

**CHISHOLM CITY COUNCIL
REGULAR MEETING – MAY 25, 2022**

CALL TO ORDER

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

ROLL CALL

Present: Council Members April Fountain, Marty Halverson, Adam Lantz, Cheyenne Mikkola-Rahja, and Travis Vake

Absent: None

Also present: Administrator Stephanie Skraba, City Attorney Bryan Lindsay, Police Chief Vern Manner, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, City Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, Steve Rahkola with Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to adopt the agenda.

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

None

REPORTS

Councilor Fountain expressed warm wishes to everyone and the men and women who have died serving our country. She thanked them as we honor those men and women on Monday. The Museum of Mining is looking for summer help a few days a week. Anyone interested can call 218-254-5543. The United Way is looking for volunteers Monday through Thursday, June 6th through September 1st, from 12:00 p.m to 1:00 p.m. to assist with the Chow Down at the Chisholm Kiwanis Park. If you would like to volunteer contact the United Way.

Councilor Halverson attended the Redhead Mountain Bike race on Sunday, May 22nd where approximately 250 bike racers ranging in age from young children to the most elite riders in Minnesota. Racers thought the course was great, the event was great, and a few racers said it was the best course in the state. Racers participate in a series of 10 races throughout the state and ranked Redhead very high. Councilor Halverson gave special thanks to IROC (Iron Range Off Road Cyclists), Pat Cassingham and his tireless devotion to Redhead, Gary Sjoquist and Larry for all their assistance. Rock Solid has been to Redhead Mountain Bike Park to work on the estimation of work to be done this year.

Councilor Lantz met with Chief Manner, Attorney Lindsay and Administrator Skraba to talk about dangerous animals. The topic has been added to the agenda to schedule a working session to discuss dangerous animals. Filing date for primary election offices opened on May 17 and closes May 31st.

Councilor Vake held up the poster for the Miss Chisholm pageant taking place on Thursday, May 26th at the Minnesota Discovery Center Amphitheater at 5 p.m. He said there are 8 wonderful beautiful women that were vying for Miss Chisholm, 4 Little Miss and 1 Little Mister. He encouraged all of the citizens of Chisholm to attend the public-school meeting scheduled for May 31, 2022 at Valentini's. Councilor Vake along with Administrator Skraba and the new Recreation Director, Bridgit Maruska also attended the Redhead Mountain bike race. He reported the event went very well, the weather cooperated for the most part and Redhead is off and running.

Mayor Champa commented that it was the last meeting that Margaret (Confidential Administrative Assistant) and Tammy (Recreation Director) will be working for the City and that both long term employees did a great job. He wished them the best in their retirement and is thrilled that the two replacements that have been found seem to be doing a good job. The HRA met the previous week and have reappointed the Executive Director for an additional 2 years. He reminded viewers that there are two City Council Member positions and the mayor position open. Closing on May 31st at 5:00 p.m.

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Ambulance Director Jess Davis said everything is continuing to operate wonderfully for them. They have new uniform t-shirts that have them looking a little more official. They are getting some inquiries and stepping up for special event coverage, some races, and some holiday festivities in French Township. They received the final acceptance of application for payment from CMS for Medicare/Medicaid services.

Police Chief Vern Manner hired two new Community Service Officers (CSO) to address being shorthanded and to use as a recruiting tool. The CSOs are cadets between their 1st and 2nd year. They started on Monday, May 23rd and will be assisting with smaller tasks that need to be done such as enforcing blight and serving paperwork. The CSOs will be wearing polo shirts and driving a city vehicle. This is a new process and Chief Manner expects to modify as they go along.

Building/Zoning and Safety Director Mandy Galli reports that she has a planning commission meeting scheduled for Monday, June 6th for a variance application. The applicant instead came to the office on May 25th and does not need the variance any more. They will still be meeting June 6th to discuss a couple of topics. Safety training for the casual labor was completed. Permits continue to come in and it should be a busy summer. Director Galli responded to Mayor Champa's concerns regarding about half dozen buildings that are caved in. She recently sent out 3 letters for dilapidated structures with the IRRRB application hoping the person will apply and get the building demolished at no cost. If they do not, she works with City Attorney Lindsay on condemnation procedures. There are about 5 condemnations in process.

