

**Approved Meeting Minutes
City of Cromwell, Carlton County, MN
Regular Council Meeting
January 23, 2013 – 7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on January 23, 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:

Others Present: Paul Lampi, Liquor Store Manager ; John Mattonen, JPJ Engineering
Steve Bridge, Cromwell Fire Chief ; Lucas Goodin, Cromwell Fire Dept.

1. ADDITIONS OR CHANGES TO AGENDA

- A. Parks & Rec letter E- Auction

**Motion by Ray Lally, seconded by Tom Borglund to approve the agenda with above addition.
Motion carried unanimously.**

2. PUBLIC INQUIRIES / INFORMATIONAL

3. OLD BUSINESS

- A.

NEW BUSINESS

4. CONSENT AGENDA

- A. Approval of prior meeting minutes
- B. Pavilion calendar
- C. Receipts list for prior month
- D. Disbursements list for prior month
- E. Claims list for approval
- F. Liquor Store monthly sales total
- G. Pull tab totals for November 2012 \$1,131.00
- H. Treasurer's monthly report

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

5. WATER / SEWER / MAINTENANCE

- A. Project Status Report- JPJ Engineering
 - Meeting with MnDot and John Mattonen to discuss the Hwy. 210 repairs through town will be held Wednesday the 30th at 8:30 am at the city office. Council members and businesses in town can submit a list of concerns prior to the meeting.
- B. Water quality
 - Tom Johnson has requested that we clean the water tower to help with quality due to a number of citizen complaints of yellow water. John Mattonen states it is a maintenance item and should be done on a regular basis. This will be hired out as needed, no contract will be signed at this time.
- C. Sewage dumping- applications, permits, fees
 - Discussion on pros and cons of allowing bulk dumping. John Mattonen cautioned on the type of material that we are accepting but does feel our system can handle this. We may want to only accept material from holding tanks and not from other municipalities.

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-The decision was made to allow companies to dump bulk sewage but will limit to septic and holding tank materials only. Companies will be asked to stop at the city office and fill out a form detailing the load they are dumping prior to dumping.

-An annual permit will also be implemented with a permit fee of \$20.00.

-Cromwell charges will be as follows, effective February 1:

-Septic tanks- \$30.00 per 1,000 gallons

-Holding tanks- \$10.00 per 1,000 gallons

-Charges for previous dumping done by Aardvark will be \$20.00 per 1,000 gallons

Motion by Tom Borglund, seconded by Warren Peters to approve bulk sewage dumping from septic tanks and holding tanks only. An annual permit will be required with a permit fee of \$20.00. Rates will be effective February 1, 2013 and will be \$30.00 per 1,000 gallons for septic tanks and \$10.00 per 1,000 gallons for holding tanks. Previous dumping done by Aardvark will be billed at \$20.00 per 1,000 gallons. Motion carried unanimously.

6. LIQUOR STORE

A. Entertainment/Promos

-Feb. Entertainment: Fri. the 1st- Ben's Karaoke \$250 ; Sat. the 16th- Leif Productions DJ \$200

-Discussion on promos. Tuesday Night Giveaway has had one winner so far, still working on promoting this. There have been a couple free jukebox nights but due to weather issues and lack of people knowing about it, it has not been very busy. The cost is minimal, approx. \$60.00 for the entire night. Another one is set up for Sunday the 27th.

B. Popcorn machine is in need of repair. Paul is working on getting estimates.

C. New jukebox has been working well. Hazelwood had to replace one speaker that was blown out.

D. New bartender Lena is improving and becoming more comfortable with customers.

E. Bartender position opening- Diane Hansen's last day will be January 27th. Paul currently has two applications that he plans to interview so there will not be a posting for this position.

-Discussion on how the hiring/selection process works. The city is still following the 100 point hiring system that was adopted in July of 2012.

-The current head bartender is Leslie but works very limited hours

F. Lisa mentioned a new health care program that is now available through MN Care that could be an option for our bartenders.

