

**MINUTES
REGULAR MEETING
COOK CITY COUNCIL
MARCH 27, 2008 – CITY HALL – 6 PM**

PRESENT: Mayor Dick Edblom, Councilors David Danz, Karen Hollanitsch, Dan Manick and Elizabeth Storm

ABSENT: None

OTHERS PRESENT: Police Officer Dan Nylund, Donna Snyder, Cook News Herald, The Timberjay, Administrator-Clerk/Treasurer Theresa Martinson and Deputy Clerk/Treasurer Lynda Hanninen

Mayor Dick Edblom called the meeting to order at 6:00 PM.

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

- A. Approval/correction of Regular Council Minutes of February 28, 2008
- B. Approval/correction of Special Council Minutes of March 18, 2008 (Spectrum)
- C. Acceptance of the February Police Department Report
- D. Reporting of the February Liquor Store Sales

| | <u>MTD</u> | | <u>YTD</u> |
|------|-------------|-----|--------------|
| 2008 | \$71,287.22 | | \$135,325.46 |
| 2007 | \$64,102.03 | | \$128,586.54 |
| (+) | \$ 7,185.19 | (+) | \$ 6,738.92 |

- E. Bill Presentation
 - Paid since last presentation \$ 47,652.21
 - Presented for payment \$ 53,608.73
 - \$101,260.94
- F. Parks & Recreation Committee Minutes – March 17, 2008
- G. Safety Committee Minutes of February 25, 2008
- H. March Airport Operator's Report

MOTION CARRIED

There will be a benefit for Bill Fischer on Sunday, May 4, 2008 from 11 a.m. to 2 p.m. at the Cook School cafeteria. Bill Fischer is a volunteer EMT and a volunteer firefighter for the City of Cook. He has had a major accident and needs our support.

Approval needs to be given to pay Lake States Tree Service in the amount of \$19,022.64. The tree removal project was a federal project with 95/5 funding.

Motion by Manick, second by Storm to approve payment to Lake States Tree Service in the amount of \$19,022.64 for the tree removal as an airport project. **MOTION CARRIED**

The snow blower that was purchased for the airport from the City of Eveleth was purchased with an 80/20 grant. The city received \$10,400 in grant money. The city will need to pay money back to the state if the snow blower is sold.

Councilor Hollanitsch stated that the Airport Commission has made a recommendation that the pricing for aviation fuel be changed. She stated that she would like to research other airports and their pricing.

The Cook Volunteer Fire Department will be submitting a FEMA grant in the amount of \$160,000 for a 300 gallon per minute NFPA compliant mini-pumper with a 300 gallon poly water tank and Foam Pro 1600 system on a GMC 4 door, 4 wheel drive chassis. It is requested that approval be given for Shawna Kishel to write the grant. Shawna Kishel estimated that it would take 20 to 25 hours at \$20.00 an hour. Matching dollars will come from equipment/vehicle funds already designated.

Motion by Danz, second by Storm approving the fire department to apply for the FEMA grant and for Shawna Kishel to write the grant application at \$20.00 an hour. Estimated time is 20 to 25 hours. **MOTION CARRIED**

Parks and Recreation Secretary Tammy Palmer has provided two quotes for playground equipment. The play system from St. Croix Recreation is the low bid at \$33,887.99. This bid did not include the concrete or the ground material.

Motion by Manick, second by Danz to approve purchasing the play system from St. Croix Recreation for the amount of \$33,887.99. Funds will be expended from the designated playground equipment fund. **MOTION CARRIED**

Wingfest will be held on April 19, 2008. Monies raised will go to the new community/youth center building fund.

There will be a dedication ceremony at the high school baseball field in the memory of Dan Swanson on April 25, 2008. (Note: Date changed to April 29, 2008.)

Members of the Parks and Recreation committee attended township meetings and are getting positive results. Councilor Hollanitsch questioned if there can be an advisory board if the townships do not commit to the five year commitment.

