

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 4:04 p.m., Monday, January 11, 2021 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 2020 list of appointments and designations for recommendation for the 2021 year. Correspondence offering/proposing services for designations and appointments for 2021 were included in council packets.

REGULAR MEETING

4:04 p.m.

The regular meeting was called to order by Mayor Nielsen at 4:04 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. **Members present: Councilpersons T. Troumbly, Pollard, and Mayor Nielsen.** Councilperson Sertich had informed he would be arriving late. Councilperson Sutherland was absent with notice. Attorney Dimich was also present.

Moved by Councilperson Pollard, supported by T. Troumbly, **to approve the consent agenda which included minutes of 12.14.20, correspondence, December claims sent of \$11,717.11 and \$97,531.50, and regular claims of \$197,011.81.** Roll Call: Ayes: Councilpersons Pollard, T. Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

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

PUBLIC COMMENTS:

Resident Lloyd Anderson requested the Council review the overtime spent in the administrative office. He objected to the approved budgeted increase for overtime and didn't feel the \$2,000 was warranted. It was mentioned that he did not like the OT figure for administration overall and felt it could be used elsewhere. He also inquired why City Hall's doors are locked, not open to the public, and why appointments were necessary.

Resident George Delich questioned who determined hours of operation for departments and what those hours were. He was told that hours are set by Council but that individual department heads had discretion to make temporary adjustments. Delich suggested the use of time clocks for some accountability.

Councilperson Sertich had arrived at 4:12 p.m.

DEPARTMENT HEADS

Public Works (Street):

A written report was provided by Public Works Supervisor Bertram that was briefly gone over. In addition to normal winter activities, reference was made to natural gas leaks, flooding of a resident's yard that is under the jurisdiction of the County and the Railroad, and alarm systems for the City's sanitary lift stations and water booster plant. Alarm system issues will be brought to and discussed with the Public Utilities Commission and then recommendation(s) will be brought to the Council for approval.

Police:

Retired Police Chief Mjolsness had provided a written report in Council packets. Most notable on the report is that the number of calls are up and the belief is they will continue to rise due to the times and the pandemic.

ATTORNEY:

Attorney Dimich had nothing to report at this time.

MAYOR'S 2021 APPOINTMENTS

There was some discussion on the 2021 appointments. The 2021 appointments are:

Depositor – First National Bank of Coleraine

Newspaper – Scenic Range News Forum

Attorney – John P. Dimich

Engineer – S.E.H., Inc.

Mayor Pro-Tem -- Joseph Pollard

Custodians of Petty Cash – Briana Anderson & Mary Roy

Authority Responsible for Data Processing – Briana Anderson & Mary Roy

Public Utilities Commission/CBT Reps – Joseph Pollard, Harry Bertram, & Randy Savich

Trout Lake Fire Department Board – Thomas Nielsen & Andrew Sertich

Library Board – Jennifer Inglebret, Teresa Savich, Lila Dezelske, Kathy LaFond & Tom Patnaude

Advisory Member between Council & Library Board – Thomas Sutherland

Planning & Zoning Commission – Lloyd Anderson, Gordy Skaar, Harry Smith, Ken Smith, (vacancy)

Advisory member between Council & Planning Commission – Theresa Troumbly

Eagle Ridge Golf Course – Joseph Pollard

Cotton Park Beach – Thomas Sutherland

Greenway Joint Recreation Board – George Delich

Outdoor Skating Rink – Andrew Sertich

Mt. Itasca – Joseph Pollard

Liaison between all depts but office and Council – Thomas Nielsen, Andrew Sertich

Liaison between Clerk's Office and Council – Joseph Pollard

Western Mesabi Mine Planning Board – Thomas Nielsen, John Dimich

Lakeview Cemetery Association – Joseph Pollard

Range Association of Municipalities & Schools – Tom Nielsen, Theresa Troumbly

Iron Range Brownfield Coalition – Joseph Pollard

Other (non-appointments):

Stormwater Retrofit Committee – Joseph Pollard, Tom Sutherland, Harry Bertram, Harry Smith, Mary Troumbly, Cavour Johnson, Jam Miland

Parks, Trails, & Landscaping Committee – Cavour Johnson, Mary Troumbly
City Hall Committee – Cavour Johnson, Theresa Troumbly, Joseph Pollard, Mary Drewes,
Lloyd Anderson, Mary Troumbly, Dan Dezelske, Harry Bertram, Mark White, Tom Sloan,
Briana Anderson

Motion by Councilperson Pollard, with the support of Sertich, **to accept and approve the 2021 appointments as listed above.** Roll Call: Ayes: Councilpersons Pollard, Sertich, T. Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

NEW BUSINESS:

Engagement of Services for 2020 Audit -- Motion by Councilperson Pollard supported by Mayor Nielsen, **to approve the Engagement of Services for 2020 Audit by Sterle & Co., Ltd. as presented.** Roll Call: Ayes: Councilperson Pollard, Mayor Nielsen, Councilpersons T. Troumbly and Sertich. Nays: none. Motion carried.

