

**MINUTES  
REGULAR MEETING  
COOK CITY COUNCIL  
MAY 24, 2007 – 6 PM – CITY HALL**

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PRESENT: Mayor Dick Edblom, Councilors David Danz, Karen Hollanitsch, Dan Manick and Elizabeth Storm  
ABSENT: None  
OTHERS PRESENT: Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Lynda Hanninen, Jon Minne – RLK Kuusisto Engineers, Cook News Herald, Airport Coordinator Tom Woock, Kimberly Thompson and Steven Sellers

Mayor Dick Edblom called the meeting to order at 6:00 PM.

Jon Minne – RLK Kuusisto Engineers updated on the water tower replacement project. The St. Louis County Community Development Block grant application was submitted. The State Health Dept responded to the request for the Health Department Drinking Water Revolving Loan fund. There is a requirement in the sizing factor. The peak factor is two (2) based on annual usage. The minimum size tank is 175,000 gallons. Mr. Minne requested approval to change the Engineering Report to reflect this information.

Motion by Storm, second by Hollanitsch to approve the change to the Engineering Report. **MOTION CARRIED**

Councilor Danz questioned what amount was requested in the CDBG application.

Mr. Minne replied that the grant request of \$300,000 was for actual construction of the water tower.

The City is also applying for funding with Rural Development and Army Corps Section 569 for the water tower replacement.

Councilor Danz asked if the application to USDA is a 60/40 split.

Mr. Minne stated that it depends on the need of the community. A grant from USDA is a 45% grant.

Jon Minne met with Bougalis Construction on May 21, 2007 to review the punchlist for the north and east area drainage improvements. Bougalis Construction is to install an erosion control blanket to finish the grade ditch to drain to the river at 2<sup>nd</sup> Street Northwest.

Jon Minne recommended approval of a change order for Bougalis Construction. The original contract was for \$160,583.25. The change order is in the amount of \$6,824.25, with a revised contract total of \$153,759.

Motion by Manick, second by Danz to approve the change order for Bougalis Construction in the amount of \$6,824.25. **MOTION CARRIED**

The Final Pay Estimate for Bougalis Construction was submitted. This estimate will reduce payment to zero. Mr. Minne recommended payment of the Final Pay Estimate in the amount of \$3,398.58 upon receipt of signatures.

Motion by Manick, second by Danz to approve payment of the Final Pay Estimate for Bougalis Construction in the amount of \$3,398.58 upon receipt of signatures.  
**MOTION CARRIED**

Motion by Storm, second by Hollanitsch to approve payment for RLK Kuusisto invoice # 2 (Project No. 2003-006-H) in the amount of \$1,360.00 and invoice # 4 in the amount of \$908.00. **MOTION CARRIED**

Motion by Manick, second by Danz to accept the Consent Agenda as follows:

- A. Approval/correction of Regular Council Minutes of April 26, 2007
- B. Acceptance of the April Police Department Report
- C. Reporting of the April Liquor Store Sales

	<u>MTD</u>		<u>YTD</u>
2007	\$69,006.42		\$268,608.61
2006	\$71,403.45		<u>\$262,009.37</u>
(-)	\$ 2,397.03	(+)	\$ 6,597.24
- D. Bill Presentation

Paid since last presentation	\$53,366.42
Presented for payment	<u>\$74,813.48</u>
	\$128,179.90
- E. May 2007 Airport Operator's Report
- F. Airport Commission Minutes – May 17, 2007
- G. Parks & Recreation Minutes – May 16, 2007

Discussion was held regarding the need to request qualifications for the consultant selection for the airport as part of the NPIAS process. Information has been advertised and has also been sent to possible engineering firms. It was decided that a Joint Airport Commission/Council meeting would be held to review these qualifications.

Administrator Martinson stated that the State of Minnesota has indicated that there are extra funds available for the CIP. The split would be 70/30. Grant requests have been submitted to the State for window replacement upstairs of the arrival/departure building and a concrete ramp for entrance into the maintenance building. The total cost to the City would be \$2,391 for the windows and \$1,080 for the concrete ramp. Airport Coordinator Tom Woock commented that the windows have been on the CIP for two years. Administrator Martinson requested pre-approval for the windows if the grant is received.

Motion by Hollanitsch, second by Storm to fund the City of Cook's portion for the window replacement upstairs of the arrival/departure building and the concrete ramp based on receiving the grant from the State of Minnesota.

Aye: Danz, Hollanitsch, Manick and Storm

Nay: Edblom

**MOTION CARRIED**

Councilor Hollanitsch updated regarding the tree removal at the airport stating that there is not enough timber to do a sale. There has been a written bid for a \$1,000 an acre and a verbal bid for \$400 an acre.

Administrator Martinson stated the need to work with an engineering firm to get NPIAS funding if the tree removal costs the City money. This will need to be funded with the first \$150,000 and will have to be the first project completed.

Council Hollanitsch requested a motion to approve the Friends of Aviation July 14<sup>th</sup> Aviation Day.

Motion by Storm, second by Manick to approve the Friends of Aviation July 14<sup>th</sup> Aviation Day. **MOTION CARRIED**

Tom Woock, Airport Coordinator has been looking at snow removal equipment for the airport. This equipment is on the CIP for NPIAS funding. The City's portion would be approximately \$4,200. Administrator Martinson stated if the equipment is on the State Bid List the City would not have to get bids to purchase this equipment.

