

**MINUTES  
SPECIAL COUNCIL MEETING  
2012 PROPOSED BUDGET AND LEVY  
COOK CITY COUNCIL  
OCTOBER 27, 2011 – 5 PM – COOK CITY HALL**

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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, Airport Coordinator Tom Woock

Mayor Johnston called the special council meeting to order at 5:00 p.m.

The purpose of this meeting is to hold monthly special study sessions to discuss budget planning for 2012. The October study session focuses on the budgets for the Recreation Center and Airport.

Recreation

The new facility is budgeted as if the structure is up and running based on the 2008 budget when the building was last in operation. The council was presented with detailed information on what will be needed to operate and maintain the community center building, park, rink and ball fields. The anticipated operational date for the Community Center is May 1, 2012.

Revenues for the Recreation Department comes from Townships and more support is anticipated once the building is utilized. ISD 2142 contributes \$1,000 annually for the students who participate in the High School Baseball/Softball Program and these funds will be designated towards the purchase of ag-lime for the fields.

Other revenues will continue through building rental, major events, dedicated funds and concessions. The Recreation Committee has suggested that the city waive the field rental fees and allow volunteers with youth baseball to run a concession program to raise revenues during youth games. A potential contract between youth baseball and the City of Cook will be created to cover the concession program.

Friends of the Park will host three fundraisers annually - Wings and Things, Chili Contest and Bag Your Buck. The Friends of the Park will continue to support the park and community center financially as this is the mission of Friends of the Park.

The skating rink will be closed for December 2011 as funds are not in the budget to cover the expense of contract services to prepare and maintain. The Recreation Committee would like to request funds be budgeted for opening the skating rink for 2012 due to interested individuals and groups even though the community center warming area is not available.

Motion by Bixby and second by Storm to close the skating rink for the 2012 season due to safety and personnel considerations. **MOTION CARRIED**

Maintenance issues were discussed for what has been done currently and for long term coverage. The Recreation Committee has worked with volunteers and Eagle Scouts projects to have maintenance projects taken care of.

The city currently covers seasonal mowing, trimming and dandelion spraying in the budget. Youth baseball donates time to stripe the fields and the High School Baseball Team holds fundraisers to maintain the fields as well. School District 2142 contributes funds to be designated towards the use of the high school fields. The Recreation Committee has requested that the budgeting for the field ag-lime be budgeted annually and

designated to an ag-lime account each year whether used or not. Tammy Palmer would like to reduce distribution and transportation cost by having it delivered all at once on a rotating schedule.

Funding is limited for staffing the community center building. The city is currently down to one maintenance person, has cut the police department and has had Local Government Aid and the Market Value Credit reduced. The council recognizes the need for a community center and agrees that a staff person needs to be present at the Community Center to oversee operations and security of the building. The council has asked the Recreation Committee to contact other communities to review their revenue process for staffing.

### Airport

#### Revenues

The three year hangar lease increase of .01 cents per year will end after 2012 and the apartment has been consistently rented out at \$525 per month. State reimbursement is received annually for maintenance and operation expenses at the airport. Township funds are received for annual capital improvements and the city continues to be reimbursed for the 2<sup>nd</sup> maintenance position.

The runway expansion has produced an increase in fuel sales with numerous large jets appreciating the ability to land at the Cook Municipal Airport for 2011. Net fuel revenues will be utilized to reduce negative cash debt for the airport from years past due to the depreciation expense.

Increased efforts will be made to market the expanded airport in both fuel sales and hangar lot leases for 2012.

#### Expenses

Building – There are no projects on the State CIP list for the 2012 budget and all building maintenance is in good shape.

Runway – Airport Coordinator Tom Woock's salary is maxed at 67 hours per month at \$10,300 annually which includes fringe benefits. It is recommended that his salary be increased to \$1000/month at \$13,800 including fringe benefits. The position includes more than general maintenance for airport development, pilot assistance and safety operation of the airport.

2012 projects will include ditching, land acquisition (Shelde/Nelson) and the taxi lane to parking area projects with local share's being budgeted. No new equipment will be purchased.

The November budget study session will review budgets for water and all remaining general fund budgets.

Motion by Storm, second by Hollanitsch to adjourn the meeting at 5:55 p.m. **MOTION CARRIED**

Respectfully submitted,

Cindy Palm  
Deputy Clerk/Treasurer