

Clerk's Report
April 26th, 2021

I will be gone the entire week of May 3rd (Monday, the 3rd through Friday, the 7th) for the training (2nd year of Clerk's Institute). Training is from 8am to 4:30pm. I will, however, be available via e-mail and will do necessary work both before and after hours. (Agenda and packet prep for May 10th meeting among other things). 😊 An outline of the training for that week is attached should you be interested.

I received my second dose of vaccine on the 21st. I will be fully vaccinated by May 12th. Mary is fully vaccinated as of today. 😊

The city has received the official invoice to pay Itasca Soil and Water Conservation District \$11,300 – the \$10,000 Council already approved towards the project and \$1,300 that has been received by the City, all which counts towards the City's match. Itasca Soil and Water is the fiscal agent for Phase I of the Stormwater Retrofit Project. You previously approved the \$10,000 payment (2.22.21 Council meeting) and where the payment would come from (203-special projects fund). For proper accounting documentation, \$10,000 should be transferred from the 203 fund to the 406 fund. Movement of money from one fund to another requires formal Council approval. ***Please make a motion to approve the transfer of \$10,000 from the 203 special projects fund to the 406 Stormwater Retrofit Project to properly account for the City's contribution.***

Since there were no proposals received from any real estate agencies on the sale of the old firehall, you will now decide how you want to move forward. Should you decide to move forward with the sale, a request for proposals will have to go out again to give everyone interested an equal opportunity to submit a proposal. I have double checked this with the City Attorney. This is on the agenda for discussion under unfinished business.

American Recovery Rescue Plan Act (ARRP) and the Local Fiscal Recovery Fund (LFRF) – The City has not received any additional word on when these monies will be distributed nor what any of the guidelines are. When I hear, I will let you know right away.

YEAR TWO Virtual Event: <https://minnstate.zoom.us/j/93119851236> (Password mmci)

Be sure to complete online assessments at end of Institute.

General Sessions in Red (at: <https://minnstate.zoom.us/j/92979454512>) (Password mmci)

