

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 27, 2015 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, August 27, 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 and Elizabeth Storm. Absent was City Councilor Karen Hollanitsch. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm, Maintenance Supervisor Bud Ranta, The Timberjay, Cook News Herald, Lake Vermilion Fire Brigade Don Potter, JPJ Engineer John Jamnick, Cook Hospital Administrator Teresa Debevec, Voyageur Country ATV Bruce Beste, Steve Koch, Nick Sutich, Bill Gruska, Resident Sharon Ratai, Iron Range Building & Construction Trades Mike Syversrud, Dan Snidarich, Dan Hendrickson, Morton Contractors Wayne Linn

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

Add: Public Forum – Iron Range Building & Construction Trades-Mike Syversrud regarding Lake Vermilion Fire Brigade Equipment Garage Bids. Commission and Staff Reports-MNDOT Grant Agreements 2015 Crack Seal Airport Project

Move: None

PUBLIC FORUM:

Cook Hospital Nursing Home Renovation Project

Cook Hospital Administrator Teresa Dabevec was present to request council approval of Resolution 150827A allowing the Cook Hospital to apply for and accept funding from the IRRRB for the Cook Hospital Nursing Home Renovation Project. The City of Cook acts as the fiscal agent as the Cook Hospital is located in the municipality of Cook.

Motion by Storm, second by Bixby to approve Resolution 150827A allowing the City of Cook, on behalf of Cook Hospital, to apply for and accept funding from the IRRRB for the Cook Hospital Nursing Home Renovation Project. **MOTION CARRIED**

Aye: Councilors Jody Bixby, Kim Brunner and Elizabeth Storm

Nay: None

Absent: Councilor Karen Hollanitsch

Abstain: Mayor Harold Johnston – Cook Hospital Employee

Voyageur Country ATV

Chair Bruce Beste presented information to the council regarding the proposed connection of the ATV trails throughout Federal, State, County and Local Government and some private land within Northern Minnesota. As there are many miles of ATV trails, there is not a connecting system of roads open to ATV use.

The club has met with many officials from government agencies to propose a trail connection plan that would eliminate trailering or loading machines onto trucks and trailers.

Parking is also difficult as many trailheads and roads don't have adequate parking. The connection of the trails is a positive attribute for the tourism industry of this area and the newly formed group would also offer ATV safety courses for youth ages 12-16.

The Voyager Country ATV group is requesting support from the City of Cook to allow ATV use through the City as part of the trail connection plan. They feel this would promote positive tourism for the city and it was noted that snowmobiles are routed through the City already. Funding opportunities are being researched to create trail connection systems to communities as well as to eliminate travel on busy highways. Mayor Johnston requested the group present a standard policy from other communities on ATV use for review prior to adoption of a city policy.

Motion by Brunner, second by Storm to support Voyager Country ATV's proposal to connect the ATV trail system throughout existing government and private land use trail systems. **MOTION CARRIED**

Lake Vermilion Fire Brigade

The Council, at the July Regular Council Meeting, approved a motion to allow the Lake Vermilion Fire Brigade to bid the equipment garage project through the City of Cook as IRRRB grant funding requires funding pass through a municipality because the LVFB is a non-profit organization.

Morton Buildings bid \$647,488 and Lenci Enterprises \$873,000 with the agreement that prevailing wage is paid by the contractor. The IRRRB grant funding is \$200,000 and the City of Cook acknowledges the bid as the fiscal agent but does not accept the bids for the Lake Vermilion Fire Brigade.

Iron Range Building & Construction Trades, Mike Syversrud was present stating he is opposed to the bids being accepted on this project. The prevailing wage stated is Highway Heavy versus Building wage rates which are incorrect for the type of construction being completed. This incorrect wage is causing a high bid difference between the contractors of \$227,000 over project cost and is suggesting the project be re-bid. He also stated that the bid specifications do not list Responsible Contractor Law.

JPJ Engineer John Jamnick, who is representing the Lake Vermilion Fire Brigade, stated that the infrastructure and excavating prompted the highway heavy rate in the bid. He also stated that the Lake Vermilion Fire Brigade needs to decide on the budget for these bids.

Councilor Brunner asked Mike Syversrud if they have met with Beatty Township where the project is located or with the IRRRB who is providing the grant and was told no. The City was approached because they are the fiscal agent for the Lake Vermilion Fire Brigade. The group from Iron Range Building & Construction Trades also informed the City that they had contacted County Commissioner Keith Nelson and State House Representative Jason Metsa who did not contact the City regarding this bid. Dan Snidarich had also commented that had the difference in bids been minimal they may not have approached the city regarding the prevailing wage.

