

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 19, 2015 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, November 19, 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 was Mayor Harold Johnston and City Councilors Jody Bixby, Karen Hollanitsch, and Elizabeth Storm. Absent was City Councilor Kim Brunner. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry, Recreation Committee Secretary Tammy Palmer, and HRA Director Reed Erickson.

ADDs/DELETES:

Add: **Liquor Store** - Approval of Clerk-Stockers Hire (s)
 Ambulance - Directorship

PUBLIC FORUM:

COOK HRA – Reed Erickson

Reed Erickson, Director of the Cook HRA, asked the Council to consider an adjustment to the current PILOT (Payment In Lieu Of Taxes). It is currently at 10%, Erickson asked the Council to consider lowering it to 5% for 2016. Councilor Storm reminded everyone that the PILOT money doesn't just go to the city; lowering it would also affect others who get part of that money, i.e. the school district, county, hospital, for example. Erickson stated that most small HRA either are at 5% or do a levy. Erickson stated that he also wanted the Council to consider a levy if they didn't want to lower the PILOT. Mayor Johnston stated that most likely such a levy for the HRA would never happen; the City couldn't raise taxes for that. Councilor Hollanitsch stated that Mr. Erickson has done a lot of good things and that the Cook HRA is a big provider of housing. Mayor Johnston asked how much the City would lose; Administrator Martinson responded that the City would lose approximately \$2500, considering the \$11,000 that is received currently. Councilor Storm was concerned about the City losing more tax income. Mayor Johnston asked what Mr. Erickson would use the extra monies toward. Erickson stated that it would go toward deferred maintenance.

Motion by Bixby, second by Hollanitsch to lower the PILOT for one year (2016) to 5%, dependent upon the county and others that it would affect and the legality of the changes.

Voting Aye: Mayor Johnston, Councilors Bixby and Hollanitsch

Voting Nay: Councilor Storm

Absent: Councilor Brunner

MOTION CARRIED

Mr. Erickson also brought up a concern of the residents of the Homestead and the Pioneer Buildings. The residents signed a petition to ask the city to install speed limit signs on 5th Street as they feel there are too many people speeding, which presents a danger to residents and others who are leaving the parking lots and/or crossing the street. It was decided by the Council that the issue would be looked at in the spring.

Recreation

Tammy Palmer (moved up to Public Forum due to weather) presented three job descriptions for the Rec Center. One was a Rink Attendant which will be covered by Contract Services. The other two are a Rec Attendant and a Rec Director to staff the new Rec Center when it opens. Councilor Hollanitsch asked about the days and hours that the rink would be open. Palmer stated that she would like to see it available at least 21 hours a week however, nothing is set in stone at this time. Palmer also stated that besides the winter hours, there is Youth Baseball in the summer, which runs May to mid-July. Councilor Hollanitsch stated that right now the rink attendant is the first priority as it is that time of the year for the rink to be open. Councilor Hollanitsch asked if the two job descriptions could be combined for now. Administrator Martinson inquired if the City could develop a volunteer base somewhat like the City Library has. Palmer felt that was too many duties for just one person. Councilor Bixby stated that the Council needed to keep the budget in mind. Mayor Johnston stated that whoever is hired, they would have to make the job their own and mold it to the early needs of the Center. A recommendation was made by Administrator Martinson to have the Personnel Committee work with Palmer to have a new job description created, set hours, and decide on a pay rate, while she would send the job description to the HR advisor to get a pay recommendation.

Motion by Bixby, second by Hollanitsch to allow the Personnel Committee to establish a Recreation Attendant Job Description, set hours for the Community Center, set an hourly pay rate for the position based on the HR Consultant's recommendation. **MOTION CARRIED**

An invoice for work at the Rec Center by Aune/Keister in the amount of \$4368.00 was presented for approval as well as an Upper Lakes Foods order for items for the Rec Center food prep area in the amount of \$13,539.48. Building Fund monies will be utilized.

