

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JANUARY 8, 2020**

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 Fountain, 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, Fire Chief Bob Brown, Public Works Supervisor Larry Folstad, Ed Chamernick & Administrative Assistant Gornick

ADOPT THE AGENDA

Moved by Councilor Varda and supported by Councilor Vake to adopt the Agenda with one addition: 7B8) Gambling Permit for Curling Club and one change: 1) Move item 7B1) Resolution No. 0120-8 PERA for Jeremy Uhrbom under Vern Manner, Police Chief to Item 7E9) under Mayor Champa and to change the order of the Public Participation speakers to A) Eugene Beckman, B) Precious Paws Humane Society of Chisholm and C) Mike Clark with Wendel's Five Bugles Design Group..

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Eugene Beckman addressed the Council with his concerns about the time and way that the City Public Works crew plows the snow in his alley. The snow is over two feet tall and extends into his yard. They sent a loader to clean up the snow the first time. Public Works Supervisor Larry Folstad and Mayor Champa discussed this matter with Mr. Beckman prior to the Council meeting. He asked if he could push the snow back onto City property. The Mayor responded by stating it is the City's duty to plow the snow on streets and it is the citizens responsibility to clean it up. After a lengthy discussion, Council Member Adam Lantz asked Mr. Beckman to reach out on social media for help or to ask friends, neighbors or strangers. He told Mr. Beckman to call him and offered to clear snow for him in the future.

Joe Keyes with Precious Paws Humane Society of Chisholm presented the Council with the annual report and talked about the future plans of Precious Paws and the proposed changes to the 2020 contract which is an agenda item tonight. They will continue to fundraise to raise money for the replacement of the roof. They are looking at AEOA for a grant in 2020 for the roof. They will continue to work to make the shelter a safe haven for animals. They will provide the City with quarterly reports. In 2019, they took in 226 animals, they adopted out 7 cats and 9 cats were returned to owners. They took in 49 dogs and returned 42 to their owners. They sold 27 City licenses in 2019.

Mike Clark, Senior Architect with Wendel's Five Bugles Design and Project Manager Laura Eysnogle updated the Council on the proposed design for the Public Safety Facility. These were not action items tonight but an overview of the floor plan of the building. They are about halfway through the design phase of the building. They also discussed the replacement building for Public Works. The Community space portion of the building will have an occupancy of 49 people. They are proposing steel walls and steel framing. They will bring samples and materials with them the next time they report to the Council. They discussed precast concrete versus traditional construction. Mr. Clark recommended the traditional built version. They do not recommend relocating the existing Public Works (old sewer plant) building. They feel it would cost the same to relocate it as it would to build a new building. The new Public Works Facility will have 5,000 square feet of space. Most of it will be used for storage and staff space. There will be bathrooms with showers and lockers for 15 full-time staff members. There will also be lockers for seasonal staff. The office space will have computer workstations. There will be a mezzanine for storage. They are recommending that it is constructed to be tall enough to house a backhoe (1 ½ stories tall). It will be minimally heated and the office space will have air conditioning. The construction cost for the Public Works building will be \$750,000.00 - \$875,000.00. With a salt storage building, it will be approximately \$1,000,000.00. The next steps will be to keep developing the product. They will bring back updated drawings the middle of February 2020 and the Council will schedule a Working Session in mid-March 2020.

REPORTS

Councilor Fountain wished everyone a Happy New Year and is looking forward to working with everyone here on the Council and the all of the citizens in the community. She reported on the Community Education class offerings which are the Defensive Driving class and swimming lessons for kids and volleyball basics and phy-ed fun. Call 254-5726 for more information. The Adult Prom is coming up on Saturday, January 25, 2020 from 8:00 p.m. – 12:00 p.m. at Valentini's. The cost is \$30.00 per person or \$50.00 per couple. Call 254-5726 extension 3206 to sign up. This supports the Kids Plus program. Polar Bear Days will be February 5 – February 22, 2020.

Councilor Lantz is trying to get ice at the ice rink by the arena. The work is all being done by volunteers. Calendar Parking is a big thing in Chisholm and the Police Department needs to enforce this. He asked Consultant Engineer Jim Johnson about the five-year Capital

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Improvement Projects Plan. He would like to know what the priority is. He feels priorities can change. He would like to revisit the five / ten-year Capital Improvement Projects Plan.

Administrator Bill Manney will put this on an upcoming agenda.

Councilor Vake wished everyone a Happy New Year.

Councilor Varda wished everyone a Happy New Year and congratulated the Minnesota Vikings football team on their recent win.

