

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 25th, 2024** in the Council Chambers of Coleraine City Hall.

WORK SESSION

3:00 p.m.

The work session consisted of a presentation by Bonnie Sterle, Sterle & Co. Ltd—the city’s auditor, of the audit and 2023 financial statements. She went over each of the funds and indicated which ones were restricted, committed, and made suggestions for combining two of the funds into the general fund where she moves them anyway for the financial statements. She also went through the two standard letters. The city is maintaining a good financial shape and properly allocating and keeping track of revenues and expenditures. The two findings will always be since the city operates on a cash basis and there is not enough staff for separation of duties. Three suggestions were: 1) to look at the rate structure and billing for commercial properties to clear up inconsistencies, 2) create and maintain a master list of licenses and permits for rental properties, and 3) get signed documents. She indicated that one and two are large projects that would take a lot of staff time. Questions were asked and answered. Council thanked Bonnie for her work and thorough explanation.

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 Giving, Soltzak, T. Troumbly, Sertich, and Mayor Nielsen.**

Moved by Mayor Nielsen, supported by Councilperson Sertich, **to approve the consent agenda which included minutes of 3.11.24, correspondence, PU claims sent of \$28,918.35, and claims of \$9,019.27.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, T. Troumbly, Soltzak and Giving. Nays: none. Motion carried.

Moved by Mayor Nielsen, seconded by Councilperson Sertich, **to approve the meeting agenda with the addition of “Maintenance Building at Golf Course” under new business.** Ayes: All. Nays: None. Motion carried.

PUBLIC COMMENTS:

None.

DEPARTMENT HEADS

Library:

Minutes and financials were not available.

Clerk's Report

Clerk-Treasurer Anderson briefly went over her written report that had been included in council packets and informed of potential legislative changes that would impact small cities.

Committee/Commission/Other Public Utilities Commission & CBT

Minutes from the last CBT meeting were included in Council packets. The auditor found an error in a computation resulting in additional monies owed to them from the City. Minutes from the last Public Utilities Commission meeting were also included in Council packets.

Trout Lake Fire Department

Minutes were included in Council packets.

Eagle Ridge Golf Course

Nels Gustason reported that everything came through the winter in great shape, carts and equipment ready to go, and once ground thaws they will be ready. They are looking at purchasing a piece of sharpening equipment and intend on adding more sand to the bunkers. Group is working on figuring placement of a maintenance building – where utilities are, where power comes from, and what needs to be done with zoning and planning. He explained a challenge with the bank in getting a loan because of specific language in the agreement between the City and the Management Group as it relates to equipment and ownership; the management group would like that language to be changed back.

Planning & Zoning Commission

Zoning Officer Anderson indicated that the Golf Course Management Group would need to go through the permitting process for a new building, follow zoning and set-back rules, and a variance may be necessary but charges will be waived.

Greenway Joint Recreation Board

Minutes of their last meeting were included in council packets; ice will be going out mid-March.

Cotton Beach & Mt. Itasca Ski Hill

Councilperson T. Troumbly stated the committee plans to get together to order equipment, they will try to raise another \$20,000 or adjust the plans. A lot will be happening in the next month.

Councilperson Giving reported that she was told that there was an agreement made several years ago that the city agreed to help grade the parking lot three times a year at the Ski Hill and that it would be documented in minutes. Itasca Ski and Outing group has changed the date of their concert to coincide with the Picnic in the Park event.

Infrastructure Committee

Minutes from the last meeting were included in Council packets. Street Lighting project moving along; city-wide infrastructure project in holding pattern waiting for

CEDA

It was reported that the project list for Coleraine has grown exponentially, and Lisa is overwhelmed. They are requesting a work session to go over things the city wishes to work on and prioritize the projects. CEDA wants to add an update to the comprehensive plan to the list. After some discussion, the work session will begin at 3:00 p.m. prior to the April 8th council meeting to accommodate working with CEDA from 3:00 to 3:30 and hearing from IEDC from 3:30 to 4:00pm.

NEW BUSINESS:

Approve 2023 Audit and financial statements – Motion by Councilperson Sobtzak, supported by Sertich, **to approve the 2023 audit and financial statements and have them filed with the State Auditor.** Roll Call: Ayes: Councilperson Sobtzak, Sertich, T. Troumbly, Giving, and Mayor Nielsen. Nays: none. Motion carried.

Public Utility Rate increase – Motion by Councilperson Giving with support from Mayor Nielsen **to approve a \$3 per month rate increase to utility fees effective May 1st as recommended by the Public Utilities Commission.** Roll Call: Ayes: Councilperson Giving, Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, and Sertich. Nays: none. Motion carried.

Four Seasons Market parking lot – George Delich expressed his frustration in waiting so many years to get this project done when he felt it could have been taken care of long ago. He stated that he spent money to make it nice, but he felt the city never did it right and now he is having more issues that he wants the city to take care of. He stated his main concern is that someone is going to get hurt. Mayor Nielsen indicated that the city needs to get some new numbers to be able to make a decision and get back to him. **No action taken. Tabled for more information.**

Appoint Trika Smith to Zoning & Planning Commission – Motion by Councilperson Sertich, supported by T. Troumbly **to appoint Trika Smith to the Zoning & Planning Commission for one year.** Ayes: all. Nays: none. Motion carried.

Liquor Licenses (On-sale, Off-sale, Special Sunday) for Raven Stone – Raven Stone is applying for On-sale, Special Sunday, and Off-sale liquor licenses. **Motion** by Mayor Nielsen with the support of Councilperson Giving **to approve the licenses.** Ayes: all. Nays: none. Motion carried.

Addition of Off-sale liquor license for Smoke on the Water – Motion to approve Off-sale liquor license made by Mayor Nielsen with the support of Councilperson Sertich. Ayes: all. Nays: none. Motion carried.

Maintenance Building at Golf Course – Mayor Nielsen reiterated that the Eagle Ridge Management Group is asking for a change in verbiage in the revised operations agreement (back to the way it was in the original agreement) as it relates to golf course equipment. The revised language prevents them from using the equipment as collateral for a loan they want to solicit to put up a maintenance building. **Motion** by Councilperson Sobtzak, supported by Councilperson Sertich, **to approve the pursuit of putting up a maintenance building and engaging city attorney to modify the wording in the agreement as it relates to the equipment for formal approval.** Ayes: all. Nays: none. Motion carried.

UNFINISHED BUSINESS:

Kayak Rental Proposal – rent.fun – tabled.

COUNCIL CONCERNS:

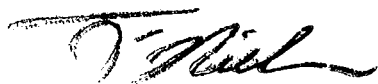
Sobtzak: None
T Troumbly: None
Sertich: None
Dreher: Inquiry on Clean-Up days
Nielsen: None

Motion at 5:23p.m. to move to closed session to discuss personnel made by Mayor Nielsen with support from Councilperson Sertich. Ayes: all. Nays: none.

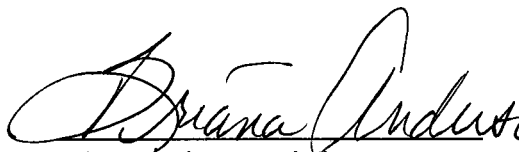
Closed session – all council members present.

Closed session ended at 5:37p.m. and return to regular session.

Motion to adjourn the meeting at 5:37 p.m. by Mayor Nielsen with support from Councilperson Sertich. Ayes: all. Motion carried; meeting adjourned.



Thomas Nielsen, Mayor



Briana Anderson, Clerk-Treasurer