

CITY COUNCIL MEETING

A work session was held at 3:30 p.m. and the regular meeting of the Coleraine City Council was held at on Tuesday, May 29th, 2018, in the council chambers. Members present: Mayor Hagen, Councilpersons Smith, Drewes, and Troumbly. Councilperson Stish was absent with notice.

WORK SESSION

3:30 P.M.

A report on the Fire Suppression System was given by Dave and Joel from **Paramount Safety & Training**. The necessary work has been completed and they came in \$345.07 under budget. A bill was presented for \$1654.93. They presented an Owner's Guide which included a one page summary of how to use the system. This summary will be posted in the Nyberg Center kitchen next to the stove.

When these gentlemen were here, they were asked to also go and assess the old Fire Hall, Library, and other city property. A report of what they found was given, along with approximate costs and annual maintenance costs. Mayor Hagen asked them to provide a **formal quote and agreement** to be reviewed with potential approval. This will be added to the June 11, 2018 meeting agenda.

Darrin Riendeau also spoke to the council regarding possible repairs to the Pear Lake area. His main purpose for being here, however, was to express concern on the current route of the garbage trucks – he stated that the alleys were not built for use by these heavy vehicles; he suggested that during the spring and break up the garbage can be picked up at the front of people's homes instead of the alley. Mayor Hagen indicated he was working on this.

REGULAR MEETING

4:01 p.m.

The regular meeting was called to order at 4:01 p.m. followed by the Pledge of Allegiance.

Moved by Councilperson Drewes and supported by Troumbly to **approve the consent agenda** with an addition to the May 14, 2018 meeting minutes and **claims totaling \$3,449.66**. Roll Call: Ayes: Drewes, Troumbly, Smith, and Mayor Hagen. Nays: none. Motion carried. Councilperson Smith, with support by Troumbly, motioned to **approve the meeting agenda**. Ayes: all, Nays: none. Motion carried.

PUBLIC COMMENTS:

There were no public comments at this time.

DEPARTMENT HEADS:

Library

Councilperson Smith reported that there was no meeting in May for lack of a quorum. The next meeting will be in June.

Golf Course

Councilperson Drewes reported that there is a scheduled meeting coming up; she will be attending. There is a request for a meeting with Mike and the Council, perhaps at a work session.

Planning

Lloyd Anderson reported that he is experiencing some difficulty when working on blight issues and being identified as representing the City. He was wondering if he could get an ID card or badge or something to use for identification. Councilperson Smith said we could come up with something.

Anderson also indicated there were a couple of new residents who put up fences not knowing about the ordinance in place and what he should do about it. It was recommended that he talk to them regarding ascetically pleasing options.

Anderson also inquired about the status of the demolition of the house on Hartley. Mayor Hagen indicated that Bertram has written a formal letter informing the company that they have been awarded the bid that they asked for.

Greenway Joint Recreation Board

Minutes from their last board meeting was included in Council correspondence. No representative was in attendance.

Clerk's Report

Clerk Anderson reported she was having difficulty finding documentation on contractual agreements between the City of Coleraine and the Ski Hill. A request for reimbursement of over \$10,000 to cover liability insurance has been made. The City already pays the insurance on the Chalet. It was suggested that the minutes from 2016 be reviewed for potential answers.

Anderson presented changes to the City's **3.10 Credit Card Purchasing Policy** requesting review and approval. A motion was made by Councilperson Smith, supported by Troumbly that the policy be **amended as suggested**. Ayes: all, Nays: none. Motion carried.

Anderson requested approval to **transfer a \$600 expense from SCDP Program Income to expense the general fund** instead. Motion by Smith, supported by Drewes, to approve said transfer. Ayes: all, Nays: none. Motion carried.

Anderson presented draft of suggested "Elected Official Out-of-State Travel Policy" for review. This item will be placed on the next agenda.

Finally, Clerk Anderson presented a written response to the 13 findings from the Audit to be sent to Sterle & Co. as well as the State Auditor's office. This also will be placed on the agenda.

NEW BUSINESS:

Councilperson Smith recommended that the City **hire the six applicants as lifeguards** that applied and that we **open applications to accept two others that applied late and hire them as alternates**. Councilperson Drewes, supported by Troumbly so moved. Roll Call: Ayes: Drewes, Troumbly, Smith, and Mayor Hagen. Nays: none. Motion carried. Smith further reported that she will take care of making sure lifeguards have all the supplies they need prior to the June 11th opening. The Fire Department will provide the AED.

Councilperson Smith brought up the request by **REACH to use the Beach for some of their programming** again this summer as has been past practice. Motioned by Smith with support from Drewes that REACH be allowed to use lifeguards and the beach for the summer as was done last summer. Ayes: all. Nays: none

Motion by Smith, supported by Troumbly, that the City **accepts the \$1,000 grant from the Beefy Lawson fund for the purchase of the swing set in the park, \$150 donation from the Fraternal Order of Eagles, and \$100 donation from the Eagles Auxiliary**. Roll Call: Ayes: Smith, Troumbly, Drewes, and Mayor Hagen. Nays: none. Motion carried.

There was discussion on how we get part-time, temporary or casual help for the Public Works Department as they are down two workers at the present time. Motioned by Smith, supported by Drewes, that the City **hire a contractor to help out with grass cutting** as directed by interim Public Works Supervisor Bertram; if a contractor cannot be found by Friday, the Clerk is to contact a temp agency and get two people over age 18 as casual workers under Bertram's direction. Roll Call: Ayes: Smith, Drewes, Troumbly, and Mayor Hagen. Nays: none. Motion carried. Councilperson Troumbly will make the contacts.