Mayor Champa attended his first Central Iron Range Sanitary Sewer District meeting. They are going to try a new type of pump with a chopping blade on it for breaking up solids. He will give an update on the campground at the next meeting and the Council can decide if it is worth doing.

Building & Zoning Official Mandy Galli gave a brief report on building permits issued in 2019.

There were 172 permits issued for a total of \$2,620,677.00 and the City collected \$21,241.60 in building permit fees. It was a good, busy year for the community. There is a meeting scheduled next week with the Range Center to discuss future plans of property that they own. She feels things will work out for the City, the Range Center and the property owners that live near the Range Center. She will bring a formal request to the Council to adopt a \$25.00 registration fee for Rental Property Owners. She will work with City Attorney Bryan Lindsay on a Resolution for this. She has a current list of City owned and privately owned City lots.

Public Works Supervisor Larry Folstad thanked the public, the police, the Mayor and Administrator Manney for their assistance during the recent snow emergency. Everyone was safe even though there was eleven inches of snow during the big snow event. The Everbridge notification system worked well and we are in the process of signing people up. The staff at the Chisholm Public Library will assist in signing people up. Due to all of the snow, the alleys and intersections are getting skinnier. He asked people to try to work together. He and his staff are looking at retooling what they have. He is looking at Vee plows for the loader but they can't get one built until May. They will be cleaning up the snow banks by the Post Office. The State of Minnesota is scheduled to be here with their blower Monday, Tuesday and Wednesday of next week.

Fire Chief Bob Brown acknowledged John Ulrich on his three-year anniversary with the Fire Department. The Department had 131 calls in 2019 and 7 calls for the month of December. They have had 7 calls so far in January. They have reviewed the current standard operating procedures for the Department. Tomorrow night they will have their monthly meeting and will be setting up a training plan. He has been working with the four new members. They now have twenty six members with the Fire Department. He asked the public to check their carbon monoxide and smoke detectors. He said there should be two ways out of where people live and to make sure both exits are clear of snow and to also check that your gas meter is clear of snow. The new way of removing snow on the main street has helped in medical emergency situations. City Clerk-Treasurer Administrator Bill Manney apologized to the residents for the late notice regarding the change in recycling that was mailed with the Public Utilities billing. It was a separate flyer that explained the important recycling change. Waste Management will still pick up recycling in January but this service will be discontinued starting February 1, 2020. You will be able to bring your recycling to the Balkan Garage on Mondays, Wednesdays and Fridays from 8:00 a.m. to 4:00 p.m. You must separate the items (paper, plastic, aluminum and cardboard).

ACCEPT THE CONSENT AGENDA

Moved by Councilor Campbell and supported by Councilor Fountain to accept the Consent Agenda, including the List of Bills, Minutes of the previous December 11, 2019 Regular Meeting, December 11, 2019 Truth in Taxation Hearing, December 18, 2019 Working Session, December 18, 2019 Regular Meeting, December 30, 2019 Special Meeting, Payroll and Overtime.

Voting Aye: All

Motion Carried

SURPLUS EQUIPMENT / DO-BID AUCTION RESULTS

Public Works Supervisor Larry Folstad reported the recent Do-Bid Auction results for the surplus equipment went very well. The net amount that the City received was \$18,900.45. This was an informational item at this time.

HOTSYS PRESSURE WASHER PURCHASE

Moved by Councilor Vake and supported by Councilor Lantz to authorize the purchase of a 3000 psi Pressure Washer from Hotsys of Blaine, MN for the amount of \$10,967.74.

Voting Aye: All

Motion Carried

TRIPLE "PLAY" ON THIRD – POLAR BEAR DAYS EVENT

Council Member Travis Vake approached the Council with a request to hold an event during Polar Bear Days that would consist of sliding, skating, s'mores and a bonfire at the bottom of the sliding hill on third avenue southwest on Saturday, February 15, 2020. He would like to get the school involved for the concession stands. Mayor Champa will talk to Paul Ruper with Keyboard Liquor to see if they would be interested in serving toasted wine. This was an informational item at this time.

