

HIBBING ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Wednesday, March 17, 2021

5:00 P.M., In person and ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/84064016068?pwd=eIVUUDFzOFFMWE1jQngzbHY5QnN5Zz09>

Meeting ID: 840 6401 6068

Passcode: 453012

ATTENDANCE:

Vice-President Rick Cannata	_____	Tom Dicklich, City Administrator	_____
Member Roger Kivela	_____	Andy Borland, City Attorney	_____
Member John Schweiberger	_____	Mary Ann Kepler, City Clerk-Treasurer	_____
Member Steve Jurenes	_____	Candie Seppala, Sr Exec Assistant	_____
Member Jennifer Hoffman Saccoman	_____		
President Shari Majkich Brock	_____		

CALL HEDA MEETING TO ORDER:

ADDITIONS/DELETIONS:

- **ADD: BOARDS AND COMMITTEE REPORTS 1, 2, 3, & 4**

APPROVAL OF MINUTES:

- **Approve the Minutes of the Reorganizational and Regular Meeting of Hibbing Economic Development Authority for January 13, 2021**

CONSENT AGENDA:

1. Affirm Economic Development Loan Fund balance as of February 28, 2021 in the amount of **\$ 453,778.73**
2. Approve disbursements for the month of March, 2021 in the amount of **\$7,382.00**
 - Chisholm Hibbing Airport Authority (February, 2021 rent) \$ 300.00
 - Chisholm Hibbing Airport Authority (March, 2021 rent) \$ 300.00
 - Sellman Borland Simon Law Office/HEDA – November, 2020 \$ 665.00
 - Sellman Borland Simon Law Office/HEDA January, 2021 \$ 472.50
 - Sellman Borland Simon Law Office/HEDA February, 2021 \$ 52.50
 - Lockridge Grindal Nauen P.L.L.P. – February, 2021 \$ 1,650.00
 - Lockridge Grindal Nauen P.L.L.P. – March, 2021 \$ 1,650.00
 - ODC – August, 2020 Downtown Clean-Up \$ 2,292.00
3. Authorize Transitional Work Program Contract between HEDA and ODC beginning April 1, 2021 through March 31, 2022

4. Set the HEDA Working Session for Monday, April 12, 2021 at 5:00 p.m., City Hall Council Chamber
5. Set the Regular Meeting of HEDA for Wednesday, April 14, 2021 at 5:00 p.m., City Hall Council Chamber

BOARD REPORTS: (As discussed at the HEDA Working Session)

1. Authorize the following COVID – 19 Business Assistance HEDA Loans. No repayment on the loans will be due for the first six months followed by 60 months of principal payments.
 - a. North Star Dental Care \$40,000
 - b. Eye Care North \$40,000
 - c. Arrowhead Apparel \$15,000
 - d. Tromco Electric \$40,000
2. Authorize the request of Rich Lees to renew Loan #250-11957 for the additional 5 years as spelled out in the original agreement
3. Authorize the loan of Rich and Sherri Lees, 1809 E 3rd Ave, in the amount of \$40,000, with an interest rate of 5 % (4 ½ % if ACH is used) for 5 years
4. Authorize the loan of Rich and Sherri Lees, 1818 E 3rd Ave, in the amount of \$40,000, with an interest rate of 5% (4 ½ % if ACH is used) for 5 years

ADJOURNMENT:

**THE MINUTES OF THE REORGANIZATION AND REGULAR MEETING OF THE
HIBBING ECONOMIC DEVELOPMENT AUTHORITY
Wednesday, January 13, 2021**

TIME AND PLACE: A Reorganizational and Regular Meeting of the Hibbing Economic Development Authority was held on Wednesday, January 13, 2021, at 5:00 p.m. via ZOOM.

CALL TO ORDER: Vice-President Rick Cannata called the meeting to order at 5:00 p.m.

ATTENDANCE: Present at roll call were President Shari Majkich Brock, Vice President Rick Cannata, Member Jennifer Hoffman Saccoman, Member Steven Jurenes, and Member John Schweiberger. Member Roger Kivela was absent. Also present were City Attorney Andy Borland, City Administrator Tom Dicklich, Sr. Executive Assistant Candie Seppala, and City Clerk-Treasurer Mary Ann Kepler.

2021 OFFICIAL APPOINTMENTS/DESIGNATIONS:

Vice President Cannata, supported by Member Jurenes, moved to appoint Shari Majkich Brock as President of the 2021 HEDA on an interim basis.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Member Hoffman Saccoman, supported by Member Schweiberger, moved to appoint Rick Cannata as Vice President of the 2021 HEDA on an interim basis.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Vice President Cannata, supported by Member Jurenes, moved to appoint Mary Ann Kepler as Treasurer of the 2021 HEDA.

