



**HIBBING CITY COUNCIL**  
**Regular Meeting**  
**Wednesday, January 22, 2025**  
**5:00 PM**

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

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

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**I. CALL TO ORDER:**

**II. PLEDGE OF ALLEGIANCE**

**III. ADDS AND DELETES:**

1. ADDs: DEPARTMENT & COMMITTEE REPORTS: #3a

**IV. APPROVAL OF THE AGENDA:**

**V. APPROVAL OF MINUTES:**

1. Approve the Minutes of the Regular Hibbing City Council Meeting of January 8, 2025
2. Approve the Minutes of the Hibbing City Council Workshop Meeting of January 8, 2025

**VI. CONSENT AGENDA:**

1. Approve Accounts Payable checks #179179-179271, dated 1/17/2025 in the amount of \$721,739.17
2. Approve City Payroll ending January 10, 2025 in the amount of \$606,363.14
3. Accept and place on file the December, 2024 Hibbing Police Activity Report
4. Approve the updated Maintenance Lead job descriptions.
5. Authorize the posting of one Full-Time Maintenance Lead.
6. Authorize the hire of Lea Deroissart for the Paid On-Call Firefighter position pending pre-employment contingencies.
7. Authorize the hire of Gary Stark for Temporary Seasonal Maintenance pending pre-

employment contingencies.

8. Approve the advancement of Kyle Horton to Sergeant II with the Hibbing Police Department effective January 23, 2025.
9. Approve the annual funding request of the Hibbing Area Tourist & Senior Center for Mine View operations.
10. Authorize the Mayor and City Clerk to sign the City Administrator's Employment Agreement between the City of Hibbing and Greg Pruszinske effective January 1, 2025.
11. APPROVE RESOLUTION 25-01-07 IN SUPPORT OF THE CITY OF HIBBING APPLYING FOR AND ACTING AS FISCAL AGENT TO ACCEPT FUNDS FROM THE ENVIRONMENT AND NATURAL RESOURCES TRUST FUND FOR HIBBING'S CAREY LAKE RECREATION AREA PROJECT
12. Approve the promotion of Cassie Tomasetti to Accountant I effective January 23, 2025.
13. Eliminate one full-time Accounting Clerk position effective January 23, 2025.
14. Approve the Raffle Permit Application Request of the Hibbing Little League Incorporated to hold their raffle on Friday, July 25, 2025 at the Hibbing Little League Field  
  
Raffle Permit #25-01-04
15. Approve the Raffle Permit Application Request of the Greenhaven Parent Teacher Organization to hold their raffle on February 28, 2025 at the Greenhaven School  
  
Raffle Permit #25-01-05
16. Approve the Raffle Permit Application Request of the Hibbing Cheer Boosters to hold their raffle on February 28, 2025  
  
Raffle Permit #25-01-06
17. Approve the Raffle Permit Application Request of the Hibbing High School Trap Shooting Team on Saturday, May 17, 2025 at the Hibbing Trap Club  
  
Raffle Permit #25-01-07
18. Approve the Temporary On-Sale Liquor License Application of Boomtown Group Catering to dispense alcohol at the MN North College - Hibbing Campus on Friday, January 23, 2025
19. Approve the Special Event Permit Application of the Vintage Iron on the Range Snowmobile Ride to Palmer's Tavern on Saturday, February 15, 2025

20. Approve the Secondhand Good Dealer Application of ecoATM LLC and Sean Flaherty at 12080 Highway 169 W, Hibbing MN (Inside Walmart2937) pending successful background check
21. Authorize the Hibbing City Council to attend the Habitat For Humanity Dinner on Thursday, February 27, 2025 at the Mountain Iron Community Center
22. Set the next Regular Hibbing City Council Meeting for Wednesday, February 5, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber
23. Set the next Hibbing City Council Workshop Meeting for Wednesday, February 5, 2025 following the Regular City Council meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber

**VII. PUBLIC FORUM:**

**VIII. DEPARTMENT AND COMMITTEE REPORTS:**

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

- a. Authorize the Mayor and City Clerk-Deputy Administrator to sign the Lease Agreement between the Chisholm-Hibbing Airport Authority and the City of Hibbing for the property located at 11215 Highway 37, Hibbing

**2. Community Development Director Betsy Olivanti**

- a. Approve the professional services agreement with Miriam Kero Consulting for services to submit application to MN LCCMR grant.
- b. Request for Offer - Gust Erickson Road (141-0040-02320)
- c. Approve Resolution 25-01-06 Authorizing Internal Loan for Advance of Certain Costs in Connection with a Tax Increment Financing District
- d. Request to add funds from undesignated to the land acquisition fund (406).
- e. 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 \$400,000.

**3. City Attorney Andy Borland**

- a. Offer RESOLUTION NO. 25-01-08 CALLING FOR A PUBLIC HEARING ON THE PROPOSAL TO ADOPT A FIVE-YEAR CAPITAL IMPROVEMENT PLAN UNDER MINNESOTA STATUTES, SECTION 475.521

**4. Finance Director-Treasurer Sheena Mulner**

- a. Approve the 1% sewer/stormwater rate increase as budgeted effective 2/1/25

**5. City Engineer Jesse story**

- a. Requesting council authorization to advertise and go out for public bid on Bid Package #1 for the Hibbing Public Safety Building project.
- b. Offer RESOLUTION NO. 25-01-09 SUPPORT FOR THE HIGHWAY 169 CORRIDOR STUDY

**IX. BIDS AND QUOTES:**

**1. Foreman Jim Watkins**

- a. Approve the purchase of 100 - 300-gallon refuse containers from Snyder Refuse in the amount of \$42,850.00

**X. ADJOURNMENT:**

PACKET: 03814 Regular Payments 01/17/25  
 VENDOR SET: 01  
 BANK : APBNK US BANK  
 \*\*\*\*\* CHECK LISTING \*\*\*\*\*

VENDOR	NAME / I. D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003091	A G O'BRIEN PLUMBING & HEATING CO I-PAY APP#4 12/31/24	PAY APP #4/HBG C HALL BLDG RN	R	1/17/2025		97,176.00CR	179179	97,176.00
000658	AIRGAS USA, LLC I-5512945986 I-5512946399 I-5512946561 I-9500885896	ACETYLENE/ARGON/HELIUM/OXYGEN OXYGEN ARGON/ACETYLENE/OXYGEN ARGON/OXYGEN	R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025		614.92CR 44.39CR 137.07CR 2,403.69CR	179180 179180 179180 179180	3,200.07
003359	ALLSTATE PETERBILT-SUPERIOR/DULUTH I-3204171682	OIL FLTR ELEM/KIT FUEL FLTR/AI	R	1/17/2025		809.44CR	179181	809.44
005235	AMAZON CAPITAL SERVICES, INC. I-171Q-1VQY-GKNE I-1JUD9-JM11-FXPD I-1KGS-L6Q9-F4C9 I-1TGV-VYIC-F4RJ I-1XCH-WQPM-DNNC I-1YKH-7T6C-D364	CANDY/PACKING TAPE/SOAP/BAGS KEYBOARD/MOUSE/UPS SYSTEM CARABINERS/CLIP/DVD DRIVE/MATS TRANSMITER/WHL LUG NUT/MIRROR VOICE RECORDER/WATER BOTTLE VACUUM CLNR/FIRE OFFICER EXAM	R R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		1,911.21CR 235.67CR 415.82CR 817.44CR 611.63CR 267.27CR	179182 179182 179182 179182 179182 179182	4,259.04
000202	ARROWHEAD LIBRARY SYSTEM I-00015246	DEC 2024 OVERDUE NOTICES	R	1/17/2025		19.75CR	179183	19.75
002579	ASCAP I-500584885/2025	2025 ANN LICENSE FEES/SCHED C	R	1/17/2025		500.00CR	179184	500.00
005605	ASCENDANCE TRUCKS CENTRAL, LLC C-XA178001814:01 I-RA178000323:01 I-RA178000401:01 I-XA178001575:01 I-XA178001810:01	CR/WINTERFRONT GRILLE ENGINE DERATING/SENSOR ENG DERATING/TEMPS/FUEL DOSER WINTERFRONT GRILLE ELBOW DRAIN HOSE/HEATER/SLEEVE	R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		607.08 408.24CR 1,916.31CR 607.08CR 64.59CR	179185 179185 179185 179185 179185	2,389.14
003467	AT&T MOBILITY I-287290853786 DEC24 I-287311447666 DEC24	ACT 287290853786 DEC 24 ACT 287311447666 DEC 24	R R	1/17/2025 1/17/2025		4,100.64CR 1,679.11CR	179186 179186	5,779.75
005600	ATOZDATABASES I-134481	A TO Z SUBSCRIPTION 2025	R	1/17/2025		1,236.00CR	179187	1,236.00
001744	BARR ENGINEERING 2 I-23692742.01-4 I-23692856.00-7	CAREY LK CAMPERND PH2 11/29/24 PARKS & TRAILS M PLAN 12/13/24	R R	1/17/2025 1/17/2025		45,154.46CR 8,455.50CR	179188 179188	53,609.96

*1/17/25*  
*Carol Wawelek*  
*ck# 179179-179271*

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002754	BLUE CROSS BLUE SHIELD OF MN AND BLUE PLUS		R	1/17/2025		4,933.20CR	179189	
	I-FEB 25 40001	ACT 2007540001 FEB 25	R	1/17/2025		21,942.00CR	179189	
	I-FEB 25 40000	ACT 1001651141000 FEB 25	R	1/17/2025		209.00CR	179189	
	I-FEB 25 81000	ACT 1006210280000 FEB 25	R	1/17/2025		21,942.00CR	179189	49,026.20
	I-JAN 25 41000	ACT 1001651141000 JAN 25	R	1/17/2025				
000360	BOB HECIMOVICH MECHANICAL CONTRACTING INC		R	1/17/2025		851.73CR	179190	
	I-4421	LEAK/CONDENSATE LINE/PIPE	R	1/17/2025		625.00CR	179190	
	I-4422	SHOWER HEADS/CLN REPL O-RINGS	R	1/17/2025		444.38CR	179190	
	I-4423	REPL SOLENOID VALVE/DR FOUNTAI	R	1/17/2025		125.00CR	179190	2,046.11
	I-4424	NO HEAT/BOILERS OUT	R	1/17/2025				
004037	BOUGALIS INC.		R	1/17/2025		3,200.00CR	179191	
	I-6933	DESIGN WK & SCOPE LTR/MINEVIEW	R	1/17/2025		2,500.00CR	179191	5,700.00
	I-6935	DOLI PLAN REVIEW/MINEVIEW	R	1/17/2025				
002495	BOUND TREE MEDICAL		R	1/17/2025		371.48CR	179192	
	I-85593429	ADENOSINE/GLUTOSE	R	1/17/2025		57.78CR	179192	
	I-85593430	CURAPLEX HOT PACK	R	1/17/2025		164.50CR	179192	593.76
	I-855603168	IV CATHETER	R	1/17/2025				
005674	BRUNTON ARCHITECTS, LTD		R	1/17/2025		117,054.84CR	179193	117,054.84
	I-24475-1-002	FIXED FEE SVCS THRU 12/31/24	R	1/17/2025				
000046	CARQUEST AUTO PARTS		R	1/17/2025		22.00	179194	
	C-5077-206546	CORE RTN/BATTERY/206543	R	1/17/2025		21.59CR	179194	
	I-5077-206521	WASHER NOZZLE	R	1/17/2025		96.44CR	179194	
	I-5077-206533	8G-8FJX/HOSE	R	1/17/2025		17.02CR	179194	
	I-5077-206539	WIPER NOZZLES	R	1/17/2025		175.93CR	179194	
	I-5077-206543	BATTERY	R	1/17/2025		83.98CR	179194	
	I-5077-206555	AIR/AIR ELEMENT/FUEL/INTERCHAN	R	1/17/2025		28.07CR	179194	
	I-5077-206613	PULLEY	R	1/17/2025		56.36CR	179194	
	I-5077-206620	4G-6FFORX/HOSE	R	1/17/2025		336.88CR	179194	
	I-5077-206674	8G-8FJX/SYDR FTNGS/HOSE	R	1/17/2025		33.99CR	179194	
	I-5077-206675	50 AMP CIRCUIT BREAKER	R	1/17/2025		51.52CR	179194	
	I-5077-206678	HOSE/HYD FITTING	R	1/17/2025		15.58CR	179194	
	I-5077-206679	LICENSE LAMP	R	1/17/2025		49.68CR	179194	
	I-5077-206718	CAB AIR ELEMENT	R	1/17/2025		49.47CR	179194	
	I-5077-206722	LUBE/AIR/FUEL FILTER	R	1/17/2025		200.24CR	179194	
	I-5077-206735	8G-8FJX/HOSE	R	1/17/2025		138.76CR	179194	
	I-5077-206753	OIL & AIR FILTERS/FUEL	R	1/17/2025		9.87CR	179194	
	I-5077-206756	FUEL CAP	R	1/17/2025		277.98CR	179194	
	I-5077-206759	AIR DRYER	R	1/17/2025		174.74CR	179194	
	I-5077-206767	BATTERY/POST BATT CLEANER	R	1/17/2025		8.92CR	179194	
	I-5077-206775	DIELECTRIC GREASE	R	1/17/2025		58.59CR	179194	
	I-5077-206794	RAVEN PWDR FREE	R	1/17/2025		93.64CR	179194	
	I-5077-206806	8G-8FJX/HOSE	R	1/17/2025		31.21CR	179194	
	I-5077-206898	AIR	R	1/17/2025		89.96CR	179194	2,078.42
	I-5077-206922	8G-10FJX/HOSE	R	1/17/2025				

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003604	CENTURY LINK I-6315 JAN 25	ACT 218-263-6315 JAN 25	R	1/17/2025		154.58CR	179195	154.58
005521	CINTAS CORP I-DEC 2024	DECEMBER 2024 CINTAS	R	1/17/2025		3,661.28CR	179196	3,661.28
000025	COMMERCIAL REFRIG SYSTEMS I-47481	20 GAL RO-30 OIL	R	1/17/2025		920.00CR	179197	920.00
002755	COMO OIL & PROPANE I-1515619556 I-1515728629 I-1515891423	56.10 PROPANE 84.50 PROPANE 124.78 PROPANE	R R R	1/17/2025 1/17/2025 1/17/2025		124.96CR 185.96CR 137.60CR	179198 179198 179198	448.52
003494	COMPASS MINERALS I-1419327 I-1419962	BULK HIGHWAY COARSE BULK HIGHWAY COARSE	R R	1/17/2025 1/17/2025		2,092.75CR 2,096.10CR	179199 179199	4,188.85
000045	COMPUDYNE LLC DBA INTEGRIS LLC I-558872	FIXED FEE/DATA/SERVER REFRESH	R	1/17/2025		12,000.00CR	179200	12,000.00
005211	CTC I-21507282	INTERNET/PHONES1/12/25-2/11/25	R	1/17/2025		4,823.90CR	179201	4,823.90
003937	CULLIGAN OF NORTHEAST MN-VIRGINIA I-425X02089700 I-425X02095004	BOTTLED WATER DELIVERED BOTTLED WATER DELIVERED	R R	1/17/2025 1/17/2025		127.70CR 49.15CR	179202 179202	176.85
005636	CUSTOM TRUCK ONE SOURCE, L.P. I-2025002280737	PUMP WATER CW B3Z ROPE	R	1/17/2025		853.86CR	179203	853.86
002706	DOMINOS PIZZA I-12/18/24	PIZZAS	R	1/17/2025		47.20CR	179204	47.20
000565	EARL F ANDERSEN, INC I-0138491-IN	SIGN BRACKETS/CROSSPIECE/HIP	R	1/17/2025		770.52CR	179205	770.52
005694	EHLERS I-1420	2024 CONT DISCLOSURE REPORTING	R	1/17/2025		3,850.00CR	179206	3,850.00
005532	EMS MANAGEMENT & CONSULTANTS, INC I-EMS-011613	DEC 24 EMS FEE	R	1/17/2025		5,152.96CR	179207	5,152.96

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000344	EXPRESS PRINT I LTD I-69750HPD	PARKING TICKETS	R	1/17/2025		351.00CR	179208	351.00
001626	FRED FAUST I-217792	HD FLG NUTS GR 8	R	1/17/2025		109.00CR	179209	109.00
002922	FIRE SAFETY USA, INC I-196273	SENSIT COMBO GAS/METHANE	R	1/17/2025		369.25CR	179210	369.25
003080	FLAHERTY & HOOD, PA I-22480	LABOR/EMPL/CONS SVCS 12/24	R	1/17/2025		1,240.00CR	179211	1,240.00
000790	FORCE AMERICA I-IN001-2028347 I-IN001-2030904 I-IN001-2031678	CABLE/SPLITTER CLAMP STYLE PULSE SENSOR CABLE MALE/3 POSITION FEMALE	R R R	1/17/2025 1/17/2025 1/17/2025		223.36CR 386.45CR 209.39CR	179212 179212 179212	819.20
000026	FORD OF HIBBING I-1 I-182621 I-20004303 I-20004304 I-20004305 I-3 I-3A I-525356 I-525398	RUST PROOF UNDERCOAT NO PWR STEERING/PROGRAM MODULE 2024 FORD F150 2024 FORD F150 2024 FORD F150 RUST PROOF UNDERCOAT RUST PROOF UNDERCOAT FILTER ASY/ELEMENT AS FRONT&REAR MATS/KITS-MUDF	R R R R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		895.00CR 49.95CR 48,564.55CR 48,564.55CR 48,564.55CR 895.00CR 895.00CR 77.12CR 1,109.76CR	179213 179213 179213 179213 179213 179213 179213 179213 179213	149,615.48
002262	FRABONIS WHOLESALSA DIV I-736685	TACO MEAT/CHEESE	R	1/17/2025		55.00CR	179214	55.00
003748	FRONTIER PRECISION INC I-INV316219	SOFTWARE MAINT/HARDWARE/FIRM	R	1/17/2025		1,763.50CR	179215	1,763.50
002863	GARTNER REFRIGERATION COMPANY I-102962 I-102963	INSTALL FILTERS IN AHU'S/VALVE REPLACED VALVE ACTUATOR	R R	1/17/2025 1/17/2025		3,310.00CR 799.02CR	179216 179216	4,109.02
002914	GENERAL WASTE I-3132	C&D BY YD & TON	R	1/17/2025		5,941.92CR	179217	5,941.92
005695	GO SAFE TECHNOLOGY, INC. I-1512	LAW ENF PKG MOBILE SAFE	R	1/17/2025		624.95CR	179218	624.95

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000261	GOPHER STATE ONE CALL I-4120474	DEC 2024 EMAIL/VOICE	R	1/17/2025		43.20CR	179219	43.20
000538	H&L MESABI COMPANY I-43812 I-43816	CARBIDE BIT MT ENDS/CENTER BLADE/BOLT	R R	1/17/2025 1/17/2025		2,600.00CR 941.48CR	179220 179220	3,541.48
000535	HART ELECTRIC OF NORTHERN MINNESOTA INC. I-470395 I-470396 I-470397 I-470398 I-470399 I-470400 I-470400 I-PAY APP#3 12/31/24	REPAIR LIGHT FIXT/GRNHVN RINK ADD/REPAIR/CHANGE/DEMO/WIRE REPL FLAG LIGHT/1ST AVE BLVD ADD RECEPT/MINEVIEW BLDGS MNT FUEL GAR FUEL BRKR/CONDUIT REPL BRKR/PNL/RECEPT/RACEWAY PAY APP#3/C HALL BLDG RENO	R R R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		220.00CR 1,848.83CR 587.00CR 673.56CR 1,613.89CR 736.00CR 4,086.14CR	179221 179221 179221 179221 179221 179221 179221	9,765.42
000488	IMPERIALDADE (FRMLY DALCO) I-4322597 I-4323429 I-4324700 I-4325261 I-4329363 I-4329367	ROLL TOWELS/DISINFECTANT DRAIN & SEWER CARE/BAGS/CLNR SVC CALL/KILL SAFETY SWITCH DRAIN & SEWER RR CARE/HEPA BAG DRAIN & SEWER CARE/HEPA BAGS FLANNEL RAGS	R R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		325.40CR 101.13CR 90.50CR 329.82CR 130.80CR 258.04CR	179222 179222 179222 179222 179222 179222	1,235.69
005009	INGRAM LIBRARY SERVICES I-63135889	BOOKS/COVERS/LABELS	R	1/17/2025		38.63CR	179223	38.63
003574	INNOVATIVE OFFICE SOLUTIONS, LLC FRMLY NBP I-CIN126631 I-CIN126684 I-IN4727286 I-IN4728128 I-IN4729746 I-IN4730436 I-IN4733062 I-IN4734138 I-IN4734192 I-IN4735065 I-IN4739742	CONF TABLE & 20 CHAIRS FURNITURE INSTALLATION CLEANER/LAUNDRY SOAP/LINER SCRUB DADDY SCRUBBER EAR MUFFS/HARDHAT CHAIRMATS 2 CUSTOM STAMPS FOLDER HANG/BOX POUCH WIPER BLUE HYDROKNIT PAPER	R R R R R R R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		18,047.43CR 77.00CR 678.87CR 73.60CR 266.53CR 523.98CR 49.16CR 338.70CR 60.74CR 162.72CR 237.45CR	179224 179224 179224 179224 179224 179224 179224 179224 179224 179224 179224	20,516.18
005546	IRON RANGE MANAGEMENT LLC I-01/16/25	HEDA LOAN DRAW #11	R	1/17/2025		22,250.00CR	179225	22,250.00

