

**CHISHOLM CITY COUNCIL
REGULAR MEETING – APRIL 10, 2024**

Mayor Adam Lantz called the Regular Meeting to order at 5:30 p.m.

Present: Council Members Marty Halverson, Cheyenne Mikkola-Rahja, April Fountain, Jed Holewa, Travis Vake, and Mayor Adam Lantz.

Absent: None

Also Present: Administrator Stephanie Skraba, Ambulance Director Tiffany Larson, Consultant Engineer Jim Johnson, Parks/Trails/Recreation Director Bridgit Maruska, Attorney Bryan Lindsay, Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, and Donna Rahkola with Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Holewa and supported by Councilor Vake to adopt the agenda with the following addition: Purple Ribbon AEOA Invitation under Communications.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

There was no Public Participation.

REPORTS

Councilor Halverson reported that he attended a Park Board meeting and a Redhead meeting.

Councilor Mikkola-Rahja reported that she attended a Police Commission Meeting and has an upcoming HRA meeting. The new HRA Director starts on April 22nd.

Councilor Fountain reported that it was good to see everyone. On May 18th, Honor the Students Pow Wow will be at the Minnesota Discovery Center from 12:30 to 5:00, the community is welcome to come where all the students that are graduating will be honored. The city is accepting applications for seasonal maintenance and grounds staff. The Downtown Revitalization Group is looking for ideas and will be holding a public engagement session about the park addition (Troll Park) on Tuesday, April 23rd from 5:00 to 6:00 at the Chisholm Public Library.

Councilor Holewa reported that he attended the EDA meeting via phone and also attended the Garden Club between Hibbing-Chisholm where they had a lot of good things to say about the ideas in Chisholm and there are people that want to help out. The next step is to gain community interest.

Councilor Vake wished everyone who has a birthday in April a Happy Birthday. His birthday is also in April. He attended a Chamber meeting; the next event is the beer tasting on next Friday with an 80's theme. Spring sports started, baseball, softball, and track teams are all out and about. Keep an eye out for them walking. Ms. Chisholm for Kiwanis is starting up with 10 beautiful girls vying for Ms. Chisholm.

Mayor Lantz reported that he was part of the EDA meeting last week, lots of moving parts and things to come. Not all things are public yet but there is exciting new growth.

Ambulance Director Larson did not have a report.

Fire Chief Masucci was absent.

Police Chief Manner was absent.

City Building Official Galli was absent.

City Consultant Engineer Johnson reported that in the utility bills sent out last week there is a flyer about lead and copper water service line inventory that the city is required to report. They are trying to get it done by June 15th through the Public Works Department. If residents can take a picture and email it in, or bring in when paying their utility bill, then the Public Works Crew would not need to come around. If residents need assistance, they can call City Hall at 218-254-7905 and Denise will help and make arrangements for staff to come to the home to quickly identify it. Weight restrictions on roads are expected to come off on the 19th in regards to the 5th Street project. Next the engineering company will come in and mark the construction limits and start installing the temporary water services on the westerly two blocks from Central Ave to 2nd Avenue west (phase 1). On the easterly one block, they only need staking for the proposed lift station location. It looks like, weather permitting, the schedule is two weeks ahead. News letter number 5 will be coming out to residents. Both announcements will be put on Facebook.

Public Works Supervisor was absent.

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Parks/Trails/Recreation Director Maruska reported that soccer has commenced, not on the field but the coaches have their teams and are starting communication with parents. There are about 90 participants. As soon as the fields are dry, they will be out on the football and Vaughan fields. At the Redhead meeting, they had an RFP meeting with trail builders, went over information at the city and looked at the trails. There are several trail builders interested. What they are learning is the time frame for when the trail builders are available will affect when the trails will be built. Some will be in 2024, the majority in 2025.

Library Supervisor was absent.

City Attorney did not have a report.

Clerk-Treasurer Zah reported that it is her last council report, she has resigned her position and wanted to express her extreme gratitude for being able to serve in this position for this community, and to develop relationships with each and everyone on council, city staff, and engaging with the community. It has been such a blessing, she has grown exponentially in so many ways, and would not change one thing regardless of the adversity and the joys she experienced. In the transition, Administrator Skraba and she will be working hand in hand meeting every day discussing the tasks that the position does, looking at the calendar from an annual perspective, looking at each month, putting together a list of projects that will be ongoing, and providing the new person and Stephanie a list of contacts. Most recently they are working on the financial software so that she is able to extract information.

City council expressed their gratitude for Clerk-Treasurer Zah's dedication and work that she did for the city.

Administrator Skraba did not have a report.

