

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 26, 2018 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, April 26, 2018 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 Acting Mayor Karen Hollanitsch.

ATTENDANCE: Present at roll call was Mayor Harold Johnston, City Councilors Jody Bixby, Karen Hollanitsch, and Elizabeth Storm. Absent was Councilor Kim Brunner. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry, Farmer's Market member Kelly Dahl, SEH engineers Benita Crow, Kaci Nowicki, and Shawn McMahan, Julie Grahn, The Timberjay, and Cook News Herald.

ADDs/DELETEs: None

PUBLIC FORUM:

SEH – Master plan and access road

SEH engineer Kaci Nowicki gave a condensed version of the Airport Master Plan presentation which was given earlier in the day at the airport. Putting together the Master Plan was an involved and collaborative process with the FAA and MnDOT. It is a 20-year plan for the airport identifying projects, funding, and costs. SEH looked at activity forecasts and operations and RDC forecasts. They also look at who the users are. The Master Plan also included property research. There is a 5-year, 10-year, and 20-year CIP in the Master Plan. Councilor Storm stated that the FAA changes things all the time and questioned whether those updates would be changed in the Master Plan as well. Ms. Nowicki stated that the Master Plan would be changed if there were any FAA updates. Administrator Martinson stated that the airport commission met earlier with SEH; it went well. Motion by Bixby, second by Storm to approve and sign the layout plan. **MOTION CARRIED.** SEH engineer Benita Crow gave an update on the access road project progress. 90% of the funding would be from the FAA and 10% would be a local split with the MnDOT. Potentially, the city share of 5% could be split with the county. Motion by Hollanitsch, second by Storm to approve moving ahead with advertising for the access road project bids contingent upon county participation. **MOTION CARRIED**

John Jamnick – JPJ Engineering – project updates

Bridge project: Administrator Martinson and Mayor Johnston met with JPJ Engineering and St. Louis County for a pre-construction meeting on April 25, 2018 at City Hall. The projected start date is July 8, 2018 with a projected completion date of November 9, 2018. The detour during construction will be County Road 24 & Ashawa Road. The mayor has talked with the local businesses which will be most impacted by the construction; some will lose parking. July will be a noisy month. Motion by Storm, second by Bixby to approve the material testing proposal from Braun Intertec as well as payment of Erickson Engineering invoice #11931 in the amount of \$6,032.00. **MOTION CARRIED**

Cook Farmer's Market

Cook Area Farmer's Market representative, Kelly Dahl, requests council approval to use River Street Park for a Farmer's Market on Saturdays from 8 AM to 1 PM during the summer months, starting after Timber Days until the end of September/early October 2018.

A \$25.00 fee has been paid with liability insurance coverage and vendor waivers will be provided. This year the Farmer's Market will be a part of SNAP which is a supplemental nutrition program through AEOA. At this time, it is too early to say how many vendors will be participating in this year's market. Motion by Storm, second by Bixby to grant approval for the Cook Area Farmer's Market to use River Street Park on Saturdays from 8 AM-1 PM contingent upon all necessary requirements met. **MOTION CARRIED**

Julie Grahn

Local birdwatcher Julie Grahn spoke to the council about how much she enjoys birdwatching at the City's sewage ponds. She sees many different birds there. She wondered if the City could make birdwatching there less of a liability and more official. Councilor Storm stated that there is no parking and people should not be driving around the ponds. Mayor Johnston added that parking on the county road is not safe. Councilor Storm asked Grahn if she was proposing an observation group or advertising of such group. Grahn stated that right now people who go to the ponds to birdwatch would be considered trespassing. She added that she thought it would be fun for her to take people there as their guide. Mayor Johnston wondered if more people would mean the destruction of the habitats and added that having people there would certainly be a liability for the City. Councilor Storm felt that advertising would not be a good idea and that Grahn still has City permission to come and go from the city ponds to birdwatch. Grahn asked if there would be a way to have people sign a waiver so that they could birdwatch there. Mayor Johnston stated the City would have to talk to its attorney. Administrator Martinson closed the discussion by thanking Grahn for being at the meeting, suggesting that perhaps Grahn could present some sort of program about birdwatching at the Cook Library.

Timber Days

The Timber Days fireworks show was discussed at last month's council meeting. The discussion was tabled until more information regarding insurance could be gathered. Deputy Clerk Beaudry has talked with the City's insurance agent as well as the City attorney. As long as the city is listed as Additionally Insured on the Pyrotechnic Company's insurance certificate and the company has adequate coverage, moving the fireworks to Doug Johnson Recreation Area should not be a problem. Motion by Bixby, second by Storm to allow the Timber Days committee to hold the fireworks show at the Doug Johnson Recreation Area. **MOTION CARRIED**

Shona McCue – Cook Care Center

Administrator Martinson shared that Shona McCue is the new activity director at the Cook Care Center. She is wondering if the city leaders could hold an event at the nursing home in the future. This would allow the residents of the Care Center to be more involved in City activities. The City will work with its leaders to see if they can come up with something to present and see who from the city council can participate. **MOTION CARRIED**

APPROVAL OF MINUTES: See Consent Agenda.

