

**CHISHOLM CITY COUNCIL
REGULAR MEETING – AUGUST 9, 2023**

CALL TO ORDER

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

ROLL CALL

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

Appearing by Zoom: Councilor April Fountain for medical reasons

Absent: None

Also Present: City Administrator Stephanie Skraba, Fire Chief Chris Masucci, Police Chief Vern Manner, Building Official/Zoning/Safety Director Mandy Galli, Consultant Engineer Jim Johnson, Parks, Library Supervisor Katie Christenson, Public Works Supervisor Larry Folstad, Trails and Recreation Director Bridgit Maruska, Attorney Bryan Lindsay, Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, Eric Tweten from Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Holewa and supported by Councilor Vake to adopt the agenda with the addition of Plymovent Vehicle Exhaust System for the Public Safety Building, corrections adding the 2nd page of the Benchmark proposal.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Beth Pierce, Executive Director for Iron Range Tourism reviewed the purpose of Discover the Range, what they have been working on, grants that they have been using for programs, surveys, and their extensive social media presence.

Tom Novoselac advocated for the lower softball fields to be named after his dad, Pete Novoselac.

REPORTS

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

Councilor Mikkola-Rahja reported that she attended an HRA meeting and has a couple more meetings coming up in the next couple week.

Councilor Fountain reported that she attended a webinar on Adult Use of Cannabis on July 25th, she attended the cannabis small cities Lunch and Learn for on August 8th, she also attended the Library Board meeting where they discussed how the summer reading program went, and the 321-art class. She thanked summer library intern Jaelyn Jordan for all her hard work. Councilor Fountain also attended the Camp Ground Meeting and several LMC Member Learning courses. Councilor Vake reported that there is a school open house scheduled on August 30th and wanted to thank the community of Chisholm for all the events that were supported. He made a request for the fire department to water the baseball fields.

Councilor Holewa reported that he attended the most recent PUC meeting, the ground breaking for the Bruce Mine, and the Lunch and Learn about cannabis through LMC. Chisholm had their first Iron Man Market July 27th with additional vendors reaching out for the next one on August 24th from 4 to 8.

Mayor Lantz commented that there has been a lot of ribbon cutting ceremonies, construction, and projects coming to fortition such as the Bruce Mine Headframe last week and splash pad. The site for the new public safety building training tower seems to be going up, the footings are being poured and they will have a defined calendar by the beginning of September of what can be expected and when. Life Link had trainings with EMS/ambulance and also one with the fire department, there were different areas of landing and different units working with them. The Mayor thanked Larry, staff, and crew for cleaning up the streets and the tremendous work they do and for Administrator Skraba's leadership. The Mayor also thanked those who helped by reaching out to their contacts to resolve the loose rock on Highway 169.

Ambulance Director Larson was absent.

Fire Chief Masucci did not have a report.

Police Chief Manner did not have a report.

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City Building Official/Zoning Galli reported on that there are 114 permits issued. She saw the footings at the Public Safety Building and we should see walls going up soon. On the agenda is the resolution for the residential grant redevelopment program that will receive approximately \$18,585.00 from IRRR. She will bring the Grant Agreement to the next meeting.

City Engineer Johnson did not have a report.

Public Works Supervisor Folstad thanked the Mayor for his kind words. He reported that the casual labors are starting to trickle back to college but there are some high schoolers and staff still around working through the projects. The did some diagonal parking on Central avenue, it's going great and it doubled the parking. The painting was good, the flowers were good with a new vendor, Doc Graham was great, and Chisholm really looks good this year. The Splash Pad is looking like a Splash Pad and the concrete is being poured tomorrow. He encouraged people to drive by and take a look. He acknowledged Director Maruska and Shannon at the Chamber for all their help.

