

City of Cromwell, Carlton County, MN
Regular Council Meeting Minutes
December 21, 2016 - 7:00pm

A regular meeting of the City Council of the City of Cromwell was held on December 21, 2016 at 7:00 pm at the Cromwell Park Pavilion.

The meeting was called to order at 7:01 pm by Mayor Lisa Lund.

Roll Call

Present: Mayor Lisa Lund, Council Members Phil Lippo, Warren Peters

Absent: Ray Lally, Tom Borglund

Employees: LuAnn Freiermuth (City Clerk-Treasurer), Krysta Konieska (Interim Bar Manager), Tom Johnson (Public Works)

Others: Ron Moen, Arthur Vigness, John Mattonen (City Engineer)

1. ADDITIONS OR CHANGES TO THE AGENDA

Add Item C to Liquor Store: Approve Banked Hours

Move Item A General City to Item E: Approve Newly Elected Officials Conf for Sharon

Motion by Peters to approve the Agenda with addition and changes. Seconded by Lippo.

Motion carried unanimously.

2. PUBLIC INQUIRIES/INFORMATIONAL

3. OLD BUSINESS

NEW BUSINESS

4. CONSENT AGENDA

A. Approval of prior meeting minutes.

B. Pavilion calendar

C. General Ledger for November (listing receipts and disbursements)

D. Claims list for approval

E. Liquor Store monthly sales total report

F. Pull tab totals

G. Treasurer's Monthly Report

H: Approve Mayor's October Pay

Motion by Lippo to approve October meeting pay for the Mayor. Seconded by Lund.

Yeas: Lippo, Lund

Nays: Peters

Motion carried.

Motion by Peters to approve the Consent Agenda. Seconded by Lippo. Motion carried.

5. WATER/SEWER/MAINTENANCE

A. Maintenance Report

1. The hydrant by the school has been repaired.
2. The chlorine pump at the wellhouse needed repair. That has been completed.
3. The circulating pump at the tower quit. A new motor was ordered and installed. Tom is rebuilding the old one.
4. The big chest freezer at the bar quit working. Repairs were made on the extra freezer in the city garage and then moved to the liquor store. The chest freezer will be disposed of.
5. The furnace in the rental unit at city hall is working fine.
6. Mike Strodtman from MN Rural Water met with us to update our Wellhead Protection Plan.
7. A new back door at the liquor store will be installed on December 29.
8. The main door at the pavilion needs to be replaced. We received a \$500 donation from the Cardinal Quilters to go toward that expense. Brent Vigness is working on this project.
9. Two small windows at the clinic need to be replaced. Brent Vigness is working on this project also.
10. The hydrant at the Warming Shack/Ice Rink leaks when it is turned on. Tom will get it repaired next spring as the budget allows. No skating rink this year.
11. A sewer pipe on Dahl Road needs repair. This will be done in the spring.
12. We received a \$500 grant from Lake Country Power Operation Round-Up for new beach buoys. We partnered this grant with Enbridge for a \$500 grant from them. That decision will be made in the spring.
13. Minimal snowplowing so far this winter.

Motion by Peters to approve the Manager's Report. Seconded by Lippo. Motion carried unanimously.

Krysta wrote a letter of thanks to Tom for his help when she was stuck in the traffic lane on Hwy 210 while trying to get into the liquor store parking lot after a snowstorm.

B. Project Status Report from JPJ Engineering

John Mattonen prepared a brief letter report to discuss potential City utility work. MnDOT is beginning to plan for T.H. 210 improvements for the year 2020/2021. MnDOT engineer Derek Frederickson, John Mattonen, Phil Lippo, Warren Peters, Tom Johnson, Sharon Zelazny and clerk Freiermuth met at City Hall to listen to MnDOT's preliminary proposals and make decisions regarding parking and lighting. Mattonen's report lists recommendations for replacement of some water and sewer lines at the time of T.H. 210 construction.

6. LIQUOR STORE

A. Manager's Report

1. Brandi Tesch's last day was December 3.
2. Three new bartenders have been hired. We still need to hire one more.
3. The Toy Drive for military and low income families was a huge success. Thank you to all the generous people who donated!

