

**CHISHOLM CITY COUNCIL
REGULAR MEETING – OCTOBER 23, 2019**

CALL TO ORDER

Mayor John Champa called the City Council Meeting to order in the City Hall Council Chambers at 5:30 p.m.

ROLL CALL

Present: Council Members Tracy Campbell, Adam Lantz, Jim Varda, and Mayor John Champa
Absent: Council Members Fountain & Vake.
Also Present: Administrator Bill Manney, City Attorney Bryan Lindsay, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Police Chief Vern Manner, Public Works Supervisor Larry Folstad, and Administrative Assistant Margaret Gornick

ADOPT THE AGENDA

Moved by Councilor Varda and supported by Councilor Campbell to adopt the Agenda as presented.
Voting Aye: All Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Erin Shay with the United Way of Northeastern MN addressed the Council with a request for their support to allow the United Way to host the traveling "Vietnam Memorial" at the football field from June 23rd through June 28th, 2020. She explained the process needed to host such an event and what an honor it is for Chisholm to be chosen through a bidding process as the City to host this event. The memorial is 375 feet long and made out of marble composite material. It will arrive on the morning of Tuesday, June 23rd. They are requesting an escort through town to the football field. The Memorial is heavy and will need to be staked down (Public Works Supervisor Larry Folstad will coordinate this to prevent any damage to the track). This event will require 150 volunteers and will be open for viewing 24 hours per day. The United Way staff will work with the Vietnam Veteran's Memorial group and the Chisholm/Hibbing Armory personnel and will also check with the Scouts and any Police staff that are available to provide 24-hour security.

REPORTS

Councilor Campbell sat in on the Police Department interviews, they interviewed nine (9) applicants for the open Police Officer positions. They were good applicants and it will be a tough decision.

Councilor Lantz congratulated Rosie (Marino) for her recent recognition by the MN Vikings. In honor of the NFL's 100th anniversary, the MN Vikings honored 100 Vikings Women for the incredible things that they do. Rosie was chosen as one of them for all that she does for the community, which is very much appreciated.

Councilor Varda congratulated the Chisholm girls volleyball team on their first win of the season. They will be playing again tonight at 7:00 p.m. He also congratulated the Chisholm boys football team on their recent game. He reported the Fire Department has had 13 calls so far this month and 114 year to date. They had a structure fire on October 12th on 2nd Avenue which lasted for 30 hours. It was a very busy 30 hours with 6 other calls during that time.

Mayor Champa will be taking part in an accessibility deer hunt starting on Friday at noon and going through Saturday at the McCarthy Beach State Park. Access North of Hibbing will have 11 individuals that will be hunting with a mentor in each deer blind that has been set up for them. One of the individuals is a quadriplegic and will be using a crossbow activated by his mouth. They are working with the MN Department of Natural Resources (MNDNR). Mayor Champa is responsible for transportation and processing of the deer. He announced City Hall will be participating in the Chamber of Commerce trick or treating on Lake Street event on Halloween.

Building Official Mandy Galli gave an update on the building permits for the 3rd quarter of 2019. She has had 153 permits year to date, for a total of \$2,444,847.00 total construction value. It has been a good year with a big project going on at the MN Discovery Center (Ironworld) where they are remodeling the Mineland Reclamation building. The IRRR Residential Redevelopment Program is completed for a total of \$39,012 received from IRRR.

Consultant Engineer Jim Johnson gave a status update on the 13th Street NW project. Despite the weather, Mesabi Bituminous has been pouring the concrete for driveway aprons and should finish today. The gravel work, grading of boulevards and sod will be done next. He reminded the Council of the Assessment Hearing which is scheduled for Wednesday, November 13, 2019 at 5:00 p.m. for the 13th Street NW project. He answered questions from Councilor Campbell and the Council members regarding the current Assessment Policy compared to what other surrounding communities and the Twin Cities assess their residents. He is not sure what other communities assess. Some cities do not assess their residents at all and the Twin Cities assessments are very high compared to the City of Chisholm. He feels our assessment rate is low and the Council will look at our current Assessment Policy at a later date to see if changes need to be made.

Jim, the Mayor and the Council expressed their feelings that if a resident pays a portion of the assessment, they are more likely to have a stake in the project (some "skin in the game") rather than expecting the City to do their street first, etc. Per Councilor Campbell's request, Jim reported the City of Chisholm has completed \$14.8 million dollars in projects since 2012.

Public Works Supervisor Larry Folstad is excited to have Gage Leustek onboard, Gage started on Monday at 7:00 a.m. He put on his work boots and reflective clothing and was introduced to the employees. He was at the 6th Street water leak project with the other Public Works staff. Larry reported the "Redhead Bike Trail" project will have the last inspection for the season this Friday. He invited anyone that would like to attend and ride along with him for the last inspection to let him know. The contractors will be leaving and some of the gates will be closed. The Cemetery project was completed today and the work done was above his expectations. The machine that All States Pavement/Recycling & Stabilization Company used is scheduled far out in advance but they came back to complete the last hour and half of the project. He said they are an outstanding company.

