PUBLIC HEARING
PUBLIC HEARING ON ORDERING IMPROVEMENTS AND PREPARATION OF PLANS FOR THE 4TH STREET AND BALSAM AVE STREET PROJECT
April 14, 2014
6:00pm

The Public Hearing of the Frazee City Council for the ordering of improvements and the preparation of plans for the 4th St and Balsam Ave Street project, also known as County Road 118 was called to order at 6:00 pm by Mayor Hank Ludtke. Council members present were David Jopp, Donna Ouart, and Bonnie Julius. Ludtke introduced Chris Thorson, City Engineer from Ulteig Engineering. Thorson gave an overview of the project. There were no residents in attendance for the hearing. Thorson reported the updated schedule for the project. Thorson noted the time line beginning with the Bid Advertising Period and continuing through the remainder of April and ending with the scheduled completion of the majority of the project by August 29th. Thorson also stated that even though the project will be basically done by that date there may be up to an extra month needed for reseeding, and cleanup of the area.
No public comment presented.

REGULAR COUNCIL MEETING
April 14, 2014
6:05pm

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: Jonathan Smith, City Administrator/Clerk/Treasurer; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Mike Johnson, Police Chief; Regi Ueke, Fire Chief; Marvin Anderson, Rescue Squad President; Jolene Tappe, Event Center Manager; and Tanya Mastin, Liquor Store Manager.

Ludtke led the meeting with the Pledge of Allegiance.

Open Forum
Present for the open forum was John Okeson, Commissioner from District 3 on the Becker County Board of Commissioners. Okeson congratulated the City of Frazee on being rewarded the Safe Route to School Grant. Okeson also noted his stance on County issues that could affect Frazee including decisions regarding Auditor-Treasurer position at the county level, ½ cent sales tax, the reported substandard Jail facility, the County 118 project and the county garage plans. No questions were brought forward from the Council.

Consent Agenda
MOTION by Ouart, seconded by Jopp, to approve the consent agenda items as follows:
- Approve the minutes from the March regular and special Council Meetings.
- Approve the City claims for payment.
- Approve the Liquor Store claims for payment.

All present in favor, motion carried.

New Business

Present to give the City Audit report was Colleen Hoffman from Hoffman, Dale and Swenson. Hoffman distributed the 2013 audit report and noted that new standards set by the State of Minnesota stated that she must communicate with council members to discover any questions and concerns they have regarding city management. No issues were noted. Hoffmann also noted than they were able to close out 2 funds and she pointed out the need to stream line some of the city project funds. Hoffman also noted positives of the city financial picture, our healthy fund balance and how the City of Frazee is doing well in all areas. She did note that in a couple years there will be changes to the Public Employee Retirement Association (PERA) Funds system so we will have to watch that. Also duly noted is the dislike of our financial software.

MOTION by Miosek, seconded by Miosek, to accept the 2013 Audit Report as presented by Colleen Hoffman. All present in favor, motion carried.

Resolution 0414-14A Placing Anthony Bachmann, Travis Gray, Shawna King, and Chris Burton in the Positions of Probationary Volunteer Firefighters with the Frazee Fire Department. Ludtke read the Resolution.

MOTION by Miosek, seconded by Julius to approve Resolution 0414-14A Placing Anthony Bachmann, Travis Gray, Shawna King, and Chris Burton in the Positions of Probationary Volunteer Firefighters with the Frazee Fire Department. All present in favor, motion carried.

Resolution 0414-14A Regarding Standard Terms and conditions for Project Contracts for Engineering Services. Jonathan Smith, City Administrator noted that this resolution is a standard step in relation to our relationship with any engineering firm or company who is hired for street and special utility improvements.

Old Business

MOTION by Julius, seconded by Ouart, approving **Resolution 0310-14B The Resolution Ordering Improvement and Preparation of Plans** on the proposed improvements of infrastructure including the replacement of water main, sanitary sewer and street items on 4th Street, East Main Avenue to Balsam Avenue and on Balsam Avenue , 4th Street to Corporate City limits(County 118). All present in favor, motion carried.

Staff Reports

Tanya Mastin, Frazee Liquor Store, reported a loss in all areas of the liquor store due the annual payment of Workers Compensation Insurance, Property Insurance and Excess Liability Insurance. Another Expense that came up this month was the need to replace the furnace that was charged to the White Pine Room. The loss in the Off Sale was $-3,386.07 and the loss in the On Sale was $-3,419.63 and a $-3,162.70 loss due to the furnace for the White Pine Room bringing the month of May at a month total loss of $-9,968.40. It was noted however that the loss year to date is only $1,536.89.

Jolene Tappe, Event Center Manager Event Center also had a month that reflected the insurance payments with a loss of $-5,158.86. Tappe noted the events in April will really help that loss as well as a great summer line-up of weddings. Tappe also discussed the March event of Dueling Pianos. She reported the event was a financially negative evening but it was well received. Councilmember Jopp noted that to keep the public interest in the

Event Center there should be a consistent scheduled event monthly. Tappe also reported that the Ulen City Council met with her in discussion of the Frazee Event Center because they were told that it is the facility that is the best example of this type in the area.

