

### CITY COUNCIL MEETING

A work session was held beginning at 3:30 p.m. and the regular meeting of the Coleraine City Council was held at 4:00 p.m., Monday, May 11<sup>th</sup>, 2020 in the Council Chambers of Coleraine City Hall with some members attending via telephone conference.

### WORK SESSION

**3:30 p.m.**

Sarah Carling of CEDA, Jamie Mjolsness of Habitat for Humanity, and Kim Brink Smith of United Way were on hand to go over plans and discuss activities leading up to Day of Action in Coleraine. A team will be going door to door on May 15<sup>th</sup> along the Roosevelt corridor and visiting homes and businesses to provide information and hand out flyers including the flyer on Coleraine Clean-up day on June 19<sup>th</sup>. They want to do an outdoor blood drive on June 19<sup>th</sup> and use the Nyberg Center for back up in case of inclement weather. They would also like to do a Hygiene Drive that day and have police and fire department volunteers hand out Covid type care packages. It was announced that Elder Circle is now another partner on board.

It was reiterated that the Day of Action will probably be “Days of Action” to meet Covid social distancing guidelines. What that means is that the work will be spread out over a month or so with smaller groups working on projects over several days. Priority discussions are still being held and the goal is to look at how many homeowners can be served as well as tackling a couple city projects. One of the focuses will be the blight concerns on alleyways.

There is an opportunity to apply for a downtown street scape grant (matching grant) and they will be looking for letters of support from the City which may encompass putting out flower pots and painting businesses. It was reported that Leo Trunt, our District Itasca County Commissioner, will be writing a letter of support should the City provide permission to apply for the grant.

Finally, they are working on developing some sort of visual experience with a live stream or prerecorded video of what Day of Caring is and what it means to the City as well as setting up some sort of wrap-up street celebration (no date yet).

### REGULAR MEETING

**4:00 p.m.**

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

**Moved** by Councilperson Stish, supported by Troumbly, **to approve the consent agenda which included Council meeting minutes of 4.27.20, correspondence, Public Utility claims of \$15,430.44, regular claims of \$14,750.75 and claims already paid of \$27,100.** Roll Call: Ayes: Councilpersons Stish, Troumbly, Pollard, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

**Moved** by Councilperson Stish, seconded by Pollard, **to approve the meeting agenda with the addition of the Proclamation Declaring a 2020 Senior Class Recognition Day.** Roll Call: Ayes: Councilpersons Stish, Pollard, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

#### **PUBLIC COMMENTS:**

Resident Mary Drewes requested permission to dump leaves in an area across Lakeview Blvd filling up the hole where the bank is failing. Discussion surrounded the current signage. The consensus of the Council was to allow this in only that one spot.

#### **DEPARTMENT HEADS**

##### **Police Department**

Police Chief Mjolsness had presented a written report for Council packets which included a quote for a new squad. It takes 6 months after an order for a squad to be outfitted and ready for use. Once received, the oldest squad would be put in the paper for sealed bids. It was stated that this will not impact the budget as the current loan is almost complete. Funds for the purchase comes from the fines collected each month. This will be placed on the next agenda for approval.

Mjolsness noted that he would like to get together with the Zoning and Planning Commission and come up with some ordinance to regulate vehicle parking in yards and/or driving over the curbs in town.

Lastly, Mjolsness indicated that he has lost part-time officers and is currently trying to hire more.

##### **Public Works (Street):**

Public Works Supervisor Bertram had provided a written report and attended via phone to go over the report. Of concern was the reclaim pump that had failed over the last week and the reclaim meter which is reportedly on its last leg. Quotes were provided in the report from Quality Flow Systems, Inc. which is who has worked with the city in the past. Two options were provided and discussed. **Motion** by Councilperson Pollard with the support of Sutherland **to approve Option 2 – Replacement Pump and Guide System (Reclaim Basin) for at the installed sell price of \$8,960 from Quality Flow Systems, Inc.** Roll Call: Ayes: Councilpersons Pollard, Sutherland, Stish, Troumbly and Mayor Mandich. Nays: none. Motion carried.

Public Works staff have expressed concern with hiring temporary, seasonal workers and exposure to Covid-19. A brief discussion ensued as to what could be put in place to protect all staff. No formal motions were necessary.

A quote was provided for street sweeping by a local contractor. \$125 per hour per truck (2 trucks). It is estimated that it would take three to four days to complete the work.

Bertram stated that the street crew has now started their summer hours – 6am to 3:30 p.m. Monday through Thursday and 6am to 10am on Fridays.

#### ATTORNEY:

Nothing to report at this time.

#### NEW BUSINESS:

**Day(s) of Action – Motion** by Councilperson Stish with the support of Troumbly **to grant permission and allow the Police and Fire Department to assist with a hygiene drive on June 19<sup>th</sup> by having volunteers handing out Covid centered care packages.** Roll Call: Ayes: Councilpersons Stish, Troumbly, Pollard, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

**Motion** by Councilperson Troumbly, supported by Stish, **to allow use of the Nyberg Community Center if necessary, for a blood drive on June 19<sup>th</sup>.** Roll Call: Ayes: Councilpersons Troumbly, Stish, Pollard, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

**Motion** by Councilperson Pollard with the support of Stish **to provide letters of support and apply for a Downtown Streetscape Grant from IRRR.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Historical Society Grant Application-City Hall Masonry & Roof Repairs** – The grant application had previously been sent to the Council for review and a copy was included in Council packets. Cavour Johnson explained that this was a highly competitive grant and would require a 20% match – roughly \$30,972. This figure represents both a cash and in-kind contribution. The grant is specifically to get the masonry and roof repairs suggested by the construction documents prepared by Collaborative Design Group completed during a previous grant received. A brief discussion followed. **Motion** by Councilperson Stish, supported by Sutherland **to approve and submit the preliminary grant application.** Roll Call: Ayes: Councilpersons Stish, Sutherland, Pollard, Troumbly, and Mayor Mandich. Nays: none. Motion carried. Council stated their appreciation and thanks for all Cavour's work on this grant.

