



**HIBBING CITY COUNCIL**  
**Reorganization and Regular Meeting**  
**Wednesday, January 8, 2025**  
**5:00 PM**

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

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

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**I. CALL TO ORDER:**

**II. PLEDGE OF ALLEGIANCE**

**III. CITY COUNCIL OATH OF OFFICE FOR THE TERM JANUARY 1, 2025-  
DECEMBER 31, 2028:**

1. COUNCILOR WARD 3 JENNIFER HOFFMAN SACCOMAN
2. COUNCILOR WARD 4 CHRIS WHITNEY
3. COUNCILOR-AT-LARGE JOHN SCHWEIBERGER

**IV. POLICE OFFICER OATH OF OFFICE:**

1. OFFICER CODY WAGNER

**V. ADDS AND DELETES:**

1. ADDS: CONSENT AGENDA #35  
DEPARTMENT & COMMITTEE REPORTS #5b
2. DELETE: DEPARTMENT & COMMITTEE REPORTS #2a #2b & #2c

**VI. APPROVAL OF THE AGENDA:**

**VII. REORGANIZATION MEETING:**

1. Mayor Hyduke to designate Acting Mayor for 2025 to act in the absence of the Mayor when he is not able to be present to perform his official duties
2. Designate the Mesabi Tribune as the official newspaper for City Business for 2025
3. Designate Depositories for 2025: Park State Bank, US Bank, Wells Fargo Bank, Security State Bank, National Bank of Commerce, 4M Fund, Wells Fargo Advisors,

US Bank Investment Services, Inc., and Wells Fargo Investment Services

4. Approve the respective depositories designated safekeeping entities
5. Designate Andy Borland of Sellman Borland and Simon Law Office as the City of Hibbing's Attorney for 2025
6. Set the Mayor's Contingency Fund for 2025 at \$5,000 as set forth by State Law
7. Appointment of Councilors to City Boards and Committees
  - Safety Committee
  - Insurance Committee
  - Council Representative to The Chisholm Hibbing Airport Authority
  - Council Representatives to HEDA
8. Appoint the Mayor and City Engineer as the City's Weed Inspector and Assistant Weed Inspector for 2025, as set forth by State law
9. City Clerk's Appointment of Sheena Mulner as the Deputy Clerk for 2025
10. Treasurer's Appointment of Erin Schirmer as the Deputy Treasurer for 2025
11. Set bond for the City Administrator, City Clerk/Deputy Administrator, and Treasurer/Finance Director, for 2025 at \$500,000
12. Set the regular meetings of the Hibbing City Council for the 1st and 3rd Wednesdays of each month at 5:00 p.m. in the City Hall Council Chamber, with exceptions due to scheduling conflicts.
13. Set the Workshops of the Hibbing City Council following the Regular City Council Meetings which will be held on the 1st and 3rd Wednesdays of each month in the City Hall Council Chamber, with exceptions due to scheduling conflicts
14. Designate the 2025 appointments to the Northeast Minnesota Emergency Communications Board (ECB) and Northeast Regional Advisory Committee (RAC)
  - Regional Advisory Committee:
    - o Fire Chief Erik Jankila - Primary
    - o Captain/EMS Director Kristi McCormick - Alternate
  - Emergency Communications Board (ECB)
    - o James Bayliss - Primary
    - o Fire Chief Erik Jankila - Alternate
  - Radio Users Committee Appointment
    - o Captain/EMS Director Kristi McCormick- Primary
    - o Commander Jeff Ronchetti - Alternate
  - Owner & Operators Committee
    - o Commander Jeff Ronchetti - Primary
    - o Deputy Chief Tyler Schwerzler - Alternate

### **VIII. APPROVAL OF MINUTES:**

1. Approve the Minutes of the Hibbing City Council Meeting of December 18, 2024
2. Approve the Minutes of the Hibbing City Council Workshop of December 18, 2024
3. Approve the Minutes of the Special Hibbing City Council Meeting of December 30, 2024

### **IX. COMMUNITY NEWS: JACKIE PRESCOTT**

### **X. CONSENT AGENDA:**

1. Approve Accounts Payable dated December 27, 2024 for checks #179009-179109 in the amount of \$1,911,382.75
2. Approve Accounts Payable dated January 7, 2025 checks #179110-179177 in the amount of \$2,194,898.94
3. Approve City Payroll ending December 27, 2024 in the amount of \$498,372.01
4. Approve 2025 Pay Equity Report and authorize the Mayor to sign the Pay Equity Implementation Form.
5. Authorize the hire of Gregory Litfin for the Full-Time City Services Maintenance pending pre-employment contingencies.
6. Approve the Facility Use Agreement with Iron Range Boxing
7. Approve the updated Accounting Clerk job description.
8. Approve the updated Accountant I job description.
9. Approve the updated Accountant II job description.
10. Approve the Assistant Finance Director job description.
11. Approve the updated Finance Director-Treasurer job description.
12. Approve the creation and posting of one Full-Time Accountant I position.
13. Approve the Memorandum of Understanding (MOU) between the City of Hibbing and the Minnesota Association of Professional Employees.
14. Approve the promotion of Jeffrey Neumann to Police Captain II effective January 11, 2025.
15. Approve the promotion of Jack Maddy to Police Sergeant effective January 15, 2025.
16. Approve the Mayor to sign the letter of support for Commissioner Jugovich for the Legislative-Citizen Commission on Minnesota Resources (LCCMR).

