



HIBBING CITY COUNCIL
Regular Meeting
Wednesday, February 19, 2025
5:00 PM

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

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE:

III. ADDS AND DELETES:

1. DELETES: CONSENT AGENDA #12
2. ADDS: CONSENT AGENDA #18 & #19

IV. APPROVAL OF THE AGENDA:

V. APPROVAL OF MINUTES:

1. Approve the Minutes of the Hibbing City Council Meeting of February 5, 2025
2. Approve the Minutes of the Hibbing City Council Workshop of February 5, 2025
3. Approve the Minutes of the Joint Workshop Meeting between the Hibbing City Council and the Hibbing School District of February 5, 2025

VI. CONSENT AGENDA:

1. Approve Accounts Payable dated February 13, 2025, checks #179373 - 179467 in the amount of \$798,813.53 and drafts in \$68,136.39 for a total of \$866,949.92
2. Approve City Payroll ending February 7, 2025 in the amount of \$634,830.43
3. Approve the Community Development Director to sign the Access Agreement with Grace Lutheran Church for the Hibbing HRA's project.
4. Authorize the hire of Howard LaVigne for the full-time Maintenance Lead effective March 8, 2025.
5. Approve the Raffle Permit Application Request of Northland Automotive Assistance

to hold Bingo at the Elk's Lodge #1022 on March 6, 13, 20, and 27, 2025

Bingo Permit #25-02-01

6. Approve the Raffle Permit Application Request of Shannon Paulsen Suite Dreams to hold their raffle on Saturday, April 12, 2025 at the Hibbing Bowling Center
Raffle Permit #25-02-03
7. Approve the Raffle Permit Application Request of the Hibbing Blessed Sacrament Church to hold their raffle on Saturday, April 26, 2025 at the Blessed Sacrament Church St. Leo's Social Hall
Raffle Permit #25-02-04
8. Approve the Raffle Permit Application Request of the Hibbing Golf Booster Inc. to hold their raffle on Wednesday, May 21, 2025 at the Mesaba Country Club
Raffle Permit #25-02-05
9. Approve the Special Event Permit Application form from United Way/Park State Bank/Adofson & Peterson Construction to hold the Bean Bags for the Brave Event at the Hibbing Memorial Arena on Thursday, March 20, 2025
10. Approve the Special Event Permit Application of Cindy Migley Productions and co-sponsored by the Range Shrine Circus on Friday May 16, 2025 and Saturday, May 17, 2025 at the Hibbing Memorial Building
11. Approve the Worker's Compensation Policy Renewal with a Retrospective Premium Option - Retro-Rated Minimum Factor 0.451% - Retro-Rated Maximum Factor 1.30%
12. ~~Call for a Public Hearing on March 5, 2025 Amending Floodplain Ordinance amending Ordinance in the Zoning Map~~
13. Accept and place on file the Hibbing Police Department Activity report for January, 2025
14. Authorize the Hibbing City Council to attend the Sunscreen Film Festival North on Thursday, February 27, 2025 at Valentini's Supper Club from 10 am - 2 pm
15. Set the next Hibbing City Council Meeting for Wednesday, March 5, 2025 at 5:00 p.m. in the Hibbing City Council Chamber
16. Set the next Hibbing City Council Workshop Meeting for Wednesday, March 5, 2025 following the Regular City Council Meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber
17. Set the next Hibbing City Council Joint Working Session with the Hibbing Public Utilities Commission for Tuesday, March 11, 2025 in the Second Floor Conference Room at City Hall at 5:00 p.m.
18. Authorize the Request for Qualifications (RFQ) and Request for Proposals (RFP) for Construction Management at Risk Services (CMaR) for the City of Hibbing City Hall

Historical Window Replacement and Masonry Restoration

19. Approve the 2026 Wine and Strong Beer License of Randall Murray for the Hibbing Municipal Golf Course LLC

VII. PUBLIC HEARING:

1. **PUBLIC HEARING REGARDING THE CAPITAL IMPROVEMENT PLAN AND INTENT TO ISSUE CAPITAL IMPROVEMENT BONDS BY THE CITY OF HIBBING, MINNESOTA, UNDER MINNESOTA STATUTES, SECTION 475.521**
 - Offer RESOLUTION NO. 25-02-03 ADOPTING THE CAPITAL IMPROVEMENT PLAN AND PRELIMINARY AUTHORIZATION FOR CIP BONDS IN AN AMOUNT NOT TO EXCEED \$10,000,000

VIII. PUBLIC FORUM:

IX. DEPARTMENT AND COMMITTEE REPORTS:

1. **Community Development Director Betsy Olivanti**
 - a. Approve RESOLUTION 25-02-04 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO AND ACCEPT GRANT FUNDS FROM IRRR REVENUE BONDS ISSUED PER MINNESOTA LAWS 2024, CHAPTER 127, ARTICLE 69, SECTIONS 15-16
 - b. Approve RESOLUTION 25-02-05 FINDING PARCELS ARE OCCUPIED BY STRUCTURALLY SUBSTANDARD BUILDINGS
2. **City Administrator Greg Pruszinske**
 - a. Administrator's Report

X. BIDS AND QUOTES:

1. **City Clerk-Deputy Administrator Candie Seppala**
 - a. **Approve the quote from AVI Systems in the amount of \$13,038.89 for Cablecast Server, Council Chamber Equipment for 2/1/205-1/31/2026, Cablecast Software Assurance for all versions of software upgrades and support, renews subscription for Reflect, Apple TV App**
2. **Superintendent of Wastewater Treatment Plant Dave Hurd**
 - a. Approve the purchase of new chlorine and sulfur dioxide equipment from Hawkins in the amount of \$23,700 plus the cost of tubing
 - b. **Approve the quote to Electric Pump for the Mudwell Pump in the amount of \$17,057 plus freight**
 - c. **Award the quote from Iron Range Plumbing and Heating for the installation of a flow meter in the filter building in the amount of \$1,765.00**

XI. ADJOURNMENT:

**THE MINUTES OF THE REGULAR MEETING OF THE
HIBBING CITY COUNCIL
Wednesday February 5, 2025**

TIME AND PLACE: A Regular Meeting of the Hibbing City Council was held on Wednesday, February 5, 2025 in the City Hall Council Chamber.

CALL TO ORDER: Mayor Pete Hyduke called the meeting to order at 5:00 p.m.

ATTENDANCE: Present at roll call Mayor Pete Hyduke, Councilor Justin Fosso, Councilor Jennifer Hoffman Saccoman, Councilor John Schweiberger and Councilor Chris Whitney. Also present were City Administrator Greg Pruszinske, City Clerk-Deputy Administrator Candie Seppala, Treasurer-Finance Director Sheena Mulner, City Attorney Andy Borland, City Engineer Jesse Story and Chief of Police Steve Estey. Councilor James Bayliss arrived late and Councilor Jay Hildenbrand was absent.

PLEDGE OF ALLEGIANCE

ADDs/DELETES:

- **ADD: DEPARTMENT & COMMITTEE REPORTS #2a**

MAYOR FOR A DAY ESSAY WINNERS:

Mayor Hyduke spoke about the Mayor for a Day Essay Contest that the City held and recognized the essay winners and presented them with a certificate. The essay winners were Myles Stuntebeck, Allen Reder and Kinley Trask.

APPROVAL OF THE AGENDA:

Councilor Schweiberger, supported by Councilor Fosso, moved to approve the Agenda.

Motion CARRIED

APPROVAL OF MINUTES:

Councilor Fosso, supported by Councilor Hoffman Saccoman, moved to approve the minutes of the Regular Hibbing City Council Meeting of January 22, 2025.

Motion CARRIED

Councilor Schweiberger, supported by Councilor Whitney, moved to approve the minutes of the Hibbing City Council Workshop Meeting of January 22, 2025.

Motion CARRIED

CONSENT AGENDA:

Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to approve the Consent Agenda #s 1-14.

Motion CARRIED

1. Approve Accounts Payable dated January 31, 2025, checks #179272-179372 in the amount of \$2,693,552.09
2. Approve City Payroll ending January 24, 2025 in the amount of \$502,236.92
3. Declare 1 Waste Collection Systems Truck Surplus
4. Authorize the Mayor to sign the Agreement between the City of Hibbing and ESI Employee Assistance Group in the amount of \$3,700 for the 2025 Total Care & Public Safety Employee Assistance Program services
5. Authorize the hire of Makayla Werdier for the Full-Time Firefighter/Paramedic position pending pre-employment contingencies
6. Approve the Exhibition Services Agreement with The Science Museum of Minnesota
7. Approve the updated Management and Concession Agreement for the Hibbing Municipal Golf Course and award the contract to Randy Murray
8. Approve the Conduit Debt Policy
9. Approve membership in Mining Minnesota as a Copper-Nickel level member for \$500
10. Approve the Raffle Permit Application Request of the Armadillo Project to hold their raffle on Saturday, February 15, 2025 at The Androy
11. Approve the Special Event Permit Application of The Shifters Car Club to hold their 32nd Annual Shifters Blast from the Past Car Show on Saturday, June 7, 2025 In Bennett Park
12. Approve the Special Event Permit Application Request of the Hibbing Curling Club to hold the Last Chance and Senior Last Chance Bonspiels April 7-13, 2025 in the Hibbing Memorial Building and the Hibbing Curling Club
13. Set the next Regular City Council Meeting for Wednesday, February 19, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber

14. Set the next City Council Workshop Meeting for Wednesday, February 19, 2025 following the Regular City Council Meeting at 5:00 p.m. in the Hibbing City Hall Council Chamber

PUBLIC FORUM:**CLOSED SESSION:**

FOR THE PURPOSE OF REAL PROPERTY PARCELS 139-0050-04677 PURSUANT TO MN ST STATUTE SECTION 13D.05 subd.3(c3)

FOR THE PURPOSE OF REAL PROPERTY PARCELS 140-0270-00697, 140-0270-00646, AND 140-0270-00647 PURSUANT TO MN ST STATUTE SECTION 13D.05 subd.3(c3)

FOR THE PURPOSE OF REAL PROPERTY PARCELS 140-0106-00110 PURSUANT TO MN ST STATUTE SECTION 13D.05 subd.3(c3)

Councilor Schweiberger, supported by Councilor Whitney, moved to go into closed session for the purpose of real property parcel 139-0050-04677, and for the purpose of real property parcels 140-0270-00697, 140-0270-00646 and 140-0270-00647, and for the purpose of real property parcel 140-0106-00110 pursuant to MN State Statue Section 13D.05 subd. 3(c3).

DEPARTMENT AND COMMITTEE REPORTS:

Approve Zoning Amendment application for parcel 139-0050-04676 for the HRA of Hibbing's project

Councilor Whitney, supported by Councilor Fosso, moved to approve Zoning Amendment application for parcel 139-0050-04676 for the HRA of Hibbing's project.

Motion CARRIED

Approve Zoning Amendment application for parcel 140-0290-00619 for the HRA of Hibbing's project

Councilor Schweiberger, supported by Councilor Hoffman Saccoman, moved to approve Zoning Amendment application for parcel 140-0290-00619 for the HRA of Hibbing's project.

Motion CARRIED

Approve the agreement with Widseth to begin the shovel-ready site preparation for the HRA of Hibbing's project in an amount up to a maximum of \$15,000.00

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the agreement with Widseth to begin the shovel-ready site preparation for the HRA of Hibbing's project in an amount up to a maximum of \$15,000.00.

Motion CARRIED

Approve the agreement with Braun Intertec Corporation to begin the shovel-ready site preparation for the HRA of Hibbing's project in an amount up to a maximum of \$44,001.00

Councilor Fosso, supported by Councilor Whitney , moved to approve the agreement with Braun Intertec Corporation to begin the shovel-ready site preparation for the HRA of Hibbing's project in an amount up to a maximum of \$44,001.00.

Motion CARRIED

Authorize the Community Development Director to negotiate for the purchase of three acres from the Grace Lutheran Church as directed by council in closed session for the HRA of Hibbing's project

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to authorize the Community Development Director to negotiate for the purchase of three acres from the Grace Lutheran Church as directed by council in closed session for the HRA of Hibbing's project.

Motion CARRIED

Offer ORDINANCE NO. 446, 2ND SERIES AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 10 ENTITLED "PUBLIC PROTECTION, CRIMES AND OFFENSES" BY AMENDING PROVISIONS IN SECTION 10.21 'DOG REGULATION AND LICENSES'; AND BY ADOPTING BY REFERENCE, HIBBING CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

Councilor Fosso, supported by Councilor Whitney, moved to offer ORDINANCE NO. 446, 2ND SERIES AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 10 ENTITLED "PUBLIC PROTECTION, CRIMES AND OFFENSES" BY AMENDING PROVISIONS IN SECTION 10.21 'DOG REGULATION AND LICENSES'; AND BY ADOPTING BY REFERENCE, HIBBING CITY CODE CHAPTER 1 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

Motion CARRIED

Offer RESOLUTION NO. 25-02-01 APPROVING A PLAT EXEMPTION REQUEST OF ANDREA RAND WITH ISG ON BEHALF OF OWNERS OF THE IRONGATE ASSOCIATES LLC C/O BUCKINGHAM PROPERTY

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to offer RESOLUTION NO. 25-02-01 APPROVING A PLAT EXEMPTION REQUEST OF ANDREA RAND WITH ISG ON BEHALF OF OWNERS OF THE IRONGATE ASSOCIATES LLC C/O BUCKINGHAM PROPERTY.

Discussion: Councilor Schweiberger asked if we can say who the Developer is; Building Official Pat Green stated the Developer would be Aldi's Grocery that would be purchasing the property.

Motion CARRIED

Approve the Plat Exemption application for parcel 140-0270-00697 for the Hibbing Regional Public Safety project

Councilor Whitney, supported by Councilor Fosso, moved to approve the Plat Exemption application for parcel 140-0270-00697 for the Hibbing Regional Public Safety project.

Motion CARRIED

Approve the Conditional Use Permit application for parcel 140-0270-00697 for the Hibbing Regional Public Safety project

Councilor Schweiberger, supported by Councilor Hoffman Saccoman, moved to approve the Conditional Use Permit application for parcel 140-0270-00697 for the Hibbing Regional Public Safety project.

Motion CARRIED

Authorize the City Administrator and City Attorney to finalize the purchase of three parcels PID #'S 140-0270-00646, 140-0270-00697, and 140-0270-00647

Councilor Bayliss, supported by Councilor Whitney, moved to authorize the City Administrator and City Attorney to finalize the purchase of three parcels PID #'S 140-0270-00646, 140-0270-00697, and 140-0270-00647.

City Administrator Greg Pruszinske explained that these three parcels are currently occupied by the City, MnDot and St. Louis County; the City would be buying out the County's interest in those parcels.

Motion CARRIED

BIDS AND QUOTES:

Approve the 3-year proposal from Euna for budget software in the amount of \$80,781.60

Councilor Bayliss, supported by Councilor Fosso, moved to approve the 3-year proposal from Euna for budget software in the amount of \$80,781.60.

Discussion: Mayor Hyduke asked if this will help with auditing also; Treasurer-Finance Director Sheena Mulner stated yes. Councilor Hoffman Saccoman asked if this would be used for HPU or just the City; Treasurer-Finance Director Mulner stated this would just be for the City now, it could possibly be used for HPU in the future.

Motion CARRIED

Approve the purchase of two 2025 Dodge Durango Squad Cars from Dodge of Burnsville in the amount of \$40,954 each and a total of \$81,908 for both

Councilor Schweiberger, supported by Councilor Hoffman Saccoman, moved to approve the purchase of two 2025 Dodge Durango Squad Cars from Dodge of Burnsville in the amount of \$40,954 each and a total of \$81,908 for both.

Motion CARRIED

Approve the unfitting costs for (2) Dodge Durango Squads to Enforcement Lighting in the amount of \$18,300 each for a total of \$36,600 for both squads

Councilor Fosso, supported by Councilor Bayliss, moved to approve the unfitting costs for (2) Dodge Durango Squads to Enforcement Lighting in the amount of \$18,300 each for a total of \$36,600 for both squads.

Discussion: Councilor Whitney asked who is doing the upfitting; Chief of Police Steve Estey stated Enforcement Lighting. Councilor Whitney inquired that he thought M & M had been used previously; Chief of Police Estey stated that they tried and it did not work.

Motion CARRIED

Approve the purchase of an aluminum H&H Trailer from Pine River Sales in Cloquet in the amount of \$5,927.29

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to approve the purchase of an aluminum H&H Trailer from Pine River Sales in Cloquet in the amount of \$5,927.29.

Motion CARRIED

Approve the purchase of an aluminum Rescue Skid for the box of the side-by-side from Kimtek in the amount not to exceed \$3,800

Councilor Whitney, supported by Councilor Fosso, moved to approve the purchase of an aluminum Rescue Skid for the box of the side-by-side from Kimtek in the amount not to exceed \$3,800.

Motion CARRIED

Approve the payment for the repair of Ladder 1 to MacQueen Equipment in St. Paul in the amount of \$12,860.23

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to approve the payment for the repair of Ladder 1 to MacQueen Equipment in St. Paul in the amount of \$12,860.23.

Motion CARRIED

Approve the quotes to Towmaster and Nuss Truck & Equipment in the amount of \$408,005.20 for 2026 Towmaster Mack Plow Truck

Councilor Bayliss, supported by Councilor Fosso, moved to approve the quotes to Towmaster and Nuss Truck & Equipment in the amount of \$408,005.20 for 2026 Towmaster Mack Plow Truck.

Motion CARRIED

Approve the quote from RMS for a Wek Brau 48" Excavator Bucket in the amount of \$5,717.78

Councilor Hoffman Saccoman, supported by Councilor Whitney, moved to approve the quote from RMS for a Wek Brau 48" Excavator Bucket in the amount of \$5,717.78.

Motion CARRIED

Approve the quote from Hartel's Disposal LLC for 20 - Front-load 6.0 Cu. Yard Containers and 16 - Front Load 4.0 Cu. Yard Containers in the amount of \$50,100.00

Councilor Fosso, supported by Councilor Hoffman Saccoman, moved to approve the quote from Hartel's Disposal LLC for 20 - Front-load 6.0 Cu. Yard Containers and 16 - Front Load 4.0 Cu. Yard Containers in the amount of \$50,100.00.

Motion CARRIED

BOARDS & COMMISSIONS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:15 p.m. by Councilor Bayliss and supported by Councilor Fosso.

Motion CARRIED

CITY OF HIBBING

Pete Hyduke, Mayor

ATTEST:

Candie Seppala, City Clerk-Deputy Administrator

THE MINUTES OF THE HIBBING CITY COUNCIL WORKSHOP MEETING
Wednesday February 5, 2025

TIME AND PLACE: A Hibbing City Council Workshop Meeting was held on Wednesday, February 5, 2025 in the City Hall Council Chamber

CALL TO ORDER: Mayor Pete Hyduke called the meeting to order at 6:25 p.m.

