

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JUNE 27, 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 Halverson, Mikkola-Rahja, Scaia, Varda and Mayor Rahja

Absent: Council Member Campbell

Also Present: Interim Administrator David Carlstrom, Colleen Kosluchar of Trenti Law Firm, League of MN Cities Attorney Shelly Ryan, Library Supervisor Katie Christenson, Police Chief Vern Manner, and Administrative Assistant Gornick

ADOPT THE AGENDA

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to adopt the Agenda with deletions: 7C1) Accept Joe Nosie's Resignation from Housing & Redevelopment Authority; 7C2) Advertise for Vacant Housing & Redevelopment Authority Board Position; 7B4) Remove Architectural Resources Inc. Information from the Chisholm Field House Renovations Item

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

None

REPORTS

Councilor Mikkola-Rahja reported the Chisholm Beautification Association (CBA) is holding their annual beautiful yard contest with two categories (one for small yards & one for large yards). Nominations should be submitted to the CBA by June 29th either by mail or email with judging scheduled for July.

Councilor Scaia reminded the public of the summer wide cleanup (drop off at the City Garage only) on July 16th – 20th with reduced rates for items such as TV's & mattresses (please pay for these items at City Hall).

He would like to see this service offered twice per year in the summer and fall to assist with blight issues in town. There are canisters available at the City Garage year round (not for hazardous waste or yard waste). Councilor Varda reported the Fire Department is accepting applications for members and invited the public to apply.

Mayor Rahja inquired about the number of subscribers for the RAVE notification system, Police Chief Manner reported there were 51 subscribers last time he checked and Administrator Carlstrom said City Hall staff is handing out the information sheets & signing people up. The public seems very receptive to the notification system. The PUC clerk will add information on how to sign up for the notification system to the July & August utility bills.

Library Supervisor Katie Christenson reported the Summer Reading Program has 177 kids signed up so far and 20 teens have signed up for the Teen Reading Challenge. June is a busy month at the Library with 100 – 200 people coming in per day. Story Time is every Wednesday at 10:00 a.m. with an average of 58 kids per week and will be going on until the end of August. The Library hosted a Magic-Comedy Show and will be hosting a Sundae & Tie Dye Party on July 11th and another Comedy-Juggling Show on July 13th.

Police Chief Vern Manner reported the information on how to sign up for the RAVE notification system will be posted in the Chisholm Tribune Press again and that employees were continuing with training on the system. Retired Police Officer Jim Lind's replacement Aaron Musburger will start his position tomorrow.

Interim Administrator David Carlstrom reported the demolition of the apartment building located across from Jubilee is underway and should be completed this week. The renovation of the building across from City Hall for the proposed "Technology Center" (incubator) has started. Still having some issues on the Lakeview Area project.

ACCEPT THE CONSENT AGENDA

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to accept the Consent Agenda, including the List of Bills, Minutes of the previous City Council meeting of June 13, 2018, Payroll and Overtime.

Voting Aye: All

Motion Carried

**RESOLUTION NO.0618-66 STANDARD RATES FOR CEMETERY
COLUMBARIUM NO. 1 NICHE FACES (FONT & INFORMATION)**

Moved by Councilor Scaia and supported by Councilor Varda to adopt Resolution No. 0618-66 to have a standardized appearance of the engraving including font and information on the columbarium niche faces for Cemetery columbarium No. 1.

Voting Aye: All

Motion Carried

UNORGANIZED TOWNSHIP 59-21 FIRE PROTECTION

Moved by Councilor Scaia and supported by Councilor Varda to enter into agreement with St. Louis County for Fire Protection Services for 2019 for Unorganized Township 59-21 for the amount of \$15,459 to be paid twice per year. This represents a zero percent increase from 2018.

