 1952. The subject property structures contain a total of one hundred and one (101) multi-family residential dwelling units and are situated on approximately 6.45 acres of land. The subject property contains a gross building area of approximately 78,897 square feet. Located within the Project Free Care Clinic building are a medical clinic, laundry facilities, and one (1) multi-family residential unit. Exterior property improvements include landscaped regions and asphalt parking areas. The subject property is proposed for demolition, with the exception of the Project Free Care Clinic, which will be substantially rehabilitated.

AREA OF POTENTIAL EFFECT (APE):

The Sponsor is submitting this project to the HUD Special Applications Center (SAC) for the demolition of the existing multi-family residential apartment complex and the disposition of the one (1) multi-family residential unit located within the Project Free Care Clinic.

DIRECT APE HISTORY:

According to the reviewed subject property historical information, the subject property consisted of undeveloped grassland from at least 1941 until construction of the current subject property structures in

1952. There was a substantial rehabilitation in 1994 which replaced roofs, windows, furnaces, cabinets, aluminum siding, exterior doors, and electrical panels as needed. Entrances, including concrete porches, stucco columns, and wood porch roofs were also added during this rehabilitation. Vicinity structures within the APE date to the 1940s.

REVIEW OF HISTORIC PROPERTY LISTINGS:

A review of the National Register of Historic Places and the Minnesota Statewide Historic Inventory accessed at <https://mnship.gisdata.mn.gov/public-map>, indicates that the subject property structures and the vicinity properties within the APE are not listed on the National Register of Historic Places; are not located within, or adjacent to, a Historic District; and are not listed as local landmarks. Based on the date of construction (1952), the property structures are older than 45 years; however, the structures do not retain full historical integrity, due to the 1994 rehabilitation which replaced numerous features identified above. In addition, none of the buildings have known association with historic events or significant persons or the history of the area, and none appear to embody significant or distinctive architectural characteristics of a particular type, period, or method of construction that would qualify these above ground resources as eligible for listing on the NRHP under Criterion C.

Should the proposed work or project area change, these recommendations may not apply, and additional fieldwork may be necessary. Should unanticipated archaeological or historical resources be encountered during any future activities, all ground-disturbing activity in the vicinity of the find should be halted and the Minnesota SHPO notified immediately.

In the event that Native American ancestral remains, funerary objects, sacred objects, and objects of cultural patrimony are discovered during the proposed work, they will be treated with respect, secured, and protected until such a time as the appropriate action has been determined, in accordance with applicable state statutes.

Minnesota state law provides specific protocol for the discovery of human remains, funerary objects, sacred objects, and objects of cultural patrimony on non-federal public and private land. If human remains are discovered, all work will halt near the discovery site, and the remains will be protected. All human remains will be assumed to be Native American unless proven otherwise. Immediately notify the Minnesota State Police, the SHPO, the appropriate Tribes, and the Commission on Indian Services. No remains or associated artifacts will be removed without authorization.

To meet project timeframes, if you would like to be a consulting party on this project, please let us know of your interest within 30 days. If you have any initial concerns with the impact of the project on religious or cultural properties, please note them in your response.

Enclosed are site maps that show the project area and, if applicable, an additional area of potential indirect effects. Also attached are property photographs.

More information on the Section 106 review process is available at <http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at <https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, please inform us. If you do wish to consult, please include in your reply the name and contact information for the tribe's principal representative in the consultation. Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

City of Hibbing

ID	Tribal Name	Last Name	First Name	Title	Street Address	City	State	Zip Code
1	Apache Tribe of Oklahoma	Tselee	Matthew	Chairman	PO Box 1330	Anadarko	OK	73005
2	Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	Blanchard	Robert	Chairman	72682 Maple Street	Ashland	WI	54806
3	Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	Leoso	Edith	THPO	P.O. Box 39	Odanah	WI	54861
4	Bois Forte Band (Nett Lake) of the Minnesota Chippewa Tribe	Chavers	Catherine	Chairman	5344 Lakeshore Drive	Nett Lake	MN	55772
5	Bois Forte Band (Nett Lake) of the Minnesota Chippewa Tribe	Strong	Jaylen	THPO	1500 Bois Forte Road	Tower	MN	55790
6	Cheyenne and Arapaho Tribes, Oklahoma	Bear	Max	THPO	700 Black Kettle Blvd	Concho	OK	73022
7	Cheyenne and Arapaho Tribes, Oklahoma	Wassana	Reggie	Governor	100 Red Moon Circle	Concho	OK	73022
8	Fond du Lac Band of the Minnesota Chippewa Tribe	Dupuis	Kevin	Chairman	Fond du Lac Center 1720 Big Lake Road	Cloquet	MN	55720
9	Fond du Lac Band of the Minnesota Chippewa Tribe	Schroeder	Evan	Tribal Historic Preservation Officer	1720 Big Lake Road	Cloquet	MN	55720
10	Fort Belknap Indian Community of the Fort Belknap Reservation of Montana	Blackwolf	Michael	THPO	656 Agency Main Street	Harlem	MT	59526
11	Fort Belknap Indian Community of the Fort Belknap Reservation of Montana	Stiffarm	Jeffery	President	158 Tribal Way	Harlem	MT	59526
12	Grand Portage Band of the Minnesota Chippewa Tribe	Deschampe	Robert	Chairman	83 Steven Road	Grand Portage	MN	55605
13	Grand Portage Band of the Minnesota Chippewa Tribe	Hull	Rob	THPO	P.O. Box 428	Grand Portage	MN	55605
14	Keweenaw Bay Indian Community, Michigan	Blaker	Doreen	President	16429 Beartown Road	Baraga	MI	49908
15	Keweenaw Bay Indian Community, Michigan	Connor	Alden	THPO	16429 Beartown Road	Baraga	MI	49908
16	Lac Vieux Desert Band of Lake Superior Chippewa Indians of Michigan	Williams	James	Chairman	N4698 Us Hwy 45	Watersmeet	MI	49969
17	Lac du Flambeau Tribe, Lac du Flambeau Band of Lake Superior Chippewa Indians	Johnson	John	President	418 Little Pines Road	Lac du Flambeau	WI	54538
18	Lac du Flambeau Tribe, Lac du Flambeau Band of Lake Superior Chippewa Indians	Thompson	Sarah	Tribal Preservation Officer	P.O. Box 67	Lac Du Flambeau	WI	54538
19	Menominee Indian Tribe of Wisconsin	Grignon	David	Tribal Historic Preservation Officer	P.O. Box 910	Keshena	WI	54135
20	Menominee Indian Tribe of Wisconsin	Kakkak	Gena	Chairwoman	W2908 Tribal Office Loop Road	Keshena	WI	54135
21	Mille Lacs Band of Ojibwe (The Mille Lacs Band of the Minnesota Chippewa Tribe Mille Lacs Band of Ojibwe)	Benjamin	Melanie	Chief Executive	43408 Oodena Drive	Onamia	MN	56359
22	Mille Lacs Band of Ojibwe (The Mille Lacs Band of the Minnesota Chippewa Tribe Mille Lacs Band of Ojibwe)	Wilson	Mike	Tribal Preservation Officer	43408 Oodena Drive	Onamia	MN	56359
23	Minnesota Chippewa Tribe	Chavers	Catherine	President	15542 State 371 NW	Cass Lake	MN	56633
24	Upper Sioux Community, Minnesota	Jensvold	Kevin	Chairman	5722 Travers Lane	Granite Falls	MN	56241
25	Upper Sioux Community, Minnesota	Odegard	Samantha	THPO	P.O. Box 147, 5722 Travers Lane	Granite Falls	MN	56241
26	White Earth Band of Minnesota Chippewa	Arsenault	Jaime	THPO and NAGPRA Representative	PO Box 418	White Earth	MN	56591
27	White Earth Band of Minnesota Chippewa	Fairbanks	Michael	Chairman	5500 Eagle View Road	White Earth	MN	56591



In partnership with BARR Engineering

PROPOSAL FOR HIBBING DOWNTOWN DISTRICT TRAFFIC & PARKING STUDY

Primary Contact
Lance Bernard
(320) 420-7768
lbernard@transportationcollaborative.com



Subject: Hibbing Traffic and Parking Study

Dear Mr. Story,

Transportation Collaborative & Consultants (TC2) is pleased to present the proposal for the Hibbing Downtown District Traffic and Parking Study. TC2, a certified DBE firm, was formed in 2021 with a **vision to help move people through collaboration among communities and organizations to create sustainable solutions that meet their needs today, while also providing for future generations.** We feel this vision aligns well with the City of Hibbing and its partners.

TC2 has a combined 75-plus years of transportation system planning, community engagement, traffic engineering, and parking experience. Our team has worked on traffic and planning studies at a variety of scales, from a detailed analysis of a single site to a corridor study extending several miles while collaborating with multiple agencies and private partners. We have the experience, knowledge, and efficiency to complete this study for the City of Hibbing in a cost-effective and innovative way.

The TC2 team will be led by Matt Pacyna, PE, a co-founder of TC2 with over 20 years of experience in traffic engineering and transportation planning. Matt has built his career specializing in transportation studies for both public and private entities. Supporting Matt is Lance Bernard, who also brings more than 20 years of expertise in parking and transportation planning. Additionally, **Barr Engineering will contribute to the team by providing data collection support, including parking surveys.**

Our team brings wealth of industry knowledge, public/private agency respect, and a collaborative passion for finding solutions that create the best project for all involved. Please reach out with any questions you may have. We look forward to collaborating with the City of Hibbing.

Sincerely,



Matt Pacyna, PE
President
(612) 464-3800
mpacyna@transportationcollaborative.com



Lance Bernard
Director of Planning
(320) 420-7768
lbernard@transportationcollaborative.com

FIRM OVERVIEW



Transportation Collaborative & Consultants, LLC (TC2) is a transportation planning and engineering firm founded in 2021. We've collectively been in the industry for over 75 years and have worked on countless projects across the Midwest. Our team of experts have extensive experience in transportation planning, community engagement and meeting facilitation, bicycle/pedestrian system planning, traffic and parking analysis, vehicular and multimodal safety analysis, conceptual roadway design, and project management. Our diverse team, experience, and background, along with our familiarity of best practices will provide the City with a trusted team and consistent approach.

We understand that successful project delivery requires a team that is responsive, efficient, respected, and can effectively communicate with a wide range of agencies and stakeholders. We will act as an extension of City staff and seamlessly collaborate as one. As a small firm, we have a dynamic, Results Orientated Work Environment (ROWE) that allows us as individuals and a company to thrive and quickly respond to our clients needs. TC2 is committed to supporting communities through inclusive collaboration, strategic technical guidance and effective communication.

TECHNICAL SERVICE AREAS



TRAFFIC ENGINEERING

- Design Concepts
- Traffic Impact Studies
- Intersection Control Evaluations
- Traffic Safety
- Crossing Evaluations



TRANSPORTATION PLANNING

- Multimodal Systems
- Funding Strategy
- Corridor Studies
- Safe Routes to School
- Parking Studies



COMMUNITY ENGAGEMENT

- Strategy Development
- Meeting Facilitation
- Public Participation
- Story Maps
- Focus Groups

BARR ENGINEERING

Being an employee-owned company, Barr's success is directly tied to yours. We listen carefully to understand what's most important to your organization and stakeholders. We invest deeply, planning and implementing solutions tailored to your needs.



Barr team members choose to work on projects that leverage their expertise and inspire their best thinking. This approach is foundational to achieving your goals, creating sustainable outcomes, and providing fulfilling experiences for our people. With more than 700 employees across Minnesota spanning over 45 engineering and technical disciplines, our team is ready to tackle the complexities and surprises that arise throughout a project.

TC2 CONTACT INFORMATION

Lance Bernard

219 N 2nd St #402, Minneapolis, MN 55401
(320) 420-7768

lbernard@transportationcollaborative.com

TC2 REFERENCES

Joe Powers, PE

City Engineer
City of Richfield
(612) 861-9791

jpowers@richfieldmn.gov

Randy Newton, PE, PTOE

Traffic Engineer
City of Saint Paul
(612) 266-6200

randy.newton@ci.stpaul.mn.us

Ben Gutknecht

Planning Manager
City of Stillwater
(651) 420-8818

bgutknecht@stillwatermn.gov

John Hagen, PE, PTOE

Transportation Engineer
City of Maple Grove
(763) 494-6364

jhagen@maplegrovern.gov

Firm Details

TC2 is a Limited Liability Company - Partnership that is DBE, ESBE, MBE, SBE. Certified with 9 employees.

Please visit the TC2 website for more information on our team:

www.transportationcollaborative.com

KEY PERSONNEL

TC2's team brings a diverse range of experience in successfully delivering projects similar to this one. To enhance the study's data collection efforts, we have partnered with BARR Engineering.

BACKGROUND

Bachelor of Arts, Community Development/Urban Affairs, St. Cloud State University (2003)

EXPERTISE

PROJECT MANAGEMENT

Project Development
Stakeholder Coordination

TRANSPORTATION PLANNING

Paring Studies
Corridor Studies
Transportation Plans

COMMUNITY ENGAGEMENT

Strategy Development
Meeting Facilitation
Community Connections

COMMUNITY PLANNING

Land Use Plans
Comprehensive Plans
Sub Area Studies
Grant Writing



LANCE BERNARD

Parking and Planning

Lance recently joined TC2 and brings over 20 years of experience leading a variety of planning projects. Lance's work has touched on all aspects of planning, including comprehensive/land use plans, neighborhood studies, public health initiatives, expanded multimodal planning, corridor studies, parking and micro-mobility assessments, asset management, and grant funding coordination. His approach is built on trust and genuinely listening to community needs, aspirations, and desires.

RELEVANT PROJECT EXPERIENCE

- DOWNTOWN DULUTH AND CANAL PARK PARKING STUDY
- DOWNTOWN STILLWATER PARKING OPERATIONS, MANAGEMENT, AND WAYFINDING PLAN
- DOWNTOWN PARKING STUDIES (E.G., VICTORIA, WHITE BEAR LAKE, LAKEVILLE, PRIOR LAKE, WILMAR, MINNEAPOLIS, AND SAINT PAUL)
- CITY OF ST. PAUL RESIDENTIAL PARKING PERMIT REVIEW
- TOWERSIDE INNOVATION DISTRICT - MOBILITY AND PARKING STUDY



LANCE BERNARD

Parking & Planning



DOMINIC VILLANUEVA

Traffic Safety



MATT PACYNA

Traffic Engineering



SAMANTHA MATUKE

Engagement & Planning

BACKGROUND

BACHELOR OF CIVIL ENGINEERING
U OF MN (2005)

PROFESSIONAL ENGINEER
LICENSURE, MN-47670, ND-7630, WI-43842-6

EXPERTISE

PROJECT MANAGEMENT
Entitlement Assistance

TRANSPORTATION PLANNING

Corridor Studies
Safe Routes to School
Access Management

COMMUNITY ENGAGEMENT

Meeting Facilitation
Public Participation

TRAFFIC ENGINEERING

ICE Reports
Parking Studies
Safety Evaluations
Traffic Studies



MATT PACYNA, PE

Traffic Engineering

Matt Pacyna co-founded TC2 in 2021 in partnership with Craig Vaughn. Matt has 20 years of traffic engineering, transportation/multimodal planning, and preliminary design experience. He has led a wide range of traffic and transportation studies for cities, counties, and planning organizations as well as private developers. His understanding of traffic analysis needs, balanced with his background in traffic engineering, transportation planning, and project management experience provides the team with an exceptional resource to lead and guide projects. Matt develops strategic and cost-effective solutions to complex situations, and brings a creative spirit and technical understanding of design criteria and standards which allows him to bring new ideas to his projects.

RELEVANT PROJECT EXPERIENCE

- DOWNTOWN VICTORIA MIXED USE DEVELOPMENT TRAFFIC AND PARKING STUDY
- FERNBROOK LANE CORRIDOR STUDY (MAPLE GROVE)
- DOWNTOWN DILWORTH HIGHWAY 10 TRAFFIC STUDY
- CSAH 40/GLENWOOD AVE ADA RETROFIT (MINNEAPOLIS)
- KNOX AVENUE TRAFFIC/PARKING REVIEW (BLOOMINGTON)

KEY PERSONNEL

(continued)

BACKGROUND

BACHELOR OF MATHEMATICS
UNIVERSITY OF ST. THOMAS

EXPERTISE

TRANSPORTATION PLANNING

Corridor Studies
Traffic Operations
Pedestrian/Bicycle Analysis
Crash/Safety Analysis
Access Management

COMMUNITY ENGAGEMENT

Feedback Analysis
Public Participation

TRAFFIC ENGINEERING

Data Analytics
ICE Reports
Parking Studies
Traffic Studies



DOMINIC VILLANUEVA

Traffic Safety

Dominic Villanueva is a data analyst that joined TC2 in 2022. He employs strong analytical skills that helps translate transportation data and community feedback into key trends that lead to actionable outcomes. He leads TC2's safety evaluations and has developed processes, tools, and visualizations to identify safety trends and hotspots, while also developing strategic safety countermeasures. In addition to data collection and analysis, he highly values conversations with community and connecting with project stakeholders to understand their needs.

RELEVANT PROJECT EXPERIENCE

- FERNBROOK LANE CORRIDOR STUDY
- CSAH 22 (LYNDALE AVENUE) RECONSTRUCTION
- CSAH 152 (CEDAR AVENUE) RECONSTRUCTION
- ANOKA COUNTY CSAH 54 CORRIDOR STUDY
- STEARNS COUNTY CSAH 1 CORRIDOR STUDY
- WASHINGTON COUNTY SCANDIA CITY CENTER STUDY
- RECONNECT RONDO MASTER PLAN
- ELM ROAD INTERSECTION SAFETY REVIEW
- AURORA VILLAGE CENTER INFILL TRAFFIC REVIEW



LANCE BERNARD

Parking & Planning



MATT PACYNA

Traffic Engineering



DOMINIC VILLANUEVA

Traffic Safety



SAMANTHA MATUKE

Engagement & Planning

BACKGROUND

B.S. ARCHITECTURE
UNIVERSITY OF MINNESOTA
M.S., CITY & REGIONAL
PLANNING
CORNELL UNIVERSITY

EXPERTISE

TRANSPORTATION PLANNING

Multimodal Planning
Corridor Studies
Safe Routes to School
Capacity/Congestion Analysis

COMMUNITY PLANNING

Land Use Planning
Comprehensive Planning
Zoning Updates

COMMUNITY ENGAGEMENT

Meeting Facilitation
Public Participation

GRAPHIC DESIGN

Content Creation
Logo & Visual Design
Web Design



SAMANTHA MATUKE

Engagement & Planning

Samantha Matuke joined the TC2 team in 2022 as a Planning, Project Manager. She is experienced in community and transportation planning, public engagement, graphic design, grant writing, and urban design. With an educational background in Architecture and City Planning, she brings a unique perspective to all her projects. Sam believes her role as a planner is to bring tools and resources to communities, which they can utilize to

RELEVANT PROJECT EXPERIENCE

- DOWNTOWN STILLWATER WAYFINDING PLAN
- OPPORTUNITY DRIVE OPERATIONS STUDY
- FERNBROOK LANE CORRIDOR STUDY
- RAMSEY COUNTY ALL-ABILITIES 2050 PLAN
- MNDOT DISTRICT 8 URBAN ROADWAY PRIORITIZATION STUDY
- OTTER TAIL COUNTY TRANSPORTATION PLAN
- HENNEPIN COUNTY VMT REDUCTION ASSESSMENT
- ANOKA COUNTY CSAH 54 CORRIDOR STUDY

Scope of Work

The following tasks and deliverables are intended to be completed over an 8-to-10-month period, organized into three phases (see sidebar).

TASK 1. PROJECT MANAGEMENT

TC2 will oversee project coordination and maintain consistent communication with the City of Hibbing's Project Manager. Regular progress updates will be shared through project management meetings.

Task 1 Deliverables

- Biweekly check-ins (virtual) with the project manager
- Monthly invoices and status updates

TASK 2. COMMUNITY ENGAGEMENT

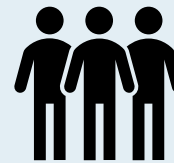
A Public Participation Plan (PPP) will be implemented, including a survey and interactive map to collect feedback on existing conditions. We will also work with the city to develop a list of stakeholders such as business owners, employees, and residents to participate in listening sessions. The goal is to understand parking and traffic needs, concerns, and experiences. The engagement process will ensure broad community input through diverse response opportunities. We will also present findings and recommendations at two Economic Development Authority meetings and two City Council meetings (see schedule for when we anticipate these to occur in the planning process).

Task 2 Deliverables

- Public Participation Plan (PPP)
- Prepare for and attend up to two (2) Economic Development Authority meetings
- Prepare for and attend up to two (2) City Council meetings
- Facilitate two (2) downtown business/property owner listening sessions
- Develop a community-wide survey and an interactive map
- Documentation of public engagement findings

PHASED APPROACH

Our scope of work will occur in three different phases.



PHASE I: UNDERSTAND

We will collaborate closely with the City and its stakeholders to gain a thorough understanding of current issues and needs. This phase will be supported by data-driven analysis and enriched by stakeholder input to ensure a comprehensive perspective.



PHASE II: EXPLORE

We will explore a wide range of possibilities to address downtown Hibbing's parking and traffic challenges. Our recommendations and strategies will prioritize supporting the downtown's vitality and preserving its unique charm.



PHASE III: AGREE

Our objective is to build consensus on a preferred set of recommendations. While achieving complete agreement may not be feasible, we will strive to find common ground and clearly communicate the costs and benefits of each recommendation to facilitate informed decision-making.

TASK 3. ISSUES AND NEEDS

The initial phase of the study will involve a comprehensive review of existing conditions to identify and document issues and needs. Field observations and data analysis will help identify peak and low-demand periods for parking utilization and traffic flow. This task will include the following activities:

- **Parking Supply:** Verify existing parking facilities, including public and private on-street and off-street spaces, ADA-compliant parking, and loading zones.
- **Parking Surveys:** Collaborate with the city to determine optimal days and times for collecting parking utilization data. We recommend conducting surveys on at least six days, capturing counts between 7 a.m. and 7 p.m. These surveys should include a mix of typical weekdays during both winter and summer months to account for seasonal variations and ensure a comprehensive understanding of parking demand patterns.
- **Traffic Operations:** Collaborate with agencies to obtain necessary information, including historical traffic counts and signal timing information. We anticipate collecting up to 13-hours of traffic counts at ten (10) intersections during a typical weekday (Tuesday through Thursday) to identify traffic volumes and travel patterns.

Intersection capacity (i.e., LOS / Queuing) will be reviewed during the a.m. and p.m. peak hours and will be used to identify potential issues and evaluate potential improvements. This task will include a review of roadway geometry, access, traffic controls, and multimodal facilities.
- **Crash Analysis:** Collect and analyze up to five (5) years of crash history in the study area to identify any trends/hotspots, as well as to compare crash/severity rates to intersections with similar characteristics.
- **Parking Generation Model:** Create a tailored parking generation model designed to evaluate future development scenarios and land use changes, assessing their potential impact on the existing parking demand and supply. The model will incorporate inputs such as zoning requirements, parcel records, and parking utilization counts. The final product will be a practical tool for the city to track and monitor parking utilization and effectively assess parking needs for future developments.
- **Transportation Infrastructure:** Collect information on the physical conditions along the project corridor including, but not limited to, drive lane width, lane configuration, parking, bike lanes and facilities, sidewalks, crosswalks, and intersection traffic controls.

Task 3 Deliverables

- Parking utilization counts
- Traffic operations analysis for up to ten (10) intersections
- Crash analysis using the last five (5) years of data
- Customized parking generation model
- Documentation of existing needs and issues



We have partnered with BARR Engineering to assist with local data collection efforts, with Marcy Bean, Landscape Architect serving as the primary point of contact.

TASK 4. RECOMMENDATIONS & STRATEGIES

Based on the data and analysis, we will propose actionable recommendations to address parking and traffic issues, focusing on improving efficiency, operations, and accessibility. This will include potential redesigns for traffic control devices and parking configurations to ensure the downtown area operates smoothly and effectively.

We will adopt a district-wide parking approach, focusing on recommendations and strategies to optimize the use of existing parking spaces. These recommendations will be reviewed with stakeholders to evaluate their feasibility and gather input for successful implementation. Potential strategies include:

- **Reconfigure On- or Off-Street Parking:** Optimize the layout of parking spaces to improve accessibility, compliance with ADA standards, and traffic flow, while potentially enhancing multimodal facilities or crossings.
- **Public/Private Partnership:** Identify the roles and responsibilities the city and property owners/business have in maintaining and operating the downtown's parking supply.
- **Regulations:** Adjust parking time limits, enforcement policies, or zoning codes to better manage turnover and ensure availability for various users.
- **Shared Parking Agreements:** Encourage partnerships between businesses and property owners to share underutilized private lots, especially during off-peak hours, to maximize the downtown's parking supply.

- **Expansion:** Identify opportunities to increase the overall parking supply through the development of new lots or repurpose underutilized lots to meet current and future demand.
- **Traffic Improvements:** Determine what improvements (e.g., access control or traffic control) are needed to provide safe and efficient operations for all users within the study area.
- **Wayfinding:** Develop a wayfinding plan that directs people to underutilized parking lots, while helping people navigate throughout the downtown.
- **Marketing Materials:** Create marketing materials and digital content that clearly communicates parking options.
- **Event Parking:** Develop plans to manage parking demand during peak event times, such as designated event parking zones or temporary shuttle services.
- **Technology:** Leverage tools such as parking apps to enhance the user 's experience and streamline parking management.



Downtown Stillwater Parking Operations, Management & Wayfinding Plan

These strategies, when tailored to the City's specific needs, will enhance parking/traffic operations and management, and support the vitality of the downtown area.

Task 4. Deliverables

- Parking operations and management plan
- Traffic operations and management plan
- Parking strategy and traffic operations evaluation matrix
- Documentation of the recommendations, including an implementation schedule and planning-level cost estimates

TASK 5. FINAL REPORT & APPROVAL

The final deliverable will include a detailed report with GIS-based maps, spreadsheets, and a narrative summarizing findings, methodologies, and recommendations. The report will serve as a comprehensive guide for improving downtown Hibbing's traffic and parking systems. We will assist staff in presenting the final plan to the City Council for adoption.

Task 5 Deliverables

- Final report
- GIS-based maps, spreadsheets, and data collected
- Presentation used for meetings

MEANINGFUL SOLUTIONS

Parking and traffic solutions need to be balanced accordingly to maintain the identity and character of a downtown. We understand that parking is more than a logistical challenge; it affects accessibility, economic activity, and the overall downtown experience.

Our team works closely with stakeholders to develop strategies that improve parking efficiency without changing what makes a place unique. Through thoughtful design, data-driven analysis, and community input, we create meaningful solutions that enhance mobility and support local businesses, while preserving the qualities that make a downtown successful.

Schedule

We anticipate the study unfolding over an 8-to-10-month period, organized into three phases.

	Phase I: Understand				Phase II: Explore			Phase III: Agree	
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Project Management	Ongoing								
Bi-Weekly PMT Meetings	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●
2. Community Engagement	Ongoing								
Public Participation Plan (PPP)	●								
EDA Meeting #1				●					
Downtown Listening Sessions #1				●					
Community Wide Survey/Issues Map			●						
3. Issues and Needs									
Parking Surveys & Analysis	●		●						
Traffic and Safety Assessment	●								
Parking Generation Model									
City Council Meeting #1					●				
4. Recommendation and Strategies									
Explore the Possibilities									
Develop Implementation Plan									
Downtown Listening Sessions #2						●			
EDA Meeting #2						●			
5. Final Report & Approval									
Prepare Final Plan									
City Council Meeting #2									●

TRAFFIC ENGINEERING & TRANSPORTATION SERVICES

TC2 has the experience, resources, staff, and relationships to assist the City of Hibbing on a wide-range of traffic engineering, parking, and planning needs. We pride ourselves on a holistic approach built upon collaboration, with a comprehensive understanding of the relationship between land use, transportation planning, and traffic operations and engineering. Although the specific services needed will vary, our overall objective is to provide reliable, efficient, and high-quality services throughout our partnership, no matter the task. Our team is well equipped and experienced in a variety of traffic operations roles, analysis, and related support, including key areas such as:

- Safety/Crash History Assessments
- Intersection Control Evaluations (ICE)
- Data Collection
- Parking Supply/Demand
- Event Traffic Management
- Neighborhood Studies/Traffic Calming
- Infrastructure/Asset/Database Management
- Pedestrian Facilities
- Access Management
- Travel Behavior (O-D/Speed/Travel-Time/Delay/Gap)
- Capacity Analysis/Simulation - Level of Service/Queuing
- Multimodal Operations, Planning, and Concept Design
- Citizen/Public Participation
- Project Management/Multi-Agency Collaboration
- Travel Demand Management Plans
- Bicycle Operations and Facility Design
- SRTS Engineering and Planning
- Special Studies, Parking, and Origin-Destination
- Grant Applications/Funding Assistance
- Maps/Graphics (e.g., Concepts and Layouts)

TC2 will provide **reliable, efficient, and high quality services** throughout our partnership, no matter the task.

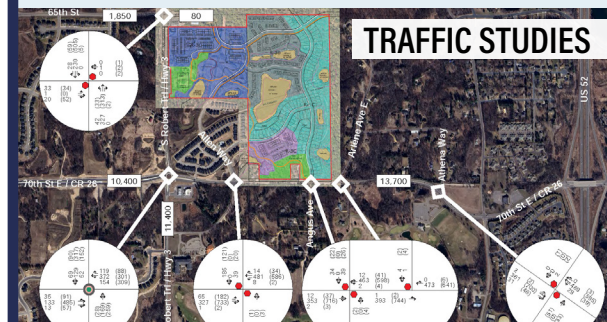
PARKING STUDIES



SAFETY EVALUATIONS



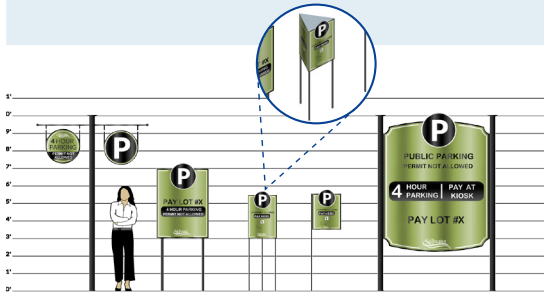
TRAFFIC STUDIES



PROJECT HIGHLIGHTS

Since September 2021, TC2 has worked on a diverse range of Traffic Engineering and Transportation projects, as highlighted:

SIGNAGE SET 1



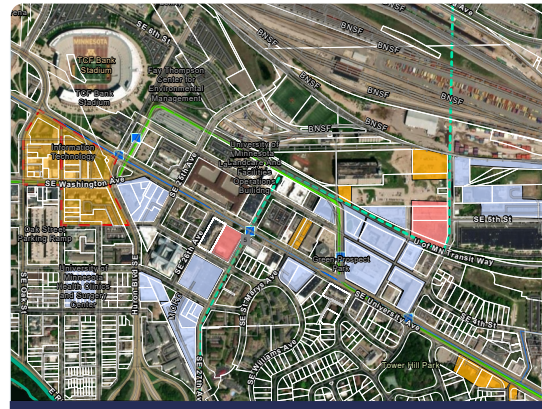
Downtown Stillwater Parking Operations, Management, and Wayfinding Plan

City of Stillwater

Status: Summer 2024 - Winter 2024

Goal: Build on the team's previous work that identified parking operation and management solutions and to develop a comprehensive wayfinding plan that enhances the user experience and strategically considers the placement of pay stations.

Relevance:
Parking Study



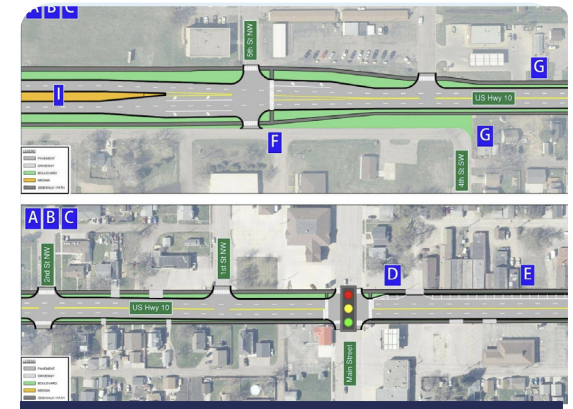
TOWERSIDE INNOVATION DISTRICT DISTRICT - MOBILITY & PARKING MANAGEMENT FRAMEWORK UPDATE

Metro Transit

Status: Fall 2024

Goal: Build on the team's previous work (parking and traffic studies) in the neighborhood and establish interim parking strategies to address both current and future needs. These strategies adopt a district-wide parking approach while preserving the area's unique identity. The updated plan introduces a preferred solution that recommends the development of a mobility hub.

