

**CITY COUNCIL MEETING
CLOSED SESSION**

Closed session pursuant to MN Stat. § 13D.05, subd. 3(c). A special closed council meeting was called to order at 3:00 p.m. A roll call was taken. Members present: Councilpersons Pollard, Sobtzak, T. Troumbly, Sertich, and Mayor Nielsen. Absent: none.

The meeting was adjourned at 3:21 p.m.

A work session was held beginning at 3:30 p.m. and the regular meeting of the Coleraine City Council was held at 4:00 p.m., Monday, March 14, 2022, in the Council Chambers of Coleraine City Hall.

WORK SESSION

3:30 p.m.

No presentations. Council used the work session to further review their packets and ask questions.

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: Mayor Nielsen, Councilpersons Sertich, Sobtzak and T. Troumbly.** Councilperson Pollard was absent with notice.

Moved by Mayor Nielsen, supported by Councilperson Sertich, **to approve the consent agenda which include approval of the minutes from 2.28.22, revised minutes of 2.14.22, correspondence, public utility claims of \$20,860.52 and regular claims of \$31,115.89.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly and Sobtzak. Nays: none. Motion carried.

Moved by Mayor Nielsen, seconded by Councilperson Sertich, **to approve the meeting agenda as presented.** Roll Call: Ayes: All. Nays: None. Motion carried.

PUBLIC COMMENTS:

Resident Holly Guyer stated she was really happy with the city Facebook page and complimented the city on its efforts. She was informed that the city's new Deputy Clerk, Sheila Jensen, is responsible, and comments will be passed along. Guyer also stated that she was sad to see the Public Works Supervisor go; so much history is lost.

Zoning Officer Lloyd Anderson stated that the Zoning & Planning Commission wants to review the rental ordinance and perhaps make some changes.

DEPARTMENT HEADS

Police:

Interim Police Chief Mjolsness had provided a written report including a suggested change to the parking ordinance that he would present to the Zoning & Planning Commission. He stated that any changes would have to go through a public hearing and notice process. The change would allow alternate parking on the

100 block of Powell – this would alleviate parking in the alley and a viable solution to the Waste Management and accessibility issues. The report also included a printout from Kelly Blue book on the current value of the old squad that he recommends go out for sealed bids. He indicated that there are about 107,000 miles on the vehicle. Mjolsness proposed that Mackley Auto Repair go through the vehicle and have Guyer Auto body remove the decals. The cost for both would be around \$170. He also suggested that the vehicle get detailed prior to going out on bids.

After some discussion, **motion** by Mayor Nielsen with support from Councilperson Sobotzak **to authorize the expenses necessary to prepare the spare police truck for auction and to put out on sealed bids, requiring a minimum bid of \$12,000, also including the statement that ‘the city retains the right to refuse any and all bids’**. Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobotzak, T. Troumbly, and Sertich. Nays: none. Motion carried.

Public Works (Street):

Public Works Supervisor Bertram was not present but had provided a written report. Lead worker Mike Anderson was asked about recent freeze-ups. It was stated that the snowblower has been broken down since December. An inquiry if it was possible to get a plow on the gator for sidewalks was made by Council. In addition, Council would like to see a list of equipment needing repair or replacement for the Public Works department.

ATTORNEY:

Attorney Dimich had nothing to report at this time.

NEW BUSINESS:

Itasca County Agreement for Work on City Roads – Clerk Anderson pointed out this was an annual renewal for grading and snowplowing of city roads in the rural district by Itasca County. A map and list of roads with mileage was included in council packets. After some discussion, **motion** by Councilperson T. Troumbly with support from Sobotzak **to approve the Annual Grading, Snowplowing and Dust Control Contract Renewal with no changes**. Roll Call: Ayes: Councilpersons T. Troumbly, Sobotzak, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Beaver Dam Removal – Clerk Anderson reported that she discovered this was a verbal agreement with Bill Broberg made long ago and invoices were approved in the past by the Public Works Supervisor. Clerk Anderson had requested written documentation of agreement going forward. A **motion** was made by Councilperson Sobotzak, with the support of T. Troumbly, **to approve the proposal of checking for and removal of beaver dams on Trout Creek for an annual fee of \$250.00 to be valid until cancelled in writing by either party**. Roll Call: Ayes: Councilpersons Sobotzak, T. Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Public Works Supervisor position – Council acknowledged the retirement of Public Works Supervisor Harry Bertram effective March 21, 2022, per Bertram’s email. The Public Works Supervisor job description was discussed and reviewed. Councilperson Sobotzak suggested to **modify the minimum requirement of “Class C water and Class SD wastewater licenses” to read: “Class C water license and make significant progress towards obtaining a Class SD wastewater license within two (2) years of acceptance.”** Said **motion** made by Mayor Nielsen with the support of Councilperson Sertich. Ayes: all. Nays: none. Motion carried.

Motion by Mayor Nielsen, supported by Councilperson Sobotzak, **to post the Public Works Supervisor position internally per union contract**. Ayes: all. Nays: none. Motion carried.

City issued cell phone/plan for Public Works and SCADA system – Clerk Anderson reported that a city issued cell phone for whomever is in charge or on call would be appropriate for putting the SCADA system on and would also help with security concerns of the city’s contracted IT company. **Motion** by Councilperson Sertich, supported by Mayor Nielsen, **to have Clerk purchase a cell phone and plan for the use of the Public Works Department and to work with Total Control to put the SCADA system(s) on it.**

Resolution for 2021 Library Construction Grant – Motion by Councilperson Sertich with the support of T. Troumbly **to approve Resolution No. 2022-03.14-Lib MDE acknowledging the terms of the MDE Grant for the Coleraine Public Library Roof Replacement Project.** Roll Call: Ayes: Councilpersons Sertich, T. Troumbly, Sobtzak, and Mayor Nielsen. Nays: none. Motion carried.

Hiring Committee for Police Chief posting – After discussion, the following were appointed to the committee: Councilperson Sertich, Councilperson T. Troumbly, Interim Police Chief Mjolsness, Deer River Police Chief Castellano, and Clerk-Treasurer Anderson. In addition, a Coleraine community member is desired with direction to reach out on Facebook if necessary. Suggestions can be given to Clerk Anderson.

The application deadline is Friday, March 18th at 4:30p.m. A review of applications by the hiring committee will be held Tuesday, March 22nd at 11:00 a.m. in Council Chambers.

UNFINISHED BUSINESS:

Itasca County/City of Coleraine Emergency Operations Plan 2021 – Motion by Councilperson Sobtzak, supported by Mayor Nielsen **to formally adopt the Itasca County/City of Coleraine Emergency Operations Plan 2021 as presented by John Linder.** Ayes: all. Nays: none: Motion carried.

City-wide infrastructure project (includes Congdon & water meters) – tabled.

COUNCIL CONCERNS:

Pollard: Absent

Sobtzak: None

T Troumbly: None

Sertich: None

Nielsen: Had a report of the library roof leaking again due to ice build-up. J & R had done steaming of the library roof last year. **Motion to direct Mike Anderson to engage J & R to steam off the ice build-up on the library roof** was made by Mayor Nielsen, with the support of Sertich. Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, and Sobtzak. Nays: none. Motion carried.

Mayor Nielsen, supported by Councilperson Sobtzak, motioned to adjourn the meeting at 5:12 p.m. Ayes: all. Nays: none. Meeting adjourned.



Thomas Nielsen, Mayor



Briana Anderson, Clerk-Treasurer