

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JULY 12, 2023**

CALL TO ORDER

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

ROLL CALL

Present: Council Members Marty Halverson, Cheyenne Mikkola-Rahja, Jed Holewa, Travis Vake, and Mayor Adam Lantz

Absent: Councilor April Fountain

Also Present: City Administrator Stephanie Skraba, Ambulance Director Tiffany Larson, Fire Chief Chris Masucci, Police Chief Vern Manner, Building Official/Zoning/Safety Director Mandy Galli, Consultant Engineer Jim Johnson, Parks, Trails and Recreation Director Bridgit Maruska, Public Works Supervisor Larry Folstad, Attorney Bryan Lindsay (arrived at 6:34 pm) Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, Eric Tweten from Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Vake and supported by Councilor Holewa to adopt the agenda with the addition of the Chisholm Area Chamber of Commerce request for Doc Graham Days Road Closure.

With changes to 7E switch the presenting order of Resolutions 0723-44 and 0723-45 and 7H Resolution Number 0723-48 to be heard under Mayor Lantz.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS

Councilor Halverson did not have a report.

Councilor Mikkola-Rahja reported that she attended the HRA meeting and Police Commission Meeting.

Councilor Fountain was absent.

Councilor Vake reported that he attended the Chamber Board Meeting and Community Foundation. Doc Graham Days is approaching quickly on from August 2nd through the 6th which is the same time as the five best days of summer, the St. Louis County Fair. The parade is on the 5th starting at noon with line-up at eleven. They are still looking for entrants, get a hold of Shannon at the Chamber if you are interested. The Tomassoni Bridge fund is up to approximately \$314,000. The Community Foundation Golf Scramble is on July 24th at the country club in Hibbing. The BlueStreak Scramble at Wolf Ridge is on August 3rd, for student scholarships to help with paying fees and equipment for sporting events. He was happy to participate in ribbon cutting for Big Stone Therapy and Martin Motors.

Councilor Holewa reported that he attended the CIRSS meeting, he took a tour of the hockey rink and curling club where he saw the repairs that are needed, and attended the LMC conference where he learned more about Cannabis and THC infused product legalization. He would like to see it discussed more during the Miscellaneous portion of the agenda.

Mayor Lantz reported that on June 18th he attended the Juneteenth Celebration hosted by VEMA. He said it was phenomenal, well attended and there were a lot of volunteers. Tom and Jerry's had a great 50th celebration where the community came out in full force. The Martin Motors car show was really well attended. The Kiwanis Club still needs volunteers for the parking at the county fair which is a major part of their funding.

Ambulance Director Larson reported that it has been a busy month. They participated in parades in Buhl, Hibbing, and Side Lake. MDCs are getting installed in the ambulances which will provide information about the call. Chisholm Ambulance hosted a training about protocols and will be hosting another one with Life Link that includes a helicopter landing. They have also been invited to participate in Balkan Township for National Night Out on August 1st. They are focusing on training and have starting transfers which is going well. Rig two just got a complete overhaul and staffing has increased.

Fire Chief Masucci reported that they too will be attending the National Night out in Balkan.

Calls are high, 2nd quarter there were 53 calls, 92 through June 30th and likely to push 200 for the year. The annual pump inspections were done a couple months ago, engine number one and two passed, but the aerial truck failed and is not worth the cost to fix. There will be a fire truck committee meeting on Monday to discuss getting another used one and how to house it. He hopes to have something to the council next meeting.

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JULY 12, 2023**

Police Chief Manner reported that they continue to hire Patrol Officers, one of which is completing his field training. Two more people have conditional job offers. Hiring can take a long time. He hopes that by the end of summer the other two will be starting. They lost a lot of history and knowledge due to Officer Chamernick and Captain Hager retiring. The Commission has put out an advertisement for Captain that will close on July 31st. Chief Manner is working on putting his budget together and is looking forward to planning the next year when the public safety building will be a whole different type of budgeting.

City Building Official/Zoning Galli reported that there are 102 building permits issued with a total value of 11,677,000.00 of which about 10,500,000.00 is the public safety building. She has been attending the Strong Town team meetings. She also attends the public safety building meetings. Footings for the new building will be poured in 6 phases and depending on weather, we should start seeing the structure go up by the end of August. She is waiting on two more applications for demolition to apply to the IRRR.

City Engineer Johnson reported that 3rd Street SW has had its final wear and course surface installed before the end of June. He has received the final pay application to present at the August 9th meeting. The payment is for the work finished out with a 5 percent retainage. Conversation regarding revising/amending the substantial and final completion dates, liquidated damages, and extended warranties. When he prepares the request for the Council action he will include the summary of what happened in the August meetings. Other things being worked on are funding applications for the 5th Street South. He has received the Feasibility Report which he hopes to bring to council in August and set up public hearings for a month later. He has been busy completing applications to the Minnesota Pollution Control Authority and the Minnesota Department of Health, and IRRR for funding on that project. He has been working on updating Chapter 52, Public and Private Water Systems. The draft will be provided to appropriate city staff to review and edit then reviewed by the city attorney prior to taking it to the Public Utilities Commission then to the City Council.