Relevance:
Parking Study



HIGHWAY 10 CORRIDOR STUDY (DOWNTOWN DILWORTH)

City of Dilworth & MnDOT

Status: Summer 2023

Goal: Evaluate crash history and traffic/multimodal activity to understand community safety concerns and identify potential low-cost/high-benefit solutions for quick implementation, as well as long-term solutions such as a traffic control and on-street parking changes.

Relevance:
Intersection Safety Evaluation

PROJECT HIGHLIGHTS (continued)



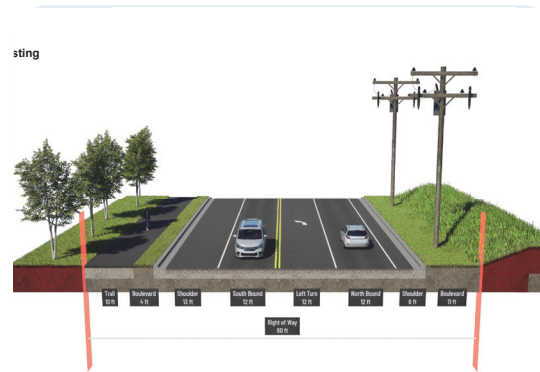
JACKSON STREET EXPERIMENTAL BIKE SIGNAL REVIEW

City of Saint Paul

Status: Summer 2024 - Present

Goal: Conduct follow-up study of experimental bicycle infrastructure on Jackson Street to determine overall effectiveness. Review multimodal activity, crash history, compliance, and coordinate with FHWA MUTCD representatives.

Relevance:
Traffic Infrastructure Evaluation



FERNBROOK LANE CORRIDOR STUDY

City of Maple Grove

Status: Winter 2023 - Fall 2024

Goal: Evaluate and understand existing and future corridor issues/needs (traffic operations) and identify a corridor vision that provides safety and mobility for all users

Relevance:
Transportation Planning



RICHFIELD COMMUNITY CENTER PARKING STUDY

City of Richfield

Status: Summer 2024 - Winter 2024

Goal: Assess the parking needs for a future community center and its impacts to the adjacent park and neighborhoods, while finding strategies to reduce the demand for parking and encourage walking and biking. TC2 team members have provided ongoing transportation planning support over the years, including project development reviews and assessments of their impacts to the transportation network.

Relevance:
Parking

FEE ESTIMATE

If selected, we will collaborate with the City to define a project scope that aligns with budget expectations. We anticipate the project cost to range from \$50,000 to \$60,000, depending on the number of in-person meetings (vs. virtual), parking surveys, and intersection evaluations required.

COST ESTIMATE

Task	Low	High
Task 1: Project Management	\$4,000	\$6,000
Task 2: Community Engagement	\$10,000	\$12,000
Task 3: Issues and Needs	\$17,000	\$19,000
Task 4: Recommendations and Strategies	\$8,000	\$10,000
Task 5: Final Report and Approval	\$3,000	\$4,000
Expenses (e.g., Data Collection and Mileage)	\$8,000	\$9,000
Total Est.	\$50,000	\$60,000

2025 TC2 FEE SCHEDULE (\$/HOUR)

Principal	\$190 - \$275
Director	\$175 - \$225
Senior Project Manager	\$150 - \$200
Project Manager	\$135 - \$185
Lead Engineer/Planner/Analyst	\$115 - \$165
Engineer/Planner/Strategist	\$90 - \$140
Graphic Designer/Administration/Specialist	\$70 - \$175

2025 BARR ENGINEERING FEE SCHEDULE (\$/HOUR)

Project Manager	\$185 - 205
Specialist I	\$95 - \$125
Technician I	\$60 - \$90

Thank you for your consideration. For any questions, please contact:

Lance Bernard
(320) 420-7768

lbernard@transportationcollaborative.com



ATTACHMENT A

TRANSPORTATION COLLABORATIVE & CONSULTANTS, LLC STANDARD TERMS AND CONDITIONS

1. Applicability; Basic Agreement. These Standard Terms and Conditions (these “Terms”) govern the purchase of engineering services (the “Services”) by Client from Transportation Collaborative & Consultants, LLC, a Delaware limited liability company (“TC2”). The Proposal for Professional Services to which these Terms are attached and these Terms (collectively, this “Agreement”) comprise the entire agreement between the parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. These Terms prevail over any of Client’s general terms and conditions of sale regardless whether or when Client has submitted its sales confirmation or such terms. This Agreement expressly limits Client’s acceptance to the terms of this Agreement. TC2 shall provide, or cause to be provided, the Services as described in this Agreement, and Client shall pay TC2 for such Services in accordance with the terms of this Agreement.

2. Payment Procedures. TC2 will prepare a monthly invoice in accordance with TC2’s standard invoicing practices and submit the invoice to Client. Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due TC2 for services and expenses within 30 days after receipt of TC2’s invoice, the amounts due TC2 will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, TC2 may, without liability, after giving seven days written notice to Client, suspend the Services under this Agreement until Client has paid TC2 in full all amounts due for Services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3. Opinions of Construction Costs. Any opinions of costs, construction or otherwise, by TC2 represent its judgement as a design professional and are furnished for the general guidance of Client. Since TC2 has no control over the cost of labor, materials, market conditions, or competitive bidding, TC2 does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to Client.

4. Termination. Either party may terminate this agreement by providing written notice at least fourteen (14) days in advance of the termination date. Upon termination, Client shall pay TC2 all fees for Services performed through the termination date.

5. Client’s Responsibilities. During the term of this Agreement, Client shall (at its sole cost and expense): (a) provide TC2 with all information as to Client’s requirements for the Project and any other information related to the Project that TC2 reasonably requests; (b) designate in writing a person authorized to act as the Client’s representative, and Client or its representative shall receive and examine documents submitted by TC2, interpret and define Client’s policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of the Services; (c) provide for full and free access for TC2 to enter upon all property required for the performance of TC2’s Services under this Agreement; (d) give prompt notice to TC2 whenever the Client observes or otherwise becomes aware of any defect in the Project or other event, which may substantially affect TC2’s performance of the Services; and (e) shall perform all of its responsibilities under this Agreement in a prompt manner so as not to prevent TC2 from performing the Services in a timely manner.

6. General Considerations.

(a) Standard of Services. TC2 shall perform the Services with the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. TC2 makes no other warranties, express or implied, under this Agreement or otherwise, in connection with TC2’s Services. TC2 and its consultants may use or rely upon the design services of others, including, but not limited to, consultants, subcontractors, contractors, manufacturers, and suppliers. Client shall be responsible for, and TC2 may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Client to TC2 pursuant to this Agreement. TC2 may use such requirements, programs, instructions, reports, data, and other information in performing or furnishing services under this Agreement.

(b) Engineering Designs.

(i) All design documents prepared or furnished by TC2 are instruments of service, and TC2 retains all right, title and ownership (including the copyright and the right of reuse) to such documents, whether or not the Project is completed. Client may not reuse such design documents and agrees to indemnify, defend and hold TC2 harmless from any and all damages, losses, liabilities, and expenses, including reasonable attorney’s fees, in connection with such unauthorized reuse. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

ATTACHMENT A

(ii) Copies of design documents that may be relied upon by Client are limited to the printed copies that are signed or sealed by TC2. Files in electronic media format of text, data, graphics, or of other types that are furnished by TC2 to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

(iii) When transferring documents in electronic media format, TC2 makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by TC2 for the Project.

(iv) Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. TC2 shall not be responsible to maintain documents stored in electronic media format after acceptance by Client.

(c) Indemnification. To the fullest extent permitted by law, Client and TC2 agree to indemnify and hold the other (and their respective officers, directors, partners, agents, consultants, and employees) harmless, from and against liability for all third party claims, costs, losses, and damages, including but not limited to all reasonable fees and charges of engineers, architects, attorneys, and other professionals, arising out of or relating to the Project, to the extent such third party claims, losses, damages or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event such third party claims, losses, damages or expenses are caused by the joint or concurrent negligence of the Client and TC2, they shall be borne by each party in proportion to its negligence.

(d) Limitation of Liability. NEITHER PARTY SHALL BE LIABLE TO THE OTHER OR ANY OTHER THIRD PARTY FOR ANY SPECIAL, INDIRECT, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS OR REVENUE, EVEN IF SUCH DAMAGES WERE FORESEEABLE OR IF A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TC2'S AGGREGATE LIABILITY ARISING OUT OF THIS AGREEMENT SHALL NOT EXCEED THE TOTAL AMOUNTS PAID OR PAYABLE TO TC2 IN THE TWELVE MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM OR \$500,000.00, WHICHEVER IS LESS.

(e) Insurance Coverage. TC2 agrees to provide and maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with TC2's business requirements and applicable law. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor(s), if any, to include TC2 as an additional insured on its policies relating to the Project.

(f) Force Majeure. No party shall be liable or responsible to the other party, nor be deemed to have defaulted or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (other than any payment obligations) when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of the non-performing party including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, pandemic, epidemic or restrictive quarantine, revolution, insurrection, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials, materials or telecommunication breakdown or power outage.

(g) Miscellaneous. This Agreement shall be binding on each party and their successors and permitted assigns. Neither party may sell, transfer or assign this Agreement to another party without the other party's prior written consent. This Agreement is to be governed by the laws of the State of Minnesota without regard to any conflicts of law principles of any state. Each party irrevocably submits to the jurisdiction of the federal and state courts located in the County of Hennepin, State of Minnesota for any litigation, or other proceeding as between the parties that may be brought, or arise out of, in connection with or by reason of this Agreement. In the event any provisions of this Agreement shall be held to be invalid and non-enforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever. Provisions of these Terms which by their nature should apply beyond their terms will remain in force.



CITY OF HIBBING JOB DESCRIPTION

JOB TITLE: Commander

DATE: 3/12/2020, 7/2/2025

DEPARTMENT: Police

PAY GRADE: 15

EXEMPTION STATUS: Exempt

REPORTS TO: Police Chief and Deputy Police Chief

SCOPE OF POSITION:

Supervises the activities of Police Officers who are engaged in the protection of life and property and the enforcement of laws and ordinances. Maintains police records, reviews officer reports, provides instruction to department personnel and coordinates the work of personnel assigned. Coordinates community events and programs. The position is the head of the patrol division.

Work Environment: Indoor and outdoor (field) setting in various climates.

Supervision Received: Works under the administrative direction of the Police Chief and/or the Deputy Police Chief.

Supervision Exercised: Police Department Staff

The 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 from the position if the work is similar, related, or a logical assignment to the position.

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the department head or supervisory staff:

PRIMARY RESPONSIBILITIES:

- Coordination of police department vehicles and equipment including, but not limited to routine maintenance
- Attend and or coordinate the following tasks: grant writing, alcohol & tobacco compliance, vehicle forfeiture auctions, server alcohol training program, community speaking events, fingerprinting, sex offender program and TZD program.



- Independently complete rating forms and interviewing for the hiring and promotional process
- Take enforcement action when necessary. This includes but not limited to conducting preliminary investigations, report writing and presenting completed cases for prosecution. The Commander will be in a plain clothes uniform, but at times may be required to be in full uniform.
- Responds to citizen complaints or inquires regarding police services; can take immediate disciplinary actions including suspending duties of subordinates.
- Transferring officers to an equal job classification including but not limited to the SRO and Narcotics Officer
- Scheduling of patrol shifts, overtime shifts and approving/denying time off requests.
- Assigning and supervising work of Captains, Sergeants and patrol officers during the course of a patrol shift
- Issue verbal and written reprimands to subordinates
- Adjust step one contractual grievances
- Keep records of patrol activity and duties performed by the Captain, Sergeant and patrol officers and give direction when needed in these categories.
- Assume command, direct and coordinate routine criminal investigations.
- Instructs and oversees the proper use of the Field Training Program and procedures.
- Acknowledge superior work or accommodation and place documentation into an employee's file
- Conducts annual evaluations of Captains.
- Performs all other duties assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Hibbing Police Department General Orders & Policies
- Knowledge of Minnesota Statutes, city ordinances & MN POST rules & regulations
- Ability to supervise & direct personnel
- Knowledge of facility security
- Knowledge of crime scene processing & evidence procedures
- Knowledge of tactical operations
- Knowledge of Case Reporting
- Knowledge of search and seizure
- Management/Supervisory skills
- Media relations skills
- Organizational skills
- Investigations skills
- Decision-making skills
- Analytical skills

**MINIMUM QUALIFICATIONS:**

- A minimum of eight (8) full years' law enforcement experience
- Law enforcement supervisory experience preferred
- Must be certified by the Minnesota Peace Officers Standards and Training Board

PHYSICAL REQUIREMENTS:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the job, the employee is regularly required to talk, hear, and to use their hands and fingers to handle or feel. This position requires repetitive motions, frequently requiring standing, walking, speaking, hearing and pushing or pulling.

The employee is occasionally required to reach with arms and hands, climb or balance, and stoop, kneel, crouch, crawl, and lift. This work requires regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 100 pounds of force. Work requires depth perception, color perception, night vision and peripheral vision.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

This position frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment. This work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.



I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the performance responsibilities/essential functions as outlined with or without any reasonable accommodations.

Employee Name (Print)

Employee Signature

Date

REVIEWED AND APPROVED BY:

Supervisor: 06/26/2025

City Administrator: 06/26/2025

City Council:

At a Regular Meeting of the Hibbing City Council held on Wednesday, July 2, 2025, at 5:00 p.m. in the Hibbing City Hall Council Chamber, Councilor [INSERT NAME] offered the following Resolution and moved its adoption:

STATE OF MINNESOTA
ST. LOUIS COUNTY
CITY OF HIBBING

RESOLUTION NO. 2025-__

**A RESOLUTION AUTHORIZING APPLICATION FOR AND ACCEPTANCE
OF A DEPARTMENT OF IRON RANGE RESOURCES AND
REHABILITATION PUBLIC WORKS GRANT FOR THE HIBBING REGIONAL
PUBLIC SAFETY CENTER IN THE AMOUNT OF \$2,000,000**

WHEREAS, the City of Hibbing recognizes the urgent need to enhance the delivery and coordination of emergency response services to its residents; and

WHEREAS, the City of Hibbing is planning the construction of the Hibbing Regional Public Safety Center, a modern, co-located facility that will house the Hibbing Police Department and the Hibbing Fire Department; and

WHEREAS, the proposed project is designed to improve operational efficiency, facilitate interdepartmental response capabilities, and ensure long-term public safety infrastructure resilience; and

WHEREAS, in 2024 the State of Minnesota appropriated \$10,000,000 in bond funding to support the construction of the Hibbing Regional Public Safety Center; and

WHEREAS, the residents of the City of Hibbing approved a local sales tax referendum in November of 2024 in support of this project, which will provide a large portion of the local match necessary to complete project financing; and

WHEREAS, the Department of Iron Range Resources and Rehabilitation offers funding under its Public Works Grant Program to support regional infrastructure projects that promote economic development and improve essential public services; and

WHEREAS, the City of Hibbing is seeking a \$2,000,000 grant from the Dept. of IRRR Public Works Program to assist with the financing gap for the construction of the Hibbing Regional Public Safety Center.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hibbing, St. Louis County, Minnesota:

Resolution No. 25-07-XX
July 2, 2025

1. That the City of Hibbing supports the development of the Hibbing Regional Public Safety Center and authorizes the submission of an application to the Department of Iron Range Resources and Rehabilitation Public Works Program for funding in the amount of \$2,000,000.
2. That the City Administrator, or designee, is hereby authorized to execute any and all applications, agreements, documents, and certifications necessary to effectuate the grant request and comply with any applicable program requirements.
3. That the City accepts these funds and support for the successful implementation of the project, if awarded.

The motion to adopt the foregoing Resolution was duly supported by Councilor [INSERT NAME], and upon being put to a vote, carried as follows:

FOR ADOPTION:

AGAINST:

ABSTAINED:

ABSENT:

Passed and adopted this 2nd day of July, 2025.

CITY OF HIBBING

Pete Hyduke, Mayor

Candie Seppala, City Clerk/Dep. Admin

Resolution No. 25-07-XX
July 2, 2025



Request for Council Action

City Council Action

Description of Agenda Item

The purpose of this MOU is to establish a mutual understanding between the YMCA and the City of Hibbing to explore opportunities to expand programs and services in the Hibbing region. This collaboration will also include a preliminary assessment of the potential to develop a new facility in the area to better serve the community.

The parties agree to engage in joint discussions and planning activities which may include, but are not limited to:

- Assessing current community needs and service gaps.
- Identifying potential program expansions in health, wellness, youth development, and social responsibility.
- Exploring the feasibility of constructing a new facility in the Hibbing area.
- Engaging community stakeholders for input and support.
- Evaluating funding options, partnerships, and other resources that may be required for potential future development.

Strategic Initiative

Owner of Agenda Item

Nick Arola, City Services Director, 218.421.5565, nickarola@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Requesting Council Approval

Attachments

1. YMCA-Hibbing M.O.U. 6-10-25

Memorandum of Understanding Between the Duluth Area Family YMCA and the City of Hibbing

This Memorandum of Understanding (MOU) is entered into on this ____ day of _____, 2025, by and between the **Duluth Area Family YMCA** (hereinafter referred to as “the YMCA”), a nonprofit organization located in Duluth, Minnesota, and the **City of Hibbing**, a municipal corporation located in Hibbing, Minnesota.

Purpose

The purpose of this MOU is to establish a mutual understanding between the YMCA and the City of Hibbing to explore opportunities to expand programs and services in the Hibbing region. This collaboration will also include a preliminary assessment of the potential to develop a new facility in the area to better serve the community.

Scope of Collaboration

The parties agree to engage in joint discussions and planning activities which may include, but are not limited to:

- Assessing current community needs and service gaps.
- Identifying potential program expansions in health, wellness, youth development, and social responsibility.
- Exploring the feasibility of constructing a new facility in the Hibbing area.
- Engaging community stakeholders for input and support.
- Evaluating funding options, partnerships, and other resources that may be required for potential future development.

Non-Binding Agreement

This MOU is not legally binding and does not obligate either party to provide financial resources, staffing, or facilities. It is intended solely to guide preliminary conversations and cooperative efforts. Any future commitments shall be subject to further agreements, approvals, and contracts.

Term and Termination

This MOU will remain in effect for a period of one (1) year from the date of the last signature below, unless extended by mutual written agreement or terminated by either party with written notice.

Points of Contact

Each party shall designate a point of contact for the purposes of communication and coordination under this MOU.

Amendments

This MOU may be amended at any time by mutual written agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the dates written below.

For the Duluth Area Family YMCA:

Signature: _____

Name: Sara Cole

Title: Chief Executive Officer

Date: _____

For the City of Hibbing:

Signature: _____

Name: _____

Title: City Administrator

Date: _____

ACCESS AGREEMENT

THIS ACCESS AGREEMENT (this “**Agreement**”) is entered into as of July __, 2025, between the city of Hibbing, a statutory city (“**City**”), and the Hibbing Public Utility a
____ (“**HPU**”).

RECITALS

A. The HPU owns certain real property outlined in blue on **Exhibit A** attached hereto (the “**Property**”), which Property is identified as parcels 139-0050-04696, 140-0290-00607, and 140-0290-00609.

B. The city has requested to enter on the Property to utilize a portion of the Property for a public roadway, and HPU is willing to permit the city to enter on the Property for such purposes so long as such entry and usage are conducted in accordance with this Agreement.

PROVISIONS

In consideration of the mutual promises of the parties and intending to be legally bound hereby, the parties agree as follows:

1. **Access to the Property.** The city and its agents (collectively, “**City Parties**”) may have nonexclusive access and enter the Property at reasonable times during the Term (as defined below) for purposes of utilizing the Property, subject to the terms and conditions herein. shall not permit any city Parties to interfere with the HPU’s use of or operations at the Property or any adjacent property during any entry on the Property.
2. **Term.** The term of this Agreement (the “**Term**”) shall begin on the date of this Agreement and end on the later to occur of: i) December 31, 2025 or ii) the conveyance of the property to the city for a public roadway.
3. **Renewal.** This Agreement may be renewed on an annual basis if the city requests an extension within thirty (30) days of the current date of expiration. If no such extension request is received, the agreement will expire.
4. **Costs; Restoration; No Liens; Indemnification.** The city shall not permit any damage to occur to the Property or any improvements thereon during any entry or activities thereon by any city Parties and shall promptly and fully repair to HPU’s reasonable satisfaction any damage caused by or arising from any such entry or activities. The city shall not cause or permit any lien to be placed on all or any portion of the Property in connection with any operations. The city shall defend, indemnify and hold harmless HPU and the Property from and against any claims, losses, damages, costs and expenses (including without limitation reasonable attorneys’ fees) arising out of or related to city Parties’ entry and activities on the Property. Any entry on the Property by any city Parties and all costs incurred by the City for any such entry at are the City’s sole risk. HPU makes no representations or warranties regarding the Property. This **Section 4** shall survive the expiration or termination of this Agreement.
5. **Insurance.** Before any City Parties enter the Property, the city will deliver to HPU an

insurance certificate naming HPU as the certificate holder and as an additional insured and evidencing at least \$1,000,000 of commercial general liability insurance.

6. **No Property Interest.** This Agreement does not grant to any city Parties a possessory right, easement or other interest in any portion of the Property; it merely grants a temporary, non-exclusive license to access and enter the Property as described herein.
7. **Notices.** Any notice or other communication given pursuant to this Agreement shall be sent to the notice address set forth below the receiving party's signature block below.
8. **Counterparts; Electronic Signatures.** This Agreement may be executed in counterparts and may be delivered by electronic transmittal of signed counterparts (including through DocuSign and email of PDF copies).
9. **Miscellaneous.** Time is of the essence hereof. There are no third-party beneficiaries of this Agreement, intended or otherwise. Neither party may assign this Agreement without the prior written consent of the other.

IN WITNESS WHEREOF the parties have caused this Access Agreement to be executed and delivered as of the date first set forth above.

"HPU"

"THE CITY"

ENTITY

City of Hibbing

By: _____

By: _____
Pete Hyduke, Mayor

By: _____

By: _____
Greg Pruszinske

Notice Address:

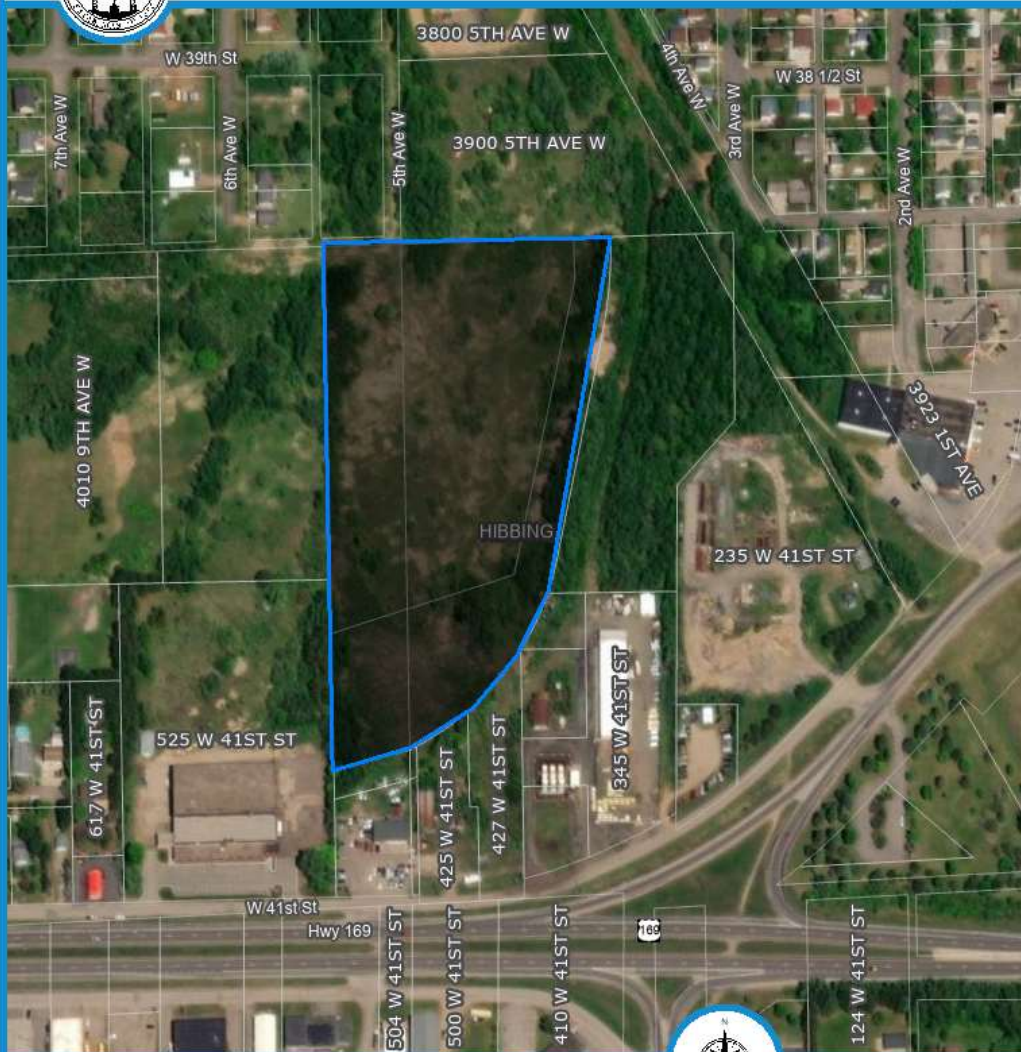
Notice Address:

City Hall
401 East 21st Street, Room 300
Hibbing, MN 55746
Attn: Greg Pruszinske
Email: greg@hibbingmn.gov



County Land Explorer

St. Louis County, Minnesota



HPU Parcels for Road Conveyance



County Land Explorer

St. Louis County www.stlouiscountymn.gov/explorer Minnesota

Disclaimer

This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein.

Map created using County Land Explorer
www.stlouiscountymn.gov/explorer

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LG240B Application to Conduct Excluded Bingo**No Fee**5/24
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: Crescendo Youth Orchestra Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 26-0331760

Mailing Address: PO Box 73

City: Hibbing State: MN Zip: 55746 County: St Louis

Name of Chief Executive Officer (CEO): Julie Takkenen

CEO Daytime Phone: 218 349 7870 CEO Email: director@crescendoyouthorchestra.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: Sept 4, 11, 18, 25-2025**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: _____☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Becky Radika Daytime Phone: _____Name of premises where bingo will be conducted: JEIK'SPremises street address: 1926 E 4th AveCity: Hibbing If township, township name: _____ County: St. Louis

LG240B Application to Conduct Excluded Bingo

5/24
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____

Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____

Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____

Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____

(Signature must be CEO's signature; designee may not sign)

Date: _____

Print Name: _____

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer

City of Hibbing
SPECIAL EVENT Permit Application

☒ **All applications for Special Events** to be held within the City of Hibbing shall be reviewed by the City departments that will be involved during the operation of the Event. Prior to review, all application information must be completed. After Department Review, the applications will be submitted to the City Council for final approval.

☒ **Deadlines:** Applications must be submitted 60 days prior to the event.

☒ RETURN APPLICATION to the City Hall Council Office

DATE RECEIVED BY COUNCIL OFFICE: _____

Name/Description of Event:	NO TAP BENEFIT FOR KEVIN VONDERHAAR	
Date of Event:	July 19 th 2025	
Location of Event:	HIBBING BOWLING CENTER	
Organizer:	RACHEL KUENZLI & CARRIE MOE	
Organizer Contact Information:	Home Phone R-612-360-4289	Work Phone C-218-969-8166

☒ **Department Review.** If applicable and where noted in the application form, the event organizer will also need to contact City department heads

DEPARTMENT		CONTACT #
Hibbing Police Dept.	Police Chief Steve Estey	218-262-0285
Fire Department	Fire Marshal Rossi Gangl	218-421-3942
Sanitation Dept.	John Sporer/John Yuretich	218-362-5991
Public Works Dept.	John Sporer/John Yuretich	218-362-5991
City Services	Nick Arola	218-362-5951

City of Hibbing

SPECIAL EVENT PERMIT APPLICATION☐ Applications MUST BE FILLED OUT COMPLETELY & ALL NECESSARY REQUIREMENTS ATTACHEDLOCATION OF EVENT: 1929 5th AVE E HIBBING

TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT:	
NO TAP BENEFIT FOR KEVIN VONDERHAAR Benefit TO RAISE MONEY FOR KEVIN'S MEDICAL BILLS, END OF LIFE planning & Hospice Donation	
Date of Event: <u>July 19th 2025</u>	
Refer media or citizen inquires to:	Telephone: <u>612-360-4289</u>
<u>Rachel KUENZLI</u>	
APPLICANT AUTHORIZATION:	
Attach a written communication from the organization(s) in whose name the event will be advertised which authorizes you, the applicant, to apply for this special event permit on its or their behalf.	
Applicants Name & Title: <u>KEVIN VONDERHAAR</u>	
Address: <u>3225 1ST AVE Hibbing Mn 55746</u>	
Mailing Address: <u>Same as above</u>	
Affiliation: <u>N/A</u>	
Telephone: (day) <u>218-421-3669</u> (evening) <u>218-421-3669</u>	
EVENT PRINCIPALS:	
On the next sheet, please list names, addresses, and telephone numbers of all the principals involved in any way in the proposed special event. Include professional event organizers, event promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced, the organizations in whose name the event is being advertised, and all other administratively, financially, or organizationally involved as principals in the production of the proposed special event. Make additional copies of the next sheet as needed to include all the principals involved in the proposed special event.	

Name: KEVIN VONDERHAAR		
Organization/Business/Agency/Affiliation: HIBBING BOWLING CENTER		
Mailing Address: 1929 5th AVE E. HIBBING		
Daytime Phone: 218.262.1281	Evening Phone: 218.262.1281	Other:
Title and Functional Responsibility with Regard to the Event: bowling center will venue in which the benefit will take place.		
Will this person have authority to cancel or greatly modify event plans?		☒ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☒ Yes ☐ No

Name:		
Organization/Business/Agency/Affiliation:		
Mailing Address:		
Daytime Phone:	Evening Phone:	Other:
Title and Functional Responsibility with Regard to the Event:		
Will this person have authority to cancel or greatly modify event plans?		☐ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☐ Yes ☐ No

Name:		
Organization/Business/Agency/Affiliation:		
Mailing Address:		
Daytime Phone:	Evening Phone:	Other:
Title and Functional Responsibility with Regard to the Event:		
Will this person have authority to cancel or greatly modify event plans?		☐ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☐ Yes ☐ No

REQUESTED EVENT COMPONENTS:	
REQUESTED DAY AND DATE (first choice): <u>July 19th 2025 (Saturday)</u>	
Alternate days and dates: • <u>N/A</u> • _____ • _____	
REQUESTED HOURS OF OPERATION: From: <u>11 am</u> a.m. / p.m. To <u>10 pm</u> a.m. / p.m.	
SET UP beginning Day and Date **Indicate the time at which any unit of an event will begin to assemble at such area Day: <u>July 19th</u> Time: <u>9 am</u> a.m. / p.m.	
Describe the number and type of animals to be used in the Event ☒ Not Applicable **If the event is a Circus, Carnival, Menagerie, or Like Exhibition: The license fee payable to the City of Hibbing is \$60.00 for the first day and \$12.00 for each additional day. ☐ If applicable, license fee to be included when submitting the application See City Code Chapter 6, Section 6.23 for additional information.	
Attach a Draft of the Entry Form for Participants / Spectators ☐ Attached	
Anticipated number of Participants: <u>200</u> Spectators: <u>50 Throughout the Day</u>	
**INSURANCE ☒ Attach to this application either an Insurance policy or a certificate of insurance including the policy number, amount, and the provision that the City of Hibbing is included as an additional insured.	

1 DUMPSTER

SANITATION: ☐ Attach your "Plan for Clean-Up / Material Preservation". ☐ Include number, type and location of trash containers to be provided for the event. ☐ Indicate who and how many will be responsible for emptying and cleaning up around containers <u>during</u> the event. ☐ Indicate who and how many will be responsible for cleaning up after animals if they are used in the event. ☐ Indicate who and how many will be responsible for cleaning up the event after the event. ☐ Described the number, type and location of portable toilets to be provided for the event (or permanent toilets to be used for the event). ☐ Include any other plan you have for ensuring post-event cleanliness and material preservation of city facilities, equipment, premises and streets.
MAP (Noting the following items): Check off below items that apply to your event. <i>Indicate these items on attached separate maps. Use, where necessary, a to-scale drawing.</i>
☐ If a route is involved, the beginning area, the route (indicate directions with arrows), and the finished area; ☐ If a route is involved, the places where buses or trains need to be considered; ☐ If a route is involved, it will expedite approval of your event if you attach separate maps giving two or three alternate routes; ☐ Indicate if Roads and/or Sidewalks will be Closed The applicant will be required to explain how motorists and business owners and residents will be notified in advance of the event. ☐ Barricades, cones, safety, portable parking signs (note location - <i>provided by Public Works</i>) ☐ If a relay is involved, indicate hand-off points; ☐ Entertainment or stage locations (grandstand operators should provide you with a to-scale drawing; ☐ Alcoholic beverage concession areas; location must be specified ☐ Non-alcoholic concession areas; ☐ Food concession areas; ☐ General merchandise concession areas; ☐ Portable toilet facilities (indicate number); ☐ First aid facilities; ☐ Event participant and/or spectator parking areas; ☐ Event organizers command post; ☐ Fireworks or pyrotechnics site; (Must contact Fire Marshal) ☐ Vehicle fuel handling site; ☐ Cooking areas; ☐ Tables, enclosures, etc.;

☐ Temporary or permanent structures constructed for the event;	
☐ Site of electrical wiring to be installed for the event;	
☐ Trash containers (indicate number): _____	
☐ Other. Please describe: _____	
AVAILABILITY OF FOOD, BEVERAGES AND/OR ENTERTAINMENT	
ENTERTAINMENT:	If there will be music, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise. 5pm - 10pm
	If a casino party, a dance or live entertainment is a part of your event, please describe: RAYMOND PIERCE - ACOUSTIC
	Please describe all of the activities of your event for which a license is required, for example, a cabaret license, a caterer's license, a general merchandise concession license, peddler or transient merchant license, etc. (attach to this application all required licenses)
ALCOHOL:	Alcoholic Beverages to be served? ☒ Yes ☐ No
	Temporary Liquor License Applied For?
	BEER ☐ Yes ☐ No
	COMMUNITY FESTIVAL LICENSE ☒ Yes ☐ No
	TEMPORARY ON SALE ☐ Yes ☐ No
	Organization Applying for License for Alcoholic Beverages: Hibbing bowling center
	Describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years and older. CHECKING ID'S OF ANY PERSON TRYING TO PURCHASE ALCOHOL
	Describe how, where, when and by whom the alcoholic beverages will be served. INDIVIDUAL PURCHASE - AT bowling center JULY 19th 2005 - WORKERS
	List of people who will be selling the alcohol: DONNA WILLBERG PEGGY GUSTAVSSON (EMPLOYEES OF Bowling Center)
	Have they attended server training? ☒ Yes ☐ No

FOOD:	Food and/or non-alcoholic beverages to be served? ☒ Yes ☐ No
	Describe sanitation measures, food handling procedures and the nature of the food (such as pre-packaged foods, hot dogs, pre-mixed sodas, unpeeled fruit, raw meats, vegetables, fish or peeled and cut fruits). FOOD LICENSE HOLDER
	A health permit may be required from either the State of MN or St. Louis County. ☐ Attach a copy of your health permit to this application.
	If you intend to <u>cook</u> food in the event area, describe your area layout, including fuel or If electrical sources to be used. prep By DUKE SCORCH BBQ

SECURITY AND SAFETY PROCEDURES:
The Hibbing Police Department will determine the minimum number of private security guards and police officers required to adequately staff your event. If the prescribed number of private security guards is not provided or proves inadequate, the Hibbing Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that may be billed directly to the host organization.
Describe your proposed procedures for set-up operation, internal security and crowd control.
If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event.
If your event includes vehicles or animals, describe the minimum and maximum speeds of the event and the minimum and maximum intervals of space to be maintained between units.
☐ Attach to this application a copy of your building permit (or permits) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, reviewing stands, stages or platforms.

☐ Attach a copy of your fire department permit or permits to this application if you will use parade floats; an open flame; fireworks or pyrotechnics; vehicle fuels; cooking facilities; enclosures (and tables within those enclosures), tents, air-supported structures, canopies, or any fabric shelters.

Give names, address and phone numbers of the agency or agencies which will provide first aid staff and equipment. Attach additional sheets if necessary.

Name of Agency: _____

Name of Representative: _____

Address: _____

Phone Numbers: _____

Indicate medical services that will provided for the event.

Medical Service

How Provided:

- ☐ Ambulance
☐ Doctors
☐ Nurses
☐ Paramedics

HIBBING FIRE DEPARTMENT REQUIREMENTS

In accordance with Minnesota State Fire Code Section 403.1 the Fire Marshal shall evaluate the need for requiring fire personnel to be in attendance of a public assembly for the following reasons: keep diligent watch for fires, obstruction to means of egress and other hazards and shall take prompt measures for remediation of hazards. The Hibbing Fire Marshal maintains the right to require fire service personnel to staff special events that are construed as a potential hazard to the public safety. These additional services may be billed directly to the host.

In accordance with Minnesota State Fire Code Section 403.2; for an indoor special permit public assembly, the Fire Marshal shall receive a floor plan with dimensions of the floor, seating, and exit widths. A total number of participants shall be submitted in order to evaluate the occupancy load and safe egress out of the building. The Fire Marshal shall assign an occupancy load for the event which shall be adhered to. All event floor plan layouts must be approved by the Fire Marshal and all special permit public events are subject to inspection by the Fire Marshal the day of the event. The Fire Marshal and/or designee reserves the right, under MN State Fire code, to stop and/or remedy any unsafe actions up to and including the cancelling of the event.

VENDORS OR CONCESSIONAIRES:
Describe what vendors or concessionaires you will allow in conjunction with the event and the purpose or purposes of these concessions.
Describe how you intend to regulate, monitor and control the type, number and quality of vendors/concessionaires who you may permit to operate in conjunction with the event.
MITIGATION OF THE IMPACT ON OTHERS:
Describe how you intend to mitigate the impact of the special event on businesses, churches, neighbors, motorists, mass transit users and others. Attach additional sheets, if necessary entitled "Mitigation of the Impact of Others."
OTHER PERTINENT INFORMATION:

COMMUNITY FESTIVAL LICENSE
TEMPORARY ON-SALE LIQUOR LICENSE

Insurance Certificate Requirements:

Whenever an insurance certificate is required by this Chapter the applicant shall file with the City Clerk-Treasurer a certificate of insurance showing (1) that the limits are at least as high as required, (2) that coverage is effective for at least the license term approved, and (3) that such insurance will not be cancelled or terminated without thirty days written notice served upon the City Clerk-Treasurer. Cancellation or termination of such coverage shall be grounds for license revocation. Any such license may be conditioned, qualified and restricted as the Council sees fit. If the premises to be licensed are owned or under the control of the City, the applicant shall file with the City, prior to issuance of the license, a certificate of liability insurance coverage in at least the sum of \$100,000.00 for injury to any one person and \$300,000.00 for injury to more than one person, naming the City as an insured during the license period.

False Statements:

It is unlawful for any applicant to intentionally make a false statement or omission upon any application form. Any false statement in such application, or any willful omission to state any information called for on such application form shall, upon discovery of such falsehood, work an automatic refusal of license, or if already issued, shall render any license issued pursuant thereto void and of no effect to protect the applicant from prosecution for violation of this Chapter, or any part hereof.

Reference:

City Ordinance Chapter 5 Liquor, Beer, and Wine Licensing and Regulation, Section 5.30 – 5.34
Section 5.38 - Ordinance No. 232, 2nd Series, and Section 5.39 -Ordinance No. 318, 2nd Series



RAFFLE REQUEST

Excluded raffle = Total Prizes awarded \$1,500 per year or less
Exempt raffle = Total Annual prizes over \$1,500 and under \$50,000 requires Minnesota form LG220

RAFFLE REGISTRATION FEE

\$15.00 Payable to the City of Hibbing

ORGANIZATION INFORMATION

Name of Organization:	SHANNON PAULSON DREAMS	
Type of Organization:	501 C 3	
Mailing Address:	413 E 32 ND ST.	
City, State, Zip	HIBBING MN. 55746	
Contact Person:	JIM PAULSON	Daytime Phone Number: 218-966-3551
Have you conducted other raffles this year	YES	If YES, What is the total amount of prizes this year, including this Raffle 1000.00

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted:	HIBBING BOWLING CENTER
Dates of Activity:	JULY 19TH 2025
Check Box or Boxes that Indicate the Type of Gambling Activity:	☒ Raffle ☐ Other _____
Price Per Ticket:	\$ 1.00
Total value of prizes to be awarded:	\$ 500.00
Types of Prizes:	CASH & RAFFLES

In signing this request, I attest that I represent the above named Non-Profit organization and it meets all requirements of the State of Minnesota to qualify to conduct lawful gambling and proof of non-profit status is available upon request.

Organization Representative

Date

☐ Registered as Excluded Raffle

☐ Send to Council for Approval



Lighting the path forward

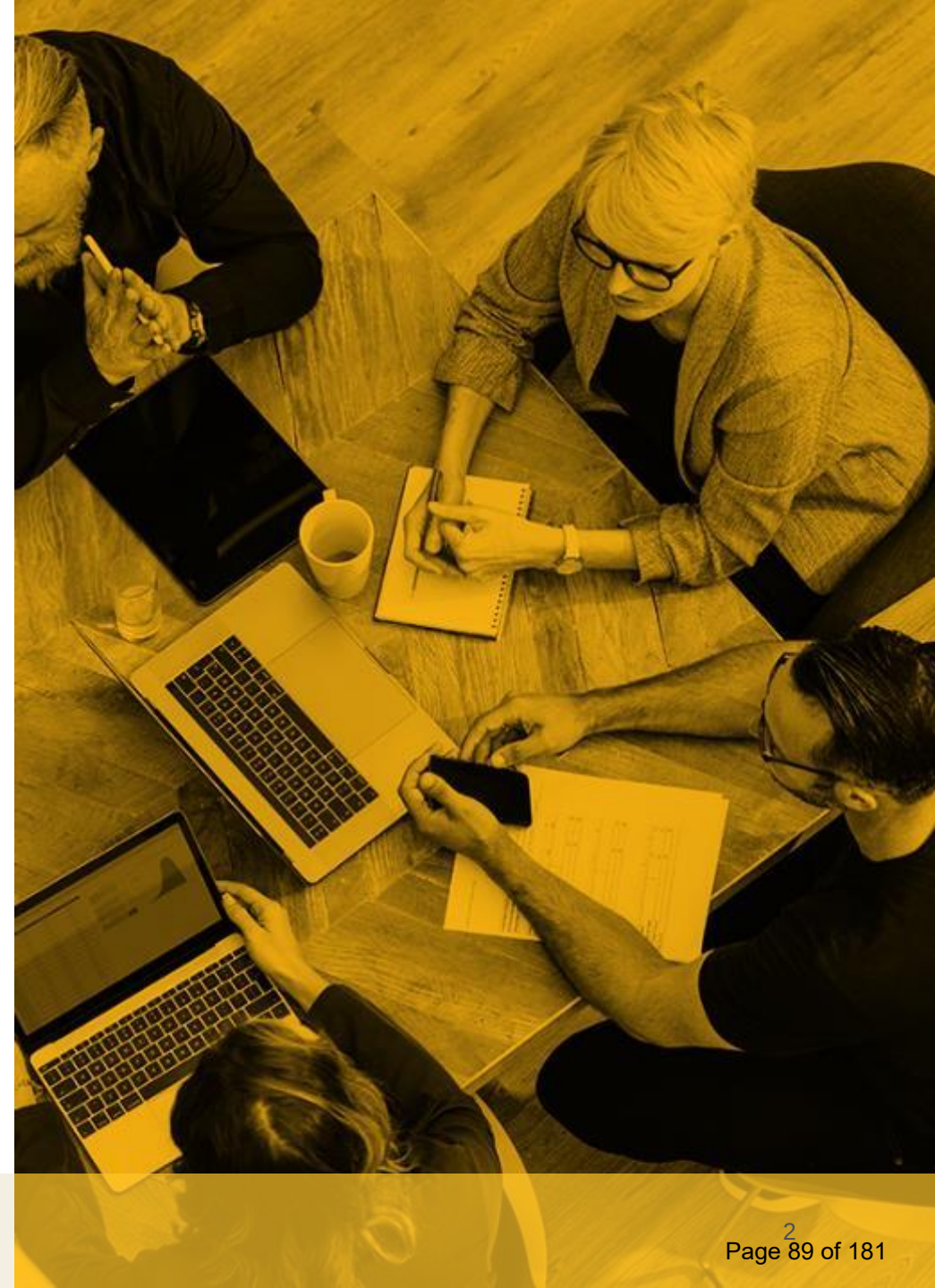
City of Hibbing

2024 Financial Statement Audit



Introduction

- Audit Results
- General Fund
- Other Governmental Funds
- Enterprise Funds
- Economic Development Authority
- Key Performance Indicators



Audit Results

Auditor's Opinion



Unmodified
Opinion

Minnesota Legal Compliance



No Instances of Noncompliance

Single Audit Report



No instances of
noncompliance with OMB
Compliance Supplement
requirements

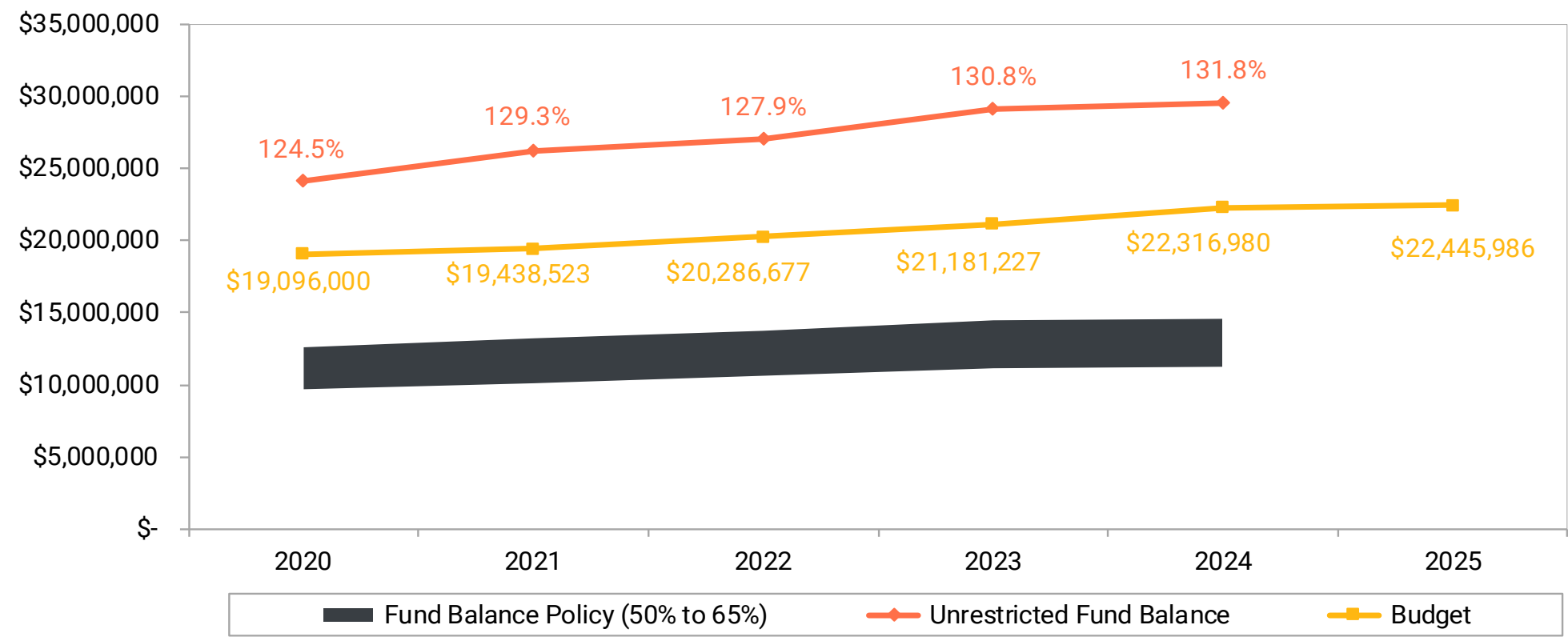
Audit Results

2024 Audit Findings

- Preparation of Financial Statements
 - Internal Control Finding



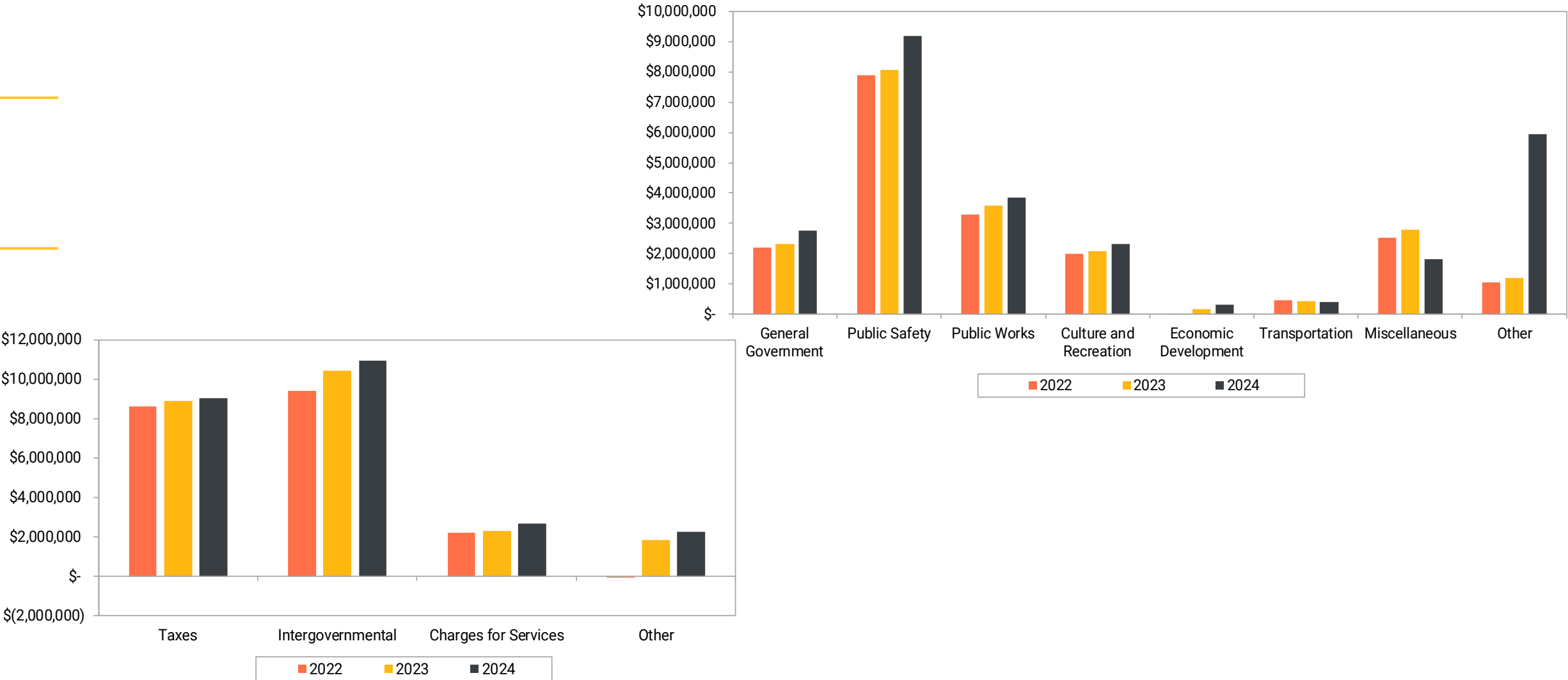
General Fund Fund Balances



General Fund Budget to Actual

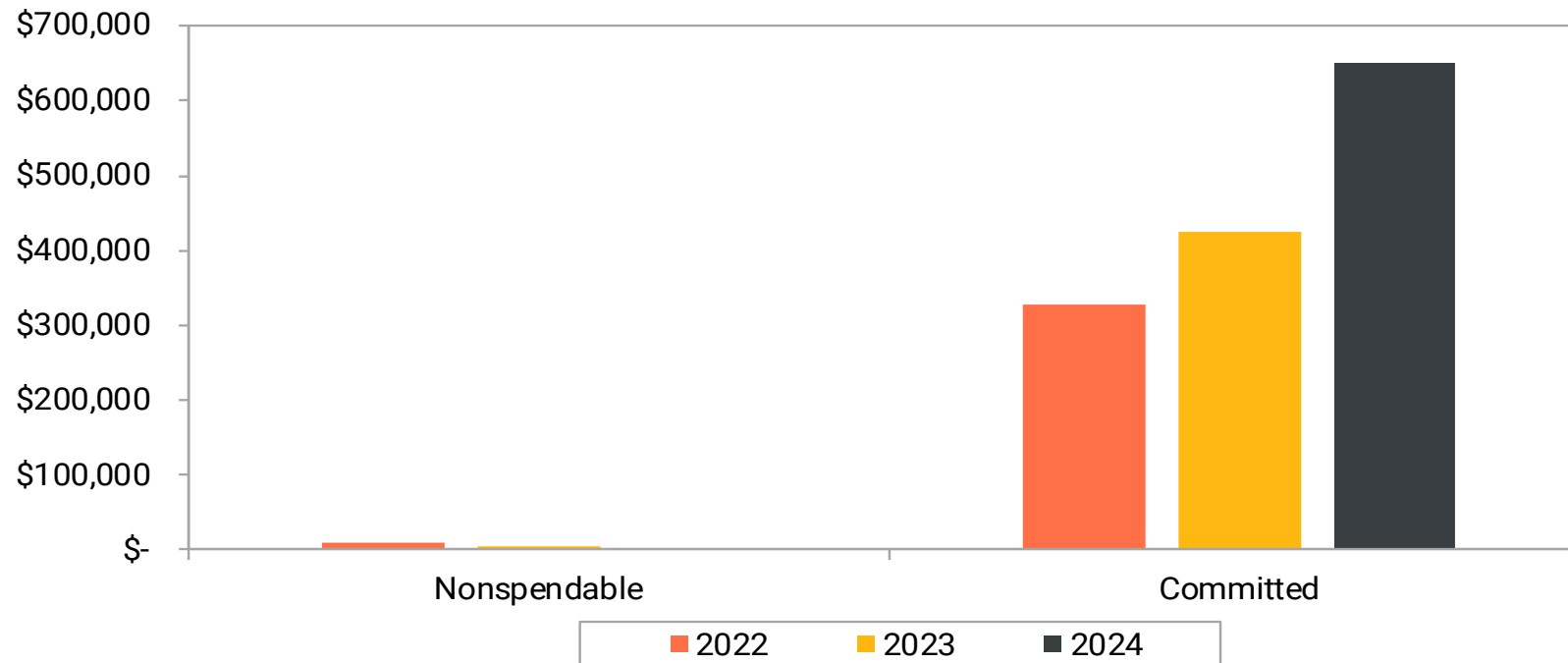
	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 21,978,359	\$ 24,789,442	\$ 2,811,083
Expenditures	21,569,808	22,173,055	(603,247)
Excess of Revenues Over Expenditures	<u>408,551</u>	<u>2,616,387</u>	<u>2,207,836</u>
Other Financing Sources (Uses)			
Transfers out	(408,551)	(4,432,909)	(4,024,358)
Lease issued	-	1,368,875	1,368,875
Sale of capital assets	-	153,338	153,338
Total Other Financing Sources (Uses)	<u>(408,551)</u>	<u>(2,910,696)</u>	<u>(2,502,145)</u>
Net Change in Fund Balances	-	(294,309)	(294,309)
Fund Balances, January 1	<u>30,025,375</u>	<u>30,025,375</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 30,025,375</u>	<u>\$ 29,731,066</u>	<u>\$ (294,309)</u>

General Fund Revenues and Expenditures by Type

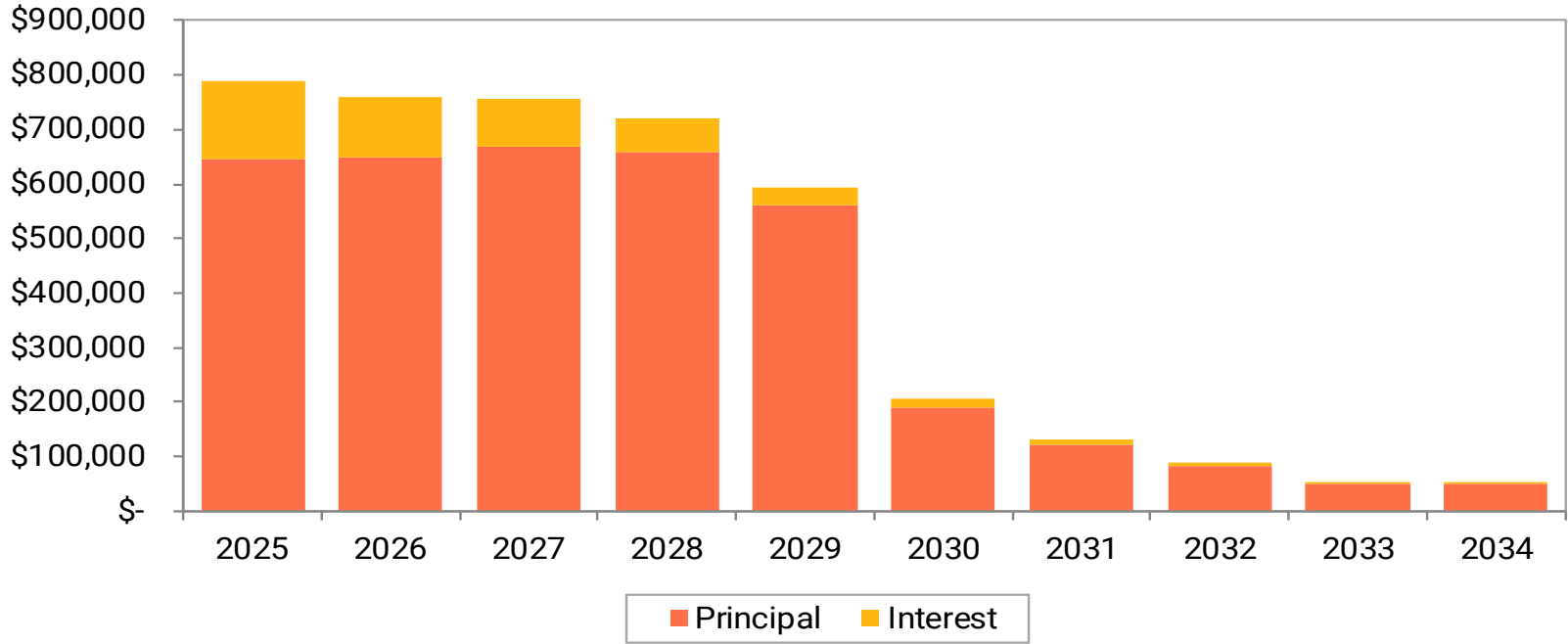


Special Revenue Fund Balances

Fund	Fund Balances December 31,		Increase (Decrease)
	2023	2024	
Nonmajor			
Library	\$ 261,269	\$ 303,393	\$ 42,124
Housing Incentive	53,889	55,909	2,020
Housing Trust	-	178,672	178,672
Small Cities Development	27,655	28,692	1,037
Minnesota Investment Revolving Loans	84,976	85,053	77
Total	<u>\$ 427,789</u>	<u>\$ 651,719</u>	<u>\$ 223,930</u>

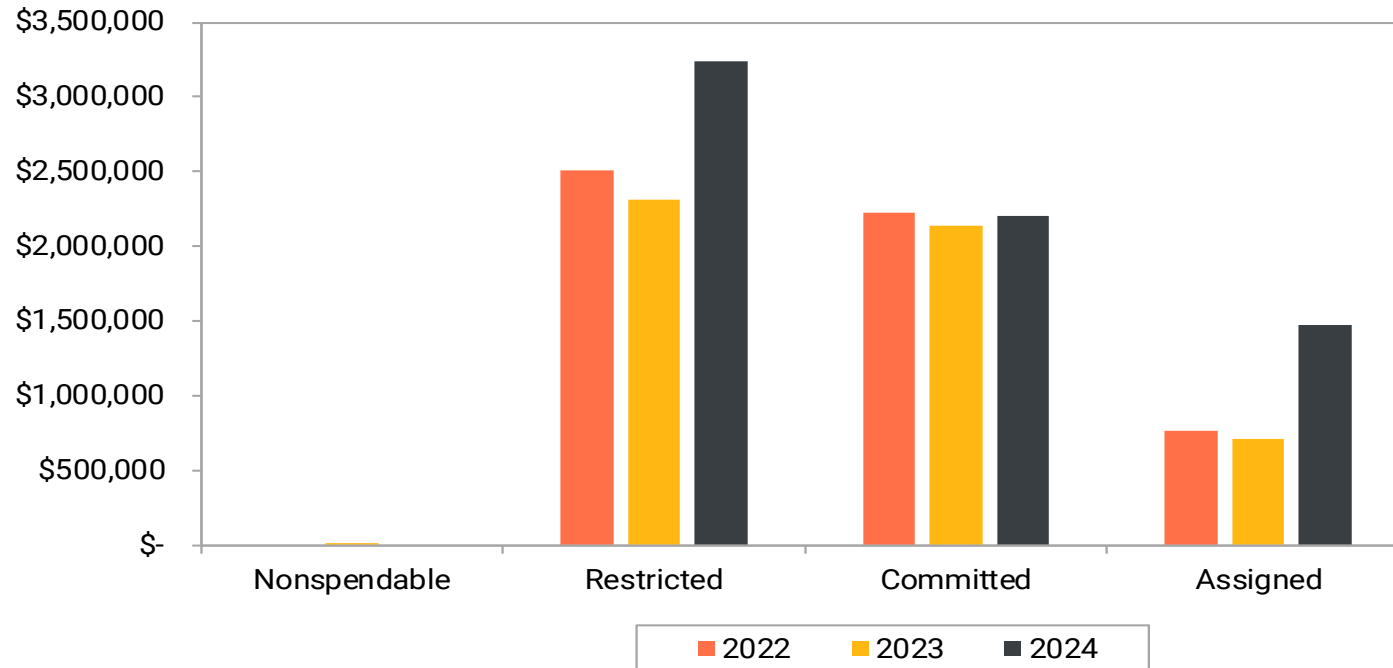


Fund	Bonds Outstanding	Maturity Date
2018A G.O. Bonds	\$ 505,000	2/1/29
2020A G.O. Bonds	1,040,000	2/1/29
2020A G.O. Bonds	460,000	2/1/30
2022A G.O. Bonds	242,000	2/1/32
2022A G.O. Bonds	74,000	2/1/27
2024A G.O. Bonds	1,360,000	2/1/34
Total	<u>\$ 3,681,000</u>	

