

**THE MINUTES OF THE REGULAR MEETING OF THE  
HIBBING CITY COUNCIL  
Wednesday, October 20, 2021**

**TIME AND PLACE:** A Regular meeting of the Hibbing City Council was held on Wednesday, October 20, 2021 in the City Hall Council Chamber

**CALL TO ORDER:** Mayor Rick J. Cannata called the meeting to order at 5:02 p.m.

**ATTENDANCE:** Present at roll call Mayor Rick J. Cannata, Councilor James Bayliss, Councilor Tim Harkonen, Councilor Jennifer Hoffman Saccoman, Councilor John Schweiberger and Councilor Justin Fosso. Also present were City Administrator Pete Hyduke, Executive Assistant Candie Seppala, City Attorney Andy Borland, City Clerk-Treasurer Sheena Mulner, Chief of Police Steve Estey and City Engineer Jesse Story. Councilor Jay Hildenbrand was absent.

**ADDs/DELETes:**

- **MODIFY: DEPARTMENT & COMMITTEE REPORTS #2a**
- **ADD: DEPARTMENT & COMMITTEE REPORTS #2b**
- **ADD: LICENSES & PERMITS #4**

**APPROVAL OF MINUTES:**

Councilor Harkonen, supported by Councilor Bayliss, moved to approve the minutes of the Regular City Council Meeting of October 6, 2021.

Motion CARRIED

**CONSENT AGENDA:**

Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to approve the Consent Agenda #s 1-10.

Motion CARRIED

1. Approve Accounts Payable dated:
  - 10/15/2021, checks #170796-170903 in the amount of \$678,323.78
2. Approve City Payroll for pay period ending:
  - 10/08/2021, checks #168055-168068 in the amount of \$549,964.06
3. Authorize the hire of Amanda Vibrandt for the position of PBA Technician pending successful completion of the pre-employment process

4. Authorize the hire of Steven Miller as Automatic Truck Driver/Skilled Labor position contingent on the successful completion of the pre-employment process
5. Request approval of the revised job description for the Senior Executive Assistant to the Administrator & City Council / HEDA
6. Set the next Committee of the Whole for Monday, October 25, 2021 at 5:00 p.m. in the Hibbing City Hall Council Chamber
7. Set a Hibbing City Council Meeting for October 29, 2021 at 8:15 a.m. in the City Hall Council Chamber for candidate interviews for the City Administrator position and may take action to enter into negotiations with a selected candidate
8. Authorize the City Council to attend the employee / department head meet and greet with the candidates on October 29, 2021 from 12:15 – 1:30 p.m. in the Second Floor Conference room at City Hall
9. Set a Hibbing City Council Meeting for October 30, 2021 at 8:00 a.m. in the City Hall Council Chamber, if needed, for further discussion on City Administrator candidates and may take action to enter into negotiations with a selected candidate
10. Set the next Regular Hibbing City Council Meeting for Wednesday, November 3, 2021 at 5:00 p.m. in the Hibbing City Hall Council Chamber

**The following were approved at previous meetings:**

Set the Public Hearing for the adoption of the final levy on Wednesday, December 1, 2021 at 6 p.m. in the City Hall Council Chamber

Authorize the Hibbing City Council to attend the City of Hibbing and the Hibbing Chamber of Commerce Trick, Treat, and Greet on the front lawn of City Hall on Saturday, October 30, 2021 from 12:00 p.m. to 2:00 p.m.

**PUBLIC FORUM:**

**BIDS AND QUOTES:**

**Approve the quote from B&H Photo for three video editing computers and additional memory upgrades and storage capacity in the amount of \$8,669.87**

City Administrator Pete Hyduke explained that he spoke with Ron Wirkkula and they are looking to improve the video editing computers and take the City to the next generation. This is in the budget for 2021.

Councilor Fosso, supported by Councilor Harkonen, moved to approve the quote from B&H Photo for three video editing computers and additional memory upgrades and storage capacity in the amount of \$8,669.87.

