**HIBBING CITY COUNCIL**
**Regular Meeting**
**Wednesday, November 20, 2024**
**5:00 PM**

| | |
|---|---|
| Councilor John Schweiberger | City Administrator Greg Pruszinske |
| Councilor James Bayliss | City Clerk-Dep Admin Candie Seppala |
| Councilor Jay Hildenbrand | Finance Dir - Treasurer Sheena Mulner |
| Councilor Jennifer Hoffman Saccoman | City Attorney Andy Borland |
| Councilor Chris Whitney | Chief of Police Steve Estey |
| Councilor Justin Fosso | City Engineer Jesse Story |
| Mayor Pete Hyduke | |

## I. CALL TO ORDER:

## II. PLEDGE OF ALLEGIANCE

## III. ADDS AND DELETES:

1. ADD: Consent Agenda #11, #12, & #13
   ADD: Bids & Quotes #1a

## IV. APPROVAL OF THE AGENDA:

## V. APPROVAL OF MINUTES:

1. Approve the Minutes of the Special Hibbing City Council Meeting of October 24, 2024
2. Approve the Minutes of the Hibbing City Council Meeting of November 6, 2024
3. Approve the Minutes of the Hibbing City Council Workshop of November 6, 2024
4. Approve the Special Hibbing City Council Canvassing Meeting of November 13, 2024

## VI. PUBLIC HEARING

1. PUBLIC HEARING REGARDING SPECIAL ASSESSMENTS FOR SIDEWALK REPLACEMENT
   - Offer RESOLUTION NO. 24-11-07 AUTHORIZING SPECIAL ASSESSMENTS FOR SIDEWALK REPLACEMENT
2. PUBLIC HEARING REGARDING SPECIAL ASSESSMENTS FOR LONG GRASS, UTILITIES, AND/OR GARBAGE/STORM WATER
   - Offer RESOLUTION NO. 24-11-08 AUTHORIZING SPECIAL ASSESSMENTS

FOR LONG GRASS, UTILITIES, AND/OR GARBAGE/STORM WATER

## VII. CONSENT AGENDA:

1. Approve Accounts Payable checks #178695-178809, in the amount of $864,741.20

2. Approve City Payroll ending November 11, 2024 in the amount of $584,020.08

3. Approve the mayor to sign and send the letter of support for the Hibbing Chamber of Commerce's application to the Mn DEED Main Street Revitalization Grant Fund

4. Approve the Discipline Policy effective November 21, 2024.

5. Approve professional services agreement with Widseth for the city hall window replacement project.

6. Authorize the Hibbing City Council to attend the 2024 Hibbing Yuletide Festival "Winter Wonderland" on Thursday, December 12, 2024 from 3-7 p.m. at the Hibbing Public Library

7. Authorize the Mayor to sign a letter of support of Barrett Ziemer as the Intermediate Airport Systems Representative for the Metropolitan Airports Commission Board Position

8. Set the next Regular Hibbing City Council Meeting for Wednesday, December 4, 2024 at 5 pm in the Hibbing CityHall Council Chamber

9. Set the TNT Meeting for December 4, 2024 at 6:00 p.m.in the Hibbing City Hall Council Chamber

10. Set the next Regular Hibbing City Council Workshop Meeting for Wednesday, December 4, 2024 following the TNT Meeting

11. Approve the promotion of Mitchell Anderson to Firefighter/Paramedic effective 11/21/2024.

12. Authorize the nomination of Chris Whitney/Hibbing City Councilor Ward 4 as the Representative on the Arrowhead Regional Development Commission

13. Approve the Right of Entry Agreement authorizing St. Louis County the use of an established gravel road through the City's property (SE 1/4 of Section 1, Township 56N, Range 21W) as access to a timber sale

## VIII. PUBLIC FORUM:

## IX. DEPARTMENT AND COMMITTEE REPORTS:

1. **<u>City Administrator Greg Pruszinske</u>**

    a. City Administrator's Report

## X. BIDS AND QUOTES

1. Chief of Police Steve Estey

a. Approve the purchase of a firearms detection/apprehension K9 from Mark McDonough in the amount of $18,500 (which includes the K9 as well as the K9 handler training through McDonough)

## XI. LICENSES AND PERMITS:

1. Approve the Special Event Permit Application of the Hibbing Area Chamber of Commerce to hold the Spirit of the Unity Parade on November 25, 2024 in downtown Hibbing

2. Approve the Special Event Permit Application of the Hibbing Public Library to hold the 2024 Hibbing Yuletide Festival “WINTER WONDERLAND" on Thursday, December 12, 2024 at the Hibbing Public Library

3. Approve the Raffle Permit Application Request of the Angel Fund to hold their raffle on Sunday, February 9, 2024 at the Hibbing Curling Club

   Raffle # 24-11-02

4. Approve the Raffle Permit Application Request of the Hibbing Boys Hoop Club to hold their raffle on February 11, 2025 at the Lincoln Elementary School

   Raffle # 24-11-03

## XII. ADJOURNMENT:

**THE MINUTES OF THE SPECIAL MEETING OF THE HIBBING CITY COUNCIL Thursday October 24, 2024**

**TIME AND PLACE**: A Special Meeting of the Hibbing City Council was held on Thursday, October 24, 2024 in the City Hall Council Chamber.

**CALL TO ORDER**: Mayor Pete Hyduke called the meeting to order at 8:00 a.m.

**ATTENDANCE**: Present at roll call Mayor Pete Hyduke, Councilor James Bayliss, Councilor Jennifer Hoffman Saccoman, and Councilor Chris Whitney. Also present were City Administrator Greg Pruszinske, City Clerk-Deputy Administrator Candie Seppala, City Attorney Andy Borland and City Engineer Jesse Story. Councilor Justin Fosso, Councilor Jay Hildenbrand, Councilor John Schweiberger, Treasurer-Finance Director Sheena Mulner and Chief of Police Steve Estey were absent.

**APPROVAL OF THE AGENDA:**

Councilor Bayliss, supported by Councilor Whitney, moved to approve the Agenda.

Motion CARRIED

**DEPARTMENT AND COMMITTEE REPORTS:**

**<u>Approve professional services agreements with Miriam Kero Consulting and Offer Resolutions for the same</u>**

Councilor Hoffman Saccoman, supported by Councilor Whitney, moved to approve Professional Services Agreement with Miriam Kero Consulting and Offer Resolution for 2025 State Capital Project Grants-in-Aid MN State Historical Society Grant for $3,750.

Motion CARRIED

Councilor Whitney, supported by Councilor Bayliss, moved to approve Professional Services Agreement with Miriam Kero Consulting and Offer Resolution for 2024 MnDot Transportation Alternatives Grant for $3,250.

Motion CARRIED

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to approve Professional Services Agreement with Miriam Kero Consulting and Offer Resolution for 2024 Age Friendly Grant for $2,500.

Discussion: Councilor Whitney asked what the grant amounts are we are hoping to receive; City Services Director Nick Arola explained the previous grants amount received and stated we hope to receive similar amounts. Mayor Hyduke asked if we have looked into using IRRR funds as matching funds; City Services Director Arola stated yes, they were also do that if it was an option.

Motion CARRIED

**<u>Offer RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS FOR GRANT WRITING WITH MIRIAM KERO CONSULTING</u>**

Councilor Bayliss, supported by Councilor Whitney, moved to offer RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS FOR GRANT WRITING WITH MIRIAM KERO CONSULTING.

Motion CARRIED

**BIDS AND QUOTES**:

**<u>Award the construction of Mine View Water and Sewer services to Bougalis Construction in the amount of $168,000.00</u>**

Discussion: There was a brief discussion between City Councilors and Staff regarding this topic.

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to award the construction of Mine View Water and Sewer services to Bougalis Construction in the amount of $168,000.00.

Motion CARRIED

**<u>Award the Zim Road Bridge Construction SAP 131-597-001 project to KGM in the amount of $562,773.25</u>**

Councilor Whitney, supported by Councilor Bayliss, moved to award the Zim Road Bridge Construction SAP 131-597-001 project to KGM in the amount of $562,773.25.

Discussion: Mayor Hyduke asked the location of this bridge; City Engineer Jesse Story explained where this bridge is located.

Motion CARRIED

**<u>Approve the LHB Services Proposal for the Zim Road Bridge Project in the amount of $50,895.00</u>**

Councilor Hoffman Saccoman, supported by Councilor Whitney, moved to approve the LHB Services Proposal for the Zim Road Bridge Project in the amount of $50,895.00.

Discussion: Mayor Hyduke asked City Engineer Story if the department has funding for this; City Engineer Story stated yes.

Motion CARRIED

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:13 a.m. by Councilor Bayliss and supported by Councilor Whitney.

Motion CARRIED

CITY OF HIBBING

________________________________________

Pete Hyduke, Mayor

ATTEST: ________________________________________________

Candie Seppala, City Clerk-Deputy Administrator

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 **** CHECK LISTING ****
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 1 | 'COOK TREASURER';' | | | | | | | |
| | I-CITY OF COOK TREAS | ';'REFUND' | R | 11/15/2024 | | 800.00CR | 178695 | 800.00 |
| 1 | 'DAN EVANS';' | | | | | | | |
| | I-DAN EVANS | ';'REFUND' | R | 11/15/2024 | | 253.00CR | 178696 | 253.00 |
| 1 | 'FRANK BIGELOW';' | | | | | | | |
| | I-FRANK BIGELOW11/24 | ';'REFUND' | R | 11/15/2024 | | 130.19CR | 178697 | 130.19 |
| 1 | 'GARY PULIS';' | | | | | | | |
| | I-GARY PULIS11/12/24 | ';'GRAVES REF' | R | 11/15/2024 | | 600.00CR | 178698 | 600.00 |
| 1 | 'ROGER MEITTUNEN';' | | | | | | | |
| | I-ROGER MEITTUNEN | ';REF' | R | 11/15/2024 | | 650.00CR | 178699 | 650.00 |
| 003091 | A G O'BRIEN PLUMBING & HEATING CO | | | | | | | |
| | I-PAY APP#2 10/31/24 | PAY APP #2/HBG C HALL BLDG RN | R | 11/15/2024 | | 24,264.32CR | 178700 | 24,264.32 |
| 000490 | A-1 REFRIGERATION, INC | | | | | | | |
| | I-30307E | COOLER/CONTR/EVAPOR/MB | R | 11/15/2024 | | 537.50CR | 178701 | 537.50 |
| 005675 | ADVANCED MASONRY RESTORATION INC | | | | | | | |
| | I-PAY APP#1 10/31/24 | PAY APP #1/C HALL BLDG RENOV | R | 11/15/2024 | | 28,785.00CR | 178702 | 28,785.00 |
| 005252 | ADVANTAGE SYSTEMS GROUP | | | | | | | |
| | I-R 48740 | CELL SEC SYST MONIT11/24-10/25 | R | 11/15/2024 | | 450.00CR | 178703 | |
| | I-R 48741 | CELL FIRE ALRM MON 11/24-10/25 | R | 11/15/2024 | | 570.00CR | 178703 | 1,020.00 |
| 000658 | AIRGAS USA, LLC | | | | | | | |
| | I-5511512158 | ACETYLENE/ARGON/HELIUM/OXYGEN | R | 11/15/2024 | | 576.40CR | 178704 | |
| | I-5511512366 | OXYGEN | R | 11/15/2024 | | 44.39CR | 178704 | |
| | I-9155051038 | CD/AR GLV WLDR/GLV STCK | R | 11/15/2024 | | 106.92CR | 178704 | |
| | I-9500876303 | ARGON/OXYGEN | R | 11/15/2024 | | 2,300.82CR | 178704 | 3,028.53 |
| 005235 | AMAZON CAPITAL SERVICES, INC. | | | | | | | |
| | I-11G4-9VWR-LCGC | SNACKS/COCOA MIX/CUPS/COFFEE | R | 11/15/2024 | | 2,115.54CR | 178705 | |
| | I-17KH-6WND-MPYV | STORAGE BOXES/FLASHLIGHT/SCRN | R | 11/15/2024 | | 2,391.75CR | 178705 | |
| | I-1C7X-VNNX-NWKR | CRANE MACH TOOL/SIGNALS/STROBE | R | 11/15/2024 | | 743.36CR | 178705 | |
| | I-1L73-7DH4-JTG4 | AI VOICE RECORDER | R | 11/15/2024 | | 155.00CR | 178705 | |
| | I-1Q76-6DKC-MHM7 | LOCK BOX/FLASH DRIVES/THERMOME | R | 11/15/2024 | | 448.49CR | 178705 | |
| | I-1WTM-F1KN-LH6T | RACE BIBS/NUMBERS/SUCKERS | R | 11/15/2024 | | 1,107.78CR | 178705 | 6,961.92 |

