

City of Cromwell, Carlton County, MN
Regular Council Meeting Minutes
August 19, 2015 - 7:00pm

A regular meeting of the City Council of the City of Cromwell was held on August 19, 2015 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: Tom Borglund, Ray Lally, Philip Lippo, Warren Peters

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

Other: Marvin Pirila, Assistant Fire Chief Mike Peterson, Engineer John Mattonen, Dennis Lundin, Lawrence Lundin, Attorney Frank Yetka,

1. ADDITIONS OR CHANGES TO AGENDA

Add Liquor Store D: Floating Money - Marvin Pirila

2. PUBLIC INQUIRIES/INFORMATIONAL

3. OLD BUSINESS

The city received 3 sealed bids for the sheet metal brake. Sealed bids were opened. A.M.Mechanical \$1110.00; Walter Collman \$222.22; Dick Barlage \$200.00.

Motion by Lippo to accept the highest bid of \$1110.00 from A.M.Mechanical. Seconded by Lally. Motion carried unanimously.

Discussion on the Lundin building. Dennis and Lawrence Lundin were present to explain how they plan to sheet over the wall that is falling down and remove the bricks that have already fallen onto the ground for a temporary solution for public safety. One plan for a permanent solution would be to remove the roof from the inside and then rebuild the portion of the wall that is falling down. Another option is to sell the property. If they decide to repair the building they would start the project this winter. Discussion followed on demolition, possible funding options for demolition or repair, and possible sources of grants available. Mayor Lund asked for a definite plan and timeline by next month's council meeting.

Mike gave an update on the progress of the Cromwell-Wright Joint Powers Fire & Ambulance District. He handed out a map showing the perimeter of the Ambulance District compared to the Fire District. He explained that the Ambulance District collects the funding and the Fire District is in charge of the operations; currently two separate entities.

Documents have been drawn up by Attorney Yetka to present to legislation for approval of the Special Taxing District and a new document of the Joint Powers Agreement to replace the current agreement which will end on December 31, 2015. Information was handed out on the projective 2016, 2017, and 1st half of 2018 revenues from both the Cromwell and Wright departments. A timeline was handed out explaining the tasks involved for incorporating the new Fire District.

Mike also explained the need for a part-time Ambulance Operation Manager and what those duties would involve. Starting pay at \$15 per hour at 10 hours per week. Funding would come from increased ambulance rates and funding from the Northwest Carlton County Ambulance District.

Motion by Lally to hire a part-time Ambulance Operation Manager at \$15 per hour. Seconded by Lippo. Motion carried unanimously.

Mike asked for approval to purchase LED lights for the outside of the fire hall and for the flag pole. The estimate for the lights is \$1800.00. He will check on rebates from Lake Country Power.

Motion by Borglund to approve the purchase of LED lights for \$1800.00. Seconded by Lally. Motion carried unanimously.

Mike handed out the draft for the new Relief Association By-Laws.

Motion by Lally to approve the new Relief Association By-Laws. Seconded by Borglund. Motion carried unanimously.

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 \$1039.00
- G. Treasurer's Monthly Report

Motion by Borglund to approve the consent agenda. Seconded by Lally. Motion carried unanimously.

5. WATER/SEWER/MAINTENANCE

A. Maintenance Report

- a. The wiring for the generator at the wellhouse has been completed. Paperwork is being finalized for the grant from Minnesota Department of Health.
- b. Rope and flags have been replaced at the Veteran's Memorial at the pavilion and at the Parviainen Park by the Clinic.
- c. The sewer mound lines on Lippo Lane have been jetted and Super Zyme has been added.
- d. Beaver Roofing has repaired the roof on City Hall. We need to budget for a new roof.
- e. Two windows have been repaired on the rental apartment.
- f. Need to budget for gravel on Lippo Lane, Swenson Road, and Lally Road. Tom will get quotes for class 5 for roads.
- g. Need to clean out the ditches from Foley's rental house to Peter's Hardware. Tom will get quotes. Gopher One will need to be called prior to any work.
- h. Working on a grant for a wireless connection between the water tower and the wellhouse.
- i. The curb stop at Fosness's needed repair. Tom suggested getting rubber curb stops to prevent the plow from damaging them when plowing.

Mayor Lund congratulated and presented Tom Johnson an award for his 10 years of dedicated service to the City of Cromwell.

B. Project Status Report from JPJ Engineering

John Mattonen assisted city personnel with various questions on zoning, water, and sewer throughout the month.

Peters asked about a "No Passing on Shoulder" sign to be installed by King's house. John will check with the State.

Discussion on the city ordinance for water and sewer rates. To make a change the existing ordinance needs to be amended.

Changes to be made:

Ordinance 5.3.04 Rates;

#2: Change to: All premises which contain buildings capable of occupation (either for residential or commercial purposes) located within the City of Cromwell connecting to the water service will be charged a \$30 hookup fee; and when disconnecting, a disconnect fee of \$30.

