



HIBBING CITY COUNCIL
Regular Meeting
Wednesday, April 16, 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.
 - ADD: CONSENT AGENDA #17, #18, & #19
 - ADD: DEPARTMENT & COMMITTEE REPORTS #3c
 - DELETES: DEPARTMENT & COMMITTEE REPORTS #3a

IV. APPROVAL OF THE AGENDA:

V. APPROVAL OF MINUTES:

1. Approve the Minutes of the Hibbing City Council Meeting of April 2, 2025
2. Approve the Minutes of the Hibbing City Council Workshop of April 2, 2025

VI. PUBLIC HEARING:

1. NOTICE OF PUBLIC HEARING: TO VACATE THAT PORTION OF 32ND STREET WEST FROM 7TH AVENUE WEST TO 8TH AVENUE WEST, RESPECTIVELY ALL IN FILLMAN SUBDIVISION
2. Offer RESOLUTION 25-04-17 VACATING THAT PORTION OF 32ND STREET WEST FROM 7TH AVENUE WEST TO 8TH AVENUE WEST, RESPECTIVELY ALL IN FILLMAN SUBDIVISION

VII. CONSENT AGENDA:

1. Approve the Accounts Payable checks #179743-179847 and drafts dated April 10, 2025, in the amount of \$963,114.09
2. Approve City Payroll ending April 11, 2025, in the amount of \$621,443.63

3. Approve the cash and investment report for the quarter ended 3/31/2025
4. Approve the Sewer Rate Study
5. Approve the Facility Use Agreement between the City of Hibbing and the Kicks4Fun Soccer Club for the 2025 soccer season.
6. Declare a Garage Pressure Washer as surplus
7. Declare Cat 936 wheel loader as surplus
8. Approve the updated Accounting Clerk job description.
9. Authorize the creation and posting of one full-time Accounting Clerk.
10. Authorize the hire of the Summer Students for City Services, Cemetery, and Public Works
11. Approve the advancement of Jack Maddy to Sergeant II with the Hibbing Police Department effective April 17, 2025.
12. Approve out of state travel to Chehalis, Wash., for Brian Warner of the Fire Department from April 28-May 1 for final inspection and sign off on a new ambulance
13. Approve the Peddler or Transient Merchant License Request of Caylee Doyle doing business as Twisted Sisters Pretzel Co./Hill-Doyle Enterprises
License #001390
14. Approve the Raffle Permit Application Request of Hibbing Public Access Television to conduct Bingo on May 1, 8, 15 & 22 at the Hibbing Elk Club
Raffle Permit # 25-04-06
15. Approve the Special Events Permit Request of the Hibbing Kiwanis Club to host its annual Pancake Feed on April 23, 2025, in the Memorial Building dining room
16. Approve the Special Events Permit Request of Hibbing Police Department to host Kids, Cops and Cars on May 13, 2025, at the Memorial Building
17. Approve the Raffle Permit of PEO Chapter DE to have a raffle on Tuesday, May 6, 2025 at St. James Episcopal Church
Raffle Permit #25-04-07
18. Authorize the Mayor to sign the City of Hibbing's letter of support for the Hibbing Historical Society's request of up to \$7,500 towards digitizing the Hibbing Daily Newspaper
19. Approve the 2025 Transient Merchant License of Trent Janezich of the Ice Cream Truck to sell Ice Cream Products in Hibbing
License #001391
20. Set a Special Hibbing City Council Meeting for Wednesday, April 23, 2025 at 5:00

p.m. in the Hibbing City Hall Council Chamber for the purpose of approving Accounts Payable, Public Safety Bid Packages, and Licenses & Permits

21. Set the next Hibbing City Council Meeting for Wednesday, May 7, 2025 at 5:00 p.m. in the Hibbing City Hall Council Chamber
22. Set the next Hibbing City Council Workshop Meeting for Wednesday, May 7, 2025 in the Hibbing City Hall Council Chamber following the Regular Meeting at 5:00 p.m.

VIII. PUBLIC FORUM:

IX. DEPARTMENT AND COMMITTEE REPORTS:

1. Community Development Director Betsy Olivanti

- a. Offer RESOLUTION NO. 25-04-18 REQUESTING FREE CONVEYANCE OF TAX-FORFEITED PARCES FOR PUBLIC RIGHT-OF-WAY

2. Building Official Pat Green

- a. Approve a Subdivision Plat Exemption request of Hugh Hardy in the I-2, General Industry District

3. City Attorney Andy Borland

- a. ~~OFFER ORDINANCE NO. 449, SECOND SERIES AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 6 ENTITLED "OTHER BUSINESS REGULATION AND LICENSING", BY AMENDING SECTION 6.28 ENTITLED 'TAXICABS'; AND, BY ADOPTING BY REFERENCE, HIBBING CITY CODE CHAPTER 1 AND SECTION 6.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS~~
- b. OFFER ORDINANCE NO. 451, 2ND SERIES AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 6 ENTITLED "OTHER BUSINESS REGULATION AND LICENSING" BY ADDING A SECTION 6.45 ENTITLED "TRANSPORTATION NETWORK COMPANY" AND ADOPTING BY REFERENCE HIBBING CITY CODE CHAPTER 1 AND SECTION 6.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.
- c. OFFER ORDINANCE NO. 450, 2ND SERIES AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 11 ENTITLED 'DEFINITIONS'; AND BY ADOPTING BY REFERENCE, HIBBING CITY CODE CHAPTER 1 AND SECTION 11.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

4. City Administrator Greg Pruszinske

- a. City Administrator's Report

X. BIDS AND QUOTES:

1. City Engineering Jesse Story

- a. Award the 2025 City Striping Project to Sir-Lines-A-Lot in the amount of \$28,261.55
- b. Approve the proposal from Braun Intertec for materials testing on our 2025 State Aid Project in the amount of \$35,952.50
- c. Approve the quote for 36 new culverts to be used to replace damaged culverts and for new driveways and roads to L&L Rentals, Inc., in the amount of \$38,031.06
- d. Approve the quote for 200 300-gallon refuse containers to Snyder Refuse in the amount of \$83,950

2. Fleet Manager Joe McKenney

- a. Felling FT-24 Equipment Trailer

XI. BOARDS AND COMMISSIONS:

1. Heritage Preservation Commission

- One three-year term ending 12/31/28 for a Hibbing resident
- One two-year term ending 12/31/27 for a Hibbing resident
- One one-year term ending 12/31/26 for a Hibbing resident

Applicants:

- Brandy Maki
- Vince Nelson
- Patricia Sterle

2. Human Rights Commission

- One three-year term ending 12/31/28 for a Hibbing resident
- One two-year term ending 12/31/27 for a Hibbing resident
- One one-year term ending 12/31/26 for a Hibbing resident

Applicants:

- Dana Grozdanich
- Candace Jensen
- Tenelle Kampsula
- Jeff McNickle
- Stacie Steinberg

3. Fire Fighter Civil Service Commission

- One three-year term ending 12/31/28 for a Hibbing resident.
- One three-year term ending 12/31/27 for a Hibbing resident.

Applicants:

- K. Michael Fredeen
- John Marinac

XII. ADJOURNMENT:

NOTICE OF PUBLIC HEARING

TO VACATE THAT PORTION OF 32ND STREET WEST FROM
7TH AVENUE WEST TO 8TH AVENUE WEST,
RESPECTIVELY ALL IN FILLMAN SUBDIVISION

YOU ARE HEREBY NOTIFIED, that on Wednesday, _____,
2025, at 5:00 o'clock P.M. at the Council Chambers in City Hall,
401 East 21st Street, City of Hibbing, State of Minnesota, there
will be a public hearing to consider the following Resolution:

After due and proper published and posted notice of hearing
and due and proper written notice of hearing mailed to each
property owner affected, a public hearing was duly held in
the Council Chambers, City Hall, 401 East 21st Street, City
of Hibbing, State of Minnesota, at 5:00 o'clock P.M. on
Wednesday, _____, 2025, at which time it was
determined that it is in the best interest of the public to
vacate that portion of 32nd Street West from 7th Avenue West
to 8th Avenue West, respectively all in Fillman Subdivision,
situated in the City of Hibbing, County of St. Louis, State
of Minnesota. Therefore, that portion of 32nd Street West
from 7th Avenue West to 8th Avenue West, respectively all in
Fillman Subdivision, in the City of Hibbing, County of St.
Louis, State of Minnesota, is hereby vacated.

NOTICE dated this _____ day of _____, 2025.

CITY OF HIBBING

Candie Seppala, City Clerk

03/28/2025

Councilmember or City Staff,

The proposed vacation of 32nd Street West between 7th Avenue West and 8th Avenue West in Hibbing, MN on April 16th, 2025 would allegedly leave the alley adjacent to the south of the street to have no access.

160.09 CHANGE OR VACATION OF LOCAL ROAD.

Subd. 2. Old roads remain open. When the new road does not provide access to property whose only means of access was the old road, then and in that event, the portion of the old road providing the access shall remain open for travel and shall be maintained by the county or town road authority until other means of access are provided after which it may be vacated as provided by law.

The road that is changing is 32nd Street West. Per statute a portion of the old road would remain open until other access is provided.

The question for City Council and Staff is what portion of the proposed vacated street would be maintained to provide access to the alley south of the street after the street vacation if you deem the alley to currently be a dead-end?

Here is a link to a video of me entering the alley via 32nd Street West to my property:

https://www.youtube.com/watch?v=0MB_XnXeh_I

Here is a link to a video of me exiting my property to the alley to 32nd Street West:

<https://www.youtube.com/watch?v=-L-9WAIPGIc>

Here is a link to the 2008 council meeting video where the alley is described as it would be a dead-end street after vacation: <https://www.youtube.com/watch?v=NBZCoByx8F8> (first 5 minutes)

The meeting minutes for the 33rd Street vacation on 4/16/2008 are available at City Hall, or I can provide them upon request.

“Mike Theisen of 3206 7th Avenue West expressed his approval of the project and his concern with leaving the alley extension across the area. And feels that that may cause problems in the future.”

Note the minutes describe leaving an alley-extension, not not leaving an alley-extension. Per the last sentence of state statute 412.851 that is valid even if not filed at the county. MN Statute 160.29 Subd. 2 describes the effects on easements in the vacation proceedings. The meeting video is not legally meaningful as the minutes are the official legal record of the meeting proceedings. The legal property surveys done in 2022 of two properties by two landowners show they do not own the alley-extension areas of vacated 33rd St. West. The surveys were done per the property description on file at the county. Surveys available by request.

Again, the question for City Council and Staff is what portion of the proposed vacated street would be maintained to provide access to the alley south of the street after the street vacation if you deem the alley to currently be a dead-end?

Regards,

Dennis Richards

PID# 140-0092-00240 and 140-0092-00870
Hibbing, MN

Email contact: drichardsmn@yahoo.com

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

RESOLUTION No. 25-03-17

RESOLUTION VACATING THAT PORTION OF 32ND STREET
WEST FROM 7TH AVENUE WEST TO 8TH AVENUE WEST,
RESPECTIVELY ALL IN FILLMAN SUBDIVISION

WHEREAS, after due and proper published and posted Notice of Hearing and due and proper written Notice of Hearing mailed to each property owner affected, a public hearing was duly held at the Council Chambers, City Hall, 401 East 21st Street, City of Hibbing, State of Minnesota, at 5:00 o'clock P.M. on Wednesday, _____, 2025, at which time it was determined that it is in the best interest of the public to vacate that portion of 32nd Street West from 7th Avenue West to 8th Avenue West, respectively all in Fillman Subdivision, situated in the City of Hibbing, County of St. Louis, State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED that that portion of 32nd Street West from 7th Avenue West to 8th Avenue West, respectively all in Fillman Subdivision, situated in the City of Hibbing, County of St. Louis, State of Minnesota, is hereby vacated.

The motion to adopt the foregoing Resolution was duly supported by Councilor _____, and upon being put to a vote, carried as follows:

FOR ADOPTION:

AGAINST ADOPTION:

ABSTAINING:

ABSENT:

City of Hibbing
Resolution No. 25-02-_____
_____, 2025

Adopted and passed this _____ day of _____, 2025.

CITY OF HIBBING

Mayor Pete Hyduke

ATTEST:

Candie Seppala, 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 Wednesday, _____, 2025.

(City seal)

Candie Seppala
Senior Executive Assistant

City of Hibbing
Resolution No. 25-02-_____
_____, 2025

03/28/2025

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Hibbing, MN

Email contact: drichardsmn@yahoo.com

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	'OPTUM'; I-OPTUM 3/26/25	' ; 'REFUND'	R	4/10/2025		531.68CR	179743	531.68
1	'OPTUM'; I-OPTUM 3/26/25/2	' ; 'REFUND'	R	4/10/2025		1,163.34CR	179744	1,163.34
000658	AIRGAS USA, LLC I-9500895343	ARGON/OXYGEN	R	4/10/2025		3,939.43CR	179745	3,939.43
003359	ALLSTATE PETERBILT-SUPERIOR/DULUTH I-3204173638	LIGHT LED CLR/MRKR LP	R	4/10/2025		85.02CR	179746	85.02
005235	AMAZON CAPITAL SERVICES, INC. C-1HML-GCGQ-PJ6Q	ETHERNET NETWORK CABLES /12 FLAP DISC/TINT CAR FILM/LOCK/T	R	4/10/2025		56.13	179747	179747
	I-1EXX-97GP-V76R	BOOK TAPE/BEADS/MARKERS/BOARD	R	4/10/2025		387.49CR	179747	179747
	I-1MF3-QYK1-VMMJ	FF EXAM PREP/OFFICER EXAM/CLNR	R	4/10/2025		1,072.03CR	179747	179747
	I-1PLH-4VKV-KNPL	ON BOARD BATTERY MAINTAINER	R	4/10/2025		627.62CR	179747	179747
	I-1T33-F6GK-MH74	RUBBER BANDS/CANDY BARS/EGGS	R	4/10/2025		39.38CR	179747	179747
	I-1VXK-94R4-46KF	POWER CORD/ROKU STREAMING DEV	R	4/10/2025		1,538.73CR	179747	179747
	I-1XKY-JLC7-YWL1		R	4/10/2025		85.46CR	179747	3,694.58
005533	AMERICAN EAGLE SECURITY SYSTEMS, INC. I-25829	PROXIMITY FOBS	R	4/10/2025		187.50CR	179748	187.50
000641	ARROWHEAD EMS ASSOCIATION I-UOR25-032025-0390	CONFERENCE/K MCCORMICK	R	4/10/2025		120.00CR	179749	120.00
005605	ASCENDANCE TRUCKS CENTRAL, LLC I-XAI78002711:01	FENDER/BRACKET KIT	R	4/10/2025		1,520.02CR	179750	1,626.86
	I-XAI78003120:01	KIT AD-IS/AD-IP PURGE VALVE	R	4/10/2025		106.84CR	179750	
003467	AT&T MOBILITY I-287290853786 MAR25	ACT 287290853786 MAR 25	R	4/10/2025		4,144.39CR	179751	5,592.16
	I-287311447666 MAR25	ACT 287311447666 MAR 25	R	4/10/2025		1,447.77CR	179751	
001744	BARR ENGINEERING 2 I-23692840.00-12	AMGS NEW BLDG ELECTRICAL	R	4/10/2025		1,085.50CR	179752	2,572.00
	I-23692863.00-10	AMGS CONSTR SUPPT SVCS	R	4/10/2025		1,486.50CR	179752	
003868	BCA - CRIMINAL JUSTICE TRAINING & EDUCATION I-40377	BCA DEATH/MSGNG PERS/A JOHNSON	R	4/10/2025		300.00CR	179753	300.00

41101.35
Grand Waikiki
Check # 2 179743 -- 179847 & Drafts
786,826.79
176,287.30
total
\$963,114.09

4/10/2025 2:44 PM A / P CHECK REGISTER
 PACKET: 03868 Regular Payments 04/10/25
 VENDOR SET: 01 ***** CHECK LISTING *****
 BANK : APBNK US BANK

PAGE: 2

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005575	BGM, LLC (MIKE'S PUB) I-04/02/25	HEDA LOAN DRAW #9	R	4/10/2025		3,652.20CR	179754	3,652.20
002754	BLUE CROSS BLUE SHIELD OF MN AND BLUE PLUS I-MAY 25 40001 I-MAY 25 41000 I-MAY 25 80000	ACT 2007540001 MAY 25 ACT 1001651141000 MAY 25 ACT 1006210280000 MAY 25	R R R	4/10/2025 4/10/2025 4/10/2025		5,244.20CR 21,942.00CR 209.00CR	179755 179755 179755	27,395.20
002495	BOUND TREE MEDICAL I-85696918 I-85703621	ADULT DEFIB PADS HALO VENT/GLOVES/COLD PACK	R R	4/10/2025 4/10/2025		359.96CR 1,001.08CR	179756 179756	1,361.04
001375	C-H MUFFLER SERVICE I-132394	STAINLESS STEEL FLEX PIPES/H9	R	4/10/2025		277.90CR	179757	277.90
000046	CARQUEST AUTO PARTS I-5077-208556 I-5077-208573 I-5077-208581 I-5077-208600 I-5077-208638 I-5077-208671 I-5077-208672	HI COUNT LED FLASHER OIL SEAL/HUB CAP GASKET/DRUM ANTI SEIZE SPRAY 1/2 FUEL LINE/ANTIFREEZE/COOLA BRK PADS FRONTLINE 4G-4FFORX/HOSE/GUARD	R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		97.62CR 29.45CR 2,636.22CR 21.89CR 77.96CR 122.11CR 64.25CR	179758 179758 179758 179758 179758 179758 179758	3,049.50
003604	CENTURY LINK I-1340 MAR 25 I-3350 MAR 25	ACT 218-263-1340 MAR 25 ACT 218-263-3350 MAR 25	R R	4/10/2025 4/10/2025		132.06CR 200.50CR	179759 179759	332.56
005521	CINTAS CORP I-MARCH 2025	MARCH 2025 CINTAS	R	4/10/2025		3,265.85CR	179760	3,265.85
001433	CITY OF HIBBING I-APR 25 RT/VEBA/AG	APR 2025 INS/RT VEBA/VEBA/AG	R	4/10/2025		346,070.14CR	179761	346,070.14
000341	COMMUNITY EDUCATION I-03/27/25	GYM RENT/VBALL 11/6/24-3/19/25	R	4/10/2025		990.00CR	179762	990.00
000045	COMPUDYNE LLC DBA INTEGRIS LLC I-604429	MICROSOFT EXCHANGE/MCKAYLA	R	4/10/2025		4.00CR	179763	4.00
003937	CULLIGAN OF NORTHEAST MN-VIRGINIA I-425X02137806	BOTTLED WATER DELIVERED	R	4/10/2025		160.95CR	179764	160.95

VENDOR SET: 01 ***** CHECK LISTING *****
BANK : APENK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000213	DLT SOLUTIONS, LLC I-SI684098	SUBSCR RENEM/PRODUCTIVITY PLUS	R	4/10/2025		2,893.80CR	179765	2,893.80
005631	DODGE OF BURNSVILLE, INC. I-N99288 I-N99294	2025 DURANGO PURSUIT/1320 2025 DURANGO PURSUIT/1319	R R	4/10/2025 4/10/2025		40,954.00CR 40,954.00CR	179766 179766	81,908.00
002706	DOMINOS PIZZA I-03/26/25	PIZZA	R	4/10/2025		71.92CR	179767	71.92
000565	EARL F ANDERSEN, INC I-0138882-IN I-0138983-IN	36X12 W/R HIP/SETUP FLAT GALV CHANNELS & POSTS	R R	4/10/2025 4/10/2025		121.30CR 692.35CR	179768 179768	813.65
009573	ECK DESIGNS, LLC I-2436	DIMENSIONAL SIGN/MINEVIEW	R	4/10/2025		1,140.00CR	179769	1,140.00
001652	EMERGENCY AUTOMOTIVE TECH I-TC033125-54	FLASHLIGHT/CHARGE CRADLE	R	4/10/2025		257.10CR	179770	257.10
005323	ENFORCEMENT LIGHTING, LLC I-03/26/25	HARD ROLL UP REAR COVER	R	4/10/2025		1,825.00CR	179771	1,825.00
000344	EXPRESS PRINT I LTD I-70255HFD	EMS PATIENT CARE HOSPITAL FORM	R	4/10/2025		227.70CR	179772	227.70
000369	EYE CLINIC NORTH, PROF ASSOC I-4/2/25 S ESTEY	SAFETY GLASSES SKEETER ESTEY	R	4/10/2025		180.00CR	179773	180.00
002347	EASTENAL INDUSTRIAL & CONSTRUCTION SUPPLIES I-MNHIB127804 I-MNHIB127826 I-MNHIB127926	SS NUTS & BOLTS SS NUTS & BOLTS SAFE VESTS	R R R	4/10/2025 4/10/2025 4/10/2025		11.11CR 107.84CR 39.03CR	179774 179774 179774	157.98
002367	FIRE PROTECTION PUBLICATIONS I-281638	ACTIVE SHOOTER/CONSTR/FIRE	R	4/10/2025		236.00CR	179775	236.00
005024	FISHER & PAYKEL HEALTHCARE INC I-93314445	NIV FULL FACE MASK NONVENTED	R	4/10/2025		241.43CR	179776	241.43
000026	FORD OF HIBBING I-190392 I-190558 I-191439 I-530392 I-530417	TRANF CASE SEAL/AXLE SHAFT/H12 HOSE LEAKS/REV LIGHTS/K9DOTTIE COOLANT LEAK/DIAGNOS/20 INTERC BRAKE CALIPER/SENSOR/H13 PUMP ASY WATER/SEAL/H12	R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		330.30CR 356.34CR 97.14CR 395.86CR 197.05CR	179777 179777 179777 179777 179777	1,376.69

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005633	FUSIONTECH LLC I-HIBBING-MAR-2025	SYST MNT/COMP DEPLOY/PLANNING	R	4/10/2025		6,637.50CR	179778	6,637.50
000261	GOPHER STATE ONE CALL I-5030474	MARCH 2025/EMAIL/VOICE	R	4/10/2025		43.20CR	179779	43.20
001021	GRAINGER PARTS I-9437348478 I-94411496438 I-9442256161 I-9442256179 I-9446113822 I-9446728967 I-9454013427	ROLLER CHAIN/CONN LINK ROLL TOWELS/T PAPER/BAGS DOOR SWEEPS PRESSURE VALVE/TEST BALL PLUG INK CRG INK CRG INDICATOR BASE SET	R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		391.61CR 216.47CR 108.09CR 316.54CR 90.24CR 68.66CR 170.76CR	179780 179780 179780 179780 179780 179780 179780	1,362.37
000535	HART ELECTRIC OF NORTHERN MINNESOTA INC. I-470569	MOD PUMP MOTOR/WWTP	R	4/10/2025		250.00CR	179781	250.00
000309	HAWKINS INC I-7007399 I-7017264 I-7021744	4D150-2QD HYDR CHLOR SCALE ALUM SULF LIQUID CHLORINE CYL/SULFUR DIOXIDE	R R R	4/10/2025 4/10/2025 4/10/2025		5,350.00CR 8,500.10CR 4,084.33CR	179782 179782 179782	17,934.43
000533	HIBBING CHRYSLER CENTER I-607500	DIAGNOSTICS/OIL CHANGE/18DURA	R	4/10/2025		187.55CR	179783	187.55
005719	HIBBING MUNICIPAL GOLF COURSE LLC I-1 OF 7 2025 APRIL 1 OF 7 2025 APRIL GOLF COURSE		R	4/10/2025		2,857.14CR	179784	2,857.14
000922	HIBBING PUBLIC ACCESS TELEVISION I-1ST 1/2 APR 25 I-2ND 1/2 APR 25	1ST 1/2 APR 2025 SVC FEE 2ND 1/2 APR 2025 SVC FEE	R R	4/10/2025 4/10/2025		3,185.00CR 3,185.00CR	179785 179785	6,370.00
005009	INGRAM LIBRARY SERVICES I-63163666	BOOKS/COVERS/JACKETS/LABELS	R	4/10/2025		869.92CR	179786	869.92
003574	INNOVATIVE OFFICE SOLUTIONS, LLC FRMLY NBP I-IN4794197 I-IN4796333 I-IN4802389 I-IN4802958 I-IN4802976 I-IN4807748 I-IN4808757	NITRILE GLOVES PLANNER/DSK/MNTHLY TONER KEYBOARD HIGHLIGHTERS/PAPER/THERMAL ROL LEAD/BASE PRONG/INK STAMP/CART	R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		91.00CR 50.88CR 125.92CR 105.81CR 33.25CR 305.91CR 41.33CR	179787 179787 179787 179787 179787 179787 179787	754.10

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
	I-HIB-07-10002680	FILTER STANDARD CARTRIDGE	R	4/10/2025		18.98CR	179795	
	I-HIB-07-10002737	KEY BLANK/KEY RING	R	4/10/2025		1.96CR	179795	
	I-S1100047384	5 GAL PAILS	R	4/10/2025		11.38CR	179795	
	I-S1100073985	U-BOLTS	R	4/10/2025		19.92CR	179795	
	I-S1100090707	TUBING VINYL 3/8" ROLL	R	4/10/2025		13.11CR	179795	
	I-S1100091854	SAFETY GLASSES/VELAR BLK GRAY	R	4/10/2025		6.83CR	179795	2,993.10
000166	LAWSON PRODUCTS INC							
	I-9312348265	HEX CAP/SCOTCHLOK/JIC SWV/BITS	R	4/10/2025		705.44CR	179796	705.44
003938	LIBERTY PROCESS EQUIPMENT, INC							
	I-0107039-IN	DRIVE SHAFT/ROTOR/STATOR	R	4/10/2025		8,208.70CR	179797	
	I-0107134-IN	BEARING KIT/SSQ DRIVE SHAFT	R	4/10/2025		2,463.11CR	179797	10,671.81
001058	LMCIT- BERKLEY RISK ATTN:							
	I-9550	LMC GL 000000409903/B WOJCIAK	R	4/10/2025		125.00CR	179798	125.00
000095	LMCIT c/o BEKLEY RISK ADMINISTRATORS CO							
	I-24184	CLM#00509664	R	4/10/2025		517.72CR	179799	
	I-24237	CLM#00514322	R	4/10/2025		194.45CR	179799	
	I-24266	CLM#00515361	R	4/10/2025		272.94CR	179799	985.11
005231	LOCKRIDGE GRINDAL NAUEN P.L.L.P.							
	I-118848	APRIL 2025 PROF SVCS	R	4/10/2025		3,300.00CR	179800	3,300.00
000207	LVC COMPANIES (J.N. JOHNSON)							
	I-166257	FIRE EXTG/BRACKET	R	4/10/2025		93.42CR	179801	93.42
000246	MACQUEEN EQUIPMENT INC							
	I-P63978	SWIVEL JNT	R	4/10/2025		1,487.69CR	179802	1,487.69
002419	MES SERVICES COMPANY LLC							
	I-IN2215091	REVOLUTION INTAKE VALVE	R	4/10/2025		3,905.40CR	179803	
	I-IN2227749	GORE PARTICULATE HOOD	R	4/10/2025		1,552.27CR	179803	5,457.67
000881	MESABI TRIBUNE/APG MEDIA OF MN							
	I-1004 MAR 25	ACT 1004 MAR 25/ADV BIDS/ENG	R	4/10/2025		767.99CR	179804	
	I-2920 MAR 25	ACT 2920 MAR 25/PUBL HEARINGS	R	4/10/2025		137.70CR	179804	905.69
000339	METRO SALES INC							
	I-INV2755479	IMC2510 ENGINEERS MAR 25	R	4/10/2025		181.08CR	179805	
	I-INV2758771	IMC4500 FINANCE MAR 25	R	4/10/2025		320.77CR	179805	501.85

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003847	MICROMARKETING LLC I-977149	LPTP	R	4/10/2025		22.39CR	179806	22.39
000398	MIKES HEATING & SHEETMTL I-6644MHS	INTAKE PIPES CLEARED/HOODS/FAN	R	4/10/2025		1,122.00CR	179807	1,122.00
002965	MIRIAM KERO CONSULTING I-HIB16LCCMR I-HIB16LHTFDEED I-HIB16NEH	GRANT WRITING GRANT WRITING GRANT WRITING	R R R	4/10/2025 4/10/2025 4/10/2025		1,126.56CR 2,253.13CR 500.00CR	179808 179808 179808	3,879.69
003366	MN DEPT OF LABOR AND INDUSTRY I-1ST QTR MAR 25	1ST QTR MAR 25 ST SURCHARGE	R	4/10/2025		2,780.25CR	179809	2,780.25
000342	MN POWER I-0002 MAR 25 I-0101 MAR 25 I-0510 MAR 25 I-0512 MAR 25 I-0700 MAR 25 I-0910 MAR 25 I-2166 MAR 25 I-2320 MAR 25 I-3320 MAR 25 I-6320 MAR 25 I-8990 MAR 25 I-9001 MAR 25 I-9015 MAR 25 I-9155 MAR 25	ACT 0002028250 MAR 25 ACT 0101028250 MAR 25 ACT 0510028250 MAR 25 ACT 0512018250 MAR 25 ACT 0700028220 MAR 25 ACT 0910028220 MAR 25 ACT 2166810000 MAR 25 ACT 2320120000 MAR 25 ACT 3320120000 MAR 25 ACT 6320120000 MAR 25 ACT 8990900000 MAR 25 ACT 9001138230 MAR 25 ACT 9015038240 MAR 25 ACT 9155600000 MAR 25	R R R R R R R R R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		71.94CR 226.49CR 20.83CR 239.48CR 260.79CR 48.07CR 347.63CR 915.08CR 828.66CR 553.50CR 285.81CR 111.43CR 51.17CR 38.56CR	179810 179810 179810 179810 179810 179810 179810 179810 179810 179810 179810 179810 179810 179810	3,999.44
000570	MTI DISTRIBUTING I-1466889-00	WHEEL	R	4/10/2025		256.28CR	179811	256.28
002710	NAPA SUPPLY OF HIBBING I-497207	NAPA GOLD AIR FILTER	R	4/10/2025		142.74CR	179812	142.74
000536	NORTH CENTRAL LABORATORIE I-517112	QA/QC STANDARD	R	4/10/2025		69.20CR	179813	69.20
000460	NORTHERN MN DENTAL INC I-APRIL 2025	APRIL 2025 DENTAL PREMIUM	R	4/10/2025		16,224.70CR	179814	16,224.70

