

CITY OF FRAZEE

REGULAR COUNCIL MEETING

Monday, April 10th, 2017

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 Mark Flemmer, Bonnie Julius, and Mike Sharp. Absent from the meeting was council member Ken Miosek. 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; TamiJo Hopwood, Liquor Store Manager; and Jolene Tappe, Event Center Manager. Also in attendance to the meeting was Tom Winter from the office of Ramstad, Skoyles and Winter, City attorneys.

Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

No one present for the open forum.

Consent Agenda

MOTION by Sharp, seconded by Flemmer, to approve the consent agenda items as follows:

- Approve the minutes from the March 2017 Regular Council.
- Approve the claims for payment.

All present in favor, motion carried.

Mayor Ludtke requested that Police Chief Tyler move his report forward to better work with his schedule.

Tyler Trieglaff, Police Department, reported 152 calls for the month of March. This number is the total reported calls and does not reflect the calls that may have been needed for outside of the City of Frazee limits. Trieglaff noted that they are working with a new radio system and are figuring out the kinks. There was a 'use of force' training event with another training next week in Ottertail.

Tyler Trieglaff, Frazee Rescue Squad, reported 21 calls in March with 11 in town. There are 60 calls to date. St Mary's held a training at St Mary's EMA for the Lucas device donated by SJE Rhombus. The squad is taking their rig to Fergus Falls for maintenance. They are also looking at adding steps to the rig.

New Business

First item under new business was focused on the handicapped ramp in front of the Hostel Hornet. Anderson noted that a consensus of the public safety committee determined to have Building Official, Sid Fossan inspect the structure. It was noted that it is not ADA compliant. Fossan recommended that the handicapped entry be moved to the West side of the building. It was noted that when it was built, the city gave permission but no county addendum was sought so therefore, the county has never given permission for the structure and the sidewalk is County right of way. Sharp noted that it is a nuisance and other nuisances exist on the property such as the fence facing the sidewalk which is in disrepair. Flemmer suggesting both be removed at the cost of the owner. Tom Winter noted that the city must follow it's established abatement process.

Second on the agenda for new business is the VFW street closure request for it's annual rib

fest. Chief Trieglaff noted that the bank has no problem with this request. They will start cooking east of the bank in the morning and will not block by the bank before noon of that day. All other affected businesses have been contacted and are okay with this closure.

MOTION by Julius, seconded by Flemmer to approve the street closure requested by the VFW for their Annual Ribfest, Saturday, June 17th, 2017. This motion is for stated option number 1 which is to close Main Avenue from 2nd Street NW to Lake Street allowing traffic to detour around the affected area. It was noted that there will be a street dance during the evening of that event. All present in favor, motion carried.

Old Business

Present to report during the Old business is Chris Thorson of Ulteig Engineering. Thorson brought with him the plan presented for the Dollar General Store which is to be built within the City limits this spring. The concern is the connection of water and sewer and their proposed paving option of 4th Street SW. Thorson stated that depending upon what the city is looking for in the development area around the store, that looking forward the decision needs to be made on how to proceed with our own street improvements. The timing would make it a good idea for the city to make the plans now. The store would bring about increased traffic and we should look at the sewer and water. Stephenson noted that the sewer is good but the street in that area needs to be built up about 3 feet. Thorson felt that all the area's improvements should be under the control of the City. He does not know the Dollar General timeline for construction. Stephenson reminded council that formerly this area was just a field road and although we have put in some sewer lines there, a lot of work needs to be done and there may be a need to pave both 4th street and Maple avenue by Baumgart Repair. Thorson noted that it is too late to add this to the current project but will work with Stephenson and the City going forward.

MOTION by Sharp, seconded by Julius to approve the plan to have Thorson, Stephenson and Anderson work on the plan for the affected streets. All present in favor, motion carried.

Presented to Council is the Premises Permit Application for the Detroit Lakes Shrine to offer gambling 'on Site' at the Frazee VFW located at 120 Main Ave West.

MOTION by Sharp, seconded by Flemmer to allow the Detroit Lakes Shriners annual permit to offer 'on site' gambling at the Frazee VFW.

All present in favor, motion carried.

Presented to Council is the Premises Permit Application for the Detroit Lakes Shrine to offer gambling 'on Site' at the Frazee Municipal Liquor Store located at 105 2nd St North East. It was noted that the Lions who at the present time have the gambling at this facility has promised to 'step up' and offer more, so will not be replaced at this time. Hopwood asked that the council allow this to pass so that if she needs to, she will be able to fall back on the council approval. Without the prior approval it would take a couple of months to get this entertainment option on track. This approval, although not needed immediately makes good business sense.

MOTION by Julius, seconded by Flemmer to allow the Detroit Lakes Shriners annual permit to offer 'on site' gambling at the Frazee Municipal Liquor Store.

All present in favor, motion carried.

MOTION by Sharp, seconded by Julius to resolution 0410-17, Resolution changing the fee schedule to correct improper billing practices on Utility Invoices. Estenson reported to the council the audit done by the Minnesota Department of Revenue and the findings that we are not compliant with State practices. This resolution makes the city compliant and also adds \$1.00 monthly per household to offset added fees. All in favor, motion carried.

