

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
MAY 28, 2015 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, May 28, 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, Karen Hollanitsch and Elizabeth Storm. Absent was City Councilor Kim Brunner. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm, and Cook News Herald.

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

Add:

Public Forum – Erickson Engineering Services Quote-North River Street Bridge and Lake Vermilion Fire Brigade Fiscal Agent-City of Cook

Commission and Staff Reports – Safety Committee Employee Right to Know and AWAIR and Cook Cemetery Board Meeting Information Updates

Move: None

PUBLIC FORUM:

JPJ Engineering Project Updates/Funding

2013 Street Improvements

KGM Contractors is addressing final punch list items for the project.

North River Street Bridge Project

Administration has negotiated a purchase price of \$10,000 for a vacated residential home at 20 North River Street which has been deemed an architectural barrier for the replacement of the bridge. Intended closing is August 1st, 2015 and IRRRB funds will be applied for to assist with demolition costs.

St. Louis County Public Works Bridge Engineer, Matt Hemmila discussed bridge replacement and funding options with staff, stating the City will be responsible for upfront costs of \$20,000. Once design is complete, State Bridge Bonding funds can be applied for with Cook in a good position to apply based on the condition of the bridge and the availability of funds in 2016. The project would then be put out for bids in late 2015 or early 2016.

Erickson Engineering Services has provided a quote for \$32,000 for Engineering Design to start the project. Additional costs will include engineering services from City Engineer, JPJ Engineering, with costs covered by CDBG funds that have been awarded for 2015.

Vermilion Motel Infrastructure Project

The Vermilion Motel Project anticipated start date is early June. Requesting permission for Mayor and Administrator to sign Contract Documents to expedite project documents, with the anticipated start date prior to the June 25th Council meeting. Contract documents would be signed contingent upon the project commencing.

Motion by Bixby, second by Hollanitsch to approve a quote from Erickson Engineering Services for \$32,000 for initial design for the North River Street Bridge Project and to approve Mayor and Clerk signatures for Contract Documents for the Vermilion Motel Project contingent upon the project commencing.

MOTION CARRIED

Community Center Project

A \$50,000 IRRRB Grant has been received for the Community Center Building Project. The committee feels this grant is sufficient to complete the building project. Council approval is needed to accept the grant.

Motion by Storm, second by Hollanitsch to accept an IRRRB grant for \$50,000 for completion of the Community Center Building. **MOTION CARRIED**

Lake Vermilion Fire Brigade

The City of Cook, as a government entity, is the designated fiscal agent for the Lake Vermilion Fire Brigade IRRRB grant for a building to be installed for equipment storage. The project will be bid through the City of Cook.

Cook Chamber of Commerce – Timber Days

The Timber Days Committee has been busy planning the community event for June 12-14 with many new ideas. There are no approval requests for the May Council Meeting. Everyone was encouraged to support the event.

APPROVAL OF MINUTES: See Consent Agenda.

CONSENT AGENDA: Motion by Storm, second by Hollanitsch to approve the Consent Agenda.

MOTION CARRIED

- A. Approval/correction of the Regular Council Minutes of April 23, 2015
- B. Approval/correction of Special Council Minutes of April 23, 2015 – 2014 Audit
- B. Bill Presentation
- C. Reporting of the April 2015 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2015	\$ 89,730.65	\$ 326,346.32
2014	<u>\$ 79,696.49</u>	<u>\$ 314,765.48</u>
	\$ 10,034.16	\$ 11,580.84

- D. Resolution – April 2015 Donations Designated
- E. Littlefork/Rat Root River Board Meeting (Agenda-5/6/15 & Minutes-5-7-14)

COMMISSION AND STAFF REPORTS:

Airport

Council approval is requested for a quote from Range Petroleum Equipment for \$3,030.40 to replace the pumping unit inside the Av Gas fueling cabinet and the inline check valve. FAA Grant funds of \$3000 are in place to cover this repair.

Motion by Hollanitsch, second by Storm to approve a quote from Range Petroleum Equipment for \$3,030.40 for replacement of the AV Gas pumping unit. **MOTION CARRIED**

An amendment to the 2015 M&O MNDOT Grant Agreement provides for additional funds of \$11,738 to be used by June 30th for eligible expenses. A quote for \$3,065 was received from Marty's Plumbing, Heating and Air Conditioning for boiler repair in the Terminal Building and a quote for \$4,900 from Martinson Electric Inc. for replacing 7 cobra light fixtures along the street. Both of these projects are eligible grant expenses.

