

### CITY COUNCIL MEETING

A work session was held beginning at 3:30 p.m. and the regular meeting of the Coleraine City Council was held at 4:01 p.m., Monday, February 8<sup>th</sup>, 2021, in the Council Chambers of Coleraine City Hall.

#### WORK SESSION

3:30 p.m.

Jake from J & R Property Management addressed the Council and inquired on the status of the old fire hall. His inquiry included whether or not the city would be open to leasing out the building and whether or not the building would be sold. He explained that they are looking for a space to operate from that has sufficient parking and shop space for their many pieces of equipment. This would help take care of the congestion on part of the Roosevelt corridor. A brief history of the building and costs was given. It was suggested that J & R Property Management put together a proposal and present to the Council; this will be put on the next meeting agenda.

#### REGULAR MEETING

4:01 p.m.

The regular meeting was called to order by Mayor Nielsen at 4:01 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Pollard, Troumbly, and Mayor Nielsen. Councilperson Sertich gave notice that he would be late. Attorney Dimich was also present.

**Moved** by Mayor Nielsen, supported by Pollard, **to approve the consent agenda which included Council meeting minutes of 1.25.21, correspondence, and claims totaling \$12,452.23.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Pollard and Troumbly. Nays: none. Motion carried.

**Moved** by Councilperson Pollard, seconded by Troumbly, **to approve the meeting agenda as presented.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

#### PUBLIC COMMENTS:

There were no public comments.

#### DEPARTMENT HEADS

##### Public Works (Street):

Public Works Supervisor Bertram provided a brief written report that he verbally went over. He also noted that after discussion with our city engineer, the city has no projects that would fit into the parameters of the Local Road Improvement Program.

### **Police:**

Interim Chief of Police Hussman provided a verbal report. He apologized for not having written reports; he is still working on getting the various permissions changed. He informed that the POST board had been contacted, the officers are running non-stop, that two part-time officers have been hired full-time elsewhere, and that he may need to outsource outfitting the new squad.

Council inquired on the “PD officer shifts” later on the agenda. Hussman explained that the Bovey police department operates with 84 regular hours within a pay period to accommodate overlap for changing shifts and that Coleraine has not done so which has created some issues. He has no issue operating that way and he felt it was pretty much up to the Council.

Finally, Hussman stated that the posting of a full-time officer should be posted internally sooner rather than later.

### **ATTORNEY:**

Attorney Dimich had nothing to address at this time.

### **NEW BUSINESS:**

**CEDA Mine Tour (Megan Christensen, Sarah Carling, and Beth Pierce)** – Sarah Carling, CEDA, and Megan Christensen, Visit Grand Rapids, presented a handout regarding a potential NE Minnesota Mine Tour. This project would encompass a tour from Cohasset to Silver Bay and 22 or 23 communities with over 30 locations. The tour is designed to bring people to the area, would be all interactive and encompasses ESRI and Google maps. New photos and videos would be created in all four seasons and each community would decide what they want highlighted in the pictures and videos. The tour would have a historic narrative and would include 10 to 15 amenities in each community. This would be cross promoted with the Mesabi Trail with planned interpretive signs including QR codes that can link to a mobile device.

Various locations were presented as possibilities for historical presence and as amenities. The two phases of the project would total approximately \$161,000. The idea is to spotlight the active, inactive, or reclaimed iron ore mines in NE Minnesota. Visit Grand Rapids, Iron Range Tourism, and CEDA have committed up to \$10,000 for the project. Grants are also being written to the Blandin Foundation and IRRR. They are currently asking for a monetary commitment and a letter of support from each community. The monetary commitment is a marketing donation.

Councilperson Sertich arrived at 4:34p.m.

**Motion** by Councilperson Pollard, supported by Troumbly, **to provide a \$2000 commitment as a marketing donation coming out of the special revenue fund and approve Clerk Anderson to provide a letter of support from the City.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

**Monitoring System for Lift Stations & Monitoring System for Potable Water Booster Plant** – Public Works Supervisor Bertram had provided quotes from Total Control for each system. He indicated that the OmniSite equipment currently used needs to be upgraded to a 5G and explained the challenges. Bertram explained his reasoning for moving to Total Control systems including the fact that much troubleshooting could be done remotely by himself and Total Control instead of physically going to the location much like what happens at the water treatment plant.

