

**CHISHOLM CITY COUNCIL
REGULAR MEETING – MARCH 8, 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, April Fountain, Jed Holewa, and Mayor Adam Lantz

Absent: Councilor Travis Vake

Also Present: Administrator Stephanie Skraba, City Attorney Bryan Lindsay, Ambulance Director Tiffany Larson, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, Library Supervisor Katie Christenson, Confidential Administrative Assistant Susan Trunk, Eric Tweten from Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Fountain and supported by Councilor Halverson to adopt the agenda.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS

Councilor Halverson reported that he attended the Parks, Trails, and Recreation Meeting. Councilor Mikkola-Rahja reported that there is a regular meeting of the HRA to follow the public hearing on March 16th. She attended the League of Minnesota Cities Leadership Conference in February.

Councilor Fountain reported that she attended a Community Ed meeting, that there are a lot of programs available coming up in the community and encouraged everyone to check it out. She also reported that Choppy's Pizza has a Reuben pizza and Rueben egg roll special for the month of March and that it is amazing. She commented on the HRA meeting minutes, that there is an HRA Public Hearing for the five-year plan on March 16th and clarified that it will be held at the HRA office at 3:30pm located at 519 6th St. SW.

Councilor Vake was absent.

Councilor Holewa reported that he attended the League of Minnesota's Cities training, took a course through the leadership institute on building coalitions and relationships with legislators and public officials, attended an EDA Meeting, started doing ride-along with the police, and has been reaching out and meeting with business owners.

Mayor Lantz thanked and congratulated Paul Brown for 6 years of service, Fire Chief Chris Masucci for 19 years of service both with the Chisholm Fire Department, and Interim Director Peyton Johnson for 1 year with the Chisholm Ambulance. The Planning and Zoning Commission met recently and will have updated maps after the public hearing that is scheduled for the first Monday in April. There were some changes including the overlay of the zoning. He spent time talking to the assessors' office, noting when citizens see their evaluations, he believes there will be some sticker shock to a lot of people. He encouraged people to contact the assessor's office for them to come check the property if there are changes that need to be made. He provided the assessors with examples of inefficiencies he saw.

Ambulance Director Tiffany Larson had no report but came to the podium to say hello and that it is going well so far.

Fire Chief Masucci, absent.

Police Chief Manner had no report but answered questions about increasing police presence at the schools roughly between 3:00 and 4:00 pm on 4th Avenue SW.

City Building Official/Zoning Galli, Absent.

City Engineer Johnson, no report.

Public Works Supervisor Folstad, no report.

Parks/Trails/Recreation Director Maruska reported that skate rinks are closed due to weather for the season and had approximately 1370 skaters for the season. The Chamber is putting on a fundraiser Chilly Open Golf Tournament on Saturday March 11th with proceeds to benefit the Splash Pad. Ride the Range received the "One Minnesota Award" from Governor Tim Walz at the Explore Minnesota Tourism Conference, which is great attention for the region. She reminded everyone about the Summer Recreations Specialist positions for hire and the need for volunteer coaches for soccer, softball, and baseball.

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Library Supervisor Christenson reported that the library received a “Bee Aware” Exhibit created by the MN Department of Education and the MN Pollution Control Agency to teach about local pollinators and ways to protect them. The winter reading program was wrapped up on February 28th, with 119 participants. The Office of Broad Band Development is working on developing a digital equality plan to improve internet accessibility. She is working with Laura at the Hibbing Library to get a digital connection committee together. The committee will have discussions, gather information about digital inclusion, strengths, needs, and goals, then look at additional funding to implement plans such quality connections, checking out tech equipment at the library, and senior programing around digital tech skills. If anyone would like to know more or join the committee contact Ms. Christenson.

City Attorney Lindsay, no report.

Clerk-Treasurer Zah, absent.

Administrator Skraba reported that they are working through the funding of the Public Safety Building through the State and Federal level. Administrator Skraba hopes that the three million dollars in the bonding bill for the arena gets passed and signed by the Governor so some much-needed repairs can be done on the arena.