PRECIOUS PAWS HUMANE SOCIETY OF CHISHOLM 2020 CONTRACT

Moved by Councilor Campbell and supported by Councilor Fountain to approve the animal control contract with Precious Paws Humane Society of Chisholm (PPHSC) for \$1,200.00 per month for up to 100 animals yearly. PPHSC volunteers will no longer be available to aid Chisholm Police Officers in any seizure of animals. In the event that a pregnant animal is brought to them by the City, they will charge the City \$50.00 per kitten or puppy subsequently born to that

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pregnant animal while in their care. Should the original owner learn months or years later, that PPHSC still has his/her pet in its care and original owner wants said pet returned to them, PPHSC shall notify the City of this situation before returning the pet to the original owner, so that recovery of city-paid fees can be made. The contract will continue in full force and effect upon the terms contained within from January 1, 2020 through December 31, 2020. Joe Keyes with PPHSC requested a change to the existing language of item #9, that the payment due date will be within so many days of the invoice date. This language will be incorporated into the 2020 contract.

Voting Aye: All

Motion Carried

STERLE & COMPANY 2019 AUDIT ENGAGEMENT LETTER

Moved by Councilor Fountain and supported by Councilor Lantz to authorize Mayor Champa and Administrator Manney to sign the 2019 Audit Engagement Letter for Sterle and Company, LTD.

Voting Aye: All

Motion Carried

ZAMBONI PURCHASE FOR ARENA

Moved by Councilor Lantz and supported by Councilor Campbell to authorize the purchase of a Zamboni 552AC from Frank J. Zamboni & Co., Inc. of Paramount, CA for the amount of \$150,341.60.00 for the Chisholm Ice Arena. This is a budgeted item (\$100,000.00) and \$50,000.00 will come from the Chisholm Curling Club Youth Hockey. The Club will continue to apply for grants.

Voting Aye: All

Motion Carried

FEES FOR DATA REQUESTS

Moved by Councilor Campbell and supported by Councilor Varda to authorize the change to the Data Practices Act Form to remove the cost of employee time to search for data, retrieve data, and make copies for \$21.50 per hour and to add that the cost will be dependent upon the hourly cost of the employee.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0120-9 COUNCIL BOARDS &
COMMISSIONS APPOINTMENTS**

Moved by Councilor Campbell and supported by Councilor Fountain to adopt Resolution No. 0120-9 to appoint council members to various boards and commissions. The appointments will remain status quo (same as 2019).

Voting Aye: All

Motion Carried

RESOLUTION NO. 0120-10 RE-APPOINT CITY ADMINISTRATOR

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution No. 0120-10 to re-appoint William Manney to serve as the City Clerk-Treasurer/Administrator for a one (1) year term.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0120-11 RE-APPOINT BUILDING/ZONING/SAFETY OFFICIAL

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 0120-11 to re-appoint Amanda Galli to serve as the City Building/Zoning/Safety Official for a one (1) year term.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0120-12 RE-APPOINT CITY ATTORNEY

Moved by Councilor Fountain and supported by Councilor Campbell to adopt Resolution No. 0120-12 to re-appoint Bryan Lindsay to serve as the City Attorney for a one (1) year term.

Voting Aye: All

Motion Carried

SETUP COMMITTEE TO RE-APPOINT FIRE CHIEF

Moved by Councilor Varda and supported by Councilor Lantz to appoint Mayor Champa, Administrator Manney, and Councilor Vake to serve as committee members to meet with Fire Chief Bob Brown.

Voting Aye: All

Motion Carried

LETTER OF SUPPORT FOR SKYWEST AIRLINES

Moved by Councilor Campbell and supported by Councilor Fountain to authorize Mayor Champa to sign the letter of support for SkyWest Airlines to provide Essential Air Services to the Range Regional Airport beginning June 1, 2020.

Voting Aye: All

Motion Carried

CHISHOLM COMMUNITY FOUNDATION CORPORATE PARTNERSHIP

Moved by Councilor Vake 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

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RESOLUTION NO. 0120-8 PERA FOR JEREMY UHRBOM

Moved by Councilor Campbell and supported by Councilor Lantz to adopt Resolution No. 0120-8 to enroll Police Officer Jeremy Uhrbom in the Public Employees Retirement Association.
Voting Aye: All Motion Carried

GAMBLING PERMIT CHISHOLM CURLING CLUB

Moved by Councilor Campbell and supported by Councilor Vake to approve the gambling permit for the Chisholm Curling Club for a raffle event to be held on April 16, 2020 at Tom & Jerry's.
Voting Aye: All Motion Carried

ADJOURN MEETING

Moved by Councilor Fountain and supported by Councilor Campbell to adjourn the regular meeting at 8:07 p.m.
Voting Aye: All Motion Carried

/s/ John A. Champa
John A. Champa,
Mayor

Attest:

/s/ William Manney
City Clerk-Treasurer/Administrator