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001473	IRON RANGE TIRE SERVICE	FLAT REPAIR/JD LOADER	R	1/17/2025		237.75CR	179226	
	I-35392	CONTROL ARM/BALL JOINTS/ALLIGN	R	1/17/2025		859.50CR	179226	1,097.25
	I-35411							
005693	JETZ ENTERPRISES, INC.	BANQUET TABLES & CHAIRS/FD	R	1/17/2025		298.60CR	179227	298.60
	I-190							
000285	L & L RENTALS INC	33 PROPANE FILL	R	1/17/2025		82.50CR	179228	
	I-1-204144	100LB PROPANE FILL	R	1/17/2025		176.00CR	179228	
	I-1-204305	HYD FILTER/FUEL FILTER ELEMENT	R	1/17/2025		332.84CR	179228	591.34
	I-1-204354							
000334	L & M FLEET SUPPLY	BATTERIES/WATER/ZIP&CABLE TIES	R	1/17/2025		55.91CR	179229	
	I-9553750	EXT CORDS/LIGHTS	R	1/17/2025		311.37CR	179229	
	I-9553768	ICE KNEELING PAD	R	1/17/2025		32.28CR	179229	
	I-9562209	BAR & CHAIN OIL	R	1/17/2025		49.38CR	179229	
	I-9566550	WINDSHIELD WASH REPEL	R	1/17/2025		22.74CR	179229	
	I-9568032	SPRING WATER	R	1/17/2025		37.00CR	179229	
	I-9573147	SAFETY BOOTS/D NEUENSCHWANDER	R	1/17/2025		128.24CR	179229	
	I-9575935	STRIKE ANCHOR	R	1/17/2025		40.92CR	179229	
	I-9579168	DRILL BIT SET/WRENCH/BATTERY	R	1/17/2025		148.86CR	179229	
	I-9582314	ORANGE PAIL	R	1/17/2025		12.81CR	179229	
	I-9584611	WINDSHIELD WASH/GLUE GEL	R	1/17/2025		8.24CR	179229	
	I-9585189	SPRING WATER	R	1/17/2025		25.90CR	179229	
	I-9585444	CHARGER/EXT CORDS	R	1/17/2025		98.76CR	179229	
	I-9586809	SURESOFT PELLETS	R	1/17/2025		346.50CR	179229	
	I-9587344	EXT CORDS/CONNECTOR	R	1/17/2025		16.13CR	179229	
	I-9587850	ADHESVIE REMOVER/HEAT GUN	R	1/17/2025		58.88CR	179229	
	I-9589554	WATER HEATER T&P VALVE	R	1/17/2025		20.89CR	179229	
	I-9590812	RURAL MAILBOX/SOCKET/MT BOARD	R	1/17/2025		62.66CR	179229	
	I-9590968	SNOW BRUSH SCRAPER/BAM BLADES	R	1/17/2025		33.22CR	179229	
	I-9591008	THROTTLE CABLE	R	1/17/2025		32.29CR	179229	
	I-9591010	SPRING WATER	R	1/17/2025		25.90CR	179229	1,568.88
005208	LAKE SUPERIOR CUTTING EDGE	ZAMBONI BLADE	R	1/17/2025		100.00CR	179230	100.00
	I-INV-220400723							
001499	LEAGUE OF MINNESOTA CITIES	MN MAYOR 2025 MBRSHIP/P HYDUKE	R	1/17/2025		30.00CR	179231	30.00
	I-2025 MBRSHIP							
005445	LIFE-ASSIST, INC	I GEL RESUS PACK/EPINEPHRINE	R	1/17/2025		1,374.79CR	179232	
	I-1544045	BLUE SENSOR ELECTRODE	R	1/17/2025		542.50CR	179232	
	I-1544046	TEMPUS CABLE/DEFIB PADS	R	1/17/2025		939.45CR	179232	
	I-1544047	TUBE INTRODUCER	R	1/17/2025		704.96CR	179232	3,561.70
	I-1545320							

PACKET: 03814 Regular Payments 01/17/25  
 VENDOR SET: 01  
 BANK : APBNK US BANK

\*\*\*\* CHECK LISTING \*\*\*\*

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005231	LOCKRIDGE GRINDAL NAUEN P.L.L.P. I-117807	JAN 2025 PROF SVCS	R	1/17/2025		3,300.00CR	179233	3,300.00
002751	LOWES HOME CENTERS, INC I-99006569174 DEC24	ACT 99006569174 DEC 24	R	1/17/2025		187.28CR	179234	187.28
001311	MARK'S WELL & PUMP I-7467	TROUBLE SHOOT KELLY LK PUMP	R	1/17/2025		375.00CR	179235	375.00
003109	MARS SUPPLY I-30562145	(AKA W.P. & R.S. MARS) LITHIUM BATTERY	R	1/17/2025		27.70CR	179236	27.70
002867	MEDIACOM LLC I-3244 JAN 25	ACT 8384923250093244 JAN 25	R	1/17/2025		326.91CR	179237	326.91
002208	MESABA HEATING, A/C, AND PLUMBING I-103682	REMOVE OLD & INSTALL NEW FURNA	R	1/17/2025		6,250.00CR	179238	6,250.00
002910	MESABI GLASS, WINDOW & DOOR, INC I-PAY APP#2 12/31/24	PAY APP #2/C HALL RENOVATIONS	R	1/17/2025		16,993.60CR	179239	16,993.60
001172	MIDWEST COMMUNICATIONS I-690365-1	WUSZ/CHRISTMAS MUSIC	R	1/17/2025		300.00CR	179240	300.00
000492	MIDWEST TAPE I-5065561128	DVD	R	1/17/2025		16.99CR	179241	16.99
005597	MITCHELL 1 I-32123097	SK REPAIR CONNECT PLUS NEXIQ	R	1/17/2025		1,036.80CR	179242	1,036.80
005460	MJM MEDICAL DIRECTION CONSORTIUM I-1604	2025 MEDICAL DIRECTION	R	1/17/2025		9,600.00CR	179243	9,600.00
003366	MN DEPT OF LABOR AND INDUSTRY I-4TH QTR DEC 24	4TH QTR DEC 24 ST SURCHARGE	R	1/17/2025		1,542.02CR	179244	1,542.02
000929	MN GFOA - TREASURER I-1774 I-1776	2025 MBRSHIP RENEW/S MULNER 2025 MBRSHIP RENEW/E SCHIRMER	R	1/17/2025		70.00CR 70.00CR	179245 179245	140.00
003145	MN POLLUTION CONTROL AGENCY I-9900072906	AGENCY A/B EXAM/REFRESH/C SCHLIESMAN	R	1/17/2025		585.00CR	179246	585.00

PACKET: 03814 Regular Payments 01/17/25  
 VENDOR SET: 01  
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\*\*\*\* CHECK LISTING \*\*\*\*

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
002226	MN PUBLIC FACILITIES AUTHORITY I-2025 PFA INT PMT	2025 PFA INT PMT	R	1/17/2025		10,400.17CR	179247	10,400.17
001238	MN STATE FIRE CHIEFS ASSO I-8428	MEMBERSHIP RENEWAL THRU 12/31/25	R	1/17/2025		735.00CR	179248	735.00
000570	MTI DISTRIBUTING I-1459317-00	SVC/BELTS	R	1/17/2025		244.23CR	179249	244.23
002710	NAPA SUPPLY OF HIBBING I-492677	WHEEL CHARGER	R	1/17/2025		525.00CR	179250	525.00
000415	NORTH COUNTRY GM (FORMERLY RANGER CHEV.) I-215768 I-217601 I-HIBBING24-104	FRONT CAMERA INOP/23 CHEVY TRA REPL HARNESS/23 CHEVY TRAVERSE 25 CHEVY EQUINOX LT	R	1/17/2025		1,113.90CR 1,949.90CR 32,125.00CR	179251 179251 179251	35,188.80
002935	O'REILLY AUTO PARTS I-1824-163076 I-1824-163443 I-1824-164952	5QT MOTOR OIL BRAKE CLN/TIRE INFLATE/FLUID ERASER WHEEL	R	1/17/2025		75.90CR 136.86CR 35.15CR	179252 179252 179252	247.91
003785	PETROCHOICE LUBRICATION SOLS. (FRMR ANDERSON) I-51768359	1.0 DPLX 21C HYDRA 1000 ISO 32	R	1/17/2025		794.32CR	179253	794.32
000491	PORTABLE JOHN SERVICES INC (FORMERLY CARPENTER) I-34431 I-34432 I-34461 I-34642 I-34643 I-34644	VET'S SLD HILL 11/11-12/8/24 JEFFERS SKT RINK 11/11-12/8/24 SKI TRL/CAREY LK 12/9-1/5/25 VETS SLDG HILL 12/9-1/5/25 JFFR SKATE RINK 12/9-1/5/25 RECYCLE CTR 12/9-1/5/24	R	1/17/2025		12.43CR 12.43CR 168.00CR 84.00CR 84.00CR 84.00CR	179254 179254 179254 179254 179254 179254	444.86
001235	POWERPLAN OIB (FORMERLY NORTRAX) I-2462551	HYD QUICK CONN COUPLER	R	1/17/2025		135.44CR	179255	135.44
003949	QUADIENT LEASING USA, INC. (MAIL FINANCE -NEOPOST) I-Q1676287	LEASE PMT 2/9/25-5/8/25	R	1/17/2025		586.80CR	179256	586.80
000077	RADKO IRON & SUPPLY INC I-21226/1 I-21321/1 I-21331/1 I-21356/1 I-21377/1 I-21414/1 I-21451/1	ROTARY HAND PUMP ADPTR BUSHING/M O-RING SKID STEER PLATE/RECEIVER TUBE LCK TELESCOPING POLE/BRUSH MICRO CHAINSAW CHAIN BARREL PUMP 5/8 MULTI PURPOSE HOSE	R	1/17/2025		49.99CR 14.48CR 279.98CR 23.98CR 21.99CR 21.99CR 8.94CR	179257 179257 179257 179257 179257 179257 179257	421.35

PACKET: 03814 Regular Payments 01/17/25  
 VENDOR SET: 01  
 BANK : APBNK US BANK

\*\*\*\* CHECK LISTING \*\*\*\*

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005244	RMB ENVIRONMENTAL LABORATORIES, INC.	INFLEUNT & EFFLUENT 12/19/24	R	1/17/2025		311.20CR	179258	
	I-D069826	INFLEUNT & EFFLUENT 12/23/24	R	1/17/2025		102.41CR	179258	
	I-D069878	INFLEUNT & EFFLUENT 12/26/24	R	1/17/2025		132.51CR	179258	
	I-D069897	INFLEUNT & EFFLUENT 12/26/24	R	1/17/2025		102.41CR	179258	
	I-D069899	INFLEUNT & EFFLUENT 12/30/24	R	1/17/2025		102.41CR	179258	
	I-D069956	INFLEUNT & EFFLUENT 12/30/24	R	1/17/2025		102.41CR	179258	
	I-D069957	INFLEUNT & EFFLUENT 1/2/25	R	1/17/2025		132.51CR	179258	985.86
	I-D070017							
003772	ROSENBAUER MINNESOTA, LLC	LIGHT LED POLISHED CAST HSNB	R	1/17/2025		460.18CR	179259	460.18
	I-0000072946							
000520	SAMMY'S PIZZA & RESTAURANT (TRM, INC.)	PIZZA/SOUP/SALAD/SAUCE/MOZZAR	R	1/17/2025		69.84CR	179260	
	I-12/11/24	PIZZA/COMBO PLATTER	R	1/17/2025		130.32CR	179260	200.16
	I-12/18/24							
004979	SELLMAN BORLAND & SIMON PLLC	DEC 24 HEDA LGL SVCS	R	1/17/2025		2,020.00CR	179261	
	I-DEC 24 HEDA	DEC 2024 HEDA COSTS	R	1/17/2025		46.00CR	179261	2,066.00
	I-DEC 24 HEDA COSTS							
004131	SHRED-N-GO, INC.	SHRED SVCS THRU 1/12/25	R	1/17/2025		143.94CR	179262	
	I-177551	SHRED SVCS THRU 1/12/25 LIBR	R	1/17/2025		83.93CR	179262	227.87
	I-177611							
000462	SULLIVAN CANDY AND SUPPLY	AIRHEADS/SP KIDS/HOT CHOC PKTS	R	1/17/2025		48.66CR	179263	
	I-703455	GATORADE/ROOT BEER/COKE/DR	R	1/17/2025		135.00CR	179263	
	I-703854	AIRHEADS/CANDY/POP/SNACK MIX	R	1/17/2025		195.47CR	179263	
	I-703873	GATORADE/ROOT BEER	R	1/17/2025		55.00CR	179263	
	I-703916	410001/SMART SCREEN	R	1/17/2025		116.86CR	179263	
	I-704021	FOLGERS COFFEE	R	1/17/2025		34.00CR	179263	584.99
	I-704175							
003966	SYMBOL ARTS	BADGE/HPD	R	1/17/2025		80.00CR	179264	80.00
	I-0514601							
003130	TONER PLANET PACK N SHIP	CR/RTN/APRONS/DISCOUNT	R	1/17/2025		48.73	179265	
	C-378680	UPS GRND/BCA/ST PAUL	R	1/17/2025		10.56CR	179265	
	I-377077	USPS GRND/BCA/BEMIDJI	R	1/17/2025		8.73CR	179265	
	I-377252	BUCKETS/PLANTERS/BERRIES/BELLS	R	1/17/2025		464.13CR	179265	
	I-378442	APRONS	R	1/17/2025		64.98CR	179265	499.67
	I-378625							

PACKET: 03814 Regular Payments 01/17/25  
VENDOR SET: 01  
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\*\*\*\* CHECK LISTING \*\*\*\*

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005692	U.S. HIGHWAY 169 RANGE GATEWAY COALITION I-1007	MBSHIP DUES-LARGE CITY/24-25	R	1/17/2025		5,000.00CR	179266	5,000.00
001230	UNITED TRUCK BODY COMPANY I-S 11383	POWER/GROUND CABLE TRUCK SIDE	R	1/17/2025		91.48CR	179267	91.48
005463	VALVOLINE INSTANT OIL CHANGE I-197707 I-197718 I-197982 I-198027	OIL CHANGE/6857 OIL CHANGE/4015 OIL CHANGE/8100 OIL CHANGE/6858	R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025		65.60CR 65.60CR 47.58CR 65.60CR	179268 179268 179268 179268	244.38
000918	VISA - PARK STATE BANK (FORMERLY AMERICAN BANK) I-1125 DEC 24 I-8089 DEC 24 I-8345 DEC 24 I-8824 DEC 24 I-9749 DEC 24 I-9939 DEC 24	ACT 1125 DEC 24 ACT 8089 DEC 24 ACT 8345 DEC 24 ACT 8824 DEC 24 ACT 9749 DEC 24 ACT 9939 DEC 24	R R R R R R	1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025 1/17/2025		1,571.41CR 108.55CR 1,282.50CR 3,270.75CR 1,314.80CR 169.33CR	179269 179269 179269 179269 179269 179269	7,717.34
000382	WA FISHER CO I-115943	DEC 24 MAINT/WEB HOST/DOMAIN	R	1/17/2025		365.00CR	179270	365.00
003227	WITMER PUBLIC SAFETY GROUP, INC I-INV604362	ZIP JOB SHIRTS	R	1/17/2025		162.42CR	179271	162.42

PACKET: 03814 Regular Payments 01/17/25  
 VENDOR SET: 01  
 BANK : APENK US BANK

\*\*\* DRAFT/OTHER LISTING \*\*\*

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
005666	ALERUS RETIREMENT AND BENEFITS I-C166736	COBRA MO SVC FEE DEC 24	D	1/17/2025		61.20CR	001452	61.20
005476	WEX HEALTH INC. I-0002087564-IN	WEX HEALTH DEC 24	D	1/17/2025		423.75CR	001453	423.75

NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
93	0.00	721,254.22	721,254.22
0	0.00	0.00	0.00
0	0.00	0.00	0.00
2	0.00	484.95	484.95
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
95	0.00	721,739.17	721,739.17

\* \* T O T A L S \* \*  
 REGULAR CHECKS:  
 HANDWRITTEN CHECKS:  
 PRE-WRITE CHECKS:  
 DRAFTS:  
 VOID CHECKS:  
 NON CHECKS:  
 CORRECTIONS:  
 REGISTER TOTALS:

PACKET: 03814 Regular Payments 01/17/25

\*\*\* DRAFT/OTHER LISTING \*\*\*

VENDOR SET: 01

BANK : APBNK US BANK

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
179189	01-002754	BLUE CROSS BLUE SHIELD OF MN	2	CHECK DATE < PAY DATE	TRAN NO#: I-FEB 25 40001
179189	01-002754	BLUE CROSS BLUE SHIELD OF MN	2	CHECK DATE < PAY DATE	TRAN NO#: I-FEB 25 41000
179189	01-002754	BLUE CROSS BLUE SHIELD OF MN	2	CHECK DATE < PAY DATE	TRAN NO#: I-FEB 25 80000

TOTAL ERRORS: 0 TOTAL WARNINGS: 3

PACKET: 03814 Regular Payments 01/17/25  
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	1/2025	183,759.14CR
211	1/2025	6,776.62CR
250	1/2025	22,250.00CR
255	1/2025	2,308.97CR
308	1/2025	550.00CR
311	1/2025	550.00CR
312	1/2025	550.00CR
313	1/2025	550.00CR
392	1/2025	550.00CR
396	1/2025	550.00CR
400	1/2025	426,404.48CR
431	1/2025	802.05CR
602	1/2025	67,903.48CR
603	1/2025	7,822.45CR
605	1/2025	411.98CR

=====  
ALL 721,739.17CR  
=====

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

**Payroll Recap & Funding**  
 Biweekly Regular 01/17/2025

Pay Date: 01/17/2025

**Payroll Overview**

Payroll	Biweekly Regular 01/17/2025		
Pay Date	01/17/2025		
# Employees		173	
# Paid Employees		173	
# Regular	173		
# Pay Periods		1	
Base Compensation Changes		141	
New Hires		1	
Terminations		1	

**Employee Payments**

	#	EE's	\$ Amount
Direct Deposits Debited	236	172	267,448.06 <sup>D</sup>
<b>Total</b>			<b>267,448.06</b>
(D) POD6   UKG Payroll Services Admin Debit			<b>-267,448.06</b>
Your Remaining Bank Account Liability			<b>0.00</b>
Vouchers Printed	0		
Vouchers Suppressed	0		

**Taxes**

	EIN	EE's	\$ Amount
FIT/EE	41-6005232	138	34,512.65 <sup>D</sup>
FICA/ER	41-6005232	116	13,239.00 <sup>D</sup>
FICA/EE	41-6005232	116	13,239.00 <sup>D</sup>
MEDI/ER	41-6005232	173	5,725.82 <sup>D</sup>
MEDI/EE	41-6005232	173	5,725.82 <sup>D</sup>
SIT:MN/EE	8022766	145	16,633.00 <sup>D</sup>
<b>Total</b>			<b>89,075.29</b>
(D) POD6   UKG Payroll Services Admin Debit			<b>-89,075.29</b>
Your Remaining Tax Liability			<b>0.00</b>

**Vendor Liabilities**

	EE's	\$ Amount
AFLAC-WWHQ	5	278.18
AFSCME MN COUNCIL 65	61	3,777.66
City of Hibbing Insurance	127	138,220.00 <sup>D</sup>
EMPOWER	66	9,450.44
FIREFIGHTERS LOCAL #173 C/O	23	1,871.28 <sup>C</sup>
HIBBING POLICE ASSOCIATION	14	140.00 <sup>D</sup>
Lincoln Financial Group	16	3,734.13
MADISON NATIONAL LIFE	11	361.86
MAPE UNION ATTN: JULIE LEE	6	428.36 <sup>C</sup>
MINNESOTA TEAMSTERS NO. 320	3	345.00 <sup>C</sup>
MN CHILD SUPPORT PAYMENT CE	2	731.88 <sup>D</sup>
MN PERA	139	87,218.58
MN PUBLIC EMPLOYEES ASSOCIA	22	1,056.00 <sup>C</sup>
NATIONWIDE	13	1,865.00
RCB COLLECTIONS range credit b	1	121.20 <sup>C</sup>
U.S. Department of the Treasury	1	240.22 <sup>C</sup>
<b>Total</b>		<b>249,839.79</b>
(D) POD6   UKG Payroll Services Admin Debit		<b>-139,091.88</b>
(C) Vendor Checks		<b>-4,062.06</b>
Your Remaining Vendor Liability		<b>106,685.85</b>

**Total**

Total	<b>606,363.14</b>
POD6   UKG Payroll Services Admin Debit	<b>-495,615.23</b>
Total of Your Responsibility	<b>110,747.91</b>

**Recap**

POD6   UKG Payroll S	Date	Bank Account #	\$ Amount
Vendor Payment SPA	01/16/2025	x0087	139,091.88
Tax Payment	01/16/2025	x0087	89,075.29
Empl. Dir. Dep. SPA	01/16/2025	x0087	267,448.06
<b>Total Debits</b>			<b>495,615.23</b>

**Cash Requirements: x0087**

	\$ Amount
Vendor Payment SPA	139,091.88
Vendor Checks	4,062.06
Tax Payment	89,075.29
Empl. Dir. Dep. SPA	267,448.06
<b>Total</b>	<b>499,677.29</b>

**General Ledger Summary**

	Debit/Exp.	Credit/Liab.
Earning	429,777.09	
ER Deduction	158,881.18	1,259.95
ER Tax (Offset)	18,964.82	
ER Deduction (Offset)	1,259.95	158,881.18
Deduction	314.99	92,533.55
ER Tax		18,964.82
Tax		70,110.47
Direct Deposit		267,448.06
	<b>609,198.03</b>	<b>609,198.03</b>

**Comparison To Last Pay Period - Gross Wages**



**PR# 2-25**  
**12/28/24-01/10/2025**  
**PAID 01/17/2025**

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

Kronos SaaShr, Inc.  
 City of Hibbing



Generated: 01/15/2025 02:02p  
 Generated By: OWEN D. WALTERS  
 Page 1 of 2



## Request for Council Action

### City Council Action

### Description of Agenda Item

### Strategic Initiative

### Owner of Agenda Item

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

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

### Budgetary/Fiscal Impact

### Action Requested

### Attachments

1. Dec 2024 Police Activity Report

# HIBBING POLICE DEPARTMENT

## ACTIVITY

### December 2024

ASLT-3 DEG-SUBSTANTIAL BODILY HARM	1
ASLT-5 DEG-FEAR/INFLECT/ATTEMPT HARM	1
ASLT-DOMESTIC ASLT-FE	2
ASLT-DOMESTIC ASLT-MISD	1
ASLT-TERRORIST THREATS RECKLESS DISREGARD RISK	1
Aiding an Offender-Accomplice After the Fact- FE	1
CRIM DAM PROP-1 DEG-\$1001 AND GREATER	2
CRIM DAM PROP-TAMPERING W/MOTOR VEHICLE	1
Criminal Sexual Conduct - 5th Degree - Nonconsensua	1
DRUGS-5TH DEGREE-POSSESS-METHAM-F	1
Damage to Property - 3rd Degree - Reduce Value \$501	1
Disorderly Conduct-Brawling or Fighting- MS	3
Disorderly Conduct-Offensive/Abusive/Noisy/Obscene-	1
Domestic Assault-GM-Subsequent Violation-GM	1
Drivers Licenses-Operate Motor Vehicle after Licens	1
Drugs - 5th Degree - Possess Schedule 1/2/3/4 - Not	1
Drugs-3rd Deg-Poss Sch 1 or 2 Narcotic/LSD/MDA or M	1
FLEEING POLICE OFFICER	1
GOVT-OBSTRUCT LEGAL PROCESS-NO FORCE-MISD	1
HIB-Dog at Large	1
HIB-No Dog License	1
HIB-Noise Control/Loud Unnecessary Noise	1
HIB-Vaccination Requirements	1
Harassment; Restraining Order - Violate Restraining	1
MV Reg-Expired Tabs	2
Obstruct Legal Process-Interfere w/Peace Officer- G	1
TRAFFIC-ACCIDENTS-DRIVER FAILS TO STOP FOR ACCIDENT	1
TRAFFIC-DAR	6
TRAFFIC-DAS	1
TRAFFIC-INSURANCE-UNINSURED VEHICLE	1
TRAFFIC-Regulation-Driver Who Is Not Owner Must Lat	1
TRAFFIC-SCHOOL BUS-FAIL TO STOP	1
TRAFFIC-SPEED-EXCEED LIMIT	1
TRESPASSING-BUILDING OR DWELLING-M	1
Theft-Shoplifting-\$500 or less - M	11
Traffic Regulation - Driver Must Carry Proof of Ins	2
Traffic Regulation - Fail to Yield Right of Way to	1
Traffic Regulations - Failure to obey traffic contr	1
Traffic Regulations-Failure to stop for traffic con	1
Trespass-Return to Property Within One Year- MS	1
<b>Total</b>	<b>61</b>
<b>Total number of calls generated in Dec.</b>	<b>1624</b>
<b>Total number of administrative tickets in Dec.</b>	<b>60</b>
<b>Total number of parking tickets in Dec.</b>	<b>259</b>



## **Request for Council Action**

### **City Council Action**

Approve the updated Maintenance Lead job descriptions.