Tammy Palmer requested the new community/youth center be considered as a priority for CDBG applications. Administrator Martinson stated that she explained the priority for the City of Cook should be the well/water tower project but would pass her request onto the city council.

Councilor Storm updated regarding the Safety Committee. The next meeting will be held on March 31, 2008. April is tornado awareness month.

Administrator Martinson presented the action items for the Police Chief replacement process from Human Resources Consultant Paul Ness. These included:

1. Approve tentative project schedule.
2. Authorize fuller revision of Police Chief job description.
3. Approve “general” employment application materials (application blank, consent forms, veteran’s preference form).
4. Authorize the addition, to the City’s employment application, of a position-specific addendum for police officer.
5. Authorize Administrator, Police Chief, and Consultant to revise background information packet (dated 5/00) to meet current industry standards and legal requirements.

The forms have been put in place. Administrator Martinson will share the schedule with the Police Commission.

The job advertisement has been posted with the League of Minnesota Cities, MN Post Board, Minnesota Police and Peace Officers Association and on the legal bulletin boards. The job advertisement has also been placed in the Cook News Herald.

The new application process being utilized is laying the groundwork for future hiring.

Motion by Hollanitsch, second by Manick to approve the action items presented from Human Resources Consultant Paul Ness. **MOTION CARRIED**

Sara Gillson received her Girl Scout Gold Award. City Hall staff will send a letter to recognize her achievement on behalf of the City of Cook.

Discussion was held regarding the meeting with Labco regarding the water meter project. The city attorney, Mark Weir was present at this meeting. The meter reading system is working and a reading has been obtained. City Hall staff will communicate with Labco regarding replacing the radios. Labco will be replacing the water meter isolation valves for residents who have not had the valves replaced. A notice will be sent with the water bills regarding the valves.

Councilor Danz commented regarding garbage fees. All residents are charged for garbage. There are no other garbage haulers available to the City of Cook. Prices are lower than other cities. Councilor Storm stated that there was an issue with garbage in the past not being brought to the transfer station. Councilor Danz stated that contracting with a hauler ensures that garbage is hauled away. Mayor Edblom requested that this item be put on the April Council meeting agenda.

Councilor Storm stated that it has been her goal as a council member to present an evaluation tool for managers. Councilor Storm suggested that the first evaluation be for Administrator Martinson. Each councilor will receive a copy of the evaluation to complete individually and mail to Councilor Storm. Councilor Storm and Councilor

Hollanitsch will compile the information and present this to Administrator Martinson. Councilor Storm stated that if a member of the council would like to have their comments noted to note this on the tool. Administrator Martinson had stated that she is in favor of having a review. Administrator Martinson would use this form to review all supervisors. Each supervisor would then review each employee.

Mayor Edblom questioned if the employee will have the opportunity to respond. Councilor Storm stated that each employee will have the opportunity to respond. The review of an employee will show goals for that employee.

Councilor Storm requested that the evaluation for Administrator Martinson be completed and returned by April 10, 2008.

Councilor Danz stated that he would like to have a review of liquor store clerk wages. He stated that they do a good job and that the liquor store is our financial stability. He feels that the clerks are paid at a low wage.

Councilor Manick questioned if it is possible to give an incentive to employees. Administrator Martinson stated that she would look into this option.

Mayor Edblom stated that due to some scheduling conflicts he would not be at the April 24, 2008 regular council meeting. He questioned if the meeting could be re-scheduled for April 17, 2008.

Administrator Martinson reminded the council that there needs to be a quorum at the Board of Review on April 22, 2008. The Board of Review has to have an exclusive agenda.

Mayor Edblom stated that the next council meeting will be held on Monday, April 21, 2008. (Note: The next council meeting will be held on the regular fourth Thursday, April 24, 2008.)

Motion by Danz, second by Manick to adjourn the meeting at 6:46 pm. **MOTION CARRIED**

Respectfully submitted,

Lynda Hanninen
Deputy Clerk/Treasurer