

**THE MINUTES OF THE REGULAR MEETING OF THE
HIBBING CITY COUNCIL
Wednesday August 2, 2023**

TIME AND PLACE: A Regular meeting of the Hibbing City Council was held on Wednesday, August 2, 2023 in the City Hall Council Chamber.

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

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

ADDs/DELETES:

- **ADD: CONSENT AGENDA #1, #14, #15 & #16**
- **DELETE: CONSENT AGENDA #11**
- **ADD: DEPARTMENT AND COMMITTEE REPORTS #4b & 5a**
- **ADD: BIDS AND QUOTES #1b & #1c**
- **ADD: LICENSES AND PERMITS #3, #4 & #5**

APPROVAL OF THE AGENDA:

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

Motion CARRIED

APPROVAL OF MINUTES:

Councilor Hoffman Saccoman, supported by Councilor Whitney, moved to approve the minutes of the Regular Hibbing City Council Meeting of July 19, 2023.

Motion CARRIED

Councilor Fosso, supported by Councilor Bayliss, moved to approve the minutes of the Hibbing City Council Workshop Meeting of July 19, 2023.

Motion CARRIED

CONSENT

AGENDA:

Councilor Hoffman Saccoman, supported by Councilor Whitney, moved to approve the Consent Agenda #s 1-16.

Motion CARRIED

1. Approve Accounts Payable dated:
 - 07/26/2023, checks #175198-175292, in the amount of \$439,730.66
 - 08/02/2023, checks #175293-175296, in the amount of \$1,069,149.49
2. Approve City Payroll for the pay period ending:
 - 07/14/2023, checks #168771-168782 in the amount of \$608,167.53
3. Approve of Mitchell Anderson for the full-time Firefighter/EMT position pending pre-employment contingencies
4. Approve the hire of Steven Miller for the Automated Truck Driver with the Sanitation Department effective August 7, 2023
5. Authorize the posting of a Full-Time Maintenance position in the City Services department
6. Approve the updated Drug, Alcohol, and Cannabis-Free Workplace policy effective August 1, 2023
7. Approve the Background Checks Policy for personnel effective August 2, 2023
8. Approve the updated Employment Policy effective August 2, 2023
9. Approve auctioning a 2012 Dodge Grand Caravan that was originally purchased with forfeiture funds. The auction funds will then go back into the forfeiture account.
10. Approve invoice # 23-07-14 from Guye's Plumbing in the amount of \$4,934 plus tax for parts and labor in the restrooms at the Hibbing Raceway
11. Set the next Regular City Council Meeting for Wednesday, August 16, 2023 at 5:00 p.m. in the Hibbing City Hall Council Chamber
12. Set the next City Council Workshop Meeting for Wednesday, August 16, 2023 following the Regular City Council Meeting in the Hibbing City Hall Council Chamber
13. Approve the fees to be waived for the North St. Louis County Habitat for Humanity building project at 418 Mitchell Avenue

14. Authorize the Hibbing City Council to attend a meeting to discuss the US Hwy 169 (Beltline Hwy) corridor between Hwy 37 and 13th Street on Thursday, August 10, 2023 from 1:00-2:30 p.m. at the Hibbing Memorial Building

15. Authorize the posting of a Temporary Full-Time Library Specialist

Items approved at previous meetings

Set the Joint Airport Authority Meeting with the Chisholm Hibbing Airport Authority for Monday, August 21, 2023 at 6 p.m. in the conference room of the Administrative Office at the Range Regional Airport

Authorize the Hibbing City Council to attend the Hibbing's 130th Birthday Celebration and Hall of Service and Achievement Induction on Wednesday, August 2, 2023 at 6:00 p.m. on the front lawn of City Hall

Authorize the Hibbing City Council to attend the Ribbon Cutting and Open House for Eye Clinic North on Friday, August 25, 2023 from 9:00 a.m. to 12:00 noon at 1311 East 34th Street, Hibbing

Set budget working sessions for 8/9, 8/23 and 8/30 all beginning at 5:00 pm.

PUBLIC FORUM:

David Rian wished to speak regarding the possibility of closing the City Hall Building.

Kathy Nyberg 12869 Forti Rd., Side Lake, MN wished to speak regarding the possibility of closing the City Hall Building.

Christins Majerle 404 East 22nd St., Hibbing, MN 55746 wished to speak regarding the possibility of closing the City Hall Building.

