

CITY OF FRAZEE

REGULAR COUNCIL MEETING

Monday, October 14th, 2015

6:00pm

Regular Meeting

The regular meeting of the Frazee City Council was called to order at 6:00 pm by Mayor Hank Ludtke. Council members present were David Jopp, Ken Miosek, Donna Quart, and Bonnie Julius. City staff present: Jonathan Smith, City Administrator/Clerk/Treasurer; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Mike Johnson, Police Chief; Tanya Mastin, Liquor Store Manager, Jolene Tappe, Event Center Manager; and Regi Ueke, Fire Chief.

Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

For the open forum, Mayor Ludtke welcomed the scouts from Troop 690 who were present to observe the council meeting.

Also during the open forum was a recognition for Allen Brandt, long time employee of the Frazee Liquor Store. Brandt retired September 31st after more than 24 years of employment. A plaque was given to him for that observance.

Consent Agenda

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

- Approve the minutes from the September 2015 Council Meeting.
- Approve the City claims for payment.
- Approve the Liquor Store claims for payment.

All present in favor, motion carried.

New Business

Under new business is Resolution 1012-15A, Resolution Approving the Subdivision of Parcels 03.0237.000, 03.0236.000 and 03.0239.001 by Mark Kelly. Smith noted to council that as the city has a subdivision ordinance exercising a 2 mile extraterritorial limit and Kelly's property falls within that limit, we have the responsibility to consider Kelly's request to subdivide that property. Smith explained that the Planning and Zoning commission has looked at the plans and recommends approval of Kelly's application.

Resolution states 'That the Metes and Bounds Subdivision of Parcels 03.0237.000, 03.0236.000 and 03.0239.001 by Mark Kelly meet the minimum requirements set forth by the Subdivision Ordinance and are approved with the conditions that all newly created parcels have access via a public road or easement to a public road. This recognizes that North River Drive is not a public road beyond the current city limits.'

MOTION by Miosek, seconded by Quart to approve Resolution 1012-15A. Jopp asked if all the terminology met with council's approval. Mark Kelly, who was present at the meeting, reported that he had legal advice with this process. All present in favor, motion carried.

Old Business

Within old business was the consideration of the SE Area Street and Utility Improvements. Smith noted that Ulteig had responded with changes to the Frazee Resolutions “Standard Terms and Conditions” and the “Contract for Project Engineer Services”. A letter was written by Charles Ramstad, City Attorney regarding that response. Ramstad found their suggested changes unacceptable and suggested that city also refuse to approve their document. As this correspondence came in today at 3:00 there has been no time to formulate a decision. Chris Thorson of Ulteig was present at the meeting and was able to voice his response. He noted that Ulteig had worked with outside council regarding those changes and he would like to seek input from his peers. He has worked with the City of Frazee since 1991 and would like to continue. Smith noted that the city has several options available, but we need to look ahead at the improvements planned for the SE area. Smith noted that there may be a need for an extra meeting to make a decision in this matter. Miosek asked Chris Thorson if a week would be sufficient. Thorson noted that it would be enough time for preparation.

Staff Reports

Jolene Tappe, Event Center Manager, reported that the Event Center has been busy and that there are 8 events for the month of October. September end balance was \$5,718.20. Tappe told of a call from Wadena who is looking to build an event center similar to this one and they had been told to contact Frazee as this one is the nicest in the area. Tappe also requested consideration of purchase of a new floor scrubber. The existing one needs a new battery and the purchase of that would be \$600.00. Smith stated that he would look into Dacotah Paper and Steins for estimates. Tappe also talked about hiring a firm to do a thorough scrubbing of the entire entity and it was decided to get estimates for that expense.

Tanya Mastin, Liquor Store Manager, reported a profit of \$1,116.23 in the Off Sale, \$1,325.96 in the On Sale, and \$274.42 in the White Pine Room. Mastin talked of the position that is being posted and the fact that the liquor store has been slow this month.

