

CITY COUNCIL MEETING

A work session was held beginning at 3:30p.m. and the regular meeting of the Coleraine City Council was held at 4:00 p.m. on **Monday, August 24th, 2020** in the Council Chambers of Coleraine City Hall and via telephone conference.

WORK SESSION

3:30 p.m.

The family of Lillian Lutterman was present as one of the members addressed the Council. First, she wanted to express her appreciation for the work of Officer Hussman during the last rain storm. He went twice to Lillian's home in the early morning hours to check on her welfare and kept the family informed. Second, she indicated the family was concerned about the flooding that occurred and is wondering if there is something that the City can be address. She indicated the size of the culverts at the bottom of the hill that were replaced were much smaller than what was there years ago. Council indicated that they would ask the City Engineer to go out and take a look.

Others present indicated a concern with the culvert at Gunn Road and Hwy 2. Another resident was concerned with issues on Brock Lane. He inquired as to when they would receive street signs as they have been missing for quite some time. In addition, he stated that the shape of the road was very poor and it needed attention. He was not happy with the pothole patching that had been done. Council indicated that they would have someone check on this.

Bill Shaunessy then addressed the council regarding the sale of the old firehall. They would be looking into putting executive offices in and indicated it would take a lot of money to modify the building for this purpose. He was wondering if there could be a dialogue on an offer prior to Sept. 11th when potential offers are due and what kind of grants may be available to assist with renovation. Councilperson Stish indicated that any dialogue could not occur until after the 14th of September when council would be reviewing potential offers as all would need an equal opportunity to express interest and make an offer with a plan.

Others were waiting on the phone to address the Council. They were asked to wait until the public comment period.

REGULAR MEETING

4:06 p.m.

The regular meeting was called to order at 4:06 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Stish, Pollard, Troumbly and Mayor Mandich. Councilperson Sutherland entered the call right after roll call.

Moved by Councilperson Pollard, supported by Stish, **to approve the consent agenda which included Council meeting minutes of 8.10.20, correspondence, regular claims of \$9,544.71 and**

Public Utility claims sent of \$15,597.35. Roll Call: Ayes: Councilpersons Pollard, Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Motion by Councilperson Pollard with the support of Stish **to approve the meeting agenda as presented.** Roll Call: Ayes: Councilpersons Pollard, Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

PUBLIC COMMENTS:

Two separate residents on the phone spoke to the condition of Jess Harry Road. They, too, indicated that the road was in very poor shape and were inquiring into what could be done and when. It was also communicated that there are some very large trucks and using a portion of the road and there is concern that the road was not designed for that kind of travel. Council indicated their concerns were duly noted, expressed their thanks, and stated that hopefully they will have some answers soon.

DEPARTMENT HEADS:

Library

A written report along with financials were provided in Council packets. Mayor Mandich pointed out that the percentage change figures were incorrect. Councilperson Sutherland **motioned to accept and approve Resolution 2020.08.24-Lib accepting donations;** seconded by Pollard. Roll Call: Ayes: Councilpersons Sutherland, Pollard, Stish, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

Clerk's Report

Clerk Anderson had provided a lengthy written report for Council packets which was gone over. Most notable was a reminder (with a time correction) of meetings coming up this week, the status of spending CRF dollars with the work that needed to be done to accomplish it, who filed affidavits of candidacy with a note that one seat would remain unfilled, and a correction and clarification of fire relief association benefit levels.

Motion by Councilperson Pollard, supported by Troumbly, **to modify the minutes of the 1.27.2020 Council meeting to read “to approve raising the Trout Lake Fire Department Relief Association Benefit level to \$1700.00 per year of service effective January 1, 2020” and to approve raising the Trout Lake Fire Department Relief Association benefit level to \$1800.00 per year of service effective January 2, 2021.** Roll Call: Ayes: Councilpersons Pollard, Troumbly, Sutherland, and Mayor Mandich. Abstain: Councilperson Stish. Nays: none. Motion carried.

Committee/Commission/Other Public Utilities Commission & CBT

Councilperson Pollard stated the Public Utilities Commission is not meeting due to Covid concerns. Minutes of the last CBT meeting were in the 8.10.20 Council packets.

Trout Lake Fire Department

No report.