G. Paul is working on getting pallets from a beer distributor for stacking beer on in the back room.

H. Paul was informed that his evaluation will be held at the close of the regular meeting and will be held as a closed session unless Paul would like it to be open. Paul did not choose to have it open.

7. PARKS AND RECREATION / PAVILION

A. Discussion on renewing of annual contracts with groups who use the Pavilion at no charge

-We will renew contracts every January as well as collect new deposit checks. Jenny will send out new contracts and collect the checks.

B. ATV training- Pavilion use request

Motion by Lisa Lund, seconded by Tom Borglund to approve Evergreen PAC to hold an ATV training class at the Pavilion on Saturday May 4th at no charge. Motion carried unanimously.

C. Volleyball court bill

Motion by Tom Borglund, seconded by Ray Lally to approve payment of Craig Harp's bill for \$450.00 for volleyball court sand which he delivered in 2011. Motion carried unanimously.

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D. Review yoga classes.

Motion by Warren Peters, seconded by Ray Lally to approve continued yoga classes offered by Ann Markusen on Tuesdays at the Pavilion. Ann will need to charge a small fee (determined/set by Ann) per person and pay half of the total proceeds collected to the City to cover costs of operating the Pavilion. Motion carried unanimously.

E. Consignment auction idea presented by Lisa Lund. Date to be determined but will be in April or May. Lisa plans to have a live auction to be held at the Pavilion and would pay the rental and deposit fee according to the rate schedule.

F. Discussion on free use allowance of the Pavilion and the parameters:

-If a paying renter requests to use the Pavilion the day a group who uses it for free is schedule, 30 days or more in advance, the free use group will be asked to reschedule their event

8. GENERAL CITY / HOUSING / HIGHWAY

A. Annual meeting dates

-A few conflict dates with the 4th Wednesday of each month so meetings will be moved back to the 3rd Wednesday of each month. One exception- March meeting will be held the 4th Wednesday on the 27th due to the Clerk's conference conflict.

Motion by Ray Lally, seconded by Warren Peters to approve Council meeting dates for 2013 as noted above. Motion carried unanimously.

B. Annual appointments

1. Health Official	Dr. Shawn Bode
2. Health Inspector	Ray Lally, Tom Borglund
3. Weed Inspector	Sam Clark
4. Civil Defense	Ray Lally, Jenny Clark, Sam Clark
5. Register Control	Jenny Clark, Warren Peters, Sam Clark
6. Depository	Northview Bank, Lake States Federal Credit Union
7. Legal Newspaper	<i>To be determined</i>
8. Law Firm	Rudy, Gassert, Yetka & Pritchett
9. Program Liaison/Census Bureau	Lisa Lund, Jenny Clark
10. IT Manager	Sam Clark
11. Acting Mayor	Ray Lally
12. Engineer	JPJ Engineering, John Mattonen
13. Cromwell Area Development Chair	Lisa Lund
14. Employee Liaison	Jenny Clark

Motion by Warren Peters, seconded by Ray Lally to approve annual appointments as outlined above, with the exception of the Legal Newspaper which will be determined at future meeting. Motion carried unanimously.

C. Annual review of Council wages. Wages will remain the same.

D. Review of fee schedule. Discussion on current fees.

-Addition of portable generator fee should be added to the schedule according to what other companies are charging. Jenny will look into this and add the appropriate rental fee to the schedule.

-Labor rate per hour to be increased from \$25.00 to \$40.00.

-Water and sewer fees should be reviewed by MN Rural Water to make sure we are competitive.

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-Zoning permit fee to be increased from \$30.00 to \$50.00.

Motion by Lisa Lund, seconded by Ray Lally to approve the fee schedule with the following changes: addition of portable generator fee; increase of labor rate to \$40.00 per hour; increase of zoning permit fee to \$50.00. Motion carried unanimously.

- E. Calcium Chloride estimate reviewed. Decision was made to have Tom Johnson pick up the amount of bags he needs for now, not order a full pallet.