### **Description of Agenda Item**

Approve the updated Maintenance Lead job descriptions.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

The City Service Maintenance Lead job description for Arenas and Parks/Golf/Trails are being divided into two job descriptions to reflect the qualifications and work of each area. Minor modifications to wording have been made in each, but no material modifications are being made by separating these two job descriptions.

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

### **Budgetary/Fiscal Impact**

None

### **Action Requested**

Approve the updated Maintenance Lead job descriptions.

### **Attachments**

1. Draft - Maintenance Lead - Parks Golf Trails
2. Draft - Maintenance Lead - Arena Facilities



**CITY OF HIBBING  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Maintenance Lead	<b>DATE:</b> 10/27/22, 10/2/24, 1/22/25
<b>DEPARTMENT:</b> City Services/Golf Course/Parks/Trails	<b>PAY GRADE:</b> 10

<b>EXEMPTION STATUS:</b> Non-Exempt
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<b>REPORTS TO:</b> City Services Director
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**SCOPE OF POSITION:**

Responsible for assisting the City Services Director in assigning job duties, providing work direction, planning, monitoring, organizing, and scheduling of staff. Schedules maintenance responsibilities and coordinates resources and/or contractors to ensure effective and efficient completion of the improvement, maintenance, and repairs of city owned equipment, facilities, systems, and properties. Performs skilled technical work on facility equipment and related systems and grounds. Assists with the training of staff to ensure safe and proper equipment operations. At times of the year, must be available for extended workdays, weekends and evening shifts, call back shifts, shift schedule changes, snow and ice control, and other emergencies.

**Work Environment:** Works with and performs duties and tasks both indoor and outdoor including all weather conditions and varying temperatures; handles chemicals, cleaning solvents, paint materials, fuels, oils, pesticides, herbicides, turf maintenance chemicals, fertilizers, and cleaning chemicals.

**Supervision Received:** Works under the general supervision of the City Services Director.

**Supervision Exercised:** Assists with assigning of duties, providing work direction, and monitoring of Maintenance Workers, Seasonal and part-time staff, and volunteer work crews.

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



The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the City Services Director:

**PRIMARY RESPONSIBILITIES:**

- Demonstrates a full understanding of the current organization structure, policies, procedures, techniques, terms, and practices for proper maintenance of grounds and facilities of the department.
- Demonstrates a full understanding of the needs of various park and golf grounds and facilities and assists Director with taking appropriate action to assign staff and resources needed to maintain and/or complete projects and responsibilities. Provide detailed work direction and assigning job duties to staff to ensure completion of tasks and effective performance in a timely manner.
- Assist Director with ensuring staff time, equipment, and resource usage are being utilized in accordance with City safety standards and aligns with organizational goals.
- Assists Director with planning and coordinating maintenance and repair activities necessary to maintain City facilities, grounds, equipment, and systems in a safe and operational/useable condition.
- Execute repairs and maintenance involved in the operation of a golf course, parks, trails, and sports turf setting, and associated buildings and structures.
- Demonstrate specialized knowledge of irrigation systems, watering programs, and chemical application programs, related to golf course and park grounds. Ability to monitor the turf for stress, diseases, and abnormalities and implement strategies to remedy any problems.
- Demonstrate a full understanding of snow removal and outdoor ice rink installation and maintenance.
- Prepare work and maintenance schedules for Director's review, identifying personnel and resources necessary to complete and accomplish job responsibilities at assigned City facilities.
- Assists with the training of full-time, part-time, seasonal, and volunteer employees with respect to operating equipment, safety requirements, and work procedures. Assist Director with establishing work methods, procedures, and standards to ensure compliance with all appropriate safety rules and regulations, including OSHA standards, City safety standards, and all other appropriate State and Federal safety regulations.
- Periodically conducts building and grounds inspections of City facilities to ensure assets are properly maintained and repaired. Identifies deficiencies and makes recommendations to Director for repair. Inspections & repairs may be administered daily, periodic, and on an emergency basis.
- Assist with the planning and implementing of long-term improvements of City assets.
- Assists with investigating citizen complaints, responding to citizen requests/issues, implementing appropriate solutions, and if necessary, referring to the City Services Director.

- Provides and sets the example for excellent customer service.
- Utilizes computer technology for work management, information management, maintain records/files, and communications. Provide necessary reports at the Director's request.
- Provide input to the Director for budget preparation and tracks expenditures throughout the year.
- Works effectively with and assists user groups, and other stakeholder groups.
- Assists Director with meeting seasonally with user group representatives regarding short- and long-term issues and/or goals.
- Assist with games/tournaments, special events, and any other show/event held at City facilities the Director deems necessary.
- Attends seminars/classes as directed that are related to field.
- Must also be able to perform all job duties outlined in the Maintenance Worker job description.
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable ability to communicate tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public.
- Thorough knowledge of the operating and maintenance requirements of a public golf course, parks, trails, campground, and related facilities.
- General knowledge of carpentry, plumbing, pumps, irrigation systems, electrical, and HVAC systems.
- Ability to analyze service problems and participate effectively in solving them and assigning tasks to staff to complete service.
- Must have proficient knowledge of standard office equipment and related hardware and software. Must be able to track and document past, current, and future work orders and associated labor hours.
- Ability to utilize specialized software, systems and/or equipment related to department needs.
- Ability to generate applicable records, reports and files.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to assist the public, work with vendors and customers, as well as co-workers.
- Ability to read and understand MSDS sheets.

#### **MINIMUM QUALIFICATIONS:**

- Two-year degree in turfgrass management, horticulture, or related degree OR  
Three (3) years direct experience in golf course and/or park maintenance.



- Forklift Certification required within one year.
- CPR/First Aid Certification required within one year.
- MN Class B driver’s license with Tank Vehicle Encodement required or ability to obtain within one year.
- Noncommercial Pesticide Applicator License required within one year.
- Safety sensitive position subject to random drug, alcohol, and cannabis testing.

**PHYSICAL REQUIREMENTS:**

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

While performing the responsibilities of the job, the employee is frequently required to talk and hear. The employee is frequently required to use their hands and fingers, to handle or feel.

The employee is required to frequently stand and walk (in snow and on ice), reach with arms and hands, climb or balance, and stoop, kneel, crouch, and crawl. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must frequently sit and stand, and frequently lift/move (above shoulder height) up to 55 pounds.

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

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

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**REVIEWED AND APPROVED BY:**

Supervisor: 1/7/25

City Administrator: 1/9/25

City Council: 1/22/25



**CITY OF HIBBING  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Maintenance Lead	<b>DATE:</b> 10/27/22, 10/2/24, 1/22/25
<b>DEPARTMENT:</b> City Services/Arena/Facilities	<b>PAY GRADE:</b> 10

<b>EXEMPTION STATUS:</b> Non-Exempt
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<b>REPORTS TO:</b> City Services Director
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**SCOPE OF POSITION:**

Responsible for assisting the City Services Director in assigning job duties, providing work direction, planning, monitoring, organizing, and scheduling of staff. Schedules maintenance responsibilities and coordinates resources and/or contractors to ensure effective and efficient completion of the improvement, maintenance, and repairs of city owned equipment, facilities, systems, and properties. Performs skilled technical work on facility equipment and related systems and grounds. Assists with the training of staff to ensure safe and proper equipment operations. At times of the year, must be available for extended workdays, weekends and evening shifts, call back shifts, shift schedule changes, snow and ice control, and other emergencies.

**Work Environment:** Works with and performs duties and tasks both indoor and outdoor including all weather conditions and varying temperatures; handles cleaning solvents, chemicals, paint materials, fuels, oils, pesticides, herbicides, turf maintenance chemicals, fertilizers, and cleaning chemicals. Lead Worker will work in ammonia refrigeration plant.

**Supervision Received:** Works under the general supervision of the City Services Director.

**Supervision Exercised:** Assists with assigning of duties, providing work direction, and monitoring of Maintenance Workers, Seasonal and part-time staff, and volunteer work crews.

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



The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the City Services Director:

**PRIMARY RESPONSIBILITIES:**

- Demonstrates a full understanding of the current organization structure, policies, procedures, techniques, terms, and practices for proper maintenance of grounds and facilities of the department.
- Demonstrates a full understanding of the needs of various facilities and ice arena and assists Director with taking appropriate action to assign staff and resources needed to maintain and/or complete projects and responsibilities. Provide detailed work direction and assigning job duties to staff to ensure completion of tasks and effective performance in a timely manner.
- Assist Director with ensuring staff time, equipment, and resource usage are being utilized in accordance with City safety standards and aligns with organizational goals.
- Assists Director with planning and coordinating maintenance and repair activities necessary to maintain City facilities, grounds, equipment, and systems in a safe and operational/useable condition.
- Execute repairs and maintenance involved in the operation of ice hockey arena setting, but is not limited to, ice resurfacer, refrigeration equipment and ice sheet, installation and painting of ice sheet, building HVAC systems, plumbing & electrical, hockey boards and glass, anything within the facility, facility envelope, and surrounding grounds, including snow removal in the winter months.
- Assists Director with providing work direction and assigning job duties to staff to ensure completion of tasks and effective performance in a timely manner.
- Assist Director with ensuring staff time, equipment, and resource usage are being utilized in accordance with City safety standards and aligns with organizational goals.
- Assists Director with planning and coordinating maintenance and repair activities necessary to maintain City facilities, equipment, and systems in a safe and operational/useable condition.
- Prepare work and maintenance schedules for Director's review, identifying personnel and resources necessary to complete and accomplish job responsibilities at assigned City facilities.
- Assists with the training of full-time, part-time, seasonal, and volunteer employees with respect to operating equipment, safety requirements, and work procedures. Assist Director with establishing work methods, procedures, and standards to ensure compliance with all appropriate safety rules and regulations, including OSHA standards, City safety standards, and all other appropriate State and Federal safety regulations.
- Periodically conducts building and grounds inspections of City facilities to ensure assets are properly maintained and repaired. Identifies deficiencies

- and makes recommendations to Director for repair. Facility inspections & repairs may be administered daily, periodic, and on an emergency basis.
- Assist with the planning and implementing of long-term improvements of City assets.
  - Assists with investigating citizen complaints, responding to citizen requests/issues, implementing appropriate solutions, and if necessary, referring to the City Services Director.
  - Provides and sets the example for excellent customer service.
  - Utilizes computer technology for work management, information management, maintain records/files, and communications. Provide necessary reports at the Director's request.
  - Provide input to the Director for budget preparation and tracks expenditures throughout the year.
  - Works effectively with and assists user groups, and other stakeholder groups.
  - Assists Director with meeting seasonally with user group representatives regarding short- and long-term issues and/or goals.
  - Assist with games/tournaments, special events, and any other show/event held at City facilities the Director deems necessary.
  - Attends seminars/classes as directed that are related to field.
  - Must also be able to perform all job duties outlined in the Maintenance Worker job description.
  - Perform other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable ability to communicate tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public.
- Thorough knowledge of the operating and maintenance requirements of a public facility, boilers, compressors, and refrigeration equipment related to hockey arena.
- General knowledge of plumbing, pumps, irrigation systems, electrical, and HVAC systems.
- Basic carpentry skills preferred.
- Ability to analyze service problems and participate effectively in solving them.
- Must have proficient knowledge of standard office equipment and related hardware and software. Must be able to track and document past, current, and future work orders an associated labor hours.
- Ability to utilize specialized software, systems and/or equipment related to department needs.
- Ability to generate applicable records, reports and files.
- Ability to establish and maintain effective working relationships with staff and the general public.

- Ability to assist the public, work with vendors and customers, as well as co-workers.
- Ability to read and understand MSDS sheets.
- Ability to obtain ammonia safety related training.

**MINIMUM QUALIFICATIONS:**

- Two-year degree in facility management, HVAC, refrigeration, parks and rec management or related degree or US Ice Rink Certification OR Three (3) years direct experience in facility management or ice arena operations.
- MN Class B driver's license with Tank Vehicle Endorsement required or ability to obtain within one year.
- Forklift Certification required within one year.
- CPR/First Aid Certification required within one year.
- Air Quality Certification required within one year.
- Special Boiler License required within one year.
- Bachelor's degree with coursework in facility management, HVAC/refrigeration, parks & rec management, or related field preferred.
- Two (2) years of experience as arena manager, supervisor, crew leader, or equivalent preferred.
- US Ice Rink Certified Ice Technician certificate preferred.
- Safety sensitive position subject to random drug, alcohol, and cannabis testing.

**PHYSICAL REQUIREMENTS:**

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

While performing the responsibilities of the job, the employee is frequently required to talk and hear. The employee is frequently required to use their hands and fingers, to handle or feel.

The employee is required to frequently stand and walk (in snow and on ice), reach with arms and hands, climb or balance, and stoop, kneel, crouch, and crawl. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must frequently sit and stand, and frequently lift/move (above shoulder height) up to 55 pounds.

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

I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I



am able to perform the performance responsibilities/essential functions as outlined with or without any reasonable accommodations.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

REVIEWED AND APPROVED BY:

Supervisor: 1/7/2025

City Administrator: 1/9/2025

City Council: 1/22/2025

DRAFT



## Request for Council Action

### **City Council Action**

Authorize the posting of one Full-Time Maintenance Lead.

### **Description of Agenda Item**

Authorize the posting of one Full-Time Maintenance Lead.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

Replace Kraig Stolhammer.

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

### **Budgetary/Fiscal Impact**

Budgeted.

### **Action Requested**

Authorize the posting of one Full-Time Maintenance Lead.

### **Attachments**

None



## Request for Council Action

### **City Council Action**

Authorize the hire of Lea Deroissart for the Paid On-Call Firefighter position pending pre-employment contingencies.

### **Description of Agenda Item**

Authorize the hire of Lea Deroissart for the Paid On-Call Firefighter position pending pre-employment contingencies.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

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

### **Budgetary/Fiscal Impact**

Budgeted.

### **Action Requested**

Authorize the hire of Lea Deroissart for the Paid On-Call Firefighter position pending pre-employment contingencies.

### **Attachments**

None



## Request for Council Action

### **City Council Action**

Authorize the hire of Gary Stark for Temporary Seasonal Maintenance pending pre-employment contingencies.

### **Description of Agenda Item**

Authorize the hire of Gary Stark for Temporary Seasonal Maintenance pending pre-employment contingencies.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

Replace Emma LaVigne.

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

### **Budgetary/Fiscal Impact**

Budgeted.

### **Action Requested**

Authorize the hire of Gary Stark for Temporary Seasonal Maintenance pending pre-employment contingencies.

### **Attachments**

None



## Request for Council Action

### **City Council Action**

Approve the advancement of Kyle Horton to Sergeant II with the Hibbing Police Department effective January 23, 2025.

### **Description of Agenda Item**

Approve the advancement of Kyle Horton to Sergeant II with the Hibbing Police Department effective January 23, 2025.

### **Strategic Initiative**

Excellence in the delivery of services.

### **Owner of Agenda Item**

Steve Estey, Chief of Police, 218.929.0776, [steveestey@hibbingmn.gov](mailto:steveestey@hibbingmn.gov)

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

Advanced Police Department opportunities were created in the 2024-2025 Labor Agreement when certain criteria are met. This Officer submitted the required qualifications and has met all the established criteria. This will result in a grade increase to a step that is at least equivalent to, but not less than, their base wage before the advancement.

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

### **Budgetary/Fiscal Impact**

Budgeted.

### **Action Requested**

Approve the advancement of Kyle Horton to Sergeant II with the Hibbing Police Department effective January 23, 2025.

### **Attachments**

None



## Request for Council Action

### City Council Action

#### Description of Agenda Item

The Hibbing Tourist Senior Center is requesting funding for Mine View operations in 2025. A total request for 2025 funding is \$10,000.

Beyond 2025, all costs for operating and stocking the gift shop with merchandise at the Mine View will be absorbed by the Tourist Center and no city support will be requested. See attached letter of request.

#### Strategic Initiative

#### Owner of Agenda Item

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

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

The Hibbing Tourist Senior Center is requesting funding for Mine View operations in 2025. A total request for 2025 funding is \$10,000.

Beyond 2025, all costs for operating and stocking the gift shop with merchandise at the Mine View will be absorbed by the Tourist Center and no city support will be requested. See attached letter of request.

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

#### Budgetary/Fiscal Impact

\$10,000

#### Action Requested

Requesting council approval

#### Attachments

1. HTSC 2025 City of Hibbing Funding Request

October 16, 2024

Nick Arola, Director of City Services  
City of Hibbing – Memorial Building  
400 East 23<sup>rd</sup> Street  
Hibbing, MN 55746

RE: Request for 2025 Funding

As we discussed at yesterday's meeting, the City of Hibbing has provided funding from various sources to the Tourist Center for its annual operational expenses for a number of years. You have stated that this funding needs to end. In 2024, the funding was \$7,500. We respectfully request that this funding remain in place for 2025 while we acclimate to the impact of operating the gift shop in the new building at the Mine View. We fully understand that this funding will not continue beyond 2025.

In addition, you have previously offered a Memorandum of Understanding for Mine View Merchandise Procurement to allow up to \$25,000 at the beginning of the Summer Season for the sole purpose of the City of Hibbing procuring merchandise to be sold at the Mine View, which would then be repaid by the Tourist Center interest-free in quarterly installments. As we discussed, this is not our preferred method of stocking the gift shop at the Mine View. As a counter offer, the Tourist Center requests that the City of Hibbing provide one-time-only 2025 funding of an additional \$2,500 for the start-up costs of procuring merchandise to be sold at the Mine View. This additional funding would cover the estimated interest costs for the Tourist Center to take out a \$25,000 Line of Credit for the 2025 Summer Season and thereby not create a liability between ourselves. We fully understand that this additional funding is one-time-only and will not continue beyond 2025.

Therefore, our total request for 2025 funding is \$10,000. Beyond 2025, all costs for operating and stocking the gift shop with merchandise at the Mine View will be absorbed by the Tourist Center.

Feel free to reach out directly to our accountant, Joe Keyes, at (218) 262-5206 should you or the City Council need any further financial information.



## Request for Council Action

### **City Council Action**

Authorize the Mayor and City Clerk to sign the City Administrator's Employment Agreement between the City of Hibbing and Greg Pruszinske effective January 1, 2025.

### **Description of Agenda Item**

Authorize the Mayor and City Clerk to sign the City Administrator's Employment Agreement between the City of Hibbing and Greg Pruszinske effective January 1, 2025.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

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

### **Budgetary/Fiscal Impact**

### **Action Requested**

Authorize the Mayor and City Clerk to sign the City Administrator's Employment Agreement between the City of Hibbing and Greg Pruszinske effective January 1, 2025.

### **Attachments**

1. Pruszinske, Greg - 2025 Agreement - Final

**EMPLOYMENT AGREEMENT  
CITY OF HIBBING  
CITY ADMINISTRATOR**

EMPLOYMENT AGREEMENT, made and entered into this 22nd day of **January, 2025**, by and between the City of Hibbing, a Minnesota municipal corporation, hereinafter called "Employer", and GREG PRUSZINSKE, hereinafter called "Employee".

**Witnesseth:**

**WHEREAS**, the Employer desires to employ Employee as its City Administrator; and,

**WHEREAS**, Employee agrees to become employed by the Employer, in the foregoing capacity; and,

**WHEREAS**, both parties desire to establish the terms and conditions of this employment.

**NOW, THEREFORE**, It is understood and agreed as follows:

**Section 1: Term**

The term of this Agreement shall be for a period from the **1st** day of **January, 2025**, to the **31st** day of **December, 2026**.

**Section 2: Duties and Authority**

Employer shall employ GREG PRUSZINSKE, Employee, as City Administrator to perform the duties of City Administrator as set out in the City Code and City Policies as they are now in effect, and as they may be amended from time to time. Additionally, Employee shall be required to perform other duties as they may be directed by the City Council.

**Section 3: Compensation**

A. Base Salary: In 2025, Employer shall compensate Employee an annual base salary equivalent Grade 23 Step F on the Employer's 2025 Base Pay Structure. In 2026, Employer shall compensate Employee an annual base salary equivalent Grade 23 Step G on the Employer's 2026 Base Pay Structure. Employee will be eligible for a step increase on the Employee's anniversary date in position as established by the Employer's Base Pay Structure, conditional upon satisfactory performance. Base Salary will be payable in installments at the same time that

January 14, 2025

the other management employees of the Employer are paid. The salary will be reviewed annually.

- B. This Agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.
- C. Employee's salary shall be reviewed annually each and every year of this Agreement starting in January 2025. Employer will conduct a Performance Review of Employee as City Administrator in compliance with Section 12 of this Agreement at the same time.

**Section 4: Health, Disability and Life Insurance Benefits**

- A. The Employer shall provide for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee and his dependents equal to that which is provided to all other employees of the City of Hibbing. Employer shall pay 80% of the monthly premium for health insurance and the Employee shall pay 20% of said monthly premium.
- B. The Employee may purchase long term disability insurance coverage through the Employer's insurer.
- C. The Employer shall put into force and make required premium payments for term life insurance in an amount of \$50,000.00 during the term of this Agreement. The Employee shall name the beneficiary of said life insurance policy.

**Section 5: Vacation, Sick Leave, Military Leave, Holidays and Funeral Leave.**

- A. Employee shall accrue sick leave at the rate of 6.46 hours per pay period commencing with his first day of employment up to a maximum total of 1440 hours plus sick leave bonus. Employee shall be entitled to an annual sick leave bonus of 80 hours. Each hour of sick leave used during the year will reduce the sick leave bonus by one hour. The sick leave bonus will be deducted from the Employee's bank of sick leave however, if the Employee reaches the maximum of 1440 hours, the bonus is not deducted from the sick leave bank.
- B. Employee shall have 40 hours of vacation added to his bank of hours the first payroll of January each year of this Agreement beginning January 1, 2025. Employee shall accrue vacation leave at the rate of 7.69 hours per pay period

commencing January 1, 2025. The Employee is allowed to carry up to a two-year vacation accrual on the books.

