

**THE MINUTES OF THE REGULAR MEETING OF THE
HIBBING CITY COUNCIL
Wednesday April 19, 2023**

TIME AND PLACE: A Regular meeting of the Hibbing City Council was held on Wednesday, April 19, 2023 in the City Hall Council Chamber.

CALL TO ORDER: Acting Mayor Justin Fosso called the meeting to order at 5:00 p.m.

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

Acting Mayor Justin Fosso explained that Mayor Pete Hyduke accepted an invitation from MN State Representative Spencer Igo to be on the House Floor for Governor Walz State of the State Address this evening, that is why he could not present for tonight's City Council Meeting.

ADDs/DELETES:

- **ADD: CONSENT AGENDA #16, #17 & #18**
- **ADD: DEPARTMENT AND COMMITTEE REPORTS #6d**
- **ADD: BIDS AND QUOTES #3a**
- **ADD: LICENSE AND PERMITS #5, #6 & #7**
- **ADD: CLOSED SESSION**

APPROVAL OF THE AGENDA:

Councilor Bayliss, supported by Councilor Hildenbrand, moved to approve the Agenda.

Motion CARRIED

CITY OF HIBBING POLICE DEPARTMENT OATS OF OFFICE:

- **Officer Sydney Haugen**

Acting Mayor Justin Fosso read the oath swearing in Officer Sydney Haugen. Officer Haugen's Grandfather pinned her badge on her. Acting Mayor Fosso and Chief of Police Steve Estey both congratulated her.

APPROVAL OF MINUTES:

Councilor Schweiberger, supported by Councilor Bayliss, moved to approve the minutes of the Regular Hibbing City Council Meeting of April 5, 2023.

Motion CARRIED

Councilor Whitney, supported by Councilor Bayliss, moved to approve the minutes of the Hibbing City Council Workshop Meeting of April 5, 2023.

Motion CARRIED

CONSENT AGENDA:

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to approve the Consent Agenda #s 1-18.

Discussion: Councilor Hoffman Saccoman asked if #15 would be a Closed Session; City Administrator Greg Pruszinske stated yes, it would be. The Consent Agenda was revised to add the Closed Session to #15.

Motion CARRIED

1. Approve Accounts Payable dated:
 - 04/14/2023, checks #174476-174562, in the amount of \$731,131.77
2. Approve City Payroll for the pay period ending:
 - 04/07/2023, checks #168702-168707, in the amount of \$544,574.35
3. Accept and place on file the Hibbing Police Department's Activity Report for the Month of March, 2023
4. Approve the updated job description for the Accountant I position
5. Acknowledge the resignation of Tara Pajunen, PBA Technician with the Hibbing Police Department effective May 16, 2023
6. Authorize the posting of a Part-Time PBA Technician with the Hibbing Police Department
7. Acknowledge the resignation of Jerry Martin with the Hibbing Fire Department effective May 2, 2023

8. Acknowledge the retirement of Kurt Metzиг with the Hibbing Fire Department effective June 2, 2023
9. Authorize the Mayor and City Clerk to sign the Services Agreement between the City of Hibbing and Safe Assure
10. Approve the new City Services Summer Student Job Description
11. Approve the updated City Services Maintenance Job Description
12. Authorize the Hibbing City Council to tour the Red Rock Hotel on Tuesday, April 25, 2023 at 1 p.m.
13. Set the next Regular City Council Meeting for Wednesday, May 3, 2023 at 5:00 p.m. in the Hibbing City Hall Council Chamber
14. Set the next City Council Workshop Meeting for Wednesday, May 3, 2023 following the Regular City Council Meeting in the Hibbing City Hall Council Chamber
15. Set the City Administrator's quarterly review for Wednesday, May 10, 2023 at 5:00 p.m. in the HEDA Suite at City Hall; this will be a Closed Session
16. Authorize the Hibbing City Council to attend the Hibbing Walmart Supercenter Re-Grand Opening Celebration on Friday, May 12, 2023 at 9 a.m.
17. Authorize the hire of Dylan Mattson for the Seasonal Maintenance position with City Services pending successful completion of pre-employment contingencies
18. Authorize the hire of Kristchan Lenarz for the Seasonal Maintenance position with City Services pending successful completion of pre-employment contingencies

