

## CITY OF FRAZEE

### REGULAR COUNCIL MEETING

Monday, March 14<sup>th</sup>, 2016

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; Mark Flemmer, Rescue Squad President, Tanya Mastin, Liquor Store Manager; and Jolene Tappe, Event Center Manager.

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 February, 2016 Regular Council
- Approval of Fund Balances
- Approve the City claims for payment noting the Fire Department purchase of Rescue Randy and the Light bar
- Approve the Liquor Store claims for payment.
- Approval of the temporary use of alcohol in the Fire Hall for the Fire Department, noting the date of that event is April 30<sup>th</sup>.

All present in favor, motion carried.

#### Old Business

Chris Thorson spoke regarding the street project for the SE side of town. Thorson noted that a meeting was held with Jonathan Smith, Larry Stephenson, and Donnie Tate in discussion of the project with only a few minor revisions. All is on track to begin the process. The schedule of the project is inserted in the council packets with the Resolution today, advertisement of bids coming, bids received April 8<sup>th</sup>, PFA determination of funding, assessment hearing on May 9<sup>th</sup> with the award of contract, with the construction scheduled to start on the end of May. Council member Ouart asked Thorson regarding two weddings scheduled at the Bethlehem Lutheran Church during that time frame. Thorson noted that although Maple Ave would be receiving major work, Hill drive that runs behind the church should be usable. He stated that during construction, the contractor would be met with and be made aware of church events. He asked council help with that information.

MOTION by Miosek, seconded by Jopp for Resolution O314-16A, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids. All in favor, motion carried.

Resolution 0314-16B reported by Smith, noting that with the bids being let, we would be able to apply for grant funding from the Minnesota Public Facilities Authority (PFA).

MOTION by Julius, seconded by Ouart, for Resolution 0314-16B, Resolution Authorizing

the Application to the Minnesota Public Facilities Authority. Smith stated that once bids are received and let, the PFA will determine funding during the weeks of April 11<sup>th</sup> through the 21<sup>st</sup>. The City would have that information in hand by the date of the special assessment hearing on May 9<sup>th</sup>, 2016. All present in favor, motion carried.

Smith reported to the Council regarding the Housing Study that had been put before the Planning and Zoning and EDA. Planning and Zoning would like the Council to give its approval. Ludtke noted that this study shows that we have a slow but steady growth. MOTION by Jopp, seconded by Julius to approve the Housing Study that was done by Scott Knudsen. All in favor, motion carried.

Last item under Old business is the consideration of the renewal of the Building Official Contract that we have with Lakes Country Co-op. Smith noted that he is currently working with City attorney regarding the liability for the city under this co-operative agreement. Smith reported that the building official program has not taken off like LCSC had envisioned so are requesting a raise to the fees billed to the City. That fee is scheduled to increase from \$9,000 to \$10,500 annually. Smith noted that the building permits and rental registrations pay for these fees.

MOTION by Quart, seconded by Miosek to approve the increase if the fees for the Building Official Contract with Lakes Country Service Co-operative. All in favor motion carried.

### **New Business**

Smith presented the proposal from Herzog roofing for Labor and Materials to remove the existing roofing system down to the present insulation and install new roofing for the Administration and Fire department building. The proposal gave the cost for a 45 mil system. Smith noted that although they had secured a bid last year, this bid is lower because of change from a 60 mil system to a 45 mil. It was noted that the roof leaks in the fire hall has been caused by breaching of the old overlay. There were suggestions that the building be better served by a 60 mil system.

MOTION by Miosek, seconded by Jopp to approve the proposed estimate given the city by Herzog with the upgrade to the 60 mil system for the City office and Fire Department. All present in favor, motion carried.

Second under new business is the presentation of 2 proposals for the considered Quiet Zone Feasibility Study. These 2 proposals were looked at by Planning and Zoning. With no recommendation they referred both proposals to the Council. The city has been considering different quiet zone options for several years. There now seems to be some funds available for such projects, possibly matching grants from the State of Minnesota. To have a feasibility study completed prior to application could be advantageous. Smith noted that this is up to council to make a recommendation to the city. It was noted that with the city proximity to the railway that noise will be an issue even if there is no whistle. Julius asked if there were a possibility of a survey of the public.

