

**Approved Meeting Minutes  
City of Cromwell  
Carlton County, MN  
Regular Council Meeting  
January 25 2012  
7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on Wednesday, January 25, 2012 at 7:00pm at the Cromwell Park Pavilion

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

Absent: Ray Lally

Others Present: Pam Fistere, Voyageur Press; Frank Yetka, Rudy Law Office; Lola Hakala, Confidence Learning Center; Jennifer Backer, Cromwell/Wright School; Paul Lampi, Liquor Store Manager; Mary Jo Stenson, David Niemi, May-Ann Niemi, Riverside Drifters Saddle Club; Carl Brant, Town & Country Agency; Pat Oman, Carlton County Economic Development.

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

Minutes: Motion to accept December 28 2011 regular meeting minutes and December 28 2011 special meeting minutes by Tom Borglund and seconded by Warren Peters. Motion carried unanimously

Additions to Agenda:

- Annual evaluation of Paul Lampi
- Office in liquor store
- Pat Oman to talk about County programs
- Deep cleaning of the pavilion
- Saddle Club to discuss rental, expectations.
- Jennifer Backer to talk about the Cromwell/Wright School strategic plan and curriculum changes for 2012-2013 school year

Motion to approve agenda with changes and additions by Warren Peters and seconded by Lisa Lund. Motion carried unanimously.

**Public Agenda Items:**

- Jennifer Backer, Superintendent for Cromwell/Wright School spoke about the strategic plan for the district. They are working on college accredited courses within the school, some curriculum changes to make Cromwell a better school for the district's children. They are working on new ways to help the at-risk students to help them graduate and move on to college and careers. They are working on a better "middle school" environment for the 6<sup>th</sup>-8<sup>th</sup> graders to help them with the unique needs of that age group. They are adding more creativity to the elementary curriculum as well. Jennifer invited the council and public to check out the school and the newly updated website.
- Pat Oman spoke to the council regarding the Carlton County EDA and the programs designed to help the small communities within Carlton County. He spoke of several programs designed to help with tourism, park and trail creation and upgrades, and some DNR tree grants that are available. Pat also spoke about their below-market loan program designed to help businesses start and expand in the County. Pat spoke about the EDA's quarterly newsletter which details some of the projects that have been funded through the program in the recent past. He specified that we should apply for the tourism grant to help with building an entrance sign for the city.

- Pat talked about several grants they are working on for the city of Cromwell / fire department. Two of the grants have been denied for equipment and a truck. A grant for radio equipment upgrade, required by the Federal Government, is still out there and they are waiting for word on it.
- Pat noted that if the City wants to apply for any of the available grants, we should give him a resolution and he will get it filled out for us with the help of the city staff.
- The Riverside Drifters Saddle club spoke to the council about their use of the park and the arena area. The club is looking into doing some repairs to the arena and wants to know if they can, if they need specific permission for each thing or not. The city gave permission for repairs on the crows nest and a gate in the outer fence. Upkeep of the arena is generally to be done by the club, but the city will continue to mow the area. The club will need to do specific weed touchup around the fence. Tom Johnson could use some weed killer around the fence to help keep the weeds from growing up and cut trimming costs. The lights for the arena were discussed and the council noted that so the city could work towards replacing those. There were questions on camping and camping fees, the council will have to discuss that further and make a decision. The club was concerned that some people would not come if they had to pay much for camping. Knowing as far in advance what the fees will be is key for the club to keep attendance up. Lisa Lund asked if there was an issue between the volleyball teams and the horse club last year. The club said there was one member of the club who thought there was an issue, but the club did not think so. They had to figure out some parking arrangements and it was all worked out between the organizer of the volleyball and the organizers of the horse club. They did not think it was or will be an issue.

