

**MINUTES  
REGULAR MEETING  
COOK CITY COUNCIL  
JANUARY 24, 2013 – CITY HALL – 6 PM**

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PRESENT: Mayor Harold Johnston, Councilors Jody Bixby, Kim Brunner and Elizabeth Storm

ABSENT: Councilor Karen Hollanitsch

OTHERS PRESENT: Administrator-Clerk/Treasurer Theresa Martinson, Deputy-Clerk/Treasurer Cindy Palm, JPJ Engineer John Jamnick, Cook News Herald, The Timberjay, Wolf Track Classic Sled Dog Race President Randy Scott and Cook Lions Club - Roger and Noreen Butalla

Mayor Harold Johnston called the meeting to order at 6 PM.

**PUBLIC FORUM:**

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 Timberjay was noted as the lesser amount. Their bid amounts were display ad rate at \$2.59/column inch and legal rate at \$.59/column inch. The Cook News Herald bid amount was \$2.50/column inch for display ad rate and \$1.19/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 Storm, second by Bixby to accept the low bid from The Timberjay at \$2.59 per column inch-display ad rate and \$.59 per column inch-legal rate and appoint The Timberjay as the City of Cook's legal newspaper for 2013. **MOTION CARRIED**

Wolf Track Classic Randy Scott and Cook Lion's Club Roger and Noreen Butalla presented a permit application and facility use request for the event to be held February 25, 2013 from 3-6 PM at the Doug Johnson Recreation Area. This event is in its 5<sup>th</sup> year and houses up to 800 canine athletes from Ely to Tower to Cook. Spectators are invited to attend and the committee has requested assistance in promoting attendance for this event. The Cook Lion's Club will assist with promoting the event and finding volunteers to help along with various other organizations willing to volunteer.

Motion by Storm, second by Brunner 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 25, 2013 from 3-6 PM. **MOTION CARRIED**

JPJ Engineer John Jamnick reported that Mallory Manick's floor repair issue on the 2012 Drainage Improvements Project – 1<sup>st</sup> St SW portion has been completed. Damage to the floor was a subcontractor issue and has been deducted from the general contractor's pay estimate #5. Cook Building Center has submitted an invoice for materials and repair for \$4,018.12.

Motion by Bixby, second by Brunner to approve payment to Cook Building Center for \$4,018.12 for the Mallory Manick floor repair issue on the 2012 Drainage Improvements Project – 1<sup>st</sup> St SW portion. **MOTION CARRIED**

The 2013 Wastewater Project for \$265,000 funding allocation is as follows: IRRRB - \$150,000, CDBG - \$50,000 with the remainder matching cost to the city at \$65,000.

The 2013 Commercial Demolition Program will be grant funded by the IRRRB for \$33,000 for removal of the old sewer plant which is a safety concern.

Motion by Storm, second by Bixby to approve and accept IRRRB grants for \$150,000 for the 2013 Wastewater Project and \$33,000 for the 2013 Commercial Demolition Program Project. **MOTION CARRIED**

The MN Dept of Health received an Unused (Not in Use) Public Water-Supply Well Sealing Grant Application to seal Cook 1 and 2 wells. This grant will cover 50:50 funding for the old wells as part of the Wellhead Protection Program requirements.

JPJ Engineer John Jamnick recommends Partial Pay Estimate #5 to Mesabi Bituminous for \$21,722.86 for the 2012 Drainage Improvements Project. The Mallory Manick flooring repair of \$4,018.12 has been withheld from this pay estimate. Retainage of \$5,000 is withheld on the project until punch-list items are addressed in spring of 2013.

Motion by Brunner, second by Bixby to approve Partial Pay Estimate #5 to Mesabi Bituminous for \$21,722.86 for the 2012 Drainage Improvements Project. **MOTION CARRIED**

JPJ Engineer John Jamnick recommends payment to Mesabi Bituminous for 2012 paving at the water treatment plant, liquor store, city hall and 5<sup>th</sup> avenue patching for \$17,436.30.

Motion by Storm, second by Bixby to approve payment to Mesabi Bituminous for \$17,436.30 for 2012 paving for the water treatment plant, liquor store, city hall and 5<sup>th</sup> avenue patching. **MOTION CARRIED**

Maintenance Superintendent Bud Ranta has received two quotes from consultants for the city's Wellhead Protection Program. MN Rural Water - \$6,400 and Barr Engineering - \$21,000. Bud has recommended accepting the lowest quote from MN Rural Water for \$6,400.

Motion by Bixby, second by Storm to accept a quote of \$6,400 from Consultant - MN Rural Water as part of the Wellhead Protection Program requirements. **MOTION CARRIED**

Friends of the Park have requested a Gambling Permit for Wings and Things to be held April 20<sup>th</sup> at the Cook VFW.

