HIBBING ECONOMIC DEVELOPMENT AUTHORITY

REORGANIZATIONAL AND REGULAR MEETING AGENDA

Wednesday, January 13, 2021

5:00 P.M., VIA ZOOM

Join Zoom Meeting
https://us02web.zoom.us/j/86074690077?pwd=bXFmRkpJNExvWExBazhJMmU4ZEV0UT09

Meeting ID: 860 7469 0077
Passcode: 991489

ATTENDANCE:

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

CALL HEDA MEETING TO ORDER:

2021 Official Appointments/Designations:

1. Appoint the President of the 2021 HEDA
2. Appoint the Vice President of the 2021 HEDA
3. Appoint the Treasurer of the 2021 HEDA
4. Appoint the Secretary of the 2021 HEDA
5. Appoint the Attorney of the 2021 HEDA
6. Appoint the Executive Committee of the 2021 HEDA
7. Designate the Mesabi Tribune as the official newspaper of the 2021 HEDA
8. Designate the following Depositories for 2021:

   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

9. Approve the respective depositories designated safekeeping entities

ADDITIONS/DELETIONS:

ADD: **BOARD REPORTS #2**

APPROVAL OF MINUTES:

- **Approve the Minutes of the Regular Meeting of Hibbing Economic Development Authority for November 30, 2020**

CONSENT AGENDA:

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:

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. Herbert Smart/Thrivent $40,000

   b. Elk's Lodge $ 10,000

   c. Libation Station $40,000

   d. Arrowhead Apparel $25,000

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

ADJOURNMENT:

THE MINUTES OF THE REGULAR MEETING OF THE HIBBING ECONOMIC DEVELOPMENT AUTHORITY Monday, November 30, 2020

TIME AND PLACE: A Regular Meeting of the Hibbing Economic Development Authority was held on Monday, November 30, 2020, at 5:00 p.m. via ZOOM.

CALL TO ORDER: President Shari Majkich Brock called the meeting to order at 5:00 p.m.

ATTENDANCE: Present at roll call for the meeting 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.

ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

Vice President Cannata, supported by President Majkich Brock, moved to approve the minutes of the Regular Meeting of the Hibbing Economic Development Authority of October 21, 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 Jennifer Hoffman Saccoman, supported by Member Jurenes, 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	Yes

Motion CARRIED

1. Affirm Economic Development Loan Fund balance as of September 30, 2020 in the amount of **$ 467,141.03**

2. Approve disbursements for the month of November, 2020 in the amount of **$2,688.50**
   - Chisholm Hibbing Airport Authority (November 2020 Rent) $ 300.00
   - Sellman Law Office invoice for HEDA – October, 2020 $ 402.50
   - Lockridge Grindal Nauen P.L.L.P. – November, 2020 $ 1,650.00
   - ODC – October, 2020 Downtown Clean-Up $ 336.00

3. Set the next Working Session for the Hibbing Economic Development Authority for Monday, December 28, 2020 at 5:00 p.m. in the Hibbing City Council Chamber

4. Set the next Hibbing Economic Development Authority meeting for Wednesday, December 30, 2020 at 5:00 p.m. in the Hibbing City Council Chamber

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. Each one of these loans will need to be voted on individually with a roll-call vote.

Radko Iron and Supply **$40,000**

President Majkich Brock, supported by Vice-President Cannata, moved to authorize the COVID-19 Business Assistance HEDA Loan to Radko Iron and Supply 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	Yes

Motion CARRIED

Howard Court Salon LLP **$ 9,000**

Member Steve Jurenes, supported by Member Kivela, moved to authorize the COVID-19 Business Assistance HEDA Loan to Howard Court Salon LLP in the amount of $9,000 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	Yes

Motion CARRIED

A1 Refrigeration of Hibbing, Inc. $40,000

Member Schweiberger, supported by Vice President Cannata, moved to authorize the COVID-19 Business Assistance HEDA Loan to A1 Refrigeration of Hibbing Inc. 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	Yes

Motion CARRIED

Lees Rentals Company $40,000

Vice President Cannata, supported by Member Jurenes, moved to authorize the COVID-19 Business Assistance HEDA Loan to Lees Rentals Company 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	Yes

Motion CARRIED

Mesaba Animal Hospital **$40,000**

Member Schweiberger, supported by President Majkich Brock, moved to authorize the COVID-19 Business Assistance HEDA Loan to Mesaba Animal Hospita. 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	Abstain
Member John Schweiberger	Yes
Member Steve Jurenes	Yes
Member Roger Kivela	Yes

Motion CARRIED (with Member Hoffman Saccoman Abstaining)

Kitzville Body Shop **$40,000**

Member Hoffman Saccoman, supported by Vice President Cannata, moved to authorize the COVID-19 Business Assistance HEDA Loan to Kitzville Body Shop 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	Yes

Motion CARRIED

Offer RESOLUTION NO. 20-11-10 AUTHORIZING THE WRITE-OFF OF ACCOUNT NO. 11970 IN THE AMOUNT OF $23,878.81

City Administrator Tom Dicklich explained that this was discussed in the HEDA working session and it is to officially write-off the loan for the Finance Department.

Member Schweiberger, supported by Member Jurenes, moved to offer **RESOLUTION NO. 20-11-10 AUTHORIZING THE WRITE-OFF OF ACCOUNT NO. 11970 IN THE AMOUNT OF $23,878.81**

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	Yes

Motion CARRIED

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:14 p.m. by Vice President Cannata, supported by Member Kivela.