C. The Employee shall be entitled to military reserve leave time pursuant to state law and the City of Hibbing policy.

D. Employee shall receive the following paid holidays:

New Year's Day	Martin Luther King Day
President's Day	Good Friday
Memorial Day	Juneteenth
Fourth of July	Labor Day
Indigenous People's Day	Veterans Day
Thanksgiving Day	Christmas Eve
Christmas Day	
2 Personal Leave Days	

E. A maximum of three (3) days sick leave shall be allowed with pay when a death occurs in Employee's immediate family, namely: wife, son, daughter, father, mother, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law, grand-parents and grandchildren. Two (2) additional days may be allowed when travel is necessary subject to the approval of the City Council.

#### **Section 6: Automobile**

The Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of six thousand and no/100ths dollars (\$6,000.00) per year, payable in equal monthly installments, as a vehicle allowance. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses related to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. The Employee shall name Employer as an additional insured on his auto insurance policy and shall provide a copy of such policy to the Employer if requested.

#### **Section 7: Retirement**

A. The Employer shall enroll the Employee into the applicable state PERA retirement system and to make all the appropriate contributions on the Employee's behalf for the Employer's required share.

- B. Employer shall execute all necessary documents for an I.R.C. Section 457 deferred compensation plan for Employee should he decide to contribute to such a plan.

**Section 8: General Business Expenses.**

- A. Employer agrees to budget and to pay for the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations desirable for his continued professional participation, growth and advancement, and for the good of the Employer. Payment will be made only after the prior approval of the Employer. Said organizations shall include, but not be limited to, International/City/County Management Association and the Minnesota City/County Manager's Association.
- B. Employer may budget for travel and subsistence expenses of Employee for professional and official travel, meetings and occasions to continue the professional development of Employee and to adequately pursue necessary official and other functions of Employer. Payment will be made only after the prior approval of the Employer.
- C. Employer may budget and pay for the travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Employer. Payment will be made only after the prior approval of the Employer.
- D. Employer shall pay Employee the sum of Three Thousand Three Hundred and No/100ths dollars (\$3,300) per year payable in equal monthly installments for the purposes of Employee, on Employee's time, to investigate opportunities for potential improvements for the betterment of Employer through travel and networking opportunities over and above specific professional conferences.

**Section 9: Termination.** For the purpose of this Agreement, termination shall occur when:

- A. The majority of the governing body votes to terminate the Employee at a duly authorized public meeting.
- B. If the Employee resigns following an offer to accept resignation, whether formal or informal, by the Employer as representative of the majority of the governing body that the

Employee resign, then the Employee may declare a termination as of the date of the suggestion.

- C. Breach of contract declared by either party with a thirty (30) day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 17.

**Section 10: Severance.** Severance shall be paid to the Employee when employment is terminated as defined in Section 9.

If the termination is without cause, the Employer shall provide a severance payment equivalent to six months of the employee's base salary at the time of termination; any accrued but unused vacation leave, and 50% of accrued but unused sick leave, subject to applicable tax withholdings and deductions. For a period of six months following the termination date, the Employer shall continue to provide the Employee with health, dental, and life insurance benefits equivalent to those in effect at the time of termination in accordance with Section 4 of this Agreement, subject to the terms and conditions of the Employer's Benefits plans. This severance shall be paid as a lump sum unless otherwise agreed to by the Employer and the Employee and will be reduced by the employee premiums for continued health, dental, and life insurance benefits described above.

If the employee is terminated for cause, for example malfeasance, misappropriation of funds, etc., no severance shall be paid and Employee will only receive a payout of accrued but unused vacation and 50% of accrued but unused sick leave per City policy.

**Section 11: Resignation**

In the event that the Employee voluntarily resigns his position with the Employer after the initial date of employment, the Employee shall provide a minimum of thirty (30) days written notice unless the parties agree otherwise.

If the Employee resigns in accordance with this Section, no salary or benefit severance shall be paid, and Employee will receive a payout of accrued but unused vacation and 50% of accrued but unused sick leave per City policy.

**Section 12: Performance Evaluation**

The Employee will provide to the Mayor and City Council a written work plan that outlines his suggested performance goals and objectives annually.

During the Fourth Quarter of each year, Employer shall review employee's performance each year of the term of this Agreement, or more frequently as determined by the City Council, the performance of the Employee subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting. Adjustments to the contract will be effective January 1st of each year.

### **Section 13: Hours of Work**

The employment provided for by this Agreement shall be the Employee's sole employment. It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule consistent with professionally and efficiently carrying out the duties of the City Administrator.

Employee will be allowed reasonable flexibility to establish his own work schedule that may periodically make up for evening hours; however, a regular presence at City offices during regular business hours is expected.

It is also recognized that the Employee may have outside interests for which he may receive nominal compensation. This Agreement does not preclude the Employee from receiving compensation from said interests.

Employee agrees to devote his time, energy, and attention to the business of the City of Hibbing. He shall hold no other employment, either directly or indirectly, or invest with any firm, corporation or legal entity in violation of the City's Code of Conduct or Ethics Policy and/or ICMA code of Ethics.

### **Section 14: Indemnification**

Beyond that required under Federal, State or Local Law, Employer

shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Administrator or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involves intentional acts or willful or wanton conduct. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise. Employer shall have a veto authority over any settlement, and authority to settle any claim or suit; unless said compromise or settlement is of a personal nature to Employee. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending.

#### **Section 15: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law.

#### **Section 16: Other Terms and Conditions of Employment**

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Hibbing City Code or any other law.

**Section 17: Notices.** Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER: Mayor  
City Hall  
401 East 21st Street  
Hibbing, Minnesota 55746

City Clerk  
City Hall  
401 East 21st Street  
Hibbing, Minnesota 55746

EMPLOYEE: Greg Pruszinske  
3211 HWY 73  
Hibbing, MN 55746

and/or otherwise updated address provided by Employee.

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 18: General Provisions**

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. This Agreement shall become effective on **January 1, 2025.**

- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.
  
- E. Renewal. Unless either party provides 30 days written Notice of their intent not to continue this Agreement, this Agreement shall automatically renew for one year terms thereafter, commencing January 1, 2027, subject to the terms and conditions set forth in this Agreement, however, the salary will be reviewed and shall include at least the cost of living adjustment (COLA) awarded to any other collectively bargained unit with the City of Hibbing.

**IN WITNESS WHEREOF**, the City of Hibbing, by majority vote of its Council, has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk and GREG PRUSZINSKE has signed this Agreement, in duplicate, the day and year first written above.

**EMPLOYER:**

**EMPLOYEE:**

**CITY OF HIBBING, MINNESOTA**

BY: \_\_\_\_\_  
 Pete Hyduke  
 Its: Mayor

\_\_\_\_\_  
 GREG PRUSZINSKE

BY: \_\_\_\_\_  
 Candie Seppala  
 Its: City Clerk



## Request for Council Action

### **City Council Action**

Requesting council approval.

### **Description of Agenda Item**

Approve resolution 25-01-07 to apply for and accept funds from the Environmental and Natural Resources Trust fund through the application process set out in the LCCMR grant. This will be for recreation enhancement to the Carey Lake Recreation Area.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

Approve resolution 25-01-07 to apply for and accept funds from the Environmental and Natural Resources Trust fund through the application process set out in the LCCMR grant. This will be for recreation enhancement to the Carey Lake Recreation Area.

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

### **Budgetary/Fiscal Impact**

### **Action Requested**

Requesting council approval.

### **Attachments**

1. 2025 DNR Resolution

At the Hibbing City Council Meeting held on January 22, 2025, at 5:00 p.m., in the Hibbing City Council Chamber, Councilor Chris Whitney offered the following Resolution and moved its adoption.

**RESOLUTION NO. 25-01-\_\_\_\_\_**

**RESOLUTION IN SUPPORT OF THE CITY OF HIBBING APPLYING FOR AND ACTING AS FISCAL AGENT TO ACCEPT FUNDS FROM THE ENVIRONMENT AND NATURAL RESOURCES TRUST FUND FOR HIBBING'S CAREY LAKE RECREATION AREA PROJECT**

**WHEREAS**, The City of Hibbing continues to work on its Carey Lake Recreation Area to bring all components of the Carey Lake masterplan, and requirements in compliance with Minnesota Law; and,

**WHEREAS**, The City of Hibbing seeks to request a Grant from the Environment and Natural Resources Trust Fund pursuant to Article XI, Section 14 of the Minnesota Constitution; and,

**WHEREAS**, The City of Hibbing believes that enhancement of its Carey Lake Recreation Area so that not only the citizens of Hibbing, but all visitors to our community can appreciate; and,

**WHEREAS**, The City of Hibbing believes enhancement of its Carey Lake Recreation Area meets the criteria for a grant pursuant to the Environment and Natural Resources Trust Fund; and,

**WHEREAS**, The City of Hibbing has the skills to act as fiscal agent for a grant, if one is received, from the Environment and Natural Resources Trust Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Hibbing does strongly support the request of the City of Hibbing to receive a Grant from Minnesota's Environment and Natural Resources Trust Fund and further agrees to act as fiscal agent for any grant received and to comply with all of the grant criteria should one be awarded.

Be it further resolved that the City of Hibbing hereby authorizes and directs the Mayor and City staff to execute any and all documents necessary to effectuate this transfer.

The motion to adopt the foregoing Resolution was duly supported by Councilor Justin Fosso, and upon being put to a vote, carried as follows:



## Request for Council Action

### **City Council Action**

Approve the promotion of Cassie Tomasetti to Accountant I effective January 23, 2025.

### **Description of Agenda Item**

Approve the promotion of Cassie Tomasetti to Accountant I effective January 23, 2025.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

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

### **Budgetary/Fiscal Impact**

Budgeted.

### **Action Requested**

Approve the promotion of Cassie Tomasetti to Accountant I effective January 23, 2025.

### **Attachments**

None



## Request for Council Action

### **City Council Action**

Eliminate one full-time Accounting Clerk position effective January 23, 2025.

### **Description of Agenda Item**

Eliminate one full-time Accounting Clerk position effective January 23, 2025.

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

The Accountant I position created at the January 8, 2025 meeting will replace the Accounting Clerk position.

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

### **Budgetary/Fiscal Impact**

N/A

### **Action Requested**

Eliminate one full-time Accounting Clerk position effective January 23, 2025.

### **Attachments**

None



## **Request for Council Action**

### **City Council Action**

Approve the Raffle Permit Application Request of the Hibbing Little League Incorporated to hold their raffle on Friday, July 25, 2025 at the Hibbing Little League Field

Raffle Permit #25-01-04

### **Description of Agenda Item**

Approve the Raffle Permit Application Request of the Hibbing Little League Incorporated to hold their raffle on Friday, July 25, 2025 at the Hibbing Little League Field

Raffle Permit #25-01-04

### **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**

Approve the Raffle Permit Application Request of the Hibbing Little League Incorporated to hold their raffle on Friday, July 25, 2025 at the Hibbing Little League Field

Raffle Permit #25-01-04

### **Attachments**

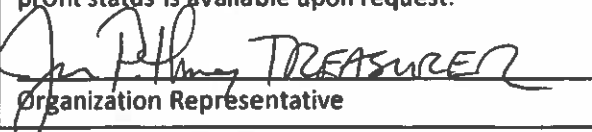
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<p><b>RAFFLE REQUEST</b></p> <p><i>Excluded raffle = Total Prizes awarded \$1,500 per year or less</i>  <i>Exempt raffle = Total Annual prizes over \$1,500 and under \$50,000 requires Minnesota form LG220</i></p>	<p><b>RAFFLE REGISTRATION FEE</b></p> <p>\$15.00 Payable to the City of Hibbing</p>
--	---

<b>ORGANIZATION INFORMATION</b>	
Name of Organization:	Hibbing Little League Incorporated
Type of Organization:	Non-Profit
Mailing Address:	PO Box 143
City, State, Zip	Hibbing, MN 55746
Contact Person:	Jim Thune, Treasurer <span style="float: right;">Daytime Phone Number: 218-290-1180</span>
Have you conducted other raffles this year	No <span style="float: right;">If YES, What is the total amount of prizes this year, including this Raffle</span>

<b>GAMBLING PREMISES INFORMATION</b>
Name of premises where gambling activity will be conducted: Hibbing Little League Field, Bennett Park, Hibbing, MN
Dates of Activity: Drawing-7/25/25
Check Box or Boxes that Indicate the Type of Gambling Activity: <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Other _____
Price Per Ticket: \$5
Total value of prizes to be awarded: \$1,000
Types of Prizes: Cash

<p>In signing this request, I attest that I represent the above named Non-Profit organization and it meets all requirements of the State of Minnesota to qualify to conduct lawful gambling and proof of non-profit status is available upon request.</p>	
<p>          Organization Representative</p>	<p><u>1/10/25</u>          Date</p>

- Registered as Excluded Raffle
- Send to Council for Approval



## Request for Council Action

### **City Council Action**

Approve the Raffle Permit Application Request of the Greenhaven Parent Teacher Organization to hold their raffle on February 28, 2025 at the Greenhaven School

Raffle Permit #25-01-05

### **Description of Agenda Item**

Approve the Raffle Permit Application Request of the Greenhaven Parent Teacher Organization to hold their raffle on February 28, 2025 at the Greenhaven School

Raffle Permit #25-01-05

### **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):**

NONE

### **Budgetary/Fiscal Impact**

### **Action Requested**

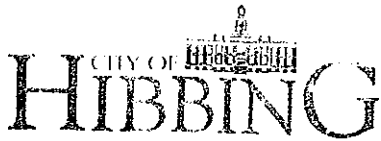
Approve the Raffle Permit Application Request of the Greenhaven Parent Teacher Organization to hold their raffle on February 28, 2025 at the Greenhaven School

Raffle Permit #25-01-05

### **Attachments**

1. DOC012125





<p><b>RAFFLE REQUEST</b></p> <p><i>Excluded raffle = Total Prizes awarded \$1,500 per year or less</i>  <i>Exempt raffle = Total Annual prizes over \$1,500 and under \$50,000 requires Minnesota form LG220</i></p>	<p><b>RAFFLE REGISTRATION FEE</b></p> <p><b>\$15.00 Payable to the City of Hibbing</b></p>
--	--

<b>ORGANIZATION INFORMATION</b>		
<b>Name of Organization:</b>	Greenhaven Parent Teacher Organization	
<b>Type of Organization:</b>	non-profit school organization	
<b>Mailing Address:</b>	323 E 37th St	
<b>City, State, Zip</b>	Hibbing, MN 55746	
<b>Contact Person:</b>	Farrah Vidmar	<b>Daytime Phone Number:</b> 612-418-4588
<b>Have you conducted other raffles this year</b>	no	IF YES, What is the total amount of prizes this year, including this Raffle

<b>GAMBLING PREMISES INFORMATION</b>	
<b>Name of premises where gambling activity will be conducted:</b> Greenhaven school- each 3rd grade class will be doing quilt raffle	
<b>Dates of Activity:</b> month of Feburary	
<b>Check Box or Boxes that Indicate the Type of Gambling Activity:</b> <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Other _____	
<b>Price Per Ticket:</b> \$5	
<b>Total value of prizes to be awarded:</b> \$500	
<b>Types of Prizes:</b> quilts	

<p>In signing this request, I attest that I represent the above named Non-Profit organization and it meets all requirements of the State of Minnesota to qualify to conduct lawful gambling and proof of non-profit status is available upon request.</p> <p>Farrah Vidmar</p>	
<p>_____ Organization Representative</p>	<p>1/15/25 _____ Date</p>

- Registered as Excluded Raffle
- Send to Council for Approval

25-02-02



## Request for Council Action

### City Council Action

#### Description of Agenda Item

Approve the Raffle Permit Application Request of the Hibbing Cheer Boosters to hold their raffle on February 28, 2025

#### Strategic Initiative

#### Owner of Agenda Item

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

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

#### Budgetary/Fiscal Impact

#### Action Requested

Approve the Raffle Permit Application Request of the Hibbing Cheer Boosters to hold their raffle on February 28, 2025

#### Attachments

1. Cheer Boosters Raffle Application



### RAFFLE REQUEST

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

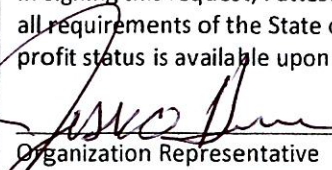

### RAFFLE REGISTRATION FEE

\$15.00 Payable to the City of Hibbing

ORGANIZATION INFORMATION	
Name of Organization:	Hibbing Cheer Boosters
Type of Organization:	Nonprofit
Mailing Address:	3910 4th Ave E
City, State, Zip	Hibbing Mn 55746
Contact Person:	Jessica Hanson
	Daytime Phone Number: 218-916-3133
Have you conducted other raffles this year	No
	<small>IF YES, What is the total amount of prizes this year, including this Raffle</small>

GAMBLING PREMISES INFORMATION	
Name of premises where gambling activity will be conducted:	
Dates of Activity: 1/17 <sup>th</sup> 2025 - Feb 28 <sup>th</sup> 2025	
Check Box or Boxes that Indicate the Type of Gambling Activity: <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Other _____	
Price Per Ticket: \$5	
Total value of prizes to be awarded: 250	
Types of Prizes: Gift Baskets	

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

 \_\_\_\_\_ Organization Representative
 
 \_\_\_\_\_ Date

- Registered as Excluded Raffle
- Send to Council for Approval

## Office of the Minnesota Secretary of State Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: Hibbing Cheer Boosters

File Number: 1518114100029

Minnesota Statutes, Chapter: 317A

This certificate has been issued on: 12/04/2024



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon  
Secretary of State  
State of Minnesota

**Office of the Minnesota Secretary of State**  
**Minnesota Nonprofit Corporation/Articles of Incorporation**  
*Minnesota Statutes, Chapter 317A*



The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Incorporation:

**ARTICLE 1 - CORPORATE NAME:**

**Hibbing Cheer Boosters**

**ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:**

Name

Address:

**3910 4TH AVE E HIBBING MN 55746 3122 USA**

**ARTICLE 3 - INCORPORATOR(S):**

Name:

Address:

**Jessica Hanson**

**12423 OLD HIGHWAY 169 HIBBING MN  
55746**

**Rebecca Rose Gouldin**

**3910 4TH AVE E HIBBING MN 55746**

**DURATION: PERPETUAL**

If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

***By typing my name, I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.***

**SIGNED BY: Jessica Hanson**

**MAILING ADDRESS: None Provided**

**EMAIL FOR OFFICIAL NOTICES: [hibbcheer@gmail.com](mailto:hibbcheer@gmail.com)**



**Work Item 1518114100029**  
**Original File Number 1518114100029**

STATE OF MINNESOTA  
OFFICE OF THE SECRETARY OF STATE  
FILED  
12/04/2024 11:59 PM

*Steve Simon*

Steve Simon  
Secretary of State



## Request for Council Action

### **City Council Action**

Approve the Raffle Permit Application Request of the Hibbing High School Trap Shooting Team on Saturday, May 17, 2025 at the Hibbing Trap Club

Raffle Permit #25-01-07

### **Description of Agenda Item**

Approve the Raffle Permit Application Request of the Hibbing High School Trap Shooting Team on Saturday, May 17, 2025 at the Hibbing Trap Club

Raffle Permit #25-01-07

### **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**

Approve the Raffle Permit Application Request of the Hibbing High School Trap Shooting Team on Saturday, May 17, 2025 at the Hibbing Trap Club

Raffle Permit #25-01-07

### **Attachments**

1. DOC012125





**RAFFLE REQUEST**

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

**RAFFLE REGISTRATION FEE**

\$15.00 Payable to the City of Hibbing

**ORGANIZATION INFORMATION**

Name of Organization:	Hibbing High School Trap Shooting Team	
Type of Organization:	School Sport	
Mailing Address:	15600 WUSKI Road	
City, State, Zip	Pongilly MN 55775	
Contact Person:	Amy Hilde Philips	Daytime Phone Number: 218 4104129
Have you conducted other raffles this year	no	If YES, What is the total amount of prizes this year, including this Raffle

**GAMBLING PREMISES INFORMATION**

Name of premises where gambling activity will be conducted:	Hibbing trap Club
Dates of Activity:	May 17th 2025
Check Box or Boxes that Indicate the Type of Gambling Activity:	<input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Other
Price Per Ticket:	-10 \$
Total value of prizes to be awarded:	3000
Types of Prizes:	Cash / gun

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

*Amy Hilde Philips*  
 Organization Representative

*11/15/25*  
 Date

Registered as Excluded Raffle

Send to Council for Approval

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Hubbing High School Trap Team INC  
 Previous Gambling Permit Number: X- 94380-23-606  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 46-486-0446  
 Mailing Address: 15600 Kosk. Rd  
 City: Pensilly State: MN Zip: 55725 County: Itasca  
 Name of Chief Executive Officer (CEO): Amy Stude Phelps  
 CEO Daytime Phone: 218 410 4929 CEO Email: amyhuldephelipr@yahoo.com  
(permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal       Religious       Veterans       Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Hubbing Trap Club  
 Physical Address (do not use P.O. box): 3946 Mark Marsh Road. Hubbing MN 55746  
 Check one:  
 City: Hubbing Zip: 55746 County: St. Louis  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

Check each type of gambling activity that your organization will conduct:

- Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

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

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *[Signature]* Date: 11/15/20

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

Print Name: \_\_\_\_\_

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

*An equal opportunity employer*



## Request for Council Action

### City Council Action

### Description of Agenda Item

### Strategic Initiative

### Owner of Agenda Item

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

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

### Budgetary/Fiscal Impact

### Action Requested

### Attachments

1. BoomTown Group Catering Temporary on-sale



**COMMUNITY FESTIVAL LICENSE  
TEMPORARY ON-SALE LIQUOR LICENSE**

- The fee for a community festival license shall be \$35.00 per event
- The fee for a temporary liquor license shall be \$35 per day

**Community Festival License Authorized:** The Council may authorize any holder of an on-sale liquor license issued by the City to dispense intoxicating liquor off-premises at a community festival held within the City. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed. The authorization shall not be issued unless the licensee demonstrates that it has liability insurance to cover the event.

**License Authorized:** The Council may authorize any holder of an on-sale liquor license issued by the City to dispense intoxicating liquor off-premises at a community festival held within the City. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed. The authorization shall not be issued unless the licensee demonstrates that it has liability insurance to cover the event.

**Application:** Every person desiring a license shall file with the City Administrator a written and verified application upon forms as prescribed by the proper Department of the State of Minnesota, together with such additional information as the Council may desire. If license application is not so prescribed by the State of Minnesota, then the application is submitted upon forms that are furnished by the City. Information required may vary with the type of business organization making application. All questions asked or information required by the application forms shall be answered fully and completely by the applicant. Note approval information below.

**Type or Print Information**

Name of Organization Making Application <i>Boontown Group Catering</i>	Date Organized	Tax Exempt Number	
Street Address <i>510 E. Howard St</i>	City <i>Hibbing</i>	State	Zip Code
Name of Person Making Application <i>Jessica Lietz</i>	Business Phone	Home Phone	

Dates Liquor will be sold (1 to 4 days) <i>1/23/25</i>	Type of Organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other Non Profit
Organization Officer's Name	Address
Organization Officer's Name	Address

Location where license will be used. If an Outdoor Area describe:  
*MN North College Hibbing Campus - Hibbing Chamber Annual Dinner*

Will the applicant contract for intoxicating liquor services? If yes, list the name and address of the liquor license providing service. A current copy of the license **MUST** accompany this application.

