

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 4:06 p.m., Monday, January 10, 2022 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 2021 list of appointments and designations for recommendation for the 2022 year. Correspondence offering/proposing services for designations and appointments for 2022 were included in council packets. She mentioned that two appointments would need to be made: a new council member to the Planning & Zoning Commission to replace Councilperson T. Troumbly, and one to the Stormwater Retrofit Committee replacing former Councilperson Sutherland.

REGULAR MEETING

4:06 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, Sobotzak, and Mayor Nielsen.** Councilperson Sertich was absent with notice.

Moved by Mayor Nielsen, supported by Councilperson Pollard, **to approve the consent agenda which included minutes of 12.13.21, correspondence, December claims sent of \$9,889.57, TIF payments to developers of \$107,691.57, public utility claims sent of \$31,552.14, and regular claims of \$214,024.99.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Pollard, Sobotzak, and T. Troumbly. Nays: none. Motion carried.

Moved by Mayor Nielsen, seconded by Councilperson Sobotzak, **to approve the meeting agenda with the addition of Accuator Upgrade for Public Utilities under new business.** Roll Call: Ayes: All. Nays: None. Motion carried.

PUBLIC COMMENTS:

Robert Herdman presented a picture of a proposal that was being worked on regarding the sale of the old fire hall. He also stated he was working on building a solar farm with the new owner of Eagle Properties.

DEPARTMENT HEADS

Public Works (Street):

Public Works Supervisor Bertram had provided a written report that was briefly gone over. Most of the activity related to efforts in removing snow by staff and contractors and the equipment failures they were experiencing. Three rink attendants have been hired, but with their many activities the rink will be hard to staff. A request was made to publish for rink attendants on the city Facebook page. Their Well has been here and put the pump back in – well 4 is back online.

Police:

Interim Police Chief Hussman was not available for the meeting. A report will be given at a later date.

ATTORNEY:

Attorney Dimich was not present due to being in court. He will attend virtually when court is finished.

MAYOR'S 2022 APPOINTMENTS

There was some discussion on the 2022 appointments. The 2022 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 & Sheila Jensen

Authority Responsible for Data Processing – Briana Anderson & Sheila Jensen

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 – Theresa Troumbly

Planning & Zoning Commission – Lloyd Anderson, Gordy Skaar, Harry Smith, Ken Smith, Alex Guyer

Advisory member between Council & Planning Commission – Jeremy Sobtzak

Eagle Ridge Golf Course – Joseph Pollard

Cotton Park Beach – Jeremy Sobtzak

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, Jeremy Sobtzak, Harry Bertram, Harry Smith, Mary Troumbly, Cavour Johnson, Jan 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 Mayor Nielsen, with the support of Councilperson Pollard, **to accept and approve the 2022 appointments as listed above.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Pollard, Sobtzak, and T. Troumbly. Nays: none. Motion carried.

NEW BUSINESS:

Engagement of Services for the 2021 Audit-Sterle & Co., Ltd. – Motion by Mayor Nielsen with support from Councilperson Sobtzak to accept and approve the engagement of services for the 2021 Audit by Sterle & Co., Ltd. at a cost of \$9,800. Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, and Pollard. Nays: none. Motion carried.

Set up strategic planning meeting for City of Coleraine Technology -- Clerk Anderson stated that there is a need to discuss and plan technology for the city – this includes security, a separate guest internet access not connected to the network, setup/replacement of equipment at the police department, and a replacement plan in general. **A meeting will be set up with our IT gentlemen, staff, Mayor Nielsen, and Councilperson Pollard, with alternates being Councilpersons T. Troumbly, and Sobtzak when necessary.** Clerk Anderson will work on potential dates after the year-end reports have been completed and the Auditors have been here.

Actuator Upgrade – Public Works Supervisor Bertram provided a quote from Vessco, Inc. regarding an Actuator Upgrade. This would be a Public Utilities expense. Three categories of items were listed and Sections and Equipment included in the Scope of Supply. In addition to the equipment, Bertram indicated that there would be an additional \$1000 cost for installation, the cost of an electrician and the cost of programming the equipment. After some discussion, council settled on the high end for each category which included new actuators: \$1,480.10, \$5,818.89, and \$1,667.24 for a total of \$8,966.23. **Motion** by Councilperson Pollard with the support of Mayor Nielsen to approve the estimated cost of roughly \$12,000 for the project with costs not to exceed \$15,000 without prior approval from Council. Roll Call: Ayes: Councilperson Pollard, Mayor Nielsen, Councilpersons T. Troumbly, and Sobtzak. Nays: None. Motion carried.

UNFINISHED BUSINESS:

Congdon Street – will be on the 1.24.22 meeting agenda. Bob Beaver, City Engineer, will speak at the work session first. Councilperson T. Troumbly asked about potential sidewalks on one side. Beaver indicated that option is also being looked at and proposals will be ready for review at the next meeting.

COUNCIL CONCERNS:

Pollard: None


Sobtzak: None

T Troumbly: None

Sertich: Absent

Nielsen: A gentleman in town who is a landlord has questions regarding rentals, rental certificates, and rental inspections. He will be asked to come to the next meeting.

Motion by Mayor Nielsen with the support of Sobtzak to adjourn the meeting at 4:47 p.m. Ayes: All. Nays: none. Motion carried.


Thomas Nielsen, Mayor


Briana Anderson, Clerk-Treasurer