ATTENDANCE: Present at roll call Mayor Pete Hyduke, Councilor James Bayliss, Councilor Justin Fosso, Councilor Jennifer Hoffman Saccoman, Councilor John Schweiberger and Councilor Chris Whitney. Also present were City Administrator Greg Pruszinske, City Clerk-Deputy Administrator Candie Seppala, Treasurer-Finance Director Sheena Mulner, City Attorney Andy Borland, City Engineer Jesse Story and Chief of Police Steve Estey. Councilor Jay Hildenbrand was absent.

DISCUSSIONS TO INCLUDE:

Right of Access Request for City owned parcels by NTS

DISCUSSION: Community Development Director Betsy Olivanti spoke to the Council regarding a request that she received from Rick Crum with NTS involving a client they have that is investigating parcels for helium. There was some discussion between City Councilors and Staff regarding this topic.

Objects of historical or other value when the city is taking down a building

DISCUSSION: Community Development Director Olivanti spoke to the Council about interested parties contacting herself and some Councilors regarding having interests in objects in City owned properties that are going to be demolished. There was a discussion between City Councilors and Staff regarding this topic.

Joint Meeting With HPU

DISCUSSION: Treasurer-Finance Director Sheena Mulner spoke to the Council about having a Joint Meeting with HPU on March 11, 2025 at 5pm at City Hall.

ADJOURNMENT: Mayor Pete Hyduke adjourned the meeting at 6:45 p.m.

CITY OF HIBBING

Pete Hyduke, Mayor

ATTEST: _____
Candie Seppala, City Clerk-Deputy Administrator

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#5 1/31/25	PAY APP#5/HBG C HALL BLDG RN	R	2/13/2025		15,872.50CR	179373	15,872.50
005326	ABDO LLP I-501241 I-501249	PROF SVCS 2024 PROF SVC/2024 AUDIT	R R	2/13/2025 2/13/2025		11,500.00CR 12,400.00CR	179374 179374	23,900.00
005452	ALTEC INDUSTRIES, INC I-51587598	FILTER/ELEMENT/INSPECTION	R	2/13/2025		1,250.56CR	179375	1,250.56
005235	AMAZON CAPITAL SERVICES, INC. C-11G4-4N1M-L61H C-1QDQ-41XJ-R6KT I-11L3-DKTQ-JFNW I-11L3-DKTQ-M7K1 I-1FP4-QJ1T-NTRW I-1H1X-P49G-JKMT I-1HN4-X9LT-LTRR I-1JMR-P61H-MN4P	HP TONER CARTRIDGE 4 PACK EXTERNAL CD/DVD DR FOR LAPTOP STRETCHY STRING/LANYARD HOOK STYLUS PEN/BELT CLIP PROJECTOR SCREEN/RETAINER CLIP GEL PENS/METALLIC SEALS COIN DISPLAY CASE/SPEAKER FOLDER TABS/RUNNING BOARDS	R R R R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		425.00 28.25 1,778.49CR 53.25CR 156.87CR 36.73CR 292.44CR 382.21CR	179376 179376 179376 179376 179376 179376 179376 179376	2,246.74
005533	AMERICAN EAGLE SECURITY SYSTEMS, INC. I-25578 I-25595 I-25653	SVC CALL/ARENA CAMERAS SVC CALL/NEW ROOFTOP HVAC ADC CLOUD MGMT 3/1/25-2/28/26	R R R	2/13/2025 2/13/2025 2/13/2025		125.00CR 125.00CR 240.00CR	179377 179377 179377	490.00
005605	ASCENDANCE TRUCKS CENTRAL, LLC C-XA178002170:01 I-XA178000686:02 I-XA178002079:01	CR/CONTROL HEATER & A/C GUARD FRT FNDR CONTROL HEATER & A/C	R R R	2/13/2025 2/13/2025 2/13/2025		126.35 60.36CR 697.46CR	179378 179378 179378	631.47
003467	AT&T MOBILITY I-287290853786 JAN25 I-287311447666 JAN25	ACT 287290853786 JAN 25 ACT 287311447666 JAN 25	R R	2/13/2025 2/13/2025		4,100.71CR 1,439.61CR	179379 179379	5,540.32
000563	BAKER TILLY MUNICIPAL ADVISORS (FRMLY SPRINGSTED) I-BTMA30304	ECONOMIC DEV PROJ TIF FEASIBIL	R	2/13/2025		2,500.00CR	179380	2,500.00
001744	BARR ENGINEERING 2 I-23692863.00-8	AMGS CONSTR SUPPT SVCS	R	2/13/2025		1,503.00CR	179381	1,503.00
002754	BLUE CROSS BLUE SHIELD OF MN AND BLUE PLUS I-MAR 25 40001 I-MAR 25 41000 I-MAR 25 80000	ACT 2007540001 MAR 25 ACT 1001651141000 MAR 25 ACT 1006210280000 MAR 25	R R R	2/13/2025 2/13/2025 2/13/2025		5,244.20CR 21,465.00CR 209.00CR	179382 179382 179382	26,918.20

2/13/25
Carol W. J. J.
ck#s 179373-179467

VENDOR SET: ***** CHECK LISTING *****

BANK : BANK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
002495	BOUND TREE MEDICAL I-85638797 I-85640784	SUCTION CANISTER/SPEAR/COVERS TRUECLOT GAUZE TRAINER	R R	2/13/2025 2/13/2025		1,024.95CR 300.93CR	179383 179383	1,325.88
005674	BRUNTON ARCHITECTS, LTD I-24475-1-003	FIXED FEE SVCS THRU 1/31/25	R	2/13/2025		116,642.46CR	179384	116,642.46
000319	BW DISTRIBUTING I-47308	GLASS CLNR/CASTLE SPRAY/SOLV	R	2/13/2025		1,144.89CR	179385	1,144.89
000046	CARQUEST AUTO PARTS I-5077-207002 I-5077-207265 I-5077-207275 I-5077-207298 I-5077-207360 I-5077-207361 I-5077-207383 I-5077-207384 I-5077-207394 I-5077-207396 I-5077-207408 I-5077-207440 I-5077-207490	BATTERY AIR FILTER/CAB AIR ELEMENT/FUE BRUSH ON TAPE/ELECTR TAPE 4WD EVAP SOLENOID HUB CAB HUB CAP WIPER BLADE WIPER BLADES HYD FITTINGS/HOSE HYD FITTING/HOSE/UNION TEE DEXCOOL FUEL/LUBE AIR/FUEL SPIN ON	R R R R R R R R R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		168.58CR 759.57CR 103.75CR 27.98CR 62.30CR 116.76CR 32.97CR 142.87CR 56.20CR 42.91CR 11.99CR 209.86CR 65.50CR	179386 179386 179386 179386 179386 179386 179386 179386 179386 179386 179386 179386 179386	1,801.24
001378	CENTER POINT PUBLISHING I-2109326	CHRISTIAN/MYSTERY/WESTERN	R	2/13/2025		142.62CR	179387	142.62
000593	CENTURY COMMUNITY & TECHN I-1276441	FIRE INSP I/SHAWN NICKILA	R	2/13/2025		850.00CR	179388	850.00
003604	CENTURY LINK I-1340 JAN 25 I-3350 JAN 25	ACT 218-263-1340 JAN 25 ACT 218-263-3350 JAN 25	R R	2/13/2025 2/13/2025		132.06CR 191.50CR	179389 179389	323.56
005521	CINTAS CORP I-JAN 2025	JANUARY 2025 CINTAS	R	2/13/2025		3,554.82CR	179390	3,554.82
001433	CITY OF HIBBING I-FEB 25 RT/VEBA/AG	FEB 2025 INS RT VEBA/VEBA/AG	R	2/13/2025		341,341.83CR	179391	341,341.83
002755	COMO OIL & PROPANE I-1515946809	468.00 PROPANE	R	2/13/2025		1,018.55CR	179392	1,018.55

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000045	COMPUDYNE LLC DBA INTEGRIS LLC I-578305 I-592887	CAAS CERT SVCS 12/24-11/25 JAN 25 MICROSOFT 365	R R	2/13/2025 2/13/2025		180.00CR 2,789.20CR	179393 179393	2,969.20
005211	CTC I-21524360	INTERNET/PHONES 2/12-3/11/25	R	2/13/2025		4,824.94CR	179394	4,824.94
003937	CULLIGAN OF NORTHEAST MN-VIRGINIA I-425X02072102 I-425X02106108	WATER COOLER RENTAL BOTTLED WATER DELIVERED	R R	2/13/2025 2/13/2025		239.88CR 49.15CR	179395 179395	289.03
005636	CUSTOM TRUCK ONE SOURCE, L.P. I-2025002286610	WATER PUMP	R	2/13/2025		860.51CR	179396	860.51
000683	DEMCO, INC I-7598457	LABELS	R	2/13/2025		286.53CR	179397	286.53
005179	DEPT OF HUMAN SERVICES I-00000848302RB	2025 AMBULANCE SUPP PMT	R	2/13/2025		23,595.00CR	179398	23,595.00
002706	DOMINOS PIZZA I-01/29/25	PIZZA	R	2/13/2025		47.20CR	179399	47.20
000456	DSC COMMUNICATIONS I-2501116	APX RADIO PAGING ISSUES	R	2/13/2025		700.00CR	179400	700.00
000565	EARL F ANDERSEN, INC I-0136848-IN	16X9 HIP ADDR MARKERS	R	2/13/2025		464.00CR	179401	464.00
002985	ESC SYSTEMS I-81732	12 MO CENTR STATION ALARM MONI	R	2/13/2025		258.00CR	179402	258.00
005574	ESI EMPLOYEE ASSISTANCE GROUP I-6949-0101-1/1/2025	2025 ANN EAP SERVICES	R	2/13/2025		3,700.00CR	179403	3,700.00
000344	EXPRESS PRINT I LTD I-69995HPD I-70046HPD	BUSINESS CARDS/PD #10 ENVELOPES	R R	2/13/2025 2/13/2025		466.20CR 120.18CR	179404 179404	586.38
005225	FAIRVIEW RRHS I-HFD01-25	RRHS MCKESSON JAN 25	R	2/13/2025		1,146.10CR	179405	1,146.10

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000033	FENA ADVERTISING I-HFD103 I-HFD108	TEMP TATTOO/IMPRINT FULL COLOR ALUM BEV WRENCHT/ENGRAVED	R R	2/13/2025 2/13/2025		481.51CR 1,104.18CR	179406 179406	1,585.69
003080	FLAHERTY & HOOD, PA I-22614 I-22615 I-22616	INITIAL 2/3 SUPERVISORY TEN INITIAL 2/3 MARKET COMP UPDATE LABOR/EMPL/CONS SVCS JAN 25	R R R	2/13/2025 2/13/2025 2/13/2025		3,333.00CR 3,667.00CR 5,535.00CR	179407 179407 179407	12,535.00
000026	FORD OF HIBBING I-190244	ENGINE RPR/2018 FORD F150	R	2/13/2025		1,057.38CR	179408	1,057.38
000261	GOPHER STATE ONE CALL I-5010474	JAN 2025 EMAIL/VOICE	R	2/13/2025		101.30CR	179409	101.30
005707	CARY GRIFFITH I-01-CUG2025-01	BOOKS	R	2/13/2025		60.00CR	179410	60.00
000309	HAWKINS INC I-6971675	ALUM SULF LIQUID	R	2/13/2025		7,812.04CR	179411	7,812.04
000933	HIBBING AREA CHAMBER OF COMMERCE I-100	2025 MN SESSIONS PRIORITIES	R	2/13/2025		466.00CR	179412	466.00
000922	HIBBING PUBLIC ACCESS TELEVISION I-1ST 1/2 FEB 25 I-2ND 1/2 FEB 25	1ST 1/2 FEB 2025 SVC FEE 2ND 1/2 FEB 2025 SVC FEE	R R	2/13/2025 2/13/2025		3,185.00CR 3,185.00CR	179413 179413	6,370.00
000488	IMPERIALDADE (FRMLY DALCO) I-4335826	REPLACEMENT FILTER	R	2/13/2025		245.04CR	179414	245.04
005009	INGRAM LIBRARY SERVICES I-63108408 I-63145929 I-63147147 I-67751913	BOOKS/COVERS/JACKETS BOOKS/COVERS/JACKETS JACKETS/LABELS/STAMPS JACKETS/LABELS/STAMPS	R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025		167.34CR 232.89CR 27.64CR 28.17CR	179415 179415 179415 179415	456.04
003574	INNOVATIVE OFFICE SOLUTIONS, LLC FRMLY NBP I-IN4753991 I-IN4755014 I-IN4756283 I-IN4756374 I-IN4756435 I-IN4757247	SHARPENER/#10 ENVELOPES TRAY/VENA/PEPER/STL/WR/BK PAPER CLIPS/CALENDAR PADS/TAPE/INK STAMP/BINDERS FLAGS/DURABLE FILING	R R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		40.34CR 13.55CR 49.00CR 31.00CR 69.68CR 26.07CR	179416 179416 179416 179416 179416 179416	229.64

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000286	IRON RANGE PLUMBING & HEATING I-5206	3 TOILETS/PLUG URINALS/W LINES	R	2/13/2025		4,054.01CR	179417	4,054.01
001473	IRON RANGE TIRE SERVICE I-35468 I-35510	TPMS SENSORS/PROGRAM/INSTALL ALIGNMENT/LUBE/OIL/FILTER/C-1	R R	2/13/2025 2/13/2025		342.00CR 270.99CR	179418 179418	612.99
002694	JJ KELLER AND ASSOCIATES I-9109792606	2 PLY STK/EQUIP INSP BK NCR	R	2/13/2025		543.00CR	179419	543.00
000334	L & M FLEET SUPPLY I-HIB-02-10001061 I-HIB-03-10002785 I-HIB-03-10002824 I-HIB-03-10003072 I-HIB-03-10003078 I-HIB-03-10003517 I-HIB-03-10003657 I-HIB-05-10001234 I-HIB-05-10001433 I-HIB-05-10001502 I-HIB-05-10001652 I-HIB-05-10001653 I-HIB-05-10003190 I-HIB-05-10003195 I-HIB-06-10000667	WILDOLODY CAT/HH PUPPY NYLON ROPE/SNAP LINK/TOWEL ROL SCREW EXT'S SPRING WATER SNOWPLOW OIL ADAPTERS ABSORBENT/AW HYD/SPRING WATER COMPRESSOR/COMB WREN/HDLIGHT LOCKSET KNOB PIN WIZ HITCH COVER/BALL MT HANDLE SNOW PUSHER/SPLICE CONN EXTENSION CORD SPRING WATER/SHOP TOWELS GRIP EXTRACTORS/GLOVES COFFEE URN	R R R R R R R R R R R R R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		65.36CR 42.63CR 16.21CR 22.17CR 20.88CR 4.26CR 90.74CR 626.02CR 21.83CR 196.59CR 32.26CR 5.69CR 33.97CR 81.67CR 75.99CR	179420 179420 179420 179420 179420 179420 179420 179420 179420 179420 179420 179420 179420 179420 179420	1,336.27
000166	LAWSON PRODUCTS INC I-9312187968 I-9312187969 I-9312187970 I-9312187971 I-9312192309	SWVZL SERIES FTG/CABINET BATT CABLE LUG/SHT MTL SCR/NUT PLOW BOLTS JIC SWV MEGACRMP/FTG/HOSE BLACK NYLON TY RAPS	R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		1,052.68CR 428.26CR 234.20CR 1,832.09CR 33.63CR	179421 179421 179421 179421 179421	3,580.86
005445	LIFE-ASSIST, INC I-1550724 I-1553520	RESPONDER EMS PACK NITRO LINGUAL SPRAY/SENS ELECT	R R	2/13/2025 2/13/2025		305.04CR 1,231.72CR	179422 179422	1,536.76
000095	LMCIT c/o BERKLEY RISK ADMINISTRATORS CO I-23919	CLM#00509312	R	2/13/2025		288.74CR	179423	288.74
005459	LOCALITY MEDIA, INC. I-3338 I-3823	AUTOMATED PRE-PLN RENEW 2025 CODE ENFORCEMENT SOFTWARE	R R	2/13/2025 2/13/2025		18,742.50CR 3,000.00CR	179424 179424	21,742.50

PACKET: 0388 Regular Payments 02/13/25

VENDOR SET: ***** CHECK LISTING ***

BANK : ***** US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005231	LOCKRIDGE GRINDAL NAUEN P.L.L.P. I-118192	FEBRUARY 2025 PROF SVCS	R	2/13/2025		3,300.00CR	179425	3,300.00
002751	LOWES HOME CENTERS, INC I-99006569174 JAN25	ACT 99006569174 JAN 25	R	2/13/2025		1,541.22CR	179426	1,541.22
000207	LVC COMPANIES (J.N. JOHNSON) I-161551	ANN FIRE EXT SVC & MAINT	R	2/13/2025		560.60CR	179427	560.60
005624	M&M AUTOBODY I-2015	LADDER TRK/WARNING BARS&BEACON	R	2/13/2025		2,230.00CR	179428	2,230.00
000246	MACQUEEN EQUIPMENT INC I-P62414	CARBIDE SHOE/SPACER	R	2/13/2025		607.68CR	179429	607.68
005257	MCMA SECRETARIAT - LEAGUE OF MN CITIES I-1/1/25-12/31/25	MRSHIP RENEWAL/G PRUSZINSKE	R	2/13/2025		198.00CR	179430	198.00
003521	MEDICAREBLUE RX I-FEB 2025	FEB 2025 BILLING	R	2/13/2025		30,335.30CR	179431	30,335.30
001597	MESABI ANIMAL HOSPITAL, LLC I-239254	1 SIMPLE DOG CREMATION	R	2/13/2025		169.50CR	179432	169.50
000881	MESABI TRIBUNE/APG MEDIA OF MN I-1704 JAN 25 I-2920 JAN 25	ACT 1704 JAN 25/ORDINANCE/BUDG ACT 2920 JAN 25/PUBLIC HEARING	R R	2/13/2025 2/13/2025		1,306.10CR 51.00CR	179433 179433	1,357.10
000339	METRO SALES INC I-INV2705897 I-INV2708696	IMC2510 ENGINEERS JAN 25 IMC4500 FINANCE COPIER JAN 25	R R	2/13/2025 2/13/2025		147.44CR 365.78CR	179434 179434	513.22
005705	MINING MINNESOTA I-MM2025-HIBBING	2025 COPPER-NICKEL MBRSHIP	R	2/13/2025		500.00CR	179435	500.00
002965	MIRIAM KERO CONSULTING I-12/31/24 #13 NEH I-12/31/24 #13TA I-2/2/25 #HIB14NEH I-2/2/25 #HIB14TA	GRANT WRITING/MINEVIEW GRANT WRITING HIB GRANT WRITING NEH/J STRONG GRANT WRITING HIB	R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025		250.00CR 2,000.00CR 93.75CR 687.50CR	179436 179436 179436 179436	3,031.25
000342	MN POWER I-0002 JAN 25 I-0101 JAN 25 I-0510 JAN 25 I-0512 JAN 25 I-0700 JAN 25 I-0910 JAN 25 I-2166 JAN 25 I-2320 JAN 25 I-3320 JAN 25 I-6320 JAN 25	ACT 0002028250 JAN 25 ACT 0101028250 JAN 25 ACT 0510028250 JAN 25 ACT 0512018250 JAN 25 ACT 0700028220 JAN 25 ACT 0910028220 JAN 25 ACT 2166810000 JAN 25 ACT 2320120000 JAN 25 ACT 3320120000 JAN 25 ACT 6320120000 JAN 25	R R R R R R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		69.14CR 177.27CR 21.09CR 239.08CR 285.55CR 64.23CR 767.55CR 1,005.08CR 919.90CR 616.46CR	179437 179437 179437 179437 179437 179437 179437 179437 179437 179437	

