

**Approved Meeting Minutes
City of Cromwell
Carlton County, MN
Regular Council Meeting
July 30, 2012
7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on Monday July 30, 2012 at 7:00 pm at the Cromwell Park Pavilion.

Present: Mayor: Samuel A Clark
Council Members: Warren Peters, Tom Borglund, Lisa Lund, Ray Lally

Absent:

Others Present: Ron McPhail ; Mike Peterson ; Rob and Deb Switzer

The meeting was called to order at 7:00 pm by Mayor Clark.

Minutes:

- Motion by Ray Lally to accept prior meeting minutes, seconded by Warren Peters. Motion carried unanimously.

Additions to Agenda:

- None

Public Agenda Items:

- None

Fire Department / Ambulance:

- Siren- Fire Dept. obtained a used siren from the City of Duluth. Siren would be used for weather warnings as well as fires. Requesting funds to help with installation of the siren. Obtain quotes from electricians for testing the siren, installation of siren, and radio services if needed. Mike Peterson will seek quotes for this work.
- Car Burning- Request for permission to use the Park Pavilion for a car burning training session in Fall of 2012.
- Emergency Plan- Needs to be reviewed, updated, and changed on a continuing basis.
- Fire district formed between Cromwell and Wright fire depts.- Asking City to donate the land, buildings, and equipment that the Fire Dept. is currently using. Forming of this district still under review.
- Grant money still being sought to build new fire hall.
- Proposals for paving parking lot reviewed.
 - Motion by Tom Borglund to approve Rocon's proposal for paving Fire Department parking lot, seconded by Lisa Lund. Motion carried unanimously.

Liquor Store:

- No entertainment this month.
- MMBA Membership fee of \$395 is due now. Discussion on benefits of membership. Decision made not to renew membership at this time, may rejoin at later date.
- Hiring of part time bartender
 - Paul recommending Carol Anderson for position.
 - Only 2 other applications received. Decision made to repost ad and conduct interviews at a later date.
- Side door on parking lot side needs to be repaired or replaced. Reviewed proposal and discussed possible other options to repair door. Will research other options.

Water/Sewer/Maintenance:

- Project Status Report discussion
 - Water leak repair to begin Monday by Tim Gobel Excavating.
 - Work on Hwy. 210 through town will not be done at this time. Discussion on the poor condition of 210 through town and what can be done.
 - Speed sign status? Warren will ask Scott if these have been ordered.
 - School zone will not be done until Spring of 2013.
 - Zelazny building permit application review
 - Has been approved by the County and work has already begun.
 - Lisa questioned the use of only one permit for multiple structures on the property. Question on what our ordinance says and if a permit is needed for each structure. Mayor Clark will research this further.
 - Motion by Ray Lally to approve Zelazny building permit as submitted, seconded by Warren Peters. Motion carried unanimously.
 - We will need to charge for water and sewer hook-up fees and make sure Tom does not hook them up until fees are paid.
- Ron McPhail questioned if there is an ordinance requiring a person to have a working toilet and running water if they are living in a building. Discussion on what our zoning ordinance is and if any changes need to be made regarding this.
- Mayor Clark noted that the Water and Sewer billing system needs updating; late charges are turned off.

Parks and Rec / Pavilion:

- Review of Pavilion calendar. Horseshow scheduled for first week in August. No other events scheduled at this time.
- Harvest Fest dance at Pavilion discussed. May hire a DJ instead of a band.
- Softball field by the beach needs maintenance. Several low spots, the entire field needs lime. Discussion on importance of maintaining the field. Softball association will spread the lime if the city will supply it. Bids will be sought for the cost of lime.
- Operation Round-Up- Un-deposited check found from May for \$1,000 for the playground project.

General City / Housing / Highway:

- Harvest Fest
 - Rob Switzer questioned the parade and if Harvest Fest is still on. Flyer needs to be updated to send out for parade as well as traffic control help to be obtained.
- FEMA Meeting July 31st. Mayor Clark and Warren Peters are the designated city officials and will attend the meeting.
- Job Application and Hiring Policy review
 - *Must have a regimented program in place to meet all of the hiring guidelines.
 - Change in Veteran's preference numbers from the League
 - New employment application now being used
 - Reviewed proposed 100 point hiring system
 - Motion by Warren Peters to approve 100 point hiring system, seconded by Ray Lally. Motion carried unanimously.
- Sidewalk in front of city office entrance needs to meet ADA standards. Kirk Anderson doing slab for Fire Dept. and Northview Bank and has given us a bid for doing a new sidewalk for the city.
 - Tom noted to make sure he does a 5" thick slab with rebar 2' on center, controlled joints, and sealed.
 - Motion by Tom Borglund to approve sidewalk work for city office building, seconded by Lisa Lund. Motion carried unanimously.
- Brass 'key to the city' to be used as a recognition award / thank you for people who help the city in different ways. Harvey has donated a cement mixer, boat for sewer ponds, lumber for horse arena, green steel fence posts, tools, etc. to the city so will be awarded the 'key to the city.'

Trustees Notes:

- Lisa: None
- Ray: None

- Warren:
 - Should have a larger sign on bar door stating "please do not remove glassware/beverages from this building". Patrons should not be on sidewalk with open bottles. This is a liability and needs to be monitored more closely.
 - Patrons being over-served and bartenders continuing to serve them; bar Overseer needs to enforce the policy of cutting people off when needed.
 - Discussion on installing a door from bar to the fenced smoking area. This has been addressed before but the city attorney has reported that a door cannot be installed in this area.
 - Mayor Clark to have discussion with Paul on these issues.
 - The bar does not have a Sanitary Serving Food Certificate.
- Tom:
 - Harvest Fest meeting on Thursday August 2nd. Anyone from the council who wishes to attend is welcome.

Clerk/Treasurer:

- Interviews for Clerk/Treasurer conducted on Friday July 27th by Jess Rich and Frank Yetka, all applicants interviewed.
 - Top two candidates: Jenny Clark scored 89 out of 100 points ; Dave Chambers scored 80.5 out of 100 points. Jess and Frank agreed Jenny is most qualified.
 - Discussion on top two candidates and potential conflicts of interest.
 - Motion by Warren Peters to hire Jenny Clark as new Clerk/Treasurer, seconded by Ray Lally. Motion carried unanimously with the exception of Mayor Clark who abstained from vote.
- Notice received from the IRS that the city's past due penalty from 2009 in the amount of \$1,200 still has not been paid. Sam has paid the bill to avoid any interest.
- July disbursements discussed; Sam has paid a number of bills in order to avoid late charges.
- Discussion on new policy for regular bill paying
 - "Regular" monthly bills should be paid as needed, not necessary to get council approval (i.e. Liquor Store supplies, beer, pop, and utilities, etc.)
 - Approval should be required for any unusual bills before payment is sent
- Receipts, disbursement, and unpaid bills reviewed.
- Motion by Warren Peters to approve the payment of unpaid bills, seconded by Tom Borglund. Motion carried unanimously.
- Motion by Ray Lally to approve Warren Peters to endorse checks and Jenny Clark to exercise all powers required by Northview Bank and Lakes States Federal Credit Union, seconded by Tom Borglund. Motion carried unanimously.

Mayor's Notes:

- Sam has been doing the Clerk job for the past few weeks and is requesting pay for these days.
 - Motion by Ray Lally to approve payment to Sam for Clerk's duties, seconded by Warren Peters. Motion carried unanimously with the exception of Mayor Clark who abstained from vote.
- Tom Anderson volunteered to fix volleyball courts and this work has been completed.

Adjourn: Motion by Tom Borglund to adjourn, seconded by Warren Peters.