

City of Cromwell, Carlton County, MN
Regular Council Meeting Minutes
August 17, 2016 - 7:00pm

A regular meeting of the City Council of the City of Cromwell was held on August 17, 2016 at 7:00 pm at the Cromwell Park Pavilion.

The meeting was called to order at 7:00 pm by Mayor Lisa Lund.

Roll Call

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

Absent: Council Member Tom Borglund (excused)

Employees: LuAnn Freiermuth (City Clerk-Treasurer), Raenese Jokimaki (Bar Manager), Tom Johnson (Maintenance)

Others: Sharon Zelazny, Ron Moen

1. ADDITIONS OR CHANGES TO AGENDA

Under General add C: Approve Auditor's 2015 Financial Report

Under General add D: Form Budget Committee

Motion by Lally to approve the Agenda with additions. Seconded by Peters. 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 July (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

Motion by Lally to approve the Consent Agenda. Seconded by Peters. Motion carried unanimously.

5. WATER/SEWER/MAINTENANCE

A. Maintenance Report

1. Will do an early discharge of ponds any time after September 1. Ponds look good.
2. The school hydrant is leaking and needs repair. Waiting to hear from Gobel Excavating. If we do not hear from Gobel by Friday we have two other names to call. Area has been flagged and marked for Gopher State. One-fourth of the city will have to be shut down while repairs take place.
3. The hydrant by the warming shack is leaking. Rick Myskewitz, from American Flow Control, a waterous hydrant servicing company, happened to be driving through and contacted Tom. Since Cromwell has this type of hydrant American Flow Control services these hydrants for free. Tom explained the problem and together they pulled the hydrant and found the bolts will need to be replaced with stainless steel bolts. Tom will contact Keith Clark and they will take care of the necessary repairs.
4. Tom has used the skidsteer for several projects already. The broom attachment needs adjustment before using it. The company is sending out someone to make that adjustment.
5. Craig Harp dropped off a load of mixed gravel for filling low spots on the north alley, the pavilion road, and the potholes by the clinic.
6. Enbridge representatives were at the last fire department meeting. They mentioned that Enbridge has \$1000 grants available if we need anything in the safety area. Our beach buoys are in bad shape and need replacing so Tom and the clerk submitted a request for a grant for buoys.
7. Gravel has been put on Lippo Lane. This is a 50/50 project with Eagle Township. Total project cost is \$5200.00. Cromwell has made an agreement to pay Eagle Township \$500 per month, to be paid in full by December 1, 2016.
8. Lally Road has been graveled. Need to budget for gravel for Lake Street and Swenson Road in the future.

Phil Lippo asked Tom about installing a shut off valve while doing the repair on the school hydrant. Tom explained that ideally this would be the time to do that and if possible will do that repair but he will need to line up a variety of spare parts and valves since he does not know what size the pipes are underground. It also depends on how much excavating will be necessary to dig up existing pipes. He explained that we need to limit the amount of time needed to shut off the water to that part of the city. If he has everything necessary and pipes are in good condition leading into and out of the hydrant then he will do that now, otherwise it will have to be dug up again to do additional repairs.

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

Project Status Report from JPJ Engineering

John Mattonen assisted with zoning applications this month. He did some map research for the school hydrant.

MnDOT beginning to plan for T.H. 210 improvements for the year 2021. Tom had a Gopher State meeting pertaining to marking the area.

Risk Mapping, Assessment, and Planning (Risk MAP) is a Federal Emergency Management Agency (FEMA) program that helps communities identify, assess, and reduce their flood risk. There will be a kick-off meeting to learn more about plans to initiate a flood study for Carlton County on September 13 from 2-4 pm at the Carlton County Transportation building.

Since Tom was involved with the flooding problems in 2010 he would be interested in going to this meeting.

Motion by Peters to approve sending Tom to the FEMA meeting. Seconded by Lippo. Motion carried unanimously.

6. LIQUOR STORE

A. Overview of PointOS & directives; deadline for inventory sheets.

Council member Peters explained how the inventory works on the point of sale systems. They all basically work the same. He did some research comparing different systems; considering the pros and cons. The city has purchased the PointOS system and it will be installed shortly so he explained some of the features on it. This includes a time clock for employee's to punch in and out, credit card tips are automatically reported, cash tips can be entered, an explanation is needed if the cash drawer is over or short, the system can automatically e-mail reports to the clerk, there is a work schedule on the system which includes requests for time off, and a built in e-mail feature that can be sent to individual employees or all employees.