Tom Whiteside 1220 12th Ave. East, Hibbing, MN wished to speak regarding the possibility of closing the City Hall Building.

Mayor Hyduke and City Administrator Greg Pruszinske both spoke briefly regarding the City Hall Building and the steps the City Council and City Staff are taking to engage the public.

DEPARTMENT AND COMMITTEE REPORTS:**Offer RESOLUTION NO. 23-08-01 APPROVING A PLAT EXEMPTION FOR P&F DEVELOPMENT REGARDING THE PROPERTY ON THE SOUTHEAST CORNER OF 1ST AVENUE AND WEST WEGENER ROAD, HIBBING, MN 55746**

Building Official Pat Green explained that the property owners are taking three parcels and making two larger parcels; the Planning Commission recommended approval of this Plat Exemption.

Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to offer RESOLUTION NO. 23-08-01 APPROVING A PLAT EXEMPTION FOR P&F DEVELOPMENT REGARDING THE PROPERTY ON THE SOUTHEAST CORNER OF 1ST AVENUE AND WEST WEGENER ROAD, HIBBING, MN 55746.

Motion CARRIED

Offer RESOLUTION NO. 23-08-02 APPROVING A PLAT EXEMPTION FOR DAVID RAPPUCHI REGARDING THE PROPERTY AT 1327 EAST 41ST STREET, HIBBING, MN 55746

Building Official Green explained that this is not a continuous piece of property, there is a small section of this parcel that separate from the larger parcel; the Planning Commission recommended approval of this Plat Exemption with the condition that the smaller parcel only be sold to neighboring property owner.

Councilor Fosso, supported by Councilor Bayliss, moved to offer RESOLUTION NO. 23-08-02 APPROVING A PLAT EXEMPTION FOR DAVID RAPPUCHI REGARDING THE PROPERTY AT 1327 EAST 41ST STREET, HIBBING, MN 55746.

Motion CARRIED

Authorize the City Clerk to advertise a Request for Proposal (RFP) for Animal Services in the City of Hibbing

City Clerk-Deputy Administrator Candie Seppala explained that this has been discussed at multiple recent City Council Workshops; the City has been updating all of the Services and User Agreements and would like to add this to that list.

Councilor Bayliss, supported by Councilor Hoffman Saccoman, moved to authorize the City Clerk to advertise a Request for Proposal (RFP) for Animal Services in the City of Hibbing.

Discussion: Councilor Whitney asked City Clerk-Deputy Administrator Seppala what is happening with the Staff at RRAR that currently does this service; City Clerk-Deputy Administrator Seppala stated that there is not anything good or bad, the City is trying to update all its Services and User Agreements and the fair way to do that is to go out for RFP's.

Mayor Hydeke stated that he feels that it is important that the City move forward with getting solid operations at RRAR. Mayor Hydeke stated that the building is the responsibility of the City, and the City has not held up our responsibility. Councilor Hoffman Saccoman thanked City Clerk-Deputy Administrator Seppala for taking on this project; City Clerk-Deputy Administrator Seppala stated that City Services Director Nick Arola has been a great help with this project.

Motion CARRIED

Ordinance Regarding No Smoking in Public Parks and Building Entrances – Discussion Only

City Attorney Andy Borland explained that this is a draft ordinance City Staff asked him to draft, it is for them to review only, not to take action on at this time. City Attorney Borland went over the draft ordinance.

Offer RESOLUTION NO. 23-08-03 TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB MINELAND RECLAMATION GRANT FUND

City Administrator Pruszinske explained that this is a project that is a collaboration between the City of Hibbing, Hibbing Taconite Company and Barr Engineering; it is a Forest Reclamation Project.

Councilor Hoffman Saccoman, supported by Councilor Whitney, moved to offer RESOLUTION NO. 23-08-03 TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB MINELAND RECLAMATION GRANT FUND.

Motion CARRIED

Approve the squad policy #45 within the Hibbing Police Department

Chief of Police Steve Estey explained that this is the Vehicle Use Policy for the Department and it was discussed at a previous City Council Workshop.

Councilor Whitney, supported by Councilor Bayliss, moved to approve the squad policy #45 within the Hibbing Police Department.

Discussion: Councilor Hoffman Saccoman thanked Chief of Police Estey for his work updating the various policies within the Hibbing Police Department.

