

**CHISHOLM CITY COUNCIL
REGULAR MEETING– MARCH 13, 2024**

CALL TO ORDER

Mayor Adam Lantz called the Regular Meeting to order 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: Administrator Stephanie Skraba, Fire Chief Chris Masucci (6:12), Police Chief Vern Manner, 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, Donna Rahkola with Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Vake and supported by Councilor Halverson to adopt the agenda with the following changes: Informational item “Local Board of Appeal & Equalization Meeting” under Clerk Treasurer Zah will move to number 2 under Administrator Skraba. Additional agenda item: schedule a working session 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

Matt Roy and Nick Swedlund from Lost Forty Studios provided the council with an update on the 3 projects that have expressed interest and plan to film in the area around Chisholm and St. Louis County. They have been doing workshops and trainings that include people from the area, Duluth, and the Twin Cities. Lost Forty Studios is the only one offering these trainings in the state.

Jennifer Gigliotti from 30 West and who is on the board of the Chisholm Community Foundation came to provide and update on Strong Towns. She discussed engaging citizens to be involved in the city, the Strong Towns method of coaching and educating, and items the action team felt are struggles for the City of Chisholm. The action team can include anyone, and she encouraged citizens to get involved.

REPORTS

Councilor Halverson reported that he attended the park board meeting, Redhead meetings, numerous site visits, and the two Strong Towns meetings.

Councilor Mikkola-Rahja reported that the HRA has extended and offer for the Executive Director Position and is very hopeful moving forward.

Councilor Fountain was absent.

Councilor Holewa reported that he toured the public safety building and that it is going really well. He attended the 5th Street South pre-construction meeting, was at the Strong Towns meeting until he was paged out on an ambulance call, attended the sanitary sewer district meeting, and attended the League of Minnesota Cities Day at the Capital to advocate for Chisholm. He heard the Governor speak and talked to representatives.

Councilor Vake apologized for missing the last meeting but was attending a AAA ceremony where Senior Ben Thompson was chosen as the sub-section winner. He was honored to be able to go on ice at UMD and give Ben a medal and certificate. The school had the bid openings for the project, with ground breaking in early May. He also attended the Strong Town meetings and felt like the discussions were good.

Mayor Lantz apologized for not making the Strong Towns meeting. He thanked Administrator Skraba, Public Works Supervisor Folstad, Councilors Vake and Holewa for going to the cities for the Day at the Capital events to advocate for the city.

Ambulance Director Larson was absent.

Fire Chief Masucci arrived at 6:12.

Police Chief Manner did not have a report.

City Building Official Galli did not have a report.

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City Consultant Engineer Johnson reported that the 5th Street South pre-construction conference took place, the tree subcontractor started work on Monday, it will likely be around May 1st when the road restrictions will come off and then start to the utility street removal. The construction will start on the westerly portion starting at Central to 2nd Avenue west. The public works crews will be going door to door trying to get residents signed up to have their sanitary sewers televised. The public safety building is progressing, the plumbing is mostly completed up to the grid line, they are working on the gas line, roof, spray insulation, electric, and painting is almost done. Next week the ceiling grid are being installed. The building is 75% completed. If someone has already had their sewers televised, they do not need to repeat but the city still needs to see if there are lead pipes in the home. The lead service line, especially the private properties are going to be reimbursable, the right of way has not been determined.

Public Works Supervisor reported that they are here to help, there has never been a better time to replace the sewer lines at a significant savings. Residents can call, text, and email and the city can send someone out to look 218-254-7905. The crew is working on projects such as the lead lines identification, filter number 3 rebuild at the water plant, and Redhead culvert project. Consultant Engineer Johnson is helping with a 10-year DNR water supply plan. They were able to cap 3 of 4 known wells that the city had on its books. They are still searching for one that is from 1930 which they believe is abandoned. They are rebuilding the sweeper, and patching crews have been out. He reminded everyone that the seasonal employee positions are now open to apply for. They completed the mill and overlay televising.

Parks/Trails/Recreation Director Maruska reported that soccer registration is now open and available to register on line. There is currently 57 registered, there were 100 last year. The skating rink was open a total of 18 days with an average of 17 skaters with 50 plus during one day. She is in the process of hiring coordinators for the Parks, Trails, Rec and CSRP. The CSRP specialist position is posted. There will be an opportunity for lifeguard training at Mesabi Fit. Pete Kero will be going to Washington for ACEC awards where they will be receiving the National Recognition award for Redhead. She will email the survey results to council by next week.

Library Supervisor did not have a report.

City Attorney did not have a report.

