

## 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 **Monday, March 22<sup>nd</sup>, 2021** in the Council Chambers of Coleraine City Hall and via TEAMS meeting.

### WORK SESSION

**3:30 p.m.**

Sarah Carling, CEDA, addressed the Council providing an update on the Historical Mine Tour Project that is being developed. The project is much larger and will take longer than originally anticipated and now has an 18 to 24 month turn around. She indicated that \$50,000 has been promised to date from communities the project encompasses. That leaves a \$67,000 funding gap but she was hopeful that in working with larger companies the chasm would lessen. She reported that the good news is that Phase 1 of the project is fully funded. Sarah's report was wrapped up by asking each of the Councilmembers to make a list of 15 amenities in Coleraine. The lists were collected and will be compiled.

Lauren Larson and Rhea Mikulich explained their thoughts on an incident involving their children in May of 2019 where an insurance claim had been filed. The insurance company was taking the parents to court for reimbursement. Larson didn't feel they should have to pay and explained why-partially because part of the windows were broken in 2018 and never got repaired. Council made a couple inquiries, expressed their thoughts, and noted that the item was on the agenda for later in the evening.

### 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 T. Troumbly, Sobtzak, Sertich, Pollard, and Mayor Nielsen.

**Moved** by Mayor Nielsen, supported by Sertich, **to approve the consent agenda which included approval of the 3.8.21 council meeting minutes, correspondence, and claims totaling \$9,459.44.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, T. Troumbly, and Sobtzak. Nays: none. Motion carried.

**Motion** by Mayor Nielsen with the support of Councilperson Sobtzak **to approve the meeting agenda with the removal of the closed session.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, Pollard and Sertich. Nays: none. Motion carried.

### PUBLIC COMMENTS:

Mayor Nielsen reminded everyone that the public comment period is set aside for public to make statements, ask questions, or to speak their opinion to those items that are on the agenda or any

other concern. When Council reaches an item on the agenda, this is for Council to discuss and consider, not public.

Resident Holly Guyer inquired when the clean-up day was scheduled. She was informed that it would be May 18<sup>th</sup>. She also expressed concern with the quality of the TEAMS meeting microphone and wondered if the room could be rearranged to be able to see and hear everyone. This will be looked in to.

#### **DEPARTMENT HEADS:**

##### **Library**

Library board minutes and reports were included in council packets. Council commented that circulation and attendance were all down from the same period last year probably due to the covid pandemic and the shut down of facilities. It was noted that classrooms from VanDyke Elementary are slowing being allowed to come in.

##### **Clerk's Report**

A lengthy report was included in Council packets along with a preliminary draft of a capital asset policy being developed. The report included an update on the CSAH 61 and Hwy 169 intersection work, a triangle piece of property coming back to the City, information regarding money the City will receive from the America Recovery Rescue Plan Act, technology work, and installation of flooring in the bathrooms and kitchen of the Nyberg Center. Council requested the definition of a fixed asset be added to the capital asset policy.

**Motion** by Mayor Nielsen with support from Councilperson Sertich **for the Clerk to pursue "Metro Ethernet" connections for the Library and Street Department provided the City has 1 gig through fiber optic with SCI.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, T. Troumbly, and Soltzak. Nays: none. Motion carried.

##### **Committee/Commission/Other Public Utilities Commission & CBT**

Minutes from the respective meetings were included in council packets.

##### **Trout Lake Fire Department**

Minutes had not been received for Council packets. Both Mayor Nielsen and Councilperson Sertich indicated they should be able to attend the next meeting.

##### **Eagle Ridge Golf Course**

Gary Gustason provided an update via e-mail. Councilperson Pollard indicated he is working on revising the agreement between the City and the Management Group.

##### **Zoning & Planning**

Ken Smith provided a synopsis of their last meeting and the various items they had worked on. He indicated that the Commission wishes the council to approve the appointment of Alex Guyer to the Zoning and Planning Commission. In addition, he stated that the commission will be meeting with the Interim Police Chief to look at the blight ordinance and have a discussion on PDs involvement in the process and clear up some communication issues. Lastly, he expressed his concerns on the sale of the old fire hall.

