

#### 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 9, 2023 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 2022 list of appointments and designations for recommendation for the 2023 year. Correspondence offering/proposing services for designations and appointments for 2023 were included in council packets. She mentioned that there were several vacancies that needed to be filled.

At the end of the work session Mayor Tom Nielsen and Councilpersons Jeremy Sobtzak and Jen Dreher each took the oath of office and were sworn in by Clerk Anderson.

#### REGULAR MEETING

**4:06 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 T. Troumbly, Sobtzak, Dreher, and Mayor Nielsen.** Councilperson Sertich was absent with notice.

**Moved** by Mayor Nielsen, supported by Councilperson Sobtzak, **to approve the consent agenda which included minutes of 12.19.22, correspondence, December claims sent of \$22,569.33, public utility December claims sent of \$49,763.66, regular claims of \$246,427.77, and a transfer of \$11,567.31 from the 600 public utilities fund to the 301 debt service fund to pay Coleraine's portion of the USDA-RD bond.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobtzak, T. Troumbly, and Dreher. Nays: none. Motion carried.

**Moved** by Mayor Nielsen, seconded by Councilperson T. Troumbly, **to approve the meeting agenda with the addition of Survey Project under new business.** Roll Call: Ayes: All. Nays: None. Motion carried.

#### PUBLIC COMMENTS:

Bill Hoeft, from the Greenway School Board and Bryan Hackbarth, the new Superintendent, were in attendance and Bill spoke of what the school board was up to. He indicated that they were doing some strategic planning and are attempting to engage with each city in the ISD 316 school district. He stated that the board has been holding work sessions since July at 5:00 pm before the regular board meeting. He explained their four priorities and asked if there was anything that the city wanted on their radar. He expressed an open invitation to attend a session(s) and/or reach out.

His second statement was in relation to the SRO, the school liaison and he expressed his concern. He knows the city is short-staffed and that scheduling is an issue but that the school district had committed extra resources along with a language change that referred to SRO absences from the school. Council reassured

Hoelt and Hackbarth that there was no intention of pulling the SRO out of the school for patrol duty and that the SROs assignment is in the school.

#### **DEPARTMENT HEADS**

##### **Police:**

No one was available for the meeting and no report had been submitted.

##### **Public Works (Street):**

Public Works Supervisor Rogich had provided a list of items his staff has either accomplished or were working on and things that are coming up for the street department and public utilities that he verbally went over in more depth. The biggest challenge has been snow removal with the unusual weather.

#### **Committees and Commissions**

##### **Infrastructure Committee**

Minutes from the last committee meeting were included in council packets. Clerk Anderson explained the minutes in more detail at the request of Councilperson T. Troumbly. Progress on projects is slow but moving along.

##### **ATTORNEY:**

Attorney Dimich had nothing new to report.

#### **MAYOR'S 2022 APPOINTMENTS**

There was some additional discussion on the 2023 appointments. The 2023 appointments are:

Depository – First National Bank of Coleraine

Newspaper – Scenic Range News Forum

Attorney – John P. Dimich

Engineer – S.E.H., Inc.

Mayor Pro-Tem -- Jeremy Sobtzak

Custodians of bank accounts – Briana Anderson & Sheila Jensen

Authority Responsible for Data Processing – Briana Anderson & Sheila Jensen

Public Utilities Commission/CBT Reps – Rick Rogich, Randy Savich, Jen Dreher

Trout Lake Fire Department Board – Thomas Nielsen & Andrew Sertich

Library Board – Katie Sertich, Lori Kangas-Olson, Kathy LaFond, Tom Patnaude, Gail Orhn

*Advisory Member between Council & Library Board* – Theresa Troumbly

Planning & Zoning Commission – Lloyd Anderson-Zoning Officer, Gordy Skaar, Harry Smith, Ken Smith, Alex Guyer, Nathan Morris

*Advisory member between Council & Planning Commission* – Jeremy Sobtzak

Eagle Ridge Golf Course – Tom Nielsen

Cotton Park Beach – Theresa Troumbly

Greenway Joint Recreation Board – George Delich

Outdoor Skating Rink – Andrew Sertich

Mt. Itasca-Itasca Ski & Outing Club – Jen Dreher

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

Liaison between Clerk's Office and Council – Theresa Troumbly

Western Mesabi Mine Planning Board – Thomas Nielsen, John Dimich

Lakeview Cemetery Association – Theresa Troumbly (dependent on timing of meetings)

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

Iron Range Brownfield Coalition – Jeremy Sobotzak

Other (non-appointments):

