

**CHISHOLM CITY COUNCIL
REGULAR MEETING – APRIL 22, 2020**

CALL TO ORDER

Mayor John Champa called the City Council Meeting to order at 5:30 p.m. The meeting was held via Zoom video teleconference instead of in person due to the COVID-19 coronavirus pandemic and Minnesota Governor Walz's Executive Order to "Stay at Home". All votes were done by roll call vote.

ROLL CALL

Present: Council Members Tracy Campbell, April Fountain, Adam Lantz, Travis Vake, Jim Varda, and Mayor John Champa

Absent: None

Also present: City Clerk-Treasurer/Administrator Bill Manney, Deputy Clerk Eileen Zah, City Attorney Bryan Lindsay, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Recreation Director Tammy Nevalainen, Administrative Assistant Margaret Gornick, Terry Hartikka with Mesabi Community Television and Marie Tolonen with the Chisholm Tribune Press

ADOPT THE AGENDA

Moved by Councilor Campbell and supported by Councilor Lantz to adopt the Agenda with one change: 1) Change the order of agenda items 7D1) Resolution No. 0420-34 Accept Bids & Award Contract for 4th NW Reconditioning Project and Pickleball Court Prep Work and 7D2) SEH, Inc. Professional Services Agreement for 4th Ave NW Reconditioning Project & Pickleball Court Prep Work and one addition: 7G11) Letter from ISD No. 695 for graduating senior banner signs.

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

None

REPORTS

Councilor Campbell wished Councilor Vake a happy birthday. She thanked the administrative staff for all that they do for the council members. Joe Sertich is currently working on the quarterly report for the Chisholm Ambulance Service and she will be presenting it at the next council meeting. Tomorrow night she will be attending the auxiliary ambulance staff orientation meeting via zoom.

Councilor Fountain thanked the administrative professionals and especially Administrator Bill Manney for all that they do for the council members. The Chisholm Food Shelf is having a fundraiser from April 20th – May 8th. She advised people to stay safe and to follow Governor Walz order to stay at home.

Councilor Lantz reported Governor Walz announced this week is homemade mask drop off week. Masks can be dropped off at the local Fire Department between 10:00 a.m. - 2:00 p.m. on Saturday. The Chisholm Ambulance Service staff will deliver the masks to nursing homes, veteran's homes and to people in need. He thanked Fire Chief Bob Brown for his role as the Emergency Manager, Roland Shoen & Joe Sertich and everyone who is helping to prepare for the COVID-19 coronavirus pandemic. He feels confident that the community is in good hands. He expressed his opinion that the skate park should be open as there is only one person on a skateboard and signs would be put up at the parks to remind them about social distancing.

Councilor Vake wished the City of Chisholm's administrative professionals, Margaret, Bill, Eileen, and the rest of the administrative staff a happy Administrative Professionals Day. He announced it was Councilor Campbell's birthday a few days ago and wished her a happy birthday. He also announced it is his birthday today. He expressed his feelings about the playgrounds being closed due to Governor Walz Executive Order to Stay at Home, he feels that having them closed will have an impact on daycare at school. He would like to have a discussion on keeping playgrounds at the schools open for a limited time and to have the adults that are working at the school wipe down the playground equipment to keep it sanitized. He said they had a staff meeting today at the school & Dr. Blanchard, the school Superintendent met with other Superintendents recently and there is a possibility that they may have kids back in school.

Mayor Champa attended the Zoom teleconference special meeting that was held with emergency staff members Bob Brown, Joe Sertich & Roland Shoen last week. He was very surprised at how well they are all doing and how they are working with other communities and groups. He was floored with how much thought they have put into planning for the COVID-19 coronavirus pandemic. He congratulated Councilor Lantz on his 3rd year anniversary with the Fire Department. He reported the disc golf course has been re-opened. He expects the people who are using the disc golf course to adhere to Governor Walz orders to abide by his request to keep their social distancing during recreation. He said that it is nice to see things loosening up a little bit and that we may be able to open things up if people adhere to social distancing.

Building Official Mandy Galli responded to Councilor Lantz's question when he asked if the Planning & Zoning Commission will be updating the land use ordinances. She said these will be updated when the comprehensive plan is worked on. The next Planning Commission meeting is scheduled for May 4, 2020. It will be held either in the Council Chambers or by zoom videoconference or by a teleconference call.

Consultant Engineer Jim Johnson reported that he and Public Works Supervisor Larry Folstad were not able to attend the walk through that took place today on the 13th Street NW project. The areas that need fixing will be fixed before the final wearing course is put on sometime in June.

