

**THE MINUTES OF THE REGULAR MEETING OF THE
HIBBING CITY COUNCIL
Wednesday, June 9, 2021**

TIME AND PLACE: A Regular meeting of the Hibbing City Council was held on Wednesday, June 9, 2021 in the City Hall Council Chamber

CALL TO ORDER: Mayor Rick J. Cannata called the meeting to order at 5:00 p.m.

ATTENDANCE: Present at roll call Mayor Rick J. Cannata, Councilor James Bayliss, Councilor Tim Harkonen, Councilor Jennifer Hoffman Saccoman, Councilor Jay Hildenbrand, Councilor Justin Fosso, and Councilor John Schweiberger. Also present were HR Director Theresa Tourville, City Clerk-Treasurer Mary Ann Kepler, City Attorney Andy Borland, Sr. Executive Assistant Candie Seppala, Chief of Police Steve Estey, City Engineer Jesse Story, and City Services Director Pete Hyduke.

CITY OF HIBBING POLICE DEPARTMENT OATH OF OFFICE

- **Kyle Kurtz**

Councilor Harkonen read the oaths swearing in Kyle Kurtz as Kyle's mother, Lisa Kurtz, pinned the newly sworn-in officer and his father, Randy Kurtz, looked on. Mayor Cannata welcomed him to his new position.

ADDs/DELETES:

- ADD: CONSENT AGENDA #15 & # 16
- ADD: BIDS AND QUOTES #5b
- ADD: DEPARTMENT AND COMMITTEE REPORTS #5c
- DELETE: LICENSES & PERMITS #4
- ADD: LICENSES & PERMITS #5 & #6

APPROVAL OF MINUTES:

Councilor Harkonen, supported by Councilor Bayliss, moved to approve the minutes of the Regular City Council Meeting of May 19, 2021.

CONSENT AGENDA:

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to approve the Consent Agenda #s 1-16. (Councilor Hoffman Saccoman abstained from item #1)

Motion CARRIED

1. Approve Accounts Payable dated:
 - 05/27/2021, checks #169773-169864, in the amount of \$593,156.65
2. Approve City Payroll for pay period ending:
 - 05/21/2021, checks #167949-167961, in the amount of \$513,010.14
3. Authorize the Hibbing City Council to attend the K9 Chase Viewings on

- Tuesday, July 13, 2021 at 6 pm at the Hibbing Memorial Arena on the Arena Floor
 - Tuesday, August 10, 2021 at 6 pm at the Hibbing Memorial Arena on the Arena Floor
4. Authorize the revised job description for the City Clerk-Treasurer
 5. Authorize the Human Resources Director to advertise and post the City Clerk-Treasurer position at the salary range of \$86,000-\$125,000
 6. Authorize the Hibbing City Council to attend the Ribbon Cutting for Advanced Surgical Associates of Northern Minnesota on Monday, June 28, 2021 at 12:00 p.m. at 4325 9th Avenue West
 7. Declare surplus equipment and authorize City Engineer Jesse Story to place the surplus equipment on Public Auction
 8. Declare a 2013 Ford Escape as surplus and authorize Chief Steve Estey to place the vehicle up for auction
 9. Approve the Professional Services Agreement with Marsh & McLennan effective July 1, 2021 - June 30, 2022 for \$37,000 per year
 10. Approve the Recruitment Proposal for a City Administrator Search from GOVHRUSA per the terms outlined in the payments for Fees & Services
 11. Authorize an external posting for Skilled Labor/Greaser at the Public Works Garage
 12. Set the next Committee of the Whole Meeting for Monday, July 19, 2021 at 5:00 p.m. in the Hibbing City Hall Council Chamber
 13. Set the next Regular Meeting for Wednesday, June 30, 2021 at 5:00 p.m. in the Hibbing City Hall Council Chamber
 14. Set the Regular Meetings for Wednesdays, July 14 & 28, 2021, August 11 & 25, 2021 at 5 p.m. in the Hibbing City Council
 15. Acknowledge the resignation of Malachi Moser, Hibbing Police Department, effective June 21, 2021
 16. Set the Special Joint Meeting with the City of Chisholm and Range Regional Airport for Monday, August 16, 2021 at 6 p.m. at the Airport Office