The council thanked Krysta for her hard work and for the overwhelming and outstanding job she did to collect donations and distribute them.

4. December 23 is Customer Appreciation Day. We have received many donations including 12 pizzas to be available to customers throughout the day. Prize drawings will be held each hour. A DJ is scheduled for the evening, drink specials throughout the day, and a double

meat raffle. Cromwell Municipal shirts will be donated as well as Cromwell Muni \$5 gift cards.

5. New Cromwell Muni shirts and sweatshirts have been ordered.

6. Inventory will be done on Jan 1 at noon.

7. Kathy, our new bartender, has told us how she is so happy we chose the PointOS computer system. She has worked on other systems at the casino and a previous bar, and says this one has so much more to offer and user-friendly.

Motion by Lippo to approve the Liquor Store Manager's Report. Seconded by Peters.

Motion carried unanimously.

B. Incident Reports

The City has a policy in place in the Liquor Store Employee Handbook on the procedure of handling incidents that arise at the bar. All employees will be made aware of that policy should an incident occur.

C. Banked Hours

Due to a shortage of staff the Manager has put in many extra hours. She requested that instead of being paid overtime she would like to bank her hours. Discussion followed.

Motion by Peters to approve banked hours capping at 120 hours per calendar year. Any excess hours at the end of the year will be revisited and up to the discretion of the council whether to carry hours over into another year, lose the unused hours, or to be paid the balance of those hours depending on the employee's circumstances. Seconded by Lippo. Motion carried unanimously.

7. PARKS AND RECREATION/PAVILION

8. GENERAL CITY/HOUSING/HIGHWAY

A. Clerk requested a transfer of \$1824 from the TIF account to the general account for reimbursement of administrative fees paid and the clerk's time for processing forms, e-mails, balancing the TIF account each month, and the cost of legal publications.

Motion by Peters to transfer \$1824 from TIF to the General account. Seconded by Lippo. Motion carried unanimously.

B. Clerk requested transferring \$17,000 from the Liquor Store account to the general account, \$8,000 from the sewer account to the general account, and \$6500 from the sewer fund to the water fund.

Motion by Lippo to transfer these funds. Seconded by Peters. Motion carried unanimously.

C. The Mayor-Elect requested approval from the council to take her oath prior to January 2 in order to begin her office right away in January. The League of Minnesota Cities states that the clerk can administer the oath and then the legal paperwork would be done at the regular January Council Meeting.

Mayor Lund stated that she spoke with Attorney Yetka and he said either a special meeting needs to be scheduled to administer the oath early or wait until the regular meeting on January 18. The consensus of the council was not to spend the money on a special meeting but rather have the Acting Mayor conduct business in the interim. Oaths will be administered to the Mayor-Elect and new Council Member at the January 18 meeting.

D. Approval of the Mayor as signee on the bank accounts will be discussed at the January meeting.

E. Approval to send Sharon to the Newly Elected Officials Conference will be discussed at the January meeting.

9. FIRE DEPARTMENT/AMBULANCE

A. The council is requesting the Fire Chief start attending the city council meetings. The issue of Cromwell Fire Department funds being used for the vast majority of expenses for the combined Cromwell and Wright fire stations was discussed. Mayor Lund will address the issue at the Joint Powers meeting next Tuesday.

10. Clerk/Treasurer

11. TRUSTEE'S NOTES

Phil Lippo –

Warren Peters – Expressed his thanks to Krysta for her hard work and long hours keeping the liquor store running with regular hours. He said the bar looks clean, business is being taken care of, there are new ideas in place, and he appreciates her cheerful attitude at all times. He also stated that the financial status of the bar is doing better and we are in the black again after 13 months of struggling.

12. Mayor's Notes

Presentation of Mayor's Plaque.

Clerk Freiermuth presented Lisa Lund with a plaque in recognition of her service to the City of Cromwell as Mayor from 2014-2016.

Clerk Freiermuth also stated thanks to Tom Borglund for his many years as a council member.

Motion by Peters to adjourn the meeting at 8:10 pm. Seconded by Lippo. Motion carried unanimously.

Mayor Lisa Lund

ATTEST: _____
LuAnn Freiermuth, City Clerk-Treasurer