PACKET: 03P38 Regular Payments 02/13/25
VENDOR SET: ***** CHECK LISTING ***
BANK : ***** US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000570	I-8990 JAN 25	ACT 8990900000 JAN 25	R	2/13/2025		298.20CR	179437	
	I-9001 JAN 25	ACT 9001138230 JAN 25	R	2/13/2025		178.66CR	179437	
	I-9015 JAN 25	ACT 9015038240 JAN 25	R	2/13/2025		60.30CR	179437	
	I-9155 JAN 25	ACT 9155600000 JAN 25	R	2/13/2025		42.46CR	179437	4,744.97
000570	MTI DISTRIBUTING							
	I-1461796-00	HYD CYL/SCREW/DEFLECTOR	R	2/13/2025		1,288.90CR	179438	1,288.90
002710	NAPA SUPPLY OF HIBBING							
	I-493974	DISCONNECT TOOL	R	2/13/2025		13.29CR	179439	
	I-494027	BATT CABLE/BRAKE CLNR	R	2/13/2025		125.01CR	179439	138.30
002935	O'REILLY AUTO PARTS							
	I-1824-169645	WIPER BLADES	R	2/13/2025		63.24CR	179440	
	I-1824-169791	OIL FILTER	R	2/13/2025		16.47CR	179440	79.71
000491	PORTABLE JOHN SERVICES INC (FORMERLY CARPENTER)							
	I-34906	SKI TRL/CAREY LK 1/6-2/2/25	R	2/13/2025		123.04CR	179441	
	I-34907	VET'S SLDG HILL 1/6-2/2/25	R	2/13/2025		88.00CR	179441	
	I-34908	JEFFER SKT RINK 1/6-2/2/25	R	2/13/2025		88.00CR	179441	
	I-34909	RECYCLE CTR 1/6-2/2/25	R	2/13/2025		88.00CR	179441	387.04
000206	PUBLIC UTILITIES COMM							
	I-01/31/25 IRRA	DEL UTILITIES/IRON RG RACING A	R	2/13/2025		1,108.73CR	179442	
	I-02/10/25	REMIT SP ASSMT/DEC APPORTMNT	R	2/13/2025		41,916.98CR	179442	43,025.71
000559	QUILL CORPORATION							
	I-42365940	TONER	R	2/13/2025		252.98CR	179443	252.98
000077	RADKO IRON & SUPPLY INC							
	I-21809/1	HANDLE TAPR/THRD/BRUSH	R	2/13/2025		63.94CR	179444	
	I-21824/1	6" LIGHT HOLDER	R	2/13/2025		69.99CR	179444	
	I-21883/1	STRAIGHT EDGE/CHOP SAW/SHEET	R	2/13/2025		600.21CR	179444	
	I-21892/1	OVAL STROBE LED LIGHT	R	2/13/2025		119.97CR	179444	
	I-21927/1	LIQUID GAUGE	R	2/13/2025		37.99CR	179444	
	I-21937/1	PLATE FULL SHEET/SHEAR MTL	R	2/13/2025		81.13CR	179444	973.23
003088	RANGE REGIONAL AIRPORT AUTHORITY							
	I-9129	FEB 2025 ANIM SHELTT GRND LEASE	R	2/13/2025		400.00CR	179445	400.00
005244	RMB ENVIRONMENTAL LABORATORIES, INC.							
	I-D070420	INFLUENT & EFFLUENT 12/19/24	R	2/13/2025		15.68CR	179446	
	I-D070446	INFLUENT & EFFLUENT 1/21/25	R	2/13/2025		132.51CR	179446	
	I-D070477	INFLUENT & EFFLUENT 1/22/25	R	2/13/2025		102.41CR	179446	
	I-D070511	INFLUENT & EFFLUENT 1/23/25	R	2/13/2025		102.41CR	179446	
	I-D070596	INFLUENT & EFFLUENT 1/28/25	R	2/13/2025		311.20CR	179446	
	I-D070640	INFLUENT & EFFLUENT 1/29/25	R	2/13/2025		102.41CR	179446	766.62

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000135	ROAD MACHINERY SUPPLIES I-S3126305	EDGE SECTIONS/FLOATING EDGE	R	2/13/2025		2,736.50CR	179447	2,736.50
000757	SAFETY KLEEN SYSTEMS INC I-96321477	LG SELF RECYCLING PARTS WASHER	R	2/13/2025		289.07CR	179448	289.07
000520	SAMMY'S PIZZA & RESTAURANT (TRM, INC.) I-02/04/25	PIZZA/MAYOR CONTEST	R	2/13/2025		148.94CR	179449	148.94
004979	SELMAN BORLAND & SIMON PLLC I-JAN 25 COSTS I-JAN 25 HEDA COSTS I-JAN 25 HEDA LEGAL I-JAN 25 LEGAL	JANUARY 2025 COSTS JANUARY 2025 HEDA COSTS JANUARY 2025 HEDA LEGAL SVCS JANUARY 2025 LEGAL SVCS	R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025		355.40CR 46.00CR 1,220.00CR 7,120.00CR	179450 179450 179450 179450	8,741.40
004131	SHRED-N-GO, INC. I-178827	SHRED SVCS THRU 2/10/25	R	2/13/2025		1,744.72CR	179451	1,744.72
000514	ST LOUIS COUNTY AUDITOR I-00001248	2025 NEECB MEMBER FEES	R	2/13/2025		271.10CR	179452	271.10
000366	STREITCHERS, INC I-II1742774	FLASHLIGHT #8060 LED/CHARGER	R	2/13/2025		282.98CR	179453	282.98
004053	TELEFLEX FUNDING LLC I-9509515310	(FORMERLY ARROW INT'L INC) EZ-10 25MM NEEDLES/STABILIZER	R	2/13/2025		1,200.00CR	179454	1,200.00
003754	TITAN MACHINERY I-PS0614263-1	BLOWER HVAC	R	2/13/2025		812.94CR	179455	812.94
003130	TONER PLANET PACK N SHIP I-380626	USPS GRND/BCA/BEMIDJI	R	2/13/2025		9.48CR	179456	9.48
005286	TOWMASTER I-474989	SPRAY BAR SS	R	2/13/2025		556.67CR	179457	556.67
003380	US BANK BUSINESS EQUIP FINANCING I-548432665	3600DR ENG PLOTTER FEB 25	R	2/13/2025		282.00CR	179458	282.00
000548	USA BLUE BOOK I-INV00596160 I-INV00597443	JOHN CRANE PACKING STYLE 1349 JOHN CRANE PACKING STYLE 1349	R R	2/13/2025 2/13/2025		309.66CR 145.95CR	179459 179459	455.61

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
001752	USGA I-43750298 2025 DUES	43750298 2025-26 MBRSHIP DUES	R	2/13/2025		175.00CR	179460	175.00
005463	VALVOLINE INSTANT OIL CHANGE I-198891 I-199010 I-199065 I-199336	OIL CHANGE/4450 OIL CHANGE/0011 OIL CHANGE/6858 OIL CHANGE/8100	R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025		47.58CR 47.58CR 65.60CR 47.58CR	179461 179461 179461 179461	208.34
005706	VERTEX UNMANNED SOLUTIONS, LLC I-3975	PART 107 PREP CLASS	R	2/13/2025		1,194.00CR	179462	1,194.00
005620	VERTOSOFT LLC I-INV7697	REIMB TRAVEL & EXP/C MOORE	R	2/13/2025		277.50CR	179463	277.50
000458	VIKING COCA-COLA I-3611002	MELLO YELLO/DR PEP	R	2/13/2025		91.50CR	179464	91.50
000918	VISA - PARK STATE BANK (FORMERLY AMERICAN BANK) I-1125 JAN 25 I-8089 JAN 25 I-8345 JAN 25 I-8824 JAN 25 I-9749 JAN 25 I-9939 JAN 25	ACT 1125 JAN 25 ACT 8089 JAN 25 ACT 8345 JAN 25 ACT 8824 JAN 25 ACT 9749 JAN 25 ACT 9939 JAN 25	R R R R R R	2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025 2/13/2025		398.11CR 1,657.31CR 1,867.73CR 825.00CR 1,679.29CR 1,223.30CR	179465 179465 179465 179465 179465 179465	7,650.74
005615	WIDSETH SMITH NOLTING & ASSOC., INC. I-234958 I-236145	PROF SVCS/SURVEY/11/8/24 PROF SVCS 1/10/25 AMGS BLDG	R R	2/13/2025 2/13/2025		12,600.00CR 9,074.24CR	179466 179466	21,674.24
000633	ZIEGLER, INC I-IN001784243	1800 HEATER	R	2/13/2025		270.68CR	179467	270.68
* * T O T A L S * *					CHECK AMT	TOTAL APPLIED		
REGULAR CHECKS:					798,813.53	798,813.53		
HANDWRITTEN CHECKS:					0.00	0.00		
PRE-WRITE CHECKS:					0.00	0.00		
DRAFTS:					0.00	0.00		
VOID CHECKS:					0.00	0.00		
NON CHECKS:					0.00	0.00		
CORRECTIONS:					0.00	0.00		
REGISTER TOTALS:					798,813.53	798,813.53		

2/13/2025 2:34 PM A / P CHECK REGISTER
PACKET: 03838 Regular Payments 02/13/25
VENDOR SET: ***** CHECK LISTING ***
BANK : BANK US BANK

ERROR LISTING

CHECK # VENDOR		NAME	PAGE ERROR MESSAGE		NOTES
179413	01-000922	HIBBING PUBLIC ACCESS TELEVI	4	CHECK DATE < PAY DATE	TRAN NO#: I-2ND 1/2 FEB
179382	01-002754	BLUE CROSS BLUE SHIELD OF MN	1	CHECK DATE < PAY DATE	TRAN NO#: I-MAR 25 40001
179382	01-002754	BLUE CROSS BLUE SHIELD OF MN	1	CHECK DATE < PAY DATE	TRAN NO#: I-MAR 25 41000
179382	01-002754	BLUE CROSS BLUE SHIELD OF MN	1	CHECK DATE < PAY DATE	TRAN NO#: I-MAR 25 80000
TOTAL ERRORS:		0	TOTAL WARNINGS:		4

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
** POSTING PERIOD RECAP **								
FUND			PERIOD			AMOUNT		

101			2/2025			505,200.98CR		
211			2/2025			19,580.31CR		
255			2/2025			2,937.71CR		
400			2/2025			145,114.96CR		
415			2/2025			41,916.98CR		
418			2/2025			2,500.00CR		
431			2/2025			1,108.73CR		
602			2/2025			36,298.13CR		
603			2/2025			33,578.49CR		
610			2/2025			10,577.24CR		
=====								
ALL						798,813.53CR		

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
004972	CATERPILLAR FINANCIAL	SERVICES CORPORATION	D	2/05/2025		26,021.74CR	001501	26,021.74
	I-36453600	JAN 25 PMT/7 GRADERS						
005666	ALERUS RETIREMENT AND BENEFITS		D	2/13/2025		61.20CR	001499	61.20
	I-C168006	COBRA MO SVC FEE JAN 25						
005708	AMERIHEALTH ADMINISTRATORS		D	2/13/2025		203.58CR	001500	
	I-7010181162	MEDICAL CLAIMS 2/3/25				2,619.17CR	001500	2,837.75
	I-7010181727	MEDICAL CLAIMS 2/11/25				15.00CR	001500	
	I-7010181739	MEDICAL CLAIMS 2/11/25						
005703	SMITH HEALTH, INC.		D	2/13/2025		36,864.45CR	001502	36,864.45
	I-20250131_SRX019829	VEBA/PPO RX CLMS FEB25/ADM FEE						
005476	WEX HEALTH INC.		D	2/13/2025		1,920.00CR	001503	1,920.00
	I-2/1/25 C WAGNER	2025 VEBA CONTR/CODY WAGNER						
005476	WEX HEALTH INC.		D	2/25/2025		431.25CR	001504	431.25
	I-0002104899-IN	WEX HEALTH JAN 2025						

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	68,136.39	68,136.39
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	6	0.00	68,136.39	68,136.39

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

2/13/25 Carol Waselek

drafts

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
** POSTING PERIOD RECAP **								
FUND	PERIOD	AMOUNT						
101	2/2025	28,352.45CR						
211	2/2025	17.99CR						
602	2/2025	30.94CR						
603	2/2025	32.81CR						
805	2/2025	39,702.20CR						
ALL		68,136.39CR						

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

Payroll Recap & Funding

Biweekly Regular 02/14/2025

Pay Date: 02/14/2025

Payroll Overview

Payroll	Biweekly Regular 02/14/2025
Pay Date	02/14/2025
# Employees	170
# Paid Employees	170
# Regular	170
# Pay Periods	1
Base Compensation Changes	6
New Hires	1

Employee Payments

	#	EE's	\$ Amount
Direct Deposits Debited	232	168	284,015.70 ^D
Total			284,015.70
(D) POD6 UKG Payroll Services Admin Debit			-284,015.70
Your Remaining Bank Account Liability			0.00
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	41-6005232	140	34,548.94 ^D
FICA/ER	41-6005232	112	14,140.96 ^D
FICA/EE	41-6005232	112	14,140.96 ^D
MEDI/ER	41-6005232	169	5,709.06 ^D
MEDI/EE	41-6005232	169	5,709.06 ^D
SIT:MN/EE	8022766	143	16,607.96 ^D
Total			90,856.94
(D) POD6 UKG Payroll Services Admin Debit			-90,856.94
Your Remaining Tax Liability			0.00

Vendor Liabilities

	EE's	\$ Amount
AFSCME MN COUNCIL 65	1	4.20
City of Hibbing Insurance	131	141,704.88 ^D
EMPOWER	114	22,890.78
HIBBING POLICE ASSOCIATION	14	140.00 ^D
Lincoln Financial Group	16	3,950.69
MN CHILD SUPPORT PAYMENT CE	2	731.88 ^D
MN PERA	139	88,581.40
NATIONWIDE	13	1,865.00
NCPERS GROUP LIFE INS C/O ME	4	64.00 ^C
PREMIUM PROCESSING	1	24.96
Total		259,957.79
(D) POD6 UKG Payroll Services Admin Debit		-142,576.76
(C) Vendor Checks		-64.00
Your Remaining Vendor Liability		117,317.03

Total

POD6 UKG Payroll Services Admin Debit	-517,449.40
Total	634,830.43
Total of Your Responsibility	117,381.03

Recap

POD6 UKG Payroll S	Date	Bank Account #	\$ Amount
Vendor Payment SPA	02/13/2025	x0087	142,576.76
Tax Payment	02/13/2025	x0087	90,856.94
Empl. Dir. Dep. SPA	02/13/2025	x0087	284,015.70
Total Debits			517,449.40

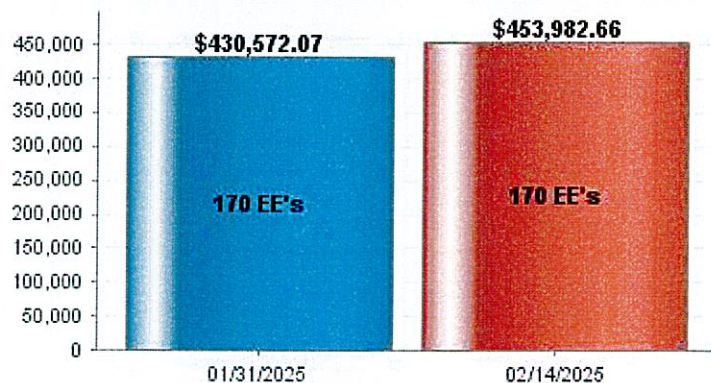
Cash Requirements: x0087

	\$ Amount
Vendor Payment SPA	142,576.76
Vendor Checks	64.00
Tax Payment	90,856.94
Empl. Dir. Dep. SPA	284,015.70
Total	517,513.40

General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	455,577.54	858.00
ER Deduction	160,260.87	
ER Tax (Offset)	19,850.02	
ER Tax		19,850.02
Tax		71,006.92
Deduction		99,696.92
ER Deduction (Offset)		160,260.87
Direct Deposit		284,015.70
	635,688.43	635,688.43

Comparison To Last Pay Period - Gross Wages



PR# 4-25
1/25/25-2/7/25
PAID 2/14/25

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

Kronos SaaS, Inc.
City of Hibbing



Generated: 02/12/2025 01:46p
Generated By: OWEN D. WALTERS
Page 1 of 2



Request for Council Action

City Council Action

Approve the Community Development Director to sign the Access Agreement with Grace Lutheran Church.

Description of Agenda Item

Approve the Community Development Director to sign the Access Agreement with Grace Lutheran Church.

Strategic Initiative

In 2023, the City of Hibbing's (City) 2023 Strategic Plan identified a Core Strategy for Well-Rounded, Strong Quality of Life and quality housing stock that is affordable and accessible was identified as a criteria of that core strategy. Further, the 2023 Strategic Plan also identified a Core Strategy for Safe, Secure, and Valued Community and including everyone as an integral and involved part of the community with a safe place to live and raise a family were identified as a criterion of that core strategy.

Owner of Agenda Item

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

Introduction/Background/Justification/Key Issues/Legal

The Housing and Redevelopment Authority of Hibbing (HRA) is the organization in our city that specializes in public housing apartments, offering subsidized housing for those who qualify and starting in 2023 the HRA has undertaken planning to redevelop the housing at the Greenhaven site. Further, the city and HRA have been collaborating on this planning since 2023 to ensure a successful project.

In July of 2024, that the city of Hibbing adopted a resolution to designate parcel ID 139-0050-04676 for the HRA's new multi-family development. Further, that resolution declared that the city would undertake the necessary work to ensure the parcel is shovel ready and convey the property to the HRA for this workforce housing development at no cost. Due to the topography of the site selected, it might be advantageous to secure an additional three acres from Grace Lutheran Church to construct a road and allow the Cobb Cook Place Development to be built on the south east portion of the parcel. Thus, this access agreement will allow some due diligence on the site to be done to determine if additional acreage is needed or not.

Board/Commission/Committee Actions(s):

N/A

Budgetary/Fiscal Impact

Financial impact of this work was discussed at the last council meeting and will be paid from the mineral amendment funding secured by the city in the 2024 legislative session.

Action Requested

Approve the Community Development Director to sign the Access Agreement with Grace Lutheran Church.

