

**CITY OF FRAZEE**

**REGULAR MEETING OF THE  
FRAZEE CITY COUNCIL**

**Monday, May 13, 2019**

**6:00 pm**

**Regular Meeting**

The regular meeting of the Frazee City Council was called to order at 6:00 pm by Mayor Ken Miosek. Council members present were Mark Flemmer, Mark Kemper, Nicole Strand, and Mike Sharp. City staff present: Denise Anderson, Administrator; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Joe Nelson Fire Chief; and Jolene Tappe, Event Center Manager. Miosek led the meeting with the Pledge of Allegiance.

**Open Forum**

No one was here for the open forum.

**Consent Agenda**

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

- Minutes from the April 8<sup>th</sup>, 2019 Regular Meeting;
- Minutes from the April 9<sup>th</sup>, 2019 Board of Review;
- Minutes from the April 18<sup>th</sup>, 2019 Special Council Meeting;
- Minutes from the April 19<sup>th</sup>, 2019 Board of Review;
- Approval of City and Liquor Store Claims;
- Review of City Cash Accounts

All present in favor, motion carried.

**New Business**

Natalie from MMCDC was in attendance to request an adjustment for an invoice sent for the final home built on Ash Avenue. She noted that the reason for the build was to keep the homes as inexpensive as possible to make them affordable for young families. It was noted that the invoice was for work that was done because there were 4 homes built when the connections in that area was for only 3 so there were additional expenses to bring water and sewer to that house.

MOTION by Sharp, seconded by Flemmer to approve the removable of all extra fees for the home at 507 Ash Avenue West. All present in favor, motion carried.

Present at the meeting was Nick Courneya regarding the Frazee School and the City of Frazee partnering with working together on the rest rooms at the summer rec concession area. Courneya requested that the school softball boosters, and city each share in the cost of adding stalls to the men's restroom at \$200.00 each. It was decided that the school will invoice the city for the project.

Third on the agenda was the consideration of the sale of the Eagle Lake Park. Flemmer noted that the city is looking at this option to be able to use those extra funds to help with the 'in-city limit' parks. Hank Ludtke was present to discuss the boat launch. He noted that if the property was sold to a single buyer there would be no public access. Sharp wondered if there would be consideration of parceling off the access. Ludtke noted that the sportsman were considering the park. Anderson stated that there are options. The EDA could consider the purchase. She also noted an interested individual has contacted the city.

MOTION by Flemmer that the city would obtain an appraisal for the park to be able to plan for future consideration. Second by Sharp, all present in favor, motion carried.

Anderson did an update on a regional park visioning. Anderson stated that she had gone to a Greater Minnesota Parks Meeting to the Kennington State Park and met with the DNR. Although the process is slow, this is something that she feels is obtainable. They are getting a group together to move this forward and there is a question on who should seek Legacy funds. Funds need an applicant and could be requested by the City of Frazee, Becker County or the group itself. There are a lot of steps in the creation of at least a regional park. In talking to the county, John Okeson, our board representative, is on board with this.

Next under New Business, Joe Nelson of the fire department, requested city approval of a purchase of a new grass rig trailer. This would be bigger and more heavy duty, with better storage than the old one that they are currently using. They would be able to trade in their current trailer for \$1300 with a balance remaining of \$3529.89. This is part of their capital improvement plan and would use their restricted savings money.

MOTION by Strand, seconded by Sharp to approve the fire department purchase of the Grass Rig Trailer. All present in favor, motion carried.

Next under new business is the discussion of the 2019 rental registration. Ben Riewer, city building Official was present and noted that there has been 2 of the largest landlords that he had inspected for the first time and they and some others are not getting their expected repairs done. The question to the council is how to proceed with obtaining compliance. Riewer stated that the main objective is to make these rentals safe for tenants. He is looking at a different 'check-list' system for next year, making it more obvious as to problems in the units. Sharp noted that we must follow due process to bring landlords into compliance. It was decided that Sharp would work with the city to draft a formal notice of non-compliance, send it to Tom Winters for approval then send those letters out as both certified and regular mail. Those letters will give May 31<sup>st</sup> as the final date for compliance to the rental ordinance. MOTION by Sharp, seconded by Strand to direct city staff to send a compliance letter, first to Winter for approval and then to landlords. All present in favor, motion carried.

It was also noted that non-payment is also a non-compliance issue. Sharp also noted that units that are non in compliance to city code, tenants would not need to pay their rent.

MOTION by Kemper, seconded by Strand stating that those landlords that are not in compliance by May 31<sup>st</sup>, June 1<sup>st</sup> are not in compliance and would have to reapply for their rental registration. All in favor, motion carried.

MOTION by Strand, seconded by Flemmer to approve the Gambling permit presented by the Frazee AmVets, Post 612. All in favor, motion carried.

