

## CITY OF FRAZEE

### REGULAR COUNCIL MEETING

Monday, July 10<sup>th</sup>, 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, Ken Miosek, 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; TamiJo Hopwood, 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 Julius, seconded by Sharp, to approve the consent agenda items as follows:

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

All present in favor, motion carried.

#### Old Business

Jason McCoy was present at the meeting to discuss Tobacco 21. (Tobacco 21 is an effort with Partnership for Health to raise the age of sales for tobacco to 21) Ludtke noted that the Public Safety committee met earlier to discuss this effort. Nothing is being recommended to council at this time but with the suggestion of Anderson, it was decided to give the group the opportunity to open the discussion to the public at a date that they could set with Tappe, Event Center Manager. Ludtke noted the potential effect on All in All, Frazee Family Foods and the new Dollar General. McCoy noted that the effort is being presented to Perham and Detroit Lakes as well as Frazee. The open discussion would not be held until the end of August or September.

Flemmer spoke for the upcoming Turkey Days. T-shirts are being sold, buttons are available, road closures are in place and all is ready. Trieglaff also noted that no-one from the VFW has contacted him regarding their alley use. Hopwood also noted that the Third Crossing is now open to under 21 with the service of food in relation to the beanbag toss and other Turkey Day events.

Third under Old business is the blight issues. Anderson noted that she has visited with City Attorney Tom Winters and he has assured us that Mercil is willing to see the removal of the ramp. He does not have the ability to remove it himself so we are waiting for a sign release from him and we will remove it ourselves. The other blight issue open for discussion is the Pat Furey property. Trieglaff has noted that some of the items are being removed. At this point in the meeting, Denis Denio, the commercial tenant in that building came to the meeting. Ludtke discussed the procedure with him, giving him 30-60 days to complete the

task of removal of junk cars, grass and weed removal and removal of pallets. Sharp noted that as Denio is the tenant, Furey is the ultimate responsible party.

### **New Business**

Anderson presented the Resolution 0710-17A Adopting the Minnesota General Records Retention Schedule for Cities to the council. MOTION by Miosek, seconded by Flemmer to approve the Adoption of this retention schedule. All present in favor, motion carried.

Resolution 0710-17B was discussed and updated by Chris Thorson. The Resolution Accepting the Bid of the project on Fourth Street between Walnut Avenue and Maple Avenue and Maple Avenue West between third Street SW and Fourth Street South West was updated to include Acceptance of the lowest bidder, Selin Brothers, inc from Hawley Minnesota at \$287,713.50. 6 bids were received with Selin Brothers coming in lowest. Thorson noted that since they were the firm already in town working on the South East side, that gave them the ability to keep the price lower. Thorson also noted that he has been in conversation with the state regarding the potential for the use of PFA funding to add to the project.

MOTION by Miosek, seconded by Julius to accept the bid of \$287,713.50 from Selin Brothers for the project on 4<sup>th</sup> St SW between Walnut and Maple Ave W and Maple between 3<sup>rd</sup> St SW and 4<sup>th</sup> ST SW. All present in favor, motion carried.

Thorson noted that there will be a preconstruction meeting on Thursday at 11:00 for the SE side of town.

MOTION by Julius, seconded by Flemmer to accept Resolution 0710-17C Resolution Accepting and Appreciating the donation of \$969.67, Sharps salary. Sharp noted that he is hopeful that the City could use these funds for the upgrading of a park. He was very impressed with the work done at the JoAnn Niemann Park and would like to see the same type of project done at another park. All present in favor, motion carried.

MOTION by Miosek, seconded by Sharp for Resolution 0710-17D, Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed assessments. Sharp did note however that in that Resolution is states that the Parcel South of the Dollar General is listed as a City parcel but has not been deeded over to the City so should reflect the present owner as Mickelsons. All in favor, motion carried to approve Resolution 0710-17D with the noted change.

MOTION by Julius, seconded by Flemmer to approve Resolution 0710-17E, Resolution calling for the Hearing on Proposed Assessments. The hearing will be held July 27<sup>th</sup> at 6:01 in the City Fire Hall. All in favor, motion carried.

Final item under New Business, Ludtke reported hearing from a gentleman in Oregon who is said to have salvaged several historical photos for the City of Frazee. He is willing to send with no cost but is advising the city to have the photos cleaned to be readied for shipping to minimize damage. Ludtke noted that he is trying to line up someone to transport them to us. He would like someone out there to look at them first however to assure us that they are indeed photos of the Historic City of Frazee.

