

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JANUARY 23, 2019**

CALL TO ORDER

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

ROLL CALL

Present: Council Members Tracy Campbell, Adam Lantz, April Larson, Travis Vake, Jim Varda,
and Mayor John Champa

Absent: None

Also Present: Administrator Bill Manney, City Attorney Bryan Lindsay, Building Official Mandy Galli,
Consultant Engineer Jim Johnson, Library Supervisor Katie Christenson, Recreation Director Tammy
Nevalainen and Administrative Assistant Gornick

ADOPT THE AGENDA

Moved by Councilor Varda and supported by Councilor Campbell to adopt the Agenda with the addition of
item 7G6): ESRI Quote for Geographic Information System (GIS).

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Spencer Igo, the field representative from Congressman Pete Stauber's office introduced himself to the City
Council and announced the hours for his office in Chisholm City Hall would be Monday's and Wednesday's
from 9:00 a.m. to 5:00 p.m.

Steve Giorgi with Range Area Municipalities & Schools (RAMS) gave a presentation on RAMS and
discussed the benefits for the City of Chisholm's continued support and membership in RAMS. The RAMS
membership dues are an agenda item this evening.

Marissa Streifel with the MN Department of Agriculture gave a presentation on "Gypsy Moths" and the need
for treating the population of moths that have been found within the Chisholm city limits. The need to
schedule a public meeting for the treatment of "Gypsy Moths" is on the agenda this evening.

REPORTS

Councilor Campbell, the liaison between the Council and Longyear Ambulance Service, Inc. of Chisholm
gave an overview of the ambulance calls in 2018. There were 674 ambulance runs and 25 cancelled runs.
She also requested using the RAVE rapid notification system for important City business such as the recent
water breaks and to notify the citizens of snow removal that is done by the Public Works department. The
Public Utilities Commission has approved putting flyers in with the utility bills to notify and educate the
citizens of the benefits of Rave and how to sign up for the notification system. She requested the City
Administrator to develop a policy and procedures for the notification system.

Councilor Lantz attended the Planning & Zoning meeting and will be attending the Economic Development
Authority's meeting.

Councilor Larson attended the Safety Committee meeting, they are working on updating the safety manuals
for each department. She thanked Administrator Manney for answering her questions via email and phone
calls. There are items on the agenda this evening for the Library.

Councilor Vake attended the Chisholm Chamber of Commerce board retreat last week and reported Amy
Rice is no longer working at the Chamber and the Chamber is looking for a new office as they have been
notified by their current landlord, NHS, that they need to move out of the building due to NHS's recent
expansion. The Chamber will be holding their annual \$12,000 raffle event on February 20, 2019 at Tom &
Jerry's and the "Chilly Open" golf event in March at the MN Discovery Center. The Chamber will be
requesting a meeting in the future to discuss the amount allocated from the City for their budget.

Councilor Varda reported the Recreation board has a vacant position (the Recreation board currently meets
the first Monday of each month at 3:30 p.m. but this is subject to change). He reported the Fire Department
had a meeting earlier this month and Firefighter Justin Olson has been with the Fire Department for 3 years,
Firefighters Dan Lucente and Jeremy Argir have been with the Fire Department for 6 years and Fire Fighter
Patrick Eide has been with the department for 10 years.

Mayor Champa reported he is working with Administrator Manney on the RAVE notification system to
develop a policy and procedures as to who has access to implement the system. He asked citizens to call
911 if they are aware of a water break in town. He attended the Public Utilities Commission meeting where
GIS was discussed and how useful it is for water breaks and locating utility, electrical & gas lines before
digs. He reported on the recent water breaks and the alarm on the phone line that did not work. He met with
Bruce Matak from the water department and Ryan Baumgard from Independent Electric to install an alarm
at the water treatment plant to be used as a backup if the Century Link phone alarm fails again.

Consultant Engineer Jim Johnson gave an update on the proposed Public Safety Facility building and
reported there will be a formal presentation at the February 27, 2019 council meeting.

Library Supervisor Katie Christenson announced the interviews for a local artist are completed and artist Joe
Baltich of Ely, MN was selected to contract for a mural at the Library (to be paid for with a grant for \$12,000
that was applied for and earmarked for art at the Library). The City applied for a \$40,656.28 construction
grant (agenda item) for the Library building which was built in 1914. She went over the 2018 statistics for the
Library and reported there were 92 visitors per day (on average) for the 249 days of the year that the Library
was open. The EFCE (early childhood) will be hosting a movie event at the Library in February during Polar
Bear Days. There are flyers throughout the City and posted at the Library. Library hours are 9:00 a.m. - 6:00
p.m. Monday through Friday (closed on Holidays and week-ends).