Discussion was held regarding gas sales at the airport. Councilor Manick questioned if there was an increase in sales. Tom Woock replied that he believes that sales are up by a few percent.

Discussion was held regarding selling the City hangar at the airport. Mayor Edblom commented that the money received from the sale would fund the repairs needed at the airport. Councilor Hollanitsch stated that the Airport Commission decided not to get the hangar appraised due to the fact that it is rented. Administrator Martinson recommended discussing selling the City hangar at the Joint Airport Commission/Council meeting.

Governor Pawlenty has proclaimed the week of May 20 – 26, 2007 as Emergency Medical Services Week. Councilor Storm stated that the work the ambulance personnel does for the community needs to be recognized. Mayor Edblom also proclaimed the week of May 20 – 26, 2007 as Emergency Medical Services Week.

Councilor Storm updated regarding Emergency Preparedness and Safety. David Strock from the League of MN Cities came and spoke about a safety plan regarding workplace accident and injury. A presentation was given regarding confined space entry and lockout. The City of Cook is compliant. The Emergency Preparedness/Safety

Committee is updating the current safety and health plan. The committee continues to meet monthly and all departments are involved.

Councilor Manick updated regarding Parks and Recreation. Mayor Edblom has resigned from the commission. The Parks and Recreation Commission recommend appointing Jim Powers as a member.

Motion by Manick, second by Hollanitsch to accept Mayor Edblom's resignation from the Parks and Recreation Commission and appointing Jim Powers as a member.

**MOTION CARRIED**

Councilor Manick thanked Mayor Edblom for his service on the Parks and Recreation Commission.

The Parks and Recreation Commission recommends naming the varsity baseball field the Dan Swanson Field. Dan Swanson's classmates are going to hold a fundraiser to put up a sign. Administrator Martinson will speak to the City Attorney regarding the regulations of naming the field. An official recognition ceremony will be held in the spring.

Motion by Storm, second by Manick to approve naming the varsity field the Dan Swanson Field. **MOTION CARRIED**

The Parks and Recreation Commission request the City to fill in a portion of the wetlands located at the varsity baseball field to have more useable space. Administrator Martinson will find out the guidelines and regulations.

Parks and Recreation would like a Doug Johnson Recreation Center sign put up on Highway 53. Mayor Edblom commented that the State of Minnesota would need to install the sign, as Highway 53 is a State highway.

Mayor Edblom commented that the State of Minnesota is going to take out the flashing light at the intersection of Hwy 53 and River Street and will put one sign on each post to delineate River Street. The cost to the City will be \$61.00 for each sign.

Administrator Martinson updated regarding the City Hall ADA project. Reimbursement paperwork needs to be submitted to the State before June 10, 2007. Administrator Martinson requested the authority to issue payment to the contractor after recommendation of payment is received from Architectural Resources.

Motion by Danz, second by Storm to submit reimbursement information to the State of Minnesota for the City Hall ADA improvements and also to give Administrator Martinson the authority to issue payment to the contractor after recommendation of payment is received from Architectural Resources. **MOTION CARRIED**

Motion by Danz, second by Storm to approve payment to Architectural Resources in the amount of \$2,400. **MOTION CARRIED**

Motion by Hollanitsch, second by Manick to approve final payment to API Electric for the Vermilion Drive Lighting Project in the amount of \$2,423.42. **MOTION CARRIED**

The owner of the Cook Dollar Barn approached the City regarding the parking lot entrance to the Post Office as it leaves limited parking spaces for the Dollar Barn. Administrator Martinson stated that she would speak with the County regarding the number of parking spaces available.

Councilor Storm presented the Principles of Cooperation. She stated that there is a need to use respectful treatment, behavior and language to employees, residents and visitors to the City. It is a reminder to hold a higher standard. It was agreed to review the Principles of Cooperation at the next Council meeting.

Steven Sellers was present as a requirement to earn a merit badge.

Councilor Danz presented the US Mayors Climate Protection Agreement. This agreement is a philosophy of energy conservation to try to reduce global warming. Councilor Danz stated it is a protocol to raise our level of consciousness. Councilor Storm requested time to review the information.

A thank-you card was received from the Field 4H Club. Mayor Edblom and Administrator Martinson met with the 4H Club and gave a presentation on the City and answered questions.

Councilor Storm thanked the Chamber of Commerce for purchasing the flags for River Street.

Councilor Storm represents the Council on the Cemetery Board. She stated that the Lions Club and the VFW are going to put fencing up after Memorial Day. The other City delegate is Darrel Lindgren.

Administrator Martinson stated that a decision by the Council is needed to determine how to proceed regarding the unionization of the maintenance worker and superintendent for the Maintenance Department. The Bureau of Mediation Services has requested the following items be addressed: a card count or mail ballot and the number of bargaining units. Councilor Danz stated that he has questions regarding the union and would like to speak with the City Attorney. Administrator Martinson replied that she would contact the Bureau of Mediation to determine if a special meeting needs to be held.

Motion by Manick, second by Hollanitsch to adjourn the meeting at 7:58 PM. **MOTION CARRIED**

Respectfully submitted,

Lynda Hanninen  
Deputy Clerk/Treasurer