Eagle Ridge Golf Course

Gordy Skaar reported that summer has gone well despite covid. The Grand Slam event brought in 101 outside people to the area. He further indicated that the course is in “terrific condition” (thanks to Johnson and staff) and that attendance is good. Skaar conveyed that a new Gator cart had been purchased for about \$9,000 and a used mower for \$27,000. Staff will be getting ready

for fall soon. There is still concern as to when structural repairs needed at the club house will be done.

Zoning & Planning

Zoning Officer Lloyd Anderson stated a meeting was not held but he did meet with Sarah Carling of CEDA, and Police Chief Mjolsness. The discussion centered around blight and the process for issuing citations. They may need to amend the ordinance.

Greenway Joint Recreation Board

George Delich was present and asked if there were any questions on the minutes that had been provided in council packets. They will start making ice in September.

Cotton Beach

Councilperson Sutherland indicated that the beach was now closed. He was happy with how everything worked out this year and he expressed his appreciation of Libby Vekich, the supervisor, and the way all was handled. It was nice to have the beach available for the kids to use.

Mt. Itasca Ski Hill

Councilperson Pollard stated there was no meeting last month. The next meeting will be in September.

NEW BUSINESS:

Storm Drain Grates—Mitchell & West plus – The problem with the grates and getting them fixed was discussed. **Motion** by Councilperson Pollard, with the support of Stish, **to direct the Public Works Supervisor to get quotes for the installation of updated grates for the work to be done right away.** Roll Call: Councilpersons Pollard, Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

PD-Eyewitness ID Procedures Model Policy (POST Bd requires) – It was explained the POST Board recently approved and recommended the policy. **Motion** by Councilperson Stish, supported by Pollard, **to approve and adopt the policy as written.** Roll Call: Ayes: Councilpersons Stish, Pollard, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Capital Expenditure Definition (start of written financial policies for City) – Clerk Anderson briefly reiterated the need for a written definition of capital and operating expenditures. **Motion** by Councilperson Stish with the support of Pollard to adopt the following:

Capital expenditures are those purchases of significance on physical (fixed) assets designed to be used over the long-term. Long-term will be defined as anything designed to be used over one year. Purchases of significance will be defined as purchases of \$5,000 or more.

Capital expenditures include: plants, equipment and machinery, building improvements, computers, vehicles. Basically, anything used to provide services to the City and its residents.

Fixed assets are depreciated over time to spread out the cost of the asset over its useful life. Should the City move to an accrual-based system of accounting, the assets will be depreciated over time.

Operating expenditures are those expenses necessary in running the City's day to day operations. These include wages and salaries, accounting, legal and engineering fees, as well as overhead costs like electricity, heat, and phones, snowplowing, street sweeping, etc. Operating expenditures are short-term in nature and are typically used up in one year. Basically, any expense that is ordinary and customary in the running of the City.

Roll Call: Ayes: Councilpersons Stish, Pollard, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Jess Harry Road mowing – A brief discussion ensued. Councilperson Stish will contact Public Works Supervisor Bertram. No action required.

Mayor/Councilperson Compensation – moved to September agenda.

UNFINISHED BUSINESS:

Day(s) of Action – no report at this time; no decisions need to be made.

Longyear Park Gazebo – Clerk Anderson applied for the TED grant from Itasca County; should hear something by mid-September.

Rural Benefit Ratio resolution – A formal resolution had not yet been prepared. Council had a brief discussion of intent during the last budget cycle. **Motion** by Councilperson Sutherland, supported by Pollard, **that the intent was to set the rural benefit ratio at 35% for 2020 and to raise the ratio by 10% per year until it reaches 75%, (to 45% in 2021, to 55% in 2022, to 65% in 2023, to 75% in 2024) making property taxes a fair and equitable distribution.** Roll Call: Ayes: Councilpersons Sutherland, Pollard, Stish, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Council concerns/comments

Stish: None
Pollard: None
Sutherland: None
Troumbly: None
Mandich: None

A **motion to adjourn** was made by Councilperson Troumbly at 5:11 p.m., supported by Pollard. Roll Call: Ayes: Councilpersons Troumbly, Pollard, Stish, Sutherland, and Mayor Mandich. Nays: none. Meeting adjourned.


Dan Mandich, Mayor


Briana Anderson, Clerk-Treasurer