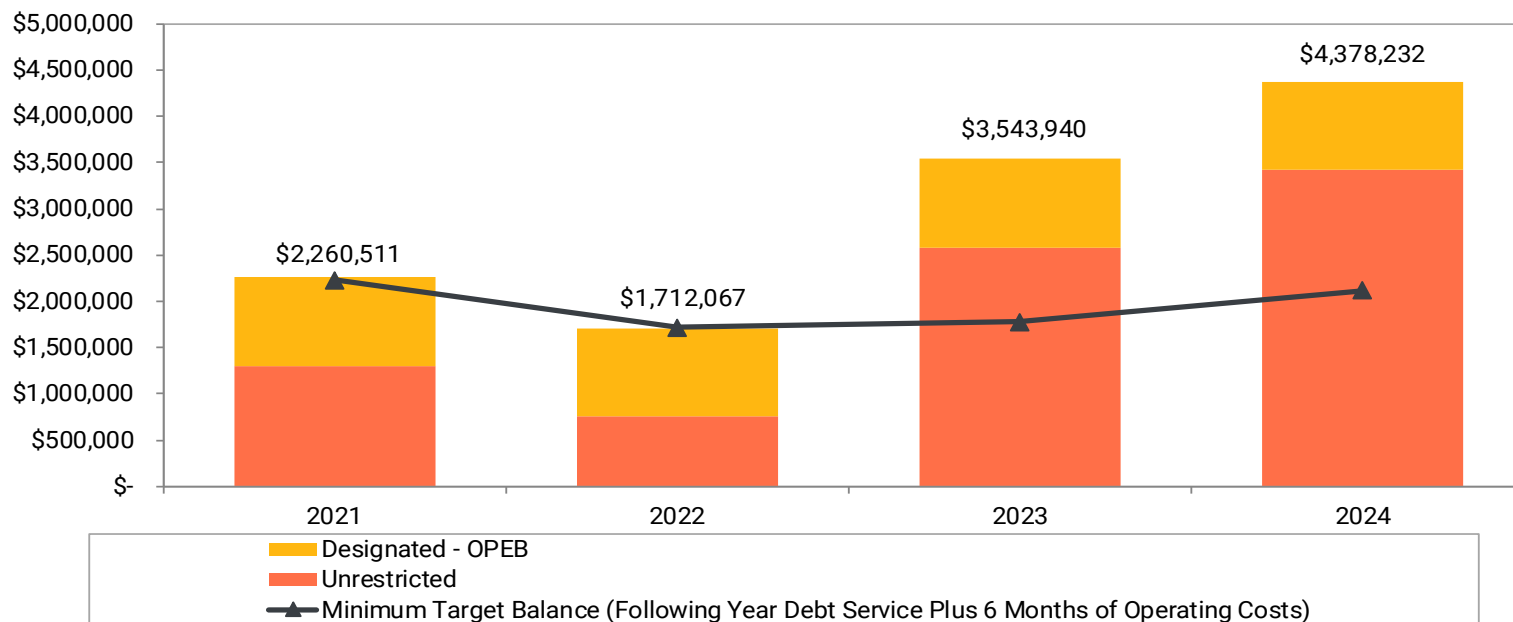
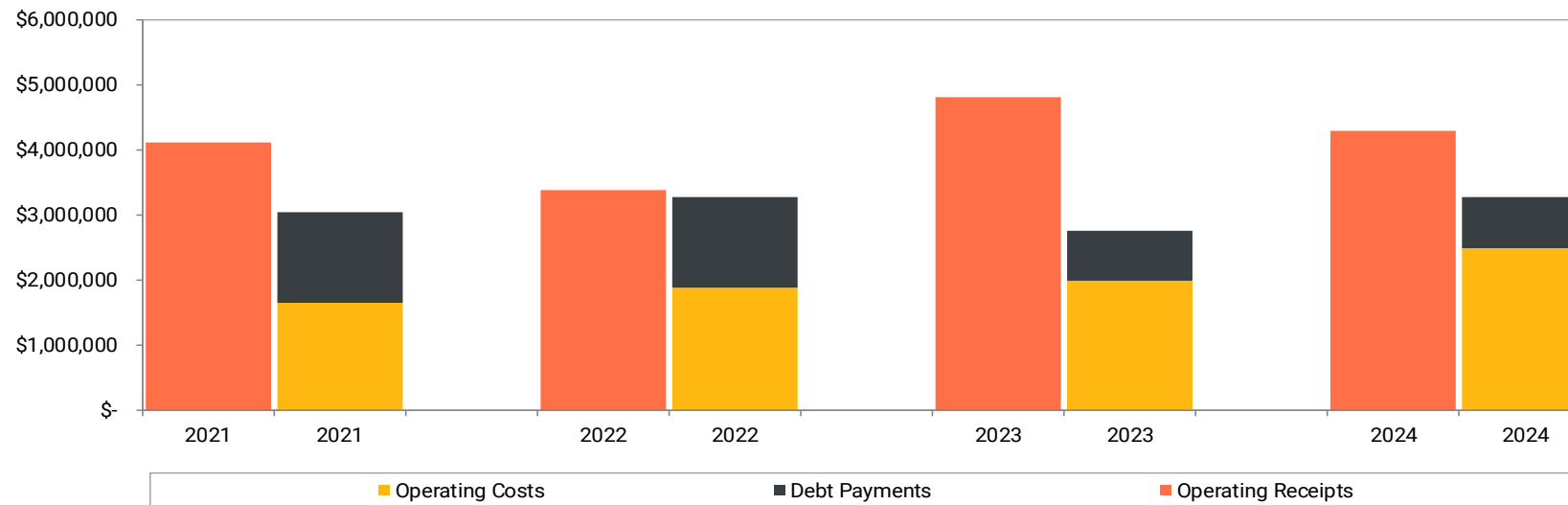


Debt Service Funds

Fund	Fund Balances December 31,		Increase (Decrease)
	2023	2024	
Major			
Permanent Improvement	\$ 1,032,499	\$ 1,070,228	\$ 37,729
Capital Equipment and Improvement	2,565,510	3,655,018	1,089,508
Nonmajor			
Urban Redevelopment	188,329	144,127	(44,202)
Privately Financed	71,600	117,096	45,496
Downtown Capital Project	(11,397)	(470,816)	(459,419)
Memorial Building	79,369	94,576	15,207
Mining Effects	1,174,005	1,017,014	(156,991)
Land Acquisition	-	762,678	762,678
Raceway	28,435	28,436	1
MDI Maintenance	23,450	24,329	879
Total	<u>\$ 5,151,800</u>	<u>\$ 6,442,686</u>	<u>\$ 1,290,886</u>

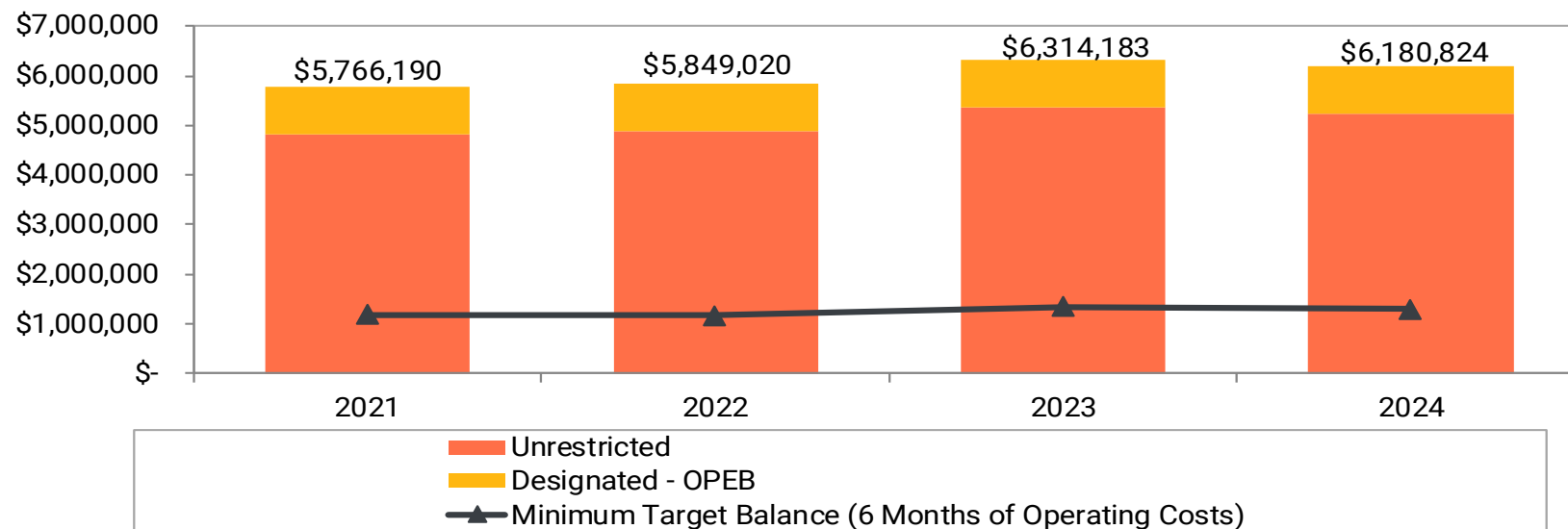
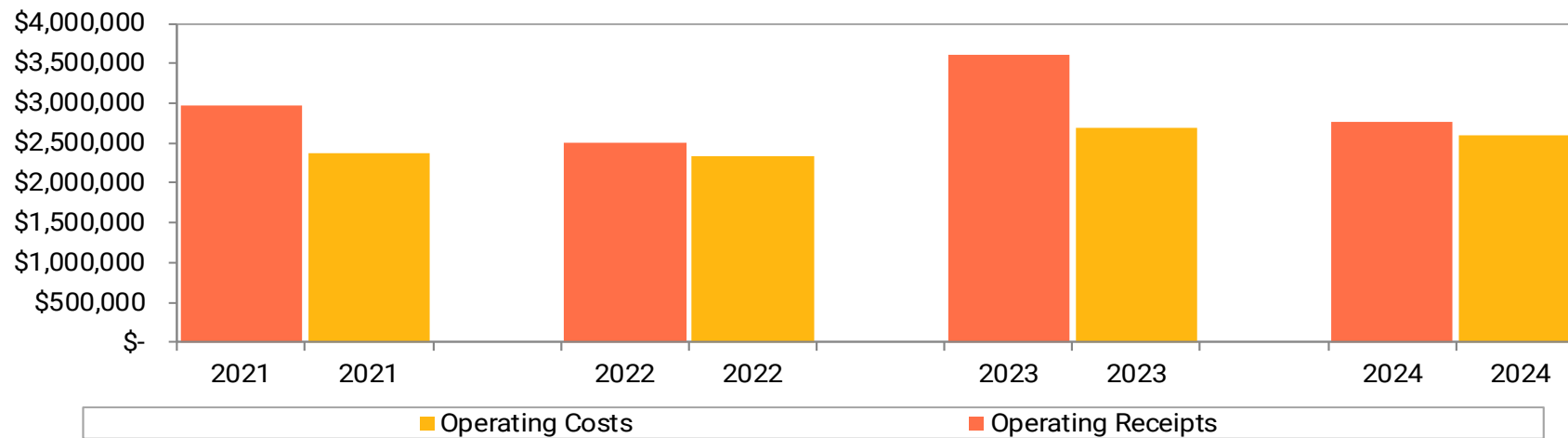


Capital Projects Fund Balances



Sewer Operating and Maintenance Fund

Cash Flows from Operations and Cash Balances

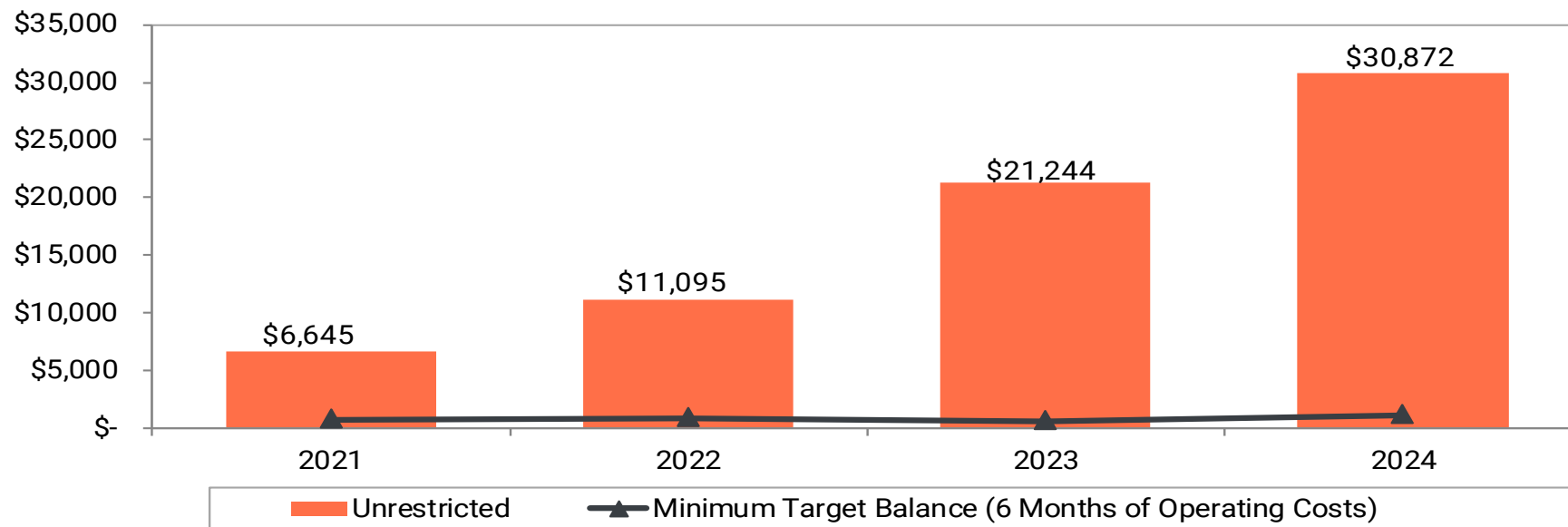
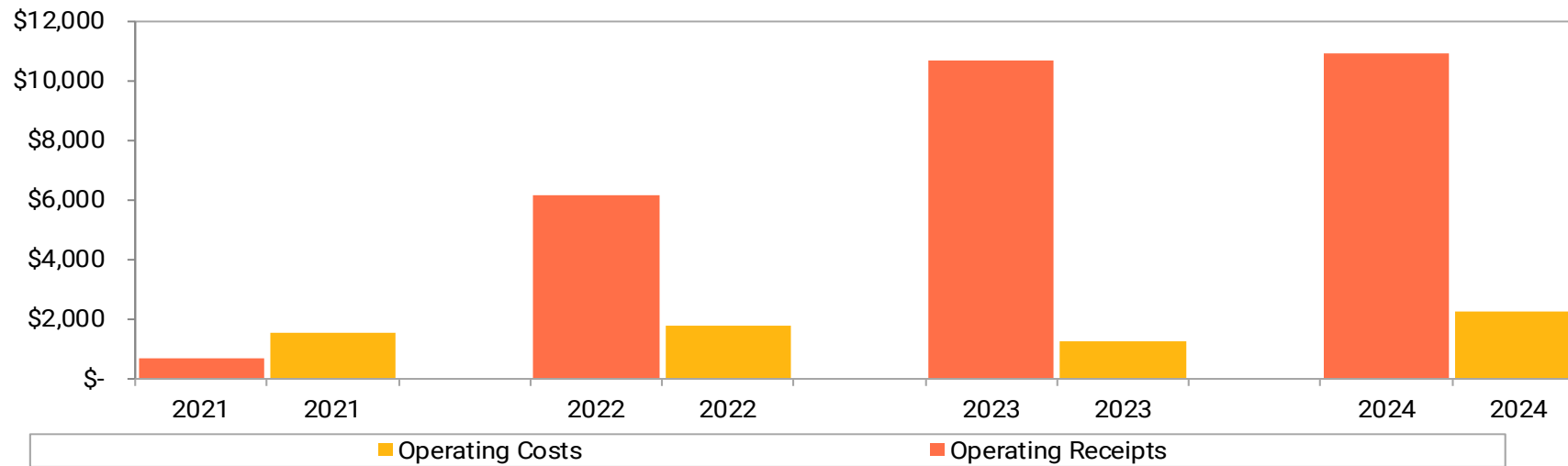


Garbage and Refuse Collection Fund

Cash Flows from Operations and Cash Balances

Memorial Building Fund

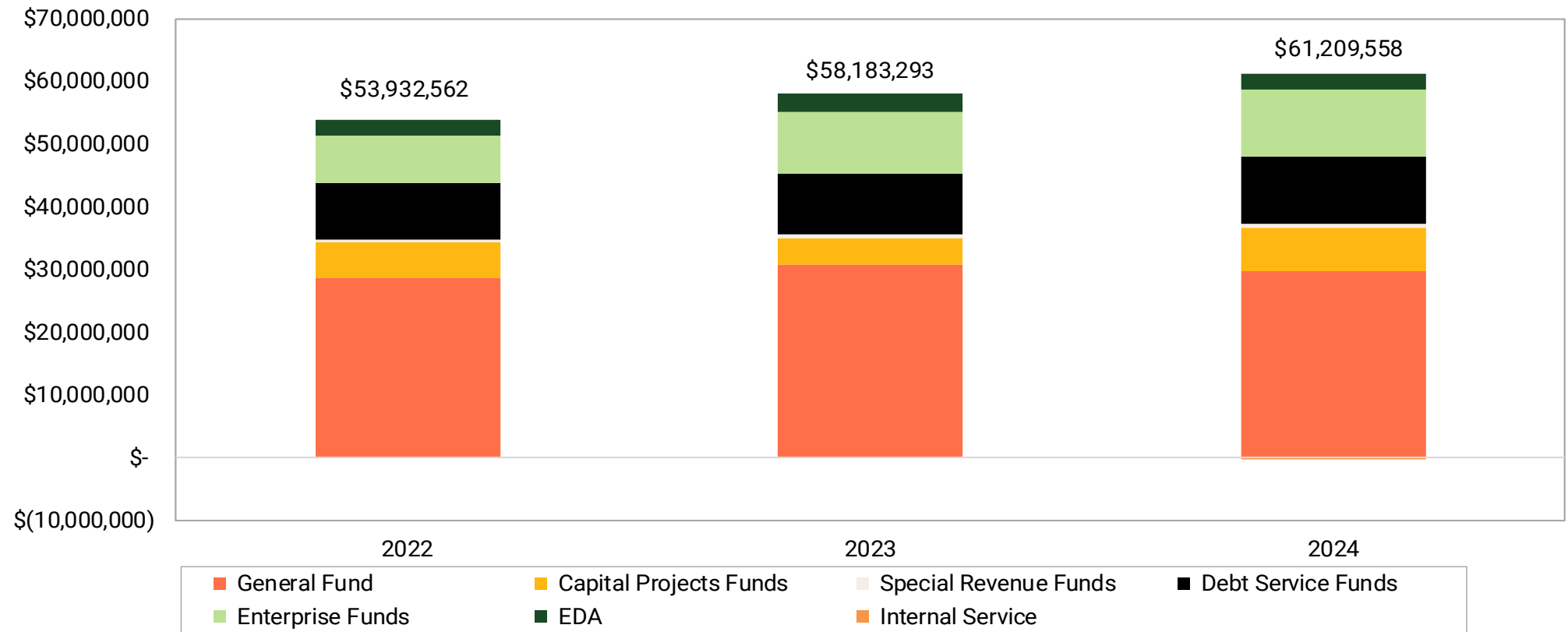
Cash Flows from Operations and Cash Balances



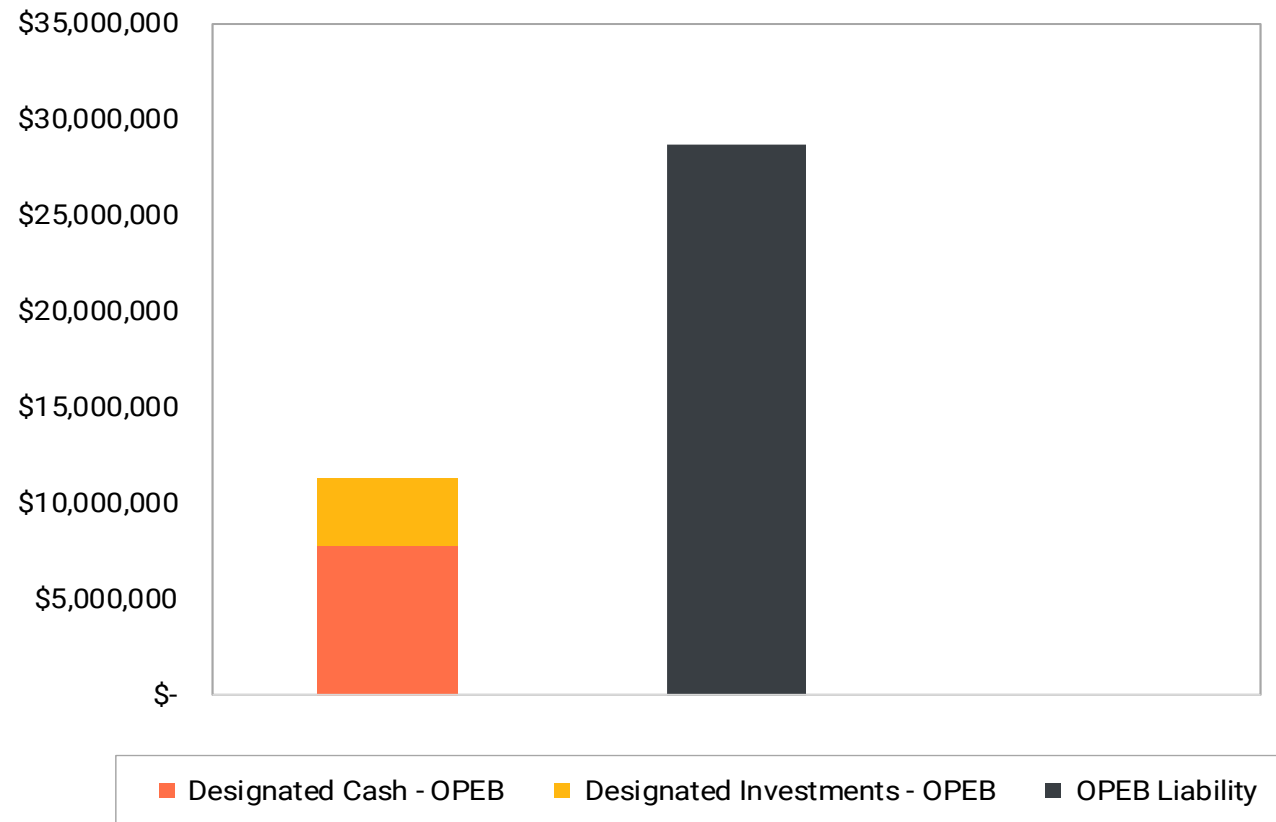
Economic Development Authority Fund

Fund	Fund Balances/Net Position December 31,		Increase (Decrease)
	2023	2024	
General	\$ 491,986	\$ 524,170	\$ 32,184
Special Revenue			
Economic Development	3,738,130	4,043,509	305,379
Deferred Loan Program	470,830	224,061	(246,769)
Debt Service			
Tax Increment XII	71,481	86,287	14,806
Capital Projects			
Storefront Renovation Project	226,540	235,718	9,178
Tax Abatement	150,979	166,118	15,139
Business Type			
1111 7th Ave East	100,178	656,369	556,191
Nor-Tech Building	-	13,375	13,375
Total	<u>\$ 5,250,124</u>	<u>\$ 5,949,607</u>	<u>\$ 699,483</u>

Cash and Investments Balances by Fund Type

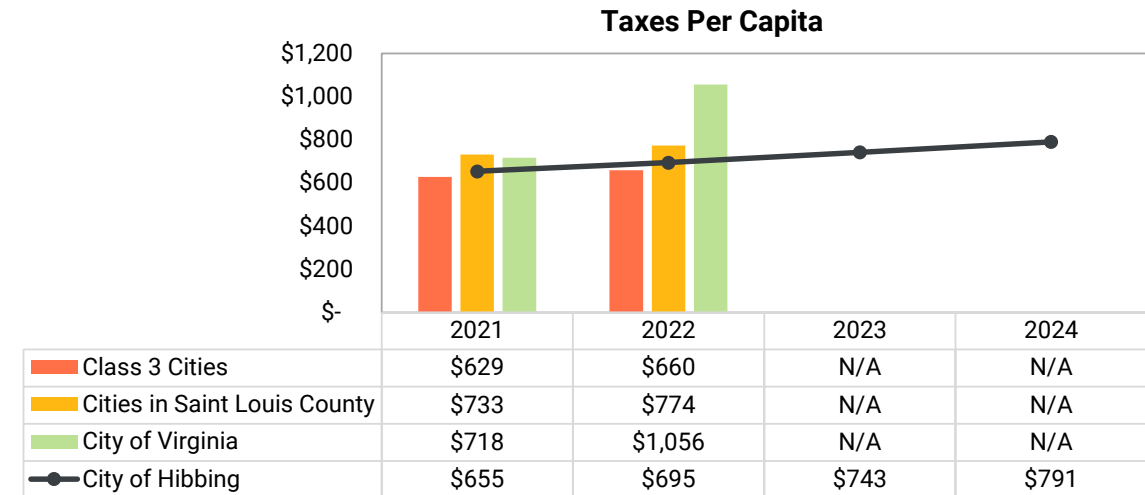
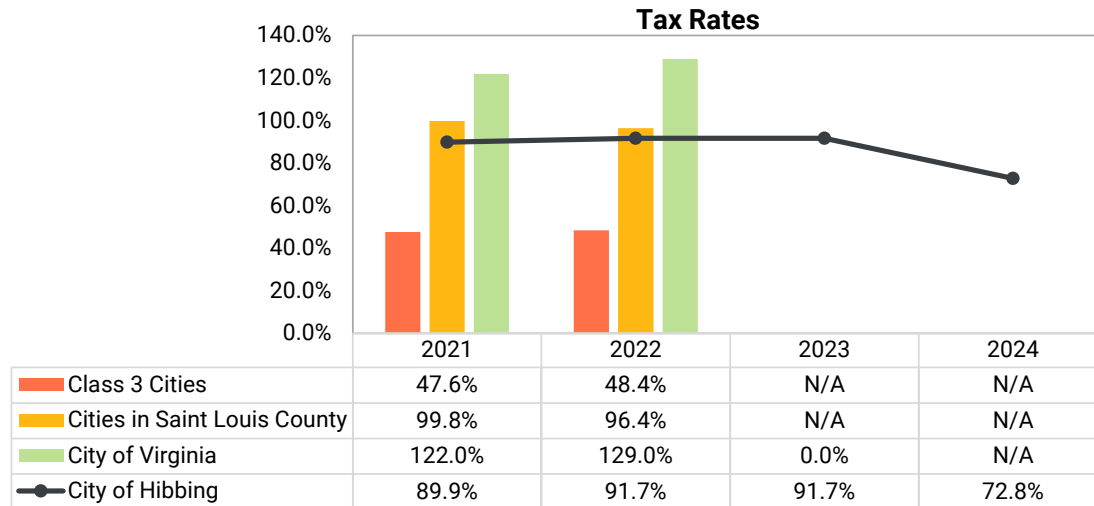


OPEB Cash and Investments in Comparison with Liability



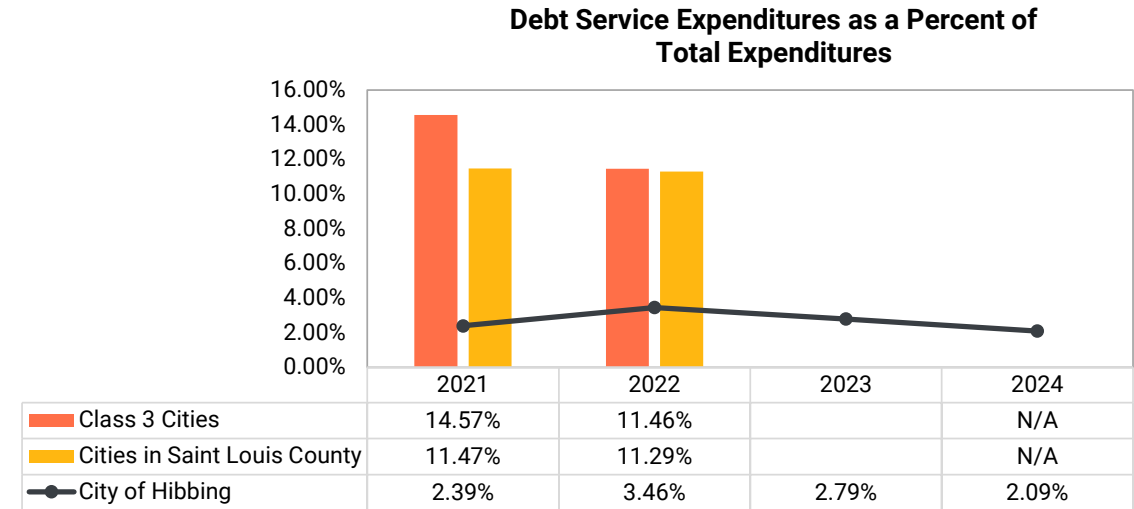
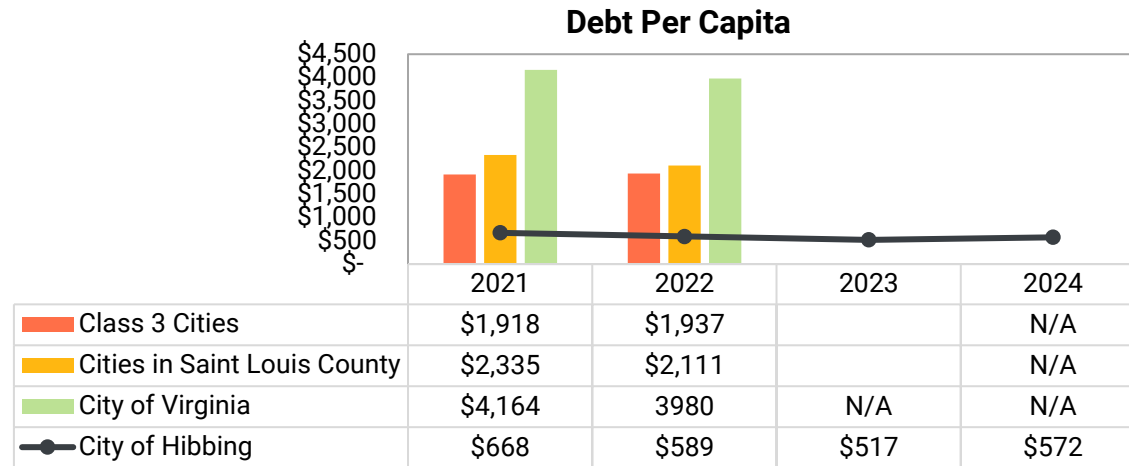
Taxes

Key Performance Indicators



Debt

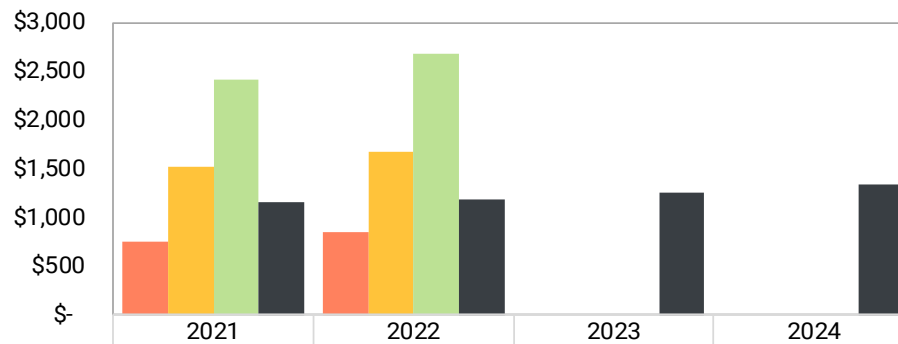
Key Performance Indicators



Expenditures

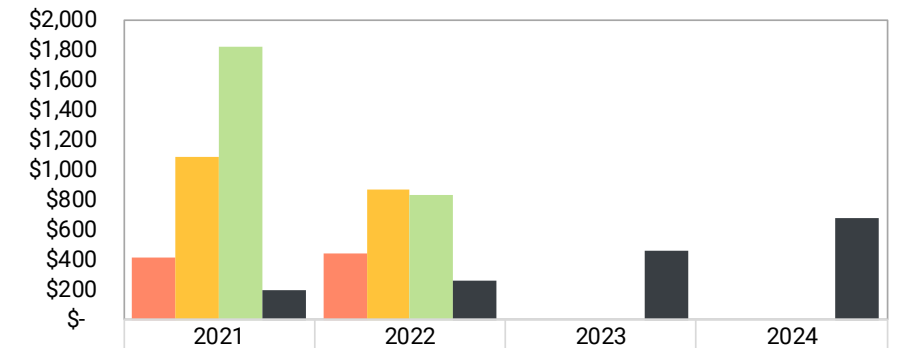
Key Performance Indicators

Current Expenditures Per Capita



Class 3 Cities	\$753	\$843		N/A
Cities in Saint Louis County	\$1,518	\$1,679		N/A
City of Virginia	\$2,414	\$2,684	N/A	N/A
City of Hibbing	\$1,159	\$1,187	\$1,261	\$1,341

Capital Expenditures Per Capita



Class 3 Cities	\$418	\$444	N/A	N/A
Cities in Saint Louis County	\$1,086	\$870	N/A	N/A
City of Virginia	\$1,822	\$832	N/A	N/A
City of Hibbing	\$197	\$263	\$457	\$676

Your Abdo Team



Andy Berg, CPA
Partner



Bonnie Schwieger, CPA
Partner



Luke Vogt
Supervisor



Alex Trippel, CPA
Senior Associate



Mathoke Phaladi
Senior Associate



Hope Winters
Associate



Delaney Rossow
Associate



Kayley Eigenberg
Associate



Request for Council Action

City Council Action

Approve this Plat Exemption request.

