

City of Cromwell, Carlton County, MN
Regular Council Meeting Minutes (Approved)
February 20, 2013 – 7:00pm

A regular meeting of the City Council of the City of Cromwell was held on February 20, 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 Present: Jenny Clark (Clerk-Treasurer), Paul Lampi (Liquor Store Manager)

Others Present: Pat Oman, Carlton Co. EDA ; Calvin Jacobson, Riverview Meadows ; Richard Aho, Cromwell Country Inn business owner

1. ADDITIONS OR CHANGES TO AGENDA

- A. TIF Program presented by Pat Oman and Cal Jacobson for Riverview Meadows Dev.
- B.

2. PUBLIC INQUIRIES / INFORMATIONAL

3. OLD BUSINESS

- A. Approval of City's legal newspaper

Motion by Lisa Lund, seconded by Warren Peters to appoint the Star Gazette as the City's designated paper for legal advertising. Motion carried unanimously.

- B. Terms of Ann Markusen Yoga classes contract

Motion by Warren Peters, seconded by Tom Borglund to approve amendment to contract of yoga classes to allow one attendee to clean after classes and not have to pay a fee. Motion carried unanimously.

- C. Discussion on installation of door to smoking area at the liquor store. Tyson Warner Construction bid was accepted in October but the work is still not done. City will seek new bids.

NEW BUSINESS

4. CONSENT AGENDA

- A. Approval of prior meeting minutes
- B. Pavilion calendar
- C. Receipts list for prior month- totaling \$68,398.78
- D. Disbursements list for prior month- totaling \$50,838.90
- E. Claims list for approval- totaling \$25,030.87
- F. Liquor Store monthly sales total report
- G. Pull tab totals for November 2012 \$1,131.00
- H. Treasurer's monthly report
- I. Resolution 13.2.20 to accept playground donation from the YOT
- J. Meeting date from Carlton Co. for the Board of Appeal and Equalization
- K. Approval of order list from Tom Johnson

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

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5. TIF Program presented by Pat Oman and Cal Jacobson for Riverview Meadows Development
- Mr. Oman discussed what Tax Increment Financing (TIF) is and the benefits it provides for a City.
 - In order to receive the benefit of TIF, the developer has to build houses and adhere to the TIF agreement.
 - Discussion on access from Hwy. 210 to River View Trail, located in the development, and what the City will require in regard to this access.
 - Mr. Jacobson discussed developing the lots, building entry-level houses, and marketing them.
 - Mayor Clark stated the information presented will be reviewed by the Council as well as the City attorney and will revisit at the next regular Council meeting.

6. WATER / SEWER / MAINTENANCE

- A. Project Status Report- JPJ Engineering, review and discussion.
- Safe Routes to School application was submitted by Mayor Clark.
 - MnDOT met with John Mattonen and Mayor Clark to discuss Hwy. 210 improvements. There is currently no money in the State's budget for full repairs. There may be a possibility to go after it from a maintenance standpoint rather than a full construction project.
 - Discussion on the plan for school zones on Hwy. 210 and 73. Mr. Mattonen will check into this.
 - Aardvark has paid their bill for bulk septic dumping as well as the annual permit fee for a total payment of \$1,514.00.
 - Discussion on access from Hwy. 73 to Riverview Meadows development; the City will require this.
 - Lally Rd. may benefit from ground-up asphalt, will look into this during construction season.
- B. Wellhead Protection Plan
- The Council reviewed the new map illustrating the protection area as well as the new plan.

Motion by Lisa Lund, seconded by Ray Lally to approve the proposed Wellhead Protection Plan. Motion carried unanimously.

- C. Brief update on accounts & payments
- Discussion on payment due dates. They are currently due on the 25th but our ordinance states the 10th.

Motion by Tom Borglund, seconded by Warren Peters to change the ordinance to state the due date is the 25th of every month. Motion carried unanimously.

7. LIQUOR STORE

- A. Manager's report given by Lampi.
- Tuesday night giveaway is up to \$175.00
 - Dash for Cash will be ending this week.
 - Interviews were held and Raenese Jokimaki was hired as part-time bartender.
 - Shuttle "party" bus idea was presented. Lampi will seek more information and details.
 - Snowmobiler business has been good with the snow.
 - Entertainment- Nothing scheduled yet but is in contact with two different bands; may have Live Bait play later in March.
 - Karaoke night went well.
 - Employee meetings- Lampi told the Council what he covered at the last employee meeting- over-serving was discussed, "to-go" cups cannot be given out, cleaning schedule is being worked on, pizzas must be rung up/deducted from inventory, restocking every day, upcoming events.
- B. Review of proposed Liquor Store Standard Operating Procedure Manual
- Mr. Oman discussed the City of Barnum's policy, why it was developed, the importance of it, and how it is working. The proposed policy is based off of Barnum's policy.
 - Discussion on having the Municipal Liquor Store serve alcohol exclusively at the Pavilion events.
 - Lund stated we should require new hires to attend alcohol server awareness training before they start.

