

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 23, 2020 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A regular meeting of the Cook City Council was held at 6 PM on Thursday, January 23, 2020, at the Cook City Hall.

CALL TO ORDER: Mayor Harold Johnston called the meeting to order at 6 PM.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Mayor Harold Johnston.

ATTENDANCE: Present at roll call was Mayor Harold Johnston and City Councilors Kim Brunner, Karen Hollanitsch, Jody Bixby, and Elizabeth Storm. Also present was Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry and Kris Maki, Ambulance Director Tina Rothleutner, Firefighter Jon Rothleutner and Cook News Herald.

2020 COOK CITY COUNCIL OFFICIAL APPOINTMENTS: The January meeting is officially the Reorganizational Meeting. The journal of all city council, commission, committee and board meetings are presented under consent agenda and once approved, they will be placed in all city accepted posting sites – Cook City Hall, Cook Public Library and the Cook Post Office. The 2020 Official appointments of City Council, Commission, Committee and Board Members and other required appointments are as follows:

<u>OFFICIAL NEWSPAPER</u>	Cook News Herald
<u>OFFICIAL DEPOSITORIES</u>	American Bank, North Star Credit Union and First National Bank
<u>CIVIL CITY ATTORNEY</u>	Vermilion Law
<u>CRIMINAL CITY ATTORNEY</u>	Mike Kearney
<u>ACTING MAYOR</u>	Karen Hollanitsch
<u>AIRPORT COMMITTEE</u>	Karen Hollanitsch-Chair, Dave Bowser, Bill Conger, Earl Grano, Dale Gustafson, Jack Jordan, and Jack Schelde. Alternates: Pam Towle and Gary Albertson
<u>AMBULANCE ASSOCIATION REPRESENTATIVE</u>	Karen Hollanitsch Alt. Jody Bixby
<u>CEMETERY BOARD</u>	Darrel Lindgren and Elizabeth Storm
<u>DT BUSINESS CORRIDOR</u>	Elizabeth Storm, Theresa Martinson and Crystal Phillips
<u>EMERGENCY PREPAREDNESS/BIO TERRORISM/SAFETY</u>	Elizabeth Storm - Chair, Tina Rothleutner-Safety Officer, Theresa Martinson/Dawn Kehoe, Allen Hoover, Crystal Phillips, Ron Malone/Chris Annen and Don Flack/Tim Lilya
<u>HRA</u>	Brian Gramling (2022) - Chair, Karen Lind (2020) - Secretary, Tim Mankowski (2021) - Vice Chair/Treasurer, Sharon Ratai – Resident Board Member (2023), and Donna Snyder (2024)

CONSENT AGENDA (continued):

E. Reporting of the December 2019 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2019	\$ 85,017.60	\$1,288,693.40
2018	<u>\$ 82,967.49</u>	<u>\$1,453,187.88</u>
	\$ 2,050.11	\$ -164,494.48

F. Resolution – December 2019 Donations Designated

G. Pay Equity Report

H. 2020 Appointments

I. 2020 Journal of City Council, Commission, Committee and Board Meetings

J. Administrator attendance at MCFOA Conference

COMMISSION AND STAFF REPORTS:

Airport

Councilor Hollanitsch shared that trees have been cut at the airport and they are now approved for night landings. There is a hanger transfer from Witt to Green (Parcel 120-0000-09150) to take place around March 1, 2020. Motion by Storm, second by Bixby to approve the hanger transfer. **MOTION CARRIED**

Ambulance

Tina Rothleutner, Ambulance Director presented a draft of the new Employee Policy and Procedure Handbook. Administrator Martinson would like the League of MN Cities and Paul Ness, Human Resource Consultant, to review the hand book before council approval. Bixby asked, “if other city’s handbooks were reviewed prior to putting the current one together” Director Rothleutner said, “yes, she reviewed Tower and Chisholm’s”. Hollanitsch asked, “what happens if someone misses training?” Director Rothleutner stated, “there is a binder of information for them to go thru”. If the training is mandatory and it is not made up within 30 days, they will not be able to go out on calls. It was a very busy month for the ambulance service. Currently, they staff 14 EMT’s on the roster with 10 actively working and 6 EMR with 4 actively working. The council thanked Director Rothleutner for putting together the hand book and all her other contributions to the Ambulance Service.

Community Center – Wireless Network Policy

The Policy is available in the council packet. Motion by Hollanitsch, second by Storm to approve the Wireless Policy. **MOTION CARRIED**

2020 Census

Librarian, Crystal Phillips is heading up the committee for the 2020 Census. Census information will be sent out to residents.

Lake Vermilion Trail

Information is available in the council packet, going forward information will be available in a binder at City Hall.

Safety

The City has a new safety training schedule for the year. The 2020 safety training schedule is provided in the council packet.

OLD BUSINESS: None

NEW BUSINESS:

Deputy Clerk/ Treasurer Hire

Motion by Hollanitsch, second by Storm to approve the hire of Kris Maki for the position of full-time Deputy Clerk/Treasurer. Maki’s official start date is January 13, 2020 and her pay rate \$21.98/hour (Pay Grade 7, Step 11), recognizing her qualifications and extended previous city experience. Maki is authorized to be added as a signatory on all accounts. **MOTION CARRIED**

Election 2020

There is information in the council packet regarding the presidential primary, absentee voting will start mid-February.

Wings and Things- Gambling Permit

The event will take place at the Cook VFW on April 18, 2020. Friends of the Park requested the fee for the gambling permit be waived. Motion by Bixby, second by Brunner, to waive the gambling fee and approve the permit for the Friends of the Park, Wings & Things Event. **MOTION CARRIED**

COUNCIL FORUM:

Councilor Storm, “what happens when all this snow melts, is there anything we can do to prevent flooding?” Administrator Martinson suggested we could meet with the safety committee or maintenance department as some discussion has already taken place. Mayor Johnston and Councilor Storm mentioned that the maintenance staff is only 2 people. Councilor Storm asked “what we would do if there was a fire and we had deep snow?”; Jon Rothleutner stated that the Fire department has a plow truck available. Jon is helping out with the Fire Department and would like to get more involved.

Steve Kajala has joined Friends of the Park and they are talking about updating River Park. It was suggested that the group come to the City with any ideas they have as this is a city owned park.

Thank you to the Airport staff for the recent tree removal project and the good work they do.


Councilor Hollanitsch stated that the Annual Fire and Ambulance Meetings will be held February 24, 2020.

Councilor Bixby stated that Zup’s is coming along, walls are up, electrical is in and they are working on the plumbing. The Mini Zup’s is staying really busy. It will be wonderful to have them back this year.

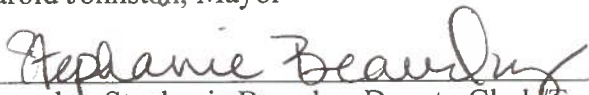
ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 6:35 PM was made by Bixby and second by Brunner. **MOTION CARRIED**

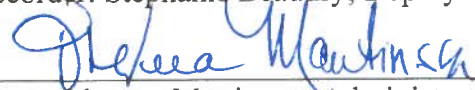
CITY OF COOK – Cook, MN 55723



Harold Johnston, Mayor



Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer



Attest: Theresa Martinson, Administrator-Clerk/Treasurer