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Public Works Supervisor Larry Folstad reported that there was not a formal walk through done today on the 13th Street NW project. All of the televising for this project was done today. There will be a formal walk through done at a later date. He is working on getting Wi-Fi in his office. He thanked Margaret for her help with the hiring process for the casual labor positions. They will hire 12 people at this time instead of 16, due to only being able to have one person per vehicle to abide by the social distancing practices that are in place for COVID-19. Outdoor activities such as flag football will be cancelled this year. He will hire two groups of 6 people to fill the casual labor positions. He thanked Mandy for working on online training for the casual laborers. The pole on the ground by the east entrance to Chisholm was damaged by St. Louis County and they took the pole down. He will work with Minnesota Power on getting the pole back up and St. Louis County will reimburse the City for the cost of this. He and his staff are working on sewer monitoring for infrastructure issues and hope to help the customers and residents when they get these issues resolved. He thanked Fire Chief Bob Brown for helping him to get a burn permit for the compost pile. They will proceed with caution to burn the pile for the next two weeks. His staff is working on sweeping, grinding stumps and removing trees. He is working with Tammy to schedule the demolition of the skating rink building. He will rent an excavator with a thumb to do this and will also use the excavator for sewer repair projects. They will crush and reuse some of the cement from the building on road projects. Councilor Campbell asked him if he has received any complaints on the roads at the cemetery. He replied that he has not and invited the council to take a ride out to the cemetery to see if the product used on the cemetery roads is something that they would like to try in the alleys in town.

Fire Chief Bob Brown explained that his role as Emergency Manager is not more important than any other role and does not mean that he is smarter than others. He is the go-to or point person during an emergency. The Fire Department has had 7 calls this month and 52 calls this year. He congratulated Adam Lantz and Paul Brown on their 3-year anniversaries and Assistant Fire Chief Chris Masucci for his 16-year anniversary with the Fire Department. He cautioned people about thin ice as there was an 8-year old that fell through thin ice in the Ely area. He thanked Larry Pervenanze for acquiring the hand sanitizer and wipes that are much needed. He thanked Councilor Lantz for bringing up the homemade mask drop off and said masks can be dropped off at the local Fire Department between 10:00 a.m. - 2:00 p.m. on Saturday. He asked people to have the masks in zip lock bags when they drop them off. The training webinars that Central Lakes College have been providing have been going great. They are not able to perform any contact training at this time. They have a good slate of training lined up all the way through May. The Fire Marshall was very complimentary of the Chisholm Fire Department. The fire at Tom & Jerry's had minimal damage due to the departments knowledge and on how they attacked the fire. The kitchen fire on Powers road was also handled very efficiently by his department. He mentioned the top three big causes of fires: 1) the way we keep ourselves warm, 2) the way we prepare food and 3) open flames. He stressed the importance of washing your hands and following the lead of the Center for Disease Control and the Department of Health.

Library Supervisor Katie Christenson reported Debbie & Michelle have been working on setting up a virtual book club. There is a state wide book club that is being implemented. It is called "One Book One Minnesota" and the book that they have chosen to read is "Because of Winn Dixie". She encouraged the public to follow the library on Facebook and on their City website page for any changes to the summer reading program and any other changes that may come up in the foreseeable future.

Police Chief Vern Manner reported his department has budgeted for cameras to be put up throughout town. He is working with IRN on that camera system and updating pricing and locations for the cameras. He is working with Larry Folstad with Public Works on some cost savings measures where Larry's staff can install poles for the cameras in parks and throughout town. The City of Buhl will have their cameras up and running next week and he will have full access to see how their system works to make sure this is the right camera system for Chisholm. He and his staff have been working on ways to handle blight without having contact with blight offenders. He said pigeon complaints are increasing and there is an ordinance against feeding pigeons, deer and waterfowl. Some people who feed birds do not know that they are attracting pigeons by doing this.

Recreation Director Tammy Nevalainen reported that recreation activities are at a halt right now. She has hired two recreation directors, Kathleen Skurla and Tara Anderson but the summer recreation program will probably not start in June as it has in previous years. She may have the program start in July and have it run for four weeks. She has ten applications for the summer recreation aide positions. She will wait until May 4th to see what Governor Walz is going to do and then she will decide what she will do to interview the candidates and to have them do the pre-employment drug & alcohol screening and background checks if they are over 18 years old. People are pretty happy that the disc golf course is open and they will have to abide by the social distancing requirements. She is looking at 2021 and would like to see lighting for the southside walking trail. There are some potential grant opportunities with the IRRRB and Minnesota Power and Light for this project. She is excited that the old skating shack will be coming down. Councilor Fountain asked for clarification on the status of parks. Tammy explained that playgrounds and the basketball court are not open. The disc golf course is open. She said our most wonderful assets are our children and we need to keep them safe. The Police Department staff will stop at the playgrounds if they see people in them to remind them that the playgrounds are closed.

