

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – JULY 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, City Attorney Bryan Lindsey, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Fire Chief Bob Brown, Library Supervisor Katie Christenson, Police Chief Vern Manner, 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 Fountain and supported by Councilor Campbell to adopt the Agenda with the following changes, Under Public Participation: Delete Dave Mack's request for discussion on wearing face masks in public & add Dan Marich with the PathBlazers Snowmobile Club  
Added items: 1) PathBlazers Snowmobile Club Request & 2) Grant Request for EDA/CDA  
Voting Aye: All Motion Carried

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC PARTICIPATION**

Dan Marich – PathBlazers Snowmobile Club addressed the council with a request to purchase City owned land.

**REPORTS**

Councilor Campbell thanked Larry Folstad and Ryan Baumgard for the LED light on the Ironman. Councilor Lantz reported the EDA is busy and active. They hired two consulting firms to talk to businesses to find out what their needs are and to assist them in completing paperwork for grants. The campground committee is very busy. The Redhead Mountain Bike Park has had a lot of visitors from all over the United States.

Councilor Fountain reported she is working with Mandy Galli on the City website [www.ci.chisholm.mn.us](http://www.ci.chisholm.mn.us). She encouraged people to check it out.

Councilor Vake thanked the council members for keeping Chisholm moving forward. He thanked Attorney Lindsey for his assistance on some items that he has been working on. He thanked Administrator Manney for all of his hard work. He said the EDA is flying right now, they have a great committee.

Mayor Champa had forwarded a letter from Fairview to the council, they requested money from the CARE funds. He and Administrator Manney met with them in an audio meeting. The HRA has awarded bids for the tear down of the burned building on 6<sup>th</sup> Street SW. He reported there is a contractor that caused some damage to City streets when he drove an excavator with steel tracks down them. This is now in the City Attorneys hands to remedy the situation.

Building Official Mandy Galli thanked Councilor Fountain for her help on the City website. She has issued 75 building permits this year. She is doing a lot of communicating via email.

Consultant Engineer Jim Johnson gave a status update on the 13<sup>th</sup> Street NW project, he received a call from Mesabi bituminous and they have completed the punch list items. The punch list items on 8<sup>th</sup> Street NW have been addressed and they will be putting together a final punch list for this project. He is awaiting word on the Pickle Ball Court.

Public Works Supervisor Larry Folstad thanked Tracy and the others for the positive comments on the LED light on the Ironman Statue. He reported the City wide drop off was a huge success. The new AT & T 5AGG tower on the water tower should be installed by Labor Day week-end. He will be working on hiring employees.

Fire Chief Bob Brown reported engine 1 will be going out for maintenance the first week in August. The fire fighters annual physicals will be done tomorrow. He is working with Dewey Johnson with St. Louis County. St. Louis County will be hosting COVID-19 testing for free at the Fairgrounds on Tuesday from 12 – 7 pm and Wednesday from 10 – 5 pm. They request you to pre register. The phone # is 651-201-5000. The Fire Department staff will be on hand with battery backup boosters in case vehicles stall.

Library Supervisor Katie Christenson reported the summer reading program packets are available. The curbside pickup will take place tomorrow from 11 – 3 pm.

Recreation Director Tammy Nevalainen reported four solar lights will be placed along the walking trail. She said Kiwanis cannot use the library's license for the drive-in movies. She is waiting for the Pickle Ball Courts to be completed.

Administrator Bill Manney feels the biggest challenge for facemasks will be during the election. The committee has met with the school board. They are working on a new lease agreement for the Sports Complex. The school board members would like to tour the field house. The legislature adjourned without passing a bonding bill.

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – JULY 22, 2020  
(Continued)**

ACCEPT THE CONSENT AGENDA

Moved by Councilor Campbell and supported by Councilor Fountain to accept the Consent Agenda, including the List of Bills, Minutes of the previous June 29, 2020 Special Meeting, June 29, 2020 Special Joint Meeting with ISD 695, July 8, 2020 Regular Meeting with one correction, Payroll and Overtime.

Voting Aye: All

Motion Carried

CARES ACT FUNDING

This was an informational item at this time.

VARIANCE REQUEST SETH ISMIL

Motion by Councilor Campbell and supported by Councilor Lantz to approve the variance request of Seth Ismil to build a 24 x 28 detached garage with a 6 foot set back rather than a 15 foot set back.

Voting Aye: All

Motion Carried

PATHBLAZERS SNOWMOBILE CLUB REQUEST

Moved by Councilor Campbell to adopt Resolution No. 1119-75 to authorize the conveyance of land to the PathBlazers Snowmobile Club for \$1.00. Administrative Assistant Margaret Gornick informed Councilor Campbell that this Resolution was adopted in 2019 for land the PathBlazers Snowmobile Club purchased. Councilor Campbell rescinded the motion.

