

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, April 24th, 2023** in the Council Chambers of Coleraine City Hall.

WORK SESSION

3:00 p.m.

The work session consisted of a financial and audit report for the year 2022 by Bonnie Sterle of Sterle & Co., Ltd. She talked about and explained several funds and made comments and recommendations on various funds.

- ✓ Fund 114 (pg. 33) is a special revenue fund where there will be very little activity going forward. These are restricted funds, technically they must be used for something like or similar to the program that brought these funds in. Such a request would have to be formally approved by DEED.
- ✓ Fund 115—Recreation (pg. 34) – stated this is not a special revenue fund and recommends this be a department within the general fund (100).
- ✓ Log Church (pg. 35-fund 150) and Public Library (pg. 36-fund 175) are special revenue funds and should remain that way.
- ✓ Fund 800—Retiree Insurance (pg. 37) – another that is not a special revenue fund and recommends this be a department within the general fund (100).
- ✓ Fund 111—Police Equipment (pg. 38) – a fund that has a deficit balance. ½ of court fines received go into this fund and ½ go to the general fund. Council may want to consider how to deal with this fund.
- ✓ Golf Course Debt Service Fund (pg. 41) – Council will need to decide how to handle deficit funds.
- ✓ IRRRB Grant Project Fund (Gayley) -- Another fund with a deficit balance that Council may eventually need to decide how to handle. Assessments yet to come in over the next couple of years will not pay off the balance.
- ✓ Pages 58 and 59 are the auditors' statements regarding internal controls and compliance along with the following pages which are the schedule of findings.
- ✓ It was noted that the bank reconciliations need to be done timelier.
- ✓ Pages 18 and 19 go over the city's debt committed.

She stated that overall, the audit went well, the city is in compliance, and several of the findings from the past have been removed. She also stated that it is recommended that the city maintain 6 months of reserves; the city has 9 months in reserves.

REGULAR MEETING

4:02 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 Dreher, Soltzak, T. Troumbly, Sertich, and Mayor Nielsen.**

Moved by Mayor Nielsen, supported by Councilperson Sertich, **to approve the consent agenda which included minutes of 4.10.23, correspondence, claims of \$13,698.16.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, Soltzak, and Dreher. Nays: none. Motion carried.

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

PUBLIC COMMENTS:

Resident George Delich informed the council that they are having issues with the parking lot at Four Seasons Market and it is time for the city to work on permanently rectifying the problem as agreed to long ago.

DEPARTMENT HEADS

Library

Reports were not available.

Clerk's Report

Clerk Anderson went over her written report. She explained two things that were on the agenda for decision by the Council in addition to reminding Council she will be gone the week of May 8th for the last (third) year of training for her Minnesota Municipal Clerk certification and that the Clerk's office will not open until 9:30am that week. Finally, she explained that the city was found to be out of compliance with pay equity (copies of the report and notice were provided in council packets), what it meant, and what may be necessary to come into compliance. **Motion** by Councilperson Sobtzak, with the support of T. Troumbly **for the Clerk to do what is necessary to request consideration from the state on pay equity compliance by the city to avoid a penalty.** Ayes: all. Nays: none. Motion carried.

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

The Public Utilities Commission meeting was not held due to absences. CBT meeting minutes were included in council packets.

Trout Lake Fire Department

Councilperson Sertich indicated the last meeting went well. A new door for the evidence room at the police department is needed.

Eagle Ridge Golf Course

Gary Gustason supplied a verbal report. He stated they are working with CEDA on grant opportunities, that the bunkers were going to be worked on with volunteers, they had an increase in insurance costs, and inquired whether the SWOT analysis had been received by the Council. He was informed that it was.

Zoning & Planning Commission

The most recent minutes were included in council packets. Zoning Officer Anderson stated they are hoping for less blight violations with the revised ordinance put in place.

Greenway Joint Recreation Board

Minutes from the last meeting were included in council packets.

Cotton Beach

It was reported that the city is working on getting the beach staffed this summer with lifeguards and someone is checking with the DNR as to what can be done about the geese.

Mt. Itasca Ski Hill

Nothing to report at this time.

Police Merger Committee

No new talks at this time.

Police Department Report

Police Chief Johnson informed council of discussions between himself and Bovey Chief Hussman regarding scheduling, going to a 3-man rotation until school is out, how they would be using the SRO for the off-school season, and nixing the 5 day on, 5 day off format. It was requested that Bovey not fill its open officer position just yet. The May schedule was included in council packets, and this could serve as a trial basis for how scheduling could work with a merger—with Bovey paying for 1 ½ officers during the school year. Verbal approval is requested at this time for the plan. The joint powers agreement or a separate agreement on how Coleraine would be reimbursed for the ½ officer and ½ the summer SRO will need to be created and agreed to by both Councils.