Motion CARRIED

**Approve the purchase of a replacement mower deck for the Challenger Mower to Diamond Mowers, LLC in the amount of \$5,967.64**

City Engineer Jesse Story explained that this request is to purchase a new mower deck for the City's older ditch mower. The tractor is still in good shape, but the mower deck is beyond repair. There is money in the budget to purchase the mower deck, and then it will be in place for spring/summer.

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the purchase of a replacement mower deck for the Challenger Mower to Diamond Mowers, LLC in the amount of \$5,967.64.

Motion CARRIED

**DEPARTMENT AND COMMITTEE REPORTS:**

**Authorize the Mayor and City Clerk-Treasurer to sign the 2022 Public Transit Participation Program Operating Grant Agreement**

City Clerk-Treasurer Sheena Mulner explained that the City received its 2022 operating contract from MN DOT for operations of the City's bus transit system. The amount of the award is \$509,800 with no local share.

Councilor Harkonen, supported by Councilor Bayliss, moved to authorize the Mayor and City Clerk-Treasurer to sign the 2022 Public Transit Participation Program Operating Grant Agreement.

Motion CARRIED

**Authorize assigning 2020 Surplus to be used for Capital Projects in the amount of \$1,382,328**

City Administrator Pete Hyduke explained that this has been discussed a couple of times at the Committee of the Whole meetings. City Administrator Hyduke and City Clerk-Treasurer Mulner reached out to the City's Bond Agent and Auditors regarding the surplus from 2020. City Administrator Hyduke and City Clerk-Treasurer Mulner would like to follow the Bond Agent and Auditors recommendation; their recommendation would be to take half of the surplus amount and put it in a separate account for a specific use. The specific use City Administrator Hyduke is recommending would be for capital repairs, equipment and buildings. As a component of this, the Department Heads were instructed

to come up with a 5 year Capital Plan. This money stays in the City's budget; it is just designated for specific uses. The hope moving forward would be that any year the City has a surplus, half the amount would be put in this account. This would give the City more flexibility when dealing with grants and capital projects.

Councilor Bayliss, supported by Councilor Schweiberger, moved to authorize assigning 2020 Surplus to be used for Capital Projects in the amount of \$1,382,328.

Discussion: Councilor Hoffman Saccoman asked if the City has a lean year, could this account be accessed. City Administrator Hyduke and City Clerk-Treasurer Mulner explained that anywhere within the City budget could be accessed. This will just be a different equity account the money will sit in. If the money is not spent it could be reassigned somewhere else.

Motion CARRIED

### **Discussion regarding the North Hibbing Industrial Spec Building**

City Administrator Pete Hyduke explained that when HEDA purchased the North Hibbing Industrial Spec Building has been discussed at HEDA and Committee of the Whole meetings. It has been discussed that there have been issues with that building, some have been major and City Administrator Hyduke and Mr. John Tourville have been in contact with the IRRRB about those. City Administrator Hyduke explained that any building the City owns has a budget for that specific building; this building to date has not been budgeted for. City Clerk-Treasurer Mulner explained the City has a Proprietary Fund where all the revenues and expenses for that building are tracked. There is currently about \$40,000 in that fund that could be used for some of those expenses. City Administrator Hyduke explained that without a budget for that building, he wants the City to understand where the funding would be coming from to repair the heating and HVAC in that building. The City will also be moving forward and talking with the IRRRB about some major repairs, but that is not the immediate need at this time. Mayor Cannata thanked City Administrator Hyduke for the update on the building.

### **BOARDS AND COMMISSIONS:**

Mayor Rick J. Cannata stated he first wanted to thank everyone who applied.

#### **Hibbing Public Utilities Commission**

- One Vacancy completing a 3-year term ending March 31, 2022
- One Vacancy completing a 3-year term ending March 31, 2024
- One Vacancy completing a 3-year term ending March 31, 2024

Applicants:

- Chris Andria
- Jesse Babich
- Jim Bugliosi
- Jeff Hart
- Nathan McDonald

Mayor Cannata explained that he will read what it is for, then he will ask for nominations. The first one is for one vacancy completing a 3-year term ending March 31, 2022 the next one will be for one vacancy completing a 3-year term ending March 31, 2024, and then the next one will be for one vacancy completing a 3-year term ending March 31, 2024.

