

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 4:01 p.m., Monday, February 8th, 2021, in the Council Chambers of Coleraine City Hall.

WORK SESSION

3:30 p.m.

Jake from J & R Property Management addressed the Council and inquired on the status of the old fire hall. His inquiry included whether or not the city would be open to leasing out the building and whether or not the building would be sold. He explained that they are looking for a space to operate from that has sufficient parking and shop space for their many pieces of equipment. This would help take care of the congestion on part of the Roosevelt corridor. A brief history of the building and costs was given. It was suggested that J & R Property Management put together a proposal and present to the Council; this will be put on the next meeting agenda.

REGULAR MEETING

4:01 p.m.

The regular meeting was called to order by Mayor Nielsen at 4:01 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Pollard, Troumbly, and Mayor Nielsen. Councilperson Sertich gave notice that he would be late. Attorney Dimich was also present.

Moved by Mayor Nielsen, supported by Pollard, **to approve the consent agenda which included Council meeting minutes of 1.25.21, correspondence, and claims totaling \$12,452.23.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Pollard and Troumbly. Nays: none. Motion carried.

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

PUBLIC COMMENTS:

There were no public comments.

DEPARTMENT HEADS

Public Works (Street):

Public Works Supervisor Bertram provided a brief written report that he verbally went over. He also noted that after discussion with our city engineer, the city has no projects that would fit into the parameters of the Local Road Improvement Program.

Police:

Interim Chief of Police Hussman provided a verbal report. He apologized for not having written reports; he is still working on getting the various permissions changed. He informed that the POST board had been contacted, the officers are running non-stop, that two part-time officers have been hired full-time elsewhere, and that he may need to outsource outfitting the new squad.

Council inquired on the “PD officer shifts” later on the agenda. Hussman explained that the Bovey police department operates with 84 regular hours within a pay period to accommodate overlap for changing shifts and that Coleraine has not done so which has created some issues. He has no issue operating that way and he felt it was pretty much up to the Council.

Finally, Hussman stated that the posting of a full-time officer should be posted internally sooner rather than later.

ATTORNEY:

Attorney Dimich had nothing to address at this time.

NEW BUSINESS:

CEDA Mine Tour (Megan Christensen, Sarah Carling, and Beth Pierce) – Sarah Carling, CEDA, and Megan Christensen, Visit Grand Rapids, presented a handout regarding a potential NE Minnesota Mine Tour. This project would encompass a tour from Cohasset to Silver Bay and 22 or 23 communities with over 30 locations. The tour is designed to bring people to the area, would be all interactive and encompasses ESRI and Google maps. New photos and videos would be created in all four seasons and each community would decide what they want highlighted in the pictures and videos. The tour would have a historic narrative and would include 10 to 15 amenities in each community. This would be cross promoted with the Mesabi Trail with planned interpretive signs including QR codes that can link to a mobile device.

Various locations were presented as possibilities for historical presence and as amenities. The two phases of the project would total approximately \$161,000. The idea is to spotlight the active, inactive, or reclaimed iron ore mines in NE Minnesota. Visit Grand Rapids, Iron Range Tourism, and CEDA have committed up to \$10,000 for the project. Grants are also being written to the Blandin Foundation and IRRR. They are currently asking for a monetary commitment and a letter of support from each community. The monetary commitment is a marketing donation.

Councilperson Sertich arrived at 4:34p.m.

Motion by Councilperson Pollard, supported by Troumbly, **to provide a \$2000 commitment as a marketing donation coming out of the special revenue fund and approve Clerk Anderson to provide a letter of support from the City.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Monitoring System for Lift Stations & Monitoring System for Potable Water Booster Plant – Public Works Supervisor Bertram had provided quotes from Total Control for each system. He indicated that the OmniSite equipment currently used needs to be upgraded to a 5G and explained the challenges. Bertram explained his reasoning for moving to Total Control systems including the fact that much troubleshooting could be done remotely by himself and Total Control instead of physically going to the location much like what happens at the water treatment plant.

