

CITY COUNCIL MEETING

A work session was held beginning at 3:30p.m. and the regular meeting of the Coleraine City Council was held at 4:00 p.m. on **Tuesday, May 26th, 2020** in the Council Chambers of Coleraine City Hall and via telephone conference.

WORK SESSION

3:30 p.m.

The work session began at 3:30p.m. with Cavour Johnson providing a brief overview of the pre-application to the Minnesota Historical Society (MHS) for the City Hall Masonry and Roof Repairs. He described a minor change that needed to be made as a result of changing the contingency from 20% to 10% as suggested by staff at MHS. Making this change brought the City's cost of the match up by \$803 bringing the match to \$30,493 should the grant be awarded.

Lloyd Anderson, resident, had a question on what procedures and sanitization efforts are being made at facilities, specifically the Nyberg Center. Potential opening of facilities will be discussed later in the meeting.

Sarah Carling, CEDA, provided an update on the Day(s) of Action efforts. Most notable was that the Nyberg Community Center will be used for a blood drive (as opposed to an outdoor drive) following strict protocols for everyone's safety.

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 Troumbly, Pollard, Sutherland, and Mayor Mandich. Councilperson Stish was absent with notice. Attorney Dimich was also present.

Moved by Councilperson Troumbly, supported by Pollard, **to approve the consent agenda which included Council meeting minutes of 5.11.20 (with a minor change to council concerns under Pollard that he "may" be gone and "may" miss the next two meetings), correspondence, and claims of \$25,363.28.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Motion by Councilperson Pollard with the support of Sutherland **to approve the meeting agenda with the deletion of "New PD Vehicle".** Roll Call: Ayes: Councilpersons Pollard, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

PUBLIC COMMENTS:

There were no public comments.

ATTORNEY:

Property taxes on city owned property – Attorney Dimich explained a property tax statement the renters received from the County due to the lease of city property that no one was aware of therefore consideration had not been written into the lease. **Motion** by Councilperson Troumbly, supported by Pollard, **to pay the statement and direct the attorney to send a letter and revised lease with an increase in the lease payment of \$300 per month to the lessee to cover the cost of the property tax.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Court assessed costs – Dimich explained that the property at 210 Hartley had gone tax-forfeit in November of 2019 and the County will be putting the property to auction. Minnesota Department of Revenue states that special assessments that were levied before forfeiture are cancelled at forfeiture and will not be collected should the parcel be sold. The city had previously assessed \$7,671.40 to the property for its expense in the cleaning up of the property as approved by a court judgement. A **two-part motion** was made by Councilperson Troumbly with the support of Sutherland:

- 1) **A letter will be sent to the County from the City pursuing the return of the property to the City for potential public use rather than the property going up for auction.**
- 2) **Should the property not be returned, the property will be reassessed for the \$7,671.40 after its sale.**

Roll Call: Ayes: Councilpersons Troumbly, Sutherland, Pollard, and Mayor Mandich. Nays: none. Motion carried. Attorney Dimich will prepare and send the letter.

DEPARTMENT HEADS:

Library

Minutes of the last Library Board meeting were included in Council packets along with financials. Included were potential plans for providing services to patrons in three phases due to Covid and a recommended raise for an employee which would impact their budget by \$660.

Motion by Councilperson Sutherland, supported by Pollard, **to increase Jean's wage by \$1.50 per hour effective immediately.** Roll Call: Ayes: Councilpersons Sutherland, Pollard, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

Clerk's Report

Clerk Anderson provided a long, written report for Council packets covering the status of various activities over the last month. Most notable was the status of the Laborer/Janitor position that had been posted with an application deadline of Friday, May 29th. At the time of the report 14 applications have been received so far. During the report a committee was set up to begin going through applications and start the hiring process for the position. The committee will consist of Public Works Supervisor Bertram, City Clerk Anderson, Councilperson Pollard, and Mayor Mandich. Anderson will check with Bertram and schedule a date and time.

In addition, a myriad of materials was provided in Council packets regarding correspondence reviewed for consideration of re-opening the office and issues associated with "returning to the new normal". The League of MN Cities is recommending that all cities have a written "Covid-19 Preparedness Plan" similar to what non-essential businesses need to have in place prior to opening to the public. **Motion** by Councilperson Pollard with the support of Troumbly **to direct the Clerk to put together a written Covid-19 Preparedness Plan for the City for their consideration and approval.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Committee/Commission/Other

Public Utilities Commission & CBT

Clerk Anderson reported that the Public Utilities Commission had not met in May. Minutes of the last CBT meeting were included in Council packets.

