

### 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 4:00 p.m., Monday, January 13, 2020, in the Council Chambers of Coleraine City Hall.

### WORK SESSION

**3:30 p.m.**

At the work session, Clerk Anderson suggested a review of the 2019 list of appointments and designations for recommendation for the 2020 year. Correspondence offering/proposing services for designations and appointments for 2020 were reviewed. Mayor Mandich asked for everyone to review the list and asked if anyone wanted any changes made.

Year-end financials were also provided showing an expenditure comparison of 2018 budget to actuals, 2019 budget to actuals, and 2020 approved budget. A brief discussion ensued on the status of projects remaining to be completed.

### REGULAR MEETING

**4:00 p.m.**

The regular meeting was called to order by Mayor Mandich at 4:00 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Stish, Troumbly, Pollard, and Mayor Mandich. Councilperson Sutherland was absent with notice. Attorney Dimich arrived at 4:03p.m.

**Moved** by Councilperson Troumbly, supported by Pollard, **to approve part of the consent agenda which included Council meeting minutes of 12.9.9.19, special meeting minutes of 12.23.19, correspondence, and end of December claims sent out totaling \$25,465.67.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

**Moved** by Councilperson Pollard, seconded by Troumbly **to approve current claims of \$197,191.64.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Stish, and Mayor Mandich. Nays: none. Motion carried.

**Moved** by Councilperson Troumbly, with the support of Pollard **to approve and pay additional claim presented for \$8015 to Jim Ohman for snow removal services rendered.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

**Moved** by Councilperson Pollard, seconded by Stish, **to approve the meeting agenda with the addition of a review of the Job Description for Laborer/Janitor position and the hiring of a cleaning service.** Ayes: all. Nays: None. Motion carried.

## PUBLIC COMMENTS:

There were no public comments.

## DEPARTMENT HEADS

### Public Works (Street):

A written report was provided by Public Works Supervisor Bertram that was briefly gone over. Bertram added that the Council address what kind of equipment could be purchased to deal with the hands-free cell phone policy that was implemented last summer. Council asked what Bertram was suggesting—this will be looked in to. Bertram also indicated he received a quote from one entity for replacement of the main furnace in City Hall, but has not received another yet. This will be placed on the next agenda.

### Police:

Police Chief Mjolsness had provided a written report in Council packets. Council inquired and had some discussion around what could be done to keep snowmobiles off sidewalks and out of Longyear Park. Chief Mjolsness explained where snowmobiles were allowed. A suggestion was to put up a snow fence in the park.

## COMMITTEES AND COMMISSIONS/OTHER:

### Cotton Beach

Closed for season.

### ATTORNEY:

Attorney Dimich had nothing to report at this time.

## MAYOR'S 2020 APPOINTMENTS

There was discussion on the 2019 appointments. It was requested that Councilperson Stish be added to the Liaison between all departments but office and Council. And that the Outdoor Skating Rink be added with Councilperson Stish being the Councilperson to oversee.

**Motion** by Councilperson Pollard, with the support of Stish, **to leave the appointments/designations the same as 2019 with the above changes but the right to review and make possible changes at a later date.** Ayes: all. Nays: none. Motion carried.

## NEW BUSINESS:

**Resolution delegating LGU authority for the Wetland Conservation Act (WCA)** -- Clerk Anderson briefly explained that Councilperson Sutherland and she had met with Matt Johnson of the Minnesota Board of Water & Soil and Resources (BWSR) and why the delegation was necessary. The City simply does not have qualified staff or the capacity to hire qualified staff to implement, monitor and report on the rules and regulations of the Minnesota Wetland Conservation Act. The City of Coleraine is the only municipality in Itasca County that has not delegated this authority. **Motion** by Councilperson Stish, supported by Troumbly, **to approve the resolution as written and delegate WCA authority to the Itasca County Soil and Water Conservation District provided they accept the designation by resolution of their board.** Roll Call: Ayes: Councilperson Stish, Troumbly, Pollard, and Mayor Mandich. Nays: none. Motion carried.

**2020 Makeup Replacement fund contribution to CBT** – Clerk Anderson explained that CBT is requesting that the annual contribution (3 of 5) for the makeup replacement fund authorized by the CBT joint powers agreement be paid now rather than towards the end of the year. **Motion** by Councilperson Pollard, with support from Stish, **to pay the makeup replacement fund contribution of \$28,535.67 now.** Roll Call: Ayes: Councilpersons Pollard, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

**City Hall-MNHS Grant status; create/expand committee** – Cavour Johnson reported that the Construction Documents being prepared with the grant received from the MN Historical Society is about 60% complete. Based on the Construction Documents, he is asking for permission to form a committee similar to what was used before so that he can start looking for money to actually perform the restoration work on the roof and foundation. His request is that two Council people be on it. Others he is intending to ask are ones who were on the reuse committee: Himself, Mary Troumbly, Dan Dezelske, Councilperson Jeff Troumbly, Clerk-Treasurer Anderson, Public Works Supervisor Bertram and add David Pace (from ISD 316), Mark White (from Coleraine 1<sup>st</sup> National Bank), and Tom Sloan who has substantial history of Coleraine. Councilperson Pollard volunteered to be the second Councilperson on the Committee. The consensus of the Council was positive for Cavour to make the necessary contacts and form the committee. No motion required. The committee will be added to the designation list once formed.

