

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 20, 2014 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, November 20, 2014 at the Cook City Hall.

CALL TO ORDER: Mayor Harold Johnston called the meeting to order at 6:15 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 and Karen Hollanitsch. Absent were City Councilors Kim Brunner and Elizabeth Storm. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm, JPJ Engineering John Jamnick, Cook News Herald and The Timberjay.

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

Add: Commission and Staff Reports – Last Chance Liquors new hire
Consent Agenda – Revised Special Council Minutes of October 23, 2014-Cook Comprehensive Planning

Move: Commission and Staff Reports – Ambulance Director Official Hiring – to December Council.

The Public Hearing for project information for the North River Street Bridge Replacement was called to order. The hearing was held from 6:01 PM until 6:14 PM. Separate minutes are recorded and attached.

6:14 PM Public Hearing Closed and 6:15 PM Regular Council Meeting recommenced.

PUBLIC FORUM:

John Jamnick - JPJ Engineering Project Updates

JPJ Engineer John Jamnick reported that the city should be contacted in December regarding the IRRRB funding application, submitted in October, for drainage, ADA accessibility and sidewalk improvements for 2015 project funding.

Jamnick recommends Final Pay Estimate #5 to Utility Systems of America in the amount of \$5000 for the 2013 Wastewater Improvements Project. Payment will be held until final minimal items are completed and payment release is authorized by JPJ Engineering.

Jamnick recommends approval of Change Order #4 increasing the contract amount by \$10,796 due to increased pipe quantities.

Motion by Hollanitsch, second by Bixby to approve Final Pay Estimate #5 to Utility Systems of America for \$5000 for the 2013 Wastewater Improvements Project and approval of Change Order #4 increasing the contract amount by \$10,796. **MOTION CARRIED**

APPROVAL OF MINUTES: See Consent Agenda.

CONSENT AGENDA: Motion by Hollanitsch, second by Bixby to approve the Consent Agenda with revised Special Council Minutes of October 23, 2014 - Cook Comprehensive Planning added.

MOTION CARRIED

- A. Approval/correction of Regular Council Minutes of October 23, 2014
- B. Approval/correction of Special Council Minutes of October 23, 2014 – Cook Comprehensive Planning
- C. Approval/correction of Special Council Minutes of October 23, 2014 – 2015 Recreation & Airport Budgets
- D. Approval/correction of the Special Council Minutes of November 13, 2014-Canvassing of 2014 Municipal Election
- E. Bill Presentation Paid since last presentation \$ 71,283.28
 Presented for payment \$ 181,671.92
- F. Reporting of the October 2014 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2014	\$ 112,878.14	\$ 1,287,861.09
2013	\$ 114,043.78	\$ 1,293,514.99
	\$ (1,165.64)	\$ (5,653.90)
- G. Resolution – October 2014 Donations Designated
- H. Ambulance Service Report

COMMISSION AND STAFF REPORTS:

Ambulance – Director Replacement

Administrator Martinson has requested authority for the Personnel Committee/Interviewing Committee to approve final hire for the Ambulance Director – Safety Officer Position upon process completion.

Motion by Bixby, second by Hollanitsch to give authority to the Personnel Committee/Interviewing Committee to approve final hire for the Ambulance Director-Safety Officer Position upon process completion. **MOTION CARRIED**

Administrator Martinson has also requested approval of the Ambulance Director – Safety Officer Job Description for this new full-time position.

Motion by Bixby, second by Hollanitsch to approve the Ambulance Director – Safety Officer Job description for the new full-time position. **MOTION CARRIED**

Fire – Canadian National Railroad Hazardous Materials Transportation

CN Railroad submitted a letter to the Cook Volunteer Fire Department regarding safe transportation of hazardous materials by rail. CN wants to assure communities that they provide proper information to meet the City of Cook’s emergency preparedness needs and provided contact information.

Parks and Beautification – Budget Transfer

Councilor Hollanitsch reported that Parks and Beautification has offered to transfer remaining 2014 budget funds of up to \$3000 to the Recreation budget to complete a specific project for the Community Center Building. The project would need to be identified with a requested amount and timeline of completion for 2014. Information was not provided for this meeting and a final request will be made for the December Council Meeting.

Liquor Store – New Hire

Liquor Store Manager Deb Lindgren has requested approval to hire William Sobyra as a Part-Time Clerk/ Stocker starting at \$10 per hour within the adopted part time step structure. William currently works at the library part-time as a Library Assistant.

Motion by Bixby, second by Hollanitsch to approve hiring William Sobyra as a Part-Time Liquor Store Clerk/Stocker starting at \$10 per hour. **MOTION CARRIED**

OLD BUSINESS: None

NEW BUSINESS:

Cook's Country Christmas

Cook's Country Christmas will be held December 5th and the Cook Area Farmer's Market has requested use of Cook City Hall. Virgie Hegg Hospice Partners is requesting use of the Library with Ron Benson present to display his artwork and the Comet Theater will host Santa Claus and a children's movie.

Motion by Hollanitsch, second by Bixby to approve use of the Cook City Hall and Cook Library buildings by the Cook Area Farmer's Market and Virgie Hegg Hospice Partners for the annual Cook's Country Christmas on December 5th, 2014. **MOTION CARRIED**

Arrowhead Regional Development Commission (ARDC) has submitted the second installment invoice to the City of Cook for \$5000 for the City of Cook Comprehensive Plan project for 2014.

Motion by Bixby, second by Hollanitsch to approve a second installment payment to ARDC for \$5000 for the Comprehensive Plan Project for 2014. **MOTION CARRIED**

COUNCIL FORUM: None

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 6:31 PM was made by Councilor Hollanitsch and second by Councilor Bixby. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Recorder: Cindy Palm, Deputy Clerk/Treasurer

Attest: Theresa Martinson, Administrator-Clerk/Treasurer