PUBLIC FORUM:**BIDS AND QUOTES:****Approve the quote to install 9 concrete t-boxes and disc baskets to Bougalis Inc. in the amount of \$12,780**

City Services Director Pete Hyduke explained that he is moving forward with the final reclamation project the relocation of the Disc Golf Course in North Hibbing. These are the finishing stages of the project. They had to bid out the 9 new concrete t-boxes and hole locations for the disc baskets. The following quotes were received:

Bougalis, Inc.	\$12,780
Mid-Range Construction	\$18,750
Griffiths Construction	No bid

Councilor Bayliss, supported by Councilor Fosso, moved to approve the quote to install 9 concrete t-boxes and disc baskets to Bougalis, Inc.

Motion CARRIED

Approve the quote for 12" and 30" culverts from L&L Rentals in the amount of \$30,663

City Engineer Jesse Story explained that he received a quote from L&L Rentals to purchase 12" and 30" culverts. They use these to replace failing driveway and cross culverts on the City Paving Projects. This is a budgeted item. He reached out to Contech out of Duluth as they are the next closest, but they did not submit a quote. This quote is in the amount of \$30,663.

Councilor Schweiberger, supported by Councilor Bayliss, moved to approve the quote for 12" and 30" culverts from L&L Rentals in the amount of \$30,663.

Motion CARRIED

Approve the quote for replacing the operating valve on Sanitation Truck 66114 from MacQueen Equipment in the amount of \$5,794.51

City Engineer Jesse Story explained that that one of the operating valves on Sanitation Truck #66114 is in need of replacement. He received a quote from MacQueen Equipment for the valve in the amount of \$5,794.51. This is a single-source vendor specific to this truck.

Councilor Harkonen, supported by Councilor Fosso, move to approve the quote for replacing the operating valve on Sanitation Truck 66114 from MacQueen Equipment in the amount of \$5,794.51.

Motion CARRIED

Approve the quote for storm sewer castings and covers for the storm sewers from Ess Brothers in the amount of \$6,032.70

City Engineer Jesse Story explained that he received a quote from Ess brothers for storm sewer castings and covers for the storm sewers. This is a budgeted item and are purchased every year.

Councilor Hildenbrand, supported by councilor Fosso, moved to approve the quote for storm sewer castings and covers for the storm sewers from Ess Brothers in the amount of \$6,032.70.

Motion CARRIED

Approve moving the Police Department's surplus money from the Police Department's transportation budget to the capital squad budget in the amount of \$13,812 (this will be used for squad car upfitting costs)

Police Chief Steve Estey explained that due to the body style change to the 2020 squad, the budget estimate was not accurate and the upfitting cost \$21,400 leaving a shortage of \$11,400. In 2020, \$22,188 was spent of the \$36,000 budget for transportation costs leaving a surplus of \$13,812. After discussing this matter with City Clerk-Treasurer Mary Ann Kepler, he requested to move the surplus money from the transportation budget to the capital squad budget.

Councilor Hoffman Saccoman, supported by Councilor Harkonen, moved to approve moving the Police Department's surplus money from the Police Department's transportation budget to the capital squad budget in the amount of \$13,812 (this will be used for squad car upfitting costs).

Motion CARRIED

Approve the updated Baker Tilly Sewer Rate Study and the invoice in the amount of \$8,500

City Clerk-Treasurer Mary Ann Kepler explained that at a previous Committee of the Whole Meeting, it was discussed that the Springsted Sewer Rate Study that was commissioned in early 2019 needed to be updated for succeeding years. Springsted is now Baker Tilly. The rate study will cost \$8,500.

Councilor Schweiberger, supported by Councilor Bayliss, moved to approve the updated Baker Tilly Sewer Rate Study and the invoice in the amount of \$8,500.

