

MINUTES
SPECIAL COUNCIL MEETING
2016 PRELIMINARY BUDGET AND LEVY
COOK CITY COUNCIL
NOVEMBER 19, 2015 – CITY HALL – 5 PM

TIME AND PLACE: A Special Meeting of the Cook City Council was held at 5 PM on Thursday, November 19, 2015, at the Cook City Hall.

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

ATTENDANCE: Present were Mayor Harold Johnston and City Councilors Jody Bixby, Karen Hollanitsch, and Elizabeth Storm. Absent was City Councilor Kim Brunner. Also present was Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry, and Maintenance Supervisor Bud Ranta.

The purpose of this meeting is to hold monthly special study sessions to discuss budget planning for 2016. The final November study session focuses on all departments and allows an opportunity for questions and comments before finalizing the 2016 budget at the regular council meeting on December 17, 2015.

Administrator Martinson informed the Council that the Truth in Taxation hearing will be held on December 17, 2015 at 6 PM.

Administrator Martinson went through the Preliminary 2016 General Fund Budget. The City has proposed revenues for 2016 of \$528,491.00 and proposed expenses of \$538,329.00. A new operating levy increase of 3% is now proposed, down from the original 8%.

Mayor Johnston suggested that the City Council members should forgo their Councilor salaries for 2016 and donate them toward water rates. Motion by Hollanitsch, second by Storm that the City Council members forgo their 2016 salaries and donate them toward the water rates. **MOTION CARRIED**

The Personnel Committee recommends a 3% cost of living increase for full-time and part-time employees for 2016 as well as a 2.5% cost of living increase for 2017. Councilor Storm stated that the City of Cook has lower salaries than other comparable small cities. Mayor Johnston stated that he would rather see a 2% cost of living adjustment. Motion by Storm, second by Hollanitsch to support a cost of living increase of 3% for full-time and part-time employees for 2016 as well as a 2.5% cost of living increase for 2017. **MOTION CARRIED**

Maintenance Employee Don Flack has now achieved licensing for both water and wastewater. HR Consultant Paul Ness recommends moving him to Pay Grade 6, Step 9 (\$17.44/hour). This creates a “compression issue” and therefore, the city needs to address the wage of Librarian, Crystal Phillips. The HR Consultant recommends moving her to Pay Grade 7, Step 4 (\$17.68/hour). These changes would be effective January 1, 2016. Motion by Storm, second by Bixby to support the pay increases and pay structure adjustments for Flack and Phillips effective January 1, 2016. **MOTION CARRIED**

ADJOURNMENT:

There being no further business brought before the Council, motion to adjourn at 5:55 PM was made by Hollanitsch and second by Storm. **MOTION CARRIED**

CITY OF COOK – Cook, MN 55723

Harold Johnston, Mayor

Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer

Attest: Theresa Martinson, Administrator-Clerk/Treasurer