

City of Cromwell, Carlton County, MN
Regular Council Meeting Minutes
April 17, 2013 - 7:00pm

A regular meeting of the City Council of the City of Cromwell was held on April 17, 2013 at 7:00 pm at the Cromwell Park Pavilion.

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

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

Absent:

Employees: Jenny Clark (Clerk-Treasurer), Paul Lampi (Bar Manager), Steve Bridge (Fire Chief)

Others Present: John Mattonen, JPJ Engineering

Public: Gary Peterson, Carlton Co. Commissioner, Ken and Sue Koivisto, Jackie Koivisto, Loran Shelton, Charlie Peterson, Carmen Martin

1. ADDITIONS OR CHANGES TO AGENDA

- A. Move 9a Eagle Township fire contract negotiations to the top of the agenda.

Motion by Warren Peters, seconded by Tom Borglund to approve the agenda with noted changes.
Motion carried unanimously.

2. PUBLIC INQUIRIES / INFORMATIONAL- NONE

3. FIRE DEPT. - Eagle Township fire contract negotiation

-Mayor Clark presented the 2013 fire department expenditure and revenue budget which shows the fire contract amounts needed from each township to reach a balanced budget, based off tax capacity.
-Open discussion regarding the amount Eagle is comfortable raising their taxes this year. Eagle would like to follow the three year plan to reach their share of the tax capacity over a period of time, which is a total of \$35,000.00. Eagle would raise their contract with the City this year to \$18,400.00 and they would add \$8,300 in 2014 to reach \$26,700.00. In the event a fire district is formed, the 2015 fire contract amount would be determined by the board.

Motion by Ray Lally, seconded by Tom Borglund to approve Eagle Township's fire contract amount paid to the City in 2013 of \$18,400.00 and \$26,700.00 in 2014. Motion carried unanimously.

4. OLD BUSINESS

- A. Review revised quote for paving and crack repair/sealant of the fire hall parking lot. Steve Bridge presented information regarding the state of the parking lot and the need for the work. Bridge is proposing the ambulance fund cover the costs of the work.

Motion by Mayor Clark, seconded by Lisa Lund to approve the amended quote from Rocon to do crack and seal coating in front of the fire hall and re-pave the east side of the fire hall with a 2" overlay for a total of \$8,550.00. Motion carried unanimously.

NEW BUSINESS

5. CONSENT AGENDA

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- A. Approval of prior meeting minutes
- B. General Ledger for March (listing receipts and disbursements)
- C. Claims list for approval
- D. Treasurer's monthly report
- E. Liquor Store monthly sales total report
- F. Pavilion calendar & use spreadsheet
- G. Resolution supporting the Carlton County Mutual Aid Association (Fire Dept.)

Motion was made by Warren Peters, seconded by Tom Borglund to approve the above consent agenda items as submitted. Motion carried unanimously.

6. WATER / SEWER / MAINTENANCE

- A. Project Status Report- JPJ Engineering was reviewed and discussed.
 - The State is doing new signage on Hwy. 210 this year.
 - Mattonen is still looking at a possible drain solution for the water tower.
 - Mattonen brought a map for the water system showing locations of shut-offs.
 - A hydrant by the school and by the clinic will need to be repaired due to a leak this winter. Mattonen suggested having Gobel Excavating, who did the water line leak repair, do the work.
 - An overlay will be done on Hwy. 73 South of Cromwell to Kettle River and North towards Floodwood this year.

7. LIQUOR STORE

- A. Manager's Report presented by Paul Lampi
 - Upcoming events: April 27th- Live Bait (band) for \$550 ; May 17th- Simpson Road (band) for \$300
 - Promo on the 11th- Pajama party w/food and bloody mary's and other breakfast drinks
 - Alcohol Awareness training scheduled for Sunday May 5th. MMBA will be doing the training and the charge is \$175.00.
 - Jake Ramberg put in his notice that he will be leaving the second week in May.
 - The floor will be waxed this weekend.
 - Employee meeting: Drink pricing- beers discussed at the last meeting have been raised, alcohol pricing is still being worked on, drink tickets are needed and ideas were discussed at their meeting.
 - Our sales are up this month from last month.

Motion by Warren Peters, seconded by Ray Lally to require new bartender hires to have Alcohol Awareness Training that meets our Dram Shop insurance requirements before they can begin work. Motion carried unanimously.