**Resolution accepting donation for Stormwater Enhancement Project** – Clerk Anderson explained a donation had been received by Stephen Crosbie specifically for use towards the Stormwater Enhancement Project. **Motion** by Councilperson Sutherland with the support of Pollard **to accept the donation and set-aside said donation for the project.** Roll Call: Councilpersons Sutherland, Pollard, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Set up Fund 406 to track monies for the Stormwater Retrofit Project** – Clerk Anderson stated a specific fund is recommended to be set up to track, restrict, and spend monies for the various parts of this long-term project. Setting up the fund requires Council approval. **Motion** by Councilperson Pollard, supported by Sutherland, **for the Clerk to set up Fund 406 for the Stormwater Retrofit Project.** Roll Call: Ayes: Councilpersons Pollard, Sutherland, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Hiring policy for temporary seasonal employees** – Clerk Anderson explained that due to the concern of full-time public works staff and potential exposure to Covid that social distancing would be difficult should they have to ride in the same vehicle. Public Works Supervisor Bertram was unable to secure the use of golf carts from the golf course. Anderson has checked on options with the League of MN Cities. The following standard mileage reimbursement language is in their model Personnel Policy template: ***“Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by***

**the City Council, not to exceed the allowable IRS rate.”** Anderson explained adding this to the City’s policy might be useful should there not be enough city vehicles to travel to work locations and is already practice for administrative staff. **Motion** by Councilperson Troumbly supported by Pollard **to adopt the suggested language as part of City policy with the exception of traveling back and forth for taking lunch and breaks together. It is expected that staff will take breaks and lunch where they are at.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Stish, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Clerk Anderson also brought up that two of the summer help applicants not only were returning for the summer, but had also been rink attendants over the winter season. Both have had drug tests and background checks within the last six months. Anderson was suggesting that **language be added to the City’s hiring policy to waive drug testing and background testing for returning seasonal workers provided that testing was completed within the last year.** **Motion** by Councilperson Stish, with the support of Pollard, **to approve such language be added to the City’s hiring policy for seasonal employees.** Roll Call: Ayes: Councilpersons Stish, Pollard, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Street Sweeping** – a quote for a contractor to complete city street sweeping had been included with the Public Works Supervisor report. It was reiterated that the rate would be \$125/hour and would take two trucks at a time approximately 3 to 4 days to complete the work. **Motion** by Councilperson Pollard, supported by Troumbly, **to hire the contractor to perform street sweeping this spring at the quoted rate.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Stish, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

**Easements for H & H** -- Clerk Anderson reported that easements for the Bike trail, water lines, and one for Minnesota Power for electricity that are currently on the property had not been recorded and are necessary for the sale of said property. H & H is requesting that the City take care of obtaining and recording the required easements. The cost to the City should not exceed \$450.00 and there is a possibility that two of them can be done together. **Motion** by Councilperson Troumbly with the support of Pollard **to approve the drafting of and recording of the three easements.** Roll Call: Councilpersons Troumbly, Pollard, Stish, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

#### UNFINISHED BUSINESS:

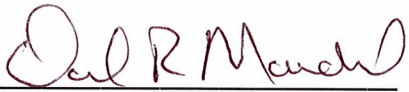
**Cell phones/contract for Public Works Staff/other staff** – Clerk Anderson reported that she has not had time to work on this and will attempt to get something put together for the next Council meeting. This has been **tabled**.

#### COUNCIL CONCERNS:

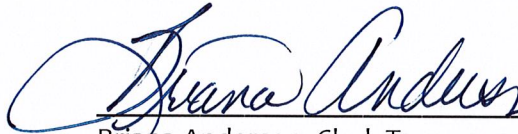
<b>Stish:</b>	Reported that the Planning & Zoning Committee will meet next week to go over a variety of issues.
<b>Troumbly:</b>	None
<b>Pollard:</b>	Stated that he <sup>may</sup> will be gone for approximately one month and will <sup>may</sup> miss the next two meetings.
<b>Sutherland:</b>	None
<b>Mandich:</b>	None



**Motion** by Councilperson Pollard with the support of Sutherland to adjourn the meeting at 5:39 p.m.  
Ayes: all. Nays: none. Motion carried.



Dan Mandich, Mayor



Briana Anderson, Clerk-Treasurer

Note: Clerk Anderson failed to remind Council about the addition of the Proclamation Declaring 2020 Senior Class Recognition Day on May 30<sup>th</sup> that had been presented and added to the agenda. An e-mail went out with the proclamation attached requesting an approval of each Council member. The following replied independently to the Clerk to approve the proclamation as presented in the affirmative: Councilpersons Sutherland, Pollard, Stish, Troumbly, and Mayor Mandich. Proclamation Declaring 2020 Senior Class Recognition Day on May 30<sup>th</sup> approved.