

**Approved Meeting Minutes
City of Cromwell
Carlton County, Minnesota
Regular Council Meeting
January 19 2010
7:00 p.m.**

A regular meeting of the City Council of the City of Cromwell was held on Wednesday, January 19, 2010 at 7:00 p.m. at the Cromwell Park Pavilion.

Present: Mayor Clark, Council Members: Nancy Graham, Lisa Lund, Jerry Graham

Excused: Ray Lally

Others present: Frank Yetka, City Attorney; Paul Lampi, Liquor Store Manager; John Mattonen, RLK Engineering; Tom Johnson, Maintenance; Dick & Elaine Huhta; John Grones, Voyageur Press.

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

Additions to agenda: John Grones was present to address the council regarding advertising. Mayor Clark added a discussion on Travis Peterson promotion to W&S/Maintenance Assistant to the agenda under Water & Sewer section.

Minutes: Motion to approve December minutes by Nancy Graham and seconded by Lisa Lund. Motion carried with three yea votes (Graham, Lund, Graham) and one Abstain (Clark).

LIQUOR STORE:

- John Grones of Voyageur Press spoke about advertng for the year for the liquor store. He thanked the City for all the support over the past twelve years. He said he put together a summary of the advertising we have done over the past few years and thought we could approve them up front at one meeting instead of needed to approve one at a time over the course of the year. Some options were discussed including regular advertising and an insert flyer. John mentioned that the city could put any type of event they wanted on the ads, it did not have to be only the liquor store advertising. The cost of the package would be \$880.00 for the year for a monthly flyer or ad. John mentioned that the paper always does its best to cover our community and is happy to provide news coverage for the area on all our events. He expressed his appreciation for the business he gets from the area. Nancy Graham asked what we do now. Paul Lampi said it is currently hit and miss whether or not we advertise. Mayor Clark said he thought the council should vote on a budgeted advertising amount for the liquor store and let the manager decide how it is spent. Mayor Clark mentioned that he had asked on Facebook what people thought about where to get news and many of them “of Course” said “on Facebook”. Paul mentioned that The Jokimaki Band always post on their own Facebook page where they are playing.

- Paul Lampi reported for the liquor store.

- Dennis Cieluch DJ's on December 18th and Dean Nyberg DJ'd on December 31st. Both went well. January 15th we had Double Dose come in.
- Paul had the beer distributor add additional taps to the beer to increase flow volume.
- Laine Electric put in an outlet for the cooler fan.
- Bernicks put in two new lighted information boards for the bar.
- Paul thanked Tom Johnson and the maintenance dept. for the care of the parking lot and sidewalk for the bar.
- The back door of the bar sticks when you open it because of heaving in the parking lot. Paul asked that we try to find a solution before next winter.
- The pump for the tap soda is making noise and Paul would like to have it fixed before it goes out. Paul said he would ask Bill (Miller Rep) to find out if they own it or we do.
- Paul also mentioned that Mayor Clark offered to DJ once in a while for free to help boost the liquor store sales.
- There will be cribbage on Jan 23rd.
- MMBA Boot camp coming up in February.
- Paul would like an antenna on the bar so he can get MY9 for the local sports coverage. Scott mentioned that a real good antennae is about \$100.00
- Paul mentioned that there has been talk about installing a security camera at the liquor store for security. He is worried that some people will not come in if a camera is on. Scott said the system in the hardware store was about \$600.00 and would work well for us. He also said we would not be viewing every minute of footage, but rather viewing it if there was cause to do so. The system would keep 30 days of video in memory. Scott said it would be a plus for our insurance company also and may reduce our insurance. Mayor Clark said we should have a very clear policy on the use of the footage if we install one and let the customers know that policy.
- Mayor Clark asked permission to attend the MMBA boot camp with Paul. He thought it would be a very good opportunity to learn about the liquor operations. The additional cost would be \$110 for the hotel room and \$75 for the conference fee. Motion by Jerry Graham and seconded by Nancy Graham to allow Mayor Clark to attend the MMBA conference in addition to Paul Lampi. Motion carried unanimously.
- Mayor Clark asked if there were any questions on the liquor store sales numbers. Mayor Clark asked about the juke box and pool paid out amounts for the year. When compared to commissions it shows a negative balance. Scott explained that any "cash paid out" goes into that category such as when Paul goes to Walmart or Sam's Club and takes cash paid out of the register to reimburse himself. Scott said he would change the title of the account to "cash paid out" instead of "juke box/pool".