Building Official Mandy Galli reported there were 141 permits issued in 2018 for a total value of
\$2,273,736.00 of which \$24,659.22 was revenue generated (fees) for the City. We received a residential
redevelopment grant for \$14,533.00 from the MN Department of Iron Range Resources & Rehabilitation
Board for removal of two structures that were destroyed by fire. She assisted a resident that purchased a
dwelling from St. Louis County (SLC), sight unseen from the county auction site. The dwelling should have
been demolished due to the condition it was in. SLC granted the resident a refund.

City Attorney Bryan Lindsay announced he would have an update on the City's Code of Conduct and
Statement of Values at the next council meeting.

Administrator Bill Manney contacted Dr. Janey Blanchard (Superintendent of the Chisholm schools) to
schedule a joint meeting with the school board members and the City council. They discussed tentative
dates, she will bring this to her board when they meet on Monday.

**CHISHOLM CITY COUNCIL
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(Continued)**

ACCEPT THE CONSENT AGENDA

Moved by Councilor Varda and supported by Councilor Vake to accept the Consent Agenda, including the List of Bills, Minutes of the previous January 2, 2019 Organizational Meeting, January 8, 2019 Regular Meeting, January 9, 2019 Special Meeting, Payroll and Overtime.

Voting Aye: All

Motion Carried

RANGE AREA MUNICIPALITIES & SCHOOLS (RAMS) 2019 MEMBERSHIP DUES

Moved by Councilor Lantz and supported by Councilor Vake to authorize the payment of \$700.00 to RAMS for 2019 membership dues.

Voting Aye: Councilors Campbell, Lantz, Larson, Vake, and Mayor Champa

Voting No: Councilor Varda

Motion Carried

RESOLUTION NO. 0119-16 SUPPORT IRON RANGE BROADBAND

Moved by Councilor Campbell and supported by Councilor Lantz to adopt Resolution No. 0119-16 in support of St. Louis County to take the lead in developing broad band for the Iron Range.

Voting Aye: All

Motion Carried

**PUBLIC OPEN HOUSE SCHEDULED FOR MN DEPARTMENT OF
AGRICULTURE TO DISCUSS THE TREATMENT OF GYPSY MOTHS**

Moved by Councilor Campbell and supported by Councilor Varda to schedule a Public Open House on Wednesday, February 20, 2019 at 5:30 p.m. in the Chisholm City Council Chambers, located at 316 W. Lake Street. The purpose of the Public Open House is for the MN Department of Agriculture to discuss for the treatment of gypsy moths which will take place in a designated area of Chisholm in May or June of 2019. The MN Department of Agriculture will be mailing information to residents that are in the designated treatment area. There will be no cost to the City.

Voting Aye: All

Motion Carried

ACCEPT PARKS & RECREATION BOARD MEMBER JEFFREY HANCOCK'S LETTER OF RESIGNATION

Moved by Councilor Vake and supported by Councilor Varda to accept Jeffrey Hancock's resignation from the Parks & Recreation Board effective immediately.

Voting Aye: All

Motion Carried

APPROVE JOB DESCRIPTION FOR SUMMER RECREATION DIRECTORS

Moved by Councilor Varda and supported by Councilor Larson to approve the job description for the Summer Recreation Directors.

Voting Aye: All

Motion Carried

ADVERTISE FOR SUMMER RECREATION DIRECTORS

Moved by Councilor Varda and supported by Councilor Campbell to authorize the Recreation Director to advertise for the Summer Recreation Director positions.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0119-17 ACCEPT DONATION FROM
THE DOWNTOWN REVITALIZATION GROUP FOR THE CHISHOLM POLICE DEPARTMENT**

Moved by Councilor Campbell and supported by Councilor Vake to adopt Resolution No. 0119-17 to accept the \$80.00 Snicker's Pizza gift certificate from the Downtown Revitalization Group for the Chisholm Police Department staff in recognition of their service.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0119-18 ORDER PREPARATION OF REPORT
FOR 13TH ST / 5TH AVE NW INFRASTRUCTURE IMPROVEMENT PROJECT**

