

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 17, 2015 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, December 17, 2015 at the Cook City Hall.

CALL TO ORDER: Mayor Harold Johnston called the meeting to order at 6:06 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. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry, Tom Klein (The Timberjay), and Amy Shuster (Cook News-Herald).

ADDs/DELETES: None.

PUBLIC FORUM:

Andy Hubley – ARDC Comprehensive Plan Adoption – Resolution

ARDC – Comprehensive Plan Adoption. Andy Hubley was not present. Administrator Martinson shared that the public comment period is over, the resolution needs to be adopted, and the plan needs to be sent to the IRRRB. Motion by Storm, second by Bixby to adopt the Comprehensive Plan, as presented and approve said Resolution. **MOTION CARRIED**

Cook Hospital – DEED Grant – Resolution Adoption

The Cook Hospital is trying to receive funding through a DEED Grant. However, the City must apply for the DEED Grant on behalf of the Cook Hospital in order for the hospital to receive funding.

Motion by Bixby, second by Hollanitsch to adopt the Resolution allowing the City to apply for funding on behalf of the Hospital for a \$200,000 DEED Grant for the Nursing Home Renovation Project. **MOTION CARRIED**

Councilor Storm brought up a concern regarding the road between the clinic and St. Mary's Church. Storm stated that it is a dangerous area. Administrator Martinson stated that this issue should be looked at with Planning & Zoning.

John Jamnick – JPJ Engineering

JPJ Engineer John Jamnick recommends the following payments:

IRRRB Demolition/Project #2015-4 - Josh Antus for \$21,050.00

Vermilion Motel/Project #2015-2 – Pay Estimate #2 Mesabi Bituminous \$57,260.30

Vermilion Motel/Project #2015-2 – Grant Reimbursement \$63,823.21

River St. Bridge/Project #2015-3 – Erickson Engineering for \$1,137.00

Motion by Storm, second by Brunner to approve payment to Josh Antus for \$21,050.00 for the IRRRRB Demolition Project #2015-4. **MOTION CARRIED**

Motion by Brunner, second by Storm to approve Partial Payment Estimate #2 to Mesabi Bituminous for \$57,260.30 for the Vermilion Motel Project #2015-2. **MOTION CARRIED**

Motion by Brunner, second by Storm to approve Grant Reimbursement for the City of Cook for \$63,823.21 from the IRRRB for the Vermilion Motel Project #2015-2. **MOTION CARRIED**

Motion by Hollanitsch, second by Bixby to approve payment to Erickson Engineering for \$1,137.00 for the River Street Bridge Project #2015-3. **MOTION CARRIED**

APPROVAL OF MINUTES: See Consent Agenda.

CONSENT AGENDA:

Motion by Hollanitsch, second by Storm to approve the consent agenda. **MOTION CARRIED**

- A. Approval/correction of the Regular Council Minutes of November 19, 2015
- B. Approval/correction of Special Council Minutes of November 20, 2015 - 2016 General Fund Department Budget & COL

C. Bill Presentation	Paid since last presentation	\$ 118,820.79
	Presented for payment	\$ 170,281.72

D. Reporting of the November 2015 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2015	\$107,772.68	\$1,434,258.98
2014	<u>\$106,693.44</u>	<u>\$1,394,554.53</u>
	\$ 1,079.24	\$ 39,704.45

- E. Resolution – November 2015 Donations Designated
- F. Recreation Commission Minutes of December 7, 2015
- G. IRYA Report – December 3, 2015 Meeting – Tom Beaudry
- H. Board of Appeal & Equalization letter dated November 2, 2015

COMMISSION AND STAFF REPORTS:

Airport

Motion by Hollanitsch, second by Storm to approve DOT Agreement No. 1002108 and Resolution for SP A6917-39 for Fuel Repairs at the Cook Municipal Airport. Total Project Costs are \$3,316.80 with the state providing \$1,990.08 in funding (60%) and the recipient (city) responsible for \$1,326.72 (40%). **MOTION CARRIED**

Fire

The annual renewal of the St. Louis County Unorganized Township 62-17 and 63-17 Fire Protection Service Agreement is due and receives \$14,000 annually towards the Cook Volunteer Fire Department. \$7,000 of this amount is transferred to the Lake Vermilion Fire Brigade.

