

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – JANUARY 8, 2019**

CALL TO ORDER

Mayor John Champa called the City Council Meeting to order in the City Hall Council Chambers at 5:30 p.m.

ROLL CALL

Present: Council Members Tracy Campbell, Adam Lantz, April Larson, Travis Vake, Jim Varda, and Mayor John Champa

Absent: None

Also Present: City Clerk-Treasurer/Administrator Bill Manney

Moved by Councilor Varda and supported by Councilor Campbell to recess the Regular Meeting (at 5:34 p.m.) to the Special Meeting on January 9, 2019 at 5:30 p.m.

**CHISHOLM CITY COUNCIL  
SPECIAL MEETING – JANUARY 9, 2019**

(Reconvened the Regular Meeting from January 8, 2019 on January 9, 2019 at 5:30 p.m.)

ROLL CALL

Present: Council Members Tracy Campbell, Adam Lantz, April Larson, Travis Vake, Jim Varda, and Mayor John Champa

Absent: None

Also present: City Clerk-Treasurer/Administrator Bill Manney, City Attorney Bryan Lindsay, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Police Chief Vern Manner & Administrative Assistant Gornick

ADOPT THE AGENDA

Moved by Councilor Campbell and supported by Councilor Varda to adopt the Agenda with additions: 1) Change Council Meeting Dates from Tuesdays to Wednesdays and 2) Resolution No. 0119-15 "Life Security & Control Agreement".

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Anne Varda addressed the Council on behalf of the Downtown Revitalization Group in regards to "Law Enforcement Appreciation Day" which is today. She asked citizens to acknowledge law enforcement. She and other members of the Downtown Revitalization Group brought goodies to the Chisholm Police Department staff, to show appreciation of their service. Anne expressed concerns (along with Interim Administrator David Carlstrom) regarding the Community Development Block Program (CDBG) committee selection process in choosing a Chisholm resident to represent the City of Chisholm. She received a letter from the CDBG notifying her that she was not selected even though the council recommended her to serve as the representative for Chisholm. Interim Administrator David Carlstrom had a conversation with Mr. Steve Nelson of the CDBG. The St. Louis County Board has not responded to Mr. Carlstrom's inquiry as to what occurred. Mayor Champa will draft a letter to the St. Louis County Board Members to inquire why this occurred and to express the Council's dissatisfaction of the outcome.

REPORTS

Councilor Campbell attended the Police Commission meeting on Monday and thanked the City of Chisholm law enforcement staff and supporting agencies for their service.

Councilor Lantz thanked the voters for their support during the election and encouraged others to run for office. He also thanked Police Chief Manner and his staff for their service.

Councilor Larson thanked the community for voting for her and thanked the law enforcement staff for all that they do.

Councilor Vake thanked the voters and thanked Police Chief Manner and his staff for their service. He reported the school expressed their appreciation to School Resource Officer Bill Purdy today, in observance of "Law Enforcement Appreciation Day".

Councilor Varda attended the Parks & Recreation Board meeting on Monday and the Youth Center meeting on Tuesday. The Fire Department had 149 calls in 2018 and 4 year to date.

Mayor Champa addressed the council to share his understanding of his responsibilities as Mayor (he was the former Mayor from 1999 - 2006) and his expectations of the council members responsibilities. He would like the council members to go through Administrator Manney should they have concerns. He also encouraged council members to talk to employees in the different departments to learn what they do and to listen to their concerns. He stated he feels the council is the "board of directors for the city". He thanked the voters for the tremendous turnout during a non-presidential election. His priorities this year are to build up the council and to work together even though they may have differences at times. His long term goal is to attract more people and businesses to the community.

**CHISHOLM CITY COUNCIL  
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Consultant Engineer Jim Johnson congratulated the new council members. In answer to Mayor Champa's inquiry, he reported the calendar parking signs on 8<sup>th</sup> Street NW will be removed. Police Chief Manner welcomed Mayor Champa and congratulated the new council members. He reported calendar parking is being enforced throughout the City. He thanked Anne Varda and the other citizens for their recognition of his department today.

