

**CHISHOLM CITY COUNCIL
WORKING SESSION
MAY 5, 2020**

CALL TO ORDER

Mayor John Champa called the working session to order at 5:02 p.m. The working session was held via Zoom video teleconference instead of in person due to the COVID-19 coronavirus pandemic and Minnesota Governor Walz's Executive Order to "Stay at Home". All votes were done by roll call vote

ROLL CALL

Present: Council Members Tracy Campbell, April Fountain, Adam Lantz (arrived at 5:02 p.m. but left the meeting intermittently due to a bad phone connection), Travis Vake, Jim Varda, and Mayor John Champa

Absent: None

Also present: Administrator Bill Manney, Deputy Clerk Eileen Zah, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Fire Chief Bob Brown (left the meeting at 5:55 p.m.), Library Supervisor Katie Christenson, Police Chief Vern Manner, Public Works Supervisor Larry Folstad, Recreation Director Tammy Nevalainen and Administrative Assistant Margaret Gornick

TEN (10) YEAR CAPITAL IMPROVEMENT INFRASTRUCTURE PROJECTS DISCUSSION

Mayor Champa turned the meeting over to Administrator Bill Manney. Bill explained that the spreadsheet that was provided to the attendees will be a moving working document where items will be put on and moved, over the next 10 years. The intent is to get everything that they need put in the 10-year capital improvement program. He thanked Deputy Clerk Eileen Zah, Consultant Engineer Jim Johnson and the Department Heads for their help with the spreadsheet which is a working tool to get things on the radar in order to make budget decisions. One half of the \$4,022,440.00 on the spreadsheet are for two items: the ladder truck for the Fire Department is \$1,000,000.00 and the 5th Street S from 2nd Ave SW to 1st Ave SE Infrastructure Improvement Project is \$1,032,000.00.

Fire Chief Bob Brown pointed out that \$500,000.00 for a first out engine for the fire department needs to be added to the budget. Councilor Campbell pointed out the need to add the purchase of an ambulance in 2026. Councilor Varda inquired about the expiration date of the ambulance contract and Deputy Clerk Eileen Zah said it expires December 31, 2021. Administrator Manney explained this isn't an end all meeting, it is a working session to get everyone's input. It is the beginning of the process for setting the budget in September. Administrator Manney turned the meeting back over to Mayor Champa.

Mayor Champa asked Consultant Engineer Jim Johnson to speak first. Jim explained the seal coating program had \$50,000.00 allocated for it. The crack sealing program had \$15,000.00 allocated and the seal coating program which was started in 2016 had \$35,000.00 allocated. Jim went over a memo that he drafted in 2017 and explained the council members at that time, ranked the potential capital improvement projects after the council took a bus tour of the city. He said the bituminous alleys haven't been done in years and are in horrible shape. He suggested changing the alleys back to gravel and to use reclaimed bituminous with crushed aggregate for them. Councilor Vake asked Jim Johnson to explain what the parameter is for having a crack filled compared to having it redone when a project is done. Jim explained the crack could be sawed and caulked or sawed and sealed which does more damage. The underlying problem would need to be addressed. Public Works Supervisor Larry Folstad and Councilor Vake walked the 8th street project today.

Public Works Supervisor Larry Folstad and Jim are putting together recommendations for the council to review. He explained recommendations can be done by the council, city staff and petitions by residents. The council has the final say on which projects will be done. He explained the process. Councilor Fountain thanked Jim and everyone else that helped put together the color coded spreadsheets, maps and the information for this meeting. The Assessment policy needs to be updated.

Councilor Fountain asked Jim to explain the assessment policy. He said back in 2008, 25% of the cost for sewer and water and 30% of the cost for streets and storm sewer were used to estimate the assessment rate, which was approximately \$100.00 - \$120.00 per front foot. The current assessment policy is \$30.00 per front foot which only pays for about 5% of the total cost of the project. Councilor Campbell mentioned that when the assessment policy changed, people did not want sidewalks put in.