Parks/Trails/Recreation Director Maruska reported that they averaged 73 kids each day for rec this summer and the largest day was 92 which is a 20 % increase from 2022. She mentioned that people will be standing guard so that when the splash pad concrete is poured there are no handprints. The sport leagues this summer were great with one week left to wrap up the adult leagues. Flag football is coming soon. Director Maruska thanked everyone that attended the Bruce Mine ribbon cutting ceremony, it was an incredible event hosted by CBA with a lot of people attending. The park will be one of the best-looking parks in Chisholm. There are meetings starting about the LCCMR funding for Redhead Mountain Bike Park. The maintenance at Redhead this year is the best it has ever been thanks to adopt a trail and city staff members. The Intercept Survey at Redhead is happening and they are looking for weekend volunteers. They are at 70 surveys in and need 400 total. Explore Minnesota and Minnesota Bound will be filming stories about Redhead soon.

Library Supervisor Christenson reported that it has been a busy summer at the library averaging about 85 people a day. In the months of June and July they had 7 programs in addition to the summer reading program and story time. There were 208 kids and teens that participated. Highlights include the tie-dyeing on July 19th during a torrential downpour, but 110 kids still showed up. There were 65 people in attendance during Doc Graham days when Author Cory Kolodji who is a retired teacher from the Chisholm school district and at age 65 hiked the full 2194 miles of the Appalachian Trail. He talked about his book, about the experience on the hike and self-publishing a book. Current and upcoming programs include free sensory art classes on Tuesdays. On September 18th, there is a presentation on Minnesota Stories from WPA Federal Art Project, (a work relief program under the Franklin Roosevelt administration in the 1930's) from Brian and Sue Matuszak through a grant from the Minnesota State Arts Board. Two art pieces that will be highlighted during the presentation are the mural inside of the Chisholm Post Office and the statue at the Chisholm High School. Supervisor Christenson expressed her thanks to Jaelyn Jordan for all of her support and contribution to the success of the last three months.

Attorney Lindsay reported that he is working in conjunction with Administrator Skraba on the site access agreement for the Delta site to continue the project with the County and IRRR to develop new space. A site access agreement had been approved by the council and was used to do some site exploration work. There is need to do more site exploration so an amendment is needed. They are trying to keep it moving, specifically how the data practice act and non-disclosure requirements and environmental testing will all fit together. Attorney Lindsay has spoken with Consultant Engineer Johnson who gave him additional information about the site that makes him feel a lot more comfortable of where they are. Its continuing to move.

Clerk-Treasurer Zah reported that 2023 Legislative Session manifested some important laws that will influence the finance and election departments. One being the Earned Sick and Safe Time and Paid Family Leave Act. They will be implemented in years 2024 and 2026. She is consulting with Kristi, Rovenia (HR Consultant) and Susan. As far as the election, there are new laws that are going to influence 2024 election season, those will be implemented as soon as possible. They are waiting for the Election Judge Training announcement, hoping to hear about it next month. She is in touch with the county so she will be able to make those changes. As far as the fiscal year 2024 budgets, the department heads have been doing an excellent job submitting their budgets. They met earlier this week and had some very productive discussions about it and are prepared to schedule the working session with the council. She and Stephanie are scheduled to meet with Bonnie from Sterle & Company to discuss the draft of financials, review the financial performance, point out key items, and make any needed corrections. They will schedule Jeff Sterle to make his annual presentation at the first council meeting in September. They will be ensuing the lodging tax administration this month as previously established by resolution where it discontinued the joint powers with the City of Eveleth. She expressed that it has been an honor and privilege to be part of the Public Safety Building and attending the weekly AP Construction meetings. They take them on the property where they get to see how it is being erected. She is a participant in volley ball, noting it was great, and nice to engage with the community when its about fun.

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Administrator Skraba reported that she can set up a time for council to go the public safety building site where now you can see progress. She has been working through DEED who was assigned the most recent bonding dollars for both the arena/curling club and the film studio downstairs, Lost Forty. She has met with some architects and engineers for both of the projects. They are not quite ready for council but are working closely with getting the funding in place and moving forward on the projects. The site next to Delta they have been working towards which will be the daycare, St. Louis County and Essentia all of which will be housed in one building. Infrastructure grant dollars went to IRRR with the cost of \$500,000 hoping to move that project forward in the fall.