17. Authorize the Mayor to sign the letter of support for the Vershuin Project in Hibbing, Minnesota
18. Authorize the Mayor to sign a Letter of Support for North St. Louis County Habitat for Humanity's RRR Grant Application
19. Approve out of state travel for 2025 Site Selectors Guild Conference for Betsy Olivanti to Orlando, FL.
20. Authorize the Hibbing City Council to attend the Hibbing Area Chamber of Commerce's 120th Annual Dinner on Friday, January 24, 2025 at the Minnesota North College - Hibbing Campus
21. Approve the 2025 2am Liquor License of BTL Inc., DBA Mike's Pub
22. Approve the 2025 Liquor Licenses Renewals (Pending current taxes, utilities, and insurance)
  - o 2025 On-Sale & Sunday
  - o 2025 Off-Sale
  - o 2025 Off-Sale Brew Pub
  - o 2025 Club On-Sale
  - o 2025 Wine On-Sale
  - o 2025 3.2 Beer On- Sale and Off-sale
23. Accept liability coverage limits of \$1,500,000 from LMCIT and elect NOT to WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04
24. Approve the 2025 Massage Therapy License of Paula Van Baalen, Ohana Therapeutic Massage 208 East Howard Street
25. Approve the 2025 Massage Therapy License of Tawney Welch, Ohana Therapeutic Massage, 208 East Howard Street
26. Approve the 2025 Massage Therapy License of Dena Johnson, Ohana Therapeutic Massage, 208 East Howard Street
27. Approve the Raffle Permit Application of Hibbing Area Chamber of Commerce to hold their raffle at MN North Campus on Friday, January 24, 2025  
  
Raffle Permit # 25-01-01
28. Approve the Raffle Permit Application of the Mesaba Concert Association to hold their bingo on Thursdays February 6, 13, 20 & 27, 2025 at the Hibbing Elks Lodge #1022  
  
Raffle Permit # 25-01-02

29. Approve the Raffle Permit Application Request of the Hibbing Archery Club to hold their raffle on Thursday, April 3, 2025 at the Hibbing Archery Club

Raffle Permit # 25-01-03

30. Approve the Temporary On-Sale Liquor License of Hibbing Youth Hockey to have Palmer's dispense alcohol at Mesabi College North on February 1, 2025
31. Set the Hibbing City Council Working Session for Wednesday, January 15, 2025 at 5:00 p.m. to discuss the Hibbing Public Safety Building
32. Set the next Regular Hibbing City Council Meeting for Wednesday, January 22, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber
33. Set the next Hibbing City Council Workshop for Wednesday, January 22, 2025 following the Regular Hibbing City Council Meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber
34. Set the next Joint Workshop Meeting with the Hibbing City Council and the Hibbing School Board for Wednesday, February 5, 2025 at 3:45 p.m. in the Hibbing City Hall Council Chamber
35. Authorize the Mayor to sign a letter of support and offer RESOLUTION NO. 25-01-05 IN SUPPORT FOR THE STREETLIGHT REPLACEMENT PROJECT

## **XI. PUBLIC FORUM:**

## **XII. DEPARTMENT AND COMMITTEE REPORTS:**

### **1. City Clerk-Deputy Administrator Candie Seppala**

- a. Offer RESOLUTION NO. 25-01-01 TO REINSTATE THE CITY OF HIBBING'S LOCAL BOARD POWERS

### **2. Community Development Director Betsy Olivanti**

- a. ~~Approve Resolution 25-01-02 Authorizing Internal Loan for Advance of Certain Costs in Connection with a Tax Increment Financing District~~
- b. ~~Request to add funds from undesignated to the land acquisition fund (406).~~
- c. ~~Approve the RESOLUTION NO. 25-01-03 TO AUTHORIZE A TRANSFER OF FUNDS FROM THE LAND ACQUISITION FUND TO HIBBING ECONOMIC DEVELOPMENT AUTHORITY to purchase 2810 Diane Lane, Hibbing MN, 55746 in the amount of \$215,000.~~

### **3. Finance Director-Treasurer Sheena Mulner**

- a. Authorize the Mayor and City Clerk-Deputy Administrator to sign the Facility Lease Agreement with Arrowhead Transit for lease of garage and office space.

### **4. City Services Director Nick Arola**

- a. Approve the construction documents for Carey Lake Campground and the authorization to go out for bids.
  - b. **Approve the Community Project Request of Light After Loss Minnesota and Bereaved Mother's Group to create a memorial in Sargent Park.**
  - c. Approve the Hibbing Speedway Lease, Revitalization, and Racing Event Agreement
5. **City Attorney Andy Borland**
- a. Offer RESOLUTION NO. 25-01-04 AUTHORIZING THE HIBBING ANIMAL INTAKE AT 11215 HIGHWAY 37, HIBBING, MINNESOTA 55746
  - b. Approve AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 10 ENTITLED "PUBLIC PROTECTION, CRIMES AND OFFENSES" BY ADDING A SECTION 10.30 ENTITLED "CANNABIS USE WITHIN PUBLIC PLACES" AND ADOPTING BY REFERENCE HIBBING CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.
6. **City Administrator Greg Pruszinske**
- a. City Administrator's Report
7. **Mayor Pete Hyduke**
- a. Update to Closed Session regarding Greg Pruszinske's Evaluation

### **XIII. BIDS AND QUOTES:**

1. **City Engineering Jesse Story**
  - a. Approve the quote for 427 Schaefer USD95B Refuse Carts (95 gallon) with 12" wheels from MacQueen Equipment in the amount of \$34,044.00
2. **Fleet Manager Joe McKenney**
  - a. Approve the Purchase of Komatsu WA380 -8 Wheel Loader from RMS in the amount of \$306,167.36

### **XIV. BOARDS & COMMISSIONS:**

1. Housing and Redevelopment Authority of Hibbing:
  - Appoint Tammy Wahstrad as the resident commissioner for the period of January 1, 2025-December 31, 2028

### **XV. ADJOURNMENT:**