

**CHISHOLM CITY COUNCIL
REGULAR MEETING – NOVEMBER 13, 2019**

CALL TO ORDER

Mayor John Champa called the City Council Meeting to order in the City Hall Council Chambers at 5:56 p.m.

ROLL CALL

Present: Council Members Tracy Campbell, April Fountain, Adam Lantz, Travis Vake, Jim Varda, and Mayor John Champa

Absent: None

Also Present: Administrator Bill Manney, City Attorney Bryan Lindsay, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Library Supervisor Katie Christenson, Police Chief Vern Manner, Public Works Supervisor Larry Folstad, Recreation Director Tammy Nevalainen, Administrative Assistant Margaret Gornick

ADOPT THE AGENDA

Moved by Councilor Campbell and supported by Councilor Varda to adopt the Agenda as presented.

Voting Aye: All

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Dan Marich with the Path Blazers Snowmobile Club (the Trail Blazers and Path Finders Snowmobile Clubs merged and became the Path Blazers Snowmobile Club) addressed the Council with a request to purchase City of Chisholm owned property that is located in the Chisholm Industrial Park (Lot 5) for \$1.00. The club is requesting the lot due to its close proximity to the snowmobile trail. They would like to put up a 40 x 60 building on the lot, to house their trail grooming equipment. They estimate the cost of the post on slab building to be \$60,000.00 - \$70,000.00. They will give the City \$5,000.00 up front and are asking for \$4,999.00 to be refunded to them once the building is completed. The club has three groomers, one is kept at Side Lake and will remain there and two groomers are currently kept in Hibbing but they need to be moved. The club grooms 85 - 90 miles of the snowmobile trail. The club has 90 plus members and are all volunteers that do not get paid. The club intends to bring in electricity but not sewer and water at this time. Mr. Marich explained that exposure to the sun in the summer has been harmful to the grooming equipment. Snowmobilers purchase fuel, food and lodging while they are in the area.

REPORTS

Councilor Fountain informed the Council about the wonderful events that Community Education is planning. Thanksgiving Cookie Decorating with Kathy; Thanksgiving Cookie Decorating with Fallyn; Water Color Painting for Kids with 321 Art Studio and Build Your Own Gingerbread House with 321 Art Studio. If anyone has any questions, they can call the Community Education office for the cost, times and dates of the events. Councilor Vake reported he is now serving on the Chisholm Community Foundation (CCF) board and he attended his first CCF board meeting tonight. The CCF could potentially be working with the City on some things. He announced winter is here.

Mayor Champa met with the lessee of the Iron Trail RV Park & Campground. He reported they are still having an issue with the laundromat portion of the campground. They were looking for a third party to run the laundromat. The lessee suggested he would run the laundromat (although he doesn't really want to) until the City can find other options. The Mayor will set up a meeting with Councilor Vake and Administrator Manney to discuss the options.

Public Works Supervisor Larry Folstad reported the LED lighting project is complete. Public Works staff is waiting for winter and tying up loose ends. They are training employees on equipment.

He has not received any feedback from anyone on the gravel roads at the cemetery. They will plow / grade them gently this winter.

Library Supervisor Katie Christenson reported due to patron's requests, they will be offering Storytime during the winter months, which is Reading, Snack & a Craft on Wednesdays at 10:00 a.m. There will be a Legacy Program, Good Vibrations for Winter Wellness on Monday, December 9th at 1:00 p.m. The Library participated in the Lake Street Trick or Treating and just over 260 kids stopped in on Halloween night. The Library had 12 donations for 2018 totaling \$1,170.00. So far in 2019, there have been 8 donations for a total of \$1,320.00. She thanked the people that have donated.

Police Chief Vern Manner gave an update on the Police Officer hiring process. They have made two job offers to candidates that were interviewed contingent upon successful passing of background, psychological and physical checks. These were done by a third party, Empire Investigating, this year. The Police Department is potentially looking for a third officer. Another twelve people have applied since they interviewed the first pool of candidates. They are all new applicants. They are scoring these applicants so they have a pool of applicants to choose from. Every Police Department is hiring in this area. One of the original applicants that was interviewed accepted position in Hibbing. Councilor Varda commented that he has been working in Hibbing recently and was told that the cadets in the Police Officer program at the Hibbing Community College feel that Chisholm is the preferred City to work for.

