

CITY COUNCIL MEETING

A work session was held at 3:30 p.m. at and the regular meeting of the Coleraine City Council was held at 4:00 p.m., Monday, June 10th, 2019, in the basement of the Coleraine Public Library.

WORK SESSION

3:30 P.M.

Loren Eide, Coleraine resident, was asking for clarification on what needs he needs to do and what help he might receive when he replaces the retaining wall on his property. City ordinance will require an engineered wall and a building permit must be obtained. Zoning & Planning Officer, Lloyd Anderson, would like the full Z & P Commission to review the building permit. The City would not be able to remove the debri unless the current wall falls into the alley.

Sarah Carlin from Community and Economic Development Associates (CEDA) introduced herself to the Council and explained her services. She will be working with seven cities within Itasca County and will develop a first impression report for each of them. This report will address signage, streets, blight, commercial industries, tourism, parks and recreation opportunities, among others. One of her rolls is to identify and encourage the utilization of resources that we already have. She was very clear that what she develops is not a Comprehensive Plan but helps the City develop a Wish List. This wish list can be used to identify short and long term plans and identify projects and potential funders. The services she offers are free. She is encouraging a 1 ½ to 2 hour brainstorming session with the Council and interested public to develop the wish list.

REGULAR MEETING

4:00 p.m.

The regular meeting was called to order at 4:00 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Sutherland, Stish, Troumbly, and Pollard, and Mayor Mandich.

Moved by Councilperson Pollard, supported by Stish, **to approve the consent agenda which included Council meeting minutes of 5.28.19, correspondence, claims totaling \$\$11,294.20.** Roll Call: Ayes: Councilpersons Pollard, Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: None. Motion carried.

Moved by Councilperson Stish and seconded by Sutherland, **to approve the meeting agenda with the addition of acceptance of grant funds from the MN Historical Society.** Ayes: all. Nays: None. Motion carried.

PUBLIC COMMENTS:

None.

DEPARTMENT HEADS

Public Works (Street):

Public Works Supervisor Bertram provided an oral report. He stated that four summer help individuals had been hired; one has already started, two will start next week and one more after that. Other information reported and discussed:

- Will be trimming trees by the bank sign
- Pothole filling has to wait until 'cold mix' can be obtained around the 14th
- Casper has been contacted regarding grading at Mt. Itasca
- The state has pulled apart the beaver dam on Pear Lake
- The other beaver dam on Baich road is still being looked in to.
- Trees are being taken down on the Boulevard that are causing problems
- A question on where to install the new swing set for Longyear Park
- A question on installation of the new **raft; Council has directed it's installation**
- Graffiti on the overpass
- Wood spindles on the Gazebo
- The wooden steps on Lakeview going down to the walking trail
- Information signage for Autumn Lane, Cotton Park Drive, and the Golf Course. – all signs require application to and are regulated by DOT because they would be in the right of way. DOT also designs the signs and determines the size; the cost will be \$1500 to \$2000 per sign. DOT will install and maintain the signs.
- Mowing the grass on Hartley property – Clerk-Treasurer Anderson explained that policy and process must be followed to be able to assess to property taxes.
- Paramount Safety will be doing their annual inspection
- Working with KLM on issues with the storage tank; it is leaking at the top
- Mike Anderson has passed his Class D water license test
- Mike Anderson and Steve Campbell attended a full day workshop May 30th on repairing fire hydrants

After the report, a **motion** was made by Councilperson Troumbly, supported by Pollard, **to remove the old staircase on Lakeview Boulevard going down to the walking trail**. Ayes: all. Nays: none. Motion carried.

Attorney Dimich had arrived at 4:12 p.m.

Police:

Police Chief Mjolsness had provided a written report for Council packets which included a revised Fine Schedule which will be posted on the website. He addressed questions and provided clarifications. Mjolsness also went over the request by a resident for special signage near their residence.

Motion by Councilperson Stish, supported by Troumbly, **to provide the special signage in two locations for the resident regarding their autistic child**. Ayes: all. Nays: none. Motion carried.

COMMITTEES AND COMMISSIONS/OTHER:

Trout Lake Fire Department/Board:

Fire Chief Decoster was not available for the meeting. Information was relayed by Councilpersons Stish and Troumbly, and Mayor Mandich. It has been relatively quiet – around 115 calls to date. There is one applicant that they hope pans out.

Cotton Beach

Councilperson Sutherland relayed that there is a meeting with Mr. Rauzi, Bertram, and all lifeguards on Wednesday at 10:00 am. There are currently seven applicants going through the required paperwork. **Motion** by Councilperson Sutherland, supported by Stish, **to hire all seven applicants as lifeguards contingent on completing paperwork and satisfying requirements.** Ayes: all. Nays: none. Motion carried.

An additional **motion** was made by Councilperson Stish, with the support of Sutherland, **to have lifeguards available one morning a week to accommodate CMHS programming as was done last year.** Ayes: all. Nays: none. Motion carried.