Moved by Councilor Campbell and supported by Councilor Fountain to sell the property located at Lot 6, Block 2 of the 2<sup>nd</sup> addition to the Chisholm Industrial Park to the PathBlazers Snowmobile Club for \$1,000.00 and for them to receive reimbursement of \$999.00 upon substantial completion of the original project. The sale will be done by Resolution.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0720-50 APPOINT LUKAS AMUNDSON AS WATER PLANT  
OPERATOR / UTILITY INTERNAL EMPLOYEE PROMOTION

Motion by Councilor Fountain and supported by Councilor Varda to adopt Resolution No. 0720-50 to appoint Lukas Amundson as the Water Plant Operator / Utility person effective immediately.

Voting Aye: All

Motion Carried

JOB DESCRIPTION FOR WATER / SEWER UTILITY WORKER

Moved by Councilor Campbell and supported by Councilor Vake to approve the job description for the Water / Sewer Utility Worker.

Voting Aye: All

Motion Carried

POST INTERNALLY FOR  
WATER / SEWER UTILITY WORKER

Moved by Councilor Lantz and supported by Councilor Vake to post internally for the Water / Sewer Utility Worker and to appoint Larry Folstad, Bill Manney, one person from Public Works and Council Member Fountain to serve as committee members if the position is posted externally.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0720-51 ORDER PLANS & SPECS FOR 3<sup>RD</sup> ST NW PROJECT

Moved by Councilor Campbell and supported by Councilor Fountain to adopt Resolution No. 0720-51 to order plans and specs for the 3<sup>rd</sup> Street NW project.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0720-52 APPROVE PLANS & SPECS FOR 3<sup>RD</sup> ST NW PROJECT

Moved by Councilor Fountain and supported by Councilor Campbell to adopt Resolution No. 0720-52 to approve the plans and specs for the 3<sup>rd</sup> Street NW project and to advertise for bids.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0720-53 APPLY FOR AND ACCEPT IRRRB COMMUNITY  
INFRASTRUCTURE GRANT FOR THE 3<sup>RD</sup> ST NW PROJECT

Moved by Councilor Fountain and supported by Councilor Lantz to adopt Resolution No. 0720-53 to authorize the City Administrator to apply for and accept a \$350,000.00 grant from the IRRRB Community Infrastructure grant program.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – JULY 22, 2020  
(Continued)**

**ORDINANCE AMENDING CITY CODE CHAPTER 90: ANIMALS  
TO ADD A NEW SECTION 90.13: RESTRICTION ON KEEPING DOGS AND CATS**

Moved by Councilor Campbell and supported by Councilor Varda to adopt the second reading of Ordinance No. 90, adding a new section 90.13, for the amended changes to Chisholm City Code Chapter 90 for restriction on keeping dogs and cats.

“90.13 RESTRICTION ON KEEPING DOGS AND CATS.

- (A) Dogs. No property owner shall be permitted to own or keep more than three (3) dogs over six (6) months of age per dwelling unit located upon any lot up to seventy-five (75) feet in width, or more than four (4) dogs over six (6) months of age per dwelling unit located upon lot of more than seventy-five (75) feet in width within the developed platted area of the City.
- (B) Cats. No property owner shall be permitted to own or keep more than four (4) cats over six (6) months of age per dwelling unit or total of eight (8) cats over six (6) months of age per multi dwelling structure located within the developed platted area of the City.
- (C) Penalty. Any person who violates the foregoing provisions is guilty of a misdemeanor. *Penalty see 10.99.*”

All other provisions of Chisholm City Code Chapter 90: ANIMALS shall remain as currently in existence and not amended except as specifically added herein and said amendment shall be effective immediately upon its passage.

Voting Aye: All

Motion Carried

**ANNEXATION INFORMATION**

Per Councilor Varda's request, City Attorney Lindsay explained the different ways that annexation of communities can take place. This was an informational item at this time.

**KIWANIS COVID-19 PLAN FOR DRIVE IN MOVIE EVENT**

Moved by Councilor Vake and supported by Councilor Fountain to approve the COVID-19 Plan for the Chisholm Kiwanis to hold a drive-in movie event.

Voting Aye: All

Motion Carried

**CHISHOLM FOOTBALL QUARTERBACK CLUB  
COVID-19 PLAN FOR DRIVE IN MOVIE EVENT**

Moved by Councilor Vake and supported by Councilor Fountain to approve the COVID-19 Plan for the Chisholm Football Quarterback Club to hold a drive-in movie event.

Voting Aye: All

Motion Carried

**ZEF ENERGY ELECTRIC VEHICLE CHARGING SITE LEASE**

Moved by Councilor Vake and supported by Councilor Lantz to approve the lease agreement with ZEF Energy for an electric vehicle charging site.

Voting Aye: All

Motion Carried

**FIRST READING ORDINANCE AMENDING CITY CODE – PARKING SCHEDULES**

Moved by Councilor Campbell and supported by Councilor Varda to approve the first reading of the proposed changes to Ordinance No. 74 for Parking Schedules.

