

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 10, 2022**

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 April Fountain, Marty Halverson, Adam Lantz, Cheyenne Mikkola-Rahja, and Mayor John A. Champa

Absent: Councilor Vake

Also present: Administrator Stephanie Skraba, City Attorney Bryan Lindsay, City Ambulance Director/Emergency Manager Jess Davis, Police Chief Vern Manner, Building/Zoning and Safety Director Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, City Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, , Eric Tweten with Mesabi Community TV, Bob Streeter, Seraphia Gravelle and Nathaniel Coward.

ADOPT THE AGENDA

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to adopt the agenda with additions: 1) Appoint Contract Negotiation Committee, 2) Schedule a working session with Matt Reid from SEH. 3) Schedule a Special Meeting for Wendel's Five Bugle's Presentation of Construction Delivery Methods, Sterle Audit Report, Budget Discussion, Purchase of vehicle for the fire department.

Deletion: Robert W. Krzyzanowski presentation of Construction Delivery Methods.

Corrections: MOU AFSCME Seasonal Employment Extension Signature Line Title.

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

Absent: Councilor Vake

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

No Public Participation.

REPORTS

Councilor Fountain no report.

Councilor Halverson attended the Parks and Recreation Board Meeting and met with Public Works Supervisor Larry Folstad and Consultant Engineer Jim Johnson regarding the flooding that happened July 31st during the rain storm. He also attended the All-Class festivities and said it was quite a good event. Councilor Halverson attended the sold-out Redhead Film Premiere event and spoke on behalf of the City. He toured the Redhead Course and talked about logistics with the MCA group that will be coming in October with thousands of high school racers. He also met with IROC and MDC in addition to meeting with the contractor about the work being done there. Councilor Lantz reported that the 5 best days of summer just ended (St. Louis County Fair) and the All-Class Reunion festivities were successful and thanked the committee and staff for their hard work. He stated that he was messaged from all over the region about how great it was to come over and how great Chisholm is. Kiwanis was busy with parking at the fair as it is one of their biggest fundraisers of the year.

Councilor Mikkola-Rahja no report.

Mayor Champa congratulated everyone that filed for public office and expressed his appreciation. He commented that the All-Class Reunion was very well attended. He attended the HRA meeting where the Director was directed to request bids on the small brick buildings in Mapleview where they are planning to completely remodel the units. The tenants will be asked to move to the renovated units as the plan progresses. In regards to the PUC, Mayor Champa reported that lead lines will need to be replaced eventually and referred to Larry Folstad to cover the information when giving his report. The I & I water flows (water that enters the collection system through non-sanitary fixtures) are creating large amounts of water coming into the treatment plant and that there is work being done to repair manhole covers, that smoke testing was done and there are ordinances in place to address the issues.

Ambulance Director Jess Davis reported it's been a busy week with all the events. Chisholm EMS participated in National Night Out in Balkan Township, did three stand byes, a parade, 23 calls for service, 7 of which were on Sunday and she was proud to say they were able to handle all of their calls locally without request for mutual aid. Director Davis wanted to bring awareness to securing items in your vehicles in the parking lot because one of their EMTs who was out on a call had her car gone through and items stolen.

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 10, 2022**

Fire Chief Chris Masucci reported that they participated in the National Night Out in Balkan, that it was a great turn out and thanked Balkan for including them. The Fire Department is approaching 130 calls so far this year and will likely surpass last year's total calls of 150 in September. The fire trucks have required much more maintenance this year. They are approaching twenty thousand dollars in maintenance for their trucks and have switched vendors to save some dollars. They have had the Balkan truck for about twenty years and it is down. The DNR has some vehicles that they may be able to get and will hopefully get more information by the next council meeting.

Police Chief Vern Manner, no report.

Building/Zoning and Safety Director Mandy Galli, no report.

Consultant Engineer Jim Johnson, no report.