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes

Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Vice President Cannata, supported by Member Hoffman Saccoman, moved to appoint Candie Seppala as Secretary of the 2021 HEDA. Motion CARRIED

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Member Hoffman Saccoman, supported by Member Jurenes, moved to appoint Andy Borland of Sellman Borland Simon Law Office as the Attorney of the 2021 HEDA.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Vice-President Cannata, supported by Member Hoffman Saccoman, moved to appoint the Executive Committee as President Shari Majkich Brock, Vice President Cannata, Clerk-Treasurer Mary Ann Kepler, City Administrator Tom Dicklich, and Sr. Executive Assistant Candie Seppala on an interim basis.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes

Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Member Jurenes, supported by Vice President Cannata, moved to designate the Mesabi Tribune as the official newspaper of the 2021 HEDA.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Member Schweiberger, supported by Member Hoffman Saccoman, moved to designate American Bank, US Bank, Wells Fargo Bank, Security State Bank, National Bank of Commerce, 4M Fund, Wells Fargo Advisors, US Bank Investment Services, Inc., and Wells Fargo Investment Services as the 2020 depositories for HEDA.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Vice President Cannata, supported by Member Hoffman Saccoman, moved to approve the respective depositories designated safekeeping entities.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes

Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

ADDITIONS/DELETIONS:

- **ADD: BOARD REPORT #2**

APPROVAL OF MINUTES:

Member Jurenes, supported by Member Schweiberger, moved to approve the minutes of the Regular Meeting of the Hibbing Economic Development Authority of November 30, 2020.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

CONSENT AGENDA:

Member Hoffman Saccoman, supported by Vice President Cannata, moved to approve Consent Agenda Item #1 - #4.

Roll-Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

1. Affirm Economic Development Loan Fund balance as of December 31, 2020 in the amount of **\$ 471,664.17**
2. Approve disbursements for the month of January, 2021 in the amount of **\$4,337.50**
 - Chisholm Hibbing Airport Authority (December, 2020 rent) \$ 300.00
 - Chisholm Hibbing Airport Authority (January, 2021 rent) \$ 300.00
 - Sellman Law Office invoice for HEDA – December, 2020 \$ 437.50

- Lockridge Grindal Nauen P.L.L.P. – December, 2020 \$ 1,650.00
 - Lockridge Grindal Nauen P.L.L.P. – January, 2021 \$ 1,650.00
3. Set the HEDA Working Session for Monday, February 8, 2021 at 5:00 pm, City Hall Council Chamber
 4. Set the Regular Meeting of HEDA for Wednesday, February 10, 2021 at 5:00 p.m. via Zoom

BOARD REPORTS:

Authorize the following COVID – 19 Business Assistance HEDA Loans. No repayment on the loans will be due for the first six months followed by 60 months of principal payments

City Administrator Tom Dicklich explained that these loans were discussed at the HEDA Working Session. He asked Candie Seppala to talk about the loans as she did the leg-work on the loans.

Sr. Executive Assistant Candie Seppala started with letting the public know that the application for the COVID – 19 Business Assistance HEDA loan is on the City of Hibbing's website, Facebook, and people can call Candie at City Hall. As City Administrator Tom Dicklich explained, the loans were discussed on Monday night at the HEDA Working Session. Each one had different reasons for what they were going to use it for. All were very good options for our community. The loans were read by business:

Suite Location LLC \$40,000

President Majkich, supported by Member Jurenes, moved to authorize the COVID-19 Business Assistance HEDA Loan to Suite Location LLC in the amount of \$40,000 with no repayment on the loan due for the first six months, followed by 60 months of principal payments.

Roll Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Elk's Lodge \$ 10,000

Member Hoffman Saccoman, supported by Vice President Rick Cannata, moved to authorize REORGANIZATIONAL AND REGULAR HEDA MEETING JANUARY 13, 2021

Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

Authorize the stipend of \$400 per pay period to Sr. Executive Assistant Candie Seppala for temporary additional HEDA duties retroactive to October 1, 2020

City Administrator Tom Dicklich explained that this was discussed at the HEDA Working Session on Monday night. The additional duties that she took over since we don't have an Economic Developer. This includes the loans that we went over tonight, reaching out to the community members, trying to be the voice for the community to contact for the HEDA loans.

Member Hoffman Saccoman, supported by Vice-President Cannata, moved to authorize the stipend of \$400 per pay period to Sr. Executive Assistant Candie Seppala for temporary additional HEDA duties retroactive to October 1, 2020

Discussion:

Member Hoffman Saccoman wanted to clarify that it is retroactive and forward for the pay.

City Administrator Tom Dicklich explained that HEDA will have to end the duties in order for the pay to end.

Member Schweiberger wants to make sure that everyone is aware that Candie will be the main contact for any questions regarding business loans or businesses coming in have a place to call and her name and number will be listed to be the point person to be contacted.