The applicant(s) **WILL** provide the liquor liability insurance. Also, a current copy of the liquor liability insurance including the carrier's name and amount of coverage **MUST** accompany this application.

**APPROVAL**

Application must be submitted to the City Council Office at least 30 days prior to the event and are to be approved by the City Council

CITY OF HIBBING	Date Approved:
City Fee Amount	License Dates:
Date Fee Paid:	
_____ <i>Signature City Clerk</i>	_____ <i>Date</i>



## Request for Council Action

### City Council Action

### Description of Agenda Item

### Strategic Initiative

### Owner of Agenda Item

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

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

### Budgetary/Fiscal Impact

### Action Requested

### Attachments

1. Vintage Iron on the Range Snowmobile Ride

*City of Hibbing*  
**SPECIAL EVENT Permit Application**

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

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

RETURN APPLICATION to the City Hall Council Office  
 DATE RECEIVED BY COUNCIL OFFICE: \_\_\_\_\_

Name/Description of Event:	VINTAGE FLOW ON THE RANGE
Date of Event:	SATURDAY FEBRUARY 15 <sup>TH</sup> 2025
Location of Event:	PALMERS TAVERN
Organizer:	JASON MUSTED
Organizer Contact Information:	Home Phone: 218-969-2915 Work Phone: SAME Cell Phone:

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

DEPARTMENT		CONTACT #
Hibbing Police Dept.	Police Chief Steve Estey	262-0285
Fire Department	Fire Chief Erik Jankila	362-5965
Sanitation Dept.	John Sporer/John Yuretich	362-5991
Public Works Dept.	John Sporer/John Yuretich	362-5991
City Services	Nick Arola	362-5951

City of Hibbing

**SPECIAL EVENT PERMIT APPLICATION**

Applications MUST BE FILLED OUT COMPLETELY & ALL NECESSARY REQUIREMENTS ATTACHED

LOCATION OF EVENT: PALMERS TAVERN - 1717 3RD AVE. EAST

**TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT:**

2023 VINTAGE IRON ON THE RANGE - RIPE FOR D.A.V.  
DISPLAY AND RIDE FOR VINTAGE & NEWER SNOWMOBILES TO  
RAISE MONEY FOR THE LOCAL DISABLED VETERAN'S CHAPTER  
ON THE IRON RANGE

Date of Event: SATURDAY FEB. 15<sup>TH</sup> 2025

Refer media or citizen inquires to:  
JASON HUSTED Telephone: 218-969-2915

**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:  
PALMERS TAVERN - SANDRA ROHWER - OWNER

Address: 1717 3RD AVE. EAST HIBBING MN. 55746

Mailing Address: SAME

Affiliation: HOST SITE

Telephone: (day) (218) 263-9313 (evening) (218) 929-0773

**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:	JASON HUSTED		
Organization/Business/Agency/Affiliation:	CO-ORGANIZER		
Mailing Address:	3818 4TH AVE. EAST HIBBING, MN. 55746		
Daytime Phone:	218-969-2915	Evening Phone:	SAME Other:
Title and Functional Responsibility with Regard to the Event:	CO-ORGANIZER OF THE 2023 UINTAGE IRON ON THE RANGE		
Will this person have authority to cancel or greatly modify event plans?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will this person be present at the event area or areas and in charge of the event at all times			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Name:	MATT ANDERSON		
Organization/Business/Agency/Affiliation:	CO-ORGANIZER		
Mailing Address:	3734 5TH AVENUE EAST HIBBING, MN. 55746		
Daytime Phone:	218-969-2915	Evening Phone:	SAME Other:
Title and Functional Responsibility with Regard to the Event:	CO-ORGANIZER 202 UINTAGE IRON ON THE RANGE		
Will this person have authority to cancel or greatly modify event plans?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will this person be present at the event area or areas and in charge of the event at all times			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Name:	SANDRA ROHWER		
Organization/Business/Agency/Affiliation:	PALMERS TAVERN - HOST SITE		
Mailing Address:	1717 3RD AVENUE EAST HIBBING, MN. 55746		
Daytime Phone:	218-263-9313	Evening Phone:	218-929-0773 Other:
Title and Functional Responsibility with Regard to the Event:	HOST SITE FOR UINTAGE IRON ON THE RANGE 202		
Will this person have authority to cancel or greatly modify event plans?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will this person be present at the event area or areas and in charge of the event at all times			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>REQUESTED EVENT COMPONENTS:</b> <u>STREET CLOSURE</u>
<b>REQUESTED DAY AND DATE (first choice):</b> <u>SATURDAY FEBRUARY 15TH 2025</u>
<b>Alternate days and dates:</b> <ul style="list-style-type: none"> <li>• <u>NONE</u></li> <li>• _____</li> <li>• _____</li> </ul>
<b>REQUESTED HOURS OF OPERATION:</b> From: <u>6:00</u> <u>(a.m.)</u> / p.m. To <u>12:00</u> a.m. / <u>(p.m.)</u>
<b>SET UP beginning Day and Date</b>  <b>**Indicate the time at which any unit of an event will begin to assemble at such area</b>  Day: <u>SATURDAY FEB. 15TH</u> Time: <u>6:00</u> <u>(a.m.)</u> / p.m. <u>2025</u>
Describe the number and type of animals to be used in the Event <input checked="" type="checkbox"/> Not Applicable  <b>**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.</b>  <input type="checkbox"/> If applicable, license fee to be included when submitting the application  See City Code Chapter 6, Section 6.23 for additional information.
Attach a Draft of the Entry Form for Participants / Spectators <input type="checkbox"/> Attached
Anticipated number of Participants: <u>75-100</u> Spectators: <u>50</u>
<b>**INSURANCE</b>  <input type="checkbox"/> 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.

*\*MAP ON NEXT PAGE*

**SANITATION:**

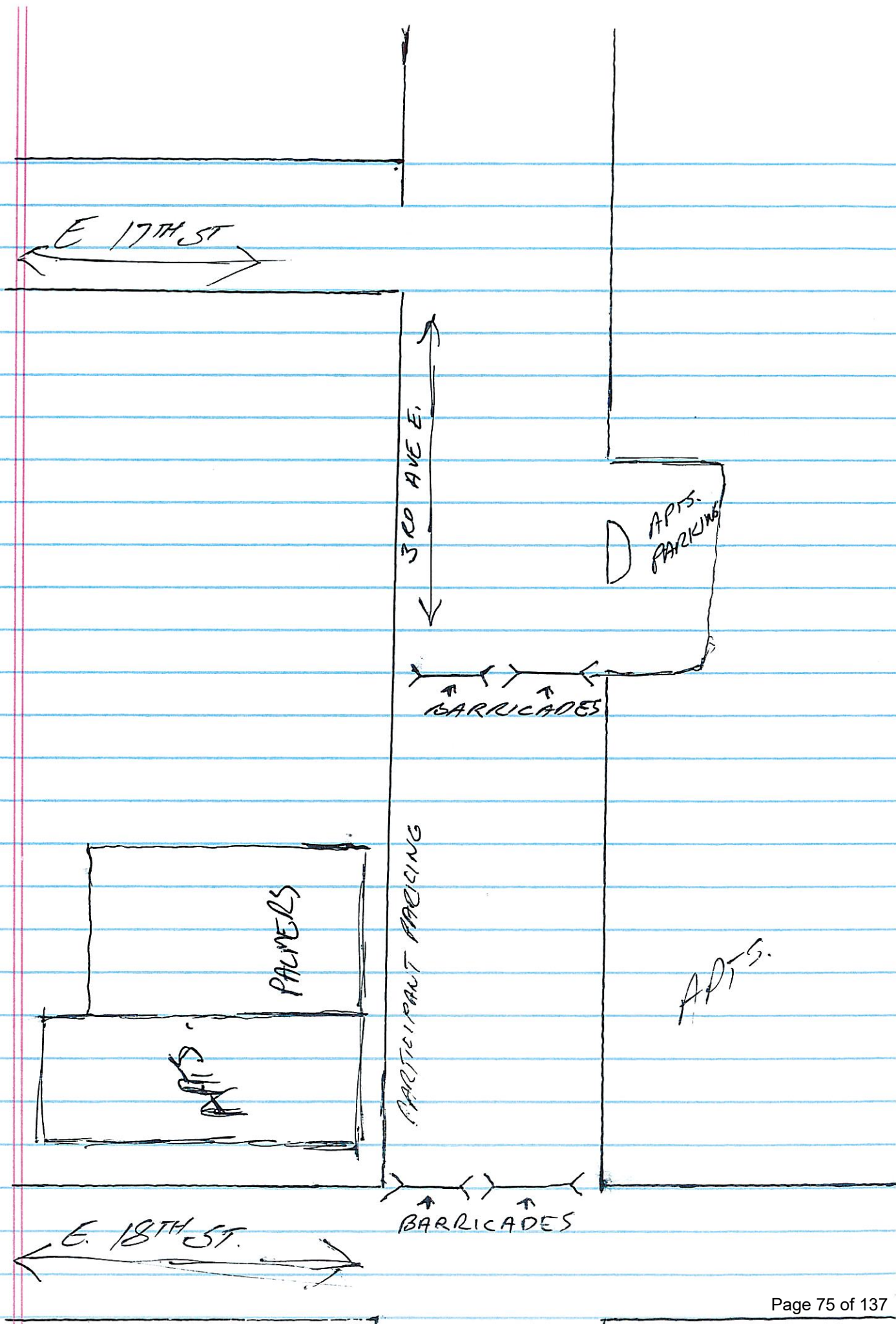
- Attach your "Plan for Clean-Up / Material Preservation".
- Include number, type and location of trash containers to be provided for the event.
- Indicate who and how many will be responsible for emptying and cleaning up around containers during the event.
- Indicate who and how many will be responsible 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, including the intended hours of the music, sound or noise.

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*)

**ALCOHOL:**

Alcoholic Beverages to be served?  Yes  No

Temporary Liquor License Applied For?

- BEER  Yes  No
- COMMUNITY FESTIVAL LICENSE  Yes  No
- TEMPORARY ON SALE  Yes  No

Organization Applying for License for Alcoholic Beverages:

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:

Have they attended server training?  Yes  No

<b>FOOD:</b>	Food and/or non-alcoholic beverages to be served? <input type="checkbox"/> Yes <input type="checkbox"/> 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).
	A health permit may be required from either the State of MN or St. Louis County. <input type="checkbox"/> Attach a copy of your health permit to this application.
	If you intend to <u>cook</u> food in the event area, describe your area layout, including fuel or if electrical sources to be used.

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

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

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

Name of Agency: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Indicate medical services that will provided for the event.

Medical Service

How Provided:

Ambulance

\_\_\_\_\_

Doctors

\_\_\_\_\_

Nurses

\_\_\_\_\_

Paramedics

\_\_\_\_\_

**HIBBING FIRE DEPARTMENT REQUIREMENTS**

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

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

**VENDORS OR CONCESSIONAIRES:**

Describe what vendors or concessionaires you will allow in conjunction with the event and the purpose or purposes of these concessions.

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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.

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**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."

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**OTHER PERTINENT INFORMATION:**

Blank area for other pertinent information.



## Request for Council Action

### **City Council Action**

Approve the Secondhand Good Dealer Application of ecoATM LLC and Sean Flaherty at 12080 Highway 169 W, Hibbing MN (Inside Walmart2937)

### **Description of Agenda Item**

Approve the Secondhand Good Dealer Application of ecoATM LLC and Sean Flaherty at 12080 Highway 169 W, Hibbing MN (Inside Walmart2937)

### **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**

Approve the Secondhand Good Dealer Application of ecoATM LLC and Sean Flaherty at 12080 Highway 169 W, Hibbing MN (Inside Walmart2937)

### **Attachments**

None



## Request for Council Action

### **City Council Action**

Authorize the Hibbing City Council to attend the Habitat For Humanity Dinner on Thursday, February 27, 2025 at the Mountain Iron Community Center

### **Description of Agenda Item**

Authorize the Hibbing City Council to attend the Habitat For Humanity Dinner on Thursday, February 27, 2025 at the Mountain Iron Community Center

### **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 Hibbing City Council to attend the Habitat For Humanity Dinner on Thursday, February 27, 2025 at the Mountain Iron Community Center

### **Attachments**

1. Habitat For Humanity Invite



# We are blessed!

As we gather with family and friends, our hearts are warmed by the many ways our communities support Habitat for Humanity. By volunteering, donating, praying, and sharing our mission, you helped us provide homeownership opportunities that would not otherwise exist. You have made owning simple, decent, affordable homes possible for over 120 Iron Range families since 1995. From our homes to yours, merry Christmas from your friends at Habitat.

Marnie  
Tucker  
Jim  
Nathan  
JMP

The Lord bless you and keep you; the Lord make his face to shine upon you and be gracious to you; the Lord lift up his countenance upon you and give you peace



## Annual dinner and fundraiser

Feb. 27, 2025

Mountain Iron

Community Center

Reservations open Jan. 3.

Only 200 seats available!

## Still need to get in your year-end gift?

Scan the code below or visit [www.nslchfh.org](http://www.nslchfh.org).





## Request for Council Action

### **City Council Action**

Set the next Regular Hibbing City Council Meeting for Wednesday, February 5, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber

### **Description of Agenda Item**

Set the next Regular Hibbing City Council Meeting for Wednesday, February 5, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber

### **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**

Set the next Regular Hibbing City Council Meeting for Wednesday, February 5, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber

### **Attachments**

None



## Request for Council Action

### **City Council Action**

Set the next Hibbing City Council Workshop Meeting for Wednesday, February 5, 2025 following the Regular City Council meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber

### **Description of Agenda Item**

Set the next Hibbing City Council Workshop Meeting for Wednesday, February 5, 2025 following the Regular City Council meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber

### **Strategic Initiative**

### **Owner of Agenda Item**

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

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

### **Budgetary/Fiscal Impact**

### **Action Requested**

Set the next Hibbing City Council Workshop Meeting for Wednesday, February 5, 2025 following the Regular City Council meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber

### **Attachments**

None



## Request for Council Action

### City Council Action

### Description of Agenda Item

### Strategic Initiative

### Owner of Agenda Item

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

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

### Budgetary/Fiscal Impact

### Action Requested

### Attachments

None



## Request for Council Action

### City Council Action

### Description of Agenda Item

### Strategic Initiative

### Owner of Agenda Item

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

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

### Budgetary/Fiscal Impact

### Action Requested

### Attachments

1. Lease Agreement between the City and the Airport Authority

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, made this 1st day of \_\_\_\_\_, 2025, between the CHISHOLM-HIBBING AIRPORT AUTHORITY ("Landlord") and the CITY OF HIBBING ("Tenant").

**RECITALS**

1. Landlord has the unqualified right to grant a leasehold interest in the premises described in this Lease.
2. Tenant desires to lease from Landlord and Landlord is willing to lease to Tenant the premises described in this Lease, in accordance with and subject to the conditions of this Lease.

FOR AND IN CONSIDERATION of the mutual covenants contained in this Lease, Landlord and Tenant (the "parties") agree as follows:

**Section 1. Lease of Premises.** Landlord leases to Tenant and Tenant hires from Landlord the premises described in Exhibit A (the "Premises") for the term described in Section 2.

**Section 2. Initial Term.** The Initial Term of this Lease shall commence on or about January 1, 2025, (the "Commencement Date") and end on September 30, 2028, (the "Expiration Date"), unless earlier terminated pursuant to the terms of this Lease.

**Section 3. Base Rent.**

- (a) It is agreed that the rent for the five (5) acre parcel as described in Exhibit A (defined as base rent) shall be as follows:

\$400.00 per month commencing January 1, 2025, through  
September 30, 2028

- (b) If this Lease is terminated prior to the expiration date for reasons other than Tenants default and if the effective date of the termination is other than the last day of the month, base rent shall be pro-rated to the date of termination based on a thirty day month, and Landlord shall refund to the Tenant any base rent paid, but unearned as of the termination date.
- (c) Rent shall be paid to Landlord at the Chisholm-Hibbing Airport or at such other address as Landlord may from time to time designate.

January 6, 2025

**Section 4. Extension of Initial Term.** Landlord and Tenant agree to negotiate in good faith the extension of this Lease Agreement prior to the expiration of the Initial Term.

**Section 5. Use.** Tenant's use of said premises shall be for construction and operation of animal intake (pound services) and shelter services.

Any other use of the property without the prior written consent of the Landlord shall be a violation of the terms of the contract. Tenant shall be responsible for obtaining all permits, certificates, licenses, easements, waivers, variances, approvals and applications necessary for Tenant's intended use of the premises.

**Section 6. Alterations.** During the initial term and any renewal term, Tenant shall not make structural alterations to the premises without Landlord's prior written consent. In making any approved alterations, Tenant shall do the following:

- (1) Notify Landlord at least thirty (30) days prior to commencement of the alterations;
- (2) Comply with all applicable local, state or federal laws, regulations, codes or ordinances affecting such alterations and the premises.

Any construction or alterations shall become part of the property of the Landlord. Tenant shall have the option of removing said constructed facilities so long as upon the removal of said improvements, they shall not damage the real property.

**Section 7. Maintenance of Premises.**

- (a) At its expense, tenant shall maintain in good condition the structure of the building, including the roof, drains, gutters, down spouts, foundation, load-bearing and exterior walls and shall also maintain the existing electrical systems serving the premises, up to the building and Landlord shall have no responsibility for same.
- (b) Tenant shall accomplish all maintenance for which it is responsible as soon as practicable.
- (c) Tenant shall be solely responsible for maintaining in good condition at its expense the interior of the premises, including but not limited to all equipment necessary for the operation of the facility, including the heating, ventilation and air conditioning systems, and shall perform any and all necessary and ordinary repairs and maintenance required for the normal operation of said equipment.

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If following notice from Landlord, Tenant fails to make any necessary repairs or perform any necessary maintenance for which Tenant is responsible, Landlord may have such repairs or maintenance performed and Landlord's costs of doing so shall be payable as additional rent with the next due installment of base rent.

- (d) Tenant shall put and keep said premises continually in a neat, clean and respectable condition, including keeping the sidewalks in front and along said premises cleared of ice or snow or other obstructions or objectionable things, all ashes, garbage, and refuse of any kind to be removed at said Tenant's expense. Tenant agrees to pay for all water, sewer, janitorial disposal charge or rental or any other services used thereon during the period of this Lease.
- (e) Tenant agrees to shovel and keep free of snow and ice the area immediately surrounding the building.
- (f) Tenant is responsible for maintenance of the driveway and parking lot and for all lawn maintenance.

**Section 8. Utilities.** Tenant shall pay for all utilities and other services furnished to the premises.

**Section 9. Signs.** Tenant shall have the right to place exterior signs on the property subject to any applicable laws, codes or ordinances and subject to any reasonable rules and regulations adopted for the property or the building by Landlord. Tenant shall be solely responsible for maintaining its signs in good condition and shall remove them and repair any damage caused by such removal on or before the Expiration Date (or the expiration date of the last renewal terms, as applicable).

**Section 10. Landlord's Right of Access.** Landlord and its authorized representatives shall have the right to enter the premises following at least 48 hours prior notice to Tenant during Tenant's regular business hours for the purpose of determining whether the premises are in good condition and whether Tenant is complying with its obligations under this Lease. Landlord retains the right to access adjacent property which may require easement through Tenant's leased area.

**Section 11. Tenant's Indemnity.** Tenant shall indemnify and hold Landlord harmless from and against all claims, actions, demands, judgments, damages, liabilities and expenses, including reasonable attorneys' fees, for death or bodily injury to any person or for loss of, damage to or destruction of any property arising from Tenant's occupancy, maintenance and use of the premises.

**Section 12. Insurance.** Tenant will be responsible for insuring its betterments, improvements, and business or personal property; and Tenant shall at its expense maintain in force during the initial term and any

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renewal term a policy of comprehensive public liability insurance insuring Tenant against liability arising from the Tenant's use, occupancy and maintenance of the premises and appurtenant areas. As soon as practicable Tenant shall file with Landlord a Certificate of Insurance providing that said policy cannot be canceled without at least thirty days notice to said Landlord, and shall provide certificates evidencing all renewals of said policies, Tenant shall be responsible for insuring the building and shall maintain in force during the initial term and any renewals a policy of comprehensive public liability insurance in an amount at least equal to its statutory limit of liability.

**Section 13. Casualty.** If the premises are partially damaged or rendered partially untenable by fire or other casualty, this Lease shall nonetheless continue in effect. Landlord shall not be liable to Tenant for any loss of use, loss of business, lost profits, expenses or other consequential damages.

**Section 14. Default.** The occurrence of any one or more of the following events (the "Events of Default") shall constitute a default and breach of this Lease by Tenant:

- (1) The permanent vacating or abandonment of the premises by Tenant for a period of 30 or more consecutive days;
- (2) In any calendar year the occurrence of more than two late payments of base rent or any other payment required to be made by Tenant under this Lease when due where such failure continues for a period of 30 days after receipt of written notice by Landlord to Tenant;
- (3) The failure by Tenant to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by Tenant, other than the late payment of base rent, where such failure continues for a period of 30 days after receipt of written notice by Landlord to Tenant; provided, however, that if the nature of Tenant's obligation which it has failed to perform is such that more than 30 days are reasonably required for its cure, then it shall not be deemed an Event of Default if Tenant commences such cure within the 30 days period and diligently prosecutes the cure to completion. More than two of any such events within one calendar year shall be considered an event of default.
- (4) The making by Tenant of any general assignment or general arrangement for the benefit of its creditors, or the filing by or against Tenant of a petition to have Tenant adjudged a bankrupt, or a petition or reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within 60 days), or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's assets located in the premises or of Tenant's interest

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in this Lease, where possession is not restored to Tenant within 60 days, or the attachment, execution or other judicial seizure of substantially all of Tenant's assets located in the premises or of Tenant's interest in this Lease, if such seizure is not discharged within the 60 days.

**Section 15. Landlord's Remedies.** If an Event of Default occurs, at any time after the occurrence, with or without additional notice or demand and without limiting Landlord's rights or remedies as a result of the Event of Default, Landlord may do the following:

- (1) Terminate Tenant's right to possession of the premises by any lawful means, in which case this Lease shall terminate, and Tenant shall immediately surrender possession of the premises to Landlord. In such event, Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of the Event of Default by Tenant including but not limited to the cost of recovering possession of the premises, expenses of reletting, including necessary renovation and alteration of the premises, reasonable attorneys' fees, real estate commissions actually paid, the worth at the time of award by a court having jurisdiction of the amount by which the unpaid rent for the balance of the initial term (or the renewal term during which the Lease is so terminated) exceeds the amount of base rent for the same period which Tenant proves could be reasonable avoided by reletting of the premises or otherwise;
- (2) Maintain Tenant's right to possession, in which case this Lease shall continue in effect whether or not Tenant shall have abandoned the premises. In such event, Landlord shall be entitled to enforce all of its rights and remedies under this Lease, including the right to recover base rent as it becomes due; and
- (3) Pursue any other remedy available to Landlord under the laws of the jurisdiction in which the premises are located.

