

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – JUNE 13, 2018**

**CALL TO ORDER**

Mayor Mary Jo Rahja called the City Council Meeting to order in the City Hall Council Chambers at 5:30 p.m.

**ROLL CALL**

Present: Council Members Campbell, Halverson, Mikkola-Rahja, Scaia, Varda and Mayor Rahja

Absent: None

Also Present: Interim Administrator David Carlstrom, City Attorney Bryan Lindsay, Consultant Engineer Jim Johnson, Police Chief Vern Manner, and Administrative Assistant Gornick

**ADOPT THE AGENDA**

Moved by Councilor Campbell and supported by Councilor Scaia to adopt the Agenda with the following deletions: 1) Side Letter for Administrative Assistant Margaret Gornick; 2) Accept Joe Nosie's Resignation from the HRA Board; 3) Advertise for HRA Board Member; 4) Rescind Job Description for Combined Building Official/Public Works Director; 5) Building Official Position & 6) Public Works Director Position.  
Voting Aye: All Motion Carried

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC PARTICIPATION**

None.

**REPORTS**

Councilor Campbell attended the Police Commission on Tuesday.  
Councilor Halverson attended two Personnel Committee meetings.  
Councilor Mikkola-Rahja attended one Personnel Committee meeting and was updated by phone on the other Personnel Committee meeting that she was not able to attend.  
Mayor Rahja attended the Bruce Mine Park meeting, the Planning & Zoning meeting, two Personnel Committee meetings, the agenda meeting and the Central Iron Range Sanitary Sewer District meeting.  
Police Chief Vern Manner distributed the blight report to the Council members and reported the Department of Motor Vehicles is having problems with their computer system.  
Consultant City Engineer Jim Johnson updated the Council on the proposed Public Safety Facilities Building; the 8th Street NW project and the Lakeview Addition project.  
Interim Administrator David Carlstrom updated the Council on the status of the building located at 106 2<sup>nd</sup> Ave SW that was destroyed by fire. He attended Election training with Payroll Clerk Kristi Castagneri.

**ACCEPT THE CONSENT AGENDA**

Moved by Councilor Scaia and supported by Councilor Mikkola-Rahja to accept the Consent Agenda, including the List of Bills, Minutes of the previous City Council meeting of May 23, 2018, Payroll and Overtime.

Voting Aye: All

Motion Carried

**ST. LOUIS COUNTY FAIR TEMPORARY LIQUOR LICENSE REQUEST**

Moved by Councilor Campbell and supported by Councilor Varda to grant a temporary liquor license to the St. Louis County Fair Board for the beer garden at the Fair on August 8th through the 12th.

Voting Aye: All

Motion Carried

**CITY WIDE FESTIVAL**

Moved by Councilor Scaia and supported by Councilor Campbell to declare a City Wide Festival (for the beer garden at the St. Louis County Fair), August 8th through the 12<sup>th</sup>.

Voting Aye: All

Motion Carried

**CHAMBER OF COMMERCE GAMBLING APPLICATION**

Moved by Councilor Varda and supported by Councilor Mikkola-Rahja to approve the gambling application for the Chamber of Commerce to conduct a bingo event to be held at Valentini's on August 1, 2018.

Voting Aye: All

Motion Carried

**CHISHOLM LION'S CLUB GAMBLING APPLICATION**

Moved by Councilor Campbell and supported by Councilor Mikkola-Rahja to approve the gambling application to conduct bingo at the St. Louis County Fair, August 8th through the 12<sup>th</sup>.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0618-61 ACCEPT FEASIBILITY REPORT FOR  
LAKEVIEW ADDITION ALLEY IMPROVEMENT PROJECT**

Moved by Councilor Scaia and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0618-61 to accept the feasibility report for Lakeview Addition Area Alley Improvement Project for the improvements for the alley located between 1st & 2nd Streets NE to the east of 6th Avenue NE.