Roll Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

President Majkich Brock mentioned that as far as those loans go, she is thankful that we are able to offer to the community during this pandemic. As far as getting the word out to the other businesses out there as well. We want everyone to know that there is help available.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:31 p.m. by Vice-President Cannata, supported by Member Schweiberger.

Roll Call Vote:

President Shari Majkich Brock	Yes
Vice-President Rick Cannata	Yes
Member Jennifer Hoffman Saccoman	Yes
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Absent

Motion CARRIED

President Shari Majkich Brock

Sr. Executive Assistant Candie Seppala

Chisholm-Hibbing Airport Authority

11038 Hwy 37
Hibbing, MN 55746

INVOICE

Invoice Number: 7502
Invoice Date: Feb 1, 2021
Page: 1

Voice: 218-262-3452
Fax: 218-262-6245

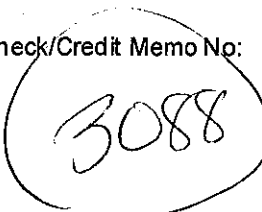
Bill To:
Hibbing Econ. Development Authority 401 East 21st Street Hibbing, MN 55746

Ship to:
Hibbing Econ. Development Authority 401 East 21st Street Hibbing, MN 55746

Customer ID	Customer PO	Payment Terms	
Hibbing EDA		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		2/28/21

Quantity	Item	Description	Unit Price	Amount
		Hibbing Animal Shelter Ground Lease-FEB 2021		300.00
101 42 2101410				
				
Subtotal				300.00
Sales Tax				
Total Invoice Amount				300.00
Payment/Credit Applied				
TOTAL				300.00

Check/Credit Memo No:



Chisholm-Hibbing Airport Authority

11038 Hwy 37
Hibbing, MN 55746

INVOICE

Invoice Number: 7520

Invoice Date: Mar 1, 2021

Page: 1

Voice: 218-262-3452

Fax: 218-262-6245

Bill To:

Hibbing Econ. Development Authority
401 East 21st Street
Hibbing, MN 55746

Ship to:

Hibbing Econ. Development Authority
401 East 21st Street
Hibbing, MN 55746

Customer ID	Customer PO	Payment Terms	
Hibbing EDA		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		3/31/21

Quantity	Item	Description	Unit Price	Amount
		Hibbing Animal Shelter Ground Lease- March 2021		300.00
Subtotal				300.00
Sales Tax				
Total Invoice Amount				300.00
Payment/Credit Applied				
TOTAL				300.00

Check/Credit Memo No:

SELLMAN BORLAND & SIMON PLLC

Attorneys at Law

Richard K. Sellman - Of Counsel
Andy Borland
Jaclyn Corradi Simon

1907 Third Avenue East, Suite 2
P.O. Box 37
Hibbing, Minnesota 55746
Telephone (218) 262-5502
Facsimile (218) 263-4060
attorneys@sellmanborlandsimon.com

November 30, 2020
mailed December 7, 2020

Thomas R. Dicklich
City Administrator Re: HEDA
401 East 21st Street
Hibbing, Minnesota 55746

cc: Candie Seppala
Senior Executive Assistant
401 E. 21st Street
Hibbing, MN 55746

Date	Services Provided	Time
Legal Services to Hibbing Economic Development Authority (HEDA) for the month of November 2020, including the following:		
11/03/20	Review documents; prepare directive for Advanced Machine Guarding Solutions Company loan.	.500
11/05/20	Call from City Administrator Tom Dicklich	.375
11/13/20	Call from Tom Dicklich	.250
11/24/20	Call from Tom Dicklich regarding status of HEDA loan; review e-mail; call Senior Executive Assistant Candie Seppala and City Clerk Mary Ann Kepler; return call to Candie Seppala	.875
11/25/20	Call from Tom Dicklich and Candie Seppala regarding loan; draft Resolution for writing off loan balance; e-mail Tom Dicklich regarding Advanced Machine Guarding Solutions Company	.750
11/29/20	Review Agenda for meeting; text messages to Tom Dicklich and Candie Seppala regarding HEDA COVID loans	.375
11/30/20	Review HEDA Resolution; review Agenda; text Tom Dicklich regarding COVID loans; call from Tom Dicklich; review loan documents for Advanced Machine Guarding Solutions Company	1.000
11/30/20	HEDA Board Meeting	.625
Total Hours		<u>4.750</u>

ATTORNEY FEES:

4.750 hours at \$140.00 per hour.....\$665.00

cc: Mary Ann Kepler, City Clerk - via email only

SELLMAN BORLAND & SIMON PLLC

Attorneys at Law

Richard K. Sellman - Of Counsel
Andy Borland
Jaclyn Corradi Simon

1907 Third Avenue East, Suite 2
P.O. Box 37
Hibbing, Minnesota 55746
Telephone (218) 262-5502
Facsimile (218) 263-4060
attorneys@sellmanborlandsimon.com

