

**Approved Meeting Minutes
City of Cromwell
Carlton County, MN
Regular Council Meeting
August 22, 2012
7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on August 22, 2012 at 7:00 pm at the Cromwell Park Pavilion.

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

Absent:

Others Present: John Grones, Voyageur Press ; John Mattonen, city engineer ; Dora Potts, Voyageur Press

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

Minutes:

- Motion by Warren to accept prior meeting minutes, seconded by Lisa. Motion carried unanimously.

Additions to Agenda:

- Office hours for approval under Clerk/Treasurer
- Shay Day Pavilion rental charge under Parks & Rec
- \$240 for Keith Clark bill under Clerk/Treasurer
- Voyageur Press/Harvest Fest under General City
-

Public Agenda Items:

-

Liquor Store:

- Entertainment: DJ Dean Sept. 8th for Harvest Fest
- Pull tab totals: March \$766.20 ; April \$723.40 ; May \$881.80
- Discussion on purchase of 3-Door cooler from Peters Home and Hardware. Warren will get selling price; Sam will discuss with Paul.
- Discussion on hiring of part time bartender. Reviewed all applications received and agreed to interview them all. May hire two part time positions. Sam will sit in on all interviews with Paul.
- July total sales \$50,237.78

Water/Sewer/Maintenance:

- Project Status Report – JPJ Engineering
 - School zone signage started this week
 - Permit for 'Your Speed Is' signs will be coming
 - Discussion on state of disrepair on Hwy. 210. Sam will call superintendent in Virginia ; John will talk to district staff to see what can be done.
- Status update on water leak repair
 - Leak repaired today
 - Question on why hose connected to water hydrant: Hose hooked to water hydrant was acting as bypass for water supply to River's Edge due to possible water leak by the river.
- Steve Colich building permit for approval
 - Permit states "no water"

- Motion by Warren Peters to approve Colich building permit as submitted, seconded by Tom Borglund. Motion carried unanimously.
- FYI: Sanitary Survey Report for public water supply

Parks and Rec / Pavilion:

- Pavilion Calendar August - October 2012
 - Shay-Day event in memory of Shayla Johnson as well as to raise money for Shale Korpela. Deposit has been paid and security has been hired. City will charge std. rental fee of \$150.00.
 - Jokimaki's River Hill Ranger's reunion on Sept 29th will donate all proceeds to playground.
- Discussion on bill for volleyball courts
 - Bill submitted for labor, only the sand was donated
 - Volleyball courts are in great shape and have been getting a lot of use
 - Motion by Ray Lally to approve payment of bill, seconded by Tom Borglund. Motion carried unanimously.
- Donation of picnic table to the city. City will gladly accept.

General City / Housing / Highway:

- Update on Your Speed Is signs and review of revised quote.
 - Motion by Ray Lally to approve updated proposal for signs, second by Tom Borglund. Motion carried unanimously.
- Request from Brad Ramberg to get storage van behind city office back
 - Brad made an offer of \$300.00
 - Warren suggested working out a deal for a new side door on the bar because Brad now works for Superior Glass. Sam will discuss with Brad.
- Citizen Complaint form submitted by Eugene Hansmeyer
 - Complaints regarding mess in yard and run-down garage are not covered by City's ordinance
 - City does have an ordinance regarding abandoned vehicles
 - City does have an ordinance regarding out of control dogs
 - Send certified letter to owner's- request that they respond to the notice with plan of action within 30 days of receipt of letter
- Discussion on City Hall parking lot
 - Entrance slab done, need to fill in the parking lot to make level. May get more ground up asphalt to fill this in or fill in with gravel.
- FEMA update
 - FEMA report/request is done and our representative sounds confident our claim will be approved. Would cover 75% of the city's cost.
 - Lally Rd. culvert not approved through FEMA, no proof of flood damage.
 - Lift station pump insurance claim may be covered.
- Review of compensation plan
 - Probationary wage should be changed to 90 days for all positions.
 - Motion by Lisa Lund to change probationary wage period to 3 months or 90 days, seconded by Ray Lally. Motion carried unanimously with the exception of Sam Clark who abstained from vote.
 - PTO hours currently being given out all in one amount. Should we change to accrue 1 PTO day per month as well as accrue vacation days?
 - Motion by Tom Borglund to accrue vacation and PTO days, failed for second motion. Clerk will research what other cities are doing and revisit.
- Harvest Fest update
 - Raffle tickets to be printed by end of the week
 - Warren will put together e-mail and send information to other committee members
 - Scott is still on committee
 - Flyer needs to be printed this week and get information to the papers
 - Discussion on food vendors as well as flea marketers
 - Beer garden by volleyball area on Saturday. Cans this year.
 - Tractor pull has not been paid yet, check never sent.

- Hot dogs/hamburger grilling supplies- Warren found vendor who we can get food from prepped and ready to go.
- Parade Grand Marshalls need to be determined. May be offered to Reggie and Bev Vigness.
- Dance at Pavilion will be run the same as last year.
- Need volunteer to head-up the smorgasbord.
- Harvest Fest- John Grones runs 2 full page ads; has done so for 12 yrs and would like to again this yr. Deadline is Friday to get ad in for the first one, second paper on Sept. 4th.
- John Grones encourages Cromwell to contribute to the paper through Mayor or Clerk notes.
- John Grones discussion on local business newspaper articles. Ann Markusen would like to do article for Cromwell and Wright on the Liquor Store and how they contribute to the city.
- Preliminary proposed property tax levy
 - Add 10% to each item from previous year amount, \$8,000 to Fire Relief
 - Motion by Ray Lally to approve resolution of proposed tax levy, seconded by Tom Borglund. Motion carried unanimously.

Fire Department / Ambulance:

- None.

Trustees Notes:

- Lisa:
 - Equalization training September 25th. Lisa will attend.
 - Liquor store bathroom locks still not fixed.
 - Bathroom faucet was not working, Tom Johnson has since fixed.
- Ray:
 - Ray pays \$9.75 per month for rent on yard light through Lake Country Power. Can this be converted to a street light and taken over by the city? Topic tabled for now.
 - Complaints from people across lake from Ray regarding messy yards. Ray will have them submit a formal complaint form for review.
- Warren:
 - None
- Tom:
 - None

Clerk/Treasurer:

- Office hours currently at 8:00-4:30 M-F and 8:00 to 12:00 on Friday.
 - Motion by Ray Lally to approve office hours, seconded by Tom Borglund. Motion carried unanimously.
- Receipts List totaling \$167,640.01
- Disbursements List totaling \$95,193.99
- Claims List for Approval \$28,627.41
 - Additional bill from Keith Clark for \$240 ground up asphalt for parking lot
 - Other bills from Keith Clark will be covered under the FEMA claim
 - Motion by Lisa Lund to approve receipts and disbursements list and payment of bills on claims list, seconded by Ray Lally. Motion carries unanimously.
- Total bank account balances as of 7/31/12:
 - General account \$62,152.00
 - Liquor Store savings \$90,000.00
 - Fire/Amb. Savings \$27,064.91
- Finance and Accounting seminar
 - Motion by Ray Lally to approve clerk attendance of Finance and Accounting Seminar, seconded by Warren Peters. Motion carried unanimously.
- Rural Water Training for Clerks on site training.
 - Cost is \$50 per hour and is done on site as needed.
 - Motion by Warren to approve on site clerk training, seconded by Ray Lally. Motion carried unanimously.

Mayor's Notes:

- New computer and software.
 - Discussion on system to go with. Warren suggested "rack mount" system with one server and 3 work stations (Clerk, Maintenance, Mayor). Seek quotes from Data Sales.
 - New monitor needed to replace small existing one.
- Pay request for doing clerk job.
 - Motion by Tom Borglund to approve request for payment to Sam, seconded by Ray Lally.
Motion carried unanimously with the exception of Sam who abstained from the vote.
- One hour before September's meeting there will be a meeting to discuss merging of Wright and Cromwell's fire departments.
- ARDC Division closed and they gave away all their office furniture for free. Sam got conference table, desk, chairs, shelves, etc.
- Potato give away was a huge success. Ruby's Pantry donated a semi-truck load and they were all given away in 2 days.

Adjourn: Motion by Ray Lally to adjourn, seconded by Lisa Lund.