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005417	NORTHLAND LAWN AND SPORT I-25133	CUTTING EDGE	R	4/10/2025		316.24CR	179815	316.24
002935	O'REILLY AUTO PARTS I-1824-177455 I-1824-178211 I-1824-178349	1 GAL CAR WASH OIL CAP/CAPSULE BRAKE ROTORS	R R R	4/10/2025 4/10/2025 4/10/2025		55.92CR 124.59CR 222.00CR	179816 179816 179816	402.51
000748	OVERHEAD DOOR CO HIBBING I-55243	OPERATOR REPAIR/TRANSMITTERS	R	4/10/2025		325.00CR	179817	325.00
003785	PETROCHOICE LUBRICATION SOLS. (FRMR ANDERSON) I-51586884 I-51789407	1.0 DPLX 21C HYDRA 1000 ISO 32 DEFENDAL HD NF ELC 50/50 RED	R R	4/10/2025 4/10/2025		1,179.32CR 624.32CR	179818 179818	1,803.64
000491	PORTABLE JOHN SERVICES INC (FORMERLY CARPENTER) I-32935 I-32655 I-35656	CAREY LK BEACH/POLAR PLUNGE/PD SKI TRAIL CAREY LK 3/3-3/30/25 RECYCLE CTR 3/3-3/30/25	R R R	4/10/2025 4/10/2025 4/10/2025		162.00CR 34.86CR 88.00CR	179819 179819 179819	284.86
001235	POWERPLAN OIB (FORMERLY NORTRAX) I-2491684	CONSTANT TORQUE CLAMP/HOSE	R	4/10/2025		159.23CR	179820	159.23
003874	PYRAMID EQUIPMENT, INC I-54452.1 I-54452.2	ROLLER ROLLER	R R	4/10/2025 4/10/2025		2,339.22CR 2,224.63CR	179821 179821	4,563.85
000559	QUILL CORPORATION I-43391718	PURELL ADV HS	R	4/10/2025		45.18CR	179822	45.18
000077	RADKO IRON & SUPPLY INC I-22901/1 I-22936/1 I-22949/1 I-22967/1 I-22971/1 I-23033/1 I-23070/1	1/4 X 3 FLAT PER FT LIGHT KIT OVAL RED METAL TRAILER END/SNAP PIN CARGO BAR BLK&GLD DRIL BITS 8TPMTL SAW BLA TURF TREAD TIRE	R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		20.94CR 10.99CR 29.96CR 24.99CR 44.97CR 144.95CR 39.99CR	179823 179823 179823 179823 179823 179823 179823	316.79
003088	RANGE REGIONAL AIRPORT AUTHORITY I-9162	APR 25 ANIM SHELT GRND LEASE	R	4/10/2025		400.00CR	179824	400.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
002779	RAY ALLEN MANUFACTURING CO INC I-RINV423275 I-RINV424132	SLEEVES/MINI TUG/BALL/GUNNER EDUCATOR/E-COLLAR/GUNNER	R R	4/10/2025 4/10/2025		2,182.67CR 290.39CR	179825 179825	2,473.06
000657	RCB COLLECTIONS I-61878	103249 3/20/25 CR REPT/PD	R	4/10/2025		15.00CR	179826	15.00
005244	RMB ENVIRONMENTAL LABORATORIES, INC. I-B016554 I-D071594 I-D071707 I-D071807 I-D071848 I-D071900 I-D071998 I-E000540	INFLUENT & EFFLUENT 3/12/25 INFLUENT & EFFLUENT 3/11/25 INFLUENT & EFFLUENT 3/13/25 INFLUENT & EFFLUENT 3/18/25 INFLUENT & EFFLUENT 3/19/25 INFLUENT & EFFLUENT 3/20/25 LOW LEVEL MERC 3/25/25 WHOLE EFFLUENT TOXICITY3/10/25	R R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		102.41CR 326.88CR 102.41CR 102.41CR 132.51CR 102.41CR 421.97CR 2,000.00CR	179827 179827 179827 179827 179827 179827 179827 179827	3,291.00
004979	SELLMAN BORLAND & SIMON PLLC I-MAR 25 COSTS I-MAR 25 HEDA COSTS I-MAR 25 HEDA LEGAL I-MAR 25 LEGAL	MARCH 2025 COSTS MARCH 2025 HEDA COSTS MARCH 2025 HEDA LEGAL SVCS MARCH 2025 LEGAL SVCS	R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025		188.65CR 40.00CR 1,060.00CR 7,720.00CR	179828 179828 179828 179828	9,008.65
004131	SHRED-N-GO, INC. I-181366	SHRED SVCS THRU 4/7/25 C HALL	R	4/10/2025		143.94CR	179829	143.94
002826	ST LOUIS COUNTY PUBLIC WORKS DEPT I-296627 I-296628 I-296629 I-296630	DEC 2024 JOINT USE FACILITY JAN 2025 JOINT USE FACILITY FEB 2025 JOINT USE FACILITY MARCH 2025 JOINT USE FACILITY	R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025		10,076.86CR 6,547.70CR 5,744.04CR 7,502.01CR	179830 179830 179830 179830	29,870.61
001259	ST LOUIS COUNTY AUDITOR I-00110 2025 TOTAL I-00670 2025 TOTAL I-01480 2025 TOTAL I-01500 2025 TOTAL I-01510 2025 TOTAL I-01520 2025 TOTAL I-03290 2025 TOTAL	PC 140-0106-00110 2025 TOTAL PC 140-0070-00670 2025 TOTAL PC 140-0070-01480 2025 TOTAL PC 140-0070-01500 2025 TOTAL PC 140-0070-01510 2025 TOTAL PC 140-0070-01520 2025 TOTAL PC 140-0090-03290 2025 TOTAL	R R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		27,330.00CR 1,172.00CR 532.00CR 450.00CR 454.00CR 5,310.00CR 1,540.00CR	179831 179831 179831 179831 179831 179831 179831	36,788.00
000366	STREICHERS, INC I-I1752556	9MM DUTY/TACTICAL	R	4/10/2025		542.67CR	179832	542.67

VENDOR SET: 01 ***** CHECK LISTING *****

BANK : APBNK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000462	SULLIVAN CANDY AND SUPPLY I-704158	COFFEE FILTERS	R	4/10/2025		13.70CR	179833	13.70
000722	SUPER ONE FOODS - RETAIL ACCOUNTING I-00433456	CUPS/FRUIT/BAKERY/COFFEE/CREAM	R	4/10/2025		161.83CR	179834	161.83
003130	TONER PLANET PACK N SHIP I-383044	UPS GRND/LIFEMED/LOVELAND CO	R	4/10/2025		57.77CR	179835	57.77
005286	TOWMASTER I-476238	TANK AIR	R	4/10/2025		564.18CR	179836	564.18
005720	TRAIL DESTINATIONS, LLC I-04/09/25	FIRE INS PROC/12360 MORTON AV	R	4/10/2025		25,000.00CR	179837	25,000.00
000378	TROMCO ELECTRIC INC I-4910	REPL STORE ROOM LIGHTS	R	4/10/2025		1,035.00CR	179838	1,035.00
003380	US BANK BUSINESS EQUIP FINANCING I-552749301	3600DR ENG PLOTTER APR 25	R	4/10/2025		282.00CR	179839	282.00
000548	USA BLUE BOOK I-INV00651436 I-INV00654898 I-INV00655075	CAUTION SIGN/PIPE MARKER ENCLOSED THERMOMETER BUFFER SOLUTIONS	R R R	4/10/2025 4/10/2025 4/10/2025		60.40CR 84.10CR 105.33CR	179840 179840 179840	249.83
005463	VALVOLINE INSTANT OIL CHANGE I-201209 I-201415	OIL CHANGE/3137 OIL CHANGE/6857	R R	4/10/2025 4/10/2025		47.58CR 65.60CR	179841 179841	113.18
000918	VISA - PARK STATE BANK (FORMERLY AMERICAN BANK) I-1125 MAR 25 I-1778 MAR 25 I-5167 MAR 25 I-8089 MAR 25 I-9749 MAR 25 I-9939 MAR 25	ACT 1125 MAR 25 ACT 1778 MAR 25 ACT 5167 MAR 25 ACT 8089 MAR 25 ACT 9749 MAR 25 ACT 9939 MAR 25	R R R R R R	4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025		4,767.50CR 740.00CR 1,138.43CR 1,410.70CR 3,161.87CR 2,371.50CR	179842 179842 179842 179842 179842 179842	13,590.00
000382	WA FISHER CO I-117098	2025 RECREATION GUIDES	R	4/10/2025		- 6,845.00CR	179843	6,845.00
005614	WEX BANK I-103720277	MAR 2025 FUEL	R	4/10/2025		123.58CR	179844	123.58

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005615	WIDSETH SMITH NOLTING & ASSOC., INC. I-237090 I-237177 I-237178	PROF SVCS/SURVEY/3/14/25 PROF SVCS 3/14/25 AMGS BLDG PROF SVCS 3/14/25 CITY HALL	R R R	4/10/2025 4/10/2025 4/10/2025		800.00CR 9,074.24CR 11,475.00CR	179845 179845 179845	21,349.24
001841	ZOLL MEDICAL CORPORATION I-4166865	RESQPOD ITD 10	R	4/10/2025		715.26CR	179846	715.26
005317	ZUBICH, ERICA I-MINEVIEW 3/25	MINEVIEW PROF SVCS 3/31/25	R	4/10/2025		465.00CR	179847	465.00
* * T O T A L S * * REGULAR CHECKS: HANDWRITTEN CHECKS: PRE-WRITE CHECKS: DRAFTS: VOID CHECKS: NON CHECKS: CORRECTIONS:					CHECK AMT	TOTAL APPLIED		
REGISTER TOTALS:					786,826.79	786,826.79		

4/10/2025 2:44 PM A / P CHECK REGISTER
PACKET: 03868 Regular Payments 04/10/25
VENDOR SET: 01
BANK : APBNK US BANK
**** CHECK LISTING ****

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
179785	01-000922	HIBBING PUBLIC ACCESS TELEVI	4	CHECK DATE < PAY DATE	TRAN NO#: I-2ND 1/2 APR
179755	01-002754	BLUE CROSS BLUE SHIELD OF MN	2	CHECK DATE < PAY DATE	TRAN NO#: I-MAY 25 40001
179755	01-002754	BLUE CROSS BLUE SHIELD OF MN	2	CHECK DATE < PAY DATE	TRAN NO#: I-MAY 25 41000
179755	01-002754	BLUE CROSS BLUE SHIELD OF MN	2	CHECK DATE < PAY DATE	TRAN NO#: I-MAY 25 80000
179784	01-005719	HIBBING MUNICIPAL GOLF COURS	4	CHECK DATE < PAY DATE	TRAN NO#: I-1 OF 7 2025

TOTAL ERRORS: 0 TOTAL WARNINGS: 5

4/10/2025 2:44 PM
PACKET: 03868 Regular Payments 04/10/25
VENDOR SET: 01
BANK : APBNK US BANK

A / P CHECK REGISTER
*** CHECK LISTING ***

PAGE: 13

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
** POSTING PERIOD RECAP **								
FUND			PERIOD		AMOUNT			
101			4/2025		481,248.39CR			
211			4/2025		18,472.29CR			
250			4/2025		25,813.52CR			
255			4/2025		14,236.23CR			
400			4/2025		96,973.00CR			
418			4/2025		528.00CR			
602			4/2025		70,705.61CR			
603			4/2025		38,754.93CR			
610			4/2025		12,764.82CR			
612			4/2025		27,330.00CR			
ALL					786,826.79CR			

4/10/2025 3:21 PM A / P CHECK REGISTER
PACKET: 03869 Regular Payments 04/10/25
VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : SWPBK SWEEP BANK ACCOUNT

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
004972	CATERPILLAR FINANCIAL I-36714715	MAR 25 PMT/7 GRADERS	D	4/10/2025		26,021.74CR	001617	26,021.74
005476	WEX HEALTH INC. I-0002140035-IN	WEX HEALTH MAR 2025	D	4/10/2025		438.75CR	001618	438.75
	I-4/1/25 R ROGICH	2025 VEBA CONTR/RICHARD ROGICH	D	4/10/2025		1,920.00CR	001618	2,358.75
005703	SMITH HEALTH, INC. I-20250331_SRX019829	VEBA/PPO RX CLMS APR25/ADM FEE	D	4/10/2025		49,478.53CR	001619	49,478.53
005708	AMERIHEALTH ADMINISTRATORS I-7010189327	MEDICAL CLAIMS PAID 4/1/25	D	4/10/2025		52,884.36CR	001620	52,884.36
	I-7010190820	MEDICAL CLAIMS PAID 4/7/25	D	4/10/2025		45,543.92CR	001620	98,428.28

* * 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:	4	0.00	176,287.30	176,287.30
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:	4	0.00	176,287.30	176,287.30

TOTAL ERRORS: 0 TOTAL WARNINGS: 0
4/10/25 Total Check drafts

4/10/2025 3:21 PM
PACKET: 03869 Regular Payments 04/10/25
VENDOR SET: 01
BANK : SWPBK SWEEP BANK ACCOUNT

*** DRAFT/OTHER LISTING ***

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

FUND	PERIOD	AMOUNT
101	4/2025	26,371.25CR
211	4/2025	17.99CR
602	4/2025	1,954.69CR
603	4/2025	36.56CR
805	4/2025	147,906.81CR
ALL		176,287.30CR

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

Payroll Recap & Funding
Biweekly Regular 04/11/2025

Pay Date: 04/11/2025

Payroll Overview

Payroll Biweekly Regular 04/11/2025
Pay Date 04/11/2025
Employees 168
Paid Employees 168
Regular 168
Pay Periods 1
Base Compensation Changes 5

Employee Payments

	#	EE's	\$ Amount
Direct Deposits Debited	230	168	278,643.02 ^D
Total			278,643.02
(D) POD6 UKG Payroll Services Admin Debit			-278,643.02
Your Remaining Bank Account Liability			0.00
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	41-6005232	139	35,597.29 ^D
FICA/ER	41-6005232	110	13,972.71 ^D
FICA/EE	41-6005232	110	13,972.71 ^D
MEDI/ER	41-6005232	168	5,843.93 ^D
MEDI/EE	41-6005232	168	5,843.93 ^D
SIT:MN/EE	8022766	144	16,979.00 ^D
Total			92,209.57
(D) POD6 UKG Payroll Services Admin Debit			-92,209.57
Your Remaining Tax Liability			0.00

Vendor Liabilities

	EE's	\$ Amount
AFSCME MN COUNCIL 65	2	5.70
City of Hibbing Insurance	132	144,633.27 ^D
EMPOWER	66	9,902.51
HIBBING POLICE ASSOCIATION	14	140.00 ^D
Lincoln Financial Group	17	3,856.23
MN CHILD SUPPORT PAYMENT CE	2	731.88 ^D
MN PERA	140	89,367.49
NATIONWIDE	13	1,865.00
NCPERS GROUP LIFE INS C/O ME	4	64.00 ^C
PREMIUM PROCESSING	1	24.96
Total		250,591.04
(D) POD6 UKG Payroll Services Admin Debit		-145,505.15
(C) Vendor Checks		-64.00
Your Remaining Vendor Liability		105,021.89

Total

	Total	621,443.63
POD6 UKG Payroll Services Admin Debit		-516,357.74
Total of Your Responsibility		105,085.89

Recap

POD6 UKG Payroll S	Date	Bank Account #	\$ Amount
Vendor Payment SPA	04/10/2025	x0087	145,505.15
Tax Payment	04/10/2025	x0087	92,209.57
Empl. Dir. Dep. SPA	04/10/2025	x0087	278,643.02
Total Debits			516,357.74

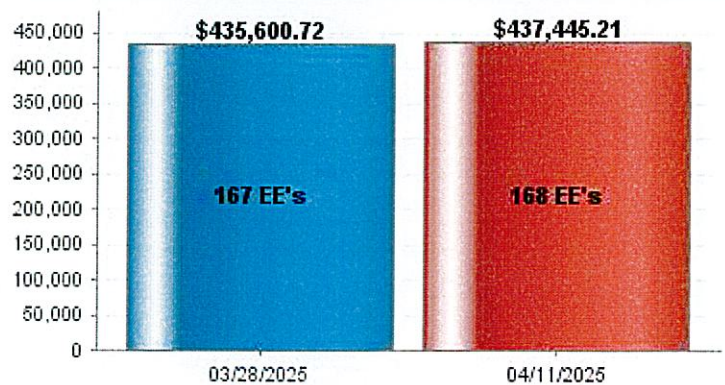
Cash Requirements: x0087

	\$ Amount
Vendor Payment SPA	145,505.15
Vendor Checks	64.00
Tax Payment	92,209.57
Empl. Dir. Dep. SPA	278,643.02
Total	516,421.74

General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	438,542.96	
ER Deduction	163,084.03	
ER Tax (Offset)	19,816.64	
ER Tax		19,816.64
Tax		72,392.93
Deduction		87,507.01
ER Deduction (Offset)		163,084.03
Direct Deposit		278,643.02
	621,443.63	621,443.63

Comparison To Last Pay Period - Gross Wages



PR# 8-25
3/22/25-4/4/25
PAID 4/11/25

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

Kronos SaaShr, Inc.
City of Hibbing



Generated: 04/09/2025 12:33p
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Page 1 of 2



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. 03 - March Monthly Report - City of Hibbing

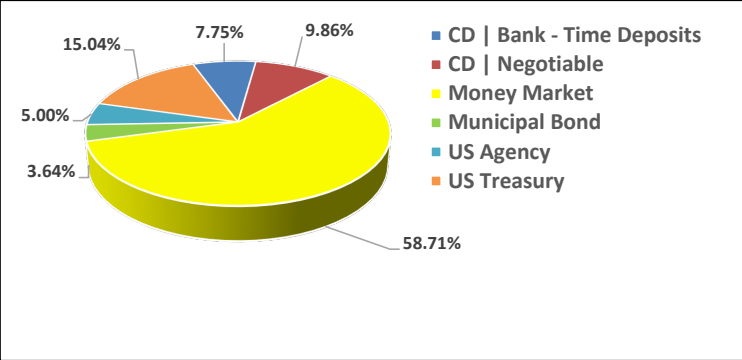
MONTHLY INVESTMENT REPORT

March 31, 2025



Performance		Tracker Inception
	3/31/2025	9/30/2024
YTM@Cost	3.945	4.403
Weighted Average Yield to Maturity		
Treasury 1 Year	4.03	4.03
Treasury 2 Year	3.89	3.62

Asset Category Compliance	% of Portfolio	YTM @Cost	Investment Income	Days to Maturity	Face Amount	Market Value
CD Bank - Time Deposits	7.75%	4.549	17,705.17	411	4,583,100.00	4,583,670.88
CD Negotiable	9.86%	4.351	21,623.80	1,045	5,830,000.00	5,845,449.42
Money Market	58.71%	3.917	115,386.38	1	34,704,675.74	34,704,675.74
Municipal Bond	3.64%	4.427	8,445.73	649	2,150,000.00	2,104,192.20
US Agency	5.00%	0.807	3,496.59	341	2,955,000.00	2,890,454.75
US Treasury	15.04%	4.403	32,742.38	688	8,892,000.00	8,736,538.47
	100.00%	3.945	199,400.05	280	59,114,775.74	58,864,981.46
Cash Operating	100.00%	0.000	0.000	1	145,202.05	145,202.05
	100.00%	3.945	199,400.05	279	59,259,977.79	59,010,183.51



Investment Income	YTM @Cost	Investment Income	Days to Maturity	Face Amount	Market Value
September	4.403	346,838.31	243	58,169,345.61	58,052,478.87
October	4.227	207,871.41	275	57,168,317.21	56,913,535.76
November	4.164	205,908.85	288	54,054,721.97	53,782,889.39
December	3.981	201,244.26	244	63,271,594.87	63,001,080.32
January	3.970	205,299.36	283	59,617,639.04	63,001,080.32
February	3.951	178,997.14	285	59,003,043.14	58,704,931.46
March	3.945	199,400.05	280	59,114,775.74	58,864,981.46
		1,545,559.38			

Tracker Inception | Note

MONTHLY INVESTMENT REPORT

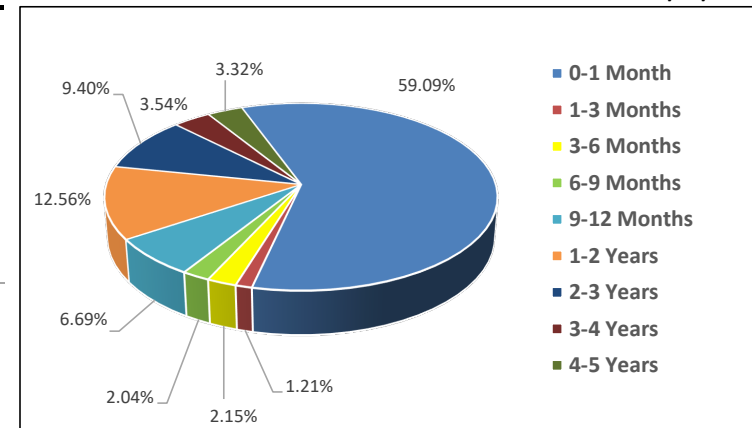
March 31, 2025



3/31/2025

Maturity Range	% of Portfolio	YTM @Cost	Days to Maturity	Duration to Maturity	Face Amount	Market Value
0-1 Month	59.09%	3.919	1	0.00	34,932,625.74	34,932,625.74
1-3 Months	1.21%	5.071	68	0.19	714,750.00	715,124.70
3-6 Months	2.15%	4.457	125	0.34	1,271,700.00	1,267,823.40
6-9 Months	2.04%	2.244	214	0.74	1,206,700.00	1,199,305.90
9-12 Months	6.69%	3.338	311	0.84	3,953,100.00	3,919,126.21
1-2 Years	12.56%	3.950	531	1.43	7,425,700.00	7,357,654.39
2-3 Years	9.40%	4.562	904	2.38	5,555,900.00	5,457,212.14
3-4 Years	3.54%	3.865	1272	3.30	2,094,300.00	2,051,277.58
4-5 Years	3.32%	4.251	1619	4.06	1,960,000.00	1,964,831.40
	100.00%	3.945	280	0.74	59,114,775.74	58,864,981.46

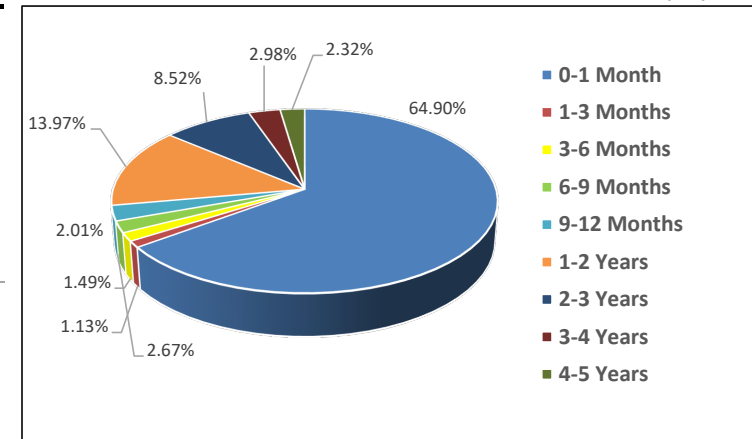
3/31/2025



12/31/2024

Maturity Range	% of Portfolio	YTM @Cost	Days to Maturity	Duration to Maturity	Face Amount	Market Value
0-1 Month	64.90%	4.004	2	0.00	41,064,394.87	41,064,284.57
1-3 Months	1.13%	3.759	53	0.15	717,300.00	717,108.90
3-6 Months	1.49%	4.866	144	0.39	942,700.00	943,694.66
6-9 Months	2.01%	4.455	215	0.59	1,271,700.00	1,264,880.45
9-12 Months	2.67%	2.269	321	0.99	1,689,800.00	1,670,984.00
1-2 Years	13.97%	3.643	517	1.39	8,838,700.00	8,756,697.12
2-3 Years	8.52%	4.715	912	2.40	5,392,000.00	5,294,266.92
3-4 Years	2.98%	3.648	1263	3.28	1,885,000.00	1,823,342.50
4-5 Years	2.32%	4.202	1650	4.13	1,470,000.00	1,475,821.20
	100.00%	3.981	243	0.64	63,271,594.87	63,011,080.32

12/31/2024





Request for Council Action

City Council Action

Description of Agenda Item

Approve the sewer rate study prepared by Baker Tilly

Strategic Initiative

Plan for sufficient resources to cover operating costs and capital needs.

Owner of Agenda Item

Sheena Mulner, Finance Director - Treasurer, 218-312-1602, sheenamulner@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

We completed our Sewer Lining CIP, and it was determined that we have a large capital need in the sewer fund. This is in addition to capital investments in the WTP and continuing increases to operating costs. It was determined a sewer rate study was needed to determine necessary rate increases.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

This would be approve of the study. Rates should be analyzed annually during the budget process.

Action Requested

Approve

Attachments

1. Sewer fund review 2025-02-12

To: Sheena Mulner, Finance Director/Treasurer, City of Hibbing
From: Matt Stark, Baker Tilly
Date: February 12, 2025
Subject: Sewer and Stormwater Review

The City of Hibbing engaged Baker Tilly to perform financial projections and a rate analysis for its Sewer Fund. As part of the study, we were asked to model the revenues and expenses related to Stormwater operations as though Stormwater were a separate utility. This analysis and our rate recommendations reflect this request, treating the two operations as independent enterprises.

We examined the recent financial performance and current position of the Sewer and Stormwater funds, specifically to review financial trends and to provide recommendations for rate adjustments. Our rate recommendations are based on providing each utility fund with revenues sufficient to provide positive operating and net income, as well as maintaining sufficient cash reserves. In addition to the regular expenses related to ongoing operations of each utility, we also look at capital improvements identified as being needed in the coming ten years.

Chief among the capital projects is a major rehabilitation of the sanitary sewer collection system as identified in a recent engineering study performed by the SEH, the utility's engineering consultant. The rehabilitation project was estimated to cost approximately \$22.6 million as currently planned. If the project is pushed back beyond the ten-year period used in the engineering report, inflationary effects will likely push the total cost of the rehabilitation project higher.

This purpose of this report is to summarize the findings of our analysis and provide our recommendations for annual rate adjustments required to finance ongoing operations, debt service and capital outlays.

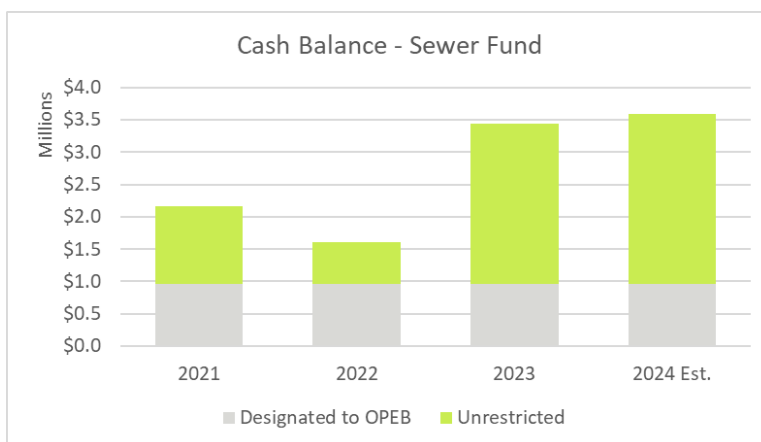
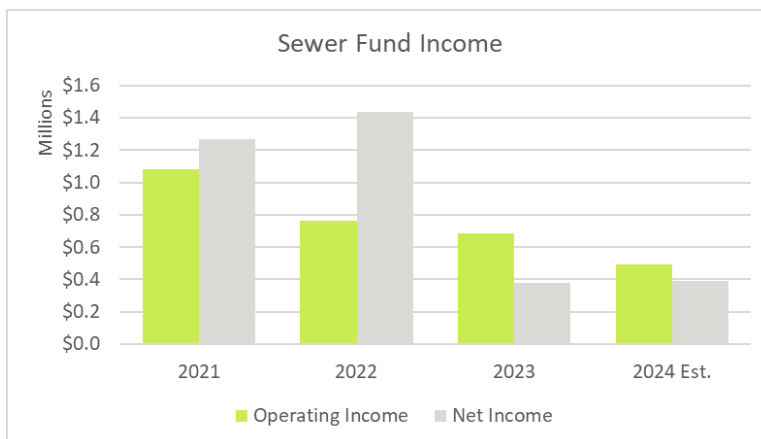
Recent Performance – Sewer Fund

Looking at the Sewer Fund's financial performance since 2021, we observe that operating income fell from a level of \$1.1 million in 2021 to just under \$500,000 estimated for 2024. Maintaining positive operating income is critical to keeping the fund sustainable, so the downward trend seen in recent years is an important factor to be addressed in our rate recommendations.