Mike Johnson, Police Department, noted that the blight tickets would be coming out soon. He also noted the new vehicle has not yet arrived. Johnson also reported the upcoming Landlord Tenant informational meeting will be April 29th from 5-7. This was brought to the City by WACCO. An Attorney from Moorhead is coming down to discuss landlord tenant issues. He also reported that he is working with the VFW on an event for Flag Day. Johnson informed the council of the Firearm Safety classes that the police staff is giving. He noted that it is not a city sponsored class but all officers are involved. Johnson also noted it the new carpet that will be placed in his office at a cost of approximately $325.00, the upcoming Day of Caring and the Bicycle training that he is hopefully presenting at the school. Question by council member Miosek regarding a City Wide Cleanup event. Larry Stephenson, Public Works Superintendent explained that Becker County discontinued its Amnesty Day program where the City could take out all the junk that residents would leave out on their curbs at no expense but they would look into different options for this idea.

Marvin Anderson, Frazee Rescue Squad, reported 15 calls for service, 3 in town, 1 of which was motor vehicle. 10 members have completed their refresher classes. Repairs to the rig were around $3,000.00 which included 4 new tires. Anderson noted that squad members made visits to all the townships and the donations received was the same generous amount as last year. Anderson reported that the only township that requested a contract was Burlington. Anderson also reported about the radio issues, Monday's firearms training by the police department, the need to store the Rescue sled and the upcoming Pancake feed which will be June 8th at the rescue garage.

Regi Ueke, Fire Department, noted the upcoming township meeting that will be held at the fire hall. Invitations were sent out to all the area townships inviting them to come to see what the department has to offer them. Ueke reported that there were 6 calls in the month of March. Two were mutual aid. Ueke also reported regarding the outfitting of the new truck, the need for the new radios along with the usage of the active 911 system, and the fact that the reason for hiring of the 4 volunteer firemen is that they have some firemen retiring with the next couple of years. Also noted was the tremendous success that they had with the auction that was held on the 12th of April. Ueke also requested permission from the council to serve alcohol in the fire hall when they hold their annual card party.
MOTION by Jopp, seconded by Miosek to approve the serving of alcohol in the Frazee Fire Hall for the annual Card Party. All in favor, motion carried.

Larry Stephenson, Public Works Superintendent reported that for the month of March 12,435,000 gallons of water was pumped. This, more than double the usual amount, is due to the residents running water to keep the lines from freezing. Stephenson is hopeful that it will only be a couple more weeks before we can have all residents turn off the constant stream. His hope is that when one of the existing frozen up services thaw it will be an indication that all is clear. 38.75 gallons of fluoride was added and 8.17 million gallons were pumped out to the Wastewater plant for treatment. Also noted was a .94" amount of precipitation for the month of March. Stephenson presented the Council the issue with the iron removal filters. He noted that the filters are 14 years old and with the amount of water running through them this product should be considered for replacement. The life is

typically 15 years so this is only one year ahead of schedule. A quote was obtained for the necessary media of $29,208.00 from the company TonkaWater that placed it there initially. The company will send a crew to remove the old media and replace it.
MOTION by Ouart, seconded by Julius to accept the proposal and replace the old media of the Well Filtration System. All in favor, motion carried.
Stephenson also reported the advertisement for bids for the sale of the gray 1986 pickup that is no longer of use to the department.
MOTION by Miosek, seconded by Julius to accept all staff reports as presented. All in favor, motion carried.

Council Member reports

EDA – Ludtke reported no new developments for the sale of Sunrise Sr Villa. Going as planned. Ludtke also reported the addition of Nick Trapp of United Community Bank to the board and the plans to look into future development of a house on the 'Potter Property' and search for multi-family housing.
MOTION by Miosek, seconded by Jopp to approve the addition of Nick Trapp from United Community Bank to the EDA Board. All present in favor, motion carried.

PLANNING AND ZONING – Mike Johnson reported only 1 building project remains open from 2012. Also reported is some proposed rental inspection changes may be coming.

WACCO- Ouart noted a good meeting on Friday, April the 11th. Discussion was on the aging population with a grant being sought for an Alzheimer's presentation and also a Crisis management program. Hopeful to see Frazee considered for these options. Ouart noted the upcoming Landlord Tenant presentation that was brought here by WACCO, and the availability of 'Rocky Boots brand boots at a 25% discount.

LARL- Julius reported a good event on the 7th of April for the Week of the Young Child.

Clerk/Treasurer Report
Jonathan Smith, City Administrator reported the City and School received the Safe Routes to School Grant and would now be looking into the timeline for work to be done for that project. The grant totaled approximately 80% of the project cost. Smith also noted the League of Minnesota meeting he will be attending in June.
MOTION was made by Ouart and seconded by Julius to accept the Council Member and Administrator Reports as presented. All present in favor, motion carried. Having no further business, meeting was adjourned at 7:53 pm.

ATTEST;

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Marian Estenson, Deputy Clerk