

CITY OF FRAZEE

REGULAR COUNCIL MEETING Monday, February 12th, 2018 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; Meghan Eastman, Third Crossing Manager; and Jolene Tappe, Event Center Manager. Ludtke led the meeting with the Pledge of Allegiance.

Open Forum

Present for the Open forum was Patti Nunn, the Lake Aggasiz Link Coordinator. Nunn reported that the link is doing well. She has been doing weekly visits to homebound and there has been several new people who have utilized that service. In January the region has almost doubled the count of items checked out and Frazee has been a part of those numbers with its growing circulation. This count includes digital which has seen the greatest increase. Nunn also noted the 'Community Leaders are Readers' program. Tyler Trieglaff, Bonnie Julius, Mike Sharp and Hank Ludtke have or will be reading for the children. There is an adult reading program, the Book Blizzard that had been well received and 4 little ones are signed up for the '1000 books before Kindergarten' program.

Consent Agenda

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

- Minutes from the January 4th Special meeting on the Municipal Liquor Store Operations
- Minutes from the January 8th regular meeting,
- Approval of City Claims
- Approval of the Liquor Store Claims,
- Review of City Cash accounts

All present in favor, motion carried.

Old Business

Anderson reported that the contract has been signed by the firm NJPA for the Comprehensive Plan. She is hoping to finalize a timeline for the kick-off, committee appointments and community input sessions.

Anderson reported that the contract has been signed by CEDA. Riva Mercha will be here on Wednesday February 14th to visit about the expectations looking ahead.

MOTION by Miosek, seconded by Flemmer to approve Old Business as presented. All in favor, motion carried.

New Business

MOTION by Sharp, seconded by Miosek to approve the Raffle Gaming Permit for the 412 Lakes Friends of NRA to be held February 24th at the Frazee Event Center.

MOTION by Flemmer, seconded by Julius to approve the Raffle Gaming Permit for the 412 Lakes Friends of NRA to be held April 21st at the Frazee Event Center.

MOTION by Miosek, seconded by Julius to approve the Raffle Gaming Permit for the Frazee Firemen's Relief Association to be held March 24th at the Frazee Event Center.

MOTION by Flemmer, seconded by Sharp to approve the Raffle Gaming Permit for the Minnesota Deer Hunters Association to be held April 28th at the Frazee Event Center.

MOTION by Julius, seconded by Miosek to approve Resolution 0212-18A Acceptance and Appreciation for the Donation of \$25.00 for Lakeside Cemetery from Jolene Bruhn. All present in favor, motion carried.

MOTION by Sharp, seconded by Julius to approve Resolution 0212-18B Acceptance and Appreciation for the Donation of \$500.00 for the Ice skating rink by the Frazee Lions Club. All present in favor, motion carried.

MOTION by Sharp, seconded by Miosek to approve a donation of \$500.00 to the Lakes Country Water Festival. That event is held annually in Detroit Lakes. Students from Frazee School attend where they learn about water sources and it's importance and to teach children the environmental values and stewardship options for children. Stephenson and Tappe noted the value of this education. All in favor, motion carried.

MOTION by Miosek, seconded by Flemmer to approve the Sub-division request by John Drewes of At Ease Dock and Lift. At Ease is within the City of Frazee extra-territorial boundaries. All in favor, motion carried.

MOTION by Sharp, seconded by Julius to approve the request by Jonas Zion / Lakes Audio & RC for a Conditional Use Permit. Council approved the planned scheduled hearing for March 12th at 6:01. Zion had applied annually for an Interim Use permit. This CUP would grant him continual use without the annual application process. He has met the 3 criteria, no encroachment on Fire department parking, interfering with the Fire Department schedules, and using that permit for limited installation of radios and Auto starts. Letters will be sent out to residents within 350' from that residence. All present in favor, motion carried.

It was noted that the Board of Appeal and Equalization is scheduled for Tuesday, April 24th at 4:00.

MOTION by Julius, seconded by Miosek approving the contract for Project Engineering Services for the plan and consideration of a new well-house to Ulteig Engineering. Kris Carlson would like to see us move forward with applications for a PA grant for this future project. A new well-house is definitely in the future. Stephenson noted that the pumps are

getting up in age and they have been battling with the controls for the last 10 years or so.

