

CITY COUNCIL MEETING

A work session was held beginning at 2:30p.m. and the regular meeting of the Coleraine City Council was held at 4:00 p.m. on **Monday, March 23rd, 2020** in the Council Chambers of Coleraine City Hall.

WORK SESSION

2:30p.m.

Bonnie Sterle, the City's Auditor provided the year-end financial statements and audit report. She spent almost an hour going over various pages in the report, pointing out important things to know as they related to the different cash balances in the funds and what they mean in relation to the general fund, activity, what were restricted funds, and what funds she recommended be closed out. She commended the City for the work done over the past year to clean up materials weaknesses and for the work in properly allocating expenses. Upon Council's approval of the report she will send the report to the State Auditor.

Tim Fritz, of Itasca County Soil & Water, went over a grant that was applied for on behalf of the City for a Stormwater Retrofit project and stated the City has received \$351,000 over three years. He put this into perspective by stating that out of 40, the City's grant rated #8 in the state. Realistically, this gives approximately \$278,000 for on the ground work. The other dollars would be engineering and administration expenses. He indicated that this first year will be planning and the 2nd year is implementing projects. He currently is working the plan on how to best utilize the dollars for the main part of the project. He also indicated that Cavour Johnson was working on \$5000 grant available to BCLP alumni for the rain garden(s) part of the project. Everything is moving along; it will just take some time. His additional comments related to keeping track of time spent working on this project by staff, volunteers, and Council and setting aside dollars for the \$87,750 match that would be required. The match would be a combination of cash and in-kind over the three-year period.

When asked about the viability of dredging the current retention pond, Tim explained that unless the dredging was part of a current scheduled maintenance plan it probably should not be done as any benefit would be minimal to nonexistent. He went on to explain the big picture of the whole project which may take up to 10 years to complete. The entire project is three phases with the work by the arena ballfield being the Phase I. The intent is to apply for a grant every three years. Phase 2 and 3 would be working downtown and Phase 3 would encompass a modification to the stormwater pond.

The final part of the work session was taken by Itasca County District 3 Commissioner Leo Trunt. He provided a handout on the Itasca County Jail Project that he went over in detail. He went through a history of how the County got to this point, the different options that were explored, and why they came up with the solution they did. As part of the solution, the court house would be remodeled to accommodate a fourth court room which is needed. Last, he also conveyed the options being looked at for the most appropriate way to pay for the project. The option may show up on the November ballot.

REGULAR MEETING

4:00 p.m.

The regular meeting was called to order at 4:00 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Stish, Pollard, and Mayor Mandich. Councilpersons Sutherland and Troumbly were absent with notice.

Moved by Councilperson Pollard, supported by Stish, **to approve the consent agenda which included Council meeting minutes of 3.9.20 and 3.16.20, correspondence, claims of \$25,863.53.** Roll Call: Ayes: Councilpersons Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

Motion by Councilperson Stish with the support of Pollard **to approve the meeting with the addition accepting the 2019 Audit, response letter to AFSCME request, Property Damage Claim, and Use of Library by Nurse.** Ayes: all. Nays: none. Motion carried. A separate **motion** was made by Councilperson Stish, supported by Pollard to also **add the Sweeper JPA.** Ayes: all. Nays: none. Motion carried.

PUBLIC COMMENTS:

There were no public comments.

DEPARTMENT HEADS:

Library

A written report was provided in Council packets for review.

Clerk's Report

Clerk Anderson provided a written report for Council packets. Most notable was information obtained at a meeting between ISD 316 Admin, Itasca County Engineer Karin Grandia, MN DOT and others regarding the CSAH 61 and Hwy 169 intersection. A traffic study had been completed and a plan has been developed. Ms. Grandia will be attending a Council meeting in the near future to explain the project and modifications to the intersection.

Included with a summary of activities was a notation of what trainings have been cancelled. At this time the LMC Annual Conference is still scheduled as normal.

Committee/Commission/Other

Eagle Ridge Golf Course

Gordy Skaar provided a brief oral report. The golf course is currently closed via the Governor's declaration. With the current weather, they are still about three weeks out from opening. It was mentioned that Council would like to meet with the Golf Course Management Group regarding the operations agreement. Gordy stated that Attorney Dimich should have a current copy.

Zoning & Planning

Zoning Officer Lloyd Anderson provided a brief report of the things the Commission was working on.

Greenway Joint Recreation Board

A representative was not present. Minutes from the last meeting were included in Council packets.

Mt. Itasca Ski Hill

Councilperson Pollard stated that the Ski Hill has had a good year and things are going well.

NEW BUSINESS:

Day of Action—CEDA – Motion by Councilperson Pollard with the support of Stish **to support the Day of Action in Coleraine in collaboration with CEDA, the United Way, and Habitat for Humanity.** Ayes: all. Nays: none.

Snowblower and sweeper/brush attachments for ASV – tabled until more discussion with Public Works Supervisor Bertram.

New copier/lease agreement – Clerk Anderson stated the need for a new copier and provided quotes from three entities. **Motion** by Pollard, supported by Stish, **to go with Anderson's recommendation of an agreement with Excel Business Systems for a new copier.** Roll Call: Ayes: Councilpersons Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

Acceptance of Operation Round-Up grant for Library – Motion by Councilperson Stish with the support of Pollard **to accept the \$500 grant from Lake Country Power's Operation Round-Up grant towards new computers for the public library.** Ayes: all. Nays: none. Motion carried.