## **Staff Reports**

***TamiJo Hopwood, Liquor Store Manager*** reported the food service is going very well. She has heard a lot of positive comments so is looking at nothing but growth as time goes by. She also noted that she has had to release the firm who has been doing the Karoke and Trivia. Their casual attitude of coming when scheduled made it difficult to work with. Hopwood noted that with the service of food added, families are able to bring in their kids for the trivia events.

***Jolene Tappe, Event Center Manager***, reported a record setting month of June. She noted that July isn't as busy but has some great events coming up. Tappe also reported that she is working with Hopwood in correcting the past expense issues for liquor sales at the Event Center.

***Tyler Trieglaff, Police Department***, reported 175 calls for the month of June. He reported the purchase of the new radar unit which was installed by Lakes Audio. There was much discussion regarding the cones that are in front of the school and how to improve the area. MnDot is looking to do some striping in the area.

***Tyler Trieglaff, Frazee Rescue Squad***, reported 25 calls in June with 19 in town. The Pancake feed went well and are looking for more members. They have 16 active members. Trieglaff noted that it's a hard commitment to make.

***Albert Doll, Fire Department***, reported 7 calls for service in the month of June. There was 2 in the city, 1 in Height of Land, 1 in Burlington Township, 3 mutual Aid. The fire department is looking for more applicants. They held two trainings in the month of June. Funds from the Pancake feed will be used for the 1 year contract for the Village Services. The feed grossed approximately \$5.00 per plate with over 1000 plates being served. Doll noted the events that the fire department will be working with for Turkey Days.

***Larry Stephenson, Public Works Superintendent***, reported 4,536,000 gallons of water was pumped in June. 16 ¼ gallons of Fluoride were added. 2.58 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had 2.57" of precipitation in the month of June. Stephenson noted the discharge amounts have been going well. Stephenson also reported that amount of work the crew has been doing for the various parks. Another item of note is the city-wide lead and copper testing that they will be starting.

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

## **Council Member reports**

EDA – Ludtke noted that they are waiting until after the asbestos removal to get started on the demolition of the Anstadt and Furey buildings. Ludtke also reported that during the EDA meeting, a portion had been closed. The discussion had been in regards to the purchase of the Burkel property. The EDA is trying to figure out a way to do several things in town and the costs of all needs to be addressed.

PLANNING AND ZONING – No meeting.

PUBLIC SAFETY – Much of the discussion was regarding Tobacco 21 which was noted earlier in this meeting. They also revisited the blight issues along with garbage that has become a problem in a couple of the rentals in town. Trieglaff brought up the issues and a resolution could be to require a size dumpster that would reflect the number of tenants within the facility. It was decided to give the landlords the opportunity to upgrade on their own before addressing it within city ordinance. This will be revisited in the coming months.

PERSONNEL AND FINANCE – No meeting.

LARL- It was noted that Patti Nunn was back as the Link manager.

PARKS & REC- Ludtke reported that parks are being worked on. They are hopeful to see the Lions park playground improved in the same way that the JoAnn Niemann park was done. Also noted is the upcoming event at the Event Center to discuss a regional park. A group of citizens are bringing the discussion forward regarding the Mark Kelly property and creating the area into a regional park. The meeting, July 17<sup>th</sup> at 6:00 will be to seek public input.

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

### **Clerk/Treasurer Report**

Anderson, noted that she was hired a year ago for the position for the City Administrator. Anderson complimented department heads on their work within the city. First item for her review is to look at the utility rates. The city needs to do work on the wells which could be expensive so we need to look at raising rates, which are considerably lower than any surrounding city, to help build funds for that need. She is contacting Rural Water for potential help. There is also the consideration for when we do obtain the Burkel property, we will need to get infrastructure out there as well. Another discussion that Anderson put forth is looking at the role of individual council members. Noted is the consideration that one council member cannot direct or give orders to any city employee without full council approval. To allow one council member to micromanage creates a hostile working environment. Anderson also discussed the open meeting rule and how some discussion regarding that was noted by the newspaper. The council, Anderson and Porter from the Frazee Forum all decided that this issue needs to be given priority and will work this out in the future.

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

ATTEST;



Marian Estenson, Deputy Clerk