

**CHISHOLM CITY COUNCIL
REGULAR MEETING – FEBRUARY 14, 2018**

CALL TO ORDER

Council President Mary Jo Rahja called the City Council Meeting to order in the City Hall Council Chambers at 5:30 p.m.

ROLL CALL

Present: Council Members Campbell, Halverson, Rahja, Scaia, and Varda
Also Present: City Clerk-Treasurer/Administrator Jennifer Sterbenz, City Attorney Bryan Lindsay, Consultant Engineer Jim Johnson, Library Supervisor Katie Christenson, Police Chief Vern Manner, Recreation Director Tammy Nevalainen, Trevor Thompson with SEH and Administrative Assistant Gornick

ADOPT THE AGENDA

Moved by Councilor Varda and supported by Councilor Scaia to adopt the Agenda with addition, deletion & changes: Moved Public Participation from Item No. 5 to No. 3; Deleted 7F1) Comprehensive Ordinance Review; Changed 7E2) Trenti Law Firm Memo - Medical Record Retention should be Stipends (under Subject); 7G4) Public Participation Policy – (Deleted first sentence); Added: AA1) Honeywell.

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

None

REPORTS

Councilor Varda attended a lunch & learn meeting yesterday in Mt. Iron with Administrator Sterbenz. He reported the fire department has had 12 calls year to date. He attended the Parks & Recreation Board meeting.

Councilor Halverson had two phone calls last week from Jeff Schoenbauer the Mountain Bike Trail Consultant for the MN Dept. of Iron Range Resources & Rehabilitation (IRRR) & Barr Engineering. He updated the council on the process & turnkey approach (with a state level contract) that the IRRR will be taking for this project. There will be three trails consisting of the City of Cohasset, City of Chisholm & Giant's Ridge. The IRRR would like a joint powers agreement for the City of Cohasset, City of Chisholm, Giant's Ridge and the IRRR. The trail crew staff from Giant's Ridge would maintain the trail and the City would need to budget to pay them for the maintenance of the trail, if the proposed trail is built. There is talk of a proposed ATV trail in the future.

Per Councilor Halverson's request, Administrator Sterbenz will provide the council with bi-weekly reports to keep them informed. She submitted the grant application to the IRRR on January 24, 2018 to earmark money for the proposed Mt. Bike Trail (note: the grant application did not include committing to the project at this time).

Consultant Engineer Jim Johnson compiled his final recommendation for sidewalk replacement in the Lakeview Addition area. The information was put in the council mailboxes for their review and he asked that they get back to him with their input. This item will be discussed at the next working session.

Library Supervisor Katie Christenson reported there were 24,561 patrons (averaging a little over 100 per day) & 24,717 materials were checked out in 2017, these numbers have shown an increase the past three years. The Library will hold an after school pizza party tomorrow in conjunction with Polar Bear Days & the Olympics. The hot reads & cold nights adult reading program has started. The hot spots have proven to be a great addition to the library collection. She will pursue other broadband grants and budget to purchase more. She provided the council with WI-FI statistics for January. She is working on submitting the annual library report to the state.

Police Chief Vern Manner addressed Councilor Halverson's concerns that he received from residents & other council members regarding the delivery trucks parked in the alleys or in front of local establishments. Chief Manner asked the businesses & citizens to contact him directly with their concerns.

Recreation Director Tammy Nevalainen reported the Parks & Recreation board had their re-organizational meeting, the meeting times will be the first Monday of the month at 3:30 p.m. The board increased some of the fees for the leagues & summer recreation program. The south side skating rink has had over 1,000 skaters through January. The Youth Center is maintaining strong attendance with 18-28 kids per night. They will be hosting a Frosty Fun night on February 23rd, during the Polar Bear events. Registrations for soccer are due by March 28, 2018.

ACCEPT THE CONSENT AGENDA

Moved by Councilor Scaia and supported by Councilor Varda to accept the Consent Agenda, including the List of Bills, Minutes of the previous City Council Meeting of January 24, 2018 Regular Meeting, January 31, 2018 Joint Meeting with ISD 695, February 5, 2018 Joint Meeting with Balkan, Payroll and Overtime.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – FEBRUARY 14, 2018
(CONTINUED)**

**RESOLUTION NO. 0218-23 GRANT REQUEST FROM
CHISHOLM COMMUNITY FOUNDATION (CCF) FOR SOUTHSIDE PLAYGROUND**

Moved by Councilor Varda and supported by Councilor Campbell to adopt Resolution No. 0218-23 to authorize the City Administrator to file an application and accept funds from the Chisholm Community Foundation. The grant request of \$17,000 shall be combined with funds from the Chisholm Parks & Recreation Budget and in-kind services for the demolition of the old playground equipment and installation of new playground equipment.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0218-24 APPOINT SUMMER RECREATION DIRECTORS

Moved by Councilor Varda and supported by Councilor Halverson to adopt Resolution No. 0218-24 to appoint two seasonal/temporary Summer Recreation Directors: Jessica Rice at \$13.50 per hour and Kathleen Skurla at \$13.00 per hour, effective April 1, 2018 and may continue conditionally through August 31, 2018 (not to exceed 60 work shifts in accordance with this resolution and City Policies). These positions are non-supervisory and non-exempt from the F.L.S.A. 29 U.S.C.

