

**MINUTES
REGULAR MEETING
COOK CITY COUNCIL
SEPTEMBER 27, 2007 – 6 PM – CITY HALL**

PRESENT: Acting Mayor Dan Manick, Councilors David Danz,
Karen Hollanitsch and Elizabeth Storm
ABSENT: Mayor Dick Edblom
OTHERS PRESENT: Administrator-Clerk/Treasurer Theresa Martinson, Deputy
Clerk/Treasurer Lynda Hanninen, The Timberjay and Parks and
Recreation Secretary Tammy Palmer

Acting Mayor Dan Manick called the meeting to order at 6:00 PM.

Discussion was held regarding the check summary register. Councilor Hollanitsch commented on the Parks and Recreation meeting minutes of September 19, 2007. The Parks and Recreation Commission is an advisory group. The minutes state that a motion was made to hire John Mankus to fulfill the icemaker and ice maintenance positions. Administrator Martinson stated that the icemaker and ice maintenance positions are contract positions. The minutes were worded incorrectly. Administrator Martinson stated that all motions made by the Parks and Recreation Commission are recommendations to the City Council.

Motion by Storm, second by Hollanitsch to approve the Consent Agenda as follows:

- A. Approval/correction of Regular Council Minutes of August 23, 2007
- B. Approval/correction of Special Council Minutes of September 6, 2007
(2006 Audit, Iron Range Resources Grants, Griffith Tree Removal)
- C. Approval/correction of Special Council Minutes of September 12, 2007
(Preliminary Budget & Levy for 2008)
- D. Acceptance of the August Police Department Report
- E. Reporting of the August Liquor Store Sales

| | <u>MTD</u> | <u>YTD</u> |
|------|--------------|--------------|
| 2007 | \$157,074.47 | \$878,481.13 |
| 2006 | \$144,351.94 | \$853,356.14 |
| (+) | \$ 12,722.53 | \$ 25,124.99 |
- F. Bill Presentation

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|------------------------------|---------------------|
| Paid since last presentation | \$ 97,508.66 |
| Presented for payment | <u>\$106,445.38</u> |
| | \$203,954.04 |
- G. September 2007 Airport Operator's Report
- H. Airport Commission Minutes of September 20, 2007
- I. Parks & Recreation Minutes of September 19, 2007
- J. Maintenance Department Report
- K. Fire Protection Agreements – Unorganized Townships 62-17 & 63-17

MOTION CARRIED

Councilor Hollanitsch updated regarding the airport. Friends of Aviation will be doing cleanup in the arrival/departure building on Tuesday and Wednesday, October 2 and 3, 2007. An open invitation was extended for anyone who is interested in joining Friends of Aviation to attend a hangar party on Thursday, October 4, 2007 at 5:30 PM at Steve and Pam Towle's hangar.

Discussion was held regarding the culvert project. It is not realistic to be done this year.

Discussion was also held regarding drainage issues at the airport. Tom Ehrbright's leased property flooded during the heavy rains in September. A question was raised in regards to ditching at the last hangar until a more permanent remedy can be determined. A discussion needs to be held regarding the responsibilities of the hangar owners.

Discussion was held regarding the tree removal on the Griffith's property. One tree that needs to be removed is more valuable. Administrator Martinson commented that the City Attorney, Mark Weir stated payment should not be made to the Griffith's until the contract to remove the trees has been completed. Lake States will attempt to remove the trees before the end of the year.

Administrator Martinson requested approval to attend the 2007 AirTAPP Fall Forum at Breezy Point in Brainerd on October 16 and 17, 2007. Councilor Hollanitsch would also like to attend. Louise Redmond, the City Clerk of Orr, MN will also be attending and sharing the mileage and room expenses.

Motion by Storm, second by Danz to approve Administrator Martinson and Councilor Hollanitsch to attend the 2007 AirTAPP Fall Forum in Brainerd on October 16 and 17, 2007. **MOTION CARRIED**

Administrator Martinson requested approval to post the airport tractor and loader up for bid. Discussion was held regarding talking to Jerry Ohotto to determine a value. The Airport Commission did not recommend a minimum bid. Discussion was also held regarding purchasing a computer system for the airport.