Public Works Supervisor Folstad reported that curbs are repaired in the fall after the water and sewer dates, after replacing fire hydrants, water connections, and sewer repairs. The seasonal labor is excellent this year. The crosswalks are the talk of the town and they appreciated everyone's patience while they gained the right equipment. They continue to beautify in preparation for Doc Graham Days including the diagonal parking by Martin Motors. The splash pad has one permit that was new to them this year and they are waiting on the plumbing review then they can start. If possible they will have it ready by Doc weekend.

Parks/Trails/Recreation Director Maruska reported that there is a 23% increase in registration for the summer recreation program which is bringing it back to compatible numbers of 2017 and 2019 which were really big years. The rec program has 5 lifeguards now. This summer they have expanded program offerings with water and expect to expand further next year. They are starting an intercept survey, training will take place in two weeks, seasonal employees at the campground and Redhead will be conducting it along with MDC staff and volunteers from IROC. They would ideally like 400 survey results which is funded by the IRRR. Thanks to Beth Pierce from the trail taskforce who helped get it going. It will help to steer the direction of Redhead in future planning. She expects the splash pad permit to come in within the next few days. In September there will be a small budget film filming at the football field and school. Volley ball has a fundraiser tournament this Sunday. There is Kid Fit in the Kiwanis park by 30 west where they will do yoga, dance, circuit training etc. The Hug Extravaganza has been fundraising for the splashpad changing stations and may have more than needed. There will be a dart tournament at Jims to help raise more funds.

Library Supervisor Christenson was absent.

Attorney Lindsay came late.

Clerk-Treasurer Zah reported that the audit is ongoing for the last week and a half and things are going well. They have been conferring on questions about city methodology and the auditors are well experienced. The 2024 budget is created and ready for department heads to enter their information. She is working on payroll spread sheets that department heads will use to compile that part of their budgets. She and Administrator Skraba created some budget deadlines for everyone to meet. Preliminary budgets are due at the end of the month. She has also been working on some challenges the city has been having with the telephones, internet services, what options are available, and how to trouble shoot. She has been attending the weekly meetings with Adolf and Peterson and learning a lot.

Administrator Skraba reported that based on the last funding cycle awards, she has been meeting with different architects and potential construction managers about the basement of the city hall and others for the arena/curling club. The processes are moving forward. The city has not been assigned a State Representative for either project, but once assigned the city can move forward in the pre-design work to meet all the standards for the bonding projects. A couple weeks ago there was an "after hours" at the airport, a joint Hibbing, Chisholm and Grand Rapids Chambers event that she attended and also toured their new facility. In 2024 infrastructure will be prioritized, and looking at how to fund the Wenton Addition, current roads and what makes sense for mill and overlay and prioritizing what is needed in town. The city put in for new bonding for a new spot for the City Garage, which will alleviate some of the space in residential areas. The city is working on prioritizing projects, capital improvements, the budgeting process for 2024 and anticipate scheduling working sessions at the next meeting.

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JULY 12, 2023**

APPROVE THE CONSENT AGENDA

Moved by Councilor Holewa and supported by Councilor Halverson to Accept the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the June 14, 2023, Regular Meeting, June 14, 2023 Working Session, and June 26, 2023 Special Meeting.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

HIRE BRYAN WOLFF AS EMT FOR CHISHOLM AMBULANCE

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to hire Bryan Wolff as EMT for Chisholm Ambulance.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

HIRE PATRICK POPE AS EMR FOR CHISHOLM AMBULANCE

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to hire Patrick Pope as EMR for Chisholm Ambulance.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**ST. LOUIS COUNTY AGRICULTURAL SOCIETY BOARD REQUEST FOR ST. LOUIS
COUNTY FAIR LIQUOR LICENSE AND CITY-WIDE FESTIVAL**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve the request for the St. Louis County Fair Liquor License and City-Wide Festival.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

PAY APPLICATION NUMBER 4 FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve Pay Application Number 4 from Adolf and Peterson Construction for the Public Safety Building in the amount of \$419,387.55.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0723-42 ACCEPTING GRANT FROM NORTHLAND
FOUNDATION**

Moved by Councilor Vake and supported by Councilor Halverson to adopt Resolution Number 0723-42 Accepting Grant from Northland Foundation in the amount of \$11,000.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0723-43 ACCEPTING DONATION FROM CHISHOLM
COMMUNITY EDUCATION**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to adopt Resolution Number 0723-43 Accepting Donation from Chisholm Community Education for the amount of \$1,000 to be paid directly to Chisholm School District by the Chisholm Community Education Fund. .

