

**MINUTES  
REGULAR MEETING  
COOK CITY COUNCIL  
FEBRUARY 28, 2008 – CITY HALL – 6 PM**

---

**PRESENT:** Acting Mayor Dan Manick, Councilors Karen Hollanitsch and Elizabeth Storm

**ABSENT:** Mayor Dick Edblom and Councilor Dave Danz

**OTHERS PRESENT:** RLK Engineers – Jon Minne, Maintenance Superintendent Bud Ranta, Police Officer Dan Nylund, Office Assistant Candi Nylund, Airport Coordinator Tom Woock, Cook News Herald, Residents Luke Whitney, Mike Bayliss and Donna Snyder, Administrator-Clerk/Treasurer Theresa Martinson and Deputy Clerk/Treasurer Lynda Hanninen

Acting Mayor Dan Manick called the meeting to order at 6:00 PM.

Discussion was held regarding the application for an exempt permit for the Sturgeon River Chapter raffle to be held at the Old Muni on May 31, 2008. The raffle will be a cash raffle and will benefit the MN Deer Hunters Association.

Motion by Storm, second by Hollanitsch to approve the application for an exempt permit for the Sturgeon River Chapter raffle to be held on May 31, 2008 at the Old Muni.

**MOTION CARRIED**

Jon Minne, RLK Engineers updated regarding the St. Louis County River Street Agreement. City Attorney Mark Weir examined the agreement and questioned item 8 regarding the fee for the administration of funds. The intent was that there will be a 2% fee to administer the funds.

Acting Mayor Manick questioned the duties of the county in Appendix A.

Motion by Storm, second by Hollanitsch to approve the St. Louis County River Street Agreement once the 2% fee in paragraph 8 is clarified. **MOTION CARRIED**

Jon Minne updated regarding the water tower project. There are agreements that need to be signed subject to authorization to proceed. These agreements are specific to USDA's requirements.

Motion by Hollanitsch, second by Storm to approve signing the Legal Services, Accounting, Reporting System and Audit, Equal Opportunity and Assurance Agreements, Certification Regarding Drug-Free Workplace Requirements, Certification for Contracts, Grants and Loans and Certification Regarding Prohibited Tying Arrangements specific to USDA Rural Development requirements. **MOTION CARRIED**

The well mapping for the new well was discussed. There is good potential for ground water at a one mile radius. Kolstad Olson has been contacted to get background information. The next step is to proceed with exploratory drilling quotes to get an idea of the water quality.

Maintenance Superintendent Bud Ranta commented that there is a need to have a contingency for emergency plan if the well pump fails. Aysta will be contacted to see if they would be able to deliver drinking water if the need arises.

Councilor Hollanitsch questioned about funding. Jon Minne stated that the report needs to be completed.

Councilor Manick questioned if there is a maximum distance in mind for the well. Jon Minne commented that the new well will be as close to the city as possible.

Councilor Storm commented that the contingency plan should be put in place to make sure that service is provided to the residents and businesses of the City of Cook.

Jon Minne suggested having an agreement with a company to provide water in an emergency situation. Jon Minne commented that water would need to be transported in a stainless steel tank.

Discussion was held regarding the railroad/park road project. St. Louis County has the agreement that is needed to resubmit the plans to the State of Minnesota for approval. The deadline is April 15, 2008. The plan is to bid out the project in July with construction to being in the fall. Administrator Martinson stated that the design sidewalk fencing is still in the plans. The City will review the plans.

Motion by Storm, second by Hollanitsch to approve the Consent Agenda as follows:

- A. Approval/correction of Regular Council Minutes of January 24, 2008
- B. Approval/correction of Special Council Minutes of February 15, 2008 (Joint Police Commission)
- C. Acceptance of the January Police Department Report
- D. Reporting of the January Liquor Store Sales

	<u>MTD</u>		<u>YTD</u>
2008	\$64,038.24		\$64,038.24
2007	\$64,484.51		\$64,484.51
(-)	\$ 446.27	(-)	\$ 446.27
- E. Bill Presentation

Paid since last presentation	\$113,070.03
Presented for payment	<u>\$ 76,630.30</u>
	\$189,700.33
- F. February Airport Operator's Report
- G. Parks & Recreation Committee Minutes – February 19, 2008

- H. Safety/Emergency Preparedness Committee Minutes of January 28, 2008
- I. Airport Commission Minutes of February 21, 2008
- J. Police Commission Minutes of February 20, 2008

**MOTION CARRIED**

Discussion was held regarding the police department. The replacement of the Police Chief position is in process. Administrator Martinson stated that she recommends utilizing the services of the city’s Human Resource Consultant, Paul Ness, to make sure that the City is abiding by all employment hiring laws. Paul Ness has suggested both minimum and preferred qualifications and salary ranges.

