

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JANUARY 26, 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, 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, and Steve Rahkola with Mesabi Community TV

ADOPT THE AGENDA

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt the agenda with two additions: 1) Councilor Fountain requested a meeting to discuss a consulting firm and 2) Declare City Wide Festival for Sled the City.

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

None

REPORTS

Councilor Halverson attended the public safety building meeting on Monday with Mayor Champa, Administrator Skraba, Police Chief Manner, Fire Chief Masucci, Assistant Fire Chief Worlie, Ambulance Director Davis (left early) and Councilor Lantz (left early). He said it was a good meeting with Five Bugles-Wendel.

Councilor Vake reported Sled the City is coming to Chisholm again on Saturday, February 12th. The poster came out today. The event is on pace and in progress to make it happen. The Chisholm Kiwanis Club is looking to do a legacy project in honor of their 100th anniversary. They would like to do a splash pad. They will be applying for a grant. Starting February 1st, they will be asking the community to vote for Chisholm to receive a \$50,000 grant. They will be visiting the Public Utilities Commission in February and will be giving a presentation to the council at their second meeting in February to layout the plans and specs.

Mayor Champa missed the Public Utilities Commission meeting. He suggested buying blow up sleds for the Sled the City event.

Fire Chief Chris Masucci said the fire department got the skid unit for the brush truck. They are getting it ready to be put in service. They ordered the tracks for the side by side.

Police Chief Vern Manner said a fee schedule will be brought to the council for their review and approval. The list of fees will include temporary liquor license fees. City Attorney Lindsay said the city has an ordinance in place and most fees can be adjusted by resolution.

Public Works Supervisor Larry Folstad reported he is working through the hiring process. They have had a break in the snow. He is glad to see the public safety building is moving forward. He said the Public Utilities Commission meeting was postponed due to lack of a quorum. Mayor Champa asked him if he knew where the school bus stops are located and Larry responded that he did. The mayor thanked him for removing the high snow banks.

Recreation Director Tammy Nevalainen announced there are two summer recreation director positions open until 4:00 p.m. on February 11th. She encouraged people to come in and apply for these positions.

Library Supervisor Katie Christenson reminded the public that the reading program starts February 1st, it is open to all ages and runs through February.

Clerk-Treasurer Eileen Zah is happy that Misty is in the accountant position.

Administrator Stephanie Skraba reported Redhead will be having a Peddle Fat Tire Bike Ride on Saturday, February 26th. It will start at the trailhead at noon and at 3:00 p.m. there will be prizes and food at Tom & Jerry's.

ACCEPT THE CONSENT AGENDA

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to accept the Consent Agenda, including the List of Bills, Amended Minutes of the previous December 28, 2021 Special Meeting, January 4, 2022 Reorganizational Meeting, January 11, 2022 Joint Meeting with Balkan & January 12, 2022 Regular Meeting, Payroll and Overtime

Voting Aye: All

Motion Carried

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NEW BUSINESS:

TEMPORARY LIQUOR LICENSE FOR THE ST. BASIL ORTHODOX CHURCH

Moved by Councilor Fountain and supported by Councilor Lantz to approve the temporary liquor license for the St. Basil Orthodox Church for a wedding reception on January 30, 2022.

Voting Aye: All

Motion Carried

GAMBLING APPLICATION FOR THE CHISHOLM CURLING CLUB

Moved by Councilor Halverson and supported by Councilor Lantz to approve the gambling application for the Chisholm Curling Club for a raffle event to be held on April 8, 2022.

Voting Aye: All

Motion Carried

**SECOND 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 second 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, to adopt 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: Councilors Fountain, Lantz, Mikkola-Rahja, Vake and Mayor Champa

Voting No: Councilor Halverson

Motion Carried

**RESOLUTION NO. 0122-21 AUTHORIZE CITY OF CHISHOLM TO ADOPT INTERIM
ORDINANCE FOR MORATORIUM ON NEW SHORT-TERM RENTALS**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-21 to authorize the City of Chisholm to adopt an interim ordinance for a moratorium on short term rentals and to include the addition of language in the resolution for an 18-month expiration period.

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

Voting No: Councilor Halverson

Motion Carried

MESABI GLASS WINDOW & DOOR BID

Moved by Councilor Lantz and supported by Councilor Halverson to approve the bid from Mesabi Glass, Window and Door to install two doors in the lower level of City Hall for a total of \$17,892.00.

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

Voting No: Councilor Fountain

Motion Carried

RANGE CORNICE & ROOFING COMPANY ROOF REPAIR BID

Moved by Councilor Halverson and supported by Councilor Fountain to approve the bid from Range Cornice and Roofing Company for \$79,282.00 plus \$13,800.00 for three new drains for a total of \$93,082.00.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-22 APPOINT NICOLAI G. TOSCANO TO THE
HEAVY EQUIPMENT OPERATOR/TRUCK DRIVER/UTILITY POSITION**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-22 to appoint Nicolai G. Toscano to serve as the heavy equipment operator/truck driver/utility person for the City of Chisholm contingent upon successful passing of a pre-employment physical and analysis.