January 31, 2021
mailed February 3, 2021

Thomas R. Dicklich
City Administrator Re: HEDA
401 East 21st Street
Hibbing, Minnesota 55746

cc: Candie Seppala
Senior Executive Assistant
401 E. 21st Street
Hibbing, MN 55746

Date	Services Provided	Time
Legal Services to Hibbing Economic Development Authority (HEDA) for the month of January 2021, including the following:		
01/08/21	Call from Senior Executive Assistant Candie Seppala.	.125
01/11/21	Call City Administrator Tom Dicklich	.250
01/11/21	HEDA Working Session	1.625
01/12/21	E-mail Candie Seppala; call Keri at Sellman Title regarding Satisfaction of Mortgage	.250
01/13/21	E-mail Candie Seppala	.125
01/13/21	HEDA Board Meeting	.750
01/14/21	Directive for preparation of 4 new COVID Business Assistance loans	.250
	Total Hours	<u>3.375</u>

ATTORNEY FEES:

3.375 hours at \$140.00 per hour.....\$472.50

cc: Mary Ann Kepler, City Clerk - via email only

SELLMAN BORLAND & SIMON PLLC

Attorneys at Law

Richard K. Sellman - Of Counsel
Andy Borland
Jaclyn Corradl Simon

1907 Third Avenue East, Suite 2
P.O. Box 37
Hibbing, Minnesota 55746
Telephone (218) 262-5502
Facsimile (218) 263-4060
attorneys@sellmanborlandsimon.com

February 28, 2021
mailed March 3, 2021

Thomas R. Dicklich
City Administrator Re: HEDA
401 East 21st Street
Hibbing, Minnesota 55746

cc: Candie Seppala
Senior Executive Assistant
401 E. 21st Street
Hibbing, MN 55746

Date	Services Provided	Time
Legal Services to Hibbing Economic Development Authority (HEDA) for the month of February 2021, including the following:		
02/17/21	Call from City Administrator Tom Dicklich and Senior Executive Assistant Candie Seppala regarding request for Mortgage Satisfaction from Legend Homes (Bruce Eichorn); review e-mail from Candie Seppala; letter to Keri Clark of Sellman Title Company. .	.250
02/19/21	Call from Tom Dicklich	<u>.125</u>
	Total Hours	<u>.375</u>

ATTORNEY FEES:

.375 hours at \$140.00 per hour.....\$52.50

cc: Mary Ann Kepler, City Clerk - via email only

LOCKRIDGE GRINDAL NAUEN P.L.L.P.

Attorneys at Law
SUITE 2200
100 WASHINGTON AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55401
TELEPHONE (612) 339-6900

DATE

2/1/2021

Statement No. 109161
Page : 1
Client ID : 07368-0040
Government Relations

City of Hibbing
Candle Seppala
401 East 21st Street
Hibbing, MN 55746

Please detach here. Return this portion with your payment. Thank you.

Professional services rendered for the month of February 2021.

3,300.00

Receipts

01/26/2021 Payment

3,300.00

Total Receipts: 3,300.00

Total Current Billing: 3,300.00

Previous Balance Due: ~~6,600.00~~

Total Payments Received: ~~-3,300.00~~

Total Now Due: ~~6,600.00~~

1/2

Feb, 2021

1650

HEDA

pd
✓ # 109161

LOCKRIDGE GRINDAL NAUEN P.L.L.P.

Attorneys at Law
SUITE 2200
100 WASHINGTON AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55401
TELEPHONE (612) 339-6900

DATE

3/1/2021

Statement No. 109459
Page : 1
Client ID : 07368-0040
Government Relations

City of Hibbing
Candle Seppala
401 East 21st Street
Hibbing, MN 55746

Please detach here. Return this portion with your payment. Thank you.

Professional services rendered for the month of March 2021.

3,300.00

Receipts

03/04/2021 Payment

6,600.00

Total Receipts: 6,600.00

Total Current Billing: 3,300.00

Previous Balance Due: 6,600.00

Total Payments Received: -6,600.00

Total Now Due: 3,300.00

HEDA/CITY 1/2 March, 2021 \$ 1650⁰⁰
255-46-6500 301
101 41 1110 301
1650⁰⁰

5231



Manufacturing and Service with a Mission

Buhl
100 Industrial Park Road South
Buhl, MN 55713
p. 218.258.8926 | f. 218.258.8951
odcmn.org

**TRANSITIONAL WORK PROGRAM
CONTRACT AGREEMENT BETWEEN**

HIBBING ECONOMIC DEVELOPMENT

Candie Seppala
401 E. 21st St
Hibbing, MN 55746
(218) 262-3486 ext. 710

AND

OCCUPATIONAL DEVELOPMENT CENTER, INC.

