

**MINUTES
REGULAR MEETING
COOK CITY COUNCIL
JUNE 28, 2007 – 6 PM – CITY HALL**

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, The Timberjay, Cook News Herald and Airport Coordinator Tom Woock

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

Discussion was held regarding the May, 2007 liquor store revenue. Revenues were down for the month of May compared to the same time last year. Councilor Storm stated that the city needs to be conscious of transferring funds from the liquor store due to the fact that liquor store revenue can have a down turn.

Councilor Storm questioned regarding how many more tax increment financing payments need to be made. Administrator Martinson informed the Council that the payment made to John and Verdella Musech for 2006 is the last payment as the tax increment district has been closed.

Councilor Storm commented on the payment made to Travis Weatherton for the keys for the new handicap accessible doors at City Hall. She inquired as to how many keys were made.

Administrator Martinson replied that Travis Weatherton made numerous contacts to find the key blanks for the City Hall doors. Only four keys were supplied with the doors. Mr. Weatherton has the patent and made six keys.

Councilor Storm had a question about the Parks and Recreation Minutes of June 20, 2007 requesting the City of Cook to transfer the money that is allocated for the building fund to be transferred to the building account that was opened at American Bank. Administrator Martinson stated that this transfer cannot be made. Mayor Edblom questioned if the funds in the account at American Bank can remain there. Administrator Martinson stated that the funds can remain in the account at the present time.

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

- A. Approval/correction of Regular Council Minutes of May 24, 2007
- B. Approval/correction of Special Council Minutes of June 5, 2007 (Union)
- C. Approval/correction of Special Council Minutes of June 20, 2007 (Burckhardt/Flood Plain Ordinance)

- D. Planning and Zoning Public Hearing Minutes of June 20, 2007
(Burckhardt/Flood Plain Ordinance)
- E. Acceptance of the May Police Department Report
- F. Reporting of the May Liquor Store Sales

	<u>MTD</u>		<u>YTD</u>
2007	\$123,960.86		\$392,204.21
2006	<u>\$127,230.14</u>		<u>\$389,239.51</u>
(-)	\$ 3,269.28	(+)	\$ 2,964.70
- G. Bill Presentation

Paid since last presentation	\$109,747.03
Presented for payment	<u>\$142,879.77</u>
	\$252,626.80
- H. June 2007 Airport Operator's Report
- I. Airport Commission Minutes – June 21, 2007
- J. Parks & Recreation Minutes – June 20, 2007
- K. Hwy 1 June 14, 2007 Minutes
- L. USDA Travel Management for West Zone of Superior National Forest
- M. MN Department of Health – June 4, 2007

MOTION CARRIED

Councilor Hollanitsch updated regarding the airport. The Airport Commission recommended proceeding with the tree obstruction plan and Justification Report/User Study. Snow removal equipment will not be purchased because it is not on the State bid list.

Administrator Martinson stated that she has negotiated with S.E.H. Engineers and needs approval of the contracts for the Obstruction Survey/Plan and Justification Report/User Study. The cost for the Obstruction Survey/Plan will be \$7,300 with the City's portion being \$365.00. The cost for the Justification Report/User Study will be \$9,800 with the City's portion being \$490.00.

The State of Minnesota has informed the City that they cannot fund the window project at 70/30 participation because the upstairs of the airport building is revenue generating for the City. This project will be funded at 50/50. The cost to the City will be \$3,985 instead of the previous cost at the 70/30 participation amount of \$2,391. This will be added to the concrete ramp grant which is funded at 70/30 participation. The total cost of the concrete ramp is \$5,400 with the City's portion being \$1,620. A motion to approve Agreement No. 91451 needs to be made to proceed with the window project at the higher level of funding. If the City wants to do the obstruction removal as a State grant the funding would be 70/30. The total cost for the obstruction removal will be \$25,500 with the City's portion being \$7,650.

Administrator Martinson stated that the federal projects - Obstruction Removal Survey/Plan and Justification Report/User Study need to be decided. The funding for the obstruction removal ends on June 30, 2007.

Airport Coordinator Tom Woock presented a quote from Trueman Welters for a Tri-Deck Finishing Mower. There is a large amount of acreage at the airport that needs to be mowed. Mr. Woock stated that it takes 20 hours per week to do the mowing. The Tri Deck finishing mower is on the State bid list. The cost will be \$12,332.70 delivered.

The total cost to the City for the proposed projects will be \$27,760. Project grants need to be submitted by July 15, 2007.

Tom Woock stated that he has received two bids for a New Holland tractor with an enclosed cab in the amount of \$33,100.

Mayor Edblom questioned if this tractor would work with the equipment that is currently at the airport.

Tom Woock replied that it would work with the current equipment and once the snow removal equipment is purchased the current equipment will be placed up for bid. He also stated that the airport employees need to do 30 minutes of maintenance to the current tractor before it can be used.

Motion by Manick, second by Storm to submit grants for the Justification Report, the Obstruction Removal Survey/Plan, the windows for the upstairs of the Arrival/Departure Building, the concrete ramp, obstruction removal and to purchase the Tri-Deck Finishing Mower from Trueman Welters. **MOTION CARRIED**

Councilor Storm thanked Airport Coordinator Tom Woock for the gas sales report. She stated that she would like to see a report which lists the profit for the gas sales. Administrator Martinson stated that the markup for gas at the airport is 80 cents per gallon.

Administrator Martinson contacted two commercial appraisers regarding the City hangar at the airport. Dawn Cole will be available the second week in August at a cost of \$1,800. Wayne Edwards will be available the second week in July at a cost of \$1,250 to do the appraisal.

