

## CITY OF FRAZEE

### REGULAR COUNCIL MEETING

Monday, August 8<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: Denise Anderson, Administrator; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Mike Johnson, Police Chief; Tyler Trieglaff, 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.

Mayor Hank Ludtke administered the oath to new City Administrator Denise Anderson.

#### **Open Forum**

Attending the meeting for the open forum, was Jule Wacker, and Scott Geiselhart for the group Never.Give.Up. This suicide prevention organization is holding a 'walk-run' around town on the 27<sup>th</sup> of August. Funds raised will go 40% to Frazee, 40% to Perham, 10% to Wadena and 10% to New York Mills. Scott gave the mapping of the walk to council for their approval. Permissions had been obtained from land owners.

Anderson noted that the second item on the agenda of the open forum is the invitation included in the packet for the Early Childhood Outdoor Classroom Meeting on Tuesday, August 16<sup>th</sup>, at 11:00 at the Frazee Elementary Building.

John Okeson, Becker County Commissioner was in attendance and gave an update of what was happening at the county level regarding the jail construction, airport, and Becker County Transit. Other updates were regarding the resignation of Zoning personnel, and the sewer ponds that will be moved to make way for the airport.

#### **Consent Agenda**

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

- Approve the minutes from the July 2016 Regular Council Meeting and the July 18<sup>th</sup> Special Council Meeting.
- Approve the City claims for payment.

All present in favor, motion carried.

#### **Old Business**

The third reading of the 'opt-out' ordinance was presented.

MOTION by Jopp, seconded by Julius to approve the Ordinance Amending Title 10, chapter 2 (Rules and Definitions) of the City of Frazee, Minnesota Zoning Ordinance as it Pertains to Opting-out Language for Temporary Family Health Care Dwellings. All in favor, motion carried.

### **New Business**

First item under new business is Resolution 0808-16A, A Resolution declaring Cancellation of the Project Scheduled for the Improvements in the South East Portion of Town.

MOTION by Miosek, seconded by Ouart to approve Resolution 0808-16A, declaring Cancellation of the Project Scheduled for the Improvements in the South East Portion of Town. Jopp noted the additional area on the West end of Main should be added to the resolution.

MOTION by Miosek, seconded by Ouart to approve the resolution with the above amendment. All present in favor, motion carried.

Second item under new business is Resolution 0808-16B Accepting Donations for the Fireworks included in the Turkey Days celebration.

Motion by Julius, seconded by Jopp to gratefully accept donations for Turkey Day Fireworks. All in favor, motion carried.

Third item under new business is the proposal to issue 'out-of-grade' pay to Deputy Clerk Marian Estenson for work done during the dates of June 6<sup>th</sup> through July 29<sup>th</sup> while the city was without an Administrator.

MOTION by Julius, seconded by Ouart to pay Estenson the difference between her regular pay and the wage that is being paid to new administrator Anderson. All in favor, motion carried.

### **Staff Reports**

*Jolene Tappe, Event Center Manager*, noted that she has 3 wedding in July for a very busy month. Building issues continue with one of the two water heaters quitting. They were able to bypass that one so are using the secondary heater. Anderson is looking into rebates in purchasing a more energy efficient model. Tappe and Mastin shared with council the ideas that the Liquor store committee has considered with the future of the White Pine Room. The State of Minnesota had an elevator inspector stop in and a long list of repairs were given to them to bring the elevator up to state compliance. The cost for those repairs was not as yet available but the cost of an elevator contract was \$1800.00 annually. With the 2-3 events and the rental for the Northwood Food Factory, income does not cover expenses.

MOTION by Miosek, seconded by Ouart to begin discussion on the fate of the White Pine room. All in favor, motion carried.

Thoughts by council: Miosek felt that the city should do more investigation of the costs of contracts and repairs for the elevator. Julius felt that even with the variety of repairs the facility would still not generate any more income than it does now. Other items to consider: the Senior's dance that is there monthly could move up to the Event Center; the bathroom is not handicapped accessible for complete compliance; what would the facility be used for, if storage how would that be accessed without an elevator; the bar portion would need a lot of work to get it up to code.

MOTION by Miosek, seconded by Jopp, to explore the variety of issues regarding the closure or use of the White Pine Room. Voting in favor of the motion is Miosek and Jopp, against was Julius and Ouart.

MOTION by Julius, seconded by Ouart, to close the White Pine Room completely. Voting in favor of the motion is Julius and Ouart, against was Jopp and Miosek.

Ludtke noted that he would like to table the issue until the September Council meeting.

