

**MINUTES
REGULAR MEETING
COOK CITY COUNCIL
May 22, 2008 – CITY HALL – 6 PM**

PRESENT: Mayor Dick Edblom, Councilors David Danz, Karen Hollanitsch and Elizabeth Storm

ABSENT: Councilor Dan Manick

OTHERS PRESENT: Cook News Herald, The Timberjay, John Wolf, Administrator-Clerk/Treasurer Theresa Martinson and Lynda Hanninen

Motion by Hollanitsch, second by Storm to approve the consent agenda as follows:

- A. Approval/correction of Regular Council Minutes of April 24, 2008
- B. Acceptance of the April Police Department Report
- C. Reporting of the April Liquor Store Sales

	<u>MTD</u>		<u>YTD</u>
2008	\$72,459.13		\$282,252.31
2007	\$69,474.24		\$268,711.17
(+)	\$ 2,984.89	(+)	\$ 13,541.14

- D. Bill Presentation

Paid since last presentation	\$ 66,326.17
Presented for payment	<u>\$109,683.40</u>
	\$176,009.57

- E. May Airport Operator's Report

MOTION CARRIED

Motion by Danz, second by Storm to approve Administrator Martinson and Mayor Edblom to execute Federal Grant Project Number 3-27-0157-02-08 for \$182,226 for the snow removal equipment and environmental assessment for the Cook Municipal Airport.

MOTION CARRIED

Administrator Martinson informed the council that interviews were conducted and backgrounds completed for recommendation of a new hire to the Council for a part-time clerk/stocker at Last Chance Liquors.

Motion by Hollanitsch, second by Danz to approve hiring Joanna MacDonald as a part-time clerk/stocker for Last Chance Liquors at \$8.19/hour. **MOTION CARRIED**

The playground equipment for the Doug Johnson Recreation Area is being installed. The Parks and Recreation Commission made a recommendation to transfer \$30,000 from the building fund into a six-month certificate of deposit.

Motion by Hollanitsch, second by Storm to transfer \$30,000 from the community center building fund into a six-month certificate of deposit. **MOTION CARRIED**

Councilor Storm requested that the playground structure be secured so that children would not be able to play on it if the installation was not completed when expected.

Discussion was held regarding the Police Chief job description revision. Councilor Hollanitsch questioned the wording of the organizational relationships and being supervised by the Police Commission. It was noted that the City Administrator supervises the Police Chief. Councilor Hollanitsch requested that the job description state that the Police Chief communicates internally with the Police Commission.

Administrator Martinson requested approval for the Police Chief job description revision, background information packet, Peace Officer hiring requirements, not conducting physical fitness tests and consideration for reimbursement to finalists for expenses associated with the hiring process.

Motion by Storm, second by Hollanitsch to approve the revisions of the Police Chief job description with the noted changes, the background information packet, peace officer hiring requirements, not conducting physical fitness tests and reimbursement to finalists for expenses associated with the hiring process. **MOTION CARRIED**

Arvid Edblom has retired from the HRA Board. Recommendation was made to appoint Brian Gramling to the HRA Board.

Motion by Storm, second by Hollanitsch to approval the Mayoral Appointment of Brian Gramling to the HRA Board. **MOTION CARRIED**

Motion by Danz, second by Storm to approve Iron Range Resources Resolutions for Spectrum, Well and Water Storage Replacement Project applications. **MOTION CARRIED**

Councilor Storm thanked all council members for completing the performance evaluation tool for Administrator Martinson. Councilor Storm met with Administrator Martinson to review the documentation. Councilor Storm commented that the council appreciates all of the hard work and dedication from Administrator Martinson.

It was agreed that Administrator Martinson will complete reviews for department managers and then supervisors of each department will review each employee. New employees will be reviewed after three months of service.

Motion by Danz, second by Storm to approve the application of the Cook VFW Post 1757 of Cook, MN for a Gambling License Permit #00390 for the years of September 1, 2008 through August 31, 2010. **MOTION CARRIED**

There will be a special council meeting on May 31, 2008 to conduct the Police Chief interviews.

A Planning and Zoning Commission meeting will be held on June 3, 2008 at 5 pm for the request of a conditional use permit and a special council meeting will follow at 6 pm to make a decision regarding recommendations.

A tentative special meeting date of June 26, 2008 is scheduled to meet with DSGW for architectural drawings for the new community center.

A project status report was submitted by RLK.

Administrator Martinson requested the City Council to consider utilizing reserve capital funds set aside for signage on City Hall. Ron Maki has made a design and had designed the City and Chamber entrance signs. The cost of the sign will be \$800 for the front of the building. Adjustment will be made to the lettering on the back of the building also.

Motion by Storm, second by Hollanitsch to approve utilizing reserve capital funds for signage on City Hall for the amount of \$800. **MOTION CARRIED**

Office Assistant Candice Nylund has asked for her position to be reviewed according to the current placement on the part-time pay grade structure. She is asking that if an increase occurs that it be retroactive.

Motion by Storm, second by Hollanitsch to approve HR Consultant Paul Ness review the job description and pay grade for Candice Nylund's position of Office Assistant and after his recommendation the council will address. **MOTION CARRIED**

Approval was requested to use Verified Credentials, Inc. to assist with credit history checks for new employees who will have access to funds.

Motion by Danz, second by Storm to authorize Administrator Martinson and HR Consultant Paul Ness to use Verified Credentials, Inc. for credit history checks on potential new hires. **MOTION CARRIED**

Councilor Storm stated that she was approached by a citizen of Cook about the deer population in the city limits. This citizen asked if the Council would consider an ordinance to shoot the over population of deer.

The City of Cook has an ordinance against hunting within the city limits.

Councilor Storm thanked all who were present for the cemetery cleanup day. The Cook Community Cemetery sign will be put up in the near future. Councilor Storm also commented on how nice the flags on the light poles look.

Councilor Hollanitsch questioned if there is a limit on how many animals a citizen can own. Councilor Hollanitsch also questioned when the trailer in Ballietts Addition will be moved.

Administrator Martinson stated that she had spoken with the Police Department regarding the trailer. There has been a series of ownership for the trailer.

Administrator Martinson commented that custom banners have been ordered for the light poles.

Mayor Edblom requested that the media, on the Mayor's and the Council's behalf, thank Police Chief Al Hietala for his 20 years of dedicated service.

Administrator Martinson stated that she will be ordering a plaque and will have his badge placed on it to be presented to retired Chief Hietala.

Motion by Danz, second by Hollanitsch to adjourn the meeting at 6:30 PM.

MOTION CARRIED

Respectfully submitted

Theresa Martinson
Administrator-Clerk/Treasurer