

**CHISHOLM CITY COUNCIL  
RE-ORGANIZATIONAL MEETING– JANUARY 7, 2025**

**CALL TO ORDER**

Mayor Adam Lantz called the Re-Organizational Meeting to order at 5:30 p.m.

Administrator Skraba administered the Oath of Office for Councilors Mary Halverson, Travis Vake, and Jim Varda

**ROLL CALL**

Present: Councilors Jed Holewa, April Fountain, Travis Vake, Jim Varda, Marty Halverson, and Mayor Adam Lantz

Absent: None

Also Present: Administrator Stephanie Skraba, City Attorney Bryan Lindsay, Police Chief Vern Manner, Ambulance Director Tiffany Larson, Confidential Administrative Assistant Susan Trunk, and Bridget Lacoursiere from Mesabi TV.

**VOTING ORDER**

Moved by Councilor Halverson and supported by Councilor Holewa that the voting order will be as follows: Councilor Holewa, Councilor Fountain, Councilor Vake, Councilor Varda, Councilor Halverson, and Mayor Lantz.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**SEATING ARRANGEMENT**

Moved by Councilor Vake and supported by Councilor Varda that the seating arrangement for the Council shall be as follows from the left to right (public view facing council seats): Councilor Holewa, Councilor Fountain, Councilor Vake, Administrator Skraba, Mayor Lantz, Attorney Lindsay, Councilor Varda, Councilor Halverson.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**ROBERTS RULES OF ORDER**

Resources for Robert's Rules of Order can be found on the LMC website. This was informational only.

**AGENDA FORMAT**

Moved by Councilor Varda and supported by Holewa to adopt the same basic agenda format currently in use.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NO. 0125-1 TO ELECT COUNCIL PRESIDENT**

Moved by Councilor Fountain and supported by Councilor Varda to adopt Resolution Number 0125-1 for election of Councilor Holewa to serve as City Council President for the Year 2025.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NO. 0125-2 TO ELECT COUNCIL VICE PRESIDENT**

Moved by Councilor Fountain and supported by Councilor Halverson to adopt Resolution Number 0125-2 for election of Councilor Vake to serve as City Council Vice-President for the year 2025.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

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**RESOLUTION NO. 0125-3 TO APPOINT AUDIT COMMITTEE**

Moved by Councilor Holewa and supported by Councilor Fountain to adopt Resolution Number 0125-3 to appoint Councilor Varda and Mayor Lantz to serve on the Audit Committee for the year 2025 and to appoint Councilor Fountain to serve as the alternate on the Audit Committee for the year 2025.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NO. 0125-4 TO DESIGNATE OFFICIAL NEWSPAPER**

Moved by Councilor Holewa and supported by Councilor Halverson to adopt Resolution Number 0125-4 to designate the Mesabi Tribune as the primary official newspaper.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NO. 0125-5 TO DESIGNATE OFFICIAL DEPOSITORY**

Moved by Councilor Holewa and supported by Councilor Varda to adopt Resolution Number 0125-5 for designation of the following depositories: First National Bank of Chisholm, Minnesota, Security State Bank of Hibbing, Minnesota, and 4M Fund/PMA Financial.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NO. 0125-6 TO ESTABLISH MEETING TIME, DATE, & PLACE**

Moved by Councilor Varda and supported by Councilor Vake to adopt Resolution Number 0125-6 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 to be held at Chisholm City Hall Council Chambers.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NO. 0125-7 APPOINT DATA PRACTICE OFFICIALS**

Moved by Councilor Fountain and supported by Councilor Varda to adopt Resolution Number 0125-7 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: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**TELEVISION MEETINGS**

Moved by Councilor Holewa and supported by Councilor Varda to televise all regular City Council meetings, and to televise or audio record special meetings, public hearings, and emergency meetings when requested.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

**POLICE CHIEF RETIREMENT ANNOUNCEMENT**

Police Chief Vern Manner addressed the council and announced his retirement. The Police Commission Meeting had their first meeting of the year and he let the commission know he will be retiring this year. Although he had originally planned to retire in 2026, he plans to instead leave earlier. He recognizes that these positions are crucial to the city and he wanted to provide ample time to find his replacement. He has encouraged the Police Commission to reach out to the City Administrator and work side by side with her and City Council representatives so that the right person is put in place. He is confident it will be a smooth transition. He said that it has been an honor to have the opportunity to serve along side not only the employees of this great town but also its citizens. Chief Manner expressed that it has been fun and a dream job to have. He plans to retire within the first quarter of the year by April 1<sup>st</sup>. It has not been an easy decision, but the timing is right. He thanked council for the hard work it took to build the public safety building and feels that there is a great team in place and he is very proud of that. Council expressed their gratitude for the work Chief Manners has done.

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**ADJOURN MEETING**

Moved by Councilor Holewa and supported by Councilor Vake to adjourn the Re-Organizational meeting at 5:43 p.m.

Voting Aye: Councilors Holewa, Fountain, Vake, Varda, Halverson, and Mayor Lantz

Voting Nay: None

Absent: None

Motion Carried

Attest:

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Adam Lantz, Mayor

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Stephanie Skraba, Administrator