MOTION by Julius, seconded by Miosek, to table the issue of the White Pine Room to find out what the State of Minnesota will allow us to use of the elevator and revisit the issue at the September Council meeting. All present in favor, motion carried.

**Tanya Mastin, Liquor Store** Manager reported a decent month. She noted that they had a record number of 672 people coming in for the dance that was held on Saturday of Turkey days. They had an issue with the ATM machines as well as the internet connection for the tills. IT technician Kevin Litzau was there for a few hours to help bring them back on line. It however wiped out the backup information. It was decided to do a full inventory recount after the 1<sup>st</sup> of December.

**Mike Johnson, Police Department**, reported 159 calls for the month of July. Johnson noted his resignation letter that was added to the packets.

MOTION by Jopp, seconded by Julius to accept the resignation of Police Chief Michael Johnson, effective August 8<sup>th</sup>. All in favor, motion carried.

**Tyler Trieglaff, Frazee Rescue Squad**, reported 19 calls in July with 8 in town. Trieglaff noted 18 active members. Noted events were the assistance they gave with the demo derby for Turkey days and an upcoming September 22<sup>nd</sup> United Way Drive.

**Albert Doll, Fire Department**, reported 5 calls in the month of July, with 2 being mutual aid, 2 grass fires and one alarm call. There have been 36 calls year to date. They had 90 call hours, 1017 year to date. Doll noted that they have lost one probationary officer leaving 29 members with 4 being on probationary status. There are 2 possible retirees. The fire department did 4 volunteer events for Turkey days with a great show of support in the department. Doll also noted that they are doing a practice burn on Pine Avenue on the 17<sup>th</sup> of August. That practice burn will also be attended by Frazee Rescue, the Vergas and Detroit Lakes Fire Departments. Also coming is a disaster drill in Ponsford hosted by the Carsonville fire department on the 22<sup>nd</sup> of September.

**Larry Stephenson, Public Works Superintendent**, reported 5,490,000 gallons of water was pumped in October. 19 ½ gallons of Fluoride were added. Stephenson noted that the larger amount of water used was from lawn watering and possibly by a break in the service lateral for one customer. It has been repaired. 2.72 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had 9.67” of precipitation in the month of July. Stephenson noted that all was cleaned up after Turkey Days. He also added his appreciation to the council for allowing city staff to sit on interviews for the City Administrator.

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

### **Council Member reports**

EDA – Ludtke reported that they have completed all discussion on the building out in Red Willow Heights. They also discussed the Renew project, and are still in discussion with the

county regarding the demolition of the Ware building. He noted that the two adjacent building owners have contacted them in regards to purchase and demo of their buildings. PUBLIC SAFETY - Trieglaff noted that there was a 'no parking' sign on Cty 29 that they would like to see removed. The purpose for the sign no longer exists. He would call the county on it's removal.

PLANNING AND ZONING – No meeting.

PERSONNEL AND FINANCE – Miosek reported that Trieglaff has reported that he would accept the Police Chief position. It was noted that they would do a 30 day probationary period. He would start at step 5 and would go up another step at the 1<sup>st</sup> of the year.

MOTION by Jopp, seconded by Julius to hire Tyler Trieglaff at Police Chief starting at step 5, with a 30 day probationary period and a raise to step 6 at the first of the year. All in favor, motion carried.

Mayor Hank Ludtke swore in new Police Chief Tyler Trieglaff.

Miosek also brought the consideration to the council of a Cost of Living Raise for the council members. He noted that when city employees received the COLA, was this an option for council as well? The council noted that at the first of January they would give council a cost of living increase along with city staff.

MOTION by Ouart, seconded by Jopp to place in effect a Cost of Living increase for Council members beginning in the month of January, 2017. All in favor, motion carried.

PARKS & REC- No meeting was held but Ludtke noted the amount of work that the 'Order of Arrow' accomplished.

LARL- There was no report.

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

### **Administrator / Clerk/Treasurer Report**

Anderson reported that they had held a meeting last week with Patrick Hollister regarding the work that will be done along Hwy 87 in 2020. They have plans for 2 more meetings within the next 3 months.

Anderson also noted that the personnel committee met and their general consensus is that there should be a liaison between Fire and council. They are asking if Ludtke would appoint Miosek as that liaison for the balance of the year.

Anderson noted that she appreciated the council trust in her, that she enjoyed the interviews and that her immediate need is to create the city budget.

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

Having no further business, meeting was adjourned at 7:35PM.

ATTEST;

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Marian Estenson, Deputy Clerk