Recreation Director Tammy Nevalainen reported the Youth Center is doing well, they are open on Mondays, Wednesdays & Fridays from 4:00 - 8:00 p.m. The Youth Center staff will stay an extra hour for the older kids if they request them to. There were 40 kids in attendance at the Halloween party. They have had 15 - 24 kids a night at the Youth Center. The Recreation Department had five applicants for the skating rink attendant's positions. Four were interviewed (one applicant declined an interview) and three applicants were offered conditional positions, contingent upon passing successful background checks with the Bureau of Criminal Apprehension (BCA) which Tammy will be sending in tomorrow.

ACCEPT THE CONSENT AGENDA

Moved by Councilor Varda and supported by Councilor Fountain to accept the Consent Agenda, including the List of Bills, Minutes of the previous October 23, 2019 Regular Meeting, Payroll and Overtime.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
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(Continued)**

PATH BLAZERS SNOWMOBILE CLUB REQUEST

Moved by Councilor Campbell and supported by Councilor Varda to grant the request from the Path Blazers Snowmobile Club to purchase Lot 5 in the Chisholm Industrial Park for \$1.00. City Attorney Bryan Lindsay will draw up the paperwork. Mr. Dan Marich requested an escape clause to be added to the agreement. Councilor Campbell amended her motion to include the escape clause in the agreement that will be drawn up by the City Attorney. The time frame to complete the project will also be included in the purchase agreement.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 1119-70 ADOPT ASSESSMENT
13TH STREET / 5TH AVENUE NW INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Campbell and supported by Councilor Varda to adopt Resolution No. 1119-70 for the proposed assessment for the 13th Street / 5th Avenue NW Replacement Project.

Voting Aye: All

Motion Carried

**MESABI BITUMINOUS PAY APPLICATION NO. 3
FOR 13TH STREET / 5TH AVENUE NW INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Lantz and supported by Councilor Campbell to approve Payment Application No. 3 to Mesabi Bituminous, Inc. for \$190,260.59 for the 13th Street / 5th Avenue NW Infrastructure Replacement Project for work completed through November 1, 2019.

Voting Aye: All

Motion Carried

**CHANGE ORDER NO. 9 – LAKEVIEW ADDITION AREA
INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Vake and supported by Councilor Fountain to approve Change Order No. 9 from Utility Systems of America for the Lakeview Addition Area Infrastructure Replacement Project for bituminous air void content that did not meet specified requirements (\$4,375.80) and for additional bonding costs due to additional work added to the project (\$2,320.00) which resulted in a net cost deduction amount of \$2,055.80.

Voting Aye: All

Motion Carried

**UTILITY SYSTEMS OF AMERICA, INC. PAY APPLICATION NO. 16
FOR LAKEVIEW ADDITION AREA INFRASTRUCTURE REPLACEMENT PROJECT**

Moved by Councilor Fountain and supported by Councilor Lantz to approve Payment Application No. 16 to Utility Systems of America, Inc. for the Lakeview Addition Area Infrastructure Replacement Project for \$73,820.16 for work completed through October 18, 2019.

Voting Aye: All

Motion Carried

TOPOGRAPHIC SURVEY AUTHORIZATION FOR 2020 CAPITAL IMPROVEMENT PROJECTS

Moved by Councilor Lantz and supported by Councilor Campbell to authorize spending up to \$15,000.00 for engineering services provided by JPJ Engineering and SEH to perform Topographic Surveys for 2020 Capital Improvement Project(s) for the 3rd Street NW Project.

Voting Aye: All

Motion Carried

YELLOW BAGS / REFUSE TRUCKS

Moved by Councilor Fountain and supported by Councilor Vake to authorize placing an order with Rihm Kenworth of Superior, Wisconsin to build two (2) Kenworth T440 Refuse Trucks for the City of Chisholm's refuse department. The list price of \$183,905.00 includes the 39.20% Sourcewell Contract No. 081716-KTC member adjustment and the 5 year / 100,000 mile warranty of \$2,790.00 per truck.

Voting Aye: All

Motion Carried

Councilor Fountain rescinded her motion and Councilor Vake rescinded his support of the motion to authorize placing the order with Rihm Kenworth to build two (2) Kenworth T440 Refuse Trucks and to include language stating the placement of the order is contingent upon the City of Chisholm's final budget approval which will take place on December 18, 2019.

