

City of Cromwell, Carlton County, MN
Regular Council Meeting Minutes
September 18, 2013 - 7:00pm

A regular meeting of the City Council of the City of Cromwell was held on August 21, 2013 at 7:00 pm at the Cromwell Park Pavilion.

The meeting was called to order at 7:14 pm by Mayor Samuel A. Clark.

Present: Council Members: Lisa Lund, Tom Borglund

Absent: Ray Lally—excused, Warren Peters-unexcused

Employees: Paul Lampi (Bar Manager), Tom Johnson (Maintenance),
LuAnn Freiermuth (City Clerk-Treasurer)

Others

Present: John Mattonen, JPJ Engineering

Public: Jen Anderson, Jeanne Weimer

1. ADDITIONS OR CHANGES TO AGENDA

- A. Move C under 8 (Approve resignation from Jenny Clark) and D under 8 (Approve LuAnn Freiermuth as Secretary-Treasurer for Economic Development) to the Consent Agenda.

Motion by Borglund, seconded by Lund to approve the agenda with noted changes.
Motion carried unanimously.

2. PUBLIC INQUIRIES/INFORMATIONAL

3. OLD BUSINESS

4. CONSENT AGENDA

- A. Approval of prior regular and special meeting minutes.
- B. General Ledger for July and August (listing receipts and disbursements)
- C. Claims list for approval
- D. Treasurer's monthly report
- E. Liquor Store monthly sales total report
- F. Pavilion calendar
- G. Approve resignation of Jenny Clark as City Clerk-Treasurer
- H. Approve LuAnn Freiermuth appointment to Secretary-Treasurer for Cromwell Economic Development

Council member Lund stated that in the August 21 minutes, under public it should have been Rodney Lund and Tony Aho, not Mark Huhta. **Motion made by Lund to approve the minutes with noted changes. Seconded by Borglund. Motion carried unanimously.**

Lund also stated that in the July 24 minutes, under Liquor Store, it states that Lampi was asked why he did not turn in the paperwork that should be in the personnel files in the clerk's office,

and it states that he made excuses. Lund stated that the word “excuses” should be deleted or worded instead that Lampi stated that the former clerk did not pick up the paperwork. Mayor Clark stated the wording could be that Lampi gave reasons. In the August 21 minutes it states that Tom Borglund will contact Ryan Olesiak about installation of the door at the bar. This should state Tom Johnson, not Tom Borglund.

Lund made a motion to make these changes, seconded by Borglund. Motion carried unanimously.

Lund also questioned why the employee’s names and wages were blocked out of the General Ledger and that she could not approve it as such as the information could not be verified. Mayor Clark stated that the reason for this was that this is not public information. The requested information was viewed on the computer screen and verified. Lund questioned Jenny Clark receiving wages past her resignation date and that this was not approved by the council. Mayor Clark stated that someone had to come in to do the tax reporting and she did the absolute bare minimum. Lund stated that she thought Angela Anderson was going to be coming in to do that. Clark stated that Angela did the payroll but could not do some of the other paperwork. **Lund made a motion to approve the general ledger for August except for Jenny Clark’s wages of \$130.22. Seconded by Borglund. Motion carried unanimously. Motion made by Borglund to approve Jenny Clark’s wage of \$130.22. Motion failed for lack of second.**

5. WATER/SEWER/MAINTENANCE

- A. Project Status Report by JPJ Engineering. John Mattonen stated that he has been researching new options for the water tower exterior drain valve. He has not found anything economical. He will continue to do research on this.
- B. Engineer Mattonen has been researching the No Passing zone on highway 210. He did confer with MNDot. Generally they do not stripe unless it is a site issue.
- C. Manager’s Report by Tom Johnson.
 - a. Cleaning of the water tower is scheduled for Monday, September 23,2013.
 - b. Will begin flushing all hydrants throughout the city.
 - c. Discussion on water samples. Phosphorus is high in the sewage ponds. Corrections have been implemented to correct this beginning Friday. Will discharge sewage ponds on Monday.
 - d. Ken Koivisto will begin tiling the bathrooms in the pavilion. The YOT Club and the Cardinal Quilters have donated money toward this project.
 - e. The city will use Aardvark to pump septic tanks. The cost last year was \$1650.
 - f. A new well pump is needed at City Hall. Discussed the cost of a new pump versus hooking up to city water and sewer. It was decided to get quotes for a new pump. Will check with Kent Well Drilling, A & R from Sawyer, Brian Lind with McGregor Plumbing and Heating, John Foley with Eagle Lake Plumbing, Jim Hanni from Tamarack.
 - g. Tom Borglund will talk to Ryan Olesiak again about installation of a new door at the liquor store.
 - h. The city is in need of replacing the city truck. Tom Johnson has talked to Minnesota Rural Water about a Fleet Service Option. Tom was instructed to also check into a V-plow.
 - i. The city needs a new basketball net.
 - j. The city needs a new battery for the generator.