9. FIRE DEPARTMENT / AMBULANCE

A. Fire District review and discussion

- Eagle Township has discussed the district with Steve- they are not opposed to the district and understand their fire contract rate will need to increase, but are concerned that the increase will come all at once. Steve stated that they are looking at doing a 2-year plan so this would be an adjustment that would come over time, not all in one shot.
- Projected tax levy numbers reviewed and discussed.
- Discussion on how the ambulance revenue would be used under the district. Steve stated the revenue from the ambulance district goes to pay for the ambulance itself. Under the district, the revenue would pay the ambulance dept. expenses and the cost for having someone on call 24 hours a day.
- Fire trucks need to be replaced every 30 years, they are no longer approved/certified. First line trucks are recommended to be replaced every 10 years but could then be a second line truck.
- Warren asked what it means in the agreement where it states that starting January 1, 2014 the volunteer members would become employees. Steve stated that members are considered employees for worker's comp insurance and for getting paid the year end reimbursement money.
- Section 7- Funding of the District was discussed and the importance of equalizing the tax levy as it is disbursed over all the townships prior to 2015 when the Board will be in charge of the budget.
- Ray expressed concern regarding the Relief Assoc. Cromwell's association is much better than Wright's is currently.
- Steve stated in order to proceed with this, the city needs to approve a resolution of support of the district. This would be the starting point to continue towards forming of the district. The townships would then need to get involved and agree to the district.

Motion by Ray Lally, seconded by Tom Borglund to approve resolution of support of the Fire District. Motion carried unanimously.

- B. Mutual Aid Contract with Cloquet Fire Dist. was reviewed. Steve stated that the agreement is virtually the same as the prior agreement Cromwell had with them.

Motion by Ray Lally, seconded by Lisa Lund to approve the Mutual Aid Contract with the Cloquet Area Fire Department. Motion carried unanimously.

C. Pager request from Steve Bridge.

- The department is in need of 3 new pagers. Steve can get them through Sheriff Kelly Lake for \$430.10 each. The Fire Dept. needs to ask for an increase in Eagle Townships fire contract for 2013 to cover this cost.

Motion by Tom Borglund, seconded by Lisa Lund to approve the purchase of three new pagers at a cost of \$430.10 each, which will be recovered through an increase in Eagle Townships fire contract with the City. Motion carried unanimously.

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- D. Review/establish pay rate for disaster situations. FEMA recommends cities set a rate for when a disaster situation occurs.

Motion by Ray Lally, seconded by Warren Peters to set the Fire Chief pay rate at \$27.50 per hour with an overtime rate of \$41.25 per hour in the event of a disaster situation. Motion carried unanimously.

- E. Steve stated that Lucas Goodin has offered to train the council in NIMS-100.

10. CLERK / TREASURER

- A. Request for approval to attend the Annual MCFOA Conference in March
B. Request for approval to attend the Municipal Clerk's Institute Training in April

Motion by Warren Peters, seconded by Ray Lally to approve sending Jenny Clark to the annual MCFOA Conference in March and the Municipal Clerk's Institute in April. Motion carried unanimously.

- C. Computer purchase
-Current computer is over 10 years old. \$1,000 Was budgeted for new computer. Options discussed.

Motion by Tom Borglund, seconded by Warren Peters to purchase new computer for City Office up to \$1,000.00. Motion carried unanimously.

11. TRUSTEE'S NOTES

- Lisa Lund: -Lisa attended the annual LMC conference in Nisswa.
Ray Lally: -
Warren Peters: -
Tom Borglund: -Send Water/Sewer bill to new occupants at 1235 Northstar Lane
-Check references/previous employers of bar applicant

12. MAYOR'S NOTES

- A. Wellhead Protection Plan meeting with MN Dept. of Health and MN Rural Water Thursday meeting.
B. Clinic furnace acted up and Sam was able to repair.
C. Water leaking out of furnace exhaust at the bar- Sam was able to fix.
D. Bar improvements- Sam asked each member of the Council to think about possibilities for this for future meeting topics (new bar, bar layout, etc.).

ADJOURN

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

Respectfully submitted,

Jenny Clark
Clerk/Treasurer