Bertram indicated that the two most compromised sites are the Hollywood Lift Station and the Booster Station. The three quotes total \$24,393 and would come out of the Public Utilities fund. Bertram was asked to provide a better breakdown of costs and materials and Clerk Anderson was asked to work on a budget and actual expenditure numbers for the Public Utilities fund. The monitoring systems will be placed on the next agenda. Bertram stated that this needs to be resolved in a timely fashion.

Establish debt service fund (300 series) for GO Sewer Utility Revenue Bond tracking and Transfer of \$11,567.31 (Coleraine's 2021 portion) from 600 fund to 300 series fund to pay GO Sewer Utility Revenue Bond, Series, 2020A – Clerk Anderson explained why this was necessary for proper tracking, documentation, and reporting of payments from the three cities to pay the USDA loan for the CBT forcemain project. She also explained that the 2021 payment was interest only. Beginning in 2022 and annually thereafter, the payment will be both principal and interest. **Motion** by Councilperson Troumbly with the support of Sertich **to establish the fund and transfer Coleraine's portion of \$11,567.31 from the public utilities fund to the debt service fund.** Roll Call: Ayes: Councilpersons Troumbly, Sertich, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

Purchase of pickup for Public Works Department 1) formal approval/budget, 2) Clerk to sign capital lease papers, 3) payment from funds – Motion by Councilperson Pollard, supported by Troumbly, **to approve the capital lease, for Clerk Anderson to sign all the paperwork and for the payments to come out of both the general fund and the public utilities fund at a 50/50 rate. (approx. \$418 each fund per month), with determination whether this is a replacement or an addition to the fleet at a later date.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Discontinue use of Office petty cash-deposit \$37.62 into general fund-miscellaneous income. – Clerk Anderson explained the office no longer has use for an imprest fund. **Motion** by Councilperson Troumbly, supported by Sertich, **to discontinue use of petty cash and deposit the \$37.2 into the general fund.** Roll Call: Ayes: Councilpersons Troumbly, Sertich, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

PD officer shifts – Interim Police Chief Hussman had explained the issue during his departmental report. **Motion to approve 84 hours of work at regular pay per pay period to accommodate overlap of shifts like the City of Bovey does pending review of the Union contracts** was made by Councilperson Sertich with the support of Pollard. Roll Call: Ayes: Councilpersons Sertich, Pollard, Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

UNFINISHED BUSINESS:

Flooring/toilets in Nyberg Center – Motion by Councilperson Troumbly with the support of Pollard **for Public Works Supervisor and City Clerk to select two ADA compliant toilets (not to exceed \$600) for replacement in the Nyberg Community Center.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Electrical for remote doors in Nyberg Center – Motion by Councilperson Pollard, supported by Troumbly, **to approve Hopkins electric as the contractor to install wiring for the new power/handicap door openers in the Nyberg Community Center for \$685.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Post for full-time police officer – Motion by Mayor Nielsen, supported by Sertich, **to post internally for a full-time police officer.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, and Troumbly. Nays: none. Motion carried.

Mayor Nielsen requested the Council go into **closed session at 5:35p.m** to discuss personnel issues.


Council returned from closed session into regular meeting at 6:12 p.m.

Motion by Councilperson Pollard, supported by Sertich **to keep employee on paid administrative leave at step-up rate for 90 days from date of acceptance.** Roll Call: Ayes: Councilpersons Pollard, Sertich, Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

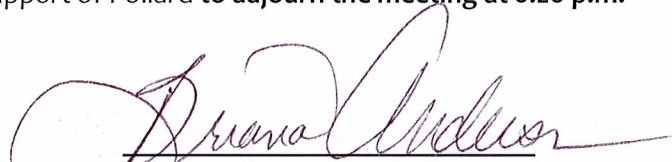
COUNCIL CONCERNS:

Pollard: None
Troumbly: None
Sertich: None
Nielsen: None

Motion by Councilperson Sertich with the support of Pollard **to adjourn the meeting at 6:20 p.m.**
Ayes: all. Nays: none. Motion carried.



Thomas Nielsen, Mayor



Briana Anderson, Clerk-Treasurer