The City Hangar bids were due on September 27, 2007. Advertisements were printed in The Timberjay, Cook News Herald, the Free Press, The Duluth News Tribune and the Minneapolis Star. Two bids were received. These bids were opened and are as follows:

| | |
|--|-------------|
| Kevin Pietrini Virginia, MN | \$18,350.00 |
| Keith Miesel and Linda Ojala St. Paul, MN | \$30,100.00 |

Discussion was held regarding the bids. It was questioned whether the minimum bid should be changed. The minimum bid had been set at \$35,000.00.

Motion by Danz, second by Storm to reject the bids received and to re-advertise the City Hangar with a minimum bid of \$34,000.00. **MOTION CARRIED**

Parks and Recreation Secretary Tammy Palmer updated regarding Parks and Recreation. The three grills that were purchased are to be installed this fall. John Mankus has volunteered his time to paint the ice rink as it helps with ice preparation and makes the ice last longer. A thank you card needs to be sent to John Mankus and his family. The Parks and Recreation Commission has recommended that the contracts for the ice making and maintenance of the ice be given to John Mankus. He did a wonderful job last year.

Motion by Storm, second by Hollanitsch to approve John Mankus to fulfill the ice making and ice maintenance contract positions. Four inches of ice needs to be made prior to January 1, 2008. **MOTION CARRIED**

Administrator Martinson recommended placing an advertisement to let the community know when the ice has been made.

Tammy Palmer presented a recommendation by the Parks and Recreation Commission to hire a Recreation Attendant. The position will be for 21 hours per week at \$8.50 per hour. The hours worked will be:

| | |
|----------|--------|
| Sunday | 12 – 5 |
| Tuesday | 5 – 8 |
| Thursday | 5 – 8 |
| Friday | 4 – 9 |
| Saturday | 4 – 9 |

Tammy Palmer stated that the Parks and Recreation Commission would like one member of the commission be on the interviewing committee. Administrator Martinson requested members of the Council to be involved. Councilor Hollanitsch and Councilor Storm agreed. Tammy Palmer stated that she would like to advertise as soon as possible. Administrator Martinson requested that the interviewing committee be given the authority to hire.

The interviewing committee will be made up of Councilor Hollanitsch, Councilor Storm, Administrator Martinson, Tammy Palmer and one other Parks and Recreation Committee member.

Motion by Danz, second by Storm to approve hiring a Recreation Attendant. The salary will be \$8.50 per hour at 21 hours per week, November 19, 2007 through March 1, 2008. The interviewing committee has the authority to advertise and hire. **MOTION CARRIED**

Tammy Palmer presented a recommendation from the Parks and Recreation Commission for a motion to fill in 9,999 square feet at the varsity field at the Doug Johnson Recreation Center. Administrator Martinson stated that she would inquire to St Louis County and the Army Corps of Engineers regarding the application requirements for filling in land.

The haunted mansion will be at the Doug Johnson Recreation Center starting September 29, 2007.

Discussion was held regarding the request from Parks and Recreation to have bleachers put into the 2008 budget. It was stated that the bleachers need to be replaced or repaired to meet code. Administrator Martinson stated that this issue needs to be discussed at the Budget Meeting.

A reply has been received from the school district regarding the letter that was sent requesting funding for the Doug Johnson Recreation Center stating that improvements have been made before funding was requested. Charles Rick, ISD # 2142 Superintendent has stated that Larry Salmela, Cook School Board Member and himself will attend a meeting with the City of Cook to discuss this issue.

Tammy Palmer stated that Parks and Recreation have an account at American Bank with a balance of \$15,177.63. They would like to move \$15,000.00 to the Cook Area Credit Union in a 6 month Certificate of Deposit.

Motion by Hollanitsch, second by Storm to dedicate funds in an equipment fund and to dedicate \$15,000.00 in a Certificate of Deposit at the Cook Area Credit Union.

MOTION CARRIED

Iron Range Resources Board has approved a \$50,000 grant for Parks and Recreation, which needs Governor Pawlenty's signature. The funds need to be used by 2009 and solely for the new building.

Councilor Storm thanked Tammy Palmer for her dedication to Parks and Recreation.

Tammy Palmer stated that donations have been received from the Congregational Church, the Lions Club and the Cook Fire Department. Parks and Recreation is requesting that the City of Cook match these funds for playground equipment. Only one playground unit meets code. Parks and Recreation would like to have \$30,000 worth of equipment installed by the spring of 2008.