Public Works Supervisor talked about the cost of \$300,000.00 for a new refuse building at a new location compared to \$150,000.00 to replace the existing refuse building. The Mayor asked if there was a better spot in Chisholm for the city garage and he suggested near the water plant. Larry felt the best spot would be near the armory building or the end of 6th St SW by Art Maturi's land. Larry brought up the light fixtures on Highway 73. The livable life of the 30-foot tall street light structures are in horrible condition. One along Highway 73 and 3rd Ave NW had sand and salt packed around it and it deteriorated. It was taken down today. These will need to be replaced. There was discussion as to whether this was the MN Department of Transportation's responsibility. He will check into this. He will pushback purchasing a bucket truck. Buhl has a new one that Chisholm can use. He said we don't have a piece of equipment to grade the alleys and should purchase a skid loader with attachments. He would prefer paved alleys. He feels there is a need to hire a firm to evaluate the water plant. At some point, he would like the buildings person back in his department and would like to hire a janitor so this employee is not spending time cleaning when they could be working on buildings and grounds. The new garbage system is moving forward as planned.

Fire Chief Bob Brown reported their newest engine is 14 years old and the ladder truck is 32 years old. They will need \$25,000.00 for an ATV to haul people up at the Redhead Mountain Bike Park if there is an emergency. Bill Manney said there is \$25,000.00 in the 2020 budget for this. Recreation Director Tammy Nevalainen is working with Larry Folstad to look at solar lighting for the walking trail. It would be approximately \$1,000.00 for 3 poles.

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(Continued)

She would like to see us become a pioneer in our community with this initiative. Jim Johnson and Tammy worked with SEH, Inc. for regular lighting. The DNR dock is in poor shape. To replace the big floating T- dock by Heritage Manor with a composite dock would cost about \$20,000. Councilor Lantz requested having hiking trails or cross-country ski trails behind the campground. Tammy said sentence to serve has done some work for her department in the past. Larry said the program isn't always reliable when scheduling projects. Councilor Vake feels we should hold softball tournaments and advertise and build the leagues. He feels if we are going to invest money in the fields, the track, etc. the school should hold more track meets to attract more people to Chisholm and we should have some type of incentive to update the fields. Police Chief Manner met with the City of Buhl. They would like to sit down with Chisholm to go over more cost savings measures. He said for the camera system, each camera is about \$200.00 plus the initial cost of the program. Councilor Vake asked Vern to provide a list of vehicles and the mileage of the vehicles before budgeting starts. Tracy would like him to track the additional mileage for going to Buhl. Library Supervisor Katie Christenson said the work stations at the library should be replaced every 4 – 5 years. A building assessment was conducted in 2018. She will focus on the plaster and electrical work next year. The tuck pointing will be the biggest project. The lower level of the library is currently being used as a book sale room, for history and old newspapers. The lower level of the basement is not handicap accessible. Councilor Vake would like to redo the curling club contract before discussing the curling club budget. Larry Folstad is helping with the LED lighting project at the arena. They are paying upwards of \$6,000.00 per month at this time. Councilor Vake doesn't have an issue with the prior list of projects that the previous council compiled. The new council members may have other projects in mind as a priority. He would like to discuss the current list and to see what the new council may want. He feels Windy Hill needs work along with 9th Street NE and 9 ½ Street NE and Central Avenue. There is a big hump in the middle of 9 ½ Street. Per Jim Johnson, the storm sewer on 9 ½ Street is really shallow and winter frost causes it to heave. The storm sewer needs to be replaced and this would require an infrastructure replacement project. Jim Johnson would like to arrange a bus tour of the city to identify which areas should be priority. Councilor Vake asked Jim if he could provide a report that addresses the total infrastructure in the City. He would like to focus on mill & overlay work also and maybe skip a street project now and then. Per Jim Johnson, SEH is monitoring the I & I flows of all 5 sanitary sewer sub sheds to try to identify major problems. Larry Folstad said the water tower uses approximately 280,000 – 300,000 gallons of water per day. The number of gallons for sewer that they have been monitoring have spiked up to 3 million gallons per day. Councilor Fountain asked if there was any way that we could purchase the \$35,000.00 camera this year for sewer tracking. Larry & Jim will get a quote for the camera and we should set aside money for this purchase.

ADJOURN MEETING

Moved by Councilor Campbell and supported by Councilor Fountain to adjourn the working session meeting at 7:00 p.m.

Voting Aye: All

Motion Carried

/s/ John A. Champa
Mayor

Attest:

/s/ William Manney
City Clerk-Treasurer/Administrator