A second motion by Smith, also supported by Drewes, was made to publish an ad in the paper **creating an eligibility list for summer part-time, casual help – The individuals must be 18 or over** – The ad is to run for two paper cycles. Roll Call: Ayes: Smith, Drewes, Troumbly, and Mayor Hagen. Nays: none. Motion carried.

Mayor Hagen has been contacted by a Civil Air Patrol cadet regarding volunteering their services. Councilperson Smith with support from Troumbly motioned to allow the **Civil Air Patrol Cadet to volunteer up to 60 hours in community service to the City over the summer**. Ayes: all. Nays: none. Motion carried.

Councilperson Drewes presented a draft of the PD Joint Powers Agreement that was worked on a while ago by others with a request for written comments. She is providing a copy for the Council's review.

Councilperson Smith provided some information on getting an Employee Assistance Program as an additional benefit for City employees. Seemingly the costs are very low and everything, including use is kept confidential. Get Fit Itasca also runs some sort of program. Smith was asking for permission to pursue the feasibility and cost of getting some type of program like this. Smith will obtain more information for the next meeting.

OLD BUSINESS

The playground equipment (swing set in Longyear Park) was discussed earlier with the acceptance of the Beefy Lawson funding. Clerk Anderson said the funds needed to be spent by October 31st and is contingent on the City receiving or paying the remainder on the swing set quoted by Northland Recreation. Smith also received an e-mail with a picture of a swing set purchased from a motel and is available for \$600. Smith will go and take a look at it. Holly Guyer indicated there may be funding available from the DNR. Clerk Anderson will check into it. Mayor Hagen will contact Northland to see if the cost remains the same.

Mayor Hagen indicated the raft he was quoted from T&M Marine was no longer available, however Grand Rapids Marine had one for around the same price. Mr. Rauzi is asking for a new raft for the beach opening. Hagen will contact the Lion's Club and ask for funding; he will also ask the City of Bovey if they are willing to kick in some funding.

Motion by Drewes, supported by Smith to **purchase the raft from Grand Rapids Marine using the money from the Eagles and Eagles Auxiliary to help support the purchase**. Roll Call: Ayes: Drewes, Smith, Troumbly, and Mayor Hagen. Nays: none. Motion carried. Hagen will contact GR Marine.

Many things on what is going on with the old fire hall was discussed. Anderson reported that the renters have signed the lease agreement, paid the June rent, provided an insurance rider, have keys and will take possession on June 1st. Drewes was concerned that there is no water meter there and asked what will they be charged? The city has a flat commercial rate of around \$99. The city will look at what the Arena pays and report back. Mayor Hagen indicated Christa Berg is having Minnesota Power do an energy audit. The lighting in the building was also discussed. Troumbly reported that Dan had given the city a quote per light. Troumbly will inquire. Guyer inquired if the renters had to keep the area clean; she was assured that they did.

The Fire Suppression System Update has already been discussed at the work session earlier.

Mayor Hagen indicated that the company was going to send the city a contract for review and that it will need to be reviewed by the City Attorney first. To date he has not yet seen anything. Hagen will inquire.

The status of the PW Supervisor application process was reported. There are several more who have applied. Hagen will contact Ohman and Troumbly after Thursday's deadline and set something up for application review the following week.

Council concerns/comments

Drewes: Concern that the main office door is locked and she does not have access; she needs to make copies outside of normal business hours. Clerk Anderson will look into getting the copier moved into council chambers.

Drewes also provided an explanation of all the research she has done with health insurance options. It is her hope that the contract doesn't have to be reopened to negotiate, but that a Memorandum of Understanding can be done. She has done a lot of work on this issue. The retaining wall on or near a private citizens property was also a concern.

Smith: Questioning whether there still is a toy box by Get Fit Itasca.
Also inquired on the status of the bucket truck. Told we are waiting for paperwork from the state. Last October, Randy S provided a list of light equipment and heavy equipment. List needs review—Smith will provide.

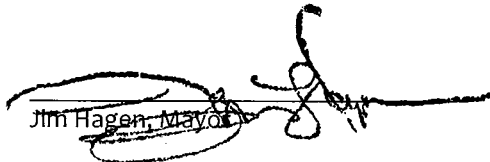
Troumbly: None

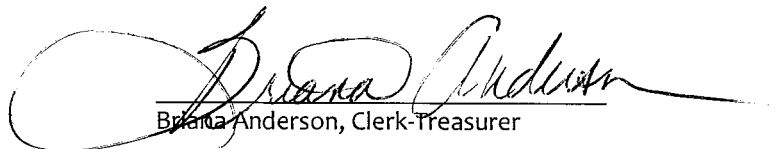
Discussion on providing venue for an employee to share concerns with City Council members all at once. A **special open meeting was set for Thursday, June 7th at 3:30 p.m. in council chambers.**

ASSIGN TO NEXT AGENDA: June 11, 2018 (so far)

- Paramount Safety & Training quote for service/maintenance.
- Elected Official Out-of-State Travel Policy
- Audit Finding Response Letter
- Employee Assistance Program
- Swing Set for Long Year Park
- Old Fire Hall – lighting, energy audit, water
- Review of Light/Heavy Equipment List

Motion to adjourn was made by Troumbly at 6:31 p.m., supported by Drewes. Ayes: All. Nays: None. Motion carried.


Jim Hagen, Mayor


Briana Anderson, Clerk-Treasurer