

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JANUARY 12, 2022**

CALL TO ORDER

Mayor Champa called the City Council Meeting to order at 5:30 p.m. The meeting was held via Zoom video teleconference instead of in person due to the COVID-19 coronavirus pandemic and the inability to practice social distancing in the small quarters of the council chambers. All votes were done by roll call vote.

ROLL CALL

Present: Council Members April Fountain, Marty Halverson, Cheyenne Mikkola-Rahja, Adam Lantz, Travis Vake and Mayor John Champa

Absent: None

Also present: Administrator Stephanie Skraba, Clerk-Treasurer Eileen Zah, City Attorney Bryan Lindsay, Ambulance Director Jessica Davis, Fire Chief Chris Masucci, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Recreation Director Tammy Nevalainen, Library Supervisor Katie Christenson, Administrative Assistant Margaret Gornick, Marie Tolonen with the Chisholm Tribune Press, Steve Rahkola with Mesabi Community TV, Gabby Voeller and Julia Randall with the SE Group

ADOPT THE AGENDA

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt the agenda with one addition: Resolution No. 0122-20 Authorize City Administrator to Apply for and Accept IRRR Grant Funds for City Hall

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

None

REPORTS

Councilor Fountain wished everyone a Happy New Year and Happy National Milk Day. On December 29th, they had interviews for the accountant position. The reorganizational meeting was on January 4th and the joint meeting with Balkan was last night. Chisholm Community Education has classes coming up. Some examples are the Yoga Aqua Zumba classes; Painting classes and Walking the Halls of Chisholm High School. For more information call 254-1431. Precious Paws is looking for volunteers, for more information on how to volunteer, you can call them at 254-3300. The United Way has some awesome events coming up that you should check out. Totally 80's Power of the Purse will be on January 27th at the Iron Trail Motors Event Center in Virginia. Another event is the Making a Real Change Virtual Ice Fishing Tournament. They are looking for volunteers to pack buddy backpacks. Check out their facebook page, website or call them at 254-3329. On Monday, January 17th, Chisholm city offices will be closed in observance of Martin Luther King Day. She ended her report with, "If you wish to see peace in the world, the time is always right to do what is right. Make a career of humanity, commit yourself to the noble struggle for equal rights. If you cannot do great things, you can do small things in a great way. She has decided to stick with love, as hate is too great a burden to bear". Everyone knows this speech from Martin Luther King, "I have a dream that my four children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character. She left off with this statement by Dr. Martin Luther King, Jr., "I say to you today, my friends, that in spite of the difficulties and frustrations, I still have a dream".

Councilor Halverson wished everyone a Happy New Year. He attended a meeting yesterday with Administrator Stephanie Skraba and Consultant Engineer Jim Johnson on the Highway 73 project that will be coming up in four or five years. They met with the Minnesota Department of Transportation and discussed the project very thoroughly and talked about a few other things. He asked if anyone knew the status of the 2nd Avenue NW Habitat for Humanity house. It looks like it has been sitting empty all winter. Stephanie replied that Nathan from Habitat for Humanity said that someone is slated to move into the house on 4th Avenue SW. She is not aware of the status of the house on 2nd Avenue NW.

Councilor Lantz wished everyone a Happy New Year. He congratulated and thanked the following five (5) fire department members for their service with the department: John Ulrich – five (5) years; Jeremy Argir – (9) nine years; Patrick Eide – thirteen (13) years; Dan Lucente - nine (9) years and Justin Olson – six (6) years of service. He said they are a great group of guys that do a lot for the community and he thanked all of them very much. He was at the ambulance garage a number of times meeting a lot of the Emergency Medical Technicians (EMTs) and a couple of the old EMTs that came over and have been doing a wonderful job sharing their knowledge and helping to teach everybody. He wanted to tell everyone that there is a very, very passionate, exciting group of individuals. He invited everyone who wants to come down, to stop at the ambulance garage and to introduce themselves and to have a look around.

