



FRAZEE CITY COUNCIL

Regular Council meeting Minutes

July 8th, 2019

6:00 p.m.

Mayor Ken Miosek called the meeting to order at 6:00 p.m.

Present: Mike Sharp, Nicole strand, Mark Kemper, Mark Flemmer

Also, Present: Police Chief Tyler Trieglaff, Public Works Supervisor Larry Stephenson, Police Officer Ryan Seeger, Fire Chief Joe Nelson, City Engineer Kris Carlson, City Attorney Tom Winters, Administrator Denise Anderson, Barbie Porter and Daneele Shipman

Open Forum – Daneele Shipman addressed council in regard to the Frazee Robotics Club manning the bounce houses and stated she doesn't know the regulations of the insurance. Robotics have done this task historically (since 2011) and charging a \$5.00 fee for wristbands for a fund raiser, her concern is as a free event they have a safety concerns as to how many children are in the bounce houses at one time. She stated she was surprised this is an issue since the Community Club is unable to man the event the robotics club could do it, she stated that for an additional \$500.00 the company vendor that rents the bounce houses would provide employees to attend the bounce houses. Kemper asked if the vendor manned it would the city still need insurance; Shipman stated the City would still need insurance.

Consent Agenda

➤ Sharp made a motion to approve Minutes of 6/10/2019 Regular Council Meeting Minutes, Minutes of 6/17/2019 Special Meeting Minutes, Approval of Claims, and Review of City Cash Accounts, seconded by Strand.

Kemper stated that one bill was not listed for \$135.00 for Leighton Broadcasting for the Liquor Store, it had been omitted from the payment list.

➤ Miosek called the motion to include the \$135.00, all in favor, motion carried.

New Business

Resolution 0708-19A Delinquent Utility/Fire Call Bills Payable in 2019

➤ A motion to accept Resolution 0708-19A was made by Kemper, seconded by Strand. All in favor, motion carried.

Resolution 0708-19B Declaring Police Officer Eligibility in the Public Employees Retirement Association Police & Fire Plan

➤ A motion to accept Resolution 0708-19B was made by Strand, seconded by Sharp. All in favor, motion carried.

Resolution 0708-19 C Expressing Acceptance of and Appreciation for a donation from Michael & Michelle Sharp

➤ A motion to accept Resolution 0708-19C was made by Strand, seconded by Flemmer. All in favor, motion carried.

Resolution 0708-19D Approving Plans and specifications and Ordering Advertisement for Bids

➤ A motion to accept Resolution 0708-19D was made by Kemper, seconded by Strand. All in favor, motion carried.

Frazees Turkey Days Update

Anderson explained to Council that she had learned from the agent who brokers the insurance for both the Community Club and the City informed her that the Community Clubs insurance company had excluded bounce houses, so the City had to insure the event under the City's policy. In such an event it is not recommended for the City to charge admission or raise funds for another organization by charging admission. Tom Winters said that the Robotics club could ask for a recommended \$5.00 donation but if someone said they didn't want to donate they would be entitled to have access to the bounce house event. Also discovered is that the Robotics Club would need to be agents of the city to be covered under the insurance. Discussion of the League interpretation and also recommendation from Mr. Ramstad to have a sign asking for donations for the Robotics Club as opposed to charging.

➤ A motion was made to appoint and recognize the Frazee Robotics Club members as volunteers of the City was made by Flemmer, seconded by Strand. All in favor, motion passed.

Equipment Purchase – Tractor & Mower for Wastewater plant, grounds maintenance & future multi-use trail

Stephenson explained to Council that he needs to replace the tractor and mower to care for the retention wastewater ponds. He contacted Kubota dealership in Detroit Lakes and RDO who never got back to him to supply quotes however; Butler out of Fargo did and has been working with Stephenson on a purchase with government pricing and financing packages. The tractor and mower with turf tires would be in the area of \$83,000.00. He plans to start a 5 year replace program on his equipment. He has had 2 major pieces of equipment fail this year. Council instructed the Finance committee to research financing options. Kemper questioned if the old tractor was worth keeping. Discussion of needed repairs and should it be placed on an auction or listed for sale. Stephenson stated a unit of the size he has in mind would cut his time in half at the wastewater plant and could be used when the multi-use path is constructed for snow removal.

