

HIBBING CITY COUNCIL
Regular Meeting
Wednesday, April 5, 2023
5:00 P.M.

REVISED

Councilor Jay Hildenbrand	_____	City Administrator Greg Pruszinske	_____
Councilor Chris Whitney	_____	City Clerk-Dep Administrator Candie Seppala	_____
Councilor Jennifer Hoffman Saccoman	_____	Treasurer-Finance Director Sheena Mulner	_____
Councilor Justin Fosso	_____	City Attorney Andy Borland	_____
Councilor John Schweiberger	_____	Chief of Police Steve Estey	_____
Councilor James Bayliss	_____	City Engineer Jesse Story	_____
Mayor Pete Hyduke	_____		

I. CALL TO ORDER:

II. ADDs and DELETES:

- **DELETE: DEPARTMENT AND COMMITTEE REPORTS #2a**
- **DELETE: BIDS AND QUOTES #1h**
- **ADD: LICENSES AND PERMITS #12**

III. APPROVAL OF THE AGENDA:

IV. APPROVAL OF MINUTES:

- Approve the Minutes of the Hibbing City Council Workshop Meeting of March 1, 2023
- Approve the Minutes of the Hibbing City Council Meeting of March 15, 2023
- Approve the Minutes of the Hibbing City Council Workshop Meeting of March 15, 2023

V. CONSENT AGENDA:

1. Approve Accounts Payable dated:
 - 03/24/2023, checks #174314-174421 in the amount of \$738,835.30
 - 03/30/2023, checks #174422-174475, in the amount of \$224,697.56
2. Approve City Payroll for pay period ending:
 - 03/10/2023, checks #168689-168699, in the amount of \$533,992.38
 - 03/24/2023, checks #168700-168701, in the amount of \$501,032.74

3. Authorize the hire of Charlie Gram for the full-time Skilled Labor Position with the Public Works Department pending successful completion of pre-employment conditions
4. Approve the updated Collection System Operator job description
5. Approve the updated Lead Equipment Operator/Burial Services job description
6. Authorize the hire of Katherine Kelly for the full-time Library Technician with the Hibbing Public Library pending successful completion of pre-employment condition
7. Recognize the retirement of Michael Swanson, Engineering Technician III effective June 8, 2023
8. Acknowledge the resignation of Bethany Held from the Budget Accountant position with the Finance Department effective April 14, 2023
9. Acknowledge the resignation of Bethany Held as Accountant Budget in the Finance Department effective Friday, April 14, 2023
10. Approve the updated job description for the Accountant I position
11. Approve the updated job description for the account II position
12. Authorize the posting for a full-time Accountant II in the Finance Department
13. Authorize the posting of a permanent full-time Accountant II position in the Finance Department
14. Authorize the posting for a Seasonal Recreation Programmer with the City Services Department
15. Approve the updated Engineering Technician job description
16. Recognize April as Sexual Assault Awareness Month
17. Accept and place on file the Hibbing Police Department's Activity Report for February, 2023
18. Declare a 1994 Seagrave Fire Engine as surplus property
19. Declare three (3) Phillips HeartStart Cardiac Monitors as surplus property
20. Approve the Iron Range Resident Retention and Recruitment Letter of Support and Funding
21. Approve the Letter of support for the Androy Project for Trellis' application to the Minnesota Housing Finance Agency Multifamily Consolidated RFP
22. Authorize the Hibbing City Council to attend the 2023 Easter Egg Hunt on Friday, April 7, 2023 at the Lincoln Elementary School at 11:30 a.m.
23. Approve the Zenbooth Study Room Use policy at the Hibbing Public Library

24. Set the next regular Hibbing City Council Meeting for Wednesday, April 19, 2023 at 5:00 p.m. at City Hall in the Hibbing City Hall Council Chamber
25. Set the Hibbing City Council Workshop for Wednesday, April 19, 2023 following the Hibbing City Council Meeting at City Hall in the Hibbing City Hall Council Chamber
26. Set the Hibbing City Council Strategic Planning Session for Wednesday, April 26, 2023 at 3 p.m. in the Hibbing City Hall Council Chamber

VI. PUBLIC FORUM:

VII. DEPARTMENT AND COMMITTEE REPORTS:

1. City Services Director Nick Arola

- a. Authorize the Mayor and City Clerk to sign the Facility Use Agreement between the City of Hibbing and Hibbing Chisholm Soccer Club
- b. Authorize the Mayor and City Clerk to sign the Facility Use Agreement between the City of Hibbing and Hibbing Girls Softball Club Summer Program
- c. Authorize the Mayor and City Clerk to sign the Facility Use Agreement between the City of Hibbing and Hibbing Little League Inc.
- d. Authorize the Mayor and City Clerk to sign the Facility Use Agreement between the City of Hibbing and Hibbing Miners Amateur Baseball
- e. Offer RESOLUTION NO. 23-04-01 MAKING APPLICATION TO AND ACCEPTING FUNDS FROM THE ENVIRONMENT AND NATURAL RESOURCES TRUST FUND THROUGH THE LCCMR GRANT PROGRAM FOR THE CONSTRUCTION OF THE CAREY LAKE CAMPGROUND

2. Community Development Director Betsy Olivanti

- ~~a. Offer RESOLUTION NO. 23-04-02 AUTHORIZING THE CITY OF HIBBING TO CONTRIBUTE \$5,000 TO THE IRON RANGE RESIDENT RETENTION AND RECRUITMENT GRANT APPLICATION BY THE IRON RANGE TOURISM BUREAU~~
- b. Offer RESOLUTION NO. 23-04-03 APPROVING EXPENDITURES OF FUNDS ON LEO AND BUSINESS RECRUITMENT VIDEO
- c. Request to transfer the remainder of the general fund economic development budget from 2018, 2019, 2019, 2020, and 2021 into the 255 account for HEDA
- d. Offer RESOLUTION NO. 23-04-04 TO MOVE THE CAREY LAKE CAMPGROUND FUNDING INTO THE PARKS AND REC CAPITAL BUDGET