Bertram indicated that the two most compromised sites are the Hollywood Lift Station and the Booster Station. The three quotes total \$24,393 and would come out of the Public Utilities fund. Bertram was asked to provide a better breakdown of costs and materials and Clerk Anderson was asked to work on a budget and actual expenditure numbers for the Public Utilities fund. The monitoring systems will be placed on the next agenda. Bertram stated that this needs to be resolved in a timely fashion.

**Establish debt service fund (300 series) for GO Sewer Utility Revenue Bond tracking and Transfer of \$11,567.31 (Coleraine's 2021 portion) from 600 fund to 300 series fund to pay GO Sewer Utility Revenue Bond, Series, 2020A** – Clerk Anderson explained why this was necessary for proper tracking, documentation, and reporting of payments from the three cities to pay the USDA loan for the CBT forcemain project. She also explained that the 2021 payment was interest only. Beginning in 2022 and annually thereafter, the payment will be both principal and interest. **Motion** by Councilperson Troumbly with the support of Sertich **to establish the fund and transfer Coleraine's portion of \$11,567.31 from the public utilities fund to the debt service fund.** Roll Call: Ayes: Councilpersons Troumbly, Sertich, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

**Purchase of pickup for Public Works Department 1) formal approval/budget, 2) Clerk to sign capital lease papers, 3) payment from funds** – **Motion** by Councilperson Pollard, supported by Troumbly, **to approve the capital lease, for Clerk Anderson to sign all the paperwork and for the payments to come out of both the general fund and the public utilities fund at a 50/50 rate. (approx. \$418 each fund per month), with determination whether this is a replacement or an addition to the fleet at a later date.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

**Discontinue use of Office petty cash-deposit \$37.62 into general fund-miscellaneous income.** – Clerk Anderson explained the office no longer has use for an imprest fund. **Motion** by Councilperson Troumbly, supported by Sertich, **to discontinue use of petty cash and deposit the \$37.2 into the general fund.** Roll Call: Ayes: Councilpersons Troumbly, Sertich, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

**PD officer shifts** – Interim Police Chief Hussman had explained the issue during his departmental report. **Motion to approve 84 hours of work at regular pay per pay period to accommodate overlap of shifts like the City of Bovey does pending review of the Union contracts** was made by Councilperson Sertich with the support of Pollard. Roll Call: Ayes: Councilpersons Sertich, Pollard, Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

#### UNFINISHED BUSINESS:

**Flooring/toilets in Nyberg Center** – **Motion** by Councilperson Troumbly with the support of Pollard **for Public Works Supervisor and City Clerk to select two ADA compliant toilets (not to exceed \$600) for replacement in the Nyberg Community Center.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

**Electrical for remote doors in Nyberg Center** – **Motion** by Councilperson Pollard, supported by Troumbly, **to approve Hopkins electric as the contractor to install wiring for the new power/handicap door openers in the Nyberg Community Center for \$685.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

**Post for full-time police officer – Motion** by Mayor Nielsen, supported by Sertich, **to post internally for a full-time police officer.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sertich, Pollard, and Troumbly. Nays: none. Motion carried.

Mayor Nielsen requested the Council go into **closed session at 5:35p.m** to discuss personnel issues.

Council returned from closed session into regular meeting at 6:12 p.m.

**Motion** by Councilperson Pollard, supported by Sertich **to keep employee on paid administrative leave at step-up rate for 90 days from date of acceptance.** Roll Call: Ayes: Councilpersons Pollard, Sertich, Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

**COUNCIL CONCERNS:**

**Pollard:** None  
**Troumbly:** None  
**Sertich:** None  
**Nielsen:** None

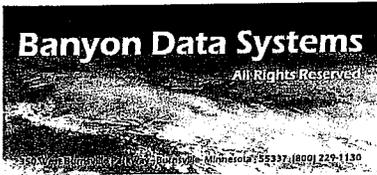
**Motion** by Councilperson Sertich with the support of Pollard **to adjourn the meeting at 6:20 p.m.** Ayes: all. Nays: none. Motion carried.