Carol Waselk
11-15-24
Ck#'s 178695-178809

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 **** CHECK LISTING ****
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000641 | ARROWHEAD EMS ASSOCIATION | | | | | | | |
| | I-12552 | EMS ASSOC MBRSHIP DUES RENEWAL | R | 11/15/2024 | | 85.00CR | 178706 | 85.00 |
| 000202 | ARROWHEAD LIBRARY SYSTEM | | | | | | | |
| | I-00015235 | OCT 24 OVERDUE NOTICES | R | 11/15/2024 | | 18.96CR | 178707 | 18.96 |
| 005605 | ASCENDANCE TRUCKS CENTRAL, LLC | | | | | | | |
| | I-XA178000686:01 | GUARD FRT FNDR | R | 11/15/2024 | | 60.36CR | 178708 | 60.36 |
| 002563 | AT&T MOBILITY | | | | | | | |
| | I-705570336 | NEXTIVITY SHIELD MEGAFI MOBILE | R | 11/15/2024 | | 11,184.00CR | 178709 | 11,184.00 |
| 003467 | AT&T MOBILITY | | | | | | | |
| | I-287290853786 OCT24 | ACT 287290853786 OCT 24 | R | 11/15/2024 | | 3,201.44CR | 178710 | |
| | I-287311447666 OCT24 | ACT 287311447666 OCT 24 | R | 11/15/2024 | | 1,159.19CR | 178710 | 4,360.63 |
| 000353 | AUTO VALUE | | | | | | | |
| | I-87232761 | PLOW SIDE & PWR GRND CABLES | R | 11/15/2024 | | 174.98CR | 178711 | 174.98 |
| 002163 | AXON ENTERPRISE, INC. (FORMERLY TASER INT'L) | | | | | | | |
| | I-INUS262469 | FIVE TASER 7 BUNDLE PACKAGES | R | 11/15/2024 | | 22,749.00CR | 178712 | 22,749.00 |
| 001744 | BARR ENGINEERING 2 | | | | | | | |
| | I-23691031.01-1 | 41ST ST & HWY 169 STORM WATER | R | 11/15/2024 | | 15,292.50CR | 178713 | |
| | I-23692840.00-7 | AMGS NEW BLDG ELECTRICAL | R | 11/15/2024 | | 4,101.00CR | 178713 | |
| | I-23692856.00-5 | PARKS & TRAILS M PLAN 11/11/24 | R | 11/15/2024 | | 8,238.50CR | 178713 | |
| | I-23692863.00-4 | AMGS CONSTR SUPPT SVCS | R | 11/15/2024 | | 2,006.00CR | 178713 | 29,638.00 |
| 002754 | BLUE CROSS BLUE SHIELD OF MN AND BLUE PLUS | | | | | | | |
| | I-DEC 24 20001 | ACT 2833120001 DEC 24 | R | 11/15/2024 | | 314,889.63CR | 178714 | |
| | I-DEC 24 40001 | ACT 2007540001 DEC 24 | R | 11/15/2024 | | 5,497.50CR | 178714 | |
| | I-DEC 24 41000 | ACT 1001651141000 DEC 24 | R | 11/15/2024 | | 20,413.00CR | 178714 | 340,800.13 |
| 000136 | BRAUN INTERTEC CORP | | | | | | | |
| | I-B408141 | PROF SVCS 11/8/24 AMGS BLDG | R | 11/15/2024 | | 4,331.25CR | 178715 | 4,331.25 |
| 000419 | C & J INTERIORS | | | | | | | |
| | I-70476 | CIGAR ROLLER CAGES/NAP | R | 11/15/2024 | | 22.35CR | 178716 | 22.35 |
| 000046 | CARQUEST AUTO PARTS | | | | | | | |
| | C-5077-205444 | AIR/WTY RETURN/#205420 | R | 11/15/2024 | | 30.97 | 178717 | |
| | C-5077-205696 | CORE RTNS/CALIPERS/#205657 | R | 11/15/2024 | | 140.00 | 178717 | |
| | I-5077-204813 | LOCKING HUB ACTUATOR | R | 11/15/2024 | | 101.33CR | 178717 | |
| | I-5077-205005 | RV ANTIFREEZE | R | 11/15/2024 | | 12.20CR | 178717 | |
| | I-5077-205406 | BLK RBR FLAP W/CQ | R | 11/15/2024 | | 83.28CR | 178717 | |
| | I-5077-205420 | LUBE SPIN ON/FUEL/WATER SEP | R | 11/15/2024 | | 200.07CR | 178717 | |
| | I-5077-205443 | HYDR & SYDR FITTINGS/GATE/HOSE | R | 11/15/2024 | | 462.64CR | 178717 | |
| | I-5077-205445 | BTRY PLATINUM | R | 11/15/2024 | | 217.73CR | 178717 | |
| | I-5077-205484 | BRAKE PADS & ROTOR | R | 11/15/2024 | | 155.07CR | 178717 | |
| | I-5077-205511 | WHITE PAINTSTICK | R | 11/15/2024 | | 5.58CR | 178717 | |
| | I-5077-205513 | OIL PRESS SWITCH | R | 11/15/2024 | | 5.37CR | 178717 | |
| | I-5077-205524 | HEADLAMP HALOGEN | R | 11/15/2024 | | 56.97CR | 178717 | |

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| | I-5077-205526 | 2A 6/12V MAINTAINER | R | 11/15/2024 | | 82.78CR | 178717 | |
| | I-5077-205530 | OIL FILTER | R | 11/15/2024 | | 3.12CR | 178717 | |
| | I-5077-205531 | OIL 10W30 | R | 11/15/2024 | | 20.67CR | 178717 | |
| | I-5077-205561 | LUBE/WABCO STYLE CART | R | 11/15/2024 | | 53.77CR | 178717 | |
| | I-5077-205572 | ANTIFREEZE/COOLANT | R | 11/15/2024 | | 75.75CR | 178717 | |
| | I-5077-205602 | 6G-6MP/HYD FTNG/HOSE | R | 11/15/2024 | | 49.78CR | 178717 | |
| | I-5077-205624 | 8G-8FJX/SYDR FTNG/HOSE | R | 11/15/2024 | | 84.92CR | 178717 | |
| | I-5077-205625 | MICRO V BELT | R | 11/15/2024 | | 62.74CR | 178717 | |
| | I-5077-205637 | 24 V BATTERY TENDER | R | 11/15/2024 | | 659.96CR | 178717 | |
| | I-5077-205645 | MAG 1 DEXTRON/AIR FILTER | R | 11/15/2024 | | 125.64CR | 178717 | |
| | I-5077-205652 | 6G-8MBX90/HYD FTNG/EA GATES | R | 11/15/2024 | | 747.22CR | 178717 | |
| | I-5077-205657 | CALIPERS | R | 11/15/2024 | | 302.90CR | 178717 | |
| | I-5077-205691 | STARTING FLUID | R | 11/15/2024 | | 9.98CR | 178717 | |
| | I-5077-205713 | ENG CLNR BRIGHT 404 | R | 11/15/2024 | | 60.00CR | 178717 | 3,468.50 |
| 003604 | CENTURY LINK | | | | | | | |
| | I-1340 OCT 24 | ACT 218-263-1340 OCT 24 | R | 11/15/2024 | | 131.25CR | 178718 | |
| | I-3350 OCT 24 | ACT 218-263-3350 OCT 24 | R | 11/15/2024 | | 191.17CR | 178718 | 322.42 |
| 005521 | CINTAS CORP | | | | | | | |
| | I-OCT 2024 | OCTOBER 2024 SVCS | R | 11/15/2024 | | 4,367.73CR | 178719 | 4,367.73 |
| 003331 | CRYSTEEL TRUCK EQUIPMENT | | | | | | | |
| | I-FP197017 | CONTROL HANDHELD V-BLADE | R | 11/15/2024 | | 370.00CR | 178720 | 370.00 |
| 005211 | CTC | | | | | | | |
| | I-21473739 | INTERNET/PHONES 11/12-12/11/24 | R | 11/15/2024 | | 5,010.80CR | 178721 | 5,010.80 |
| 003937 | CULLIGAN OF NORTHEAST MN-VIRGINIA | | | | | | | |
| | I-425X02055800 | BOTTLED WATER DELIVERED | R | 11/15/2024 | | 94.20CR | 178722 | 94.20 |
| 000683 | DEMCO, INC | | | | | | | |
| | I-7554801 | PAPER PROCESSING LABELS | R | 11/15/2024 | | 216.71CR | 178723 | 216.71 |
| 000266 | DIAMOND MOWERS | | | | | | | |
| | I-275377 | MOWER DECK/SKID SHOE/BOLT KIT | R | 11/15/2024 | | 595.79CR | 178724 | 595.79 |
| 002706 | DOMINOS PIZZA | | | | | | | |
| | I-10/22/24 | 30 HAND TOSSED PIZZAS/LIBR | R | 11/15/2024 | | 239.70CR | 178725 | |
| | I-10/30/24 | 4 HAND TOSSED PIZZAS/LIBR | R | 11/15/2024 | | 27.96CR | 178725 | 267.66 |
| 005646 | DULUTH TIMING AND EVENTS | | | | | | | |
| | I-11/01/24 | 2024 HALLOWEEN 5K/RUN TIMING | R | 11/15/2024 | | 1,100.50CR | 178726 | 1,100.50 |

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 **** CHECK LISTING ****
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000565 | EARL F ANDERSEN, INC | | | | | | | |
| | I-0137882-IN | STOP SIGN/FYG SCH CROSS | R | 11/15/2024 | | 1,731.45CR | 178727 | 1,731.45 |
| 000510 | ECOLAB PEST ELIMINATION INC | | | | | | | |
| | I-6488699 | QTR 4 2024 ROACH/RODENT/MB | R | 11/15/2024 | | 203.37CR | 178728 | |
| | I-6488703 | OCT 24 ROACH/RODENT BUS MUSEUM | R | 11/15/2024 | | 160.00CR | 178728 | |
| | I-6488704 | QTR 4 2024 RODENT FD ST2 | R | 11/15/2024 | | 124.99CR | 178728 | 488.36 |
| 005644 | EJ EQUIPMENT, INC. | | | | | | | |
| | I-P00426 | ALARM | R | 11/15/2024 | | 138.03CR | 178729 | |
| | I-P00450 | CAMERA/HD COLOR CAMERA | R | 11/15/2024 | | 634.50CR | 178729 | 772.53 |
| 004032 | EMPIRE INVESTIGATION PROTECTIVE SVCS INC | | | | | | | |
| | I-1161 | BACKGROUND INVEST/C WAGNER | R | 11/15/2024 | | 763.75CR | 178730 | 763.75 |
| 005532 | EMS MANAGEMENT & CONSULTANTS, INC | | | | | | | |
| | I-EMS-009324 | OCT 24 EMS FEE | R | 11/15/2024 | | 7,875.57CR | 178731 | 7,875.57 |
| 005323 | ENFORCEMENT LIGHTING, LLC | | | | | | | |
| | I-10/29/24 | SQUAD UPFITTING/#4015 | R | 11/15/2024 | | 16,500.00CR | 178732 | 16,500.00 |
| 002347 | FASTENAL INDUSTRIAL & CONSTRUCTION SUPPLIES | | | | | | | |
| | I-MNHIB124684 | HCS 1/2-20X1 3/4 YZ8 | R | 11/15/2024 | | 5.47CR | 178733 | 5.47 |
| 001626 | FRED FAUST | | | | | | | |
| | I-217766 | SOC REBUILD KIT/RATCHET/SPINNE | R | 11/15/2024 | | 92.11CR | 178734 | 92.11 |
| 000026 | FORD OF HIBBING | | | | | | | |
| | I-181249 | BRAKE PADS & ROTORS/H4/21 FORD | R | 11/15/2024 | | 754.02CR | 178735 | |
| | I-181288 | FR BRAKES & ROTORS/H16/21FORD | R | 11/15/2024 | | 744.02CR | 178735 | |
| | I-181637 | ENGINE REPAIR/05 FORD F350 | R | 11/15/2024 | | 465.00CR | 178735 | |
| | I-525097 | KIT TPMS | R | 11/15/2024 | | 66.69CR | 178735 | |
| | I-525113 | LAMP ASY | R | 11/15/2024 | | 619.35CR | 178735 | |
| | I-525143 | LAMP ASY | R | 11/15/2024 | | 38.62CR | 178735 | 2,687.70 |
| 005593 | FRIENDLY CHEVROLET | | | | | | | |
| | I-97028 | 2024 CHEV TRAVERSE UT #J226489 | R | 11/15/2024 | | 44,488.00CR | 178736 | 44,488.00 |
| 000261 | GOPHER STATE ONE CALL | | | | | | | |
| | I-4100472 | OCT 2024 EMAIL/VOICE | R | 11/15/2024 | | 461.70CR | 178737 | 461.70 |
| 002221 | GREEN AGAIN LAWN AND LANDSCAPING | | | | | | | |
| | I-9591 | WEED & FEED/MEM BLDG | R | 11/15/2024 | | 324.00CR | 178738 | |
| | I-9592 | WEED & FEED /LIBRARY | R | 11/15/2024 | | 130.00CR | 178738 | |
| | I-9593 | WEED & FEED/HBG CITY HALL | R | 11/15/2024 | | 390.00CR | 178738 | |
| | I-9594 | WEED & FEED/1ST AVE BLVD | R | 11/15/2024 | | 1,280.00CR | 178738 | |
| | I-9595 | WEED & FEED/GREYHOUND BUS MUS | R | 11/15/2024 | | 590.00CR | 178738 | |
| | I-9596 | LAWN TREATMENT/COBB COOK PARK | R | 11/15/2024 | | 1,020.00CR | 178738 | |
| | I-9597 | WEED & FEED/BENNETT PARK | R | 11/15/2024 | | 2,000.00CR | 178738 | 5,734.00 |