Public Works Supervisor Larry Folstad reported that he is continuing to work through the budget process. They are working on storm sewer research, evaluating the system and coming up with a valuable plan. During the most recent rain storm, there was a reported 3 to 5 inches of rain within 45 minutes which is a 250-500-year rain event. It has been a very windy this year and the flags along the lake have some tears in them. He has contacted the flag vendor and they report that they are the same quality as years past but the excessive wind this year is causing issues that they are seeing in other states too. An option would be for the flags to be pulled and sent to be repaired, but the timing of their return would not give much time for them to be rehung. There is also a possibility to order new flags, send the others for repair so that there are two sets. Unfortunately, the cost is not budget friendly costing around 6 thousand dollars a year. He will continue to work with Administrator Skraba for a solution. The PUC update about the lead line is being evaluated. They will start by doing a survey of the City systems, homeowner systems and information gathering and will reach out by letter and Facebook. Currently they are working with vendors to see what that looks like. The EPA and MPCA are not clicking. There are mandates that are not in affect but they want them to be in affect. The flow into sewers is high but there have been 10 significant rain events this year. The salt shed is up and things are starting to transition from summer. The campground did really well this summer and looks to be sold out for the Labor Day weekend. The school signs reducing speed limits around Vaughan-Steffensrud Elementary have been ordered at the cost of two thousand dollars. Casual laborers are starting to leave and they are all working hard to get everything done.

Parks/Rec/Trails Director Brigit Maruska reported Chisholm Summer Rec Program had 110 participants and is excited to possibly expand the program another week next year. They are working on an opportunity for Redhead Mountain Bike Park merchandise to expand sales to local shops after the Trademark process has been completed. She reminded people to vote daily for Redhead Mountain Bike Parks as being the best hiking trail in the region. Volley ball is wrapping up with the final tournament for the Gold League the following Monday. Congratulations to team Spiked Punch who won the Silver League Tournaments. Adult league softball is also wrapping up a great season with all the volunteers working really hard keeping the fields in good shape. The Renegade Trail Run benefiting Veterans will be taking place on September 10th. The United Way is still looking for runners and volunteers. Chisholm flag football will be starting for kids in grades 4 through 6. They are hoping to have enough kids for 4 teams. The Youth Center is scheduled to open on September 13th where kids can come and get help with homework and have snacks.

City Attorney Bryan Lindsay had no report but answered questions about the trailer removed from the campground. He is waiting on one final signature so that it can be disposed of properly. Clerk-Treasurer Eileen Zah reported that the Primary Election was completed and felt it was an honor being part of democracy in action and work with such experienced and knowledgeable Election Judges and staff. Clerk-Treasurer Zah wanted to recognize staff members Kristi Castagneri who led the team and facilitated the election process and Denise Kealy for being a big part of that. The Primary Election results will be posted on the City Website. The Public Safety Building USDA Loan Preapplication has been submitted. The next step will be stage two, where an additional application will be submitted. She has met with Administrator Skraba and they will meet with USDA representative Tyler Ray next week to ask questions. She and Ambulance Director Davis will meet with Beth Newland from Trans Medic to discuss the reports that are provided to Chisholm, how to navigate through them and have a better understanding about what can be expected for revenue and expenses. The City of Chisholm is regularly receiving EFT payments from Federal and State Agencies. In the last 9 days they have received almost thirty thousand dollars in EFT payments and in July it was seventy thousand dollars. In regards to the budgets, a meeting is scheduled for department heads to discuss the first draft of the budget. This will help the council to determine the City Levy to be decided by September 30th. The draft of 2021 financial reports has been received from Sterle & Co., LTD. Administrator Skraba and Clerk-Treasurer Zah will meet with Sterle & Co., LTD. to go over any questions. Jeff Sterle will be presenting the financial reports at the Special Meeting on September 23rd, 2022.

Administrator Stephani Skraba reported that they had an EDA meeting today and the Engineering students will be moving in on August 19th. The Contractors are at the building getting everything finalized. She thanked everyone involved in the All Class Reunion, the City Staff who worked overtime and the volunteers who made it happen. The predesign for the state bonding on the Public Safety Building was approved except for one minor change on the cover letter. It's been a long time coming and it is very exciting to see that approved.