The purpose of this agreement is to outline conditions for consumers at the Occupational Development Center, Inc. who will participate in a Transitional Work Program with the Hibbing Economic Development. Beginning April 01, 2021 and shall be reviewed March 31, 2022 or when changes in the duties and responsibilities occur. The Occupational Development Center, Inc. agrees to the following as indicated by the marked boxes.

- ☒ 1. Provide on the job supervision to ensure that the person's served fulfill job task assignments.
- ☒ 2. Will maintain and satisfy all payroll requirements and insurances for the person's served participating under this agreement (i.e. Worker's Compensation, Social Security, Wage & Hour, etc.).
- ☒ 3. Provide necessary job and safety training to insure person's served participating in this program are able to fulfill the job requirements in a safe manner.
- ☒ 4. Provide necessary tools and equipment required to perform the job tasks, including safety equipment and apparel deemed necessary for the ensured safety of all workers.
- ☐ 5. Other:

Divisions

Baudette | Bemidji | Buhl | Crookston | Grand Rapids | International Falls | Roseau | Thief River Falls | Warren

Transitional Work Contract Agreement
Page 2

The Hibbing Economic Development agrees to the following by the marked boxes.

- ☐ 1. Provide a worksite to train and assess the person's served in the duties listed below.
- ☐ 2. Will reimburse the Occupational Development Center, Inc. at quoted price, which will include wages and related overhead costs at \$29.00 per hour/per person for performing the duties listed below. There will be a max of 5 person's served and 1 job coach that will be part of the chore team and working. The amount will not exceed \$9,000.00 for the length of the contract.
- ☐ 3. Contact the ODC with any concerns, comments, complaints, or suggestions that arise during the length of the contract.
- ☐ 4. Other:

Consumer(s) covered by this agreement: ODC Work Crew

Duties are to be performed 1 - 3 day per week, as weather and staffing permits.

- 1. Sweeping, raking, and picking up debris on Howard Street including Mr. Nick's and Salvation Army, from 1st Avenue East to 8th Avenue East, including alleyways and side streets on the North and South of Howard Street.
- 2. Other duties as assigned.

The Occupational Development Center, Inc. will bill monthly at the agreed upon price for hours worked by all employee(s). Work hours will be tracked accordingly.

This Agreement may be canceled by either party at any time, with or without cause, upon thirty (30) days notice in writing delivered by mail or in person.

I (We) agree to the terms of this Agreement:

Contracting Business Signatures

ODC Signatures

_____/_____/_____
Date

_____/_____/_____
Date

COVID LOANS

	Borrower	Status	Balance
250-11988	Radko Covid Loan	new	\$ 40,000.00
250-11989	Howard Court Salon Covid Loan	new	\$ 9,000.00
250-11990	A-1 Refrig. Covid Loan	new	\$ 40,000.00
250-11991	Lees Rentals Covid Loan	new	\$ 40,000.00
250-11992	Mesaba Animal Hospital Covid Loan	new	\$ 40,000.00
250-11993	Kitzville Body Covid Loan	new	\$ 40,000.00
250-11995	Arrowhead Apparel Covid Loan	new	\$ 25,000.00
250-11994	Elk's Lodge Covid Loan	new	\$ 10,000.00
250-11996	Smart Thrivent Covid Loan	new	\$ 40,000.00
250-11997	Libation Station Covid Loan	new	\$ 40,000.00
	North Star Dental Care Covid Loan	new	\$ 40,000.00
	Eye Care North Covid Loan	new	\$ 40,000.00
	Arrowhead Apparel Covid Loan	new	\$ 15,000.00
	Tromco Electric Covid Loan	new	\$ 40,000.00
			\$ 459,000.00

COVID -19 Business Assistance HEDA Loan Application

Business Name: North Star Dental Care
Business Address: 2020 1st Ave, Hibbing, MN 55746
Business Phone: 218-263-8951
Business e-mail: jake@northstardentalcare.com

Business Owners Name: Jacob Smestad ; Brekke Johnsrud
Home Address: 31623 E Shore Dr 16655 Maple Knoll Dr
Pengilly, MN 55775 Pengilly, MN 55775
Type of Business: (Sole Proprietor, Corporation, LLC, Partnership) S - Corp (PC)

What will you use the HEDA loan funds for? (Specify the use and cost) Various new dental equipment: Dental chairs, X-ray units, lights ; delivery systems (see attached quote)

What security or collateral will be backing your loan? Equipment and/or building

Loan Amount you are requesting from HEDA: \$ 40,000

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for the disqualification of my grant application.

