

**MINUTES
SPECIAL COUNCIL MEETING
CITY POSITIONS
COOK CITY COUNCIL
APRIL 28, 2011 – CITY HALL – 5 PM**

PRESENT: Mayor Harold Johnston, Councilors Jody Bixby, Kim Brunner, Karen Hollanitsch and Elizabeth Storm
ABSENT: None
OTHERS PRESENT: Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm, Maintenance Supervisor Bud Ranta and Liquor Store Manager Deb Lindgren

Mayor Johnston called the special council meeting to order at 5 PM.

Liquor Store Manager Lindgren has requested Randy Olson be hired as the Interim Assistant Manager at Last Chance Liquors.

Manager Lindgren has been handling a large volume of work by herself and would like the time to train for the position prior to the approaching busy season. Randy Olson currently works approximately 32 hours per week and the interim position requires 40 hours per week with an increased hourly pay to \$11.21 per hour. Medical and LTD Insurance benefits and vacation and sick accrual would be available as well. This position would cover the manager position as well in the event of an absence from work. Should the current manager return to work, this interim appointment would cease.

Last Chance Liquors is also currently seeking applicants for a temporary stocker/clerk position to allow for coverage for the busy season.

Motion by Storm, second by Brunner to recommend appointing Randy Olson as the Interim Assistant Manager of Last Chance Liquors at 40 hours per week at \$11.21 per hour with benefits, sick and vacation accrual. This position appointment is effective as of May 1, 2011. **MOTION CARRIED**

City Administration informed the Council that Susan Stone has resigned from her position as Office Assistant with the City of Cook. Recommendation that the resignation be accepted and the position advertised.

The main focus of this position is on the water meter audits. There are also many governmental mandates required for this part-time position to be filled. Without a third person in the office, the extra projects will be reduced for the city. The busier season may require this position increase to 32 hours per week and then back to 24 when the season slows down. A detailed job duty and description list was presented to the council.

Motion by Storm, second by Johnston to hire an Office Assistant for 24 hours/per week at \$8.19/hour with no benefits at Cook City Hall.

Yay: Mayor Johnston, Councilors Brunner and Storm

Nay: Councilor Bixby and Hollanitsch

MOTION CARRIED

Maintenance Supervisor Bud Ranta has requested temporary part-time summer maintenance help for mowing, weed whipping, trash removal and building/grounds maintenance. Current projects are piling up but Ranta does not see the need for another full-time position at this time. A full-time position will be analyzed at a future date.

There are security issues and lack of coverage if Ranta was not available to complete the maintenance work as a one person department. There is a need for succession planning. Ranta is licensed under the State of Minnesota for the water and sewer systems in the City of Cook and a light duty maintenance person could not complete the requirements that go with this licensing.

Motion by Bixby, second by Johnston to hire a Temporary Part-Time Maintenance Worker at \$8.19/hour. A full time maintenance position will be re-analyzed at a later date. **MOTION CARRIED**

Motion by Hollanitsch, second by Storm to adjourn the meeting at 5:50 PM. **MOTION CARRIED**

Respectfully submitted,

Cindy Palm
Deputy Clerk/Treasurer