The next step is to input the inventory. Inventory sheets have been given to the Manager and she stated that she can have them completed by Thursday, August 25. Peters will have 2 weeks to complete the necessary steps for implementing the PointOS system.

B. Manager's Report

1. The Confidence Learning Center has asked about installing electronic pull tabs. The council conferred that it will be up to the Manager to make that decision.
2. The Wounded Warriors Bike Run will be held Saturday, August 20th. Preparations are in order. The Cub Scouts and Boy Scouts will be honor guards for this event.
3. September – Bar Olympics
4. Samantha Tiffany was hired as custodian. She is doing a good job. Austin Taylor was hired as a bartender. He is doing good.
5. A bartender's meeting will be held on Sunday. Issues from previous council meetings were asked to be discussed.
6. Tristin Smith put in his resignation, effective July 23, 2016.

Motion by Lally to accept Tristin's resignation. Seconded by Peters. Motion carried unanimously.

7. Quotes for a new back door were discussed. Aitkin Glass quoted \$2357.00 and Hagen Glass quoted \$2540 for a painted door. No reply from Sell Hardware.

Motion by Lally to accept the quote from Hagen Glass. Seconded by Lippo. Motion carried unanimously.

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

7. PARKS AND RECREATION/PAVILION

A member of the Summer Fest Committee informed the clerk that during their festivities the electrical breakers kept switching off and asked if the city would consider adding an electrical panel. Discussion followed. For future festivities it was recommended to show these groups where existing electrical panels are and spread out the vendors that need electricity. We currently have electrical boxes by the warming shack, the playground, and two by the old garage.

8. GENERAL CITY/HOUSING/HIGHWAY

A. Our current contract with the auditing firm, Hoffman, Philipp, and Knutson has now ended. The clerk was asked to send out Requests for Proposals.

B. Proposed levy is due September 30.

C. Approve Auditor's 2015 Financial Report.

Motion by Lippo to approve Hoffman, Philipp, and Knutson's 2015 Financial Report for the City of Cromwell. Seconded by Peters. Motion carried unanimously.

D. Budget Review. The clerk asked for a council member to go over the budget figures for 2016. Lally volunteered. Tom Johnson will help with the Water/Sewer/Maintenance area.

9. FIRE DEPARTMENT/AMBULANCE

10. Clerk/Treasurer

1. Charlie Peterson is heading up a fundraiser to purchase American flags to be displayed on Main Street. Fourteen flags have been purchased and will be installed tomorrow. \$1074 has been collected plus one donated flag. The City of Cromwell would like to thank all the generous citizens who donated to this project.

2. A letter was sent out for repair or demolition of structures within the city limits. The homeowner has made arrangements for demolition.

3. Kaylee Besch submitted a request for a donation toward travel expenses to attend the Junior Olympics in Texas on July 30 – August 6. She is a senior at Cromwell-Wright School. She qualified in Shot Put at the Regional level. The clerk asked for an update for the council meeting once she returns from Texas but has not had a response yet. Any donation was tabled until next month.

11. TRUSTEE'S NOTES

Phil Lippo – Concerned about the blocked vision at the intersection of Hwy 210 and Middle Road due to overgrowth of bushes. Peters volunteered to speak with the homeowners.

Ray Lally –

Warren Peters –

12. Mayor's Notes

Employee Evaluation and Step Increase

Tom Johnson has completed the Step Plan for wages. Wages and vacation were discussed. Increased vacation time will be discussed next year. It was recommended to increase his wage to \$20/hour. Step 10 will be changed from \$18.50 to \$20.00.

Motion by Lally to approve Tom's hourly wage to \$20.00. Seconded by Peters. Motion carried unanimously.

LuAnn Freiermuth's annual review was conducted. She received a high score. It was recommended to move her wage from Step 2 to 3.

Motion by Lally to approve her annual review with the Step increase. Seconded by Lippo. Motion carried unanimously.

Motion by Lippo to adjourn the meeting at 8:50 pm. Seconded by Lally. Motion carried unanimously.

Mayor Lisa Lund

ATTEST: _____
LuAnn Freiermuth, City Clerk-Treasurer