

## **REGULAR COUNCIL MEETING**

**February 8<sup>th</sup>, 2016**

**6:00 PM**

### **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 Donna Ouart, Bonnie Julius, Ken Miosek and David Jopp. City staff present: Jonathan Smith, City Administrator/Clerk/Treasurer; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Michael Johnson, Chief of Police; Regi Ueke, Fire Chief; Mark Flemmer, Rescue Squad President; Tanya Mastin, Liquor Store Manager; and Jolene Tappe, Event Center Manager.

Mayor Hank Ludtke led the meeting with the Pledge of Allegiance.

### **Open Forum**

Present for the open forum was Tucker Nundahl. Nundahl was looking for council thoughts on ideas for his Eagle Scout Project. He has planned to do something in honor of the Veterans from the area and was looking for suggestions on where to place a memorial. He had thought of the Duck Pond. Consideration is to also involve the VFW. There was a mention of the need to have pictures of ideas, and input as to what Nundahl would like to do, how much he would like to spend and where he thought would be the best place. Jonathan Smith noted that the city could defer to the Parks and Recreation Committee. There was also a note that the Community Club may have input.

### **Consent Agenda**

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

- Approve the minutes from the January Regular Council Meeting;
- Approve all City claims for payment; including membership of the Greater MN Parks and Trails.
- Approve the Raffle Permit for the Perham Rotary for April 16, 2016 at the Frazee Event Center;
- Approval of the Raffle Permit for the Smokey Hills Chapter of MN Deer Hunters for April 30, 2016 at the Frazee Event Center

All present in favor, motion carried.

### **Old Business**

Smith updated council on the SE area Project planned for the summer of 2016. He brought Council attention to the letter in the packet from Chris Thorson, Ulteig Engineering on the two options for the proposed project Schedule. Noting that the 10 day difference in the time line has no impact on the project, it was decided that instead of doing a special meeting on February 29<sup>th</sup> we would schedule the date for the Resolution Approving Plans and Specifications and Ordering

Advertisement for bids on the regular council date of March 14<sup>th</sup>,  
Second on old business is the Fire Department Pension Request. It was decided to suspend the request to a later date.

### **New Business**

MOTION by Miosek, seconded by Ouart, to approve Resolution 0208-16A MNDOT Municipal ID Entrance Sign Agreement. This permit is for the entrance sign on the West side of Frazee. This is a 10 year permit that requires a resolution. All present in favor, motion carried.

### **Staff Reports**

**Tanya Mastin, Frazee Liquor Store Manager**, reporting a quiet month. Mastin noted that they have had to replace the 40 year old ice making machine. Mastin also noted that with the format of the financial forms having been changed, it is unsure of the financial position at this time. Smith noted that by next month, all beginning balances should be in place. Smith also reported that the City has contacted two firms, Dakota Worldwide and McComb Group, looking for proposals to do a Liquor Store Market Analysis. This market analysis would be to help in pointing out to the city the direction to take the Municipal liquor store.

MOTION by Jopp, seconded by Miosek to approve the Market Analysis proposal given to the city by McComb Group. All in favor, motioned carried.

**Jolene Tappe, Event Center Manager** reported the Event Center has had a quiet January. She has contacted a cleaning service and would like to have a thorough cleaning of the center before the season starts in March. At this time they would be able to close down for the few days in which to complete the job. She has talked to Service Master. They gave her a quote of \$8300 to do the entire center which would include a full strip and wax along with cleaning from top to bottom. Noted was the cost to do just a strip and wax the last time was over \$3000.00. Tappe had discovered that the Center has never been professionally cleaned. Tappe also reported that she has looked into 3 companies for a floor scrubber. They are unsure as to which way to go at this time. Ouart noted that the City has increased the rental prices so we do owe our customers a quality facility. Hopefully we will have quotes and a decision as to the best type of equipment for the next council meeting.

**Mike Johnson, Police Department**, reported 120 calls for the month of January. Johnson reported that he is putting on an active shooter training for a business in town. Johnson also reported that he will be meeting with the school regarding the parking situation in the front of the building along Lake Street. The thought is to do something more permanent so the police staff would not have to put the no-parking cones out each school morning. Safety for the students is the most important issue and without cars parked along there it has proved to be helpful.