Motion CARRIED

Approve the purchase of 200 Nylon Sewn 3x5 American Flags by Valley Forge and 200 Clips from United States Flag Online Stores in the amount of \$3,345.32

Sr. Executive Assistant Candie Seppala explained that each year, the City of Hibbing purchases 50 American Flags for display on Howard Street, First Avenue, and Kelly Lake. The flags usually cost \$26 per flag. The Public Works employees take the flags out of circulation that are in the worst shape and backfill them with 50 new ones. This year, there seems to be more flags that need replacing. In the past month, she tried to order them from multiple companies and was only able to get six flags at a time. She was notified last Friday that a company out of Wisconsin had 200 flags for \$16 per flag. Instead of worrying if they would be hard to come by in the future, she asked for the City Council to order 200 flags and clips in the amount of \$3,345.32 from United States Flag Online Store, LLC.

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the purchase of 200 Nylon Sewn 3x5 American Flags by Valley Forge and 200 Clips from United States Flag Online Stores in the amount of \$3,345.32.

Motion CARRIED

Approve the portable video equipment to live stream outdoor events from B&H Photo in the amount of \$4,828.02

Sr. Executive Assistant Candie Seppala explained that at the May 12, 2021 Committee of the Whole Meeting, Ron Wirkkula discussed the need for portable video equipment so HPAT can live stream outdoor events throughout the year including the Jubilee Parade. The cost for the video equipment is \$4,828.02 from B&H Photo.

Councilor Bayliss, supported by Councilor Fosso, moved to approve the portable video equipment to live stream outdoor events from B&H Photo in the amount of \$4,828.02.

Motion CARRIED

Approve the cosmetic repairs of the Fire Department's 2012 Chevy Tahoe to Kitzville Body Shop in the amount of \$2,934.01

City Engineer Jesse Story (speaking on behalf of Chief Jankila) explained that when the Fire Department purchased a 2012 Chevy Tahoe from Eden Prairie Fire Department, the vehicle needed some minor cosmetic repairs. There are some minor rust spots and plastic bumper repairs that need to be made. Chief Jankila told him that the vehicle is worth fixing. He received a quote from Kitzville Body Shop to repair the vehicle in the amount of \$2,934.01.

Councilor Schweiberger, supported by Councilor Harkonen, moved to approve the cosmetic repairs of the Fire Department's 2012 Chevy Tahoe to Kitzville body Shop in the amount of \$2,934.01.

Motion CARRIED

DEPARTMENT AND COMMITTEE REPORTS**Authorize City Services Director Pete Hyduke to look into purchasing a tax forfeit property from St. Louis County on behalf of the City. The parcel is 140-0090-02770**

City Services Director Pete Hyduke explained that at the June 2, 2021 Committee of the Whole Meeting, he discussed parcel # 140-0090-02770 which is a tax forfeited property that is on the west side of the Hibbing Memorial Building. He would like Council approval to allow him to pursue looking into purchasing the property from St. Louis County.

Councilor Harkonen, supported by Councilor Fosso, moved to authorize City Services Director Pete Hyduke to look into purchasing a tax forfeit property from St. Louis County on behalf of the City. The parcel is 140-0090-02770.

Motion CARRIED

Authorize the amendment to the Management and Concession Agreement stating the base salary would be \$12,000 and the 15% would be based on all yearly golf fee income

City Services Director Pete Hyduke asked the City Council to consider amending the "Management and Concession Agreement for the Hibbing Municipal Golf Course." This contract runs from April 1, 2021 through October 31, 2022 with one additional option year until October 31, 2023. This was explained as Option 2 at the Committee of the Whole Meeting of June 2, 2021.

Councilor Schweiberger, supported by Councilor Bayliss, moved to authorize the amendment to the Management and Concession Agreement stating the base salary would be \$12,000 and the 15% would be based on all yearly golf fee income.

Motion CARRIED

Approve the wording for the signage to be posted in the Memorial Building Parking Lot

City Services Director Pete Hyduke stated that this was discussed at the Committee of the Whole Meeting of June 2, 2021. There continues to be complaints of constant noise, garbage, and other issues daily in the east Hibbing Memorial Building parking Lot during the afternoon and late evening hours. The Hibbing Police Department reached out to him to improve signage to help them control the issues. He asked the Council to approve wording for new signage. It would state By Order of the City of Hibbing Event and Permit Parking Only.