Clerk-Treasurer Zah was absent.

Administrator Skraba reported that they have been busy visiting St. Paul trying to secure funding for some of the projects, and were able to attend the St. Louis County-Duluth Days at the Capital. They are seeking additional funding for the arena curling club, anticipating to be completed next year. Housing has been a priority for the city. One area is where the public works facility is, which if relocated would open up an ideal residential area for housing. Infrastructure for the Wenton Addition is also going into the bonding process.

APPROVE THE CONSENT AGENDA

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to Approve the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the February 28, 2024 Regular Meeting with the correction that Councilor Holewa, not Councilor Vake motioned to adjourn the meeting.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

LIQUOR LICENSE

Moved by Councilor Vake and supported by Councilor Holewa to approve the City of Chisholm 2024 Liquor License Applications.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

PAY APPLICATION NUMBER 12 FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve Pay Application Number 12 in the amount of \$820,393.26 to Adolfsen & Peterson 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
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**AGREEMENT FOR PROFESSIONAL SERVICES 2024 STREET AND ALLEY
RECONDITIONING PROJECT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve the Agreement for Professional Services 2024 Street and Alley Reconditioning Project an hourly-maximum cost not to exceed \$58,000.00.

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

Voting Nay: Councilor Halverson

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0324-27 ORDERING PREPARATION OF FEASIBILITY REPORT
ON 2024 STREET AND ALLEY RECONDITIONING PROJECT**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0324-27 Ordering Preparation of Feasibility Report on 2024 Street and Alley Reconditioning Project.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0324-28 ORDERING IMPROVEMENT AND PREPARATION OF
PLANS FOR 2024 STREET AND ALLEY RECONDITIONING PROJECT**

Moved by Councilor Holewa and supported by Councilor Vake to adopt Resolution number 0324-28 Ordering Improvement and preparation of Plans for 2024 Street and Alley Reconditioning Project.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**AGREEMENT FOR PROFESSIONAL CONSTRUCTION SERVICES ON 5TH STREET
SOUTH INFRASTRUCTURE IMPROVEMENT PROJECT WITH JPJ ENGINEERING**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve the Agreement for Professional Construction Services on 5th Street South Infrastructure Improvement Project with JPJ Engineering.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**CHANGE ORDER NUMBER 1 FOR 5TH STREET SOUTH INFRASTRUCTURE
IMPROVEMENT PROJECT**

Moved by Councilor Mikkola-Rahja and supported by Halverson to approve Change Order Number 1 for 5th Street South Infrastructure Improvement Project.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

REDHEAD RFP APPROVAL FOR ANNOUNCEMENT AND SOLICIT OF BIDS

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve Redhead RFP Announcement and Solicit of Bids for Redhead 2024-2025 Trail Work for funding from LCCMR.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

LOCAL BOARD OF APPEAL & EQUALIZATION MEETING

The Local Board of Appeal and Equalization annual meeting has been scheduled for Tuesday April 16, 2024 from 4:00 pm to 5:00 pm in person as City Hall. Council must have a quorum with at least one trained member (completed appeals and equalization course) in attendance. Mayor Lantz, Councilor Fountain, and Councilor Halverson are the city's current trained members. This was informational only.

**CHISHOLM CITY COUNCIL
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PUBLIC SAFETY BUILDING FURNITURE

Moved by Councilor Vake and supported by Councilor Halverson to approve the quote for furniture for the public safety building up to \$70,000.00.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**RESOLUTION NUMBER 0324-29 2024 SEXUAL ASSAULT AWARENESS MONTH
PROCLAMATION**

Moved by Councilor Vake and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0324-29 2024 Sexual Assault Awareness Month.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

**REQUEST FOR STREET CLOSURE FROM KELLY HARRIS, JIMS SPORTS BAR ON
BEHALF OF CHISHOLM LIONS CLUB**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve a 15-minute street closure on May 4, 2024 at 6:00 pm for a Kentucky Derby event foot race (hobby horse) beginning at 30 West and ending before the intersection of 2nd Avenue and Lake Street.

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

SCHEDULE A WORKING SESSION

Moved by Councilor Vake and supported by Councilor Holewa to schedule a working session on March 27th, 2024 at 6:30 PM to discuss 3rd Street NW, remodel city hall downstairs, blight, and community garden.

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 Mikkola-Rahja and supported by Councilor Holewa to adjourn the meeting at 6:39 pm

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

Voting Nay: None

Absent: Councilor Fountain

Motion Carried

Attest:

Adam Lantz, Mayor

Stephanie Skraba, Administrator