

CITY COUNCIL MEETING

A work session was held beginning at 3:00 p.m., and the regular meeting of the Coleraine City Council was held at 4:00 p.m., Monday, March 28, 2022, in the Council Chambers of Coleraine City Hall.

WORK SESSION

3:00 p.m.

The work session consisted of a report to the Council by Bonnie Sterle of Sterle & Co., Ltd of Hibbing, the auditors hired to perform the annual audit. Bonnie presented copies of the 59-page report and reviewed various sections with those present. Attending the session were Mayor Tom Nielsen, Councilperson Jeremy Sobotzak, Councilperson Theresa Troumbly, Zoning Officer Lloyd Anderson, and Deputy Clerk Sheila Jensen.

Ms. Sterle began with a bird's-eye view then moved to more specifics to cover each of the funds. Questions were asked on some sections which were answered by Ms. Sterle. There were only two findings in the auditor's conclusion. The work session ended just before 4:00 p.m.

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. **Members present: Mayor Nielsen, Councilpersons Sobotzak and T. Troumbly.** Councilpersons Sertich and Pollard were absent with notice.

Moved by Mayor Nielsen, supported by Councilperson Troumbly, **to approve the consent agenda which included minutes of 3.14.22, correspondence, and claims of \$92,124.29.** Roll Call: Ayes: Mayor Nielsen, Councilpersons T. Troumbly and Sobotzak. Nays: none. Motion carried.

Mayor Nielsen added to the agenda a discussion about appointing an attorney to work on the agreement between the cities of Bovey and Coleraine regarding combining the two police departments. Councilperson Troumbly added to the agenda a discussion about staffing in the City Clerk's office. **Motion** by Mayor Nielsen, supported by Councilperson Sobotzak **to approve the agenda with the addition of "Development of City-owned land" and "City Clerk's Office Staffing".** 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

A written report was included in Council packets.

Committee/Commission/Other Public Utilities Commission & CBT

CBT minutes were included in Council packets.

Eagle Ridge Golf Course

No report.

Zoning & Planning

Minutes from the February and March meetings were included in Council packets. Zoning Officer, Lloyd Anderson provided a brief verbal report. He states they are starting to deal with several blight issues within the city. He informed that the county is setting up controls for VRBO rentals and the city will be covered by whatever decisions the county makes on these properties.

Greenway Joint Recreation Board

Minutes from the last board meeting were included in Council packets.

NEW BUSINESS:

Development of City-owned land – up by the water tower. Councilperson T. Troumbly wondered if perhaps folks who had been interested in the fire hall could be contacted to see if they might be interested in a different location in town for their development ideas. Bob Beaver got the Itasca County GIS up on the screen for review. He stated that the area is about 18 total acres, but fewer acres are buildable land. Bob offered to do a quick cost estimate on some options. **Motion** by Mayor Nielsen, supported by Councilperson Troumbly, **to approve work on that estimate.** Roll Call: Ayes: Mayor Nielsen, Councilpersons T. Troumbly, and Sobtzak. Nays: None. Motion carried.

2021 Audit Report and financials - **Motion** by Councilperson Sobtzak, seconded by Councilperson T. Troumbly **to accept the audit report and financials as presented by Sterle & Co., Ltd.** Roll Call: Ayes: Councilpersons Sobtzak, T. Troumbly, and Mayor Nielsen. Nays: None. Motion carried.

Parking ordinance change - **Motion** by Councilperson Sobtzak, seconded by Councilperson T. Troumbly **to approve a public hearing for the recommended changes to Section 7.48--Seasonal and Calendar Parking ordinance Subd. 1 for Powell Ave.** Roll Call: Ayes: Councilperson Sobtzak, T. Troumbly and Mayor Nielsen. Nays: None. Motion carried.

Resolution No. 2022.3.28 – Greenway Area Community Fund - **Motion** by Councilperson Sobtzak, seconded by Mayor Nielsen **to approve said resolution authorizing the City of Coleraine to apply for and accept funds from the Greenway Area Community Foundation for upgrades to the Cotton Park Play area.** Roll Call: Ayes: Councilperson Sobtzak, Mayor Nielsen, and Councilperson T. Troumbly. Nays: None. Motion carried.

City Clerk's Office staffing – Councilperson T. Troumbly said she's spoken with the League of MN Cities and Sterle & Co, and both said that a city our size shouldn't need more than 1.5 FTE. She would like to see the city have an efficiency evaluation by an outside vendor to see how processes could be fine-tuned in the Clerk's office. She mentioned Lean Training by Advanced Minnesota. There was discussion on that topic, but no action was taken. [This topic was addressed after the unfinished business.]

UNFINISHED BUSINESS:

City-wide infrastructure project – Bob Beaver of SEH, Inc. gave his report regarding the potential individual projects to include in the overall plan. Water meters, Congdon Ave., the alley north of Roosevelt, the alley south of Mitchell from Dudley to Curley, street lighting improvements, demolition of the old water tower and Corey alley are included in the \$3,037,000 project total. Sebenius Ave., abandoning the watermain under the school, and lift station upgrades are not included in this proposed project package.

Councilperson T. Troumbly asked about the bridge to the football field, has that been included? No, but Bob will look into it. He will get the DOT report from Clerk Anderson.

Bob asked the council what they think about the overall \$3M cost; does it sound high, low, about right? The consensus was that it sounds good for all the things that would be accomplished. Bob mentioned some possible financing sources: IRRRB, CARES, rural development/DEED. DEED has grant/loan combination plans where the city would have to take the loan money to get the grant money, but it is generally a good deal. Council agreed it seems doable.

Mayor Nielsen asked what the next steps are. Bob answered: 1) agree on the project, 2) package it for financing. Councilperson T. Troumbly would like the street lighting project started as soon as possible. Bob will ask about the availability of street lighting materials, as there has been a shortage.

Deputy Clerk Jensen brought up a recent water leak into the Nyberg Center. Last Thursday afternoon there was a great deal of water on the floor. Mike Anderson of the Street Dept. came and mopped up the water mid-afternoon. By end of day, there was more water, so Mike was called again. On Monday, the deputy clerk asked Mike about it. He had determined that snow had been piled along the foundation of the building on the west side which melted and ran through the foundation into the Nyberg Center. Mike cleared the snow, and the floor is now dry. Council said the Street Dept. will have to investigate what will fix that problem for the short-term, using their maintenance budget to take care of it. Long-term solutions can be considered as well, then the council can approve spending the necessary money.

COUNCIL CONCERNS

Pollard: Absent

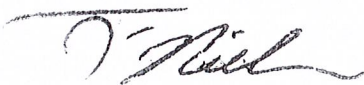
Sobtzak: None

T. Troumbly: None

Sertich: Absent

Nielsen: None

Motion by Mayor Nielsen, supported by Councilperson Sobtzak, **to adjourn the meeting at 5:09 p.m.** Ayes: all. Nays: none. Meeting adjourned.



Thomas Nielsen, Mayor



Sheila Jensen, Deputy Clerk