CONSENT AGENDA: Motion by Storm, second by Bixby to approve the Consent Agenda.

MOTION CARRIED

A. Approval/correction of the Regular Council Minutes of March 29, 2018

B. Bill Presentation Paid since last presentation \$100,509.04
 Presented for payment \$ 61,214.80

C. Ambulance Service April 2018 Report

D. Reporting of the March 2018 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2018	\$ 89,303.85	\$ 252,688.24
2017	\$ <u>82,991.59</u>	\$ <u>236,982.36</u>
	\$ 6,312.26	\$ 15,705.88

E. Resolution – March 2018 Donations Designated

COMMISSION AND STAFF REPORTS:

Airport

With Jim Prepodnik retiring at the end of May, Allen Hoover, who is currently on staff in charge of rink maintenance, has been promoted to take the place of Jon Jacobson at the airport while Jacobson will move into Prepodnik's position. Jon will move to \$16/hour and Hoover will be at \$15/hour. Each will have a 6-month probationary period. Motion by Storm, second by Hollanitsch to approve the aforementioned hiring and wages.

MOTION CARRIED. Approval is needed to pay SEH invoice #347815 for the Access Road project in the amount of \$8,370.00. Motion by Storm, second by Bixby to approve the aforementioned invoice. **MOTION**

CARRIED. Administrator Martinson and Councilor Hollanitsch updated the Airport Operator and Airport Coordinator job descriptions. Motion by Bixby, second by Storm to approve the updated airport job descriptions. **MOTION CARRIED**

Ambulance

There is a copy of the code of conduct, ambulance service organizational chart, and Ambulance meeting minutes in the council packet. Motion by Hollanitsch, second by Bixby to approve the new code of conduct and organizational chart for the ambulance department. **MOTION CARRIED**

Broadband

Nothing to report for the Broadband Steering Committee.

Fire Department

A grant was received through the Red Cross which will allow our fire department to provide new fire alarms to those in the community who may need them; citizens simply need to inquire with the fire department.

Lake Vermilion Trail

Councilor Storm reported that there was a Lake Vermilion Trail (LVT) meeting early today. The Cook group met first, discussing trail segments. They wondered that if Cook were to have a trailhead; where exactly it would be located. A couple suggestions from the group were the Cook Community Center or the piece of city-owned land over by the former Lakes Gas area. The Joint Powers Board had a quorum; they voted to adopt and approve the changes in the agreement. They also approved the purchase of a banner. They also discussed a fiscal agent. Currently it is the City of Tower; the new fiscal agent will be a bank in Virginia. There will be grant planning taking place. The board hopes that the first part of the trail would begin in at least 2020.

Library

A recommendation was made by the Cook Library Board for the library to be open on Saturday's during the summer. Administrator Martinson told the council that it is her recommendation not to accept the library board's recommendation. It is not fair to ask our librarian to work every Saturday this summer; two Saturdays a month seems fair. Librarian Crystal Phillips stated if the library was open just two Saturdays a month, it would be the first and third Saturdays, as to remain consistent all summer. Mayor Johnston asked Phillips if she felt okay with two Saturdays a month. Phillips stated that she is good with that. Councilor Storm asked if there was any way to identify where the Saturday patrons come from. Phillips stated there really isn't, but it is a mix of locals and visitors. Motion by Hollanitsch, second by Bixby to have the Cook Public Library open on the first and third Saturdays in June, July, and August of 2018. **MOTION CARRIED.** Phillips provided an annual report. Everything looks really good. Computer usage is huge at our library. Phillips reminded the council that the E-books and audio books are paid for by Arrowhead. Compared to other libraries, our library is kind of special because our circulation numbers are good; we still have many patrons who like to check out physical books. The Friends of the Library will hold a book sale during Timber Days. It will be held at the old Mediacom building on First Street SE in Cook; they are calling the building the "Book Barn". Phillips compiled hotspot data; from December 1, 2017 to April 26, 2018 there have been 67 hotspot checkouts. The check-out area has been restricted to people who live in the "Grizzly" area, which is basically the St. Louis County School District. Other updates from Phillips: Tuesdays are "Computer Help" days and "Coding for Kids" classes have ended.

Safety

Safety meeting minutes from January 31, 2018 and April 4, 2018 are in the packet. Janet Aultman, our safety coordinator, is going to bring us an updated safety program on May 31st. Council Storm reminded the council that all city staff AND councilors need to take their NIMS (National Incident Management Systems) test. Administrator Martinson shared that city staff member, Lois Pajari, attended an ADA meeting and the information which she gathered was shared with other city staff members.

OLD BUSINESS: None


NEW BUSINESS: None

COUNCIL FORUM: Councilor Storm shared that the North Woods Friends of the Arts is working on a grant. The grant is for youth art classes which would take place this July. The classes would run two times a week and would be run by professional artists. There would be lessons, snacks, and transportation would be provided, if necessary. The grant amount is \$5,000 and would cover 45 kids. The final projects would be displayed in four different places around the area.

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 7:15 PM was made by Councilor Hollanitsch and second by Councilor Bixby. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723



Harold Johnston, Mayor



Attest: Theresa Martinson, Administrator Clerk/Treasurer



Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer