

**COOK CITY COUNCIL  
REGULAR MEETING MINUTES  
SEPTEMBER 24, 2015 – COOK CITY HALL – 6 PM**

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**TIME AND PLACE:** A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, September 24, 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, Office Assistant Ruth Boudreau, and The Timberjays.

**ADDs/DELETES:** None

**Add:** None

**Move:** None

**PUBLIC FORUM:**

**Lake Vermilion Fire Brigade Building Project**

Project has been tabled and will not move forward at this time, due to lack of funding. Bids came in over budget and the Lake Vermilion Fire Brigade is requesting the City to reject all bids on their behalf. Council approval also needed to send a letter to IRRRB to formally decline the grant and reject the bids.

Motion by Brunner, second by Storm to notify the IRRRB that the City of Cook wishes to close the LVFB Building Project Grant in the amount of \$200,000. All formal bids for this project are rejected due to lack of funding and being over budget. **MOTION CARRIED**

**River Street Bridge Project**

An invoice for a portion of the engineering costs was presented for payment to JPJ Engineering in the amount of \$2,735.00.

**Demo Projects/Posch Purchase**

Demo projects are proceeding as scheduled. An invoice from MacNeil Environmental for asbestos testing was presented for payment in the amount of \$780.00.

Motion by Storm, second by Bixby to approve the payment of invoices to JPJ Engineering and MacNeil Environmental as presented. **MOTION CARRIED**

**Rec Center - Marty's Plumbing Heating Air Conditioning**

An invoice was presented for payment for two heat pumps. Councilor Storm would like to have a meeting with the Recreation Committee to discuss expenditures and get a more detailed progress report on the Building project. As this bill was presented without any prior notice or explanations, Councilor Storm would like a bit more information before approving any more invoices presented this way and for the committee to please not bring things in at the last minute. Mr. Burkhardt will be informed of this.

Motion by Bixby, second by Johnston to approve payment in the amount of \$5,933.05 to Marty’s Plumbing Heating Air Conditioning for the supply of a 4 ton and 5 ton heat pump at the Community Center Building utilizing the Recreation Building Fund monies. **MOTION CARRIED**

**APPROVAL OF MINUTES:** See Consent Agenda.

**CONSENT AGENDA:** Motion by Bixby, second by Johnston to approve the Consent Agenda. **MOTION CARRIED**

- A. Approval/correction of the Regular Council Minutes of August 27, 2015
- B. Approval/correction of Special Council Meeting Minutes of August 27, 2015 – 2016 Proposed Budget & Levy – Preliminary Adoption and Street Department Budget
- C. Bill Presentation

Presented for Payment	\$ 33,153.33
Paid since last presentation	\$147,501.27

- D. Reporting of the August 2015 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2015	\$183,006.58	\$ 1,063,967.81
2014	<u>\$200,337.53</u>	<u>\$ 1,049,432.57</u>
	\$ (17,330.95 )	\$ 14,535.24

- E. Resolution – August 2015 Donations Designated
- F. IRYA – Tom Beaudry Email Report – 9/21/2015

**COMMISSION AND STAFF REPORTS:**

**Airport**

The Master Plan meeting scheduled for September 18, 2015 was cancelled. Council approval is needed for the Crack Seal Project - S.E.H. Final Engineering Payment in the amount of \$6,300 and Pay #1 to Anderson Brothers in the amount of \$13,486.79.

The Alliance for Aviation Across America presented a Proclamation to the City of Cook for adoption to recognize the importance of the Cook Municipal Airport and to raise awareness about its role in the community.

Motion by Bixby, second by Storm to approve payment to Anderson Brothers in the amount of \$13,486.79 and S.E.H. Engineers in the amount of \$6,300 for the Airport Crack Seal Project and to adopt the Mayoral Proclamation recognizing October 2015 as General Aviation Appreciation Month. **MOTION CARRIED**

**Library**

The Study Session to review the 2016 Library Budget was held at 5 PM before the council meeting. The preliminary budget was increased from \$46,800.00 in 2015 to \$47,388.00 projected for 2016, an increase of \$588.00. Council approval is needed to approve and accept the new board recommended policies: Confidentiality of User Records and Privacy Policy; Lending, Fines and Fees Policy; and Collection Development Policy. Motion by Storm, second by Brunner to adopt stated Library policies as presented.

**MOTION CARRIED**

**Parks and Beautification**

The Study Session to review the Parks and Beautification Budget was held before the council meeting. The preliminary budget for 2016 was set at \$11,545.00, a slight increase from the 2015 budget of \$11,500.00.

**OLD BUSINESS:**

**Comprehensive Plan**

A Comprehensive Plan Meeting was held Friday, September 18<sup>th</sup> at 10 AM to review the results of the questionnaires distributed to council members and key people within the community and to also review a draft document prepared by ARDC Andy Hubley. Andy presented at the meeting, a sample from the City of Tofte, that was very streamlined and a similar format will be used for the City of Cook Comprehensive Plan. Councilors Brunner and Storm who attended the meeting were very pleased with the new direction. The next meeting will be held Friday, October 23<sup>rd</sup> at 10 AM to review the final draft of the plan.

**Deputy Clerk/Treasurer Replacement**

Administrator Martinson with the approval of the Personnel Committee, presented for hire, Stephanie Beaudry. A start date for Stephanie would be October 19<sup>th</sup>, pending a background check which had not been received as of council date.

Motion by Storm, second by Bixby to approve the hire of Stephanie Beaudry for the position of Deputy Clerk/Treasurer, upon final background checks approval. Beaudry will be placed in the Full Time Pay Structure at Pay Grade 6, Step – Midpoint, at a rate of \$17.09/hour. Effective date of hire is October 19, 2015.

**MOTION CARRIED**

As the absence of a Deputy Clerk/Treasurer person has created a void in the work load at City Hall, also presented for approval was a request for Office Assistant Ruth Boudreau to be given a temporary work status of full time and to be placed in Pay Grade 5, Step 5 temporary pay hourly rate increase to \$13.94/hour. This status change would be retroactive to September 11, 2015.

Motion by Storm, second by Bixby to approve the temporary work status change for Office Assistant Ruth Boudreau to full-time at an hourly rate of \$13.94 as of September 11, 2015. **MOTION CARRIED**

**NEW BUSINESS:**

**Elections**

There will be a Special Election this year to replace Representative David Dill, District 3A. Primary Election Day is Tuesday, September 29<sup>th</sup>.

**COUNCIL FORUM:** It was mentioned how nice it is to see cars on the Main Street again from the business at the Old Muni and applauded the owners for holding events and promoting the business. The Comet is hosting a well renowned singer. The Council appreciates all the businesses and their efforts.

**ADJOURNMENT:** There being no further business brought before the Council, Motion to adjourn at 6:20 PM by Brunner, second by Johnston. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

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Harold Johnston, Mayor

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Attest: Theresa Martinson, Administrator Clerk/Treasurer

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Recorder: Ruth Boudreau, Office Assistant