Fire Chief Bob Brown reported the Fire Department has had a busy month. They have been working with different children's groups. They received great help from other departments during the recent structure fire at a fourplex on October 12th. The structure had 5 space heaters plugged in. Keeping the doors closed helped contain the fire. They had working smoke detectors. Training was done on October 12th & 13th on how to use the new extrication equipment and how to remove a windshield. They were also taught techniques and maneuvers to be used during a fire. Ken's A-1 of Hibbing donated the vehicles used for the training. The ambulance service assisted and there was a great turnout. They have a group of people that are looking at the challenges they may encounter at the Redhead Bike Trail if there is an accident or emergency there. The American Red Cross is working with the Fire Department to provide smoke detectors to residents. Information is available on posters at City Hall & the Library on how to contact the Fire Department. One referral was given from the poster at the Library.

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Kids Plus will be hosting a Trunk or Treat in the fenced in area at the elementary/high school on Sunday, October 27th. The Fire Department will provide assistance to ensure the safety of the kids. They will be handing out candy at the Fire Hall on Lake Street on Halloween. Bob reminded the public of the top three fire hazards: 1) heat sources to keep warm (how we heat our homes); 2) leaving food unattended while cooking; and 3) open flames (such as torches to thaw water lines, smoking and burning candles, etc.). Police Chief Vern Manner reported there were nine (9) applicants for the Police Officer positions. They were good candidates. Five candidates will proceed to the next step of the hiring process. They will be doing 16 hours of ride-alongs with the current officers to determine if they are still interested in pursuing employment with the City of Chisholm and for the Police Chief and staff to get to know them to see if they are fit for duty. The positions were posted locally using Social Media, with the MN Peace Officers Association, the College and the League of MN Cities. Several applications were received from North Dakota and the Twin Cities area. The Police Chief will present his recommendation to the Police Commission at their next meeting on November 6, 2019 and they will determine who will be offered conditional employment contingent upon passing the background checks and pre-employment physicals.

ACCEPT THE CONSENT AGENDA

Moved by Councilor Campbell and supported by Councilor Varda to accept the Consent Agenda, including the List of Bills, Minutes of the previous October 9, 2019 Regular Meeting, October 15, 2019 Joint EDA Meeting, Payroll and Overtime.

Voting Aye: All

Motion Carried

BIDS FOR TIMBER SALES

Moved by Councilor Varda and supported by Councilor Lantz to accept the high bid of \$19,500.00 from Tony Zidich for the private forest management of timber located on 30 acres of City owned land of Section 16, Township 58, Range 20 in St. Louis County, MN.

Voting Aye: All

Motion Carried

RESOLUTION NO. 1019-67 SURPLUS EQUIPMENT

Moved by Councilor Campbell and supported by Councilor Lantz to adopt Resolution No. 1019-67 to declare the following items as surplus equipment and to authorize Public Works Supervisor Folstad to bring these items to Do-Bid to sell via auction:

1994 Ford Ranger Pick-Up, 2003 Buick Century Car, 2006 E350 Ambulance, F-250 Retires Sewer Truck, 1984 242 Bobcat and the 2011 Dodge Charger

Voting Aye: All

Motion Carried

LIGHT POLES – STREET LIGHT STRUCTURES

Moved by Councilor Varda and supported by Councilor Campbell to approve the repair of City street lights for an estimated total of \$18,400.00. The street lights include replacing two of the two-globe street lights on Lake Street; adding two new street lights on Highway 73; replacing a damaged one located in the parking lot at 26 West Lake Street and replacing one at the intersection/entrance to the Armory.

Voting Aye: All

Motion Carried

RESOLUTION NO. 1019-68 ACCEPT HAPPY HATTERS LIBRARY DONATION

Moved by Councilor Lantz and supported by Councilor Varda to adopt Resolution No. 1019-68 to accept the monetary donation of \$300.00 from the Chisholm Happy Hatters and to earmark the funds for the Chisholm Public Library.

Voting Aye: All

Motion Carried

RESOLUTION NO. 1019-69 DESIGNATE POLLING PLACE

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No.1019-69 to designate the boundaries of the voting precinct and polling place for 2020 as the Chisholm Sports Arena located at 600 1st Street NW in Chisholm, MN.

Voting Aye: All

Motion Carried

YELLOW BAGS / 2021 GARBAGE PROPOSAL

Administrator Bill Manney and Public Works Supervisor Larry Folstad provided information to the Council that they researched and compiled for the proposed 2021 garbage proposal which would eliminate the yellow bag system. Bill and Larry presented this information on the proposed garbage system to the Public Utilities Commission (PUC) at their last PUC meeting. The PUC reviewed the information that Bill and Larry provided to them and recommended proceeding with this system and to bring this to the Council for their review. This is an informational at this time.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REQUEST

Administrator Bill Manney provided the Council with information regarding filing for CDBG funds. The deadline to file the CDBG grant application(s) is December 2, 2019. He asked the Council to provide him with any projects that they would like to have considered and to notify him as soon as possible. Maximum grants are \$150,000.00 with a 1 to 1 match required. Potential requests could include the Fieldhouse, Ice Arena and Infrastructure Projects such as the proposed Water Line Loop at the Public Safety Building Site. This was an informational item at this time.

JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT COORDINATOR (EDA)

Moved by Councilor Campbell and supported by Councilor Lantz to approve the job description for the Economic Development Coordinator. The final draft of the job description was presented to the EDA board and the Council at their joint meeting on October 15, 2019.

Voting Aye: All

Motion Carried

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APPROVE JOB POSTING FOR ECONOMIC DEVELOPMENT COORDINATOR (EDA)

Moved by Councilor Lantz and supported by Councilor Campbell to approve advertising for the Economic Development Coordinator position. The League of MN Cities requires advertisements (ads) to be 150 words or less for their website. Changes will be made to condense the wording of the ad for the League of MN Cities. The ad that is in the Council agenda packet will be used for advertising in the newspapers, City website, social media, the electronic sign and all other forms of advertising for this position.
Voting Aye: All Motion Carried

APPOINT HIRING COMMITTEE FOR ECONOMIC DEVELOPMENT COORDINATOR (EDA)

Moved by Councilor Campbell and supported by Councilor Lantz to appoint Administrator Manney, City Attorney Lindsay, Councilor Vake, Councilor Varda and two EDA board members (to be determined by the EDA board) to serve as committee members for the hiring of the Economic Development Coordinator.
Voting Aye: All Motion Carried

APPROVE ANNUAL SALARY INCREASE FOR BUILDING OFFICIAL

Moved by Councilor Varda and supported by Councilor Lantz to approve the 3% annual salary increase for Building Official Mandy Galli from \$75,000.00 to \$77,250.00 per her contract with the City of Chisholm.
Voting Aye: All Motion Carried

SCHEDULE JOINT MEETING WITH HOUSING & REDEVELOPMENT AUTHORITY (HRA) BOARD

Mayor Champa invited Councilor Varda to attend the HRA board meeting since he expressed an interest in having a joint meeting between the Council and the HRA board. Councilor Lantz has attended a meeting. The rest of the Council is invited to attend meetings. This was not an action item.

**ORDINANCE NO. 111.09, 3rd SERIES, FIRST READING,
AMENDING CHAPTER 111, BUSINESSES REGULATED OF THE CITY CODE ENTITLED "GAMBLING"**

Moved by Councilor Varda and supported by Councilor Lantz to adopt the First Reading of Ordinance No. 111.09, 3rd Series Chapter 111, entitled "Gambling". The proposed changes will replace Ordinance No. 111.09 which was adopted during the recodification of City Ordinances, Series No. 2 (refer to Ordinance No. 162, 3rd Series adopted March 26, 2013).
Voting Aye: All Motion Carried

**ORDINANCE NO. 71.11, 3rd SERIES, FIRST READING,
AMENDING CHAPTER 71, PARKING REGULATIONS OF THE CITY CODE
ENTITLED "TRUCK PARKING"**

Moved by Councilor Varda and supported by Councilor Lantz to table this item to the November 13, 2019 Council meeting.
Voting Aye: All Motion Carried

**APPOINT COMMITTEE TO NEGOTIATE CONTRACT TO DEVELOP
CONSTRUCTION DOCUMENTS FOR THE PUBLIC SAFETY BUILDING**

Moved by Councilor Campbell and supported by Councilor Varda to appoint Councilor Lantz, Administrator Manney, Consultant Engineer Johnson, Fire Chief Brown, Police Chief Manner and Building Official Galli to serve as committee members to negotiate a contract with Five Bugles to develop construction documents for the Public Safety Building.
Voting Aye: All Motion Carried

NOVEMBER 27, 2019 & DECEMBER 25, 2019 COUNCIL MEETING DATE CHANGES

Moved by Councilor Campbell and supported by Councilor Varda to change the regular scheduled Council meeting of November 27, 2019 to Tuesday, November 26, 2019 at the regular meeting time of 5:30 p.m. (due to the Thanksgiving holiday) and to change the December 25, 2019 regular scheduled Council meeting to Wednesday, December 18, 2019 at the regular meeting time of 5:30 p.m. (due to the Christmas holiday).
Voting Aye: All Motion Carried

UNITED WAY REQUEST FOR VIETNAM VETERANS MEMORIAL

Moved by Councilor Lantz and supported by Councilor Varda to grant the request from the United Way of Northeastern Minnesota to support them in hosting the Vietnam Veterans Memorial Replica and Mobile Education Center – The Wall that Heals, at the Chisholm football field from June 23, 2020 – June 28, 2020. They also requested an escort from the Police Department from the entrance to Chisholm to the football field when they arrive on the morning of Tuesday, June 23rd. The Memorial is heavy and will need to be staked down (Public Works Supervisor Larry Folstad will coordinate this to prevent any damage to the sports track located at the football field).
Voting Aye: All Motion Carried

MISCELLANEOUS ITEMS

None

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Campbell and supported by Councilor Lantz to adjourn the Regular Council meeting at 7:24 p.m.
Voting Aye: All Motion Carried

/s/ John A. Champa
Mayor

Attest:

/s/ William Manney
City Clerk-Treasurer/Administrator