

CITY OF FRAZEE

REGULAR COUNCIL MEETING

Monday, January 9th, 2017

6:30pm

Regular Meeting

The regular meeting of the Frazee City Council was called to order at 6:30 pm, following the annual pot luck, by Mayor Hank Ludtke. Council members present were Ken Miosek, and Bonnie Julius and also newly elected Mark Flemmer and Mike Sharp. City staff present: Denise Anderson, Administrator; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Tyler Trieglaff, Police Chief and Rescue Squad President, Albert Doll, Fire Chief; and Jolene Tappe, Event Center Manager. Also present at the meeting was Tom Winters from Ramstad, Skoyles and Winters, the City of Frazee legal representatives.

Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

Present for the open forum was Cory Baker of the Frazee Lions Club. Baker informed council of the upcoming '3rd Annual Bobby Cates Chili Cookoff' to be held at the Frazee VFW. It will be January 29th from 2 – 6 PM with proceeds going to the Lions Diabetes Foundation. Baker also presented a Community Service award to Mayor Ludtke and Administrator Anderson for the City of Frazee for service to the community. A second award was presented to Police Chief Trieglaff for the Police Department. A third award was presented Albert Doll, Fire Chief for the Frazee Fire Department.

No other items were presented for the open forum.

Consent Agenda

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

- Approve the minutes from the December 2016 Regular Council.
- Approve the claims for payment.
- Acceptance of City Cash Control Statement,

All present in favor, motion carried.

Old Business

Chris Thorson, engineer for Ulteig Engineering was present to discuss the upcoming Street project. He detailed the time line for the council noting that if they would like to do additional work on Cherry Avenue, they would need to include those residents in the public hearing. Again the issue could be the PFA funds and the status of the bonding bill at state level. It was noted that the additional area would add \$170,000 to \$180,000 to that project. Ludtke noted that since 2 members of the Council had not yet been sworn in, he would like discussion to continue following that oath.

New Business

First item under new business is the Oath of Office for Mark Flemmer. Second item is the Oath of Office for Michael Sharp.

The third item under new business is Resolution 0109-17A, Declaring Police Officer Eligibility in the Public Employees Retirement Association Police and Fire Plan for part time officer Michael Lundeen.

MOTION by Miosek, seconded by Flemmer to approve Resolution 0109-17A, Approval of Police Officer Michael Lundeen for eligibility into PERA, Police and Fire. All present in favor, motion carried.

Next under new business is the discussion of the Liability waiver of coverage. The City of Frazee DOES NOT WAIVE the monetary limits on Municipal Tort Liability established by Minnesota Statutes, Section 466.04 Motion by Sharp, seconded by Julius to approve the City of Frazee Does Not Waive limits set by State Statute 466.04. All present in favor, motion carried. Also opened for discussion is whether or not City employees would be able to possess or carry firearms while acting in the course and scope of employment. Ludtke called for a motion to discuss. Motion by Miosek, seconded by Julius, to begin discussion on this issue. Anderson noted that an individual who was not comfortable working with individuals carrying firearms had contacted the city insurance agent regarding liability, forcing the city to consider whether or not individuals acting as employees or volunteers, with the exclusion of the Police Department, would be able to carry a weapon. At the advice of the League of Minnesota Cities, the city at this point needs to create a policy regarding this issue. Mr. Winters, from Ramstad, Skoyles, and Winter, noted that as a city, we could create a policy in whatever way that works for the city. Regardless, there is chances of legal issues. Sharp asked if to our knowledge which decision may affect the city insurance cost. Anderson noted that we would need to visit with our loss control agent to find out any impact. Trieglaff, Chief of Police, noted that he has no problems no matter the decision.

Motion by Miosek, seconded by Sharp to send this continued discussion to both the Personnel Safety committee and the Public Safety committees for the creation of a city policy. It was also noted that the Rescue squad had no policy regarding this issue. All present in favor, motion carried.

Thorson, Ulteig Engineering, asked Flemmer and Sharp, as new members of the council if they had any questions regarding the street project. It was noted that 16-17 homes would be effected by the addition of Cherry Avenue to the project. Sharp asked regarding the need for the area. Stephenson reported that the street is extremely 'cobblestoned' so therefore there needed to be a complete rebuild. In February there would be a resolution given to council, a public hearing in March and bids would be let in April. MOTION by Miosek, seconded by Julius to proceed with the proposed schedule of the South East Area improvements along with the new proposed area of Cherry Avenue for Street Project 2017.

Staff Reports

Jolene Tappe, Event Center Manager, went through some of the projects that have been done at the Event Center over the course of 2016. She noted that the month of December showed a profit of \$5,373.13 and a year end profit of \$1,942.82. In looking ahead, January is quiet with the busy season beginning in March.

