

**COOK CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 23, 2014 – COOK CITY HALL – 6 PM**

TIME AND PLACE: A regular meeting of the Cook City Council was held at 6 PM on Thursday, January 23, 2014 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, Recreation Committee Secretary Tammy Palmer, ARDC Andy Hubley, JPJ Engineering John Jammick, Cook Ambulance Assistant Directors Brian Gramling and Loretta Rankila, EMTs Chris Cox, Amy Luecken, Roger Esterby and Nancy Reing, First Responder Dan Reing and the Cook News Herald.

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

Add: None

Move: None

PUBLIC FORUM:

ARDC Comprehensive Plan – Andy Hubley

Arrowhead Regional Development Commission Andy Hubley presented a proposal for a comprehensive plan for the City of Cook. The IRRRB is requiring comprehensive plans from cities for any future funding beginning in 2015.

As communities are facing many changes, the comprehensive plan will focus on zoning and economic development with input from public influences for the direction of the community through informational networking meetings. Once input is gathered, a recommendation of action steps and funding opportunities will be presented to the council. The anticipated duration of the initial comprehensive planning will last 6 months.

The ARDC cost for the comprehensive plan is \$20,000 with potential IRRRB funding to the city at 50% (\$10,000) and in-kind ARDC funds at \$5,000. The city's funding would be \$5,000. The 2014 general fund budget was adopted with planning budgeted.

ARDC will identify zoning strategies and funding opportunities to address the downtown area and assist in the development of a city land use plan that identifies specific strategies for residential and commercial zoning.

Administrator Martinson specified that this has been a long term goal for the City of Cook and recommends that ARDC's proposal be accepted to address the changing needs for the community. She is also requesting that JPJ Engineering be included to also address additional needs that are not in the comprehensive plan and provide necessary information pertinent to the plan.

Motion by Storm, second by Hollanitsch to accept the proposal by Arrowhead Regional Development Commission for a comprehensive plan for the City of Cook in the amount of \$20,000 with \$10,000 potential grant funding from IRRRB and ARDC in kind funds of \$5,000, accept Resolution 140123 to make application

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to the IRRRB, accept 50% IRRRB funding, allocate City of Cook funds for the remaining \$5,000 and include JPJ Engineering as part of the comprehensive planning for the City of Cook. **MOTION CARRIED**

John Jamnick – JPJ Engineering – Project Updates

JPJ Engineering John Jamnick provided updates on the following projects:

2009 River Street Streetscape – County Invoice

JPJ Engineer John Jamnick recommends payment to St. Louis County for \$19,198.41 for final payment of contract administration (\$10,578.70) and construction to Mesabi Bituminous (\$8,619.71) to complete the project.

Motion by Bixby, second by Storm to approve final payment to St. Louis County for \$19,198.41 to complete the 2009 River Street Streetscape Project. **MOTION CARRIED**

2013 Street Improvements – KGM Pay Estimate

JPJ Engineer John Jamnick recommends Partial Pay Estimate #3 for \$96,248.21 to KGM Contractors Inc. for work completed through November 2013.

Motion by Storm, second by Bixby to approve Partial Pay Estimate #3 for \$96,248.21 to KGM Contractors Inc. for work completed through November 2013. **MOTION CARRIED**

Wolf Track Classic Sled Dog Race

Randy Scott with the Wolf Track Classic Sled Dog Race has presented a permit application and facility use request for the event to be held February 22-23, 2014 with mushers arriving between 12-5 PM on February 23rd at the Doug Johnson Recreation Area. This event is in its 6th year and spectators are invited to attend and the committee has requested assistance in promoting attendance for this event. Friends of the Park will assist with promoting the event and host various fundraiser concessions and program activities in conjunction with the 1st Annual Snowflake Festival at the Doug Johnson Recreation Area.

Maintenance will assist with snow removal and the recreation committee will have a portion of the building open and heated to accommodate the event.

Motion by Hollanitsch, second by Storm to approve a permit application and use of the Doug Johnson Recreation Area for the Wolf Track Classic Sled Dog Race to be held February 22-23, 2014. **MOTION CARRIED**

Newspaper Bids – Legal Newspaper Appointed

Legal newspaper bids were accepted from the Cook News Herald and The Timberjay. Both papers were notified to print a legal notice in the standard legal format of their respective newspapers. The invoice from the Cook News Herald was noted as the lesser amount at \$1.50 (Timberjay \$1.78). Cook News Herald bid amounts were display ad rate at \$8.00/column inch and legal rate at \$1.20/column inch. The Timberjay bid amount was \$2.69/column inch for display ad rate and \$.89/column inch for legal ad rate. Both newspapers are utilized and appreciated by the City of Cook.

Attorney Mark Weir has reviewed the Minnesota State Statutes for legal newspaper requirements. After reviewing the process the city used, he believes the city is using due diligence in selecting a legal newspaper.

