

**CHISHOLM CITY COUNCIL
REGULAR MEETING– JANUARY 24, 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, April Fountain, Jed Holewa, Travis Vake and Mayor Adam Lantz.

Absent: None

Also Present: 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 Colleen Kosluchar, 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 an addition to the working session agenda to include sports complex/land swap.

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

Voting Nay: None

Absent: None

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 Redhead planning committee meeting.

Councilor Mikkola-Rahja attended an HRA meeting last Thursday. They are still accepting applications for the Executive Directors position until February 2nd. It is posted on the Chisholm website as well as the Indeed website.

Councilor Fountain reported that on January 8th she attended via zoom a Strong Towns meeting. The Chisholm Elementary School is looking for volunteers to help with the book fair happening on February 14th and 15th, if there are any grandparents, moms or dads, aunts or uncles that would like to volunteer contact the Chisholm Elementary School or the PTSA. The Chisholm Community Foundation is accepting grant applications with a March 31st deadline. The HRA is hiring an Executive Director for the HRA, the job description is on the Chisholm website, if you are interested check out the job description. Community Education has tons of new classes that are available to you and your family. You can go on the Chisholm School's website to get access and phone numbers.

Councilor Holewa reported that he attended the Central Iron Range Sanitary Sewer District meeting last week,

Councilor Vake congratulated the Northern Traxx ATV club on their grant for \$50,000.00 as well as the Pathfinders snowmobile club for their grant of \$45,000.00 from the IRRRB. Its great to have active clubs like that and bring money into the city. BlueStreak Bingo is going to take the place of Chamber Bingo for the Polar Bear Days kick off. The BlueStreak bingo will be on Wednesday February 7th at Jim's at 6:00. You must be 18 years of age to participate. He wished Councilor Holewa a Happy Birthday.

Mayor Lantz did not have a formal report. He responded to Councilor Halverson's request for EDA meetings minutes. Mayor Lantz said he would bring a report back.

Ambulance Director Larson did not have a report.

Fire Chief Masucci did not have a report.

Police Chief Manner did not have a report.

City Building Official Galli did not have a report.

City Engineer Johnson did not have a report.

Public Works Supervisor Folstad reported that the new employee Paul Kuechle started Monday, was out on day three in the dump truck. They wiped up the streets and avenues and will be in the alleys tomorrow. With the long range forecast they will be back to trees, branches, brush, and alleys as they wait for the 40-degree weather next week. The air compressor for the fire trucks has been moved to the new public safety building. He took a tour last Friday of the building and reported that they are doing the electric and sheet rocking. Things are going really well and they are ahead of schedule.

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Parks/Trails/Recreation Director Maruska reported that she attended a Redhead stakeholders meeting hosted by the City of Chisholm, it included IRRRB, mineral rights owners, and land owners. It was a really good opportunity to communicate about the progression and future expansions of Redhead and to make sure everyone is on the same page and agreeable. The skating rink will stay open as long as this weather does not continue. A lot of kids have been out on the ice and that is great to see. The CBDG Grant that she applied to for the memorial park accessibility project has moved forward into the final funding recommendations from CBDG at the full amount of \$ 70,000.00, as long as HUD approves it, she will be back for council approval. She is working with the school and Councilor Vake on storage of the snowshoes and transportation of students to snowshoe but will need 4 to 5 more inches of snow.

Library Supervisor Christenson reported that sign up for the winter reading program starts next week. The theme is reading winter wonderland and runs from February 1st through the 29th. There will be prizes and gift cards. On Wednesday February 7th there is a pizza party and scavenger hunt for Polar Bear Day, after school from 2:30 to 4:00 where they will be serving Papa Murphy's pizza. They have a new partnership with AEOA where they offer tax preparation at the library starting the first week in February. It is free with no restrictions for age or income, just sign up.

City Attorney did not have a report.

Clerk-Treasurer Zah reported that she and Administrator Skraba have been working on a cashflow projection for the public safety building project to make sure that we are accounting for all the costs and timing of receiving state and federal reimbursements. She is waiting to hear back from Tyler, the representative on the federal side, and finishing up the last part of the process so they can initiate reimbursement requests at the federal level. They have already submitted two reimbursements requests to the state. They are in a monthly submission pattern with the state and hope to with the federal in the next few weeks. She is doing preparations for the 2023 fourth quarter financial report to present at the next council meeting.

Administrator Skraba was absent

APPROVE THE CONSENT AGENDA

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to Approve the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the January 10, 2024 Regular Meeting, Payroll and Overtime.

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

Voting Nay: None

Absent: None

Motion Carried

HOURLY PAY INCREASE FOR EMR

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to increase the pay for Chisholm Ambulance EMRs to \$12.50 per hour.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain.

