

**CHISHOLM CITY COUNCIL  
SPECIAL MEETING AUGUST 23, 2022**

**CALL TO ORDER**

Mayor John Champa called the City Council Meeting to order in the City Hall Council Chambers at 5:00 p.m.

**ROLL CALL**

Present: Council Members Marty Halverson, Adam Lantz, Cheyenne Mikkola-Rahja, and Mayor John A. Champa

Absent: Councilor April Fountain

Councilor Travis Vake was absent from 5:29 pm to 7:05 pm.

Also present: Administrator Stephanie Skraba, City Ambulance Director/Emergency Manager Jess Davis, Police Chief Vern Manner, Building/Zoning and Safety Director Mandy Galli, Consultant Engineer Jim Johnson, City Clerk-Treasurer Eileen Zah, Fire Chief Chris Masucci, Assistant Fire Chief Jason Worlie, Library Supervisor Katie Christenson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, Confidential Administrative Assistant Susan Trunk, Robert Krzyzanowski from Wendel's Five Bugles and Jeff Sterle from Sterle & Co. LTD.

**ADOPT THE AGENDA**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt the agenda.

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

Absent: Councilor Fountain

Motion Carried

**ROBERT KRZYANOWSKIE FROM WENDELS FIVE BUGLES PRESENTATION**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to use Construction Mangers "At Risk" (CMaR) method of construction delivery for the Public Safety Building.

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

Absent: Councilors Fountain and Vake

Motion Carried

**STERLE AUDIT REPORT**

Jeff Sterle from Sterle & Co Inc. LTD. provided an overview of the audit done by Sterle & Co. Inc. LTD for the fiscal year 2021. He reviewed funds, areas of concerns, lines to watch and possible future issues that could arise.

**RESOLUTION NO. 0822-78 APPROVE AUDIT ADJUSTING JOURNAL ENTRIES  
FOR THE YEAR ENDING DECEMBER, 31, 2021**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0822-78 to authorize Year End Adjusting Entries for the year ending December 31, 2021.

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

Absent: Councilors Fountain and Vake

Motion Carried

**BUDGET DISCUSSION**

Clerk-Treasurer Zah presented the first draft of the City of Chisholm's budgets for year 2023 from the Supervisors Budget Meeting and identified important revisions. This was informational only.

**BUDGET WORKING SESSION SCHEDULED**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to Hold a Budget Working Session on September 20, 2022 at 5:00 pm.

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

Absent: Councilors Fountain

Motion Carried

**PURCHASE OF A VEHICLE FOR THE FIRE DEPARTMENT**

Moved by Councilor Halverson and supported by Councilor Vake to approve the purchase of a Minnesota DNR Rural Fire Program Federal Excess Truck 22-08F, 2006 Chevrolet 2500 HD 4x4 4 door short box, Duramax Diesel with topper and heavy-duty bumper for \$7000.00.

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

Absent: Councilors Fountain

Motion Carried

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**DISCUSS 3<sup>RD</sup> STREET PROJECT**

Moved by Councilor Halverson and supported by Councilor Vake to direct City Engineer Johnson to bring to the Project Management Company, Short Elliot Hendrickson Inc. (SEH) to bring to the Contractor, Mesabi Bituminous for the propose of closing out the 3<sup>rd</sup> Street Project Contract: 1) That repairs to the chips and cracks on curbs be done with an approved high-quality product 2) That the City receive liquidated damages 3) That a two-year warranty be placed on the project 4) That a five-year warranty be placed on the services.

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

Absent: Councilors Fountain

Motion Carried

Moved by Councilor Vake and supported by Councilor Halverson to direct Consultant City Engineer Johnson to work with City Attorney Lindsay to draft a document to the Project Management Company, Short Elliot Hendrickson Inc. (SEH) requesting them to honor the original contracted budget amount and forgo their change order.

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

Absent: Councilors Fountain

Motion Carried

**ADJOURN SPECIAL COUNCIL MEETING**

Moved by Councilor Lantz supported by Councilor Mikkola-Rahja to adjourn the Special Meeting at 7:33 p.m.

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

Absent: Councilors Fountain

Motion Carried

/s/ John A. Champa, Mayor

Attest:

/s/ Stephanie Skraba, Administrator