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 10, 2022**

ACCEPT THE CONSENT AGENDA

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to Accept the Consent Agenda, including the List of Bills, Communications, Minutes from the July 13th, 2022 Regular Meeting, Payroll and Overtime.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

EMT RECOMMENDATION FOR HIRE

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to approve hiring EMT Michael Gifford to Chisholm Ambulance.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

ESSENTIA HEALTH/BUHL AMBULANCE MUTUAL AID AGREEMENT

Moved by Councilor Lantz and supported by Councilor Fountain to approve the Mutual Aid Agreement with Essentia Health operating out of Buhl.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

COLLABORATION AGREEMENT WITH LIFE LINK III

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Collaboration Agreement with Life Link III.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

GAMBLING PERMIT

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve the Gambling Permit for St. Joseph's Catholic Church to hold a raffle on January 24, 2023.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

GAMBLING APPLICATION DESIGNEE

Moved by Councilor Halverson and supported by Councilor Lantz to have the Gambling Commission approve Gambling Permits.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to discuss The International Property Maintenance Code further during a Working Session with the Planning and Zoning Commission on September 12, 2022 at 5:00 pm.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

VARIANCE REQUEST

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to approve the variance request of Cassie Schleisman at 525 4th street SW for a zero-foot setback for fence.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

PAY APPLICATION # 8 FOR 3RD ST. NW IMPROVEMENT PROJECT

Moved by Councilor Fountain and supported by Councilor Halverson to approve the payment amount of \$35,587.95 to Mesabi Bituminous, Inc. for Pay Application #8.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

PAY APPLICATION # 2 (FINAL) FOR 2022 STREET REHABILITATION PROJECT

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the total payment amount of \$22,134.85 (City portion = \$20,836.56 and EDA = \$ 1298.29) to KGM Contractors for Pay Application #2.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 10, 2022**

RESOLUTION NO. 0822-73 SETTING ASSESSMENT HEARING

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to Adopt Resolution No. 0822-73 Setting an Assessment Hearing for 2021-2022 Street Rehabilitation (Mill & Overlay) Project.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

YOUTH FLAGE FOOTBALL COORDINATOR/COACH POSITION

Moved by Councilor Fountain and supported by Councilor Halverson to approve the hiring Richard Newbauer for the position of the Youth Flag Football Coordination/Coach and for him to be paid one lump sum of \$700.00 for the season.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

YOUTH CENTER ATTENDANT JOB POSTING

Moved by Councilor Lantz and supported by Councilor Fountain to post for up to 3 Youth Center Attendants and to change the current rate of pay to cap at \$15.50/hr.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

SKATING RINK ATTENDANT JOB POSTING

Moved by Councilor Lantz and supported by Councilor Fountain to post for Skating Rink Attendants and to change the current rate of pay to cap at \$15.50/hr.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

VEMA REQUEST TO USE KIWANIS PARK

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the use of the Kiwanis Park by VEMA on August 27, 2022 from 9:00 am to 4:00 pm, to close the surrounding streets from 11:00 am until 2:00 pm and provide city staff in kind services.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

RESOLUTION NO. 0822-74 ACCEPT DONATION IN HONOR OF JOEL MATURI

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0822-74 to accept the \$500.00 donation from Jennifer Kitchell in honor of Joel Maturi and earmark it for the Chisholm Summer Recreation Program.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

WENTON HOUSING UPDATE

Bob Streetar from Streetar Consulting provided and update to the City Council on the Wenton Addition Small Area Planning Process. This was informational only.

