

## CITY OF FRAZEE

### REGULAR COUNCIL MEETING

Monday, January 13<sup>th</sup>, 2014

6:35pm

#### Regular Meeting

The regular meeting of the Frazee City Council was called to order at 6:35 pm immediately following the annual New Year's / Christmas potluck, by Mayor Hank Ludtke. Council members present were David Jopp, Ken Miosek, Donna Ouart, and Bonnie Julius. City staff present: Jonathan Smith, City Administrator/Clerk/Treasurer; Larry Stephenson, Public Works Superintendent; Donald Tate, Public Works; Mike Johnson, Police Chief; Daran Borth, Police Officer; Regi Ueke, Fire Chief; Marvin Anderson, Rescue Squad President, Tanya Mastin, Liquor Store Manager; Jolene Tappe, Event Center Manager and Marian Estenson, Deputy Clerk.

Ludtke led the meeting with the Pledge of Allegiance.

#### Consent Agenda

MOTION by Ouart, seconded by Jopp, to approve the consent agenda items as follows:

- Approve the minutes from the December 2013 Council Meeting.
- Approve the City claims for payment.
- Approve the Liquor Store claims for payment.
- Approval of Resolution #0113-14A Approval of the Lawful Gambling Permit for the Frazee Lions to conduct onsite gambling at the Hostel Hornet located at 101 West Main Ave.

All present in favor, motion carried.

#### Old Business

First item in old business presented by Smith was Resolution 0113-14A Ordering Preparation of Report on Improvement for 4<sup>th</sup> St SE and Balsam Ave. Smith noted that the project will be more aptly referred to the County 118 project. Smith also noted that the city has extensively gone over preliminary designs and costs. On hand at the meeting was Chris Thorson from Ulteig, the City of Frazee Engineer, who noted that this resolution was the first step in the process in discovering the feasibility of this project.

MOTION by Miosek, seconded by Julius to approve Resolution 0113-14A Ordering Preparation of Report on Improvement. Ludtke noted that because this is also a county road, we will be partnering with Becker County making it a more affordable project. All present in favor, motion carried.

Second item is the TIF 1-5 update also presented by Smith. The process of planning the parcels that would be included with the district is complete. Those properties are located East of Lake Street along Main from All in All to the Grocery Store, from Seip Drug to OK Lumber, and the old Sanders station and the municipal Liquor store. The only businesses that are not included is the Event Center, the new dance studio and the Clinic. Tracy Ryan from David Drown Associates has finished the plan and the public hearing will be at the February Council meeting.

### **Open Forum**

On hand for the open forum was John Dermody. Dermody noted his desire to present to the City Council the issues that he has been having with water problems in his apartment at Rivercrest Apartments. The plumbing issues there have caused first, a long 22-24 hour water shut off and then followed by many instances of water coming in his ceiling and along the walls of his lower level apartment and have become a health issue for him and others in the building. Dermody gave the council members a list of items that he hoped the council would consider: Landlord have a chain of command with someone always accountable for apartment issues; A shut off valve for each apartment within the complex; General maintenance expectations for sidewalks and parking lots; An extra door to shut off halls from outside elements; and respectful treatment of tenants. Council noted that it would take these items into consideration.

### **New Business**

Items under new business were Resolution 0113-14C and 0113-14D. Smith noted that they are both resolutions that pertain to the Safe Routes to School Grant Application Process. Resolution 0113-14C Resolution Supporting the Transportation Alternatives Project and Agreeing to Fund and Maintain Such Project is the resolution requesting Federal Funding through the Transportation Alternative Program (TAP) and noting that it would be administrated through Becker County. Resolution 0113-14D is the Resolution Supporting the Safe Routes to School Project and Agreeing to Fund and Maintain Such Project. This phase of the project is the requesting of funds that are an 80-20 matching grant for a portion of the trail system from Red Willow Heights to the Elementary School. The School has shown support for the project. Ludtke noted that consideration with the County 118 proposed project is a Safe Routes to School addition to the construction from Albertson's trailer park along Balsam Avenue. Smith noted that the reason the proposed grant will be administrated through Becker County is that the City of Frazee does not meet the population requirements as a grant recipient.

MOTION by Jopp, seconded by Julius, for Resolution 0113-14C Resolution Supporting the Transportation Alternatives Project and Agreeing to Fund and Maintain Such Project, All present in favor, motion carried.

MOTION by Ouart, seconded by Miosek, for Resolution 0113-14D Resolution Supporting the Safe Routes to School Project and Agreeing to Fund and Maintain Such Project. All present in favor, motion carried.

### **Staff Reports**

Tanya Mastin, Frazee Liquor Store, reported a loss of \$186.55 in the Off Sale and a loss of \$1,912.59 for the On Sale and a loss of \$285.52 for the White Pine Room bringing the month of December at a loss of \$2,384.66. Mastin noted that the main reason for the loss is the annual Dram Shop Insurance invoice that was paid. The year end of 2013 ended on a positive of \$36,540.96. Mastin reported that she is looking for more help. She noted that she has placed ads in the Frazee paper and the 3 Detroit Lakes newspapers.