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 **** CHECK LISTING ****
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000535 | HART ELECTRIC OF NORTHERN MINNESOTA INC. | | | | | | | |
| | I-470298 | REPAIR POLE LIGHT #7 RIVER CRK | R | 11/15/2024 | | 231.73CR | 178739 | |
| | I-PAY APP#1 10/31/24 | PAY APP #1/CITY HALL BLDG RENO | R | 11/15/2024 | | 8,206.41CR | 178739 | 8,438.14 |
| 000309 | HAWKINS INC | | | | | | | |
| | I-6879554 | ALUM SULF LIQUID | R | 11/15/2024 | | 7,722.98CR | 178740 | |
| | I-6897154 | ALUM SULF LIQUID | R | 11/15/2024 | | 7,537.82CR | 178740 | 15,260.80 |
| 003569 | HOMETOWNFOCUS.US | | | | | | | |
| | I-40002 | 1/4 PG EMPL GC CLUBHSE OPER | R | 11/15/2024 | | 142.50CR | 178741 | |
| | I-40002-2 | 1/4 PG EMPL GC CLUBHSE OPER | R | 11/15/2024 | | 142.50CR | 178741 | 285.00 |
| 005477 | ICS CONSULTING, LLC | | | | | | | |
| | I-11786 | C HALL PROF SVCS 10/31/24 | R | 11/15/2024 | | 18,047.25CR | 178742 | 18,047.25 |
| 000488 | IMPERIALDADE (FRMLY DALCO) | | | | | | | |
| | I-4301233 | CAN LINERS/FLOOR MAINT/BOWL | R | 11/15/2024 | | 432.39CR | 178743 | |
| | I-4303869 | FLR MAINT/DISINF CLEANER | R | 11/15/2024 | | 132.50CR | 178743 | 564.89 |
| 005009 | INGRAM LIBRARY SERVICES | | | | | | | |
| | I-63120312 | BOOKS/JACKETS/LABELS | R | 11/15/2024 | | 74.84CR | 178744 | |
| | I-67760431 | BOOKS/COVERS/JACKETS | R | 11/15/2024 | | 362.55CR | 178744 | 437.39 |
| 003574 | INNOVATIVE OFFICE SOLUTIONS, LLC FRMLY NBP | | | | | | | |
| | I-CIN125459 | RAISE DESK TOP TO 39"/CLERKS | R | 11/15/2024 | | 50.00CR | 178745 | |
| | I-CIN125567 | SWITCHBACK 3 LEG BASE | R | 11/15/2024 | | 1,333.05CR | 178745 | |
| | I-IN4681536 | PAPER/ENVELOPES | R | 11/15/2024 | | 140.64CR | 178745 | |
| | I-IN4686168 | INKCARTS | R | 11/15/2024 | | 43.02CR | 178745 | |
| | I-IN4686239 | ENVELOPES/GEL PENS | R | 11/15/2024 | | 84.85CR | 178745 | |
| | I-IN4686442 | TISSUE/PLATES/FORKS/SPOONS | R | 11/15/2024 | | 179.58CR | 178745 | |
| | I-IN4690283 | INKCARTS | R | 11/15/2024 | | 62.52CR | 178745 | 1,893.66 |
| 005607 | INSIGHT PUBLIC SECTOR, INC. | | | | | | | |
| | I-1101200082 | NETGEAR PROSUPPORT ONCALL | R | 11/15/2024 | | 1,089.20CR | 178746 | |
| | I-1101200925 | TRIPP LITE 25U RACK ENC SVR CA | R | 11/15/2024 | | 2,135.32CR | 178746 | |
| | I-1101214991 | NETGEAR POWER SUPPLY | R | 11/15/2024 | | 363.72CR | 178746 | |
| | I-1101218386 | MICROSOFT WDOS SERVER/L&S | R | 11/15/2024 | | 7,370.40CR | 178746 | |
| | I-1101218751 | VEEAM DATA PLATFORM PREM ED | R | 11/15/2024 | | 8,423.64CR | 178746 | 19,382.28 |
| 000483 | IRON OAKES FENCING | | | | | | | |
| | I-00000811 | INSTALLATION/MINEVIEW | R | 11/15/2024 | | 7,810.00CR | 178747 | |
| | I-00000812 | INSTALLATION DOG PARK | R | 11/15/2024 | | 3,250.00CR | 178747 | 11,060.00 |

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000286 | IRON RANGE PLUMBING & HEATING | | | | | | | |
| | I-4072 | CURLING CLUB RADIATOR VALVE | R | 11/15/2024 | | 2,153.00CR | 178748 | |
| | I-4074 | PARKS & REC STEAM VALVES | R | 11/15/2024 | | 1,180.00CR | 178748 | 3,333.00 |
| 001473 | IRON RANGE TIRE SERVICE | | | | | | | |
| | I-35130 | FLAT REPAIR | R | 11/15/2024 | | 27.50CR | 178749 | |
| | I-35132 | O-RING/SPUD/HSNG/CAT LOADER | R | 11/15/2024 | | 1,780.00CR | 178749 | |
| | I-35142 | P255/60R18 EAGLE ENF | R | 11/15/2024 | | 766.15CR | 178749 | |
| | I-35150 | FLAT REPAIR/GRADER #40 | R | 11/15/2024 | | 325.00CR | 178749 | |
| | I-35199 | LT245/75R17 E GDYR WRL | R | 11/15/2024 | | 867.00CR | 178749 | 3,765.65 |
| 000643 | JACK & DONS | | | | | | | |
| | I-42191 | WRECKER SVC/REPAVING PROJ | R | 11/15/2024 | | 760.00CR | 178750 | 760.00 |
| 005622 | JLG ARCHITECTS | | | | | | | |
| | I-24030-8 | PROF SVCS 10/31/24/MB | R | 11/15/2024 | | 3,920.00CR | 178751 | 3,920.00 |
| 000071 | KITZVILLE BODY SHOP INC | | | | | | | |
| | I-7169 | VEH REPAIRS/18 DODGE DUR/6423 | R | 11/15/2024 | | 2,859.20CR | 178752 | 2,859.20 |
| 000334 | L & M FLEET SUPPLY | | | | | | | |
| | I-9478430 | WATCH BATTERY | R | 11/15/2024 | | 9.48CR | 178753 | |
| | I-9481940 | SPRING WATER | R | 11/15/2024 | | 3.70CR | 178753 | |
| | I-9488260 | CHARGER 2A POWER SPORT | R | 11/15/2024 | | 42.74CR | 178753 | |
| | I-9495228 | ALUM OXIDE/FILTER REG/CRG | R | 11/15/2024 | | 124.32CR | 178753 | |
| | I-9509446 | GLASS WIPES/SEAFOAM/FUEL STAB | R | 11/15/2024 | | 178.96CR | 178753 | |
| | I-9510496 | BLADES SAWZALL/WHEEL METAL | R | 11/15/2024 | | 116.80CR | 178753 | |
| | I-9515613 | MARINE ANTI-FREEZE/BATTERY | R | 11/15/2024 | | 17.07CR | 178753 | |
| | I-9516633 | LIGHT BULBS | R | 11/15/2024 | | 13.29CR | 178753 | |
| | I-9516779 | FLAG/GLO ORANGE | R | 11/15/2024 | | 22.78CR | 178753 | |
| | I-9520306 | SOFTSOAP/GARB BAGS/GO-JO | R | 11/15/2024 | | 26.55CR | 178753 | |
| | I-9520819 | PNTRS TOUCH/BULK FASTENERS | R | 11/15/2024 | | 52.06CR | 178753 | |
| | I-9521247 | BATTERIES | R | 11/15/2024 | | 15.18CR | 178753 | |
| | I-9521794 | HAND TRUCK 600# VERT | R | 11/15/2024 | | 94.99CR | 178753 | |
| | I-9522776 | SAFETY BOOTS/KEVIN LAMPHERE | R | 11/15/2024 | | 161.49CR | 178753 | |
| | I-9522859 | BATTERIES | R | 11/15/2024 | | 13.28CR | 178753 | |
| | I-9522866 | SAFETY BOOTS/MACK ESTEY | R | 11/15/2024 | | 123.49CR | 178753 | |
| | I-9523070 | BULK FASTENERS | R | 11/15/2024 | | 14.10CR | 178753 | |
| | I-9523190 | SPRING WATER | R | 11/15/2024 | | 3.70CR | 178753 | |
| | I-9523870 | STAPLES/STAKE/STAPLER | R | 11/15/2024 | | 24.67CR | 178753 | |
| | I-9524729 | STA BIL FUEL STABILIZER | R | 11/15/2024 | | 13.29CR | 178753 | |
| | I-9524772 | BATTERY | R | 11/15/2024 | | 14.24CR | 178753 | |
| | I-9524782 | JUMP STARTER/WD40/START FLUID | R | 11/15/2024 | | 232.59CR | 178753 | |
| | I-9526384 | BATTERY 12V | R | 11/15/2024 | | 227.88CR | 178753 | |
| | I-9527753 | GLOVES/HAT/HOODY | R | 11/15/2024 | | 157.65CR | 178753 | |
| | I-9527884 | PLASTIC SHEET/WATER | R | 11/15/2024 | | 31.69CR | 178753 | |
| | I-9528621 | TOTE 27 GALLON BLK/YELLOW | R | 11/15/2024 | | 22.78CR | 178753 | |
| | I-9529733 | SAFETY BOOTS/NATE HENDRICKSON | R | 11/15/2024 | | 151.99CR | 178753 | 1,910.76 |

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| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000166 | LAWSON PRODUCTS INC | | | | | | | |
| | I-9311987165 | TORQ HEX NUT/SEALBUTT CONN | R | 11/15/2024 | | 755.78CR | 178754 | 755.78 |
| 001499 | LEAGUE OF MINNESOTA CITIES | | | | | | | |
| | I-411548 | MBRSHIP DUES 9/1-12/31/24 | R | 11/15/2024 | | 5,617.00CR | 178755 | 5,617.00 |
| 005445 | LIFE-ASSIST, INC | | | | | | | |
| | I-1522987 | SUCTION CANISTER/SENSOR | R | 11/15/2024 | | 411.12CR | 178756 | |
| | I-1523428 | 3 LEAD CABLE/SHARPS CONTAINERS | R | 11/15/2024 | | 253.51CR | 178756 | |
| | I-1523737 | IV CATHETER/IV SETS/TEMP PROBE | R | 11/15/2024 | | 147.00CR | 178756 | |
| | I-1524400 | BAXTER IV SETS/TEMP PROBE | R | 11/15/2024 | | 228.50CR | 178756 | |
| | I-1524913 | BAXTER IV SETS | R | 11/15/2024 | | 77.28CR | 178756 | 1,117.41 |
| 002027 | LIFELOC TECHNOLOGIES INC | | | | | | | |
| | I-406220 | PORTABLE BREATH TESTER | R | 11/15/2024 | | 1,455.56CR | 178757 | 1,455.56 |
| 000095 | LMCIT c/o BERKLEY RISK ADMINISTRATORS CO | | | | | | | |
| | I-23454 | CLM#00505559 | R | 11/15/2024 | | 127.12CR | 178758 | |
| | I-23457 | CLM#00505986 | R | 11/15/2024 | | 127.12CR | 178758 | |
| | I-23492 | CLM#00508217 | R | 11/15/2024 | | 646.97CR | 178758 | |
| | I-23519 | CLM#00509312 | R | 11/15/2024 | | 443.64CR | 178758 | 1,344.85 |
| 005231 | LOCKRIDGE GRINDAL NAUEN P.L.L.P. | | | | | | | |
| | I-116748 | OCT 24 PROF SVCS | R | 11/15/2024 | | 3,300.00CR | 178759 | |
| | I-117131 | NOV 2024 PROF SVCS | R | 11/15/2024 | | 3,300.00CR | 178759 | 6,600.00 |
| 002751 | LOWES HOME CENTERS, INC | | | | | | | |
| | I-99006569174 OCT24 | ACT 99006569174 OCT 24 | R | 11/15/2024 | | 677.99CR | 178760 | 677.99 |
| 005624 | M&M AUTOBODY | | | | | | | |
| | I-1954 | JOB 1329/AMB PARTS/MAT/LABOR | R | 11/15/2024 | | 11,962.43CR | 178761 | 11,962.43 |
| 003109 | MARS SUPPLY (AKA W.P. & R.S. MARS) | | | | | | | |
| | I-30551987 | LEATHER GLOVES/BATTERIES/JACKE | R | 11/15/2024 | | 393.17CR | 178762 | 393.17 |
| 005676 | MARK MCDONOUGH | | | | | | | |
| | I-24-022 | PURCHASE POLICE K9 & TRAINING | R | 11/15/2024 | | 18,500.00CR | 178763 | 18,500.00 |
| 002867 | MEDIACOM LLC | | | | | | | |
| | I-1700 OCT 24 | ACT 8384923250001700 OCT 24 | R | 11/15/2024 | | 148.84CR | 178764 | |
| | I-3244 NOV 24 | ACT 8384923250093244 NOV 24 | R | 11/15/2024 | | 330.07CR | 178764 | 478.91 |