Motion by Hollanitsch, second by Storm to approve the above mentioned invoices for the Community Center Building paid out of the building fund. **MOTION CARRIED**

John Jamnick - JPJ Engineering

Administrator Martinson reported on multiple invoices and recommended approval for payment:

Motion by Hollanitsch, second by Bixby to approve payment of the following invoices:

JPJ Invoice	\$772.00	Residential Demolition, Project #15-169
JPJ Invoice	\$525.00	Vermilion Motel, Project #14-969
KGM Contractors Invoice (Final Pay Estimate No. 5)	\$48,557.69	2013 Street Improvement, Project #13-796
KGM Change Order No. 1	\$15,788.70	2013 Street Improvements, Project #13-796

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 Regular Council Minutes of October 22, 2015
- B. Approval/correction of Special Council Minutes of October 23, 2015 – Cook Comprehensive Planning
- C. Approval/correction of Special Council Minutes of October 22, 2015 – 2016 Recreation & Airport Budgets

D. Bill Presentation

Paid since last presentation	\$ 277,045.27
Presented for payment	\$ 96,366.35

E. Reporting of the October 2015 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2015	\$ 117,756.31	\$ 1,328,704.15
2014	\$ 112,878.14	\$ 1,287,861.09
	\$ 4,878.17	\$ 40,843.06

F. Resolution – October 2015 Donations Designated

G. Recreation Commission Minutes of November 2, 2015

COMMISSION AND STAFF REPORTS:

Library

Administrator Martinson summarized the highlights from the Library Board meeting on November 4, 2015. The Board wrote a new volunteer policy and created new hours based on a survey of patrons. Motion by Bixby, second by Hollanitsch to approve the volunteer policy and the new library hours (Tuesday/Volunteer Day 1 – 4 PM, Wednesday and Thursday 10 AM – 6 PM and Friday 10 AM – 4 PM). **MOTION CARRIED**

Personnel Committee

Motion by Storm, second by Hollanitsch to approve the pay increase for Maintenance Worker Don Flack and Librarian Crystal Phillips, effective January 1, 2016, discussed at the Budget/Levy Meeting, as well as a cost of living increase for full-time and part-time employees of 3% in 2016 and 2.5% in 2017. Flack will be at Pay Grade 6, Step 9 at an hourly rate of \$17.44 and Phillips will be at Pay Grade 7, Step 5 at an hourly rate of \$17.68. **MOTION CARRIED**

Liquor Store

Motion by Hollanitsch, second by Bixby to approve the hire of two new liquor store clerk/stockers, Lois Pajari (11/7/2015) and Gwyneth Schrecengost (11/13/2015). Hourly rates for both is \$10. Storm recuse. **MOTION CARRIED**

Ambulance

Ambulance Director Mankowski will be out of town for the winter season and expected to return in April 2016. It is recommended that Nancy Reing and Brooke Fischer split the workload, duties and director pay. Motion by Bixby, second by Hollanitsch to approve the seasonal change of Ambulance Co-Directorship and the Monthly Director Salary between EMTs Nancy Reing and Brooke Fischer. **MOTION CARRIED**

OLD BUSINESS:

Bow Hunt

The DNR Office provided harvested deer totals through the City bow hunt. There has been 20 deer harvested so far.

NEW BUSINESS:

Beatty Township

A correction letter sent from Beatty Township regarding information in regards to “unorganized township” stated during the Sept. 4, 2015 Council meeting was presented.

Cook's Country Christmas

Cook's Country Christmas which will be held on Friday, December 4, 2015. Everyone was asked to support the event. Lights of Love will take place. Santa Claus will be at the Comet Theater.

CIRI Brownfield Participation

Motion by Bixby, second by Storm to approve a Resolution 151119 authorizing the City of Cook continued membership in CIRI (Central Iron Range Initiative) and also a member of the CIRI Brownfield Redevelopment Program Coalition. Cook supports the US EPA Brownfield Assessment grant application and upon approval of coalition's application to the US EPA, the City of Cook may enter into a Memorandum of Agreement with the City of Virginia. Cook will comply with all applicable laws and regulations as stated in all contracts and the Mayor is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of Cook. Administrator Martinson is designated as contact person for the City of Cook.

MOTION CARRIED

Financial Institution Resolution

Motion by Bixby, second by Storm to adopt Resolution to change the signature cards for all of the City's financial institutions to be updated to include new Deputy-Clerk, Stephanie Beaudry. The safety deposit box signature card at First National Bank will also be updated. The other two signers are Mayor Harold Johnston and Administrator-Clerk/Treasurer Theresa Martinson. **MOTION CARRIED**

COUNCIL FORUM: None

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 7:04 PM was made by Hollanitsch and second by Bixby. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer

Attest: Theresa Martinson, Administrator-Clerk/Treasurer