**Motion** by Councilperson Pollard, supported by T. Troumbly, **to approve the appointment of Alex Guyer to the Zoning and Planning Commission.** Roll Call: Ayes: Councilpersons Pollard, T. Troumbly, Sertich, Soltzak, and Mayor Nielsen. Nays: none. Motion carried.

### **Greenway Joint Recreation Board**

George Delich said the ice would go out after this weekend. Minutes of the last board meeting were included in Council packets.

### **Cotton Beach**

Closed.

### **Mt. Itasca Ski Hill**

Councilperson Pollard indicated that they had a good tournament, and everything is going well.

### **NEW BUSINESS:**

**Bob Beaver, City Engineer—introduction and CIP presentation** – Bob began by expressing that SEH has been the City’s engineering firm since 1988 and he has been the primary contact since 1997. He gave a short presentation of the CIP plan and where it all started and indicated that the plan is intended to be a living document with things added and subtracted as projects are completed, new ones are identified, needs change, and monies are available. Bob offered to take on the responsibility of keeping project lists current and reviewed with staff and council. Council concurred. No formal action necessary at this time.

**Resolution 2021-03.22-Lib Roof – Motion** by Mayor Nielsen, supported by Councilperson Sertich, to **approve the resolution to make application to and accept funds from the Greenway Area Community Foundation.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, T. Troumbly, and Sobtzak. Nays: none. Motion carried.

**Resolution 2021-01.01-Lib – Motion** by Mayor Nielsen with support from Councilperson Sertich to **approve the resolution to accept funds from the Minnesota Historical Society for the Coleraine Carnegie Library Condition Assessment.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, T. Troumbly, and Sobtzak. Nays: none. Motion carried.

**Resolution 2021-02.03-Lib – Motion** by Mayor Nielsen, supported by Councilperson Sobtzak, to **approve the resolution to accept the \$200 donation for the Coleraine Public Library.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, Pollard, and Sertich. Nays: none. Motion carried.

**MOU-ALS Legacy Public Library Art Project—artistic bike rack – Motion** by Mayor Nielsen supported by Councilperson T. Troumbly to **approve the MOU and accept the \$3,000 reimbursement for a artistic bike rake from the Arrowhead Library System Legacy Public Library funds once the project is completed.** Roll Call: Ayes: Mayor Nielsen, Councilpersons T. Troumbly, Sobtzak, Sertich, and Pollard. Nays: none. Motion carried.

**Portable speed bumps/signage on One Green Way** – Public Works Supervisor stated that permanent speed bumps could be installed by Hawkinson Construction for \$1800 each. Temporary portable speed bumps could be purchased with installation using a cable or rebar spikes at a cost of around \$250 each (not including installation). Both could be installed with a 5 to 6 foot gap to allow golf carts through. Bertram explained challenges using both methods. There was some concern to keep the gap as small as possible to allow carts through, but not vehicles. More discussion centered around slowing down the speeders and using the portable speed

control sign. The consensus of Council was to direct Bertram to try out one set of portable speed bumps installed with cable on One Green Way to see how they work. No formal action required.

**Contract with Lenci Enterprises for City Hall Masonry and Roof Repairs** – Clerk Anderson reiterated that Lenci was the successful bidder for the project, and this was a standard contract. **Motion** by Councilperson Pollard, supported by Sobtzak, **to approve the contract with Lenci Enterprises for the City Hall Masonry and Roof Repairs project.** Roll Call: Ayes: Councilpersons Pollard, Sobtzak, T. Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

**Insurance Claim #CP 89335 – old fire hall windows (2018) – Motion** by Councilperson Pollard with support by T. Troumbly **for the League to discontinue pursuance of the subrogation effort with the families and direct Clerk Anderson to refund LMC the \$1,689.89 insurance payment received.** Roll Call: Ayes: Councilpersons Pollard, T. Troumbly, Sobtzak, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

