

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 23, 2015 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, April 23, 2015 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 Jody Bixby, Kim Brunner, Karen Hollanitsch and Elizabeth Storm. Absent were none. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm, Maintenance Supervisor Bud Ranta, Caleb Gillson, Rock Gillson, Tom Beaudry, The Timberjay and Cook News Herald.

ADDs/DELETES: Mayor Harold Johnston read into the record the revisions to the original agenda.

Add: Commission and Staff Reports – Liquor Building Improvement Quote, New Business – Final Audit Approval 2014

Move: None

PUBLIC FORUM:

JPJ Engineering Project Updates/Funding

JPJ Engineer John Jamnick reported that CDBG funding has been awarded for the design of the **North River Street Bridge Replacement Project** and anticipates project start for 2016.

Staff is requesting authority to negotiate a purchase price and proceed with all legal paperwork for the possible purchase of the vacated home at 20 North River Street. The house has been deemed an architectural barrier for the bridge project and funding has only been received for the design of the bridge. Once the property is owned by the city, the IRRRB Demolition Program could be utilized to demolish the home.

CDBG contracts for the North River Street Bridge Project will be available early May. Approval is needed for the Mayor and Administrator to sign all pertinent documents.

Motion by Storm, second by Bixby to authorize staff to negotiate a purchase price and proceed with all legal paperwork for the possible purchase of the vacated home at 20 North River Street and to authorize the Mayor and Administrator to sign all pertinent CDBG contracts for the North River Street Bridge Project.

MOTION CARRIED

IRYA Board Appointment

Council approval is requested to appoint city resident, Tom Beaudry to the Iron Range Youth in Action Board to serve on behalf of the City of Cook.

Motion by Storm, second by Bixby to appoint Tom Beaudry to the Iron Range Youth in Action Board to serve on behalf of the City of Cook. **MOTION CARRIED**

Cook Chamber of Commerce – Timber Days

Rock Gillson, owner of Redwater Complex, is opening the former Cook School building for laser tag in the gymnasium and allowing Friends of the Arts to utilize the lobby for displays during the 2015 Timber Days event held June 12-14th. A snack bar will also be provided.

Tent camping in the fenced area of the former football field has been discussed with Owens Township as that portion of the property is not in city limits. Softball teams would be allowed to camp on Friday and Saturday night during the Timber Days Event. An attendant will be on duty for safety in the “Concession” building all night and tents will be tagged with quiet hours after 11 pm. Porta Johns will be available at the school and field site. Camp fires would be allowed in portable, raised fire pits. Any RVs will be directed to the Country Store as owner, Tom Musech has licensing to accommodate. The city also has extra law enforcement present for the weekend event.

The Crescent Bar and Grill has renewed their state catering license to sell alcohol and food at the softball event under City Ordinance 601 and the council is requesting no glass be allowed.

The Old Muni is requesting to extend their premises to a fenced area in the back parking lot for Timber Days June 12-14, 2015, which is covered under their liquor licensing. They have also requested 10 AM serving for Sunday, June 14, 2015 beyond the City Ordinance of 12 Noon.

VFW Post 1757 is requesting to extend their premises to a fenced area in the parking lot for Timber Days, June 12-14, 2015, which is covered under their club licensing. They have also requested 10 AM serving for Sunday, June 14, 2015 beyond the City Ordinance of 12 Noon.

Motion by Brunner, second by Hollanitsch to allow VFW Post 1757 and The Old Muni to extend their serving premises to a fenced area on the property for Timber Days June 12-14, 2015, and to allow Sunday serving time of 10 AM on June 14, 2015 beyond the City Ordinance of 12 Noon, contingent upon following all applicable laws, licensing and insurance requirements. **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 26, 2015
- B. Approval/correction of Planning & Zoning Minutes of March 26, 2015 – Vermilion Motel Variance
- B. Bill Presentation
- C. Reporting of the March 2015 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2015	\$ 80,893.80	\$ 236,615.67
2014	<u>\$ 79,048.79</u>	<u>\$ 235,068.99</u>
	\$ 1,845.01	\$ 1,546.68

- D. Resolution – March 2015 Donations Designated
- E. Ambulance Service Report

COMMISSION AND STAFF REPORTS:

Airport

Council approval is needed for S.E.H Engineering’s recommendation to award the 2015 Crack Seal Project to Anderson Brothers Construction (low bid) contingent upon receiving the FAA Grant.