Net income tended to follow operating income, with the exception of 2022 when the utility received approximately \$1.0 million in intergovernmental revenues and capital grants.

Looking at the sewer utility's cash position, the fund ended 2021 with \$2.1 million and was expected to end 2024 with \$3.6 million. The growth in fund balance occurred almost entirely in 2023, due in large part to higher operating receipts which offset low receipts in 2022, along with lower debt service payments.

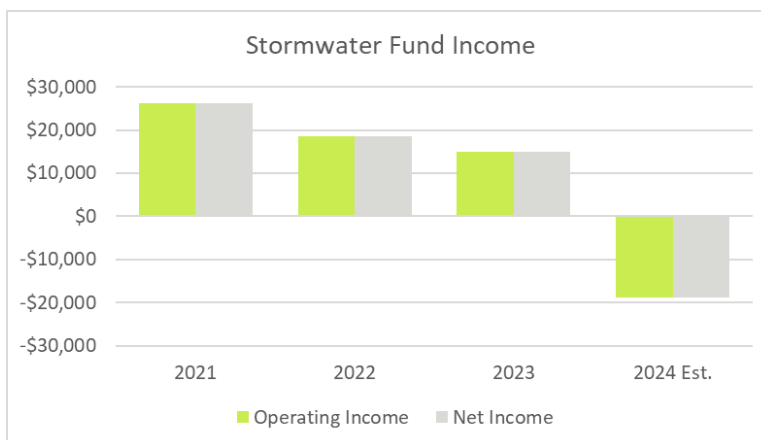
One important consideration regarding the Sewer Fund's cash balance is the designation of \$960,000 to OPEB obligations. In the chart at right, unrestricted cash is represented by the green segment of each column.



Recent Performance – Stormwater Fund

Based on recent financial statements and estimates provided by the City, we separated revenues and expenditures for Stormwater operations into a separate fund for analysis. Operating revenues for Stormwater have been steady at approximately \$300,000 per year.

On the expenditure side, payroll expenses have grown from a level of \$142,000 in 2021 to an estimate of \$156,000 in 2024. Expenditures on supplies and materials have grown from approximately \$125,000 in 2021 to \$137,000 estimated for 2024.

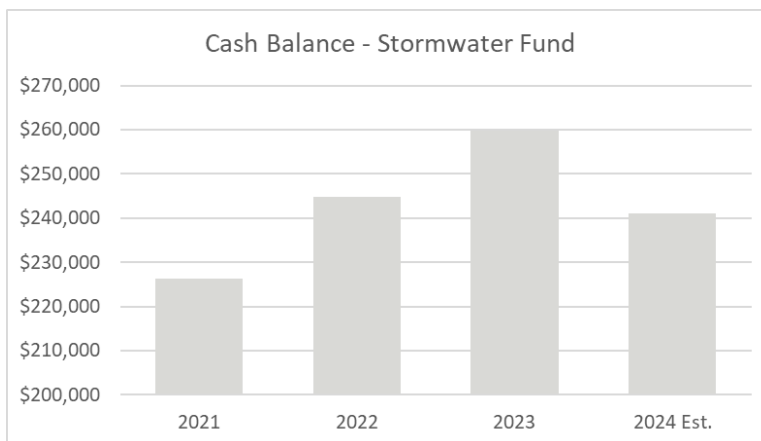


As a result, the Stormwater operation has shown a close balance between revenues and expenditures, though inflationary growth in operating expenditures has led to erosion in the annual income trend and resulted in a

small deficit estimated for 2024. This is another trend that will contribute to the rate recommendations presented later in this report.

Operating and net income are identical in the Stormwater fund, as our financial estimates did not include any non-operational line items such as investment income or debt service costs.

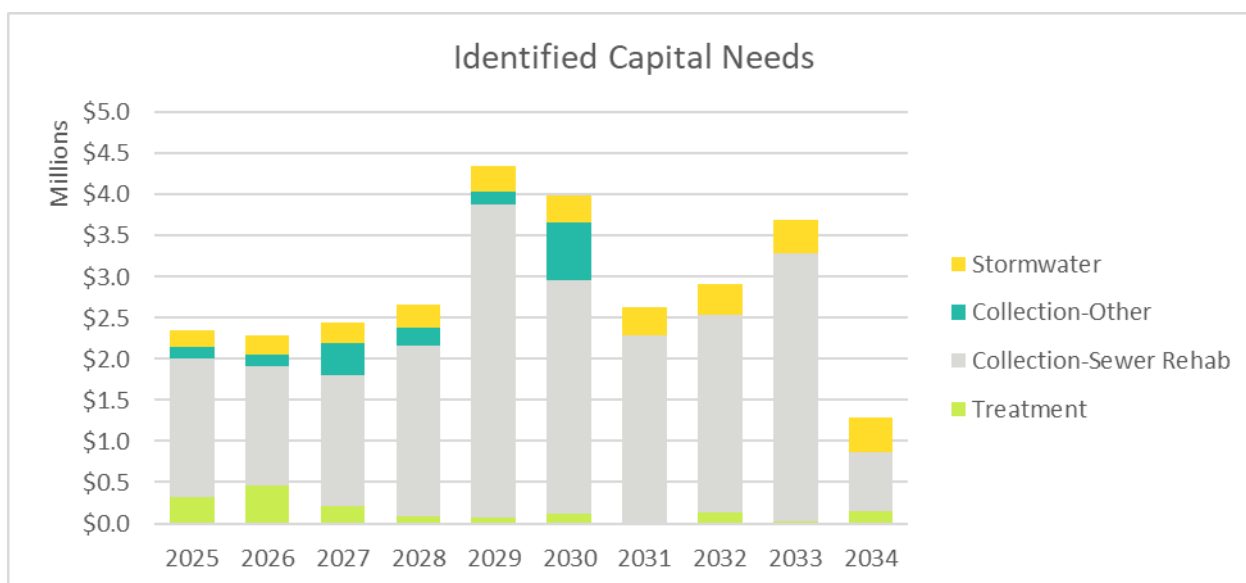
In terms of cash reserves, we arbitrarily assigned \$100,000 of Sewer Fund reserves to the Stormwater operation in order to analyze trends in cash balances. From that starting point, we observe that the cash reserves for Stormwater have risen and fallen consistent with the annual income discussed above.



Capital Investments

Expenditures for capital improvements represent an additional challenge when it comes to setting user rates. These investments reflect the conversion of cash assets into capital assets, and as a result these expenditures reduce the fund's cash balance without impacting the income statement. To some extent, these impacts are mitigated by the fund's annual depreciation expense, though it is rare for the two elements to be in perfect balance. For this reason, our rate recommendations must look beyond the income statement and incorporate the need for funding capital improvements as well.

As noted in the introduction, the utility recently retained SEH to develop a 10-year capital improvement plan for rehabilitation of the City's sanitary sewer collection system. The study identified \$22.7 million in estimated costs for rehabilitation, averaging \$2.3 million per year. A detailed list of capital needs may be found in Appendix A at the end of this report. A summary of capital improvement needs is visualized below.



For reference, the Sewer Fund's outlays for capital improvements averaged \$830,000 per year between 2020 and 2023. Increasing capital outlays by \$1.4 million annually would require significant rate adjustments, and these potential expenditures will be an essential factor to consider when contemplating rate adjustments.

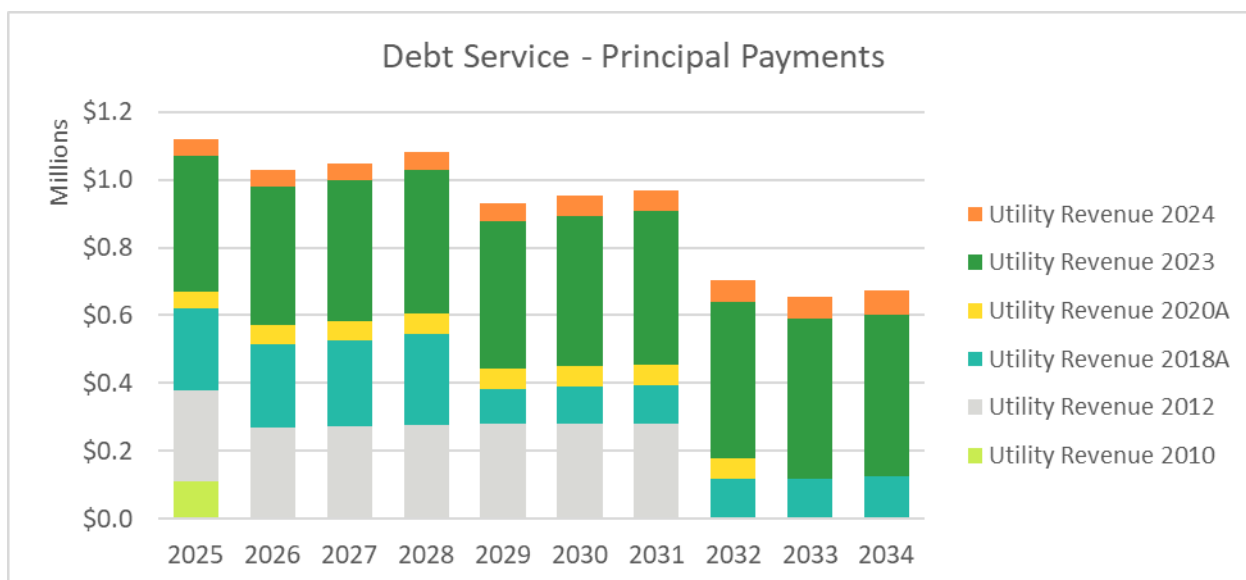
In addition to the capital needs from the City's capital improvement plan and the SEH report, there are improvements and repairs needed for the Stormwater operation. In discussions over the course of this study, the City estimated that the Stormwater utility will have capital needs in excess of \$250,000 per year. Given the modest size of the Stormwater operating budget, these expenditures would represent a very large increase in revenue requirements for the Stormwater enterprise.

Debt Service

Debt service payments are a hybrid expense when looking at financial projections – interest and fees are treated as current expenses and included on the income statement, while principal payments have an impact similar to capital outlays, in which they reduce available cash without having an impact on income. As a result, annual principal payments are an important factor affecting the Sewer Fund's cash reserves.

Looking at the Sewer Fund's existing long-term debt, we observe that debt service payments dropped from \$1.4 million in 2022 to \$775,000 in 2023 as older debt obligations were retired. Debt issued in 2024 is projected to return debt service costs close to their previous level, with payments of \$1.3 million expected for the next few years. This amount drops to approximately \$1.15 million in 2029, and falls to \$875,000 in 2032 as older debt is paid off. The expected reduction in debt service requirements will leave more cash available for operating expenses and capital improvements in future years. Alternatively, the Sewer Fund could consider issuing new long-term debt to finance capital projects in years where older debt obligations are paid off.

As mentioned earlier, the Sewer Fund's interest payments on long-term debt are captured as a non-operating expense and reflected in the net income projections. Principal payments, because they offset long-term liabilities, are not included in the income statement, though these payments do have the effect of reducing available cash. For this reason, we track principal payments in order to anticipate their impacts on the Sewer Fund's cash reserves. A summary of annual principal payments is shown below.



Additional Assumptions Impacting Projections

In addition to capital expenditures, financial projections are highly dependent on the assumptions used in the analysis. The primary assumptions affecting our projections include:

- No changes in customer base.
- No additions to staffing.
- Most personnel expenditures increase 3.0% annually, with insurance costs increasing 4% per year.
- Most non-personnel expenditures increase by 3.0% annually; utilities grow at 4% and chemicals at 6%.
- Capital expenditures are funded from cash reserves, as opposed to issuing additional long-term debt.
- Minimum recommended cash is set at six months of operating expenses plus the subsequent year's debt service payment, with an additional \$960,000 reserved for OPEB.

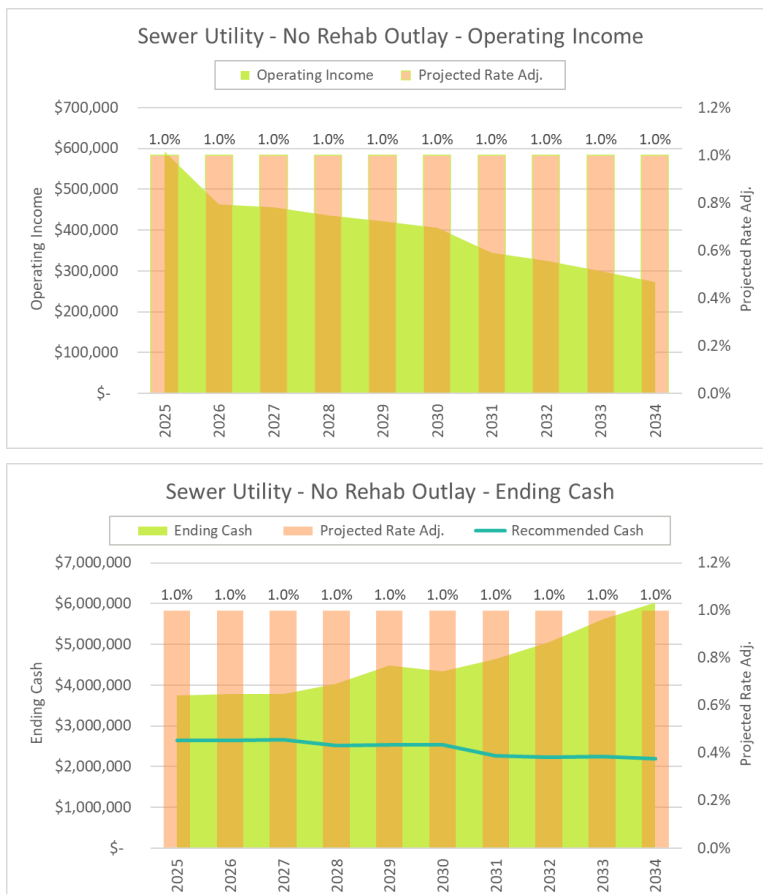
These assumptions should be reviewed annually as a part of the annual rate review process, along with budget updates and capital improvement plans.

Financial Projections – Sewer

Looking at projected revenues and expenditures, we find that the Sewer Fund is well positioned to maintain sufficient revenues for its regular operations without the need for large rate adjustments at this time.

With annual adjustments of 1%, operating income would continue to decline, dropping below \$300,000 around 2033. Cash reserves are expected to grow, helped by the drop in debt service requirements discussed earlier. Projected income and cash reserves are shown in the charts at right.

While these projections appear sufficient for regular operations, they leave the Sewer Fund with a very modest cash surplus to invest in capital improvements; far less than what is required to finance the rehabilitation program outlined in the SEH report. To fund the sewer rehabilitation program would require several years of double-digit rate increases if the project were to be completed within the ten-year timeframe envisioned by the engineers.



Working from the assumption that regular double-digit increases are not a practical path forward, we have projected the impacts of less aggressive rate adjustments. If the Sewer Fund implements annual rate increases of 5%, the additional revenues would allow work to begin on the sewer rehabilitation program. Outlays would be relatively low in the early years, but would grow as subsequent rate increases generate additional resources.

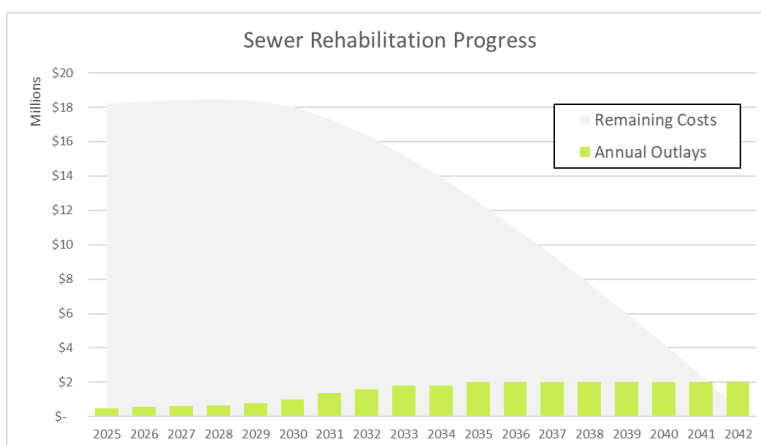
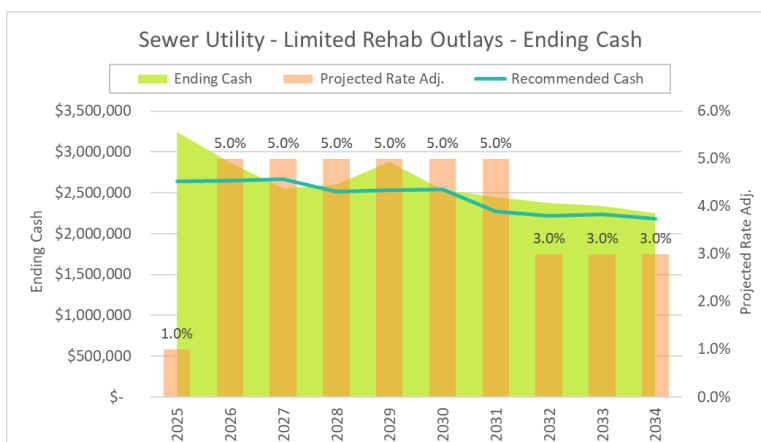
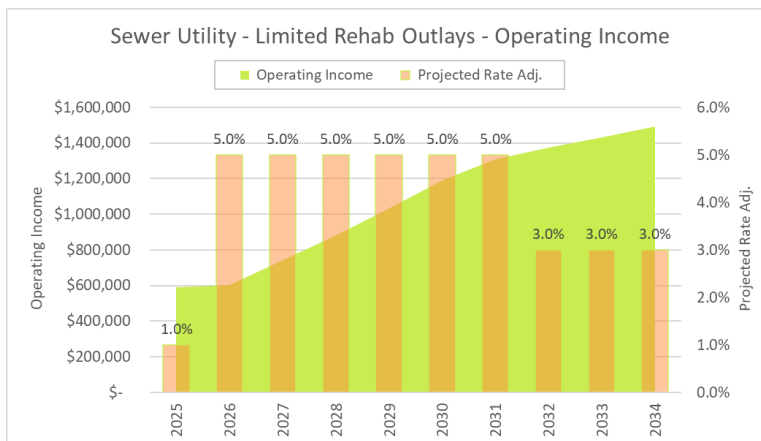
In this scenario, rate adjustments of 5% would be applied annually through 2031, after which the increases would drop to 3% per year. Operating income would grow to approximately \$1.3 million by 2031, and would continue to grow at a slower pace with the lower rate increases in 2032 and beyond.

Cash reserves for the fund would settle at approximately \$2.3 million, with the expectation that these reserves would fluctuate based on the amount of capital investment the City's makes each year. In years with a quieter construction schedule, cash would accumulate, but we expect that this would be balanced out by years when construction activity is higher than average.

In terms of progress made on the rehabilitation program, we project that early years will see capital investments of \$500,000, growing to \$800,000 by 2029. In 2030, annual outlays reach \$1 million and continue to climb until reaching a level of \$2 million annually in 2035 and beyond.

These capital outlays allow the City to make gradual progress on its rehabilitation program. In the early years, total project costs remain nearly level, as the limited investments made each year are offset by inflationary forces driving up the cost of future years. For this projection, we use a cost inflator of 3.75% annually, based upon the 10-year average growth of the Construction Cost Index published by *American City & County*.

Progress toward completion of the rehabilitation program becomes more visible as annual outlays grow after 2030, with remaining costs falling steadily through the 2030s. Our projections anticipate that the City would complete the rehabilitation program around 2042 in this scenario. If additional revenues become available in future years, the program could be completed earlier. Outlays and total remaining costs are shown in the chart at right.



Financial Projections – Stormwater

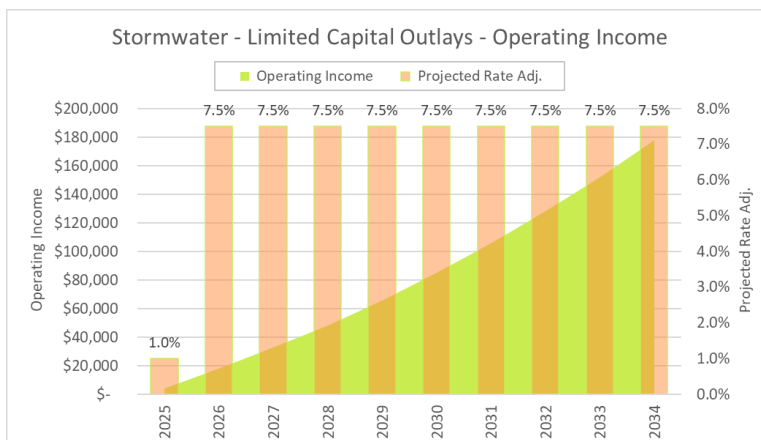
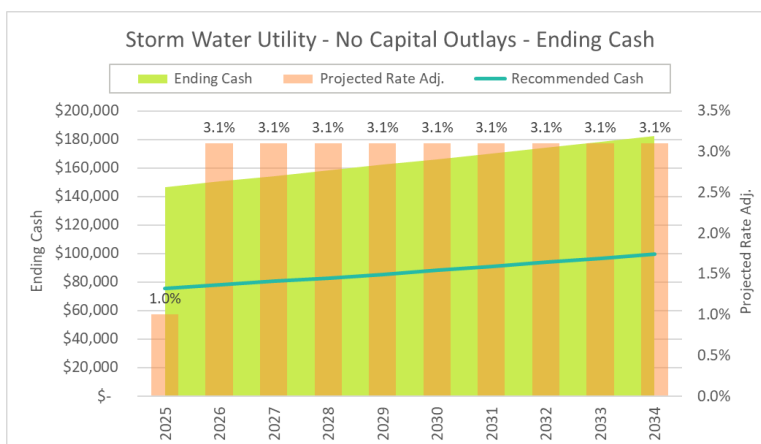
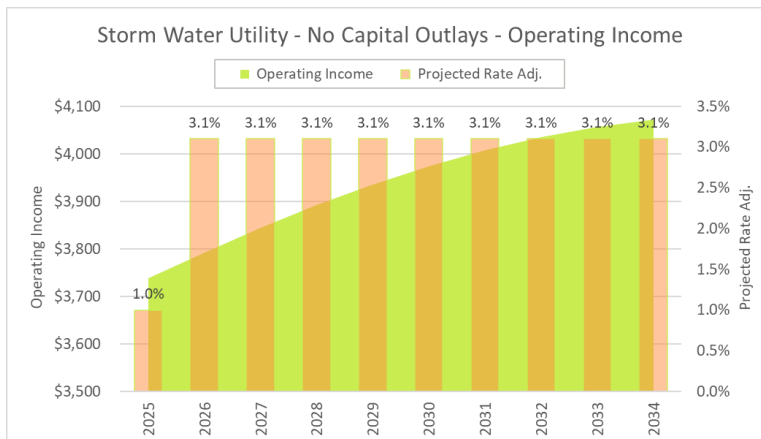
The Stormwater operation is much smaller and less complex than the Sewer operation, which makes for a straightforward analysis. Operating expenses for Stormwater consist of payroll and supplies, which together are expected to grow by just over 3% annually. To keep costs and revenues in balance, we estimate that rate increases of 3.1% will be needed. These increases are expected to allow the Stormwater Fund to grow its cash reserves by about \$4,000 per year.

The charts at right show projections for income and cash reserves. Looking at the scales used for the y-axis of each chart, it is clear that Stormwater is a very small operation by comparison to the Sewer Fund, and any changes to operational costs are likely to have an outsized impact given the small fiscal footprint of the enterprise.

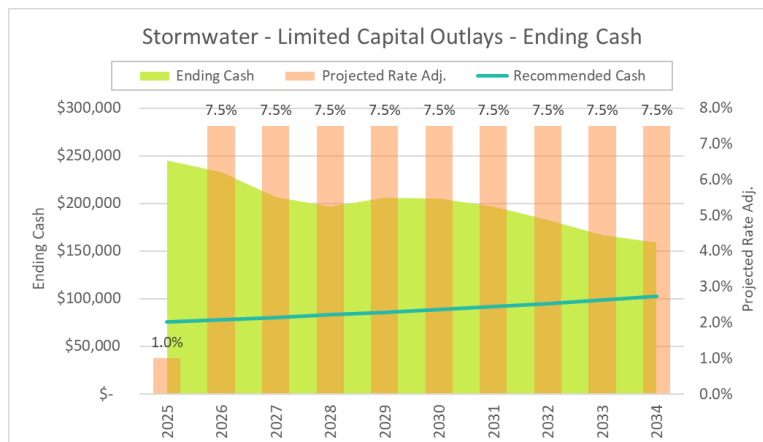
In our earlier discussion of capital needs, we noted that the City has identified capital improvements in excess of \$250,000 per year for the Stormwater system. The projections at right generate only \$4,000 per year in cash to pay for such improvements. As a result, if the City wishes to address its capital maintenance needs for the Stormwater utility, additional rate increases will be required.

If Stormwater rates are increased by 7.5% instead of 3.1% annually, the additional revenue would allow for modest outlays to begin on capital improvements to the system. In this scenario, capital outlays of \$60,000 per year would be possible by 2027. Outlays would grow by \$30,000 annually starting in 2030, reaching a level of \$200,000 in 2034. While this level of capital improvements does not fully fund the needs identified by the City, it will put the Stormwater Fund on a path where it can make additional capital investments into the future.

In this scenario, the 7.5% annual rate increases allow the Stormwater Fund to grow its annual operating income from a level of under \$4,000 in 2025 to approximately \$175,000 by 2034, as shown in the chart at right.



If capital outlays are made as described above, the cash reserves for Stormwater are projected to level off around \$200,000 in 2028, falling gradually to around \$150,000 by 2034. As with Sewer reserves, the actual amount of cash on hand will vary year to year depending on the size and number of improvement projects undertaken. Projected cash reserves are shown at right.



Rate Recommendations

While the modest rate increases in recent years have been sufficient to cover regular operations of the Sewer and Stormwater utilities, they allow very limited resources for each utility to make investments in capital repairs and replacement. To allow a greater level of capital investment in each system, we recommend that the City of Hibbing implement larger rate adjustments to provide the resources needed for such investments.

For the Sewer Fund, we recommend increases of 5% annually beginning in 2026 and repeating annually through 2031. In 2032 and beyond, we anticipate that lower annual increases will be required, though subsequent events may change this calculation.

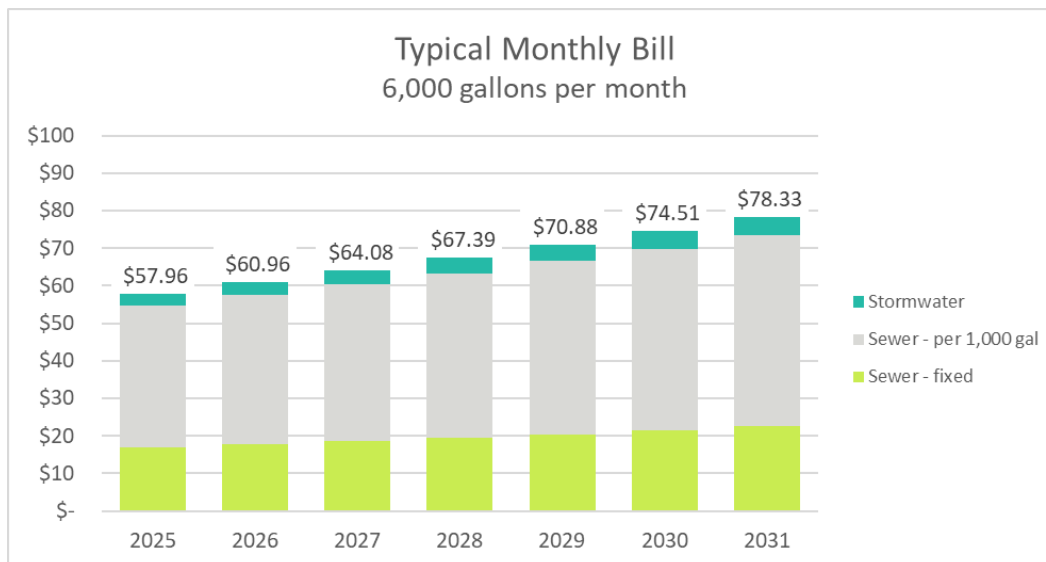
For Stormwater, annual increases of 7.5% are recommended beginning in 2026. Increases in excess of 3% annually are required just to cover growth in operational expenses, and given the much smaller size of total Stormwater revenues, larger percentage adjustments are required to have a significant impact on available resources. The table below summarizes our rate recommendations, and includes the 1% increases already approved for 2025.

	2025	2026	2027	2028	2029	2030	2031
Sewer Increase:	1.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Stormwater Increase:	1.0%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%

In dollar amounts, the rate adjustments will increase each component of sewer and stormwater billing as shown in the table below. Fixed charges for sewer services will increase from \$16.84 in 2025 to \$22.55 in 2031, while volume charges per 1,000 gallons will increase from \$6.25 to \$8.06. For stormwater services, the monthly charge will increase from \$3.26 to \$5.02.