**Mark Flemmer, Frazee Rescue Squad**, reported 23 calls in the month of January, 11 of which were in town. There were 3 car accidents, 1 fire support and 19 medical calls. Flemmer noted that they now have 24 members. Other news: 4 members including Rhonda Ueke have transferred from active to inactive and are now on the auxiliary. Ueke will continue to do CPR training. Flemmer noted they are preparing for their visits to the townships.

**Regi Ueke, Fire Department**, reported 4 calls in January, 1 structure, 1 grass fire, 1 car and 1 mutual aid. They had 2 training events. They had 140 total call hours and 145 training hours. All members of the department have been certified in CPR. There will be a free radio class in Bemidji February 16<sup>th</sup>. Ueke reported that during the fire at B&D trucking, a lot of gear had been contaminated with diesel fuel. It has been sent off to a firm in Wisconsin to be cleaned. The cost will be covered by the business owners insurance. Ueke also noted how well all the departments worked together for that fire.

**Larry Stephenson, Public Works Superintendent** reported that 4,100,000 gallons of water were pumped in the month of January. Stephenson reported; 3.24 million gallons were pumped out to the Waste Water Treatment Plant, and the addition of 13.5 gallons of Fluoride to the water. Stephenson noted that the new pickup has all the decals on and the lights have been mounted.

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

### **Council Member reports**

EDA – Smith reported the completion of the Housing Study. They are planning for a March 1<sup>st</sup> combination meeting with Planning and Zoning to discuss that study. Smith also reported that the County is waiting on the contamination report for the Gary's furniture building. Smith also did an update on the Renew project. This project is still in process. A third party has been hired to look over the performa. Investors are also being sought. Smith reported that it was discovered that the property planned for turbine 2 is not actually owned by the city but on a long term lease. They are seeking a different location. Also in his report is the completion of the Business Center remodel for Mahube-Otwa. Stephenson noted that the project went well.

PLANNING AND ZONING – Johnson reported for Planning and Zoning. He noted that they had discussed the same items as the EDA and also discussed the Quiet Zone consideration. Smith reported that there are some grant funds for exactly this type of project that look to be coming available in the near future from the State of Minnesota that he will watch for.

PARKS & REC- Smith gave an update on the bonding request for the Heartland Trail. This trail is hoped to go from Moorhead to Park Rapids when completed. He noted that they will be looking for letters of support from the council. The design part of the project is complete with the exception of the portion that runs along Acorn Lake. They are still in conversation with Burlington-Northern Railroad on the use of their Right of Way. That is a potential savings of 1.2 million in the bond request. Built within the funds of the project would be an acquisition of 2 small areas of property.

LARL- Julius reported that Lake Agassiz is now running with new software. Snow is an issue along the front of the building.

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

### Clerk/Treasurer Report

Jonathan Smith noted that Becker County is looking at a county wide change in the recycling pickup method. They are looking for a letter of support from the City of Frazee. Funds are being sought for the expansion of their facility giving them the ability to do single stream recycling. The city would contract with the county to provide residents this service. Jon and Sons would no longer be used to collect recyclables but they are not opposed to Becker County taking over that portion of their collection. Each resident would get one large dumpster for recyclables and the city could be rid of the big blue recycling dumpsters.

MOTION by Julius, seconded by Ouart to send a letter of support to the County for the requested grant support to expand the county recycling facility. All present in favor, motion carried.

Other items noted by Smith were the upcoming Board of Review, Tuesday April 19<sup>th</sup> which could co-inside with the public hearing in relation to the SE area project and that the city office will be closed on Monday, President's day.

Mark Flemmer asked to add to the council that the Community club has decided to co-ordinate the down town weekly street clean up this summer.

MOTION by Julius, seconded by Jopp to approve Clerk/Treasurer report. All present in favor, motion carried.

ATTEST;

A handwritten signature in cursive script, appearing to read "Marian Estenson", written over a horizontal line.

Marian Estenson, Deputy Clerk