**REGULAR COUNCIL MEETING**

**CROMWELL PAVILION**

**WEDNESDAY JANUARY 16, 2019**

A regular meeting of the City Council of the City of Cromwell was held on January 16, 2019, at 6:00 PM at the Cromwell Park Pavilion.

The meeting was called to order at 6 PM by Mayor Sharon Zelazny.

Pledge of Allegiance to the American Flag.

City Clerk Nicole Johnson administered the Oath of Office to elected Council Members Ray Lally, Joshua King-HagE and Phil Lippo, and Mayor Sharon Zelazny.

Roll Call

Present: Mayor Sharon Zelazny, Council Members Phil Lippo, Ray Lally, Josh King-HagE, Artie Vigness.

Mayor Zelazny welcomed all in attendance.

Others: Water Operator & Maintenance Supervisor Tom Johnson, Clerk/Treasurer Nikkie Johnson & Liquor Store Manager Krysta Konieska.

**Motion by ­­­­­­­Vigness, seconded by Lippo, to approve the agenda as presented with the additions of: 9.3a Lift pump maintenance inspection and 11.7.1 Spending Limit for City Employees. Motion carried by unanimous voice vote.**

**Motion by Lippo, seconded by, King-HagE, to approve the consent agenda which included the minutes from the December 19, 2018 regular Council Meeting, the February 2019 Pavilion Calendar and scheduled events and the Lake Country Power Operation Round-Up $1500 Siren Grant. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion carried.**

**Motion by Lally, seconded by Vigness, to approve the attached financial reports. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion carried.**

The Council acknowledged the following correspondence: Email from Enbridge requesting support from the City to Governor Walz for Line 3, Letter and Sample Ballot from Paul Gassert for Special Election and Letter from Hoffman, Philip and Knutson PLCC, Auditor with CPA Report and Office of the Legislative Auditor Report.

**Mayor Zelazny Reported**

**Motion by Lally, seconded by Vigness, to approve the $25 dollar per month cell phone compensation for Mayor Zelazny to be extended for another year, to be reviewed annually. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion Carried.**

* Josie Olson from MN Dot was not prepared to come to the Council Meeting in January and will come in February.
* Amanda Miller from the Tamarack Project will come in March.
* The Grant for Safe Routes to School has been submitted for a multi-purpose walkway. TIF could help fund this walkway as well.
* Scheduled USDA meeting did not happen due to Government Shut down and will be rescheduled.
* Funding options for the emergency alert siren have been exhausted and we are within 1000 dollars of the goal amount. She will ask Joint Powers at the January 22, 2019 meeting if the Fire Department will approve a $500 dollar contribution toward the siren and the City of Cromwell can absorb the remaining $500 dollars.
* Mayor Zelazny thanked Council Member Vigness for his help with the Liquor Store inventory on January 1, 2019.
* Mayor Zelazny updated the Council on the Joint Powers fiscal agent change. The original December 18 meeting was cancelled due to weather. City of Wright Clerk paid the fire fighters and ambulance their annual run reimbursement as independent contractors and will send them a 1099. Mayor Zelazny consulted the City’s auditor and updated the Council on the Auditor’s response.

 **City Council**

* Council Member Phil Lippo thanked the City for the fruit basket.

**Maintenance Superintendent**

**Motion by King-HagE, seconded by Lally, to approve the lift station pump scheduled maintenance agreement by Minnesota Pump Works at the cost of $524.00 per inspection. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion carried.**

* Maintenance Supervisor Tom Johnson performed a maintenance check and noted several of the alleys in town needed repair, especially the north alley.
* He advised the water tower is due to be painted within the next year or two and the estimated cost is about $40,000.
* He would like to review the Ritter & Ritter contract for the sewer maintenance to see when it was last signed and if it needs to be updated.

**Municipal Liquor Store**

**Motion by King-HagE, seconded by Lally to approve the Culligan 10” HE Water Softener System (including rental of system, salt and mineral active solution) at a monthly cost of $82.97 and installation at a cost of $260. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None – None. Motion carried.**

**Motion by Vigness, seconded by Lally to sell the City’s old water softener system and put the money towards the cost of the new system. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion carried.**

* Liquor Store Manager Konieska provided a report on pull tab totals.
* Conversations have been had with employees concerning shortages.
* Liquor Store Manager Konieska thanked Mayor Zelazny, Council Member Vigness and Kathy Olson for their help with the inventory.
* A schedule of events was provided including Live Comedian Night on February 15, 2019.

Fire Department/Ambulance/Joint Powers minutes were reviewed.

**Motion by Vigness, seconded by Lally, to approve removing Fire Chief Lucas Goodin as authorized user on the City of Cromwell’s Northview Debit Card. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion Carried.**

There was a letter from the State Auditor in response to Mike Peterson’s questions and an emailed response from Attorney Yetka concerning the fiscal agent change. Attorney Yetka’s position has not changed. It is fine to change fiscal agents but the City of Cromwell should retain the funds.

JPJ Project Status Report

* Assisting with USDA Rural Development Information.
* Will assist with other funding applications if and when applicable.
* Attend future meetings with MNDot, funding agencies, and other when scheduled.
* Assist with developing costs for City Utility Replacements.
* Assist with Lake Hill Drive when requested.

**Motion by Lippo, seconded by King-HagE, to approve the annual pavilion contracts at no cost to the following organizations. These organizations are asked to do in-kind service or make donations as they are able: YOT, Quilters, Evergreen ATV Club, Riverside Drifters Saddle Club, Big Sandy Area Lakes Watershed Management Project, (BSALWMP) Family Pride 4-H, Yoga Classes, Ruby’s Pantry, Archery, Cromwell Area Community Club, Kaleb Anderson Memorial Run, Wounded Warriors United, MN and Dollars for Scholars. Roll call vote: YES – Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion carried.**

**Motion by Lally, seconded by Vigness, to approve the following appointments:**

**HEALTH OFFICIAL – Dr. Shawn Bode**

**HEALTH INSPECTOR – Mayor Sharon Zelazny**

**WEED INSPECTOR – Mayor Sharon Zelazny and Tom Johnson**

**EMERGENCY MANAGER – Fire Chief Lucas Goodin**

**DEPOSITORY – Northview Bank and Members Cooperative Credit Union**

**LEGAL NEWS PAPER – Voyager Press**

**LAW FIRM – Rudy, Gassert, Yetka, & Pritchett**

**PROGRAM LIAISON/CENSUS BUREAU – Mayor Sharon Zelazny, Nicole Johnson, Tom Johnson**

**ACTING MAYOR – Ray Lally**

**ENGINEER – JPJ Engineering, John Mattonen**

**CROMWELL AREA DEVELOPMENT CHAIR – Mayor Sharon Zelazny**

**EMPLOYEE LIAISON – Nicole Johnson**

**LIQUOR STORE COMMITTEE – Mayor Sharon Zelazny and Art Vigness**

**JOINT POWERS REP & ALTERNATE – Mayor Sharon Zelazny, Phil Lippo, Joshua King-HagE**

**FIRE RELIEF ASSOC. REP – Mayor Sharon Zelazny, Nicole Johnson, Fire Chief Lucas Goodin**

**AMBULANCE DISTRICT REP. – Ray Lally, Sharon Zelazny, Joshua King-HagE**

**Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO- None. Motion carried.**

**Motion by Vigness, seconded by King-HagE not to change Resolution 3.3.16 concerning the Mayor and City Councilor’s compensation however it could be reviewed again in June, 2020.** **Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO- None. Motion carried.**

**Motion by Lally, seconded by Vigness to keep the fee schedule from 2018 the same in 2019. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO- None. Motion carried.**

**Motion by King-HagE, seconded by Lally, to approve the following Council meeting dates and times for 2019:**

Third Wednesday, 6:00 PM, 2019: January 16 July 17

February 20 August 21

March 20 September 18

April 17 October 16

May 15 November 20

June 19 December 18

**Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO- None. Motion carried.**

**Motion by Vigness, seconded by Lally, to approve the employees’ insurance increase of 2.5% effective January 1, 2019. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO - None: Motion carried.**

**Motion by Lally, seconded by Lippo, to approve the attached City of Cromwell budget to be submitted to the State of MN. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO - None: Motion carried.**

**Motion by Vigness, seconded by Lally, to approve increasing the spending limit for City Employees, Nicole Johnson – City Clerk, Krysta Konieska - Liquor Store Manager, Tom Johnson - Wastewater Operator/Maintenance Supervisor and Mayor Sharon Zelazny from $500 to $1000, to be put into effect on the City Credit Cards. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO - None: Motion carried.**

**Motion by Lally, seconded by Vigness, to approve changing from Northview Bank Debit Cards to Northview Bank Credit cards for City Employees. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO - None: Motion carried.**

There was a discussion about permit application #121718-1 Ben Mueller (for 1225 Swenson Road) to replace the roof. The Council consensus was to postpone a decision on the permit as it may not be necessary.

**Motion by Vigness, seconded by King-HagE to approve a $1000 financial contribution toward a Park Survey by JPJ Engineering. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO - None: Motion carried.**

**Motion by Lally, seconded by Vigness to approve a $500 financial contribution towards the school pedestrian crossing sign. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO - None: Motion carried.**

**Acknowledgement and Commendation**

**Motion by Vigness, seconded by Lally, to acknowledge and commend: Barb & Tim Dahl for decorating the Pavilion at Christmas. Motion carried by unanimous voice vote.**

Mayor Zelazny closed the regular meeting at 7:15 PM to consider Clerk Nicole Johnson’s Annual Evaluation.

Mayor Zelazny re-opened the regular meeting at 7:32 PM.

**Motion by Vigness, seconded by King-HagE to approve the step increase for Clerk Nicole Johnson. Roll call vote: YES - Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion Carried.**

**Motion by Vigness, seconded by Lippo to approve a $75 Clerk stipend to attend Council meetings. Roll call vote: YESs - Vigness, Lally, Lippo, King-HagE, Zelazny; NO – None. Motion Carried.**

Mayor Zelazny adjourned the meeting at 7:34 PM.

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 Council Member - Artie Vigness

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Sharon Zelazny - Mayor