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the wording for the signage to be posted in the Memorial Building Parking Lot.

Motion CARRIED

Approve 11th Avenue East from 23rd Street to 25th Street as Resident Only Parking

City Engineer Jesse Story explained that he was asking the City Council for approval to make 11th Avenue East from 23rd Street to 25th Street a Residential Parking Only area. He has received phone calls and emails from the residents requesting to make this change. There are employees from the school who park along 11th Avenue East in front of the residential properties. When this occurs, the residents have no place to park. The Lincoln School employees have a massive parking lot for their employees to park there.

Councilor Bayliss, supported by Councilor Fosso, moved to approve 11th Avenue East from 23rd Street to 25th Street as Resident Only Parking.

Motion CARRIED

Approve the installation of stop signs on 23rd Street at the 6th Avenue East Intersection

City Engineer Jesse Story explained that he received a request from the Hibbing Schools to install stop signs on 23rd Street at the 6th Avenue East Intersection. The Hibbing High School students park at the Memorial Building parking lot, and this intersection is directly adjacent to the parking lot. Mr. Story is in support of this request due to the large number of students who cross at this intersection.

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the installation of stop signs on 23rd Street at the 6th Avenue East Intersection.

Motion CARRIED

Authorize the Mayor and City Clerk-Treasurer/Deputy Clerk to sign the joint powers agreement between the City of Hibbing and the Minnesota BCA giving the Hibbing Police Department the authority to assist the BCA with Human Trafficking Investigations in the State of Minnesota

Chief of Police Steve Estey explained that the Joint Powers Agreement with the Minnesota Bureau of Criminal Apprehension would give the Hibbing Police Department the authority to assist the BCA with Human Trafficking Investigations in the State of Minnesota. Human Trafficking has become a major issue of concern statewide, especially with the Duluth Harbor only one hour from the City. As part of this agreement the BCA would reimburse the agency with costs associated with the Human Trafficking Investigations.

Councilor Harkonen, supported by Councilor Hoffman Saccoman, moved to authorize the Mayor and City Clerk-Treasurer/Deputy Clerk to sign the joint powers agreement between the City of Hibbing and the Minnesota BCA giving the Hibbing Police Department the authority to assist the BCA with Human Trafficking Investigations in the State of Minnesota.

Motion CARRIED

Offer RESOLUTION NO. 21-06-01 TO DECLARE PROPERTY ABANDONED AND DIRECTING THE CITY CLERK-TREASURER TO PUBLISH NOTICE FOR THE SALE OF SAID PROPERTY

Chief of Police Steve Estey explained this is regards to unclaimed property within the department. He would like to get the process started to put the items up for auction.

Councilor Schweiberger, supported by Councilor Hildenbrand, moved to offer RESOLUTION NO. 21-06-01 TO DECLARE PROPERTY ABANDONED AND DIRECTING THE CITY CLERK-TREASURER TO PUBLISH NOTICE FOR THE SALE OF SAID PROPERTY.

Motion CARRIED

Offer RESOLUTION NO. 21-06-02 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO THE 2022 DEVELOPMENT INFRASTRUCTURE GRANT PROGRAMS AND ACCEPT FUNDS FROM DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION FOR THE CAREY LAKE CAMPGROUND DEVELOPMENT PROJECT

Sr. Executive Assistant Candie Seppala stated that the City will be making application and will be the fiscal agent for the Carey Lake Campground Development Project.

Councilor Schweiberger, supported by Councilor Fosso, moved to offer RESOLUTION NO. 21-06-02 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO THE 2022 DEVELOPMENT INFRASTRUCTURE GRANT PROGRAMS AND ACCEPT FUNDS FROM DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION FOR THE CAREY LAKE CAMPGROUND DEVELOPMENT PROJECT

Motion CARRIED

Offer RESOLUTION NO. 21-06-03 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO THE 2022 DEVELOPMENT INFRASTRUCTURE GRANT PROGRAMS AND ACCEPT FUNDS FROM DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION FOR A NEW FINANCIAL SERVICES DEVELOPMENT PROJECT

Sr. Executive Assistant Candie Seppala stated that the City will be making application and will be the fiscal agent for a new financial services development project.

