

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

**CALL TO ORDER**

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

**ROLL CALL**

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

Absent: Councilor April Fountain

Also Present: Administrator Stephanie Skraba, Ambulance Director Tiffany Larson, Fire Chief Chris Masucci, Police Chief Vern Manner, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, Library Supervisor Katie Christenson, Attorney Bryan Lindsay (arrived at 5:44) Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, Donna Rahkola with Mesabi Community TV.

**ADOPT THE AGENDA**

Moved by Councilor Vake and supported by Councilor Holewa to adopt the agenda with a correction to page 62, Memo to appoint to the Police Commission, term is 3-years not 2, and an addition to page 1, Police Officer William Purdy also resigned his position.

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

Voting Nay: None

Absent: Councilors Fountain

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.

Councilor Mikkola-Rahja did not have a report but notified that the HRA is seeking an Executive Director.

Councilor Fountain was absent.

Councilor Holewa expressed his thanks for his first year on the council, that he learned a lot and is looking forward to working with council for the next three years.

Councilor Vake wished everyone a Happy New Year. He acknowledged the new all-time leading scorer in the women's basketball program Tresa Baumgard who set the 40-year record on January 4<sup>th</sup>.

Mayor Lantz did not have a report.

Ambulance Director Larson did not have a report.

Fire Chief Masucci reported the 2023 run report: 4<sup>th</sup> quarter had 45 calls, 175 calls for whole year (about a 4-year average for them), 49 mutual aid calls (44 to Hibbing, 1 to French, 2 to Kinney/Great Scott, and 2 to Evergreen), 12 calls to Balkan, 7 calls to Unorganized Township.

Police Chief Manner reported that there are 2 full time Police Officers resigning which brings them to 4 openings. There are interviews on Friday. One of the officers that is leaving will be on part-time. He is not worried so much about overtime, but is about burnout. The Police Commission reviewed and has approved keeping officer Bergstedt on a part-time basis where on his days off of his other job he will pick up shifts. Chief Manner expressed it is a win-win situation as he is already trained in. When asked about the speed limit by the Public Safety Building, he responded that the county has the jurisdiction when considering the speed zone in front of the Public Safety Building as to possibly to extend the 30-mph zone and to have blinking fire truck warning signs.

City Building Official Galli did not have a report.

City Engineer Johnson did not have a report.

Public Works Supervisor Folstad reported that they are working through the water in the fuel and are progressing. The fuel is burnable, does not need to go to waste, they will need to clean it, and make future improvements. The snowplow crews are not independent from other duties. The snow plow drivers are not called in at night, but are called in the morning as they do not have employees that only do that task or have multiple crews.

Parks/Trails/Recreation Director Maruska did not have a report.

Library Supervisor Christenson reported that they have a winter reading program, the theme is a reading wonderland, running the month of February, and open to all ages. The library is partnering with AARP to serve as a tax prep site from February 8<sup>th</sup> to April 11<sup>th</sup>, on Thursdays from 9:30am to 2:00pm where there will be volunteers to assist with filing taxes.

City Attorney did not have a report.

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Clerk-Treasurer Zah reported that the year-end compliance reporting, including the Summary of Budget Statement, Certification of Truth in Taxation, Report of Outstanding Indebtedness, Property Tax Levy Report, Summary Budget Report, Local Government Lobbying form, and the Solid Waste Annual Report have been submitted. These help to review the internal controls in the accounting finance department. The city is in full compliance. Elections will be ramping up. She will be meeting with Kristi to discuss the Presidential Nomination Primary that is happening on March 5<sup>th</sup>, they are in the process of getting election judges placed, and scheduling the training. She met with Administrator Skraba where they reviewed the general and permanent improvement funds to see how they are looking so far. She will do a review of the 4<sup>th</sup> quarter financials at the first meeting in February.

Administrator Skraba did not have a report.

**APPROVE THE CONSENT AGENDA**

Moved by Councilor Holewa and supported by Councilor Vake to Approve the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the December 13, 2023 Regular Meeting, December 20, 2023 Special Meeting, and January 2, 2024 Re-Organizational Meeting, Payroll and Overtime.