Voting Aye: All

Motion Carried

TANDEM DUMP TRUCKS / SNOW REMOVAL EQUIPMENT

Moved by Councilor Lantz and supported by Councilor Campbell to authorize placing an order with Rihm Kenworth of Superior, Wisconsin to purchase two (2) Kenworth T470 2021 Tandem Plow / Dump Trucks for the City of Chisholm's street department. The list price of \$178,911.00 includes the 39.80% Sourcewell Contract No. 081716-KTC member adjustment and the 5 year / 100,000 mile warranty of \$2,790.00 per truck. The total amount approved by the council was \$111,892.00 per truck. Unspent funds budgeted in 2019 for purchases will be used for this purchase.

Voting Aye: All

Motion Carried

Moved by Councilor Campbell and supported by Councilor Vake to authorize placing an order with Towmaster Truck Equipment of Litchfield, Minnesota to purchase two (2) Uplifts for the Kenworth T470 2021 Tandem Plow / Dump Trucks for the City of Chisholm's street department. The list price of \$112,307.00 includes the State of Minnesota's Contract No. 167105 member adjustment.

Voting Aye: All

Motion Carried

TASK FORCE JOINT POWERS AGREEMENT

Moved by Councilor Campbell and supported by Councilor Fountain to amend the 2016 Joint Powers Agreement with the Lake Superior Drug and Violent Crime Task Force. The amendment is for adding the City of Proctor, Minnesota and the Minnesota State Patrol to the Joint Powers Agreement. This is the first amendment to the 2016 Joint Task Force Agreement.

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
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(Continued)**

GAMBLING PERMIT – KNIGHTS OF COLUMBUS

Moved by Councilor Campbell and supported by Councilor Vake to approve the Gambling Permit Application from the Knights of Columbus for a Bingo/Raffle event to be held at St. Joseph's Catholic Church on Saturday, December 14, 2019.

Voting Aye: All

Motion Carried

PARKS & RECREATION SCHOLARSHIP PROGRAM GUIDELINES AND APPLICATION

This was an informational item at this time.

**RESOLUTION NO. 1119-71 ACCEPT
ELSIE MATURI & CONRAD BELFIORI LIBRARY DONATION**

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution No. 1119-71 to accept the monetary donation of \$25.00 from Elsie Maturi & Conrad Belfiori and to earmark the funds for the Chisholm Public Library.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 1119-72 SUPPORT US EPA BROWNFIELD ASSESSMENT
GRANT APPLICATION, LETTER OF SUPPORT AND MEMO OF UNDERSTANDING**

Moved by Councilor Varda and supported by Councilor Lantz to adopt Resolution No. 1119-72 to support the US EPA Brownfield Assessment grant application to be submitted by the City of Virginia, MN and to authorize the City of Chisholm to enter into a Memorandum of Agreement with the City of Virginia for a community-wide assessment project. The City of Virginia, Minnesota is the fiscal agent for the Brownfield Assessment Grant. Administrator Manney thanked the City of Virginia for acting as the fiscal agent.

Voting Aye: All

Motion Carried

Moved by Councilor Campbell and supported by Councilor Fountain to send a letter of support from the City of Chisholm to the City of Virginia in support of the Iron Support for the Iron Range Coalition Brownfield Program.

Voting Aye: All

Motion Carried

**RESOLUTION NO. 1119-73 APPLY / ACCEPT MINNESOTA DEPARTMENT
OF NATURAL RESOURCES (MNDNR) \$5,000.00 MATCHING GRANT FOR FIRE DEPARTMENT**

Moved by Councilor Lantz and supported by Councilor Varda to adopt Resolution No. 1119-73 to apply for and accept a \$5,000.00 matching grant from the MNDNR for the Chisholm Volunteer Fire Department to be used for the purchase of a new slide in pump to replace the current slide in pump that is used to distinguish grass fires. The matching funds of \$5,000 are in the budget as unspent 2019 budgeted funds.

Voting Aye: All

Motion Carried

**ESTABLISH COMMITTEE FOR MINNESOTA ASSOCIATION OF
PROFESSIONAL EMPLOYEES (MAPE) LABOR CONTRACT NEGOTIATIONS**

Moved by Councilor Varda and supported by Councilor Campbell to appoint Administrator Manney, City Attorney Lindsay, Councilor Fountain and Councilor Lantz to serve on the MAPE Labor Contract Negotiations Committee.

