

MINUTES
SPECIAL COUNCIL MEETING
Library - Parks and Beautification
2017 Budget
COOK CITY COUNCIL
SEPTEMBER 22, 2016 – CITY HALL – 5 PM

PRESENT: Mayor Harold Johnston, Councilors Kim Brunner and Jody Bixby
ABSENT: City Councilors Karen Hollanitsch and Elizabeth Storm
OTHERS PRESENT: Librarian Crystal Phillips, Administrator-Clerk/Treasurer Theresa Martinson, and Deputy-Clerk/Treasurer Stephanie Beaudry

CALL TO ORDER: Mayor Harold Johnston called the Special Council Meeting to order at 5 PM.

The purpose of this meeting is to hold monthly special study sessions to discuss budget planning for 2017. Study sessions will be held at 5 PM prior to the monthly regular council meetings for the remainder of the year to discuss the budget and levy for 2017.

The September Study Session focuses on the budgets for the Library and for Parks and Beautification.

Library

Librarian Phillips stated that a couple of budget categories were up from 2016: Conferences and Dues/ Subscriptions. Administrator Martinson stated that the library does a good job of soliciting donations to help offset costs. Mayor Johnston asked how Phillips goes about selecting new books. Phillips stated that she looks at various book lists as well as takes patron requests. Mayor Johnston asked if there was a difference between the rural and urban reader; Phillips stated that she didn't really see one. The city keeps track of what projects have been done. The carpet replacement was the last item from the initial long-term plan created a few years ago. Some of the side windows in the library are not in very good shape; their replacement should be added to the future projects list of the library.

The new carpet is being paid for by fundraising done by Friends of the Library, funds from the ALS account, any remainder will come out of the Equipment Fund.

The Graffiti Fundraising was held on September 16th. \$663 was made between the silent auction and the carpet graffiti.

Administrator Martinson said that Phillips has done an excellent job with programs. Phillips added that Kristi Sopoci is doing a great job with children's programming. Councilor Brunner asked about computer visits being down. Phillips said many now bring their own laptops to the library. Also, the visits can be as long as 3 hours. Administrator Martinson asked if there was anything that the city could do to help with promotions. Phillips stated that the hard part is getting things out on social media; her time is limited as she only works 22 hours a week.

Phillips stated that the library's strategic plan ends at the end of this year. On October 11, 2016, they are having a Community Focus Group. The library needs ideas about the next four years.

The Lions are doing one last big sale at the old school, Saturday, October 1st, from 9-noon. The library will hold a book sale at the same time.

The book sale, in conjunction with the Lion's Sale, has been an important fundraiser for the library. The fact that the Lion's won't be having anymore is a great concern for the library. Storage of books for any future book sales is also a concern.

Administrator Martinson stated that outdoor seating has been discussed for the library, in conjunction with Parks & Beautification. Perhaps a grant could be obtained to make something happen in the future.

Salaries

No cost of living consideration at this time. A 2.5% was approved for all full and part time employees for 2017. The next budget session will include discussion for this.

Recommendations for airport & liquor store staffing changes will be made at the October 2016 City Council meeting.

Motion by Brunner, second by Bixby to approve the written recommendation of the Personnel Committee of September 7, 2016 for Administrator-Clerk/Treasurer Theresa Martinson. **MOTION CARRIED**

Parks and Beautification

Council members reviewed each Parks and Beautification line item in the 2017 budget. Councilor Bixby stated that the city should have a plan for what can be done down by the river. Martinson added that the proper planning and design could provide a great opportunity for the city. Mayor Johnston asked if there was a small town downstream which we could co-promote such a project with. Bixby thought that perhaps Friends of the Parks would want to be a part of such a project. Martinson added that the city should really invest in designing something, not just buying benches and tables.

Regarding other concerns, Martinson stated that the city should consider maintenance of weeds and ditches. Also, the city shouldn't forget about the water tower logo, which is nearing time to be repainted. All of the planned demolitions will be done this year.

The October Budget Study Session will review the Airport and Recreation budgets.

ADJOURNMENT:

Motion by Councilor Bixby, second by Councilor Brunner to adjourn the special study session meeting at 5:50 PM. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Mayor Harold Johnston

Recorder: Stephanie Beaudry, Deputy-Clerk/Treasurer

Attest: Theresa Martinson, Administrator-Clerk/Treasurer