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	Yes

Motion CARRIED

President Shari Majkich Brock

Sr. Executive Assistant Candie Seppala

Jan Agenda

Chisholm-Hibbing Airport Authority
11038 Hwy 37
Hibbing, MN 55746

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

INVOICE

Invoice Number: 7427
Invoice Date: Dec 1, 2020
Page: 1
Duplicate

Bill To:	Ship to:
Hibbing Econ. Development Authority 401 East 21st Street Hibbing, MN 55746	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		12/31/20

Quantity	Item	Description	Unit Price	Amount
		Hibbing Animal Shelter Ground Lease- DEC 2020		300.00

101 42 2101 410

1-7-2021

Subtotal	300.00
Sales Tax	
Total Invoice Amount	300.00
Payment/Credit Applied	
TOTAL	**300.00**

Check/Credit Memo No:

3088

Chisholm-Hibbing Airport Authority
11038 Hwy 37
Hibbing, MN 55746

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

INVOICE

Invoice Number: 7457
Invoice Date: Jan 1, 2021
Page: 1

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		1/31/21

Quantity	Item	Description	Unit Price	Amount
		Hibbing Animal Shelter Ground Lease- JAN 2021		300.00

1-5-21

Jan 2021 Animal Shelt Ground lease

101 42 2101 410

Subtotal	300.00
Sales Tax	
Total Invoice Amount	300.00
Payment/Credit Applied	
TOTAL	**300.00**

Check/Credit Memo No:

3088

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

December 31, 2020
mailed January 6, 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 December 2020, including the following:

12/01/20	Text Senior Executive Assistant Candie Seppala regarding security for loans; prepare directive for COVID-19 loan programs; call from Candie Seppala.	1.000
12/17/20	Review Loan Agreement; e-mail City Administrator Tom Dicklich; call from Tom Dicklich	.500
12/18/20	Review and revise COVID loan document forms	.500
12/21/20	Review new COVID loan document forms	1.125
	Total Hours	3.125

ATTORNEY FEES:

3.125 hours at $140.00 per hour.....$437.50

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 12/1/2020

Statement No. 108296
Page : 1
Client ID : 07368-0040
Government Relations

City of Hibbing
Candie 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 December 2020.	3,300.00

Total Current Billing:	3,300.00
Previous Balance Due:	3,300.00 ~pd 12/10/20
Total Now Due:	6,600.00

101 41 1110 301 $ 1,650
255-46 6500-301 $ 1,650

1-7-2021

5231

LOCKRIDGE GRINDAL NAUEN P.L.L.P.

COVID -19 Business Assistance HEDA Loan Application

Business Name: Hibbing Elks Lodge #1022

Business Address: 502 E Howard ST

Business Phone: 218-263-6196

Business e-mail: Hibbingelks@hotmail.com

Business Owners Name: Charles Radtka TRUSTEE

Home Address: 14580 City Rd 12 Pengilly MN 55775

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

What will you use the HEDA loan funds for? (Specify the use and cost) Aon Ins #2000, Chubb Ins #950, W comp 600 Rent 3,000, Catch up misc Bills #3,000

What security or collateral will be backing your loan? 3 beer coolers · 4 commercial freezers

Loan Amount you are requesting from HEDA: $10,000.00

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 Charles Radtka TRUSTEE Date: 12-8-2020

Litt OK 1/6/2021
Prop. Tax OK "

COVID -19 Business Assistance HEDA Loan Application

Business Name: Herbert J Smart Jr - Thrivent

Business Address: 2306 1st Avenue, Hibbing, MN. 55746

Business Phone: 218-366-9405 or 218-208-7080

Business e-mail: herbert.smart@thrivent.com

Business Owners Name: Herbert J Smart Jr

Home Address: 3737 3rd Avenue East, Hibbing, MN 55746

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

What will you use the HEDA loan funds for? (Specify the use and cost) Construction Quotes, See attached

What security or collateral will be backing your loan? Building - Located at 2306 1st Ave Hibbing MN 55746

Loan Amount you are requesting from HEDA: $ 40,000.00

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: 11/04/2020

COVID -19 Business Assistance HEDA Loan Application

Business Name: Arrowhead Motorcycle Apparel & Supplies

Business Address: 1811 3Rd Ave East Hibbing MN

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) I will use the funds to relocate into a lager space, expand inventory to meet costomer needs, develop online website, addition marketing as needed, and the ability to employ additional staff as needed with growth * additional information available upon request

What security or collateral will be backing your loan? To be disscussed. Currently my business itself is free and clear and Available as Collateral

Loan Amount you are requesting from HEDA: $ 25,000.

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: Tina S Date: 12-11-20

COVID -19 Business Assistance HEDA Loan Application

Business Name: Libation Station, Inc dba

Business Address: 2410 1ST Ave, Hibbing MN 55746

Business Phone: 218-263-3243

Business e-mail: libationstation@outlook.com

Business Owners Name: Marcus + Jennie Damjanovich

Home Address: 1130 15th Ave E, Hibbing MN 55746

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

What will you use the HEDA loan funds for? (Specify the use and cost)

Pay off higher interest loans

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: Jennie Damjanovich Date: 12/11/2020

will up to date 1-6-2021 on 2410 1st Ave, but not up to date on 1130 15th Ave E