Voting Aye: All

Motion Carried

**AWAY WITH GEESE**

Moved by Councilor Lantz and supported by Councilor Varda to approve the purchase of Away with Geese units for the amount of \$8,338.00.

Voting Aye: All

Motion Carried

**REDHEAD MOUNTAIN BIKE PARK FACEBOOK PAGE**

This was an informational item at this time.

**CAMPLIFE ONLINE RESERVATION SYSTEM**

Moved by Councilor Campbell and supported by Councilor Fountain to approve the lease agreement with CampLife for an online reservation system for the campground.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0720-54 APPOINT  
ECONOMIC DEVELOPMENT COORDINATOR**

Moved by Councilor Fountain and supported by Councilor Campbell to adopt Resolution No. 0720-54 to hire and appoint Stephanie Skraba to serve as the Economic Development Coordinator for the City of Chisholm.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – JULY 22, 2020  
(Continued)**

**RESOLUTION NO. 0720-55 APPLY FOR AND ACCEPT IRRRB GRANT FOR ADVERSE  
BUSINESS IMPACT FRM COVID-19 & BUSINESS SUPPORT FOR THE REDHEAD  
MOUNTAIN BIKE PARK**

Moved by Councilor Lantz and supported by Councilor Fountain adopted Resolution No. 0720-55 to apply for and accept a \$200,000.00 grant from the IRRRB for adverse business impact from COVID-19 and for support of the Redhead Mountain Bike Park. Administrator Manney informed the council that he was contacted by IRRRB and the City was awarded \$125,000.00.

Voting Aye: All

Motion Carried

**COMMUNITY DEVELOPMENT GRANT AGREEMENT FOR  
WATER MAIN LOOPING PROJECT**

Moved by Councilor Lantz and supported by Councilor Fountain to enter into agreement with the CDBG for a \$50,000.00 grant for the Water Main Looping Project.

Voting Aye: All

Motion Carried

**CITY OF CHISHOLM EAST ENTRANCE SIGN**

Moved by Councilor Campbell and supported by Councilor Lantz to approve the signage proposal from Jones Sign of St. Paul, MN for \$29,672.46 for the East Entrance to Chisholm. Administrator Manney will apply for a Tourism Grant from the IRRRB which is available for up to \$15,000.00.

Voting Aye: All

Motion Carried

**EDA/CDA LETTER OF COMMITMENT FOR FEDERAL COVID-19 CARES FUND GRANT**

Moved by Councilor Vake and supported by Councilor Lantz to direct Administrator Manney to draft a letter of commitment for \$300,000.00 and to allow the consultants to the EDA/CDA to apply for a Federal Grant from the COVID-19 CARES fund of \$1.2 million dollars and to pay \$20,000.00 for the engineering fees plus the consultant fees. The funds committed of \$300,000.00 will come out of the City's reserves.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0720-56 EXTEND LOCAL EMERGENCY**

Moved by Councilor Lantz and supported by Councilor Campbell to adopt Resolution No. 0720-56 to extend the local emergency from June 10, 2020 to August 12, 2020.

Voting Aye: All

Motion Carried

**APPOINT LINDSEY MAROLD TO THE HOUSING & REDEVELOPMENT AUTHORITY BOARD**

Moved by Councilor Lantz and supported by Councilor Vake to appoint Lindsey Marold to the HRA Board for a five-year term.

Voting Aye: Councilors Campbell, Lantz, Vake, Varda & Mayor Champa

Voting No: Councilor Fountain

Motion Carried

**SCHEDULE WORKING SESSION WITH FIVE BUGLES, INC. WENDEL  
FOR PUBLIC SAFETY BUILDING**

Moved by Councilor Lantz and supported by Councilor Campbell to schedule a working session on Wednesday, August 5, 2020 at 5:00 p.m. via zoom to meet with Five Bugles, Inc/Wendel on the Public Safety Building.

Voting Aye: All

Motion Carried

**MISCELLANEOUS ITEMS**

1. The Airport Authority Joint Meeting will be held on August 17, 2020 at 6:00 p.m. The Council members were asked if they preferred to meet in person or via zoom, masks would be required if meeting in person.
2. Administrator Manney will bring a recommendation for the Balkan Fire Protection Contract to the next Council meeting.
3. Mayor Champa & Administrator Manney will work with the Northern Traxx ATV Club to have them provide the City with a COVID-19 plan for their scheduled ride during the Doc Moonlight Graham Days. Per City Attorney Lindsey, a COVID-19 plan should be provided to the City from any outside organization that is looking for the City's assistance for in-kind services such as blocking streets for events.
4. Councilor Varda would like to have Department Head Reviews done this year. This will be put on the next Council agenda.

**ADJOURN MEETING**

Moved by Councilor Campbell and supported by Councilor Vake to adjourn the regular meeting at 7:59 p.m.

Voting Aye: All

Motion Carried

/s/ John A. Champa  
Mayor

Attest:

/s/ William Manney  
City Clerk-Treasurer/Administrator