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Councilor Vake wished everyone a Happy New Year. He said Councilor Fountain gave a great report. He had a chamber meeting this afternoon and said it went very well. He told Administrator Skraba he needs to set up a time to chat with her about some chamber stuff. The chamber annual meeting was also today. He congratulated the officers of the chamber board of directors. The President is Nick Gigliotti, the Vice President is Jordan Metsa, the Treasurer is Beth Pierce and the Secretary is Shelly Lappi. He knows we have a few meetings coming up this month that he is looking forward to and he is very excited to hear our first report on our ambulance service. Mayor Champa asked the council who was on the audit committee last year, he said there are a couple of months of bills at city hall that need to be signed for Clerk Treasurer Eileen Zah so she can get them filed. National Law Enforcement Appreciation Day was last Sunday on January 9th. He thanked that group of individuals in our community for the great job that they do. We certainly want to make sure that we acknowledge them. He addressed the Housing and Redevelopment Authority (HRA) as part of his report. He said if you follow social media, the HRA tends to get beat up a little bit. You saw some issues with one of their buildings about a week ago. He received a message from our administrator asking about it. He looked on social media at what was being said. He doesn't live at the HRA so he didn't know how to get a hold of them if there was an issue. He googled the HRA and got a phone number for them. He called the number and they very clearly have a phone number for emergencies that occur after hours for any of their buildings. When he called, he talked to Santa, the Administrative Assistant who was taking emergency calls that week-end. This was three (3) hours after people were posting on social media about the HRA and that they weren't doing anything about what happened at one of their buildings. He said he was the first call that Santa received and she had the phone with her all day. She also checked in the HRA office when she got in the Monday following the incident and nobody had called there either. He said if people have issues, they need to call the emergency number to let them know. A little bit more about the incident, if you have followed the post, you saw a bunch of pictures on facebook. Many of those pictures were from two (2) years ago. He asked people to go take a look at the building. It's a very nice building and it's a secure building. It's not the HRA or people on the street going in there and doing it. It's the people that live there, so they need to police their own a little bit. Unfortunately, in the situation that we are talking about, somebody had turned off all of the heaters in the hallways and this caused some pipes to freeze. If they want to get repairs done at buildings that they feel are needed, the way to do it is not to have the HRA incur a bill. With the damaged pipes, the call outs to turn the heat back on that somebody turned off, the water damage that had to be vacuumed up, the drying and shampooing of the carpeting, his guess is it will cost in the tens of thousands of dollars in repairs. That's certainly not the way to get your building fixed. As far as building repairs, the HRA has put thousands of dollars into that building and they have a brand-new roof slated for this spring that should have been done probably ten (10) years ago. The cost is hundreds of thousands of dollars for a roof. Unfortunately on some of these buildings (he thinks they are called section 8 buildings but he is not sure if that is the correct term), they are government funded. The HRA gets so much money to take care of the buildings every year and that's all the funding that there is. The best thing people can do is to help take care of the buildings themselves because damage is happening by the residents and all they are doing is taking away from repairs that we can do on the buildings. There is no other money. He apologized that the council gets beat up about this. These are not city buildings. The Chisholm HRA is its own government agency and runs with its own board. The only thing the city does is appoint the board members and they go there and try to do a good job. He believes for the most part, they are caught up on all of the deferred maintenance on the small things that they can do and they have a list of the bigger ones that weren't taken care of over the years but it's dependent on money, just like the deferred maintenance in the city. He thanked the ambulance crew for the great effort that they put in to make sure the ambulance service starts out with a bang and continues to go good. He asked people to make sure they thank Ambulance Director Jess Davis. She has been working around the clock to make sure she is available to learn everything she can and to watch what is going on. As for our two (2) EMTs that came on board with us, it was amazing to have them come on board to teach the things we need to know.

Ambulance Director Jess Davis reported the transition has been successful and they are up and running. They are making all of their 1st out calls and getting the assistance that they need for 2nd out calls when crews are not available. To date (she's not 100% certain on these numbers because they had a fair number of calls today). She doesn't have access to the CAD software at this point because of moving, the location of her IP address changed. She believes since the transition, they have run approximately thirty-two (32) calls. Two of those were on New Year's Eve 2021. That makes about thirty (30) calls since January 1st. They have run some mutual aid calls and some in French Township. They had their first ALS Intercept today. She said that was a great learning experience as well. All teams are working together fantastically. All of our neighboring jurisdictions that they have encountered have been very excited about the change and very supportive and want to help in any way that they can. The hospitals that she has been talking to have also been very excited and want to see great things happen and success for them. Everything has been great and much like Councilor Lantz said, we have a very excited group of folks on board with us. They want to learn and grow and develop. Everybody is almost overwhelmingly excited and wanting to help. She would much rather have that problem than the opposite. On a side note, she is still hiring if anyone knows of any available EMTs or anyone that is interested in getting into the field, they are more than happy to talk to them.

Fire Chief Chris Masucci reported the fire department had one hundred sixty (160) calls for 2021 and it was another busy year. He thanked all of the guys and gals in the department for their hard work. They had some good news, their skid for rescue one is done and they will be getting it prepped and ready to ship to us so they can get it into their truck. The fire department will be hiring. Their job posts are always open on the city website. They will advertise for two or three weeks on the city and fire department facebook pages. They will get a committee together for the

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hiring process. Mayor Champa requested that Chris (for the fire department) and Jess (for the ambulance service) report the information to Balkan on a quarterly basis regarding calls that are related to Balkan so that they have this information to report to their board. It will help to have this information when the council meets with Balkan next year.