REMINDER:

Set the Hibbing City Council Strategic Planning Session for Wednesday, April 26, 2023 at 3 p.m. in the Hibbing City Hall Council Chamber

PUBLIC FORUM:

DEPARTMENT AND COMMITTEE REPORTS:**Offer RESOLUTION NO. 23-04-09 ACCEPTING A GRANT ON BEHALF OF THE JUNE B. HENDRICKSON ACADEMIC COMPETITION FUND ON BEHALF OF THE HIBBING FOUNDATION IN THE AMOUNT OF \$2,390 AND THE DR. BENJAMIN P OWENS HIBBING HIGH SCHOOL LEGACY FOUNDATION IN THE AMOUNT OF \$1,610 FOR ACTIVE SHOOTER GEAR FOR THE HIBBING FIRE DEPARTMENT**

Battalion Chief Andy Anderson explained that this will go towards purchasing active shooter equipment for all of the ambulances; this is the first phase in a program developing an Active Shooter Plan.

Councilor Bayliss, supported by Councilor Whitney, moved to offer RESOLUTION NO. 23-04-09 ACCEPTING A GRANT ON BEHALF OF THE JUNE B. HENDRICKSON ACADEMIC COMPETITION FUND ON BEHALF OF THE HIBBING FOUNDATION IN THE AMOUNT OF \$2,390 AND THE DR. BENJAMIN P OWENS HIBBING HIGH SCHOOL LEGACY FOUNDATION IN THE AMOUNT OF \$1,610 FOR ACTIVE SHOOTER GEAR FOR THE HIBBING FIRE DEPARTMENT.

Motion CARRIED

Councilor Hoffman Saccoman ABSTAINED

Authorize the Mayor and City Clerk to sign the agreement between the City of Hibbing and St. Louis County for Supplemental payments for ambulance runs taken outside of the corporate limits of Hibbing

Battalion Chief Anderson explained that he is looking for Council approval to sign this agreement, so they are able to recapture this revenue.

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to authorize the Mayor and City Clerk to sign the agreement between the City of Hibbing and St. Louis County for Supplemental payments for ambulance runs taken outside of the corporate limits of Hibbing.

Motion CARRIED

Authorize the Mayor and City Clerk to sign the insurance broker service agreement between the City of Hibbing and USI Insurance Services

Treasurer/Finance Director Sheena Mulner explained that this was discussed at the last City Council Workshop Meeting; the current agreement ends at the end of June.

Councilor Bayliss, supported by Councilor Whitney, moved to authorize the Mayor and City Clerk to sign the insurance broker service agreement between the City of Hibbing and USI Insurance Services.

Motion CARRIED

Approve setting the deductible for our Property/Casualty coverage at \$5,000

Treasurer/Finance Director Mulner explained that this was discussed at the last City Council Workshop Meeting; the City's Agent is recommending this change in deductible for premium savings.

Councilor Schweiberger, supported by Councilor Hoffman Saccoman, moved to approve setting the deductible for our Property/Casualty coverage at \$5,000.

Motion CARRIED

Offer RESOLUTION NO. 23-04-10 ACCEPTING A GRANT FROM THE DR. BENJAMIN P. OWENS HIGH SCHOOL LEGACY FOUNDATION IN THE AMOUNT OF \$2,575 AND THE BRUNO & SYLVIA PERELL FAMILY HIBBING FOUNDATION IN THE AMOUNT OF \$2,425 FOR THE 2023 HIBBING SUMMER READING PROGRAM "FIND YOUR VOICE"

Library Manager Laura Koeneman explained that she is looking for Council approval to accept the grants.

Councilor Hildenbrand, supported by Councilor Bayliss, moved to offer RESOLUTION NO. 23-04-10 ACCEPTING A GRANT FROM THE DR. BENJAMIN P. OWENS HIGH SCHOOL LEGACY FOUNDATION IN THE AMOUNT OF \$2,575 AND THE BRUNO & SYLVIA PERELL FAMILY HIBBING FOUNDATION IN THE AMOUNT OF \$2,425 FOR THE 2023 HIBBING SUMMER READING PROGRAM "FIND YOUR VOICE".