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000881 | MESABI TRIBUNE/APG MEDIA OF MN | | | | | | | |
| | I-1004 OCT 24 | ACT 1004 OCT 24/FALL YD WASTE | R | 11/15/2024 | | 529.40CR | 178765 | |
| | I-2111 OCT 24 | ACT 2111 OCT 24/ORDIN&MEETING | R | 11/15/2024 | | 193.90CR | 178765 | |
| | I-213 OCT 24 | ACT 213 OCT 24/RFP GOLF CRS | R | 11/15/2024 | | 904.80CR | 178765 | |
| | I-2920 OCT 24 | ACT 2920 OCT 24/PUBL HEARING | R | 11/15/2024 | | 45.90CR | 178765 | |
| | I-522 OCT 24 | ACT 522 OCT 24 ELECTION | R | 11/15/2024 | | 1,209.55CR | 178765 | 2,883.55 |
| 000339 | METRO SALES INC | | | | | | | |
| | I-INV2625813 | IMC2000 LIBRARY COPIER OCT 24 | R | 11/15/2024 | | 158.24CR | 178766 | |
| | I-INV2638109 | HP PAGEWIDE UNIV BOND PAPER | R | 11/15/2024 | | 273.26CR | 178766 | |
| | I-INV2639419 | IMC2510 ENGINEERS OCT 24 | R | 11/15/2024 | | 135.73CR | 178766 | |
| | I-INV2642562 | IMC4500 FINANCE OCT 24 | R | 11/15/2024 | | 507.46CR | 178766 | 1,074.69 |
| 003847 | MICROMARKETING LLC | | | | | | | |
| | I-963370 | UNCD'S | R | 11/15/2024 | | 63.74CR | 178767 | |
| | I-966869 | UNCD | R | 11/15/2024 | | 25.50CR | 178767 | 89.24 |
| 005266 | MINNEAPOLIS OXYGEN COMPANY | | | | | | | |
| | I-20336897 | FLOWMETER REG AR CO2 HEL | R | 11/15/2024 | | 209.00CR | 178768 | |
| | I-20337279 | ADAPTOR/NIPPLE INERT ARC FTG | R | 11/15/2024 | | 21.08CR | 178768 | 230.08 |
| 002965 | MIRIAM KERO CONSULTING | | | | | | | |
| | I-11/02/24/#11 | PREP/AGE FRIENDLY GRANTS | R | 11/15/2024 | | 875.00CR | 178769 | 875.00 |
| 003366 | MN DEPT OF LABOR AND INDUSTRY | | | | | | | |
| | I-ABR0337735X | 171499 PRESSURE VESEL/FD24 | R | 11/15/2024 | | 10.00CR | 178770 | 10.00 |
| 000342 | MN POWER | | | | | | | |
| | I-0002 OCT 24 | ACT 0002028250 OCT 24 | R | 11/15/2024 | | 665.20CR | 178771 | |
| | I-0101 OCT 24 | ACT 0101028250 OCT 24 | R | 11/15/2024 | | 200.38CR | 178771 | |
| | I-0510 OCT 24 | ACT 0510028250 OCT 24 | R | 11/15/2024 | | 21.08CR | 178771 | |
| | I-0512 OCT 24 | ACT 0512018250 OCT 24 | R | 11/15/2024 | | 167.94CR | 178771 | |
| | I-0700 OCT 24 | ACT 0700028220 OCT 24 | R | 11/15/2024 | | 215.85CR | 178771 | |
| | I-0910 OCT 24 | ACT 0910028220 OCT 24 | R | 11/15/2024 | | 43.21CR | 178771 | |
| | I-2166 OCT 24 | ACT 2166810000 OCT 24 | R | 11/15/2024 | | 496.03CR | 178771 | |
| | I-2320 OCT 24 | ACT 2320120000 OCT 24 | R | 11/15/2024 | | 984.08CR | 178771 | |
| | I-3320 OCT 24 | ACT 3320120000 OCT 24 | R | 11/15/2024 | | 899.08CR | 178771 | |
| | I-6320 OCT 24 | ACT 6320120000 OCT 24 | R | 11/15/2024 | | 602.18CR | 178771 | |
| | I-8990 OCT 24 | ACT 8990900000 OCT 24 | R | 11/15/2024 | | 149.57CR | 178771 | |
| | I-9001 OCT 24 | ACT 9001138230 OCT 24 | R | 11/15/2024 | | 54.28CR | 178771 | |
| | I-9015 OCT 24 | ACT 9015038240 OCT 24 | R | 11/15/2024 | | 51.89CR | 178771 | |
| | I-9155 OCT 24 | ACT 9155600000 OCT 24 | R | 11/15/2024 | | 42.44CR | 178771 | 4,593.21 |

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|---|---|---|---|---|---|---|---|---|
| 001483 | MOTOROLA | | | | | | | |
| | I-8282006344 | BATT IMPRES LIION | R | 11/15/2024 | | 2,173.00CR | 178772 | 2,173.00 |
| 002710 | NAPA SUPPLY OF HIBBING | | | | | | | |
| | C-489193 | CORE DEPOSIT/RTN | R | 11/15/2024 | | 66.00 | 178773 | |
| | I-489033 | ADAPTIVE ONE FRONT | R | 11/15/2024 | | 170.09CR | 178773 | 104.09 |
| 005360 | NASACT | | | | | | | |
| | I-17904 | 2024 OMSA CONF/E SCHIRMER | R | 11/15/2024 | | 160.00CR | 178774 | 160.00 |
| 000415 | NORTH COUNTRY GM (FORMERLY RANGER CHEV.) | | | | | | | |
| | I-HIBBING24-103 | 24 CHEV SILVERADO 1500 CREW | R | 11/15/2024 | | 50,696.28CR | 178775 | 50,696.28 |
| 002935 | O'REILLY AUTO PARTS | | | | | | | |
| | I-1824-152332 | 1 GAL ANTI FREZ | R | 11/15/2024 | | 14.99CR | 178776 | |
| | I-1824-152984 | WIPER BLADES | R | 11/15/2024 | | 140.35CR | 178776 | |
| | I-1824-155028 | A/T FILTER/SEMI MET PAD | R | 11/15/2024 | | 101.45CR | 178776 | 256.79 |
| 003705 | P A JONES LLC | | | | | | | |
| | I-03748 | DEEPTINE AERIFICATION SVC/MUNI | R | 11/15/2024 | | 1,218.68CR | 178777 | 1,218.68 |
| 001235 | POWERPLAN OIB (FORMERLY NORTRAX) | | | | | | | |
| | I-2431295 | DIAG/CONN TERMINAL/2010 JD 644 | R | 11/15/2024 | | 1,749.87CR | 178778 | 1,749.87 |
| 005412 | PRO CONTROL TECHNOLOGIES | | | | | | | |
| | I-1180 | SHUT DOWN CHILLER/LIBR | R | 11/15/2024 | | 360.00CR | 178779 | 360.00 |
| 005200 | PROQUEST LLC | | | | | | | |
| | I-70870357 | ANCESTRY LIBR/HERITAGE QUEST | R | 11/15/2024 | | 2,804.48CR | 178780 | 2,804.48 |
| 000206 | PUBLIC UTILITIES COMM | | | | | | | |
| | I-608803 | NEW 3/4 GAS LINE/AMG | R | 11/15/2024 | | 519.00CR | 178781 | 519.00 |
| 000559 | QUILL CORPORATION | | | | | | | |
| | I-41232810 | TAPE/WIPES/DRUM/TONER | R | 11/15/2024 | | 218.69CR | 178782 | 218.69 |
| 000077 | RADKO IRON & SUPPLY INC | | | | | | | |
| | I-20465/1 | BLOW GUNS/BENT & RUBBER TIP | R | 11/15/2024 | | 30.98CR | 178783 | |
| | I-20525/1 | JACKET | R | 11/15/2024 | | 79.99CR | 178783 | |
| | I-20565/1 | DBL CUT CARBIDE BURR | R | 11/15/2024 | | 33.97CR | 178783 | |
| | I-20574/1 | FUEL TRANSF PUMP EXT KIT | R | 11/15/2024 | | 209.99CR | 178783 | |
| | I-20575/1 | DUCT TAPE | R | 11/15/2024 | | 29.16CR | 178783 | 384.09 |

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| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 003088 | RANGE REGIONAL AIRPORT AUTHORITY | | | | | | | |
| | I-9013 | NOV 24 ANIM SHELT GRND LEASE | R | 11/15/2024 | | 400.00CR | 178784 | 400.00 |
| 003376 | RANGE SPORTS | | | | | | | |
| | I-1722 | HOODIES/WINTER HATS/JACKETS | R | 11/15/2024 | | 2,610.00CR | 178785 | 2,610.00 |
| 005625 | RAPP STRATEGIES INC. | | | | | | | |
| | I-2097 | PROF FEES OCT 24 | R | 11/15/2024 | | 4,000.00CR | 178786 | 4,000.00 |
| 005244 | RMB ENVIRONMENTAL LABORATORIES, INC. | | | | | | | |
| | I-D067375 | INFLUENT & EFFLUENT 10/9/24 | R | 11/15/2024 | | 118.09CR | 178787 | |
| | I-D067446 | INFLUENT & EFFLUENT 10/10/24 | R | 11/15/2024 | | 148.18CR | 178787 | |
| | I-D067587 | INFLUENT & EFFLUENT 10/15/24 | R | 11/15/2024 | | 118.09CR | 178787 | |
| | I-D067689 | INFLUENT & EFFLUENT 10/16/24 | R | 11/15/2024 | | 148.18CR | 178787 | |
| | I-D067762 | INFLUENT & EFFLUENT 10/17/24 | R | 11/15/2024 | | 118.09CR | 178787 | |
| | I-D067900 | INFLUENT & EFFLUENT 10/22/24 | R | 11/15/2024 | | 118.09CR | 178787 | |
| | I-D067906 | AMM/CBOD/CHLOR 10/22/24 | R | 11/15/2024 | | 326.88CR | 178787 | |
| | I-D067958 | INFLUENT & EFFLUENT 10/23/24 | R | 11/15/2024 | | 148.18CR | 178787 | |
| | I-D068002 | INFLUENT & EFFLUENT 10/24/24 | R | 11/15/2024 | | 118.09CR | 178787 | |
| | I-D068158 | INFLUENT & EFFLUENT 10/29/24 | R | 11/15/2024 | | 118.09CR | 178787 | |
| | I-D068234 | INFLUENT & EFFLUENT 10/30/24 | R | 11/15/2024 | | 148.18CR | 178787 | 1,628.14 |
| 003452 | RSF INDUSTRIES (RANGE STEEL FABRICATORS) | | | | | | | |
| | I-4404 | FABRI/ALUM ELECTR PANEL/SQUAD | R | 11/15/2024 | | 155.00CR | 178788 | 155.00 |
| 000520 | SAMMY'S PIZZA & RESTAURANT (TRM, INC.) | | | | | | | |
| | I-09/30/24 | PIZZA/DELIVERED | R | 11/15/2024 | | 34.25CR | 178789 | 34.25 |
| 004979 | SELLMAN BORLAND & SIMON PLLC | | | | | | | |
| | I-OCT 2024 HEDA | OCT 24 HEDA LGL SVCS | R | 11/15/2024 | | 1,320.00CR | 178790 | |
| | I-OCT 24 COSTS | OCT 2024 COSTS | R | 11/15/2024 | | 225.10CR | 178790 | |
| | I-OCT 24 LEGAL | OCT 24 LEGAL SVCS | R | 11/15/2024 | | 6,240.00CR | 178790 | 7,785.10 |
| 001304 | SEPPI BROS | | | | | | | |
| | I-33823-2 | 1.50 CITY MIX #1 | R | 11/15/2024 | | 597.23CR | 178791 | 597.23 |
| 001625 | ST LOUIS COUNTY AUDITOR | | | | | | | |
| | I-11/07/24 | VEHICLE & SOLID WASTE ANN FEES | R | 11/15/2024 | | 325.00CR | 178792 | 325.00 |
| 005504 | STREETAR CONSULTING, LLC | | | | | | | |
| | I-2024-51 | COMMUNITY MEETING & FEEDBACK | R | 11/15/2024 | | 6,394.26CR | 178793 | 6,394.26 |

