

**Approved Meeting Minutes  
City of Cromwell  
Carlton County, MN  
Regular Council Meeting  
September 26, 2012  
7:00pm**

A regular meeting of the City Council of the City of Cromwell was held on September 26, 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: John Mattonen of JPJ Engineering, city engineer

The meeting was called to order at 7:15 pm by Mayor Clark.

Minutes:

- Motion by Lisa Lund to accept prior meeting minutes, seconded by Warren Peters. Motion carried unanimously.

Additions to Agenda:

- Travis Peterson resignation for approval. Motion to approve resignation by Tom Borglund, seconded by Ray Lally. Send thank you for service.
- Board of Equilization under General City
- CCDAC under General City.

Public Agenda Items:

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**Liquor Store:**

- Entertainment: Sat. Oct. 20<sup>th</sup> The Jacks \$550 ; Sat. Oct. 27<sup>th</sup> DJ Denno \$200
  - Cancel DJ for Halloween weekend and have karaoke and costume contest.
    - Need to decorate, have candy/food, promote better. Direct Paul to take care of this.
    - Motion by Warren Peters to approve The Jacks on 10/20 and karaoke and costume contest on 10/27, seconded by Ray Lally. Motion carried unanimously.
- Pull tab totals: June - \$658.20 ; July - \$894.20
- August total sales \$44,499.95. August 2011 sales \$41,847.88. See attached.
- Approval of hiring of Carol Anderson for part-time bartender position.
  - Motion by Ray Lally to approve hiring of Carol Anderson for part-time bartender, seconded by Warren Peters. Motion carried unanimously.
- Enforcement of policies.
  - Drinks outside bar and over serving continue to be an issue, Paul has not enforced this policy.
    - Motion by Warren Peters to give verbal warning to bar manager to enforce the 'no drinks outside the bar policy', seconded by Tom Borglund. Motion carried unanimously.
  - Discussion on a possible solution to this problem and possible outside patio. Jenny will check what the law states for outdoor smoking areas.
- POS System discrepancies.
  - Inventory an issue: items created and not coded correctly and not accounted for
  - Off sale items need to be scanned
  - Warren, Jenny, Paul, and Sam will meet to discuss and correct
- Purchase of cooler from Peter's Home and Hardware for \$1,975.00
  - Will go in the Southeast corner of bar, by front window and will be used for off sale

- Size is 81" H, 6'-6-1/2" W, 28-3/4" D
- Motion by Sam Clark to approve purchase of cooler, seconded by Ray Lally. Motion carried unanimously with the exception of Warren Peters who abstained from the vote.
- Compensation reviews / Step structure clarification: Dennis Cieluch (689 hrs) and Megan Arnold (918 hrs). See attached.
  - Motion by Ray Lally to include probationary period time worked in calculation of required hours to meet each step in the step structure, seconded by Warren Peters. Motion carried unanimously.
  - Discussion of raise for Megan Arnold once she has reached her 1,040 hours. Motion by Warren Peters to approve raise to Step 1, seconded by Ray Lally. Motion carried unanimously.
  - Discussion on employment of Dennis Cieluch. Motion by Lisa Lund to dismiss Dennis Cieluch due to employee misconduct, seconded by Ray Lally. Motion carried unanimously.
- Purchase of yearly calendars. Total cost is \$2.19/calendar. Last year we bought 150 for a total of \$359.85. Review of other available options. See attached.
  - Discussion on what other options there may be. Warren suggested Comda for potential items. All agreed to continue to look into more options and decide at a later date.

### **Water/Sewer/Maintenance:**

- Project Status Report – JPJ Engineering. See attached.
  - Discussion on school drop off zone on Hwy 73 and in parking lot
  - Your Speed Is sign permits should be here tomorrow. May put in a second pole to mount the Your Speed Is signs (needs to be within 100' downstream of the speed limit sign and bottom of sign needs to be 7' off ground to bottom of sign).
  - Discussion on location of speed limit signs and moving them further out of town.
  - Nothing planned for 210 re-construction. There is a "CIMS" program through MnDOT that this work may qualify for. Sam has spoken to the Duluth maintenance engineer and he will send someone out to check on possibly repairing the potholes. As a last resort we may repair the holes ourselves with the pothole patch the City has.
- MN Rural Water Assoc. annual Water and Wastewater Technical Conference March 5-7, 2013. To be approved at a later date once we have more details.