Applicant Signature:  Jacob Smestad DDS Date: 1/31/21

COVID -19 Business Assistance HEDA Loan Application

Business Name: Eye Clinic North, PA
Business Address: 2016 1st Ave Hibbing MN 55792
Business Phone: 218 263 3633
Business e-mail: msipola@gmail.com

Business Owners Name: Matthew Sipola
Home Address: 1104 18th St. N. Virginia MN 55792

Type of Business: (Sole Proprietor, Corporation, LLC, Partnership) S-Corp

What will you use the HEDA loan funds for? (Specify the use and cost) business expenses,
equipment, pay down debt

What security or collateral will be backing your loan? negotiable

Loan Amount you are requesting from HEDA: \$ 40,000

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for the disqualification of my grant application.

Applicant Signature:  Date: 2/26/21

COVID -19 Business Assistance HEDA Loan Application

Business Name: Arrowhead Motorcycle Apparel & Supplies
Business Address: 406 E Howard Street, Hibbing
Business Phone: 218 996 1718
Business e-mail: arrowheadapparel20@gmail.com

Business Owners Name: Tina Serich
Home Address: 201 Buckmaster Rd
Calumet, MN

Type of Business: (Sole Proprietor, Corporation, LLC, Partnership) LLC

What will you use the HEDA loan funds for? (Specify the use and cost) product.
I would like to add the ariat line
of clothing to my store.
What security or collateral will be backing your loan? product

Loan Amount you are requesting from HEDA: \$ 15,000

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for the disqualification of my grant application.

Applicant Signature: [Signature] Date: 2-23-21

COVID -19 Business Assistance HEDA Loan Application

Business Name: Tromco Electric, LLC
Business Address: 1440 E. 34th St
Business Phone: 218-440-1851
Business e-mail: admin@tromcoelectric.com

Business Owners Name: Daniel Murden
Home Address: 2121 3rd Ave E Hibbing, MN 55746

Type of Business: (Sole Proprietor, Corporation, LLC, Partnership) LLC

What will you use the HEDA loan funds for? (Specify the use and cost) Pay off
existing HEDA loan.

What security or collateral will be backing your loan? Business

Loan Amount you are requesting from HEDA: \$ 40,000

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for the disqualification of my grant application.

Applicant Signature: Dan Murden Date: 3-16-21

LEES RENTAL & COMMERCIAL DEVELOPMENT
1810 EAST THIRD AVE
HIBBING MN 55746
218-262-2860
218-263-8960 (FAX)

MARCH 3, 2021

TO: HEDA BOARD

RE: LOAN # 250-11957

DEAR FRIENDS,

IT HAS BEEN BROUGHT TO MY ATTENTION THAT THE BALLOON ON THE ABOVE
LOAN HAS COME TO MATURITY.

WE ARE FORMALLY REQUESTING THE RENEWAL OF THIS LOAN FOR THE
ADDITIONAL 5 YEARS AS SPELLED OUT IN THE ORIGINAL AGREEMENT.

ALL TAXES, UTILITIES AND PAYMENTS HAVE BEEN KEPT UP DURING THE FULL
TERM.

SINCERELY,



RICH LEES

LEES RENTAL AND COMMERCIAL DEVELOPMENT
1810 EAST THIRD AVE
HIBBING MN 55746
218-262-2860
218-263-8960 (FAX)

JANUARY 29, 2021

TO: HEDA

FROM: RICH LEES

RE: REMODEL OF THE FORMER HIBBING GLASS COMPANY - 1809 E 3RD AVE

HEDA BOARD,

WE ARE REQUESTING AN \$40,000 STOREFRONT LOAN FOR THE ABOVE MENTIONED PROPERTY.

WE ARE LOOKING TO INSTALL A NEW STORE FRONT, NEW HVAC, AND A COMPLETE REMODEL OF THE 2 APARTMENTS ALONG WITH NEW ELECTRICAL, PLUMBING AND HANDICAP BATHROOM ON THE MAIN FLOOR.

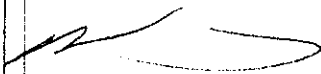
THE TOTAL PROJECT COST WILL EXCEED \$103,000.

WE HAVE A POTENTIAL SUITOR FOR THE MAIN FLOOR AND THE APARTMENTS UP ABOVE WILL RENT IMMEDIATELY.

WE ARE REQUESTING A FIVE YEAR LOAN WITH THE SAME TERMS AS THE PREVIOUS STOREFRONT LOANS.

YOUR HELP HAS BEEN EXTREMELY INSTRUMENTAL IN PREVIOUS PROJECTS, AND WE BELIEVE OUR RECORD SPEAKS FOR ITSELF.

THANKS FOR YOUR CONSIDERATION.