Denise Anderson , reported the loss of \$14,322.01 for the Liquor Store for the month of December. This is leaving the establishment at a \$33,357.38 loss for the year. Anderson noted

that the city office has inherited this liquor store and are looking for a new manager. To date we have 3 applicants that sound promising. Sharp asked if the City is going to put this individual in the position to succeed. He also reported that he had heard of Parker's Prairie who had a state auditor come in for help. Anderson noted that the Municipal Beverage Association has offered also. Our object at this time is to get in the right manager for the facility. There is also a need for all bartenders to have adequate training.

Tyler Trieglaff, Police Department, reported that David, one of the officers is at this time out with a new baby. The department shows 1513 calls for the year 2016. This month the department has seen the hiring of 2 new part time officers and they are looking at the purchase of squad car cameras. Vehicles are running okay. One needs a new thermostat. He is looking at the idea of replacing one of the vehicles in 2018. The department has an 8 year turnaround. Sharp asked Trieglaff regarding the blight letters that went out in the Fall. Officer Trieglaff noted that those letters were basically courtesy letters. Once the snow melts in the spring they will be able to see the issues and will 'crack down' on those properties.

Tyler Trieglaff, Frazee Rescue Squad, reported 11 calls in December with 5 in town. They have had 222 for the year of 2016. The squad has added Ryan Aho from the police department to the squad. Equipment and vehicles are all doing okay.

Albert Doll, Fire Department, reported 60 calls for 2016. They have had 1470 call hours. 5 Structure fires, 21 mutual aid, 10 grass, 8 vehicle accident, 1 car fire, 5 false alarms, and 10 miscellaneous. There has been 11 in town, 17 Burlington Township, 1 in Evergreen, 6 in Height of Land, 4 in Silverleaf and 21 mutual aid. December had 8 calls. The department had an ice-water rescue that was very informative. They have 25 members with 3 on probationary status. 4 are retiring. They plan on advertising for hiring by the end of January. Albert noted that the department has held their elections. They are requesting the council approval of himself, Albert Doll as Fire Chief, Robert Tollefson as 1st Assistant Chief, and Joe Nelson as 2nd Assistant Chief. Other officers are Training Captain: Adrian Herbst; Rescue Captain: Richard Gerving; Pumper Captain: Jason Kropuenske; Tender/wild land Captain: Jeremy Mitchell; Engineer: Tyler King; Safety Officer: David Jopp.

MOTION by Julius, seconded by Sharp to approve the changes submitted by Fire Chief Albert Doll. Miosek noted that he had received a complaint regarding the submitted names in regards to issues that happened in the past. Asked regarding an SOG (standard operating guideline) and how the department plans to hold officers accountable for their behaviors. Doll stated that although nothing is in place at this time, the department is aware of this need and working on that. Doll also noted the upcoming 'State of the Fire Department' open house coming up where all townships and public officials are invited. All present in favor, motion carried.

Larry Stephenson, Public Works Superintendent, reported 3,818,000 gallons of water was pumped in December. 14 ½ gallons of Fluoride were added. 2.82 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had 3.61" of precipitation in the month of December. Stephenson reported the battle the department has had with the snow removal this month.

MOTION by Miosek seconded by Flemmer to approve staff reports as presented. All in favor,

motion carried.

Council Member reports

MOTION by Sharp, seconded by Julius to approve Resolution 0109-17B 2017 Organizational Resolution. Ludtke read through the resolution noting all positions and who within the city is appointed to participate in the various committees and staffing needs. Resolution states the meeting dates, Rules and procedures, Official newspaper, and Official depository of Funds. Also appointed is the Vice Mayor. Vice Mayor, with the departure of David Jopp will be Ken Miosek. In the absence of mayor, Miosek will fill the position of Mayor (this includes the ability to be a signer on the City Checking account #180072. Jopp is removed from all city signing responsibilities.)

EDA – Did not meet

PLANNING AND ZONING – Did not meet

PUBLIC SAFETY – Did not meet

PERSONNEL AND FINANCE – Did not meet

LARL- Julius noted that we are waiting for a new staffing within the link site.

PARKS & REC- Ludtke noted that this committee will meet later in the spring.

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

Clerk/Treasurer Report

Anderson brought up for discussion with the council regarding the raise of the deductible for the employee insurance policy. She is asking if council would approve the city paying the entire deductible for all full time employees. Anderson noted that we would be able to adjust the budget for this. Miosek requested that Anderson adjust the budget to cover this added expense. Anderson also noted the buyers statement that she has presented to council for the purchase of the Furey building on Main Street. Anderson also noted that she has to have the grant application for TAP done by this coming Friday.

MOTION was made by Julius and seconded by Sharp to accept the Administrator Report as presented. All present in favor, motion carried.

Ludtke noted that after Sharp and Flemmer have had their formal training, the city would hold a planning session.

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

ATTEST;

Marian Estenson, Deputy Clerk