

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JULY 10, 2024**

Mayor Adam Lantz called the Regular Meeting to order at 5:30 p.m.

Present: Council Members Marty Halverson, April Fountain, Jed Holewa, Travis Vake, and Mayor Adam Lantz.

Absent: Councilor Cheyenne Mikkola-Rahja

Also Present: Administrator Stephanie Skraba, Ambulance Director Tiffany Larson, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, Library Supervisor Katie Christenson, Attorney Bryan Lindsay, Confidential Administrative Assistant Susan Trunk, Dona Rahkola with Mesabi Community TV, and Darlene Salo for public participation.

ADOPT THE AGENDA

Moved by Councilor Vake and supported by Councilor Holewa to adopt the agenda with additions: Schedule a joint meeting with Chisholm/Hibbing Airport Authority on August 19, 2024 @ 6:00 pm, temporary liquor license for St. Basil Serbian Orthodox Church July 21, 2024, Schedule a Special Meeting for Arena/Curling Club Improvements, updated CTC Network Enhancements, and a Letter from Chief Manner regarding updates on blight. Corrections: Councilor Fountain incorrectly marked absent at adjournment on 7.12.2024, Meeting Minutes are for June 12, 2024 not June 10, 2024.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Darlene Salo discussed with the council her concerns about the picnic tables and canopies across the street from her residence.

REPORTS

Councilor Halverson reported he attended the Public Safety Building open house, site visits at Redhead and Redhead committee meetings, and he attended the Council Special meeting on the 22nd.

Councilor Mikkola-Rahja reported through a letter that Mayor Lantz read aloud. She attended an HRA meeting, the RAMS board meeting, and the Public Safety Building open house. At the RAMS board meeting, thanks to your support, I was honored to be one of the nominees to fill one of the vacant seats. Before the meeting, she had the opportunity to speak with many members individually and had some great conversations with folks from across the Range. She also spoke to the board as a whole before they made their decision. She is proud to say she was appointed to complete a term ending 12/31/24 (and may be eligible to run for reelection to that seat depending on whether she is reelected to her current City Council seat) and look forward to working with the RAMS board. The board is currently on their summer break and will not meet again until September 26. Here is a quick background on RAMS for your information: The Range Association of Municipalities and Schools (RAMS) organization represents more than 155,000 residents and 69 public sector units of government, including 27 cities, 15 public school districts, and 27 townships in the 13,000-square-mile Taconite Assistance Area (TAA) of northeast Minnesota. As an organization, RAMS has represented the interests of the Iron Range region for 85 years.

Councilor Fountain reported that the city wide clean up is July 8th through the 12th, Monday, Wednesday, Friday 7-3, Tuesday, Thursday 7-645. On Wednesday July 31st, at 6pm there is Bingo, Pistols, and Purses, a Chamber fundraiser at Valentini's. Strong Towns Action Team is assisting with city clean up for anyone who is physically unable to get items to the city garage. Contact is Jen Gigliotti 262-909-6634. Meet Up and Chow Down sponsored by the United Way of NE Minnesota is still serving lunches for kids 18 and under from 12-1 in Kiwanis Park. There are a couple employment opportunities in the community, 30 West is hiring gym attendants, MN Discovery Center is hiring a Board of Directors or volunteers, banquet cook. IRRR is having a community development workshop on July 16th.

Councilor Holewa reported that he attended the Chisholm Beautification meeting and attended the Public Safety Building open house. There is a garden meeting next Wednesday, July 17th at 5:00 pm at the Baptist Church. There is a Mainstreet Market on July 18th, on Lake Street from 3:00 to 8:00 pm.

Councilor Vake commented on the Public Safety Building is amazing without hiccups or problems, everyone supported it, speaks to what this community does and thanked Administrator Skraba for her hard work.

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Mayor Lantz reported that the Public Safety Building open house was fabulous and well attended, a lot of people from the public, and he heard nothing but good things. Its great to be in there, they have been busy moving in apparatus and gear. Last meeting there was there was a bunch of damage around town from the hail and the following week with a natural disaster with the rain event of 8 inches in a couple of hours. Some individuals have some extreme issues with terrible outcomes He appreciates the patience and thanked the council for meeting right away so they could figure out what they will be doing. He thanked Larry's crew, they were fabulous, and the fire department was tremendous, they were out there in the storm wading through basements, helping people pump as they needed. It just goes to show what this community does to help each other out, when you reach out and ask there is always someone there to help. The mayor's phone was ringing off the hook all week thanking Larry's crew. He thanked Larry's crew for going above and beyond and Stephanie and her team for doing a great job on the Public Safety Building.