Voting Aye: All

Motion Carried

GREENSPACE

Moved by Councilor Halverson and supported by Councilor Scaia to direct the City Attorney to draft an agreement between the City of Chisholm & ISD #695 for the use of the greenspace across the street from the Junior & Senior High Schools for the purpose of a soccer field. This will be a collaborative space with the city using it for the spring/summer soccer program and the school district using the fields/nets during recess and gym classes during the school year. The City will carry the liability insurance during soccer season.

Voting Aye: All

Motion Carried

HONEYWELL

Councilor Halverson recommended not proceeding with the Honeywell project until 2019 due to budget constraints in 2018. This was an informational item at this time.

**RESOLUTION NO. 0218-25 ACCEPT LIBRARY DONATION
FROM CHISHOLM HAPPY HATTERS**

Moved by Councilor Varda and supported by Councilor Scaia to adopt Resolution No. 0218-25 to accept the donation of \$310.00 from the Chisholm Happy Hatters and earmark the funds for the Chisholm Public Library.

Voting Aye: All

Motion Carried

LIBRARY LED LIGHTING PROJECT

Moved by Councilor Varda and supported by Councilor Halverson to direct Library Supervisor Katie Christenson to work with Administrator Sterbenz & Consultant Engineer Jim Johnson to request proposals for the LED lighting project at the library. Motion amended to add Councilor Halverson to also work with the librarian on this. The library has budgeted \$38,000 for this project.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0218-26 ACCEPT RESIGNATION OF RICHARD SELLMAN

Moved by Councilor Campbell and supported by Councilor Scaia to adopt Resolution No. 0218-26 to accept the resignation of Police Officer Richard Sellman effective January 9, 2018 and to send a letter of thanks for his many years of service.

Voting Aye: All

Motion Carried

LAKE STREET BAR & GRILL RENEWAL FOR OPTIONAL 2:00 A.M. LICENSE

Moved by Councilor Campbell and supported by Councilor Scaia to approve the renewal of Lake Street Bar & Grill's Optional 2:00 a.m. Liquor License. They are in good standing with all obligations to the City and have paid the \$300.00 fee to the State of MN.

Voting Aye: All

Motion Carried

ON / OFF SALE LIQUOR LICENSE RENEWALS

Moved by Councilor Campbell and supported by Councilor Scaia to renew the off sale liquor license for Keyboard Liquor and to renew the on/off sale liquor licenses for Snicker's Pizza, T & T Dom, Tom & Jerry's, Valentini's, Jim's & the Curling Club. They are in good standing with all obligations to the City and have paid the respective fees.

Voting Aye: All

Motion Carried

LAKE STREET BAR & GRILL ON / OFF SALE LIQUOR LICENSE RENEWAL

Moved by Councilor Scaia and supported by Councilor Varda to renew the on/off sale liquor license for Lake Street Bar & Grill contingent upon the City receiving payment of \$1,300.00.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
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(CONTINUED)**

**TOMMY'S BAR & SIDELINE'S
ON / OFF SALE LIQUOR LICENSE RENEWALS**

Moved by Councilor Campbell and supported by Councilor Halverson to renew on/off sale liquor licenses for Tommy's Bar & Sideline's contingent upon providing the City with certificates of insurance.

Voting Aye: All

Motion Carried

CURLING CLUB CONSUMPTION & DISPLAY PERMIT

Moved by Councilor Campbell and supported by Councilor Scaia to grant the permit request from the Chisholm Curling Club for Consumption & Display. The permit allows the organization to bring their own alcohol to the Curling Club. The Curling Club has a 3.2% license per City Ordinance Chapter 114 - Liquor Regulations; Section 114.22 - "Kinds of Liquor Licenses". They have paid the \$250.00 permit fee to the State of MN, are in good standing with all obligations to the City and have provided proof of Worker's Compensation Insurance as required by the state.