Voting Aye: All

Motion Carried

RESCIND JOB DESCRIPTION FOR COMBINED BUILDING OFFICIAL/PUBLIC WORKS DIRECTOR

Moved by Councilor Halverson and supported by Councilor Scaia to rescind the job description that was approved by the Council on April 11, 2018 for the combined Building Official/Public Works Director.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – JUNE 27, 2018**

BUILDING OFFICIAL POSITION

Moved by Councilor Halverson and supported by Councilor Varda to direct Interim Administrator Carlstrom to go through the applications received for the Building Official position and to make recommendations to the council. The motion and support were amended to include Council members Halverson & Mikkola-Rahja to participate and to have one or more other Councilors along with a City staff member go through the applications and conduct interviews.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Varda and Mayor Rahja

Abstained: Councilor Scaia

Motion Carried

PUBLIC WORKS DIRECTOR POSITION

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to re-advertise for the Public Works Director position and to start over with the hiring process. After discussion took place, the council decided to start over with the hiring process and to re-evaluate this position as to whether or not it will be a Union position, the job description and salary/benefits for this position. This was an informational item, no action was taken.

CHISHOLM FIELD HOUSE RENOVATIONS

Moved by Councilor Halverson and supported by Councilor Scaia to direct Ed Chamernick to proceed with the shower repairs at the Chisholm Field House. Per an email from Mr. Chamernick, the school had paid the City \$15,000 per year which was to be allocated for the renovation of the Field House.

Voting Aye: All

Motion Carried

2018 SUMMER CITY WIDE CLEAN-UP (DROP-OFF AT CITY GARAGE ONLY)

This was an informational item at this time.

RESOLUTION NO. 0618-67 ACCEPT DONATION FOR LIBRARY FROM GEORGE JADRON

Moved by Councilor Varda and supported by Councilor Scaia to adopt Resolution No. 0618-67 to accept the donation of the Veterans Flag for the Library from a relative of the late George Jadron (lovingly known as "The Can Man").

Voting Aye: All

Motion Carried

RESOLUTION NO. 0618-68 APPOINT ELECTION JUDGES

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to adopt Resolution No. 0618-68 for the appointment of election officials and judges to serve at the 2018 Primary and General Elections.

Voting Aye: All

Motion Carried

RESOLUTION NO. 0618-69 ESTABLISHMENT OF AN ABSENTEE BALLOT BOARD

Moved by Councilor Mikkola-Rahja and supported by Councilor Varda to adopt Resolution No. 0618-69 to establish an absentee ballot board to bring uniformity in the processing of accepting or rejecting absentee ballots in the City of Chisholm for the 2018 Primary and General Elections.

Voting Aye: All

Motion Carried

**MEMORANDUM OF UNDERSTANDING FOR
CONFIDENTIAL ADMINISTRATIVE ASSISTANT MARGARET GORNICK**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to approve the Memorandum of Understanding between the City of Chisholm and Employee, Confidential Administrative Assistant Margaret Gornick, in recognition of the additional responsibility taken on by Employee and her discharge of the responsibilities normally performed by the City Clerk/Administrator and Deputy Clerk, Ms. Gornick should receive additional compensation as follows:

1. That Employee shall receive additional compensation in the amount of \$100.00 per day for all days from April 26, 2018 through May 9, 2018 in which she was stepping up to perform duties that are generally considered the duties of the City Clerk/ Administrator-Treasurer.
2. That Employee shall also receive additional compensation in the amount of \$50.00 per day for two (2) days per week for performing the Deputy Clerk duties from March 15, 2018 until the Deputy Clerk position is filled.

Voting Aye: All

Motion Carried

SUSPEND REGULAR SCHEDULED COUNCIL MEETING ON JULY 11, 2018

Moved by Councilor Varda and supported by Councilor Scaia to suspend the regular scheduled Chisholm City Council meeting on July 11, 2018. The motion and support were amended to authorize the audit committee to sign and pay bills.

Voting Aye: Councilor Scaia, Varda and Mayor Rahja

Voting No: Councilors Halverson & Mikkola-Rahja

Motion Carried

ADVERTISE FOR BIDS – PUBLIC ACCESS TELEVISION

Moved by Councilor Varda and supported by Councilor Scaia to advertise for bids for Public Access Televising.

Voting Aye: All

Motion Carried

**RECESS REGULAR MEETING TO CLOSED SESSION TO DISCUSS IRONBOUND STUDIO'S
LITIGATION, IRON TRAIL CAMPGROUND LEASE & THE DEPUTY CLERK POSITION**

Moved by Councilor Scaia and supported by Councilor Varda to recess the regular council meeting to closed session at 6:09 p.m. to discuss Ironbound Studio's Litigation, Iron Trail Campground Lease & negotiate the Deputy Clerk position.

Voting Aye: All

Motion Carried