	2025	2026	2027	2028	2029	2030	2031
Fixed monthly charge	16.84	17.68	18.56	19.49	20.46	21.48	22.55
Cost per 1,000 gallons	6.25	6.31	6.63	6.96	7.31	7.68	8.06
Stormwater	3.26	3.50	3.76	4.04	4.34	4.67	5.02

For a typical residential customer using 6,000 gallons of water per month, charges are estimated to total \$57.96 per month based on the rates approved for 2025. The rate recommendations in this report would increase monthly bills by approximately 5.2% annually through 2031, resulting in an average monthly bill of \$78.33 for sewer and stormwater services.

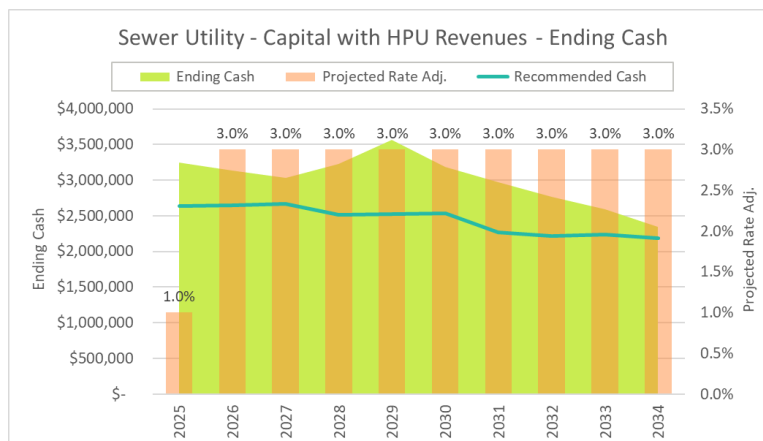


Sewer Services for Hibbing Public Utilities

In the course of this study, the City indicated that it currently provides sewer service to the Hibbing Public Utilities at no charge. If HPU were to be charged as a regular customer, it is estimated that the sewer utility would generate approximately \$350,000 annually from the account.

If this revenue were to become available, the additional resources would allow the sewer utility to make smaller rate adjustments in the coming years while still investing in necessary capital improvement outlays. In this scenario, we estimate that annual rate increases of 3% would be sufficient to provide the capital funding described earlier in this report.

Operating and net income projections would be comparable to those described earlier, while cash reserves would show some improvement, with balances remaining above minimum recommended levels throughout the planning period. Projected cash for this scenario is shown in the chart above.



Closing

We hope that this analysis proves useful to the City of Hibbing as it plans the future operations of its sewer and stormwater utilities. If the City has questions about this analysis or would like to discuss its findings and recommendations in more detail, it would be our pleasure to provide any assistance required.

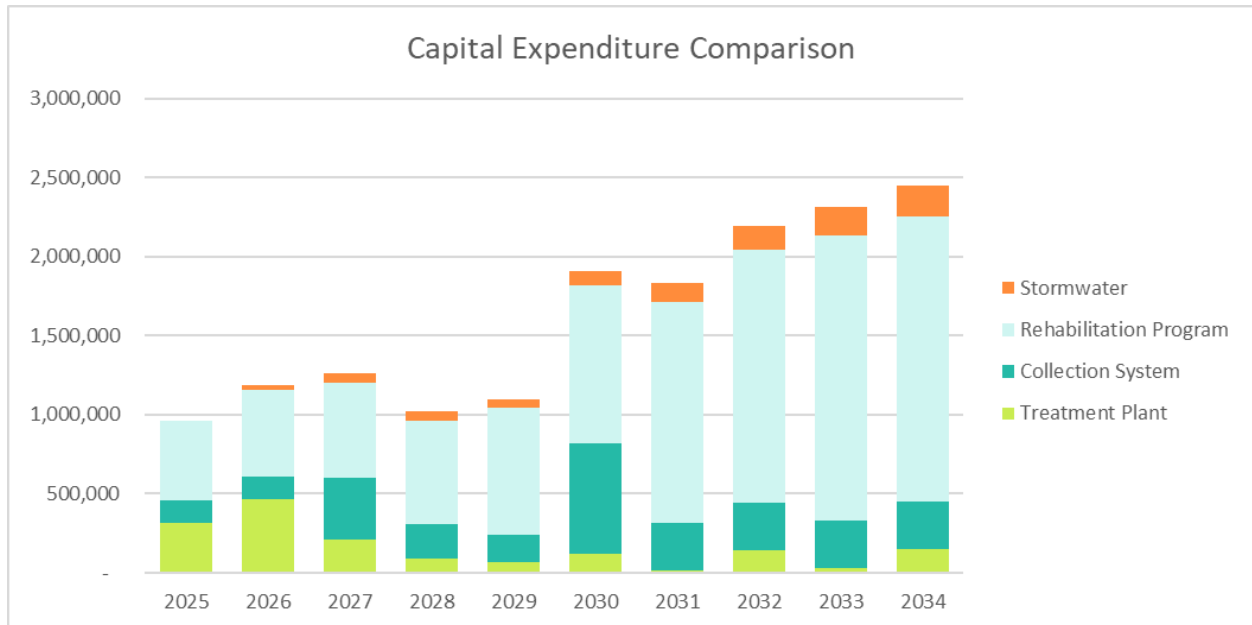
Appendix A: Capital Expenditure Details

Capital Outlays	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Sewer											
Future Projects	-	-	-	-	-	-	300,000	300,000	300,000	300,000	1,200,000
SWTP - 4 new pumps in filter building	-	-	-	-	-	-	-	140,000	-	-	140,000
SWTP - Blower safety shut-offs	-	-	-	70,000	-	-	-	-	-	-	70,000
SWTP - Doors	30,000	-	-	-	-	-	-	-	-	-	30,000
SWTP - Grinder	-	-	-	-	-	-	-	-	30,000	-	30,000
SWTP - Lift pump 7 & 8 rebuild	65,000	75,000	-	-	-	-	-	-	-	-	140,000
SWTP - New AC unit for office building	-	70,000	-	-	-	-	-	-	-	-	70,000
SWTP - New biosolids site - clearing	-	100,000	-	-	-	-	-	-	-	-	100,000
SWTP - New digester mixer	-	-	-	-	-	-	-	-	-	150,000	150,000
SWTP - New sampler	-	-	15,000	-	-	-	-	-	-	-	15,000
SWTP - Outdoor lighting	-	18,000	-	-	-	-	-	-	-	-	18,000
SWTP - Pond dewatering	-	20,000	-	20,000	-	20,000	-	-	-	-	60,000
SWTP - Pressure sensor to ultrasonic	-	-	-	-	-	-	15,000	-	-	-	15,000
SWTP - Primary clarifier reline	-	-	180,000	-	-	-	-	-	-	-	180,000
SWTP - Pump house lighting	40,000	-	-	-	-	-	-	-	-	-	40,000
SWTP - Remodel bathroom in office building	-	-	15,000	-	-	-	-	-	-	-	15,000
SWTP - Roof on garage building	-	-	-	-	-	70,000	-	-	-	-	70,000
SWTP - Trickling filter reline - 2nd & 3rd stage	180,000	180,000	-	-	-	-	-	-	-	-	360,000
SWTP - Update touch screens	-	-	-	-	-	30,000	-	-	-	-	30,000
SWTP - Vehicle replacement	-	-	-	-	70,000	-	-	-	-	-	70,000
WCS - Fillman location standby genset	-	-	39,000	-	-	-	-	-	-	-	39,000
WCS - Lift station retro - 7 stations	145,589	142,640	280,000	160,000	170,000	-	-	-	-	-	898,229
WCS - Sanitary sewer lining - 15 year plan	-	-	-	-	-	-	-	-	-	-	-
WCS - Sanitary sewer rehabilitation	500,000	550,000	600,000	650,000	800,000	1,000,000	1,400,000	1,600,000	1,800,000	1,800,000	10,700,000
WCS - Vactor Truck	-	-	-	-	-	695,000	-	-	-	-	695,000
WCS - Vehicle replacement	-	-	75,000	60,000	-	-	-	-	-	-	135,000
Sewer Total	960,589	1,155,640	1,204,000	960,000	1,040,000	1,815,000	1,715,000	2,040,000	2,130,000	2,250,000	15,270,229
Storm											
Stormwater maintenance and improvements	-	30,000	60,000	60,000	60,000	90,000	120,000	150,000	180,000	200,000	950,000
Storm Total	-	30,000	60,000	60,000	60,000	90,000	120,000	150,000	180,000	200,000	950,000
Grand Total	\$ 960,589	\$ 1,185,640	\$ 1,264,000	\$ 1,020,000	\$ 1,100,000	\$ 1,905,000	\$ 1,835,000	\$ 2,190,000	\$ 2,310,000	\$ 2,450,000	\$16,220,229

The table above shows the list of capital projects currently anticipated for the Sewer and Stormwater utilities. It differs from the chart presented in the main body of the report, in that it shows modified amounts for stormwater improvements and the sewer rehabilitation programs. In this table, the amounts for each project are based on the resources projected to be available, as opposed to the original engineering estimates.

The amounts shown for the *WCS-Sanitary Sewer Rehab* and *Stormwater Maintenance and Improvements* are only possible if the recommended rate increases are implemented. Without additional revenues, total capital outlays for Sewer would go from \$15.3 million to \$4.6 million, and outlays for Stormwater would be reduced from \$950,000 to zero.

The chart below shows total capital outlays in visual terms. The segments in light blue and orange are only funded if the City implements the recommended rate increases.





Request for Council Action

City Council Action

Description of Agenda Item

Strategic Initiative

Owner of Agenda Item

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

Introduction/Background/Justification/Key Issues/Legal

Approve the Facility Use Agreement between the City of Hibbing and the Kicks4Fun Soccer Club for the 2025 soccer season. Kicks4Fun is a new recreational soccer club in the City of Hibbing for ages 4-12 years old. Practices will be held at various neighborhood parks and games will be held in Nashwauk and Chisholm. See attached agreement for details.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

None

Action Requested

Requesting council approval

Attachments

1. 3-31-25 Kicks4Fun Soccer Final Agreement

FACILITY USE AGREEMENT
KICKS4FUN SOCCER CLUB

THIS FACILITY USE AGREEMENT, made and entered into in the City of Hibbing, State of Minnesota, this ____ day of _____, 2025, by and between the City of Hibbing, a Minnesota municipal corporation, whose mailing address is 401 E 21st Street, Hibbing, MN 55746, hereinafter called the “**City of Hibbing**”, and the **Kicks4Fun Soccer Club**, whose mailing address is 3420 Outer Dr, Hibbing, MN 55746, hereinafter called “**Sports Association**”.

WITNESSETH: That City of Hibbing for and in consideration of the covenants and agreements hereinafter mentioned to be kept and performed by Sports Association, hereby allows Sports Association use of the Premise during identified times and locations listed in Exhibit A for soccer practice (hereinafter called the **Premise**), under the following terms:

1. **BASIC PAYMENT.** The annual basic payment shall be:

2025

Soccer	No Charge for practice only at identified locations in Exhibit A	\$0.00		

Invoicing for Basic Payment will be sent out within 30-days of the completion of the season. Payment of invoices will be net-30 days from invoicing date. Late fees will incur a \$100 per week late charge after the 30 days past due.

If additional locations, games, tournaments, camps, programs, or activities are added to field usage that are not covered in the basic payment and/or add a increase in maintenance expenses, labor hours, and utility expenses for the City of Hibbing, the City of Hibbing reserves the right to assess additional charges as mutually agreed upon between the City of Hibbing and Sports Association. An addendum will be added to this agreement if extra charges will be assessed in the future.

2. **TERM.** The term for Sports Association to use the Premise shall be a one (1) year period commencing on April 1, 2025 and expiring on December 31, 2025. This agreement must be renewed and/or renegotiated within 30 days of the end of the term, otherwise the agreement with be null and void.
3. **USE OF PREMISE.** Sports Association shall use the Premise for youth soccer practices only.
- All Sports Association usage is restricted to the Premise unless approved in writing by City of Hibbing, City Services Director in advance.
 - Any outside food and merchandise sales vendors may not setup in any City of Hibbing property without the prior written approval of the City of Hibbing.
 - Sports Association acknowledges that City of Hibbing may use the Premise when Sports Association is not scheduled to use the Premise. Sports Association acknowledges they do not have exclusive use or control of the Premise.

- d. No tents, canopies, or other structures shall be erected on any City of Hibbing property without prior written approval from the City of Hibbing.
4. **SIGNAGE AND ADVERTISING.** Sports Association shall not be permitted to erect and display signs within the Premises. No sign shall be erected on the Premise by Sports Association without the prior written consent of the City of Hibbing. Provided City of Hibbing's consent for such signage is given, at Sports Association's sole cost, Sports Association shall erect such sign. Upon vacating the Premise, Sports Association agrees to remove all signs and repair all damage caused by the sign and/or its removal.
5. **SECURITY.** Sports Association shall be responsible for security of their own equipment and occupied area. City of Hibbing is not responsible for damaged or stolen Sports Association equipment. On behalf of itself and its insurer, Sport Association waives any right of subrogation against City of Hibbing and its insurer for any loss or damage to Sports Association's own equipment and property.
6. **COMPLIANCE WITH LAWS AND REGULATIONS.** Sports Association shall comply with the rules and regulations of the City of Hibbing and the ordinances and laws of the City of Hibbing and State of Minnesota.
7. **CONDITION OF PREMISE.** City of Hibbing makes no representations or warranties as to the condition of the Premise. Sports Association accepts the Premise in an "As-Is" condition on the date of commencement. Sports Association acknowledges that the Premises is a recreational park and not designed athletic fields and Sports Association will waive any liability the City may have and hold the City harmless of any claim when using the Premises.
8. **BUILDING SERVICES.** Providing that Sports Association is not in default under any of the covenants and agreements of the Facility Use Agreement, City of Hibbing shall furnish Sports Association the following services:
 - a. Property management and maintenance services for the Premise including mowing and garbage services.
9. **SPORTS ASSOCIATION RESPONSIBILITIES.** It is Sports Association's responsibility for the following:
 - a. To keep the Premise clean and sanitary and remove all garbage and other waste in a sanitary manner. If excessive cleanup is required at the Premise due to an event sponsored by Sports Association, Sports Association shall be responsible for the cleanup. In the event Sports Association fails to clean up, immediately after scheduled usage, City of Hibbing shall charge Sports Association \$100.00 per hour for excessive clean up after the event. This does not include normal and reasonable cleaning due to an event. The City of Hibbing will notify the Sports Association of any infraction before a fee is assessed.
 - b. To provide City of Hibbing with practice schedules which must be approved in writing by City of Hibbing prior to using the fields. Tentative schedules must be submitted to the City of Hibbing at least three (3) months prior to the start of the season/program with finalized schedules provided one (1) month prior to the start. City of Hibbing reserves the right to adjust Sports Association proposed schedules. City of Hibbing shall be notified immediately of any schedule changes during the season.

- c. Any damage to City of Hibbing property or Premise caused by Sports Association, its participants, its spectators, its employees, its guests competing in an event held by the Sports Association, is Sports Association's responsibility to pay for damages or replacement at Sports Association's expense. In no event shall the City of Hibbing be required to make repairs or improvements if damages are caused by the Sports Association or its subcontractors or agents or employees, negligent acts of omission or commission.
 - d. Sports Association shall provide City of Hibbing a participation registration report annually.
 - e. Prior to signature of this agreement, Sports Association shall provide City of Hibbing copies of organization status. (Such as 501(c)(3) certificate, Secretary of State annual report, etc.)
 - f. Sports Association must provide coverage to supervise all use at Premise, or a designated supervisor, at least 18 years of age, must be present for any planned usage.
 - g. Sports Association shall comply with all laws related to background checks of coaches and managers. City of Hibbing strongly encourages Sports Association to perform background checks for persons all coaches and any league official that will have direct contact with participants to ensure player safety.
 - h. The City of Hibbing encourages Sports Association's capital investment into facilities. Any facility upgrades or modifications to any part of the Premise, playing fields, or surrounding land, must be approved in writing and agreed upon in advance with the City of Hibbing. Facility upgrades that result in additional operational expenses for the City of Hibbing may increase the Basic Payment to an amount that is mutually agreed upon by City of Hibbing and Sports Association.
10. **TAXES.** Sports Association shall be responsible for the payment of all sales and use taxes which may be applicable to its use and operation of the Premise.
11. **RIGHTS OF THE CITY OF HIBBING.** In addition to all the remedies which are allowed to the City of Hibbing by law and equity and without limitation on any of them, City of Hibbing shall have the following rights:
- a. To enter the Premise at all reasonable times for the making of such inspections, repairs, alterations, improvements, or additions of or to the Premise or the building as City of Hibbing, in its sole discretion, may deem necessary or desirable; and for any purpose whatsoever, related to the safety, protection, preservation, or improvement of the Premise or of the building or of City of Hibbing's interest.
 - b. At any time or times, City of Hibbing, either voluntarily or pursuant to governmental requirements, may at City of Hibbing's expense, make repairs, alterations, or improvements in or to the Premise or any part thereof, and during such times may temporarily close entrances, doors, corridors, elevators, or other public facilities.
12. **INSURANCE.** From and after the commencement date of this Agreement and throughout the term of this Agreement and any extension thereof, to require Sports Association to:
- a. Sports Association shall secure and keep in force during the term of this Agreement insurance or equivalent coverage from insurance companies authorized to do business in Minnesota for the following:

- i. Commercial General Liability insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - ii. Increases of limits of coverage to be discussed as reasonable and decided upon mutually.
 - b. Sports Association shall name the City of Hibbing as an additional insured for Commercial General Liability. Additional insured coverage shall be primary and non-contributory to any other insurance available to the City of Hibbing.
 - c. Sports Association shall provide City of Hibbing with a Certificate of Insurance evidencing the coverage indicated therein. A 30 days' prior written notice of cancellation of insurance policy or termination of insurance coverage shall be provided to the City of Hibbing.
 - d. Sports Association is responsible to insure their personal property.
 - e. Waiver of Subrogation: Sports Association shall obtain from each of its insurers a waiver of subrogation in favor of the City of Hibbing.
13. **INDEMNIFICATION/HOLD HARMLESS.** To the fullest extent permitted by law, Sports Association shall defend, indemnify, and hold harmless the City of Hibbing from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Sport Association's negligence or Sport Association's failure to perform its obligations under this Facility Use Agreement. Sports Association obligations shall apply to anyone directly or indirectly employed or hired by Sports Association or anyone for whose acts Sports Association may be liable. Sports Association agrees this indemnity obligation shall survive the completion or termination of this Facility Use Agreement.
14. **PARKING.** The Sports Association understands and acknowledges that there will be no designated or reserved parking spaces for its attendees or participants.
15. **ALTERATIONS DURING TERM.** Sports Association shall make no changes to the Premise without the prior written consent of the City of Hibbing.
16. **NO LIENS.** Sports Association shall keep Sports Association's leasehold interest and any improvements which are or to become the property of the City of Hibbing under this Agreement, free and clear of any attachment of judgment lien, mechanics lien, encumbrances, security interest, collateral, or any other lien. Sports Association agrees that no security agreement, whether by way of conditional bill of sale, mortgage, or instrument of similar import, shall be placed upon any improvements on the Premise which is affixed to the real property.
17. **DAMAGE AND DESTRUCTION.** If the Premise shall be partially or totally damaged by fire or other casualty, so as to become completely unusable, this Agreement shall cease and terminate and both parties shall be relieved from further liability and obligations hereunder. Sports Association shall be responsible for its obligations, including payment, only up to the time of such destruction. Unless the Premise is deemed unusable, Sports Association shall be obligated under this agreement. The Sports Association shall be responsible for repair and restoration of any and all damage caused by Sports Association, its participants, employees, volunteers, assigns, or spectators. The City of Hibbing shall be responsible for normal maintenance of the Premise.
18. **RETURN ON TERMINATION.** Upon termination of this Agreement for any cause, Sports Association shall return the Premise to City of Hibbing in as good or better condition as they are at the date hereof, except reasonable wear and tear. On the expiration date of this Agreement, Sports Association shall surrender all keys to the Premise. The Premise shall be clear of all trash, occupant's furniture, equipment, personal articles, and effects of any kind.

19. **HOLD OVER.** If Sports Association maintains possession of the Premise for any period after the termination of this Agreement (“hold over period”), Sports Association shall pay to City of Hibbing payment(s) during the hold over period at a rate equal to the normal payment rate set forth in the Basic Payment paragraph.
20. **NON-WAIVER.** No failure by City of Hibbing to insist upon the strict performance of any term or condition of this Agreement or to exercise any right or remedy available on a breach thereof, and no acceptance of full or partial payment during the continuance of any such breach shall constitute a waiver of any such breach or of any such term or condition. No term or condition of this Agreement required to be performed by the Sports Association, and no breach thereof, shall be waived, altered, or modified, except by a written instrument executed by City of Hibbing. No waiver of any breach of one term or condition of this Agreement shall affect or alter any other term or condition of this Agreement and each such term or condition shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.
21. **RIGHT OF TERMINATION ON DEFAULT.** In the event that Sports Association, within 30 days after mailing of notice of default to Sports Association at the address herein provided, shall fail to cure such default, City of Hibbing shall have the right to immediately terminate this Agreement and City of Hibbing shall have the immediate right of reentry and repossession of all the Premise and all fixtures and improvements located thereon, except for any furnishings not attached to the walls, without any obligation to compensate Sports Association in any manner therefore. In addition, Sports Association will be responsible for the Basic Payment for the remainder of the agreement term.
22. **NONPAYMENT - DEMAND NOT REQUIRED.** The provisions of the section entitled Right of Termination on Default notwithstanding, in order to enforce a forfeiture and termination of this Agreement for nonpayment of rent when due, no demand for rent when due shall be required, any such demand being expressly waived by Sports Association.
23. **FIXTURES AND IMPROVEMENTS AT EXPIRATION OR TERMINATION.** Upon the termination of this Agreement, whether by expiration of its term or by any other cause whether upon default by Sports Association or otherwise, all fixtures and improvements on the Premise shall become the sole property of the City of Hibbing and Sports Association shall have no right to remove the same, except for any fixtures not attached to the walls that was provided by Sports Association or Sports Association specific naming and logo fixtures, and Sports Association shall have no further right, title, or interest therein.
24. **NON-ASSIGNMENT.** Sports Association shall not sub-let nor assign any portion of the Premise without the prior written consent of the City of Hibbing.
25. **NOTICES AND PAYMENTS.**
- a. Until otherwise notified by City of Hibbing, Sports Association shall pay to City of Hibbing and shall address all notices to City of Hibbing as follows:
- City of Hibbing
401 East 21st Street
Hibbing, MN 55746
- b. Until otherwise notified by Sports Association in writing, City of Hibbing shall address all notices to Sports Association as follows:
- Kicks4Fun Soccer Club
3420 Outer Dr
Hibbing, MN 55746

26. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the parties hereto and shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest. City of Hibbing has made no representations or warranties with respect to the Premise, except as herein expressly set forth.
27. **PREVIOUS AGREEMENTS.** This agreement supersedes any other previous agreements that have been entered into between the City of Hibbing and Sports Association related to the Premise.
28. **SAVING CLAUSE.** If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, Sports Association and City of Hibbing have executed this Facility Use Agreement as of the day, month, and year first above shown.

CITY OF HIBBING

KICKS4FUN SOCCER CLUB

By: _____
Printed Named: Pete Hyduke
Its: Mayor

By: _____
Printed Name: _____
Its: President

By: _____
Printed Named: Candie Seppala
Its: Clerk

By: _____
Printed Name: _____
Its: Vice President

EXHIBIT A

Greenhaven

Tuesdays 4-5pm & 6-7pm

Wednesdays 5:15-6:30pm

Thursdays 4-5pm

Sundays 5-6pm

Brooklyn

Wednesdays 6-7pm

Cobb Cook

Wednesdays 5-6pm

Thursdays 5:15-6pm

Bennett Park

Thursdays 6-7pm



Request for Council Action

City Council Action

Declare Garage pressure washer surplus

Description of Agenda Item

Surplus Garage pressure washer

Strategic Initiative

Getting rid of older pressure washer. Will be placing on MN Bid

Owner of Agenda Item

Joe McKenney, Fleet Manager, 218.966.1826, joemcKenney@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Declare Garage pressure washer surplus.

Attachments

None



Request for Council Action

City Council Action

Declare Cat 936 wheel loader surplus to auction on MN Bid.

Description of Agenda Item

Surplus Cat 936 wheel loader serial # 33Z01449 This is being replaced with new Komatsu that was ordered 2025.

Strategic Initiative

Selling equipment that has been replaced

Owner of Agenda Item

Joe McKenney, Fleet Manager, 218.966.1826, joemcKenney@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

This will help fund future purchases needed in the Public Works Department

Action Requested

Declare Cat 936 wheel loader surplus.

Attachments

None



Request for Council Action

City Council Action

Approve the updated Accounting Clerk job description.

Description of Agenda Item

Approve the updated Accounting Clerk job description.

Strategic Initiative

Owner of Agenda Item

Sheena Mulner, Finance Director - Treasurer, 218-312-1602, sheenamulner@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Minor changes. No change to grade.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Approve the updated Accounting Clerk job description.

Attachments

1. Draft - Accounting Clerk Job Description



CITY OF HIBBING JOB DESCRIPTION

JOB TITLE: Accounting Clerk **DATE:** 4/4/06, 2/10/22, 1/8/25, 04/16/25

DEPARTMENT: Finance **PAY GRADE:** 7

EXEMPTION STATUS: Non-Exempt

REPORTS TO: Director of Finance/Treasurer

SCOPE OF POSITION: Perform computer input and general office duties involved with the operations of the Department of Finance.

Work Environment: Indoor, controlled office setting.

Supervision Received: Works under the direction of the Director of Finance/Treasurer, Assistant Director of Finance and Accountants

Supervision Exercised: None

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the department head or supervisory staff:

PRIMARY RESPONSIBILITIES:

- Perform various accounts payable functions and mailing of checks to accounts payable vendors.
- Reconciles vendor statements and investigates discrepancies.
- Input receipts, accounts payable, and journal entries into fund accounting system.
- Maintains, audits, corrects and receives all departmental deposits and prepares receipts.
- Deliver and deposit funds at the bank.
- Organizing and filing accounting source documents.
- Maintain insurance and fixed asset records including assisting with inventory and listings in the property/casualty insurance.
- Process garbage and sewer billings, including rate changes, adjusting customer accounts, refunds, etc.



- Prepare invoices and maintain accounts receivable files.
- Attend staff meetings as required.
- Billing and receives payment of retiree/COBRA insurance payments.
- Assist in election activities, which include overtime, weekends, and evenings.
- Answer telephone, attend counter, give out information, and answer inquiries about department standards and procedures.
- Distribute and route incoming mail.
- Compile reports for grant and program costs.
- Assist Assistant Finance Director with allocating revenues and expenditures.
- Special Assessment searches, certification to County Auditor, and tracking in accounting software.
- Prepare annual tax forms and audit workpapers.
- Other duties as assigned.

SECONDARY ASSIGNMENTS:

- Process payroll, including inputting wage and deduction information. **Alternate**
- Maintain deduction and accumulated leave time records and payroll schedules. **Alternate**

KNOWLEDGE, SKILLS, ABILITIES:

- Considerable ability to communicate tactfully and effectively with elected officials, City staff, and the public.
- Considerable ability to organize work well.
- Attention to detail required.
- Considerable ability to understand problems and give clear and satisfactory explanations.
- Considerable ability to prioritize work projects and work independently in the absence of specific instructions.
- Considerable ability to use computer, calculator, and other office machines.
- Considerable knowledge of Excel spread sheets, general ledger, and payroll accounting software and word processing.
- Experience working with Microsoft office and Accounting ERP software.

MINIMUM QUALIFICATIONS:

- Education: Two-year degree in Finance or Accounting, or combination of equivalent education and experience.
- Data processing experience relating to accounting, accounts payable, and payroll.
- Ability to work effectively with the City Council, staff, and the public to obtain the desired results.



- Ability to follow directives, policies, and procedures which apply to governmental fund accounting, invoice processing, and payroll processing.
- Self-motivated; ability to work independently, yet a team worker.

PHYSICAL REQUIREMENTS:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the job, the employee is required to talk, hear, and see. The employee is frequently required to use their hands and fingers, to handle or feel.

The employee is occasionally required to stand, walk, reach with arms and hands, stoop, kneel, crouch. The employee must be able to lift and carry up to 20 pounds occasionally.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the performance responsibilities/essential functions as outlined with or without any reasonable accommodations.

Employee Name (Print)

Employee Signature

Date

REVIEWED AND APPROVED BY:

Supervisor: 04/10/2025
City Administrator: 04/10/2025
City Council: 04/16/2025



Request for Council Action

City Council Action

Description of Agenda Item

Authorize the creation and posting of one full-time Accounting Clerk.

Strategic Initiative

Owner of Agenda Item

Sheena Mulner, Finance Director - Treasurer, 218-312-1602, sheenamulner@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Replace upcoming expected retirement in department and plan for upcoming staff leaves this fall.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Authorize the creation and posting of one full-time Accounting Clerk.

Attachments

None



Request for Council Action

City Council Action

Authorize the hire of the Summer Students for City Services, Cemetery, and Public Works.