MOTION by Jopp, seconded by Miosek to table a decision regarding doing a feasibility study for a Quiet Zone until after completion of a public survey with consideration of the expenses relating to that study and costs involved in creating an 'in city quiet zone'. All in favor, motion carried.

### **Staff Reports**

***Tanya Mastin, Liquor Store Manager*** reported the profit of \$9,813.91 in all three entities. Mastin noted that this time of year is usually quiet. She had the Sportsman's club in there last weekend and there will be the fireman's auction April 9th. The Liquor store did a customer survey to find out why they came in to help with the McComb Study. Smith explained the new financial software and how the report would look. It was noted that a more detailed look had been given to the Liquor Store Committee.

***Jolene Tappe, Event Center Manager***, reported that she had no events. She took in approximately \$1000 in rent. They are looking at completion of the cleaning and having Mark Sorlien do a construction project in the table storage room. Abe Tappe is changing out the lights to make them all the same. Still looking for a floor scrubber, with a priority in having a good service contract.

***Jonathan Smith reported for Mike Johnson, Police Department***, reported 111 calls for the month of February.

***Mark Flemmer, Frazee Rescue Squad***, reported 23 calls in February with 10 in town. There have been a total of 46 calls to date. Currently the squad has 24 members and they have 4 members of the auxiliary. Other items of note were: Township meetings went well, they will be meeting with Dr Studer who will be their new medical director, they are planning on having a new group photo in April, the Rescue Pancake feed is coming in June, position elections are coming in May and they have a Grant Application to give to the City office to see if the City could be a sponsoring agency.

***Dave Jopp, then Paul Thon, Fire Department***, reported 5 calls in the month of February, one structure and 4 mutual aid with 210 call hours. Township meetings went well. Other items of note: Ruined gear has been returned with most of the pants failing but the coats were cleaned, they will be doing an inventory of gear before handing out the new items, 7 members attended the MState training, all trucks have been renumbered, Grass trucks are ready to go. Thon noted that the auction is coming April 9<sup>th</sup> at the Frazee Event Center and they will also be doing the Prom drill on May 4<sup>th</sup>.

***Larry Stephenson, Public Works Superintendent***, reported 4,141,000 gallons of water was pumped in February. 15 gallons of Fluoride were added. 3.16 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had .92" of precipitation in the month of February. Stephenson reported that Thein Well had been contracted to pull Well 6. The inspection consisted of a video and saw the need to replace 5 lengths of 6" pipe which showed corrosion. They are hoping the pumps will last another 5 years when they may go to another type of system. Stephenson also noted that the Water convention went well.

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

### **Council Member reports**

EDA – Ludtke reported the meeting consisted of discussion regarding Gary's Furniture, the housing study and MMCDC in relation to the Ash Avenue housing project, the renew

project that is at this time on hold. Noting is a purchase agreement on the EDA spec house and the property on East Main has a signed purchase agreement. The Business Center building has been painted and a new door has been set.

PLANNING AND ZONING – Miosek reported they discussed the quiet zone and heard the report on the housing study.

PARKS & REC- Ludtke reported that the Heartland Trail group has met twice and are looking forward to sending information to legislation again.

LARL- Julius reported that the circulation is up.

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

**Clerk/Treasurer Report**

Smith. reminded council of the upcoming Board of Review dated April 19<sup>th</sup> at 4:00PM. He also informed the council that he would out of the office March 17<sup>th</sup> until the 28<sup>th</sup>, first to his meetings in the Cities and then on vacation.

Having no further business, meeting was adjourned at 7:10PM.

MOTION by Miosek, seconded by Jopp to accept the Clerk/ Treasurer report as presented. All in favor, motion carried.

ATTEST;



Marian Estenson, Deputy Clerk