Voting Aye: All

Motion Carried

FIVE BUGLES DESIGN SCOPE OF WORK LETTER

Moved by Councilor Campbell and supported by Councilor Varda to accept the Scope of Work Letter from Five Bugles Design, dated October 30, 2019, contingent upon the approval of the Public Safety Building Committee and City Attorney Bryan Lindsay's after they review the final contract. Administrator Manney will clarify the travel expense cost with Five Bugles Design

Voting Aye: All

Motion Carried

COMPREHENSIVE PLAN – SE GROUP

Moved by Councilor Campbell and supported by Councilor Lantz to allow SE Group of Burlington, Vermont to work with the City of Chisholm (choosing Option A: Focus on a Refresh of the Existing Comprehensive Plan which was provided to the Council for their review) for an approximate fee of \$45,000.00 of which \$20,000.00 is a grant that must be used by June 30, 2020.

Voting Aye: All

Motion Carried

SCHEDULE BUDGET WORKING SESSION MEETING

Moved by Councilor Campbell and support by Councilor Fountain to schedule a Budget Working Session on Thursday, November 21, 2019 at 5:00 p.m. to discuss all General Fund budgets and the Enterprise Funds budget for 2020.

Voting Aye: All

Motion Carried

**ORDINANCE NO. 111.09, 3rd SERIES, SECOND READING, AMENDING CHAPTER 111,
BUSINESSES REGULATED OF THE CITY CODE ENTITLED "GAMBLING"**

Moved by Councilor Campbell and supported by Councilor Lantz to adopt the Second Reading of Ordinance No. 111.09, 3rd Series Chapter 111, entitled "Gambling". The proposed changes will replace Ordinance No. 111.09 which was adopted during the recodification of City Ordinances, Series No. 2 (refer to Ordinance No. 162, 3rd Series adopted March 26, 2013).

Voting Aye: All

Motion Carried

**CHISHOLM CITY COUNCIL
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(Continued)**

RESOLUTION NO. 1119-74 CERTIFY ASSESSMENTS & LIENS TO ST. LOUIS COUNTY

Moved by Councilor Varda and supported by Councilor Lantz to adopt Resolution No. 1119-74 to certify assessments and liens to St. Louis County for the following improvements for 2011 -2020:

Central Ave 200-500 Block
6th Ave Alley
6th St. SW-Central to 4th Ave
Center Drive Project
3rd Ave NE Project
4th St/3rd Ave SW Project
5th Ave NW Project
4th Ave SW Project
11th St. NW Project
8th St. NW Project
Lakeview Addition Project
13th St. NW Project

Voting Aye: All

Motion Carried

RANGE ASSOCIATION OF MUNICIPALITIES & SCHOOLS (RAMS) APPOINTMENT

Moved by Councilor Lantz and supported by Councilor Campbell to nominate Mayor Champa to serve on the RAMS board for a two-year term beginning January 1, 2020. Councilor Lantz amended his motion and Councilor Campbell amended her support of the motion to include nominating Councilor Fountain to serve as the alternate on the RAMS board if Mayor Champa is not available to attend the RAMS board meetings.
Voting Aye: All

Motion Carried.

ACCEPT RESIGNATION LETTER FROM KEN NESS
CHISHOLM HIBBING AIRPORT AUTHORITY (CHAA) BOARD

Moved by Councilor Lantz and supported by Councilor Campbell to accept the letter of resignation from Ken Ness from the CHAA Board, effective November 15, 2019. Mr. Ness's term expires on December 31, 2021. All upcoming vacant boards and commissions positions will be brought before the Council to advertise for the filling of these positions. Mr. Ness will be sent a thank you letter for his years of service on the CHAA board.

Voting Aye: All

Motion Carried.

MISCELLANEOUS ITEMS

1. Truck Parking Ordinance - City Attorney Bryan Lindsay is reviewing this.
2. Reminder: The next council meeting will be held on Tuesday, November 26, 2019 at 5:30 p.m.

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Campbell and supported by Councilor Varda to adjourn the Regular Council meeting at 7:41 p.m.

Voting Aye: All

Motion Carried

/s/ John A. Champa
Mayor

Attest:

/s/ William Manney
City Clerk-Treasurer/Administrator