**Section 16. Interest on Late Payments.** In the event of the occurrence of late payments of base rent or other sums due to Landlord in any calendar year, such payment shall bear interest from the date due at the rate of ten percent (10%) per annum.

**Section 17. Quiet Enjoyment.** Provided it has paid all base rent due and is not otherwise in default, Tenant shall at all times during the initial term and any renewal term peaceably and quietly enjoy the premises without disturbance by Landlord or any person claiming under or through Landlord.

**Section 18. Rules and Regulations.** Upon written notice from Landlord, Tenant shall observe all reasonable rules and regulations which Landlord

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may from time to time promulgate with respect to the premises, provided that such rules and regulations do not negatively impact or unreasonably restrict Tenant's use of the premises.

**Section 19. Assignment and Subletting.** Tenant shall not transfer, assign, sublet or otherwise alienate its interest in and to the premises without first obtaining the written consent of Landlord except that Tenant may sublet to the City of Hibbing.

**Section 20. Compliance with Environmental Laws.**

- (a) Landlord warrants and represents to Tenant that, to the best of Landlord's knowledge and after reasonable inquiry, at the commencement of this Lease, the premises are in full compliance with all applicable environmental laws, rules, requirements, orders, directives, ordinances and regulations of the United States of America or any state, city or municipal government or lawful authority having jurisdiction over or affecting the premises (collectively "environmental laws"). Commencing with the term of this Lease, Tenant shall be responsible to maintain compliance with all "environmental laws" and to insure that the premises comply at all times with all environmental laws, and that the premises are and remain at all times safe for use and occupancy. Landlord shall be responsible for any conditions existing prior to the commencement of this Lease, and shall hold Tenant harmless from and indemnify it for any obligations, demands, actions, proceedings, and judgments, losses, damages, liabilities, fines, penalties and expenses (including without limitation sums paid on settlement of claims, reasonable attorneys' fees, consultant and expert fees, and expenses) which they may sustain in connection with any noncompliance of the premises with the environmental laws or in connection with any environmental condition affecting the premises which existed prior to said Lease.
- (b) Subsequent to the commencement of this Lease, any violations of environmental laws that occur subsequent to the commencement of this Lease shall be the responsibility of Tenant. Tenant shall defend, indemnify, and save Landlord, its officers, directors, agents and employees harmless from and against all claims, obligations, demands, actions, proceedings, and judgments, losses, damages, liabilities, fines, penalties and expenses (including without limitation sums paid on settlement of claims, reasonable attorneys' fees, consultant and expert fees, and expenses) which they may sustain in connection with any noncompliance of the premises with the environmental laws or in connection with any environmental condition affecting the premises.
- (c) The provisions of this article shall survive the expiration or earlier termination of this Lease.

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**Section 21. Miscellaneous.**

- (a) The parties agree that Tenant will pay any real estate taxes levied upon said property during the initial term of the Lease and that Tenant shall be responsible for all real estate taxes, assessments, other charges and impositions thereafter during any extended lease terms. Tenant further agrees to pay any and all assessments, other charges, and impositions of every kind in nature which may be hereafter levied, assessed or imposed upon said demised premises or upon any improvements thereof, and which may become due and payable during the term of this Lease, all of which taxes or other charges or impositions shall be paid before penalty shall attach thereto.
- (b) Tenant also agrees at Tenant's own expense and cost to put and keep said premises in such condition that they will comply with all federal, state and municipal laws, charters, ordinances and regulations. Tenant shall not make any changes or improvements to the property without first obtaining the written consent of Landlord.
- (c) Tenant agrees that said Landlord shall not be liable for any loss or damage which may be sustained by said Tenant or others by the reason of freezing, bursting, overflowing or defect of any water, sewer, gas or steam pipes, heating systems, closets or sinks, in, on or about said premises or from premises overhead, nor for any loss or damage which directly or indirectly may be sustained by water, sewer or gas, nor for the loss or damage caused by water, ice, or snow from the roof, skylights, trap doors, or otherwise nor for the loss or damage by the reason of the present or future condition of the repair of said premises.
- (d) No assent, express or implied, by Landlord to any breach of any of Tenant's covenants, agreements, conditions or terms hereof shall be deemed or taken to be a waiver of any succeeding breach of any covenant, agreement, condition or term hereof.
- (e) This Lease shall inure to the benefit of and be binding upon each of the parties and their respective successors and assigns, but neither the rights nor the duties of either party under this Lease may be voluntarily assigned or delegated without the prior written consent of the other party, except that Tenant may assign all or any part of its right and delegate its duties under this Lease to a wholly-owned subsidiary.
- (f) All section headings and captions used in this Lease are purely for convenience and shall not affect the interpretation of this Lease.
- (g) All Exhibits described in this Lease shall be deemed to be incorporated in and made a part of this Lease, except that if there

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is any inconsistency between this Lease and the provisions of any Exhibit the provisions of this Lease shall control.

- (h) This Lease shall be deemed entered into within and shall be governed by and interpreted in accordance with the laws of the State of Minnesota and the parties submit to the jurisdiction of the St. Louis County District Court located in Hibbing, Minnesota for adjudication of disputes arising from this Lease.
- (i) Except as otherwise provided, this Lease shall not be modified except by written agreement signed on behalf of Tenant and the Landlord by their respective authorized officers.
- (j) This Lease supersedes all prior understanding, representations, negotiations and correspondence between the parties, constitutes the entire agreement between them with respect to the matters described, and shall not be modified or affected by any course of dealing, course of performance or usage of trade.
- (k) If any provision of this Lease is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired.
- (l) This Lease may be executed in any number of counterparts and each fully executed counterpart shall be deemed an original.
- (m) All notices, approvals, requests, consents and other communications given pursuant to this Lease shall be in writing and shall be deemed to have been duly given when received if hand-delivered, sent by telex, sent by Federal Express service or sent by United States certified or registered mail, addressed as follows:

If to Landlord:           Chisholm-Hibbing Airport Authority  
                                  Attn: Barrett Ziemer, Executive Director  
                                  11038 Hwy 37  
                                  Hibbing, MN 55746

If to Tenant:             City of Hibbing  
                                  Attn: City Administrator  
                                  401 East 21st Street  
                                  Hibbing, MN 55746

- (n) Should Landlord's authorization be required under the terms of this Lease Agreement, it shall not be unreasonably withheld.
- (o) Should either party bring an action to enforce the terms of this agreement, the prevailing party shall be awarded reasonable costs and attorney fees.

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**Section 22. Airport Contract Requirements,**

- (a) The Tenant for itself, its successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this Lease for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the Tenant shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.
- (b) The Tenant for itself, its successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that:
  - (1) No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities;
  - (2) That in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and
  - (3) That the Tenant shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.
- (c) The Tenant agrees to furnish service on a fair, equal and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable, and no unjustly discriminatory prices for each unit or service, PROVIDED, that the Tenant may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- (d) The Tenant assures that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from federal assistance. This provision obligates the Tenant or its transferee for the period during which federal assistance is extended to the airport program,

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except where federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the provision obligates the party or any transferee for the longer of the following periods:

- (1) The period during which the property is used by the sponsor or any transferee for a purpose for which federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - (2) The period during which the airport sponsor or any transferee retains ownership or possession of the property. In the case of contractors from the bid solicitation period through the completion of the contract.
- (e) The Tenant agrees that it will practice nondiscrimination in its activities and will provide DBE participation in its leases as required by the sponsor, in order to meet the sponsor's goals, or required by the FAA in order to obtain an exemption from the prohibition against long-term exclusive leases.
  - (f) The Tenant agrees that it shall insert the above five provisions in any Lease by which said Tenant grants a right or privilege to any person, firm or corporation to render accommodations and/or services to the public on the premises herein leased or owned.
  - (g) It is hereby specifically understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right to provide aeronautical services to the public as prohibited by Section 308 (a) of the Federal Aviation Act of 1958, as amended, and the Landlord reserves the right to grant to others the privilege and right of conducting any one or all activities of an aeronautical nature.
  - (h) The Landlord reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Tenant, and without interference or hindrance.
  - (i) The Landlord reserves the right, but shall not be obligated to the Tenant, to maintain and keep in repair the landing area of the airport and all publicly-owned facilities of the airport, together with the right to direct and control all activities of the Tenant in this regard.
  - (j) This Lease shall be subordinate to the provisions of and requirements of any existing or future agreement between the Landlord and the United States, relative to the development, operation, or maintenance of the airport.

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- (k) The Tenant agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event any future structure or building is planned for the leased premises, or in the event of any planned modification or alteration of any present or future building or structure situated on the leased premises.
- (l) There is hereby reserved by the Landlord, its successors and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein leased. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation on the Chisholm-Hibbing Airport.
- (m) The Tenant by accepting this expressly agrees for itself, its successors and assigns that it will not erect nor permit the erection of any structure or object nor permit the growth of any tree on the land leased hereunder above a mean sea level elevation of 1352 feet. In the event the aforesaid covenants are breached, the Landlord reserves the right to enter upon the land leased hereunder and to remove the offending structure or object and cut the offending tree, all of which shall be at the expense of the Tenant.
- (n) The Tenant by accepting this Lease agrees for itself, its successors, and assigns that it will not make use of the leased premises in any manner which might interfere with the landing and taking off of aircraft from Chisholm-Hibbing Airport or otherwise constitute a hazard. In the event the aforesaid covenant is breached, the Landlord reserves the right to enter upon the premises hereby leased and cause the abatement of such interference at the expense of the Tenant.
- (o) This Lease and all the provisions hereof shall be subject to whatever right the United States Government now has or in the future may have or acquire affecting the control, operation, regulation and taking over of said airport or the exclusive or nonexclusive use of the airport by the United States during the time of war or national emergency.
- (p) It is clearly understood by the Tenant that no right or privilege has been granted which would operate to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own regular employees (including but not limited to, maintenance and repair) that it may choose to perform.

January 6, 2025

(q) This agreement is subject to the requirements of the U.S. Department of Transportation's regulations 49 CFR Part 23, Subpart F. The Tenant agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, sex in connection with the award or performance of any concession agreement covered by 49 CFR Part 23, Subpart F. The Tenant also agrees to include the above statements in any subsequent complementary aeronautical activity agreements that it enters into and cause those businesses to similarly include the statements in further agreements.

(r) Tenant agrees to maintain accurate and acceptable records.

**Section 23.** All construction shall be done with the agreement of the Tenant and all plans and changes of plans shall be agreed upon by the parties.

**IN WITNESS WHEREOF,** the parties have signed this Lease on the dates first above written.

*CHISHOLM-HIBBING AIRPORT AUTHORITY*

BY: \_\_\_\_\_  
Barret Ziemer  
ITS: Executive Director

*CITY OF HIBBING*

BY: \_\_\_\_\_  
Pete Hyduke  
ITS: Mayor

BY: \_\_\_\_\_  
Candie Seppala  
ITS: Clerk





## Request for Council Action

### **City Council Action**

Requesting council approval.

### **Description of Agenda Item**

Approve the professional services agreement with Miriam Kero Consulting for services to submit application to MN LCCMR grant. We plan to apply for an LCCMR grant for Carey Lake Recreation Area. This again will be for the campground, trail work/trail connections, bogwalk construction, beach rehab, maintenance building.

### **Strategic Initiative**

Well rounded strong quality of life

- Modern facilities for recreation and wellness making the city a healthy place families want to live.

### **Owner of Agenda Item**

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

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

Approve the professional services agreement with Miriam Kero Consulting for services to submit application to MN LCCMR grant. We plan to apply for an LCCMR grant for Carey Lake Recreation Area. This again will be for the campground, trail work/trail connections, bogwalk construction, beach rehab, maintenance building.

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

### **Budgetary/Fiscal Impact**

### **Action Requested**

### **Attachments**

1. Miriam Kero\_Grant Writing LCCMR 2025



Miriam Kero  
Miriam Kero Consulting  
208 East Park Drive  
Hibbing, MN 55746

January 15, 2025

Nick Arola  
Director of City Services  
City of Hibbing  
401 East 21<sup>st</sup> St  
Hibbing, MN 5746

Re: Proposal for 2025 LCCMR grant application writing assistance

Dear Nick,

Thank you for the opportunity to submit a proposal to the city of Hibbing for grant writing services. This document outlines the proposed scope of work and exclusions for assistance in writing a 2025 LCCMR grant application. The intended use of Hibbing's grant funds would be Carey Lake Park development.

The grant application is due on March 19, 2025 via the LCCMR Proposal and Grant Management System. There is no grant minimum or maximum. If awarded, funds will be available (via reimbursement) July 2026.

#### SCOPE OF WORK

Task 1: Miriam Kero will hold a kickoff meeting with city of Hibbing.

Task 2: Miriam Kero will draft application text.

Task 3: Miriam Kero will submit the draft text to the Director of City Services and hold a review meeting to gain feedback.

Task 4: Miriam Kero will revise the application and submit via the LCCMR site.

#### EXCLUSIONS

The Director of City Services will facilitate obtaining necessary resolutions and signatures.

The city will provide project scope and budget details for the application.

Submission of grant reporting will be completed by the city.

COST ESTIMATE

SCOPE OF WORK	Subtotal	HOURS
Task 1: Miriam Kero will hold a kickoff meeting with city of Hibbing.	386.25	3
Task 2: Miriam Kero will draft application text.	2575	20
Task 3: Miriam Kero will submit the draft text to the Director of City Services and hold a review meeting to gain feedback.	386.25	3
Task 4: Miriam Kero will revise the application and submit via the LCCMR site.	515	4
<b>Total</b>	<b>3862.5</b>	<b>30</b>

Thank you for the opportunity to assist with this project. Please let me know if you have any questions or comments with respect to this proposal.

Sincerely,



Miriam Kero  
Owner, Miriam Kero Consulting



## Request for Council Action

### **City Council Action**

Approve the publishing of the request for offer as presented.

### **Description of Agenda Item**

Approve the publishing of the Request for Offer for the Gust Erickson Road property (141-0040-02320).

### **Strategic Initiative**

2023 Strategic Plan: High Priority Goal #5 - Acquire more land for economic development

### **Owner of Agenda Item**

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

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

Pursuant to the policy on sale of surplus real estate owned by the city of Hibbing, staff has identified the parcel on Gust Erickson Road identified as 141-0040-0230 as ready for sale. The property has been survey and appraised. With the sale of this property, the funds will be put back into the land acquisition fund to allow the city to purchase property more in keeping with economic development planning.

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

N/A

### **Budgetary/Fiscal Impact**

Proceeds from the sale will be put into the land acquisition fund.

### **Action Requested**

Approve the request for offer to be published.

### **Attachments**

1. Request-for-Offer-draft-2025-01-13

**REQUEST FOR OFFER**

DATED ISSUED: January \_\_\_\_, 2025

DESCRIPTION:

The City of Hibbing is seeking to sell real property located in the City of Hibbing on Gust Erickson Road legally described as follows:

Parcel Code: 141-0040-02320  
SW 1/4 of SW 1/4, Section 12, Township 56, Range 21

to the highest bidder. (The City reserves the right to reject all offers.)

DEADLINE AND REQUIREMENTS FOR SUBMITTING OFFERS:

Offers must be received at the address shown below on or before \_\_\_\_\_, 2025 at 12:00 p.m.

POINT OF CONTACT:  
Betsy Olivanti  
Community Development Director  
City of Hibbing  
E-mail: betsyolivanti@hibbingmn.gov  
Phone No.: 218-312-1579

REQUEST FOR OFFERS ADDRESS:

Betsy Olivanti  
Community Development Director  
City of Hibbing  
401 East 21st Street  
Hibbing, Minnesota 55746

Requests for offers may be submitted by email to betsyolivanti@hibbingmn.gov.

NUMBER OF OFFERS REQUIRED:

Mail in one (1) original Purchase Agreement with three (3) copies in a sealed envelope.

PROPOSAL FORMAT:

Submit a Purchase Agreement in the proposal signed by the bidder either as an individual or on behalf of an entity.

- 1) Offer must be a full cash offer (no contracts for deed).
- 2) Offer must have a closing date within 30 to 60 days of proposal opening.
- 3) Offer must accept that real property taxes for the year of closing (2025) shall be prorated to the time of closing.
- 4) Offer must accept that special assessments, if any, shall be prorated to the time of closing.
- 5) Offer must recognize that possession of the property shall be as of the date of closing.
- 6) Offer must for no less than Fifty-Five Thousand and No/100ths (\$55,000.00)

**\* City reserves the right to reject all offers.**

EVALUATION OF OFFERS AND AWARD:

The contract will be offered to the most qualified, highest, and eligible offer as determined by the selection committee, and the Hibbing City Council. Entities submitting offers may be investigated by the City of Hibbing or its designated representative to determine if they are qualified as an entity. The City of Hibbing reserves the right to reject any offer, if the Purchase Agreement submitted by or the subsequent investigation of said Purchase Agreement finds the offer fails to meet the Seller's criteria.



## **Request for Council Action**

### **City Council Action**

Approve Resolution 25-01-06 Authorizing Internal Loan for Advance of Certain Costs in Connection with a Tax Increment Financing District

### **Description of Agenda Item**

Approve Resolution 25-01-06 Authorizing Internal Loan for Advance of Certain Costs in Connection with a Tax Increment Financing District

### **Strategic Initiative**

2023 Strategic Plan High Priority Goal #5: Acquire more property for Economic Development

### **Owner of Agenda Item**

Betsy Olivanti, Community Development Director, 218.421.7939, [betsyolivanti@hibbingmn.gov](mailto:betsyolivanti@hibbingmn.gov)

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

1.01. The City and the Hibbing Economic Development Authority (the “EDA”) are considering establishing a Tax Increment Financing District which is anticipated to include certain blighted and underused real property located at 2810 Diane Lane, Hibbing, Minnesota and adjacent roads and rights of way (the “TIF District”) pursuant to Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the “TIF Act”).

1.02. The City or the EDA may incur certain costs related to the TIF District which may be financed on a temporary basis from available City or EDA funds.

1.03. Under Section 469.178, Subdivision 7 of the TIF Act, the City and the EDA are authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04. The City has determined that it or the EDA may pay for administrative costs associated with the establishment of the TIF District and certain other costs incurred in connection with the proposed development of the TIF District, including but not limited a study of blighting conditions, engineering, land and building acquisition of the property located at 2810 Diane Lane, demolition and site preparation costs (the “Costs Advances”) on a temporary basis from the City’s Land Acquisition Fund or any other fund from which such advances, from time to time, may be legally made (the “Fund”) as an interfund loan pursuant to Minnesota Statutes, Section 469.178, Subd. 7.

1.05. The City hereby designates the Costs Advances as an interfund loan in accordance with the terms of this resolution and the TIF Act.

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

Refer to HEDA

**Budgetary/Fiscal Impact**

To be determined during project planning and TIF creation

**Action Requested**

Approve Resolution 25-01-06 Authorizing Internal Loan for Advance of Certain Costs in Connection with a Tax Increment Financing District

**Attachments**

1. RES-25-01-06-CoH 2810 Diane Lane City Interfund Loan Resolution

At the regular City Council meeting held January 22, 2025, at 5:00 P.M., in the Hibbing City Council Chambers, Councilor \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**CITY OF HIBBING, MINNESOTA  
RESOLUTION NO. 25-01-06**

**AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS  
IN CONNECTION WITH A TAX INCREMENT FINANCING DISTRICT**

BE IT RESOLVED By the City Council of the City of Hibbing, Minnesota (the “City”) as follows:

Section 1.     Background.

1.01.     The City and the Hibbing Economic Development Authority (the “EDA”) are considering establishing a Tax Increment Financing District which is anticipated to include certain blighted and underused real property located at 2810 Diane Lane, Hibbing, Minnesota and adjacent roads and rights of way (the “TIF District”) pursuant to Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the “TIF Act”).

1.02.     The City or the EDA may incur certain costs related to the TIF District which may be financed on a temporary basis from available City or EDA funds.

1.03.     Under Section 469.178, Subdivision 7 of the TIF Act, the City and the EDA are authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04.     The City has determined that it or the EDA may pay for administrative costs associated with the establishment of the TIF District and certain other costs incurred in connection with the proposed development of the TIF District, including but not limited a study of blighting conditions, engineering, land and building acquisition of the property located at 2810 Diane Lane, demolition and site preparation costs (the “Costs Advances”) on a temporary basis from the City’s Land Acquisition Fund or any other fund from which such advances, from time to time, may be legally made (the “Fund”) as an interfund loan pursuant to Minnesota Statutes, Section 469.178, Subd. 7.

1.05.     The City hereby designates the Costs Advances as an interfund loan in accordance with the terms of this resolution and the TIF Act.

Section 2.     Repayment of Interfund Loan.

2.01.     The City will reimburse itself or the EDA for the Costs Advances including without limitation (i) administrative costs incurred prior to the establishment of the TIF District, subject to

the limitations of the TIF Act, and (ii) certain costs incurred in connection with a study of blighting conditions, engineering, land and building acquisition of the property located at 2810 Diane Lane, demolition and site preparation costs in an aggregate principal amount not to exceed the greater of **\$1,000,000** or the adopted and, if applicable, amended Tax Increment Financing Plan budget for the TIF District (the “Interfund Loan”), together with interest at the rate of 8.0%, which is the rate determined in accordance with Minnesota Statutes, Section 469.178, Subdivision 7 as the greater of the rates specified under Minnesota Statutes, Sections 270C.40 or 549.09 at the time the Interfund Loan, or any part of it, is first made; provided, however, the Finance Director/Treasurer is authorized to specify a lower rate.

2.02. Principal and interest (“Payments”) on the Interfund Loan shall be paid annually on February 1 (the “Payment Date”), commencing on the first Payment Date on which the City or the EDA has received Available Tax Increment (defined below), or on any other dates determined by the Finance Director/Treasurer, through the date of last receipt of tax increment from the TIF District (the “Maturity Date”).

2.03. Payments on the Interfund Loan will be made solely from the tax increment from the TIF District received by the City or the EDA from St. Louis County in the 12-month period before any Payment Date, net of the amount paid under any agreement with a private developer or otherwise pledged to the payment of any obligation (the “Available Tax Increment”). Payments shall be applied first to accrued interest, and then to unpaid principal, unless otherwise specified by the City Finance Director. Interest accruing from the Loan Date will be compounded semiannually on February 1 and August 1 of each year and added to principal, unless otherwise specified by the City Finance Director. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes, or contracts secured in whole or in part with available tax increment, and are on a parity with any other outstanding or future interfund loans secured in whole or in part with available tax increment.

2.04. The principal sum and all accrued interest payable under this resolution is pre-payable in whole or in part at any time by the City or the EDA without premium or penalty.

2.05. This resolution is evidence of an internal borrowing by the City or the EDA in accordance with Section 469.178, subdivision 7 of the TIF Act, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. The Interfund Loan shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City or the EDA. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of Available Tax Increment. Neither the City nor the EDA shall have any obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination or expiration of the TIF District.