Consultant Engineer Jim Johnson will be receiving bids on Wednesday, June 1st on the 5th SE project and hopes to bring back a recommendation at the next council meeting. He has reviewed the plans, noting differences in quantity, width of sidewalks, requested an addendum for drain tile so they can get a bid price on it, and addressed Councilor Halverson's question about the placement of the type 6 fabric.

Public Works Supervisor Larry Folstad continues to work through the hiring process that is included in the agenda. The new Lead Building Maintenance and Parks person is doing great and has taken on 4 casual laborers. The casual labor employees have completed their safety training, two are placed at the cemetery, one at the campground, and four at public works (all college students). They will have at least 10 more high school casual workers starting on June 6th to do weed whipping, painting and some other items. They are busy prepping for Memorial Day weekend, sweeping, patching, and correcting how some of the flags are hung. The alley crew is going great and getting some good feedback.

Recreation Director Bridgit Maruska reported that she was invited and joined the silver volley ball league. There is a gold and silver league starting on June 6th. Bocce ball and men's and women's softball start next week. She has been gearing up for the summer recreation program and is very excited about it. She met the directors and thinks it is a really good fit. Since she has a background in youth development, she will be doing extra training with the entire staff including the directors and 9 aides. She attended the Redhead Mountain bike race on her first day and has started to get a feel for what the Redhead trail system is going to be like.

City Attorney Bryan Lindsay had no report but responded to Mayor Champa's concern about falling trees. He reminded everyone that if you have a tree like that on your property and it falls or part of it falls and hits your neighbor's house or fence you could be held responsible. Private residence should make sure to take care of those things or that their insurance is very good. As a city we need to watch that those things are not in public boulevards or rights of way because those are city responsibilities and crews can be sent out to take care of them.

Clerk-Treasurer Eileen Zah reported that she spoke with Bonnie Sterle the auditor for the city, confirmed they will be here on site to conduct their field work on Monday, June 13th 2022 and is doing some preparation with the financials getting things ready for their visit. Clerk-Treasurer Zah also commented on the confirmation of receiving Medicare money and that it can gauge how well the ambulance department is generating revenue. Prior there was not a complete picture because they were not receiving payments from Medicare. Now that they are confirmed, they should be seeing those payments in few weeks and will be part of her quarterly financial presentation next month. She is working with department heads on budget amendments and may have a few to present to council next month. She also commented that it has been a pleasure to get to know Bridget and Susan and they are a great addition to the team.

Administrator Stephanie Skraba thanked Tammy and Margaret for their guidance and the great work that they did. It had been very beneficial for her coming into her role having them both here with so many years of experience with the city and thanked them for that. She also welcomed the new folks as they have hit the ground running and seem to be fitting just great

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ACCEPT THE CONSENT AGENDA

Moved by Councilor Fountain and supported by Councilor Halverson to accept the Consent Agenda, including the List of Bills, Minutes from the April 19th, 2022 Local Board of Appeals & Equalization, Reconvened May 4th 2022 Local Board of Appeals and Equalization, May 9, 2022 Working Session, May 11th, 2022 Regular meeting with corrections, Payroll and Overtime.

Voting Aye: All

Motion Carried

HIRING COMMITTEE RECOMENDATION

Moved by Councilor Lantz and supported by Councilor Mikkola-Rahja to hire Phillip Olsen as an EMT for Chisholm Ambulance services.

Voting Aye: All

Motion Carried

PARKING REVISIONS ALONG CENTRAL AVENUE NORTH OF LAKE STREET

Moved by Councilor Fountain and supported by Councilor Vake to change to 60-degree diagonal parking on the East side of street along Central Ave N North of lake street.

