

## 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, February 28, 2022** in the Council Chambers of Coleraine City Hall and via TEAMS meeting.

### WORK SESSION

**3:30 p.m.**

Nothing scheduled for work session due to unavailability of Councilmembers.

### REGULAR MEETING

**4:00 p.m.**

The regular 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 Soltzak, T. Troumbly, Sertich, Pollard (phone), and Mayor Nielsen.

**Moved** by Mayor Nielsen, supported by Councilperson Sertich **to approve the consent agenda which included Council meeting minutes of 2.14.2022, correspondence, and claims of 10,106.51.**  
Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, Soltzak, and Pollard (phone).  
Nays: none. Motion carried.

**Motion** by Mayor Nielsen with the support of Councilperson Sertich **to approve the meeting agenda as presented.** Ayes: all. Nays: none. Motion carried.

### PUBLIC COMMENTS:

There were no public comments.

### DEPARTMENT HEADS

#### Library

Library reports were included in council packets. There were no questions.

#### Clerk's Report

Clerk Anderson briefly went over her written report. Most notable:

- Auditors can plan to provide a summary the week of March 21<sup>st</sup> and formal approval of the report and financials can be done at the March 28, 2022 Council meeting.
- Come in and review bids/business plans for old fire hall; a spreadsheet with individual pros/cons will be created; special closed meeting set up for 10am, Thursday, March 10<sup>th</sup>.
- On vacation March 24<sup>th</sup> through April 1<sup>st</sup>. Please have all agenda items and materials to Clerk by Wednesday, March 23<sup>rd</sup>.
- Police Chief position opening has been posted; application deadline is March 18<sup>th</sup>.

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

Councilperson Pollard stated Public Utility Commission meeting cancelled by Bertram. CBT meeting minutes were included in Council packets.

**Trout Lake Fire Department**

It was reported that TLFD has a truck to sell that they do not need; looking instead to purchase an enclosed trailer. The truck will go out on bids.

**Eagle Ridge Golf Course**

Gustason reported that new carpet was put in at the clubhouse; paid for with Anniversary Dinner proceeds. He inquired on the status of the agreement so that it keeps moving forward. There were some questions and Councilperson Pollard has a handle on that. It was stated that the Board will be holding their monthly meeting in a couple of days.

**Zoning & Planning**

Minutes from the January 19<sup>th</sup> meeting were provided in Council packets. Zoning Officer Anderson reported that he attended a Land Use Seminar put on by Cohasset; it was very informative, and he provided a copy of the handouts. There are two properties in the City without any doors on them; he will be speaking with the owners again. The Commission is reviewing ordinances to try and get more strength in them.

**Greenway Joint Recreation Board**

Minutes from the last board meeting were included in Council packets. George Delich reported that the February meeting was not held due to inclement weather.

**Cotton Beach**

Closed for season.

**Mt. Itasca Ski Hill**

Councilperson Pollard indicated that no meeting was held.

**NEW BUSINESS:**

**Itasca County/City of Emergency Operation Plan – John Linder**, Emergency Operation Manager, introduced himself and spoke on the Itasca County/ City of { } Emergency Operations Plan 2021 that the county requests that each City adopts it as it's own. The plan is in year two of a four year cycle and he reiterated that this is a guide. A full copy of the plan was provided, and the Clerk will be sending a digital copy via e-mail for your review. No action required at this time. Approval and adoption will be place on the next Council meeting agenda. John can be found at the County Emergency Operations Center at the airport site in Grand Rapids.

**Hazard Mitigation Plan—John Linder** -- John also spoke on the Hazard Mitigation Plan that is required to be updated every five years by FEMA. The plan is currently in the required review process.

John had provided a flyer on HSEM-Senior Officials Training and stated that this is elected official training and a tool to know what role you would play in a Hazard Emergency. He indicated that training has not been held since 2007. Specific dates have not yet been set up, but one is anticipated to be held this spring and another this fall. Information will be given to Clerk Anderson for dissemination.

Lastly, John talked about some good training for elected officials on the FEMA website. He is recommending five trainings and will send the links as well as what specific ones he is recommending to Clerk Anderson for dissemination.

**Joint Service Agreement 1<sup>st</sup> draft—Police Department** – Mayor Nielsen indicated that himself, Councilperson Sertich and two representatives from Bovey (Mayor Stein and Bob Lawson) will be meeting on Fridays prior to Council meetings to keep the effort going and so a report can come to the Council. He stated a meeting was held this past Friday and basically that this has been left in Bovey Police Chief Hussman’s hands. Council was informed that the City does have a labor attorney that is normally used for anything labor related and that any engagement of services must come from Mayor or Clerk. **No discussion or motion was made regarding the 1<sup>st</sup> draft of the agreement presented.**

**Resolution No. 2022-2.28—Re-establishing Precinct and Polling Place** – Clerk Anderson stated that this is a formality and required by the State Auditor because of the re-districting of the legislative lines from the 10-year census count in Minnesota even though Coleraine experiences no changes. **Moved** by Mayor Nielsen, supported by Sobotzak, **to approve the resolution re-establishing Coleraine’s precinct and polling place.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobotzak, Sertich, T. Troumbly, and Pollard (by text to Clerk). Nays: none. Motion carried.

#### UNFINISHED BUSINESS:

**City-wide infrastructure project (includes Congdon & Water Meters)** – Clerk Anderson indicated that this would have to be **tabled** since the City Engineer was not able to meet with Public Works Supervisor Bertram due to Bertram’s absence. He will be providing information at the March 14th Council meeting. Councilperson T. Troumbly requested of Bertram to have repairs to the bridge that the City received notification on to the project. Bertram indicated he would.

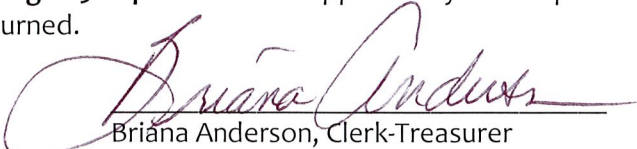
**Pay raise for volunteer fire fighters** – The Trout Lake Fire Department Payroll Proposal was again reviewed. There was much discussion; council would like to review again during 2023 budget preparation. **Motion** by Mayor Nielsen, supported by Councilperson Sertich, **to approve an increase of \$1.00 per hour for Level 1 firefighter, \$2.00 for Level 2 firefighter, and \$3.00 for Level 3 firefighter retroactive to January 2, 2022 resulting in a \$5,851 increase in Coleraine’s budget for the contribution to the fire department; also to increase Coleraine’s budget for O & M contribution to the fire department by \$5,900 to accommodate the change in wages.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, Sobotzak, and Pollard. Nays: none. Motion carried.

#### Council concerns/comments

Pollard: None  
T. Troumbly: None  
Sertich: None  
Sobotzak: None  
Mayor Nielsen: None

Mayor Nielsen **motioned to adjourn the meeting at 5:01 p.m.** Motion supported by Councilperson Sertich. Ayes: all. Nays: none. Meeting adjourned.

  
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Thomas Nielsen, Mayor

  
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Briana Anderson, Clerk-Treasurer