Moved by Councilor Varda and supported by Councilor Lantz to adopt Resolution No. 0119-18 to order the preparation of a report from JPJ Engineering, Inc. of Hibbing, MN for the proposed improvement of 13th Street NW between 3rd & 7th Avenues NW and 5th Avenue NW between 12th & 13th Streets NW for the replacement of the utilities and street. The benefited properties will be assessed for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0119-19 ORDER IMPROVEMENT AND PREPARATION OF PLANS
FOR 13TH ST / 5TH AVE NW INFRASTRUCTURE IMPROVEMENT PROJECT**

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 0119-19 to order the improvement and preparation of plans from JPJ Engineering, Inc. of Hibbing, MN for the proposed improvement of 13th Street NW between 3rd & 7th Avenues NW and 5th Avenue NW between 12th & 13th Streets NW for the replacement of the utilities and street. A Public Informational Hearing will be held in late February or early March 2019.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0119-20 AUTHORIZE THE CITY OF CHISHOLM TO ENTER INTO A COOPERATIVE
AGREEMENT WITH ST. LOUIS COUNTY FOR THE 2019 CRACK SEALING PROGRAM**

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 0119-20 to authorize the City of Chisholm to enter into agreement with the St. Louis County Public Works Department for the Aggregate Crushing, Maintenance Striping and Crack Sealing Program for 2019.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
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(Continued)**

**RESOLUTION NO. 0119-21 ACCEPT DONATION FROM JUDY K. YACIO
AND KATHLEEN SARGENT FOR THE CHISHOLM PUBLIC LIBRARY**

Moved by Councilor Larson and supported by Councilor Lantz to adopt Resolution No. 0119-21 to accept the \$50.00 monetary donation from the Judy K. Yacio and Kathleen Sargent and to earmark the funds for the Chisholm Public Library in loving memory of Librarian Dennis Anderson.
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-22 ACCEPT DONATION FROM
THE CHISHOLM HAPPY HATTERS FOR THE CHISHOLM PUBLIC LIBRARY**

Moved by Councilor Larson and supported by Councilor Campbell to adopt Resolution No. 0119-22 to accept the \$270.00 monetary donation from the Chisholm Happy Hatters and to earmark the funds for the Chisholm Public Library.
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-23 ACCEPT LIBRARY CONSTRUCTION GRANT
FROM MN DEPARTMENT OF EDUCATION**

Moved by Councilor Larson and supported by Councilor Vake to adopt Resolution No. 0119-23 to accept the Construction grant from the MN Department of Education for the Chisholm Public Library in the amount of \$40,656.28 and the City of Chisholm will follow the assurances in the grant application and comply with the requirements outlined in the Capital Grants Manual.
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-24 ACCEPT LIBRARY CONSTRUCTION GRANT
FROM MN DEPARTMENT OF EDUCATION**

Moved by Councilor Larson and supported by Councilor Campbell to adopt Resolution No. 0119-24 to apply for and accept the \$250.00 Mini Grant from the Arrowhead Library Systems for the Chisholm Public Library to be used for the purchase of a Library Story Kit which consists of books and hand puppets.
Voting Aye: All Motion Carried

APPOINT JENNIFER M. HANSON TO THE LIBRARY BOARD

Moved by Councilor Campbell and supported by Councilor Larson to appoint Jennifer M. Hanson to the Library Board for a two (2) year term commencing February 1, 2019 and ending February 1, 2022.
Voting Aye: All Motion Carried

AMEND CONFLICT OF INTEREST POLICY

Moved by Councilor Campbell and supported by Councilor Lantz to amend the City of Chisholm Conflict of Interest Policy to incorporate current language taken from MN Statute 471.87 "Public Officers, Interest in Contract; Penalty" & MN Statute 471.895 "Certain Gifts by Interested Persons Prohibited".
Voting Aye: All Motion Carried

SHARED SERVICES AGREEMENT WITH CITY OF BUHL FOR PARKING CITATIONS

Moved by Councilor Campbell and supported by Councilor Vake to authorize the City of Chisholm to enter into a Shared Services Agreement with the City of Buhl to allow the City of Chisholm to process the City of Buhl's citations relating to parking and traffic code violations for a one (1) year term.
Voting Aye: All Motion Carried

RE-APPOINT COMMITTEE MEMBERS FOR SPORTS COMPLEX

Moved by Councilor Campbell and supported by Councilor Varda to re-appoint the City Administrator, Building Official, Recreation Director, and Council Member Campbell to serve as committee members for the Sports Complex.
Voting Aye: All Motion Carried
Councilor Campbell amended her motion to remove herself from the committee and to appoint Council Member Vake to the committee in her place. Councilor Varda supported the amended motion.
Voting Aye: All Motion Carried