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 **** CHECK LISTING ****
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000366 | STREICHERS, INC | | | | | | | |
| | I-I1726088 | NAME TAGS | R | 11/15/2024 | | 23.98CR | 178794 | |
| | I-I1726274 | CARRIER/TRAUMA PLATE/PATCHES | R | 11/15/2024 | | 5,021.68CR | 178794 | |
| | I-I1726451 | TACLITE PROP PANTS | R | 11/15/2024 | | 64.00CR | 178794 | 5,109.66 |
| 000462 | SULLIVAN CANDY AND SUPPLY | | | | | | | |
| | I-702836 | 6# PAPER BAGS | R | 11/15/2024 | | 31.06CR | 178795 | 31.06 |
| 003966 | SYMBOL ARTS | | | | | | | |
| | I-0508234 | BADGE HPD | R | 11/15/2024 | | 145.00CR | 178796 | 145.00 |
| 003754 | TITAN MACHINERY | | | | | | | |
| | I-PS0534867-1 | FILTERS/SEAL RING | R | 11/15/2024 | | 281.64CR | 178797 | 281.64 |
| 000685 | TK ELEVATOR (THYSSENKRUPP) | | | | | | | |
| | I-3008187256 | ELEVATOR SVCS 11/1/24-1/31/25 | R | 11/15/2024 | | 1,606.11CR | 178798 | 1,606.11 |
| 003130 | TONER PLANET PACK N SHIP | | | | | | | |
| | I-372344 | USPS GRND/GUY MORGAN/OGDEN, UT | R | 11/15/2024 | | 10.27CR | 178799 | |
| | I-373121 | UPS GRND/STREICHERS/MN BCA | R | 11/15/2024 | | 18.73CR | 178799 | 29.00 |
| 000764 | TOURIST CENTER SENIOR CITIZENS INC | | | | | | | |
| | I-11/14/24 | OPERATING REQUEST | R | 11/15/2024 | | 10,000.00CR | 178800 | 10,000.00 |
| 004004 | UNIQUE PAVING MATERIALS CORPORATION | | | | | | | |
| | I-83194 | 12.00 & 11.91UPM COLD MIX WINT | R | 11/15/2024 | | 4,423.35CR | 178801 | 4,423.35 |
| 001677 | UNIVERSITY MEDICAL CENTER FAIRVIEW | | | | | | | |
| | I-1962915/OCT 24 | PRE EMPL SCRNS OCT 24 | R | 11/15/2024 | | 782.00CR | 178802 | 782.00 |
| 003380 | US BANK BUSINESS EQUIP FINANCING | | | | | | | |
| | I-541683801 | 3600DR ENG PLOTTER NOV 24 | R | 11/15/2024 | | 282.00CR | 178803 | 282.00 |
| 000548 | USA BLUE BOOK | | | | | | | |
| | I-INV00513096 | JOHN CRANE PACKING | R | 11/15/2024 | | 60.50CR | 178804 | 60.50 |
| 005463 | VALVOLINE INSTANT OIL CHANGE | | | | | | | |
| | I-195063 | OIL CHANGE/8100 | R | 11/15/2024 | | 47.58CR | 178805 | |
| | I-195282 | OIL CHANGE/6859 | R | 11/15/2024 | | 65.60CR | 178805 | |
| | I-195327 | OIL CHANGE/6581 | R | 11/15/2024 | | 47.58CR | 178805 | |
| | I-195399 | OIL CHANGE/6858 | R | 11/15/2024 | | 65.60CR | 178805 | |
| | I-195456 | OIL CHANGE/6857 | R | 11/15/2024 | | 65.60CR | 178805 | |
| | I-195506 | OIL CHANGE/8580 | R | 11/15/2024 | | 47.58CR | 178805 | |
| | I-195592 | OIL CHANGE/0011 | R | 11/15/2024 | | 50.97CR | 178805 | |
| | I-195602 | OIL CHANGE/6582 | R | 11/15/2024 | | 47.58CR | 178805 | 438.09 |

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 **** CHECK LISTING ****
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 000918 | VISA - PARK STATE BANK (FORMERLY AMERICAN BANK) | | | | | | | |
| | I-1125 OCT 24 | ACT 1125 OCT 24 | R | 11/15/2024 | | 2,937.53CR | 178806 | |
| | I-1778 OCT 24 | ACT 1778 OCT 24 | R | 11/15/2024 | | 867.65CR | 178806 | |
| | I-8089 OCT 24 | ACT 8089 OCT 24 | R | 11/15/2024 | | 39.95CR | 178806 | |
| | I-8345 OCT 24 | ACT 8345 OCT 24 | R | 11/15/2024 | | 2,931.21CR | 178806 | |
| | I-8824 OCT 24 | ACT 8824 OCT 24 | R | 11/15/2024 | | 1,182.75CR | 178806 | |
| | I-9749 OCT 24 | ACT 9749 OCT 24 | R | 11/15/2024 | | 1,172.67CR | 178806 | 9,131.76 |
| 005615 | WIDSETH SMITH NOLTING & ASSOC., INC. | | | | | | | |
| | I-234168 | PROF SVCS 10/11/24 AMGS BLDG | R | 11/15/2024 | | 9,074.24CR | 178807 | 9,074.24 |
| 003227 | WITMER PUBLIC SAFETY GROUP, INC | | | | | | | |
| | I-INV559465 | STREAMLIGHT/BLACK LUMENS | R | 11/15/2024 | | 52.99CR | 178808 | |
| | I-INV561256 | JUMBO EARLAPS | R | 11/15/2024 | | 202.94CR | 178808 | |
| | I-INV561513 | FIRE HOOKS/SUSPENDERS | R | 11/15/2024 | | 932.45CR | 178808 | 1,188.38 |
| 000633 | ZIEGLER, INC | | | | | | | |
| | I-IN001691103 | CATERPILLAR TIREMG | R | 11/15/2024 | | 8,710.00CR | 178809 | 8,710.00 |

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : APBNK US BANK

| VENDOR | NAME / I.D. | DESC | ITEM TYPE | PAID DATE | DISCOUNT | AMOUNT | ITEM NO# | ITEM AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 005476 | WEX HEALTH INC. | | | | | | | |
| | I-0002053357-IN | WEX HEALTH OCT 24 | D | 11/15/2024 | | 427.50CR | 001410 | 427.50 |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---|---|---|---|---|
| REGULAR CHECKS: | 115 | 0.00 | 864,313.70 | 864,313.70 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 1 | 0.00 | 427.50 | 427.50 |
| 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: | 116 | 0.00 | 864,741.20 | 864,741.20 |

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : APBNK US BANK

ERROR LISTING

| CHECK # | VENDOR | NAME | PAGE | ERROR MESSAGE | NOTES |
|---|---|---|---|---|---|
| 178714 | 01-002754 | BLUE CROSS BLUE SHIELD OF MN | 2 | CHECK DATE < PAY DATE | TRAN NO#: I-DEC 24 20001 |
| 178714 | 01-002754 | BLUE CROSS BLUE SHIELD OF MN | 2 | CHECK DATE < PAY DATE | TRAN NO#: I-DEC 24 40001 |
| 178714 | 01-002754 | BLUE CROSS BLUE SHIELD OF MN | 2 | CHECK DATE < PAY DATE | TRAN NO#: I-DEC 24 41000 |

TOTAL ERRORS: 0 TOTAL WARNINGS: 3

PACKET: 03794 Regular Payments 11/15/24
VENDOR SET: 01
BANK : APBNK US BANK

*** DRAFT/OTHER LISTING ***

| VENDOR | NAME / I.D. | DESC | ITEM TYPE | PAID DATE | DISCOUNT | AMOUNT | ITEM NO# | ITEM AMOUNT |
|---|---|---|---|---|---|---|---|---|

** POSTING PERIOD RECAP **

| FUND | PERIOD | AMOUNT |
|---|---|---|
| 101 | 11/2024 | 539,673.67CR |
| 211 | 11/2024 | 19,988.53CR |
| 255 | 11/2024 | 4,659.95CR |
| 400 | 11/2024 | 205,281.08CR |
| 401 | 11/2024 | 760.00CR |
| 405 | 11/2024 | 6,394.26CR |
| 602 | 11/2024 | 39,894.17CR |
| 603 | 11/2024 | 28,058.05CR |
| 610 | 11/2024 | 20,031.49CR |
| ALL | | 864,741.20CR |

# Request for Council Action

**City Council Action**

Approve the mayor to sign and send the letter of support for the Hibbing Chamber of Commerce's application to the MN DEED Main Street Revitalization Fund

**Description of Agenda Item**

Letter of Support

**Strategic Initiative**

2023 Strategic Plan: High Priority Goal #2 - Implement a plan and program to revitalize Howard Street

**Owner of Agenda Item**

Betsy Olivanti, Community Development Director, 218.421.7939, betsyolivanti@hibbingmn.gov

**Introduction/Background/Justification/Key Issues/Legal**

The City's most recent Strategic Plan (2023), identified six (6) core strategies and strategic objectives. Number four (4) – Vibrant Economic Hub – is further elaborated on as one of the six (6) high priority short term goals. High Priority Goal #2 is to Implement a plan and program to revitalize Howard Street.

It has long been the desire of the city of Hibbing and community groups to keep the historic charm and feel to the downtown district while improving the overall perception of safety and security in downtown. The Howard Street and First Avenue corridors have been identified by the community as a "keepsake" and numerous efforts have been made to ensure it continues to be safe, accessible, and vibrant.

**Board/Commission/Committee Actions(s):**

N/A

**Budgetary/Fiscal Impact**

N/A

**Action Requested**

Approve the mayor to sign and send the letter of support

**Attachments**

1. City of Hibbing-Letter of Support for MnDEED Mainstreet Grant

November 20, 2024

Minnesota Department of Employment and Economic Development
Main Street Economic Revitalization Program
180 E 5th St Suite 1200
Saint Paul, MN 55101

Dear Grant Review Committee,

On behalf of the City of Hibbing, I am pleased to express our strong support for the Hibbing Chamber of Commerce and their application for funding through the Main Street Economic Revitalization Program. At the November 20th council meeting, the city council approved this letter of support. The City's most recent Strategic Plan (2023) identified implementing a plan and program to revitalize Howard Street as one of our high priority goals for the near and long-term. It has long been the desire of the city of Hibbing and community groups to keep the historic charm and feel to the downtown district while improving the overall perception of safety and security in downtown. The Howard Street and First Avenue corridors have been identified by the community as a "keepsake" and numerous efforts have been made to ensure it continues to be safe, accessible, and vibrant.

The Hibbing Chamber of Commerce and their partnership with the Hibbing Economic Development Authority has a proven record of successfully leading community-driven economic development initiatives that have a lasting impact on local businesses and residents. Funding the continuation of the already successful program in Hibbing's downtown focus district will help ensure the restoration of vibrancy to our local main street, promote small business growth, and create jobs, all while strengthening the tax base in the targeted service areas.

The Hibbing Economic Development Authority (HEDA) developed and funded the initial phase of this program, along with the IRRR, in the Fall of 2023 and the reports coming back from the businesses who utilized the funding prove that they are achieving their goals. If this funding application is successful, we are interested in funding future phases to ensure that the Chamber of Commerce and HEDA can continue their efforts to revitalize their downtown district. Together, we are eager to address the economic needs of our community, particularly in underserved areas that require focused investment and development.

We fully endorse this proposal and are confident that, with the Main Street Economic Revitalization Program's support, the Chamber of Commerce and HEDA will deliver meaningful economic impact and contribute to the revitalization of our community's commercial corridors. Thank you for considering this request for support.

Sincerely,

Mayor Pete Hyduke
(218) 969-3067
petehyduke@hibbingmn.gov

## Request for Council Action

**City Council Action**

Approve the Disciplinary Policy effective November 21, 2024.

**Description of Agenda Item**

The Discipline policy establishes disciplinary procedures for employees. If a labor agreement exists that establishes disciplinary procedures, the labor agreement supersedes this policy.

**Strategic Initiative**

**Owner of Agenda Item**

Angela Kleffman, HR Director, 218.295.2275, angelakleffman@hibbingmn.gov

**Introduction/Background/Justification/Key Issues/Legal**

The City does not have a discipline policy for employees not covered by a labor agreement or commission rules. This policy establishes disciplinary procedures for non-union, temporary, and seasonal employees.

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact**

None

**Action Requested**

Approve the Discipline Policy effective November 21, 2024.

**Attachments**

1. Discipline Policy - Draft

# Discipline Policy

| | |
|---|---|
| **Policy Area:** Personnel | **Effective Date:** 11/21/24 |
| **Policy Owner:** Human Resources | **City Council Approval Date:** 11/20/24 |

| **Revisions/Supersedes Date** | | | | | | | |
|---|---|---|---|---|---|---|---|
| Council Approval Date: | | | | | | | |



**PURPOSE**

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Hibbing. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

**POLICY**

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may should contact Human Resources or the City Administrator. The Supervisor, Human Resources, or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

**No contract language established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

**PROCEDURE**

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

The following are descriptions of the types of disciplinary actions:

- Oral Reprimand
- Written Reprimand
- Suspension With or Without Pay
- Demotion and/or Transfer
- Salary Change
- Discharge

## Request for Council Action

**City Council Action**

**Description of Agenda Item**

Approve professional services agreement with Widseth for the city hall window replacement project.

**Strategic Initiative**

**Owner of Agenda Item**

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

**Introduction/Background/Justification/Key Issues/Legal**

In an effort to preserve city hall, city staff has prioritized sealing up the envelope of the building as our top priority. The next step in this process is window and lintel replacement of 3 sides of the building (North, South, East). Our current windows are from the early 80s on 3 sides of the building, with the west elevation having windows from 2018.

Scope of Services

**Phase 1: Design**

- Update plans and specifications that were prepared in July 2019 to meet the current requirements of the Minnesota Historical Society
- Architectural plans and specifications
- Exterior elevations
- Window types and details
- Interior reinstallation details
- Exterior tuckpointing locations
- Structural plans
- Replacement of existing lintels, stone and brick work
- Prepare construction documents and specifications for public bidding
- Owner meeting to review drawings and specifications
- Coordination of bidding documents with Construction Manager

**Phase 2: Construction Administration**

- Estimated 1 site visit per month during active construction
- Shop Drawing Review
- Minnesota Historical Review submitals

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact**

4.5% of total project cost. The approximate total project cost is $1.7M.

**Action Requested**

**Attachments**

1. Widseth_Hibbing City Hall Windows

November 6, 2024

Nick Arola, City Services Director
City of Hibbing
nickarola@hibbingmn.gov

**Professional Design Services Proposal**
Hibbing City Hall Windows

Dear Mr. Arola,

Thank you for the opportunity to assist the City of Hibbing in the window replacement of Hibbing City Hall. Widseth Smith Nolting & Associates, Inc. (dba Widseth) is pleased to submit the following proposal for design services. This proposal, as dated above, shall be governed by the attached General Provisions of Professional Services Agreement and amended to include the following information.

**Project Understanding**
Widseth understands that the City of Hibbing is interested in replacement existing windows at Hibbing City Hall. We understand plans and specifications were prepared in July 2019 and must be updated to meet the current requirements of the Minnesota Historical Society.

**Scope of Services**
Based on the Project Understanding outlined above, Widseth proposes the following Scope of Services:

**Phase 1: Design**

- Update plans and specifications that were prepared in July 2019 to meet the current requirements of the Minnesota Historical Society
- Architectural plans and specifications
- Exterior elevations
- Window types and details
- Interior reinstallation details
- Exterior tuckpointing locations
- Structural plans
- Replacement of existing lintels, stone and brick work
- Prepare construction documents and specifications for public bidding
- Owner meeting to review drawings and specifications
- Coordination of bidding documents with Construction Manager

**Phase 2: Construction Administration**

- Estimated 1 site visit per month during active construction
- Shop Drawing Review
- Minnesota Historical Review submittals

*Any service not specifically described herein to be performed, if mutually agreed to by the Owner and Widseth, will be considered an Additional Service. This will result in an increase in Widseth's professional services fee and an adjustment in the contract time.*

**Proposed Fees**
Widseth proposes to complete the **Phase 1** Scope of Services on a Percentage of Construction basis for 4.5 percent (4.5%) based on an estimated construction cost of $1,500,000.00.

We propose to complete **Phase 2** Construction Administration Scope of Services described above on an Hourly Rate basis per the attached Fee Schedule.

Your signature below and return of this document will indicate your agreement with this Letter Proposal and attachments and shall constitute an Agreement between Widseth and the City of Hibbing. If this proposal meets your approval, please sign and return a copy of the executed agreement to our office and we will schedule our work accordingly.

This proposal will remain valid for 45 days after the submission date.

If you have any questions or would like to discuss any items in more detail, please call me directly at 218.274.6049 to address your concerns.

Thank you for this opportunity to propose and serve as your Architect and Engineers. Widseth is eager to contribute our expertise and we look forward to working with you on this exciting project.

| Submitted: | Approved: |
|---|---|
| **WIDSETH** | |
| KHildenbrand 11/6/2024 | |
| Katie Hildenbrand, CID<br>Vice President | Nick Arola<br>City Services Director |
| | DATE: ____________________________ |

**Attachments**
- Widseth 2024 Fee Schedule
- General Provisions of Professional Services Agreement

WIDSETH

# 2024 FEE SCHEDULE

| CLASSIFICATION | RATE |
|---|---|
| Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager | |
| Level I | $135 / Hour |
| Level II | $160 / Hour |
| Level III | $185 / Hour |
| Level IV | $195 / Hour |
| Level V | $205 / Hour |
| Technician | |
| Level I | $ 90 / Hour |
| Level II | $115 / Hour |
| Level III | $135 / Hour |
| Level IV | $150 / Hour |
| Level V | $165 / Hour |
| Computer Systems Specialist | $175 / Hour |
| Senior Funding Specialist | $140 / Hour |
| Marketing Specialist | $123 / Hour |
| Funding Specialist | $110 / Hour |
| Administrative Assistant | $ 82 / Hour |

| OTHER EXPENSES | RATE |
|---|---|
| Mileage (Federal Standard Rate) *subject to IRS Guidelines* | |
| Meals/Lodging | Cost |
| Stakes & Expendable Materials | Cost |
| ATV 4-Wheeler Rental | $100 / Day |
| ATV Side by Side Rental | $200 / Day |
| Waste Water Sampler | $40 / Day |
| ISCO Flow Recorder | $60 / Day |
| Photoionization Detection Meter | $100 / Day |
| Explosimeter | $50 / Day |
| Product Recovery Equipment | $35 / Day |
| Survey-Grade GPS (Global Positioning System) | $75 / Hour |
| Mapping GPS (Global Positioning System) | $150 / Day |
| Lath & Hubs | $150 / Day |
| Soil Drilling Rig | $35 / Hour |
| Groundwater Sampling Equipment | $125 / Day |
| Hydrographic Survey System | $500 / Day |
| Subcontractors | Cost plus 10% |

| REPRODUCTION COSTS | |
|---|---|
| Black & White Copies: 8-1/2” x 11” | $0.10 Each |
| Black & White Copies: 11” x 17” | $0.50 Each |
| Black & White Copies: 24” x 36” | $3 Each |
| Color Copies: 8-1/2” x 11” | $2 Each |
| Color Copies: 11” x 17” | $4 Each |
| Color Copies: 24” x 36” | $12 Each |
| Color Plots: 42” x 48” | $22 Each |

**These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.**

# 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 warrantees, express or implied, are made by WIDSETH.

**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.**

# Request for Council Action

## City Council Action
Authorize the Hibbing City Council to attend the 2024 Hibbing Yuletide Festival "Winter Wonderland" on Thursday, December 12, 2024 from 3-7 p.m. at the Hibbing Public Library

## Description of Agenda Item
Authorize the Hibbing City Council to attend the 2024 Hibbing Yuletide Festival "Winter Wonderland" on Thursday, December 12, 2024 from 3-7 p.m. at the Hibbing Public Library

## Strategic Initiative

## Owner of Agenda Item
Jill Reini, Library Director , 218.966.2857, jillreini@hibbingmn.gov

## Introduction/Background/Justification/Key Issues/Legal

## Board/Commission/Committee Actions(s):

## Budgetary/Fiscal Impact
Budgeted along with a Grant from the Hibbing Foundation

## Action Requested
Authorize the Hibbing City Council to attend the 2024 Hibbing Yuletide Festival "Winter Wonderland" on Thursday, December 12, 2024 from 3-7 p.m. at the Hibbing Public Library

## Attachments
1. 2024 Yuletide City Council

**Hibbing Public Library**
**2020 5th Ave East**
**Hibbing, MN 55746**
**218-362-5959**
**www.hibbingmn.gov**

**April Fountain, Library Specialists**
**April.Fountain@alslib.info**
**Direct Line: (218) 312-1587**
**Cell: (218) 969-3078**

November 2024
Special Events Permit Application
2024 Hibbing Yuletide Festival
"WINTER WONDERLAND"
Thursday, December 12, 2024
Hibbing Public Library
Time: 3:00PM-7:00PM


Dear Honorable Mayor Hyduke, City Council Members, City Department Heads, and Staff:

The Hibbing Public Library Team would like your approval to hold our 2024 Hibbing Yuletide Festival "Winter Wonderland" on Thursday, December 12, 2024, from 3:00PM-7:00PM. This free community event for all ages brings in hundreds of people in our community together to celebrate the holiday season.

We would also like to invite all of you to come and celebrate with us! With your approval we would like to ask for prior authorization for any Council members who wish to attend that they would be able to.

We will be offering free horse drawn wagon rides, book giveaways, holiday crafts, refreshments, Yuletide story by the fireplace, visits with Santa, music performed by Crescendo Orchestra, music performed by the Hibbing City Band, and much more! We also received a $3,000.00 grant from The Owens-Pesavento / Dr. Benjamin P. Owens Family Foundation of Hibbing Foundation in support of this amazing event!

Thank you for all your support.

Yours Sincerely,

April Fountain
Library Specialist

Enclosed: Special Events Permit Application

**MISSION STATEMENT:** The Hibbing Public Library helps everyone succeed by providing technology to access the online world, introducing children to a lifetime of reading and learning, and bringing enjoyment into people's lives.
**LIBRARY GOALS (In order of priority):**
1. Everyone will have free use of the latest technology to access global information and communication.
2. Children, their families, and caregivers will have positive experiences that create successful young readers who value lifelong learning.
3. People's lives will be energized and enriched through reading, viewing, listening, and sharing.

From the *Hibbing Public Library Strategic Plan*

# Request for Council Action

**City Council Action**

**Description of Agenda Item**

**Strategic Initiative**

**Owner of Agenda Item**

Pete Hyduke, Mayor, 218.969.3067, petehyduke@hibbingmn.gov

**Introduction/Background/Justification/Key Issues/Legal**

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact**

**Action Requested**

Authorize the Mayor to sign a letter of support of Barrett Ziemer as the Intermediate Airport Systems Representative for the Metropolitan Airports Commission Board Position

**Attachments**

1. MAC Intermediate Airport Systems Rep Letter of Support.Barrett Ziemer

Date:

Mr. Rick King, Chair
Metropolitan Airports Commission
6040 28th Avenue S.
Minneapolis, MN 55450

**RE: Intermediate Airport Systems Rep Letter of Support for Mr. Barrett Ziemer**

Dear Mr. King:

*"Writer introduction."* I have had the pleasure of working closely with Barrett Ziemer, Executive Director, Range Regional Airport (Hibbing, MN), on multiple occasions as he shares similar economic development goals for further improving the greater Iron Range area.

Mr. Ziemer has been a lifelong resident of Hibbing, MN and actually took his first student pilot lesson at Range Regional Airport. That one flight forever instilled his love and passion for aviation. Thirty-four years later, the impact of that one flight still burns brightly as he now focuses on his current professional role as the Executive Director of that very same airport.

In his current position, Mr. Ziemer's work at the airport has a direct economic impact on the Iron Range Region as well as the communities that the airport serves. He began his position as Executive Director, after having previously served as Assistant Director for 12 years, at the start of a global health pandemic. His work during that challenging time demonstrates his never give up attitude. His positive attitude and level of professionalism is further illustrated by his dedicated staff that he leads and humbly serves.

Mr. Ziemer has been involved in many significant airport and economic development projects over his 16 years at the airport.

**Examples:**

- New airline terminal development
- Life Link air medical facility development
- Midwest Aircraft Refinishing facility development and expansion
- Detroit Reman (Speculative Building) development and expansion(s)
- Corporate hangar development for Premium Air Charter
- Multiple airfield improvement projects and air service development initiatives
    - Commercial air service development and Essential Air Service (EAS)
    - Primary runway 13-31 and 4-22 rehabilitation
    - Airfield storm water improvements

- Parking lot improvements
- Airfield signage and lighting improvements
- Taxiway rehabilitation projects
- Airport Master Plan update
- Airport Zoning plan update (underway)
- MN DNR Air Tanker Base improvements (underway 2025)
- Airport Snow Removal and Equipment procurement
- Operation and oversight of Fixed Base Operator (FBO)
- Development and oversight of annual airport budget
- Airport Fire Fighting Foam (AFFF) transition (underway)

You will find Mr. Ziemer to be very humble and grounded in nature. He has often stated that he prefers to fly under the radar and is not seeking any awards or commendations for his work. He is a ‘working’ Executive Director who is still required and enjoys performing work not normally expected of a person in his position. He is often the first snowplow operator at the airport at 4:00 am and will continue to perform this essential duty until late into the afternoon. He will graciously take time from airport and economic development projects to provide airport tours to area students as he has been quoted multiple times that talking about the airport is what he most enjoys.

Mr. Ziemer has demonstrated board and committee experience with multiple volunteer organizations, such as serving on multiple business chambers of commerce, Iron Range Tourism, Minnesota Council of Airports, IRRR Technical Advisory Committee, and a volunteer fire fighter for over 14 years.

