

**COOK CITY COUNCIL  
REGULAR MEETING MINUTES  
JUNE 26, 2014 – COOK CITY HALL – 6 PM**

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**TIME AND PLACE:** A Regular Meeting of the Cook City Council was held at 6 PM on Thursday, June 26, 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, Kim Brunner and Elizabeth Storm. Absent was Councilor Karen Hollanitsch. Also present were Administrator-Clerk/Treasurer Theresa Martinson, Deputy-Clerk/Treasurer Cindy Palm, Airport Coordinator Ernie Seppala, S.E.H. Project Engineer Benita Crowe, St.Louis County Commissioner Candidate Christina Hujanen and Cook News Herald.

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

**Add:** Commission and Staff Reports – Lake Vermilion Fire Brigade and Cook Volunteer Fire Department contracts, Old Business – Cook Area Farmer’s Market letter

**Move:** None

**PUBLIC FORUM:**

**St. Louis County Commissioner Candidate – Christina Hujanen**

Christina Hujanen is a 4<sup>th</sup> District St. Louis County Commissioner Candidate with an active community background serving on many local supervisory boards and agencies and is employed in real estate and owns a family trucking business. The 4<sup>th</sup> District is the largest coverage in St. Louis County and Christina will be visiting many communities and introducing her candidacy and intentions until elections.

**S.E.H. Engineer – Benita Crowe for Cook Municipal Airport**

S.E.H. Engineer, Benita Crowe presented the FAA recommendations for the Master Layout Plan (MLP) for the Cook Municipal Airport. The MLP would include an Airport Layout Plan (ALP), Airport Geographic Information System (AGIS) and Crack Seal Repair. The MLP would produce a 20 year forecast and eliminate the need for any future survey as the FAA will store the data for the Cook Municipal Airport. The project offers an excellent funding opportunity of 90:10 with Federal cost 90% City 5% and MNDOT 5%.

Associated costs with this project are as follows:

MLP (S.E.H.)	\$268,100.00
Crack Seal (ACI Asphalt Contractors Inc)	\$ 15,500.00
Independent Fee Estimate (Kramer aerotek Inc)	\$ 1,200.00
Administrative (City of Cook)	<u>\$ 1,000.00</u>
Total Project Costs:	\$285,800.00

At 90% federal funding the total grant request would be \$257,220.00.

The AGIS is conducted by a subcontractor through S.E.H. Engineering and Benita recommends the MN based certified DBE firm of Martinez Geospatial. An Independent Fee Evaluation allows the City to assure that the selection process is fair based through S.E.H. Engineering with a cost of \$1200 to Kramer aerotek Inc. and this fee is reimbursable through the federal grant.

The Crack Repair is routine maintenance as the runway expansion is 4-5 years old. Two quotes were received with the low bid to Asphalt Contractors Inc. at \$3.10 per pound as part of the MLP Project.

The Office of Civil Rights is requiring all sponsors receiving Federal Funds to submit an updated DBE Program. The City of Cook's last DBE Program was approved in 2010 and will need to be completed and re-approved for this project.

MNDOT Aeronautics has increased the annual Maintenance and Operations Grant by 10% for eligible airports. The increase is due to the Legislature returning borrowed funds from the State Airport Fund over the next three years. The Cook Municipal Airport has this grant in place and will need to sign and approve the Grant Amendment to accept the increased funds.

Motion by Brunner, second by Storm to accept and approve the following airport items:

1 – The Master Layout Plan, Airport Layout Plan, Airport Geographic System and Crack Seal Repair and to accept the Federal Aviation Administration (FAA) grant for the Cook Municipal Airport for Federal Fiscal Year 2014 in the amount of \$257,220 with 90% Federal Reimbursement and 5% City and 5% MNDOT cost.

2 - Approve payment to Kramer aerotek Inc for \$1200 which is reimbursable through the federal grant.

3 – To complete and re-approve the City of Cook DBE Program participation requirement of the Office of Civil Rights for the MLP project.