APPROVE THE CONSENT AGENDA

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to Accept the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the July 12, 2023 Regular Meeting, Payroll and Overtime.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

PURCHASE OF AERIAL FIRE TRUCK

Moved by Councilor Fountain and supported by Councilor Vake to approve the purchase of a Aerial Fire Truck pending inspection and approved options up to 400,000.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake

Voting Aye Via Zoom: Councilor Fountain

Abstaining: Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

GAMBLING COMMISSION APPROVED LG220 PERMITS

Police Chief Manner provided an update on Gambling Commission Approved LG220 Permits for the Chisholm Football Quarterback Club raffle on October 30, 2023, Chisholm Kiwanis Club through Chisholm Kids Plus Bingo on September 21, 2023, and a Lions Club raffle on September 23, 2023.

**RESOLUTION NUMBER 0823-49 DONATION FROM MARK CHARTIER TO THE
CHISHOLM POLICE DEPARTMENT**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0823-49 approving a donation of \$500.00 to the Chisholm Police Department from Retired Hibbing Police Officer and Veteran Mark Chartier.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0823-50 PERA FOR POLICE OFFICER STEPHEN MCGEE II

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to adopt Resolution Number 0823-50 approving PERA for Officer Stephen McGee II.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-51 AUTHORIZING THE CITY OF CHISHOLM TO ACCEPT
FUNDS FROM THE IRRRB RESIDENTIAL REDEVELOPMENT GRANT PROGRAM**

Moved by Councilor Holewa and supported by Councilor Halverson to adopt Resolution Number 0823-51 Authorizing the City of Chisholm to accept funds from IRRRB Residential Redevelopment Grant Program.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

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**RESOLUTION NUMBER 0823-52 ACCEPT FEASIBILITY REPORT AND CALLING FOR
HEARING ON 5TH ST S INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Holewa and supported by Councilor Vake to adopt Resolution Number 0823-52 accepting the updated feasibility report and calling for the Public Hearing on 5th Street South Infrastructure Replacement Project between 2nd Avenue SW and 1st Avenue SE.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-53 AUTHORIZING THE CITY ADMINISTRATOR TO
MAKE APPLICATION TO THE IRON RANGE RESOURCES COMMUNITY
INFRASTRUCTURE (F24) GRANT PROGRAM FOR 5TH STREET SOUTH
INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0723-45 To Authorize and Submit City of Chisholm To Meet Conditions Set By USDA Development and Community Facilities Program for The Public Safety Building.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

PAY APPLICATION NUMBER 5 FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Halverson and supported by Councilor Holewa to approve Pay Application Number 5 from Adolfsen & Peterson Construction in the amount of \$477,077.50 for the Public Safety Building.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

PAY APPLICATION NUMBER 9 FOR 3RD STREET NW IMPROVEMENT PROJECT

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve Pay Application Number 9 to Mesabi Bituminous, Inc. in the amount of \$33,865.87 for the 3rd Street NW Infrastructure Improvement Project.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

DIRECT CONSULTANT ENGINEER JIM JOHNSON TO COMMUNICATE TO SEH.INC

Moved by Councilor Halverson and supported by Councilor Vake to direct Consultant Engineer to communicate to SEH, Inc. that the Council wishes to maintain their position on closing the project per the August 23, 2022 Special Meeting.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

SECOND COLUMBARIUM FOR CEMETERY

Moved by Councilor Vake and supported by Councilor Holewa to purchase a second Columbarium for the cemetery in the amount of \$16,936.00.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

YOUTH CENTER ATTENDANT JOB POSTING

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve the job posting for the Youth Center Attendant.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

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YOUTH CENTER ATTENDANT HIRING

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to approve hiring for the Youth Center attendant positions.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

SKATING RINK ATTENDANT JOB POSTING AND HIRE

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to approve the job posting for the Skating Rink Attendant and to hire.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

FLAG FOOTBALL COORDINATOR/COACH JOB DESCRIPTION AND HIRE

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve the Flag Football Coordinator/Coach job description and to hire Richard Newbauer for the position at a lump sum of \$595.00 for the season.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