RICH LEES
218-969-1586

APPLICATION

Hibbing Economic Development Authority Loan

Basic Information

Name of Applicant(s): Rick + Sherri Lees
 Address: 1810 E 3rd Ave
 Phone: Hibbing MN 55746
 Name of Business: Old Hibbing Glass Building
 Address: 1809 E 3rd Ave
 Phone: Hibbing MN 55746

Business is: ☐ new business start-up
☒ existing business 29 number of years \$ 10,000,000+ equity in business

Briefly describe your business, including such information as products and services provided, general market area served, and any other information you feel may be appropriate: Refurbish + Lease Building throughout town

Briefly describe the proposed project for which you are seeking assistance: New storefront, HVAC, + Remodel Apts

Use of Proceeds

Fixed Assets	Amount
Land and building acquisition	\$ _____
Land improvements	_____
New building construction	_____
Building renovation	<u>103,250</u>
Purchase machinery/equipment	_____
Total Fixed Assets	\$ _____
Working Capital	
Operating Capital	\$ _____
Inventory	_____
Total Working Capital	\$ _____
Debt Refinancing	\$ _____
Total Uses	\$ _____

Sources

Amount to be financed:	Amount
Source Rate Term	
Equity	\$ <u>63,250</u>
HEDA	\$ <u>40,000</u>
Bank	\$ _____
Other:	
_____ % _____ yrs	\$ _____
_____ % _____ yrs	\$ _____
Total Sources	\$ <u>103,250</u>

APPLICATION

How many jobs do you anticipate will be created or retained by this project?

4 Created 8 Retained 12 Total

What is the wage/salary range of these jobs?

20 /hr. to 30 /hr and/or _____ /yr. To _____ /yr.

PLEASE PROVIDE DETAIL TO THE FOLLOWING THREE COLLATERAL QUESTIONS. 1. What collateral do you have available which can be used as security for the proposed financing? 2. What is its estimated value? 3. Is this collateral subordinate to any other loan? If so, please provide details.

JUNIOR Lien ON B106

What experience or other qualifications do you have for operating this business?

WE HAVE SUCCESSFULLY RENOVATED
NUMEROUS B106s IN TOWN

I have reviewed the proposal described above. Based on this preliminary review and discussion, our Bank is interested in participating in the financing of this project assuming the following:

- ☐ A complete application will be completed by the business/individual named herein
- ☐ All information requested by the HEDA and/or our Bank is provided in satisfactory form,
- ☐ The economic feasibility of the proposed project is demonstrated to our satisfaction.

Furthermore, I understand that this indication of interest to participate with the HEDA in financing the project described herein, does not obligate this Bank to actually approve such financing unless and until the above mentioned conditions, and any other which this Bank may reasonably request have been met to the full satisfaction of this Bank, and a letter to that effect, signed by an officer of this Bank, has been delivered to the Hibbing Economic Development Authority Board.

Name of Bank: _____

Name of Officer: _____

Phone Number: _____

Signature: _____

Title: _____

Date: _____

HEDA approval date: _____

Business Owner: R. L. Lees

HEDA Exec. Dir. Signature: _____

Signature: [Signature]

HEDA President Signature: _____

Date: 01-30-21

Date: _____

A-1 Refrigeration of Hibbing, Inc.

1810 East Third Avenue

Hibbing, MN 55746

218-262-2860

218-263-8960 (FAX)

Estimate

Date	Estimate #
1/29/2021	812577

Name / Address
LIJES RENTAL COMPANY 1810 3RD AVE E HIBBING MN 55746

				Project
	Description	Qty	Cost	Total
for 1809 east third ave				
	NEW HVAC FOR MAIN FLOOR		18,225.00	18,225.00
	NEW HVAC FOR TWO APTS		21,225.00	21,225.00
	ALL NEW PLUMBING AND SEWER LINES		21,225.00	21,225.00
	NEW ELECTRICAL SERVICES TO MAIN FLOOR AND APTS		14,300.00	14,300.00
	NEW STOREFRONT AND SIDING		28,275.00	28,275.00
			Total	\$103,250.00

Customer Signature _____

LEES RENTAL AND COMMERCIAL DEVELOPMENT
1810 EAST THIRD AVE
HIBBING MN 55746
218-262-2860
218-263-8960 (FAX)

JANUARY 29, 2021

TO: HEDA

FROM: RICH LEES

RE: REMODEL OF THE FORMER SUNRISE BAKERY BUILDING - 1818 E 3RD AVE
HEDA BOARD,

WE ARE REQUESTING AN \$40,000 STOREFRONT LOAN FOR THE ABOVE MENTIONED PROPERTY.

WE ARE LOOKING TO FRESHEN UP THE STORE FRONT, NEW HVAC, AND A COMPLETE REMODEL OF THE MAIN FLOOR , ROOFING MODIFICATIONS, NEW LIGHTING AND HANDICAP BATHROOM ON THE MAIN FLOOR.