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Thomas Nielsen, Mayor

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Briana Anderson, Clerk-Treasurer



**COLERAINE, MN**  
**Payments**

02/11/21 1:14 PM  
Page 1

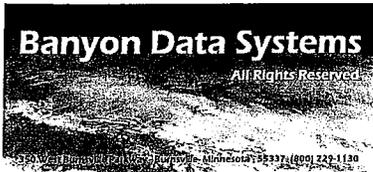
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Current Period: FEBRUARY 2021

Payment Batch 2/10/21 publi

**\$30,489.78**

Refer	0 CBT JOINT WASTEWATER COMM.	Ck# 033759 2/10/2021		
Cash Payment	E 600-43200-385 SEWER	O & M charges for treatment plant in February		\$12,500.00
Invoice	165 2/1/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$12,500.00</b>
Refer	0 CERTIFIED LABORATORIES	Ck# 033760 2/10/2021		
Cash Payment	E 600-43200-217 SUPPLIES-WATER	citra flow		\$509.50
Invoice	7229811 1/13/2021			
Cash Payment	E 100-43100-220 SUPPLIES	X-Ice, 80 lb bags		\$670.50
Invoice	7229811 1/13/2021			
Cash Payment	E 600-43200-220 SUPPLIES	wire stake marking flags--1-green, 1-blue		\$68.88
Invoice	7238810 1/18/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$1,248.88</b>
Refer	0 CITY OF COLERAINE	Ck# 033761 2/10/2021		
Cash Payment	E 600-43200-950 Transfers to other Funds	to record the transfer into the debt service fund -- transferring Coleraine's portion of the GO Sewer Utility Revenue Bond, Series, 2020A for 2021 -- 2021 payment is interest only		\$11,567.31
Invoice	2/8/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$11,567.31</b>
Refer	0 GOPHER STATE ONE-CALL	Ck# 033762 2/10/2021		
Cash Payment	E 600-43251-437 ONE CALL SYSTEM	CCOLRN01 4 billable fax tickets		\$5.40
Invoice	1010304 1/31/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$5.40</b>
Refer	0 HAWKINS INC	Ck# 033763 2/10/2021		
Cash Payment	E 600-43200-217 SUPPLIES-WATER	Azone 15 and freight		\$515.54
Invoice	4868618 1/25/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$515.54</b>
Refer	0 MN DEPARTMENT OF NATURAL R	Ck# 033767 2/10/2021		
Cash Payment	E 600-43200-436 WATER PERMIT	Water use (2020), 42,852,000 gallons (less than 50,000,000 gallons) @ \$140 minimum fee, municipal/public water supply, itasca county		\$140.00
Invoice	2/10/2021			
Cash Payment	E 600-43200-436 WATER PERMIT	summer surcharge -- 2,080,000 gallons x \$30.00 per million gallons for Jun-Aug overages		\$92.40
Invoice	2/10/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$232.40</b>
Refer	0 MN DEPARTMENT OF HEALTH	Ck# 033766 2/10/2021		
Cash Payment	E 600-43200-410 WATER CONNECTION	1st qtr payment for 510 service connections to community water supply		\$1,239.00
Invoice	2/8/2021			
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b>	<b>\$1,239.00</b>
Refer	0 MINNESOTA ENERGY RESOURCE	Ck# 033764 2/10/2021		
Cash Payment	E 600-43200-383 HEAT	0505269803-00003 -- Generator		\$19.39
Invoice	1/27/2021			
Cash Payment	E 600-43200-383 HEAT	0503147491-00001 -- Water Treatment Plant		\$311.02
Invoice	1/27/2021			



