

**MINUTES
SPECIAL COUNCIL MEETING
2018 PROPOSED BUDGET AND LEVY
AND
STREETS AND ALLEYS
COOK CITY COUNCIL
AUGUST 24, 2017 – CITY HALL – 5 PM**

PRESENT: Mayor Harold Johnston, Councilors Kim Brunner and Jody Bixby
ABSENT: Councilors Elizabeth Storm and Karen Hollanitsch
OTHERS PRESENT: Administrator-Clerk/Treasurer Theresa Martinson, Deputy Clerk/Treasurer Stephanie Beaudry and Maintenance Dept. employee Don Flack

Mayor Harold Johnston called the Special Council Meeting to order at 5:00 PM.

The purpose of this meeting is to hold monthly special study sessions to discuss budget planning for 2018. Study sessions will be held at 5:30 PM prior to the monthly regular council meetings for the remainder of the year to discuss the budget and levy for 2018.

The study session focuses on the budget for Streets and Alleys and to propose and adopt a Preliminary Budget and Tax Levy for 2018 and set the Truth in Taxation Hearing date.

Salaries/Cost of living

Some salary rates need to be approved. Tim Lilya was hired at \$19.53/hour. It is recommended that Deputy-Clerk Stephanie Beaudry's pay rate be increased to the same rate of \$19.53 retroactive to 8/14/17. Administrator Martinson has discussed the issue with the city's HR consultant and he believes the increase to be internally equitable. Also, it is recommended that maintenance employee Don Flack, who will be taking over Bud Ranta's director position should have a pay increase as of 8/14/17 to \$20.67 (the date of Tim Lilya's hiring) and then an additional pay increase to \$21.50 when he becomes Maintenance Supervisor upon the retirement of Bud Ranta. Motion by Brunner, second by Bixby to approve the Flack and Beaudry pay increases. **MOTION CARRIED**

Cost of living adjustment (COLA) also needs to be discussed. The City has talked with its HR consultant and a 2% COLA is recommended for full-time employees and 1.56% is recommended for part-time employees for 2018 beginning January 1. Mayor Johnston stated that those were good numbers as the current CPI is at 2 ½ %. Motion by Bixby, second by Brunner to approve the aforementioned full-time and part-time COLA increases for 2018. **MOTION CARRIED**

Streets and Alleys

Administrator Martinson walked through much of the Streets & Alleys budget numbers. Maintenance Department employee Don Flack shared with the council that they recycled the old meters and rec'd approx. \$1000 for them. The old lift station garage needs a new overhead door rather than a sliding door; large items cannot get in and out of the building right now. The question was asked what would be stored in the new maintenance garage. Flack listed the two mowers, the tar buggy, jetter, and both pickups; it would be a heated building. Maintenance needs to find a place for the dump truck. Right now it has to stay at the old water tower building. Once a new maintenance building is built, the former sewage building would simply hold supplies and piping. In regards to needed equipment, the maintenance department needs a new generator for the lift station. Hopefully it would never be needed but right now there is an antiquated pump that has to be put together with no guarantee of functionality. According to Flack, a new generator would cost between

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\$12,000 -15,000. The generator would be stored in the old lift station garage if the garage is floored and a section is insulated. If the power did go out for an extended amount of time, Flack stated that there is 2-3 days' worth of water in the water tower. Concerning the water tower, the under belly will need to be washed in the near future and the water tower door needs to be repaired; a hasp needs to be welded onto it.

Flack reported that twelve stop signs have been replaced in Balliet's Addition; they were obtained through the county. Administrator Martinson shared last year's minutes. Martinson asked what we could do about our curbs. Flack said that there really isn't much that can be done as curbs don't have a very long life due to wear and tear from plows. Mayor Johnston asked about the weeds on the sidewalks and curbs and what kind of weed killer the city uses. Flack stated that it is similar to Round-Up and only lasts a month or two. Councilor Brunner asked about possibly having a policy about parking on 5th Street in the winter as early morning plowing is hard during the winter when there are cars parked on the street. No further discussion took place regarding this issue. Flack mentioned that more cleaning out of the current maintenance building is to be done. It will take some time but eventually it will be completed.

Administrator Martinson said that ditch cleaning is still a concern; the city is going to get a quote from Mike Koskovich who has equipment that could take care of that; Don Flack is going to follow up on the issue.

2018 Proposed Budget and Levy

The presented general fund budget primarily covers operating expenses for the city. Major capital projects need further review and grant opportunities considered. Budgeted project funds are designated separately from operating expenses to avoid substantial increases to the tax levy.

A preliminary levy increase of 8% is proposed to the council. The proposed 2018 levy amount would be \$409,137.

- 2015 LEVY \$357,084 Final
- 2016 LEVY \$367,797 Final
- 2017 LEVY \$378,831 Final
- 2018 LEVY \$409,137 Preliminary

PROPOSED REVENUES		\$537,111
PROPOSED EXPENSES		<u>\$557,814</u>
	Deficit	\$(20,703)
AIRPORT	\$(2,500)	
GENERAL FUND	\$(20,703)	
LEVY 8%	<u>\$ 30,306</u>	
	\$ 7,103	

The proposed Truth In Taxation meeting date is December 28 at 6 PM at Cook City Hall.

Miscellaneous

The September budget study session will review the Library and Parks and Beautification budgets.

Motion by Brunner, second by Bixby to adjourn the special study session meeting at 5:52 PM.


CITY OF COOK – Cook, MN 55723



Harold Johnston, Mayor



Recorder: Stephanie Beaudry, Deputy Clerk/Treasurer



Attest: Theresa Martinson, Administrator-Clerk/Treasurer