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

Voting Nay: None

Absent: Fountain

Motion Carried

**RESOLUTION NUMBER 0124-8 PREMISES PERMIT FOR CLIMB THEATER, INC.**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to adopt Resolution Number 0124-8 Approve the Premise Permit for Climb Theater, Inc. to have electronic pull tabs/bingo at Valentini's.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**PAY APPLICATION NUMBER 10 FOR THE PUBLIC SAFETY BUILDING**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve Pay Application Number 10 for the Public Safety Building to Adolphson & Peterson Construction in the amount due of \$577,153.30.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0124-9 THE APPOINTMENT OF HEAVY EQUIPMENT/TRUCK DRIVER/UTILITY**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0124-9 to appoint Paul Kuechele to the Heavy Equipment/Truck Driver/Utility position.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0124-10 AUTHORIZING THE PARKS, TRAILS, AND RECREATION DIRECTOR TO MAKE APPLICATION TO IRON RANGE RESOURCES AND REHABILITATION**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0124-10 to authorize the Parks/Trails/Recreation Director to make application to IRRR Culture and Tourism Grant for up to \$30,000.00 for the Memorial Park/Splash Pad playground.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0124-11 ACCEPTING THE NORTHERN ST. LOUIS COUNTY TRAILS TASK FORCE GRANT**

Moved by Councilor Holewa and supported by Councilor Vake to adopt Resolution Number 0124-11 Accepting the Northern St. Louis County Trails Task Force Grant in the amount of \$10,000.00 for a shed, bikes, and gear to be kept at Redhead Mountain Bike Park.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**CHISHOLM CITY COUNCIL  
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**APPROVAL OF JOB DESCRIPTION, POST AND HIRE FOR CHISHOLM SUMMER  
RECREATION PROGRAM COORDINATORS**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to approve the job description, post, and hire for two Chisholm Summer Recreation Program Coordinator positions.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**PRECIOUS PAWS HUMANE SOCIETY OF CHISHOLM CONTRACT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to approve the Precious Paws Humane Society of Chisholm Contract.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**DONATION REQUEST FROM THE CHISHOLM COMMUNITY FOUNDATION**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve the donation of \$1000.00 from the Gambling fund to the Chisholm Community Foundation.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**RESOLUTION NUMBER 0124-12 RATIFYING COUNCIL BOARDS AND COMMISSION  
APPOINTMENTS**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to adopt Resolution Number 0124-12 Ratifying Council Boards and Commission Appointments.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**RESOLUTION NUMBER 0124-13 RE-APPOINTMENT OF CITY ADMINISTRATOR**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to adopt Resolution Number 0124-13 Re-appointing Stephanie Skraba as the City Administrator.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**RESOLUTION NUMBER 0124-14 RE-APPOINTMENT OF BUILDING/ZONING/SAFETY  
OFFICIAL**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0124-14 Re-appointing Mandy Galli as the Building /Zoning/Safety Official.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**RESOLUTION NUMBER 0124-15 RE-APPOINT OF CITY ATTORNEY**

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to adopt Resolution Number 0124-15 Re-appointing Trenti Law firm as the City Attorney.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

**RESOLUTION NUMBER 0124-16 RE-APPOINTMENT OF FIRE CHIEF**

Moved by Councilor Vake and supported by Councilor Holewa to adopt Resolution Number 0124-16 Re-appointing Chris Masucci as Fire Chief.  
Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.  
Voting Nay: None  
Absent: Councilor Fountain Motion Carried

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**APPOINTMENT TO THE PLANNING COMMISSION**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to appoint Whitney Ridlon to the Planning Commission for a 3-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE PLANNING COMMISSION**

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to appoint Stephanie Holewa to the Planning Commission for a 3-year term.

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

Voting Nay: None

Abstaining: Councilor Holewa

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE PUBLIC UTILITIES COMMISSION**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to appoint William Krebs to the Public Utilities Commission for a 2-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE PUBLIC UTILITIES COMMISSION**

Moved by Councilor Halverson and supported by Councilor Vake to appoint John Champa to the Public Utilities Commission for a 2-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE PUBLIC PARKS, TRAILS, AND RECREATION ADVISORY BOARD**

Moved by Councilor Halverson and supported by Councilor Holewa to appoint Shelley Valentini to the Parks, Trails, and Recreation Advisory Board for a 2-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE PUBLIC PARKS, TRAILS, AND RECREATION ADVISORY BOARD**

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to appoint Jen Gigliotti to the Parks, Trails, and Recreation Advisory Board for a 2-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE POLICE COMMISSION**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to appoint Serpahia Gravelle to the Police Commission for a 3-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**APPOINTMENT TO THE LIBRARY BOARD**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to appoint Brittany Grinde-Larson to the Library Board for a 2-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

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**APPOINTMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to appoint Amanda Pihlaja to the Economic Development Authority for a 6-year term.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**ADJOURN REGULAR COUNCIL MEETING**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adjourn the meeting at 6:15 pm

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

Attest:

/s/ Adam Lantz, Mayor

/s/ Stephanie Skraba, Administrator