Discussion was held regarding forming a committee to pursue contributions from other entities. A list of possible playground equipment needs to be given to the Council for consideration. Research needs to be done regarding the number of children who use the facility from other townships.

The Lion's Club has been interested in developing River Front Park. Administrator Martinson stated that the property owned by the City of Cook and the property owned by Lakes Gas needs to be defined.

Motion by Storm, second by Danz to have River Front Park surveyed. **MOTION CARRIED**

The Cook Fire Department has been awarded a \$29,179 grant for a two-cylinder cascade compressor system that will provide all volunteer firemen with quality air for their SCBA respirators and a Scott Eagle 160 thermal imaging camera. The City's share of \$1,535 will be funded with pull tab revenue.

Discussion was held regarding ambulance calls. Revenue is down because of the inability to do transfers due to a lack of available EMT's. An in-service will be held at the Cook Hospital in an attempt to recruit new EMT's. EMT's get paid \$2 an hour on-call. Holidays are paid at \$4 an hour on-call. EMT's also get paid for calls based on the location of the healthcare facility. The Cook Area Ambulance Advisory Board has recommended that the base rate be raised to \$700 and the loaded mile rate be raised to \$12.

Councilor Hollanitsch stated that EMT's need to be recognized for their hard work.

Discussion was held regarding the need for support from non-participating townships within our service area that are not a part of the Ambulance Advisory Board. No seasonal contributions are made. Ambulance Director Penny Buckingham offered to present to area townships a request for donations. Penny Buckingham will generate a report to the City Council regarding the Ambulance Department, which will also be shared with the Ambulance Advisory Board Members.

Motion by Storm, second by Danz to raise the base rate for the Ambulance Service to \$700 and the loaded mile rate to \$12. **MOTION CARRIED**

The City of Cook received a letter regarding an incident that occurred in the parking lot at the Cook Post Office on August 15. Officer Nylund charged the individual with leaving the scene of an accident. The individual stated in his letter that there was no accident. Councilor Danz stated that he would like to know if the claimed damage to the other vehicle was possible. No action was taken by the City Council, as this is a police matter.

Discussion was held regarding a work order received for the River Street Project from the State of Minnesota Department of Transportation. The General Contractor of the project was KGM Contractors. The light poles on River Street have couplings that were mounted on the wrong side of the pole. To correct this problem and to provide a means to attach signs on the light poles on River Street, sign mounting banding materials have been provided to the City of Cook at no cost.

Administrator Martinson stated that she has spoken with Earl Wilkins from St. Louis County and he agrees with this work order.

The signs for No parking from 2AM – 6AM will be enforced on River Street.

Motion by Storm, second by Danz to approve signing the work order received from the State of Minnesota Department of Transportation for sign mounting banding materials.

MOTION CARRIED

The Baptist Church has requested a letter from the City of Cook accepting the utility lines that were installed for the new church that is going to be built. Utility Superintendent Bud Ranta and Jon Minne, RLK Kuusisto Engineers were involved in this process. The utility lines were hydro tested and permits have been put in place.

Motion by Storm, second by Danz to send a letter accepting the utility lines for the Baptist Church. **MOTION CARRIED**

The League of MN Cities will be holding a Regional Meeting on October 2, 2007 in Buhl, MN from 2 PM – 8:30 PM. This includes dinner and a social hour. City Hall staff will register any member of the Council who would like to attend.

Councilor Storm thanked Bud Ranta for the Maintenance Report given and for his hard work.

Councilor Storm commented on the discussion held at the Safety Meeting regarding the need of EMT's. It was also stated that River Front Park is a safety hazard. The water hydrants were inspected. The inspector was pleased. Bud Ranta will attend OSHA meetings and will be informing the Safety Committee.

Administrator Martinson stated that ISO looked at the water tower, training, hydrants and pressure. The City will be receiving a letter in 6 months stating what the fire rating for the City will be.

Councilor Hollanitsch commented on the trailer house that is being disassembled in Balliett's Addition. There is a safety issue with jagged metal and wires. The Police Department will be handling this issue.

Councilor Manick provided a copy of the Library Board of Trustees Meeting minutes.

Motion by Manick, second by Storm to adjourn the meeting at 7:52 PM.

MOTION CARRIED

Respectfully submitted,

Lynda Hanninen
Deputy Clerk/Treasurer