- B. Approval of Raenese Jokimaki hiring & starting wage approval
 - Lampi stated customers love her and she has been doing an excellent job. He is very happy with her.

Motion by Ray Lally, seconded by Lisa Lund to approve the hiring of Raenese Jokimaki and starting wage of \$8.00. Motion carried unanimously.

- C. Discussion on the need for a blender. Discussion on a new or used one from Ebay.

Motion by Tom Borglund, seconded by Warren Peters to approve the purchase of a new blender for the bar. Motion carried unanimously.

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- D. Lampi asked for comments and/or a decision on drink tickets. Lampi is suggesting we make our own; will work on with Clerk Clark on a solution.

8. PARKS AND RECREATION / PAVILION

- A. Community garden
-A member of the public approached Mayor Clark to build and maintain a community vegetable garden in the city with materials and time donated by the public. Locations were discussed, as well as the need for a water source. The Council suggested the member of the public form a committee to see if there is enough interest.
- B. Pavilion rental fee schedule reviewed, specifically graduation party charges. Class 2 will be used for all graduations.

9. GENERAL CITY / HOUSING / HIGHWAY

- A. Business Subsidy Policy
-Public Hearing was held. Gary Peterson was the only member of the public present. No questions were asked.

Motion by Warren Peters, seconded by Ray Lally to approve the Business Subsidy Policy. Motion carried unanimously.

- B. Records Retention Schedule & Data Access Policy reviewed.

Motion by Tom Borglund, seconded by Ray Lally to adopt the State's Records Retention Schedule and the City's Data Access Policy. Motion carried unanimously.

- C. Signage grant for a second Welcome to Cromwell sign was awarded by the EDA in the amount of \$1,000; bids will be sought for this project. Bids will also be sought for a sign on Hwy. 73 advertising the Liquor Store.
- D. The amount department heads can spend without prior approval was reviewed. It is currently at \$100.00. Discussion on raising the amount, as long as the item and the amount follows that department's budget.

Motion by Warren Peters, seconded by Ray Lally to approve the new purchasing policy: The Mayor and all Department heads will be allowed to make purchases without prior Council approval up to \$500.00, pending the Treasurer's approval. Motion carried unanimously.

- E. Advertising for "Safe and Sober Prom" Safety Awareness. No motion made to approve this.
- F. Carlton County Commissioner Gary Peterson discussed issues the County is currently facing and took questions from the Council.

10. FIRE DEPARTMENT / AMBULANCE

- A. Eagle Lake fire contract negotiations- moved to top of agenda.

11. CLERK / TREASURER

- A. Municipal Clerk's Institute reminder
- B. Google Analytics (website data) report presented
- C. Insurance renewal discussion
-The City currently has a \$1.5 million policy and a \$1 million umbrella currently. A \$2 million umbrella would be an additional \$600-800 annually. No change in the umbrella amount at this time.

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- The Council would like Carl Brandt to give a quote for “no fault sewer back-up coverage”.
- The Council elected to purchase “Accident Coverage for City Volunteers” for \$160.00 annually. This would cover any volunteer who is working under the direction of the City, including medical costs.
- Dram shop insurance discussion. The Council would like Carl Brandt to attend the Alcohol Awareness Training to discuss the importance of enforcing policies regarding not bringing alcohol outside.

D. MCFOA Region II Meeting on May 17th.

Motion by Ray Lally, seconded by Warren Peters for Clerk Clark to attend the Region II meeting on Friday, May 17th. Motion carried unanimously.

12. TRUSTEE’S NOTES

Lisa Lund: -

Ray Lally: -Tom Johnson replaced the Lally Rd. sign on Hwy. 210.
-Ray inquired about renting the Pavilion for a funeral memorial.

Warren Peters: -UMD may have a truck available for the City.

Tom Borglund: -

13. MAYOR’S NOTES

A. Discussion on the status of action items and evaluation items given to Paul Lampi.

Motion by Mayor Clark, seconded by Tom Borglund to give Bar Manager Paul Lampi a one day unpaid suspension for not completing tasks as directed by the Council and Mayor in a timely manner. Motion carried unanimously.

ADJOURN

Motion was made by Ray Lally, seconded by Warren Peters to adjourn the meeting at 10:15 pm. Motion carried unanimously.

Mayor Samuel A. Clark

ATTEST:

City Clerk-Treasurer Jenny Clark