Motion CARRIED

BIDS AND QUOTES:**Approve the repair parts for the Filter Body Weldment for Vactor #75 in the amount of \$4,649.89 from MacQueen Equipment**

City Engineer Jesse Story explained that because the jet truck that was ordered will not be here until the end of 2024 they have been going through the existing jet truck that is about 12 years old and making sure it is in good working condition; he is asking for Council approval.

Councilor Fosso, supported by Councilor Bayliss, moved to approve the repair parts for the Filter Body Weldment for Vactor #75 in the amount of \$4,649.89 from MacQueen Equipment.

Motion CARRIED

Approve the quote for the frames and grates for sewer manholes and catch basins from Ess Brothers and Sons, Inc. in the amount of \$6,018.80

City Engineer Story explained that this is a budgeted item; he is asking for Council approval.

Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to approve the quote for the frames and grates for sewer manholes and catch basins from Ess Brothers and Sons, Inc. in the amount of \$6,018.80.

Motion CARRIED

Authorize payment of the invoice for Bougalis and Sons in the amount of \$12,741

City Engineer Story explained that they had a forced main break that could not be repaired using City equipment; Bougalis completed the repair.

Councilor Bayliss, supported by Councilor Fosso, moved to authorize payment of the invoice for Bougalis and Sons in the amount of \$12,741.

Discussion: Councilor Hoffman Saccoman asked City Engineer Story if the Railroad has any liability for this; City Engineer Story stated that this is within the Railroad ROW, but no they do not have any liability.

Motion CARRIED

Authorize the execution of the 36-month quote from UKG for payroll/HR/timekeeping software and necessary equipment and accessories

Finance Director-Treasurer Sheena Mulner explained that the City has had a team of 4-5 Staff that have been working on finding a Human Capital Management Solution since October 2022.

Councilor Bayliss, supported by Councilor Whitney, moved to authorize the execution of the 36-month quote from UKG for payroll/HR/timekeeping software and necessary equipment and accessories.

Discussion: Mayor Hyduke asked Finance Director-Treasurer Mulner what the costs are involved; Finance Director-Treasurer Mulner stated that the implementation and installation would be about \$30,000 and the yearly cost would be about \$25,000 a year with a savings of about \$12,000 a year from what we currently have.

Motion CARRIED

BOARDS AND COMMISSIONS:

LICENSES AND PERMITS:

Councilor Bayliss, supported by Councilor Fosso, moved to approve Raffle Permit Application Request of Hibbing Chisholm Youth Hockey to hold their raffle on Saturday, January 20, 2024 at the Minnesota North College – Hibbing Campus.

Motion CARRIED

Councilor Whitney, supported by Councilor Bayliss, moved to approve the Raffle Permit Application Request of the Benevolent and Protective Order of Elks of the United States of America Hibbing Lodge No. 1022 to hold their bingo on Wednesdays, September 13, 20, & 27, 2023 at The Do You.

Motion CARRIED

Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to approve the Raffle Permit Application Request of Hibbing Chisholm Youth Hockey to hold their raffle on Thursday, January 18, 2024 at Palmer's Tavern.

Motion CARRIED

Councilor Bayliss, supported by Councilor Fosso, moved to approve the Raffle Permit Application Request of Hibbing Chisholm Youth Hockey to hold their bingo on Wednesdays, October 11, 18, & 25, 2023 at The Do You.

Motion CARRIED


Councilor Hoffman Saccoman, supported by Councilor Fosso, moved to approve the Special Event Permit Application Request of Brian Freeberg to have Toivo's Pub host Freebs-Fest on Saturday, August 26, 2023.

Motion CARRIED

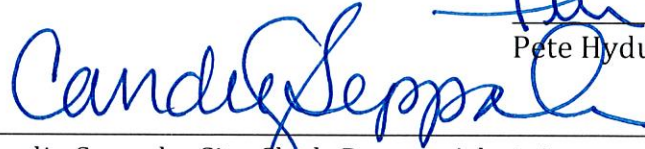
ADJOURNMENT: There being no further business, the meeting was adjourned at 5:41 p.m. by Councilor Bayliss and supported by Councilor Fosso.

Motion CARRIED

CITY OF HIBBING



Pete Hyduke, Mayor

ATTEST: 

Candie Seppala, City Clerk-Deputy Administrator