

### **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 4:07 p.m., Monday, July 13<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.**

The work session began at approximately 3:45p.m. with Jamie Mjolsness, Itasca Habitat for Humanity, requesting what they needed for the Day(s) of Caring projects for this coming Thursday. They are looking for use of the bucket truck (if it will fit) and one employee to assist with work on the second story of a home. They would exchange labor for one of the city's needs (painting of curbs and lines, perhaps) for this employee. Also looking for access to the brush pile dumping area, and permission to place a dumpster on Roosevelt for a short period of time. The requests will be discussed for approval later on the agenda. She also reported on the number of various projects that were being planned. Thursday, July 16<sup>th</sup> is one of the painting days for the Roosevelt corridor. The actual dates of the remaining projects will be determined by the availability of volunteers.

Clerk Anderson used the remaining portion of the work session to go over the packet of materials provided and explain MNDOT's Grade Crossing Safety Program—Section 130 Funding and the opportunity to have the passive railroad crossings on Gunn Road updated for safety reasons. A report was provided on the traffic using the crossings and the number of trains using the tracks on a daily basis. The cost to the City would be 10% of the project (with the opportunity to partner with other entities located there) and any necessary road work. This would be for MNDOT's fiscal year 2023 or later.

### **REGULAR MEETING**

**4:00 p.m.**

The regular meeting was called to order by Mayor Mandich at 4:07 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Stish, Sutherland, Pollard, Troumbly, and Mayor Mandich.

**Moved** by Councilperson Pollard, supported by Sutherland, **to approve the consent agenda which included Council meeting minutes of 6.22.20, correspondence, regular claims of \$276,210.36 and public utility claims of \$15,072.79.** Roll Call: Ayes: Councilpersons Pollard, Sutherland, Stish Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Moved** by Councilperson Stish, seconded by Pollard, **to approve the meeting agenda as presented.** Roll Call: Ayes: Councilpersons Stish, Pollard, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

At 4:12p.m. the meeting was closed by Mayor Mandich to discuss the potential hiring of a new employee.

At 4:25 the meeting was reopened. **Motion** by Councilperson Stish with support from Sutherland **to approve the hire recommended by the hiring committee contingent on the individual successfully completing and passing the various tests required.** Roll Call: Ayes: Councilpersons Stish, Sutherland, Pollard, Troumbly, and Mayor Mandich. Nays: none. Motion carried. Clerk Anderson will make the offer and have the individual complete the necessary tests – physical, drug test, background check, and federal Clearinghouse check.

#### **PUBLIC COMMENTS:**

There were no public comments.

#### **DEPARTMENT HEADS**

##### **Police Department**

Police Chief Mjolsness had presented a written report for Council packets. There were no questions on his report.

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

Public Works Supervisor Bertram was not available for the meeting due to issues at the water plant. Quotes had been provided for necessary work needed to install the swing set and crack/mastic gap repair on Midway Lane, Nick Lane, Pear Lake Road, and Susanna Lane.

**Motion** by Councilperson Stish, supported by Pollard, **to accept the quote from Jim Ohman for the installation of the swing set.** Roll Call: Ayes: Councilpersons Stish, Pollard, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Motion** by Councilperson Pollard with the support of Stish **to accept the quotes from Bergen, Inc. and to direct all the work listed on the quote – crack repair on Midway Lane for \$21,425.00, Mastic gap on cupped cracks (24 cracks) on Nick Lane for \$6,912.00, Mastic Gap on cupped cracks (100 cracks) on Pear Lake Road for \$28,800.00, and Mastic Gap on cupped cracks (15 cracks) on Susanna Lane for \$4,500.00.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

Councilperson Stish also reported that he was told by the Public Works Supervisor that the pickup was going to need some significant repairs -- \$7,500 to \$12,000. Council requested that the PW Supervisor provide two quotes for the potential purchase of a new pickup.

It was also conveyed that PW Supervisor Bertram had some concerns on activity with regards to Lot 5 of the Industrial Park. Clerk Anderson indicated issues had already been addressed.