Ludtke reported regarding what he learned about the 'Green Steps Cities. Ludtke noted that work the city has done regarding more eco-friendly lighting.

MOTION by Sharp, seconded by Julius to table more discussion regarding this opportunity until the May Council meeting. All in favor, motion carried.

Anderson reported to the council regarding the Employee Assistance Program that was brought before her by the Frazee Fire Department. Charlie Lindberg from The Village, met with her discussing the costs associated with this benefit. The city would pay \$900.00 to cover all employees and their families in the Village Family Service offices. They have offices in Perham, Fargo and are getting another office in Detroit Lakes. Anderson opinion was that this is money well spent. Sharp brought out the opinion that this be brought to the Personnel Committee for their consideration and be brought back to council in May.

MOTION by Sharp, seconded by Julius, to take the consideration of an Employee Assistance Program to the Personnel Committee and have them bring it before the Council next month. Albert Doll, Fire Chief felt that this would a great tool for the department with an enormous benefit. Flemmer reported knowing another outfit that may have the same service and will get a quote from them. All in favor, motion carried.

Staff Reports

TamiJo Hopwood, Liquor Store Manager ran through the numbers and discussed with council what they are doing at correcting the deficiencies, while working within the budget. The City can expect a loss for the next couple of months until all the work is done and the kitchen is up and running and a proper operating system is in place to better track sales and inventory. These should be considered an investment for the improvements of the Liquor Store. Hopwood reported winning an auction for an Auto Fry at an excellent price. She also noted that keeping staff is difficult and is asking council to consider 'lead bartenders' giving a boost in wage so the staff that is working out well, stay. She also reports the work being done in the White Pine Room and the shelves for the Off Sale. Flemmer noted that the council knew going in that there would be some down days before we see the benefits of the improvements. Stephenson and Tate, City public works have done a considerable amount of work helping to keep costs down. Council consensus is for Hopwood to continue with the work she is doing.

Jolene Tappe, Event Center Manager, showed that she has had a profit for the Event Center. Tappe also noted that this being said, there is no tracking method that is working for them showing liquor and product that transfers out of the liquor store to the event center. This shows a 'false profit' and needs to be rectified. There is a great deal of hope that a new operating system will correct that issue. Tappe noted that the bean bag tournament has been canceled. The Robotics fundraiser went well and they had an excellent event for the Harvest Fellowship Wild Game Feed. It went so well that they have already booked it for next year.

Albert Doll, Fire Department, reported that the Department heads are looking at changing their guidelines to be more accurate for today. Their rewrite is as generic but as real as possible. Anderson reported that Miosek had a couple questions. His main concern was the allowable limit of alcohol and membership termination. Doll stated that the guidelines allows zero tolerance for alcohol use. Winter stated that Detroit Lakes Fire Department is looking at some guidelines in Data Privacy within the department that may be of help for Frazee. Doll noted that in the past, all disciplinary actions were at the discretion of the Department but now they City is the final authority. Winters noted that for guidelines, the League of Minnesota Cities has some documents that could be used as a reference. Doll reported 8 calls, 2 within the City limits, a false alarm at the school and one smoke

alarm, 2 in Burlington Township, one missing child and a car accident. The department has had 2 training events and their Fit testing by Med-Compass. 2 firefighters have retired: Paul Kasowski and Charlie Maves. They have had 6 applicants with 4 tested, and 1 for sure coming on. They could still use more applicants. The 3 probationary firefighters will have completed their time in May.

Larry Stephenson, Public Works Superintendent, reported 4,410,000 gallons of water was pumped in March. 14 ¾ gallons of Fluoride were added. 3 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had .37" of precipitation in the month of March. Stephenson noted that there is a leak somewhere that he figures is causing approximately 5000 gallons a day water usage. Donnie Tate went to the Annual Water Conference in March, they have fixed several area potholes and plan on having the streets swept during the first part of May. Stephenson asked Council if they would like to see the streets swept more often. No decision was made. Sharp asked Stephenson why the City wide Clean – up was canceled. Anderson noted the budget was an issue as county costs have gone up considerably. Stephenson also noted that he has called the county regarding their fall hazardous waste pickup that is scheduled for the fall.

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

Council Member reports

EDA –Ludtke reported for the EDA. He noted that they discussed the lease agreement with Mahube-Otwa, and the applications for the Small Cities Development Loan program. Some of those applications have been picked up.

PLANNING AND ZONING – No meeting
PUBLIC SAFETY – No meeting
PERSONNEL AND FINANCE – No Meeting
PARKS & REC- No meeting.

LARL- Julius noted that she has a report from Andrew LaSart noting there are no planned events except the monthly storytime. He is working at getting a legacy program to town.
MOTION was made by Sharp and seconded by Julius to accept the Council Member

Clerk/Treasurer Report

Anderson, City Administrator, reported that she has talked to Cindy Gray at SRF and Joel Quanbeck at KLJ, as well as Ben Olson from Hometown Planning, three companies that build city comp plans. Anderson requested council members put together their vision on what they would like to see in a city of Frazee Comprehensive plan.

Colleen Hoffman is scheduled to come to the City tomorrow and a portion of the financial system of USTI is being loaded and we are working at set up.

Having no further business, meeting was adjourned at 8:00PM.

ATTEST;



Marian Estenson, Deputy Clerk