Voting Aye: All

Motion Carried

**RESOLUTION NO.0218-27 ACCEPTING REVISED FEASIBILITY REPORT
AND CALL FOR PUBLIC HEARING ON
8TH ST NW INFRASTRUCTURE IMPROVEMENT PROJECT**

Moved by Councilor Varda and supported by Councilor Campbell to adopt Resolution No. 0218-27 to accept the revised feasibility study amending the design and bidding services for the 8th Street NW Area Improvement Project due to modifications to this project and to schedule a Public Hearing on March 14, 2018 at 5:00 p.m. An informational hearing will be held on March 12, 2018 at 5:00 p.m.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0218-28 ACCEPT FIRE EQUIPMENT GRANT

Moved by Councilor Varda and supported by Councilor Scaia to adopt Resolution No. 0218-28 to accept an \$8,500 grant from the MN State Fire Marshall for gear washer/extractor for the Fire Department with a match of \$945.00 from the Fire Department.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0218-29 MONTHLY STIPEND
FOR FIRE DEPARTMENT OFFICERS**

Moved by Councilor Varda to adopt Resolution No. 0218-29 to pay the Fire Department officers a monthly stipend. The proposed pay rates are as follows:

- (2) Lieutenants @ \$100 per month each
- (2) Captains @ \$200 per month each
- (1) Assistant Chief @ \$250 per month
- (2) Safety Officers @ \$50 per month each

Mayor Rahja seconded the motion for discussion. Roll call vote was taken.

Voting Aye: Councilor Varda

Voting No: Councilors Halverson, Scaia, Campbell & Mayor Rahja

Motion Failed

CITY ATTORNEY CONTACT

Moved by Councilor Varda to allow only the City Administrator or the Mayor to contact the City Attorney. The council directed Administrator Sterbenz to send a memo to the Department Heads notifying them that she will contact the City Attorney if she feels it is necessary. The Council members, Police Chief & Fire Chief will not be restricted in contacting the City Attorney. Mayor Rahja seconded the motion for discussion. Roll call vote was taken.

Voting Aye: Councilors Varda

Voting No: Councilors Halverson, Scaia, Campbell & Mayor Rahja

Motion Failed

RESOLUTION NO. 0218-30 APPOINT COUNCIL VICE-PRESIDENT

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 0218-30 to appoint Jim Varda as Council Vice President for the remainder of 2018.

Voting Aye: Councilors Campbell, Halverson, Varda & Mayor Rahja

Voting No: Councilor Scaia

Motion Carried

RESOLUTION NO. 0218-31 DECLARE COUNCIL VACANT SEAT

Moved by Councilor Scaia and supported by Councilor Campbell to adopt Resolution No. 0218-31 to declare Council Member Mary Jo Rahja's council seat vacant. She tendered her resignation as city council member of the City of Chisholm upon being appointed as Mayor. Per City Charter, the council is allowed 30 days to appoint a qualified person to serve until the next general election.

Voting Aye: All

Motion Carried

APPOINTMENT TO PARKS & RECREATION BOARD

Moved by Councilor Campbell and supported by Councilor Halverson to appoint Cheyenne Mikkola-Rahja to the Parks & Recreation Board for a three year term.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – FEBRUARY 14, 2018
(CONTINUED)**

PUBLIC PARTICIPATION POLICY

Moved by Councilor Campbell and supported by Councilor Halverson to adopt the Public Participation Policy (with changes) effective February 14, 2018.

Voting Aye: All

Motion Carried

SCHEDULE WORKING SESSION

Discussion took place for scheduling a working session on Wednesday, March 21, 2018 at 5:30 p.m. in the City Hall Council Chambers for the purpose of the 1) SRO Contract, 2) Sports Complex, 3) Notification System, 4) RedHead Mountain Bike Trail & 5) Sidewalks for the Lakeview Addition Project. This was an informational item at this time.

RECESS TO EXECUTIVE SESSION TO DISCUSS IRONBOUND STUDIOS

Moved by Councilor Campbell and supported by Councilor Scaia to recess the Regular Council meeting to Executive Session at 6:52 p.m. to discuss Ironbound Studios.

Voting Aye: All

Motion Carried

ADJOURN EXECUTIVE SESSION

Moved by Councilor Scaia and supported by Councilor Campbell to adjourn the Executive Session at 7:29 p.m.

Voting Aye: All

Motion Carried

RECONVENE REGULAR COUNCIL MEETING

Moved by Councilor Varda and supported by Councilor Campbell to reconvene the Regular Council Meeting at 7:30 p.m.

Voting Aye: All

Motion Carried

ADJOURN MEETING

Moved by Councilor Campbell and supported by Councilor Scaia to adjourn the Regular Council meeting at 7:30 p.m.

Voting Aye: All

Motion Carried

/s/ Mary Jo Rahja

Mayor

Attest: /s/ Jennifer A. Sterbenz
City Clerk-Treasurer/Administrator