Description of Agenda Item

Authorize the hire of the Summer Students for City Services, Cemetery, and Public Works.

Strategic Initiative

Owner of Agenda Item

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

Jill Reini, Library Director, 218.966.2857, jillreini@hibbingmn.gov

John Yuretich, Superintendent of Public Works, 218.966.4773, johnyuretich@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Bella Janisch - Recreation Assistant
Bella Jaynes - City Services Summer Student
Ava Johnoson - City Services Summer Student
Brayden Boyer - City Services Summer Student
Drew Anderson - City Services Summer Student
Abigail Sullivan - City Services Summer Student
Ella Kalisch - City Services Summer Student
Alexis Walters - City Services Summer Student
Maggie Trenberth - City Services Summer Student
Aune Boben - City Services Summer Student
Gavin Lamphere - City Services Summer Student
Audrianna Trunell - Maintenance Help
Peyton Schinderle - Cemetery
Cary Flinley - Cemetery
Wyatt Story - Cemetery
Matthew Maki - Cemetery
Christian Massich - Public Works
Jacob Maki - Public Works

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Budgeted. Provide \$0.50 increase for returning summer staff.

Action Requested

Authorize the hire of the Summer Students for City Services, Cemetery, and Public Works.

Attachments

None



Request for Council Action

City Council Action

Approve the advancement of Jack Maddy to Sergeant II with the Hibbing Police Department effective April 17, 2025.

Description of Agenda Item

Approve the advancement of Jack Maddy to Sergeant II with the Hibbing Police Department effective April 17, 2025.

Strategic Initiative

Owner of Agenda Item

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

Introduction/Background/Justification/Key Issues/Legal

Advanced Police Department opportunities were created in the 2024-2025 Labor Agreement when certain criteria are met. This Officer submitted the required qualifications and has met all the established criteria. This will result in a grade increase.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Budgeted.

Action Requested

Approve the advancement of Jack Maddy to Sergeant II with the Hibbing Police Department effective April 17, 2025.

Attachments

None



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. Out of State Travel Brian Warner



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments: None

Main Agenda ☐

Consent Agenda ☒

Description of Agenda Item: Out of state travel April 28 to May 1 to Chehalis Washington for Brian Warner. This is to do final inspection of new ambulance set for delivery first week in May. .

Strategic Initiative: Final Inspection and sign off on of new rig. Catch any irregularities in specs and follow up inspection to make sure corrections are correct.

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

Erik Jankila / Fire Department / erikjankila@hibbingmn.gov / 218-362-5966

Introduction/Background/Justification/Key Issues/Legal

Make sure we get what we spec's and paid for.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact Travel included in price of vehicle

Action Requested: Authorize the travel.



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. Peddler License Application Caylee Doyle



APPLICATION FOR A CITY LICENSE TO CONDUCT BUSINESS

AS A PEDDLER OR TRANSIENT MERCHANT

Fee: \$50.00 day per person or \$250.00 annual

Payable to: City of Hibbing

License Requires Council Approval

This Application for a City license to conduct business as a peddler or transient merchant shall be made at least 14 regular business days before the applicant desires to begin conducting business. This Application must be signed by the applicant and must include the following information:

1. Applicant's full legal name: Caylee Doyle
2. All other names under which the applicant conducts business or to which applicant officially answers.
Twisted Sisters Pretzel Co. / Hill-Doyle Enterprises
3. A physical description of the applicant:
Hair Color: Brown Height: 5'6" Weight: 190 lbs
Eye Color: Hazel Distinguishing Marks/Features: Several floral tattoos on right arm.
4. Full address of applicant's permanent resident.
120 NE 4th Ave, Grand Rapids, MN 55744
5. Telephone number of applicant's permanent residence. (218) 910-4396
6. Full legal name of any and all business operations owned, managed or operated by applicant, or for which the applicant is an employee or agent.
Twisted Sisters Pretzel Co. / Hill-Doyle Enterprises
7. Full address of applicant's regular place of business (if any).
N/A

8. Any and all business related telephone numbers of the applicant. (218) 910-4396

9. The type of business for which the applicant is applying for a license.

Seasonal temporary food stand

10. Please check one: ☐ Annual license ☒ Daily license

11. The dates during which the applicant intends to conduct business, and if the applicant is applying for a daily license, the number of days he or she will be conducting business in the City (maximum 14 consecutive days). May 17, 2015

12. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City, including the location where a transient merchant intends to set up business.

Contact Information: Caylee Doyle - (218) 910-4396
Location: Hibbing National Guard Armory

13. A statement as to whether or not the applicant has been convicted within the last five years of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance, other than traffic offenses.

The Applicant has not

14. A list of the three most recent locations where the applicant has conducted business as a peddler or transient merchant.

- a. n/a (new business)
- b. _____
- c. _____

15. Proof of any required County license.

16. Written permission of the property owner or the property owner's agent for any property to be used by a transient merchant. _____

17. A general description of the items to be sold or services to be provided.

Soft Pretzels and Frozen Lemonades

18. All additional information deemed necessary by the City Council.

19. The applicant's driver's license number or other acceptable form of identification.

E955-054-200-1019

20. The license plate number, registration information, and vehicle identification number for any vehicle to be used in conjunction with the licensed business and a description of the vehicle.

FUG-935, Silver Chevy Traverse

Applicant's Signature: _____

Cathy Doyle

Applicant's Printed Name: _____

Cathy Doyle

Date Application Signed: _____

4-2-25

APPLICATION RECEIVED BY CITY OF HIBBING:

Signature, City of Hibbing Clerk's/Council Office

Date of Signature: _____



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. Bingo Application HPAT

LG240B Application to Conduct Excluded Bingo

No Fee

11/17
Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: HIBBING PUBLIC ACCESS TELEVISION Previous Gambling Permit Number: _____

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

Mailing Address: 211 EAST HOWARD ST. / P.O. BOX 712

City: HIBBING State: MN Zip: 55746 County: ST LOUIS

Name of Chief Executive Officer (CEO): RONALD A. WIRKKULA - PRESIDENT

CEO Daytime Phone: 218-969-9699 CEO Email: ron@hpat.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): hpat@hpat.org

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: 05/01/25 05/15/25
-OR- 05/28/25

☐ 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: RON WIRKKULA - HPAT Daytime Phone: 218-969-9699Name of premises where bingo will be conducted: HIBBING ERLS CLUBPremises street address: 1916 EAST 4TH AVECity: HIBBING If township, township name: _____ County: ST LOUIS

LG240B Application to Conduct Excluded Bingo

11/17
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:  Date: 04/08/25
(Signature must be CEO's signature; designee may not sign)

Print Name: RONALD A. WIERKULA

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. 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.

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.



April 7, 2023

MN ID: 1047709
Letter ID: L1590686368

#BWBBMRR
#0000 0159 0686 3681#
HIBBING PUBLIC ACCESS TELEVISION
211 E HOWARD ST
HIBBING MN 55746-5118

Assigned Minnesota Tax Identification Number 1047709

HIBBING PUBLIC ACCESS TELEVISION:

The Minnesota Department of Revenue is updating our system to better serve organizations that are exempt from paying sales tax. As part of the update, we assigned you Minnesota Tax Identification Number 1047709 for use when making exempt purchases.

Why am I assigned a Minnesota Tax Identification Number?

We no longer issue five-digit Exempt Status Numbers. This seven-digit Minnesota Identification Number replaces your five-digit Exempt Status Number.

What do I need to do?

- Begin using your seven-digit Minnesota Identification Number immediately.
- Give sellers a completed Form ST3, Certificate of Exemption, when you purchase, lease, or rent tangible personal property or services for use in your nonprofit business or for resale. Use your seven-digit Minnesota Tax Identification Number on the form.
- Stop using the five-digit Exempt Status Number.
- Keep a copy of this letter as proof of your nonprofit exempt status.

What purchases are not included in this exemption?

- Prepared food, soft drinks, candy, alcoholic beverages, and catered food
- Lodging
- Waste collection and disposal services
- Purchases, leases, and rentals of most motor vehicles
- Gambling equipment and supplies
- 9.2 percent car rental tax and 5 percent car rental fee

Note: A contractor may not use your exempt status authorization to purchase materials exempt for use in a lump-sum contract.

What if I make taxable sales?

If you make taxable retail sales, you must register to collect and remit sales tax unless the state's fundraising exemption applies or the sales are exempt for other reasons.

Form ST3, Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

- ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.
- ☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:
- Exempt entity name _____ Project description _____

Name of Purchaser
Hibbing Public Access Television

Business Address City State ZIP code
211 East Howard Street Hibbing MN 55746

Purchaser's Tax ID Number State of Issue

If no tax ID number, FEIN Driver's license number/State issued ID number
Enter one of the following: **41-1738857** State of issue **MN** Number **1047709**

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address City State ZIP code

Type of Business

- | | |
|--|--|
| ☐ 01 Accommodation and food services | ☐ 11 Transportation and warehousing |
| ☐ 02 Agricultural, forestry, fishing, hunting | ☐ 12 Utilities |
| ☐ 03 Construction | ☐ 13 Wholesale trade |
| ☐ 04 Finance and insurance | ☐ 14 Business services |
| ☐ 05 Information, publishing and communications | ☐ 15 Professional services |
| ☐ 06 Manufacturing | ☐ 16 Education and health-care services |
| ☐ 07 Mining | ☒ 17 Nonprofit organization |
| ☐ 08 Real estate | ☐ 18 Government |
| ☐ 09 Rental and leasing | ☐ 19 Not a business (explain) _____ |
| ☐ 10 Retail trade | ☐ 20 Other (explain) _____ |

Reason for Exemption (See Instructions)

- | | |
|---|--|
| ☐ A Federal government (department) _____ | ☐ J Agricultural production |
| ☐ B Specific government exemption _____ | ☐ K Industrial production/manufacturing |
| ☐ C Tribal government (name) _____ | ☐ L Direct pay authorization |
| ☐ D Foreign diplomat # _____ | ☐ M Multiple points of use (services, digital goods, or computer software delivered electronically) |
| ☒ E Charitable organization # 11-563 | ☐ N Direct mail |
| ☐ F Educational organization # _____ | ☐ O Other (enter number from instructions) _____ |
| ☐ G Religious organization # _____ | ☐ P Percentage exemption |
| ☐ H Resale | ☐ Advertising (enter percentage) _____% |
| ☐ I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project) | ☐ Utilities (enter percentage) _____% |
| | ☐ Electricity (enter percentage) _____% |

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser Print Name Here Title Date
Ronald A Wirkkula President 03-28-2023

Form ST3, Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

- ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____
- ☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:
- Exempt entity name _____ Project description _____

Name of Purchaser
Hibbing Public Access Television

Business Address City State ZIP code
211 East Howard Street Hibbing MN 55746

Purchaser's Tax ID Number State of Issue

If no tax ID number, FEIN
Enter one of the following: **41-1738857** Driver's license number/State issued ID number
State of Issue **MN** Number **1047709**

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address City State ZIP code

Type of Business

- | | |
|--|--|
| ☐ 01 Accommodation and food services | ☐ 11 Transportation and warehousing |
| ☐ 02 Agricultural, forestry, fishing, hunting | ☐ 12 Utilities |
| ☐ 03 Construction | ☐ 13 Wholesale trade |
| ☐ 04 Finance and insurance | ☐ 14 Business services |
| ☐ 05 Information, publishing and communications | ☐ 15 Professional services |
| ☐ 06 Manufacturing | ☐ 16 Education and health-care services |
| ☐ 07 Mining | ☒ 17 Nonprofit organization |
| ☐ 08 Real estate | ☐ 18 Government |
| ☐ 09 Rental and leasing | ☐ 19 Not a business (explain) _____ |
| ☐ 10 Retail trade | ☐ 20 Other (explain) _____ |

Reason for Exemption (See Instructions)

- | | |
|---|--|
| ☐ A Federal government (department) _____ | ☐ J Agricultural production |
| ☐ B Specific government exemption | ☐ K Industrial production/manufacturing |
| ☐ C Tribal government (name) _____ | ☐ L Direct pay authorization |
| ☐ D Foreign diplomat # _____ | ☐ M Multiple points of use (services, digital goods, or computer software delivered electronically) |
| ☒ E Charitable organization # 11-563 | ☐ N Direct mail |
| ☐ F Educational organization # _____ | ☐ O Other (enter number from instructions) _____ |
| ☐ G Religious organization # _____ | ☐ P Percentage exemption |
| ☐ H Resale | ☐ Advertising (enter percentage) _____% |
| ☐ I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project) | ☐ Utilities (enter percentage) _____% |
| | ☐ Electricity (enter percentage) _____% |

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser Print Name Here Title Date
Ronald A Wirkkula President 03-28-2023

Business Record Details »

Minnesota Business Name
Hibbing Public Access Television

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
1I-563

Home Jurisdiction
Minnesota

Filing Date
01/11/1993

Status
Active / In Good Standing

Renewal Due Date
12/31/2024

Registered Office Address
211 E Howard Street
PO Box 712
Hibbing, MN 55746
USA

Registered Agent(s)
(Optional) Currently No Agent

President
Ronald Wirkkula
211 East Howard Street
PO Box 712
Hibbing, MN 55746
St Louis

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

☐	Filing Date	Filing	Effective Date
☐	01/11/1993	Original Filing - Nonprofit Corporation (Domestic)	
☐	01/11/1993	Nonprofit Corporation (Domestic) Business Name (Business Name: Hibbing Public Access Television)	
☐	04/24/1995	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	06/02/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	2/22/2017	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
☐	5/2/2017	Annual Reinstatement - Nonprofit Corporation (Domestic)	
☐	3/5/2019	Registered Office - Nonprofit Corporation (Domestic)	



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. Special Events App Kiwanis Club Pancake Feed

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 Departments 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: April 7, 2025

Name/Description of Event:	Hibbing Kiwanis Pancake Feed
Date of Event:	Wednesday, April 23
Location of Event:	Memorial Building
Organizer:	Hibbing Kiwanis Club
Organizer Contact Information:	Home Phone: Work Phone: Cell Phone: <u>218-9166-0298 - Steve Ranker</u>

☒ **Department Review.** If applicable and where noted in the application form, the event organizer will also need to contact City department heads

DEPARTMENT	CHECK IN WITH CITY CONTACTS TO DISCUSS YOUR NEEDS FOR YOUR EVENT	CONTACT #
Hibbing Police Dept.	Police Chief Steve Estey	218-262-0285
Fire Department	Fire Marshal Shawn Nickila	218-421-3942
Sanitation Dept.	John Yuretech/Jim Watkins	218-362-5991
Public Works Dept.	John Yuretech/Jim Watkins	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 ATTACHED

LOCATION OF EVENT: Memorial Building kitchen & dining room

TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT:

Annual Pancake feed to raise funds for local youth activities and other community endeavors.

Date of Event: Wednesday, April 23

Refer media or citizen inquires to:

Steve Raukar

Telephone: 218 -966 -0298

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: **Steve Raukar**

Address: **Hibbing Kiwanis Club, PO Box 153, Hibbing MN 55746**

Mailing Address:

Affiliation: **Club member**

Telephone: (day) 218 - 966 - 0298 (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 benefits the event are 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:		
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		

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:**REQUESTED DAY AND DATE** *(first choice):*

Wednesday, April 23

Alternate days and dates:

- _____
- _____
- _____

REQUESTED HOURS OF OPERATION:From: 6 am a.m. / p.m. To 8 p.m. 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: Wednesday, April 23 Time: 6 a.m. - 8 p.m. 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.☐ 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: _____

****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.

SANITATION:

- ☐ 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 during 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.
- ☐ 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.

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;
- ☐ 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, including the intended hours of the music, sound or noise.
	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>)
ALCOHOL:	Alcoholic Beverages to be served? ☐ Yes ☒ No
	Temporary Liquor License Applied For?
	BEER ☐ Yes ☐ No
	COMMUNITY FESTIVAL LICENSE ☐ Yes ☐ No
	TEMPORARY ON SALE ☐ Yes ☐ No
	Organization Applying for License for Alcoholic Beverages:
	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).
	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.

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. _____ _____ _____
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. _____ _____ _____
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. _____ _____ _____
☐ 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.

☐ 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

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.

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.

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:

[illegible]



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. Special Events App Kids, Cops and Cars

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:	Kids, Cops and Cars
Date of Event:	May 13, 2025
Location of Event:	Memorial Building
Organizer:	Hibbing PD
Organizer Contact Information:	Home Phone: 218-403-5710 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 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 ATTACHED

LOCATION OF EVENT: Memorial Building

TITLE, PURPOSE, AND BRIEF DESCRIPTION OF EVENT:

Police Officers and their squads will be on display on arena floor

Date of Event: May 13, 2025

Refer media or citizen inquires to:

Chief Estey

Telephone: 218-403-5710

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:

Chief Steve Estey

Address: 1810 12th Ave E, Hibbing, MN 55746

Mailing Address:

Affiliation: Hibbing PD

Telephone: (day) 218-403-5710 (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:		
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		

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:
REQUESTED DAY AND DATE <i>(first choice)</i> : May 13, 2025
Alternate days and dates: • _____ • _____ • _____
REQUESTED HOURS OF OPERATION: From: <u>4:00 PM</u> a.m. / p.m. To <u>7:00 PM</u> 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: <u>May 13</u> Time: <u>2:00 PM</u> 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. ☐ 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: <u>20</u> Spectators: <u>200</u>
**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.

SANITATION: ☐ 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. ☐ 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, including the intended hours of the music, sound or noise.
	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>)
ALCOHOL:	Alcoholic Beverages to be served? ☐ Yes ☒ No
	Temporary Liquor License Applied For?
	BEER ☐ Yes ☐ No
	COMMUNITY FESTIVAL LICENSE ☐ Yes ☐ No
	TEMPORARY ON SALE ☐ Yes ☐ No
	Organization Applying for License for Alcoholic Beverages:
	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).
	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.

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. Several officers on scene
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.
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.
☐ 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.

☐ 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

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.

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VENDORS OR CONCESSIONAIRES:
Describe what vendors or concessionaires you will allow in conjunction with the event and the purpose or purposes of these concessions.
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.
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:



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

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Attachments

1. Transiet Merchant Application - ICT
2. Coterie Standard Certificate
3. Online Licensing and Payment System
4. Dep. of Ag License



APPLICATION FOR A CITY LICENSE TO CONDUCT BUSINESS

AS A PEDDLER OR TRANSIENT MERCHANT

Fee: \$50.00 day per person or \$250.00 annual

Payable to: City of Hibbing

License Requires Council Approval

This Application for a City license to conduct business as a peddler or transient merchant shall be made at least 14 regular business days before the applicant desires to begin conducting business. This Application must be signed by the applicant and must include the following information:

1. Applicant's full legal name: The Ice Cream Truck
2. All other names under which the applicant conducts business or to which applicant officially answers.
Ice Cream Truck LLC
3. A physical description of the applicant:
Hair Color: Brown Height: 6'2 Weight: 210
Eye Color: Green Distinguishing Marks/Features: _____
4. Full address of applicant's permanent resident.
4177 Saari Rd Hibbing, Mn 55746
5. Telephone number of applicant's permanent residence. 218-969-0045
6. Full legal name of any and all business operations owned, managed or operated by applicant, or for which the applicant is an employee or agent.
None
7. Full address of applicant's regular place of business (if any).
Mobile food truck, no regular place of business

8. Any and all business related telephone numbers of the applicant. 218-969-0045

9. The type of business for which the applicant is applying for a license.

Food Truck, Mobile Food Vendor

10. Please check one: ☒ Annual license ☐ Daily license

11. The dates during which the applicant intends to conduct business, and if the applicant is applying for a daily license, the number of days he or she will be conducting business in the City (maximum 14 consecutive days). 2025 Season, random dates and never 14 in

12. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City, including the location where a transient merchant intends to set up business.

Contact Information: Trent - 218-969-0045, Janelle - 218-208-9734

Location: It is always random.

13. A statement as to whether or not the applicant has been convicted within the last five years of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance, other than traffic offenses.

None

14. A list of the three most recent locations where the applicant has conducted business as a peddler or transient merchant.

- a. September 14, 2024 - Hibbing Armory Parking Lot, Cor
- b. September 12, 2024 - Hibbing Memorial Building Big T
- c. September 3, 2024 - Lincoln Elementary Orientation Ev

15. Proof of any required County license.

State of Minnesota Department of Agriculture - Mobile Food Vend.

16. Written permission of the property owner or the property owner's agent for any property to be used by a transient merchant. None needed

17. A general description of the items to be sold or services to be provided.

Ice Cream and Frozen Ice Cream Treats

18. All additional information deemed necessary by the City Council.

19. The applicant's driver's license number or other acceptable form of identification.

N994-103-616-422

20. The license plate number, registration information, and vehicle identification number for any vehicle to be used in conjunction with the licensed business and a description of the vehicle.

ICECREM

Applicant's Signature: _____



Applicant's Printed Name: Trent Janezich

Date Application Signed: April 1, 2025

APPLICATION RECEIVED BY CITY OF HIBBING:

Signature, City of Hibbing Clerk's/Council Office

Date of Signature: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2024

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 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: Christopher Zubich B&A Agency czubich@amfam.com		CONTACT NAME:	
		PHONE (A/C, No, Ext): 855-566-1011	FAX (A/C, No, Ext):
		E-MAIL ADDRESS: Support@coterieinsurance.com	
INSURED: Ice Cream Truck LLC 4177 Saari Road Hibbing, MN 55746		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Benchmark Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
		NAIC # 41394	

COVERAGES**CERTIFICATE NUMBER****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 LTD	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY			CBG-00173455-00	07/05/2024	07/05/2025	EACH OCCURRENCE	\$500,000
	☐ CLAIMS MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$500,000
							GENERAL AGGREGATE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$1,000,000
	☒ POLICY ☐ PROJECT ☐ LOC							
	Other: _____							
	AUTOMOBILE LIABILITY:						COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURENCE	\$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	\$
	DED ☐ RETENTIONS \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTHER ☐	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? ☐ Y/N	N/A					E.L. EACH ACCIDENT	\$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						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)

4177 Saari Road
Hibbing, MN 55746

CERTIFICATE HOLDER**CANCELLATION**

PROOF OF COVERAGE	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 David McFarland

Thank you for using the Minnesota Department of Agriculture's Online Licensing and Payment System!

Please **PRINT THIS PAGE** ([JavaScript:window.print\(\);](JavaScript:window.print();)) for your records. You will receive your new license in the mail.

Confirmation Date: April 3, 2025

Confirmation Number: MNRAGR000196249

Item #	Name	Description	Amount Paid	Effective Period		Categories
20226058	ICE CREAM TRUCK LLC	RETAIL MOBILE FOOD HANDLER	\$107.00	04/03/2025	03/31/2026	
		Handling Fee	\$2.40			
		Total Amount Paid	\$109.40			

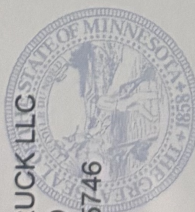
Note: Licenses with an effective period of 'In Application' are not valid until approved by the MDA.

Authorized by Thom Petersen, Commissioner
Minnesota Department of Agriculture

MINNESOTA DEPARTMENT OF AGRICULTURE

RETAIL MOBILE FOOD HANDLER

ICE CREAM TRUCK LLC
4177 SAARI RD
HIBBING MN 55746



20226058
License Number
04/01/2024
Effective date
03/31/2025
Expiration date

ICE CREAM TRUCK LLC
4177 SAARI RD
HIBBING MN 55746

20226058
License Number
\$77.00
License Fee Paid
03/31/2025
Expiration date

MINNESOTA DEPARTMENT OF AGRICULTURE

625 ROBERT STREET NORTH, ST. PAUL, MINNESOTA 55155-2538
RETAIL MOBILE FOOD HANDLER

ICE CREAM TRUCK LLC
4177 SAARI RD
HIBBING MN 55746



License number
ICECREM

MOBILE FOOD UNIT

20226058
License Number
\$77.00
License Fee Paid
04/01/2024
Effective date
03/31/2025
Expiration date

This license must be posted in a conspicuous place and is not transferable.

AG-00853 In accordance with the Americans With Disabilities Act, an alternative form of communication is available upon request.



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Budgetary/Fiscal Impact

Action Requested

Attachments

None



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None



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Attachments

None



Request for Council Action

City Council Action

Approve Resolution 25-04-XX Requesting Free Conveyance Of Tax-Forfeited Parcel For Public Right-Of-Way

Description of Agenda Item

Resolution 25-04-XX Requesting Free Conveyance Of Tax-Forfeited Parcel For Public Right-Of-Way

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

In July 2024, the City designated Parcel ID 139-0050-04676 for the HRA's multi-family development, committing to making the site shovel-ready and conveying it at no cost. The HRA secured funding in December 2024, requiring the City to take next steps to advance the project. The site chosen by city council requires a new road to be built to access the parcel. The proposed road is essential infrastructure for the new housing development and will support economic growth and community well-being. St. Louis County owns Parcel ID 139-0050-04672 and has indicated a willingness to convey the parcel at no cost to the city or HRA to construct this road to provide access to the Hibbing Housing and Redevelopment Authority (HRA) new development site. Further, this road will enhance accessibility, support development, and benefit residents in the neighborhood, overall.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

N/A, requesting free conveyance for public purpose.

Action Requested

Approve Resolution 25-04-XX Requesting Free Conveyance Of Tax-Forfeited Parcel For Public Right-Of-Way

Attachments

1. RES-25-04-XX Requesting Free Conveyance of PID 04672 from SLC

At the regular City Council meeting held _____, 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. 25-04-XX

**RESOLUTION REQUESTING FREE CONVEYANCE OF TAX-FORFEITED PARCEL
FOR PUBLIC RIGHT-OF-WAY**

WHEREAS, St. Louis County owns Parcel ID 139-0050-04672; and

WHEREAS, the City of Hibbing requests free conveyance of this parcel to construct a road providing access to the Hibbing Housing and Redevelopment Authority (HRA) new development site; and

WHEREAS, this road will enhance accessibility, support development, and benefit residents; and

WHEREAS, the City's 2023 Strategic Plan prioritizes affordable, accessible housing and a safe, inclusive community; and

WHEREAS, the HRA has been planning to redevelop the Greenhaven housing site for several years, in collaboration with the City; and

WHEREAS, in July 2024, the City designated Parcel ID 139-0050-04676 for the HRA's multi-family development, committing to making the site shovel-ready and conveying it at no cost; and

WHEREAS, the HRA secured funding in December 2024, requiring the City to take next steps to advance the project; and

WHEREAS, the proposed road is essential infrastructure for new housing, supporting economic growth and community well-being;

NOW, THEREFORE, BE IT RESOLVED, that the City of Hibbing:

1. Requests St. Louis County grant free conveyance of Parcel ID 139-0050-04672 for public roadway construction.
2. Commits to utilizing the parcel exclusively for public infrastructure improvements.
3. Will proceed with planning, engineering, and construction to ensure access to the HRA's new development on parcel 139-0050-04676.

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 ____ day of _____, 2025.

CITY OF HIBBING

ATTEST:

Pete Hyduke, Mayor

Candie Seppala, Deputy Admin./Clerk



Request for Council Action

City Council Action

Description of Agenda Item

Approve a Subdivision Plat Exemption request of Hugh Hardy, on behalf of owner SLLC Reg. RR Authority, in the I-2, General Industry District

Strategic Initiative

Owner of Agenda Item

Pat Green, Building Official, 218.969.0165, patgreen@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

The Planning Commission unanimously recommends approval of this Subdivision Plat Exemption request.

Budgetary/Fiscal Impact

None.

Action Requested

Approve this Subdivision Plat Exemption request.

Attachments

1. DOC040825
2. DOC041025

DATE: April 7, 2025

REF. #: PE 25-01

BY MEMBER: J. Petrangelo

RESOLUTION

WHEREAS, Hibbing Planning Commission held a public hearing on this date for a Subdivision Plat Exemption request of Hugh Hardy, 2035 5th Ave. West, Hibbing, MN 55746, on behalf of owner SLLC Reg. RR Authority, 111 Station 44 Rd., Eveleth, MN 55734, in the I-2, General Industry District, and the Hibbing City Code of Ordinances, on the subject property, Parcel ID #140-0290-0037 (Section 13 Township 57 Range 21 Hibbing); and

WHEREAS the Commission finds that the proposed building or use at the particular location requested is necessary or desirable to provide convenience and will contribute to the general welfare of the neighborhood or community; and

WHEREAS the Commission finds that the proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities, and other matters affecting the public health, safety and general welfare; and

WHEREAS the Commission finds that the proposed building or use will be designed, arranged and operated so as to permit and use of neighboring property in accordance with the applicable regulations.

NOW THEREFORE BE IT RESOLVED that the Planning Commission herewith recommends City Council approval of the request.

MEMBER J. Petrangelo moved the adoption of the resolution, D. Karahalios seconded the adoption, and the results of the vote were as follows:

<u>NAME</u>	<u>YES</u>	<u>NO</u>
G. Smith, Chairperson	X	
J. Petrangelo	X	
D. Karahalios	X	
G. Pogachnik	X	

SUMMARY OF VOTE: YES: 4
NO: 0
ABSTENTION: 0
MOTION: APPROVED: X
DISAPPROVED: _

And I hereby certify that the foregoing (or above) is a true and correct copy of a Resolution adopted by the Hibbing Planning Commission at their regular meeting on April 7, 2025.

