

**Approved Meeting Minutes
City of Cromwell
Carlton County, MN
Regular Council Meeting
December 28 2011
7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on Tuesday, November 22, 2011 at 7:00pm at the Cromwell Park Pavilion

Present: Mayor: Samuel A Clark,
Council Members: Ray Lally, Lisa Lund, Warren Peters, Tom Borglund

Absent: none

Others Present: Pam Fistere, Voyageur Press; John Mattonen, JPJ Engineering; Steve Bridge, Fire Chief; Deb Elmer, Deb Huhta, Lola Hakala, Dot Rick, Kitty Rubey, Jill Dahl

The meeting was called to order at 7pm by Mayor Cark

Minutes: Motion to accept November 22 2011 meeting minutes with stated changes (discussion regarding Paul's timecard edits) by Ray Lally and seconded by Lisa Lund. Motion carried unanimously

Additions to Agenda:

- Discussion on the plowing of Lake Hill Drive under General City/Housing/Highway
- Publics comments regarding Liquor store

Motion to approve agenda with changes and additions by Ray Lally and seconded by Lisa Lund. Motion carried unanimously.

Liquor Store:

- Sam opened the floor to the public for comments regarding the liquor store.
 1. Kitty Rubey mentioned that there was a pull tab box closed when someone was still playing the box. Discussion on the process on closing the pull tab boxes. Lola Hakala mentioned that on the morning in question Paul had called her to pull the box. Lola called her boss to get the okay to pull it with so many winners still left. The box was pulled before she got to the bar, and the customer in question was very angry the box was pulled.
 2. Deb Elmer talked about cribbage. They are upset that they do not get advertised and they do not get perks for playing at the bar. Used to get a drink chip and a free pizza. Should get food set out for them. Other bars give better prizes and food and free drinks. She says there are no pool league, dart league because there is no benefit to the players to come there to play.
 3. Kitty says we have lost people to Wright bar.
 4. Deb Huhta said Paul is lazy and can't walk. Doesn't serve customers because of his weight and laziness. Opens the door with his cane. Bottom line is we are losing dot because she can't work with Paul. Paul sweats and wipes his forehead and throws rag on the bar.
 5. Group complained that the games were not as good during harvest fest.
 6. Dot complained about running out of beer. She has talked to Tom Borglund, Scott and then Sam about running out of beer. 18 packs Busch light cans, 12 Mich Golden Light cans, 18 packs Mich Golden Light cans.
 7. Dot discussed some procedural concerns she had with bar sales. Bloody Mary mix, stocking essentials like celery salt, limes, and such. General customer service.

- Dot asked about the process of having an overage in the till. She thinks it should be put in the bank instead of being saved in the cash bag. She thinks that all shortages and all overages should be recorded on the day they occur and either the day is recorded short or over. Scott mentioned that he had talked to Paul about that after Harvest festival.
- Entertainment at the bar for January is Denno on New Years Eve, the Keystone on Jan 21.
- Liquor store sales for November 2011 were discussed, sales were \$54,161.47, 8.58% over November 2010
- Lola offered feedback on the meat raffle. She is working on switching to a different store for the meat raffle steaks. She will be switching to TJ's in Mahtowa beginning January 6th. There had been some complaints when the meat raffle packages were getting to be poor packages and very few steaks. There have been very good comments on the servers walking around to sell the raffle tickets. Lola said someone should be scheduled to sell them each week.
- Warren mentioned that we should make sure the meat raffle is in the paper as well as the cribbage. Pam Fistere mentioned that the cribbage can go in community events, but the meat raffle cannot because it is a money making event.

Water/Sewer/maintenance:

- John Mattonen spoke about the wellhead protection plan. The MN department of health will do the plan and we won't need to get a grant for it. We will only have to send out a mailing to try to find more wells in the protection area.
- John talked with MNDOT about the school zone and they will add to their highway 210 project scheduled for 2012 pending approval by the St Paul office.
- John provided a preliminary cost estimate for the turn lane into Riverview Meadows. Cal Jacobson will not be able to build another house in the area until this turn lane is built per MNDOT specifications. John mentioned that if anyone wants to build in that area, not just Cal, the turn lane is required. Scott mentioned that he would get a due diligence from the abstract company and will need to put on there that no building can be erected on the lots without the turn lane being finished to MNDOT specifications, as decided by the council last year.
- A public notice form Carlton County was reviewed by the council
- A request from Waino Heikkila to eliminate a buildable lot charge on his property. The lot is not "buildable" and he doesn't think he should be made to pay for a "buildable" lot. Sam asked if the council has the right to decide if a lot is buildable or not. Or should we get more information from the county. John said that if it is contiguous property the council can decide without prejudice.
- Motion by Mayor Clark and seconded by Warren Peters to eliminate the buildable lot charge from Waino's bill. Motion carried unanimously.
- The wellhead protection letter sent to officials in the city, county, state was reviewed by the council. Scott explained that our involvement is minimal and the Dept of Health is doing all the work. Scott further explained that the current wellhead protection area does include a small portion of Island Lake and we could have to include the entire lake if the lake water if they find that the water is entering the wells/aqueduct in a relatively short period of time such as 20-25 years. Our well water is considered "young" due to a test that shows that water less than fifty years old does exist in the well. This is true for most wells in the area because there is not a perfect layer of clay. Gaps in the clay layers in the earth allow some younger water to enter the aqueducts.
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Parks and Rec / Pavilion

- The pavilion calendar for December thru February was reviewed.
- Discussion about the New Years Eve dance is going to be put on by the YOT and will determine their cash balance for the year, which in turn will help determine their donation to the city.
- Zumba was discussed. Sam mentioned that they are maintaining about 18 people per session and the free session is very popular. The health benefit is a very good thing for our community.
- The city council meeting time and date for January was discussed.
- There was discussion on getting an AED for the pavilion. Steve mentioned that he could get it through the same vendor the School used. The approximate cost is \$1900.00 with a wall mount case for it. The council said we should put the word out that we are trying to raise money for it

and put the \$200 from the scrap we sold and the \$40 from the fridge we sold towards it. Scott mentioned that the YOT could dedicate their donation towards the AED this year and that would give us a great start. Warren mentioned that there was an Indian reservation that donates them. Ray said he would check further into that.