#### UNFINISHED BUSINESS:

**Nyberg Community Center—flooring replacement** – Clerk Anderson indicated a new quote is being presented for approval due to the prior quote being old, the new cost is about .40 more per square foot, and the closet wasn't included on the first quote. She relayed that this all dates back to the water damage repairs necessary from March of 2019. The recommendation then was for the payment to come out of the 203 special projects fund. **Motion** by Mayor Nielsen, with the support of Councilperson Sobtzak, **to approve the cost of \$3,443 for the supplies and installation of new flooring in the bathrooms and kitchen, including the closet, of the Nyberg Community Center and to be paid out of the 203 special projects fund.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, Sertich, and Pollard. Nays: none. Motion carried.

**Request for Proposal (RFP) for real estate services** – Clerk Anderson had presented a very detailed RFP for services in Council packets and stated that Attorney Dimich had reviewed. **Motion** by Mayor Nielsen, supported by T. Troumbly, **to approve the RFP as written and send out.** Roll Call: Ayes: Mayor Nielsen, Councilpersons T. Troumbly, Sobtzak, Pollard, and Sertich. Nays: none. Motion carried.

#### Council concerns/comments

Pollard: None.

T. Troumbly: None

Sertich: None

Sobtzak: None

Mayor Nielsen: Commented that he will hand off a blight issue.

A **motion to adjourn** was made by Mayor Nielsen **at 5:33 p.m.**, supported by Sertich. Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, T. Troumbly, and Sobtzak. Nays: none. Meeting adjourned.

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Thomas Nielsen, Mayor

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Briana Anderson, Clerk-Treasurer

## SPECIAL MEETING

4:00 p.m.

The special meeting of the Coleraine City Council was held at 4:00 p.m. Monday March 29<sup>th</sup>, 2021 in the Council Chambers of Coleraine City Hall.

The meeting was called to order by Mayor Nielsen at 4:00 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons T. Troumbly, Soltzak, Sertich, Pollard, and Mayor Nielsen.

**2020 Audit report and financials** -- Bonnie Sterle, of Sterle & Co. Ltd presented the City's financial reports and management letter from the 2020 Audit. Bonnie went through the entire report verbally and explained the various funds, restrictions, balances, and how they work together. She reiterated the deficit and positive balances and explained for each fund what they mean for the City as a whole.

Bonnie also went through the management letter. Most notable in the management letter were that the Clerk needs to do bank reconciliations on a timely basis and enter the approved budget into the Banyon software instead of relying on the excel spreadsheets to provide reports on budget to actual. Timesheets and payroll records need review and approval prior to payroll being submitted.

Questions were asked and answered throughout the presentation that lasted approximately an hour and 45 minutes.

**Moved** by Councilperson T. Troumbly, with the support of Sertich **to accept and approve the 2020 audit and financial reports.** Roll Call: Ayes: Councilpersons T. Troumbly, Sertich, Pollard, Soltzak, and Mayor Nielsen. Nays: none. Motion carried.

Councilperson Pollard left at 5:50pm for another meeting.

**Resolution No. 2021.0329-Lib MDE – MN Dept of Ed (MDE) Library Construction Grant AND Resolution No 2021.03.29-Lib Roof – Baich Foundation Grant** -- Clerk Anderson explained the background and significance of the grant requests, how they work together and along with two other applications approved, what the City match would be, and where the monies could come from. **Motion** by Mayor Nielsen **to approve Resolution No. 2021.03.29-Lib MDE authorizing the application to and accepting funds from the Minnesota Department of Education AND Resolution No. 2021-03.29-Lib Roof authorizing the application to and accepting funds from the Baich Foundation.** The motion was seconded by Councilperson Soltzak. Roll Call: Ayes: Mayor Nielsen, Councilpersons Soltzak, T. Troumbly, and Sertich. Nays: none. Motion carried.

**Motion** by Mayor Nielsen with the support of Councilperson Sertich to adjourn the meeting at 6:10pm. Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, and Soltzak. Nays: none. Motion carried.