**Identification markers-Canisteo and Peninsula trails** – Cavour Johnson reported that he is working on an interpretative guide for the trails. He is asking for permission to develop and place markers on the trails identifying various vegetation. He is working with various members of School District 316 and there will be no cost to the City for the markers. **Motion** by Councilperson Troumbly, with the support of Stish, **for Cavour to proceed with the identification markers.** Ayes: all. Nays: none. Motion carried.

**Engagement of Services for 2019 Audit by Sterle & Co., Ltd.** – **Motion** by Councilperson Pollard, supported by Troumbly, **to engage services by Sterle & Co., Ltd. for the annual audit at a cost of \$8550 to the City and the single audit (for Forcemain Project) to be billed and paid for by CBT.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Stish, and Mayor Mandich. Nays: none. Motion carried.

**Coleraine Employee Policy-DOT Drug and Alcohol Testing for Commercial Drivers revision** – Clerk Anderson explained the reason for the revised policy as it relates to federal law effective January 6, 2020, the new CDL Clearinghouse, and requirements of the City to do annual queries at the Clearinghouse for existing staff and new potential employees holding CDL licenses. Public Works staff have already met with the Clerk where the revised policy was presented, provided an explanation why, signed acknowledgement of receipt, and provided ‘informed consent’ as it relates to the new federal laws. Council had been provided the full policy via e-mail prior to being placed in Council packets for review. **Motion** by Councilperson Troumbly, with the support of Pollard, **to accept the Coleraine DOT Drug and Alcohol Testing for Commercial Drivers Policy revision as written.** Roll Call: Ayes: Councilpersons Troumbly, Pollard, Stish, and Mayor Mandich. Nays: none. Motion carried.

**LEAD Academy: Public Sector Supervisor Certificate-training budgets** – Clerk Anderson explained supervisor training available that is a collaboration between Metropolitan State University, Sourcewell, and the League of MN Cities. All current supervisors have been notified of training

opportunity; for those department heads interested it would require and increase to their departmental training budget of \$1700. A brief discussion ensued. **Motion** by Councilperson Pollard, with the support of Stish, **to approve the training and increase of \$1700 to departmental training budgets of those department heads interested in attaining the Public Sector Supervisor Certificate.** Roll Call: Ayes: Councilperson Pollard, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried. *Please note: Only interested department at this time is Administration; this is the only budget that will be adjusted.*

**Public Utilities billing** -- Resident is requesting that the rental and public utilities billing be reviewed to ascertain whether or not a resident who rents out the basement of their home should be assessed two public utilities bills as if there are two services. Resident states without metered water, the billing is unfair. Can a resident request a variance on a case by case basis? Concern of Council is that all residents and rentals be treated fairly and equally. Council requested that this be put on the next agenda to review what policies were designed to do.

There was also discussion on whose responsibility it is to clear snow on a loop near the end of Roosevelt Street and County Road 10. It was determined that this was private property. The property owner will be contacted and asked to keep it plowed out.

A short recess was taken at 5:29 p.m. with the meeting reconvening at 5:35pm.

**Review of Laborer/Janitor job description** – A discussion ensued regarding the job description essential functions, minimum requirements, and the potential of adding ‘preferred requirements’. This will be checked in to along with a review of job descriptions of similar positions at other cities. Tabled until the January 27<sup>th</sup> Council meeting.

**Hiring of a Cleaning Service** – Discussion was held in conjunction with the above. This will be tabled until details of Laborer/Janitor job description can be worked out. A potential temporary plan for the cleaning of City Hall, the Nyberg Community Center, and the Public Library has been formed until the above position can be filled.

#### UNFINISHED BUSINESS:

There was no unfinished business to be discussed.

#### COUNCIL CONCERNS:

**Stish:** None  
**Troumbly:** None  
**Pollard:** None  
**Mandich:** None

**Motion** by Councilperson Troumbly with the support of Pollard **to adjourn the meeting at 5:54 p.m.** Ayes: all. Nays: none. Motion carried.

  
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Dan Mandich, Mayor

  
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Briana Anderson, Clerk-Treasurer