COLERAINE, MN

02/11/21 1:14 PM

Page 2

Payments

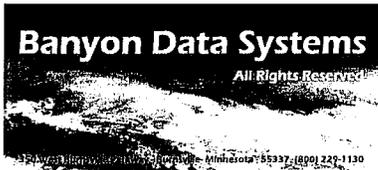
Current Period: FEBRUARY 2021

Cash Payment	E 600-43200-383 HEAT	0505269803-00001 -- Gen Building	\$148.00
Invoice	1/27/2021		
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b> \$478.41
Refer	0 MINNESOTA POWER	Ck# 033765 2/10/2021	
Cash Payment	E 600-43200-381 ELECTRICITY	0502119290 -- Old water tower	\$13.37
Invoice	1/28/2021		
Cash Payment	E 600-43200-381 ELECTRICITY	0371619280 -- Lift-Hollywood	\$26.31
Invoice	1/28/2021		
Cash Payment	E 600-43200-381 ELECTRICITY	0121119280 -- Lift pumps-park	\$644.26
Invoice	1/28/2021		
Cash Payment	E 600-43200-381 ELECTRICITY	0660010000 -- Standpipe Cty Rd 440	\$282.48
Invoice	1/28/2021		
Cash Payment	E 600-43200-381 ELECTRICITY	0857710000 -- 169 Booster Street	\$297.21
Invoice	1/28/2021		
Cash Payment	E 600-43200-381 ELECTRICITY	1281619280 -- Water Treatment Plant	\$1,319.71
Invoice	2/2/2021		
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b> \$2,583.34
Refer	0 PACE ANALYTICAL	Ck# 033768 2/10/2021	
Cash Payment	E 600-43200-313 WATER SAMPLING	total coliforms and logistical surcharge courier	\$41.00
Invoice	2112025334 1/20/2021		
Cash Payment	E 600-43200-313 WATER SAMPLING	tpta; cp;ofpr,s.;pgostoca; sircjarge cpiroer. Amd cistp,er servoce fee	\$78.50
Invoice	2112025639 2/5/2021		
Transaction Date	2/10/2021	Due 0 1ST NAT. BANK CO 10100	<b>Total</b> \$119.50

Fund Summary

	10100 1ST NAT. BANK COL.	
600 PUBLIC UTILITIES		\$29,819.28
100 GENERAL FUND		\$670.50
		<b>\$30,489.78</b>

Pre-Written Checks	\$30,489.78
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$30,489.78</b>