Building Official Mandy Galli gave a recap for year-end 2021. There were one hundred forty-five (145) permits pulled (she said that is a good number for a community our size) for a total value of the work that went in to the projects this year of \$1,558,782.00. We took in \$36,399.00 of grant funds from the Iron Range Rehabilitation and Redevelopment for the Residential Redevelopment Program. She has the short-term rental moratorium on the agenda this evening.

Consultant Engineer Jim Johnson responded to Mayor Champa's question of whether he heard back from the person from Big Trout Lake. Jim said he heard from him just before Christmas and that he had a reduced price for the two slivers of land near the public safety building. Jim said Administrator Skraba intends to get back to this person after she and Jim get through some of the grant applications. Jim will forward the information regarding this item to the mayor.

Public Works Supervisor Larry Folstad reported that we may get 1 to 3 inches of snow tonight according to the radar. They did a full engine change in the shop. With the council's support, they budgeted for an engine on the spare plow truck. The mechanic is on a snowmobile trip this week and through the weekend. They hope to have a spare truck as it's been a while since they had one. They will start interviews next week. It's very exciting. They have been down one person through the waiting period for internal applicants and such. They have good applicants. They had 23 applications. Eight or nine had all of the minimum requirements and they elected to interview six of them. He is looking forward to the interviews next week. They will have something for the council on the next agenda. For the joint meeting last night with Balkan, the council agreed to a one-year extension to the mutual recycling center contract. He said it works very well out there and they do a really, really good job and they are really good folks to work with. Councilor Vake asked Larry how often they get a replacement canister for the plastic and other items as they are full to the top when he has gone there. Larry said they are having trouble like everyone else with the trucking companies not having enough staff to pick up the canisters. They have had to close some sites due to this. He said Buhl is having a hard time getting their garbage dumped sometimes by the vendor. They don't have drivers and when they do, the trucks are broke or they can't get parts to fix the trucks. Larry has been in contact with Balkan because the city picks up the slack and they pick up the canisters. We just have to battle through it like Balkan does.

Balkan has a 48-hour contract with the company and they can hardly ever meet that.

Recreation Director Tammy Nevalainen reported with the nice weather, the rink is full and people are using the skates. People are getting out and getting some exercise. At the Youth Center, the numbers were kind of poor so she started to advertise again and those numbers are starting to crawl up again.

Library Supervisor Katie Christenson gave a quick update on the tuck pointing project. Mandy, Jim and her met with Architectural Resources, Inc. a few weeks ago to start finalizing the scope of work. The goal is to have this completely finalized by the end of the month and then to start going out for bids by February so they are ready with the project come spring time. The library has a great opportunity to participate in a free art club at the library with 321 Art Studio. Amy is a local artist from Chisholm and she's been absolutely wonderful to work with. She received a grant from the Minnesota State Art Board. She is planning to have 12 classes that are every other Wednesday through the end of March. It started today. There will be two classes, the one for adults will run from 12:00 – 1:30 p.m. and the children's program will run from 2:00 – 2:30 p.m. at the library. They will be working with different art mediums. Katie participated today and she said it was a lot of fun. It is an awesome opportunity for the cold winter months ahead. The winter reading program is right around the corner. The program will be open for all ages. The adult program is called "Reading on the Quiet Side" and the children's program is called "Reading on the Wild Side." From February 1st through February 28th when participants sign up, they will get a packet with a bingo card. For the adults and teens, they're going to have some coloring pages and the littles will have some early literacy components within the booklet. Once they are returned, they will be put in drawings for some prizes.

Clerk-Treasurer Eileen Zah wished everyone a Happy New Year. She thanked Councilor Fountain for mentioning Dr. Martin Luther King's words, it was very nice to hear. She thanked April for sharing that. She is very excited about tonight's council iteration of the appointment of the accountant position. It's been a long time in coming and with this person coming aboard, it will allow her to provide more services to the supervisors and the city in general. She is really excited about the New Year.