Voting Nay: None

Abstaining: Councilors Holewa, Vake, and Mayor Lantz

Absent: None

Motion Carried

HIRING RECOMMENDATION FOR EMT TO CHISHOLM AMBULANCE

Moved by Councilor Halverson and supported by Councilor Fountain to hire Jason Krause to Chisholm Ambulance pending contingencies.

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

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0124-17 ACCEPTING GRANT AND ENTER INTO AGREEMENT
WITH THE MN BOARD OF FIREFIGHTER TRAINING & EDUCATION
REIMBURSEMENT**

Moved by Councilor Fountian and supported by Councilor Vake to adopt Resolution Number 0124-17 Accepting grant and enter into agreement with the MN board of Firefighter Training & Education Reimbursement in the amount of \$5,500.00.

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

Voting Nay: None

Absent: None

Motion Carried

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AMERICAN EAGLE SECURITY SYSTEMS

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja accept the American Eagle proposal to take over the current security camera system within the city.

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

Voting Nay: None

Absent: None

Motion Carried

PUBLIC SAFETY BUILDING SECURITY CHANGE ORDER

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Security Change Order by Adolfson & Peterson for the Public Safety Building.

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

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0124-18 APPOINT SUSAN TRUNK TO THE SAFETY
COMMITTEE**

Moved by Councilor Holewa and supported by Councilor Vake to adopt Resolution Number 0124-18 Appoint Susan Trunk to the Safety Committee.

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

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0124-19 CONTRACT AWARD FOR 5TH STREET SOUTH
INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to adopt Resolution Number 0124-19 Contract Award for 5th Street South Infrastructure Replacement Project to TNT Construction Group, LLC.

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

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 0124-20 ACCEPT IRRR GRANT FOR THE 5TH STREET SOUTH
INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Vake and supported by Councilor Holewa to adopt Resolution Number 0124-20 Accept IRRR Grant for the 5th Street South Infrastructure Replacement Project in the amount of \$400,000.00.

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

Voting Nay: None

Absent: None

Motion Carried

PAY APPLICATION NUMBER 10 FOR THE 3RD STREET NW IMPROVEMENT PROJECT

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve Pay Application Number 10 for the 3rd Street NW Improvement Project to Mesabi Bituminous, Inc in the amount of \$19,774.14.

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

Voting Nay: None

Absent: None

Motion Carried

APPROVE PARKS, TRAILS, RECREATION COORDINATOR JOB DESCRIPTION

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve the Parks, Trails, and Recreation Coordinator Job Description.

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

Voting Nay: None

Absent: None

Motion Carried

POST FOR THE PARKS, TRAILS, RECREATION COORDINATOR POSITION

Moved by Councilor Vake and supported by Councilor Halverson to approve the posting of the Parks, Trails, and Recreation Coordinator position.

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

Voting Nay: None

Absent: None

Motion Carried

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HIRE FOR THE PARKS, TRAILS, RECREATION COORDINATOR POSITION

Moved by Councilor Fountain and supported by Councilor Holewa to hire for the Parks, Trails, and Recreation Coordinator position.

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

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0124-21 TO ACCEPT DONATION TO THE CITY OF CHISHOLM LIBRARY

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0124-21 Accept Donation to the City of Chisholm in the amount of \$100.00 for the Chisholm Public Library.

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

Voting Nay: None

Absent: None

Motion Carried

ANNUAL AUDIT ENGAGEMENT LETTER FROM STERLE & CO. LTD

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve the annual audit engagement letter from Sterle & Co. LTD.

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

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0124-22 APPOINTMENT OF ELECTION OFFICIALS AND JUDGES

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution Number 0124-22 Appointment of Election Officials and Judges.

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

Voting Nay: None

Absent: None

Motion Carried

RESOLUTION NUMBER 0124-23 ESTABLISH ABSENTEE BALLOT BOARD.

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to adopt Resolution Number 0124-23 Establishing Absentee Ballot Board.

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

Voting Nay: None

Absent: None

Motion Carried

SCHEDULE A WORKING SESSION

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to schedule a working session with agenda items: Mesabi Bituminous regarding 3rd Street Project, 2024 Mill & Overlay, 5-year Capital Improvement Plan, and Sports Complex/Land Swap on February 14, 2024 at 6:30pm.

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

Voting Nay: None

Absent: None

Motion Carried

Miscellaneous

Mayor Lantz commented that he will make sure that there is something from the EDA and do better with updates.

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Vake and supported by Councilor Holewa to adjourn the meeting at 6:13 pm

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

Voting Nay: None

Absent: None

Motion Carried

Attest:

/s/ Adam Lantz, Mayor

/s/ Stephanie Skraba, Administrator