

**MINUTES  
SPECIAL COUNCIL MEETING  
2011 PROPOSED BUDGET AND LEVY  
COOK CITY COUNCIL  
OCTOBER 28, 2010 – CITY HALL – 5 PM**

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PRESENT: Acting Mayor Karen Hollanitsch, Councilors Jody Bixby, Dan Manick and Elizabeth Storm  
ABSENT: None  
OTHERS PRESENT: Administrator Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Cindy Palm, and Airport Coordinator Tom Woock

Acting Mayor Hollanitsch 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 2011. The October study session focuses on the budgets for the Airport, Library, Parks and Beautification and the fee study schedule.

Airport

Airport revenues will slightly increase for 2011 as the hangar leases were increased over three years. Real estate taxes will increase as more hangar lots have been leased out. Only a slight increase in fuel sales is anticipated.

Airport expenses are limited as there are no projects scheduled for 2011.

Airport Coordinator Tom Woock requested the purchase of a replacement attachment for the mower at the Cook Airport for 2011. The equipment is included in the CIP list for funding reimbursement. With 67:33 funding the city portion would be \$2,900. The 2011 budget was revised to show a zero transfer from the general fund to cover any losses. Tom was advised to review his budget for remaining funds in the spring but the equipment would not be added to the budget for 2011.

Fuel Sales will continue to pay down negative debt from the past.

Library

The library equipment fund will be utilized for building improvements as approved by the library board. For 2011, the board has approved window replacement and for the library assistant position to remain at 10 hours per week for minimum wage until further notice.

A service agreement with Shannon's Inc will allow spring and fall maintenance of the air conditioning system in the library building. This will be split with the police department budget.

Sidewalk shoveling might be done by a city employee instead of utilizing outside services. Sidewalks will need to be maintained before the building opens for service.

Parks and Beautification

Parks and Beautification has been divided from Recreation for 2011. Recreation will incur 60% with Parks and Beautification incurring 40% of common expenses. A beginning budget has been created for the Parks and Beautification based on a needs list discussed amongst the committee. The primary expenditures will be for parks maintenance and beautification in downtown Cook. The garden club will continue to maintain the city gardens as they have in the past.

Fee Study

The League of Minnesota Cities will be contacted to justify the increase of fees that the City charges for services. Planning and Zoning fees and utility charges will be considered for increases. Assessments will be researched for future funding possibilities as well as the education of assessments to the residents and businesses.

The 2011 General Fund Budget has proposed the following at the October Study Session Special Meeting:

Proposed Revenues \$406,480.00

Current Levy \$302,485.25

3.5% \$313,072.23 \$10,586.98

Proposed Expenses

General \$365,442.00

Airport Transfer \$ 0.00

Storm Sewer Loan \$ 44,000.00

Lift Station Replacement \$ 0.00

Equipment Replacement \$ 7,500.00

Deficit \$(10,462.00)

There will be a 0% Cost of Living increase for employees for 2011. The city auditor recommends 2.5-3%, the League of MN Cities stated that the National CPI is 2.2% and the Midwest CPI is 2.7%.

The November budget study session will review the Water and Sewer budgets. Budgeting began in 2010 and will be reviewed and changed as necessary. Debt service schedules for water and sewer will be reviewed.

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

Respectfully submitted,

Cindy Palm  
Deputy Clerk/Treasurer