#### **Liquor Store:**

- Paul discussed the entertainment coming up in the bar. He has karaoke coming up on January 28<sup>th</sup>, Dean Nyberg DJ'ing on February 12<sup>th</sup>, and Denno DJing on February 25<sup>th</sup>. Sam mentioned that at the bartender meeting, we had discussed bringing in more bands and asked Paul to try to get a band in. Sam mentioned that he had sent Paul some info on a band earlier in the day for him to check on. The band would need to be small enough to fit in the bar.
- Sales for the month of December of \$38,673.05 were reviewed by the council. This is 4.63% higher than December 2010.
- Sales for 2011 of \$521,030.21 were reviewed by the council, this is 7.28% higher than 2010 sales.
- Pull tab rent of \$626.80 was reviewed. Scott said he was concerned about the shortages in the games four months in a row. Lola Hakala with the Confidence Learning Center said the money is counted and verified by her and Paul every time so they both agree on the amount to be deposited. Paul asked if the shortages included game losses and Lola said it did not.
- Paul talked about the game discussed last month when a customer was denied a game because it was closed. He explained that he never closes a game without Lola's approval. That particular day, he did not open the game after talking to Lola and being told not to open it. He was not aware until later that someone had been playing the game the night before and intended to come in to play more in the morning. When the customer showed up and the game was not open, Paul explained that Lola had said to leave it closed. He then went into the cooler to call Lola and ask about the game, whether to open it or not. The customer got upset and left the bar without allowing Paul to explain further. Lola, after the discussion, apologized for the misunderstanding and asked if they could go back to having Paul call her to keep her informed on the balance of boxes so she could avoid coming in every day to check them as she lives quite a ways away.
- There was discussion on the MMBA boot camp. Sam asked Paul if he thought he should go. Paul said he would rather go to the summer conference. The council agreed and we will not be sending anyone to the boot camp.
- The council did an annual performance review for Paul. Some of the topics of discussion were, running out of beer/product, lack of communication, and the cleanliness of the facility. Warren commended Paul on his work on the new POS system, he told the council that Paul has really taken the bull by the horns on this and is doing a great job. Paul explained his theory on product ordering and said he is working with the vendors to avoid shortages of product, but there are times when someone will make a bigger purchase than expected and the bar runs out of something. He has improved the communication with the bartenders and will work with the

cleaning people to make sure the pizza area stays clean. The council noted that the sales are good and profits are good, so he must be doing something right.

- The council discussed putting an office in the back of the liquor store. This would give Paul a secure place to count out tills and free up some more sales space in the front of the bar by the window. We have room for a 8 ½ by 9 foot office. We will need to add a computer there, but the heat and air are already there, as well as lighting.
- Motion by Tom Borglund and seconded by Warren Peters to add an office in the liquor store. Motion carried unanimously.
- Warren talked about the new POS system. It is up and running and he is working out some bugs. It seems to be working well for its purpose.
- Paul asked about bringing the heavy rubber mats from behind the bar to the carwash or possibly the bus garage to wash them once a month or so. Scott said he would check with John Peterson who owns Aardvark about using the old car wash.
- Paul talked about the cribbage tournaments. He explained that sales to the cribbage players is fairly minimal. Sales to the players during the last tournament was \$49.00.
- Paul said he had complaints

#### Water/Sewer/maintenance:

- Scott talked about the turn lane to Riverview Meadows. John had suggested we look into putting in the turn lane ourselves and assessing it to the property. This would assure that the lane is done and that the lots would be buildable and sellable. MNDOT requires the turn lane to be put in and the City has decided not to allow any more building permits on the lots until it is done. Scott will talk to John and get more information on the project and the impact on the value of the property.
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#### Parks and Rec / Pavilion

- The pavilion calendar for January thru March was reviewed. Sam added that a Bigfoot information meeting at the pavilion on February 12<sup>th</sup>.
- Discussion on two donations for the pavilion AED. The YOT gave the city a donation of \$1000 and the Cromwell Wright Area Lakes Association gave a donation of \$500 toward the purchase of an AED device for the pavilion.
- Motion by Sam Clark and seconded by Tom Borglund to approve resolution 012512.1 accepting the donations. Motion carried unanimously.
- A request from Dick Huhta to add a phone to the pavilion for emergency purposes was discussed. The council discussed the option of running a line from the new city hall, but decided it was not necessary to have the phone in the building as most people today have a cell phone.
- Discussion on cleaning at the pavilion. Judy Kahara had offered her services for the job of detailed cleaning. We will get some estimates to see what the cost would be to have it cleaned once in a while. Sam mentioned that the Quilters volunteered to help paint the walls in the meeting room.

#### General City/Housing/Highway:

- Carl Brandt discussed the valuation of city buildings for the purpose of insurance replacement cost. The insurance company evaluated the cost of replacing all the city buildings last year as part of a periodic process. Three buildings had significant differences in value compared to insured value. The fire hall is \$95,000 under insured, the well house is \$60,000 over insured and the water tower is \$400,000 under insured. We will also have the new city hall building evaluated for the renewal in May. The council discussed the cost of raising the insured value of the buildings. Carl thought it would be less than \$500 per year on the policy, a very insignificant amount compared to annual insurance cost for the city and we would recover part of that cost with our annual dividend.
- Discussion on Liquor liability insurance. We are seeking quotes from several companies through Carl Brandt and also through Wells Fargo. Carl explained that there are only a few vendors who do the dram shop insurance so he will likely come back with the same quote amount as Wells Fargo. The big difference is that Carl can get a quote from the League of Minnesota Cities.