Voting Aye: All

Motion Carried

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**RESOLUTION NO. 0518-59 ORDERING IMPROVEMENT &  
PREPARATION OF PLANS - ALLEY E OF 6<sup>TH</sup> STREET NE**

Moved by Councilor Scaia and supported by Councilor Campbell to direct Consultant City Engineer Jim Johnson, to contact the residents that petitioned for the improvements of the alley located East of 6<sup>th</sup> Street NE in Lakeview, with the following options, Councilors Scaia & Campbell amended the motion and support to include option 1 below:

Option 1) 100% of the cost of improvements passed on to property owners that signed the petition to utilize City staff to repair the alley with recycled material overlay.

Option 2) 100% of the cost of improvements passed on to property owners that signed the petition to apply overlay and bituminous to the alley surface without reconstruction.

Option 3) This alley improvement request would be put on the Capital Improvement Project List for permanent alley improvements.

Voting Aye: All

Motion Carried

**SHORT, ELLIOTT & HENDRICKSON, INC. CHANGE ORDER NO. 2  
FOR LAKEVIEW AREA INFRASTRUCTURE PROJECT**

Moved by Councilor Campbell and supported by Councilor Halverson to authorize Change Order No. 2 for Lakeview Area Infrastructure Improvements in the amount of \$7,000.92 relating to issues with a man-hole in the project area.

Voting Aye: All

Motion Carried

**UTILITY SYSTEMS OF AMERICA PAY APPLICATION NO. 5  
FOR LAKEVIEW AREA INFRASTRUCTURE PROJECT**

Moved by Councilor Scaia and supported by Councilor Mikkola-Rahja to authorize Pay Application No. 5 for payment of \$262,814.07 to Utility systems of America for the Lakeview Area Infrastructure Improvement Project for period ending May 18, 2018.

Voting Aye: All

Motion Carried

**SCHOOL RESOURCE OFFICER (SRO) AGREEMENT**

Moved by Councilor Campbell and supported by Councilor Scaia to approve the three year contract agreement commencing July 1, 2018 through June 30, 2020 between the City of Chisholm and Independent School District No. 695 for the School Resource Officer with the school paying 40% of the SRO salary and the City paying 60% of the SRO salary.

Voting Aye: All

Motion Carried

**STANDARD FORMAT FOR FONT / NAME PLATES  
FOR CEMETERY COMLUMBARIUM NICHES**

Moved by Councilor Campbell and supported by Councilor Scaia to direct Interim Administrator David Carlstrom to bring forth a Resolution to the next council meeting for the standard format of font and name plates for the columbarium niches at the cemetery.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0618-63 APPOINT WILLIAM MANNEY  
AS DEPUTY CLERK/TREASURER/ACCOUNTANT**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0618-63 to offer William Manney the opportunity to serve as Deputy Clerk/Treasurer/Accountant in accordance with this resolution and City Policies. The position is supervisory and non-exempt from the Fair Labor Standards Act 29 U.S.C. Wages and benefits as stated in M.A.P.E. bargaining unit contract. Two deviations from the M.A.P.E. contract are to pay 100% of the salary upon hire date and one week vacation after six months of employment.

Voting Aye: All

Motion Carried

**SPORTS COMPLEX/JOEL MATURI FIELD-TRACK REQUEST FOR USE BY PUBLIC**

Moved by Councilor Scaia and supported by Councilor Varda to allow the general public to use the field and track facilities at "Joel Maturi" Field. The motion and support were amended to direct Interim Administrator David Carlstrom to contact Public Works to cordon off the Football Field area to allow the recent seeding of the grass to take. This item will be revisited in one month to discuss any issues that may arise.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0618-64 LAND TRANSFER FROM CITY TO HABITAT FOR HUMANITY**

Moved by Councilor Scaia and supported by Councilor Campbell to adopt Resolution No. 0618-64 to authorize the transfer of Parcel ID 020-0150-00890, Lots 17 and 18, Block 3, Northern Addition to Chisholm, from the City of Chisholm to North Saint Louis County Habitat for Humanity for their home ownership program.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0618-65 APPLICATION TO & ACCEPT  
FUNDS FROM MN DEPARTMENT OF IRON RANGE RESOURCES  
& REHABILITATION (MN IRRR) FOR BRUCE MINE PARK**

Moved by Councilor Varda and Supported by Councilor Halverson to adopt Resolution No.0618-65 to authorize Interim City Administrator David Carlstrom to sign an application and accept grant funds in the amount of approximately \$100,000.00 from the MN IRRR Mining & Mineland Reclamation/Laurentian Innovation Projects Grant Program for the Bruce Mine Park project.

