

CITY OF FRAZEE

REGULAR COUNCIL MEETING

Monday, May 9th, 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; Mike Johnson, Police Chief; Mark Flemmer, Rescue Squad President, Albert Doll, Fire Chief; Tanya Mastin, Liquor Store Manager; and Jolene Tappe, Event Center Manager. Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

On the agenda for the open forum was Barbie Porter. Her concern is a three day notice for committee meetings.

Presentation

At the meeting was Jim McComb from McComb, Ltd. McComb gave a handout to the council regarding the Retail Market Analysis that he had done for the Frazee Liquor Store. His presentation gave us comparison numbers as to how we compare to other liquor stores within a competitive area in space, sales and market share. He compared how the liquor store could grow by either moving to the main street corridor or remaining where we are. A survey had been done of patrons along with historic numbers to put together a future projection. His conclusion was that we could improve profit by moving away from the spot we are in to a more visible location and add food to the venue. He felt that the three options could be building new in the location of the old Gary Furniture Building, placing a new building at 109 West Main and the purchase of the empty Hostel Hornet at the corner of Main and Lake Street. Ludtke asked McComb if there were many cities that have a restaurant with an On sale. McComb noted that Wayzata had that type of establishment. They were however an affluent city with a strong sense of support for their town. He also noted that they had done an analysis for that city and they had exceeded their advice and also exceeded their expectations. Julius noted that one of the existing problems in our present liquor store is finding good employees and with a larger establishment, there would be more problems in that area. Mastin, Liquor store manager acknowledged that although she is torn by the wish to get bigger, she does see the difficulty in finding employees. There were some comments from residents in attendance. Ouart also considered the amount of upkeep that the empty older building of the Hostel Hornet may present.

Consent Agenda

MOTION by Ouart, seconded by Jopp, to approve the consent agenda items with the exception of item D, as follows:

- Approve the minutes from the April 2016 Regular Council Meeting and the Board of Review Special Council Meeting,
- Approve all claims for payment,
- Approve the Gambling Permit for the Frazee Area Community Club for August 18th, 2016 at 207 Main Ave West,
- Allow overnight camping at the Lions Park for the Order of Arrow Boy Scouts June 17-19th, 2016,

- Allow overnight camping at the R.L Frazee Park on May 22nd for the departing Senior class.

Item D. on the agenda, approval of the Liquor Permit and Road Closure for the VFW, Post 7702 was tabled for New Business later in this meeting.

All present in favor, motion carried.

Old Business

Presenting Resolution 0509-16A; Accepting the Bid for the SE Area and Main Ave West Project was Chris Thorson from Ulteig Engineering. Thorson gave a hand out to council and community members in attendance of the proposed project schedule. Noting throughout the presentation is the contingency of the receipt of the PFA (Public Facility Authority) funding that we have not received to date. The low bid for the project came in at \$997,315 with was much lower than the projected \$1,292,315. Thorson discussed the costs but again noted the estimated PFA loan and PFA Principal Forgiveness that we have requested. Letters will go out to the residents on May 26th and the Assessment hearing is scheduled for June 13th, when the final figures will be made available to them. Input came in from residents Lloyd Beckman, and Robert Ostermann. There was much discussion regarding sidewalks on the Maple Avenue corridor. Consensus was that the idea of a sidewalk on both sides would be revisited.

MOTION by Jopp, seconded by Miosek for Resolution 0509-16A Resolution accepting the bid from C & L Excavating for the SE Area and Main Ave West project. All in favor, motion carried.

Second under old business is the results from the survey done to discover resident opinions regarding the “Quiet Zone”. Smith reported that the results of the survey showed that the residents were really in favor of going whistle free but really did not want to pay for it. With these results the decision is that the railroad whistle zone remains as it is. No council action required.

New Business

First item under new business is the variance request presented to the council by the Planning and Zoning Commission regarding a request by Jonathan and Heather Olson at 202 4th ST NW to construct a garage beyond the required 20’ setback amount. They are requesting a 10’ setback. The Planning and Zoning commission recommends allowing the proposal. Smith noted that they would not be able to park in their driveway but the larger garage would give them room to park inside. There was no opposition from neighbors for this proposal.

MOTION by Miosek, seconded by Julius to approve the variance request by Jonathan and Heather Olson at 202 4th ST NW.

Second under new business is Resolution 0509-16C, Resolution placing Tayler Collins, Dylan Omvig, Jason Rambousek, Bryce Moan and Jimmy Krejce in th3e position of Probationary Volunteer Firefighters with the Frazee Fire Department. They will be placed under a 1 year probationary status.

MOTION by Jopp, seconded by Julius to approve Resolution 0509-16C placing Tayler Collins, Dylan Omvig, Jason Rambousek, Bryce Moan and Jimmy Krejce in th3e position of Probationary Volunteer Firefighters with the Frazee Fire Department. All in favor, motion carried.