City Attorney Bryan Lindsay gave his legal opinion on playgrounds and said Governor Walz Executive Order does not require them to be closed. If the City does not have the manpower to keep the parks clean and sanitized and safe during the COVID-19 pandemic, it is okay to keep them closed. The Minnesota Department of Natural Resources oversees the disc golf courses. He recommended having signage at the course to notify the public to adhere to the requirements of keeping social distancing when recreating.

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ACCEPT THE CONSENT AGENDA

Moved by Councilor Fountain and supported by Councilor Campbell to accept the Consent Agenda, including the List of Bills, Minutes of the previous April 1, 2020 Special Meeting (with one correction to Building Official Mandy Galli's report), Payroll and Overtime.

Voting Aye: All

Motion Carried

QUOTE FROM RANGE CORNICE & ROOFING FOR LIBRARY REROOF PROJECT

Moved by Councilor Campbell and supported by Councilor Fountain to accept the quote from Range Cornice and Roofing of Hibbing, MN for a UC-4 metal panel roof system (\$8,643.00) and new gutter system (\$5,544.00) at the library for a total cost not to exceed \$14,187.00.

Voting Aye: All

Motion Carried

ASPEN GROVE LAND PURCHASE REQUEST

Moved by Councilor Campbell and supported by Councilor Lantz to grant the request of Brenda & Charles Gargano to purchase City owned land across from their current assisted living facility, Aspen Grove, located at 504 Iron Drive in Chisholm. The agreed upon purchase price is for \$10,000.00 with all but \$1.00 to be returned to the Gargano's, dependent upon substantial completion of the project in one year. Councilors Campbell & Lantz amended their motion and support to include the following: 1) for City Attorney Bryan Lindsay to include a clause in the land purchase agreement regarding the COVID-19 coronavirus pandemic; 2) to add the parcel code 020-0210-00640; and 3) the time frame to complete the project is one year and is dependent upon the Building Official issuing a certificate of occupancy.

Voting Aye: All

Motion Carried

PURCHASE 842D SNOWCRETE SNOWBLOWER

Moved by Councilor Vake and supported by Councilor Fountain to authorize the purchase of a Snowcrete 842D Snowblower from Fair Manufacturing, Inc. of Yankton, South Dakota for the amount of \$85,623.00. Councilors Vake and Fountain amended the motion and support to include that this was a budgeted item and to use the \$90,000.00 that was earmarked for the purchase of a Skid Loader to be used towards the purchase of the Snowblower instead. It was agreed that replacing the Snowblower is more of a priority at this time.

Voting Aye: All

Motion Carried

IRONMAN LED LIGHTING UPGRADE PROPOSAL

Moved by Councilor Campbell and supported by Councilor Lantz to upgrade the Ironman to LED lighting using an RDA LED floodlight and to also fix the light on the helmet. The upgrade to LED lighting will require the rental of a 100' bucket truck for \$500.00 and an electrician to perform the electrical work for a cost of \$500.00.

Voting Aye: All

Motion Carried

LED UPGRADES – MN POWER 10% ADDITION TO ALL REBATES

Moved by Councilor Vake and supported by Councilor Varda to approve the contract with Minnesota Power for the additional 10% rebates which is above the standard incentive amount for upgrading to LED lamps. Public Works Supervisor Folstad was directed to continue with LED lighting upgrades for the arena, the curling club, city hall, the public works garage and the water plant as potential areas to upgrade to LED lamps and to keep looking for other cost savings.

Voting Aye: All

Motion Carried

BIDS FOR CONCRETE SLAB/BLOCK WORK - NEW SKATING RINK BUILDING

Moved by Councilor Varda and supported by Councilor Lantz to accept the bid from Bougalis Construction, Inc. of Hibbing, MN for the amount of \$8,048.00 for the construction of the concrete slab and brick work for the new skating rink building. This does not include the concrete and blockwork. Recreation Director Nevalainen received a quote last year from Seppi Brothers for this work. She emailed them to see if they will honor this quote but she has not heard from them.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0420-34 ACCEPT BIDS & AWARD CONTRACT FOR 4TH AVE W.
RECONDITIONING PROJECT & PICKLEBALL COURT PREP WORK**

Moved by Councilor Vake and supported by Councilor Campbell to adopt Resolution No. 0420-34 to accept the bids and award the low bid of \$246,081.34 to KGM Contractors of Ancona, MN for the 4th Ave W. Reconditioning Project (\$234,387.34) & the Pickleball Court Overlay and Striping Project (\$11,694.00).