Minimum qualifications suggested include:

- Two-year degree (A.S. or A.A.S.) from a MN POST Board-accepted law enforcement or criminal justice program
- At least three years of experience as a full-time, licensed peace officer
- Valid Minnesota POST license
- One year of supervisor experience
- Valid Minnesota Class C driver’s license
- Must pass/meet all state-mandated minimum hiring requirements

Preferred qualifications suggested include:

- Four-year degree (B.S. or B.A.) from a MN POST Board-accepted law enforcement or criminal justice program.
- Five or more years of experience as a full-time, licensed peace officer
- Administrative or management experience at a sergeant or higher level
- Two or more years of supervisory experience (scheduling, assigning/prioritizing work, coaching and evaluating performance, and training)
- Specific experience in conducting investigations, managing law enforcement programs and administering police budgets.
- Specific experience in business, community and school relations
- Specific experience reporting to and advising a governing body, board or commission

Starting pay recommendations include:

	<u>START</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>NEXT</u>
Option One	\$32,670	\$34,304	\$36,019	Normal Step
Option Two	\$36,917	\$38,763	Normal Step	
Option Three	\$38,412	\$40,333	Normal Step	
Option Four	\$41,265	Normal Step		

*After 6 mos. After 1 year*

Note: Assumes standby/on-call pay continues

Paul Ness also recommends removing the phrase “minority of time spent patrolling” from the job description.

Councilor Storm stated that she agrees with removing the “minority of time spent patrolling” from the job description. Councilor Storm also commented that she would like to include the minimum and preferred qualifications as stated by Paul Ness.

Administrator Martinson stated that she would like the Council to address the job description and pay structure for the Police Chief position. She also requested authorization to consult with Paul Ness regarding the replacement process for the Police Chief position and to advertise for this position.

Motion by Storm, second by Hollanitsch to adopt the recommendations from Human Resource Consultant Paul Ness regarding the minimum and preferred qualification changes to the Police Chief job description, remove the “minority of time spent patrolling” phrase and to use the starting pay grid as it falls in line with the City of Cook’s pay structure. **MOTION CARRIED**

Motion by Storm, second by Hollanitsch to authorize Administrator Martinson to consult with Paul Ness as a Human Resource Consultant during the replacement process of the Police Chief position. **MOTION CARRIED**

Discussion was held regarding where to advertise for the Police Chief position. Suggestions included the League of Minnesota Cities and the Minnesota Job Service website. Councilor Manick commented that Police Chief Hietala had stated for the last hiring no one had applied after seeing the advertisement in the local papers. Councilor Storm questioned if there are any journals that could be advertised in. Administrator Martinson stated that she would research with Paul Ness.

Motion by Storm, second by Manick to authorize Administrator Martinson to post and advertise for the Police Chief position. **MOTION CARRIED**

Councilor Hollanitsch updated regarding the airport. There are three projects on the CIP that the commission would like to complete. Airport Coordinator Tom Woock made a presentation for snow removal equipment. Tom Woock stated that the snow removal equipment is over thirty years old. Funding will be at 95/5.

Tom Woock and Airport Operator Ernie Seppala have researched equipment. They recommend a New Holland bi-directional tractor and 2.4 cubic yard loader with a 14” broom that will brush away snow after plowing. The brooms wear out and will need to be replaced. Councilor Manick questioned if the broom replacements will be purchased with funding. The replacement parts will be at the city’s expense. Tom Woock commented that in lieu of spending money on weights, the sander will go on either tractor.

Tom Woock commented that 40 airports in Minnesota are exploring a pusher plow. The blower is in service in 14 airports in Wisconsin and about 10 in Minnesota and they are not breaking down.

Tom Woock commented that it is important to start the purchase with federal monies, as it is a lengthy process. The State of Minnesota is waiting for information regarding projects. There is an approximate 30-day waiting period for approval and four to five month delivery time. Tom Woock stated that written communication goes through the Minnesota Department of Transportation. MnDOT forwards the information onto the FAA.

Councilor Manick questioned if the tractor has enough horsepower to have a snow blower in the front and a sander in the back. Tom Woock stated that the tractor has 145 horsepower.

Councilor Hollanitsch commented that this is the number one project on the CIP and the city hangar was sold to purchase equipment. There is an option to sell the current equipment.