Administrator Stephanie Skraba wished everyone a Happy New Year. She said as Councilor Halverson mentioned, Jim, Marty and her met with the Minnesota Department of Transportation (MnDOT) to discuss Highway 73. It was a great meeting with MnDOT. They had an EDA meeting last week, the Bell Program Facility is moving forward, she is working with Attorney Lindsay on drafting the paperwork to get that project moving. They are anticipating that it will be moving along pretty quickly. We have the store front improvement grant that is being offered through the EDA. We have had quite a few businesses take advantage of that grant but we still have funding available, if any local businesses are interested, please let her know and she will get them the application for the grant process. We have a meeting coming up with Wendel Five Bugles on the Public Safety Building to move forward with that process. They met with them so Jess could get acclimated to the building and if she had any recommendations for her side of the building. The meetings with Wendel will be starting again beginning January 24th. Tomorrow, Tammy, Jim and her will be having their CDBG presentation for the tennis courts, basketball courts and the pickleball courts grant application that they submitted. That presentation will start tomorrow. She gave a special thank you to Jess and the ambulance crew for all of the hard work that they put into the ambulance service. It is above and beyond in her opinion and things are going very well. The crew is very eager and they have a great leader. She appreciates all of the communities that have come together for this.

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ACCEPT THE CONSENT AGENDA

Moved by Councilor Vake and supported by Councilor Lantz to accept the Consent Agenda, including the List of Bills, Minutes of the previous December 15, 2021 Special Meeting, December 22, 2021 Regular Meeting (with correction) & December 28, 2021 Special Meeting (with correction), Payroll and Overtime

Voting Aye: All

Motion Carried

NEW BUSINESS:

**FIRST READING, 3RD SERIES, CITY ORDINANCE TITLE XV: LAND USAGE,
CHAPTER 153 OF THE CITY CODE ENTITLED "LAND USAGE" ADD SECTION NO. 153.291,
AN INTERIM ORDINANCE PURSUANT TO MINN. STAT. §462.355 SUBD. 4,
AUTHORIZING A PLANNING STUDY OF THE CITY'S OFFICIAL CONTROLS
RELATED TO SHORT TERM RENTALS AND IMPOSING A MORATORIUM ON NEW
SHORT TERM RENTALS PENDING COMPLETION OF THE STUDY**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to accept the first reading of City Ordinance Title XV: Land Usage, Chapter 153 of the City Code Entitled "Land Usage" to add Section No. 153.291, 3rd Series, an Interim Ordinance Pursuant to Minn. Stat. §462.355 Subd. 4, authorizing a planning study of the City's official controls related to short term rentals and imposing a moratorium on new short term rentals pending completion of the study.

Voting Aye: All

Motion Carried

JOB DESCRIPTION FOR SUMMER RECREATION DIRECTORS

Moved by Councilor Lantz and supported by Councilor Halverson to approve the job description for the summer recreation directors.

Voting Aye: All

Motion Carried

ADVERTISE & POST FOR TWO SUMMER RECREATION DIRECTORS

Moved by Councilor Fountain and supported by Councilor Vake to authorize the Recreation Director to advertise and post for two summer recreation directors.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-8 ACCEPT DONATION FROM CAROLYN NELSON

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-8 to accept the monetary donation of \$200.00 from Carolyn Nelson and to earmark the funds for the fire department. The funds will be allocated for fire prevention and education tools.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-9 APPOINT MISTI L. CARPENTER TO ACCOUNTANT POSITION

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution No. 0122-9 to appoint Misti. L. Carpenter to serve as the accountant for the City of Chisholm contingent upon successful passing of a pre-employment physical and analysis.

Voting Aye: All

Motion Carried

APPROVE CLEARGOV SERVICE ORDER ANNUAL FEE

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to approve the ClearGov Service Order annual fee of \$10,070.00 for Operational/Capital Budgeting and Digital Budget Book. This annual fee is a three-year commitment and is a budgeted item for 2022.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-10 EXTEND EMPLOYEE COVID POLICY

Moved by Councilor Lantz and supported by Councilor Fountain to adopt Resolution No. 0122-10 to extend the employee COVID policy until March 31, 2022.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-11 ADOPT COMPREHENSIVE PLAN

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-11 to adopt the comprehensive plan. Councilors Lantz and Mikkola-Rahja amended their motion and support to include the following corrections that were pointed out for the comprehensive plan. 1) Correct April Fountain's name on page 2; On page 75, change the amount for the American Rescue Act funds to \$552,203 and note the different time scales for the distribution of these funds and 3) on pages 57, 59 and 60 change Interstate Highway 169 to Trunk Highway 169.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-12 APPLY FOR AND ACCEPT FEDERAL
EMERGENCY MANAGEMENT AGENCY (FEMA) ASSISTANCE GRANT**

Moved by Councilor Lantz and supported by Councilor Halverson to adopt Resolution No. 0122-102 to authorize the city administrator to apply for and accept funds from the FEMA Assistance to Firefighter Grants for an aerial platform truck for an amount up to \$1,500,000.