2.06. The City or the EDA, as applicable, may at any time make a determination to forgive the outstanding principal amount and accrued interest on the Interfund Loan, in whole or in part, on any date from time to time, to the extent permissible under law.

2.07. The City may from time to time amend the terms of this Resolution to the extent permitted by law, including without limitation amendment to the payment schedule and the interest rate; provided that the interest rate may not be increased above the maximum specified in Section 469.178. subd. 7 of the TIF Act.

Section 3. Effective Date. This resolution is effective upon adoption.

The motion for the adoption of the foregoing Resolution was duly seconded by Council \_\_\_\_\_, and upon vote being taken, the following voted in favor thereof:

FOR ADOPTION:

AGAINST ADOPTION:

ABSTAINING:

ABSENT:

Passed and adopted this 22nd day of January, 2025.

ATTEST:

CITY OF HIBBING

\_\_\_\_\_  
Candie Seppala, City Clerk/Deputy Admin

\_\_\_\_\_  
Pete Hyduke, Mayor

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution adopted and passed by the Hibbing Economic Development Authority at its regular meeting held on Monday, January 22, 2025.

(City seal)

\_\_\_\_\_  
Candie Seppala, City Clerk/Deputy Administrator



## Request for Council Action

### **City Council Action**

Request to add funds from undesignated to the land acquisition fund (406).

### **Description of Agenda Item**

Request to add funds from undesignated to the land acquisition fund (406).

### **Strategic Initiative**

2023 Strategic Plan High Priority Goal #5: Acquire more property for Economic Development.

### **Owner of Agenda Item**

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

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

During the 2023 Strategic Planning process, a short-term goals platform and workplan was developed to guide the organization in the coming years. The high priority goals were identified by a majority of the Council as top priority and also received support from City Staff. High priority goal #5 is to acquire more property for economic development. Thus, the land acquisition fund must be maintained to ensure the ability to purchase property that supports the strategic vision of the city of Hibbing.

The current fund balance at the end of 2024 was approximately \$335,000 with planned expenditures of \$850,000 through the end of 2027. Thus, it is prudent to allocate additional funds from the undesignated fund balance to the land acquisition fund at this time.

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

N/A

### **Budgetary/Fiscal Impact**

Option A: Transfer \$1,000,000 to ensure adequate resources are available for future purchases to support Strategic Plan as approved

Option B: Transfer a lesser amount to allow for purchase of 2810 Diane Lane and keep the fund whole through the end of 2025 (minimum of \$250,000 req'd)

Option C: Transfer a lesser amount to allow for purchase of 2810 Diane Lane and keep the fund whole through the end of 2027 (minimum of \$550,000 req'd)

### **Action Requested**

Approve the addition of funds from undesignated to the land acquisition fund (406), specifying the amount for transfer

**Attachments**

None



## Request for Council Action

### **City Council Action**

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 \$400,000.

### **Description of Agenda Item**

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 \$400,000.

### **Strategic Initiative**

2023 Strategic Plan High Priority Goal #5: Acquire more property for Economic Development

### **Owner of Agenda Item**

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

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

In 2023, the City Council and the Hibbing Housing and Redevelopment Authority collaborated on a Housing Needs Analysis which identified a number of factors for the need for additional housing units and preservation of current housing units:

- Low vacancy rates across all products/price points for rental units
- 96% of Market Rate units at 50% average median income (naturally occurring affordable housing – NOAH)
- Lack of new rental housing driving NOAH to high percentage of units
- Lot inventory for new construction is sufficient for near-term, only (93 lots vacant with ~100 units/year needed through 2035)
- Lack of entry level & move-up housing stock available
- Need for 60+ new multifamily housing units
- Demand for over 1,200 new housing units through 2035 which, is equally divided between general-occupancy housing (48%) and age-restricted senior housing (52%)

Further, the City Council undertook a Strategic Planning Initiative in April of 2023 which outlined the following values and goals for housing: 1) Core Strategy #2: Well-rounded, Strong Quality of Life - Quality housing stock that is affordable and accessible and 2) Core Strategy #5: Safe, Secure, and Valued Community - Everyone feels they are an integral and involved part of the community, Safe place to live and raise a family. Therefore, the city council has expressed interested in adding additional housing units to the city and is pursuing several projects to do

so. Thus, when the former Jefferson School site came to the attention of city staff and officials as a potential property to repurpose for housing, the HEDA Board undertook a project to consider repurposing the Jefferson School in the hopes to attract a developer to redevelop this former school building into housing. This work is ongoing and the time has come to purchase the site to continue a redevelopment plan.

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

Refer to HEDA for purchase

**Budgetary/Fiscal Impact**

\$400,000 from the land acquisition fund, plus closing costs.

**Action Requested**

Approve the resolution to transfer funds to HEDA.

**Attachments**

1. Res-25-01-03-Authorize-Transfer-of-Funds

At the regular City Council meeting held January 22, 2025, at 5:00 P.M., in the Hibbing City Council Chambers, Councilor \_\_\_\_\_ introduced the following Resolution and moved its adoption:

## **RESOLUTION NO. 25-01-03**

### RESOLUTION TO AUTHORIZE A TRANSFER OF FUNDS FROM THE LAND ACQUISITION FUND TO HIBBING ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, in 2023, the City Council and the Hibbing Housing and Redevelopment Authority collaborated on a Housing Needs Analysis which identified several factors for the need for additional housing units and preservation of current housing units:

- Low vacancy rates across all products/price points for rental units
- 96% of Market Rate units at 50% average median income (naturally occurring affordable housing – NOAH)
- Lack of new rental housing driving NOAH to high percentage of units
- Lot inventory for new construction is sufficient for near-term, only (93 lots vacant with ~100 units/year needed through 2035)
- Lack of entry level & move-up housing stock available
- Need for 60+ new multifamily housing units
- Demand for over 1,200 new housing units through 2035 which, is equally divided between general-occupancy housing (48%) and age-restricted senior housing (52%); and,

WHEREAS, the City Council undertook a Strategic Planning Initiative in April of 2023 which outlined the following values and goals for housing: 1) Core Strategy #2: Well-rounded, Strong Quality of Life - Quality housing stock that is affordable and accessible and 2) Core Strategy #5: Safe, Secure, and Valued Community - Everyone feels they are an integral and involved part of the community, Safe place to live and raise a family; and,

WHEREAS, the City Council has expressed interested in adding additional housing units to the city and is pursuing several projects to do so; and,

WHEREAS, the HEDA Board undertook a project to consider repurposing the Jefferson School in the hopes to attract a developer to redevelop this former school building into housing; and,

WHEREAS, this work is ongoing and the time has come to purchase the site to continue a redevelopment plan; and,

WHEREAS, the negotiations have taken place whereby HEDA would purchase the parcel from the respective owners and the purchase price this parcel would be a total of \$215,000.00; and,

WHEREAS, The City Council believes that the purchase of said parcel and to redevelop it, is in the best interest of the City of Hibbing.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Hibbing hereby agrees with the concept of the Hibbing Economic Development Authority (HEDA) to purchase the parcel above described from its respective owners, and that the Council hereby authorizes \$215,000.00 from the City's Land Acquisition Fund be transferred to HEDA to facilitate the purchase.

The motion for the adoption of the foregoing Resolution was duly seconded by Councilor \_\_\_\_\_, and upon vote being taken, the following voted in favor thereof:

FOR ADOPTION:

AGAINST ADOPTION:

ABSTAINING:

ABSENT:

Passed and adopted this 22nd day of January, 2025.

CITY OF HIBBING

ATTEST:

\_\_\_\_\_  
Pete Hyduke, Mayor

\_\_\_\_\_  
Candie Seppala, Clerk

## CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution adopted and passed by the Hibbing City Council at its regular meeting held on Wednesday, January 22, 2025.

(City seal)

\_\_\_\_\_  
Candie Seppala  
Senior Executive Assistant

City of Hibbing  
Resolution No. 25-01-03  
January 22, 2025



## 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

Offer RESOLUTION NO. 25-01-08 CALLING FOR A PUBLIC HEARING ON HE PROPOSAL TO ADOPT A FIVE-YEAR CAPITAL IMPROVEMENT PLAN UNDER MINNESOTA STATUTES, SECTION 475.521

#### Strategic Initiative

#### Owner of Agenda Item

Andy Borland, City Attorney, andyb@sellmanborlandsimon.com

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

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

#### Budgetary/Fiscal Impact

#### Action Requested

Offer RESOLUTION NO. 25-01-08 CALLING FOR A PUBLIC HEARING ON HE PROPOSAL TO ADOPT A FIVE-YEAR CAPITAL IMPROVEMENT PLAN UNDER MINNESOTA STATUTES, SECTION 475.521

#### Attachments

1. 25 01 08 5 year capital improvement plan

At the Hibbing City Council meeting held January 8, 2025, at 5:00 P.M., in the Hibbing City Council Chamber, Councilor Justin Fosso offered the following Resolution and moved its adoption:

**RESOLUTION NO. 25-01-08**

**RESOLUTION CALLING PUBLIC HEARING ON PROPOSAL TO ADOPT A FIVE-YEAR CAPITAL IMPROVEMENT PLAN UNDER MINNESOTA STATUTES, SECTION 475.521**

**WHEREAS**, pursuant to Minnesota Statutes, Section 475.521 the City of Hibbing, Minnesota (the “City”) may issue bonds without an election to finance capital expenditures under an approved five-year capital improvement plan (“CIP”) provided that, among other things, the City adopts the CIP after a public hearing thereon and publishes a notice of its intention to issue the bonds and the date and time of a hearing to obtain public comment on the matter; and

**WHEREAS**, the City Council will hold a public hearing on a CIP regarding improvements to the City’s Public Works Facility (the “Plan”) and its intent to issue bonds;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hibbing, Minnesota, that the City Council hereby calls for a public hearing on the Plan on February 19, 2025. The City Clerk is hereby directed to cause the notice in substantially the form attached as Exhibit A to be published at least 14 but not more than 28 days before the hearing in the official newspaper of the City or a newspaper of general circulation in the City.

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

FOR ADOPTION:

AGAINST ADOPTION:

ABSTAIN:

ABSENT:

Adopted: January 22, 2025.

---

Mayor Pete Hyduke

Attest:

---

City Clerk – Deputy Administrator Candie Seppala

CITY OF HIBBING  
JANUARY 22, 2025  
RESOLUTION NO. 25-01-08

EXHIBIT A

NOTICE OF A PUBLIC HEARING ON THE  
CAPITAL IMPROVEMENT PLAN AND ON THE INTENT TO ISSUE  
CAPITAL IMPROVEMENT BONDS BY THE CITY OF HIBBING, MINNESOTA,  
UNDER MINNESOTA STATUTES, SECTION 475.521

Notice is hereby given that the City Council of the City of Hibbing, Minnesota (the “City”) will conduct a public hearing on Wednesday, February 19, 2025, at 5:00 p.m. at the City Hall City Council Chambers, located at 401 East 21st Street, Hibbing, Minnesota, for the purpose of conducting a public hearing on the City’s proposed Capital Improvement Plan for the years 2025-2029 prepared under Minnesota Statutes, Section 475.521 and the City’s intention to issue bonds in one or more series, in an amount not to exceed \$10,000,000 (the “Bonds”) to finance improvements to the City’s Public Works Facility identified in the capital improvement plan and pay a portion of the costs of issuing the Bonds. The payment of the Bonds and interest thereon shall constitute a general obligation of the City secured by the full faith and credit of the City.

If a petition requesting a vote on the issuance of the bonds is signed by voters equal to 5 percent of the votes cast in the City in the last municipal general election and is filed with the City within 30 days after the public hearing, the Bonds may only be issued upon obtaining the approval of the majority of the voters voting on the question of issuing the Bonds.

A copy of the capital improvement plan is available for inspection in the City Clerk’s Office, City Hall, 401 East 21st Street, Hibbing, Minnesota 55746.

All interested persons may appear and be heard at the public hearing either orally, or in writing, or may file written comments with the City Clerk before the hearing.

CITY OF HIBBING, MINNESOTA

/s/ Candie Seppala, City Clerk

CITY OF HIBBING  
JANUARY 22, 2025  
RESOLUTION NO. 25-01-08



## Request for Council Action

### **City Council Action**

Approve the 1% sewer/stormwater rate increase as budgeted effective 2/1/25.

### **Description of Agenda Item**

Approve the 1% sewer/stormwater rate increase as budgeted effective 2/1/25.

### **Strategic Initiative**

Our most recently approved sewer rate study called for a 1% increase year over year for the Sewer Fund revenues. We are currently undergoing an updated rate study. This increase will be reflective of what was incorporated into the 2025 budget so we can stay on track with our revenues until we finalize the updated rate study.

### **Owner of Agenda Item**

Sheena Mulner, Finance Director - Treasurer, 218-312-1602, sheenamulner@hibbingmn.gov  
Greg Pruszinske, City Administrator, 218.969.4850, gregpruszinske@hibbingmn.gov

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

A sewer rate study was completed in 2021 that called for an increase in rates of 1% year over year to be able to cover ongoing operations of the waste collections and sewer plant departments as well as capital improvements.

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

None

### **Budgetary/Fiscal Impact**

A 1% increase to sewer revenues as reflected in the 2025 budget

### **Action Requested**

Approve the 1% sewer/stormwater rate increase as budgeted effective 2/1/25.

### **Attachments**

1. updated sewer rate study

**Financial Projections 2022-2031**

Based on the above information, we recommend that the City of Hibbing increase sewer rates 1.0% annually. The recommended rate increases are projected to provide adequate cash reserve levels but also keep operating income positive, which is a goal of the bond rating agencies.

Cash reserves are projected to be met in all but the first three years, with ending cash projected to increase from approximately \$1,706,714 at the end of 2021 to approximately \$2,555,840 in 2031.

The projections include capital improvement projects over the period from 2022 through 2031 estimated at \$1.0 million in 2022 and increasing each year by three percent. Projected debt service coverage levels are sufficient to meet the Minnesota PFA funding requirements.

Rates should be reviewed on an annual basis concurrent with the development of the following year's budget.

**Projected User Rates**

SEWER RATES	2021	2022	2023	2024	2025	2026
Residential - Billed Monthly						
Base Charge	\$16.50	\$16.67	\$16.83	\$17.00	\$17.17	\$17.34
Per 1000 gallons	\$6.19	\$6.25	\$6.31	\$6.38	\$6.44	\$6.51
Fixed Sewage Rate (3 Units-of-sewer @ \$6.19 plus one base charge @ \$16.50)	\$35.07	\$35.42	\$35.77	\$36.13	\$36.49	\$36.86

STORM WATER RATES	2021	2022	2023	2024	2025	2026
Urban Residential	\$3.20	\$3.23	\$3.26	\$3.30	\$3.33	\$3.36
Rural Residential	\$1.20	\$1.21	\$1.22	\$1.24	\$1.25	\$1.26
Urban Non-Residential (ea 3,000 sf of impervious)	\$3.20	\$3.23	\$3.26	\$3.30	\$3.33	\$3.36
Rural Non-Residential (ea 3,000 sf of impervious)	\$1.20	\$1.21	\$1.22	\$1.24	\$1.25	\$1.26

SAMPLE MONTHLY SEWER & STORM WATER BILLS	2021	2022	2023	2024	2025	2026
Residential Low User - 4,000 GAL	\$44.46	\$44.90	\$45.35	\$45.81	\$46.27	\$46.73
Residential Medium User - 6,000 GAL	\$56.84	\$57.41	\$57.98	\$58.56	\$59.15	\$59.74
Residential High User - 25,000 GAL	\$174.45	\$176.19	\$177.96	\$179.74	\$181.53	\$183.35
Commercial Low User - 2,000 GAL	\$32.08	\$32.40	\$32.72	\$33.05	\$33.38	\$33.72
Commercial High User - 40 BASE UNITS+188,000 GAL	\$1,823.72	\$1,841.96	\$1,860.38	\$1,878.98	\$1,897.77	\$1,916.75
Commercial Flat -	\$241.82	\$244.24	\$246.68	\$249.15	\$251.64	\$254.16

The financial projections are shown on the following pages.



## 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

1. Public Safety Building - Bid Package #1



Request for City Council Action

**City Council Action**

Approved

Denied

Amended

Tabled

Attachments: Yes:

Main Agenda

Consent Agenda

Date: 1/17/25

**Description of Agenda Item:**

Public Safety Building – Bid Package #1

**Strategic Initiative:**

Bid Package #1 Advertisement for Bids for the Public Safety Building.

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

Public Works Director Jesse Story, [jessestory@hibbingmn.gov](mailto:jessestory@hibbingmn.gov), 218-312-1571

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

Attached is the Scope of Work and Estimate for Bid Package #1. Bid package #1 includes Phases 1 & 2:

**Phase 1**

- Relocating the mechanical and electrical equipment from the building that is being demolished into a portion of the building that will remain.
- Relocating the bulk oil storage tanks and the compressor.
- Constructing stairs in the existing county shop so there is access to the existing PW offices and storage garage.

**Phase 2**

- Demolition of the existing county storage garage on the east side of the facility.

**Budgetary/Fiscal Impact:**

Bid Package #1 will be funded with State Bonding Dollars/Local Sales tax.

**Action Requested:** Asking for council approval to advertise for Bid Package #1.

## **Bid Package 1 Scope of Work**

1. Electrical scope:
  - a. Security and access control
    - i. Demo head end equipment, use keys during construction, design and construct new system with the addition
  - b. Phone and Data
    - i. Program phone and data for current future needs now
  - c. New transformer to be hung in shop
2. Mechanical Scope:
  - a. New boilers, domestic water heater, pumps in new Mechanical room
  - b. Controls: Leave existing controls, potential add alternate for modifying existing building controls as part of the addition package (Johnson Controls)
  - c. Relocate the following:
    - i. 250-gallon Hydraulic oil
    - ii. Two (2) 250 gallon tanks (500 gallons total) 15w-40 engine oil
    - iii. 250-gallon tank 5w-30 engine oil
    - iv. (above) tanks - include pumps and piping to transport fluids
    - v. 500-gallon waste oil tank
    - vi. Air compressor (will need to determine size and HP for electrical connection)
3. Architectural Scope:
  - a. Room walls & doors: M&E room, air compressor
  - b. Code review
  - c. 2 Stairs in maintenance bay on north side
  - d. Demolition of portion of County building – approximately 28,686 square feet
4. Structural Scope:
  - a. 2 Stairs in maintenance bay on north side

January 15, 2025

DESCRIPTION	QUANTITY	\$/Unit	TOTAL
02 41 00 Demolition	1 LS	\$21,062.31	\$21,062
05 51 00 Metal Stairs	1 LS	\$18,500.00	\$18,500
09 29 00 Gypsum Board	1 LS	\$250,000.00	\$250,000
11 81 00 Facility Maintenance Equipment	1 LS	\$25,000.00	\$25,000
22 33 00 Electric Domestic Water Heaters	1 LS	\$300,000.00	\$300,000
23 36 00 Air Terminal Units	1 LS	\$10,000.00	\$10,000
26 12 00 Medium-Voltage Transformers	1 LS	\$25,000.00	\$25,000
27 00 00 Communications	1 LS	\$15,000.00	\$15,000
28 10 00 Access Control	1 LS	\$25,000.00	\$25,000
<b>Direct Cost</b>		<b>\$689,562.31</b>	<b>\$689,562</b>
Builder's Risk Insurance	0.54%		\$4,811
Subcontractor Default Insurance	1.20%		\$8,052
General Liability Insurance	1.15%		\$10,245
Design Contingency	15.00%		\$133,626
Construction Contingency	3.00%		\$26,725
Construction Fee	2.00%		\$17,817
<b>Total Cost</b>			<b>\$890,837</b>



January 13, 2025

Hibbing Public Safety -Phase 1 Work

Initial  
City of Hibbing

Total Building Area (SF):

DESCRIPTION	QUANTITY	\$/Unit	TOTAL
<b>02 41 00 Demolition</b>			
02.005 Demolition Required for New MEP Equipment	1.00	\$21,062.31	\$21,062
<b>Subtotal - 02 41 00 Demolition</b>	<b>SQFT</b>	<b>\$21,062.31</b>	<b>\$21,062</b>
<b>05 51 00 Metal Stairs</b>			
05.035 Phase 1 Stairs	1.00 Lvs	\$18,500.00	\$18,500
<b>Subtotal - 05 51 00 Metal Stairs</b>	<b>SQFT</b>	<b>\$18,500.00</b>	<b>\$18,500</b>
<b>09 29 00 Gypsum Board</b>			
09.007 Build-Back of MEP Room, Temp. Office Space, and Structural Modifications	1.00 Ls	\$250,000.00	\$250,000
<b>Subtotal - 09 29 00 Gypsum Board</b>	<b>SQFT</b>	<b>\$250,000.00</b>	<b>\$250,000</b>
<b>11 81 00 Facility Maintenance Equipment</b>			
11.025 Lubricant Storage Tanks	1.00 Ls	\$25,000.00	\$25,000
<b>Subtotal - 11 81 00 Facility Maintenance Equipment</b>	<b>SQFT</b>	<b>\$25,000.00</b>	<b>\$25,000</b>
<b>22 33 00 Electric Domestic Water Heaters</b>			
22.005 New Boilers, Domestic Water Heaters, and Pumps	1.00	\$300,000.00	\$300,000
<b>Subtotal - 22 33 00 Electric Domestic Water Heaters</b>	<b>SQFT</b>	<b>\$300,000.00</b>	<b>\$300,000</b>
<b>23 36 00 Air Terminal Units</b>			
23.005 Relocate Air Compressor	1.00 Ls	\$10,000.00	\$10,000
<b>Subtotal - 23 36 00 Air Terminal Units</b>	<b>SQFT</b>	<b>\$10,000.00</b>	<b>\$10,000</b>
<b>26 12 00 Medium-Voltage Transformers</b>			
26.001 New Transformer at Shop	1.00	\$25,000.00	\$25,000
<b>Subtotal - 26 12 00 Medium-Voltage Transformers</b>	<b>SQFT</b>	<b>\$25,000.00</b>	<b>\$25,000</b>
<b>27 00 00 Communications</b>			
27.005 Phone and Data Programming	1.00 Ls	\$15,000.00	\$15,000
<b>Subtotal - 27 00 00 Communications</b>	<b>SQFT</b>	<b>\$15,000.00</b>	<b>\$15,000</b>
<b>28 10 00 Access Control</b>			
28.002 Demo Head End Equipment	1.00 Ls	\$25,000.00	\$25,000
<b>Subtotal - 28 10 00 Access Control</b>	<b>SQFT</b>	<b>\$25,000.00</b>	<b>\$25,000</b>



## Request for Council Action

### City Council Action

### Description of Agenda Item

### Strategic Initiative

### Owner of Agenda Item

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

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

### Budgetary/Fiscal Impact

### Action Requested

### Attachments

1. 25 01 09 support for highway 169
2. Hibbing Highway 169 Corridor Study Fact Sheet

At the Hibbing City Council meeting held January 22, 2025, at 5:00 P.M., in the Hibbing City Council Chamber, Councilor \_\_\_\_\_ offered the following Resolution and moved its adoption:

**CITY OF HIBBING  
COUNTY OF ST. LOUIS  
STATE OF MINNESOTA**

**RESOLUTION 25-01-09**

**RESOLUTION OF SUPPORT FOR THE HIGHWAY 169 CORRIDOR STUDY**

**WHEREAS**, the U.S. DOT established the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program which provides federal funding grant opportunities for surface transportation projects that will improve safety, environmental sustainability, quality of life, mobility and community connectivity, and economic competitiveness; and

**WHEREAS**, the Hibbing Public Utilities Commission (HPUC) proposes to submit a funding application to the RAISE Grant Program to obtain planning funds for the Highway 169 Corridor Study to study Highway 169 from Highway 37 to 13<sup>th</sup> Street in Hibbing, Minnesota; and

**WHEREAS**, Highway 169 through the City of Hibbing, Minnesota is a major freight connection from Minnesota's Iron Range to the Minneapolis-St. Paul metro area and North Dakota; and

**WHEREAS**, the Highway 169 Corridor is currently experiencing significant queuing and idling of vehicles at stoplight intersections, poor pedestrian and bicycle visibility and facilities, and above average crash rates and severities; and

**WHEREAS**, the Minnesota Department of Transportation recently completed a corridor study of this road segment to inform future planning and analysis, but has no additional project planned at this time; and

**WHEREAS**, the goals of the Highway 169 Corridor Study are to plan for the improvement of safety and mobility while revitalizing energy infrastructure for community health, resilience, and development; and

**WHEREAS**, HPUC has identified additional opportunities to revitalize energy infrastructure along this corridor to better serve current and future residents and businesses; and

**WHEREAS**, the future efficiency and safety of the Highway 169 Corridor are expected to economically benefit the residents and businesses located in the City of Hibbing and the Iron Range; and

**WHEREAS**, if awarded funding, HPUC would be responsible for community and agency engagement, safety and congestion analysis, utility analysis, concept development, concept evaluation, environmental documentation, and preliminary design.