Jolene Tappe, Event Center Manager reported that the Event Center had a positive month of \$1,284.65. Again the reason that the month showed a slow income is the Dram shop insurance. Tappe reported the year ended at a negative \$9,792.65. Tappe reported that she has someone who will be renting the Event Center weekly for a home based schooling dance class and on March 22<sup>nd</sup> there will be a dueling piano show put on by Krazy Keys. She also noted that her cleaning staff quit and she has been having family help with cleanup

after Saturday events. She is looking for someone to fill that position. Ludtke noted that the Event Center has been running very smoothly since she has come on as manager and noted his appreciation of that.

Mike Johnson, Police Department, reported 68 calls in the month of December with a 2013 year count of 995. That number was 45 over last year. Johnson also gave information regarding a new vehicle for the department. The cost is coming in at \$33,301.00 from the Ford Dealership in Detroit Lakes. This new vehicle will be another SUV as that is the vehicle of choice for this department and others in the area. Johnson also noted that they would install an interior light bar for this vehicle to cut down the wind noise. They will be getting rid of the Crown Vic as it has over 110,000 miles on it at this time. The new vehicle will be expected to arrive in late April.

MOTION by Jopp, seconded by Miosek to approve the purchase of the new SUV police vehicle with a price tag of no more than \$35,000.00. All in favor, motion carried.

Marvin Anderson, Frazee Rescue Squad, apologized for missing the December meeting. He noted that in November they had 20 calls, 4 of which were vehicle related with one CPR; December had 21 calls, 3 vehicle related and 2 CPR calls. Looking at the average people per call and hours per call it was noted that the department had approximately 164 call hours for those two months. Anderson also noted that half of the squad will be attending refresher courses and the entire squad will be doing a CPR refresher class, Tuesday January 14<sup>th</sup>. The trainer is in-house so there will be no expense for the class. Anderson also noted that there were 223 calls in 2013, 104 were within the city limits, with the remainder in the surrounding townships. Anderson also noted that 6 members of the squad made 50 or more calls throughout the year.

Regi Ueke, Fire Department, reported for the Fire Department. He reported 2 fires in December. Ueke also noted that as this was his first council meeting as Fire Chief that he would be better prepared next month. Also noted that the new First Assistant Chief is Brad Billett and the Second Assistant Chief is Albert Doll.

MOTION by Miosek, seconded by Jopp to approve the new appointed Officers to the Frazee Fire Department of Regi Ueke as Fire Chief; Brad Billett as First Assistant Fire Chief, and Albert Doll as Second Assistant Fire Chief. All in favor, motion carried.

Larry Stephenson, Public Works Superintendent, noted that they pumped 3,895,000 gallons of water in the month of December with the addition of 11.5 gallons of Fluoride added. Stephenson also reported that 2.96 million gallons were sent to the Waste Water Treatment Plant for treatment. There was 1.4" of precipitation in the month of December. Stephenson also requested the council to approve the rehire of Rij Koehnen for part-time work for the City. Koehnen has worked for the City for the last 2 summers and he would be able to help do snow removal and they could use him in many areas of town.

MOTION by Julius, seconded by Ouart to approve the hiring of Rij Koehnen for a part-time position with the Public Works. All in favor, motion carried.

### **Council Member reports**

Organizational resolution 0113-14E was presented to the council for approval. All designations remain the same with the exception of a couple of new appointments with the EDA. Andy Huhta is added to the membership and they are hopeful to have Ted Anderson join them. Also included in the City packet was the 2014 meeting schedule, Rules for the

Organization and Procedure for the City Council, Code of Ethics for Public Officials in the City of Frazee and the new contract for the city assessor, Janis Golkowski.  
Noted by Miosek regarding the EDA, Business Incubator, that the entry way of the building really needs an overhang to protect from water and ice buildup outside that main entrance.  
MOTION by Jopp, seconded by Miosek to approve Resolution 0113-14E, 2014 Organization Resolution. All present in favor, motion carried.

### **Clerk/Treasurer Report**

Smith. Reported the Liability Coverage Waiver Form that needed to be addressed.  
MOTION by Ouart, seconded by Jopp that the City of Frazee Does Not Waive the monetary limits on Municipal Tort Liability Established by Minnesota Statutes 466.04.  
Smith also noted that the City of Frazee has not changed its mileage reimbursement rate since 2008. He noted that the IRS standard mileage rate is now .56 per mile versus the city's rate of .505 per mile.  
MOTION by Miosek, seconded by Julius to approve the implementation of the new IRS approved rate increase to .56 per mile. All in favor, motion carried.

Smith reported that the EDA and Planning Commission are planning another joint meeting with Council invitation January 28<sup>th</sup>, Tuesday, 12:00 at the Fire Hall. They will be discussing the TIF 1-5 plan and also the Grant application for the Safe Routes to school. Smith also noted that the Office will be closed, January 20<sup>th</sup> in honor of Martin Luther King Jr Day.  
MOTION by Miosek, seconded by Jopp to adjourn the Council meeting at 7:36 pm.

ATTEST;

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Marian Estenson, Deputy Clerk