

**MINUTES OF THE JOINT MEETING OF THE
HIBBING & CHISHOLM CITY COUNCIL**

Wednesday, March 31, 2010

5:00 p.m.

Range Regional Airport Conference Room

TIME AND PLACE: A joint meeting of the Chisholm and Hibbing City Councils was held on Wednesday, March 31, 2010 at 5:00 p.m. in the Range Regional Airport Conference Room.

ATTENDANCE:

- HIBBING CITY COUNCIL: Present at roll call: Mayor Rick Wolff, Clerk Patrick L. Garrity, Councilor Tim Harkonen, Councilor Darby Sater, Councilor Frank Bigelow, Councilor Jack Lund, and Councilor Patty Shafer. Also present was Administrative\Council Assistant Sharon Ross. Absent was City Administrator Brian Redshaw.
- CHISHOLM CITY COUNCIL: Present at roll call: Mayor Mike Jugovich, City Administrator\Clerk Mark Casey, Councilor Mary Benson, Councilor Steve Cook, Councilor Colleen and Councilor Ron Novoselac. Absent was Councilor Ron Alexander.

CALL TO ORDER City of Chisholm: Mayor Jugovich called the meeting of the Chisholm City Council to order at 5:04 p.m.

- Councilor Novoselac, supported by Councilor Benson moved to adopt the agenda of the Joint City Council meeting. Motion CARRIED

CALL TO ORDER City of Hibbing: Mayor Wolff called the meeting of the Hibbing City Council to order at 5:04 p.m. noting all councilors are present.

- Councilor Bigelow, supported by Councilor Lund moved to adopt the agenda of the Joint City Council meeting. Motion CARRIED.

INTRODUCTIONS: Introductions of Council Members were made at this time.

PURPOSE OF THE MEETING:

Meetings have been held with Mayor Jugovich, Mayor Wolff, City Administrator Casey, and City Administrator Redshaw to discuss LGA cuts and city budget cuts. Mayor Jugovich commented that working together is important now more than ever and that we would fail if we don't meet for discussions. Mayor Wolff noted that the scarcity of future funding discussions with Representative Tony Sertich at the annual RAMS dinner prompted meetings between the mayors and city administrators. It is important to the futures of the cities of Hibbing and Chisholm to involve communications, cooperation, and collaboration and it is important to start small. The City Administrators have had discussions on common interests between the cities.

City Administrator Casey noted that he and City Administrator Redshaw have had some discussions revolving around issues ranging from police protection, garbage services, and the jail agreement. There are so many items to review but tonight's agenda will begin with a few.

I. AGENDA:

1. **Safety Training:** City Administrator Casey stated that the City of Chisholm was in the process of fine tuning the confined space training for their employees when City Administrator Redshaw relayed to him that the City of Hibbing had their safety training scheduled the first two weeks in April. The City of Chisholm was able to fill places in the training sessions. Chisholm's safety training would have cost the city \$1,200 but with City Administrator Redshaw's assistance, a fee payment of \$27 per employee for Chisholm was agreed upon to offset the time and effort of the safety training instructor. By maximizing the training sessions, money was saved for Chisholm and revenue was generated for Hibbing. Safety training is organized by Hibbing's Safety Committee and is based on what training the city employees require. A critique will be done after the training is complete to assess the program and if the needs of the City of Chisholm were met.
2. **Joint Purchasing Policy:** City Administrator Casey opened the thought of cooperative purchasing ventures where capital equipment purchases could potentially be shared between the two cities. Rather than equipment down time, usage in the other city would be more efficient. A reasonable fee could be paid vs. purchasing or leasing separate equipment.
3. **City Assessor Agreement:** City Administrator Casey noted that City of Chisholm has an agreement with the county assessing services. St. Louis County does the assessments for the City of Chisholm for both residential and commercial for \$41,000 per year. He also commented that the City of Hibbing is such a large area and to only have 2 assessors and one clerk, that possibly there could be cooperation between Hibbing, Chisholm and St. Louis County. The City of Chisholm's assessor still works for the City but doesn't work in the capacity of an assessor and possibly in a bind Chisholm could send him over to Hibbing. The City of Hibbing has not filled a retired assessor's position.
4. **Building Inspection Agreement:** City Administrator Casey commented that the building officials, Pat Green of Hibbing and Steve Erickson of Chisholm exchange information regularly. Administrator Casey suggested that when a building official goes on vacation any type of inspection has to wait until he gets back, construction has to be halted. He commented that there would be an advantage to sharing between cities and would allow for continuous services. This would help both cities and contractors as well. Both officials are licensed by the state of Minnesota and would be very workable. Councilor Lund noted there may be union issues to keep in mind.
5. **Position Replacement and Contract Review Policy:** City Administrator Casey noted that this agenda item came due to a number of retirements having occurred and will occur and the question is does the City of Chisholm want to fill the positions as full-time, part-time or do without the position all together. He brought up the idea that if a position in Hibbing is retiring and someone in Chisholm does the same job, can the job be shared between cities.