Councilor Harkonen, supported by Councilor Hoffman Saccoman, moved to nominate Chris Andria to one vacancy completing a 3-year term ending March 31, 2022.

Councilor Schweiberger moved to nominate Jesse Babich to one vacancy completing a 3-year term ending March 31, 2022. There was no support, the nomination failed.

Roll Call Vote for Chris Andria:

|                                     |          |
|-------------------------------------|----------|
| Councilor Tim Harkonen              | - Yes    |
| Councilor Jay Hildenbrand           | - Absent |
| Councilor Jennifer Hoffman Saccoman | - Yes    |
| Councilor John Schweiberger         | - Yes    |
| Councilor Justin Fosso              | - Yes    |
| Councilor James Bayliss             | - Yes    |
| Mayor Rick J. Cannata               | - Yes    |

Motion CARRIED

Councilor Hoffman Saccoman moved to nominate Nathan McDonald to one vacancy completing a 3-year term ending March 31, 2024. There was no support, the nomination failed.

Councilor Fosso, supported by Councilor Schweiberger, moved to nominate Jesse Babich to one vacancy completing a 3-year term ending March 31, 2024.

Roll Call Vote for Jesse Babich:

|                                     |          |
|-------------------------------------|----------|
| Councilor Tim Harkonen              | - Yes    |
| Councilor Jay Hildenbrand           | - Absent |
| Councilor Jennifer Hoffman Saccoman | - Yes    |
| Councilor John Schweiberger         | - Yes    |
| Councilor Justin Fosso              | - Yes    |
| Councilor James Bayliss             | - Yes    |
| Mayor Rick J. Cannata               | - Yes    |

Motion CARRIED

Councilor Harkonen, supported by Councilor Bayliss, moved to nominate Jeff Hart to one vacancy completing a 3-year term ending March 31, 2024.

Roll Call Vote for Jeff Hart:

|                                     |          |
|-------------------------------------|----------|
| Councilor Tim Harkonen              | - Yes    |
| Councilor Jay Hildenbrand           | - Absent |
| Councilor Jennifer Hoffman Saccoman | - No     |
| Councilor John Schweiberger         | - Yes    |
| Councilor Justin Fosso              | - Yes    |
| Councilor James Bayliss             | - Yes    |
| Mayor Rick J. Cannata               | - Yes    |

Motion CARRIED

#### **LICENSES AND PERMITS:**

Councilor Harkonen, supported by Councilor Fosso, moved to approve the 2021 Transient Merchant Application of Dean Davich of Happy Dean's Eats to sell food items in Hibbing.

Motion CARRIED

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to approve the Special Event Permit Application of the Hibbing Police Department to hold the Cops & Creatures Drive Through Trick or Treat Event with Hibbing Police Department Officers on Sunday, October 31, 2021 in the parking lot of the Hibbing Memorial Arena from 4 p.m. – 6 p.m.

Motion CARRIED

Councilor Bayliss, supported by Councilor Fosso, moved to approve the 2021 Pawnbroker License Application of T & B Pawn Shop of Hibbing, Inc. located at 2530 1<sup>st</sup> Avenue.

Motion CARRIED

Councilor Bayliss, supported by Councilor Harkonen, moved to approve the Raffle Permit Application Request of the Hibbing Area Chamber of Commerce to hold their raffle on Friday, December 3, 2021 at the Hibbing Curling Club.

Motion CARRIED

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:19 p.m. by Councilor Harkonen and supported by Councilor Bayliss.

Motion CARRIED

CITY OF HIBBING

ATTEST: Sheena Mulner  
Sheena Mulner, Clerk-Treasurer

Rick J. Cannata  
Rick J. Cannata, Mayor