ACCEPT THE CONSENT AGENDA

Moved by Councilor Holewa and supported by Councilor Fountain to Accept the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the February 20, 2023, Special Meeting, the February 22, 2023, Regular Meeting with correction to agenda item minutes for Resolution 0223-19 to read: Accepting and approving guaranteed maximum bid amendments as presented by AP Midwest, LLC. for the Grand Total Base Bid Project Cost of \$6,680,605 Labor and \$4,519,342 Materials; and the City Council of the City of Chisholm after careful evaluation does not accept any of the eight presented bid alternatives. Payroll and Overtime.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**GAMBLING APPLICATIONS APPROVED FOR UNITED WAY AND
CHISHOLM KIDS PLUS**

Police Chief Manner provided information on the gambling application that was approved for the Chisholm Chamber by the Gambling Commission for the United Way to hold a raffle at Tom and Jerry's on 05-11-2023; and for the Chisholm Kids Plus to hold Bingo at Valentini's on 05-11-2023. This was informational only.

LIQUOR LICENSE APPROVAL

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve the liquor license for the 2023 applicants.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**ORDERING PREPARATION OF PLANS & SPECS FOR EXPANDED 5TH STREET SOUTH
INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to order preparation of Professional Engineering Services Amendment for Plans & Specs for the expanded 5th Street South, Design Change Notice #1.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**RESOLUTION NUMBER 0323-20 ORDERING PREP OF FEASIBILITY STUDY ON 5TH
STREET SOUTH INFRASTRUCTURE PROJECT**

Moved by Councilor Holewa and supported by Councilor Fountain to adopt Resolution Number 0323-20 Ordering preparation of reports on 5th Street S Infrastructure Project.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

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**RESOLUTION NUMBER 0323-21 ORDERING PREPARATION OF PLANS & SPECS FOR
EXPANDED 5TH STREET SOUTH PROJECT**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to adopt Resolution Number 0323-21 Ordering Improvement and preparation of Plans 5th Street S Infrastructure Improvement Project.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

JPJ ENGINEERING PROPOSAL FOR 5TH STREET SOUTH FACILITY PLAN

Moved by Councilor Holewa and supported by Councilor Halverson to approve the JPJ Engineering proposal for the hourly billing rates to provide technical assistance in the preparation of a facility plan for the proposed 5th Street South infrastructure replacement project between 2nd Avenue SW and 1st Avenue SE.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

SEASONAL LABOR JOB DESCRIPTION FOR 2023

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to approve the Seasonal Labor Job Description for 2023.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

SEASONAL LABOR JOB POST FOR 2023

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Seasonal Labor Job Posting and Hire for 2023.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

LIBRARY INTERN JOB DESCRIPTION

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve the Library Intern Job Description 2023 and to include equal opportunity and reasonable accommodation language.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

LIBRARY INTERN JOB POSTING

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Library Intern Job Posting and Hire for 2023 and to include equal opportunity and reasonable accommodation language.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

SEASONAL EMPLOYEE GUIDEBOOKS

Moved by Councilor Holewa and supported by Councilor Halverson to approve the Seasonal Employee Guidebooks.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

APPLICATION FOR THE PUBLIC UTILITIES COMMISSION

Moved by Councilor Holewa and supported by Councilor Halverson to appoint John Champa to the Public Utilities Commission.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

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REQUEST FOR WATER BILL ADJUSTMENT

No action was taken to the request from Raymond Potami and Lorna Elhardt (owners of The Stand) to adjust the amount owed on the water bill.

MISCELLANEOUS

There was discussion to have a Working Session on either March 20th or 23rd of 2023 to have Bob Streeter provide an update on the Wenton Addition.

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Mikkola-Raja and supported by Councilor Fountain to adjourn the Regular Meeting at 6:13 pm.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

Attest:

/s/ Adam Lantz, Mayor

/s/ Stephanie Skraba, Administrator