*Writers conclusion statement.*

Metropolitan  Airports Commission

Intermediate Airport Systems Rep

**Applicant**:  Barrett Ziemer

**Education:** Hibbing High School

University of North Dakota, B.A. Business and Public Administration, Airport Management

**Title:** Executive Director – November 1, 2019 to present

Assistant Director – June 16, 2008 to October 30, 2019

**Airport:** Range Regional Airport, Hibbing, MN

**Direct Airport Staff:** 11 FTE and 2 PT

**Range Regional Airport (HIB) – Executive Summary**

Range Regional Airport (HIB) is located in northern Minnesota within St. Louis County and the city of Hibbing.  HIB is one of nine airports in Minnesota served by airlines and is a critical facility within the state aviation system, providing access into the Mesabi Iron Range region. The airport is classified within the Minnesota State Aviation System Plan (SASP) as a key commercial service airport, having a paved and lighted runway longer than 4,900 feet and serving scheduled air service.  HIB is governed by the Chisholm-Hibbing Airport Authority.

Besides contributing towards the local and regional economies, airports like the Range Regional Airport (RRA) also contribute towards improving the regions quality of life in a number of ways that are not captured by standard economic indicators and the regional economic reports. For example, RRA provides social benefits to the City of Hibbing and the surrounding communities by: (1) contributing to sustainable development; (2) supporting remote communities; and widening consumer choice. By taking advantage of recreational and leisure travel demand in the area, RRA is contributing to the local economy through nature-based tourism. It helps connect the local community to rest of the world with quick flights to the Minneapolis-Saint Paul (MSP) International Airport that are operated by SkyWest Airlines (Delta Connections) and the seasonal charter flights to Laughlin, Nevada, operated by the Sun Country Airlines.  In addition, RRA, like other similar sized airports, can assist local governments to establish relationships with other communities providing a means for the delivery of income-generating operations, such as the promotion of local goods and crafts, as well as essential supplies, such as medical, educational, and technological services, etc. Without the presence of RRA, the City of Hibbing and other communities of Minnesota's Iron Range region would be devoid of these income-generating, essential, and even, some non-essential services at low-cost to their residents. Moreover, RRA can facilitate closer international integration by increasing understanding of different cultures and nationalities through promotion of travel and tourism. In today's geo-political and economic climate, such services through the local airport, which contributes to consumer welfare and social benefits, cannot be denied.

**Key Airport Tenants:**

- SkyWest Airlines

- Transportation Security Administration (TSA)
- Life Link Air Medical
- Premium Air (Air charter on demand operator)
- Fly Duluth (flight school)
- Hibbing Fueling Facility (Fixed Base Operator)
- Midwest Aircraft Refinishing (aircraft exterior and interior upgrades)
- TNT Airworks (aircraft maintenance provider)
- 36 private aircraft owner t-hangar tenants
- Enterprise rental car
- ACAR rental car
- MN Department of Natural Resources (Aerial wildland fire fighting base)
- Detroit Remanufacturing (airport industrial park, 120,000 square foot facility).

**Demand Forecast:**

HIB draws commercial air service users from a 60 plus mile radius. Scheduled passenger service is provided by SkyWest Airlines (Delta Connections) using Bombardier CRJ 550 (50 seats), CRJ 700 (65 seats), and CRJ 900 (75 seats) aircraft with direct flights to/from Minneapolis International Airport (MSP). HIB's airport master plan update forecasts passenger enplanements to continue to grow from a baseline of 22,200 to a high growth forecast of 44,500 enplanements.

HIB is also served with seasonal charter flights to Laughlin, NV (IFP) through Sun Country Airlines. Sun Country, in partnership with the Riverside Resort and Casino, operate six (6) round trip charter flights during the months of October through March.

**Airport Improvement Initiatives (near term):**

- Primary runway 13-31 pavement rehabilitation and extension from 6,758 feet to 7,400 feet
  - Land acquisition and environmental studies
  - Complete airport zoning update (in process)
- Addition of 20-foot runway shoulders on runway 13-31.
- Increase runway pavement strength to accommodate heavier (larger) aircraft.
- Airport energy sustainability: solar feasibility study and identify potential sites for harvesting of renewable energy.
- New aeronautical and non-aeronautical business development in airport industrial park. State certified 'shovel ready' parcels.
- Terminal/Landside Requirements:
  - Additional concessions, restrooms, and administrative space.
  - Increase air carrier apron space with up-gauging of Essential Air Service (EAS) aircraft or increased frequency of Boeing 737-800 type charter aircraft
  - Improved wayfinding signage
  - Parking – parking fee cost-benefit analysis, electric vehicle charging stations, align parking with terminal expansion plans.
- Aircraft Parking Requirements:
  - Construction of new t-hangars – currently all t-hangars are full
  - Construction of individual hangars and corporate hangars

- Increase transient aircraft parking and aircraft tie down areas.
- Separation of airline and General Aviation (GA) activities.
-

- Airport Support Requirements:
  - Addition to current airport snow removal and equipment maintenance facility.
  - Construct new FBO and hangars on east side of airport to separate GA and airline activities.
  - Construct new Aircraft Rescue and Fire Fighting (ARFF) building.
  - Increase fuel farm capacity.
- Airport Economic Impact (FY 2019)
  - Visitors: 10,045
  - Area Employment: 263
  - Payroll: $10.7 million
  - Spending: $25.4 million
  - Economic Activity: $36.1 million
  - State and Local Tax Revenues: $1.4 million

  - **Business Use.** Area businesses use general aviation to cut trip times from days to hours. Manufacturing firms use general aviation for logistical reasons and just-in-time shipments of parts and supplies. The airport also supports convenient access for customers and suppliers of local companies. Local companies who use the airport include Cleveland Cliffs, U.S. Steel, Metal Technologies, Premium Plant Services, Premium Air, and Midwest Aircraft Refinishing. Visiting companies that use the airport include Lowe's, Target, Menards, Caterpillar, John Deere, Adventure Seaplanes, El Aviation Inc., J.T. Morton Enterprises, J.B. Inc. of Tower, Lone Mountain Aircraft, Miner's Inc. and Muller Construction. When representatives of these companies are in the area, they often have expenditures for lodging, food, ground transportation, and retail. The airport benefits the local economy by supporting these and other non-aviation companies.
  - **Forest Fire Fighting**. The Department of Natural Resources (DNR) uses the airport for aerial inspections. The agency is responsible for monitoring wildlife, parks, forests, fishing, and water resources. Aviation is an essential tool that enables the DNR to carry out its activities and missions over an area of almost 8,750 square miles. Aerial inspections conducted from this airport help monitor and protect the state's environment. Over 32% of Minnesota is classified as forestland, and the DNR uses the airport to support its firefighting responsibilities. DNR operations are important to protecting national forests, people, and property in the area.
  - **Recreation**. The airport provides visitors access to local resorts such as Fortune Bay Casino and Giants Ridge. Visitors to the Hibbing area spend on lodging, food, ground transportation, entertainment, and retail purchases. This spending helps support area resorts, employment and payroll. Additionally, resorts have local purchases for supplies, goods, and materials. Air access is vital to supporting the area's tourism industry.
  - **Air Medical Services.** Life Link III is based at the airport and provides medical air transportation. The airport is the busiest of eight bases in Minnesota and Wisconsin. Life Link III provides helicopter and fixed-wing transport services for

on-scene emergency response. The airport provides access to essential healthcare services, which improves the quality of life for local residents.

- **Aircraft Refurbishing Services**. Midwest Aircraft Refinishing, located on the airport, provides aircraft interior and exterior refurbishing services specializing in composite and aluminum aircraft. Services include, but are not limited to, interior replacement, custom paint, decals, hail damage repair, composite repair, Cirrus CAPS parachute deployment repairs, window and sealant repairs, and avionics.

**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

HIBBING

# 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

HIBBING

# Request for Council Action

**City Council Action**

Approve the promotion of Mitchell Anderson to Firefighter/Paramedic effective 11/21/2024.

**Description of Agenda Item**

**Strategic Initiative**

**Owner of Agenda Item**

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

**Introduction/Background/Justification/Key Issues/Legal**

According to the MOU between the City of Hibbing and IAFF, once a Firefighter/EMT acquires Paramedic certification, he/she shall be promoted to Firefighter/Paramedic at the next earliest City Council meeting. Mr. Anderson obtained his Paramedic certification as of 11/14/2024.

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact**

Budgeted.

**Action Requested**

Approve the promotion of Mitchell Anderson to Firefighter/Paramedic effective 11/21/2024.

**Attachments**

None

**Request for Council Action**

**City Council Action**

**Description of Agenda Item**

Authorize the nomination of Chris Whitney/Hibbing City Councilor Ward 4 as the Representative on the Arrowhead Regional Development Commission

**Strategic Initiative**

**Owner of Agenda Item**

Candie Seppala, City Clerk - Deputy Administrator, 218-312-1560, candieseppala@hibbingmn.gov

**Introduction/Background/Justification/Key Issues/Legal**

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact**

**Action Requested**

Authorize the nomination of Chris Whitney/Hibbing City Councilor Ward 4 as the Representative on the Arrowhead Regional Development Commission

**Attachments**

1. Comm OVER 10000 - CWhitney City of HIB

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)**

221 West First Street
Duluth, MN 55802
Phone: 218-529-7543 / Fax: 218-529-7592 / E-mail: kmattila@ardc.org

**COMMUNITES OVER 10,000 REPRESENTATIVE**

**NOMINATION FORM**

**CITY OF:** Hibbing

**I hereby nominate the following person as the Communities Over 10,000 representative on the Arrowhead Regional Development Commission:**

**Candidate's** Name/Title: Chris Whitney/Hibbing City Council Ward 4

City of: Hibbing

Address: 617 South Inner Drive, Hibbing, MN 55746

Phone: (218)929-2020 Email: chriswhitney@hibbingmn.gov

Brief Bio (or attach a resume): Hibbing resident for 46 years. Hibbing High class of 1995. Graduate of Hibbing Community College Law Enforcement program in 1999. Served with the Keewatin Police Department since 2001 and as the chief of police since 2016. Married to wife Jessica since 2012, with two daughters ages 9 and 10.

Civic, Professional, &/Or Community Activities: Volunteer work with numerous activities in both Hibbing and Keewatin including: The Miracle League of the Iron Range, United Way, Lincoln and Greenhaven PTO events, Hibbing City Wide Clean-Up days, National Night Out, teaching bike safety at Keewatin Elementary, holding snack and school supply drives for Keewatin Elementary, Itasca County Sheriff's Office county wide toy drive. Past Elk's Lodge member. Elected to the Hibbing City Council in 2022.

**Nominated By:** Hibbing City Council

Street Address: 401 21st Street E

City, State,Zip Hibbing, MN 55746

Phone No. (218)969-3067 Email: petehyduke@hibbingmn.gov

**DEADLINE FOR NOMINATIONS TO BE RECEIVED VIA MAIL, FAX OR E-MAIL (above)**: **December 13th, 2024.**

## Request for Council Action

**City Council Action**

Approve the Right of Entry Agreement authorizing St. Louis County the use of an established gravel road through the City's property (SE 1/4 of Section 1, Township 56N, Range 21W) as access to a timber sale

**Description of Agenda Item**

**Strategic Initiative**

**Owner of Agenda Item**

Greg Pruszinske, City Administrator, 218.969.4850, gregpruszinske@hibbingmn.gov

**Introduction/Background/Justification/Key Issues/Legal**

Approve the Right of Entry Agreement authorizing St. Louis County the use of an established gravel road through the City's property (SE 1/4 of Section 1, Township 56N, Range 21W) as access to a timber sale

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact**

**Action Requested**

Approve the Right of Entry Agreement authorizing St. Louis County the use of an established gravel road through the City's property (SE 1/4 of Section 1, Township 56N, Range 21W) as access to a timber sale

**Attachments**

1. DOC112024-11202024155901

# Saint Louis County

**Land and Minerals Dept.** • www.stlouiscountymn.gov • landdept@stlouiscountymn.gov

**Julie Marinucci**
Land Commissioner

November 7, 2024 *(Send 2 Copies with SASE- Customer Copy)*

City of Hibbing
401 E 21st St
Hibbing, MN
55746

RE: V25-562101 Timber Sale

To Whom it May Concern:

This letter is to inform you that the St. Louis County Land and Minerals Department is in the process of setting up a timber sale in Section 1, Township 56N, Range 21W. This sale is in the vicinity of your property of record which is located in the SE ¼ of Section 1, Township 56N, Range 21W.

We are requesting written permission to allow use of an established gravel road through your property as access to this timber sale. The route we are proposing is shown on the attached map. If this is acceptable, please sign and return this letter.

If you have any questions regarding this timber sale or access, please contact Karl Rudstrom at the Virginia office at 218-742-9898.

Sincerely,

Karl Rudstrom, Forestry Technician II

kr

Enc: Map

cc: AO, FO, Sale File

I have read and understand the above letter and agree to allow a temporary logging road through my property for the duration of the sale to include any extensions.