Motion by Storm, second by Hollanitsch to approve Wayne Edwards to appraise the City hangar at the Cook Municipal Airport at a cost of \$1,250. **MOTION CARRIED**

Councilor Storm updated regarding Emergency Preparedness. The Emergency Preparedness Plan is now complete. Councilor Storm stated that the Safety Committee has met three times and will be addressing a Workplace Accident and Injury Plan. Meetings are held on the last Monday of each month. The goal is to have the Workplace Accident and Injury Plan in place by November 1, 2007.

Councilor Manick updated regarding Parks and Recreation. The Parks and Recreation Commission made a motion recommending Dan Nylund as a member to the commission. Mayor Edblom stated that the commission has 7 members. Councilor Hollanitsch questioned if there is a conflict of interest to have an employee on a commission. Administrator Martinson stated that she would clarify if Dan Nylund could be a member on the Parks and Recreation Commission. Councilor Manick also updated regarding the fundraising done by Parks and Recreation. The golf scramble netted about \$2,000.

Discussion was held regarding the meeting with the City, Army Corps of Engineers and St. Louis County regarding filling the wetlands at the Doug Johnson Recreation Center. If the City were to fill in 10,000 feet or more of wetlands they would need to purchase from the wetlands bank in the State of Minnesota. If the amount of footage is less than 10,000 feet it is not necessary to purchase from the wetlands bank. Acreage is expensive to replace. For every acre that is filled, 1_ acres needs to be replaced.

Discussion was held regarding the Parks and Recreation Commission sending a letter requesting financial participation from St. Louis County School District # 2142 for the field at the Doug Johnson Recreation Center. A sample letter was provided. Councilor Storm stated that she believes that the letter should have a stronger statement. Administrator Martinson commented that this letter will be an initial presentation. Copies of maintenance invoices for the field will be sent with the letter.

Motion by Hollanitsch, second by Danz to approve sending a letter to St. Louis County School District #2142 requesting financial participation for the field at the Doug Johnson Recreation Center. **MOTION CARRIED**

Councilor Storm presented the Guidelines for Cooperation and Communication. She stated that this is a guide for how people should respect each other and is not requesting any signatures.

Motion by Hollanitsch, second by Danz to adopt the Guideline for Cooperation and Communication for all employees, administration and City Councilors. **MOTION CARRIED**

Councilor Danz had presented at the May Council Meeting the US Mayors Climate Protection Agreement. It is a guideline associated with green certification and concern for global warming.

Motion by Storm, second by Danz to add the City of Cook to the US Mayors Climate Protection Agreement. **MOTION CARRIED**

Discussion was held regarding the North Country Trail Arrowhead Re-Route. Congressman Oberstar has asked for evidence of support by each Council and County Board affected by the route change. The re-route may take the trail in the vicinity of Cook on its way towards Chippewa National Forest (possibly the north side of Lake Vermilion). Volunteers would maintain this route with funding from the National Park

Service. Councilor Hollanitsch questioned how the City could support the re-route not knowing where the trail will be. Administrator Martinson stated that she would request for more information and ask them to be present at a meeting.

Administrator Martinson was contacted by Liebling Brothers of Florida requesting the City to consider having their circus in our community. The location would be the old ball field behind the thrift shop. They will do their own set up, tear down and clean up. The City will provide a porta john and dumpster. Councilor Storm questioned about these expenses. Administrator Martinson replied that \$150 will be given for use of the field. Administrator Martinson contacted Dane Francis regarding their insurance coverage and was told that it would not be a problem. Administrator Martinson stated that she believes this is an excellent opportunity for everyone to enjoy something in our local community. The Maintenance Department will get the field ready. Administrator Martinson stated that she spoke with the City of Biwabik and they commented that the circus was great. The date will be Wednesday, July 18, 2007.

Motion by Hollanitsch, second by Danz to approve the Liebling Brothers of Florida to bring their circus to the City of Cook on July 18, 2007. **MOTION CARRIED**

There will be a training session for Working Nature into Land Use Decisions in Grand Rapids on July 10, 2007. Administrator Martinson requested approval for one City employee and one Council member to attend.

Motion by Storm, second by Hollanitsch for one City employee and one Council member to attend the training session for Working Nature into Land Use Decisions in Grand Rapids on July 10, 2007. **MOTION CARRIED**

An invitation was received from the City of Kinney for all City officials to attend their 30th Annual Celebration.

A card of appreciation to the City of Cook was received from Geraldine Wilkinson.

Councilor Storm commented that she had received a parking ticket for parking on 5th Street Southeast. A colleague had also gotten a parking ticket the same day. She commended Officer Nylund for his courteous and professional behavior.

Councilor Storm requested to have the placement of the no parking signs reviewed.

Councilor Storm suggested the formation of a subcommittee of the Personnel Committee to update job descriptions, to develop a personnel handbook and to develop a vehicle for employee annual reviews. Councilor Storm requested Councilor Hollanitsch and Administrator Martinson to serve on the subcommittee and would like to have these items completed by November 1, 2007.

Councilor Storm questioned if a Conflict of Interest Statement is signed by all employees, administration and Council members.

Councilor Hollanitsch commented that she continues to get compliments about how nice the City of Cook looks.

Councilor Danz questioned about the parking spaces in front of the Dollar Barn. Administrator Martinson has addressed this issue with St. Louis County.

Motion by Danz, second by Storm to adjourn the meeting at 7:23 PM. **MOTION CARRIED**

Respectfully submitted,

Lynda Hanninen
Deputy Clerk/Treasurer