No Seal



Drafted by Tina Glad, Secretary
City of Hibbing
401 East 21st Street
Hibbing, MN 55746



PAT GREEN
Building Official

BUILDING AND HOUSING

PHONE: 218.362.5997 | FAX: 218.312.9733
pgreen@ci.hibbing.mn.us

APPLICATION FOR SUBDIVISION PLAT REVIEW/PLAT EXEMPTION

Please carefully read the following and the instructions & information [REDACTED] before filling out this application.

NOTICE: APPLICANT IS URGED TO ARRANGE A MEETING WITH ZONING STAFF TO DISCUSS YOUR APPLICATION PRIOR TO SUBMITTING IT FOR ACCEPTANCE. THE APPLICANT IS ALSO URGED TO ATTEND THE PUBLIC HEARING TO AVOID POSSIBLE HEARING DELAYS OR DISAPPROVAL DUE TO YOUR ABSENCE. Zoning code information may be accessed on the City of Hibbing website, www.hibbing.mn.us, (see City Ordinances Chapters 11, 13 and 16) – such information is subject to change and may be out of date.

1. ADDRESS OF PROPERTY: _____ PID #140-0290-00370

2. LEGAL DESCRIPTION OF PROPERTY. ATTACH COPY OF DEED RECORDED FOR SUBJECT PROPERTY AT THE TIME ACQUIRED BY CURRENT PROPERTY OWNER/S. **NOTICE:** Application may not be accepted by the City of Hibbing or processed to be heard by the Commission (or approval by said City) until Deed as required is attached. [See Attached: _____]

3. NAME OF OWNER: SLLC Reg. RR Authority ADDRESS: 111 Station 44 Rd

CITY: Eveleth STATE & ZIP: Mn 55734 PHONE: 218-744-1388

OTHER OWNER(S) [List ALL]: _____

4. NAME OF APPLICANT: Hugh Hardy ADDRESS: 2035 5th Ave. West

CITY: Hibbing STATE & ZIP: MN 55746 PHONE: 218-969-7291

5. I, as applicant hereby petition for a Subdivision Plat Review on the above described property for the following use.

First, specify your Subdivision request as listed in the zoning district, and then below that explain "Purpose" (reason) for your request: Subdivision of property in the I-1 Zoning District.

Purpose (I am requesting the Subdivision for the following reason): Sale of two new parcels (shown as B and C on the attached survey) by the RRA to Mr. Hardy to add to the property Mr. Hardy currently owns.

Number of total lots: 2

IMPORTANT: I, the undersigned hereby attest, the information herein and attachments hereto that I have provided are accurate and true, and that I also understand the City of Hibbing may approve or deny or request revisions to this petition and further upon any such approval may attach conditions to said Subdivision that will require my compliance for said use. I further understand it is my responsibility to inform any new property owner that the Subdivision is transferable if the property changes ownership provided the original conditions for Subdivision approval are complied with, or as the case may be the Subdivision is not transferable and terminates when any change in property ownership takes place:

APPLICATION FEE IS NON-REFUNDABLE.

6. Hugh Hardy Date: 3/6/25 (OFFICE USE ONLY) Fee: \$ 260.00

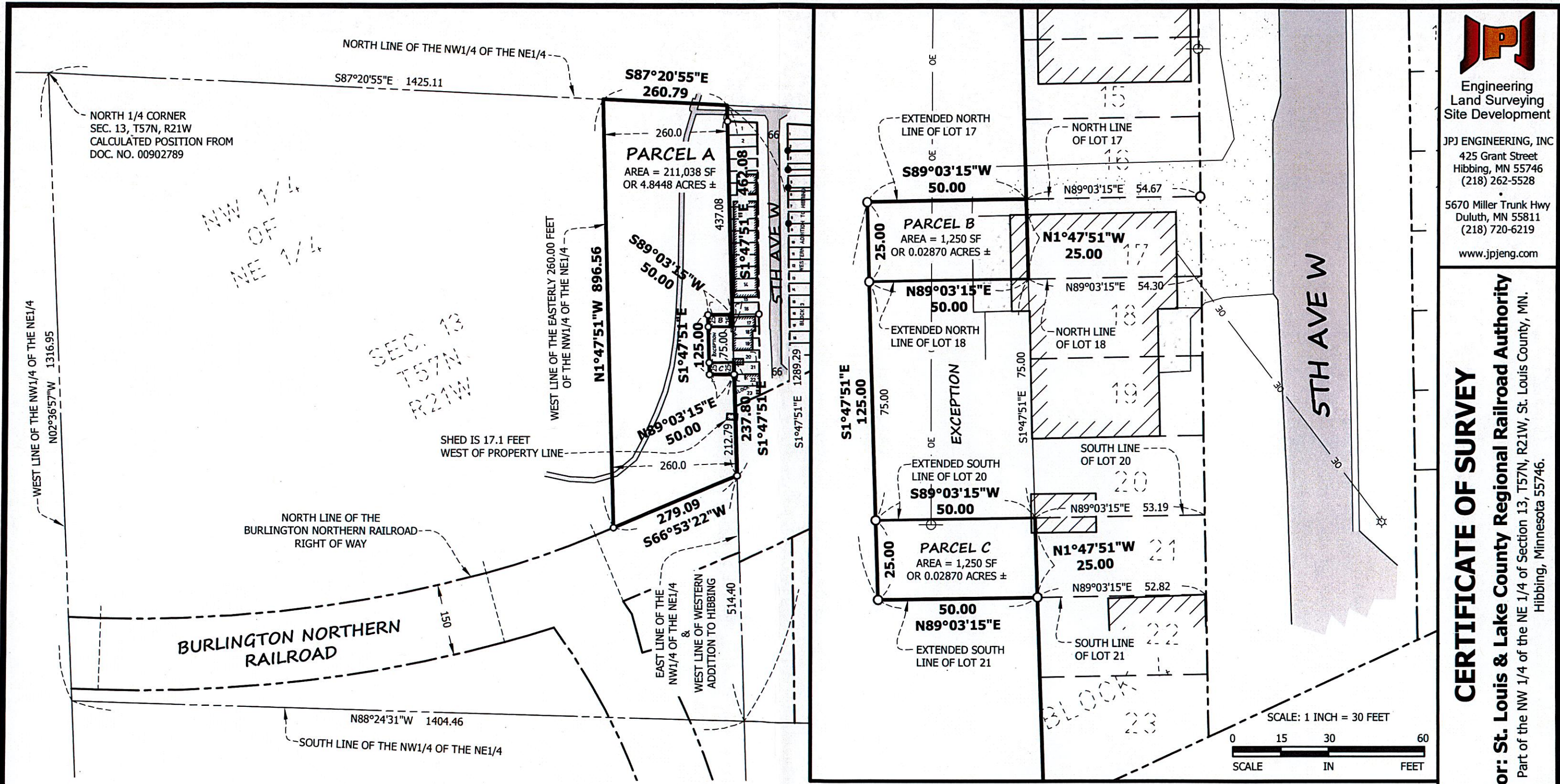
Applicant(s) Signature
(Submit application, all attachments and filing fee
no less than 3 weeks prior to public hearing)

Zoning District: I-2

Date: 3-5-25 Initials: TG

7. Shawn Floer Date: 11/19/24
Owner(s) Signature (granting applicant permission to apply for above petition)

T:\St Louis and Lake Co Regional Rail Authority\24-351 Boundary Hibbing\3_dwg\700\24-351 SLCCRA Split.dwg 10/11/2024 8:59 AM



Engineering
Land Surveying
Site Development

JPJ ENGINEERING, INC
425 Grant Street
Hibbing, MN 55746
(218) 262-5528

5670 Miller Trunk Hwy
Duluth, MN 55811
(218) 720-6219

www.jpjeng.com

CERTIFICATE OF SURVEY

For: St. Louis & Lake County Regional Railroad Authority

Part of the NW 1/4 of the NE 1/4 of Section 13, T57N, R21W, St. Louis County, MN.
Hibbing, Minnesota 55746.

SURVEY BY :	SRB
DRAWN BY :	AJG
DESIGNED BY :	
APPROVED BY :	AJG
DATE:	10/05/2024
PROJECT NUMBER	24-351
SHEET NUMBER	2 OF 2



Engineering
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CERTIFICATE OF SURVEY
For: St. Louis & Lake County Regional Railroad Authority
Part of the NW 1/4 of the NE 1/4 of Section 13, T57N, R21W, St. Louis County, MN.
Hibbing, Minnesota 55746.

SURVEY BY : SRB

DRAWN BY : AJG

DESIGNED BY :

APPROVED BY : AJG

DATE: 10/05/2024

PROJECT NUMBER

24-351

SHEET NUMBER

1 OF 2

EXISTING PROPERTY DESCRIPTION:

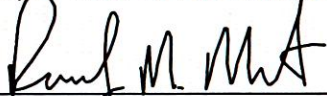
That part of the easterly 260.00 feet of the Northwest Quarter of the Northeast Quarter of Section 13, Township 57 North, Range 21 West, St. Louis County, Minnesota, lying north of the northerly right of way line of the Burlington Northern Railway, Except the following described parcel:

Starting at a point 50.00 feet west along the south line extended westward of Lot 20, Block 4, WESTERN ADDITION TO HIBBING, according to the recorded plat thereof, St. Louis County, Minnesota, said point to be the point of beginning; thence east 50.00 feet along the south line extended of said Lot 20 to the southwest corner of said Lot 20; thence due north 75.00 feet along the west boundaries of Lots 20, 19, 18, said Block 4, to the northwest corner of said Lot 18; thence west 50.00 feet along the north line of said Lot 18 extended westward; thence south 75.00 feet, more or less, to the point of beginning.

CERTIFICATION:

We hereby certify that this is a true and correct representation of a survey of the boundaries of the land above described and of the location of all buildings, if any, thereon, and all visible encroachments, if any, from or on said land.

Signed this 5th day of October, 2024 for JPJ Engineering, Inc.


Randy M. Morton, PLS License Number 21401

PROPOSED PROPERTY DESCRIPTION:

Parcel A:

That part of the easterly 260.00 feet of the Northwest Quarter of the Northeast Quarter of Section 13, Township 57 North, Range 21 West, St. Louis County, Minnesota, lying north of the northerly right of way line of the Burlington Northern Railway, Except the following described tract:

Beginning at the northwest corner of Lot 17, Block 4, WESTERN ADDITION TO HIBBING, according to the recorded plat thereof, St. Louis County, Minnesota; thence South 89 degrees 03 minutes 15 seconds West, assumed bearing along the westerly extension of the north line of said Lot 17, a distance of 50.00 feet; thence South 1 degree 47 minutes 51 seconds East, a distance of 125.00 feet to the intersection with the westerly extension of the south line of Lot 21, said Block 4; thence North 89 degrees 03 minutes 15 seconds East, along the westerly extension of the south line of said Lot 21, a distance of 50.00 feet to the west line of said Lot 21; thence North 1 degree 47 minutes 51 seconds West, along the west line of Lots 21, 20, 19, 18 and 17, said Block 4, a distance of 125.00 feet to the point of beginning.

Parcel B:

That part of the Northwest Quarter of the Northeast Quarter of Section 13, Township 57 North, Range 21 West, St. Louis County, Minnesota, described as follows

Beginning at the northwest corner of Lot 17, Block 4, WESTERN ADDITION TO HIBBING, according to the recorded plat thereof, St. Louis County, Minnesota; thence South 89 degrees 03 minutes 15 seconds West, assumed bearing along the westerly extension of the north line of said Lot 17, a distance of 50.00 feet; thence South 1 degree 47 minutes 51 seconds East, a distance of 25.00 feet to the intersection with the westerly extension of the south line of said Lot 17; thence North 89 degrees 03 minutes 15 seconds East, along the westerly extension of the south line of said Lot 17, a distance of 50.00 feet to the west line of said Lot 17; thence North 1 degree 47 minutes 51 seconds West, along the west line of Lots 17, a distance of 25.00 feet to the point of beginning.

Parcel C:

That part of the Northwest Quarter of the Northeast Quarter of Section 13, Township 57 North, Range 21 West, St. Louis County, Minnesota, described as follows

Beginning at the northwest corner of Lot 21, Block 4, WESTERN ADDITION TO HIBBING, according to the recorded plat thereof, St. Louis County, Minnesota; thence South 89 degrees 03 minutes 15 seconds West, assumed bearing along the westerly extension of the north line of said Lot 21, a distance of 50.00 feet; thence South 1 degree 47 minutes 51 seconds East, a distance of 25.00 feet to the intersection with the westerly extension of the south line of said Lot 21; thence North 89 degrees 03 minutes 15 seconds East, along the westerly extension of the south line of said Lot 21, a distance of 50.00 feet to the west line of said Lot 21; thence North 1 degree 47 minutes 51 seconds West, along the west line of Lots 17, a distance of 25.00 feet to the point of beginning.



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. ORDINANCE 449

4/2/25

ORDINANCE NO. 449, 2ND SERIES

AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 6 ENTITLED "OTHER BUSINESS REGULATION AND LICENSING", BY AMENDING SECTION 6.28 ENTITLED 'TAXICABS'; AND, BY ADOPTING BY REFERENCE, HIBBING CITY CODE CHAPTER 1 AND SECTION 6.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF HIBBING, MINNESOTA ORDAINS:

Section 1. There shall be added a new subparagraph 8 to paragraph E "Prerequisites to license" of Subd. 2 entitled "Taxicab driver's license" of Section 6.28 "Taxicabs", to read as follows:

Section 6.28 Taxicabs
Subd. 2 Taxicab Driver's License
E. Prerequisites to License

"8. Along with the form from the City, the Applicant must provide a site plan as to where any off street parking shall take place with respect to said business. Said site plan shall also be provided to the Building Official who shall approve said site plan before an Applicant's application will be submitted to the City of Council.

- a. It is specifically recognized that no taxicab license shall have more than four (4) vehicles on the street or on the premises whether they be cabs, owners' private vehicles or employee's personal vehicles at any one time when said taxicab business is located out of a residential property within the City's urban district. That no more than six (6) vehicles may be on the street or the premises if said taxicab business is located within the City but outside the City's urban district."

Section 2. Penalties. Hibbing City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 6.99 entitled "Violations a Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. After adoption, signing and attestation, this ordinance shall be published once in the official newspaper of the City and shall be in effect on and after the date following such publication.

Adopted by the City Council of Hibbing, Minnesota, this ____ day
of March, 2025.

FOR ADOPTION:

AGAINST ADOPTION:

ABSENT:

ATTEST:

CITY OF HIBBING

Pete Hyduke, Mayor

ATTEST:

Candie Seppala, Clerk

The foregoing ordinance reviewed and approved as to form.

City Attorney

(Published in the Hibbing Tribune on _____, 2025.
Affidavit of Publication attached.)



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. ORDINANCE 451

4/2/25

ORDINANCE NO. 451, 2ND SERIES

AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 6 ENTITLED "OTHER BUSINESS REGULATION AND LICENSING" BY ADDING A SECTION 6.45 ENTITLED "TRANSPORTATION NETWORK COMPANY" AND ADOPTING BY REFERENCE HIBBING CITY CODE CHAPTER 1 AND SECTION 6.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

WHEREAS, the City of Hibbing has received inquiries into operating Transportation Network Companies (e.g. Uber, Lyft) (hereinafter "TNC") within the City of Hibbing; and,

WHEREAS, the City Council of the City of Hibbing has determined it would be best to manage said TNC through an ordinance to ensure its citizens are receiving proper service for those seeking to operate a TNC.

NOW, THEREFORE, THE CITY COUNCIL OF HIBBING, MINNESOTA, ORDAINS:

Section 1. The Hibbing City Code is hereby amended by adding a new Section 6.45 entitled 'Transportation Network Company' reading as follows:

"SECTION 6.45. TRANSPORTATION NETWORK COMPANY.

Subd 1. Definitions. A "Transportation Network Company" or "TNC" means a corporation, partnership, sole proprietorship, or other entity that is operating that uses a digital network to connect transportation network company riders to transportation network company drivers who provide prearranged rides. Said definition as set forth above shall follow that definition found at MN St. An. 65B.472 Subd. 1(m) as that may be amended from time to time.

Subd. 2. License.

A) License required.

- 1) No person or entity shall operate a TNC within the City without first having obtained a TNC license in accordance with this chapter.
- 2) No vehicle shall be used as a TNC vehicle within the City except by a TNC endorsed driver authorized by a licensed TNC.

- 3) A TNC vehicle shall be in compliance with all applicable requirements of this section at all times when its operator is active on the digital network.
- 4) A TNC vehicle operated by a driver endorsed by a TNC not licensed by the city may enter the city to discharge passengers whose trip originated outside city limits.
- 5) A TNC license issued pursuant to this section is non-transferable and terminates upon the sale, transfer, change of ownership or bankruptcy of the TNC.

B) License application. An application for a TNC license or renewal of a TNC license shall be filed with the City Clerk upon forms provided by the city. Such applications shall be verified by the applicant or its duly authorized agent under oath and shall include, without limitation, the following information:

- 1) If an individual or sole proprietorship: the name, address, telephone number and email address of the applicant.
- 2) If a partnership, corporation, limited liability company or other entity: the name, business address, telephone number and email of the applicant, along with the name, address, telephone number and email for the applicant's authorized agent as defined by this section.
- 3) A description of the distinctive trade dress TNC vehicles shall display at all times while active on the TNC dispatch system, along with verification that the trade dress satisfies the requirements of division (T) of this section.
- 4) Such further information as the Chief of Police or his or her licensing designee may reasonably require.

C) License issuance. Before a TNC license is issued to any person or entity by the City Clerk, the application shall first be submitted to the City Clerk for approval or denial. The City Clerk shall not deny a license except for good cause. If the application is denied by the City Clerk, the applicant may, within ten days, appeal such denial to the City Council, which may by resolution approve the issuance of the license.

Subd. 3. License fees; expiration dates.

- A) Annual, non-proratable fees for each TNC license shall be _____.
- B) All TNC licenses shall expire on December 31 of each year.

Subd. 4. Insurance required.

- A) TNC and TNC endorsed drivers shall be in compliance with the insurance requirements of M.S. § 65B.472, as it may be amended from time to time, at all times while providing prearranged rides or operating pursuant to any TNC license issued by the city.
- B) Prior to issuance of any TNC license under this chapter, the licensee shall submit proof of insurance to the licensing official showing satisfaction of the requirements of this section and applicable state law.
- C) TNC drivers shall carry proof of insurance satisfying this section at all times while engaged in providing prearranged rides, and shall produce proof of said insurance upon demand of an officer of the law.

Subd. 5. Transportation Network Company agents; appointment of City Clerk for service process.

- A) All TNCs must maintain a duly-authorized agent, as defined in this chapter, for service of process and receipt of any required notices from the city.
- B) TNCs shall provide current and updated contact information for the designated agent or agents responsible for receiving service of process and official notices from the city, responding to service-related investigations or complaints, cooperating with law enforcement investigations or inquiries, and managing record or audit requests from the licensing official in accordance with this chapter.

Subd. 6. Vehicle standards and inspection.

- A) Minimum vehicle standards; quality control. TNCs shall solicit feedback on vehicle quality after each trip. The TNC must implement a policy of evaluating and investigating negative feedback received about the condition of a vehicle and provide the licensing official with a copy of such policy. A TNC vehicle shall not be authorized or endorsed to provide prearranged rides within the city unless the vehicle is in compliance with all applicable local, state and federal laws respecting motor vehicles.

City of Hibbing
Ordinance No. ____, 2nd Series
drafted February 27, 2025

B) All vehicles shall, without limitation, further comply with the following:

- 1) Be in a thoroughly safe condition for the transportation of passengers. Every vehicle shall comply with all local, state and federal regulations relating to vehicle equipment, maintenance and safety. Further, all vehicles shall have a model year of ten years or less or 150,000 miles (as measured from June 30 of the calendar year following the model year);
- 2) Be equipped with the prominently displayed and distinctive trade dress required by this section;
- 3) Be equipped with at least four doors and meet all applicable federal motor vehicle safety standards for vehicles of its size, type and proposed use;
- 4) Be equipped with a manufacturer's rated seated capacity of seven persons or less, including the TNC driver;
- 5) Be maintained in a clean and sanitary condition with regard to both the interior and exterior of the vehicle;
- 6) Be substantially free from damage, dents, defects or unpainted or rusted metal. Any vehicle that is damaged, whether due to negligence, intentional conduct or other event, shall within 30 days of such damaging event, be repaired and restored to the standards set forth herein;
- 7) Be equipped with windows in the rear and side of the vehicle complying with all applicable state or federal laws regulating size, dimensions and clarity;
- 8) Be equipped with seat belts for all seating positions, which seat belts shall be openly displayed and readily available for use by occupants; and
- 9) Be in compliance with the vehicle safety requirements set forth in M.S. §§ 169.46 through 169.75, as they may be amended from time to time, if applicable and as may be amended.
 - a) *Annual inspection.* Every TNC endorsed vehicle shall be inspected annually by an Automotive Service Excellence (ASE) certified mechanic to ensure compliance with the requirements of this section.

- b) *Inspection reports.* The Chief of Police shall approve a TNC vehicle inspection report for use in completing the annual inspections required by this section. The report shall designate a category of equipment and body defects as "out of service" defects. TNCs shall not permit the provision of prearranged rides in vehicles bearing "out of service" defects until the defects are corrected.

Subd. 7. Operational Requirements.

A) Seating capacity; passengers to ride on seats only. The passenger seating capacity of any TNC vehicle licensed under this section shall be no more than seven. No TNC driver shall carry any passengers or permit any passengers to ride anywhere except on the seats of the vehicle.

B) Maximum passenger load. No person operating a TNC vehicle shall carry a greater number of passengers than the manufacturer's rated seating capacity for such vehicle.

C) Receiving and discharging passengers. No TNC vehicle shall take on or discharge passengers while in motion. All passengers shall be received and discharged at the curb or as near thereto as the vehicle can approach. Passengers shall be allowed to alight or board a TNC vehicle on the curb side only.

D) Discrimination, refusal to transport orderly person prohibited; accessibility.

- 1) No TNC driver shall refuse to transport any orderly person or persons.
- 2) The TNC shall adopt a policy of non-discrimination on the basis of destination, race, color, national origin, religious belief or affiliation, sex, disability, age, sexual orientation, or gender identity with respect to riders and potential riders and notify TNC drivers of such policy.
- 3) TNC drivers shall comply with all applicable laws regarding non-discrimination against riders or potential riders on the basis of destination, race, color, national origin, religious belief or affiliation, sex, disability, age, sexual orientation, or gender identity.
- 4) TNC drivers shall comply with all applicable laws

relating to accommodation of service animals.

- 5) A TNC shall not impose additional charges for providing services to persons with physical disabilities because of those disabilities.

E) TNC vehicle; commercial advertising. No TNC or TNC driver shall place commercial advertising material on or about any TNC vehicle in such a manner so as to obstruct the operator's vision or otherwise interfere with the safe operation of the vehicle.

F) Solicitation prohibited. No TNC driver shall solicit business for any hotel or motel, or attempt to divert patronage from one hotel or motel to another.

G) Smoking, sale of liquor and use of TNC vehicle for prostitution prohibited. At any time while engaged in providing a prearranged ride, no person operating a TNC vehicle shall:

- 1) Smoke or permit smoking of a pipe, cigar, cigarette or electronic cigarette (e-cigarette). "Smoking" means inhaling or exhaling smoke or vapor from any lighted pipe, cigar, cigarette, e-cigarette or any other lighted or vaporized liquid, tobacco or plant product. Smoking also includes carrying a lighted or active cigar, cigarette, pipe, e-cigarette or any other lighted or active liquid, tobacco or plant product intended for inhalation;
- 2) Sell or offer to sell any alcoholic beverages to any person; and
- 3) Solicit business for any house of ill repute or permit any person to occupy or use his or her vehicle for the purpose of prostitution, or direct or transport or offer to direct or transport any person with knowledge or having reasonable cause to know that such directing or transporting is for the purposes of prostitution.

H) Street hails, use of taxicab stands prohibited. TNC drivers shall not solicit or accept street hails or occupy or use taxicab stands established pursuant to the city code, as may be amended.

I) Zero tolerance for drug or alcohol use.

- 1) No TNC driver shall operate a TNC vehicle while under the influence of alcohol or a narcotic drug, and no TNC driver shall drink, ingest or be in possession of

any alcoholic beverage or narcotic drug while engaged in such operation.

- 2) The TNC shall implement a zero drug and alcohol tolerance policy regarding a TNC driver's activities while active on the TNC dispatch network or engaged in supplying prearranged rides. The zero tolerance policy shall address the use of drugs or alcohol while a TNC driver is providing prearranged rides or is logged onto the TNC's digital network but is not providing prearranged rides, and the TNC shall provide notice of this policy on its website, as well as procedures to report a complaint about a driver with whom a rider was matched and whom the rider reasonably suspects was under the influence of drugs or alcohol during the course of the trip.
- 3) Upon receipt of a credible rider complaint alleging a violation of the zero tolerance policy, the TNC shall immediately suspend such TNC driver's access to its digital network, and shall conduct an investigation into the reported incident. The suspension shall last the duration of the investigation and be made permanent upon a finding of any violation of this section.
- 4) The TNC shall maintain records relevant to the enforcement of this requirement for a period of at least three years from the date that a rider complaint is received by the TNC.

J) TNC driver requirements; license, identity and endorsement required prior to start. No person shall drive a TNC vehicle, and no person or entity holding a TNC license or TNC vehicle license shall permit the TNC vehicle covered by such license to be driven, unless the driver of such TNC vehicle shall have then in force a valid driver's license.

K) Criminal background check; driving record and offenses.

- 1) Before allowing a driver to accept trip requests through a TNC's digital network:
 - a) The individual shall submit information to the TNC including, at a minimum, information regarding his or her past and present legal name or names, address, age, driver's license status, driving history, motor vehicle registration, automobile liability insurance, and any other information required by the TNC or the provisions of this section;

- b) The TNC shall conduct, or have a third party conduct, a local and national criminal background check for each driver that shall include searches of:
 - 1. The offenses listed and described in M.S. § 299C.67, subd. 2, as it may be amended from time to time;
 - 2. The applicant's driving record in all states where the applicant has held a driver's license in the past five years;
 - 3. A multi-state/multi-jurisdiction criminal records locator or other similar commercial nationwide database with validation (primary source search); and,
 - 4. A national sex offender registry database.
 - c) The TNC shall obtain and review a driving history and criminal background check report or reports for all applying drivers reflecting the results of the above search(es).
- 2) The TNC shall not permit an individual to act as a TNC driver on its digital network who:
- a) Has had more than three moving violations in the prior three-year period, or one major violation in the prior three-year period (including, but not limited to, attempting to evade the police, reckless driving, or driving on a suspended or revoked license);
 - b) Has been convicted, within the past seven years, of driving under the influence of drugs or alcohol, fraud, sexual offenses, use of a motor vehicle to commit a felony, a crime involving property damage, and/or theft, acts of violence, or acts of terror;
 - c) Is a match in the national sex offender registry database;
 - d) Does not possess a valid driver's license;
 - e) Does not possess proof of registration for the motor vehicle(s) used to provide prearranged rides;
 - f) Does not possess proof of automobile liability insurance for the motor vehicle(s) used to provide prearranged rides; or

g) Is not at least 19 years of age.

L) Identification of TNC vehicles and drivers. A TNC's mobile application or website shall display a picture of the TNC driver and identify the make and model of the TNC vehicle, including license plate number, that the TNC driver will use to supply the prearranged ride before the prearranged ride begins.

M) Distinctive trade dress.

- 1) A TNC vehicle shall display consistent and distinctive signage or emblem at all times while the driver is active on the TNC dispatch system or engaged in supplying prearranged rides. The distinctive signage or emblem shall be sufficiently large and color contrasted:
 - a) As to be readable during daylight hours at a distance of at least 50 feet; and
 - b) Reflective, illuminated or otherwise patently visible so as to be seen in darkness.
- 2) Acceptable forms of distinctive signage include, but are not limited to, symbols or signs on vehicle doors, roofs, windshield, or grilles. Magnetic or other removable distinctive signage is acceptable. Licensees shall file an illustration of their distinctive trade dress with the City Clerk.
- 3) No TNC or TNC driver shall operate or permit the operation of any TNC vehicle unless the trade dress satisfies the minimum requirements of this section and matches the information supplied with the TNC application.
- 4) With the written approval of the City Clerk, subject to review by the City's Chief Administrative Officer, a TNC may amend its previous application form to update the information provided in satisfaction of the requirements of this section.

N) TNC service charges and fare rates; receipts.

- 1) Fares; pre-ride estimates. Transportation network vehicles shall be for hire at a fare rate or structure that is available to the passenger for review in advance of requesting the trip. The TNC must provide a passenger with the total fare, or a means to obtain a fare estimate under the current fare structure,

inclusive of any dynamic pricing, that will be applied to the trip prior to the passenger's acceptance.

- 2) Within a reasonable period of time following the completion of a trip, a TNC shall transmit an electronic receipt to the rider or riders listing:
 - a) The origin and destination of the trip;
 - b) The total time and distance of the trip;
 - c) An itemization of the total fare paid, including base fare and any additional charges, if applicable;
 - d) The driver's first name;
 - e) The vehicle license plate number; and
 - f) A means of contacting the TNC for customer service.

O) Records, city authority to audit.