Voting Aye: All

Motion Carried

HEAVY EQUIPMENT OPERATOR/TRUCK DRIVER/UTILITY POSITION

Moved by Councilor Lantz and supported by Councilor Fountain to approve the internal posting for the Heavy Equipment Operator/Truck Driver/Utility position for 7 days.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 0522-60 AWARD CONTRACT 2022 STREET
REHABILITATION PROJECT**

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution No. 0522-60 to accept the receipt of bids and award of contract for 2022 street rehabilitation project.

Voting Aye: All

Motion Carried

**AGREEMENT FOR PROFESSIONAL CONSTRUCTION SERVICES WITH SEH INC.
FOR 2022 STREET REHABILITATION PROJECT**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to accept the agreement for Professional Construction Services from SEH Inc. for 2022 Street Rehabilitation Project.

Voting Aye: All

Motion Carried

**SUPPLEMENTAL AGREEMENT FOR PROFESSIONAL CONSTRUCTION SERVICES
WITH SEH INC. FOR 3RD STREET NW IMPROVEMENT PROJECT**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to accept the supplemental agreement for Professional Construction Services with SEH Inc. for 3rd Street NW Improvement Project.

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

Voting Nay: Councilor Vake

Motion Carried

AMEND RESOLUTION NO 0522-57A

Moved by Councilor Vake and supported by Councilor Lantz to amend Resolution No. 0522-57A to amend role in project bond funding and confirm a public hearing scheduled for June 8, 2022 at 5:00 p.m.

Voting Aye All

Motion Carried

FIRE PROTECTION SERVICES UNORG.TWP. 59-21, ST LOUIS COUNTY FOR 2023

Moved by Councilor Lantz and supported by Councilor Halverson to propose a 3% increase of \$498.00 to the current contracted amount of \$16,591.00 with a total cost of \$17,089 to St. Louis County for fire protection services to Unorg. Twp. 59-21 in 2023.

Voting Aye All

Motion Carried

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**MEMO OF UNDERTANDING FOR MAPE- PARKS, TRAILS, AND RECREATION
DIRECTOR**

Moved by Councilor Vake and supported by Councilor Fountain to accept the Memo of Understanding between the City of Chisholm and MAPE Local #1401 for the newly created position of Parks, Trails, and Recreation Director.

Voting Aye All

Motion Carried

**SCHEDULE A WORKING SESSION FOR MOTORIZED VEHICLES IN THE REDHEAD
MOUNTAIN BIKE PARK AND DANGEROUS ANIMALS**

Moved by Councilor Lantz and supported by Councilor Vake to schedule a Working Session to discuss motorized vehicles in the Redhead Mountain Bike Park and dangerous animals on June 6, 2022.

Voting Aye All

Motion Carried

APPLICATIONS FOR PUBLIC UTILITIES COMMISSION

Moved by Councilor Vake and supported by Councilor Lantz to appoint Bruce Matak to fill the vacant term on the Public Utilities Commission until February 2023.

Voting Aye All

Motion Carried

RECESS TO CLOSED SESSION

Moved by Councilor Lantz supported by Councilor Fountain to recess to a Closed Session at 6:27 p.m.

Voting Aye: All

Motion Carried

ADJOURN CLOSED SESSION

Moved by Councilor Vake supported by Councilor Fountain to adjourn the closed session at 6:36 p.m.

Voting Aye: All

Motion Carried

RESUME REGULAR COUNCIL MEETING

Moved by Councilor Vake supported by Councilor Lantz to resume the regular meeting at 6:36 p.m.

Voting Aye: All

Motion Carried

PURCHASE PROPERTY FROM BIG TROUT LLC.

Moved by Councilor Vake supported by Councilor Lantz to purchase the property for the cost of \$20,000.00 from Big Trout LLC. with a closing date on or before June 1, 2022.

Voting Aye: All

Motion Carried

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Lantz supported by Councilor Halverson to adjourn the regular meeting at 6:38 p.m.

Voting Aye: All

Motion Carried

Attest:

/S/ John A. Champa, Mayor

/S/ Stephanie Skraba, Administrator