APPROVE THE CONSENT AGENDA

Moved by Councilor Vake and supported by Councilor Holewa to Approve the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the March 27, 2024 Regular Meeting, March 27, 2024 Working Session, payroll, and overtime.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0424-33 PERA FOR OFFICER ISAAC ROY KAROLCZAK

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to adopt Resolution Number 0424-33 PERA for Officer Isaac Roy Karolczak.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**PAY APPLICATION NUMBER 1 FOR THE 5TH STREET SOUTH IMPROVEMENT
PROJECT**

Moved by Councilor Holewa and supported by Councilor Halverson to approve Pay Application Number 1 for the 5th Street South Improvement Project.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**PROPOSAL FOR GEOTECHNICAL SERVICES FOR 5-YEAR CAPITAL IMPROVEMENT
PLAN**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Proposal for Geotechnical Services for 5-Year Capital Improvement Plan at a sum of \$12,975.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

3RD STREET NW PROJECT LIQUIDATED DAMAGES

Moved by Councilor Holewa and supported by Councilor Halverson to approve the 3rd Street NW Project Liquidated Damages of \$22,500.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

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PAY APPLICATION NUMBER 13 FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Vake and supported by Councilor Holewa to approve Pay Application Number 13 for the Public Safety Building to Adolfson & Peterson Construction in the amount of \$620,580.99.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0424-34 ACCEPT DONATION FROM TOWN OF BALKAN FOR CHISHOLM SUMMER RECREATION PROGRAM (CSRP)

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to adopt Resolution Number 0424-34 Accept Donation from Town of Balkan for CSRP in the amount of \$1,500.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0424-35 ACCEPT DONATION FROM GOREDHEAD.COM FUNDRAISER

Moved by Councilor Halverson and supported by Mikkola-Rahja to adopt Resolution Number 0424-35 Accepting Funds from Goredhead.com Fundraiser solicited through the Minnesota Discovery Center in the amount of \$60,373.80.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

ENTER INTO CONTRACT WITH ERIK CARLSON

Moved by Councilor Mikkola-Rahja and supported by Holewa to approve the contract with Erik Carlson for Redhead trail maintenance and consulting.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

REALLOCATION OF PLAYGROUND FUNDS FROM LONGYEAR LAKE TO MEMORIAL PARK

Moved by Councilor Vake and supported by Councilor Fountain to approve the reallocation of up to \$75,000.00 budgeted funds from Longyear Lake to on Memorial Park.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0424-36 ACCEPT IRRR COMMUNITY INFRASTRUCTURE GRANT FUNDS FOR THE CHET TOMASSONI ARENA AND CURLING CLUB

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0424-36 Accept IRRR Community Infrastructure Grant Funds for the Chet Tomassoni Arena and Curling Club in the amount of \$1,000,000.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0424-37 ACCEPT FUNDS FROM IRRR HOUSING GRANT PROGRAM FOR THE CONSTRUCTION OF INFRASTRUCTURE NEW SINGLE FAMILY MARKET RATE HOUSING

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0424-37 Accept Funds from IRRR Housing Grant Program for the Construction of Infrastructure New Single Family Market Rate Housing.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**CHISHOLM CITY COUNCIL
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APPROVE JOB DESCRIPTION FOR CLERK-TREASURER

Moved by Councilor Fountain and supported by Councilor Vake to approve the job description for the Clerk-Treasurer position.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

APPROVE POSTING FOR THE CLERK-TREASURER

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve the job posting for Clerk-Treasurer.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

APPOINT HIRING COMMITTEE FOR CLERK-TREASURER

Moved by Councilor Vake and supported by Councilor Holewa to appoint Administrator Skraba, Councilor Fountain, Mayor Lantz, and two additional department heads to the hiring committee for Clerk-Treasurer.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

LETTER OF SUPPORT FROM MELVIN CARTER ADDRESSING COPPER WIRE THEFT

Moved by Councilor Halverson and supported by Councilor Holewa to approve the letter of support to address copper wire theft across communities.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

ST. LOUIS COUNTY FAIR CONDITIONAL USE PERMIT

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to approve the conditional use permit for a 20' by 20' food booth at the St. Louis County Fair grounds.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

ST. LOUIS COUNTY FAIR BUILDING PERMIT FEE REQUEST

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the request to waive the building permit fee of \$2,360.00 for the 20' by 20' food fair booth.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

MISCELLANEOUS

Councilor Vake mentioned that at the Chamber meeting there was discussion about the bike race in October and one of the ideas that was presented was to potentially consider waiving short term rental fees for that specific weekend so that more of the people could stay in town. The last time they had the bike race, people stayed as far as Ely.

Councilor Holewa asked if there was a plan for surveillance at the splash pad as far as cameras. Hibbing has had issues with vandalism at theirs.

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Holewa and supported by Councilor Vake to adjourn the meeting at 6:28 pm.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

Attest:

/s/ Adam Lantz, Mayor

/s/ Stephanie Skraba, Administrator