Stormwater Retrofit Committee – Jen Dreher, Jeremy Sobotzak, Rick Rogich, Harry Smith, Mary Troumbly, Cavour Johnson, Jan Miland

Parks, Trails, & Landscaping Committee – Cavour Johnson, Mary Troumbly

City Hall Committee – Cavour Johnson, Theresa Troumbly, Andy Sertich, Lloyd Anderson, Mary Troumbly, Dan Dezelske, Rick Rogich, Mark White, Tom Sloan, Briana Anderson

Infrastructure Committee – Rick Rogich, Emily Major, Tom Olson (SEH), Jeff Kinkel, Briana Anderson, Jeremy Sobotzak, Theresa Troumbly

Police Merger Committee – Thomas Nielsen, Andrew Sertich, Robert Stein (Bovey), Robert Lawson (Bovey)

**Motion** by Mayor Nielsen, with the support of Councilperson T. Troumbly **to accept and approve the 2023 appointments as listed above.** Roll Call: Ayes: All. Nays: none. Motion carried.

#### **NEW BUSINESS:**

**Survey Project – Motion to approve the survey project on the 70 feet of property owned by the city between Home & Comfort and the ISD #316 Administration building at a cost not to exceed \$6,000** made by Mayor Nielsen with support from Councilperson Sobotzak. Roll Call: Ayes: Mayor Nielsen, Councilpersons Sobotzak, T. Troumbly, and Dreher. Nays: none. Motion carried.

**Engagement of Services for the 2021 Audit-Sterle & Co., Ltd. – Motion** by Councilperson Sobotzak with support from Mayor Nielsen **to accept and approve the engagement of services for the 2022 Audit by Sterle & Co., Ltd. at a cost of \$10,300.** Roll Call: Ayes: Councilperson Sobotzak, Mayor Nielsen, Councilpersons T. Troumbly, and Dreher. Nays: none. Motion carried.

**Wage rate for full-time temporary Public Works employee** – Rogich stated that the employee has already saved the city money by being able to do certain repairs on equipment that the city would normally have to contract for. **Motion to raise wage retroactive to start date of \$24 per hour for said employee** made by Councilperson T. Troumbly with support from Sobotzak. Roll Call: Ayes: Councilpersons T. Troumbly, Sobotzak, Dreher, and Mayor Nielsen. Nays: none. Motion carried.

**Police Department Committee** – Mayor Nielsen provided an update of happenings that he became aware of. The newly elected Itasca County Sheriff Dasovich will be asked to come to a Council meeting for discussion of possible options.

**5 year Surface Lease Agreement w/RGGS for football field** – It was noted that the lease has gone up from \$750 to \$800 per year and that ISD #316 is invoiced for half of the lease. **Motion** by Mayor Nielsen, supported by Councilperson Dreher **to approve the 5 year lease at a cost of \$800 per year.** Roll Call: Ayes: Mayor Nielsen, Councilpersons Dreher, Sobotzak, and T. Troumbly. Nays: none. Motion carried.

**Snowmobile Trail** – Clerk Anderson misunderstood and should not have placed this item on the agenda as the city does not own the property.

#### **UNFINISHED BUSINESS:**

**Trout Lake Fire Department 2023 budget** – Clerk Anderson clarified the Fire Department Budget. Coleraine’s 65% contribution for operations is \$42,900, 65% contribution for the fire truck is \$34,937, and 50% contribution for the Emergency Service Building fund is \$5,250 for a total of \$83,087. **Motion to approve the Trout Lake Fire Department budget and for Clerk Anderson to make appropriate modification to the city’s overall 2023 budget** made by Mayor Nielsen with support from Councilperson Dreher. Roll Call: Ayes: Mayor Nielsen, Councilpersons Dreher, Sobtzak, and T. Troumbly. Nays: none. Motion carried.

**COUNCIL CONCERNS:**

- Sobtzak:** Has received communication from the CFO of Kootasca Community Action for a Councilmember to be on their Board. Information will be sent to Clerk Anderson to be passed along to the two Councilpersons who may be interested.
- T Troumbly:** Will not be present for the next meeting on January 23<sup>rd</sup>.
- Sertich:** Absent
- Dreher:** None
- Nielsen:** Discussion regarding the unsafe ice conditions at the mine pit. A request was made to Public Works Supervisor Rogich to have warning signs placed at the non-public access being used in Coleraine. Rogich indicated he would. Notices have been posted on the city’s Facebook page.

**Motion** by Mayor Nielsen with the support of Sobtzak **to adjourn the meeting at 5:00 p.m.** Ayes: All. Nays: none. Motion carried.



Thomas Nielsen, Mayor



Briana Anderson, Clerk-Treasurer