Ambulance Director Larson reported that she has been working with the county to get individuals and the community qualified with FEMA. The move in has been going very well, they had their first call the day of the open house, the new building is much appreciated.

Fire Chief Masucci was absent.

Police Chief Manner was absent.

City Building Official Galli did not have a report.

City Consultant Engineer Johnson reported that about 77% of homes have responded to the lead service line inventory. He reminded everyone that this is just an inventory to be turned in to the Department of Health. If home owners wish to utilize funding in the future, they must participate in the survey. He requested that those who have not reported their service line for the lead service survey, please contact Utility Clerk Denise 218-254-7905. Residents can send in a picture via email dkealy@ci.chisholm.mn.us or call to set up a time for city staff to come check it.

Public Works Supervisor Folstad reported that there is no additional signage required for emergency vehicles by the public safety building as there is 1000 feet in both directions. The city is compliant. The lead line survey is wrapping up and Chisholm is responding really well and it is very much appreciated. This is step one in the process. Annual dust control is going today in alleys, roads, and campground. The elm trees are dying in the area. Supervisor Folstad met with a forester. This is happening at an alarming rate, caused by Dutch Elm, bark beetle, and stressful weather changes and they are having trouble keeping up with removal of the dead trees.

Parks/Trails/Recreation Director Maruska reported that the youth center numbers are good, 706 unique visits this year, 389 visits last year. There are a lot of 4th graders coming in, giving credit to them being exposed to it during summer rec. CSRP are down slightly with 116 coming all 7 weeks, kids are still adding in. The camp ground has been full every weekend. The seasonal staff, Maggie and Jocelyn are doing a great job. The department of health had their inspection at the campground and she believes it went well.

Library Supervisor reported that the library is wrapping up the summer reading program, with 203 kids and teens signed up. There is a Peregrine Falcon program tomorrow at the senior center at 10am. They are anticipating a good turnout. The following week they will be tie dying at the library with a visit from the ice cream truck. In August, Willow who is an artist from Rochester Minnesota, will be using her creative individual grant from the Minnesota State Arts Board to create a 24 by 24 painting of the library while engaging the community in the process, then donating the painting to the library. The park is looking more inviting, with the help of Larry's crew trimming trees, Hostas being planted, all to create and interactive space in the community and share their ideas for the mural. Next steps will be to call out to artists and hopefully have a spring 2025 mural unveiling.

City Attorney Lindsay did not have a report.

Administrator/Interim Clerk Treasurer Skraba reported it was a great day at the opening of the public safety building, the community really came out, it was good to see the departments in their space, and seems like it is going to be a really good fit for everybody and she is happy for each department that gets to utilize that building for years to come and thanked everyone for their work. She was really impressed with the way the departments responded to weather events.

Larry's group went above and beyond, the fire department was out there, and thanks to Tiffany for moving forward on the Emergency Manager's side to see what can be done to assist with the damage done in the community. Funding has been pretty much secured for the arena curling club and she is working with the state to get it to the point of signed contracts with them and IRRR.

APPROVE THE CONSENT AGENDA

Moved by Councilor Holewa and supported by Councilor Vake to Approve the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the June 12, 2024 Regular Meeting, June 21, 2024 Emergency Meeting, payroll, and overtime.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

**CHISHOLM CITY COUNCIL
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AMEND ORDINANCE 153.04 AND 153.07 1st READING

Moved by Councilor Holewa and supported by Councilor Halverson to acknowledge the first reading of Amendments to Ordinances 153.04 and 153.07.