Administrator Martinson identified that she had met with IRRRB, Chris Ismil and he stated that the city, as the fiscal agent, has the authority to accept bids from a non-union contractor as long as prevailing wage is paid. She also feels that there is not enough clear intent on the requirements of the city acting as a fiscal agent for these new community funding requirements from the IRRRB.

Mayor Johnston asked what responsibility the city has with this complaint as the fiscal agent for this project and feels more information is needed from the IRRRB before making any decisions to accept the low bid for the Lake Vermilion Fire Brigade. The Council is requesting the IRRRB state clearly, in writing, the project requirements for both the City, acting as fiscal agent, and Lake Vermilion Fire Brigade.

Motion by Storm, second by Bixby to table bid acceptance, as the fiscal agent for the Lake Vermilion Fire Brigade, for more information regarding IRRRB funding requirements for the City of Cook.

MOTION CARRIED

JPJ Engineering Project Updates

IRRRB Property Demolition Grant

IRRRB has funding available to demolish four properties (3 tax forfeited properties owned by St. Louis County and 1 property being purchased by the city). Part of the funding requirements is that the city handles the demolition for these properties. The bids can be accepted as non-union but prevailing wage is to be paid. JPJ Engineering, John Jamnick recommends the city apply for these funds and is requesting approval of Resolution 150827B to apply for IRRRB funding and award the low bid for demolition on the project. The city and county will enter into an agreement on the forfeited properties management of demolition and cost allocations.

Motion by Bixby, second by Storm to approve Resolution 150827B to apply for and accept IRRRB funding for the current Demolition Project and the authority to award low bid for the demolition of these properties.

MOTION CARRIED

Community Center Grant

IRRRB Community Center Grant of \$50,000 has been awarded and Resolution 150827C needs to be accepted and approved for this grant for the new Community Center Building.

Motion by Brunner, second by Bixby to accept and approve Resolution 150827C accepting IRRRB grant funding of \$50,000 for the Community Center Project. **MOTION CARRIED**

North River Street Bridge Replacement

The North River Street Bridge Replacement Project is moving forward in phases towards the anticipated project for 2016. MNDOT has approved the preliminary bridge design. A Cooperative Agreement between St. Louis County and the City of Cook is needed as the county is sponsoring the funding for SAP 69-598-008 CP 0000-259567 as owner of State Bridge L8542.

Motion by Brunner, second by Storm to approve the St. Louis County Cooperative Agreement SAP 69-598-008 CP 0000-259567 between St. Louis County and the City of Cook as owner of State Bridge L8542 for the anticipated 2016 North River Street Bridge Replacement Project. **MOTION CARRIED**

2013 Street Improvements

The 2013 Street Improvements Project has minimal items to be completed and JPJ Engineering is working with KGM Contractors to complete.

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 July 23, 2015
- B. Approval/correction of Public Hearing Minutes of July 23, 2015 – Cook Area Health Services Bond Refinancing
- C. Bill Presentation

D. Reporting of the July 2015 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2015	\$ 223,486.04	\$ 880,961.23
2014	<u>\$ 215,085.30</u>	<u>\$ 849,095.04</u>
	\$ 8,400.74	\$ 31,866.19

E. Resolution – July 2015 Donations Designated

F. MPCA Letter 7/31 re: Delayed Reissuance of General Stabilization Pond Permit

COMMISSION AND STAFF REPORTS:

Airport

The next Master Plan Meeting is scheduled for Friday, September 18th at 1:30 PM at the Airport for council members who would like to attend.

Council approval is needed for the Mayor and Administrator to sign and accept MNDOT Grant Agreements for the 2015 Crack Seal Project. The Federal Grant Agreements were accepted at the July Council Meeting and this project is funded 90:10 FAA (90%) MNDOT (5%) and City (5%). A Resolution is needed to authorize the Mayor and Administrator-Clerk/Treasurer to execute said Agreement and any amendments on behalf of the City of Cook.

Motion by Brunner, second by Storm to approve a Resolution accepting State of Minnesota Agreement No. 1001488 “Grant Agreement for Airport Improvement Excluding Land Acquisition” for State Project No. A6917-38 at the Cook Municipal Airport. The Mayor and Administrator-Clerk/Treasurer are authorized to sign and accept MNDOT Grant Agreement and any amendments for the City of Cook for the 2015 Crack Seal Project. **MOTION CARRIED**

Ambulance

The City of Cook would like to sponsor 2 EMT training opportunities for Karen Schultz and William Sobyra and Angora Township funds will be utilized to sponsor 1 EMT Training for Christina Rothleutner. A Scholarship Agreement will be signed to complete the EMT Basic Course, certification from National Registry of EMT’s in compliance with the State of MN, and actively serve for one year on the Cook Ambulance Service with a minimum requirement of 24 hours per month of call time. Cost of training per student is \$1507.71 for education and training.