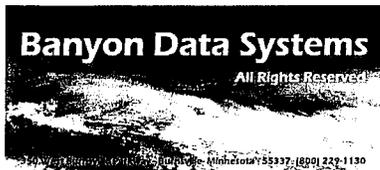


Payments

Current Period: FEBRUARY 2021

Payments Batch 2/22/21bills \$4,941.00

Refer	0 ANDERSON, LLOYD	-		
Cash Payment	E 100-46000-241 Zoning Officer	zoning officer stipend for February		\$200.00
Invoice	2/22/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$200.00
Refer	0 BAKER AND TAYLOR ENTERTAIN	-		
Cash Payment	E 175-45501-435 BOOKS	book order		\$15.51
Invoice	2035754377 1/29/2021			
Cash Payment	E 175-45501-435 BOOKS	book order		\$38.61
Invoice	2035754378 1/29/2021			
Cash Payment	E 175-45501-435 BOOKS	book order		\$34.18
Invoice	2035764776 2/4/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$88.30
Refer	0 BTC, INC.	-		
Cash Payment	E 100-43100-212 MOTOR FUELS	250 gallons of #1 ULSD		\$622.50
Invoice	26797 2/7/2021			
Cash Payment	E 100-43100-212 MOTOR FUELS	150 gallons of #2 ULSD		\$343.50
Invoice	26797 2/7/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$966.00
Refer	0 CARQUEST AUTO PARTS	-		
Cash Payment	E 100-43100-404 EQUIPMENT MAINTEN	PWR steering hose, CQ Diatom oil absorb		\$48.73
Invoice	5081-724596 2/17/2021			
Cash Payment	E 100-43100-404 EQUIPMENT MAINTEN	RBR 2350 - curved belt		\$6.50
Invoice	5081-723761 2/12/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$55.23
Refer	0 EXCEL BUSINESS SYSTEMS	-		
Cash Payment	E 100-41400-220 SUPPLIES	contract base rate charge for the 2/15/21 to 3/14/21 billing period		\$0.00
Invoice	64247 2/9/2021			
Cash Payment	E 100-41400-220 SUPPLIES	contract copies charge for the 1/15/21 to 2/14/21		\$140.97
Invoice	64247 2/9/2021			
Cash Payment	E 100-41400-404 EQUIPMENT MAINTEN	monthly lease amount		\$135.89
Invoice	64247 2/9/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$276.86
Refer	0 INDUSTRIAL LUBRICANT COMPAN	-		
Cash Payment	E 100-43100-404 EQUIPMENT MAINTEN	DAV-UD30-55, drug deposit, drum returns		\$486.95
Invoice	M20494-IN 2/5/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$486.95
Refer	0 LINDA J HANNAY	-		
Cash Payment	E 100-43100-311 SNOW REMOVAL (CON	2 1/4 hours snowplowing golf course roads on 1/31/21		\$180.00
Invoice	748911 2/4/2021			
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b>	\$180.00
Refer	0 MINNESOTA POWER	-		
Cash Payment	E 100-43160-381 ELECTRICITY	3530120000 -- Lt Op 1		\$1,041.00
Invoice	2/5/2021			



Payments

Current Period: FEBRUARY 2021

Cash Payment	E 100-41940-381 ELECTRICITY	0057019280 -- City Hall	\$150.09
Invoice	2/2/2021		
Cash Payment	E 115-45100-381 ELECTRICITY	5141119280 -- Park Shelter (pavilion)	\$82.28
Invoice	2/2/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$1,273.37
Refer	0 NORTHERN DRUG SCREENING IN		
Cash Payment	E 100-43100-305 MEDICAL & DENTAL FE	random drug screen collection (S. Campbell)	\$50.00
Invoice	8357 2/15/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$50.00
Refer	0 PORTABLE JOHN		
Cash Payment	E 115-45100-336 PUMP TOILETS	weekly toilet rental and service; hand sanitizer weekly; methanol weekly	\$99.00
Invoice	6667 2/8/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$99.00
Refer	0 RANGE BOTTLE GAS		
Cash Payment	E 115-45100-327 PARK EXPENSES	110 gallons propane for pavilion	\$209.00
Invoice	144164 2/19/2021		
Cash Payment	E 115-45100-342 RINK EXPENSES	75 gallons propane for skating shack	\$142.50
Invoice	144163 2/19/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$351.50
Refer	0 R.J. S MARKET AND LIQUOR		
Cash Payment	E 100-42100-212 MOTOR FUELS	fuel for PD vehicles	\$48.43
Invoice	2/1/2021		
Cash Payment	E 100-43100-212 MOTOR FUELS	fuel for public works vehicles	\$246.30
Invoice	2/1/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$294.73
Refer	0 SEH, INC.		
Cash Payment	E 100-41110-303 ENGINEERING FEES	service is for forming and preparing the CIP document for City distribution	\$80.00
Invoice	400475 2/9/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$80.00
Refer	0 TDS LONG DISTANCE CORPORATI		
Cash Payment	E 600-43200-320 TELEPHONE	service from 2/13/21 to 3/12/21	\$140.95
Invoice	2/13/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$140.95
Refer	0 TIERNEY BROTHERS, INC.		
Cash Payment	E 100-41900-220 SUPPLIES	custom cover for BenQ interactive screen in Nyberg Center	\$216.01
Invoice	838178 2/5/2021		
Cash Payment	E 175-45501-220 SUPPLIES	custom cover for BenQ interactive screen in Library	\$182.10
Invoice	838178 2/5/2021		
Transaction Date	2/19/2021	1ST NAT. BANK CO 10100	<b>Total</b> \$398.11