

CITY COUNCIL MEETING

A work session was held at 3:40 p.m. and the regular meeting of the Coleraine City Council was held at 4:12 p.m., Monday, December 10th 2018, in the council chambers of Coleraine City Hall. The regular council meeting was delayed until a quorum was present; Councilperson Stish had given notice that he would be late and arrived at 4:12. Members present: Mayor Pro-Tem Peg Smith, Councilpersons Mary Drewes, and Ryan Stish. Mayor Hagen gave notice that he would be late and Councilperson Troumbly gave notice that he would not be attending.

WORK SESSION

3:40 P.M.

Mayor Pro-Tem Smith opened the work session and those present heard a report from Cavour Johnson on the Collaborative Designs Group's City Hall Conditions Assessment Report. A synopsis of the report along with a list of priorities and potential timeframe was given. Cavour asked that the list of priorities and timeframe be added to the City's Comprehensive Plan. He also requested permission to pursue funding opportunities that may be available. The final report had been forwarded to the council for their review and hard copies will be mailed to City Hall in the next few days. The report will also be presented again to the incoming council after the 1st of the year.

REGULAR MEETING

4:12 P.M.

The regular meeting was called to order at 4:12 p.m. by Mayor Pro-tem Smith followed by the Pledge of Allegiance.

Moved by Councilperson Drewes and supported by Stish **to approve the consent agenda which included Council meeting minutes of 11.26.18, correspondence, and Claims totaling \$13,709.14.** Roll Call: Ayes: Councilpersons Drewes, Stish, and Mayor Pro-Tem Smith. Nays: none. Motion carried. Councilperson Stish, with support by Drewes, **motioned to approve the meeting agenda with the addition of The Collaborative Design Group Assessment Report.** Ayes: all, Nays: none. Motion carried.

PUBLIC COMMENTS:

Resident Holly Guyer indicated she was present at the budget work session meeting last Thursday and wanted to request that the Council strongly consider not raising the levy for 2019.

DEPARTMENT HEADS:

Street:

Public Works Supervisor Bertram was not in attendance. Clerk Anderson reported that the City was granted an extension on the Water Supply Plan; SEH will work with Bertram and City administrative staff to get this done mid-January.

Councilperson Stish reported that he and Bertram reviewed five applicants for rink attendants. All will be hired contingent on background checks and drug screening. An orientation to meet with the five will be scheduled soon.

Clerk Anderson reported that Bertram has and was reviewing applicants for the part-time casual position that was posted. The deadline to apply for the full-time Maintenance Mechanic is Monday, December 17th at 4:30 p.m. A review and interview team will need to be set up.

Police:

Police Chief Mjolsness provided a written report in Council correspondence. Two policy changes were requested and explained. It was reported that Attorney Dimich had reviewed and approved the Duty Weapons policy; additional language to the Domestic Abuse Response and Arrest Model Policy came from the MN POST Board. A motion was made by Stish, with the support of Drewes, **to: 1) adopt the addition of 312.1 regarding Duty Weapons to the Coleraine Police Department Manual and 2) approve the addition of “nonconsensual dissemination of private sexual images” in two places of the #326.00 Domestic Abuse Response and Arrest Model Policy per the State of MN POST Board request.** Ayes: all; Nays: none. Motion carried.

Fire Department:

Fire Chief Mjolsness gave an oral report. Mayor Hagen will be reporting that the Fire Board approved and is recommending a \$50 raise in the Fire Department Relief Retirement rate to be effective January 1, 2019. There is no money contributed from City coffers. This will be discussed again when Mayor Hagen arrives.

Mjolsness also reported that the loaner fire truck is here and the old truck #99 is in Atlanta. The payment has been received and is in the bank.

Committees and Commissions

Councilperson Drewes reported that the Ski Hill opened December 1st.

Mayor Hagen arrived at 4:45 p.m. He provided a brief oral report on the last Fire Board meeting. **Motion to grant a \$50 raise in the Fire Department Relief Retirement rate effective January 1, 2019** was made by Councilperson Smith with support from Drewes. Roll Call: Ayes: Councilpersons Drewes, Smith, and Mayor Hagen. Abstention: Councilperson Stish. Nays: None. Motion carried.