Councilor Harkonen, supported by Councilor Hoffman Saccoman, moved to offer RESOLUTION NO. 21-06-03 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO THE 2022 DEVELOPMENT INFRASTRUCTURE GRANT PROGRAMS AND ACCEPT FUNDS FROM DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION FOR A NEW FINANCIAL SERVICES DEVELOPMENT PROJECT.

Motion CARRIED

Offer RESOLUTION NO. 21-06-04 IN SUPPORT TO MAKE APPLICATION FOR THE GOVERNMENT SAFETY BUILDING FOR THE 2022 BONDING CYCLE

Sr. Executive Assistant Candie Seppala stated that the City has had discussions about the Public Safety Building. In order to get that in the Bonding bill, we need to get the RESOLUTION into the 2022 Bonding Bill.

Candie thanked John Tourville for putting these Resolutions together.

Councilor Bayliss, supported by Councilor Fosso, moved to offer RESOLUTION NO. 21-06-04 IN SUPPORT TO MAKE APPLICATION FOR THE GOVERNMENT SAFETY BUILDING FOR THE 2022 BONDING CYCLE.

Motion CARRIED

Discussion regarding the City Administrator Position

Mayor Rick Cannata stated that this was discussed at the June 2, 2021 Committee of the Whole meeting. There will be three people who will be taking on job duties at \$500 per pay period. The three people will be Theresa Tourville, Candie Seppala, and Jesse Story. They will be paid starting June 1, 2021. These will be temporary positions.

BOARDS AND COMMISSIONS:

Councilor Bayliss, supported by Councilor Harkonen, moved to acknowledge the letter of resignation for Jeff Stokes as Hibbing Public Utilities Commissioner effective June 9, 2021.

Councilor Bayliss stated that this was discussed at the Committee of the Whole meeting. There was some unrest about what was going on. He wanted to stay consistent in what was discussed. Mr. Stokes is doing what he feels is right to step down from the Commission to help the Utility in a more constructive way. He has been a really good Commissioner, and he has enjoyed working with him at the Commission level. This is a big decision for him, and he wanted him to know that he appreciates the decision and hopefully everything is going to go as planned and get the Utility in better shape.

Motion CARRIED

LICENSES AND PERMITS:

Councilor Harkonen, supported by Councilor Schweiberger, moved to approve the Raffle Permit Application Request of Minnesota Deer Hunters Association Hibbing/Chisholm Chapter to hold their raffle on Wednesday, October 6, 2021 at the Hibbing Memorial Building

Raffle # 21-06-01

Motion CARRIED

Councilor Bayliss, supported by Councilor Hildenbrand, moved to approve the Special Event Permit Application of the Reif Arts Council to hold a concert in the Memorial Building Parking Lot on Saturday, June 26, 2021.

Motion CARRIED

Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to approve the Special Event Permit Application of the Reif Arts Council to hold a concert in Bennett Park on Thursday, July 29, 2021.

Motion CARRIED

~~Approve the Special Event Permit Application of Belvedere Productions to fil part of a movie Downtown Hibbing from June 19-June 21, 2021.—Deleted from the agenda~~

Councilor Schweiberger, supported by Councilor Bayliss, moved to approve the 2021 Peddler/Transient Merchant License Application of Jeremy Chamberlin to sell Seafood at the Old Suburban Lanes Location.

Motion CARRIED

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to approve the Raffle Permit Application Request of the MN Gopher State Horseshoe for the Hibbing Horseshoe Club to hold their raffle on Saturday, June 26, 2021 at the Hibbing Horseshoe Courts.

Raffle #21-06-02

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:32 p.m. by Councilor Harkonen and supported by Councilor Bayliss.

Motion CARRIED

CITY OF HIBBING

Rick J. Cannata, Mayor

ATTEST: _____
Mary Ann Kepler, City Clerk-Treasurer