### **Old Business**

Kris Carlson was present to update council on the plans going forward regarding the Water treatment plant. He noted that the grant application has been submitted. Carlson also noted that he worked with Stephenson and Estenson to complete the Water Supply Plan and the form for that adoption is in the packets. This adoption certificate would be sent to DNR. Other items of note are the upcoming needed rate study and the need by Minnesota DNR to consider a meter replacement plan. It is noted that meters have an accuracy life span of 10 years so the city is looking at ways to replace and to pay for that meter replacement on a rotating basis. There is consideration of adding a small amount on each monthly bill that would cover that cost. A lot of the effort of this and the city is to try to reduce the amount of water that is pumped that is not metered so we can track where the city water goes.

MOTION by Sharp, seconded by Strand to approve the adoption of the Water Supply Plan as presented. All in favor, motion carried.

Another item touched on by Carlson is the incomplete work on Cherry Avenue project. Carlson noted that the weight restriction have only come off today so their completion is still coming.

The second item under old business is the tabled discussion of the hiring of Nancy Kiehl as the new Deputy Clerk. Anderson noted that the wage difference between existing Deputy Clerk Estenson and the starting wage of Kiehl would allow enough funds in the budget to hire an accountant to keep an oversight of city funds between annual audits. Anderson stated that Happy Balance Accounting in Vergas has been contacted and she will work with the city at an hourly rate of \$50.00 and that this is a doable expense within the city budget. Anderson is also checking out the possibility of hiring an audit firm who is familiar with the city financial program after this year. Anderson noted that her recommendation is still to hire Kiehl. After lengthy discussion: MOTION by Strand to adjust the job description and to hire Kiehl. Department heads would be in charge of hiring within their department. No second was given.

Sharp noted that he would prefer that this position be filled with someone with a two-year degree. Again, after much discussion:

MOTION by Strand to adjust the job description and to hire Kiehl. Department heads would be in charge of hiring within their department. Seconded by Kemper. The question was called with Flemmer and Sharp opposed. Miosek voted in favor, motion carried.

Council decided that the city would check over the personnel policy and a draft would be brought to the next council meeting.

### **Open Forum**

Megan Aho, who owns 201 Lake St S had a question for the council and did not speak at the open forum. Aho was wondering if the city is considering going whistle free. Miosek noted that the option had been explored but because of the expense it was dropped. There also was not enough room on the street for the barriers needed. Flemmer noted that some of the standards had changed along with change of technology so it may be worth looking into again. There may be an option of doing another site assessment.

### **Staff Reports**

**Jolene Tappe, Event Center Manager**, stated that the month was slow. The building has been inspected by the City building inspector for damage caused by water leak. Riewer thought there could be repairs done. The roof needed insulation which is very inferior at this time and the wall would need to be done. Tappe also noted that the ovens have been repaired.

**Tyler Trieglaff, Police Department**, reported ----, 88 of which were traffic stops. Trieglaff also noted that nuisance letters had been sent out. He also noted that the new vests were here with half paid by a grant.

**Tyler Trieglaff, Frazee Rescue Squad**, reported 19 calls in April with 8 in town. Trieglaff reported that their fundraiser, the pancake feed would be June 9<sup>th</sup>.

**Joe Nelson, Fire Department**, reported 4 calls in the month of April with 2 in the city, 1 in Silverleaf and one in Burlington Township. One of the firefighters, Scott Geiselhart, has put in his retirement after 24 years. They are holding an open house and have received 4 strong candidates for the department. Nelson also noted that they have submitted paperwork for a grant to help in replacement of their grass rig.

**Larry Stephenson, Public Works Superintendent**, reported 4,154,000 gallons of water was pumped in April with 13 ¼ gallons of Fluoride added. Stephenson noted that most of those running water have been asked to discontinue. 2.88 million gallons were pumped out to the Waste Water Treatment Plant for Treatment. The city had 2.04" of precipitation in the month of April. Stephenson reported on the City wide clean up that was today. So far, it appears to be a somewhat positive event but there have

been a couple areas that are putting out garbage instead. That makes it a lot harder on their staff.

MOTION by Strand, seconded by Kemper, to accept all staff reports as presented.

All present in favor, motion carried.

**Council Member reports**

EDA – Anderson noted that the EDA meeting went well with the business owners giving great feedback. They met the new CEDA representative, Tara Nichols.

PUBLIC SAFETY – No meeting.

PLANNING AND ZONING – No meeting.

PERSONNEL AND FINANCE – None noted.

PARKS & REC- Stephenson reported the work that is being done at the Main Street Camp site. Water is being brought in. Site numbers are being put in and the sign is going up.

LARL- notes were read by Strand.

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

**Clerk/Treasurer Report**

Anderson, City Administrator, reported on her efforts to obtain a grant for repair of homes within the city. This program is a five-year forgiveness program with the homeowner needing to commit to live in the home for 5 years after receipt of the loan.

Sharp also mentioned his approval of having Happy Balance Accounting on board and felt that after a time they would be able to determine the amount of hours she would need to commit on a monthly basis.

MOTION was made by Sharp and seconded by Kemper to commit an evaluation period to determine the hours that will be needed for Happy Balance Accounting. All present in favor, motion carried.

MOTION was made by Sharp and seconded by Strand to accept the Council Member Reports as presented. All present in favor, motion carried. Having no further business, meeting was adjourned at 7:50PM.

ATTEST;

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Marian Estenson, Deputy Clerk