Cavour Johnson again provided an oral report on the City Hall Conditions Assessment by Collaborative Design Group. He is asking for acceptance of the report. Minor changes are being made and then will be sent to the Historical Society for a 30 day review. The recommendations in the report are inclusive of everything that needs to be completed but this report cannot be relied on as a construction report. It can be used as a blueprint on how to proceed to move forward to correct issues. A reasonable timeline has been provided by Collaborative. The full report lists high priority items that are recommended to be completed in the next 1-2 years and moderate priorities that are recommended to be completed in 5 years. Ultimately, it will be up to the Council to order the priorities.

The overall condition of the building is fair. Both roofs need repair and this should be a top priority to save the building. Johnson is willing to continue to work on this project and seek funding under the Council's direction. Johnson would like to see the report and priorities incorporated into the City's Comprehensive plan. A link to the full final report will be sent to each of the Council via e-mail. The report will be presented again to the new Council after the first of the year. **Motion** by Drewes, supported by Smith, **to accept Collaborative's Coleraine City Hall Condition Assessment Report.** Ayes: all. Nays: none. Motion carried.

ATTORNEY

Attorney Dimich was not present – no report.

NEW BUSINESS:

Resolution on agreement with Rural Water Finance Authority & CBT Joint Powers Agreement Amendment – Clerk Anderson reported that the resolution with Rural Water is a legal document that relates to the funding and the City being the fiscal agent for the temporary financing of the CBT forcemain project. It is also legal protection for the City. The CBT JPA amendment is necessary as it relates to the federal funding of this project. These documents have been prepared by Mia

Thibodeau, attorney with Fryberger, Buchanan, Smith & Frederick. **Motion to approve the Resolution on Agreement with Rural Water Finance Authority & the CBT Joint Powers Agreement Amendment as written** was made by Councilperson Drewes with the support of Stish. Roll Call: Ayes: Councilpersons Drewes, Stish, Smith, and Mayor Hagen. Nays: none. Motion carried.

Land Lease from Itasca County – Clerk Anderson reported that there is a portion of a parcel of land that the City leases from the County for an annual fee of \$100. A map of the section of property was provided – a small portion of land by the Ski Hill entrance. **Motion** by Councilperson Stish with the support of Drewes **to renew this lease for the year 2019 and indefinitely**. Roll Call: Ayes: Councilpersons Stish, Drewes, Smith, and Mayor Hagen. Nays: none. Motion carried.

Resolution Establishing Precincts and Polling Places for 2019 – **Motion** by Drewes, supported by Stish, **to accept the resolution establishing precincts and polling places for 2019 as written**. Ayes: all. Nays: none. Motion carried.

Water-Line Freeze Up Policy – A waterline freeze up policy was submitted by Councilperson Drewes that is recommended by the Public Utilities Commission. Specifically: ***“Waterline freeze-ups from the curb stop to the home are the responsibility of the homeowner. In the event of first time homeowner disputes payment for good cause, relief may be granted at the recommendation of the Public Works Supervisor and by vote of the Council.”*** **Motion** by Drewes with the support of Stish **to incorporate this into Public Utilities policy**. Ayes: all. Nays: none. Motion carried.

Job Descriptions – Councilperson Drewes provided three job descriptions that she felt needed to be revised and a request to move job duties from the Laborer/Janitor position and incorporate them under the Street Department job descriptions. There was a brief discussion relating to the Laborer/Janitor position being an approved union one and the position had not been eliminated, just not filled. No motion made or action taken.

Lakeview Blvd photos donation – Councilperson Drewes provided a set of pictures of the retaining wall near Lakeview Blvd. This was not a photo donation; a request to have these pictures on record indicating issues that may be remaining with the retaining wall.

PD evidence room in City Hall – Councilperson Drewes requested that the PD evidence room get cleaned out. There was brief discussion with general consensus that this needs to be done at some point. No formal action was taken.