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- The question was asked if the Liquor Store should be serving someone who got a DUI and no longer has their license; liability concerns discussed.
- Lampi has had a chance to review the manual and is ok with it as is.
- Discussion on customers behind the bar or in the back room and holding bartenders accountable.
- Discussion on adding free birthday drinks and no "power hour" for people turning 21.
- Discussion on payment of drinks at the time of order. Lampi stated he feels that at times a customer shouldn't have to wait and a bartender can fill more than one drink order before collecting payment; people don't like to wait and customer service is important. Mayor Clark stated it is an internal control issue and should be required- this is a very common expectation in the bar business.
- Lampi stated that he was told when he started that the pour amount is 1-1/2 oz. per drink
- Discussion on bartenders converting tips into larger denomination bills out of the cash register.
 - Lampi stated sometimes the bar is in need of smaller change so this is necessary and they should be trusted to do this as they are in the cash register all the time anyway.
 - Mayor Clark stated this is another internal control item.
 - The suggestion was made to allow this if a second bartender is available to witness it / when the next shift comes on.
- Eliminate #19 on page 8 as this no longer applies with the new POS system.

Motion by Warren Peters, seconded by Ray Lally to approve the proposed Standard Operating Procedure for the Municipal Liquor Store with noted changes. Motion carried unanimously.

-Lampi will present this and get signatures at the next bartender meeting the first week in March.

- C. Sharlena Ranta- Probationary period ends 3/5-hiring and starting wage approval
 - Lampi feels she does a good job and is continuing to make improvements. She is friendly and gives good customer service and usually arrives early for her shift.

Motion by Ray Lally, seconded by Sam Clark to approve the hiring and starting wage of \$8.00 per hour for Sharlena Ranta. Motion carried unanimously.

The meeting was closed at 9:15 pm for follow up of an employee evaluation.

The regular meeting re-opened at 10:15 pm.

- D. Annual review of Paul Lampi's compensation
 - No motion was made for a raise at this time until evaluation items have been addressed.
 - Brief discussion on Food Safety training. Several deficiencies were noted in the cleanliness of the bar.
- E. Alcohol Awareness Training was discussed. Lund feels it would be important to require all new employees to go through this before starting. Lampi should be responsible for getting this done.
- F. Bar glass sizes reviewed and new glass pricing presented. Currently the bar has many different sized glasses so customers are not getting a consistent drink.

Motion by Warren Peters, seconded by Tom Borglund to purchase new, consistently sized glasses for the bar. Motion carried unanimously.

8. PARKS AND RECREATION / PAVILION

- A. New keypad deadbolts installed. Council members will be given the master code and will not give this out to anyone; anyone with a key should turn theirs in. Renters of the building will need to call the City office to get the code before they use it.

9. GENERAL CITY / HOUSING / HIGHWAY

- A. Review of Cromwell Country Inn's full loan application

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- Mr. Oman presented and explained the Loan Summary and proposed project to the Council.
- The City attorney will have an opportunity to review the loan summary as well
- Council had the opportunity to ask Mr. Oman questions in regards to the loan
 - Lund inquired about a defaulted loan through the EDA and Pat explained the details
 - Peters asked if the other loans have been approved (MCCU and NE Entrepreneur Fund)
 - Mayor Clark asked how increasing the interest rate by 1% would affect the monthly payment. Mr. Oman stated he could look into this if needed, but would raise it a little, maybe by \$20.00. He also stated that by leaving the money in the account doesn't make any interest, but loaning it out at 3% is a big increase.

Motion by Tom Borglund, seconded by Ray Lally to approve the Loan Summary for the Cromwell Country Inn with the terms and conditions as stated in the summary. Motion carried unanimously.

The next step will be making sure the other loans are approved and then the closing. Mr. Oman can handle the closing here at the City. The file will then be turned over to the City.

- B. Health insurance costs discussed; premiums have increased. No action taken at this time to change the amount the City pays.
- C. Carlton Co. Hazard Mitigation Plan update
 - The Council would like to see more information before deciding if Cromwell will participate.
- D. Safety & Loss Control Workshops will be in Duluth on Wednesday April 10th.
 - Mayor Clark stated this is very good training at a small fee of \$20.00
 - Mayor Clark would like to attend and feels this would be good training for the Clerk as well. Lund may attend as well if available.

Motion by Warren Peters, seconded by Ray Lally to approve Mayor Clark and Jenny Clark attend the workshops. Motion carried unanimously.

10. FIRE DEPARTMENT / AMBULANCE

- A. Fire District meeting at the Fire Hall Monday March 4th at 6:00pm. Brief discussion on forming of the Fire District.

11. CLERK / TREASURER NOTES

- A. -

12. TRUSTEE'S NOTES

Lisa Lund: -

Ray Lally: -

Warren Peters: Peters asked if we are doing Harvest Fest again this year. A board should be formed since cities should not be the ones to manage a town festival.

Tom Borglund: Borglund would like to make sure we do require access off of Hwy. 73 to Riverview Meadows.

13. MAYOR'S NOTES

- A. Discussion on Lampi not following direction to check an applicant's references as well as failing to speak to all the bartenders in a timely manner in regard to the incident of February 1st.
- B. Discussion on the job description for the bar manager stating that a person in this position must take

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- orders from the Council or the Mayor. Some form of supervision is needed throughout the month.
- C. Discussion on performing inventory checks. The Council agrees that quarterly audits/inventory checks should be performed and agreed Mayor Clark should be the one to do them.

Motion by Sam Clark, seconded by Warren Peters to give Paul Lampi a written warning for not checking an applicant's references as directed as well as failing to speak to all the bartenders regarding the stated incident. Motion carried unanimously.

Motion by Warren Peters, seconded by Tom Borglund to reaffirm Mayor Clark's authority to direct Lampi to follow Council directives and established policies. Motion carried unanimously.

ADJOURN

Motion was made by Lisa Lund, seconded by Warren Peters to adjourn the meeting at 11:10pm. Motion carried unanimously.

Mayor Samuel A. Clark

ATTEST:

City Clerk-Treasurer Jenny Clark