

## 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, November 22<sup>nd</sup>, 2021** in the Council Chambers of Coleraine City Hall and via TEAMS meeting.

### WORK SESSION

**3:30 p.m.**

Sarah Carling spoke to Council regarding setting up a meeting to have someone explain how TIFs work. A local business is considering asking for a TIF and Sarah Carling, Mike Bubany, and a representative from IEDC would like to talk more about the potential with figures. The approval process at the County would take 60 to 90 days so she recommended talking about this sooner rather than later. After much discussion, **Wednesday, December 8<sup>th</sup> at 3:30 pm was set for the presentation and a budget work session.**

Ms. Carling also informed of a potential to apply for \$100,000 in funding from the Blandin Foundation. It would be a relatively simple application with rough costs and some list and prioritization of projects that might be completed. These projects would focus on recreation, tourism, marketing, revitalization, grant writing, etc. The application deadline is December 3<sup>rd</sup>. A special council meeting was set up for Monday, November 29<sup>th</sup> at 5:00 p.m. for Council to approve a resolution that will be created to apply for and accept funds, and to list and prioritize projects with dollar figures for the grant application.

### REGULAR MEETING

**4:00 p.m.**

The regular meeting was called to order by Mayor Nielsen at 4:00 p.m. followed by the Pledge of Allegiance. A roll call was done by Clerk Anderson. Members present: Councilpersons Pollard, Soltzak, T. Troumbly, and Mayor Nielsen. Councilperson Sertich was absent with notice.

**Moved** by Mayor Nielsen, supported by Councilperson Pollard, **to approve the consent agenda which included Council meeting minutes of 11.8.21, correspondence, public utilities claims sent of \$37,375.16, and regular claims of \$28,454.18.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Pollard, Soltzak, and T. Troumbly. Nays: none. Motion carried.

**Motion** by Mayor Nielsen with the support of Councilperson Soltzak **to approve the meeting agenda with the addition of Change Order #2 for City Hall Masonry & Roof Repair Project.** Ayes: all. Nays: none. Motion carried.

### PUBLIC COMMENTS:

There were no public comments.

## DEPARTMENT HEADS:

### Police

Interim Police Chief Hussman provided a long verbal report. Department is writing tickets with zero tolerance when vehicles are not moved in 24 hours. In his statements, he would like the Council to go back to parking tickets being administrative tickets and processed through the City Clerk's office. Right now parking tickets are state tickets and very expensive. He suggested the ordinance be reviewed.

Hussman stated all towing requests will go through a local business (Mackley's) and that they have a place on County Road 10 that can be used for storage. In addition, he has requested that Bovey officers purchase their gas from Bovey Bait and Coleraine officers purchase from R. J.s to distribute purchases between the two local businesses more evenly.

Hussman asserted that he has brought back property checks on all businesses where officers get out and shake some doors to ascertain that they are locked, that he is setting up speed enforcement, is working on a mobile speed sign, and that the trailer park on Midway Lane is officially closed, but there are a few stragglers.

Hussman indicated that he is working with Jim Mortenson regarding combing the two police departments and that Hussman will be doing some of the leg work. Hussman will be the go-to person with any questions. There will be a lot of paperwork and policy changes.

Hussman would like to request to the Fire Board that the room at the Emergency Services Building not be rented out. In addition to others having access to highly sensitive information, it is a training facility. There also is need for some decent tables for training purposes. The State Patrol will be leaving the facility; the BCA will stay.

He is working with the IT people (Fusion Tech) to get computer systems and security working properly for his department. This will be a long process but needs to be done. He is also writing a letter to ISD 316 to get cameras on stop arms which will help the PD a great deal.

Lastly, Hussman indicated that they will probably be losing an officer, but he is hopeful about an officer in Bloomington that has 18 years of experience that may be moving up to this area.

### Library

Library reports were included in council packets.

### Clerk's Report

Clerk Anderson went over the written report provided in Council packets. There was some discussion on how to move forward with talking to Coleraine resident regarding their costs for the most recent sewer repair that was done. The costs presented by Public Works have been reviewed by the City Engineer. Clerk will reach out to resident.

**Motion** by Councilperson Sobtzak, supported by T. Troumbly, **to approve** the Clerk's request that **paid holidays will be Thursday, December 23<sup>rd</sup> for Christmas Eve and Friday, December 24<sup>th</sup> for Christmas because of the way the holiday falls AND that the Monday, December 27<sup>th</sup> meeting be cancelled.** Ayes: all. Nays: none. Motion carried.

**Committee/Commission/Other  
Public Utilities Commission & CBT**

Neither committee had a meeting last month.

**Trout Lake Fire Department**

Some of the normal meetings have been rescheduled.

**Eagle Ridge Golf Course**

Nels Gustason was in attendance and stated the following:

- The numbers look a lot better compared to last year; this year has gone well, and staff is now wrapping things up for the winter
- A new roof for the clubhouse has been completed paid for by insurance
- Looking a getting new carpet in the clubhouse and using the anniversary fund
- Looking to start a capital improvement fund so that improvements can be made
- Continuing to work on revising the contract between the Management Group and the City
- The annual Christmas Party will be held December 19<sup>th</sup>; everyone is invited
- Looking at utilizing any kind of help marketing

**Zoning & Planning**

Zoning Officer Anderson had nothing to report. There was some discussion on the background in what ordinances are and a question was raised about why the city doesn't have a building code. Can the City adopt the standard code? It again was mentioned that the city lost its rental inspector and there is a need to find a new one.