Voting Aye: All

Motion Carried

**DONATE BUILDING PERMIT FEES FOR HABITAT FOR HUMANITY**

Moved by Councilor Scaia and supported by Councilor Varda to grant the request from North St. Louis County Habitat for Humanity for the City of Chisholm to donate the building permit fees for the cement pad at the site of home building project for Parcel ID 020-0150-00890, Lots 17 & 18, Block 3, Northern Addition to Chisholm.

Voting Aye: All

Motion Carried

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**DONATE BUILDING PERMIT FEES FOR WATER FOUNTAIN IN "KIWANIS PARK"**

Moved by Councilor Scaia and supported by Councilor Campbell to grant the request of Anderson Plumbing (on behalf of the Downtown Revitalization Group Projects) for the City of Chisholm to donate building permit fees in the amount of \$36.00 for the installation of the drinking fountain in "Kiwanis Park".

Voting Aye: All

Motion Carried

**DONATE BUILDING PERMIT FEES FOR E H LAWRENCE**

Moved by Councilor Scaia and supported by Councilor Varda to grant the request of E H Lawrence for the City of Chisholm to donate building permit fees in the amount of \$867.43 for the renovation of 321 West Lake Street per the recommendation of the Economic Development Authority.

Voting Aye: All

Motion Carried

**RE-APPOINT DON HAENKE TO THE ST. LOUIS COUNTY FAIR BOARD**

Moved by Councilor Campbell and supported by Councilor Mikkola-Rahja to re-appoint Don Haenke to serve as the City of Chisholm liaison on the St. Louis County Fair Board for a one year term.

Voting Aye: All

Motion Carried

**CHISHOLM ECONOMIC DEVELOPMENT AUTHORITY (CEDA)  
REQUEST TO INSTALL WI FI IN "KIWANIS PARK"**

Moved by Councilor Scaia and supported by Councilor Mikkola-Rahja to grant the request of the CEDA to install WiFi in "Kiwanis Park". The cost of installation and first year of service will be covered by a broadband grant from the Blandin Foundation.

Voting Aye: All

Motion Carried

**SCHEDULE WORKING SESSION FOR WEDNESDAY, JUNE 20, 2018 AT 5:30 P.M. TO DISCUSS  
HIRING POLICY, BUILDING OFFICIAL POSITION & PUBLIC WORKS DIRECTOR POSITION**

Moved by Councilor Scaia and supported by Councilor Campbell to schedule a Working Session on Wednesday, June 20, 2018 at 5:30 p.m. to discuss the Hiring Policy, the Building Official Position & the Public Works Director Position.

Voting Aye: All

Motion Carried

**RECESS REGULAR MEETING TO CLOSED SESSION TO CONDUCT  
INTERIM ADMINISTRATOR DAVID CARLSTROM'S REVIEW**

Moved by Councilor Campbell and supported by Councilor Halverson to recess the regular council meeting to closed session at 6:17 p.m. to conduct Interim Administrator David Carlstrom's review.

Voting Aye: All

Motion Carried

**ADJOURN CLOSED SESSION**

Moved by Councilor Campbell and supported by Councilor Mikkola-Rahja to adjourn the closed session at 6:43 p.m.

Voting Aye: All

Motion Carried

**RESUME REGULAR COUNCIL MEETING**

Moved by Councilor Campbell and supported by Councilor Mikkola-Rahja to resume the Regular Council meeting at 6:43 p.m.

Voting Aye: All

Motion Carried

**ADJOURN MEETING**

Moved by Councilor Scaia and supported by Councilor Mikkola-Rahja to adjourn the Regular Council meeting at 7:44 p.m.

Voting Aye: All

Motion Carried

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/s/ Mary Jo Rahja

Mayor

Attest:

\_\_\_\_\_  
/s/ David D. Carlstrom

Interim City Clerk-Treasurer/Administrator