Next under New business is the authorization of the Application for the Minnesota Rural Water Loan Program. Present at the meeting was Jason Murrey from David Drown Associates giving us a description of the loan with interest along with the costs and

timelines of the bonding of that project. His recommendation is for the non-PFA eligible expenses of the project. He noted that they would look at some consolidation of debt and some debt that is expiring for the City of Frazee.

MOTION by Miosek, seconded by Quart to approve the application to Minnesota Rural Water for the bond amounts for the SE Area project area. All present in favor, motion carried.

Last under the items of new business is the letter of resignation of Jonathan Smith as City Administrator. It is noted that he has accepted a position in the City of Perham. Council discussed the options of either advertising directly through the Personnel Committee or hiring a firm. We have typically done this 'in house'.

MOTION by Jopp, seconded by Miosek to do the hiring for this position 'in house' as we have typically done. All in favor, motion carried.

MOTION by Quart, seconded by Miosek to accept the resignation of Jonathan Smith, City Administrator/Clerk/Treasurer. All present in favor, motion carried.

Lastly under New Business is the item that was found under the agenda looking for the Approval of the Liquor Permit and Road Closure for the VFW Post 7702 for Saturday, June 18th, 2016. Initially the Application had been for serving of alcohol in the back alley of the VFW but at the end of the day before this council meeting, the request had been made to close off Lake Street from the United Community Bank up to the intersection of Lake Street and Main Avenue.

MOTION by Miosek, seconded by Jopp to approve the request. Smith noted that the reason they had first made the request to serve food and alcohol in the back is the danger of working on the main street corridor when traffic was allowed to pass their cookers. For their Rib Fest last year they had closed only some of the parking spots to set up cookers. In revisiting their proposal, they felt that it would be better to block of the entire street for the period of 6:00AM to 9:00PM. Council noted that along with that day being a Saturday, it is Father's Day weekend and there is a large wedding in town. Council Decision is to allow liquor in the alley of the facility and to deny application to close Main Street. MOTION by Quart, seconded by Miosek Jopp to allow this discussion. All in favor, motion carried.

MOTION by Jopp, seconded by Julius and to approve the request for liquor to be served in the back of the VFW for June 18th.

Staff Reports

Tanya Mastin, Liquor Store Manager reported the loss of for both the On and the Off Sale, with insurances being a factor. She also noted that the Analysis done was done from their funds. The ice machine was repaired in the White Pine Room and they are looking at the repair of sidewalks in both the front and back of their facility. They have also been asked as to the consideration of becoming handicapped accessible.

Jolene Tappe, Event Center Manager, reported a profit. There is a big wedding this weekend, some graduation celebrations and with the exception of a July 9th cancellation, she is booked for 2016 all but November 2-3 weekends. The motor in the dishwasher must be replaced soon and the sign is not working on the north side.

Mike Johnson, Police Department, reported 120 calls for the month of April. Mike noted that they assisted in the mock crash that went well. Other items of note; in car printers were received, looking at new software reporting system and he and Jonathan had attended a hazardous mitigation meeting in the county.

Mark Flemmer, Frazee Rescue Squad, reported 15 calls in April with 9 in town. Year to date is 80 calls with 35 in town. They have had 283 voluteer hours and 40 hours of

community service support. Other items of note: the pancake feed is June 12th, 6 auxiliary members, elections of their squad is in May, they have met with Dr Studer who would like them to purchase, train and carry NARCON, a treatment for drug overdose in their bags.

Albert Doll, Fire Department, reported 7 calls in the month of April. 170 call hours, 807 year to date. They had 4 training events with 214 training hours. The townships have asked for information as to the locations of the fires within their jurisdiction. They also had a request to have the open house in either the fall or the early part of the year prior to their annual meetings.

Larry Stephenson, Public Works Superintendent, reported 3,700,000 gallons of water was pumped in October. 13 ½ gallons of Fluoride were added. 2.74 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. They have started their yearly discharge. Stephenson also noted that the city wide cleanup is going well. He is waiting for another bid to come in for the repair of city sidewalks. He is also looking at Northwest Asphalt for crack filling and waiting on McQuire Iron for the cleaning of the water tower.

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

Council Member reports

EDA – Ludtke stated that the EDA discussed the Liquor Store analysis, Gary's Furniture building and the Business center looks good.

PLANNING AND ZONING – Discussion was of the Variance request by Jonathan Olson.

PARKS & REC-Ludtke reported that the Lions are funding some of the playground materials and purchasing a new toy.

LARL- Julius reported that their numbers place them fourth in the area link sites.

PERSONNEL AND FINANCE – Did not meet.

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

Clerk/Treasurer Report

Smith noted that they had planned to accept the County proposal for the Assessor position but had received an email proposal that he would look into. He should have more information by the next council meeting.

Smith also noted an upcoming League of Minnesota Conference and is asking if any council member would like to attend. Jopp requested email of information and he may consider it.

MOTION by Julius, seconded by Jopp to approve the Clerk/Treasurer report as presented, all in favor, motion carried.

Smith.

Having no further business, meeting was adjourned at 8:10PM.

ATTEST;

Marian Estenson, Deputy Clerk