Description of Agenda Item

Approve a Subdivision Plat Exemption request of the St. Michaels Church Board, 701 East 40th Street, Hibbing, MN 55746, in the R-2, One To Four Family Residence District, and the Hibbing City Code of Ordinances, on the subject property, 701 East 40th Street, Hibbing, MN 55746.

Strategic Initiative

Owner of Agenda Item

Pat Green, Building Official, 218.969.0165, patgreen@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

The Planning Commission recommends approval of this Plat Exemption request.

Budgetary/Fiscal Impact

None.

Action Requested

Approve this Plat Exemption request.

Attachments

1. DOC070125
2. DOC070125

DATE: June 16, 2025

REF. #: PE 25-03

BY MEMBER: G. Smith

RESOLUTION

WHEREAS, Hibbing Planning Commission held a public hearing on this date for a Subdivision Plat Exemption request of the St. Michaels Church Board, 701 East 40th Street, Hibbing, MN 55746, in the R-2, One To Four Family Residence District, and the Hibbing City Code of Ordinances, on the subject property, 701 East 40th Street, Hibbing, MN 55746 (Section 19 Township 57 Range 20 Hibbing); and

WHEREAS the Commission finds that the proposed building or use at the particular location requested is necessary or desirable to provide convenience and will contribute to the general welfare of the neighborhood or community; and

WHEREAS the Commission finds that the proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities, and other matters affecting the public health, safety and general welfare; and

WHEREAS the Commission finds that the proposed building or use will be designed, arranged and operated so as to permit and use of neighboring property in accordance with the applicable regulations.

NOW THEREFORE BE IT RESOLVED that the Planning Commission herewith recommends City Council approval of the request.

MEMBER G. Smith moved the adoption of the resolution, J. Jump seconded the adoption, and the results of the vote were as follows:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
G. Smith, Chairperson	X		
G. Pogachnik	X		
J. Jump	X		
C. Lubovich	X		
D. Majkich			X

SUMMARY OF VOTE: YES: 5
NO: 0
ABSTENTION: 1
MOTION: APPROVED: X
DISAPPROVED: _

And I hereby certify that the foregoing (or above) is a true and correct copy of a Resolution adopted by the Hibbing Planning Commission at their regular meeting on June 16, 2025.

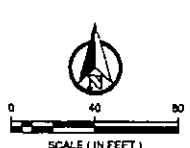
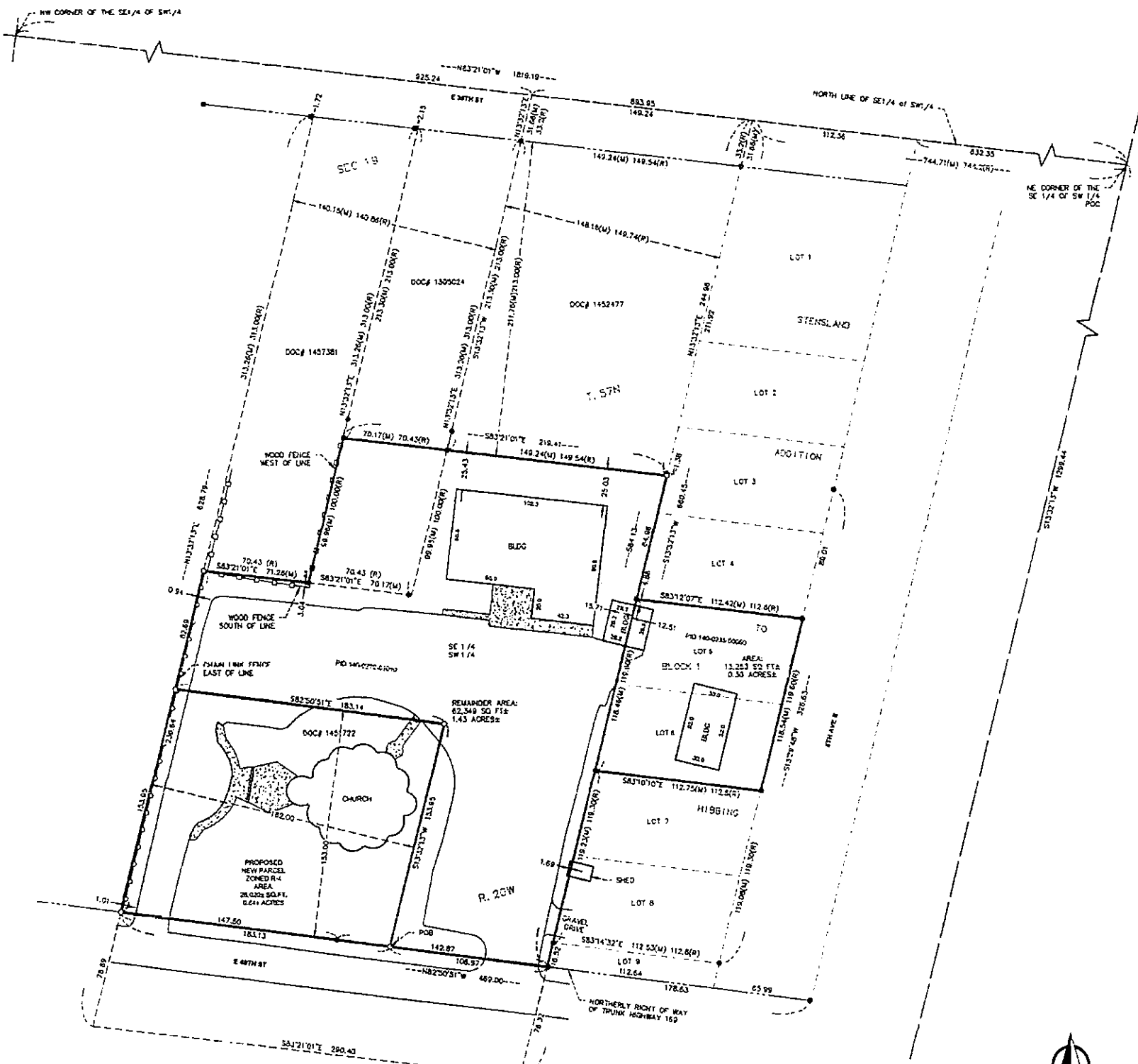
No Seal



Drafted by Tina Glad, Secretary
City of Hibbing
401 East 21st Street
Hibbing, MN 55746

CERTIFICATE OF SURVEY

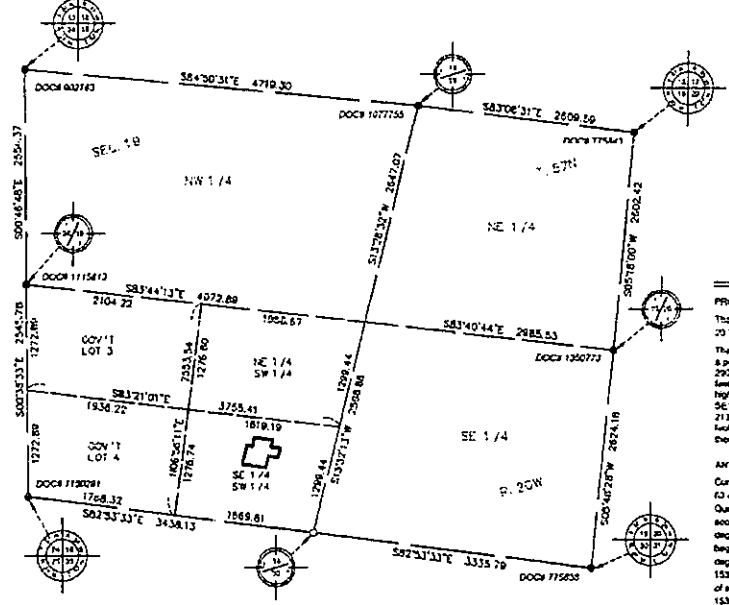
LOTS 5 & 8, BLOCK 1, STENSLAND ADDITION
AND PART OF THE SE 1/4 - SW 1/4
SEC 19, T.57N. R.20W OF THE 4TH P.M.
ST. LOUIS COUNTY, MINNESOTA



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ST. LOUIS COUNTY TRANSFORMED MERIDIAN COORDINATE SYSTEM, NAD83, 2011 CURVATURE.

- DENOTES BENCH MARK OR MEASUREMENT
- DENOTES BENCH MARK BY IN EACH LONG RICH
- (M) DENOTES MEASURED DISTANCE
- (R) DENOTES RECORDED DISTANCE

SECTION BREAKDOWN
NOT TO SCALE



PROPOSED NEW PARCEL DESCRIPTION

PROPOSED NEW PARCEL DESCRIPTION
The part of the Southeast Quarter of the Southwest Quarter of Section 19, Township 57, North, Range 20 West of the Fourth Principal Meridian, St. Louis County, described as follows:
Commencing at the northeast corner of said Southeast Quarter of the Southwest Quarter, thence North 83 degrees 21 minutes 01 second West, measured bearing, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 774.71 feet, thence South 18 degrees 32 minutes 13 seconds West 584.13 feet, in the northerly right of way line of Trunk Highway 160, thence North 82 degrees 50 minutes 51 seconds West, along said northerly right of way, 108.87 feet, to the point of beginning of the parcel to be described, thence continuing along said northerly right of way, North 82 degrees 50 minutes 51 seconds West 183.13 feet, thence North 13 degrees 37 minutes 13 seconds East 153.85 feet, thence South 82 degrees 50 minutes 51 seconds East, parallel with and 153.00 feet north of said northerly right of way, 183.14 feet, thence South 13 degrees 37 minutes 13 seconds West 153.85 feet, to the point of beginning.
Subject to easements, restrictions or reservations of record if any.

PROPOSED REMAINDER PARCEL DESCRIPTION

PROPOSED NEW PARCEL DESCRIPTION
That part of the Southeast Quarter of the Southwest Quarter of Section 19, Township 57, North, Range 20 West of the Fourth Principal Meridian, St. Louis County, described as follows:
That part of the SE 1/4 of SW 1/4, Section 19, Township 57, Range 20 described as follows. Beginning at a point 744.2 feet W and 33.2 feet S of the NE Corner, thence South 82.8 feet, thence West 250.8 feet, thence North 82.8 feet, thence East 250.8 feet, parallel with the North line of said Rwy 200.8 feet to the Point of Beginning. EXCEPT the West 145.84 feet of the North 31.3 feet AND EXCEPT highway right of way AND EXCEPT Easement 148.14 feet of North 31.3 feet AND INCLUDING part of the SE 1/4 of SW 1/4 beginning 883.94 feet West and 53.2 feet South of NE corner, thence S 84° 28' 00" W for 273 feet to the Point of beginning, thence continue S 84° 28' 00" W for 100 feet, thence due West for 70.43 feet, thence S 84° 28' 00" W, this line being parallel to the East boundary line of said Rwy, for 100 feet, thence due East for a distance of 70.43 feet to the Point of Beginning.

AND EXCEPT
Commencing at the northeast corner of said Southeast Quarter of the Southwest Quarter, thence North 83 degrees 21 minutes 01 second West, measured bearing, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 774.71 feet, thence South 18 degrees 32 minutes 13 seconds West 584.13 feet, to the northerly right of way line of Trunk Highway 160, thence North 82 degrees 50 minutes 51 seconds West, along said northerly right of way, 108.87 feet, to the point of beginning of the parcel to be described, thence continuing along said northerly right of way, North 82 degrees 50 minutes 51 seconds West 183.13 feet, thence North 13 degrees 37 minutes 13 seconds East 153.85 feet, thence South 82 degrees 50 minutes 51 seconds East, parallel with and 153.00 feet north of said northerly right of way, 183.14 feet, thence South 13 degrees 37 minutes 13 seconds West 153.85 feet, to the point of beginning.
Subject to easements, restrictions or reservations of record if any.

- LEGEND**
- BOUNDARY LINE
 - SECTION LINE
 - QUARTER SECTION LINE
 - QUARTER QUARTER LINE
 - PLAT LINE
 - DEED LINE
 - RIGHT OF WAY LINE

LEGAL DESCRIPTION PER DOC# 1451722

Lots 5 and 8, Block 1, Stensland Addition in Village of Hibbing
-and-
That part of the SE 1/4 of SW 1/4, Section 19, Township 57, Range 20 described as follows: Beginning at a point 744.2 feet W and 33.2 feet S of the NE Corner, thence South 82.8 feet, thence West 250.8 feet, thence North 82.8 feet, thence East 250.8 feet, parallel with the North line of said Rwy 200.8 feet to the Point of Beginning. EXCEPT the West 145.84 feet of the North 31.3 feet AND EXCEPT highway right of way AND EXCEPT Easement 148.14 feet of North 31.3 feet AND INCLUDING part of the SE 1/4 of SW 1/4 beginning 883.94 feet West and 53.2 feet South of NE corner, thence S 84° 28' 00" W for 273 feet to the Point of beginning, thence continue S 84° 28' 00" W for 100 feet, thence due West for 70.43 feet, thence S 84° 28' 00" W, this line being parallel to the East boundary line of said Rwy, for 100 feet, thence due East for a distance of 70.43 feet to the Point of Beginning.

THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE EXAMINATION OR OPINION. THERE MAY BE EASEMENTS OR OTHER LATER FACTORS WHICH MAY AFFECT THE SUBJECT PROPERTY THAT ARE NOT SHOWN ON THIS SURVEY.

DATE	JUNE 30, 2025	DATE		AMENDMENTS	BY	PREPARED FOR: ST. MICHAEL'S ORTHODOX CHURCH
SCALE	AS SHOWN					I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY	BLP					Justine N. [Signature]
CHECKED BY	ALP					ANTHONY L. PALUCH
FILE NUMBER	2025-11021					DATE 6-30-2025 1:21 PM, 83737

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WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



Request for Council Action

City Council Action

Approve this Conditional Use Permit request.

Description of Agenda Item

Approve a Conditional Use Permit request of the St. Michaels Church Board, 701 East 40th Street, Hibbing, MN 55746, to allow for the construction of a new Community Building, in the R-2, One To Four Family Residence District, and the Hibbing City Code of Ordinances, which is permitted only with a Conditional Use Permit.

Strategic Initiative

Owner of Agenda Item

Pat Green, Building Official, 218.969.0165, patgreen@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

The Planning Commission recommends approval of this Conditional Use Permit request.

Budgetary/Fiscal Impact

None.

Action Requested

Approve this Conditional Use Permit request.

Attachments

1. DOC061725

DATE: June 16, 2025

REF. #: CU 25-04

BY MEMBER: G. Smith

RESOLUTION

WHEREAS, Hibbing Planning Commission held a public hearing on this date for a Conditional Use Permit request of the St. Michaels Church Board, 701 East 40th Street, Hibbing, MN 55746, to allow for the construction of a new Community Building, in the R-2, One To Four Family Residence District, and the Hibbing City Code of Ordinances, which is permitted only with a Conditional Use Permit on the subject property, 701 East 40th Street, Hibbing, MN 55746 (Section 19 Township 57 Range 20 Hibbing); and

WHEREAS the Commission finds that the proposed building or use at the particular location requested is necessary or desirable to provide convenience and will contribute to the general welfare of the neighborhood or community; and

WHEREAS the Commission finds that the proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities, and other matters affecting the public health, safety and general welfare; and

WHEREAS the Commission finds that the proposed building or use will be designed, arranged and operated so as to permit and use of neighboring property in accordance with the applicable regulations.

NOW THEREFORE BE IT RESOLVED that the Planning Commission herewith recommends City Council approval of the request.

MEMBER G. Smith moved the adoption of the resolution, J. Jump seconded the adoption, and the results of the vote were as follows:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
G. Smith, Chairperson	X		
G. Pogachnik	X		
J. Jump	X		
C. Lubovich	X		
D. Majkich			X

SUMMARY OF VOTE: YES: 4
NO: 0
ABSTENTION: 1
MOTION: APPROVED: X
DISAPPROVED:

And I hereby certify that the foregoing (or above) is a true and correct copy of a Resolution adopted by the Hibbing Planning Commission at their regular meeting on June 16, 2025.

No Seal



Drafted by Tina Glad, Secretary
City of Hibbing
401 East 21st Street
Hibbing, MN 55746



Request for Council Action

City Council Action

Description of Agenda Item

Strategic Initiative

Owner of Agenda Item

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Attachments

1. Local Transmission Route Permit



1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

DATE: June 25, 2025

TO: City of Hibbing, Planning Commission c/o Mr. Pat Green, Building
Official/ Zoning Administrator
RE: Notice of Intent to file Southern Interconnect Transmission
Project Applications

Dear Planning Commission and Mr. Green;

The Hibbing Public Utilities Commission ("HPU") is providing this Notice of Intent ("NOI") to file applications for:

- 1) a Conditional Use Permit ("CUP") for a transmission line under Local Ordinance 11.05, subd.6A; and
- 2) a local transmission route permit under Minn. Stat. 216I.08.

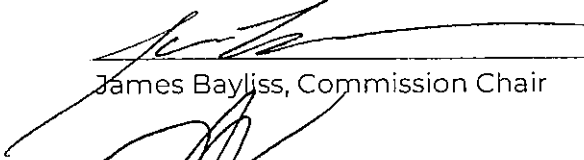
The Southern Interconnect Transmission Line Project ("the Project") will allow HPU to better serve its customers with resilient and reliable electric service by ensuring full access to the Midcontinent Independent System Operator ("MISO") grid and increased access to grid power.

HPU is providing this NOI to assist the City Council and Planning Commission with review and process of these Project applications. HPU requests that the NOI be advanced to the City Council for a resolution concluding that the City has jurisdiction 1) to consider a CUP application under Chapter 11 of the Hibbing City Code (including Local Ordinance 11.05, subd. 6A) for the Project; and 2) to consider a local transmission route permit application under Minn. Stat. 216I.08. Under the local review statute (Minn. Stat. 216I.08), because the Hibbing City Council will be granting the route permit instead of the Minnesota Public Utilities Commission (MPUC), it is critical that the Hibbing City Council provide initial jurisdictional and procedural findings (including preparation of environmental documents) to facilitate the approval processes for the Project. A draft resolution is attached.

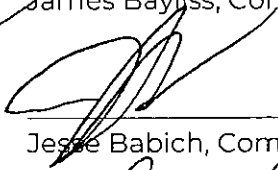
Upon City Council resolution on the initial jurisdictional and procedural findings, the following process would follow:

1. HPU will file its CUP and route permit applications with the Planning Commission. HPU must notify the MPUC of its filing within 10 days.
2. The Planning Commission would then evaluate HPU's CUP application consistent with its typical CUP process and also oversee development of an Environmental Assessment ("EA") for the route permit.
 - a. The Planning Commission must hold one public meeting in coordination with HPU for purposes of affording the public an opportunity to participate in developing the scope of the EA before the EA is prepared.

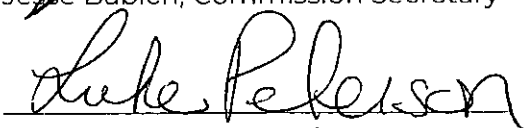
- b. Upon completion of the EA, HPU will facilitate the Planning Commission's requirement to publish notice of the completed EA in the Minnesota EQB Monitor.
 - c. HPU must provide copy of the completed EA to the MPUC.
3. Upon consideration of HPU's CUP application and the completed EA and transmission route permit application, the Planning Commission will vote on whether to approve HPU's applications and provide such recommendations to the City Council.
4. Once the Planning Commission provides recommended decisions to the City Council, the City Council will consider approval of HPU's applications no earlier than 10 days after a public hearing (including typical CUP process).



James Bayliss, Commission Chair



Jesse Babich, Commission Secretary



Luke Peterson, General Manager



1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

RESOLUTION NO. 25-26
STATE OF MINNESOTA
COUNTY OF ST. LOUIS
HIBBING PUBLIC UTILITIES COMMISSION

RESOLUTION APPROVING DEVELOPMENT OF THE CONDITIONAL USE PERMIT AND ROUTE PERMIT APPLICATIONS FOR THE HPU SOUTHERN INTERCONNECT TRANSMISSION LINE PROJECT

WHEREAS, the Southern Interconnect Transmission Line Project ("the Project") will allow Hibbing Public Utilities ("HPU or "the Commission") to better serve its customers with resilient and reliable electric service by ensuring full access to the Midcontinent Independent System Operator ("MISO") grid and increased access to grid power; and

WHEREAS, HPU has duties and powers set forth in MN Statute Chapter 412 in addition to the duties and powers set forth in its own enabling statutes; and

WHEREAS, HPU seeks to utilize the Conditional Use Permit ("CUP") and local permitting option for its transmission line permit applications ("Applications") for the Project under Chapter 11 of the Hibbing City Code (including 11.05, subd. 6A) and Minn. Stat. 216I.08 ("Local Review"); and

WHEREAS, the City has authority to consider HPU's Application under the Hibbing City Code and approve the Project as the Local Government Unit ("LGU") under Local Review statute; and

NOW BE IT RESOLVED that the Commission seeks to advance the Southern Interconnect Transmission Line Project to allow HPU to better serve its customers with resilient and reliable electric service by ensuring full access to the Midcontinent Independent System Operator ("MISO") grid and increased access to grid power and hereby authorizes HPU staff to submit whatever documents are necessary with the City of Hibbing to exercise the local permitting plan pursuant to Minn. Stat 216I.08.

Upon vote taken, the following voted:

For: Bayliss, Sundstede, Hart, Babich, Stokes

Against: None

Whereupon said Resolution No.25-06 was declared duly passed and adopted this 24th day of June, 2025.


James Bayliss, Commission Chair


Jesse Babich, Commission Secretary



Request for Council Action

City Council Action

Description of Agenda Item

Strategic Initiative

Owner of Agenda Item

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Attachments

1. Vacant-Land-Purchase-Agreement-revised-2025-07-01

VACANT LAND PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement is made as of _____, 2025, by and between **Housing and Redevelopment Authority of Hibbing**, a public body corporate and politic of the State of Minnesota, 3115 7th Ave. E., Hibbing, MN 55746, BUYER, and **City of Hibbing**, a municipal corporation, 401 East 21st Street, Hibbing, MN 55746, SELLER.

2. **OFFER/ACCEPTANCE.** Buyer offers to purchase and Seller agrees to sell real property legally described as: That part of the South 360 feet of the NE 1/4 of the SE 1/4 lying Westerly of the Westerly Right of Way line of the Duluth, Missabe & Iron Range Railway Company, Section 24, Township 57 North of Range 21, West of the Fourth Principal. (the "Property"). The Property is located 3900 5th Avenue West, Hibbing, MN, County of St. Louis, State of Minnesota, and taxed under Parcel No. 140-0290-00619.

There is no personal property or improvements included in this sale except for the Seller's obligation to have the site shovel ready at closing.

3. **DATE OF BINDING AGREEMENT.** This Agreement is binding on the parties as of the date in paragraph 1 above.

4. **PRICE AND TERMS.** The parties will continue to negotiate and agree on the price of the Property prior to CLOSING. The consideration upon CLOSING under this Purchase Agreement is an equity gift of the current appraised value of the property.

5. **DEED/MARKETABLE TITLE.** Upon performance by Buyer, Seller shall execute and deliver a Warranty Deed conveying marketable title, subject to:

- A. Building and zoning laws, ordinances, state and federal regulations;
- B. Restrictions relating to use or improvement of the Property without effective forfeiture provisions;
- C. Reservation of any mineral rights by the State of Minnesota; and
- D. Utility and drainage easements which do not interfere with existing improvements; and
- E. Exceptions to title which constitute encumbrances, restrictions, or easements which have been disclosed to Buyer and accepted by Buyer prior to closing (must be specific and in writing as "Permitted Encumbrances").

6. **REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.** Buyer shall be responsible for all real estate taxes accruing subsequent to the date hereof and for any special assessments placed on the Property subsequent to the date hereof. Seller is responsible for all taxes applicable to years prior to closing and payable in years prior to closing and for any penalty and interest thereon, said amounts to be identified and paid at closing from closing proceeds.

Insofar as assessments are concerned, Seller is responsible for assessments pending or levied up to CLOSING and Buyer is responsible for assessments pending or levied subsequent to CLOSING.

7. **DAMAGES TO REAL PROPERTY.** Buyer shall bear the risk of any damage to the real property while conducting its due diligence testing.

8. **SELLER'S BOUNDARY LINE, RESTRICTIONS AND LIEN WARRANTIES.** Seller warrants that buildings, if any, are entirely within the boundary lines of the property. Seller warrants that there has been no labor or material furnished to the property for which payment has not been made. Seller warrants that there are no present violations of any restrictions relating to the use or improvement of the property. These warranties shall survive the delivery of the deed.

9. **CONDITION OF PROPERTY.**

- A. Other than as revealed in reports provided to the City of Hibbing by Braun Engineering and the Minnesota Pollution Control Agency in advance of the closing hereunder, Seller knows of no hazardous substances or petroleum products having been placed, stored, or released from or on the property by any person in violation of any law, nor of any underground storage tanks having been located on the property at any time.
- B. Seller shall remove all debris, trash, rubbish, garbage, rubble, and yard waste from the land before the possession date.
- C. Seller has no knowledge that the property has any conditions that are protected by federal or state law (such as American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical structures or materials, or archeological sites).
- D. Seller has not received any notice from any governmental authority as to the existence of, and Seller has no knowledge of, any Dutch elm disease, oak wilt, or other disease of any trees on the real property.
- F. To the best of Seller's knowledge, methamphetamine production has not occurred on the property.
- H. Seller's warranties and representations contained in this Paragraph 9, shall survive the delivery of the Deed.

10. **DISCLOSURE OF NOTICES.** Seller has not received any notice from any governmental authority as to violation of any law, ordinance or regulation affecting the property. If the property is subject to restrictive covenants, Seller has not received any notice from any person as to a breach of the covenants.

11. **POSSESSION.** Seller shall deliver possession of the property not later than CLOSING.

12. **EXAMINATION OF TITLE.** At least 30 days before the anticipated closing date, Seller shall provide evidence of title, which shall include proper searches covering bankruptcies, state and federal judgments and liens, and levied and pending Special Assessments, to Buyer or Buyer's designated title search provider, as follows:

This property is Torrens/Abstract. Seller shall provide a commitment for an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write title insurance in Minnesota. Seller shall pay the cost of title examination fee and the costs of evidence of title for such title insurance policy.

Buyer shall be responsible for the title insurance premium if Buyer chooses to obtain the owner's policy of title insurance.

13. **TITLE CORRECTIONS AND REMEDIES.** Seller shall use Seller's best efforts to provide marketable title by the date of closing. Marketable title includes dealing within any encroachments, trespassing

or squatters, including hunting shacks and/or stands. In the event Seller has not provided marketable title by the date of closing, Seller shall have the right upon written notice to Buyer to extend the closing date for an additional 30 days to make title marketable or, in the alternative, Buyer may waive title defects by written notice to Seller. In addition to this 30-day extension, Buyer and Seller may, by mutual written agreement, further extend the closing date. Lacking such extension, either party may declare this Purchase Agreement, if title fails, cancelled by written notice to the other party, or licensee representing or assisting the other party, in which case this Purchase Agreement is cancelled for title failures. If either party declares this Purchase Agreement cancelled, Buyer and Seller shall immediately sign a Cancellation of Purchase Agreement confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer.

14. **DEFAULT.** If Buyer defaults in any of the agreements hereunder, Seller may terminate this Purchase Agreement, and any payments made hereunder, including earnest money, shall be retained by Seller as liquidated damages and Buyer and Seller shall affirm the same by a written cancellation agreement.

If Buyer defaults in any of the agreements hereunder, Seller may terminate this Purchase Agreement under the provisions of either MN Statute 559.21 or MN Statute 559.217, whichever is applicable. If either Buyer or Seller defaults in any of the agreements hereunder or there exists an unfulfilled condition after the date specified for fulfillment, either party may cancel this Purchase Agreement under MN Statute 559.217, Subd. 3. Whenever it is provided herein that this Purchase Agreement is canceled, said language shall be deemed a provision authorizing a Declaratory Cancellation under MN Statute 559.217, Subd. 4.

If this Purchase Agreement is not canceled or terminated as provided hereunder, Buyer or Seller may seek actual damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; and, as to specific performance, such action must be commenced within six (6) months after such right of action arises.

15. **NOTICES.** All notices required herein shall be in writing and delivered personally or mailed to the address as shown at Paragraph 1. above and, if mailed, are effective as of the date of mailing.

16. **MINNESOTA LAW.** This contract shall be governed by the laws of Minnesota.

17. **WELL DISCLOSURE.** Seller certifies that Seller knows of no wells on the described real property.

18. **SELLER'S AFFIDAVIT.** At closing, Seller shall supplement the warranties and representations in this Purchase Agreement by executing and delivering a Minnesota Uniform Conveyancing Blank (Form No. 116-M, 117-M, or 118-M) Affidavit of Seller.

19. **BINDING NATURE.** This Agreement is binding on heirs, successors and assigns.

20. **CONTINGENCIES.** In addition to Title, the contingencies relate to the feasibility of the project and the obtaining of sufficient funding to build the project. Buyer agrees to keep Seller fully informed as to the status of those issues. Additionally, the parties agree as follows:

A. Seller agrees to clear, balance and remediate the land/soils, as necessary, to a shovel-ready state in order to provide an immediate, mortgageable, and buildable site(s) for multifamily residential development;

B. Seller agrees to provide both viable and insurable legal access and utilities to include building any extension of current public roads and utilities;

C. At CLOSING, Buyer agrees to grant Seller a Right of First Refusal upon property it currently owns

legally described as Outlots A, B and C, GREENHAVEN SECOND DIVISION, and contained under Tax Parcels 140-0098-02270, 140-0098-02280 and 140-0098-02290. It is understood between the parties that said Right of First Refusal can only be given if approved by the Secretary of Housing and Urban Development (HUD), contingent upon said property being released from the Declaration of Trust (defined below) by HUD, which prohibits “transferring, conveying, assigning, leasing, mortgaging, pledging, or otherwise encumbering...” under the terms of a Declaration of Trust filed February 28, 1994, in the office of the St. Louis County Recorder as Document No. 597781 and in the office of the St. Louis County Registrar of Titles as Document No. 579231;

D. This sale is contingent upon Buyer obtaining funding through the Minnesota Housing Finance Agency by June 30, 2026; and

E. This sale is contingent upon the City approving the sale of the property as a part of its Comprehensive Plan.

21. **CLOSING.** Closing shall be at the office as directed by Minnesota Housing Finance Agency (MHFA). The Closing shall occur at such time as Buyer is able to secure the funding and close on the purchase and the financing for the facility to be constructed. If Buyer’s anticipated funding through MHFA is not approved by June 30, 2026, Either party shall have the option to cancel this Agreement. This Purchase Agreement may be continued but only by the mutual agreement of the parties. Status of Buyer’s efforts to secure funding will be provided to Seller upon request. Buyer shall notice Seller regarding a Closing Date at least thirty (30) days in advance of such Closing.