Motion by Mayor Nielsen, with support from Councilperson Sertich, **to move forward with the scheduling and plan as presented by Chief Johnson along with billing Bovey for ½ officer until school is out, then for ½ of Officer Kaanta's time until school resumes.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, Sobtzak, and Dreher. Nays: none. Motion carried.

NEW BUSINESS:

Approve 2022 Audit and financials – Motion by Councilperson Sobtzak, supported by T. Troumbly, **to accept and approve the 2022 Audit and Financials.** Roll Call: Ayes: Councilpersons Sobtzak, T. Troumbly, Dreher, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Clean Up Days – Public Works Supervisor Rogich reported that clean-up days will be May 19, 20, and 21st with a new format. Discussion as to where dumpsters could be placed and how all residents can be notified. Rogich will continue to work on dumpster placement and he and the Clerk's office will work on how residents can be notified. No formal action required.

Resolution No. 2023-03.27—Conveyance – A motion to approve the resolution for the conveyance of property on the east side of the arena for public purpose was made by Councilperson Sertich with the support of T. Troumbly. Roll Call: Ayes: Councilpersons Sertich, T. Troumbly, Dreher, and Mayor Pro Tem Sobtzak. Nays: none. Motion carried.

Tamara Lowney, Itasca Economic Development Corporation (IEDC) – Tamara provided information on the role and impact IEDC (a private non-profit) has had in the County. She stated that the core value of IEDC was to act as a small business development center. Folders were distributed that contained flyers on upcoming events and their 2022 annual report. She spoke of the Digital Marketing Summit that was held in November and that a lot of this year working on site identification. They also have been working on workforce development and have partnered with other agencies to open “The Forge” which will open in July. Kayla Swanson, IEDC's Operations & Outreach Manager also gave a brief presentation that focused on the rural marketing campaign. No formal action required.

Pay increase for Library Aides – After some discussion, Councilperson Sobtzak, supported by Sertich, made a motion to increase J Cyronek's wage to \$16/hr. and K Klev's wage to \$18/hr. Roll Call: Ayes: Councilperson Sobtzak, Sertich, T. Troumbly, Dreher, and Mayor Nielsen. Nays: none. Motion carried.

Liability Coverage-monetary limits on municipal tort liability – Motion by Councilperson Sertich, with the support of Mayor Nielsen, **that the city does not waive the monetary limits on municipal tort liability established by Minn. Stat. §466.04.** Ayes: all. Nays: none. Motion carried.

Add Police Chief of PD forfeiture savings accounts – Motion by Mayor Nielsen, supported by Councilperson Sertich **to add Police Chief, Bryan Johnson, to the two forfeiture savings accounts #972834 and #977020.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, Sobtzak, and Dreher. Nays: none. Motion carried.

PD Department scheduling – Motion by Councilperson Sertich with support from T. Troumbly **to approve the scheduling of police coverage as recommended by Chief Johnson on a trial basis.** Ayes: all. Nays: none. Motion carried.

Newsletters – Mayor Nielsen indicated that he has been thinking that a quarterly newsletter to go out for more transparency to residents. He would like Council to be involved in designing and putting one together. After some discussion, Council felt one should go out in June. No formal action required.

UNFINISHED BUSINESS:

Jess Harry Road – This was left on agenda in error.

Purchase agreement-property on east side of Arena-\$577.54 – Motion by Councilperson Sobtzak, with the support of T. Troumbly **to approve the purchase agreement and payment of \$577.54.** Roll Call: Ayes: Councilpersons Sobtzak, T. Troumbly, Dreher, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Council concerns/comments

Dreher: Concern regarding a tree that needs to be removed.
Sertich: None
Sobtzak: None
T. Troumbly: Ryan Troumbly has requested a representative from the City be on the Cemetery Committee; meetings are every other 3rd Wednesday at 4:30p.m.
Nielsen: He would like to Department Head monthly meetings resume since now at full staff.

Mayor Nielsen **motioned to adjourn the meeting at 5:48 p.m.** Motion supported by Councilperson Sobtzak. Ayes: all. Nays: none. Meeting adjourned.



Thomas Nielsen, Mayor



Briana Anderson, Clerk-Treasurer