- 1) A TNC shall maintain the following records applicable to the operation of its digital network within the city for a minimum of three years:
 - a) Individual trip records for prearranged rides originating within the city;
 - b) TNC vehicle inspection reports obtained from ASE certified mechanics pursuant to the requirements of this section;
 - c) Documentation evidencing insurance coverage obtained pursuant to the requirements of this section;
 - d) Records reflecting complaints received by the TNC in relation to any of its endorsed drivers supplying a majority of his or her prearranged rides within the city including, without limitation, complaints resulting in an investigation in accordance with division (X) of this section, temporary or permanent removal of the driver from the TNC's network, or other corrective action; and
 - e) Records reflecting the TNC's suspension or termination of its relationship with any endorsed drivers supplying a majority of his or her prearranged rides within the city for violations of any of the provisions of this chapter or any other applicable local, state or federal law.

City of Hibbing
Ordinance No. ____, 2nd Series
drafted February 27, 2025

- 2) A TNC shall maintain records obtained pursuant to the requirements of divisions (Q) and (Q)(1) of this section at all times during a TNC driver's affiliation with the TNC and, thereafter, for a minimum of three years following the date on which the driver's affiliation with the TNC ends.
- 3) Upon request, any or all records listed herein shall be submitted for inspection to the city's designated licensing official at such times, and in such format and manner, as may be prescribed by the licensing official.
- 4) The licensee agrees to provide the city, with ten business days from the date of request or appropriate service of process, if applicable, any and all records pertaining to specific complaints, criminal or administrative proceedings arising out of a TNC or TNC driver's operations within the city.
- 5) Data provided to the city pursuant to this section is governed by the provisions of the Minnesota Government Data Practices Act, being M.S. Ch. 13, as it may be amended from time to time. To the extent permitted by law, data provided by the licensee to the city pursuant to this section shall be deemed not public data.

P) License suspension and revocation.

- 1) The Chief Administrative Officer of the city is hereby given authority to suspend any license issued under this section for cause for a period of not more than 30 days. A hearing upon five days' notice to the licensee shall be required prior to such a suspension.
- 2) The Chief Administrative Officer of the city is hereby given authority to revoke any license issued under this section for cause after hearing upon five days' notice to the licensee. The licensee may, within 30 days, appeal the revocation to the City Council, which shall give the licensee an opportunity to be heard at its next regular meeting following the appeal. The City Council may, at such meeting, reinstate the license by resolution.
- 3) Sufficient cause for suspension or revocation shall include, but not be limited to, the following:
 - a) Violation of any of the provisions of this section by a TNC; and

City of Hibbing
Ordinance No. ____, 2nd Series
drafted February 27, 2025

- b) Violation of any other local, state or federal law that relates to the licensed business by a TNC.

Q) Complaint investigation.

- 1) Prior to TNC license suspension or revocation affecting all TNC endorsed drivers operating in the city, the Chief Administrative Officer may, but is not required to, at his or her discretion, request a licensee to investigate whether a complaint or service-related issue may be resolved, in accordance with the provisions of this section or a TNC's own internal policies and procedures, by suspending the access of one or more endorsed drivers from the TNC's digital network or other appropriate means.
- 2) Within ten business days from receipt of a complaint or request from the city's Chief Administrative Officer seeking investigation pursuant to this section, a TNC shall provide the city with written notice of its determination.
- 3) Each TNC shall provide the city with contact information for the duly-authorized agent designated to receive and respond to requests under this section.

R) Enforcement.

- 1) Any person violating any section of this chapter shall be guilty of a misdemeanor. All city approvals and licenses shall be suspended until the violation(s) of this chapter are corrected. Nothing in this section shall preclude the city from concurrently seeking the enforcement of the provisions of this chapter in a court of competent jurisdiction by civil action to enjoin any continuing violation(s) in accordance with subsection (2) below;
- 2) A violation of this chapter is deemed a per se public nuisance authorizing the city to seek abatement through injunctive relief or any other appropriate remedy from a court of competent jurisdiction. All city approvals and licenses shall be suspended until abatement of the nuisance condition(s). Nothing in this section shall preclude the city from concurrently seeking the enforcement of the provisions of this chapter by criminal prosecution or administrative fine."

Section 2. Penalties. Hibbing City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 6.99 entitled "Violations a Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. After adoption, signing and attestation, this ordinance shall be published once in the official newspaper of the City and shall be in effect on and after the date following such publication.

Adopted by the City Council of Hibbing, Minnesota, this ____ day of _____, 2025.

FOR ADOPTION:

AGAINST ADOPTION:

ABSENT:

CITY OF HIBBING

Pete Hyduke, Mayor

ATTEST:

Candie Seppala, Clerk

The foregoing ordinance reviewed and approved as to form.

City Attorney Andy Borland

(Published in the Mesabi Tribune on _____.
Affidavit of publication attached.)

City of Hibbing
Ordinance No. ____, 2nd Series
drafted February 27, 2025



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. DOC041625

ORDINANCE NO. 450, 2ND SERIES

AN ORDINANCE OF THE CITY OF HIBBING, MINNESOTA, AMENDING HIBBING CITY CODE CHAPTER 11 ENTITLED "LAND USE REGULATION (ZONING)", BY AMENDING SECTION 11.02 ENTITLED 'DEFINITIONS'; AND, BY ADOPTING BY REFERENCE, HIBBING CITY CODE CHAPTER 1 AND SECTION 11.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF HIBBING, MINNESOTA ORDAINS:

Section 1. Paragraph 42 entitled "Home Business" of Hibbing City Code Section 11.02 entitled "Definitions" is hereby deleted in its entirety.

Section 2. There shall be added to the Hibbing City Code a new paragraph 42 entitled "Home Business" of Section 11.02 entitled "Definitions" reading as follows:

"42. "Home Business" - A commercial or minor industrial business use conducted on the same property on which the owner's home is situated, which may employ up to five (5) persons who are not residents of the owner's home, which is of a type or character consistent with the surrounding residential lifestyle, and which is established and operated under such conditions that the use may not be a nuisance to or otherwise incompatible with the surrounding area. There is a specific exception for taxicab businesses which shall be permitted in all areas provided it complies with requirements for licensing in Section 6.28."

Section 2. Penalties. Hibbing City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code Including Penalty for Violation" and Section 11.99 entitled "Violations a Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. After adoption, signing and attestation, this ordinance shall be published once in the official newspaper of the City and shall be in effect on and after the date following such publication.



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

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

Owner of Agenda Item

Introduction/Background/Justification/Key Issues/Legal

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

Action Requested

Attachments

1. Striping Project Bid



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments: Yes: 2025 City Striping Quote Tabulation

Main Agenda x

Consent Agenda _____

Date: 4/9/25

Description of Agenda Item:

Award the 2025 City of Hibbing Striping Project to Sir-Lines-A-Lot

Strategic Initiative:

Annual City Striping Project

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

Jesse Story, Hibbing City Engineer, jstory@ci.hibbing.mn.us, 218-262-3486

Introduction/Background/Justification/Key Issues/Legal

Quotes were accepted for the 2025 Striping project (Attached breakdown)

- Sir-Lines-A-Lot - \$28,261.55
- Fahrner Asphalt - \$53,831.52
- Engineers Estimate - \$29,158.74

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact:

Sir-Lines-A-Lot had the low quote in the amount of \$28,261.55. We have \$55,000.00 budgeted for our street painting for 2025, this includes the street striping and crosswalk paint.

Action Requested:

I am asking the city council to award the 2025 Striping project to Sir-Lines-A-Lot in the amount of \$28,261.55.

CITY OF HIBBING 2025 STRIPING PROJECT											
QUOTE TABULATION											
ITEM	UNIT	TOTAL QUANTITY	ENGINEERS ESTIMATE		SIR-LINES-A-LOT STRIPING		FAHRNER ASPHALT				
			COST	TOTAL	COST	TOTAL	COST	TOTAL			
SOLID AND SKIP YELLOW	LF	43,531	0.13	\$ 5,659.03	0.126	\$ 5,484.91	0.24	\$ 10,447.44			
SINGLE SOLID STRIPE	LF	180,767	0.13	\$ 23,499.71	0.126	\$ 22,776.64	0.24	\$ 43,384.08			
			TOTAL	\$ 29,158.74	TOTAL	\$ 28,261.55	TOTAL	\$ 53,831.52			



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. Materials Testing Bid Braun Intertec



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments: Yes: Braun Proposal

Main Agenda x

Consent Agenda _____

Description of Agenda Item:

Braun Intertec Proposal for Materials Testing Services on our 2025 State Aid Project.

Strategic Initiative:

Testing Services for the State Aid Project

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

Jesse Story, Hibbing City Engineer, jstory@ci.hibbing.mn.us, 218-262-3486

Introduction/Background/Justification/Key Issues/Legal

MnDot requires bituminous and concrete testing on State Aid Projects.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact:

The proposal from Braun Intertec is in the amount \$35,952.50. We will be reimbursed through with State Aid funds to cover the costs of testing.

Action Requested:

I am asking the city council to approve the proposal from Braun Intertec in the amount of \$35,952.50.

March 27, 2025

Proposal QTB212381

Jesse Story, PE
City of Hibbing
401 East 21st Street
Hibbing, MN 55746

Re: Proposal for Construction Materials Testing Services
23rd Street Reconstruction
SAP 131-185-009
23rd Street
Hibbing, Minnesota

Dear Mr. Story:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the 23rd Street Reconstruction project in Hibbing, Minnesota.

Since our inception in 1957, we have grown into one of the largest employee-owned engineering firms in the nation. With more than 1,000 employee owners, retaining our firm gives you access to a diverse range of services and professionals you can consult with if the unforeseen occurs. The size of our company also allows us to respond quickly when schedule constraints occur.

Our Understanding of Project

We understand this project will include the milling of existing bituminous pavement, partial full reconstruction including placement of granular borrow and aggregate base, new concrete curb and gutter, sidewalk, and driveways along with a new bituminous pavement. Improvements to the water main utilities will also be part of this project.

This project is a City of Hibbing project with state-aid funding. Projects that are constructed with state-aid funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation's (MnDOT's) 2020 Standard Specifications for Construction and MnDOT's Schedule of Materials Control. This project is using MnDOT's 2024 State Aid for Local Transportation (SALT) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. Braun Intertec will perform the QA field testing and plant monitoring on the project as listed in our scope of services and as shown on our attached cost estimate table. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project. An audit of the project could be conducted upon completion. The audit may include reviewing tests and paperwork provided by your QC/QA representative.

AA/EOE

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by the City of Hibbing, dated February 23, 2025.
- Discussions with you, Mr. Story, with the City of Hibbing.

Braun Intertec Project Personnel

For this project, we will provide technicians that are MnDOT certified in each specialized field. For the proposed scope of services, our staff will have the following certifications:

- Aggregate Production
- Grading & Base I
- Concrete Field I
- Concrete Plant I
- Bituminous Street
- Bituminous Plant I
- MnDOT or ACI Strength Testing

Accredited Laboratory

In the 2024 SALT Schedule of Material Control, which is part of this project's testing requirements, MnDOT requires laboratories performing acceptance tests for payment to be accredited by the AASHTO Resource (formerly AASHTO Materials Reference Laboratory [AMRL]) for all test procedures performed.

Braun Intertec is one of the few independent testing companies that is accredited in the state. With Braun Intertec's Metro Material Laboratory typically operating 24 hours a day, laboratory test results are delivered in a timely manner.

Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project personnel. Based on our understanding of the project, we propose the following services.

Soil Related Services

- Perform nuclear gauge density tests on utility backfill materials.
- Perform Dynamic Cone Penetrometer (DCP) tests on select granular borrow material.
- Perform Dynamic Cone Penetrometer (DCP) tests on aggregate base material.
- Perform moisture content tests at time of compaction on backfill materials.

- Perform gradation tests on granular bedding, granular filter, select granular borrow, and aggregate base materials.
- Perform laboratory standard Proctor tests on backfill and fill materials.
- Prepare the preliminary and final grading and base report along with assembling the random sampling locations report for the aggregate base according to MnDOT Specifications.

Concrete Field Testing Related Services

- Sample and test the plastic concrete for slump, air content, temperature prior to placement. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Prepare 4-inch by 8-inch cylinders for compressive strength testing. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.
- Laboratory compressive strength testing of cylinders.
- Perform concrete ready-mix batch plant inspections which include periodic observations of plant operations, collecting and submitting aggregate samples, cement samples and admixture samples for testing. Review and periodically observe contractor's quality control gradation and moisture testing of coarse and fine aggregates. Perform concrete plant monitoring per MnDOT 2461 specification.
- Perform coarse and fine aggregate verification gradation tests. Compare agency test results with contractor's test results for compliance with MnDOT 2461 specification.

Bituminous Related Services

- Perform bituminous plant inspections which includes periodically observing the contractor's quality control testing, observing one set of contractor tests per day and collecting companion samples for quality assurance tests. Perform bituminous plant monitoring per MnDOT's 2360 specification.
- Collect verification samples per MnDOT's 2360 specification and randomly select one sample per day per mix to run quality assurance tests on. Perform quality assurance tests on the verification samples which include the following tests: Rice specific gravity, asphalt content, extracted aggregate gradation, gyratory density, coarse aggregate angularity, and fine aggregate angularity. Compare agency test results with contractor's test results for compliance with MnDOT 2360 specification.

Reporting and Project Management

Test results will be issued weekly for the project as the various tasks are performed. If, at any time, there are failing tests which do not appear to be in accordance with the plans and specifications or MnDOT's Schedule of Materials Control, we will notify the engineer's representative and any others that we are directed to notify.

Before the final project closeout, we will issue a final report. The report will include the following:

- Braun Intertec technician roster for technicians that conducted testing on the project.
- Completed MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.
- Completed Preliminary and Final Grading and Base Report.
- Moisture, Density, DCP, Proctor and Gradation tests.
- Concrete mix designs.
- Concrete compressive strength results.
- Concrete batch plant inspection field forms.
- Completed test reports for samples sent to the MnDOT Materials Lab.
- Bituminous mix designs.
- Bituminous batch plant inspection field forms.
- Bituminous verification test results.
- Bituminous contractor's summary sheets.
- Random core log location worksheets.
- Completed density incentive/disincentive worksheets.
- Copies of concrete and bituminous plant certifications.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the

overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume it will take 3 trips to complete the nuclear density gauge testing on this project.
- We assume compaction testing on granular materials will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of 1 test will be conducted each trip with 1 trip assumed.
- We assume compaction testing on aggregate base will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of 5 tests will be conducted each trip with 1 trip assumed.
- We assume compaction testing on aggregate base below sidewalks will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of 3 tests will be conducted each trip with 4 trips assumed.
- We assume 35 sets of concrete tests will be required to complete the project.
- We understand the rebar observations before concrete placements will be completed by the project representative's construction oversight manager.
- We understand one coarse aggregate and one fine aggregate in the ready-mix concrete.
- We assume bituminous paving will be completed in 2 days for this project.
- We assume your full-time on-site construction observer will observe the test rolling for this project.
- We assume the project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of \$35,952.50. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Molly Johnson at 218.263.8869 (mjohnson@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Molly A. Johnson, PE
Project Engineer



Jared D. Lubben
Associate Director

Attachments:
Cost Estimate Table
General Conditions (11/4/2024)

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB212381

23rd Street Reconstruction SAP 131-185-009

Client:

City of Hibbing
Jesse Story
401 E 21st St
Hibbing, MN 55746

Work Site Address:

23rd Street
Hibbing, MN 55746

Service Description:

MNDOT QA Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1					
	MnDOT Testing				
Activity 1.1	Soil Testing				\$3,730.00
207	Compaction Testing - Nuclear	6.00	Hour	95.00	\$570.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Utilities	3.00	Trips	2.00	6.00
1308	Nuclear moisture-density meter charge, per hour	6.00	Each	25.00	\$150.00
1861	CMT Trip Charge	12.00	Each	20.00	\$240.00
217	Compaction Testing - DCP's	12.00	Hour	95.00	\$1,140.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Granular Borrow	1.00	Trip	2.00	2.00
	Aggregate Base	1.00	Trip	2.00	2.00
	Aggregate Base - Sidewalks	4.00	Trips	2.00	8.00
209	Sample pick-up	3.00	Hour	95.00	\$285.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Gradation/Proctor Pick-up	3.00	Trips	1.00	3.00
1318	Moisture Density Relationship (Proctor)	2.00	Each	185.00	\$370.00
1162	Sieve Analysis with 200 wash, per sample	6.00	Each	150.00	\$900.00
1688AG	Percent Crushed, Aggregate Base, per sample	1.00	Each	75.00	\$75.00
Activity 1.2	Concrete Testing				\$25,967.50
261	Concrete Testing	87.50	Hour	95.00	\$8,312.50
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Light Bases	2.00	Trips	2.50	5.00
	Structural Concrete	2.00	Trips	2.50	5.00
	Sidewalks	14.00	Trips	2.50	35.00
	Curb & Gutter	4.00	Trips	2.50	10.00
	Concrete Pavement	10.00	Trips	2.50	25.00
	Driveway Apron	3.00	Trips	2.50	7.50
278	Concrete Cylinder Pick up	35.00	Hour	95.00	\$3,325.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	35.00	Trips	1.00	35.00
1861	CMT Trip Charge	82.00	Each	20.00	\$1,640.00
1364	Compressive strength of concrete cylinders, per specimen	105.00	Each	30.00	\$3,150.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Light Bases	2.00	Sets	3.00	6.00
	Structural Concrete	2.00	Sets	3.00	6.00
	Sidewalks	14.00	Sets	3.00	42.00
	Curb & Gutter	4.00	Sets	3.00	12.00
	Concrete Pavement	10.00	Sets	3.00	30.00
	Driveway Apron	3.00	Sets	3.00	9.00
1162CO	Sieve Analysis, per sample	24.00	Each	105.00	\$2,520.00

Project Proposal

QTB212381

23rd Street Reconstruction SAP 131-185-009

215	Concrete Ready Mix Plant Monitoring	48.00	Hour	105.00	\$5,040.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	6.00	Trips	4.00	24.00
	Curb & Gutter	2.00	Trips	4.00	8.00
	Concrete Pavement	3.00	Trips	4.00	12.00
	Driveway Apron	1.00	Trip	4.00	4.00
226	Project Manager	12.00	Hour	165.00	\$1,980.00
Activity 1.3	Pavement Testing				\$2,800.00
2689	MnDOT Bituminous Verification, per sample	2.00	Each	750.00	\$1,500.00
222	Bituminous Verification Testing	12.00	Hour	105.00	\$1,260.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant Monitoring	2.00	Trips	6.00	12.00
1861	CMT Trip Charge	2.00	Each	20.00	\$40.00
Activity 1.4	Project Management				\$3,455.00
226	Project Manager	8.00	Hour	165.00	\$1,320.00
1230	MnDOT Final Report	1.00	Each	1,000.00	\$1,000.00
228	Senior Project Manager	2.00	Hour	195.00	\$390.00
238	Project Assistant	4.00	Hour	85.00	\$340.00
125	Project Control Specialist	3.00	Hour	135.00	\$405.00
Phase 1 Total:					\$35,952.50

Proposal Total:	\$35,952.50
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SECTION 1: AGREEMENT

1.1 Agreement. This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

1.2 Parties to the Agreement. The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

SECTION 2: SCOPE OF SERVICES

2.1 Services. Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

2.2 Additional Services. Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

SECTION 3: PERFORMANCE OF SERVICES

3.1 Standard of Care. Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

3.2 Written Reports and Findings. Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

3.3 Observation or Sampling Locations. Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

3.4 Project Site Information. Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

3.5 Subsurface Objects. To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

3.6 Hazardous Materials. Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

3.7 Supervision of Others. Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

3.8 Safety. Consultant will provide a health and safety program for its employees as well as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to

Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

3.9 Project Site Access and Damage. Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

3.10 Monitoring Wells. To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

3.11 Contaminant Disclosures Required by Law. Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

SECTION 4: SCHEDULE

4.1 Schedule. Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

4.2 Scheduling On-Site Observations or Services. To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

SECTION 5: COST AND PAYMENT OF SERVICES

5.1 Cost Estimates. Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warrantied.

5.2 Payment. Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

5.3 Other Payment Conditions. Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

5.4 Third Party Payment. Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

5.5 Non-Payment. If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a

default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

SECTION 6: OWNERSHIP AND USE OF DATA

6.1 Ownership. All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

6.2 Use of Project Data. The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

6.3 Samples, Field Data, and Contaminated Equipment. Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

6.4 Data Provided by Client. Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

SECTION 7: INSURANCE

7.1 Insurance. Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

7.2 Waiver of Subrogation. Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

7.3 Certificate of Insurance. Consultant shall furnish Client with a certificate of insurance upon request.

SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

8.1 Indemnification. Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

8.2 Intellectual Property. Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

8.3 Mutual Waiver of Consequential Damages. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

8.4 Limitation of Liability. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS,

STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.

SECTION 9: MISCELLANEOUS PROVISIONS

9.1 Services Prior to Agreement. Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

9.2 Confidentiality. To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

9.3 Relationship of the Parties. Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

9.4 Resource Conservation and Recovery Act. To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

9.5 Services in Connection with Legal Proceedings. Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

9.6 Assignment. This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

9.7 Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

9.8 Termination. This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

9.9 Force Majeure. Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

9.10 Disputes, Choice of Law, Venue. In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

9.11 Individual Liability. No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

9.12 Severability. Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

9.13 Waiver. The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

9.14 Entire Agreement. The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



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. Culverts quote L&L Rentals Inc



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments: Yes: Community Development Director Job Description

Main Agenda x

Consent Agenda Date:4/16/2025

Description of Agenda Item:

20- 12x30 Culverts. 2- 15x30 Culverts. 6- 24x30 Culverts. 4- 30x30 Culverts. 4- 36x30 Culverts.

Strategic Initiative:

New Driveway and Road Culverts/Replacing old damaged Culverts.

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

WCS – Department. Superintendent JohnYuretich@hibbingmn.gov (218)966-4773

Introduction/Background/Justification/Key Issues/Legal

I am requesting that the City Council approves the Quote for \$38,031.06 for (36) New Culverts. Used for replacing old damaged Culverts and new driveway and road cross culverts.

Board/Commission/Committee Actions(s):

none

Budgetary/Fiscal Impact:

The purchase in the amount of \$38,031.06 will come out of the 2025 WCS Departments Budget.

Action Requested:

Approve the Quote from L&L Rentals, Inc. In amount of \$38,031.06

L & L Rentals, Inc.
11461 Spudville Road
Hibbing, MN 55746
(218) 262-5232
(218) 263-9734 FAX

1-205694

Quote

Rent Date:	3/26/2025 2:32 PM
Due Date:	3/27/2025 2:32 PM
Return Date:	
Order Terms:	Net 30
PO #:	april delivery
Job #:	culvert

Customer Information

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

Ship VIA		Customer Email			Work Phone #		Fax Phone #		
		carolwaselk@hibbingmn.gov			(218) 969-2816		(218) 312-9712		
Customer #	Authorized Contact Name		Contact Phone #		Sales Person Name		Employee Name		
274					Scottie P. Haley		OH		
Description		Qty Out	Qty. In	Daily	Weekly	Monthly	Per Unit	Taxable	Extended
12" CAS DOT 16GA 30FT		20.00					\$643.13	☒	\$12862.60
Item ID: PIP / CUL-12ALT216-30		<<-- Sale -->>							
15" CAS DOT 16GA 30FT		2.00					\$823.20	☒	\$1646.40
Item ID: PIP / CUL-15ALT216-30		<<-- Sale -->>							
24" CAS DOT 16GA 30FT		6.00					\$1207.49	☒	\$7244.94
Item ID: PIP / CUL-24ALT216-30		<<-- Sale -->>							
30" CAS DOT 14GA 30FT		4.00					\$1849.84	☒	\$7399.36
Item ID: PIP / CUL-30ALT214-30		<<-- Sale -->>							
36" CAS DOT 14GA 30FT		4.00					\$2219.44	☒	\$8877.76
Item ID: PIP / CUL-36ALT214-30		<<-- Sale -->>							

Order Notes:

Cost if accepting delivery by the end of April

Order Terms:

All quotes valid for 30 days from quote date, unless noted otherwise.
Returns only allowed by Seller authorization and subject to a 20% restocking fee.
Delivery date subject to Buyer supplying information, specifications, and locations to Seller in a prompt and correct manner.
Delivery dates subject to manufacturer's schedule and shipping methods. Seller is not responsible for missed delivery dates.

X

Customer Signature

Customer Name (Printed)

Date

HOURS:
Monday - Friday 7:00am - 5:00pm
Saturday 8:00am - 12:00pm
Closed Sundays



Merchandise Sales:	\$38,031.06
Sub Total:	\$38,031.06
Tax:	\$0.00
Order Total:	\$38,031.06
Amount Paid:	\$0.00
Amount Due:	\$38,031.06

Tax Exempt ID: 8022766



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. Quote for Refuse Containers Snyder Refuse



Request for City Council Action

City Council Action

Approved

☐

Denied

☐

Amended

☐

Tabled

☐

Attachments: Yes:

Main Agenda x

Consent Agenda Date:

Description of Agenda Item:

200, 300 Gallon refuse containers

Strategic Initiative:

These cans will be necessary as we phase out the metal steel containers to eliminate a style of truck from our fleet, making our sanitation department more efficient.

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

Public Works/Sanitation Foreman, Jim Watkins, jimwatkins@hibbingmn.gov, 218-403-5732

Introduction/Background/Justification/Key Issues/Legal

Attached is a quote from Snyder Refuse. We have dispersed some previously purchased containers along routes that had existing 2yr cans. In preparation of a rapid rail style truck that has already been purchased but not received, this will ensure we will be prepared when the new truck received.

Budgetary/Fiscal Impact:

See attached quote from Snyder Refuse in the amount of \$83,950. These containers were approved in the 2025 budget.

Action Requested: Approve the quote from Snyder Refuse in the amount of \$83,950



6940 O Street, Suite 100

Lincoln, NE 68510

www.SnyderRefuse.com

Phone: 317-450-0920

Fax: 402-465-1220

Deborah Smith, National Account Manager

dsmith@snydernet.com

QUOTE

DATE	March 14, 2025
QUOTE #	20250314HIBBING
CUSTOMER ID	6700193
VALID UNTIL	April 5, 2025

CUSTOMER

City of Hibbing Public Works

401 East 21st Street

Hibbing, MN 55746

James Watkins

jimwatkins@hibbingmn.gov

218-969-0353

SHIP TO

City of Hibbing Public Works

1425 East 23rd Street

Hibbing, MN 55746

DESCRIPTION	PART NUMBER	UNIT PRICE	QTY	TAXED	AMOUNT
300G HDPE CAN ROYAL BLUE	7801000E79700	246.00	200		49,200.00
LID, SMALL HDPE ROYAL BLUE	7801200E797	56.00	200		11,200.00
LID, LARGE HDPE ROYAL BLUE	7801300E797	90.00	200		18,000.00
HARDWARE KIT ZINC	34701997	7.00	200		1,400.00
Hot stamp application		5.00	200		1,000.00
Freight via dedicated truck					-
Shipping from Madison, IN 47250					3,150.00
Large lids will be loaded loose in the truck, if you are not able to unload the lids this way please let me know and I will requote as two truckloads with the large lids palletized.					-
					-
					-
					-
					-
					-

TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote
2. Payment will be due prior to delivery of service and goods
3. Please fax or mail the signed price quote to the address above

Customer Acceptance (sign below):

x _____

Print Name:

Subtotal	\$	83,950.00
Taxable	\$	-
Tax rate		
Tax due	\$	-
Other	\$	-
TOTAL	\$	83,950.00

If you have any questions about this price quote, please contact
Deborah Smith * 317-450-0920 * dsmith@snydernet.com * dsmith@wrpcontainers.com

Thank You For Your Business!



Request for Council Action

City Council Action

Approve purchase of an equipment trailer to RMS for \$26,284.48

Description of Agenda Item

Felling FT-24 equipment trailer

Strategic Initiative

Replacing 1999 Trail King equipment trailer. This trailer fits our needs for moving our smaller equipment.

Owner of Agenda Item

Joe McKenney, Fleet Manager, 218.966.1826, joemcKenney@hibbingmn.gov

Introduction/Background/Justification/Key Issues/Legal

Our Trail King trailer has exceeded its useful life and no longer passes DOT inspection.

Board/Commission/Committee Actions(s):

Budgetary/Fiscal Impact

This is a non-budgeted item. We will use funds from surplus equipment to purchase this item in 2025. This trailer was in our Capital Plan to be replaced in 2026.

Action Requested

Approve attached quote to RMS for \$26,284.48

Attachments

1. 2025 Small Equipment Trailer FELLING_FT-24_I_GALVA



Road Machinery & Supplies Co.

We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.

Quote #: je3-0617
4/2/2025 8:15 PM
Page 1 of 5
218-780-4240
jelden@rmseq.com

Billing Address:

CITY OF HIBBING HIBBI002
401 EAST 21ST STREET
HIBBING MN 55746
Main Phone# 218-262-3486
Contact: Joe McKenny
Email: joemckenney@hibbingmn.gov

Shipping Address:

05 - VIRGINIA Store
315 N HOOVER RD
VIRGINIA MN 55792

FELLING MODEL FT-24 I DROP DECK TRAILER GALVANIZED S/N Factory Order, STOCK # N.I.S.

