

**Approved Meeting Minutes
City of Cromwell
Carlton County, Minnesota
Regular Council Meeting
February 2011
7:00 p.m.**

A regular meeting of the City Council of the City of Cromwell was held on Wednesday, February 23rd, 2011 at 7:00 p.m. at the Cromwell Park Pavilion.

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

Others present: John Mattonen, RLK Engineering.

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

Additions to agenda: A letter from MPCA regarding the sewer ponds was added under water, Sewer, Maintenance. January 10 meeting minutes were added for approval.

Minutes: Motion to approve January 10 special meeting minutes by Ray Lally and seconded by Lisa Lund. Motion carried unanimously.

Motion to approve January 19 regular meeting minutes with stated changes by Nancy Graham and seconded by Lisa Lund. Motion carried unanimously.

LIQUOR STORE:

- Mayor Clark reported for the liquor store.
- The entertainment for the month of February was advertised on Facebook and went well. There were several positive responses about the Facebook advertising.
- There was some water that came into the liquor store from snow melting off the roof and piled against the building. We had the drain tile steamed and cleared the snow away, which solved the problem. The evaporating of the water then frosted up the fins of the condenser which had to be thawed.
- Mayor Clark and Paul Lampi attended the MMBA boot camp and will have information for the next meeting.
- Scott pointed out the sales were “OVER” last year for the month of January, which was very good to see. Mayor Clark mentioned that our store is doing pretty good compared to other municipals at the boot camp.
- Mayor Clark asked for an additional bartender to help cover holes in the schedule when someone needs/wants time off. Scott said he would make sure Paul knows exactly how many hours the new person can work per pay period to avoid PERA eligibility and therefore additional payroll expense.
- Motion by Ray Lally and seconded by Nancy Graham to hire a new part-time bartender and to have Paul bring his choice to the March meeting for approval. Motion carried with 4 yea votes (Lally, Lund, Clark, N.Graham) and 1 Nay vote (J.Graham)
- Jerry Graham mentioned that he had received a complaint about the cleanliness of the liquor store. Dusty bottles, rusty bar stools, etc... Sam mentioned that he tried some chrome polish on the stools and it worked. Nancy mentioned that the LS used to

thoroughly clean the stools every Monday and have not been doing it recently. Sam will speak with Paul about it.

WATER, SEWER MAINTENANCE:

- A copy of Tom's W&S/Maint report was reviewed by the council. Tom asked for a hookup at the well house so it could be run off the city generator. There was some confusion whether he wanted a new generator just for the wellhouse or a hookup for the existing generator. The council agreed we need the hookup and will discuss an additional generator at a future date if necessary. John Mattonen said we need to make sure the generator is proper for the well pumps so it will work properly if needed.
- Mayor Clark mentioned that there are still issues with brown water, and asked if anyone had any insight on what we could do to fix the problem. Jerry talked about a filter or lime pit system for cleaning the water before it gets to the tower.
- Mayor Clark said we should replace the toilet in the men's bathroom at the pavilion. The council agreed to purchase a new ADA approved toilet from Menards for \$200.00 or less.
- Mayor Clark mentioned there are several slabs in the city that need to be fixed to prevent heaving in the winter months. The council requested we get several quotes to fix all of them at one time after the frost is out of the ground.
- Tom had questioned the wording regarding meal breaks in the handbook. He currently combines his breaks so he can take an hour for lunch. Nancy mentioned that the wording was correct and employees cannot combine breaks.
- John Mattonen is still trying to meet with MNDOT regarding the School Zone speed limit.
- John also printed some maps for the councilors and clerk of the water/sewer system for planning purposes.
- Mayor Clark said that the two wells we are trying to seal are not in the footprint of the aquifer and are not a direct threat to the water system.
- The council asked about eliminating the sewer mounds and pumping all the wastewater to the main trunk sewer instead which would also eliminate the individual septic tanks along the existing systems as well as connecting new services to the system to eliminate individual sewers along the lakeshore. The subject was discussed with no action at this time.
- John said he had some cost numbers from an old plan and he would update some of the numbers and get it to the council.
- John mentioned he had received some update information for the Leon Hanka house build on Mingus rd. Scott said there was nothing for the city to review at this time as he is not changing anything regarding the footprint of the house, just lakeshore and septic which the county had issue with last fall.
- There was discussion regarding hiring a W&S/maintenance person to assist with the lawn mowing and misc things that Tom would need help with throughout the year. The discussion was on parameters of the position, if we wanted a certified backup operator, or just a miscellaneous helper. Scott was instructed to check with surrounding communities to see if a mutual aid agreement for a backup operator would work to cover us in case Tom was suddenly unable to do the job. Scott will also check to see if surrounding communities have a person who may want to pick up hours in Cromwell. Jerry said we should bid out the lawn mowing for the city and see what it would cost to have someone