Administrator Casey passed out a draft generic memorandum of understanding by using the City Administrator position as an example that would be designed to provide job duties to serve both Hibbing and Chisholm. Discussion was held on the process of the maintenance of the Chisholm Arena as it is leased to Chisholm Blue Line Club, they run it and care for it, and is City subsidized at \$80,000 per year.

Mayor Jugovich praised the employees of Chisholm as they understand the situation the city is in and they are more than cooperative and they have stepped up to help out. He noted that the cities should continue to converse with each other to see what will work and what won't.

Councilor Shafer asked what Chisholm's annual budget is. Administrator Casey replied that the Chisholm annual budget has had an initial cut of \$255,000 and the gray number is \$389,000 and he understands that Hibbing is taking a greater hit. The annual budget for the City of Chisholm is \$5,500,000.

Councilor Bigelow commented on the potential sharing of equipment and that it would make sense to utilize the equipment such as the street sweeper this way and to have an agreement so the equipment is used more efficiently. The street sweeper for the City of Chisholm is in need of replacement.

Councilor Sater suggested that reviewing the sharing the expense of ice time could be considered. Clerk Garrity agreed that it makes sense to combine and make an agreement for mixing hours of ice time. Mayor Wolff commented that in looking at the things we have done in the past, we need to pause a moment and think. We need to let the cities have discussions and would like Administrators Redshaw and Casey continue talking about common areas to consider to save money and to provide better service. Mayor Jugovich agrees that there is an opportunity to do great things and to move forward and that it is important to take a step in the right direction.

Councilor Shafer requested that with the continued discussions between the cities that the rest of the council members should be kept informed and know what is going on so that everyone is working together and that this should be a group effort. Mayor Jugovich noted that the joint meetings have been reported in the newspaper. Administrator Casey commented that the purpose of these meetings was not to circumvent the councils in any way shape or form and he apologized if it appeared that way. He also hoped that these conversations will stimulate those ideas and would entertain any calls regarding agenda items from the city of Hibbing. Councilor Shafer requested a flow chart of how the two governments work by listing the city departments and staff and to distribute to the Council in order to understand better the departments and employees.

Mayor Jugovich commented that volunteerism by employees is off the charts in Chisholm. Councilor Sater complimented him and the City of Chisholm.

Councilor Bigelow suggested that one member of the council would rotate and be included in the meetings with the City Administrators. Mayor Wolff stated that further ideas should be forwarded to the City Administrators to be added for future agendas.

Administrator Casey also shared that he, Administrator Redshaw, and Administrator Tourville of Virginia are entertaining a quarterly meeting of the local city administrators and to include the cities of Buhl and Mt. Iron as well.

Clerk Garrity reflected on an agreement that was held between the cities of Hibbing and Keewatin for the usage of the street sweeper and it worked very well. City would lease the equipment for a certain amount of time and it was a fair and negotiated cost. Clerk Garrity also shared a concern that he had received from city of Hibbing employees yesterday at the Staffing Efficiency Committee they are reading about the LGA cuts and are worried about lay-offs and the possibility of the loss of city services.

Mayor Jugovich commented that on that note it would be wise to have input from the city employees as well because he feels that as long as employees are kept in the mix they invite cooperation.

Mayor Wolff extended his appreciation and thanks to the Chisholm Council for coming to meet with the Hibbing Council.

II. ADJOURNMENT City of Hibbing:

Mayor Wolff, supported by Councilor Harkonen moved to adjourn the meeting of the Hibbing City Council at 6:07 p.m. Motion CARRIED

III. ADJOURNMENT City of Chisholm:

Councilor Cook, supported by Councilor Benson moved to adjourn the meeting of the Chisholm City Council at 6:07 p.m. Motion CARRIED

CITY OF HIBBING

Richard M. Wolff, Mayor

ATTEST:

Patrick L. Garrity, Clerk-Treasurer