Motion by Brunner, second by Bixby to approve a Gambling Permit for Friends of the Park for Wings and Things to be held April 20<sup>th</sup> at the Cook VFW. **MOTION CARRIED**

**CONSENT AGENDA:**

- A. Approval/correction of Regular Council Minutes of December 20, 2012
- B. Approval/correction of the Special Council Minutes of December 20, 2012-Truth In Taxation Hearing
- C. Bill Presentation      Paid since last presentation      \$ 292,556.58  
   Presented for payment                      \$ 49,878.08
- D. Reporting of the December 2012 Liquor Store Sales  
                                 MTD     YTD  
                                 2012     \$104,376.64     \$1,490,455.07  
                                 2011     \$102,978.44     \$1,429,491.85  
                                 \$ 1,398.20     \$ 60,963.22
- E. Resolution – December 2012 Donations Designated
- F. Airport Operator's Report
- G. Ambulance Service Report
- H. Library Board Minutes of November 7, 2012
- I. Maintenance Department Report

- J. Recreation Committee Minutes of January 21, 2013
- K. 2013 Appointments
- L. 2013 Journal of City Council, Commission and Committee Meeting Dates
- M. Administrator Attendance at MCFOA Conference

Please note change for 2013 Appointments: Recreation Commission Member Joani Bergstrom will be resigning for 2013.

Motion by Storm, second by Bixby to approve the consent agenda noting the change on the Recreation Commission for 2013. **MOTION CARRIED**

## **COMMISSION AND STAFF REPORTS:**

### **Airport**

S.E.H. Engineering has submitted a final invoice for \$2,000 (city's portion \$200) for closeout of SP A6917-36 2012 Land Acquisition and Crack Sealing on the hangar taxi-lane. This amount is part of the grant funding for the project.

Motion by Brunner, second by Storm to approve payment to S.E.H. Engineering for \$2,000 (city's portion \$200) and to move forward to closeout SP A6917-36 2012 Land Acquisition and Crack Sealing on the hangar taxi-lane. **MOTION CARRIED**

Tom Woock has retired from employment effective January 4, 2013 and is thanked for his contributions and dedicated work at the airport.

A recommendation has been made to promote Ernie Seppala to the Airport Coordinator position at a rate of pay of \$16.67/hour with no benefits. The proposed hourly rate is the same as the previous salaried amount for the position. The rate of pay recognizes the key status of the position in consideration of the vacancy, considers the current incumbent's long tenure and specific knowledge and experience with the city's airport operations. Seppala is well versed on equipment, safety and airport operations and will serve as the lead operator with some supervision to a planned new hire. Both positions would alternate to each cover approximately 60 hours per month.

Approval is needed for the Personnel Committee to proceed with the hiring of the vacant Airport Operator position (upon approval given for Seppala to Coordinator). The recommended rate of pay would be the same pay grade as the liquor store and office assistant positions starting at a range of \$10-\$10.88/hour based on qualifications.

Motion by Storm, second by Bixby to approve promotion of Ernie Seppala to Airport Coordinator at a rate of pay of \$16.67/hour with no benefits effective January 4, 2013 and to approve authority for the Personnel Committee to proceed with hiring of the Airport Operator position starting at a range of \$10-10.88/hour based on qualifications. **MOTION CARRIED**

### **Library**

Librarian Steve Harsin presented a draft of Kindle Policies and Procedures for council review and input prior to Library Board approval at the March meeting. Kindles will be available for public use in February and an agreement between the borrower and Library for kindle use will be established.

The Library Board approved the purchase of end cap shelving from Ryan's Rustic Railings for a quote of \$2,896 out of the Library Equipment Fund.

Motion by Bixby, second by Brunner to approve the purchase of end cap shelving from Ryan's Rustic Railings for a quote of \$2,896 out of the Library Equipment Fund. **MOTION CARRIED**

**OLD BUSINESS:**

None

**NEW BUSINESS:**

The Mesabi Family YMCA Board of Directors has authorized a \$1.9 million capital campaign to renovate and expand the facility to meet the growing needs of the community. The YMCA has requested that the City of Cook consider a Resolution to support the capital campaign efforts with no funding required.

Motion by Bixby, second by Brunner to approve Resolution 130124 to support a \$1.9 million capital campaign to renovate and expand the Mesabi Family YMCA with no funding from the City of Cook.

**MOTION CARRIED**

Range Mental Health Center Inc. is hosting an informational luncheon at the Grand Ely Lodge on January 31<sup>st</sup> From 11 AM to 2 PM for public service personnel regarding crisis stabilization services and related mental health resources.

**COUNCIL FORUM:**

None

**ADJOURNMENT:**

Motion by Brunner, second by Bixby to adjourn the regular council meeting at 7 PM. **MOTION CARRIED**

Respectfully Submitted,

Cindy Palm  
Deputy-Clerk/Treasurer