

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

A regular meeting of the City Council of the City of Cromwell was held on June 19, 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, Lisa Lund, Ray Lally  
Absent: Tom Borglund

Employees: Jenny Clark (Clerk-Treasurer), Tom Johnson (Water/Sewer/Maintenance Supervisor), Paul Lampi (Bar Manager); Steve Bridge (Fire Chief)

Others Present: John Mattonen, JPJ Engineering ; Dora Potts and John Grones, Voyageur Press

Public: Dick and Elaine Huhta, Dan Karppinen, Butch Levinski, Dale Heikkala, Mark and Deb Huhta, Jeff and Lynn Swatek, Michael Heaser, Lori Shelton

**1. ADDITIONS OR CHANGES TO AGENDA**

- A. Motion by Lisa Lund to remove information from the public inquiries section. Without a second, motion failed.
- B. Lund would like to add Internal Controls to Liquor Store.

**Motion by Ray Lally, seconded by Warren Peters to approve the agenda with noted changes. Three yeas votes (Lally, Peters, Clark), one nay vote (Lund). Motion carries.**

**2. PUBLIC INQUIRIES / INFORMATIONAL**

- A. Dan Karppinen- Submitted the following to the council- meeting minutes from February 20, 2013, a signed statement from Wanda Karppinen, and a complaint form, which was read aloud by Clerk Clark.
- B. Lori Shelton- Submitted a complaint form and questioned policies and procedures. She asked why someone who is not an employee of the bar was bartending and if this is illegal. Frank stated that an elected official is not subject to the same repercussions or discipline as an employee. He further stated if someone is unsatisfied with any elected officials, to vote for a new candidate at the next election; Public officials serve at the behest of the voters. Lisa Lund asked Frank to look into the legality of a board member serving behind the bar and he said he would. Frank again stated you cannot compare the discipline given to an employee to that of a board member. Lori also asked why the flag is not in the building and the pledge of allegiance was not said.
- C. Dale Heikkala- Stated that if a board member is going to be acting as a bartender, they need to have proper training. He also stated that all of this is creating a hostile work environment and is not right.
- D. Michael Heaser- Whoever is working behind the bar should be reporting to someone and have supervision.
- E. Jeff Swatek- Asked who spends money in the bar and who the customers are. Multiple people stated they should have a voice whether they are voters or not.
- F. Dick Huhta- Stated he does not have and has never had a key for the Municipal Liquor Store. He has never had a key and has not ever entered the bar without the manager there. Dick also stated that when Paul Lampi was hired he was told to come to the Mayor's office to work things out if there were ever any issues.

**3. OLD BUSINESS**

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

- A. Fire / Address numbers
  - i. Steve Bridge spoke about the importance of having a posted fire number for emergency personnel to be able to find addresses; dispatch no longer uses names, only address numbers. The city will be seeking quotes. The city may enforce the ordinance and do a special assessment to property taxes.

**Motion by Warren Peters, seconded by Ray Lally to get bids for signs and do necessary work for a special assessment to property taxes of sign cost. Motion carried unanimously.**

- B. Harvest Fest
  - i. There has been no interest from anyone to volunteer to organize Harvest Fest. Discussion on downsizing Harvest Fest. The date will be the first weekend in September. Groups who want to run activities such as the parade, volleyball tournament, etc. are welcome to do this and can talk to the city about using the Pavilion if necessary.

#### **NEW BUSINESS**

#### **4. CONSENT AGENDA**

- A. General Ledger for May (listing receipts and disbursements)
- B. Disbursements paid June 1<sup>st</sup>-Current (EFT's and bills due prior to June meeting date)
- C. Claims list for approval
- D. Treasurer's monthly report
- E. Liquor Store monthly sales total report
- F. Pavilion calendar & use spreadsheet

**Motion was made by Ray Lally, seconded by Warren Peters to approve the above consent agenda items as submitted, with the exception of approval of meeting minutes. Motion carried unanimously.**

- A. Approval of prior regular and closed meeting minutes.  
Under public inquiries, Jeff Swatek, Lund would like to have the word "threatened" changed to "stated" or "in his opinion."