22. **CLOSING COSTS.** The costs of closing, if not determined by other provisions of this Agreement, shall be paid as follows:

A. **SELLER’S COSTS.** Seller shall pay the following at closing:

- (1) Document preparation costs, recording fees, and deed taxes for documents necessary to establish good and marketable title in Seller.
- (2) Document preparation costs, certified copy fees, and recording fees to establish the authority of the person acting on behalf of Seller.
- (3) Document preparation costs for Seller’s deed and any other documents necessary to transfer good and marketable title by Seller’s deed.
- (4) Deed tax on Seller’s deed.
- (5) One half of the closer’s fee.

B. **BUYER’S COSTS.** Buyer shall pay the following at closing:

- (1) One-half of the closer’s fee.
- (2) Recording fee for Seller’s deed.
- (3) All Buyer’s financing charges.

23. **EXPIRATION OF AGREEMENT.** This Vacant Land Purchase Agreement shall expire on June 30, 2026, with additional option to extend as long as all funding has been approved.

24. **TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS AGREEMENT.**

IN WITNESS WHEREOF, the parties hereto have executed this Vacant Land Purchase Agreement as of the date first above written.

Buyer hereby agrees to purchase the property for the price and terms and conditions set forth above.

HOUSING AND REDEVELOPMENT AUTHORITY
OF HIBBING

By: _____

Date: _____

Seller hereby agrees to sell the property for the price and terms and conditions set forth above.

CITY OF HIBBING

By: _____
Pete Hyduke

Its: Mayor _____

Date: _____

By: _____
Candie Seppala

Its: City Clerk _____

Date: _____



Request for Council Action

City Council Action

Description of Agenda Item

Strategic Initiative

Owner of Agenda Item

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Attachments

None



Request for Council Action

City Council Action

Description of Agenda Item

Strategic Initiative

Owner of Agenda Item

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Attachments

None



Request for Council Action

City Council Action

Approve the purchase of 80 Niche Columbarium for Maple Hill Cemetery in the amount of \$39,523.00. Half paid in 2025 and the remainder in 2026.

Description of Agenda Item

Approve the purchase of 80 Niche Columbarium for Maple Hill Cemetery in the amount of \$39,523.00. Half paid in 2025 and the remainder in 2026.

Strategic Initiative

This will be number six on the 8 place Columbarium Site

Owner of Agenda Item

John Yurelich, Superintendent of Public Works, 218.966.4773, johnnyurelich@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Cemetery purchase of a new Columbarium.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

We budgeted \$37,152.00 for 2025. The price increase was more than anticipated. The price for 2025 is \$39,523.00 this leaves \$2,371.00 above budget. Half of the amount could come out of operating budget for 2025, the other half would be added to 2026 capital budget. As is customary, when approved we pay half down on the order. \$19,761.50

Action Requested

Approve the purchase of 80 Niche Columbarium for Maple Hill Cemetery in the amount of \$39,523.00. Half paid in 2025 and the remainder in 2026.

Attachments

1. Adobe Scan Jun 25, 2025

HIBBING MONUMENT

1326 GRAY DRIVE
HIBBING, MN 55746
(218) 263-5600
WWW.HIBBINGMONUMENT.COM

GRANITE SOURCE

- ☒ DOMESTIC GRANITE
☐ OVERSEAS GRANITE
☐ IN-STOCK GRANITE

THIS AGREEMENT BETWEEN THE UNDERSIGNED BUYER AND HIBBING MONUMENT, HIBBING MN, HEREINAFTER DESIGNATED SELLER, HEREBY SELLS, SUBJECT TO THE TERMS AND CONDITIONS HEREIN SET FORTH, THE FOLLOWING DESCRIBED MEMORIAL:

JOB DESCRIPTION:

- ☐ STANDARD MANUFACTURING ☒ SETTING ONLY ☐ ARTWORK ONLY ☐ DONATION
☐ CEMETERY LETTERING ☐ BRONZE PRODUCTION ☐ STENCIL ONLY / DIGITAL FILE
☐ *CONDITION-SPECIFIC SERVICE (NON-STANDARD MANUFACTURING / DELIVERY) DATE: _____
*PRIOR APPROVAL REQUIRED

STYLES:

T = TABLET S = SLANT F = FOUNDATION
B = BASE P = PILLOW R = REFLECTION STONE
L = LAWN LEVEL MARKER BN = BENCH O = OTHER

STOCK PIECE ID

LIST # IN PRODUCT AREA BELOW AFTER SIZE

ORDER PROCESSING:

☐ ORDER MATERIALS AFTER I APPROVE THE DESIGN LAYOUT
☐ ORDER MATERIALS BEFORE I APPROVE THE DESIGN LAYOUT
Disclaimer: If nothing is selected (marked) above, our default is to order all materials after the design layout is approved (top box). Any changes made after materials are ordered, may result in a restocking fee of 30%.

COLUMBARIUM	ROCKVILLE/CARNELIAN	9'10"-1/8" X 3'1" X 6'5"	5252X 80 NICHE PRE-ASSEMBLED
STYLE	COLOR	SIZE (Length x Width x Height) / STOCK ID #	MODEL # (Finish & Shape)
STYLE	EXTERIOR/FRONTS	SIZE (Length x Width x Height) / STOCK ID #	ALL SINGLE BOTH SIDES
STYLE	COLOR	SIZE (Length x Width x Height) / STOCK ID #	MODEL # (Finish & Shape)
STYLE	COLOR	SIZE (Length x Width x Height) / STOCK ID #	NO DRILL HOLES - WILL ENGRAVE
STYLE	COLOR	SIZE (Length x Width x Height) / STOCK ID #	MODEL # (Finish & Shape)

VASES: ☐ ONE ☐ TWO ☐ LUG ☐ CANISTER MODEL / STYLE _____ SIZE (L x W x H) _____	PHOTO(S) WILL NOT BE ORDERED UNTIL THE DESIGN LAYOUT IS APPROVED CERAMIC PHOTO: ☐ B&W ☐ COLORED ☐ HORIZONTAL ☐ VERTICAL ☐ CUSTOM (CHECK ALL THAT APPLY) ☐ OVAL ☐ HEART ☐ RECTANGLE ☐ CIRCLE ☐ WITH FRAME SIZE (L x W x H) _____ STYLE (Frame / Cover) _____	IF YOU WISH TO DUPLICATE AN EXISTING MEMORIAL, PLEASE INCLUDE A RUBBING & PHOTO
---	--	---

MEMORIAL NAME(S): MAPLE HILL CEMETERY - COLUMBARIUM 80 NICHE

FAMILY NAME AND/OR DESIGN ON BACK: ☐ YES ☐ NO

SIDES: POSITION OF THE NAMES ON THE MEMORIAL CAN VARY DEPENDING ON THE CEMETERY. THE TRADITIONAL ARRANGEMENT IS WHERE THE MAN IS ON THE LEFT AND WOMAN IS ON THE RIGHT. IT IS THE CUSTOMER'S RESPONSIBILITY TO VERIFY THE CORRECT ARRANGEMENT WITH THE CEMETERY.

80 NICHED PRE-ASSEMBLED COLUMBARIUM

LETTERING AND DESIGN

SHIPPING / INSTALLATION

ORDER REVIEW / ETA

- ☐ PICK UP AT PLANT
☐ SHIP TO AMC
☐ DELIVER ONLY
☒ DELIVER & INSTALL

MAPLE HILL

CEMETERY

HIBBING, MN

LOCATION

LOT / BLOCK / GRAVE LOCATION

SEND PAYMENTS TO:

SPECIAL INSTRUCTIONS / NOTES:

SEXTONS: DON & KEVIN
218-362-5960

FOUNDATION BY:

- ☐ COMPANY
☒ CEMETERY
☐ OTHER

FOUNDATION OPTIONS: (MONUMENTS, SLANTS, PILLOWS)

- ☐ GRANITE (LIST SIZE IN PRODUCT AREA)
☒ CONCRETE (LIST SIZE IN PRODUCT AREA)
☐ NONE (EXISTING FOUNDATION)

FLAT MARKER OPTIONS:

- ☐ DELUXE EDGE GRANITE
☐ PRE-CAST FLUSH IN CONCRETE
☐ 4" BORDER (DEFAULT) ☐ OTHER SIZE: _____
☐ SET ON TOP OF FOUNDATION
☐ OTHER: _____
☐ NONE

CEMETERY FEE / PERMIT / STAKING

- ☒ NO
☐ YES \$_____ (FEE AMOUNT)
PAID BY: ☐ COMPANY ☐ AMC ☐ BUYER

ETA (ESTIMATED TIME OF ARRIVAL) IS DEPENDENT ON WEATHER AND GROUND CONDITIONS, AVAILABILITY OF GRANITE AND CEMETERY COORDINATION. VARIABLES OUT OF OUR CONTROL CAN AFFECT THE ETA. MANUFACTURING AND DELIVERY ARE SCHEDULED ONLY AFTER ALL ORDERED ITEMS ARE IN-STOCK AND THE DESIGN LAYOUT IS APPROVED. ETA'S ARE BASED ON THE CURRENT TRENDING LEAD TIMES FROM VENDORS, OVERALL PLANT ORDER VOLUME AND THE MOST UP-TO-DATE INFORMATION AVAILABLE AT THE TIME OF PURCHASE. DELIVERY, INSTALLATION AND ENGRAVING SERVICES ARE SEASONAL.

ETA: _____

TERMS: **50% DOWN PAYMENT, BALANCE AFTER INSTALLATION**

60% OF THE TOTAL RETAIL PRICE IS DUE UPON ORDER SUBMISSION; BALANCE WITHIN 30 DAYS OF DELIVERY/INSTALLATION or PAYMENT IN FULL. A HOLD WILL BE PLACED ON THE ORDER UNTIL TERMS ARE MET.

C.A.R.E. REFERRAL BY: _____

HOW DID YOU HEAR ABOUT US:

- ☒ PAST CUSTOMER ☐ DIRECT MAIL
☐ REFERRAL ☐ LOCATION
☐ INTERNET ☐ OTHER: _____

MEMORIAL CATEGORY:

- ☐ PRE-NEED ☒ AT-NEED

PREFERRED METHOD OF CONTACT:

- ☒ EMAIL ☐ TEXT ☐ MAIL

Sales Activity ID #: 8411

HIBBING MONUMENT

ACCEPTED BY SELLER THIS 5TH DAY OF JUNE/2025 MONTH/YEAR

BY: 11
AMC#

MARY DOHERTY
AUTHORIZED MEMORIAL CONSULTANT

QUOTE #: _____

PRICE: \$ **39,523.00**

OTHER: \$ _____

CEMETERY FEE: \$ **0.00**

SUBTOTAL: \$ **39,523.00**

TAX RATE **0.000%** SALES TAX: \$ **0.00**

TOTAL PRICE: \$ **39,523.00**

DOWN PAYMENT: \$ _____

BALANCE DUE: \$ **39,523.00**

BUYER SIGNATURE
NAME: CITY OF HIBBING (JOHN YURETICH)
ADDRESS: 1425 EAST 23RD STREET
CITY: HIBBING STATE: MN ZIP CODE: 55746
PHONE: 218-966-4773
EMAIL: johnyuretich@hibbingmn.gov



Request for Council Action

City Council Action

Description of Agenda Item

Approve the 3-year proposal from Abdo for auditing services for the years ending December 31, 2025, 2026 and 2027 in an amount not to exceed \$162,525.

Strategic Initiative

Because of the city's size, we are required to have an annual audit by an independent accounting firm.

Owner of Agenda Item

Sheena Mulner, Finance Director - Treasurer, 218-312-1602, sheenamulner@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Our current 3-year engagement with Abdo is ending after the completion of the 2024 audit and state reporting. We have been satisfied with the service Abdo has delivered. I would like to move forward with using Abdo for another 3-year engagement. The pricing is up to \$51,900 for 2025's audit, up to \$54,175 for 2026's audit, and up to \$56,950 for 2027's audit for a total not-to-exceed amount of \$162,525 over 3 years. The single audit amount is only incurred if we receive more than \$750,000 annually in federal awards, then we are required under uniform guidance to conduct a single audit. The price increase is approximately 5% per year.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

An increase to the budget of approximately 5% year over year for audit services – total 3-year cost – not-to-exceed \$162,525

Action Requested

Approve the engagement.

Attachments

1. 3 year engagement proposal - Abdo

June 18, 2025

Honorable Mayor and Council
City of Hibbing
Hibbing, Minnesota

The following sets forth the engagement of our services for the certified audit of the accounts of the City of Hibbing, Minnesota (the City).

We will audit the financial statements of the City for the years ending December 31, 2025, 2026 and 2027 in accordance with auditing standards generally accepted in the United States of America. Our audit will include tests of the accounting records and other procedures we consider necessary to enable us to express an opinion that the financial statements are fairly presented, in all material respects, in conformity with the financial reporting provisions of the Minnesota Office of the State Auditor.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us. In addition, an audit is not designed to detect errors, fraud, or other illegal acts that are immaterial to the financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods of which we are not engaged as auditors.

We will perform the auditing services discussed above for the calendar years 2025, 2026 and 2027.

<u>Year</u>	<u>City Audit</u>	<u>Single Audit</u>	<u>OSA Reporting Form</u>
2025	\$ 46,000	\$ 5,000	\$ 900
2026	48,000	5,250	925
2027	50,500	5,500	950

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

- Our fee includes the city audit, the required management communication letter, the Auditors Report on Minnesota Legal Compliance, the auditor presentation to the Council, and general consulting related to the audit. If applicable, we will also audit federal programs in accordance with Uniform Guidance.

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review letter accompanies this letter.

Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

We appreciate the opportunity to continue service with the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return a copy to our office. If you have any questions, please contact Bonnie Schwieger at 952.715.3065

Very truly yours,



Abdo

Bonnie Schwieger, CPA
Audit Partner

RESPONSE:

This letter correctly sets forth the understanding of the **City of Hibbing, Minnesota**.

Signature _____
City Clerk/Treasurer

Date: _____





Request for Council Action

City Council Action

Description of Agenda Item

Strategic Initiative

Owner of Agenda Item

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Attachments

1. Invoice for year one body/squad cameras with Axon



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments:

Main Agenda

-

Consent Agenda

X

Description of Agenda Item:

Axon Cameras

Strategic Initiative:

Cameras

Owner of Agenda Item/Department/email address/Phone:

Chief Estey
stevenestey@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Approve using surplus funds to pay the year one invoice for body/squad cameras to Axon in the amount of \$43,367.98. The purchase was approved at the December 4, 2024 council meeting. The following year installments will be a yearly budget item.

Board/Commission/Committee Actions(s):

N/A

Budgetary/Fiscal Impact:

Surplus

Action Requested: Questions, discussion, questions, City Council Action

Council Approval

Offer RESOLUTION NO. 24-12-03 TO ACCEPT THE GRANT FROM THE OWENS-PESAVENTO/DR. BENJAMIN P. OWENS FAMILY FOUNDATION IN THE AMOUNT OF \$3,000 FOR THE 2024 YULETIDE FESTIVAL - "WINTER WONDERLAND"

Councilor Whitney, supported by Councilor Bayliss, moved to offer RESOLUTION NO. 24-12-03 TO ACCEPT THE GRANT FROM THE OWENS-PESAVENTO/DR. BENJAMIN P. OWENS FAMILY FOUNDATION IN THE AMOUNT OF \$3,000 FOR THE 2024 YULETIDE FESTIVAL - "WINTER WONDERLAND".

Motion CARRIED

Councilor Hoffman Saccoman ABSTAINED

City Administrator's Report

City Administrator Greg Pruszinske explained to the Councilors and Residents that they are finishing up the City's 2024 Annual Report and will be presenting it at the next City Council Meeting on December 18, 2024.

BIDS AND QUOTES:

Approve the proposal from Northeast Technical Services for the Public Safety Building in the amount of \$32,400.00

Councilor Hofman Saccoman, supported by Councilor Bayliss, moved to approve the proposal from Northeast Technical Services for the Public Safety Building in the amount of \$32,400.00.

Discussion: Mayor Hydeke verified that this will be the Consultant to handle this work once construction begins; City Administrator Pruszinske explained that this Consultant will handle the work during both the planning/demo phase and also the construction phase.

Motion CARRIED

Approve the 5-year contract with Axon to purchase body and squad cameras in the amount of \$46,351.40 per year for a total of \$231,756.96

Councilor Whitney, supported by Councilor Fosso, moved to approve the 5-year contract with Axon to purchase body and squad cameras in the amount of \$46,351.40 per year for a total of \$231,756.96.

Motion CARRIED



Axon Enterprise Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: 1-480-991-0797, option 5, option 1
arinquies@axon.com
www.axon.com
TIN: 86-0741227
DUNS Number: 832176382
UEI Number: TBW7MGPYURM7

BILL TO

Hibbing Police Dept - MN
1810 12th Ave E
Hibbing, MN 55746-1680
USA

Invoice

Invoice ID INUS320836
Invoice Account 112005
Date 01-Feb-25
Payment Term Net 30 days
PO/DO #
Quote # Q-638504,
Sales Order #
Terms of Delivery FCA
Customer Reference Q-638504,

SHIP TO

Hibbing Police Dept - MN
1810 12th Ave E
Hibbing, MN 55746-1680
USA

Ship to*	Bundled Item Number	Bundled Description	Bundled Quantity	Invoice Plan %	Amount
1	M00003	BUNDLE - ACQUISITION	32.00	20.000000%	20,382.71
1	Fleet3B	Fleet 3 Basic	12.00	20.000000%	18,594.72
Bundled Line Subtotal					38,977.43

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
16	1	80146	AXON BODY - PSO - VIRTUAL STARTER Tax Date 01-Feb-25 Shipment Date:	1.00	0.00	0.00	20.000000%	0.00
17	1	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION Tax Date 01-Feb-25 Shipment Date:	1.00	0.00	0.00	20.000000%	0.00
18	1	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA Tax Date 01-Feb-25 Shipment Date:	12.00	3,072.48	36,869.76	20.000000%	7,373.97
Item Line Subtotal								7,373.97

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS320836	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS320836	Reference No INUS320836	Tempe, AZ 85283
					Reference No INUS320836

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

Invoice

Customer Account Hibbing Police Dept - MN
Invoice Account 112005
Quote # Q-638504,

Invoice ID INUS320836
Date 01-Feb-25
Page 2 of 3

		Sales Amount	46,351.40
		Misc. Charge	0.00
		Discount	0.00
		Sales Tax	0.00
		Total	46,351.40
		Credit Amount(s) Applied	-2,983.42
		Amount Received	0.00
Payment Due	03-Mar-25	BALANCE DUE	USD 43,367.98

Invoice

Customer Account Hibbing Police Dept - MN
Invoice Account 112005
Quote # Q-638504,

Invoice ID INUS320836
Date 01-Feb-25
Page 3 of 3

***Tax Note**

Ship-to-address Legend*

1 Hibbing Police Dept - MN
1810 12th Ave E
Hibbing, MN 55746-1680
USA



Request for Council Action

City Council Action

Approve Contract

Description of Agenda Item

Approve the contract for professional services between ECP Services, LLC, and the City of Hibbing, DBA Hibbing Fire Department, for ambulance billing

Strategic Initiative

Our ambulance billing had been riddled with issues since our vendor was bought out by another vendor.

Owner of Agenda Item

Erik Jankila, Fire Chief, 218.421.8363, erikjankila@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Updating billing vendors to improve customer and collections.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

3.75% of net income paid to billing vendor. This is close to a net-zero change from current vendor fees.

Action Requested

Approve

Attachments

1. ECP Contract for ambulance billing services

Agreement for Professional Billing Services

This Professional Services Agreement ("Agreement") is entered into effective _____ by and between ECP Services, LLC, a Limited Liability Company (hereinafter "ECP") and City of Hibbing, DBA as: Hibbing Fire Department (Hereinafter "CLIENT")

WHEREAS, CLIENT desires to engage ECP to provide certain professional or other billing services described in Exhibit A, attached hereto and incorporated herein by reference ("Services").

NOW THEREFORE, in consideration for the terms and conditions set forth in this Agreement, CLIENT and ECP agree as follows:

1. **DEFINITIONS.** For purposes of this Agreement:

- (a) "ECP" means ECP Services, LLC, a Wisconsin Limited Liability Company with address of 117 Main St, Suite B, Lake Mills, WI 53551.
- (b) "CLIENT" means City of Hibbing, a Minnesota municipality operating an ambulance service with address of 401 E. 21st St, Hibbing, MN, 55746
- (c) "Services" means certain professional or other billing services described in Exhibit A, attached hereto and incorporated herein by reference.

2. **SERVICES TO BE PROVIDED BY CONTRACTOR.** ECP agrees to provide the Services indicated by CLIENT in Exhibit A to CLIENT in accordance with the terms and conditions of this Agreement. The Services shall be provided by ECP in accordance with parameters established, including all applicable State and Federal laws, CLIENT policies, procedures and guidelines relating to the confidentiality of strategic, operational, financial and patient information.

3. **TERMS OF PAYMENT.**

- (a) CLIENT shall pay ECP for the Services provided hereunder at the rate specified in Exhibit A.
- (b) ECP shall prepare and provide CLIENT with monthly invoices for ECP's Services hereunder, specifying the date and the services provided by ECP during the previous monthly period. ECP's invoices shall be delivered to CLIENT electronically to the e-mail address specified by CLIENT below. All original correspondence will be delivered to CLIENT at the following address:

Hibbing Fire Department
2320 Brooklyn Drive
Hibbing, MN 55746

KristiMcCormick@hibbingmn.gov

ErikJankila@hibbingmn.gov

ErinSchirmer@hibbingmn.gov

SheenaMulner@hibbingmn.gov

- (c) CLIENT shall pay ECP's monthly invoices hereunder within thirty (30) calendar days of actual receipt.

ECP Services, LLC.

PO Box 279

Lake Mills, WI 53551

CLIENT's payments shall be delivered to ECP in person, made via free Electronic Funds Transfer or mailed to ECP at the following address:

4. **REGULATORY COMPLIANCE.** In connection with this Agreement, ECP shall comply with all applicable federal and state laws, Joint Commission for the Accreditation of Healthcare Organization accreditation standards, and CLIENT policies and procedures including:
- (a) The provision of health care services, and reimbursement under the Medicare and Medicaid Programs;
 - (b) The accreditation of hospitals, ambulatory clinics and health care facilities;
 - (c) All policies, bylaws, rules, and regulations adopted by CLIENT and its governing boards; and
 - (d) Patient confidentiality and confidentiality of strategic, operational, financial and other information.
5. **PROHIBITED USES.** ECP shall not use CLIENT's space and equipment for any purpose other than the provision of Services to CLIENT.
6. **RELATIONSHIP OF PARTIES.** It is understood by the parties that ECP is an independent contractor with respect to CLIENT, and not an employee of CLIENT. ECP will provide consulting and other services to CLIENT as further described in Exhibit A. CLIENT shall not have or exercise any control over the methods used by ECP to provide Services hereunder; provided, however, that ECP shall ensure that such Services are performed in accordance with standards established by CLIENT. ECP has no authority to enter into contracts or agreements on behalf of CLIENT.
7. **TERM; TERMINATION.** This Agreement shall be effective upon approval and execution by ECP and CLIENT, and shall remain in effect for one (1) year thereafter. This Agreement and all its terms and conditions, without change, will automatically renew for a one (1) year period unless written notice of termination is provided and received by either CLIENT or ECP effective immediately with cause, or without cause upon thirty (30) days' written notice by CLIENT to ECP, or ninety (90) days' notice by ECP to CLIENT. Termination shall not relieve either of the parties from obligations already incurred.
- (a) CLIENT incurs no obligations to ECP of any kind prior to the effective date established above, and reserves the right to cancel this Agreement at any time prior to the effective date immediately after notifying ECP.
 - (b) Termination with cause includes, but is not limited to, failure on the part of ECP to provide the services outlined in Exhibit A.
 - (c) Upon termination of this Agreement, all decisions related to transferring billing processes and historical data from ECP to CLIENT or CLIENT's selected billing agency are solely at the discretion of CLIENT.

8. **PROHIBITION AGAINST ASSIGNMENT OF CONTRACT.** This Agreement may not be assigned by either party to any person or entity (other than an affiliate) without the prior written consent of the other party. This Agreement shall be binding upon the parties' successors and assigns.
9. **AUDITS; ACCESS TO BOOKS AND RECORDS.** CLIENT will have the reasonable right to audit the books and records of ECP related to the services provided under this Agreement. If Section 952 of the Omnibus Budget Reconciliation Act of 1980 and the regulations promulgated thereunder are applicable to this Agreement, ECP shall, until four years after the expiration of this Agreement, comply with all requests by the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, and their duly authorized representatives for access to this Agreement and to ECP's books, documents and records necessary to verify the nature and extent of the costs of the Services provided hereunder. Such access shall be requested in accordance with section 952.
10. **SEVERABILITY.** If any provisions in this Agreement are determined to be void and unenforceable for any reason, the remaining provisions shall remain in full force and effect to govern the parties' conduct and relationship.
11. **ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding and agreement between the parties relating to their relationship as to matters covered by this Agreement, and supersedes all prior understandings, representations and agreements relating thereto. This Agreement may not be amended except pursuant to a written agreement signed by both parties.
12. **NONWAIVER OF RIGHTS.** No failure by a party to insist upon the strict performance of any term in this Agreement, or to exercise any right, power, or remedy consequent upon a breach thereof, shall constitute a waiver of any such term or breach. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect with respect to any other then existing or subsequent breach.
13. **NOTICES.** Any notice hereunder shall be effective upon mailing by certified mail, return receipt requested, and addressed to the other party at the following address or such other address as may be specified pursuant to a notice properly given:

(a) **Notices to CLIENT:**

Hibbing Fire Department
401 E. 21st Street
Hibbing, MN 55746

And

Hibbing Fire Department
2320 Brooklyn Drive
Hibbing, MN 55746

With a copy to:

(b) **Notices to ECP:**

ECP Services, LLC.

117 Main St, Suite B

Lake Mills, WI 53551

14. **AMENDMENTS:** Should any party desire any modifications to this Agreement, these modifications shall be negotiated between the parties and set in writing. Should the parties fail to agree to such modifications, this Agreement shall remain in full force and effect.
15. **EQUIPMENT; TOOLS; MATERIALS; SUPPLIES.** If necessary, CLIENT shall provide ECP with equipment, materials and supplies, as further described in Exhibit A.
16. **WARRANTIES AND REPRESENTATIONS.** ECP hereby warrants and represents that:
 - (a) ECP is qualified to perform the Services;
 - (b) ECP has obtained any and all licenses and permits required by applicable federal, state and local law to perform the Services;
 - (c) ECP is an independent contractor, not an employee of CLIENT or its affiliates;
 - (d) ECP is not currently covered, obligated or bound by any covenants not to compete, restrictive covenants or other contractual obligations that would prohibit ECP from entering into this Agreement with CLIENT.
 - (e) ECP is not and has not been excluded from participating in Medicare, Medical Assistance or any other government health programs; and, to ECP's knowledge, there are no pending or threatening governmental investigations that may lead to such exclusion.
 - (f) These warranties and representations shall survive the execution of this Agreement.
17. **INDEMNITY AND HOLD HARMLESS.** ECP hereby indemnifies and holds CLIENT harmless from, against and in respect of any and all loss, liability, expense or damage suffered or incurred by CLIENT by reason of any untrue representation, breach of warranty or nonfulfillment of any agreement by ECP to CLIENT contained in this Agreement.
18. **INSURANCE.** ECP shall procure and maintain during the term of this Agreement, insurance policies, hereinafter specified. If, for any reason, the insurance coverage required herein lapses, CLIENT may declare the Agreement null and void as of the date no valid insurance policy was in effect. Certifications of policy renewals shall be furnished to CLIENT throughout the term of this Agreement. The insurance requirement shall not be construed to conflict with the obligations of ECP in the "Indemnity and Hold Harmless" article above.
 - (a) The following insurance will be in effect and continue in effect during the term of the Agreement in not less than the following amounts:
 - i. Worker's Compensation – Statutory – in compliance with the Worker's Compensation Law of the State of Minnesota.
 - ii. Professional Liability Insurance with a minimum limit of One Million (\$1,000,000.00) Dollars per occurrence and Two Million (\$2,000,000.00) aggregate.

- iii. General Liability Insurance with a minimum limit of \$1,000,000 per occurrence and Two Million (\$2,000,000.00) aggregate.

19. **PROGRAM LIMITATIONS:** In addition, ECP makes no warranty or representations with respect to any hardware of third-party software and whatever warranty may apply to any hardware of third-party software, if any, is only as expressly stated by the third-party manufacturer, owner or licensor of the hardware of third-party software.
- (a) **DISCLAIMER:** Under no circumstances shall ECP be liable for any lost profits or for any claim or demand of any other person arising out of or in connection with the use of Computer Programs utilized to achieve the scope of services offered, including third party communication (Internet) outages and failures. In no event shall ECP be liable for, punitive or tort damages, even if ECP has been advised of the possibility of such damages.
 - (b) **CLIENT'S ACTS AND OMISSIONS:** Neither CLIENT nor ECP are responsible for any acts or omissions of the other party or the other party's officers and employees.
 - (c) **DATA NOT PROVIDED BY ECP:** ECP is not responsible for the accuracy of the data provided by CLIENT or data obtained or available from public or government records or sources of the public domain.
20. **DATA RETENTION.** All records and documents related to the services provided under this Agreement are the property of CLIENT.
21. **CONFIDENTIALITY AND PRIVACY.** ECP hereby warrants, represents and agrees that all information relating to the Services is confidential and proprietary to CLIENT, and, as such, may not be used or disclosed to any other person or purpose without CLIENT's prior written consent unless expressly mandated by applicable federal, state or local law.
22. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any judicial or other action or proceeding arising from or relating to this Agreement shall be brought before St. Louis County District Court.
23. **COUNTERPARTS.** This Agreement may be executed by facsimile and/or in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.
24. **CAPTIONS.** The captions used in this Agreement are for convenience only and shall not be used to limit, define or interpret the provisions of this Agreement.
25. **FORCE MAJEURE.** No party to this Agreement shall be responsible for any failure to perform any obligation under this Agreement due to acts of God, strikes, disasters, acts of government or other similar significant disturbances beyond the control of such party. A party subject to such an act of force majeure shall use its best efforts to carry out its obligations under this Agreement and to mitigate any resulting damages.

EXECUTION: The undersigned, by virtue of his/her signature, has reviewed and agrees to all terms and conditions of this agreement, including Exhibit A.

IN WITNESS WHEREOF, the parties hereto have herein executed this Agreement on the dates below given.

City of Hibbing, DBA Hibbing Fire Department

Signature:

Printed Name: _____
Title: _____
Date: _____

ECP SERVICES, LLC.

Signature: _____
Printed Name: Galen Perkins
Title: Owner
Date: _____

EXHIBIT A

SCOPE OF SERVICES

Summary

CLIENT is engaging ECP Services, LLC (ECP) to provide professional billing and revenue cycle management services. As part of that agreement, this Exhibit will define the goals of this service offering and define a scope of services to achieve those objectives.

Project Services

During the term of this Agreement, ECP shall provide CLIENT with the following Services:

Description of Services

- ECP will enter data from all billable ambulance trips received from CLIENT into ECP's Billing Software to facilitate the accurate submission of claims to all insurance carriers in electronic or paper format.
- ECP will also submit invoices to facilities and other applicable entities in accordance with a written contract between CLIENT and the facility or other external entity, where either the contract itself and/or State or Federal Law establishes financial responsibility on the part of the facility or external entity.
- ECP will follow established billing industry guidelines for ambulance services and make reasonable efforts to ensure the services provided by CLIENT are billed accurately and timely. ECP will bill services rendered by CLIENT within 5 business days after the incident is sent to ECP for billing.
- Once all insurance coverage is exhausted, ECP will invoice the patient or responsible party who incurred the ambulance charges, followed by a second invoice 30 days later, and 30 days later, a final notice to advise the recipient to remit payment to avoid further collection efforts.
- All monies and remittance advices for electronic payments received by ECP on behalf of CLIENT will be posted to the corresponding accounts on a weekly basis (at minimum), reflecting the exact date the transaction is recorded in the bank account, and deposited to your account via Remote Deposit Capture.
- All mail and correspondence will be processed by ECP in a timely fashion, where ECP will respond, or otherwise take action on the corresponding account, and leave a record in the account of the correspondence.
- ECP will maintain a toll-free number for customer service inquiries, and have available staff from Monday through Friday from 8:00am to 5:00pm Central Standard Time. Any voicemails will be returned within 1 business day.
- Prior to assigning patient accounts to an external collection agency, ECP will utilize paid databases to scrub all primary Self Pay accounts for insurance coverage and respond to all inquiries on the account. ECP will adhere to the process outlined in the Delinquent Account Collection Process below.
- ECP will submit a monthly reporting package to CLIENT that includes, at a minimum, the Charges, Adjustments, Payments, and Discounts entered during the previous month, as well as an Accounts Receivable aging report.