ATTORNEY:

Revolving loan-Kootasca Doell. Attorney Dimich had provided a written legal opinion for Council packets which he verbally went over, explaining options and recommending a course of action. A brief discussion ensued. **Motion** by Councilperson Pollard, supported by Troumbly, **to have attorney file a notice of Lis Pendens against the property and invite Ms. Doell to the next work session to go over numbers and work out terms for an extension of the note and mortgage.** Ayes: all. Nays: none. Motion carried.

Franchise Agreements – Attorney Dimich provided a letter from LMC for council packets. He reported that the League does not get into these kind of agreements because they are so complicated and very regulated. He was given names of attorneys who specialize in this area whom he will check with. The City is still looking for the SCI sales agreement. Further reporting will be done after there is more information.

NEW BUSINESS:

Flooring quotes for bathrooms & kitchen area in Nyberg Center – a quote for materials and labor was provided in council packets. The quote is contingent upon City staff moving kitchen appliances and removing and resetting toilets. There was some discussion around how this could be accomplished. Clerk-Treasurer Anderson also noted that this would have to be scheduled around others use of the Nyberg Center. **Motion** by Sutherland, supported by Pollard **to accept the bid for \$2,618 less \$395 to go over the existing VCT flooring if possible, have City work crew remove the appliances and remove and reset the toilets, and that the payment come out of the special projects fund.** Roll Call: Ayes: Councilpersons Sutherland, Pollard, Troumbly, Stish, and Mayor Mandich. Nays: none. Motion carried.

Additional discussion was held regarding the convection ovens in the Nyberg Center kitchen. Clerk-Anderson will come up with an instruction sheet for use.

Sidewalk in front of the Coleraine Post Office – The Coleraine Postmaster had sent an e-mail regarding the condition of the sidewalk in front of the post office. After some discussion, Public Works Supervisor Bertram was directed to **get quotes for the repair and provide them at the next council meeting.**

Lifeguards – Discussion and action was taken during the Cotton Beach Report. No further discussion or action necessary.

CBT Forcemain Project-Contractor's Application for Payment #2 -- Motion by Councilperson Pollard, with the support of Sutherland, **to approve TNT Aggregates-Contractor's application for Payment # 2 for \$46,081.27 for the CBT Forcemain Project.** Roll Call: Ayes: Councilperson Pollard, Sutherland, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

Set date for brainstorming work session – Clerk-Treasurer reiterated the importance of this session and how it could also be used as a starting point for developing a capital improvement plan for the City. Council set a date for **July 8th @ 2pm in Council Chambers.** The public will be invited to attend.

Grant funds from the Minnesota Historical Society – Clerk-Treasurer Anderson had reported that confirmation of the grant request for \$7,630 for development of construction documents for masonry and roof repairs had been received just today. **Motion** by Councilperson Sutherland with support of Pollard **to accept the grant funds of \$7,630 from the Minnesota Historical Society for 1910 Coleraine City Hall Construction Documents.** Roll Call: Ayes: Councilpersons Sutherland, Pollard, Troumbly, Stish, and Mayor Mandich. Nays: none. Motion carried.

UNFINISHED BUSINESS:

Stormwater Retrofit Project – Cavour Johnson provided a status report and the current challenges being faced with potential plans. He also mentioned that another option might be to purchase the lower parking lot of Cedar Ridge Dental for a detention pond. A letter providing the history of Trout Lake and reasoning behind the project had been included in Council packets. This letter will appear in the Scenic Range News Forum and will be posted on the Coleraine website. A more formal presentation will be brought to the Council by Soil & Water in the near future.

City Hall Historical Grant -- Cavour Johnson reiterated the notification of the receipt of the grant and informed the Council that he had secured \$1900 in private donations as a match. He will contact the donors and have them send in their contribution. The proposal from Collaborative Design Group can now be approved and the construction repair documents can be prepared. He voiced concern that the process to actual repair would not be until 2021 as a grant will be applied for to do the actual construction in 2020 and there are a few things that will need to be done in the meantime. Johnson would be willing to volunteer his services to do some temporary sealing of the roof, but something will need to be done with the rafters. He will explore some options and report back to the Council. **Motion** by Councilperson Sutherland, supported by Troumbly, **to formally accept the Collaborative Design Group's proposal on design services (construction documents) for the masonry and roof repairs to Coleraine City Hall.** Roll Call: Ayes: Councilpersons Sutherland, Troumbly, Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

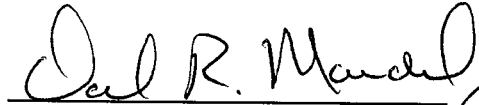
City Hall mitigation and restoration – Clerk-Treasurer Anderson conveyed that the electrical work is now complete. We are currently waiting to confirm with Itasca Computer Resources and SCI Broadband that what they needed done is complete before we can schedule to move the offices

back in. The two will have to meet at City Hall to make this determination. Getting these two together has presented a small challenge. After their review, Anderson will schedule the move as soon as possible and let everyone know.


COUNCIL CONCERNS:

Troumbly: none
Stish: none
Pollard: none
Sutherland: none
Mandich: none

Motion by Troumbly, supported by Sutherland, **to adjourn the meeting at 5:55p.m.** Ayes: all. Nays: none. Motion carried.



Dan Mandich, Mayor



Briana Anderson, Clerk-Treasurer