Eagle Ridge Golf Course

Gordy Skaar was available and gave a brief oral report. He indicated that it has been a challenge adhering to all the Governor's mandates and directives and they got shut down serving alcohol until June 1st. There are no Leagues at the present time and they can't do any fundraisers, but there are many kids playing and things are going relatively well. They are slowly bringing back staff. The next board meeting will be Thursday, May 28th.

Zoning & Planning

Zoning Officer Lloyd Anderson indicated he has received 84 calls on projects since Covid hit and he is very busy. Door hangers regarding blight are working good for the most part. He would suggest a stronger fee or something at the Council level.

Greenway Joint Recreation Board

No report.

Cotton Beach

Councilperson Sutherland relayed his thoughts on opening the beach and that he had spoken to George Rauzi. People have been using the area. The biggest concern right now is that the beach does need to be cleaned regularly; the geese are part of the problem. One thought was to shoot for a July 1st opening, depending on what the Governor's orders are, but to hire one individual as a head lifeguard at the normal time to work on keeping the beach clean, and hiring others later. Through the discussion it was the Council's position that the primary concern was safety and keeping the beach clean. Technically the beach will not yet be open and signs should be posted. Sutherland will contact individual. Cotton Beach will remain on the agenda for discussion in the new few weeks.

Mt. Itasca Ski Hill

Clerk Anderson received a letter asking for the \$10,000 support contribution be paid out to the Itasca Ski & Outing Club to pay the insurance that is due in July. Anderson indicated that she needs a copy of the actual invoice and has left a voice mail message. A letter will be sent and Councilperson Pollard will attempt to make contact.

NEW BUSINESS:

New PD vehicle – removed from agenda.

Opening of facilities -- Longyear Park, Pavilion, Nyberg, Cotton Beach, Log Church – there was much discussion by council members. The biggest concern is that the Governor has only opened up gatherings to ten or less. Longyear Park and rental of the Pavilion could be allowed provided everything is posted that outdoor equipment is not regularly sanitized and it would be suggested for the patron to sanitize prior to use and again after use. The pavilion could be sanitized after use by the laborer/janitor; however, the rate of rental should be raised. There was discussion around raising the rate of rental of the pavilion to \$50 for regular use and \$150 for weddings. The increase

for the patron to sanitize prior to use and again after use. The pavilion could be sanitized after use by the laborer/janitor; however, the rate of rental should be raised. There was discussion around raising the rate of rental of the pavilion to \$50 for regular use and \$150 for weddings. The increase in rate is justified by having the laborer/janitor sanitize the building after use. Signs indicating 'not regularly sanitized' and 'use at your own risk' should be placed near equipment, picnic tables, etc. to inform users of Longyear Park. Nyberg Community Center and the Log Church cannot be opened for rental until the Governor allows more than 10 people at a gathering. Rental of the pavilion could be allowed with the increase in rate and with a disclaimer that equipment and structures are not regularly sanitized and gatherings need to adhere to social distancing guidelines. Facility opening will remain on the agenda for continual discussion.

MHSC application – During the work session Cavour Johnson indicated the need to modify the grant application. **Motion** by Councilperson Pollard, supported by Troumbly, **to approve the revised grant application as presented.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Proposed notice-going out for bids-old Fire Hall – The proposed notice for the sale of the old fire hall building had been presented in Council packets. The notice includes that the bidder must include a business plan establishing the proposed use, and time frame for the completion of the project. If the proposed project is not completed or substantially completed within 1 year of the acceptance of the offer, the property will be returned to the City and the sale price will be refunded. **Motion** by Councilperson Troumbly with the support of Pollard **to send out the notice once the addition of "the sale price will be refunded less 5% of purchase price".** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

UNFINISHED BUSINESS:

Cell phones/contract for Public Works staff/other staff – The Clerk's report included challenges in providing information and potential policies for Council to consider and review. **Tabled until further notice.**

Council concerns/comments

Stish:	Absent
Pollard:	None
Sutherland:	None
Troumbly:	None
Mandich:	None

A **motion to adjourn** was made by Councilperson Pollard **at 5:44 p.m.**, supported by Troumbly. Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Meeting adjourned.



Dan Mandich, Mayor



Briana Anderson, Clerk-Treasurer