- The annual meeting notice was reviewed for approval. The meetings are scheduled for the fourth Wednesday again this year. The only date that was in question was the day after Christmas.
- Motion by Warren Peters and seconded by Lisa Lund to approve the fourth Wednesday of each month, including January 2013, at 7pm at the park pavillion as the meeting date for the regular monthly council meeting. Motion carried unanimously.
- Discussion on annual appointments:
 

1. Health Official;	Dr. Shawn Bode
2. Health Inspector;	Ray Lally, Tom Borglund
3. Weed Inspector;	Sam Clark
4. Civil Defense;	Ray Lally, Scott Warner, Sam Clark
5. Register Control;	Scott Warner, Warren Peters, Sam Clark
6. Depository;	Northview Bank, Lake States Federal Credit Union
7. Legal Newspaper;	Voyageur Press
8. Law Firm;	Rudy, Gassert, Yetka & Pritchett
9. Program Liaison/Census Bureau;	Lisa Lund, Scott Warner
10. IT Manager;	Sam Clark
11. Acting Mayor;	Ray Lally
12. Engineer;	JPJ Engineering, John Mattonen
13. Cromwell Area Development Chair;	Ray Lally
- Motion to approve annual appointments as stated above by Tom Borglund and seconded by Warren Peters. Motion carried unanimously.
- Discussion on the propane use at the new city hall building. A suggestion to change the propane tank to Federated propane to assure the city has control over the source of the propane. We would then meter the propane and charge the tenants for their usage each month. Scott had talked to the renters about the possible change. They would prefer not to change, as they have a relationship with FDL propane and would prefer to continue that relationship. Mayor Clark said we should leave well enough alone for now and if it seems to be an issue later, we will reconsider it.
- There was a discussion on the office hours for the city office. Scott's biggest concern in extending the hours was being able to get the Cloquet by 3pm to pick up his son from school. Sam mentioned having some evening hours. Scott said Monday or Wednesday was the best day for him to work evening hours. Scott said we just need to give it a try and see if anyone shows up.
- Motion by Lisa Lund and seconded by Warren Peters to change the general office hours to 8am until 2pm Monday through Friday and 5pm until 7pm on Wednesdays. Motion carried unanimously.
- Discussion on city council pay raises. The council wage has not changed in many years. Sam mentioned that a change would have to be voted in before the new election if they want to change it. Lisa Lund asked if we know what other cities have for council wages. Scott said he could look that up on the LMC list serve and bring for next meeting.
- Discussion on garbage collection for the city. We had looked at this last month and went with a bid from Cloquet Sanitary and switched from Lakes Sanitary to Cloquet. Lakes Sanitary gave us a new quote to match Cloquet and asked us to reconsider. Both quotes are good for 3 years and promise a free roll-off dumpster for Harvest Festival, a garbage cart for the city hall office, a 4 yard dumpster at the pavillion and an 8 yard dumpster at the liquor store; all with weekly pickup.
- Motion by Warren Peters to stick with Cloquet sanitary and save \$15 per month. Being no second, motion died on the floor. Mayor Clark stated that being no second, we would stay with Lakes Sanitary.
- Discussion on annual safety and loss workshops put on by the League of Minnesota Cities. Motion by Lisa Lund and seconded by Warren Peters to send Scott and Sam to the meetings on April 19<sup>th</sup> in Biwabik. Motion carried unanimously.
- An estimate from Laine Electric on some electrical improvements in the new city hall was reviewed. Sam thought we should get another estimate before we make any decisions. The quote from Laine was very vague. Black Diamond Electric will come in and check it also.

Fire Dept. / Ambulance:

- No new business

Trustee's Notes:

- Lisa: none
- Ray: none
- Warren: none
- Tom: Tom mentioned we may want to put up no parking signs on south 73 between Deck Huhta's and the intersection of 210. This area is often blocked by semi trucks which causes kids from the school to walk on the highway instead of the shoulder. Scott was instructed to bring that info to John Mattonen and see if the DOT would have an objection to us doing that.

Clerk/Treasurer:

- Deposits for December totaled \$170,886.68
- Disbursements for December totaled \$100,918.86
- Claims list for approval totaled \$34,543.10
- Sam questioned the purchase of flowers for Angie Line's fathers funeral. Those funds should come from the fire relief association. Scott will have the fire relief assoc. reimburse us for the transaction.
- Sam also asked if there were multiple checks for Wanda Shiflett. Scott said it was the annual Fire and Ambulance checks. The report split the payments between fire and ambulance and did not carry the names down to the split. We can trace each payment by the check number, to verify this on the check detail report.
- Sam questioned the deposit from Jack Huhta. Scott said it is the reimbursement to the city for a sign purchased by the city for Peura Rd.
- Motion by Sam Clark and seconded by Tom Borglund approve the December unpaid claims for payment. Motion carried unanimously.

Mayor's Notes:

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Adjourn: Motion to adjourn by Lisa Lund and seconded by Warren Peters.