Resolution 2021-1.11-Lib -- Motion by Councilperson Pollard with the support of Sertich **to approve the resolution and accept the \$200 cash donation of 11/13/20 for the Library.** Roll Call: Ayes: Councilpersons Pollard, Sertich, T. Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

Resolution 2021-1.11-MNHS – Motion by Councilperson Pollard, supported by T. Troumbly, **to approve the resolution and accept the funds for the MNHS grant for Coleraine City Hall Masonry and Roof Repairs Project.** Roll Call: Ayes: Councilpersons Pollard, T. Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Policy—Electronic Communications & city owned equipment – Clerk Anderson reported Attorney Dimich had reviewed the policy and recommended its adoption. Councilperson T. Troumbly with support of Pollard **motioned to approve the Guidelines for Electronic Communications for Councilmembers of the City of Coleraine policy as presented.** Roll Call: Ayes: Councilpersons T. Troumbly, Pollard, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Collaborative Design Group—Construction administration for MNHS grant – Motion by Councilperson Pollard, supported by Sertich, **to approve the contract for Construction Administration with Collaborative Design Group.** Roll Call: Ayes: Councilpersons Pollard, Sertich, T. Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

Rapid Rooter bill – Clerk Anderson explained that financial guidelines and rules required separate Council approval of this bill prior to payment. Council inquired where 5th addition (listed on the invoice) was located and requested more information of Public Works Supervisor Bertram. Bertram indicated he would get more information. Councilperson T. Troumbly with the support of Sertich, **motioned to table the payment until more explanation can be obtained.** Roll Call: Ayes: Councilpersons T. Troumbly, Sertich, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

Appoint Interim Police Chief – There was much discussion around the possibility of combining Bovey and Coleraine Police Departments, an officer's status, and the correct process in evaluation and discussions in moving forward with anything. **Motion** by Councilperson Sertich, supported by T. Troumbly, **to appoint Pete Hussman as Coleraine's Interim Police Chief for 90 days with a review within that time.** Roll Call: Ayes: Councilpersons Sertich, T. Troumbly, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

Hiring Committee for full-time Police Officer – Motion by Councilperson T. Troumbly with the support of Sertich **to table this for the time being.** Roll Call: Ayes: Councilpersons T. Troumbly, Sertich, Pollard, and Mayor Nielsen. Nays: none. Motion carried.

UNFINISHED BUSINESS:

City contribution to Mt. Itasca/Itasca Ski & Outing Club – It was noted that this is in reference to an additional \$5,000 requested by the club. **Motion** by Pollard, supported by T. Troumbly, **to table this discussion for further review until the 1st meeting in April.** Roll Call: Ayes: Councilpersons Pollard, T. Troumbly, Sertich, and Mayor Nielsen. Nays: none. Motion carried.

Flooring in Nyberg Center – Clerk Anderson reported this is in regard to flooring replacement already approved for the bathrooms and kitchen but required a quote by installers for them to remove and replace the existing toilets in the bathroom – the cost would be \$120 per toilet. Anderson mentioned this may be a good time to consider replacing the toilets with water efficient ones. Public Works Supervisor Bertram will get quotes.

Electrical for remote doors in Nyberg Center – Clerk Anderson provided history of events for Council. Public Works Supervisor will get quotes from electrical contractors.

COUNCIL CONCERNS:

Pollard:	None
Sutherland:	Absent
T Troumbly:	None
Sertich:	Apologized that with hockey season now starting, he will have difficulty being on time for meeting and/or being in attendance. Mayor Nielsen and Clerk Anderson are both aware of dates.
Nielsen:	None

Motion by Councilperson Pollard with the support of Sertich **to adjourn the meeting at 5:53 p.m.** Roll Call: Ayes: Councilpersons Pollard, Sertich, T. Troumbly, and Mayor Nielsen. Nays: none. Motion carried.

Thomas Nielsen, Mayor

Briana Anderson, Clerk-Treasurer