- ECP shall make any and all payment records available to authorized representatives of CLIENT for review and auditing purposes within a reasonable timeframe of a request to do so by CLIENT.
- ECP will provide additional reporting data to CLIENT as needed to comply with Federal or State data reporting requirements or analyze billing performance.

Project Pricing

1. CLIENT agrees to pay ECP a fee of **three and three quarters percent (3.75%)** of net income deposited into the bank account controlled by CLIENT and recorded in ECP's Billing Software during the preceding month.
2. Net Income is calculated from all deposits received in CLIENT's bank account, less any refunds issued for improper or incorrect payments of ambulance services.
3. Failure to pay ECP within 60 days of the monthly bill may result in suspension of services described herein until the amount is paid in full.

Project Requirements

1. CLIENT is responsible for thoroughly completing each patient care report to ensure compliance with billing and reimbursement requirements established by CMS and the State of Minnesota. Recommendations for these documentation elements are contained herein.
2. ECP will import Patient Care Reporting (PCR) data into ECP's Billing Software and attach any trailing documentation to the associated account.
3. CLIENT hereby authorizes ECP to effect credit and debit transactions to CLIENT's designated bank account to facilitate the remote deposit of funds received by ECP, correct any erroneous credit entries, and fulfill any ACH returns arising from transactions covered under this Agreement.
4. CLIENT will authorize ECP to view transactions in their designated bank account for posting and accounting purposes.
5. CLIENT will establish written contracts with any facilities, EMS agencies or other external entities who may be financially responsible for ambulance services provided by CLIENT.
6. CLIENT will provide any necessary contact information for personnel at their organization to carry out business functions, such as adjudicating disputes, resolving overpayments or providing additional documentation as necessary. CLIENT will keep ECP abreast of any changes in contact information throughout the term of the agreement.

7. CLIENT and ECP will establish a process for Release of Information with regard to requests for clinical data created by CLIENT. Any fees collected for Release of Information will be retained by the party that fulfilled the request. Any information releases will be handled in accordance with the agreed upon Business Associate Agreement and internal policies of CLIENT.
8. CLIENT will notify ECP of any changes to their billing policies, fee schedule or any other information that may affect the billing processes of ECP within a reasonable timeframe.
9. CLIENT must receive placement files from ECP and upload them to Revenue Recapture, as well as to provide reports from Revenue Recapture to ECP so we can record program activity.

Delinquent Account Collection Process

- CLIENT will enter into a separate agreement with a collection agency of their choice.
- Past due accounts will be written off as Collection Agency Bad Debt, and submitted to CLIENT's collection agency.
- ECP will maintain communication with CLIENT's Collection Agency in order to place new accounts for collections and follow up on insurance or liability claim inquiries arising from any collection activities.
- If CLIENT chooses to have ECP track Collection Agency Activity, any Collection Agency Payments recorded in ECP's Billing Software as part of this process will be charged the same fee described above in "Project Pricing".

Essential Documentation Elements

Effective documentation of the patient encounter requires complete and accurate elements as described below:

1. Patient Care Report (PCR)

- a. Demographic information (Name, Address, Date of Birth, Social Security Number)
- b. Transport Origin and Destination information.
- c. Accurately record times of transport events.
- d. Odometer (or trip odometer) mileage while patient is loaded in the ambulance.
- e. What information was available at the time of Dispatch?
 - i. Why were you called?
 - ii. Patient's condition?
 - iii. Dispatch Level?
- f. Patient's Chief Complaint.
- g. Past pertinent history related to this encounter.
- h. Signs and symptoms at the time of transport, including specific location, onset and severity.
- i. Describe why the transport, and any medical services rendered during the transport, are medically necessary.
- j. If an ALS unit was specifically requested for the encounter, indicate why in the narrative, and describe if there was a level of service downgrade on scene, and why.
- k. Crew member names and levels of licensure.
- l. Patient Care Report must be signed or have accompanying medical record sheet with a crew member signature.

2. Beneficiary Signature Form

- a. CMS/Insurance Signature Authorization form must be signed by patient unless they are physically or mentally incapable of signing.
 - i. Unavailable due to being treated by hospital, or isolation precautions do not qualify. If the patient is physically and mentally capable of signing, another representative's signature cannot be used on the form.
- b. If the patient is incapable of signing:
 - i. Authorized Representative can sign, or...
 - ii. Crewmember can sign with accompanying facility representative signature or hospital record.

3. *Physician Certification Statement (PCS)*

- a. Required for non-emergency transports.
- b. Must support medical necessity for the transport.
- c. Requires legible physician or authorized health care professional signature (needs to be accompanied by printed name).

4. *Other Recommended Documents*

- a. Hospital Registration Sheet / Face Sheet with demographic & insurance information.
- b. Billing Sheet documenting use of billable disposable supplies.
- c. Contemporaneous Medical Records (transfer summaries, nursing notes, etc).

BUSINESS ASSOCIATE AGREEMENT

This Agreement is made effective _____, by and between City of Hibbing (DBA as Hibbing Fire Department), hereinafter referred to as "Covered Entity", and ECP Services, LLC, hereinafter referred to as "Business Associate".

1. **Term.** This Agreement shall remain in effect for the duration of this Agreement and shall apply to all of the Services and/or Supplies delivered by the Business Associate pursuant to this Agreement.
2. **HIPAA Assurances.** In the event Business Associate creates, receives, maintains, or otherwise is exposed to personally identifiable or aggregate patient or other medical information defined as Protected Health Information ("PHI") in the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA") and otherwise meets the definition of Business Associate as defined in the HIPAA Privacy Standards (45 CFR Parts 160 and 164), Business Associate shall:
 - a. Recognize that HITECH (the Health Information Technology for Economic and Clinical Health Act of 2009) and the regulations thereunder (including 45 C.F.R. Sections 164.308, 164.310, 164.312, and 164.316), apply to a business associate of a covered entity in the same manner that such sections apply to the covered entity;
 - b. Not use or further disclose the PHI, except as permitted by law;
 - c. Not use or further disclose the PHI in a manner that, had the Covered Entity done so, would violate the requirements of HIPAA;
 - d. Use appropriate safeguards (including implementing administrative, physical, and technical safeguards for electronic PHI) to protect the confidentiality, integrity, and availability of and to prevent the use or disclosure of the PHI other than as provided for by this Agreement;
 - e. Comply with each applicable requirements of 45 C.F.R. Part 162 if the Business Associate conducts Standard Transactions for or on behalf of the Covered Entity;
 - f. Report promptly to Covered Entity any security incident or other use or disclosure of PHI not provided for by this Agreement of which Business Associate becomes aware;
 - g. Ensure that any subcontractors or agents who receive or are exposed to PHI (whether in electronic or other format) are explained the Business Associate obligations under this paragraph and agree to the same restrictions and conditions;
 - h. Make available PHI in accordance with the individual's rights as required under the HIPAA regulations;
 - i. Account for PHI disclosures for up to the past six (6) years as requested by Covered Entity, which shall include:
 - i. dates of disclosure,
 - ii. names of the entities or persons who received the PHI,
 - iii. a brief description of the PHI disclosed, and
 - iv. a brief statement of the purpose and basis of such disclosure;
 - j. Make its internal practices, books, and records that relate to the use and disclosure of PHI available to the U.S. Secretary of Health and Human Services for purposes of determining Customer's compliance with HIPAA; and

- k. Incorporate any amendments or corrections to PHI when notified by Customer or enter into a Business Associate Agreement or other necessary Agreements to comply with HIPAA.
3. **Termination Upon Breach of Provisions.** Notwithstanding any other provision of this Agreement, Covered Entity may immediately terminate this Agreement if it determines that Business Associate breaches any term in this Agreement. Alternatively, Covered Entity may give written notice to Business Associate in the event of a breach and give Business Associate five (5) business days to cure such breach. Covered Entity shall also have the option to immediately stop all further disclosures of PHI to Business Associate if Covered Entity reasonably determines that Business Associate has breached its obligations under this Agreement. In the event that termination of this Agreement and the Agreement is not feasible, Business Associate hereby acknowledges that the Covered Entity shall be required to report the breach to the Secretary of the U.S. Department of Health and Human Services, notwithstanding any other provision of this Agreement or Agreement to the contrary.
 4. **Return or Destruction of Protected Health Information upon Termination.** Upon the termination of this Agreement, unless otherwise directed by Covered Entity, Business Associate shall either return or destroy all PHI received from the Covered Entity or created or received by Business Associate on behalf of the Covered Entity in which Business Associate maintains in any form. Business Associate shall not retain any copies of such PHI. Notwithstanding the foregoing, in the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible upon termination of this Agreement, Business Associate shall provide to Covered Entity notification of the condition that makes return or destruction infeasible. To the extent that it is not feasible for Business Associate to return or destroy such PHI, the terms and provisions of this Agreement shall survive such termination or expiration and such PHI shall be used or disclosed solely as permitted by law for so long as Business Associate maintains such Protected Health Information.
 5. **No Third-Party Beneficiaries.** The parties agree that the terms of this Agreement shall apply only to themselves and are not for the benefit of any third-party beneficiaries.
 6. **De-Identified Data.** Notwithstanding the provisions of this Agreement, Business Associate and its subcontractors may disclose non-personally identifiable information provided that the disclosed information does not include a key or other mechanism that would enable the information to be identified.
 7. **Amendment.** Business Associate and Covered Entity agree to amend this Agreement to the extent necessary to allow either party to comply with the Privacy Standards, the Standards for Electronic Transactions, the Security Standards, or other relevant state or federal laws or regulations created or amended to protect the privacy of patient information. All such amendments shall be made in a writing signed by both parties.
 8. **Interpretation.** Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits the Covered Entity to comply with the then most current version of HIPAA and the HIPAA privacy regulations.
 9. **Definitions.** Capitalized terms used in this Agreement shall have the meanings assigned to them as outlined in HIPAA and its related regulations.
 10. **Survival.** The obligations imposed by this Agreement shall survive any expiration or termination of this Agreement.

City of Hibbing, DBA Hibbing Fire Department

Signature: _____
Printed Name: _____
Title: _____
Date: _____

ECP SERVICES, LLC.

Signature: _____
Printed Name: Galen Perkins
Title: Owner
Date: _____



Request for Council Action

City Council Action

Looking to approve the quote from Paramount Planning for \$9000.00 for the updating of the City of Hibbing Emergency Operations Plan.

Description of Agenda Item

The City of Hibbing Emergency Operations Plan is very outdated and in need of revisions and updates.

Strategic Initiative

Our current plan is very outdated and needs a total overhaul. Paramount Planning works with many agencies in Northern MN and is very well positioned to blend our updated plan in with the County, State, and Feds if a disaster were to affect the City of Hibbing.

Owner of Agenda Item

Erik Jankila, Fire Chief, 218.421.8363, erikjankila@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

\$9000.00

Action Requested

Approve

Attachments

None



Request for Council Action

City Council Action

Approve purchase of 2025 Ford F-150 to Ford of Hibbing for \$45,433 plus tax, title, license.

Description of Agenda Item

2025 Ford F150 pickup truck

Strategic Initiative

We will repurpose the 2013 pickup from engineering into the Public Works department, replacing a 2005 pickup.

Owner of Agenda Item

Joe McKenney, Fleet Manager, 218.966.1826, joemcKenney@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

This will come from surplus funds. Ford of Hibbing was cheapest of two bids. Fund 400-43-3010-540

Action Requested

Approve attached quote to Ford of Hibbing for \$45,433 plus tax, tile, license.

Attachments

1. Engineer Truck Quote Ford of Hibbing 5-30-25

CNGP530

VEHICLE ORDER CONFIRMATION

05/30/25 09:46:4

Order No: 0530 Priority: J3 Ord FIN: QF149 Order Type: 5B Price Level: 56
Ord PEP: 103A Cust/Filt Name: HIBBING PO Number:

Dealer: F5847
Page: 1 of

X1L 4X4 SUPERCAB XL \$45560
145" WHEELBASE
ANTIWATER BLUE
C CLOTH 40/20/40
S MED DARK SLATE
103A EQUIP GRP

RETAIL

7100# GVWR
FLEET SPCL ADJ NC
JOB #2 ORDER
FRT LICENSE BKT NC
ENG BLOCK HTR 190
50 STATE EMISS NC
EXT RANGE TANK

1195

.XL SERIES
.17" SILVER ALUM
.CHROME BUMPERS
.FOG LAMPS
.PRIVACY GLASS
5.0L V8 ENGINE
ELEC 10-SPDAUTO
LT265/70R17C
3.73 ELEC LOCK
F1=Help
F4=Submit
S006 - MORE DATA IS AVAILABLE.

TOTAL BASE AND OPTIONS 52660
TOTAL 52660
THIS IS NOT AN INVOICE
*TOTAL PRICE EXCLUDES COMP PR

* MORE ORDER INFO NEXT PAGE *
F8=Next

F2=Return to Library
F9=View Trailers
F3/F12=Veh Ord Menu

V1DP0263

2,

QC09313

Net 45433

Topper 3500

48933

+TTL

CNGP530 VEHICLE ORDER CONFIRMATION 05/30/25 09:46:5

Order No: 0530 Priority: J3 2025 F-150 Dealer: F5847
Ord PEP: 103A Cust/Filt Name: HIBBING Order Type: 5B Price Level: 56
Page: 2 of

794 PRICE CONCESSION RETAIL
REMARKS TRAILER
SPRAY-IN LINER 595
SP DLR ACCT ADJ
SP FLT ACCT CR
FUEL CHARGE
B4A NET INV FLT OPT NC
PRICED DORA NC
DEST AND DELIV 1995

TOTAL BASE AND OPTIONS 52660
TOTAL 52660
THIS IS NOT AN INVOICE
*TOTAL PRICE EXCLUDES COMP PR

F1=Help F2=Return to Order F7=Prev
F4=Submit F5=Add to Library F3/F12=Veh Ord Menu
S099 - PRESS F4 TO SUBMIT F9=View Trailers QC09313



Request for Council Action

City Council Action

Approve purchase of Highway Surveyors Pack to Crysteel for \$11,770.00

Description of Agenda Item

Highway Surveyors Pack slide in truck unit.

Strategic Initiative

This will be installed in the box of new engineering truck.

Owner of Agenda Item

Joe McKenney, Fleet Manager, 218.966.1826, joemcKenney@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

We had this in the 2026 Capital request and we are able to move purchase up with sales of surplus equipment and vehicles.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

We will be using surplus funds. This is Minnesota State Contract pricing. Fund 400-43-3010-540

Action Requested

Approve attached quote to Crysteel Truck for \$11,770.00

Attachments

1. City of Hibbing Highway Products Surveyor Pack 6-24-25



1130 73rd Avenue NE
 Fridley, MN 55432
 (763) 571-1902
 1-800-795-1902
 Fax # (763) 571-5091

Highway 60 East
 Lake Crystal, MN 56055
 (507) 726-6041
 1-800-722-0588
 Fax # (507) 726-2984

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date: 6/24/2025
 Company: City of Hibbing
 Contact: Joe McKenney
 Phone#: 218-966-1826
 Email: joemckenney@hibbingmn.gov

Reference: Highway Products Surveyor Pack
 Address: 1425 East 23rd Street

City: Hibbing
 State: MN

Dealer		Chassis Estimated Delivery	
Truck Make	Ford	CA or CT	
Model Year	2025	Transmission	
Truck Model	F150, 6'6" bed	Cab Color	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

RELEASE NO: T-765(5)

1-UNIT

STATE COOPERATIVE PRICING

QTY

Price Each

Extended

<u>8.0 Accessories</u>				
1	NCI	Highway Prodcuts Surveyor Pack	\$10,045.00	\$10,045.00
1	NCI	Freight to Ship Direct to Customer	\$1,725.00	\$1,725.00
LEAD TIME IS 4-5 MONTHS				

Total Package Price

\$11,770.00

PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Lake Crystal, MN

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

**NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.

***ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	Crysteel Truck Equipment-Fridley
Contact Person:	Josh Taylor
Street Address:	1130 73rd Ave NE
City, State, Zip:	Fridley, MN 55432
Phone #:	(763) 235-5487
Toll Free #:	(800) 795-1280
Fax #:	(763) 571-5091
Email Address:	jtaylor@crysteeltruck.com



Request for Council Action

City Council Action

Description of Agenda Item

After receiving all bids for the original Carey Lake Campground full bid package, the City determined that a reduced scope would better match their current budgetary priorities for the 2025 calendar year and complete grant obligations that need to be completed by the end of 2025. A value engineering process was completed with Barr staff to reduce the overall scope and budget. See attached Attachment for a summary of this reduced scope. After review of the overall bids with reduced units but maintaining the same unit prices, Shoreline Landscaping & Contracting was still the apparent low with a reduced amount of \$288,740.00. Barr recommends that The City of Hibbing award the bid to Shoreline Landscaping & Contracting for the reduced bid amount of \$288,740.00 USD. The reduced-scope project will consist of starting the trail improvements and developing/construction of the head/parking area of the campground.

Strategic Initiative

Owner of Agenda Item

Nick Arola, City Services Director, 218.421.5565, nickarola@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

\$288,740.00 - (2 IRRR grants) \$215,691.25 remaining in Development Infrastructure grant & \$95,361 in Regional Trails grant.

Action Requested

Requesting council approval

Attachments

1. 23692369-01 Carey L Ph2_Bid Award Rec Letter_2025 Scope_06-30-2025
2. 23692742 Carey L Campground_IFC_Post-Bid Proj Summary_2025 Scope
3. 00 51 00 Notice of Award_Shoreline



June 30, 2025

Mr. Nick Arola, City Services Director
City of Hibbing
400 E 23rd Street
Hibbing, MN 55746

Re: Bid Award Recommendation for Carey Lake Campground Phase 2 Improvements Project (Barr Project # 23692742.01) – 2025 Reduced Scope

Dear Mr. Arola:

On Monday, February 24, 2025, at 2:00 p.m. CST, four (4) bids were received via on-line submittal at QuestCDN for the Carey Lake Campground Phase 2 Improvements project at Carey Lake Park, Hibbing, MN. The bids received are summarized as follows. A tabulation of the bids is also attached.

Shoreline Landscaping & Contracting 29159 Ivywood Trail Chisago City, MN 55013	\$2,531,620.80 (Apparent Low Bid)
Bougalis, Inc. 800 Greyhound Boulevard Hibbing, MN 55746	\$2,876,205.57
Ulland Bros, Inc. P.O. Box 340 Cloquet, MN 55720	\$2,979,543.83
Urban Companies 3781 Labore Road Saint Paul, MN 55110	\$4,748,243.20

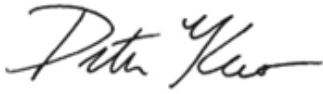
Shoreline Landscaping & Contracting was the apparent low bidder with a complete submitted bid of \$2,531,620.80 (US Dollars). Urban Companies was the apparent high bidder with a complete submitted bid of \$4,748,243.20 (+\$2,216,622.40 over apparent low bid).

After receiving all bids, the City determined that a reduced scope would better match their current budgetary priorities for the 2025 calendar year. A value engineering process was completed with Barr staff to reduce the overall scope and budget. See attached Attachment A for a summary of this reduced scope. After review of the overall bids with reduced units but maintaining the same unit prices, Shoreline Landscaping & Contracting was still the apparent low with a reduced amount of \$288,740.00

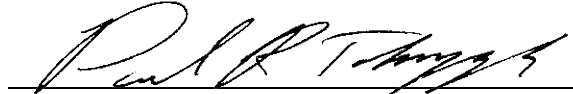
Barr recommends that The City of Hibbing award the bid to Shoreline Landscaping & Contracting for the **reduced bid amount of \$288,740.00 USD.**

Sincerely yours,

BARR ENGINEERING CO.



Pete Kero, Principal-In-Charge



Paul Tokarczyk, PE, Engineer of Record

Attachments:

- A. Bid Tabulation and Summary
- B. Supplementary Bid Documents Received from Apparent Low Bidder

Project Name: Carey Lake Campground Phase 2 Construction (QuestCDN ID#9491447)
Owner: City of Hibbing
Solicitor: Barr Engineering, Bloomington, MN
Bid Opening: 02/24/2025 02:00 PM CST

BID TABULATION
FULL SCOPE

					Engineer Estimate		Bid Average	Shoreline Landscaping & Contracting		Bougalis Inc.		Ulland Bros, Inc.		Urban Companies	
Line Item	Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Extension	Unit Price	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1.05.A	Mobilization & Demobilization	LS	1	\$199,421.16	\$199,421.16	\$198,498.12	\$123,800.00	\$123,800.00	\$155,000.00	\$155,000.00	\$37,692.46	\$37,692.46	\$477,500.00	\$477,500.00
2	1.05.B	Traffic and Pedestrian Safety Control	LS	1	\$500.00	\$500.00	\$6,220.46	\$8,300.00	\$8,300.00	\$2,500.00	\$2,500.00	\$4,081.82	\$4,081.82	\$10,000.00	\$10,000.00
3	1.05.C	Construction Site Layout and Staking	LS	1	\$12,000.00	\$12,000.00	\$41,945.00	\$9,530.00	\$9,530.00	\$30,000.00	\$30,000.00	\$28,250.00	\$28,250.00	\$100,000.00	\$100,000.00
4	1.05.D	Construction Entrance	EA	1	\$3,000.00	\$3,000.00	\$2,747.70	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$2,490.80	\$2,490.80	\$3,000.00	\$3,000.00
5	1.05.E	Silt Fence, Mn/DOT MS Type	LF	8,250	\$2.50	\$20,625.00	\$3.89	\$3.05	\$25,162.50	\$4.50	\$37,125.00	\$3.00	\$24,750.00	\$5.00	\$41,250.00
6	1.05.F	Sawcut Bituminous Paving	LF	24	\$5.00	\$120.00	\$8.66	\$12.00	\$288.00	\$10.00	\$240.00	\$2.64	\$63.36	\$10.00	\$240.00
7	1.05.G	Remove and Dispose of Asphalt Surfacing, Aggregate Base	SY	2,440	\$5.00	\$12,200.00	\$9.23	\$8.00	\$19,520.00	\$6.00	\$14,640.00	\$7.93	\$19,349.20	\$15.00	\$36,600.00
8	1.05.H	Remove and Dispose of 18" and 12" CMP Culverts	LF	60	\$40.00	\$2,400.00	\$42.28	\$34.00	\$2,040.00	\$18.00	\$1,080.00	\$67.12	\$4,027.20	\$50.00	\$3,000.00
9	1.05.I	Excavate and Dispose of Muck	CY	1,134.8148	\$20.00	\$22,696.30	\$28.00	\$20.00	\$22,696.30	\$25.00	\$28,370.37	\$34.98	\$39,695.82	\$32.00	\$36,314.07
10	1.05.J	Remove and Dispose of Sand Volleyball Court	LS	1	\$1,500.00	\$1,500.00	\$5,177.17	\$3,280.00	\$3,280.00	\$2,500.00	\$2,500.00	\$4,928.67	\$4,928.67	\$10,000.00	\$10,000.00
11	1.05.K	Class A (Common) Excavation	CY	6,800	\$12.50	\$85,000.00	\$17.69	\$12.00	\$81,600.00	\$18.00	\$122,400.00	\$8.74	\$59,432.00	\$32.00	\$217,600.00
12	1.05.L	Import Common Fill, Furnish and Stockpile on Site	CY	2,160	\$4.50	\$9,720.00	\$26.08	\$20.00	\$43,200.00	\$21.00	\$45,360.00	\$33.30	\$71,928.00	\$30.00	\$64,800.00
13	1.05.M	Import Common Fill, Place Stockpiled Material	CY	2,160	\$3.00	\$6,480.00	\$19.98	\$22.00	\$47,520.00	\$16.00	\$34,560.00	\$11.93	\$25,768.80	\$30.00	\$64,800.00
14	1.05.N	Import Common Topsoil Borrow, Furnish and Place	CY	210	\$55.00	\$11,550.00	\$54.80	\$32.00	\$6,720.00	\$65.00	\$13,650.00	\$57.20	\$12,012.00	\$65.00	\$13,650.00
15	1.05.O	Import Select Granular Filter	CY	100	\$45.00	\$4,500.00	\$40.00	\$25.00	\$2,500.00	\$50.00	\$5,000.00	\$55.00	\$5,500.00	\$30.00	\$3,000.00
16	1.05.P	Finish Grading (P)	SY	30,040	\$1.00	\$30,040.00	\$2.51	\$2.20	\$66,088.00	\$2.50	\$75,100.00	\$0.32	\$9,612.80	\$5.00	\$150,200.00
17	1.05.Q	24"dia. RCP CL-4 Pipe Culvert	LF	50	\$170.00	\$8,500.00	\$150.27	\$131.00	\$6,550.00	\$200.00	\$10,000.00	\$120.08	\$6,004.00	\$150.00	\$7,500.00
18	1.05.R	12" dia. CMP CL-4 Pipe Culvert	LF	160	\$100.00	\$16,000.00	\$74.82	\$98.00	\$15,680.00	\$60.00	\$9,600.00	\$81.28	\$13,004.80	\$60.00	\$9,600.00
19	1.05.S	24" RCP Flared End Section w/Riprap	EA	2	\$1,850.00	\$3,700.00	\$2,385.18	\$2,180.00	\$4,360.00	\$2,800.00	\$5,600.00	\$1,560.71	\$3,121.42	\$3,000.00	\$6,000.00
20	1.05.T	12" CMP Flared End Section w/Riprap	EA	8	\$500.00	\$4,000.00	\$643.76	\$890.00	\$7,120.00	\$680.00	\$5,440.00	\$505.05	\$4,040.40	\$500.00	\$4,000.00
21	1.05.U	Host Campsite Sanitary Service	LS	1	\$8,000.00	\$8,000.00	\$4,492.67	\$11,480.00	\$11,480.00	\$800.00	\$800.00	\$2,690.67	\$2,690.67	\$3,000.00	\$3,000.00
22	1.05.V	4" SDR35 PVC Pipe	LF	110	\$91.50	\$10,065.00	\$52.46	\$38.00	\$4,180.00	\$50.00	\$5,500.00	\$71.83	\$7,901.30	\$50.00	\$5,500.00
23	1.05.W	6" SDR35 PVC Pipe	LF	120	\$91.50	\$10,980.00	\$60.19	\$56.00	\$6,720.00	\$60.00	\$7,200.00	\$74.74	\$8,968.80	\$50.00	\$6,000.00
24	1.05.X	East Pond Outlet Inflow Riser	EA	1	\$2,500.00	\$2,500.00	\$2,692.56	\$3,680.00	\$3,680.00	\$1,800.00	\$1,800.00	\$3,790.24	\$3,790.24	\$1,500.00	\$1,500.00
25	1.05.Y	East Pond Outlet Outflow Structure	EA	1	\$2,500.00	\$2,500.00	\$8,703.91	\$18,900.00	\$18,900.00	\$1,800.00	\$1,800.00	\$4,115.63	\$4,115.63	\$10,000.00	\$10,000.00
26	1.05.Z	8'x10' Reinf. 10" Concrete Utility Pad	EA	2	\$1,175.00	\$2,350.00	\$6,332.50	\$5,830.00	\$11,660.00	\$4,750.00	\$9,500.00	\$2,250.00	\$4,500.00	\$12,500.00	\$25,000.00
27	1.05.AA	Campground Electric	LS	1	\$425,000.00	\$425,000.00	\$218,795.75	\$198,700.00	\$198,700.00	\$195,175.00	\$195,175.00	\$185,408.00	\$185,408.00	\$295,900.00	\$295,900.00
28	1.05.BB	Campground Wi-Fi Service	LS	1	\$75,000.00	\$75,000.00	\$31,729.25	\$28,760.00	\$28,760.00	\$26,650.00	\$26,650.00	\$25,307.00	\$25,307.00	\$46,200.00	\$46,200.00
29	1.05.CC	Frost-Proof Hydrant	EA	5	\$845.00	\$4,225.00	\$2,555.23	\$2,376.00	\$11,880.00	\$2,200.00	\$11,000.00	\$3,144.91	\$15,724.55	\$2,500.00	\$12,500.00
30	1.05.DD	Vault Toilet w/Integral Concrete Slab	EA	3	\$35,000.00	\$105,000.00	\$66,438.93	\$23,680.00	\$71,040.00	\$55,000.00	\$165,000.00	\$107,075.70	\$321,227.10	\$80,000.00	\$240,000.00
31	1.05.EE	1,500 Gallon PE RV Dump Sanitary Holding Tank	LS	1	\$8,500.00	\$8,500.00	\$16,018.53	\$28,790.00	\$28,790.00	\$8,500.00	\$8,500.00	\$16,784.12	\$16,784.12	\$10,000.00	\$10,000.00
32	1.05.FF	Raised Concrete Island at RV Dump	SF	300	\$25.00	\$7,500.00	\$42.75	\$45.00	\$13,500.00	\$35.00	\$10,500.00	\$40.00	\$12,000.00	\$51.00	\$15,300.00
33	1.05.GG	Romort Water Tower at RV Dump	EA	1	\$4,000.00	\$4,000.00	\$6,734.50	\$11,680.00	\$11,680.00	\$6,400.00	\$6,400.00	\$1,857.99	\$1,857.99	\$7,000.00	\$7,000.00
35	1.05.II	3" HDPE DR17 Water Line	LF	1,690	\$72.00	\$121,680.00	\$38.28	\$34.00	\$57,460.00	\$48.00	\$81,120.00	\$41.12	\$69,492.80	\$30.00	\$50,700.00
36	1.05.JJ	2" HDPE DR17 Water Line	LF	760	\$66.00	\$50,160.00	\$34.86	\$23.00	\$17,480.00	\$47.00	\$35,720.00	\$40.44	\$30,734.40	\$29.00	\$22,040.00
37	1.05.KK	1" HDPE DR17 Water Line	LF	480	\$60.00	\$28,800.00	\$32.28	\$21.00	\$10,080.00	\$46.00	\$22,080.00	\$34.11	\$16,372.80	\$28.00	\$13,440.00
38	1.05.LL	3" Gate Valve and Box	EA	5	\$1,400.00	\$7,000.00	\$3,424.88	\$3,850.00	\$19,250.00	\$3,200.00	\$16,000.00	\$2,649.50	\$13,247.50	\$4,000.00	\$20,000.00
39	1.05.MM	2" Minneapolis Style Curb Stop Valve and Box Assy.	EA	3	\$1,250.00	\$3,750.00	\$1,985.05	\$1,280.00	\$3,840.00	\$2,400.00	\$7,200.00	\$1,760.19	\$5,280.57	\$2,500.00	\$7,500.00
40	1.05.NN	1" Minneapolis Style Curb Stop Valve and Box Assy.	EA	5	\$1,000.00	\$5,000.00	\$1,078.37	\$890.00	\$4,450.00	\$1,000.00	\$5,000.00	\$1,223.46	\$6,117.30	\$1,200.00	\$6,000.00
41	1.05.OO	48" Pre-cast Concrete Sanitary MH	EA	1	\$9,050.00	\$9,050.00	\$12,029.59	\$18,790.00	\$18,790.00	\$8,160.00	\$8,160.00	\$11,168.34	\$11,168.34	\$10,000.00	\$10,000.00
42	1.05.PP	MnDOT Riprap, Class III	TON	40	\$92.00	\$3,680.00	\$126.41	\$105.00	\$4,200.00	\$100.00	\$4,000.00	\$150.65	\$6,026.00	\$150.00	\$6,000.00
43	1.05.QQ	MnDOT Riprap, Class I	TON	7	\$92.00	\$644.00	\$155.52	\$103.00	\$721.00	\$250.00	\$1,750.00	\$119.09	\$833.63	\$150.00	\$1,050.00
44	1.05.RR	AASHTO No.467 Stone	TON	2	\$92.00	\$184.00	\$308.08	\$53.00	\$106.00	\$500.00	\$1,000.00	\$179.30	\$358.60	\$500.00	\$1,000.00
45	1.05.SS	Shower and Bathroom Building	LS	1	\$500,000.00	\$500,000.00	\$965,447.00	\$484,000.00	\$484,000.00	\$825,000.00	\$825,000.00	\$1,002,788.00	\$1,002,788.00	\$1,550,000.00	\$1,550,000.00
46	1.05.TT	Class 5 Aggregate Base	TON	9,050	\$50.00	\$452,500.00	\$37.42	\$34.00	\$307,700.00	\$42.50	\$384,625.00	\$31.18	\$282,179.00	\$42.00	\$380,100.00
47	1.05.UU	6" Reinforced Concrete Walks & Drives	SY	2,120	\$65.00	\$137,800.00	\$97.94	\$87.00	\$184,440.00	\$94.00	\$199,280.00	\$87.75	\$186,030.00	\$123.00	\$260,760.00
48	1.05.VV	Pedestrian Curb Ramp	EA	1	\$2,500.00	\$2,500.00	\$2,010.25	\$2,780.00	\$2,780.00	\$1,750.00	\$1,750.00	\$1,633.00	\$1,633.00	\$1,878.00	\$1,878.00
49	1.05.WW	MnDOT B612 Curb and Gutter	LF	180	\$55.00	\$9,900.00	\$40.64	\$42.00	\$7,560.00	\$40.00	\$7,200.00	\$37.55	\$6,759.00	\$43.00	\$7,740.00
50	1.05.XX	MnDOT VG 324 Valley Gutter	LF	145	\$85.00	\$12,325.00	\$58.50	\$56.00	\$8,120.00	\$59.00	\$8,555.00	\$55.00	\$7,975.00	\$64.00	\$9,280.00
51	1.05.YY	Painted Pavement Markings	LS	1	\$1,000.00	\$1,000.00	\$8,462.50	\$8,350.00	\$8,350.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$20,000.00	\$20,000.00
52	1.05.ZZ	4'H 2-Rail Split Rail Wood Fence	LF	980	\$32.00	\$31,360.00	\$52.26	\$38.00	\$37,240.00	\$51.00	\$49,980.00	\$60.03	\$58,829.40	\$60.00	\$58,800.00