Motion by Bixby, second by Brunner to accept the St. Louis County Unorganized Township 62-17 and 63-17 Fire Protection Service Agreements and allow Mayor and Administrator to sign necessary documentation. **MOTION CARRIED**

HRA Board Interest

Sharon Ratai expressed, in a letter dated December 11, 2015, that she is interested in a position on the HRA Board when one becomes available. Mayor Johnston stated that nothing can be done until a seat on the board is available, but let it be recorded that Sharon Ratai is interested.

Planning & Zoning Recommendation – The Old Muni

The Planning & Zoning Committee recommend to the City Council to issue JDL Enterprises – DBA The Old Muni Bar and Lounge (Jack Luecken) a Conditional Use permit for the purpose of constructing an open-air accessory structure (patio) on the property located at 17 South River Street, Cook, MN 55723. Ashawa Village of Cook, Block 5, Lots 24 and 25. Motion by Bixby, second by Brunner to approve the recommendation.

MOTION CARRIED

Recreation

Administrator Martinson stated that the three original job descriptions submitted last month by the Recreation Committee were combined to create the “Recreation Attendant” job description. She also stated that the City’s HR consultant recommended a starting pay rate for the position of \$10.30 (2016 Schedule), which places the position in Pay Grade 2b of the Part-time Employee Step Structure. Motion by Storm, second by Hollanitsch to approve the job description and the pay rate recommended by the HR Consultant. **MOTION CARRIED**

Recreation Board Member Tammy Palmer submitted an invoice from Fred Reichel for the replacement of the Rec Center rink lights. Councilor Brunner asked what was wrong with them and why were there changed. Deputy - Clerk Beaudry is going to reach out to the Recreation Department to find out. Motion by Bixby, second by Hollanitsch to pay Fred Reichel in the amount of \$4407.07. **MOTION CARRIED**

It was noted that the new Rec Center hours are not set in stone. Until the Recreation Board and the City see how the demand will be and can get a better idea of usage, the hours are going to be flexible.

OLD BUSINESS:

HRA – PILT Payment

Administrator Martinson provided an update on the HRA – PILT payment. The County will be collecting the HRA monies and distributing them. The county expressed that it is within the City’s responsibilities to reduce the percentage charged from 10% to 5%. Deputy - Clerk Beaudry also communicated with School District #2142 and learned that the reduction will have little to no effect on 2142’s budget.

Lake Vermilion Trail

Administrator Martinson recently attended a Lake Vermilion Trail Meeting on December 2, 2015, and said it was very exciting to hear what was discussed and also to see so many in attendance. Councilor Hollanitsch, Councilor Storm, and Administrator Martinson will be the City of Cook representatives at future meetings. Administrator Martinson also noted that there currently was a member of the Park Service and ARDC helping with this project.

City Bow Hunt - Count

Update: The current count for the bow hunt is 24.

NEW BUSINESS:

2016 License Renewals: Old Muni & VFW Post 1757

All documentation and payments have been received for their 2016 licensing. The City is just waiting on verification that Mr. Luecken's insurance covers the new open-air patio that he is planning to build. Insurance will be confirmed before licensed issued.

Motion by Brunner, second by Storm to approve the following license renewals for the VFW Post 1757: On Sale Intoxicating Club & Sunday, Off Sale 3.2 and Games Licenses. For the Old Muni: On Sale Intoxicating, On Sale Intoxicating Sunday, Off Sale 3.2, and Game Licenses. **MOTION CARRIED**

Walker, Giroux, and Hahne Audit Confirmation Letter

The City of Cook has received the Audit Confirmation letter dated Nov 16, 2015. Councilor Storm stated that Walker, Giroux, and Hahne do a good job for the City. Administrator Martinson agreed, stating that there is many cities in our area, who use their services. Motion by Storm, second by Hollanitsch to sign the audit letter. **MOTION CARRIED**

League of MN Cities Experienced Officials Leadership Conference

This conference will be held Jan 22-23 in Brooklyn Center. Anyone wishing to attend, should contact City Hall for registration.

Note of Appreciation – Council foregoing pay

The city received a nice note of appreciation from a resident of Hutchinson regarding the Council foregoing their pay.

COUNCIL FORUM: None

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 6:45 PM was made by Councilor Bixby and second by Councilor Brunner. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer

Attest: Theresa Martinson, Administrator-Clerk/Treasurer