Lastly, it was reported that there will be a variety of fill needed for the outdoor skating rink after the black top has been removed as part of the Day(s) of Action projects in the city. Councilperson Pollard, supported by Sutherland, **motioned to allow PW Supervisor Bertram to get whatever fill was necessary for the outdoor skating rink restoration with payment coming from the special**

**revenue projects fund.** Roll Call: Ayes: Councilpersons Pollard, Sutherland, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

#### **ATTORNEY:**

Due to virtual court, the discussion on 210 Hartley Street was handled after Clerk Anderson got Attorney Dimich on a separate speaker phone. It was conveyed that the motion presented to request retaining of the property for only public use would cost the city around \$500. It was made clear that the property could only be used for public purpose should this route be taken. It was stated that the original motion from the first discussion was to re-instate the \$8,000+ assessment if the property were not gained for public use (the amount is the City's cost to demo and clean up the property). Council wishes were to do nothing and allow property to go out for auction; the \$8,000+ will be reassessed to the property after the property is sold.

#### **NEW BUSINESS:**

**Resolution 2020-07.13 Lib**—accepting donations for Public Library – **Motion** by Councilperson Pollard with the support of Stish **to approve the resolution accepting the donations as presented.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Resolution 2020-07-13-Pavilion – Motion** by Councilperson Pollard, supported by Stish, **to approve the resolution accepting the donations of time, materials, and the cash donation to purchase trash/recycling receptacles as presented.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Resolution 2020-07-13-equipment replacement fund – Motion** by Councilperson Pollard with the support of Stish **to approve the resolution to establish an equipment replacement fund with initial and future deposits into fund, and creating a budgeted line item – resolution as written.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**CRF/CARES Act fund – Motion** by Councilperson Pollard, supported by Stish, **to direct the Clerk to establish a restricted fund for the purpose of CRF funding received and expended due to the COVID-19 pandemic as allowed and restricted by the federal government.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Delinquent utilities** – Clerk Anderson provided a verbal synopsis of those accounts two and a half months or more delinquent. **Motion** by Stish, supported by Pollard, **to not reinstate any late fees until peace-time state of emergency is lifted AND to send a letter addressing delinquent balances stating that if suitable payment arrangements have not been made or balance not paid in full within the next 30 days that the delinquent amount be assessed to the individual property taxes payable in 2021.** Roll Call: Ayes: Councilpersons Stish, Pollard, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Jess Harry Road** – Councilperson Stish had received two complaints regarding the condition of the road. Calls had also been received by the Clerk's office. After discussion, Council is directing Public Works Supervisor Bertram to provide quotes on both temporary and substantial long-term repair for

consideration by the Council. Substantial long-term repair may need to be worked into the Capital Improvement Plan yet to be discussed and determined.

**Teamster tentative Labor Agreement** – A red-lined copy of the articles changed, added, or revised negotiated by Teamster members and Council on June 29<sup>th</sup> was provided. A **motion** was made by Councilperson Pollard, supported by Stish, **to formally approve the tentative agreement as written and presented.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**Gunn Road RR crossing—Section 130 funding** – Clerk Anderson briefly reiterated the program. Should the crossing be one of the ones selected it would not impact the City budget until fiscal year 2024 or 2025. Motion by Councilperson Pollard with the support of Troumbly to express interest in the project, commit 10% of cost if selected, and for the Clerk to reach out to potential partners of the 10% funding. Roll Call: Ayes: Councilpersons Pollard, Troumbly, Stish, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

**Citizen complaint** – A complaint was received by a resident regarding the burning of wood. Councilperson Pollard will reach out.

#### UNFINISHED BUSINESS:

**Day(s) of Action** – Motion by Councilperson Pollard, supported by Stish, to approve the requests for Day(s) of Action: 1) allow employee and bucket truck to be used for help with a home project-with the swapping of volunteers to do street painting; 2) to allow use of the brush pile dumping area; 3) to place a dumpster on Roosevelt Street for a short period of time for a project. Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

#### COUNCIL CONCERNS:

**Stish:** None  
**Troumbly:** None  
**Pollard:** None  
**Sutherland:** None  
**Mandich:** None

**Motion** by Councilperson Pollard with the support of Stish **to adjourn the meeting at 5:57 p.m.** Roll Call: Ayes: Councilpersons Pollard, Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Meeting adjourned.



Dan Mandich, Mayor



Briana Anderson, Clerk-Treasurer