

**CHISHOLM CITY COUNCIL  
RE-ORGANIZATIONAL MEETING – JANUARY 4, 2022**

**CALL TO ORDER**

Mayor John Champa called the Re-Organizational Meeting to order at 5:35 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 Marty Halverson, Cheyenne Mikkola-Rahja, April Fountain, Adam Lantz, and Mayor John Champa

Absent: Council Member Travis Vake

Also Present: Clerk-Treasurer Eileen Zah, Administrator Stephanie Skraba, Ambulance Director Jess Davis, Public Works Supervisor Larry Folstad, Assistant Fire Chief Jason Worlie (joined late), Marie Tolonen of the Mesabi Tribune, and Administrative Assistant Margaret Gornick

**ADOPT THE AGENDA**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt the agenda as presented.

Voting Aye: All

Motion Carried

**VOTING ORDER**

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja that the voting order will be as follows with the least senior council member voting first and always ending with the mayor: Councilor Halverson, Councilor Mikkola-Rahja, Councilor Fountain, Councilor Lantz, Councilor Vake, and Mayor Champa. The council is currently meeting via the zoom video teleconference platform due to the COVID-19 coronavirus pandemic and the inability to practice social distancing in the small quarters of the council chambers. The council will be exploring options for a hybrid or in person meetings.

Voting Aye: All

Motion Carried

**SEATING ARRANGEMENT**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja that the seating arrangement for the Council shall be as follows from the left to right: Councilor Lantz, Councilor Mikkola-Rahja, Mayor Champa, Councilor Vake, Councilor Fountain, and Councilor Halverson.

Voting Aye: All

Motion Carried

**ROBERTS RULES OF ORDER**

Moved by Councilor Fountain and supported by Councilor Lantz to adopt Roberts Rules of Order to serve as a guide to conduct City Council meetings.

Voting Aye: All

Motion Carried

**AGENDA FORMAT**

Moved by Councilor Halverson and supported by Lantz to adopt the same basic agenda format that was approved by the council on November 10, 2021. Items are to be submitted to the Clerk's Office by 12:00 p.m. on Thursdays in order to be included in the Council Agenda Packet.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-1 TO ELECT COUNCIL PRESIDENT**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-1 for election of Councilor Lantz to serve as City Council President for the Year 2022. Councilor Fountain suggested Councilor Mikkola-Rahja as the person to serve in this position. This was duly noted by Mayor Champa.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-2 TO ELECT COUNCIL VICE PRESIDENT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Lantz to adopt Resolution No. 0122-2 for election of Councilor Halverson to serve as City Council Vice-President for the year 2022. Councilor Fountain suggested Councilor Vake as the person to serve in this position. This was duly noted by Mayor Champa.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0122-3 TO APPOINT AUDIT COMMITTEE**

Moved by Councilor Halverson and supported by Councilor Lantz to adopt Resolution No. 0122-3 to appoint Mayor Champa and Councilor Lantz to serve on the Audit Committee for the year 2022 and to appoint Councilor Mikkola-Rahja to serve as the alternate on the Audit Committee for the year 2022.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL  
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RESOLUTION NO. 0122-4 TO DESIGNATE OFFICIAL NEWSPAPER

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to adopt Resolution No.0122-4 to designate the Mesabi Tribune as the primary official newspaper.  
Voting Aye: All Motion Carried

RESOLUTION NO. 0122-5 TO DESIGNATE OFFICIAL DEPOSITORY

Moved by Councilor Mikkola-Rahja and supported by Councilor Lantz to adopt Resolution No. 0122-5 for designation of the following depositories: First National Bank of Chisholm, MN and Security State Bank of Hibbing, MN.  
Voting Aye: All Motion Carried

RESOLUTION NO. 0122-6 TO ESTABLISH MEETING TIME, DATE, & PLACE

Moved by Councilor Mikkola-Rahja and supported by Councilor Lantz to adopt Resolution No. 0122-6 to hold the City Council meetings at 5:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month and with other meetings scheduled as needed. Meetings to be held with supervisors (department heads) joining the meetings via the zoom tele/video conference platform and the City Administrator, City Attorney, Mayor & Council Members attending the meetings at City Hall in the Council Chambers or via the zoom tele/video conference platform. Councilor Halverson would like the council to call special meetings in between the regular scheduled meetings so the length of the regular meetings are not three hours long.  
Voting Aye: All Motion Carried

RESOLUTION NO. 0122-7 APPOINT DATA PRACTICE OFFICIALS

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0122-7 to appoint the City Administrator as the “Responsible Authority”, the City Attorney as the Data Practices Compliance Official, the Police Chief as the Law Enforcement Data Official, and the Ambulance Director/Emergency Manager as the Ambulance Service/HIPAA Data Official to administer the requirements for collection, storage, use and dissemination of data on individuals within the City.  
Voting Aye: All Motion Carried

TELEVISION MEETINGS

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to televise all regular City Council meetings, and to televise or audio record special meetings, public hearings, and emergency meetings when requested.  
Voting Aye: All Motion Carried

MISCELLANEOUS

Mayor Champa reminded the council to follow the code of conduct and statement of values policy that was included with the agenda packet.

ADJOURN MEETING

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adjourn the Re-Organizational meeting at 5:57 p.m.  
Voting Aye: All Motion Carried

/s/ John A. Champa,  
Mayor

Attest:

/s/ Stephanie Skraba,  
Administrator