Motion CARRIED

Councilor Hoffman Saccoman ABSTAINED

Offer RESOLUTION NO. 23-04-11 ACCEPTING A GRANT FROM UNITED WAY OF NORTHEASTERN MN IN THE AMOUNT OF \$2,500 FOR THE SUMMER READING PROGRAM

Library Manager Koeneman explained that she is looking for Council approval to accept the grant.

Councilor Hoffman Saccoman, supported by Councilor Schweiberger, moved to offer RESOLUTION NO. 23-04-11 ACCEPTING A GRANT FROM UNITED WAY OF NORTHEASTERN MN IN THE AMOUNT OF \$2,500 FOR THE SUMMER READING PROGRAM.

Motion CARRIED

Offer RESOLUTION NO. 23-04-12 AGREEING TO EXECUTE EASEMENT FOR RAINEY ROAD BRIDGE

City Attorney Andy Borland explained that this Easement Agreement is necessary to build the Rainey Road Bridge. City Attorney Borland stated that himself and City Engineer Jesse Story have negotiated this agreement with the property owners.

Councilor Whitney, supported by Councilor Bayliss, moved to offer RESOLUTION NO. 23-04-12 AGREEING TO EXECUTE EASEMENT FOR RAINEY ROAD BRIDGE.

Motion CARRIED

Approve the MNPower Easement for underground power from 25th Street to the North Hibbing Industrial Park

City Engineer Story explained that he is looking for Council approval of this Easement Agreement, so that MNPower can install the electrical line; HEDA has already approved the Easement Agreement on their property in North Hibbing.

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the MNPower Easement for underground power from 25th Street to the North Hibbing Industrial Park.

Discussion: Councilor Bayliss asked City Engineer Story what the end goal is for this electrical line; City Engineer Story stated that talking with MNPower, they do not have an overhead line with this capacity going to the Industrial Park. Councilor Hoffman Saccoman asked City Engineer Story if this is of no cost to the City; City Engineer Story stated there will be no cost to the City. Councilor Hoffman Saccoman asked City Engineer Story if he will review the site and make sure it is returned to the way it should be after they place the line; City Engineer Story stated yes.

Motion CARRIED

Authorize the Mayor and City Clerk to sign the agreement between the City of Hibbing and MNDOT (contract number 1052121) and offer RESOLUTION NO. 23-04-13 TO ACCEPT FEDERAL HIGHWAY ADMINISTRATION FUNDS ON OUR BEHALF

City Engineer Story explained that this agreement is for MNDot to accept Federal Highway Administration funds on the City's behalf; this agreement is for the FHWA funds that the City received for the 25th Street project that was completed last summer.

Councilor Bayliss, supported by Councilor Whitney, moved to authorize the Mayor and City Clerk to sign the agreement between the City of Hibbing and MNDOT (contract number 1052121) and offer RESOLUTION NO. 23-04-13 TO ACCEPT FEDERAL HIGHWAY ADMINISTRATION FUNDS ON OUR BEHALF.

Motion CARRIED

Approve the updated new officer hiring process with the Hibbing Police Department

Chief of Police Estey explained that the updated new officer hiring process will streamline hiring.

Councilor Whitney, supported by Councilor Schweiberger, moved to approve the updated new officer hiring process with the Hibbing Police Department.

Motion CARRIED

Offer RESOLUTION NO. 23-04-14 ACCEPTING DONATIONS IN THE AMOUNT OF \$2,430 FOR THE HPD K9 FUND FROM THE HIBBING POLICE ASSOCIATION

Chief of Police Estey explained that these funds were raised by selling t-shirts, sweatshirts and other various fundraising.

Councilor Hoffman Saccoman, supported by Councilor Hildenbrand, moved to offer RESOLUTION NO. 23-04-14 ACCEPTING DONATIONS IN THE AMOUNT OF \$2,430 FOR THE HPD K9 FUND FROM THE HIBBING POLICE ASSOCIATION.