**Greenway Joint Recreation Board**

Minutes from their last board meeting were included in Council packets.

**Cotton Beach**

Closed for season.

**Mt. Itasca Ski Hill**

Councilperson Pollard reported that they are anticipating a good year, they are almost done with the tracts. Current leadership of Board is resigning.

**At 5:03 p.m.** Mayor Nielsen called for a **short recess**.

**At 5:06 p.m. the mayor resumed the meeting and began the public hearing.** There were no residents in attendance either in person or via TEAMS. After very brief discussion, Mayor Nielsen made a **motion to adopt Section 7.65 Limited Parking Zones as part of the Chapter 7: Streets, Traffic and Parking Regulations Ordinance.** The motion was seconded by Councilperson T. Troumbly after requesting two typos be fixed. Roll Call: Ayes: Mayor Nielsen, Councilpersons T. Troumbly, Sobtzak, and Pollard. Nays: none. Motion carried.

The addition reads as follows:

**Section 7.65 Limited Parking Zones**

*The City Street Commissioner when authorized by the City Council, may designate any street, or any portion thereof as a thirty (30) minute, one (1) hour, two (2) hour, four (4) hour, six (6) hour or eight (8) hour limited parking zone, and shall cause any such zone to be designated by signposting. It is unlawful for any person, as driver or operator of a vehicle, or as the registered owner of a vehicle, to park, stop or leave standing, or cause, allow or permit to be*

*parked, stopped or left standing, whether knowingly or unknowingly, any such vehicle in any limited parking zone for a continuous period of time in excess of the period of time specified in the signposting of such zone between the hours of 8:00 a.m. and 4:00 p.m. on any weekday.*

The public hearing was closed, and the regular meeting resumed.

#### **NEW BUSINESS:**

**UPS storage-U-Haul parked at Cotton Beach Boat landing parking lot** – Clerk Anderson relayed the request from Michael Adler, the On Road Supervisor at UPS. Parking the unit last year worked very well and he is requesting the same for this year. **Motion** by Mayor Nielsen, supported by Councilperson Pollard, **to allow UPS to park the U-Haul at the Cotton Beach Boat landing for the holiday season.** Ayes: all. Nays: none. Motion carried.

**Resolution No. 2021-11.22-Sloan Donation** – Clerk Anderson stated a \$15,000 donation had been received from the Sloan Family Fund, A donor advised fund of Renaissance Charitable Foundation, requested by Tom and Janelle Sloan. Mayor Nielsen **motioned** with support of Councilperson Sobtzak **to approve the resolution and accept the \$15,000 donation towards the City Hall Masonry and Roof Repairs project per the donor's request.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, and Pollard.

**Resolution No. 2021-11.22-office furniture donation** – A donation of two large credenza type filing cabinets has been made by Enbridge. One unit has gone to the street department and the other will eventually be moved into the Clerk's office. **Motion** by Councilperson T. Troumbly, supported by Sobtzak, **to formally accept the office furniture donation from Enbridge.** Roll Call: Ayes: Councilpersons T. Troumbly, Sobtzak, Pollard, and Mayor Nielsen.

**Change Order #2 - City Hall Masonry & Roof Repairs project** – The change order reduced the cost of the project by just over \$11,000. Mayor Nielsen with support from Councilperson Pollard **motioned to approve Change Order #2.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Pollard, Sobtzak, and T. Troumbly. Nays: none. Motion carried.

**Pay App #3 – Lenci-City Hall Masonry & Roof Repairs project** – The pay application requests \$88,104.90 be paid. This is everything but the required retainage. **Motion** by Mayor Nielsen, supported by Councilperson T. Troumbly **to make the \$88,104.90 payment.** Roll Call: Ayes: Mayor Nielsen, Councilpersons T. Troumbly, Sobtzak, and Pollard. Nays: none. Motion carried.

**RAMS Board of Directors nomination** – After some discussion, Council will not submit a name for nomination. No action taken.

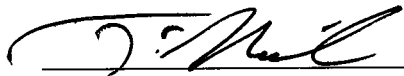
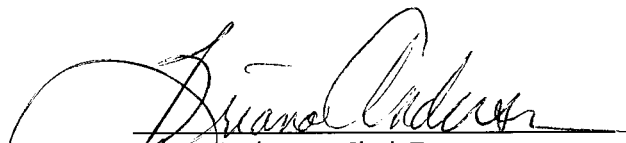
#### **UNFINISHED BUSINESS:**

**Congdon Street** – Tabled until further information can be gathered and provided by the City Engineer.

**Council concerns/comments**

Pollard: None  
T. Troumbly: Inquired on setting up a **special meeting** to discuss projects for the Blandin Grant application and approve a resolution and grant application. After discussion, the **meeting was set for Monday, November 29<sup>th</sup> at 5 p.m.**  
Sertich: Absent  
Sobtzak: None  
Mayor Nielsen: None

Mayor Nielsen **motioned to adjourn the meeting at 5:38 p.m.** Motion supported by Councilperson Sobtzak. Ayes: all. Nays: none. Meeting adjourned.

  
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Thomas Nielsen, Mayor  
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Briana Anderson, Clerk-Treasurer