Voting Aye: All

Motion Carried

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**RESOLUTION NO. 0122-13 AUTHORIZE TRANSFER OF OWNERSHIP OF
LOT 8, BLOCK 13 FROM ST. LOUIS COUNTY TO THE CITY OF CHISHOLM**

Moved by Councilor Fountain and supported by Councilor Halverson to adopt Resolution No. 0122-13 to authorize the city administrator to submit an application for conveyance of parcel code 020-0010-03490 (Lot 8, Block 13, City of Chisholm) from St. Louis County to the City of Chisholm for public park space.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-20 AUTHORIZE CITY ADMINISTRATOR TO
MAKE APPLICATION TO AND ACCEPT FUNDS FROM
THE DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION**

Moved by Councilor Lantz and supported by Councilor Halverson to adopt Resolution No. 0122-20 to authorize the city administrator to make application and accept grant funds from the Department Iron Range Resources and Rehabilitation for an amount up to \$30,000 for upgrades to city hall.

Voting Aye: All

Motion Carried

**SECOND READING, 3RD SERIES, CITY ORDINANCE CHAPTER 160.01 OF THE CITY CODE
ENTITLED "MISCELLANEOUS" ADD SECTION NO. 160.01, AN ORDINANCE RENAMING A
PORTION OF LAKE STREET EAST THAT IS CURRENTLY NAMED AND REFERRED TO AS
THE BRIDGE OF PEACE TO THE SENATOR DAVID J TOMASSONI BRIDGE OF PEACE
WITHIN THE CITY OF CHISHOLM**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to adopt the second reading of City Ordinance Chapter 160.01 of the City Code 3rd Series, entitled "Miscellaneous" to add Section No. 160.01, to adopt an ordinance renaming a portion of Lake Street East that is currently named and referred to as the Bridge of Peace to the Senator David J. Tomassoni Bridge of Peace.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-14 DEPOSIT TO OTHER POST EMPLOYMENT BENEFITS (OPEB)

Moved by Councilor Fountain and supported by Councilor Lantz to adopt Resolution No. 0122-14 to transfer \$100,000.00 from the General Fund account to the Other Post Employees Benefits account.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-15 APPOINT BOARD & COMMISSION MEMBERS

Moved by Councilor Halverson and supported by Councilor Lantz to adopt Resolution No. 0122-15 to appoint council members to various boards and commissions. All appointments will remain the same as last year except for the following changes: Campground Committee: Councilors Fountain & Halverson; Redhead Mountain Bike Park Committee: Councilors Halverson & Mikkola-Rahja; Museum of Mining Committee: Councilor Mikkola-Rahja; Charitable Gambling Committee: Councilor Vake and to eliminate the Finance Committee.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-16 RE- APPOINT STEPHANIE SKRABA AS CITY ADMINISTRATOR

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 012-16 to re-appoint Stephanie Skraba as City Administrator.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-17 RE- APPOINT AMANDA GALLI
AS BUILDING/ZONING/SAFETY OFFICIAL**

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution No. 0122-17 to re-appoint Amanda Galli as Building/Zoning/Safety Official.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-18 RE- APPOINT BRYAN LINDSAY AS CITY ATTORNEY

Moved by Councilor Mikkola-Rahja and supported by Councilor Fountain to adopt Resolution No. 0122-18 to re-appoint Bryan Lindsay as City Attorney.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-19 RE- APPOINT CHRIS MASUCCI AS FIRE CHIEF

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-19 to re-appoint Chris Masucci as Fire Chief.

Voting Aye: All

Motion Carried

CHISHOLM COMMUNITY FOUNDATION CORPORATE PARTNER

Moved by Councilor Lantz and supported by Councilor Fountain to approve the \$1,000.00 corporate partnership for the Chisholm Community Foundation.

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

Abstain: Councilor Vake

Motion Carried

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**APPOINT ALTERNATE TO RANGE ASSOCIATION OF
MUNICIPALITIES & SCHOOLS (RAMS) BOARD**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to appoint Councilor April Fountain to serve on the RAMS board as an alternate board member should Councilor Vake be unable to attend the meetings.

Voting Aye: All

Motion Carried

MISCELLANEOUS

None

ADJOURN MEETING

Moved by Councilor Halverson supported by Councilor Lantz to adjourn the regular meeting at 7:12 p.m.

Voting Aye: All

Motion Carried

Attest:

/s/ John A. Champa,
Mayor

/s/ Stephanie Skraba,
Administrator