Motion CARRIED

Offer RESOLUTION NO. 23-04-15 ACCEPTING A \$400 GRANT FOR NATIONAL NIGHT OUT FROM THE ROBERT L "BUTCH" HAMRE FUND OF THE HIBBING FOUNDATION

Chief of Police Estey stated that he is looking for Council approval to accept this donation.

Councilor Bayliss, supported by Councilor Whitney, moved to offer RESOLUTION NO. 23-04-15 ACCEPTING A \$400 GRANT FOR NATIONAL NIGHT OUT FROM THE ROBERT L "BUTCH" HAMRE FUND OF THE HIBBING FOUNDATION.

Motion CARRIED

Councilor Hoffman Saccoman ABSTAINED

Offer RESOLUTION NO. 23-04-17 ACCEPTING A DONATION FOR THE HIBBING POLICE DEPARTMENT K9 FUND FROM WALMART IN THE AMOUNT OF \$3,000

Chief of Police Estey stated that he would like to thank all the organizations for their grants and donations; the community is very supportive of the Police Department.

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to offer RESOLUTION NO. 23-04-17 ACCEPTING A DONATION FOR THE HIBBING POLICE DEPARTMENT K9 FUND FROM WALMART IN THE AMOUNT OF \$3,000.

Motion CARRIED

Offer RESOLUTION NO. 23-04-16 AUTHORIZING THE CITY OF HIBBING, MINNESOTA TO SERVE AS SPONSOR FOR THE RED ROCKS ATV CLUB TO FACILITATE APPLICATIONS WITH THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR TRAIL ENANCEMENTS AND ACT ON BEHALF OF THE RED ROCKS ATV CLUB AS THE FISCAL AGENT

City Administrator Pruszinske spoke briefly about what it would entail if the City of Hibbing served as Sponsor for the Red Rock ATV Club and act as their Fiscal Agent.

Councilor Bayliss, supported by Councilor Schweiberger, moved to offer RESOLUTION NO. 23-04-16 AUTHORIZING THE CITY OF HIBBING, MINNESOTA TO SERVE AS SPONSOR FOR THE RED ROCKS ATV CLUB TO FACILITATE APPLICATIONS WITH THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR TRAIL ENANCEMENTS AND ACT ON BEHALF OF THE RED ROCKS ATV CLUB AS THE FISCAL AGENT.

Motion CARRIED

City Administrator's Report

City Administrator Pruszinske stated that St. Louis County will be declaring a State of Disaster for spring flooding. City Administrator Pruszinske explained that the City will be sure to document any flood related activities repairs and submit for reimbursement if necessary.

BIDS AND QUOTES:

Approve the invoice for replacing the Transmission Control Module (TCM) on Sanitation Truck #66105 from Mid-State Truck Service in the amount of \$3,881.27

City Engineer Story explained that this is a backup Sanitation Truck but it's in good shape; he is looking for Council approval to pay this invoice.

Councilor Hoffman Saccoman, supported by Councilor Hildenbrand, moved to approve the invoice for replacing the Transmission Control Module (TCM) on Sanitation Truck #66105 from Mid-State Truck Service in the amount of \$3,881.27.

Motion CARRIED

Approve the repairs and diagnostics on the 2011 Megawind Sweeper in the amount of \$16,131.73 to MacQueen

City Engineer Story explained that this is the newest of the old sweepers and it was brought to MacQueen in December 2022; it needed repairs and diagnostics done at the dealer level. City Engineer Story stated they got the truck back and were able to use it for about a week before the snow came and it works great; he is looking for Council approval to pay the invoice.

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to approve the repairs and diagnostics on the 2011 Megawind Sweeper in the amount of \$16,131.73 to MacQueen.

Discussion: Councilor Hoffman Saccoman asked City Engineer Story if there is a warranty on the diagnostics work that they did; City Engineer Story stated he believes it is a 12 month warranty on the work they did.

Motion CARRIED

Approve the upgrade to City of Hibbing signs to Mesabi Sign Company in the amount of \$5,000

City Administrator Pruszinske explained that they are planning to do some temporary upgrades to the current signs, while they work on a plan to replace the signs with a more permanent structures.