\$25,032.48

Equipped as follows:

FELLING FT-24 DROP DECK TRAILER - GALVANIZED

Item	Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Base Trailer	FT-24 I	Each					
Deck Length	Add	Deck Length	Feet 20				
Frame Type	?	3" Angle Lip Down on Each Side of Trailer	Opt 1				
Dovetail	?	Dovetail Length, Wood Inlay	Feet 3				
Deck Type	White Oak	2" Nom	Std 1				
Ramps;	Rear 6' x 22"	Angle Iron Spring Assist	Pair 1				
Ramps,	Acc Full Width	Ramp Rod	Std 1				
Appx Deck							
Height							
24" Loaded,	26" Unloaded (Torsion)	Inches	1				
Width	102" OD, 82" ID	Std	1				
Tie Downs	D-Rings, 1" Straight	Std	8				
Brakes	Electric, FSA (Fwd Self Adj)	On All Axles	Std 1				
Axles	12K Oil Bath	Std	2				
Suspension	Rubber Torsion, 42" Spread	Std	1				
Tires & Wheels	235/75R 17.5 J, 8 Bolt [17.5 x 6.75]	Plate Wheel	Std 4				
Hitch Length	Center of Coupler to Headboard,	Appx	Feet 5				
Hitch Type	?	2 5/16" Ball Adjustable, [B]	25,000 lb Plate Mount	Opt 1			
Hitch							
Height							
Approximate Adjustment	Hitch Range 14" to 23" (22" to 27" if Hyd)						
Std	1						
Jack	12K w/ Spring Loaded Drop Leg, Side Wind	Std	1				
Plug	7 Pole RV	Std	1				
Lights	LED, 4 tail light system, Sealed Wiring Harness	Std	1				

* Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.



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Trailer Color Galvanized (Black Felling Decal) ** 3 Weeks already added to Lead Time **
LBS 5600
Standard 1/2" Safety Chains, Grade 70 Std 1
Standard Document Holder Std 1
Spare Tire ? 235/75R 17.5 J, 8 Bolt [17.5 x 6.75] Plate Wheel Each 1
Spare Tire, Acc? Ship loose w/ trailer Opt 1
Option ? Toolbox, Steel, Large 57" w x 28" l x 13", Bolt on with Lockable Cover, 9 CU ft
Opt 1
Option ? NSO-Galvanized Felling Toolbox (ILO Painted) Opt 1
Option ? Pallet Fork Holders Mounted 36" O.D. of tubes with Fork Securement Chains Pair 1
GVWR 25,980 lbs Std 1 \$0.00

FREIGHT FROM FELLING TO RMS IN VIRGINIA, MN
OFFLOAD AND TRAILER SET UP FEE
Sub Total:

\$ 702.00
\$ 550.00
\$26,284.48

Total Selling Price:

\$26,284.48

Felling Standard warranty: 12 months
Paint: 3 years
Structural & frame: 5 years
Warranty starts on delivery to customer.

On behalf of Road Machinery & Supplies Co., thank you for the opportunity to quote this equipment!

Sincerely,

DocuSigned by:

F322A3F538844EC...
Joel Elden
Territory Manager

** Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.*

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Terms and Provisions

1. If Purchaser contemporaneously herewith or subsequently executes a security agreement or a lease agreement relating to the Equipment described on the face hereof (herein called "Equipment"), the terms and provisions of such security agreement or lease Agreement shall supersede all terms and provisions of this Equipment Order and Agreement (herein called "Agreement"). Without limiting the generality of the foregoing, if this agreement is superseded by a lease agreement, all payments made hereunder shall be determined to be rental, and Purchaser shall not be deemed to have acquired any equity in the Equipment.
2. Subject to the provisions of Paragraph 1, Seller agrees to sell and Purchaser agrees to purchase the Equipment for the price or prices and on the terms and conditions stated on the face hereof and on this page 2. Unless otherwise specified, the terms of this agreement are net cash on receipt of invoice. If payment is not made on or before the due date, the full unpaid balance shall, at Seller's option, be subject to interest until paid at the rate of 1 ½% per month if Purchaser is a corporation or at the highest legal rate permitted by law if the Purchaser is a partnership or an individual. Neither the loss, destruction, or damage of the Equipment, nor the renewal or extension of this contract, nor the institution of suit or procurement or judgement thereon; nor the hypothecation, assignment or discounting of this Agreement shall operate as payment or in any manner relieve Purchaser from his obligations hereunder.
3. To secure the performance of Purchaser's obligations under this Agreement, Purchaser hereby grants to Seller a security interest in the Equipment, effective upon delivery of the Equipment to Purchaser. Such interest shall be enforceable by Seller in accordance with the provisions of Article IX of the Minnesota Uniform Commercial Code. Until Purchaser has performed all obligations on the part of Purchaser to be performed under this Agreement, Purchaser agrees: (a) to keep the Equipment in good condition and repair at his own expense; (b) not to assign or transfer any interest in this Agreement, nor sell, assign, pledge, mortgage, encumber, suffer the creation of any lien, nor dispose of the Equipment or any part thereof, nor make any material change in Equipment, without the prior written consent of Seller; (c) to pay all taxes, charges and assessments of every character levied or assessed against the Equipment; (d) to keep the Equipment insured at his own expense, against all physical loss or damage, of whatsoever kind and nature and however caused, excepting only loss or damage occasioned by so-called uninsurable perils, such as war risk, nuclear energy peril and normal wear and tear, in an amount not less than the remaining balance due to the Seller with deductible amount not to exceed \$1,000.00 per loss, and to place such insurance through agencies or brokers and with insurance companies acceptable to Seller, with the proceeds thereon payable to Seller and Purchaser as their interest may appear; (e) to execute all documents which may be necessary for the perfection and recording of Seller's security interest in the Equipment.
4. Purchaser shall pay all transportation charges. Within five (5) days after delivery of the Equipment at the point of destination, Purchaser shall notify Seller in writing of any claimed defects in the Equipment or of any claimed failure by Seller to comply with its promises and obligations concerning the Equipment. If such notice in writing is not given to Seller by Purchaser within said time, then the Equipment shall be deemed to have been accepted by Purchaser and to be in full compliance with all terms, conditions, covenants and representations herein contained. Purchaser will ensure all persons operating equipment will have read the equipment operator's manual. If unable to locate, please contact the Seller to request a copy.
5. Purchaser may not return the Equipment without the written consent of Seller. If Seller consents in writing to such return, a charge of 10 percent may be made to Purchaser to cover handling expenses, except for Equipment found upon return to have been defective.
6. Seller shall not be liable to Purchaser if Seller cannot obtain the Equipment through the exercise of reasonable diligence, or if delivery is delayed or prevented by the manufacturer or by strike, accident, act of God, war, civil commotion or riot, governmental action or requirement, or other cause beyond the control of Seller. Seller assumes no responsibility and shall not be liable for any loss or damages, direct or consequential, alleged to have been caused by or resulting from the operation or non-operability of the Equipment.
7. If any equipment owned by Purchaser is to be traded in as part of this Agreement, but the same is not to be delivered to Seller until a time later than the date of this Agreement, Seller shall have the right to reappraise said trade-in equipment at the time of actual delivery to Seller, and said reappraisal value shall determine the Trade-In Allowance for said equipment.
8. PURCHASER ACKNOWLEDGES: (a) THAT PURCHASER MAKES THE FINAL SELECTION, IN ALL RESPECTS, OF THE EQUIPMENT; (b) THAT SELLER IS NOT A MANUFACTURER OF THE EQUIPMENT; (c) THAT PURCHASER ACCEPTS THE EQUIPMENT WITH ALL FAULTS, SUBJECT ONLY TO MANUFACTURERS AND/OR DEALER'S WRITTEN NEW EQUIPMENT WARRANTIES, IF ANY; (d) THAT UNLESS OTHERWISE SPECIFICALLY STATED ON THE FACE HEREOF, USED EQUIPMENT IS NOT SUBJECT TO ANY WARRANTY BY MANUFACTURER OR SELLER; (e) THAT NOTWITHSTANDING ANY WARRANTY, IF ANY, BY THE MANUFACTURER AND/OR SELLER, NEITHER MANUFACTURER NOR SELLER SHALL BE LIABLE FOR THE COST OF REPAIRS MADE OUTSIDE OF SELLER'S OR MANUFACTURER'S PLACE OF BUSINESS, UNLESS AUTHORIZED IN WRITING; (f) THAT THERE ARE NO WARRANTIES - EXPRESS, IMPLIED OR STATUTORY - ON THE PART OF SELLER AS TO FITNESS OF THE EQUIPMENT FOR ANY GENERAL OR SPECIFIC PURPOSE OR AS TO MERCHANTABILITY OR QUALITY; (g) NO PAYMENT REQUIRED HEREUNDER TO BE MADE BY PURCHASER SHALL BE DELAYED AWAITING SETTLEMENT OF ANY CLAIM.
9. If upon tender of delivery of the Equipment by Seller to Purchaser, Purchaser fails or refuses for any reason to complete the purchase transaction, Seller may in its discretion retain the Down Payment and the trade-in equipment as liquidated damages; or, at its option, Seller may resell or retain the trade-in equipment, and shall apply the Down Payment and the amount received on resale, or the fair market value of said equipment (if no resale) as of the date of Purchaser's breach, in reduction of Seller's damages, costs and expenses.
10. The following shall be deemed to be events of default by Purchaser: (a) the failure by Purchaser to comply with any term or provision of this Agreement, (b) the failure by Purchaser to make any payment provided for herein when due or payable; (c) any cessation or interruption of Purchaser's business as a going concern; (d) any assignment by Purchaser for the benefit of creditors; (e) any assignment or purported assignment by Purchaser, whether voluntary or by operation of law, of Purchaser's interest in the Equipment without the prior written consent of Seller; (f) the institution of any proceeding under the Bankruptcy Act, voluntary or involuntary, by or against Purchaser; (g) the commencement of any insolvency or receivership proceeding, voluntary or involuntary, against Purchaser; (h) the levy upon or seizure by judicial process of the Equipment or any part thereof; (i) the occurrence of any unusual or unreasonable depreciation in the value of the Equipment arising out of its use by Purchaser; or (j) the determination by Seller that it is insecure, for whatever reason, with respect to the Equipment or PURCHASER'S obligations hereunder. Upon Purchaser's default, the entire unpaid balance of the purchase price, together with accrued interest thereon and all other sums payable hereunder, at the option of the Seller and without notice, shall become immediately due and payable and Seller may exercise all rights and remedies available to it under the Minnesota Uniform Commercial Code as now enacted or as may be from time to time amended, and, in conjunction with, and in addition to or substitution for those rights and remedies, at Seller's discretion, Seller may, in conformity with law, and without liability to purchaser therefore, (a) enter upon Purchaser's premises to take possession of, assemble and collect the Equipment or to render it unusable, or (b) require purchaser to assemble the Equipment and make it available at a place Seller designates which is mutually convenient to allow Seller to take possession or dispose of the Equipment.
11. Purchaser agrees to pay Seller or its assignees the reasonable expenses of retaking, holding, preparing for sale, selling, and the like, and the reasonable attorney's fees and legal expenses incurred by Seller or said assignees in recovering possession of the equipment or in collecting any installment or the unpaid balances of the purchase price. If Purchaser fails to pay any installment or the unpaid balance when due, Seller or its assignees may refer the collection thereof to any person or collection agency or to any of the employees of Seller or its assignees, and Purchaser agrees to Pay Seller or its assignees a reasonable collection charge, which shall in no event be less than 5 percent of said delinquent installment or unpaid balance, or \$150.00 whichever is the greater.
12. The failure of Seller in any one or more instances to insist upon the performance of any term or provision of this Agreement or to exercise any right or privilege conferred by this Agreement, shall not be construed as thereafter waiving any such term, provision, right or privilege.

** Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.*



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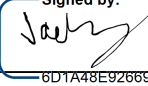
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13. If Purchaser fails or refuses, for any reason, to perform any provision of this Agreement required by Purchaser to be performed, Seller may, at its option, perform the same and, upon demand, shall be reimbursed its costs therefor by Purchaser.
14. If any provision of this Agreement is finally adjudged by any court to be invalid, the remaining provisions shall remain in full force and effect, and they shall be interpreted, performed and enforced as if said invalid provision did not appear herein.
15. All matters, whether sounding in tort or in contract, relating to the validity, construction, interpretation, performance, or enforcement of this Agreement shall be determined according to the laws of the State of Minnesota. Purchaser hereby waives the right to move for a change of venue in any action affecting the Equipment, and Seller may, at its option, bring said action in the city and county of its main office, or any branch office, or other location selected by it. All rights of exemption and homestead laws are hereby waived by Purchaser.
16. This Agreement and such security agreement or lease agreement as may hereafter be executed by the parties, embodies the entire agreement between Seller and Purchaser, and there are not other agreements, either oral or written. No change or modification of the terms of this Agreement or such security agreement or lease agreement shall be binding on Seller unless such change or modification be in writing and signed by an officer of Seller. A true and correct copy of this contract has been delivered to Purchaser, receipt of which is hereby acknowledged by Purchaser.

Pursuant to an Exchange Agreement between Road Machinery & Supplies Co. and North Star Deferred Exchange LLC, as Qualified Intermediary, the rights under this agreement to sell this equipment to you have been assigned by Road Machinery & Supplies Co. to North Star Deferred Exchange LLC. It is intended that this transaction be treated by Road Machinery & Supplies Co. as part of a tax deferred exchange. This treatment has no effect on your ownership of this equipment.

Customer Acceptance By:  Signed By: 6D1A48E9266943B... Printed Name: Joe McKenney

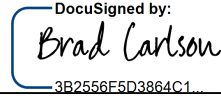
Customer Initials: *All quoted prices are subject to change and will be confirmed at time of delivery. All applicable taxes will apply at time of equipment invoicing – taxes are based on deliver/pick-up location and may vary from amount quoted. Additionally, if tax-exemption is being claimed, it is the customer's responsibility to provide RMS with a copy of their tax-exempt form.*

Date Signed: _____ Purchase order#: _____

Requested delivery date: _____ Ship Via: _____

Terms: _____

Subject to RMS Management approval

RMS Management Approval: 
3B2556F5D3864C1...

Credit Approval: _____

CA #: 65696

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**APPLICATION FOR HERITAGE PRESERVATION COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: Brandy Maki Date: 02/13/2025

Address: 208 E Howard St Unit 2 Hibbing MN 55746
Street Address City State Zip

Phone #: 218-626-7479 (Cell) _____ (Work)

E-mail Address: makibrandy@gmail.com

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Hibbing resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Heritage Preservation Commission.

✓
✓
✓
✓
✓

Your occupation/profession: Process Control Engineer
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Heritage Preservation Commission?

Although I am not originally from the city of Hibbing, I have enjoyed it for many years. I have worked, recreated, shopped, and enjoyed a lot of time here. I feel a sense of industry here; Hibbing is a special place that deserves to be highlighted and made easily accessible to it's residents and visitors. Hibbing is a wonderful place!

What skills, knowledge or experience do you have to serve on the Heritage Preservation Commission?

I have served on a few other boards in the past including the Range Engineering Council (REC), Minnesota Discovery Center, and Northern Lights Community School board. I have experience with project management, event planning, marketing, communication, brainstorming, and I like to make things happen.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

* By signing this application, I attest that all information provided here and on my resume is true.

Signature of Applicant: Brandy R Maki Date: 02/13/2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or --
send via email to candieseppala@hibbingmn.gov or hit the submit button below.



**APPLICATION FOR HERITAGE PRESERVATION COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: Vince Nelson Date: 2/21/2025

Address: 2905 1st Ave. Hibbing, MN 55746
Street Address City State Zip

Phone #: 218-969-4892 (Cell) 218-231-0284 (Work)

E-mail Address: vince.nelson19@yahoo.com

Eligibility Requirements (Please check if applicable):

- I am 18 years of age.
I am a Hibbing resident.
I am a registered voter within the City of Hibbing.
I have not been convicted of a felony in the past 10 years.
I am interested in serving on the Heritage Preservation Commission.

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Your occupation/profession: Architectural Draftsman at Yoder Building Supply
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Heritage Preservation Commission?

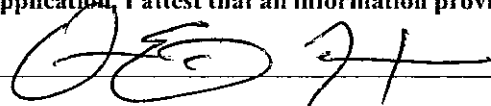
I have always been a history buff and enjoy learning the history and culture of places I live in at travel to, especially historical buildings and landmarks. Hibbing has one of the richest histories in this country and I think it is extremely important to hold onto and preserve that history. I also think it is extremely important to spread the knowledge of our history here to our younger generations to insure the preservation of it for years to come.

What skills, knowledge or experience do you have to serve on the Heritage Preservation Commission?

Being an architectural draftsman, I have an advanced knowledge of building structures and taste for fine architecture. I attended the Art Institute of MN for college and studied history and historical architecture. I've lived in Hibbing for about 10 years, grew up on the west side of the Range, and have also lived all over the state, so I have been around numerous historical town landmarks and museums. Because of that, I have seen how many different areas have gone about preserving their history.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

* By signing this application, I attest that all information provided here and on my resume is true.

Signature of Applicant: 

Date: 2/21/2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or --
send via email to candieseppala@hibbingmn.gov or hit the submit button below.



**APPLICATION FOR HERITAGE PRESERVATION COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: Patricia Sterle Date: 1/13/2025

Address: 1126 Minnesota St, Hibbing MN 55746
Street Address City State Zip

Phone #: (218) 929-0180 (Cell) _____ (Work)

E-mail Address: psterle@hotmail.com

Eligibility Requirements (Please check if applicable):

- I am 18 years of age.
- I am a Hibbing resident.
- I am a registered voter within the City of Hibbing.
- I have not been convicted of a felony in the past 10 years.
- I am interested in serving on the Heritage Preservation Commission.

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Your occupation/profession: _____
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Heritage Preservation Commission?

I have always been interested in all of the historic buildings that exist around the range. I'm not really a fan of "tear down the old and put up something shiny and new". I live in a 100+ year old home that we have tried to preserve as much of the old as we can. The woodwork, original floors, windows, stucco siding have all been preserved to try and keep the character that was original to the house

What skills, knowledge or experience do you have to serve on the Heritage Preservation Commission?

I'm not sure what skills that I have except a desire to Make Hibbing as beautiful as it once was. My mother was an antique collector so I've had an appreciation of things of the past all my life.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

*** By signing this application, I attest that all information provided here and on my resume is true.**

Signature of Applicant: Patricia A Sterle Date: 1/13/2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 – or –
send via email to candieseppala@hibbingmn.gov or hit the submit button below.



**APPLICATION FOR HUMAN RIGHTS COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: Dana Grozdanich Date: 2/3/2025

Address: 3402 Outer Drive Hibbing, MN 55746
Street Address City State Zip

Phone #: 218-969-7998 (Cell) _____ (Work)

E-mail Address: dana.grozdanich@gmail.com

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Hibbing resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Human Rights Commission.

✓
✓
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✓

Your occupation/profession: Youth Program Coordinator
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Human Rights Commission?

I would like to be on the Human Rights Commission in Hibbing because I'd like to be part of helping ensure that all citizens of Hibbing are treated fairly and equally. I would proudly serve in this position and would gladly welcome the opportunity to learn more about the wonderful people in our city.

What skills, knowledge or experience do you have to serve on the Human Rights Commission?

I have worked in education for many years, and I was the advisor for the Inclusivity Club at Greenway Highschool, and I have been so lucky to be able to support and advocate for voices that are not always heard.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

*** By signing this application, I attest that all information provided here and on my resume is true.**

Signature of Applicant: Dana Grozdanich Date: 2/3/2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or -- send via email to candieseppala@hibbingmn.gov or hit the submit button below.



APPLICATION FOR HUMAN RIGHTS COMMISSION CITY OF HIBBING, MINNESOTA

Name: Candace Jensen Date: 25-02-21

Address: 3799 Highway 5 Hibbing, MN 55746
Street Address City State Zip

Phone #: 4359196215 (Cell) _____ (Work)

E-mail Address: candacejensen@protonmail.com

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Hibbing resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Human Rights Commission.

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✓

Your occupation/profession: Cybersecurity
 (Retired? Please indicate former occupation/profession)

Why are you interested in being on the Human Rights Commission?

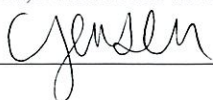
At a time when inclusive policies that protect marginalized communities are being rolled back at the federal level, I feel a deep responsibility to push back and ensure that our community is a place of fairness, opportunity, and dignity for all. I want to use my voice and advocacy to uphold the values of equity and justice, ensuring that everyone—regardless of background—is protected and heard.

What skills, knowledge or experience do you have to serve on the Human Rights Commission?

I helped start a Warming Center in my previous place of residence. Working in a space that directly serves vulnerable populations has strengthened my understanding of the systemic barriers many people face and the importance of inclusive policies that address their needs. Additionally, my experience in board governance, policy discussions, and collaborative decision-making has prepared me to contribute meaningfully to any work in advancing human rights in our city.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

*** By signing this application, I attest that all information provided here and on my resume is true.**

Signature of Applicant:  Date: 25-02-21

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or -- send via email to candieseppala@hibbingmn.gov or hit the submit button below.

Submit Via Email



APPLICATION FOR HUMAN RIGHTS COMMISSION
CITY OF HIBBING, MINNESOTA

Name: Tennelle Kampsula. Date: Feb 7, 2025

Address: 8 southview drive apt h Hibbing, MN 55746
Street Address City State Zip

Phone #: 218-969-6239 (Work)

E-mail Address: tennnellekampsula@yahoo.com

Eligibility Requirements (Please check if applicable):

- I am 18 years of age.
- I am a Hibbing resident.
- I am a registered voter within the City of Hibbing.
- I have not been convicted of a felony in the past 10 years.
- I am interested in serving on the Human Rights Commission.



Your occupation/profession: Mental health practitioner
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Human Rights Commission?

I am interested in the Human Rights Commission because I think I would be a asset to the board with my 20years of working with people and other members in the community along with service agencies

What skills, knowledge or experience do you have to serve on the Human Rights Commission?

My education, personal experience, and also work experience would be a asset to this commission. I'm such a strong advocate for people, agencies and others that feel they do not have a voice.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

* By signing this application, I attest that all information provided here and on my resume is true.

Signature of Applicant: Tennelle Kampsula. Date: Feb 7, 2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or -- send via email to candieseppala@hibbingmn.gov or hit the submit button below.

Submit Via Email

T E N N E L L E K A M P S U L A

218-969-6239

SUMMARY OF QUALIFICATIONS

[Certification in CPI] [Internship at Pear Lake Women Program]
[Group Dynamics and Crisis Intervention] [Mental Health First Aid]
[Trauma Informed Care] [Certified in Enhanced Illness Management & Recovery]
[6,000 practitioner hours]

WORK OF EXPERIENCE

[2008 to 2011] [Range Mental Health] [St. Louis county] **Mental Health Practitioner** Working with Mentally Ill in adult foster care setting.

[2011 to June 2012] [H.O.M.E.S. INC.] [Virginia, MN] **Case Coordinator** Working with Developmental Disabled in the community and also to maintain to live a daily independent life.

[2012 to May 2014] [Heartland Kids] [Hibbing, MN] **Mental Health Practitioner** Working with children with behaviors

[2014 to 2015] [Children Behavior Health Services] [Grand Rapids, MN] **Mental Health Practitioner** Working with children with behaviors

[2015 to 2017] [Range Mental Health] [St. Louis county] **Mental Health Practitioner** [ARMHS] Working with mentally ill adults & filling in as case management, and ran. Adolescent day treatment group.

[2017 to 2019] [North Homes] [Grand Rapids, MN] **Human Service Technician Mental Health Practitioner** Working with kids with behaviors in a day-treatment setting, keeping in contact with family, workers, and other providers and attending meetings and updating paper work as needed.

[2023 to 2023] [NHS] **Mental Health Practitioner** [ARMHS] working with individuals with mental illness and did groups.

[April 2023 to Current] [Northland Counseling] **Mental Health Practitioner** [ARMHS and EIMR] working with individuals with mental illness in the community and in home and running groups.

EDUCATION:

[2001 to 2005] [Hibbing Community College] [Generals and law classes] A.A.

[2006 to 2008] [Mesabi Range Community College] [Human Service and Chemical Dependency] A.A.S

[2008 to January 2011] [Bemidji State University] B.S. in Psychology



**APPLICATION FOR HUMAN RIGHTS COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: Jeff McNickle Date: _____

Address: 1607 Merryview Lane. Hibbing. MN.
Street Address City State Zip

Phone #: 507-350-8944 (Cell) 507-350-8944 (Work)

E-mail Address: jmcnickle73@gmail.com

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Hibbing resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Human Rights Commission.

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Your occupation/profession: Director of Therapeutic Recreation
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Human Rights Commission?

I currently serve on the Saint Louis County Health and Human Services board. I also serve as a volunteer chaplain. Human rights and seeing everyone is treated equally in our city is a high priority of mine. I feel serving on this committee, I can help see we are doing this work and be a resource on needs we have to the County level.

What skills, knowledge or experience do you have to serve on the Human Rights Commission?

I serve as a volunteer chaplain and see the diverse population we have in the city and often hear their struggles. I see my knowledge in this area and in some social services work I do could be an asset to this committee and the work we do.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

*** By signing this application, I attest that all information provided here and on my resume is true.**

Signature of Applicant: Jeff McNickle

Date: 2/21/25

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or --
send via email to candieseppala@hibbingmn.gov or hit the submit button below.



APPLICATION FOR HUMAN RIGHTS COMMISSION
CITY OF HIBBING, MINNESOTA

Name: Stacie Steinberg Date: 2/7/2025
Address: 2623 2nd Ave E Hibbing, MN 55746
Street Address City State Zip
Phone #: 2189668227 (Cell) 2182627409 (Work)
E-mail Address: sls0523@gmail.com

Eligibility Requirements (Please check if applicable):

I am 18 years of age.
I am a Hibbing resident.
I am a registered voter within the City of Hibbing.
I have not been convicted of a felony in the past 10 years.
I am interested in serving on the Human Rights Commission.

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Your occupation/profession: Personal Banker
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Human Rights Commission?

As a female, divorced, formerly disabled person and mother to a daughter who is part of a community that is constantly discriminated against, it is my goal to see to it that her life is as free as possible from discrimination of ANY kind. I want to see that for my fellow community members in my hometown of Hibbing. It is a human right to be treated with respect and kindness, no matter what color/sex/status you have.

What skills, knowledge or experience do you have to serve on the Human Rights Commission?

I am a resident of Hibbing and know the area well. I possess the personality to be very open and approachable which I feel a city commissioner should have. In my profession I must pay attention to detail and feel that this would be of asset to me in this role. I also have 53 years of human experience and have lived away from MN and the United States so I am familiar with other styles of government so the ability to see things from a different perspective is a huge asset, in my opinion.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

* By signing this application, I attest that all information provided here and on my resume is true.

Signature of Applicant: Stacie L Steinberg  Date: 2/7/2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or --
send via email to candieseppala@hibbingmn.gov or hit the submit button below.



**APPLICATION FOR FIRE FIGHTER CIVIL SERVICE COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: K. Michael Fredeen Date: 2/21/2025

Address: 2210 11th Ave E. Hibbing, MN 55746
Street Address City State Zip

Phone #: 218-421-9436 (Cell) 218-262-5539 (Work)

E-mail Address: mike@expressprintmn.com

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Hibbing resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Fire Fighter Civil Service Commission.

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Your occupation/profession: City of Hibbing Business Owner
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Fire Fighter Civil Service Commission?

I have a working knowlege having completed my FF I & II, Hazmat and was a Certified State Fire Fighter for the City of Hibbing Paid On Call 2011-2013. I also served as the Fire Brigade Chief at Hibbing Taconite 2007-2013. I value the safety of our community and that of our emergency response personnel. By being on the Fire Fighter Civil Service Commission it is a way to still serve our community and city employees.

What skills, knowledge or experience do you have to serve on the Fire Fighter Civil Service Commission?

I have sat on the commission board for the last six years.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

*** By signing this application, I attest that all information provided here and on my resume is true.**

Signature of Applicant: K. Michael Fredeen Date: 2/21/2025

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or --
send via email to candieseppala@hibbingmn.gov or hit the submit button below.



**APPLICATION FOR FIRE FIGHTER CIVIL SERVICE COMMISSION
CITY OF HIBBING, MINNESOTA**

Name: JOHN M. MARINAC Date: 1-25-25

Address: 3733 3RD AVE EAST HIBBING MN 55746
Street Address City State Zip

Phone #: 295-2926 (Cell) _____ (Work)

E-mail Address: JOHN.MARINAC@ICLOUD.COM

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Hibbing resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Fire Fighter Civil Service Commission.

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Your occupation/profession: RETIRED- HIBBING FIREFIGHTER
(Retired? Please indicate former occupation/profession)

Why are you interested in being on the Fire Fighter Civil Service Commission?

TO HELP THE CITY & HIBBING FIRE DEPT.

What skills, knowledge or experience do you have to serve on the Fire Fighter Civil Service Commission?

27 YEARS AS A FIREFIGHTER EMT.

Note: The information on this application will be available to the public and media. You may be asked to participate in an interview process with city staff. Please submit a resume or any other relevant information with this application.

*** By signing this application, I attest that all information provided here and on my resume is true.**

Signature of Applicant: John M. Marinac

Date: 1-25-25

Download & submit to: City Clerk's Office, Attn: Candie Seppala, 401 E. 21st St., Hibbing, MN 55746 -- or --
send via email to candieseppala@hibbingmn.gov or hit the submit button below.