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

Voting Nay: Councilor Fountain

Absent: Councilor Mikkola-Rahja

Motion Carried

RESOLUTION NUMBER 0724-53 APPROVING PLANS AND SPECIFICATIONS AND
AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE TOMASSONI MEMORIAL
ARCH

Moved by Councilor Vake and supported by Councilor Fountain to adopt Resolution number 0724-53 Approving Plans and Specifications and Authorizing the Advertisement for Bids for The Tomassoni Memorial Arch.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

RESOLUTION NUMBER 0724-54 AWARD OF CONTRACT FOR 2024 STREET AND
ALLEY RECONDITIONING PROJECT

Moved by Councilor Vake and supported by Councilor Halverson to adopt Resolution Number 0724-54 Award of Contract for 2024 Street and Alley Reconditioning Project to Mesabi Bituminous, Inc. of Gilbert, MN.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

AGREEMENT FOR PROFESSIONAL CONSTRUCTION SERVICES FOR 2024 STREET
AND ALLEY REHABILITATION PROJECT

Moved by Councilor Holewa and supported by Councilor Vake to approve the agreement for Professional Construction Services for 2024 Street and Alley Rehabilitation Project with SEH, Inc.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

RESOLUTION NUMBER 0724-55 COMMITTING THE CITY TO PROVIDE A POSITIVE
CASH FLOW IN ITS ANNUAL UTILITY FUND OPERATION FOR PUBLIC FACILITIES
AUTHORITY PFA FUNDED PROJECTS

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution Number 0724-55 Committing the City to Provide a Positive Cash Flow in its Annual Utility Fund Operation for Public Facilities Authority PFA funded projects.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

RESOLUTION NUMBER 0724-56 SUPPORTING THE FUNDING APPLICATION TO THE
MINNESOTA PFA

Moved by Councilor Holewa and supported by Councilor Halverson to adopt Resolution Number 0724-56 Supporting the Funding Application to the Minnesota PFA

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

AMENDMENT TO BRAUN INTERTEC CONTRACT FOR 5-YEAR CIP SOIL BORING

Moved by Councilor Fountain and supported by Councilor Holewa to approve the Amendment to Braun Intertec Contract for 5-Year CIP Soil Boring for an additional \$3,511.00.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

**CHISHOLM CITY COUNCIL
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CHANGE ORDER # 2 FOR 3RD STREET NW PROJECT

Moved by Councilor Halverson and supported by Councilor Vake to approve SEH Change Order # 2 for 3rd Street NW Project

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

CHANGE ORDER # 3 FOR 3RD STREET NW PROJECT

Moved by Councilor Fountain and supported by Holewa approve SEH Change Order #3 for 3rd Street NW Project.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

CHANGE ORDER # 4 FOR 3RD STREET NW PROJECT

Moved by Councilor Vake and supported by Halverson approve SEH Change Order #4 for 3rd Street NW Project.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

**CERTIFICATE OF SUBSTANTIAL COMPLETION FOR 3RD STREET NW
INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Holewa and supported by Councilor Halverson to approve Certificate of Substantial Completion for 3rd Street NW Infrastructure Replacement Project

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

PAY APPLICATION #11 (FINAL) FOR 3RD STREET NW IMPROVEMENT PROJECT

Moved by Councilor Vake and supported by Councilor Fountain to approve Pay Application #11 (final) for 3rd Street NW Improvement Project in the amount due of \$22,500.00 to Mesabi Bituminous, Inc.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

PAY APPLICATION #4 FOR THE 5TH STREET SOUTH IMPROVEMENT PLAN

Moved by Councilor Holewa and supported by Councilor Halverson to approve Pay Application #4 for the 5th Street South Improvement Plan in the amount due of \$226,385.81 to TNT Construction Group, LLC.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

PAY APPLICATION #16 FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Vake and supported by Councilor Holewa to approve Pay Application #16 for the Public Safety Building in the amount due of \$153,233.29 to Adolfson & Peterson Construction.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

**DESIGNATE HIRING COMMITTEE FOR LEAD BUILDINGS/MAINTENANCE/PARKS
POSITION**

Moved by Councilor Vake and supported by Councilor Fountain to designate Library Supervisor Christenson, Parks/Trails/Recreation Director Maruska, and Public Works Supervisor Folstad as the hiring committee for the Lead Buildings/Maintenance/Parks position.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja Motion Carried

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AWARD BID FOR SEWER MANHOLE REBUILDS

Moved by Councilor Holewa and supported by Councilor Fountain to Award Bid for Sewer Manhole Rebuilds to Hydroklean for the bid amount of \$26,820.00.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

STORMWATER MANAGEMENT PLAN GRANT

Moved by Councilor Holewa and supported by Councilor Fountain to authorize the city to enter into an agreement with the North St. Louis Soil & Water Conservation District for a Stormwater Plan for the city.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

**ENTER INTO CONTRACT WITH ERIK CARLSON FOR CONSTRUCTION
MANAGEMENT**

Moved by Councilor Vake and supported by Councilor Holewa to approve entering into contract with Erik Carlson for Construction Management for Redhead Mountain Bike Park Construction Management work related to LCCMR funded trails.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