WATER, SEWER MAINTENANCE:

- Tom Johnson reported for the W&S/maintenance dept
- Tom mentioned Bill Scott who owns the "Glass Man" building (old creamery) had called him regarding the sewer line freezing. Bill believes that the city is partially responsible for the line because it travels under the parking lot of the pavilion to the manhole more than 200 feet from his building. Tom believes the spot that does freeze is very close to our manhole.
- There was discussion on the subject. Tom has not plowed the snow by that manhole this year to help prevent the freezing. According to city ordinance, the lateral line is the

responsibility of the property owner. The property owner hired a contractor to install the line, and therefore it was not the decision of the City to run the line to the manhole instead of putting in a lift station to run it deeper under ground to a different one. Nancy Graham said the contractor should have insulated the line when it was installed. The council said they would allow Bill to dig up what was necessary to insulate the line as long as he returns the ground/pavement to its original condition when the digging is done. The city clerk was instructed to send a letter to that effect to the Bill Scott as well as a copy of the city ordinance.

- Tom had Hawkins out to fix a pump in the well house for the Fluoride.
- The water in the city has been brown on and off for a few weeks. Tom explained that the tower is kept half full in the winter. The color comes from the water freezing to the side of the tank and, when the sun hits it, the ice melts and splashes into the tank to stir up the water. The color is from manganese oxidizing in the ice in the tank.
- Tom mentioned that we have been paid for the hydrant repair at the villa so there is no reason for us to go to court over it.
- Mayor Clark mentioned that Tom Johnson had come to him about high water readings in town. Tom had narrowed the leak to three houses in town that were empty. Two were ruled out and Sam was able to check on the other and found the leak. The water was shut off to the house and is no longer leaking. The home is in the process of foreclosure. Scott said he had checked into the mortgage company about the problem and was told that the marketing company, once they were ready to put it on the market, would clean up the property, pay all past due charges and clean up the title as part of the sale process.
- Nancy asked about removing the piles of snow along highways 210 and 73. Since we will get reimbursed by the state, she said it is getting dangerous for people pulling onto the roadways and for the pedestrians. Tom was instructed to have the snow removed throughout the city and to bill MNDOT for the cost of everything along the two state highways.
- John Mattonen, city engineer, spoke regarding current activities on the proposed school zone and continued work to fund the loop project.
- Jerry Graham about the Lally road project highway 210 access. John explained that the developer of riverside estates is required to create access to highway 210 as part of the project. This has not been done and the only access to the area is Lally Road which is a private road. The city had previously decided that no more building permits could be given for the area without the access being completed.
- Mayor Clark asked if the loop project was the best project for the city to be working on, when it does not add any hook-ups for the system. John explained that the idea of the loop project was to have additional access to water by the city if something were to happen to the water main. If something happened to the line between the wells and the tower, it would still provide an alternate route for the water to supply the tower and the city. With no new customers being added, it is difficult to justify the use of public funds for the project. The council thought maybe there would be a different route to bring the line that would add customers to offset the cost. The council thought there may be a better chance of gaining grant funding for a project along the lakeshore since it would eliminate some wells along the shore, which is a goal of many state funded programs. We could further help our funding chances if we ran sewer along with it to eliminate private sewers in the area.

- The council discussed the possibility of allowing water and sewer customers paying there bill at the bank. Jerry Graham asked the clerk if it would be easier for him to process the payments if this accrued. Scott said it would add a small amount of work for him to track the individual payments, but not much. He thought it was a way we could provide our customers with a convenience without it costing the city much of anything. After discussion on the subject, the council decided would not outweigh the cost to the city and the extra effort of the bank. If we find out that there is a lot of interest we can revisit it at a later date.
- There was discussion on promoting Travis Peterson to Assistant W&S/Maintenance manager. Nancy thought if we are going to have an assistant it should be someone who is qualified to step up to manager if needed. Jerry Graham thought it should be someone who is going to be here for a long time and since Travis is going to college, he is likely to leave soon after he graduates. Nancy questioned the need to have an assistant. Mayor Clark thought we should have someone who can fill in in case of emergency and to cover any sick or vacation time of the manager. Sam called for a vote to approve Travis' promotion to assistant manager. Being no motion, the promotion is therefore denied.

PARKS AND REC/PAVILION:

- The pavilion calendar was reviewed by the council.
- Jerry Graham asked what the rental price of the pavilion was. Scott briefly explained the pricing. Mayor Clark said we would be reviewing the pavilion policies at a later time.
- A donation from the Y.O.T. of \$1000.00 to the city, \$50.00 to the Fire Dept. and \$50.00 to the ambulance dept. was discussed. Motion by Jerry Graham and seconded by Nancy Graham to accept the donation. Motion carried unanimously.