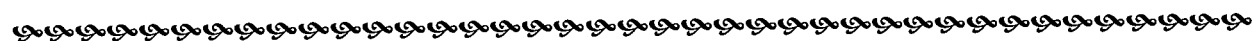
Monday, May 3	Tuesday, May 4	Wednesday, May 5	Thursday, May 6	Friday, May 7
<p>8:00-8:15 Yr 2 WELCOME BACK VIDEO 1 b Message from Margaret Webb, MCFOA Institute Committee Chair</p> <p>VIDEO 2 b Message from MCFOA President</p> <p>8:15-10:15 Organizational Communication Pt I (<i>Scott Nelson</i>)</p> <p>10:15 BREAK</p> <p>10:30-12:30 Organizational Communication Pt II (<i>Scott Nelson</i>)</p>	<p>8:00-10:15 Emerging Public Policy Issues for Municipalities: Intro to Race Equity (<i>Rachel Walker</i>)</p> <p>BREAK 10:15</p> <p>10:30 – 12:30 Technology Problems and Policies (<i>Greg Van Wormer & Edward Cadman</i>)</p>	<p>8:00-10:15 Human Resource Issues for Municipalities Part I, Intro (<i>Joyce Hottinger</i>)</p> <p>BREAK 10:15</p> <p>10:30-12:20 Building Inspections (<i>Scott Qualle</i>)</p> <p>12:20: General Session VIDEO 3 Message from IIMC</p>	<p>8:00 – 10:15 Records & Info. Mgmt. (<i>Charlie Rodgers</i>)</p> <p>BREAK 10:15</p> <p>10:30– 12:30 "Greening" Your City (<i>Kristin Mroz & Lissa Pawlisch</i>)</p>	<p>8:00-10:15 Bonding & Other Financing Options (<i>Mike Bubany</i>)</p> <p>BREAK 10:15</p> <p>10:30-12:30 Human Resource Issues for Municipalities Part II, Round Table Discussion (<i>Joyce Hottinger</i>)</p>
<p>12:30 to 1:00 LUNCH on own</p> <p>1:00-3:00 City Legal Issues (<i>Kyle Hartnett</i>)</p> <p>3:00 BREAK</p> <p>3:15-4:00 City Challenges & Opportunities Round Table Discussion (<i>Yr 2 Rep</i>)</p>	<p>12:30 to 1:00 LUNCH on own</p> <p>1:00-2:00 Historic Preservation & City Government (<i>Michael Koop</i>)</p> <p>2:00 – 3:00 LMCIT 101 (<i>Curtis Felton, Julie Jelen, and Laura Honeck</i>)</p> <p>3:00 BREAK</p> <p>3:15-4:30 Conflicts of Interest & Other Ethical Issues (<i>Donna Rae Scheffert</i>)</p>	<p>12:30 to 1:00 LUNCH on own</p> <p>1:00 – 3:00 Effective Written Communication for Clerks (<i>Emil Towner</i>)</p> <p>3:00 BREAK</p> <p>3:15-4:30 Economic Development /HRA/TIF (<i>Jason Aarsvold & Stacie Kvivang</i>)</p>	<p>12:30 to 1:00 LUNCH on own</p> <p>1:00-3:00 Bridging Divides to Manage Conflict (<i>Dave Bartholomay</i>)</p> <p>3:00 BREAK</p> <p>3:15-4:30 General Session Municipal Issues & Approaches w/Years 1&3 (<i>Wendy Bjorklund</i>)</p> <p>4:30 – 5:30 General Session Optional Virtual Social Yrs 1-3</p>	<p>12:30 to 1:00 LUNCH on own</p> <p>1:00-2:00 Working with a Diverse Population (<i>Kyle Box & Amanda Becker</i>)</p> <p>2:00-3:00 General Session Municipal Issues & Approaches, Pt II w/Years 1&3 (<i>Wendy Bjorklund</i>)</p> <p>3:00-3:30 City Challenges & Opportunities Pt II, Where Do We Go From Here? Round Table (<i>Yr 2 Rep</i>)</p> <p>3:30-3:45 General Session VIDEO 4 Message from SOS: MOVING YOUR WORK FORWARD</p>

Until school is over, the office will maintain the 8:30am to 5:00pm hours. The last day of school is Thursday, June 3rd. To my knowledge this has not created any hardship for the public.