Voting Aye: All

Motion Carried

**SEH, INC. PROFESSIONAL SERVICES AGREEMENT FOR 4TH AVE W.
RECONDITIONING PROJECT & PICKLEBALL COURT PREP WORK**

Moved by Councilor Campbell and supported by Councilor Lantz to approve the agreement with SEH, Inc. to provide construction management, surveying and inspection services for the 4th Ave W. Reconditioning (mill & overlay) project and the Pickleball Court Overlay and Striping Project for a maximum cost not to exceed \$33,500.00 to be billed on an hourly cost basis.

Voting Aye: All

Motion Carried

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**RES. NO. 0420-35 ACCEPT BIDS & AWARD CONTRACT FOR
THE 4TH AVE SE (PUBLIC SAFETY BUILDING) WATERMAIN & SANITARY
SEWER IMPROVEMENT PROJECT**

Moved by Councilor Fountain and supported by Councilor Campbell to adopt Resolution No. 0420-35 to accept the bids and award the low base bid of \$409,900.00 to TNT Aggregates, LLC of Grand Rapids, MN for the 4th Ave SE (Public Safety Building) Watermain & Sanitary Sewer Improvement Project.

Voting Aye: All

Motion Carried

IRONBOUND STUDIOS UPDATE

City Attorney Bryan Lindsay updated the council on the eviction proceedings for Ironbound Studios. This was an informational item at this time.

**THE HOUSING & REDEVELOPMENT AUTHORITY (HRA)
& THEIR RELATIONSHIP TO THE CITY**

City Attorney Bryan Lindsay gave an explanation of the relationship between the Housing and Redevelopment Agency and the City of Chisholm. This was an informational item at this time.

**AMENDMENT NO. 1 TO IRON RANGE RESOURCES & REHABILITATION
REDHEAD MOUNTAIN BIKE TRAIL JOINT POWERS AGREEMENT**

Moved by Councilor Campbell and supported by Councilor Vake to direct Administrator Manney to set up a Zoom teleconference meeting with the City Council members, Public Works Director Folstad, Iron Range Resources & Rehabilitation (IRRR) representative Jim Plummer, the Iron Range Off-Road Cyclists (IROC) Club and other groups that are involved with the Redhead Mountain Bike Trail, to answer questions and address concerns.

Voting Aye: All

Motion Carried

**ST. LOUIS COUNTY 2ND PRIORITY AUTHORIZATION
AGREEMENT FOR THE REDHEAD MOUNTAIN BIKE TRAIL**

Moved by Councilor Lantz and supported by Councilor Vake to approve the St. Louis County 2nd Priority Authorization Agreement for the Redhead Mountain Bike Trail. Per City Attorney Bryan Lindsay's legal opinion, this is a requirement by the County, as the trail will be constructed on certain tax forfeited parcels that the City of Chisholm has under lease, but are ultimately under the control of the County.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0420-36 CITY OF CHISHOLM AS FISCAL AGENT FOR NORTHERN
TRAXX ATV GRANT FROM IRON RANGE RESOURCES & REHABILITATION**

Moved by Councilor Varda and supported by Councilor Campbell to adopt Resolution No. 0420-36 to authorize Administrator Manney to apply for and to receive \$30,000.00 in grant funds from the IRRRB for the Northern Traxx ATV Club to be used for the Chisholm-Hibbing trail route. The Quad Cities ATV Club will provide \$30,000.00 in matching funds for the trail. The City of Chisholm will act as the fiscal agent for the grant.

Voting Aye: All

Motion Carried

QUARTERLY FINANCIAL REPORTS

Deputy Clerk Zah and Administrator Manney are currently working on the quarterly financial reports and will have them ready for the May 13, 2020 council meeting. This was an informational item at this time.

ZAMBONI TRADE IN

Moved by Councilor Vake and supported by Councilor Lantz to accept the trade in offer of \$12,500.00 from Zamboni Company USA, Inc. to trade in the old Zamboni at the ice arena and to use this amount towards the purchase of the new Zamboni.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0420-37 EXTEND LOCAL EMERGENCY TO MAY 13, 2020

Moved by Councilor Vake and supported by Councilor Campbell to adopt Resolution No. 0420-37 to extend the local emergency that was declared by motion of the City Council on March 17, 2020 due to the COVID-19 pandemic to May 13, 2020.

Voting Aye: All

Motion Carried

BOARDS & COMMISSIONS MEETINGS

Boards and Commissions meetings can be done by using different technology such as Zoom video conferencing or teleconference calls. Meeting notices are posted on both doors of City Hall to notify the public of these meetings. This was an informational item at this time.