KIMLEY-HORN PARK MASTER PLANNING AGREEMENT

Moved by Councilor Vake and supported by Councilor Fountain to approve the Kimley-Horn Park Master Planning Agreement for \$15,000.00.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-54 SUPPORT LUP TO MNDOT FOR
NORTHERN TRAXX ATV**

Moved by Councilor Holewa and supported by Councilor Halverson to adopt Resolution Number 0823-54 to approve the support of the Northern Traxx ATV Club's Request to MNDOT for a Limited Use Permit to be able to cross under State Highway 169 on the East Side of Chisholm along the Mesabi Bike and Snowmobile Trail.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-55 AUTHORIZING THE CITY ADMINISTRATOR TO
MAKE APPLICATION TO THE IRON RANGE RESOURCES & REHABILITATION
REGIONAL TRAILS GRANT PROGRAM**

Moved by Councilor Vake and supported by Councilor Holewa to adopt Resolution Number 0823-55 Authorizing the City Administrator to make application to the IRRR Trails Grant Program in the amount of \$500,000 for mast planning and connectivity and improvement projects to increase the success and advancement of Redhead Mountain Bike Park and the City of Chisholm.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

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**RESOLUTION NUMBER 0823-57 ACCEPT MONETARY DONATION
FROM KATHY ASMAN**

Moved by Councilor Holewa and supported by Councilor Vake to adopt Resolution Number 0823-57 accepting a monetary donation in the amount of \$25.00 from Kathy Asman in memory of Jon Abraham to be earmarked for the Chisholm Public Library.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-58 ACCEPT MONETARY DONATION
FROM BRIAN MATUSZAK**

Moved by Councilor Vake and supported by Councilor Halverson to adopt Resolution Number 0823-58 accepting a monetary donation in the amount of \$150.00 from Brian Matuszak to be used towards promoting “A Heck Of A New Deal: Minnesota Stories from the WPA’s Federal Art Project-Chisholm Edition”.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-59 AUTHORIZING THE CITY OF CHISHOLM TO ACCEPT
GENERAL OBLIGATION BOND FUNDS**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0823-59 authorizing the City of Chisholm to accept General Obligation Bond Funds from the State of Minnesota Department of Public Safety Construction Grant for the Public Safety Facility Project.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0823-60 AUTHORIZING THE CITY OF CHISHOLM TO ACCEPT
GENERAL FUNDS**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to adopt Resolution Number 0823-60 authorizing the City of Chisholm to accept General Funds from the State of Minnesota Department of Public Safety Construction Grant for the Public Safety Facility Project.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

MISSION SOLAR PANELS FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to purchase the solar panels for the public safety building in the amount of \$46,804.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

BENCHMARK ENGINEERING PRELIMINARY AND FINAL DESIGN PROPOSAL

Moved by Councilor Fountain and supported by Councilor Halverson to accept the Benchmark Engineering Preliminary and Final Design Proposal for the Wenton Addition Residential Development Project.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

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PLYMOVENT VEHICLE EXHAUST SYSTEM

Moved by Councilor Holewa and supported by Councilor Vake to accept the Plymovent Vehicle Exhaust System for the Public Safety Building.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

SCHEDULE A BUDGET WORKING SESSION

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to schedule a Working Session on August 23, 2023 at 6:00 pm.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

SCHEDULE A SPECIAL MEETING TO HOST THE PUBLIC HEARING

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to schedule a Special Meeting to host the Public Hearing on August 30, 2023 at 5:00 pm.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

SOLOMON'S TREASURE ATV POKER RUN FUNDRAISER EVENT

Moved by Councilor Vake and supported by Councilor Holewa to approve the Mesaba Mesonic Lodge 255 of Hibbing and Northern Traxx ATV Club of Chisholm Solomon's Treasure ATV Poker Run Fundraiser event on October 14, 2023.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to adjourn the meeting at 7:21 pm.

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

Voting Aye Via Zoom: Councilor Fountain

Voting Nay: None

Absent: None

Motion Carried