Mike Johnson, Police Department, reported 135 calls for the month of September. Johnson also reported the damage to the Explorer from hitting a deer. Work has been done and new graphics are being put on.

Mark Flemmer, Frazee Rescue Squad, was not present for the meeting.

Regi Ueke, Fire Department, reported 1 call in the month of September. That was an assist to the police department. There were 5 training events totaling 211 hours with 1325 year to date. Year to date call hours are 981. Ueke stated that the radios will be here within the next two weeks as they are being programmed right now. Also noted is the grant that is coming for the washer / extractor with will leave the city with only 10% of the total cost of purchase. Fire Prevention week went well at both the school and at the fire hall. The Fire department is also doing its annual pumper testing. Ueke also noted the upcoming Fire Chiefs convention coming in Duluth with 2 days of classes.

Larry Stephenson, Public Works Superintendent, reported 4,844,000 gallons of water were pumped in September. 17 gallons of Fluoride were added. Stephenson stated that there should be a definite drop in water usage as the summer watering season draws to a close.

2.59 million gallons of water was sent out to the plant for treatment. They have started flushing the sewer mains and have winterized all systems including the irrigations, all parks and the ball parks. There was only 1.7 inches of rainfall in the month of September. The new skid steer is on order and should be here at the end of the month. Swansons will take the other on trade. Stephenson stated that he will calculate the best way to continue a rotation with this piece of equipment, if it is annual or bi-annual, to make the best financial sense. All attachments work with the new machine and this unit has a high flow hydraulic system. Frazee was awarded a \$10,000 well water protection grant which will go toward well #6. Stephenson also wanted to bring to the attention of the council that the filter plant will need to be replaced within 10-12 years. A good time to do that is at the time the filter media needs replacement.

MOTION by Ouart, seconded by Julius to approve all staff reports as presented. All in favor, motion carried.

Council Member reports

EDA – Ludtke reported items that were discussed at the EDA meeting. They discussed the housing study which will be considered at the end of the month, working with the county to determine the best course of action to go with the Gary’s furniture building and the cost of bringing the structure up to code, Mark Kelly’s subdivision proposal, and the solar/wind project. They are waiting for the end of the feasibility study at this point. Also noted is the home that was built in Red Willow is now done and up for sale.

PLANNING AND ZONING – Discussion during the meeting was regarding the Mark Kelly subdivision, which was approved to be brought before council. Another area discussed was a proposal that would cover fence requests within the city limits. This covers guidelines in locating corner pins, setbacks, and an agreement template to be made with neighbors if pins were not located. No resolution is needed but this will be a good tool for the office when a resident comes in with a request to put up a fence.

PERSONNEL AND FINANCE – no meeting

PUBLIC SAFETY – Mike Johnson reported for Public Safety. He noted the Safe Routes to School has been getting some complaints regarding children who are not pressing the button to change the lights. He is concerned with speeding in that area so is considering portable speed signs. Pricing has been between \$2995 for signs that do not show miles per hour and \$4600 to \$5800 that show your speed.

WACCO- Ouart noted her disappointment for their lack of information she has received as there has not been an actual meeting since January.

LARL- Bonnie did not receive an update from Patty Nunn but Estenson noted the excellent attendance to the event this last Tuesday. Steve Hoffbeck, author of ‘Haymakers’ and college professor at Moorhead State University Minnesota gave a presentation for 28 people.

MOTION was made by Miosek and seconded by Julius to accept the Council Member Reports as presented. All present in favor, motion carried.

Clerk/Treasurer Report

Smith reminded members about the upcoming Regional LMC meeting in Battle Lake, October 21st.

Miosek stated that his work schedule has changed and wondering about the option of Skype for his meeting attendance. He noted that he read of the possibility in the League magazine and said that it would be a good option for him instead of taking vacation days on each council date. Members thought there should be no problem so Smith and Miosek will work out the logistics.

MOTION was made by Jopp and seconded by Ouart to accept the Clerk/Treasure report as presented. All present in favor, motion carried.

ATTEST;

Marian Estenson, Deputy Clerk