Delete "(municipal water service is located with 300 feet of any property line of the premises) will be subject to a minimum \$24 monthly water availability fee irrespective of actual water use.

#3: Delete

#4: Add: All users will pay a \$3.00 service charge.

Motion to amend Ordinance 5.3.04 Rates by Borglund. Seconded by Lund. Motion carried unanimously.

6. LIQUOR STORE

A. Manager's Report

- a. Inventory has been completed and is accurate.
- b. The air conditioner quit on Wednesday night. Brent's Heating repaired it on Thursday. Saturday morning had the same problem. Brent's Heating came back. The caps to the Freon had been taken off and the Freon was drained. He repaired it again. Sunday it happened for the third time. Anti-vandalism caps were installed.
- c. Getting quotes for a new security system.
- d. Asked the council for approval to hire Samantha Miller as bartender over Harvest Fest weekend.
- e. There is still a bartender position available. No new applicants.
- f. Hazelwood will be adding outside speakers in the patio area.
- g. Will be receiving advertising banners.
- h. Melissa Johnson has completed her probationary period. Raenese recommended her starting wage increase from \$7.25 to \$8.00.

Motion by Borglund to approve Melissa Johnson's starting wage at \$8.00. Seconded by Lippo. Motion carried unanimously.

- i. Discussion on the security for the liquor store computer.
- j. Reviewed the requirements for the video review log.
- k. Discussion on the camera security system. Attorney Yetka will write up a document stating it is a criminal law to hack into the cameras. An ordinance will need to be written up and approved once the document is written. This will be a misdemeanor with a \$1000 fine and 90 days in jail.

l. An ATM machine will be installed outside the liquor store for over the Harvest Fest weekend.

m. Approve Tek2Go invoices totaling \$884.98.

Motion by Borglund to approve the invoices for Tek2Go for \$884.98. Seconded by Lippo. Motion carried unanimously.

Marvin Pirila was present to question the money that the city paid Warren Peters for computer equipment that was not received. It was explained to Pirila that the equipment was cancelled and all the money has been reimbursed to the city.

7. PARKS AND RECREATION/PAVILION

A. The Cromwell Area Community Club requested a \$2000 donation for the Harvest Fest. Mayor Lund stated the city cannot pay city workers to work at the events but we could make a donation to the club and then the club could pay the city workers. Lally suggested tabling the decision to make a donation. Duties were discussed and suggestions were given to designate duties among the members of the club.

B. The CACC is requesting a raffle permit for the Harvest Fest. Prizes include a quilt, \$100 gas card and two \$50 gift certificates.

Motion by Lally to approve the CACC raffle permit. Seconded by Borglund. Motion carried unanimously.

8. GENERAL CITY/HOUSING/HIGHWAY

A. Approve step increase for Tom Johnson.

Motion by Borglund to approve a step increase for Tom Johnson. Seconded by Lally. Motion carried unanimously.

B. Deadline for the Proposed 2016 Levy is due September 30th. Tabled until the September city council meeting.

C. Joshua Hage applied for a zoning permit for a fence on his property. JPJ Engineering has approved the permit application.

Motion by Lally to approve the zoning permit for Joshua Hage. Seconded by Borglund. Motion carried unanimously.

9. FIRE DEPARTMENT/AMBULANCE

10. Clerk/Treasurer

a. We received a thank you note from the CACC for the donation toward flowers and planters.

b. Hugh Heinecke inquired about the 2015 audit. It was recommended not to breach our contract with Hoffman, Philipp, & Knutson. Requests for Proposals will be sent out for the 2016 audit.

c. The CACC brought in a parade permit application received from the State. Attorney Yetka explained legal responsibility should the city sign it. It was decided that the CACC is responsible as the parade is sponsored by the Harvest Fest and is not a city event.

11. TRUSTEE'S NOTES

Philip Lippo – The city has two 16' gates not being used. He suggested selling them. Decision was tabled.

Ray Lally –

Warren Peters – Other areas around the city that need to be cleaned up include old buildings on South Lake Street and vacated buildings on south Hwy 73.

Tom Borglund -

12. Mayor's Notes

Mayor Lund asked about the semi trailer behind the city hall that was let out on bids. The clerk explained that she contacted the person who received the bid and he was still interested but was busy right now and would get to it soon.

Employee Review - LuAnn Freiermuth

Postponed until the September city council meeting.

Clerk is eligible for the next step increase.

Motion by Peters to approve the clerk's step increase. Seconded by Lally. Motion carried unanimously.

Motion made by Lippo, seconded by Peters, to adjourn the meeting at 10:23 pm. Motion carried unanimously.

Mayor Lisa Lund

ATTEST:

LuAnn Freiermuth, City Clerk-Treasurer