

**CHISHOLM CITY COUNCIL
REGULAR MEETING – NOVEMBER 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, Tavis Vake, and Mayor Adam Lantz

Absent: None

Also Present: Administrator Stephanie Skraba, Ambulance Director Tiffany Larson, 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, City Attorney Bryan Lindsey, Clerk-Treasurer Eileen Zah, Confidential Administrative Assistant Susan Trunk, and Donna Rahkola from Mesabi Community TV.

ADOPT THE AGENDA

Moved by Councilor Vake and supported by Councilor Holewa to adopt the agenda with the addition of scheduling a Working Session regarding the HRA.

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

Voting Nay: Councilor Halverson

Absent: None

Motion Carried

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC PARTICIPATION

Jessalyn Sabin from the Chisholm Downtown Revitalization Committee spoke in regards to the Bringing Light to Chisholm Event that will take on December 14th, 2023. Their request is for the City Council to declare a city-wide festival with the closure of the 100 and 200 blocks of Lake Street from 3:00pm to 8:00pm. The event is centered in downtown Chisholm showcasing lights, book reading with Mrs. Claus, pictures with Santa and friends, sleigh rides, and kid's activities such as cooking decorating face painting and s'mores.

Barb Swalby spoke in reference to the 5th Street South Project. She does not want the sidewalks moved. She has concerns about the snow coming up on her sidewalk,

REPORTS

Councilor Halverson reported that he attended a Park Board Meeting the previous evening, he met with Director Maruska and Erik Carlson from Range Trail Worx to recap the work he did this year and start planning for next year.

Councilor Mikkola-Rahja did not have a report.

Councilor Fountain did not have a report.

Councilor Vake reported that he just came from a Community Foundation Meeting. The 15th annual (and last sponsored by Keyboard Liquor) CCF wine tasting event will happen on Friday December 1st of this year at Valentini's from 6:00 to 8:30 pm. You can get your tickets by calling or going to see Paul at Keyboard Liquor.

Councilor Holewa reported that he attended the EDA meeting last week via phone. He wanted to thank all the Veterans for their service and we are forever in their debt.

Mayor Lantz commented on the great festivities that happened for Halloween, people were safe, lots of great things up and down main street, he hopes everyone had fun and was safe. He also congratulated Dillon Anderson, First Lieutenant on the Fire Department for 11 years of service and all the things he does for his community.

Ambulance Director Larson did not have a report.

Fire Chief Masucci was at a training. Mayor Lantz reminded everyone on Chief Masucci's behalf that one of the main ways fires start is by the way we heat our homes. He reminded everyone to be safe, check your detectors and that daylight savings time is a good time to remember to change your batteries in smoke detectors and CO2 detectors.

Police Chief Manner did not have a report.

City Building Official Galli did not have a report.

City Engineer Johnson did not have a report.

Public Works Supervisor Folstad did not have a report.

Parks/Trails/Recreation Director Maruska did not have a report.

Library Supervisor Christenson did not have a report.

Attorney Bryan Lindsay did not have a report.

Clerk-Treasurer Zah did not have a report.

Administrator Skraba provided an update on the State funding that the City has received at the last legislative session. The reps from the State are working through the allocation Chisholm received. The Public Safety Building is moving along well, getting winterized, and to let her know if any Council Members would like to tour.

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APPROVE THE CONSENT AGENDA

Moved by Councilor Holewa and supported by Councilor Vake to Accept the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the October 23, 2023 Public Hearing, October 25, 2023 Regular Meeting, Payroll and Overtime with correction to the PUC Meeting Minutes that John Champa was present and Administrator Skraba was not absent as noted.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

REPLACE CURRENT BILLING COMPANY WITH HOMETOWN BILLING

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to approve Chisholm Ambulance to use Hometown Billing.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

**DIRECT ATTORNEY LINDSEY TO SEVER CONTRACT WITH
PREVIOUS BILLING COMPANY**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to direct Attorney Lindsay to sever the contract with EMSMC.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

PURCHASE/BUDGET ADJUSTMENT FOR A NEW SQUAD CAR

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the purchase/budget adjustment to purchase a new squad car not to exceed \$55,000.00.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

PAY APPLICATION NO. 8 FOR THE PUBLIC SAFETY BUILDING

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve Pay Application No. 8 in the amount of \$1,800,174.94 to Adolfson & Peterson Construction for the Public Safety Building.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

SIDEWALK LOCATION ALONG 5TH STREET SOUTH

No decision was made to change the current plans for the sidewalk location along 5th Street South.

**RESOLUTION NUMBER 1123-76 APPOINT JUSTIN BAKKETHUN AS 2ND REFUSE
COLLECTION/HEAVY EQUIPMENT OPERATOR**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to appoint Justin Bakkethun as the 2nd Refuse Collection/Heavy Equipment Operator.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

**APPROVE HEAVY EQUIPMENT OPERATOR/TRUCK DRIVER/UTILITY
JOB DESCRIPTION**

Moved by Councilor Holewa and supported by Councilor Vake to approve the Heavy Equipment Operator/Truck Driver/Utility Job Description.

Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None

Absent: None

Motion Carried

**CHISHOLM CITY COUNCIL
REGULAR MEETING – NOVEMBER 8, 2023**

**POST HEAVY EQUIPMENT OPERATOR/TRUCK DRIVER UTILITY
INTERNALLY AND EXTERNALLY**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to post the Heavy Equipment Operator/Truck Driver/Utility Job Posting internally and externally.
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

**APPOINT HEAVY EQUIPMENT OPERATOR/TRUCK DRIVER/UTILITY POSITION
HIRING COMMITTEE**

Moved by Councilor Holewa and supported by Councilor Halverson to appoint Clerk-Treasurer Zah, Parks/Trails/Recreation Director Maruska, and Public Works Supervisor Folstad to the Heavy Equipment/Truck Driver/Utility hiring committee.
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

**RESOLUTION NUMBER 1123-77 ACCEPT GRANT FROM IRRR FOR REDHEAD
MASTER PLANNING AND CHISHOLM CONNECTIVITY PHASE**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to Accept Grant from IRRR for Redhead Master Planning and Chisholm Connectivity Phase 1 in the amount of \$500,000.00.
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

**RESOLUTION NUMBER 1123-78 ACCEPT GRANT FROM CHISHOLM COMMUNITY
FOUNDATION FOR MEMORIAL PARK**

Moved by Councilor Halverson and supported by Councilor Holewa to Accept grant from Chisholm Community Foundation for Memorial park in the amount of \$15,000.00
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

**RESOLUTION NUMBER 1123-79 TO MAKE APPLICATION TO T-MOBILE
HOMETOWN GRANT**

Moved by Councilor Fountain and supported by Councilor Vake to make application to T-Mobile Hometown Grant in the amount of \$50,000.00
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

CAMPGROUND HOST AGREEMENT

Moved by Councilor Holewa and supported by Councilor Fountain to approve the Campground Host Agreement with Kathy and Allan Westby for the 2024 camping season.
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

**RESOLUTION NUMBER 1123-80 TO ACCEPT FUNDS FROM THE
ARROWHEAD LIBRARY SYSTEM**

Moved by Councilor Vake and supported by Councilor Holewa to adopt Resolution Number 1123-80 Accept Funds in the amount of \$250.00 from the Arrowhead Library System.
Voting Aye: Councilors Halverson, Mikkola-Rahja, Fountain, Holewa, Vake, and Mayor Lantz.
Voting Nay: None
Absent: None Motion Carried

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REGULAR MEETING – NOVEMBER 8, 2023**

FY 2023 BUDGET AMENDMENT NUMBER 2 NOTIFICATION

Clerk-Treasure Zah provided the second round of FY 2023 budget amendments for the Ambulance, Ball Parks, Bocce Ball, Economic Development, Financial Administration, General Government Buildings, Library, Parks, Police, Recreation, Redhead Mountain Bike Park, Street, Summer Youth, and Enterprise Fund 601 Water Departments. The corresponding department head, Administrator Skraba and Clerk-Treasure Zah approved the amendments. This was informational only.

3RD QUARTER 2023 REPORTS AND PRESENTATION

Clerk-Treasurer Zah present reports on the status of revenues and expenses for the General, Permanent Improvement, and Enterprise Funds as of 3rd Quarter 2023. This was informational only.

CONSULTANT ENGINEER JIM JOHNSON CONTRACT

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve the Contract for Consultant Engineer Jim Johnson for a two years.

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

Voting Nay: None

Absent: None

Motion Carried

**CITY SUPPORT OF IRON RANGE BROWNFIELDS APPLICATION FOR EPA FY 2024
COMMUNITY WIDE ASSESSMENT GRANT**

Moved by Councilor Halverson and supported by Councilor Mikkola-Rahja to approve the City support of Iron Range Brownfields application for EPA FY 2024 Community Wide Assessment Grant for the City of Virginia.

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

Voting Nay: None

Absent: None

Motion Carried

BRINGING LIGHT TO CHISHOLM FESTIVAL

Moved by Councilor Mikkola-Rahja and supported by Councilor Holewa to approve the City-Wide Festival and road closure request from the Chisholm Downtown Revitalization Committee for the December 14, 2023 Bringing Light to Chisholm Festival.

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

Voting Nay: None

Absent: None

Motion Carried

**RESOLUTION NUMBER 1123-81 CERTIFY ASSESSMENTS AND LIENS
TO COUNTY 2023**

Moved by Councilor Fountain and supported by Councilor Vake to adopt Resolution Number 1123-81 Certify Assessments and Liens to County 2023

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

Voting Nay: None

Absent: None

Motion Carried

SCHEDULE A BUDGET WORKING SESSION

Moved by Councilor Holewa and supported by Councilor Halverson to schedule a working session on Thursday, November 16th, 2023 at 5:00 pm to discuss the budget.

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

Voting Nay: None

Absent: None

Motion Carried

SCHEDULE A WORKING SESSION TO DISCUSS THE HRA

Moved by Councilor Vake and supported by Councilor Holewa to schedule a working session on Wednesday, November 29th, 2023 at 5:00 pm to discuss the HRA.

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

Voting Nay: Councilor Halverson

Absent: None

Motion Carried

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REGULAR MEETING – NOVEMBER 8, 2023**

STREET SIGNS FOR SENIOR GRADUATION FLAGS ON LAKE STREET

Moved by Councilor Holewa and supported by Councilor Fountain to approve Councilor Vake and Supervisor Folstad to work together to explore the cost, hardware and School collaboration to hang flags of Graduating Seniors on the main street of Chisholm.

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

Voting Nay: None

Absent: None

Motion Carried

Miscellaneous

Councilor Holewa spoke regarding concerns about cleaning up the community. He has noticed people parking in boulevards and assorted blight such as overgrown grass, a truck, garbage, and mattresses left at the old Country Kitchen. He asked Chief Manner if they have been ticketed for blight. Chief Manner responded that some of the issues are in collections and going through the court process.

ADJOURN REGULAR COUNCIL MEETING

Moved by Councilor Vake and supported by Councilor Holewa to adjourn the meeting at 7:01 pm

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

Voting Nay: None

Absent: None

Motion Carried

Attest:

/s/ Adam Lantz, Mayor

/s/ Stephanie Skraba, Administrator