Total Project Cost:	\$27,780.79
Anderson Bros Construction	\$16,780.79
S.E.H. Design and Engineering	\$ 9,000.00
Administrative (City of Cook)	\$ 2,000.00

FAA participation is 90:10 for a total grant request of \$25,002. The City of Cook is also requesting MNDOT grant support in the amount of approximately \$1,392.14 (5%) for the Crack Sealing Project and an additional \$3,000 for fuel system repairs.

Motion by Brunner, second by Bixby to accept S.E.H. Engineer’s recommendation to award the low bid of \$16,780.79 to Anderson Brothers Construction for the Crack Sealing Project, contingent upon receiving an FAA grant. **MOTION CARRIED**

Ambulance

Ambulance Director, Jim Gray has submitted his resignation effective April 30, 2015.

Administrator Theresa Martinson and Ambulance Chair Karen Hollanitsch met with former Ambulance Director Tim Mankowski, Assistant Director Loretta Rankila and EMTs to assign critical duties upon Director Gray’s resignation.

Restructuring of the Director position was discussed amongst the crew and was requested the position be split into two positions with a Monday-Friday daytime call person with administrative duties with a separate director to oversee the operation. EMTs requested both positions be filled from within and stated that the director should have years of service with the organization. The crew requested a 40 hour per week day-time staffed position (Mon-Fri) and questioned if anything beyond those hours would be considered volunteer or overtime for the position.

Administrator Martinson and Ambulance Chair Karen Hollanitsch have also contacted the City HR Consultant for a recommendation on restructuring and position development to comply with all state and federal requirements. The position would also need to be adopted as part of the city pay and job description structures.

The ambulance crew and city staff is very dedicated to the service and will continue to research ways to improve and keep the service active as a vital resource to the community.

Maintenance

The city has completed the initial phases of the MN Dept of Health Wellhead Protection and can now implement the plan with grant opportunities up to \$10,000. Maintenance Supervisor Ranta is the Wellhead Manager.

The MN Dept of Health (MDH) has partnered with Midwest Assistance Program (MAP) to provide technical assistance with Safe Drinking Water Act (SDWA) compliance through Wellhead Protection. MDH has assigned a contact to the city for the public water system and recommends contacting soon.

Liquor

Peter Stone Construction submitted a quote for \$1600 for exterior building upgrades to the front of the liquor store. Designated capital replacement funds will be utilized for this project.

Motion by Storm, second by Brunner to accept a quote from Peter Stone Construction for \$1600 for exterior building upgrades to the front of the liquor store. **MOTION CARRIED**

OLD BUSINESS:

Cook Area Farmer's Market – The Cook Area Farmer's Market had previously requested no competing markets in the park for the summer season. City Attorney Mark Weir advised that the council cannot discriminate against two markets wanting to use the park at the same time. The council would be giving special preference to one organization and would need a rational basis to allow only one organization to use the park. As long as the capacity of the park can accommodate both markets then both can use the park.

St. Louis County Board Meeting – St. Louis County sent a letter of appreciation for assistance with hosting the County Board meeting at the Comet Theater on March 24th.

Highway 53 Signage – The MNDOT installed the requested “Your Speed is This” sign on Hwy 53 as you enter Cook from the south. They will also install Crosswalk signage, by approximately fishing opener. The painting of the turn arrows and crosswalks will need to be considered by the city as MNDOT will only paint the yellow and white long lines.

NEW BUSINESS:

NWFA Art Expo

Northwood's Friends of the Art will display artwork at Cook City Hall and citywide during the Spring Art Expo from June 5th-19th.

Cook Hospital Shake-A Leg 5k Fun Walk/Run and Health and Home Fair/Show

The 5k Walk/Run will be held in conjunction with Timber Days on June 13th at 9:00 am at the Doug Johnson Park.

The Health and Home Fair/Show will be held at the Cook Hospital on September 19, 2015 from 11 a.m. – 1 p.m.

The Cook Hospital is seeking donations to help sponsor these two events. Sponsorship forms can be obtained by contacting the hospital and due May 10, 2015.

2014 City of Cook Final Audit

A special meeting was held at 5 PM to review the City of Cook final 2014 audit with CPA Bill Paulson of Walker, Giroux and Hahne.

Motion by Hollanitch, second by Storm to accept the 2014 Audit for the City of Cook as prepared by Walker, Giroux and Hahne. **MOTION CARRIED**

COUNCIL FORUM:

Councilor Storm reminded residents that Music In The Park, Cook Area Farmer's Market and spring tourism is starting and encourages participation.

ADJOURNMENT:

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

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Attest: Theresa Martinson, Administrator Clerk/Treasurer

Recorder: Cindy Palm, Deputy Clerk/Treasurer