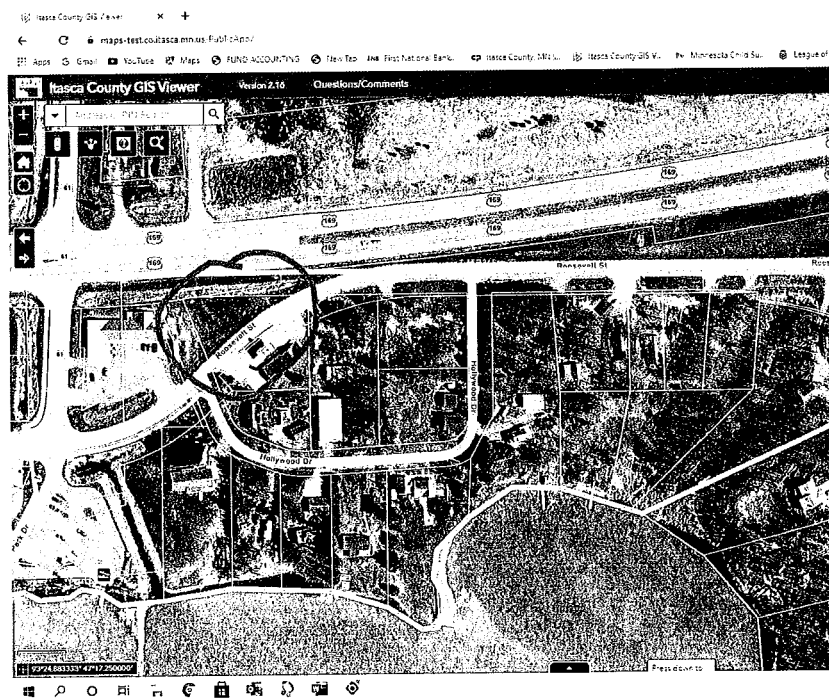


Cotton Beach – This is about the time when the City starts preparations for hiring lifeguards and staffing for Cotton Beach. The beach was staffed and open last summer. Cotton Beach is the only one in the area that still has lifeguards for part of the day; 7 days a week in the summer. We bill the City of Bovey for \$1500 after the season to help pay for the lifeguard wages and other expenses. The lifeguards were the main ones keeping the beach clean as part of their responsibilities.

At that part of the agenda, you probably want a discussion as to whether or not to open the beach. Whether or not you open the beach, a councilmember will need to be appointed for oversight of beach operations (and lifeguard staff should you open it). The Clerk's office will provide all necessary information.



The following is a repeat of what was on an earlier report. There is nothing more to report at this time.



So . . . this little piece of property was taken by the State back when the four lane highway was put in. There is a long process to get it back in the City's name. The state gives it back to the next lowest level of government (Itasca County) and then Itasca County gives it back to Coleraine. Anyway, this is another project that got dropped several years ago and I am trying to get cleared up

so that the City can figure out how they want to allow Mr. Vekich to put up a sign there. In this process it was also discovered that what we refer to as Roosevelt (old Cty Rd 10 before 4 lane was put in) never got transferred to the City either.

All that said, I've been working with the County Engineer, Karin Grandia, to get both issues resolved. (Approval granted by previous Council) We are almost there!!

- 1) There needs to be an official transfer of jurisdiction (MN Stat. 163.11 subd. 9) of Roosevelt Street from CSAH 61 to CSH 10 to the City of Coleraine. This can be done in the form of a resolution from each agency. (Coleraine accepting and Itasca County transferring).
- 2) A quit claim deed will need to be executed for the ROW to be turned back.

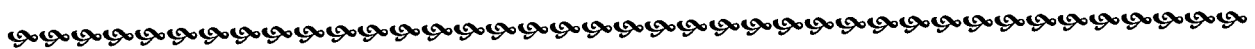
The resolutions, drawings and other paperwork are being drafted, the County Attorney's office will need to review and approve – then can be submitted to both councils for approval. I hope to have this all resolved by the end of May so that you can make a decision on how to move forward with the sign request.



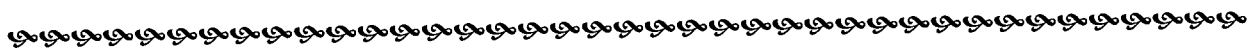
Another little fyi: For the sign to go on that property, either the City or Mr. Vekich needs to own it AND it must be zoned commercial AND the signage must have MnDOT approval. The city could own the property and either just let the sign go in or could set up a long-term lease for that little section of property that the sign would be on. What to allow and how to allow it, will be the next step.

Another fyi: I'm not aware of any documented or verbal promises made to anyone regarding this triangle piece of property. Four Seasons Market does border and own the property to the west that was not taken by the state as part of the right of way.

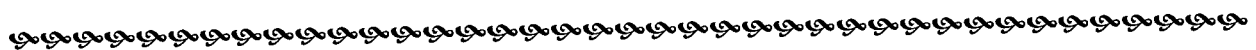
Yes, nothing could be simple, right?



The Clerk's office remains busy with administrative and accounting tasks; I won't say normal, because the tasks change from day to day dependent on the needs and requests of the City's citizens. 😊 Mary and I wear many hats.



The office is still waiting for a plexiglass screen with a hole cut in it for the counter.



As always, should you have any questions on anything, please let me know.

Respectfully submitted,

Briana