					Engineer Estimate		Bid Average	Shoreline Landscaping & Contracting		Bougalis Inc.		Ulland Bros, Inc.		Urban Companies	
Line Item	Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Extension	Unit Price	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
53	1.05.AAA	28"W Vehicular Gate, Double Swing	EA	2	\$4,500.00	\$9,000.00	\$5,247.67	\$1,500.00	\$3,000.00	\$5,000.00	\$10,000.00	\$4,490.68	\$8,981.36	\$10,000.00	\$20,000.00
54	1.05.BBB	Pipe Bollard	EA	4	\$750.00	\$3,000.00	\$1,422.24	\$1,830.00	\$7,320.00	\$1,200.00	\$4,800.00	\$1,158.94	\$4,635.76	\$1,500.00	\$6,000.00
55	1.05.CCC	Rock Fire Pit at Building	LS	1	\$2,500.00	\$2,500.00	\$7,335.23	\$13,780.00	\$13,780.00	\$4,400.00	\$4,400.00	\$1,160.90	\$1,160.90	\$10,000.00	\$10,000.00
56	1.05.DDD	ADA Campground Fire Ring w/Conc Slab (P)	EA	4	\$750.00	\$3,000.00	\$1,912.79	\$1,360.00	\$5,440.00	\$2,200.00	\$8,800.00	\$1,591.17	\$6,364.68	\$2,500.00	\$10,000.00
57	1.05.EEE	Standard Campground Fire Ring (P)	EA	28	\$600.00	\$16,800.00	\$689.15	\$868.00	\$24,304.00	\$450.00	\$12,600.00	\$688.61	\$19,281.08	\$750.00	\$21,000.00
58	1.05.FFF	Stabilized Grass ADA Campsite Surfacing (P)	SF	2,520	\$5.50	\$13,860.00	\$18.07	\$28.00	\$70,560.00	\$9.00	\$22,680.00	\$23.29	\$58,690.80	\$12.00	\$30,240.00
59	1.05.GGG	Stabilized Aggregate ADA Trail Surfacing	TON	180	\$365.00	\$65,700.00	\$352.21	\$258.00	\$46,440.00	\$60.00	\$10,800.00	\$540.82	\$97,347.60	\$550.00	\$99,000.00
60	1.05.HHH	4' Natural Surface Trail	LF	580	\$10.00	\$5,800.00	\$51.35	\$138.00	\$80,040.00	\$25.00	\$14,500.00	\$12.40	\$7,192.00	\$30.00	\$17,400.00
61	1.05.III	Traffic Sign and Post	EA	12	\$250.00	\$3,000.00	\$522.05	\$380.00	\$4,560.00	\$800.00	\$9,600.00	\$408.18	\$4,898.16	\$500.00	\$6,000.00
62	1.05.JJJ	Landscape Boulder	EA	40	\$150.00	\$6,000.00	\$563.80	\$1,180.00	\$47,200.00	\$165.00	\$6,600.00	\$760.18	\$30,407.20	\$150.00	\$6,000.00
63	1.05.KKK	Permanent Native Seeding	AC	7.9	\$4,500.00	\$35,550.00	\$5,059.18	\$5,806.00	\$45,867.40	\$2,000.00	\$15,800.00	\$1,600.00	\$12,640.00	\$10,830.70	\$85,562.53
64	1.05.LLL	Mn/DOT Cat30 Erosion Control Blanket	SY	4,360	\$2.22	\$9,679.20	\$3.32	\$2.85	\$12,426.00	\$2.92	\$12,731.20	\$2.50	\$10,900.00	\$5.00	\$21,800.00
65	1.05.MMM	Mn/DOT Rapid Stabilization Method 4	SY	4,360	\$1.98	\$8,632.80	\$2.76	\$1.55	\$6,758.00	\$2.50	\$10,900.00	\$2.00	\$8,720.00	\$5.00	\$21,800.00
66	1.05.NNN	Mn/DOT Type 3 Mulch	TON	22	\$330.00	\$7,260.00	\$769.25	\$1,102.00	\$24,244.00	\$725.00	\$15,950.00	\$350.00	\$7,700.00	\$900.00	\$19,800.00
67	1.05.OOO	Spread and Disk Anchoring Mn/DOT Type 3 Mulch	AC	10.6	\$47.00	\$498.20	\$1,509.25	\$4,216.00	\$44,689.60	\$390.00	\$4,134.00	\$450.00	\$4,770.00	\$981.00	\$10,398.60
Base Bid Total:						\$2,687,185.66			\$2,531,620.80		\$2,876,205.57		\$2,979,543.83		\$4,748,243.20



Project Name: Carey Lake Campground Phase 2 Construction Project (QuestCDN Project #9491447)

Owner: Hibbing MN, City of

Solicitor: Barr Engineering, Bloomington, MN

Bid Opening: 02/24/2025 02:00 PM CST

BID TABULATION
REDUCED SCOPE

							APPARENT LOW BIDDER										
							BIDDING CONTRACTOR 1		BIDDING CONTRACTOR 2		BIDDING CONTRACTOR 3		BIDDING CONTRACTOR 4				
					Engineer Estimate		Bid Average	Shoreline Landscaping & Contracting		Bougalis Inc.		Ulland Bros, Inc.		Urban Companies			
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1.05.A	Mobilization & Demobilization ³	LS	1		-		\$ 45,360.00	\$ 45,360.00		-		-		-		-
2	1.05.B	Traffic and Pedestrian Safety Control	LS	1	\$ 500.00	\$ 500.00	\$ 6,220.46	\$ 8,300.00	\$ 8,300.00	\$ 2,500.00	\$ 2,500.00	\$ 4,081.82	\$ 4,081.82	\$ 10,000.00	\$ 10,000.00		
3	1.05.C	Construction Site Layout and Staking	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 41,945.00	\$ 9,530.00	\$ 9,530.00	\$ 30,000.00	\$ 30,000.00	\$ 28,250.00	\$ 28,250.00	\$ 100,000.00	\$ 100,000.00		
4	1.05.D	Construction Entrance	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 2,747.70	\$ 1,500.00	\$ 1,500.00	\$ 4,000.00	\$ 4,000.00	\$ 2,490.80	\$ 2,490.80	\$ 3,000.00	\$ 3,000.00		
5	1.05.E	Silt Fence, Mn/DOT MS Type ²	LF	1,580	\$ 2.50	\$ 3,950.00	\$ 3.89	\$ 3.05	\$ 4,819.00	\$ 4.50	\$ 7,110.00	\$ 3.00	\$ 4,740.00	\$ 5.00	\$ 7,900.00		
11	1.05.K	Class A (Common) Excavation ²	CY	1,520	\$ 12.50	\$ 19,000.00	\$ 17.69	\$ 12.00	\$ 18,240.00	\$ 18.00	\$ 27,360.00	\$ 8.74	\$ 13,284.80	\$ 32.00	\$ 48,640.00		
14	1.05.N	Import Common Topsoil Borrow, Furnish and Place	CY	210	\$ 55.00	\$ 11,550.00	\$ 54.80	\$ 32.00	\$ 6,720.00	\$ 65.00	\$ 13,650.00	\$ 57.20	\$ 12,012.00	\$ 65.00	\$ 13,650.00		
15	1.05.O	Import Select Granular Filter	CY	100	\$ 45.00	\$ 4,500.00	\$ 40.00	\$ 25.00	\$ 2,500.00	\$ 50.00	\$ 5,000.00	\$ 55.00	\$ 5,500.00	\$ 30.00	\$ 3,000.00		
16	1.05.P	Finish Grading (P) ²	SY	9,090	\$ 1.00	\$ 9,090.00	\$ 2.51	\$ 2.20	\$ 19,998.00	\$ 2.50	\$ 22,725.00	\$ 0.32	\$ 2,908.80	\$ 5.00	\$ 45,450.00		
18	1.05.R	12" dia. CMP CL-4 Pipe Culvert ²	LF	80	\$ 100.00	\$ 8,000.00	\$ 74.82	\$ 98.00	\$ 7,840.00	\$ 60.00	\$ 4,800.00	\$ 81.28	\$ 6,502.40	\$ 60.00	\$ 4,800.00		
20	1.05.T	12" CMP Flared End Section w/Riprap ²	EA	4	\$ 500.00	\$ 2,000.00	\$ 643.76	\$ 890.00	\$ 3,560.00	\$ 680.00	\$ 2,720.00	\$ 505.05	\$ 2,020.20	\$ 500.00	\$ 2,000.00		
23	1.05.W	6" SDR35 PVC Pipe ²	LF	35	\$ 91.50	\$ 3,202.50	\$ 60.19	\$ 56.00	\$ 1,960.00	\$ 60.00	\$ 2,100.00	\$ 74.74	\$ 2,615.90	\$ 50.00	\$ 1,750.00		
24	1.05.X	East Pond Outlet Inflow Riser	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 2,692.56	\$ 3,680.00	\$ 3,680.00	\$ 1,800.00	\$ 1,800.00	\$ 3,790.24	\$ 3,790.24	\$ 1,500.00	\$ 1,500.00		
25	1.05.Y	East Pond Outlet Outflow Structure	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 8,703.91	\$ 18,900.00	\$ 18,900.00	\$ 1,800.00	\$ 1,800.00	\$ 4,115.63	\$ 4,115.63	\$ 10,000.00	\$ 10,000.00		
43	1.05.QQ	MnDOT Riprap, Class I	TON	7	\$ 92.00	\$ 644.00	\$ 155.52	\$ 103.00	\$ 721.00	\$ 250.00	\$ 1,750.00	\$ 119.09	\$ 833.63	\$ 150.00	\$ 1,050.00		
44	1.05.RR	AASHTO No.467 Stone	TON	2	\$ 92.00	\$ 184.00	\$ 308.08	\$ 53.00	\$ 106.00	\$ 500.00	\$ 1,000.00	\$ 179.30	\$ 358.60	\$ 500.00	\$ 1,000.00		
46	1.05.TT	Class 5 Aggregate Base ²	TON	1,180	\$ 50.00	\$ 59,000.00	\$ 37.42	\$ 34.00	\$ 40,120.00	\$ 42.50	\$ 50,150.00	\$ 31.18	\$ 36,792.40	\$ 42.00	\$ 49,560.00		
52	1.05.ZZ	4'H 2-Rail Split Rail Wood Fence ²	LF	1,320	\$ 32.00	\$ 42,240.00	\$ 52.26	\$ 38.00	\$ 50,160.00	\$ 51.00	\$ 67,320.00	\$ 60.03	\$ 79,239.60	\$ 60.00	\$ 79,200.00		
53	1.05.AAA	28'W Vehicular Gate, Double Swing	EA	2	\$ 4,500.00	\$ 9,000.00	\$ 5,247.67	\$ 1,500.00	\$ 3,000.00	\$ 5,000.00	\$ 10,000.00	\$ 4,490.68	\$ 8,981.36	\$ 10,000.00	\$ 20,000.00		
54	1.05.BBB	Pipe Bollard	EA	4	\$ 750.00	\$ 3,000.00	\$ 1,422.24	\$ 1,830.00	\$ 7,320.00	\$ 1,200.00	\$ 4,800.00	\$ 1,158.94	\$ 4,635.76	\$ 1,500.00	\$ 6,000.00		
62	1.05.JJJ	Landscape Boulder ²	EA	22	\$ 150.00	\$ 3,300.00	\$ 563.80	\$ 1,180.00	\$ 25,960.00	\$ 165.00	\$ 3,630.00	\$ 760.18	\$ 16,723.96	\$ 150.00	\$ 3,300.00		
63	1.05.KKK	Permanent Native Seeding ²	AC	1.0	\$ 4,500.00	\$ 4,500.00	\$ 5,059.18	\$ 5,806.00	\$ 5,806.00	\$ 2,000.00	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00	\$ 10,830.70	\$ 10,830.70		
64	1.05.LLL	Mn/DOT Cat30 Erosion Control Blanket ²	SY	600	\$ 2.22	\$ 1,332.00	\$ 3.32	\$ 2.85	\$ 1,710.00	\$ 2.92	\$ 1,752.00	\$ 2.50	\$ 1,500.00	\$ 5.00	\$ 3,000.00		
65	1.05.MMM	Mn/DOT Rapid Stabilization Method 4 ²	SY	600	\$ 1.98	\$ 1,188.00	\$ 2.76	\$ 1.55	\$ 930.00	\$ 2.50	\$ 1,500.00	\$ 2.00	\$ 1,200.00	\$ 5.00	\$ 3,000.00		
TOTAL BASE BID, MOBILIZATION & DEMOBILIZATION COSTS REMOVED ^{1,3}						\$ 206,180.50			\$ 243,380.00		\$ 269,467.00		\$ 244,177.90		\$ 428,630.70		
TOTAL BASE BID ¹									\$ 288,740.00								

NOTES:

¹ | Line Items quantities noted hereafter were zeroed to reflect value engineering negotiated and agreed upon by both Contractor and Owner after bid opening but prior to contract award: 6-10, 12-13, 17, 19, 21-22, 26-42, 45, 47-51, 55-61, 66-67. Removal of these items did not result in a change to the apparent low bidder.

² | Denotes bid item with adjusted unit quantity relative to original bid quantity to provide for value engineering.

³ | Mobilization costs were removed from value engineering comparison as they reflected that associated with full construction (not value engineering) scope to compare apparent low bid.

Business Record Details »

Minnesota Business Name

SHORELINE LANDSCAPING

Business Type Assumed Name	MN Statute 333
File Number 251125	Home Jurisdiction Minnesota
Filing Date 05/04/2001	Status Active / In Good Standing
Renewal Due Date 12/31/2025	Principal Place of Business Address 29159 Ivywood Trl Chisago City, MN 55013 USA

Applicant	Applicant Address
Stephan McLafferty	29159 Ivywood Trl, Chisago City, MN 55013

Renewal History

Renewal History

Filing Date	Filing
2/22/2023	Annual Reinstatement - Assumed Name
11/8/2024	Annual Renewal - Assumed Name



AIA

Document A310™ – 2010

Bond No. NB000313

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Stephan McLafferty DBA SHORELINE LANDSCAPING SURETY:

29159 Ivywood Trail

(Name, legal status and principal place of business) This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Chisago City, MN 55013

Merchants National Bonding, Inc.
PO Box 14498

OWNER:

(Name, legal status and address)

Des Moines, IA 50306

City Of Hibbing

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Bond Amount: Five Percent of the Bid Amount (5% of Bid Amount)

PROJECT: Carey Lake Campground Phase 2 Construction

(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 21st day of February, 2025

Stephan McLafferty DBA SHORELINE LANDSCAPING
(Principal) (Seal)

(Witness)

(Title)

Merchants National Bonding, Inc.
(Surety)

(Seal)

(Witness)

(Title) Attorney-in-Fact Troy Staples

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

ACKNOWLEDGMENT OF PRINCIPAL (Individual)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known and known to me to be the person(s) who (is) (are) described in and executed the foregoing instrument and acknowledge(s) to me that he/she executed the same.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Partnership)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, a member of the co-partnership of _____ to me known and known to me to be the person who is described in and executed the foregoing instrument and acknowledges to me that he/she executed the same as for the act and deed of the said co-partnership.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Corporation)

State of _____)
County of _____)

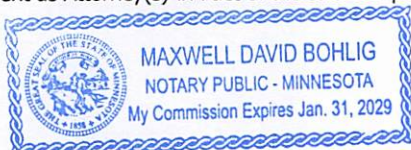
On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known, who, being duly sworn, deposes and says that he/she is the _____ of the _____ the corporation described in and which executed the foregoing instrument; that he/she knows the seal of the said corporation; the seal affixed to the said instrument is such corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

Notary Public

ACKNOWLEDGMENT OF SURETY

State of Minnesota)
County of Dakota)

On this 21st day of February, in the year 2025, before me personally come(s) Troy Staples, Attorney(s)-in-Fact of Merchants National Bonding, Inc. with whom I am personally acquainted, and who, being by me duly sworn, says that he/she is (are) the Attorney(s)-in-Fact of Merchants National Bonding, Inc. company described in and which executed the within instrument; that he/she know(s) the corporate seal of such company; and that seal affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of said company, and that he/she signed said instrument as Attorney(s)-in-Fact of the said company by like order.





Notary Public

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Jennifer Boyles; Joel Krech; Nick Denn; Nick Hochban; Sam Kemp; Thomas G Kemp; Thomas M Lahl; Troy Staples; Zachary Pate

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and April 27, 2024 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015 and amended on April 27, 2024.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.
In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 29th day of July, 2024.



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

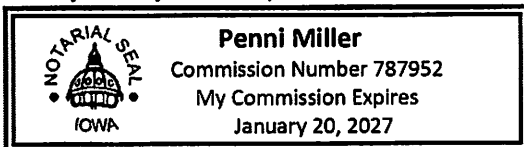
By

Larry Taylor

President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 29th day of July, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

[Signature]
Notary Public

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 21st day of February, 2025.



Elisabeth Sandersfeld

Secretary

02/24/2025

STEPHAN MCLAFFERTY SHORELINE LANDSCPAING
29159 IVYWOOD TRAIL
CHISAGO CITY, MN 55013

Certificate of Construction Contractor Registration

Contractor Name: STEPHAN MCLAFFERTY
Contractor DBA (if applicable): SHORELINE LANDSCPAING
Contractor Registration Number: IR721315
Effective Date: 01/01/2024
Expiration Date: 12/31/2025

E. A list of bankruptcy claims filed by Contractor within the past five years.

NO Bankruptcy claims filed.

Stephan McLafferty - Owner

OSHA’s Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are “fillable/writable” PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#). In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Form approved OMB no. 1218-0176

Establishment name Shoreline Landscaping

City Chicago City State MN

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

(A) Case no.	(B) Employee’s name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work				Away from work	On job transfer or restriction	Illness						
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	(K)	(L)	(M)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
Reset			/															
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Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Add a Form Page

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are “fillable/writable” PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#).

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you’ve added the entries from every page of the Log. If you had no cases, write “0.”

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA’s recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types			
Total number of . . . (M)			
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Shoreline Landscaping

Street 29159 Ivywood Trail

City Chisago City State MN Zip 55013

Industry description (e.g., Manufacture of motor truck trailers)

Excavation/Construction

North American Industrial Classification (NAICS), if known (e.g., 336212)

--	--	--	--	--	--

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 9

Total hours worked by all employees last year 10,685.00

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Stephan McLaugherty

Company executive Title

Phone 651-257-2655 Date 2/25/2025

Reset

SECTION 00 45 57 - PART A
RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE
PRIME CONTRACTOR RESPONSE

PROJECT TITLE: Carey Lake Campground Phase 2 Construction

SUBMIT WITH CONTRACTOR SOLICITATION RESPONSE

This form must be submitted with the response to this solicitation. A response received without this form will be rejected.

The term Responsible Contractor as used herein means a contractor as defined in Minn. Stat. § 16C.285, subd. 3.

The undersigned understands that any prime contractor or subcontractor that does not meet the minimum criteria in Minn. Stat. § 16C.285, subd. 3, or fails to verify that it meets those criteria is not a Responsible Contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a construction project and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certification

By signing this document, I certify that I am an owner or officer of the company named below, and I swear under oath that:

1. My company meets each of the Minimum Criteria to be a Responsible Contractor as defined and is in compliance with Minn. Stat. § 16C.285, subd. 3.
2. If my company is awarded a contract, I or another owner or officer will also submit certificates or verifications of compliance for any subcontractor or motor carrier of any tier as required.

Shoreline Landscaping

Contractor Company Name

Stephan McLafferty

Authorized Signature of Owner or Officer

Owner

Title

2/24/2025

Date

Stephan McLafferty

Printed Name

PART A-1: FIRST-TIER SUBCONTRACTOR LIST
(Initial List)

SUBMIT WITH CONTRACTOR SOLICITATION RESPONSE

Minnesota Statutes, Section [16C.285](#), subdivision 5. A prime contractor or subcontractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project.

NAMES OF FIRST TIER SUBCONTRACTORS (Legal name of company as registered with the Secretary of State)	Company Address
Lanyk Electric	Virginia, MN
Rosnow Industrial LLC	Monticello, MN

Scheduled Equipment

Dozers -

2000 Komatsu D41P-6 Dozer	B21270
2012 Komatsu D65PX-17 Dozer	KMTOD117J01001603
2013 CAT D6n LGP Crawler Dozer	S/N CAT00D6NEPBA00912

Excavators –

2011 Komatsu PC360LC-10 Excavator	A32080
2014 Catapillar 316EL Excavator	CAT0316EEDZW01744
2016 LinkBelt 300x4 Excavator	EJEK61594
Kubota KX033-11669	
2017 Excavator	
2000 JOHN DEERE 330 LC TRACKED EXC	S/NFF0330X080620
2013 CAT 324 EL Long Reach	CAT0324EAPNWO
2016 CAT 311 LRR	CAT0311FVFT00916

Skidsteers -

ASVRC60	RSE01482
ASVRT50	
ASVSR80	SEA00794
ASVVT70	
CAT25D3	ACW922871

Small Equipment & Attachments -

2020 Kubota RTV1100-10651

Case Mini Sneaker

Jacobson Mower LF100

2 Thumb Excavaor Attachment

6 Large Excavator Buckets

2 Small Excavator Buckets

4 Pallet Forks

2 Bobcat Sweepers

Jackhammer Attachment

Tiller Attachment

Harley Rake

Bobcat Brush Hog Attachment

5 Skidsteer Dirt Buckets

2 Skidsteer Snow Buckets

1 Grapple

1 Leveling Bar Attachment

Push Box

1 Auger Dril

Sod Roller

2006 Vac Unit VACSTAR

1996 John Deere Tractor

Rollers -

Wacker Roller RT SC-2

2013 CAT CB14B Double Drum Roller

Heavy Duty Trucks -

1985 Mack FB200 BoxTruck - 022352

1999 Peterbilt DS385 Dump Truck 494850

2001 Sterling Water Truck H16878

2004 Sterling Dump Truck N10647
2007 Kenworth T800 8x4 TriA Semi 177784
2009 Peterbilt 999 DS Semi 77970
2003 FreightLiner MS 106 4x2 SA Dump Truck
2002 Ford F-750 4x2 SA Dump Truck
2006 Freightliner Columbia 120 6x4 TA Sleeper Truck Tractor
1996 INTL DS999 Semi 2HTPC0001TC037642
2019 Peterbilt Semi 1XPBAPX8KD605604

Light Duty Trucks -

2005 Ford F550 Contractor Dump A96143
2012 Ford F150 XL4x4 PU EAR99
2013 Ford F150 B77051
2009 Dodge 3500 Contrator Dump
2012 Ford F-150 XL 4x4 Ext Cab PU
2013 Ford E350 Van Body
2013 Ford F 250 4x4 flat bed

Trailers -

2006 Cary Trailer 017088
2018 Midsota Trailer Silver 001548
2018 Midsota Trailer Silver 001548
2018 TowMaster T40 162262
2019 Kauman Lowboy 3674592
2007 Great Dane Trailer 1GRAA062276340994
1984 Fruehauf EndDump 1H4DO343XEF050902
2008 Hilbilt Trailer 1H9AIE4A681015022
2008 Hilbilt Trailer 1H9A1E4AX81015024



PREPARED BY: BARR ENGINEERING COMPANY

ENGINEER'S OPINION OF PROBABLE PROJECT COST

PROJECT: Carey Lake Campground

LOCATION: Hibbing, MN

PROJECT #: 23692742.01

Engineer's Opinion of Probable Project Cost^{1, 2, 3, 4} (Last Revised 06-30-2025)
Carey Lake Campground - Bid Tender (100% Design) for 2025 Scope

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	BID UNIT COST	EXT. COST
GENERAL AND TEMPORARY EROSION AND SEDIMENT CONTROL					
1	Mobilization & Demobilization	LS	1	\$ 45,360.00	\$ 45,360.00
2	Traffic and Pedestrian Safety Control	LS	1	\$ 8,300.00	\$ 8,300.00
3	Construction Site Layout and Staking	LS	1	\$ 9,530.00	\$ 9,530.00
4	Construction Entrance	EA	1	\$ 1,500.00	\$ 1,500.00
5	Silt Fence, Mn/DOT MS Type	LF	1,580	\$ 3.05	\$ 4,819.00
EARTHWORK					
6	Class A (Common) Excavation	CY	1,520	\$ 12.00	\$ 18,240.00
7	Import Common Topsoil Borrow, Furnish and Place	CY	210	\$ 32.00	\$ 6,720.00
8	Import Select Granular Filter	CY	100	\$ 25.00	\$ 2,500.00
9	Finish Grading (P)	CY	9,090	\$ 2.20	\$ 19,998.00
SITE UTILITIES					
10	12" dia. CMP CL-4 Pipe Culvert	LF	80	\$ 98.00	\$ 7,840.00
11	12" CMP Flared End Section w/Riprap	EA	4	\$ 890.00	\$ 3,560.00
12	6" SDR35 PVC Pipe	LF	35	\$ 56.00	\$ 1,960.00
13	East Pond Outlet Inflow Riser	EA	1	\$ 3,680.00	\$ 3,680.00
14	East Pond Outlet Outflow Structure	EA	1	\$ 18,900.00	\$ 18,900.00
15	MnDOT Riprap, Class I	TON	7	\$ 103.00	\$ 721.00
16	AASHTO No.467 Stone	TON	2	\$ 53.00	\$ 106.00
SITE IMPROVEMENTS					
17	Class 5 Aggregate Base	TON	1,180	\$ 34.00	\$ 40,120.00
18	4'H 2-Rail Split Rail Wood Fence, Trailhead Area	LF	630	\$ 38.00	\$ 23,940.00
19	4'H 2-Rail Split Rail Wood Fence, Septic Mounds Area	LF	690	\$ 38.00	\$ 26,220.00
20	28"W Vehicular Gate, Double Swing	EA	2	\$ 1,500.00	\$ 3,000.00
21	Pipe Bollard	EA	4	\$ 1,830.00	\$ 7,320.00
22	Landscape Boulder	EA	22	\$ 1,180.00	\$ 25,960.00
SITE RESTORATION					
23	Permanent Native Seeding	AC	1.0	\$ 5,806.00	\$ 5,806.00
24	Mn/DOT Cat30 Erosion Control Blanket	SY	600	\$ 2.85	\$ 1,710.00
25	Mn/DOT Rapid Stabilization Method 4	SY	600	\$ 1.55	\$ 930.00
	Construction Cost Subtotal				\$288,740.00
	20% Construction Contingency				\$57,748.00
	TOTAL PROJECT COST				\$346,488.00

Notes:¹ Design Work Completed to Approximately 100% (Final Design) Design Level.² Quantities Based on Design Work Completed.³ Unit Prices Based on Information Available at This Time.

⁴ This cost estimate (Class 1, 100% design completion per AACE Document 18R-97) is based on 100% bid tender level designs, alignments, quantities, and unit prices. Costs will change with design refinements or adjustments. Time value-of-money costs are not included. A construction schedule is not available at this time. Contingency is an allowance for the net sum of costs that will be in the Final Total Project Cost at the time of the completion of design. The estimated accuracy range for the Total Project Cost as the project is defined is -5% to +10%. The accuracy is based on professional judgement considering the level of design completed, the complexity of the project and the uncertainties in the project as scoped. The contingency and accuracy range are not intended to include costs for future scope changes that are not part of the project as currently scoped or costs for risk contingency. Operation and Maintenance costs are not included.

SECTION 00 51 00

NOTICE OF AWARD

Date of Issuance: July 7, 2025

Owner:	City of Hibbing, MN	Owner's Contract No.:	N/A
Engineer:	Barr Engineering Co.	Engineer's Project No.:	23692742.00
Project:	Carey Lake Campground Phase 2 Construction	Contract Name:	
Bidder:	Shoreline Landscaping & Contracting		
Bidder's Address:	29159 Ivywood Trail, Chisago City, MN 55013		

TO BIDDER:

You are notified that Owner has accepted your Bid dated February 24, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract to perform Work as described in the Project Manual.

The Contract Price is stated in the Agreement. Three unexecuted counterparts of the Agreement accompany this Notice of Award.

One copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award, which is by July 22, 2025:

1. Deliver to Owner three counterparts of the Agreement, fully executed by Bidder.
2. Deliver Performance and Payment Bond.
3. Deliver Insurance Certificates.
4. Responsible Contractor Verification and Certification of Compliance - Part B

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:

Authorized Signature

By: _____

Title: _____

Copy: Engineer

END OF DOCUMENT 00 51 00



Request for Council Action

City Council Action

Description of Agenda Item

This would be for paving the Carey Lake parking lot, road and parking pads. SBS would spray weed killer on the entire area to be paved, then sweep the area. The total area is approximately 92960 sq ft, a tack coat will be applied, then a 1" leveling course followed by a 1 1/2" wear course over everything. SBS will not be responsible for any issues caused to asphalt due to going over the existing base.

Strategic Initiative

Owner of Agenda Item

Nick Arola, City Services Director, 218.421.5565, nickarola@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

\$171,300 parks capital fund - (\$225,000, budgeted for 2025 parks capital)

Action Requested

Requesting Council Approval

Attachments

1. Estimate_1075_from_SBS_Blacktop_Service_Inc

SBS Blacktop Service, Inc.
11656 Town Line Rd
Hibbing, MN 55746 USA
2182623769
sbsblacktop@yahoo.com
sbsblacktophibbing.com

Estimate

ADDRESS
City of Hibbing 401 East 21st Street Hibbing, MN 55746

ESTIMATE #	DATE	
1075	07/01/2025	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Paving	This would be for paving at Carey Lake parking lot, road and parking pads. SBS would spray weed killer on the entire area to be paved, then sweep the area. The total area is approximately 92960 sq ft, a tack coat will be applied then a 1" leveling coarse followed by a 1 1/2" wear coarse over everything. SBS will not be responsible for any issues caused to asphalt due to going over the existing base.	1	171,300.00	171,300.00

SUBTOTAL	171,300.00
TAX	0.00
TOTAL	\$171,300.00

Accepted By

Accepted Date