4 - Approve the Amended MNDOT Maintenance and Operations Grant increase of 10% as an annual participant.

## **MOTION CARRIED**

### **2013 Wastewater Improvements**

JPJ Engineer, John Jamnick recommends Partial Pay Estimate #4 to Utility Systems of America for \$14,680.56 for the 2013 Wastewater Improvements Project.

Motion by Storm, second by Bixby to approve Partial Pay Estimate #4 to Utility Systems of America for \$14,680.56 for the 2013 Wastewater Improvements Project. **MOTION CARRIED**

**APPROVAL OF MINUTES:** See Consent Agenda.

**CONSENT AGENDA:** Motion by Brunner, second by Bixby to approve the Consent Agenda.

## **MOTION CARRIED**

- A. Approval/correction of Regular Council Minutes of May 22, 2014
- B. Approval/correction of Special Council Minutes of June 10, 2014 – Vermilion Motel Project
- C. Approval/correction of Special Council Minutes of June 10, 2014 – Cook Visioning Session (ARDC Comprehensive Planning Process)
- D. Approval/correction of Special Council Minutes of May 20, 2014 – Potential Cnsecutive Year Bow Hunt Public Informational Meeting

- E. Approval/correction of Special Council Minutes of May 15, 2014 – Cook Comprehensive Planning
- F. Bill Presentation            Paid since last presentation            \$ 239,126.63  
    Presented for payment                        \$ 65,362.17
- G. Reporting of the May 2014 Liquor Store Sales
 

	<u>MTD</u>	<u>YTD</u>
2014	\$ 153,075.26	\$ 467,840.74
2013	\$ 138,752.94	\$ 459,814.91
- H. Resolution – May 2014 Donations Designated
- I. Airport Operator’s Report
- J. Ambulance Service Report
- K. MN Department of Health Sanitary Survey Report – May 12, 2014
- L. MPCA Wastewater Treatment Facility NPDES/SDS Permit No. MNG580179 Compliance Evaluation Inspection

**COMMISSION AND STAFF REPORTS:**

**Ambulance**

Ambulance and Fire personnel were honored by for their efforts in handling a fatal tragic car accident in July 2013. A sincere email was also sent to Ambulance Director Tim Mankowski by a relative of the deceased honoring the personnel for the efforts.

Administrator Martinson has requested council consideration to sponsor Karen Schultz, a City of Cook resident, as an EMT for the Cook Ambulance Service with funds contributed by area townships. Administrator Martinson is requesting council approval to work with Councilor Hollanitsch on contract terms to complete a \$1550 contract to sponsor Karen Shultz.

Motion by Storm, second by Bixby to approve Administrator Martinson and Councilor Hollanitsch to negotiate contract terms for \$1550 to sponsor Karen Schultz for EMT training. **MOTION CARRIED**

**Fire**

Lake Vermilion Fire Brigade agreements have been finalized between the Cook Volunteer Fire Department and Lake Vermilion Fire Brigade to utilize Cook Fire Personnel on the Lake Vermilion Fire Brigade (LVFB) equipment for fighting fires on Lake Vermilion. The City would be liable for insuring fire personnel and the LVFB for insuring their equipment.

Motion by Bixby, second by Brunner to accept and sign the Lake Vermilion Fire Brigade agreements with the Cook Volunteer Fire Department personnel for fire services utilizing LVFB equipment. **MOTION CARRIED**

**Maintenance**

Maintenance Superintendent Bud Ranta and Councilor Storm completed review of the reflectivity of existing street signs. Ranta will provide research on the requirement to adopt the policy and replace the signs for the July Council Meeting.

**OLD BUSINESS:**

**SHIP Bike Rack Installation**

Councilor Storm reported that Stephen Kurz and Gerry Storm volunteered time and installed the bike rack in front of the library on the bump out along River Street. The placement is very noticeable to the public and is attractive in appearance.