**CHISHOLM CITY COUNCIL
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CITY ATTORNEY'S OPINION FOR CAMPGROUND

City Attorney Bryan Lindsay gave his legal opinion of the interpretation regarding the campground and the ability to be open during the COVID-19 government-imposed restrictions. With the issuance of Governor Walz Executive Order 20-38 along with the Department of Natural Resources guidelines, Attorney Lindsay explained that all public and private campgrounds will have to remain closed for recreational camping. They could be open for people living in Recreational Vehicles that are staying in the campground for work related purposes or if they have taken up residency in the campground. If either of these circumstances are proved, it would be a permissible activity and they would need to practice social distancing.

MUTUAL TERMINATION OF LEASE FOR IRON TRAIL RV PARK & LAUNDRY

Moved by Councilor Vake and supported by Councilor Campbell to move ahead with the termination of the lease between the City of Chisholm as Owner/Lessor and L & D Lokken LLC dba Iron Trail RV Park and Laundry as Tenant/Lessee for the sum of \$170,000.00.

Voting Aye: All

Motion Carried

CAMPGROUND BILL OF SALE

Moved by Councilor Vake and supported by Councilor Lantz to approve the bill of sale for the campground.

Voting Aye: All

Motion Carried

LAUNDROMAT LEASE AGREEMENT

Moved by Councilor Campbell and supported by Councilor Vake to approve the lease agreement between the City of Chisholm as landlord and L & D Lokken LLC, as tenant for the sum of \$825.00 per month commencing on May 1, 2020 and terminating on April 30, 2021 with additional extensions.

Voting Aye: All

Motion Carried

**RES. NO. 0420-38 APPLY FOR & ACCEPT IRON TRAIL TOURISM BUREAU
TRAIL PROGRAM GRANT FOR PAVING GRAVEL TRAIL TO CAMPGROUND**

Moved by Councilor Fountain and supported by Councilor Lantz to adopt Resolution No. 0420-38 to authorize Administrator Manney to apply for and accept a \$6,000.00 grant from the Northern St. Louis County Trails Task Force Trail Grant Program to be used to pave the trail that starts at the frontage road near the campground.

Voting Aye: All

Motion Carried

EVENT POSTPONED FOR TRAVELING VIETNAM WALL MEMORIAL

The United Way of Northeastern Minnesota and the Vietnam Veterans Memorial Fund made a joint decision to postpone the Traveling Vietnam Veterans Wall Memorial event due to the COVID-19 pandemic. The event was scheduled to take place in Chisholm from June 23 – June 28, 2020. This was an informational item at this time.

**CHISHOLM DOWNTOWN REVITALIZATION COMMITTEE
REQUEST FOR "TROLL PARK" DESIGN CONCEPT**

Moved by Councilor Campbell and supported by Councilor Fountain to grant the request of the Chisholm Downtown Revitalization Committee to move forward with the redesign of the green space located between City Hall and the Chisholm Public Library.

Voting Aye: All

Motion Carried

**SCHEDULE WORKING SESSION FOR QUESTIONS & ANSWERS FOR
CONSULTANT ENGINEER JIM JOHNSON & 5 -10 YEAR CAPITAL IMPROVEMENT
INFRASTRUCTURE PROJECTS & CITY DEPARTMENTS CAPITAL EXPENDITURES**

Moved by Councilor Campbell and supported by Councilor Vake to schedule a working session for Tuesday, May 5, 2020 at 5:00 p.m. to have a question and answer session with Consultant Engineer Jim Johnson to discuss concerns and to discuss 5 - 10 year Capital Improvement Infrastructure Projects and City Department Capital Expenditures.

Voting Aye: All

Motion Carried

LETTER FROM INDEPENDENT SCHOOL DISTRICT NO. 695

Moved by Councilor Varda and supported by Councilor Vake to grant the request from Independent School District No. 695 to hang 45 picture banners of the 2020 Chisholm graduating seniors and to have the City staff assist with the hanging of the banners.

Voting Aye: All

Motion Carried

MISCELLANEOUS ITEMS

1. Schedule a Zoom teleconference meeting with Mike Clark of Five Bugles to get an update on the Public Safety Facility.
2. Softball league discussion.

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ADJOURN MEETING

Moved by Councilor Campbell and supported by Councilor Fountain to adjourn the regular meeting at 8:39 p.m.
Voting Aye: All

Motion Carried

/s/ John A. Champa
Mayor

Attest:

/s/ William Manney
City Clerk-Treasurer/Administrator