MAPE MOU CITY CLERK TREASURE UPDATED

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the updated MAPE MOU for City Clerk-Treasurer. The position shall be entitled to enhance pay as provided by Article 6 Section (D)(3) of the MAPE Agreement.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

RESOLUTION NO. 0822-75 TO INCREASE SPENDING AUTHORIZATION

Moved by Councilor Mikkola-Rahja and supported by Councilor Lantz to adopt Resolution No. 0822-75 to increase spending on budgeted items from \$5000.00 to \$25,000. Any purchases outside of budgeted items will go to council at any amount.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Lantz and Mayor Champa
Voting Nay: Councilor Fountain
Absent: Councilor Vake Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 10, 2022**

AFSCME MOU EXTENDING SEASONAL EMPLOYMENT

Moved by Councilor Lantz and supported by Councilor Halverson to approve the AFSCME MOU allowing seasonal employees to be employed up to 6 months. This provision shall sunset as of the separation of the last of the effected part-time/seasonal employees or December 31, 2022 whichever is sooner.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

SET A SPECIAL MEETING

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to hold a Special Meeting on August 23, 2022 at 5:00 pm for agenda items: 1) Presentation from Robert Krzyzanowski of Wendel's Five Bugles to discuss construction delivery methods. 2) Sterle Audit Report. 3) Budget Discussion. 4) Purchase of a Vehicle for the Fire Department. 5) 3rd Street Project Discussion.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

APPROVE ADDITIONAL TRAIL WORK AT REDHEAD MOUNTAIN BIKE PARK

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to pay additional funds on trail work at the Redhead Mountain Bike Park in the amount of \$20,995.00 and material cost in the amount of \$1748.31.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

AFSCME MOU EXTENDING SUMMER HOURS FOR CITY HALL AND LIBRARY

Moved by Councilor Mikkola-Rahja and supported by Councilor Fountain to extend Summer Hours for the City Hall and the Library, Monday-Thursday 6:30 am until 4:00 pm and Friday 7:00 am until 12:00 noon through December 31, 2022.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

APPOINT AFSCME LABOR AGREEMENT NEGOTIAION COMMITTEE

Moved by Councilor Lantz and supported by Councilor Halverson to appoint Administrator Skraba, City Attorney Lindsay, Public Works Supervisor Folstad and Councilor Mikkola-Rahja to the AFSCME Labor Agreement Negotiations Committee.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

APPOINT MAPE LABOR AGREEMENT NEGOTIAION COMMITTEE

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to appoint Administrator Skraba, City Attorney Lindsay and Councilor Fountain to the MAPE Labor Agreement Negotiations Committee.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

SCHEDULE A WORKING SESSION

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to hold a Working Session to discuss issues and payments with Matt Reed from Short Elliot Hendrickson, Inc. on August 16, 2022 at 5:00 pm.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

POLICE COMMISSION LETTER OF RESIGNATION

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to accept James Vukad's resignation letter from the Police Commission and to send him a Thank You letter.

Voting Aye: Councilors Fountain, Halverson, Lantz, Mikkola-Rahja, and Mayor Champa
Absent: Councilor Vake Motion Carried

APPLICATION FOR POLICE COMMISSION

Moved by Councilor Lantz and supported by Councilor Halverson to appoint Seraphia Gravelle to the Police Commission.

Voting Aye: Councilors Fountain, Halverson, Lantz and Mikkola-Rahja
Voting Nay: Mayor Champa
Absent: Councilor Vake Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 10, 2022**

APPLICATION FOR PARKS AND RECREATION BOARD

Moved by Councilor Mikkola-Rahja and supported by Councilor Lantz to appoint Brittany Jacobson to the Parks and Recreation Board.

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

Absent: Councilor Vake

Motion Carried

RAMS CALL FOR ACTION

Moved by Councilor Halverson and supported by Councilor Fountain to send letters to the Governor and key Legislators to request the Minnesota State Legislators return for a Special Session.

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

Absent: Councilor Vake

Motion Carried

RECESS TO CLOSED SESSION

The meeting was recessed at 8:10 pm to discuss a line freeze claim. No action was taken.

RECONVENE REGULAR COUNCIL MEETING

The Regular Meeting was reconvened at 8:23 pm.

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Lantz supported by Councilor Mikkola-Rahja to adjourn the regular meeting at 8:24 p.m.

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

Absent: Councilor Vake

Motion Carried

Attest:

/s/ John A. Champa, Mayor

/s/ Stephanie Skraba, Administrator