

**Approved Meeting Minutes
City of Cromwell
Carlton County, Minnesota
Special Council Meeting
January 10 2011
6:00 p.m.**

A special meeting of the City Council of the City of Cromwell was held on Monday, January 10, 2011 at 7:00 p.m. at the Cromwell Park Pavilion.

The Pledge of Allegiance was done by all present.

Roll Call: Mayor Clark, Council Members: Ray Lally, Nancy Graham, Lisa Lund and Jerry Graham

Absent: none:

Others present: Carol Peterson, Dick Huhta, Harvey Ukura, Craig Harp, Margi Harp, Gerald Letty, Jeannie Weimer, Dawn Lippo & B.J. Wilson (Cardinal Quilters), Brittany Raveill (Voyageur Press)

The meeting was called to order by Mayor Clark at 6pm.

Roll call was taken

Mayor Clark called for an agenda.

Nancy Graham stated that the meeting was called to discuss and establish the policies and procedures for the City.

In the discussion of a priority list for the meeting Mayor Clark asked if it would be easier to look at the policy handbook that was started in 2010 and reviewed by the City Attorney and said it should help cover a lot of the points to be discussed.

Mayor Clark asked if anyone present had any particular issue they wanted discussed.

Dawn Lippo asked if the Cardinal Quilters would still be able to use the pavilion free of charge or if that would change. The Council saw no reason that that would change, but stated the pavilion policies would be reviewed at a later date and would not be part of this meeting.

There was discussion of the pavilion use. Nancy Graham stated the pavilion does not pay for itself and costs the taxpayers money to run. Craig Harp said maybe we should promote it more to draw in more business.

Dick Huhta said he thought the council should be included in the policies and should have assigned roles. Mayor Clark stated that, although some things may be discussed tonight, the roles of the council members will be a part of the regular January meeting agenda when we go through the annual appointments. Nancy Graham stated that the policies of the city should apply to the council members as well as the employees. Mayor Clark said the employee policies did not apply to the council. Nancy Graham said the code of conduct would apply to the councilors.

Craig Harp asked why it was necessary to hold a special meeting to go over the policies when the regular meeting was only nine days away. He thought, since the council would get paid for the special meeting, it was not necessary. Mayor Clark explained that the first meeting of

the year is very full with required items and would not leave much time for the policy discussions. Ray Lally mentioned that the document was 48 pages long and could not be covered at a regular meeting.

There was lengthy discussion on the dress code. The public worried that it was singling out particular employees. Brittany Raveill explained to the council and public explained that the dress code is necessary to limit liability of the city for injury caused by inappropriate clothing. Nancy Graham further explained that the staff should wear clothing appropriate for their position, the office people would dress differently than the Liquor store staff and the Maintenance people would wear differently clothes also. There was discussion of purchasing cover-alls for the maintenance personnel to help deter damage to personal clothing.

Margy Harp said that we should be careful what we call a procedure and what we call a policy, as there is a legal difference between the two and it could hurt the city if an auditor sees a procedure that is not being followed.

Nancy brought up some Liquor store policies that should be revisited and updated or eliminated. Specifically the cash control policy. Mayor Clark stated that the Liquor store being an operations-based business different from the general city should have a separate policy handbook. The general policies would also apply to liquor store along with other specific policies. The Council asked the clerk if the cash control policy was currently being followed at the liquor store and he indicated that it was not. In order for it to be followed properly, each bartender would need to have their own drawer, count it when they come in, and count it again before they leave. This is not the way they are doing it right now.

Ray Lally mentioned the shift change policy regarding employees missing or changing shifts. He thought it should be simplified so the employee know exactly who has to approve shift changes. The purpose of the policy is to ensure all shifts are covered and to prevent overtime due to employees swapping shifts.

Carol Peterson brought up the safety of an employee doing certain duties alone.

The wording of the paycheck policy was brought up regarding direct deposit. Scott indicated that no employee currently has direct deposit. The checks are sealed in an envelope and delivered to the department the employee works in. The council saw no reason that should be changed unless an issue is brought up at a later date.

Scott brought up the city cell phone and asked what the council felt regarding it, since he had to get the phone out of Dick Huhta's name. Scott indicated that Verizon could put it on a government plan for 39.99 per month. Motion by Jerry Graham and seconded by Ray Lally to change the phone over to the new plan. Motion carried unanimously.

The council decided to pull out the job description information and have it as a separate document for each job available as needed for new-hires or by request.

Jeanne Weimer asked about the city vehicle use policy. There was discussion on the subject. The public was concerned whether the PW employee would be able to respond to an emergency in a timely manner if he/she did not take the truck home each day. Jerry Graham stated that responding to a fire/ambulance call not an official use of the city vehicle. Jeanne worried about a sewer emergency in the middle of the night and whether the PW worker could get there in a timely manner without the city vehicle at home. Nancy Graham mentioned MS471.666 specifically mentions that a city owned vehicle cannot be used for personal use. Mayor Clark mentioned that we should have a log book in the truck. Scott said

he would put it out on list serve to see what other cities do, and contact the city attorney regarding the issue to get his opinion.

There was discussion on the overtime policy. Concern was expressed regarding the wording “overtime must be approved in advance” and “subject to disciplinary action” in the policy.

There was discussion on the wording in the weapon policy regarding a weapon in the city vehicle. The PW person is required to eliminate rodents (muskrats and such) in the sewer ponds. Nancy said we should add the wording “except for a council approved purpose” to the policy. Mayor Clark thought we should add the wording “the sewer & water maintenance employee may possess a weapon for the purpose of pest control at his discretion”. The council agreed with the wording.

Mayor Clark mentioned that there is a grievance procedure in the handbook. It was not specifically discussed at the meeting.

There was discussion on appointing an employee liaison. Motion by Ray Lally and seconded by Lisa Lund to appoint Mayor Clark as employee liaison. Motion carried unanimously.

Motion by Jerry Graham and seconded by Ray Lally to make discussed changes and talk to the city attorney regarding the city vehicle use policy and bring to next meeting for further discussion. Motion carried unanimously.

Mayor Clark asked if there were any other policies that needed to be updated or discussed.

In summary, Mayor Clark stated we still needed to work on job descriptions, Pavilion use, liquor store policy. He thought the job descriptions should be done next and everyone should get a copy of their own job description.

ADJOURN: Motion to adjourn by and seconded by. Meeting adjourned.

Respectfully submitted,
Scott A Warner, City Clerk/Treasurer