**THEREFORE, BE IT RESOLVED**, that the Hibbing City Council supports HPUC's application to the RAISE grant program for the Highway 169 Corridor Study; and

CITY OF HIBBING  
JANUARY 22, 2025  
RESOLUTION NO. 25-01-09

**RESOLVED FURTHER**, that the Hibbing City Council commits to cooperatively working with the HPUC to provide municipal consent for the future Highway 169 Corridor Study.

ADOPTED this 22<sup>nd</sup> day of January 2025.

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

FOR ADOPTION:

AGAINST ADOPTION:

ABSTAIN:

ABSENT:

Adopted: January 22, 2025.

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Pete Hyduke, Mayor

ATTEST:

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Candie Seppala, City Clerk-Deputy Administrator

CITY OF HIBBING  
JANUARY 22, 2025  
RESOLUTION NO. 25-01-09



# HIGHWAY 169 CORRIDOR STUDY

## CITY OF HIBBING, MINNESOTA

MnDOT, with Hibbing, completed a study of the Highway 169 Corridor from Highway 37 to 13th Street E. This route is a major freight connection from Minnesota's Iron Range to the Minneapolis-St. Paul metro area and the Dakotas. Today, the 4-lane divided US Highway section severs the Hibbing community and includes intersections with above average crash rates and severities. Following the study, the City of Hibbing is leading funding pursuits to deliver the proposed improvements.

### PROJECT NEEDS & BENEFITS



Recommended single-lane roundabouts and lane reductions will reduce corridor crashes by reducing conflict points and speeds by 25-30 mph.



The proposed improvements reduce crossing distances and conflict points for pedestrians and local vehicles crossing the highway.

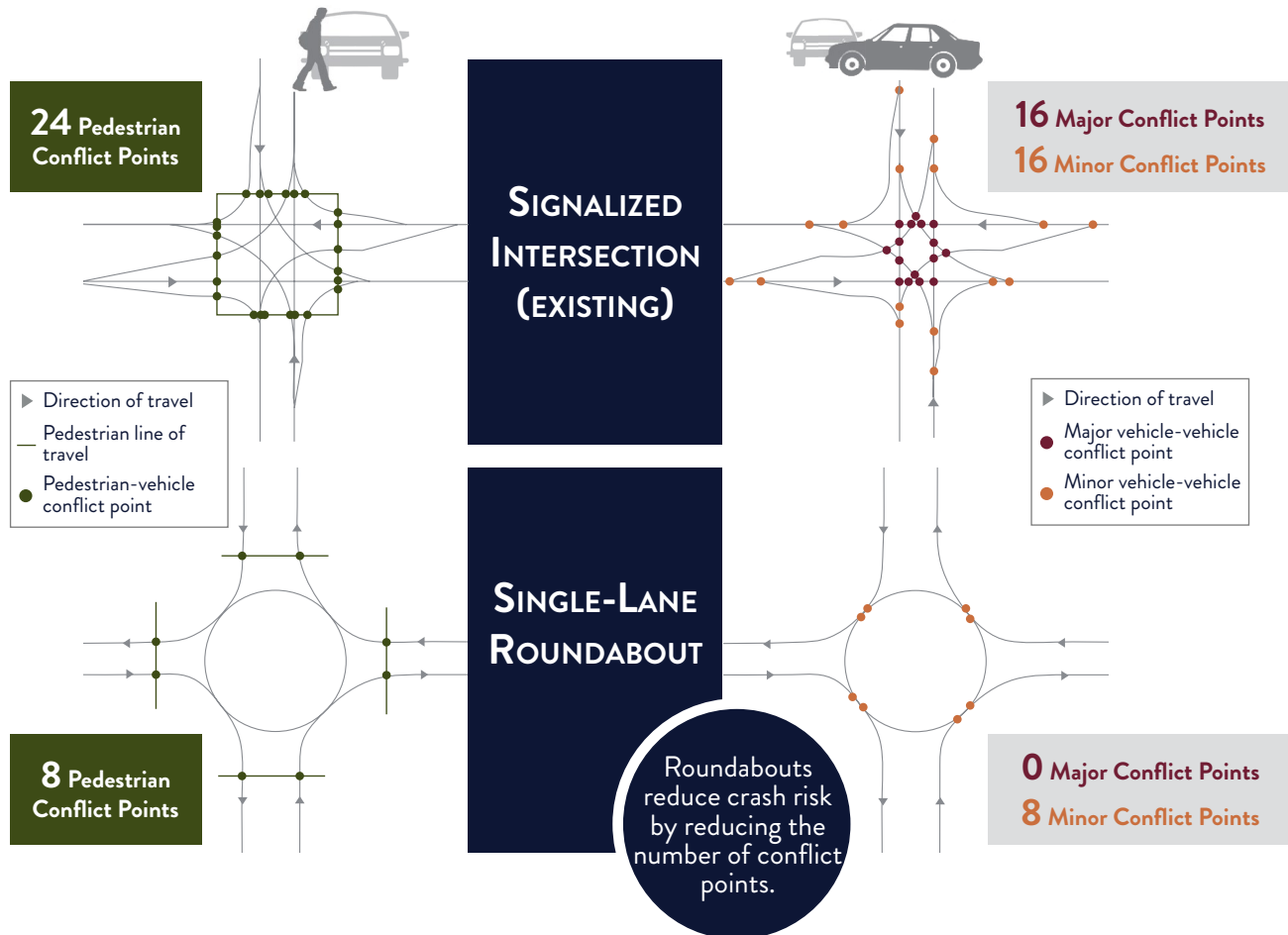


A travel time analysis demonstrated reduced travel delays during peak hours and increased local connectivity within the city with proposed roundabouts.



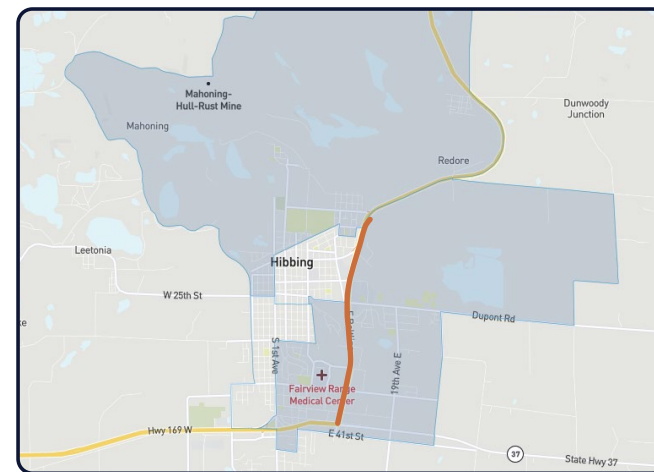
Highway 169 is the gateway into Minnesota's Iron Range which supplies 7% of jobs in the region, \$1.8 billion in yearly revenue, and tourist attractions.

### RONDABOUT SAFETY BENEFITS



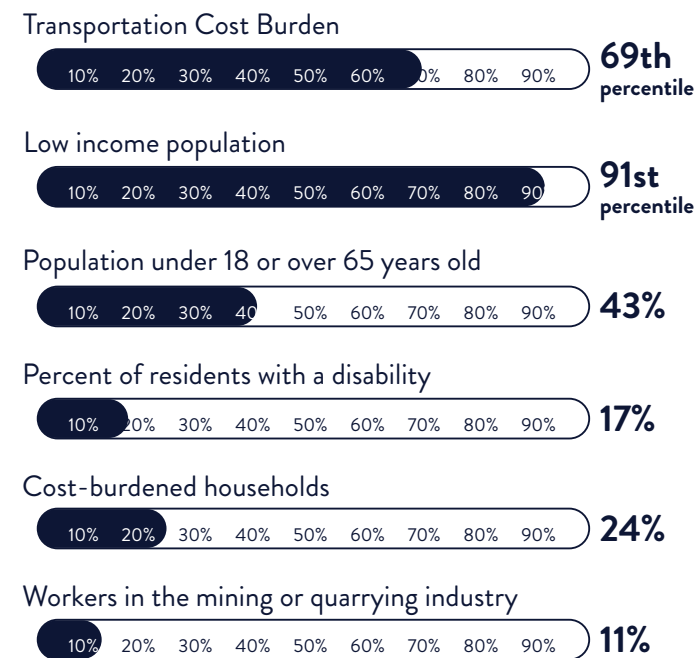
### COMMUNITY PROFILE

Hibbing Population: 16,214

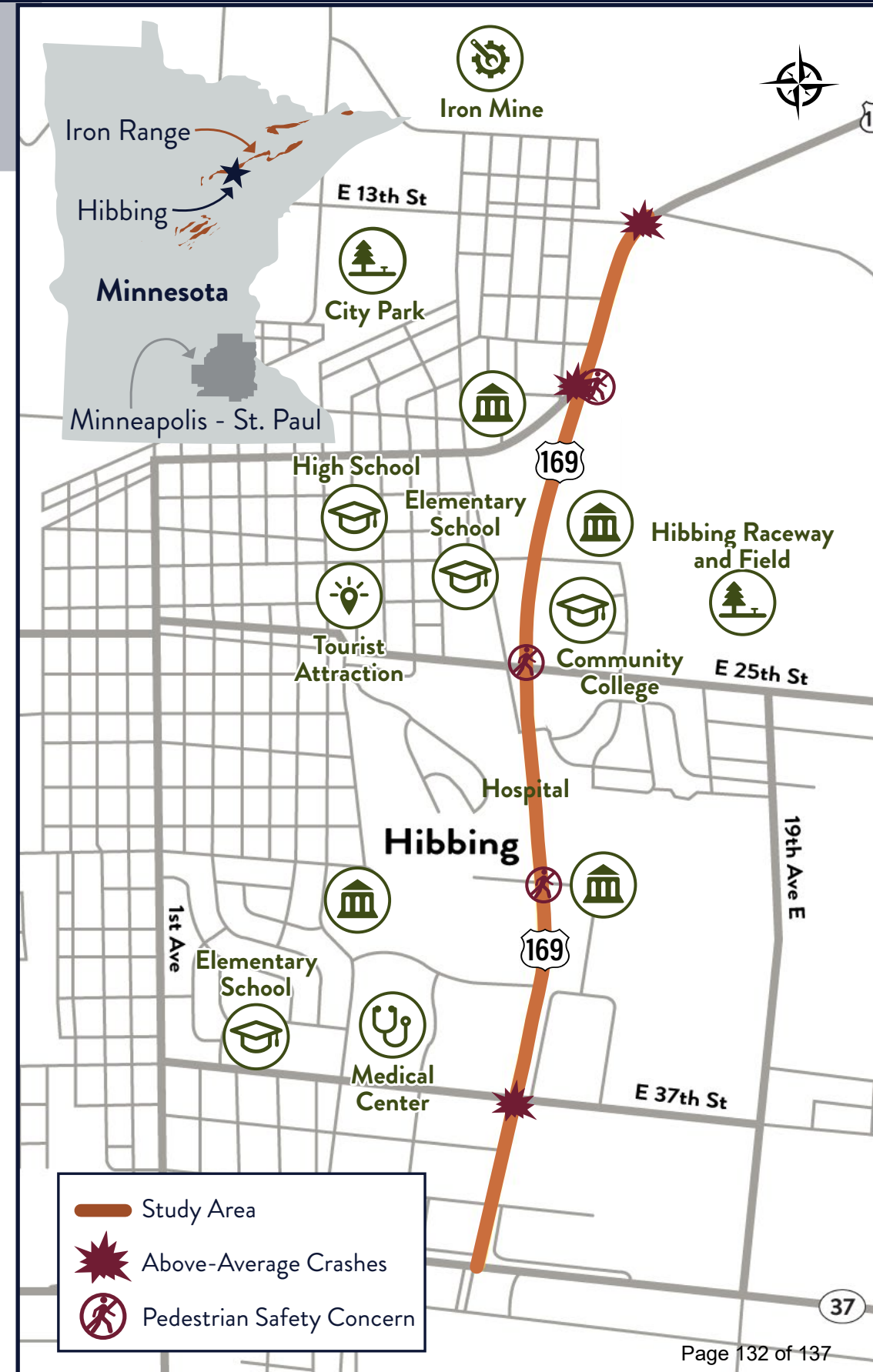


Located within a Disadvantaged Census Tract?

**YES**



Source: 2020 U.S. Census, American Community Survey 5-year Estimates (2017-2021)





# HIGHWAY 169 CORRIDOR STUDY

## CITY OF HIBBING, MINNESOTA

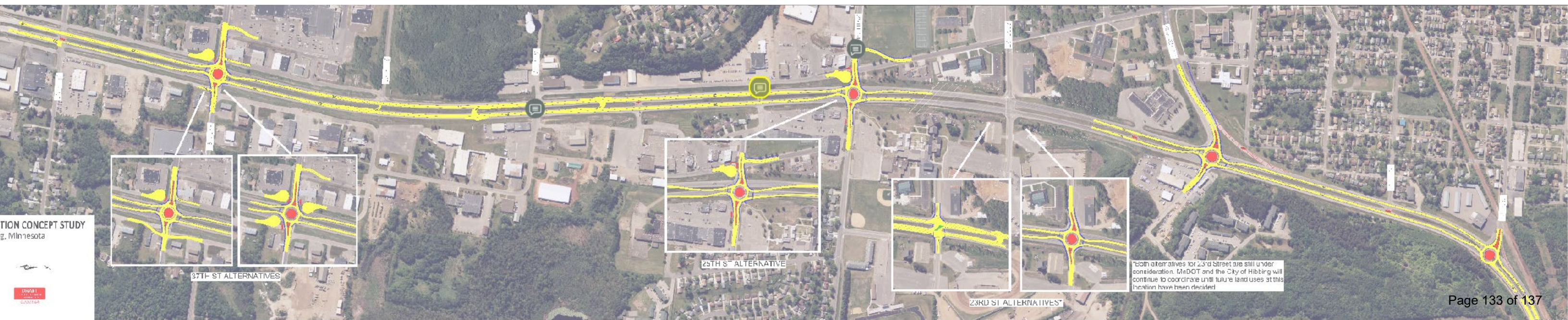
### DRAFT FUNDING CALENDAR

#### 2024 - 2025: PURSUIT OF PROJECT DEVELOPMENT FUNDING

FUNDING PROGRAM	AWARD SIZE	FUNDING TYPE	ELIGIBLE USES
MnDOT IIJA Technical Assistance	\$30,000 annually	State	To pay for consultant assistance in evaluating and pursuing IIJA sources
MnDOT IIJA Local Match Assistance	Up to \$10 million	State	Once an IIJA award is received, these funds can assist with the local match
Congressionally Directed Spending	\$5-\$7 million	Federal	All project activities associated with development and construction
MN State Bonds	\$5-\$15 million	State	All project activities associated with development and construction
DOT Rural Surface Transportation (MPDG) Program	\$15-425 million	Federal	Final design, right-of-way, construction
DOT RAISE Program	\$15-\$25 million	Federal	Final design, right-of-way, construction
DOT Active Transportation Infrastructure Investment Program (ATIIP)	\$2-\$5 million	Federal	Final design, right-of-way, construction

#### 2026+: PURSUIT OF CAPITAL (CONSTRUCTION) FUNDING

FUNDING PROGRAM	AWARD SIZE	FUNDING TYPE	ELIGIBLE USES
Minnesota Highway Freight Program (MHFP)	\$5-\$10 million	Federal	Construction
Greater MN Highway Safety Improvement Program (HSIP)	\$2 million	Federal	Construction
MnDOT Transportation Economic Development (TED) Program	\$5-\$10 million	State	Final design, right-of-way, construction
MnDOT Transportation Economic Development Infrastructure (TEDi) Program	\$200,000 - \$2 million	State	Utilities, construction
Greater Minnesota Public Infrastructure (GMPI) Grant Program	\$200,000 - \$2 million	State	Utilities, construction
MN DEED Small Cities Development Program	Varies	State	Construction
MnDOT Local Road Improvement Program (LRIP)	\$1.5 million	State	Construction
MnDOT Local Partnership Program (LPP)	\$200,000 - \$550,000	State	Construction
MnDOT Safe Routes to School (SRTS) Infrastructure Program	\$500,000 - \$1 million	State	Construction
MnDOT Transportation Alternatives Program (TAP)	\$500,000 - \$1 million	State	Construction





## Request for Council Action

### **City Council Action**

Approve the purchase of 100 - 300-gallon refuse containers from Snyder Refuse in the amount of \$42,850.00

### **Description of Agenda Item**

Purchase 100 - 300-gallon refuse containers

### **Strategic Initiative**

Replace steel-side load cans

### **Owner of Agenda Item**

Jim Watkins, Foreman, 218.969.0353, jimwatkins@hibbingmn.gov

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

With the phase-out of the side-load trucks, these are the containers we will be required to use.

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

NONE

### **Budgetary/Fiscal Impact**

The purchase price is \$42,850.00 and will be paid out of the 2025 Capital budget (Sanitation)

### **Action Requested**

Approve the purchase of 100 - 300-gallon refuse containers from Snyder Refuse in the amount of \$42,850.00

### **Attachments**

1. DOC011025



# Request for City Council Action

## City Council Action

Approved

Main Agenda x

Denied

Consent Agenda

Amended

Tabled

### Description of Agenda Items

100 300 gallon refuse containers

### Strategic Initiative:

Replacing steel side load cans.

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

James Watkins-Public works/Sanitation Foreman-jimwatkins@hibbing.gov-(218-969-0353)

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

With the phase out of our side load trucks these are the cans we will be required to use.

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

none

### Budgetary/Fiscal Impact:

Funds for said purchase approved in 2025 capital budget.

### Action Requested:

Approval from council to purchase Item(s) Quote attached.



6940 O Street, Suite 100

Lincoln, NE 68510

[www.SnyderRefuse.com](http://www.SnyderRefuse.com)

Phone: 317-450-0920

Fax: 402-465-1220

Deborah Smith, National Account Manager

[dsmith@snydernet.com](mailto:dsmith@snydernet.com)

# QUOTE

DATE	January 9, 2025
QUOTE #	20250109HIBBING
CUSTOMER ID	6700193
VALID UNTIL	January 31, 2025

### CUSTOMER

City of Hibbing Public Works  
 401 East 21st Street  
 Hibbing, MN 55746  
 James Watkins  
[jimwatkins@hibbingmn.gov](mailto:jimwatkins@hibbingmn.gov)  
 218-969-0353

### SHIP TO

City of Hibbing Public Works  
 1425 East 23rd Street  
 Hibbing, MN 55746

DESCRIPTION	PART NUMBER	UNIT PRICE	QTY	TAXED	AMOUNT
300G HDPE CAN ROYAL BLUE	7801000E79700	246.00	100		24,600.00
LID, SMALL HDPE ROYAL BLUE	7801200E797	56.00	100		5,600.00
LID, LARGE HDPE ROYAL BLUE	7801300E797	90.00	100		9,000.00
HARDWARE KIT ZINC	34701997	7.00	100		700.00
Hot stamp application		5.00	100		500.00
Freight					-
Shipping from Madison, IN 47250					2,450.00
					-
					-
					-
					-
					-
					-
					-
					-

### TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote  
 2. Payment will be due prior to delivery of service and goods  
 3. Please fax or mail the signed price quote to the address above  
*Customer Acceptance (sign below):*  
 \_\_\_\_\_  
 x \_\_\_\_\_  
 Print Name:

Subtotal	\$	42,850.00
Taxable	\$	-
Tax rate		
Tax due	\$	-
Other	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>42,850.00</b>

If you have any questions about this price quote, please contact  
 Deborah Smith \* 317-450-0920 \* [dsmith@snydernet.com](mailto:dsmith@snydernet.com) \* [dsmith@wrpcontainers.com](mailto:dsmith@wrpcontainers.com)  
**Thank You For Your Business!**

City of Hibbing, Minnesota  
 2025 Capital Equipment and Improvements Budget - Fun

<u>Department / Description</u>	<u>2025 Department Requested</u>	<u>Admin Recommended Increase/ (Decrease)</u>	<u>Admin Recommended 2025 Capital &amp; Improvements</u>
<b>Sanitation</b>			
520			-
2025 F-550 Container Handler (Container Truck)	120,000.00		120,000.00
2025 International Rapid Rail Garbage Truck	350,000.00		350,000.00
540 95-Gallon Containers (400) (800)	34,300.00	34,300.00	68,600.00
6-Yard Front Loader Steel Containers (10) (20)	15,750.00	15,750.00	31,500.00
4-Yard Front Loader Steel Containers (8) (16)	9,520.00	9,520.00	19,040.00
300G Can HDPE Black Garbage Cans (100) (300)	43,000.00	86,000.00	129,000.00
<b>Total Sanitation Capital</b>	<b>572,570.00</b>	<b>145,570.00</b>	<b>718,140.00</b>
<b>Recycling Center</b>			
520	-		-
540	-		-
<b>Total Recycling Center Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Sanitation Fund Capital</b>	<b>572,570.00</b>	<b>145,570.00</b>	<b>718,140.00</b>