**Motion by Lisa Lund, seconded by Ray Lally to change the wording of Jeff Swatek from "threatened" to "in his opinion". Motion carried unanimously.**

On page 2, Lund would like to have the wording "discipline or supervise" changed to "supervise or investigate".

**Motion by Lisa Lund, seconded by Ray Lally to change the wording of Lisa Lund from "discipline or supervise" to "supervise or investigate". Motion carried unanimously.**

**Motion by Ray Lally, seconded by Lisa Lund to approve the regular meeting minutes with approved changes and the closed meeting minutes with no changes. Motion carried unanimously.**

#### **5. WATER / SEWER / MAINTENANCE**

- A. Project Status Report- JPJ Engineering

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

- i. Discussion on McGuire Iron's bid for water tower drain. John is not recommending the city take any action at this time. Discussion on the need for it.

**B. Manager's Report**

- i. Tom Johnson said the water tower is scheduled to be cleaned this summer, no date set.
- ii. Ponds did not have to be drained this year, which saves money.
- iii. Ritter and Ritter cleaned the city sewer pipes this spring.
- iv. Lamott's Automotive repaired the city truck for \$234.15 and will be picked up tomorrow.
- v. Keith Clark Sand and Gravel will be hauling in gravel for the ball field.
- vi. Smith Rd. may need a few loads of gravel; this will have to be a shared cost with Eagle Lake.
- vii. Lake St. ditch will be repaired/cleaned out in the next few weeks.
- viii. Outhouse at the beach needs to be repaired, it is caving in.

**Motion by Warren Peters, seconded by Ray Lally to have Tom Johnson seek bids for portable toilets at the beach as well as repairing the existing building. Motion carried unanimously.**

- ix. Ball field bleachers have been painted but may need to replace the wood.
- x. Three hydrants in town need to be repaired. One may be capped and two can be repaired. Johnson has been in contact with Tim Gobel to repair.

**Motion by Ray Lally, seconded by Warren Peters to have Tim Gobel repair the clinic and school hydrants. Motion carried unanimously.**

- xi. Swings at the beach need attention and Johnson will look into this.
- xii. Discussion on the ATV club and the new approved ATV trail in town.
- xiii. Johnson was approached by a citizen to use the garage at the Pavilion for a skate/bike park for the public to use. Ray Lally was also approached. Discussion on if the city would allow. The city's insurance agent Carl Brandt is looking into this for insurance purposes. This is in the preliminary stages and will be looked at again at a future meeting.

- C. Seasonal summer employees and wages discussed. Johnson had three applicants and conducted interviews with all of them. Steven Phipps and Brent Vigness were hired for the position. The starting wage will be \$7.25 per hour ; Being that Brent is already a city employee working as a custodian for the liquor store, he will receive the same wage he is earning in that position and hours he works in either position will count towards each step in the pay scale.**

**Motion by Lisa Lund, seconded by Warren Peters to hire Steven Phipps and Brent Vigness as seasonal summer maintenance workers. Steven will start at \$7.25 and Brent will receive the same pay he is currently getting as a custodian at the bar, with all hours worked counting towards hours earned in the pay schedule. Motion carried unanimously.**

- D. Annual compensation review for Tom Johnson**

**Motion by Ray Lally, seconded by Warren Peters to approve step raise for Tom Johnson to step 8, \$17.67 per hour. Motion carried unanimously.**

**6. LIQUOR STORE**

- A. Manager's Report**

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

- i. Diabetes Run on June 15<sup>th</sup> was very successful- only there approximately 45 min. and created approximately \$700.00 in revenue.
- ii. The band Rage-n-Country will be performing June 29<sup>th</sup> ; Ben Larson and the Mustangs July 13<sup>th</sup>- both bands will perform 8:30 – 12:30 ; Annual golf tournament July 27<sup>th</sup>
- iii. Lampi asked about the smoking door and the west side entrance door.

**Motion by Lisa Lund, seconded by Ray Lally to have Clerk Clark advertise for bids and review at next meeting. Motion carried unanimously.**

B. Part-time bartender position

- i. Lampi has hired someone for the position who was interviewed in January and has had her complete the online server training. Lampi did contact references/past employers and received favorable comments. Interviews were not conducted for this position. Discussion on whether a position should be advertised for and interviews conducted. The council has the final decision regarding hiring and firing. Members of the public voiced their opinion in regard to Lampi being the one to manage the bar. Frank stated that a bartender could be hired on a temporary basis but should advertise the job and conduct interviews. Karen Johnson will be hired on a temporary basis until interviews are conducted. Clerk Clark will contact the newspaper to advertise for the job.