### **CN Railroad Disaster Preparedness**

Councilor Storm attended the CN Railroad Disaster Preparedness meeting along with City of Cook maintenance and ambulance personnel. CN Railroad transports dangerous goods through Cook and has been mandated by government law to educate and train communities for emergency disasters if liquid was to spill from a train derailment or collision. Storm reported that this meeting was very informational and educational to attend.

CN informational safety posters will be posted at City Hall and the Ambulance Fire Hall for emergency purposes.

### **2014 Election**

The 2014 Election requires Resolution 140626 to form an Absentee Ballot Board to accept or reject absentee ballots returned to the City of Cook. This eliminates the need for election judges to perform this task on Election Day and allows the accepted absentee ballots to be added to the vote counts on Election Day. This Resolution authorizes the City Clerk to implement a City Absentee Ballot Board for all elections.

Administrator Martinson also requested council approval appointing the following as 2014 City of Cook Election Judges: Ruth Boudreau, Lois Larson, Karen Lind, Renee Noteboom, Doreen Olson, Cindy Palm, Muriel Simonson, Andrea Vogel and Donna Snyder. Head Judge is Donna Snyder.

Motion by Bixby, second by Storm to approve Resolution 140626 authorizing a City Absentee Ballot Board and to appoint 2014 City of Cook Election Judges. **MOTION CARRIED.**

### **Disability Specialists Inc**

Owner, Jim Nyhus submitted a thank you note to the City of Cook for assisting with their \$70,000 IRRRB grant for their business upgrades.

### **Cook Area Farmer's Market**

The Cook Area's Farmer Market submitted a letter to the Cook City Council objecting to the "Council's grant of the overlapping license to Mr. Malm's organization, and ask that the Council reverse this action immediately". They do not feel two markets should be considered in competition with each other for use of the River Street Park.

The Council was advised that after the previous approval of Celina Farm Market, Mr. Malm withdrew his request to utilize River Street Park for a farmers market. The Council will table the Cook Area's Farmer Market request until further notice as they are the only farmer's market operating in River Street Park for 2014.

### **NEW BUSINESS:**

### **Lake Vermilion Governor's Fishing Opener 2015**

Administrator Martinson is requesting State Farm Insurance Tim Johnson be appointed the community's contact for the 2015 Governor's Fishing Opener 2015. Contact was made with the Cook Chamber of Commerce and no response was received.

The City of Cook will honor Debbie Alt for 30 years of service to the community of Cook as she is retiring from State Farm Insurance on June 27, 2014.

Motion by Storm, second by Bixby to appoint State Farm Insurance Tim Johnson as the community's contact for the 2015 Governor's Fishing Opener 2015 and recognize the retirement of State Farm Insurance Debbie Alt for 30 years of service to the community of Cook. **MOTION CARRIED**

**NOvA Far-Detector Celebration**

The council is cordially invited attend the celebration of the NOvA Far-Detector on Thursday, July 24, 2014 from 1-4 pm in Orr. The Goal of NOvA is a better understanding of the properties of neutrinos.

**COUNCIL FORUM:**

Councilor Elizabeth Storm thanked staff for their participating efforts with the Timberdays preparation.

Councilor Storm commented on the temporary highway 53 speed sign and that the Active Transportation Committee is seeking permanent placement of a speed sign upon completion of the Highway 53 project to Cook.

Councilor Storm reported that Music in the Park is attracting people and this is made possible by the Lion's Club and other grant funds. She also reminded residents to attend the Cook Area Farmer's Market on Saturdays throughout the summer months.

Councilor Storm reported that the Friends of the Library Book Sale and Lion's Club Rummage Sale were successful with items from the closed school on sale as well.

**ADJOURNMENT:**

There being no further business brought before the Council, motion to adjourn at 7:10 PM was made by Councilor Storm and second by Councilor Brunner. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

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Harold Johnston, Mayor

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Recorder: Cindy Palm, Deputy Clerk/Treasurer

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Attest: Theresa Martinson, Administrator-Clerk/Treasurer