➤ A motion to approve the purchase of the Tractor and Mower at the discretion of the Finance Committee to pursue the best payment option was made by Flemmer, seconded by Kemper. All in favor, motion carried.

Old Business

Ulteig Engineering - Carlson stated that preliminary approval of the Well House Project has been granted and it is currently in the finance scoring process. Mark's Sand and Gravel has been given a deadline of the 19th to complete the Cherry Avenue issues or on the 22nd Driveway Service will complete the project. There was a discussion of cracking on Cherry and Stephenson stated that is normal also seal coats are recommended to be applied every 5 years.

Extra Territorial - MN Statues 462.358 authorization of subdivision regulations discussion – Anderson stated she had researched and spoke with the Planner in Detroit Lakes and learned it would be best to not to abandon the Extra Territorial option that Frazee has been exercising. Winters stated the City has the power to enforce it so why would they not, especially in a case where there may be annexation. Sharp’s concern is that there is a statue that states the City cannot enforce its zoning ordinance in the extra territorial area if the County has a zoning ordinance which Becker County does. Sharp talked about the subdivision ordinance is controlled by the zoning ordinance so if that could not be enforced, he questioned what is the City really gaining? Winters said the subdivision ordinance would refer back to the City’s zoning ordinance and then it would need to be referred back to the County. Sharp said the City of Hawley enforces the extra territorial right only in areas that have been identified in their comp plan for orderly annexation area for future land annexation, he feels that is the best practice. Miosek stated that it was originally put in place to create and maintain a buffer between Frazee and Detroit Lakes especially following Highway 10. Flemmer stated that there could be possible lawsuits and that was a concern Sharp expressed. Miosek said he feels the city could work concurrently with the county, Winters stated that other cities he works with have choose to continue to exercise their power and have worked with the County. There was a discussion of concerns of various incidents that could happen with subdivisions in the 2-mile area and how would the City’s zoning ordinance conform to effect decisions with the County. Flemmer said he has concerns and would like this issue referred back to the Planning Commission. Anderson will contact the County Planning and Zoning office and see if a meeting could be set up with them for a discussion.

Staff Reports

Event Center - Jolene Tappe

An email from Jolene stated she was happy to report the Event Center showed a profit in June. It was a nice month with no repairs. There are a couple of weddings scheduled in July and the month will end with 12 events during Turkey Days Celebration. Flemmer pointed out that wages and utilities were not listed on the P&L presented. Anderson will research why the system didn’t report these expenses and send revisions out to Council.

Liquor Store

Council reviewed reports presented

Police Department - Tyler Trieglaff

128 calls for the month of which 15 were traffic bringing the department to 827 for the year. Audubon, Lake Park and Callaway have received 70 calls between the three Cities for the year, so Frazee’s department has been kept busy. Trieglaff had research various camera systems and the estimates run in the range of \$24,000. There was a discussion of different types of systems, the need for a system and that Public Safety Committee could do more research and make a recommendation, and that there are 4 different options, some have 4 cameras, and some have 10 cameras to consider. Kemper asked who has cameras in the area to enable an opportunity to research their systems. Miosek requested that this issue be researched further with the Public Safety Committee. Officer Seeger was introduced to Council. Trieglaff also stated that he doesn’t anticipate any problems during Turkey Days.

Rescue Squad - Tyler Trieglaff

There were 24 calls in June 12 of which were in Frazee. Bringing the total for 2019 to 155 calls. The squad is conducting "Lucas" training (automatic CPR compression Unit) and also training how to administer and handle Nar-Cam. There were over 600 guests served at the Pancake Fund raiser for the Squad.

Fire Department – Joe Nelson

Nelson reported that there were 5 calls for the month of which 4 were mutual aid, bring the number of calls to 32 for the year which is slightly above average. Nelson commented that most have been structure fires. Engine #3 will be placed up for sale by sealed bid with \$1,000.00 minimum bid and an ad will be placed in the Frazee-Vergas Forum. They served 900 guests at their fund raiser pancake feed which is down by about 200 from prior years.