PEIP and Delta Dental Ins. – Councilperson Drewes presented a letter and form with a request and made a **motion that the City change agents for both PEIP and the Delta Dental Insurance for AFSCME employees**. Mayor Hagen supported the motion. There was some discussion and concern around the legalities of doing this. Drewes assured the council that this happens all the time and feels another agent would serve the best interests of the City. Roll Call: Ayes: Councilperson Drewes, Mayor Hagen, and Councilperson Stish. Nays: Councilperson Smith. Motion carried.

PUBLIC HEARING – TRUTH IN TAXATION

At 6:00 p.m. the **public hearing**—truth in taxation was opened to hear comments, concerns, and questions on the proposed levy. Various citizens were heard from with resident Guyer again suggesting a 0% increase in the levy. This was supported by other residents in the room and Councilperson Drewes. Mayor Hagen briefly explained that the raise seen on tax statements come from a variety of sources, not just the city. Questions arose regarding the current infrastructure of water and sewer lines within the city and their age and how replacement might be handled.

During the discussion, Mayor Hagen indicated that all cities are getting less and less help from the state and said he highly suggested that council members be out there continually pounding on doors to find money for various projects the city will need to undertake as the City does not have dedicated

staff to do this work. There also was discussion and some explanation on TIF dollars, how they work, and where the money goes. Finally there was some discussion on some money that came in when Magnetation was up and running and where that money went. Clerk Anderson will check in to and report back to the Council.

The public hearing was closed at 6:30 p.m. and the regular Council meeting continued. **Motion** by Drewes, supported by Stish, **to set the 2019 levy at a 0% increase.** Roll Call: Ayes: Councilpersons Drewes, Stish, Smith, and Mayor Hagen. Nays: none. Motion carried.

Message to City Employees – Councilperson Smith expressed concern that this message should be delivered to employees individually before making it public. Councilperson Stish expressed a desire to take another look and perhaps this was worth a rewrite as there is a much different atmosphere today. This item was withdrawn from the agenda.

Cleaning supplies/safe storage – Councilperson Drewes expressed concern that cleaning supplies for the Nyberg Center are inadequate and are not being stored properly. Drewes volunteered to gather and find secure storage for safety reasons and to talk with Lloyd Anderson about what the Church uses for supplies and storage for Church cleaning. No formal action was taken.

OLD BUSINESS:

Waste Management – Councilperson Troumbly was unavailable to report on status. Councilperson Stish reported that Waste Management had met with Troumbly and it was decided to have the local driver come up with a route that makes the most sense to limit repeated travel through alleyways. The route will be reviewed and brought to the Council when ready.

Old Fire Hall parcel -- Clerk Anderson provided an e-mail and a map of the current property lines on which the firehall sits from Bob Beaver at SEH. Beaver's suggestion is that the property be divided into three. There was discussion on the feasibility of doing this and how much it will cost. Clerk Anderson will check into. Any action was **tabled** until the cost is known and the new council is in place.

Council concerns

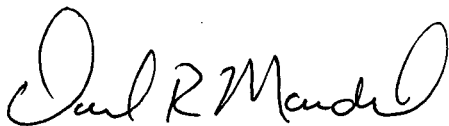
Drewes: None -- all addressed earlier.

Smith: None – Thank you for the opportunity to serve.

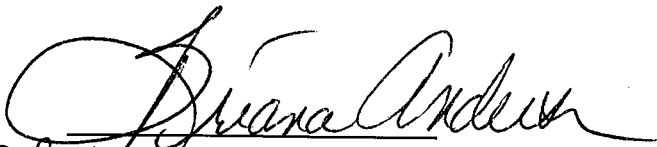
Stish: None – Expressed formal acknowledgement and thank you for Councilpersons Smith, Drewes, and Mayor Hagen's past service and dedication to the City.

Hagen: None – Expressed appreciation for the support he has had. Reiterated the need for someone to step up and dig into the grant process for dollars needed for various projects.

Motion by Smith with support from Drewes to adjourn meeting at 6:50 p.m. Ayes: all. Meeting adjourned.



Jim Hagen, Mayor



Mayor 1/1/2019 Briana Anderson, Clerk-Treasurer