Attachments

1. Signed Access Agreement CoH and Grace Lutheran Church

ACCESS AGREEMENT

THIS ACCESS AGREEMENT (this “**Agreement**”) is entered into as of February __, 2025, between the city of Hibbing, a statutory city under the laws of the State of Minnesota (“**City**”), and Grace Lutheran Church, a Minnesota religious organization.

RECITALS

A. Grace Lutheran Church owns certain real property (the “**Property**”), which is identified as parcel 139-0050-04677 and address 4010 9TH AVE W HIBBING MN 55746.

B. Grace Lutheran Church and CITY are engaged in nonbinding discussions regarding the potential development of all or a portion of the Property.

C. CITY has requested to enter on the Property to investigate the Property, and Grace Lutheran Church is willing to permit CITY to enter on the Property for such purposes so long as such entry and investigation are conducted in accordance with this Agreement.

PROVISIONS

In consideration of the mutual promises of the parties and intending to be legally bound hereby, the parties agree as follows:

1. **Access to the Property.** CITY and its agents (collectively, “**CITY Parties**”) may access and enter the Property at reasonable times during the Term (as defined below) for purposes of performing reasonable inspections, investigations, surveys and testing of the Property (collectively, the “**Investigations**”), subject to the terms and conditions herein. CITY shall schedule all access and entry to the Property by CITY parties in advance through Grace Lutheran Church, and the Grace Lutheran Church’s representative may accompany CITY parties during any access and entry. No destructive, invasive or intrusive Investigations (including without limitation any boring or other disruptions of the soil) may be conducted by any CITY parties without the Grace Lutheran Church’s express prior written consent in each instance. CITY shall not permit any CITY parties to interfere with Grace Lutheran Church’s use of or operations at the Property or any adjacent property during any Investigations or entry on the Property.
2. **Reports.** CITY shall use all test results, studies, investigations, surveys, assessments, reports and other work product prepared by or for any CITY parties in connection with the Investigations (collectively, the “**Reports**”) solely for determining whether to potentially purchase all or part of the Property and, subject applicable laws, shall keep all Reports and information therein strictly confidential and not permit any CITY parties to disclose the same to any third party. CITY shall provide Grace Lutheran Church with copies of all Reports promptly after receiving or generating the same.
3. **Term.** The term of this Agreement (the “**Term**”) shall begin on the date of this Agreement and end on the earlier to occur of: (i) the date the parties enter into a purchase agreement for the sale and purchase of the Property (it being the intention of the parties that any purchase agreement would contain terms that would supersede the provisions of this Agreement);

or (ii) December 31, 2025. Notwithstanding the foregoing, either party may terminate this Agreement on ten (10) days' written notice.

4. **Costs; Restoration; No Liens; Indemnification.** CITY shall promptly pay all costs and expenses of the Investigations, shall not permit any damage to occur to the Property or any improvements thereon during any entry or activities thereon by any CITY parties, and shall promptly and fully repair to Grace Lutheran Church's reasonable satisfaction any damage caused by or arising from any such entry or activities. CITY shall not cause or permit any lien to be placed on all or any portion of the Property in connection with any Investigations. CITY shall defend, indemnify and hold harmless Grace Lutheran Church and the Property from and against any claims, losses, damages, costs and expenses (including without limitation reasonable attorneys' fees) arising out of or related to CITY parties' entry and activities on the Property. Any entry on the Property by any CITY parties and all amounts incurred by CITY for any Investigations are at CITY's sole risk. Grace Lutheran Church makes no representations or warranties regarding the Property. This **Section 4** shall survive the expiration or termination of this Agreement.
5. **Insurance.** Before any CITY parties enter the Property, CITY will deliver to Grace Lutheran Church an insurance certificate naming Grace Lutheran Church as the certificate holder and as an additional insured and evidencing at least \$1,000,000 of commercial general liability insurance.
6. **No Property Interest.** This Agreement does not grant to any CITY parties a possessory right, easement or other interest in any portion of the Property; it merely grants a temporary, non-exclusive license to access and enter the Property as described herein.
7. **No Obligation to Sell or Purchase.** This Agreement does not obligate, and shall not be construed as obligating, (i) Grace Lutheran Church to sell or CITY to purchase all or any portion of the Property, or either such party to engage in or continue any discussions or negotiations regarding such sale or purchase, or (ii) Grace Lutheran Church or CITY to negotiate, execute or enter into any purchase agreement for the sale or purchase of all or any portion of the Property. Neither party shall be bound in any way with respect to the sale or purchase of the Property by virtue of this Agreement. Failure to enter into any agreement for the sale or purchase of all or any portion of the Property shall not limit either party's rights or obligations under this Agreement.
8. **Notices.** Any notice or other communication given pursuant to this Agreement shall be sent to the notice address set forth below the receiving party's signature block below.
9. **Counterparts; Electronic Signatures.** This Agreement may be executed in counterparts and may be delivered by electronic transmittal of signed counterparts (including through DocuSign and email of PDF copies).
10. **Miscellaneous.** Time is of the essence hereof. There are no third-party beneficiaries of this Agreement, intended or otherwise. Neither party may assign this Agreement without the prior written consent of the other.

IN WITNESS WHEREOF the parties have caused this Access Agreement to be executed and delivered as of the date first set forth above.

2/5/2025 13:7:46

Grace Lutheran Church & COG 2182621455

3/3

"Grace Lutheran Church"**"CITY "****City of Hibbing**By: David Boettcher
Gary P. Key

02/05/2025

By: _____
Betsy Olivanti
Its: Community Dev. DirectorNotice Address:

Hibbing, MN 55746

Notice Address:City Hall
401 East 21st Street, Room 300
Hibbing, MN 55746
Attn: Betsy Olivanti, Community Dev. Dir.
Email: betsyolivanti@hibbingmn.gov



Request for Council Action

City Council Action

Authorize the hire of Howard LaVigne for the full-time Maintenance Lead effective March 8, 2025.

Description of Agenda Item

Authorize the hire of Howard LaVigne for the full-time Maintenance Lead effective March 8, 2025.

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 hire of Howard LaVigne for the full-time Maintenance Lead effective March 8, 2025.

Attachments

None



Request for Council Action

City Council Action

Description of Agenda Item

Approve the Raffle Permit Application Request of Northland Automotive Assistance to hold Bingo at the Elk's Lodge #1022 on March 6, 13, 20, and 27, 2025

Bingo Permit #25-02-01

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 Northland Automotive Assistance to hold Bingo at the Elk's Lodge #1022 on March 6, 13, 20, and 27, 2025

Bingo Permit #25-02-01

Attachments

1. Northland Automotive Assistance Bingo Request

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:	Northland Automotive Assistance	
Type of Organization:	501(c)3	
Mailing Address:	1302 E 11th Street	
City, State, Zip	Hibbing MN 55746	
Contact Person:	Tyler Pipo	Daytime Phone Number: 218-403-1899
Have you conducted other raffles this year	☒	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:	EIK'S Lodge #1022
Dates of Activity:	3/6 3/13 3/20 3/27/2025
Check Box or Boxes that Indicate the Type of Gambling Activity:	☐ Raffle ☒ Other <u>Bingo</u>
Price Per Ticket:	
Total value of prizes to be awarded:	
Types of Prizes:	Cash

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.

Tyler Pipo ss
 Organization Representative

2/12/25
 Date

- ☒ Registered as Excluded Raffle
- ☒ Send to Council for Approval

LG240B Application to Conduct Excluded Bingo

No Fee

5/24
Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: Northland Automotive Assistance Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 99-1799733 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 1302 E 11th St

City: HIBBING State: MN Zip: 55746 County: St. Louis

Name of Chief Executive Officer (CEO): TYLER PIPRO

CEO Daytime Phone: 218-403-1899 CEO Email: North Auto Assist @ Gmail.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 at least 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.)

- ☐ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year 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
651-296-2803, or toll free 1-877-551-6767
- ☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
- ☐ **Internal Revenue Service-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.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☐ one of four or fewer bingo events held this year. Dates: 3/6 3/13 3/20 3/27

☐ -OR-
conducted on up to 12 consecutive days in connection with a:

- ☐ county fair Dates: _____
- ☐ civic celebration Dates: _____
- ☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: TYLER PIPRO Daytime Phone: 218-403-1899Name of premises where bingo will be conducted: Elks Lodge HibbingPremises street address: 1926 4th Ave E Hibbing MN 55746City: Hibbing If township, township name: _____ County: St. Louis

LG240B Application to Conduct Excluded Bingo

5/24
Page 2 of 2

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

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

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 excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota 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.

Chief Executive Officer's Signature: _____

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

Date: 2/12/25

Print Name: Tyler Pipo

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

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.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NORTHLAND AUTOMOTIVE ASSISTANCE
C/O TYLER PIPO
1302 E 11TH ST
HIBBING, MN 55746

Date:
03/18/2024
Employer ID number:
99-1799733
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 8, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053471008924

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



Request for Council Action

City Council Action

Approve the Raffle Permit Application Request of Shannon Paulsen Suite Dreams to hold their raffle on Saturday, April 12, 2025 at the Hibbing Bowling Center
Raffle Permit #25-02-03

Description of Agenda Item

Approve the Raffle Permit Application Request of Shannon Paulsen Suite Dreams to hold their raffle on Saturday, April 12, 2025 at the Hibbing Bowling Center
Raffle Permit #25-02-03

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 Shannon Paulsen Suite Dreams to hold their raffle on Saturday, April 12, 2025 at the Hibbing Bowling Center
Raffle Permit #25-02-03

Attachments

1. SPSD 2025 Bowling Raffle Permit



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:	Shannon Paulsen Suite Dreams	
Type of Organization:	501c3	
Mailing Address:	413 E 32nd Street	
City, State, Zip	Hibbing, MN 55746	
Contact Person:	Jim Paulsen	Daytime Phone Number: 218-966-3551
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 Bowling Center
Dates of Activity:
4/12/25
Check Box or Boxes that Indicate the Type of Gambling Activity:
☒ Raffle ☐ Other _____
Price Per Ticket:
\$1
Total value of prizes to be awarded:
\$500
Types of Prizes:
general merchandise

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

2-10-2025
Date

☐ Registered as Excluded Raffle

☐ Send to Council for Approval



Request for Council Action

City Council Action

**Approve the Raffle Permit Application Request of the Hibbing Blessed Sacrament Church to hold their raffle on Saturday, April 26, 2025 at the Blessed Sacrament Church St. Leo's Social Hall
Raffle Permit #25-02-04**

Description of Agenda Item

**Approve the Raffle Permit Application Request of the Hibbing Blessed Sacrament Church to hold their raffle on Saturday, April 26, 2025 at the Blessed Sacrament Church St. Leo's Social Hall
Raffle Permit #25-02-04**

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 Blessed Sacrament Church to hold their raffle on Saturday, April 26, 2025 at the Blessed Sacrament Church St. Leo's Social Hall
Raffle Permit #25-02-04**

Attachments

1. Blessed Sacrament Raffle Permit Application 4/26/2025



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:	Blessed Sacrament Church	
Type of Organization:	Religious/Nonprofit	
Mailing Address:	2310 7th Ave E	
City, State, Zip	Hibbing, MN 55746	
Contact Person:	Susie Marchetti	Daytime Phone Number: 218-262-5541
Have you conducted other raffles this year	yes	If YES, What is the total amount of prizes this year, including this Raffle \$3500

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted:	Blessed Sacrament Church St. Leo's Social Hall
Dates of Activity:	April 26, 2025
Check Box or Boxes that Indicate the Type of Gambling Activity:	☒ Raffle ☐ Other _____
Price Per Ticket:	\$1 or \$5 per ticket
Total value of prizes to be awarded:	\$1000
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.

Susie S Marchetti
Organization Representative

11/30/2025
Date

☐ Registered as Excluded Raffle

☐ Send to Council for Approval

28-02-04

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: Blessed Sacrament Church

Previous Gambling Permit Number: X- 34113

Minnesota Tax ID Number, if any: 8379417

Federal Employer ID Number (FEIN), if any: 41-0716799

Mailing Address: 2310 7th Ave East

City: Hibbing State: MN Zip: 55746 County: St. Louis

Name of Chief Executive Officer (CEO): Fr. Daniel Weiske

CEO Daytime Phone: 218-262-5541 CEO Email: fr.daniel.weiske@duluthcatholic.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): susie.marchetti@duluthcatholic.org

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

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): Blessed Sacrament Church St. Leo's Social Hall

Physical Address (do not use P.O. box): 2310 7th Ave East

Check one:

☒ City: Hibbing Zip: 55746 County: St. Louise

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 26, 2025

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 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.)

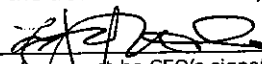
Print Township Name: _____

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:  Date: 1/31/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Daniel Weiske

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 Depart-

ment 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

Approve the Raffle Permit Application Request of the Hibbing Golf Booster Inc. to hold their raffle on Wednesday, May 21, 2025 at the Mesaba Country Club
Raffle Permit #25-02-05

Description of Agenda Item

Approve the Raffle Permit Application Request of the Hibbing Golf Booster Inc. to hold their raffle on Wednesday, May 21, 2025 at the Mesaba Country Club
Raffle Permit #25-02-05

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):

Budgetary/Fiscal Impact

Action Requested

Approve the Raffle Permit Application Request of the Hibbing Golf Booster Inc. to hold their raffle on Wednesday, May 21, 2025 at the Mesaba Country Club
Raffle Permit #25-02-05

Attachments

1. Golf Booster Inc Raffle 5 21 2025



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 Golf Booster Inc	
Type of Organization:	High School Sports Booster Club	
Mailing Address:	3439 Outer Drive	
City, State, Zip	Hibbing, MN 55746	
Contact Person:	Sandy Swanger	Daytime Phone Number: 218-969-1286
Have you conducted other raffles this year	No	If YES, What is the total amount of prizes this year, including this Raffle

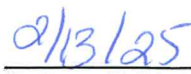
GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted:	Mesaba Country Club
Dates of Activity:	May 21st 2025
Check Box or Boxes that Indicate the Type of Gambling Activity:	☒ Raffle ☐ Other _____
Price Per Ticket:	\$10
Total value of prizes to be awarded:	\$1500: 1-\$500, 2-\$250, 3-\$100, 4-\$50
Types of Prizes:	Cash Raffle

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



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. Adolfson & Peterson bag tourney

City of Hibbing
SPECIAL EVENT Permit Application

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:	
Date of Event:	
Location of Event:	
Organizer:	
Organizer Contact Information:	Home Phone: _____ Work Phone: _____ 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	218-262-0285
Fire Department	Fire Marshal Shawn Nickila	218-421-3942
Sanitation Dept.	John Yuretich/Jim Watkins	218-362-5991
Public Works Dept.	John Yuretich/Jim Watkins	218-362-5991
City Services	Nick Arola	218-362-5951

City of Hibbing

SPECIAL EVENT PERMIT APPLICATION

0 Applications MUST BE FILLED OUT COMPLETELY & ALL NECESSARY REQUIREMENTS ATTACHED

LOCATION OF EVENT: Hibbing Memorial Arena

TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT:

Charity Bean Bag Event to benefit the United Way, United for Veterans, see attached flyer for additional information.

Date of Event: March 20, 2025

Refer media or citizen inquires to:

Andrew Reuter, AP Construction

Telephone: 612-965-1092

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:

Patrick Sims, Project Executive, Adolfson & Peterson Construction

Address: 408 West Superior Street, Duluth MN 55802

Mailing Address: 408 West Superior Street, Duluth MN 55802

Affiliation:

Telephone: (day) 218-606-2011 (evening)

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: Erin Shay, Executive Director		
Organization/Business/Agency/ Affiliation: United Way of Northeast MN		
Mailing Address: 608 East Drive, Chisholm MN 55719		
Daytime Phone:	Evening Phone:	Other: 218-750-7232 (cell)
Title and Functional Responsibility with Regard to the Event: Event Director		
Will this person have authority to cancel or greatly modify event plans?		☒ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☒ Yes ☐ No

Name: Patrick Sims, Project Executive		
Organization/Business/Agency/ Affiliation: Adolfson & Peterson Construction		
Mailing Address: 408 West Superior Street, Duluth Mn 55802		
Daytime Phone:	Evening Phone:	Other: 218-606-2011 (cell)
Title and Functional Responsibility with Regard to the Event: Event Director		
Will this person have authority to cancel or greatly modify event plans?		☒ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☒ Yes ☐ No

Name: Marci Knight, Chief Marketing Officer		
Organization/Business/ Agency/ Affiliation: Park State Bank		
Mailing Address: 8401 Unity Drive, Mtn Iron MN 55792		
Daytime Phone:	Evening Phone:	Other: 218-259-5362 (cell)
Title and Functional Responsibility with Regard to the Event: Event Director		
Will this person have authority to cancel or greatly modify event plans?		☒ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☒ Yes ☐ No

REQUESTED EVENT COMPONENTS: N/A
REQUESTED DAY AND DATE <i>(first choice):</i> March 20, 2025
Alternate days and dates: • _____ • _____ • _____
REQUESTED HOURS OF OPERATION: From: 9:00 ☒ a.m. / p.m. To 6:00 a.m. / ☒ p.m.
SET UP beginning Day and Date **Indicate the time at which any unit of an event will begin to assemble at such area Day: March 20, 2025 Time: 9:00 ☒ a.m. / p.m.
Describe the number and type of animals to be used in the Event ☒ Not Applicable **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. D 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 ☒ Attached
Anticipated number of Participants: 128 Spectators: 40
**INSURANCE
☒ 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.

The event will have 15-20 volunteers to provide SANITATION: clean-up after the event.
☐ 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 <u>during</u> 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. N/A 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. <i>Indicate these items on attached separate maps. Use, where necessary, a to-scale drawing.</i>
☐ 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 - <i>provided by Public Works</i>)
☐ 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, <u>including the intended hours</u> of the music, sound or noise. N/A
	If a casino party, a dance or live entertainment is a part of your event, please describe: N/A
	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. (<i>attach to this application all required licenses</i>) Boomtown
ALCOHOL:	Alcoholic Beverages to be served? ☒ Yes 0 No
	Temporary Liquor License Applied For? BEER D Yes ☐ No COMMUNITY FESTIVAL LICENSE D Yes ☐ No TEMPORARY ON SALE D Yes ☐ No
	Organization Applying for License for Alcoholic Beverages: Boomtown
	Describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years and older.
	Boomtown will card all spectators requesting to be served alcohol
	Describe how, where, when and by whom the alcoholic beverages will be served. Boomtown will provide mobile bar, within the Memorial Arena, starting at 12:00pm, ending at 5:00 pm, served by Boomtown
List of people who will be selling the alcohol:	
	Have they attended server training? ☒ Yes D No

FOOD:	Food and/or non-alcoholic beverages to be served? ☒ Yes ☐ 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. D 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.

SECURITY AND SAFETY PROCEDURES:
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. The event will have 15-20 volunteers that will assist with the security of the event.
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. Event is day time.
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. N/A
N/A 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.

N/A 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

N/A

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. Boomtown will be providing the food (lunch and appetizers) and beverages.
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. Boomtown is the only vendor.
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." Event if inside the Hibbing Memorial Arena and is during the day.
OTHER PERTINENT INFORMATION:



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
11/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT WTW Certificate Center NAME: PHONE 1-877-945-7378 (A/C, No, Ext): FAX 1-888-467-2378 (A/C, No): E-MAIL certificates@wtwco.com ADDRESS:
INSURED AP Midwest, LLC 5500 Wayzata Blvd., Suite 600 Minneapolis, MN 55416	INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 20443

COVERAGES**CERTIFICATE NUMBER:** W36327206**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ LOC ☐ OTHER: ☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY ☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$ ☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y	7063877121	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: AP Midwest Event

City of Hibbing is included as an Additional Insured as respects to General Liability when required by written contract, agreement or permit executed prior to loss.

Waiver of Subrogation applies in favor of City of Hibbing with respects to General Liability when required by written

CERTIFICATE HOLDER**CANCELLATION**

City of Hibbing 400 E. 23rd Street Hibbing, MN 55746	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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SR ID: 26798181

BATCH: 3712906



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED AP Midwest, LLC 5500 Wayzata Blvd., Suite 600 Minneapolis, MN 55416	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance
 contract.

The ACORD name

and logo are registered marks of ACORD

SR ID: 26798181

BATCH: 3712906

CERT: W36327206



Request for Council Action

City Council Action

Approve the Special Event Permit Application of Cindy Migley Productions and co-sponsored by the Range Shrine Circus on Friday May 16, 2025 and Saturday, May 17, 2025 at the Hibbing Memorial Building

Description of Agenda Item

Approve the Special Event Permit Application of Cindy Migley Productions and co-sponsored by the Range Shrine Circus on Friday May 16, 2025 and Saturday, May 17, 2025 at the Hibbing Memorial Building

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 Special Event Permit Application of Cindy Migley Productions and co-sponsored by the Range Shrine Circus on Friday May 16, 2025 and Saturday, May 17, 2025 at the Hibbing Memorial Building

Attachments

1. Special Event Permit Application Circus 5/16-17/2025

City of Hibbing
SPECIAL EVENT Permit Application

☒ **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:	Circus Spectacular
Date of Event:	May 16 and May 17, 2025
Location of Event:	Hibbing City Memorial Building
Organizer:	Cindy Migley
Organizer Contact Information:	Home Phone: _____ Work Phone: _____ Cell Phone: 941-539-3540

☒ **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	218-262-0285
Fire Department	Fire Marshal Rossi Gangl	218-421-3942
Sanitation Dept.	John Sporer/John Yuretich	218-362-5991
Public Works Dept.	John Sporer/John Yuretich	218-362-5991
City Services	Nick Arola	218-362-5951

City of Hibbing

SPECIAL EVENT PERMIT APPLICATION☐ Applications MUST BE FILLED OUT COMPLETELY & ALL NECESSARY REQUIREMENTS ATTACHEDLOCATION OF EVENT: Hibbing City Memorial Auditorium**TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT:**

Circus Spectacular. This event is a Circus Performance that will last two hours.

Date of Event: May 16 and May 17, 2025Refer media or citizen inquires to:
Cindy MigleyTelephone: 941-539-3540**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: Cindy MigleyAddress: 4411 Bee Ridge Road 308, Sarasota, FL 34233Mailing Address: SameAffiliation: Applicant is event circus owner so no authorization is requiredTelephone: (day) 941-539-3540 (evening) same**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: Cindy Migley		
Organization/Business/Agency/Affiliation: Cindy Migley Productions		
Mailing Address: 4411 Bee Ridge Road #308, Sarasota, FL 34233		
Daytime Phone: 941-539-3540	Evening Phone:	Other:
Title and Functional Responsibility with Regard to the Event: Circus owner and producer.		
Will this person have authority to cancel or greatly modify event plans?		☒ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☒ Yes ☐ No

Name:		
Organization/Business/Agency/Affiliation:		
Mailing Address:		
Daytime Phone:	Evening Phone:	Other:
Title and Functional Responsibility with Regard to the Event:		
Will this person have authority to cancel or greatly modify event plans?		☐ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☐ Yes ☐ No

Name:		
Organization/Business/Agency/Affiliation:		
Mailing Address:		
Daytime Phone:	Evening Phone:	Other:
Title and Functional Responsibility with Regard to the Event:		
Will this person have authority to cancel or greatly modify event plans?		☐ Yes ☐ No
Will this person be present at the event area or areas and in charge of the event at all times		☐ Yes ☐ No

REQUESTED EVENT COMPONENTS:	For my Circus to appear in Hibbing.
REQUESTED DAY AND DATE (first choice):	May 16 and May 17, 2025
Alternate days and dates:	• _____ • _____ • _____
REQUESTED HOURS OF OPERATION:	From: _____ a.m. / p.m. To _____ a.m. / p.m. 2 shows on Friday: 4pm and 7pm and Three shows on Saturday: 1-4-7
SET UP beginning Day and Date	Thursday May 15
**Indicate the time at which any unit of an event will begin to assemble at such area Day: May 15 Time: between 8am and 5pm a.m. / p.m.	
Describe the number and type of animals to be used in the Event ☐ Not Applicable 1 elephant, 4 camels, 4 zebras, horse and ponies **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. ☒ 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	☐ Attached
Anticipated number of Participants: _____	Spectators: 1000 per show
**INSURANCE	
☐ 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. Renewal of insurance is coming soon	

SANITATION:

- ☐ Attach your "Plan for Clean-Up / Material Preservation". Local dumpster
- ☐ Include number, type and location of trash containers to be provided for the event. 2
- ☐ Indicate who and how many will be responsible for emptying and cleaning up around containers during the event. Circus personnel
- ☐ Indicate who and how many will be responsible for cleaning up after animals if they are used in the event. Circus personnel
- ☐ Indicate who and how many will be responsible for cleaning up the event after the event. Circus personnel
- ☐ Described the number, type and location of portable toilets to be provided for the event (or permanent toilets to be used for the event). Building has the number, venue inside
- ☐ 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; indoor event
- ☐ General merchandise concession areas; Indoor event
- ☐ Portable toilet facilities (indicate number);
- ☐ First aid facilities; INdoor
- ☐ Event participant and/or spectator parking areas; Parking at venue
- ☐ Event organizers command post; Box office
- ☐ 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): <u>2</u>										
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, <u>including the intended hours</u> of the music, sound or noise. NOT applicable, Venue is indoors									
	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. (<i>attach to this application all required licenses</i>) <u>N/A</u>									
ALCOHOL:	Alcoholic Beverages to be served? ☐ Yes ☒ No									
	Temporary Liquor License Applied For? <table border="0"> <tr> <td>BEER</td> <td>☐ Yes</td> <td>☐ No</td> </tr> <tr> <td>COMMUNITY FESTIVAL LICENSE</td> <td>☐ Yes</td> <td>☐ No</td> </tr> <tr> <td>TEMPORARY ON SALE</td> <td>☐ Yes</td> <td>☐ No</td> </tr> </table>	BEER	☐ Yes	☐ No	COMMUNITY FESTIVAL LICENSE	☐ Yes	☐ No	TEMPORARY ON SALE	☐ Yes	☐ No
	BEER	☐ Yes	☐ No							
	COMMUNITY FESTIVAL LICENSE	☐ Yes	☐ No							
	TEMPORARY ON SALE	☐ Yes	☐ No							
Organization Applying for License for Alcoholic Beverages: <u>No</u>										
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									

FOOD:	Food and/or non-alcoholic beverages to be served? ☒ Yes ☐ 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). Cotton Candy, popcorn, snow cones Funnell cakes using venues kitchen.
	A health permit may be required from either the State of MN or St. Louis County. ☐ 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. not cooking anything

SECURITY AND SAFETY PROCEDURES:

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.

We will be setting up the day before event. Circus personnel will handle the 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.

Venue has lighting outdoors

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.

not applicable

(1) 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.

not applicable

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.

n/a

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.

Cotton Candy, Popcorn, Funnell Cakes, snow cones

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.

Applicant is also the concessionair

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."

OTHER PERTINENT INFORMATION:

My circus has performed at the Hibbings Memorial Center for the last 20 years for the Range Shrine Circus. This year the Shrine Center is co sponsoring with me.



Request for Council Action

City Council Action

Approve the Worker's Compensation Policy Renewal with a Retrospective Premium Option - Retro-Rated Minimum Factor 0.451% - Retro-Rated Maximum Factor 1.30%

Description of Agenda Item

Approve the Worker's Compensation Policy Renewal with a Retrospective Premium Option - Retro-Rated Minimum Factor 0.451% - Retro-Rated Maximum Factor 1.30%

Strategic Initiative

Staff has been looking at our various insurance policies and digging into how we manage our insurance. USI, our insurance agent, recommends going with the retro option with this renewal. This option will have some more risk if there is a high claim year with high claims cost, but if we stick with it over the long-term, our trends have shown we would have had premium savings overall with the low-cost years.

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
Erin Schirmer, Internal Auditor, 218.312.1590, erinschirmer@hibbingmn.gov
Angela Kleffman, HR Director, 218.295.2275, angelakleffman@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Our current policy expires 3/1/25. We have been working with our agent on reviewing our experience and claims and looking at how the City can save money over the long term for worker's compensation insurance. Our agent's recommendation is to move forward with the retro option. This option refunds premiums paid when we have less claims and charges more in premiums when we have high claims. There's a minimum and a maximum. Their recommendation is to move forward with the minimum factor of .451% (282,821) to maximum factor 1.30% (\$815,227).

Board/Commission/Committee Actions(s):

None

Budgetary/Fiscal Impact

The city budgeted \$755,265 for 2025 work comp premiums. During the budget season, our mod factor was calculated at a factor of 1.53. It has been reduced to a factor of 1.32 following the

closing out of some open claims. In addition, the LMCIT Trust Fund has been doing well, overall, and has reduced rates for different classification groups. Therefore, our quote was less than what was expected. Finance staff is recommending assigning the additional budgeted amount to our worker's compensation fund balance account so the money will be earmarked if there is a year we have to pay additional premium due to high claims.

Action Requested

Approve the quote with the retrospective option

Attachments

1. Worker's Comp Quote

League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$500,000 - \$700,000

HIBBING, CITY OF
401 E 21ST ST
HIBBING, MN 55746-5510

Agreement No.: WC 1001883_Q-9
Agreement Period:
From: 03/01/2025
To: 03/01/2026

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
----------------------------	-------------	-------------	------------------------------	----------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		475,074
Debit	1.32	152,024
Standard Premium		627,098
Deductible Credit	0.00%	0
Premium Discount		-72,385
Net Deposit Premium		\$554,713
Adjustment for Commission*		-11,094
Total Net Deposit Premium		\$543,619

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:
01522 USI Insurance Services LLC
8000 Norman Center Dr #400
Bloomington, MN 55437-1180

Notice of Premium Options for Standard Premiums of \$500,000 - \$700,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1.	☐ Regular Premium Option	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
		554,713	-11,094	543,619

2. ☐ **Deductible Premium Option**
Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 627,098. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
☐	\$250	0.50%	-3,135	551,578	-11,032	540,546
☐	\$500	1.00%	-6,271	548,442	-10,969	537,473
☐	\$1,000	1.60%	-10,034	544,679	-10,894	533,785
☐	\$2,500	3.00%	-18,813	535,900	-10,718	525,182
☐	\$5,000	4.50%	-28,219	526,494	-10,530	515,964
☐	\$10,000	6.00%	-37,626	517,087	-10,342	506,745
☐	\$25,000	9.50%	-59,574	495,139	-9,903	485,236
☐	\$50,000	13.50%	-84,658	470,055	-9,401	460,654

3. ☐ **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
☒	0.451 %	282,821	1.300 %	815,227
☐	0.404 %	253,348	1.500 %	940,647
☐	0.338 %	211,959	2.000 %	1,254,196

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the member requesting coverage.

**Notice of Premium Options for Standard Premiums of \$500,000 - \$700,000
(Con't)**

_____	_____	_____
Signature	Title	Date

**Notice of Premium Options for Standard Premiums of \$500,000 - \$700,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
1,419,357	4.51	5506	STREET CONSTRUCTION	64,013
1,699,656	4.60	7380	AMBULANCE SERVICE	78,184
501,506	2.28	7580	SEWAGE DISPOSAL PLANT	11,434
334,939	7.61	7706	FIREFIGHTERS (NOT VOLUNTEER) FULL-TIME PAID	25,489
2,203,483	7.72	7720	POLICE	170,109
356,883	4.12	8227	CITY SHOP & YARD	14,704
9,600	0.41	8810	EDA EMPLOYEES	39
452,416	0.41	8810	LIBRARY OR MUSEUM-PROF & CLERICAL	1,855
1,563,664	0.41	8810	CLERICAL OFFICE EMPLOYEES NOC	6,411
933,678	5.50	9102	PARKS	51,352
66,847	3.57	9182	CITY ARENA-OPERATIONS	2,386
184,343	5.89	9220	CEMETERY OPERATION	10,858
564,208	5.99	9403	GARBAGE OR REFUSE COLLECTION	33,796
571,631	0.76	9410	MUNICIPAL EMPLOYEES	4,344
18,200	0.55	9411	ELECTED OR APPOINTED OFFICIALS	100
Manual Premium				475074.0



Request for Council Action

City Council Action

Description of Agenda Item

Call for a Public Hearing on March 5, 2025 Amending Floodplain Ordinance amending Ordinance in the Zoning Map

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

Call for a Public Hearing on March 5, 2025 Amending Floodplain Ordinance amending Ordinance in the Zoning Map

Attachments

None



Request for Council Action

City Council Action

Accept and place on file the Hibbing Police Department Activity report for January, 2025

Description of Agenda Item

Accept and place on file the Hibbing Police Department Activity report for January, 2025

Strategic Initiative

Owner of Agenda Item

Steve Estey, Chief of Police, 218.929.0776, steveestey@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Accept and place on file the Hibbing Police Department Activity report for January, 2025

Attachments

1. January 2025 Police Department Activity Report

HIBBING POLICE DEPARTMENT

ACTIVITY

January 2025

ASLT-DOMESTIC ASLT-MISD	5
ASLT-TERRORIST THREATS RECKLESS DISREGARD RISK	3
CRIM DAM PROP-TAMPERING W/MOTOR VEHICLE	3
Cannabis - Use, possess, or transport cannabis or h	3
Criminal Sexual Conduct - 3rd Degree - Penetration	1
DISTURB-DISORDERLY CONDUCT	1
DRUGS-5TH DEGREE-POSSESS-METHAM-F	1
Damage to Property - 3rd Degree - Reduce Value \$501	1
Disorderly Conduct-Brawling or Fighting- MS	1
Disorderly Conduct-Offensive/Abusive/Noisy/Obscene-	2
Disseminate Pornographic Work- FE	1
Domestic Abuse No Contact Order - Violate No Contac	1
Domestic Abuse No Contact Order - Violate No Contac	2
Drugs - 5th Degree - Possess Schedule 1/2/3/4 - Not	1
FLEEING POLICE OFFICER	1
GOVT-FALSE NAME OR DOB-FICTITIOUS	2
GOVT-OBSTRUCT LEGAL PROCESS-INTERFERE W/PEACE OFFIC	1
GOVT-SMUGGLE-CONTRABAND INTO PRISON	1
HEALTH SAFETY-LITTERING (NOT FROM VEH)	1
HIB-Indecent Exposure/Urine in Public	1
Harassment-Aggravated Viol-By False Impersonation-	1
Harassment; Restraining Order - Violate Restraining	1
Harassment; Restraining Order - Violate Restraining	2
Hit and Run, Prop Dam MV	4
Neglect or Endangerment of a Child/Neglect- GM	1
Possess Pornographic Work; Minor under 13-F	1
TRAF-DL-DAC-INIMICAL TO PUBLIC SAFETY	1
TRAF-DUI-3 DEG-ALCOHOL CONC OVER .08 OR MORE W/I 2	2
TRAF-DUI-3 DEG-GM	2
TRAF-SCHOOL BUS-FAIL TO STOP-PASS BUS-CHILD OUTSIDE	1
TRAFFIC-ACCIDENTS-DRIVER FAILS TO STOP FOR ACCIDENT	1
TRAFFIC-DAC	1
TRAFFIC-DAR	4
TRAFFIC-DAS	1
TRAFFIC-DUI-Third-Degree Driving While Impaired-1 A	3
TRAFFIC-Regulation-Driver Who Is Not Owner Must Lat	1
TRAFFIC-Regulation-Failure to Stop at Stop Signs or	1
Terroristic Threats-Reckless Disregard Risk- FE	1
Theft-Shoplifting-\$500 or less - M	9
Traffic Regulation - Driver Must Carry Proof of Ins	2
Trespass Notice	1
Trespass-Return to Property Within One Year- MS	2
VEH-THEFT-OPERATE W/O OWNER CONSENT-FELONY	1
Violate No Contact Order - Within 10 years of the f	1
WEAPON-POSS-INELIGIBLE CONVICTED OF VIOLENT CRIME W	2
Wireless Communications Device - Initiate/compose/s	1
Total	81
Total number of calls generated in Dec.	1480
Total number of administrative tickets in Dec.	3
Total number of parking tickets in Dec.	325



Request for Council Action

City Council Action

Authorize the Hibbing City Council to attend the Sunscreen Film Festival North on Thursday, February 27, 2025 at Valentini's Supper Club from 10 am - 2 pm

Description of Agenda Item

Authorize the Hibbing City Council to attend the Sunscreen Film Festival North on Thursday, February 27, 2025 at Valentini's Supper Club from 10 am - 2 pm

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 Sunscreen Film Festival North on Thursday, February 27, 2025 at Valentini's Supper Club from 10 am - 2 pm

Attachments

1. SunScreen Film Festival Invite only



SUNSCREEN FILM FESTIVAL NORTH

YEAR 2: SAVE THE DATE

OCTOBER 30- NOVEMBER 2, 2025

SCHEDULE OF EVENTS:

Informational Gathering:

Featuring Director Robert Enriquez of Red Baron Films and Co- Director & festival Coordinator, Carla Magnuson

What is a Film Festival? That will be covered and a fun way to get the details and how it impacts positivity through mentoring, educating and growing the arts in on our communities. There will be sponsorship opportunities and Volunteer Options, including committee in selecting this years submissions and winners!

February 27, 2025 10 am – 2pm

Valentini's Supper Club

(31 W. Lake Street Chisholm, MN 55719)

(Bakery Items donated by Black Bear Bakery & Café)

RSVP for this is INVITE ONLY Event: No later than Monday 17th

Rsvp will also include Valentini's Delicious Buffet

Text Carla 218-591-1110 or email cminthemoment@gmail.com

We look forward to sharing this exciting and fun event.

FUN FACTS: Sunscreen Film Festival- St. Pete is celebrating **20 Years** as this amazing Nonprofit Mentor and growing the Indie Film Industry **2024** We were successful at hosting our Inaugural Festival here in Chisholm with only about 6 weeks. Image now, we have more time to do even more in making these dreams a reality through digital arts, hospitality through Film. More Community events **COMING SOON!**



Request for Council Action

City Council Action

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

Description of Agenda Item

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

Attachments

None



Request for Council Action

City Council Action

Set the next Hibbing City Council Workshop Meeting for Wednesday, March 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, March 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

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 Hibbing City Council Workshop Meeting for Wednesday, March 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

Set the next Hibbing City Council Joint Working Session with the Hibbing Public Utilities Commission for Tuesday, March 11, 2025 in the Second Floor Conference Room at City Hall at 5:00 p.m.

Description of Agenda Item

Set the next Hibbing City Council Joint Working Session with the Hibbing Public Utilities Commission for Tuesday, March 11, 2025 in the Second Floor Conference Room at City Hall at 5:00 p.m.

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 Hibbing City Council Joint Working Session with the Hibbing Public Utilities Commission for Tuesday, March 11, 2025 in the Second Floor Conference Room at City Hall at 5:00 p.m.

Attachments

None



Request for Council Action

City Council Action

Authorize the Request for Qualifications (RFQ) and Request for Proposals (RFP) for Construction Management at Risk Services (CMaR) for the City of Hibbing City Hall Historical Window Replacement and Masonry Restoration

Description of Agenda Item

Authorize the Request for Qualifications (RFQ) and Request for Proposals (RFP) for Construction Management at Risk Services (CMaR) for the City of Hibbing City Hall Historical Window Replacement and Masonry Restoration

Strategic Initiative

Owner of Agenda Item

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

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Authorize the Request for Qualifications (RFQ) and Request for Proposals (RFP) for Construction Management at Risk Services (CMaR) for the City of Hibbing City Hall Historical Window Replacement and Masonry Restoration

Attachments

1. DOC021925

Request for Qualifications (RFQ)
and Request for Proposals (RFP)
Construction Management
at Risk Services (CMaR)
for the
City of Hibbing
City Hall Historical Window
Replacement and Masonry
Restoration



Statement of Purpose:

The City of Hibbing, Minnesota is seeking proposals from qualified interested parties to provide Construction Management at Risk services for a historical window replacement and masonry restoration project at the Hibbing City Hall.

The City of Hibbing intends to retain a Construction Manager at Risk (CMaR) firm to assist the City of Hibbing with cost evaluation, budget development, schedule development, constructability review and sequencing of work for the efficient and proper allocation of available funds while maintaining City of Hibbing services at City Hall. The CMaR will be part of an integrated team to assure the scope of the project work and the goals of the City are properly aligned through the design and construction phases.

Construction Management at Risk Goals:

The following goals reflect the purposes for which the City of Hibbing has elected to seek CMaR services:

- To act as a Coordinator managing the Procurement & Construction Phases to achieve the Owners' Goals & Objectives;
- To provide site supervision, proper work sequencing and phasing,
- To develop, manage and complete the Project within a defined time schedule;
- To develop, manage and complete the Project within a given budget; and
- To develop, manage and complete the Project within quality and program guidelines.

The award for CMaR services on this Project shall be a CMaR firm in the State of Minnesota or able to conduct business within the State of Minnesota. The selected CMaR will have demonstrated significant in-house expertise in public safety facility and/or municipal project construction, cost estimating, scheduling and project management.

Project Overview:

- Project budget is estimated at \$1,800,000.

- Project schedule:
 - Construction Documents: April 2025
 - Bidding: April 2025
 - Construction: July 2025
 - Completion: November 2025

RFQ Dates of Importance (subject to change)

- February 18, 2025 Council Approves RFQ
- February 19, 2025 RFQ Solicitation Issued
- March 5, 2025 (4:00 pm) Proposals Due
- March 6, 2025 Review Proposals by Selection Committee Member
- March 12, 2025 Firms Interviewed (If Required by the City of Hibbing)
- March 14, 2025 CMAR Firm Selected Notified
- March 18, 2025 City Council Approves CMaR Selection

CMaR Scope of Work:

- With the receipt of State Historical funds, the City of Hibbing will be required to utilize SHIPO guidance and approvals in the design/construction of the historical window replacement and masonry restoration project.
- The subcontractor bidders list should include only pre-qualified companies that are professionally capable of managing and performing the desired work.
- CMaR to manage the overall bidding and procurement process including, but not limited to:
 - solicit interest from potential bidders in the local community,
 - prepare Division 00 and 01 specifications with bidding and contracting requirements,
 - publicly advertise the project and issue competitive bid documents,
 - conduct pre-bid meeting,
 - receive RFI's and facilitate issuance of project Addendum,
 - open and tabulate bids,
 - in collaboration with the A/E, evaluate, interview, qualify and perform other necessary due diligence on the apparent low bidders in each bid category,
 - make recommendation for award of contracts to the Owner and,
 - issue Notice of Award, Notice to Proceed and prepare contracts as approved by the owner, but held by the CM, for each bid category.
 - provide phasing of the work in order to maintain the City services and operations at City Hall without interruption,
 - the CMAR will provide a performance bond or payment bond for the complete construction of the project (i.e., a penal amount of

100% of the GMP) per the State of Minnesota.

- ② Upon assignment by the City after award to the contractor, the CMAR is the primary administrator of all assigned construction contracts.

Project Management:

- ② CMAR is to provide competent, experienced, full-time staff, including an experienced on-site construction field superintendent and project management team to proactively coordinate and manage the work, maintain the progress of the contractors, coordinate with an emphasis of ongoing activities and operations, and provide overall direction to the project during the construction phase.
- ② The Project Management team shall establish on-site organization and levels of authority to carry out the overall plans of the construction team.

- ☐ The Project Management team shall demonstrate high levels of effective, proactive project leadership and shall support the Owner's staff throughout the duration of the project.
- ☐ Work cooperatively and constructively with members of the Project Team to foster positive relationships that support positive outcomes for the team members and the project.
- ☐ Assist Owner with obtaining building permit.
- ☐ CMAR will prepare and issue daily construction logs with a record of all on-site activities, weather conditions, progress of the work and issues that require resolution.
- ☐ CMAR will be contractually obligated to not reassign key staff members to other projects without the Owner's prior written consent. The Owner will have approval rights of any and all new personnel assigned to this project.

Coordination Meetings:

- ☐ During construction, conduct weekly on-site jobsite meetings that include appropriate contractors and sub-contractors, Owner representatives, and A/E representatives to review open issues, scheduling of the work, outstanding RFI's and submittals and resolve pending or upcoming issues. CMAR to prepare a written agenda in advance of each meeting, maintain a list of action items with identification of responsible party and due dates for each of item and distribute written meeting minutes and action item lists within 3 business days of each meeting.

Schedule Management:

- ☐ CMAR to prepare and maintain a logic-based Master Project Schedule incorporating the activities of Owner, the Design Team and each Prime Contractor that indicate key milestone events, dates and responsibilities. CMAR to provide regular monitoring of the actual progress versus the scheduled progress, identify any variances and prepare a recommended action plan along with an updated schedule to maintain the scheduled completion dates.

- ☐ CMAR to determine the adequacy of the contractors' personnel and equipment and the availability of materials and supplies to meet the schedule. Report status to City and Architect no less than weekly in regular weekly coordination meetings.
- ☐ CMAR to prepare a short-term (1 to 2 week look-ahead) schedule on a weekly basis.

Project Reporting:

- ☐ CMAR to prepare a monthly status report that details the progress of the work with applicable job-site photos, schedule status and 2 week schedule outlook, budget status of each construction subcontract and Owner costs, and change order log.

Quality Management:

- ☐ CMAR to complete a coordination/constructability review of each bid category prior to issuing bid documents to contractors.
- ☐ As CMAR, complete construction of the work in strict accordance with the quality requirements established by the contract documents.
- ☐ Assemble and issue 3rd Party Materials Testing/Special Inspections bid packages to local vendors for direct contract to Owner.
- ☐ Coordinate Owner's 3rd Party Materials Testing and Special Inspections work with the Contractors.

Project Closeout:

- ☐ Facilitate construction close-out procedures including assembling of punch lists, operations and maintenance manuals, record drawings and warranties/guarantees.

Insurance Requirements:

The CMAR awarded this contract shall maintain in force during the duration of the agreement insurance as follows:

1. General Liability Insurance - CMAR shall maintain in force for the duration of the agreement.
 - a. Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$1.0 million per occurrence and \$2.0 million in the aggregate.

- b. Automobile liability (owned, non-owned, and hired) insurance with limits not less than \$1.0 million per occurrence shall be maintained utilizing a firm licensed to do business in the State of Minnesota.
 - c. The Owner, its officials, employees, servants and agents will be named as additional insured as respect to the work or services performed under this agreement. This will apply to both work in progress and completed operations.
 - d. This insurance shall be primary and shall be paid and applied first in its entirety to any application of insurance the Owner may carry on its own.
- 2. Professional Liability - CMAR shall maintain in force during the duration of the agreement a Professional Liability Insurance policy with limits of not less than \$4.0 million utilizing a firm licensed to do business in the State of Minnesota.
- 3. Workers' Compensation - CMAR shall provide and maintain Workers' Compensation coverage for its employees, as required by applicable Workers' Compensation laws.
- 4. Builders Risk - The Owner will carry the Builders Risk Insurance policy for this project.

Submission Instructions:

- 1. Email or hard copy responses to this solicitation must be received by 4:00 PM (noon) local time on March 5, 2025 to the following email address nickarola@hibbingmn.gov with the subject line "City of Hibbing City Hall Window Replacement and Masonry Restoration CM Solicitation Response" or Hibbing Memorial Building, 400 East 23rd Street, Hibbing, Mn 55746. Late submissions will not be considered.
- 2. The filename of the Response shall be " City of Hibbing City Hall Window Replacement and Masonry Restoration CM Solicitation Response"
- 3. There will be no pre-proposal meeting for this solicitation.
- 4. Questions about this RFQ can be directed to [Nick Arola, City Services Director, at nickarola@hibbingmn.gov](mailto:nickarola@hibbingmn.gov) with the subject line "City of Hibbing City Hall Window Replacement and Masonry Restoration CM Solicitation Response" The deadline for such questions is 4:30 pm local time on February 25, 2025. (Responses to all questions will be provided to all firms proposing)

Proposal Format:

1. Maximum 12 faces (excluding cover letter, front and back covers & blank dividers)
2. All pages numbered
3. Font size no smaller than 10 point
4. 12 copies if providing hard copies

Submission Organization and Content

Cover Letter - Include a letter of interest to include at a minimum the name and address of the firm and project contact person, telephone number and email address.

Tab 1. Provide a Firm Overview of your company including:

- Firm Name, number of years in business, company ownership and overview of services and expertise
- any potential conflicts of interest
- financial standing
- bonding capacity
- safety record
- resources available to perform the work, including any specialized services or in-house capabilities.
- availability to project locale

Tab 2. Provide resumes of key staff to be assigned to this project including the proposed project manager and site superintendent. Provide a biography of each individual's unique experience and expertise, education, years of experience and a listing of relevant project experience.

Tab 3. Provide a list of 2 to 4 historical projects, window replacement and/or masonry restoration projects. Provide a brief description of the project, the year completed and construction cost.

Tab 5. Narrative about the company's methodology and approach for cost management, project phasing and schedule management. Incorporate information about the company's estimating process and the company's history of estimating accuracy.

Tab 6. Narrative about your firm's unique value proposition and an overview of any lessons the company has learned while constructing historical, window replacement and/or masonry restoration projects, especially with regard to what unique aspects require extra focus and attention.

Short List and Selection Criteria

Upon receipt of the proposals, the Owner shall determine if each submission meets the requirements of this RFQ. From those submissions which meet the requirements, the Owner and A/E will evaluate the Responses. The City will determine if shortlisting of firms and interviews will be required. Respondents not selected for the shortlist and interviews will be notified in writing.

If the City of Hibbing elects to interview proposing firms, information regarding the interview process and timing will be sent to all firms the City decides to interview.

Request for Proposals:

Submitted in a separate sealed envelope:

- Lump Sum CMAR Fee as a % of the Cost of Work plus Not-to-Exceed General Conditions Fees (CM Labor and Reimbursable Expense Costs) during an assumed 5 Month Construction Phase. This fee data will be reviewed only after the proposals have been received and evaluated. If interviews are conducted, the fee data will be reviewed following the interviews.

Upon conclusion rankings, and interviews if conducted, the City will enter into contract negotiations with the highest ranked firm. If an acceptable contract cannot be achieved, the City will move to the second firm and so on until an agreement is reached.

Once an agreement is reached with the selected firm, written notice will be provided to all Respondents who were not accepted.

General Provisions

- 1. Evaluation Criteria:** The Respondent selected for an award will not necessarily have the lowest Fee Proposal. Rather, the selection will be based upon the proposal that is responsive, responsible, and the most advantageous to the Owner, as determined by the Owner in its sole discretion. The Owner intends to award a contract, subject to the terms of this RFQ, to the highest ranked firm provided a fair and reasonable Fee and Contract can be negotiated.
- 2. Award Criteria:** Issuance of this RFQ does not compel the Owner to award a contract. The Owner reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The Owner reserves the right to request clarification or additional information. The Owner reserves the right to award a contract, to resolicit proposals, or to temporarily or permanently abandon this solicitation.
- 3. Ownership of Proposal:** All materials submitted in response to this RFQ ultimately become public record and shall be subject to inspection after the contract award. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information that meets the definition of Trade Secret Data under the Minnesota Government Data Practices Act (MGDPA) and is clearly identified with the words "Confidential Disclosure" and placed in a separate envelope marked as such shall be considered to qualify as Trade Secret Data. Neither cost nor pricing information nor the total Proposal shall be considered confidential or proprietary. Any costs to preserve the Trade Secret designation under the MGDPA shall be the responsibility of the respondent.
- 4. Release of Claims, Liability, and Preparation Expenses:** Under no circumstances shall the Owner be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a respondent's participation in this RFQ process. The respondent understands and agrees that it submits its proposal at its own risk and expense and releases the Owner from any claim for damages or other liability arising out of the RFQ and award process.

5. **Errors in Proposals:** The Owner shall not be liable for any errors in the respondent's proposal. No modifications to the proposal shall be accepted from the respondent after the submittal date and time. The respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.
6. **Withdrawing Proposals:** Respondent may withdraw its proposal at any time prior to the submittal deadline by submitting a written request to the contact for RFQ inquiries indicated above. The written request must be signed by an authorized representative of the respondent. The respondent may submit another proposal at any time prior to the submittal deadline. No proposal may be withdrawn for 60 days after the submittal date and time without approval by the Owner. Such approval shall be based on the respondent's submittal, in writing, of a reason acceptable to the Owner in its sole discretion.
7. **Addendums:** The Owner reserves the right to add/delete/modify criteria or times, via an addendum, at any time or for any reason if it is in the Owner's best interest, as determined by the Owner in its sole discretion. If any addenda are issued, such addenda shall be issued by the Owner prior to the time that proposals are received and shall be considered part of the RFQ.
8. **Qualified Respondents.** The City reserves the right to award a project contract only to a qualified respondent. Qualified respondent is defined as a firm that meets the requirements of this RFQ and demonstrates the financial ability, resources, skills, capability, willingness and business integrity necessary to perform the contract. The City's determination of whether a respondent is a qualified respondent is at the City's sole discretion.
9. **Conflicts:** Respondents must disclose any instances where the firm or any individuals working on the proposal, or subsequent project, may have a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the Owner, related to an official of the Owner).
10. **Agreement:** This RFQ will be superseded by the Owner/CM Agreement and its related contract document as outlined in this solicitation. The Owner intends to use a Standard AIA contract with modifications as negotiated.



Request for Council Action

City Council Action

Approve the 2026 Wine and Strong Beer License of Randall Murray for the Hibbing Municipal Golf Course LLC

Description of Agenda Item

Approve the 2026 Wine and Strong Beer License of Randall Murray for the Hibbing Municipal Golf Course LLC

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 2026 Wine and Strong Beer License of Randall Murray for the Hibbing Municipal Golf Course LLC

Attachments

None

RESOLUTION NO. _____

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION
CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2025A**

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

Section 1. Authority. Under and pursuant to the authority contained in Minnesota Statutes, Section 475.521 (the “Act”), the Issuer is authorized to issue general obligation bonds to finance the acquisition or betterment of public lands, buildings, or other improvements within the city, as described in a capital improvement plan adopted by the Issuer.

As required by the Act, on February 19, 2025, the Council held a duly noticed public hearing on its *Five-Year Capital Improvement Plan For Issuance of General Obligation CIP Bonds: Hibbing 2025-2029* (the “Plan”) and its intent to issue General Obligation Capital Improvement Plan Bonds, Series 2025A, in an amount not to exceed \$10,000,000 (the “Bonds”), to finance construction of a new Public Safety Facility and substantial renovations to the Public Works Facility as further described in the Plan (the “Project”). All those in attendance at the public hearing on the Plan and the issuance of the Bonds wishing to speak were given an opportunity to do so. The Council adopted the Plan after the public hearing.

Section 2. The Bonds. The Council hereby approves the Plan and finds and determines that it is necessary, expedient, and in the best interests of the Issuer’s residents that the Issuer, as permitted by the Act, issue, sell and deliver the Bonds, in one or more series, for the purpose of financing the costs of the Project, and to pay the costs of issuance of, and capitalized interest on, if any, the Bonds.

Section 3. Sale of the Bonds. The Issuer’s administrative staff is hereby authorized and directed to work with Ehlers & Associates, Inc., municipal advisor to the Issuer, and Fryberger, Buchanan, Smith & Frederick, P.A., bond counsel, to solicit bids and arrange for the sale of the Bonds.

Section 4. Form and Terms of the Bonds. The principal amounts, terms, conditions, form, specifications, and provisions for repayment of the Bonds shall be set forth in a subsequent resolution of the Council.

Adopted: February 19, 2025.

Mayor

ATTEST:

Clerk-Treasurer

February 19, 2025

FIVE – YEAR CAPITAL IMPROVEMENT PLAN FOR ISSUANCE OF GENERAL OBLIGATION CIP BONDS:



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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I. INTRODUCTION

In 2003, the Minnesota State Legislature adopted a statute (Section 475.521, referred to herein as the “CIP Act”) that allows cities to issue municipal bonds under a capital improvement plan without the referendum requirement (except for the so-called “reverse referendum” described below). The CIP Act applies to specific capital improvements for the purposes of city halls, public works, and public safety facilities. The 2005 Legislature added towns to the meaning of a municipality, as well as libraries and town halls to the meaning of a capital improvement under the CIP Act.

Throughout this plan, the term “Capital Improvement” refers only to those improvements identified in the CIP Act, as summarized above. Capital expenditures for other public improvements in the City will be financed through other means identified in the City’s annual budgeting process and are not governed by this plan.