Public Works - Larry Stephenson

Stephenson reported that 4.27 million gallons of water was treated and pumped from the water plant, 13.5 gallons of fluoride was added to the water supply, 2.46 million gallons was processed at the wastewater plant in June. A small leak was discovered and repaired. 10.5 million gallons was discharged in June bring the yearly total to 19.8 million. 4.75 inches of precipitation was recorded. Flowers for little Turkey Park were picked up, they were a donation from Jay Estenson. Miosek questioned the connection monthly service fee's being increased by the State of Minnesota and a discussion of a rate study took place. Carlson discussed savings the new plant will provide and also the affordability rate. Rate studies and a possibility of a user fee as an option for payment of the facility along with the features of the construction.

➤ A motion to approve the staff reports was made by Sharp, seconded by Strand. All in favor, motion carried.

Council Member Reports

EDA – Anderson said that the EDA discussed CEDA and their role along with the need to finish the business brochures. Mr. Bender has requested that before a nuisance letter is sent to a business the EDA would have the option of deciding if such a letter would be issued. Sharp stated that nuisance letters should follow Council directive and administrative policy, there is a process in place and processes should be followed. Trieglaff explained that 6 letters were issued for unlicensed vehicles and expressed concerns about the EDA dictating to his department when ordinances which are the law and his department is responsible to enforce ordinances. Flemmer agreed with Sharp and expressed that such issues should be left to the Police department. Kemper and Miosek both expressed their views and that the Council and administrative polices stay in place.

➤ A motion that the enforcement of ordinances shall reside with the City Council, with authority delegated to Chief Trieglaff and the Administrator was made by Sharp, seconded by Strand. All in favor, motion carried.

Public Safety – no meeting, however; Trieglaff informed Council that quite a few fire hydrant markers have been installed by the maintenance department.

Planning and Zoning – rescheduled for 7/9/2019

Personnel and Finance – no meeting

Parks and Trails – Anderson said that only staff met along with a few residents from Eagle Lake. These residents were quite concerned about the possible sale and just wanted to keep informed. Stephenson is creating the marking of the city bike trails and also the

concept of a frisbee golf course to be installed in the Lions Park. There was a discussion of a layout for the game and equipment to be purchased. Anderson has asked the Lion's if they would consider a donation for the purchase of equipment. Also reported that the Riverside Campgrounds are beginning to be utilized.

Flemmer asked if mini frisbee courses should be installed around the City or if it should be concentrated in one spot. There was a discussion of options for future planning of additional locations for the game.

➤ A motion to start the process of purchasing equipment for frisbee golf, baskets and begin layout design was made by Strand, seconded by Sharp. All in favor, motion carried.

LARL - Report furnished in agenda packet

➤ A motion to approve Council reports was made by Strand, seconded by Kemper. All in favor, motion carried.

Administrator Report – Anderson was disappointed that the annual audit was not ready to present at this meeting. The master list for the 2018 liquor store inventory is missing. She has the original sheets for the count so that document will need to be recreated.

Minnesota Housing Partnership will be in Frazee on July 18th to discuss the Downtown development area and City housing needs. Also, the planning meeting has been moved to the 9th to attend Congresswoman Tina Smith's Housing and Planning listening session in Detroit Lakes.

Anderson reported that the city has been approached by a resident who would like to rent out the kitchen of the Event Center for a catering business. There was a discussion of the proposed offer, use of equipment and equipment repair. Winters said that if the Center is rented out the building could be placed back on the property tax rolls and that there are quite a few items to that would need to be researched first. Council discussed their concerns and the pros and cons and questions of available equipment. Anderson was instructed to do further research. Flemmer stated that it is his understanding that the City does not own the Event Center so that could be an issue in itself.

➤ A motion to accept the administrator's report was made by Strand, seconded by Sharp. All in favor, motion carried

➤ A motion to adjourn at 8:05 was made by Sharp, seconded by Strand
Meeting Adjourned

Respectfully Submitted



Denise Anderson/Administrator