Tom Woock commented regarding the transceivers mandated to be able to talk to aircrafts. There will be one radio with the snow equipment at 95/5 funding. One radio each will need to be placed in the airport truck and in the utility tractor.

Motion by Hollanitsch, second by Storm to purchase the snowplow equipment and radios contingent on the funds being available and allocated. The City portion will be taken from the hangar sale and equipment sale. **MOTION CARRIED**

Discussion was held regarding culverts at the airport. The airport is City property and there is a utility right-of-way. Future hangar owners will need to put in their own driveway.

Discussion was held regarding the size of the culverts. Currently the culverts are 6" – 12" plastic double lined. The culverts that will be replaced will be 14" – 16". Administrator Martinson asked Bud Ranta if there were any concerns from a utility standpoint. His reply was that there was not.

Motion by Storm, second by Manick to approve putting the culvert project up for bid. **MOTION CARRIED**

Councilor Hollanitsch stated that there was a recommendation by the Airport Commission to mark up the fuel at the airport and remove the minimum gallon purchase requirement on the club card to get the discount. Councilor Hollanitsch stated that she would like this issue tabled in order to research further.

Councilor Hollanitsch thanked Tom Woock and Ernie Seppala for their research work on the snow removal equipment.

Motion by Storm, second by Hollanitsch to advertise the plow truck and snow blower up for bid. **MOTION CARRIED**

Councilor Manick updated regarding parks and recreation. Councilor Manick stated that they were getting good feedback from the townships regarding the proposed advisory board. The proposed \$4 per capita will be a supplement to the budget.

Administrator Martinson spoke with City Attorney Mark Weir regarding the joint board statute. Presentations need to be made to the townships.

Councilor Hollanitsch commented that the \$4 per capita is only a portion of funding. A group could be formed to be a non-profit status separate from the City.

Councilor Manick stated that an answer is needed regarding the advisory board and approval of the \$4 per capita.

Councilor Storm commented that the Parks and Recreation Commission has done wonderful work.

Motion by Storm, second by Hollanitsch to approve the intent to form a Parks and Recreation Advisory Board and the \$4 per capita. **MOTION CARRIED**

Councilor Storm updated regarding the Safety Committee. Each department of the City is having a monthly safety meeting and recording attendance. A tabletop drill was held at the Homestead and Pioneer Apartments to evacuate residents in an emergency situation.

The tabletop drill states what should be done if a disaster happens.

The Safety Committee meets the last Monday of each month.

On February 13 the siren was sounded but the whole town was not able to hear it. The siren will be sounded again on March 5 at 1:00 pm.

Luke Whitney was present to request approval for a gambling license for the Chamber of Commerce. The Chamber of Commerce will be sponsoring a raffle for the Parks and Recreation Department for the new community/youth center building. Wingfest will be held on April 19, 2008. Bingo will be held from 1:00 – 3:30, wings will be served and prize drawings will be held from 4:00 – 8:00. There will also be a dance by Shamrock'd from 8:00 – 11:30.

Administrator Martinson thanked Luke Whitney and Neil Cheney for their efforts.

Motion by Hollanitsch, second by Storm to approve the gambling license for the Chamber of Commerce to hold a raffle at the VFW on April 19, 2008. **MOTION CARRIED**

St. Louis County Ag Inspector Gary C. Kuyava has requested the City sign a petition in support of eradication of spotted knapweed.

Motion by Hollanitsch, second by Storm to support the eradication of spotted knapweed.  
**MOTION CARRIED**

The 2008 Local Board of Appeal & Equalization will be held for the City of Cook on April 22, 2008 from 6 – 7 PM at the Cook City Hall. Residents and businesses will have the opportunity to review their evaluations done by St. Louis County.

The United States Department of Agriculture is proposing to maintain six openings with prescribed fire and/or mechanical treatments for the purpose of wildlife habitat improvement and fuel reduction. They are interested in receiving comments on the proposal prior to making a decision to proceed. The Fire Department will be alerted.

The League of Minnesota Cities will be holding Safety and Loss Control Workshops in Biwabik on April 24, 2008.

Administrator Martinson stated that she would like to hold a study session to discuss the enterprise funds through the end of 2007, review from city attorney regarding data privacy, commission roles and responsibilities and other policy matters. Councilor Storm requested that annexations also be addressed.

Councilor Storm thanked the members of the audience for their attendance.

Motion by Storm, second by Hollanitsch to adjourn the meeting at 7:20 PM. **MOTION CARRIED**

Respectfully submitted,

Lynda Hanninen  
Deputy Clerk/Treasurer