GENERAL CITY/HOUSING/HIGHWAY:

- An anonymous citizen complaint regarding council makeup (having a married couple on the council) was reviewed. The legality of the subject was discussed and, being it is legal under the State constitution, the city decided not to change anything at this time (Nancy Graham stated that we do not have the authority to change the state constitution).
- Some training opportunities and funding information was reviewed by the council.
- The annual appointments were reviewed by the council with the following results.
 1. Health Official = Dr. Shawn Bode
 2. Health Inspector = Ray Lally, Nancy Graham
 3. Weed Inspector = Mayor Clark (required)
 4. Civil Defense = Ray Lally, Scott Warner, Mayor Clark
 5. Register Control = Nancy Graham, Scott Warner
 6. Depository = Northview Bank and Lake State Federal Credit Union
 7. Legal Newspaper = Voyageur Press
 8. Law Firm = Rudy, Gassert, Yetka, & Pritchett
 9. Program Liaison/Census Bureau = Jerry Graham, Scott Warner
 10. IT Manager = Mayor Clark
 11. Acting Mayor = Ray Lally
 12. Engineer = RLK Kuuisisto
 13. Cromwell Area Development Chairperson = Nancy Graham

Motion by Jerry Graham and seconded by Nancy Graham to approve the annual appointments as discussed. Motion carried unanimously.

The employee handbook was discussed. Previous changes were reviewed and more discussed. Some wording corrections on the dangerous weapon policy were reviewed.

Fire Department:

- A resolution to approve Steve Bridge as the fire chief was discussed. Motion by Nancy Graham and seconded by Lisa Lund to approve Steve Bridge as the fire chief. Motion carried unanimously.

Councilor requests:

Nancy: none.

Lisa: none.

Ray: none.

Jerry: none.

CLERK'S NOTES:

- Scott passed out a breakdown of the overtime paid out for 2010 totaling gross pay of \$3,417.94.
- Scott requested permission to attend the annual MCFOA (MN Clerks and finance officers) conference in March and supplied the council with the agenda for review.
- Motion by Jerry Graham and seconded by Lisa Lund to allow the attendance. Motion carried unanimously.
- Scott asked Frank Yetka what the meeting requirement was for the Economic development corp. Frank indicated that we should hold one meeting per year and record the minutes as proof of the meeting.
- 2nd half levy receipt was reviewed by the council. Nancy Graham asked if she could get a copy of the TIF agreement for review. Scott asked her to come to the office and look at the file so we could only copy what was necessary instead of the whole file. She agreed that would be fine.
- The meeting schedule for 2011 was reviewed by the council. Lisa Lund asked if the day could be change because she had a conflicting meeting on the same day each month and the School Board also meets on the 3rd Wednesday of the month. Motion by Lisa Lund and seconded by Nancy Graham to move the regular council meeting to the fourth Wednesday of the month at 7pm with the exception of November meeting which will be November 9th at 7pm (second Wednesday) 2011. Motion carried unanimously.
- Scott provided the council with a new treasurer's report with a correction. He also mentioned that the YTD numbers are un-audited and may change slightly. He also explained that the fire department showed a loss of 25,121.06 but was still in the black due to funds carried over from previous years.
- Mayor Clark asked for clarification on the payment of 37 hours of work to Dick Huhta in

December. Scott explained that it was the pay check for the month of December. Sam saw no basis for such pay and called for a line item vote on the item. Being no motion for approval of the item, it is considered not approved. Other items discussed included the MRWA conference attendance, the purchase of a plaque and watch for exiting council members Lippo and Huhta (it was explained that all but \$17 came from YOT, DR Bode, and Dr. Benzie), Berkadia (a bond payment), a \$275 payment to some of the fire dept. volunteers (a reimbursement from State of MN to training for EMT's), Wanda Shiflett \$627 (contracted payment + some additional hours worked).

- Motion by Nancy Graham and seconded by Jerry Graham to approve disbursements excluding the check to Dick Huhta. Motion carried unanimously.

MAYOR'S NOTES:

- There was discussion on Council pay and attendance. Mayor Clark said that the only reason a council member should be excused and paid for a meeting they do not attend is for a scheduled vacation or illness. He also mentioned that the council pay should be reviewed each year and that any pay changes would not take affect until after the following election cycle.
- Discussion on the pavilion policies included: clubs signing an agreement and have consequences for failure to clean up after their meetings; the amount of money paid for cleaning, the amount of money paid for supplies, allowing groups to use for free could be considered a gift from the city, cost and rental price. The council appointed Mayor Clark, jerry Graham and Scott Warner to review the policies and bring a recommendation to the next meeting for review by the entire council.
- Mayor Clark asked if the city Attorney, Engineer, Tom Johnson or Paul Lampi should be required to attend the meetings. The council agreed that they did not need to attend every months meeting and could give the clerk a report to put into the agenda and the council would decide if they needed to attend to explain anything in the report. The council further asked that the clerk have the agenda to them by the Friday before the meeting so they would have time to review the items and make decisions on needs before hand. Scott agreed that would work. If he has all necessary materials ten days before the meeting he could have everything on the agenda by the Friday before.
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ADJOURN: Motion to adjourn by Lisa Lund and seconded by Nancy Graham. Meeting adjourned.

Respectfully submitted,
Scott A Warner, City Clerk/Treasurer