II. PURPOSE

A Capital Improvement as defined in the CIP Act is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, any of which have a useful life of 5 years or more. For the purposes of the CIP Act, Capital Improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than a city or town hall, or land for those facilities. A Capital Improvement Plan (“CIP”), as identified by the CIP Act is a document designed to anticipate Capital Improvement expenditures over at least a five-year period so that they may be acquired, constructed and/or installed in a cost-effective and efficient manner. The CIP must set forth the estimated schedule, timing, and details of specific Capital Improvements by year, together with the estimated cost, need for improvement, and sources of revenue to pay for the improvement.

The City of Hibbing, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management and engages in Capital Improvement planning for city-wide

capital expenditures annually as part of its budget process. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives and impact on operating expenditures. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. To offset financially difficult times, good planning is essential for the wise use of limited financial resources.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its budgeting process. Staff submits specific capital expenditures to be undertaken within the next fiscal year. The City prepares a budget based on the available funding sources and priorities. From this information, a preliminary program is prepared for public discussion from citizens and the City Council. Changes are made based on that input, and a final plan is established. The most recent City capital improvements were adopted as part of the Final 2025 Budget on December 4, 2024.

Over the life of the plan, once the funding becomes available the specific capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

If the plan calls for general obligation bonds to finance certain Capital Improvements (referred to herein as “CIP Bonds”), the City Council must follow an additional set of procedures. The City may adopt a CIP specifically for those Capital Improvements and address various factors identified within the CIP Act. This CIP is designed to supplement the City’s established process. The Council must hold a public hearing regarding issuance of the CIP Bonds to obtain public comment on the matter. Notice of such hearing must be published in the official newspaper of the municipality at least 14, but not more than 28 days prior to the date of the public hearing. In addition, the notice may be posted on the City’s official web site.

The Council must approve the CIP Bonds by at least two-thirds vote of its membership. However, issuance of CIP Bonds is also subject to reverse referendum: if a petition is signed by voters equal to at least five percent of the votes cast in the City in last general election and is filed with the City Clerk within 30 days after the public hearing regarding the CIP Bonds, the CIP Bonds may not be issued unless approved by a majority of voters voting on the question of issuing the obligations. Further, the maximum debt service in any year on all outstanding CIP Bonds is 0.16% of the estimated market value of property in the city, using the market value for the taxes-payable year in which the bonds are issued.

After the CIP has been approved and general obligation bonds have been authorized, the City works with its municipal advisor to prepare for a bond sale. Assuming no petition for a referendum is filed, the bonds are sold, and when proceeds from the sale of the bonds (and any other identified revenue sources) become available, prior qualifying expenditures for specified Capital Improvements can be reimbursed and new expenditures made.

IV. PROJECT SUMMARY

The expenditures to be undertaken with this CIP for the years 2025 to 2029 are limited to those listed in Appendix A. All other foreseeable capital expenditures within the City government will come through other means as identified within updates of the City's 5-year plan and its annual budgeting process.

CIP Factors

The CIP Act requires the City Council to consider eight factors in preparing the CIP and authorizing general obligation bonds:

1. Condition of the City's existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement(s).
3. Estimated cost of the improvement(s).
4. Available public resources.
5. Level of overlapping debt in the City.
6. Relative benefits and costs of alternative uses of funds.

7. Operating costs of the proposed improvement(s).
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The City has considered the eight points as they relate to the projects identified above through the issuance of CIP Bonds. The findings are as follows:

Conditions of City Infrastructure and Need for the Project

The City of Hibbing co-occupies a joint facility with St. Louis County and MNDOT for its Public Works department. St. Louis County is planning for the construction of a new public works facility elsewhere to meet its future space and operational needs. The current facility is in an aged condition with substantial rehabilitation and maintenance needs on the horizon.

In 2024, voters approved the establishment of a new local option sales and use tax to provide funding for a new Public Safety Center. The City of Hibbing plans to buy the County's space and build an addition to the facility due to its preferred location for the new Public Safety Center as well as provide a municipal building consolidated with the City's public works operations.

Demand for the Project

The City has identified constructing a new Public Safety Facility and substantial renovations to the Public Works facility are necessary at this time to continue to serve the needs of the population of Hibbing. The City completed a structural inspection of its Fire Hall in 2016 to assess overall conditions which are currently beyond its useful life. Later, Short Elliot Hendrickson inc. (SEH) was engaged to assist in public safety space needs and site selection, and Brunton Architects & Engineering for design and feasibility for a new facility to meet the identified needs for Police, Fire, and other needs.

The building addition requires demolition of a portion of the existing public works building, space reconfiguration, foundation repairs, roof replacement and other updates to address deferred maintenance.

Estimated Cost of the Project

Including estimated financing costs, the total facility project is estimated to cost \$40,010,000. Demolition, sitework and grading are expected to begin in 2025. Construction is expected to be completed in 2026.

Availability of Public Resources

The City has identified the project is to be funded by a variety of sources including general obligation CIP bond proceeds repaid by a dedicated ad valorem tax levy. Given the estimated project budget, debt is necessary to provide for the costs and preserve necessary financial resources for operations of the City. The debt will be issued in accordance with the City's financial policies and debt management guidelines.

In addition to the approved sales tax that is authorized to fund up to \$19.6 million, the City has obtained \$10 million in state bonding funds for the project and \$150,000 in capital levy reserves. The City expects to use CIP bond proceeds in an amount up to \$10,000,000 to complete the funding necessary for the project. The final CIP bonding amount, not to exceed \$10,000,000, will be subject to City Council approval at the time of bond issuance in 2025 or 2026.

Estimates for debt service on the not to exceed \$10,000,000 public hearing maximum CIP bonding amount are identified in Appendix B.

Level of Overlapping Debt (as of year-end 2024)

Taxing District	2023/2024 Adj. Taxable Net Tax Capacity	% in City	Total G.O. Debt	City's Share
St. Louis County	284,608,403	4.710%	113,510,000	5,346,434
I.S.D. 701 (Hibbing)	16,512,308	81.184%	12,812,500	<u>10,401,691</u>
City's Total Share of Overlapping Debt				15,748,125

Relative Costs and Benefits of Alternative Uses of the Funds

Existing limitations, desirable location, age of infrastructure and the desire for increased operational efficiencies drive the need for major renovation that may not be feasible on the existing facility sites. Re-use of the vacated portion of the existing facility and a joint use for the new public safety center is driving the need for funding. There are no significant alternatives anticipated for the funds designated for this project.

Operating Costs of the Proposed Improvements

The City currently budgets sufficient amounts necessary for occupation of its existing facilities including leasing space from the St. Louis County Sheriff's Department. The City estimates significant investments are necessary in the near-term to address the fire station issues, and renovations are advisable at this time preserve the public works facility. While the City is not able to assign a specific dollar value, moving forward with a consolidated public safety and public works location will provide the space and functionality necessary to sustain operations into the future while reducing duplicative costs and reliance on off-site storage. Existing site conditions would be remedied and significant repairs to the new structure would not be necessary for several decades.

Options for Shared Facilities with Other Cities or Local Government

The proposed facility will combine all public safety uses as well as co-locate with public works, and the onsite transportation access / parking to support each operation. St. Louis County desires to vacate the existing facility in order to accommodate expansion and also centralize its operations on another site.

V. FINANCING

The total amount of requested expenditures under this CIP is up to \$10,000,000. If these expenditures are to be funded, that amount of money is anticipated to be generated through the sale of general obligation bonds within the identified five-year period. The anticipated bond sizing is based upon funding the estimated construction and soft costs identified for the project, plus estimated issuance costs and

contingency. Current estimates of size and repayment of the maximum amount of CIP Bonds under consideration is shown in Appendix B.

In financing the CIP, two significant statutory limitations apply:

1. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of 3.0% of the assessor's estimated market value (EMV) for the city. The City's Preliminary Pay 2025 EMV is \$1,233,376,700. As noted in the table below, the City's debt subject to this requirement, including the proposed CIP Bonds, is within the required threshold:

Statutory Debt Limit	
Assessor's Estimated Market Value	1,233,376,700
Multiply by 3.0%	0.03
Statutory Debt Limit	37,001,301
Less: Existing Debt Subject to the Limit	(2,190,000)
Less: Maximum Proposed CIP Bond Issue	(10,000,000)
Unused Debt Limit	24,811,301

2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any single year payable on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$1,973,403 for the 2024/25 tax year ($\$1,233,376,700 \times .0016$). The highest annual principal and interest payments under consideration to be issued under this CIP are estimated to be approximately \$619,240. As such, debt service on the CIP Bonds will be within the annual limits under the CIP Act.

CIP Bonds Debt Service Limit	
Assessor's Estimated Market Value	1,233,376,700
Multiply by 0.16%	0.0016
CIP Act Debt Service Limit	1,973,403
Less: Existing Debt Service Subject to the Limit	0
Less: Maximum Proposed CIP Bond Issue	(619,240)
Unused CIP Bonds Debt Service Limit	1,354,163

VI. PLAN CONTINUATION

This CIP should be reviewed as needed by the City Council using the process outlined in this document. Through annual amendment, the City Council reviews proposed expenditures, makes priority decisions, and seeks funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this CIP for future CIP Bond issuance.

APPENDIX A

Plan Project Costs:

The Plan includes capital expenditures of approximately \$40,010,000 for a joint public safety and public works facility project which is to be funded with up to \$10,000,000 in General Obligation CIP bond proceeds. A plan identifying the sources of funds, including issuance of bonds, for any additional projects will be considered in the future under separate proceedings.

Project Costs			
Year	Project		Amount
2025	City Facility Project	\$	40,010,000
2026	None Anticipated	\$	-
2027	None Anticipated	\$	-
2028	None Anticipated	\$	-
2029	None Anticipated	\$	-
TOTAL		\$	40,010,000

Proposed CIP Bond Issues:

Proposed CIP Bond Issues		
Year		Maximum Bonding Amount
2025	\$	10,000,000
2026	\$	-
2027	\$	-
2028	\$	-
2029	\$	-
TOTAL	\$	10,000,000

APPENDIX B

CIP Bond Issue: Maximum Bonding Amount

Total Sources And Uses

	Sales Tax	CIP	Total Summary
Sources Of Funds			
Par Amount of Bonds	\$19,860,000.00	\$10,000,000.00	\$29,860,000.00
Capital Levy Funds	-	150,000.00	150,000.00
State Bonding	-	10,000,000.00	10,000,000.00
Total Sources	\$19,860,000.00	\$20,150,000.00	\$40,010,000.00
Uses Of Funds			
Underwriter's Discount Allowance (0.80%)	158,880.00	80,000.00	238,880.00
Estimated Costs of Issuance	99,765.57	50,234.43	150,000.00
Deposit to Capitalized Interest Fund (CIF)	-	325,582.50	325,582.50
Deposit to Project Construction Fund	19,600,000.00	19,694,183.07	39,294,183.07
Bond Rounding Amount	1,354.43	-	1,354.43
Total Uses	\$19,860,000.00	\$20,150,000.00	\$40,010,000.00

Estimated CIP Bonds Debt Service (30-year Structure)

Date	Principal	Coupon	Interest	Total P+I	Capitalized Interest	Net New D/S
02/01/2026	-	-	325,582.50	325,582.50	(325,582.50)	-
02/01/2027	180,000.00	3.150%	434,110.00	614,110.00	-	614,110.00
02/01/2028	190,000.00	3.200%	428,440.00	618,440.00	-	618,440.00
02/01/2029	195,000.00	3.250%	422,360.00	617,360.00	-	617,360.00
02/01/2030	200,000.00	3.300%	416,022.50	616,022.50	-	616,022.50
02/01/2031	205,000.00	3.300%	409,422.50	614,422.50	-	614,422.50
02/01/2032	215,000.00	3.350%	402,657.50	617,657.50	-	617,657.50
02/01/2033	220,000.00	3.400%	395,455.00	615,455.00	-	615,455.00
02/01/2034	230,000.00	3.450%	387,975.00	617,975.00	-	617,975.00
02/01/2035	235,000.00	3.550%	380,040.00	615,040.00	-	615,040.00
02/01/2036	245,000.00	3.600%	371,697.50	616,697.50	-	616,697.50
02/01/2037	255,000.00	3.950%	362,877.50	617,877.50	-	617,877.50
02/01/2038	265,000.00	4.000%	352,805.00	617,805.00	-	617,805.00
02/01/2039	275,000.00	4.050%	342,205.00	617,205.00	-	617,205.00
02/01/2040	285,000.00	4.150%	331,067.50	616,067.50	-	616,067.50
02/01/2041	300,000.00	4.250%	319,240.00	619,240.00	-	619,240.00
02/01/2042	310,000.00	4.400%	306,490.00	616,490.00	-	616,490.00
02/01/2043	325,000.00	4.450%	292,850.00	617,850.00	-	617,850.00
02/01/2044	340,000.00	4.500%	278,387.50	618,387.50	-	618,387.50
02/01/2045	355,000.00	4.550%	263,087.50	618,087.50	-	618,087.50
02/01/2046	370,000.00	4.600%	246,935.00	616,935.00	-	616,935.00
02/01/2047	385,000.00	4.650%	229,915.00	614,915.00	-	614,915.00
02/01/2048	405,000.00	4.700%	212,012.50	617,012.50	-	617,012.50
02/01/2049	425,000.00	4.700%	192,977.50	617,977.50	-	617,977.50
02/01/2050	445,000.00	4.750%	173,002.50	618,002.50	-	618,002.50
02/01/2051	465,000.00	4.750%	151,865.00	616,865.00	-	616,865.00
02/01/2052	485,000.00	4.800%	129,777.50	614,777.50	-	614,777.50
02/01/2053	510,000.00	4.800%	106,497.50	616,497.50	-	616,497.50
02/01/2054	535,000.00	4.850%	82,017.50	617,017.50	-	617,017.50
02/01/2055	560,000.00	4.850%	56,070.00	616,070.00	-	616,070.00
02/01/2056	590,000.00	4.900%	28,910.00	618,910.00	-	618,910.00
Total	\$10,000,000.00	-	\$8,832,752.50	\$18,832,752.50	(325,582.50)	\$18,507,170.00

APPENDIX C

Supporting Studies

1. City of Hibbing Fire Hall Structural Inspection. Barr Engineering, 2016.
2. Space Needs Summary - Hibbing Public Safety Center. Short Elliott Hendrickson, 2023.
3. Hibbing Public Safety Feasibility Study 2024. Brunton Architects & Engineering, 2024.
4. Deferred Maintenance Estimate. Adolfson & Peterson Construction, 2024.
5. Hibbing MN Central Range Public Works Facility Construction Narrative. Brunton Architects & Engineering, 2024.



Request for Council Action

City Council Action

Approve RES-25-02-04 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO AND ACCEPT GRANT FUNDS FROM IRRR REVENUE BONDS ISSUED PER MINNESOTA LAWS 2024, CHAPTER 127, ARTICLE 69, SECTIONS 15-16

Description of Agenda Item

Approve RES-25-02-04 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO AND ACCEPT GRANT FUNDS FROM IRRR REVENUE BONDS ISSUED PER MINNESOTA LAWS 2024, CHAPTER 127, ARTICLE 69, SECTIONS 15-16

Strategic Initiative

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%); and,

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. Thus, the city council is extremely interested in adding additional housing units to the city and is pursuing several projects to do so.

Owner of Agenda Item

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

Introduction/Background/Justification/Key Issues/Legal

The following is a list of some of the projects underway:

1. Highland Hills Small Area Plan: to add 30-50 additional units of housing to the Highland Park neighborhood. We are in Phase 2 of this process and the city council will be reviewing concept plans for the neighborhood at the February 18, 2025 council workshop meeting. Then, we'll work to plat the acreage, design the necessary infrastructure, and continue to the next phase.
2. Housing and Redevelopment Authority of Hibbing: development of Cobb Cook Place in collaboration with the city to replace the aging Greenhaven complex. Phase 1 is 54 units of housing and phase 2 will be 48 units of housing.
3. 400 Block Redevelopment Project: demolition of the current structures on the 400 block of east Howard Street and the building of a new mixed-use development including a minimum of 54 units of housing
4. Jefferson School Redevelopment: a former school site in the center of Hibbing with 10.3 acres of space for potential housing. The city is considering demolishing the former school and plating the land for housing development. At this time, the planning is just getting underway.

Board/Commission/Committee Actions(s):

N/A

Budgetary/Fiscal Impact

To secure the \$1,150,000 allocated in the 2024 legislative session mineral amendment from the upcoming bond sale by the IRRR.

Action Requested

Approve RES-25-02-04 AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO AND ACCEPT GRANT FUNDS FROM IRRR REVENUE BONDS ISSUED PER MINNESOTA LAWS 2024, CHAPTER 127, ARTICLE 69, SECTIONS 15-16

Attachments

1. Res-25-02-XX-IRRR Mineral Amendment Grant

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. 25-02-XX

RESOLUTION AUTHORIZING THE CITY OF HIBBING TO MAKE APPLICATION TO AND ACCEPT GRANT FUNDS FROM IRRR REVENUE BONDS ISSUED PER MINNESOTA LAWS 2024, CHAPTER 127, ARTICLE 69, SECTIONS 15-16

WHEREAS THE authorizing authority approves of the attached application for the Housing Development project: and

WHEREAS THE authorizing authority agrees to accept funding for the underlying project if approved by IRRR.

NOW BE IT RESOLVED that the authorizing authority of the city of Hibbing does adopt this resolution.

NOW BE IT RESOLVED that the CITY of HIBBING may take all necessary action to apply for and receive the grant and the Mayor of Hibbing is designated the authority to execute and deliver documents and forms related to the grant including but not limited to a grant agreement.

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 19th day of February, 2025.

CITY OF HIBBING

Pete Hyduke, Mayor

Candie Seppala, Deputy Admin./Clerk

City of Hibbing
Resolution No. 25-02-XX
February 19, 2025

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, February 19, 2025.

(City seal)

Candie Seppala, Deputy Admin./Clerk



Request for Council Action

City Council Action

Approve RESOLUTION 25-02-05 FINDING PARCELS ARE OCCUPIED BY STRUCTURALLY SUBSTANDARD BUILDINGS

Description of Agenda Item

Approve RESOLUTION 25-02-05 FINDING PARCELS ARE OCCUPIED BY STRUCTURALLY SUBSTANDARD BUILDINGS

Strategic Initiative

In the 2018 City of Hibbing Comprehensive Plan, the community vision statement refers to the revitalization of the downtown area as a reason that visitors are attracted to the community.

“Hibbing is a vibrant city of caring, friendly people who value family and community. It offers safe, small-town, affordable living with access to high quality education, health care, transportation, and recreation. The economy is strong and diverse, and excellent business and employment opportunities are available. Having easy access to the city via trails, highways, and the local airport, people come to Hibbing to experience the city’s beautiful parks, historic buildings, revitalized downtown area, arts and culture attractions, and community events. Hibbing is proud of its heritage and history, and its residents reflect a legacy of working hard and persevering to ensure the community continues to thrive locally and regionally.” (page 27)

Additionally, the comprehensive plan identified Goal #1 for the Built Environment section to “ensure adequate and affordable housing is available for all residents and potential new residents” (page 69) by looking for mixed land use opportunities to increase residential development near the downtown area and prioritize where demolition and rehabilitation, particularly in aging buildings, are available.

