

**CHISHOLM CITY COUNCIL
SPECIAL WORK SESSION – JANUARY 3, 2017**

CALL TO ORDER

Council President Todd Scaia called the Special Work Session to order in the City Hall Council Chambers at 5:58 p.m.

ROLL CALL

Present: Council Members Campbell, Rahja, Kevin Scaia and Todd Scaia
Absent: None

Also Present: Interim City Clerk-Treasurer/Administrator Steve Cook, and Marie Tolonen of the Chisholm Tribune Press, Consultant Engineer Jim Johnson, Mike Larson with SEH and Administrative Assistant Margaret Gornick

ADOPT THE AGENDA

Moved by Councilor Rahja and supported by Councilor Varda to adopt the Agenda as presented.

Voting Aye: All

Motion Carried

PUBLIC SAFETY BUILDING

The Council discussed the Public Safety Facility Building that DSGW Architects is working on and the possibility of increasing the Consultant Engineer Jim Johnson's and SEH, Inc.'s hours for engineering services if necessary to assist with this project which is the number one priority for 2017. Request for proposals will need to be sent out.

CREDIT CARD

Discussion took place regarding the cancellation of the City credit card due to fraud and drafting a new credit card policy. The Deputy Clerk-Treasurer will be looking at local banks to compare credit card options.

FILLING VACANT BOARDS & COMMISSIONS POSITIONS

Advertisement in the Chisholm Tribune Press, on the City website and electronic sign for vacant boards & commissions positions will take place until January 15, 2017.

SET DATE & AGENDA FOR JOINT MEETING WITH TOWN OF BALKAN

The Interim Administrator was instructed to contact the Town of Balkan to set up a joint meeting for Monday, January 30, 2017 at 5:30 pm at City Hall to discuss a Joint Use Facility, Other Partnering Projects, Frazer Pit Access to Water Supply, Cable TV & Mutual Aid.

COUNCIL REPRESENTATIVE FOR LOCAL BOARD OF APPEALS & EQUALIZATION

Council Member Kevin Scaia was designated as the Council Member for the Local Board of Appeals & Equalization as his training expiration date is July 1, 2018.

WORKING FOREMAN POSITION

The possibility of keeping the current working foreman position along with the new Team Coordinator Position was discussed.

TEAM COORDINATOR

It was determined that all departments including the water department and except for City Hall staff will report to the Team Coordinator.

EQUIPMENT TRAINING FOR PUBLIC WORKS DEPARTMENT

The Public Works Department will start conducting competency training for all Public Works Staff to determine which equipment they are capable of operating.

OTHER JOB POSTINGS

When the current posted positions are filled it will be necessary to post both internally & externally for other positions that need to be filled.