- else do it. We may save money by jobbing it out instead of paying someone on payroll.
- The specifics of the job description for assistant maintenance person were discussed and will be rewritten before anyone is hired.
- Motion by Jerry Graham and seconded by Lisa Lund to start taking applications for a person right away for assistant maintenance/W/WW. Motion carried unanimously.
- A letter from the MPCA regarding the sewer ponds was reviewed. An annual biosolids report for the sewage pumped from the city's holding tanks and put into the ponds was submitted late. Also there are still some issues with the phosphorous levels in the ponds which Tom is working on with the MPCA and MN Rural Water. One thing that would help is if we had a bigger motor on the boat when they are spreading the ALUM to knock down the phosphorous level. A bigger motor would disperse the ALUM much better. Sam will get pricing on another motor and bring to the council.

PARKS AND REC/PAVILION:

- The pavilion calendar was reviewed by the council.
- The Pavilion had water coming in also from melting snow. Jerry Graham mentioned that this happens often and we should fix the problem instead of having the same problem year after year. If the problem recurs every year we should fix the problem. Mayor Clark said he would like to have drain tile put in on the south side of the building and make sure the snow is moved away from the building throughout the winter so it isn't sitting there when it starts to melt. Scott mentioned he was having the insurance agent add flood insurance to the city's policy in case there is damage, so we are covered for next year.
- The 4H group is looking for service projects and would like some ideas from the city since they use the pavilion for their meetings.
- Motion by Ray Lally and seconded Jerry Graham by to approve resolution 110223.1 accepting the YOT donation of \$1000.00. Motion carried unanimously.
- Motion by Jerry Graham and seconded by Ray Lally to approve resolution 110223.2 accepting the Saddle Club donation of \$50.00. Motion carried unanimously.
- A letter to Bill Scott regarding the sewer line of the "Glass Man" building was reviewed by the council.
- There was discussion on the pavilion rental policy. Motion by Jerry Graham and seconded by Ray Lally to accept changes to pavilion rental agreement. Motion carried unanimously.
- The phone at the pavilion will be removed to save money.

GENERAL CITY/HOUSING/HIGHWAY:

- Some information on wind turbines was reviewed by the council
- The employee handbook was reviewed. The wording "no open toed shoes" was added to the dress code.
- There was discussion on the cost of health insurance for city employees.
- A zoning permit for the NE middle Mile project was reviewed.
- Motion by Nancy Graham and seconded by Ray Lally to approve the zoning permit for the fiber optic, directional drilled communication cable permit with additional wording applied. Motion carried unanimously.
- Loss control training in Biwabik from the League of Minnesota Cities was discussed. Motion by Ray Lally and seconded by Jerry Graham to send Sam, Scott, and Tom to attend the

training.

- There was discussion on the board of equalization meeting for Cromwell. Lisa Lund will attend training to be certified so the city can hold the meeting in 2013 in Cromwell.

Fire Department:

- Motion by Nancy Graham and seconded by Ray Lally to approve resolution 11-01 appointment of fire department officers. Motion carried unanimously.

Councilor requests:

Nancy: Asked for the timeline for getting the signature page of the handbook. Two weeks will be the timeframe. Hand the handbook on March 1st and get the signature back on March 15th.

Lisa: Asked about the complaint process because she has had complaints about Tom using city truck on city time to help Dick in and out of the restaurant. There was discussion on the subject. Sam will discuss it with Tom.

Ray: none.

Jerry: Asked about the mileage form for the city truck. Nancy mentioned part of the purpose of the sheet is that we can use it to break out truck costs to the different funds. Also should have a spot on form for driver's initials so council can see who the driver is. Sam mentioned that the fire department decided to fill up the city truck once per month since they utilize the city truck for fire department purposes. Tom's wages during his normal business hours while on a fire or ambulance call shall be charged to the Fire Department or Ambulance Fund rather than General Fund.

CLERK'S NOTES:

- A request for proposals for city audit was reviewed and edited. Proposals will be reviewed at the March council meeting.
- Claims list for approval was reviewed by the council. Rudy, Gassert, Pritchett, and Yetka was reviewed in detail. Motion by Nancy Graham and seconded by Ray Lally to approve the claims list. Motion carried unanimously.
- Receipts for January 2011 totaled \$73,093.79.
- Disbursements in January 2011 totaled \$45,772.90
- Motion by Ray Lally and seconded by Jerry Graham to approve the treasurers report. Motion carried unanimously.

MAYOR'S NOTES:

- The All-Class reunion would like the city to have a band at the bar on July 2nd during the reunion so they don't need to hold one at the pavilion.

ADJOURN: Motion to adjourn by Ray Lally and seconded by Lisa Lund. Meeting adjourned.

Respectfully submitted,
Scott A Warner, City Clerk/Treasurer