3. Building Official Pat Green

- a. Offer RESOLUTION NO. 23-04-05 APPROVING A ZONING AMENDMENT REQUEST OF HIBBING ECONOMIC DEVELOPMENT AUTHORITY

4. Finance Director-Treasurer Sheena Mulner

- a. Offer RESOLUTION NO. 23-04-06 ACCEPTING THE FEDERAL AWARD IN THE AMOUNT OF \$25,390.11 FROM THE MN DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR PROJECT 687670

5. Library Manager Laura Koeneman

- a. Offer RESOLUTION NO. 23-04-07 APPROVING THE 2022 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT IN LIEU OF A LIBRARY BOARD FOR THE HIBBIG PUBLIC LIBRARY

6. City Administrator Greg Pruszinske

- a. Offer RESOLUTION NO. 23-04-08 APPROVING CHARITABLE GAMBLING AUTHORIZATION TO EVELETH ELKS LODGE #1161 CHARITABLE GAMBLING AT MIKE'S PUB
- b. Administrator's Report

VIII. BIDS AND QUOTES:**1. City Engineer Jesse Story**

- a. Approve the 2023 St Louis County Crack Sealing Project Bid Results which were awarded to Asphalt Surface Technologies in the amount of \$31,447.50 for the City's portion of the project and \$57,970.00 which is the cost for the State Aid Portion of the Project
- b. Approve the MacQueen parts invoice order #044808 in the amount of \$7,296.80 to repair the older RPM Snow Blower
- c. Approve the Bougalis and Sons invoice #1733 in the amount of \$7,627.82 for the sewer repair between 15th Avenue East and 19th Avenue East
- d. Approve the Mid-State Truck Service Inc. invoice #Q15714 in the amount of \$4,584.31 for a compressor for Sanitation truck #66114
- e. Approve the USDA 2023 Beaver Management Agreement in the amount of \$9,000

- f. Approve the LHB Professional Services Agreement for City Bridge Inspection Services in the amount of \$24,823.00
- g. Approve a recirculation pump from WWGoetsch Associates, Inc. in the amount of \$13,627 plus shipping
- ~~h. Approve the repairs to the 2011 Megawind Street Sweeper in the amount of \$12,136.50 to MacQueen Equipment~~
- i. Approve the repairs and diagnostics on the Vactor Truck in the amount of \$6,428.63 to Ziegler
- j. Approve the veritable frequency drive for the wet well in the filter building to WESCO in the amount of \$3,216

2. City Services Director Nick Arola

- a. Approve the SEH construction document, bidding/construction timeline, and approve SEH to begin advertising for bid on the Bennett Park Pickleball Court Project
- b. Approve the professional service contract with Barr Engineering for the Carey Lake Campground in an amount not to exceed \$21,000
- c. Approve the professional service contract with Braun Intertec for further hazardous materials testing at City Hall in the amount of \$22,168

3. Library Manager Laura Koeneman

- a. Approve the quote for the purchase and installation of cameras from American Eagle Security Systems in the amount of \$4,200

IX. BOARDS AND COMMISSIONS:

X. LICENSES AND PERMITS:

1. Approve the Raffle Permit Application Request of the Central Mesabi Medical Foundation to hold their raffle on Monday, July 10, 2023 at the Mesaba Country Club

Raffle # 23-04-01

2. Approve the Raffle Permit Application Request of the Hibbing Curling Club to hold their raffle on Tuesday, April 11, 2023 at the Hibbing Curling Club (this was an updated date change that was previously approved)

Raffle # 23-04-02

3. Approve the 2023 Transient Merchant Application Request of David Capanoli (Cappy's Kettle Corn) to sell kettle corn and vending at the corner of 1st Avenue and 25th Street in Hibbing
4. Approve the 2023 Transient Merchant Application Request of Virginia Hightower (TNT Fireworks) to sell Minnesota State Approved Fireworks in the Walmart parking lot from June 22 through July 5, 2023
5. Approve the Special Event Permit Application of Carden International Circus to hold their circus at the Hibbing City Memorial Building May 19-20, 2023
6. Approve the Special Event Permit Application of the Hibbing Area Chamber to hold their Jubilee Festival on Fifth & Kids Carnival on Saturday, July 8, 2023 on Fifth Avenue including the Library and City Hall
7. Approve the Special Event Permit Application of the Hibbing Area Chamber to hold their Jubilee Parade on Saturday, July 8, 2023 downtown Hibbing
8. Approve the Special Event Permit Application of the Hibbing Area Chamber to hold their Jubilee Sidewalk Sale and Car Show on Friday, July 7, 2023 between 100 and 500 blocks of Howard Street
9. Approve the Special Event Permit Application of St. Louis County Public Health to hold their Mental Health Awareness Walk in Bennett Park on Saturday, May 20, 2023
10. Approve the Transient Merchant Application Request of Jeremy Chamberlin of Fabian Seafood 9 to sell seafood on the City's property formerly known as Suburban Lanes on April 23, May 21, June 18, July 16, August 13, September 10, October 8, and November 5, 2023
11. Approve the 2023 Kennel License Renewal of Critter Sitter, Inc. 3649 S. Pintar Road
12. Approve the Raffle Permit Request Application of the Hibbing Quarterback Club to hold their raffle on Saturday, May 6, 2023 at Palmer's

Raffle Permit #23-04-03

XI. ADJOURNMENT: