

**CHISHOLM CITY COUNCIL  
REGULAR MEETING – OCTOBER 9, 2024**

Mayor Adam Lantz called the Regular Meeting to order at 5:30 p.m.

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, Clerk Treasurer Devin Ceglar, Ambulance Director Tiffany Larson, Police Chief Vern Manner, Assistant Fire Chief Jason Worlie, Building Official Mandy Galli, Consultant Engineer Jim Johnson, Public Works Supervisor Larry Folstad, Parks/Trails/Recreation Director Bridgit Maruska, Attorney Bryan Lindsay, Confidential Administrative Assistant Susan Trunk, Mesabi Community TV, and Darlene Salo for public participation.

**ADOPT THE AGENDA**

Moved by Councilor Halverson and supported by Councilor Holewa to adopt the agenda with additions: 1) Revised Pay Application #7 for 5<sup>th</sup> Street South Project.

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**

Prior to public participation, Mayor Lantz reminded the audience that citizens of the community have the right to come and speak for five minutes, council can not regulate what is said, there is no fact checking, that council does not agree with Darlene Salo's stance, opinions, and that there was no favoritism towards any city councilors with any tree removals. The area is considered a park, not a playground, and it matches the other two parking areas around the lake. He further requested that Darlene Salo keeps it professional, not attacking certain board members, questioning their health and wellness, and leave it to what she feels.

Darlene Salo discussed with the council her concerns about the picnic tables and canopies across the street from her residence. She is requesting the cost of the canopies, tables, and parking lot.

Attorney Bryan Lindsay said that he has looked into the project, researched it, looked at the permitting, and has found it all in order. He is unaware of the funding as it was funded by outside entities. He has looked into potential liabilities for the city regarding the project and finds no more liability than any other project that is around the lake. Through his research, he does not find anything out of order, everything was done appropriately, the permitting was correct, the county signed off on the cut in the curb, and everything appears to be in good order.

**REPORTS**

Councilor Halverson reported that this weekend out at Redhead there is the Minnesota Cycling Association final race of the season, there will be approximately 1700 high school age kids racing their mountain bikes around Redhead, and they are expecting 2500-3000 people out there. A lot of volunteers have stepped up to help out directing parking.

Councilor Mikkola-Rahja reported she attended a RAMS Board meeting, a Budget Working Session, a HRA Working Session, and the Public Hearing.

Councilor Fountain did not have a report.

Councilor Holewa reported he attended the EDA meeting via telephone, the Capital Improvement Public Hearing, and there is a garden meeting scheduled on October 21<sup>st</sup>, 5:30 pm at the Baptist Church.

Councilor Vake was absent.

Mayor Lantz reported he attended a Planning and Zoning meeting on Monday and the EDA meeting. In the Planning and Zoning meeting they are looking at some things, and hopefully the attorney will be able to attend the next one on the 21<sup>st</sup> of the month.

Ambulance Director did not have a report.

Assistant Fire Chief Worlie reported that they had 58 calls in the 3<sup>rd</sup> quarter for a running total of 161 this year. They will likely have 200 calls this year. Chief Masucci and he attended the Traffic Incident Management meeting in Virginia, it was their first meeting for it in this area, there will be a north and a south coalition for St. Louis County. It was a great group and they are putting a lot of safety measures in place to stay safe on the highways. There is a crew at Vaughan for fire fighter safety, showing the kids the new truck and teaching fire prevention. October fire prevention week theme this year is smoke detectors, they should be installed in every bedroom, on each floor, including the basement, and do not forget to change your batteries in the fall and in the spring. If someone is having trouble getting a smoke detector reach out to the fire department and they will assist in providing resources. He also suggested to run tests with your kids because they tend to sleep through it.

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Police Chief Manner did not have a report.

Building Official Galli did not have a report.

City Consultant Engineer gave a status update on the mill and overlay project. The streets have been milled and overlaid, the alleys are done with the exception of doing some restoration of the shouldering. The Iron Man parking lot is ready to be paved. On the 5<sup>th</sup> Street South project, they are putting soil in the boulevards, the concrete crew had to pull out for a couple of days but are supposed to be back on Friday, and there is 1 to 2 days left of putting in the handicap ramps. Then what is left is the sodding and paving of the streets to be done in the next couple of weeks.

Public Works Supervisor Folstad reported that they are leaving the flags up until next week and will take them down after the big bike weekend. They ordered delivery of salt and will mix it with sand and get it in the shed. If you see them going around taking pictures, it is for FEMA site visits. The street sweeper will be out soon as the trees release the rest of their leaves. Street patches and water digs are done for the year.

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

Library Supervisor Christenson reported that next Tuesday the library will be hosting its annual 3<sup>rd</sup> grade fieldtrip to the library. Kids will be getting a tour, their first library card, and participate in crafts and other activities. The 3<sup>rd</sup> graders always bring a level of enthusiasm that they look forward to every year. This month they will be partnering with Recovery Alliance for their Blue Bucket Winter Gear Drive. They will be collecting gently used and new winter coats, hats, scarfs, handwarmers, socks, gloves, and all other winter gear for all ages. The bucket is there now and will be until November 11<sup>th</sup>.

Attorney Lindsay responded if he had any updates regarding blight and if contacting the judicial system would be of benefit. He responded that the council could write to the court administrator, not to a judge, so they can remain impartial.

Clerk-Treasurer Ceglar reported that they continue to work on narrowing the budget and continuing to learn the budget amendment process. He and Larry continue to work on the public utility rates and budgets. Kristi has been assisting with helping him with the election preparation.

Administrator Skraba reported an update from the EDA. They are working on the infill lot program and have narrowed it down to a few lots. They are also working on the industrial park and advertising for vacant lots.

**APPROVE THE CONSENT AGENDA**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to Approve the Consent Agenda including the List of Bills, Communications, Meeting Minutes from the September 17, 2024 Working Session, September 25, 2024 Regular Meeting, payroll, and overtime.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**UNFINISHED BUSINESS**

Councilor Halverson asked if there was any conclusion for finding funds to put towards matching grants for Redhead trails. Clerk-Treasurer Ceglar said that they will review more at the next budget meeting.

**RESOLUTION NUMBER 1024-83 AUTHORIZING THE CITY OF CHISHOLM TO ACCEPT FUNDS FROM THE IRRRB RESIDENTIAL REDEVELOPMENT GRANT PROGRAM**

Moved by Councilor Fountain and supported by Councilor Holewa to adopt Resolution Number 1024-83 Authorizing the City of Chisholm to Accept Funds from The IRRRB Residential Redevelopment Grant Program

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**RESOLUTION NUMBER 1024-84 ADOPTING THE 5-YEAR CAPITAL IMPROVEMENT PROGRAM INFRASTRUCTURE REPLACEMENT FACILITY PLAN AND AUTHORIZING FORWARDING OF THE FACILITY PLAN TO THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA)**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to adopt Resolution Number 1024-84 Adopting the 5-Year Capital Improvement Program Infrastructure Replacement Facility Plan and Authorizing Forwarding of the Facility Plan to the Minnesota Pollution Control Agency (MPCA).

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

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**MN DOT’S MILL & OVERLAY PROJECT FOR TH #73 IN FY 2027**

Contracted Engineer Jim Johnson reviewed the Minnesota Department of Transportation (MnDOT) plan to rehabilitate TH # 73 through Chisholm from 4<sup>th</sup> Ave West (at City Hall) to McNiven Road in fiscal year 2027. The rehabilitation will include mill and overlay of bituminous pavement, possible traffic control changes at the 3<sup>rd</sup> Avenue/Lake Street intersection, possible street light upgrades, and the installation of pedestrian handicap ramps in all quadrants the all intersections along TH # 73. MnDOT has requested the city to consider the following two modifications: 1) To close or reduce the width of the driveway access opening along the west curb at the drive-up banking facility between Lake Street and 1st Street NW (immediately north of the library) and 2) To eliminate either the 12th Street NW or the 4th Avenue NW intersection along the west side of TH #73. General consensus of staff is 1) Reduce the access opening width to that needed for the platted alley right-of-way (the existing bituminous pavement area at the south end of parking lot) which aligns with the alley across the street to the east; and 2) Retain the 4th Avenue NW/TH #73 intersection and close or vacate the portion of 12th Street NW between 3rd Avenue (TH #73) and 4th Avenue NW. This was informational only.

**PAY APPLICATION NUMBER 7 FOR 5<sup>TH</sup> STREET SOUTH IMPROVEMENT PROJECT**

Moved by Councilor Fountain and supported by Councilor Mikkola-Rahja to approve Pay Application Number 7 for 5<sup>th</sup> Street South Improvement Project in the amount of \$366,537.64 to TNT Construction Group, LLC of Grand Rapids, Mn.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**PAY APPLICATION NUMBER 19 FOR THE PUBLIC SAFETY BUILDING**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to approve the Pay Application Number 19 for the Public Safety Building in the amount of \$454,602.68 to Adolfson & Peterson Construction.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**ROGER’S ONLINE CORPORATION IT SERVICE AGREEMENT**

Moved by Councilor Holewa and supported by Councilor Halverson to approve Roger’s Online Corporation IT Service Agreement with the effective date of October 9, 2024.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**EPA FY25 BROWNFIELD COMMUNITY-WIDE ASSESSMENT GRANT  
LETTER OF SUPPORT**

Moved by Councilor Fountain and supported by Councilor Halverson to approve the EPA FY25 Brownfield Community-Wide Assessment Grant letter of support

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**POSTING FOR OPEN BOARD AND COMMISSIONS**

Posting for open seats on Chisholm City Boards and Commissions was presented to council. Postings will be hung on bulletin boards in City Hall and listed on the city’s website along with applications specific to each board and commission. This was informational only.

**SCHEDULE A BUDGET WORKING SESSION**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to schedule a Budget Working Session on November 18, 2024 at 5:30 pm in the council chambers.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**CHISHOLM CITY COUNCIL  
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Council recessed to a closed session at 6:18 pm in compliance with Statute 13D.03 Labor Agreement for the Building Official/Zoning Administrator Contract.

Mayor Lantz called the closed session to order at 6:23 pm.

**ADJOURN CLOSED SESSION**

Moved by Councilor Holewa and supported by Councilor Mikkola-Rahja to adjourn the closed session at 7:18 pm.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

Council reconvened the regular council meeting at 7:19 pm.

**BUILDING OFFICIAL/ZONING ADMINISTRATOR CONTRACT**

Moved by Councilor Mikkola-Rahja and supported by Councilor Halverson to direct staff to draw up the Building Official/Zoning Administrator Contract pursuant of the changes and terms agreed upon during the closed session.

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

Voting Nay: None

Absent: Councilor Vake

Motion Carried

**ADJOURN REGULAR COUNCIL MEETING**

Moved by Councilor Holewa and supported by Councilor Vake to adjourn the regular meeting at 7:20 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