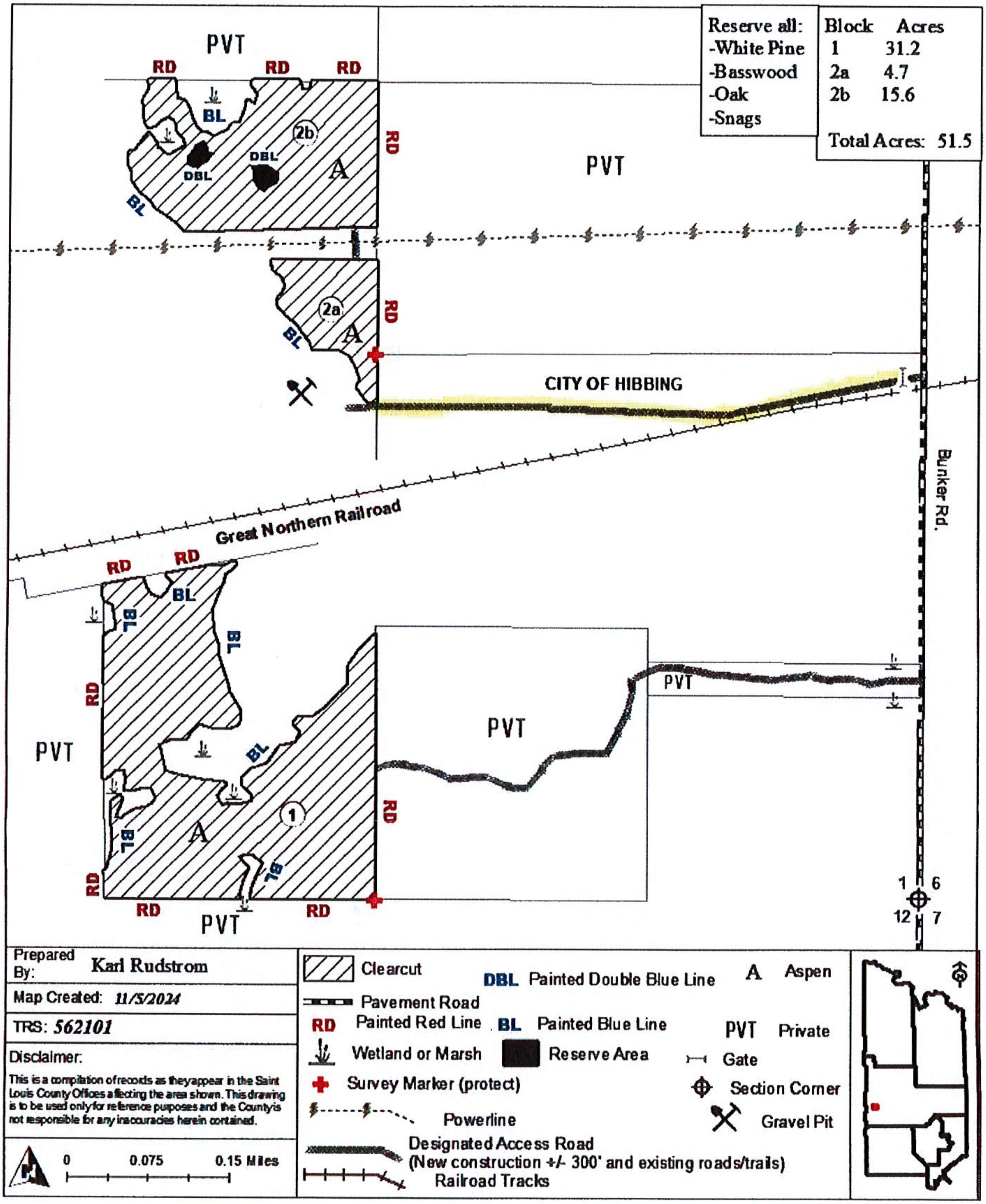
______________________________
Landowner Signature/Date

Phone:

Email:

# St. Louis County

## *V25-562101*



## 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

CITY OF HIBBING

# Request for City Council Action

**City Council Action**

| Approved | Denied | Amended | Tabled |
|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ |

Attachments:

Main Agenda X

Consent Agenda _____

**Description of Agenda Item:**

K9

**Strategic Initiative:**

K9 Program

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

Chief Estey
stevenestey@hibbingmn.gov

**Introduction/Background/Justification/Key Issues/Legal**

Approve the purchase of a firearms detection/apprehension K9 from Mark Mcdonough in the amount of $18,500. The price includes the K9 as well as the K9 handler training through Mcdonough.

**Board/Commission/Committee Actions(s):**

N/A

**Budgetary/Fiscal Impact:**

K9 Capital

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

Council Approval

# INVOICE

**Mark McDonough**

551 Van Buren St
Anoka, MN 55303

INVOICE #24-022
OCTOBER 14, 2024

TO Hibbing Police Department

| SALESPERSON | JOB | SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE | PAYMENT TERMS | DUE DATE |
|---|---|---|---|---|---|---|
| | | | | | Due on receipt | |

| QTY | ITEM # | DESCRIPTION | UNIT PRICE | DISCOUNT | LINE TOTAL |
|---|---|---|---|---|---|
| | | Purchase of imported police K9 and training for patrol and firearm detection | $18,500.00 | | $18,500.00 |
| | | | | TOTAL DISCOUNT | |
| | | | | SUBTOTAL | $18,500.00 |
| | | | | SALES TAX | |
| | | | | TOTAL | $18,500.00 |

Make all checks payable to **Mark McDonough**
**THANK YOU FOR YOUR BUSINESS!**


Alternative Bus Stop Location

Trash Can

Barricades

Date: __________

# Request for City Council Action

**City Council Action**

**Approved** ☐ **Denied** ☐ **Amended** ☐ **Tabled** ☐

Attachments:

Main Agenda ____ Consent Agenda _____

**Description of Agenda Item:**

Request for approval of the Library Yuletide Celebration 2024 Special Event Permit and Council Invitation for December 12th, 2024 from 3-7pm.

**Strategic Initiative:**

Community Programming and Events

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

Jill Reini/Library/jillreini@hibbingmn.gov/218-312-1588

**Introduction/Background/Justification/Key Issues/Legal**

Annual winter celebration provided by the library for all members of the community. This event is free to all members of the community and typically draws 800-1000 people to the Library during the course of the event.

**Board/Commission/Committee Actions(s):**

**Budgetary/Fiscal Impact:**

Funding comes from the 204-Community Programs Yuletide Fund, 206-Childrens Fund, donations from the Friends of the Hibbing Public Library, with funding from a grant from The Owens-Pesavento/Dr. Benjamin P. Owens Family Foundation of Hibbing Foundation.

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

Approval of the special events permit and council invitation for the event.

*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.

☑ **<u>Deadlines:</u> 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:** | 2024 Hibbing Yuletide Festival "WINTER WONDERLAND" |
| **Date of Event:** | Thursday, December 12, 2024 |
| **Location of Event:** | Hibbing Public Library |
| **Organizer:** | Library TEAM |
| **Organizer Contact Information:** | Home Phone: Work Phone: Cell Phone:<br>218-362-5959 (Library) Jill- 218-312-1588 |
| | April-218-969-3078 Martine-218-312-1584 |

☑ **<u>Department Review.</u>** 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/Jim Watkins** | **218-362-5991** |
| **Public Works Dept.** | **John Sporer/Jim Watkins** | **218-362-5991** |
| **City Services** | **Nick Arola** | **218-362-5951** |

# SPECIAL EVENT PERMIT APPLICATION

☐ **Applications MUST BE FILLED OUT COMPLETELY & ALL NECESSARY REQUIREMENTS ATTACHED**

**LOCATION OF EVENT: Hibbing Public Library*2020 5th Ave East*Hibbing, MN 55746**

**TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT: 2024 Hibbing Yuletide Festival "WINTER WONDERLAND"**

**The purpose of this event is to bring our community together and celebrate the holiday season.**
**We will be offering free horse drawn wagon rides, book giveaways, holiday crafts, refreshments, Yuletide story by the fireplace, visits with Santa, music performed by Crescendo Orchestra, music performed by the Hibbing City Band, and much more! We also received a $3,000.00 grant from The Owens-Pesavento / Dr. Benjamin P. Owens Family Foundation of Hibbing Foundation in support of this amazing event!**

Date of Event: **Thursday, December 12, 2024** **Time: 3:00PM-7:00PM**

Refer media or citizen inquiries to**: Jill Reini, April Fountain, or Martine Cianni**
Hibbing Public Library Telephone: 218-362-5959

**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: April Fountain, Library Specialist

Address: 2020 5th Ave East Hibbing, MN 55746

Mailing Address: Same as above

Affiliation: City of Hibbing/Hibbing Public Library

Telephone: (day) 218-362-5959 (evening) 218-969-3078

**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**: **Hibbing Public Library TEAM** |
| Organization/Business/Agency/Affiliation: **City of Hibbing/Hibbing Public Library/City Services/ The Owens-Pesavento / Dr. Benjamin P. Owens Family Foundation of Hibbing Foundation/Friends of the Library/Hibbing City Band/ Crescendo Orchestra/ Mike Hanson (wagon rides)/** |
| Mailing Address: **2020 5th Ave. East, Hibbing, MN 55746** |
| Daytime Phone: **218-362-5959** Evening Phone: Other: |
| Title and Functional Responsibility with Regard to the Event:<br>**Hibbing Public Library TEAM**<br>**Planning, preparing, advertising, set-up, working during the event, take down, and cleanup.** |
| 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*): **Thursday, December 12, 2024** |
| Alternate days and dates:<br>• **N/A**<br>• ____________________________________<br>• ____________________________________ |
| **REQUESTED HOURS OF OPERATION**:<br>**From: 3:00pm to 7:00pm.** |
| **SET UP beginning Day and Date**<br><br>****Indicate the time at which any unit of an event will begin to assemble at such area**<br><br>**Day: Thursday, December 12, 2024  Time: 8:00AM** |
| Describe the number and type of animals to be used in the Event  Horses for wagon rides.  ☐ Not Applicable<br><br>**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.<br><br>☐ If applicable, license fee to be included when submitting the application<br><br>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:  500 OR MORE Spectators: _______________ |
| ****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. |

## 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 during 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.

*Indicate these items on attached separate maps.* Use, where necessary, a to-scale drawing.

- ☐ 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 - *provided by Public Works*)
- ☐ 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, <u>including the intended hours</u> of the music, sound or noise.<br><br>3:00PM-7:00PM |
| | If a casino party, a dance or live entertainment is a part of your event, please describe: |
| | 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)* Peddler or Transient Merchant Licenses for vendors |
| **ALCOHOL:** | Alcoholic Beverages to be served? ☐ Yes ☒ No<br><br>Temporary Liquor License Applied For?<br>BEER ☐ *Yes* ☐ *No*<br>COMMUNITY FESTIVAL LICENSE ☐ *Yes* ☐ *No*<br>TEMPORARY ON SALE ☐ *Yes* ☐ *No*<br><br>Organization Applying for License for Alcoholic Beverages: |
| | Describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years and older. |
| | Describe how, where, when and by whom the alcoholic beverages will be served. |
| | List of people who will be selling the alcohol:<br><br><br><br>Have they attended server training? ☐ Yes ☐ No |

| | |
|---|---|
| | 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).<br>Pre-packaged items and food prepared by licensed Food establishment - Gloves/Sanitizer will be used for handling food items |
| | 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. |
| **FOOD:** | 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. |

## 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.
**We will have Library staff from the Hibbing Public Library, city service staff, we are also arranging kid volunteers to help and adult volunteers who have already been background checked and approved by the City of Hibbing.**

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. **Outdoor streetlights, City Hall Lights, Christmas Lights**

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. **Horse drawn wagon rides from 3:30-5:30pm will travel no faster than 5-10 mph around City Hall in a loop around the surrounding areas.**

☐ 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: City staff who are trained in Frist Aid and CPR
Name of Representative: ________________________________________________________
Address: ________________________________________________________________________ Phone Numbers: ________________________________________________________________

Indicate medical services that will be provided for the event.

Medical Service How Provided:

**Inside the Library we have a First Aid Station with basic supplies and access to an AED device.**
**In the event that we will need medical services, we will call 911.**

☐ 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.<br>**All vendors or concessionaires who wish to be a part of this event will need to fill out a Peddler's/Transient Merchant License and have it approved by the City Council prior to the event.** |
| 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."<br>**We will work with the bus company to make sure that there is still a bus route for patrons with the alternate bus pickup location.** |
| **OTHER PERTINENT INFORMATION:** |
| **We will be coordinating with the Department Head of City Services, Nick Arola, to help with staffing on maintenance.**<br><br>**We will also be coordinating with The Public Works & Sanitation Department Heads to help with equipment for blocking 5th Ave East the frontage road areas with sawhorses, so that our wagon rides go smoothly.** |

**Sanitation:**

- 6-8 Trash cans will be available to the public.
- Library, city and volunteers will clean and take out the garbage after the event is held.

**Map:**

- The map provided gives the bus stop during the pgoram.
- The library would like No Parking signs placed on 5th ave. between the library and City Hall on Wednesday late afternoon to let people know the block will be closed off for the event.
- We would like to barricade at 2st St. and 5th Ave. and towards the one-way alley between the library and City Hall for safety and wagon rides.
- The library has public restrooms, a first aid station, and an AED machine.
- Parking can easily be accessed on 21st St., 4th, 5th, and 6th Ave.

**Food:**

- Prepackaged/bakery cookies. Gloves will be provided for all handling of food.