

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 4:00 p.m., Tuesday, November 13th, 2018, in the council chambers of Coleraine City Hall. Members present: Mayor Pro-Tem Peg Smith, Councilpersons Mary Drewes, and Jeff Troumbly. Mayor Hagen gave notice that he would be late and Councilperson Stish gave notice that he would not be attending. City Attorney Dimich arrived at 3:58 p.m.

WORK SESSION

3:30 P.M.

Mayor Pro-Tem Smith opened the work session and those present heard a presentation from KLM Engineering, Inc. on what services they provide specific to water tower inspections. Councilpersons were provided with a packet of materials which contained a proposal for a 15 year Service Agreement to Perform Inspection Services on Coleraine's 150,000 gallon Ground Storage Tank. The proposal/quote is valid for 60 days. An electronic copy of the proposal was requested and will be sent to Attorney Dimich for review. This will be placed on the agenda after the review.

REGULAR MEETING

4:01 P.M.

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

Moved by Councilperson Drewes and supported by Troumbly **to approve the consent agenda which included Council meeting minutes of 10.22.18, correspondence, and Claims totaling \$39,533.52.** Roll Call: Ayes: Councilpersons Drewes, Troumbly, and Mayor Pro-Tem Smith. Nays: none. Motion carried. Councilperson Drewes, with support by Troumbly, motioned to approve the meeting agenda. Ayes: all, Nays: none. Motion carried.

PUBLIC COMMENTS:

Resident Holly Guyer requested a copy of the minutes from the Trout Lake Fire Board and asked if they could be included at Council meetings going forward. Councilperson Troumbly will make the request.

DEPARTMENT HEADS:

Street:

Public Works Supervisor Bertram indicated his thanks for listening to the KLM presentation and noted that this is something that is needed.

Bertram gave an oral report. The treatment plant has needed repair and a new dialer has been purchased and installed. Water usage is low at the present time. Rapid Rooter has completed the jetting on 1st addition and now is going back to do the televising. The #1 well is scheduled to be pulled and inspected yet this fall. Still need to look at putting fencing around the generator—perhaps snow fencing for the winter. Repairs on Lakeview Blvd have been completed. The furnaces at the treatment plant, old fire hall, and the Log Church have all needed repair. Bertram asked for clarification on the work at the Ski Hill in relation to the renting of the grader. Equipment rental of the grader plus time will be paid by the City.

Discussion ensued regarding Waste Management. Councilperson Troumbly is working on making contact with the driver to figure out a plan to try; he will keep on this.

Bertram provided a short history of an old blade that he wants to bring to Jim Ohman for a quote to get fixed. Consensus was to get the quote.

Bertram concerned about personnel to accomplish duties this winter. He informed the Council that he has asked Colin Gibeau, who has a cleaning service, to do a walk through and provide a quote for cleaning services normally provided by a Laborer/Janitor. A brief discussion ensued. Concern was expressed by a member of the Council as to the high cost of contracted cleaning services. Councilperson Drewes indicated she knew a private individual who would be willing to be hired to come in and clean. No action or decision was made.

Police:

Interim Police Chief Mjolsness provided a written report in Council correspondence. A motion was made by Troumbly, with the support of Smith, **to accept the donation of a ballistic vest and helmet from Lake Country Power and Arrowhead Shield 616.** Roll Call: Ayes: Councilpersons Troumbly, Smith, and Drewes. Nays: None. Motion carried.

Motion by Drewes, supported by Troumbly, **to accept the one bid for the Harley Davidson Motorcycle of \$1005.** Ayes: all. Nays: None. Motion carried. Funds will be put into the PD equipment fund.

Motion by Troumbly with the support of Drewes **to authorize the purchase of an assault rifle with light and optics and a mounting kit for \$1488.99, using monies from the PD forfeiture fund.** Roll Call: Ayes: Councilpersons Troumbly, Drewes, and Mayor Pro-Tem Smith. Nays: none. Motion carried.

Fire Department:

Fire Chief Mjolsness gave an oral report. The Fire Department has had about 250 calls to date. Everything in the building is going great. Someone will be picking up the loaner fire truck very soon. Coleraine and Bovey Public Work Supervisors and Police Chiefs got together and resolved snow removal issues.

Committees and Commissions

Councilperson Drewes reported on a couple of different meetings that she has attended and what the plan is for the old Connor-Jasper Middle School in Bovey. She also reported that Cavour Johnson and Billy Troumbly have been great volunteers assisting with watching out and working with Harry, Jim Ohman, and crew to fix Lakeview Boulevard.

Councilperson Smith reported that the fountain at the Library has been winterized and that Aaron Squadroni will be at the next meeting. There is some concern with the women's bathroom in the building.

ATTORNEY

Attorney Dimich reported that he has not yet received a legal description of the old fire hall property. Zoning and Planning Officer Lloyd Anderson requested permission to meet with Attorney Dimich on a lot in town. Permission was granted.

NEW BUSINESS:

Fire Truck – It was reported that the two Councils granted the Trout Lake Fire Department permission to order a new fire truck so that the price could be locked in. It will be researched whether or not this is a capital improvement and how the truck will be paid for. The Fire Board will meet again and hash out the details.

PEIP Insurance/Further – ACH & HRA funds – Motion by Drewes, with support of Troumbly, **to authorize Further to automatically pull HSA funds from the bank account at the appropriate time and for Clerk Anderson to set up an additional account just for access and monitoring of the HRA funds**

for the PEIP health insurance program for AFSCME represented employees. Ayes: all. Nays: none. Motion carried.