CONTRACT WITH ROCK SOLID FOR TRAIL CONSTRUCTION

Moved by Councilor Fountain and supported by Councilor Halverson to approve the contract with Rock Solid for trail construction at Redhead Mountain Bike Park.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

APPROVE UPDATED YOUTH CENTER ATTENDANT JOB DESCRIPTION

Moved by Councilor Vake and supported by Councilor Holewa to approve the updated job description for Youth Center Attendant.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

APPROVE POST FOR YOUTH CENTER ATTENDANTS

Moved by Councilor Fountain and supported by Councilor Vake to approve the posting for Youth Center Attendant.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

APPROVAL TO HIRE UP TO THREE QUALIFIED YOUTH CENTER CANDIDATES

Moved by Councilor Vake and supported by Councilor Holewa to approve the hiring of up to 3 qualified youth center candidates.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

**RESOLUTION NUMBER 0724-57 ACCEPT LIBRARY DONATION FROM CHISHOLM
LUNCH BUNCH**

Moved by Councilor Fountain and supported by Councilor Halverson to adopt Resolution Number 0724-57 Accept Library Donation from Chisholm Lunch Bunch in the amount of \$250.00.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

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UPDATE ON BLIGHT

Attorney Bryan Lindsay shared some statistics regarding blight. In the last 18 months, of the 10 files in criminal court, a couple have multiple citations and are habitual offenders. One is set for jury trial and one is in warrant status where the courts have issued a warrant for his arrest to answer on the charges. Attorney Lindsay has been in communication with Chief Manner. Although there has been challenges with doing their “blight sweeps”, the PD have made contact with 30 properties. There have been about 5 properties identified by Chief Manner as habitual over the past several years and causing a good deal of problems with blight in the city. Attorney Lindsay will be sending out letters and starting the civil process on those and likely requesting additional authority from the council to file. He brought handful of court dockets that show the number of hearings, short summaries, and the times they end up getting dismissed. He wanted to acknowledge to council that it is not for lack of effort or pursuit by the PD and that the files are very well put together. Administrator Skraba updated that there is a group that can assist where citizens are looking for help. The civil process and nuisance claims will provide authority and guidance from the courts as what specifically the city has authority to clean up and in what timeframe. This was informational only.

CTC NETWORK ENHANCEMENTS

Moved by Councilor Holewa and supported by Councilor Vake to approve the CTC Network Enhancements Service Agreement to manage the firewall and wireless at City Hall and the Public Safety Building.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

NORTHWOODS LAUNDRY

Moved by Councilor Vake and supported by Councilor Fountain to move forward to amend the contract for Northwoods Laundry.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

DOC “MOONLIGHT” GRAHAM DAYS

Moved by Councilor Vake and supported by Councilor Halverson to approve the Chisholm Area Chamber request for Doc “Moonlight” Graham Days road closures, city wide festival, barricades, and in-kind services.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

SCHEDULE JOINT CHAA AIRPORT JOINT MEETING AUGUST 19, 2024

Moved by Councilor Holewa and supported by Councilor Vake to schedule the joint meeting with the CHAA on August 19, 2024 at 6:00 pm.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

TEMPORARY LIQUOR LICENSE FOR ST. BASIL SERBIAN ORTHODOX CHURCH

Moved by Councilor Vake and supported by Councilor Holewa to approve a temporary liquor license for St. Basil Serbian Orthodox Church on July 21, 2024.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

SCHEDULE A SPECIAL MEETING

Moved by Councilor Vake and supported by Councilor Fountain to schedule a Special Meeting for the Chisholm Arena/Curling Club on Monday, July 22, 2024 at 5:00 pm.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

**CHISHOLM CITY COUNCIL
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REQUEST FOR NO PARKING AT 322 SW 1ST STREET ON JULY 20, 2024

Moved by Councilor Holewa and supported by Councilor Fountain to approve no parking request at 322 SW 1st Street and the use of city traffic cones from 3:00 pm to 8:00 pm on July 20, 2024.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Vake and supported by Councilor Holewa to adjourn the regular meeting at 7:26 pm.

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

Voting Nay: None

Absent: Councilor Mikkola-Rahja

Motion Carried

Attest:

Adam Lantz, Mayor

Stephanie Skraba, Administrator