Voting Aye: All

Motion Carried

**PROFESSIONAL ENGINEERING SERVICES PROPOSAL FROM JPJ
ENGINEERING FOR 5TH STREET SE INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Halverson and supported by Councilor Lantz to approve the Professional Engineering Services Proposal from JPJ Engineering for the 5th Street SE Infrastructure Replacement Project.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-23 ORDER PREPARATION OF FEASIBILITY
REPORT FOR 5TH STREET SE INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Vake and supported by Councilor Halverson to adopt Resolution No. 0122-23 to order preparation of feasibility study for the 5th Street SE Infrastructure Replacement Project.

Voting Aye: All

Motion Carried

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**RESOLUTION NO. 0122-24 ORDER PREPARATION OF PLANS & SPECS
FOR 5TH STREET SE INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-24 to order preparation of plans and specs for the 5th Street SE Infrastructure Replacement Project.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-25 ACCEPT LIBRARY
DONATION FROM CHISHOLM LUNCH BUNCH**

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution No. 0122-25 to accept the monetary donation of \$165.00 from the Chisholm Lunch Bunch and to earmark the funds for the Chisholm Public Library.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-26 ACCEPT LIBRARY DONATION FROM DANIEL SWALM

Moved by Councilor Fountain and supported by Councilor Lantz to adopt Resolution No. 0122-26 to accept the monetary donation of \$100.00 from Daniel Swalm and to earmark the funds for the Chisholm Public Library.

Voting Aye: All

Motion Carried

STERLE & COMPANY 2021 AUDIT ENGAGEMENT LETTER

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the 2021 audit engagement letter from Sterle and Company.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0122-27 FEDERAL EDA GRANT FOR CAMPGROUND EXPANSION

Moved by Councilor Lantz and supported by Councilor Vake to adopt Resolution No. 0122-27 to authorize the city administrator to apply for and accept funds from the United States Economic Development Administration Under the FY 2021 American Rescue Plan Act Travel, Tourism, and Outdoor Recreation up to \$2,800,000 for the Chisholm Iron Trail Campground Expansion Project to Provide Matching Funds up to \$700,000.

Voting Aye: All

Motion Carried

INDEPENDENT CONTRACT AGREEMENT FOR CAMP HOST FOR 2022

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Independent Contract Agreement for John and Jackie Dahl to provide professional campground management services for the City owned Campground for 2022.

Voting Aye: All

Motion Carried

SCHEDULE WORKING SESSION FOR MCGRATH CONSULTING GROUP

Moved by Councilor Fountain and supported by Councilor Vake to schedule a working session for McGrath Consulting Group.

Voting Aye: Councilor Fountain

Voting No: Councilors Halverson, Lantz, Mikkola-Rahja, Vake and Mayor Champa

Motion Failed

**LETTER OF SUPPORT FOR PATHBLAZERS
SNOWMOBILE CLUB FEDERAL EQUIPMENT GRANT**

Moved by Councilor Lantz and supported by Councilor Vake to authorize the mayor to send a letter of support for the PathBlazers Snowmobile Club for their efforts to secure a Federal Recreational Trail Program Grant for the purchase of an ASV 75-RT HD Skid Steer with a 72" Limb Beaver Brush Cutting Attachment.

Voting Aye: All

Motion Carried

**LETTER OF SUPPORT FOR MN DISCOVERY CENTER FY 2021 AMERICAN
RESCUE PLAN TRAVEL, TOURISM & OUTDOOR RECREATION GRANT**

Moved by Councilor Vake and supported by Councilor Halverson to authorize the mayor to send a letter of support for the Ironworld Development Corporation's (DBA Minnesota Discovery Center) FY 2021 American Rescue Plan Act Travel, Tourism, and Outdoor Recreation grant application seeking \$835,000 from the Department of Commerce Economic Development Administration EDA-2021-ARPATOURISM grant program to fix, upgrade, and enhance critical infrastructure at the Glen Location portion of the Minnesota Discovery Center campus which sees tens of thousands of visitors annually.

Voting Aye: All

Motion Carried

DECLARE CITY WIDE FESTIVAL

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to declare a City-Wide Festival on Saturday, February 12, 2022 for the Sled the City event.

Voting Aye: All

Motion Carried

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**ST. LOUIS COUNTY AGRICULTURAL SOCIETY
REQUEST TO WAIVE BUILDING PERMIT FEES**

Moved by Councilor Vake and supported by Councilor Lantz to grant the request from the St. Louis County Agricultural Society to eliminate the \$7,196.23 building permit application fee.
Voting Aye: All Motion Carried

APPOINT BRITNEY HAGSTEN TO THE LIBRARY BOARD

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to appoint Britney Hagsten to the library board for a two-year term.
Voting Aye: All Motion Carried

APPLICATION FROM RYAN BAUMGARD FOR THE PLANNING COMMISSION

This item will be taken up at the next council meeting. No action taken.

MISCELLANEOUS

None

ADJOURN MEETING

Moved by Councilor Lantz supported by Councilor Vake to adjourn the regular meeting at 7:07 p.m.
Voting Aye: All Motion Carried

Attest:

/s/ John A. Champa,
Mayor

/s/ Stephanie Skraba,
Administrator