Motion by Bixby, second by Storm to accept the low bid from Cook News Herald at \$8.00 per column inch-display ad rate and \$1.20 per column inch-legal rate and appoint Cook News Herald as the City of Cook's legal newspaper for 2014. **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 the Regular Council Minutes of December 19, 2013
- B. Approval/correction of Special Council Minutes of December 19, 2013-Truth In Taxation Hearing
- C. Approval/correction of the Public Hearing Minutes of December 19, 2013-Wellhead Protection Plan
- D. Bill Presentation Paid since last presentation \$ 70,542.15
 Presented for payment \$157,453.61
- E. Reporting of the December 2013 Liquor Store Sales

	<u>MTD</u>	<u>YTD</u>
2013	\$ 98,011.30	\$1,512,346.76
2012	<u>\$104,737.47</u>	<u>\$1,490,815.90</u>
	\$ 6,726.17	\$ 21,530.86
- F. Resolution – December 2013 Donations Designated
- G. Airport Operator’s Report – 2013 Repairs and Maintenance
- H. Ambulance Service Report
- I. Recreation Committee Minutes of December 10, 2013
- J. 2014 Appointments
- K. 2014 Journal of City Council, Commission, Committee and Board Meetings
- L. Administrator Attendance at MCFOA Conference
- M. Pay Equity Report

COMMISSION AND STAFF REPORTS:

Ambulance

Assistant Ambulance Directors Loretta Rankila and Brian Gramling presented the quotes for the purchase of two new ambulances for the service. The ambulances are in need of replacement due to age, mileage and maintenance costs of the existing units. The ambulance restricted funds account has enough funds to cover the purchases and do not need to be on the state bid list because they are considered specialty vehicles.

North Central Ambulance provided a quote of \$213,854 for Unit 1 and \$217,749 for Unit 2 which will include 4 wheel-drive as needed for this area. Both units are eligible for ford rebates and the existing units will be traded in as well.

Motion by Storm, second by Hollanitsch to accept the total quote of \$431,603 (before trade in and rebates) from North Central Ambulance for the purchase of two new ambulances for the Cook Area Ambulance Service utilizing the ambulance replacement fund. **MOTION CARRIED**

The Cook Area Ambulance Service received a quote of \$20,380.40 from Physio Control to purchase an LP15 Monitor/Defibrillator Pak with a grant from MN AHA Mission Lifeline for up to \$26,000. One of the proposed ambulance purchases is specked out for the second AED to be included in the cost of the rig.

Motion by Hollanitsch, second by Bixby to accept a quote of \$20,380.40 from Physio Control and a grant from MN AHA Mission Lifeline for up to \$26,000 to cover the purchase of one LP15 Monitor/Defibrillator Pak.

MOTION CARRIED

Library

Librarian Steve Harsin holds a management position with full-time pay but does not receive vacation on the full-time pay/benefit schedule. The Personnel Committee has recommended monthly vacation accrual for Librarian Harsin consistent with past practice and the previous incumbent who had received vacation. He would accrue the same as full-time employees but prorated based on 20 hours per week (versus 40 per week) from the date of hire. Sufficient volunteer base would be needed to cover vacation. Vacation would be prorated on work scheduled monthly accrual not a work hour basis. After one year employment, five days – 20 hours, after two years, ten days – 40 hours, after five years, 15 days – 60 hours and after ten year, 20 days – 80 hours.

Motion by Storm, second by Bixby for Librarian Steve Harsin to accrue monthly vacation following the full-time vacation schedule based on 20 hours per week to his date of hire. After one year employment, five days – 20 hours, after two years, ten days – 40 hours, after five years, 15 days – 60 hours and after ten year, 20 days – 80 hours. **MOTION CARRIED**

Recreation

Committee Secretary Tammy Palmer reported that the committee would like to consider estimates for electric installation at the Dan Swanson Varsity Field with a lock box in place. Generators have been utilized in the past for electricity at this field.

ISD 2142 will utilize the city fields for 2014 for junior varsity and possibly varsity due to issues with the field at the school.

The commission has requested that annual township donations, starting with 2013, be designated towards specific recreation programs so they can see where funds are utilized. They have requested that \$1,278 for 2013 be designated to a special account called Recreation Programs.

Motion by Storm, second by Bixby to designate annual recreation township donations towards recreation programs starting with 2013 funds of \$1,278. **MOTION CARRIED**

Friends of the Park will host the 1st Annual Snowflake Festival to coincide with the Wolf Track Classic Sled Dog Race to be held February 22-23, 2014. A Snowflake Ball will be held at the Cook VFW, school students will make decorations, activities such as snowshoe lessons, a small sledding hill, snow soccer and craft stations will be held.

OLD BUSINESS:

2013 Bow Hunt

The MN DNR recommends the bow hunt be continued with the City of Cook as results were positive with a total of 10 deer harvested compared to a neighboring community with 1-2 deer harvested per square mile.

Mayor Johnston would like to see more public input if the hunt was to be held for 2014.

NEW BUSINESS:

2013 Audit – Project Allocations

Walker, Giroux and Hahne presented the 2013 general fund transfer of \$150,778.77 for council approval as part of the 2013 audit.

Transfer In:

Fund 301 Debt Service Fund (Storm Sewer)	\$46,000.00
Fund 420 2009 River Street Streetscape	\$15,752.45
Fund 424 2012 Airport Land Acq/Crack Seal	\$ 6,345.70
Fund 425 2013 Wastewater Improvements	\$69,962.35
Fund 426 2013 Commercial Demolition	\$12,718.27

Transfer Out:

Fund 101	\$150,778.77
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Motion by Hollanitsch, second by Storm to approve the 2013 general fund transfers of \$150,778.77 as provided by Walker, Giroux and Hahne as part of the 2013 audit. **MOTION CARRIED**

COUNCIL FORUM:

Councilor Storm thanked the maintenance department for their dedicated work for snow removal and the office staff for their hard work for 2013.

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 7:15 PM was made by Councilor Storm 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