

CITY OF FRAZEE

REGULAR COUNCIL MEETING

Monday, September 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 Ouart, 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; Mark Flemmer, Rescue Squad President, and Regi Ueke, Fire Chief.

Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

No one present for the open forum.

Consent Agenda

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

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

All present in favor, motion carried.

New Business

First item under new business is Resolution 0914-15A, Resolution Adopting the 2016 Proposed Tax Levy. Smith noted that the 290,000 is a 5.4% increase from last years certified budget. This budget does not include the Event Center, Liquor Store, Water and Sewer as those are enterprise funds that fund themselves. Smith broke down the projected total expenditures for Administration (314,085.00), Police (275,895), Fire (160,300), Rescue (1,950) Street (218,025), Parks & Rec (40,475), Economic Development (61,050). Smith also noted that the tax capacity went up so although the tax increase is 5.24%, the actual tax rate went down 3.10%. It was noted that with this preliminary budget proposal, the city can only lower these requests, it cannot go up from this point.

MOTION by Miosek, seconded by Jopp to approve Resolution 0914-15A Resolution to Adopt the 2016 Proposed Tax Levy. All present in favor, motion carried.

Resolution 0914-15B was presented by Smith. Adopting the Standard Terms and Conditions for Project Contracts for Engineering Services. Smith noted that it is the consensus of the City Attorney as well as the Attorney for the League of Minnesota that the city make some verbiage changes within the Standard terms and conditions between the City and project engineers. Smith noted that some of the main concerns addressed were the use of using Minnesota State Laws instead of the original wording use of North Dakota State law in matters of dispute resolution, ownership of documents which are produced, and an increase to the limits of liability. Smith noted that this agreement's language has become standard to other area communities. At this time, Smith reported that Ulteig is reviewing

the document before any work can go forward with the SE side of Frazee proposed project. MOTION by Quart, seconded by Miosek to approve Resolution 0914-15B approval of the Standard Terms and Conditions, Project Contracts for Engineering Services. All present in favor, motion carried.

Next under new business is the project considered for 2016. This project is for the SE area of town covering the Pine Avenue, Oak Avenue and Maple Avenue. Chris Thorson, Ulteig Engineering, reported on the additional improvements that had not been presented with the original plan documents. That area is proposed improvements to Hill Drive, and the east end of Pine Avenue. Thorson noted that the pavement would be replaced but curb and concrete is still good. Another area that may yet be considered is the west end of Main Avenue. The entire project is considered at 1.7 million. No action is needed by council regarding the project at this time.

Old Business

No items were presented under old business.

Staff Reports

Jolene Tappe, Event Center Manager presented her figures for the month of August. Tappe reported a profit of \$5,465.06 for the month. No new repairs were noted. Tappe also presented the Council with her research showing that there are no other entities within the area that offers the space or the services as the Event Center for under \$1,500. Her proposal is that the city ask \$1,000 for the rental of a day and \$100 per hour rental. Tappe also reported that there are 2 huge weekends coming up.

MOTION by Quart, seconded by Jopp to raise the rent from \$800 to \$1,000 and hourly rent from \$75 to \$100. This motion added that the existing bookings stay the same with new proposed rent going into effect from here on. All present in favor, motion carried.

Tanya Mastin, Liquor Store Manager, reported \$3,653.43 profit in the Off Sale, profit of \$558.75 in the On Sale and a profit of \$31.42 in the White Pine Room. The year to date profit for these three entities are \$18,857.30. Mastin also reported that Al Brandt, long time employee is planning on retiring at the end of September. Mastin is asking for council approval for the hiring of a full time staff member. This full time individual would be hired as an assistant manager. Question was presented to Mastin asking if any of the existing part-time employees would be willing to step into a full time position. Mastin noted that all had full time jobs already. The thought is that once a package was put together that may peak some interest.

MOTION by Julius, seconded by Jopp to proceed with the advertising and hiring process of a full time, assistant manager for the Liquor Store facility. All present in favor, motion carried.

Mike Johnson, Police Department, reported 108 calls for the month of August. Johnson noted a couple of vehicles that have been taken in forfeiture will be sold. One is a '61 thunderbird valued at approximately \$15,000. Some windows have been taken out while at the County impound so that must be taken into consideration. The other vehicle is a pickup that may be kept by the City of Frazee. Johnson noted that all officers participated in training events covering gang activities. Other items mentioned were 2 officers participated in the County wide disaster drill, working toward e-citations, the officers are watching the crossing at the Safe Routes To School crossing as the signs are up now, signs are up

downtown asking biker's to walk their bikes on the sidewalks and there was a purchase of new flashlights for the squad cars.

Mark Flemmer, Frazee Rescue Squad, reported 20 calls in August with 8 in town. That makes a total of 168 for the year with 80 in town. There currently are 25 members with the addition of Michelle Strand to the squad and they are in the process of dropping one member for no activity. They are looking at replacing the AED. Another item is that Terri Thunstrom was appointed as treasurer for the squad.

Regi Ueke, Fire Department, reported 4 calls, 1 structure, 1 mutual aid and 2 grass fires in the month of August with 43 year to date. There had been 131 hours of training with 979 year to date. There is a training planned for September 16th regarding oil transportation issues. A meal will be served at that event. All police, rescue and city staff is invited. Radios have been ordered. Another issue discussed is the potential of training if the Stewart house should be used for a practice burn. Also they will be beginning hose testing in September and October. October is fire prevention month.

Larry Stephenson, Public Works Superintendent, reported 4,934,000 gallons of water was pumped in August. 17 gallons of Fluoride were added. They have started the flushing of the mains and approximately 30 of the fire hydrants. 2.63 million gallons were pumped out to the Waste plant for treatment. Stephenson also noted that the discharge out to the ponds are completed this year with 34.86 million gallons discharged. 2.63" of rain for the month of August. Stephenson also reported that the Safe Routes to School trail is for the most part done with all trees in, they are getting a couple of quotes for a new skid steer with the sale or trade in of the old one.

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

Council Member reports

EDA – PLANNING AND ZONING – Boards met in a con-jointed meeting in August. Discussion covered the rewriting of the comp plan, redoing some things within the Business Center, and Mark Kelly, owner of the property outside of town. Kelly is looking at an option of subdividing his property. The EDA also approved a housing study.

PUBLIC SAFETY – Did not meet.

PERSONNEL AND FINANCE – Discussed the preliminary Budget and tax Levy.

WACCO- Did not meet.

LARL- No report given

PARKS AND TRAILS – Noted that the little turkey park work was to be starting this week.

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

Clerk/Treasurer Report

Smith, reminded the council members of the League of Minnesota Cities upcoming regional meeting coming in Battle Lake October 21st 1-7. Ouart, Julius and Ludtke noted their attendance.

Having no further business, meeting was adjourned at 7:20 pm.

ATTEST;

Marian Estenson, Deputy Clerk