Anderson noted another item that she wanted to bring to council under new business is the letter of intent that the EDA was bringing to council. The committee had a closed meeting regarding the intent to purchase for the Burkel property. There was a second property discussion regarding an entrepreneur who would like to purchase property next to the dance studio. That is still a pending consideration.

Staff Reports

Jolene Tappe, Event Center Manager, noted that January was a slow month which is typical. She has worked with the building maintenance; painting, bathrooms, and lighting. Tappe noted that the advertising is up because of the need to place ads in local wedding magazines. Bookings have been crazy.

Meghan Eastman, Liquor Store Manager is excited at seeing a profit this month and having inventory under control. Eastman has worked with the MMBA and has lowered their staffing costs. They have done a couple of events and have added a weekly Karoke. Eastman has noted that the Valentine's event is coming with a meal including a salad and ribs with shrimp, baked potato, a dessert and a bottle of wine. The cost will be \$40.00 per couple. Flemmer noted that they have discussed with the MMBE to pay twice a month. MOTION by Flemmer, seconded by Sharp to pay Liquor Store invoices twice a month. Also discussed is the need to discontinue radio advertising and get a credit card to allow Facebook advertising. Eastman noted that they will now close on Sundays.

Tyler Trieglaff, Police Department, reported 133 calls in January with 42 traffic stops. All the squad's doing okay. They have had a couple recalls. Ludtke noted that the police department was the department that has saved the most money.

Tyler Trieglaff, Frazee Rescue Squad, reported 33 calls in January with 23 in town. 6 were in one day. There is training coming tomorrow with new protocols, the use of epi-pens and other drugs to be administered in case of drug overdose.

Albert Doll, Fire Department, reported 10 calls in the month of January with 3 in Height of Land Township, 2 in Burlington, 2 in the City along with 3 mutual aid calls. They had their township meeting and are sitting good with their roster. Doll and the officers are looking to work with Anderson regarding a Capital Improvement Plan for the department and their auction fundraiser is coming March 24th.

Larry Stephenson, Public Works Superintendent, reported 4604,000 gallons of water was pumped in January with 15 ½ gallons of Fluoride added. They are looking at the bigger users to try to stop water waste. The DNR is asking the city to get better control of wasted water within the city. Kris Carlson is working with Stephenson regarding the annual form for the DNR. 3.17 million gallons had been pumped out to the Waste Water Plant for treatment. All equipment is in good working order, to date there has been little snow to plow. Stephenson noted they are looking at a new tractor for mowing with a need to upgrade.

MOTION by Miosek, seconded by Julius, to accept all staff reports as presented.

All present in favor, motion carried.

Council Member reports

EDA – Lutke noted that the EDA discussed the redoing of the Comp Plan, CEDA contract and the non-binding letter of intent for the purchase of the Burkel property. Miosek noted that the EDA financials have been a contentious issue with the paper and wondered to Barbie what she needed to be correct in the newspaper. He noted that EDA finances are correct and certified with the state.

PUBLIC SAFETY – no meeting

PLANNING AND ZONING – discussed Jonas Zion’s Change of Use Permit instead of a Interim Use Permit, and the parcel split with At Ease Dock and Lift.

PERSONNEL AND FINANCE – Sharp noted that there will be a city wide clean up this year with a few changes from prior years. There will be limits placed on some items with charges for TV’s and monitors. Stickers must be purchased for those items. Hopefully this will deter ‘out-of-towners’ from dropping off items.

PARKS & TRAILS - No report

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

Clerk/Treasurer Report

Anderson, City Administrator, noted her appreciation of council and fellow employees. The City office is starting on Rental Inspections in March, she is working with the Fire Department on their capital needs and waiting on the TA Grant proposal. Hoping to hear by April for grant receipt. Anderson noted she would be attending the meeting at MNDOT on Thursday the 15th for their kick-off of the 2021 project.

MOTION was made by Miosek and seconded by Flemmer to accept the Clerk/Treasurer report as presented. All present in favor, motion carried.

Ludtke noted that he would be leaving in the morning for 3 weeks on vacation.

ATTEST;



Marian Estenson, Deputy Clerk