### **Parks and Rec / Pavilion:**

- Pavilion Calendar. See attached.
  - Discussion if the city should charge anything for Zumba. Sam to discuss with Zumba instructor.
- Lost Pavilion key and policy. Discussion on recent lost key, re-keying of the locks, and charging of deposit fee to the party who misplaced the key. City may share this cost. Will look into option of keypads with combinations.

### **General City / Housing / Highway:**

- Discussion on board of equalization. Training date 9/25/12 was wrong so Lisa missed the training. Discussion on if the city should be doing this and was determined it is not necessary.
- CCEDAC (Carlton County Economic Development Committee) board member needed. Lisa is interested but would like more information and decide at later date.
- Review proposal and grant information for entrance sign to city. See attached.
  - Discussed and sign committee will approve and purchase the sign. Motion by Warren Peters to approve Welcome to Cromwell sign with any changes as determined by committee, seconded by Tom Borglund. Motion carried unanimously.
- Review proposal for office window signage. See attached.
  - Motion by Warren Peters to approve Glen DeZigns window signs and an additional \$250 for a matching sign on Hwy. 73 for the city office, seconded by Ray Lally. Motion carried unanimously.
- Citizen Complaints:
  - Follow-ups: Hansmeyer complaint. See attached. Complaint issues have been addressed.
  - New Complaints:
    - Wollak complaint. See attached / pictures. Reviewed and determined the City will not take any action other than send a reminder letter to maintain their yard.

- Hwy. 73 dog complaint. See attached. Discussed and will keep eye on situation.
- LMC Regional meeting October 10<sup>th</sup> in Grand Rapids. See attached. Motion by Warren Peters to approve attendance of the meeting by Sam and Lisa, seconded by Tom Borglund. Motion carried unanimously.
- Harvest Fest review.

**Fire Department / Ambulance:**

- Income Jan-Aug: \$52,331.88 / Expenses Jan-Aug: \$58,532.34
- Savings account balance: \$27,064.91
- Review and approval of Laine Electric estimate to replace lighting in fire hall. See attached. Not approved at this time; Have Mike Peterson seek 2 more bids and look into LED lighting.

**Trustees Notes:**

- Lisa: -National Defense Authorization Act (NDAA) discussed.
- Ray: -Asked about purchasing maintenance truck for snow plowing. Will not be purchasing this year.  
-Asked about the dip in Hwy. 73 north out of town and when it will get fixed.
- Warren: -No hunting in city limits, signs should be posted.  
-No hunting policy at the city ponds.
- Tom: -

**Clerk/Treasurer:**

- Receipts List totaling \$60,075.71. See attached.
- Disbursements List totaling \$75,245.78. See attached.
- Claims List for Approval \$22,667.34. See attached.
  - Motion by Lisa to approve receipts, disbursements, and claims list for approval, seconded by Ray Lally. Motion carried unanimously.
- Total bank account balances as of 8/31/12:
  - General account \$47,515.96
  - Liquor Store savings \$90,000.00
  - Fire/Amb. Savings \$27,064.91
- Quickbooks entries and Fund balances discussed.
- Hiring of private contractors. City must obtain the following:
  - Contract for work to be done. See attached examples. It was agreed the City Clerk will select the form to use and make sure this is implemented.
  - Certificate of contractor's liability and/or worker's comp insurance must be obtained
- Review of mandatory legal holidays and optional holidays. See attached. City will close for the mandatory holidays, including Friday after Thanksgiving but not Columbus Day.
- Vacation and years of service review/clarification. See attached. Vacation does not start to accrue until after 1 year of service and only accumulates up to 2 times.
- Jury duty starting September 28<sup>th</sup> for 9 weeks.

**Mayor's Notes:**

- Motion by Tom Borglund to approve Sam's special pay request, seconded by Ray Lally. Motion carried unanimously, with the exception of Sam Clark who abstained from the vote.
- Marriage amendment discussed. City will not do anything in regards to this amendment.

Adjourn: Motion by Ray Lally to adjourn, seconded by Warren Peters. Meeting adjourned at 10:30 pm.