Motion by Brunner, second by Bixby to approve the sponsorship of 3 EMT Scholarship Agreements for education and training for the Cook Ambulance Service for 2015. **MOTION CARRIED**

OLD BUSINESS:

Comprehensive Plan

A Comprehensive Plan Meeting is scheduled for Friday, September 18th at 10 AM to review the results of the questionnaires distributed to council members and to also review a draft document prepared by ARDC Andy Hubley. A follow up meeting in October would be held to review the final draft of the plan.

2015 Bow Hunt

The 2015 Bow Hunt informational packet has been provided addressing the Hunt Plan, Benefits, Challenges and informational details of the hunt. Twenty Five applicants will have the opportunity to hunt the City of Cook with 21 pre-registered (as of council meeting), allowing 4 more to register.

NEW BUSINESS:

Preliminary Budget and Property Tax Levy for Fiscal Year 2016

The preliminary levy increase for 2016 is 8% with a proposed levy amount of \$385,651.

2013 LEVY \$340,080 Final
2014 LEVY \$357,084 Final
2015 LEVY \$357,084 Final

Motion by Storm, second by Bixby to approve a preliminary levy increase of 8%. The proposed levy for 2016 is \$385,651. **MOTION CARRIED**

Motion by Storm, second by Bixby to approve the 2016 General Fund budget as follows:

PROPOSED REVENUES	\$528,753
PROPOSED EXPENSES	<u>\$554,571</u>
Deficit	\$(25,818)
GENERAL FUND	\$(25,818)
LEVY 8%	<u>\$ 28,567</u>
	\$ 2,749

MOTION CARRIED

The Truth in Taxation Public Hearing is held to discuss and approve the final budget and tax levy for 2016. The Council will discuss the amount of property taxes it is proposing to collect to pay for the costs of services the city will provide in 2016. The meeting will be held at 6 PM on December 17, 2015 (regular council meeting date) at the Cook City Hall. The public is encouraged to attend to express their opinions.

Motion by Storm, second by Bixby to set the Truth in Taxation Public Hearing Date as December 17, 2015 at 6 PM at the Cook City Hall whereby the final adoption of the 2016 budget and levy will occur.

MOTION CARRIED

Streets and Alleys Study Session Recommendation

At the 5 PM Special Study Session, the council approved the purchase of a city pickup and plow package utilizing remaining 2015 budget funds and capital equipment funds if needed, purchasing locally and selling the old pickup.

Motion by Storm, second by Bixby to authorize the purchase of a pickup and plow package utilizing remaining 2015 budget funds and capital equipment funds if needed, and purchasing locally and selling the old pickup.

MOTION CARRIED

The council also approved the authority to purchase a used dump truck between now and 2016 after researching bid law requirements, financing/purchasing options utilizing capital equipment funds and the sale of the old dump truck. Purchase opportunities will be pre-approved by Administrator Martinson and Mayor Johnston and this would eliminate the need to wait for monthly council meetings if a good opportunity was available.

Motion by Brunner, second by Bixby to allow authority for Maintenance Supervisor, Bud Ranta, to purchase a dump truck utilizing capital equipment funds and pre-approval review with Administrator Martinson and Mayor Johnston. **MOTION CARRIED**

Deputy Clerk/Treasurer Resignation and Replacement

Deputy Clerk/Treasurer, Cindy Palm has submitted her resignation effective September 11, 2015. Council acceptance is needed to accept resignation and grant the Personnel Committee the authority to complete the replacement process. During the replacement process a request has been made to close City Hall as needed. Office Assistant Ruth Boudreau will be working full time hours.

Motion by Storm, second by Bixby to accept the resignation of Deputy-Clerk/Treasurer Cindy Palm, effective September 11, 2015 and to grant the Personnel Committee the authority to complete the replacement process and close City Hall as needed during this time and allow for Office Assistant Ruth Boudreau to work full-time hours. **MOTION CARRIED**

COUNCIL FORUM:

Councilor Storm reported that Music in the Park is very enjoyable and well attended with adults, children and pets. St. Paul's Lutheran Church is selling food items and Eric Pederson has lined up great musicians for entertainment. The Cook Area Food Shelf has been very busy with many new people.

There being no further business brought before the Council, motion to adjourn at 7:20 PM was made by Councilor Bixby and second by Councilor Brunner. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Attest: Theresa Martinson, Administrator Clerk/Treasurer

Recorder: Cindy Palm, Deputy Clerk/Treasurer