Fire Chief Bob Brown asked the citizens to please abide by calendar parking and to make sure house numbers are legible on their homes and garages. The fire department had 149 calls in 2018 and 4 so far this year. They are working with new computer software for reporting incidents to the state. Dan Lucente & Adam Lantz completed state certified training. The fire departments active Chaplain made them aware that suicide has surpassed other types of death. He thanked the retired fire department officers and the city staff for their help in the annual repair of equipment. He invited the council members to tour the fire department facility and thanked Police Chief Manner and his staff for their service.

Building & Zoning Official Mandy Galli gave an overview of her duties to the new council members and discussed the demolition program. She invited the Mayor & council members to call or stop in if they have any questions or concerns.

City Clerk-Treasurer Administrator Bill Manney stated he would do his best to serve the community and thanked them for their trust in him. He met with a representative of the MN Department of Natural Resources and reported they identified a gypsy moth population in Chisholm. The MN Department of Agriculture will be treating the area with a non-toxic organic material in June of 2019. This project will be state and federally funded and there will not be a cost to the City. Marissa Streifel with the MN Department of Agriculture will attend the January 23, 2019 council meeting to give a 20 minute presentation of their findings and the process. He was contacted by the 2020 U.S. Census Bureau and they are looking for a City council resolution to support their need to recruit census workers and a count committee. Administrator Manney will attend the U.S. Census Bureau free workshop that will be held in Mt. Iron on February 20, 2019.

**ACCEPT THE CONSENT AGENDA**

Moved by Councilor Varda and supported by Councilor Vake to accept the Consent Agenda, including the List of Bills, Minutes of the previous November 20, 2018 Budget Working Session, November 27, 2018 Budget Working Session, December 12, 2018 Regular Meeting, December 12, 2018 Truth in Taxation Hearing, December 27, 2018 Special Meeting, Payroll and Overtime.  
Voting Aye: All Motion Carried

**GAMBLING PERMIT CHISHOLM CURLING CLUB**

Moved by Councilor Campbell and supported by Councilor Lantz to approve the gambling permit for the Chisholm Curling Club for a raffle event to be held on April 13, 2019 at Tom & Jerry's.  
Voting Aye: All Motion Carried

**BRAUN INTERTEC PROPOSAL FOR 13<sup>TH</sup> ST NW / 5<sup>TH</sup> AVE NW PROJECT**

Moved by Councilor Lantz and supported by Councilor Larson to accept the proposal from Braun Intertec to complete a geotechnical evaluation for the proposed reconstruction of segments of 13<sup>th</sup> Street NW / 5<sup>th</sup> Avenue NW for an amount not to exceed \$4,750.00.  
Voting Aye: All Motion Carried

**JPJ ENGINEERING PROPOSAL FOR 13<sup>TH</sup> ST NW / 5<sup>TH</sup> AVE NW PROJECT**

Moved by Councilor Lantz and supported by Councilor Larson to accept the proposal from JPJ Engineering to provide engineering services for the proposed reconstruction of 13<sup>th</sup> Street NW / 5<sup>th</sup> Avenue NW and to provide the scope of services at an hourly rate not to exceed \$60,500.00 which includes the preliminary survey (\$6,950.00), the project feasibility study (\$3,500.00), the project design (\$48,500.00) and bidding (\$1,550.00) of the project with the construction phase services fee to be determined once the project begins.  
Voting Aye: All Motion Carried

**BOARD & COMMISSION APPOINTMENTS & CODE OF CONDUCT**

Moved by Councilor Campbell and supported by Councilor Lantz to direct City Attorney Bryan Lindsay to review the Code of Conduct Policy for language to address behavior violations of the policy that may result in removal of the board or commission member.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-15 "LIFE SECURITY & CONTROL AGREEMENT"**

Mayor Champa turned the gavel over to Council President Campbell for this item.