Councilor Bayliss, supported by Councilor Schweiberger, moved to approve the upgrade to City of Hibbing signs to Mesabi Sign Company in the amount of \$5,000.

Discussion: Councilor Schweiberger asked City Administrator Pruszinske if they have thought of approaching local businesses to advertise on the signs; City Administrator Pruszinske stated yes, they have, and they will continue to reach out as they work on the plan for permanent signs. Councilor Hoffman Saccoman stated that there has been previous discussion as to who owns and is responsible to maintain these signs, will these be maintained by the City moving forward; City Administrator Pruszinske stated as they move forward with the plan for more permanent signs, that will be determined, and the City Council will be informed. Councilor Whitney asked what the life span for these signs are, when were the current signs put up; City Clerk/Deputy Administrator Candie Seppala stated she believes it was in 2004 or 2006.

Motion CARRIED

Approve the purchase of Plan-It Software through May 1, 2024 in the amount not to exceed \$4,800 for Capital Planning

City Services Director Nick Arola explained that this is a Capital Planning Tool for the City.

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to approve the purchase of Plan-It Software through May 1, 2024 in the amount not to exceed \$4,800 for Capital Planning.

Discussion: Councilor Bayliss stated he hopes every department would participate in using this tool; City Services Director Arola stated that yes, every department will be able to use it, they are just unsure how many licenses they will need.

Motion CARRIED

BOARDS AND COMMISSIONS:

LICENSES AND PERMITS:

Councilor Hoffman Saccoman, supported by Councilor Hildenbrand, moved to approve the Raffle Permit Application Request of the Hibbing Historical Society to hold their raffle at the Mesaba Country Club on Saturday, May 6, 2023.

Motion CARRIED

Councilor Schweiberger, supported by Councilor Whitney, moved to approve the Special Event Permit Application of the Hibbing Elk's Lodge to hold the Flag Day Ceremony at Veteran's Park on Wednesday, June 14, 2023.

Motion CARRIED

Councilor Bayliss, supported by Councilor Hildenbrand, moved to approve the Special Event Permit Application of Tawnya & Tyler Gustafson to have a live band at a graduation party from 5-7 p.m. on Saturday, June 17, 2023.

Motion CARRIED

Councilor Bayliss, supported by Councilor Hildenbrand, moved to approve the Raffle Permit Request Application of the Angel Fund to hold their raffle on Saturday, June 17, 2023 at the Mesaba Country Club.

Motion CARRIED

Councilor Whitney, supported by Councilor Schweiberger, moved to approve the one-day Transient Merchant Application Request of Chad Yost – Chad’s Meat Wagon. The vendor will be located at Walmart on Friday, April 28, 2023.

Motion CARRIED

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve the two-day Transient Merchant Application Request of Kate Henke, Borealis Creamery LLC. The vendor will be located at Walmart on Fridays, April 28, 2023 and May 12, 2023.

Motion CARRIED

Councilor Bayliss, supported by Councilor Schweiberger, moved to approve the Temporary On-Sale Liquor License Application of St. Michael’s Church of Hibbing to dispense alcohol in the Parish Hall on Saturday, June 3, 2023.

Motion CARRIED

CLOSED SESSION: PURSUANT TO ATTORNEY/CLIENT PRIVILEGE FOR POTENTIAL LITIGATION PURSUANT TO MN 13D.05 subd.3(b)

City Attorney Borland explained that this is an ongoing issue and to advise the Council and discuss strategy and options, he feels it is better done in a closed session.

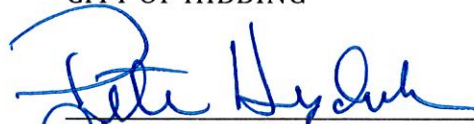
Councilor Bayliss, supported by Councilor Schweiberger, moved to go into closed session pursuant to attorney/client privilege for potential litigation pursuant to MN 13D.05 subd.3(b).

Motion CARRIED

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:45 p.m. by Councilor Whitney and supported by Councilor Bayliss.

Motion CARRIED

CITY OF HIBBING



Pete Hyduke, Mayor

ATTEST:



Candie Seppala, City Clerk/Deputy Administrator