6. LIQUOR STORE

- A. Manager's Report by Paul Lampi.
 - a. Harvest Fest was a great success.
 - b. Upcoming Events:
 - Halloween-Free Jukebox Night, Thursday, Oct. 31.
 - Halloween Weekend – Trying to get a DJ – not finalized yet
 - 1st weekend of hunting – Dean Nyberg
 - 2nd weekend of hunting – Simpson Road
 - c. Christmas gifts – pocket calendars. If under \$500 Lampi can make a decision.
 - d. Beer prices anticipated to be going up.
 - e. Bartender interviews- Will set up interview schedule this week.
 - f. Donation of 1 box of popcorn for Chilloween.
 - g. Lampi expressed his thanks to the Harvest Fest committee for doing a great job!
- B. Liquor Store employee meeting notes:
 - a. Would like to have 2 security personnel for events such as Harvest Fest and would like to have a bar back for busy events.
 - b. Meagan will decorate for Halloween
 - c. Would like to have a New Year's promotion. Possibly a black/white attire event.
 - d. Beer prices
 - e. Cigarette and pizza counts – make sure they are properly rung into the cash register.
 - f. Cleaning daily
 - g. Stocking and rotating stock, keeping freezer closed
 - h. Letter from MMBA reminding us to inform all customers, not just the guests, about promotions.
- C. Security Guard – Fond du Lac Law Enforcement students do security for free. It was originally thought they would provide students for security for Harvest Fest. The college informed us that their students can do things like direct traffic, but not security. Therefore Jason was contacted. He did not have anyone available but referred someone who used to work for him. Mayor Clark asked if Lampi authorized paying him cash out of the cash register. When affirmed, Clark stated that temporary employees or bands cannot be paid out of the cash register, that this is a state law violation. This is stated on the state auditor's internal control information sheet that was given to Lampi in February. In the future, payment must be made by check either in advance or mailed.
- D. Interviews – Clark talked to Attorney Yetka about being fair to those who applied by the deadline. Yetka advised that we should hire 1 person from the applications that were in on time, and then hire 1 more from the whole pool. Also one applicant qualifies for Veteran's preference. Discussion regarding the need to hire more bartenders.
- E. Snacks – Discussion on ringing up free snacks as a tradeoff for foregoing breaks. Clark stated that employees do take breaks for smoking. Lampi was informed if he wanted to change this policy to allow for free snacks that he would need to write up a new policy, put it on the agenda and present it to the council.
- F. Fraudulent Checks – Lampi to set a dollar limit on accepting out of town checks. Lampi did discuss this with the employees. It is against policy to accept 2nd party checks.
- G. Video review – **Tabled until next meeting.**

7. PARKS AND RECREATION/PAVILION

A. Kaleb Anderson Walk/Run. Approval of Tourism Grant Reimbursement for advertising expense. Thanks from Mayor Clark to Jen for the successful event. Grant money stays with the city earmarked for playground.

B. Request from Jen Anderson for funding assistance to purchase playground equipment. She stated that she is just short of \$50,000. She is applying for a grant that would match her \$50,000. Clark stated that the Economic Development fund has \$12,500 in unreserved funds. Clark stated that the city funds need to be reserved for the purchase of a city truck. Clark recommended ear-marking \$12,500 from the Economic Development for playground equipment provided this is kept within the city. Jen agreed but stated that she would like it to be a Kaleb Anderson Memorial playground. **Motion from Borglund, seconded by Lund to earmark \$12,500 from the Economic Development fund for playground equipment. Motion carried unanimously.**

C. Request donation for Chilloween on October 25. This is classified as Crime Prevention so it is a legitimate cause. Last year the city donated \$100. **Motion by Lund to donate \$100 again this year, seconded by Borglund. Motion carried unanimously.**

8. GENERAL CITY/HOUSING/HIGHWAY

A. Interim Ordinance/Moratorium on synthetic drugs. A letter was sent to the city from our city attorney, Frank Yetka, due to what has been going on in Duluth, to protect our city. Any action was tabled until the next meeting.

B. Jeanne Weimer – Stated that she never demanded nor requested a refund from the city for the Food Manager’s Safety License that she claims she was told she had to have. Discussion of miscommunication of what was required and what was said

C. Calcium Chloride – This may be purchased from the Carlton County Transportation Department at resident’s expense. Contact Transportation Department at 384-9150 if interested for next year. Must get on a mailing list.

D. Roy Tami’s property has recently sold. Will wait one more month before sending out a property cleanup letter.

E. Building Permit Application for Ron Tondryk approved by the county. JPJ Engineering reviewed the application and found it in compliance with the zoning ordinance. Recommended that the plans for the connection to city sewer be reviewed and construction observed. Motion by Borglund, seconded by Lund to approve Building Permit Number 113179. Motion carried unanimously.

F. Discussion on direct deposit for employee’s paychecks. Tabled until next meeting.

G. Great Energy requesting easement in the same corridor as the current single pole structures for new transmission line structures. Statement of Compensation offering the city of Cromwell \$740 for easement. Motion by Borglund to sign paperwork for Great Energy Easement. Seconded by Lund. Motion carried unanimously.

H. Resolution 13.7.17 Contract With A Councilmember for purchase of a 3-door cooler from Peters Home and Hardware tabled until the next meeting.

9. FIRE DEPARTMENT/AMBULANCE

10. CLERK/TREASURER

A. Proposed Levy. No changes from last year. Clark stated that the city finances are in good shape so he sees no reason to raise the levy. Final Levy due in December.

11. TRUSTEE'S NOTES

Lisa Lund: In the August 21 minutes a motion was made to add Ray Lally and LuAnn Freiermuth to the City of Cromwell bank account, so why were paychecks signed by LuAnn and Sam Clark. Mayor Clark stated that his name has always been on the account and Lally's was to replace Warren Peters. Two signatures are required so this leaves us one backup in case one of the signees is unavailable.

Tom Borglund: Affirmed the urgent need for replacing the city's current truck.

12. MAYOR'S NOTES

Would like to thank the Harvest Fest committee members for all their hard work for a successful weekend.

Would like to thank LuAnn Freiermuth for her good attitude and diligence in her new position as city clerk.

ADJOURN

Motion was made by Borglund, seconded by Lund to adjourn the meeting at 9:50 pm. Motion carried unanimously.

Mayor Samuel A. Clark

ATTEST:

LuAnn Freiermuth, City Clerk-Treasurer