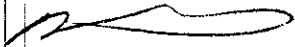
THE TOTAL PROJECT COST WILL EXCEED \$81,000.

WE HAVE A SIGNED A NEW RETAIL BUSINESS FOR THE MAIN FLOOR.

WE ARE REQUESTING A FIVE YEAR LOAN WITH THE SAME TERMS AS THE PREVIOUS STOREFRONT LOANS.

YOUR HELP HAS BEEN EXTREMELY INSTRUMENTAL IN PREVIOUS PROJECTS, AND WE BELIEVE OUR RECORD SPEAKS FOR ITSELF.

THANKS FOR YOUR CONSIDERATION.



RICH LEES
218-969-1586

1818 E 3rd Ave

APPLICATION

Hibbing Economic Development Authority Loan

Basic Information

Name of Applicant(s): Rich + Sherri Lees
 Address: 1818 E 3rd Ave
 Phone: Hibbing MN 55746
 Name of Business: Lees Rental Company
 Address: 1818 E 3rd Ave
 Phone: Hibbing MN 55746

Business is: ☐ new business start-up
☒ existing business 29 number of years \$ 10,000,000+ equity in business

Briefly describe your business, including such information as products and services provided, general market area served, and any other information you feel may be appropriate:

Refurbish + Lease Buildings
Throughout Town

Briefly describe the proposed project for which you are seeking assistance:

Remodel, New HVAC, Freshen Storefront,
Roofing + D bet Ready for New
Retail Store

Use of Proceeds

Fixed Assets	Amount
Land and building acquisition	\$ _____
Land improvements	_____
New building construction	<u>81,275</u>
Building renovation	_____
Purchase machinery/equipment	_____
Total Fixed Assets	\$ _____
Working Capital	
Operating Capital	\$ _____
Inventory	_____
Total Working Capital	\$ _____
Debt Refinancing	\$ _____
Total Uses	\$ _____

Sources

Amount to be financed:			Amount
Source	Rate	Term	
Equity			\$ <u>41,275</u>
HEDA	____% ____yrs		\$ <u>46,000</u>
Bank	____% ____yrs		\$ _____
Other:			
_____	____% ____yrs		\$ _____
_____	____% ____yrs		\$ _____
Total Sources			\$ <u>81,275</u>

APPLICATION

How many jobs do you anticipate will be created or retained by this project?

4 Created 8 Retained 12 Total

What is the wage/salary range of these jobs?

20 /hr. to 30 /hr and/or _____ /yr. To _____ /yr.

PLEASE PROVIDE DETAIL TO THE FOLLOWING THREE COLLATERAL QUESTIONS. 1. What collateral do you have available which can be used as security for the proposed financing? 2. What is its estimated value? 3. Is this collateral subordinate to any other loan? If so, please provide details.

Junior Lien on Bldg

What experience or other qualifications do you have for operating this business?

We have successfully renewed
numerous bids in town

I have reviewed the proposal described above. Based on this preliminary review and discussion, our Bank is interested in participating in the financing of this project assuming the following:

- ☐ A complete application will be completed by the business/individual named herein
- ☐ All information requested by the HEDA and/or our Bank is provided in satisfactory form,
- ☐ The economic feasibility of the proposed project is demonstrated to our satisfaction.

Furthermore, I understand that this indication of interest to participate with the HEDA in financing the project described herein, does not obligate this Bank to actually approve such financing unless and until the above mentioned conditions, and any other which this Bank may reasonably request have been met to the full satisfaction of this Bank, and a letter to that effect, signed by an officer of this Bank, has been delivered to the Hibbing Economic Development Authority Board.

Name of Bank: _____

Name of Officer: _____

Phone Number: _____

Signature: _____

Title: _____

Date: _____

Business Owner: Rick Lees

Signature: [Signature]

Date: 1-29-21

HEDA approval date: _____

HEDA Exec. Dir. Signature: _____

HEDA President Signature: _____

Date: _____

A-1 Refrigeration of Hibbing, Inc.

1810 East Third Avenue

Hibbing, MN 55746

218-262-2860

218-263-8960 (FAX)

Estimate

Date	Estimate #
1/29/2021	812578

Name / Address
LEIS RENTAL COMPANY 1810 3RD AVE E HIBBING MN 55746

				Project
Description	Qty	Cost	Total	
FOR 1818 EAST THIRD AVE				
COMPLETE REMODEL OF MAIN FLOOR FOR NEW BUSINESS TO TOWN LOCATING THERE		35,000.00	35,000.00	
ELECTRICAL AND LIGHTING		8,550.00	8,550.00	
ROOFING		11,225.00	11,225.00	
NEW HANDICAP ACCESSIBLE BATHROOM		11,500.00	11,500.00	
NEW HVAC		15,000.00	15,000.00	
		Total	\$81,275.00	

Customer Signature _____