

MINUTES
SPECIAL COUNCIL MEETING
RECREATION AND AIRPORT
COOK CITY COUNCIL
OCTOBER 24, 2013 – CITY HALL – 5 PM

TIME AND PLACE: A special meeting of the Cook City Council was held at 5 PM on Thursday, October 24, 2013 at the Cook City Hall.

CALL TO ORDER: Acting Mayor Karen Hollanitsch called the Special Council Meeting to order at 5 PM.

ATTENDANCE: Present were Acting Mayor Karen Hollanitsch and City Councilors Kim Brunner and Elizabeth Storm. Absent were Mayor Harold Johnston and City Councilor Jody Bixby. Also present was Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm and Recreation Committee Secretary Tammy Palmer.

The purpose of this meeting is to hold monthly special study sessions to discuss budget planning for 2014. 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 2014.

The October study session focuses on the budgets for Recreation and the Airport.

Recreation

The new facility is partially budgeted as if the structure will be in operation for 2014. The council was presented with detailed budget information on what will be needed to operate and maintain the community center building, park, rink and ball fields.

Committee Secretary Tammy Palmer reported that utilizing volunteer labor has been challenging to complete the building and they will continue to make progress as volunteers are available. The plumbing and exterior wall electrical inspection will be completed soon which will be a major step towards completion.

Recreation revenues come from townships and more support is anticipated once the building is utilized with current revenues at approximately \$2000 annually. Of the annual revenues, ISD 2142 contributes \$1,000 annually for students who participate in the high school baseball and softball programs for use of the fields. The North Woods School now has their own fields in operation so Tammy Palmer will contact the school to see if this contribution will be received for use of the Doug Johnson fields for 2014. Other revenues will come from building rental, major events, dedicated funds and concessions when the building is in operation.

Friends of the Park will host Wings and Things, a Chili Contest and other minimal fundraisers to support the park and community center financially as is the mission of Friends of the Park.

The skating rink will not be operational for January through March of 2014 as the building is not complete. Tammy has requested the contract services remain budgeted to make ice in December 2014 for the 2015 skating season.

A property maintenance account has been established transferring \$2000 annually towards aglime for the ball fields. Aglime will be delivered on a 3 year rotation and research for shared delivery services will be needed to minimize the transportation costs to deliver this product. The ISD 2142 contribution of \$1,000 is designated towards the \$2000 property maintenance transfer.

Other items addressed were that the portable restroom unit will remain at the park for the winter, temporary security cameras are installed, the log sandbox will be completed in early November and a work order request for maintenance to remove the old log bench by the t-ball field.

Safety Committee Member Tim Mankowski inspected the playground equipment and reported that it is in good condition.

A water meter will be installed at the community center as it will be rented to the public requiring the city to monitor the use and be in accordance for tax purposes. Funds are budgeted for a new water meter for 2014 and the budget will reflect this utility expense when the building is in operation.

The council thanked and commended Tammy Palmer for her dedicated efforts to the new community center.

Airport

Revenues

Hangar leases were last increased in 2012. A new hangar is being built and another potential customer is interested for 2014. The apartment has been consistently rented out at \$525 per month with the city paying the heating utilities. A new propane boiler was installed in 2012 with reduced heating expense for 2013.

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 by a private donor for the second maintenance position.

Fuel Sales and hangar lot leases are a primary revenue source for the airport. Marketing efforts and sales are reviewed to stay on top of these revenues.

Expenses

Building: There are no funded building projects anticipated but there are unanticipated repairs and maintenance included in the 2014 budget.

Runway: Planned 2014 projects include a Master Layout Plan (\$100,000 – FAA \$90,000; City \$10,000) and Crack Repair on 13/31 (\$15,000 – FAA \$13,500; City \$1,500). There is a possibility drainage improvements will be needed if a potential hangar is built and no costs have been put in place as more research is needed. The city's share may come from liquor store funds, township capital improvements and Friends of Aviation donations.

The airport revenue and expense budget must balance to avoid the transferring of general funds to cover losses.

The November study session will review the remaining general budget.

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 5:50 PM was made by Councilor Storm and second by Councilor Brunner. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Recorder: Cindy Palm, Deputy Clerk/Treasurer

Attest: Theresa Martinson, Administrator-Clerk/Treasurer