Mayor Hagen arrived at 4:54 p.m. at which time **general election results** were canvassed by the Mayor and Councilpersons present. A **motion** was made by Smith, with support of Troumbly, **to accept the election results**. Roll Call: Ayes: Councilpersons Smith, Troumbly, Drewes, and Mayor Hagen. Nays: none. Motion carried. This results and report can be reviewed anytime by stopping into City Hall.

PUBLIC HEARING – SEPTIC SYSTEM COMPLIANCE

At 5:03 p.m. The **public hearing** was opened to hear any comments or concerns on the proposed **additions to the Building Maintenance & Occupancy Code (commonly referred to as the Rental Ordinance)** as they reference septic system compliance. The only question was when the additions would be effective and how it would impact current rental property. Attorney Dimich indicated that the additions would be effective immediately and there would not be any property 'grandfathered in'; every property will be reviewed for compliance when the property changes owners and/or when a request for renewal of the rental certificate is made.

The public hearing was closed at 5:10 p.m. and the regular Council meeting continued. . **Motion** by Drewes, supported by Smith, **to accept the additions as written to the Building Maintenance & Occupancy Code**. Roll Call: Councilpersons Drewes, Smith, Troumbly, and Mayor Hagen. Nays: none. Motion carried.

Autumn Lane (old 440) signs – Lloyd Anderson spoke and reported that the County is suggesting that all of the properties on Autumn Lane get blue fire number signs. The county will order and install the signs and then bill the City \$25 per sign. There are 10 total signs to be installed by the County. There are a couple of signs that will be put up by our Public Works Department. It was reported that the Public Works Department needs to get the new speed limit signs up on Midway Lane as well. **Motion to preapprove the purchase of ten fire number signs for properties on Autumn Lane and installation of same by the County to be billed to the City at a rate of \$25 per sign** was made by Councilperson Smith with the support of Drewes. Roll Call: Ayes: Councilpersons Smith, Drewes, Troumbly, and Mayor Hagen. Nays: none. Motion carried.

OLD BUSINESS:

Close Sweeper fund – transfer funds to Bovey—Anderson reported that the savings had been transferred earlier in the year but the money in the general fund had not been. The transfer of the Sweeper to Bovey was previously approved at the 2.12.18 Council meeting. **Motion** by Councilperson Drewes, supported by Smith, **to transfer the \$24,788.19 being held in the Sweeper account of the general fund to Bovey**. Ayes: all. Nays: none. Motion carried.

Street Department – part-time temporary help – There was much discussion regarding what was needed for the street department since they are short-handed with one employee being out on workman's comp. Harold Hannay is willing to do the golf course roads again this year. Hoopman is willing to do a portion of Hoopman Road again, but is requesting more money for the season. Bertram was asked to bring back a proposal for consideration from Hoopman stating the amount and waiving any and all liability.

Motion by Councilperson Troumbly with support from Smith **to advertise for a part-time casual employee at a rate of \$18/hr. A Class B license with an airbrake endorsement is required. Experience in snowplowing preferred**. Ayes: all. Nays: none. Motion carried.

Motion to post for a full-time Maintenance Mechanic at the contract wage was made by Councilperson Troumbly; supported by Drewes. Ayes: all. Nays: none. Motion carried.

It was discussed and agreed by the Council that for both positions, a physical, a drug test, and a background check would be required.

PUBLIC HEARING – HAWKINS AVENUE RECONSTRUCTION ASSESSMENTS

At 5:30 p.m. the public hearing on the Hawkins Avenue Reconstruction Assessments was opened. City Engineer Bob Beaver went over the final assessment and explained that the anticipated assessment was \$1917.68 per homeowner; the final assessment came out to \$2050.44, a difference of \$132.76. All have been notified. Homeowners have the opportunity to pay the City up to December 31st of this year and not experience an assessment or interest on their real estate taxes. The assessment would be spread out over 10 years at 5% interest. Another resident inquired if at any time the remaining amount could be paid off early to save the interest. Resident was informed it could be paid off at any time within the next 10 years. The County would figure out the amount due at the time of payment. There was another inquiry from an affected resident on Sebenius on whether they would experience another assessment for this at another time. Beaver indicated that the City only assesses for water and not waste treatment; since improvements were included in this project, they would not again be assessed for the watermain.

The public hearing was closed at 5:42 pm. Councilperson Smith made a **motion to adopt the Resolution on the Hawkins Avenue Watermain Improvements and for the Clerk to certify the amounts to the County Auditor for 2019**. This motion was supported by Drewes. Roll Call: Ayes: Councilpersons Smith, Drewes, Troumbly, and Mayor Hagen. Nays: none. Motion carried.

Beaver indicated that he was struggling with the legal description of the old fire hall and is aware that he needs to get that to the City Attorney. He is also aware that the parking lot needs to be looked at.

Snowplowing Policy – This was squared away earlier in the meeting.

Waste Management – this was also discussed earlier in the meeting.

Council concerns

Drewes: None

Smith: Need to set a date to finalize the budget. Council is waiting on a figure for the new fire truck before the budget can be finalized. Councilmembers will be e-mailed possible dates after the Fire Board meets.


Troumbly: None

Hagen: Has been receiving complaints on rental units.

Clerk Anderson expressed the need to finalize a date for **ongoing Teamster negotiations**. The date was confirmed to be **Monday, November 19th at 4:30 p.m.** Erik Skoog will be notified and this will be posted.

Bertram inquired on who he should call to replace the bulbs in the Christmas Lights. Councilperson Drewes volunteered to put together a committee of volunteers to do the job.

Motion by Drewes with support from Smith to adjourn meeting at 6:14 p.m. Ayes: all.



Jim Hagen, Mayor



Briana Anderson, Clerk-Treasurer