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0723-45 TO AUTHORIZE AND SUBMIT CITY OF CHISHOLM
TO MEET CONDITIONS SET BY USDA DEVELOPMENT AND COMMUNITY
FACILITIES PROGRAM FOR THE PUBLIC SAFETY BUILDING**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0723-45 To Authorize and Submit City of Chisholm To Meet Conditions Set By USDA Development and Community Facilities Program for The Public Safety Building.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JULY 12, 2023**

**RESOLUTION NUMBER 0723-44 ACCEPT FUNDS FROM USDA RURAL
DEVELOPMENT AND COMMUNITY FACILITIES PROGRAM FOR THE PUBLIC
SAFETY BUILDING**

Moved by Councilor Vake and supported by Councilor Halverson to adopt Resolution Number 0723-44 Accept Funds from USDA Rural Development and Community Facilities Program for the Public Safety Building.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

UPDATE ON THE LEGISLATIVE SESSION FROM JEFF ANDERSON, COSTIN GROUP

Jeff Anderson from Costin Group who represents the City of Chisholm in front of the Minnesota Legislature provided an update on the most recent 2023 session. He thanked Mayor Lantz and Administrator Skraba for the work and efforts they brought to the legislature. With the DFL trifecta in control there were 6705 bills introduced, 75 new chapters of law written, and the Governors first veto after 4 years in office. Mr. Anderson reviewed the role that Costin Group provides for the City of Chisholm by keeping projects at the top of mind of legislators and committee members. He also reviewed changes to items such as social security taxes, family tax credits, rebate checks, local government aid, and film production tax credits, St. Louis County 4-H funding for a new building at the fairgrounds, funds for PathBlazers Snowmobile club, and authorizing the IRRR to bond against money coming into the education account to help a number of school districts. There are increases of local government aid to the city as well as public safety aid. It was a good year for Bonding for the City of Chisholm's Public Safety Building, City Hall, and ice arena.

**RESOLUTION NUMBER 0723-46 AUTHORIZING CITY OF CHISHOLM TO MAKE
APPLICATION AND TO ACCEPT FUNDS FROM DEVELOPMENT PARTNERSHIP
GRANT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to adopt Resolution Number 0723-46 Authorizing City of Chisholm to Make Application to and Accept Funds from Development Partnership Grant for the Wenton addition small area housing plan up to \$75,000.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0723-47 AUTHORIZING CITY OF CHISHOLM TO MAKE
APPLICATION TO AND ACCEPT FUNDS FROM COMMERCIAL REDEVELOPMENT
GRANT**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0723-47 Authorizing City of Chisholm to Make Application to and Accept Funds from Commercial Redevelopment Grant for the internal demo of 123 Lake Street, Chisholm, MN.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

APPOINT A COUNCIL MEMBER TO THE LELS CONTRACT NEGOTIATION

Moved by Councilor Halverson and supported by Councilor Vake to appoint Councilor Mikkola-Rahja to participate in the LELS Contract Negotiation.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

UPDATED LIBRARY TECH II JOB DESCRIPTION

Moved by Councilor Vake and supported by Councilor Holewa to approve the updated Library Tech II job description.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JULY 12, 2023**

MURAL ARTIST CONTRACT

Moved by Councilor Mikkola-Rahja and supported by Councilor Vake to approve the Mural Artist Contract.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**ANNUAL JOINT MEETING WITH AIRPORT AUTHORITY ON MONDAY
AUGUST 21, 2023**

Moved by Councilor Halverson and supported by Councilor Holewa to approve the Annual Joint Special Meeting to be held on Monday, August 21, 2023 at 6:00 pm at the Chisholm Hibbing Airport Authority Administration Building.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

CHAMBER REQUEST FOR DOC GRAHAM DAYS ROAD CLOSURE

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to approve the Chamber request for road closures and barricades, and in-kind services needed to set them up and tear them down.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0723-48 ACCEPTING DONATIONS TO THE
CITY OF CHISHOLM**

Moved by Councilor Holewa and supported by Councilor Vake to accept the donation of \$415.00 from the Chisholm Lunch bunch to be earmarked for the Chisholm Public Library

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

IRON MAN MARKET -CITY WIDE FESTIVAL AND USE OF CITY PROPERTY

Moved by Councilor Vake and supported by Councilor Halverson to approve the Iron Man Market City Wide Festival and use of City Property on July 27th, 2023 and August 24th, 2023.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

WORKING SESSION SCHEDULED

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to hold a City Council Working Session at 6:30pm on August 9, 2023 to discuss future of THC in Chisholm and School Land Swap.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adjourn the Regular Meeting at 6:57 pm.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Holewa, Vake, and Mayor Lantz.

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

Attest:

/s/ Adam Lantz, Mayor

/s/ Stephanie Skraba, Administrator