Moved by Councilor Lantz and supported by Councilor Varda to adopt Resolution No. 0119-15 to authorize and reaffirm the agreement between the City of Chisholm and Life Security and Control (Mayor Champa owns this company), to provide certain security services including level two maintenance and monitoring of the installation and maintenance of its current system for the calendar year 2019. Pursuant to a service agreement that has had an average value of less than \$3,000.00 on an annual basis.

Voting Aye: Councilors Campbell, Lantz, Larson, Vake, and Varda  
Abstained: Mayor Champa Motion Carried

**CHISHOLM CITY COUNCIL  
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**LEAGUE OF MN CITIES TRAINING FOR NEWLY ELECTED OFFICIALS**

Moved by Councilor Campbell and supported by Councilor Varda to authorize council members Lantz, Larson and Vake to attend the League of MN Cities 2019 Leadership Conference for Newly Elected Officials in Brainerd on February 22<sup>nd</sup> & 23<sup>rd</sup> at the rate of \$225.00 per person.  
Voting Aye: All Motion Carried

**AMEND RESOLUTION NO. 0119-3 TO APPOINT AUDIT COMMITTEE**

Moved by Councilor Campbell and supported by Councilor Varda to amend Resolution No. 0119-3 to add the appointment of Councilor Vake to serve as the alternate on the Audit Committee for the year 2019.  
Voting Aye: All Motion Carried

**AMEND RESOLUTION NO. 0119-7 APPOINT DATA PRACTICE OFFICIALS**

Moved by Councilor Vake and supported by Councilor Campbell to amend Resolution No. 0119-7 to add the appointment of the City Attorney as the Data Practices Compliance Official to administer the requirements for collection, storage, use and dissemination of data on individuals within the City.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-9 COUNCIL BOARDS &  
COMMISSIONS APPOINTMENTS**

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 0119-9 to appoint council members to various boards and commissions.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-10 RE-APPOINT CITY ADMINISTRATOR**

Moved by Councilor Varda and supported by Councilor Vake to adopt Resolution No. 0119-10 to re-appoint William Manney as the City Clerk-Treasurer/Administrator for a one (1) year term.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-11 RE-APPOINT BUILDING/ZONING/SAFETY OFFICIAL**

Moved by Councilor Campbell and supported by Councilor Larson to adopt Resolution No. 0119-11 to re-appoint Amanda Galli as the City Building/Zoning/Safety Official for a one (1) year term.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-12 RE-APPOINT CITY ATTORNEY**

Moved by Councilor Lantz and supported by Councilor Varda to adopt Resolution No. 0119-12 to re-appoint Bryan Lindsay as the City Attorney for a one (1) year term.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-13 RE-APPOINTMENT OF FIRE CHIEF**

Moved by Councilor Varda and supported by Councilor Campbell to adopt Resolution No. 0119-13 to re-appoint Robert Brown as Fire Chief and Emergency Management Director.  
Voting Aye: All Motion Carried

**RESOLUTION NO. 0119-14 SUPPORT US EPA BROWNFIELD  
GRANT APPLICATION & MEMO OF UNDERSTANDING**

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 0119-14 to support the US EPA Brownfield Assessment grant application to be submitted by the City of Virginia, and authorize the City of Chisholm to enter into a Memorandum of Agreement with the City of Virginia for a community-wide assessment project.  
Voting Aye: All Motion Carried

**APPOINT MARY JO RAHJA  
TO THE HOUSING & REDEVELOPMENT AUTHORITY (HRA) BOARD**

Moved by Councilor Campbell and supported by Councilor Larson to appoint Mary Jo Rahja to the HRA board for a term of five (5) years, commencing February 1, 2019 and ending January 31, 2024.  
Voting Aye: All Motion Carried

**RE-APPOINT THOMAS M. PASCUZZI TO THE PLANNING & ZONING COMMISSION**

Moved by Councilor Varda and supported by Councilor Vake to appoint Thomas M. Pascuzzi to the Planning & Zoning Commission for a term of three (3) years, commencing February 1, 2019 and ending January 31, 2022.  
Voting Aye: All Motion Carried

**CHISHOLM CITY COUNCIL  
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**APPOINT DON HAENKE TO THE POLICE COMMISSION**

Moved by Councilor Campbell and supported by Councilor Varda to appoint Don Haenke to the Police Commission for a term of three (3) years, commencing February 1, 2019 and ending January 31, 2022.