- There was discussion on Harvest Fest. The committee has disbanded and the city has all the paperwork. Scott needs to know if he can transfer the money in the Harvest Fest account into the Cities bank account and donate the money towards the playground equipment. Sam will talk to Dick and get the okay to transfer the money. The city can up-front the first steak fry and the fund will grow with the two steak fries and harvest fest.
- Motion by Ray Lally and seconded by Warren Peters to accept the funds into a dedicated fund for playground equipment. Motion carried unanimously.

General City/Housing/Highway:

- There was discussion on a new city truck. Ray Lally mentioned that we should check into the cost of a new truck through the State purchase agreement contracts. Steve Bridge mentioned that the fire department bought the brush rig for \$23,000 through the state bid contracts. Tom Borglund said it would cost under \$7,000 to put a v-plow on it.
- There was discussion on the county tourism grant. The grant application is open for any group in the county. Scott mentioned that the money is used to promote tourism for cities within Carlton County. The city should apply for money towards the entrance signs. A softball team can apply to get money to advertise tournaments. The YOT can apply to promote their dances. Anything that promotes tourism in our community preferably to bring people to our community/county from outside the area. The advertising must be unique and cannot be applied for year after year for the same type of promotion.
- Scott discussed the use of the old city clerk office. The Dr's office would like to use it and Dan Heikkila also expressed interest in it. The council said the Doctor should have first dibs. The council also approved an eight year lease for the Cromwell Medical Clinic.
- Discussion on the new city hall building. The council reviewed a list of items for the building. The council agreed to have the bathroom redone by Chevy Borglund to make it handicapped accessible and usable and to put up Moulding in the lobby and the Mayor's office. Scott was also given permission to have an electrician go through the building and give us a list of what has to be done to bring it up to code and make it safe.
- Discussion on cleaning up the floor in the shop and painting/sealing the concrete there so it is a cleaner area for Tom to work on water samples and such.
- Mayor's office needs a duct fan to pull more heat into it.
- A walk-through list from the rental unit was reviewed. There is a water leak in the roof that will need to be taken care of right away. Everything else is just a list in case they move out or are evicted so they can get their deposit back.
- The renters expressed concern about the gas line upstairs. Tom Borglund said it is set up correctly.
- There was discussion on employee evaluations. Sam thinks the council needs to make sure we do them every year for the city managers, with the bar manager doing the bar employees. Scott explained that the pay equity and the review process are completely separate. The pay equity is based on equality of pay between men and women for the State of Minnesota.
- Three raises were discussed. Sam wondered if we should determine raises on an individual basis instead of an exact amount each year. Scott said that you just have to determine a raise for a female employee the same as a male employee.
- Motion by Warren and seconded by Ray to approve the raise for Scott Warner from \$15.62 to \$16.03 per hour. Motion carried unanimously.
- Motion by Lisa and seconded by Ray to approve the raise for Diane Hansen from \$8.42 to \$8.84 per hour. Motion carried unanimously.
- Motion by Sam and seconded by Ray to approve the raise for Leslie Wilson from \$9.26 to \$9.68 per hour. Motion carried unanimously.
- Promoting Leslie to lead bartender was discussed with no action taken.
- LMC leadership conference information was reviewed with no action taken.
- Annual landowner meeting notice from Sno Gophers was presented to the council.

- Information from adjuster on insurance claim was reviewed. Motion by Warren and seconded by Tom to accept the 35,000 watt generator to replace the 15,000 watt and to pay the extra \$1,500 for it. Motion carried unanimously.
- A quote from Cloquet Sanitary for supplying city dumpsters. The city will save \$150.00 per month if they switch. Council approved to switch to Cloquet Sanitary without the cardboard bin listed in the quote.
- A request for support from the Shrine Circus was reviewed and denied.
- Discussion on plowing Lake Hill Drive. In the interest of public safety as we have fire dept and ambulance personnel on the street, the city discussed having the county plow Lake Hill Drive and charge to the City. Motion by Ray Lally and seconded by Warren Peters to pay for the county to plow Lake Hill Drive. Motion carried unanimously.

Fire Dept./Ambulance:

- Discussion on Fire Department personnel.
- Motion by Ray and seconded by Lisa to approve Steve Bridge as Fire Chief. Motion carried unanimously.
- Discussion on the fire district process and plans. The Fire Department is creating a taxing district which will include the Wright fire department and the Cromwell Fire Department. Taxes are not expected to go up much, but some areas in the district will go up as they currently pay less than their share of the fire protection.

Trustee's Notes:

- Lisa: none
- Ray: none
- Warren: none
- Tom: none

Clerk/Treasurer:

- November Receipts were reviewed
- November disbursements were reviewed
- Claims list for approval totaled \$42,343.78
- Motion by Ray Lally and seconded by Tom Borglund approve the November unpaid claims for payment. Motion carried unanimously.

Mayor's Notes:

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Adjourn: Motion to adjourn by Lisa Lund and seconded by Tom Borglund.