Motion by Storm, second by Bixby approve the 2015 amendment to the M&O MNDOT Grant Agreement and to approve quotes for \$3065 From Marty's Plumbing, Heating and Air Conditioning for boiler repair in the terminal building and \$4,900 from Martinson Electric for cobra light fixture replacement to the street lights at the airport as eligible expenses for the airport M&O MNDOT Grant Agreement. **MOTION CARRIED**

Ambulance

Ambulance Director, Jim Gray submitted his resignation effective April 30, 2015 and former Ambulance Director Tim Mankowski, who resigned in December 2014, has agreed to accept the Ambulance Director Position. Mankowski will be compensated at \$1000/month as was previous. There is no additional hiring of personnel at this time.

Motion by Storm, second by Hollanitsch to approve the re-hiring of former Ambulance Director Tim Mankowski at \$1000/month. **MOTION CARRIED**

Liquor

Manager Deb Lindgren is requesting council approval to hire two part-time Liquor Store Clerks Jordan Vezina and Deb Heglund. All employment requirements have been met.

Motion by Storm, second by Bixby to approve the hiring of Jordan Vezina and Deb Heglund as part time Liquor Store Clerks at a rate of \$10/hour. **MOTION CARRIED**

Library

Librarian Crystal Phillips reported that the Library Board reviewed the annual report at the May 6 meeting and is requesting council approval for the Cook Library Annual Report. Council members acknowledged the increase in donations and that townships, residents and businesses are very supportive of the Cook Library.

Motion by Hollanitsch, second by Bixby to approve the Cook Library Annual Report by recommendation from the Library Board. **MOTION CARRIED**

Administrator Martinson is requesting council approval for an additional 2 working hours per week for the librarian to accommodate the addition of deliveries to the Library from the Arrowhead Library System on Mondays when the library is closed. Monday deliveries make for a difficult workload and too difficult for a volunteer to handle on Tuesdays. Wednesday and Friday deliveries are covered by the library assistant during open hours.

Motion by Storm, second by Bixby to approve two (2) additional working hours per week for the librarian, effective May 18, 2015. **MOTION CARRIED**

Cemetery

The Cemetery Board met and accepted a contract for seasonal mowing and caretaking for 2015.

Safety

The Safety Committee performed the annual review of Employee Right to Know and AWAIR Manuals and are presenting the City Council with new and updated programs through the MMUA for the City of Cook to assure adequate safety programs are in place. Council approval is needed to adopt policies and procedures for the Safety Committee. These new programs will replace the ones that were currently in place.

Motion by Hollanitsch, second by Bixby to approve the Safety Committee's recommendation of adoption of the new AWAIR and Right to Know Programs for the City of Cook. **MOTION CARRIED**

OLD BUSINESS:

Highway 53 Signage – MNDOT has installed crosswalk signage along Highway 53. 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. Completion of this is a high priority as it is a safety concern with a busy highway and two lanes coming into Cook.

NEW BUSINESS:

City Prosecuting Attorney - Electronic Filing

City Prosecuting Attorney Colosimo, Patchin & Kearney, Ltd. is in the process of connecting electronically to the Courts/BCA for eCharging. This will require a new BCA Master Joint Powers Agreement and a Court Data Services Subscriber Amendment. The Joint Powers Agreement must be approved by the City through Resolution.

Motion by Bixby, second by Storm to approve Resolution 150528 for a BCA Master Joint Powers Agreement and a Court Data Services Subscriber Amendment to establish eCharging for the Courts/BCA electronic filing for City Prosecuting Attorney Colosimo, Patchin & Kearney, Ltd. **MOTION CARRIED**

St. Louis County AIS Prevention Program

St. Louis County is soliciting proposals to prevent the introduction or limit the spread of aquatic invasive species (AIS) in St. Louis County. If interested in applying or questions about the program, contact St. Louis County Planning and Community Development in Duluth.

COUNCIL FORUM:

Councilor Storm reminded residents that Timber Days, Music In The Park, Cook Area Farmer's Market, and the Lions Club Garage Sale are starting in June and St Mary's Catholic Church will host Monroe Crossing (June 11th) and encourages participation.

Councilor Hollanitsch thanked participants and volunteers to make all these events happen and has seen many new participants this year. She also thanked the Maintenance Department for making Cook so attractive for these events as well.

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 Storm. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Attest: Theresa Martinson, Administrator Clerk/Treasurer

Recorder: Cindy Palm, Deputy Clerk/Treasurer