Voting Aye: All

Motion Carried

**APPOINT STEVE ZALEC TO THE PUBLIC UTILITIES COMMISSION**

Moved by Councilor Campbell and supported by Councilor Larson to appoint Steve Zalec to the Public Utilities Commission for a term of two (2) years, commencing February 1, 2019 and ending January 31, 2022.

Voting Aye: All

Motion Carried

**RE-APPOINT JESSALYN SABIN TO THE LIBRARY BOARD**

Moved by Councilor Lantz and supported by Councilor Campbell to re-appoint Jessalyn Sabin to the Library Board for a term of three (3) years, commencing February 1, 2019 and ending January 31, 2022.

Voting Aye: All

Motion Carried

**APPOINT HONEY LARSON TO THE LIBRARY BOARD**

Moved by Councilor Campbell and supported by Councilor Vake to appoint Honey Larson to the Library Board for a term of three (3) years, commencing February 1, 2019 and ending January 31, 2022.

Voting Aye: All

Motion Carried

**APPOINT COMMITTEE MEMBERS FOR TRUCK DRIVER POSITION**

Moved by Councilor Campbell and supported by Councilor Varda to form a committee consisting of committee members: Administrator William Manney, Council Member Travis Vake, and Leon Wegener from the Public Works Department for the interview and selection process to fill the vacant Truck Driver position.

Voting Aye: All

Motion Carried

**APPOINT COMMITTEE MEMBERS FOR NEGOTIATION OF CONFIDENTIAL  
ADMINISTRATIVE ASSISTANT'S CONTRACTS**

Moved by Councilor Larson and supported by Councilor Vake to form a committee consisting of committee members; Administrator William Manney, Council Member Tracy Campbell, City Attorney Bryan Lindsay & Police Chief Vern Manner to negotiate the Confidential Administrative Assistants (Rachel Andria & Margaret Gornick) contracts.

Voting Aye: All

Motion Carried

**CONGRESSMAN PETE STAUBER FIELD OFFICE LEASE AGREEMENT**

Moved by Councilor Campbell and supported by Councilor Lantz to approve the Lease Agreement with Congressman Pete Stauber and the City of Chisholm for the leasing of office space in City Hall for two years commencing January 3, 2019 and ending January 2, 2021 at the rate of \$.13 cents per month.

Voting Aye: All

Motion Carried

**RANGE ASSOCIATION OF MUNICIPALITIES & SCHOOLS (RAMS)**

Moved by Councilor Campbell and supported by Councilor Vake to direct Administrator William Manney to contact Steve Giorgi of RAMS to attend a council meeting to present information on RAMS and answer questions.

Voting Aye: Councilor Campbell, Lantz, Larson, Vake and Mayor Rahja

Voting No: Councilor Varda

Motion Carried

**RGGS LAND & MINERALS ANNUAL  
SURFACE LEASE AGREEMENT #13300 PAYMENT**

Moved by Councilor Campbell and supported by Councilor Larson to authorize the annual payment of \$200.00 to RGGS (per the agreement with RGGS Land & Minerals, LTD, L.P, of Delaware for a public service/non-commercial signboard located within the SW ¼ of NE ¼, Section 26, T58N-R20W in St. Louis County).

Voting Aye: All

Motion Carried

**CHISHOLM COMMUNITY FOUNDATION CORPORATE PARTNERSHIP**

Moved by Councilor Campbell and supported by Councilor Lantz to continue support of the Chisholm Community Foundation (CCF) as a Corporate Sponsor in the amount of \$1,000.00.

Voting Aye: All

Motion Carried