JOB DESCRIPTION FOR PUBLIC WORKS SUPERVISOR POSITION

Moved by Councilor Campbell and supported by Councilor Larson to approve the job description for the Public Works Supervisor.
Voting Aye: All Motion Carried
Councilor Campbell amended her motion to change the range of pay in the Public Works Supervisor's job description from \$65,000 to \$80,000 based on qualifications. Councilor Larson supported the amended motion.
Voting Aye: All Motion Carried

ESTABLISH COMMITTEE FOR PUBLIC WORKS SUPERVISOR

Moved by Councilor Campbell and supported by Councilor Vake to appoint Councilor Varda, Administrator Manney & Building Official Galli to serve on the committee for the hiring of the Public Works Supervisor.
Voting Aye: All Motion Carried

ADVERTISE & POST EXTERNALLY FOR PUBLIC WORKS SUPERVISOR

Moved by Councilor Campbell and supported by Councilor Varda to direct the Administrator to advertise and post externally for the Public Works Supervisor position.
Voting Aye: All Motion Carried

PAY EQUITY REPORT

Moved by Councilor Vake and supported by Councilor Varda to approve the Pay Equity Report for 2018.
Voting Aye: All Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JANUARY 23, 2019
(Continued)**

**ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI)
QUOTE FOR GEOGRAPHIC INFORMATION SYSTEM (GIS)**

Moved by Councilor Varda and supported by Councilor Larson to accept the \$1,400.00 quote from ESRI to provide GIS mapping for the City of Chisholm for 2019 which includes one (1) creator (H.R. Green) for \$500.00; two (2) field workers at \$350.00 each; two (2) viewers at \$100.00 each for a total of \$1,400.00.
Voting Aye: All Motion Carried

ST. LOUIS COUNTY YOUTH IN ACTION LEADERSHIP CONFERENCE

Moved by Councilor Lantz & supported by Councilor Varda to authorize payment of \$500.00 in support of Chisholm youth to attend the 24th annual St. Louis County Young Leaders Conference for "Youth in Action".
Voting Aye: All Motion Carried

I MART STORES, LLC (FREEDOM GAS STATION) 2019 CIGARETTE & TOBACCO LICENSE

Moved by Councilor Campbell and supported by Councilor Varda to approve the 2019 Cigarette and Tobacco license for I Mart Stores, LLC also known as "Freedom Valu Center" located at 100 W. Lake Street in Chisholm, MN.
Voting Aye: All Motion Carried

LEAGUE OF MN CITIES TRAINING FOR COUNCIL MEMBER VARDA

Moved by Councilor Lantz and supported by Councilor Larson to authorize Councilor Varda to attend the Experienced Officials Conference in Brainerd on February 22 – 23, 2019 for a fee of \$225.00 plus lodging.
Voting Aye: All Motion Carried

**RECESS MEETING TO CLOSED SESSION TO DISCUSS MAPE LABOR NEGOTIATIONS
(Administrator William Manney excused himself from the meeting at 7:22 p.m.)**

Moved by Councilor Varda and supported by Councilor Lantz to recess the Regular Council meeting at 7:22 p.m. to Closed Session to discuss MAPE labor negotiations.
Voting Aye: All Motion Carried

ADJOURN CLOSED SESSION

Moved by Councilor Varda and supported by Councilor Campbell to adjourn the Closed Session at 7:44 p.m.
Voting Aye: All Motion Carried

**RECONVENE REGULAR COUNCIL MEETING
(Administrator William Manney rejoined the meeting at 7:45 p.m.)**

Moved by Councilor Campbell and supported by Councilor Varda to reconvene the Regular Council meeting at 7:45 p.m.
Voting Aye: All Motion Carried

RE-ESTABLISH COMMITTEE FOR MAPE LABOR NEGOTIATIONS

Moved by Councilor Varda and supported by Councilor Vake to appoint Mayor John Champa, Council Member Tracy Campbell and City Attorney Bryan Lindsay to serve as committee members for negotiating the MAPE labor agreement.
Voting Aye: All Motion Carried

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Varda and supported by Councilor Larson to adjourn the Regular Council meeting at 7:47 p.m.

/s/ John A. Champa
Mayor

Attest:

/s/ William Manney
City Clerk-Treasurer/Administrator