**Motion by Warren Peters, seconded by Ray Lally to advertise for the part time bartender position and conduct interviews. Application deadline date will be June 30<sup>th</sup>. Three yea votes (Mayor Clark, Peters, and Lally). One nay vote (Lund). Motion carries.**

- C. Lampi asked if a council member can e-mail him asking him a question in regards to a complaint if the complaint form was not submitted to him and the name of the person making the complaint was not given to him. He also mentioned an email he received in regard to the motorcycle run and felt it was harassment. Lampi asked Frank if a councilmember should be allowed to ask him these questions. Frank said he should respond and if he feels he uncomfortable answering he should tell the councilmember this and or to go to another councilmember.
- D. Lampi asked again about getting his raise; he stated that he feels it is unfair he has not received it. Discussion on the evaluation items and what has been and has not been completed. Lampi submitted bartender evaluations to the council for them to review. Discussion on the title of the bar manager/overseer position and title. The ordinance states the position is titled "operator".

**Motion by Lisa Lund, seconded by Ray Lally to call Paul Lampi the Bar Manager and not Bar Overseer. Three yea votes (Lund, Lally, and Peters) and one nay vote (Clark). Motion carries.**

**Motion by Lisa Lund, seconded by Ray Lally to approve step raise for Paul Lampi to Step 3, \$15.62. Two yea votes (Lund and Lally), one nay vote (Clark), and one abstention (Peters). Motion carries.**

- E. Materials concerning any personnel issues should be turned into the Clerk and stored in the personnel files at city hall.

**Motion by Warren Peters, seconded by Ray Lally to have the Bar Manager provide a copy of the monthly schedule to the Clerk once complete. Motion carried unanimously.**

- F. Over-serving of bar patron mentioned and Lampi was asked to talk to the bartenders regarding this.

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

- G. Discussion on theft of a computer cable from the bar. MN Statute 609.88 Computer Damage was handed out to the council for review.
- H. Compensation review for Megan Arnold. Evaluation submitted by Lampi and will be reviewed by council. No action taken at this time.
- I. Compensation review for Carol Anderson. Evaluation submitted by Lampi and will be reviewed by council. No action taken at this time.
- J. Official acceptance of resignations of Jake Ramberg, Leslie Wilson, and Sharlena Ranta.

**Motion by Ray Lally, seconded by Warren Peters to accept resignations of Jake Ramberg, Leslie Wilson, and Sharlena Ranta. Motion carried unanimously.**

- K. Video review policy reviewed. Frank has had an opportunity to review this and stated it looks good and would be a good idea to implement. Discussion on access to the video as well as connection of the cable to a wi-fi capable box. Even though the cable **was not hooked to wi-fi**, the wi-fi has since been removed from the bar to alleviate any concern from the customers. Extensive discussion regarding recent issues at the liquor store. The video policy will be reviewed at next meeting. A sign should be put up at the bar alerting bar patrons to the presence of video cameras and will state that the premise is under 24 hour surveillance for public safety and security.
- L. Lund pointed out that there was never a motion to create the internal controls committee. Clerk Clark pointed out that the committee has since been dissolved.
- M. Lisa Lund stated, in her opinion, that the only person who should have keys to the bar be the bar manager, bartenders, and cleaning people. Discussion on someone from the city having a key. No action taken.

**7. PARKS AND RECREATION / PAVILION**

- A. Ag lime for ball field discussed. Mayor Clark was contacted by the ball players to have this done and was provided with a verbal quote. Total cost would be \$1,150.00 for the city.

**Motion by Ray Lally, seconded by Warren Peters to purchase ag lime for the ball fields at a cost of \$1,150.00. Motion carried unanimously.**

- B. Review of Pavilion rental fee schedule and insurance requirements. Class 4 will stay the same for insurance requirements. Class 2 rate will be changed to say 50 people or less or less than 4 hours. So if a group meets one of the criteria, and not necessarily both, they get the class 2 rate.
- C. Kaleb Anderson tourism grant awarded for the playground fund in the amount of \$1,000.00.

**8. GENERAL CITY / HOUSING / HIGHWAY**

- A. Discussion on department heads being required to attend meetings as well as pay for their attendance. The council did agree that it is a good idea for department heads to attend but the meeting attendance should not generally cause an employee to go into overtime. If a department head cannot attend, a written report should be submitted for the council to review. Lampi stated he would like to be there for any discussions regarding the liquor store.

**Motion by Lisa Lund, seconded by Warren Peters to request department heads to attend and present report at regular monthly council meetings and will receive a minimum of one hour pay for their time. Pay for additional time will be at the council's discretion if it is needed. Motion carried unanimously.**

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

- B. Background check requirements discussed. Frank stated it is a good policy to do a BCA check on all new employees. Conditional offer is made and then a background check will be conducted.

**Motion by Warren Peters, seconded by Lisa Lund to perform a BCA background check on all new hires. Motion carried unanimously.**

**9. FIRE DEPARTMENT / AMBULANCE**

- A. May 20<sup>th</sup> meeting notes provided to council for review  
B. Compensation review for Roxann Romanoski. Steve Bridge submitted a written statement/review of her performance.

**Motion by Ray Lally, seconded by Warren Peters to approve step raise for Roxann Romanoski to the final Step 10 \$17.50 per hour. Motion carried unanimously.**

**10. CLERK / TREASURER**

- A. Direct deposit and pay periods. Discussion on this as well as going to bi-weekly paydays. No action at this time on direct deposit, Clerk Clark will look into this more.

**Motion by Warren Peters, seconded by Ray Lally to go to bi-weekly pay schedule. Motion carried unanimously.**

This will begin in September and Clerk Clark will give notices in paychecks.

- B. City Clerk office hours discussed. In an effort to save money, Clerk Clark feels it is possible to do the job in a 4-day work week.

**Motion by Warren Peters, seconded by Ray Lally to change City Clerk office hours to Monday – Thursday from 8:00-4:30 pm, closed on Fridays. Motion carried unanimously, with the exception of Mayor Clark who abstained.**

- C. Annual review for Jenny Clark scheduled for July 17<sup>th</sup> following the regular council meeting. Clerk Clark will post meeting notice.  
D. Google Analytics (website data) report provided to council to review.

**11. TRUSTEE'S NOTES**

Lisa Lund:                    -Lund asked Clerk Clark if she has worked any overtime on a Friday. Clark stated no.  
                                     -Lund handed out and discussed information regarding individual council authority and stated that there is a law regarding this. Discussion on the motion that was made at the meeting February 20, 2013.  
                                     -Lund would like for Warren Peters and Jenny Clark to be the ones to sign checks. This is the way it will be done going forward.

Ray Lally:                    -Ray would like to look into putting out an RFP for an independent management company to come in and manage the bar.

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**June 19, 2013 - 7:00pm**

---

**Motion by Ray Lally, seconded by Warren Peters to advertise for proposals for hiring an independent management company to manage the bar. Three yea votes (Lally, Peters, and Clark). One nay vote (Lund). Motion carries.**

Warren Peters: -Discussion on the issues at the bar and how they have been handled.

Tom Borglund: -Absent

**12. MAYOR'S NOTES**

- A. Mayor Clark stated he will leave his bar key at the city office and will have a sign-out sheet. Someone besides bar employees should have a key to the building.
- B. Mayor Clark also stated that the city cannot allow bar patrons to dictate how the bar is managed. The city has a responsibility to the citizens to run a safe and profitable business. The mission of a municipal liquor store is for liquor control. He has not heard any complaints from any citizens regarding the bar.
- C. If a council member has an issue with the way another member of the council is handling something, they should contact the city attorney first and not make accusations at a meeting. Frank spoke on the communication issues. Frank will plan to attend the next meeting.

**Motion by Lisa Lund, seconded by Ray Lally to have Frank Yetka attend the July 17, 2013 council meeting. Motion carried unanimously.**

**ADJOURN**

**Motion was made by Warren Peters, seconded by Lisa Lund to adjourn the meeting at 11:05 pm.**  
**Motion carried unanimously.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk-Treasurer