Finally, Goal #1 of the Economic Environment Sections to “support existing businesses” (page 84) includes the promotion of mixed-use development in the downtown area to ensure a healthy balance of residential, commercial, leisure, and social assets exist.

In 2023, the City of Hibbing undertook a Strategic Planning process. As part of that work, six High Priority Goals were determined to be worthy of focus for the next two years. High Priority Goal #2 is to “Implement a plan and program to revitalize Howard Street”.

Owner of Agenda Item

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

Introduction/Background/Justification/Key Issues/Legal

Current Implementation Initiatives

1. Downtown Commercial Redevelopment Program: In the summer of 2023, the Hibbing Economic Development Authority developed this program focused on investing in the buildings on Howard Street to spur this revitalization. The programming was developed due to a building survey that determined that of the 152 structures in the Howard Street and First Avenue corridors, 72 (47%) were substandard or dilapidated. The HEDA Board determined that investment at this juncture in buildings worthy of rehab would halt further deterioration of the downtown district.

2. Redevelopment Fund: In August of 2023, the city council created a redevelopment fund for the 400 block of Howard Street and referred the project to the HEDA Board for facilitation. Since that time, the HEDA Board has worked with several technical experts to facilitate the project, completed a title review and survey, environmental and geotechnical investigation, conducted a building study to determine the buildings are too dilapidated to be rehabbed, obtained demolition estimates, and assessed the potential to use tax increment financing and other sources to cover a portion of the expenses incurred by this project.

Summary:

The purchase of these four parcels to secure site control for redevelopment purposes is supported by the 2018 comprehensive plan and the 2023 strategic plan. Now, it's time to take the next steps by approving this resolution, tonight.

Board/Commission/Committee Actions(s):

Refer to the Hibbing Economic Development Authority for continued facilitation of the 400 Block Redevelopment project.

Budgetary/Fiscal Impact

Funds have been secured from Mn DEED and the Dept. of IRRR to facilitate the demolition of these buildings.

Action Requested

Approve RESOLUTION 25-02-05 FINDING PARCELS ARE OCCUPIED BY STRUCTURALLY SUBSTANDARD BUILDINGS

Attachments

1. RES-25-02-XX TIF RESOLUTION DESIGNATED SUBSTANDARD BEFORE DEMOLITION

At the regular City Council meeting held February 19, 2025, at 5:00 P.M., in the Hibbing City Council Chambers, Councilor _____ introduced the following Resolution and moved its adoption:

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

RESOLUTION NO. 25-02-XX

**RESOLUTION FINDING PARCELS ARE OCCUPIED BY
STRUCTURALLY SUBSTANDARD BUILDINGS**

WHEREAS, it has been proposed that the City of Hibbing, Minnesota, (the “City”) or the Hibbing Economic Development Authority (the “EDA”), create one or more tax increment financing districts within the City to be designated as redevelopment districts or renewal and renovation districts as defined in Minnesota Statutes, Section 469.174, Subd. 10 and Subd. 10a (the “TIF District”); and

WHEREAS, in order to create this type of TIF District, the City and the EDA must make a determination that before the demolition or removal of any substandard building, certain conditions existed; and

WHEREAS, under Minnesota Statutes, Section 469.174, subd. 10(d), the City and the EDA are authorized to deem parcels as occupied by structurally substandard buildings despite prior demolition or removal of the buildings, subject to certain terms and conditions as described in this resolution; and

WHEREAS, in order to deem a parcel as being occupied by a structurally substandard building, the City or the EDA must first pass a resolution before the demolition or removal that the parcel was occupied by one or more structurally substandard buildings and that after demolition and clearance the City or the EDA intended to include the parcel within the proposed tax increment financing district; and

WHEREAS, there exists in the City on each of the parcels described in Exhibit A attached hereto (collectively, the “Parcels”) structurally substandard buildings to be demolished or removed (the “Substandard Building Condition”); and

WHEREAS, a parcel is deemed to be occupied by a structurally substandard building if the Substandard Building Condition is met within three years of the filing of the request for certification of the parcel as part of the tax increment financing district with the county auditor, and if certain other conditions are met; and

WHEREAS, the EDA intends to cause demolition of buildings located on the Parcels, and the City or the EDA may in the future include the Parcels in a redevelopment or renewal and renovation tax increment financing district; and

NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) for the City of Hibbing, Minnesota that:

1. The Council has received from LHB, Inc., the Report of Inspection Procedures and Results for Qualifications of Tax Increment Financing District Howard Street Redevelopment District, dated January 10, 2025 (the “Inspection Report”), finding that, based on an inspection of the buildings

located on the Parcels, such buildings were determined to be substandard under the definition set forth in the Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the “TIF Act”). Based on the Inspection Report and other information available to the Council, the Council finds that the buildings on the Parcels are structurally substandard to a degree requiring substantial renovation or clearance and at least 15% of the area of each of the Parcels identified on Exhibit A attached hereto are occupied within the meaning of Minnesota Statutes, Section 469.174, Subd. 10.

2. After the date of approval of this resolution, the buildings on the Parcels may be demolished or removed by the City or the EDA, or such demolition or removal may be financed by the City and the EDA, or may be undertaken by a developer under a development agreement with the City or the EDA.

3. The City and the EDA intend to include the Parcels in a TIF District, and to file the request for certification of such district with the St. Louis County auditor within 3 years after the date of demolition of the buildings on the Parcels.

4. Upon filing the request for certification of a new tax increment financing district, the City or the EDA will notify the St. Louis County auditor that the original tax capacity of the Parcel must be adjusted to reflect the greater of (a) the current net tax capacity of the parcel, or (b) the estimated market value of the Parcel for the year in which the building was demolished or removed, but applying class rates for the current year, all in accordance with Minnesota Statutes, Section 469.174, subd. 10(d).

5. City and EDA staff and consultants are authorized to take any actions necessary to carry out the intent of this resolution.

6. The City authorizes expenditure of available tax increments and other available funds to pay the costs of such demolition or removal, in such amounts as determined necessary for such purpose by the City’s Finance Director.

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 19th day of February, 2025.

CITY OF HIBBING

ATTEST:

Pete Hyduke, Mayor

Candie Seppala, Deputy Admin./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, February 19, 2025.

(City seal)

Candie Seppala
Senior Executive Assistant

EXHIBIT A

PARCELS

402 Howard Street East (PID - 140-0070-01450)
410 Howard Street East (PID - 140-0070-01500)
412 Howard Street East (PID - 140-0070-01510)
416 Howard Street East (PID - 140-0070-01520)



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

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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

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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

Approve the quote from AVI Systems in the amount of \$13,038.89 for Cablecast Server, Council Chamber Equipment for 2/1/205-1/31/2026, Cablecast Software Assurance for all versions of software upgrades and support, renews subscription for Reflect, Apple TV App

Description of Agenda Item

Approve the quote from AVI Systems in the amount of \$13,038.89 for Cablecast Server, Council Chamber Equipment for 2/1/205-1/31/2026, Cablecast Software Assurance for all versions of software upgrades and support, renews subscription for Reflect, Apple TV App

Strategic Initiative

Owner of Agenda Item

Candie Seppala, City Clerk - Deputy Administrator, 218-312-1560,
candieseppala@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

This is an annual fee for support of all of the apps, software, and equipment

Board/Commission/Committee Actions(s):

None

Budgetary/Fiscal Impact

\$13,038.89

Action Requested

Approve the quote from AVI Systems in the amount of \$13,038.89 for Cablecast Server, Council Chamber Equipment for 2/1/205-1/31/2026, Cablecast Software Assurance for all versions of software upgrades and support, renews subscription for Reflect, Apple TV App

Attachments

1. AVI RSA 1322333 - Hibbing Public Access Television - 2025 Support Renewal

Retail Sales Agreement



Reference Number: 1322333
Date: January 30, 2025

Hibbing Public Access Television - 2025 Support Renewal

Prepared By: Erik Speer
Phone: (952)905-7961
Email: Erik.Speer@avisystems.com

AVI Systems Inc.
9675 W 76th St, Eden Prairie, MN 55344
Phone: (952)949-3700
Fax: (952)949-6000

COMPANY

City of Hibbing
401 E. 21st Street
Hibbing, MN 55746

Contact: Candie Seppala
Phone: (218)969-9699
Email: CandieSeppala@hibbingmn.gov
Account Number: HPA002

PROJECT SITE

HPAT
211 East Howard Street
Hibbing, MN 55746

Contact:
Phone:
Email:
Account Number: HPA002

INVOICE TO

City of Hibbing
401 E. 21st Street
Hibbing, MN 55746

Contact:
Phone: (218)969-9699
Email: CandieSeppala@hibbingmn.gov
Account Number: HPA002

COMMENTS

Service Contract covers project: Cablecast Server to HD orders 833736, 789393 for dates 2/1/2025--1/31/2026. This contract also covers Council Chamber project for dates 2/1/2025-1/31/2026. Project 1032640. Also extends Cablecast software assurance for another year which allows for all versions of software upgrades and support. Also renews subscription for Reflect, Apple TV branded app, RTMP meeting host. Also includes ProTek Prime for TC410 Plus installed at City Hall in 2022.

PRODUCTS AND SERVICES SUMMARY

Equipment	\$7,038.89
Integration	\$0.00
PRO Support	\$6,000.00
Shipping & Handling	\$0.00
Tax	\$0.00
Grand Total	\$13,038.89

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.

INVOICING AND PAYMENT TERMS

Customer and AVI have agreed on the payment method of CHECK. Payment must be remitted by stated method. To the extent Customer seeks to use of any payment methods other than stated, and that payment method results in an increased transaction cost to AVI, the new payment must be approved in writing, and the Customer shall be responsible for paying the increased transaction cost to AVI associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

AVI uses progress billing, and invoices for equipment and services allocated to the contract on a monthly basis. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, shipping, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:

AVI Systems
PO Box 842607
Kansas City, MO 64184-2607

If Payment Method is ACH: Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions AVI Systems provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

TAXES AND DELIVERY

Unless stated otherwise in the Products and Services Summary above, AVI will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH AVI

Customer hereby accepts the above quote for goods and/or services from AVI. When duly executed and returned to AVI, AVI's Credit Department will check Customer's credit and approve the terms. After approval by AVI's Credit Department and signature by AVI, this Retail Sales Agreement will, together with the AVI General Terms & Conditions (which can be found at <http://www.avisystems.com/TermsOfSale>) form a binding agreement between Customer and AVI. (This Retail Sales Agreement and the AVI General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement). If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should AVI's Credit Department determine at any point prior to AVI commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, AVI reserves the right to terminate the Agreement without cause and without penalty to AVI.

AGREED AND ACCEPTED BY

	AVI Systems, Inc.
Company	Company
Signature	Signature
Printed Name	Printed Name
Date	Date

CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of AVI. Sharing a copy of this quote, or any portion of the Agreement with any competitor of AVI is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

PRODUCTS AND SERVICES DETAIL

PRODUCTS:

Model #	Mfg	Description	Qty	Price	Extended
M-PREM-SUPP-REN	HAIVISION	Haivision Premium Support Program - Renewal	1	\$935.00	\$935.00
CBL-REFLECT-BND	TIGHTROP	Cablecast Reflect Live and Video on Demand	1	\$2,341.46	\$2,341.46
	E	Services			
CBL-RTMP-100	TIGHTROP	CBL-RTMP-100GB/Month	1	\$1,097.56	\$1,097.56
	E				

CBL-CABLECAST-REN	TIGHTROP	Branded Cablecast App Renewal	2	\$243.90	\$487.80
CBL-SAS-CH-1YR	E				
	TIGHTROP	Cablecast Software Assurance for 1yr per channel	4	\$365.00	\$1,460.00
	E	(I/O)			
PTP-000000003	NEWTEK	ProTek Prime for TriCaster TC410 Plus	1	\$422.56	\$422.56
PTP-000000020	NEWTEK	ProTek Prime for TC1 Small Panel Control Surface	1	\$294.51	\$294.51
Sub-Total:					\$7,038.89

Total: **\$7,038.89**

PRO SUPPORT:

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
AVISSA1YR	AVI SYSTEMS	1 Year System Support Agreement	1	\$6,000.00	\$6,000.00

Refer to Page 1 for the Grand Total that includes Taxes, and Shipping & Handling.



Request for Council Action

City Council Action

Approve the purchase of new chlorine and sulfur dioxide equipment from Hawkins in the amount of \$23,700 plus the cost of tubing

Description of Agenda Item

Approve the purchase of new chlorine and sulfur dioxide equipment from Hawkins in the amount of \$23,700 plus the cost of tubing

Strategic Initiative

Owner of Agenda Item

Dave Hurd, Superintendent of Wastewater Treatment Plant , 218.362.5999,
davidhurd@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

The equipment we currently have are past their useful life expectancy and need to be replaced. this is a single-source vendor. We can reuse the equipment we purchased last year and some of the old equipment as back-up.

Board/Commission/Committee Actions(s):

None

Budgetary/Fiscal Impact

\$23,700 plus \$0.85 per foot of tubing which will be approximately 250 feet. This is a budgeted item.

Action Requested

Approve the purchase of new chlorine and sulfur dioxide equipment from Hawkins in the amount of \$23,700 plus the cost of tubing

Attachments

1. Hawkins quote

December 31, 2024



City of Hibbing

Waste Water Treatment Plant

11669 Town Line Rd

Hibbing, MN 55746

Attn: Dave Hurd

This quote is to update and replace the current Chlorine and Sulfur Dioxide feed equipment.

Hydro Omni Valve WPOV-110-C-3-M6-2-0-G (Chlorine)

-\$7,000

Hydro Omni Valve WPOV-110-S-3-M6-2-0-G (Sulfur Dioxide)

-\$7,000

Ejector (PN 34673)

-\$600 Ea (x2 Needed)

Sulfur Dioxide Equipment

100 PPD Vac Regulator W/O Rate Valve(PN 34602)

-\$1,250 Ea (x2 Needed)

Switchover

-\$650

Tubing \$0.85 Per Ft

Optional Scales

Force Flow Hydraulic Scale 4D150-2QD **No 4:20ma** (PN 405936)

\$2,675 Ea (x2 Needed)

Force Flow GR150-2 Electric Solo G-2 Scale 4:20ma (PN 34296)

\$3,595 Ea (x2 Needed)

WATER TREATMENT GROUP

Hawkins, Inc.

2026 Winter Street

Superior, WI 54880

Phone: (715) 392-5121

Fax: (715) 392-5122

This quote includes installation assistance and delivery fees. No signal wire is provided nor the running of wire. During installation if the connection of 4:20ma is needed the city would be required to have an electrician and/or scada engineer available to assist with completion of install.

Thank you for the opportunity of doing business with you. Please feel free to contact us with any questions.

Erick Martin

(218)626-7238

Hawkins Water Treatment



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. Electric Pump Mudwell pump



SUNSCREEN FILM FESTIVAL NORTH

YEAR 2: SAVE THE DATE

OCTOBER 30- NOVEMBER 2, 2025

SCHEDULE OF EVENTS:

Informational Gathering:

Featuring Director Robert Enriquez of Red Baron Films and Co- Director & festival Coordinator, Carla Magnuson

What is a Film Festival? That will be covered and a fun way to get the details and how it impacts positivity through mentoring, educating and growing the arts in on our communities. There will be sponsorship opportunities and Volunteer Options, including committee in selecting this years submissions and winners!

February 27, 2025 10 am – 2pm

Valentini's Supper Club

(31 W. Lake Street Chisholm, MN 55719)

(Bakery Items donated by Black Bear Bakery & Café)

RSVP for this is INVITE ONLY Event: No later than Monday 17th

Rsvp will also include Valentini's Delicious Buffet

Text Carla 218-591-1110 or email cminthemoment@gmail.com

We look forward to sharing this exciting and fun event.

FUN FACTS: Sunscreen Film Festival- St. Pete is celebrating **20 Years** as this amazing Nonprofit Mentor and growing the Indie Film Industry **2024** We were successful at hosting our Inaugural Festival here in Chisholm with only about 6 weeks. Image now, we have more time to do even more in making these dreams a reality through digital arts, hospitality through Film. More Community events **COMING SOON!**



Request for Council Action

City Council Action

Award the quote from Iron Range Plumbing and Heating for the installation of a flow meter in the filter building in the amount of \$1,765.00

Description of Agenda Item

Award the quote from Iron Range Plumbing and Heating for the installation of a flow meter in the filter building in the amount of \$1,765.00

Strategic Initiative

Owner of Agenda Item

Dave Hurd, Superintendent of Wastewater Treatment Plant , 218.362.5999,
davidhurd@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Flow Meter stopped working and needs to be replaced. It controls how much backwash water is returned at one time.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

\$1,765.00

Action Requested

Award the quote from Iron Range Plumbing and Heating for the installation of a flow meter in the filter building in the amount of \$1,765.00

Attachments

1. Iron Range Plumbing and Heating flow meter



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments:

Main Agenda ☒

Consent Agenda ☐

Description of Agenda Item:

Install of a flow meter in the filter building

Strategic Initiative:

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

City of Hibbing/WWTP/davidhurd@hibbinggov.mn

Introduction/Background/Justification/Key Issues/Legal

Flow meter stopped working and needs to be replaced. It controls how much backwash water is returned at one time

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact:

\$1,765

Action Requested:

I would recommend going with Iron Range Plumbing and Heating in the amount of \$1,765

QUOTE #6764

CUSTOMER	BILL TO
City of Hibbing - Wastewater Treatment Plant 11669 Townline Road Hibbing, MN 55746 David Hurd (218) 362-5999	City of Hibbing 401 East 21st Street AP Coordinator, Room 201 Hibbing, MN 55746

DATE CREATED	TYPE	PO #
Jan 31, 2025	Commercial	

SERVICE NOTES
Flow Meter Installation Estimate to: -Install customer supplied flow meter. -Includes necessary bolts and gaskets. -This estimate is with assumption the existing meter is the same length as the new one. *This estimate includes a hole watch with a remote air monitor. If a hole watcher personnel member is provided, please deduct \$140.00 from this estimate.

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	Estimate	\$1,765.00	\$1,765.00
		SUBTOTAL	\$1,765.00
		(0.0%) TAX	\$0.00
		TOTAL	\$1,765.00

Please confirm acceptance of quote by signing and dating below.

CUSTOMER SIGNATURE _____

DATE _____

**Bob Hecimovich Mechanical
Contracting, Inc.**

11236 Spudville Road
Hibbing, MN 55746-8253
office@hecimovich.com

Hibbing: 218.262.2969
Fax: 218.263.6546

February 4, 2025

TO: David Hurd
davidhurd@hibbingmn.gov
RE: Hibbing Maintenance Garage Oil Piping Price Quote

David,

Our price to install the owner supplied flow meter inside vault is \$3,000. This price includes all labor, rigging, tooling and hardware. We do not include any electrical but can assist the electrician.

Should you have any questions please call.

Thank you,

Tony Hecimovich