Grant request for Library from Greenway Area Community Fund – A grant request was included in Council packets for review. **Motion** by Councilperson Stish, supported by Pollard, **to approve and proceed with the grant request.** Ayes: all. Nays: none. Motion carried.

Historical Society Legacy Grant report – Cavour Johnson provided information on the report and explained how it was tied to the approval of the Construction Documents. A brief discussion followed. **Motion** by Councilperson Stish supported by Pollard **to accept and file the grant report.** Roll Call: Ayes: Councilpersons Stish, Pollard, and Mayor Mandich. Nays: none. Motion carried.

Approval of 1910 City Hall Construction Documents – Motion by Councilperson Pollard supported by Stish **to approve the 1910 City Hall Construction Documents prepared by Collaborative Design Group.** Roll Call: Ayes: Councilpersons Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

Accept donation for 1910 City Hall Construction Documents – Mark White of the First National Bank of Coleraine donated \$1000 towards the match for the grant to prepare the 1910 City Hall Construction Documents from the Historical Society. **Motion** by Councilperson Pollard with the support of Stish **to accept the donation from Mr. White with the City's "thanks".** Ayes: all. Nays: none. Motion carried.

It was the consensus of the Council for Cavour Johnson to proceed with the next steps in applying for the large grant from the Historical Society to complete the work indicated in the construction documents.

At 5:14p.m. Mayor Mandich called a recess of the regular Council meeting to **open the Public Hearing on the vacation of a portion of Mesabi Avenue.** A brief discussion as to why the additional vacation was necessary. There was no public in attendance nor was any input received via other means.

At 5:16p.m. the **public hearing was closed** and the **regular Council meeting was resumed**. **Motion** by Councilperson Pollard, with the support of Stish **to approve the resolution vacating a portion of Mesabi Avenue**. Roll Call: Ayes: Councilpersons Pollard, Stish, and Mayor Mandich. Nays: None: Motion carried.

AFSCME request to suspend grievance timelines – A motion was made by Councilperson Pollard to suspend grievance timelines. The motion was then rescinded. A brief discussion ensued. Part of the discussion surrounded why the request was made as there are no pending issues. The Clerk was asked to check to see what other cities were doing as it is assumed that this was a blanket request going out to all entities that employ AFSCME represented groups. This has been tabled until April 13th.

Resolution to join MnWARN – Public Works Supervisor Bertram proposed the City of Coleraine join the Minnesota Water Agency Response Network run through MRWA and to adopt its Mutual Aid Agreement. A copy of the Agreement and Resolution were included in Council packets.

Motion by Councilperson Stish with the support of Pollard **to approve the resolution to join MnWARN and to adopt the Mutual Aid Agreement**. Roll Call: Ayes: Councilpersons Stish, Pollard, and Mayor Mandich. Nays: none. Motion carried.

Zoning & Planning meetings – A concern has been raised regarding in-person meetings of the Zoning & Planning Commission due to the ‘stay at home’ order and social distancing guidelines for the safety of its members. It was stated that Statutory guidelines for dealing with zoning applications and other requests have not changed. City Clerk Anderson was asked to confer with Zoning Officer on dates, extensions, rescheduling, and phone or web meetings. No formal action taken.

2019 Audit & Financial Statements – **Motion** by Councilperson Pollard supported by Stish **to accept the 2019 Audit & Financial Statements as presented by Sterle & Co., Ltd.** Roll Call: Ayes: Councilpersons Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

Property Damage Claim – Councilors were provided a copy of the letter where LMCIT has denied a property damage claim due to an act of nature seeing no negligence on the City’s part. A discussion followed. The consensus of the Council was to follow LMCIT’s determination. No formal action taken.

Use of Library by Nurse – A request had been received by City staff to use the Library. During discussion, various questions and issues were raised. City Clerk was asked to check with Attorney Dimich on this. No formal action taken.

Sweeper Joint Powers Agreement (JPA) – A revised JPA for the sweeper was presented to Council. The revisions were given by the City of Bovey and additional revisions recommended by Clerk Anderson. Discussion followed. **Motion** by Councilperson Pollard, supported by Stish, **to accept the revised JPA as presented by Clerk with the addition of a #7 that both cities approve any new sweeper purchase prior to its purchase and send to Bovey for their consideration and approval**. Roll Call: Ayes: Councilperson Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

UNFINISHED BUSINESS:

No unfinished business to discuss at this time.

Council concerns/comments

Stish: Expressed the City's appreciation to both City Clerk Briana Anderson and Deputy Clerk Mary Roy for efforts made in the past year resulting in such a good Audit.

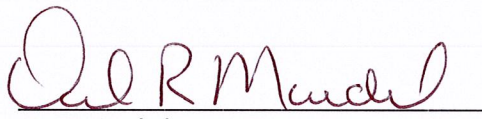
Troumbly: Absent

Pollard: None

Sutherland: Absent

Mandich: Reiterated Councilperson Stish's comment.

A **motion to adjourn** was made by Councilperson Stish **at 6:06 p.m.**, supported by Pollard. Ayes: all. Nays: none. Meeting adjourned.


Dan Mandich, Mayor
Briana Anderson, Clerk-Treasurer